**If you have not created a Login.gov account, stop here. Return to this document after you have completed this essential task.**

To create a Login.gov account:
https://login.gov/create-an-account/

***Who was named as your Authorized Representative when your city certified to accept funding in the summer of 2021?***

This person was automatically designated to the role of ***Account Administrator***. They are the only one who can access Treasury's portal and designate roles to others. Once this has been done, then others can step into the reporting process.

***BEFORE*** completing your Project and Expenditure Report, you must have already:

- Logged into Treasury's Portal using your Login.gov account. If you don't have one, then create one.
- Designated your key roles (*Account Administrator*, *Point of Contact for Reporting*, and *Authorized Representative for Reporting* – it is important that you understand the capabilities and responsibilities of each role)

***PLEASE NOTE:***

***The slides that follow represent what you should see on your screen for each step. If you are unable to find the correct buttons/boxes as noted on the following slides, you will need to create a helpdesk ticket with Treasury's IT Department by emailing:***

***COVIDReliefITSupport@treasury.gov***

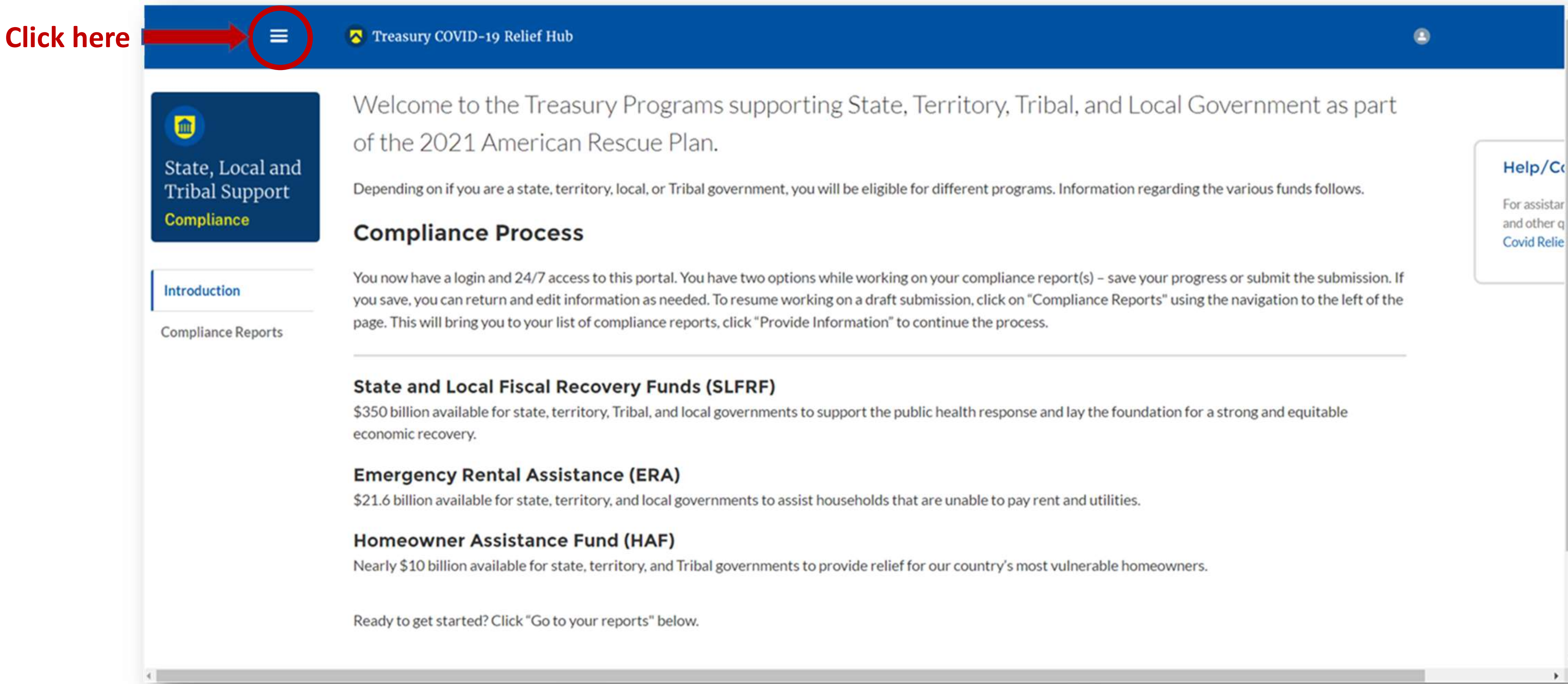
## Designating Roles

# Treasury Compliance Portal

## Designating Roles

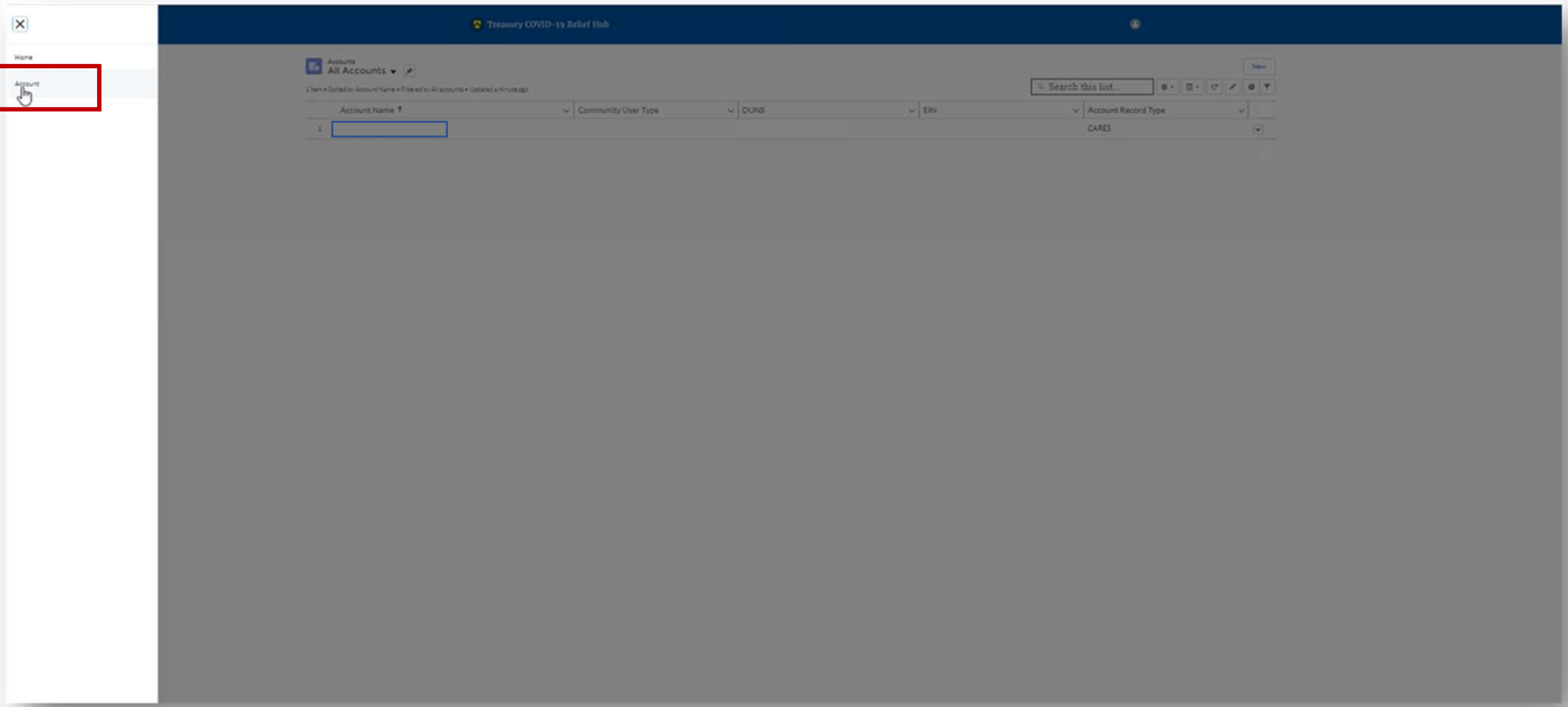
**Treasury's Compliance Portal:** https://portal.treasury.gov/compliance

To designate roles, select the "hamburger" (menu) icon at the top of the page.

