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## Equal Employment Opportunity Commission (EEOC)

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### **Federal Sector EEO Portal (FedSEP)**

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#### **Introduction to FedSEP**

Version 5.0  
April 12, 2021

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## Chapter 1 Getting Started

Pursuant to EEOC regulations, 29 C.F.R. §§ 1614.601(g) and 1614.602(a), agencies shall report to the Commission on (1) employment by race, national origin, sex, and disability as well as (2) the status, processing, and disposition of counseling and complaints at such times and in such manner as the Commission prescribes.

### 1.1 About FedSEP

The primary goals of FedSEP are to provide agencies with a user-friendly system with which to submit information about their EEO programs, and to allow EEOC to extract the data into business intelligence software for further analysis.

The Federal Sector EEO Portal (FedSEP) is the Commission's online data system that allows agencies to submit their complaint processing data (Form 462), affirmative employment plans (MD-715 report), and complaint files for hearings and appellate cases (Hearings and Appeals). In addition, FedSEP offers agencies the opportunity to communicate with the Commission as well as other agencies. The Commission implemented FedSEP in stages, and it now includes: (1) MD-715 data; (2) Form 462 data; (3) agency complaint files for hearings with the EEOC; and (4) agency files for appeals to the EEOC.

### 1.2 User Roles

The following user roles are defined for FedSEP users:

**Table 1 – FedSEP User Roles**

Application	Role Name	Definition
<b>All</b>	Agency Head	Director or figurehead of an agency.
	EEO Director	Directs an agency's EEO Program; approves any FedSEP registration request, manages all other FedSEP roles within the agency, and certifies the agency's MD-715 Report. There can only be one EEO Director Role per agency, and registration of that role can only be approved by EEOC.
<b>MD-715</b>	File Upload Admin	Manages and submits MD-715 data for an agency.
	MD-715 Diversity Officer	Approves any FedSEP registration request (except EEO Director) and manages all other FedSEP roles within an agency.
	Preparer	Prepares and submits MD-715 data for an agency.
	Read Only	Views MD-715 data for his or her agency.
	Registration Admin	Acting on behalf of an agency's EEO Director, approves any MD-715 registration request (except for EEO Director) and manages all MD-715 roles for other users within the agency.
	System Administrator	An administrator to approve users for MD-715 only.
<b>Form 462</b>	Admin	Acting on behalf of an agency's EEO Director, approves any Form 462 registration request (except for EEO Director) and manages all Form 462 roles for other users within the agency.
	Preparer	Prepares Form 462 data for an agency.
	System Administrator	An administrator to approve users for Form 462 only.

Application	Role Name	Definition
<b>Hearings</b>	Hearing Conflict Manager	Assigns Hearing Cases, including Conflict of Interest Cases. to Hearing Legal Representative.
	Hearing Legal Representative	Submits and views complaint information and submits documents related to any hearing involving that user's agency, for which that user is identified as a designated contact or representative for the agency.
	Hearing Registration Manager	Approves any FedSEP registration request for Hearings role within an agency. The Hearing Registration role can only be approved by the agency's EEO Director or EEOC.
	Hearings	Views complaint information and submits documents related to any hearing involving that user's agency.
	System Administrator	An administrator to approve users for Hearings only
<b>Appeals</b>	Appeal Conflict Manager	Assigns Appeal Cases, including Conflict of Interest Cases, to an Appeal Legal Representative.
	Appeal Legal Representative	Submits and views complaint information and submits documents related to any Appeal involving that user's agency, for which that user is identified as a designated contact or representative for the agency.
	Appeal Registration Manager	Approves any FedSEP registration request for Appeals role within an agency. The Appeal Registration role can only be approved by the agency's EEO Director or EEOC.
	Appeals	Views complaint information and submit documents related to any appeal involving that user's agency.
	System Administrator	An administrator to approve users for Appeals only

To obtain a user role and login into FedSEP you must first register with FedSEP (Section 1.3).

### 1.3 Registering with FedSEP

The first step to gaining access to FedSEP is for the agency's EEO Director to register with the system. Any number of agency personnel can register in FedSEP. After validating the identity of the EEO Director, the Commission will approve the registration request. Subsequently, the EEO Director will have the authority to approve registration requests for all other agency personnel. The EEO Director, however, may designate a person to act as a Registration Administrator for a specific application (MD-715, Form 462, Hearings, Appeals), who can then approve requests.

Discussed below is each step of the registration process.

**Step 1.** Open your web browser and type <https://egov.eeoc.gov/fedsep>.

**Step 2.** Click on the **New User? Click here to Register** link at the bottom of the FedSEP page.

**FEDSEP**  
FEDERAL SECTOR EEO PORTAL

[Logout](#)

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)**

This system contains confidential data protected by federal information and data privacy legislation. The authorized use of this system is for official EEOC case management and reporting. Access by unauthorized users or for purposes not authorized by the Commission, is subject to civil and criminal penalties or administrative action for computer fraud and abuse. EEOC takes measures to maintain the security, confidentiality, and integrity of the information we collect at this site, such as access controls designed to limit access to the information, as necessary to accomplish its mission. EEOC also employs various security technologies to protect the information stored on its systems. All uses of this system and portal are subject to monitoring and inspection according to public law.

**Sign In**

\* Required

Email:\*

Password:\*

[New User? Click here to Register](#) [Forgot Password?](#)

**Step 3.** Type your personal information in the appropriate blanks. An asterisk (\*) designates a required field.

**FEDSEP**  
FEDERAL SECTOR EEO PORTAL

[Logout](#)

**Personal Information**

[FedSep User Guide](#)  
[How Do I Register in FedSEP](#)

\* Required

First Name:\*  M.I.

Last Name:\*

Email:\*

Title:\*  Office:\*

Agency:\*  Country:\*

Address 1:\*  Address 2:

City:\*  State/Province:\*

Zip/Postal Code:\*

Phone:\*  Ext:

Alternate Phone:  Fax:

Password:\*

Confirm Password:\*

Select the application(s) you need access to.\*

☐ MD-715 ☐ Form 462 ☐ Hearings ☐ Appeals

**Step 4.** As you type your agency's (or your agency sub-component's) name in the **Agency** field, FedSEP will list possible agencies that match your text. For example, if you type "De" in the **Agency** field, you will see all of the agencies whose name begins with "De," e.g., Department of Agriculture, the Defense Nuclear Facilities Safety

Board, etc. If you work in a Sub-Agency, you can find the name by looking for the parent agency's acronym, for example, the Federal Bureau of Prisons would be listed under "DOJ Bureau of Prisons." See the list of Agency Codes on the Guidance page for a list of available agencies and subcomponents.

- Step 5.** Next, you must create a Password for use when logging in to FedSEP. The password must have between 8 and 15 characters, and must include one upper case letter, one lower case letter, one symbol, and one numeric digit.
- Step 6.** Select the appropriate checkbox(es) placed after "Select the application(s) you need access to" for the application(s) you are requesting to access.
- Step 7.** Click on the **Next** button.
- Step 8.** FedSEP provides different privileges to users based upon their role in the agency's EEO programs. Select the appropriate role using the definition of the roles in Section 1.2 for each application you are registering for. If you are registering for more than one application you will be prompted to select your role for each application chosen.



- Step 9.** Click on the **Next** button after each role selection.
- Step 10.** You must then verify the information you entered. Click on the **Back** button to make any changes or click on the **Next** button to complete your registration.

**Step 11.** You have now submitted your registration request! Depending on the role that you selected, either the Commission or your agency's **EEO Director** will receive an email, notifying them of your request.

The Commission approves the registrations for EEO Directors. Agency EEO Directors must approve the registrations for all other roles within the agency. The EEO Director may delegate the authority to approve or deny agency registrations to the Form 462 Admin for Form 462 Preparer roles, or the MD-715 Registration Admin for MD-715 role registrations, or the Hearings or Appeals Registration Administrators for case file uploads.

**Step 12.** If your registration request is approved, you will receive an email with a link to activate your account in FedSEP. You must click on the Activate Account link to finalize the registration process. If your registration is declined, you will receive an email that will include the reason for rejecting your request.

