

# **eOffer/eMod FAS ID User Guide**

## **Multi-Factor Authentication**



## **Trademark Acknowledgement**

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Starting March 8, 2021, contractors must use FAS ID to access eOffer/eMod. GSA eOffer/eMod users without a FAS ID are required to register. Please review the groups below to determine your current status.

### **Group 1: Registration Required**

Registration instructions begin on the next page (page 5)

Offerors/contractors that have **not** already registered for a FAS ID for another GSA application (FAS Sales Reporting Portal (SRP), GSA Advantage Purchase Order Portal, GSA Vendor Portal, the Mass Mod Portal, eBuy, etc.).

**Note for New Offerors:** please ensure that you are listed in the System for Award Management (SAM) as one of the following points of contact:

- a. *Government Business POC*
- b. *Electronic Business POC*
- c. *Government Business Alternate POC*
- d. *Electronic Business Alternate POC*
- e. *Past Performance POC*
- f. *Past Performance Alternate POC*

**Note for Current Contractors:** please ensure that you are listed as an *Authorized Negotiator* on the contract (with or without signing authority).

### **Group 2: Registration NOT Required**

Login instructions begin on page 20

Offerors/contractors that are current eOffer/eMod users and use FAS ID for another application (FAS Sales Reporting Portal (SRP), GSA Advantage Purchase Order Portal, GSA Vendor Portal, the Mass Mod Portal, and eBuy). Your account will be validated based on you being an *Authorized Negotiator* on the contract. You do not need to register.



## 1 FAS ID Registration Steps

Step 1: Navigate to the eOffer/eMod home page at <https://eoffer.gsa.gov/> and click on **Register Account** to complete your one-time registration process.

**eOffer/eMod**  
eOffer/eMod is a tool to submit Contract Offers and Contract Modification requests to GSA Federal Acquisition Service online.

**Account Registration**  
**Register Account**  
Register new Account  
Before you begin...

**Contract Offers**  
**Prepare an Offer**  
Prepare, Submit, or Update an eOffer  
Before you begin...

**Contract Modifications**  
**Submit a Modification**  
Prepare, Submit, and Correct a Modification Request  
Before you begin...

**FAS Sales Reporting**  
**Report Sales**  
Report Sales Data

We have recently implemented a new Multi-factor authentication (MFA) process. This may result in a different experience the first time you log in. If you already have a registered FAS ID and you are an existing eoffer/eMod user, you will be able to login using your FAS ID credentials.

**If you need a FAS ID:**


1. Click the Register Account button and follow the steps for account creation.
2. Once you activate your account through the email verification, you can login and setup your MFA process.

**Once you have your FAS ID:**

1. Click on the Prepare and Offer or Submit a Modification option.
2. Login using your FAS ID. You will then need to enter your DUNS number to enter into the eOffer/eMod process.



Step 2: Enter your email address, first name, last name, and DUNS number, then click **Submit**.



**Create FAS ID**

**Email Address \***  
Please enter your FAS ID or Primary Email Address

**First Name \***

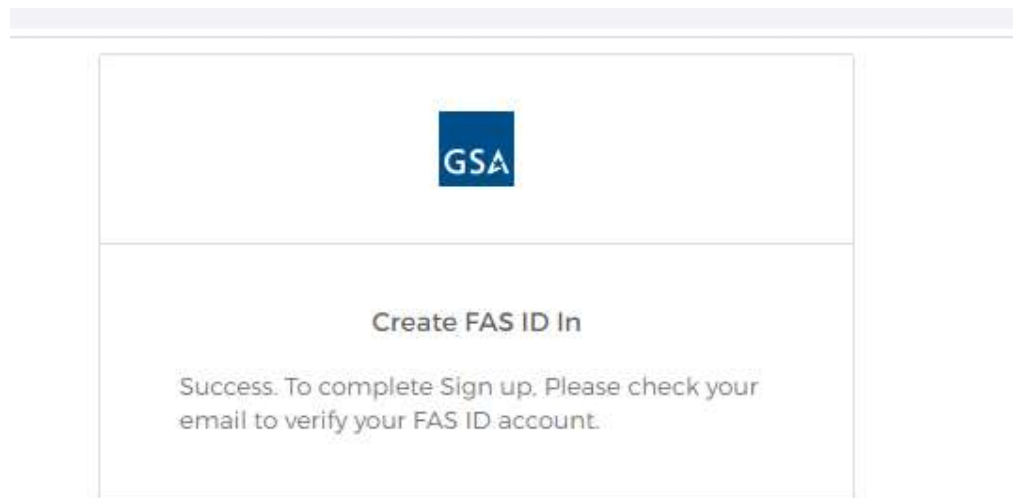
**Last Name \***

**DUNS Number \***



Step 3: If your credentials are successfully verified, you will be redirected to a success page with details of the next steps to activate your Multi-Factor Authentication (MFA) account.

An email will be sent to the email address you provided for Registration with a link to complete Activation of your account. Please continue to Section 2 on page 11.





## Error Messages

**NOTE:** The system will display an error message in the following situations:

1. Your name & email are not listed in at least one of the point of contact fields in SAM.gov:  
Government Business POC, Electronic Business POC, Government Business Alternate POC, Electronic Business Alternate POC, Past Performance POC, Past Performance Alternate POC
  - Please coordinate with your SAM.gov administrator to update the points of contact in SAM.gov with your information.
2. Your name & email are not listed in your GSA contract as an Authorized Negotiator.
  - Please coordinate with the Authorized Negotiator on your GSA contract to update the contract with your contact information. You will need to be added as an Authorized Negotiator to access eOffer/eMod.
3. DUNS number is incorrect/not valid.
  - Your DUNS number can be searched on SAM.gov.



### Create FAS ID



Account could not be verified. Please enter valid details.

**Email Address \***

Please enter your FAS ID or Primary Email Address

email@email.com

**First Name \***

First Name

**Last Name \***

Last Name

**DUNS Number \***

DUNS Number

Submit

4. Your account is already registered. Please return to the eOffer/eMod home page and click **login** instead.

### Create FAS ID



User already exists. Please login with your credentials.

