

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.

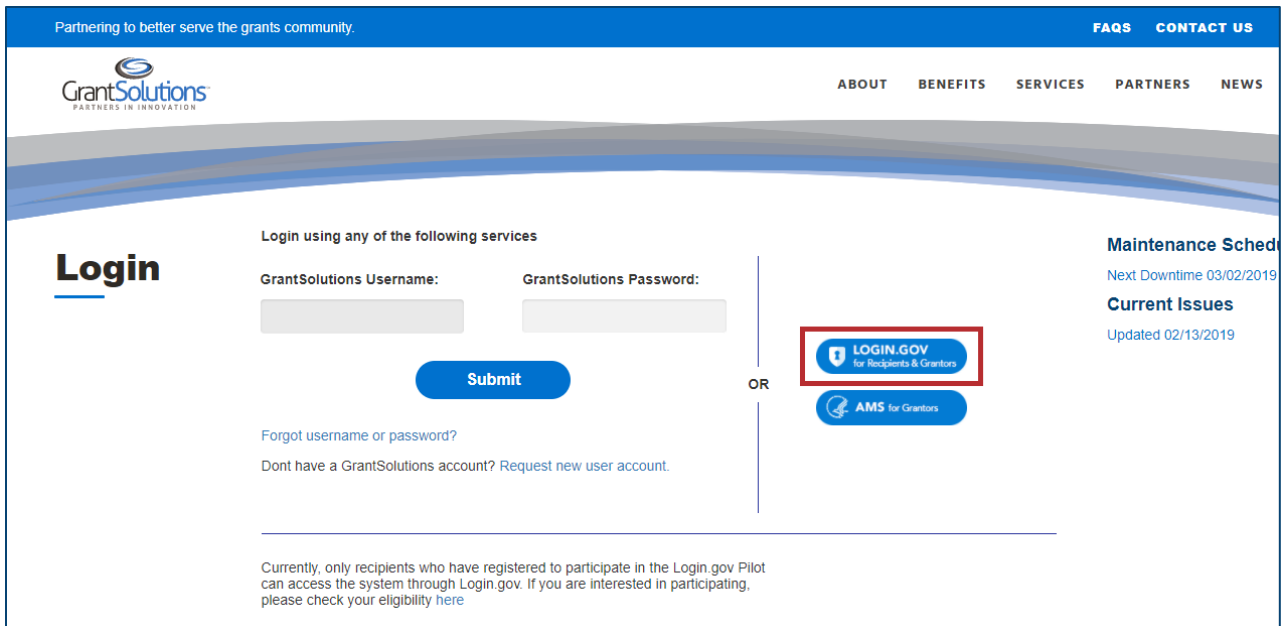
Key points to remember include:

- 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.

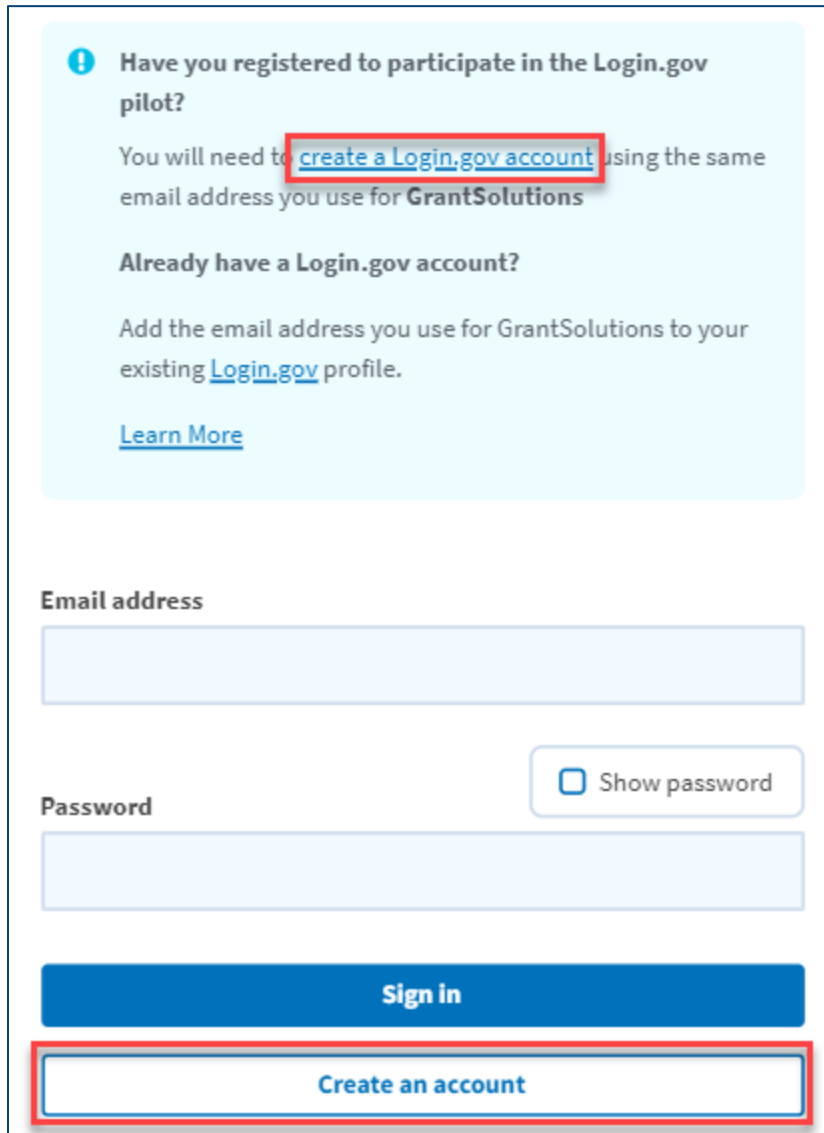


The screenshot shows the GrantSolutions Login page. At the top, there is a blue header with the text "Partnering to better serve the grants community." and navigation links for "FAQS" and "CONTACT US". Below the header, the GrantSolutions logo is on the left, and a navigation menu with "ABOUT", "BENEFITS", "SERVICES", "PARTNERS", and "NEWS" is on the right. The main content area features a "Login" section with the heading "Login using any of the following services". It includes input fields for "GrantSolutions Username:" and "GrantSolutions Password:", a "Submit" button, and links for "Forgot username or password?" and "Dont have a GrantSolutions account? Request new user account.". To the right of the login fields, there is a vertical line with "OR" in the middle. On the right side of this line, there are two buttons: "LOGIN.GOV for Recipients & Grantors" (highlighted with a red box) and "AMS for Grantors". On the far right, there is a "Maintenance Sched" section with "Next Downtime 03/02/2019" and a "Current Issues" section with "Updated 02/13/2019". At the bottom, a disclaimer states: "Currently, only recipients who have registered to participate in the Login.gov Pilot can access the system through Login.gov. If you are interested in participating, please check your eligibility [here](#)".

