



**DLA**  
DEFENSE LOGISTICS AGENCY



The Nation's Combat Support Logistics Agency

# PIEE State/Local User Registration to access FedMall

March 25, 2022

**WARFIGHTER ALWAYS**



## FedMall Single Sign-On

- The process to access FedMall is changing Nov 6, 2021
- FedMall is transitioning to the Procurement Integrated Enterprise Environment (PIEE) Single Sign-On (SSO) capability at <https://piee.eb.mil/>
- Existing FedMall accounts are being migrated to PIEE
  - User accounts will be in an “Enabled” status with an “Active” FedMall Role and will not require Supervisor Approval and Government Administrator (GAM).
  - All of the users’ information, order history, and roles will be maintained in FedMall.
  - Existing PIEE users will have the FedMall Role added to their existing PIEE accounts.
  - New users will follow the PIEE registration and approval processes to gain access to FedMall.



## FedMall State/Local User High Level Processes

- FedMall State/Local Users will use the following the agreed upon processes to request access to FedMall through PIEE Single Sign On (SSO)
  - Tracy identifies all eligible State and Local Program users
    - She pre-fills the State and Local User Registration Form (including the DODAAC)
    - She sends all required Program documents to user for completion and signature
    - Upon receipt of State and Local required forms, she advises user how-to register in PIEE
  - User registers in PIEE and as a State/Local Employee and requests the FedMall – State/Local Employee role
  - When registration is complete and account request is submitted, an email will be sent to the Supervisor for approval
  - Supervisor receives a tokenized email to Approve or Deny the request
  - When approved, the Government Account Manager (GAM) receives notification that user account is approved and role is awaiting activation



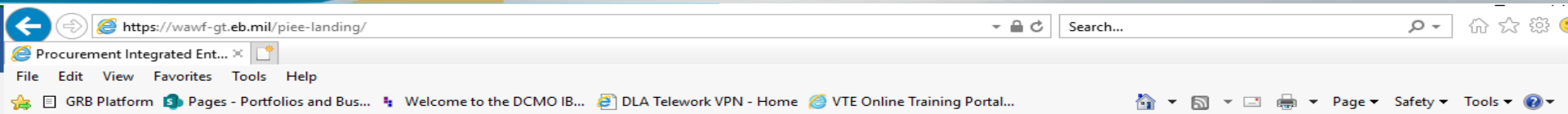
# State and Local User Types

- The State POC (SPOC) is a police officer authorized to make purchases on behalf of State
  - The SPOC is appointed by the State Governor
  - A copy of the appointment letter is maintained by Tracy Shepherd
  - They're assigned a DODAAC beginning with "3A"
- The Wildland Fire Protection Program (WFPP) user is a firefighter authorized to make purchases on behalf of their State
  - The Program is owned by DLA
  - Tracy assigns DODAAC beginning with "3B"
- Contingency Store or Corridor users
  - All new non-police officer or non-firefighter users
  - Tracy assigns a DODAAC beginning with "3P"





# PIEE Landing Page



An official website of the United States government.



**PIEE**  
Procurement Integrated  
Enterprise Environment

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When registering as a new FedMall State/Local user, select "REGISTER" on PIEE landing page

# Procurement Integrated Enterprise Environment

Enterprise services, capabilities, and systems supporting the end-to-end Procure-to-Pay (P2P) business process

[VIEW FEATURES](#)

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**WARFIGHTER ALWAYS**



# Privacy Act Statement



## Privacy Act Statement

<b>AUTHORITY:</b>	Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
<b>PRINCIPAL PURPOSE:</b>	To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
<b>ROUTINE USES:</b>	None
<b>DISCLOSURE:</b>	Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

I have read and understand the terms and conditions for use of this website.



Select "Agree" on the Privacy Act Statement

! Symbol indicates situational entry, at least one is required.

\* Asterisk indicates required entry.



# Select User Type



What type of user are you?

