



JCCS Africa Vendor User Guide



Important Notice!

This user guide is for companies who are a) located in Africa and b) only doing business in Africa. If you are working in the Middle East, please use the Middle East user guide, even if you are also working in Africa.

All user guides can be found on the JCCS site under Resources.

What is JCCS?

The **Joint Contingency Contracting System (JCCS)** is a system that was created in 2006 to help US contract office personnel locate vendors overseas to contract with for US government contracts. an application to support identifying available vendors in your AOR and making sure they are safe to contract with and pose no threat to US assets or personnel.

- Centralized repository of vendors by region
- CAGE Code validation and referral
- Vendor Review
- Tooltips ⓘ to support users
- Flexible user management tools, so one person might manage multiple companies, or multiple people might work together on a single company.
- Internal Message Wall
- Account Status Indicators
- Solicitation feed from SAM and from local contract officers advertising available work.



Vendor Registration

Choose Your Location

Where do you want to work?

- ☐ Africa
- ☐ Europe
- ☐ Middle East

Where is your company's headquarters located?

Please Select One

Submit



Register

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Helpdesk &
Feedback

Choose Your Location

1. Select Africa or Africa and Middle East/Europe
2. Select your Headquarters location
3. Select Submit
4. It is important to note that only contract office personnel can review your account.
5. This notice explains the process for registration and review of your account by US Government contract office personnel. Please also read the Protect Your Data message which explains steps you should take to avoid falling prey to fraud.
6. It is important to note that only contract office personnel can review your account.
7. The JCCS Helpdesk is specifically forbidden to review your account, submit your account for review, or tell you your account status. The helpdesk is for technical assistance for the website only.
8. After reading each section of these notices, check the boxes for both I have read and understood these notices.

You are accessing a US Government (USG) Information System (I.S.)

Privacy Notice

Authority: National Defense Authorization Act of Fiscal Year 2015, Pub. L. No. 113-291, 128 Stat. 3450-7 (2014); National Defense Authorization Act of Fiscal Year 2019, Pub. L. No. 115-91, Sec. 772 (2018); and DoD Technical Memorandum 18-003, Prohibition on Providing Funds to the Enemy and Authorization of Additional Access to Records (April 9, 2018)

Purpose(s): Records are used to fulfill mission-critical requirements including, but not limited to, contracting, financial requirements, spending analysis, contract close-outs, staffing, strategic sourcing, and reporting. JCCS also provides centralized access to vendor registration, solicitations, and proposal postings.

Information will only be input, changed or updated by individual vendor. Providing the requested data is voluntary. Information will be used to conduct a background check to determine suitability to contract with the U.S. government and be granted base access. Vendors that do not provide the requested data will not be considered for contract award.

Usage: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

- a. The DoD 'Blanket Routine Uses' published at the beginning of the DoD compilation of systems of records notices apply to this system.
- b. To contractors, experts, consultants, and others performing or working on a contract, service, cooperative agreement, or other assignment for the Federal Government when necessary to accomplish an agency function related to this system of records.

I understand and wish to proceed

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Helpdesk &
Feedback

System Messages

1. Read the *JCCS Privacy Notice and Usage Messages*.
2. All the data you enter in the JCCS system is protected and accessed only by authorized US personnel. They have been trained to strictly protect your private information.
3. Click **I understand and wish to proceed**.

Note: **Do not register in JCCS more than once.** Contract office personnel will not be able to see accounts with duplicate CAGE codes and it can cost you contract opportunities.



Company Information

CAGE Code ⓘ	UEI Number ⓘ	DUNS Number	Company Website Address ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name *	Revenue Size *		
<input type="text"/>	<div>Please Select One</div>		
Address of Company Headquarters			
Street Number *	Street Name *	City *	Province/State/Prefecture * ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *	Zip Code *		
<div>Algeria</div>	<input type="text"/>		
Number of Offices *	Number of Employees *	Woman Owned?	
<input type="text"/>	<input type="text"/>	<div>Please Select One</div>	
Does your company currently hold a clearance through Defense Counterintelligence and Security Agency (DCSA)?			
<div>Please Select One</div>			

User Account Information

Email *		Position *	
<input type="text"/>		<div>Nothing selected</div>	
First Name *	Middle Name	Last Name *	Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Password * ⓘ	Confirm Password *		
<input type="text"/>	<input type="text"/>		