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.



The screenshot shows the Login.gov 'Sign in' screen. At the top, there is a light blue informational box with an exclamation mark icon. Inside this box, the text reads: 'Have you registered to participate in the Login.gov pilot? You will need to [create a Login.gov account](#) using the same email address you use for GrantSolutions'. The link 'create a Login.gov account' is highlighted with a red rectangular box. Below this, it asks 'Already have a Login.gov account?' and provides instructions to add the email address to an existing profile, with a 'Learn More' link. Below the informational box are two input fields: 'Email address' and 'Password'. To the right of the password field is a 'Show password' checkbox. Below the input fields are two buttons: a blue 'Sign in' button and a white 'Create an account' button with a blue border. The 'Create an account' button is highlighted with a red rectangular box.

Have you registered to participate in the Login.gov pilot?

You will need to [create a Login.gov account](#) using the same email address you use for GrantSolutions

Already have a Login.gov account?

Add the email address you use for GrantSolutions to your existing [Login.gov](#) profile.

[Learn More](#)

Email address

Password

☐ Show password

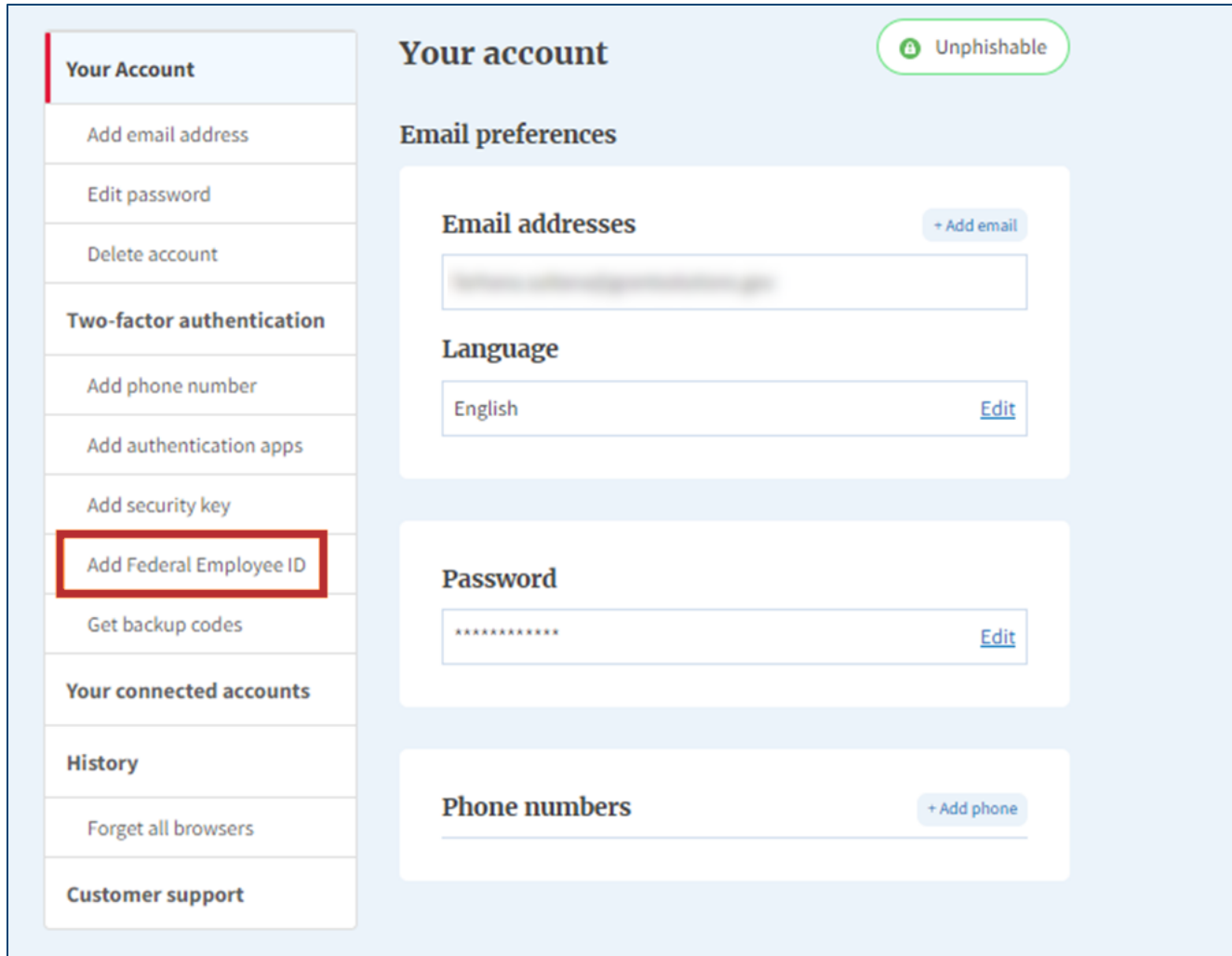
Sign in

Create an 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](https://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.



Your account Unphishable

Your Account

- Add email address
- Edit password
- Delete account
- Two-factor authentication**
 - Add phone number
 - Add authentication apps
 - Add security key
 - Add Federal Employee ID**
 - Get backup codes
- Your connected accounts
- History
 - Forget all browsers
- Customer support

