

ECIP PORTAL

How to Create an ID.me Account

May 2024

Introduction

This document outlines the processes associated for credentialing and identity proofing as defined by NIST SP 800-63 v3, Digital Identity Guidelines, to obtain an ID.me credential. ID.me is a certified commercial identity provider offering Identity Assurance Level (IAL) 2 and Authentication Assurance Level (AAL) 2 credential.

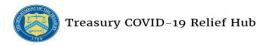
- All Payroll Support Program recipients who attempt to logon to the CARES Portal for the first time need to sign up with ID.me through the following three-step process:
 - Email Verification (Slides 4– 5)
 - Two Factor Authentication Verification (Slides 6 9)
 - Identity Verification (Slides 10 30)
 - Examples are provided for the following Identity Verification Options
 - Option 1: Upload Photos of Your License or State ID (Slides 11 21)
 - Option 2: Virtual In-Person Identity Proofing (Slides 22 31)
- Process to logon to CARES Portal once ID.me registration is complete (Slides 33 through 35)
- NIST SP 800-63 v3
 - <u>http://www.nist.gov/nstic/</u>

Launch Website & Sign Up for ID.me

(For best site performance, it is recommended that you use Google Chrome)

 Some users may need to click on the ID.me button on the CAIA screen to get to the ID.me login page before signing up with for ID.me.

An official website of the United States government



E-Mail: salesforceadminsupport@treasury.gov

In accordance with the Executive Order 14028 Improving the Nation's Cybersecurity, Office of the Chief Information Officer (OCIO) has implemented multi-factor authentication (MFA) for this application. Please select a login method below to login or create an account".



Sign in using a trusted authentication provider. Trusted providers secure digital identities and help us confirm and protect your identity.

Accessibility Statement | Freedom of Information Act | Privacy Policy | Privacy Impact Assessments

You have accessed a U.S. Government information system. There is no expectation of privacy in this system and your usage constitutes your understanding and consent to monitoring of your activities on the system. All data contained may be captured and disclosed or used for any lawful government purpose, including use by law enforcement officials as potential evidence of a crime. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties.

Launch Website & Sign Up for ID.me

- ► Select create an ID.me account
 - Input the email address and create a password
 - Check Box Accept terms of service and privacy policy
 - Select Create an ID.me account

ID.me + 🛞 TREASURY	ID.me + 🛞 TREASURY
	Create an ID.me account
Sign in to ID.me	Or sign in to your account
Or create an ID.me account	Enter your email
Email	Password
Enter your email	Enter your password
Password	Confirm Password
Enter your password	Confirm your password
	I accept the ID.me <u>Terms of Service</u> and <u>Privacy Policy</u>
Sign in to ID.me	Create an ID.me account

Email Verification

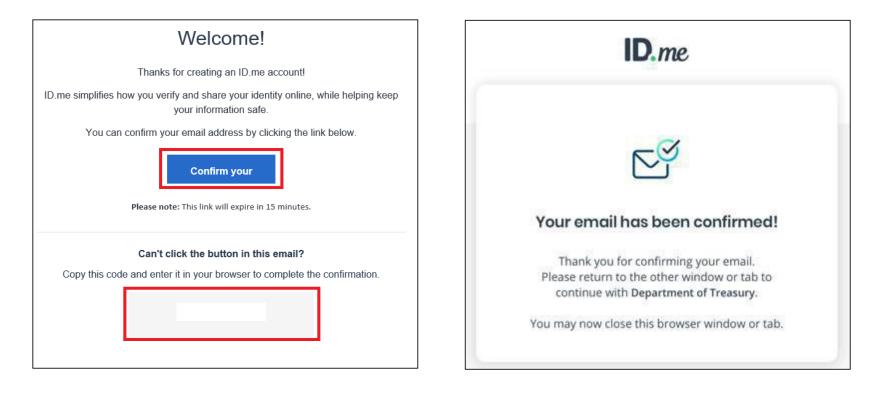
- ID.me will send an email for verification to the email account you used to register.
 - ID.me will send a confirmation email with 6 digit code.
 - Once you select Confirm Your Email in your email, ID.me will verify automatically.
 - Select Continue.

