Trademark Acknowledgement

All trademarks, registered trademarks, or service marks belong to their respective holders. Use of a term in this document should not be regarded as affecting the validity of any trademark or service mark. Any information or technology described herein that is the intellectual property of the trademark’s holder may not be duplicated, disseminated, or used without the specific permission of the property owner. The authors disclaim any proprietary interest in trademarks and trade names other than their own trademarks and trade names.
# Table of Content

1. Multi-Factor Authentication (MFA) Registration Steps  
   - Page 4
2. Multi-Factor Authentication Activation Steps  
   - Page 7
3. Abbreviations, Acronyms, and Definitions  
   - Page 17
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.

![Mass Mods Registration Pre-Verification Form](image)

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”.

![Mass Mods Registration Confirmation Form](image)
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
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:


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.

Setup Google Authenticator

Select your device type

- iPhone
- Android

Download Google Authenticator from the App Store onto your mobile device.

Next

Back to factor list
c) Configure the Google Authenticator.

Setup Google Authenticator

Scan barcode

Launch Google Authenticator, tap the "+" icon, then select "Scan barcode".

Can't scan?

Next

Back to factor list
d) Verify Google Authenticator installation by entering the code displayed on your device.

![Google Authenticator Setup Form]

**Setup Google Authenticator**

Enter code displayed from the application

**Enter Code**

[button] Verify

[link] Back to factor list
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.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GS33F0000JU</td>
<td>View Modifications</td>
</tr>
<tr>
<td>GS10F0000R</td>
<td>View Modifications</td>
</tr>
<tr>
<td>GS10F0000S</td>
<td>View Modifications</td>
</tr>
<tr>
<td>GS39F0000J</td>
<td>View Modifications</td>
</tr>
</tbody>
</table>
3. Abbreviations, Acronyms, and Definitions

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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass Mods</td>
<td>Mass Contract Modification Application</td>
</tr>
<tr>
<td>GSA</td>
<td>General Services Administration</td>
</tr>
<tr>
<td>OTP</td>
<td>One Time Passcode</td>
</tr>
<tr>
<td>MFA</td>
<td>Multi-Factor Authentication</td>
</tr>
</tbody>
</table>