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# Logistics Modernization Program Total Asset Visibility – Contractor (TAV-C) Portal End-User Access Procedures

**Change 1: adding computer specifications to access the portal. (Page 2)**

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LMP's TAV-C capability extends asset visibility to contractor locations, contributes to bettering the Army's view of assets, and supports Army Readiness.



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        • **The production inactivity lockout period is 35 days** - If a TAV-C Portal User does not transaction in the TAV-C portal within 35 days, their Production account will become locked, which would prohibit them from using the TAVC portal transactions. 7

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# LMP TAV-C Portal End User Access Procedures



## Introduction

Logistics Modernization Program's (LMP) Total Asset Visibility – Contractor (TAV-C) capability was developed to resolve audit findings related to the management of Army property. TAV-C capability extends asset visibility into contractor locations through improved record-keeping and provides more accurate records and reports associated with this Government property. Use of TAV-C functionality by contractors is mandatory for Army Working Capital Fund managed property in the possession of contractors. This solution contributes to the management of assets supporting global equipment Readiness through LMP.

Contractors using the TAV-C Portal to input information into LMP will comply with the access processes described in this guide to establish and maintain user accounts, complete access processes, as well as Department of Defense (DoD) approved authentication, to receive access to this capability. The approved authentication is achieved one of two ways: with a Common Access Card (CAC) or via a DoD External Certification Authority (ECA) issued certificate. The DoD ECA program supports the issuance of DoD-approved certificates to industry partners and other external entities and organizations. The ECA program is designed to provide the mechanism for these entities to securely communicate with the DoD and authenticate to DoD information systems.<sup>1</sup>

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*It is recommended Contractors carefully review this document and consider the amount of time needed to establish and maintain user security credentials, complete mandatory systems access training, apply for access to the system, and complete task specific user training.*

**— Until these requirements are satisfied, portal access will not be granted. —**

*Refer to Appendix B for a list of user functional training courses and refer to the solicitation to verify the TAV-C functions needed for the effort.*

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## Purpose Statement

The purpose of this document is to provide an understanding of the process for gaining access to the LMP TAV-C Portal solution for TAV-C Portal Contractors. The TAV-C Portal Contractors include:

- 1) Stock, Store and Issue Contractor Portal Users, and
- 2) Vendor Proof of Delivery Contractor Portal Users

Please note that the DoD ECA process described in this document uses examples of DoD ECA issued certificates through IdentTrust. There are other providers.

**Internet Access to the LMP TAV-C Portal has been validated using Windows 10, Internet Explorer 11, and Google Chrome browsers. Hardware requirements for LMP TAV-C Portal would be any hardware that can support Windows 10, Internet Explorer 11, and Google Chrome and connect to the Internet.**

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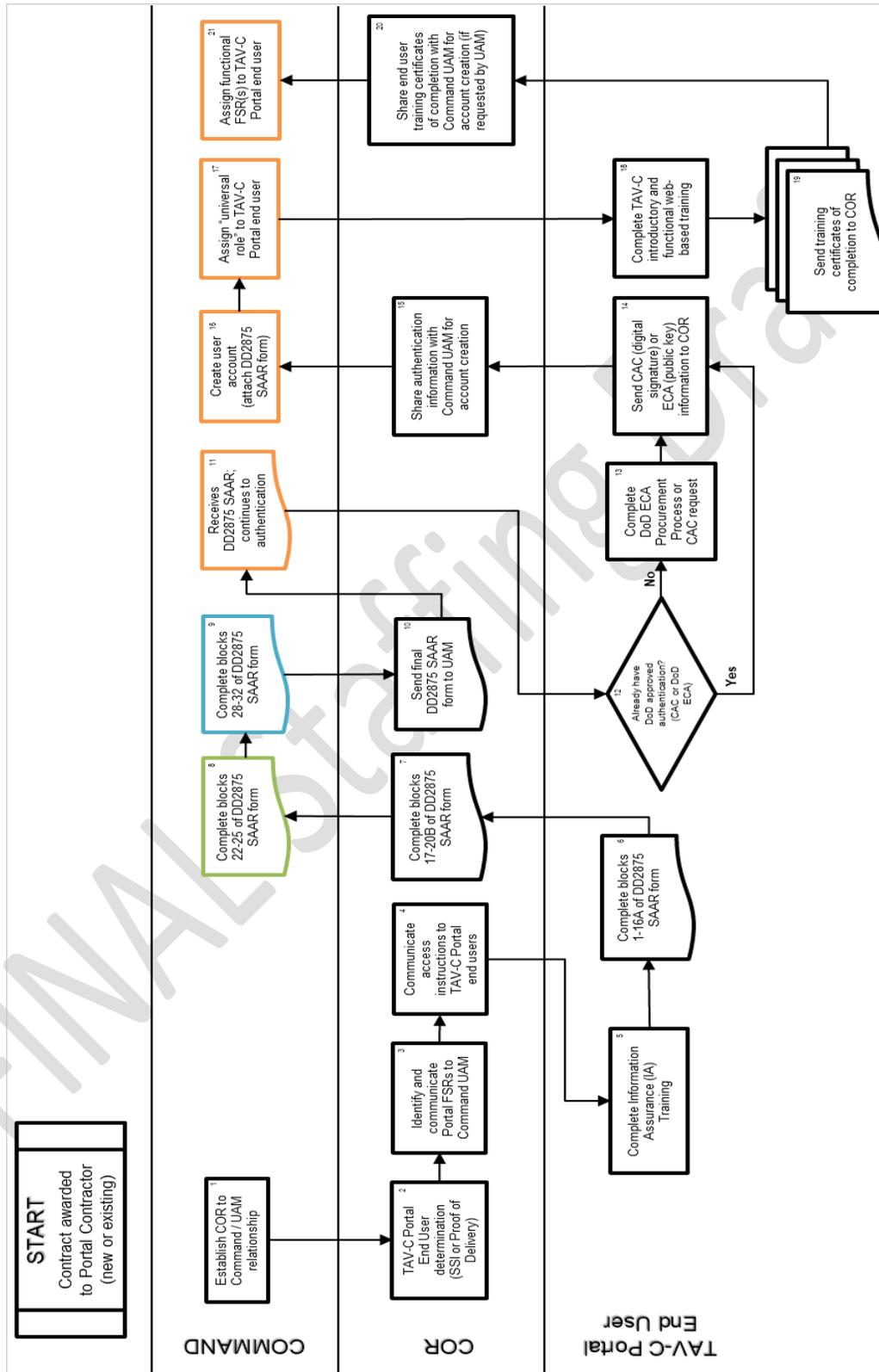
<sup>1</sup> <https://www.identtrust.com/certificates/dod-eca-programs>



# LMP TAV-C Portal End User Access Procedures



## TAV-C Portal End User Access Process Flow





## LMP TAV-C Portal End User Access Procedures



### TAV-C Portal End User Access Process Steps

- In accordance with AMC Operations Order 19-229, dated 111810Z Sep 2019, this guide establishes procedures and guidance for users to gain access to the TAV-C Portal.
- The Contracting Officer (KO) works with the requiring organization to establish a Contract Officer's Representative (COR).
- The designated COR informs the TAV-C Portal contractor of these procedures and requirements and assists end users with gaining access to the TAV-C Portal. The COR reviews and approves the establishment of LMP end user accounts supporting TAV-C Portal processes. The COR functions as the Contractor's point of contact for LMP systems issues.
- The COR works with the designated Command UAM Administrator to identify TAV-C Portal Functional Security Roles required by the contractor.