#### 1.4 Registering with FedSEP for a New Application or Role

If you are already registered with FedSEP and need access to a new application or role, you simply update your profile. Discussed below is the process to add applications to a current registration in FedSEP:

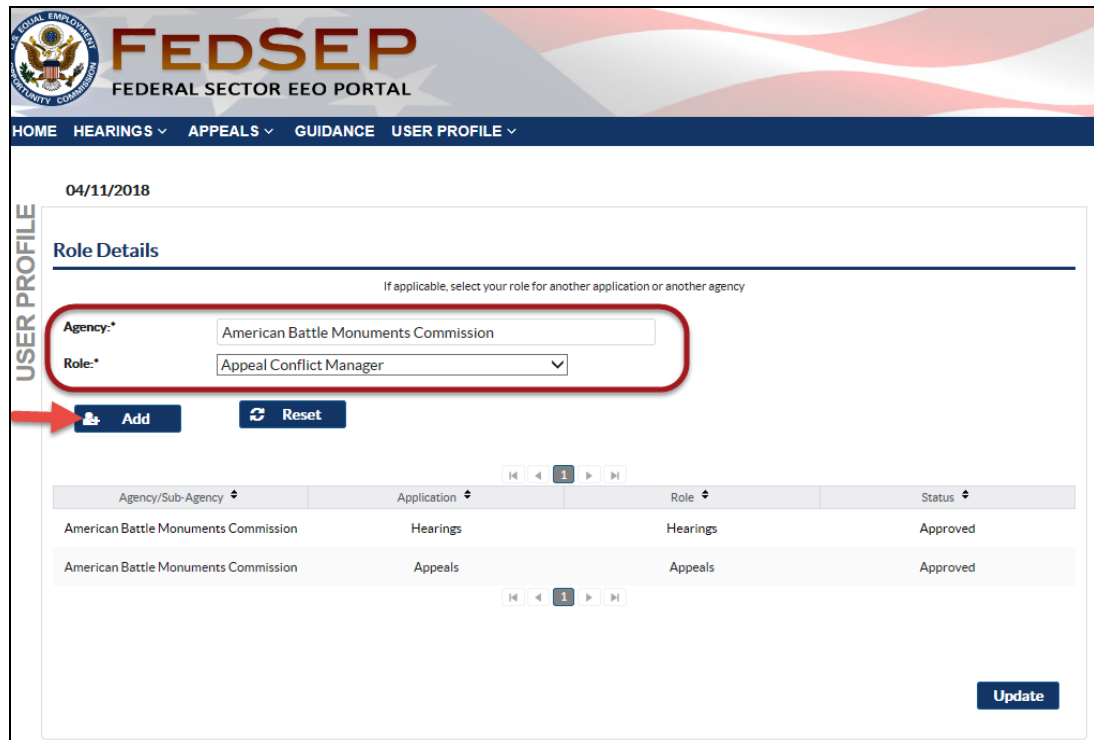
**Step 1.** Login to FedSEP using your registered email address and password. Click on the **Login** button.

**Step 2.** Click on **User Profile** on the menu bar and select **Role Details** from the **User Profile** drop-down list.





**Step 3.** Select your **Agency/Sub-Agency** along with the new **Role** you would like to add from the drop-down menus. Then click on the **Add** button.



04/11/2018

**USER PROFILE**

**Role Details**

If applicable, select your role for another application or another agency

Agency:\* American Battle Monuments Commission

Role:\* Appeal Conflict Manager

**Add** **Reset**

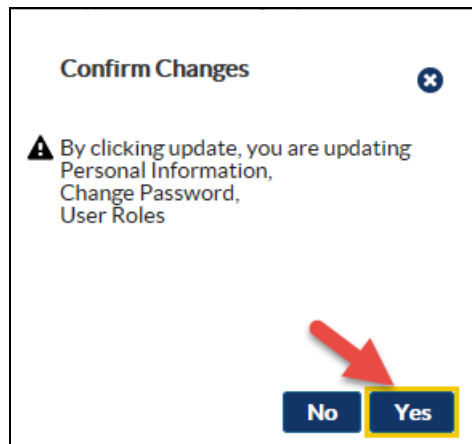
Agency/Sub-Agency	Application	Role	Status
American Battle Monuments Commission	Hearings	Hearings	Approved
American Battle Monuments Commission	Appeals	Appeals	Approved

**Update**

**Step 4.** The role you requested will be added in the list on the bottom part of the screen. Remember there can be only one registered EEO Director role approved per agency/sub-agency.

**Step 5.** Click on the **Update** button to complete adding the role.

**Step 6.** A confirmation pop-up window will display. Click on the **Yes** button to complete the action. The request will have the status of 'Pending'.



**Confirm Changes**

⚠ By clicking update, you are updating  
Personal Information,  
Change Password,  
User Roles

**No** **Yes**

**Step 7.** You have now submitted your registration request! Depending on the role that you selected, the appropriate approval authority will receive an email, notifying them of your request.

**Step 8.** If your registration request is approved, you will receive an email notifying you that your request has been approved. If your registration is declined, you will receive an email that will include the reason for rejecting your request

## Chapter 2 How to Access FedSEP

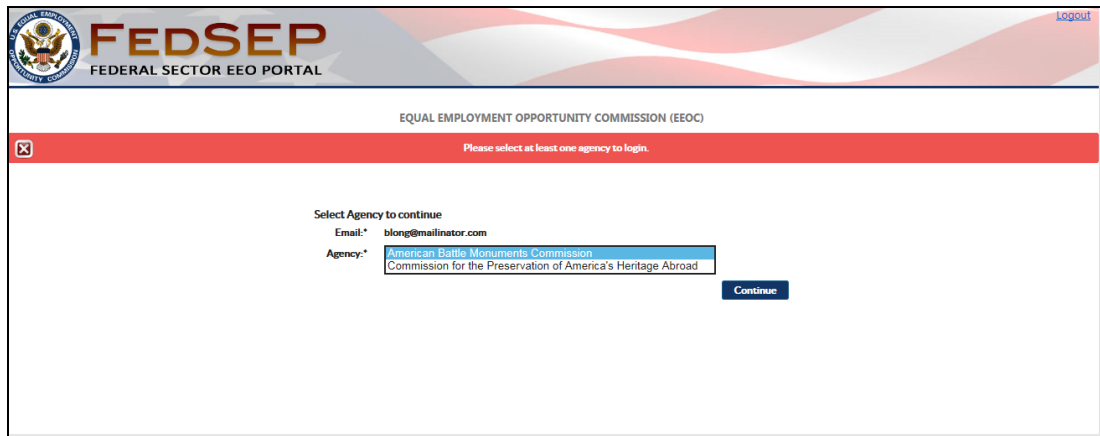
After your registration request is approved, you can Login and utilize the FedSEP website.

### 2.1 Logging into FedSEP

**Step 1.** Open your web browser and type <https://egov.eeoc.gov/fedsep>.

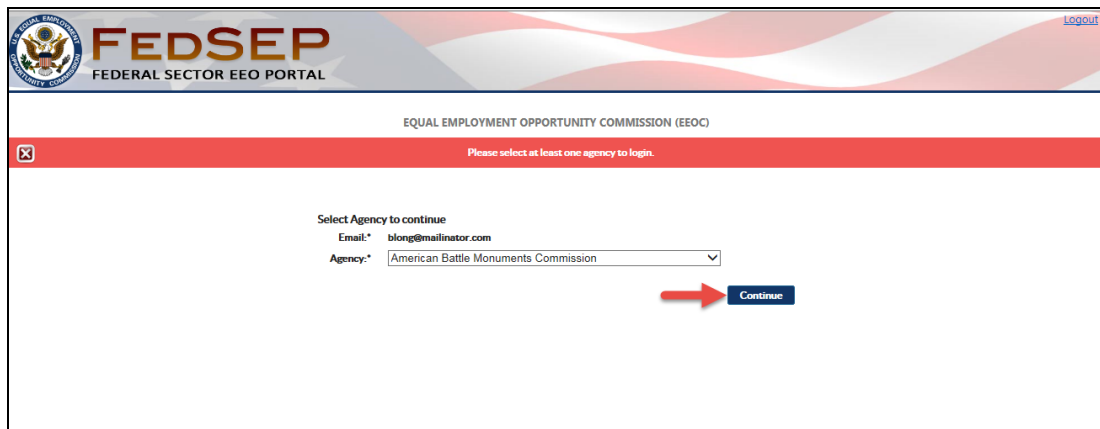
**Step 2.** In the **Email** and **Password** fields, type the email address and password that you used to register with FedSEP and click on the **Login** button.

**Step 3.** For those who have registered for more than one agency, FedSEP will ask you to select the agency that you wish to access. Choose an agency from the drop-down list. FedSEP only allows you to access one agency during a session. To access another agency, you must log out and sign in under that agency.



The screenshot shows the FedSEP login interface. At the top is the FedSEP logo and the text 'FEDERAL SECTOR EEO PORTAL'. Below this is the 'EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)' header. A red banner with a close icon and the text 'Please select at least one agency to login.' is displayed. Underneath, the text 'Select Agency to continue' is followed by an 'Email:\*' field containing 'blong@mailinator.com' and an 'Agency:\*' dropdown menu. The dropdown menu is open, showing two options: 'American Battle Monuments Commission' and 'Commission for the Preservation of America's Heritage Abroad'. A blue 'Continue' button is located to the right of the dropdown menu.

**Step 4.** When you are ready, select the **Continue** button. You will be taken to the **FedSEP Home page**.



This screenshot is identical to the previous one, showing the agency selection step. However, a red arrow points to the blue 'Continue' button, indicating the next action to take.

### 2.2 Recovering Your Password

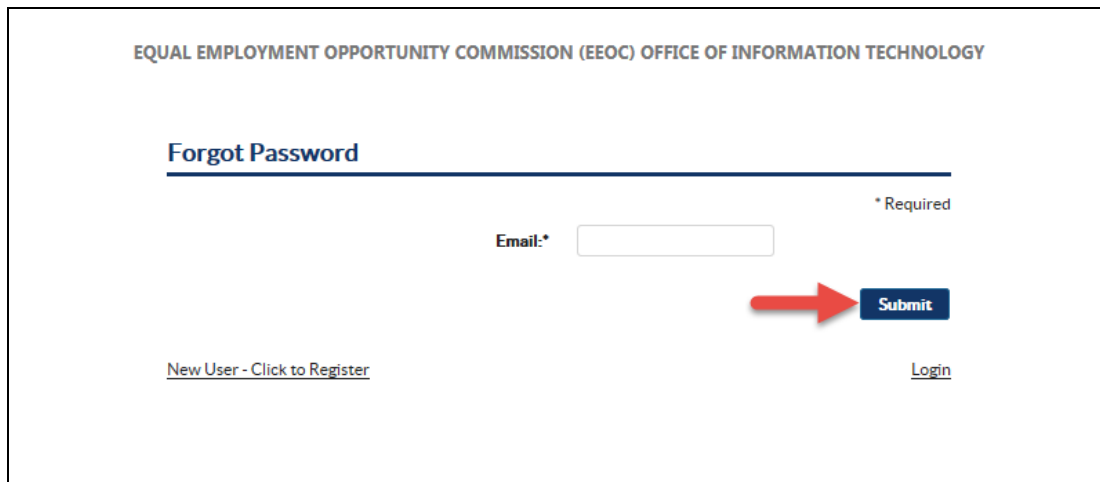
If you cannot remember your password, please use the following steps to recover your password.

