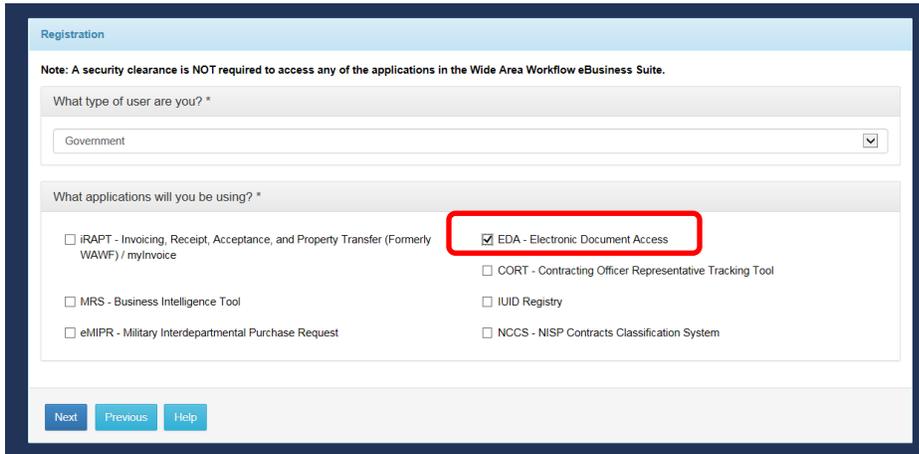


Note: Users will have **view only access** to the CDR module if they were approved for access to “Contracts” or “CDR Reporting” as part of the EDA module. However, users can only process/ create CDRs if they have at least one active CDR Role.

### 1) New Users to the WAWF eBusiness Suite

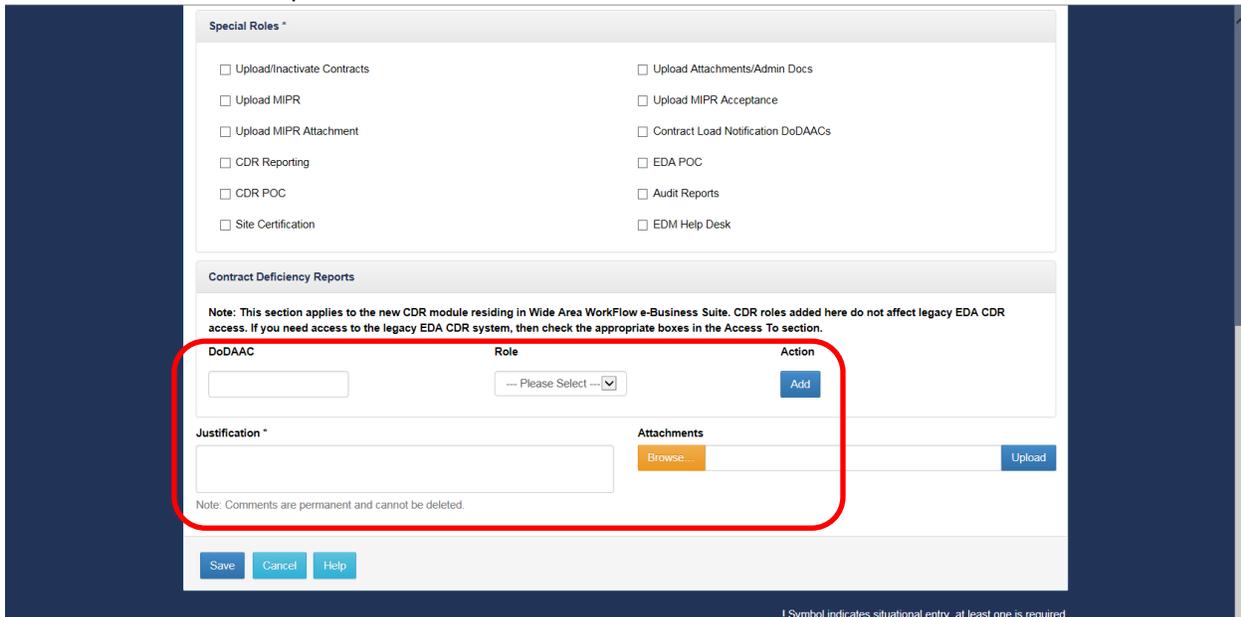
On the Home page, user goes to “Register”

User selects account type and selects “EDA”, clicks “Next”



User enters profile information, supervisor information, and agency information.

