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

FAS SRP MULTI-FACTOR AUTHENTICATION USER GUIDE

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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
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.

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

Step 4: Answer your security question and click reset password
Step 5: Enter and confirm your new password and click reset password.

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

Step 2: Enter your email address and click send email
Step 3: Click unlock account from the email received from MFA-No-Reply+noreply@gsa.gov.
Step 4: Answer the security question and click unlock account

Step 5: Your account is successfully unlocked. Click back to sign in
Step 6: Enter your username and password and click sign in

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

![Email with passcode OTP]

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

![Email authentication screen]
Step 10: You will successfully access the FAS SRP once you click on the application
# Abbreviations, Acronyms, and Definitions

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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAS SRP</td>
<td>Federal Acquisition Service Sales Reporting Portal</td>
</tr>
<tr>
<td>GSA</td>
<td>General Services Administration</td>
</tr>
<tr>
<td>OTP</td>
<td>One Time Passcode</td>
</tr>
<tr>
<td>MFA</td>
<td>Multi-Factor Authentication</td>
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</tbody>
</table>