<input checked="" type="radio"/> Government - DoD
<input type="radio"/> Government - Non-DoD
<input type="radio"/> Government Support Contractor - Supporting DoD Organization
<input type="radio"/> Government Support Contractor - Supporting Non-DoD Organization
<input type="radio"/> Vendor
<input type="radio"/> State/Local Employee

Select "State/Local Employee"

**Note: A security clearance is NOT required to access any of the applications in the Procurement Integrated Enterprise Environment.**

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# Authentication Method



User / ID Password – not permitted for FedMall access

## Registration Steps

1. Registration Home
2. Authentication
3. Profile
4. Supervisor / Company
5. Roles
6. Justification
7. Summary
8. Agreement

## Authentication

How will you be accessing the Procurement Integrated Enterprise Environment applications? \*

--- Please Select ---  
Common Access Card / Personal Identity Verification  
Software Certificate  
User ID \ Password

Please follow the [Machine Setup](#) Instructions prior to registering a Software Certificate or Common Access Card as additional steps must be taken for these authentication types.

Please click on the Certificate Login button to select the appropriate certificate.

LOG IN WITH CAC / PIV

[CAC Help?](#)

Select CAC / PIV Authentication type and select "Log in with CAC / PIV". A popup will appear to "Select a certificate for authentication". Select the certificate you will use to access PIEE and FedMall.

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# User ID



## Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

## Authentication - Certificate User ID

How will you be accessing the Procurement Integrated Enterprise Environment applications?

Common Access Card / Personal Identity Verification

The user ID has been auto generated based upon the certificate selected. Optionally, you may change the user ID generated to a user ID that conforms to the rules displayed.

User ID \*

EDIP

Select "Next"



### User ID Rules

- Minimum 8 Characters.
- May Contain ONLY the following special characters ~ ! # \$ . \_ { }
- May NOT contain spaces.
- Must not already be registered in the Procurement Integrated Enterprise Environment.

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# User Profile Information



Populate “User Profile” mandatory fields.

## Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

Select “Next” when complete

## User Profile

First Name *	Middle Name	Last Name *	Suffix	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Organization DoDAAC/FEDAAC * GPC DoDAAC Lookup	Organization *	Job Series *	Job Title *	Grade/Rank *
<input type="text"/>	<input type="text"/>	--- Please Select ---	<input type="text"/>	<input type="text"/>
Email *	Confirm Email *	Cyber Awareness Training Date *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Commercial Telephone !	Extension	Intl Country Code and Phone !	Mobile Telephone	DSN Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
US	Designation *			
<input type="text"/>	--- Please Select ---			
<input type="button" value="Next"/>	<input type="button" value="Previous"/>	<input type="button" value="Save Registration"/>	<input type="button" value="Help"/>	

Populate all mandatory fields:

- Populate 'Organization'
- Select 'OTHR' for 'Job Series' from drop-down
- 'Job Title' is auto-populated
- Populate 'Grade/Rank'
- Populate 'Cyber Awareness Training Date' with the date of your organization's required training date or DoD training options
- Select 'Civilian' from drop-down



# Supervisor & Agency Information



## Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency **✱**
6. Roles
7. Justification
8. Summary
9. Agreement

## Additional Profile Information

### Supervisor Information

First Name *	Last Name *	Job Title *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	Confirm Email *	
<input type="text"/>	<input type="text"/>	
DSN Telephone	Phone !	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Intl Country Code and Phone !	
	<input type="text"/>	

### Alternate Supervisor Information (Optional) !

First Name !	Last Name !	Job Title !
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email !	Confirm Email !	
<input type="text"/>	<input type="text"/>	
DSN Telephone	Phone !	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Intl Country Code and Phone !	
	<input type="text"/>	
Reason !	<input type="text"/>	

### Agency Information

Agency Name *	Address *
<input type="text"/>	<input type="text"/>
City *	Zip *
<input type="text"/>	<input type="text"/>
	Country * --- Please Select ---
Organization	Office Symbol
<input type="text"/>	<input type="text"/>

[Next](#) [Previous](#) [Save Registration](#) [Help](#)

User will enter Supervisor information. Ensure your Supervisor Email is accurate, they will be receiving system generated emails for various approvals when you update your profile information. Enter Alternate Supervisor information if needed. Enter Agency Information and then select "Next"

! Symbol indicates situational entry, at least one is required.

\* Asterisk indicates required entry.



# Application & Role Selection



## Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency
6. Roles 
7. Justification
8. Summary
9. Agreement

## Roles

**Step 1.** Select the appropriate Application from the list below

**Step 2.** Select One or More Roles from the list below (Ctrl+Click)

User Roles for FEDMALL  
FedMall - State/Local Employee

**Step 3.** Click 'Add Roles'

+ Add Roles

**Step 4.** Fill out the required information for the applicable applications

**Tip** If you need access to any other applications, Repeat Steps 1 to 4 again

**Tip** You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.

Select "Next"

Next

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Save Registration

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1. Select "FedMall" from the Application dropdown menu
2. Select the Role "FedMall – State/Local Employee"
3. Click on "+Add Roles"

! Symbol indicates situational entry, at least one is required.

