



# Defense SBIR/STTR Innovation Portal (DSIP)

## Registration and Login

Job Aid Features	<p>This job aid provides an overview and helpful features of the registration process in the Defense SBIR/STTR Innovation Portal for Proposal Submissions. You will find instructions on the following:</p> <ul style="list-style-type: none"><li>▪ How users can create an account with Login.gov</li><li>▪ How existing users can link their Login.gov account with DSIP</li><li>▪ How first-time users can register their small business in DSIP</li><li>▪ How additional new users can register with their small business in DSIP</li><li>▪ How Firm contacts can register with the small business in DSIP</li></ul>
Impacted Modules	<ul style="list-style-type: none"><li>▪ Proposal Submissions</li></ul>
Impacted Users	<ul style="list-style-type: none"><li>▪ Small Businesses proposing to DoD’s SBIR/STTR program</li></ul>
DSIP Support	<ul style="list-style-type: none"><li>▪ <a href="mailto:DoDSBIRSupport@reisystems.com">DoDSBIRSupport@reisystems.com</a></li></ul>

### Proposal Submissions Registration

In this job aid, you will learn how to register for the first time, how to log in as a returning user, how to link your Login.gov account with your DSIP account and register with the small business in DSIP as Firm contact, first-time user, and additional new user.

### Job Aid Contents

Proposal Submissions Registration .....	1
Getting Started .....	2
Accessing DSIP and Login.gov .....	2
Create an Account with Login.gov .....	4
Types of DSIP Users.....	9
Returning User with One Account .....	9
New User – Small Business Convern (SBC) .....	11
Additional New User & Returning User with Multiple Accounts .....	17
Firm Contacts .....	23

## Getting Started

### Accessing DSIP and Login.gov

1. Click the link to access the Defense SBIR/STTR Innovation Portal (DSIP):

<https://www.dodsbirsttr.mil/submissions/login>.

2. Click **Login/Register** from the top navigation bar to access DSIP.



3. After clicking Login/Register you land on the Welcome to the DSIP page.
  - A. Read the "Privacy Advisory" and the "USG Warning and Consent" then check the box.
  - B. Click the **Continue** button to proceed to the Login page.

Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)!

Privacy Advisory

**Authority:** Section 9 of the Small Business Act, 15 U.S.C. § 638.

**Purpose:** To enable small business concerns (SBC) that want to participate in the Department of Defense (DoD) Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) programs through the collection and administration of proposal, related business, and award data under the SBIR/STTR programs.

**Routine Uses:** To provide information to:

- a. government employees, contractors, consultants, students, and others performing or working on a contract, or other assignment for the Federal Government
- b. a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, an individual who is the subject of the request
- c. SBA and other federal government recipients as mandated by Federal statute.

**Disclosure:** Voluntary, however, failure to provide the requested information may require additional time to process the application or result in denial of award. The information retained in the 15 U.S.C. § 638(k)(2) database is exempt from public disclosure under 5 U.S.C. § 552 in accordance with 15 U.S.C. § 638(k)(4).

USG Warning and Consent

**USG Warning and Consent:** 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, COMSEC 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.

A☒

I acknowledge that I have read the "Privacy Advisory" and "USG Warning and Consent".

B

Continue

4. After you acknowledge and accept the “Privacy Advisory” and “USG Warning and Consent” you will be redirected to the Login.gov page for DSIP.
- A. If you already have credentials with Login.gov, enter your credentials and select **Sign in**.
- B. If you do not have credentials with Login.gov, create an account with Login.gov by selecting **Create an account**.

**Helpful tip:** If you do not have a Login.gov account and/or a DSIP account, you can refer to the Registration Job Aid for steps on how to:

- Complete Login.gov registration
- Complete DSIP registration
- Link your Login.gov account with DSIP

An official website of the United States government [Here's how you know](#)

**LOGIN.GOV** **DSIP** Defense SBIR/STTR Innovation Portal  
Proposed Submissions

**DSIP (Defense SBIR/STTR Innovation Portal)** is using Login.gov to allow you to sign in to your account safely and securely.

**A** **Sign in** **Create an account** **B**

**Sign in for existing users**

If you are having trouble accessing your login.gov account, [Click here](#) to contact login.gov. For any DSIP-related inquiries, please contact the DSIP Help Desk at [DoDSBIRSupport@eisystems.com](mailto:DoDSBIRSupport@eisystems.com)

Email address

Password

☐ Show password

**Sign in**

[Sign in with your government employee ID](#)

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[Back to DSIP \(Defense SBIR/STTR Innovation Portal\)](#)  
[Forgot your password?](#)  
[Security Practices and Privacy Act Statement](#)   
[Privacy Act Statement](#)

## Create an Account with Login.gov

5. If you do not have credentials with Login.gov and selected **Create an account**, you will move forward to the **Create an Account for new users** page.
- A. Enter your email address.
  - B. Select your email language preference.
  - C. Read and accept the Login.gov Rules of Use.
  - D. Select **Submit**.

