

Registration to View Distro C Materials: U.S. Government Employees and U.S./DoD Contractors without CAC card

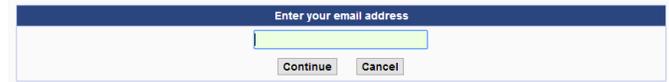
<http://www.defenseinnovationmarketplace.mil/DistroCaccess.html>

U.S. Government Employees

1. Register using the Web-based application: <https://www.dtic.mil>.
2. Read and accept the Terms and Conditions.
3. Select “Do not have DoD CAC” by clicking on the **Register** button.
4. Enter your **work** email address.
5. Receive the verification email from REGHelp@dtic.mil.
You must respond within 72 hours.
6. Click on the hyperlink in the verification email to continue the registration process.



A rectangular button with a blue header containing the text "Do not have DoD CAC" and a white body containing a "Register" button.



A form with a blue header containing the text "Enter your email address" and a white body with a text input field and "Continue" and "Cancel" buttons.

NOTE: Make sure that emails from REGHelp@dtic.mil are not being blocked.
You can also contact DTIC's Customer Access Team for assistance at 800-225-3842 (selection 4).

7. Re-enter your **work** email address and enter the token from the verification email.
Your email address **must** match your previous entry.
8. Click the **Validate** button.
9. Choose the **Federal Government Employee** option.
10. Click the **Continue** button.
11. Fill out the **registration application**.

- Enter the **agency/organization name** on the organization line.
- Enter your work address - **do not** use a home address.
- Put work phone number.
- Select the **Type of Access** required:
 - *Unclassified, Limited (UL)*



A screenshot of the DTIC Online Registration System interface. It features the R&E Gateway logo and a "POWERED by DTIC" banner. Below the banner, there is a heading "DTIC Online Registration System for Contractor, Potential Contractor, & Non-DoD Government Personnel" and a disclaimer: "Access to DTIC products and services are limited to U.S. Department of Defense (DoD) and Government employees, and their contractors only; if you are not a DoD employee, you will need a U.S. DoD official to sponsor you." The main section is titled "Are you a Federal Government Employee or Contractor?" and contains several radio button options: "Federal Government Employee" (selected), "I am a U.S. DoD Government Contractor", "Registered with a DoD Potential Contractor Program, or participating in SBIR, or affiliated with an institution designated:", "Historically Black College/University (HBCU)", "Hispanic Serving Institution (HSI)", "Native American Tribal College or University (TCU)", "Minority Institution (MI)", "DESPICAR Institution", and "Foreign Government or Foreign Embassy". At the bottom, there are "Continue" and "Cancel" buttons.

12. Enter **government approving official's contact** information.
(Direct supervisor or someone higher in your chain of command; **only** for access to **SECRET**).
13. Enter **security officer's** contact information - name, phone number and email address;
only if requesting **SECRET**.

NOTE: An email will be sent to the government approving official and security officer (if provided) requesting approval of your request

14. Click on the **Submit** button. You will receive an email confirming the receipt of your application.
This email is **not** an approval notice.

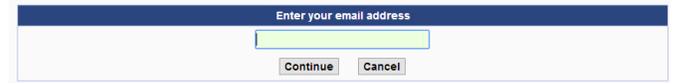
After successful processing of your application, you will receive a **welcome letter** via email with your DTIC login ID.

DoD and US Federal Government Contractors without CAC

1. Register using the Web-based application: <https://www.dtic.mil>.
2. Read and accept the Terms and Conditions.
3. Select “Do not have DoD CAC” by clicking on the **Register** button.

A rectangular button with a dark blue header containing the text "Do not have DoD CAC" and a white body containing a "Register" button.

4. Enter your **work** email address.
5. Receive the verification email from REGHelp@dtic.mil. You must respond within 72 hours.

A form with a dark blue header containing the text "Enter your email address" and a white body with a text input field and "Continue" and "Cancel" buttons.

6. Click on the hyperlink in the verification email to continue the registration process.

NOTE: Make sure that emails from REGHelp@dtic.mil are not being blocked. You can also contact DTIC's Customer Access Team for assistance at 800-225-3842 (selection 4).

7. Re-enter your **work** email address and enter the token from the verification email. Your email address must match your previous entry.
8. Click the **Validate** button.

9. Choose I am a US DOD/Government Contractor: or participating in SBIR, or affiliated with an institution designated.

A screenshot of a web registration form. At the top, it says "DTIC Online Registration System for Contractor, Potential Contractor, & Non-DoD Government Personnel" and "POWERED by DTIC". Below that, it asks "Are you a Federal Government Employee or Contractor?" with radio buttons for "Federal Government Employee" and "I am a U.S. DoD/Government Contractor". Under the second option, it lists several categories: "Registered with a DoD Potential Contractor Program, or participating in SBIR, or affiliated with an institution designated:" followed by a bulleted list: "Historically Black College/University (HBCU)", "Reserve/Serving Institution (RSI)", "Native American Tribal College or University (TCU)", "Military Institution (MI)", "DEFSOAR Institution", and "Foreign Government or Foreign Embassy". "Continue" and "Cancel" buttons are at the bottom.

10. Fill out the **registration application**.

- Enter your **contracting company** name on the **organization line**. This is the company that pays your salary.
- Enter your **work address**.
- Enter **valid prime contract number** in the Prime Contract Number field.
- Enter your **contract classification**.
- Enter a **valid expiration date** for the contract.
- **Militarily Critical Technical Data Agreement Certification Number** and Expiration date. Leave blank unless you would like to have access to export controlled information. If you are not the custodian of the certification, DTIC will require the custodian to send an email to REGHelp@dtic.mil giving you permission to use the certification.
- Select the **Type of Access** required:
 - **Unclassified, Limited (UL)**
- Enter **government approving official's** contact information – name, phone number, email address, title and organization name. Government approving official should be the contracting officer, contracting officer's representative or program manager over the contract being submitted. (**Mandatory for non CAC contractors**)
- Enter **security officer's** contact information - name, phone number and email address; **only** if requesting **SECRET**.

NOTE: If you are working on a **military base, enter the facility security officer's contact information. If you are working at **your contracting company's location**, enter your company's security officer contact information. Also, DTIC requires all contractors to provide their contracting company's **CAGE code**, regardless of their location, for facility clearance verification through Defense Security Service (DSS).**

NOTE: An email will be sent to the government approving official and security officer (if provided) requesting approval of your request.

11. Click on the **Submit** button. You will receive an email confirming the receipt of your application. This email is **not** an approval notice.

After successful processing of your application, you will receive a **welcome letter** via email with your DTIC login ID.