



# Getting Started Using Treasury's Reporting Portal

Verifying your identity with login.gov

## Creating credentials using Login.gov

To assist Treasury's American Rescue Plan (ARP) program, Treasury is now offering Login.gov access to Treasury's American Rescue Plan (ARP) Reporting and Compliance Portal.

Once you have created a Login.gov account, you will be able to access Treasury's ARP Reporting and Compliance portal.

 <https://portal.treasury.gov/compliance>

Users that already have access to Treasury's portal using ID.me are *not* required to use Login.gov and can continue accessing their reporting records through ID.me.

 <https://portal.treasury.gov/cares/s/slt>

## To get started

1. Identify the Account Administrator for the specific Treasury program you support.
2. Verify that your account administrator pre-registered you in the portal. If you have received an email from the Treasury regarding Login.gov account setup, you are pre-registered and may proceed to create an account.
3. Navigate to <https://portal.treasury.gov/compliance>, click create an account and follow the instructions noted below.

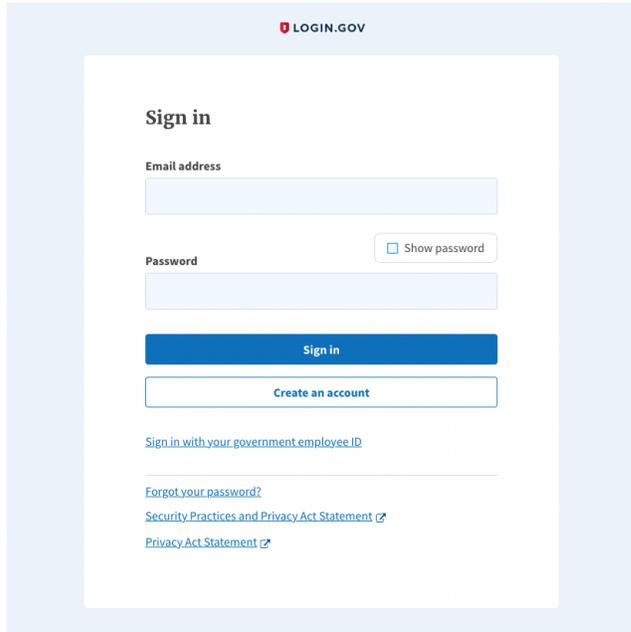
Users may sign in using a pre-existing account or choose the create a new account option. Creating a new account is a one-time process that includes: 1) verifying your email address, 2) creating a password, and 3) receiving an authentication code. The entire process should take just a few minutes.

## Using an existing Login.gov account

1. Enter your Login.gov e-mail address into the E-mail Address field.
2. Enter the password associated with your Login.gov account.

## Creating a new Login.gov account

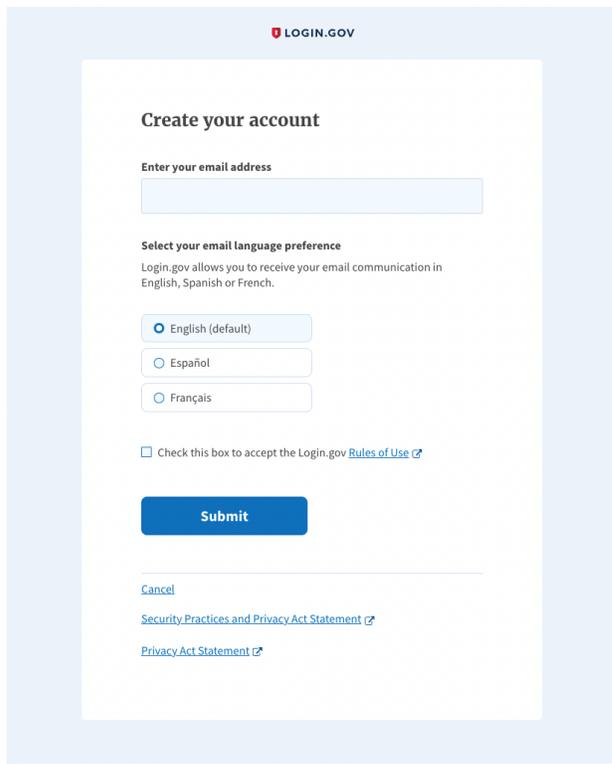
Step 1: Click 'Create an account' (Figure 1). You will be redirected to create an account.



