

About **Authorized Negotiator**

You are required to be an Authorized Negotiator, on the Contract, to access the Contract via eMod.

- What is an Authorized Negotiator?

An Authorized Negotiator is someone that legally binds the company to any changes or updates to the contract. This person is usually assigned during the offer and flows to the contract. If this person changes, a contract modification must be done to add/delete a new authorized negotiator.

If you receive an error message stating "You are not an authorized negotiator on this contract" please review the following:

- **If your offer was submitted via paper:**
 - You are probably not listed in the electronic system as an authorized negotiator. If you have your digital certificate and the system states that, "There are No Authorized Negotiator's on this Contract" please contact your contracting officer and have them add you as a negotiator. If a third party is maintaining your contract, make sure they are listed as a negotiator and have a valid digital certificate. The contracting officer will need your name and email address, as it appears on your digital certificate, to add you as an authorized negotiator.
- **If your offer was submitted electronically:**
 - You have a current digital certificate, and the system states, "You are not an Authorized Negotiator on this contract". Please contact the person in your company who is an authorized negotiator, to create a modification request, in eMod, to add you as a negotiator. If no one in your company is an authorized negotiator, please contact your contracting officer. If a third party is maintaining your contract, make sure they are listed as a negotiator and have a valid digital certificate. Both the contracting officer and/or the POC of your company will need your name and email address, as it appears on your digital certificate, to add you as an authorized negotiator.
- **If you still cannot access eMods:**
 - Please contact the eMod help desk at (866) 472-9114.