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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

Contractor Login

The contractor login is specifically for employees of a company under contract to provide goods or services for the U.S. Government.

Contractor Login

All first time users of the FAS SRP are required to register for Multi-Factor Authentication.

Registration is required for anyone that previously used the FAS SRP with a digital Cert or anyone who reported sales in a legacy system. Select the Register button below to proceed.

Register

GSA Login

The GSA login is specifically for direct employees of the General Services Administration.

GSA Login

The Federal Acquisition Service (FAS) Sales Reporting Portal (SRP) supports the collection of data required by FAS procurement programs including Multiple Award Schedules (MAS), non-MAS programs such as the Government-Wide Acquisition Contracts (GWACS) and others.

The FAS SRP provides a safe, secure and user friendly portal for you, our Industry Partners, to report both transactional and aggregate level data required by your FAS contracts as well as multiple payment options for remitting the fee required pursuant to your contract.

Need to Know

- FAS SRP Quickstart Guide
- Federal Register Notice
- FAS SRP Multi-Factor Authentication User Guide
- SIN CLIN User Guide

Data Submissions

- Specification for EDI
- Specification for API
- FAS SRP Excel Template
- Specification for Upload (.csv)

Helpful Links

- FAQs
- FAS SRP Fact Sheet
- Vendor Support Center
- eOffer/eMod



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**

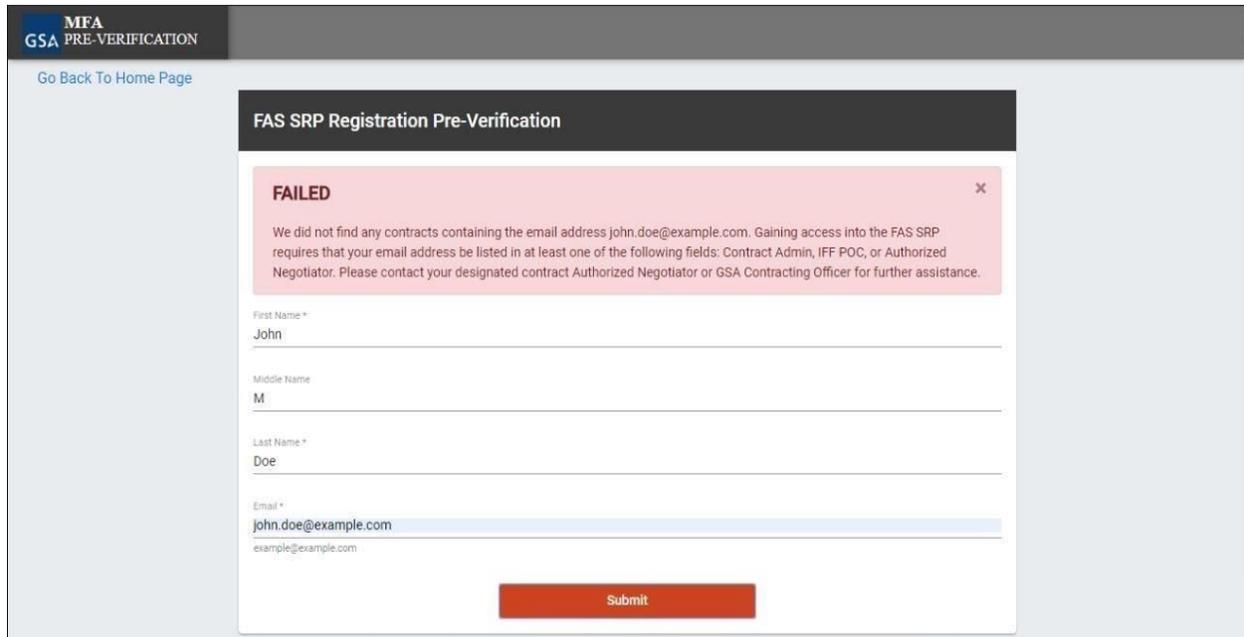
The screenshot shows the 'FAS SRP Registration Pre-Verification' form. At the top left, there is a header with the GSA logo and 'MFA PRE-VERIFICATION'. Below the header is a link 'Go Back To Home Page'. The form itself is a white box with a dark header 'FAS SRP Registration Pre-Verification'. It contains four input fields: 'First Name *', 'Middle Name', 'Last Name *', and 'Email *'. The email field has a placeholder 'example@example.com'. At the bottom of the form is a red 'Submit' button. Below the form is a dark footer with links: 'About Us', 'Privacy & Security Notice', 'Accessibility Statement', and 'FOIA'.