**Email Address \***

Please enter your FAS ID or Primary Email Address

**First Name \***

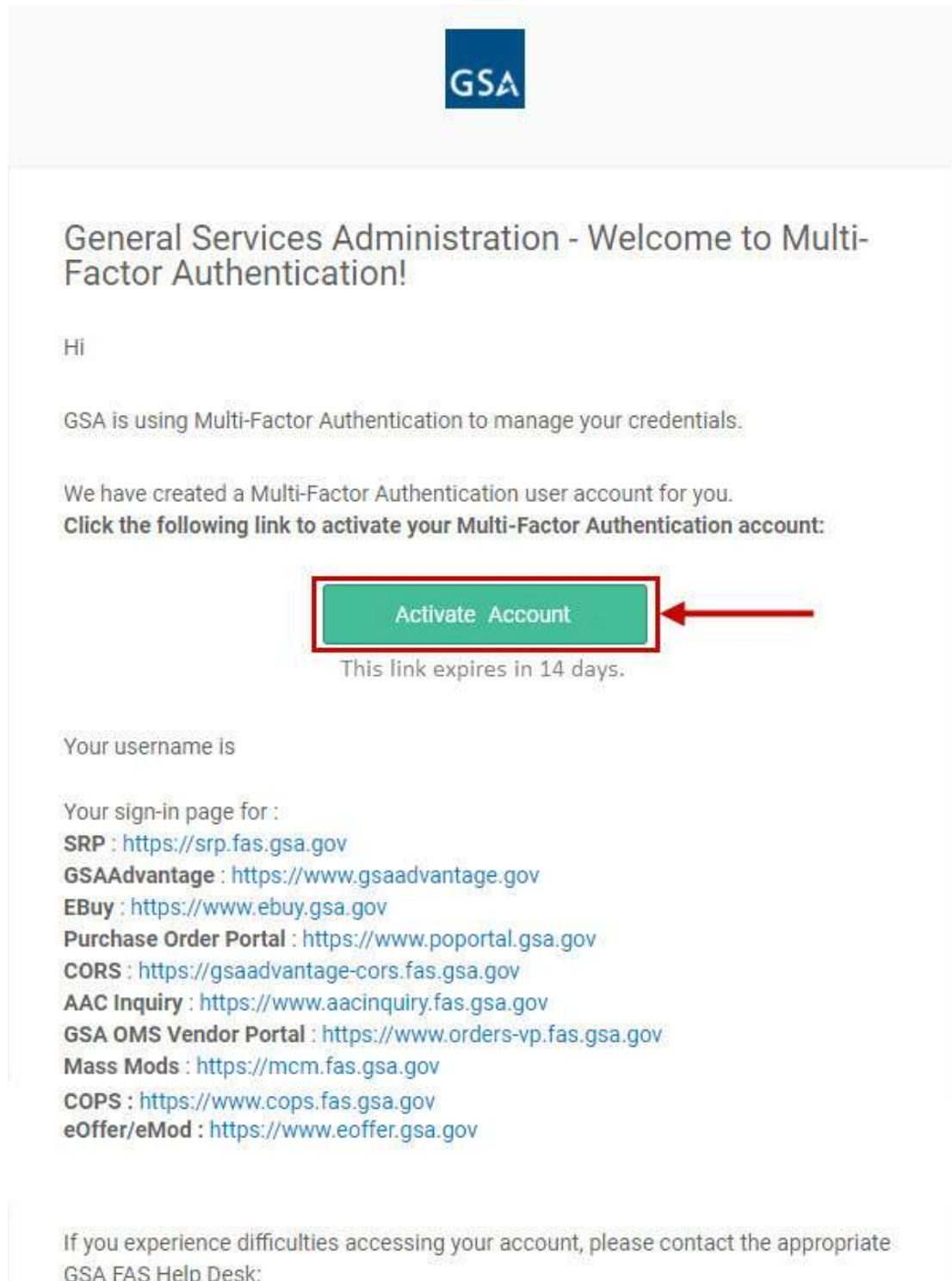
**Last Name \***

**DUNS Number \***

Submit

## 2 Multi-Factor Authentication Activation Steps

Step 1: Proceed to your email inbox and select the **Activate Account** button from the email you received.






Step 2: Enter and confirm your password

Step 3: Select and answer a security question

Step 4: Select a security Image

Step 5: Click on **Create My Account**


Create your eoffer account

 Enter new password

Password requirements:


- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords

Repeat new password













 Choose a forgot password question

What is the food you least liked as a child? ▼

Answer

 Click a picture to choose a security image

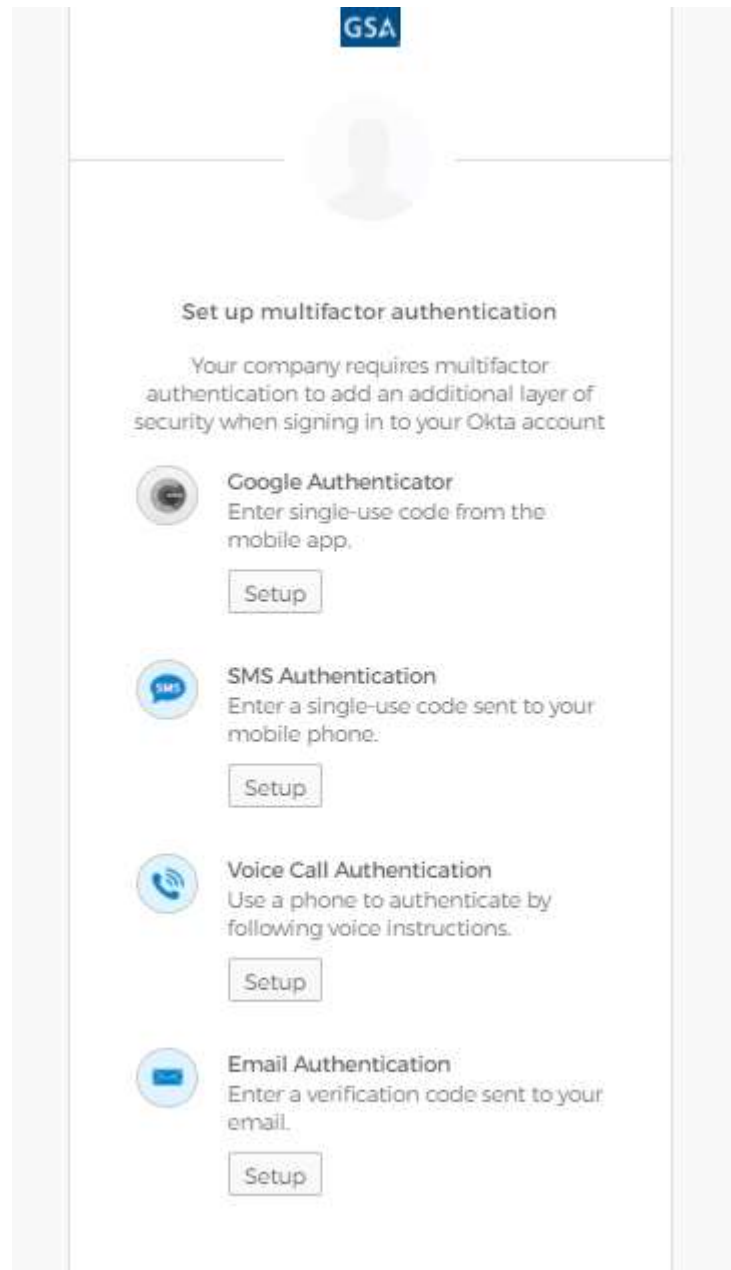
Your security image gives you additional assurance that you are logging into OHS, and not a fraudulent website.



Create My Account

Step 6: Setup your Multi-Factor Authentication method. This will be the method in which you will receive your one-time code each time you log in to the system. Please review the choices carefully and click **Setup** for your preferred MFA method.

**Please note:** If you choose the *Google Authenticator* option, please ensure that you have the mobile app for *Google Authenticator* installed on your mobile device. This option will ask you to scan a QR code to add the account to your *Google Authenticator* app so you can complete activation and receive your MFA code.