The following key requirements must be met by the TAV-C Portal end user to receive access. This section will review these requirements in greater detail.

- Information Assurance / Cyber Awareness (IA/CA) Training
- DD 2875 – System Authorization Access Request (SAAR)
- Approved DoD Authentication: Common Access Card (CAC) or DoD External Certification Authority (ECA) issued certificate
- TAV-C Portal Functional Training

Information Assurance / Cyber Awareness (IA/CA) Training

Note the # refers to the process flow on page 3

- **#5, TAV-C Portal end user** will complete the IA/CA Training Course → IA/CA training must be completed prior to submitting the DD 2875 System Authorization Access Request (SAAR) – (see step #6) to produce certificates for the COR. IA/CA training can be accessed at:
  - For CAC-enabled users: <https://cs.signal.army.mil>
  - For Non-CAC enabled users: <https://public.cyber.mil/training/cyber-awareness-challenge-2019/>

Steps 6-11 are needed to complete a DD 2875 – System Authorization Access Request (SAAR)

- **#6, TAV-C Portal end user** completes blocks 1 through 16A of the SAAR and submit to the COR.
- **#7, COR** completes blocks 17-20B and submits to responsible **Information Assurance (IA) Officer**.
- **#8, IA Officer** completes blocks 22-25 and submits to the responsible Security Manager.



## LMP TAV-C Portal End User Access Procedures



- **#9, Responsible Security Manager** completes blocks 28-32 & submits to the COR.
- **#10, COR** provides a copy of the completed SAAR form to the UAM for auditability purposes.
- **#11, Site UAMs** receive the completed SAAR form and add it to the user's LMP account once the account is created (step #16).

### Approved DoD Authentication

- **#4, COR** verifies a DoD External Certification Authority (ECA) issued certificate is required and is available from on-line providers.
- **#12**, If the **TAV-C Portal end user** has a DoD CAC or ECA, skip step 12 for completing the DoD ECA Soft Certificate procurement process
- **#13, TAV-C Portal end user** completes the DoD ECA Soft Certificate procurement process through an issuing company (the example contained in this document comes from the IdenTrust<sup>2</sup> website and is for reference only. Other ECA providers are available).
  - Follow instructions on the Contractor's selected DoD ECA provider website
  - Must be completed within **30 days from the date of the signature on the forms packet** (*instructions provided within the forms packet*)
  - **TAV-C Portal end user** will be notified by the issuing company that their DoD ECA Soft Certificate is available for retrieval, upon completion of forms processing
  - **TAV-C Portal end user** downloads DoD ECA Soft Certificate to their certificate store
    - This may require Administrator permissions on the personal computer (PC), therefore the end user may need to contact their local IT support.
    - DoD policy states that the user must enable strong encryption of their certificates. Password protection is required and begins when obtaining the certificate from the DoD ECA vendor.
    - It is recommended users complete the "Friendly Name" field with their ECA Provider for their certificate (otherwise, this will be left blank).
- **#14-16, TAV-C Portal end user** provides required information to the **COR** to be communicated to the **site's responsible UAM** for account creation and record keeping, (i.e.: public key from soft certificate or digital signature, DD2875, etc.). The UAM will verify CAC users have an existing DISA account, and non-CAC users have a valid DoD ECA certificate (Public Key).

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<sup>2</sup> <https://www.identrust.com/>



## LMP TAV-C Portal End User Access Procedures



### Additional Prerequisite Access Requirements

- **#17, Responsible UAM** grants the TAV-C Portal end user a “universal role” to allow access to the TAV-C Training Library via the TAV-C Portal
- **#18-19, ALL TAV-C Portal end users** must complete appropriate introductory TAV-C web-based training courses. Refer to Appendix B: TAV-C Portal User Role to Training Course Matrix for further guidance.
- **#18-19, TAV-C Portal end users** must successfully complete the associated functional training courses for the Portal access that they are requesting prior to that access being provided
  - Approved authentication (via CAC or ECA) must be obtained to access the TAV-C Portal Training Material on the Portal page
  - Refer to the TAV-C Portal User Role to Training Course Matrix at Appendix B
- **#20-21, Organizations** will follow their documented policy for assigning Functional Security Roles (FSR) to Portal end users. Steps 20-21 will be completed by the requiring activity.

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## Appendix A – Instructions for Online DoD ECA Soft Certificate (IdenTrust)

### For Example Only

#### Instructions for DoD ECA Certificate Application (IdenTrust)

Follow these steps to apply for the DoD ECA Soft Certificate through IdenTrust's online application.

**IMPORTANT NOTE:** When applying for an ECA certificate, when prompted, the **Program** is referring to "LMP – Logistics Modernization Program". The **Organization Affiliation** refers to the vendor / company you work for.

Upon submission of the application, you will be prompted to download the IdenTrust DoD ECA Forms Packet; follow these steps:

1. Verify information on page 3 of the forms packet
2. Fill out Part 2 on Page 6 (i.e.: a passport and driver's license are commonly used)
3. If you have more than one citizenship you have to assert on Page 7
4. Receive notarization on page 6, and page 7 if applicable
5. Send the completed, notarized forms packet to your Organization Officer (a Vendor point of contact) to be signed
6. Return the completed, signed, notarized forms packet back to IdenTrust **immediately**

**Reminder, all processing steps must be completed within 30 days of the date the forms packet is signed**

#### Responsibility of Certificates and User Accounts

- **Organization UAM** will manage the required annual account review, which is required for **TAV-C Portal end users**
- **Changes to Vendor End User Accounts**
  - COR and Organization UAM should follow the AMC HQ UAM Policy to handle end user account changes, account deletion, and inactive accounts, where possible
  - For any scenarios not covered in the AMC HQ UAM Policy, the COR and Organization UAM will identify a process to handle end user account changes, account deletion, and inactive accounts
  - Organization (Vendor) is responsible for notifying the Organization UAM if any LMP TAV-C Portal user no longer requires an account (i.e.: employee termination)
  - Organization (Vendor) is responsible for ensuring the Organization UAM has relevant and up-to-date information for End Users (i.e.: personnel information, certificate renewals, public keys, etc.)
    - TAV-C Portal User Accounts are subject to LMP lock out policies, as follows: The overall LMP inactivity lockout period is 45 days - if a TAV-C Portal Users does not log-in to the portal within 45 days, their account will be completely locked and their LMP account will become inactive
    - The production inactivity lockout period is 35 days - If a TAV-C Portal User does not transaction in the TAV-C portal within 35 days, their Production account will



## LMP TAV-C Portal End User Access Procedures



become locked, which would prohibit them from using the TAVC portal transactions.