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

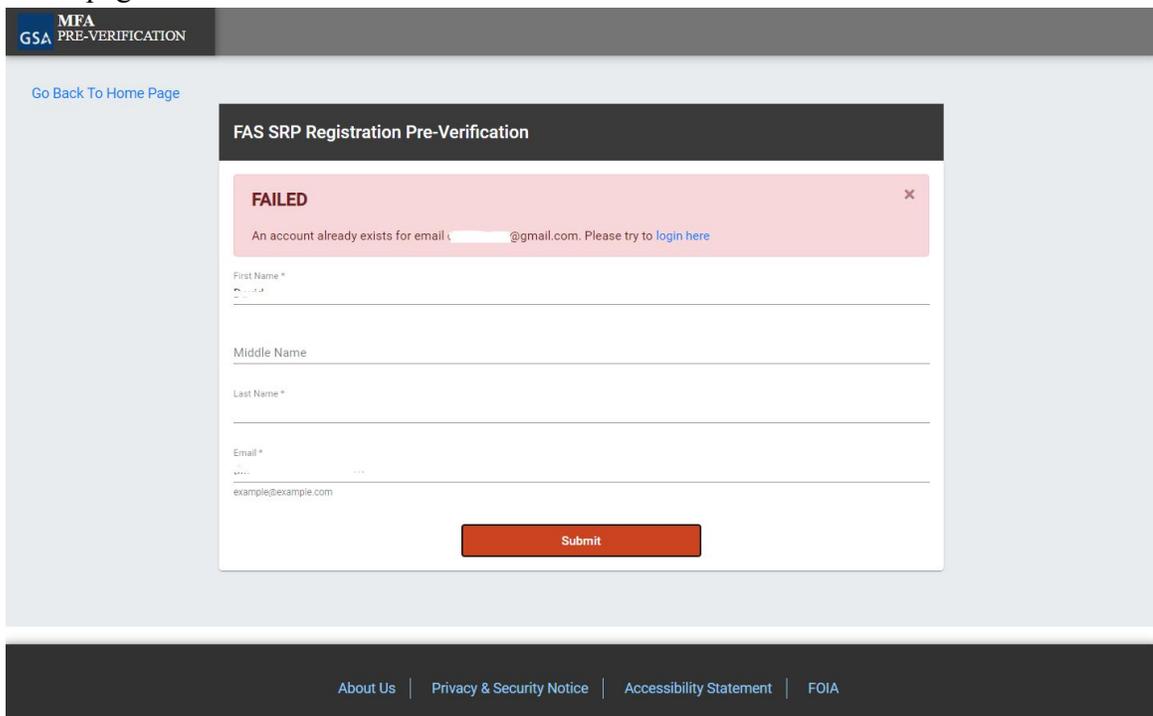
The screenshot shows the 'FAS SRP Registration Pre-Verification' success page. At the top left, there is a header with the GSA logo and 'MFA PRE-VERIFICATION'. Below the header is a link 'Go Back To Home Page'. The form itself is a white box with a dark header 'FAS SRP Registration Pre-Verification'. In the center of the form is a green box with the word 'SUCCESS' in bold. Below 'SUCCESS' is a message: 'Your account has successfully been initiated. You will receive an activation link with additional instructions to [redacted]@gmail.com. Please check your email and follow the instructions to activate your account. Make sure to check your spam folder if you do not see the email in your inbox.' Below the message is a dark footer with links: 'About Us', 'Privacy & Security Notice', 'Accessibility Statement', and 'FOIA'.

