



**Department of Homeland Security (DHS)  
Science & Technology (S&T)  
Office of the Chief Information Officer (OCIO)  
Applications Branch (Apps Branch)**

## **Small Business Innovation Research (SBIR)- Broad Agency Announcement (BAA)**

### **Public Portal: Awardee Training Guide**

**December 15, 2015**

**Version 2.0**

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## 1.0 Receive Notification of Award/Contract

If your proposal has been selected for award/contract, the point of contact will receive a notification via e-mail from DHS Technical Support. The e-mail content will contain the following information:

- The identifying number of the proposal/white paper that was selected for award/contract
- Instructions on how to access the Awardee Portal
- Your Award/Contract number and Passcode

Below is an example of the information contained in a notification of award/contract e-mail:

```
Congratulations!

The proposal, BAA11-01.BKL-001-0009-I, submitted by ACME CO. has
been awarded. You may gain access to this award/contract by
adding it to your list of award/contracts.

You may log onto the system using the existing credentials used
to submit this proposal (if you have them), or create a new user,
if needed.

Please login to the portal at:
https://baa2.st.dhs.gov. Click on the Add Contracts link to start
submitting deliverables to the contract. Please note that only
one person from your company may have access to this award, so do
not register access to it if you do not plan to be the POC
regarding any expected deliverables. Use the following
award/contract number and passcode to verify your contract:
Award/Contract: 888888888888
Passcode: Q-n7a3vc

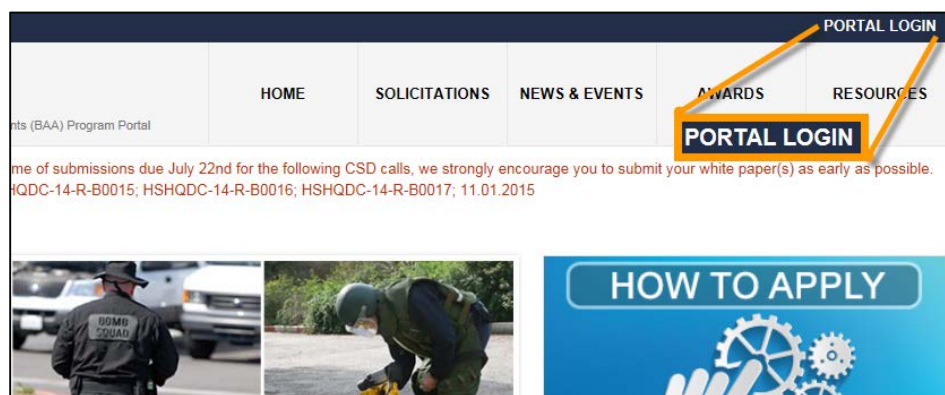
Thanks,
DHS Technical Support
```

Figure 1: Example of a BAA award/contract e-mail message

## 2.0 Access the Awardee Portal

Only one person from your company may access this award, so do not register access to it if you do not plan to be the POC regarding any expected deliverables.

1. For BAA awards, go to the <https://baa2.st.dhs.gov> site.  
For SBIR awards, go to the <https://sbir2.st.dhs.gov> site.
2. To login, click on the **Portal Login** link, located at the top-right corner of the page.



3. Log in to the system using the existing credentials used to submit the proposal (if you have them), or create a new user, if needed.
  - a. Read the Security Agreement. If you agree to the security agreement, click the *I agree to the terms* check box. If you do not agree, do not enter the site. Contact the Technical Support if desired. (Technical Support information is displayed in footer)
  - b. In the *Username* field, enter your user name.
  - c. In the *Password* field, enter your password.
  - d. Click the *Sign In* button.

PORTAL LOGIN

Haven't Registered? Register Now

**DHS ST Security Agreement**

You are about to access a DHS computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

You must agree to the security agreement to continue to the login page

I agree to the terms

**Login**

Username: Check Security Agreement

Password:

Sign In

Forgot Your Password? Not Registered?

Note: If you have not yet registered, click the *Register Now* button.

