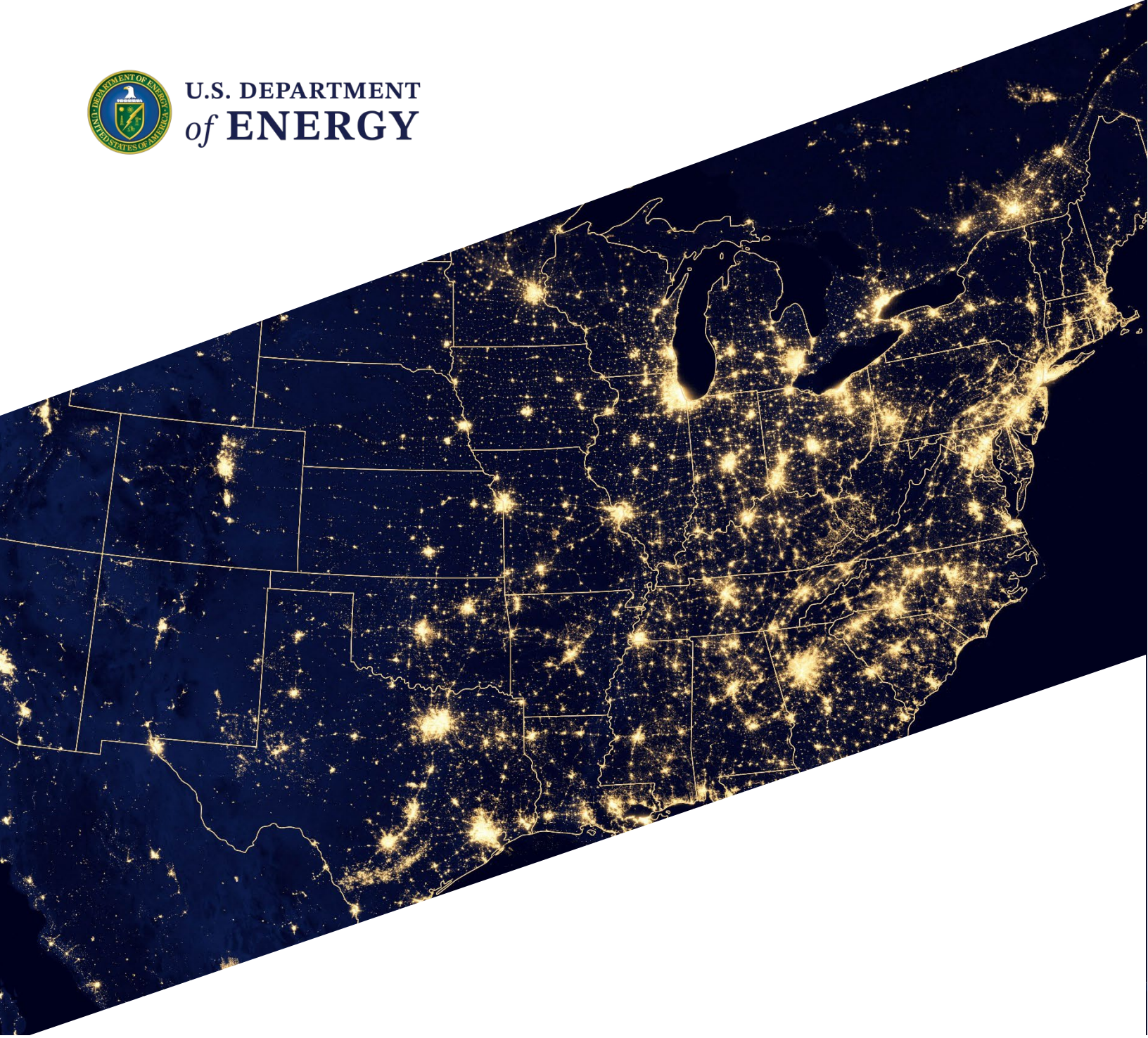
U.S. DEPARTMENT of ENERGY



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.

