

# Central Contractor Registration and IDs

August 3, 2009

## FAQs

[Registration FAQs](#)

[User Account FAQs](#)

[CCR Codes](#)

[International Registrants FAQs](#)

[Small Business FAQs](#)

[Getting Paid](#)

[Problems Using CCR](#)

[Updating/Renewing CCR Record](#)

[Other FAQs](#)

[FAQs for Government Users of CCR Data](#)

## Registration FAQs

- [Who is required to register in CCR?](#)
- [What do I need to know about registering in CCR?](#)
- [As a National Institutes of Health \(NIH\) Peer Reviewer, do I need to register in CCR?](#)
- [What data is needed to register in CCR?](#)
- [What benefit do I receive from registering in CCR?](#)
- [How do I register in CCR?](#)
- [What does it cost to register in CCR?](#)
- [What is a DUNS number? How are they assigned? Is there a charge for U.S. Government contractors?](#)
- [What steps do I need to take to ensure I am registered at CCR after receiving my DUNS number?](#)
- [Where can I find further information about D&B and DUNS?](#)
- [Why do I have to provide my TIN \(Taxpayer Identification Number\)?](#)
- [Why will the IRS be the authoritative source for TINs?](#)
- [Why is CCR validating TIN information with IRS?](#)
- [What if I do not know my TIN?](#)
- [Who do I contact with additional questions on TIN validation?](#)
- [How do I verify my organization is registered or view my registration status?](#)
- [How long until a new CCR registration is considered active?](#)

- [As an Individual, what do I need to know about registering in CCR?](#)
- [What are my yearly renewal requirements? How do I keep my record active?](#)
- [Should I update my IRS Consent page annually?](#)

[▲ Back to Top](#)

### User Account FAQs

- [Where can I find step-by-step instructions on how to create a user account?](#)
- [I am already registered in CCR. Why don't I have a user account?](#)
- [How do I create a user ID and password if I am already registered in CCR and have a TPIN?](#)
- [I have set up my user account. Why is my CCR registration status showing incomplete, expired, or has not been renewed for the next year?](#)
- [What are the rules for creating a password in CCR?](#)
- [What happens if I incorrectly enter my password three times, and my account is locked?](#)
- [How do I create a user ID and password if I have waited until after December 21, 2009?](#)
- [I forgot my password. How can I recover it?](#)
- [I set up my user ID and password this morning, and now I have forgotten my password. How do I reset it?](#)
- [I have set up my user account, but it is not linking to any DUNS record.](#)
- [I manage multiple registrations in CCR. Can I link all my DUNS numbers to my user account?](#)
- [I have an Administrator account for my CCR registration. Several people within my company need access to CCR. How can they access CCR?](#)
- [What are the differences between an Administrator and a Maintenance User?](#)
- [How do I change the information on my user account?](#)
- [I started a registration a long time ago but did not complete it. I tried to update it using my confirmation number and received a message that my registration was not found. Do I need to start over?](#)
- [I was invited to have access to a registration. How do I correctly accept the invitation?](#)
- [I do not have a TPIN number. What do I do?](#)
- [I have my TPIN number, but I am unable to get into the CCR registration. What do I do?](#)
- [Does my CCR registration expire if I do not update my password after 60 days?](#)
- [I only come in to CCR once or twice a year. What happens if I do not update my password every 60 days?](#)
- [How do I change my password after I have created my user ID?](#)

[▲ Back to Top](#)

### CCR Codes

- [Guide To Codes](#)
- [How do I get a DUNS number?](#)
- [NAICS - What are they, and where do I find them?](#)
- [How are CAGE Codes assigned?](#)
- [What is an MPIN? Where can I locate or assign my MPIN?](#)
- [What communication method will be used to notify POCs?](#)
- [What type of notification will POCs get?](#)
- [How do I obtain my CCR number?](#)

[▲ Back to Top](#)

### **International Registrants FAQs**

- [Are international organizations required to register in CCR?](#)
- [I am an international registrant and need an NCAGE Code before beginning my registration in CCR. How do I find my NCAGE Code?](#)
- [I am an international registrant, and my address has changed. How do I change my address?](#)
- [What does "D&B Monitoring" mean, and is my country included?](#)
- [What happens to my DUNS number if my firm moves to another country?](#)
- [Does it take longer if I'm outside the U.S.?](#)

[▲ Back to Top](#)

### **Small Business FAQs**

- [How can I have my business included in the Dynamic Small Business Search?](#)
- [Why can't I indicate my SBA Certifications?](#)
- [What are Size Standards? How does SBA determine my size standard?](#)
- [How do I update my SBA Profile?](#)
- [How do I obtain my SBA customer number?](#)

[▲ Back to Top](#)

### **Getting Paid**

- [Does CCR coordinate payments?](#)
- [I am concerned about including my organization's banking information for security reasons. Can I still register if I don't enter this information?](#)
- [If CCR is not a payment system, why am I required to enter my banking information?](#)
- [I want to assign my claims to another source. How do I do that?](#)

[▲ Back to Top](#)

### **Problems Using CCR**

- [I am having problems accessing the registration pages for CCR. What do I do?](#)
- [Is my company going to be included in any marketing lists?](#)

[▲ Back to Top](#)

### Updating/Renewing CCR Record

- [I am updating/renewing my CCR record and noticed that the D&B information provided requires modification. How can I update this data?](#)
- [I contacted D&B to make changes and the new information is still not showing in the Update/Renew section of CCR. What do I do?](#)
- [I received a D&B error code when attempting to Update/Renew my CCR record. What is required to move forward?](#)
- [I have learned that my organization has a new DUNS number. How do I update my CCR record?](#)
- [How do I change the bank name in my registration?](#)

[▲ Back to Top](#)

### Other FAQs

- [How do I search for contracting opportunities now that I am registered in CCR?](#)
- [How are Novations agreements handled within CCR?](#)
- [How do I gain access to data in CCR?](#)
- [How long does it take my CCR data access application to be processed?](#)
- [Is CCR compliant with Section 508 of the Rehabilitation Act?](#)
- [I received an Out of Business message. What should I do?](#)
- [What is a PTAC, and how can it help?](#)
- [What is the Information Opt Out Option I see displayed in CCR, and how is it used?](#)
- [Do I need to fill out the Disaster Response Contractor Data Elements?](#)
- [What are Bonding Levels?](#)
- [What is my Geographic Area Served?](#)

[▲ Back to Top](#)

### FAQs for Government Users of CCR Data

- [How can I see the status of a registrant's registration?](#)
- [I am an employee of the federal government and need to receive the CCR data in order to award contracts or process payments. How can I gain access to this information?](#)
- [How can a Government Contract Officer get a registration expedited? \(Registrants cannot call the agency contact directly.\)](#)
- [If the data has changed, can we see when, where, and by whom it was changed?](#)

[▲ Back to Top](#)

---

## Registration FAQs

**Q: Who is required to register in CCR?**

A: Since October 1, 2003, it is federally mandated that any organization wishing to do business with the federal government under a FAR-based contract must be registered in CCR before being awarded a contract. You can find more information on CCR and the registration process in our [User's Guide](#).

