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.

EEERE Project Management Center (PMC)
Recipient/Applicant Site Access

Recipient/Applicant Login

System Rules of Behavior

Read the EEERE Project Management Center (PMC) rules of behavior and click the “Accept” button below to continue.

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

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

General Guidelines:

- Do not attempt to view, change or delete 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 log on to the EEERE 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 enable 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 EEERE 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 EEERE 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 uppercase, lowercase, 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 EEERE Project Management Center (PMC) user account. If you think that a password has been compromised, change your password and immediately notify the EEERE Project Management Center (PMC) Helpdesk.
- Passwords must be changed every 365 days; EEERE Project Management Center (PMC) will inform you when it is time to change your password.

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. EEERE has specific standards for its social media, including blogs, Facebook, Flickr, Twitter, Vimeo, and YouTube. References: https://energy.gov/ee/communicatonsstandard/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 EEERE Project Management Center (PMC) user violates DOE, EEERE, and/or EEERE Project Management Center (PMC) policies regarding the rules of the behavior, the individual may be subject to disciplinary action at the discretion of DOE, EEERE, and/or the EEERE 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 EEERE Project Management Center (PMC) Security Rules of Behavior.
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.
Step 6 – Enter the award number where indicated and select the “Click to Upload” button.

![Submit Reporting Requirements](image-url)

**Submit Reporting Requirements**

Award Recipients may submit reporting requirements through this page

The Assistance Agreement for your award includes the award number in the upper left-hand corner. If the award number follows this structure “DE-FG36-09GO12345”, 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)

**DE-FC36-09**

or

**DE-EE1234567**

![Highlighted Elements](highlight-url)

Click here for Questions and Comments
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.
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.

**Upload a Report not Listed as a Deliverable Requirement**

Frequency Indicators:
- **A** - Within (3) 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** - Semi-Annually, within 90 days after the end of the reporting period.
- **Q** - Quarterly, within 90 calendar days after the end of the quarterly reporting period.
- **Y180** - Yearly, within 180 calendar days after close of the recipient’s fiscal year.
- **O** - Other: See instructions for further details.

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<thead>
<tr>
<th>Reporting Period</th>
<th>Date Due</th>
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<tbody>
<tr>
<td>October 1st - December 31st</td>
<td>January 30th</td>
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<tr>
<td>January 1st - March 31st</td>
<td>April 30th</td>
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<tr>
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<td>July 30th</td>
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<td>July 1st - September 30th</td>
<td>October 30th</td>
</tr>
</tbody>
</table>

**Report to be Uploaded**

- Special Status Report

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

[Click here for Question and Comments]
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.
**Confirmation** – You will see a successful upload page and a confirmation will be sent to your email address.

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**Submit Reporting Requirements**

**Reporting Requirements for DOE/EFAX Agreement Number: DE-**

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*After the EERE 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 that Lists a Deliverable Requirement (See Below)]