Email preferences

Email addresses + Add email

Language

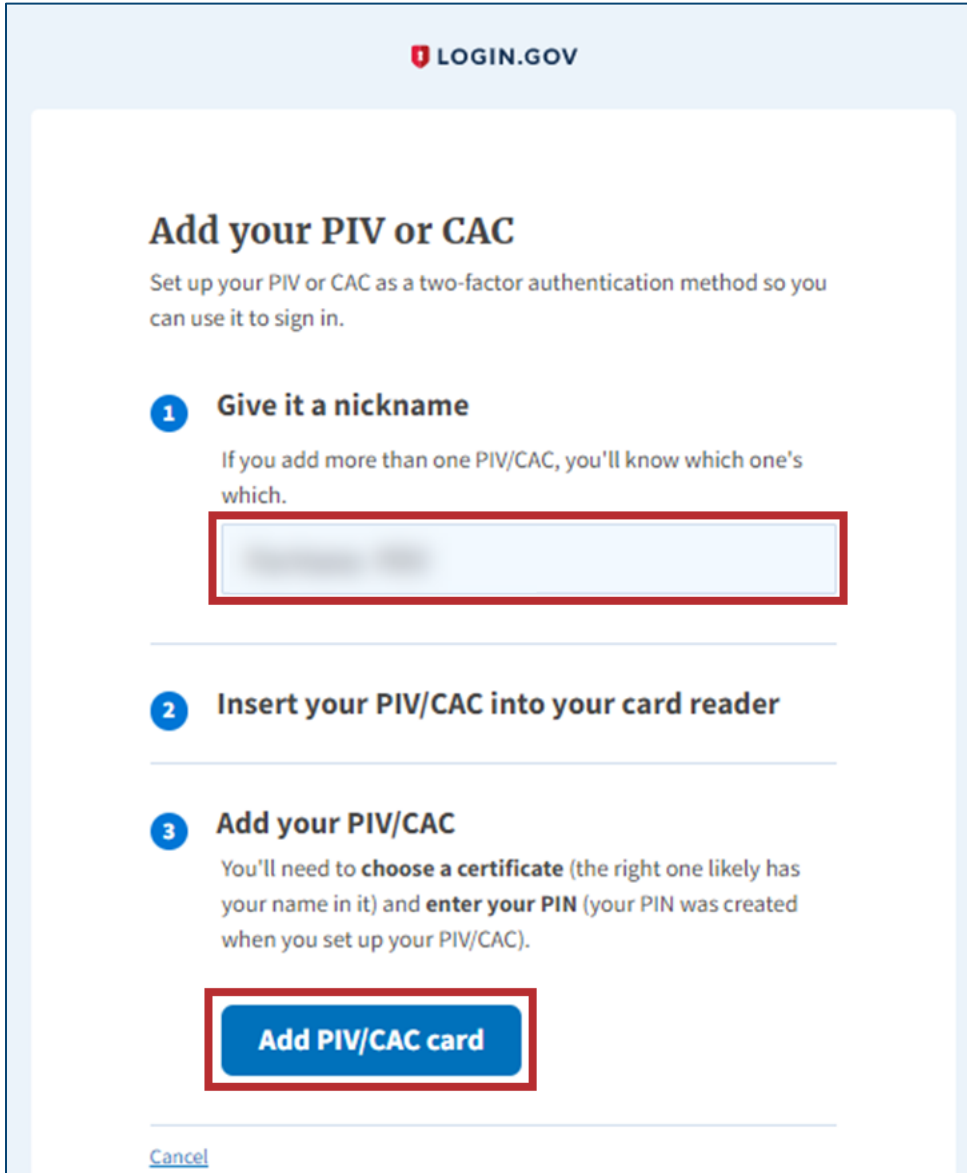
English Edit

Password

***** Edit

Phone numbers + Add phone

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.



LOGIN.GOV

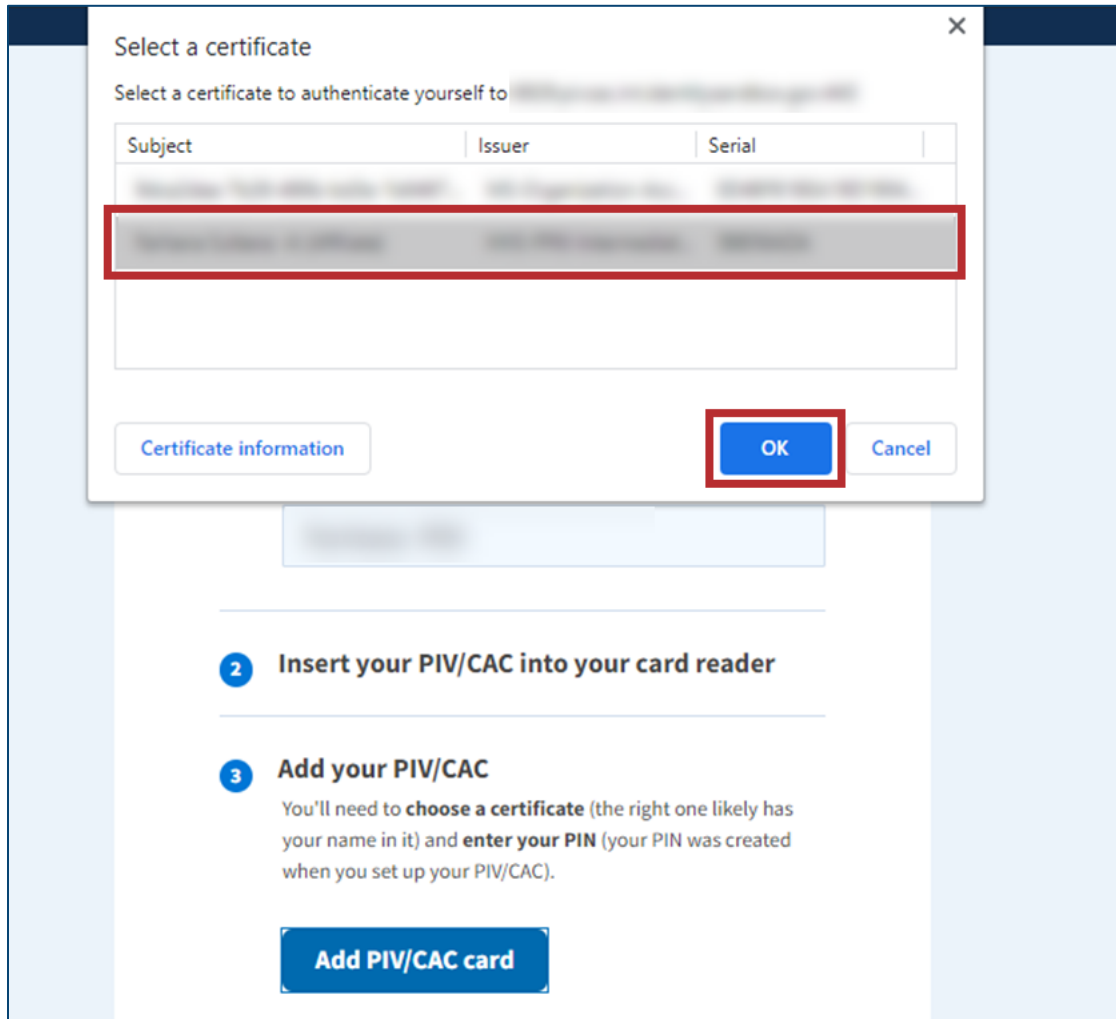
Add your PIV or CAC

Set up your PIV or CAC as a two-factor authentication method so you can use it to sign in.

- 1 Give it a nickname**
If you add more than one PIV/CAC, you'll know which one's which.
- 2 Insert your PIV/CAC into your card reader**
- 3 Add your PIV/CAC**
You'll need to **choose a certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC).
Add PIV/CAC card

[Cancel](#)

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



The screenshot shows a web application interface with a modal dialog box open. The dialog box is titled "Select a certificate" and contains a table with columns "Subject", "Issuer", and "Serial". One row in the table is highlighted with a red border. Below the table are three buttons: "Certificate information", "OK", and "Cancel". The "OK" button is also highlighted with a red border. Below the dialog box, the main content area shows a step indicator with a blue circle containing the number "2" and the text "Insert your PIV/CAC into your card reader". Below this is a third step indicator with a blue circle containing the number "3" and the text "Add your PIV/CAC". The text for step 3 reads: "You'll need to **choose a certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC)." Below this text is a blue button labeled "Add PIV/CAC card".