**GSA**

**Set up multifactor authentication**

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

**Google Authenticator**  
Enter single-use code from the mobile app.  
[Setup](#)

**SMS Authentication**  
Enter a single-use code sent to your mobile phone.  
[Setup](#)

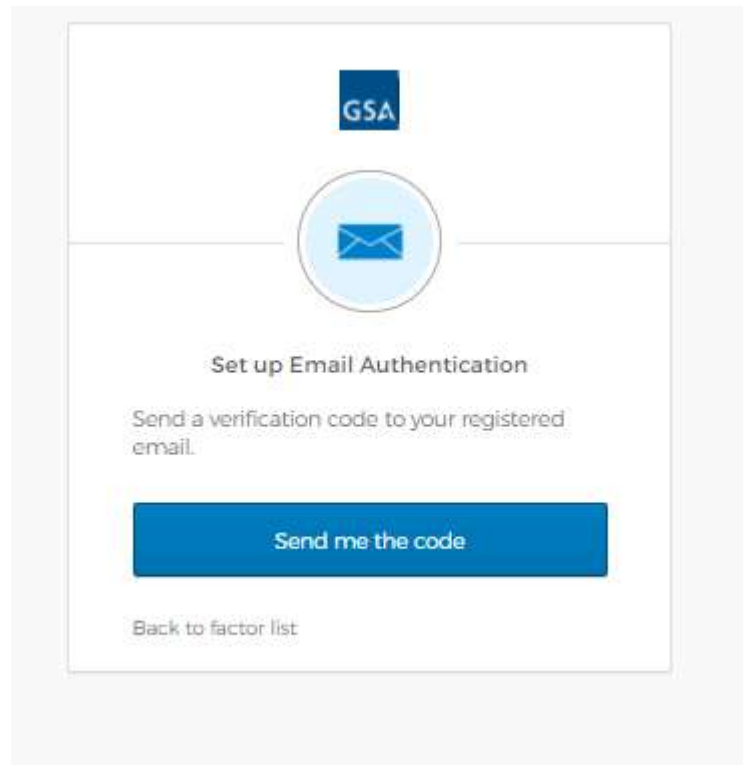
**Voice Call Authentication**  
Use a phone to authenticate by following voice instructions.  
[Setup](#)

**Email Authentication**  
Enter a verification code sent to your email.  
[Setup](#)



## Email Authentication Multi-Factor Method

Step 7: Click **Send me the code** to receive the One Time Passcode (OTP).



Step 8: Once you select the **Send me the Code** button, you will receive an email with the One Time Passcode (OTP).



### General Services Administration - Action Required: Confirm your email address

Hi ,

You are receiving this email so we can confirm this email address for your account.

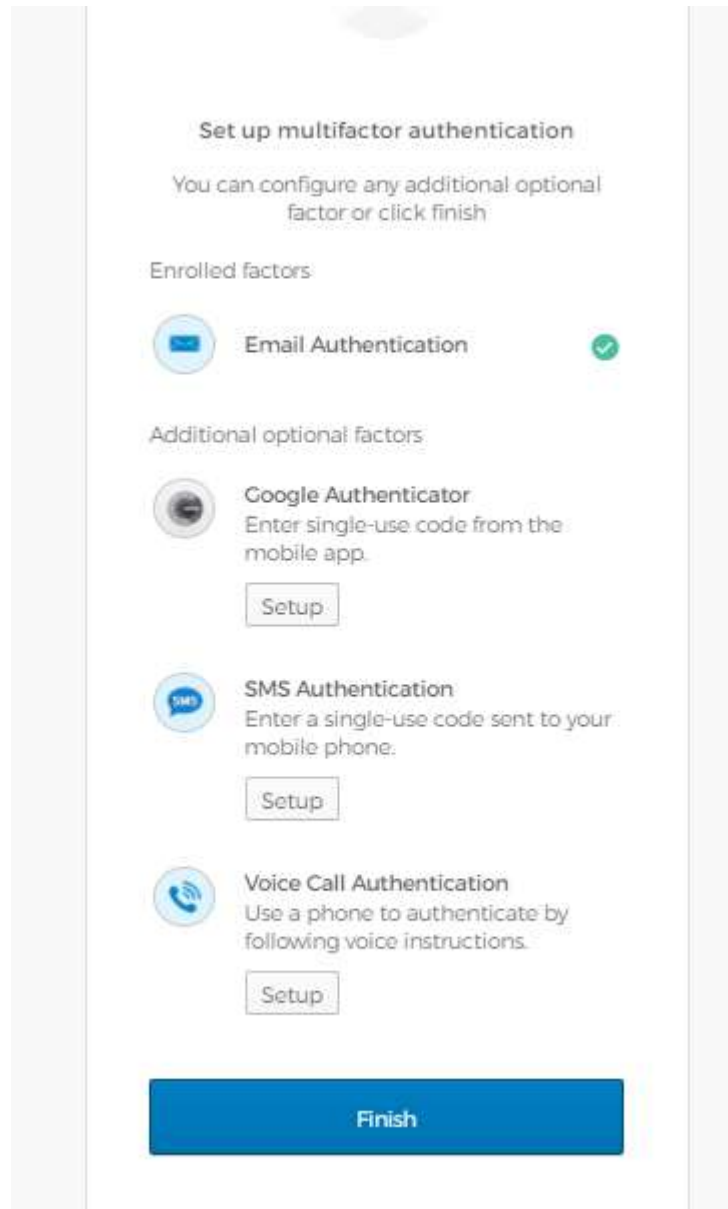
Please enter the following code for verification:

002109

If you experience difficulties accessing your account, or if you believe you received this email in error, please contact the appropriate GSA FAS Help Desk:

Step 9: Enter the One Time Passcode (OTP) and click **Finish**.


**NOTE:** If at any time you would like to add or remove your current method of Authentication (from email to text, etc.), please contact the help desk at 1-866-472-9114.






Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

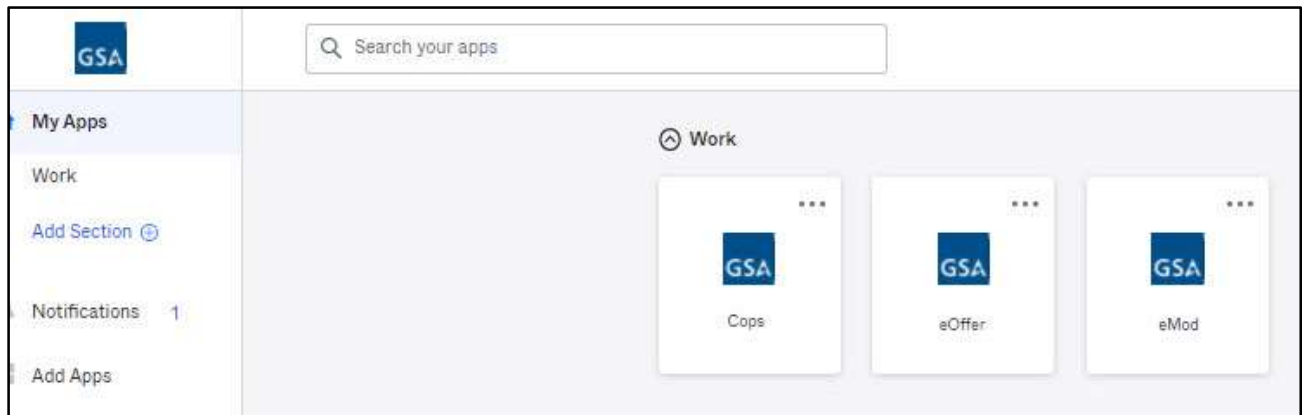
- Email Authentication 

Additional optional factors

-  **Google Authenticator**  
Enter single-use code from the mobile app.  
[Setup](#)
-  **SMS Authentication**  
Enter a single-use code sent to your mobile phone.  
[Setup](#)
-  **Voice Call Authentication**  
Use a phone to authenticate by following voice instructions.  
[Setup](#)

