



U.S. Department of Energy
Energy Efficiency and Renewable Energy

DOING BUSINESS WITH THE FEDERAL GOVERNMENT *- The Block Grant Program*



U.S. Department of Energy
Energy Efficiency and Renewable Energy

Prior to submitting an application in FedConnect, you must COMPLETE a one-time registration process. It is important to follow the steps in the order outlined below. (Please allow 21 days to complete the registration process (DUNS # through FedConnect))

Organization: Requests a DUNS Number

Organization: Registers with the Central Contractor Registry (CCR)

E-Business Point of Contact: Registers in FedConnect



U.S. Department of Energy
Energy Efficiency and Renewable Energy

Request a DUNS Number

The DUNS number is a unique nine-character number provided by Dun & Bradstreet that identifies your organization.

If your organization does not have a DUNS number, go to the Dun & Bradstreet (D&B) online registration located at

<http://fedgov.dnb.com/webform/displayHomePage.do> to receive a number free of charge or call 1-866-705-5711.



U.S. Department of Energy
Energy Efficiency and Renewable Energy

Register with CCR

The Central Contractor Registration (CCR) collects, validates, stores, and disseminates business information about the Federal Government's trading partners in support of the contract award, grants, and the electronic payment processes.

Check to see if your organization is already registered at the CCR website located at <http://www.bpn.gov/ccring/scripts/search.asp>

- You will be able to search CCR by using either your organization's DUNS Number or legal business name.

If your organization is already registered:

- Take note of who is listed as your E-Business Point of Contact (E-Business POC). This person will be responsible registering in FedConnect.



U.S. Department of Energy
Energy Efficiency and Renewable Energy

Register with CCR

If your organization is not registered in Central Contractor Registration (CCR), go to the CCR Website at www.ccr.gov and select the "Start New Registration" option to begin the registration process.

- Please allow up to 7 days for processing of your registration which includes the IRS validating your Employer Identification Number (Taxpayer Identification Number or Social Security Number).

When your organization registers with CCR, you will need to designate an E-Business Point of Contact (E-Business POC).

- A special Marketing Partner ID Number (MPIN) is established as a password to verify the E-Business POC. Your organization's E-Business POC will need to know the MPIN in the CCR Profile to register in FedConnect.



U.S. Department of Energy
Energy Efficiency and Renewable Energy

Registering in FedConnect

FedConnect is a web portal that bridges the gap between agencies and vendors to streamline the process of doing business with the federal government. Through this portal, you will be able to review opportunities and receive awards. To register with FedConnect, go to <https://www.fedconnect.net>.



U.S. Department of Energy
Energy Efficiency and Renewable Energy

Registering in FedConnect

The E-Business POC identified in CCR uses the MPIN created in CCR to register. A FedConnect User Guide can be found at https://www.fedconnect.net/FedConnect/PublicPages/FedConnect_Ready_Set_Go.pdf

After the initial FedConnect account is created, other employees of the organization can register themselves without the MPIN.