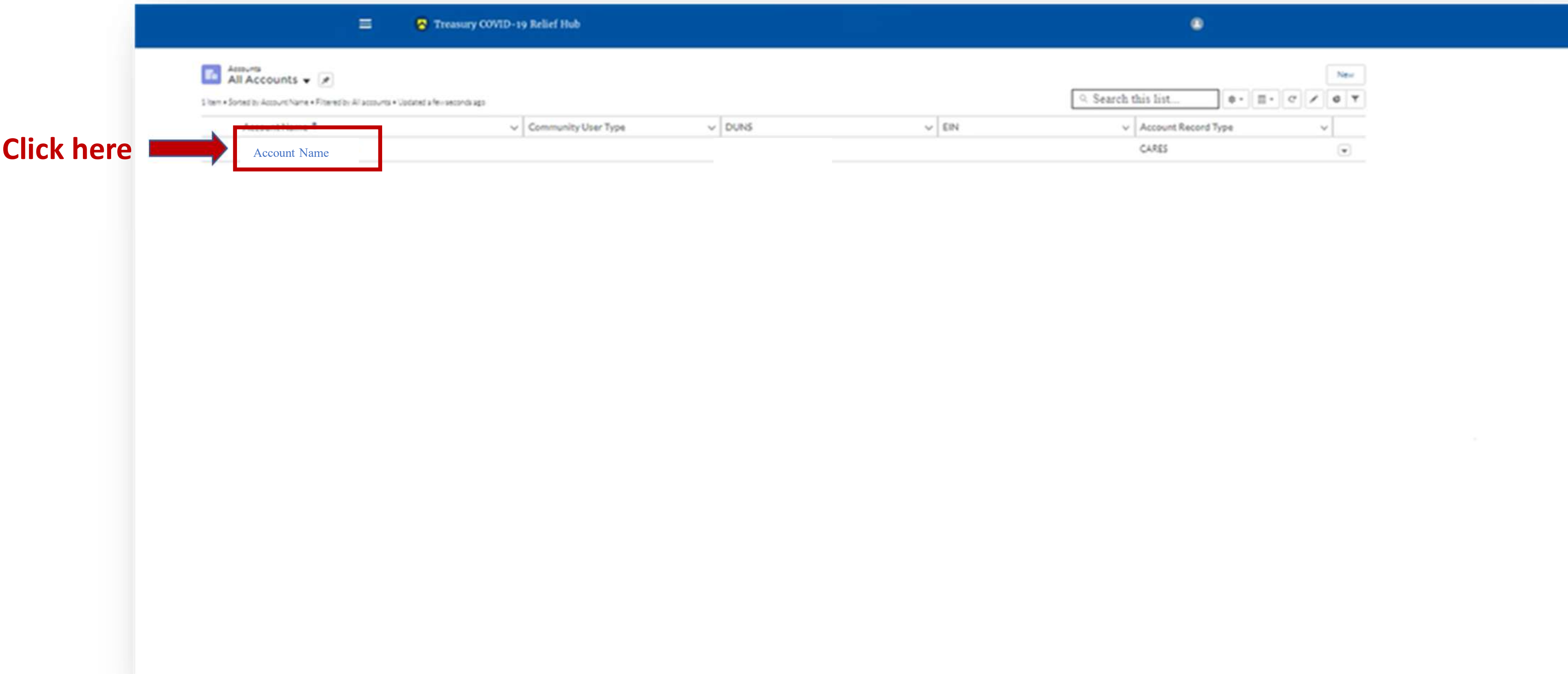


After clicking the “hamburger” icon, select “***Account***” from the sidebar menu.