### Help Resources from IdentTrust

IdentTrust offers a large library of help support documents and articles on their website, some topics include:

1. How to Digitally Sign Documents
2. Import and Export a Software Certificate
3. Manage My DoD ECA Certificates
4. Manage My TLS/SSL Certificates
5. Renew, Replace or Initiate a Key Recovery
6. Sign and Encrypt Email Communications
7. Policies – Current and Archived
8. DoD ECA Certificate Fact Sheet
9. DoD ECA Identity Verification Requirements
10. FAQs for ECA

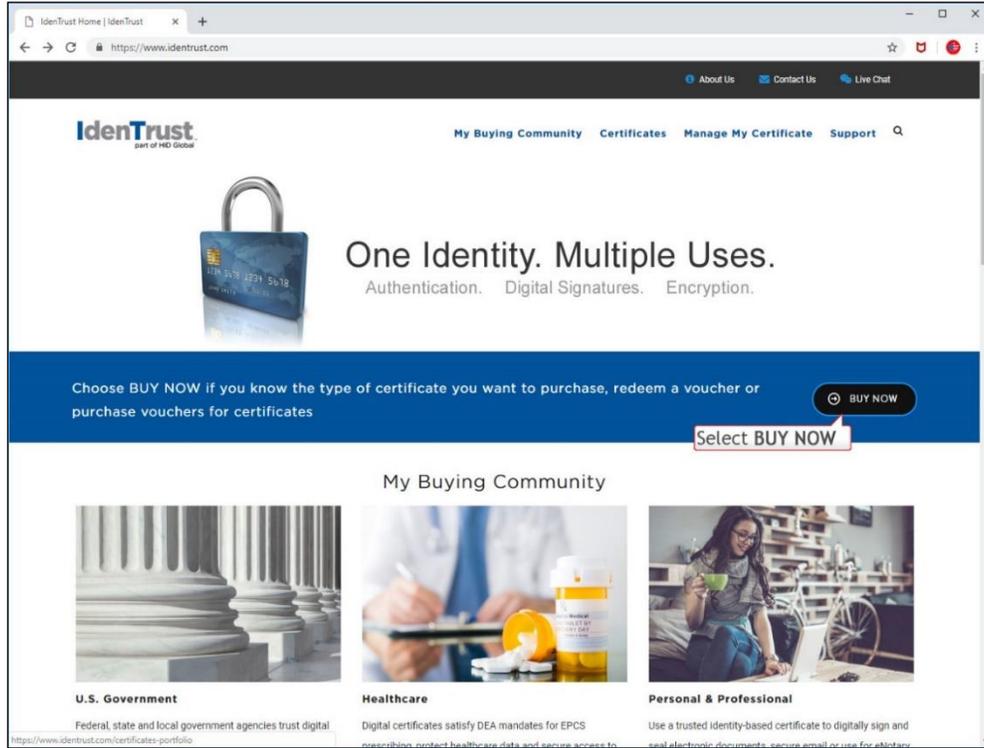
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# LMP TAV-C Portal End User Access Procedures



## Slide1



## Slide2

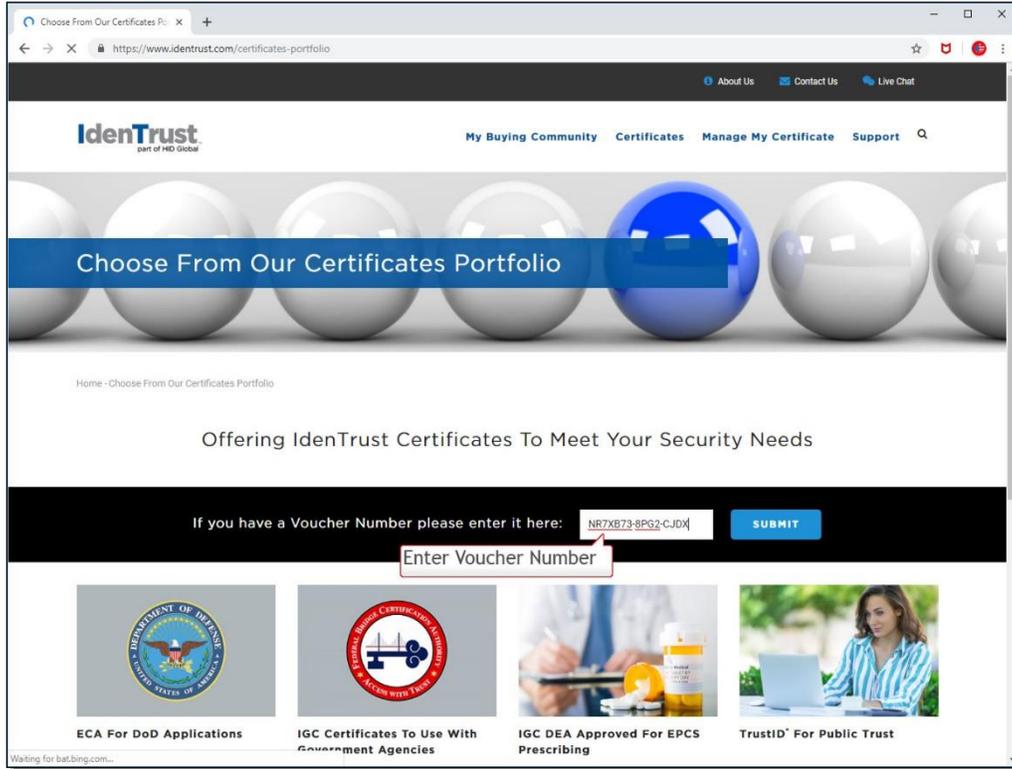




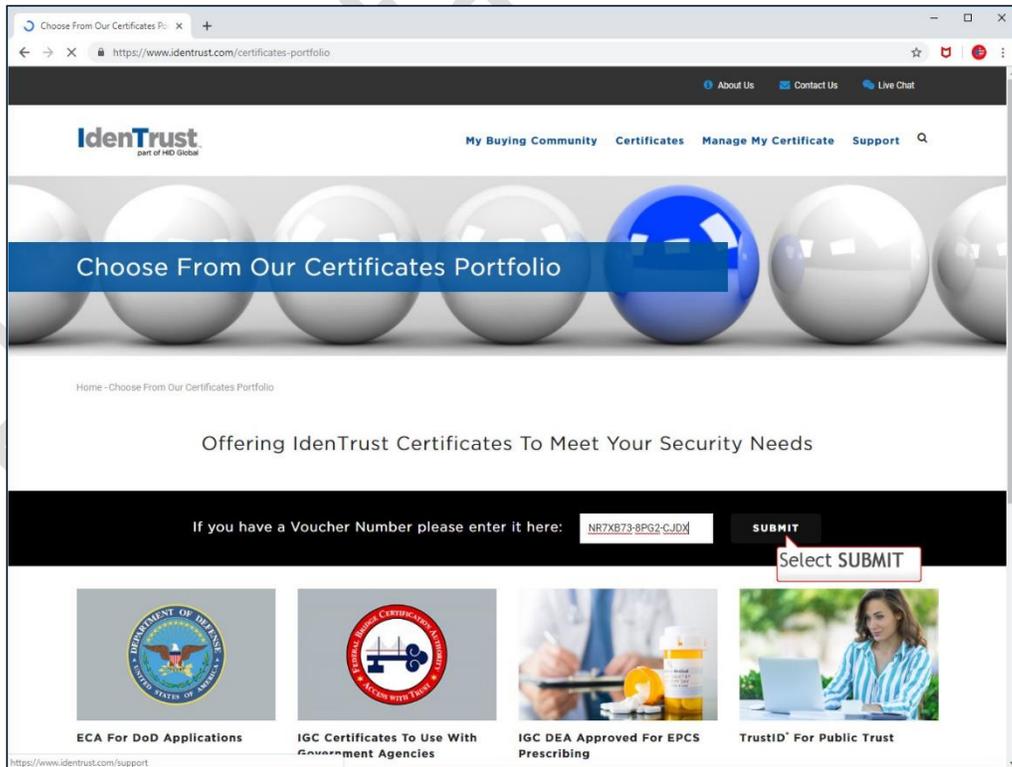
# LMP TAV-C Portal End User Access Procedures