\* Asterisk indicates required entry.



# Roles Summary



## Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

## Roles

**Step 1.** Select the appropriate Application from the list below

FedMall

Verify "FedMall" Application and "FedMall State/Local Employee" Role are populated. Select "Next"

**Step 2.** Select One or More Roles from the list below (Ctrl+Click)

User Roles for FEDMALL  
FedMall - State/Local Employee

**Step 3.** Click 'Add Roles'

+ Add Roles

**Step 4.** Fill out the required information for the applicable applications

## Roles Summary

Application	Role	Location Code	Type	Location Code *	Extension	Group	Action
FEDMALL	FedMall - State/Local Employee	DoDAAC		3A1800	N/A		<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

**Tip** If you need access to any other applications, Repeat Steps 1 to 4 again

**Tip** You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.

Next

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Save Registration

Help





# Justification & Attachments Upload



## Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency
6. Roles
7. **Justification**
8. Summary
9. Agreement

## Justification / Attachments

**Info** Provide justification for access and upload any necessary attachments.

### Justification \*

Enter Justification for requesting Role and Upload any required attachments

### Attachments

Browse...

Upload

**Warning!** Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Select "Next"

Next

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Help

! Symbol indicates situational entry, at least one is required.

\* Asterisk indicates required entry.



# Registration Summary

**PIEE**  
6.7.0  
*Procurement Integrated  
Enterprise Environment*

**Registration Steps**

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. **Summary**
9. Agreement

**Registration Summary - Please Verify All the information**

**User Information**

**User Profile** [Edit](#)

<b>User ID</b> <a href="#">Edit</a>	<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>	<b>Suffix</b>
<b>User Type</b>	CL	DLA	R	
<b>Login Method</b>	<b>Home Organization</b>	<b>Organization *</b>	<b>Job Series *</b>	<b>Job Title *</b>
<b>Common Access Card / Personal Identity Verification</b>	DoDAAC/FEDAAC *	State/Local	2210	Information Te
	3A1800	<b>Grade/Rank *</b>		
		GS01		
	<b>Email *</b>	<b>Cyber Awareness Training Date *</b>		
	carlos	2020/08/04		
<b>Commercial Telephone !</b>	<b>Extension</b>	<b>Intl Country Code and Phone !</b>	<b>Mobile Telephone</b>	<b>DSN Telephone</b>
571				
<b>Citizenship *</b>	<b>Designation *</b>			
US	CIVILIAN			

**Supervisor Information** [Edit](#)

<b>First Name *</b>	<b>Last Name *</b>	<b>Job Title *</b>
Richard		Supervisor
<b>Email *</b>		
Richard.Camp		
<b>DSN Telephone</b>	<b>Phone !</b>	<b>Extension</b>
	(571)	
		<b>Intl Country Code and Phone !</b>

**Agency Information** [Edit](#)

<b>Agency Name *</b>	<b>Address *</b>
DLA	8725 John J Kingman Rd
<b>City *</b>	<b>State *</b>
Ft Belvoir	Virginia
<b>Organization</b>	<b>Zip *</b>
	22060
	<b>Country *</b>
	United States

**Alternate Supervisor Information** [Edit](#)

<b>First Name !</b>	<b>Last Name !</b>	<b>Job Title !</b>
DISA	Huachuca	Alt Supervisor
<b>Email !</b>		
disa.huachuca.jt.mbx.piee-te		
<b>DSN Telephone</b>	<b>Phone !</b>	<b>Extension</b>
	555555555	
		<b>Intl Country Code and Phone !</b>

**User Roles** [Edit](#)

<b>Role</b>	<b>Location Code Type</b>	<b>Location Code</b>	<b>Extension</b>	<b>Group</b>
FedMail - State/Local Employee	DoDAAC	3A1800		FedMail

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Verify the User Information is correct. Select "Next"

Symbol indicates situational entry, at least one is required.  
\* Asterisk indicates required entry.



# Statement of Accountability Agreement



Review the Agreement then select "Signature". You will then be prompted to "Sign Agreement" and select "Submit Registration"

## Registration Steps

1. Registration Home
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## Agreement

### Statement of Accountability Agreement

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

**Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008.**

**Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.**

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.

