Product Data Reporting and Evaluation Program (PDREP)
Automated Information System (AIS)

User Access Request
and
Login Procedures
Table of Contents

FOREWORD 2

INTRODUCTION 3

1 USER ACCESS REQUESTS 4

1.1 GENERAL INFORMATION ABOUT ACCESS 4

1.2 USG EMPLOYEE AND USG SUPPORT CONTRACTOR USER ACCESS REQUEST 5

1.3 PRIME CONTRACTOR ACCESS 10

1.4 PRIVATE CONTRACTOR ACCESS 11

1.5 USG SPONSOR APPROVAL 13

2 LOGGING IN 14

2.1 LOGGING IN THE FIRST TIME – INITIAL ACCESS 14

2.2 PDREP LOGIN WITH CAC/PIV OR RECOGNIZED DOD PKI CERTIFICATE 16

3 UPDATING YOUR USER PROFILE 19

3.1 ACCESSING YOUR USER PROFILE 19

3.2 USER INFORMATION TAB 21

3.3 DISTRIBUTION LISTS TAB 22

3.4 POINTS OF CONTACT TAB 23

3.5 ACCESS CHANGE REQUEST 25

4 REACTIVATING YOUR ACCOUNT 27

5 SUMMARY 27

*Hold the “CTRL” key and click on paragraph to follow link.
FOREWORD

This guide does not replace or amend any Department of Defense (DOD) instructions, regulations, and/or policies. Its purpose is to assist users with the Product Data Reporting and Evaluation Program (PDREP) User Access Requests (UAR) only. The PDREP–UAR is designed to allow US Government employees, US Government support contractor’s access to various applications within the automated information system. US Government employees and US Government support contractors may request access to any application within the PDREP Automated Information System (AIS); however, access is granted on a case by case and need to know basis.
INTRODUCTION

This document is intended to guide individuals through the process of applying for access to the PDREP-AIS. Access is granted for the purpose of reviewing supplier performance information, supply chain performance, material quality data, reporting tools for processing of various record types and a variety of logistical information collected throughout the Department of the Navy (DoN) and Department of Defense (DoD).

The PDREP-AIS is accessible via the Product Data Reporting and Evaluation Program home page: https://www.pdrep.csd.disa.mil/

Requests for changes or improvement to any PDREP application or any of the NSLC Detachment Portsmouth web pages should be submitted to:

Online in the PDREP Application

If you're already a PDREP User, log on to PDREP: https://www.pdrep.csd.disa.mil/
Hover over “Help” at the top of the home page. Select the first option for the Help Desk.

If you wish to provide suggestions to change PDREP-AIS modules, from the same Help menu, select the “Suggest a Change” option. The Feedback form will open. Instructions for completion are located at the top of the form.

Also, visit our FAQ Page – your question(s) may be easily answered there.

For personnel who don’t yet have a PDREP-AIS account, submit questions about PDREP to:

Customer Support Desk
Email: webptsmh@navy.mil
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535, DSN 684-6535

Mailing Address
Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000
1 USER ACCESS REQUESTS

1.1 General Information about Access

A. **USG Employee:** All DOD employees (military and civilian) and non-DOD Contractors (private industry partners) are required to use a valid DoD PKI Certificate to access the PDREP-AIS in accordance with DOD Instruction 8520.02.

B. Any USG employee may request access to the PDREP-AIS. Access privileges are dependent on their Agency, Service, Service Command, or local activity’s agreements with the PDREP-AIS.

C. There are three general types of non-USG personnel that request access to the PDREP-AIS.

1. **USG Support Contractor:** USG Support Contractors issued a USG Common Access Cards (CAC) or Personal Identity Verification (PIV) with a non-disclosure agreement may apply for access in a similar manner as USG employees with CACs. The US Gov’t Supervisor certifies the need for access to the PDREP-AIS and that the purpose is to perform the duties assigned by the US Government are in accordance with their company’s USG contract. The USG supervisor sponsoring the contracted employee ensures the all security requirements are met, just as they would for a USG employee under their supervision. This level of access can permit access to process data as required and limited by the companies USG contract.