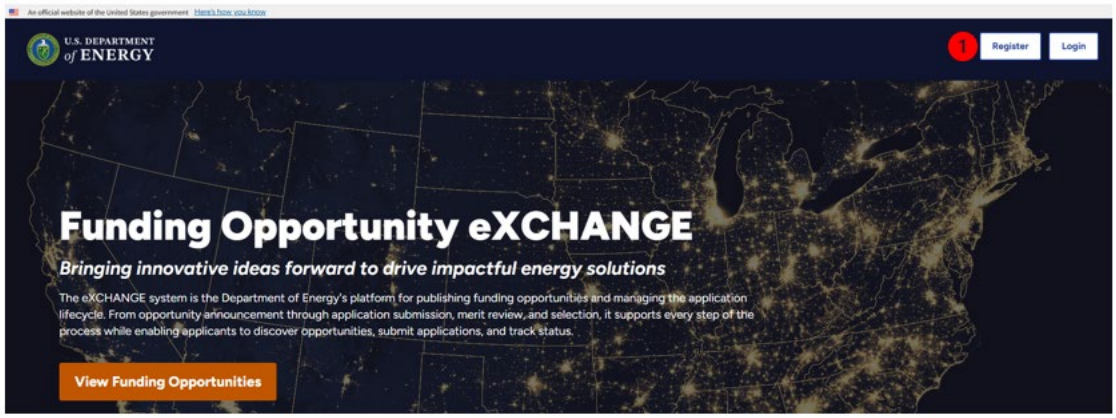
This guide explains how internal DOE users register for eXCHANGE, request roles, and log in to the system.

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**.

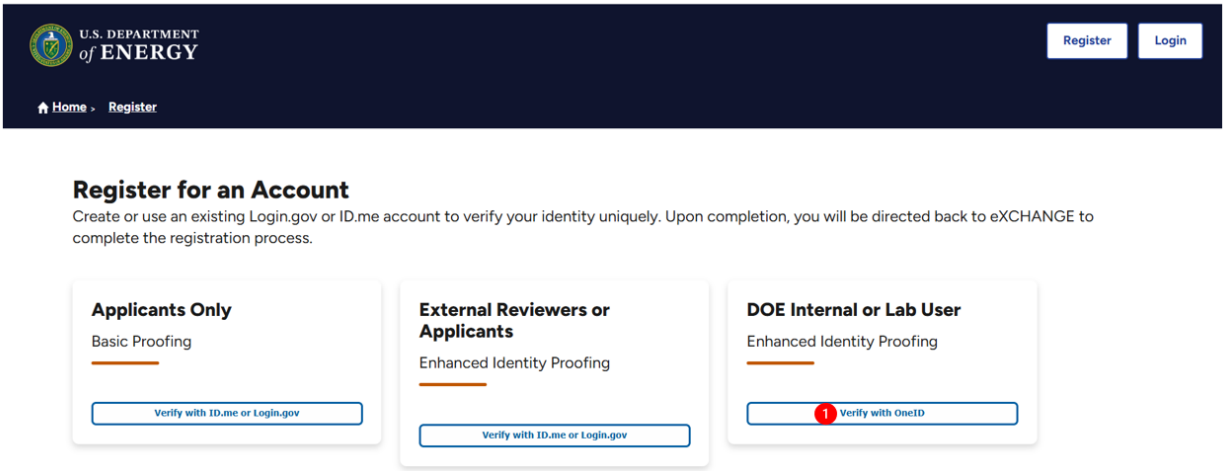
3 Registering in eXCHANGE



- 1 – Access eXCHANGE and click “Register”