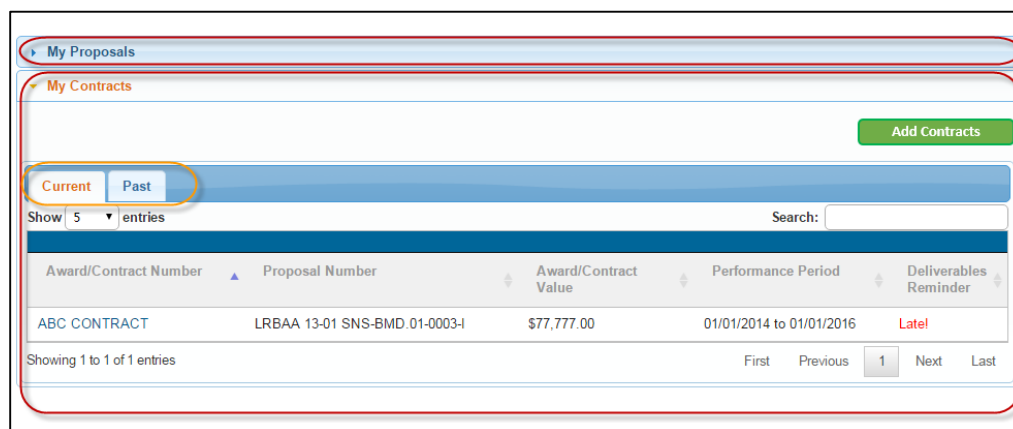
Note: If you do not know your password, click the *Forgot Your Password?* link. You will be prompted to submit your username and the answer to your Security Question. Upon verification, your password will be reset and e-mailed to you

### 3.0 Access *My Contracts*

Your proposals and your contracts are now available under the same view.

Based on your last session, you may see one of the below sessions expanded:

- My Proposals
  - My Contracts
1. To access your contracts, click on My Contracts heading.
  2. This will expand or contract My Contracts view based on your settings.



3. Once expanded, notice that the Contracts are separated into two categories:
  - Current (Contracts)
  - Past (Contracts)
4. If you are planning to add a new Contract, refer to the [Add Contracts](#) section below.
5. If you are working on an existing contract, please refer to the [My Contracts and Submit Deliverables](#) section below.

## 4.0 Add Contracts

To begin, you must first add the awarded contract to your list of contracts. You only need to do this once and it will be saved to your contract list.

1. When you are logged in, from the main menu, click the *Add Contracts* link. The Add Contracts page opens (shown below).

In the *Award/Contract Number* field, enter the award/contract number included in the notification e-mail.

In the *Passcode* field, enter the Passcode included in the notification e-mail.

The screenshot shows the 'My Contracts' section of the portal. It includes a table with the following data:

Award/Contract Number	Proposal Number	Award/Contract Value	Performance Period	Deliverables Reminder
ABC CONTRACT	LRBAA 13-01 SNS-BMD.01-0003-I	\$77,777.00	01/01/2014 to 01/01/2016	Late!

**Add Contracts**

**Instructions:** This Electronic Handbook (EHB) facilitates the submission of contract deliverables. Before you can submit the first deliverable for your contract, you must add your contract to your list of contracts. You only need to do this once and it will be saved to your contract list. In the fields below, please enter the Contract Number and the Passcode sent to you in an email and click on the **Submit** button. If you do not have a Passcode, please contact the Help Desk at [stdevsbir@reisystems.com](mailto:stdevsbir@reisystems.com) or at (111) 111-1111.

Award/Contract Number:

Passcode:

**All fields are required**

Figure 2: Example of the Add Contracts page

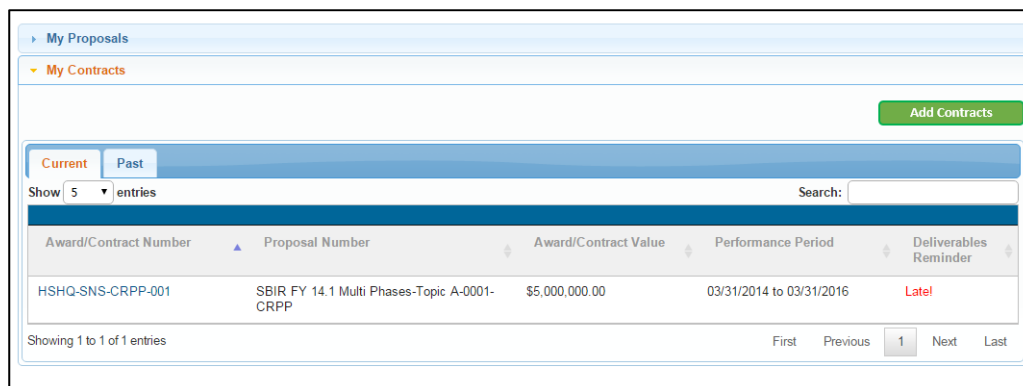
2. Click the *Add Contract* button. The confirmation message displays informing that you've successfully added the contract, listing the Contract Number.



