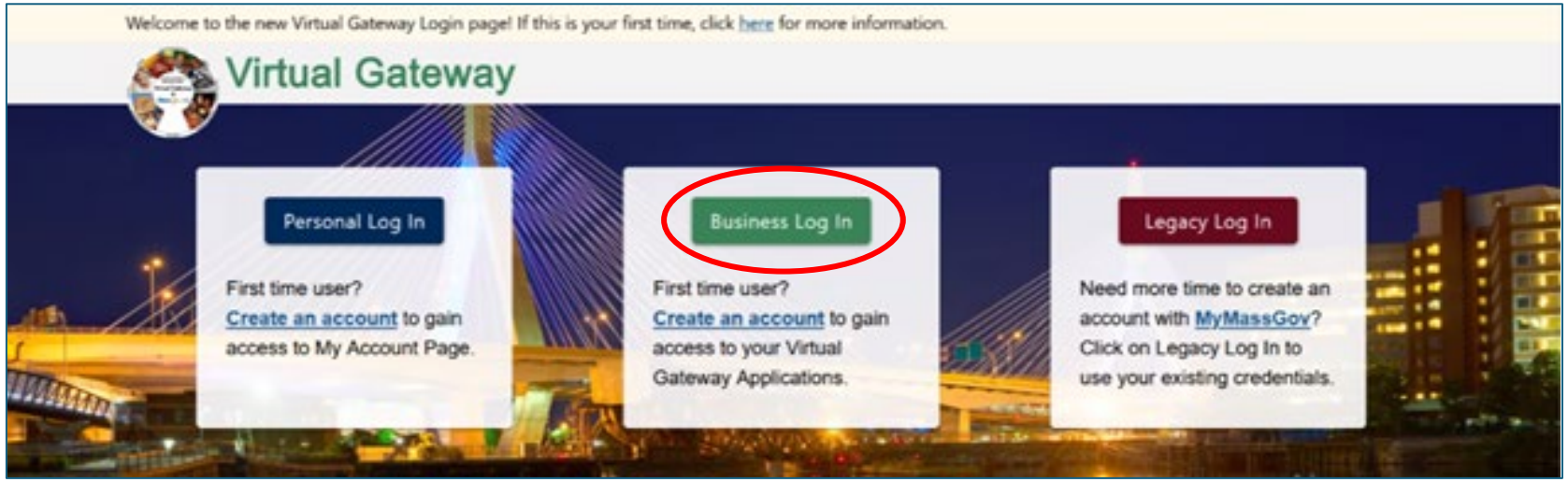
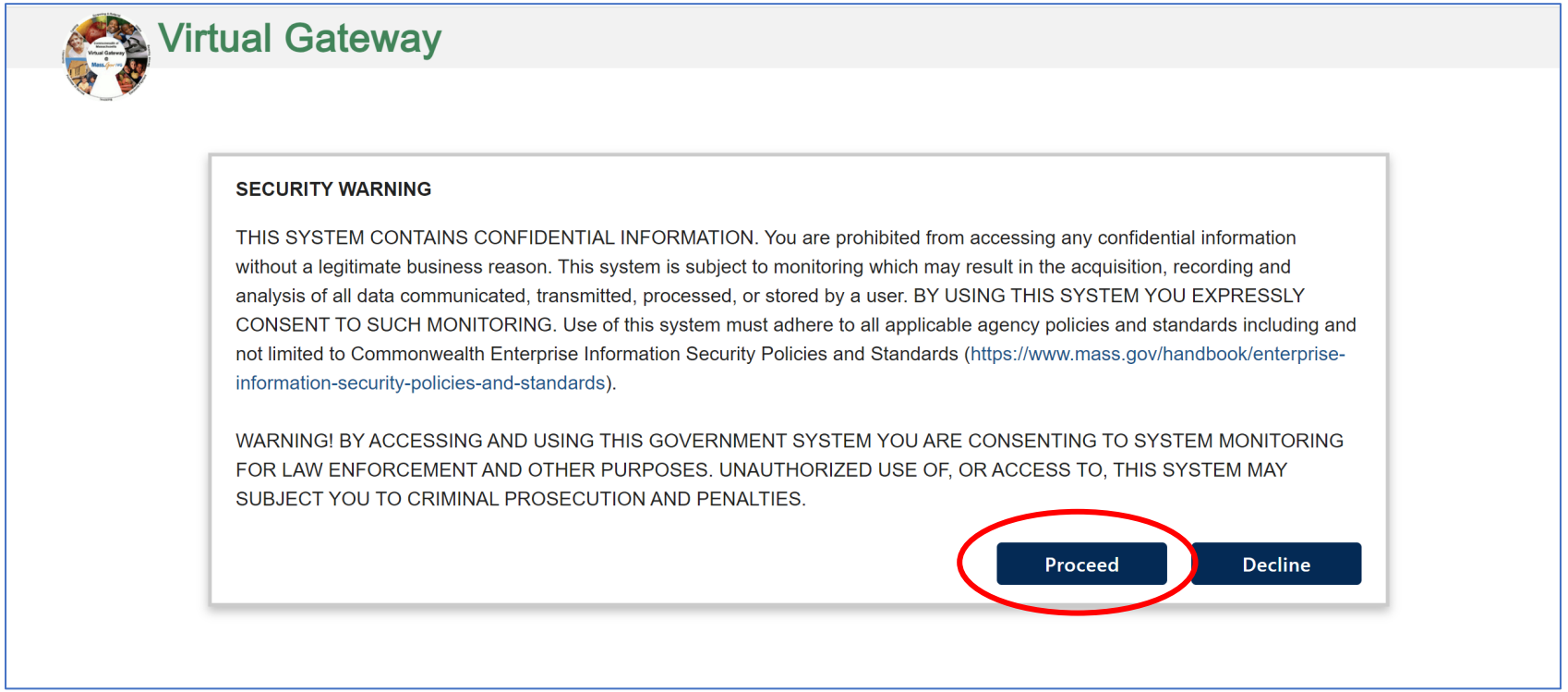
Logging into the Virtual Gateway(VG)