[▲ Back to Top](#)

**Q: What do I need to know about registering in CCR??**

A: Anyone (sole proprietors, corporations, partnerships and governmental organizations) desiring to do business with the federal government must register in CCR. However, CCR registration is not required for individuals seeking grants.

[▲ Back to Top](#)

**Q: As a National Institutes of Health (NIH) Peer Reviewer, do I need to register in CCR?**

A: No, as an NIH Peer Reviewer, you are not required to register in CCR or obtain a DUNS number. For further information please visit:  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-075.html>

[▲ Back to Top](#)

**Q: What data is needed to register in CCR?**

A: CCR registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. The [CCR User's Guide](#) defines and details specific informational requirements. The User's Guide also provides guidelines on how to obtain unknown information. Categories of required and requested information include:

- General Information – Includes, but is not limited to, DUNS number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.
- Corporate Information – Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.
- Goods and Services Information – Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.
- Financial Information – Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.
- Point of Contact (POC) Information – Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact.
- Electronic Data Interchange (EDI) Information\* – Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address.  
*(\*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)*

Users will be unable to submit their registration online unless all the mandatory information is provided.

[▲ Back to Top](#)

**Q: What benefit do I receive from registering in CCR?**

A: By registering in CCR, you gain the ability to bid on federal government contracts. Your CCR registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a

contract. CCR also provides a central storage location for the registrant to supply its information, rather than with each federal agency separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

[▲ Back to Top](#)

**Q: How do I register in CCR?**

A:

Step 1: Access the CCR online registration through the [CCR home page](#). Click on "Start New Registration." You must have a Data Universal Numbering System (DUNS) number in order to begin the registration process.

Step 2: Prior to registering in CCR, you will be asked to select one of the following:

- 1) I am **not** a U.S. Federal Government entity.
- 2) I am a U.S. Federal Government entity, required by my trading partner to be registered in CCR (e.g. CAGE Code).
- 3) I am a U.S. Federal Government entity registering for intra-governmental transactions.

Please note that if you select #3, you will be directed to the federal Agency Registration (FedReg) system.

Step 3: Complete and submit the online registration. If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

[▲ Back to Top](#)

**Q: What does it cost to register in CCR?**

A: Because CCR is a federally mandated and funded program, there is no cost to registrants for registering in CCR.

[▲ Back to Top](#)

**Q: What is a DUNS number? How are they assigned? Is there a charge for U.S. Government contractors?**

A: A DUNS number is a unique, non-indicative 9-digit identifier issued and maintained by D&B that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business. All U.S. Government contractors globally can receive a DUNS number at no charge and, under normal circumstances, within 24-72 hours when using the [D&B web form process](#).

[▲ Back to Top](#)

**Q: What steps do I need to take to ensure I am registered at CCR after receiving my DUNS number?**

A: Once you have obtained a DUNS Number from D&B, you are eligible for CCR registration. Go to [www.ccr.gov](http://www.ccr.gov) and click "Start New Registration". Obtaining a DUNS Number does not automatically mean you are registered in CCR. A DUNS is what is required to start your CCR registration.

[▲ Back to Top](#)

**Q: Where can I find further information about D&B and DUNS?**

A: For further information on D&B and DUNS, please go to the link below:

[DUNS Number Guidance for Federal Government Vendors](#)

[▲ Back to Top](#)

**Q: Why do I have to provide my TIN (Taxpayer Identification Number)?**

A: Agencies are required to collect TINs [31 U.S.C.7701(c)] and to include the TIN in vouchers submitted for payment [31 U.S.C. 3325(d)]. Having the correct TIN in CCR will improve data collection and eliminate multiple requests for this data by agencies.

[▲ Back to Top](#)

**Q: Why will the IRS be the authoritative source for TINs?**

A: The integrity of the data in the CCR is very important. IRS is responsible for TIN information; therefore, they will validate TIN and Taxpayer Names.

[▲ Back to Top](#)

**Q: Why is CCR validating TIN information with IRS?**

A: A February 2004 Government Accountability Office (GAO) report entitled "Some DoD Contractors Abuse the Federal Tax System with Little Consequence" (GAO-04-95) recommended that the DoD and IRS consider a TIN matching program to ensure valid TINs in the CCR to aid in accurate information reporting, payment certification, and federal tax collection with respect to vendors. TIN matching substantially reduces the use of erroneous TINs by federal agencies.

[▲ Back to Top](#)

**Q: What if I do not know my TIN?**

A: If you are uncertain about your correct TIN or Taxpayer Name in IRS records, we suggest that you compare the information you entered with the Taxpayer Name and TIN information on one of the following documents from the IRS:

1. The original notice you received from the IRS assigning you your EIN (Employer Identification Number)
2. Your most recent federal tax return for the business activity
3. Any other recently received notice for the business activity

If your TIN is an SSN, compare the name and number with the information on your actual social security card.

[▲ Back to Top](#)

**Q: Who do I contact with additional questions on TIN validation?**

A: If you are having problems with TIN mismatches in CCR concerning your Employer Identification Number, please contact the IRS at 1-866-255-0654 (Option 4). If you are having problems with TIN mismatches in CCR concerning your Social Security Number, please contact the Social Security Administration at 1-800-772-1213 for additional information and assistance.

[▲ Back to Top](#)

**Q: How do I verify my organization is registered or view my registration status?**

A: Perform a public search on CCR to find an organization's registration. Go to [the CCR website](#), click on "Search CCR," and search using DUNS number, CAGE Code, or organization name.