Business Class ⓘ

Vendor Basic Profile

- CAGE Code:** If you entered your CAGE, it will appear here. If you do not have a CAGE yet, it will be grayed out.
- UEI Number:** The Unique Entity Identifier is replacing the DUNS number. You can get a UEI number by going to the SAM website at www.sam.gov.
- DUNS Number:** This is optional.
- Website:** Enter your company's website.
- Company Name:** If you entered your CAGE, this should automatically fill in. If not, enter your full company name without abbreviations.
- Revenue Size:** Please select one.
- Address:** Make sure to enter your street number and street name separately, and do not abbreviate your city or province/state/prefecture. JCCS has to accommodate address formats from all over the world, and contract office personnel will not be able to search for your company effectively if you use abbreviations.
- Number of Offices/ Employees:** For large companies, you may round your employee number to the nearest 10.
- Woman Owned:** Please select Yes or No if your company is owned by a Woman.
- Defense Counterintelligence and Security Agency:** Please select Yes or No if your company holds a clearance through DCSA.



Company Information

CAGE Code ⓘ	UEI Number ⓘ	DUNS Number	Company Website Address ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name *	Revenue Size *		
<input type="text"/>	<div>Please Select One</div>		
Address of Company Headquarters			
Street Number *	Street Name *	City *	Province/State/Prefecture * ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *	Zip Code *		
<div>Algeria</div>	<input type="text"/>		
Number of Offices *	Number of Employees *	Woman Owned?	
<input type="text"/>	<input type="text"/>	<div>Please Select One</div>	
Does your company currently hold a clearance through Defense Counterintelligence and Security Agency (DCSA)?			
<div>Please Select One</div>			

User Account Information

Email *	Position *		
<input type="text"/>	<div>Nothing selected</div>		
First Name *	Middle Name	Last Name *	Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Password * ⓘ	Confirm Password *		
<input type="password"/>	<input type="password"/>		

Business Class ⓘ

User Basic Profile

1. **User Profile:** The bottom section of this page is your user profile information.
2. **Email:** This will also be your login for the JCCS website.
3. **Position:** Click the dropdown box to select one or multiple positions.
4. **Phone Number:** This should be the number you use for work.
5. **Password:** Your password must be a strong password with a minimum of 15 digits and at least one capital letter, lower case letter, symbol, and number. our user profile information.
6. **Business Class:** Select the Business Class applicable to your business and that your company actually performs.
7. Click **Submit** at the bottom of the page.

Business Class ①

Africa Registration Notices

What happens next?

1. You will receive an email to activate your account.
2. Log in and complete your questionnaire. **Your account cannot be reviewed until your questionnaire is complete.**
3. A CAGE Code is not required in your region, but it is encouraged. If you need to request a CAGE Code, click [here](#) to find the CAGE Code authority for your country. Once you have your CAGE Code, please add it to your profile.

Important Notice

Your account *will not be reviewed automatically*. If a member of a contract office wants to consider you for an award, then they will review your JCCS account and submit you for approval. Only a member of a contract office can submit your account for approval.

Please note that the JCCS helpdesk is strictly forbidden to answer questions about your account status and cannot review your account or submit your account for approval.

☒ I have read and understood these notices

Protect Your Data!

- The JCCS helpdesk and US government personnel will **never** ask for your password.
- Authorized personnel will only use email addresses ending in "mil" or "gov." If you receive a message from someone soliciting information, check to make sure their email address, and the addresses of anyone on the CC line, end in "mil" or "gov."
- Never send sensitive information or documents (i.e. Passport, photocopies of IDs, financial information) via email. Please upload them to the correct places in your JCCS questionnaire. Anyone who is authorized to have this information should have JCCS access. If they do not have access, they are not authorized to have it and are not acting on behalf of the JCCS system or the US government.
- Once your company is reviewed, this result cannot be changed. Anyone who claims to be able to change this result is committing fraud.
- Registration in JCCS is free. Anyone charging you a fee to register you is defrauding you.
- If you are unsure about whether you should respond to an email or phone call, please submit a ticket to the JCCS helpdesk or ask your contract officer.

☒ I have read and understood these notices

Create my account

S - Other service activities Edit

T - Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use Edit

Registration Confirmation

1. You will receive a confirmation message confirming that your account has been created.
2. **CAGE Code:** If you do not have a CAGE code, this is the window where you will be referred to the correct CAGE authority for your country. Make sure to note down the URL or email address provided. You will need to go to that site to request a CAGE code. Once you have received it, you can go into your profile and add it yourself. Your company name will automatically update to match.

Registration Confirmation

You have successfully registered in the JCCS system. You will receive a verification email at the email address you provided. Please click the link to activate your account and log in.

