



CIO Application Maintenance,
Enhancements, and Operations (CAMEO SB)

FAS SRP MULTI-FACTOR AUTHENTICATION USER GUIDE

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Prepared for:

ATTN: Maraya Lasinsky, COR
1800 F Street NW,
Washington, D.C. 20405

In support of:

FAS Office of the Chief Information Officer

Prepared by:

Alliant Solutions Partner (ASP)
13655 Dulles Technology Drive, Suite 110 Herndon,
VA 20171

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Table of Content

1 Multi-Factor Authentication Registration Steps.....	4
2 Multi-Factor Authentication Activation Steps	7
3 Contractor Login Steps	11
4 Multi-Factor Authentication Account Forgot/Reset Password Steps.....	14
5 Multi-Factor Authentication Account Unlock Steps	20
6 Abbreviations, Acronyms, and Definitions	26

All GSA FAS Sales Reporting Portal new or existing users are required to register for Multi-Factor Authentication in order to login

1 Multi-Factor Authentication Registration Steps

Step 1: Navigate to the FAS SRP home page at <https://srp.fas.gsa.gov> and select **Click Here** to complete your one-time registration process

GSA FAS Sales Reporting

Welcome to FAS Sales Reporting!

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

GSA Login

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

GSA Login

FAS SRP Multi-Factor Authentication Required Sign up for all users

Multi-Factor Authentication is now required for access into the FAS SRP even if you have used the system in the past. Please **click here** to complete your one time registration process.

The Federal Acquisition Service (FAS) Sales Reporting Portal (SRP) supports the collection of data required by FAS procurement programs including Multiple Award Schedules (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 payment options for remitting the fee required pursuant to your contract.

Need to Know

- FAS SRP Quickstart Guide
- Federal Register Notice
- How FAS SRP Authenticates
- 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 name, email, and click submit. Note: your email address must be listed correctly in at least one of the following 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 Multi-Factor Authentication account.

Note: The system will display an error messages in either of 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.

MFA
GSA PRE-VERIFICATION

[Go Back To Home Page](#)

FAS SRP Registration Pre-Verification

FAILED ✕

We did not find any contracts containing the email address john.doe@example.com. Gaining access into the FAS SRP requires that your email address be listed in at least one of the following fields: Contract Admin, IFF POC, or Authorized Negotiator. Please contact your designated contract Authorized Negotiator or GSA Contracting Officer for further assistance.

First Name *
John

Middle Name
M

Last Name *
Doe

Email *
john.doe@example.com
example@example.com

Submit

2. Your account is already registered. Please click contractor login from the FAS SRP home page

MFA
GSA PRE-VERIFICATION

[Go Back To Home Page](#)

FAS SRP Registration Pre-Verification

FAILED ✕

An account already exists for email keshav.sankaralingam@karsun-llc.com. Please try to [login here](#)

First Name *

Middle Name

Last Name *

Email *
example@example.com

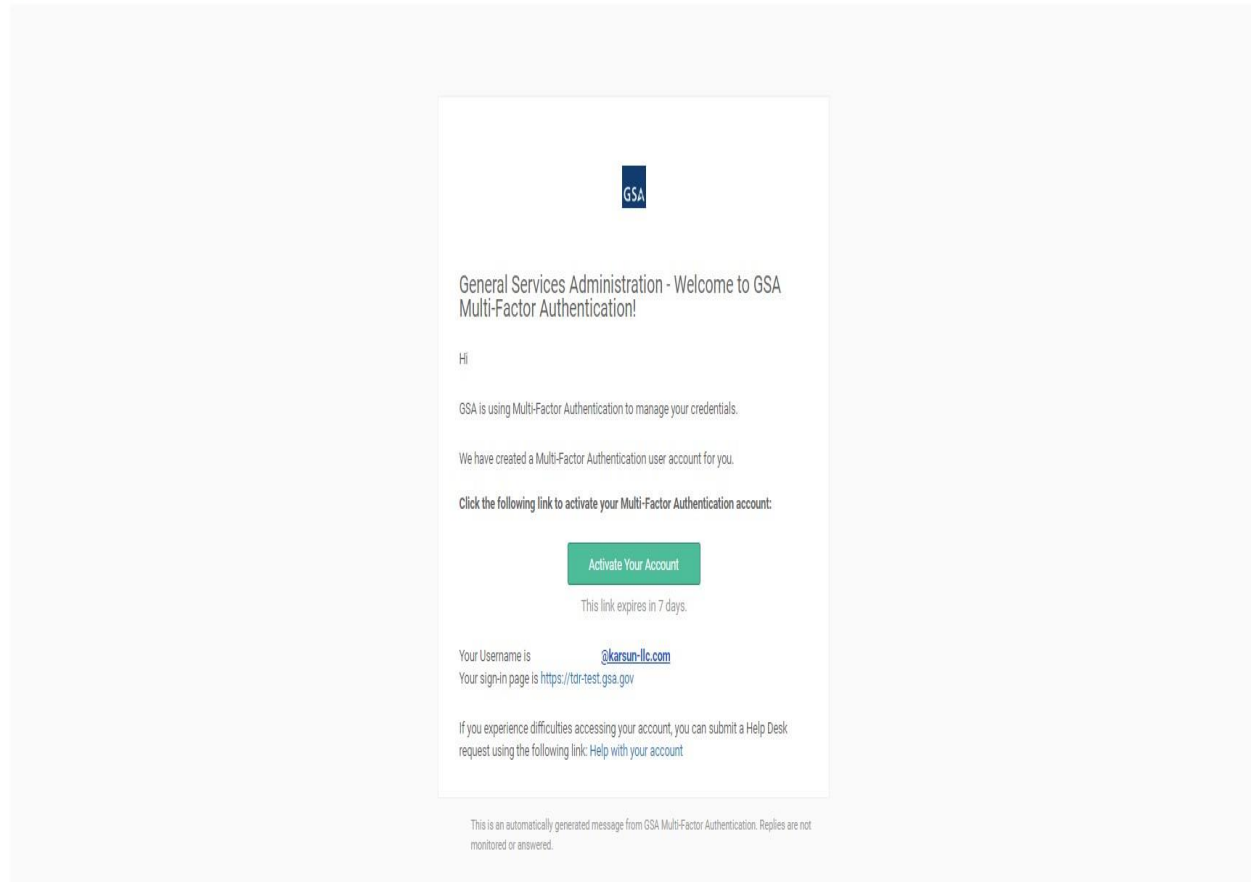
Submit

2 Multi-Factor Authentication Activation Steps

Step 1: Proceed to your email inbox and select activate my account from the email received from MFA-No-Reply+noreply@gsa.gov

MFA-No-Reply+noreply@gsa.gov
to me ▾

5:33 PM (2 minutes ago) ☆ ↻ ⋮



- Step 2: Enter and confirm your password
- Step 3: Select and answer a security question
- Step 4: Select a security Image
- Step 5: Click on create my account



Welcome to General Services Administration (GSA) - Sandbox 1, salima!
Create your General Services Administration (GSA) - Sandbox 1 account

Enter new password

Enter new password

Repeat new password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username.

Choose a forgot password question

What is the food you least liked as a child?