2. **Prime Contractor:** Personnel working for a company that have current contracts with the USG and are required to process data with the USG in order to fulfill their contractual obligations are considered Prime Contractors. Persons, authorized by the company and with a USG sponsors certification/approval, may receive access to view their company’s data, by CAGE and/or Contracted DoDAAC to work data as required by the contract in the PDREP-AIS. The Prime Contractor’s company must be registered in System for Award Management (SAM) and have a CAGE(s) code. The contractor must be sponsored by the USG. The USG sponsor verifies the person works for the company, a contract exists, the contract has not expired, and the individual meets the DOD security requirements for access to a USG IT system. The contractor will apply for an account using the user access request form. The USG personnel sponsoring the contracted employee must ensure all security requirements are met, just as a USG employee under their supervision. This level of access only permits access to the company’s information in the PDREP-AIS and is restricted from viewing any other company’s data.

3. **Contractor:** Individuals from a company that have no current contracts with the USG, a company that may have formerly had contracts, or they are considering doing business with the USG and have a need to know what data is available about their company in the PDREP-AIS. These personnel may only have a need to see what data has been compiled about their company within the PDREP-AIS. Persons, authorized by the company, may view their own company’s data in the PDREP-AIS. The Contractor ‘s company must be registered in System for Award Management (SAM), have a current DUN and Bradstreet Number, and know their Marketing Partner Identification Number (MPIN) to access their PDREP-AIS information. This level of access only permits access to the company’s information in the PDREP-AIS and is restricted from processing data or viewing other companies or USG data.
D. Normally, the PDREP-AIS will have not compiled any information about companies that have never done business with the USG. If the company does not have a CAGE or ever had a CAGE, the PDREP-AIS will more than likely not have any information about that company.

E. Contractors gain access to the PDREP-AIS by updating the company's profile at the System for Award Management (SAM), www.sam.gov. Contractors must identify a Past Performance Point of Contact, specify a Marketing Partner Identification Number (MPIN) and the company's Data Universal Numbering System (DUNS) number on the user access request form.

F. The MPIN is a personal code created by the contractor and registered in SAM. The MPIN allows access to USG applications like the PDREP-AIS, DOD Past Performance Information Retrieval System (PPIRS) Statistical Reporting (SR), FedBizOps, and FedTeDS. If you need assistance with the MPIN, you can reach the SAM help desk at 1-888-227-2423.

1.2 USG Employee and USG Support Contractor User Access Request

A. To request access to the PDREP-AIS, go to the Product Data Reporting and Evaluation Program home page: https://www.pdrep.csd.disa.mil/. See Figure 1.1.

B. First time PDREP users will need to submit a User Access Request, available on the NAVSEA Logistics Center Portsmouth PDREP home page. Click the User Access Request link. Follow the directions on the form to submit the request for access to PDREP.

Note: if you already have a PDREP account, and your CAC card is registered, you’ll be taken directly to the PDREP-AIS Main Menu. You may not register for a second account with the same CAC.

C. Click the “User Access Request” link in Figure 1.1. If the PDREP-AIS accepts your CAC, PVI or PKI certificate you’ll be directed to Figure 1.3 to begin filling out your User Access Request. If your CAC, PVI, or PKI certificate is not recognized, no page will be displayed.

![Figure 1.1](image-url)
D. Click Accept on the “DOD Warning and Consent Banner” web page to continue. If you click Decline, access to the USG Information System will be stopped.

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**DOD WARNING AND CONSENT BANNER**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, CONSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

- At any time, the USG may inspect and seize data stored on this IS.

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

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.

- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Select Accept or Decline to continue.

