Mass Mods Web Application

MULTI-FACTOR AUTHENTICATION USER GUIDE

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Version: 1

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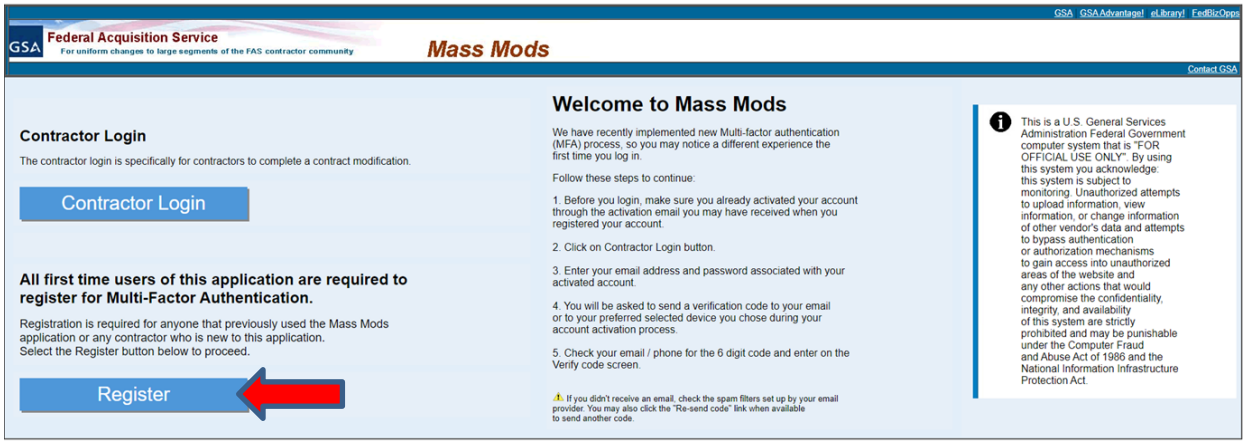
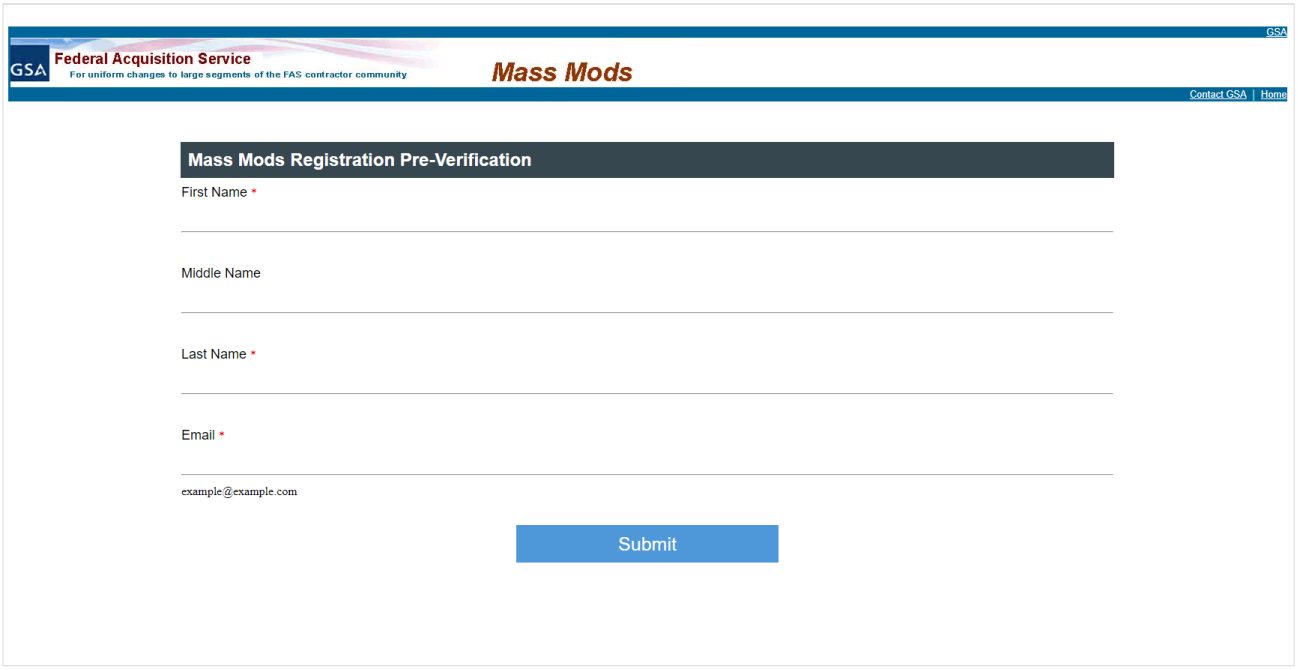
All Mass Mods Application new or existing users are required to register for Multi-Factor Authentication in order to login.

1. Multi-Factor Authentication (MFA) Registration Steps

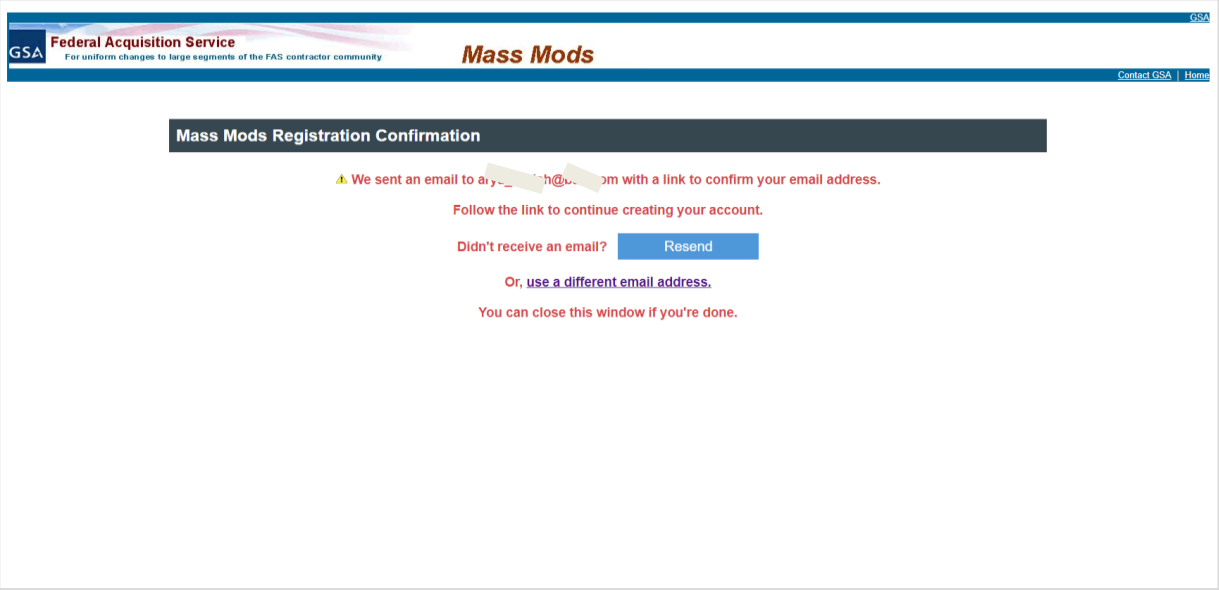
Step 1: Navigate to the Mass Mods home page at https://mcm.fas.gsa.gov and click on the Register Button to complete your one-time registration process



