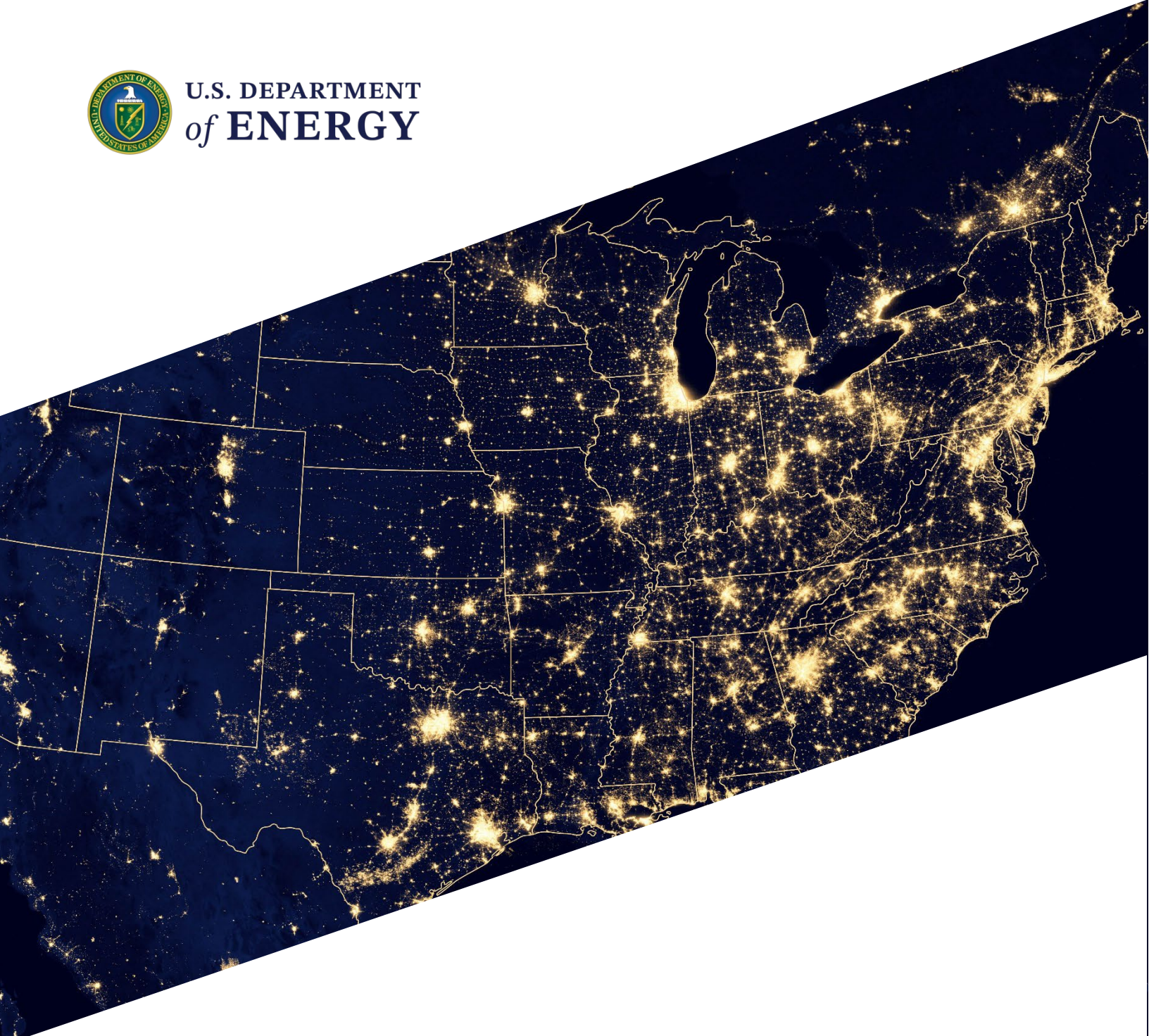




U.S. DEPARTMENT
of ENERGY



DOE Funding Opportunity eXCHANGE

Internal User Registration & Login How-to-Guide

October 2026

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1 Purpose

To create, manage, and publish announcements in the eXCHANGE system, you must be a registered user. Internal DOE users must be listed in the Active Directory before they can register and request a role.