## 5.0 My Contracts and Submit Deliverables

### 5.1 View Contracts

1. To view your awarded contracts, click the *My Contracts* header to expand the dashboard.
2. The My Contracts dashboard displays (shown below).



The screenshot shows the 'My Contracts' dashboard. At the top, there is a 'My Proposals' header and a 'My Contracts' sub-header. A green 'Add Contracts' button is visible. Below the header, there are tabs for 'Current' and 'Past'. A search bar and a 'Show 5 entries' dropdown are present. The main content is a table with the following data:

Award/Contract Number	Proposal Number	Award/Contract Value	Performance Period	Deliverables Reminder
HSHQ-SNS-CRPP-001	SBIR FY 14.1 Multi Phases-Topic A-0001-CRPP	\$5,000,000.00	03/31/2014 to 03/31/2016	Latel

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and includes navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'.

Figure 3: Example of the My Contracts dashboard

## 5.2 Submit Deliverables to a Contract

1. From the My Contracts dashboard (shown above), click the award/contract number link.
2. The *Submit Deliverables* page opens (shown below).










Identify the row containing the deliverable you desire to submit, then click the associated *Submit* icon in the **Action** column (highlighted in the screenshot below)

**MY CONTRACTS > SUBMIT DELIVERABLES**

**Instructions:** To submit deliverables, click on the **Submit** link next to deliverable you wish to submit. You can view your submitted deliverables by clicking on the name of the deliverables. Once the deliverable is accepted, you may not resubmit the deliverable.

Contract Information							
Award/Contract	HSHQ-SNS-CRPP-001 (SBIR FY 14.1 Multi Phases CRPP) SNS - MP II CRPP Accelerator						
Performance Period	03/31/2014 to 03/31/2016						
Contract POCs	<i>PI:</i> AwardMod, Suzie S (null) (5555555555   ssundrani@reisystems.com) <i>Awardee POC:</i> Zango, Georgette cooney (7037777777   ssundrani@reisystems.com) <i>COTR:</i> Sundrani, Seema (SPT CTR) (1223335555   ssundrani@reisystems.com) <i>Program Management Team:</i> Sundrani, Seema (SPT CTR) (1223335555   ssundrani@reisystems.com)						

Del.#	Deliverable	Deliverable Type	Reporting Period (mm/dd/yyyy)	Due Date	Submitted Date	Accepted Date	Action
1	Prototype #1	Prototype	03/31/2014 - 06/29/2014	06/29/2014	03/09/2014	03/09/2014	
2	Prototype #2 <b>Late!</b>	Prototype	06/30/2014 - 09/29/2014	09/29/2014			
3	Prototype #3 <b>Late!</b>	Prototype	09/30/2014 - 12/29/2014	12/29/2014			
4	Prototype #4 <b>Late!</b>	Prototype	12/30/2014 - 03/29/2015	03/29/2015			
5	Prototype #5 <b>Late!</b>	Prototype	03/30/2015 - 06/29/2015	06/29/2015			
6	Prototype #6 <b>Late!</b>	Prototype	06/30/2015 - 09/29/2015	09/29/2015			
7	Prototype #7	Prototype	09/30/2015 - 12/29/2015	12/29/2015			
8	Prototype #8	Prototype	12/30/2015 - 03/29/2016	03/29/2016			
9	Final Prototype	Prototype	03/30/2016 - 03/31/2016	03/31/2016			

[Return to Dashboard](#)

Figure 4: Example of the Submit Deliverables page

### 3. The My Contracts > Submit Deliverable window displays (shown below).

**My Contracts > Submit Deliverable**

**Instructions:** To submit a deliverable, please identify the following for your deliverable document and click on the "Browse..." button below. After selecting the file, enter the appropriate information and click on the **Submit** button to submit the deliverable document. Once it is submitted, an email notification will be sent out to the Point Of Contacts for this contract.