**Step 1.** Click on the **Forgot Password?** Link in the bottom right corner of the page.



The image shows the 'Sign In' page of the FedSEP portal. It features a header with the 'Sign In' title. Below the header, there are two input fields: 'Email:\*' and 'Password:\*'. To the right of these fields is a '\* Required' label. Below the 'Email' field is a 'New User? Click here to Register' link. To the right of the 'Password' field is a 'Login' button with a right-pointing arrow. Below the 'Login' button is a 'Forgot Password?' link, which is circled in red.

**Step 2.** Type the email address that you used to register in FedSEP and click on the **Submit** button.



The image shows the 'Forgot Password' page of the FedSEP portal. It features a header with the text 'EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) OFFICE OF INFORMATION TECHNOLOGY'. Below the header, there is a 'Forgot Password' title. Below the title, there is an 'Email:\*' input field. To the right of the input field is a '\* Required' label. Below the input field is a 'Submit' button, which is highlighted with a red arrow. Below the 'Submit' button is a 'Login' link. To the left of the 'Submit' button is a 'New User - Click to Register' link.

**Step 3.** FedSEP will send you an email with a temporary password.

**Step 4.** Once you have logged into FedSEP, you should create a new password by clicking on **User Profile** on the menu bar and selecting **Change Password** from the drop-down list.



## Chapter 3 FedSEP at a Glance

The **FedSEP Home page** (Figure 1) briefly describes the purpose of the portal, provides the legal information and privacy policy information. The **FedSEP Home page** functions like the Table of Contents for the portal. From here, the User can update their profile, find multiple resources on the Guidance page, manage the agency's registrations, access Hearings or Appeals information, submit the agency's MD-715 Report or Form 462 Report, or Logout.

**NOTE:** The appearance of the menu bar, and menus, will vary depending on the role(s) that are registered for your account. If you do not have access to an application, then that menu will not display on the menu bar. Depending on your role, you may also see only a subset of the available menu options on a particular menu. The **Home** and **Guidance** hyperlinks, and the **User Profile** menu are displayed for all users/roles. For the purpose of this user guide, the illustrations shown in this chapter are for a user who has registered access to all of the FedSEP applications and administrator functions.

**Figure 1 – FedSEP Home Page**

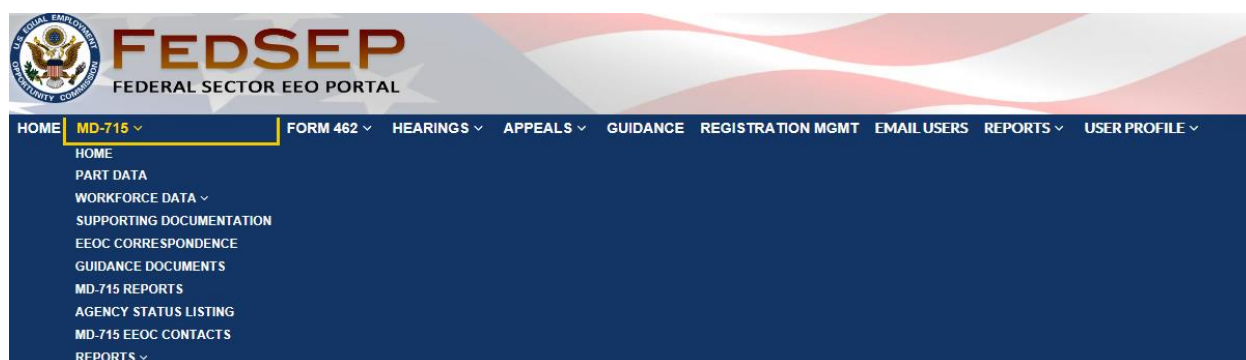


### 3.1 MD-715 Menu

If you click on the **MD-715 Menu** (Figure 2) in the top left corner of the page, you may have access to the following pages depending upon your role within FedSEP: **Home, PART Data, Workforce Data, Supporting Documentation, EEOC Correspondence, MD-715 Reports, Agency Status Listing, MD-715 EEOC Contacts, and Reports (Trigger A and Trigger B).**

For detailed information about **MD-715**, please review the available documentation, located on the **Guidance page**.

Figure 2 – FedSEP MD-715 Menu

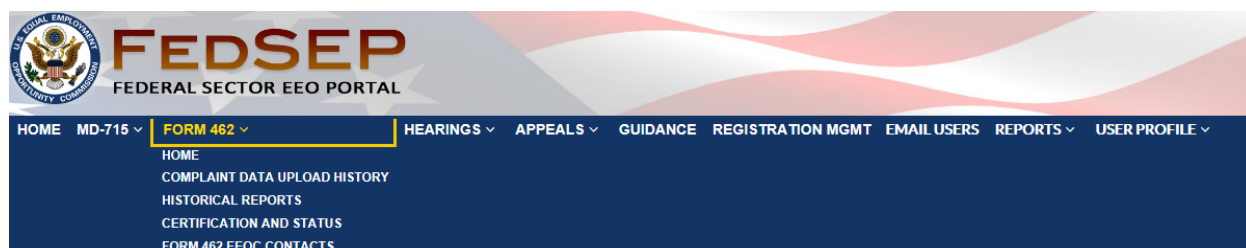


### 3.2 Form 462 Menu

If you click on the **Form 462 Menu** (Figure 3) in the top left corner of the page, you may have access to the following pages depending upon your role within FedSEP: **Home, Complaint Data Upload History, Historical Reports, Certification and Status, and Form 462 EEOC Contacts.**

For detailed information about **Form 462**, please review the available documentation, located on the **Guidance page.**

Figure 3 – FedSEP Form 462 Menu

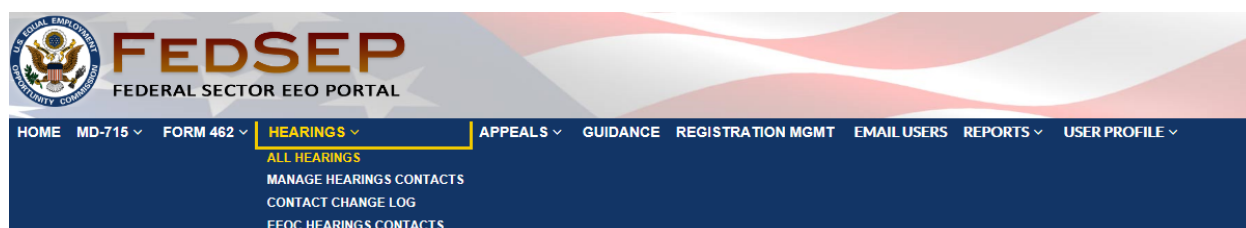


### 3.3 Hearings Menu

If you click on the Hearings Menu (Figure 4) in the top left corner of the page, you may have access to the following pages depending upon your role with FedSEP: **All Hearings, Manage Hearings Contacts, Contact Change Log, and EEOC Hearing Contacts.** Only System Administrators have access to **Change Log** and **EEOC Hearing Contacts.**

For detailed information about FedSEP Hearings refer to the FedSEP Hearings User Guide on the **Guidance page.**

Figure 4 – FedSEP Hearings Menu

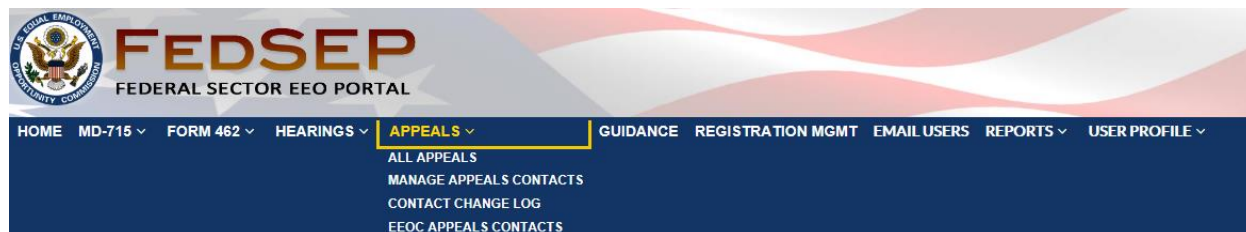


### 3.4 Appeals Menu

If you click on the Appeals Menu (Figure 5) in the top left corner of the page, you may have access to the following pages depending upon your role with FedSEP: **All Appeals**, **Manage Appeal Contacts**, **Change Log**, and **EEOC Appeal Contacts**. Only System Administrators have access to **Change Log** and **EEOC Appeal Contacts**.

For detailed information about FedSEP Appeals refer to the FedSEP Appeals User Guide on the **Guidance page**.