Answer

Click a picture to choose a security Image

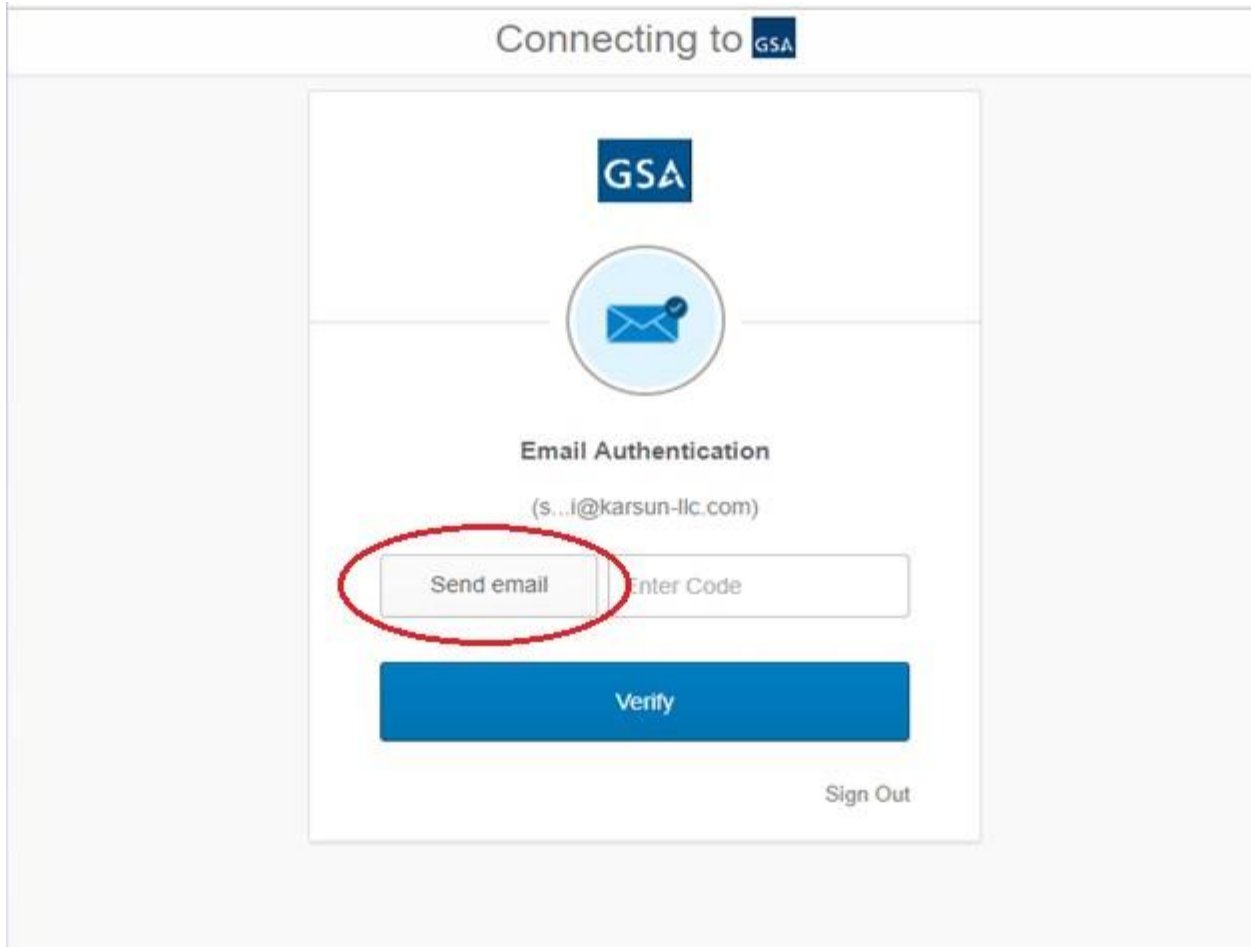
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Grid of 12 images for selection:

- Golden Gate Bridge
- Sunflower
- Green leaves
- Bridge at night
- Archway
- Cow in field
- Aurora Borealis
- Blue sky
- Train
- Sunset
- Road
- Star

Create My Account

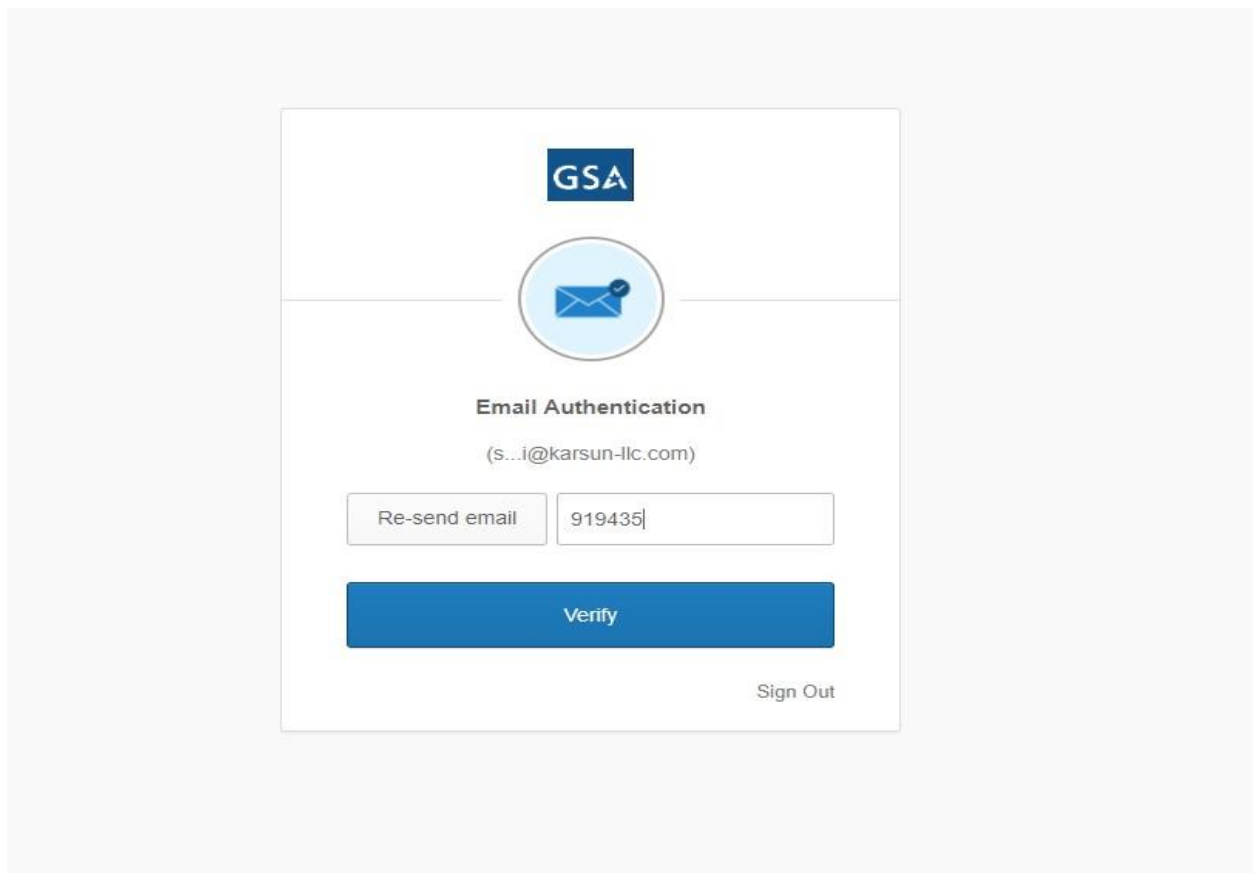
Step 6: Click **Send Email** to receive the One Time Passcode OTP



