

JCCS NG Account

UPDATING YOUR COMPANY PROFILE

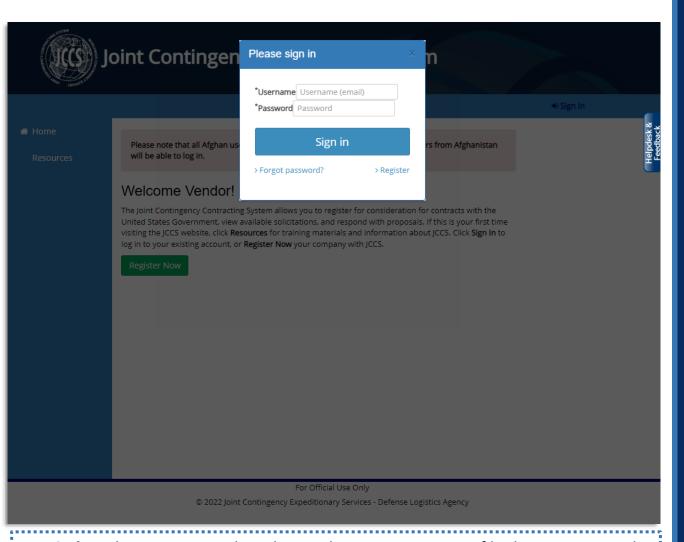
Vendor Access to JCCS

1. Go to:

https://www.jccs.gov/jccscoe/

- 2. View the Government IT System message and click I agree.
- 3. Click Vendor Login.





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

JCCS Home Page

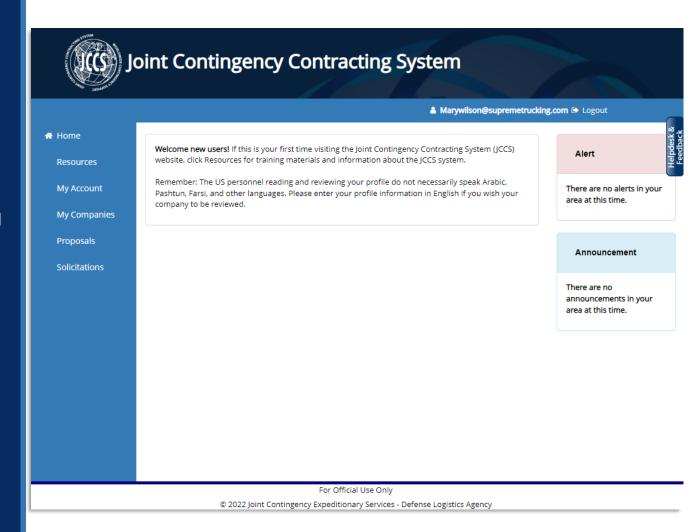
- 1. Click Sign In.
- 2. Enter your email address and password.
- 3. Click **Sign In.**

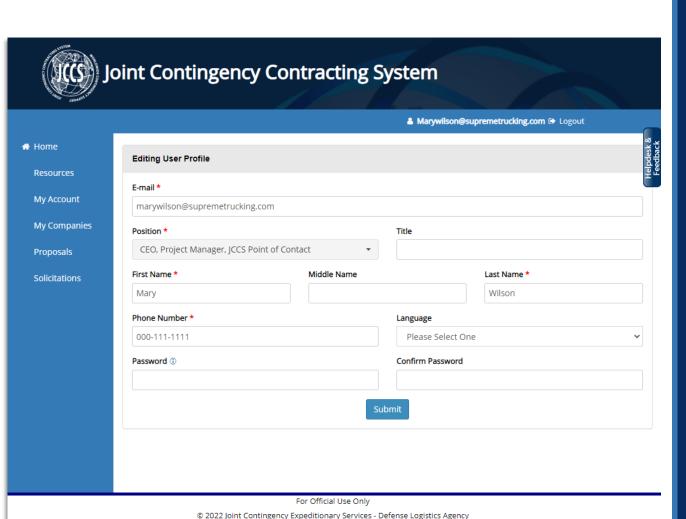
JCCS Homepage

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.