[Finish](#)

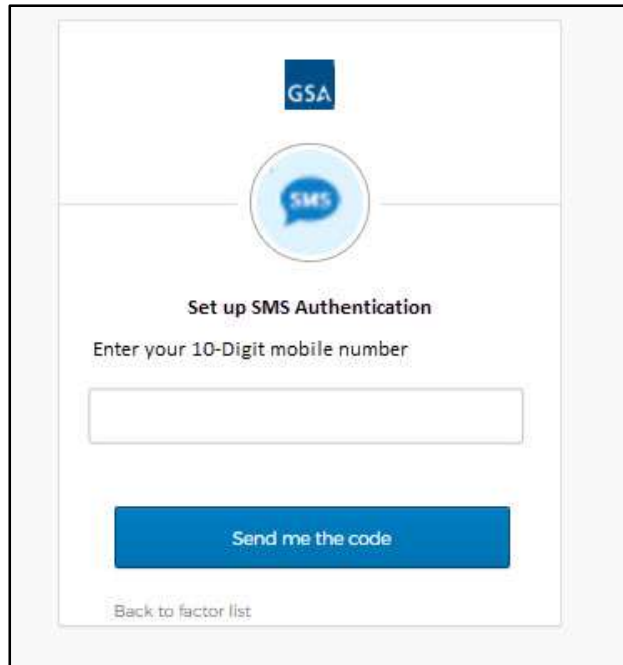
Step 10: You will successfully be logged in to your FAS ID Account and able to view the GSA applications associated with your FAS ID account. Click on the **eOffer/eMod** box to access the system.



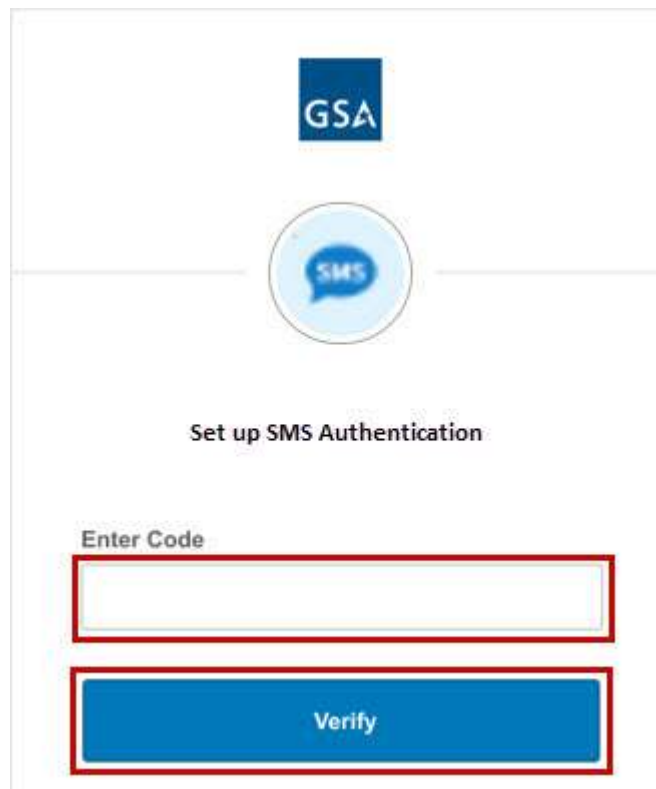
## SMS and Voice Authentication

Step 7: If you choose to utilize either SMS or Voice Authentication, you will be prompted to enter in your 10-digit phone number, including the area code. Once you do, click **Send me the Code**. If you choose SMS, you will receive a code in the form of a text message, and if you choose Voice, you will receive a phone call with the code spoken to you. Both will be from random phone numbers that you cannot reply or call back.





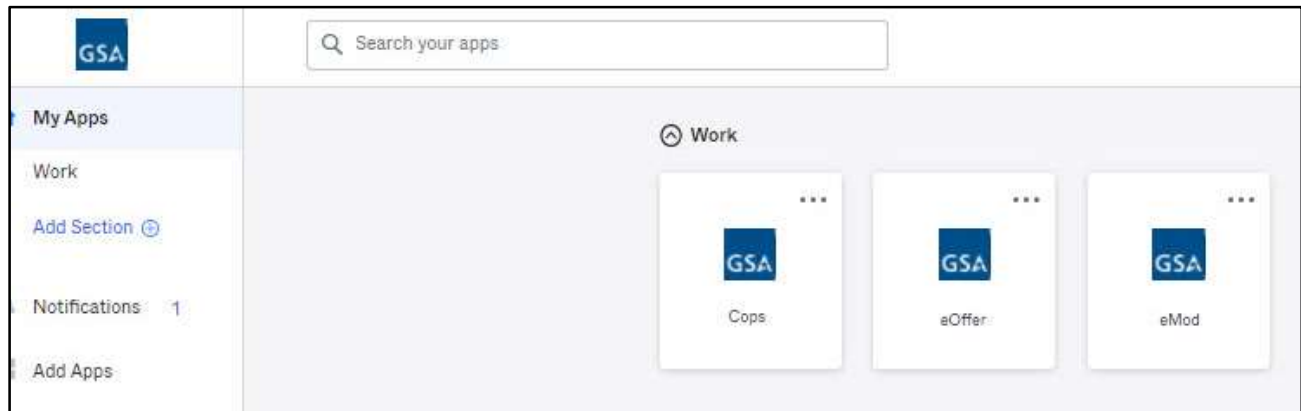
Step 8: On the next screen, enter in the code that was texted or given to you over the phone, and click **Verify**.



Step 9: Once successful, you will be redirected to your dashboard where you can view all of the

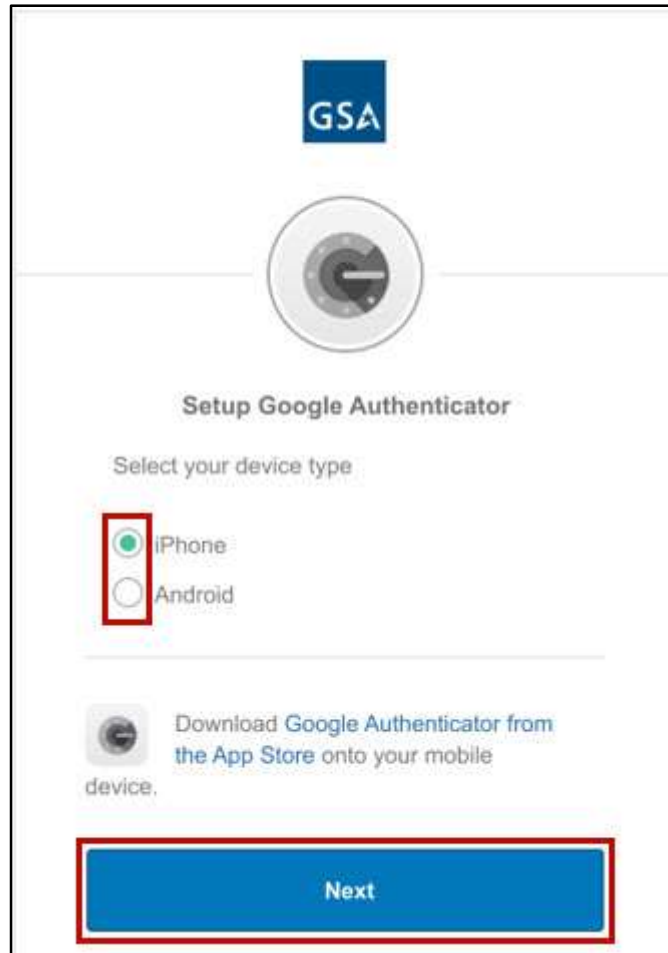


applications that are linked to your new MFA account. Click on the **eOffer/eMod** box to access the system.