In the CDR section, users need to enter the DoDAAC/location and role. Only with an active CDR module role can users create or process CDRs.



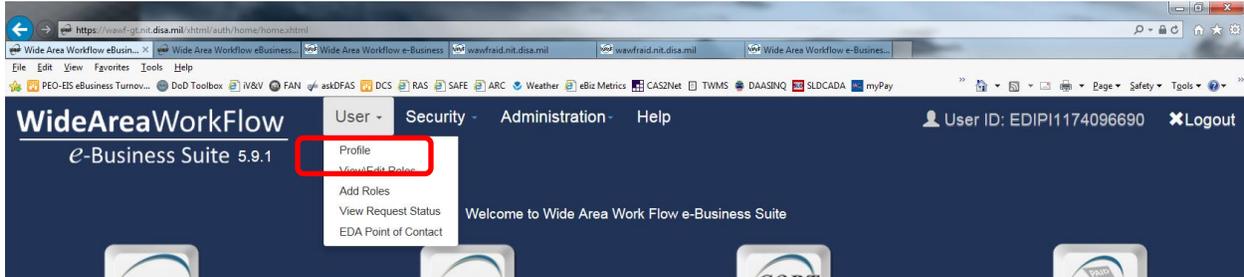
The supervisor needs to approve the role and the applicable EDA POC (administrator) will activate the role.

Note: The EDA POC can be located by going on the “User” dropdown on the home page and then “EDA Point of Contact”

## 2) Adding the Role to a Current Account

User logs in to WAWF eBusiness Suite

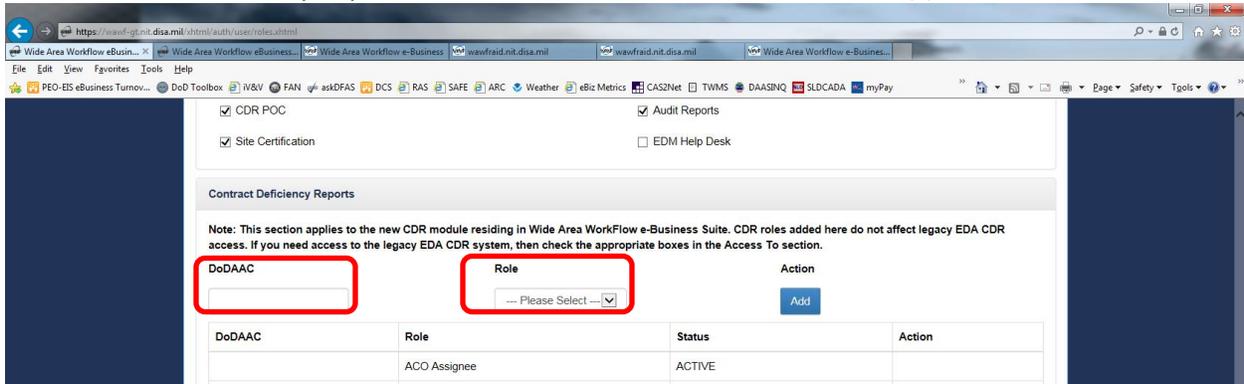
Under the “User” dropdown, select “Add Roles”



User selects “EDA Role”



In the Contract Deficiency Reports section, user can enter DoDAAC and Role(s)



The user clicks “Submit”.

The supervisor needs to approve the role and the applicable EDA POC (administrator) will activate the role.

*Note: The EDP POC can be located by going on the “User” dropdown on the home page and then “EDA Point of Contact”*