CFIUS Case Management System

Create an ID.me Account

Updated August 2020

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 ID.me credential. ID.me, a contractor of the Department of the Treasury, is a certified commercial identity provider offering Identity Assurance Level (IAL) 2 and Authentication Assurance Level (AAL) 2 credential. Please click here for the Privacy Act Statement related to information you share with ID.me.

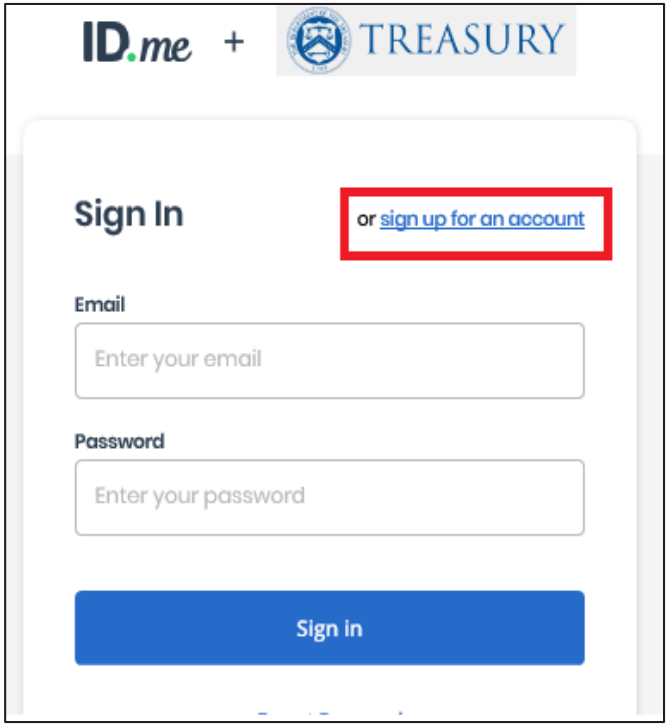
- All Affiliate Partners who attempt to logon for the first time need to sign up with ID.me through the following three-step process:
  - Email Verification (Slides 6– 7)
  - Two Factor Authentication Verification (Slides 8 – 11)
  - Identity Verification (Slides 12 – 32)
    - Examples are provided for the following Identity Verification Options
      - Option 1: Upload Photos of Your License or State ID (Slides 13 – 22)
      - Option 2: Virtual In-Person Identity Proofing (Slides 23 – 32)
- Process to logon to CFIUS (Slides 34 thru 38)
- NIST SP 800-63 v3
  - http://www.nist.gov/nstic/

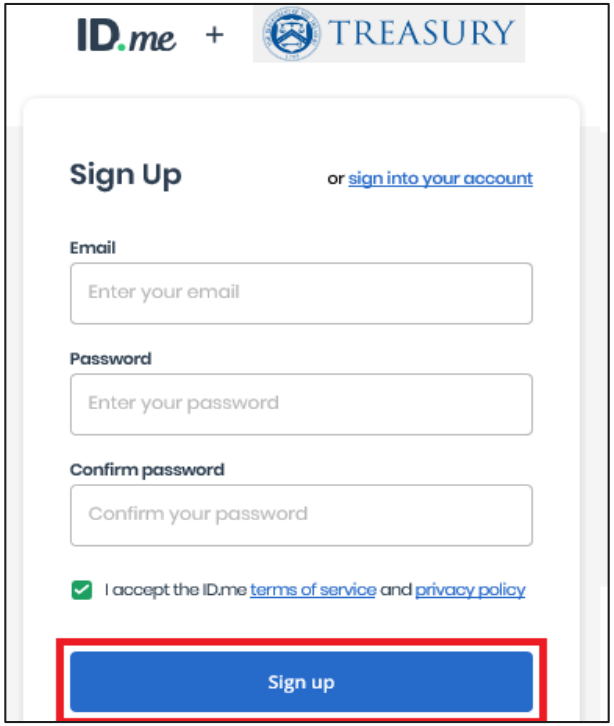
Launch Website

- Launch CFIUS Portal URL
  - https://cfius.high.powerappsportals.us
- Select **Sign In**

ID.me Sign Up

- Select **sign up for an account**
  - Input your email address and create a password
  - Check Box – **Accept terms of service and privacy policy**
  - Select **Sign up**

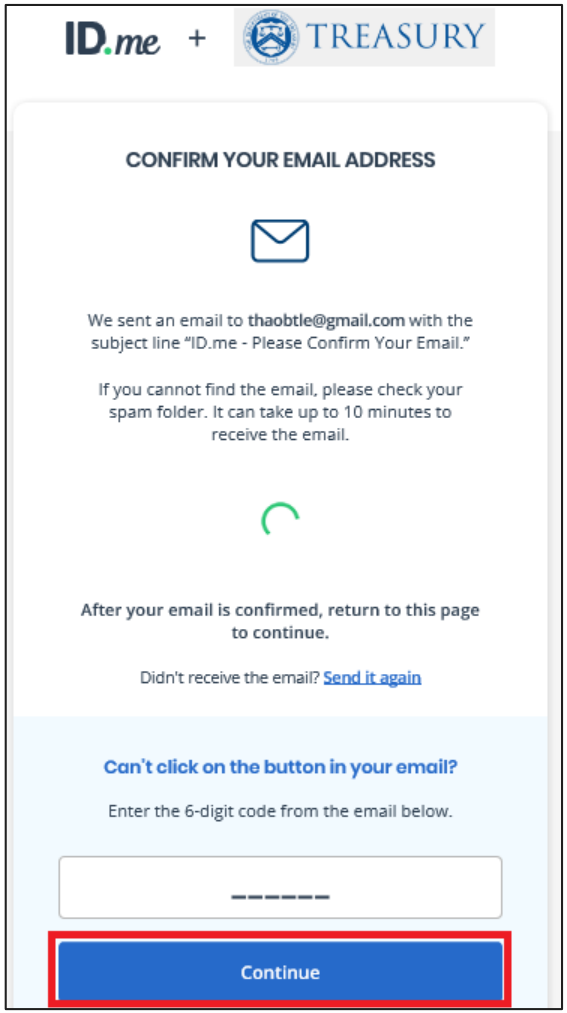




Email Verification

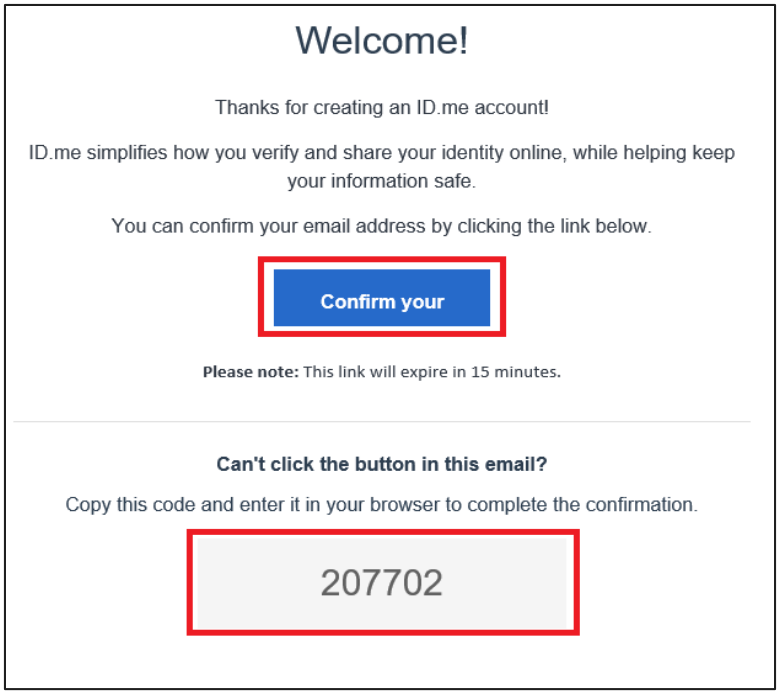
- ID.me will send an email for verification to the email account you used to register
  - ID.me will send a confirmation email with 6 digit code
  - Once you select **Confirm Your** in your email, ID.me will verify automatically
  - Select **Continue**

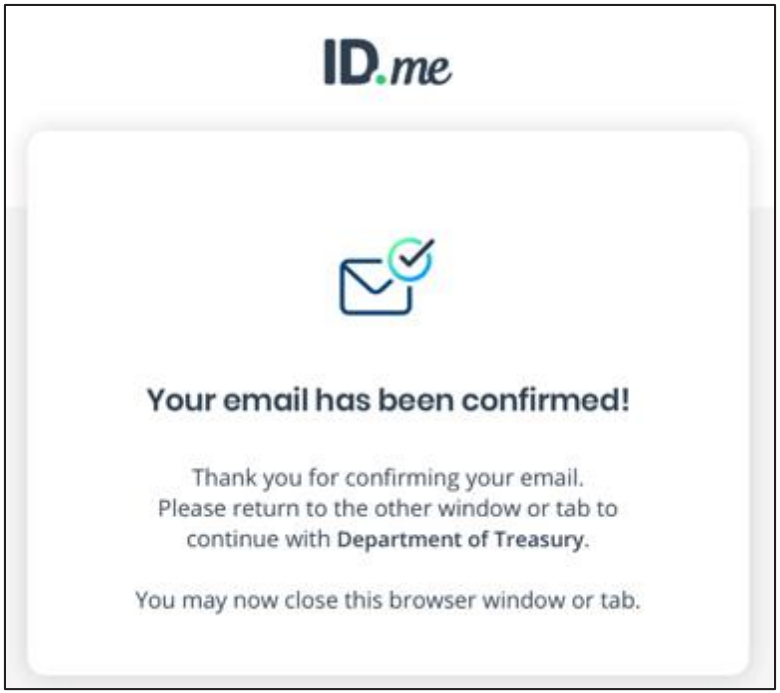
Note: Web browser session is suspended until you respond to the ID.me email conformation.