The screenshot shows the Login.gov landing page. At the top, the 'LOGIN.GOV' logo is visible. The main heading is 'Sign in'. Below this, there are two input fields: 'Email address' and 'Password'. The 'Password' field has a 'Show password' checkbox. Below the input fields are two buttons: a blue 'Sign in' button and a white 'Create an account' button. At the bottom, there are links for 'Sign in with your government employee ID', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

Figure 1: Landing Page

Step 2: Input your email address, select language preference, and accept the Login.gov 'Rules of Use' (Figure 2).



The screenshot shows the 'Create your account' page. At the top, the 'LOGIN.GOV' logo is visible. The main heading is 'Create your account'. Below this, there is an input field for 'Enter your email address'. Underneath, there is a section for 'Select your email language preference' with the text 'Login.gov allows you to receive your email communication in English, Spanish or French.' There are three radio button options: 'English (default)', 'Español', and 'Français'. Below these is a checkbox for 'Check this box to accept the Login.gov Rules of Use'. At the bottom, there is a blue 'Submit' button, a 'Cancel' link, and links for 'Security Practices and Privacy Act Statement' and 'Privacy Act Statement'.

Figure 2: 'Create your account' page

Step 3: Once you click the *Submit* button, a new page displays notifying you to check your email inbox.

Step 4: If necessary, click *Resend* or use a *different email address* for registration (*Figure 3*).

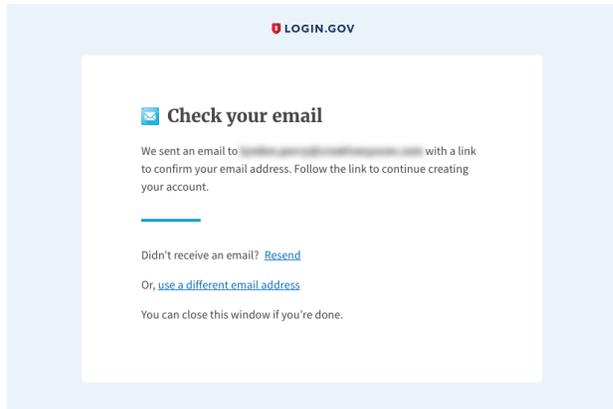


Figure 3: Check for email notification

Step 5: Within your email inbox, confirm you received an email notification email address by clicking the button provided. You can also copy and paste the provided link into their browser (*Figure 4*).

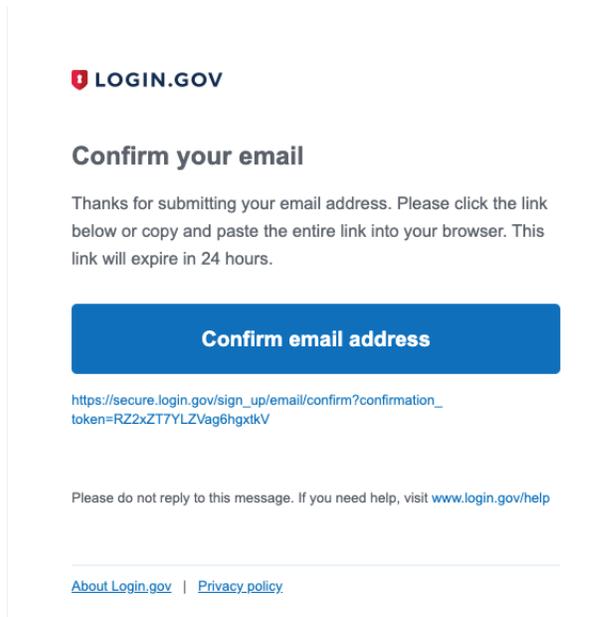
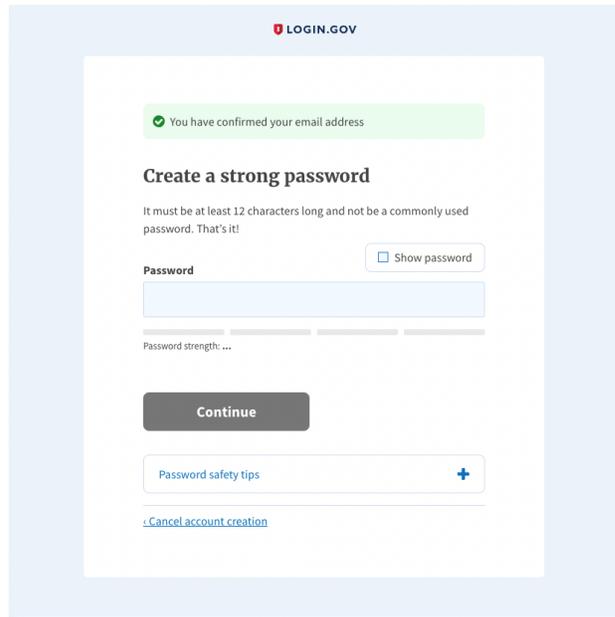