- Accept
- Decline

**Figure 1.2**
E. Once the CAC, PVI or PKI certificate is selected, you’ll be directed to the User Access Request web page in Figure 1.3. Fill out the form as complete as you can. Fields that require data to be entered are designated by an (M). Some of the data you enter is used to pre-populate records that you may create in PDREP. Fill in the following fields:

1. User Access Request Type: Select ‘NEW’, if you’ve never had a PDREP account before. If you have had an account in the past, but it’s no longer active, select ‘RENEW’. If you’re updating an existing active account, select ‘UPDATE’ (See Figure 1.4).
2. Select the most appropriate statement from the “I AM A: selector drop down box.

i. Select I AM A: USG Employee, if you are an employee of any entity other of the US Government (USG).

ii. Select IAM A: USG Support Ctr. issued a USG CAC/PKI, if you are a Contractor and the US Government has provided you a CAC for the purposes of accessing US Government IT systems to perform work on behalf of the US Government IAW your company’s contract with the USG.

3. Last Name, First Name, and Middle Initial.

4. Primary DoDAAC: Enter the Department of Defense Activity Address Code for the organization for which you primarily work.

5. Additional DoDAAC: If you perform work for multiple organizations, you may enter more than one DoDAAC.

6. DoD Activity Name: The name that your organization commonly goes by.

7. Office/Activity Code: This is used to identify the office for which you work, normally, a subgroup of your organization’s primary DoDAAC. This could be an office symbol, or any unique identifier your organization uses to group personnel.

8. Office Address, City, State, ZIP Code: The actual location or street address where you work.

9. Work Phone, DSN, Fax: Enter your telephone contact numbers.

**IMPORTANT:** Make sure the US Government Supervisor’s email address is correct. Your USG Supervisor will receive a notice about your access request and is required to subsequently certify the need and authorization for access to the PDREP-AIS.

10. Govt. Email Address: Enter the email address issued to you by a US Government representative. For DoD personnel this email address will end in ‘.mil’.

11. Govt. Supervisor Email Address: Enter the email address of your US Gov’t Supervisor. This must be a valid .mil email address.

**IMPORTANT:** Only select access that pertains to your duty and/or Agency. While you may ask for access to any module, be aware you will only receive access to the module dependent on your
Agency, Service, Service Command, or local activity’s agreements with the PDREP-AIS and USG supervisor/sponsors approval.

12. Product Quality Deficiency Report-Application: Check the boxes for the record types you’ll need to perform data entry or be required to monitor for your unit.

**IMPORTANT:** Don’t ask for access for where a service is identified, if you’re not associated with that service or agency i.e. Army, DCMA.

![Figure 1.6](image)

![Figure 1.7](image)

13. Supply Discrepancy Reports – SDR Application: Check the boxes for the record types you’ll need to perform data entry or be required to monitor for your unit.

14. Receipt Inspection Management System – RIMS Application: Check the boxes for the record types you’ll need to perform data entry or be required to monitor for your unit.

15. Naval Special Emphasis Program: Check the boxes for the record types you’ll need to perform data entry or be required to monitor for your unit.

16. PDREP Reporting Tools: Check the boxes for the record types you’ll need to perform data entry or be required to monitor for your unit.

17. Other PDREP Tools: Check the boxes that apply to you. Leaving the ‘Application Access’ blank will permit view and search access to most of PDREP’s supplier performance and material quality data, so if you’re not sure what access you require, you need not make any selection in the Application Access section.

18. Enter “Comments” to clarify your user access request. Prior to clicking the “Submit Request” button.

F. Clicking the Submit Request button, submits the request for access and implies the submitter agree to the terms and agreements for access to the PDREP-AIS. You will be navigated web page like that in **Figure 1.8**.

G. You must agree to the “Terms of Agreement”, or your submission will not be processed.
H. You will also receive an email at the email address you entered confirming your submission. At this time, you’ll wait until your USG Supervisor and/or USG Sponsor certifies the need for access and approves the request. Subsequent account activation by a PDREP-AIS Administrator will occur, if all data supplied is complete and verifiable upon review.

