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Table of Content

1 FAS ID Authentication Registration Steps 3

2 FAS ID Authentication Activation Steps 6

3 Contractor Login Steps 15

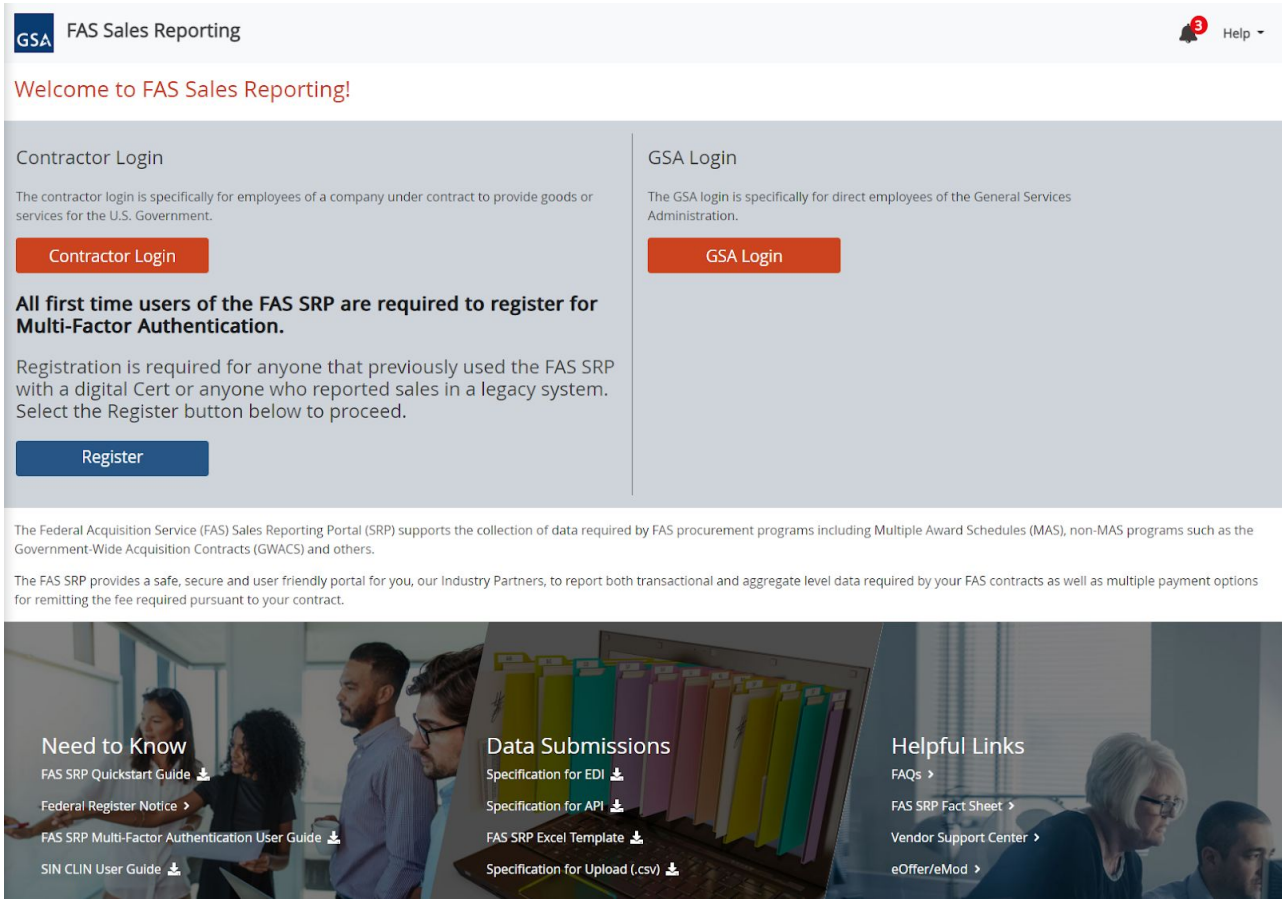
4 FAS ID Authentication Account Forgot/Reset Password Steps 18

5 Abbreviations, Acronyms, and Definitions 23

All new users for GSA FAS Sales Reporting Portal are required to register for FAS ID.

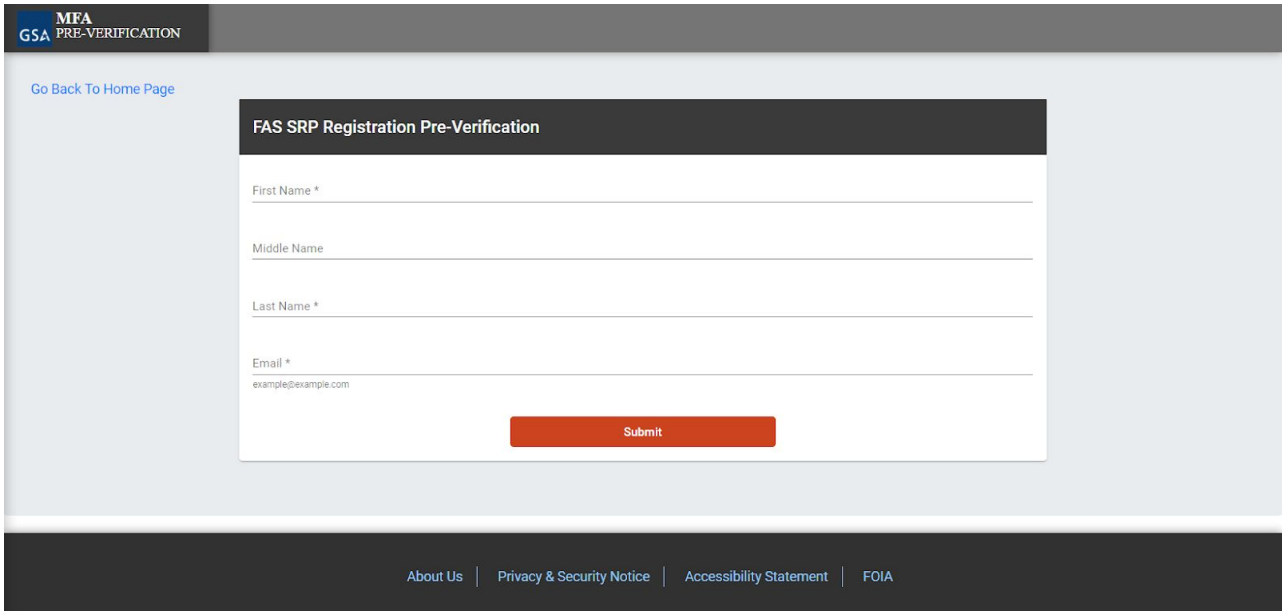
1 FAS ID Authentication Registration Steps

Step 1: Navigate to the FAS SRP home page at https://srp.fas.gsa.gov and select the **Register** button to complete your registration process

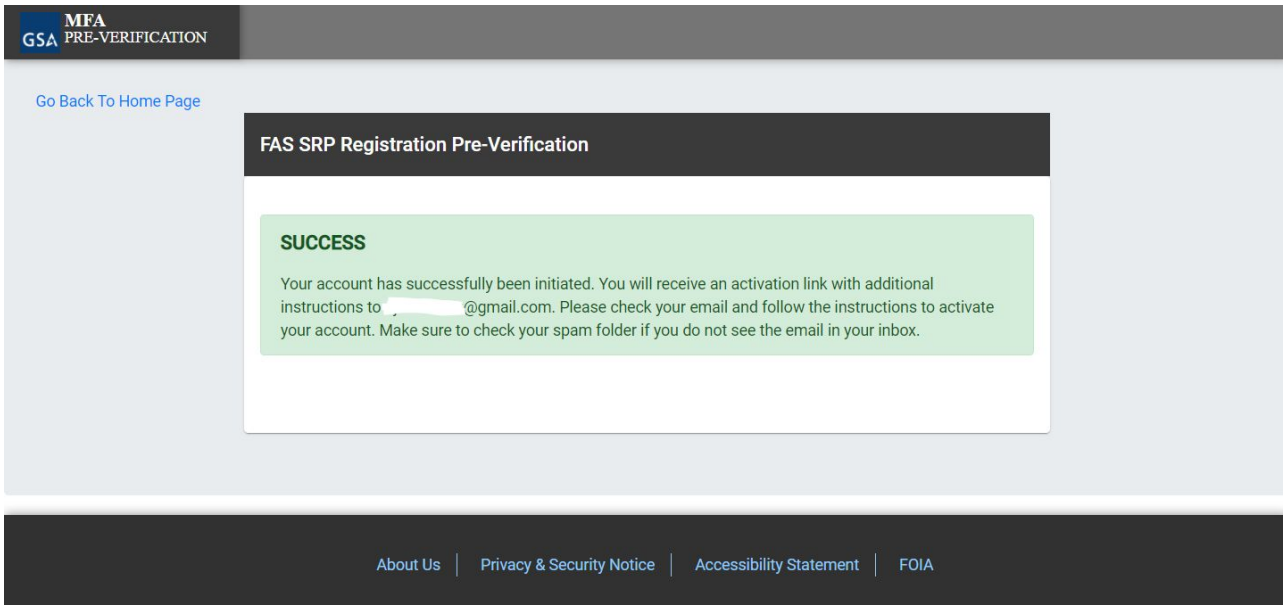


Step 2: Enter your first name, last name, and email, then click **Submit**

Note: your email address must be listed correctly in at least one of the following contract point of contact fields to gain access: **Contract Admin, IFF POC, Authorized Negotiator**