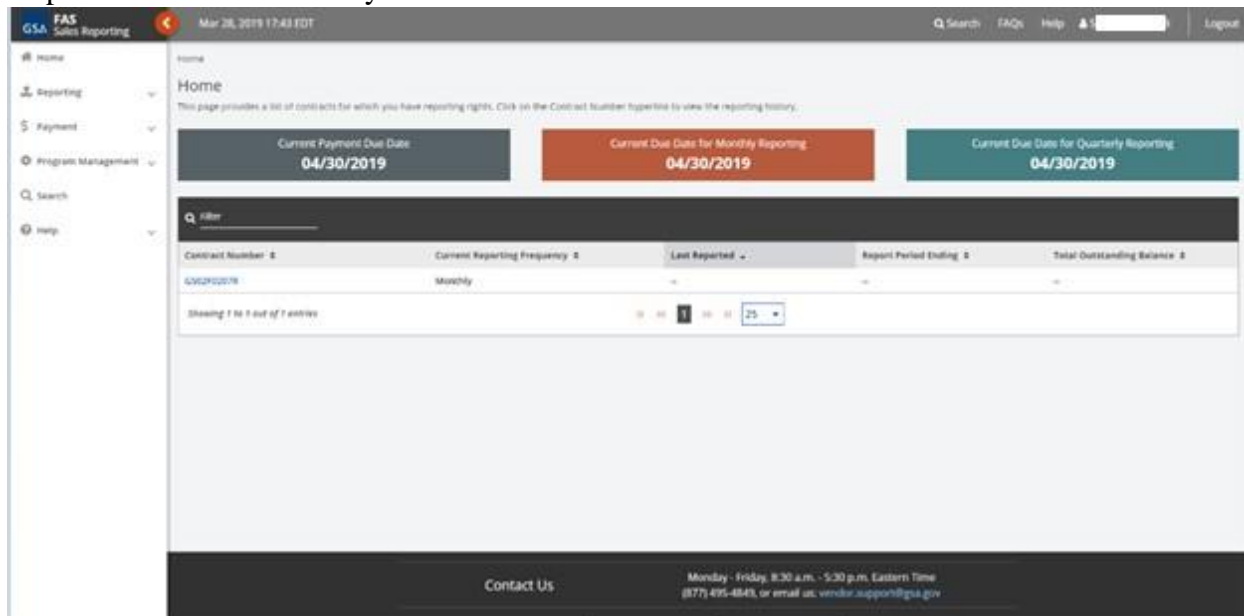
Step 7: Once you select the **Send Email** button. You will receive an email with the One Time Passcode OTP from MFA-No-Reply+noreply@gsa.gov



Step 8: Enter the One Time Passcode OTP and click verify



Step 9: You will successfully access the FAS SRP



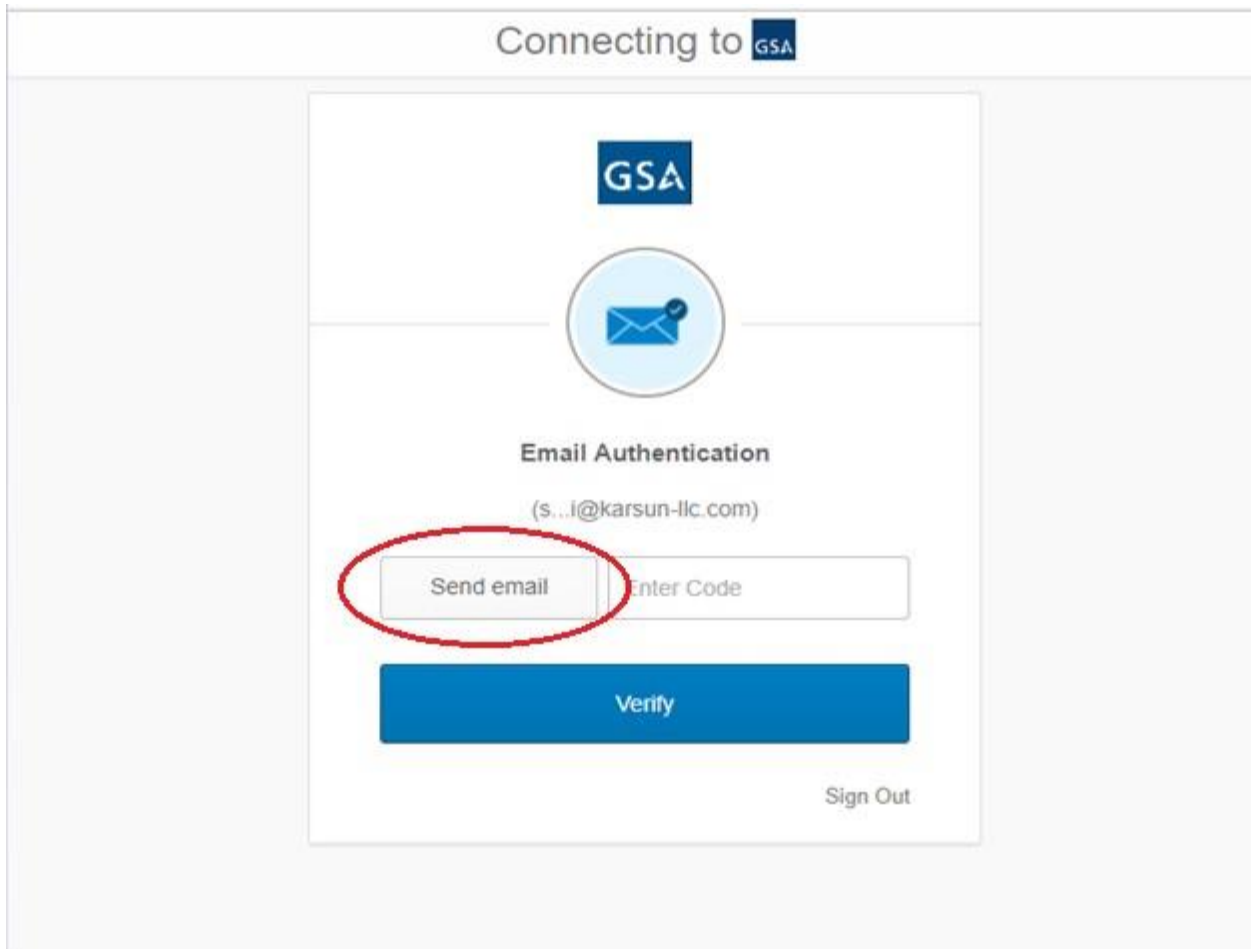
3 Contractor Login Steps

Step 1: After successfully completing the Multi-Factor Authentication registration process. All future access will be performed by clicking on contractor login from FAS SRP Home Page.

