



Ordering Activity Process

Registering and Login for Symphony Procurement Suite Prepared For OASIS

Accessing Symphony for ASTRO

- OASIS <u>https://oasis.app.cloud.gov/</u>
- **REMEMBER!** This is a live site and orders entered here WILL be sent to contract holders upon release.
- Please note that if you have registered for any other instances of Symphony, you will need to register again for OASIS.
- Please note that the Multi Factor Authentication (MFA) codes for each instance you are registered for are unique for that instance.

System Access

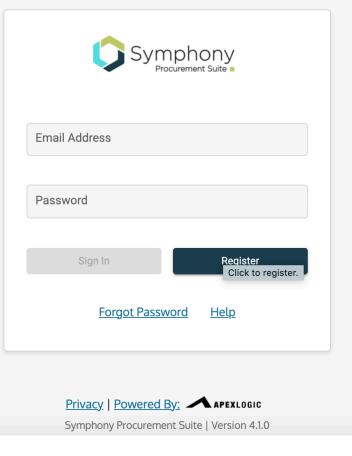
Login and Register in Symphony

Click Register and enter your government email address, such as:

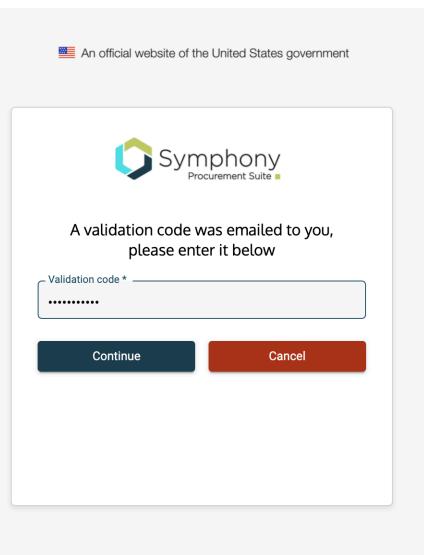
jsmith@gsa.gov

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Note: Internet Explorer is not supported. Please use the latest version of Chrome, Firefox or Edge.



Enter the email verification code that was sent to the email address you entered on the previous screen.



Verify you have a method of Multi Factor Authentication (MFA)

If you need assistance with this, please review the following information. If you do not have time to finish this step, please click Cancel and begin when you have a moment. If you do not finish the process with entering your MFA code, your registration will be in limbo and you will need to contact the help desk.

<u>http://</u> <u>gettingstarted.apexlogic.com/</u> <u>support/home</u>

Symphony Procurement Suite
Are you ready to register?
You must have the following before registering. If you do not, you will not be able to register. Confirm by checking the requirements below.
Multi-factor Authentication (MFA) - You can use the following if you don't already have an MFA tool installed:
 Chrome Extension for your browser: <u>Download Browser Extension</u> Google Authenticator for your smartphone: <u>Download SmartPhone Application</u> SMS (Text Message): Choose your cell carrier, then enter your mobile number and a code will be sent to your cell phone. (Note: this option does not always send the code in a timely manner.)
I understand that to register correctly I must have the information above ready to complete my registration.
Begin Cancel

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Next select why you're using Symphony. In most cases, you are probably a Government Ordering Activity wanting to place an order. Only the <u>first</u> button allows you to create RFIs or TORs.

Program Office and Assisted Acquisition will see orders under your ordering activity code, but will not be able to create orders.

Click the Continue button.

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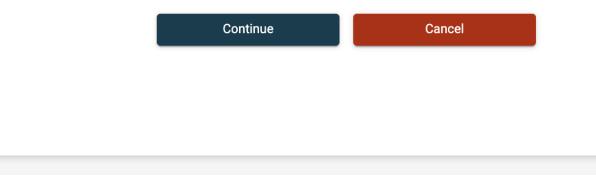
How will you be using Symphony?

() I work for a Government Ordering Activity. I want to place Orders against Symphony managed Contract Vehicles

I work for the Program Office of a Contracting Vehicle.

O I work for an Assisted Acquisitions office.

I am participating as a Proposal Evaluator.



Enter or select the FPDS code for which you are associated

Click the Lookup Organization button if you do not know your FPDS code.

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Symphony Procurement Suite
Enter your Contracting Office AAC:
FPDS-NG *
Or select it below:
GENERAL SERVICES ADMINISTRATION
Agency Name:
FEDERAL ACQUISITION SERVICE
Contracting Office:
GSA FAS AAS FEDSIM
Lookup Organization Cancel

Confirm your entry or try again if it is not correct.

Click the Yes button.

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Is this following information correct?

GENERAL SERVICES ADMINISTRATION

FEDERAL ACQUISITION SERVICE

GSA FAS AAS FEDSIM



On this screen please provide the following:

- 1. First Name and Last Name
- 2. Password (2x)

Click the Continue button.