The screenshot shows the 'Create an account for new users' page. At the top, there is a security notice: 'For your security, we clear what you entered if you don't move to a new page within 15 minutes.' Below this are two buttons: 'Sign in' and 'Create an account'. The main heading is 'Create an account for new users'. The form contains the following elements: a text input field for 'Enter your email address' (annotated with A), a section for 'Select your email language preference' with radio buttons for 'English (default)', 'Español', and 'Français' (annotated with B), a checkbox for 'I read and accept the Login.gov Rules of Use' with a link to the 'Rules of Use' (annotated with C), and a blue 'Submit' button (annotated with D). At the bottom, there are links for 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

4. Check your email. Be sure to check your spam and junk folders.
- A. If you did not receive an email, select **Resend** to send the email again.
  - B. If you would like to use a different email address, select **use a different email address**.

The screenshot shows the 'Check your email' page. It features an envelope icon and the heading 'Check your email'. The text states: 'We sent an email to sampleuser01@sample.com with a link to confirm your email address. Follow the link to continue creating your account.' Below this is a horizontal progress bar. The form includes two options: 'Didn't receive an email?' with a 'Resend' button (annotated with A), and 'Or use a different email address' (annotated with B). At the bottom, it says 'You can close this window if you're done.'


5. Open the **confirmation email from Login.gov** in your inbox and click the **Confirm email address** button.



6. Once you confirm your email address, create your password for Login.gov by entering a password with 12 or more characters.

A screenshot of the Login.gov password creation screen. At the top is the Login.gov logo. Below it is a green checkmark icon and the text "You have confirmed your email address". The heading is "Create a strong password". The text says: "It must be at least 12 characters long and not be a commonly used password. That's it!". There is a "Show password" button with a checkbox. Below that is a "Password" label and a text input field with a red border. Below the input field is a "Password strength: ..." indicator. There is a blue "Continue" button. At the bottom, there is a "Password safety tips" link with a plus icon. At the very bottom is a link that says "< Cancel account creation".

7. Once your Password strength becomes **Good** or **Great**, the Continue button will enable. Select **Continue** to move to the next step.

 You have confirmed your email address

### Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

☐ Show password

Password strength: **Good**

Continue

Password safety tips

+

[Cancel account creation](#)

8. Now, you will see the **Authentication method setup** page. Complete the steps to setup your selected authentication method.

- A. Choose an authentication method from the options.
- B. Select **Continue**.

**Note:** We highly recommend that you do not select backup codes as your authentication method, as they are not secure and can be lost easily.

**LOGIN.GOV**

### Authentication method setup

Add a second layer of security so only you can sign in to your account.

Select an option to secure your account:


- ☐ **Authentication application**  
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls. **MORE SECURE**
- ☐ **Security key**  
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant. **MORE SECURE**
- ☐ **Phone**  
Get security codes by text message (SMS) or phone call. **SECURE**
- ☐ **Government employee ID**  
Insert your government or military PIV or CAC card and enter your PIN. **SECURE**
- ☐ **Backup codes**  
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place. **LESS SECURE**

**Continue**


[Cancel account creation](#)

9. Once you set up the authentication method, select the **Agree and continue** button to proceed to DSIP.

LOGIN.GOV

 **DSIP** Defense SBIR/STTR Innovation Portal

✓ Phone confirmed successfully.



**You are now signing in for the first time**

We'll share this information with **DSIP (Defense SBIR/STTR Innovation Portal)**:

✓ **Email address**  
steve.rogers@test.com

**DSIP (Defense SBIR/STTR Innovation Portal)** will only use this information to connect to your account

**Agree and continue**



## Types of DSIP Users

### *Returning User with One Account*

You are a returning user if you have already registered for an account in DSIP. If there is only one account using your email, follow the steps to complete the verification process.

10. After logging in through Login.gov, the Verify Account page will appear. Enter the answer to your security question and select **Submit**.

**Verify Account**

Please enter the answer to your security question to verify your DSIP Submissions account and link it with your login.gov account. You will only need to verify this account once to link it with your login.gov account.

**Note:** If you have multiple DSIP Submissions user accounts, you will need to verify each of those user accounts to link them with your login.gov account in order to access them.

