




Vendor Web Status Account Request

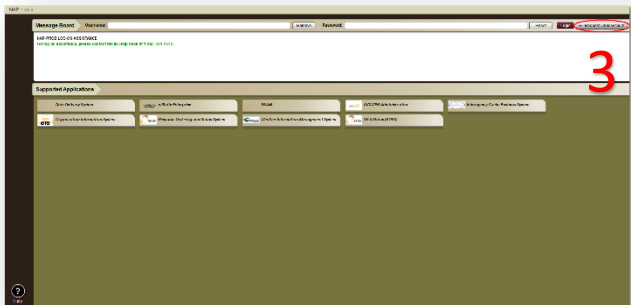
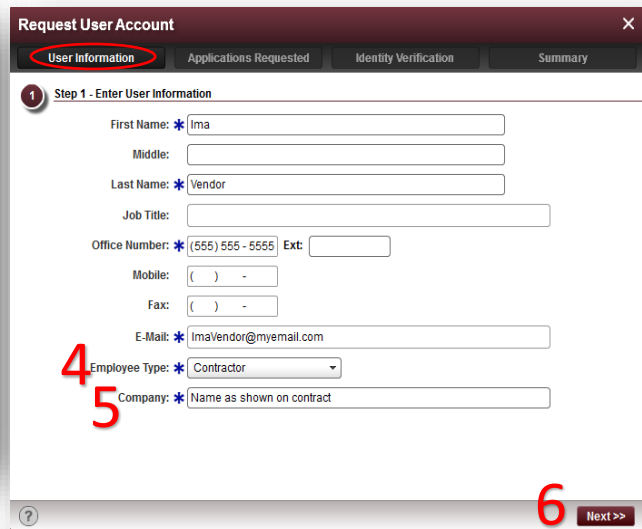
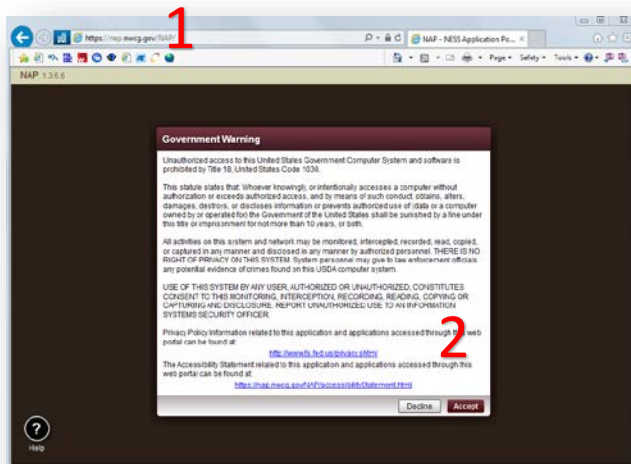
ROSS 2.16.x

Quick Reference Card

Jul-17

Description: This Quick Reference Card lists the steps necessary to create a Vendor Web Status Account request.

1. Start your Internet browser, type <https://nap.nwcg.gov/NAP/> in the **Address** bar, and then press [Enter].
2. On the **Government Warning** dialog box, click the **Accept** button. 
3. On the **NAP Home** window, click the **Request User Account** button. 
On the **User Information** tab, complete the fields. Fields with an asterisk (*) require an entry.
4. At **Employee Type** pick list select **Contractor**
5. At **Company** field, enter your company name as shown on the contract
6. Click the **Next** button. 
7. On the **Applications Requested** tab, click the **Application Access** drop-down arrow and select **WSR-Web Status (ROSS)**



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On the **Applications Requested** tab,

8. Click the **Instance** drop-down arrow and check **PROD (Standard)**
9. Complete the contact information. *Enter your government contracting office personnel.*
10. Click the **Next** button **Next>>**.

On the **Identity Verification** tab

11. Click the **Identity Verification Contact** drop-down arrow, then click the **Contact** of your choice, *if you specified only one manager or supervisor in step #9, you can skip this step!*

12. Click the **Next** button **Next>>**.

On the **Summary** tab

13. Review for accuracy
14. Click the **Save** button **Save** and close your Internet browser.

Upon confirmation and approval of your request, you will receive two email messages from donotreply@nwcg.gov. One message identifies your new NAP User Account and the other identifies your Temporary Password. Additional Resources:

[Getting Started with NAP](#)

[Vendor User Accounts](#)

[Vendor Web Status](#)

Request User Account

User Information **Applications Requested** Identity Verification Summary

Step 2 - Requested Standard and/or Privileged Account Access to the following application instances

Application Access: WSR-Web Status (ROSS)

Instance: **PROD (Standard)**

Enter the individual who can validate your need to access this application. You CAN NOT validate yourself. (Agency employees: enter manager or supervisor. Contractors: enter your government contracting office personnel)

Contact's First Name: *

Contact's Last Name: *

Title: *

Phone Number: * () - Ext

E-Mail: *

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Request User Account

User Information Applications Requested **Identity Verification** Summary

Step 3 - Select Identity Verification Contact

Select the individual who can validate your identity and the need for a NAP account.

Select from the Application Verifiers entered on the previous page.

Identity Verification Contact: **Government Contract Contact**

Contact: Government Contract Contact

Contact's First Name: Government Contract Contact

Contact's Last Name: Government Contract Contact

Title: Contracting officer

Phone Number: (555) 555-5555 Ext

E-Mail: Govcontact@myemail.com

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Request User Account

User Information Applications Requested Identity Verification Summary

Step 2 - Requested Standard and/or Privileged Account Access to the following application instances

Application Access: WSR-Web Status (ROSS)

Instance: **PROD (Standard)**

Enter the individual who can validate your need to access this application. You CAN NOT validate yourself. (Agency employees: enter manager or supervisor. Contractors: enter your government contracting office personnel)

Contact's First Name: * Government Contract Contact

Contact's Last Name: * Government Contract Contact

Title: * Contracting officer

Phone Number: * (555) 555 - 5555 Ext

E-Mail: * Govcontact@myemail.com

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Request User Account

User Information Applications Requested Identity Verification **Summary**

Step 4 - Review Summary

User Information: Ima Vendor

Name as shown on contract (555) 555-5555 ImaVendor@myemail.com

Employee Type: Contractor

Application Instances Requested: WSR, Government Contract Contact Government Contract Contact (555) 555-5555 PROD (Standard)

Identity Verification Contact: Government Contract Contact Government Contract Contact (555) 555-5555

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