eSRS Registration Process for Contractors

1. Go to the eSRS Homepage at https://esrs.symplicity.com/
2. Select "For Contractors"
3. Select under the "New Users" heading, the "Register" button
4. Enter your company's DUNS number. (Previously, this field was called the "Contractor Identification Number.") Please do not include any dashes when entering your DUNS number. Upon entering the DUNS, eSRS will pull the appropriate company information from the Central Contractor Registration (CCR) database and auto-populate most of the fields on the screen. You will still need to fill-in the required "contact information" fields. (If the auto-populate information is incorrect, you'll need to contact CCR rather than eSRS.)

   For security purposes, the password must meet the following criteria:
   1. Must be between 10 and 14 characters
   2. Must contain 2 of each of the following: lower case letter, upper case letter, number, special character (i.e., !, %,^)
5. Once complete, make sure to select the "Submit" button.
6. Open your email to look for the eSRS registration notice. In the email, click on the provided eSRS link to confirm your information and to continue the registration process.
7. Proceed to the "eSRS Sign-In" screen.

For Help: Federal Service Desk