



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

2.25.3

SEPTEMBER 7, 2023

EFFECTIVE DATE

(09-07-2023)

PURPOSE

- (1) This transmits revised IRM 2.25.3, Integrated Enterprise Portal - Web Services, Intranet Site and Web Server Registration Procedures.

MATERIAL CHANGES

- (1) This transmits procedures and guidelines for registering Intranet web sites and web servers at the IRS. Changes include:
 - a. 2.25.3.1 added necessary IRM mandatory internal controls.

EFFECT ON OTHER DOCUMENTS

IRM 2.25.3, dated March 24, 2020, is superseded.

AUDIENCE

All Operating Divisions & Functions, Web Developers, Webmasters, and Systems Administrators are required to use this IRM.

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2.25.3

Intranet Site and Web Server Registration Procedures

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2.25.3.1
(09-07-2023)
Program Scope and Objectives

- (1) This IRM describes the process for registering Intranet sites and web servers at the IRS. Registering Intranet sites and web servers ensures that information is properly protected and inventoried at the IRS.
- (2) **Purpose:** This transmits revised IRM 2.25.3, Intranet Site and Web Server Registration Procedures.
- (3) **Audience:** All Operating Divisions & Functions, Web Developers, Webmasters, and Systems Administrators are required to use this IRM.
- (4) **Policy Owner:** Chief Information Officer
- (5) **Program Owner:** Automation Reporting and Metrics
- (6) **Primary Stakeholders:** Information Technology (IT), Communications & Liaison (C&L).
- (7) **Program Goals:** The Web Registration System is used to register all intranet web sites and the servers they run on.

2.25.3.1.1
(09-07-2023)
Background

- (1) In order to enhance security and management of the IRS Intranet, all web sites and web servers residing on the IRS Intranet must be registered with Enterprise Operations (OS:IT:EO). This requirement ensures that information residing on the IRS Intranet is properly protected and inventoried and that data is not compromised.

2.25.3.1.2
(09-07-2023)
Authority

- (1) All IRS Intranet sites and web servers are required to be registered prior to being operational by Enterprise Operations. Failure to comply with this process will result in the exclusion of Intranet sites and web servers from the IRS Intranet.

2.25.3.1.3
(09-07-2023)
Responsibilities

- (1) The Chief Information Officer (CIO) ultimately is responsible for this program as part of Enterprise Operations (OS:IT:EO).
- (2) Automation Reporting and Metrics section is responsible for implementation, operations, maintenance, management, governance, and enhancement of the Enterprise Operations Web Registration Database and Website.
- (3) Individual IRS Business Units are responsible for ensuring that their website and/or web server is registered in compliance with IRS policy.

2.25.3.1.4
(09-07-2023)
Program Management and Review

- (1) **Program Reports:** Reports include:
 - Unauthorized Server List
 - Active Site List
 - Inactive Site List
 - Decommissioned List
- (2) **Program Effectiveness:** Program effectiveness is measured by the result of the reports and database queries when needed.

2.25.3.1.5
(09-07-2023)
Program Controls

- (1) This program uses multiple sources to establish controls. This IRM constitutes one of the controls.

- (2) Other internal standards are located on the Enterprise Operations Web Registration Database available at <https://webreg.web.irs.gov/WebReg/Register/Default.asp>

2.25.3.1.6
(09-07-2023)

Terms/Acronyms/Definitions

- (1) The following table defines terms relevant to this program that are used throughout this IRM section:

Terms

Term	Definition
Intranet	The local, internal network
Web server	A computer system capable of delivering content to users via a web browser
Web site	A collection of files accessed through a web browser at an address, covering a particular theme or subject
Webmaster	The person who maintains a particular website

- (2) The following table defines acronyms frequently used throughout this IRM section:

Acronyms

Acronym	Definition
IRS	Internal Revenue Service
IT	Information Technology
C&L	Communication & Liaison

2.25.3.1.7
(09-07-2023)

Related Resources

- (1) For answers to frequently asked questions or a user's guide, please go to: <https://webreg.web.irs.gov/WebReg/Register/Default.asp>
- (2) For other questions or additional information, contact Enterprise Operations at *IT EOPSWebRegUpdate

2.25.3.2
(09-07-2023)

Web Registration Process

- (1) In order to enhance security and management of the IRS Intranet, all web sites and web servers residing on the IRS Intranet must be registered with Enterprise Operations (OS:IT:EO). This requirement ensures that information residing on the IRS Intranet is properly protected and inventoried and that data is not compromised.
- (2) ALL IRS Intranet sites and web servers are to be registered via the Enterprise Operations Web Registration Database available at <https://webreg.web.irs.gov/WebReg/Register/Default.asp>. Step-by-step instructions for registering Intranet sites and web servers are provided through the process at this site. This site also contains a method to validate Intranet sites and web servers that have been registered.

- (3) Registration ensures that a site or server is a known entity on the Intranet, has been approved for internal use by an executive level sponsor, and that a system administrator and webmaster have been designated.
- (4) All IRS Intranet sites and web servers are required to be registered prior to being operational by Enterprise Operations. Failure to comply with this process will result in the exclusion of Intranet sites and web servers from the IRS Intranet.
- (5) For additional information, contact Enterprise Operations at **IT EOPSWebRegUpdate*.
- (6) Answers to frequently asked questions and a Registration User's Guide can be found at <https://webreg.web.irs.gov/WebReg/Register/Default.asp>.