I. Sponsor processing is discussed in Section 1.5.

J. If you decide that you require access privileges at a later date to other applications or features within the PDREP-AIS after you’ve received your account, please submit a User Access Update Request which is accessible by clicking the name link at the top of most PDREP-AIS web pages, after logging in. Go to Section 3 of this guide for additional info about submitting a User Access Change Request.

1.3 Prime Contractor Access

A. Prime Contractors supplying material to the US Government may view their company’s data contained within the PDREP-AIS by using a different process to gain access. This process allows Contractors with a current USG contract to view only their company’s data and process certain aspects of Product Quality Deficiency Reports (PQDR), Supply Discrepancy Report (SDRs), Supplier Audits (SAP), and Corrective Action Requests (CAR) related to their company. Prime Contractors logging into the PDREP-AIS must request access using the User Access Request form and provide their contract, contract expiration date, and have the approval of a USG Sponsor that can certify their relationship with the company and need to process data in the PDREP-AIS and limited by the requirements of their current USG contract.

1. The PDREP-AIS contractor access is designed to allow non-government suppliers, contractors, and/or vendors limited access to data concerning only their company; submission and replies to Product Quality Discrepancy Reports (PQDR), Supply Discrepancy Reports, and other similar record submission types. Proper use of the PDREP application should facilitate the user's ability to find data concerning their company and manage records, such as PQDRs, sent to them by other PDREP-AIS users.

2. Prime Contractor are also granted access to the PDREP-AIS for the purpose of reviewing their past performance information and supplier audits. Contractors may also submit PQDRs and SDRs for Government Furnished material (GFM) and participate in the investigation and resolution process for PQDRs and SDRs, when requested by a USG representative.

B. Using the same steps as described in Section 1.2.

1. Select I AM A: Prime CTR with current USG Contract, if you are an employee of any entity other of the US Government (USG).
2. Fill in the additional Contractor information blocks that appear after making the selection above.

3. Contract Number – Provide a valid current contract that requires your company to document or access data that is contained in the PDREP-AIS.

4. Contract End Date – Provide the contract end date.

**IMPORTANT:** The contract data will be verified and validated. If it is incorrect the user access request will be denied or delay your request.

5. CAGE- Provide your Companies Contract and Government Entity number.

6. Company Name, Address, City, State, ZIP – Self-explanatory.

7. Sponsor Email Address – This is the email address of the USG person that can verify and certify your status with the company represent on the user access request form and can certify the need for access IAW with the current USG contract information provided.

**IMPORTANT:** Personnel at the PDREP-AIS will NOT act as the sponsor, so do NOT use any PDREP-AIS personnel on the form.

8. Sponsor Work Phone and Ext – Provide the phone number and extension of the USG Sponsor.

9. Fax- Provide a facsimile phone number for the USG Sponsor.

10. Select the applications on the user access request for that apply your contract requirements for documenting or viewing data in the PDREP-AIS. Refer to Section 1.2.

11. Enter “Comments” to clarify your user access request. Prior to clicking the “Submit Request” button.

12. You must read agree to the User Agreement, or your submission will not be processed.

**Figure 1.9**

### 1.4 Private Contractor Access

A. Private Contractors who do not have a contract with the US Government may view their company’s data contained within the PDREP-AIS, if any. This process allows former or prospective Contactors to view only their company’s data. Private Contactors logging into PDREP must request access using the User Access Request form and provide their DUNS and MPIN.

B. The DUNS and MPIN are required as well as CAGE. DODAAC is not required. To expedite access fill in all the available fields as much as possible.

C. If a current or former DODAAC is not known, you may substitute zero and the five characters CAGE as your DoDAAC for the purposes of submitting the request. For example, if your CAGE is “ABCDE” you may enter “0ABCDE”. This in no way will create a new DoDAAC; it just allows you to complete submission of the form.
D. When you’ve entered the mandatory data and the DUNS and MPIN are validated against the CAGE provided, access to the Contractor Profile for the DUNS, MPIN and CAGE are provided.