[▲ Back to Top](#)

**Q: How long until a new CCR registration is considered active?**

A: New registrations can take up to 72 hours to process in CCR. You can expect a shorter turnaround, 24 hours, when you update or renew an active registration. If you notice your registration is "In Process" for longer than mentioned here, please contact our CCR Helpdesk at 1-888-227-2423 or 1-269-961-5757 (DSN: 661-5757).

[▲ Back to Top](#)

**Q: As an Individual, what do I need to know about registering in CCR?**

A: All 'individuals' who are sole proprietors and [NIH Reviewers](#) who desire to do business with the federal government are considered 'Sole Proprietors' for the purposes of registration in CCR.

CCR registration is NOT required for an [Individual Grantee Registration](#).

[▲ Back to Top](#)

**Q: What are my yearly renewal requirements? How do I keep my record active?**

A: You must renew and revalidate your registration at least every 12 months from the date you previously registered. However, you are strongly urged to revalidate your registration more frequently to ensure that CCR is up to date and in sync with changes that may have been made to DUNS and IRS information. If you do not renew your registration, it will expire. An expired registration will affect your ability to receive contract awards or payments, submit assistance award applications via Grants.gov, or receive certain payments from some federal government agencies.

[▲ Back to Top](#)

**Q: Should I update my IRS Consent page annually?**

A: No, you only need to update the IRS Consent page if your Legal Business Name or your TIN/EIN has changed.

[▲ Back to Top](#)

## User Account FAQs

**Q: Where can I find step-by-step instructions on how to create a user account?**

A: [Click this link for step-by-step instructions.](#)

[▲ Back to Top](#)

**Q: I am already registered in CCR. Why don't I have a user account?**

A: On December 21, 2008 the Central Contractor Registration (CCR) Update login procedure was updated for its latest release. This release includes replacing the TPIN login with User Accounts. Trading Partner Identification Numbers (TPINs) will no longer be used after December 21, 2009. The TPIN will be replaced with a user ID and password. Existing users were sent email notifications informing them of this change and were provided instructions on how to create a new user profile.

To create a user ID and password, go to [www.CCR.gov](http://www.CCR.gov) and click "Update or Renew Registration." Select the appropriate entity then click on "Continue." Enter your DUNS Number and TPIN. You will then be prompted to create a user ID and password to replace your TPIN.

[▲ Back to Top](#)

**Q: How do I create a user ID and password if I am already registered in CCR and have a TPIN?**

A: Trading Partner Identification Numbers (TPINs) will no longer be used after December 21, 2009. The TPIN will be replaced by a user ID and password. Existing users were sent email notifications informing them of this change and will be provided instructions on how to create a new user profile.

To create a user ID and password, go to [www.CCR.gov](http://www.CCR.gov) and click "Update or Renew Registration." Select the appropriate entity then click on "Continue." Enter your DUNS Number and TPIN. You will then be prompted to create a user ID and password to replace your TPIN.

[▲ Back to Top](#)

**Q: I have set up my user account. Why is my CCR registration status showing incomplete, expired, or has not been renewed for the next year?**

A: Establishing a user account or editing your user profile does not automatically renew any CCR registration associated with that user account. Select "Update/Renew" on the User Account page underneath the Registration column on the right side of the DUNS record to open the registration. Make the necessary changes and then click Validate/Save Data on each page until the registration reads Registration Complete.

[▲ Back to Top](#)

**Q: What are the rules for creating a password in CCR?**

A: The following rules apply to CCR passwords:

- A password must contain at least eight total characters including at least one upper case, one lower case, one number, and one special character (i.e., @, #, \$, %, \*).
- An example of an acceptable password is AB123#\$de.
- A password must be changed at least every 60 days.
- A password must be different from the previous six passwords used.
- A password may not be changed more often than once every 24 hours.
- If a password is entered incorrectly three times within a 60 minute period, the account will be locked for 60 minutes.

[▲ Back to Top](#)

**Q: What happens if I incorrectly enter my password three times and my account is locked?**

A: You must correctly answer a series of security questions in order to regain access into your account.

[▲ Back to Top](#)

**Q: How do I create a user ID and password if I have waited until after December 21, 2009?**

A: You will need to contact the [CCR Assistance Center](#), and they will work with you so that you can set up a user ID.

[▲ Back to Top](#)

**Q: I forgot my password. How can I recover it?**

A: If you are unable to correctly answer the security questions displayed when you forget your password, you will be directed to the [CCR Assistance Center](#). The [CCR Assistance Center](#) will work with you to reset your password.

[▲ Back to Top](#)

**Q: I set up my user ID and password this morning, and now I have forgotten my password. How do I reset it?**

A: You may not reset your password until 24 hours have passed, for security reasons.

Once 24 hours have passed, go to <https://www.bpn.gov/ccrauth/Login.aspx> and click on "Reset Password". Type in your user ID and click "Next". You will be asked to answer three of the five security questions you set up on your user account and then click Next. After that, create your new password and click Next. Click "Finish" on the next screen to complete your password reset. You will then be taken to a screen to log in using your user ID and new password.

If you are unable to correctly answer the security questions displayed when you forget your password, you will be directed to the [CCR Assistance Center](#). The [CCR Assistance Center](#) will work with you to reset your password.

[▲ Back to Top](#)

**Q: I have set up my user account, but it is not linking to any DUNS record.**

A: Once you have created a user account, you can add one or multiple registrations to your account. Here's how:

- Add existing registrations on the User Account page in the "Add an existing registration to your profile" section. Enter the DUNS number and click "Next". At the prompt, enter the TPIN for the registration and click Next again. The DUNS number will now be listed on your User Account page.
- Add a new registration by clicking on "Add New Registration" at the top of the User Account page.

[▲ Back to Top](#)

**Q: I manage multiple registrations in CCR. Can I link all my DUNS numbers to my user account?**

Yes, you only need one account to manage all of your CCR registrations. Here's how:

- If the registration is an existing registration, you may add a registration on the User Account page in the "Add an existing registration to your profile" section. Enter the DUNS number and click Next. At the prompt, enter the TPIN for the registration and click Next again. The DUNS number will now be listed on your User Account page.
- Add a new registration by clicking on "Add New Registration" at the top of the User Account page.