What should I do next?

1. Your country has its own process for requesting a CAGE Code. The CAGE Code authority for Algeria is:
<https://eportal.nspa.nato.int/Codification/Support/en/Products/NCAGE/#pocList>
2. Please contact your CAGE Code authority and request a CAGE Code according to your country's process. As this process is controlled by each country individually, please note that the JCCS helpdesk has no knowledge or authority to assist you. Once you receive your CAGE Code, you can return to your basic profile screen and input it manually.
3. Once you input your CAGE Code, JCCS will validate it, and your basic profile will then be marked as **Complete**. At that time your company will be visible for search to contract office personnel.
4. In the meantime, you can still work on completing your profile and answering the required questionnaires. Please note that if you already have an account in JCCS, it will be identified when your CAGE Code request is completed, and this new account will be flagged and deleted. **Duplicate accounts will not increase your chance for a contract.** On the contrary, it will slow down the processing of your account and may cost you business opportunities.

Remember, your account will not be reviewed and approved automatically.

Your account will only be reviewed and approved when a contract officer is considering you for a contract.

I have read and understood these guidelines

Registration Confirmation Continued

1. Read the message carefully and then click, "I have read and understood these guidelines."
2. **Account Activation:** You will receive an email to validate your email address and activate your account within 24 hours. Click the link to activate your account. **You will not be able to log in until you have activated your account**, so make sure to check your spam/junk email box if it doesn't arrive quickly.



Updating Your Company Profile



Joint Contingency Contracting System

surge.miga@gmail.com Logout

Home

Resources

My Account

My Companies

Proposals

Solicitations

Welcome new users! If this is your first time visiting the Joint Contingency Contracting System (JCCS) website, click Resources for training materials and information about the JCCS system.

Remember: The US personnel reading and reviewing your profile do not necessarily speak Arabic, Pashtun, Farsi, and other languages. Please enter your profile information in English if you wish your company to be reviewed.

Alert

There are no alerts in your area at this time.

Announcement

There are no announcements in your area at this time.

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Helpdesk & Feedback

JCCS Home Page

1. Navigation

- **Home:** Returns you to the homepage.
- **Resources:** View FAQ and user guide.
- **My Account:** Edit your user profile.
- **My Companies:** Edit and update your company information.
- **Proposals:** Manage solicitations you have submitted for solicitations.
- **Solicitations:** View available solicitations.

- ## 2. Alerts/Announcements:
- These will provide information about upcoming system changes, downtime, as well as information about issues occurring in your area.



Home

Resources

My Account

My Companies

Proposals

Solicitations

Editing User Profile

Email *

tammy.clark@gmail.com

Position *

CEO

First Name *

Tammy

Middle Name

Last Name *

Clark

Phone Number *

111-111-1111

Password ⓘ

Confirm Password

☒ Send me an email when I receive a new message.

☒ Send me an email when my account is about to expire. (This notification is required)

Submit

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Helpdesk &
Feedback

Edit User Profile

1. If you need to update your personal information or email, click **My Account**.
2. Edit whichever fields you would like to update.
3. You will receive a **Notification** by default if you are sent a new message inside JCCS; uncheck the box if you do not wish to receive this notification.
4. Enter your password. **Note:** You must enter your password to make any changes to your account.
5. Click **Submit**.
6. You will receive a message confirming that your profile has been updated.



Account Status



Questionnaire Incomplete

Please complete and certify your questionnaire. Once you have, continue responding to proposals until a contract office member is ready to consider you for a contract. At that time, your company will be submitted for review.

Basic Company Profile

View and edit the basic information for your company.

Business Class ⓘ

View and edit the types of work your company performs.

Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

Correspondence

View and reply to any messages you may have received from contract offices.

Questionnaire Manager

View and edit your questionnaire.



Account Status

Account Status: This section explains where your account is in the review process and full description of the status and what you need to do to complete it.

- **Questionnaire Incomplete (Red X):** Please complete and certify your questionnaire. Once you have continue responding to proposals until a contract office member is ready to consider you for a contract. At this time, your company will be submitted for review.
- **Ready for Review (Black circle):** You have input all required information and your account is now ready to be reviewed. Please continue searching for and responding to solicitations, and your account will be submitted for review when a contract office is considering you for a contract.
- **Complete (Green check mark):** Your review is complete, and your company is permitted to contract in Middle East until (the system will display an expiration date)
- **About to Expire (Orange Exclamation Point):** Your clearance for Middle East expires on (will display an expiration date). Please make sure your basic profile and questionnaire information are up to date and no documents have expired. A contract office member will have to submit your account to be reviewed again.
- **Expired (Red X) :** Your account needs to resubmitted for review. If you are actively performing on a US contract, please speak to your contract office and let them know your JCCS status has expired. If you do not have any active contracts, please continue to respond to proposals, and the contract office will resubmit you for review once they are considering you for a contract.
- **Duplicate (Red X):** This account has been marked as a duplicate. Please contact the JCCS helpdesk if you need help locating and updating the correct account for the given CAGE Code.



