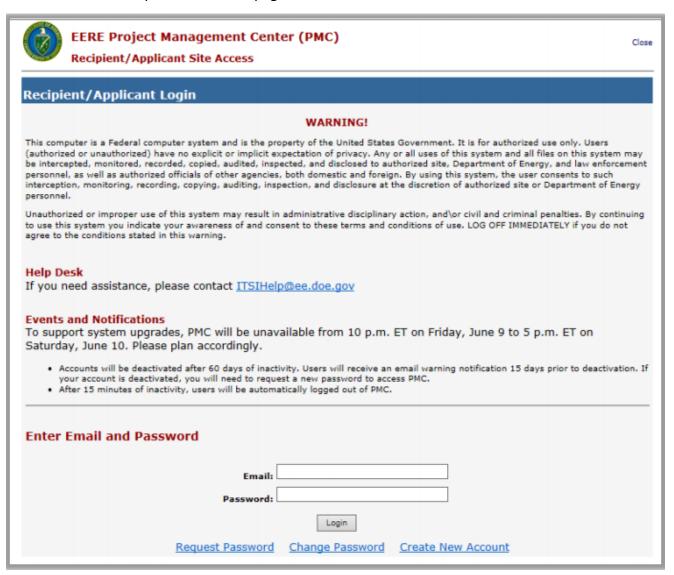
Instructions for Uploading Reports

Step 1 - From the Submit Reporting Resources page (https://www.eere-pmc.energy.gov/SubmitReports.aspx), select the "Log into the Recipient/Applicant Site" link.



Step 2 - Enter the valid Email and Password information for your Recipient/Applicant Login account and click the "Login" button. Site warnings, links to the help desk, and events and notifications are also provided on this page.



Step 3 – The terms of use for individuals using the Project Management Center are provided in the System Rules of Behavior. After reviewing the Rules of Behavior, select the "Accept" button to proceed to the Security Notice.



Close

Recipient/Applicant Login

System Rules of Behavior

Read the EERE Project Management Center (PMC) rules of behavior and click the "Accept" button below to continue.

Use of the EERE Project Management Center (PMC) by any user, authorized, or unauthorized, constitutes consent to the auditing, interception, recording, reading, copying, capturing, and disclosure of system activity. There is no right to privacy in using the EERE Project Management Center (PMC).

NOTE: The EERE Project Management Center (PMC) Security Rules of Behavior (ROB) are applicable to all individuals with access to the EERE Project Management Center (PMC) and must be read and accepted before they will be granted access privileges to the EERE Project Management Center (PMC).

General Guidelines:

- . Do not attempt to view, change or delete data unless you are authorized to do so.
- Do not strempt to view, change or delect data unless you are authorized to do so.

 Do not use your system privileges to obtain information for anyone who is not authorized to do so.

 Do not allow another user to logon to the EERE Project Management Center (PMC) using your username and password.

- Do not attempt to perform actions or processes for which you do not have authorization.
 Do not disable any security features or alter application settings/configurations unless explicitly authorized to do so.
 Do not violate Federal Copyright laws. Observe all software licensing agreements. If you have any questions about copyright or licensing, contact the EERE Project Management Center (PMC) Helpdesk BEFORE using the material in question.

Security:

- Promptly report all security incidents, no matter how insignificant they may appear, to the EERE Project Management Center (PMC)
 Helpdesk. These security incidents can include unauthorized disclosure of information, computer viruses/malware, theft/loss of equipment or data, deliberate alteration or destruction of data or equipment, phishing/spam emails, suspicious calls, etc.
- Protect all Personally Identifiable Information (PII) from disclosure. PII is information that can be used to uniquely identify an
 individual (such as name, address, and email).
- . Do not share or disclose information to unauthorized individuals.