## Slide3



## Slide4





# LMP TAV-C Portal End User Access Procedures



## Slide5

Getting Your ECA Medium Assurance Certificate is as EASY as 1 – 2 – 3

Your certificate is a form of identification used within the Department of Defense ECA Program. Let's go over the steps you will need to complete.

- 1. Apply**  
Provide your personal and organizational information, which we will use to help establish your identity.
- 2. Get Verified**  
Complete and send your Authorization & Identification Forms. You will get these at the end of this Online Application.
- 3. Retrieve Your Certificate**  
Upon receipt of your Activation Letter, retrieve and install your certificate.

Voucher, if you have one  
NR7XB73-8PG2-CJDX

Selected Hardware Type  
Browser \$0.00

Please select the name of the program where your certificate will be primarily used. If the program is not listed, please select None of the Listed Programs.

Program Affiliation \*  
Choose One

**IMPORTANT:** DoD policy requires that you retrieve your certificate **within 30 days** from the date your forms are signed. If you are not able to complete this process and retrieve your certificate before that date, your application will be cancelled and you will need to start this process again from the beginning. Please ensure that you will be able to complete all steps within 30 days before starting your application.

- Payment Options
- Compatibility
- FACs
- What is a Digital Certificate?

(within the US)  
• 801.384.3474  
(outside the US)  
• Hours: M-F, 1am-5pm Mountain Time

Select Program Affiliation drop-down

## Slide6

Getting Your ECA Medium Assurance Certificate is as EASY as 1 – 2 – 3

Your certificate is a form of identification used within the Department of Defense ECA Program. Let's go over the steps you will need to complete.

- 1. Apply**  
Provide your personal and organizational information, which we will use to help establish your identity.

Choose One

- \*MY FEDERAL PROGRAM IS NOT LISTED
- \*NO PROGRAM AFFILIATION IS REQUIRED
- ACCESS LM - LOCKHEED MARTIN
- AFWAY - AIR FORCE WAY
- AIR FORCE PORTAL
- AND - ARMY KNOWLEDGE ONLINE
- AFLTS - APPROVED PRODUCTS LIST INTEGRATING TRACKING SYSTEMS
- CANES - CONSOLIDATED AFLOAT NETWORKS AND ENTERPRISE SERVICES
- CAV AF - COMMERCIAL ASSESS VISIBILITY AIR FORCE
- COMD OA - CONFIGURATION DATA MANAGERS DATABASE OPEN ARCHITECTURE
- CERDEC - COMMUNICATIONS ELECTRONICS RESEARCH DEVELOPMENT AND ENGINEERING CENTER
- COR - CENTRAL OFFICE OF RECORD SUPPORT
- CPARS - CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM
- DCARC CADE - DEFENSE COST AND RESOURCE CENTER COST ASSESSMENT DATA ENTERPRISE
- DCII - DEFENSE CENTRAL INDEX OF INVESTIGATION
- DEPT OF LABOR - OWCP
- DEPT OF STATE - D-TRADE
- DEPT OF TREASURY - IRS IEF E-FILE APP TO APP
- DEPT OF TREASURY - IRS SECURE DATA TRANSFER

Choose One

**IMPORTANT:** DoD policy requires that you retrieve your certificate **within 30 days** from the date your forms are signed. If you are not able to complete this process and retrieve your certificate before that date, your application will be cancelled and you will need to start this process again from the beginning. Please ensure that you will be able to complete all steps within 30 days before starting your application.

- Payment Options
- Compatibility
- FACs
- What is a Digital Certificate?

**Customer Support**

- HelpDesk@Identrust.com
- 888.882.1104 (within the US)
- 801.384.3474 (outside the US)
- Hours: M-F, 1am-5pm Mountain Time

Select \*MY FEDERAL PROGRAM IS NOT LISTED



# LMP TAV-C Portal End User Access Procedures



## Slide7

Getting Your ECA Medium Assurance Certificate is as EASY as 1 - 2 - 3

Your certificate is a form of identification used within the Department of Defense ECA Program. Let's go over the steps you will need to complete.

- 1. Apply**  
Provide your personal and organizational information, which we will use to help establish your identity.
- 2. Get Verified**  
Complete and send your Authorization & Identification Forms. You will get these at the end of this Online Application.
- 3. Retrieve Your Certificate**  
Upon receipt of your Activation Letter, retrieve and install your certificate.

Voucher, if you have one  
NR7XB73-8PG2-CJDX

Selected Hardware Type  
Browser \$0.00

Please select the name of the program where your certificate will be primarily used. If the program is not listed, please select None of the Listed Programs.

Program Affiliation \*  
\*MY FEDERAL PROGRAM IS NOT LISTED

**IMPORTANT:** DoD policy requires that you retrieve your certificate **within 30 days** from the date your forms are signed. If you are not able to complete this process and retrieve your certificate before that date, your application will be cancelled and you will need to start this process again from the beginning. Please ensure that you will be able to retrieve your certificate within 30 days before starting your application.

**Select NEXT**

**Customer Support**

- HelpDesk@Identrust.com
- 888.882.1104 (within the US)
- 801.384.3474 (outside the US)
- Hours: M-F, 1am-5pm Mountain Time

## Slide8

Headquarters Information

Enter your Organization information

Organization Name \*  
LMP - Logistics Modernization Program

Your Email Address \*  
john.d.hayward.ctr@mail.mil

Postal Code (Zip Code)  
07806

**Enter your email address**

**Enter "07806"**

**Enter "LMP - Logistics Modernization Program"**

**Certificate**  
ECA Medium Assurance Certificate

**Services**  
1 Year \$109.00

**Customer Support**

- HelpDesk@Identrust.com
- 888.882.1104 (within the US)
- 801.384.3474 (outside the US)
- Hours: M-F, 1am-5pm Mountain Time



# LMP TAV-C Portal End User Access Procedures



## Slide9

Headquarters Information

Application Step 2 of 5 Overview Organization Your Info Payment Forms

Enter your Organization information, then we will help you find your organization.