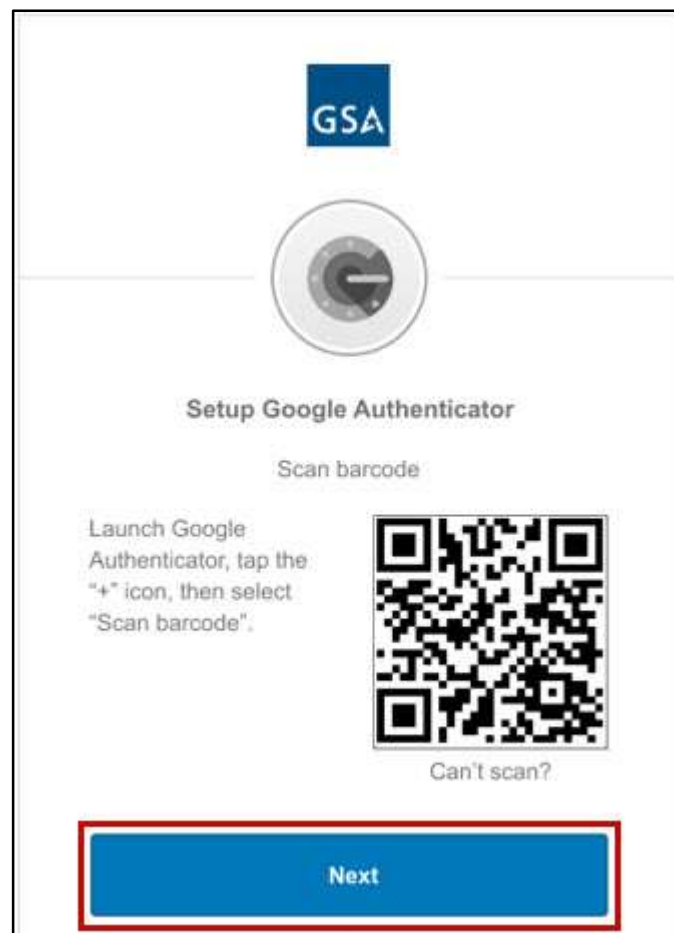
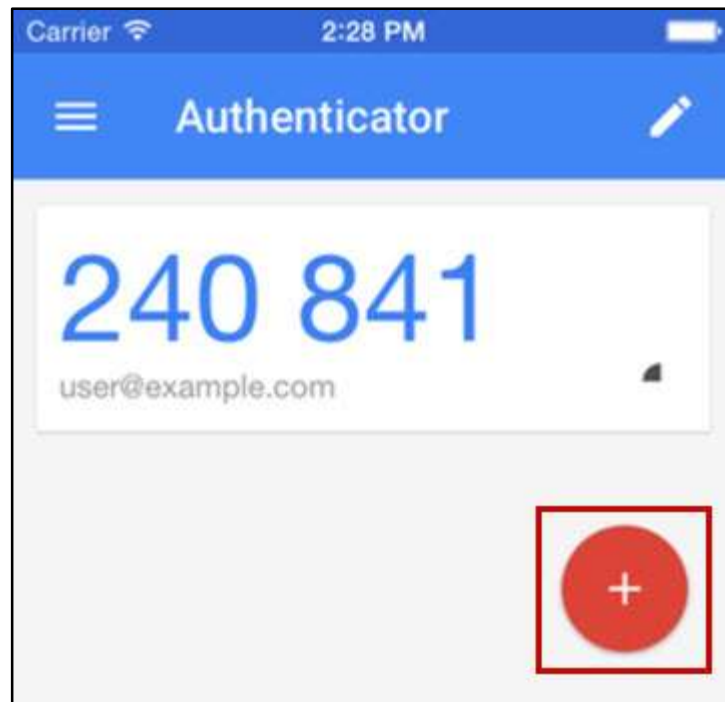


## Google Authenticator

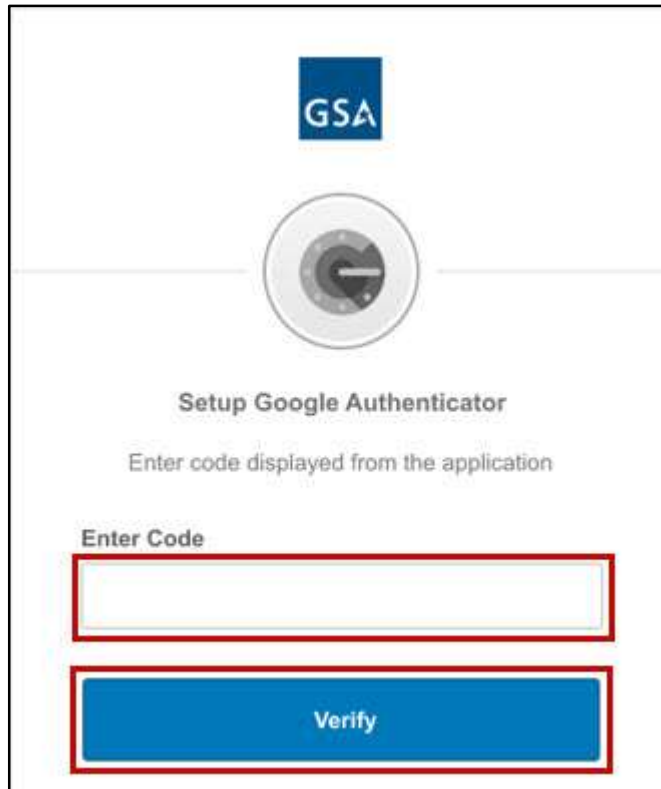
Step 7: When you get to the *Setup Google Authenticator* page, simply select the radio button for the device type you currently have for your phone. Make sure you have the Google Authenticator app on your phone already, or you can download the Google Authenticator app from your phone's app store. Once you have the app, click **Next**.



Step 8: On the next page, you will see a QR Code. Open the *Google Authenticator* app on your phone and scan the QR Code by pressing the + button. You will then receive a 6 digit code that updates automatically every 30 seconds. You can determine how much time is remaining by the small circle next to the code. Once your code is active, you can click **Next**.