Select a certificate

Select a certificate to authenticate yourself to [redacted]

Subject	Issuer	Serial
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

Certificate information OK Cancel

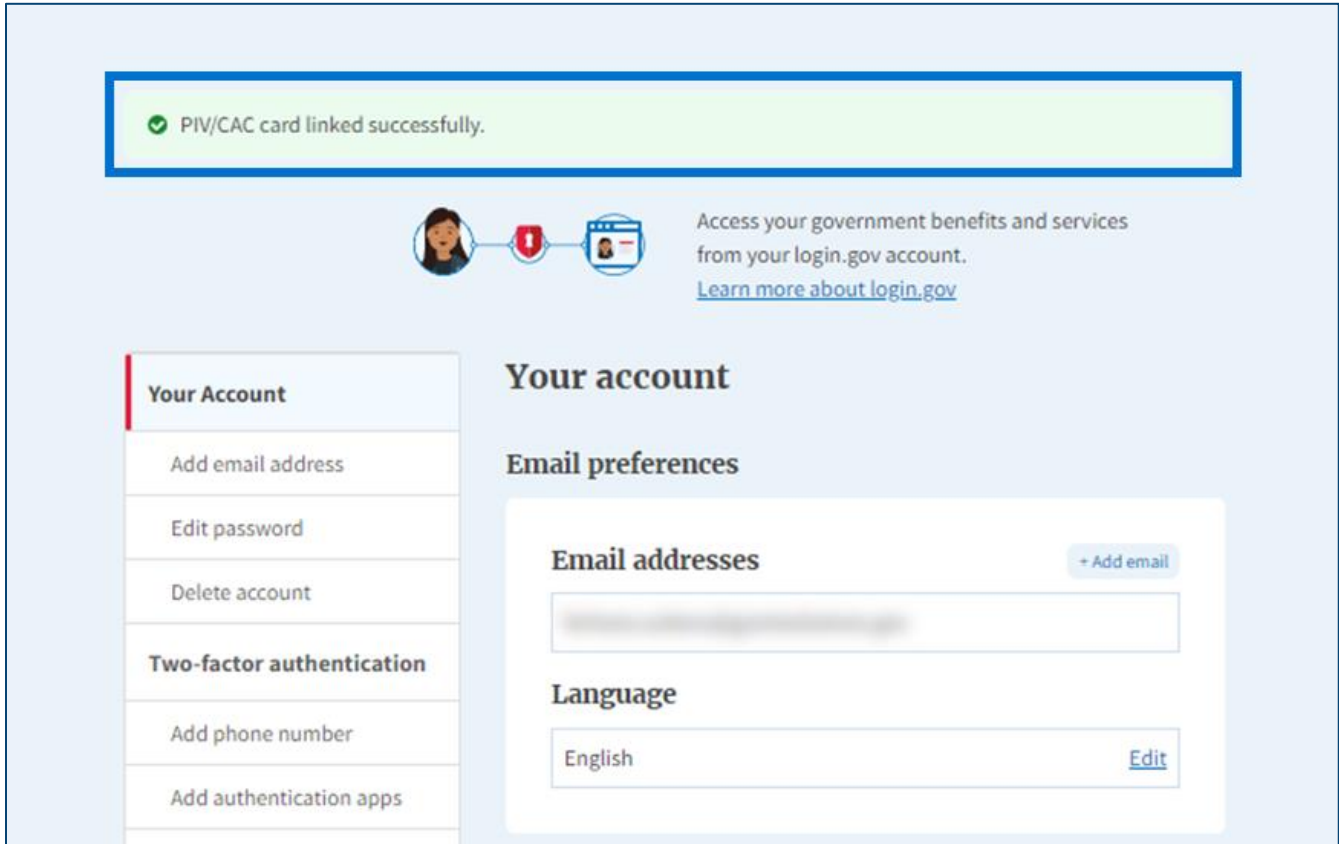
2 Insert your PIV/CAC into your card reader

3 Add your PIV/CAC

You'll need to **choose a certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC).

Add PIV/CAC card

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



The screenshot displays the Login.gov "Your account" page. At the top, a green message box with a checkmark icon states: "PIV/CAC card linked successfully." Below this, a navigation bar includes a user profile icon, a shield icon with an exclamation mark, and a document icon. To the right of these icons, text reads: "Access your government benefits and services from your login.gov account." followed by a link: "[Learn more about login.gov](#)".

The main content area is divided into two sections. On the left is a sidebar menu with two main categories: "Your Account" and "Two-factor authentication". Under "Your Account", there are three options: "Add email address", "Edit password", and "Delete account". Under "Two-factor authentication", there are two options: "Add phone number" and "Add authentication apps".

The right section is titled "Your account" and contains "Email preferences". Under "Email preferences", there is a section for "Email addresses" with a "+ Add email" button and a text input field containing a blurred email address. Below this is a "Language" section with a dropdown menu showing "English" and an "Edit" link.

Log Into GrantSolutions

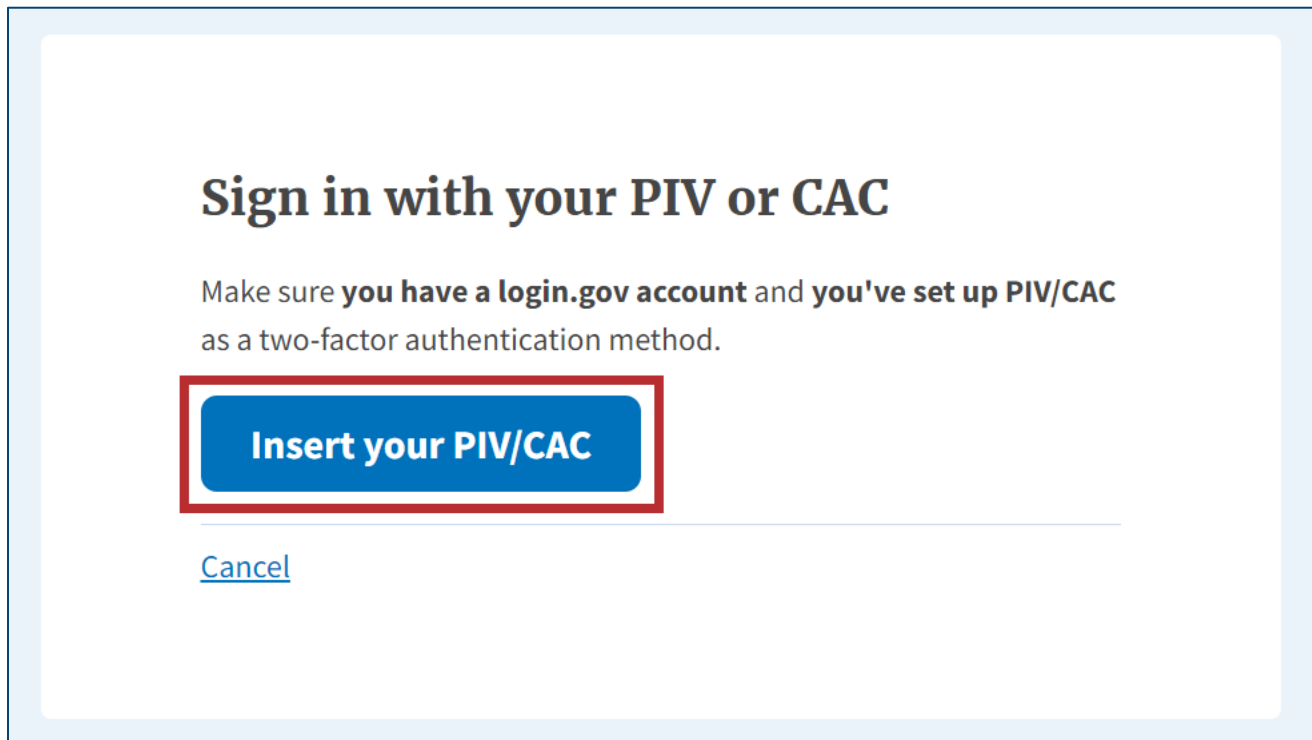
To log into GrantSolutions through Login.gov using a PIV ID:

