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# Ordering Activity Process

Registering and Login for Symphony Procurement Suite  
Prepared For OASIS

# Accessing Symphony for ASTRO

- OASIS - <https://oasis.app.cloud.gov/>
- **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


# Registration

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

[jsmith@gsa.gov](mailto:jsmith@gsa.gov)

 An official website of the United States government

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




Symphony  
Procurement Suite

Email Address

Password

Sign In Register  
Click to register.


[Forgot Password](#) [Help](#)


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Symphony Procurement Suite | Version 4.1.0

# Registration

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

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A validation code was emailed to you,  
please enter it below


Validation code \*


# Registration

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.

[http://  
gettingstarted.apexlogic.com/  
support/home](http://gettingstarted.apexlogic.com/support/home)

 An official website of the United States government



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: [Download Browser Extension](#)
- Google Authenticator for your smartphone: [Download SmartPhone Application](#)
- 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

# Registration

Next select why you're using Symphony. In most cases, you are probably a Government Ordering Activity wanting to place an order. **Only the first 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.
- ☐ I work for an Assisted Acquisitions office.
- ☐ I am participating as a Proposal Evaluator.


Continue


Cancel

# Registration

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:

Department Name: GENERAL SERVICES ADMINISTRATION ▼

Agency Name: FEDERAL ACQUISITION SERVICE ▼

Contracting Office: GSA FAS AAS FEDSIM ▼

Lookup Organization Cancel



# Registration

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

Yes


No, Try Again

# Registration

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

Enter a password.

First Name \*

Last Name \*

Password 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

Password \*

Confirm Password \*

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.




Symphony  
Procurement Suite

Choose your method of Multi-factor Authentication

☒ Authenticator Application  
☐ SMS ( Text Message )

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Secret Key: EMXI2EPUYTVWKL3C



Enter your 6 digit code \*

Validate and Complete Cancel

# 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.



Choose your method of Multi-factor Authentication

- ☐ Authenticator Application
- ☒ SMS ( Text Message )

*Note: Please enter a 10 digit US phone number without spaces or dashes. (eg.3015551234)*

Select Mobile Carrier \*

Mobile Phone Number \*

Send My Code

Enter your 6 digit code \*

Validate and Complete

Cancel

# MFA

You can now login to Symphony.

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Congratulations!

You have successfully registered.


[Symphony Login](#)

# 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.

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



Email Address

Password


[Forgot Password](#) [Help](#)

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# System Access

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

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


  
  
Enter your MFA code

6 Digit Code \*

Enter 6 digit code.

Authenticate

Cancel

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Symphony Procurement Suite | Version 4.1.0

# Additional Assistance

For additional help, please review the following documentation

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

AND

You can always contact us at [client.support@apexlogic.com](mailto:client.support@apexlogic.com) if you need further assistance.