Figure 4: Confirmation email

Step 6: Once the email address is confirmed, create a new password (*Figure 5*).

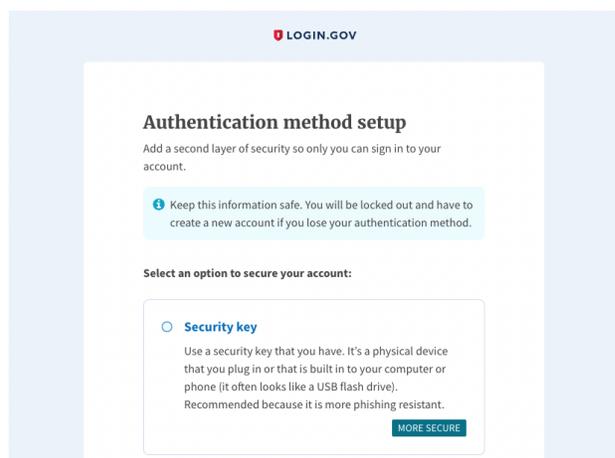


*Figure 5: Password creation*

Passwords must be at least 12 characters. There are no other restrictions. You can even use more than one word with spaces to get to 12 characters. Try using a phrase or a series of words that only you recognize.

Your Login.gov password should be different from passwords you use for other accounts such as your bank account or email. Using the same password for many accounts makes identity theft easier.

Step 7: Once the password is provided, set up their multi-factor authentication via one of the options provided (*Figure 6*).



*Figure 6: Multi-factor authentication setup (image is cropped; there are 4 additional methods)*

Step 8: If the phone authentication method is selected, input a telephone number and select whether to receive the message via SMS or phone call.

The screenshot shows the LOGIN.GOV interface for selecting a security code method. At the top, there is a logo with a telephone handset and a green speech bubble containing five asterisks. The main heading is "Send your security code via text message (SMS) or phone call". Below this, it states "We'll send you a security code each time you sign in." and "Message and data rates may apply. Please do not use web-based (VOIP) phone services." There is a "Phone number" field with an example "(201) 555-0123" and a dropdown menu for country selection. Below that, it asks "How should we send you a code?" with two radio button options: "Text message (SMS)" (selected) and "Phone call". There is a link for "Mobile terms of service" and a blue "Send code" button. At the bottom, there is a link to "Choose another option".

Figure 7: Security code via text or phone call

Step 9: Once a phone number is added, enter your one-time security to finish account creation (refer to Figure 8).

The screenshot shows the LOGIN.GOV interface for entering a security code. At the top, there is a logo with a telephone handset and a green speech bubble containing five asterisks. The main heading is "Enter your security code". Below this, it states "We sent a security code to +1 201 555 0123. This code will expire in 10 minutes." There is a "One-time security code" input field. Below that is a blue "Submit" button. There is a "Get another code" button with a refresh icon and a checked checkbox for "Remember this browser". At the bottom, there is a link for "Entered the wrong phone number? Use another phone number" and a link to "Choose another option".

Figure 8: Enter security code

Step 10: If another authentication method other than phone is selected, users should consult the Authentication Options page located at the following URL:

 <https://www.login.gov/help/get-started/authentication-options/>

Follow the onscreen instructions provided for your selected method.

