



Procedures for Requesting a new STRIPES Account via MIS and ESS

1. Go to <https://mis.doe.gov>. The first time you access MIS, you will need to click on Request Access, and follow the instructions to establish your Login Credentials. ****Federal Employees may skip this step, and use their CHRIS ID to log in to ESS in Step 2.****

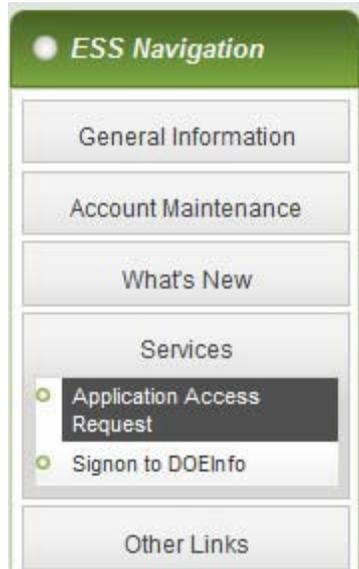
The screenshot shows the MIS Application Gateway homepage. On the left is a blue navigation menu with links for LOGIN, REQUEST ACCESS, ABOUT MIS GATEWAY, and HELP. The main content area has the title "U.S. Department of Energy Headquarters Management Information Systems Application Gateway". Below the title is a large empty rectangular box. The text below the box reads: "Welcome to the Management Information Systems Application Gateway. The Management Information Systems (MIS) Application Gateway provides easy access to many DOE Headquarters Websites using a single sign-on process. If you currently have an MIS Gateway User ID or, if you have an ESS User ID, please click on the 'Login' link to access the Application Gateway. If you do not have an ID (or if you are not sure), click on the 'Request Access' link". At the bottom right, there is a link for "Privacy statement".

2. Once you have a Username and Password, go to <https://ess.doe.gov> and enter the information on the left side of the screen.

The screenshot shows the Employee Self Service (ESS) homepage. The header includes the U.S. Department of Energy logo, the text "ENERGY Employee Self Service", and the iManage logo with the tagline "Connecting Our People, Simplifying Our Work, Liberating Our Data". Navigation links include Home, Forgot Password, Forgot Username, About ESS, CHRIS Training, Contact Us, FAQ, and Links. The main content area is titled "Welcome to the Employee Self Service (ESS) Homepage". It contains a "User Login" section with fields for "Username or CHRIS Employee ID" and "Password", and a "Log In" button. Below this is a "Contact Info" section with the text "EMPLOYEE SELF SERVICE" and contact details: "DOE Phone: 301-903-2500 Option 4, Option 8; Toll Free: 866-834-6246 Option 4, Option 8; ESSSupport@hq.doe.gov". A "read more" button is also present. At the bottom, there is a link for "Privacy / Security Notice".



3. On the left-hand side of the screen click on Services, then select Application Access Request.



4. The next screen should pre-populate with all your location information (Office Address, Telephone Number, Office Number, and E-mail Address). Verify that the information on this screen is correct, and then click Update/Continue. If any information is incorrect and needs to be updated you can do so at this time.

*** Select a Site & Building ***

Site:

Building:

Verify Your Current Information and Update if needed.

Office Address:

Line 1:

Line 2:

Line 3:

Line 4:

City:

State: Zip: Country:

Email address:
(Enter a valid business email address)

Mail stop:

Room number:

Phone number:
(Enter a valid business phone number)



5. Click on the STRIPES link to select the STRIPES-specific access form.

Application Access Request
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To request access, click on a system/application link below to continue

- [DARTS](#)
- FDS 2.0
 - [FDS 2.0 - Budget Execution](#)
 - [FDS 2.0 - Budget Formulation](#)
- [iPortal \(IDW\)](#)
- [PARS](#)
- [STARS](#)
- [STRIPES](#)
- [Employee Self Service \(ESS\) Admin Access](#)
- [Payroll Labor Distribution System \(PLDS\)](#)

[Close this window](#)

---Email : CBShelpDesk@hq.doe.gov
---Phone :HQ: 301-903-2500 Option 4; Toll Free: 1-866-834-6246 Option 4

6. Click the link to add a new instance of STRIPES.

Application Access Request - STRIPES

Click the here link to add a new instance.

