



Subcontractor Quick Reference Guide v3.14

This Quick Reference Guide is intended only as a brief overview and reference for using the DON CMRA as a Subcontractor. For detailed guidance, refer to the Subcontractor User Guide available via the *Help & References* link in the top, right corner of each web page.

Responsibility of Subcontractors:

1. Enter Location Data for each Order in the DON CMRA on which they worked.

Login

1. Go to the DON CMRA website by selecting the correct link at <http://www.ecmra.mil>
2. Enter your Username (your email address), Password, and select the 'Subcontractor' user role. Click Submit.
3. If you don't have a DON CMRA account, click "Register for your new CMRA Account" and complete the registration steps. Once your account has been approved, you may log into the DON CMRA.

Search for a Contract/Order

1. Search for a contract using the criteria listed on the screen.
2. Select the contract by clicking one of the contract links in the table of results.
 - a. If the contract does **not** exist in the database, contact the Prime Contractor and let them know the contract needs to be added.
3. Select an existing order for the current fiscal year by clicking the corresponding blue link in the Order Number column.
 - a. If the order for the current fiscal year does **not** exist in the database, contact the Prime Contractor and let them know the order needs to be added.

Entering Location Data

1. Upon selecting an existing order for the current fiscal year, you will be directed to the Location Data tab.
2. To add Location Data, Click the Add New Location button.
3. To edit or delete one of your entries that already exists for the current fiscal year, click the Edit or Delete icon in the table of results.
4. Once all fields have been completed, click Save.
5. If there are multiple Locations or work is performed under multiple FSC at a single location, click Add New Location to add more Location Records.

Reports

1. Reports for Subcontractors can be seen on the Reports tab after logging into the DON CMRA.
2. Subcontractor Verification Report (Aggregate) – This report shows data entered by the Subcontractor aggregated at the Order level. Clicking an order number in the table of results will take you directly to the Location Data tab where you can edit that particular record.
3. Subcontractor Verification Report (Detail) – This report shows all Locations entered by the Subcontractor. Clicking an order number in the table of results will take you directly to the Location Data tab where you can edit that particular record.

- Any questions regarding the Federal Service Code (FSC) should be directed to the Prime Contractor or the Navy Requiring Activity that you are supporting for the contracted work.
- For other questions or concerns, see the Help Resources section of the website for role-specific user guides, a list of FAQs, Glossary of terms, and Help Desk contact information.