BNDN Release 1.0

First-Time Access Instructions

Production Sign-Up Quick Reference Guide | October 2026

> **ACCESS AT A GLANCE:** Open BNDN → Pick your account → Create a new one → Sign up with email → Accept permissions → Add details → **Sign in again** → Administrator assigns your access

Purpose. Use this guide the first time you sign in to BNDN Production. You will create your user through the Microsoft sign-up screens, then sign in again so BNDN can create your user record. An administrator then assigns your role and organization access. Completing sign-up confirms you can reach BNDN; it does not grant module access by itself.

> **Release 1.0 operating note:** Use your Navajo Nation work email account (the one connected to Windows). Sign-up is limited to approved organizational email domains, so personal email accounts will not work. Once your user is created, access is activated by OMB after your Budget Authorization Form and BNDN training certification are confirmed.

1. Before You Begin

- Confirm your **Budget Authorization Form** has been submitted for your role.
- Complete all **4 BNDN Training Plans** in Dayforce. Everyone in your approval chain (Requester, Department Reviewer and Division Director) must also complete them.
- Have your **work email address and password** ready. These are the same credentials you use to sign in to Windows.
- Use the Production link: **bndnprod.performa.host/bndn**. Practice and training stay in TRN https://bndntrn.performa.host/BNDN ; Production is for real work.
- If you are signed in to a personal Microsoft account in your browser, sign out first or use a private (InPrivate/Incognito) window.

2. First-Time Sign-Up Steps

Step 1. Open the Platform

Open your browser and go to PRD environment **bndnprod.performa.host/bndn**.

Step 2. Pick an Account

On the "Pick an account" screen, select your work account (the one connected to Windows).

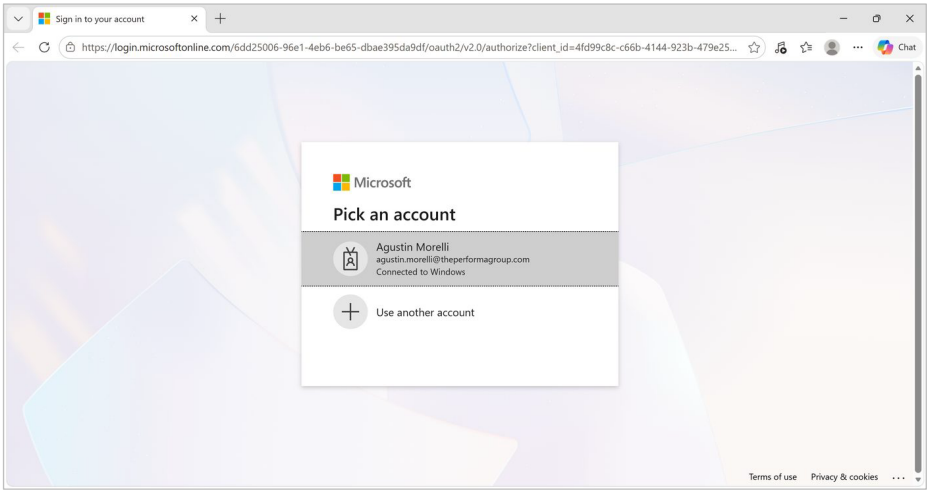


Figure 1. Pick an account screen

Step 3. Select "Create a New One"

You will see the message "This account does not exist in this organization." Click **create a new one**.

> **Note:** This message is expected the first time you sign in. It does not mean something is wrong with your account.

