Quick Sheet: Log Into GrantSolutions Through Login.gov

Audience: Grant Recipients

PURPOSE:

Functionality for Grant Recipient users to login into GrantSolutions through Login.gov is available. Grant Recipient users have the option to log into GrantSolutions through Login.gov using a Personal Identity Verification (PIV) ID. Grant Recipient users can also log into GrantSolutions through Login.gov using another authentication method.

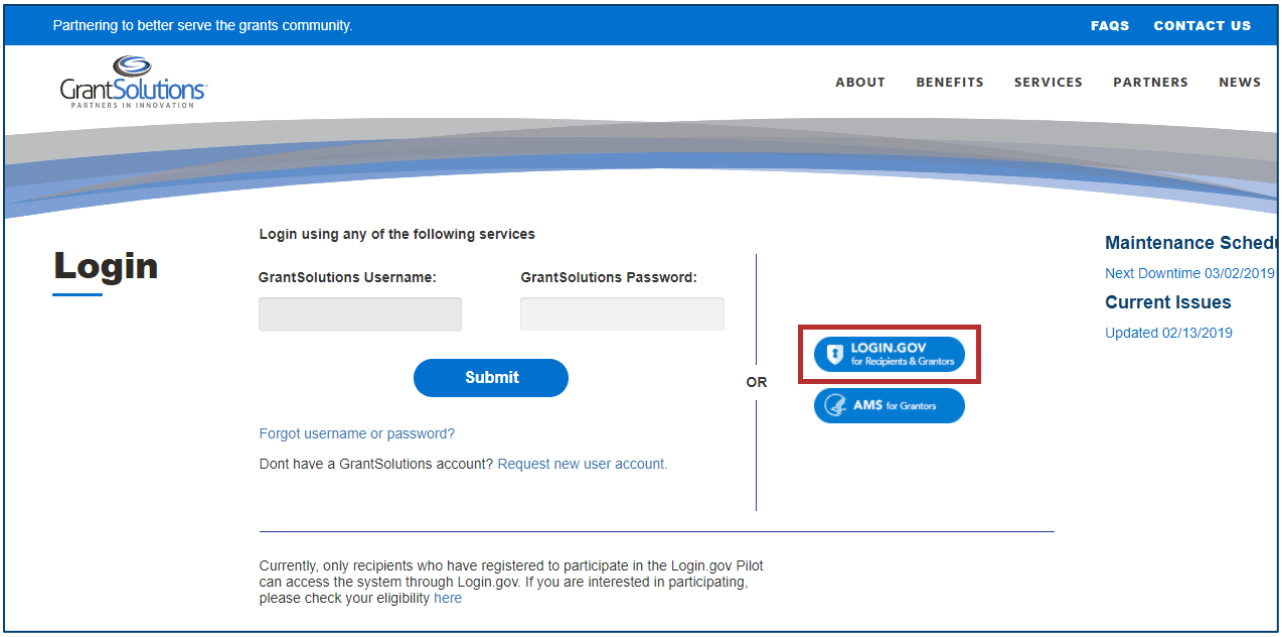
Key points to remember include:

- If logging into GrantSolutions through Login.gov, Grant Recipient users can use a PIV ID or another authentication method.
- Grant Recipient users should create a Login.gov account prior to attempting to log in through Login.gov.

LOG IN USING PERSONAL IDENTITY VERIFICATION

Grant Recipient users can log into GrantSolutions through Login.gov using a PIV ID by performing the following:

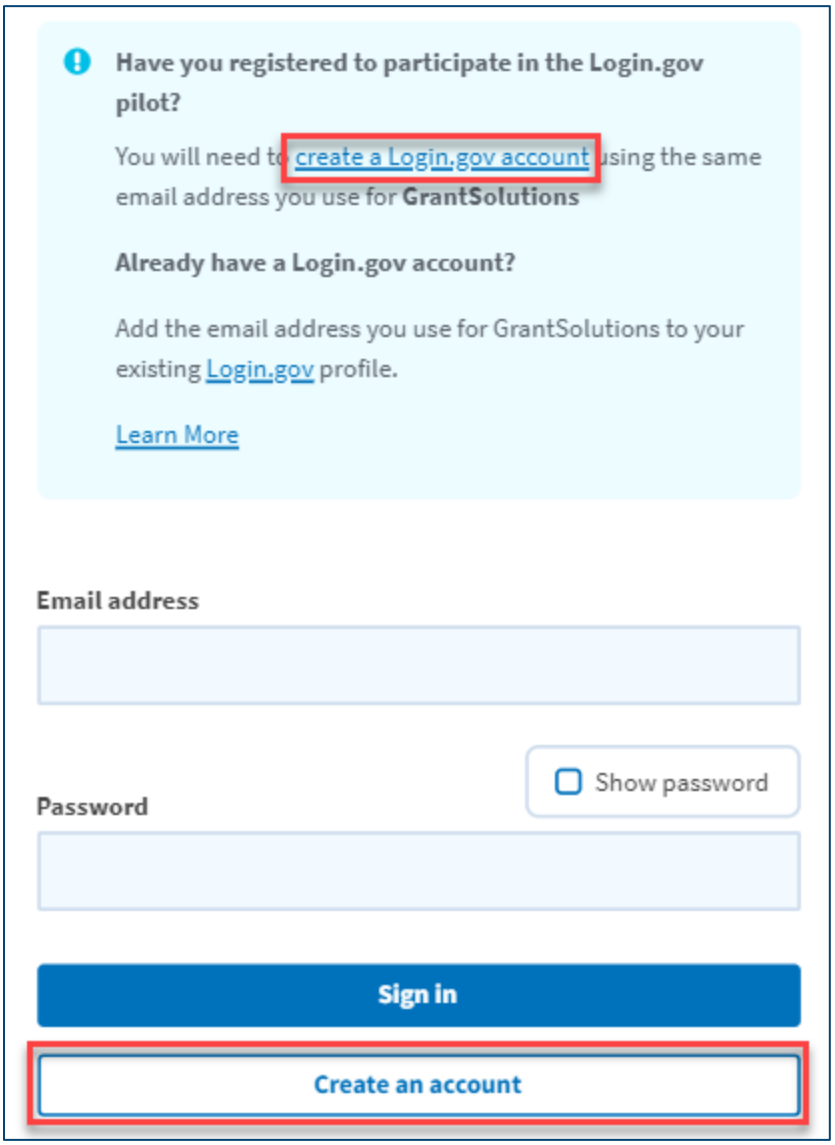
1. Navigate to the "GrantSolutions Login" screen.
2. Click the **Login.gov** button to begin the login process.



The Login.gov "Sign in" screen appears.

