

# User Account Guide

Your user ID and password will replace your Trading Partner Identification Number (TPIN) as the method of logging in to your CCR registration. Once a user account is created, you may invite an Administrator as well as Maintenance Users. Administrators have the ability to update and renew the registration with no restrictions. Maintenance Users have the ability to update and renew the registration but cannot change the CCR Primary or Alternate POCs.

Below are step-by-step instructions for:

1. Creating a User Account—for users who currently have a TPIN or Confirmation Number
2. Creating a User Account—for new users
3. Adding an Administrator and/or Maintenance User to a registration
4. Removing a Maintenance User from a registration
5. Removing an Invitation from a registration
6. Linking a DUNS number to a user account

\*Please Note: Passwords will now expire every 60 days per security policy.

## **1. Creating a User Account—for users who currently have a TPIN or Confirmation Number:**

- Start at the CCR homepage, <https://www.bpn.gov/ccr/>.
- Under the “Existing CCR Users” heading, in the “DUNS/TPIN Access” section, enter your DUNS and TPIN in the appropriate fields and click “Create User ID and Password.”
- Click the “Create User Account” link.
- The Create User Account page is displayed. You will be prompted to enter your user information, create a user ID and password, and choose security questions. When satisfied with your entries, click “Continue”.

If one of the fields fails verification, an error message will prompt you to correct or change invalid information.

- If the user ID and password you create meet the criteria, a confirmation page is displayed confirming the creation of your user account.
- Click “Continue”. Your Manage Registrations page is displayed.
- Select “Update/Renew” next to your DUNS in the registrations list. Your registration is displayed and ready for you to update and renew.

## **2. Creating a User Account—for new users:**

- Start at the CCR homepage, <https://www.bpn.gov/ccr/>.
- Under the “New CCR Users” heading, select “Start New Registration”.
- Enter your DUNS Number and company information (Legal Business Name and Address), and click “Continue Registration”.
- If the D&B data is correct, click “Accept/Continue Registration”.
- Select the “Create User Account” link.
- The Create User Account page is displayed. You will be prompted to enter your user information, create a user ID and password, and choose security questions. When satisfied with your entries, click “Continue”.  
Note: If one of the fields fails verification, an error message will prompt you to correct or change invalid information.
- If the user ID and password you create meet the criteria, a confirmation page is displayed confirming the creation of your user account.
- Click on “Continue”.
- Next, the CCR registration instructions page is displayed. Read the information, and then click “Continue”. The first page of your registration, General Information, is displayed.

## **3. Adding an Administrator or Maintenance User to a Registration:**

- Once you receive the email from CCR letting you know you can now invite users, log in to CCR and start at your “Manage Registrations” page.
- Under the “CCR Registrations linked to your account” section, click on the "Users" link for the registration you wish to add a user to.
- Under the “Add User” section, open the “Access Level” drop-down menu list and select the level of access the new user requires (e.g., Administrator or Maintenance).  
  
\*\*Note: Administrators have the ability to update and renew the registration with no restrictions. Maintenance Users have the ability to update and renew the registration, but cannot change the CCR Primary or Alternate POCs.
- Enter the email address for the person you wish to invite. Enter the email address again in the Confirm Email field. Click on “Add User”.
- The individual you invited is now listed in the “Pending Invitations” section.

- Once the invited user has accepted the invitation and created a user account, his or her name and user type are shown under the “Users assigned to this registration” section.
- Multiple users may be assigned to a registration.

#### **4. Removing an Administrator or Maintenance User from a Registration:**

- An Administrator may remove any user from a registration. Start at your Manage Registrations page and click the “Users” link for the appropriate registration.
- Next, select the “Remove” link next to that user's name in the Users assigned to this registration section. The user’s user account is immediately removed from the registration.

#### **5. Removing a Pending Invitation from a Registration:**

- An Administrator may remove any pending invitation from a registration. Start at your Manage Registrations page and click the “Users” link for the appropriate registration.
- Next, select the “Delete Invitation” link next to the pending invitation that you wish to remove. The invitation is immediately removed from the registration.

#### **6. Linking a DUNS Number to a User Account:**

- One or multiple registrations can be added to a user account.
- Start at the “Manage Registrations” page.
- Under “Add an existing registration to your profile” section, enter the DUNS number and TPIN for that registration and click “Add”.
- The DUNS number will now be listed on your Manage Registrations page.

\*Note: Once you have completed or updated your registration and it becomes active, you will receive an email letting you know that you are now able to invite additional users to the registration. Invitations can be sent from the “Manage Registrations” page.

\*\*Note: If the DUNS and TPIN that you are trying to enter have already been used to create a user account, the TPIN will not be valid. You will have to request access to that registration from one of the Administrators.

**STILL HAVING PROBLEMS? WANT TO AVOID CALLING THE HELP DESK?  
TO SEE THE MOST COMMON USER ID & PASSWORD  
QUESTIONS AND ANSWERS, view our [FAQs](#).**