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

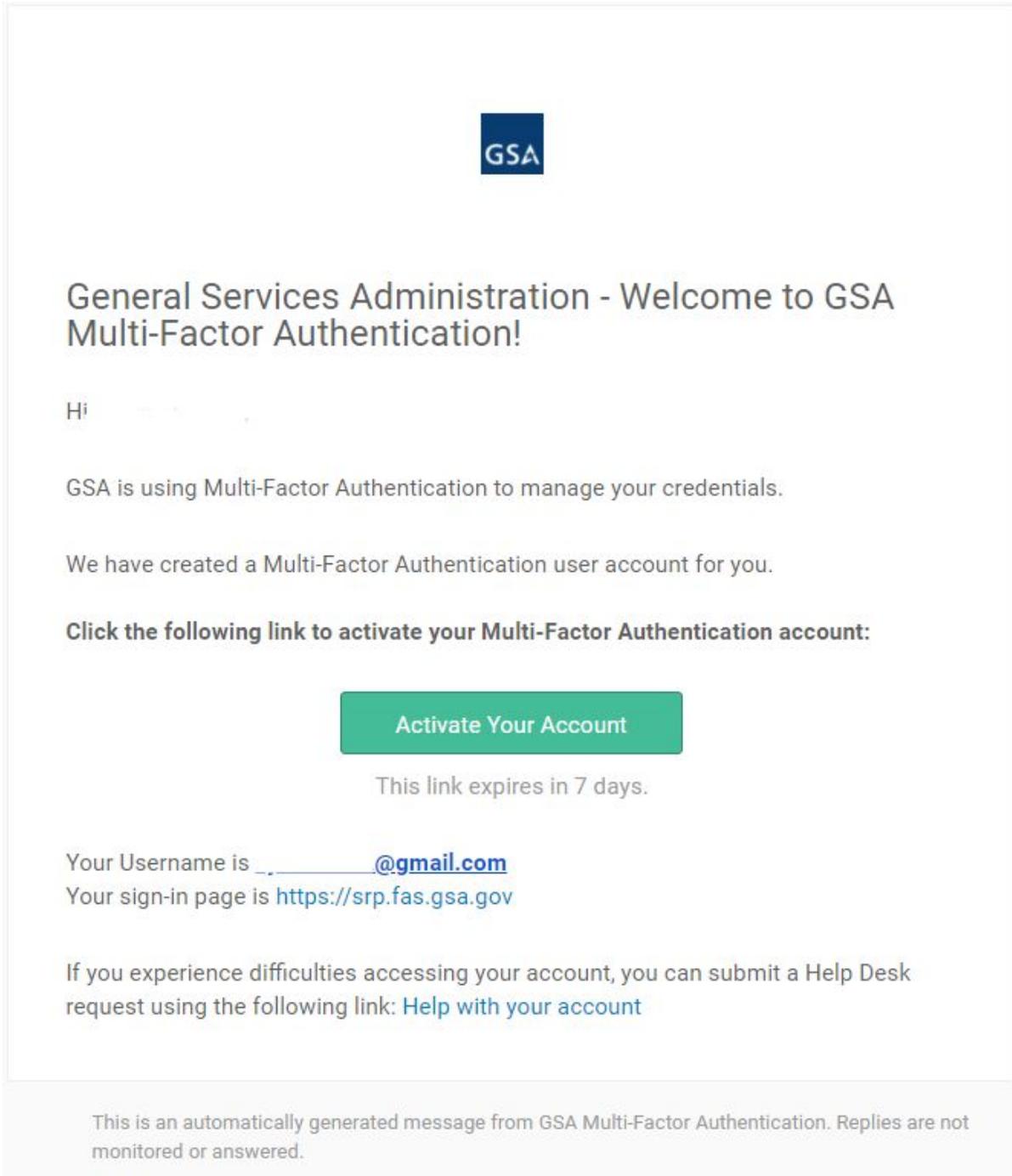


2. Your account is already registered. Please click **Contractor Login** from the FAS SRP home page



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**

Welcome to General Services Administration, ¹¹
Create your General Services Administration account

 Enter new password

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords

Repeat new password

 Choose a forgot password question

What is the food you least liked as a child? ▾

Answer

 Click a picture to choose a security image

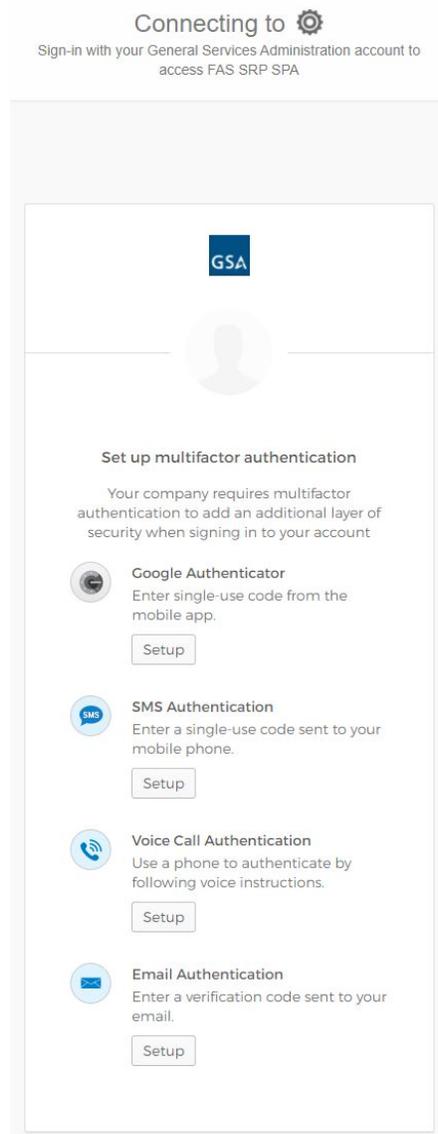
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Create My Account

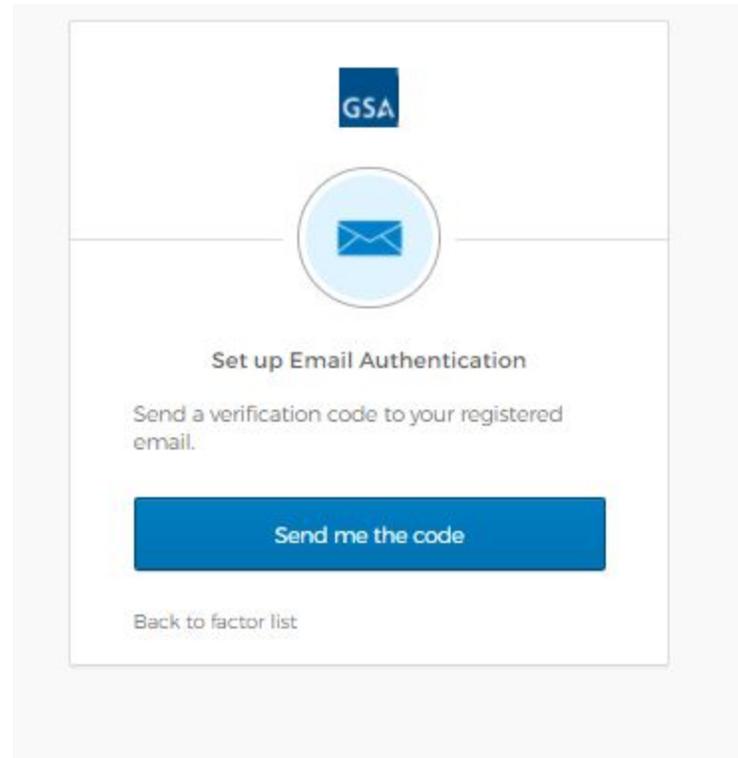
Step 6: Set up your multi-factor authentication method. This will be the method in which you will receive your one-time code each time you log in to FAS SRP. Please review the choices carefully and click **Setup** for your preferred MFA method

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.