What is your pet's name?

Cancel

Submit


11. Once you successfully answer your security question, you will see a confirmation message. Click the **Go to Submissions Dashboard** button to access your dashboard.

**Congratulations!**  
**Your registration was successful.**

Click the button below to proceed to the DSIP Submissions dashboard.

Go to Submissions Dashboard

12. The DSIP Submissions dashboard will appear.



**DSIP** Defense SBIR/STTR  
Innovation Portal  
Proposal Submissions

HOMEFIRM INFO  
SOLICITATION INFOPROGRAM INFO  
MY PROPOSALS

AD

Welcome, Andrew DLAST LOGIN - IP Address: | Date & Time: 03/29/2024 04:36:30 pm ET | Browser/OS/Device: Chrome 0 / Win10 10.0 / Desktop

Note: You must click "Submit" on each of your Firm-level forms (Firm Certifications, Audit Information and Company Commercialization Report) to mark them as 100% complete. You may make any necessary updates to these forms prior to submitting. If there are no updates, you can simply click the "Submit" button for each form.

Firm Forms

100%  
COMPLETED

100%

Firm Certifications

100%

Audit Information

100%

Company Commercialization Report

Recent Activity

21 Hrs

FIRM CERTIFICATION FORM

Firm

LAST ACCESSED: 03/28/2024 7:21 PM ET

21 Hrs

FIRM CERTIFICATION FORM

Firm

LAST ACCESSED: 03/28/2024 7:12 PM ET

Phase I & Direct to Phase II ProposalsPhase II ProposalsPast Proposals

### *New User – Small Business Concern (SBC)*

If you are new to the DoD SBIR/STTR Program and your Firm/Small Business Concern (SBC) has not been registered yet, follow the steps for registering as a New User – SBC. The first person registering for the Firm should have the UEI or DUNS number readily available before registering.

13. After logging in through Login.gov, you will be redirected to DSIP and prompted to enter your SBC's UEI or DUNS. You will need your Small Business's UEI or DUNS number to register.
- A. Enter your SBC's UEI or DUNS.
  - B. Click **Continue** to proceed with registration.

#### Registration - Small Business Concern (SBC)

You need your Small Business Concern's (SBC) DUNS or UEI to register.

**Note:** If you are registering your company for the first time and do not have your UEI due to delays in obtaining it through SAM.gov, please use the **Generate UEI** button to create a temporary UEI. Provide this temporary UEI to your other firm users as needed to allow them to log in. When your permanent UEI is available through SAM.gov, log into the DSIP and update the UEI on the Firm Information page.

**Enter your SBC's UEI ⓘ**

Enter your UEI \*

**Continue**

Or

**Enter your SBC's DUNS ⓘ**

Enter your DUNS \*

**Continue**

14. Since you are the first person to register for this Small Business, you will see a message stating that this is the first time you are participating in the DoD SBIR/STTR Program.

*You provided: DUNS: 010101099*

*Looks like your Firm has already been registered with the DoD SBIR/STTR Program.*

15. If you move forward with registration, you will be designated as the Firm Admin for the DoD SBIR/STTR Program.

- The Firm Admin is responsible for creating the Firm PIN, controlling access for other users in your Small Business and completing the Firm Information forms, which must be completed before any proposals can be submitted.
- **Note:** If you need to change the Firm Admin to another individual from your firm, you can contact the Help Desk to complete this action.

Before you proceed with your small business's registration, read this important information:

You will be designated as the **Firm Admin** for the DoD SBIR/STTR Program. This role lets you:

- Create the **Firm PIN** and control access for your SBC users.
- Complete Firm information forms (Firm Registration Information, Firm Certifications, Audit Information, etc.)

You will be required to provide your Firm's Tax ID and CAGE Code prior to contract award, but they are not needed to either create a Firm or to start a proposal.

16. If the DUNS or UEI you entered is not correct, you can enter your SBC's DUNS or UEI again to complete another search.

If this is not correct, try a new search:

Enter your SBC's UEI ⓘ

Enter your UEI

OR

Enter your SBC's DUNS ⓘ

Enter your DUNS

17. Once you are sure this is the right SBC and UEI or DUNS, click **Proceed with Registration**.

**Proceed with Registration**

18. Now, you see the Registration – Small Business Concern (SBC) page. Enter your Small Business' information.

- Required fields are marked with an asterisk.
- You can hover over the information icons to view tips that will guide you through the registration process.

### Registration - Small Business Concern (SBC)

Let's get started with some information about your Firm.

