

## Joint Contingency Contracting System (JCCS) Registration Guide

**Description:** The Joint Contingency Contracting System (JCCS) Registration Guide provides detailed instructions for registering in JCCS, which is used for contracting in contingency environments. This guide includes:

1. Overview of JCCS
2. Prerequisites
3. Creating a JCCS Account
4. Completing the Vendor Profile
5. Submitting Required Documents
6. Navigating JCCS

### 1. Overview of JCCS

The Joint Contingency Contracting System (JCCS) is a web-based application designed to facilitate the procurement process in contingency environments. It is essential for vendors seeking to engage in contracts with the U.S. Department of Defense and other federal agencies in such environments. JCCS streamlines the acquisition process, ensuring efficient and transparent contracting.

### 2. Prerequisites

Before you begin the JCCS registration process, ensure you have the following prerequisites:

- A valid SAM (System for Award Management) registration. This includes having a Unique Entity Identifier (UEI).
- A reliable internet connection and access to a web browser.
- Key company information, including points of contact and business capabilities.

### 3. Creating a JCCS Account

Follow these steps to create a JCCS account:

1. Visit the JCCS website: [JCCS Login](#)
2. Click on "Register" to begin the account creation process.
3. Fill in your basic information, including name, email, and desired username.
4. Verify your email address through the confirmation link sent to your email.
5. Log in to your new account using the credentials you created.

### 4. Completing the Vendor Profile

After creating your account, you need to complete your vendor profile. This involves entering detailed information about your company:





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### 1. **Company Information:**

- Enter your company name, address, and contact details.
- Provide your UEI and CAGE Code.

### 2. **Points of Contact:**

- Add primary and alternate points of contact with their respective details.

### 3. **Business Capabilities:**

- Describe your business capabilities, services offered, and any relevant NAICS codes.

## 5. *Submitting Required Documents*

Upload and submit necessary documents to complete your registration:

### 1. **Capability Statements:**

- Upload a comprehensive capability statement detailing your company's strengths and past performance.

### 2. **Past Performance Information:**

- Provide past performance information to showcase your experience and reliability.

### 3. **Other Required Documents:**

- Upload any other documents as specified in the registration instructions.

## 6. *Navigating JCCS*

Once registered, familiarize yourself with the JCCS platform to maximize its features:

### 1. **Dashboard:**

- The dashboard provides an overview of your account, pending actions, and notifications.

### 2. **Vendor Search:**

- Use the vendor search feature to find opportunities and partners.

### 3. **Contracting Opportunities:**

- Access and apply for contracting opportunities directly through JCCS.

### 4. **Support and Help:**

- Utilize the support and help resources available within JCCS for any issues or questions.

For further assistance with your JCCS registration or if you encounter any issues, please contact us at [sales@vre.us](mailto:sales@vre.us). Our team of experts is ready to help you navigate the registration process smoothly.