At any time, the U.S. Government may inspect and seize data stored on this information system.

Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.

This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.

Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these

☒ By signing below, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature Date

2020/09/18

Government Organization \*

3A1800

Signature

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! Symbol indicates situational entry, at least one is required.



# Successful Registration



After the Agreement is signed, user will receive Success message. Supervisor will be notified via email to approve the Role request.

## Successful Registration

**You have successfully registered for the following applications. You will receive an e-mail containing your User ID.**

- FedMall

The approval request will go to your Supervisor(s)/Sponsor.

Once you have been approved by your Supervisor(s)/Sponsor, the approval request will go to an administrator.

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.

You may log into Procurement Integrated Enterprise Environment to check the status of your request or make changes to your profile and role information.

If you have any questions, please contact the Customer Support.

 Home



# FedMall Role Approval and Activation

- Your account will be in Pending Status until approval and activation
- Your Supervisor will receive a tokenized email for the FedMall – State/Local Employee Role request
  - Supervisor does not require PIEE account to approve/reject request
- Once approved, your Government Account Manager (GAM) will receive the request to activate your Role
- Once your approved roles have been activated by the GAM, you will receive another email notifying you of all the activated role



User : Carlos Ruiz    Status: Pending

Last Successful Logon Date: 2020/09/21

## Pending Status

Your user account is currently in a Pending status. You may update your profile and role information, but you won't be allowed to access any of the Procurement Integrated Enterprise Environment applications.





# Access FedMall Commerce



⚙ My Account

Help ▾

After activation, Sign into PIEE and select the FedMall Commerce Icon

Welcome to the Procurement Integrated Enterprise Environment

## Award



Solicitation



FedMall  
Commerce

## Operational Support



Joint Appointment Module



Purpose Code  
Management

## Other



Web Based Tr



# Supervisor Tokenized Email



# Supervisor Approval

The Supervisor will receive the below email to approve your access request to FedMall. A PIEE account is not needed to access the embedded link in the email.

## Approve Access Request for State State



wawf-gt.noreply@mail.mil

To Camp

PERATIONS (USA)

Signed By wawf-gt.eb.mi.

Reply Reply All Forward

Mon 11/1/2021 2:50 PM



This email was generated in a TEST environment from the AWS PEE-GT platform. If you are a PRODUCTION user, then please ignore it.

State/Local Employee user State State has requested access to the following applications:

FedMall - Federal Employee

1026

Your approval as the supervisor/sponsor is required.

You have 72 hours, at that point the link below will expire. If we get no response a follow up email will be sent to you with a new link.

If you do not respond to either this email or the follow up email, State State's request for access will be rejected after 12/01/2021.

Please use the link below and follow the steps provided to approve or deny the request.

<https://wawf-gt.eb.mil/portal/applicationApproval?email=richard.campagna%40dla.mil&token=88826ba7e6b68d71915bb1fe72aac62fd833a53972275c4f8af04d04e04a5e4>

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.



# Supervisor Approval

The Supervisor will select the “Action” in the Step 1 dropdown. Then complete Step 2 and Step 3. Click Submit



Approval/Denial for Application Request

**Tip:** Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, check the box saying you approve the user and agree that the justification, including any supplemental justification, is accurate. Then click the Submit button.

**Applicant Requesting Access - State State**

[View Account Justification](#)

Email: [redacted]@ate.gov  
Organization: FEDMALL  
Job Title: Other  
Commercial Telephone: 26 [redacted]  
Grade/Rank: 11  
Citizenship: US  
Mobile Telephone: [redacted]  
Designation: CIVILIAN

**Step 1** Approve or Reject the requested roles based on the justification supplied.

**Tip:** Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

Independent Role Approvals

Application	Role	Group Name	Location Code/Extension	Additional Information	Action
FEDMALL	FEDMALL – State Local	FEDMALL UAT		<a href="#">View</a>	<input type="button" value=""/>

**Step 2 (Optional)** Enter additional justification for the approval of the roles above.

Additional Justification if Needed

**Step 3** Check the box to indicate you consent with what has been requested and the justification supplied is accurate.

☐ Check this box to indicate that you have read the user's justification for access, and you therefore approve/reject the user's request. Then click the Submit button to digitally sign this form.

**Step 4** Click "Submit" to submit the request approval



# Supervisor Approval

The Supervisor will receive a confirmation message that the applicant's application was successfully approved.