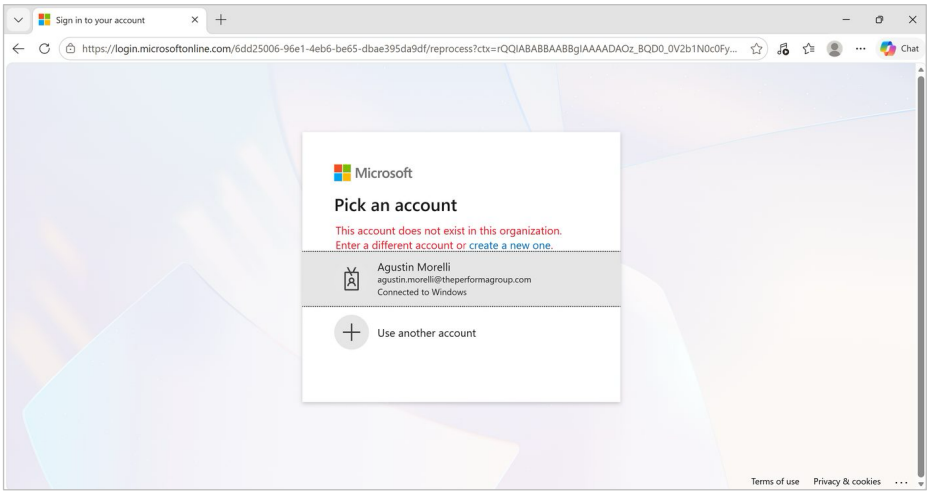


Figure 2. Account not found message with the "create a new one" link

Step 4. Sign Up with Email

On the "Create account" screen, select **Sign up with email**.

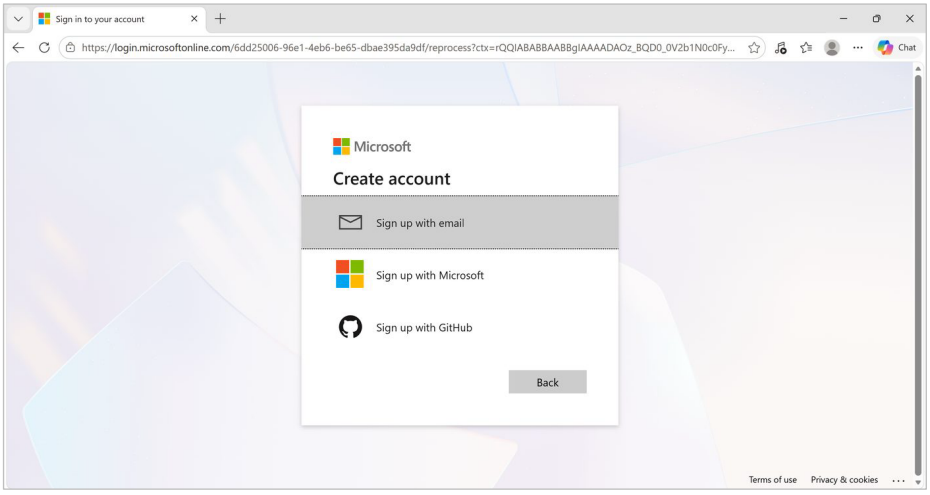


Figure 3. Create account screen

Step 5. Enter Your Email

Type your work email address and click **Next**.

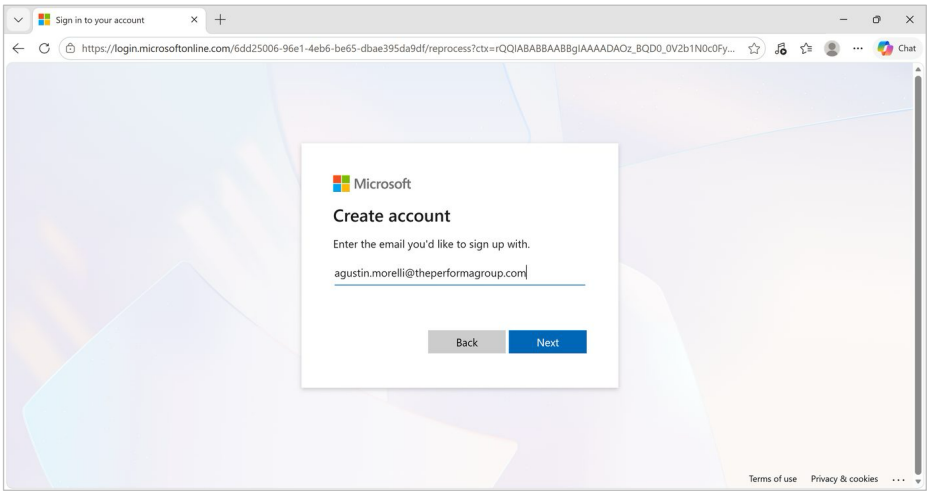


Figure 4. Email entry screen

Step 6. Enter Your Password

Enter the password for your work account and click **Sign in**.