Step 2: Enter your name, email, and click submit.
Note: your email address must be listed correctly as an Authorized Negotiator to obtain access



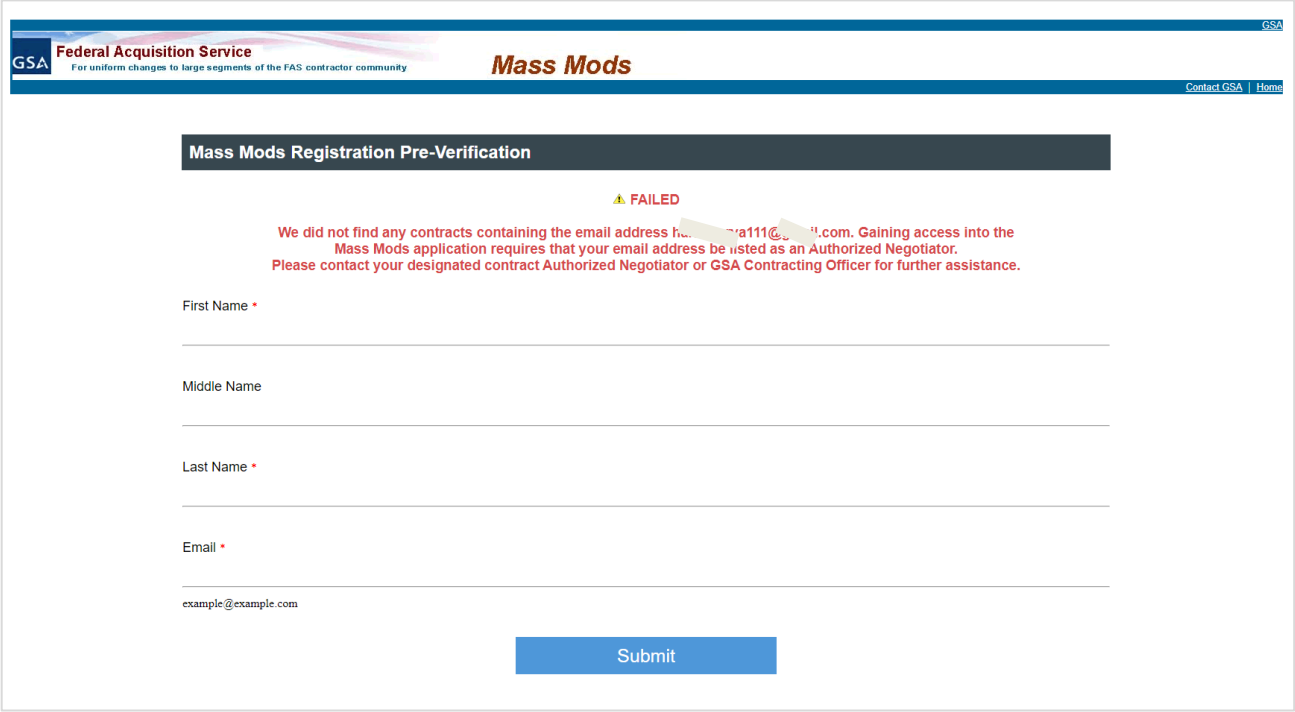
If your credentials are successfully verified, you will be redirected to a Success page with details of the next steps to activate your Multi-Factor Authentication account.



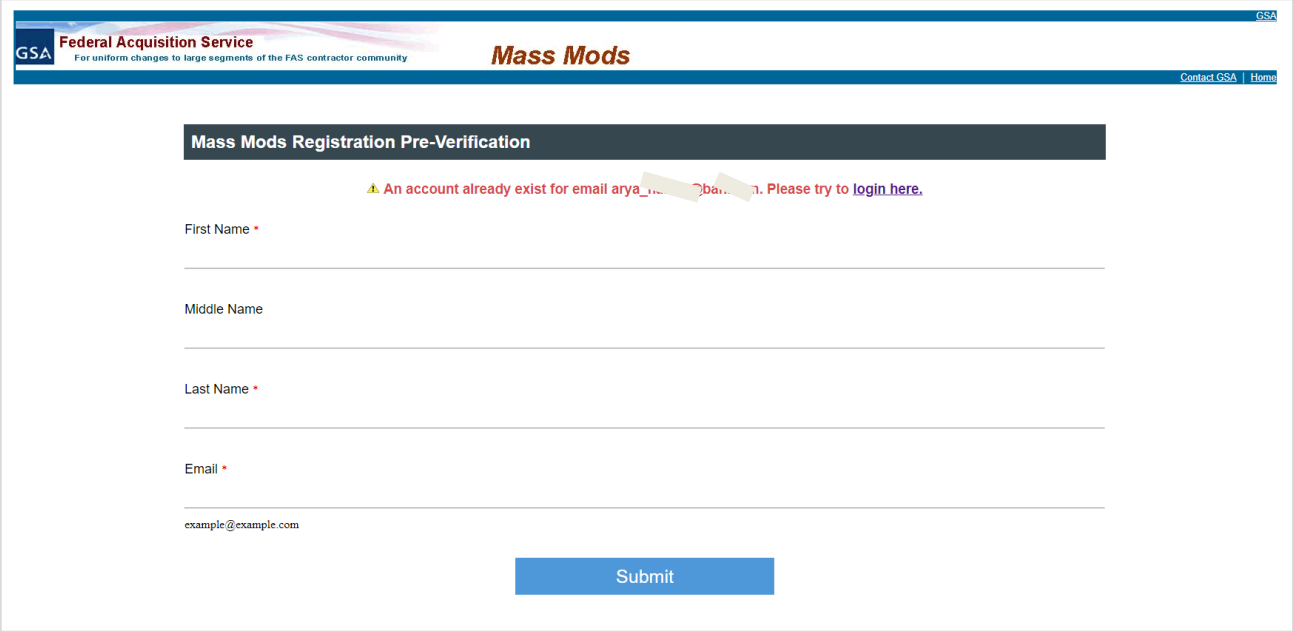
The system will display an error message in the following scenarios:

Scenario 1: The email address is not identified as an Authorized Negotiator for any GSA contracts.