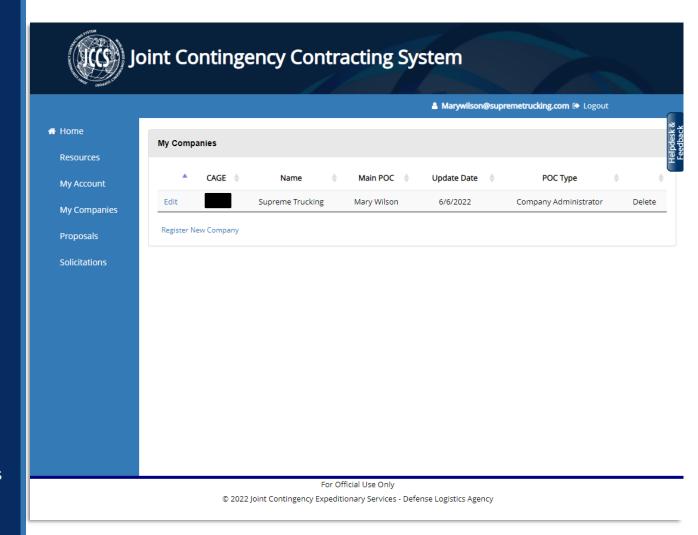


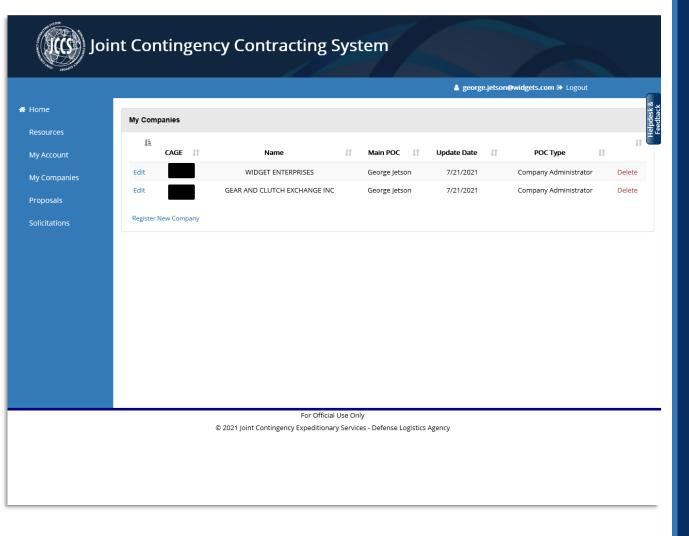
Edit User Profile

- 1. Click My Account.
- 2. Edit whichever fields you would like to update.
- 3. Enter your password.
- 4. Click Submit.
- 5. You will receive a message confirming that your profile has been updated.

My Companies

- This page allows you to manage the company or companies added to your user account.
- Roles: Each company can have more than one person assigned to manage it. If you have multiple persons managing your company, you will notice they have a different POC Type.
 - The company
 administrator is allowed
 to edit the company
 profile and give other
 users permission to edit
 the profile.
 - A Point of Contact can edit the company profile, but cannot give other users permission to access it.
- You will be shown how to change the roles of these points of contact later in this section.