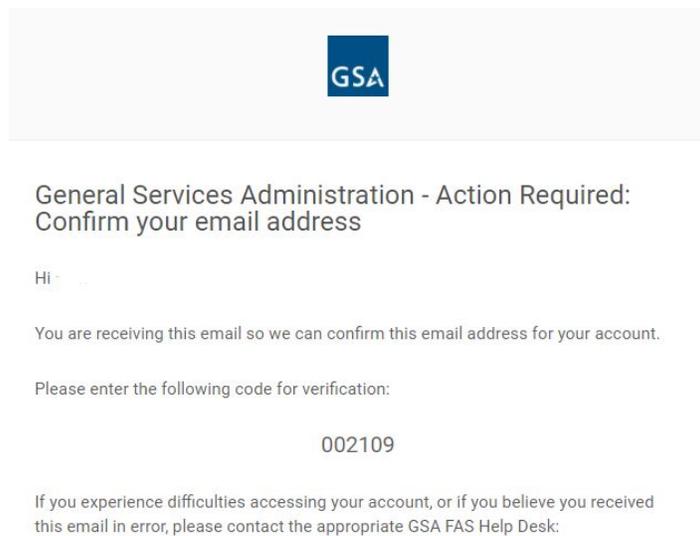


2.1 Email Authentication Multi-Factor Method

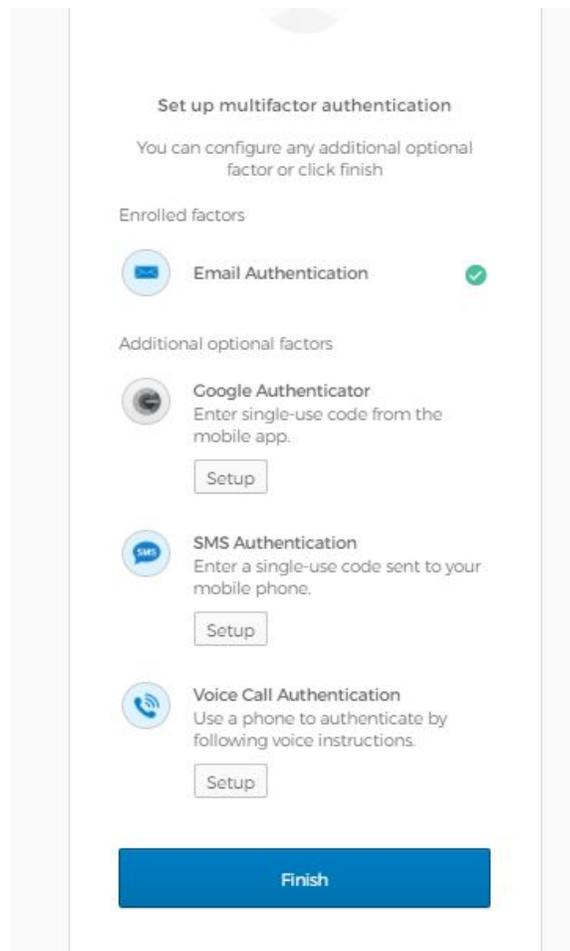
Step 7: Click **Send me the code** to receive the One Time Passcode (OTP)



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.

GSA

SMS

Set up SMS Authentication

Enter your 10-Digit mobile number

Send me the code

[Back to factor list](#)