[▲ Back to Top](#)

**Q: I have an Administrator account for my CCR registration. Several people within my company need access to my company information in CCR. How can they access CCR?**

A: As long as you are an Administrator on the registration, you can invite other another Administrator or Maintenance users.

To invite users:

- Select the Users link in the Manage Users column on your User Account page.
- Select an access level from the drop-down menu in the Add User section of the Manage Users page.
- Enter a valid email address and confirm it in the next field.
- Click on the Add User button.
- The invited user is sent an email with instructions for completing the process.

Note: Administrators will be able to change anything within the CCR. Maintenance users will be able to change everything except the CCR primary and alternate POCs.

[▲ Back to Top](#)

**Q: What are the differences between an Administrator and a Maintenance User?**

A: Administrator: This user has the ability to maintain a complete vendor profile. They can invite other users to be added to a specific DUNS record. They can also remove users from that record.

Maintenance User: The maintenance user has the authority to maintain a vendor profile record except for the CCR Primary and Alternate POC information. This user does NOT have authority to invite or remove other users.

[▲ Back to Top](#)

**Q: How do I change the information on my user account?**

A: To change your user profile information:

- Log in using your user ID and password.
- Select "Edit User Profile" at the top of the User Account page.
- Modify your information and click "Update Profile".

[▲ Back to Top](#)

**Q: I started a registration a long time ago but did not complete it. I tried to update it using my confirmation number and received a message that my registration was not found. Do I need to start over?**

A: There are two possibilities:

1. If your record was incomplete and it has been at least a year since you last started your registration, you need to start a new registration.
2. If your record was created before September 21, 2008 and was missing an email address for the CCR Primary or Alternate Point of Contact, you need to start a new registration.

[▲ Back to Top](#)

**Q: I was invited to have access to a registration. How do I correctly accept the invitation?**

A. You will receive an email within an hour of the CCR user inviting you. There are two options:

1. If you have a user account already established:
  - Click on the link within the email.
  - Login with your user ID and password to access your account.
  - Accept the invitation.
2. If you do not already have a user account:
  - Click on the link within the email.
  - "Accept" the invitation, and enter your DUNS number and your email address.
  - Set up a user account.

[▲ Back to Top](#)

**Q: I do not have a TPIN number. What do I do?**

A. There are two possibilities:

1. If you have started a CCR registration after December 21, 2008, you will not receive a TPIN number. You will log in to your user account using the user ID and password you created when you started the registration.
2. If you registered before December 21, 2008, please go to <https://www.bpn.gov/ccr/Login.aspx> and click on "Click here for a TPIN request".

[▲ Back to Top](#)

**Q: I have my TPIN number, but I am unable to get into the CCR registration. What do I do?**

A. There are two possibilities:

1. If you used your TPIN to convert to a user ID and password, the TPIN is no longer valid. Use the user ID and password to login.
2. If you did not use the TPIN to convert to a user ID and password and are still not able to access your registration, contact the [CCR Assistance Center](#) at [www.ccr.gov](http://www.ccr.gov).

[▲ Back to Top](#)

**Q: Does my CCR registration expire if I do not update my password after 60 days?**

A: No. Your password expiring is related to your user account and does not impact the status of your registration.

When your user account password expires, log in to CCR. You will be required to create a new password.

[▲ Back to Top](#)

**Q: I only come in to CCR once or twice a year. What happens if I do not update my password every 60 days?**

A: When you log in to CCR after your password has expired, you will be required to create a new password.

NOTE: Your password is related to your user account and does not affect the status of your CCR registration.

[▲ Back to Top](#)

**Q: How do I change my password after I have created my user ID?**

A: First, please note that for security reasons, passwords can only be changed once every 24 hours.

There are two ways to change your CCR password. Start at <https://www.bpn.gov/ccrauth/Login.aspx>. Then:

1. If you have forgotten your password but know your security questions:
  - Click on the "Reset Password" link.
  - Enter your user ID.
  - Answer three of your five security questions correctly.
  - Create a new password.
2. If you know your password, but simply want to change it:
  - Sign in using your user ID and password.
  - You will be directed to your CCR User Account page.
  - Click the "Change Password" button at the top of the page.
  - Enter a new password, and then confirm the password.

\*Note: If you have forgotten your password and are unable to answer your security questions, contact the [CCR Assistance Center](#) in order to reset your password and gain access to your account.

[▲ Back to Top](#)

## CCR Codes

### Guide to Codes

This chart may help you sort out some of the major codes used within CCR. Please also see below for specific questions often asked about some of the codes.

<b>CODE</b>	<b>Definition</b>	<b>Description</b>	<b>Where to find the right one for your company</b>
DUNS Number	Data Universal Numbering System	Unique identifier assigned by D&B. Mandatory to begin CCR registration. Nine-digit numeric code, no spaces.	<a href="#">D&amp;B</a>
MPIN	Marketing Partner Identification Number	The MPIN is a self-created access code that will be shared with authorized partner applications [e.g., Past Performance Information Retrieval System (PPIRS), Online Representations and Certifications Application (ORCA), etc.] It is a nine-character alphanumeric code and must include at least one letter (upper or lower case) and one number. No spaces or special characters are permitted.	
CAGE Code	Commercial and Government Entity Code	Unique Identifier assigned by Department of Defense. Five-character alphanumeric value, no spaces. Must be in uppercase format. It is not necessary to have a CAGE Code before registration.	If you do not already have a CAGE Code, one will be assigned to you upon activation of your CCR record.
NCAGE Code	North Atlantic Treaty Organization (NATO) CAGE Code	Unique Identifier assigned by Department of Defense. Five-character alphanumeric value, no spaces. Must be in uppercase format. It is required for all foreign vendors working for a department under the Department of Defense umbrella.	<a href="#">NCAGE Code Application form</a>
NAICS Codes	North American Industry Classification System	Mandatory codes that classify the type of business an organization offers. Created to replace SIC codes.	<a href="#">U.S. Census Bureau</a>
SIC Codes	Standard Industrial Classification Code	Codes that classify the type of business an organization offers. Used for an EPA certification.	<a href="#">Occupational Safety &amp; Health Administration(OSHA)</a>
FSC Codes	Federal Supply Class Codes	Optional, four-character, numeric code used to describe	<a href="#">FSC Codes</a>

		the products your business sells.	
PSC codes	Product Service Codes	Optional, four-character, alpha-numeric code that describes the services your business offers, no spaces.	<a href="#">PSC Codes</a>

[▲ Back to Top](#)

**Q: How do I get a DUNS Number?**

A: The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by the commercial company D&B. Call D&B at 866-705-5711 if you do not have a DUNS number. The process to request a DUNS number takes about ten minutes and is free of charge. Please view these [instructions](#) to obtain your DUNS Number.