Email Verification

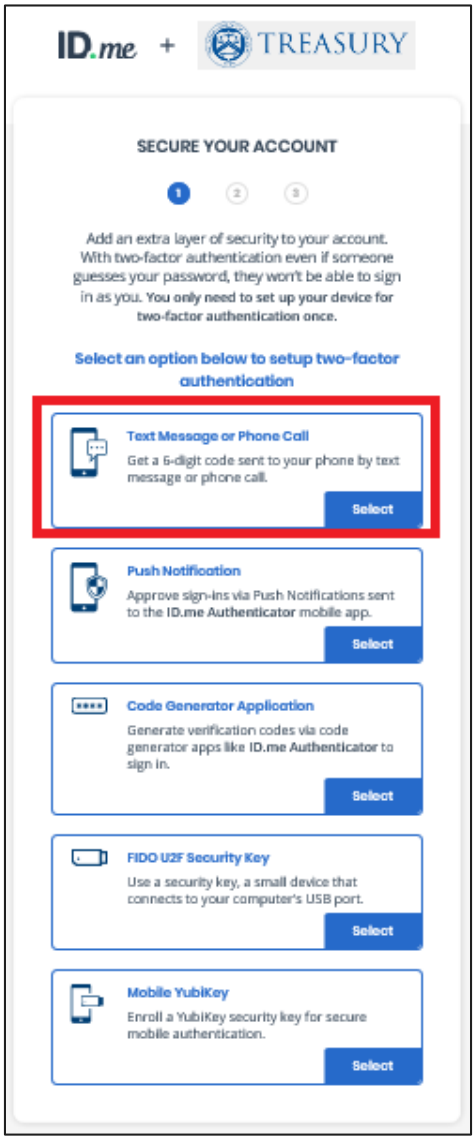
- Open the ID.me email and acknowledge the receipt
  - Below is a example of the email you will receive (left image) with conformation and 6 digit code
  - Select **Confirm your** button, you will see the conformation notice (right image)
  - You should return to your browser session





Two-Factor Authentication

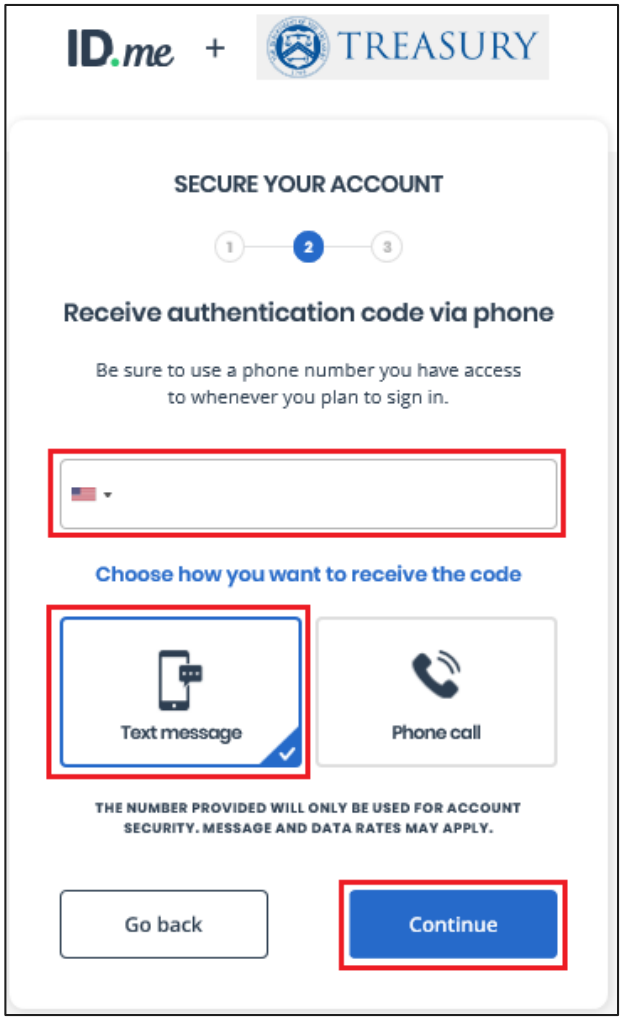
- Select one of the options to setup two-factor authentication
  - Text Message or Phone Call **(Preferred)**
    - **Selected**
  - Push Notification
  - Code Generator Application
  - FIDO U2F Security Key
  - Mobile Yubikey



Note: This presentation captured screen shots for the first option: Text Message or phone Call.

Two-Factor Authentication: Text Message or Phone Call

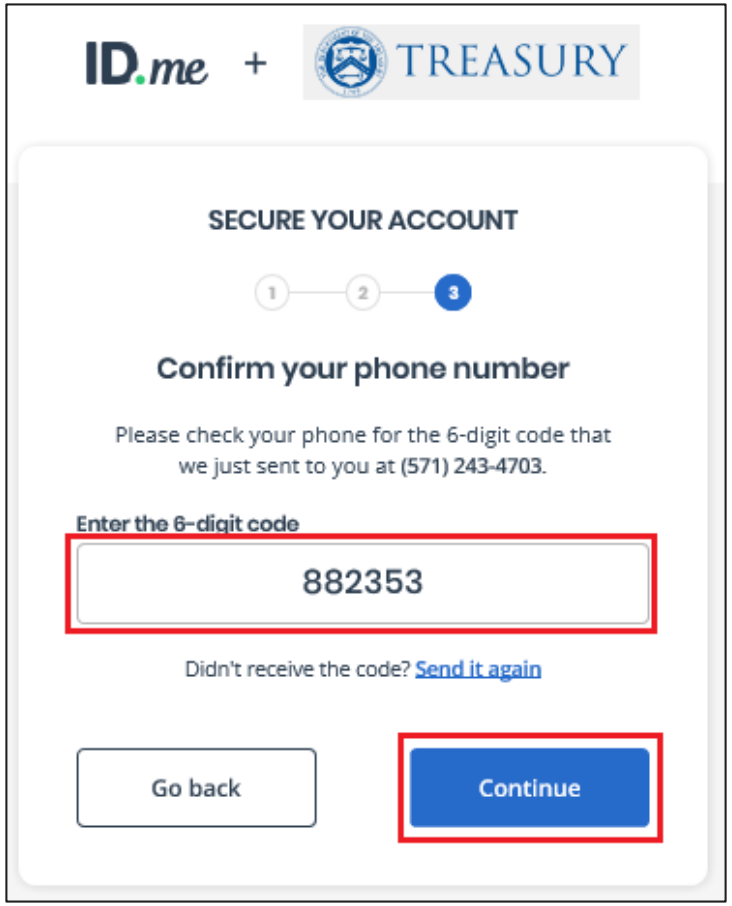
- Select Text message
  - Enter **your phone number**
  - Select **text message**
  - Select **Continue**



Note: Please use your real mobile phone number.

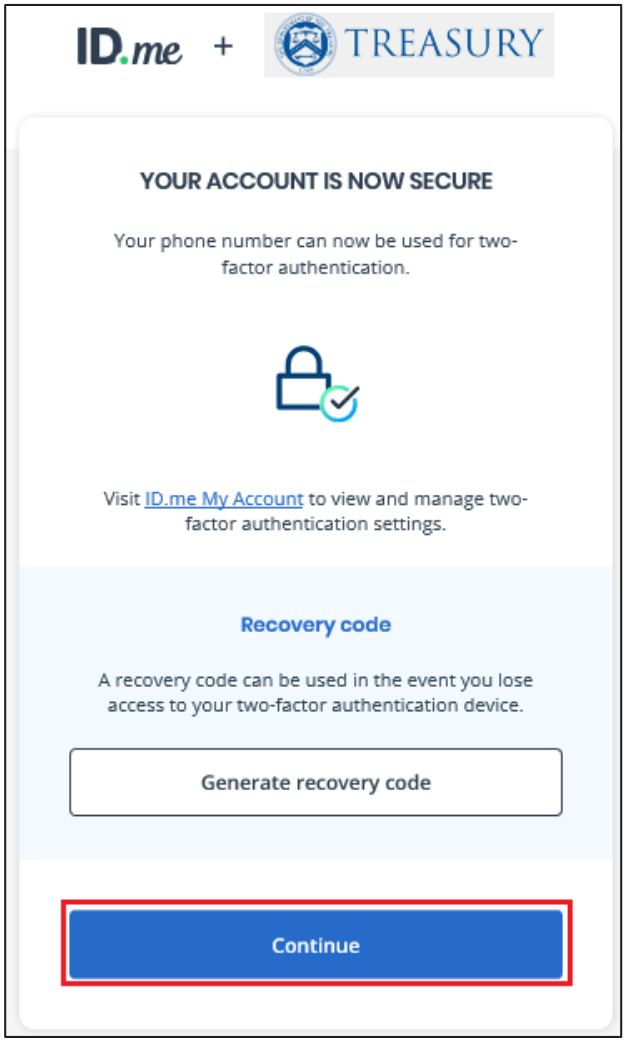
Two-Factor Authentication: Text Message or Phone Call

- Verify Phone Number
  - 6 digit verification code generated automatically
  - Select **Continue**



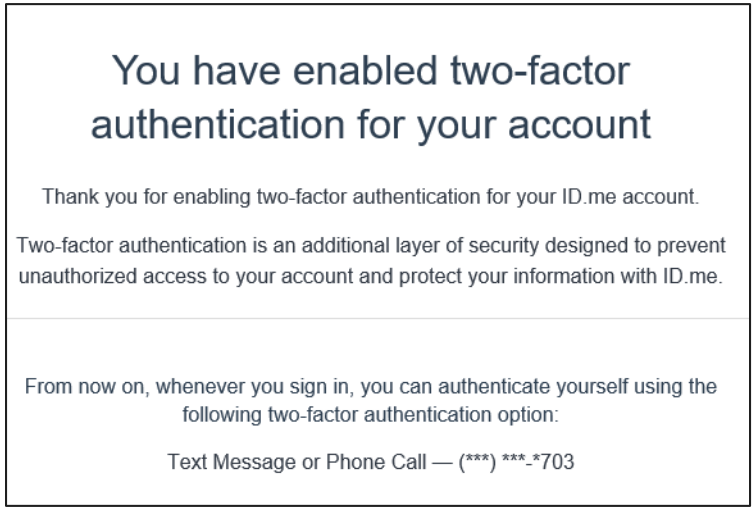
Two-Factor Authentication: Text Message or Phone Call

- Select **Continue**



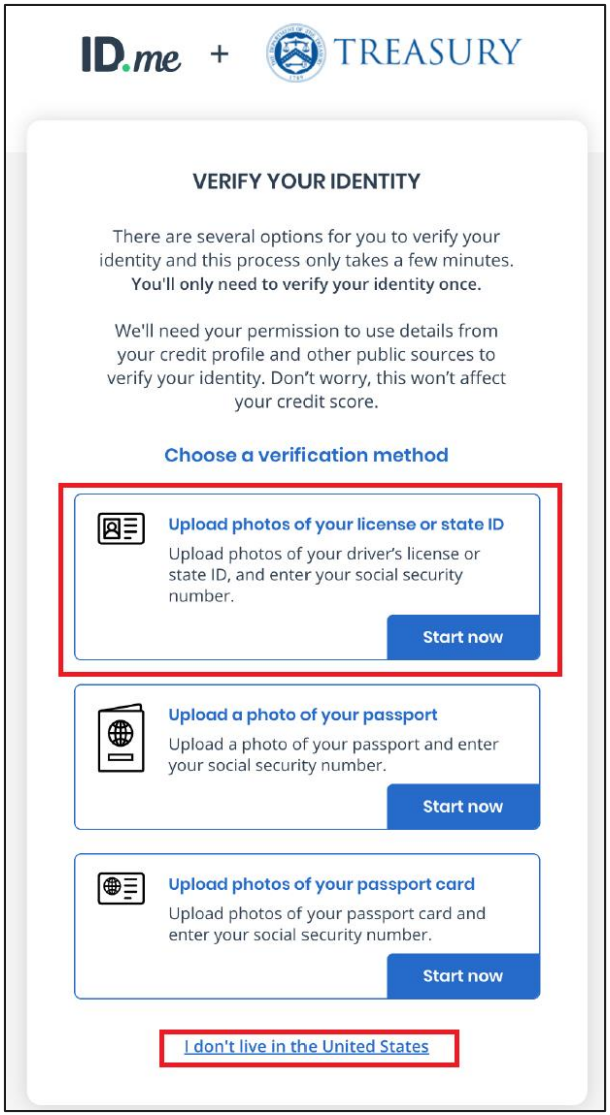
Congratulations! You have enabled two factor authentication for your account. Next step is to verify your identity.