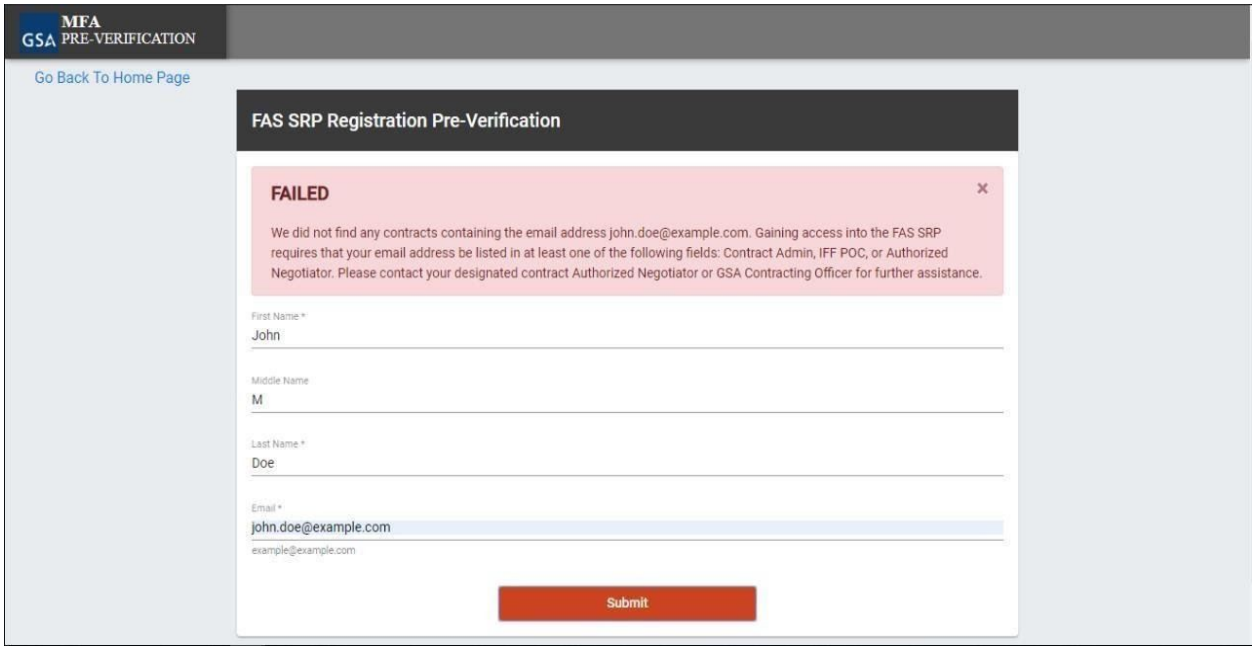


Step 3: If your credentials are successfully verified, you will be redirected to a success page with details of the next steps to activate your FAS ID

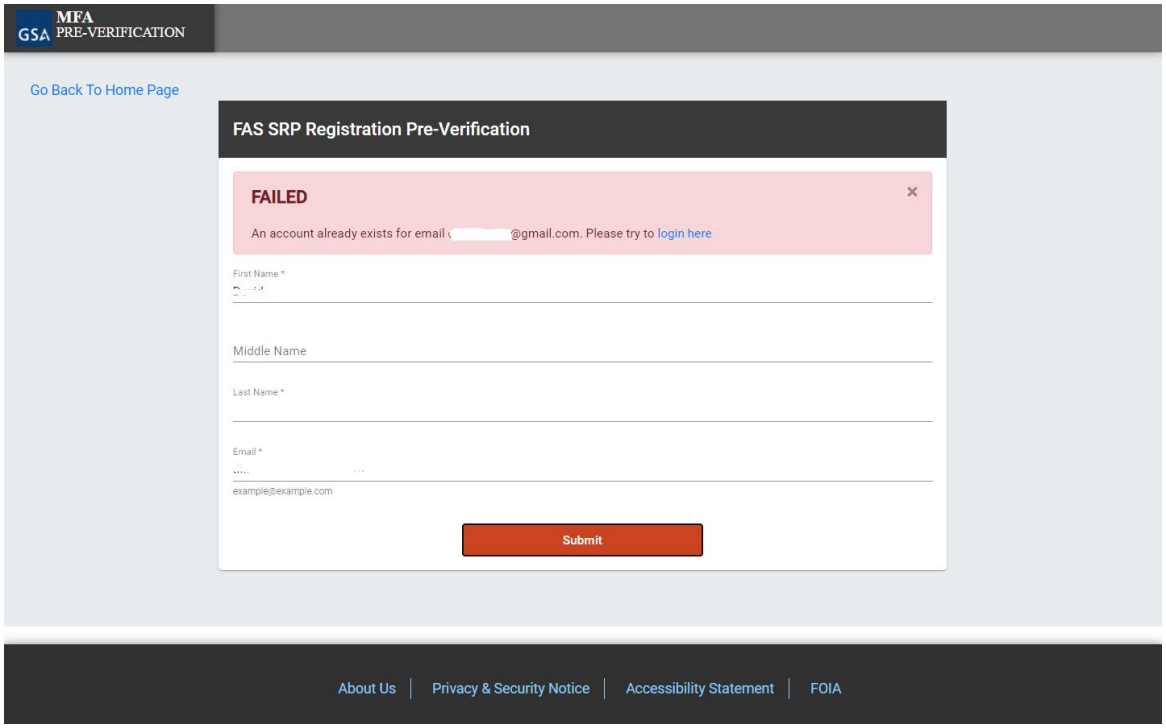


Note: The system will display error messages in the following scenarios:

1. Your email is not listed in at least one of the contract fields: Contract Admin, IFF POC, or Authorized Negotiator. Please contact your GSA contracting officer for assistance in resolving this issue

