

Create a Login.gov Account For Applicants and Recipients



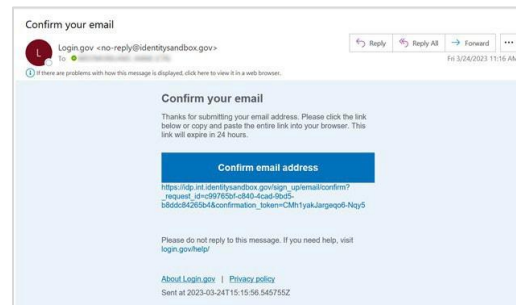
Create a Login.gov Account

1. Click the Create an account button.

2. Enter your email **associated with Grants Portal** and select your language preference. Click on the Rules of Use hyperlink. After you have read the rules, select the checkbox and click the Submit button.

3. You will be notified to check your email to confirm your email address.

4. You will receive an email to confirm your email address. Click the **Confirm email address** button.



Note: If you do not see the confirmation email in your inbox, check your spam folder.

5. You will be redirected create a password. Create a strong password, as indicated by the Password Strength bar, and click **Continue**.

6. The next screen will prompt you to set up at least one authentication method.

Authentication

1. You will be prompted to select an authentication method. Two different methods are suggested but at least one is required. You can choose between:

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- Security Key:** a physical device you plug into your device.
- Government employee ID:** PIV/CAC cards for government and military employees.
- Authentication application:** download or use an application app to generate secure codes.
- Text or voice message:** receive a code by text message or voice call.
- Backup codes:** A list of 10 codes you can print or save to your device.

Note: Backup codes are easy to lose. Once the last code has been used, a list of codes will be generated.

- Once an authentication factor has been selected, click **Continue**.

- After you have entered an authentication factor, you have the option to set up another. If you wish to add another, click Add another method and go through the steps of adding another authentication method. If not, click the Skip for now hyperlink.

Authentication method setup
Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least 2 different options in case you lose one of your methods.

- ☐ **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- ☐ **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- ☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☐ **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

✓ A phone was added to your account.

You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

Add another method

[Skip for now](#)

Verification

- Next, you will have to verify your identity with multiple documents. Please have the following handy: your state-issued ID, your social security number (the physical card is not needed), and your cell phone. Once you have located these items, press Continue.

LOGIN.GOV Government agency name (placeholder)

Getting started | Verify your ID | Verify your personal details | Verify phone or address | Secure your account

How verifying your identity works
Identity verification happens in two parts:

Verify your identity
We'll ask for your personal information to verify your identity against public records.

Secure your account
We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

☐ By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

Continue

- Upload a picture of your ID. It is recommended to send the link to your phone to capture the picture. Type in your phone number and click Send link. If you have a picture on your computer, you can upload it by clicking **Upload photos**.

How would you like to add your ID?
We'll collect information about you by reading your state-issued ID.

Use your phone to take photos
You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number: [input field]
Send link

Continue on this computer
Don't have a phone? Upload photos of your ID from this computer.

Upload photos

[Cancel](#)

- Type in your phone number and click Send link, you will get a confirmation that the message has been sent to your phone.

⚠ Do not close this window.
The next step will load automatically.

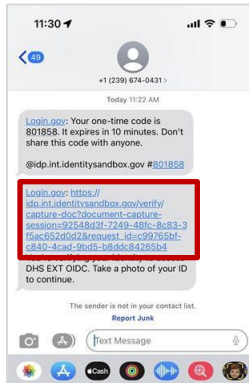
We sent a message to your phone

You entered: [phone number]
Please check your phone and follow instructions to take a photo of your state-issued ID.

- You will receive a text with a hyperlink to capture and upload the photos from your phone. Click on the hyperlink.

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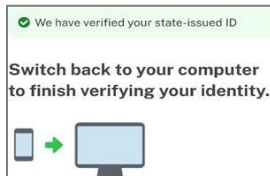
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5. The default browser on your phone will open to capture and upload pictures of your state-issued ID. Scroll down to the boxes and select Take photo for both the front and the back of your ID.

6. Verify that the images you have uploaded are correct and click **Submit**.

7. Your photos will be submitted to Login.gov. It may take a few minutes. After your images have been verified successfully, the browser will notify you to continue the process on your computer.



8. Enter your Social Security number and click **Continue**.

9. After you have submitted your SSN, it will pull up your record. If any information is incorrect, click Update and edit your information. After verifying it is you and the information is correct, click **Submit**.

Note: If any information is incorrect, you will receive an error message and will be instructed to update your information.

10. Once your information has been confirmed, you will be prompted to verify your phone number. Enter your phone number. If you have previously used your phone number for the multi-factor authentication step, your phone number will be pre-populated. Click Send code to receive a test message with your code. To receive a phone call with your

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verification code, click Phone call and then Send code.

11. You will receive a text message with your code. Enter your code and click **Submit**.

Secure your account

1. Once your phone number has been verified, you will be prompted to re-enter your password. Enter your password and click **Continue**.

2. The system will present you with a personal key. To save this key, you can copy it to your

clipboard to save somewhere on your computer, download a text file containing your key, or print it. Please save this key as it will be used in case you lose access to your account or need to verify your identity again. Once you have saved your key, click the checkbox and click **Continue**.

3. The next screen will prompt you to verify that all the information you have entered is correct. This screen will also present you with the opportunity to add a second authentication factor. Once you have verified the information is correct, click **Agree and continue**.

4. You will be redirected to your account profile page.