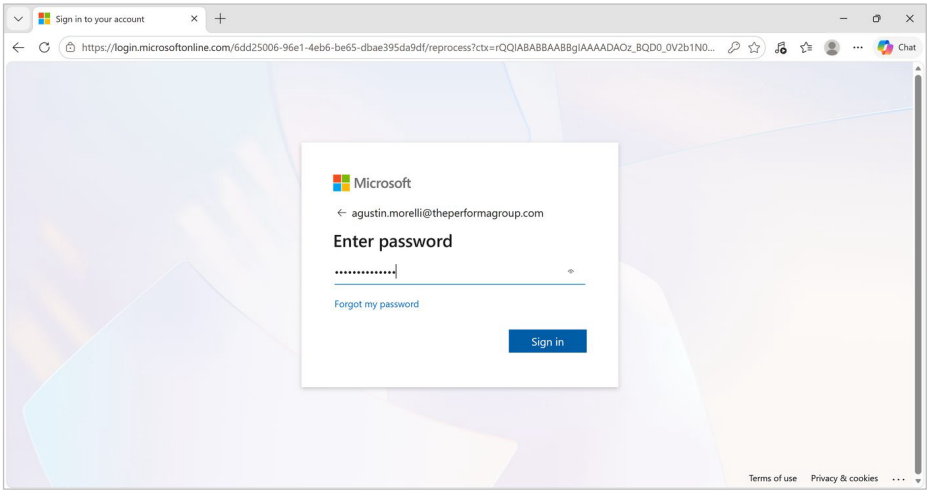


Figure 5. Password entry screen

Step 7. Accept Permissions

The "Permissions requested by: Performa USA" screen appears. Click **Accept**.

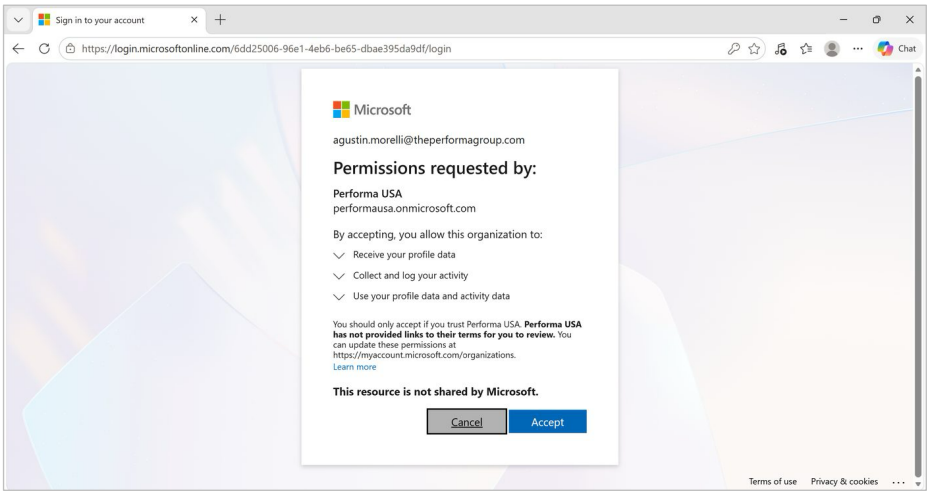


Figure 6. Permissions requested screen

Step 8. Add Your Details

Complete your profile: display name, first name, last name, Country/Region and State/Province. Your email is pre-filled. Click **Continue**.