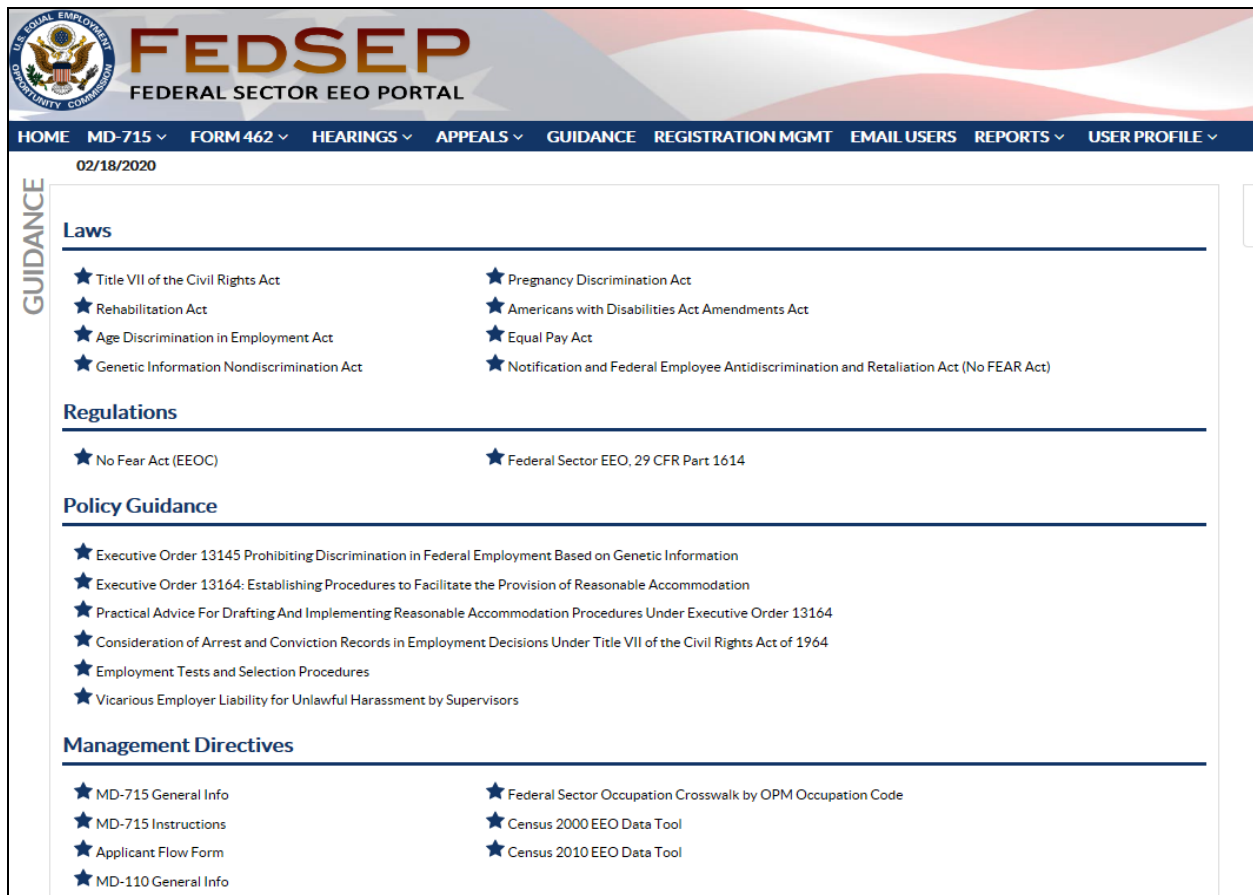
Figure 5 – FedSEP Appeals Menu



### 3.5 Guidance

The **Guidance page** (Figure 6) contains links to myriad resources, including links to the EEO Laws Regulations, Policy Guidance, Management Directives, Training and Education, Hearing and Appeals resources, MD-715 FedSEP resources, Form 462 FedSEP resources, EEOC Reports and Evaluations, and links to Resource Partners. The **Guidance page** is intended to be dynamic and will contain new links as time goes on.

Figure 6 – FedSEP Guidance Page



The screenshot shows the FedSEP Federal Sector EEO Portal interface. The top navigation bar includes links for HOME, MD-715, FORM 462, HEARINGS, APPEALS, GUIDANCE, REGISTRATION MGMT, EMAIL USERS, REPORTS, and USER PROFILE. The date 02/18/2020 is displayed. The GUIDANCE menu is expanded, showing a list of laws, regulations, policy guidance, and management directives.

**GUIDANCE**

**Laws**

- ★ Title VII of the Civil Rights Act
- ★ Rehabilitation Act
- ★ Age Discrimination in Employment Act
- ★ Genetic Information Nondiscrimination Act
- ★ Pregnancy Discrimination Act
- ★ Americans with Disabilities Act Amendments Act
- ★ Equal Pay Act
- ★ Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act)

**Regulations**

- ★ No Fear Act (EEOC)
- ★ Federal Sector EEO, 29 CFR Part 1614

**Policy Guidance**

- ★ Executive Order 13145 Prohibiting Discrimination in Federal Employment Based on Genetic Information
- ★ Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation
- ★ Practical Advice For Drafting And Implementing Reasonable Accommodation Procedures Under Executive Order 13164
- ★ Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964
- ★ Employment Tests and Selection Procedures
- ★ Vicarious Employer Liability for Unlawful Harassment by Supervisors

**Management Directives**

- ★ MD-715 General Info
- ★ MD-715 Instructions
- ★ Applicant Flow Form
- ★ MD-110 General Info
- ★ Federal Sector Occupation Crosswalk by OPM Occupation Code
- ★ Census 2000 EEO Data Tool
- ★ Census 2010 EEO Data Tool

### 3.6 Registration Management Hyperlink

If you registered as an Agency Head, EEO Director, Diversity Officer, or Registration Administrator, you will have access to **Registration Management**, where you can approve or deny registration requests. For more information about registration management, please review Chapter 5.

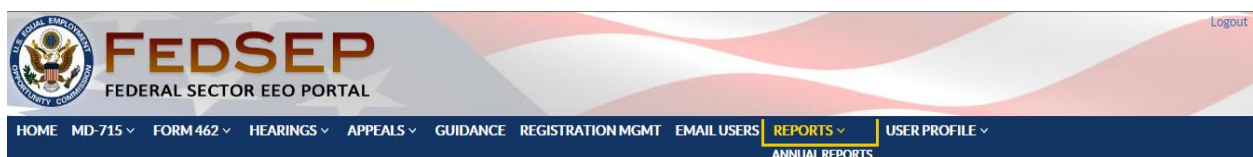
### 3.7 Email Users Hyperlink

If you have access to Registration Management, you will also have access to **Email Users**, where you can send emails to FedSEP users. For more information about emailing users, please review Chapter 6.

### 3.8 Reports Menu

If you registered as a Form 492 System Administrator, you will have access to the **Reports** menu (Figure 7), where you can generate the following reports: **Annual Reports** and **Agency Report**.

**Figure 7 – FedSEP Reports Menu**



The screenshot shows the FedSEP Federal Sector EEO Portal interface with the REPORTS menu expanded. The top navigation bar includes links for HOME, MD-715, FORM 462, HEARINGS, APPEALS, GUIDANCE, REGISTRATION MGMT, EMAIL USERS, REPORTS, and USER PROFILE. The date 02/18/2020 is displayed. The REPORTS menu is expanded, showing a list of reports.

**FEDSEP**  
FEDERAL SECTOR EEO PORTAL

HOME MD-715 FORM 462 HEARINGS APPEALS GUIDANCE REGISTRATION MGMT EMAIL USERS **REPORTS** USER PROFILE

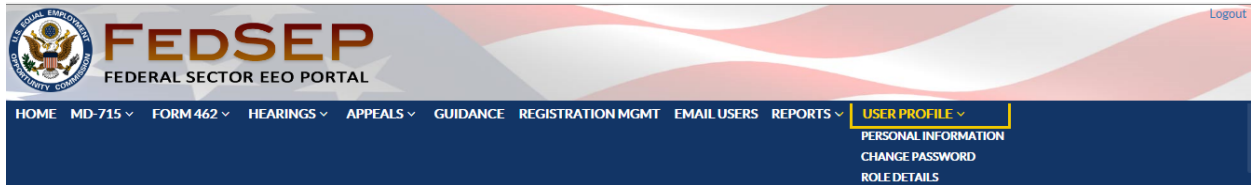
ANNUAL REPORTS



### 3.9 User Profile Menu

Under **User Profile** (Figure 8), all FedSEP users will be able to change their **personal information** and **password**. You can also review your **role details** and request access to applications, such as Hearings and Appeals. To learn more about updating your profile, please consult Chapter 4.

**Figure 8 – FedSEP User Profile Menu**



### 3.10 Logout Hyperlink

By clicking the **Logout** hyperlink (Figure 9), in the top-right corner, you will exit FedSEP.

**Figure 9 – FedSEP Banner with Logout Hyperlink**



## Chapter 4 Update Your Profile

Every FedSEP user has access to the **User Profile** menu, which allows them to view their personal information, change their password, and update their role.

### 4.1 Personal Information

A FedSEP user can modify their name, title, office, address, phone number, and email address on the **Personal Information** page (Figure 10).