Create a Login.gov Account

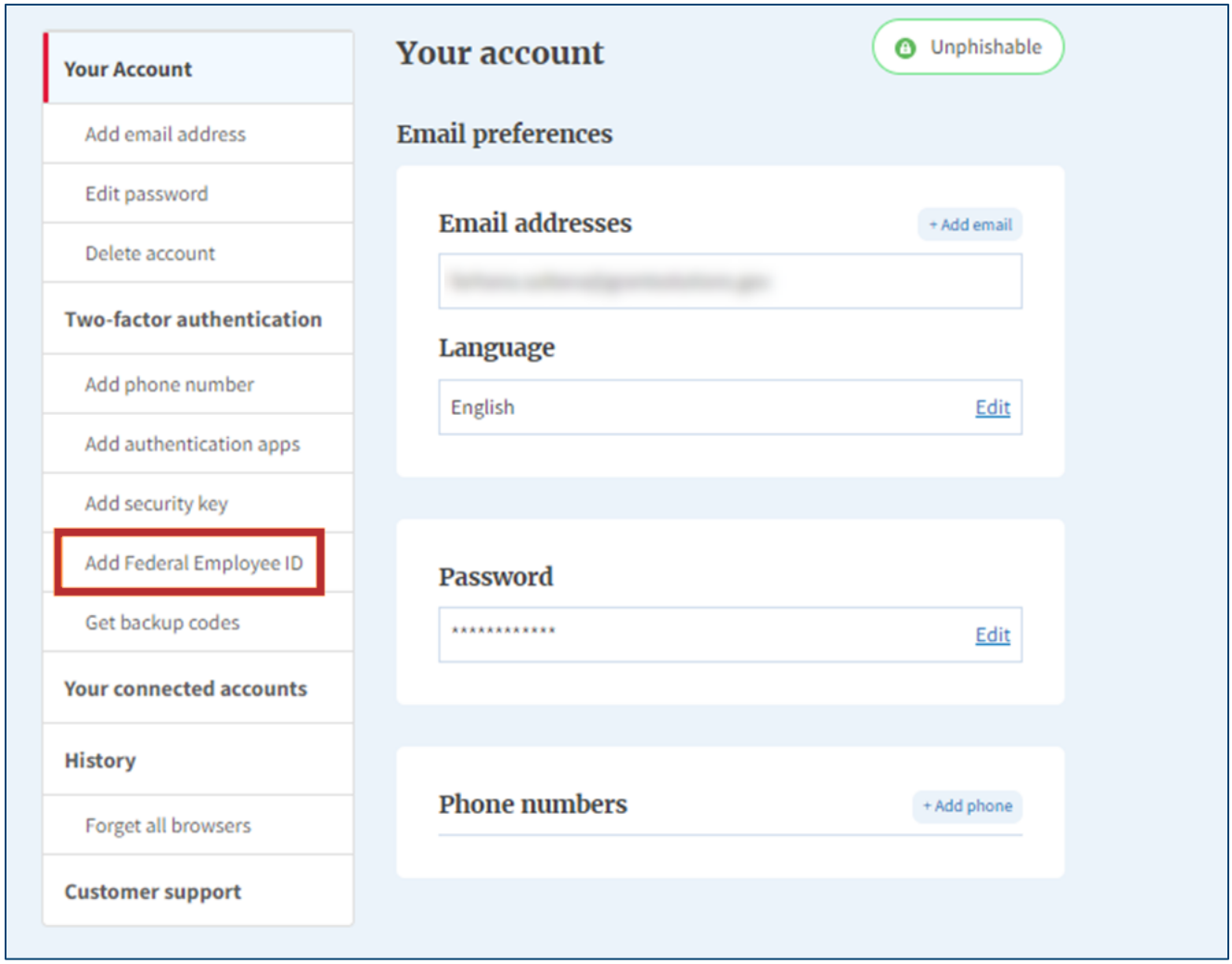
If the user does not have a Login.gov account, click the **create a Login.gov account** link in the middle of the screen or the **Create an account** button at the bottom to create a Login.gov account using the email address associated with a GrantSolutions account.



