Contractor Resource List
Vendor/Contractor User Guide

Updated November 2016
Division of Administration
Acquisition Services Branch
Federal
Deposit
Insurance
Corporation
FDIC
**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
- FDIC Business Category
- FDIC Service Categories
- NAICS Codes
- Passwords
- Privacy Notice
- Remarks
- Required Fields
- FDIC Outreach
- Upload Attachments
- User Account (create)

**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)**

![Login page screenshot]

Enter your username
Enter your password
Login

Vendors Create a New User Account
Forgot your password?

Enter account e-mail address here.
Enter password (minimum 8-characters) here.
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.

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. For all other problems, please contact the Help Desk at 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:
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:*
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:
Remarks  (back to top)
You may provide additional information in this data field, which you may
dee m 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.

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

Other Resources  (back to top)
Federal Deposit Insurance Corporation
For more information about doing business with the FDIC, visit:

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/