

Note for all users who sign documents that login with User ID/Password: Beginning 21 August 2020 with the 6.7.0 install, all User ID/Password users need to set up a one time PIN that must be used for signing documents. Please follow the steps below to set up this pin as soon as possible. If the pin not set up, you will be force to set up at the time of signing.

Please login and select **My Account** at the top of the page, then select **Setup Digital PIN** as noted below.



6.7.0  
Procurement Integrated  
Enterprise Environment

⚙️ My Account

Help -

User : PLCO FIVE

Logout

My Account

Profile

User

View/Edit the user profile information.

Supervisor

View/Edit the user's supervisor information. some

Alternate Supervisor

View/Edit the user's alternate supervisor information.

Agency

View/Edit the user's agency information.

My Training

View/Add/Archive training information.

Roles

Add Additional Roles

Add additional roles to your account.

Manage Roles

View existing roles, resubmit rejected/inactive/archived roles, add comments/attachments to the existing roles and send reminder e-mails to your Supervisor(s)/Sponsor (Govt./Govt. Contractor users only).

Security

Change Authentication Type

Change Certificate or login method type for your account.

Setup Digital PIN

Setup Digital PIN to perform electronic signature.

Setup Time Based One Time Password

Setup TOTP to receive OTP (One Time Password) in your Mobile Device

Change Password

Modify the password for your account.

Change Security Questions

Update the security questions for your account.

Home

In the **Current Password** field, enter the password used to login to PIEE.

In the **Digital PIN** field, select a PIN you will always remember. The PIN must be 6 characters and be all numeric.

Select **Submit** to save the PIN to your profile.

New Digital PIN and OTP (Read-Only) - PowerPoint

https://www.piee.com/secure/auth/users/myAccount - 6.7.0 E... - Procurement Integrated Enterprise Environment

File Edit View Favorites Tools Help

PIEE 6.7.0 Procurement Integrated Enterprise Environment

My Account Administration Help

Setup Digital PIN

### Digital PIN Setup

- Step 1: Enter your current password
- Step 2: Enter a Digital PIN and Confirm PIN
- This PIN will be needed to perform signature within PIEE applications.

Current Password \*

Digital PIN \*

Confirm Digital PIN \*

Submit Home

\* Asterisk indicates required entry.  
! ! Symbol indicates situational entry, at least one is required.  
! Only one field is required.

User: WA327255WFVAWF-govt5 Vendor327255 Logout

Last Successful Login Date: 2020/08/20 14:14:53 UTC

Last Unsuccessful Login Attempt: 2020/08/20 12:20:36 UTC

Slide 2 of 7

8/20/2020 12:03 PM

The following message should display: “Info: Your digital PIN has been successfully set.” as shown on slide below.

Once the success message is received for setting up your “Profile PIN”, select the PLEE module that you need to work in. The one time PIN is only needed when a document in the various applications needs signing.

New Digital PIN and OTP.pptx [Read-Only] - PowerPoint

https://wawf-gt.eb.mil/xhtml/auth/security/set...  
WAWF Issue Tracker - 6.7.0 E...  
Procurement Integrated Ente...  
Procurement Integrated Ente...

File Edit View Favorites Tools Help  
Paste Page Safety Tools

PIEE 7.0 Procurement Integrated Enterprise Environment

User : WA327255WFWWF-govt5 Vendor327255 Logout  
Last Successful Login Date: 2020/08/20 14:49:55 UTC  
Last Unsuccessful Login Attempt: 2020/08/20 13:29:36 UTC

Welcome to the Procurement Integrated Enterprise Environment

My Account Administration Help

Requirements eMIPR Military Interdepartmental Purchase Request

Award Solicitation Solicitation

Post Award Admin SPM Surveillance and Performance Monitoring CCM Contracting Communication Module EDA Electronic Data Access