E. Private contractors need not make any application selections on the user access request form as the only access permitted, if granted, is a view of existing data for your company’s CAGE.

F. Enter “Comments” to clarify your user access request. Prior to clicking the “Submit Request” button.

G. You must agree to the “Terms of Agreement”, or your submission will not be processed.

Figure 1.10
1.5 USG Sponsor Approval

A. The USG sponsor will receive an email similar to the one in Figure 1.12.

-----Original Message-----
From: pderp
Sent: Thursday, February 23, 2017 10:01 AM
To: 
Subject: PDREP Account Request: Sponsor Notification

1. A system authorization access request was made to access the Product Data Reporting and Evaluation Program (PDREP) - Automated Information System (AIS) by:
   - Name: [Redacted]
   - Organization: [Redacted]
   - Office Symbol/Department: [Redacted]
   - Phone: 1231234
   - Contractor Company Name: [Redacted]
   - Contract Number: [Redacted]
   - Contract Expiration: [Redacted]
   - Official Email Address: [Redacted]
   - Type of Access: Authorized - Individual with normal access
   - User Requires Access to: Unclassified
   - Justification for Access (provided by requestor): TEST

2. To certify the user requires access to the PDREP-AIS, as requested, please approve or disapprove the System Authorization Access Request using the link provided below:
   - https: [Redacted]

3. If you take no action the persons request will be denied in 30 days.

4. If you have any questions or require technical assistance, please call the PDREP-AIS, Customer Support Desk, at DSN 684-1690, Commercial (207) 438-1699, or email us at webpts.mh@navy.mil.

Thank you,
The Staff at PDREP-AIS

WARNING: This is an official Department of Defense communication. Some emails may be encrypted and require CAC certification to view. Emails, or their attachments, containing personally identifiable information are “For Official Use Only” (FOUO). Privacy Sensitive - Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

B. The contractor’s USG Sponsor should follow the directions in the email to review the user access request, and certify the need for access, or not, and then click the Approve or Disapprove button as appropriate in Figure 1.13. If no action is taken in 30 days, the account request is automatically denied.

C. If additional info is required, a warning message will be presented requesting that data field be entered. Such as the warning displayed in red on Figure 1.13.

D. After certifying the need for the individual to have access to the PDREP-AIS, and clicking the Approve and/or Disapprove button, a confirmation is displayed as in Figure 1.14.

E. At this point a PDREP-AIS Administrator may make the final review of the user access request and activate the account or if there are anomalies contact the submitter or sponsor to clear up any questions about the request.

F. Upon Activation of the account by the PDREP-AIS Administrator the submitter of the request is emailed directions on setting up their account and how to login. See Section 2.
2 LOGGING IN

2.1 Logging in the First time – Initial Access

A. In order to access the PDREP-AIS, a User Account must be created and a User Name and Password obtained. User accounts are established by PDREP Administrators after you’ve submitted your user access request online. An initial password is generated by using the Forgot Password feature described a little later in this section.

B. Once your account is established by a PDREP administrator, you’ll receive an email notification informing you about what steps need to be taken for your initial login (See Figure 2.1).
C. To log on the first time, access the Product Data Reporting and Evaluation Program Home page (See Figure 2.2) Located at the following URL: https://www.pdrep.csd.disa.mil.
D. Under PDREP Access in the left hand menu, click on the PDREP Login link.

E. All USG Employees, USG Support Contractors, Prime Contractors or Private Contractors attempting to access their PDREP-AIS account should log in to the PDREP-AIS by selecting “PDREP Login”.

2.2 PDREP Login with CAC/PIV or recognized DOD PKI Certificate

A. The Client Authentication dialog box will prompt you for verification of the certificate from your DoD-issued CAC or other approved PKI credentials (See Figure 2.4). If more than one certificate is shown, most users should choose the non-e-mail certificate.

