Defense SBIR/STTR Innovation Portal (DSIP)
Registration and Login

Job Aid Features	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: ▪ How users can create an account with Login.gov ▪ How existing users can link their Login.gov account with DSIP ▪ How first-time users can register their small business in DSIP ▪ How additional new users can register with their small business in DSIP ▪ How Firm contacts can register with the small business in DSIP
Impacted Modules	▪ Proposal Submissions
Impacted Users	▪ Small Businesses proposing to DoD's SBIR/STTR program
DSIP Support	▪ DoDSBIRSupport@reisystems.com

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.
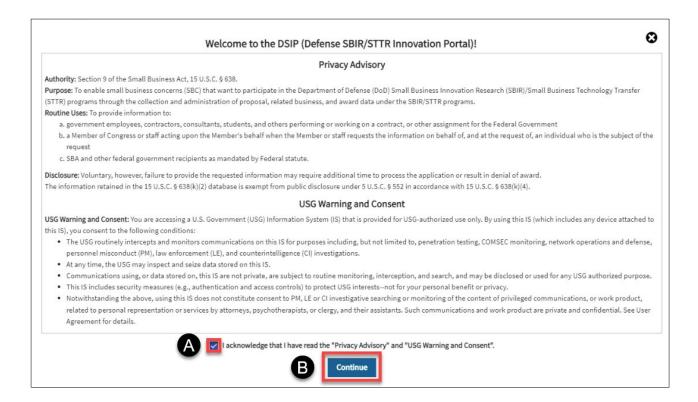
Job Aid Contents

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.

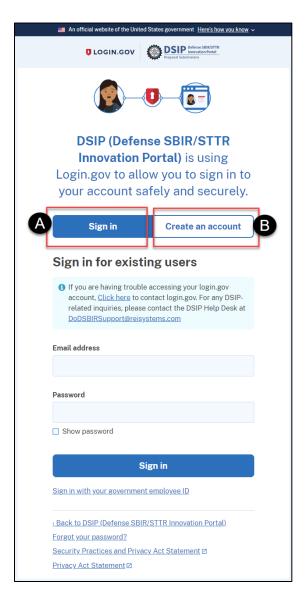2. Click **Login/Register** from the top navigation bar to access DSIP.

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.

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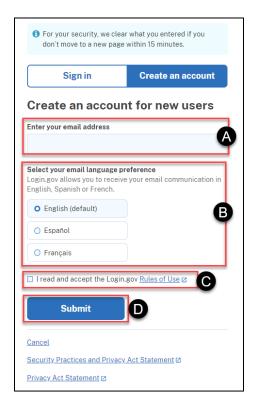
   Helpful tip: If you do not have a Login.gov account and/or a DSIP account, you can refer to the Registration Job Aid for steps on how to:

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

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**.

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**.

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.

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

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 <u>do not</u> select backup codes as your authentication method, as they are not secure and can be lost easily.

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

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.

New User – Small Business Convern (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 ⓘ   (A)   (B)
Enter your UEI *   **Continue**

Or

Enter your SBC's DUNS ⓘ   (A)   (B)
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 ℹ

Enter your UEI   [Search]

OR

Enter your SBC's DUNS ℹ

Enter your DUNS   [Search]

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

19. Complete the form.

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.

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.

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

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

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 *

Phone *   Fax

24. 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 * ⓘ

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 **ⓘ**

Enter your UEI   **Search**

OR

Enter your SBC's DUNS **ⓘ**

Enter your DUNS   **Search**

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

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

Address:
555 Sample Firm Street
Sterling, VA 20166-1111

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:
A. Click **Proceed to Verification** if your account is on the list of registered users. See **the following step** for additional information.
B. If your account is inactive and there are no links for your account, contact the Firm Admin to activate your account.
C. 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.

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.
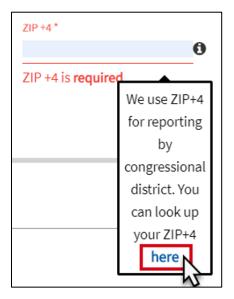
Congratulations!
Your registration was successful.

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 *   ⓘ

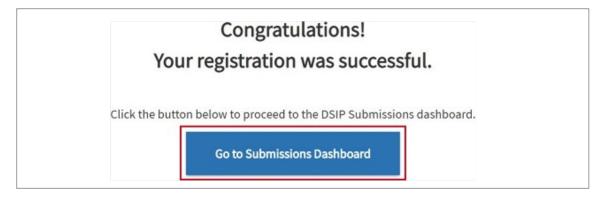**37.** If you do not know the ZIP+4, hover over the icon and click the **here** link to navigate to the USPS page where you can look up your ZIP+4.

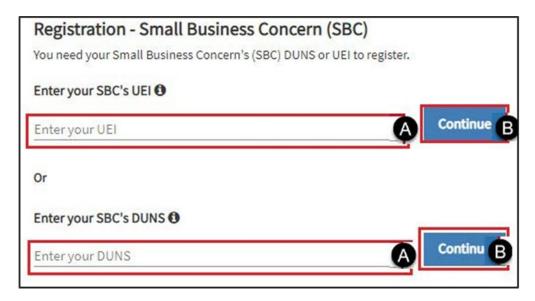**38.** Select your security question and enter the answer. Then, select **Register**.

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

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.
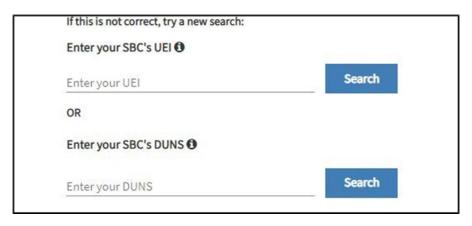   B. Click **Continue** to proceed with registration.

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

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 _____ [Search]

OR

Enter your SBC's DUNS ⓘ

Enter your DUNS _____ [Search]

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 <u>only</u> 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

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

Address:
555 Sample Firm Street
Sterling, VA 20166-1111

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, 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	sampleuser01@sample.com	sampleuser01	Active	Account Verified
Steve Rogers	steve.rogers@avengers.com	steverogerslg	Active	Proceed to Verification
Tony Stark	tony.stark@avengers.com	- Ⓐ	Inactive	Send Registration Link Ⓑ

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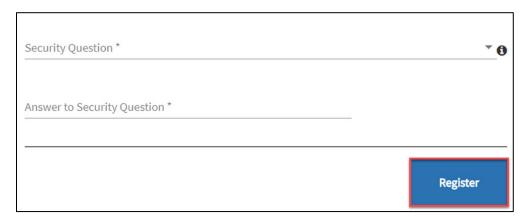
Note: This link will be valid for the next 10 days.

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.

Firm Information

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

Personal Information

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.

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.

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