Step 11: After successfully adding a phone number to your account, you will receive screen informing you are officially signing in for the first time.

Once the account is created, return to the URL:

<https://portal.treasury.gov/compliance/>

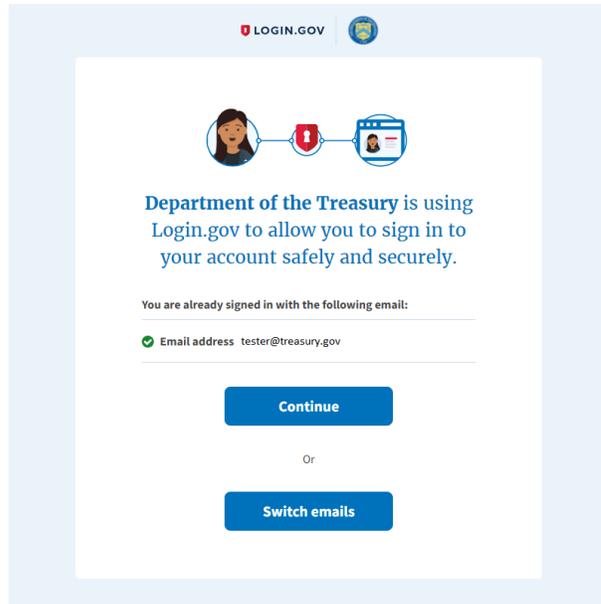


Figure 9: Tour

You will receive a message that you are entering the Department of the Treasury's portal (Figure 9). Click "Continue" to enter the 'Treasury Reporting Portal'.

Step 12: Once you have successfully logged in through Login.gov, you will arrive at the Introduction page of the Treasury portal (Figure 10).

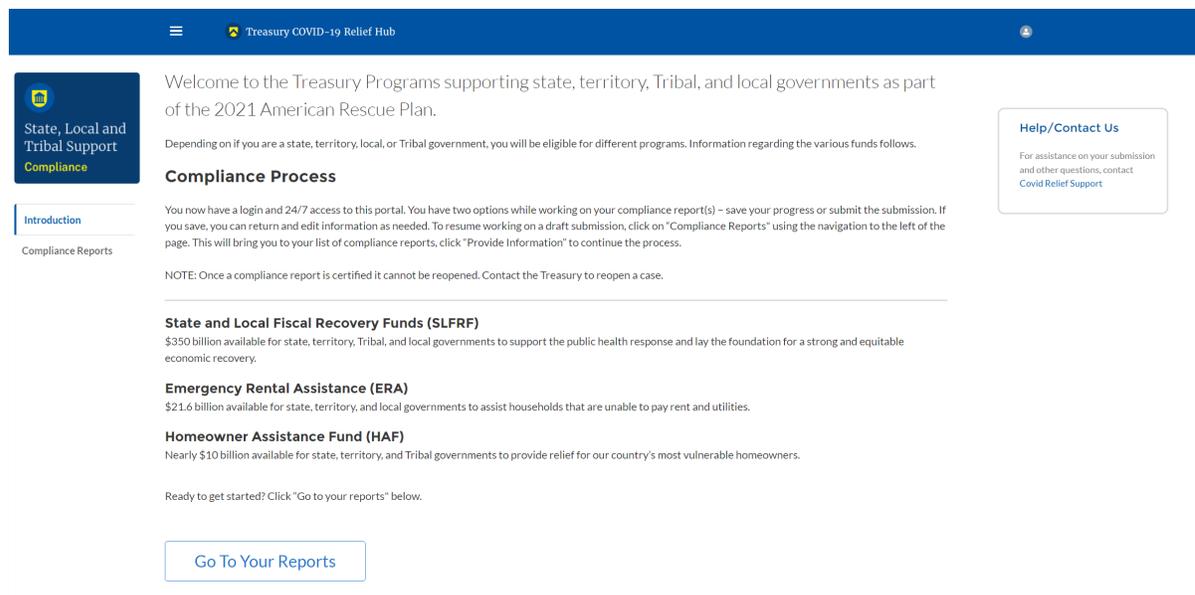


Figure 10: Compliance portal landing page