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

GSA

SMS

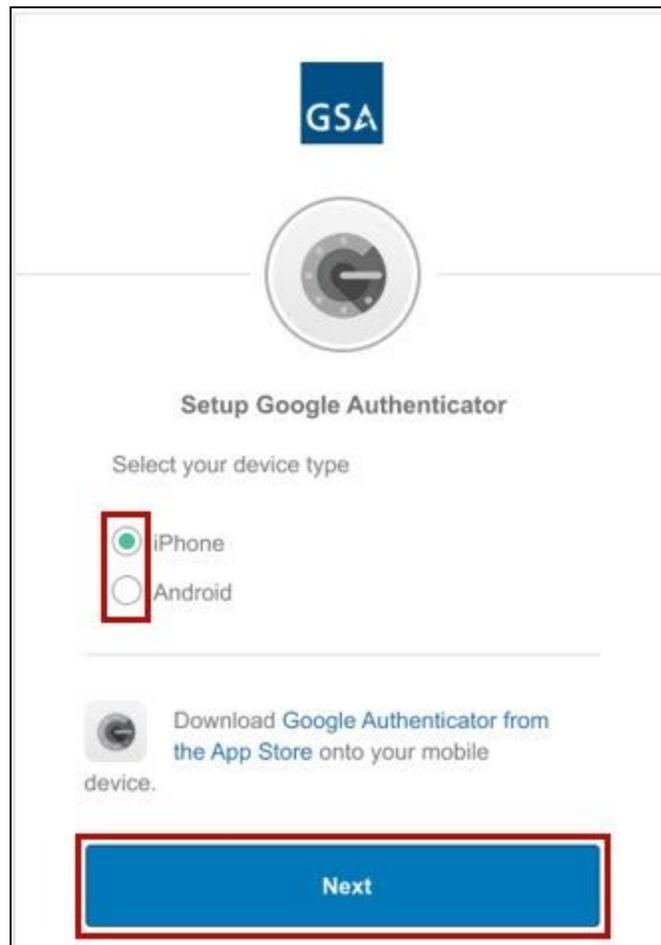
Set up SMS Authentication

Enter Code

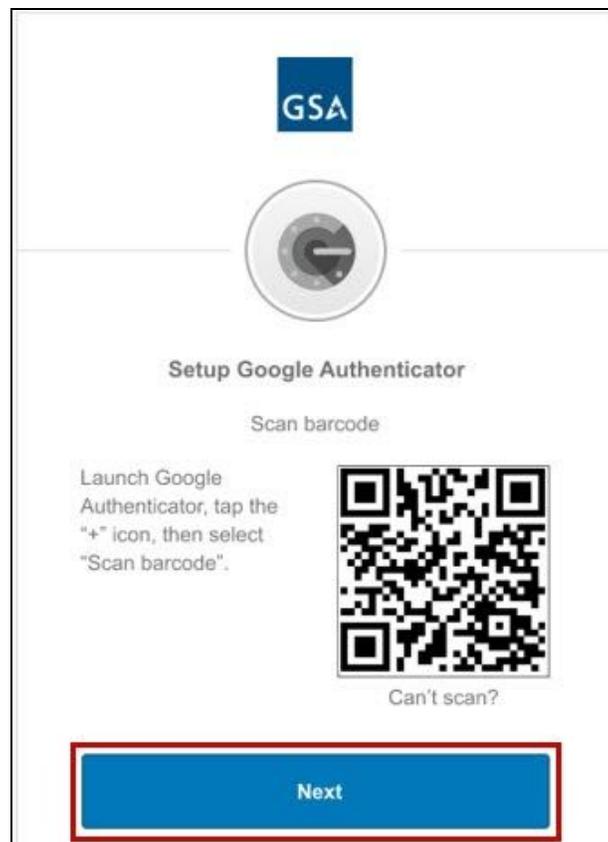
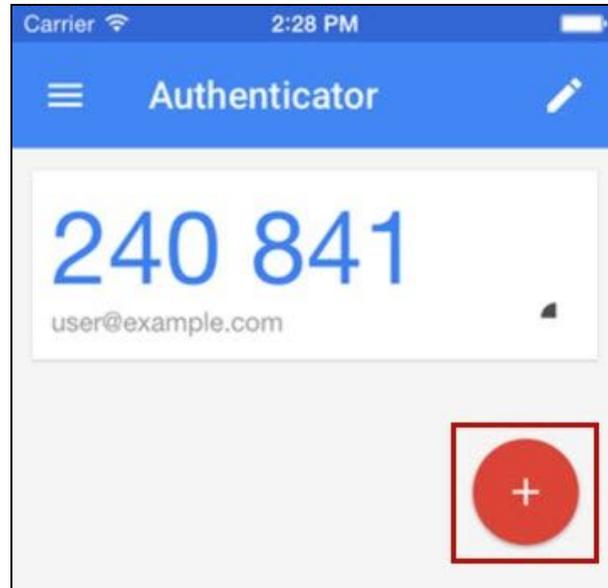
Verify