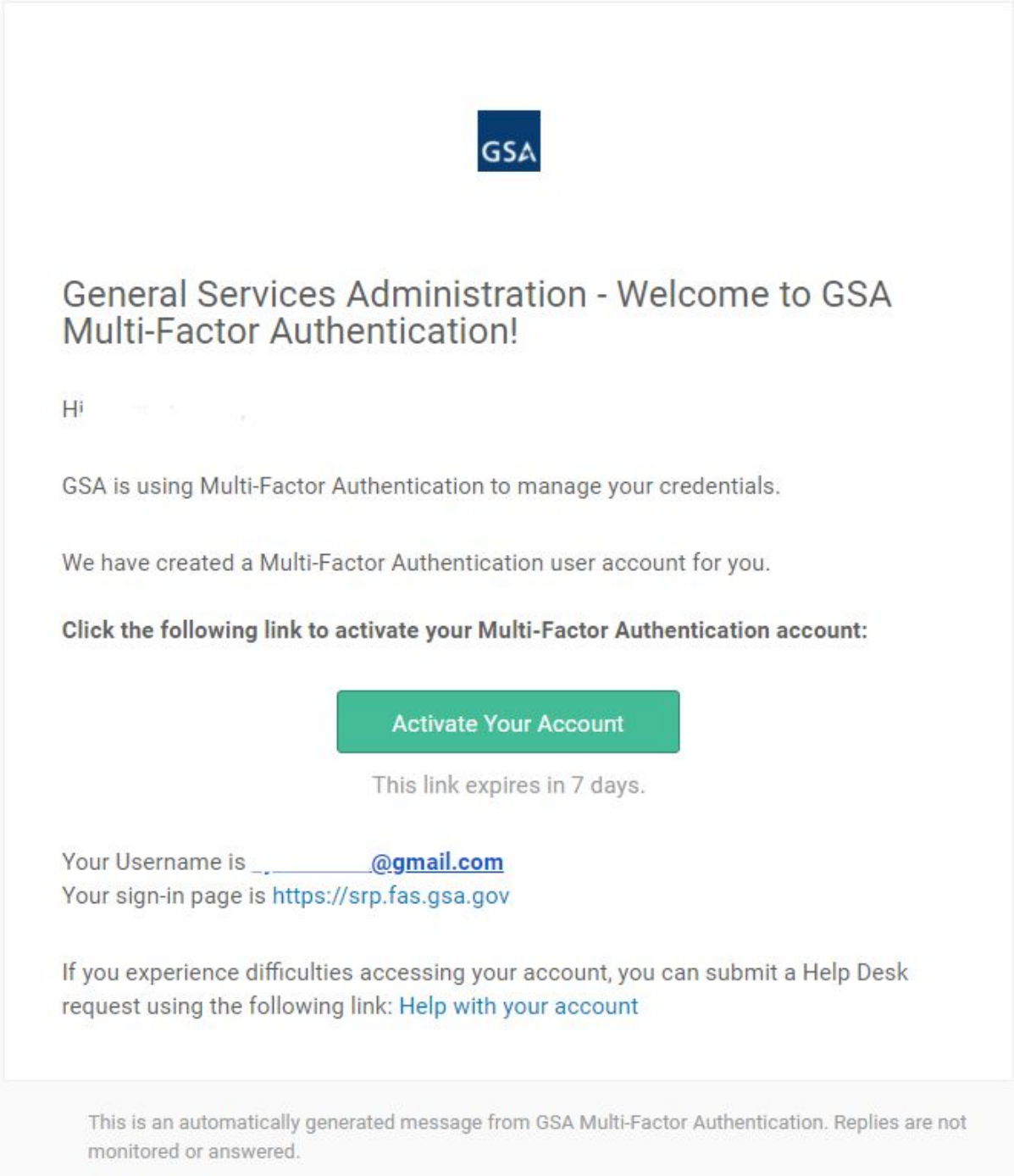


2. Your account is already registered. Please click **Contractor Login** from the FAS SRP home page



2 FAS ID Activation Steps

Step 1: Proceed to your email inbox and look for an email from MFA-No-Reply+noreply@gsa.gov with a subject of "Welcome to Multi-Factor Authentication!". Please click on the **Activate Your Account** button

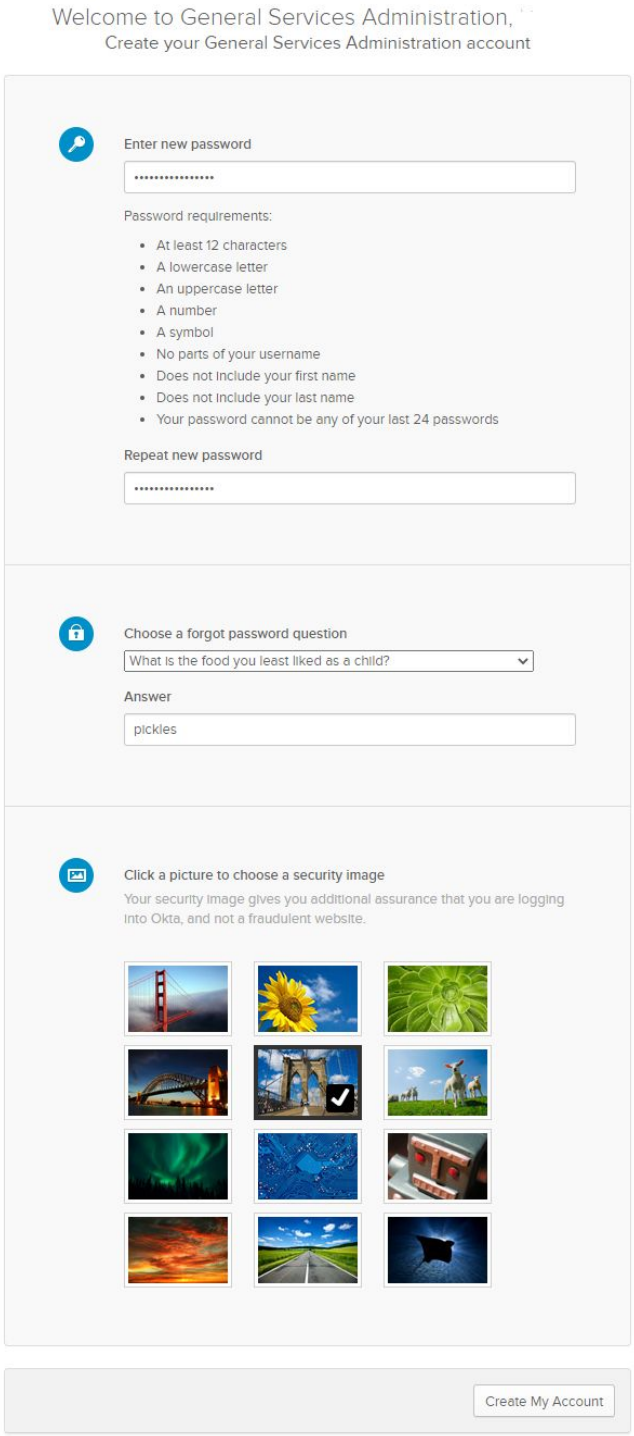


Step 2: Enter and confirm your password

Step 3: Select and answer a security question. This answer will be used to recover your account.

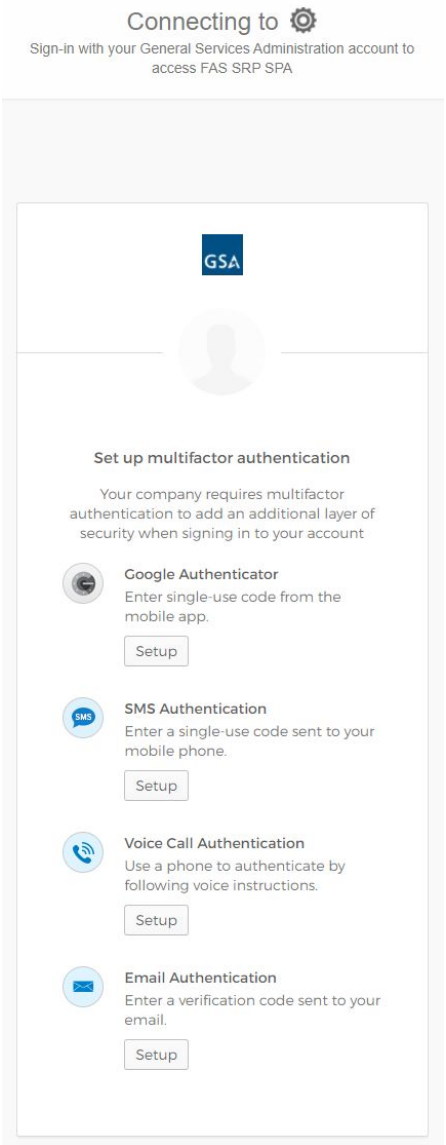
Step 4: Select a Security Image

Step 5: Click on **Create My Account**



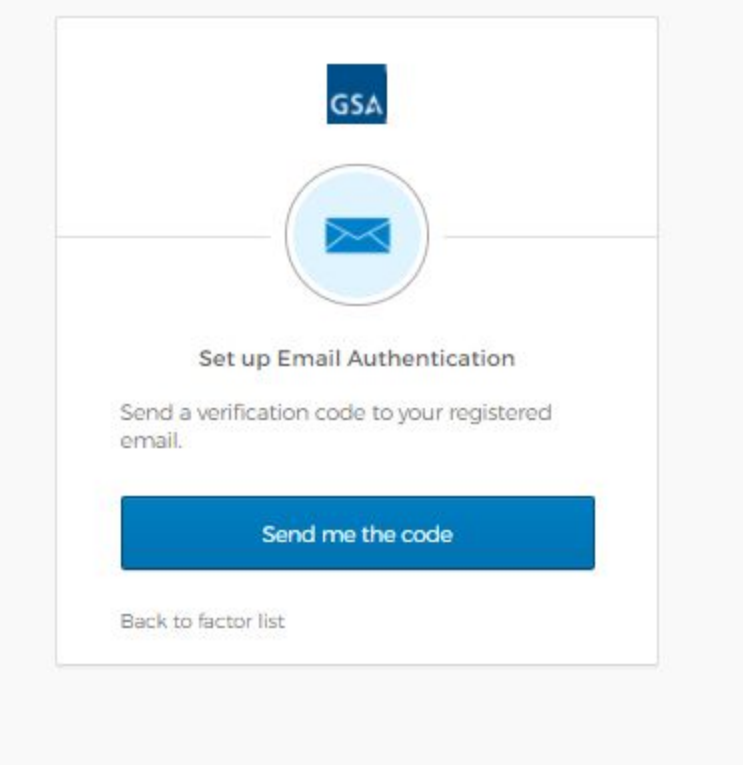
Step 6: Set up your multi-factor authentication method. This will be the method in which you will receive your one-time code each time you log in to FAS SRP. Please review the choices carefully and click **Setup** for your preferred MFA method

Please note: If you choose the *Google Authenticator* option, please ensure that you have the mobile app for *Google Authenticator* installed on your mobile device. This option will ask you to scan a QR code to add the account to your *Google Authenticator* app so you can complete activation and receive your MFA code.