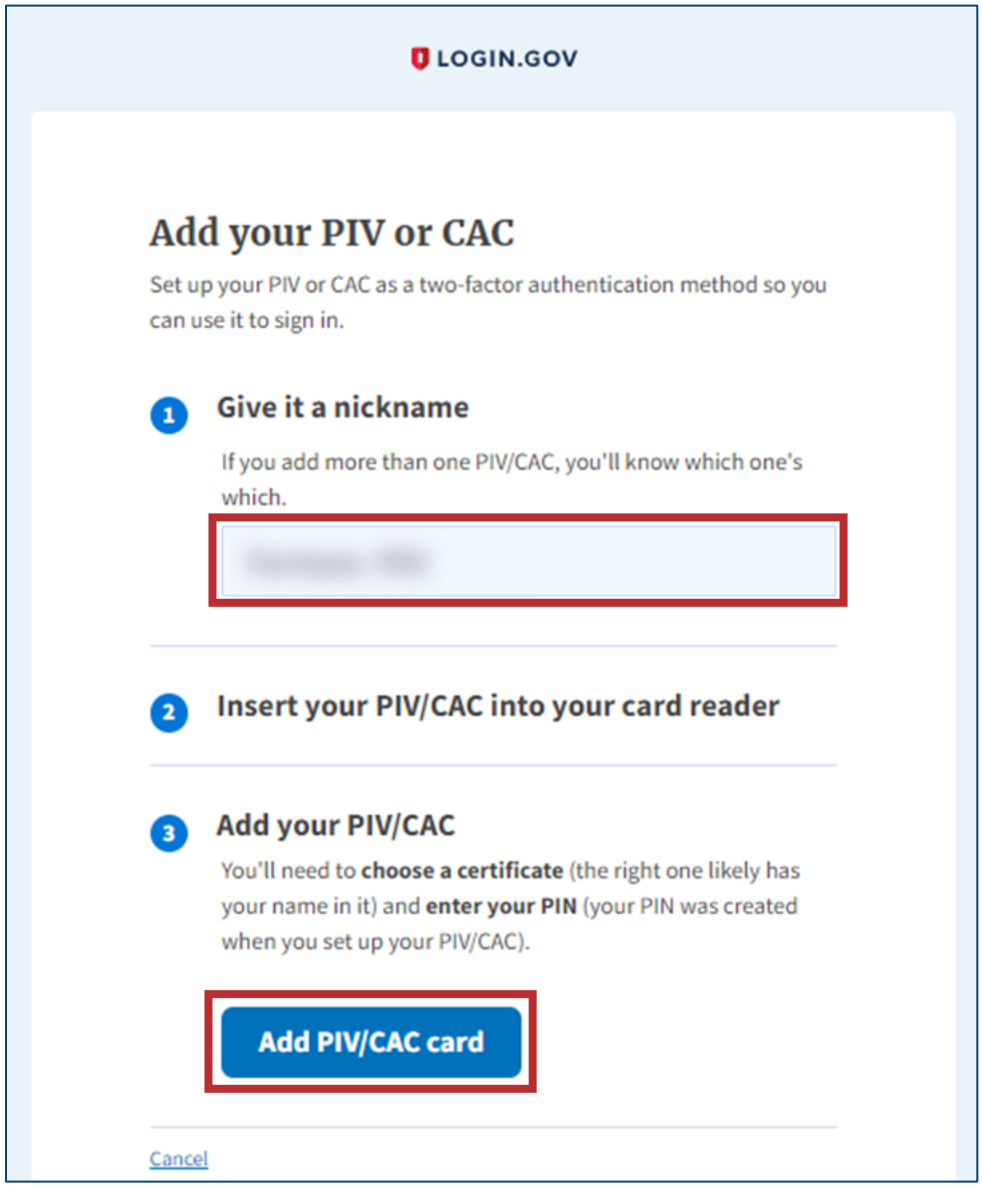
Add a Personal Identity Verification ID

Grant Recipient users with a Login.gov account can add a PIV ID to the account by performing the following:

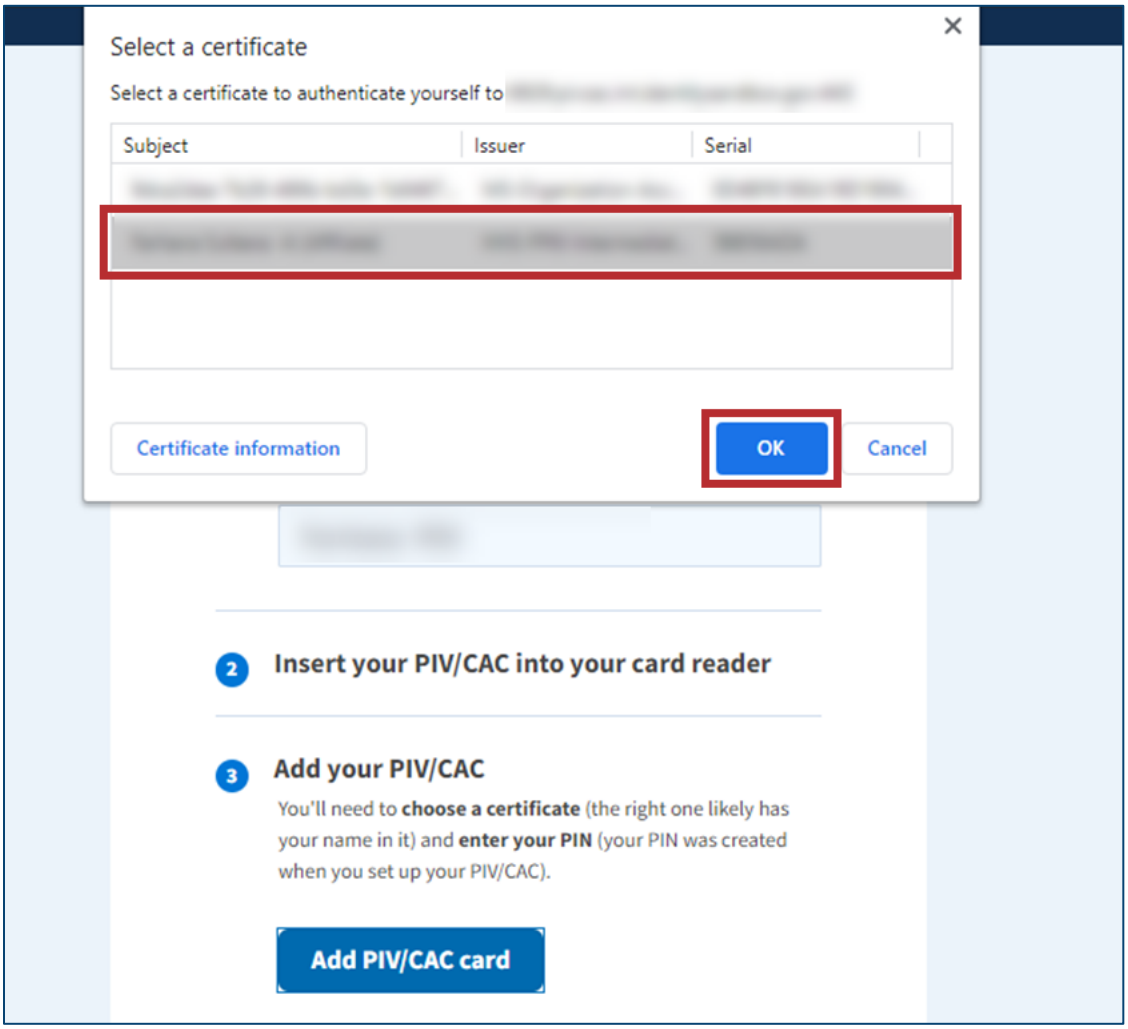
1. Navigate to www.Login.gov and click the **Login.gov** button in the top right corner.
2. Log into Login.gov.
3. On the Login.gov "Your account" screen, click the **Add Federal Employee ID** button in the *Two-factor authentication* section of the left menu bar.



