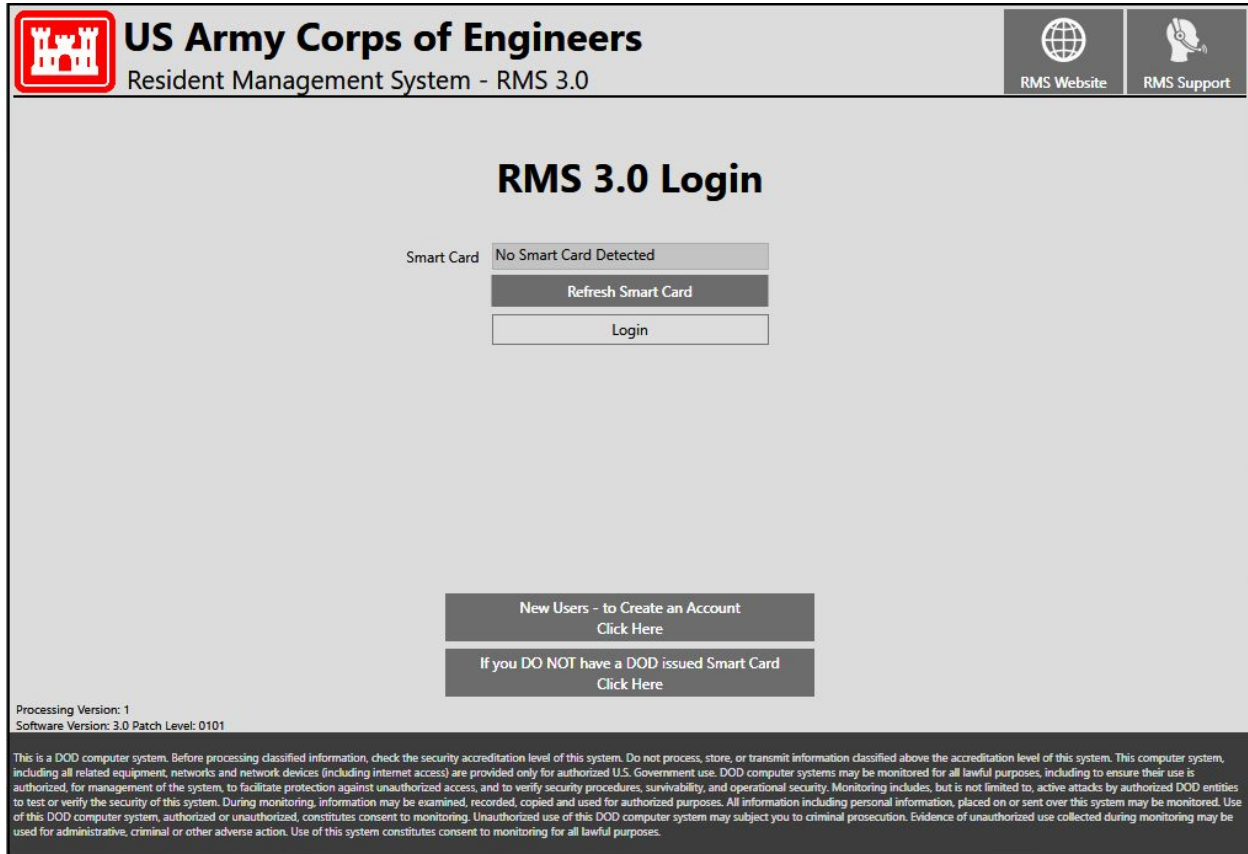


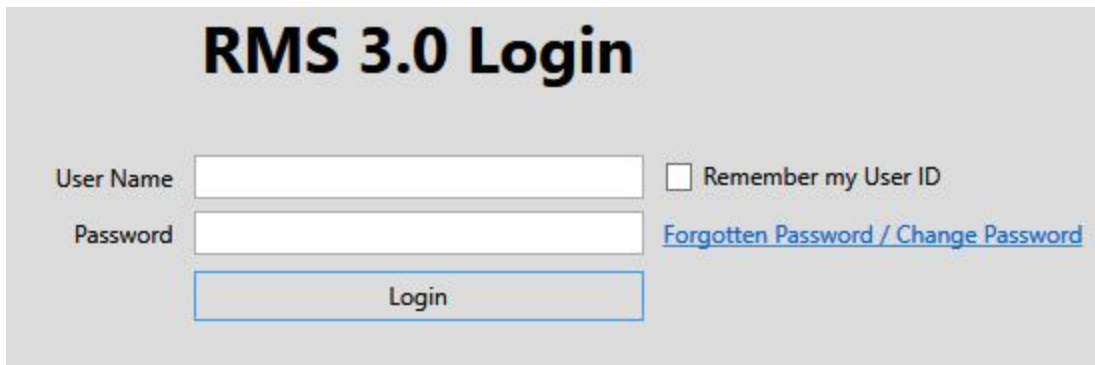
## How to Create an Account in RMS 3.0 Contractor Mode

Creating an account in RMS 3.0 Contractor Mode is easy. Upon a fresh install, RMS looks like this



The screenshot shows the RMS 3.0 Login interface. At the top left is the US Army Corps of Engineers logo and the text "US Army Corps of Engineers Resident Management System - RMS 3.0". At the top right are links for "RMS Website" and "RMS Support". The main heading is "RMS 3.0 Login". Below this, there is a "Smart Card" section with a button that says "No Smart Card Detected", a "Refresh Smart Card" button, and a "Login" button. Further down, there are two buttons: "New Users - to Create an Account Click Here" and "If you DO NOT have a DOD issued Smart Card Click Here". At the bottom left, it says "Processing Version: 1" and "Software Version: 3.0 Patch Level: 0101". A disclaimer at the bottom states: "This is a DOD computer system. Before processing classified information, check the security accreditation level of this system. Do not process, store, or transmit information classified above the accreditation level of this system. This computer system, including all related equipment, networks and network devices (including internet access) are provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information including personal information, placed on or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DOD computer system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes."