**NOTE:** Do not register yourself more than once.

\* denotes required information

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Firm Name \*

Tax ID

Please do not provide SSN as Tax ID

*Tax ID and CAGE Code are required prior to contract award but are not needed to either create a firm or to start a proposal.*

UEI

CAGE Code

DODpla5OxlvI

19. Complete the form.

Address \*

City \*

State \*

ZIP +4 \*

☐ Does your Firm have a website to disclose? (selecting this checkbox will make the Company Website field required)

Company Website

Phone \*

Create Firm PIN \*

\*\*\*\*\*

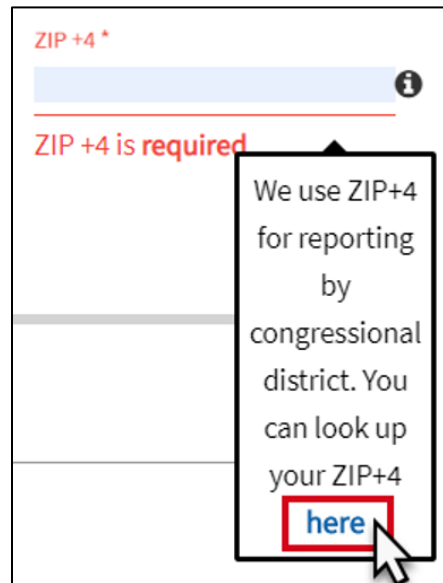
PIN must be all numeric, 4-6 digits in length, with no blank spaces

Confirm Firm PIN \*

**NOTE:** You will have to provide this PIN to other users from your small business to allow them access. Do not use any personal information while creating this PIN.

Continue

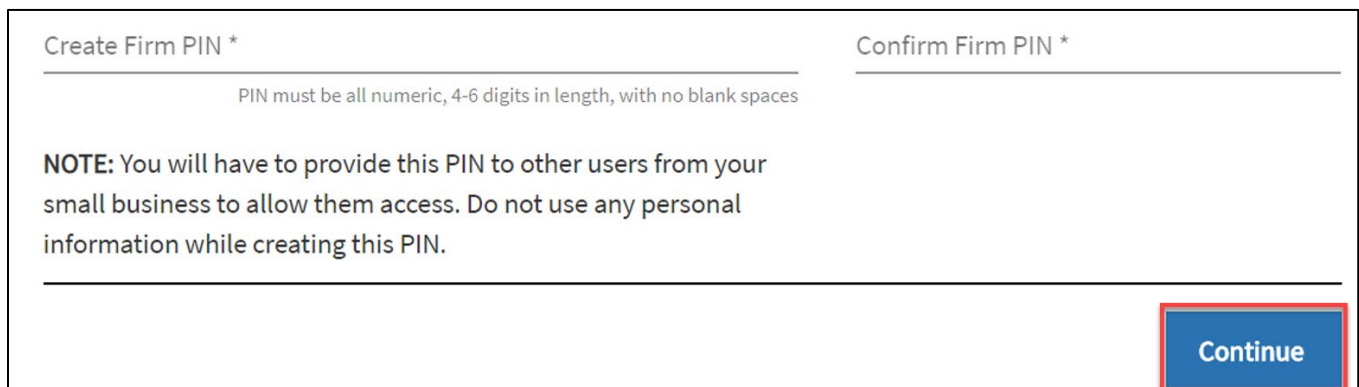
20. If you do not know the ZIP+4, hover over the icon and click the **here** link to navigate to the USPS page where you can look up your ZIP+4.



The screenshot shows a form field labeled "ZIP +4 \*" in red. Below the field is a red error message "ZIP +4 is required". To the right of the field is an information icon (i). A tooltip box is open, containing the text: "We use ZIP+4 for reporting by congressional district. You can look up your ZIP+4 [here](#)". The word "here" is a blue link and is highlighted with a red box. A mouse cursor is pointing at the "here" link.

21. Create and confirm the Firm PIN.

- Enter a PIN containing 4 to 6 numerical digits, with no blank spaces.
- Make sure not to use any personal information when creating this PIN, as you will need to share this PIN with any other users that wish to register to your small business in the Defense SBIR/STTR Innovation Portal.
- Select **Continue** to move to the next page.



The screenshot shows a form with two input fields: "Create Firm PIN \*" and "Confirm Firm PIN \*". Below the "Create Firm PIN \*" field is a note: "PIN must be all numeric, 4-6 digits in length, with no blank spaces". Below the "Create Firm PIN \*" field is a note: "NOTE: You will have to provide this PIN to other users from your small business to allow them access. Do not use any personal information while creating this PIN." Below the "Confirm Firm PIN \*" field is a blue button labeled "Continue". The "Continue" button is highlighted with a red box.