Note: Web browser session is suspended until you respond to the ID.me email confirmation. The email confirmation link and code will expire after 15 minutes.

D.me + 🛞 TREASURY		
CONFIRM YOUR EMAIL ADDRESS		
We sent an email to thaobtle@gmail.com with the subject line "ID.me - Please Confirm Your Email."		
If you cannot find the email, please check your spam folder. It can take up to 10 minutes to receive the email.		
\sim		
After your email is confirmed, return to this page to continue.		
Didn't receive the email? Send it again		
Can't click on the button in your email? Enter the 6-digit code from the email below.		
Continue		

Email Verification

- Open the ID.me email and acknowledge the receipt.
 - Below is a example of the email you will receive (left image) with conformation and 6 digit code.
 - Select Confirm your Email button, you will see the confirmation notice (right image).
 - You should return to your browser session.



Two-Factor Authentication

- Select one of the options to setup two-factor authentication.
 - Text Message or Phone Call (Preferred)
 - Push Notification
 - Code Generator Application
 - FIDO U2F Security Key
 - Mobile Yubikey

Note: This presentation captures screen shots for the first option: Text Message or Phone Call.

D.me + 🛞 TREASURY		
SECURE YOUR ACCOUNT		
2 a Add an extra layer of security to your account. With two-factor authentication even if someone guesses your password, they won't be able to sign in as you. You only need to set up your device for two-factor authentication once.		
Select an option below to setup two-factor authentication		
Text Message or Phone Call Get a 5-digit code sent to your phone by text message or phone call. Select		
Push Notification Approve sign-ins via Push Notifications sent to the ID.me Authenticator mobile app. Select		
Code Generator Application Generate verification codes via code generator apps like ID.me Authenticator to sign in. Select		
FIDO U2F Security Key Use a security key, a small device that connects to your computer's USB port. Select		
Enroll a YubiKey Enroll a YubiKey security key for secure mobile authentication.		

Two-Factor Authentication: Text Message or Phone Call

- Select Text message
 - Enter your phone number
 - Select Text message
 - Select Continue

Note: Please use your valid mobile phone number.

D.me + 🛞 TREASURY		
SECURE YOUR ACCOUNT		
13		
Receive authentication code via phone		
Be sure to use a phone number you have access to whenever you plan to sign in.		
-		
Choose how you want to receive the code		
Text message		
THE NUMBER PROVIDED WILL ONLY BE USED FOR ACCOUNT SECURITY. MESSAGE AND DATA RATES MAY APPLY.		
Go back Continue		

Two-Factor Authentication: Text Message or Phone Call

- ► Verify phone number
 - 6 digit verification code generated automatically.
 - Select Continue

Note: The code will expire after 15 minutes.

D.me + 🛞 TREASURY		
SECURE YOUR ACCOUNT		
1 2 3		
Confirm your phone number		
Please check your phone for the 6-digit code that we just sent to you at		
Enter the 6-digit code		
Didn't receive the code? Send it again		
Go back Continue		

Two-Factor Authentication: Text Message or Phone Call

Confirmation

D.me + 🛞 TREASURY		
YOUR ACCOUNT IS NOW SECURE		
Your phone number can now be used for two- factor authentication.		
æ		
Visit <u>ID.me My Account</u> to view and manage two- factor authentication settings.		
Recovery code		
A recovery code can be used in the event you lose access to your two-factor authentication device.		
Generate recovery code		
Continue		

Congratulations! You have enabled two factor authentication for your account. Next step is to verify your identity.

ID.me will send you an email notification that you enabled twofactor authentication.

You have enabled two-factor authentication for your account

Thank you for enabling two-factor authentication for your ID.me account.

Two-factor authentication is an additional layer of security designed to prevent unauthorized access to your account and protect your information with ID.me.

From now on, whenever you sign in, you can authenticate yourself using the following two-factor authentication option:

Text Message or Phone Call

Identity Verification

- ► Choose a verification method
 - Option 1:
 - Upload photos of your license or state ID (Preferred)
 - » Slides 13-22
 - Upload a photo of your passport
 - Upload a photo of your passport card
 - Option 2:
 - I don't live in the United States (International)
 - » Slides 21-30

Note: You must use an active / valid license, state ID, or Passport.