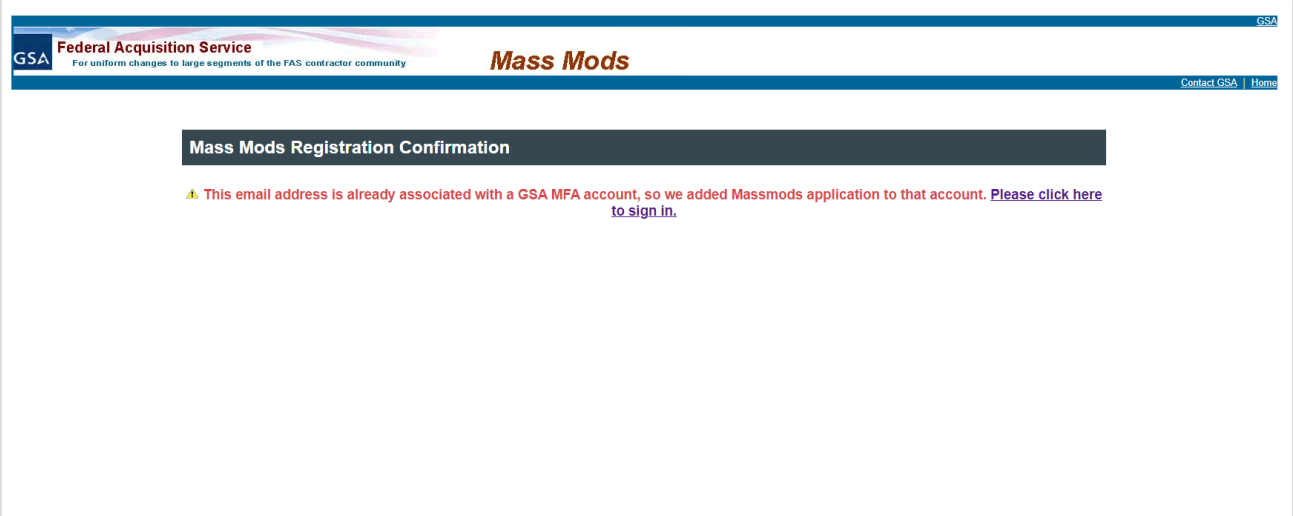
Action to take: Please contact your GSA Contracting Officer for assistance in resolving this issue.



Scenario 2: Your account is already registered.
Action to take: Please click on the Contractor Login from the Mass Mods home page or click on the "login here" link.

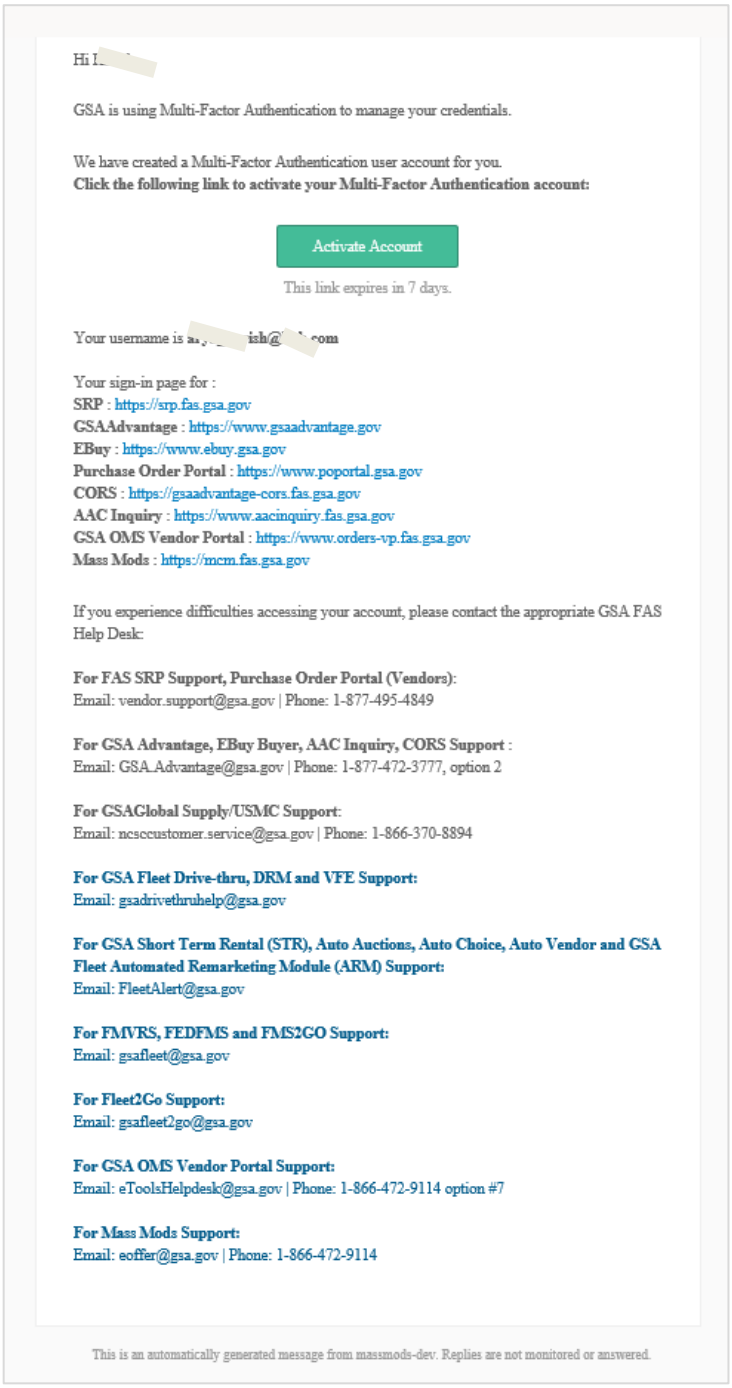


Scenario 3: If an account already exists for the entered email address, but did not have access to Mass Mods application.
Action to take: Click on "Please click here to sign in".