**22. Check your Firm Information and enter your Personal Information.**

Registration - Small Business Concern (SBC)			
<b>Firm Information</b>			
<b>Firm Name</b>	Sample Firm		
<b>Address</b>	555 Sample Firm Street Sterling, Virginia 20166-1111		
<b>Personal Information</b>			
Prefix ▼	First Name *	Last Name *	Suffix


**23. Create a username.**

**Note:** You cannot change your username once you complete registration.

*The DoD SBIR/STTR Innovation Portal (DSIP) requires users to create a username, which will act as your DSIP nickname and help to identify you. You can enter your email address as your username, but please note that you will not be able to make changes to your username after completing registration.*

Username *	Email Address *
<input type="text"/>	<input type="text"/>
Phone *	Fax
<input type="text"/>	<input type="text"/>

**24. You can check the box to use the same address as your Firm (small business) or enter your personal address.**

<input type="checkbox"/>	Address same as your firm address?	
Address *		
<input type="text"/>		
City *	State * ▼	ZIP +4 * 
<input type="text"/>	<input type="text"/>	<input type="text"/>

25. Select your security question and enter the answer. Then, select **Register**.

Security Question \*

Answer to Security Question \*

Register

26. Now, you see a message informing you that your registration was successful. Click the **Go to Submissions Dashboard** button to access your dashboard.

Congratulations!

Your registration was successful.

Click the button below to proceed to the DSIP Submissions dashboard.

Go to Submissions Dashboard



### *Additional New User & Returning User with Multiple Accounts*

Now let's see how an additional user can complete the registration and how a returning user with multiple accounts can complete verification in the Defense SBIR/STTR Innovation Portal (DSIP) for an already registered Small Business.

27. After logging in through Login.gov, you will be redirected to DSIP and prompted to enter your SBC's UEI or DUNS. You will need your Small Business' UEI or DUNS number to register or to look up your existing account.
- A. Enter your Small Business Concern's (SBC) UEI or DUNS.
  - B. Click **Continue** to proceed with registration.

28. Now you will see a message informing you that your Firm is already registered with the DSIP.

29. If the UEI or DUNS you entered is not correct, you can enter your SBC's DUNS again to complete another search.

If this is not correct, try a new search:

Enter your SBC's UEI ⓘ

OR

Enter your SBC's DUNS ⓘ

30. If the Firm information is correct and you want to continue with new user registration or existing user verification, you must retrieve the Firm PIN from the Firm Admin, whose name and contact information is listed.

Contact your **Firm Admin** to get the **Firm PIN** in order to proceed with creating a user account. The Firm Admin's contact information is listed below. **Note:** The Firm Admin is the only individual authorized to change the Firm PIN. The Firm PIN cannot be changed by the Help Desk or any other individual.

**Firm Name:**

Sample Firm

**Address:**

555 Sample Firm Street  
Sterling, VA 20166-1111

**Firm Admin:**

Steve Rogers  
(999)999-9999  
steve.rogers@avengers.com

31. Once the Firm Admin provides you with the **Firm PIN**, enter the Firm PIN and click **Continue**.

Enter the Firm's Personal Identification Number (PIN) to continue with registration.

PIN \_\_\_\_\_

**Continue**

32. Before you create your account, review users who have already registered to your Firm. You can:
- Click **Proceed to Verification** if your account is on the list of registered users. See **the following step** for additional information.
  - If your account is inactive and there are no links for your account, contact the Firm Admin to activate your account.
  - Click **Create New Account** if your name is not on the list of registered users and Firm contacts. See **the below steps** for additional information.

### Registration - Small Business Concern (SBC)

*Welcome to the user registration site.*

*Before you create a new account, please look at the list below of users for **Sample Firm** and verify that you are not already registered.*

**Firm Admin Info:** Steve Rogers, [steve.rogers@avengers.com](mailto:steve.rogers@avengers.com), 999-999-9999

- If your name is on the list, click on "Proceed to Verification" for your account.
- If your name is on the list, but you don not have a DSIP account, click on "Send Registration Link" to complete DSIP registration.
- If your account is inactive, contact the Firm Admin.
- If you do not have an account, click on "Create New Account".

Name	Email	Username	Status	Action
Bing C	<a href="mailto:sampleuser01@sample.com">sampleuser01@sample.com</a>	sampleuser01	Active	Account Verified
Steve Rogers	<a href="mailto:steve.rogers@avengers.com">steve.rogers@avengers.com</a>	steverogerslg	Active	<a href="#">Proceed to Verification</a>
Tony Stark	<a href="mailto:tony.stark@avengers.com">tony.stark@avengers.com</a>	-	Inactive	<a href="#">Send Registration Link</a>

[Create New Account](#)

33. If you selected **Proceed to Verification**, you will be prompted to answer your security question to verify your account.

