RFP FA8552-26-R-B001
Attachment 1 - Instructions to Register a PIEE Account

Below are the instruction to create a profile in PIEE

Contractor Administrator (CAM) registration must be authorized by your Electronic Business Point of Contact listed on SAM.gov **prior to registration.**

Your POC can review these steps under the Vendors getting started help guide

https://piee.eb.mil/xhtml/unauth/web/homepage/vendorGettingStartedHelp.xhtml

You can register as a Contractor Administrator (CAM) in PIEE by going to https://piee.eb.mil

• Click "Register" (found in the upper right-hand corner of the screen)

• Click "Agree"

• Select the user type "Vendor"

• Select "User ID \ Password" from the drop down menu

• Create a personal User ID and Password with the criteria presented on the screen and click "Next"

• Fill out the "User Profile" section and click "Next"

• Fill out the "Security Questions" (Three different questions with three different answers are required) and click "Next"

• Fill out the "Company Information" and "Supervisor Information" section and click "Next"

• Select the PIEE Application

• Select the Contractor Administrator Role

• Click "Add Roles"

• Click "Group Lookup"

• Enter your CAGE code and hit click "Search" then "Search by Location Code" Select your CAGE code Group

• Click "Next"

• Enter the reason you are requesting the Contractor Administrator Role in the "Justification" field and click "Next"

• Click "Next"

• Verify all your entries are correct and click "Next"

- Read and accept the statement of accountability
- Click on the signature block and this will generate an OTP.
- Take the OTP (One Time Password) you receive and enter it in the provided field.
- Click "Submit Registration"
- These steps should complete the registration.

If you need technical assistance, feel free to call the PIEE Help Desk at 1-866-618-5988.