

Instructions for Creating a “Recipient/Applicant Login” Account on PMC

Step 1 - From the Submit Reporting Resources page (<https://www.eere-pmc.energy.gov/ESCOWelcome.aspx>) on the PMC site, select the link “Log into the Recipient/Applicant Site”.

The screenshot displays the EERE Project Management Center website. At the top left, it features the U.S. Department of Energy logo and the text "Energy Efficiency & Renewable Energy". The top right corner includes the text "EERE Project Management Center Home | Login: DOE Officials - Public Users". The main header area contains the "EERE Project Management Center" title and a search bar with a "SEARCH" button. Below the header is a navigation menu with links for HOME, ABOUT, BUSINESS OPPORTUNITIES, RECIPIENT RESOURCES (highlighted), MEDIA, GLOSSARY, and DOE OFFICIALS LOGIN. The breadcrumb trail reads "EERE Project Management Center » Recipient Resources » FEMP Contractor Document Upload". The left sidebar lists various resources, with "FEMP Contractor Document Upload" selected. The main content area is titled "FEMP Contractor Document Upload" and "Upload documents for FEMP ESPC contracts". It states that all FEMP ESPC Contractors users must create an Applicant/Recipient Login account or use an existing account. Two links are provided: "Log into the Recipient/Applicant Site" and "Register a new Recipient/Applicant Login Account". A "Resources" section lists "Instructions for Setting up a Recipient/Applicant Login Account (PDF 899 KB)" and "Instructions for Uploading Reports (PDF 510 KB)". A link for "Questions and Comments" is also present. At the bottom, it notes that some documents are available as Adobe Acrobat PDFs and provides a link to "Download Adobe Reader". The footer contains contact information and the date "Content Last Updated: 7/12/2017".

U.S. DEPARTMENT OF ENERGY | Energy Efficiency & Renewable Energy

EERE Project Management Center Home | Login: DOE Officials - Public Users

EERE Project Management Center

SEARCH

Search Help ▾

HOME ABOUT BUSINESS OPPORTUNITIES **RECIPIENT RESOURCES** MEDIA GLOSSARY DOE OFFICIALS LOGIN

EERE Project Management Center » Recipient Resources » FEMP Contractor Document Upload

Recipient/Applicant Login

Submit Reporting Requirements

FEMP Contractor Document Upload

NEPA Compliance Information & Submissions

eFOIA Electronic FOIA Request

State Energy Policy (SEP) Reference Documents

Forms

Questions & Comments

FEMP Contractor Document Upload

Upload documents for FEMP ESPC contracts

All FEMP ESPC Contractors users must create an Applicant/Recipient Login account or use an existing account for this feature.

- [Log into the Recipient/Applicant Site](#)
- [Register a new Recipient/Applicant Login Account](#)

Resources

- Instructions for Setting up a Recipient/Applicant Login Account ([PDF 899 KB](#)).
- Instructions for Uploading Reports ([PDF 510 KB](#)).

[Click here for Questions and Comments](#)

Some Documents are available as Adobe Acrobat PDFs. [Download Adobe Reader.](#)

Contacts | Web Site Policies | U.S. Department of Energy | Energy Efficiency & Renewable Energy
Golden Field Office | Security & Privacy | USA.gov
Content Last Updated: 7/12/2017

Step 2 – Review and “Accept” the System Rules of Behavior.



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

Close

Recipient/Applicant Site Access

System Rules of Behavior

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

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 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) Helpdesk.
- Passwords must be changed every 90 days; EERE 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. 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.

Step 3 – Complete the Recipient/Applicant Site Access form and select Create.

**EERE Project Management Center (PMC)**Close
Recipient/Applicant Site Access

Recipient/Applicant Site Access

Enter account information to be used for this account. * indicates a required field.

- The email address entered will be the username for this account.
- An email will be sent to the email address provided with instructions on how to get access to the site.
- If you have previously submitted NEPA or Reporting Requirements through this web site, please use the same email address you used to make those submissions.