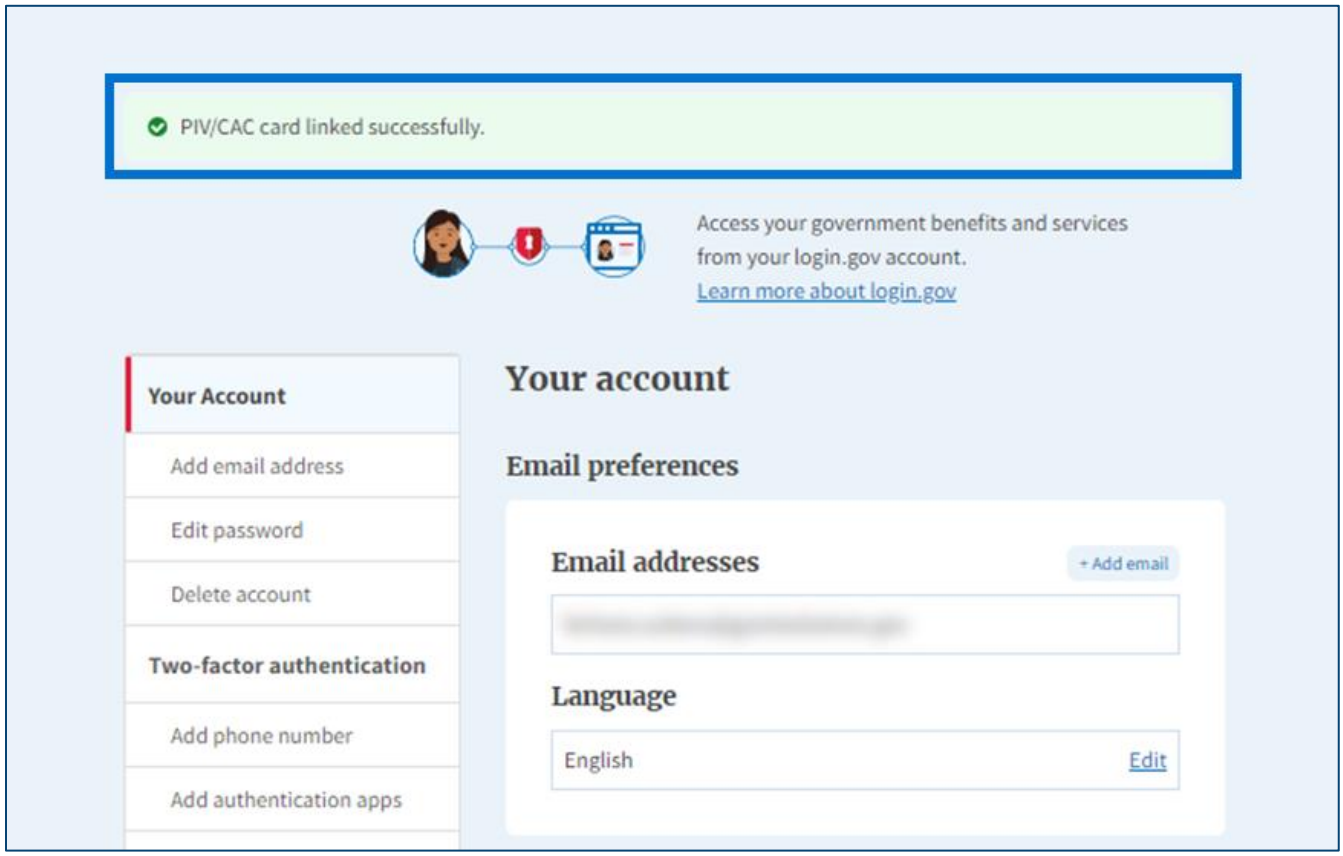
4. On the Login.gov "Add your PIV or CAC" screen, enter a nickname into the **Give it a nickname** text box, insert your PIV/CAC ID into a card reader, and click the **Add PIV/CAC card** button at the bottom.



5. In the browser window, select the correct **PIV certificate** and click the **OK** button in the browser.



6. The Login.gov "Your account" screen reappears with the message, "PIV/CAC card linked successfully".

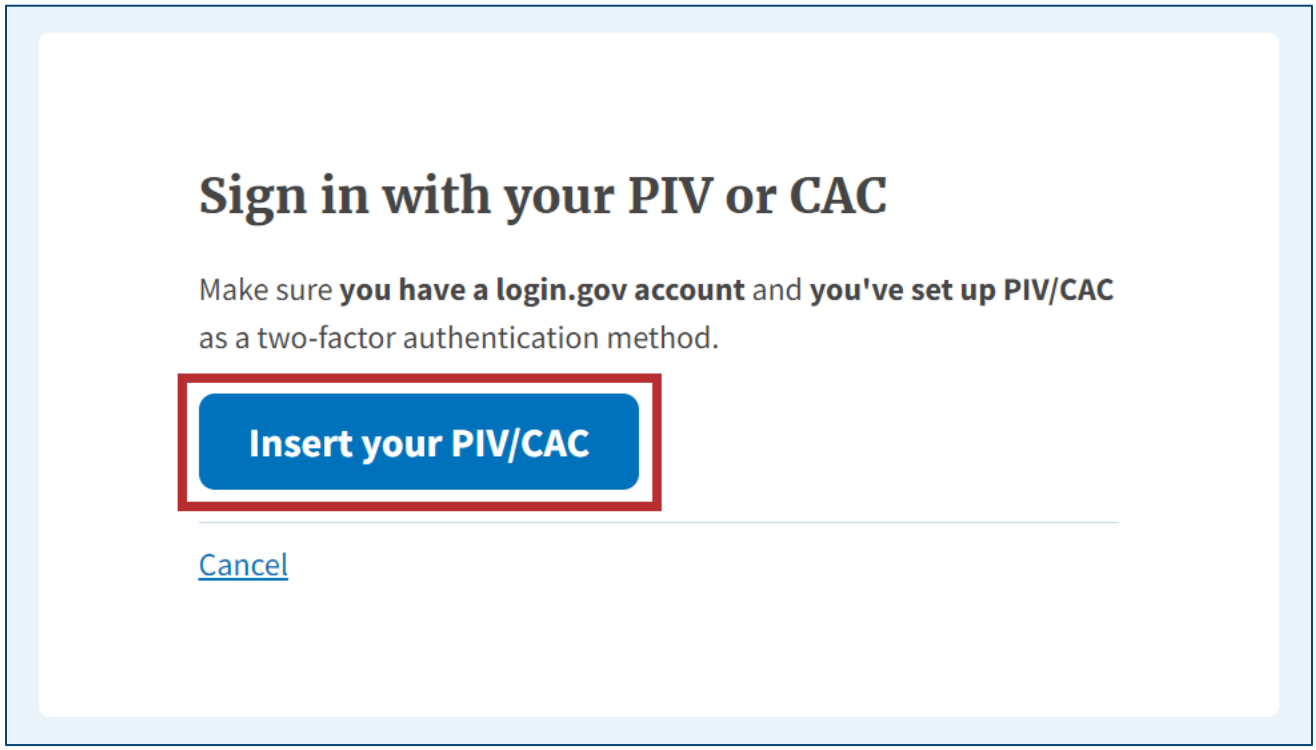


Log Into GrantSolutions

To log into GrantSolutions through Login.gov using a PIV ID:

1. Click the **Sign in with your government employee ID** link on the Login.gov "Sign in" screen.

2. On the Login.gov "Sign in with your PIV or CAC" screen, click the **Insert your PIV/CAC** button.



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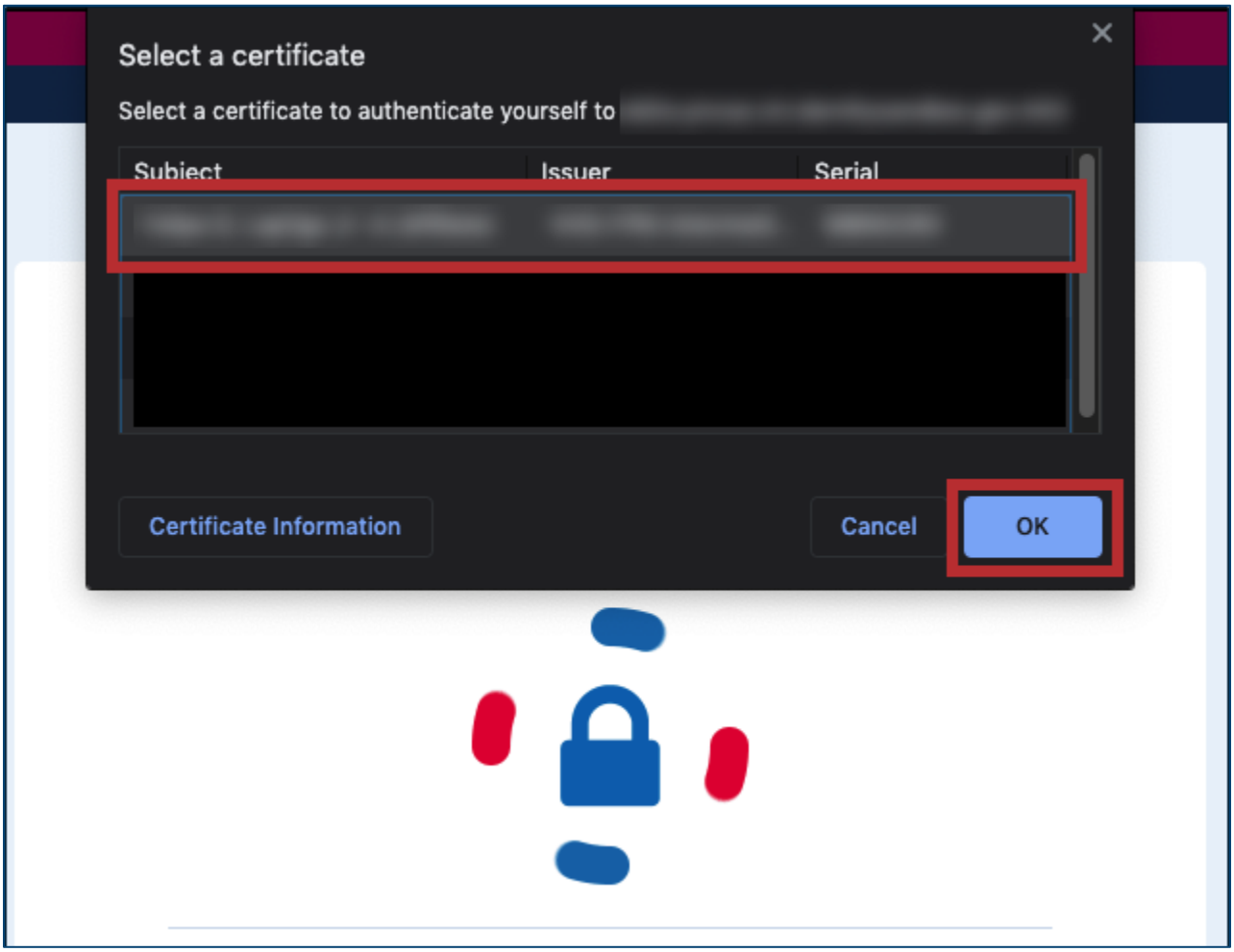
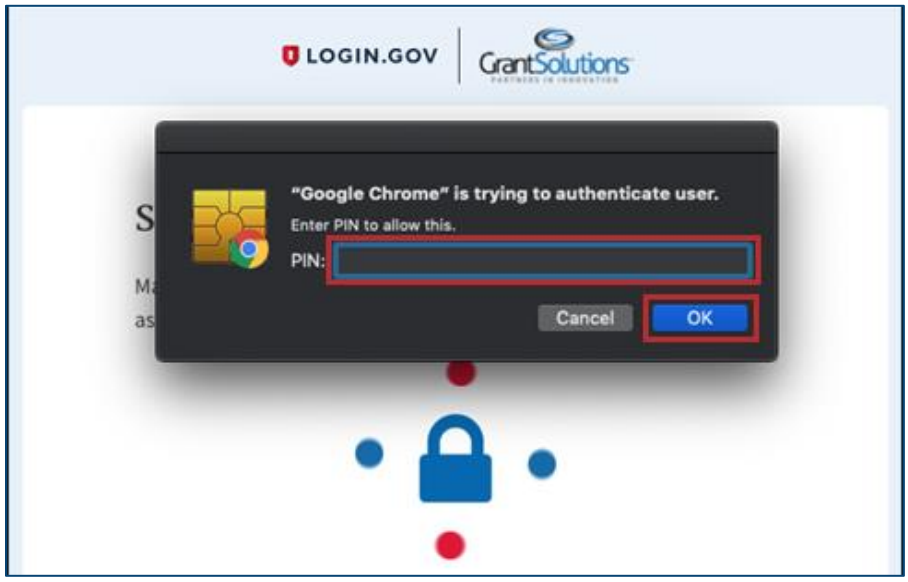
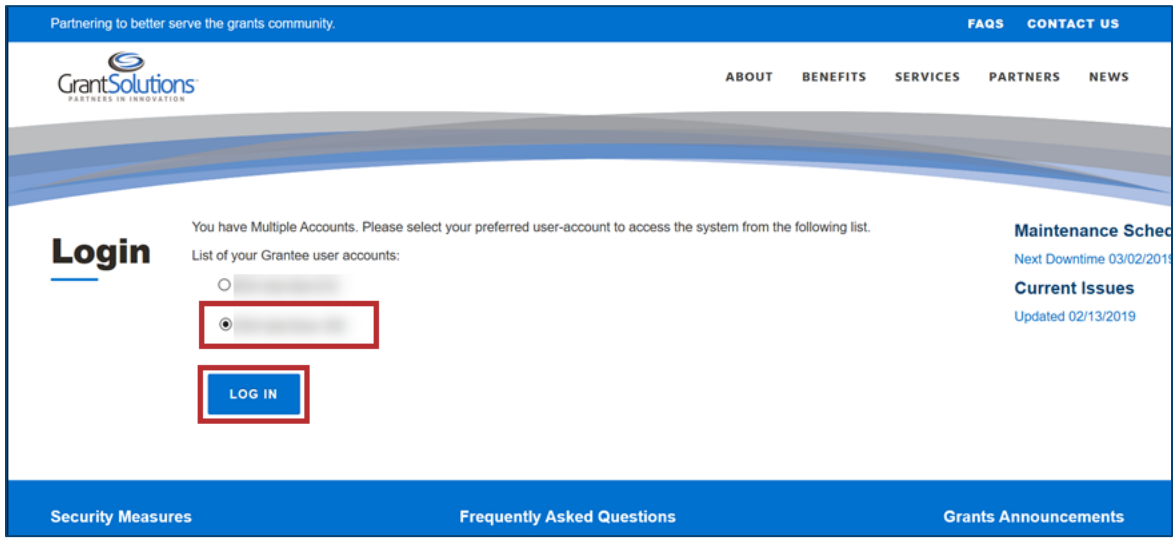


4. In the new browser window, enter the **PIV PIN** in the *PIN* field and click the **OK** button.



5. If the user has multiple accounts associated to the PIV ID, the "GrantSolutions Login" screen appears. Select the radio button for the **Recipient account** to log in with and click the **Log in** button to log into GrantSolutions.

