

# BARDA Digital Resources (BDR) RTOR Submission Overview Training

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*August 2025*

# BDR Portal Account

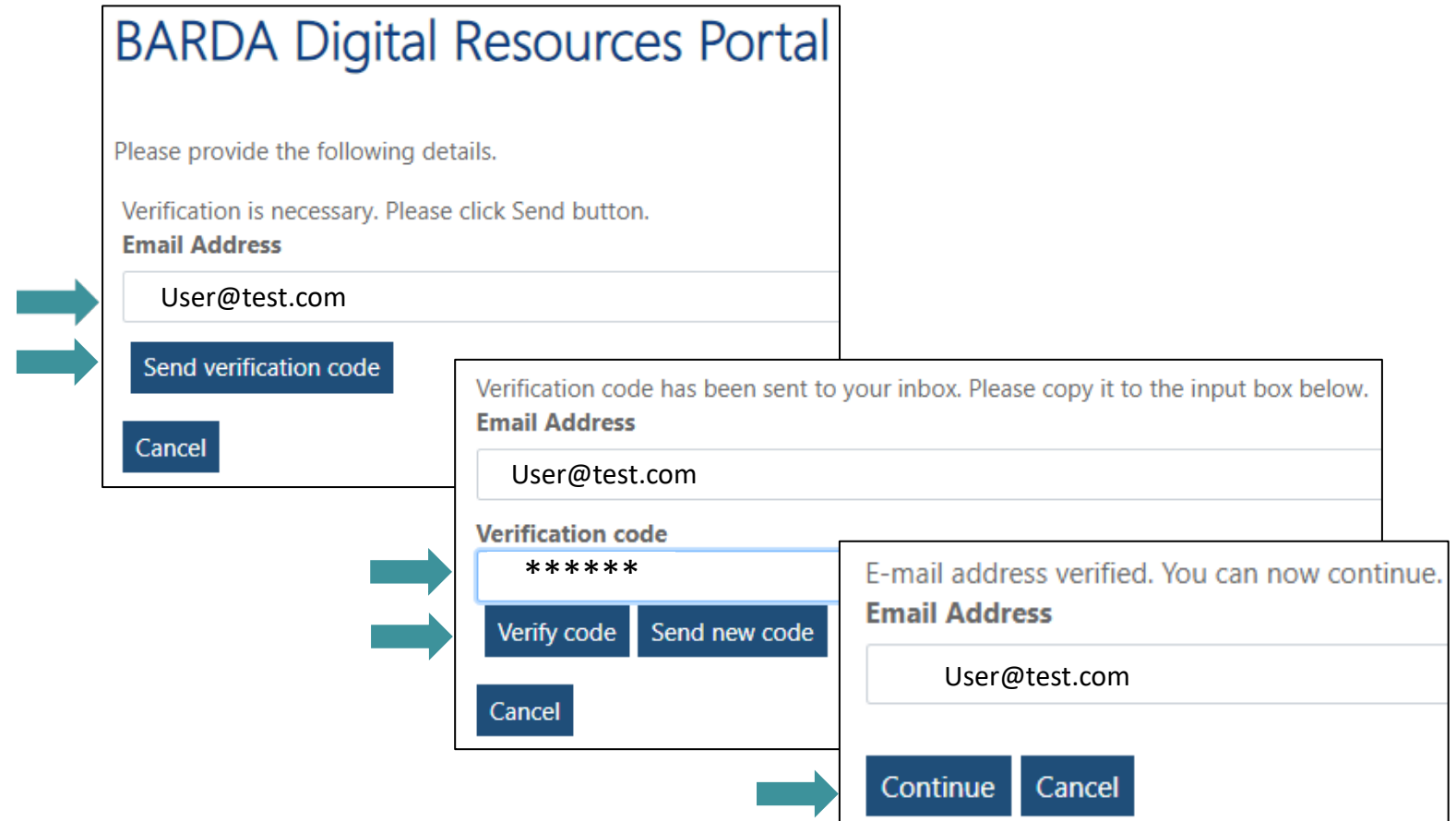
# Creating a BDR Portal Account

- Open browser and navigate to: <https://bdr.hhs.gov>
- From the BDR Stakeholder Portal homepage, click **Create Account**.
- Users are redirected to the Registration page.
- Within the Registration page, enter the required contact fields.
- Click **Create** when done.