Click here



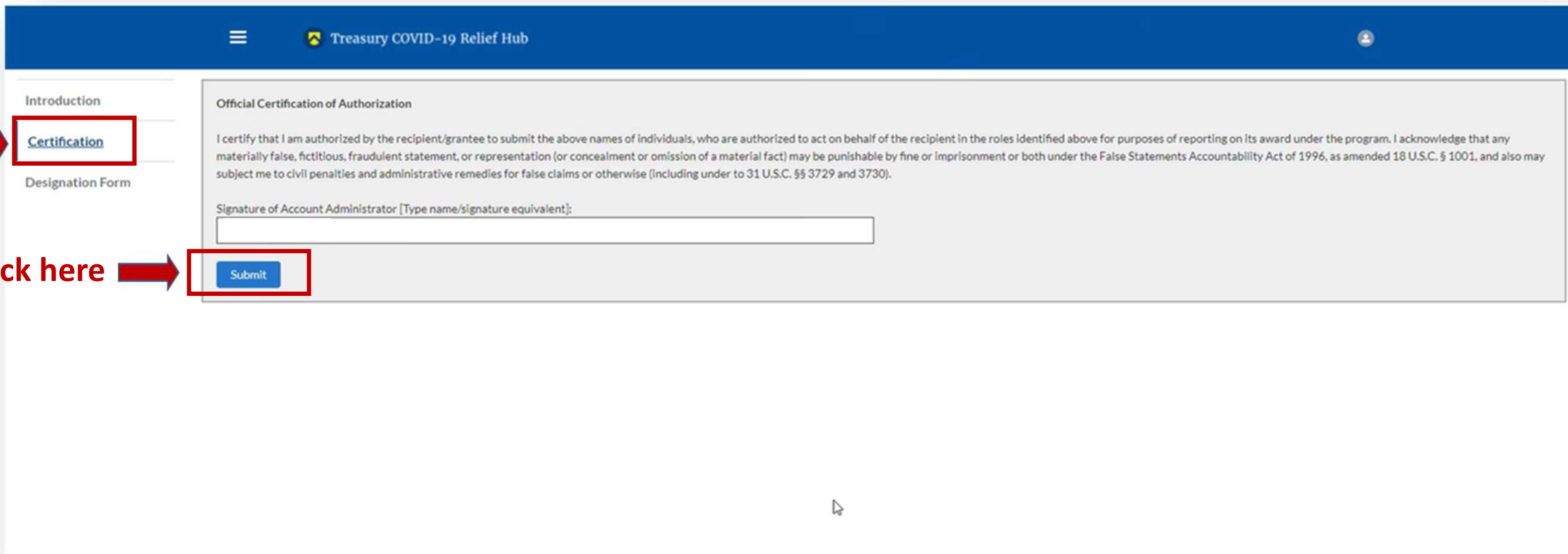
Your entity should appear under “***Account Name.***”  Select it.



Select “***Certification***” from the sidebar menu.
If you are the Account Administrator, enter your name in the box provided and select “”***Submit***.”