Passwords:

- Passwords must meet the minimum password complexity of at least 12 characters, mix of upper-case, lower-case, numerical, and special characters (at least one of each category).
- Protect all of your authentication credentials (username and password) from disclosure.
- Do not program your authentication credentials into automatic script routines or programs. If a login prompt asks to save or remember your username and/or password, do not select/accept this option.
- Immediately change any default passwords for your EERE Project Management Center (PMC) user account. If you think that a
 password has been compromised, change your password and immediately notify the EERE Project Management Center (PMC)
- · Passwords must be changed every 365 days; EERE Project Management Center (PMC) will inform you when it is time to change your

Social Media and Networking Sites

· Federal employees, contractors and other government representatives must follow explicit restrictions on the use of social media, networking sites and posting organizational information on public websites. EERE has specific standards for its social media, including blogs, Facebook, Flickr, Twitter, Vimeo, and YouTube. Reference: https://energy.gov/eere/communicationstandards/social-media-requirements-and-best-practices for the latest requirements and standards for social media. If you have questions about social media or posting organization information, contact your office's media team contact.

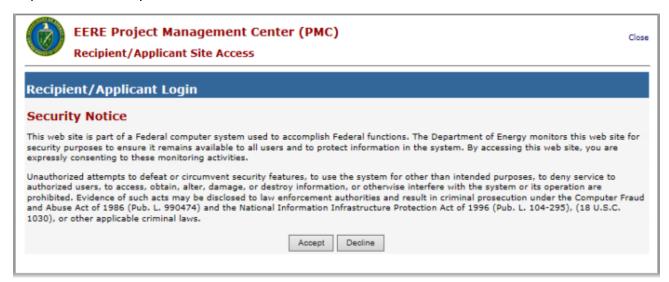
If an EERE Project Management Center (PMC) user violates DOE, EERE, and/or EERE Project Management Center (PMC) policies regarding the rules of the behavior, the individual may be subject to disciplinary action at the discretion of DOE, EERE, and/or the EERE Project Management Center (PMC)

Owner. Actions may range from a warning, removal of system access for a specific period of time, or criminal prosecution depending on the severity of the violation and the judgment of the appropriate authority.

By clicking "Accept", the user acknowledges that he/she has read and will abide by the EERE Project Management Center (PMC) Security Rules of Behavior.

Accept Decline

Step 4 – The security restrictions for individuals using the Project Management Center are provided in the Security Notice. After reviewing the Security Notice, select the "Accept" button to proceed to the upload site.



Step 5 - Select the "Submit Your Reporting Requirements" tab and then select the "Link to Enter Award Number" link (found in the Award Recipients section) for access to upload reports.



If you are a Federal Energy Management Program (FEMP) ESCO Contractor uploading award documents to your ESPC IDIQ task order, please follow the link below.

Click this Link if you are an ESCO Submitting Requirements to Task Order

Award Recipients

If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the "Upload New Document to this Award" to upload documents directly to the Award. If you are not listed as Business or Technical contact, you may still upload your reporting requirements through the link provided below.

Colick this Link to Enter Award Number and Submit Reporting Requirements

Your Previously Uploaded Reports

If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number.

DOE AWARD NUMBER:		ew Document to this Award 🛨 e Printable FARC for this Award
Project Title:	74	
File Name	File Type	Uploaded

Step 6 – Enter the award number where indicated and select the "Click to Upload" button.



The Assistance Agreement for your award includes the award number in the upper left-hand corner. If the award number follows this structure "DE-FG36-09G012345", please use the last 7 alpha numeric characters in the "Enter Award Number" field. If your award number follows this structure "DE-EE1234567", please use the last 9 alpha numeric characters in the "Enter Award Number" field. (see example below)



Step 6 – Select the "Your Requirements - Upload Reports" tab (in the Submit Reporting Requirements section) to view the Reporting Requirements page. When the report is available as an existing requirement, there will be an "Upload Report" button (in the Action column for Deliverable Requirements) to select and upload. When the report is not available as a requirement, select the "Upload a Report Not Listed" link and proceed to the upload page.