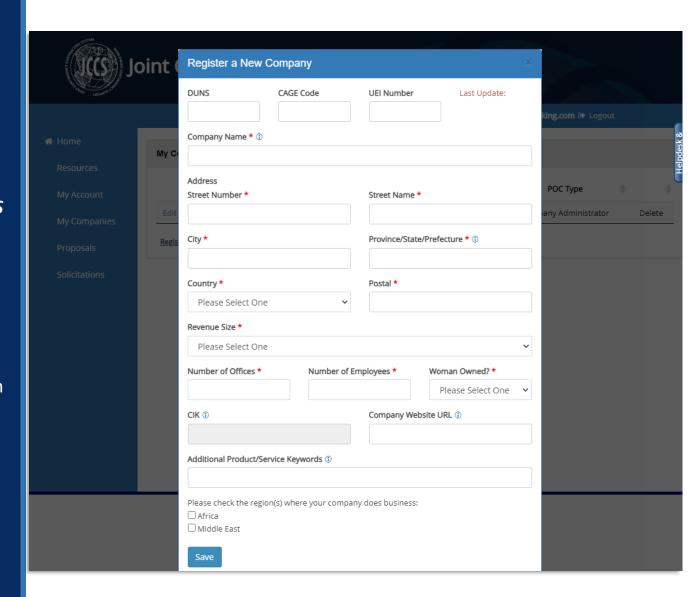


My Companies

- 1. JCCS allows one person to manage multiple companies.
- 2. Click Register New
 Company to add a new
 company to the system.
 We will show you in
 future slides how to add
 additional points of
 contact to an existing
 company.

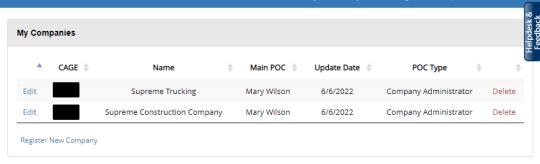
Add New Company

- If you want to add a new company which is not already registered in JCCS to your user profile, click Register New Company.
- 2. If you have CAGE code, enter it; if you leave the CAGE field blank, you will receive CAGE code instructions depending on the country you select.
- Complete the rest of the registration fields and click Save.





Resources
My Account
My Companies
Proposals
Solicitations



For Official Use Only

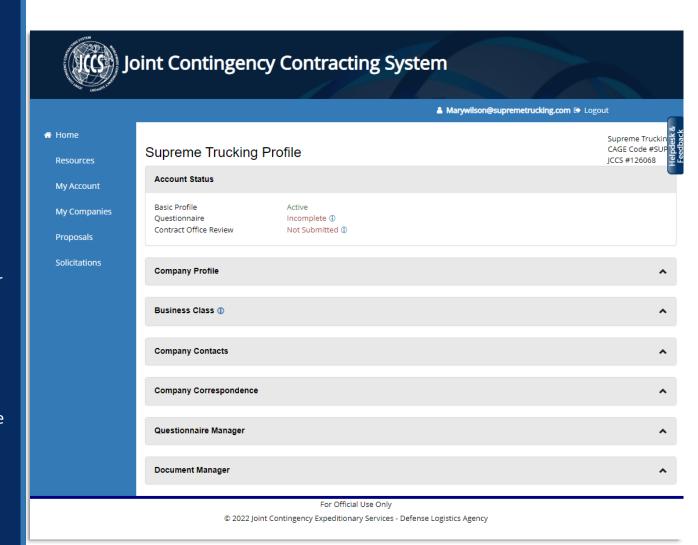
© 2022 Joint Contingency Expeditionary Services - Defense Logistics Agency

