



Outbound Notification System

Create an ID.me Account
November 2024

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 is a certified commercial identity provider offering Identity Assurance Level (IAL) 2 and Authentication Assurance Level (AAL) 2 credential.

▶ All Affiliate Partners who attempt to sign in for the first time need to sign up with ID.me through the following three-step process:

- Email Verification (Slides 5– 6)
- Two Factor Authentication Verification (Slides 7 – 10)
- Identity Verification (Slides 11 – 22)
- Virtual Supervised Identity Verification (Slides 23 – 33)

▶ NIST SP 800-63 v3 ▪ <http://www.nist.gov/nstic/>

Launch Website



- ▶ Launch [Outbound Portal URL](https://outbound.high.powerappsportals.us)
 - <https://outbound.high.powerappsportals.us>
- ▶ Select **Sign In**



U.S. Department of the Treasury



Contact Us

Sign in

OUTBOUND NOTIFICATION SYSTEM (ONS)

Instructions

USER GUIDE

For instructions on using the ONS Portal, refer to the [ONS Portal User Guide](#).

To view a template notification form and additional guidance, please refer to the relevant documents posted on the Department of the Treasury [website](#).

The Department of the Treasury launched the Outbound Notification System (ONS) in accordance with the regulations issued pursuant to [Executive Order 14105, 88 FR 54867](#). The ONS allows certain U.S. persons to submit information relevant to notifiable transactions and other notifiable activities, as required by the regulations. This is a secure web portal hosted by the Department of the Treasury.

To use the ONS portal, users must create an account at ID.me, a secure online identity verification platform. Please find the Privacy Act Statement relevant to information you share with ID.me, a contractor of the Department of the Treasury, [here](#).

New Users - Click [here](#) to register.

► Select **Create an ID.me account**

- Input your email address and create a password (twice)
- Check Box – **Accept the ID.me Terms of Service and Privacy Policy**
- Select **Create an ID.me account**

ID.me +  TREASURY

Sign in to ID.me

[Or create an ID.me account](#)

Email

Password

Sign in to ID.me

[Forgot password](#)

Or sign in with

 Facebook  Google  LinkedIn

[View more options >](#)



ID.me +  TREASURY

Create an ID.me account

[Or sign in to your account](#)

Email

Password

Confirm Password

I accept the ID.me [Terms of Service](#) and [Privacy Policy](#)

Create an ID.me account

Or sign in with

 Facebook  Google  LinkedIn

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.

ID.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.



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?

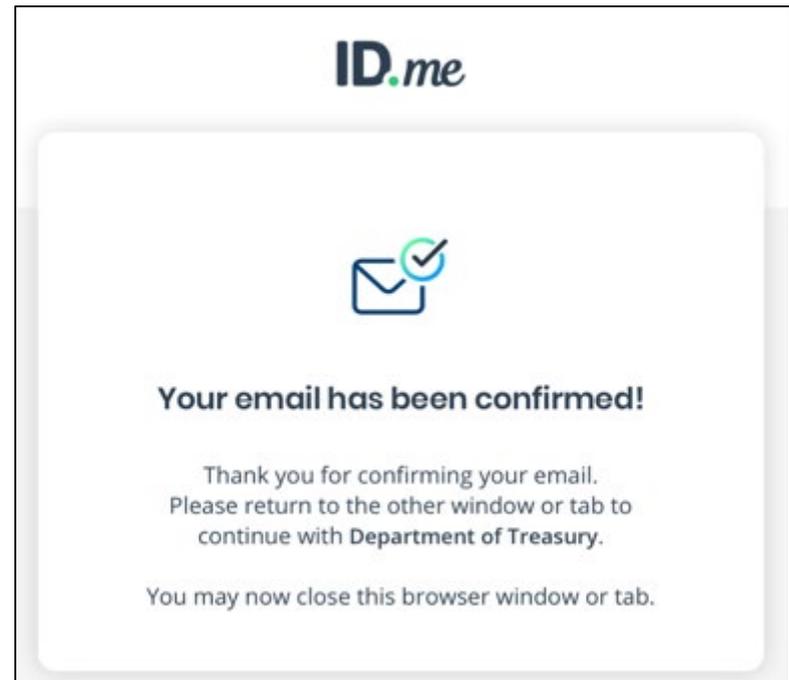
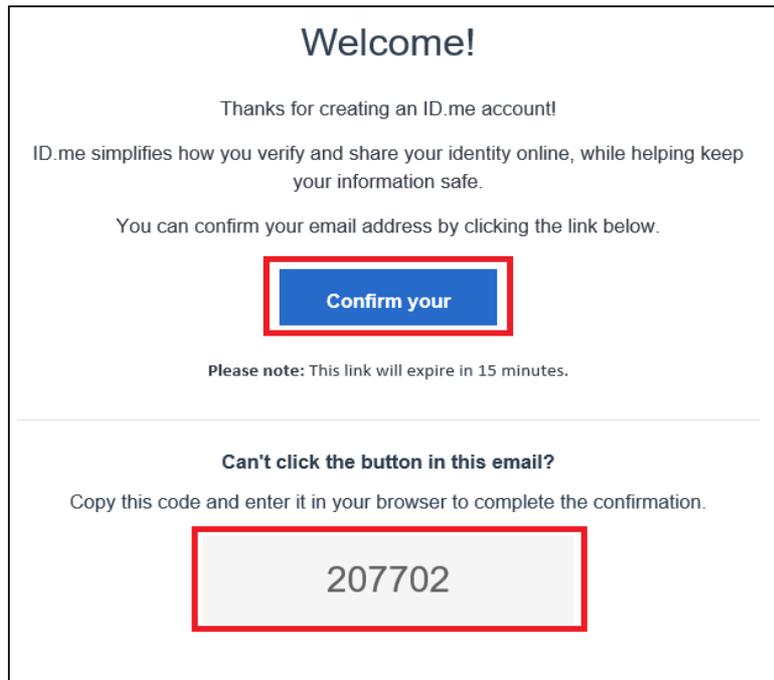
Enter the 6-digit code from the email below.

Continue

Email Verification



- ▶ Open the ID.me email and acknowledge the receipt
 - Below is an example of the email you will receive (left image) with confirmation and 6 digit code
 - Select **Confirm your** 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**)
 - **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.

The screenshot shows the 'SECURE YOUR ACCOUNT' page on the ID.me + Treasury website. The page has a progress indicator with three steps, the first of which is active. Below the heading, there is explanatory text about two-factor authentication. A red box highlights the 'Text Message or Phone Call' option, which is the selected method. Other options include Push Notification, Code Generator Application, FIDO U2F Security Key, and Mobile YubiKey, each with a 'Select' button.

ID.me + TREASURY

SECURE YOUR ACCOUNT

1 2 3

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 6-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**

Mobile YubiKey
Enroll a YubiKey security key for secure mobile authentication. **Select**

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.