ID.n	ne + 🛞 TREASURY
	VERIFY YOUR IDENTITY
identi Yo We' you	te are several options for you to verify your ty and this process only takes a few minutes. bu'll only need to verify your identity once. I need your permission to use details from r credit profile and other public sources to y your identity. Don't worry, this won't affect your credit score.
<u>R</u>	Upload photos of your license or state ID Upload photos of your driver's license or state ID, and enter your social security number.
	Start now
	Upload a photo of your passport Upload a photo of your passport and enter your social security number. Start now
	Upload photos of your passport card Upload photos of your passport card and enter your social security number.
	Start now
	I don't live in the United States

- ► Step 1
 - Choose how to submit photos.
 - Take a picture with my device.
 - Upload a photo.

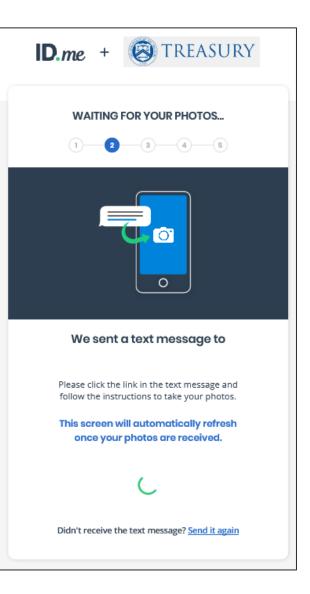
ID.me + 🛞 TREASURY	
VERIFY YOUR IDENTITY	
3 2 3 4 8	
Choose how to submit photos	
In order to verify your identity, please make sure: 1) Your document is is up to date and valid 2) Your document is clear and readable 3) You take the photo on a well-lit flat surface	
Take a photo with my device	
YOUR MOBILE PHONE MUST HAVE A CAMERA AND A WEB BROWSER.	
OR	
Upload a photo	

- ► Step 1 (continued)
 - Enter your phone number.
 - Select Continue.

D.me + 🛞 TREASURY	
VERIFY YOUR IDENTITY	
1 2 3 4 5	
Take photos with your phone	
Enter your mobile phone number, and we'll text you a link to take photos of your document.	
Enter your mobile phone number	
(L)	
YOUR MOBILE PHONE MUST HAVE A CAMERA AND A WEB BROWSER.	
Back Continue	

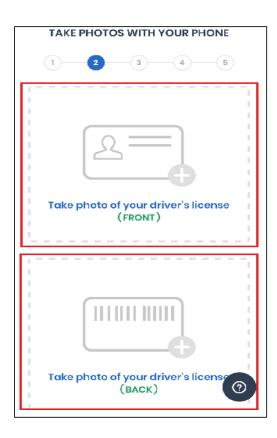
- ► Step 1 (continued)
 - A text message will be sent to your phone.

Note: Your current web browser session is suspended until you respond to the action required.

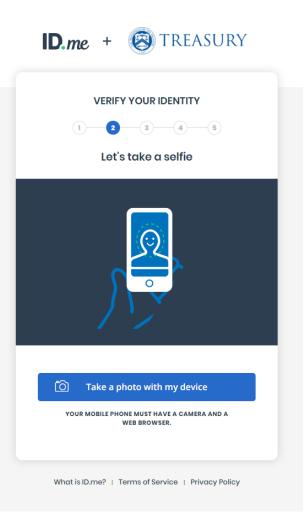


- ► Step 2
 - ID.me will send a text to your phone.
 - Select the link from your phone to upload the front and back of your photo ID.

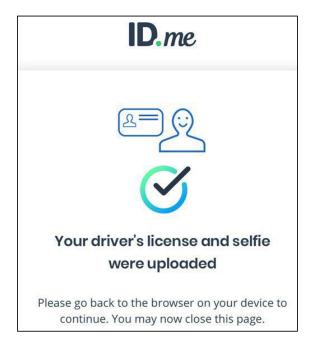
This message is from ID.me. Please click the following link to upload a picture of your ID: <u>https://verify.id.me/en/phone/</u> PHrxGQeQ



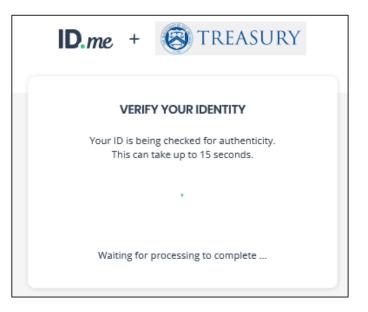
- ► Step 3
 - Upload a selfie.
 - Once photo is uploaded, ID.me will verify automatically.



