How to Add a Valid DoDAAC to an Existing IUID Registry Account

Accounts effected: Legacy and DCMA Accounts

Quick Facts:
- All current IUID Registry profiles should be migrated to the WAWF Portal on 2 August.
- Accounts with a valid DoDAAC at the time of migration will be able to log into the WAWF Portal as normal.
- Accounts without a valid DoDAAC at the time of migration will be prompted to enter a valid DoDAAC upon first log in before they are able to complete any actions in the IUID Registry. After a valid DoDAAC has been entered, the user's GAM will be notified that they must go in and activate the account. Users will not be able to complete any actions in the IUID Registry prior to the GAM activation.
- Users should enter the valid DoDAAC for their physical location only.
- In order to add a DoDAAC to your account, you will be required to enter your Security Clearance POC's email address.

In preparation for the upcoming merger into the WAWF Portal on 2 August 2014, please follow the attached instructions on how to add a valid DoDAAC to an existing IUID Registry account.

1. Access https://iuid.logisticsinformationservice.dla.mil/brs
2. **Please Note** If you are CAC-enabled, you may be prompted for your certificate and/or your CAC PIN
3. Click the box stating you have read and understand the terms and conditions for use of this website

4. Click 'Returning User'

5. From the Main Menu, click 'Request Additional Access'

6. The level of access you have will be displayed along with a box where you can enter a DoDDAC. Enter the valid DoDAAC for your physical location in this box and click 'Submit Application Request.'

7. You will then get a Warning message, click 'I have the required email address and want to continue.'

8. Confirm that all of the information is still valid and update anything that is not. Once finished, click 'Submit Profile.'

9. You will then be taken to the 'Justification' screen. Please update your justification so that your listed Supervisor/Security POC knows that you are only adding a valid DoDAAC to your existing account in preparation for the migration to the WAWF Portal and click 'Submit User Justification.'

10. A confirmation page will then display notifying you that the first step has been completed. Click 'Return to Options' to go back to the BRS Main Menu or click 'Log Out' to log out of BRS.

11. Shortly you will receive an email from iuid.accounts@dla.mil to confirm your Access Request. Please click the link/copy and paste the link into an internet browser within 72 hours.

Dear Customer,

Thank you for your request to access a Federal Government online application. To continue the approval process, we need to first confirm your email address. You may also need to read and agree to access forms depending on which application you are requesting access to. Once you agree to the terms, the application request will move to the next step.

Please click on the link below and follow the steps provided. You have 72 hours, at that point the link will expire and your request will be denied.

https://iuid.logisticsinformationservice.dla.mil/brs/elecSign.aspx?rid:

12. The link will ask you to confirm your email address and agree to the terms. Verify the information is correct, put a check mark in the box and click 'Confirm.'

BRS
BASIC Registration System

User Confirm Email And Agree To Terms

Please review all of your information for accuracy. Open and read any form that is displayed. Once you have finished, check the box saying you agree to terms and click Confirm.

Applicant Requesting Access:

Application: UID
Application Level: Legacy Submitter
Justification: Adding a valid DoDAAC to existing IUID Registry account in prepation for the migration to the WAWF Portal.

Select a form to view:

Government Employee Access Form

Non-Disclosure Agreement

☑ Check this box to confirm that you have read and agree to all of the terms on the forms listed above. Click the Confirm button to digitally sign this form.

[Confirm] [Correct Information]

For additional assistance with your account, please contact Accounts

13. A confirmation page will display notifying you that your part has been successfully completed and it will now to go onto your listed Supervisor, then Sponsor/Security POC and finally to the IUID Registry Accounts for final review and approval.

BRS
BASIC Registration System

Success.
An email will be sent to the next person that needs to approve your request. You can close the web browser at this time.

For additional assistance with your account, please contact Accounts

14. Once everyone has signed off your application, you will get an email notifying you that your application has been approved.

If you have any questions about this process, please contact IUID Registry Accounts at: iuid.accounts@dla.mil or 269-961-4400.