ID.me + **TREASURY**

SECURE YOUR ACCOUNT

1 — 2 — 3

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 ✓

Phone call

THE NUMBER PROVIDED WILL ONLY BE USED FOR ACCOUNT SECURITY. MESSAGE AND DATA RATES MAY APPLY.

Go back **Continue**

Text Message or Phone Call



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

ID.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 (571) 243-4703.

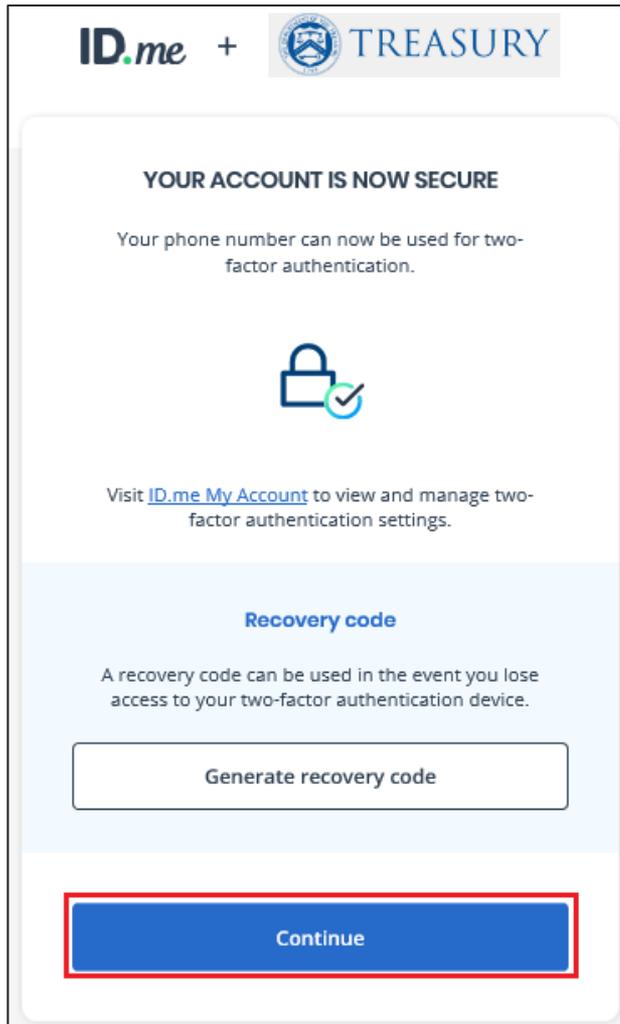
Enter the 6-digit code

882353

Didn't receive the code? [Send it again](#)

Go back **Continue**

► Select **Continue**



ID.me +  **TREASURY**

YOUR ACCOUNT IS NOW SECURE

Your phone number can now be used for two-factor authentication.



Visit [ID.me My Account](#) to view and manage two-factor authentication settings.

Recovery code

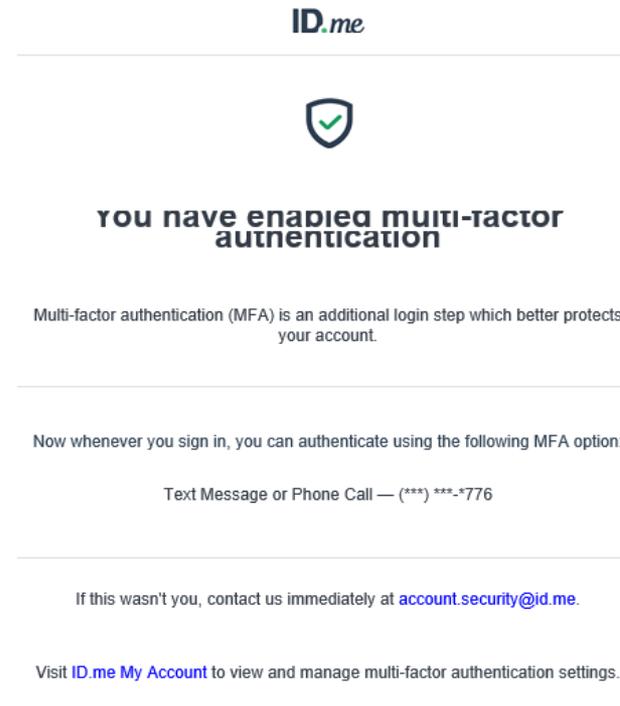
A recovery code can be used in the event you lose access to your two-factor authentication device.

[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 two-factor authentication.



ID.me



You have enabled multi-factor authentication

Multi-factor authentication (MFA) is an additional login step which better protects your account.

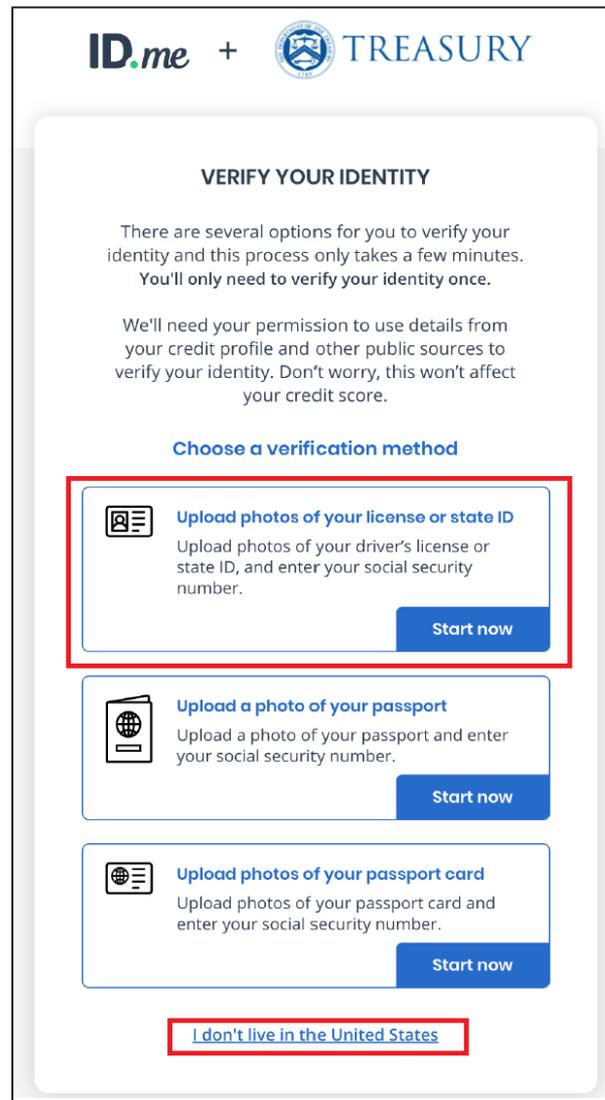
Now whenever you sign in, you can authenticate using the following MFA option:

Text Message or Phone Call — (***) ***-776

If this wasn't you, contact us immediately at account.security@id.me.

