DHS Portal Step-by-Step:
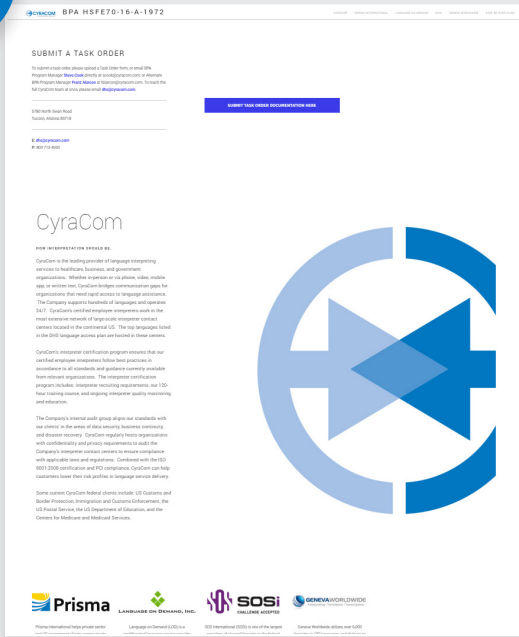
Submit a Task Order

1 Visit www.cyracom.com/dhs
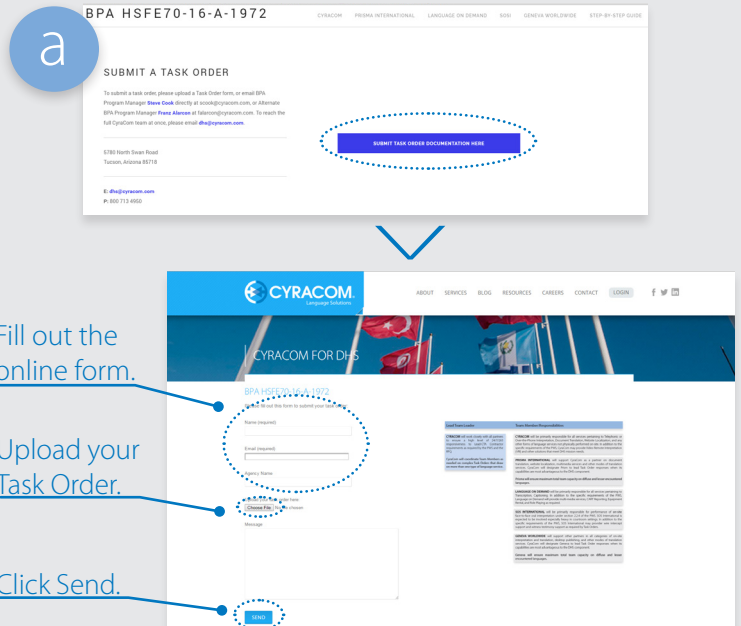
This is the Primary Portal for the CyraCom CTA Team (FC1).

BPA HSFE70-16-A-1972
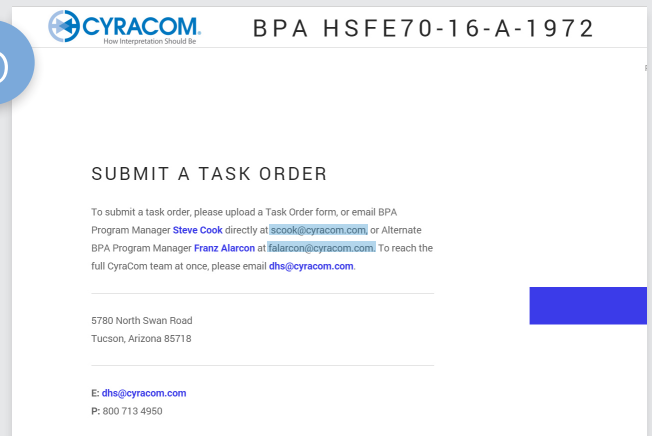
2 There are two ways to submit a Task Order.

a
Click the "Upload Form Here" button or link.