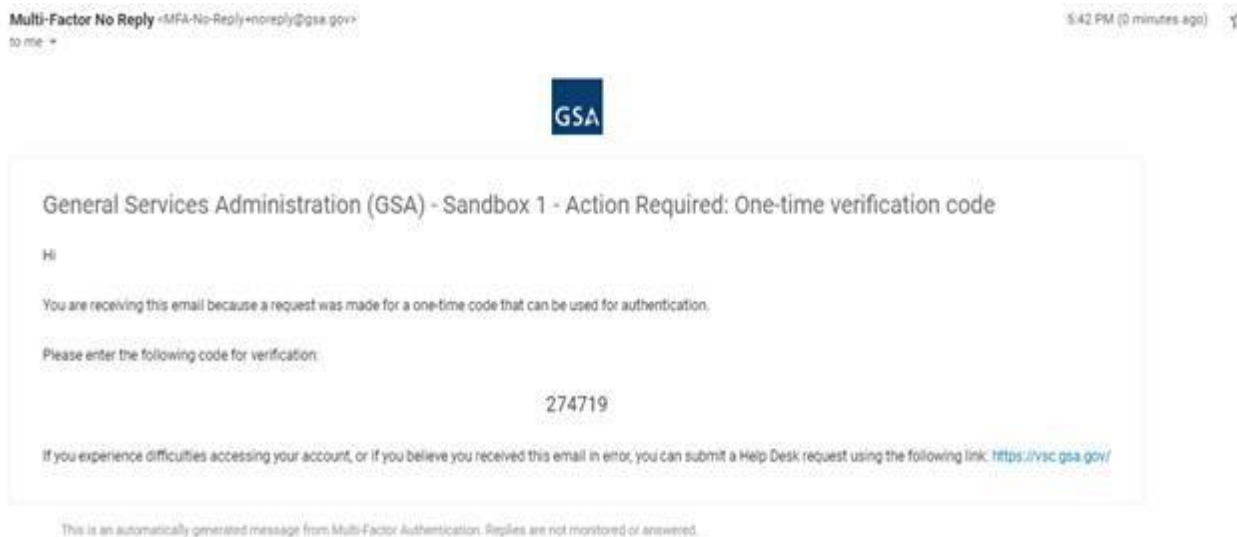


Step 2: Enter your email and password

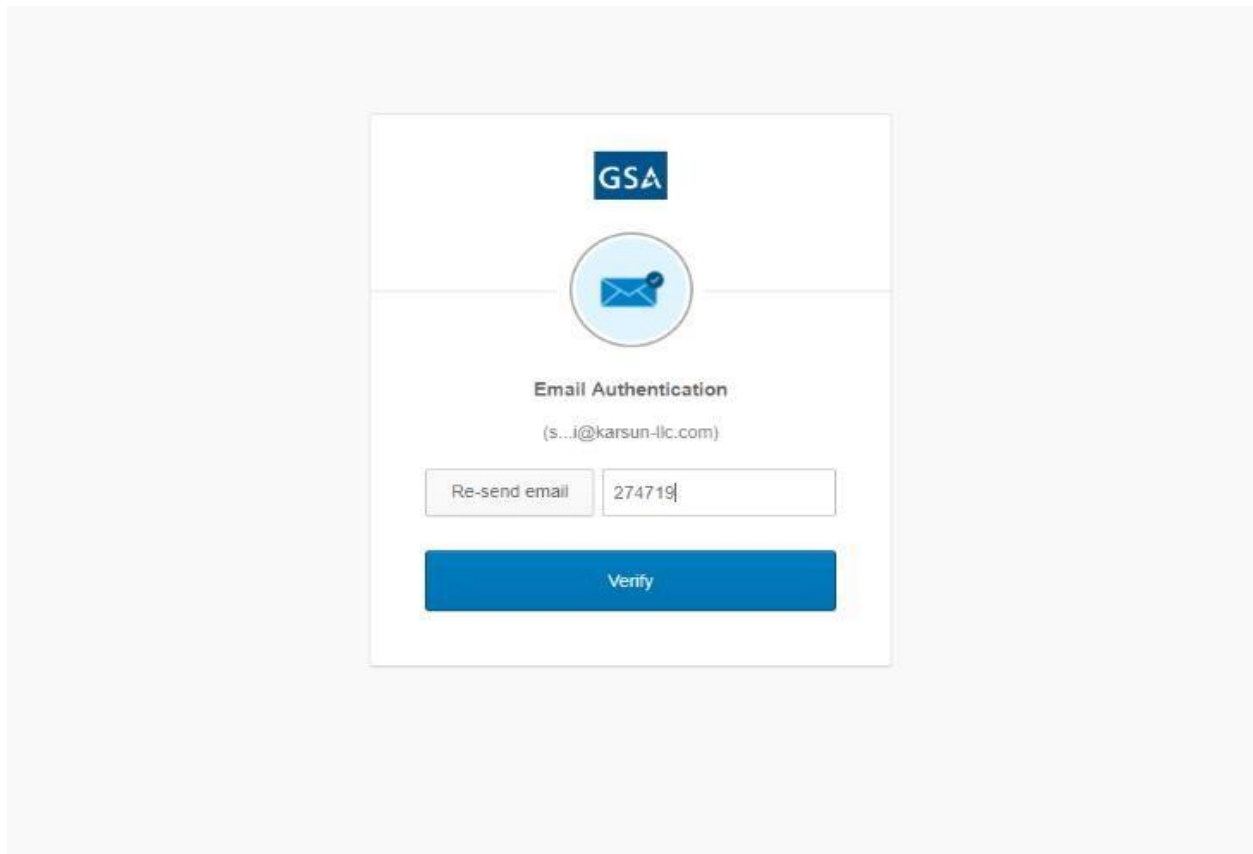
Step 3: Click **Send Email** to receive the One Time Passcode OTP



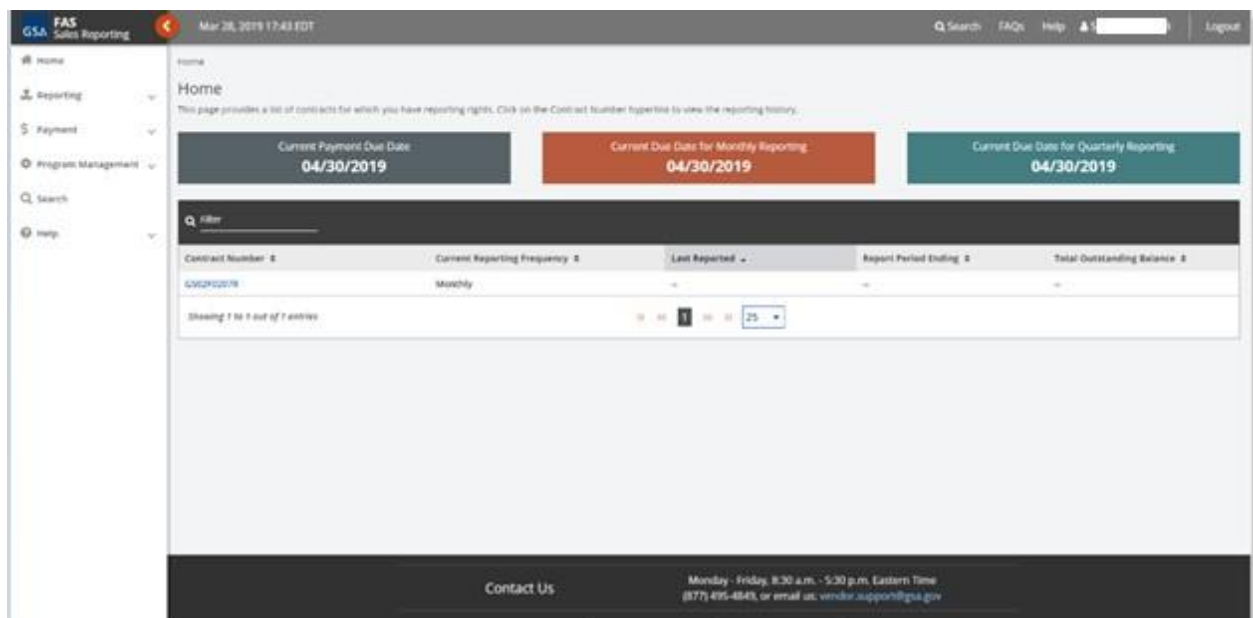
Step 4: Once you select the **Send Email** button. You will receive a One Time Passcode OTP to your email from MFA-No-Reply+noreply@gsa.gov