As a Contractor, click on the "If you DO NOT have a DOD issued Smart Card, Click Here" - this is the bottom most button on the above screen. This will change the login screen to the below image:



The screenshot shows the RMS 3.0 Login interface after clicking the "If you DO NOT have a DOD issued Smart Card, Click Here" button. The main heading is "RMS 3.0 Login". Below this, there are two input fields: "User Name" and "Password". To the right of the "User Name" field is a checkbox labeled "Remember my User ID". Below the "Password" field is a link that says "Forgotten Password / Change Password". At the bottom, there is a "Login" button.

Now, click on: “New Users - To Create an Account, Click Here” (first button on the bottom) to get the new account registration screen:

### New User Registration

This option is for the registration of new users who do not have a DOD issued smart card. If you have a DOD issued smart card then you should exit this view and simply attempt to login using your smart card. If you do not have a smart card, then use this view to setup a new account for manual login with user id and password. Your user id is the email address used to create your account. For better security, each computer that you use will have to be registered via a registration code which will be emailed to you.

|                       |                                                  |                                               |
|-----------------------|--------------------------------------------------|-----------------------------------------------|
| First Name            | <input type="text" value="Paul"/>                |                                               |
| Last Name             | <input type="text" value="McGuire"/>             |                                               |
| Email Address         | <input type="text" value="paul@rmssupport.com"/> |                                               |
| Password              | <input type="password" value="....."/>           |                                               |
| Password Confirmation | <input type="password" value="....."/>           | <input type="button" value="Create Account"/> |

Passwords require the following complexity requirements:

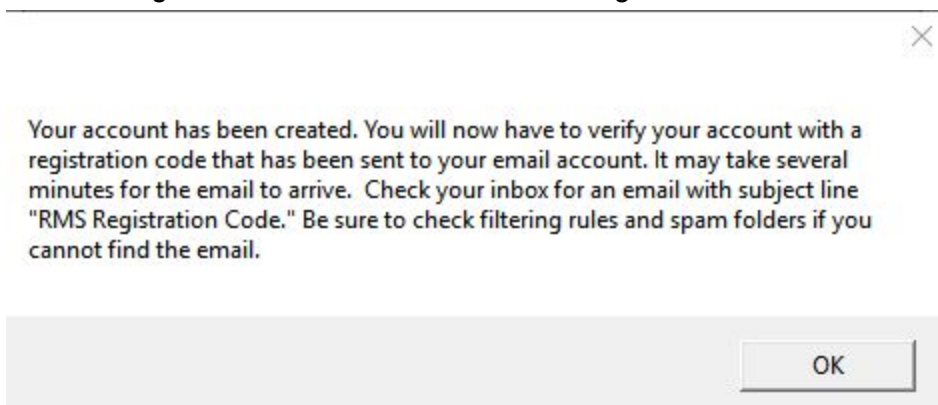
- 15 Characters or longer
- 2 Uppercase
- 2 Lowercase
- 2 Numeric
- 2 Special Characters
- Must start with an uppercase or lowercase letter
- Cannot contain four consecutive alphabetic characters in any order (Eeee or ThAt)
- Cannot contain repetitive characters (AA, ==, bb, 44)
- Do not use a dash - as the last character of the password
- Only contains these special characters - \_ = ^ | :

The below randomly generated passwords are valid and can be used as a new password. (Close and reopen this window to receive a new set of password examples.)

|                                                        |                                                        |
|--------------------------------------------------------|--------------------------------------------------------|
| Example 1 <input type="text" value="nY6CDQ4k5cXU=X="/> | Example 2 <input type="text" value="Nf6JX pU27pXy^W"/> |
| Example 3 <input type="text" value="ep2wb2Hw7df8= k"/> | Example 4 <input type="text" value="XG-r=3W3MV4H3wu"/> |
| Example 5 <input type="text" value="Ab2p BC5T4cp-fq"/> | Example 6 <input type="text" value="Bn^Uqm_3jC3ghe8"/> |

Please fill in First Name, Last Name, Email Address (this will be your login id), and copy/paste a password example from the examples into both password fields. It is recommended to copy/paste this to another secured location for ease of access when logging into RMS 3.0 in the future. If a password is forgotten or lost, there is a “Forgotten Password / Change Password” link. Make sure the email address is correct.

After clicking Create Account, the below message will show:



Please check email for a registration code. This registration code will be used to verify the new account. See below:

**Account Verification Required**

Every computer that you login to must be validated one time. An email has been sent to your registered email address. Check your email for a subject of "RMS Registration Code". Copy the registration code from that email and paste it in here to complete the verification for this computer.

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Registration Code

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If you cannot find the registration email, click the button below and a new registration code will be sent to:

Email Account on File

Please give RMS a few minutes to send the registration code. If one is not received, double check the email account or click on the "Request New Registration Code" button.

After completing the above steps, RMS 3.0 Contractor Mode is ready for login.

**RMS 3.0 Login**

User Name   Remember my User ID

Password  [Forgotten Password / Change Password](#)

Note that until a USACE Representative for the contract adds this email address to a contract, nothing will be shown or accessible in RMS 3.0 Contractor Mode. Contact the USACE Representative to get assigned a contract. The first Contractor getting the contract will be known as the Administrator and have the ability to add additional contractors to RMS 3.0 Contractor Mode.