1. Fill out the online form.
2. Upload your Task Order.
3. Click Send.

You may want to bookmark this page (www.cyracom.com/cyracom-for-dhs) for future Task Order submissions.

b

SUBMIT A TASK ORDER

To submit a task order, please upload a Task Order form, or email BPA Program Manager **Steve Cook** directly at scook@cyracom.com, or Alternate BPA Program Manager **Franz Alarcon** at falarcon@cyracom.com. To reach the full CyraCom team at once, please email dhs@cyracom.com.

5780 North Swan Road
Tucson, Arizona 85718

E: dhs@cyracom.com
P: 800 713 4950

Email BPA Program Manager Steve Cook *and* Alternate BPA Program Manager Franz Alarcon directly.

Steve Cook: scook@cyracom.com
Franz Alarcon: falarcon@cyracom.com

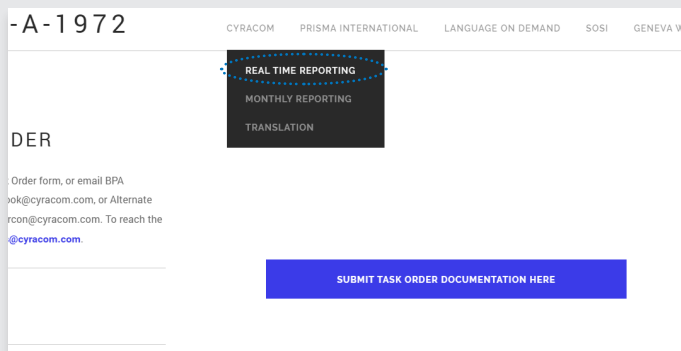**Be sure to attach your Task Order to the email.**

NOTE: All Task Orders will be submitted via this Portal.
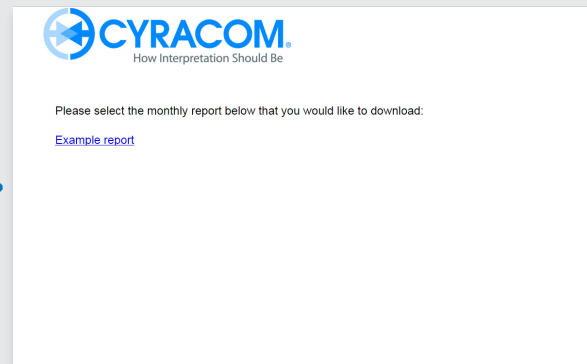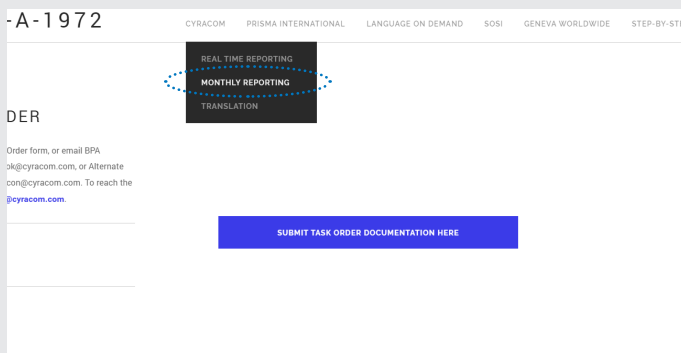
1 View Real Time Business Intelligence

Double-click on each CTA Member's "Real Time Reporting" Account Portal link to view your current usage.

2 View Monthly Reporting for Each Team Member

Double-click on each CTA Member's "Monthly Reporting" Account Portal link to view your monthly usage.

Any Questions?

Contact your BPA Program Manager Steve Cook at ᵉᵁᵃᵃ] 2 Uᵏᵈˢᵁᵃ_ ᶻᵁ ᵃ_ , or the Alternate BPA Program Manager ? [ᵁᶻˢᵂ^4ᵂᵈ Sᵈᵛ at _ Tᵂᵈl Sᵈᵛ2 Uᵏᵈˢᵁᵃ_ ᶻᵁᵃ_ . To reach the full BPA Team at once, email dhs@cyracom.com.