- ► Step 3 (continued)
 - Once you have completed the front and back license photos and selfie, the following message is displayed on your phone.
 - You should return to your browser session.



- Step 3 (continued)
 - Your browser session indicates the system is in process of verifying your identity.
 - It may take up to 15 seconds.
 - An additional screen may appear for manual data input if ID.me cannot verify information on your license.



Note: If ID.me cannot verify your information from your license, an additional screen may appear for you to input your data manually.

D.me + 🛞 TREASURY	
VERIFY YOUR IDENTITY	
1 2 3 4 5	
Enter your Social Security number	
The Social Security number is used as a unique identifier to confirm identity. This will not affect your credit score.	
Social Security Number *	
#######################################	
Back Continue	

- ► Step 4
 - Enter 9 digit Social Security Number.
 - A text will be sent to cell phone number.
 - Select Continue.

Note: Please verify the information listed.

MEET WITH A TRUSTED	REFERENCE TO VERIEV
YOUR IDE	
Confirm your information	
Ve'll verify the information yo from your cre	
Full Legal Name	EDIT
First Name	
Middle Name	
Last Name	
Date of Birth	
Current home address	EDIT
Street	
City	
State	
Zip Code	
Country	
Phone	EDIT
Mobile Number	
	1
Documents and Selfie	
Oriver's License	Reupload
🥑 U.S. Passport	Reupload
Selfie	Retake
Contin	

- ► Step 5 (continued)
 - Your browser session indicates the system is in process of verifying your identity.
 - It may take up to 10 seconds.
 - ID.me will send you a Congratulations email.
 - Skip Slide 21 if ID.me completed your identity verification.

D.me + 🛞 TREASURY		
VERIFY YOUR IDENTITY		
Your information is being checked for authenticity. This can take up to 10 seconds.		
· · · · · · · · · · · · · · · · · · ·		
Waiting for processing to complete		

Note: If ID.me cannot verify your SSN or phone number, an additional screen may appear for you to input your data manually.

- ► If ID.me could not verify your identity:
 - Select Verify Identify via Video Call.
 - Start Over (Optional)
 - Select one of the options to setup twofactor authentication.
 - » Text Message or Phone Call (Preferred)
 - » Push Notification
 - » Code Generator Application
 - » FIDO U2F Security Key
 - » Mobile Yubikey

D.me + 🛞 TREASURY
We couldn't verify your identity Complete your identity verification through a virtual in-person video call with an ID.me Trusted Referee agent.
Verify Identity via Video Call
Unable to confirm phone number
Error Code: E4306 - 69F099C5C9CD
Start over
Have more questions? <u>visit ID.me Support</u> .

Option B: User initiates Virtual In-

Person Identity Proofing after one

unsuccessful online (self-service)

identity proofing attempt

Option A: User initiates Virtual In-Person Identity Proofing by selecting "I don't live in the United States"

VERIFY YOUR IDENTITY ID.me + 🔘 There are several options for you to verify your identity and this process only takes a few minutes. You'll only need to verify your identity once. We'll need your permission to use details from your credit We couldn't verify your identity profile and other public sources to verify your identity. Don't worry this won't affect your credit score. Complete your identity verification through a virtual in-person video session with an ID.me This process only takes a few minutes. Trusted Referee agent. Choose a verification method Verify Identity via Video Call Upload photos of your driver's license R Upload photos of your driver's license and enter your social security number. Then we'll confirm your identity We're sorry, but your information could not be with public records. verified. Please ensure that your information was entered correctly and try again. Upload a photo of your passport PO **№**= Error Code: E4201 - B7E4D6E15713 Upload a photo of your passport and enter your social security number. Then we'll confirmyour identity with public records. **Retry Verification** Upload photos of your passport Card Upload photos of your passport and enter your social security number. Then we'll confirm Have more questions? your identity with public records. Visit ID.me Support Start Now I don't live in the United States What is ID.me? | Terms of Service | Privacy Policy