2. Multi-Factor Authentication Activation Steps

Step 1: Proceed to your email inbox and select activate my account from the email received from MFA-No-Reply+noreply@gsa.gov



Hi [redacted]

GSA is using Multi-Factor Authentication to manage your credentials.

We have created a Multi-Factor Authentication user account for you.
Click the following link to activate your Multi-Factor Authentication account:

Activate Account

This link expires in 7 days.

Your username is [redacted]

Your sign-in page for :
SRP : https://srp.fas.gsa.gov
GSAAdvantage : https://www.gsaadvantage.gov
EBuy : https://www.ebuy.gsa.gov
Purchase Order Portal : https://www.poportal.gsa.gov
CORS : https://gsaadvantage-cors.fas.gsa.gov
AAC Inquiry : https://www.aacinquiry.fas.gsa.gov
GSA OMS Vendor Portal : https://www.orders-vp.fas.gsa.gov
Mass Mods : https://mcm.fas.gsa.gov

If you experience difficulties accessing your account, please contact the appropriate GSA FAS Help Desk:

For FAS SRP Support, Purchase Order Portal (Vendors):
Email: vendor.support@gsa.gov | Phone: 1-877-495-4849

For GSA Advantage, EBuy Buyer, AAC Inquiry, CORS Support :
Email: GSA_Advantage@gsa.gov | Phone: 1-877-472-3777, option 2

For GSAGlobal Supply/USMC Support:
Email: ncsccustomer.service@gsa.gov | Phone: 1-866-370-8894

For GSA Fleet Drive-thru, DRM and VFE Support:
Email: gsadrivethruhelp@gsa.gov

For GSA Short Term Rental (STR), Auto Auctions, Auto Choice, Auto Vendor and GSA Fleet Automated Remarketing Module (ARM) Support:
Email: FleetAlert@gsa.gov

For FMVRS, FEDFMS and FMS2GO Support:
Email: gsafleet@gsa.gov

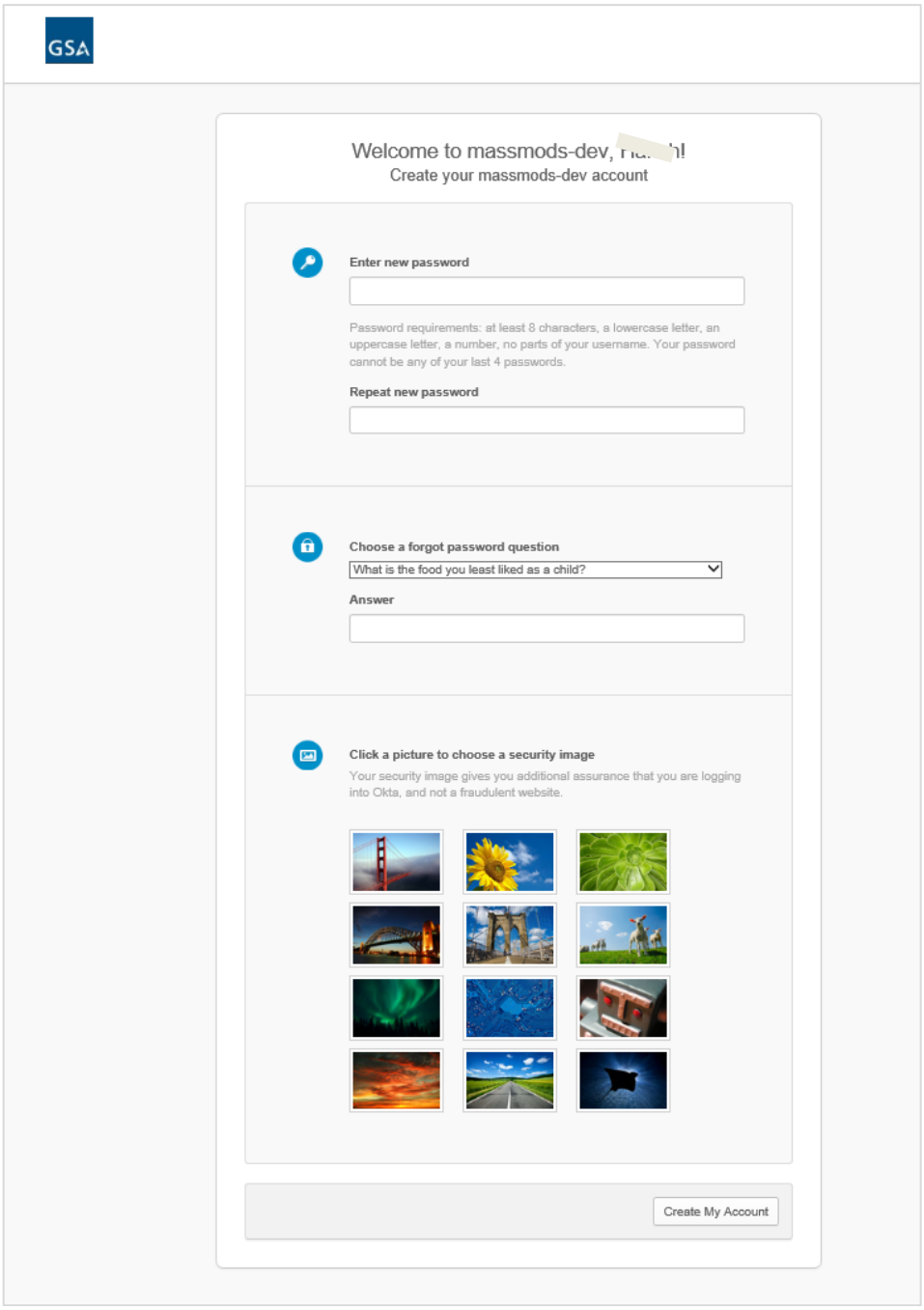
For Fleet2Go Support:
Email: gsafleet2go@gsa.gov

For GSA OMS Vendor Portal Support:
Email: eToolsHelpdesk@gsa.gov | Phone: 1-866-472-9114 option #7

For Mass Mods Support:
Email: eoffer@gsa.gov | Phone: 1-866-472-9114

This is an automatically generated message from massmods-dev. Replies are not monitored or answered.