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



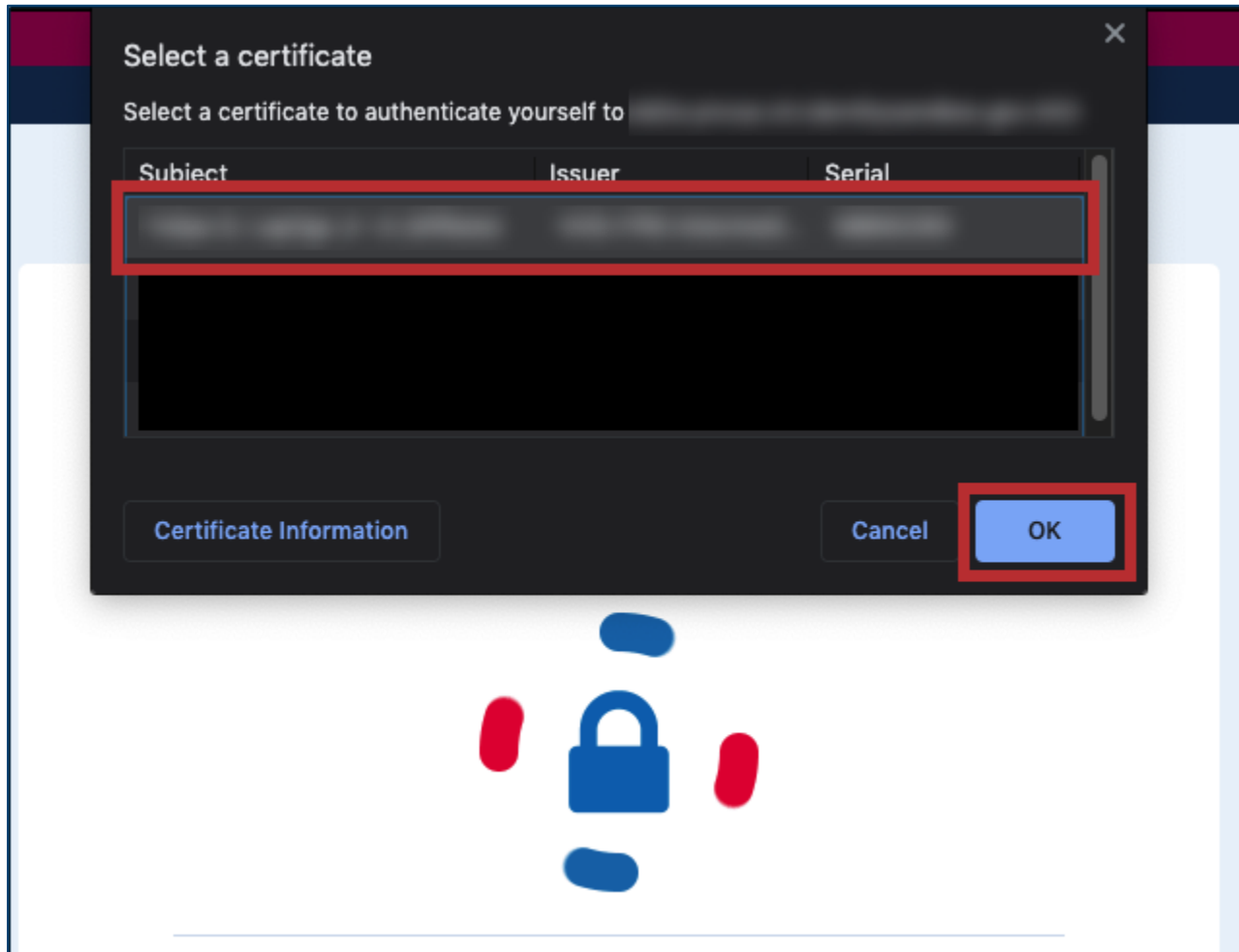
A screenshot of the Login.gov "Sign in" screen. It features three main elements: a blue button labeled "Sign in", a white button with a blue border labeled "Create an account", and a blue hyperlink labeled "Sign in with your government employee ID" which is highlighted with a red rectangular box.

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

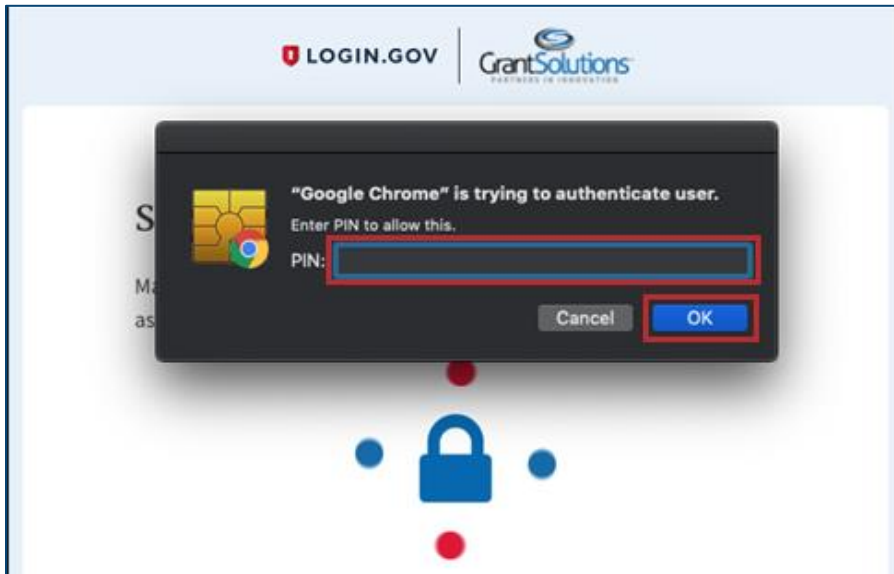


A screenshot of the Login.gov "Sign in with your PIV or CAC" screen. The title "Sign in with your PIV or CAC" is prominently displayed. Below it, a message states: "Make sure **you have a login.gov account** and **you've set up PIV/CAC** as a two-factor authentication method." A blue button labeled "Insert your PIV/CAC" is highlighted with a red rectangular box. At the bottom left, there is a blue hyperlink labeled "Cancel".