Step 5: Enter the One Time Passcode OTP and click verify

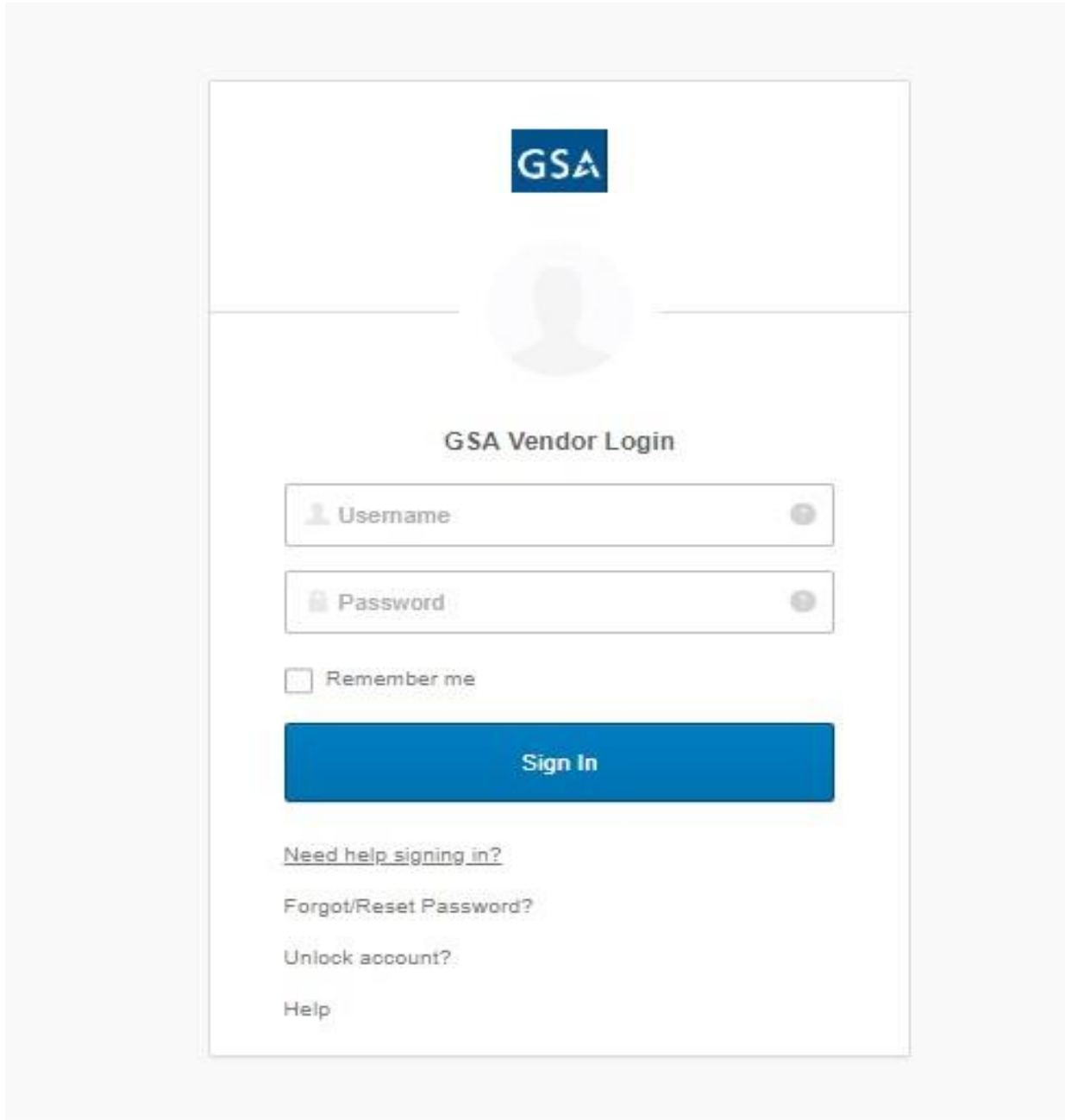


Step 6: You will successfully access the FAS SRP

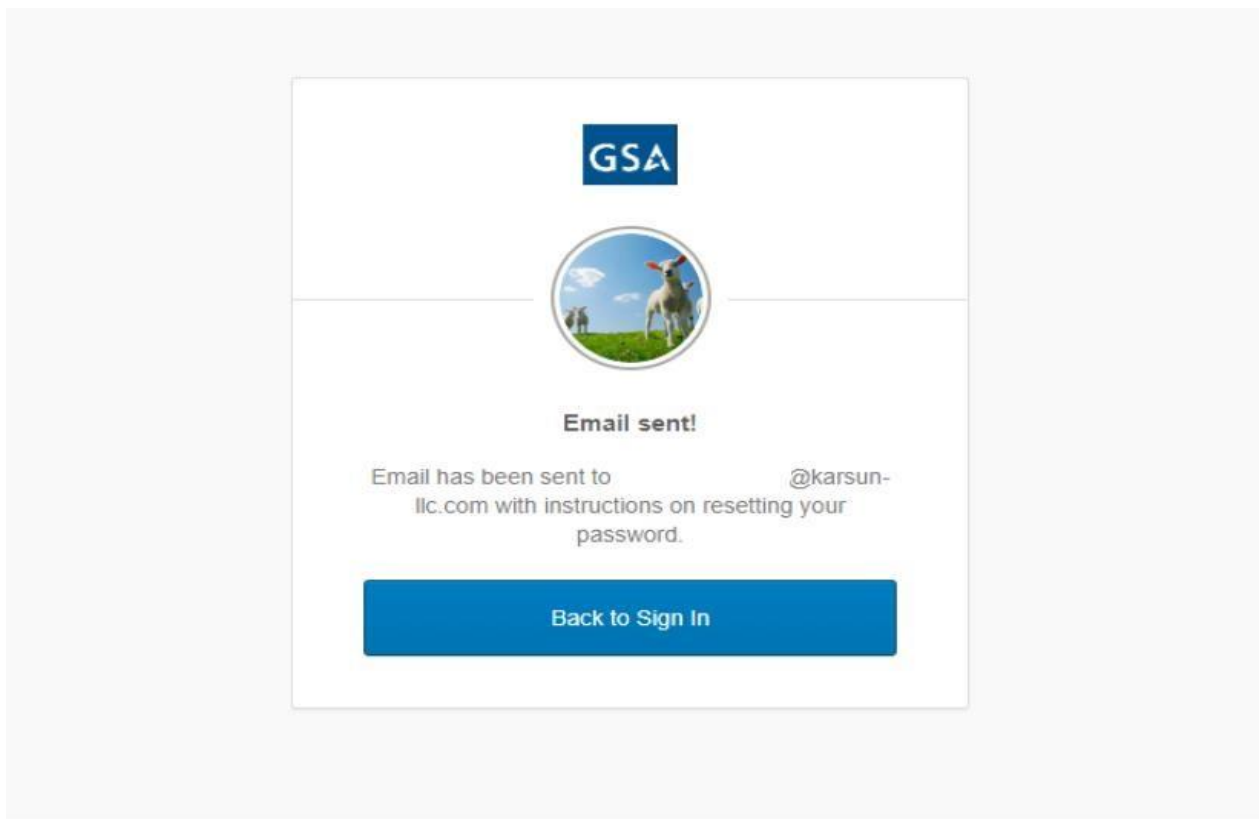
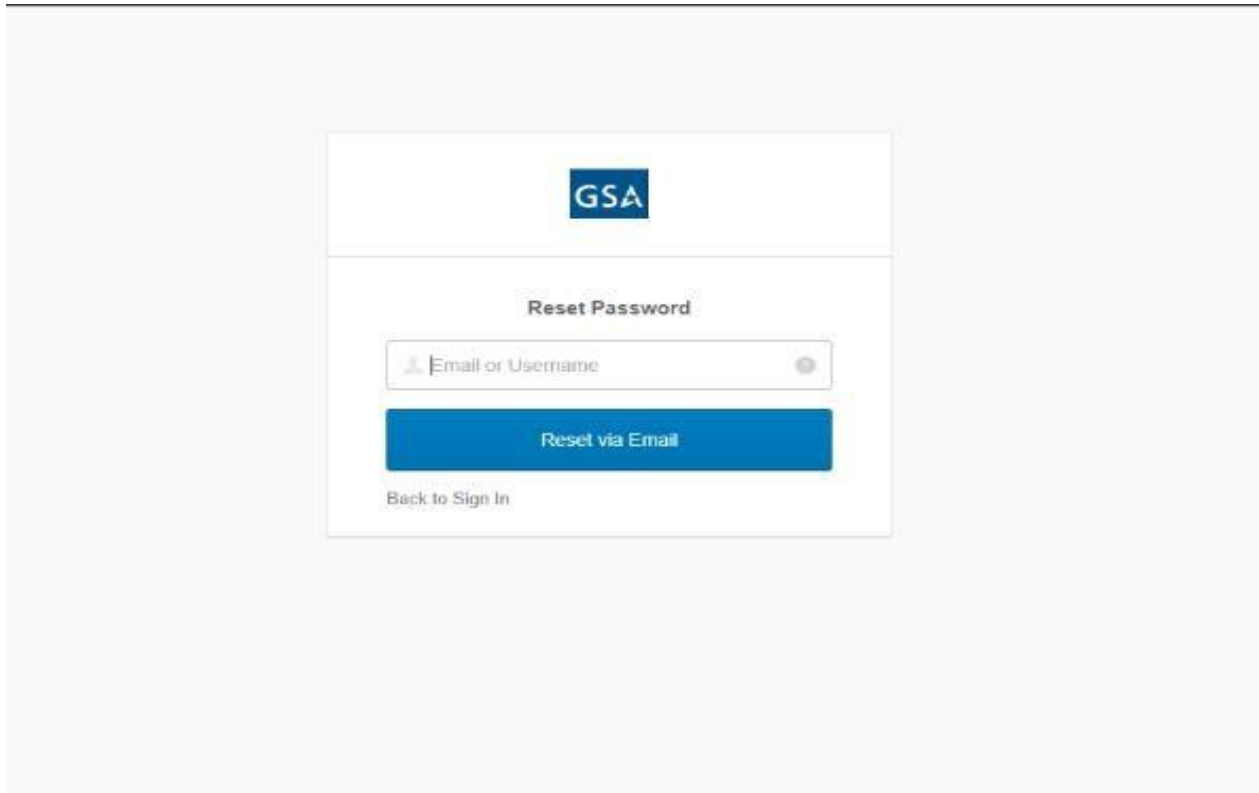


4 Multi-Factor Authentication Account Forgot/Reset Password Steps

Step 1: Click on need help signing in? and select forgot/reset password



Step 2: Enter your email and click reset via email



Step 3: Click reset password from the reset password email received from MFA-NoReply+noreply@gsa.gov

Multi-Factor No Reply <MFA-No-Reply+noreply@gsa.gov>
to me

5:45 PM (1 minute ago)



General Services Administration (GSA) - Sandbox 1 - Multi-Factor Authentication Password Reset Request!

Hi

A password Reset request was made for your Multi-Factor Authentication account. If you did not make this request, please contact the [GSA Help Desk](#) immediately.

Click this link to reset the password for your username, [@karsun-llc.com](#):

