

FEDMALL REGISTRATION

Before you start, be sure that you have a valid authentication certificate, such as a CAC card, smart card, or a soft certificate available to your web browser. If you intend to have purchasing authority, your unit MILSTRIP information.

GO TO FEDMALL WEBSITE: <https://www.fedmall.mil/index.html>

STEP 1. Click on the sign In/ Register menu at the top right hand corner of the screen.

The screenshot shows a web browser window displaying the FedMall website. The browser's address bar shows the URL <https://www.fedmall.mil/webapp/wcs/stores/servlet>. The website header features the FedMall logo and navigation links. The 'Sign In / Register' link is circled in red, and a red '1.' is placed next to it to indicate the first step. Below the header, the page content includes a 'Welcome to FedMall!' message, a list of key benefits, and sections for 'Getting Started' (as a Shopper and as a Supplier) and 'Security Certificate'. A 'FedMall Help Desk' section is also visible on the right side of the page. The Windows taskbar at the bottom shows the system tray with the time 8:45 PM and date 6/4/2017.

[Sign In / Register](#) [Help Desk](#)

1.

Welcome to FedMall!

FedMall (formerly DOD EMALL) is a new and improved shopping experience, streamlining the system to make it more user friendly.

Key benefits include:

- An easy-to-navigate platform with the look and feel of a commercial website.
- New search technology that allows users to find products quickly and easily.
- Increased functionality for the vendor portal.

For more information, see the About FedMall page.

Getting Started

Getting Started as a Shopper
If this is your first time on FedMall, start with the About FedMall page for an overview. More details about the registration process are available from our Customer Registration Quick Start Guide.
Once you have registered, log on using the link in the upper right hand corner.

Getting Started as a Supplier
FedMall Suppliers now have their own dedicated Supplier Portal for managing their catalogs and viewing purchase orders. Visit the FedMall Supplier Portal for more information.