Visit [ID.me My Account](#) to view and manage multi-factor authentication settings.

- ▶ 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 23-32**



The screenshot shows the ID.me + Treasury identity verification interface. At the top, it says "ID.me + TREASURY". Below that, the heading "VERIFY YOUR IDENTITY" is followed by a paragraph: "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." Another paragraph states: "We'll need your permission to use details from your credit profile and other public sources to verify your identity. Don't worry, this won't affect your credit score." Below this is a section titled "Choose a verification method" with three options, each with a "Start now" button. The first option, "Upload photos of your license or state ID", is highlighted with a red box. The second option is "Upload a photo of your passport" and the third is "Upload photos of your passport card". At the bottom, there is a link "I don't live in the United States" also highlighted with a red box.

ID.me + TREASURY

VERIFY YOUR IDENTITY

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 profile and other public sources to verify your identity. Don't worry, this won't affect your credit score.

Choose a verification method

- 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](#)

- ▶ **Read notice and consent to Biometric Data**
 - Please read the notice and content
 - What is the Significance, Withdraw or Revoke consent, biometric data, collected, usage and sharing, retention, storage and changes.



CONSENT FOR ID.ME TO COLLECT BIOMETRIC DATA

In the event of any discrepancy between a non-English version of these Terms of Service and the English version of these Terms of Service, the English version (available at <https://www.id.me/terms>) shall prevail in all respects.

BIOMETRIC DATA CONSENT AND POLICY

This Biometric Data Consent and Policy ("Biometric Consent") describes how ID.me ("ID.Me", "we", "us" or "our") collects and uses certain Biometric Data ("Biometric Data") in connection with the services provided by ID.me ("Services"). By accepting this Consent, you consent to the collection, use and disclosure of your Biometric Data as described below. You further acknowledge and agree that you have been provided with, and agree to be bound by the terms of, the [ID.me Terms of Service](#) and the [ID.me Privacy Policy](#) to the extent applicable to such Biometric Data.

1. WHAT IS THE SIGNIFICANCE OF THIS CONSENT?

- I acknowledge that I have received, read, and agree to the terms of the ID.me Biometric Information Privacy Policy

Continue

Cancel

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

ID.me + TREASURY

VERIFY YOUR IDENTITY

1 2 3 4 5

Choose how to submit photos

In order to verify your identity, please make sure:

- 1) Your document is up to date and valid
- 2) Your document is clear and readable
- 3) You take the photo on a well-lit flat surface

MM/DD/YYYY 1

2

Take a photo with my device

YOUR MOBILE PHONE MUST HAVE A CAMERA AND A WEB BROWSER.

OR

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**

ID.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

() - - - -

YOUR MOBILE PHONE MUST HAVE A CAMERA AND A WEB BROWSER.

Back **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: Your current Web browser session is suspended until you respond to the action required.

ID.me +  **TREASURY**

WAITING FOR YOUR PHOTOS...

1 — 2 — 3 — 4 — 5

We sent a text message to
+1 202-705-9107

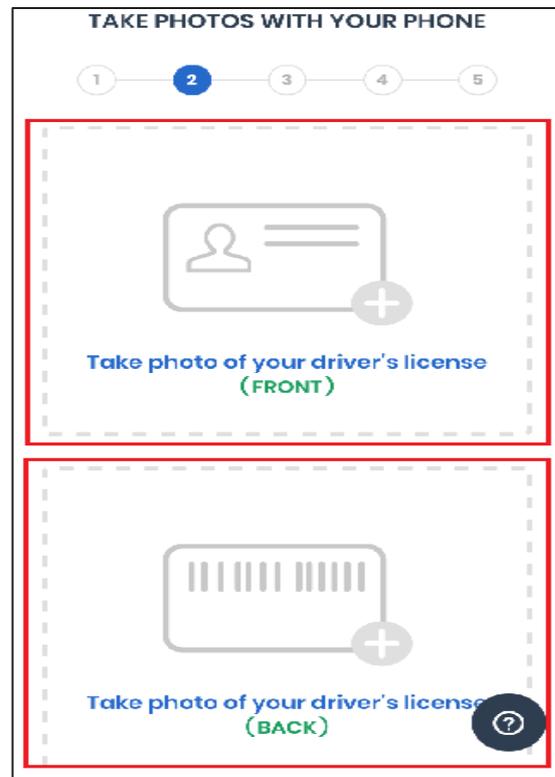
Please click the link in the text message and follow the instructions to take your photos.

This screen will automatically refresh once your photos are received.

Didn't receive the text message? [Send it again](#)

Option 1: Upload Photos of Your License or State ID

- ▶ Step 1: 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

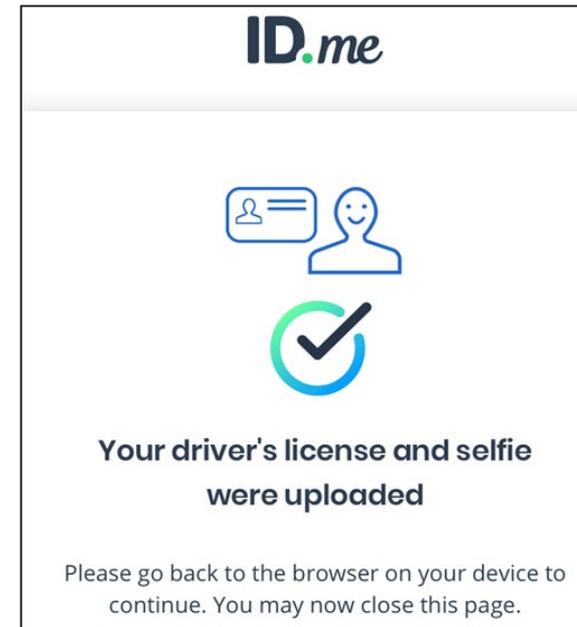


This message is from [ID.me](https://verify.id.me/en/phone/Nf8Ggy1h). Your identity is being used to login to U.S. Department of the Treasury to apply for government benefits or healthcare services. Do not click this link if you do not recognize this transaction. Please click the following link to upload a picture of your document. <https://verify.id.me/en/phone/Nf8Ggy1h>