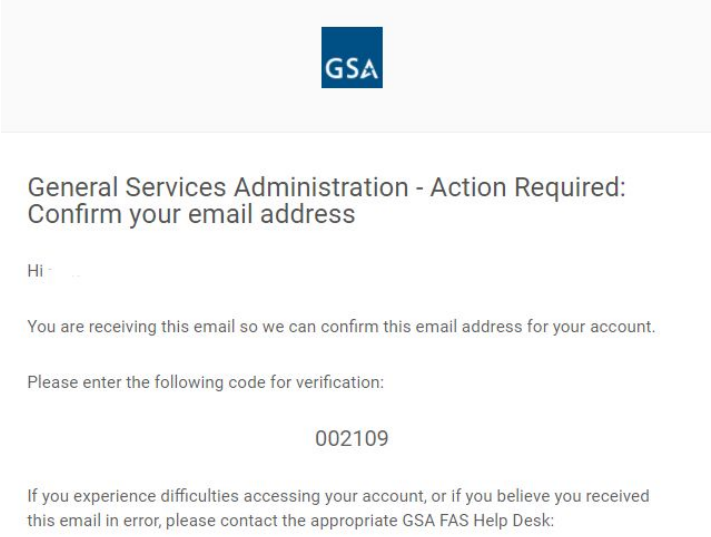


2.1 Email Authentication Multi-Factor Method

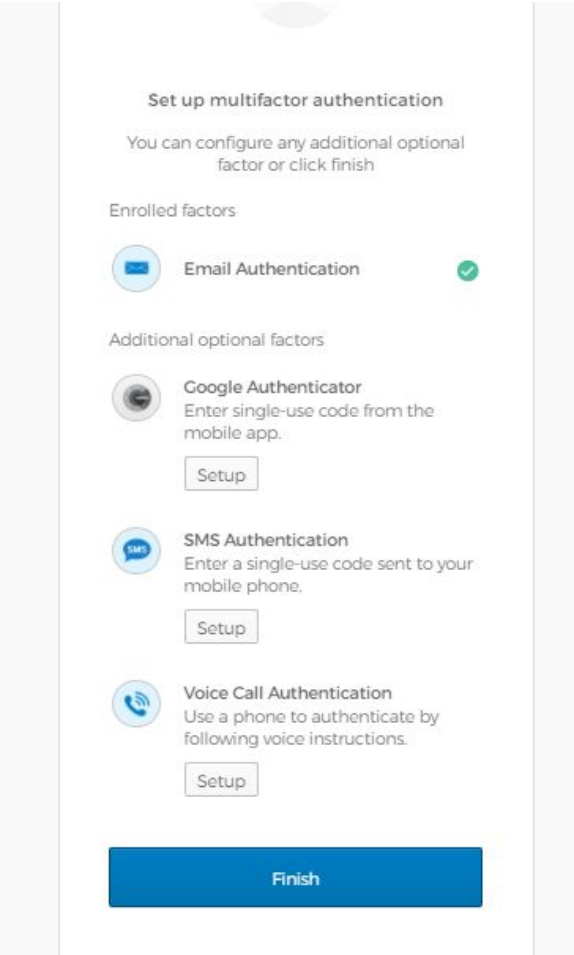
Step 7: Click **Send me the code** to receive the One Time Passcode (OTP)



Step 8: Once you select the **Send me the Code** button, you will receive an email with the One Time Passcode (OTP)



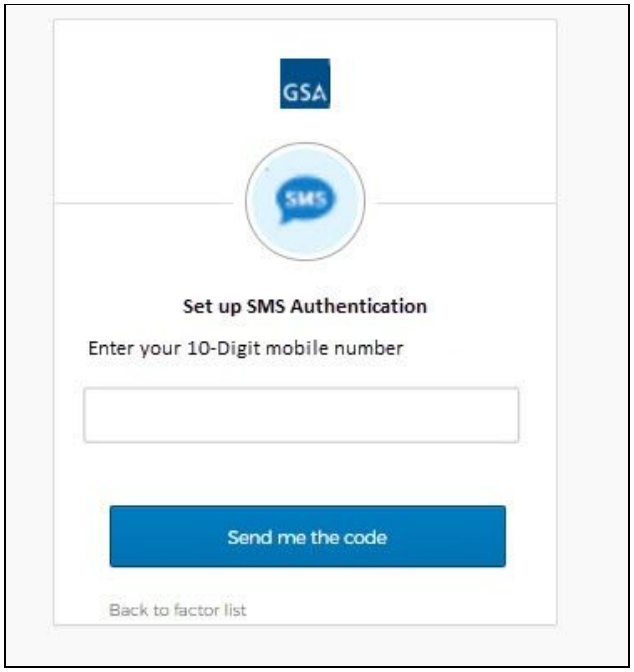
Step 9: Enter the One Time Passcode (OTP) and click **Finish**



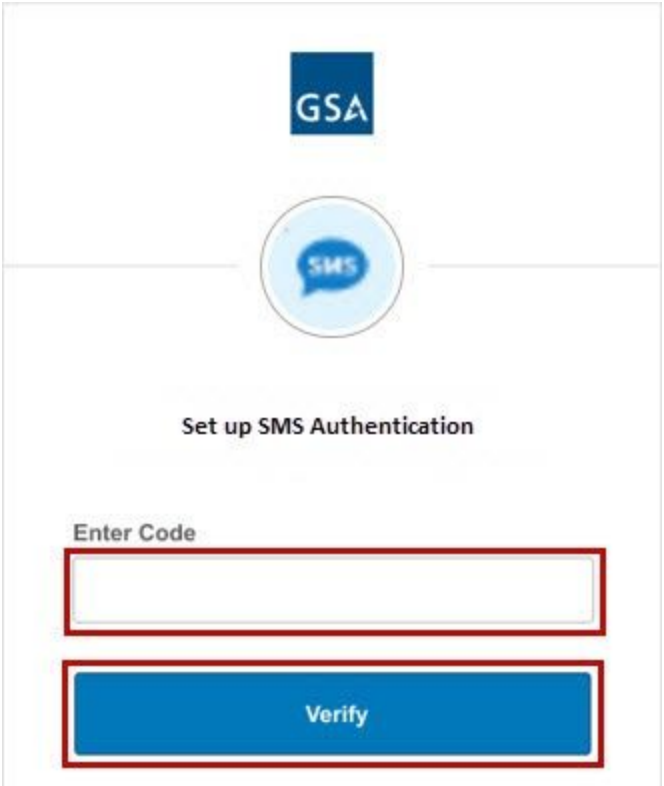
Step 10: You will successfully be logged in to your FAS ID Account and redirected to the FAS SRP Home Page

2.2 SMS and Voice Multi-Factor Methods

Step 7: If you choose to utilize either SMS or Voice Authentication, you will be prompted to enter in your 10-digit phone number, including the area code. Once you do, click **Send me the Code.** If you choose SMS, you will receive a code in the form of a text message, and if you choose Voice, you will receive a phone call with the code spoken to you. Both will be from random phone numbers that you cannot reply or call back.