For State Employees



After clicking the Virtual Gateway link, you will click the ***"Business Log* In"** button.

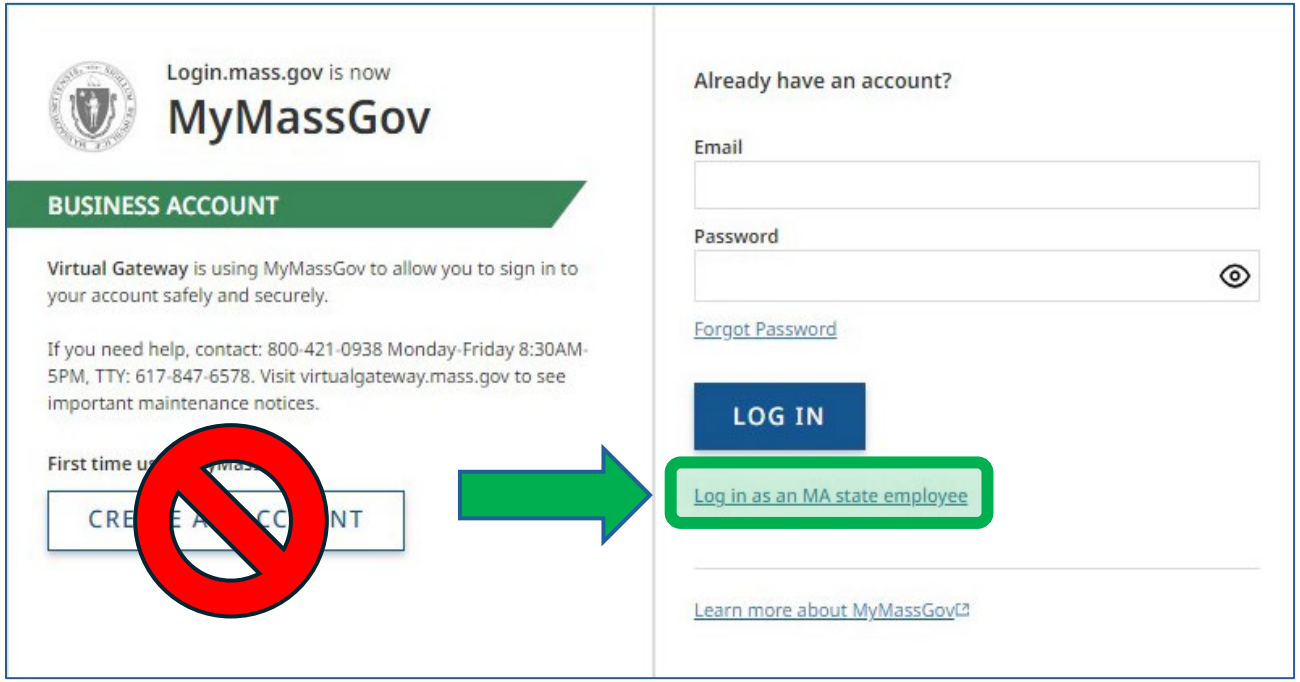


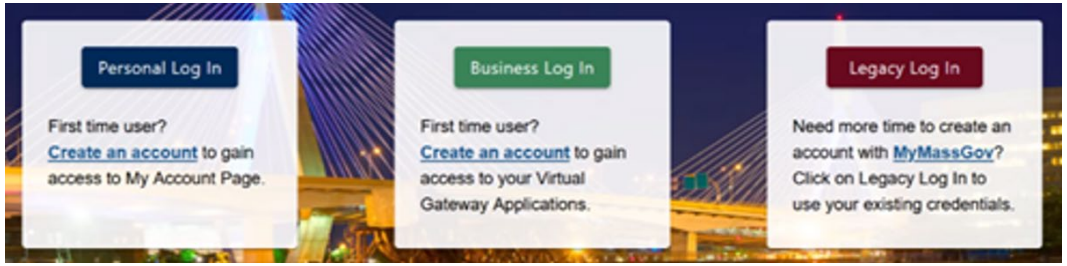
Click the Proceed button

Employees will use the <u>Log in as an MA state employee</u> link.