If you already have a DUNS number, the D&B representative will advise you over the phone. You must have a different nine-digit DUNS for each physical location or different address in your organization as well as each legal division that may be co-located. When entering your DUNS number, enter only the numbers; do not include dashes. As a result of obtaining a DUNS number, you might be included on D&B's marketing list that is sold to other companies. If you do not want your name/company included on this marketing list, D&B has asked that you contact them anytime at the same numbers noted above to request removal.

[▲ Back to Top](#)

**Q: NAICS - What are they, and where do I find them?**

A: Beginning in 1997, the North American Industry Classification System (NAICS) codes began replacing SIC codes. This six-digit code is a major revision that not only provides codes for newer industries, but also reorganizes the categories on a production/process-oriented basis.

The NAICS system was developed jointly by the U.S. Census Bureau in cooperation with the U.S. Economic Classification Policy Committee, Statistics Canada, and Mexico's Instituto Nacional de Estadística, Geografía, e Informática. This new, uniform, industry-wide classification system has been designed as the index for statistical reporting of all economic activities of the U.S., Canada, and Mexico.

Within your CCR Registration, you can enter or update this data field on the "Goods and Services" page. On this page, you will find a link to the NAICS search page within the Census Bureau's web site. This search page allows you to search by keyword for the appropriate NAICS codes for your organization. [Visit the NAICS homepage.](#)

[▲ Back to Top](#)

**Q: How are CAGE Codes assigned?**

A: Background: The Commercial And Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government. The Defense Logistics Information Service (DLIS), who administers the CAGE Code system, has a [CAGE Code search](#) feature on the internet that will help you determine if a code has been previously assigned to your organization.

For those not listed in the database, the CAGE request process is incorporated into the CCR registration. Therefore, your company will be assigned a CAGE Code during the processing of your registration. Notification of the activation of your CCR registration will be sent via email to the CCR Primary and Alternate Points of Contact. Once your registration is active, you can view your CAGE Code on the web by [searching the active](#)

[registrations](#), as long as you have not opted out of public display, or by logging in to your account.

The Defense Logistics Information Service (DLIS) in Battle Creek, Michigan, is the only authorized source of CAGE Codes. CAGE Codes will be assigned to registrants as their CCR registration goes through the validation process.

Note: Registrants that require a CAGE Code for a Security Clearance or for the assignment of a DODAAC Code do not need to go through CCR. They can submit the request on the [DoD Form 2051](#), "Request for Assignment of a Commercial and Government Entity (CAGE) Code". Section A must be filled out and signed by their sponsoring government agency. The agency may also request the CAGE Code on their agency letterhead.

Note: Foreign organizations that perform work outside the United States are required to register in CCR in order to receive a contract. They must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) Code from the appropriate source. The NCAGE Code can be obtained directly from the Codification Bureau in their country. Please view the up-to-date list of countries and the information necessary to contact the Codification Bureau by visiting their [web site](#).

[▲ Back to Top](#)

**Q: What is an MPIN? Where can I locate or assign my MPIN?**

A: A Marketing Partner ID Number (MPIN) is a personal code that allows you to access other government applications such as the Past Performance Information Retrieval System (PPIRS) and the Online Representations and Certifications Application (ORCA). The MPIN acts as your password in these other systems, and you should guard it as such.

The MPIN is a mandatory data element created by the CCR registrant and must have nine characters: at least one letter (upper or lower case) and one number. No spaces or special characters are permitted.

If you are not yet registered in CCR and need an MPIN, please view our [CCR User's Guide](#) to learn what is needed and how to register.

To view your company's MPIN:

1. Go to the CCR Homepage: [www.ccr.gov](http://www.ccr.gov).
2. Click on "Update or Renew Registration".
3. Select an entity type, and then click "Continue".
4. Click on User Account Login.
5. Enter your user ID and password, then click the "Log In" button.
6. Select "Update/Renew" across from the DUNS number you are looking for.
7. Click on the "Points of Contact" menu option.
8. Scroll to the bottom of the Points of Contact page to view your MPIN.

If you change your MPIN, be aware that it may take 24-48 hours for other government systems to recognize your new MPIN. If no change is necessary, DO NOT click Validate/Save Data, just click "Quit CCR" at the top left side of the screen.

If you need individual help in finding your MPIN, call the CCR Helpdesk at 888-227-2423 or 269-961-5757 (DSN: 661-5757) internationally.

[▲ Back to Top](#)

**Q: What communication method will be used to notify POCs?**

A: POCs will no longer be notified by hardcopy communication via the postal service. Communication will now be via email. It is important that your POCs have valid email

addresses so they can receive important CCR information, such as notification when your record is about to expire.

[▲ Back to Top](#)

**Q: What type of notifications will POCs receive?**

A:

Type Of Communication	Method of Communication
CCR Welcome Letter	Emailed to the CCR Primary and Alternate POCs
Taxpayer Identification Number (TIN) Match Fail Letter	Emailed to the CCR Primary and Alternate POCs
DFAS NOC EFT Information has changed	Emailed to the CCR Primary, Alternate, and Accounts Receivable POCs
DFAS NOC EFT Information should be reviewed - not able to make this change	Emailed to the CCR Primary, Alternate, and Accounts Receivable POCs
CCR Trading Partner Profile EFT Information has changed	Emailed to the CCR Primary, Alternate, and Accounts Receivable POCs
CCR Renewal Letter (30 days to expiration)	Emailed to the CCR Primary and Alternate POCs
CCR Expiration Letter	Emailed to the CCR Primary and Alternate POCs
CCR Renewal Letter (60 days to expiration)	Emailed to the CCR Primary and Alternate POCs
Administrator User Account Established	Emailed to the CCR Administrator who associated the DUNS to their user account
Administrator User ID and Password replaces TPIN for CCR	Emailed to the CCR Administrator who associated the DUNS to their user account
CCR Notice of TPIN Conversion to User ID and Password for CCR	Emailed to the CCR Primary and Alternate POCs

[▲ Back to Top](#)

**Q: How do I obtain my CCR Number?**

A: There are no CCR numbers in CCR. If another site requests your CCR Number, they are most likely asking for your DUNS Number or CAGE Code.