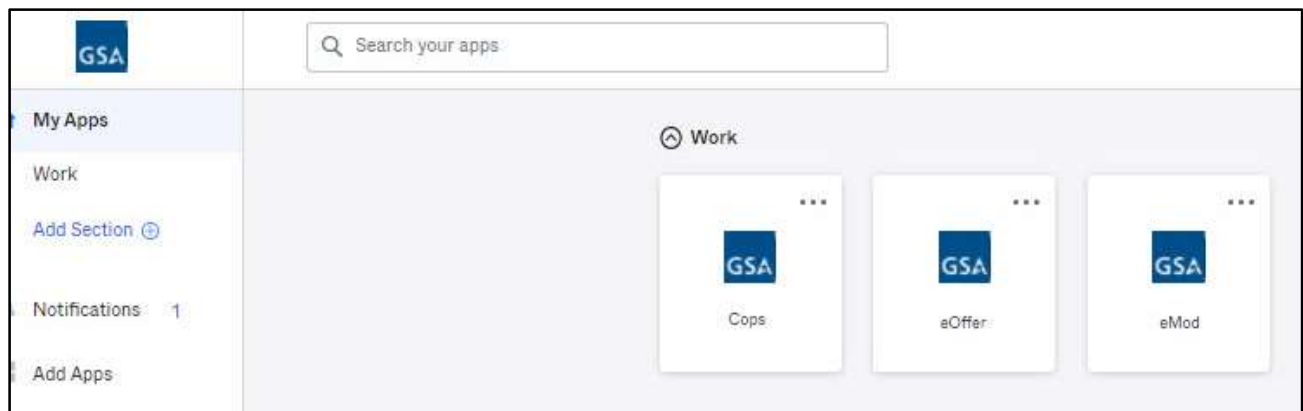


Step 9: Enter in the current 6 digit code from your phone into the box on the next page, and click **Verify**.



The image shows a 'Setup Google Authenticator' screen. At the top is the GSA logo. Below it is a circular icon representing a clock or a dial. The text 'Setup Google Authenticator' is centered, followed by the instruction 'Enter code displayed from the application'. There is a text input field labeled 'Enter Code' and a blue button labeled 'Verify'. Both the input field and the button are highlighted with a red border.

Step 10: If successful, you will be redirected to your dashboard where you can view all of the applications that are linked to your new MFA account. Click on the **eOffer/eMod** box to access the system.





### 3 Multi-Factor Authentication Login Steps

Step 1: After successfully completing the Multi-Factor Authentication registration process or if you are a member of Group 2, all future access will be performed by accessing **Prepare an Offer** or **Submit a Modification** from the eOffer/eMod home page at <https://eoffer.gsa.gov/>.

**GSA eOffer/eMod**  
eOffer/eMod is a tool to submit Contract Offers and Contract Modification requests to GSA Federal Acquisition Service online.

**Account Registration**  
**Register Account**  
Register new Account  
Before you begin...

**Contract Offers**  
**Prepare an Offer**  
Prepare, Submit, or Update an eOffer  
Before you begin...

**Contract Modifications**  
**Submit a Modification**  
Prepare, Submit, and Correct a Modification Request  
Before you begin...

**FAS Sales Reporting**  
**Report Sales**  
Report Sales Data

We have recently implemented a new Multi-factor authentication (MFA) process. This may result in a different experience the first time you log in. If you already have a registered FAS ID and you are an existing eoffer/eMod user, you will be able to login using your FAS ID credentials.

**If you need a FAS ID:**

1. Click the Register Account button and follow the steps for account creation.
2. Once you activate your account through the email verification, you can login and setup your MFA process.

**Once you have your FAS ID:**

1. Click on the Prepare an Offer or Submit a Modification option.
2. Login using your FAS ID. You will then need to enter your DUNS number to enter into the eOffer/eMod process.

Step 2: Enter your FAS ID email and password, and then click **Next**.

**GSA**

Sign In

Email Address ?

Password ?

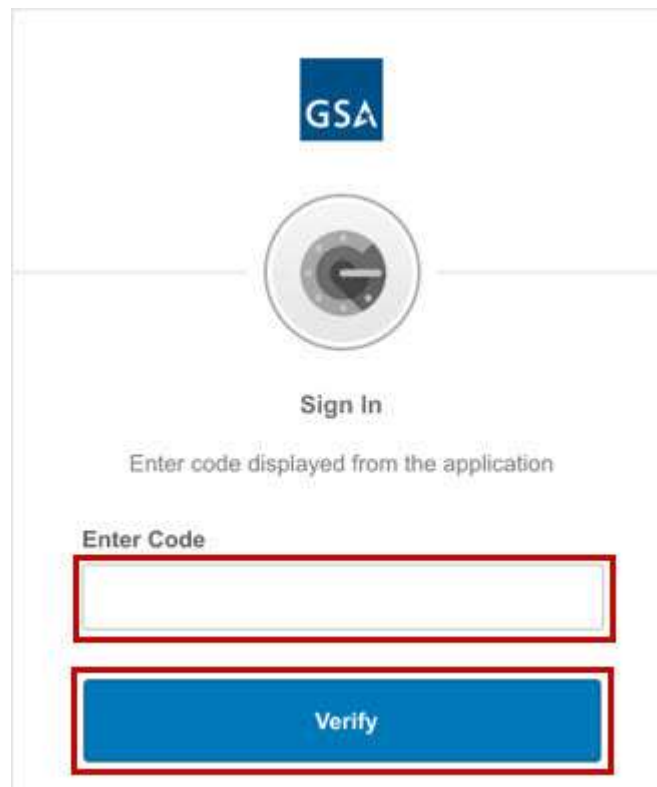
**Next**

Cancel sign in

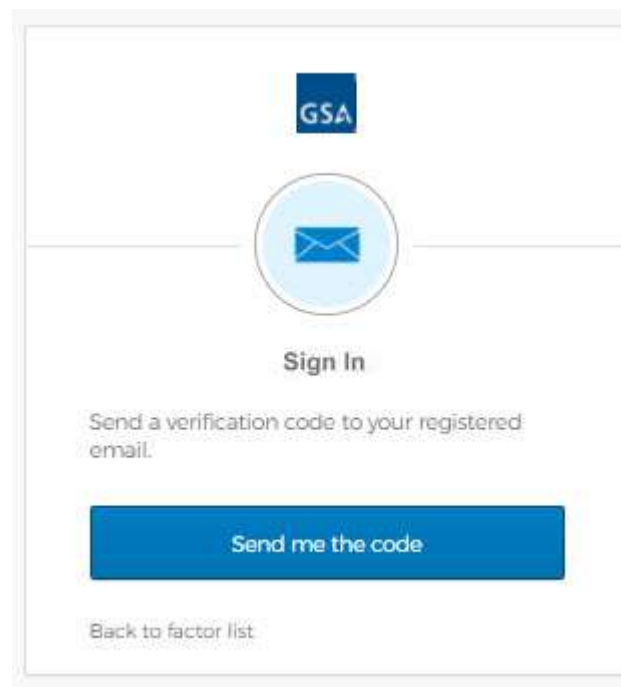
Need help signing in?