<u>Note:</u> There are a small number of employees who have more than one VG UserID linked to a single email address.

- These employees will receive an error message when attempting to complete the login process.
- In this case, the employee will need to go "back" and click the ***Legacy*** button.



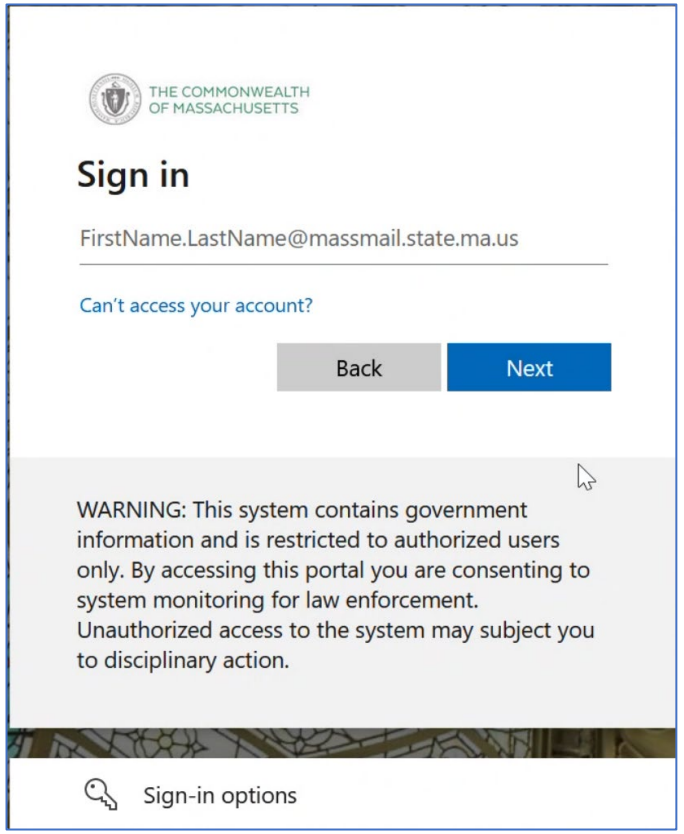


Multi-Factor Authentication

You will follow this familiar login/multi-factor authentication(MFA) process.

After completing MFA will see an account confirmation page and be able to login successfully.

- If you have more than one VG UserID linked to a single email address, this is where you will see the error message and be directed to go back and use the Legacy button.

