



# NISP eMASS Account and Access Procedures Job Aid

Date: December 17, 2019

Version 1.1

## To request access to the NISP eMASS instance:

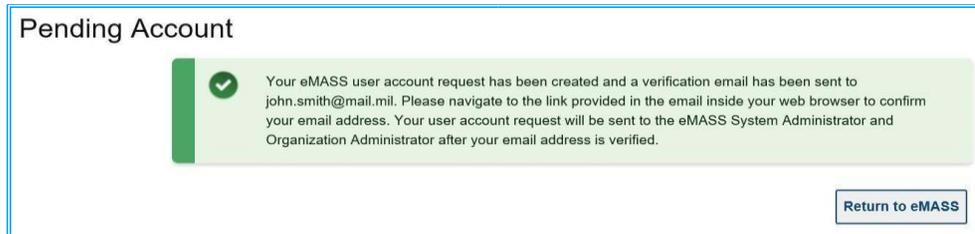
1. Click on the following link: <https://nisp.emass.apps.mil>
2. Select: **Access eMASS**

## 3. Complete the required fields (see ★ stars) on the New User Registration screen.)

Users must search for their cage code under the organization and field office dropdown box. If the cage code is not found, users should contact eMASS at their mailbox address at [dcsa.quantico.dcsa.mbx.emass@mail.mil](mailto:dcsa.quantico.dcsa.mbx.emass@mail.mil) to request a cage code container be created.

## 4. Click on: **Save**

A confirmation message appears as below and eMASS sends the user a verification e-mail to the address provided on the user registration screen.



5. The account requester will need to
  - a. **Click on the verification link in the email**
  - b. **Verify their email address**

The NISP eMASS system administrator will approve the account and then the user will receive an email notification stating that the eMASS account has been activated. Allow 3 to 5 business days for account verification and approval.