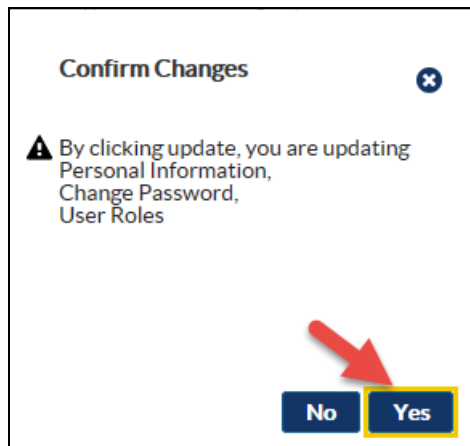
Figure 10 – FedSEP Personal Information Page

The screenshot displays the 'FedSEP' logo and 'FEDERAL SECTOR EEO PORTAL' header. A navigation bar includes links for HOME, HEARINGS, APPEALS, GUIDANCE, and USER PROFILE. The date 04/23/2018 is shown. The 'USER PROFILE' sidebar is active, highlighting 'Personal Information'. The form contains the following fields:

- First Name:** Barbara
- M.I.:** (empty)
- Last Name:** Long
- Title:** Appeals Staff
- Office:** OIT
- Address 1:** 131 M St.
- Address 2:** (empty)
- City:** Washington
- State:** District of Columbia
- Country:** United States
- Zip/Postal Code:** 20042
- Phone:** (555) 413-5678
- Ext:** (empty)
- Alternate Phone:** (empty)
- Fax:** (empty)
- Email:** blong@mailinator.com

A note indicates '\* Required' for fields marked with an asterisk. Below the form, it states 'You have the following Application Access:' with checkboxes for MD-715, Form 462, Hearings, and Appeals. The 'Hearings' and 'Appeals' checkboxes are selected. An 'Update' button is located at the bottom right of the form area.

- Step 1.** In the appropriate field(s), erase the previous information and type the new information.
- Step 2.** Click on the **Update** button.
- Step 3.** A confirmation pop-up window will display. Click on the **Yes** button to complete the action.



**Step 4.** A blue banner will display with the message “Personal Information updated successfully.”

## 4.2 Change Password

A FedSEP user may also change their password at any time. After selecting **Change Password** from the **User Profile** menu, type in the previous password and the new password. Then, click on the **Update** button (Figure 11).

**Figure 11 – FedSEP Change Password Page**

## 4.3 Role Details

By clicking the Role Details tab, FedSEP users can request access to another agency or application. For details regarding the Role Details tab see Chapter 1 Section 1.5.

## Chapter 5 Registration Management (Administrators Only)

Only individuals who have the role of Agency Head, EEO Director, Diversity Officer, or Registration Administrator will have access to the **Registration Management** page. EEOC has the responsibility of approving EEO Directors, and all other roles should be approved by the EEO Director, Diversity Officer, or Registration Administrator.

The EEO Director has the primary responsibility of approving or denying requests to access FedSEP from agency personnel. However, the EEO Director may delegate this responsibility to the Registration Admin for a specific application (MD-715, Form 462, Hearings, Appeals). The EEO Director for a parent agency may approve EEO Directors for their own sub-agencies

### 5.1 View and Search for Users

The **Registration Management** page has three tabs: one showing the pending requests: one that shows all the currently approved users and their roles; and one that shows System Administrators. (The latter tab can only be seen by users with the System Administrator Role.)

#### 5.1.1 View User Details

On any of the tabs you may view the user's registration information, including contact information. Simply click the box to the left of the user's name whose details you want to view, then click on the **View Selected** button (or the **View** icon on the System Administrators tab) to display the user's details.







#### 5.1.2 Search for a User


On any of the tabs you may search for a user using any of the columns. Start typing in the field that appears below the column header and the user list will display only those users that match the entered information, e.g. typing "Smi" below the **Last Name** header retrieves users whose last name contains the consecutive letters "smi" (such as "Jane Smith" or "Warren Smithers").

#### 5.1.3 Actions

On the far right of the user list is the **Action** column, which allows you to carry out an action on a specific user row (except for Export to Excel which exports all rows displayed). The available actions on each tab are listed in Table 2 below:

**Table 2 – Registration Management User Action Icons**

Action Icon	Tab Name	Action	To Learn More
	Pending Users	Click the icon to approve a registration request.	Chapter 5.2
	Pending Users	Click the icon to deny a registration request.	Chapter 5.2
	Approved Users	Click to remove a user's role from FedSEP; removing all the user's roles will remove that user from FedSEP entirely.	Chapter 5.3
	Approved Users	Click on the icon to activate a user's account	Chapter 5.5
	Approved Users	Click on the icon to unlock a user's account.	Chapter 5.6
	System Administrators	Click on the icon to view super user details.	Chapter 5.1.1

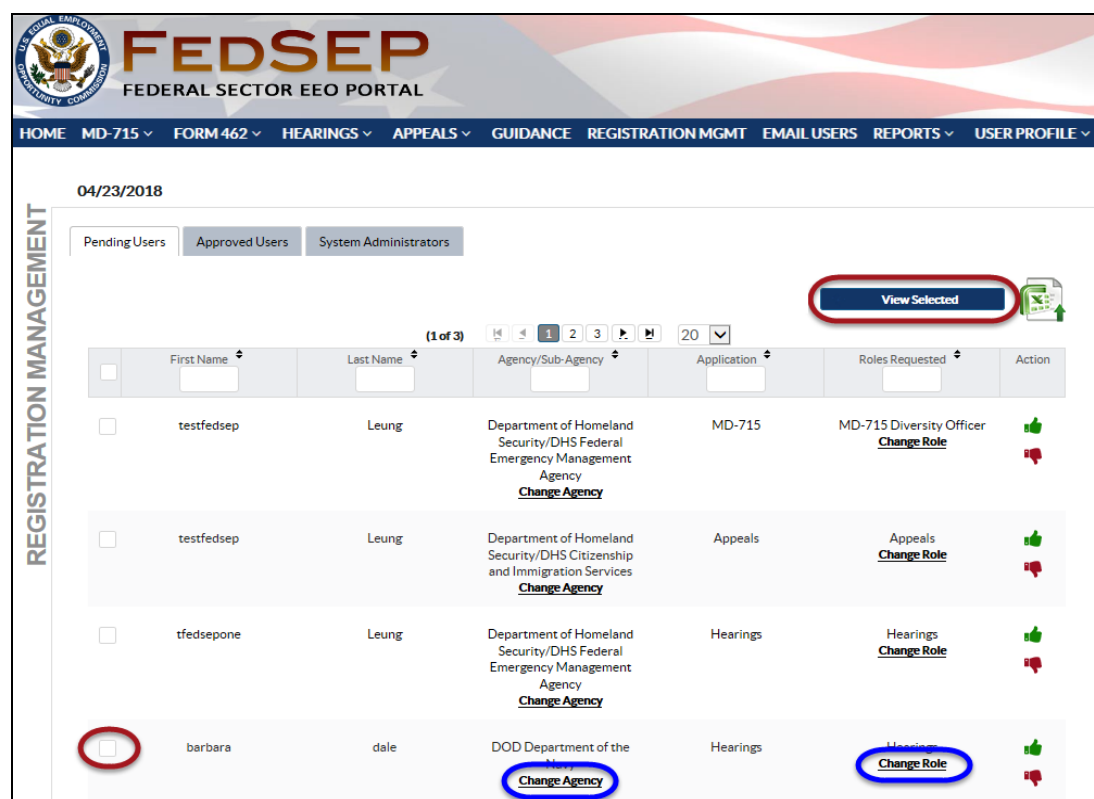
	All Tabs	Click on the icon to export the user list to an Excel Spreadsheet.	Chapter 5.4
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## 5.2 Approve/Deny Registration Requests

The steps for approving and denying registration requests are as follows:

- Step 1.** When someone registers for a particular agency/role in FedSEP, the system will send an email to the EEO Director, alerting him or her of the pending request.
- Step 2.** To approve or deny the request, the EEO Director, Diversity Officer, or Registration Administrator will need to login to FedSEP and click on the **Registration Management** page.
- Step 3.** Make sure the **Pending Users** tab is displayed.
- Step 4.** The **Pending Users** tab displays all requests for access that require approval or denial., if you recognize the name of the person requesting access, you should verify that the person has selected the correct role, the correct agency/sub-agency, entered an accurate address, email address, and phone number.
- Step 5.** To check the information before approving click the box next to the person's name and click on the **View Selected** button. This will allow you to see the registration information, including title and office. If necessary, you can email or call the person to discuss the registration.

There are also "**Change Agency**" and "**Change Role**" links where the approver can change the registrant's requested agency and/or role prior to approving it rather than denying the registration and forcing the individual to go through and re-register.



The screenshot displays the FedSEP Federal Sector EEO Portal interface. The top navigation bar includes links for HOME, MD-715, FORM 462, HEARINGS, APPEALS, GUIDANCE, REGISTRATION MGMT, EMAIL USERS, REPORTS, and USER PROFILE. The date 04/23/2018 is shown. The left sidebar is labeled 'REGISTRATION MANAGEMENT'. The main content area has tabs for Pending Users, Approved Users, and System Administrators. A table lists pending users with columns for First Name, Last Name, Agency/Sub-Agency, Application, Roles Requested, and Action. The table contains four rows of data. The first three rows have checkboxes in the Action column, and the fourth row has a checkbox circled in red. The 'View Selected' button is circled in red. The 'Change Agency' and 'Change Role' links are circled in blue.