Account Status



Questionnaire Incomplete

Please complete and certify your questionnaire. Once you have, continue responding to proposals until a contract office member is ready to consider you for a contract. At that time, your company will be submitted for review.

Basic Company Profile

View and edit the basic information for your company.

Business Class

View and edit the types of work your company performs.

Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

Correspondence

View and reply to any messages you may have received from contract offices.

Questionnaire Manager

View and edit your questionnaire.



Company Profile

- 1. Basic Company Profile:** This is the basic company information you entered at registration.
- 2. Business Class:** Selecting the correct business classes will help contract offices find your company.
- 3. Company Contacts:** Manage the people allowed to make changes to this company's information. You will be able to add and remove/delete users from the company account.
- 4. Correspondence:** This section will allow contract office personnel to message your company. Everyone who is a contact for this company will be able to see and reply to messages.
- 5. Questionnaire Manager:** Questionnaire about your company.
- 6. Document Manager:** A list of all the documents you have uploaded about this company and its personnel.



Account Status



Questionnaire Incomplete

Please complete and certify your questionnaire. Once you have, continue responding to proposals until a contract office member is ready to consider you for a contract. At that time, your company will be submitted for review.

Basic Company Profile

View and edit the basic information for your company.

Business Class

View and edit the types of work your company performs.

Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

Company Contacts

- Invite Contacts:** Under Company Contacts, you can add additional users to manage your company. Click **Add a New Contact**, input their email, and click **Send Invitation**.
- That person will receive an email invitation with a link to sign in and manage this company.
- Company Administrator:** The Company Administrator is the only person that can invite additional persons into JCCS to manage the company.
- Designate a New Company Administrator:** If you are leaving the company, click **Edit** beside the Point of Contact that is replacing you, check **Make Company Administrator**, and click **Save**.
- You will still be attached to the company, but that person will be the new Company Administrator.

Invite User

Email (this will also be their Username) *

Confirm Email *

Send Invitation

Edit Point of Contact Information

Email *

Position *

JCCS Point of

First Name *

Middle Name

Last Name *

Phone Number *

Make Company Administrator ☐

Save

Delete this Point of Contact from Your Company?

You have asked to delete Amber Lake from your company profile. This will remove your company from their list of available companies and prevent them from viewing or editing any of your company details. Please note they will still have a user account in JCCS, and if they are a POC for any other companies, they will continue to have the ability to edit that company.

Cancel I understand and wish to proceed.

X Questionnaire Incomplete

Please complete and certify your questionnaire. Once you have, continue responding to proposals until a contract office member is ready to consider you for a contract. At that time, your company will be submitted for review.

Basic Company Profile

View and edit the basic information for your company.

Business Class

View and edit the types of work your company performs.

Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

	Name	Email	Title	Phone	
Edit	Amber Lake	amber.lake@gmail.com	Point of Contact	111-111-1111	Delete
Edit	Tabina Blue	tabina.blue@gmail.com	Company Administrator	333-333-3333	Delete

Add a New Contact

Delete Contact

1. To remove a user from this company, click **Delete**.
2. A message will appear explaining that this user will no longer be able to edit *this* company, but if they are a POC for other companies, they will still be able to edit those.
3. Click **I understand and wish to proceed**.
4. The removed person will receive an email advising them that they will no longer be able to edit this company.



Account Status



Ready for Review

You have input all required information and your account is now ready to be reviewed. Please continue searching for and responding to solicitations, and your account will be submitted for review when a contract office is considering you for a contract.

Basic Company Profile

View and edit the basic information for your company.

Business Class ⓘ

View and edit the types of work your company performs.

Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

Correspondence

View and reply to any messages you may have received from contract offices.

Date	From	Re:	Comment		
6/13/2023 1:38 PM	Felipe L.	Improvement	Please upload most recent business license	Unread	View

Hide Read Messages

Questionnaire Manager

View and edit your questionnaire.