### Verify Account

Please enter the answer to your security question to verify your DSIP Submissions account and link it with your login.gov account. You will only need to verify this account once to link it with your login.gov account.

**Note:** If you have multiple DSIP Submissions user accounts, you will need to verify each of those user accounts to link them with your login.gov account in order to access them.

What is your pet's name?

Cancel

Submit

34. Once you have successfully answered your security question, your account will be verified and linked with your Login.gov account. Click the **Proceed to Submissions Dashboard** button to access your dashboard.

## Congratulations!

### Your registration was successful.

Click the button below to proceed to the DSIP Submissions dashboard.

Go to Submissions Dashboard

35. If you selected **Create New Account**, you will be redirected to the **Personal Information** registration page. Enter your personal information, including your username and security question.
- You cannot change your username once you complete registration.

### Registration - Small Business Concern (SBC)

#### Firm Information

**Firm Name** Sample Firm

**Address** 555 Sample Firm Street  
Sterling, Virginia 20166-1111

#### Personal Information

Prefix ▼

First Name \*

Last Name \*

Suffix

*The DoD SBIR/STTR Innovation Portal (DSIP) requires users to create a username, which will act as your DSIP nickname and help to identify you. Please note that you will not be able to make changes to your username after completing registration.*

Username \*

Email Address \*

Phone \*

Fax

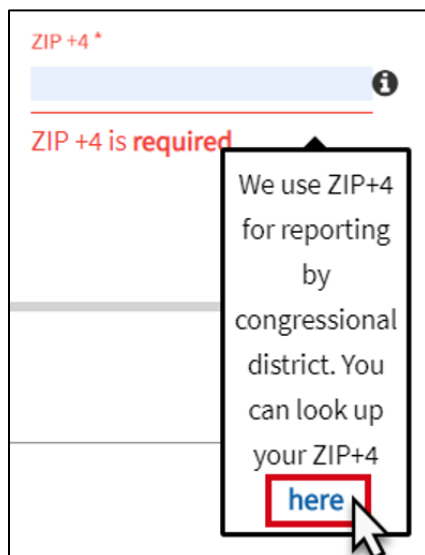
36. You can check the box to use the same address as your Firm (small business) or enter your personal address.

☐ Address same as your firm address?

Address \*

City \*State \* ▼ZIP +4 \* ⓘ

37. If you do not know the ZIP+4, hover over the icon and click the **here** link to navigate to the USPS page where you can look up your ZIP+4.



ZIP +4 \*

ZIP +4 is required

We use ZIP+4 for reporting by congressional district. You can look up your ZIP+4 [here](#)

This screenshot shows a form field for 'ZIP +4 \*'. Below the input field, a red error message states 'ZIP +4 is required'. A tooltip box is displayed over the field, containing the text: 'We use ZIP+4 for reporting by congressional district. You can look up your ZIP+4 [here](#)'. The word 'here' is a blue hyperlink and is highlighted with a red rectangle. A mouse cursor is pointing at the 'here' link.

38. Select your security question and enter the answer. Then, select **Register**.



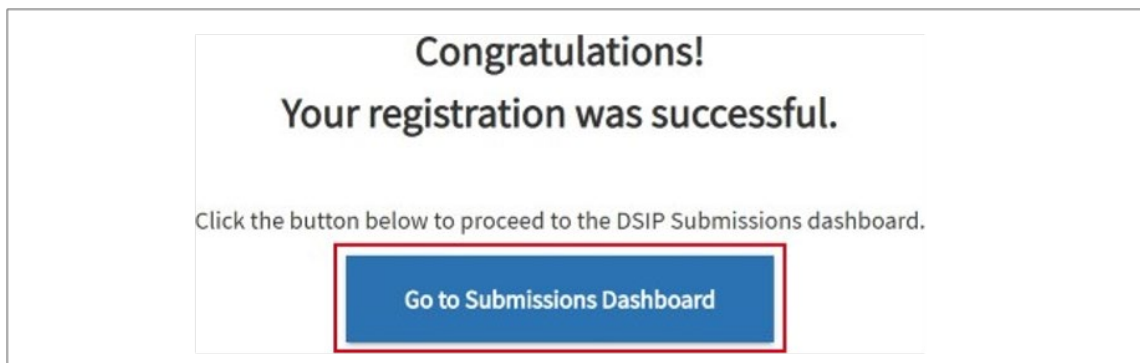
Security Question \*

Answer to Security Question \*

Register

This screenshot shows a registration form. It has two text input fields: 'Security Question \*' and 'Answer to Security Question \*'. To the right of the first field is a dropdown arrow and an information icon. At the bottom right of the form is a blue button labeled 'Register' with a red border.