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



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.

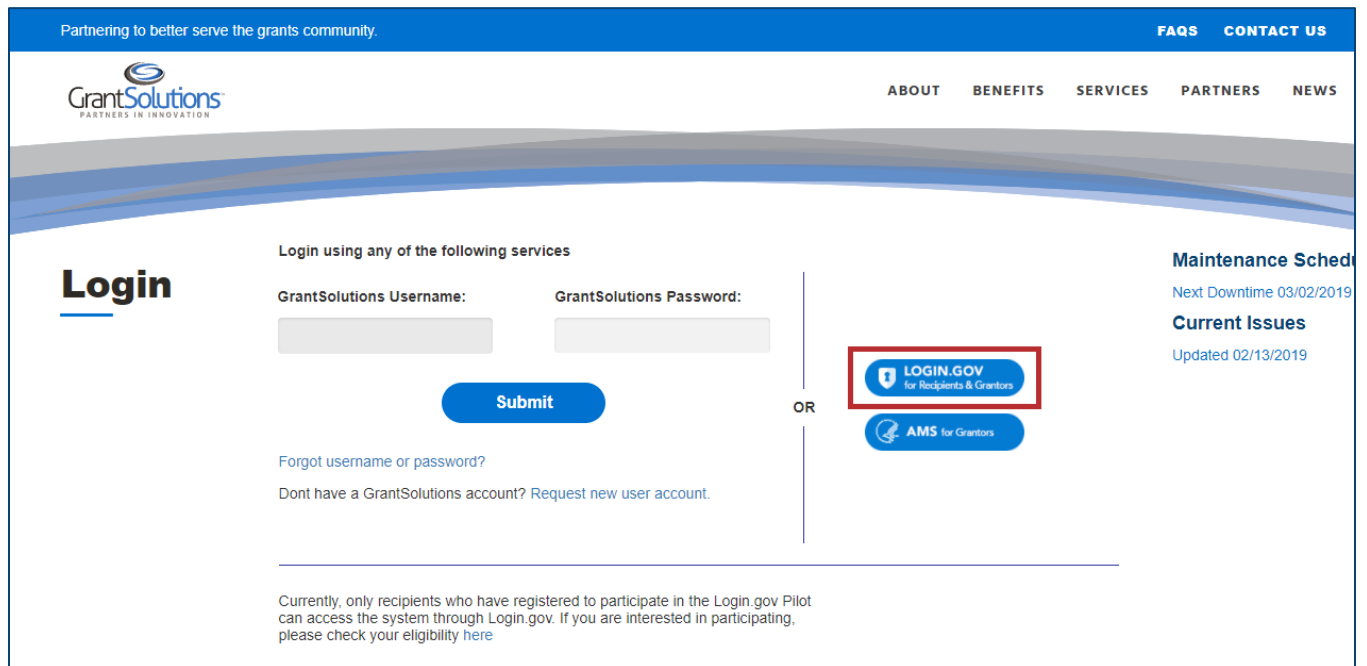
Note: If the user has one account only, the user bypasses the “GrantSolutions Login” screen and is routed directly to GrantSolutions.

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.

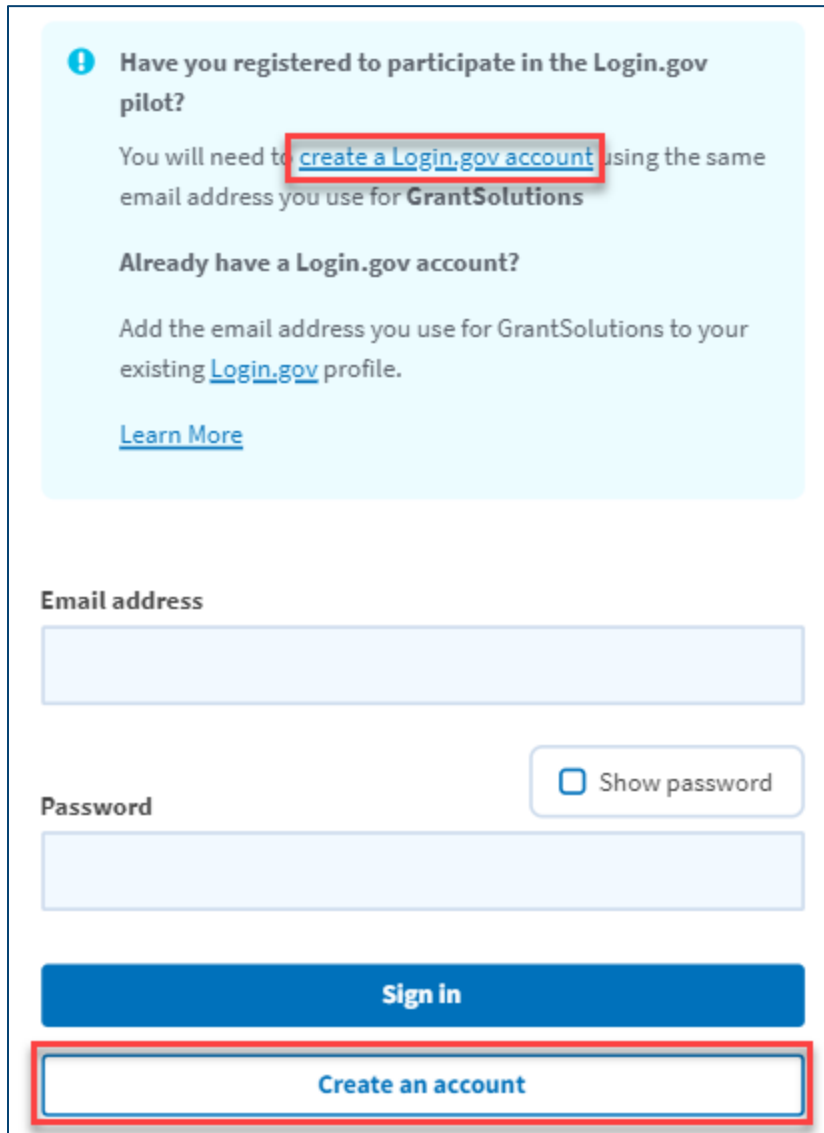


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The Login.gov “Sign in” screen appears.

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.