Account Information

* Email Address:

* Confirm Email Address:

* First Name:

* Last Name:

Middle Initial:

* Phone (999-999-9999):

Phone Ext:

Fax (999-999-9999):

Fax Ext:

* Organization:

* Street Address:

Suite:

* City:

* State:

* Zip:

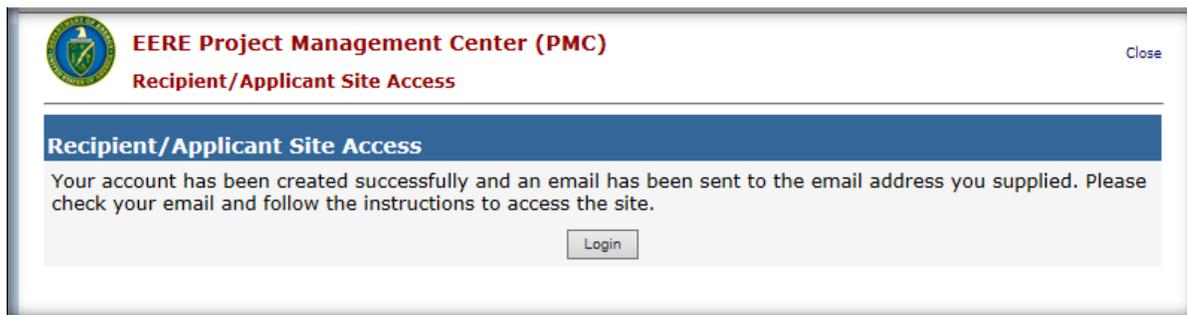
* Corporate Role: Business Technical

* Title:

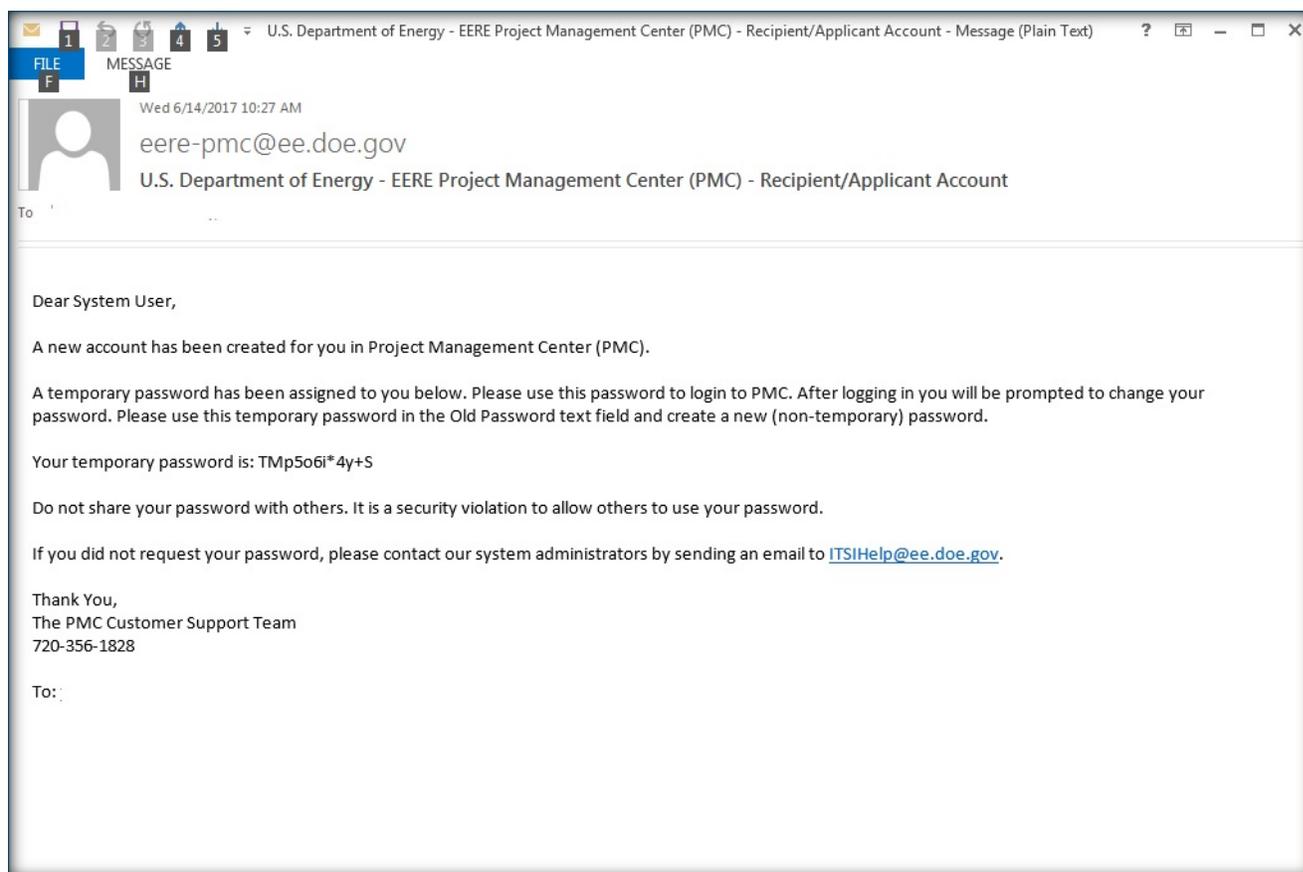
DUNS:

TIN:

Step 4 – Check your email account and when the confirmation email is provided, select the Login button.



Step 5 – You will receive a validation email (example below) which provides the user with a temporary login password.



Step 6 – Login using your email address and the temporary password provided in the preceding email.

The screenshot shows a web browser window with the URL <https://www.eere-pmc.energy.gov/PMCRRecipient/>. The page title is "EERE Project Management Center (PMC) Recipient/Applicant Site Access". Below the title is a blue header with the text "Recipient/Applicant Login".

WARNING!

This computer is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action, and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Help Desk
If you need assistance, please contact ITSIHelp@ee.doe.gov

Events and Notifications

- Accounts will be deactivated after 60 days of inactivity. Users will receive an email warning notification 15 days prior to deactivation. If your account is deactivated, you will need to request a new password to access PMC.
- After 15 minutes of inactivity, users will be automatically logged out of PMC.

Enter Email and Password

Email:

Password:

[Request Password](#) [Change Password](#) [Create New Account](#)

Step 7 – Create a new password by entering your email address and temporary password, then create a new password (instructions provided on the page), replicate the password and select Change Password. Significant “Events and Notifications” will also be displayed on this page for downtimes and other news. The “Password Policy” explains the necessary guidance for creating a password in order to be valid for this system.

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

Recipient/Applicant Login

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Change Password

Please change your temporary password.

Email:

Password:

New Password:

Confirm Password:

[Login](#) [Request Password](#) [Create New Account](#)

Password Policy

Based upon DOE Notice and guidance in [M471.3-1](#), all U.S. Department of Energy - EERE-PMC web sites capable of supporting password protection systems must have passwords that are in accord with the following.

- Password contains at least 12 non-blank characters, provided such passwords are allowed by the operating system or application.
- Password contains a combination of letters, number, and at least one allowed special character.
- Allowed special characters are: ! @ \$ % & () * + - : ; = ? @ _ |
- Password **does not** contain the user ID.
- Password **does not** contain same character in more than 3 consecutive places.
- Password **does not** contain 4 consecutive keyboard keys together
- Last character must be a non-numeric.
- Password **does not** include the user's own or, to the best of his/her knowledge, *close friends or relatives* names, *employee serial number*, *Social Security number*, *birth date*, *phone number*, or any information about him/her that the user believes could be readily learned or guessed.
- Password **does not**, to the best of the user's knowledge, include **common words** that would be in an English dictionary, or from another language with which the user has familiarity.
- Password **does not**, to the best of the user's knowledge, employ **commonly used proper names**, including the name of any fictional character or place.

Step 8 – You will receive acknowledgement that your password has been changed (red text). Put in the email and the new password and select the Login button at the bottom of the page.

The screenshot shows a web browser window with the following content:

- Browser menu: File, Edit, View, Favorites, Tools, Help
- Browser tabs: Suggested Sites, ActioNet, Deltek, GNet Teams, PMC, SRRL, MSN, SP Support, eXCHANGE
- Page Title: EERE Project Management Center (PMC) Recipient/Applicant Site Access
- Section: Recipient/Applicant Login
- Warning: **WARNING!**
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- Events and Notifications:
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 - After 15 minutes of inactivity, users will be automatically logged out of PMC.
- Enter Email and Password:

Your password has been changed successfully. Please login using your new password.

Email:

Password:

Login

[Request Password](#) [Change Password](#) [Create New Account](#)

Step 9 - Use additional resource document(s) to navigate to the correct upload location for your DOE ESPC IDIQ deliverable documents. Resource document is “Instructions for Uploading Reports”