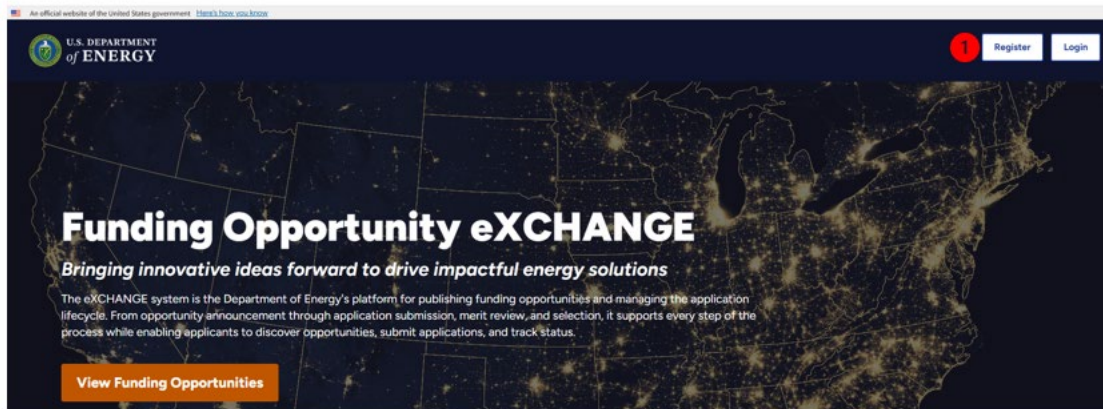
This guide explains how internal DOE users register for eXCHANGE, request roles, and log in to the system.

2 Help Desk

For non-technical issues, contact exchange-internalsupport@doe.gov.

For technical issues involving the functionality of the eXCHANGE application (e.g., web access issues), contact exchangehelp@hq.doe.gov.

3 Registering in eXCHANGE



- ① – Access [eXCHANGE](#) and click “Register”

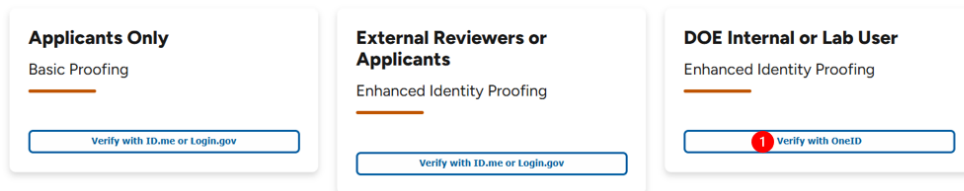
3.1 Authenticate

3.1.1 Verify with OneID



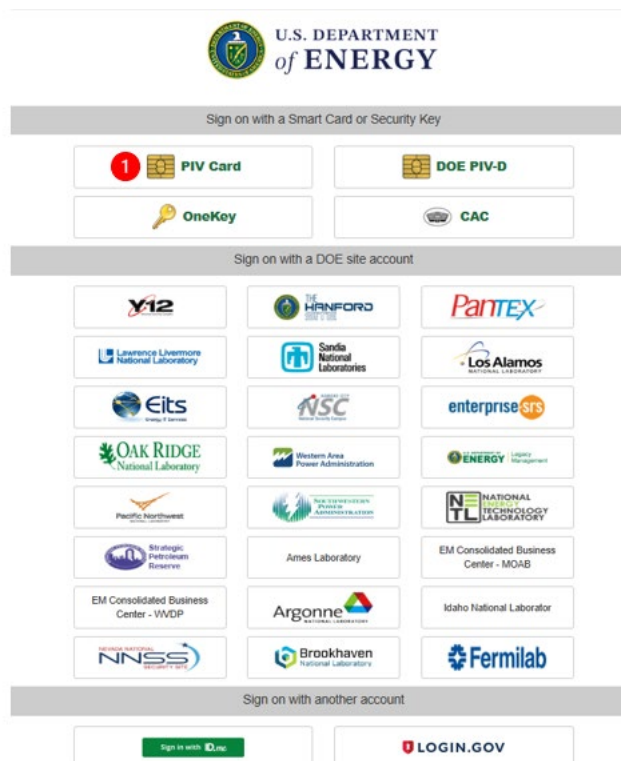
Register for an Account

Create or use an existing Login.gov or ID.me account to verify your identity uniquely. Upon completion, you will be directed back to eXCHANGE to complete the registration process.



- 1 – Click “Verify with OneID” in the DOE Internal or Lab User tile

3.1.2 Select Authentication Method



- 1 – Select “PIV Card” then enter your pin and continue the registration process

3.2 Select How to Register

Home > Register

Registration

I want to register as:

Applicant I want to apply to current or future Funding Opportunities.

