

# Contractor Resource List Vendor/Contractor User Guide

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Division of Administration  
Acquisition Services Branch

Federal  
Deposit  
Insurance  
Corporation



## Keyword/Topic Launch

To facilitate quick help, you may “click” on a keyword/topic from the list below to “launch” you to detailed instructions & assistance.

### [E-mail](#)

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## Login Page

This is the main login page to create or update your vendor/contractor record. Please review the **Login Notes** for guidance on logging into the CRL System. You may update or change your record at any time. When you log in, there are 27 fields for capturing your vendor/contractor information in the FDIC’s database. Please be sure to review your entries for accuracy and make sure you update your record at least annually.

### [Vendor Record \(change, create, update\)](#)



Enter your username

Enter your password

[Vendors Create a New User Account](#)

[Forgot your password?](#)

Enter account e-mail address here.

Enter password (minimum 8-characters) here.

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Enter your **User Account** e-mail address and related password enabling login to change or update your vendor/contractor record.

### **User Account (create)** [\(back to top\)](#)

To create a **User Account** for the first time, “click” the [Vendors Create a New User Account](#) link.

A screenshot of a web form titled "Create a new user account by entering the following information (\* indicates required field)". The form contains five input fields, each with an asterisk indicating it is required. The fields are: "Enter your Username (email address)", "Create your password", "Re-type your password", "Enter your company's name", and "Enter your phone number". Below the fields is a button labeled "Create New Account". Two callout boxes are present: one pointing to the email field with the text "Enter account e-mail address here." and another pointing to the password fields with the text "Create a unique password (minimum 8-characters) here."

After entering your Username and Password, “click” **Create New Account**. Upon successful completion, you will be presented with the “Create New Company Record” screen with your Username showing in the upper left corner. Proceed with filling-in the data fields. **NOTE:** to retain any data, you must “click” the **Create New Company** button at the bottom of the page. The first time you do this, you will receive an e-mail from “Info@FDIC-CRL.com” to validate the creation of your record. The e-mail will show both, the Username and Password you provided to create the User Account.

### **Passwords** [\(back to top\)](#)

1. Passwords must have a minimum of eight (8), but no more than twelve (12) characters.
2. New or changed passwords must differ from the ten (10) passwords previously established by a user.
3. Passwords must contain characters from at least three (3) of the following four categories:
  - a. English UPPERCASE letters (A through Z),
  - b. English lowercase letters (a through z),
  - c. Arabic numerals (0 through 9),

- d. Punctuation and other special characters (! @ # \$ % ^ & \* ( ) \_ + | ~ ` - = \ { } [ ] : " ; ' < > ? , . /).
4. You must change your password at least every ninety (90) days.
5. You are only allowed five (5) invalid login attempts. Beyond that, your account will be locked. To unlock your account or for any login problems, please e-mail [info@fdic-crl.com](mailto:info@fdic-crl.com). For all other problems, please contact the Help Desk at [ProcurementOpportunities@fdic.gov](mailto:ProcurementOpportunities@fdic.gov) or call (877) ASK-FDIC (275-3342).

### Create New Company or View/Update Existing Company Record Page

This is the main page for your entry or update of vendor/contractor data.

#### Required Fields [\(back to top\)](#)

Required fields are denoted by a **red asterisk (\*)**, consisting of [Company Name](#), [FDIC Outreach](#), [Description of Services](#), [Point of Contact](#), [Email](#) (may or may not agree with the Username), [Ownership and Self Certification](#), [FDIC Business Category](#), and [FDIC Business Category Detail \(with 6-digit NAICS Code\)](#). If none of these fields are filled or selected, you will receive an **error message** when you “click” the **Create New Company** button at the bottom of the page. **NOTE:** There is no “spell check” feature within this system, so for the “*description of services*” field, please **ensure that your information is accurate** (you may easily prepare information within another program with spell check features, such as *MS Word™* and “paste” it in a data field).

#### FDIC Outreach [\(back to top\)](#)

The FDIC Office of Minority and Women Inclusion (OMWI) periodically hosts outreach sessions. If you heard about the FDIC CRL, we ask that you select “**FDIC Outreach**” in the drop-down box provided. Otherwise, select “Other.”

#### Description of Services [\(back to top\)](#)

Provide a brief overview of your services and/or goods available to the FDIC in 20-words or less.

### **Point of Contact** [\(back to top\)](#)

This should be the name of the **person assigned to represent your organization for maintaining your CRL record.**

### **E-mail** [\(back to top\)](#)

The e-mail address placed here may or may not be the same used to create your vendor/contractor **Username**, although we encourage it. If you enter multiple e-mail addresses, they must be separated by a comma (,).

### **Ownership and Self Certification** [\(back to top\)](#)

You may select as many categories that may apply by holding down the control (“Ctrl”) key at the bottom of your keyboard and left “click” your mouse.

### **FDIC Business Category** [\(back to top\)](#)

Use the right most arrow to access the **dropdown list** of available FDIC Business Categories (with NAICS Code). The dropdown list conforms to the primary three-digit North American Industry Classification System (NAICS) Code used to best describe your type of business. **NOTES:** 1) You may only select one 3-digit code in this field and 2) Not all 3-digit codes found within the entire NAICS appear here. If you have a primary NAICS code that does not appear here, use the “**Other NAICS Codes**” field. Please note the example on the following page:

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**\*FDIC Business Category**  
*(Select One 3-digit NAICS Code).*

**\*FDIC Business Category Detail**  
(with 6-digit NAICS Code)  
Must select at least one.  
*Hold down the Ctrl key to select more than one item or undo your selection*

Other NAICS Codes

FDIC Service Category  
*Hold down the Ctrl key to select more than one item or undo your selection*

Other Category Type

Current or Previous Contracts with the FDIC?

