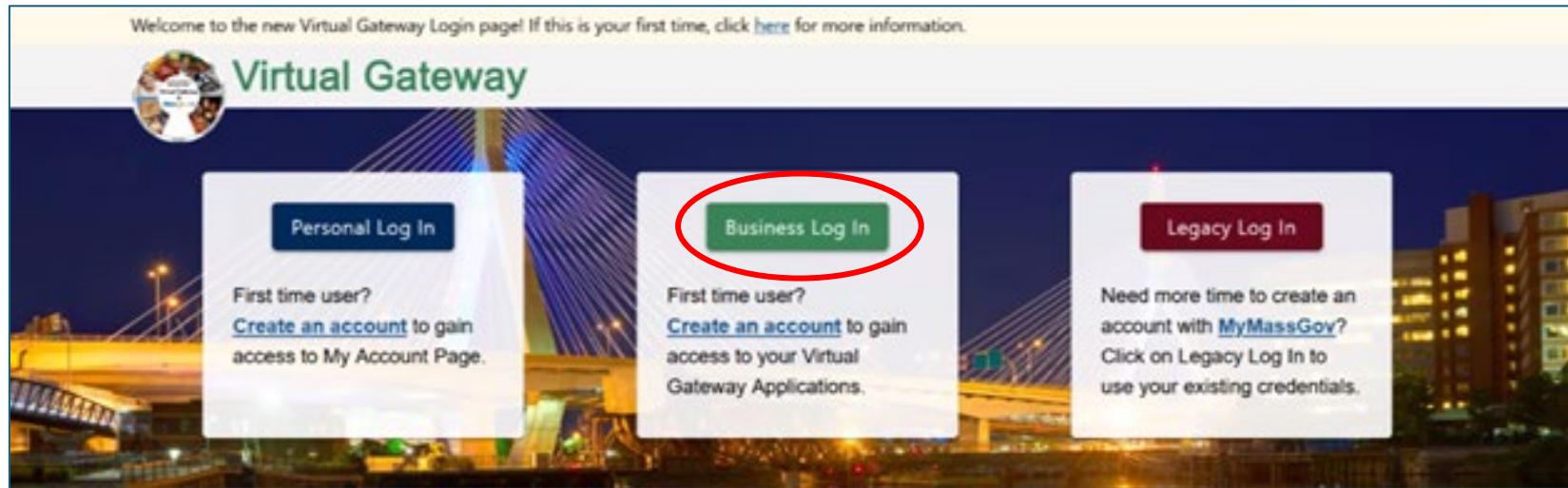




Logging into the Virtual Gateway(VG)

For State Employees



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



Virtual Gateway

SECURITY WARNING

THIS SYSTEM CONTAINS CONFIDENTIAL INFORMATION. You are prohibited from accessing any confidential information without a legitimate business reason. This system is subject to monitoring which may result in the acquisition, recording and analysis of all data communicated, transmitted, processed, or stored by a user. BY USING THIS SYSTEM YOU EXPRESSLY CONSENT TO SUCH MONITORING. Use of this system must adhere to all applicable agency policies and standards including and not limited to Commonwealth Enterprise Information Security Policies and Standards (<https://www.mass.gov/handbook/enterprise-information-security-policies-and-standards>).

WARNING! BY ACCESSING AND USING THIS GOVERNMENT SYSTEM YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF, OR ACCESS TO, THIS SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES.