39. Now, you see a message informing you that your registration was successful. Click the **Proceed to Submissions Dashboard** button to access your dashboard.



**Congratulations!**

**Your registration was successful.**

Click the button below to proceed to the DSIP Submissions dashboard.

Go to Submissions Dashboard

This screenshot shows a confirmation message. It features the text 'Congratulations!' and 'Your registration was successful.' in bold. Below this, it says 'Click the button below to proceed to the DSIP Submissions dashboard.' At the bottom is a blue button with the text 'Go to Submissions Dashboard' and a red border.

### *Firm Contacts*

You are a Firm contact if you are assigned as a contact to any proposal the Firm is submitting, or has submitted, but have not yet registered in DSIP. Firm contacts can complete registration in the Defense SBIR/STTR Innovation Portal (DSIP) following the steps below.

40. After logging in through Login.gov, you will be redirected to DSIP and prompted to enter your SBC's UEI or DUNS. You will need your Small Business' UEI or DUNS number to register or to look up your existing account.
- A. Enter your Small Business Concern's (SBC) UEI or DUNS.
  - B. Click **Continue** to proceed with registration.

**Registration - Small Business Concern (SBC)**  
You need your Small Business Concern's (SBC) DUNS or UEI to register.

Enter your SBC's UEI ⓘ

Enter your UEI **A** **Continue** **B**

Or

Enter your SBC's DUNS ⓘ

Enter your DUNS **A** **Continue** **B**

41. Now you will see a message informing you that your Firm is already registered with the DSIP.

*You provided: DUNS: 010101099*

*Looks like your Firm has already been registered with the DoD SBIR/STTR Program.*

42. If the UEI or DUNS you entered is not correct, you can enter your SBC's DUNS again to complete another search.

If this is not correct, try a new search:

Enter your SBC's UEI ⓘ

Enter your UEI

OR

Enter your SBC's DUNS ⓘ

Enter your DUNS

43. If the Firm information is correct and you want to continue with new user registration or existing user verification, you must retrieve the Firm PIN from the Firm Admin, whose name and contact information is listed.

Contact your **Firm Admin** to get the **Firm PIN** in order to proceed with creating a user account. The Firm Admin's contact information is listed below. **Note:** The Firm Admin is the only individual authorized to change the Firm PIN. The Firm PIN cannot be changed by the Help Desk or any other individual.

**Firm Name:**

Sample Firm

**Address:**

555 Sample Firm Street  
Sterling, VA 20166-1111

**Firm Admin:**

Steve Rogers  
(999)999-9999  
steve.rogers@avengers.com



44. Once the Firm Admin provides you with the **Firm PIN**, enter the Firm PIN and click **Continue**.

Enter the Firm's Personal Identification Number (PIN) to continue with registration.

PIN

\_\_\_\_\_

**Continue**

45. Review the list of registered users and Firm contacts and locate your name.

A. If you are a Firm contact, you will see a dash in the Username column.

B. Click **Send Registration Link** to send an email containing a secure registration link to the email address associated with your name.

Registration - Small Business Concern (SBC)

*Welcome to the user registration site.*

*Before you create a new account, please look at the list below of users for **Sample Firm** and verify that you are not already registered.*

*Firm Admin Info: Steve Rogers, [steve.rogers@avengers.com](mailto:steve.rogers@avengers.com), 999-999-9999*

- If your name is on the list, click on "Proceed to Verification" for your account.
- If your name is on the list, but you don not have a DSIP account, click on "Send Registration Link" to complete DSIP registration.
- If your account is inactive, contact the Firm Admin.
- If you do not have an account, click on "Create New Account".

Name	Email	Username	Status	Action
Bing C	<a href="mailto:sampleuser01@sample.com">sampleuser01@sample.com</a>	sampleuser01	Active	Account Verified
Steve Rogers	<a href="mailto:steve.rogers@avengers.com">steve.rogers@avengers.com</a>	steverogerslg	Active	<a href="#">Proceed to Verification</a>
Tony Stark	<a href="mailto:tony.stark@avengers.com">tony.stark@avengers.com</a>	-	Inactive	<a href="#">Send Registration Link</a>

**Create New Account**

46. Open the **registration email** in your inbox and click the **Register Here** button.

**Subject:** DSIP (Defense SBIR/STTR Innovation Portal) Registration Request

Hi Tony Stark,

Please use the link below to create an account in Defense SBIR/STTR Innovation Portal (DSIP) Submissions.