	First Name	Last Name	Agency/Sub-Agency	Application	Roles Requested	Action
<input type="checkbox"/>	testfedsep	Leung	Department of Homeland Security/DHS Federal Emergency Management Agency	MD-715	MD-715 Diversity Officer	<a href="#">Change Role</a>
<input type="checkbox"/>	testfedsep	Leung	Department of Homeland Security/DHS Citizenship and Immigration Services	Appeals	Appeals	<a href="#">Change Role</a>
<input type="checkbox"/>	tfedsepone	Leung	Department of Homeland Security/DHS Federal Emergency Management Agency	Hearings	Hearings	<a href="#">Change Role</a>
<input type="checkbox"/>	barbara	dale	DOD Department of the Navy	Hearings	Hearings	<a href="#">Change Role</a>

**Pending User Details**

Name: barbara dale  
 Agency: DOD Department of the Navy  
 Title: associate Counsel  
 Office: Navy Region Mid-Atlantic Office of  
 Address: 690 peary street naval station newport, newport, Rhode Island 02841  
 Country: United States  
 Role Requested: Hearings  
 Email: barbara.dale@navy.mil  
 Phone: (401) 841-4829  
 Alt Phone: (860) 625-1253  
 Fax: (401) 841-4829

[Change Agency](#)

Name	Last Name	Agency	Role Requested	Action
barbara	dale	DOD Department of the Navy	Hearings	Hearings <a href="#">Change Role</a>

**Step 6.** To approve a request, click on the green “thumbs up” icon in the **Action** column to the far-right of the person’s name.

**FEDSEP**  
FEDERAL SECTOR EEO PORTAL

HOME MD-715 FORM 462 HEARINGS APPEALS GUIDANCE REGISTRATION MGMT EMAIL USERS REPORTS USER PROFILE

04/23/2018

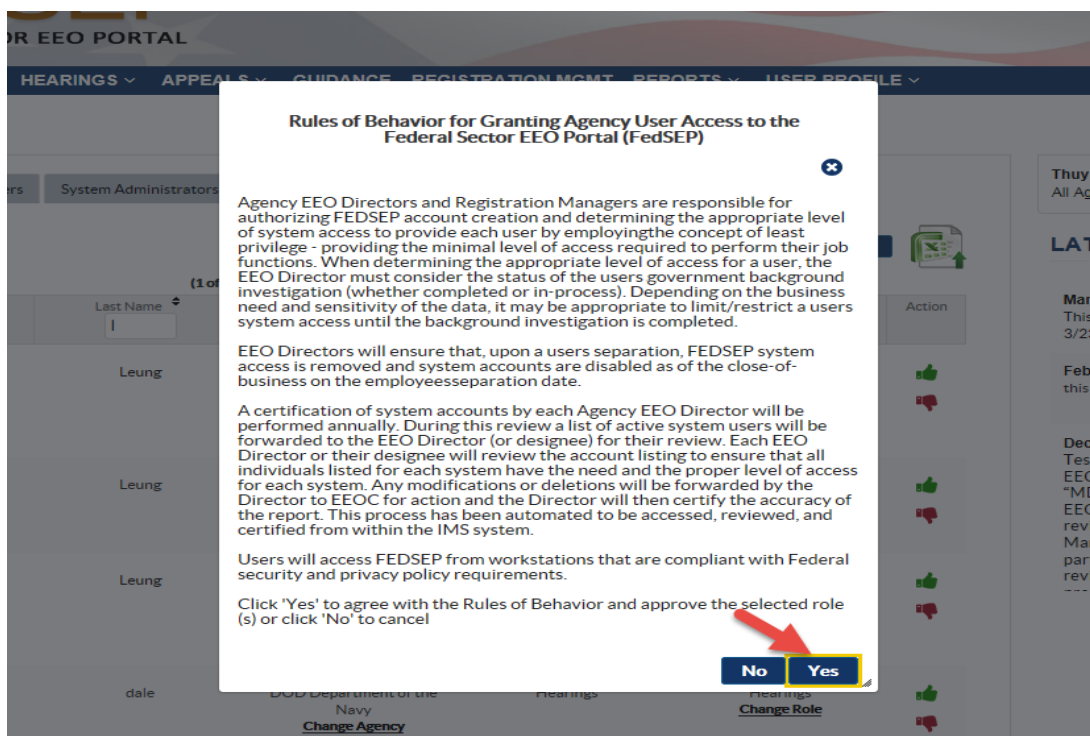
Pending Users Approved Users System Administrators

View Selected

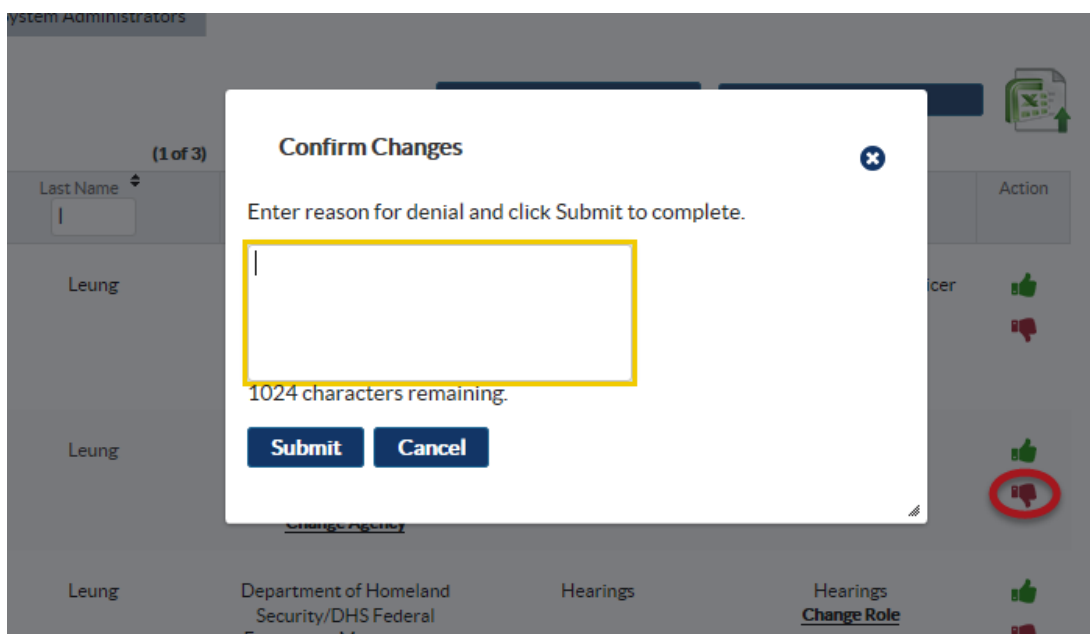
(1 of 3)

	First Name	Last Name	Agency/Sub-Agency	Application	Roles Requested	Action
<input type="checkbox"/>	testfedsep	Leung	Department of Homeland Security/DHS Federal Emergency Management Agency <a href="#">Change Agency</a>	MD-715	MD-715 Diversity Officer <a href="#">Change Role</a>	
<input type="checkbox"/>	testfedsep	Leung	Department of Homeland Security/DHS Citizenship and Immigration Services <a href="#">Change Agency</a>	Appeals	Appeals <a href="#">Change Role</a>	
<input type="checkbox"/>	tfedsepone	Leung	Department of Homeland Security/DHS Federal Emergency Management Agency <a href="#">Change Agency</a>	Hearings	Hearings <a href="#">Change Role</a>	
<input type="checkbox"/>	barbara	dale	DOD Department of the Navy <a href="#">Change Agency</a>	Hearings	Hearings <a href="#">Change Role</a>	

**Step 7.** Once you click on the **Approve** icon you will be asked to agree to the rules of behavior and confirm the changes. Click on the **Yes** button to agree and approve the registration. Click on the **No** button to cancel the approval action.



**Step 8.** To deny a registration request, click on the red “thumbs down” icon in the **Action** column to the far-right of the person’s name. A box will appear, asking you to provide a reason for the denial. For example, the requester may not work for the agency or may be an employee lacking a legitimate reason to access the data. After typing an explanation, click on the **Submit** button.



### 5.3 Remove a Registered User

The **Approved Users** tab shows all users currently approved and activated for the agency. In the event a user separates from the agency, s/he will need to be removed from FedSEP. The steps for removing a FedSEP user are as follows:

- Step 1.** To remove the user's role(s) the EEO Director, Diversity Officer, or Registration Administrator will need to login to FedSEP and click on the **Registration Management** page.
- Step 2.** Make sure the **Approved Users** tab is displayed.
- Step 3.** Click on the **Remove** icon in the **Action** column to the far-right of the user's role you want to remove.

04/23/2018

Pending Users Approved Users System Administrators

View Selected

(1 of 175)

	First Name	Last Name	Agency Name	Application	Roles Requested	Active?	Approved By	Approval Date	Action
<input type="checkbox"/>	Michael	Magrogan	Equal Employment Opportunity Commission <a href="#">Change Agency</a>	Form 462	Preparer <a href="#">Change Role</a>	Y	thuy.nguyen@eeoc	04-12-18	
<input type="checkbox"/>	Michael	Magrogan	African Development Foundation <a href="#">Change Agency</a>	Form 462	Preparer <a href="#">Change Role</a>	Y	thuy.nguyen@eeoc	04-10-18	
<input type="checkbox"/>	Michael	Magrogan	Commodity Futures Trading Commission <a href="#">Change Agency</a>	MD-715	Read Only <a href="#">Change Role</a>	Y	thuy.nguyen@eeoc	04-09-18	
<input type="checkbox"/>	Sheila	Lawson	Department of Commerce/DOC Decennial Census <a href="#">Change Agency</a>	Appeals	Appeal Registration Manager <a href="#">Change Role</a>	Y	780@test.db	09-28-16	

- Step 4.** When FedSEP asks whether you want to delete the user's role, click the **Yes** button. If you change your mind, click on the **No** button to cancel the action.

