



FOR MORE  
INFORMATION

[www.recovery.gov](http://www.recovery.gov)  
[www.ntia.doc.gov/broadbandusa](http://www.ntia.doc.gov/broadbandusa)

National Telecommunications  
and Information Administration  
1401 Constitution Avenue, NW  
Washington, DC

Broadband Technology  
Opportunities Program

## HOW TO REGISTER ON [FEDERALREPORTING.GOV](http://FEDERALREPORTING.GOV)

### INTRODUCTION

You must register on [FederalReporting.gov](http://FederalReporting.gov) within 10 business days of the date the grant award package is mailed by the Grants Office. Follow the directions below to complete the process.

### BACKGROUND

[FederalReporting.gov](http://FederalReporting.gov) serves as the official government Web site for American Recovery and Reinvestment Act of 2009 (ARRA) reporting. ARRA requires recipients of Broadband Technology Opportunities Program (BTOP) grants to submit reports on funds received no later than 10 calendar days after the end of each quarter,

### HOW TO REGISTER

#### Required Information

You will require the following information to register on [FederalReporting.gov](http://FederalReporting.gov):

- E-mail address
- Dun & Bradstreet Data Universal Numbering System (DUNS) number (all award recipients)
- A valid Central Contractor Registration (CCR)
- Grant fund amount
- NTEE-NPC Activity code: **W01** (*BTOP SBA and PCC applications only*)

#### FederalReporting.gov Registration

- **Step 1:** If you are not enrolled in CCR, you must enroll before you can complete your [FederalReporting.gov](http://FederalReporting.gov) registration (see below). [Note: your CCR registration will require three to four days to sync up with [FederalReporting.gov](http://FederalReporting.gov). Registration on [FederalReporting.gov](http://FederalReporting.gov) cannot begin until this process is completed. An "error" message means the process is not complete. Periodically check back until you are able to continue the registration process.]
- **Step 2:** Once your CCR registration is available on the [FederalReporting.gov](http://FederalReporting.gov) web site, click on "Register Now." Enter all personal information including e-mail address and phone number. The e-mail address you enter will be your log-in username.
- **Step 3:** Complete the information as requested and hit "Submit." [Note: the DUNS number entered must match the DUNS included in the awardees' BTOP award documentation and the CCR registration.]
- **Step 4:** You will receive an e-mail confirming that your registration is complete.
- **Step 5:** Email a copy of the confirmation email to your Federal Program Officer and Grant Specialist.
- **Step 6:** Once registered, please call 877-508-7386 to request a copy of your [FederalReporting.gov](http://FederalReporting.gov) Personal Identification Number (FRPIN), which you will need to submit a report to [FederalReporting.gov](http://FederalReporting.gov).

#### Central Contractor Registration (CCR)

If you are not enrolled in CCR already, you must complete the CCR registration process at <https://www.bpn.gov/ccr/default.aspx> before registering at [FederalReporting.gov](http://FederalReporting.gov). The following information is needed to complete CCR registration:

- A valid DUNS Number. Visit <http://fedgov.dnb.com/webform> for information on applying for a DUNS number
- Tax Identification Number (TIN) and taxpayer name
- Statistical information about the recipient's business
- Electronic Funds Transfer (EFT) information.

### RESOURCES

If you need assistance with [FederalReporting.gov](http://FederalReporting.gov) registration, please refer to the following resources::

- The [FederalReporting.gov](http://FederalReporting.gov) helpdesk telephone number is 877-508-7386.
- [FederalReporting.gov](http://FederalReporting.gov) Frequently Asked Questions: <https://www.federalreporting.gov/federalreporting/faq.do>
- [FederalReporting.gov](http://FederalReporting.gov) Live Help Desk: <http://federalreporting.gov/>. Click on "Live Help"
- Your assigned BTOP Federal Program Officer
- NTIA Web site at [www.ntia.doc.gov/broadbandusa](http://www.ntia.doc.gov/broadbandusa)