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**



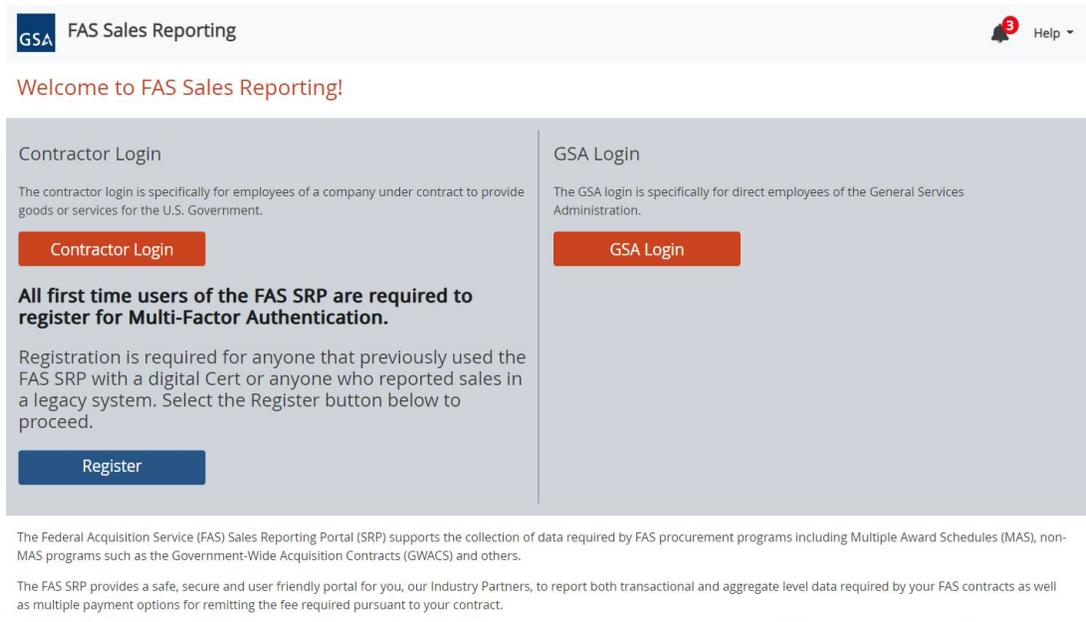

Setup Google Authenticator

Enter code displayed from the application

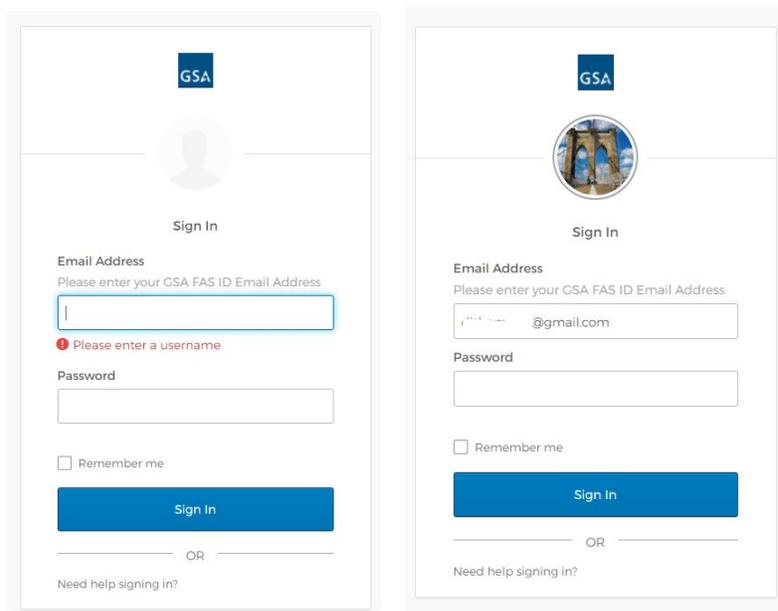
Enter Code

3 Contractor Login Steps

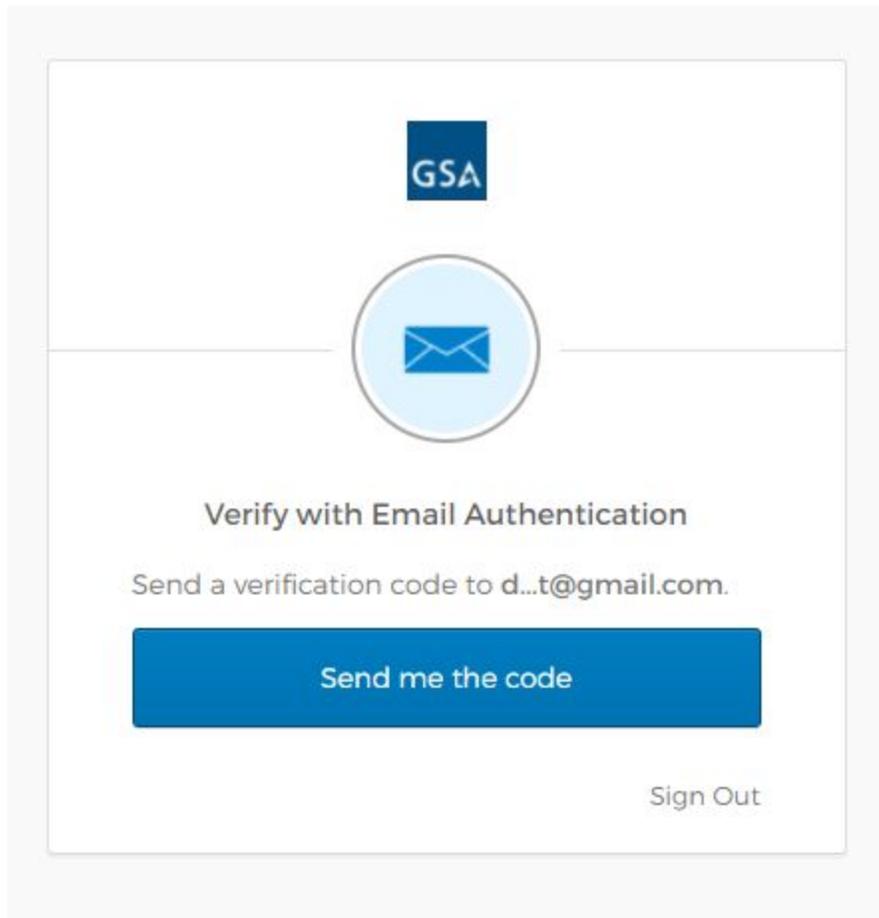
Step 1: After successfully completing the FAS ID registration process. All future access will be performed by clicking on **Contractor Login** from the FAS SRP Home Page



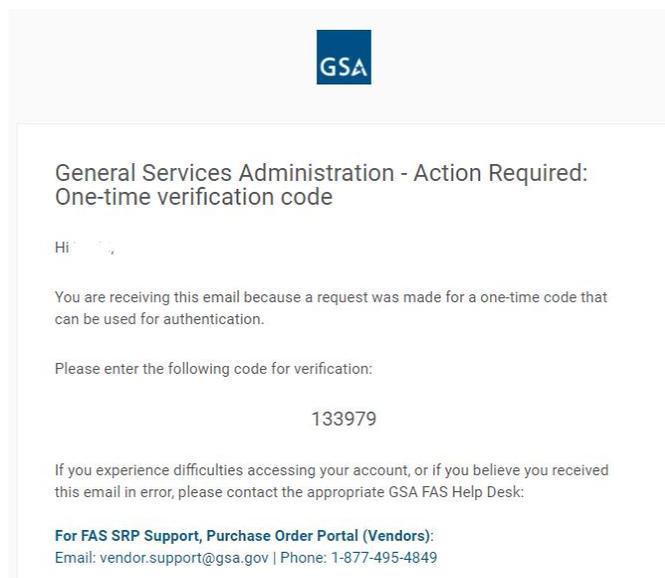
Step 2: Enter your FAS ID email and password and click **Sign In**. Your security image will appear when you populate your FAS ID email.



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.