Organization Name \*  
LMP - Logistics Modernization Progra

Your Email Address \*  
john.d.hayward.ctr@mail.mil

Postal Code (Zip Code)  
07806

SEARCH

Select SEARCH

CANCEL BACK

Certificate  
ECA Medium Assurance Certificate

Services  
1 Year \$109.00

Payment Options  
Compatibility  
FAQ's  
What is a Digital Certificate?

Customer Support  
HelpDesk@idemTrust.com  
888.882.1104 (within the US)  
801.384.3474 (outside the US)  
Hours: M-F, 1am-5pm Mountain Time

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## Slide10

Headquarters Information

Application Step 2 of 5 Overview Organization Your Info Payment Forms

Enter your Organization information, then we will help you find your organization.

Organization Name \*  
LMP - Logistics Modernization Progra

Your Email Address \*  
john.d.hayward.ctr@mail.mil

Postal Code (Zip Code)  
806

SEARCH AGAIN

Search Results

LMP - LOGISTICS MODERNIZATION PROGRAM - 59 Phipps Rd. Picatinny Arsenal, New Jersey, 07806, US

LMP - LOGISTICS MODERNIZATION PROGRAM - 59 Phipps Rd. Picatinny Arsenal, New Jersey, 07806, US

SELECT ORGANIZATION ENTER NEW

CANCEL BACK

Select the top radio button

Certificate  
ECA Medium Assurance Certificate

Services  
1 Year \$109.00

Payment Options  
Compatibility  
FAQ's  
What is a Digital Certificate?

Customer Support  
HelpDesk@idemTrust.com  
888.882.1104 (within the US)  
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# LMP TAV-C Portal End User Access Procedures



## Slide11

Headquarters Information

Enter your Organization information, then we will help you find your organization.

Organization Name \*  
LMP - Logistics Modernization Progra

Your Email Address \*  
john.d.hayward.ctr@mail.mil

Postal Code (Zip Code)  
07806

SEARCH AGAIN

Search Results

- LMP - LOGISTICS MODERNIZATION PROGRAM – 59 Phipps Rd. Picatinny Arsenal, New Jersey, 07806, US
- LMP - LOGISTICS MODERNIZATION PROGRAM – 59 Phipps Rd. Picatinny Arsenal, New Jersey, 07806, US

SELECT ORGANIZATION ENTER NEW

CANCEL

Click SELECT ORGANIZATION

Certificate  
ECA Medium Assurance Certificate

Services  
1 Year \$109.00

Customer Support  
HelpDesk@idemTrust.com  
888.882.1104 (within the US)  
801.384.3474 (outside the US)  
Hours: M-F, 1am-5pm Mountain Time

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## Slide12

Headquarters Information

Enter your Organization information, then we will help you find your organization.

Organization Name \*  
LMP - LOGISTICS MODER

Your Email Address \*  
john.d.hayward.ctr@mail

Postal Code (Zip Code)  
07806

Search Results

- LMP - LOGISTICS MOD
- LMP - LOGISTICS MOD

SELECT ORGANIZATION

CANCEL

Confirm Your Organization Information

Organization Name LMP - LOGISTICS MODERNIZATION PROGRAM

Address Line 1 59 Phipps Rd

Address Line 2

City Picatinny Arsenal

State NJ

Postal Code (Zip Code) 07806

Country United States

Dun & Bradstreet Number

Is this information correct?

Yes No

Verify the information, then select YES

Certificate  
ECA Medium Assurance Certificate

Services  
1 Year \$109.00

Customer Support  
HelpDesk@idemTrust.com  
888.882.1104 (within the US)  
801.384.3474 (outside the US)  
Hours: M-F, 1am-5pm Mountain Time

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# LMP TAV-C Portal End User Access Procedures



## Slide13

Personal Information

Application Step 3 of 5 Overview Organization Your Info Payment Forms

**Personal Information**

The information you provide will be used to confirm your identity. Your certificate will contain verified information, such as your legal name, email address, and organization name.

First Name \* John  
Middle Initial  
Last Name \* Hayward  
Job Title \* Contractor  
Office Phone \* 973-724-6688  
Office Phone Extension  
Your Email Address \* john.d.hayward\_ctr@mail.mil

Use Headquarters address as mailing address  
Address Line 1 \*  
Address Line 2  
City \*  
State \* Maryland  
Postal Code (Zip Code) \* 21409

Citizenship Country \*  
**ADDITIONAL CITIZENSHIP**

Account Pass \*  
Confirm Account Password \*

Security Questions

Security Question 1 \* Choose One Answer 1 \*  
Security Question 2 \* Choose One Answer 2 \*

Certificate: ECA Medium Assurance Certificate  
Services: 1 Year \$109.00

Payment Options, Compatibility, FAQs, What is a Digital Certificate?, Customer Support

## Slide14

Personal Information

Application Step 3 of 5 Overview Organization Your Info Payment Forms

**Personal Information**

The information you provide will be used to confirm your identity. Your certificate will contain verified information, such as your legal name, email address, and organization name.

First Name \* John  
Middle Initial  
Last Name \* Hayward  
Job Title \* Contractor  
Office Phone \* 973-724-6688  
Office Phone Extension  
Your Email Address \* john.d.hayward\_ctr@mail.mil

Use Headquarters address as mailing address  
Address Line 1 \*  
Address Line 2  
City \*  
State \* Maryland  
Postal Code (Zip Code) \* 21409

Citizenship Country \*  
**ADDITIONAL CITIZENSHIP**

United States  
United Kingdom  
United Arab Emirates  
Tanzania, United Republic of

Confirm Account Password \*

Security Questions

Security Question 1 \* Choose One Answer 1 \*  
Security Question 2 \* Choose One Answer 2 \*

Certificate: ECA Medium Assurance Certificate  
Services: 1 Year \$109.00

Payment Options, Compatibility, FAQs, What is a Digital Certificate?, Customer Support



# LMP TAV-C Portal End User Access Procedures



## Slide15

The information you provide will be used to confirm your identity. Your certificate will contain verified information, such as your legal name, email address, and organization name.

First Name \*  
John

Middle Initial  
[ ]

Last Name \*  
Hayward

Job Title \*  
Contractor

Office Phone \*  
913-724-6688

Office Phone Extension  
[ ]

Your Email Address \*  
john.d.hayward.ct@mail.mil

Citizenship Country \*  
United States

Account Password \*  
[ ]

Confirm Account Password \*  
[ ]

Security Questions \*  
[ ]

Answer 1 \*  
[ ]

Answer 2 \*  
[ ]

Answer 3 \*  
[ ]

Services  
1 Year \$109.00

Customer Support  
• HelpDesk@IdenTrust.com  
• 888.882.1104 (within the US)  
• 801.384.3474 (outside the US)  
• Hours: M-F, 1am-5pm Mountain Time

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Click Account Password field and create a strong account password.

Click the question mark icon to the right of Account Password if you have questions about creating a strong password.

## Slide16

The information you provide will be used to confirm your identity. Your certificate will contain verified information, such as your legal name, email address, and organization name.