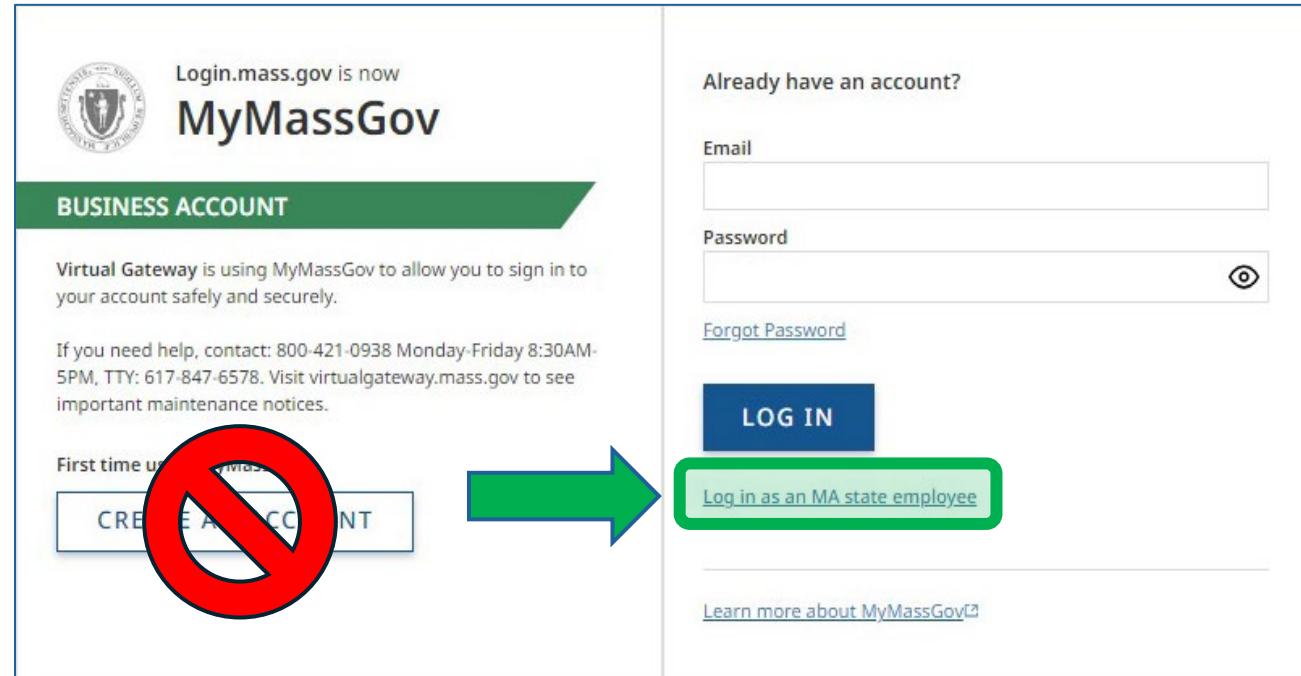
Proceed **Decline**

Click the Proceed button

Employees will use the Log in as an MA state employee link.

Note: 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.



Login.mass.gov is now
MyMassGov

BUSINESS ACCOUNT

Virtual Gateway is using MyMassGov to allow you to sign in to your account safely and securely.

If you need help, contact: 800-421-0938 Monday-Friday 8:30AM-5PM, TTY: 617-847-6578. Visit virtualgateway.mass.gov to see important maintenance notices.

First time user? [Create an account](#)

CREATE A BUSINESS ACCOUNT

LOG IN

[Log in as an MA state employee](#)

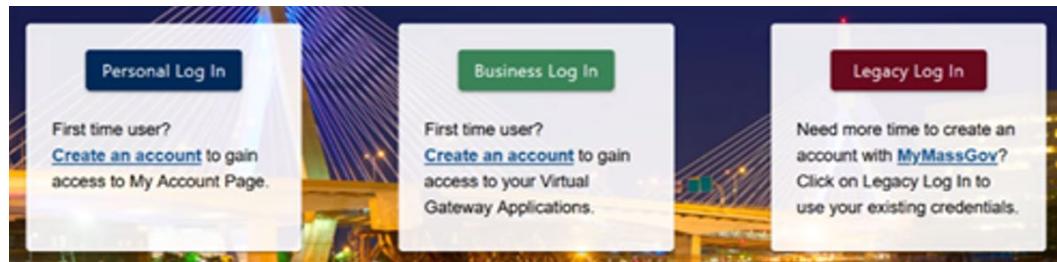
Already have an account?