Once you click on “activate Account”, Mass Mods will direct you to the following Page.



Step 2: Enter and confirm your password

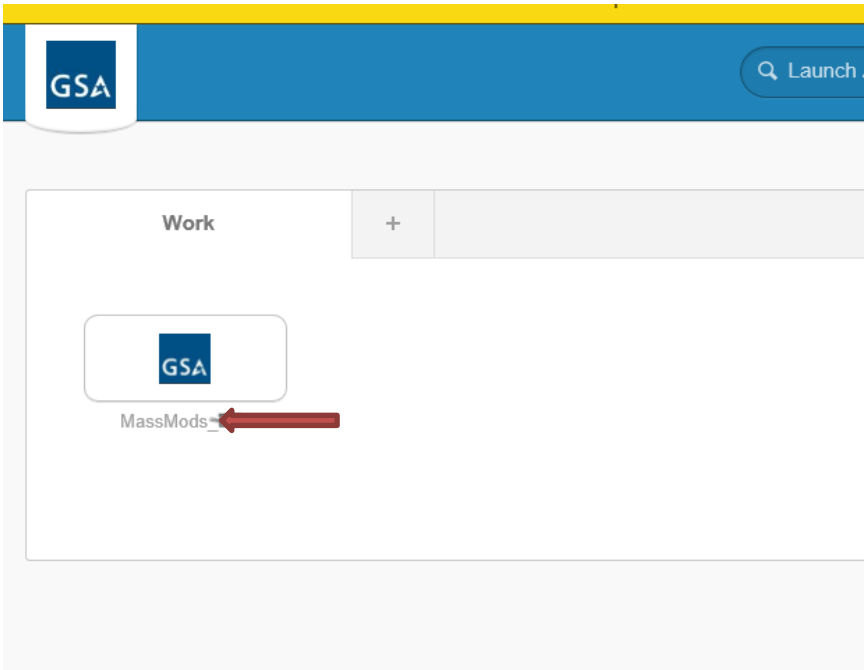
Step 3: Select and answer a security question

Step 4: Select a security Image

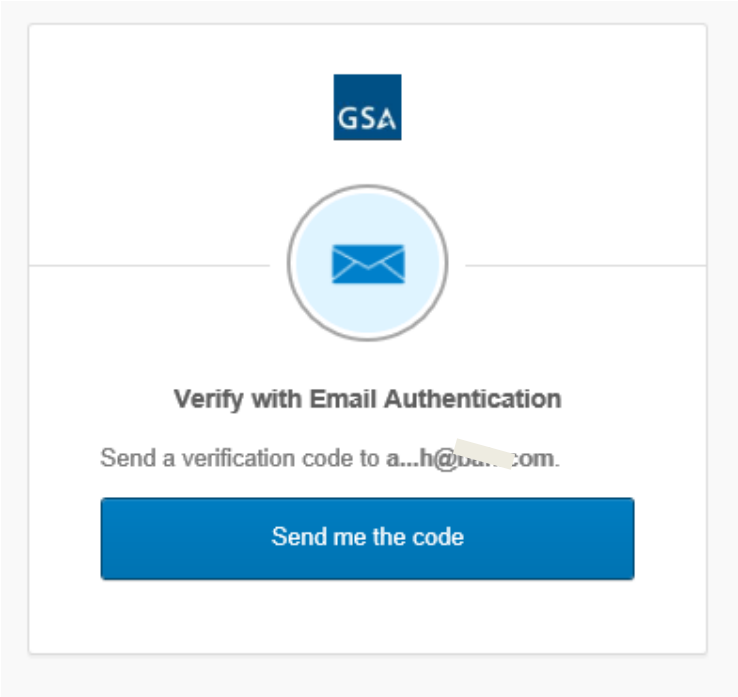
Step 5: Click on create my account

Step 6:

1. Select Mass Mods application from the Landing Page.



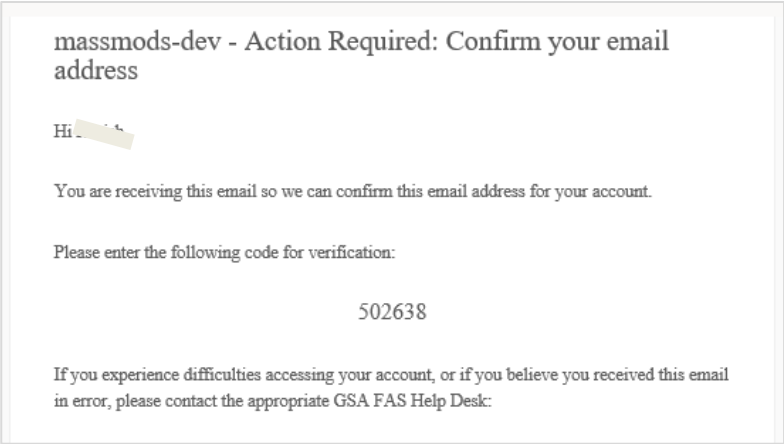
2. Click **Send me the code** to receive the One Time Passcode OTP



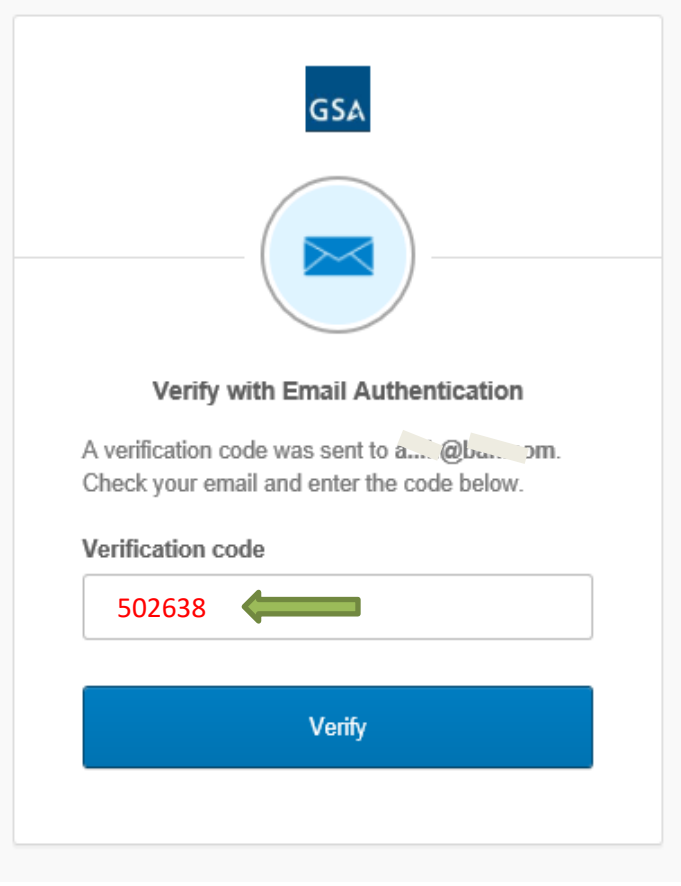
(If you did not respond within 30 minutes, then you will be asked to enter the username and password again that you setup in Step 1.)