ID.me will send you an email notification that you enabled two-factor authentication.



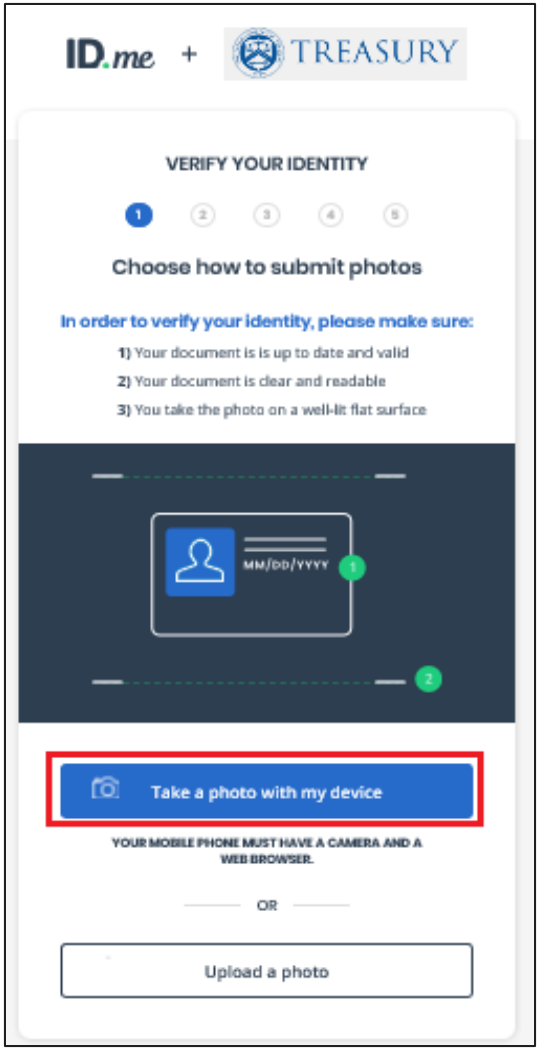
Identity Verification

- Choose a verification method
  - Upload photos of your license or state ID **(Preferred)**
    - **Highlighted, Slides 13-22**
  - Upload a photo of your passport
  - Upload a photo of your passport card
  - I don't live in the United States (**International**)
    - **Highlighted, Slides 24-32**



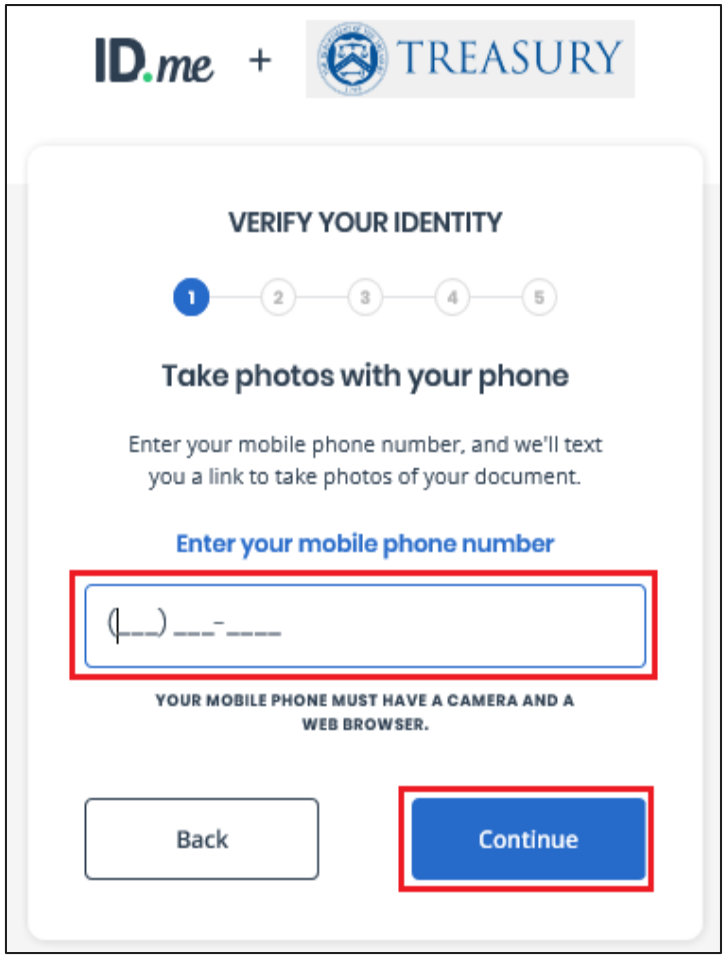
Option 1: Upload Photos of Your License or State ID

- Step 1: Take a photo with your phone
  - Take a picture with my device **(Selected)**
  - Upload a photo



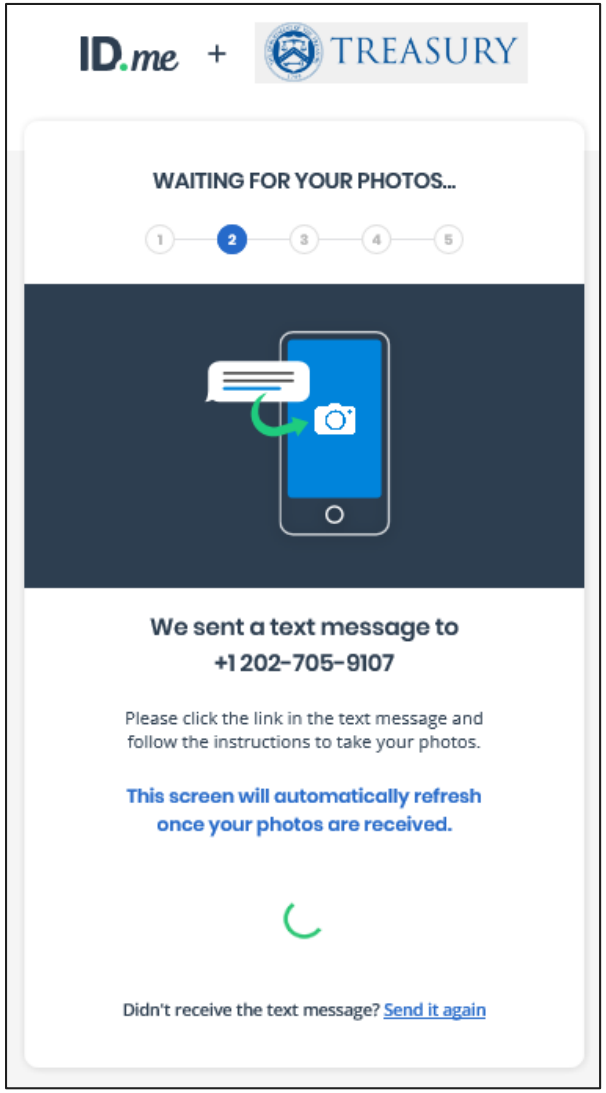
Option 1: Upload Photos of Your License or State ID

- Step 1: Take a photo with your phone
  - Enter **your phone number**
  - Select **Continue**



Option 1: Upload Photos of Your License or State ID

- Step 1: Take a photo with your phone
  - **A text message will be sent to your phone**

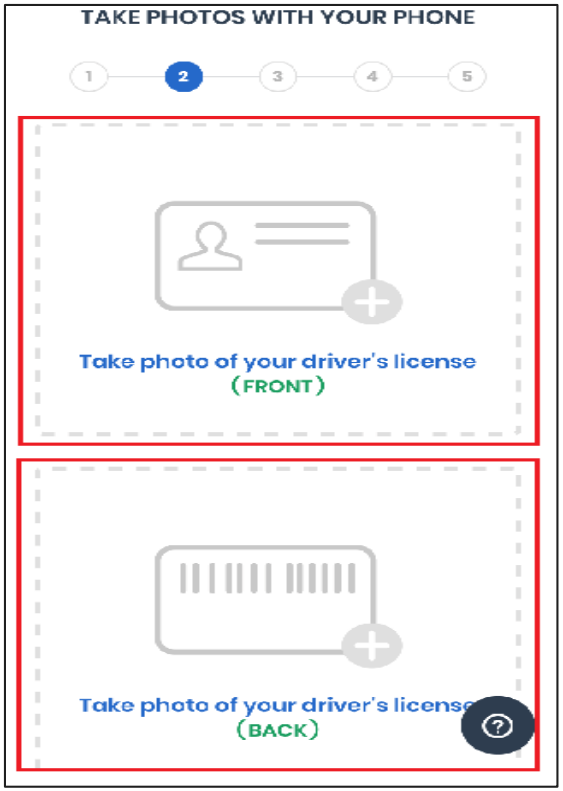


Note: You current Web browser session is suspended until you respond to the action required.

Option 1: Upload Photos of Your License or State ID

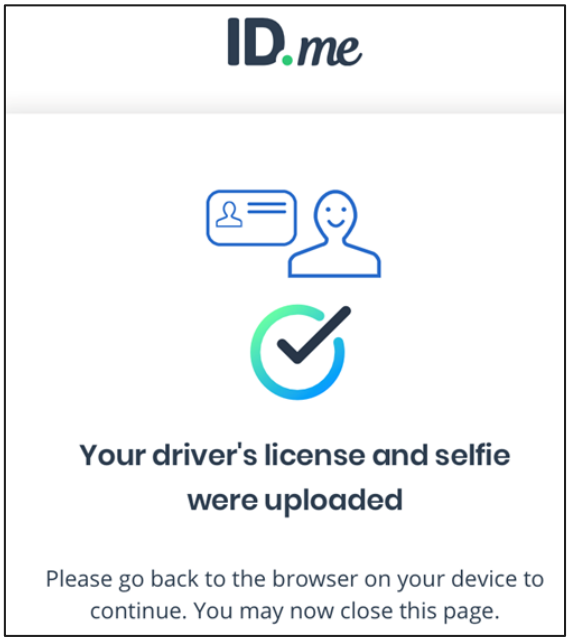
- Step 2: Take a photo with your phone
  - ID.me will send a text to your phone
  - Select on the link from your phone to:
    - Upload the front and back of your photo ID
    - Upload a selfie photo
  - Once photos are uploaded, ID.me will verify automatically

