US Department of Energy (DOE)
Office of the Chief Information Officer
Electronic Capital Planning Investment Control (eCPIC)
USER ACCOUNT REQUEST FORM

eCPIC Program or Support Offices requesting a new eCPIC user account must do the following:

1. Complete the user information requested below. **Required fields are denoted by *.** The Federal point of contact for Capital Planning and Investment Control needs to assign the user permission to specific investments/portfolios and determine the user's access rights.
2. By signing this form, the Federal POC validates this user's need to access information in eCPIC.
3. Fax this form to **(202) 586-5381** or deliver to eCPIC Support. Please send an e-mail to ECPIC@hq.doe.gov to notify the eCPIC System Administrator after the form is faxed. A paper copy will be filed for future reference.
4. The eCPIC System Administrator will then create the user account and forward login and password information directly to the new user.

User Name: * **(Print - First MI. Last)**			
Contractor: *	Yes:	No:	
Program or Support Office: *			
Process Access	Ex. 300:	Ex. 53:	IT Dashboard:
Investments*	Create:	Read:	Update:
List *All* **investments** *			
Portfolios*	Read:	Update:	
List *All* **portfolios***			
Exhibit 53 Report Creation	Yes:	No:	
Access Resource Library	Read:	Upload Documents:	
Federal CPIC POC: * **(Print - First MI. Last)**			
Company Name: * **(*Contractors Only*)**			
Office Address:			
Phone Number:*			
E-mail Address: *			

I certify that I will not disclose, publish, divulge, release, or make known, in any manner or to any extent, to any individual other than an appropriate or authorized Department Of Energy(DOE) government or contractor employee, the content of any sensitive information provided through the use of eCPIC. I agree to protect DOE's proprietary information within eCPIC and will not disclose such information, or use any information obtained for private use or gain.

_____   _____
        User Signature   Federal CPIC POC Signature

_____
        Federal CPIC POC Signature
Office of IT Planning, Architecture and eGovernment

eCPIC Access Glossary

Process Access:

Exhibit 53: Used to access the questions required to complete the OMB Exhibit 53 report for non-major investments.

Exhibit 300: Used to access and complete the OMB Exhibit 300 report for major investments. The Exhibit 300 also includes all questions on the Exhibit 53.

Investments:

Create: Allows the user to create new investments. Also allows the user to create new revisions of an investment. A new revision stores an un-editable copy of the information for historical reference. Revisions apply to individual investments only.

Read: Allows the user to read investment information only. The user may not make changes to investment information. The user will also be able to run reports and export the investment information to Word and Excel.

Update: Allows the user to change and edit investment information.

Portfolios:

Read: Allows the user to view the investments that are associated with a portfolio. The user can export the list of investments to Excel as well as generate charts and graphs.

Update: Allows the user to add and remove investments that are in a portfolio.

Resource Library:

Read: Allows user to access and read documentation that is loaded into the Resource Library.

Upload: Allows users to upload documents into an investment's Resource Library. The upload access is most often used for delivering quarterly control reviews.

Exhibit 53 Report Creation:

Allows the user access to the OMB reporting module to create and run Exhibit 53 reports based on the investment information within their portfolios.