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В		LIVE VID	EO IDENTITY ESSION	
		=[== 2	N N	
с	Complete your Trusted Refe		erification via a e easy steps	
1) Cor	nfirm your per	sonal infor	mation	
	lect and uploa ew list of eligib		ation document	s
3) Att	tend the live vi	ideo web s	ession	
Get	t your <mark>i</mark> dentity v	verified in 1	5 minutes or les	s!
			d certified to Insi 's and verify you Line session.	
Go	o Back		Get Starte	ed

When you are ready to proceed, select "Get Started"

 Confirm that your personal information shown on the screen is accurate and select Continue.

MEET WITH A TRUSTED REFEREE TO VERIFY YOUR IDENTITY
Confirm your personal information
Please update any personal details in the form below.
Email*
Phone
•
First Name* Middle Name
Last Name*
Suffix Social Security*
Date of Birth*
Continue
What is ID.me? Terms of Service Privacy Policy

 Confirm that the address shown on the screen is your current or most recent address and select Continue.

ID.me			
MEET WITH A TRUSTED REFEREE TO VERIFY YOUR IDENTITY			
Confirm your personal address			
If your current or most recent address is different than what is shown below, please update it now.			
Country			
United States			
Current Home Address			
City			
Falls Church			
State Zip Code			
Go Back Continue			
What is ID.me? Terms of Service Privacy Policy			

- You can either upload two (2) Primary IDs or one (1)
 Primary and two (2) Secondary IDs as evidence.
- In the example shown on this slide, the user chose two Primary IDs and was prompted to select them via the dropdown menu at the bottom of the screen.
- The user chose the U.S. Passport and Driver's License, which we will see on the next screen.

Note: You must use an active / valid license, state ID, or Passport.

	ID.me
MEET WITH	A TRUSTED REFEREE TO VERIFY YOUR IDENTITY
	+++++++++++++++++++++++++++++++++++++++
	vo primary IDs or one primary secondary IDs to proceed
	D REFEREE WILL VERIFY YOUR IDENTITY BY TING THE DOCUMENTS YOU UPLOAD.
2 Prin	nary
	Primary or Secondary Document? submit images of the original documents, not photo copies.
Primary ID #1	U.S. Passport
Primary ID #2	 You have already uploaded this document. Select a document

The user in this example is given the option to either upload photos of their documents from their computer or take them directly with their mobile phone.

	ID.me
ME	ET WITH A TRUSTED REFEREE TO VERIFY YOUR IDENTITY
Che	ose how to securely submit photos
	Quick tips
	1) Verify that your documents are up-to-date
2) Take the photo in a well-lit area on a flat surface
	n submit photos from your current connection or we can text to your mobile phone so you can take photos with it.
	O Take photos with phone
	YOUR MOBILE PHONE MUST HAVE A
	OR
ţ	Upload photos from your computer
_	

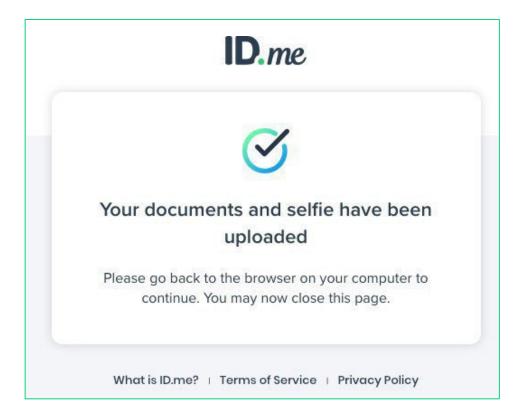
You will be taken through each step of the upload process based on the pieces of identity evidence you select.