Step 7:

(a) Once you select the **Send me the code** button. You will receive an email with the One Time Passcode OTP from MFA-No-Reply+noreply@gsa.gov

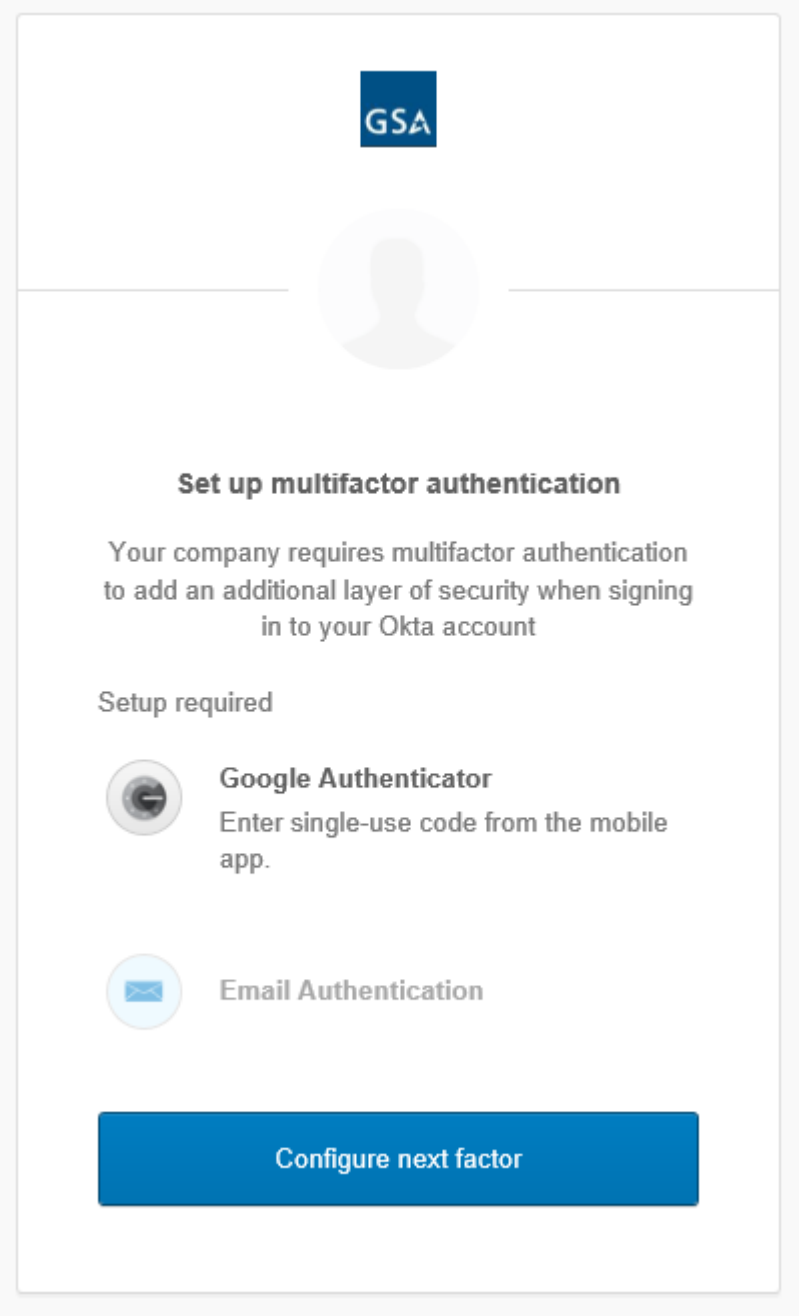


(b) Enter the One Time Passcode OTP and click verify

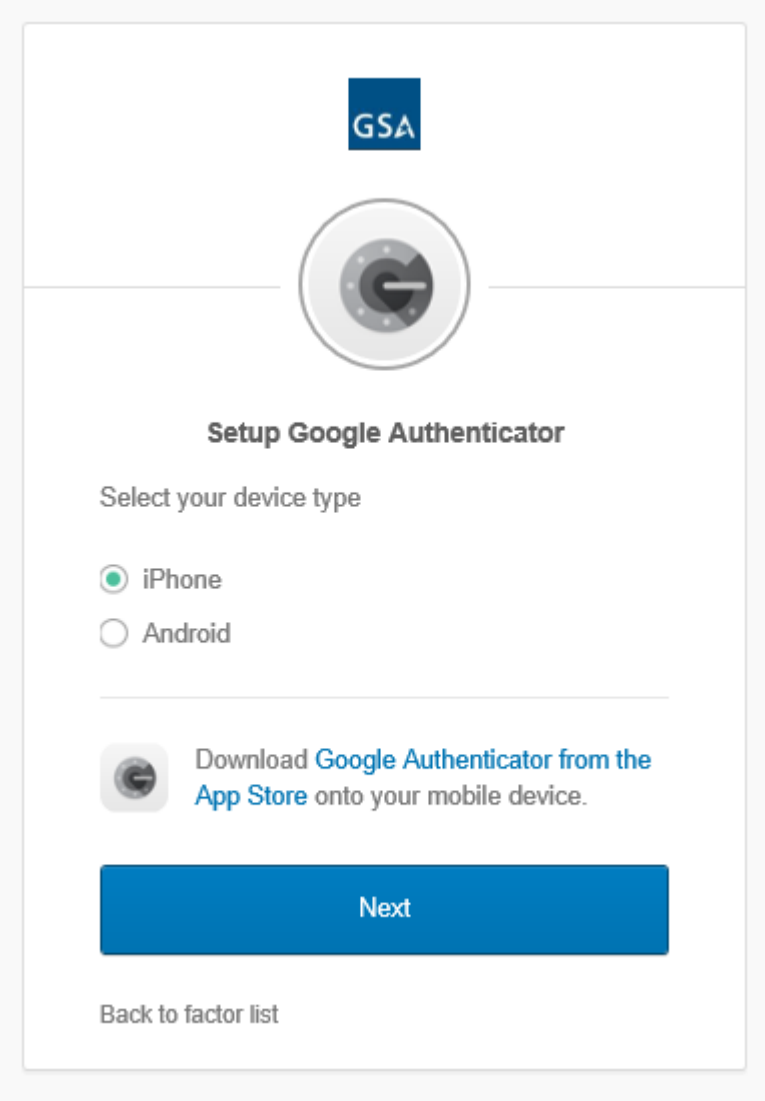


Step 8: Set Multi-Factor Authentication:

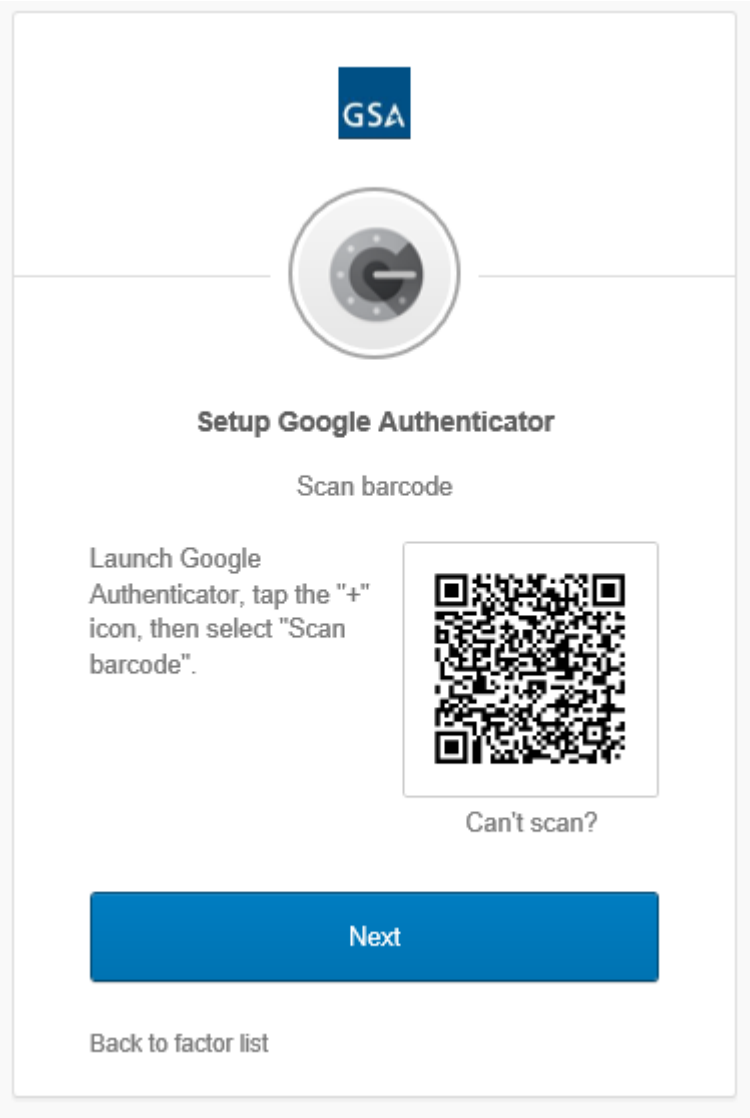
a) Mass Mods Application will prompt you to set up Google Authenticator in addition to email authentication.



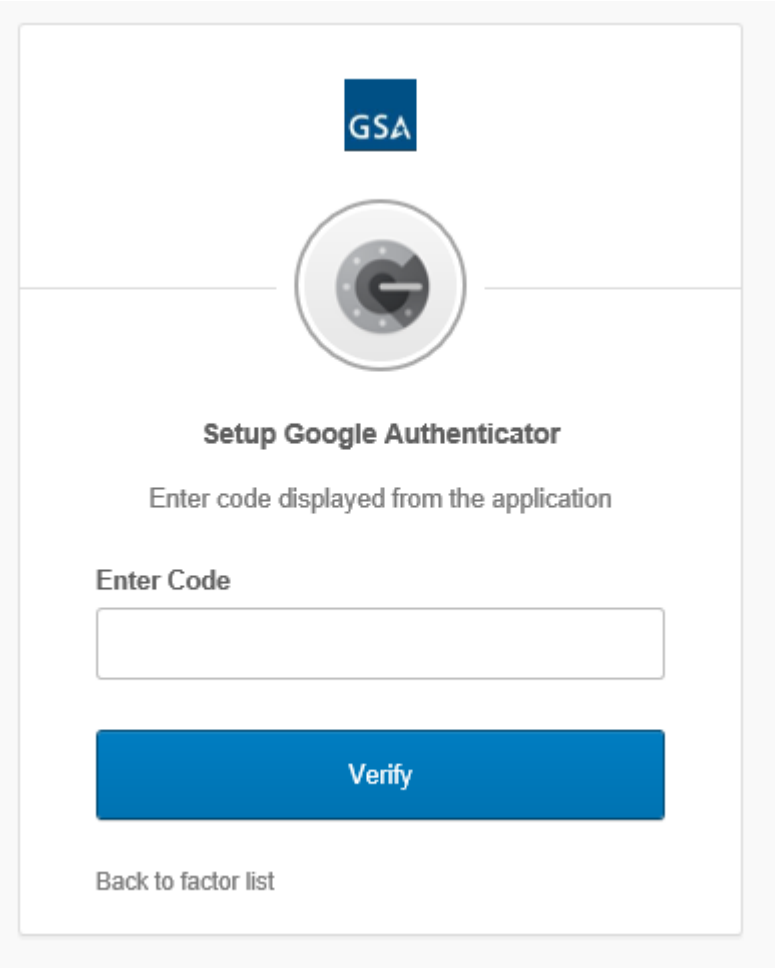
b) Select your device type and download and install the Google Authenticator application on your device.