![Select a Certificate](image)

Figure 2.4

B. Click the OK button and the Warning and Consent Banner will display (See Figure 2.5).
C. Read the DoD Warning and Consent Banner, if you agree to the terms, click the Accept radial button. Selecting the Decline radial button will stop the log in process.

**NOTE:** If you have difficulty with a certificate and have more than one available, please try the other certificates before contacting the PDREP help desk.

D. If this is your first time logging into the PDREP-AIS, your CAC/PKI was recently replaced, or if your account was deactivated for any reason, you’ll need to register your CAC/PKI and establish a password. To do this, click the **Forgot Password** link. (See **Figure 2.6**)

---

**Figure 2.5**

**Figure 2.6**
E. Enter your User Id, Email Address, and Click the "Verify" button (See Figure 2.7). The email address you enter must match the email address used to create your account. If for any reason the User ID and email address associated with your account don’t match what’s entered, you should contact the PDREP Customer Support Desk by phone or email.

![Figure 2.7](image)

**Figure 2.7**

F. If the user ID and email address match, a temporary password will be emailed to you and you’ll be directed to the web page in Figure 2.8.

![Figure 2.8](image)

**Figure 2.8**

G. Click the PDREP Login link and you’ll be redirected back to the Figure 2.6, where you can use the password that was just emailed to you to log into the PDREP-AIS.

![Figure 2.9](image)

**Figure 2.9**

H. After clicking the Login Button in Figure 2.6, you will be prompted to change your password to one you can remember (See Figure 2.9).
I. After successfully changing your password, your CAC is registered to your PDREP-AIS account, and the PDREP-AIS Main Menu is then displayed. Figure 2.10

J. You’ll no longer be required to login with a user name and password. Follow the steps in Section 2.1 and you’ll be quickly directed to the PDREP-AIS Main Menu after the PDREP-AIS verifies your CAC/PKI with the information in your PDREP-AIS account.

3 UPDATING YOUR USER PROFILE

3.1 Accessing Your User Profile

A. After successfully logging in, the PDREP Main Menu will display (See Figure 2.10). Every PDREP user has a User Profile. The accuracy of the information in this profile is important both for correspondence purposes, correct operation of your work lists and other features in various PDREP-AIS applications.

B. To view or update your User Profile, click on your name displayed next to the User Profile label at the top of the Main Menu (See Figure 3.1)
Figure 3.1

C. **Figure 3.3** shows the User Profile fly out options, select “View Profile, a non-editable version of your profile information will be displayed (See **Figure 3.2**).
3.2 **User Information Tab**

The first tab contains the most critical User Information and is depicted in **Figure 3.4**.

- **A.** You should ensure that your contact information is accurate, particularly the phone and e-mail. Organization Code can be critical to the operation of the Worklist so if your organization uses a consistent set of office codes or team designators then please enter this code here. The Logo selected will appear on any formal PDREP letters that you may generate.

- **B.** The fields marked with a (M) require data entry, and mostly self-explanatory

- **C.** You may choose a logo, if one is available and that provides for a logo that affixed to various forms and letters that are available in some PDREP-AIS applications.

- **D.** The Organization Code is often used to further identify individual within a group. Sometimes Navy refers to this as a Org Code, some might call it an Office Code, or Office symbol depending on your service or agency syntax.

- **E.** Default application can be selected, and this features comes into play at login. Upon login, you’ll automatically go to the default web page you selected in the drop down.
F. Enter your User Information and click Save to commit the updated information. Click the Cancel button to exit without saving.

3.3 Distribution Lists Tab

A. The Distribution List tab contains any e-mail addresses that you might use on distribution lists for PDREP messages. Distribution lists are used in PDREP forwarding messages, e-mail messages, and letters in much the same way that a personal address book might function in Microsoft Outlook.

1. To create a new distribution list, enter the name of the distribution list and Click the “Create New” Button (See Figure 3.5).