	Symphony Procurement Suite
	Enter your name and create a password
Fir	st Name *
La	st Name *
• • •	Sword Requirements Minimum 8 Characters At least 1 upper case letter At least 1 lower case letter At least 1 number At least 1 special character
Pa	ssword *
	onfirm Password *
Со	
Со	Continue Cancel

MFA

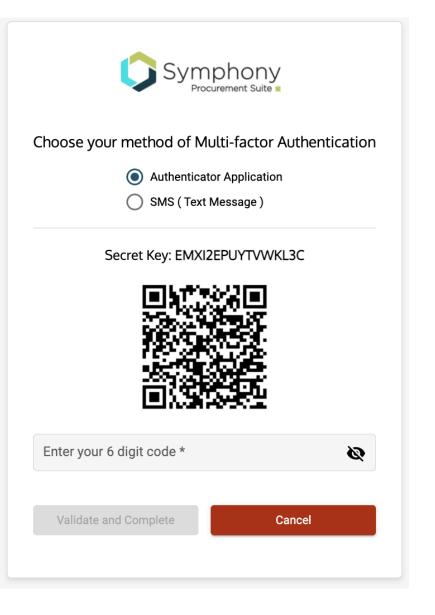
Select your method of authentication:

If you choose Authenticator Application -Scan a QR code into your MFA tool of choice.

Open the app you installed on your phone and add this QR code.

It will then provide you with a 6 digit code. Enter it here to complete your registration.

Your registration will not be complete if you do not finish this step.



MFA

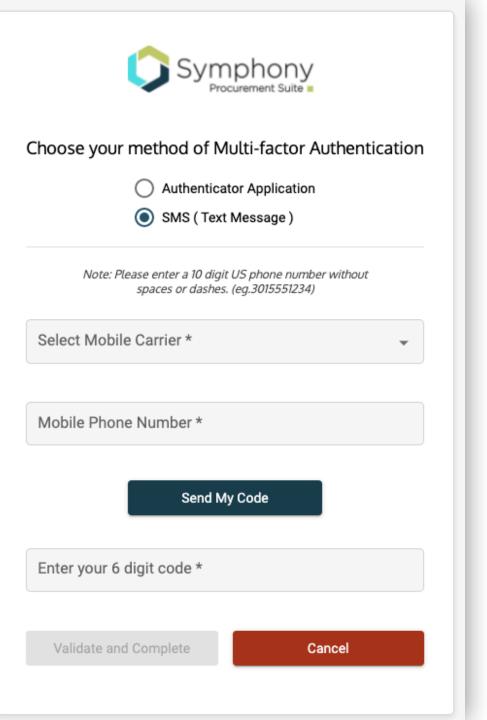
Select your method of authentication:

If you choose SMS - Provide your wireless phone details and click Send My Code.

When you receive the code enter it to complete your registration.

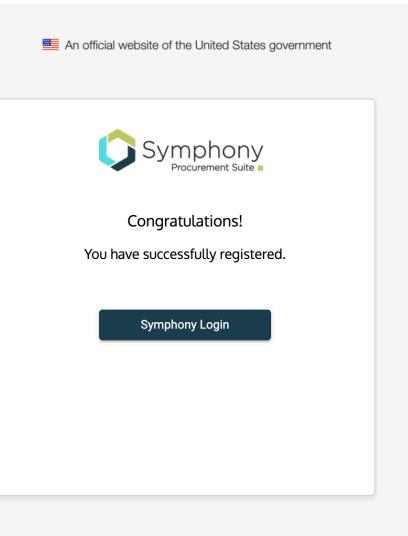
If you do not receive the code, please verify you have entered the information correctly, make any edits, and click Send My Code.

Your registration will not be complete if you do not finish this step.



MFA

You can now login to Symphony.



System Access

Symphony is accessed through a login screen. To gain access:

- 1. Enter your email address
- 2. Enter your password
- 3. Press "Sign In".

If you have not registered in Symphony, begin the process by clicking the Register button. Please use the latest version of Chrome, Firefox or Edge. phonv Email Address jennifer@gsa.gov – Password Sign In Register Forgot Password Help Privacy | Powered By: APEXLOGIC

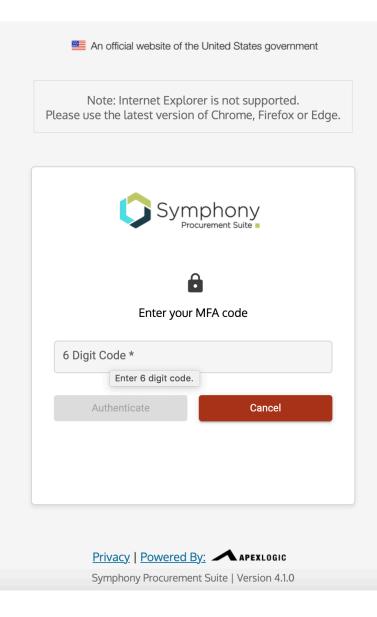
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Note: Internet Explorer is not supported.

Symphony Procurement Suite | Version 4.1.0

System Access

Enter your 6 digit MFA code from your chosen method of authentication.



Additional Assistance

For additional help, please review the following documentation

http://gettingstarted.apexlogic.com/support/home

AND

You can always contact us at <u>client.support@apexlogic.com</u> if you need further assistance.