



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.





Please note that all Afghan users will be able to log in.

Users from Afghanistan

Welcome Vendor!

The Joint Contingency Contracting System allows you to register for consideration for contracts with the United States Government, view available solicitations, and respond with proposals. If this is your first time visiting the JCCS website, click **Resources** for training materials and information about JCCS. Click **Sign In** to log in to your existing account, or **Register Now** your company with JCCS.

Register Now

Please sign in

*Username

*Password

Sign in

[Forgot password?](#) [Register](#)

JCCS Home Page

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

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 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.

The screenshot shows the JCCS homepage. At the top left is the JCCS logo, a globe with 'JCCS' in the center, surrounded by 'JOINT CONTINGENCY CONTRACTING SYSTEM' and 'ARABIC ENGLISH PASHTUN FARSI'. To the right of the logo is the title 'Joint Contingency Contracting System'. In the top right corner, the user 'Marywilson@supremetrucking.com' is logged in, with a 'Logout' link. A vertical 'Helpdesk & Feedback' button is on the far right. A left sidebar contains navigation links: Home, Resources, My Account, My Companies, Proposals, and Solicitations. The main content area features a welcome message for new users, a reminder to use English for profiles, and two notification boxes: 'Alert' (no alerts) and 'Announcement' (no announcements). The footer contains 'For Official Use Only' and '© 2022 Joint Contingency Expeditionary Services - Defense Logistics Agency'.



- Home
- Resources
- My Account
- My Companies
- Proposals
- Solicitations

Editing User Profile

E-mail *

marywilson@supremetrucking.com

Position *

CEO, Project Manager, JCCS Point of Contact

Title

First Name *

Mary

Middle Name

Last Name *

Wilson

Phone Number *

000-111-1111

Language

Please Select One

Password ⓘ

Confirm Password

Submit

Helpdesk & Feedback

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.

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My Companies

1. This page allows you to manage the company or companies added to your user account.
2. **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.
3. You will be shown how to change the roles of these points of contact later in this section.

The screenshot displays the 'My Companies' interface within the JCCS. The header includes the JCCS logo and the text 'Joint Contingency Contracting System'. The user is logged in as 'Marywilson@supremetrucking.com'. The left sidebar contains navigation options: Home, Resources, My Account, My Companies, Proposals, and Solicitations. The main content area shows a table of companies. The table has columns for CAGE, Name, Main POC, Update Date, and POC Type. A single entry for 'Supreme Trucking' is shown with 'Mary Wilson' as the Main POC and 'Company Administrator' as the POC Type. An 'Edit' button is present next to the CAGE field, and a 'Delete' button is at the end of the row. Below the table is a link to 'Register New Company'. The footer contains the text 'For Official Use Only' and '© 2022 Joint Contingency Expeditionary Services - Defense Logistics Agency'. A vertical 'Helpdesk & Feedback' button is located on the right side of the page.

CAGE	Name	Main POC	Update Date	POC Type	
Edit	Supreme Trucking	Mary Wilson	6/6/2022	Company Administrator	Delete

[Register New Company](#)

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- Home
- Resources
- My Account
- My Companies
- Proposals
- Solicitations

My Companies						
	CAGE	Name	Main POC	Update Date	POC Type	
Edit	[REDACTED]	WIDGET ENTERPRISES	George Jetson	7/21/2021	Company Administrator	Delete
Edit	[REDACTED]	GEAR AND CLUTCH EXCHANGE INC	George Jetson	7/21/2021	Company Administrator	Delete
Register New Company						

Helpdesk & Feedback

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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

1. 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.
3. Complete the rest of the registration fields and click **Save**.

The screenshot shows a web application interface for the Joint Contingency Contracting System (JCCS). A modal window titled "Register a New Company" is open, displaying a registration form. The form includes the following fields and options:

- DUNS**: Text input field.
- CAGE Code**: Text input field.
- UEI Number**: Text input field.
- Last Update:**: Text input field.
- Company Name ***: Text input field with an information icon.
- Address**:
 - Street Number ***: Text input field.
 - Street Name ***: Text input field.
 - City ***: Text input field.
 - Province/State/Prefecture ***: Text input field with an information icon.
 - Country ***: Dropdown menu with "Please Select One" as the selected option.
 - Postal ***: Text input field.
- Revenue Size ***: Dropdown menu with "Please Select One" as the selected option.
- Number of Offices ***: Text input field.
- Number of Employees ***: Text input field.
- Woman Owned? ***: Dropdown menu with "Please Select One" as the selected option.
- CIK**: Text input field with an information icon.
- Company Website URL**: Text input field with an information icon.
- Additional Product/Service Keywords**: Text input field with an information icon.
- Please check the region(s) where your company does business:**
 - Africa
 - Middle East
- Save**: Blue button at the bottom left of the form.