Reset Password

This link expires in 1 hour.

If you experience difficulties accessing your account, you can submit a Help Desk request using the following link: <https://vsc.gsa.gov/>

This is an automatically generated message from Multi-Factor Authentication. Replies are not monitored or answered.

Step 4: Answer your security question and click reset password



Answer Forgotten Password Challenge

What is the food you least liked as a child?

Answer

Show

Reset Password

Sign Out

Step 5: Enter and confirm your new password and click reset password

GSA

Reset your password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username. Your password cannot be any of your last 10 passwords.

.....

.....|

Reset Password

Sign Out

Step 6: Click **Send Email** to receive the One Time Passcode OTP

Connecting to **GSA**

GSA

Email Authentication

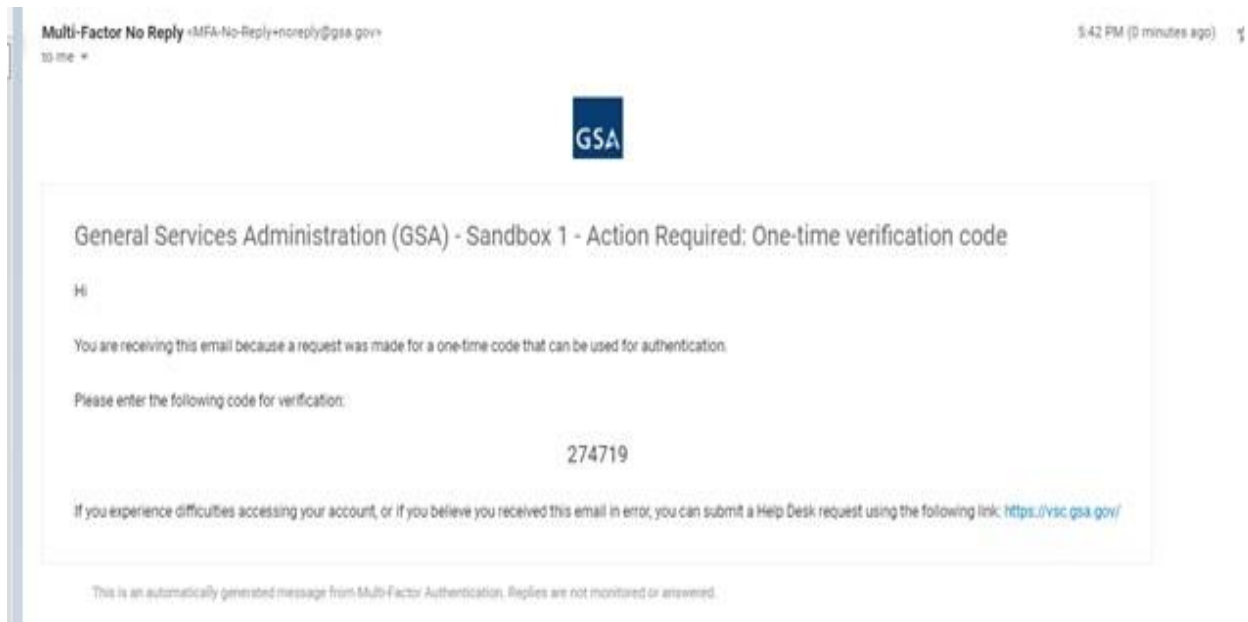
(s...l@karsun-llc.com)