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



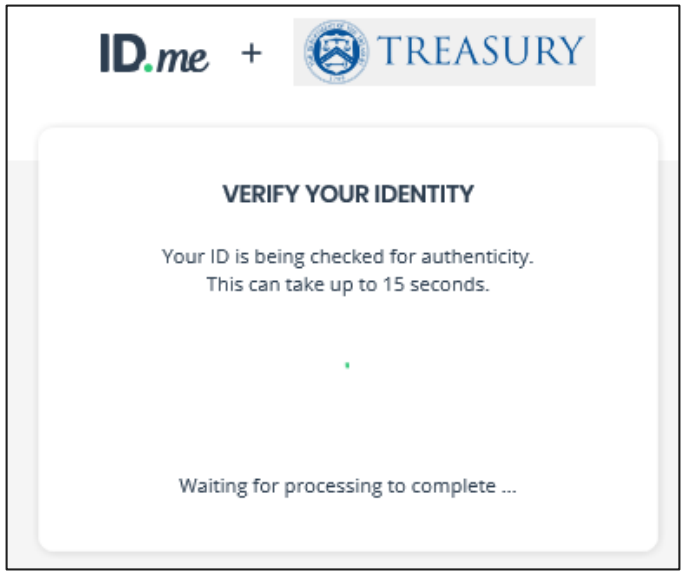
Option 1: Upload Photos of Your License or State ID

- Step 2: Take a photo with your phone
  - Once you completed the front and back license photos and selfie the follow message is displayed on your phone.
  - You should return to your browser session



Option 1: Upload Photos of Your License or State ID

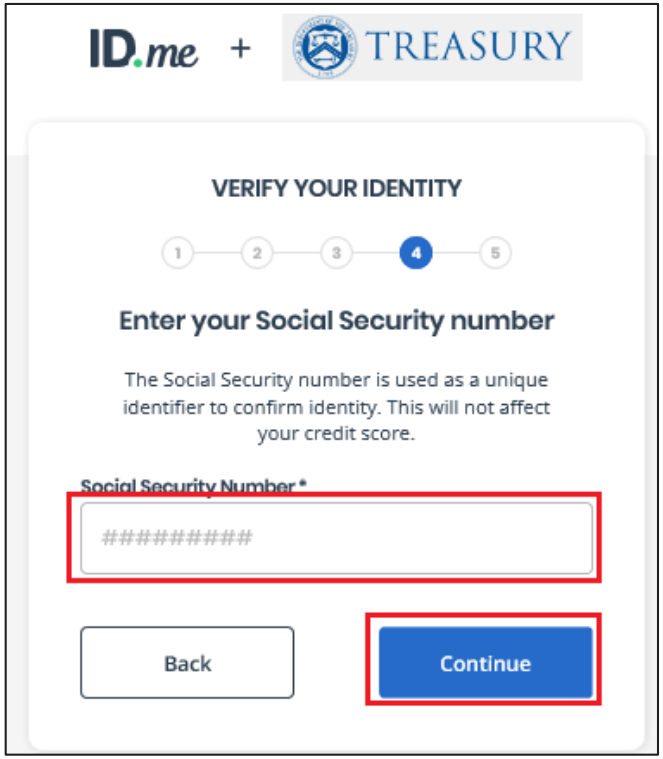
- Step 2: Take a photo with your phone
  - Your browser session indicates the system is in process of verifying your identity
    - It may take up to 15 seconds
    - An additional screen may appear for manual data input if ID.me cannot verify information on your license



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

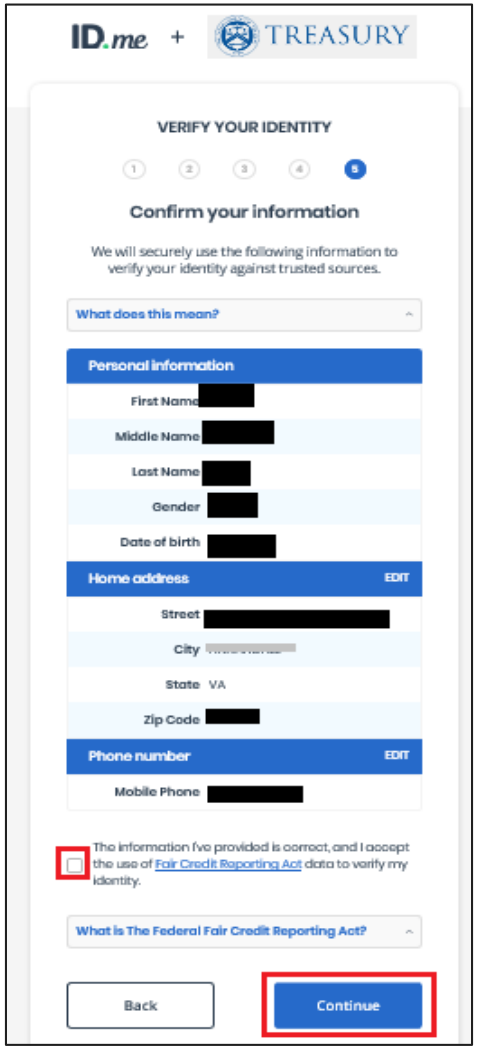
Option 1: Upload Photos of Your License or State ID

- Step 4: Enter Social Security number
  - Enter **9 digits**
  - A text will be send to cell phone number
  - Select **Continue**



Option 1: Upload Photos of Your License or State ID

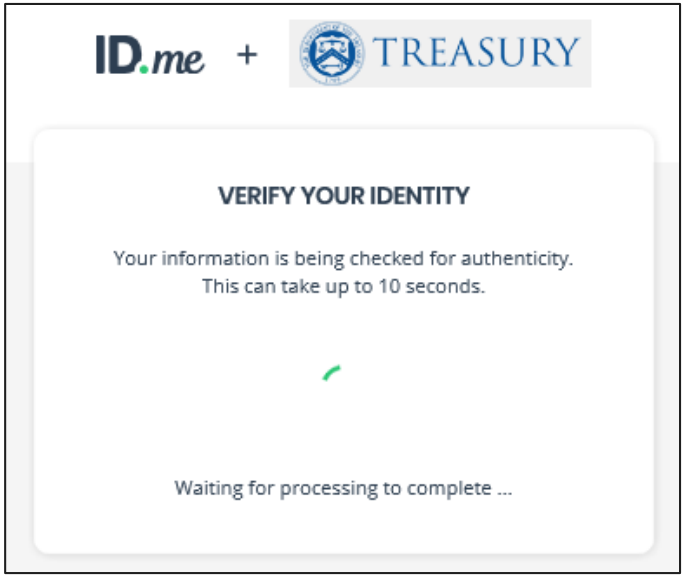
- Step 5: Confirm information
  - Check box – **Accept the use of Fair Credit Reporting Act**
  - Select **Continue**



Note: Please verify the information listed

Option 1: Upload Photos of Your License or State ID

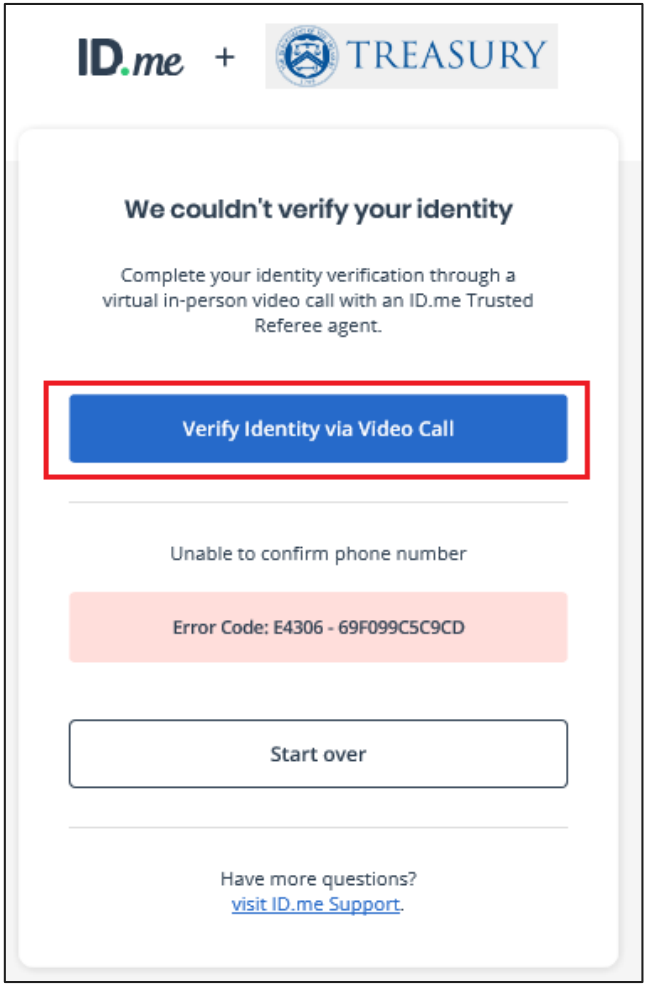
- Step 2: Take a photo with your phone
  - Your browser session indicates the system is in process of verifying your identity
    - It may take up to 10 seconds
    - ID.me will send you a Congratulation email
    - **Skip slide 24** if ID.me completed your identity verification



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

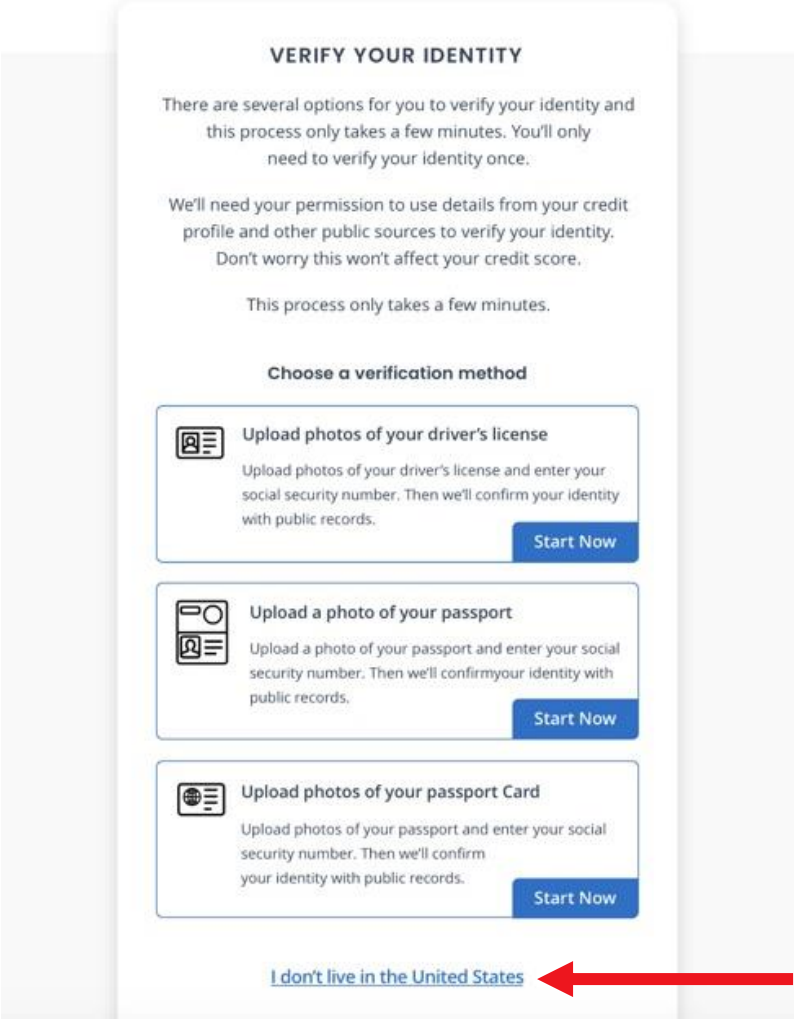
Option 1: Upload Photos of Your License or State ID