Don't have an account? [Sign up](#)

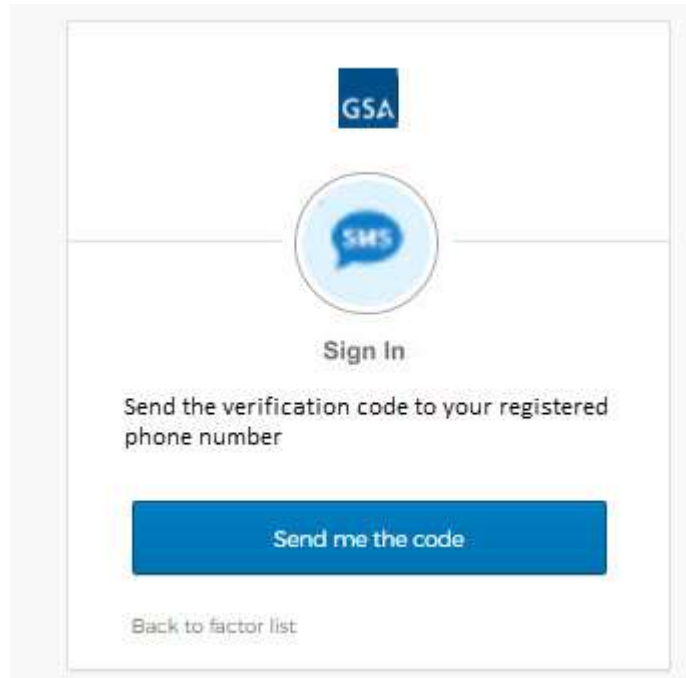
Step 3: Validate your code from your MFA Authenticator to access eOffer/eMod. Alternatively, if you chose another method of MFA, enter in the required information (e.g. code from SMS text message, or the code from your email).



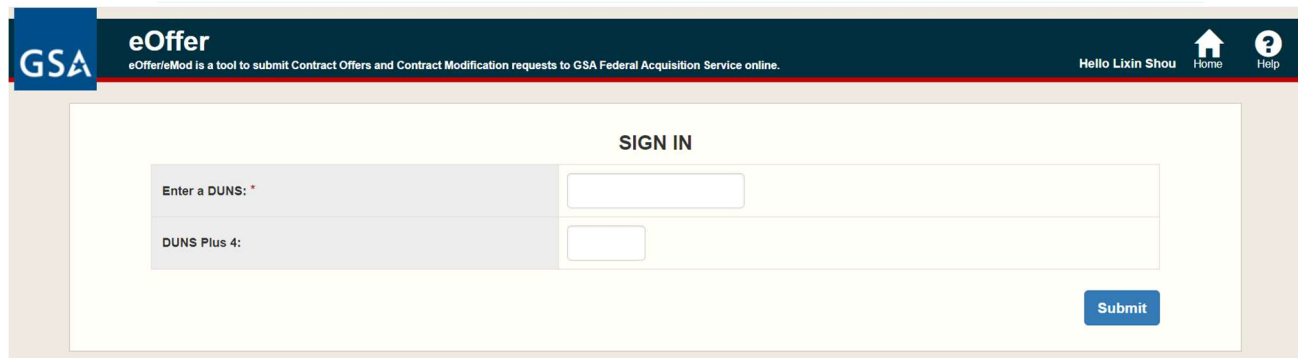
The screen displays the GSA logo at the top. Below it is a circular icon containing a stylized 'G' with a clock face. The text 'Sign In' is centered below the icon. Underneath, it says 'Enter code displayed from the application'. There is a text input field labeled 'Enter Code' and a blue button labeled 'Verify'.



The screen displays the GSA logo at the top. Below it is a circular icon containing an envelope symbol. The text 'Sign In' is centered below the icon. Underneath, it says 'Send a verification code to your registered email.' There is a blue button labeled 'Send me the code' and a link at the bottom that says 'Back to factor list'.



Step 4: You will successfully access the eOffer/eMod system. Please enter your DUNS number to continue your work in the system.


A screenshot of the eOffer system's sign-in page. The header is dark blue with the GSA logo on the left, 'eOffer' in the center, and a description 'eOffer/eMod is a tool to submit Contract Offers and Contract Modification requests to GSA Federal Acquisition Service online.' on the right. On the far right of the header are links for 'Hello Lixin Shou', 'Home', and 'Help'. The main content area is white and titled 'SIGN IN'. It contains two input fields: 'Enter a DUNS: \*' and 'DUNS Plus 4:'. A blue 'Submit' button is located at the bottom right of the form.









## 4 Cancel Login

The **Cancel sign in** link will cancel login and return you to the eOffer/eMod home page.



### Sign In

 Email Address 

 Password 

Next

Cancel sign in

[Need help signing in?](#)

Forgot/Reset Password?


Help

Don't have an account? [Sign up](#)







## 5 Multi-Factor Authentication Account Forgot/Reset Password Steps

Step 1: Click on **Need help signing in?** and select **Forgot/Reset Password?**



### Sign In

 Email Address 

 Password 

Next

Cancel sign in

[Need help signing in?](#)


Forgot/Reset Password?

Help

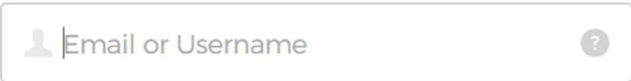
Don't have an account? [Sign up](#)



Step 2: Enter your email and click **Reset via Email**.




### Reset Password



**Reset via Email**

[Back to Sign In](#)

Step 3: The confirmation page will show up




### Email sent!

Email has been sent to [john@evetec.com](mailto:john@evetec.com) with instructions on resetting your password.

**Back to Sign In**



Step 4: Access the **Reset Password** link from the reset password email received from [MFA-No-Reply+noreply@gsa.gov](mailto:MFA-No-Reply+noreply@gsa.gov). Please check your Spam or Junk inbox folders in case you do not see the email in your regular email inbox.



### General Services Administration - Multi-Factor Authentication Password Reset Request!

Hi David,

A password Reset request was made for your Multi-Factor Authentication account. If you did not make this request, please contact the appropriate GSA FAS Help Desk.

Click this link to reset the password for your username, [dj@gsa.gov](#):

**Reset Password**

This link expires in 1 hour.

If you experience difficulties accessing your account, please contact the appropriate GSA FAS Help Desk:

**For FAS SRP Support, Purchase Order Portal (Vendors):**  
Email: [vendor.support@gsa.gov](mailto:vendor.support@gsa.gov) | Phone: 1-877-495-4849

**For GSA Advantage, EBuy Buyer, AAC Inquiry, CORS Support :**  
Email: [GSA.Advantage@gsa.gov](mailto:GSA.Advantage@gsa.gov) | Phone: 1-877-472-3777, option 2

**For GSAGlobal Supply/USMC Support:**  
Email: [ncscustomer.service@gsa.gov](mailto:ncscustomer.service@gsa.gov) | Phone: 1-866-370-8894

**For GSA Fleet Drive-thru, DRM and VFE Support:**  
Email: [gsadrivethruhelp@gsa.gov](mailto:gsadrivethruhelp@gsa.gov)

**For GSA Short Term Rental (STR), Auto Auctions, Auto Choice, Auto Vendor and GSA Fleet Automated Remarketing Module (ARM) Support:**  
Email: [FleetAlert@gsa.gov](mailto:FleetAlert@gsa.gov)

**For FMVRS, FEDFMS and FMS2GO Support:**  
Email: [gsafleet@gsa.gov](mailto:gsafleet@gsa.gov)

**For Fleet2Go Support:**  
Email: [gsafleet2go@gsa.gov](mailto:gsafleet2go@gsa.gov)

**For GSA OMS Vendor Portal Support:**  
Email: [ToolsHelpdesk@gsa.gov](mailto:ToolsHelpdesk@gsa.gov) | Phone: 1-866-472-9114 option #7

**For Mass Mods Support:**  
Email: [eoffer@gsa.gov](mailto:eoffer@gsa.gov) | Phone: 1-866-472-9114 option #1



**For COPS Support:**  
Email: [citypairstechsupport@gsa.gov](mailto:citypairstechsupport@gsa.gov)



Step 5: Answer your security question and click **Reset Password**. If you cannot remember the answer to your security question, please reach out to the eOffer/eMod Help Desk:

Email: [eOffer@gsa.gov](mailto:eOffer@gsa.gov)

Telephone: (866) 472-9114



### Answer Forgotten Password Challenge

What is the food you least liked as a child?