[▲ Back to Top](#)

**International Registrants**

**Q: Are international organizations required to register in CCR?**

A: For international registrants and U.S. Territory based companies, registration in CCR is mandatory unless it is deemed by the contracting officer to be a special situation where it is not required. Please contact your contracting officer to determine if registering is mandatory for the particular award you are bidding on.

[▲ Back to Top](#)

**Q: I am an international registrant and need an NCAGE Code before beginning my registration in CCR. How do I find my NCAGE Code?**

A: [Click here](#) for instructions for requesting an NCAGE Code. You can email the following address with any problems getting an NCAGE Code: [NCAGE@dla.mil](mailto:NCAGE@dla.mil), or contact the CCR Helpdesk at 888-227-2423 or 269-961-5757 (DSN: 661-5757) internationally.

[▲ Back to Top](#)

**Q: I am an international registrant, and my address has changed. How do I change my address?**

A: If a non-U.S. registrant's address changes, the NCAGE Code record must be updated by contacting the [NATO POC](#) for your country. To change your address in CCR, use the online D&B [web form](#).

[▲ Back to Top](#)

**Q: What does "D&B Monitoring" mean, and is my country included?**

A: D&B monitors changes in Entity Name, Tradestyle/DBA, Physical Address and Business Status (i.e. in or out of business) for CCR registrants who are in "monitored" countries. Close to 99% of CCR's registrants are located in these countries. If your business is located in one of the countries listed below, CCR will be notified of changes to your D&B record within 24-48 hours of the change being made at D&B. It is then the CCR registrant's responsibility to "accept" these changes when renewing or updating so that the new information can become a part of their permanent CCR registration.

If you are located in a country that is not currently monitored by D&B and you receive a Monitoring Error Message, please email D&B at [ccrhelp@dnb.com](mailto:ccrhelp@dnb.com) or use the online [web form](#) process to modify your existing DUNS record.

**D&B Monitored Countries (as of June 2006)**

Andorra  
Australia  
Austria  
Belgium  
Canada  
Denmark  
Finland  
France  
Germany  
Hong Kong  
Ireland  
Italy  
Japan  
Luxembourg  
Monaco  
Netherlands  
New Zealand  
Norway  
Portugal  
San Marino  
Singapore  
Spain  
Sweden  
Taiwan  
United Kingdom  
United States of America

[▲ Back to Top](#)

**Q: What happens to my DUNS number if my firm moves to another country?**

A: For the most part, the DUNS number originally assigned to a business entity remains current. However, there are certain business events that may cause D&B to re-assign a

DUNS Number. Generally these are when a business physically moves from one country to another, a branch/division has been acquired, a branch/division separates from its headquarters, or a single/stand-alone location becomes a branch of a company.

If you know or believe a new DUNS Number has been assigned for your company, you may contact D&B at [govt@dnb.com](mailto:govt@dnb.com) to verify that the information is correct.

[▲ Back to Top](#)

**Q: Does it take longer if I'm outside the US?**

A: Generally, DUNS numbers are assigned within 24-48 hours (or one business day) of D&B receiving the request. If a DUNS number was requested and it has not yet been received, please send an e-mail to [govt@dnb.com](mailto:govt@dnb.com).

[▲ Back to Top](#)

## Small Business FAQs

**Q: How can I have my business included in the Dynamic Small Business Search?**

A: If you indicate that you are a small business when registering or updating your registration in CCR, a supplemental page with small business information will pop up. This page allows you to enter your small business profile information. This data will automatically populate the SBA database where your business information can be readily accessed through the Dynamic Small Business Search Function.

[▲ Back to Top](#)

**Q: Why can't I indicate my SBA Certifications?**

A: The SBA's Small Business Logic will calculate a registrant's small business size status against each North American Classification System (NAICS) code listed in your record. This size status is based upon your organization's receipts and employee size information. Your record must show the total receipts and number of employees for the entire firm and all its divisions, branches, and affiliates worldwide. SBA will also populate the SBA Certified Small Disadvantaged Business, SBA Certified 8(a), and SBA Certified HUBZone business type fields in CCR.

[▲ Back to Top](#)

**Q. What are Size Standards? How does SBA determine my size standard?**

A: Size Standards are numerical measures that a registrant must meet in order to qualify as a small business. SBA usually establishes size standards by the number of employees or receipts for most industries based on the North American Industry Classification System (NAICS). However, for Petroleum Refiners, NAICS Code 324110, SBA established two measures that must be met, 125,000 barrels per calendar day capacity AND 1500 employees. In addition, SBA does not use receipts or employees as a measure of size for the following industries and NAICS codes:

- Electric Utilities: Codes 221111, 221112, 221113, 221119, 221121, 221122. The size standard for these industries is 4 million megawatt hours total output for preceding year.

- Finance Institutions: Codes 522110, 522120, 522130, 522190, 522210, and 522293. The size standard for these institutions is \$165 million in assets.

[▲ Back to Top](#)

**Q: How do I update my SBA Profile?**

A: When you update your CCR profile, you will be prompted to go to the SBA supplemental page. Information entered on this page will update your SBA profile.

[▲ Back to Top](#)

**Q: How do I obtain my SBA customer number?**

A: Go to <http://www.ccr.gov> and click on Dynamic Small Business Search on the left side of the screen. Enter your DUNS number toward the bottom of the page in the DUNS number field, and click on "Search Using These Criteria". If your company comes up, click on the name. Your SBA number will appear in the URL address of the web browser and will start with "P...".

NOTE: If your company does not come up, you have not yet completed your SBA supplemental pages.

[▲ Back to Top](#)

## Getting Paid

**Q: Does CCR coordinate payments?**

A: No, CCR is not a payment system. It would be best for you to contact the payment office for the contract you worked on.