The image shows two overlapping screenshots from the BDR (BARDA Digital Resources) website. The background screenshot is the 'Stakeholder Portal' homepage, which includes a navigation bar with the BDR logo and 'Sign in' link. The main heading is 'BARDA Digital Resources: Stakeholder Portal' with a sub-heading 'Welcome to BARDA's Stakeholder Portal!'. Below this, there are 'Sign In' and 'Create Account' buttons, with 'Create Account' circled in red. The page also features sections for 'TechWatch Meeting Request', 'EZ-BAA', and 'Collaborator Portal'. The foreground screenshot is the registration form, titled 'BARDA Digital Resources Portal'. It prompts the user to 'Please provide the following details.' and includes input fields for 'Email Address\*', 'New Password\*', 'Confirm New Password\*', 'First Name\*', and 'Last Name\*'. There is a 'Send verification code' button and 'Create' and 'Cancel' buttons at the bottom. A red arrow points from the 'Create Account' button in the background screenshot to the registration form.

# Verifying BDR Portal Account

- Enter your **email address** and click the link **Send Verification Code** to receive a system-generated email with the subject Account email verification code.
- Enter the **Verification code** and click **Verify Code**.
- Click **Continue**.




# Logging into BDR Portal

- Click **Accept** to accept the Privacy and Security Notification.
- From the BDR Portal Landing Page click **RTOR Home** to access the RTOR Submission page.

\*\*\*Privacy & Security System Use Notification\*\*\*

*You are accessing a U.S. Government information system,*

- *Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.*
- *By using this information system, you understand and consent to the following:*
  - *You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.*
- *Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.*
- *Personally Identifiable Information (PII) collected by this system will be accessible to HHS/ASPR/BARDA staff and used to facilitate communication with external stakeholders and partner organizations. PII will not be shared with other organizations as a standard practice. There will be exceptions in extenuating circumstances, such as when the HHS Secretary declares an emergency. This message will be updated when changes to PII policy are implemented. Please contact [BDR\\_Admin\\_Inbox@hhs.gov](mailto:BDR_Admin_Inbox@hhs.gov) with any questions or concerns.*





To request an update to the email address associated with your account, please reach out to [BDR\\_Admin\\_Inbox@hhs.gov](mailto:BDR_Admin_Inbox@hhs.gov).

# Create RTOR Response

# Creating RTOR Response



For optimal experience, use Google Chrome as your browser.

- Click **RTOR Home** on the BDR Stakeholder Portal.
- Start a submission by clicking **New Task Order Response**.

Home > Request for Task Order Response Submissions

Filter by Submission Status

- Started
- Submitted
- Rejected
- Complete

Apply

| Title         | Organization | Request Status | Submitted By | Submitted Date | Created On ↓      |                                     |
|---------------|--------------|----------------|--------------|----------------|-------------------|-------------------------------------|
| Training RTOR | Training     | Submitted      |              | 8/26/2025      | 8/26/2025 9:50 AM | <input checked="" type="checkbox"/> |
| Training RTOR | Training     | Submitted      |              | 8/20/2025      | 8/20/2025 3:15 PM | <input type="checkbox"/>            |

New Task Order Response

Download PDF

# Contact Tab

- The **Contact** tab displays Basic Info from the user profile data. Confirm or modify as appropriate.
- Select an organization by clicking the **organization** dropdown or
- Associate a new organization using **Add Organization**.

Home > Request for Task Order Response Submissions > New Request for Task Order Response

Contact Organization RTOR Documents Submit

About You/Basic Info

First Name \* Middle Name or Initial Last Name \*

Email Address \* Primary Phone \* US Citizenship \*

Organization \* Organization Website

Add an Organization Help

If you are not associated to any organizations yet, you can click the Add an Organization button to add your Organization

Not sure how to find or create your organization? Here are instructions on all the details you need to get started

Add Organization Get Help

# Add New Organization

- After clicking **Add Organization**, complete required information. Use the dropdowns to indicate **Organization Type** and **Legal Structure**.
- Once submitted, a window will show Organization has been created successfully. Click **close**.

