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Signing into Mass Mods Application.

If you are an Authorized Negotiator with authority to sign, then you can have access to Mass Mods application.

All Mass Mods Application new or existing users are required to use GSA-FAS-ID to login to Mass Mods application.

If the user does not have a GSA-FAS-ID, then 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”.
Mass Mods Registration Confirmation

⚠️ This email address is already associated with a GSA MFA account, so we added Massmods application to that account. 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
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**

![Email verification screenshot](image1)

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

![Email verification screenshot](image2)
Step 8: Set Multi-Factor Authentication:
  a) Mass Mods Application will prompt you to set up Google Authenticator in addition to email authentication.

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account.

Setup required

- **Google Authenticator**
  Enter single-use code from the mobile app.

- **Email Authentication**

  Configure next factor
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


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.
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.

### Mass Mods

You have the following contracts available for modification.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>View Modifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS33F0028U</td>
<td></td>
</tr>
<tr>
<td>GS10F0288R</td>
<td></td>
</tr>
<tr>
<td>GS10F0028S</td>
<td></td>
</tr>
<tr>
<td>GS9F0028J</td>
<td></td>
</tr>
</tbody>
</table>
3. How to resolve 403- App not assigned Error

If you receive 403-App not assigned error, please click on “Register” button and enter the authorized email address and the names. If your email address is registered as an authorized Negotiator to any of the GSA contracts, the Mass Mods application will be added and you will see the following response from the application. You could then click on the link “Please click here to sign in”.

![Mass Mods Registration Confirmation]

▲ This email address is already associated with a GSA MFA account, so we added Massmods application to that account. Please click here to sign in.
4. 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>
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</tbody>
</table>