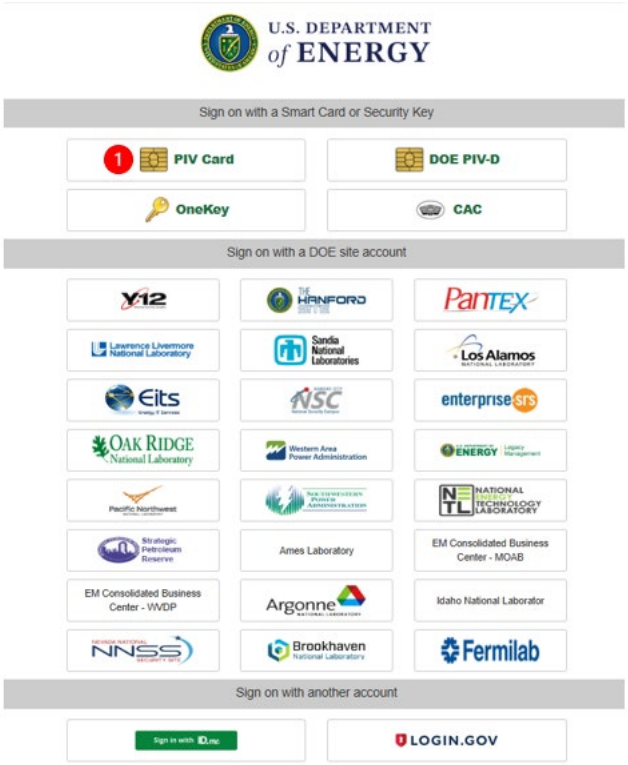
3.1 Authenticate

3.1.1 Verify with OneID



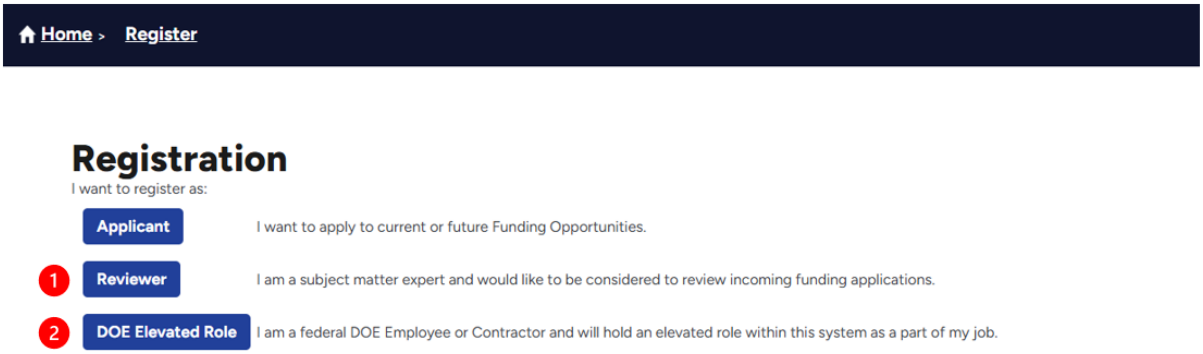
- 1 – Click “Verify with OneID” in the DOE Internal or Lab User tile

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

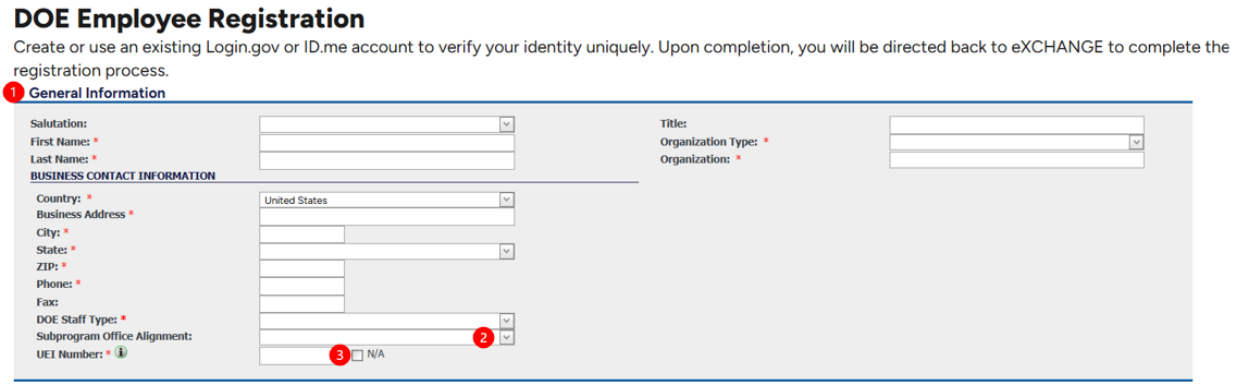


- 1 – Reviewer
    - Select this option if you are either a federal DOE employee or contractor and ONLY need the reviewer role OR you are a lab user who needs the reviewer role.
- 2 – DOE Elevated Role
    - Select this option if you are a federal DOE employee or contractor and will need the Announcement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

