

# WEBCM New User Registration (DoD Personnel)

- This page can be viewed only from the Navy Intranet site. Only Department of Defense Personal can register for a WEBCM account using the link below. Clients who are not part of the Navy Intranet should contact the Project Coordinator [ ROICCs office or IPTs].
- Before clicking on the link, please browse this page and read the instruction. Then click on the link below.
- [Click Here to obtain a WEBCM account](#)
- The following screen will appear.

June 30, 2004

**PrimeContract**  
Member Registration

**INSTRUCTIONS:** To become a member, you must complete the form below. Note that fields marked with an asterisk (\*) are required.

Information that you enter will be used to create your account. PrimeContract will not publish or distribute your information to contractors, or any other third party, without your prior approval or assignment.

Please enter the following information: (fields marked with \* are required)

First Name\*  
Last Name\*  
Title  
Company Name\*  
Email Address\*  
Country \*  
Street Address\*  
City or Town\*  
State\*  
Postal or Zip Code\*

1. All NAVFAC employees (or clients with \*.mil or \*.gov email addresses) must self register at this page.  
2. Using this page identifies the user to Primecontract as a NAVFAC employee or client.  
3. NAVFAC Project Coordinators can then assign personnel (\*.mil or \*.gov email address) who have self registered to projects etc.  
4. PLEASE DO NOT USE THIS PAGE TO REGISTER CONTRACTORS.  
5. Doing so will give them access to info that they shouldn't see.  
6. The WebCM Manual shows how to invite contractors to projects.

Please use only 5 digit zip code here (like 32526). Do not use 5 digits plus 4 additional (32526.5903 etc.)

- Fill in the required information highlighted in yellow.
- Please write down the User ID and Password before submitting the registration form.

**Choose a user ID for your PrimeContract account:**

Your user ID must be at least 6 characters long but no more than 30.

**Enter your User ID\***

**Use Last Name and first letter of First Name [For Jack Miller, UserID will be Miller.J]**

**Enter a Password for your PrimeContract account:**

Your Password must be at least 6 characters long but no more than 30.

**Type in Password\***

**Re-Type Password\***

Please record your user ID and password in a safe place. If you forget your password, we will verify your identity by asking you a security question of your choice. Please select a question and then type the correct answer to this question. Examples: Name of your first pet, your favorite color, your favorite food, etc.

**Your Question\***

**Your Answer\***

**This is important. If you cannot remember the password, this will help you to get another password.**

**When done, Click Here.**

- Complete the form and click  .
- You will see the following window.



- Click on .
- The following window will appear.



[Product information](#)

User ID:  **1**

Password:  **2**

[Help](#)

[Forgot your user ID or password?](#) | [Register as a new user](#) | [Bookmark this page](#) | [Host](#)

WELCOME

- Enter User ID and Password. [1]
- Click on  .[2]
- You will see the “**PRIMECONTRACT PROJECT PARTICIPANT AGREEMENT**” page.
- **Scroll down, and click on  .**

- Now, you will be in the NAVFAC Portal.



- To learn how to use WEBCM, please get a copy of “WEBCM 101 Introduction to WEBCM for Government Personnel” manual.
- [Click here to obtain an electronic copy of the training manual.](#)