Click here

Click here

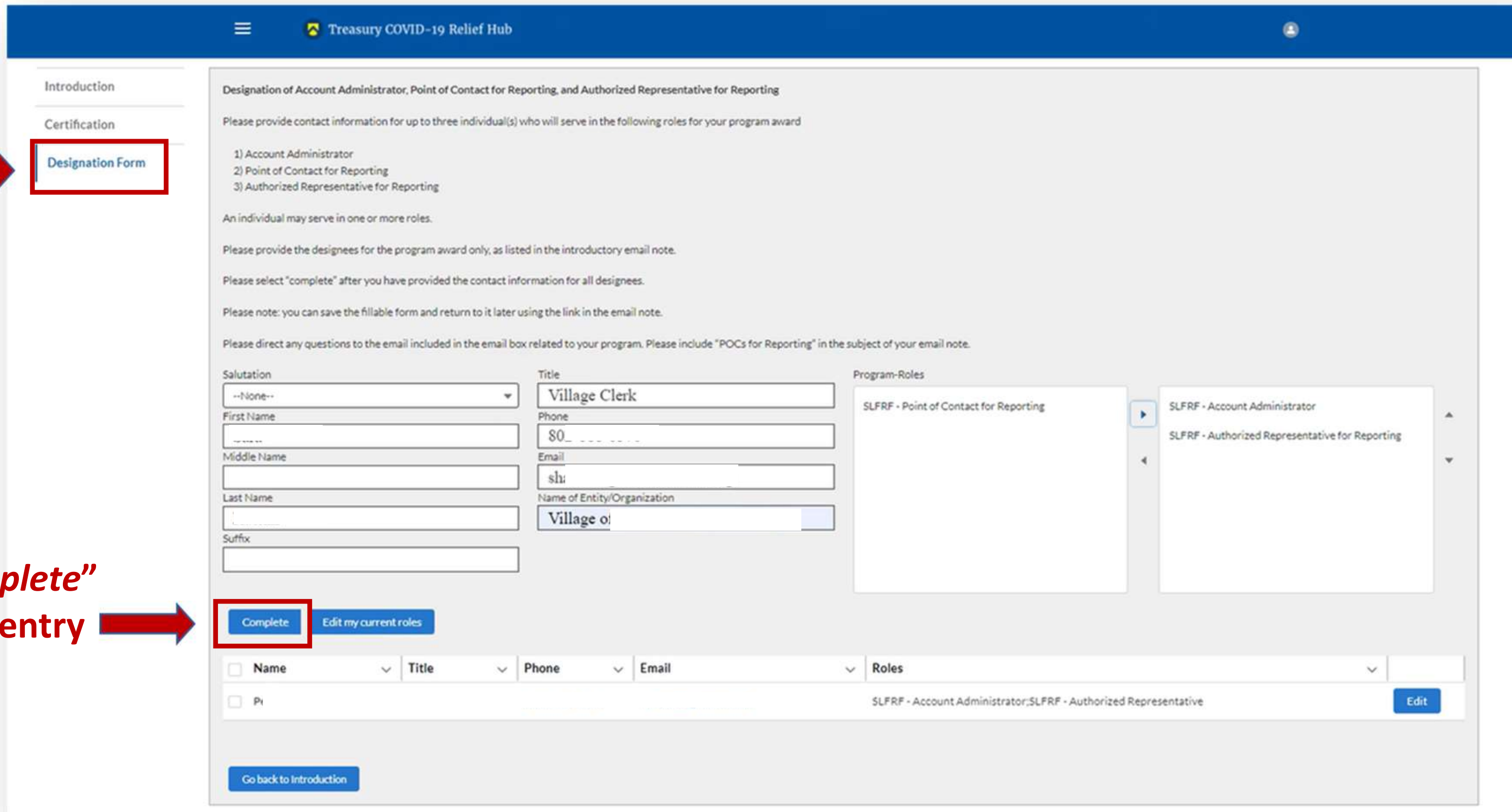


**After** certifying, select "***Designation Form***" from the sidebar menu.  On this page, you will be able to assign the three roles:  Account Administrator, Authorized Representative for Reporting and Point of Contact for Reporting.