First Name \*  
John

Middle Initial  
[ ]

Last Name \*  
Hayward

Job Title \*  
Contractor

Office Phone \*  
913-724-6688

Office Phone Extension  
[ ]

Your Email Address \*  
john.d.hayward.ct@mail.mil

Citizenship Country \*  
United States

Account Password \*  
[ ]

Confirm Account Password \*  
[ ]

Account Password Strength  
Very Secure

Security Questions \*  
Choose One

Security Question 1 \*  
Choose One

Security Question 2 \*  
Choose One

Security Question 3 \*  
Choose One

Answer 1 \*  
[ ]

Answer 2 \*  
[ ]

Answer 3 \*  
[ ]

Services  
1 Year \$109.00

Customer Support  
• HelpDesk@IdenTrust.com  
• 888.882.1104 (within the US)  
• 801.384.3474 (outside the US)  
• Hours: M-F, 1am-5pm Mountain Time

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Select each Security Question field drop-down and provide an answer



# LMP TAV-C Portal End User Access Procedures



## Slide17

Personal Information

John

Middle Initial

Last Name \*

Job Title \*

Office Phone \*

Your Email Address \*

Citizenship Country \*

Address Line 1 \*

Address Line 2

City \*

State \*

Postal Code (Zip Code) \*

Account Password \*

Confirm Account Password \*

Account Password Strength

Very Secure

Security Question 1 \*

Security Question 2 \*

Security Question 3 \*

Answer 1 \*

Answer 2 \*

Answer 3 \*

CANCEL

BACK

NEXT

Select NEXT

Customer Support

HelpDesk@IdenTrust.com

888.882.1104

801.384.3474

Hours: M-F, 1am-5pm Mountain Time

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## Slide18

Personal Information

John

Middle Initial

Last Name \*

Job Title \*

Office Phone \*

Your Email Address \*

Citizenship Country \*

Address Line 1 \*

Address Line 2

City \*

State \*

Postal Code (Zip Code) \*

Account Pas

Account Password \*

Account Password Stre

Very Secure

Security Que

Security Question 1 \*

Security Question 2 \*

Security Question 3 \*

Answer 3 \*

CANCEL

BACK

NEXT

Confirm Your Information

Name

Address Line 1

Address Line 2

City

State

Postal Code (Zip Code)

Job Title

Office Phone

Your Email Address

Citizenship Country

John Hayward

1276 Pine Hill Drive

.....

.....

Annapolis

Maryland

21409

Contractor

973-724-5688

john.d.hayward\_ctr@mail.mil

United States

Is this information correct?

Yes

No

Verify your information, then select YES

Customer Support

HelpDesk@IdenTrust.com

888.882.1104

801.384.3474

Hours: M-F, 1am-5pm Mountain Time

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# LMP TAV-C Portal End User Access Procedures



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**Subscriber Agreement**

Please read the [Subscriber Agreement](#) and [Privacy Policy](#). Before continuing you must accept the terms and conditions of the [Subscriber Agreement](#).

By clicking in the box to the conditions of the [Subscriber Agreement](#).

If you do not accept, do not click the box and instead click "cancel" below.

Certificate	
ECA Medium Assurance Certificate	
Services	
1 Year	\$109.00
<b>Total</b>	<b>\$109.00</b>

- Payment Options
- Compatibility
- FAQ's
- What is a Digital Certificate?

**Customer Support**

- HelpDesk@idemTrust.com
- 888.822.1104 (within the US)
- 801.384.3474 (outside the US)
- Hours: M-F, 1am-5pm Mountain Time

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**COMPLETE TERMS OF IDENTRUST SERVICES ECA CERTIFICATE SUBSCRIBER AGREEMENT**

**IMPORTANT NOTICE:** This ECA Certificate Subscriber Agreement is a legal agreement between IdemTrust Services, LLC ("IdemTrust") and the Applicant or Subscriber of the ECA Certificates ("Applicant"/"Subscriber"). "Subscribing Organization" shall mean the Organization identified in the application for ECA Certificates and for whom Subscriber will act under the terms of this Agreement and the Subscribing Organization Authorization Agreement in using the Private Key corresponding to the Public Key listed in each ECA Certificate.

Capitalized terms used herein shall have the meaning given to them in the public version of IdemTrust's ECA Certificate Practices Statement (<https://secure.idemtrust.com/certificates/eccp/eccp.html>) ("The CPS") and the current ECA Certificate Policy (<http://www.dhs.gov/eaca/documents/term>) ("The CP"). The public version of the CPS, the CP, the In-Person Identification Form (<https://secure.idemtrust.com/certificates/eccp/eccp.html>) ("ID Form") and the Subscribing Organization Authorization Agreement are incorporated by reference herein and comprise "this Agreement," as that term is used herein. IdemTrust reserves, and Applicant acknowledges and accepts IdemTrust's right to modify the CPS, which modifications shall become a part of this Agreement.

By signing the ID Form or by clicking the checkbox next to "I accept the complete terms and conditions of the Subscriber Agreement" during the online certificate application process, Applicant agrees that the information provided during the application process is accurate, current, complete, and not misleading and that Applicant will be bound by the terms and conditions of this Agreement. Applicant is also requesting that IdemTrust issue ECA Certificates that will contain Applicant's name and the name of the Subscribing Organization.

If Applicant does not accept this Agreement, then Applicant must choose "Cancel" during the online application process, and the application will be terminated.

**1. Acceptance and Payment.** IdemTrust will begin processing the application as soon as it has received: (a) preauthorization to charge the credit card, purchase order or voucher number provided; (b) fully completed paper forms, i.e. the Subscribing Organization Authorization Form and the In-Person Identification Form. By proceeding with the application process, Applicant authorizes IdemTrust to bill the Subscribing Organization or the credit card for the applicable certificate issuance fee. Credit card information is transmitted securely to IdemTrust in an encrypted format and is securely stored by IdemTrust. Upon certificate approval, IdemTrust will process the credit card charge or purchase order. IdemTrust will receive any ECA Certificates not paid for within 10 days of certificate issuance.

**2. Identification Procedure.** After Applicant has completed the electronic portion of the application process, IdemTrust provides Applicant with a Subscribing Organization Authorization Agreement and an In-Person Identification Form ("ID Form"). The Applicant must sign the ID Form in the presence of a Registrar, i.e. a person authorized to perform the in-person confirmation of identity. As part of the ECA Certificate issuance process, the Applicant must present the Registrar with a valid, government-issued photo ID and another government-issued ID. At least one of the documents must establish country of citizenship. For non-U.S. citizens, a passport is required. The documents presented to the Registrar must be the same as those reported to IdemTrust during the electronic application process.

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# LMP TAV-C Portal End User Access Procedures



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Payment

https://secure.idemtrust.com/tsapp/apply-pay.jsp

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Application Step 4 of 5 Overview Organization Your Info **Payment** Forms

**Subscriber Agreement**

Please read the [Subscriber Agreement](#) and [Privacy Policy](#). Before continuing you must accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

By clicking in the box to the left, you indicate that you have read, understand, and accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

Select the Privacy Policy and review the policy

If you do not accept, do not click the box and instead click "cancel" below.