Send email Enter Code

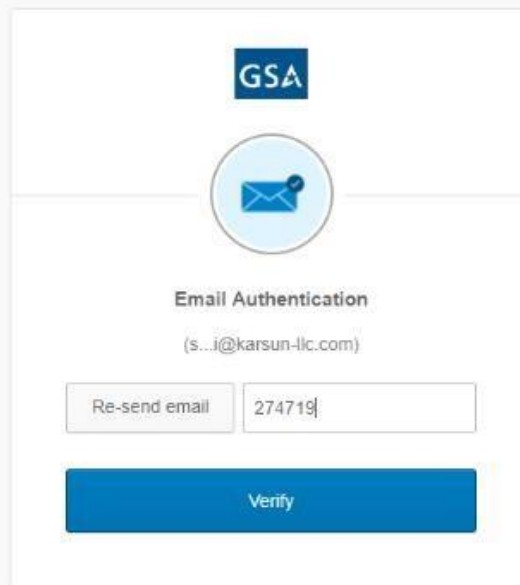
Verify

Sign Out

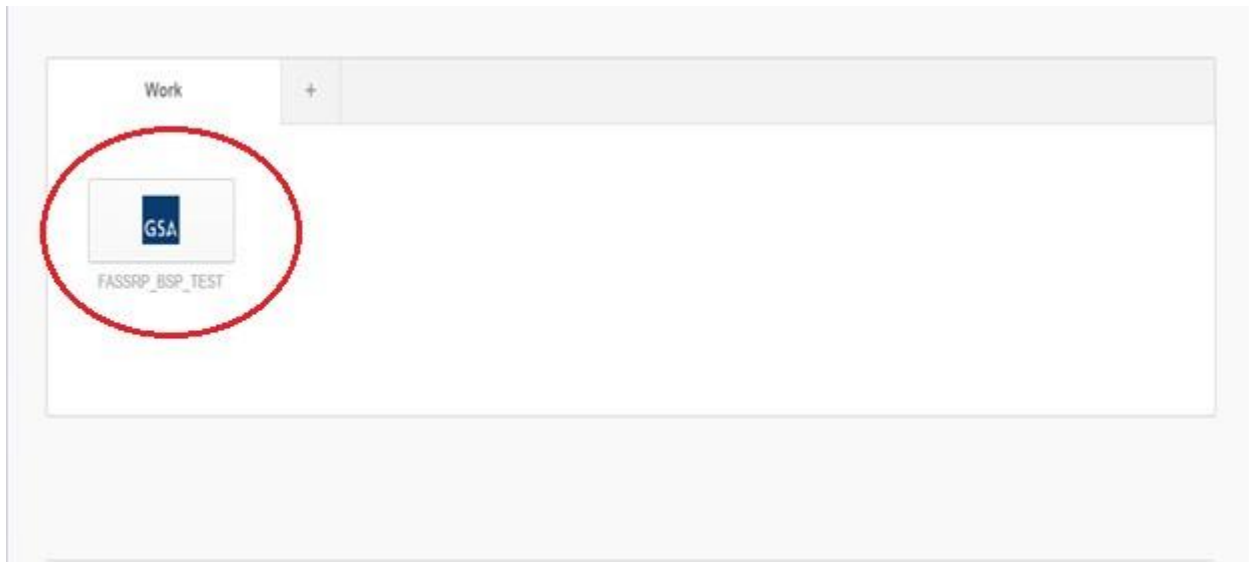
Step 7: Once you select the **Send Email** button. You will receive a One Time Passcode OTP to your email from MFA-No-Reply+noreply@gsa.gov



Step 8: Enter your One Time Passcode OTP and click verify



Step 9: You will successfully access the FAS SRP once you click on the application



5 Multi-Factor Authentication Account Unlock Steps

Step 1: Click on need help signing in? and select unlock account

GSA

GSA Vendor Login

Username

Password

Remember me

Sign In

[Need help signing in?](#)

[Forgot/Reset Password?](#)

[Unlock account?](#)

[Help](#)