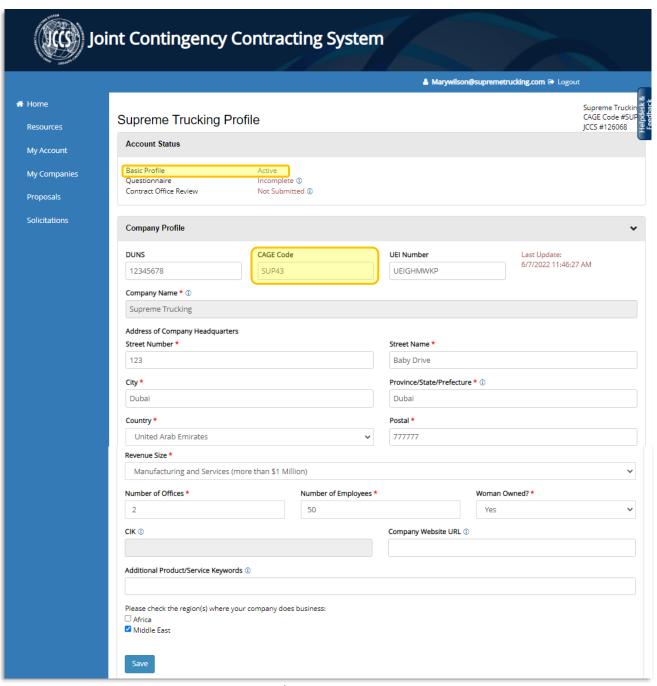
Company Added

- 1. The second company has now been added to your profile.
- 2. Clicking **Delete** will remove the company from this list.
- 3. Click **Edit** to update a company.

Company Profile

- 1. Account Status: This section explains where your account is in the review process. Click each tooltip to see a full description of the status and what you need to do to complete it.
- **2. Company Profile:** This is the basic company information you entered at registration.
- **3. Business Class:** Selecting the correct business classes will help contract offices find your company.
- 4. Company Contacts: Manage the people allowed to make changes to this company's information.
- Company Correspondence:
 Messages from contract office personnel about your company.
- **6.** Questionnaire Manager: Questionnaires about your company.
- 7. Document Manager: A list of all the documents you have uploaded about this company and its personnel.





Edit Company Profile

- Click on section header to expand the Company Profile section.
- entered your CAGE code on registration, your basic profile status will be marked as Active. If you enter your CAGE Code after registration, the system will run a check to make sure it is a unique CAGE code in the JCCS system and if it is, mark your account as Active.
- If any other updates are required to your profile, enter them and click
 Save.