- ID.me could not verify your identity
  - Select Verify Identify via Video Call
  - Start Over (Optional)
    - 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

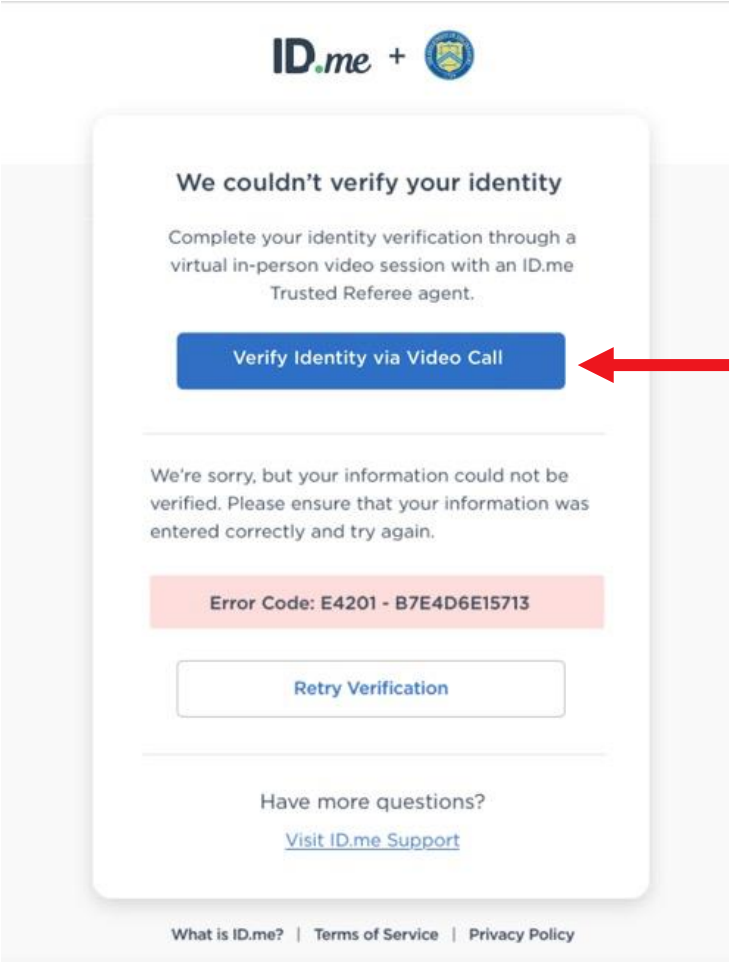


Option 2: How to start a Virtual In-Person Proofing Session

Option 1: User initiates Virtual In-Person Identity Proofing by selecting "I don't live in the United States"



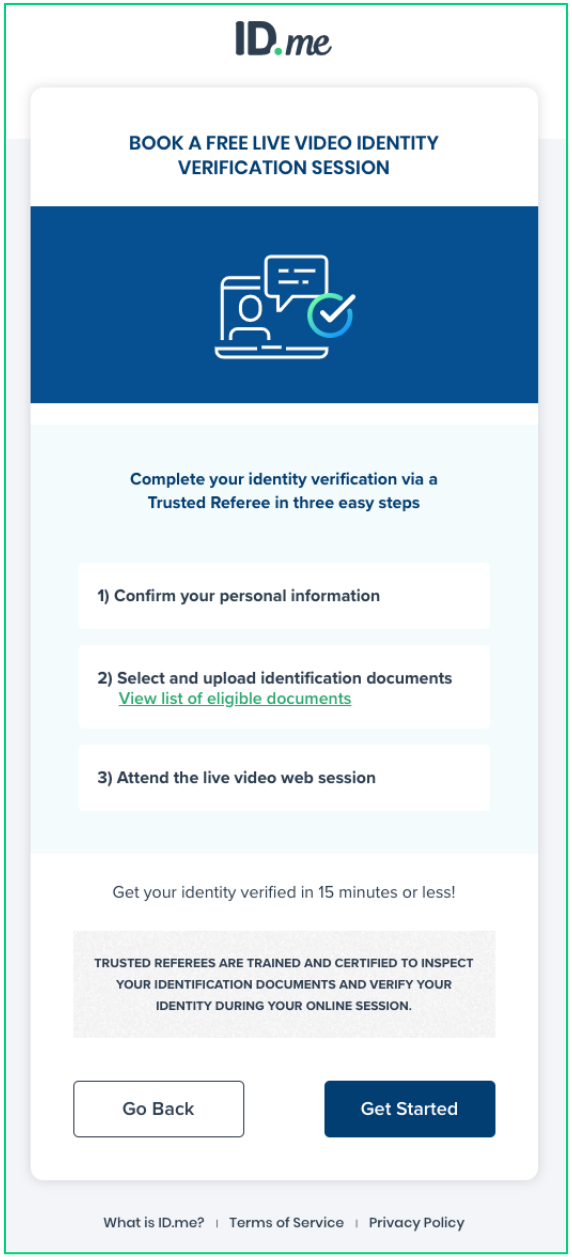
Option 2: User initiates Virtual In-Person Identity Proofing after one unsuccessful online (self-service) identity proofing attempts



Option 2: Virtual In-Person Identity Proofing Flow: Step 1

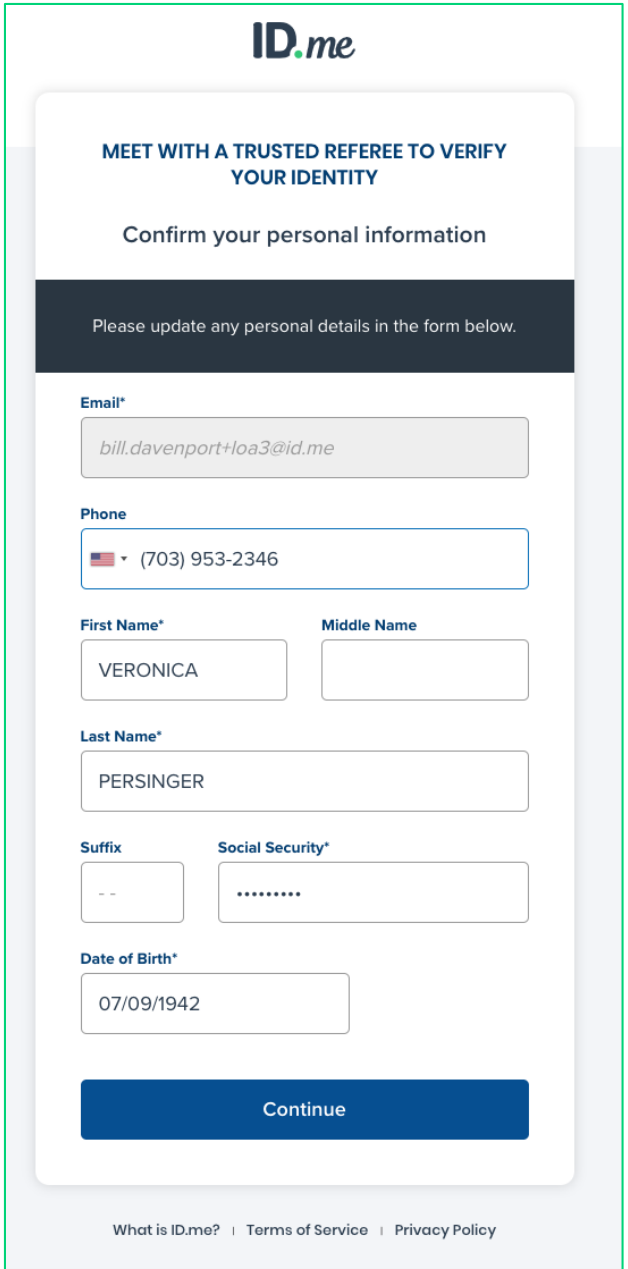
- The user is given an overview of the 3 step identity verification process

- When they are ready to proceed they select "Get Started"



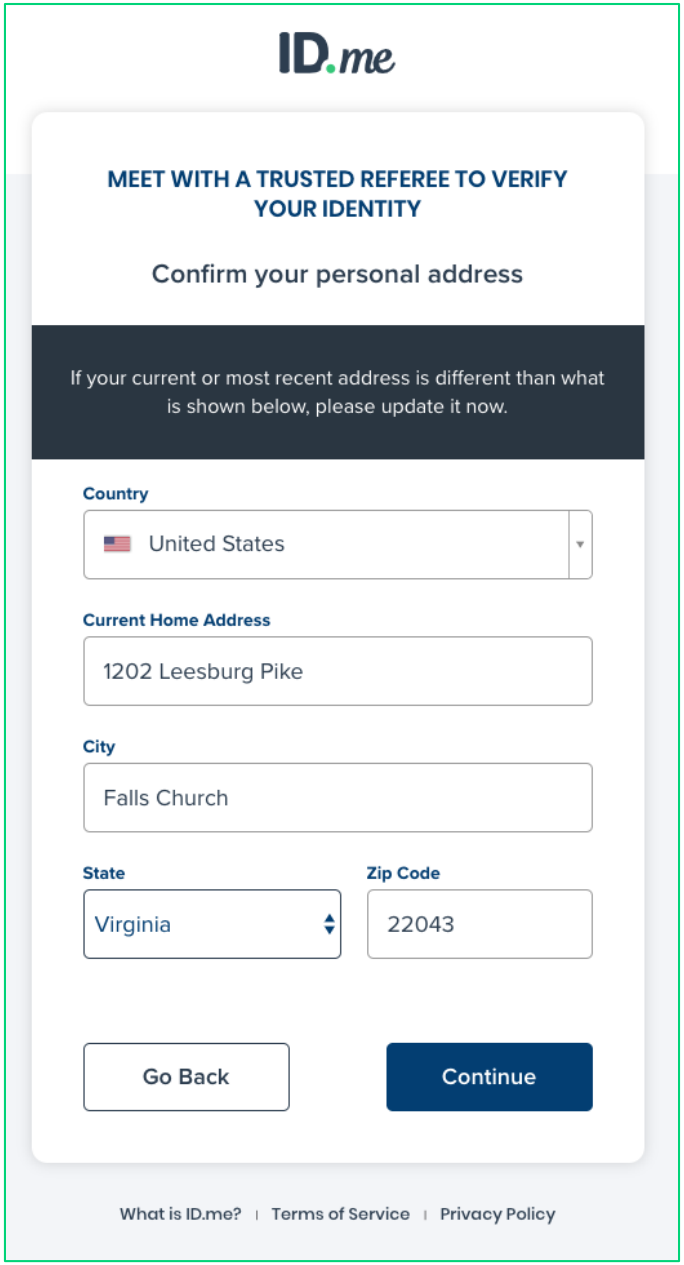
Option 2: Virtual In-Person Identity Proofing Flow: Step 2

- The user confirms that their personal information shown on the screen is accurate and selects “Continue"