Confirm Changes

Click yes to permanently remove the selected role for the user from FedSEP or No to cancel:

No Yes



**Step 5.** The user's role is removed from the users list.

**Step 6.** If the user has multiple roles you will need to repeat steps 3-4 for each role to completely remove the user from FedSEP.

## 5.4 Export User List to Excel

The individuals with access to Registration Management can export a list of all or the selected users to Excel by clicking the **Export to Excel** icon on the right-hand side of the screen. Click on the **Open** button to see the spreadsheet or on the **Save** button and select a folder in which to retain the spreadsheet (Figure 12).

**Figure 12 – Example of User List Exported to Excel Spreadsheet**

First Name	Last Name	Email Address	Agency Name	Application	Roles Requested	Agency	Approved By	Approval Date	Approved By First Name	Approved By Last Name
1	Manu	manu15@mailinator.com	Farm Credit Administration	MD-75	Agency Head	Y	775.system@mailinator.com	10-21-16	User 775	Admin
2	live	live@mailinator.com	Department of Energy	Appeals	Appeals	Y	live@mailinator.com	09-19-16	live	live
3	live	live@mailinator.com	Department of Energy	Hearings	Appeals	Y	live@mailinator.com	09-19-16	live	live
4	User	hates@mailinator.com	Department of Education	Appeals	Appeals	Y	hates@mailinator.com	09-19-16	User	User
5	User	hates@mailinator.com	Department of Education	Hearings	Hearings	Y	hearing.132@mailinator.com	09-29-16	hearing.132	hearing.132
6	ie9	ie9@mailinator.com	DOC Department of the Army	Appeals	Appeals	Y	ie9@mailinator.com	09-19-16	ie9	ie9
7	ie9	ie9@mailinator.com	Department of Agriculture	Appeals	Appeals	Y	ie9@mailinator.com	09-19-16	ie9	ie9
8	ie9	ie9@mailinator.com	African Development Agency-226	Hearings	Hearings	Y	ie9@mailinator.com	09-19-16	ie9	ie9
9	ie9	ie9@mailinator.com	Department of Agriculture	Hearings	Hearings	Y	ie9@mailinator.com	09-19-16	ie9	ie9
10	ie9	ie9@mailinator.com	DOC Finance and Accounting Service	Appeals	Appeals	Y	ie9@mailinator.com	09-19-16	ie9	ie9
11	ie9	ie9@mailinator.com	DOC Department of the Army	Hearings	Hearings	Y	ie9@mailinator.com	09-19-16	ie9	ie9
12	ie9	ie9@mailinator.com	African Development Agency-226	Appeals	Appeals	Y	ie9@mailinator.com	09-19-16	ie9	ie9
13	ie9	ie9@mailinator.com	Appalachian Regional Commission	Appeals	Appeals	Y	md775.adm@mailinator.com	10-25-16	md775.adm	md775.adm
14	ie9	ie9@mailinator.com	Agency for International Development	MD-75	File Upload Admin	Y	775.system@mailinator.com	10-06-16	User 775	Admin
15	ie9	ie9@mailinator.com	American Battle Monuments Commission	MD-75	Registration Admin	Y	testm0lap@mailinator.com	09-23-16	testm0lap	Leung
16	ie9	ie9@mailinator.com	American Battle Monuments Commission	MD-75	MD-75 Diversity Officer	Y	ie9@mailinator.com	10-15-17	ie9	ie9
17	ie9	ie9@mailinator.com	American Battle Monuments Commission	MD-75	MD-75 Diversity Officer	Y	775.system@mailinator.com	10-15-17	User 775	Admin
18	ie9	ie9@mailinator.com	Department of Energy	MD-75	Preparer	Y	775.system@mailinator.com	10-15-17	User 775	Admin
19	ie9	ie9@mailinator.com	American Battle Monuments Commission	Form 462	Preparer	Y	462.system@mailinator.com	10-15-17	User 462	Admin
20	ie9	ie9@mailinator.com	Department of Energy	Form 462	Preparer	Y	462.system@mailinator.com	10-15-17	User 462	Admin
21	ie9	ie9@mailinator.com	Administrative Conference of the United States	Form 462	Admin	Y	462.system@mailinator.com	10-20-16	User 462	Admin
22	ie9	ie9@mailinator.com	Department of the Interior	Hearings	Hearing Legal Representative	Y	hearing.system@mailinator.com	10-21-16	Hearing	Admin
23	ie9	ie9@mailinator.com	Central Intelligence Agency	Appeals	Appeals	Y	appeal.hearing@mailinator.com	10-28-16	appeal.hearing	appeal.hearing
24	ie9	ie9@mailinator.com	African Development Agency-226	Hearings	Hearing Registration Manager	Y	hearing.system@mailinator.com	10-24-16	Hearing	Admin
25	ie9	ie9@mailinator.com	Administrative Conference of the United States	MD-75	MD-75 Diversity Officer	Y	775.system@mailinator.com	10-24-16	User 775	Admin
26	ie9	ie9@mailinator.com	Department of the Interior/DOI Bureau of Indian Affairs	Appeals	Appeals	Y	test.0042@mailinator.com	10-15-16	test.0042	test.0042
27	ie9	ie9@mailinator.com	Department of the Interior/DOI Bureau of Reclamation	Appeals	Appeal Legal Representative	Y	test.0042@mailinator.com	10-15-16	test.0042	test.0042
28	ie9	ie9@mailinator.com	Department of the Interior/DOI Office of the Secretary	Appeals	Appeals	Y	test.0042@mailinator.com	10-14-16	test.0042	test.0042
29	ie9	ie9@mailinator.com	US Access Board	Hearings	Hearings	Y	c0000@mailinator.com	09-19-16	test0000	test0000
30	ie9	ie9@mailinator.com	Department of Homeland Security	MD-75	MD-75 Diversity Officer	Y	775.system@mailinator.com	10-27-16	User 775	Admin
31	ie9	ie9@mailinator.com	US Access Board	Appeals	Appeals	Y	c0000@mailinator.com	09-19-16	test0000	test0000
32	ie9	ie9@mailinator.com	Department of Treasury/DOTR U.S. Mint	MD-75	Registration Admin	Y	testm462ad@mailinator.com	09-29-16	testm462ad	Law
33	ie9	ie9@mailinator.com	Department of Treasury/DOTR U.S. Mint	Hearings	Hearings	Y	ie9@mailinator.com	09-19-16	ie9	ie9
34	ie9	ie9@mailinator.com	Department of Treasury/DOTR U.S. Mint	Appeals	Appeals	Y	ie9@mailinator.com	09-19-16	ie9	ie9
35	ie9	ie9@mailinator.com	Administrative Conference of the United States	Hearings	Hearings	Y	hearing.system@mailinator.com	10-21-16	Hearing	Admin
36	ie9	ie9@mailinator.com	Department of the Interior/DOI Bureau of Indian Affairs	MD-75	Read Only	Y	test.0043@mailinator.com	10-15-16	test.0043	test.0043
37	ie9	ie9@mailinator.com	Department of the Interior	Appeals	Appeals	Y	test.0038@mailinator.com	10-21-16	test.0038	test.0038
38	ie9	ie9@mailinator.com	Administrative Conference of the United States	Hearings	Hearings	Y	hearing.email@mailinator.com	10-19-16	hearing.email	hearing.email
39	ie9	ie9@mailinator.com	Administrative Conference of the United States	MD-75	Read Only	Y	775.system@mailinator.com	10-21-16	User 775	Admin
40	ie9	ie9@mailinator.com	Administrative Conference of the United States	MD-75	Preparer	Y	775.system@mailinator.com	10-25-16	User 775	Admin
41	ie9	ie9@mailinator.com	Appalachian Regional Commission	Hearings	Hearings	Y	775.system@mailinator.com	10-19-16	User 775	Admin
42	ie9	ie9@mailinator.com	Administrative Conference of the United States	MD-75	Registration Admin	Y	775.system@mailinator.com	10-21-16	User 775	Admin
43	ie9	ie9@mailinator.com	Appalachian Regional Commission	Appeals	Appeal Registration Manager	Y	775.system@mailinator.com	10-19-16	User 775	Admin
44	ie9	ie9@mailinator.com	Appalachian Regional Commission	Hearings	Hearings	Y	775.system@mailinator.com	10-19-16	User 775	Admin
45	ie9	ie9@mailinator.com	Agency for International Development	MD-75	Registration Admin	Y	775.system@mailinator.com	10-06-16	User 775	Admin

## 5.5 Activate a User Role

On the **Approved Users** tab, under the **Activated** column you will see either a **Y** (yes) or **N** (No) for each user. Yes means that the person has activated their FedSEP account; while No means they have not activated their account. You can click on the **Email** button to send an email to the person so they can activate their account. If, for some reason, the user is unable to activate their account, you can click on the **Activate** icon to complete the action for them. (See Figure 13 below).

**Figure 13 – FedSep Approved Users Tab Showing Activate Icon**

The screenshot shows the FedSEP interface with the 'Approved Users' tab selected. The table lists three users, with the first user, Lindsey Lind, highlighted. A red circle with a blue star icon (the 'Activate' icon) is overlaid on the 'Action' column for this user.