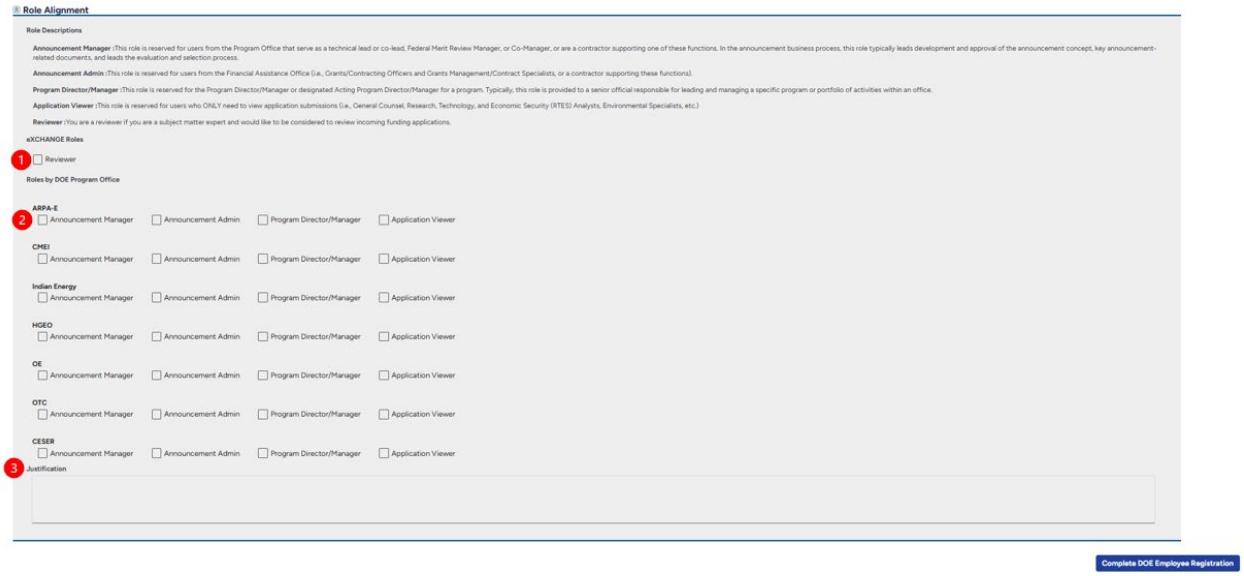
3.3.1 General and Account Information



- 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



- 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.

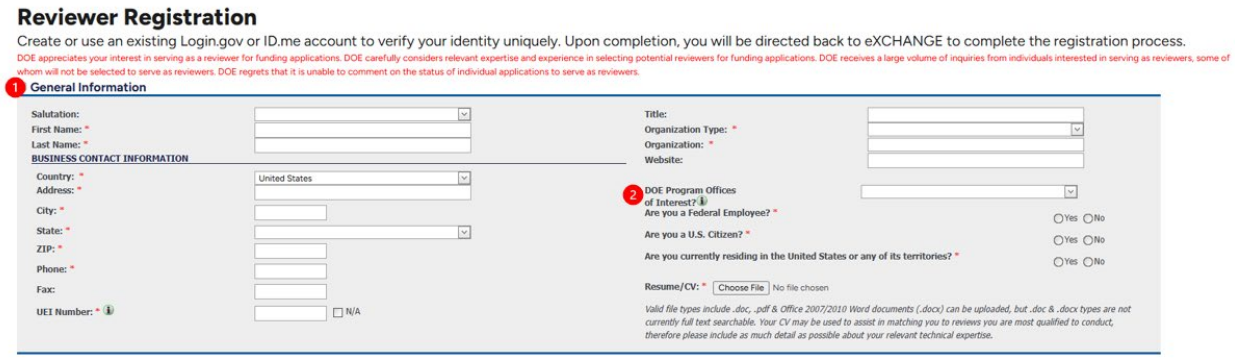
- **Application Viewer:** This role is reserved for users who ONLY need to view application submissions (e.g., General Counsel; Research, Technology, and Economic Security [RTES] Analysts; Environmental Specialists).

- 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

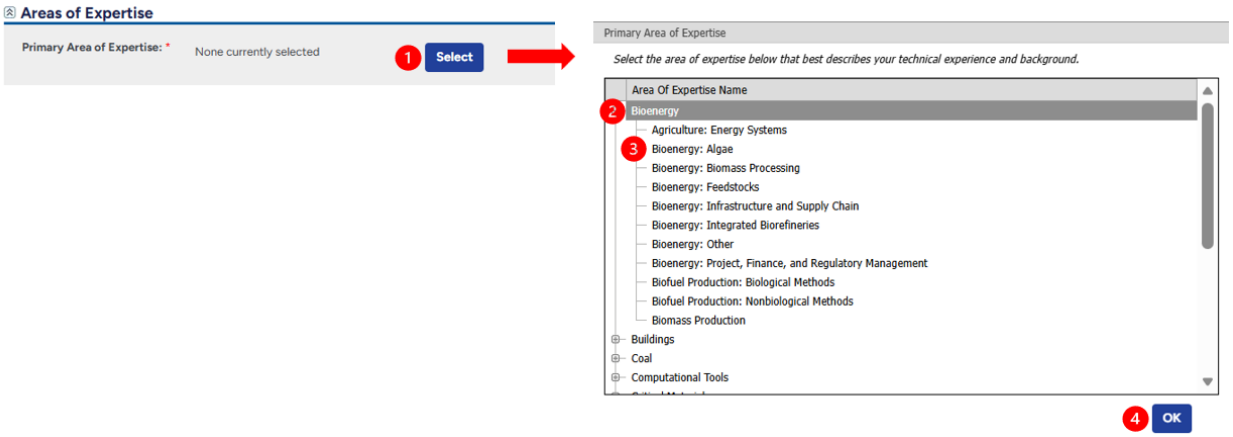


- 1 – Complete all required fields (those marked with a red asterisk) in the General Information section
- 2 – Select the offices you are interested in reviewing applications for in the DOE Program Offices of Interest field