The screenshot shows the Login.gov 'Sign in' screen. At the top, there is a light blue informational box with an exclamation mark icon. Inside this box, the text reads: 'Have you registered to participate in the Login.gov pilot? You will need to [create a Login.gov account](#) using the same email address you use for GrantSolutions'. The link 'create a Login.gov account' is highlighted with a red rectangular box. Below this, it asks 'Already have a Login.gov account?' and provides instructions to add the email address to an existing profile, with a 'Learn More' link. Below the informational box are two input fields: 'Email address' and 'Password'. To the right of the password field is a 'Show password' checkbox. At the bottom of the form are two buttons: a blue 'Sign in' button and a white 'Create an account' button. The 'Create an account' button is highlighted with a red rectangular box.

Have you registered to participate in the Login.gov pilot?

You will need to [create a Login.gov account](#) using the same email address you use for GrantSolutions

Already have a Login.gov account?

Add the email address you use for GrantSolutions to your existing [Login.gov](#) profile.

[Learn More](#)

Email address

Password

☐ Show password

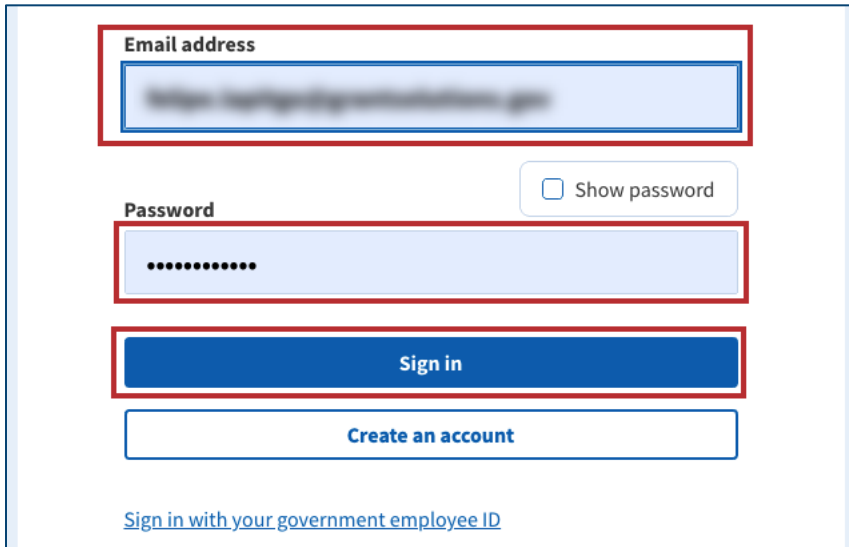
Sign in

Create an 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.



Email address

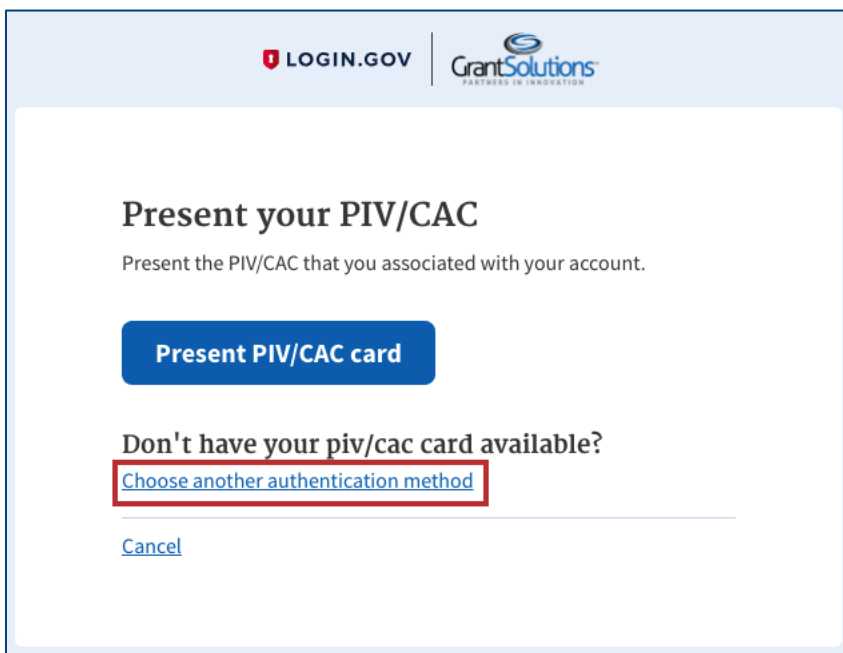
Password ☐ Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

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



LOGIN.GOV | GrantSolutions™
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Present your PIV/CAC

Present the PIV/CAC that you associated with your account.

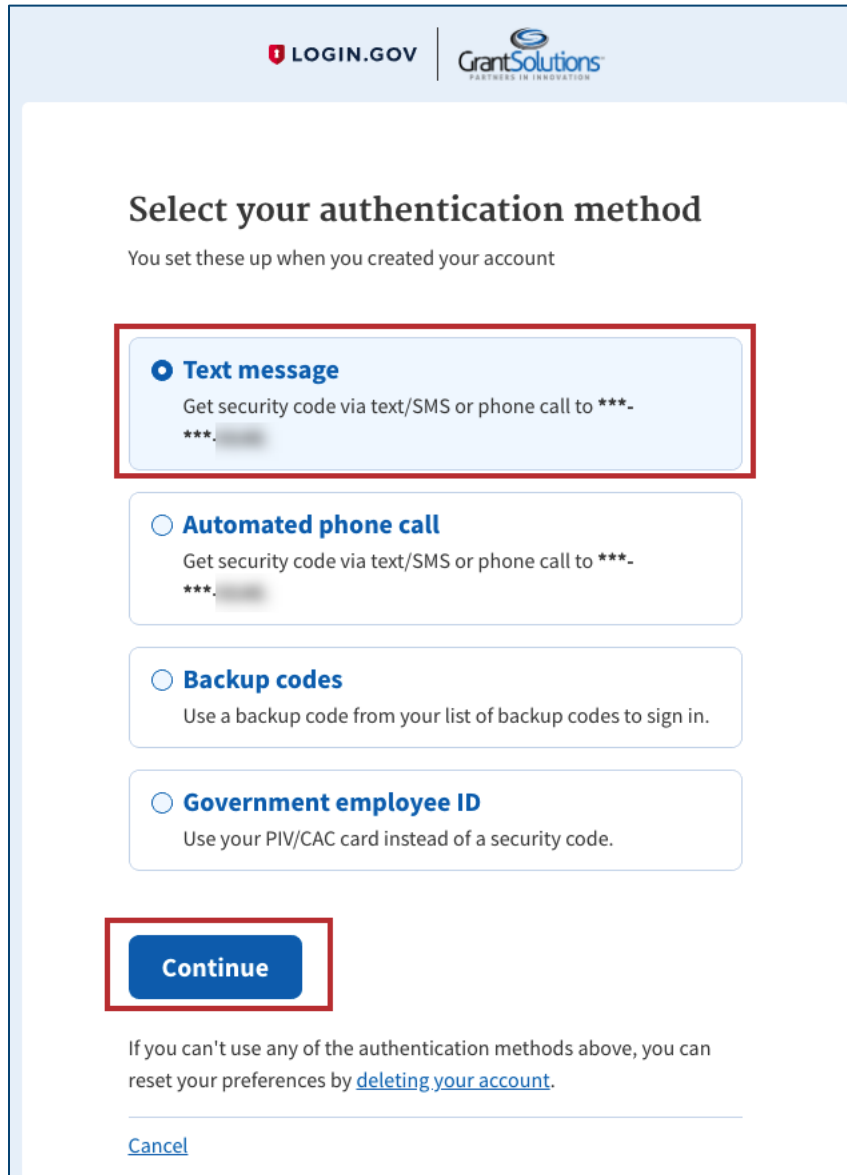
Present PIV/CAC card

Don't have your piv/cac card available?