1 Reviewer I am a subject matter expert and would like to be considered to review incoming funding applications.

2 DOE Elevated Role I am a federal DOE Employee or Contractor and will hold an elevated role within this system as a part of my job.

- **1 – Reviewer**
 - Select this option if you are either a federal DOE employee or contractor and ONLY need the reviewer role OR you are a lab user who needs the reviewer role.
- **2 – DOE Elevated Role**
 - Select this option if you are a federal DOE employee or contractor and will need the Announcement Manager, Announcement Administrator, Program Manager, Reviewer Administrator, and/or Reviewer role.

3.3 Complete Registration: DOE Elevated Role

If you selected to register for a DOE Elevated role, take the following steps:

3.3.1 General and Account Information

DOE Employee Registration

Create or use an existing Login.gov or ID.me account to verify your identity uniquely. Upon completion, you will be directed back to eXCHANGE to complete the registration process.

1 General Information

Salutation:		Title:	
First Name: *		Organization Type: *	
Last Name: *		Organization: *	
BUSINESS CONTACT INFORMATION			
Country: *			
Business Address: *			
City: *			
State: *			
ZIP: *			
Phone: *			
Fax:			
DOE Staff Type: *			
Subprogram Office Alignment:			
UET Number: *			

- **1 – Complete all required fields (those marked with a red asterisk) in the General Information section**
- **2 – If your Program Office has Subprogram Offices, select all you are associated with**

- **3** – For DOE internal users, check “N/A” as the UEI Number

3.3.2 Role Alignment and Completion of DOE Employee Registration

Role Alignment

Role Descriptions:

Announcement Manager: This role is reserved for users from the Program Office that serve as a technical lead or co-lead, Federal Merit Review Manager, or Co-Manager, or are a contractor supporting one of these functions. In the announcement business process, this role typically leads development and approval of the announcement concept, key announcement-related documents, and leads the evaluation and selection process.

Announcement Admin: This role is reserved for users from the Financial Assistance Office (i.e., Grants/Contracting Officers and Grants Management/Contract Specialists, or a contractor supporting these functions).

Program Director/Manager: This role is reserved for the Program Director/Manager or designated Acting Program Director/Manager for a program. Typically, this role is provided to a senior official responsible for leading and managing a specific program or portfolio of activities within an office.

Application Viewer: This role is reserved for users who ONLY need to view application submissions (i.e., General Counsel, Research, Technology, and Economic Security (RTES) Analysts, Environmental Specialists, etc.)

Reviewer: You are a reviewer if you are a subject matter expert and would like to be considered to review incoming funding applications.

EXCHANGE Rules

1 ☐ Reviewer

Roles by DOE Program Office

2 **ASPA-E** ☐ Announcement Manager ☐ Announcement Admin ☐ Program Director/Manager ☐ Application Viewer

CHERI ☐ Announcement Manager ☐ Announcement Admin ☐ Program Director/Manager ☐ Application Viewer

Indian Energy ☐ Announcement Manager ☐ Announcement Admin ☐ Program Director/Manager ☐ Application Viewer

HQEO ☐ Announcement Manager ☐ Announcement Admin ☐ Program Director/Manager ☐ Application Viewer

OE ☐ Announcement Manager ☐ Announcement Admin ☐ Program Director/Manager ☐ Application Viewer

OTC ☐ Announcement Manager ☐ Announcement Admin ☐ Program Director/Manager ☐ Application Viewer

CESER ☐ Announcement Manager ☐ Announcement Admin ☐ Program Director/Manager ☐ Application Viewer

3 Justification

[Complete DOE Employee Registration](#)

- **1** – Select the Reviewer box if you are a subject matter expert and would like to be considered for reviewing applications.
 - Once your Reviewer role is approved, you may be selected to review applications for any Program Office.
- **2** – Select the box next to all the roles you want to request for each applicable DOE Program Office
 - **Announcement Manager:** This role is reserved for users from the Program Office that serve as a technical lead or co-lead, Federal Merit Review Manager, or Co-Manager, or are a contractor supporting one of these functions. In the announcement business process, this role typically leads development and approval of the announcement concept, key announcement-related documents, and leads the evaluation and selection process.
 - **Announcement Admin:** This role is reserved for users from the Financial Assistance Office (i.e., Grants/Contracting Officers and Grants Management/Contract Specialists, or a contractor supporting these functions).
 - **Program Director/Manager:** This role is reserved for the Program Director/Manager or designated Acting Program Director/Manager for a program. Typically, this role is provided to a senior official responsible for

leading and managing a specific program or portfolio of activities within an office.