Correspondence

1. Correspondence allows contract office personnel to message your company. Everyone who is a contact for this company will be able to see and reply to messages.
2. New messages will appear in this section.
3. View old messages by clicking Show Read Messages.
4. Click View to open an individual message.
5. You can reply to a message by typing your response into the Reply field and then clicking Send Reply.
6. Note: JCCS currently does not send notifications when a new message is sent to your company. You must log in to check your messages.



Completing and Managing Your Questionnaire



Account Status



Questionnaire Incomplete

Please complete and certify your questionnaire. Once you have, continue responding to proposals until a contract office member is ready to consider you for a contract. At that time, your company will be submitted for review.

Basic Company Profile

View and edit the basic information for your company.

Business Class ⓘ

View and edit the types of work your company performs.

Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

Correspondence

View and reply to any messages you may have received from contract offices.

Questionnaire Manager

View and edit your questionnaire.

Region	Completion	Status	
Africa	0/8	Incomplete	Edit

Questionnaire Manager

1. The questionnaire is a form that must be completed for your account to successfully be reviewed.
2. **Region:** This is automatically assigned based on the address you entered for your company. It cannot be edited.
3. **Completion:** How many questions have been completed out of the total questions.
4. **Status:** When it is complete and certified, it will be marked **Certified**.
5. Click **Edit** to open the questionnaire. It will open in a new browser tab.



Questionnaire Africa

- 1. Mailing Address
- 2. Property
- 3. Parent Company
- 4. Acquisitions, Joint Ventures, Subsidiaries
- 5. Subcontractors
- 6. Key Personnel
- 7. Required Documents
- 8. Certify

Dental Dive
CAGE Code #
JCCS #140139

☒ 1. Mailing Address

☒ 2. Property

☐ 3. Parent Company

☐ 4. Acquisitions, Joint Ventures, and Subsidiaries

☐ 5. Subcontractors

☐ 6. Key Personnel

☐ 7. Required Documents

☐ 8. Certify


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Helpdesk &
Feedback

Edit Questionnaire

1. Every section is required to complete the questionnaire, and most are self-explanatory. As you complete each one, the header will turn green to indicate the required information has been provided.
2. If something seems inapplicable, finish the rest of the questionnaire to the best of your ability, and then ask a contract office member for assistance.
3. Each section of the questionnaire loads and saves separately, so if you are on a slower internet connection, you are less likely to encounter timeout issues.



Questionnaire Africa
 1. Mailing Address
 2. Property
 3. Parent Company
 4. Acquisitions, Joint Ventures, Subsidiaries
 5. Key Personnel
 6. Required Documents
 7. Certify

Edit Personnel Information

First Name *
 Jessica

Middle Name

Last Name *
 Martin

Son or Daughter of ⓘ

Kunya ⓘ

Tribe ⓘ

Office Phone *
 111-111-1111

Cell Phone *
 111-111-1111

Email *
 jessica.martin1@gmail.com

Position *
 CEO, CFO, COO, Project Manager, Security Manager

Title

☐ This person is a shareholder.
☒ This person is the company owner.

Capital Contributed *
 100.00

Currency *
 Rwanda Franc

Number of Shares *
 100

Percent of Shares *
 100.00

Ownership Start Date *
 05/08/2024

Nationality *
 Rwanda

Replace Passport/National ID

Upload Document
 No file chosen

Expiration Date
 05/08/2025

Identification Number
 11111

Passport/National ID

Document ID	Document Type	Document Name	Upload Date	Effective Date	Expire Date
11111	Identification Documents	Jessica_Martin_Passport_National_ID.docx	05/09/2024		05/08/2025

Radio Broadcasters
 CAGE Code #
 JCCS #137717

Helpdesk & Feedback

Positions

1. You can now select multiple positions for one person. Just click the Positions drop down and click each applicable position to check them.
2. If you have one person in your company that holds multiple job titles, you no longer have to enter them multiple times in the system. You must include a copy of their passport or national ID. Click Choose File to select the document, then enter its expiration date.
3. Click Save.

Shareholders

1. If this person is a shareholder and/or owner, you can check the relevant box and the shareholder/information will light up to allow you to input the information.
2. **Note:** Unless you check the box, the boxes will be grayed out.
3. **100% of shares are required to complete this section.** If you have shareholders that own less than 1% of a share, they can be combined into a single person called “Small Shareholders” and a list uploaded for them instead of the passport/national ID.