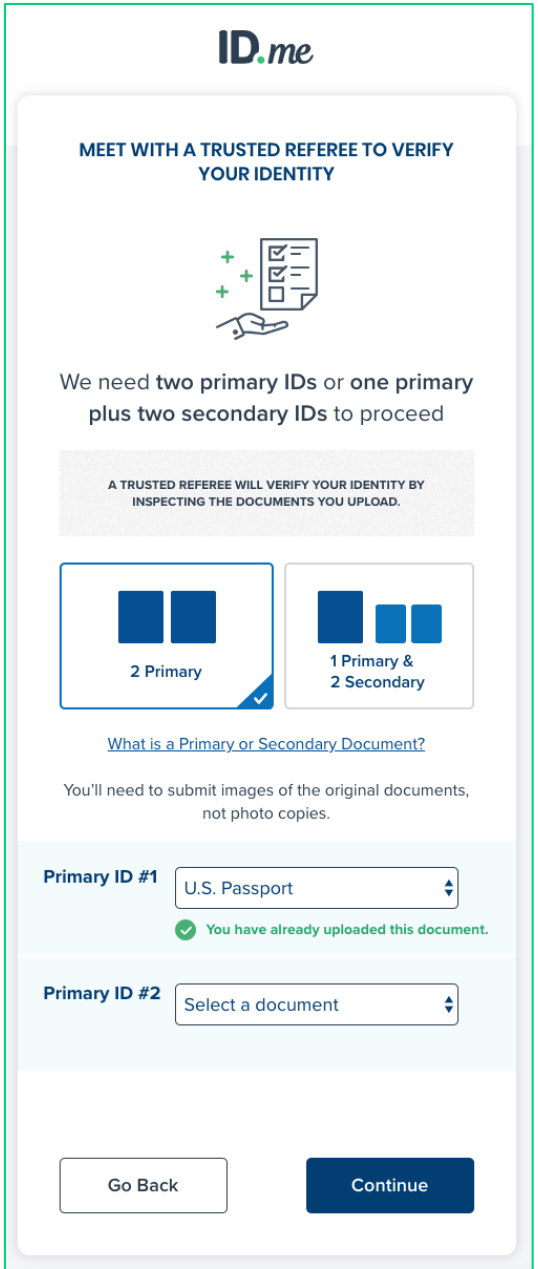
Option 2: Virtual In-Person Identity Proofing Flow: Step 3

- The user confirms that the address shown on the screen is their current or most recent address and selects “Continue"



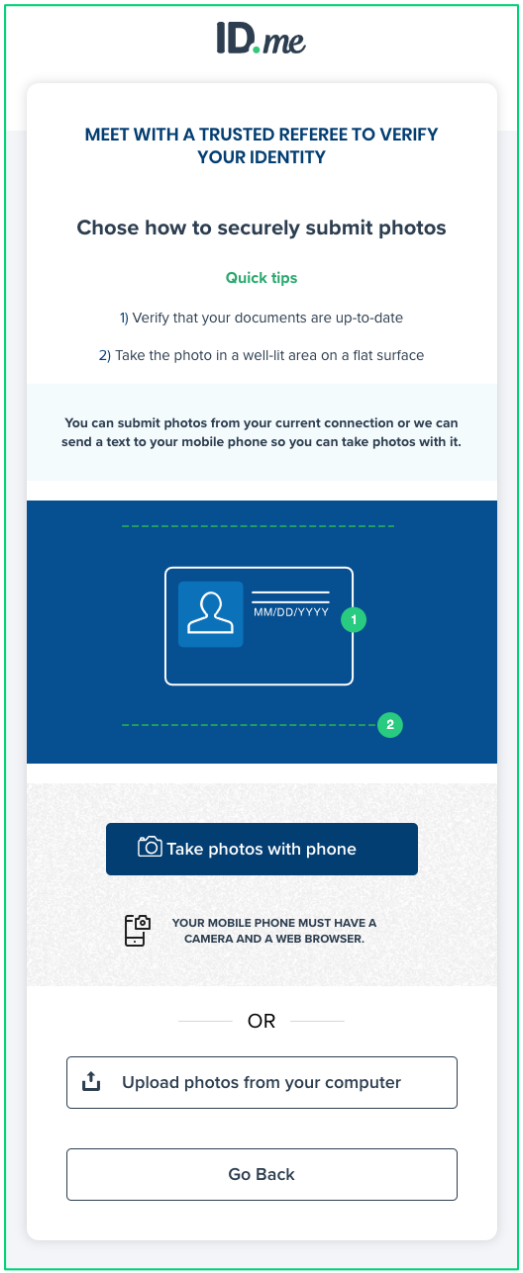
Option 2: Virtual In-Person Identity Proofing Flow: Step 4

- The user is given the option to upload 2 Primary IDs or 1 Primary and 2 Secondary IDs as evidence
- In this example the user chose 2 Primary IDs and was prompted to select them via the dropdown menu at the bottom of the screen
- The user chose U.S. Passport and Driver's License, which we will see on the next screen



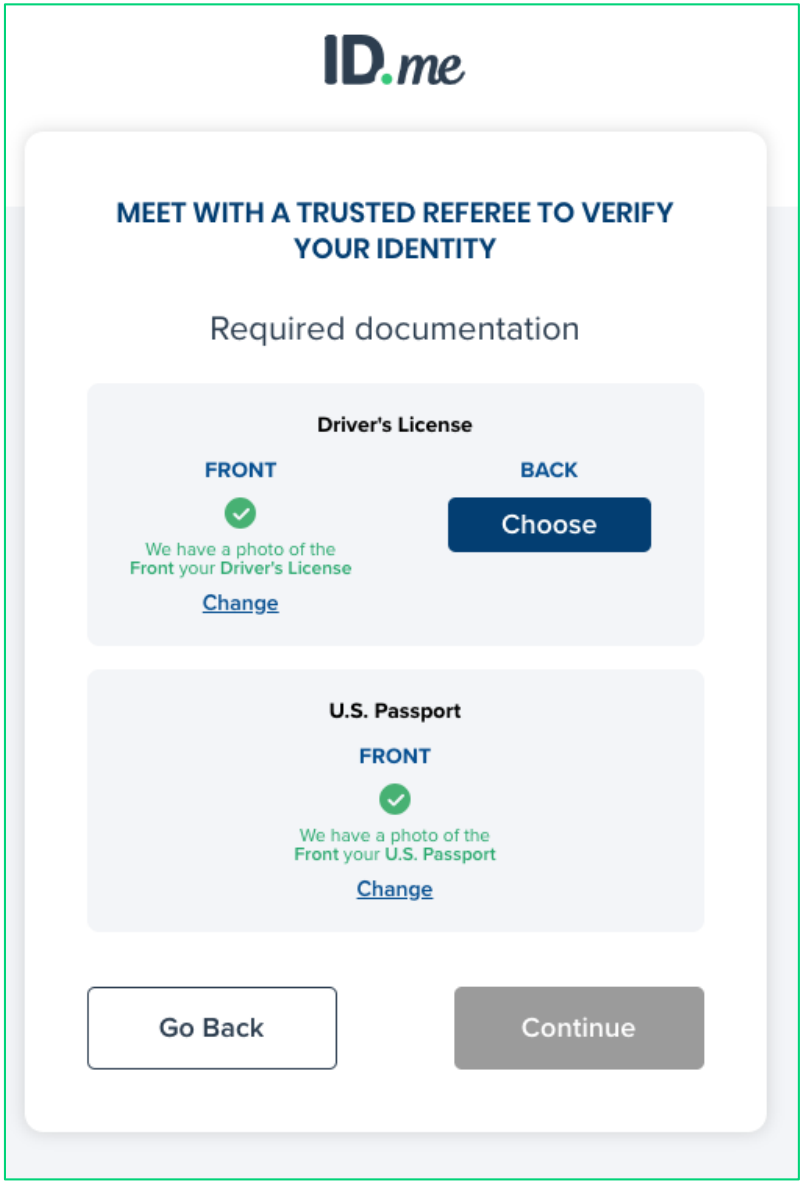
Option 2: Virtual In-Person Identity Proofing Flow: Step 5

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



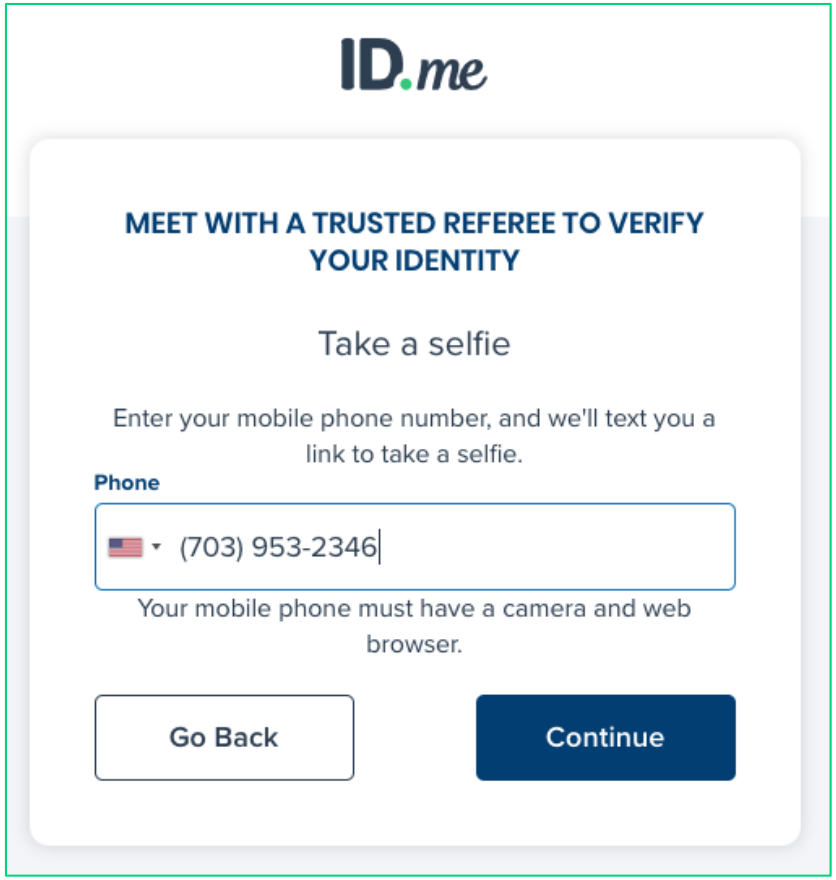
Option 2: Virtual In-Person Identity Proofing Flow: Step 6

- The user is taken through each step of the upload process based on the pieces of identity evidence they selected