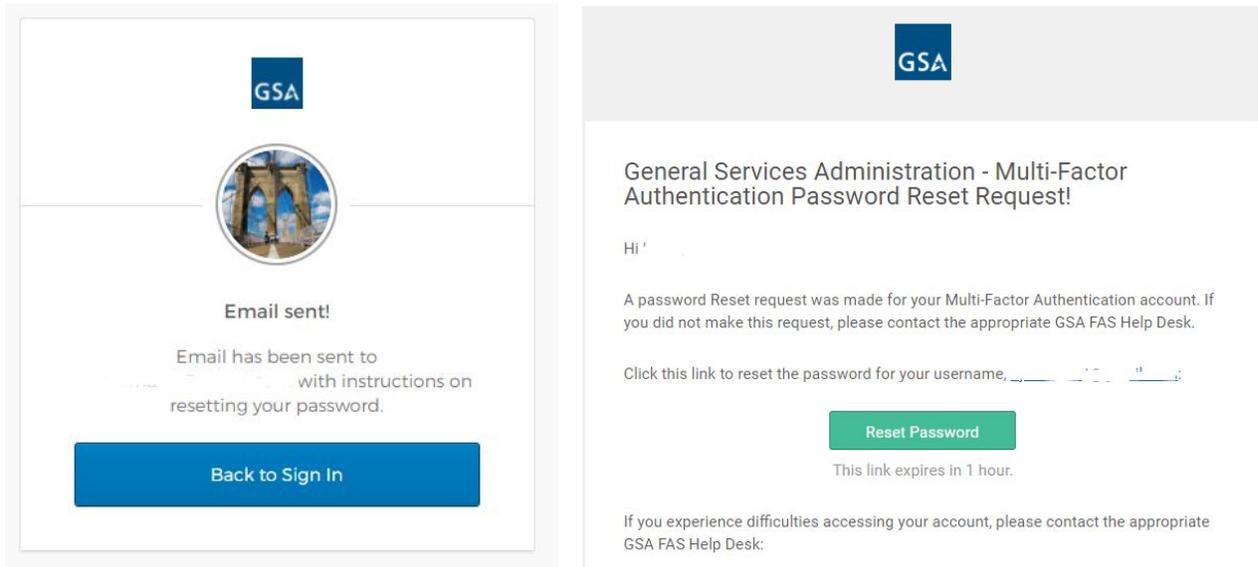
The image shows two screenshots of the GSA sign-in process. The left screenshot shows the 'Sign In' page with a 'Need help signing in?' link at the bottom. The right screenshot shows the 'Forgot/Reset Password?' page with a 'Need help signing in?' link at the bottom.

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

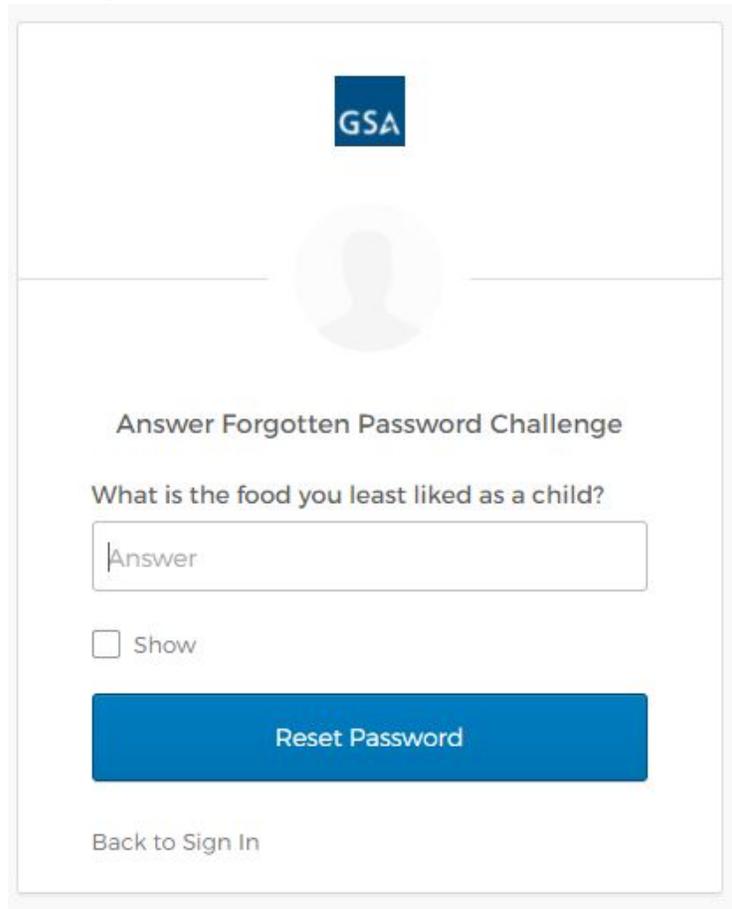
The image shows the 'Reset Password' page. It features a 'GSA' logo at the top, the title 'Reset Password', a text input field for 'Email or Username', a blue 'Reset via Email' button, and a 'Back to Sign In' link at the bottom.