	First Name	Last Name	Agency Name	Application	Roles Requested	Active?	Approved By	Approval Date	Action
<input type="checkbox"/>	Opal	Lindsey	African Development Foundation	MD-715	Agency Head	N	dale.jee@eeoc.gov	09-26-17	
<input type="checkbox"/>	Patruska	Lindsey	Department of Homeland Security/DHS Headquarters	MD-715	MD-715 Diversity Officer	Y	thuy.nguyen@eeoc	03-22-16	
<input type="checkbox"/>	Patruska	Lindsey	Department of Energy	MD-715	Agency Head	Y	thuy.nguyen@eeoc	03-22-16	

## 5.6 Unlock a User Account

If a user has been locked out of FedSEP, e.g. because of too many failed login attempts, you can unlock the account for them on the **Approved Users** tab. Click on the **Unlock** icon to unlock the user's account (see Figure 14 below).

**Figure 14 – FedSep Approved Users Tab Showing Unlock Icon**

The screenshot shows the FedSEP interface with the 'Approved Users' tab selected. The table lists three users, with the third user, Jim Beam, highlighted. A red circle with a blue padlock icon (the 'Unlock' icon) is overlaid on the 'Action' column for this user.

	First Name	Last Name	Agency Name	Application	Roles Requested	Active?	Approved By	Approval Date	Action
<input type="checkbox"/>	Larry	Beat	Merit Systems Protection Board	MD-715	MD-715 Diversity Officer	Y	thuy.nguyen@eeoc	09-28-17	
<input type="checkbox"/>	Jim	Beam	American Battle Monuments Commission	Hearings	Hearing Legal Representative	Y	thuy.nguyen@eeoc	04-17-18	
<input type="checkbox"/>	Jim	Beam	American Battle Monuments Commission	Appeals	Appeal Legal Representative	Y	thuy.nguyen@eeoc	04-16-18	

## Chapter 6 Email a User (Administrators Only)

It might be necessary to contact a user, e.g. to verify a registration request or to remind the user to activate his/her account. The steps to email a user (or users) from FedSEP, are as follows:

- Step 1.** If you are the EEO Director, Diversity Officer, or Registration Administrator, login to FedSEP and click on the **Email Users** link on the menu bar.
- Step 2.** The **Email Communication** screen displays. Enter the search criteria. You may search for a user (or users) using one or more of the following: First Name, Last Name, Email Address, Role, Agency.
- **Tip!** You may enter part of a name in either the **First Name** or **Last Name** fields. The search will look for those users that match the entered information (e.g., entering "john" for the last name will return records with the last name of "Johnson", "St. John" etc.)
  - **Tip!** To select a role to include in your search, click on the checkbox next to the role in the list of values. To delete a selection, click on the 'X' next to the role name.
  - **Tip!** More than one role may be included in your search.

- Step 3.** You must choose a value for **Is Approved**, using the **Yes/No** radio buttons. To filter the list to include only approved requests, select **Yes**; to include only pending requests, select **No**.

The screenshot shows the FedSEP Federal Sector EEO Portal interface. The header includes the U.S. Equal Employment Opportunity Commission logo and the text 'FEDSEP FEDERAL SECTOR EEO PORTAL'. A navigation bar contains links: HOME, MD-715, FORM 462, HEARINGS, APPEALS, GUIDANCE, REGISTRATION MGMT, EMAIL USERS, REPORTS, and USER PROFILE. The date '02/20/2020' is displayed. On the left, a vertical label reads 'EMAIL COMMUNICATION'. The main form area contains fields for First Name, Last Name, Email, Select Role(s) (set to 'Hearings'), and Agency (set to 'American Battle Monuments Commission'). The 'Is Approved' section has radio buttons for 'Yes' and 'No', with the 'No' button highlighted by a red circle. Below this is a 'Search' button. At the bottom, a table header is visible with columns: First Name, Last Name, Email, Agency/Sub-Agency, Application, Roles Requested, and Activated? The text 'No records found.' is displayed below the table.

**Step 4.** Click on the **Search** button.

This screenshot shows the same FedSEP portal after a search. The search criteria remain the same. A red arrow points to the 'Search' button. The table below the search criteria is empty, displaying 'No records found.' The table headers are: First Name, Last Name, Email, Agency/Sub-Agency, Application, Roles Requested, and Activated? An 'Email' button is located to the right of the table.

**Step 5.** The search results are displayed. Select the user(s) to send the email to by clicking on the checkbox to the left of the row(s). Then click on the **Email** button.

- **Tip!** You may sort the list on any column, in ascending or descending order, by clicking the arrow next to the column header.
- **Tip!** If you want to select all the names in the list, click on the checkbox to the left of the column headers.

**FEDSEP**  
FEDERAL SECTOR EEO PORTAL

HOME MD-715 FORM 462 HEARINGS APPEALS GUIDANCE REGISTRATION MGMT EMAIL USERS REPORTS USER PROFILE

02/20/2020

**EMAIL COMMUNICATION**

First Name:

Last Name:

Email:

Select Role(s): Hearings

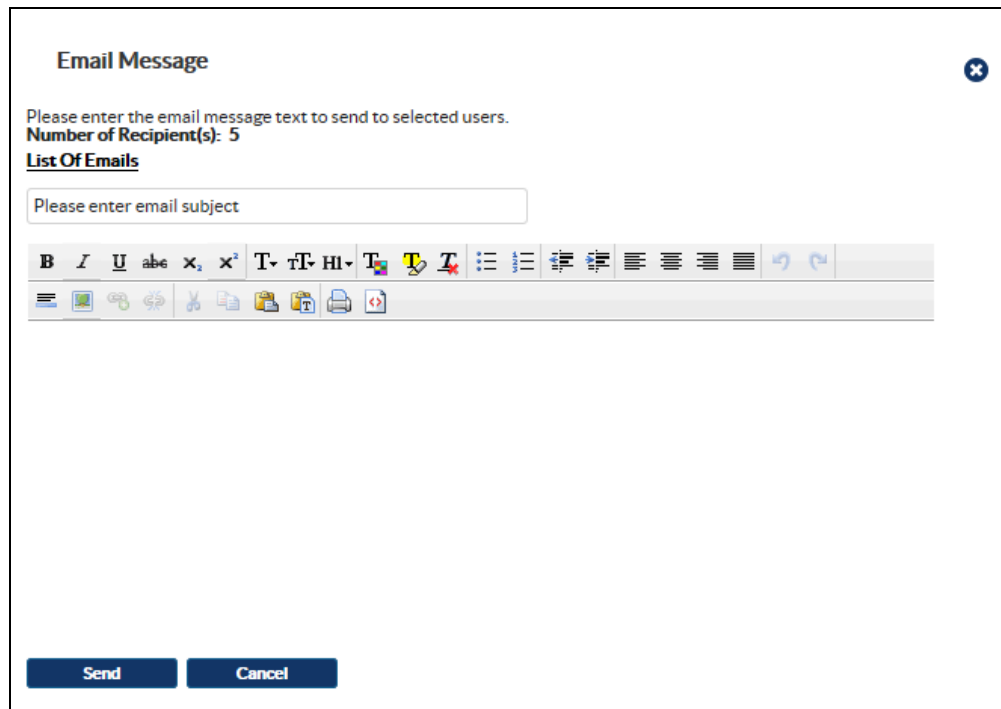
Agency: American Battle Monuments Commission

Is Approved: ☐ Yes ☒ No

	First Name	Last Name	Email	Agency/Sub-Agency	Application	Roles Requested	Activated?
<input type="checkbox"/>	new762	director	new762director@mailinator	American Battle Monuments Commission	Hearings	Hearings	Y
<input checked="" type="checkbox"/>	test5023012121312010	test7458	test4701120@mailinator	American Battle Monuments Commission	Hearings	Hearings	N
<input type="checkbox"/>	test.0021103	test74158	test.0021253@mailinator	American Battle Monuments Commission	Hearings	Hearings	Y
<input checked="" type="checkbox"/>	test.1011501108210103	test74158	test.0320251816@mailin	American Battle Monuments Commission	Hearings	Hearings	N
<input type="checkbox"/>	test.11092311	test74158	test.03112101251816@	American Battle Monuments Commission	Hearings	Hearings	Y
<input checked="" type="checkbox"/>	test.11055	test74158	test.03456@mailinator.co	American Battle Monuments Commission	Hearings	Hearings	N
<input checked="" type="checkbox"/>	test.111055	test74158	test.034556@mailinator.	American Battle Monuments Commission	Hearings	Hearings	N
<input type="checkbox"/>	test.110105455	test74158	test.038156@mailinator.	American Battle Monuments Commission	Hearings	Hearings	Y
<input checked="" type="checkbox"/>	Scott	Summers	ssummers@mailinator.co	American Battle Monuments Commission	Hearings	Hearings	N

**Step 6.** The **Email Message** pop-up window displays to allow you to create and send the email message.

- **Tip!** Hover over the **List of Emails** link to display a list of the email addresses that you selected to receive the message.



**Step 7.** Enter a subject line and the text of the email message. When you are finished, click on the **Send** button.

FedSEP to activate your user account.' At the bottom are 'Send' and 'Cancel' buttons. A red arrow points to the 'Send' button." data-bbox="201 467 814 799"/>

**Step 8.** A message displays indicating the status of the email process. If you chose up to 100 email addresses, the emailing will run in real time, and you will see a message similar to the following when the emailing is finished:



Email sent to 5 users

If you chose more than 100 email addresses, the emailing will run as a background process and you will see a message similar to the following:



Email queued to 117 users and email  
summary report will be sent to  
PGADMIN@mailinator.com

A summary report will be sent to you when the emailing is finished.