Security Certificate

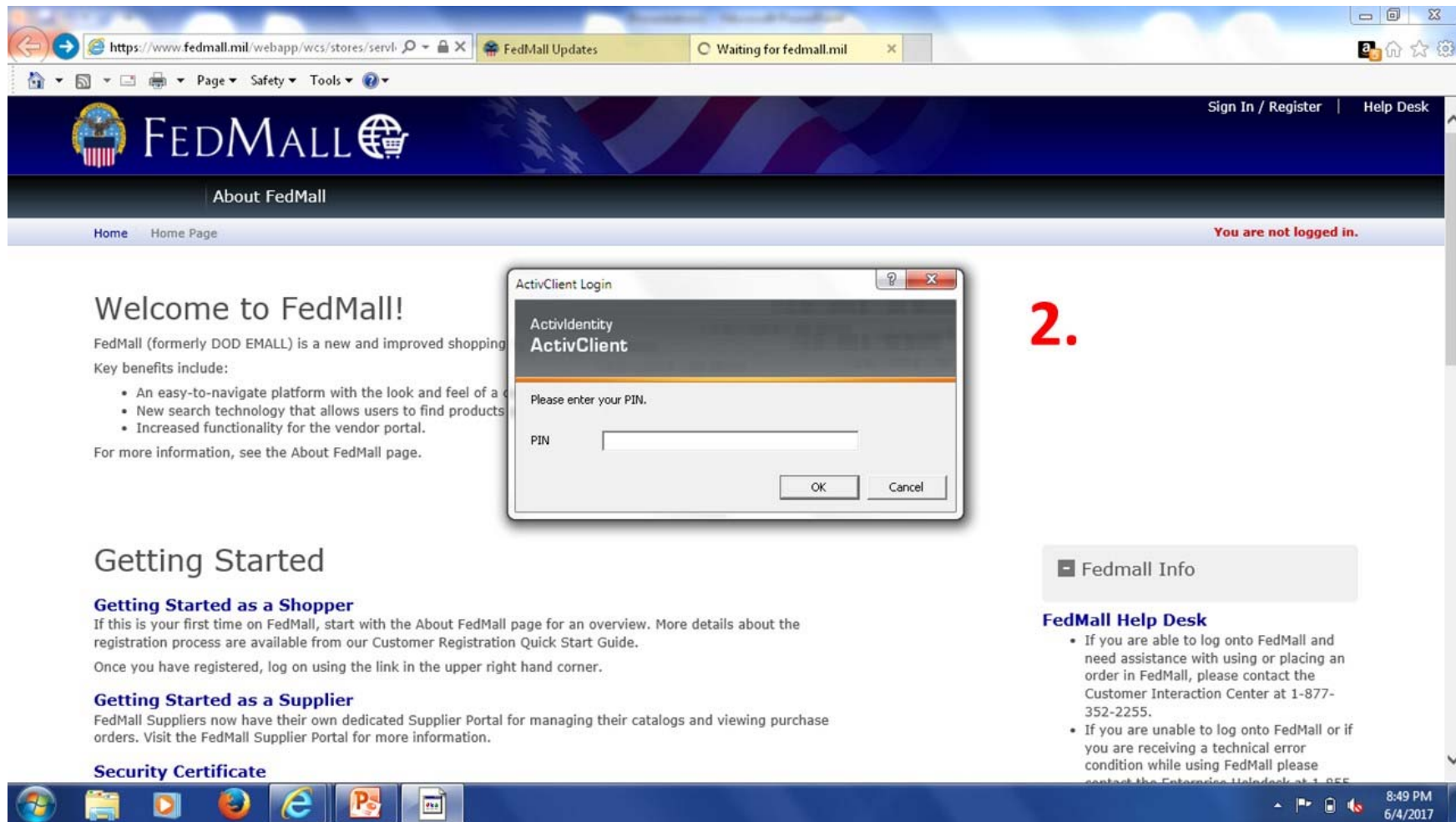
FedMall Info

FedMall Help Desk

- If you are able to log onto FedMall and need assistance with using or placing an order in FedMall, please contact the Customer Interaction Center at 1-877-352-2255.
- If you are unable to log onto FedMall or if you are receiving a technical error condition while using FedMall please contact the Enterprise Helpdesk at 1-855-

8:45 PM
6/4/2017

STEP 2. Enter your pin information.



The screenshot shows a web browser window displaying the FedMall website. The browser's address bar shows the URL <https://www.fedmall.mil/webapp/wcs/stores/servlet>. The website header includes the FedMall logo and navigation links for "Sign In / Register" and "Help Desk". A message in the top right corner states "You are not logged in." The main content area features a "Welcome to FedMall!" message and a list of key benefits. A modal dialog box titled "ActivClient Login" is overlaid on the page, with the text "ActivIdentity ActivClient" and "Please enter your PIN." Below this text is a text input field labeled "PIN" and two buttons: "OK" and "Cancel". A large red number "2." is positioned to the right of the dialog box. The Windows taskbar at the bottom shows the system tray with the time "8:49 PM" and date "6/4/2017".

2.

ActivClient Login

ActivIdentity
ActivClient

Please enter your PIN.

PIN

OK Cancel

Fedmall Info

FedMall Help Desk

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STEP 3. Click on the Accept button under the DOD Mandatory Notice and Consent Banner

FEDMALL

Standard Mandatory DOD Notice and Consent Banner
Dated/Effective: May 9, 2008

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion. By signing this document, you acknowledge and consent that when you access Department of Defense (D) information systems, you are accessing a U.S. Government information system (as defined in CNSSI 4009) that is provided for U.S. Government-authorized use only.
- That you understand and accept the user agreement.

3.

Use of the FedMall requires Internet Explorer 8.0+, Mozilla Firefox 38 or Google Chrome with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to monitoring. Viewing documents on the FedMall requires Adobe Acrobat Reader.
[Privacy/Security](#) [Accessibility](#) [Contact](#) [Webmaster](#)

STEP 4. Select Federal Government Employee under the new account registration menu.

https://www.restricted.fedmall.mil/webapp/wcs/st... FedMall Updates New Account Registration

Home About FedMall Help Desk

You are not logged in.

New Account Registration

User Type
Select the user type that best describes you.

- Federal Government Employee (including National Guard, ROTC programs, and Foreign Nationals)
I am an employee of the U.S. Federal Government and have an active DOD CAC card or PKI token (Medium Token Assurance certification or Medium Hardware Assurance certificate) issued through one of the 3 approved commercial sources for these certificates: IdenTrust, Inc.; Operational Research Consultants, Inc.; or Symantec Corporation.
- Federal Government Contractor
I or the organization I am employed by is under contract with the U.S. Government.
- State Government Employee
I am an employee of a State, Town, City, County, Township, Parish, Borough, Fire District, Tribe etc. Government and intend to use FedMall under a Federal Government program. I have an ECA hard token.

Submit

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8:51 PM 6/4/2017

STEP 5. Enter your Organization information. Your unit of assignment should be your school name with no abbreviations.

Everything with an "red asterisk" are required fields

5.

Contact Information:

* denotes required fields

First name: * Charles
Middle name:
Last name: * Waggoner
Email: * waggoner.charles@evsd90.org
Commercial Phone: * 5095737418
DSN Phone:

Organization Information:

Department: * DoD
Service / Agency of Assignment: * Army
Major Command: * ROTC Junior/High School
Unit Of Assignment:
DODAAC: * W901CG
Country: * United States
Organization name: * East Valley High School
Street address: * 1900 Beaudry Road
Street address line 1:
Duty Station / City: * Yakima
State: * Washington
ZIP Code: * 98901

Supervisor Information:

Supervisor's Name: *
Supervisor's Phone: *
Supervisor's Email: *

STEP 6. Enter your Supervisor Information. If the orderer is also the SAI, enter your principal's info and click "SUBMIT".

The screenshot shows a web browser window with the URL <https://www.restricted.fedmall.mil/webapp/wcs/st>. The page contains two main sections: "Organization Information" and "Supervisor Information".

Organization Information:

Department: *	Service / Agency of Assignment: *	Major Command: *
DoD	Army	ROTC Junior/High School
Unit Of Assignment:	DODAAC: *	Country *
	W901CG	United States
Organization name: *	Street address: *	Street address line 1:
East Valley High School	1900 Beaudry Road	
Duty Station / City *	State *	ZIP Code *
Yakima	Washington	98901

Supervisor Information:

Supervisor's Name *	Supervisor's P... *	Supervisor's Email *
Gary Mugleston	5095737415 6.	mugleston.gary@evsd90.org

At the bottom of the form, there are two buttons: "Submit" (highlighted with a red circle) and "Cancel".

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