Business Classes

♣ Home

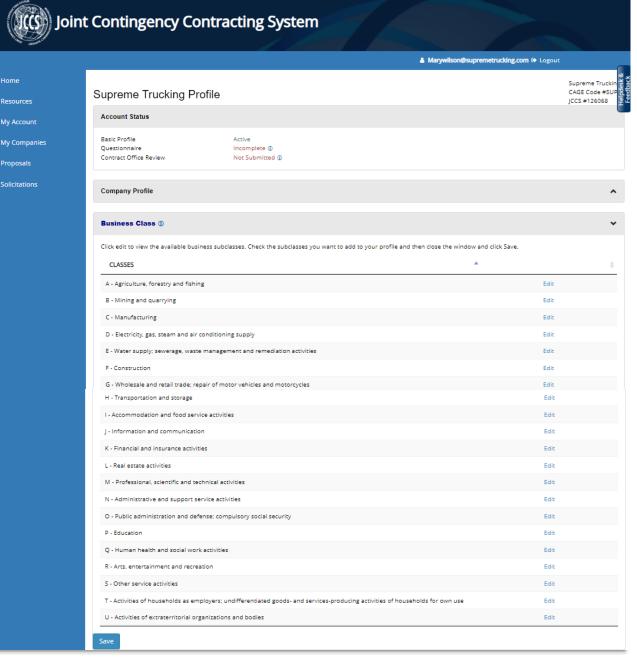
Resources

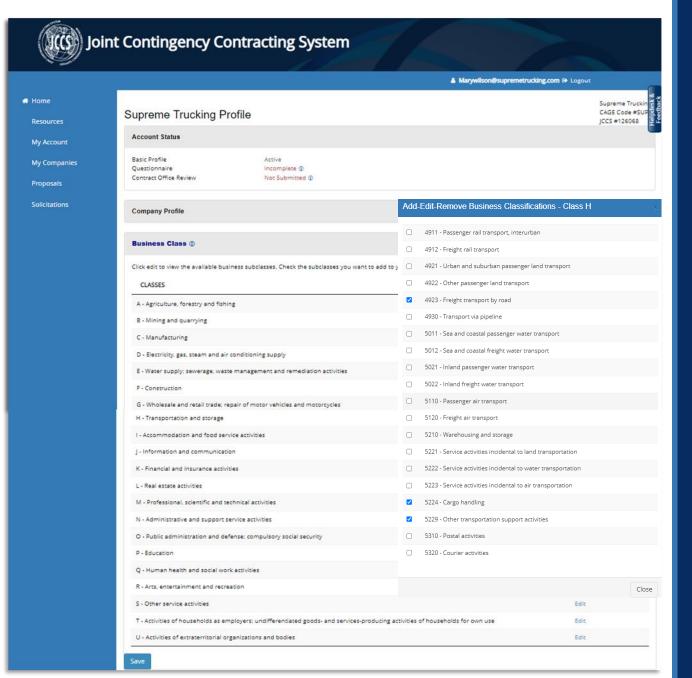
My Account

Solicitations

Business Classes help contract office personnel search for your business. You can select as many business classes are applicable to your business, but keep in mind if you select all business classes, you will make the search results less effective for everyone and contract officers will be less likely to consider you for the work your company actually does.

Click **Edit** next to one of the business classes to add subclasses to your company.



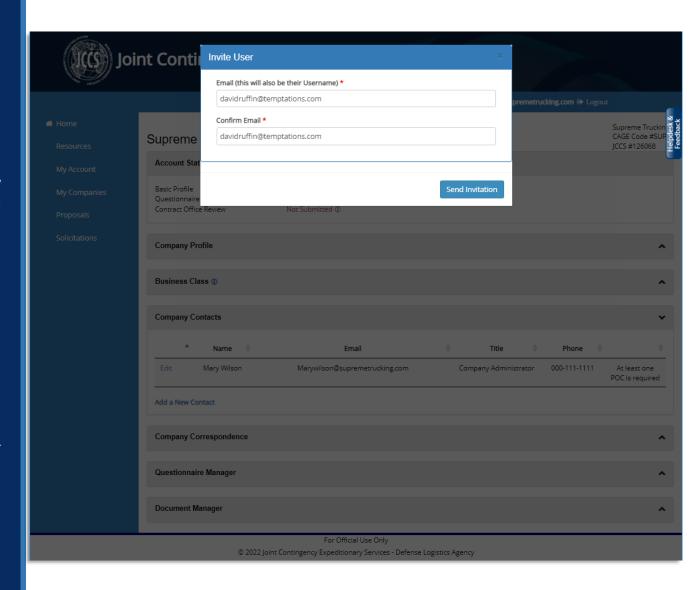


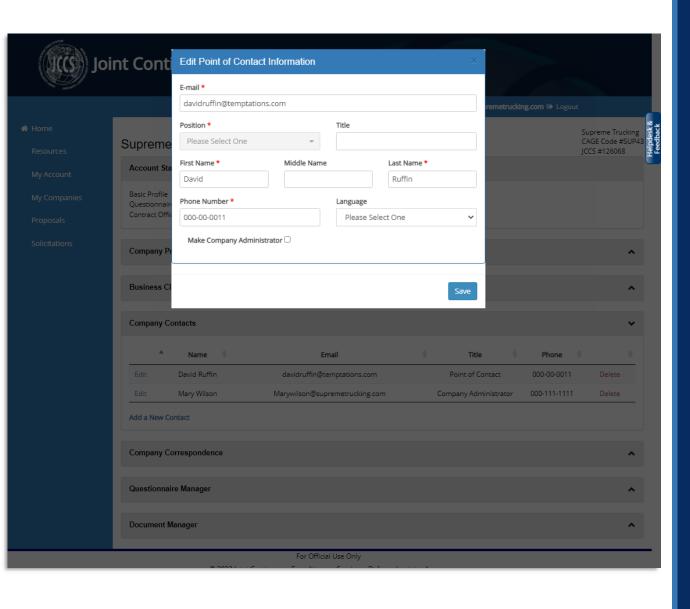
Add/Edit/ Remove Class

 A window will appear where you can check and uncheck all applicable subclasses. The subclass will automatically save to your profile; you do not need to click a save button.