Award/Contract	HSHQ-SNS-CRPP-001 (SBIR FY 14.1 Multi Phases CRPP) SNS - MP II CRPP Accelerator
Deliverable	Prototype #2

**Submission History:** (Only the last uploaded file will be considered)

File Name	File Size	Uploaded By	Uploaded On
No Uploaded Files			

**Deliverable Information:**

File to be uploaded \*  No file chosen <sup>1</sup> (PDF only, 100 MB max)<sup>2</sup>

If you have submitted the deliverable via methods outside of the system, please provide the date.

Deliverable submitted on  (mm/dd/yyyy) Example: 01/01/2009

Be sure to provide additional information in the **Comments** field provided below.

Comments 250 Character Limit

**\* Required Information**

<sup>1</sup> Uploading a new document will replace the previously uploaded document

<sup>2</sup> Password protected files will not be accepted

Figure 5: Example of the Submit Deliverable page

The award/contract information displays at the top of the page.

The Submission History (if any) displays beneath the award/contract information.

Enter information in the Deliverable Information section. Below are the descriptions of each field.

Field	Description
File to be uploaded	Click the <i>Browse</i> or <i>Choose File</i> button to locate and select the desired PDF document to upload.
Deliverable submitted on	Enter the date on which the deliverable was submitted.
Comments	Enter applicable comments about the deliverable.

4. Click the *Submit* button. A confirmation message displays (shown below).
5. Notice that the uploaded File Name and associated details display in the *Submission History* section.

In addition, you will receive an e-mail confirmation message. **If you do not receive an e-mail confirmation**, check your e-mail account's Spam/Junk folder and/or contact the Help Desk immediately.

**My Contracts > Submit Deliverable** ✕

**Instructions:** To submit a deliverable, please identify the following for your deliverable document and click on the "Browse..." button below. After selecting the file, enter the appropriate information and click on the **Submit** button to submit the deliverable document. Once it is submitted, an email notification will be sent out to the Point Of Contacts for this contract.

Award/Contract	HSHQ-SNS-CRPP-001 (SBIR FY 14.1 Multi Phases CRPP) SNS - MP II CRPP Accelerator
Deliverable	Prototype #2

**Submission History:** (Only the last uploaded file will be considered)

File Name	File Size	Uploded By	Uploded On
Invoice 3_awards.pdf	54 KB	Georgette Zee Zango	Thu Dec 10 14:40:21 EST 2015

Your transaction has been processed.

**Deliverable Information:**

File to be uploaded *	<input type="button" value="Choose File"/> No file chosen <sup>1</sup> (PDF only, 100 MB max) <sup>2</sup>
<b>If you have submitted the deliverable via methods outside of the system, please provide the date.</b>	
Deliverable submitted on	<input type="text" value="12/10/2015"/> (mm/dd/yyyy) Example: 01/01/2009
<b>Be sure to provide additional information in the <u>Comments</u> field provided below.</b>	
Comments	250 Character Limit <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

**\* Required Information**

<sup>1</sup> Uploading a new document will replace the previously uploaded document

<sup>2</sup> Password protected files will not be accepted










Figure 6: Example of the Submit Deliverable Success confirmation page

6. When done, simply close the pop-up window by clicking X at the top-right corner of the pop-up window.
7. The My Contracts > Submit Deliverables page displays, with the deliverable now available to view (shown below). Click the deliverable title to view it.

**MY CONTRACTS > SUBMIT DELIVERABLES**

**Instructions:** To submit deliverables, click on the **Submit** link next to deliverable you wish to submit. You can view your submitted deliverables by clicking on the name of the deliverables. Once the deliverable is accepted, you may not resubmit the deliverable.

Contract Information	
Award/Contract	HSHQ-SNS-CRPP-001 (SBIR FY 14.1 Multi Phases CRPP) SNS - MP II CRPP Accelerator
Performance Period	03/31/2014 to 03/31/2016
Contract POCs	<i>PI:</i> AwardMod, Suzie S (null) (5555555555   ssundrani@reisystems.com) <i>Awardee POC:</i> Zango, Georgette cooney (7037777777   ssundrani@reisystems.com) <i>COTR:</i> Sundrani, Seema (SPT CTR) (1223335555   ssundrani@reisystems.com) <i>Program Management Team:</i> Sundrani, Seema (SPT CTR) (1223335555   ssundrani@reisystems.com)