The background shows a navigation menu with items: Home, Resources, My Account, My Companies, Proposals, and Solicitations. The top right corner includes "Logout" and "Helpdesk &".



- Home
- Resources
- My Account
- My Companies
- Proposals
- Solicitations

My Companies

	CAGE	Name	Main POC	Update Date	POC Type	
Edit	[REDACTED]	Supreme Trucking	Mary Wilson	6/6/2022	Company Administrator	Delete
Edit	[REDACTED]	Supreme Construction Company	Mary Wilson	6/6/2022	Company Administrator	Delete

[Register New Company](#)

Helpdesk & Feedback

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

- 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.
- Company Profile:** This is the basic company information you entered at registration.
- Business Class:** Selecting the correct business classes will help contract offices find your company.
- Company Contacts:** Manage the people allowed to make changes to this company's information.
- Company Correspondence:** Messages from contract office personnel about your company.
- Questionnaire Manager:** Questionnaires about your company.
- Document Manager:** A list of all the documents you have uploaded about this company and its personnel.

The screenshot shows the JCCS interface for a user named Marywilson@supremetrucking.com. The main heading is "Supreme Trucking Profile". On the left is a navigation menu with options: Home, Resources, My Account, My Companies, Proposals, and Solicitations. The main content area displays the "Account Status" section with a table:

Account Status	
Basic Profile	Active
Questionnaire	Incomplete ⓘ
Contract Office Review	Not Submitted ⓘ

Below this are several expandable sections: Company Profile, Business Class ⓘ, Company Contacts, Company Correspondence, Questionnaire Manager, and Document Manager. Each section has an upward-pointing arrow on the right. In the top right corner, the user's email and a "Logout" link are visible. A vertical "Helpdesk & Feedback" button is on the far right. At the bottom, there is a footer with "For Official Use Only" and "© 2022 Joint Contingency Expeditionary Services - Defense Logistics Agency".



- Home
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- My Account
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- Solicitations

Supreme Truckin
CAGE Code #SUP
JCCS #126068

Helpdesk & Feedback

Supreme Trucking Profile

Account Status

Basic Profile	Active
Questionnaire	Incomplete ⓘ
Contract Office Review	Not Submitted ⓘ

Company Profile

DUNS: 12345678 CAGE Code: SUP43 UEI Number: UEIGHMWKP Last Update: 6/7/2022 11:46:27 AM

Company Name *: Supreme Trucking

Address of Company Headquarters

Street Number *: 123 Street Name *: Baby Drive

City *: Dubai Province/State/Prefecture *: Dubai

Country *: United Arab Emirates Postal *: 777777

Revenue Size *: Manufacturing and Services (more than \$1 Million)

Number of Offices *: 2 Number of Employees *: 50 Woman Owned? *: Yes

CIK ⓘ Company Website URL ⓘ

Additional Product/Service Keywords ⓘ

Please check the region(s) where your company does business:
 Africa
 Middle East

Save

Edit Company Profile

1. Click on section header to expand the Company Profile section.
2. **CAGE Code Update:** If you 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.
3. If any other updates are required to your profile, enter them and click **Save**.

Business Classes

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.



Home

Resources

My Account

My Companies

Proposals

Solicitations

Supreme Trucking Profile

Account Status

Basic Profile	Active
Questionnaire	Incomplete ⓘ
Contract Office Review	Not Submitted ⓘ

Company Profile

Business Class [ⓘ](#)

Click edit to view the available business subclasses. Check the subclasses you want to add to your profile and then close the window and click Save.

CLASSES

A - Agriculture, forestry and fishing	Edit
B - Mining and quarrying	Edit
C - Manufacturing	Edit
D - Electricity, gas, steam and air conditioning supply	Edit
E - Water supply; sewerage, waste management and remediation activities	Edit
F - Construction	Edit
G - Wholesale and retail trade; repair of motor vehicles and motorcycles	Edit
H - Transportation and storage	Edit
I - Accommodation and food service activities	Edit
J - Information and communication	Edit
K - Financial and insurance activities	Edit
L - Real estate activities	Edit
M - Professional, scientific and technical activities	Edit
N - Administrative and support service activities	Edit
O - Public administration and defense; compulsory social security	Edit
P - Education	Edit
Q - Human health and social work activities	Edit
R - Arts, entertainment and recreation	Edit
S - Other service activities	Edit
T - Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use	Edit
U - Activities of extraterritorial organizations and bodies	Edit

Save



- Home
- Resources
- My Account
- My Companies
- Proposals
- Solicitations

Supreme Trucking Profile

Account Status

Basic Profile	Active
Questionnaire	Incomplete ⓘ
Contract Office Review	Not Submitted ⓘ