- **Application Viewer:** This role is reserved for users who ONLY need to view application submissions (e.g., General Counsel; Research, Technology, and Economic Security [RTES] Analysts; Environmental Specialists).
- **3** – You may enter a justification for the roles you are requesting
- **4** – Click “Complete DOE Employee Registration”
 - After you complete registration, a confirmation message will let you know that your account was created. You can access the system once your role request is approved by the appropriate DOE officials.
 - The System Administrator will be notified of your registration and role request and will contact you if additional information is needed. Role requests are generally processed within 48 hours.
 - After your request is reviewed, you will be notified whether it was approved or denied.
 - **If you requested the Reviewer role, log in after completing registration to provide the additional information required for reviewers.**

3.4 Complete Registration: Reviewer Role

If you selected to register as a Reviewer, take the following steps:

3.4.1 General and Account Information

Reviewer Registration

Create or use an existing Login.gov or ID.me account to verify your identity uniquely. Upon completion, you will be directed back to eXCHANGE to complete the registration process.

DOE appreciates your interest in serving as a reviewer for funding applications. DOE carefully considers relevant expertise and experience in selecting potential reviewers for funding applications. DOE receives a large volume of inquiries from individuals interested in serving as reviewers, some of whom will not be selected to serve as reviewers. DOE regrets that it is unable to comment on the status of individual applications to serve as reviewers.

1 General Information

Salutation: *		Title:	
First Name: *		Organization Type: *	
Last Name: *		Organization: *	
BUSINESS CONTACT INFORMATION		Website:	
Country: *	United States		
Address: *			
City: *			
State: *			
ZIP: *			
Phone: *			
Fax:			
UEI Number: *			

2 DOE Program Offices of Interest? *

Are you a Federal Employee? * ☐ Yes ☐ No

Are you a U.S. Citizen? * ☐ Yes ☐ No

Are you currently residing in the United States or any of its territories? * ☐ Yes ☐ No

Resume/CV: * No file chosen

Valid file types include .doc, .pdf & Office 2007/2010 Word documents (.docx) can be uploaded, but .doc & .docx types are not currently full text searchable. Your CV may be used to assist in matching you to reviews you are most qualified to conduct, therefore please include as much detail as possible about your relevant technical expertise.

- **1** – Complete all required fields (those marked with a red asterisk) in the General Information section
- **2** – Select the offices you are interested in reviewing applications for in the DOE Program Offices of Interest field

- Your selections indicate your preferences but do not limit the Program Offices for which you may be asked to review applications.

3.4.2 Areas of Expertise

3.4.2.1 Primary and Secondary Areas of Expertise

- ① – Click “Select” next to the Primary Area of Expertise field in the Areas of Expertise section
- ② – Select the applicable Primary Area from the picklist
 - Primary Area of Expertise: the main subject-matter area in which you have significant knowledge, experience, or professional experience and are best qualified to review applications
- ③ – Click the plus sign next to the applicable primary area to add a secondary area of expertise
 - Secondary Area of Expertise: an additional subject-matter area in which you have meaningful knowledge, experience, or expertise to competently review applications.
- ④ – Click “Ok” once you have selected the appropriate area(s)

3.4.2.2 Additional Area(s) of Expertise

The screenshot shows the 'Areas of Expertise' form on the left and the 'Additional Area of Expertise' dialog box on the right. The form has a 'Primary Area of Expertise' set to 'Bioenergy' and an 'Additional Area(s) of Expertise' field with a 'Select' button. A red arrow points from the 'Select' button to the dialog box. The dialog box has a title bar 'Additional Area of Expertise' and a subtitle 'Select any additional areas of expertise below that describes your technical experience and background.' It contains a list of areas with checkboxes. The 'Bioenergy' category is expanded, showing sub-items like 'Agriculture: Energy Systems', 'Bioenergy: Algae', 'Bioenergy: Biomass Processing', etc. The 'Agriculture: Energy Systems' checkbox is checked. At the bottom of the dialog are 'OK' and 'Cancel' buttons. Red numbers 1 through 4 are placed over the 'Select' button, the checked checkbox, the plus sign to expand the list, and the 'OK' button respectively.