[▲ Back to Top](#)

**Q: I am concerned about including my organization's banking information for security reasons. Can I still register if I don't enter this information?**

A: The banking information is mandatory for registering in CCR. While CCR is not a payment system and does not directly facilitate payments, federal government agencies are required to make payments only to registrants' bank account information as it appears in CCR. This system ensures that payments are made to a current account, as each registrant is responsible for keeping their registration information up to date. Registrants are responsible for keeping banking information current and reviewing their entry at least once every 365 days. Only approved government contracting or finance officers are able to view your banking information or have access necessary to ensure proper payment to your account.

[▲ Back to Top](#)

**Q: If CCR is not a payment system, why am I required to enter my banking information?**

A: When properly executed, Electronic Funds Transfer (EFT) makes for a faster, more efficient method of payment. Agency financial offices receive registrant financial information from CCR. They use CCR information to make the registrant payments. Therefore, it is extremely important that you keep your information current in CCR.

In addition, if your registration expires while you are still under contract, all payments may stop. Again, it is very important to keep your information current and your registration active. This means that you must renew and revalidate your registration at least once every 365 days. If you are experiencing any delays in receiving payments, please contact your contracting officer.

[▲ Back to Top](#)

**Q: I want to assign my claims to another source. How do I do that?**

A: The standard procedure is if a contractor assigns his or her payments, the contract needs to be modified to identify the assignee. That identification needs to include the assignee's DUNS number or CAGE Code. The finance office should then look to that section of the modified contract to know which record to pull from CCR for the payment information. Assignees, just like prime contractors, need to be registered separately in CCR. If they need to have more than one EFT address, they can make use of the DUNS+4 capability.

[▲ Back to Top](#)

## Problems Using CCR

**Q: I am having problems accessing the registration pages for CCR. What do I do?**

A: If you have questions regarding your registration please contact the CCR Helpdesk at 1-888-227-2423 or 269-961-5757 (DSN: 661-5757) internationally. You can also find more information on the registration process in the [CCR User's Guide](#). For issues with accessing the pages contact the [Webmaster](#).

[▲ Back to Top](#)

**Q: Is my company going to be included in any marketing lists?**

A: Certain CCR information, like phone numbers, is available through the Freedom of Information Act (FOIA). Email addresses are never made available publicly through CCR.

In D&B, users have the option of being included in D&B's marketing campaign. If you choose not to be included in this marketing list, please request to be removed from D&B's marketing file by calling 866-705-5711. D&B does not publish email addresses.

If you are a small business and part of the Dynamic Small Business Search (DSBS), your business contact information, including email addresses, may be available. You can request to have your email address removed by sending an email to [DSBShelpdesk@basetech.com](mailto:DSBShelpdesk@basetech.com).

For Equifax (formerly known as Austin Tetra), users who no longer wish to receive promotional materials from Equifax or its affiliates and partners may opt out of receiving marketing communications by replying with "unsubscribe" in the subject line of the email or by sending an email to [clientsvc@austintetra.com](mailto:clientsvc@austintetra.com).

[▲ Back to Top](#)

## Updating/Renewing a CCR Record

**Q: I am updating and renewing my CCR record and noticed that the D&B information provided requires changing. How can I update this data?**

A: Update your D&B information on the [D&B webform](#). After you make the desired changes and D&B confirms the changes made in their system, you will need to review the information in CCR.

To view the D&B information in CCR:

1. Go to the CCR Homepage: [www.ccr.gov](http://www.ccr.gov).
2. Click on "Update or Renew Registration".
3. Select an entity type, and then click "Continue".
4. Click on User Account Login.
5. Enter your user ID and password, and then click the "Log In" button.
6. Select "Update/Renew" across from the DUNS number you are looking for.
7. Click on D&B Monitoring on the registration menu on the left side of the screen.
8. If the information is correct from D&B, click "yes".
9. A warning box will appear. Select "yes" to transfer the information to the General Information page of your CCR.
10. Review the General Information page. Click on "Validate/Save Data" at the bottom of the page. If every mandatory field has been completed, you will receive a "Registration Complete" message.

After you receive the "Registration Complete" message, it will take 24 to 48 business hours to process the CCR update.

The D&B time frame for the changes to take effect is usually 24 hours but may vary from country to country.

NOTE: If it has been more than two business days since you received confirmation from D&B that your DUNS record has been modified and when entering CCR the D&B monitoring information is still not correct, please contact D&B at [govt@dnb.com](mailto:govt@dnb.com).

**[▲ Back to Top](#)**

**Q: I contacted D&B to make changes, and the new information is still not showing in the Update/Renew section of CCR. What do I do?**

A: If it has been more than two business days since you received confirmation from D&B that your DUNS record has been modified, return to the Update/Renew link at CCR to accept the changes. If changes to your Legal Organization Name, Doing Business As (DBA), Physical Address, or Postal Code/Zip+4 are not displayed, please contact D&B at [govt@dnb.com](mailto:govt@dnb.com). Provide your DUNS Number and Legal Business Name in the email.

**[▲ Back to Top](#)**

**Q: I received a D&B error code when attempting to update and renew my CCR record. What is required to move forward?**

A: Please contact D&B at [govt@dnb.com](mailto:govt@dnb.com) indicating the error code you received. Be sure to include your DUNS Number and contact information in the email. A D&B representative will contact you to resolve the issue.

**[▲ Back to Top](#)**

**Q: I have learned that my organization has a new DUNS Number. How do I update my CCR record?**

A: Please contact D&B at [govt@dnb.com](mailto:govt@dnb.com) indicating the old and new DUNS Numbers. A D&B associate will respond by verifying the correct DUNS Number for your organization. Additional information will be provided if changes to your CCR record are required.

**[▲ Back to Top](#)**

**Q: How do I change the bank name in my registration?**

A: The name of the bank will automatically be filled in from the ABA Routing Number provided. The bank name will show up once you select "Validate/Save Data" at the bottom of the page.

**[▲ Back to Top](#)**

## **Other FAQs**

**Q: How do I search for contracting opportunities now that I am registered in CCR?**

A: Now that you're registered in CCR, make sure you visit [www.FBO.gov](http://www.FBO.gov). FedBizOpps (FBO) is the single Government point-of-entry (GPE) for federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal, FBO, commercial registrants seeking federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire federal contracting community.

If you are interested in opportunities under \$25,000, please contact the appropriate agency office of small and disadvantaged business utilization at the [Federal Office of Small and Disadvantaged Business Utilization Directors Interagency Council](#) .