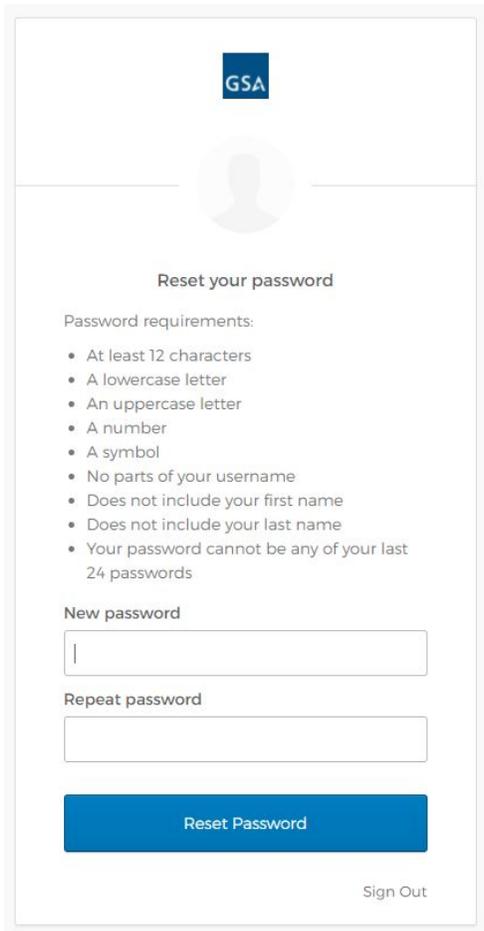
Step 3: You will receive an email from GSA with instructions to reset your password. Please click on **Reset Password** button in the email you receive



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



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



The screenshot shows a web form titled "Reset your password" with the GSA logo at the top. Below the title, there are "Password requirements:" listed as a bulleted list. Underneath, there are two input fields: "New password" and "Repeat password". A blue "Reset Password" button is centered below the fields. In the bottom right corner, there is a "Sign Out" link.

Reset your password

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords

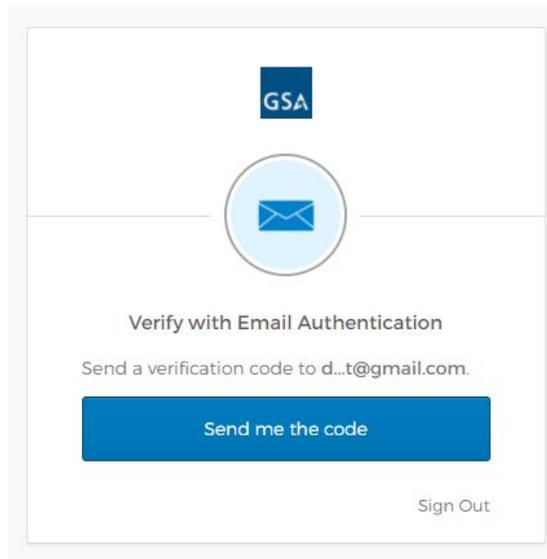
New password

Repeat password

Reset Password

Sign Out

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



The screenshot shows a web form titled "Verify with Email Authentication" with the GSA logo at the top. Below the title, there is a circular icon containing an envelope symbol. Underneath, there is a line of text: "Send a verification code to d...t@gmail.com.". A blue "Send me the code" button is centered below the text. In the bottom right corner, there is a "Sign Out" link.

Verify with Email Authentication

Send a verification code to d...t@gmail.com.

Send me the code

Sign Out



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



General Services Administration - Action Required: One-time verification code

Hi [Name],

You are receiving this email because a request was made for a one-time code that can be used for authentication.

Please enter the following code for verification:

638252

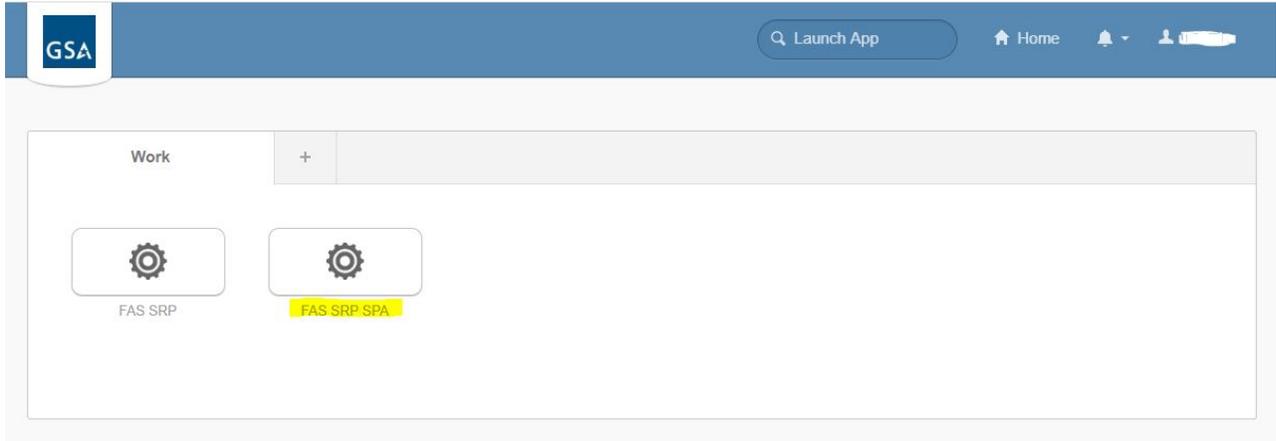
If you experience difficulties accessing your account, or if you believe you received this email in error, please contact the appropriate GSA FAS Help Desk:

For FAS SRP Support, Purchase Order Portal (Vendors):
Email: vendor.support@gsa.gov | Phone: 1-877-495-4849

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

The screenshot shows a web page for "Verify with Email Authentication". At the top is the GSA logo. Below it is a blue envelope icon in a circle. The text reads: "Verify with Email Authentication", "A verification code was sent to d...t@gmail.com. Check your email and enter the code below.", "Verification code", and a text input field. Below the input field is a checkbox labeled "Do not challenge me on this device for the next 12 hours". At the bottom is a blue "Verify" button and a "Sign Out" link.

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