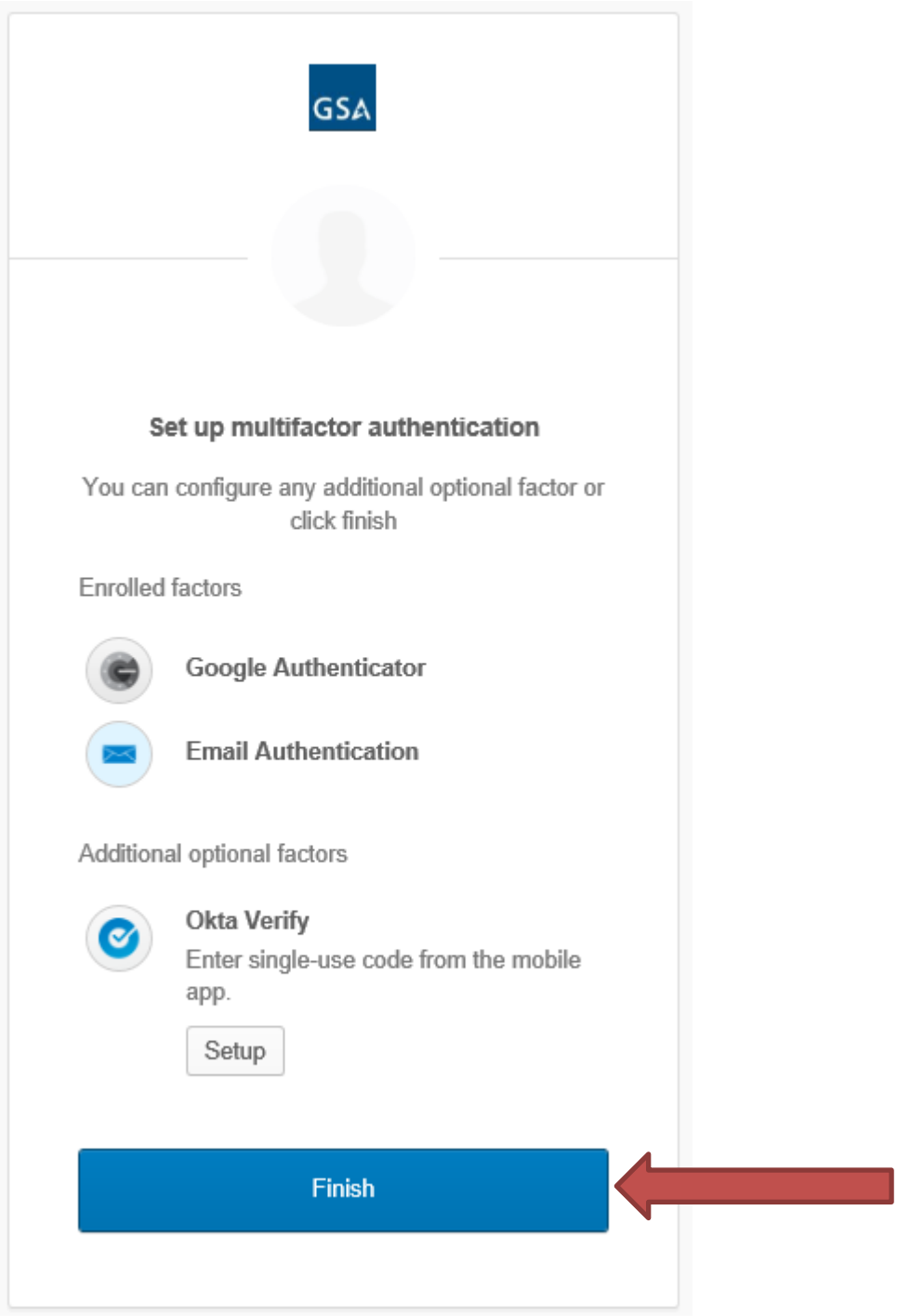
c) Configure the Google Authenticator.



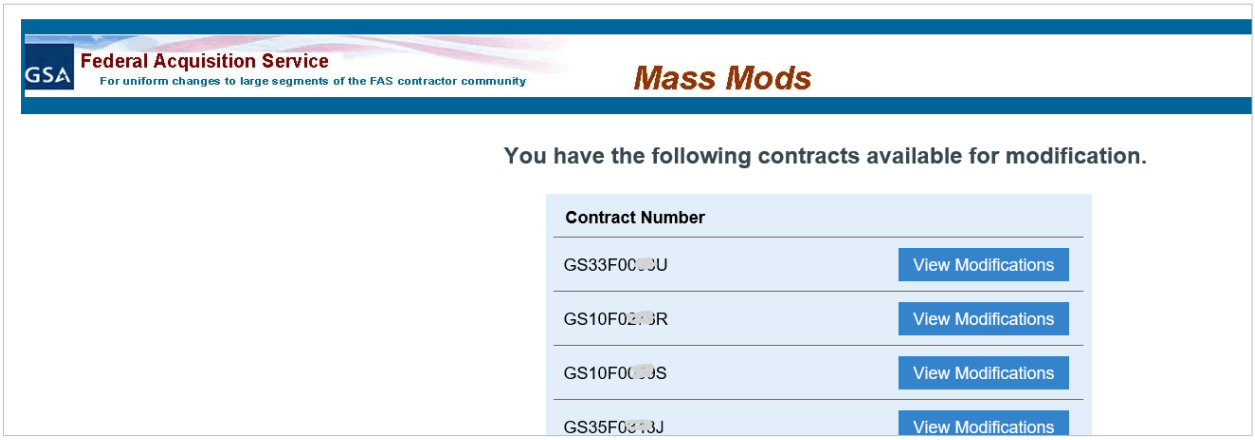
d) Verify Google Authenticator installation by entering the code displayed on your device.



e) If Mass Mods application prompts you to install any additional optional factor, you may install if you prefer. Otherwise the MFA set up is now complete.
Press “Finish” button to go to landing page and select Mass Mods application.



Now view the pending Mass Modifications.



3. Abbreviations, Acronyms, and Definitions

The following abbreviations, acronyms, and definitions are used within this document and throughout GSA.

Abbreviation	Definition
Mass Mods	Mass Contract Modification Application
GSA	General Services Administration
OTP	One Time Passcode
MFA	Multi-Factor Authentication