To ADD a new instance click [here](#)

[Back to main menu](#)

---Email : CBShelpDesk@hq.doe.gov
---Phone :HQ: 301-903-2500 Option 4; Toll Free: 1-866-834-6246 Option 4



7. Review the Disclaimer regarding access to the Department of Energy computer system. Select the "I do agree with the rules" button once you have read it and agree.

Disclaimer

You are requesting access to a Department of Energy computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U.S. Government use.

DOE computer systems may be monitored for all lawful purposes, including ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring of Title 5, U.S. Code and Title 31 U.S. Code for the purpose of reporting includes active attacks by authorized DOE entities to test or verify the security of this system. During monitoring, information may be examined, recorded, audited, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored, recorded and audited.

Use of this DOE computer system, authorized or unauthorized, constitutes consent to monitoring, recording and auditing of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring, recording and auditing may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring, recording and auditing for these purposes.

This information is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Official Use Only (FOUO).

I agree to the above terms of use.

8. Unless you are instructed otherwise by your Site Administrator, select **STRIPES User Account** as your Account Type.

Select Account Type:

- STRIPES User Account
- Server Admin Account - UNIX
- Server Admin Account - ESB
- Server Admin Account - WINDOWS



- Unless you are instructed otherwise by your Site Administrator select the **STRIPES - Production** as your instance

Select an instance:

- Production
- Development (DEV)
- Quality Assurance/Test (QA/TEST)

Note: You may select one STRIPES instance per access request. If you wish access to Multiple instances, you will need to complete multiple requests.

- Use the drop-down list to select your appropriate Approving Official. You will select a person who is at your job location and who can verify your job duties and need for access to STRIPES. This person may or may not be your local STRIPES Site Administrator. You may optionally add written comments in the comments box. In the last box, you must supply a business reason for needing access to STRIPES, such as you process requisitions (PRs) for your office.

* Select your approving official: --- Select ---

Requestor Comments (optional):

* Please provide a business reason supporting your need to access STRIPES, such as "Assigned new job responsibility in Accounts Payable" or "New Employee in Accounts Receivable Division" (required):

Continue

- Click "Continue" at the bottom of the screen.

Application Access Request - STRIPES

(* - Required)

* Select Account Type:

- STRIPES User Account
- Server Admin Account - UNIX
- Server Admin Account - ESB
- Server Admin Account - WINDOWS

* Select an instance:

- Production
- Development (DEV)
- Quality Assurance/Test (QA/TEST)

Note: You may select one STRIPES instance per access request. If you wish access to Multiple instances, you will need to complete multiple requests.

* Select your approving official: --- Select ---

Requestor Comments (optional):

* Please provide a business reason supporting your need to access STRIPES, such as "Assigned new job responsibility in Accounts Payable" or "New Employee in Accounts Receivable Division" (required):

Continue



12. Choose the appropriate route roles and security groups (*these should be discussed with your Site Administrator to ensure you have the proper amount of access*). At least one item from each list needs to be selected and multiple items can be selected from each list.

Application Access Request - STRIPES (Production instance)

(* - Required)
Enter selections and Click on 'SUBMIT'.

<p>* Select Route Roles(s): <i>Note : You may select multiple Roles.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrator/Help Desk (Applies to Sys Admin, Site Admin, & Help Desk only) <input type="checkbox"/> Agency Approval <input type="checkbox"/> Budget Approval <input type="checkbox"/> COR <input type="checkbox"/> Closeout Specialist <input type="checkbox"/> Contracting Officer <input type="checkbox"/> Contracting Specialist <input type="checkbox"/> Evaluation Team Member <input type="checkbox"/> HQ Business Clearance <input type="checkbox"/> IT Reviewer <input type="checkbox"/> OSDBU <input type="checkbox"/> Office of Counsel <input type="checkbox"/> PCard Approving Official <input type="checkbox"/> PCard Holder <input type="checkbox"/> PCard Organization Program Coordinator <input type="checkbox"/> PCard Program Manager/Agency Program Coordinator <input type="checkbox"/> Pricing Support <input type="checkbox"/> Program Office - Budget <input type="checkbox"/> Program Office - non Budget <input type="checkbox"/> Property, Plant And Equipment (PP&E) Approver <input type="checkbox"/> Requisitioner <input type="checkbox"/> Small Business Specialist <input type="checkbox"/> Source Selection Official <input type="checkbox"/> Special Review/Approval <input type="checkbox"/> Workload POC 	<p>* Select Security groups(s): <i>Note : You may select multiple Security groups</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Approver/Reviewer <input type="checkbox"/> Closeout Specialist <input type="checkbox"/> Contracting Officer <input type="checkbox"/> Contracting Specialist <input type="checkbox"/> Eval Team Support /Voting Member <input type="checkbox"/> FA COR <input type="checkbox"/> FA Contracting Officer <input type="checkbox"/> FA Contracting Specialist <input type="checkbox"/> FA Program Support <input type="checkbox"/> FAADS Administrator <input type="checkbox"/> Finance (read-only) <input type="checkbox"/> Helpdesk <input type="checkbox"/> Program FOA Coordinator <input type="checkbox"/> Program Office - Budget <input type="checkbox"/> Purchase Card Holder <input type="checkbox"/> Reporting <input type="checkbox"/> Requisitioner <input type="checkbox"/> Routing List Admin <input type="checkbox"/> Site Admin <input type="checkbox"/> Source Selection Official <input type="checkbox"/> Tier 2 <input type="checkbox"/> User Group Admin <input type="checkbox"/> Western Requisitioner <input type="checkbox"/> Workload Distribution Point of Contact
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** In the event the role you will have in STRIPES will be reviewing/approving FITARA related requisitions you should select the "IT REVIEWER" route role and "Approver/Reviewer" security group.*