[Choose another authentication method](#)

[Cancel](#)

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.



LOGIN.GOV | GrantSolutions™
PARTNERS IN INNOVATION

Select your authentication method

You set these up when you created your account

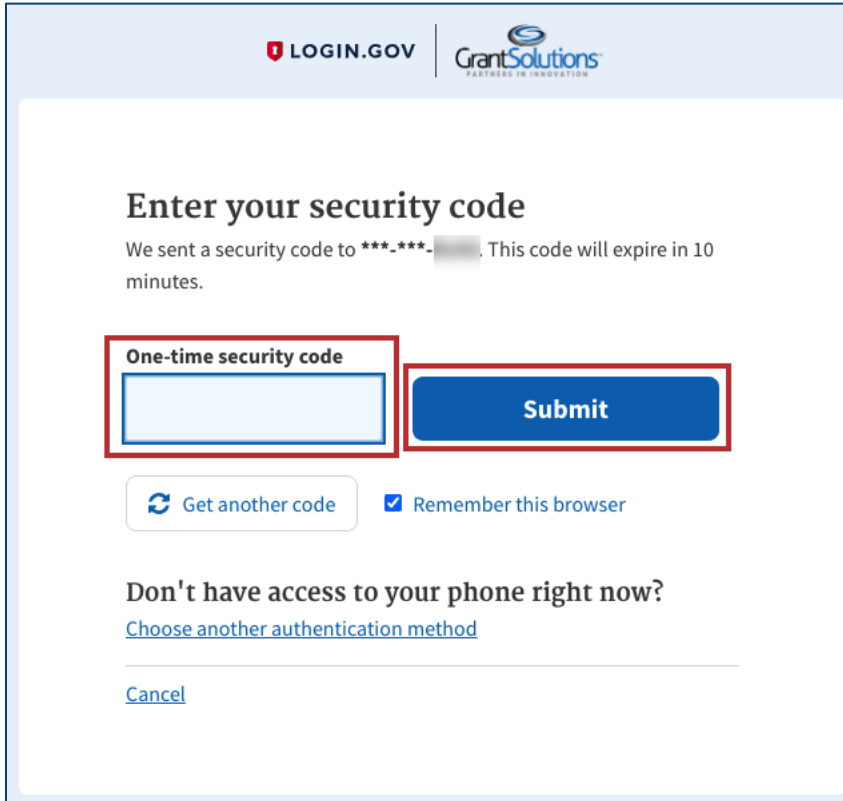
- ☒ **Text message**
Get security code via text/SMS or phone call to ***-
***-██████
- ☐ **Automated phone call**
Get security code via text/SMS or phone call to ***-
***-██████
- ☐ **Backup codes**
Use a backup code from your list of backup codes to sign in.
- ☐ **Government employee ID**
Use your PIV/CAC card instead of a security code.

Continue

If you can't use any of the authentication methods above, you can reset your preferences by [deleting your account](#).

[Cancel](#)

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.



LOGIN.GOV | GrantSolutionsSM
PARTNERS IN INNOVATION

Enter your security code

We sent a security code to ***-***-***. This code will expire in 10 minutes.

One-time security code

Submit

[Get another code](#) ☒ Remember this browser

Don't have access to your phone right now?
[Choose another authentication method](#)

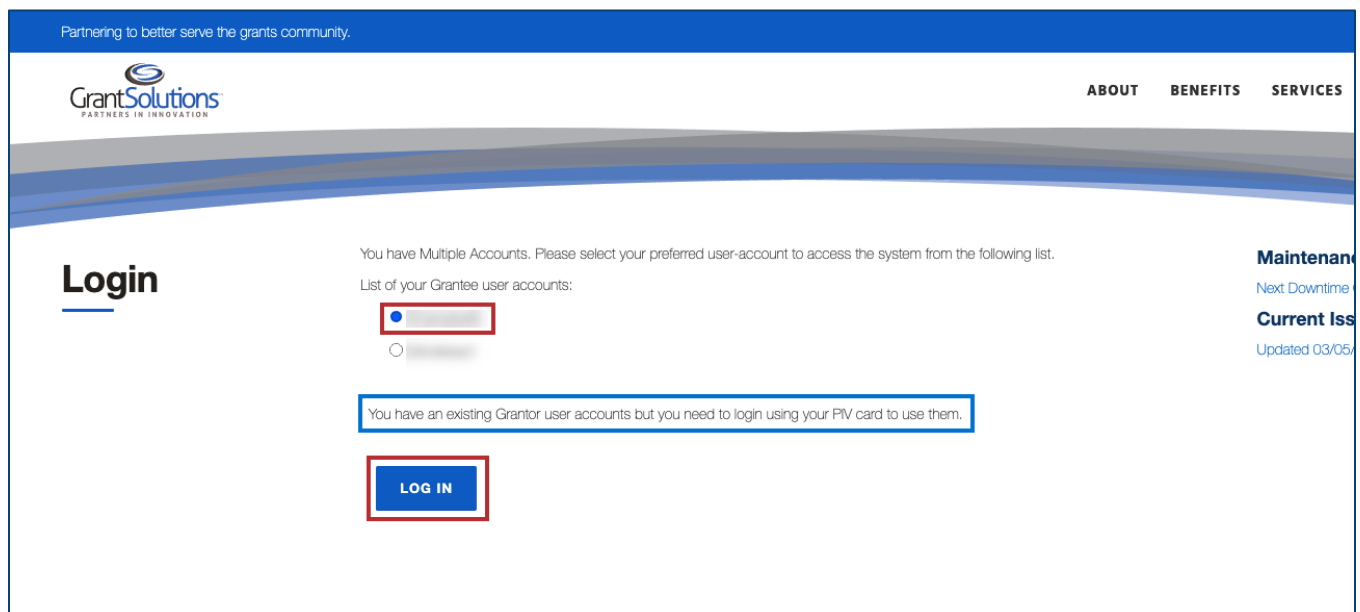
[Cancel](#)

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.