Note: If the user has one account only, the user bypasses the "GrantSolutions Login" screen and is routed directly to GrantSolutions.

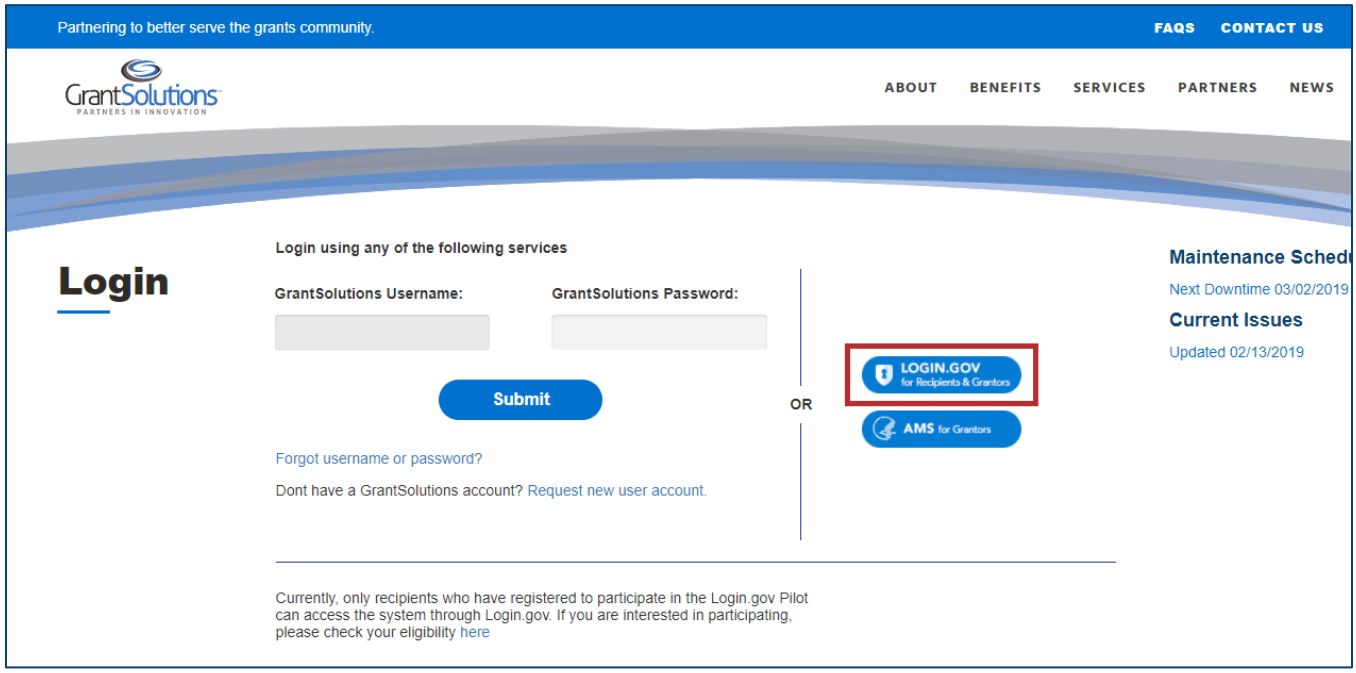


The Recipient user is successfully logged in and the "My Grants List" screen appears.

LOG IN USING ANOTHER AUTHENTICATION METHOD

Grant Recipient users can log into GrantSolutions through Login.gov using another authentication method by performing the following:

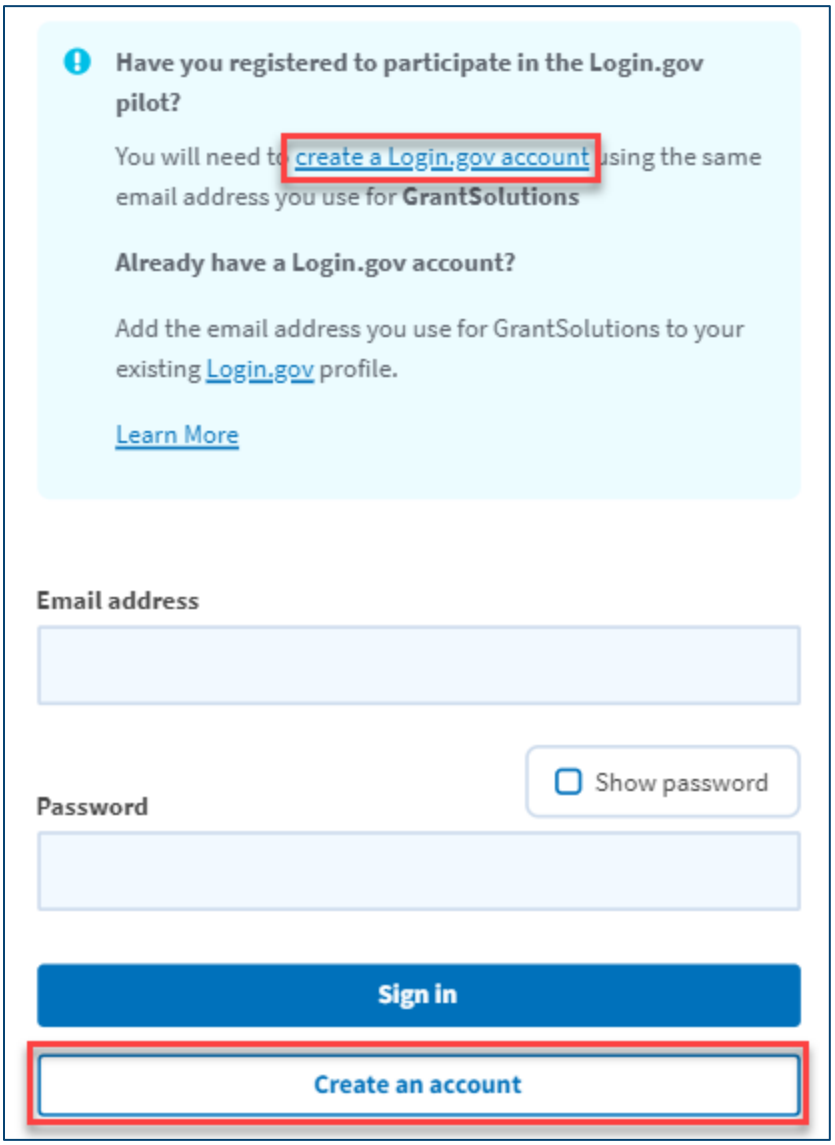
1. Navigate to the "GrantSolutions Login" screen.
2. Click the **Login.gov** button to begin the login process.