13. Select your HCA Site and any Child Sites that you will need access to as part of your job duties and requirements.

*** Select HCA and child site(s):**
Note : You may select multiple HCA and child site(s)

- Environmental Management (EM)
- Environmental Management (EM) - Office of River Protection (ORP)
- Environmental Management (EM) - Richland Operations
- Environmental Management (EM) - Savannah River Operations
- Environmental Management Consolidated Business Center (EMCBC)
- Golden Field Office
- Headquarters Procurement Services
- Idaho Operations
- Las Vegas Satellite Office (Headquarters Procurement Office).
- Loan Guarantee Program Office (LGPO)
- National Energy Technology Laboratory (NETL)
- National Nuclear Security Administration - Business Services Division (NNSA BSD)
- National Nuclear Security Administration - Headquarters Procurement Office (NNSA HPO)
- Naval Reactors Laboratory Field Office
- Office of Science
- Office of Science - Chicago Office
- Office of Science - Oak Ridge Office
- Southeastern Power Administration (SEPA)
- Southwestern Power Administration (SWPA)
- Strategic Petroleum Reserve (SPRO)
- Western - Corporate Services Office
- Western - Desert Southwest Customer Service Region
- Western - Rocky Mountain Customer Service Region
- Western - Sierra Nevada Customer Service Region
- Western - Upper Great Plains Customer Service Region



14. Complete your request by selecting “Yes” or “No” for each of the following selections. If you create Requisitions, select “Yes” next to “PR Initiator”. If you hold a current Contracting Officer Representative Certification, select “Yes” next to “COR Certified” etc. Once you have made all the necessary selections, click Submit at the bottom of the page.

COR Certified? <input type="radio"/> Yes <input checked="" type="radio"/> No	Contracting Specialist? <input type="radio"/> Yes <input checked="" type="radio"/> No
Contracting Officer? <input type="radio"/> Yes <input checked="" type="radio"/> No	PR Initiator? <input type="radio"/> Yes <input checked="" type="radio"/> No
FPDS-NG User: <input type="radio"/> Yes <input checked="" type="radio"/> No	FPDS-NG User ID: <input type="text"/>
Grant Specialist: <input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="SUBMIT"/>	

** In the event the role you will have in STRIPES will be a Contracting Officer/Agreements Officer you will need to also need to upload your electronic signature. Please see the steps that are listed at the end of this document.*



15. The following screen will display indicating that you have successfully submitted your Application Access Request. Click Another Instance if you need to request access to a different environment in STRIPES, Review Requests to view the status of your current requests, or Back To Main Menu to return to the Home screen to log out.

Application Access Request - STRIPES

Your Name Here

Your Request for access to STRIPES - Production instance was successful.

An email was sent to the STRIPES administrative staff for approval.

If you have any questions or concerns, you may contact helpdesk at HQ: 301-903-2500 Toll Free: 1-866-834-6246 Option #4, Option #3

[Another Instance?](#) [Review Requests](#) [Back to main menu](#)

You should receive an e-mail with details about your STRIPES access request. Once your Approving Official has reviewed and approved your MIS Application Access Request you will receive another e-mail informing you that the request has been approved. Changes to your STRIPES Account should be completed within 1–2 business days.