ID.me				
MEET WITH A TRUSTED REFEREE TO VERIFY YOUR IDENTITY Required documentation				
Driver's License FRONT BACK				
We have a photo of the Front your Driver's License Change				
U.S. Passport FRONT				
We have a photo of the Front your U.S. Passport <u>Change</u>				
Go Back Continue				

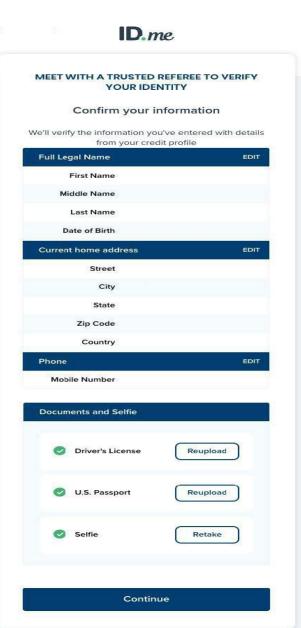
 Enter your mobile phone number, and you will be texted a link to capture a photo of yourself (selfie capture).

ID.me		
	D REFEREE TO VERIFY	
Take a	a selfie	
	number, and we'll text you a ke a selfie.	
•		
	t have a camera and web wser.	

Once you capture and successfully upload your selfie, you will receive a confirmation screen that prompts you to return to your original browser to resume the session.



 Review your personal information to ensure it is correct and then select **Continue.**



Website Redirect

 Once ID.me identity verification is complete, you will be redirected to the ECIP Application Portal landing page.

≡ <mark>∧</mark> Treasury C	OVID-19 Relief Hub	+ 😩
🤕 Emergency	Capital Investment	
ECIP Service Portal Home	ECIP Service Portal Home	
Real-time Reporting		
Quarterly and Initial Supplemental Reports	Welcome to the Emergency Capital Investment Program	
Voluntary Impact Highlight Forms	Service Portal	
Application Management		

Logon to ECIP Portal

► Sign in with ID.me Account.

An official website of the United States government



E-Mail: salesforceadminsupport@treasury.gov

In accordance with the Executive Order 14028 Improving the Nation's Cybersecurity, Office of the Chief Information Office (OCIO) has implemented multi-factor authentication (MFA) for this application. Please select a login method below to login or create an account".

ID.me.	

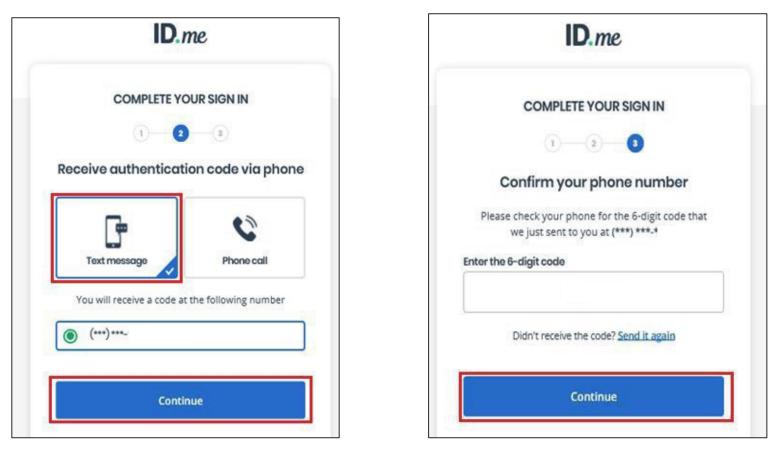
Sign in using a trusted authentication provider. Trusted providers secure digital identities and help us confirm and protect your identity.

Accessibility Statement Freedom of Information Act Privacy Policy Privacy Impact Assessments

You have accessed a U.S. Government information system. There is no expectation of privacy in this system and your usage constitutes your understanding and consent to monitoring of your activities on the system. All data contained may be captured and disclosed or used for any lawful government purpose, including use by law enforcement officials as potential evidence of a crime. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties.

Logon to ECIP Portal

- ► Complete Logon
 - ► Receive authentication code via phone
 - ► Select Continue (left)
 - ► Select Continue (right)



Log On

\equiv Treasury (OVID-19 Relief Hub	
🕗 Emergency	Capital Investment	
ECIP Service Portal Home	O ECIP Service Portal Home	
Real-time Reporting		
Quarterly and Initial Supplemental Reports	Welcome to the Emergency Capital Investment Program	
Voluntary Impact Highlight Forms	Service Portal	
Application Management		

Note: Successful logon (authentication) to ECIP Portal.