- 1 – Click “Select” next to the Additional Area(s) of Expertise field to add Additional Area(s) of Expertise
- 2 – Select the checkbox next to the applicable area(s)
 - Additional Area of Expertise: other area(s) of knowledge, skills, or experience that may be relevant to reviewing applications but are not your primary or secondary areas. These may include specialized topics, technologies, disciplines, or related areas where you have relevant experience.
- 3 – Click on the plus sign to select additional areas
- 4 – Click “Ok” once you have selected the applicable area(s)

3.4.2.3 Functional Area(s) of Expertise

The screenshot shows the 'Areas of Expertise' form on the left and the 'Functional Area of Expertise' dialog box on the right. The form has a 'Primary Area of Expertise' set to 'Bioenergy' and a 'Functional Area(s) of Expertise' field with a 'Select' button. A red arrow points from the 'Select' button to the dialog box. The dialog box has a title bar 'Functional Area of Expertise' and a list of functional areas with checkboxes. The 'Project Development' checkbox is checked. At the bottom of the dialog are 'OK' and 'Cancel' buttons. Red numbers 1 through 3 are placed over the 'Select' button, the checked checkbox, and the 'OK' button respectively.

- 1 – Click “Select” next to the Functional Area(s) of Expertise field to add Functional Areas of Expertise

- **2** – Select the checkbox next to the applicable area(s)
 - Functional Area of Expertise: the professional function, discipline, or perspective you bring to the review. These areas describe how you evaluate an application, rather than the subject matter of the application.
- **3** – Click “OK” once you have selected the applicable area(s)

3.4.2.4 Technical Area Keywords

Technical Area Keywords: Please include up to 20 comma-separated key words/phrases that best describe your areas of expertise. This will assist Department of Energy in making reviewer assignments. Separate keywords/phrases with a comma. This field is not case-sensitive. Department of Energy may add additional terms to this list on your behalf based on your CV or past reviews.

Examples: vanadium flow batteries, compressed air storage, medium-voltage direct current power electronics, tribology, computational fluid dynamics, ion-conducting polymers, heterogeneous catalysis, personal thermal comfort, light emitting diodes, high-temperature electronics, seismology, actinide separation, perovskite photovoltaics, thermal storage, nuclear magnetic resonance spectroscopy, unmanned aerial vehicles, plant phenotyping, gallium nitride, comminution.

- You may include up to 20 comma-separated key words/phrases that best describe your areas of expertise in the Technical Area Keywords textbox

3.4.3 Education & Experience

3.4.3.1 Education

Education & Experience

Degree Type	Major	Institution
No data to display		

Education: *

1 Add Education

2 Degree Type: * Major: *

Institution: *

3 Save Education Cancel

- **1** – Click “Add Education” in the Education and Experience section
- **2** – Enter all required information
- **3** – Select “Save Education”
- Repeat steps 1-3 to add all applicable degrees

3.4.3.2 Affiliations

The screenshot shows two views of the 'Affiliations' form. The top view shows a table with columns: Organization Name, Start Year, End Year, and Details. Below the table is a button labeled 'Add Affiliation' with a red circle and the number 1 next to it. The bottom view shows the form with fields for Organization Name, Start Year, End Year, and Details. The 'Add Affiliation' button is now 'Save Affiliation' with a red circle and the number 3 next to it. A red arrow points from the 'Add Affiliation' button in the top view to the 'Save Affiliation' button in the bottom view.

- 1 – Click “Add Affiliation” to add applicable affiliations
- 2 – Complete all required fields
- 3 – Click “Save Affiliation”
- Repeat steps 1-3 to add all applicable affiliations

3.4.3.3 Awards

The screenshot shows two views of the 'Awards' form. The top view shows a table with columns: Award Year, Title, Awarded By, and Details. Below the table is a button labeled 'Add Award' with a red circle and the number 1 next to it. The bottom view shows the form with fields for Award Year, Title, Awarded By, and Details. The 'Add Award' button is now 'Save Award' with a red circle and the number 3 next to it. A red arrow points from the 'Add Award' button in the top view to the 'Save Award' button in the bottom view.

- 1 – Click “Add Award” to add applicable awards
- 2 – Complete all required fields
- 3 – Click “Save Award”
- Repeat steps 1-3 to add all applicable awards

3.4.3.4 Publications

The screenshot shows two views of the 'Publications' form. The top view shows a table with columns: Publication Year, Journal, Title, and Publication Url. Below the table is a button labeled 'Add Publication' with a red circle and the number 1 next to it. The bottom view shows the form with fields for Publication Year, Journal, Title, and Publication Url. The 'Add Publication' button is now 'Save Publication' with a red circle and the number 3 next to it. A red arrow points from the 'Add Publication' button in the top view to the 'Save Publication' button in the bottom view.