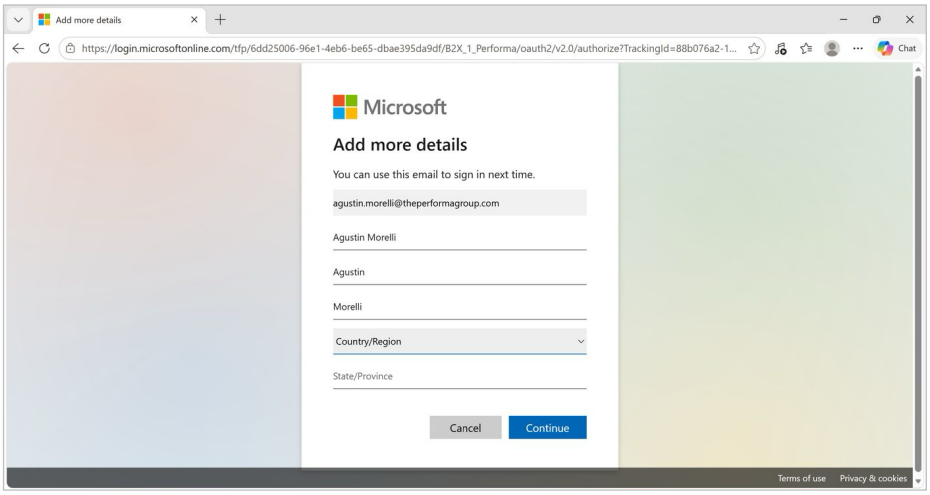


Figure 7. Add more details screen

Step 9. Sign In Again

Go back to **bndnprod.performa.host/bndn** and sign in again with your work account.

> **Required step:** Signing in again is what creates your user in BNDN. If you skip this step, the administrator will not be able to find you to assign permissions.

Step 10. Wait for Your Permissions

An administrator assigns your role and organization access inside BNDN. You can use the platform once your access has been granted.

3. After Sign-Up: What Happens Next

Who	Action
You	Complete Steps 1–9, including signing in again so your BNDN user is created.
OMB Administrator	Confirms your Budget Authorization Form and training certification, then activates your user and assigns your role and organization access.
You	After you are notified, refresh your browser or sign out and back in, then confirm you can see your Work Tray and assigned modules.
You / Supervisor	If something does not look right, contact BNDN Support using the steps in Section 5.

> **Workflow reminder:** Requests route from the Requester, to the Department Reviewer, and then to the Division Director. A request cannot move forward until each person in the chain has active BNDN access.

4. Access FAQs

Signing Up

Q: I see "This account does not exist in this organization." Is something wrong?

A: No. This message is expected the first time you sign in. Click **create a new one** and continue with Step 4.

Q: Can I use my personal email address?

A: No. Use your Navajo Nation work account. Sign-up only works for approved organizational email domains.

Q: Do I need to repeat these steps every time I sign in?

A: No. The sign-up steps are a one-time setup. After your user is created, open bndnprod.performa.host/bndn and sign in with your work account.

Q: I finished Step 8. Why do I need to sign in again?

A: Signing in again (Step 9) creates your user record in BNDN. Until that happens, an administrator cannot assign your permissions.

Errors & Access Issues

Q: I received an error when I clicked the link in my activation email. What should I do?

A: Open a new browser window, go directly to **bndnprod.performa.host/bndn**, and complete Steps 1–9. If you still see an error, take a screenshot of the full screen, including the exact error message, and send it to BNDN Support (Section 5).

Q: I can sign-in, but I don't see the module or work items I need. Why?

A: A successful sign-in only confirms that your account can reach BNDN. What you see depends on the role and organization access an administrator assigns. If your access was recently changed, refresh your browser or sign out and back in. If it is still missing, contact BNDN Support.

Q: Will an administrator give me System Administrator access to fix a missing screen?

A: No. Access is assigned based on your job responsibilities. Broad System Administrator access is not used to make a screen visible.

Q: What if BNDN does not recognize my account?

A: This is an authentication issue, not a permissions issue, so adding BNDN permissions will not fix it. Capture the exact error and send it to BNDN Support.

Q: What happens to my access if I change positions or leave?

A: BNDN access is not turned off automatically. You or your supervisor should notify OMB at bndn@omb.navajo-nsn.gov so your access can be updated or removed.

5. Getting Help

Contact	Use For
BNDN Support (OMB) bndn@omb.navajo-nsn.gov	Access activation, role or organization questions, and sign-up issues.
ERP Help Desk dpm.navajo-nsn.gov/ERPhelp-desk.html	Instructions for submitting a support ticket for errors or system issues.

Include in your request:

- Your name, work email, role, and department/program
- The step where the problem happened and the exact error message
- A screenshot of the full screen
- The date and approximate time you tried to sign-in

> **Tip:** One issue per ticket. Save the Work Item ID you receive, and add any updates in the ticket rather than in a new email.