2. To edit your Distribution list, select the existing List from the drop down menu and Click the “Edit Button”.

3. To add a new email address, enter the name and email address that you would like to add then Click the “Add/Update” button (See Figure 3.7).

4. To edit an existing name on your distribution list, click the “Edit” Button next to that person’s name.

5. To delete an existing name from your distribution list, click the “Delete” button.
3.4 Points of Contact Tab

A. Points of Contact are used primarily by Support Point or Action Point users for identifying Government, Contractor or Supplier investigators but can also be used as a supplemental address list.

1. Click the “Points of Contact” tab and the Add Point of Contact page displays (See Figure 3.8).

2. The table at the bottom of the page will show all current points of contact, including the user code of user who entered the POC record, contact name, the government organization or company of which the person is a member and the contact type (G for Government, C for Contractor or S for Supplier).

3. The Point of Contact Filter will allow you to filter your POC’s by “My POC’s”; “POC’s my Activity”, and “All POCs.”
4. Any existing Point of Contact can be edited or deleted using the buttons to right of each entry in this table.

Note: You can only Edit/Delete POC’s that you have entered into the system.

B. Add New POC

1. To add a new contact, click the “Add New POC” button and the Add Point of Contact page will display (See Figure 3.7).

![Add Point of Contact](image)

**Figure 3.7**

2. Fields in the Add Point of Contact page are described below.
   i. **(M) POC Name**: Enter the POC Name.
   ii. **(M) Contact Type**: Select the contact type from the dropdown list provided. Choose “Government, Contractor or Supply”.
   iii. **Activity/Company Name**: Organizational name.
   iv. **DoDAAC**: Enter the DoDAAC if the contact type is Government, and click “Auto Fill” next to the DoDAAC field to automatically complete the activity or company name and address fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.
v. **CAGE Code**: Enter the CAGE if the contact type is Contractor or Supplier, and click “Auto Fill” next to the CAGE field to automatically complete the activity or company name and address fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.

vi. **Address, City, State/Province, Country and Zip Code**: Enter the address information of contract.

vii. **Phone Number/ Fax Number**: Enter any phone or fax information.

viii. **(M) Email Address**: Enter email address of contact.

ix. Click “Save” to add the new contact or “Cancel” to exit the page without saving.

**NOTE**: When you next review or use your POC list the new contact will be included.

### 3.5 Access Change Request

A. To request access to different applications in the PDREP-AIS, update DODAACs, CAGES or to request the access privileges you currently have for an application, simply select the appropriate field and the access needed. An email notifying your supervisor (the email given when the account was originally created) will be sent. Requesting access to RIMS will send an email to your shipyard RIMS POC for approval. Your account will not be updated until permission is given. Certain Army DODAACs require approval for PQDR Action Officer and Master Screener access as well.
B. Click ‘[your name]’ in the upper right corner of the PDREP-AIS Main Menu web page.

C. Click the ‘Click Here’ link to update profile information (See Figure 3.1).

D. Click ‘Access Change Request’ tab (See Figure 3.5).

E. Update the user access request as desired. Refer to Section 1 for data entry specifics. Enter ‘Comments’ to describe your change request.

F. Click Submit Request button to submit the change request.

G. A PDREP administrator will review your change request and enable the changes IAW the process described in Section 1 for account certification and activation.
4 REACTIVATING YOUR ACCOUNT

A. In the event that your US Government issued CAC has been replaced since the last time you logged into the PDREP-AIS, or if your PDREP-AIS account was deactivated for any reason, you'll need to re-register your current CAC. To sync your new CAC with your existing PDREP-AIS account, follow the steps in Section 2.2.

B. Contact the PDREP Customer Support Desk by phone or email if you have difficulties synchronizing your new CAC or you can’t remember your user name.

5 SUMMARY

This concludes the instructions for US Government and US Government support contractor access to the PDREP-AIS. For instructions on other PDPREP applications, please consult the user guides provided for those applications. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

E-Mail: webptsmh@navy.mil
Commercial: (207) 438-1690
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