Company Contacts

- The Company Contacts section is where you can view the JCCS users you have given permission to update your company.
- You can also click Add New Contact to add a new user to this account.
- Enter their email address and click Send Invitation.
- If they are currently a user in the system, they will receive an emailed invitation to manage this company. Clicking the link in the email will add this company to their list of available companies to manage.
- If they are not currently a
 JCCS user, they will receive an
 email with a link that will
 open a blank user profile.
 Upon completing their user
 profile, they will be allowed
 to access and edit this
 company's profile.



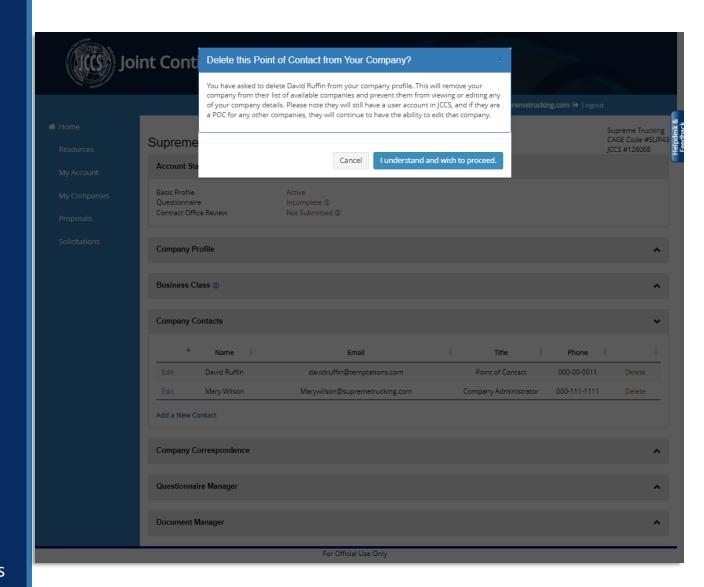


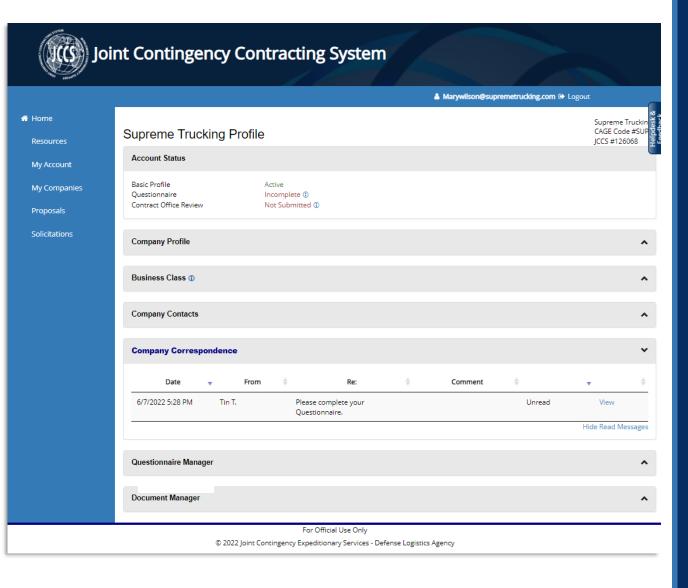
Edit Contact Permissions

- If you are the current company administrator, you can transfer that authority to another point of contact by clicking Edit beside their name.
- A window will appear.
 Check Make Company
 Administrator.
- 3. That user will receive an email advising them that they have been granted company administrator rights to this company.
- 4. You will still remain a point of contact for this company and can still edit its profile, but you will not be able to invite additional contacts.

Delete Contact

- 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.
- 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.





Company Correspondence

- Company
 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.
- View old messages by clicking Hide Read Messages.
- 4. Click **View** to open an individual message.

Reply to Message

- You can reply to a message by typing your response into the Reply field and then clicking Send Reply.
- Note also that you can attach documents to messages.
- 3. Note: JCCS currently does not send notifications when a new message is sent to your company.