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

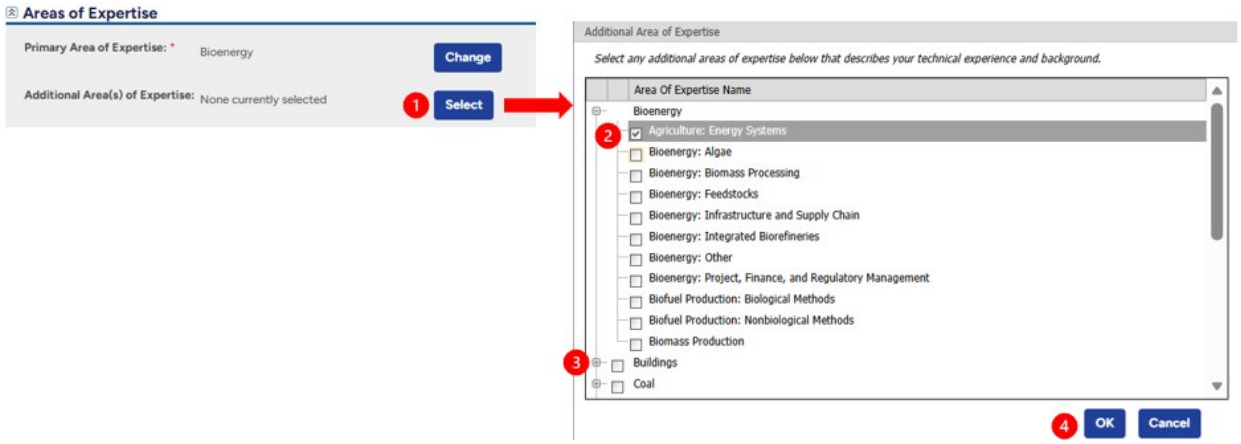
3.4.2 Areas of Expertise

3.4.2.1 Primary and Secondary Areas of Expertise



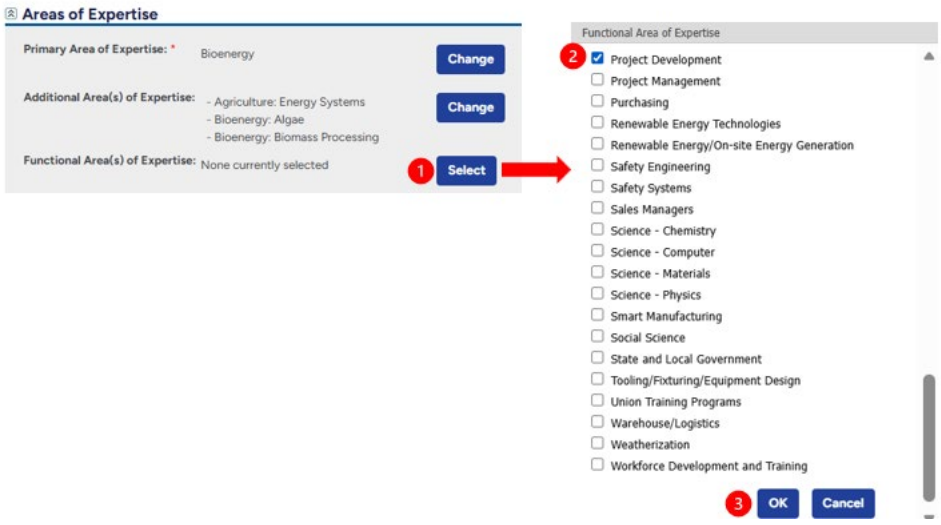
- 1 – Click "Select" next to the Primary Area of Expertise field in the Areas of Expertise section
- 2 – Select the applicable Primary Area from the picklist
    - Primary Area of Expertise: the main subject-matter area in which you have significant knowledge, experience, or professional experience and 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*



- 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)

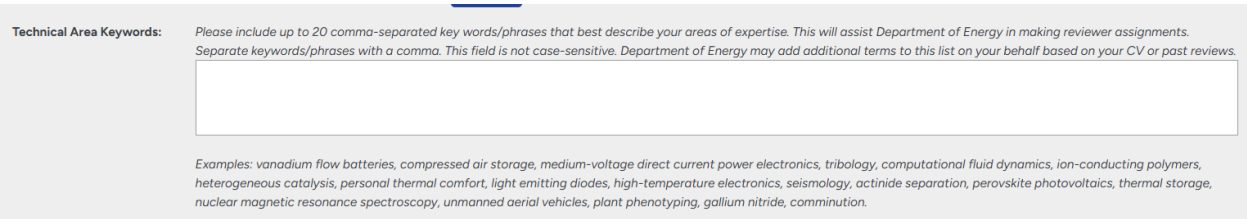
3.4.2.3 *Functional Area(s) of Expertise*



