## Access to Kiteworks and Files for External Parties

As of Friday, October 25, 2024, the GDIT Task Order Portal (GTOP) has been retired. In its place, a new process is being implemented to facilitate collaboration on task order opportunities with authorized subcontractor teammates on major contracts handled by the General Dynamics Information Technology (GDIT) Government-Wide Acquisition Contract (GWAC) Center.

*Impacts to Subcontractor Teammates:* **1.** The distribution of task order opportunities (now called "Task Orders") and collection of responses will be done exclusively via email notifications. If a subcontractor teammate believes they can contribute to winning the work, they can now simply reply to the email notification (which will be shared with the GWAC Center or GDIT Capture Team). **2.** Authorized subcontractor teammates will now access Task Order files via Kiteworks, a secure file-sharing platform.

**NOTE:** Screenshots are taken from emails sent from a testing environment. Although not an exact match to production, they will still provide visual representation of what the user should expect to see.

## How to Register for Kiteworks

When a subcontractor teammate accesses Kiteworks for the first time, they will be asked to register their account. To register your account:

## 1. **Open** the Kiteworks email.

**NOTE:** Subcontractor teammates will receive two (2) emails each time an email notification is sent out. One will come from GTOMS (GDIT Task Order Management System) and one from Kiteworks. **Make sure to check your Spam Folder for any emails that may have been filtered.** After initial registration to Kiteworks, the user can solely focus on email notifications coming from GTOMS (however, either email link will still work and grant access to files in Kiteworks).

**NOTE:** Accounts are deleted after 90 days of inactivity. Subcontractor teammates will be required to re-register for *Kiteworks if their account is deleted.* 

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0 GB of 15 GB used	Terms · Privacy · Program Policies	Last account activity: 18	minutes ago Details

Reference Guide - Subcontractor Teammates & Kiteworks/File Access

2. Click the 'Access folder' link in the email.



3. Enter your email address (this must match the email of subcontractor teammate, as provided to the GWAC Center), then select 'Next'.

GDIT	
Sign in	
Username or email	
gditsftraining@gmail.com	
Next	
Login via the external SSO provider	
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Kiteworks PCN	

4. Create a password and then click 'Create account'.

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	Create accou	int	
	Email		
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	<ul> <li>1 uppercase character</li> <li>1 special character</li> <li>16 characters minimum</li> </ul>		
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5. You will then be prompted to **activate your account**. **Navigate** back to your inbox and **open** the new email notification.

GDIT
One more step! We've sent a message to gditsftraining@gmail.com Check your email and click on the button to activate your account.

6. Click on the 'Activate account' link within the email.

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7. Login using your username/email and newly create password. Click 'Sign in'.

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Sign in	
Username or email	
gditsftraining@gmail.com Ed	
Password	
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Sign in	
Forgot password?	
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Kiteworks	

8. Access to Kiteworks requires two-factor authentication. A one-time passcode will be emailed to you.



9. Enter your passcode and click 'Sign in'.

GDIT	
Two factor authentication A message with a passcode was sent to your email.	
Passcode 6894869	
Sign in	
Didn't get the passcode? Resend	_
▲ English ∨	

10. Read and accept the terms of service to complete registering your account. Click 'Sign in' one final time.

GDIT	
Terms of service	
GENERAL DYNAMICS SECURITY NOTICE IMPORTANT SECURITY NOTICE TO USRRS PLEASE READ BEFORE ACCESSING THE NETWORK., The GDIT computer system and network (including Internet access) ("GDIT Network") is provided by GDIT for business use. All information and data contained in the GDIT Network, including electronic messages, is and remains the property of GDIT (except to the extent otherwise owned by a third party),, THERE IS NO RIGHT TO OR REASONABLE EXPECTATION OF PRIVACY IN USING GDIT's NETWORK. All information and data on or transmitted by the GDIT Network may be monitored, recorded or audited by GDIT and disclosed to law enforcement or other third parties at any time and for any purpose. GDIT will use reasonable procedures and safeguards to protect Personal Information of users from unauthorized access, use or disclosure. Misuse or unauthorized use of the GDIT Network is a violation of company policy and may result in disciplinary action, as well as civil or criminal investigation or prosecution	
I have read and accept the terms of service	
Sign in	

You now have access to files for the specific Task Order within Kiteworks (A). From here you can open and download the documents. If you are granted access to multiple Task Orders, you can switch between folders using the "All Files" navigation menu on the left-hand side (B).

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Kiteworks USA	Share securely and access content from anywhere. Get the mobile ap	p				×

**NOTE:** Access to files for each specific Task Order will expire in 15 days, and the system will display the remaining number of days you have left to view files (C).

## **Email Notifications**

Each time a Task Order generates a notification, the subcontractor teammate will receive two emails. Once you have registered for Kiteworks, you can choose to open only the email from GTOMS. The email notification from GTOMS will include **additional information about the Task Order**, as pictured below. **Clicking on the 'Link to shared Documents'** will take the user to Kiteworks.

**NOTE:** Two-factor authentication is required every time you access a folder in Kiteworks. Login with your username and password, and then enter the sent passcode when prompted. Please note that the system may log you out due to inactivity; simply log-in again if this happens.

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	Opportunity Detailer							
	Status Code:	CM DESIGNATED						
	Opportunity Number:	BEQ1596163						
	Other Opportunity Id:	47QFCA22Z0051						
	Date Posted:	11/14/2022 1:00:00 AM EST						
	Respond to GD POC by	: 11/15/2022 8:00:00 AM EST						
	Date Questions Due:	09/12/2024 12:00:00 PM EDT						
	Date Response Due:	11/23/2024 12:04:00 PM EST						
	Account:	ARMY RESERVE COMMAND						
	Division:	Defense						
	Acquisition Organization	: GSA FEDSIM						
	Location of Work:	National Capital Region, DC						
	Est. POP in Months:	84						
	Contract Vehicle:	Test Kite Works						
	Contract Type:	Cost Plus						
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