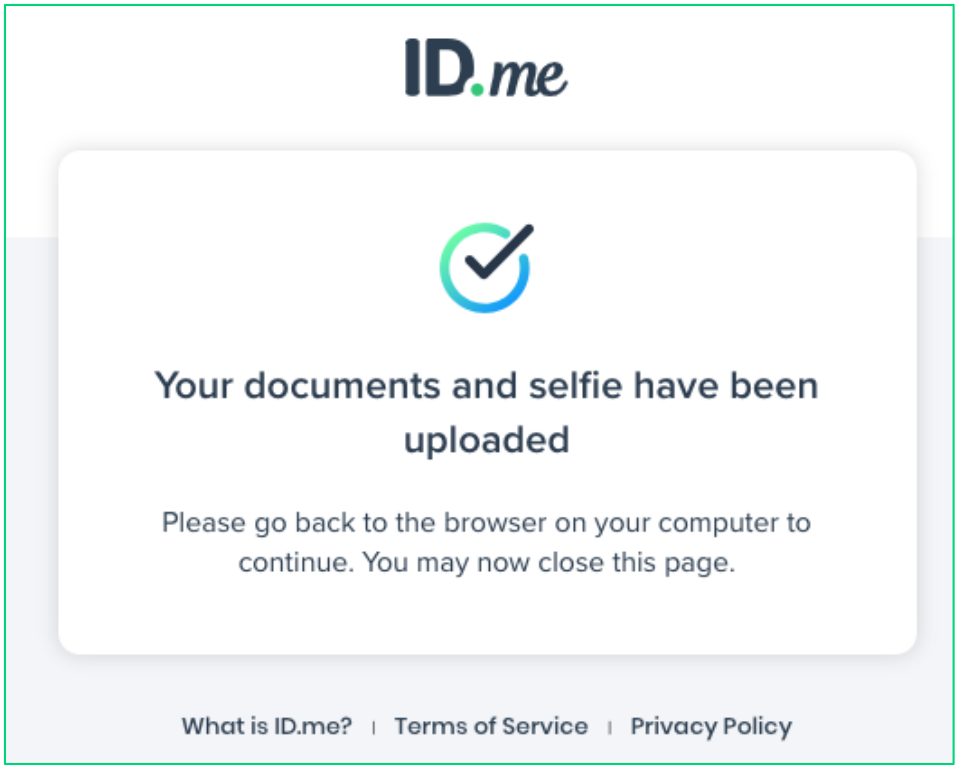
Option 2: Virtual In-Person Identity Proofing Flow: Step 7

- The user enters their mobile phone number where they will be texted a link to capture a photo of themselves (selfie capture)



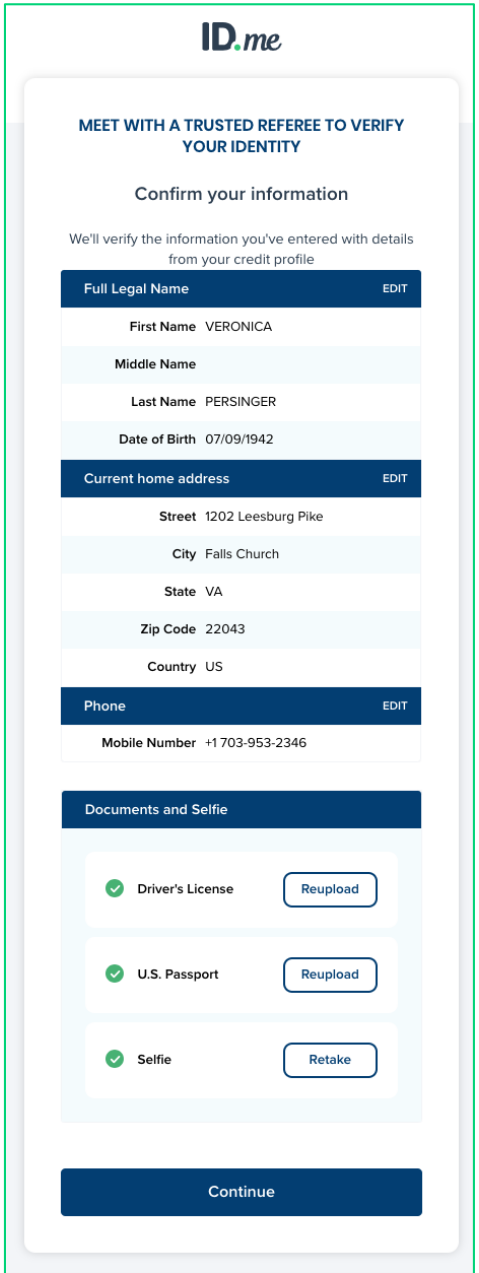
Option 2: Virtual In-Person Identity Proofing Flow: Step 8

- Once the user captures and successfully uploads their selfie, they will receive a confirmation screen that prompts them to return to their original browser to resume the session



Option 2: Virtual In-Person Identity Proofing Flow: Step 9

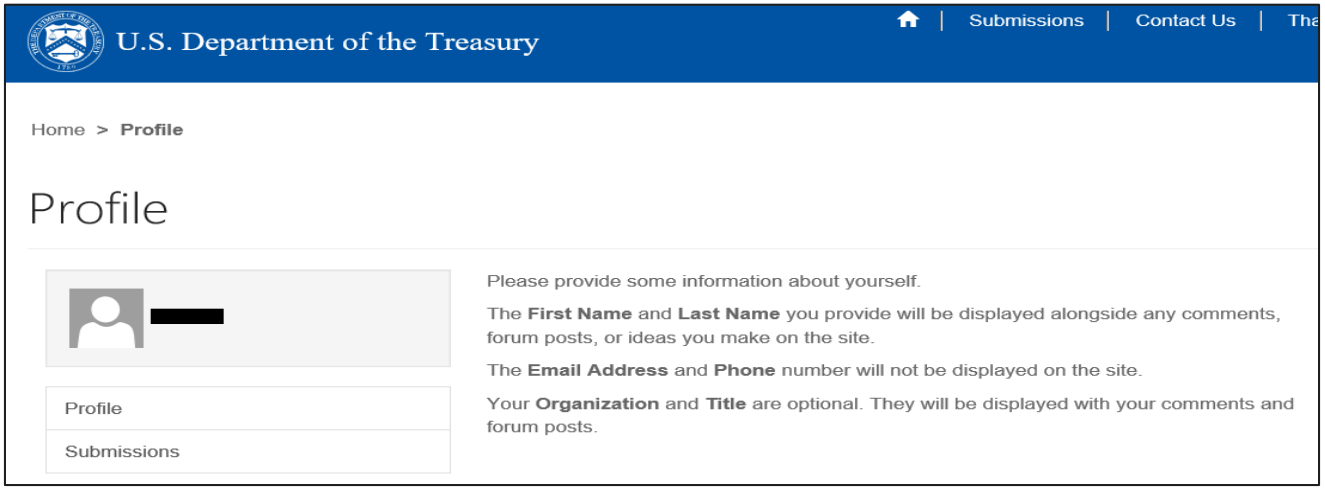
- The user reviews their personal information to ensure it is correct and then selects “continue”



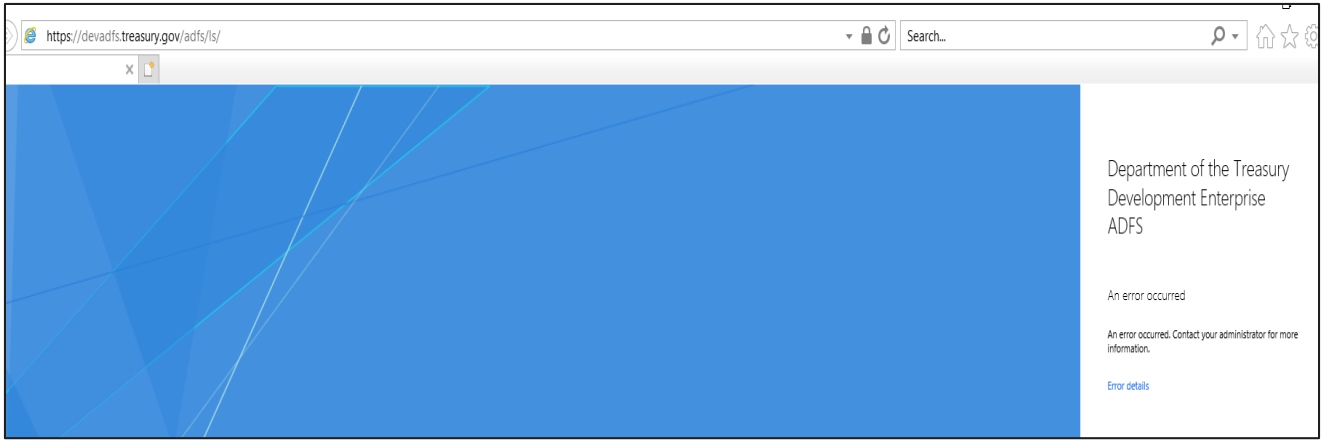
Website Redirect

- User will experience either of these two results:

1) User session is successfully redirected back to CFIUS for testing



2) Redirect failure. (This is a known error. Follow slides 34 – 38 to logon to CFIUS)

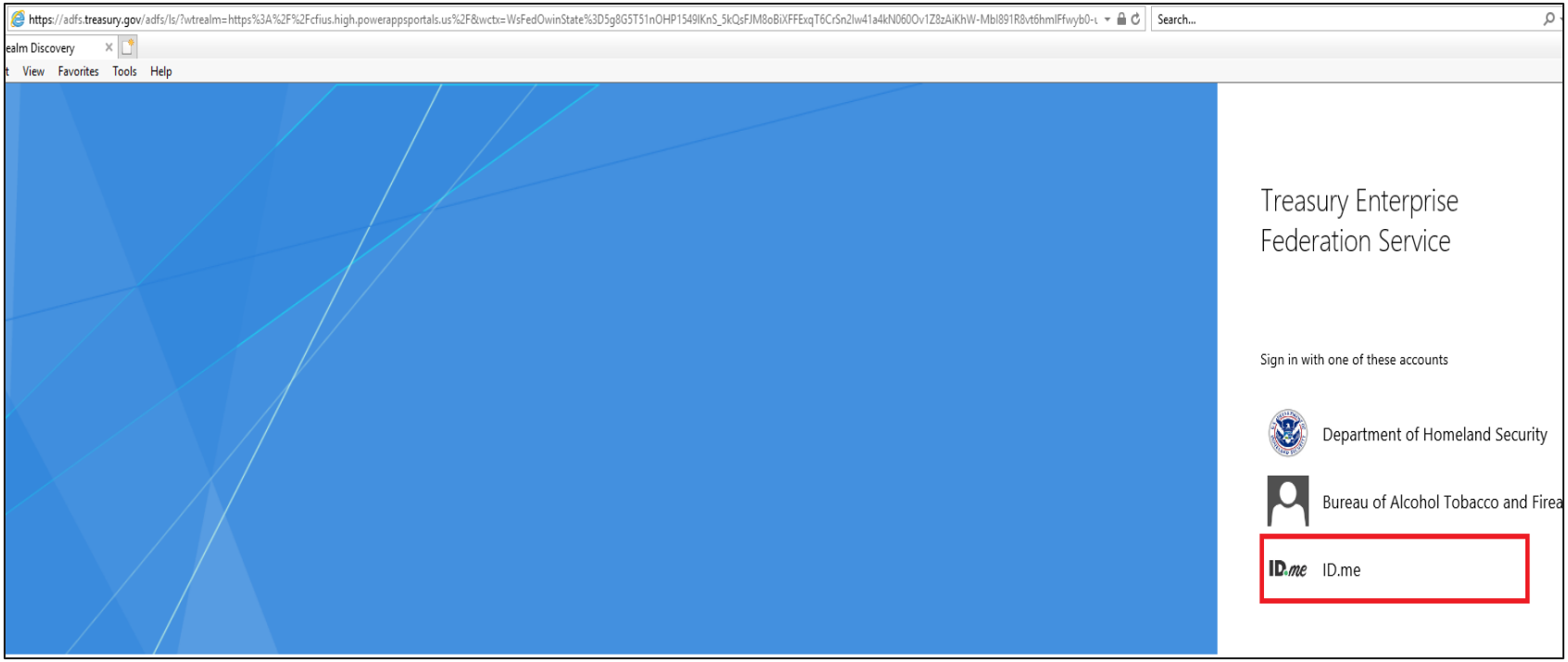


Logon to CFIUS Portal

- Launch CFIUS Portal URL
  - https://cfius.high.powerappsportals.us
- Select **Sign In**

