Federal Procurement Data System
System Admin Registration and Authorization

Please fill out this form, scan it, and send a signed copy to
fpdscmanage@gsa.gov

This Notice sets forth the General Terms and Conditions regarding the use of FPDS. By signing on the designated line below, you acknowledge that you are aware of and accept the parameters within which FPDS will be conducting electronic business via the FPDS System.

Specifically, you agree to the following:
- Acknowledgement and agreement to all *privacy and security* information that applies to government and public users.
- Agreement to protect your username and password. Don't share. Don't disclose.
- Agreements to use FPDS for its intended purposes only, i.e. to enter/receive federal procurement data from and submit procurement information to FPDS.
- Agreement to maintain the accuracy and the currency of the information in your user account. FPDS cannot be responsible for any errors or lack of notification due to incorrect information supplied by you or your agency.
- If you decide to register, an email will be sent to you confirming your registration information.

After you register, an Administrator will verify your request, enable your account, and assign System Administrator privileges to your FPDS account. You will receive an email stating that your account is activated.

Privacy and Security Information
Authorization to Public Access
This is a United States (General Services Administration) computer system, which may be accessed only for official government use by authorized users.

How we handle the information we gather when you visit our website
We collect and store only the following information about you: The date and time you accessed our site; and the item you requested from the server. When we examine this data, it is always presented in aggregate form. Except as outlined in the Security section at the bottom of this document, we do not track or look at an individual's usage behavior.

If you identify yourself by sending an email
When you email us personally identifying information, (e.g., in an electronic mail message containing a question or comment), or by filling out a form that emails us this information, we use this information to respond to your request. We may also forward your email to other FPDS experts, who are better able to answer your questions.

If you identify yourself by registering
The public is authorized to use this site to retrieve procurement data. When you register as a user of FPDS, we use that information to ensure you get the service you request. In addition, we may follow up via email to obtain your feedback about the

quality of the services you received. You may delete the registration data, and we will not retain any record of your registration.

We want to make it clear that we will not obtain personally identifying information about you when you visit our site unless you choose to provide such information to us. Except for authorized law enforcement investigations, or as otherwise required by law, we do not share any information we receive with any outside parties.

Links to other sites
The documents posted on this website may contain hypertext links or pointers to information created and maintained by other public and private organizations. These links and pointers are provided for visitors' convenience. FPDS does not control or guarantee the accuracy, timeliness, or completeness of any linked information from non-FPDS sites. The inclusion of links or pointers to websites is not intended to assign importance to those sites or the information contained therein, nor is it intended to endorse or recommend any views expressed, or products or services offered on these sites.

Cookie Policy
What is a Cookie?
A cookie is a small piece of information that is sent to your browser-- along with a Web page-- when you access a website. There are two kinds of cookies. A session cookie is a line of text that is stored temporarily in your computer's RAM. Because a session cookie is never written to a drive, it is destroyed as soon as you close your browser. A persistent cookie is a more permanent line of text that gets saved by your browser to a file on your hard drive. Depending on your browser settings, you may receive a notification that a given site is requesting cookie information, possibly with an expiration date. Persistent cookies have an expiration date in the future. Session cookies have no date associated with them.

Use of Cookies
When you login to FPDS the site will create a session cookie. The cookie will contain only a randomly generated session number to allow for efficient and secure processing of your updates to ACMIS. This session cookie is destroyed as soon as you close your browser - no persistent cookies storing personnel information are created.

For more information on privacy and security, see GSA's Privacy and Security Policy. If you have any questions about these policies, please contact us.

Security
For site security purposes and to ensure that this service remains available to all users, FPDS web servers employ industry-standard methods to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Unauthorized attempts to upload information or change information on FPDS servers are strictly prohibited and may be punishable by law, including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act. In the specific context of this security monitoring, there is no expectation of privacy. However, only in the case of actual law enforcement investigations, will we attempt to identify individual users or their usage habits.

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If you do not currently have an FPDS user account, please register yourself online at: https://www.fpds.gov.

Please check one below:
- o Agency's first System Admin
- o Change of Agency's System Admin

Please check one below:
- o Production site user
- o Beta site user

User Information – Primary System Admin	
User ID	
Full Name	
Work Phone	
Work Fax	
Work Email	
Title	
Agency ID	
Contracting Office ID	
Date	
Signature	

User Information – Secondary System Admin (If Applicable)

User ID	
Full Name	
Work Phone	
Work Fax	
Work Email	
Title	
Agency ID	
Contracting Office ID	
Date	
Signature	

Department/Agency Authority

Full Name	
Work Phone	
Work Fax	
Work Email	
Title	
Agency ID	
Contracting Office ID	
Date	
Signature	