CANCEL BACK **SUBMIT APPLICATION**

**Certificate**  
ECA Medium Assurance Certificate

**Services**  
1 Year \$109.00  
Total \$109.00

• Payment Options  
• Compatibility  
• FAQs  
• What is a Digital Certificate?

**Customer Support**  
• HelpDesk@idemtrust.com  
• 888.882.1104 (within the US)  
• 801.394.3474 (outside the US)  
• Hours: M-F, 1am-5pm Mountain Time

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## Slide22

Payment

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https://www.idemtrust.com/privacy.html

Review the agreement, then click Close

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My Buying Community Certificates Manage My Certificate Support

**IdemTrust Privacy Policy**

Home - IdemTrust Privacy Policy

This Privacy Policy was last updated: May 22, 2018

**INTRODUCTION AND PURPOSE OF INFORMATION COLLECTION**

IdemTrust issues Digital Certificates (also known as PKI certificates and X.509 certificates), which are used by individuals to authenticate their identity to others, and/or to encrypt sensitive data including financial transactions so they can be transferred over the internet. Digital Certificates are also used by computers to encrypt data exchanged between web hosts and internet users.

Whenever an individual provides information about himself or herself to apply for a Digital Certificate, this information is called "Personal Information" and the person is called a "Data Subject."

This Privacy Policy applies to Personal Information that IdemTrust processes from Digital Certificate applicants and holders and describes how IdemTrust collects and uses Personal Data. It also describes how IdemTrust gathers, processes, and protects it. It also describes your rights to obtain a copy of the Personal Information we have about you, and other rights that will be described later.

Please note: In addition to issuing Digital Certificates directly to individuals under certain US government programs, IdemTrust processes certificate data for other institutions such as banks. If you obtain a Digital Certificate through a bank or other organization, that organization's policies for handling Personal Information are in force, and you should contact that organization with any questions.

If you apply for a Digital Certificate directly through the IdemTrust website, then the following IdemTrust Privacy Policy provisions apply.

Resolving host...



# LMP TAV-C Portal End User Access Procedures



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Payment

https://secure.idemtrust.com/tsapp/apply-pay.jsp

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Application Step 4 of 5 Overview Organization Your Info **Payment** Forms

### Subscriber Agreement

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By clicking in the box to the left, you indicate that you have read and that you accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

Select the checkbox and instead click "Cancel" below.

CANCEL   ← BACK   **SUBMIT APPLICATION**

**Certificate**  
ECA Medium Assurance Certificate

**Services**  
1 Year \$109.00  
Total \$109.00

- Payment Options
- Compatibility
- FAQ's
- What is a Digital Certificate?

**Customer Support**

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Payment

https://secure.idemtrust.com/tsapp/apply-pay.jsp

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Application Step 4 of 5 Overview Organization Your Info **Payment** Forms

### Subscriber Agreement

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By clicking in the box to the left, you indicate that you have read and that you accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

If you do not accept, do not click the box and instead click "Cancel" below.

CANCEL   ← BACK   **SUBMIT APPLICATION**

Select SUBMIT APPLICATION

**Certificate**  
ECA Medium Assurance Certificate

**Services**  
1 Year \$109.00  
Total \$109.00

- Payment Options
- Compatibility
- FAQ's
- What is a Digital Certificate?

**Customer Support**

- HelpDesk@idemTrust.com
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# LMP TAV-C Portal End User Access Procedures



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CONGRATULATIONS!  
Your application has been completed and submitted to idenTrust.

**What's Next?**

**Submit Completed Forms:**  
Download and complete the ECA Forms Packet by clicking on the "Download Forms" button below. Instructions are provided within the packet.

**DOWNLOAD FORMS**

Select **DOWNLOAD FORMS**

**IdenTrust**  
part of HID Global

Application Step 5 of 5 Overview Organization Your Info Payment Forms

**Certificate**  
ECA Medium Assurance Certificate

**Services**  
1 Year \$109.00

**Total**  
Paid by Voucher

- Payment Options
- Compatibility
- FAQ's
- What is a Digital Certificate?

**Customer Support**

- HelpDesk@idenTrust.com
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- 801.384.3474 (outside the US)
- Hours: M-F, 1am-5pm Mountain Time

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## Slide26

CONGRATULATIONS!

ECA Notary Forms 2016

1 / 12

Download

Select the download forms icon

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**ECA Digital Certificate Forms Packet**

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To avoid delays, please ensure the sections below are complete before mailing just the Part 1 and Part 2 forms processing.

**Part 1 Form, Page # 3**

- Are all fields are complete?
- Does the organization name and address match the online application?
- Did the organization officer sign and date the form with a pen?

**Part 2 Form, Page # 6**

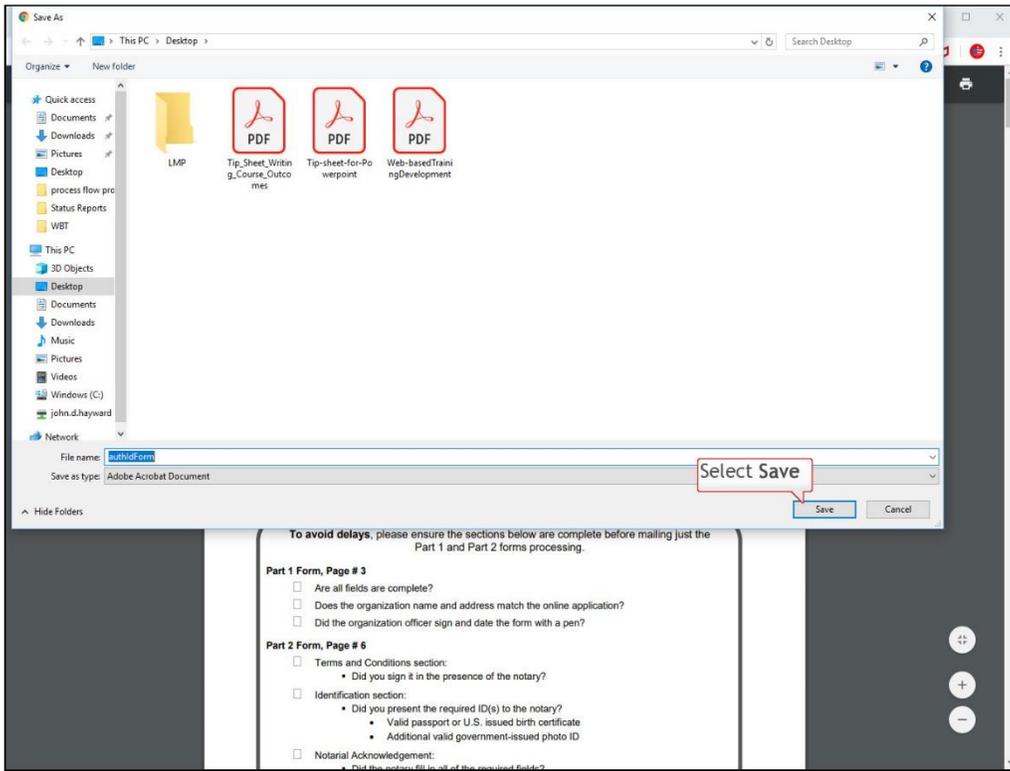
- Terms and Conditions section:
  - Did you sign it in the presence of the notary?
- Identification section:
  - Did you present the required ID(s) to the notary?
    - Valid passport or U.S. issued birth certificate
    - Additional valid government-issued photo ID
- Notarial Acknowledgement:
  - Did the notary fill in all of the required fields?