New Organization

Organization Name \*

Organization Type \*

Select ▼

Legal Structure \*

Select ▼

Primary Worksite Address

Street 1 \*

Street 2

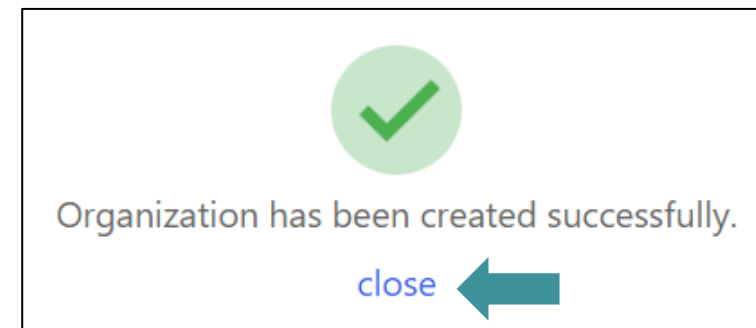
City \*

State/Province \*

ZIP/Postal Code \*

Country/Region

Submit



# Complete Contact Tab

- Review and confirm the Organization was added and all information on the **Contact** tab is correct then click **Next**.

Progress bar: Contact (active), Organization, RTOR, Documents, Submit

About You/Basic Info

First Name \*  Middle Name or Initial  Last Name \*

Email Address \*  Primary Phone \*

Organization \*  Organization Website

US Citizenship \*

Help  
Need help how to find or create your organization? Here are instructions on all the details you need to get started  
[Get Help](#)

Contact

Primary Position/Title

Contact Type

[Next](#)

# Organization Tab

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- The **Organization** tab displays Organization data; ensure required data fields are populated.
- Some Organization data will prepopulate; this data can be modified.
- After entry and review is complete, click **Next** or
- Click **Save & Close** to continue entering data at another time.

# RTOR Tab

- The **RTOR** tab collects submission-specific information; complete all required fields.
- RTOR's are by invite only. Enter the RTOR ID provided to you in the **Request for Task Order Response ID** Field.
- Conflict of Interest:
  - Project Individuals and Organizations must be reviewed by BARDA to assess for any conflicts of interest.
  - To add Key Personnel, click **Add**, fill in required information, click **Submit** or **Submit & Create New**.
  - To add Key Organizations, click **Add**, fill in the requested information, click **Submit** or **Submit & Create New**.

Conflict of Interest

Key Personnel

Provide a list of Key personnel that would be involved in this project. This list will be presented to reviewers to ensure they do not have a conflict of interest. \*

Add

There are no records to display.

Key Organizations

Provide list of Key Organizations that may be involved with this submission \*

Add

There are no records to display.

Save & Close Next

# Documents Tab

- Technical documents are required, cost documents are optional
- To add a file(s):
  - Click folder name.
  - Click **Add files**.
  - Click **Choose files**.
  - Locate file(s), click **Open**.
  - Click **Add Files**.
  - Repeat, as necessary.
- Click **Next** when done or
- Click **Save & Close** to continue at another time.

Home > Request for Task Order Response Submissions > Request for Task Order Response : Training RTOR

Contact Organization RTOR Documents

### Upload Documents

Upload any additional documents below. Make sure to review the posted RTOR to include all requested information. At least one document is required in the Technical Documents folder. The Cost Documents folder is optional.

Only file types listed below are allowed:

- PDF
- XLS (and XLSX)
- DOC (and DOCX)
- XLT (and XLTX)
- DOT (and DOTX)
- Image Files (PNG, JPEG, GIF, BMP)
- PPT (and PPTX)

Files have a maximum upload limit of 130MB.

| Name ↑              | Modified      |
|---------------------|---------------|
| Cost Documents      | 3 minutes ago |
| Technical Documents | 3 minutes ago |

Add files

Choose files

**WARNING:** File names may not include periods or the following special characters ( ) ! @ \* # % \* ; : ? < > / \ | \$ + [ ] ` = , & ^ ~ { } `

Choose Files test 1.docx

Add Files Cancel

# Submit Tab

- Within the **Submit** tab, review all the data and documents entered.
- Review the submission data, ensuring the required data fields are accurate and populated.
- After the review is complete, confirm submission data via the **checkbox** at the bottom of the tab, your name will auto-populate, click **Submit**.