☐ Show

**Reset Password**

[Back to Sign In](#)

Step 6: Enter and confirm your new password and click **Reset Password**

### Reset your Okta password

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 passwords

New password

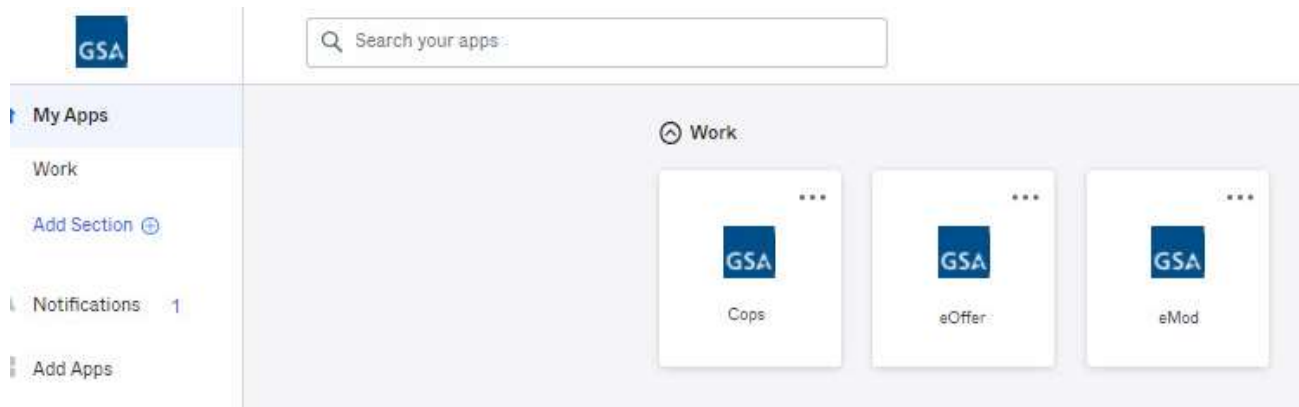
! This field cannot be left blank

Repeat password

Reset Password

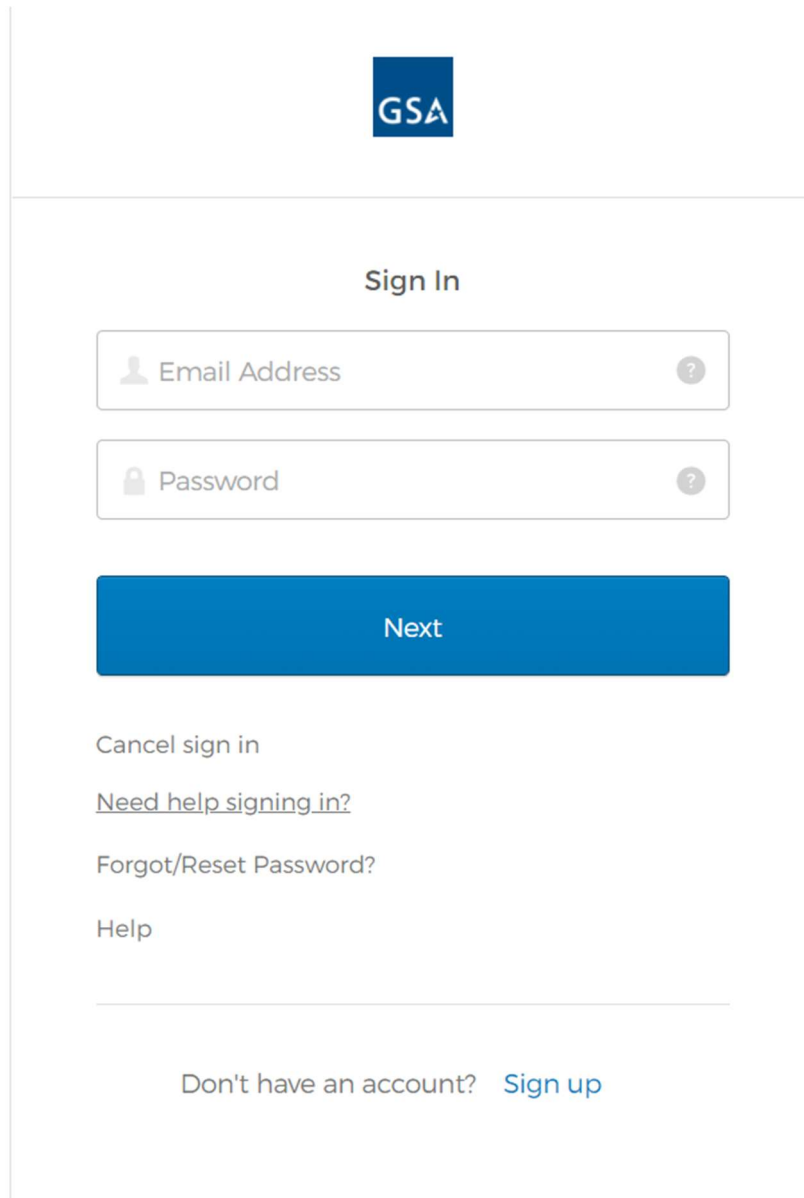
[Sign Out](#)

Step 7: You will successfully log in to the FAS ID dashboard and see a list of applications in your dashboard.




## 6 Sign up for eOffer/eMod

Step 1: The **Sign up** link at the bottom will take the user to the registration page at any time during the sign in process. If you are unsure if you have registered for your FAS ID, use this process to quickly verify that your account is active.



The image shows a 'Sign In' form for GSA. At the top is the GSA logo. Below it is the title 'Sign In'. There are two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. Both fields have a question mark icon on the right. Below the fields is a large blue 'Next' button. Underneath the button are four links: 'Cancel sign in', 'Need help signing in?', 'Forgot/Reset Password?', and 'Help'. At the bottom, there is a horizontal line followed by the text 'Don't have an account?' and a blue 'Sign up' link.



Sign In

Next

[Cancel sign in](#)

[Need help signing in?](#)


[Forgot/Reset Password?](#)

[Help](#)

Don't have an account? [Sign up](#)



Step 2: This is the same registration page in Section 1 “Multi-Factor Authentication Registration Steps”.



**Create FAS ID**

**Email Address \***  
Please enter your FAS ID or Primary Email Address

**First Name \***

**Last Name \***

**DUNS Number \***



## 7 Abbreviations, Acronyms, and Definitions

The following abbreviations, acronyms, and definitions are used within this document and throughout GSA.

Abbreviation	Definition
GSA	General Services Administration
OTP	One Time Passcode
MFA	Multi-Factor Authentication