- 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)

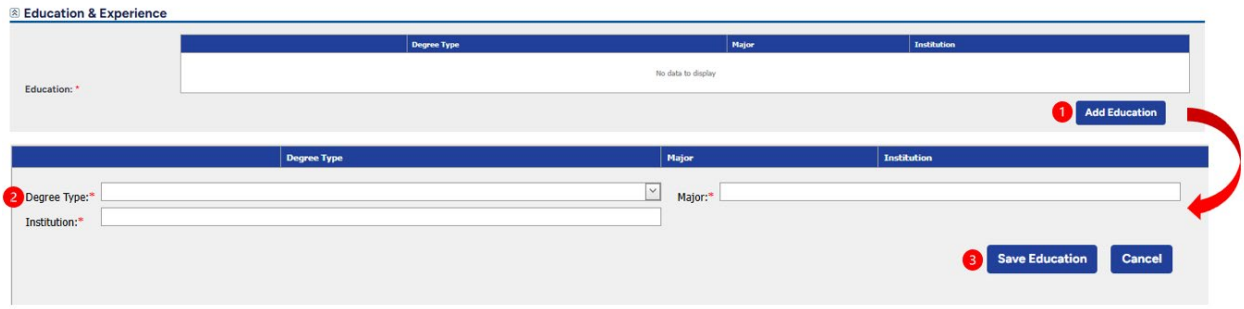
3.4.2.4 Technical Area Keywords



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

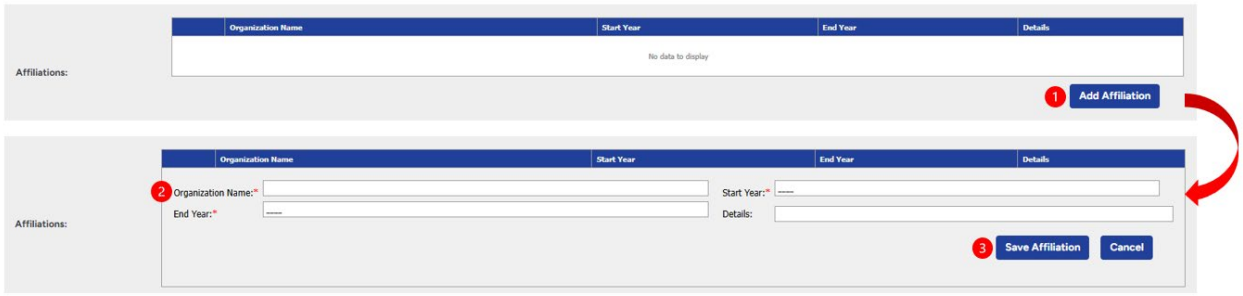
3.4.3 Education & Experience

3.4.3.1 Education



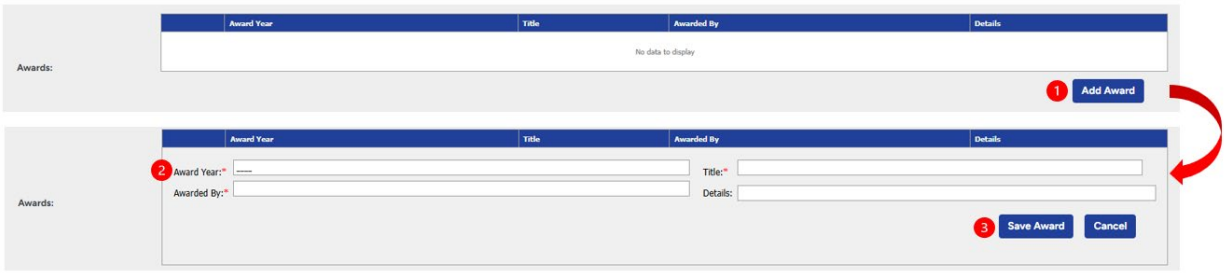
- 1 – Click "Add Education" in the Education and Experience section
- 2 – Enter all required information
- 3 – Select "Save Education"
- Repeat steps 1-3 to add all applicable degrees