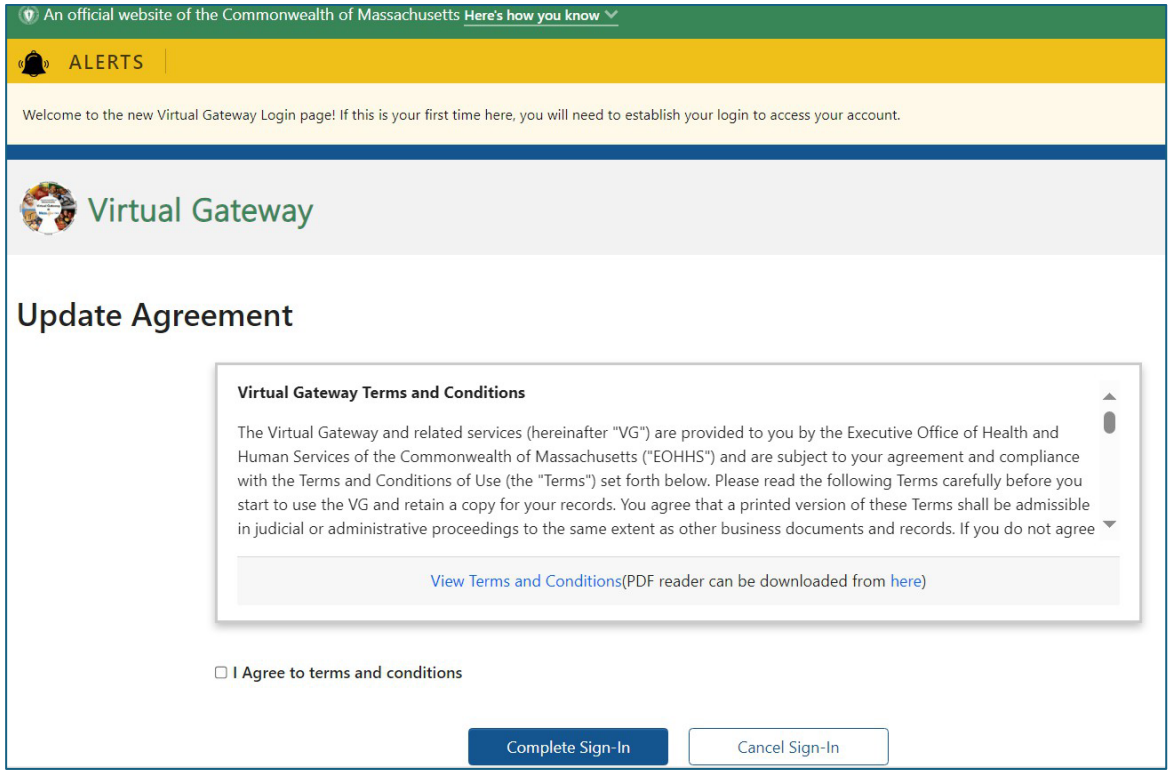


Accept Terms and Conditions

The Terms and Conditions have been updated. You will be required to accept these updated Virtual Gateway Terms and Conditions the ***first time*** you login.

Click “View Terms and Conditions” to review Virtual Gateway Terms and Conditions (use PDF format if necessary)

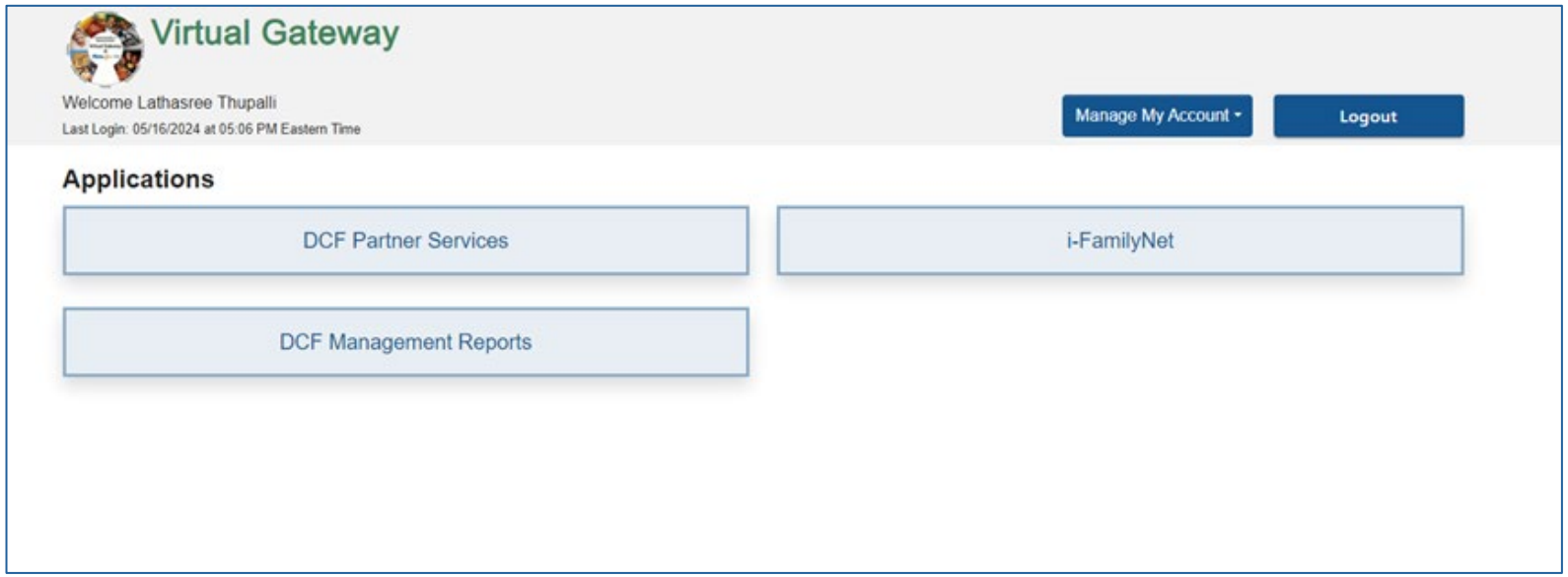
- Click the **I Agree to terms and conditions** checkbox.
- Click the **Complete Sign In** button.



Success, You’re in!

A successful login will take you to the Applications page. This page will list the Virtual Gateway applications that you have access to using this ID and Email address.

Select the appropriate application.



Congratulations!
You have successfully registered and logged-in to the new Virtual Gateway