Email

Password

[Forgot Password](#)

[Learn more about MyMassGov](#)

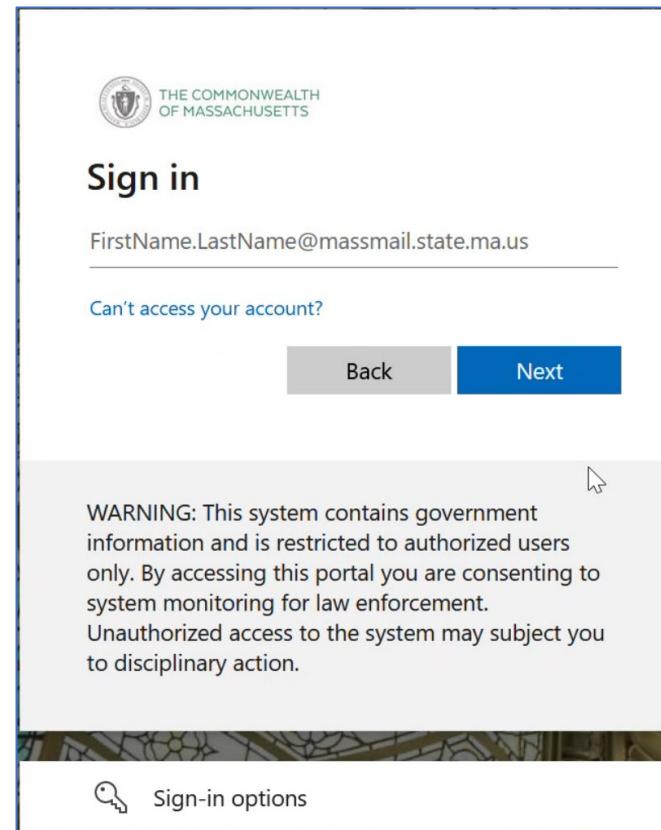


Multi-Factor Authentication

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.

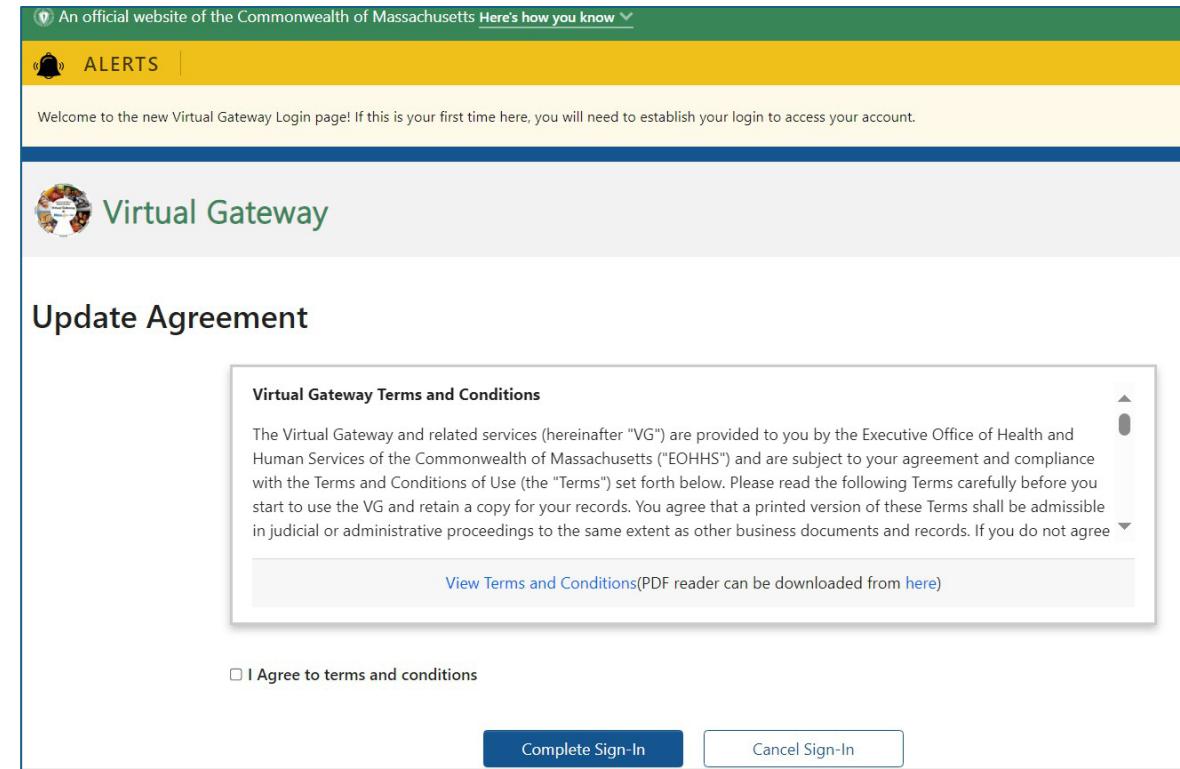


Accept Terms and Conditions

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.