- 1 – Click “Add Publication” to add applicable publications
- 2 – Complete all required fields

- **3** – Click “Save Publication”
- Repeat steps 1-3 to add all applicable publications

3.4.4 Reviewer Interest and Completion of Reviewer Registration

Reviewer Interest

Please indicate if you are interested in serving as a reviewer for any of the Announcements listed below. If you are interested, please also indicate the number of reviews you would be willing to complete, if selected as a reviewer.

The U.S. Department of Energy carefully considers relevant expertise and experience in selecting potential reviewers for funding applications. The U.S. Department of Energy receives a large volume of inquiries from individuals interested in serving as reviewers, some of whom will not be selected to serve as reviewers. The U.S. Department of Energy regrets that it is unable to comment on the status of individual applications to serve as reviewers.

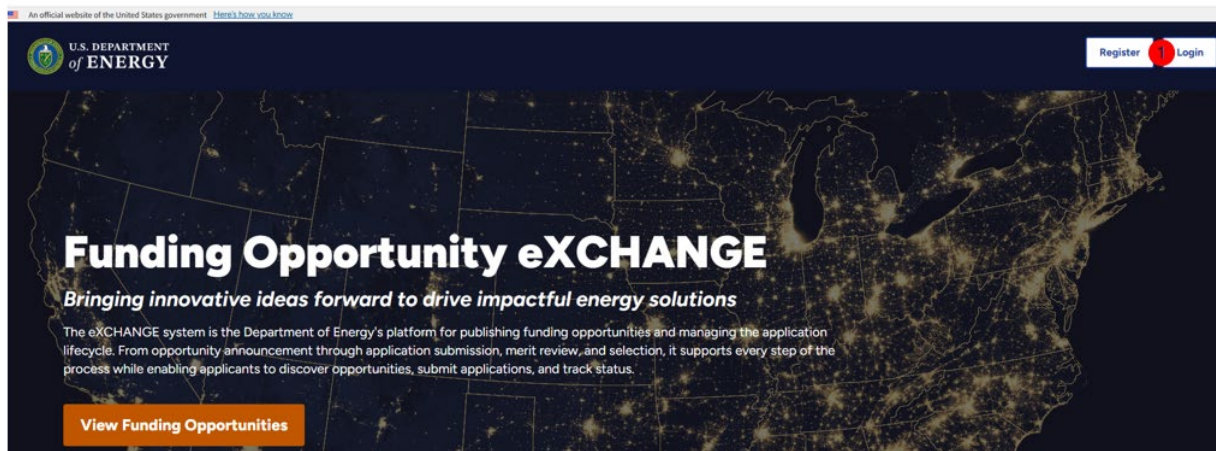
DOE Program Office	Interested	Announcement Number	Announcement Title	Max Reviews
ARPA-E	☐	BAA_9343473	IDEAS 2.0	25 0
CMEI	☐	8745847547		25 0
CMEI	☐	DE-FOA-0008962		25 0
CMEI	☐	1029384756		25 0
CMEI	☐	3489734873		25 0
Indian Energy	☐	87755651		25 0
ARPA-E	☐	DE-FOA-0001979	BUILDING RELIABLE ELECTRONICS TO ACHIEVE KILOVOLT EFFECTIVE RATINGS SAFELY (BREAKERS)	25 0
HGEO	☐	34983483		25 0
ARPA-E	☐	34983498		25 0

3 ☐ *By checking this box, I certify that the information I have provided is accurate and complete.

4 Complete Reviewer Registration

- **1** – In the Reviewer Interest section, you may indicate whether you are interested in serving as a reviewer for any of the listed announcements
- **2** – If you are interested, indicate the number of reviews you are willing to complete, if selected as a reviewer
- **3** – Click the box to certify the information on the Reviewer Registration page is accurate and complete
- **4** – Click “Complete Reviewer Registration”
 - After registration, you will receive confirmation that your account has been created. Your account will automatically include the default **Applicant** role, which allows you to submit applications to open opportunities and manage your account.
 - If your **Reviewer** role is approved, you will be notified if/when you are assigned applications to review.