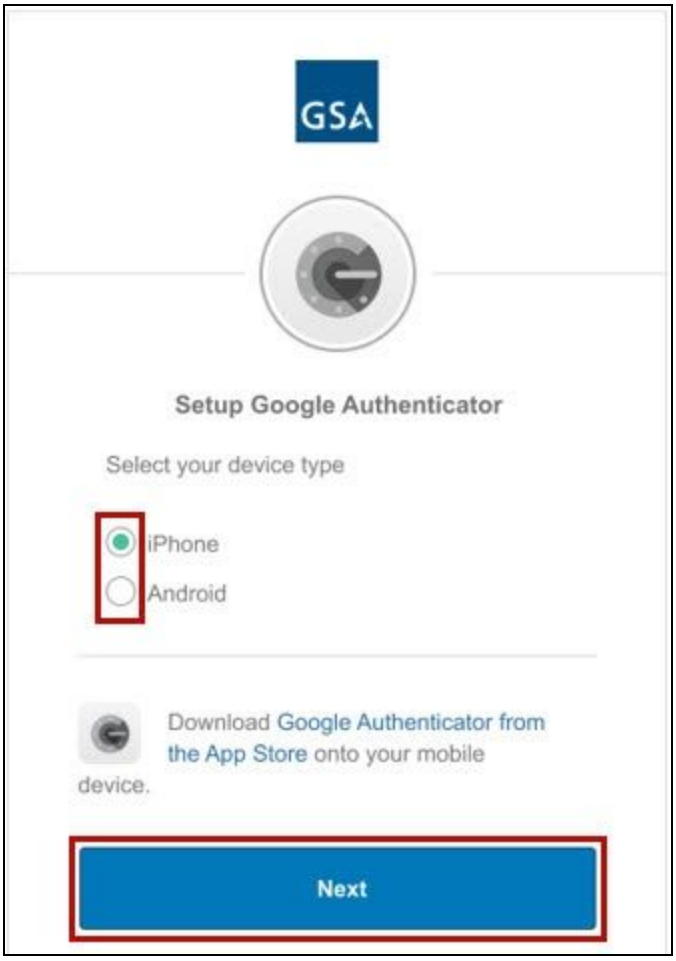


Step 8: On the next screen, enter in the code that was texted or given to you over the phone, and click **Verify**

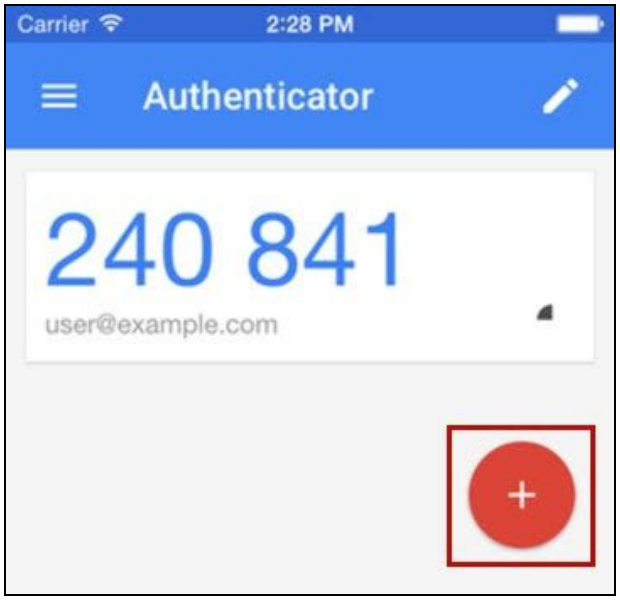


2.3 Google Authenticator Multi-Factor Method

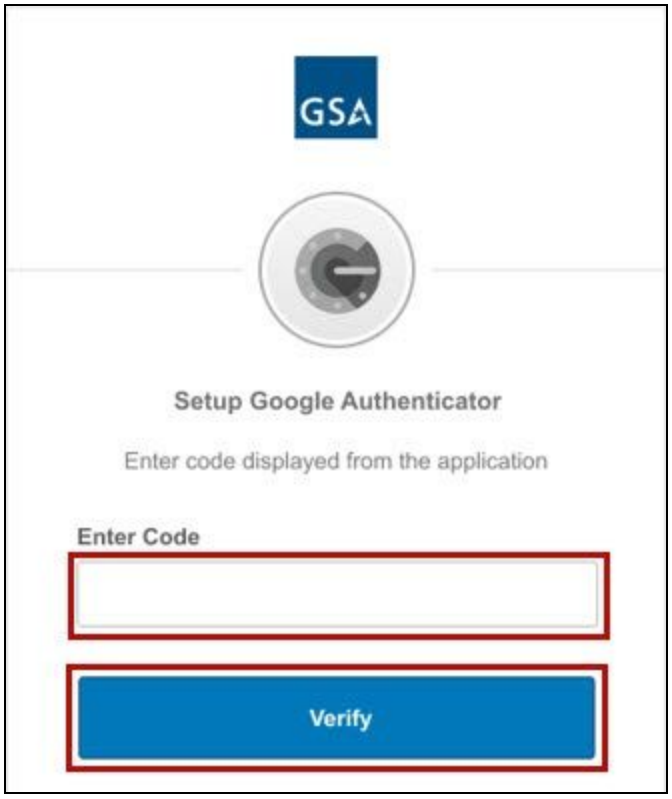
Step 7: When you get to the *Setup Google Authenticator* page, simply select the radio button for the device type you currently have for your phone. Make sure you have the Google Authenticator app on your phone already, or you can download the Google Authenticator app from your phone's app store. Once you have the app, click **Next**



Step 8: On the next page, you will see a QR Code. Open the *Google Authenticator* app on your phone and scan the QR Code by pressing the + button. You will then receive a 6 digit code that updates automatically every 30 seconds. You can determine how much time is remaining by the small circle next to the code. Once your code is active, you can click **Next**

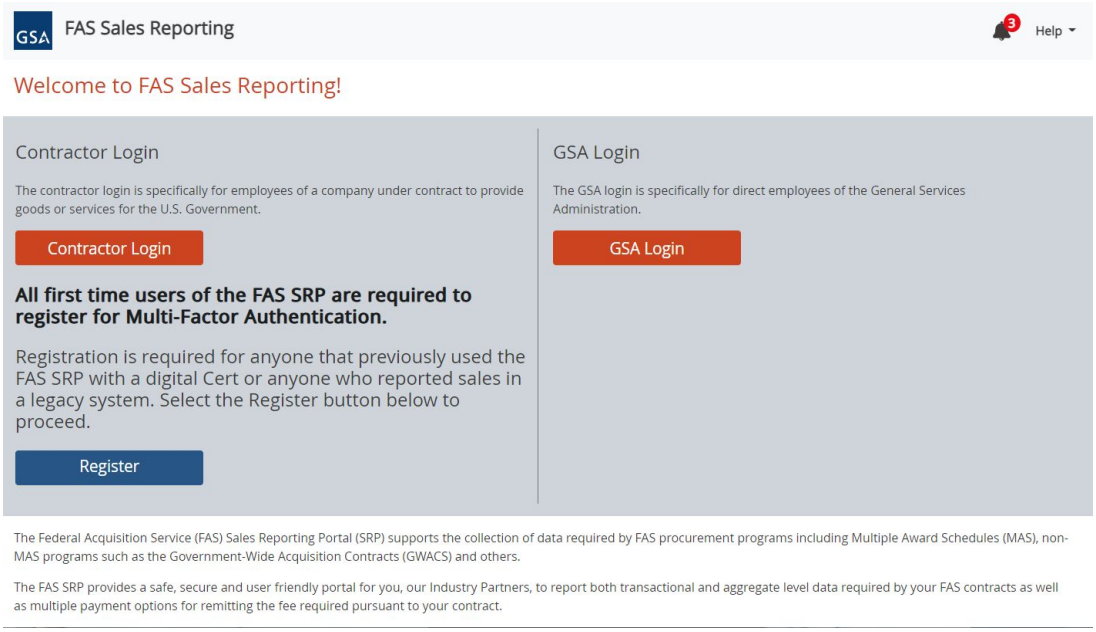


Step 9: Enter in the current 6 digit code from your phone into the box on the next page, and click **Verify**