Option 1: Upload Photos of Your License or State ID



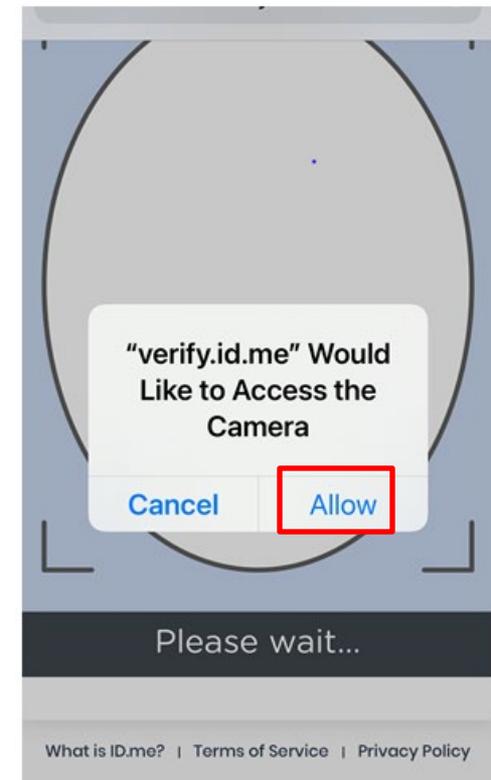
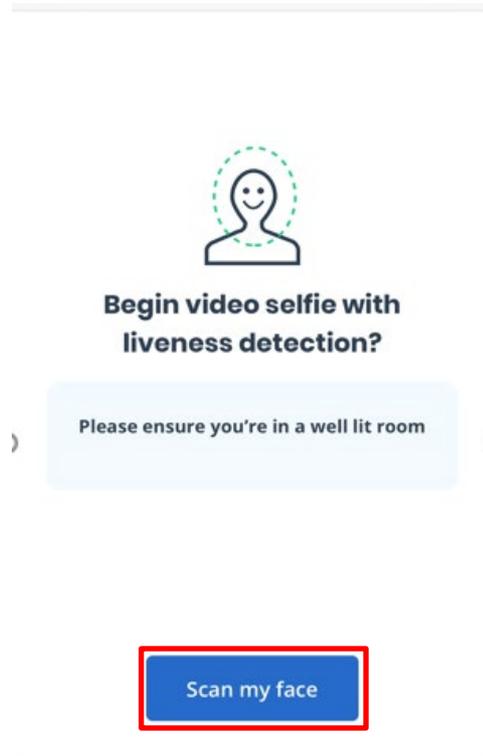
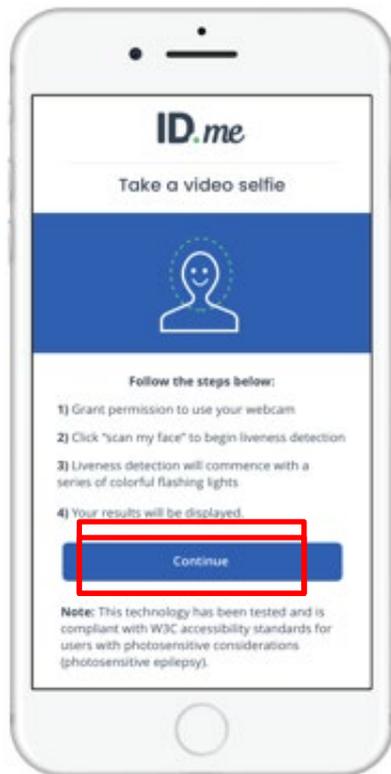
- ▶ Step 2: Take a video selfie with your phone
 - Once you completed the front and back license photos, a video selfie message is displayed on your phone.



Option 1: Upload Photos of Your License or State ID

► Step 2: Take a video selfie with your phone

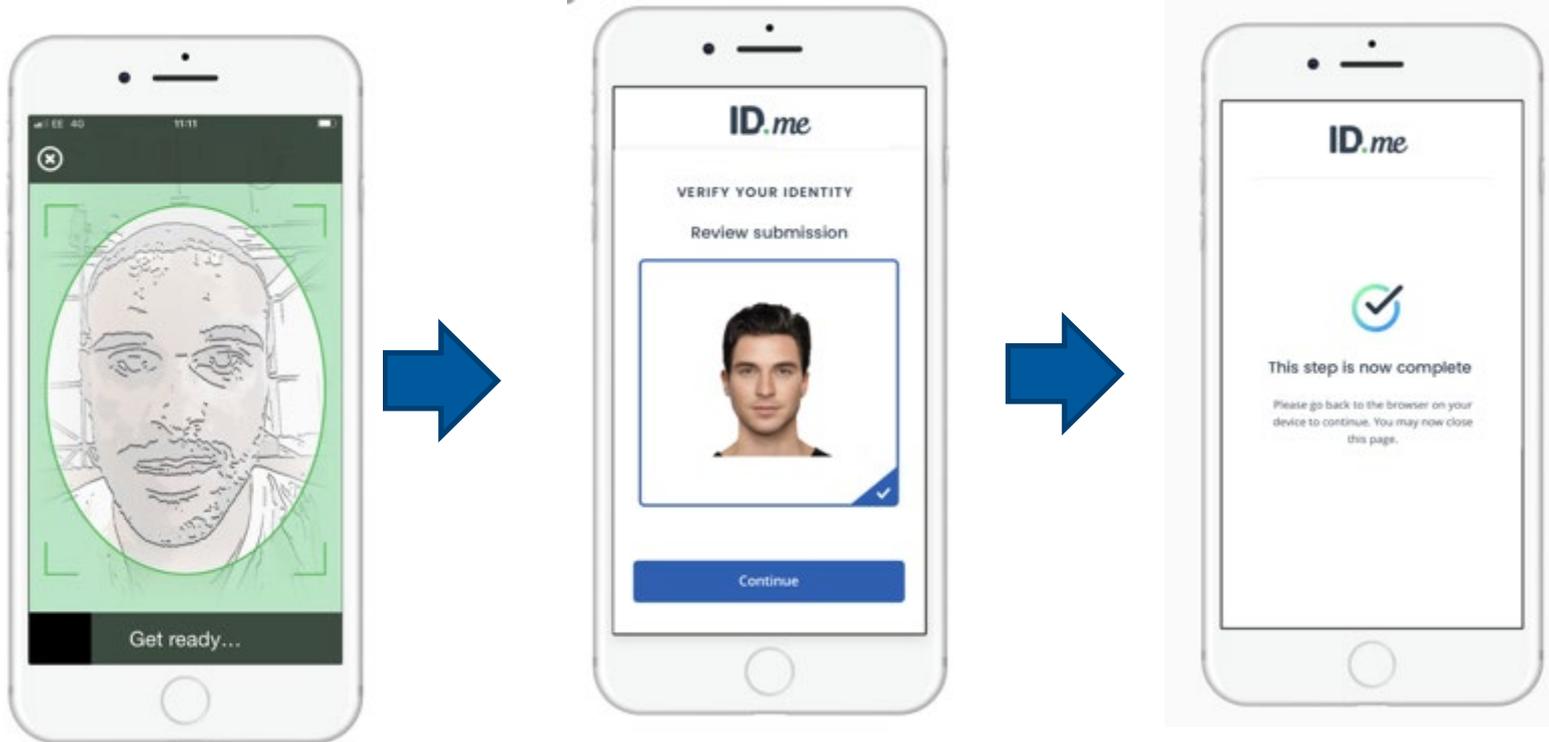
- Ensure you are in a well-lit area
- Allow “verify.id.me” to access your cell phone camera



Option 1: Upload Photos of Your License or State ID



- ▶ Step 2: Take a video selfie with your phone
 - Follow the prompts to complete the video selfie process



Option 1: Upload Photos of Your License or State ID



- ▶ You should receive a successful message on the phone and return to computer.