Del.#	Deliverable	Deliverable Type	Reporting Period (mm/dd/yyyy)	Due Date	Submitted Date	Accepted Date	Action
1	Prototype #1	Prototype	03/31/2014 - 06/29/2014	06/29/2014	03/09/2014	03/09/2014	
2	Prototype #2	Prototype	06/30/2014 - 09/29/2014	09/29/2014	12/10/2015		 
3	Prototype #3 <b>Late!</b>	Prototype	09/30/2014 - 12/29/2014	12/29/2014			
4	Prototype #4 <b>Late!</b>	Prototype	12/30/2014 - 03/29/2015	03/29/2015			
5	Prototype #5 <b>Late!</b>	Prototype	03/30/2015 - 06/29/2015	06/29/2015			
6	Prototype #6 <b>Late!</b>	Prototype	06/30/2015 - 09/29/2015	09/29/2015			
7	Prototype #7	Prototype	09/30/2015 - 12/29/2015	12/29/2015			
8	Prototype #8	Prototype	12/30/2015 - 03/29/2016	03/29/2016			
9	Final Prototype	Prototype	03/30/2016 - 03/31/2016	03/31/2016			

[Return to Dashboard](#)

Figure 7: Example of the Submit Deliverable page

## 6.0 Send Notification









To notify other users about contract-related activities:

1. From the *My Contracts* dashboard, select the desired *Award/Contract* link.
2. The *My Contracts > Submit Deliverables* page displays.
3. Click on the *Send Notification* icon located at the right-side of the Contract POCs row (as shown below)

**MY CONTRACTS > SUBMIT DELIVERABLES**

Instructions: To submit deliverables, click on the **Submit** link next to deliverable you wish to submit. You can view your submitted deliverables by clicking on the name of the deliverables. Once the deliverable is accepted, you may not resubmit the deliverable.

Contract Information	
Award/Contract	HSHQ-SNS-CRPP-001 (SBIR FY 14.1 Multi Phases CRPP) SNS - MP II CRPP Accelerator
Performance Period	03/31/2014 to 03/31/2016
Contract POCs	PI: AwardMod, Suzie S (null) (5555555555   ssundrani@reisystems.com) Awardee POC: Zango, Georgette cooney (7037777777   ssundrani@reisystems.com) COTR: Sundrani, Seema (SPT CTR) (1223335555   ssundrani@reisystems.com) Program Management Team: Sundrani, Seema (SPT CTR) (1223335555   ssundrani@reisystems.com)

Del.#	Deliverable	Deliverable Type	Reporting Period (mm/dd/yyyy)	Due Date	Submitted Date	Accepted Date	Action
1	Prototype #1	Prototype	03/31/2014 - 06/29/2014	06/29/2014	03/09/2014	03/09/2014	
2	Prototype #2	Prototype	06/30/2014 - 09/29/2014	09/29/2014	12/10/2015		
3	Prototype #3 <b>Late!</b>	Prototype	09/30/2014 - 12/29/2014	12/29/2014			
4	Prototype #4 <b>Late!</b>	Prototype	12/30/2014 - 03/29/2015	03/29/2015			
5	Prototype #5 <b>Late!</b>	Prototype	03/30/2015 - 06/29/2015	06/29/2015			
6	Prototype #6 <b>Late!</b>	Prototype	06/30/2015 - 09/29/2015	09/29/2015			
7	Prototype #7	Prototype	09/30/2015 - 12/29/2015	12/29/2015			
8	Prototype #8	Prototype	12/30/2015 - 03/29/2016	03/29/2016			
9	Final Prototype	Prototype	03/30/2016 - 03/31/2016	03/31/2016			

[Return to Dashboard](#)

Figure 8: Example of the Submit Deliverables page > Send Notification icon

4. The Send Notification page displays (shown below).
  - a) Click the award/contract number.
  - b) Select the users to notify by checking the appropriate check boxes.
  - c) In the *CC* field, enter any additional e-mail addresses to which the notification should be sent.
  - d) Check the *CC yourself?* check box to receive a copy of all notification e-mails sent.
  - e) In the *Subject* field, enter the subject of the e-mail.
  - f) In the *E-mail Text* field, enter the content of the e-mail.
  - g) Click the *Send Email* button at the bottom of the email-form.

Send Notification
✕

**Instructions:** Choose the users you wish to notify. To send the notification email, click on the **Send E-mail** button.