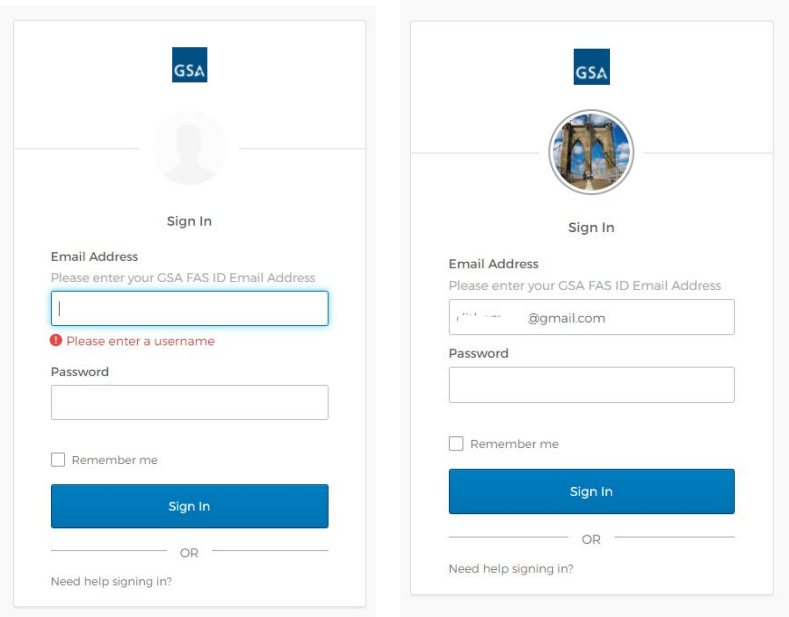

GSA
Setup Google Authenticator
Enter code displayed from the application
Enter Code
Verify

3 Contractor Login Steps

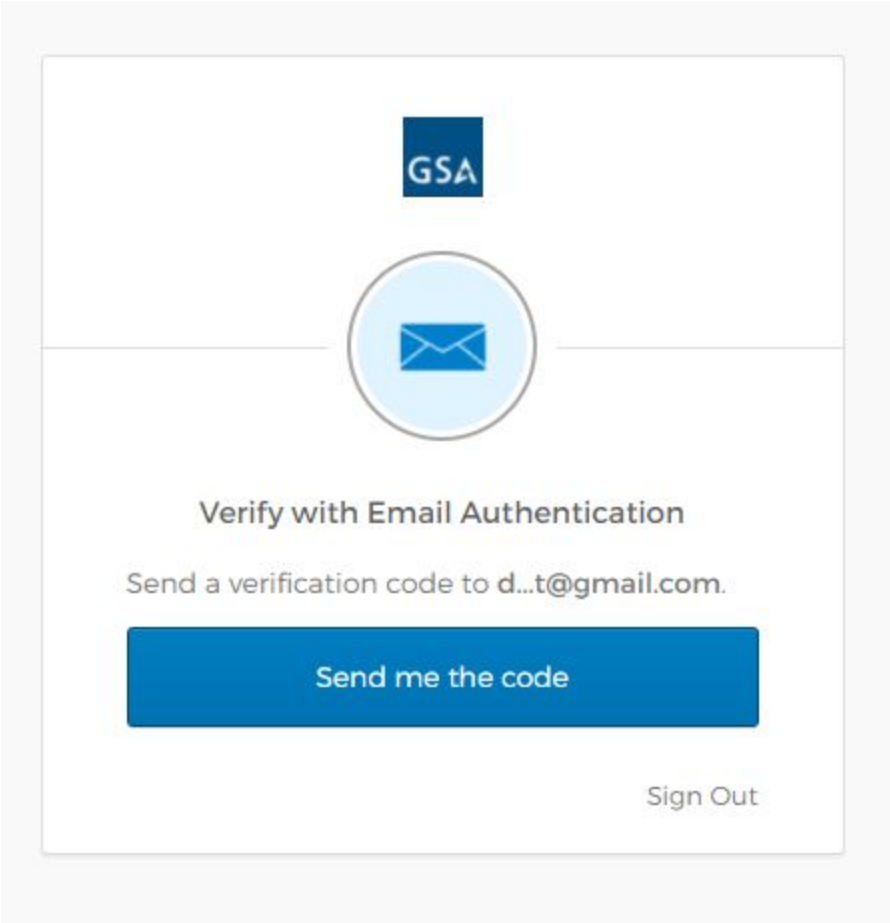
Step 1: After successfully completing the FAS ID registration process. All future access will be performed by clicking on **Contractor Login** from the FAS SRP Home Page



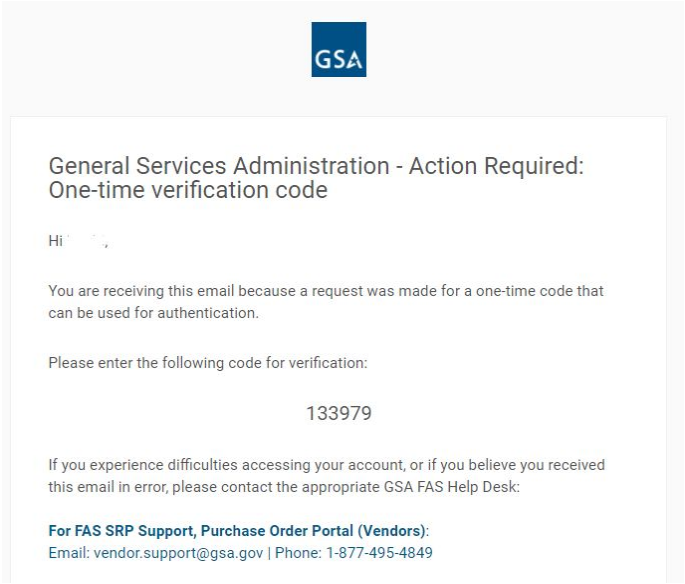
Step 2: Enter your FAS ID email and password and click **Sign In**. Your security image will appear when you populate your FAS ID email.



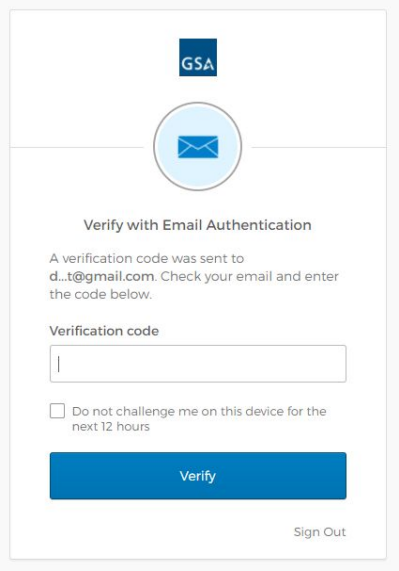
Step 3: Click **Send me the code**



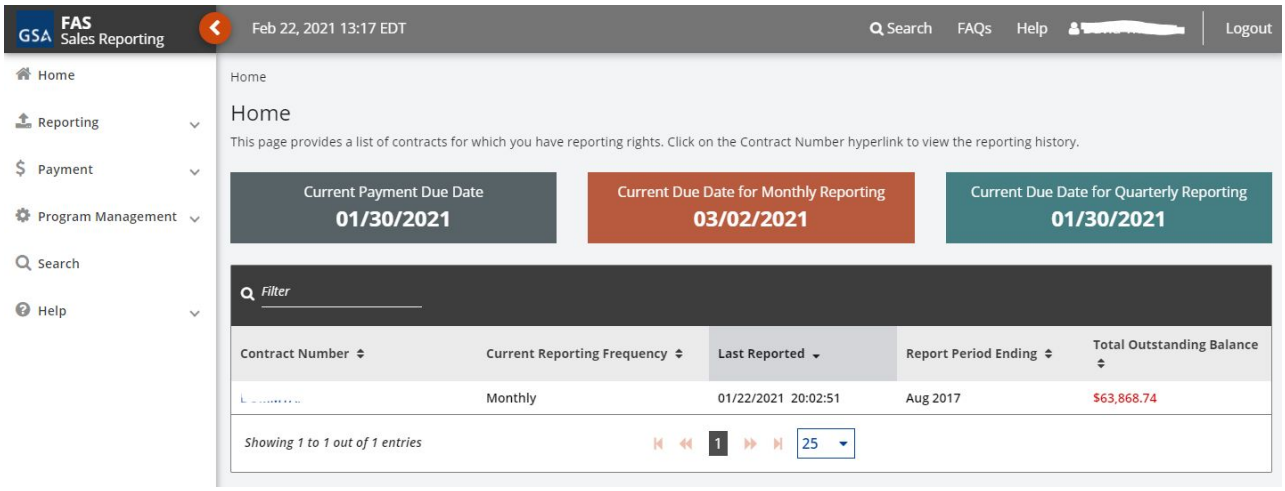
Step 4: You will receive a One Time Passcode (OTP) to your FAS ID email address