[▲ Back to Top](#)

**Q: How are Novations agreements handled within CCR?**

A: CCR does not replace the paper process required by the FAR for novation agreements. If your company has merged, split, or simply changed its name, you must alert your contracting officer to accomplish a novation modification on any current contracts. This is an important step, as your payment on current contracts could be negatively impacted if the novation process is not completed. Please contact your contracting officer for details. Additionally, please note that any changes made to your organization name in CCR when you have open contracts require contacting your contracting officer for a Novation Agreement.

[▲ Back to Top](#)

**Q: How do I gain access to data in CCR?**

A: You can access CCR data by:

- Public Search
- CCR Tools
- CCR XML
- CCR Extracts

Click [here](#) to do a public search of CCR data.

Click [here](#) to access CCR Tools, XML or Extracts.

[▲ Back to Top](#)

**Q: How long does it take my CCR data access application to be processed?**

A: It may take up to two weeks to process proprietary data requests and up to two months for sensitive data requests.

[▲ Back to Top](#)

**Q: Is CCR compliant with Section 508 of the Rehabilitation Act?**

A: The Defense Logistics Information Service (DLIS), a DLA Activity, is committed to providing its employees, customers and visitors with the most current and timely information possible. Section 508 of the Rehabilitation Act as amended, 29 U.S.C. Section 794d, requires that federal agencies' electronic and information technology is accessible to people with disabilities. Web pages hosted by DLIS have been tested in accordance with the provisions of this Act. Please click [here](#) for additional information.

[▲ Back to Top](#)

**Q: I received an Out of Business message. What should I do?**

A: If you receive an "Out of Business" message, please contact D&B at 1-866-705-5711 (U.S. only) or [govt@dnb.com](mailto:govt@dnb.com) (International registrants) to verify the status of your DUNS record. You may continue with CCR registration after D&B has confirmed the status of your record.

[▲ Back to Top](#)

**Q: What is a PTAC, and how can it help?**

A: The Defense Logistics Agency, on behalf of the Secretary of Defense, administers the DoD Procurement Technical Assistance Program (PTAP). PTA Centers are a local resource available at no or nominal cost that can provide assistance to business firms in marketing products and services to the federal, state, and local governments. Contact your local PTAC: [Procurement Technical Assistance Center \(PTAC\)](#).

[▲ Back to Top](#)

**Q: What is the Information Opt Out Option I see displayed in CCR, and how is it used?**

A: This data element allows registrants to "opt out" of public display of their record. Opting out may result in a reduction in federal government business opportunities and subcontractors choosing this option will not be visible to prime contractors. If you do not wish to allow the public to search and view your record, please select the radio button for "I DO NOT authorize my company information to be displayed in CCR's Public Search".

[▲ Back to Top](#)

**Q: Do I need to fill out the Disaster Response Contractor Data Elements?**

A: This section is optional for those contractors wishing to do business with the federal government, such as the Federal Emergency Management Agency (FEMA), in the event of a natural disaster.

When national emergencies or natural disasters such as floods and hurricanes occur, supplies and services need to be procured and rushed to the affected area quickly. To expedite this process, the government needs to establish and maintain a registry of contractors who are willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief activities. Collecting this information in CCR provides a means for potential local contractors to identify themselves to the federal agencies during times of disasters.

Additional information on FEMA disasters may be found at <http://www.fema.gov/hazard/index.shtm>.

[▲ Back to Top](#)

**Q: What are Bonding Levels?**

A: A "Bond" is a written instrument executed by a bidder or contractor (the "principal") and a second party (the "surety" or "sureties") to assure fulfillment of the principal's obligations to a third party (the "obligee" or "government") identified in the bond. If the principal's obligations are not met, the bond assures payment, to the extent stipulated, of any loss sustained by the obligee. Whether for service type contracts or construction, bonding levels assure the U.S. Government that prospective contractors are capable of fulfilling its requirements.

Additional information about bonds may be found in the Federal Acquisition Regulation (FAR) Part 28: <http://farsite.hill.af.mil/vffara.htm>.

If your company is from an industry that normally does not require bonding in order to bid on contracts, please leave the Bonding Level section blank.

When entering Bonding Levels, you may enter any or all fields. They are not dependent on each other.

[▲ Back to Top](#)

**What is my Geographic Area Served?**

A: The Geographic Area Served is the State, County, Congressional District, and/or Metropolitan Statistical Area where the vendor provides or delivers products and/or services. This information is collected to identify prospective contractors that can deliver emergency supplies and services needed in a specific disaster area. Additional information on Metropolitan Statistical Areas may be found at: <http://www.whitehouse.gov/omb/bulletins/fy2007/b07-01.pdf>.

[▲ Back to Top](#)

**FAQs for Government Users of CCR Data**

**Q: How can I see the status of a registrant's registration?**

A: You can perform a public search on CCR to find out if an individual or organization is registered.

1. Go to the CCR [Homepage](#).
2. Click on "Search CCR".
3. Enter the DUNS number, company name, or the CAGE Code. Click the appropriate Search button.
4. When the record appears, click on the "Details" button to the left of the DUNS number to view the rest of the registration.
5. The expiration date of the registration is posted in bold type at the top of the screen.

You may call the CCR Helpdesk at 888-227-2423 for further assistance. You will need the contractor's DUNS number to use the CCR Helpdesk.

**[▲ Back to Top](#)**

**Q: I am an employee of the federal government and need to receive the CCR data in order to award contracts or process payments. How can I gain access to this information?**

A: We have several ways that federal government users can access the information contained in CCR: CCR Extracts, CCR Tools, and CCR XML. You can find more information at the [CCR Access Page](#). The processing time may take up to two months after submitting your registration forms.

**[▲ Back to Top](#)**

**Q: How can a government contract officer get a registration expedited? (Registrants cannot call the agency contact directly.)**

A: Call the CCR Helpdesk at 888-227-2423 to obtain information on the status of an application.

**[▲ Back to Top](#)**

**Q: If the data has changed, can we see when, where, and by whom it was changed?**

A: Government contract officers can request for audit trail data by contacting the CCR Helpdesk. These requests will be handled manually on a case-by-case basis.

**[▲ Back to Top](#)**