**You've successfully
completed your video selfie.**

Option 1: Upload Photos of Your License or State ID



► Step 3: Enter Social Security number

- Enter **9 digits**
- A text will be send to cell phone number
- Select **Continue**

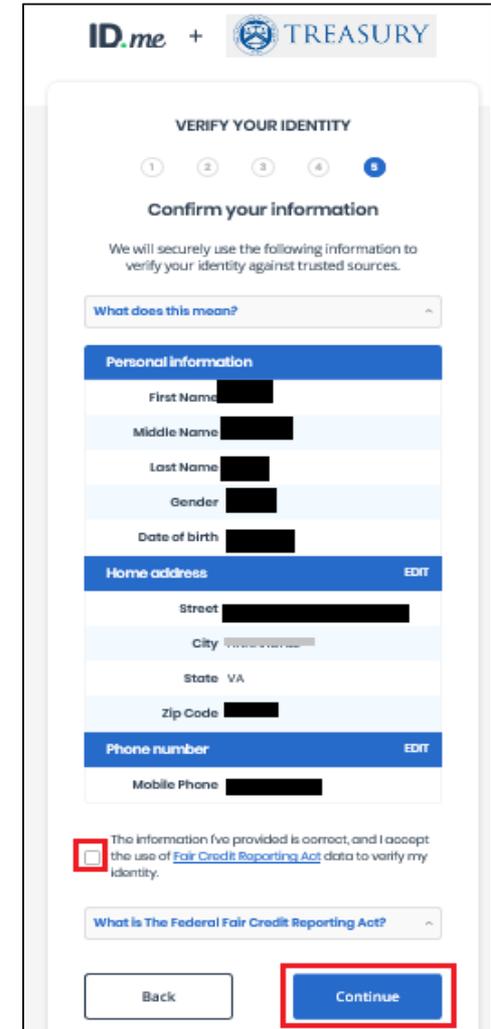
A screenshot of the ID.me verification interface. At the top, it says "ID.me + TREASURY" with the Treasury seal. Below that, it says "VERIFY YOUR IDENTITY" and shows a progress bar with five steps, where step 4 is highlighted. The main heading is "Enter your Social Security number". Below this, it explains: "The Social Security number is used as a unique identifier to confirm identity. This will not affect your credit score." There is a text input field labeled "Social Security Number*" containing "#####". At the bottom, there are two buttons: "Back" and "Continue". The "Continue" button is highlighted with a red border.

Option 1: Upload Photos of Your License or State ID

- ▶ Step 4: Confirm information
 - Check box – **Accept the use of Fair Credit Reporting Act**
 - Select **Continue**

- ▶ Step Final: User should be directed back to application or service.

Note: Please verify the information listed



ID.me + TREASURY

VERIFY YOUR IDENTITY

1 2 3 4 5

Confirm your information

We will securely use the following information to verify your identity against trusted sources.

What does this mean?

Personal information

First Name [REDACTED]

Middle Name [REDACTED]

Last Name [REDACTED]

Gender [REDACTED]

Date of birth [REDACTED]

Home address EDIT

Street [REDACTED]

City [REDACTED]

State VA

Zip Code [REDACTED]

Phone number EDIT

Mobile Phone [REDACTED]

The information I've provided is correct, and I accept the use of [Fair Credit Reporting Act](#) data to verify my identity.

What is The Federal Fair Credit Reporting Act?

Back Continue

Option 2: Virtual In-Person Proofing Session



- ▶ 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

ID.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?
[visit ID.me Support.](#)

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”

VERIFY YOUR IDENTITY

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 profile and other public sources to verify your identity. Don't worry this won't affect your credit score.

This process only takes a few minutes.

Choose a verification method

- Upload photos of your driver's license**
Upload photos of your driver's license and enter your social security number. Then we'll confirm your identity with public records. [Start Now](#)
- Upload a photo of your passport**
Upload a photo of your passport and enter your social security number. Then we'll confirm your identity with public records. [Start Now](#)
- Upload photos of your passport Card**
Upload photos of your passport and enter your social security number. Then we'll confirm your identity with public records. [Start Now](#)

[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

ID.me +

We couldn't verify your identity

Complete your identity verification through a virtual in-person video session with an ID.me Trusted Referee agent.

[Verify Identity via Video Call](#)

We're sorry, but your information could not be verified. Please ensure that your information was entered correctly and try again.

Error Code: E4201 - B7E4D6E15713

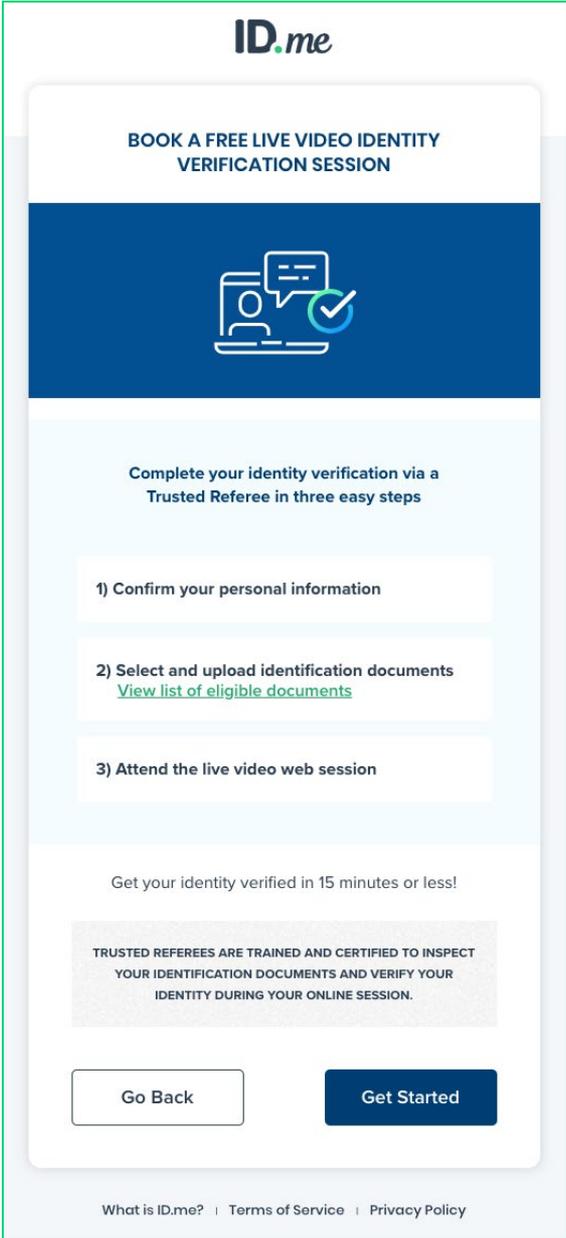
[Retry Verification](#)