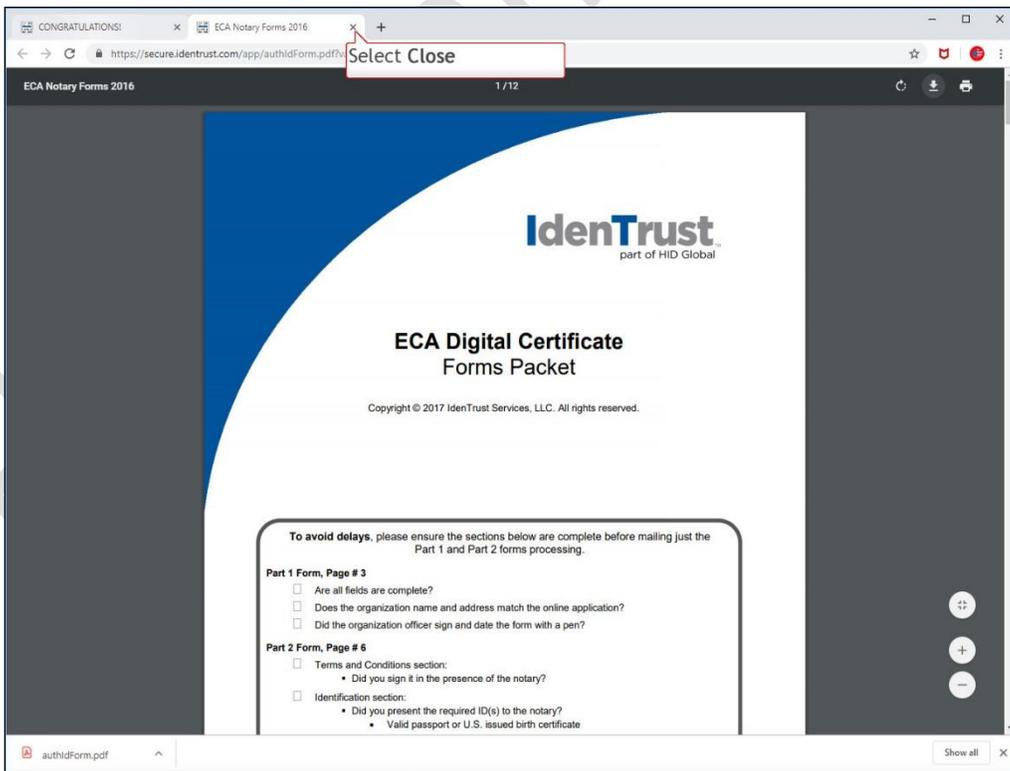
# LMP TAV-C Portal End User Access Procedures



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# LMP TAV-C Portal End User Access Procedures



## Slide29

CONGRATULATIONS!

Select Close. Clicking the Finish button is not necessary.

Identrust  
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Application Step 5 of 5 Overview Organization Your Info Payment Forms

**CONGRATULATIONS!**  
Your application has been completed and submitted to Identrust.

**What's Next?**

**Verify Your E-mail Address:**  
Check your E-mail for a message with instructions to verify your E-mail address. Use these instructions and the Verification Code to complete the verification.  
If you have not received your Verification Code from trustsource@identrust.com after a brief period, you may

- Check your bulk email folder for this email
- Verify that your spam filters allow you to receive emails from trustsource@identrust.com; this may require the assistance of your system administrator

**IMPORTANT: Form Packet submittal and email verification must be completed within 30 days.**

**FINISH**

**Certificate**  
ECA Medium Assurance Certificate

**Services**  
1 Year \$109.00

**Total**  
Paid by Voucher

- Payment Options
- Compatibility
- FAQs
- What is a Digital Certificate?

**Customer Support**

- HelpDesk@identrust.com
- 888.882.1104 (within the US)
- 801.394.3474 (outside the US)
- Hours: M-F, 1am-5pm Mountain Time

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authidForm.pdf Show all

FINAL Statistic



# LMP TAV-C Portal End User Access Procedures



## Appendix B – TAV-C Portal User Role to Training Course Matrix

Training Course ID	Training Course Title	Audience	FSR UAM Tech Name(s)
LMP_TAVC_EDU_109_WBT	TAV-C Portal - SSI Contractor Overview	All Portal SSI Contractors	N/A
LMP_TAVC_IMWM_316_WBT	TAV-C Portal - Cycle Count Leader	SSI Contractors - Cycle Count Leaders	QRF-IMWM00000071
LMP_TAVC_IMWM_317_WBT	TAV-C Portal - Cycle Count Manager	SSI Contractors - Cycle Count Managers	QRF-IMWM00000070
LMP_TAVC_IMWM_319_WBT	TAV-C Portal - Receiving Specialist	SSI Contractors - Receiving Specialists	QRF-IMWM00000072
LMP_TAVC_IMWM_318_WBT	TAV-C Portal - Inventory Processor	SSI Contractors - Inventory Processors	QRF-IMWM00000069
LMP_TAVC_DIST_323_WBT	TAV-C Portal - Delivery Processor	SSI Contractors - Delivery Processors	QRF-IMWM00000063
LMP_TAVC_DIST_324_WBT	TAV-C Portal - Denial Processor	SSI Contractors - Denial Processors	QRF-IMWM00000065
LMP_TAVC_DIST_325_WBT	TAV-C Portal - Cancellation Processor	SSI Contractors - Cancellation Processors	QRF-IMWM00000066
LMP_TAVC_DIST_326_WBT	TAV-C Portal - Ship-in-Place Processor	SSI Contractors - Ship in Place Delivery Processors	QRF-IMWM00000067
LMP_TAVC_IMWM_320_WBT	TAV-C Portal - Reports	SSI Contractors - Reporting	URF-ALL-00000004
LMP_TAVC_DIST_204_WBT	TAV-C Portal - Vendor/Contractor Proof of Delivery	All Vendor/Contractors using Portal Proof of Delivery	QRF-DIST00000064 QRF-DIST00000069

FINAL Staffing Draft



# LMP TAV-C Portal End User Access Procedures



## Appendix C – SAMPLE DoD ECA Forms Packet



ECA-Digital-Certificate-Forms-Packet-2C

FINAL Staffing Draft



## Appendix D – Acronym List

Acronym	Name
ACC	Army Contracting Command
AMC	Army Materiel Command
CA	Cyber Awareness
CAC	Common access card
COR	Contracting Officer’s Representative
DoD	Department of Defense
ECA	External Certification Authority
FSR	Functional Security Roles
HQ	Headquarters
IA	Information Assurance
SAAR	System Authorization Access Request
TAV-C	Total Asset Visibility – Contractor
UAM	User Account Manager

FINAL