The Login.gov "Sign in" screen appears.

Create a Login.gov Account

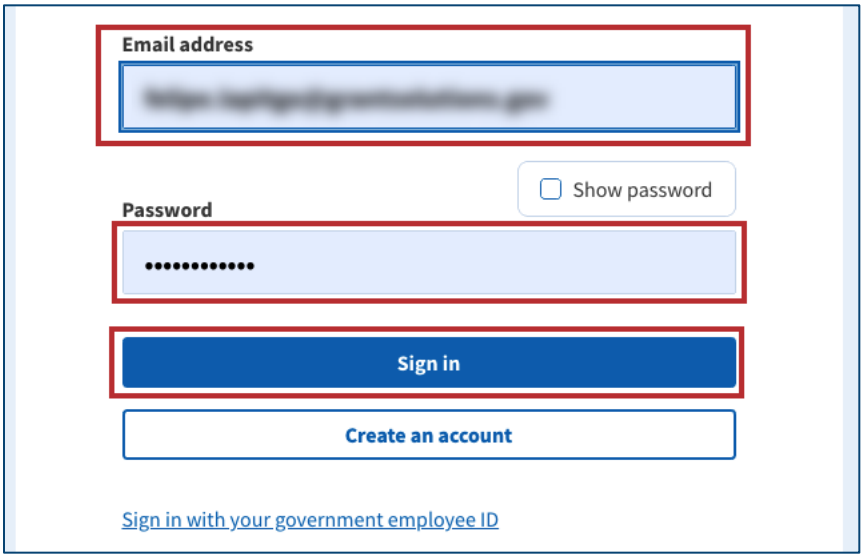
If the user does not have a Login.gov account, click the **create a Login.gov account** link in the middle of the screen or the **Create an account** button at the bottom to create a Login.gov account using the email address associated with a GrantSolutions account.



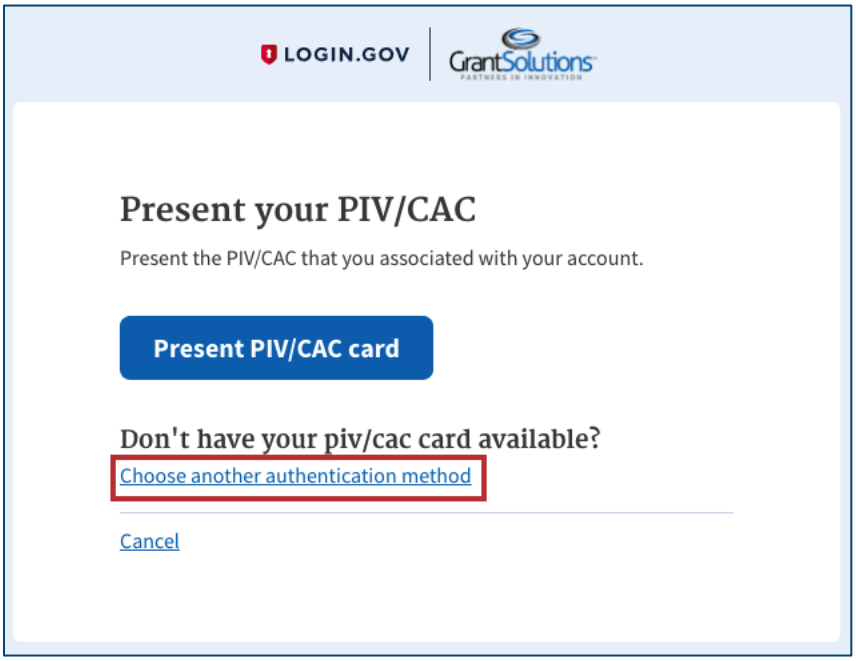
Log Into GrantSolutions

To log into GrantSolutions through Login.gov using another authentication method:

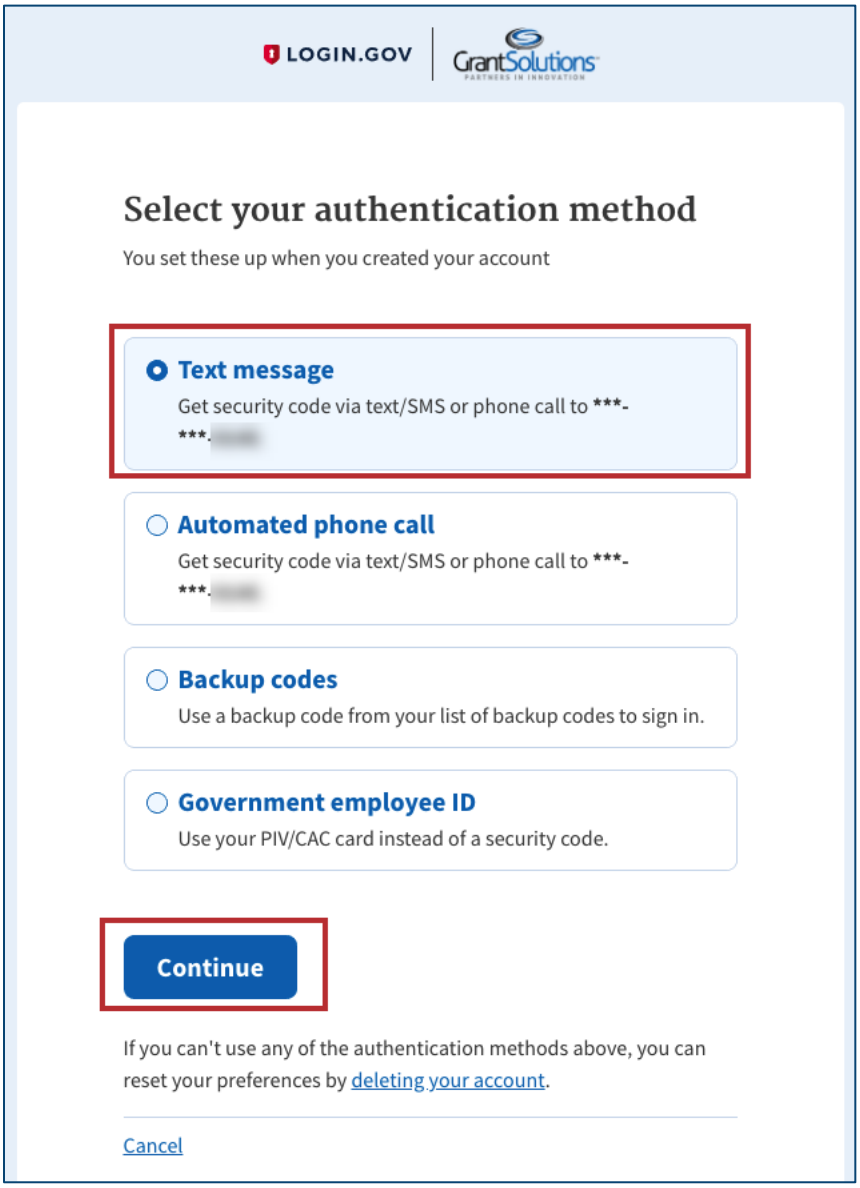
1. On the Login.gov "Sign in" screen, enter the email address associated with the GrantSolutions account in the **Email address** field and enter the Login.gov password in the **Password** field. Click the **Sign in** button.