Have more questions?
[Visit ID.me Support](#)

What is ID.me? | [Terms of Service](#) | [Privacy Policy](#)

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

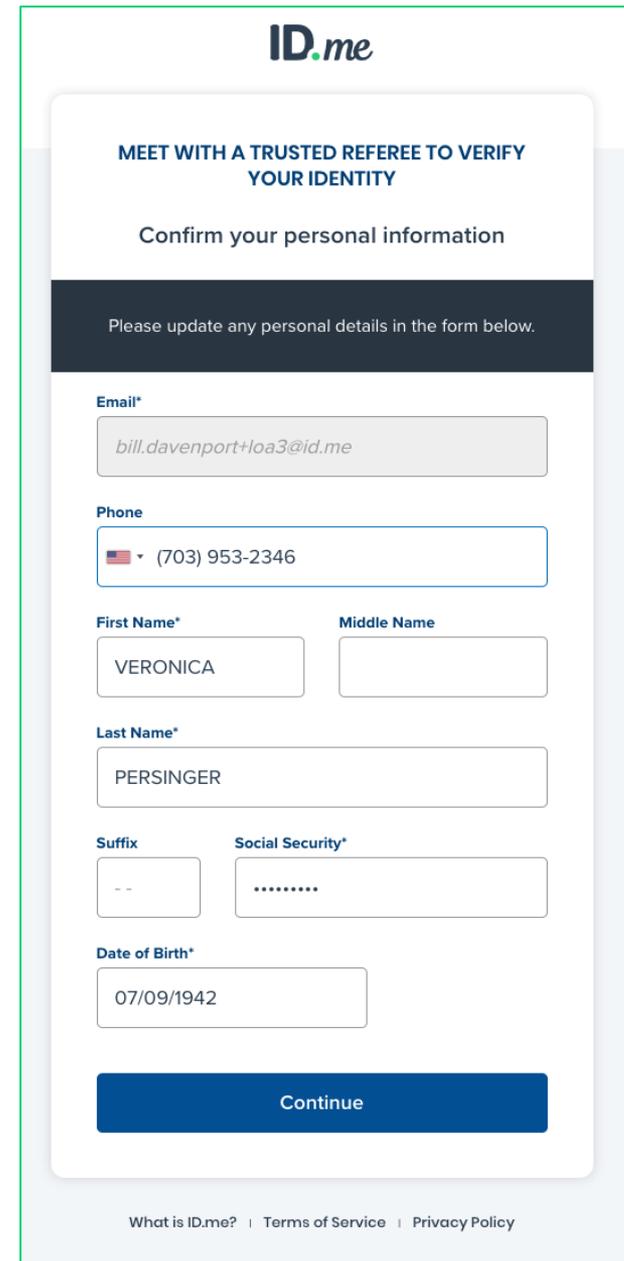
- ▶ The user is given an overview of the 3 step identity verification process
- ▶ When they are ready to proceed they select “Get Started”



The screenshot displays the ID.me website interface for booking a free live video identity verification session. At the top, the ID.me logo is visible. Below it, the heading reads "BOOK A FREE LIVE VIDEO IDENTITY VERIFICATION SESSION". A blue banner features an icon of a laptop with a person silhouette, a speech bubble, and a checkmark. The main content area is light blue and contains the text: "Complete your identity verification via a Trusted Referee in three easy steps". This is followed by a numbered list of steps: 1) Confirm your personal information, 2) Select and upload identification documents (with a link to "View list of eligible documents"), and 3) Attend the live video web session. Below the list, it states "Get your identity verified in 15 minutes or less!". A grey box contains the text: "TRUSTED REFEREES ARE TRAINED AND CERTIFIED TO INSPECT YOUR IDENTIFICATION DOCUMENTS AND VERIFY YOUR IDENTITY DURING YOUR ONLINE SESSION." At the bottom, there are two buttons: "Go Back" and "Get Started". The footer includes links for "What is ID.me?", "Terms of Service", and "Privacy Policy".

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”



ID.me

MEET WITH A TRUSTED REFEREE TO VERIFY YOUR IDENTITY

Confirm your personal information

Please update any personal details in the form below.

Email*
bill.davenport+loa3@id.me

Phone
US (703) 953-2346

First Name* VERONICA **Middle Name**

Last Name* PERSINGER

Suffix -- **Social Security***

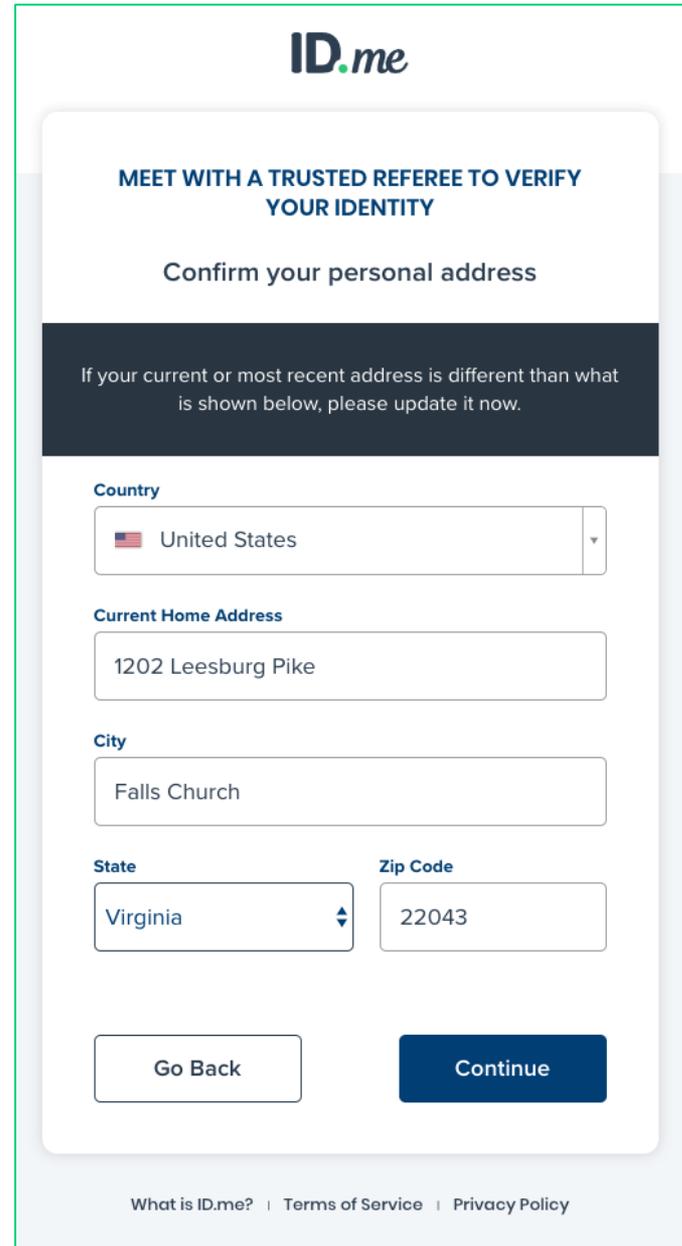
Date of Birth* 07/09/1942

Continue

[What is ID.me?](#) | [Terms of Service](#) | [Privacy Policy](#)