3.4.3.2 Affiliations



- 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



- 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

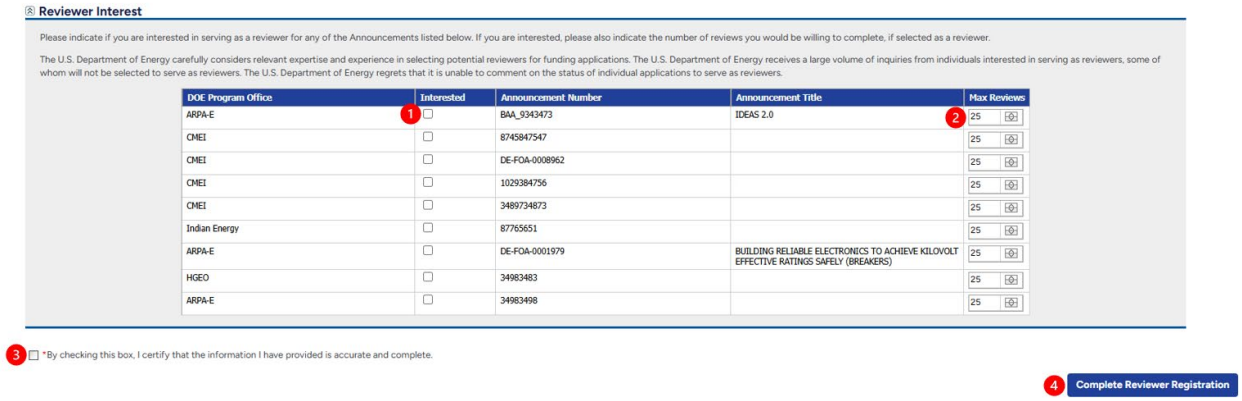
3.4.3.4 Publications



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

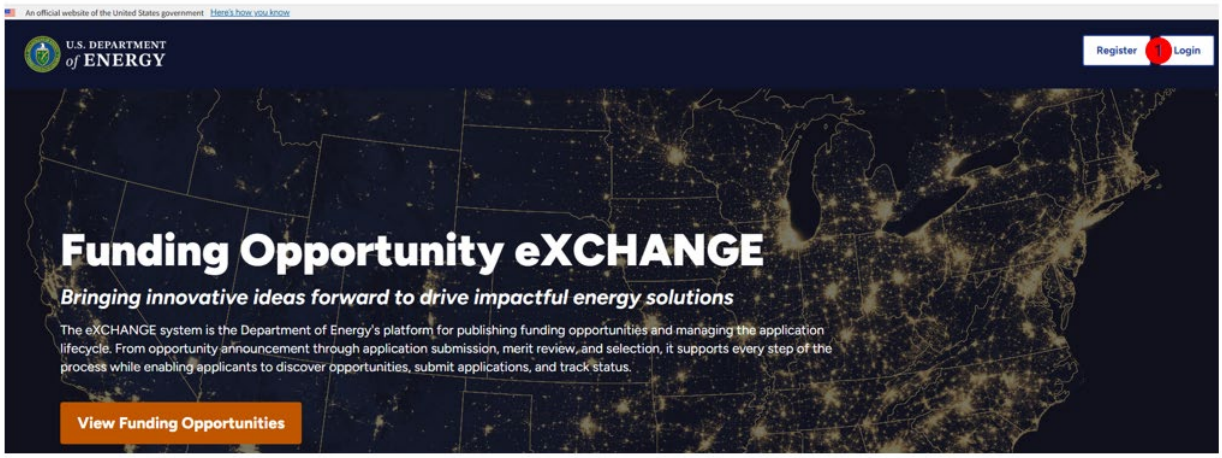
- 3 – Click “Save Publication”
- Repeat steps 1-3 to add all applicable publications

3.4.4 Reviewer Interest and Completion of Reviewer Registration



- 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.