Step 2: Enter your email address and click send email

GSA

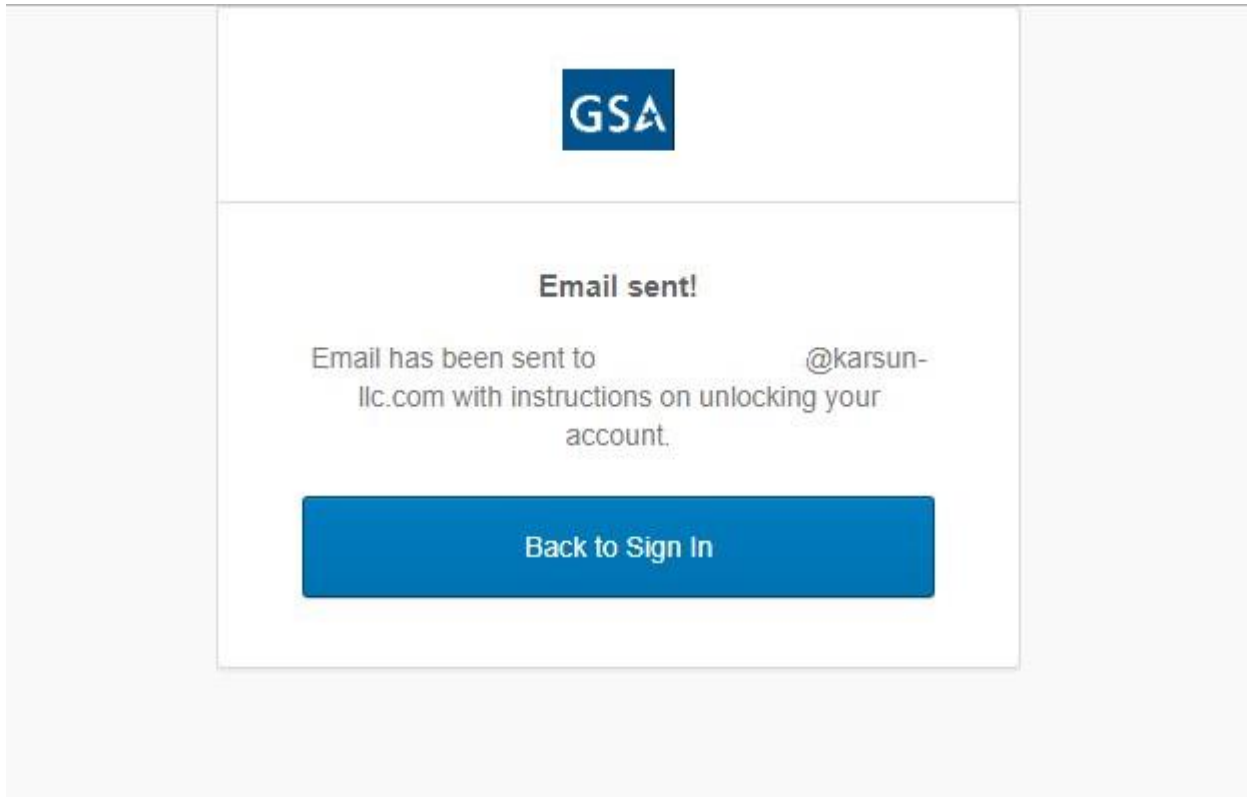
Unlock account

Email or Username

Send Email

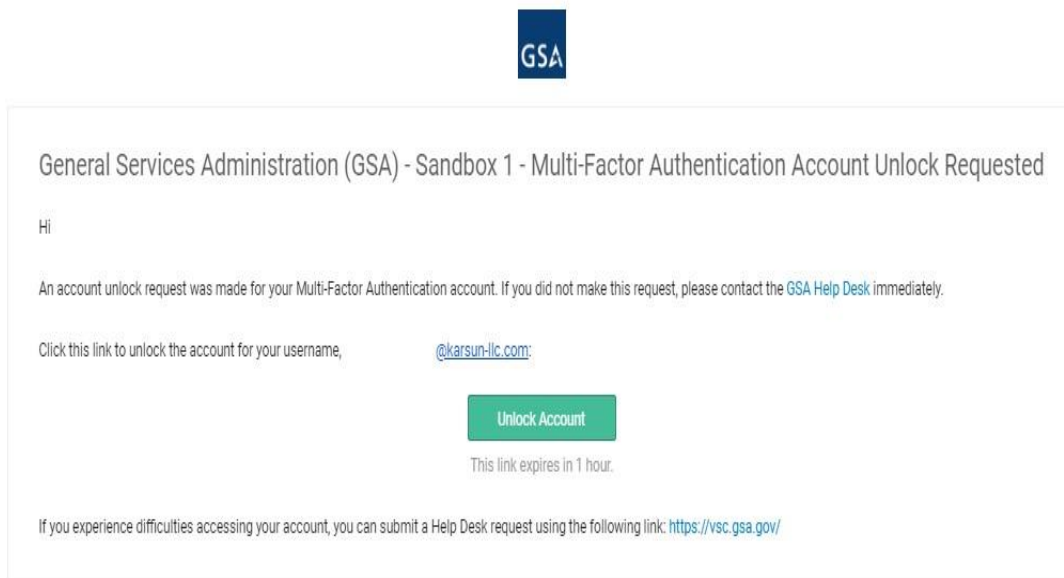
[Back to Sign In](#)

Step 3: Click unlock account from the email received from MFA-No-Reply+noreply@gsa.gov



Multi-Factor No Reply <MFA-No-Reply+noreply@gsa.gov>
to me ▾

8:11 PM (0 minutes ago) ☆ ↶



This is an automatically generated message from Multi-Factor Authentication. Replies are not monitored or answered.

Step 4: Answer the security question and click unlock account

GSA

Answer Unlock Account Challenge

What is the food you least liked as a child?

Show

Unlock Account

Sign Out

Step 5: Your account is successfully unlocked. Click back to sign in

GSA

Account successfully unlocked!

You can log in using your existing username and password.

Back to Sign In

Step 6: Enter your username and password and click sign in

GSA

GSA Vendor Login

Username

Password

Remember me

Sign In

Need help signing in?

Step 7: Click **Send Email** to receive the One Time Passcode OTP

Connecting to GSA

GSA

Email Authentication

(s...i@karsun-llc.com)

Send email Enter Code

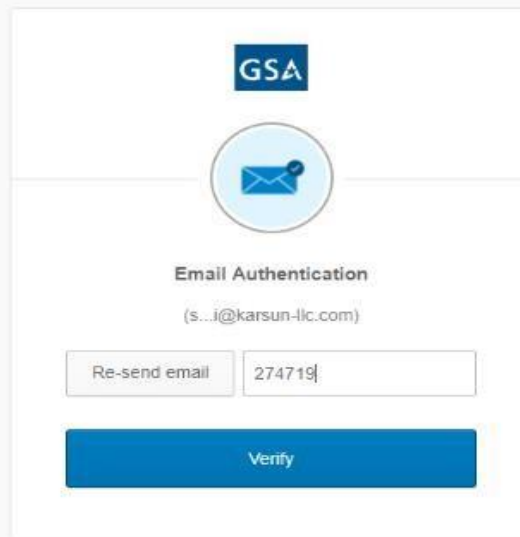
Verify

Sign Out

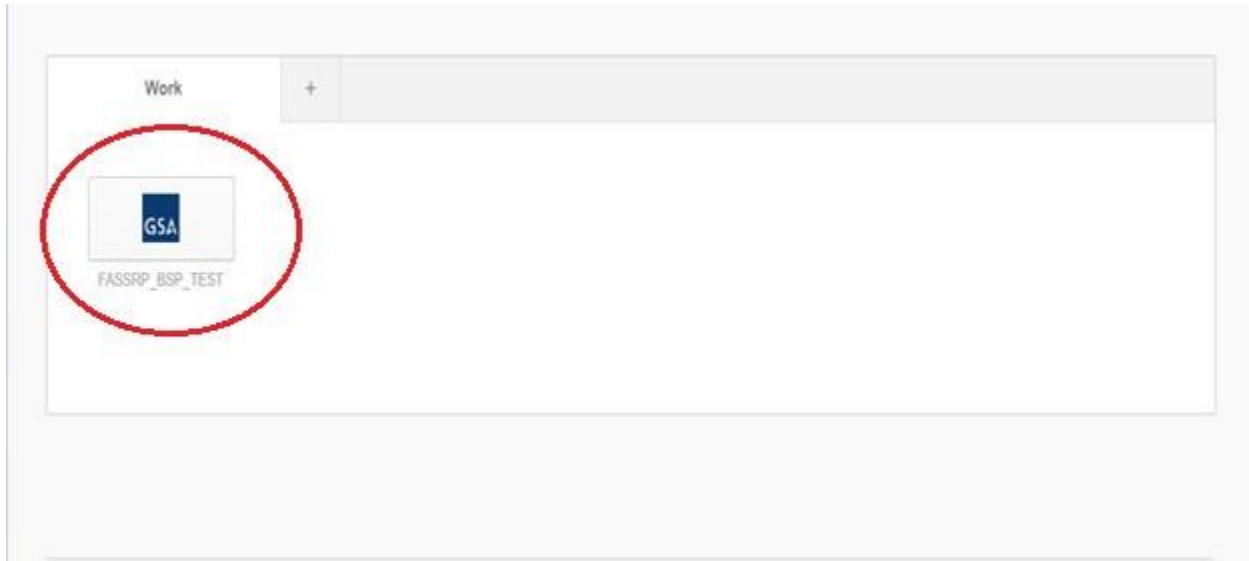
Step 8: Once you select the **Send Email** button. You will receive a One Time Passcode OTP to your email from MFA-No-Reply+noreply@gsa.gov



Step 9: Enter the One Time Passcode OTP and click verify



Step 10: You will successfully access the FAS SRP once you click on the application



6 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
MFA	Multi-Factor Authentication