Home > Request for Task Order Response Submissions > Request for Task Order Response : Training RTOR

Contact Organization RTOR Documents **Submit**

About You/Basic Info

|                               |                        |                          |
|-------------------------------|------------------------|--------------------------|
| First Name *                  | Middle Name or Initial | Last Name *              |
| <input type="text"/>          | <input type="text"/>   | <input type="text"/>     |
| Email Address *               | Primary Phone *        | US Citizenship *         |
| <input type="text"/>          | 202-222-2002           | Yes <input type="text"/> |
| Organization *                | Organization Website   |                          |
| Training <input type="text"/> | <input type="text"/>   |                          |


Review & Submit

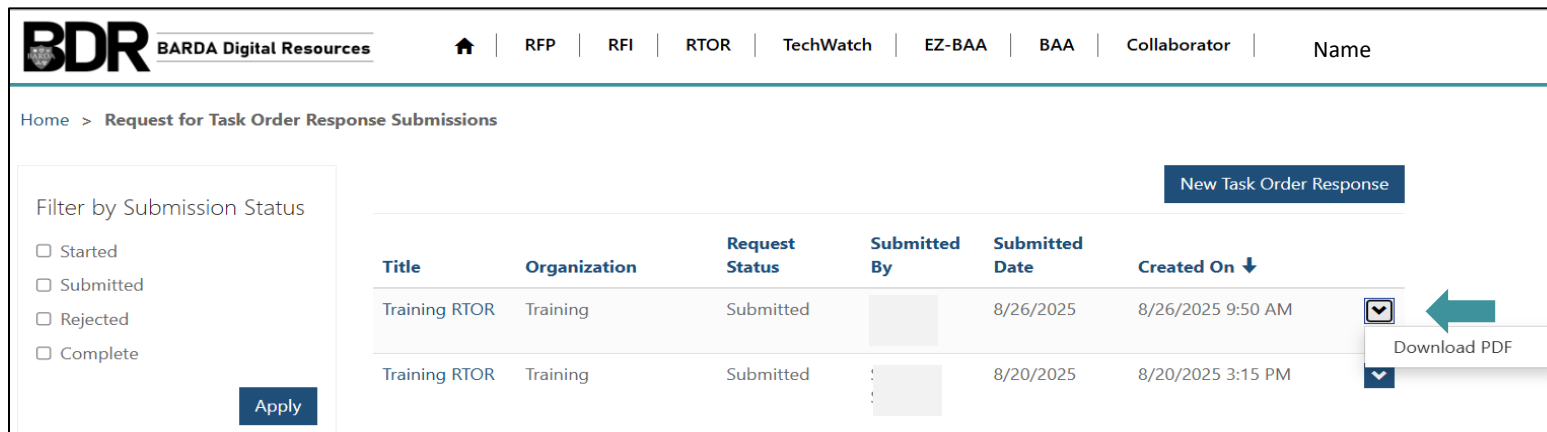
By clicking submit, you are confirming that all fields and documentation provided are final.

Submitted By \*



**Submit**

# RTOR – Submission Complete

- After completing the RTOR submission, the user is taken back to the Submission dashboard where the new record is displayed with a Submitted status.
- The user will receive a system generated email confirming the submission has been received.
- The RTOR submission process is now complete.
- Click the **down arrow** (  ) to download a PDF of the submission



The screenshot shows the BDR BARDA Digital Resources interface. The navigation bar includes links for Home, RFP, RFI, RTOR, TechWatch, EZ-BAA, BAA, Collaborator, and Name. The main content area is titled 'Request for Task Order Response Submissions' and features a 'New Task Order Response' button. A filter sidebar on the left allows filtering by submission status: Started, Submitted, Rejected, and Complete. An 'Apply' button is located at the bottom of the filter sidebar. The main table displays two rows of submitted RTORs, both with a status of 'Submitted'. The first row is dated 8/26/2025 and the second is dated 8/20/2025. A dropdown menu is open for the first row, showing a 'Download PDF' option, which is highlighted by a red arrow.

| Title         | Organization | Request Status | Submitted By | Submitted Date | Created On ↓      |   |
|---------------|--------------|----------------|--------------|----------------|-------------------|---|
| Training RTOR | Training     | Submitted      |              | 8/26/2025      | 8/26/2025 9:50 AM | <br>Download PDF |
| Training RTOR | Training     | Submitted      |              | 8/20/2025      | 8/20/2025 3:15 PM |                  |



# Questions?

*For any assistance using the BDR Portal, please reach out to  
[BDR\\_Admin\\_Inbox@hhs.gov](mailto:BDR_Admin_Inbox@hhs.gov)*