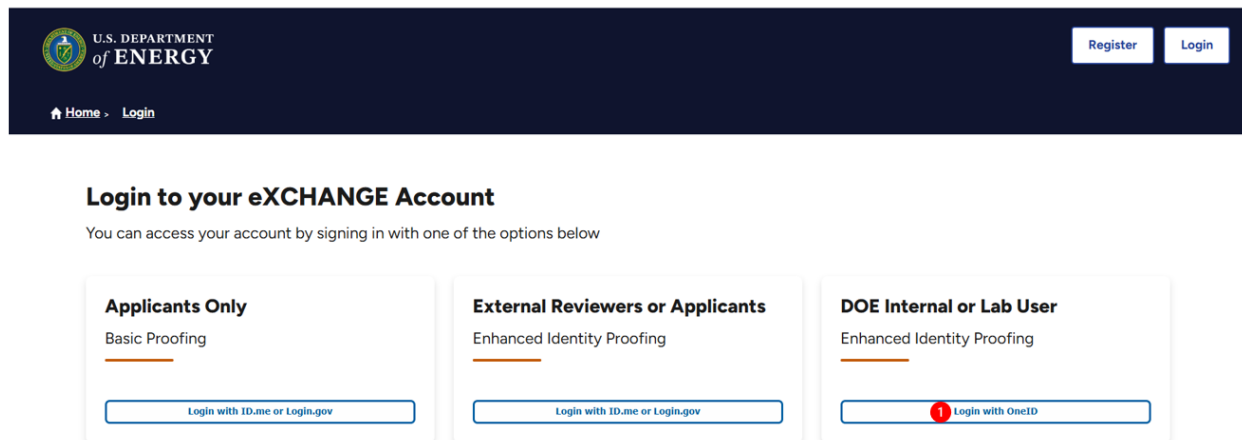
4 Log in to eXCHANGE



- 1 – Access [eXCHANGE](#) and click “Login”