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"



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
1202 Leesburg Pike

City
Falls Church

State
Virginia

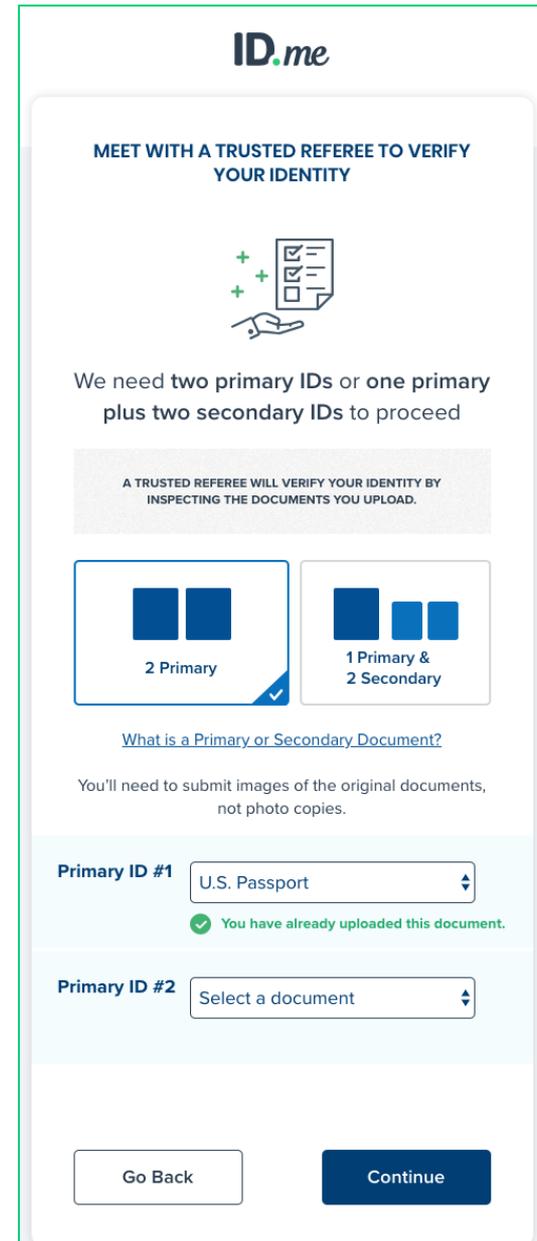
Zip Code
22043

[Go Back](#) [Continue](#)

[What is ID.me?](#) | [Terms of Service](#) | [Privacy Policy](#)

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



ID.me

MEET WITH A TRUSTED REFEREE TO VERIFY YOUR IDENTITY

We need two primary IDs or one primary plus two secondary IDs to proceed

A TRUSTED REFEREE WILL VERIFY YOUR IDENTITY BY INSPECTING THE DOCUMENTS YOU UPLOAD.

2 Primary

1 Primary & 2 Secondary

[What is a Primary or Secondary Document?](#)

You'll need to submit images of the original documents, not photo copies.

Primary ID #1

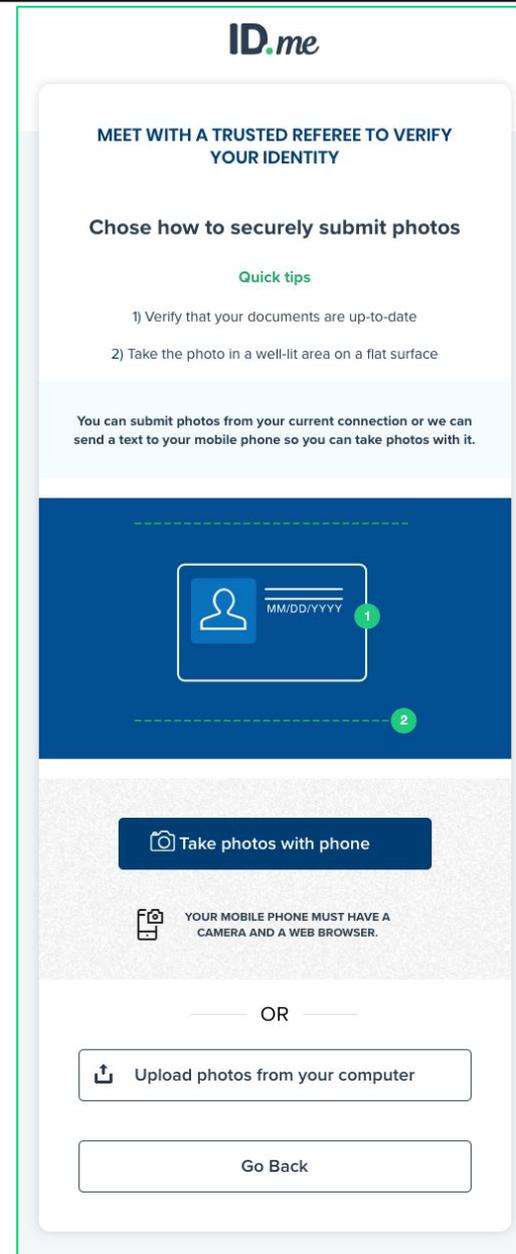
✓ You have already uploaded this document.

Primary ID #2

Go Back Continue

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



The screenshot shows the ID.me mobile app interface. At the top, the ID.me logo is displayed. Below it, the text reads: "MEET WITH A TRUSTED REFEREE TO VERIFY YOUR IDENTITY". The next section is titled "Chose how to securely submit photos" (note the typo "Chose"). Underneath, there are "Quick tips": "1) Verify that your documents are up-to-date" and "2) Take the photo in a well-lit area on a flat surface". A light blue box contains the text: "You can submit photos from your current connection or we can send a text to your mobile phone so you can take photos with it." Below this is a dark blue section with a white box containing a person icon, a date field "MM/DD/YYYY", and a green circle with the number "1". A dashed line with a green circle and the number "2" is positioned below the white box. The next section is a light gray box with a dark blue button that says "Take photos with phone" and a camera icon. Below the button, there is a camera icon and the text: "YOUR MOBILE PHONE MUST HAVE A CAMERA AND A WEB BROWSER." Below this is a white box with the text "OR" in the center. At the bottom, there are two white buttons: "Upload photos from your computer" with an upload icon, and "Go Back".