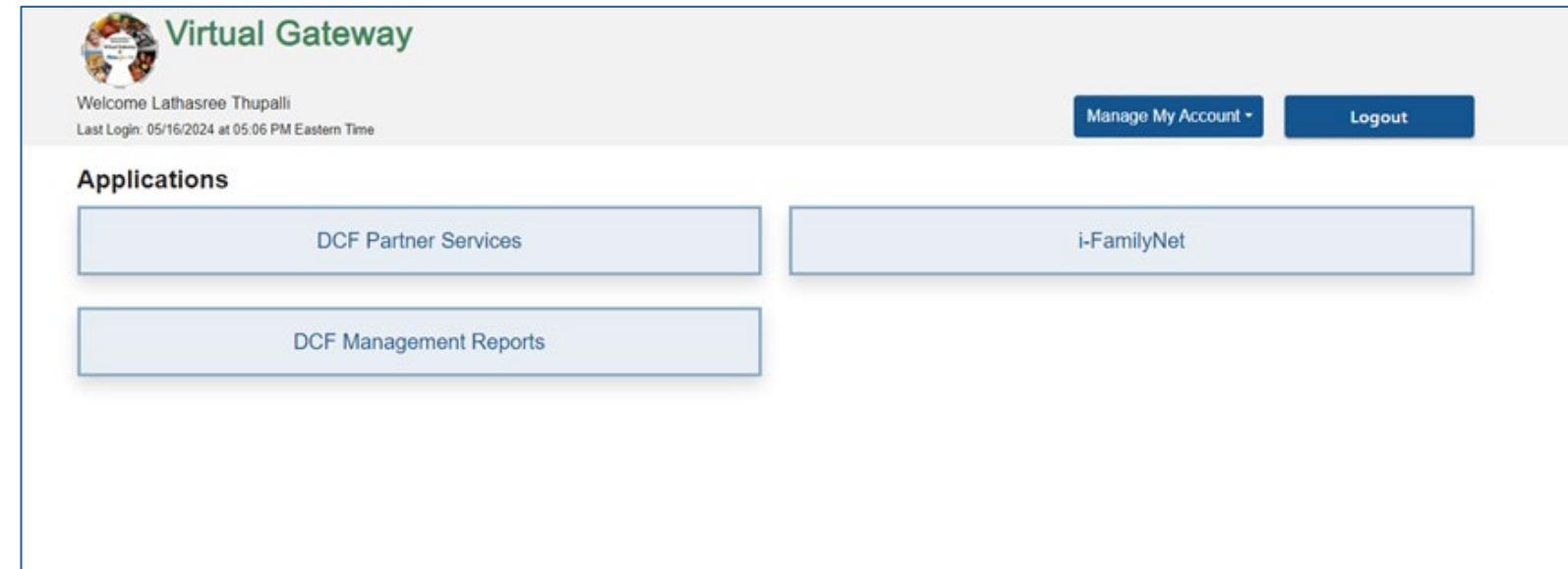


The screenshot shows the Virtual Gateway Login page. At the top, there is a green header bar with the text "An official website of the Commonwealth of Massachusetts Here's how you know" and a yellow "ALERTS" bar. The main content area has a "Virtual Gateway" logo and the title "Update Agreement". Below this, there is a section titled "Virtual Gateway Terms and Conditions" with a detailed description of the terms. A "View Terms and Conditions" link is provided, noting that a PDF reader can be downloaded from a specific URL. At the bottom of this section is a checkbox labeled "I Agree to terms and conditions". At the very bottom of the page are two buttons: "Complete Sign-In" and "Cancel Sign-In".

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