Report Type	Freq	Reporting Period	Due Date	Status	Action
Special Status Report	S	4/1/2018 - 9/30/2018	10/30/2018	Late	Upload Report
** Final Scientific/Technical Report	S	4/1/2018 - 9/30/2018	10/30/2018	Late	Upload Report
Invention Certification (DOE F 2050.	11) Q	7/1/2018 - 9/30/2018	10/30/2018	Late	Upload Report
Other "Project Management Reporting	ıg" Q	7/1/2018 - 9/30/2018	10/30/2018	Late	Upload Report
Project Management Plan (PMP)	S	4/1/2018 - 9/30/2018	10/30/2018	Late	Upload Report
*** Other STI (Dissertation/Thesis)	Y	10/1/2017 - 9/30/2018	12/30/2018	Late	Upload Report
SF-425 Federal Financial Report	Y	10/1/2017 - 9/30/2018	12/30/2018	Late	Upload Report
Invention Utilization Report	Y	10/1/2017 - 9/30/2018	12/30/2018	Late	Upload Report
Continuation Application	Y	10/1/2017 - 9/30/2018	12/30/2018	Late	Upload Report
Invention Certification (DOE F 2050.	11) Q	10/1/2018 - 12/31/2018	1/30/2019	Late	Upload Report
Other "Project Management Reportir	ıg" Q	10/1/2018 - 12/31/2018	1/30/2019	Late	Upload Report
Special Status Report	S	10/1/2018 - 3/31/2019	4/30/2019	Late	Upload Report
** Final Scientific/Technical Report	S	10/1/2018 - 3/31/2019	4/30/2019	Late	Upload Report
Invention Certification (DOE F 2050.	11) Q	1/1/2019 - 3/31/2019	4/30/2019	Late	Upload Report
Other "Project Management Reporting	ıg" Q	1/1/2019 - 3/31/2019	4/30/2019	Late	Upload Report
8		Current Deliverabl	e Requirements		
Report Type	Freq F	Reporting Period	Due Date	Status	Action
** Other STI (Dissertation/Thesis)		0/1/2018 - 9/30/2019	12/30/2019	Not Received	Upload Report
SF-425 Federal Financial Report	Y 1	0/1/2018 - 9/30/2019	12/30/2019	Not Received	Upload Report
Invention Utilization Report	Y 1	0/1/2018 - 9/30/2019	12/30/2019	Not Received	Upload Report
Continuation Application	Y 1	0/1/2018 - 9/30/2019	12/30/2019	Not Received	Upload Report

Step 7 (when the report is a deliverable requirement) – Select the Choose File button and upload your report, then Submit to complete the report submission.



**By clicking the 'Submit' button, I certify that I am authorized to submit on behalf of

Step 7 (when the report is NOT a deliverable requirement) – Select from the available options for each of the reporting options "Reporting Period", "Frequency of Report" and "Type of Report" (a selection is required for each). Then select the Choose File button, upload your report and Submit to complete the report submission.



**By clicking the 'Submit' button, I certify that I am authorized to submit on behalf of

Confirmation – You will see a successful upload page and a confirmation will be sent to your email address.



Sign out

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U.S. Department of Energy - Golden Field Office

Return to the Submit Your Reporting Requirements Area

* Your report was successfully uploaded. A confirmation will be sent to your e-mail for your records.

Submit Reporting Requirements

Agreement Information | Your Requirements - Upload Reports

Reporting Requirements for DOE/EERE Agreement Number: DE-Frequency Indicators

- A Within (5) calendar days after the event or as specified.
 F Final; within 90 calendar days after the expiration or termination of the award.
 Y Yearly; within 90 calendar days after the end of the annual reporting period
- S Semiannually; within 30 days after the end of the reporting period.
- Q Quarterly; within 30 calendar days after the end of the quarterly reporting period. V180 Yearly; within 180 days after the close of the recipient's fiscal year.
- O Other: See instructions for further details.

Reporting Period Date Due October 1st - December 31st January 1st - March 31st January 30th April 30th April 1st - June 30th July 30th July 1st - September 30th October 30th

**Per the FARC Federal Assistance Reporting Checklist and Instructions in the Assistance Agreement, the Scientific/Technical Reporting Requirements must be uploaded to the DOE Office of Scientific and Technical Information (OSTI) E-Link system

Click here to Upload a Report Not Listed as a Deliverable Requirement (See Below)