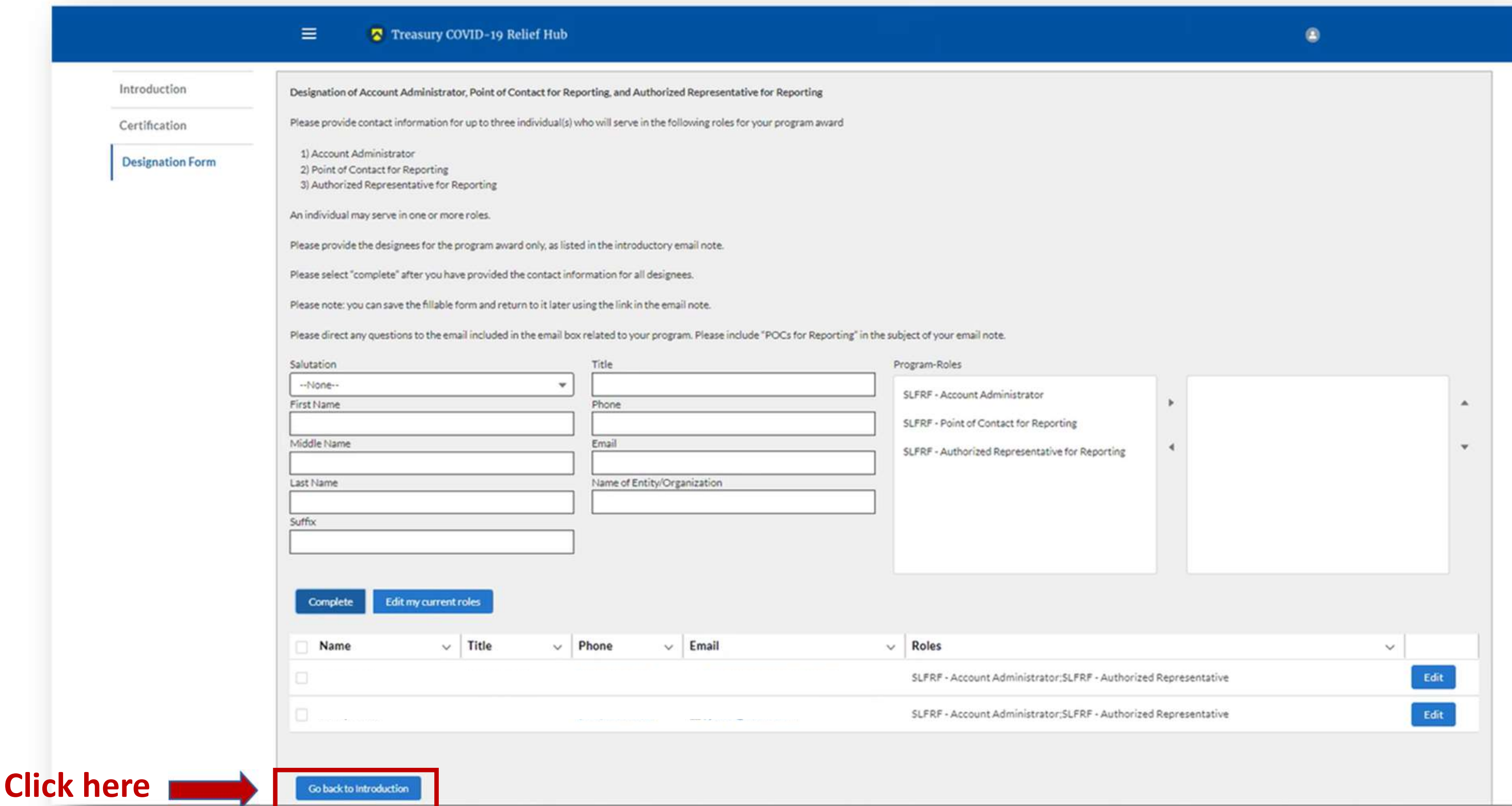
A single role can have multiple people assigned to it and a single person can be assigned to multiple roles.

**Click here**

**Click "*Complete*" after each entry**



Once you have completed designating roles* to all the appropriate people, select "***Go Back to the Introduction***."
If you go in and edit yourself, be sure that the "Account Administrator" role also moves over




* There is system latency in the portal. If you do not immediately see new roles showing, refresh your screen and they should appear.

# Example of Completed Point of Contact List