



## VIMxxxxx Activation in WAWF

### How To Add VIM-ASAP As A User To Transmit WAWF Data

Initially the vendor will have to apply for a WAWF-RA account by Self-Registering at <https://wawf.eb.mil/>. Once an account ID has been approved by WAWF-RA, notify [info@ct-dscpc.com](mailto:info@ct-dscpc.com) that you are ready to begin transmitting WAWF-RA data. PDIT will begin the setup process to add VIM-ASAP as a new user to transmit WAWF-RA data for your CAGE.

Once PDIT has registered a new user for a vendor's CAGE, WAWF-RA will generate an Email message (see Figure 1 below) to the Electronic Business Point Of Contact (EBPOC) listed in the CCR under that vendor's CAGE. The message may look similar to the example below, but the UserID will be "VIMxxxxx" where "xxxxx" will be the vendor's CAGE code.

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The following information has been submitted to WAWF:

First Name: ARN
Last Name: VIM-ASAP
Rank: CIV
Title: ARN Program
Job Description: FTP Data from VIM-ASAP to WAWF-RA
E-Mail: wawf@ct-dscpc.com
Phone: (888) 940-7348
DSN:

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Once your access has been activated, you will be logging on with userid and password.
Your userid is: XXXXXXXXXX

You will be assigned a one-time password by email once you have been activated for
access to WAWF.

If you have any questions, please contact the WAWF Help Desk.
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Figure 1. WAWF-RA Activation Email

The UserID that we will use to transmit your data will be listed in the body of the Email message (highlighted above). This will be the UserID that you, as the Group Administrator, will need to Activate. The information at the top of the message should appear exactly as in this example.

From there, the EBPOC will log in to WAWF-RA (see Figure 2).



Figure 2. WAWF-RA Login Screen

Once the Group Administrator (GAM) for your CAGE has logged in, he or she will see a menu selection like the one in Figure 3. By clicking the “+” sign next to Group Administrator, you will be able to see the Activation menu option.

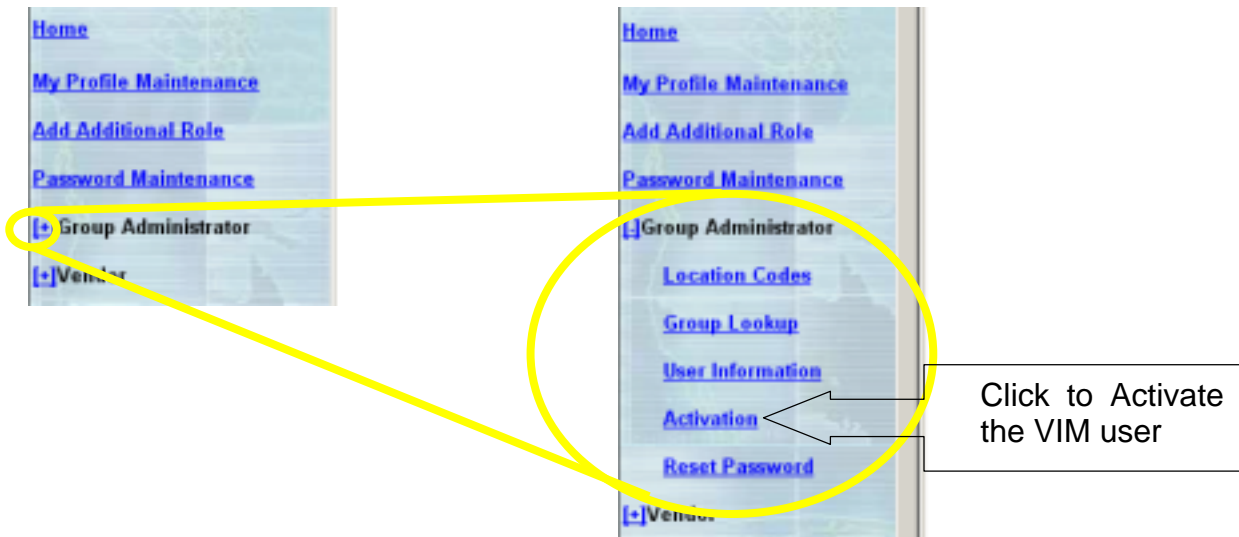


Figure 3. WAWF-RA Menu With Group Administrator Logged In

The GAM will search for the UserID that begins with “VIM” as illustrated in Figure 4 below.



Figure 4. WAWF-RA User Search Screen

Clicking on the “Continue” button will bring up the User Activation screen (Figure 5) listing the VIM user (“VIMxxxxx”) that we created, as listed in your Email.



Figure 5. WAWF-RA User Activation Screen

The Active Status should initially be “N”, meaning that this user is not able to access WAWF-RA. Checking the Change Status checkbox and clicking Submit will Activate our UserID and allow us to transmit your data from VIM-ASAP to WAWF-RA. You should see a screen like Figure 6 below indicating that the VIMxxxxx UserID has a New Status of “Active,” and a message indicating that the “Activation/Deactivation was successful!” VIM-ASAP is now able to submit your DD250 data to WAWF-RA for your QAR’s approval and subsequent submission to DFAS for payment.



Figure 6. WAWF-RA Activation Results Screen

Should you have any questions during this process, please don't hesitate to contact PDIT on our Help Desk line at (888) 940-7348, or contact the WAWF-RA Help Desk toll-free at (866) 618-5988.