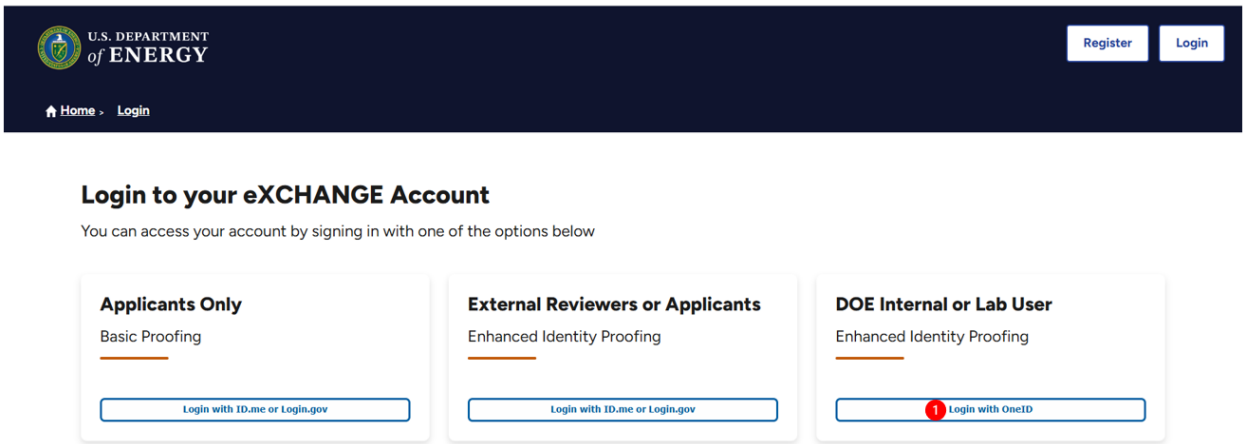
4 Log in to eXCHANGE



- 1 – Access eXCHANGE and click "Login"

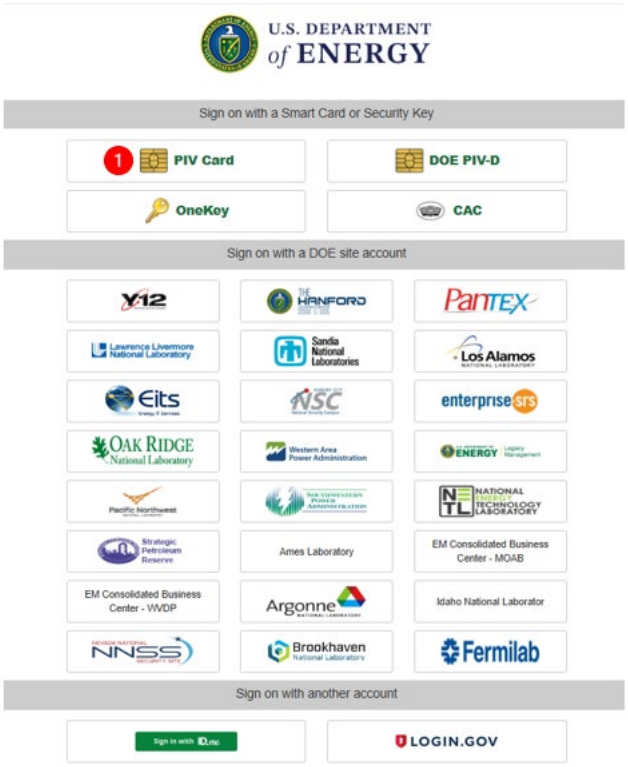
4.1 Authenticate

4.1.1 Login with OneID



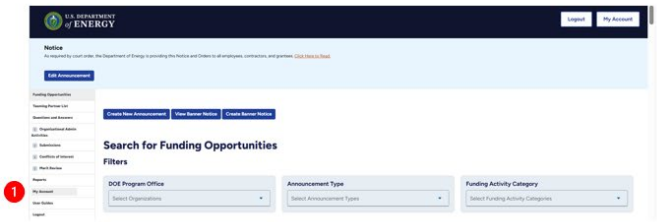
- 1 – Click "Login with OneID" in the DOE Internal or Lab User tile

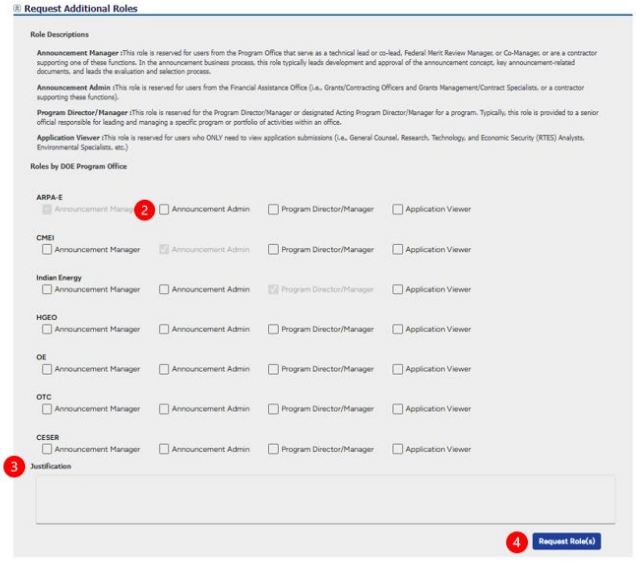
4.1.2 Select Authentication Method



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

5 Requesting Roles after Registration





- 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.