Company Profile

Add-Edit-Remove Business Classifications - Class H

Business Class ⓘ

Click edit to view the available business subclasses. Check the subclasses you want to add to y

CLASSES

A - Agriculture, forestry and fishing	<input type="checkbox"/>	4911 - Passenger rail transport, interurban
B - Mining and quarrying	<input type="checkbox"/>	4912 - Freight rail transport
C - Manufacturing	<input type="checkbox"/>	4921 - Urban and suburban passenger land transport
D - Electricity, gas, steam and air conditioning supply	<input type="checkbox"/>	4922 - Other passenger land transport
E - Water supply; sewerage, waste management and remediation activities	<input checked="" type="checkbox"/>	4923 - Freight transport by road
F - Construction	<input type="checkbox"/>	4930 - Transport via pipeline
G - Wholesale and retail trade; repair of motor vehicles and motorcycles	<input type="checkbox"/>	5011 - Sea and coastal passenger water transport
H - Transportation and storage	<input type="checkbox"/>	5012 - Sea and coastal freight water transport
I - Accommodation and food service activities	<input type="checkbox"/>	5021 - Inland passenger water transport
J - Information and communication	<input type="checkbox"/>	5022 - Inland freight water transport
K - Financial and insurance activities	<input type="checkbox"/>	5110 - Passenger air transport
L - Real estate activities	<input type="checkbox"/>	5120 - Freight air transport
M - Professional, scientific and technical activities	<input type="checkbox"/>	5210 - Warehousing and storage
N - Administrative and support service activities	<input type="checkbox"/>	5221 - Service activities incidental to land transportation
O - Public administration and defense; compulsory social security	<input type="checkbox"/>	5222 - Service activities incidental to water transportation
P - Education	<input type="checkbox"/>	5223 - Service activities incidental to air transportation
Q - Human health and social work activities	<input checked="" type="checkbox"/>	5224 - Cargo handling
R - Arts, entertainment and recreation	<input checked="" type="checkbox"/>	5229 - Other transportation support activities
S - Other service activities	<input type="checkbox"/>	5310 - Postal activities
T - Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use	<input type="checkbox"/>	5320 - Courier activities
U - Activities of extraterritorial organizations and bodies		

Close

Save

Add/Edit/Remove Class

1. 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

1. The Company Contacts section is where you can view the JCCS users you have given permission to update your company.
2. You can also click **Add New Contact** to add a new user to this account.
3. Enter their email address and click **Send Invitation**.
4. 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.
5. 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.

The screenshot shows the 'Invite User' dialog box overlaid on the 'Supreme Trucking' account page. The dialog box has a blue header and contains two input fields for email addresses, both containing 'davidruffin@temptations.com', and a 'Send Invitation' button. The background page shows the 'Company Contacts' section with a table of existing contacts.

Name	Email	Title	Phone
Mary Wilson	Marywilson@supremetrucking.com	Company Administrator	000-111-1111

At least one POC is required

DLA/JCXS JOINT CONTINGENCY CONTRACTING SYSTEM
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Edit Contact Permissions

1. If you are the current company administrator, you can transfer that authority to another point of contact by clicking **Edit** beside their name.
2. 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.

Edit Point of Contact Information

E-mail *
davidruffin@temptations.com

Position * Please Select One Title

First Name * David Middle Name Last Name * Ruffin

Phone Number * 000-00-0011 Language Please Select One

Make Company Administrator

Save

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.

The screenshot shows the JCCS Joint Contingency Contracting System interface. A confirmation dialog box is displayed in the center, asking "Delete this Point of Contact from Your Company?". The dialog text reads: "You have asked to delete David Ruffin 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." The dialog has two buttons: "Cancel" and "I understand and wish to proceed." The background shows the user's profile page for "Supreme Trucking" with a "Company Contacts" table.

	Name	Email	Title	Phone	
Edit	David Ruffin	davidruffin@temptations.com	Point of Contact	000-00-0011	Delete
Edit	Mary Wilson	Marywilson@supremetrucking.com	Company Administrator	000-111-1111	Delete



- Home
- Resources
- My Account
- My Companies
- Proposals
- Solicitations

Supreme Trucking Profile

Account Status

Basic Profile	Active
Questionnaire	Incomplete ⓘ
Contract Office Review	Not Submitted ⓘ

Company Profile

Business Class ⓘ

Company Contacts

Company Correspondence

Date	From	Re:	Comment		
6/7/2022 5:28 PM	Tin T.	Please complete your Questionnaire.		Unread	View

[Hide Read Messages](#)

Questionnaire Manager

Document Manager

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Company Correspondence

1. 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.
3. View old messages by clicking **Hide Read Messages**.
4. Click **View** to open an individual message.

Reply to Message

1. You can reply to a message by typing your response into the **Reply** field and then clicking **Send Reply**.
2. 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.