[Register Here](#)

Note: This link will be valid for the next 10 days.

47. After you click the **Register Here** button, you will be redirected to the **Personal Information** registration page. Enter your personal information, including your username and security question.

- You will see your name, email address, and phone number pre-filled with the information that was used when you were assigned as a contact to a proposal. Update these fields, if necessary.
- Note:** You cannot change your username once you complete registration.

<b>Firm Information</b>			
<b>Firm Name</b>	Sample Firm		
<b>Address</b>	555 Sample Firm Street Sterling, Virginia 20166-1111		

<b>Personal Information</b>			
Prefix Dr. ▼	First Name * Tony	Last Name * Stark	Suffix

*The DoD SBIR/STTR Innovation Portal (DSIP) requires users to create a username, which will act as your DSIP nickname and help to identify you. Please note that you will not be able to make changes to your username after completing registration.*

Username *	Email Address * tony.stark@avengers.com
Phone * (123) 123-1234	Fax

48. You can check the box to use the same address as your Firm (small business) or enter your personal address.

☐ Address same as your firm address?

Address \*

City \*

State \* ▼

ZIP +4 \* ⓘ

49. If you do not know the ZIP+4, hover over the icon and click the **here** link to navigate to the USPS page where you can look up your ZIP+4.

ZIP +4 \*

ZIP +4 is required ⓘ

We use ZIP+4 for reporting by congressional district. You can look up your ZIP+4 [here](#)

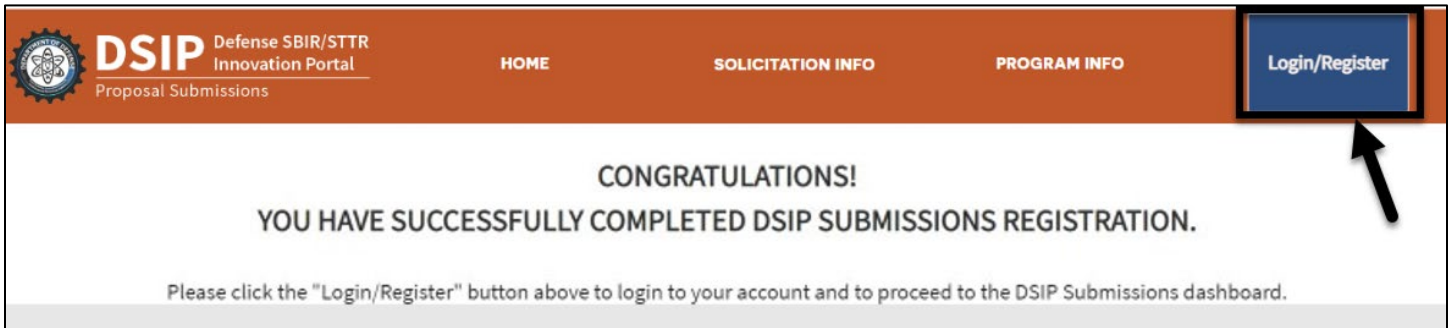
50. Select your security question and enter the answer. Then, select **Register**.

Security Question \* ⓘ

Answer to Security Question \*

Register

51. Now, you see a message informing you that your registration was successful. Click the **Login/Register** button on the top right corner of the page to login and access your dashboard.



The screenshot displays the DSIP (Defense SBIR/STTR Innovation Portal) interface. The top navigation bar is orange and contains the DSIP logo, the text "Defense SBIR/STTR Innovation Portal", and links for "HOME", "SOLICITATION INFO", and "PROGRAM INFO". A blue "Login/Register" button is highlighted in the top right corner with a black arrow. Below the navigation bar, a white message box contains the text: "CONGRATULATIONS! YOU HAVE SUCCESSFULLY COMPLETED DSIP SUBMISSIONS REGISTRATION. Please click the 'Login/Register' button above to login to your account and to proceed to the DSIP Submissions dashboard."

**DSIP** Defense SBIR/STTR  
Innovation Portal  
Proposal Submissions

HOME SOLICITATION INFO PROGRAM INFO

Login/Register

CONGRATULATIONS!  
YOU HAVE SUCCESSFULLY COMPLETED DSIP SUBMISSIONS REGISTRATION.

Please click the "Login/Register" button above to login to your account and to proceed to the DSIP Submissions dashboard.