

To get started in WAWF, please follow the steps below:

Step 1: Have your Electronic Business Point of Contact (EB POC) call the Ogden Help Desk to have the company's CAGE code added in WAWF. 866-618-5988 & choose Option 2, 3.

If preferred, your EB POC can email disa.ogden.esd.mbx.cscassig@mail.mil.

***Note:** Don't know your EB POC? Go to the following URL, enter your CAGE code into the 'SEARCH'. At the bottom of the results page, it will list a primary and alternate Electronic Business POC. www.sam.gov

Step 2: Once your CAGE code has been activated, go to <https://wawf.eb.mil/> and click "Accept" at the bottom of the page.

2a: Click the blue hyperlink that says: Registration.
Role- Vendor then click Next.
Click on each of the blue (Edit) hyperlinks.
Fill in the mandatory fields - marked by an asterisk (*).

***Note:** There must be **at least** one designated Group Administrator (GAM) for each CAGE code.

2b: For GAM role, click (Add) next to Administrative User Roles* then enter your Group Name*. Click on Group Lookup to find your Group Name.
Enter your CAGE code in the Location Code field. Click Save.

***Note:** Once the GAM has been activated, all company users will need to self-register. Now the GAM can activate or deactivate their own company personnel within WAWF.
****You can register for Vendor Roles and GAM roles at the same time.**

2c: For Vendor User Role, click (Add) next to Vendor User Roles* then choose Vendor. Enter your CAGE code in the Location Code field. Click Save.

2d: Click Register

STEP 3: Designated GAM will need to submit a GAM appointment letter.
From the WAWF home page click on Vendors - Getting Started Help then select Step 6. At the end of Step 6 click on GAM appointment letter.

Fill out letter and sign as Appointee.

The WAWF POC is signed by the EB POC (refer to first *Note). Send completed letter to Ogden.

Fax: 1-801-605-7453 or

Email: disa.ogden.esd.mbx.cscassig@mail.mil

STEP 4: GAM will be notified to confirm activation for new registered users under their CAGE code. You will receive an email when your user ID is

activated. Contact the same help desk on Step 1 to approve the activation of your account if no email is received within a week.

All quick reference guides with step-by-step invoicing instructions can be found at the following DTRA WAWF Vendor website:

<http://www.dtra.mil/Business/WAWF.aspx>

DTRA WAWF Assistance

WAWFhelp@dtra.mil

WAWF PRODUCTION SITE

<https://wawf.eb.mil>