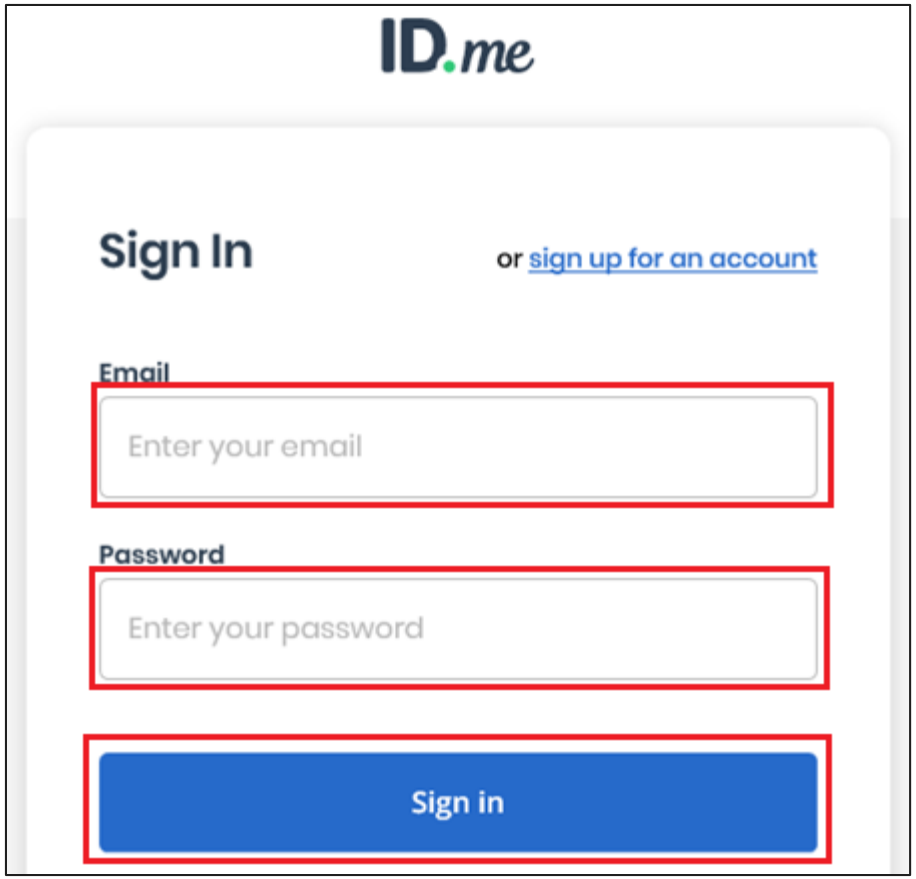
ID.me Sign In

- Select **ID.me**



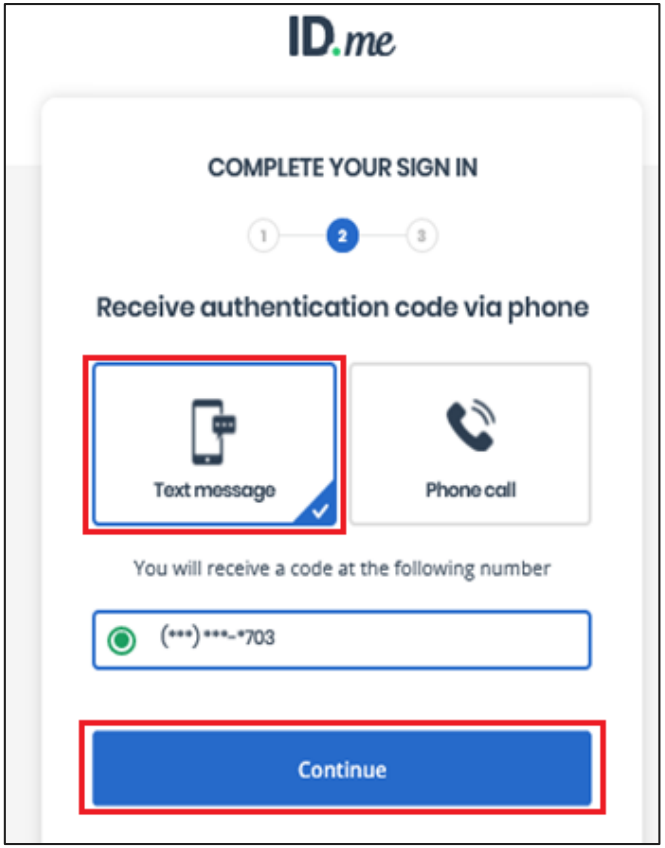
Logon to CFIUS Portal

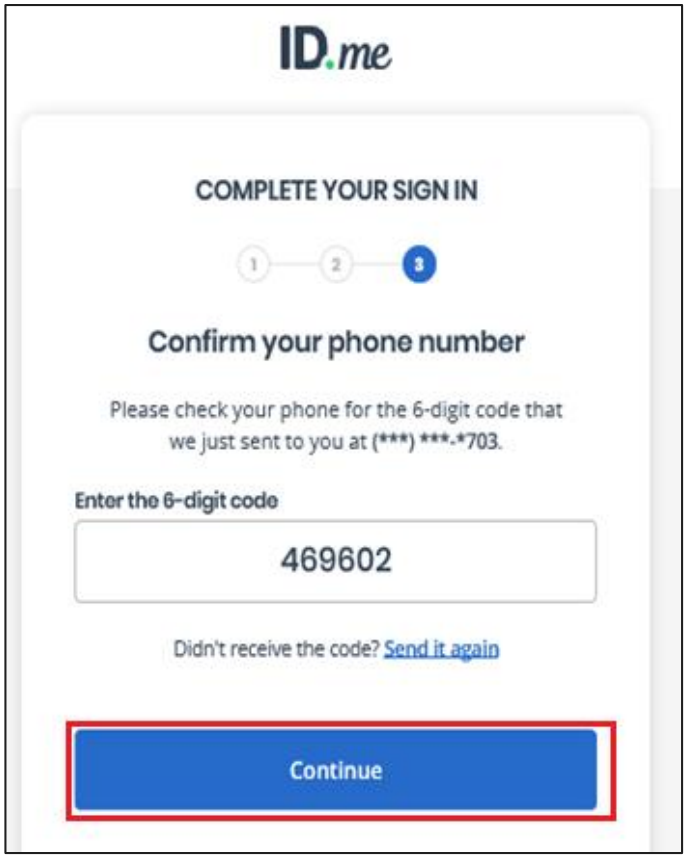
- Sign in with ID.me Account



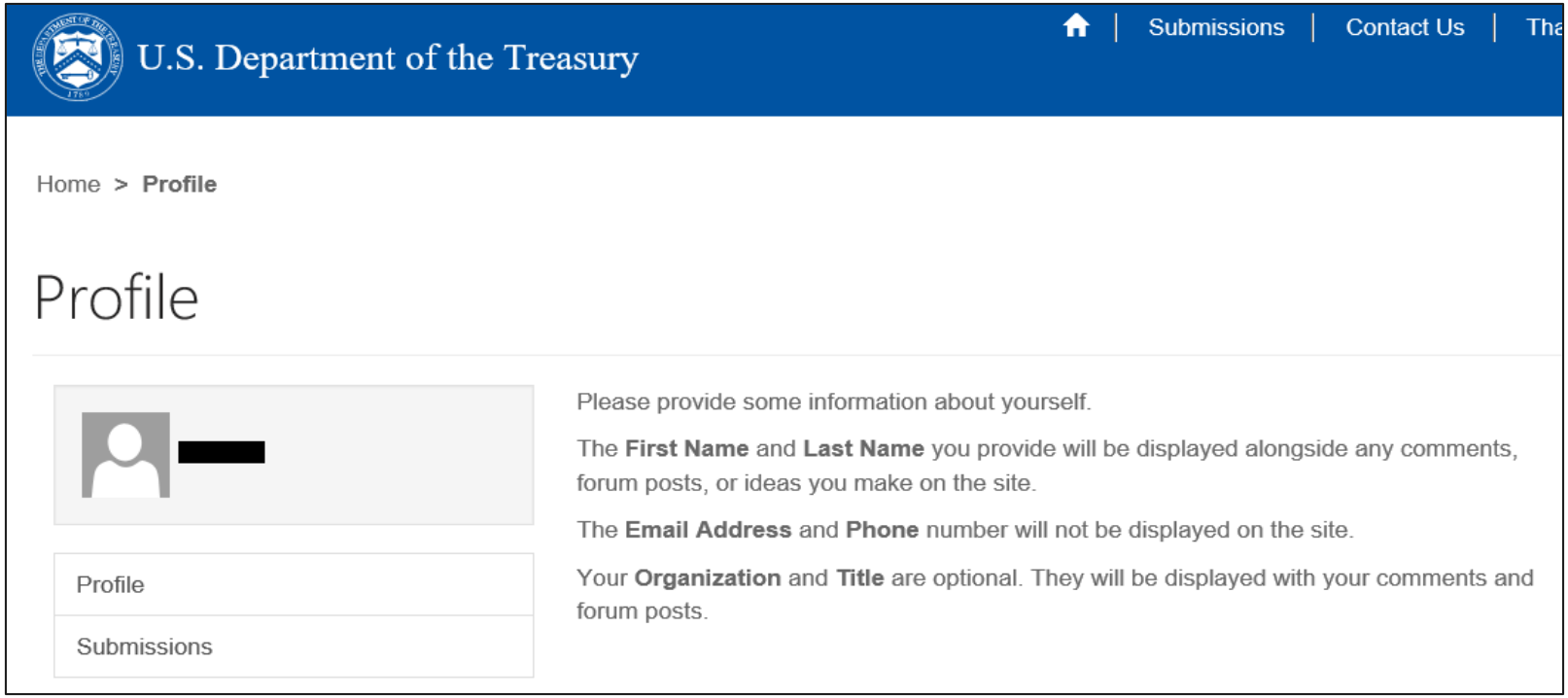
Logon to CFIUS Portal

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





Log On



Note: Success logon (authentication) to CFIUS