Step 5: Grab the code from your email, enter it in the box, and click **Verify**

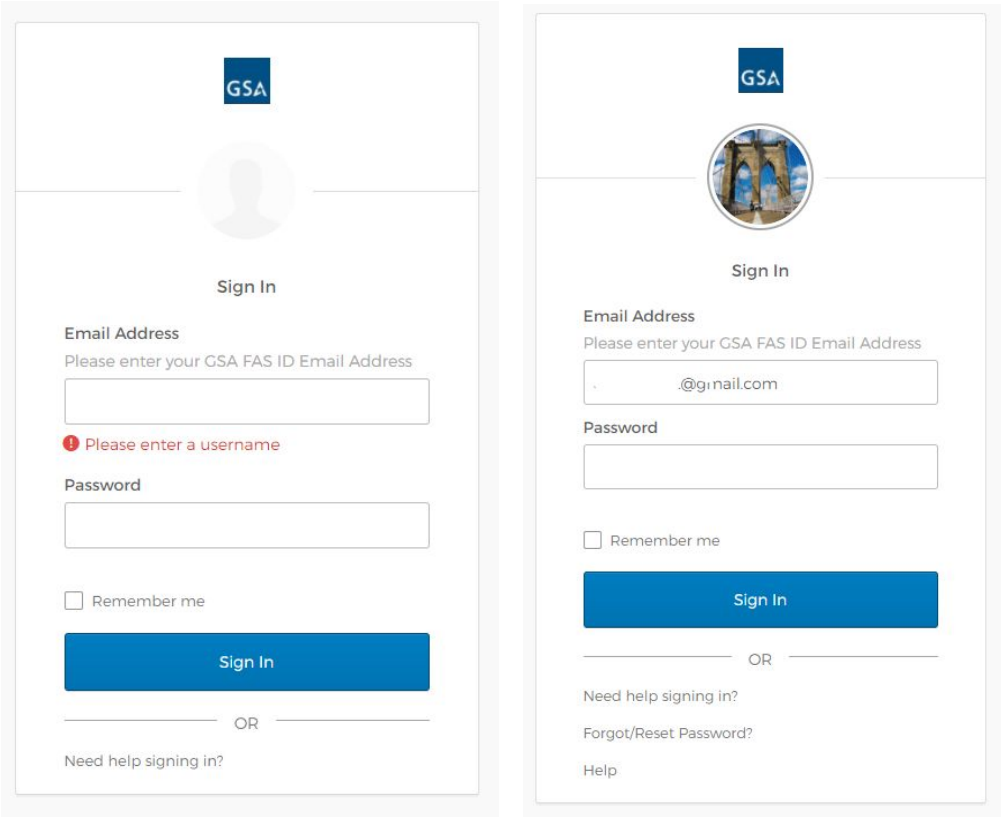


Step 6: You will successfully access the FAS SRP

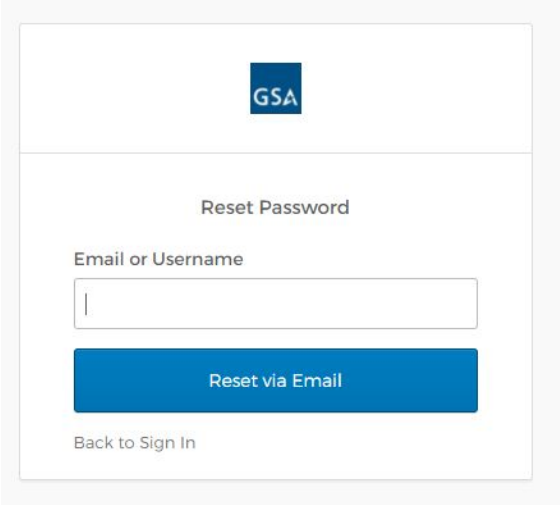


4 Forgot/Reset Password

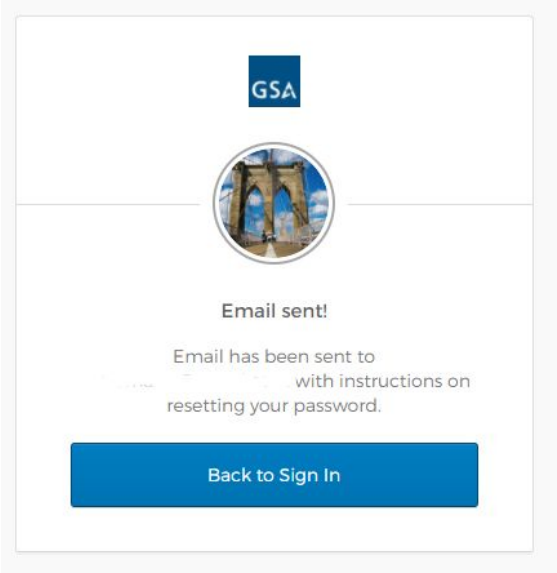
Step 1: Click on the **Need help signing in?** link at the bottom of the box.

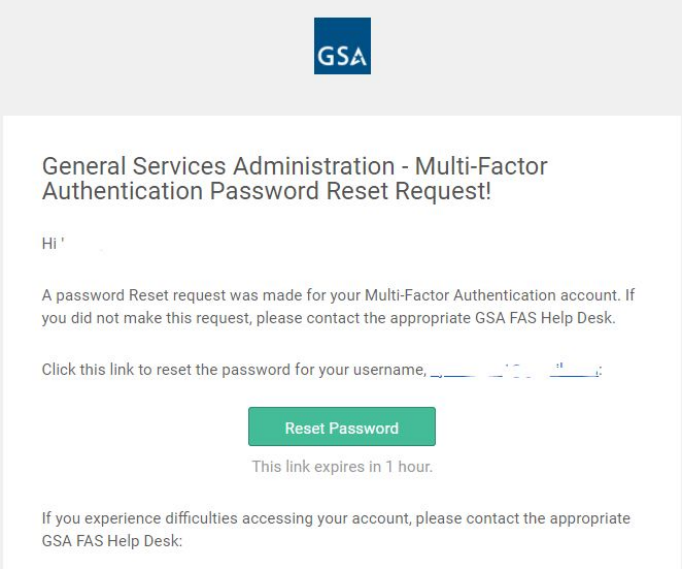


Step 2: Click on the **Forgot/Reset Password?** link, enter your FAS ID email address, then click **Reset via Email**

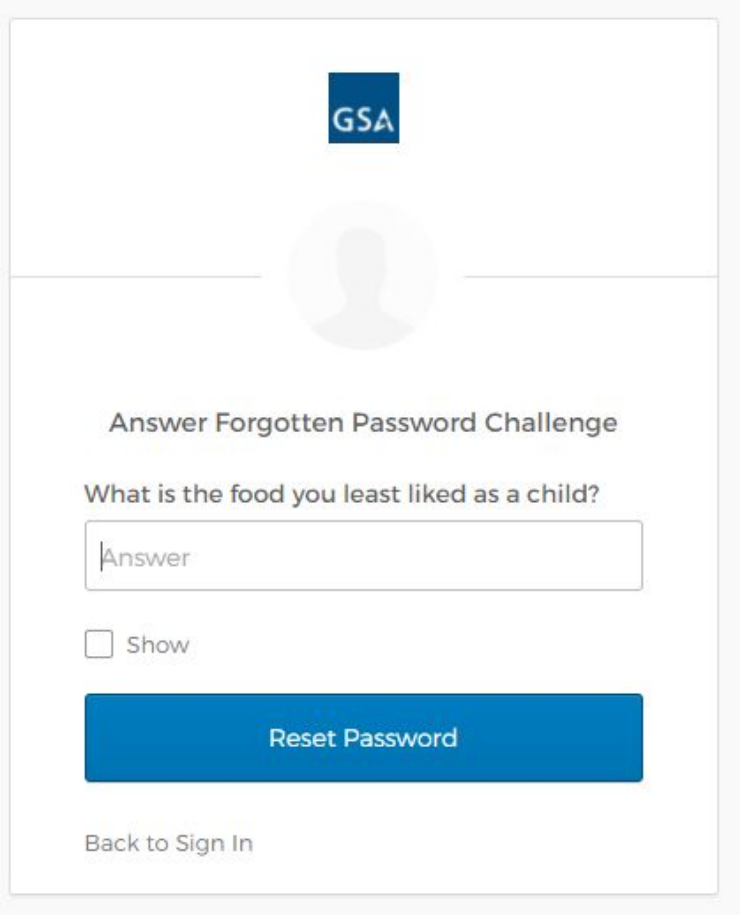


Step 3: You will receive an email from GSA with instructions to reset your password. Please click on **Reset Password** button in the email you receive