Edit Personnel Information

First Name *
Jessica

Middle Name

Last Name *
Martin

Son or Daughter of

Kunya

Tribe

Office Phone *
111-111-1111

Cell Phone *
111-111-1111

Email *
jessica.martin1@gmail.com

Position *
CEO, CFO, COO, Project Manager, Security Ma

Title

☐ This person is a shareholder.

☒ This person is the company owner.

Capital Contributed *
100.00

Currency *
Rwanda Franc

Number of Shares *
100

Percent of Shares *
100.00

Ownership Start Date *
05/08/2024

Nationality *
Rwanda

Replace Passport/National ID

Upload Document
Choose File No file chosen

Expiration Date
05/08/2025

Identification Number
11111

Passport/National ID

Document ID	Document Type	Document Name	Upload Date	Effective Date	Expire Date
11111	Identification Documents	Jessica_Martin_Passport_National_ID.docx	05/09/2024		05/08/2025

Save Cancel

Home

Resources

My Account

My Companies

Proposals

Solicitations

janine.alko@gmail.com Logout

Radio Broadcasting
CAGE Code #
JCCS #137703

Account Status

X

Incomplete

There are problems with your account. Please make sure your questionnaire is complete and check under the Document Manager to make sure there are no expired documents or documents marked with an ! exclamation point. Once you have remedied these issues, please speak with a contract office member to continue your account review.

Basic Company Profile

View and edit the basic information for your company.

Business Class ⓘ

View and edit the types of work your company performs.

Company Contacts

View and manage the person(s) permitted to edit this company's information in JCCS.

Correspondence

View and reply to any messages you may have received from contract offices.

Questionnaire Manager

View and edit your questionnaire.

Document Manager

All the documents you have uploaded in your questionnaire will appear here, so you can update them in one place. If you receive a message that there is an issue with one of your documents, you can update that document here.

Document ID	Document Type	Document Name	Upload Date	Effective Date	Expire Date	Comment	
!	11111	Identification Documents	janine_alko_Passport_National_ID.docx	05/08/2024	05/08/2026	Back of ID is missing	Replace

Helpdesk & Feedback

Document Manager

1. Expand the Document Manager.
2. All of the documents you uploaded in your questionnaire have been extracted so you can easily see what documents might have expired.
3. You can sort each column to move like documents together, and replace outdated or incorrect documents from this page, without having to re-open your questionnaire.



What's Next?

Your company will not be reviewed immediately.

Contract officers will review your profile *only* when they are considering you for a contract.

View solicitations, submit proposals, and stay in contact with your local contract office for opportunities.



Company Review

Home

Resources

My Account

My Companies

Proposals

Solicitations

janine.aiko@gmail.comLogout

Radio Broadcasting
CAGE Code #
JCCS #137703

Account Status

X

Incomplete

There are problems with your account. Please make sure your questionnaire is complete and check under the Document Manager to make sure there are no expired documents or documents marked with an ! exclamation point. Once you have remedied these issues, please speak with a contract office member to continue your account review.

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Business Class ⓘ

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View and manage the person(s) permitted to edit this company's information in JCCS.

Correspondence

View and reply to any messages you may have received from contract offices.

Questionnaire Manager

View and edit your questionnaire.

Document Manager

All the documents you have uploaded in your questionnaire will appear here, so you can update them in one place. If you receive a message that there is an issue with one of your documents, you can update that document here.

Document ID	Document Type	Document Name	Upload Date	Effective Date	Expire Date	Comment	
!	11111	Identification Documents	janine_aiko_Passport_National_ID.docx	05/08/2024	05/08/2026	Back of ID is missing	Replace

Helpdesk & Feedback

Document Manager Message

1. Once your account is being reviewed, you may receive comments if there is a problem with your documents.
2. You will receive an email notification if there is a problem.
3. Log in and go to the document manager to view the problem document. Read the instructions, then click Replace to upload the corrected copy of the document.
4. Let your contract office contact know you have addressed the issue.

Submit JCXS Helpdesk & Feedback

Please use the form below to submit your helpdesk ticket with the Joint Contingency Expeditionary Services (JCXS).

Point of Contact

Name *

Email *

Phone

Where are you working? *

How can we help?

Select Category *

Description *

Add an Attachment (.txt, .pdf, .doc, .docx, .xls, .xlsx, .png, .jpg, .jpeg, .gif, .csv, .ppt, .pptx, .xml, .tif, .zip)

No file chosen

Questions?

Click the **Helpdesk & Feedback** button and submit a helpdesk ticket for assistance.

Helpdesk & Feedback

A Helpdesk Specialist will reply to assist you.