Payment WAWF Wide Area Workflow myInvoice myInvoice

Property Management CFP IDID

Operational Support JAM PCM

Purchase Card us bank

Security NCCS

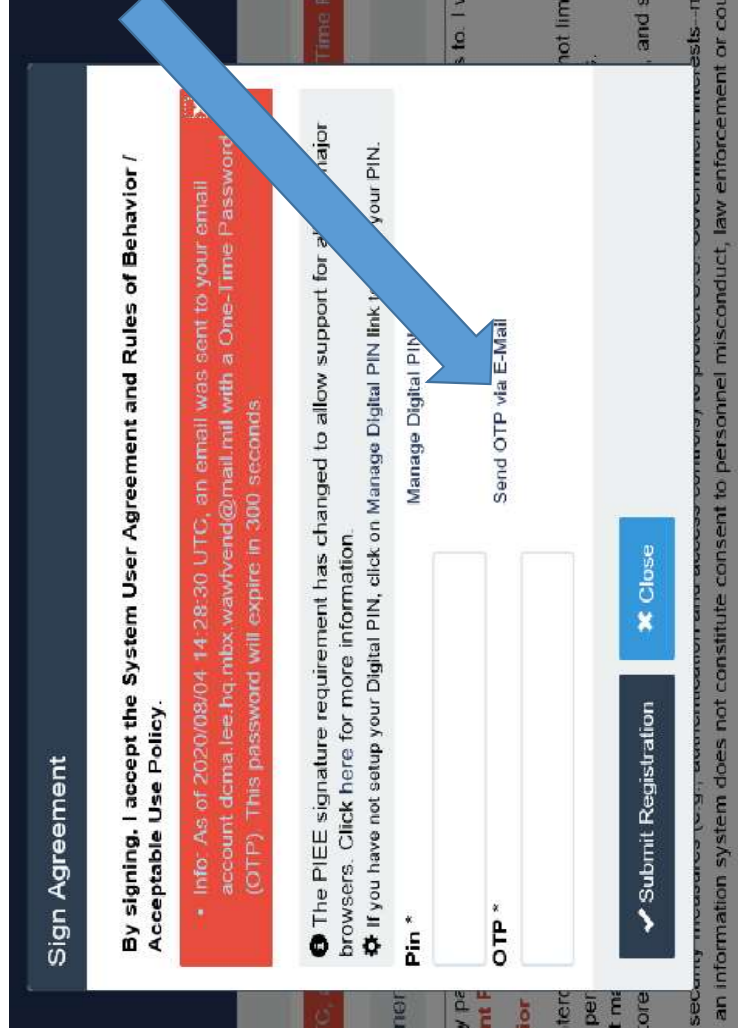
Info: Your digital PIN has been successfully set.

Slide 3 of 7 12:11 PM 8/20/2020

The following screen will be presented when users add additional roles to their accounts.

In the **PIN** field enter the PIN that you set up in your profile. Then select the **Send OTP via E-mail** link.

An email will be sent to the address on your PIEE profile with a one time password that will expire within 15 minutes of being sent. Enter this password in the **OTP** field and click **Submit Registration**.



The screenshot shows a 'Sign Agreement' dialog box. At the top, it says 'Sign Agreement'. Below that, it states 'By signing, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.' A red banner contains an information message: 'Info: As of 2020/08/04 14:28:30 UTC, an email was sent to your email account dcma.lee.hq.mbx.wawrvend@mail.mil with a One-Time Password (OTP). This password will expire in 300 seconds.' Below the banner, there is a section with a gear icon and text: 'The PEE signature requirement has changed to allow support for all major browsers. Click here for more information.' and 'If you have not setup your Digital PIN, click on Manage Digital PIN link to setup your PIN.' There are two input fields: 'Pin \*' and 'OTP \*'. To the right of the 'OTP \*' field is a link that says 'Send OTP via E-Mail'. A blue arrow points from the top right towards this link. At the bottom, there are two buttons: 'Submit Registration' and 'Close'.

Below is an example of the one time password sent to a PIEE user who needs to sign documents or when requesting additional roles.

Please note the line **Your OTP**: This will be the number used on the previous screen(s).



This email was generated in a TEST environment from the AWS PEEE-GT platform. If you are a PRODUCTION user, then please ignore it.

Your OTP: E768627-PN2B

Use the code above to sign the document in PEEE suite.

This is a one-time code and will expire in 300 seconds.

This code was generated at 2020/08/04 14:28:30UTC

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

The following screen will be presented when signing a document.

In the **PIN** field enter the PIN that you set up in your profile. Then select the **Send OTP via E-mail** link.

An email will be sent to the address on your PIEE profile with a one time password that will expire within 15 minutes of being sent. Enter this password in the **OTP** field and click **Sign/Submit a document**.

The screenshot displays a web browser window with the URL <https://wawf-gt.cb.mil/wawf/html/auth/web/process/government/rp/InspectorHeader.xhtml>. The page title is "WAWF - Signature". The main content area contains the following text:

INFO: As of 2020/08/21 17:40:08 UTC, an email was sent to your email account [alisha.n.bannon@nrc.gov](mailto:alisha.n.bannon@nrc.gov) with a One-Time Password. The PIEE signature requirement has changed to allow support for all the major browsers. Click [here](#) for more information.

If you have not setup your Digital PIN, click on [Manage Digital PIN](#) link to setup your PIN.  
If you are having issue with receiving One-Time Password(OTP) via E-mail, you can also setup OTP on your mobile device by visiting [Password](#) page.

The form includes the following fields and options:

- User ID: ALISHAGOV
- Digital PIN: [Redacted]
- OTP: [Redacted]
- Submit Without Preview: ☒
- Links: [Manage Digital PIN](#), [Resend OTP via E-Mail](#)

Overlaid on the right side of the browser window is an email client window titled "PIEE - OTP - Message (Plain Text)". The email content is as follows:

From: Fri 8/21/2020 10:40 AM  
To: Kelley, Alisha N CTR DISA JT (USA)  
Subject: PEEE - OTP  
piee.noreply@mail.mil

This email was generated in a TEST environment from the AWS PEEE-GT platform. If you are a PRODUCTION user, then please ignore it.

Your OTP: E337439-IVKG

Use the code above to sign the document in PEEE suite.

This is a one-time code and will expire in 900 seconds.

This code was generated at 2020/08/21 17:40:06UTC

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.