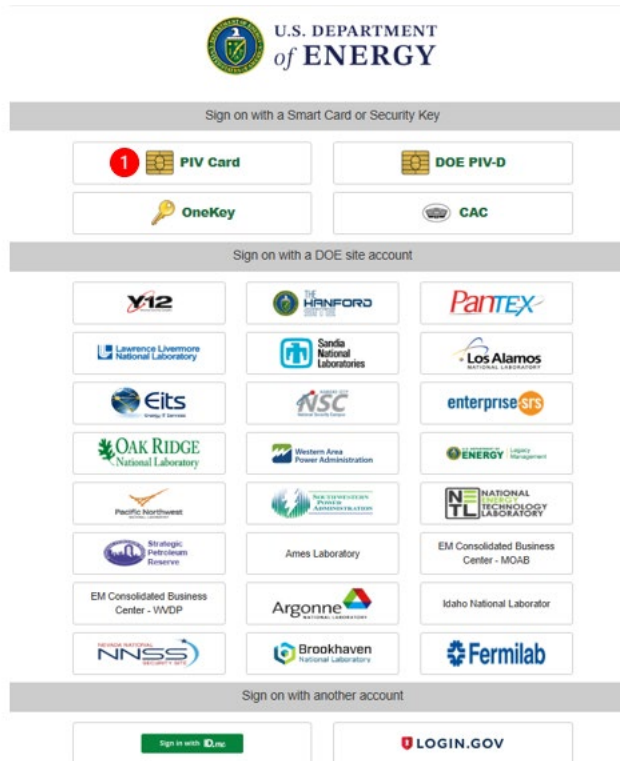
4.1 Authenticate

4.1.1 Login with OneID



- 1 – Click “Login with OneID” in the DOE Internal or Lab User tile

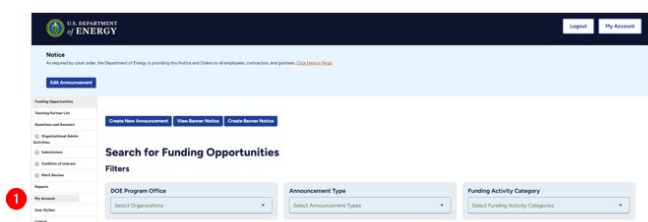
4.1.2 Select Authentication Method



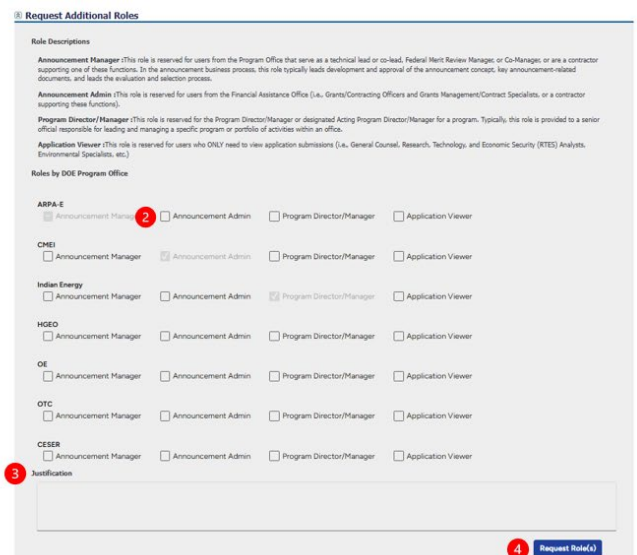
The screenshot shows the U.S. Department of Energy authentication interface. At the top is the DOE logo and the text "U.S. DEPARTMENT of ENERGY". Below this is a section titled "Sign on with a Smart Card or Security Key" containing four buttons: "PIV Card" (marked with a red circle 1), "DOE PIV-D", "OneKey", and "CAC". Below this is a section titled "Sign on with a DOE site account" containing a grid of 24 logos for various DOE sites, including Y-12, Lawrence Livermore National Laboratory, EITS, Oak Ridge National Laboratory, Pacific Northwest, Strategic Petroleum Reserve, EM Consolidated Business Center - WDP, NNSS, Hanford, Sandia National Laboratories, NISC, Western Area Power Administration, New Mexico State University, Ames Laboratory, Argonne, Brookhaven, Pantex, Los Alamos, enterprise-sfs, ENERGY, and Fermilab. At the bottom is a section titled "Sign on with another account" containing two buttons: "Sign on with ID.me" and "LOGIN.GOV".

- 1 – Select “PIV Card” then enter your pin and continue the log in process

5 Requesting Roles after Registration



The screenshot shows the "My Account" page of the U.S. Department of Energy. The page has a dark header with the DOE logo and "U.S. DEPARTMENT of ENERGY" text. Below the header is a "Notice" section. The main content area is titled "Search for Funding Opportunities" and includes a "Filters" section with three dropdown menus: "DOE Program Office", "Announcement Type", and "Funding Activity Category". A red circle 1 is placed over the "My Account" link in the left-hand navigation menu.



The screenshot shows the "Request Additional Roles" form. The form has a title "Request Additional Roles" and a "Role Descriptions" section. The "Role Descriptions" section contains three paragraphs: "Announcement Manager", "Announcement Admin", and "Program Director/Manager". Below this is a section titled "Roles by DOE Program Office" which lists various program offices and their associated roles. The roles are listed in a table with checkboxes. A red circle 2 is placed over the "Announcement Manager" checkbox for the "ARPA-E" program office. A red circle 3 is placed over the "Justification" text area. A red circle 4 is placed over the "Request Role(s)" button at the bottom right.

- 1 – Once logged in, click “My Account” in the left-hand navigation if you need to request roles after registration is complete

- **2** – Scroll down to the “Request Additional Roles” section and select all the roles you want to request for each applicable Program Office
 - **Announcement Manager:** This role is reserved for users from the Program Office that serve as a technical lead or co-lead, Federal Merit Review Manager, or Co-Manager, or are a contractor supporting one of these functions. In the announcement business process, this role typically leads development and approval of the announcement concept, key announcement-related documents, and leads the evaluation and selection process.
 - **Announcement Admin:** This role is reserved for users from the Financial Assistance Office (i.e., Grants/Contracting Officers and Grants Management/Contract Specialists, or a contractor supporting these functions).
 - **Program Director/Manager:** This role is reserved for the Program Director/Manager or designated Acting Program Director/Manager for a program. Typically, this role is provided to a senior official responsible for leading and managing a specific program or portfolio of activities within an office.
 - **Application Viewer:** This role is reserved for users who ONLY need to view application submissions (i.e., General Counsel, Research, Technology, and Economic Security [RTES] Analysts, Environmental Specialists).
- **3** – You may enter a justification for the roles you are requesting
- **4** – Click “Request Role(s)”
 - Once the role(s) is requested, the System Administrator will be notified of the role request and will contact you if additional information is needed. Requests are generally completed within 48 hours.
 - Once reviewed, you will be notified whether your request has been approved or denied.