16. Once the STRIPES Help Desk has completed your profile configuration, you will receive an e-mail from ESS Mailer with the Subject: STRIPES Application Access Request completed. You will also receive a STRIPES Username and Login Password in two separate messages from the STRIPES Help Desk.



*** To upload your signature**

1. Locate the **Electronic Signature Scan Page for CO and FA CO**. This document can be located on the iPortal STRIPES Center> Documents tab of the Welcome Page, under the User Documentation section. Once located, open and print the document. Write your signature within the signature box on the page. Fill up as much of the signature box as possible, without going outside of the box. If the signature goes outside of the signature box, it may not appear properly in the signature block of the forms in STRIPES documents.
2. Scan the **Electronic Signature Scan Page for CO and FA CO** which now contains your signature.
3. Save your scanned document in the image file format of .JPG to a drive and directory of your choice. Instructions on how to save a scanned document image to the .JPG file format can be found in the scanner's manual. Do not adjust the dimensions of the scanned image. The Help Desk will resize the scanned image on the signature page to the appropriate size for STRIPES.

NOTE: Please take note of the drive, directory and filename where you are saving your image.

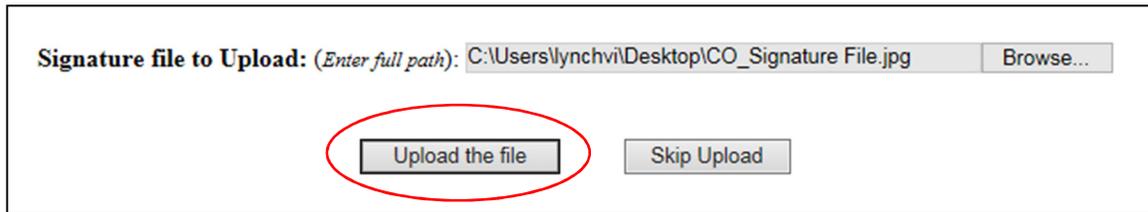
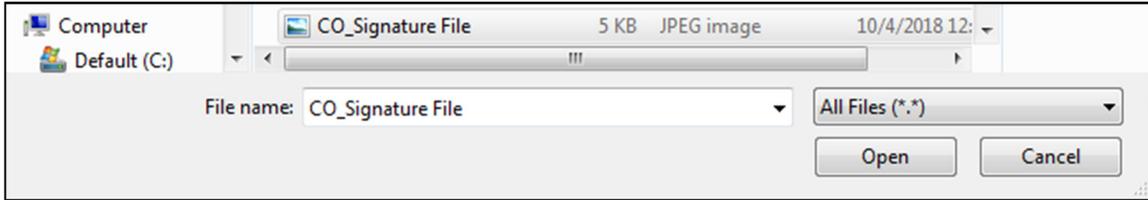
On the signature upload page, you will be asked to **“Upload the file”** (an electronic signature), even if you have previously uploaded an electronic signature.

The screenshot shows a web form titled "Application Access Request - STRIPES" for user "TAN, YIBING". The form is for "Contracting Officers Only" and prompts the user to "Upload Electronic Signature". It includes instructions on file formats (.jpg, .gif, .bmp), dimensions (0.25 inches high by 2.25 inches wide), and resolution (600 dots per inch). The form also features a "Signature file to Upload" field with a "Browse..." button, and "Upload the file" and "Skip Upload" buttons.

4. Click the **“Browse”** button and locate your electronic signature file as shown in the figure above. The drive, directory, and file name containing your electronic signature is the same location you saved the electronic signature scan page in step 3 from above.



5. Highlight your electronic signature file and click “**Open**” as shown below.
6. Click the “**Upload the file**” button.



Your STRIPES application access request will go through the STRIPES account approval process. While your access request is being considered you will still have your original access rights to STRIPES. You will be contacted via email when your account modification request has been processed. When approved by the approving official, notification is sent to the Help Desk. The Help Desk will then complete the requested update to your STRIPES user profile, and mark the request as Completed in ESS. You will receive an email when your access request has been marked Completed in ESS.

For Assistance please contact The STRIPES Help Desk. Hours of operation are 8:00 AM ET - 6:00 PM ET, Monday - Friday. Call (301) 903-2500 or 1-866-834-OCIO (6246), choose option 4 (Corporate Business Systems).

E-mail: STRIPES-HelpDesk@hq.doe.gov