*Award/Contract:* HSHQ-SNS-CRPP-001 (SBIR FY 14.1 Multi Phases CRPP)

Notification		
<b>Contract POCs *</b>	<i>PI:</i>	<input type="checkbox"/> AwardMod, Suzie S (null) (5555555555   ssundrani@reisystems.com)
	<i>Awardee POC:</i>	<input type="checkbox"/> Zango, Georgette cooney (7037777777   ssundrani@reisystems.com)
	<i>COTR:</i>	<input type="checkbox"/> Sundrani, Seema (SPT CTR) (1223335555   ssundrani@reisystems.com)
	<i>Program Management Team:</i>	<input type="checkbox"/> Sundrani, Seema (SPT CTR) (1223335555   ssundrani@reisystems.com)
<b>CC</b>	<input style="width: 100%;" type="text"/>	
	<small>To CC multiple people, use "," (comma) for multiple addresses. (Example: paul@aol.com, john.doe1@gmail.com)</small>	
<b>BCC</b>	<input style="width: 100%;" type="text"/>	
	<small>To BCC multiple people, use "," (comma) for multiple addresses. (Example: paul@aol.com, john.doe1@gmail.com)</small>	
<b>Cc yourself?</b>	<input type="checkbox"/> Yes, I would like to receive Cc of all the notification emails sent.	
<b>From</b>	Georgette Zee Zango (ssundrani@reisystems.com)	
<b>Subject *</b>	<input style="width: 100%;" type="text"/>	
<b>E-mail Text *</b>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	

\* Required Information

➔
Send E-mail

Figure 9: The Send Notification page



5. The Send Notification confirmation message displays (shown below).



Figure 10: The Send Notification Success page

To close this window, simply click on the X at the top-right corner of the Send Notification pop-up window.

You will be returned to the My Contracts > Submit Deliverables page.

6. Continue performing other actions on My Contracts.
7. Once done, log out by selecting *Logout* from the arrow icon next to your login name at the top-right corner of the page.

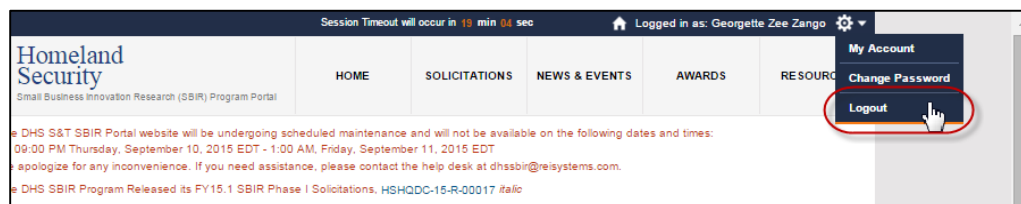


Figure 11: Portal Logout option

## 7.0 Change Password

1. From the main menu, click the *Change Password* link, accessible by clicking on the arrow located next to your login name at the top-right corner of the window (shown below)



Figure 12: The Change Password option

### Important Information about the password:

- Passwords are case sensitive.
  - Your password must be at least 8 characters long and must have an upper case character, a lower case character, a number, and a special character.
  - Your new password cannot repeat any of your 8 previous passwords.
2. In the *Current Password* field, enter your current password (the password you would like to change).
  3. In the *New Password* field, enter the new password.
  4. In the *Confirm New Password* field, re-enter the new password.
  5. Click the *Change Password* button.

You will receive a confirmation message. If you do not receive an e-mail confirmation, check your e-mail account's Spam/Junk folder and/or contact the Help Desk immediately.

## 8.0 My Account

1. From the main menu, click the My Account link, accessible via the arrow next to your login name at the top-right corner of the window (shown below)



Figure 13: Example of accessing My Account

2. The My Account page displays (shown below).
  - i. In the Company Information section, if any of the information should be updated, click the *E-mail us* link to contact the Technical Support (contact info provided in the footer).
  - ii. In the Personal Information section, update your personal and contact information. Check the *PIN Contact* check box if you want to list yourself as a contact for the company's PIN.
  - iii. In the Additional Authentication section, select your security question to answer if you ever forget your password. The answer you provide will be used to authenticate your identity.
  - iv. Click the *Save* button. You will receive a confirmation message that your information has been updated. If you do not receive an e-mail confirmation, check your e-mail account's Spam/Junk folder and/or contact the Technical Support (contact info provided in the footer).