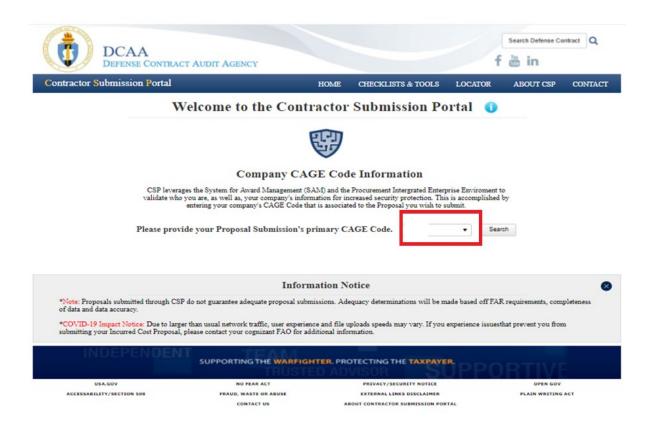
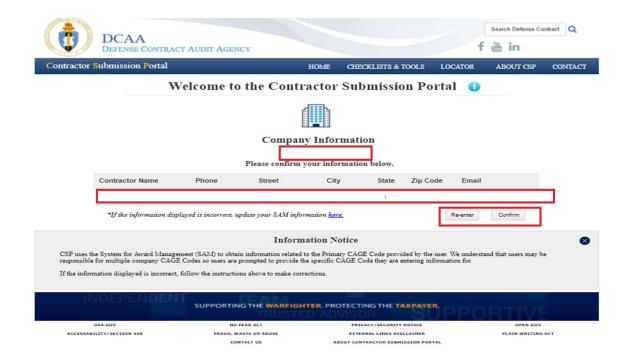
Instructions to Access the Portal and Submit Submission

To access the Contractor Submission Portal, each contractor will have to register with PIEE by requesting the user role within the Contractor Submission Portal (CSP). If you currently use PIEE, log into the "My Account" and request the additional role for CSP (Additional instructions attached at the end). If you have additional issues, please contact the help desk for PIEE. Once you have access to PIEE and the user role registered, please follow these instructions in submitting the Incurred Cost Proposal.

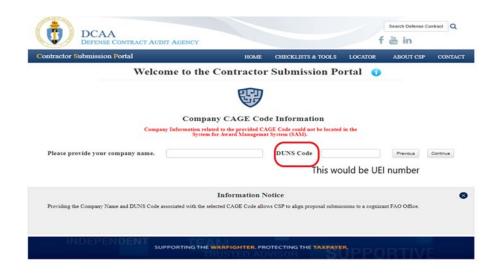
1. Log into the PIEE. Once the access is granted the CSP button will display in the profile. Click on the CSP button, which will reroute you to the Contractor Submission Portal (see below). Once you are in the portal, the contractor will enter the CAGE Code number and click the search button.



- *If you do not have a CAGE Code please ensure you are registered with SAM. Secondly, to find the cognizant DCAA FAO, click on the FAO Locator at the top within the banner to find your FAO and the contact information for the office to work with.
- 2. At this point, in the background the CSP communicates with SAM to retrieve the contractor data that is registered with the CAGE Code submitted. Once the data is retrieved from SAM, confirm the information by clicking the confirm button. Note: if retrieved information contains errors, the profile needs to be updated in SAM.



If CSP is unable to retrieved information from SAM, the following screen will display to allow the contractor to enter the company name and the UEIs number (currently it states DUNs, however the UEI is the number you should enter). You are able to enter the information and continue with the submission process.

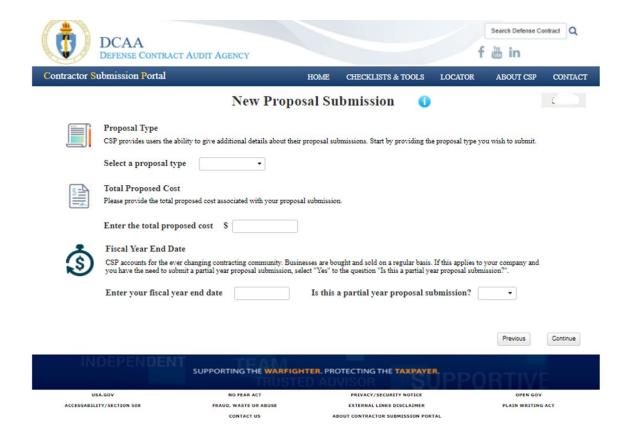


3. Once the information is confirmed, a company dashboard will appear where it will list your cage code number in the top right corner, company dashboard and a line with company information. You will have 4 options to select from 1) DCAA FAO; 2) Proposal Actions; 3) Company Info; and 4) New Cage Code. Please click on the Proposal Action, and it

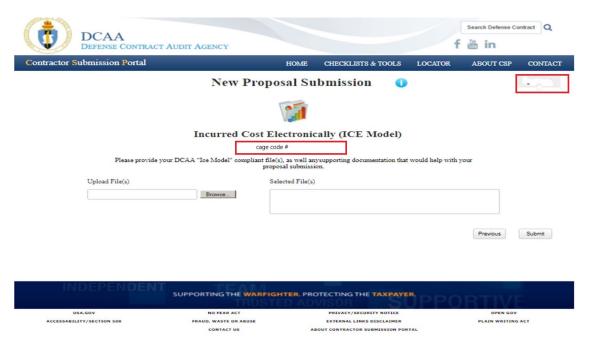
redirects to the proposal submission screen. The DCAA FAO takes you to the default cognizant FAO assigned to the contractor. The company information provides the details either found in SAM or information entered by company. The New Cage Code tile allows for the contractor to enter a new cage code and begin from beginning. If CSP was not able to validate against SAM and you entered the company name and UEI number, you will not see the cage code number in the upper right corner.



4. On the new proposal submission screen, you can select one of these proposal types from the drop down: 1) New Proposal, 2) Update Proposal or 3) Withdraw Proposal. Secondly, you will also need to provide the total proposal cost, the fiscal year end date and if it is a partial year submission. Please note when an updated proposal is selected this will not override the original submissions, however it provides a separate submission showing that the following is an updated submission. Lastly, for Withdraw option, the DCAA FAO is notified of the withdrawal, the system retains the submission noted for withdraw, and the DCAA FAO notes the submission as withdrawn.



5. Upload the documents for the incurred cost proposal submission. Multiple files can be selected, and uploaded at one time. A list of files will show once they are uploaded prior to clicking the submit file. The following is a listing of the type of files that CSP allows to be uploaded: .doc, .docx, .ppt, .pptx, .xls, .xlsm, .cvs, .jpg, .jpeg, .pdf, and .txt. At this time the system will not allow zip files uploads.



6. Once the proposal is submitted, a receipt is generated and sent to the email address on file. Please keep the receipt to reference the submission ID, which is needed when you would want to withdraw a submission. Also, please note that the receipt only states that the submission is submitted, an adequacy review still needs to be performed by cognizant FAO.