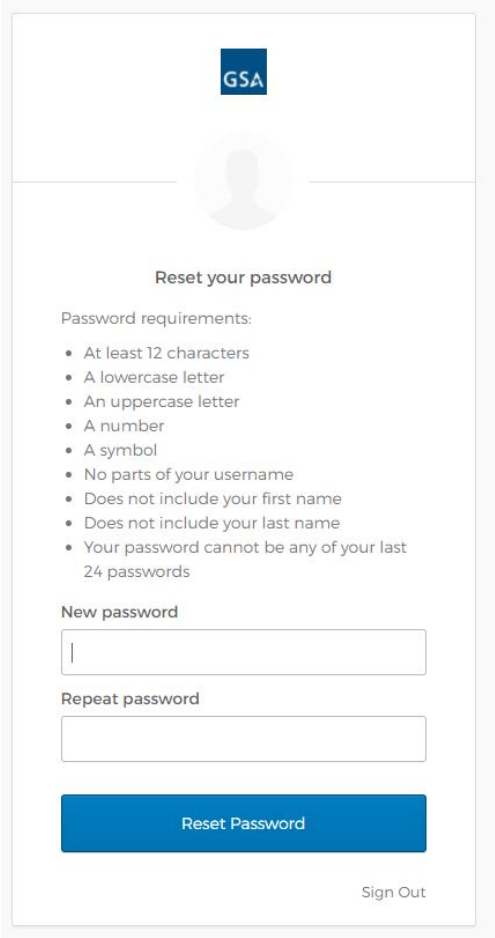




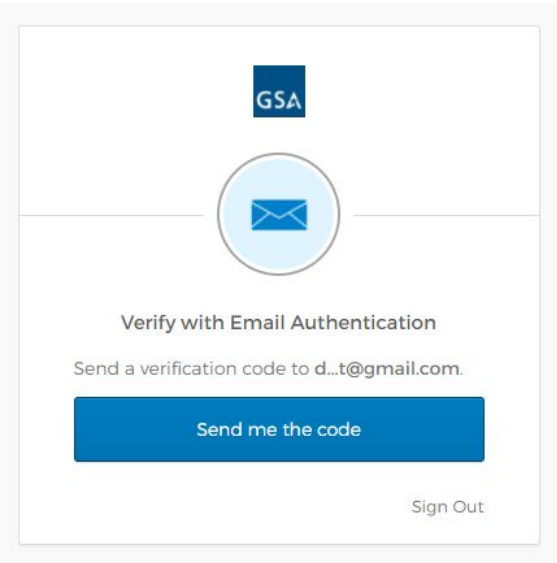
Step 4: Provide your Security Question answer and click **Reset Password**



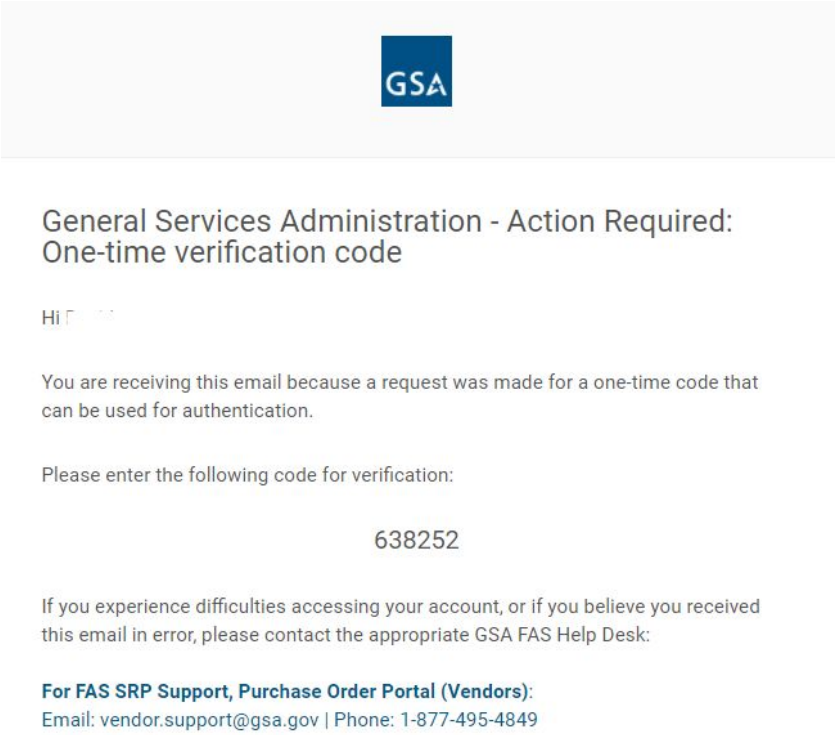
Step 5: Enter and confirm your new password and click **Reset Password**



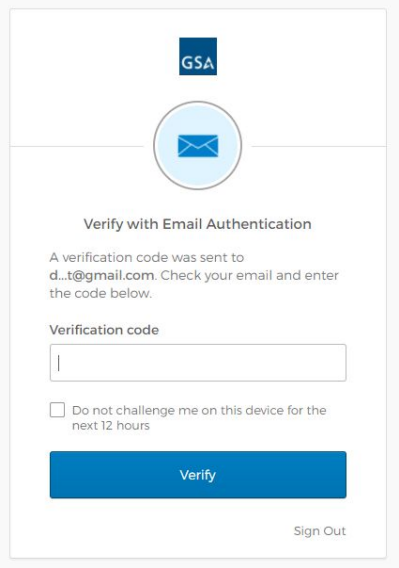
Step 6: Please click **Send me the code** to receive the One Time Passcode (OTP) via email



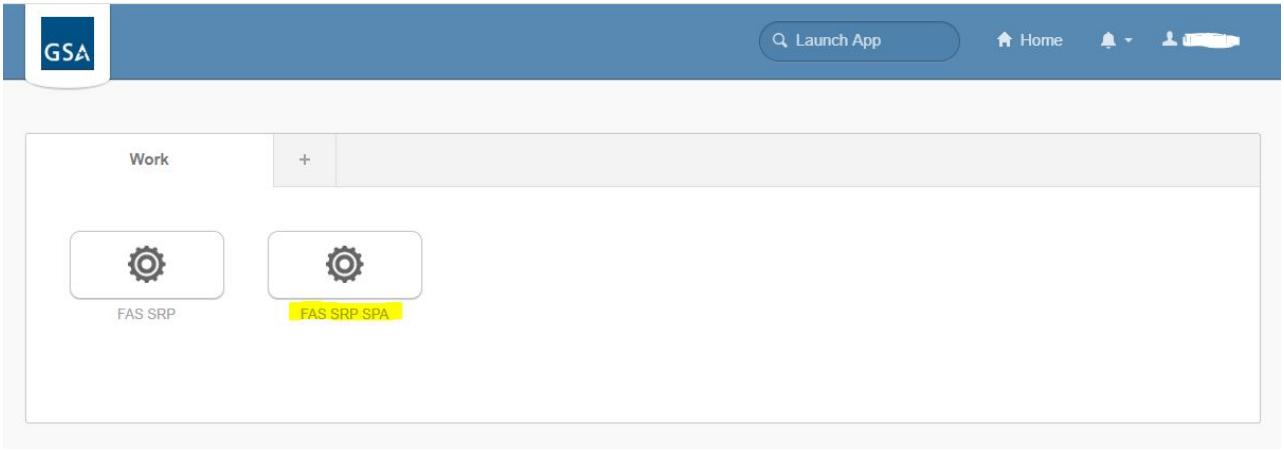
Step 7: You will receive a One Time Passcode OTP to your email from MFA-No-Reply+noreply@gsa.gov



Step 8: Enter your One Time Passcode OTP and click **Verify**



Step 9: Your password will be changed. Please click on the FAS SRP SPA application in your dashboard to access the application from this view, or navigate to https://srp.fas.gsa.gov



5 Abbreviations, Acronyms, and Definitions

The following abbreviations, acronyms, and definitions are used within this document and throughout GSA.

Abbreviation	Definition
FAS SRP	Federal Acquisition Service Sales Reporting Portal
GSA	General Services Administration
OTP	One Time Passcode
FAS ID	GSA Multi-Factor Authentication