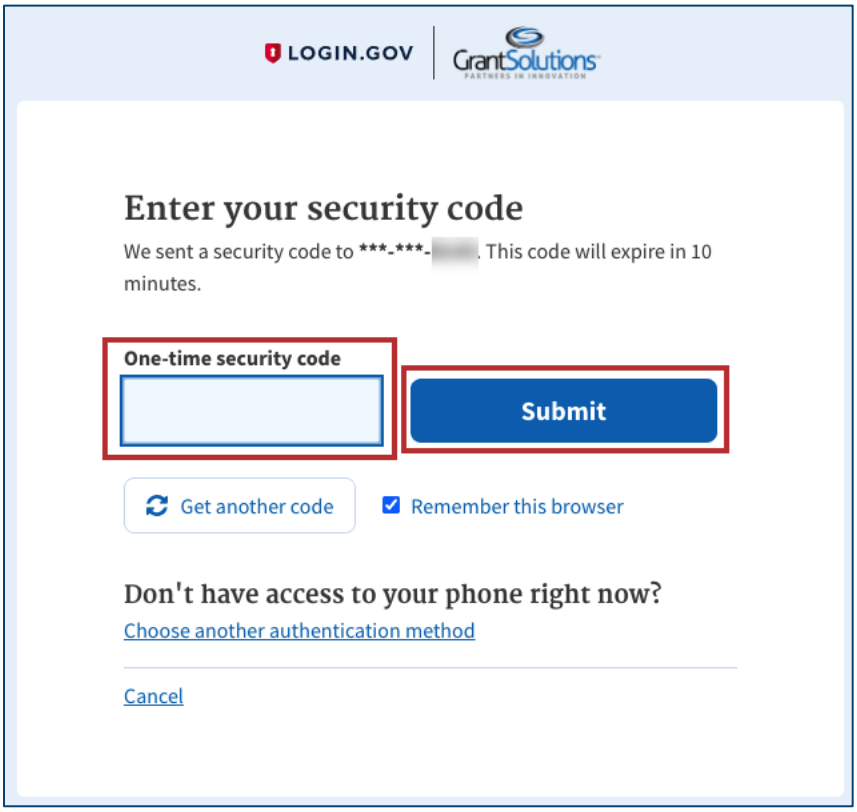
2. On the Login.gov "Present your PIV/CAC" screen, click the **Choose another authentication method** link.



3. On the Login.gov "Select your authentication method" screen, use the radio buttons to select an **authentication method** and click the **Continue** button at the bottom.



4. On the Login.gov "Enter your security code" screen, enter the 6-digit **One-time security code** or backup code to sign in and click the **Submit** button.

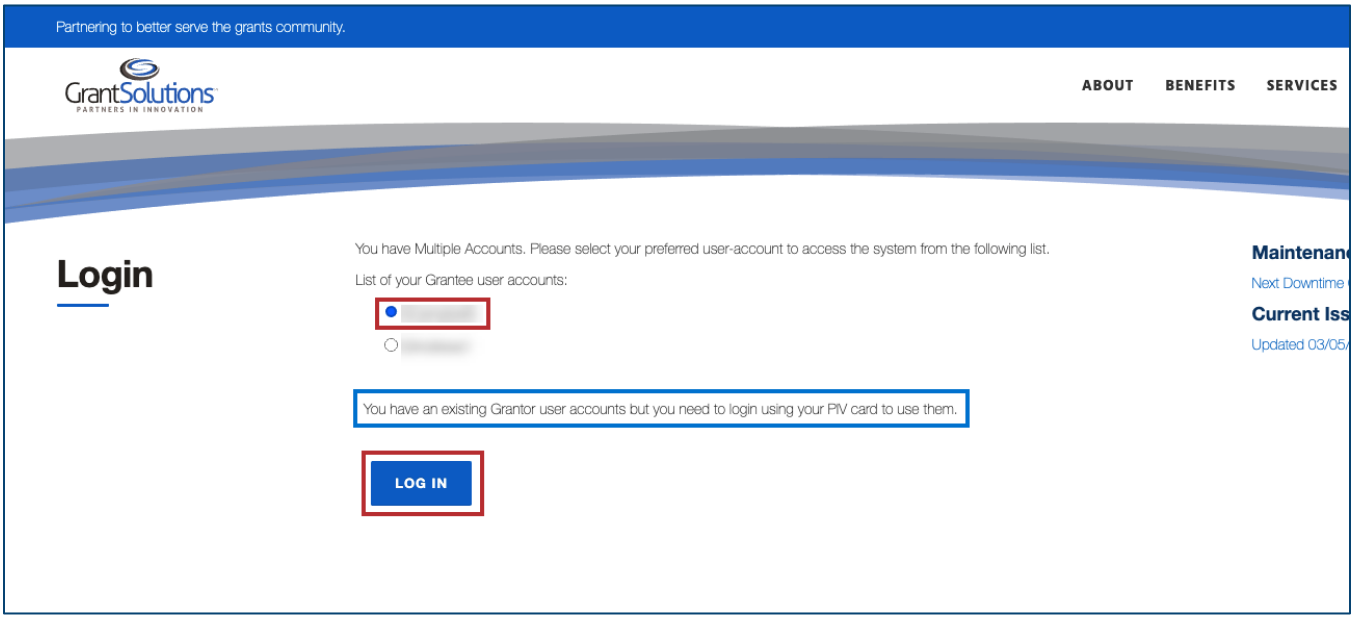


5. If the user has multiple accounts associated to the GrantSolutions email address used to sign in, the "GrantSolutions Login" screen appears. The GrantSolutions email address may be associated to both Grantor and Recipient accounts. However, only Recipient accounts can be selected using an authentication method outside of PIV ID.

   If a Grantor account associated to the GrantSolutions email address exists, a message appears stating, "You have an existing Grantor user accounts but you need to login using your PIV card to use them."

   Select the radio button for the **Recipient account** to log in with and click the **LOG IN** button to log into GrantSolutions.

Note: If the user has one Recipient account only, the user bypasses the "GrantSolutions Login" screen and is routed directly to GrantSolutions.



The Recipient user is successfully logged in and the "My Grants List" screen appears.