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

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](#)

Choose

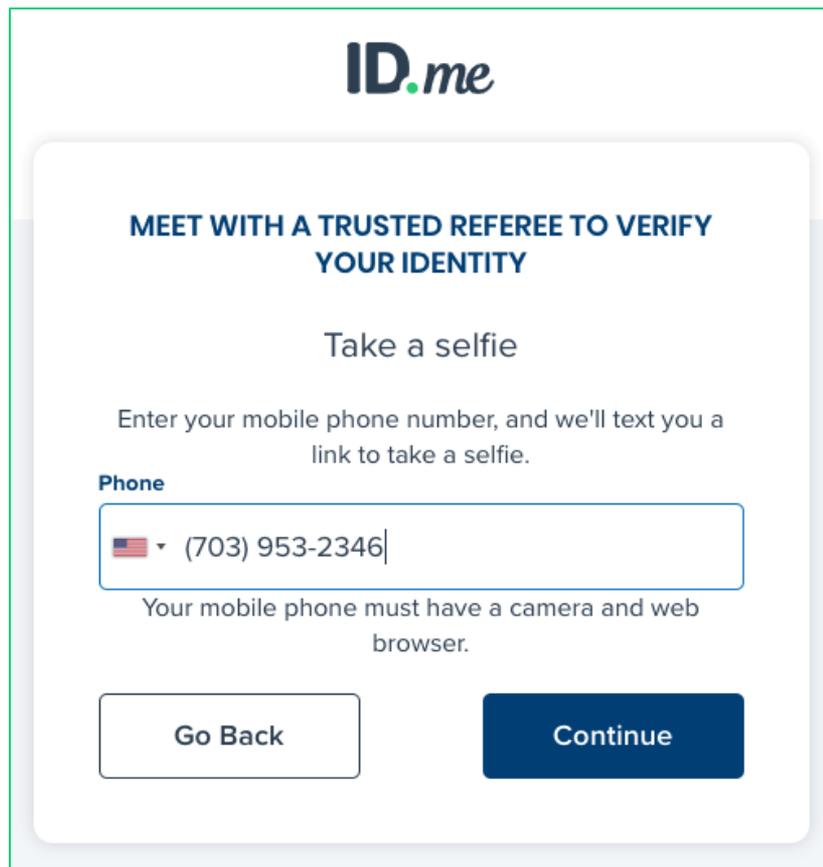
U.S. Passport

FRONT

✓
We have a photo of the Front your U.S. Passport
[Change](#)

Go Back **Continue**

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



ID.me

MEET WITH A TRUSTED REFEREE TO VERIFY YOUR IDENTITY

Take a selfie

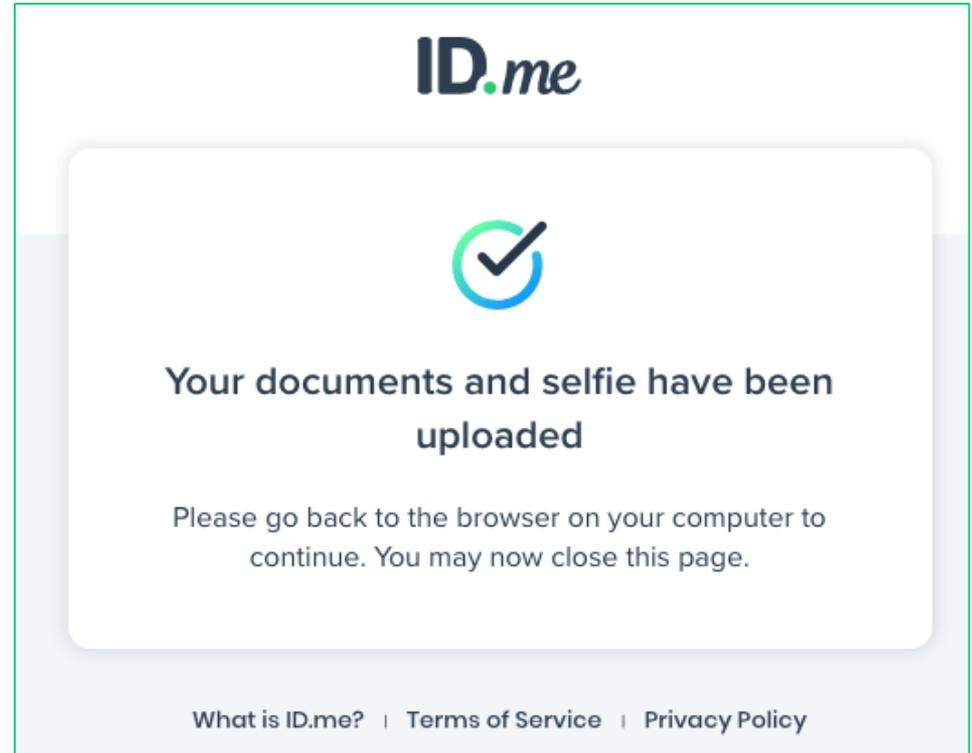
Enter your mobile phone number, and we'll text you a link to take a selfie.

Phone

Your mobile phone must have a camera and web browser.

[Go Back](#) [Continue](#)

- ▶ 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”

The screenshot shows the ID.me verification interface. At the top, it says 'ID.me' and 'MEET WITH A TRUSTED REFEREE TO VERIFY YOUR IDENTITY'. Below that, it says 'Confirm your information' and 'We'll verify the information you've entered with details from your credit profile'. The form is divided into several sections: 'Full Legal Name' (with 'EDIT' link), 'First Name' (VERONICA), 'Middle Name', 'Last Name' (PERSINGER), 'Date of Birth' (07/09/1942), 'Current home address' (with 'EDIT' link), 'Street' (1202 Leesburg Pike), 'City' (Falls Church), 'State' (VA), 'Zip Code' (22043), 'Country' (US), 'Phone' (with 'EDIT' link), and 'Mobile Number' (+1 703-953-2346). Below the address section is a 'Documents and Selfie' section with three items: 'Driver's License' (with 'Reupload' button), 'U.S. Passport' (with 'Reupload' button), and 'Selfie' (with 'Retake' button). At the bottom is a large blue 'Continue' button.

Full Legal Name	EDIT
First Name	VERONICA
Middle Name	
Last Name	PERSINGER
Date of Birth	07/09/1942

Current home address	EDIT
Street	1202 Leesburg Pike
City	Falls Church
State	VA
Zip Code	22043
Country	US

Phone	EDIT
Mobile Number	+1 703-953-2346

Documents and Selfie
<input checked="" type="checkbox"/> Driver's License Reupload
<input checked="" type="checkbox"/> U.S. Passport Reupload
<input checked="" type="checkbox"/> Selfie Retake

Continue