

What is Soft Go-Live?

The FedMall Soft Go-Live is a software implementation phase where our Customers can pre-register on the new platform in order to get their accounts established, set up any payment information, and/or apply for relevant permissions prior to ordering capability being switched on.

ACTUAL ORDERING WILL STILL TAKE PLACE IN DOD EMALL DURING THIS PHASE. On the other side, our Suppliers will also be working on registering their company's and begin loading their associated catalogs and images.

When will this phase begin and when can I begin my pre-registration on FedMall?

- **Phase 1:** 8 May 17 – Admins
- **Phase 2:** 11 May 17 – NAVFAC, State Users, Contractors, (these users require further steps and approval processes for registration)
- **Phase 3:** 22 May 17 – All remaining users

Steps to register

- Visit FedMall at <https://www.fedmall.mil>
- For DOD Users, please be certain to select your Enterprise Certificate when registering in FedMall, not the Email Certificate. (Note: if you are not prompted to select a certificate or if you are unable to proceed with your selected certificate, use the links in the sidebar for more information.)
- All other users select your certificate and enter your pin, if prompted. (Note: if you are not prompted to select a certificate or if you are unable to proceed with your selected certificate, use the links in the sidebar for more information.)
- Read and accept the standard notice and consent
- Complete the one-page registration form

That's it! Most users will be approved right away; however, as explained on the next page, some user types will require some further steps prior to their account being approved. Once approved, you may optionally add payment methods or even request additional permissions.

HOW DO I AUTHENTICATE TO FEDMALL?

To access the FedMall, you will need to authenticate (identify) yourself with any of the following:

- **Common Access Card (CAC):** a credit-card-sized smart card issued by the DoD to uniformed service personnel, DoD civilian employees, and eligible contractors. For more information, visit: <http://www.cac.mil/common-access-card/getting-your-cac/>
- **Personal Identify Verification (PIV) card:** a credit card-sized smart card issued by the U.S. Federal Government in accordance with Homeland Security Presidential Directive 12 (HSPD-12) requirements for a common identification standard for all Federal employees and contractors. For more information, visit: <http://fedidcard.gov/credget.aspx>
- **Public Key Infrastructure (PKI) certificate:** As an alternative to the physical smart card, you may also obtain a software-based X.509 certificate, which you import a file into your browser's personal certificate store. For more information, visit: <http://iase.disa.mil/pki/eca>

CUSTOMER? SHOPPER? BUYER?

Everyone who uses FedMall to browse, search, select, and/or buy items from FedMall suppliers is known as a *customer*. When you first register as a customer, you will be able to shop for items (shopper) and pay for them using a Government Purchase Card (buyer). You may also request additional permissions (e.g. to pay for items via MILSTRIP). Regardless, all of these users are customers.

User Types

Federal Government Employee (including National Guard and ROTC programs)

If you fall under this category, as long as you have a valid authentication, your account will be automatically approved.

Federal Government Contractor

If you are a Government Contractor looking to gain access to FedMall, you will need to take some further steps before your account can be approved.

After filling out the essential user information being requested, please continue to provide organizational and contract information. Ensure you **PRINT** this page first, and then click **Submit** to complete this part of the registration process.

On the form you just printed, you will need to obtain the appropriate signatures, then proceed to submit this document and your COR's Appointment Letter to J64CSAccessManagement@dla.mil who will review and determine the status of your request.

State Government Employee

Steps for DLA Wildland Fire Protection Program, State, and Local Registration Process:

- Contact DLA's State & Local Wildland Fire Protection Program (WFPP) POC @ DLAWFPP@dla.mil or tracy.shepherd@dla.mil
- Receive DLA issued 3B Department of Defense Activity Address Code (DODAAC)
- Begin/complete ECA Medium Token Assurance Certificate process (ECA Token)
- Register in FedMall
- **PRINT** and provide DLA WFPP POC your registration form and "Credit Card" application
- Click **Submit** – Your request will now be automatically sent to J64 Access Management

Requesting Additional Permissions

There are additional permissions that you may request in order to perform specialized tasks. These are available by selecting "My Permissions" from the My Account page.

My Permissions	
Roles & Access	
Contracting Officer	Request
DDE Through MOES Access	Request
WSSP Read-Only User	Request
WSSP User	Request
Change DODAAC List	Request
HM&E Corridor Access	Request
NAVFAC Corridor Access	Request
Payment Methods	
MILSTRIP Fund Code Payment	Request
Non-Stand Government Purchase Card Payment	Request
Corporate Credit Card	Request
State Purchase Card Payment	Request

Each request may require slightly different information, but in each case, you should complete any necessary information, sign the document, and scan and email it to the address provided on the form.

Contracting Officer Authorization
<p>You may apply for this special access permission if you are a warranted Contracting Officer. You will be required to fax a copy of your warrant to the FedMall Registration Authority. Addition of this special access permission to your account will allow you to review and approve ETO actions for other users that exceed \$3000 and it may, in some cases, allow you to place higher dollar value orders than users who are not Contracting Officers.</p> <p>Specific Instructions for completing this form:</p> <ol style="list-style-type: none"> 1. Complete the form as instructed. 2. Sign the form. 3. Receive all the signatures that the form requires. 4. Electronically send this form to the FedMall Registration Authority below.
<p>After your request has been processed, you will receive an email confirmation that your authorization has been activated. If you have questions, please call FedMall Support at 1-877-352-2255</p>
<p>Name: _____ Email: _____ Commercial Phone: 619-555-1212 DSN Phone: _____ User ID: _____ Department: _____ Service/Agency of Assignment: _____ Major Command: _____ Unit of Assignment: _____ Duty Station/City: El Centro State/Province: CA Postal Code: 92243 Country: _____ Requester's Signature: _____</p>
<p>Cancel <input type="button" value="Submit"/></p>

QUICK START GUIDE: **SOFT GO-LIVE REGISTRATION**

The following Permissions **DO NOT** have additional steps once you click the Submit button:

SDA User

All Requisitions

WSSP Read-Only User

WSSP User

DDE through MOES Access

Change DODAAC List

For the above permissions, simply read the associated form and click the **Submit** button. An email will automatically be sent to DLA Access Management for adjudication. For the WSSP Permissions, you will need to check the appropriate boxes. For the Change DODAAC List Permission, all you need to do is add your desired DODAACs prior to hitting submit.

The following Permissions **DO** contain additional steps:

NAVFAC Corridor Access

Non-Standard Government Purchase Card Payment

Corporate Credit Card

State Purchase Card Payment

Please **PRINT** the requested form prior to clicking **SUBMIT** and follow the steps below:

1. Complete the form as instructed.
2. Sign the form.
3. Receive all the signatures that the form requires.
4. Electronically send this form to j64csaccessmanagement@dla.mil