Procedures for Requesting a new STRIPES Account via MIS and ESS

1. Go to [https://mis.doe.gov](https://mis.doe.gov). The first time you access MIS, you will need to click on Request Access, and follow the instructions to establish your Login Credentials. **Federal Employees may skip this step, and use their CHRIS ID to log in to ESS in Step 2.**

2. Once you have a Username and Password, go to [https://ess.doe.gov](https://ess.doe.gov) and enter the information on the left side of the screen.
3. On the left-hand side of the screen click on Services, then select Application Access Request.

4. The next screen should pre-populate with all your location information (Office Address, Telephone Number, Office Number, and E-mail Address). Verify that the information on this screen is correct, and then click Update/Continue. If any information is incorrect and needs to be updated you can do so at this time.
5. Click on the STRIPES link to select the STRIPES-specific access form.

6. Click the link to add a new instance of STRIPES.
7. Review the Disclaimer regarding access to the Department of Energy computer system. Select the “I do agree with the rules” button once you have read it and agree.

**Disclaimer**

You are requesting access to a Department of Energy computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U.S. Government use.

DOE computer systems may be monitored for all lawful purposes, including ensuring that their use is authorized, for management of the system, to disclose violations against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring of Title 9, U.S. Code and Title 11 U.S. Code for the purpose of security includes active attacks by unauthorized DOE entities to test the security of this system. During monitoring, information may be examined, recorded, audited, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored, recorded and audited.

Use of this DOE computer system, authorized or unauthorized, constitutes consent to monitoring, recording and auditing of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring, recording and auditing may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring, recording and auditing for these purposes.

This information is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Official Use Only (FOUO).

I agree to the above terms of use.

8. Unless you are instructed otherwise by your Site Administrator, select **STRIPES User Account** as your Account Type.
9. Unless you are instructed otherwise by your Site Administrator select the STRIPES - Production as your instance

10. Use the drop-down list to select your appropriate Approving Official. You will select a person who is at your job location and who can verify your job duties and need for access to STRIPES. This person may or may not be your local STRIPES Site Administrator. You may optionally add written comments in the comments box. In the last box, you must supply a business reason for needing access to STRIPES, such as you process requisitions (PRs) for your office.

11. Click “Continue” at the bottom of the screen.
12. Choose the appropriate route roles and security groups (these should be discussed with your Site Administrator to ensure you have the proper amount of access). At least one item from each list needs to be selected and multiple items can be selected from each list.

![Application Access Request - STRIPES (Production Instance)](image)

*In the event the role you will have in STRIPES will be reviewing/approving FITARA related requisitions you should select the "IT REVIEWER" route role and “Approver/Reviewer” security group.*

13. Select your HCA Site and any Child Sites that you will need access to as part of your job duties and requirements.

![Select HCA and child sites](image)
14. Complete your request by selecting “Yes” or “No” for each of the following selections. If you create Requisitions, select “Yes” next to “PR Initiator”. If you hold a current Contracting Officer Representative Certification, select “Yes” next to “COR Certified” etc. Once you have made all the necessary selections, click Submit at the bottom of the page.

<table>
<thead>
<tr>
<th>COR Certified?</th>
<th>☐ Yes ☐ No</th>
<th>Contracting Specialist?</th>
<th>☐ Yes ☐ No</th>
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<td>☐ Yes ☐ No</td>
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<td>FPDS-NG User:</td>
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<td>FPDS-NG User ID:</td>
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</tr>
<tr>
<td>Grant Specialist:</td>
<td>☐ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* In the event the role you will have in STRIPES will be a Contracting Officer/Agreements Officer you will need to also need to upload your electronic signature. Please see the steps that are listed at the end of this document.
15. The following screen will display indicating that you have successfully submitted your Application Access Request. Click Another Instance if you need to request access to a different environment in STRIPES, Review Requests to view the status of your current requests, or Back To Main Menu to return to the Home screen to log out.

![Application Access Request - STRIPES](image)

You should receive an e-mail with details about your STRIPES access request. Once your Approving Official has reviewed and approved your MIS Application Access Request you will receive another e-mail informing you that the request has been approved. Changes to your STRIPES Account should be completed within 1–2 business days.

16. Once the STRIPES Help Desk has completed your profile configuration, you will receive an e-mail from ESS Mailer with the Subject: STRIPES Application Access Request completed. You will also receive a STRIPES Username and Login Password in two separate messages from the STRIPES Help Desk.
To upload your signature

1. Locate the **Electronic Signature Scan Page for CO and FA CO**. This document can be located on the iPortal STRIPES Center> Documents tab of the Welcome Page, under the User Documentation section. Once located, open and print the document. Write your signature within the signature box on the page. Fill up as much of the signature box as possible, without going outside of the box. If the signature goes outside of the signature box, it may not appear properly in the signature block of the forms in STRIPES documents.

2. Scan the **Electronic Signature Scan Page for CO and FA CO** which now contains your signature.

3. Save your scanned document in the image file format of .JPG to a drive and directory of your choice. Instructions on how to save a scanned document image to the .JPG file format can be found in the scanner’s manual. Do not adjust the dimensions of the scanned image. The Help Desk will resize the scanned image on the signature page to the appropriate size for STRIPES.

**NOTE:** Please take note of the drive, directory and filename where you are saving your image.

On the signature upload page, you will be asked to “**Upload the file**” (an electronic signature), even if you have previously uploaded an electronic signature.

4. Click the **Browse** button and locate your electronic signature file as shown in the figure above. The drive, directory, and file name containing your electronic signature is the same location you saved the electronic signature scan page in step 3 from above.
5. Highlight your electronic signature file and click “Open” as shown below.
6. Click the “Upload the file” button.

![Signature file to Upload](image)

Your STRIPES application access request will go through the STRIPES account approval process. While your access request is being considered you will still have your original access rights to STRIPES. You will be contacted via email when your account modification request has been processed. When approved by the approving official, notification is sent to the Help Desk. The Help Desk will then complete the requested update to your STRIPES user profile, and mark the request as Completed in ESS. You will receive an email when your access request has been marked Completed in ESS.

For Assistance please contact The STRIPES Help Desk. Hours of operation are 8:00 AM ET - 6:00 PM ET, Monday - Friday. Call (301) 903-2500 or 1-866-834-OCIO (6246), choose option 4 (Corporate Business Systems).

E-mail: STRIPES-HelpDesk@hq.doe.gov