Contract Number

-- Other (Specify)
111 - Agriculture/Farming
112 - Animal Production/Ranching
113 - Forestry/Logging
236 - Construction of Buildings
237 - Heavy and Civil Engineering Construction
238 - Specialty Trade Contractors
325 - Chemical Manufacturing
334 - Computer and Electronic Product Manufacturing
337 - Furniture and Related Product Manufacturing
424,425,442,443,453 - Merchants, Wholesalers and Storage
484 - Truck Transportation
485 - Transit and Ground Passenger Transportation
492 - Couriers and Messengers
493 - Warehousing and Storage
512 - Motion Picture and Sound Recording Industries
517 - Telecommunications
518 - Data Processing, Hosting and Related Services
519 - Other Information Services
522 - Credit Intermediation and Related Activities
523 - Financial Investments and Related Activities
524 - Insurance Carriers & Related Activities
531 - Real Estate
532 - Rental and Leasing Services
541 - Information Technology
541 - Other Professional & Technical Services
541 - Professional, Scientific and Technical Services
561 - Administrative and Support Services
562 - Waste Management and Remediation Services
611 - Training and educational Services

**Select one 3-digit NAICS Code grouping; you will be able to select one or more of the 6-digit NAICS Codes in the next (Detail) field element box.**

After you select a 3-digit code, the next field element (**FDIC Business Category Detail (with 6-digit NAICS Code)**) will reveal all associated “6-digit” NAICS Codes associated with the 3-digit code grouping you selected. **You must select at least one of these 6-digit codes.** You may also further select one or more 6-digit NAICS Codes by holding down the “Ctrl” key and left “click” your mouse. *For example: selecting 523-Financial Investments and Related Activities enables the following selections-update:*

**\*FDIC Business Category**  
*(Select One 3-digit NAICS Code).*

**\*FDIC Business Category Detail**  
(with 6-digit NAICS Code)  
Must select at least one.  
*Hold down the Ctrl key to select more than one item or undo your selection*

523 - Financial Investments and Related Activities
523110 - Investment Banking and Securities Dealing
523120 - Securities Brokerage & Securitization
523910 - Miscellaneous Intermediation
523920 - Portfolio Securities and Fund Management
523930 - Investment Advice & Financial Consulting
523991 - Trust, Fiduciary and Custody Activities, including Divertive Mgmt, Receiver
523999 - Miscellaneous Financial Investment Activities, including Due Diligence, As

**Held down the "Ctrl" key to select--523120, 523920 and 523999.**

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Again, these selections establish the primary NAICS Code selection of your company for classification purposes. The next two field elements enable you to provide additional NAICS Codes and descriptions.

### Other NAICS Codes [\(back to top\)](#)

You may list other NAICS Codes, which apply to your company. **NOTE:** You may go back to the 3-digit NAICS Code dropdown list to see what other 6-digit codes and descriptions exist, which may serve as a reference. Or, you may proceed to the official NAICS website to look-up other codes relevant to your Company.

### FDIC Service Categories [\(back to top\)](#)

This field element is a grouping specific to the types of broad categories of services the FDIC procures. You should select one category (or more categories by holding down the “Ctrl” key and left “click” your mouse) that best classifies your company. At present, there are four service categories listed, but this list may be expanded in the future.

### Other Category Type [\(back to top\)](#)

This is a “catch-all” data field. If you have been unable to relate your company to any NAICS Codes or FDIC Service Categories, then you may use this field to list your services/goods categories.

### Upload Attachments [\(back to top\)](#)

Use the “File Upload” fields to send attachments. You may upload up to four (4), separate attachments in a “.PDF” file format with a size up to 4MB each. You may view or delete these at any time. If you want to change or update an attachment, you will need to delete the old one (or another) to make an upload field available:

Use the file uploaders to upload up to 4 attachments for your company. Attachment must be PDF document and the document size is limited to 4 MB.

Attachment 1 of 4	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	<a href="#">View Attachment</a>
Attachment 2 of 4	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	<a href="#">View Attachment</a>
Attachment 3 of 4	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	<a href="#">View Attachment</a>
Attachment 4 of 4	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>	No Attachment Uploaded



### Remarks [\(back to top\)](#)

You may provide additional information in this data field, which you may deem relevant to the FDIC. If you have questions or requests, you may not want to use this field (since it may not be reviewed immediately), but rather please send an email to [ProcurementOpportunities@fdic.gov](mailto:ProcurementOpportunities@fdic.gov).

### Privacy Notice [\(back to top\)](#)

The Contractor Resource List does not request what may be considered “Personally Identifiable Information (PII).” Since you have the flexibility to provide information in various data fields as well as upload attachments, you do so at your own discretion. Information entered and maintained herein conforms to the privacy requirements of the E-Government Act of 2002 (44 U.S.C. Ch. 36).

For more information, please access the FDIC’s Privacy Policy at the following link: <http://www.fdic.gov/about/privacy/policy/index.html>.

### Other Resources [\(back to top\)](#)

#### Federal Deposit Insurance Corporation

For more information about doing business with the FDIC, visit:

<http://www.fdic.gov/buying/goods/index.html>

#### North American Industry Classification System

To obtain information about NAICS Codes, visit:

<http://www.census.gov/eos/www/naics>

#### Dun & Bradstreet Service

To obtain or verify your DUNS number visit:

<http://mycredit.dnb.com/establish-your-business>

**System for Award Management**

To create a User Account and/or to Register/Update your Business Entity, visit:

<https://www.sam.gov>

**U.S. Small Business Administration**

If you are a small business, the SBA is a great resource; visit:

<http://www.sba.gov/>