

Quick Sheet: Creating & Connecting a Login.gov Account

Audience: Grantors

PURPOSE:

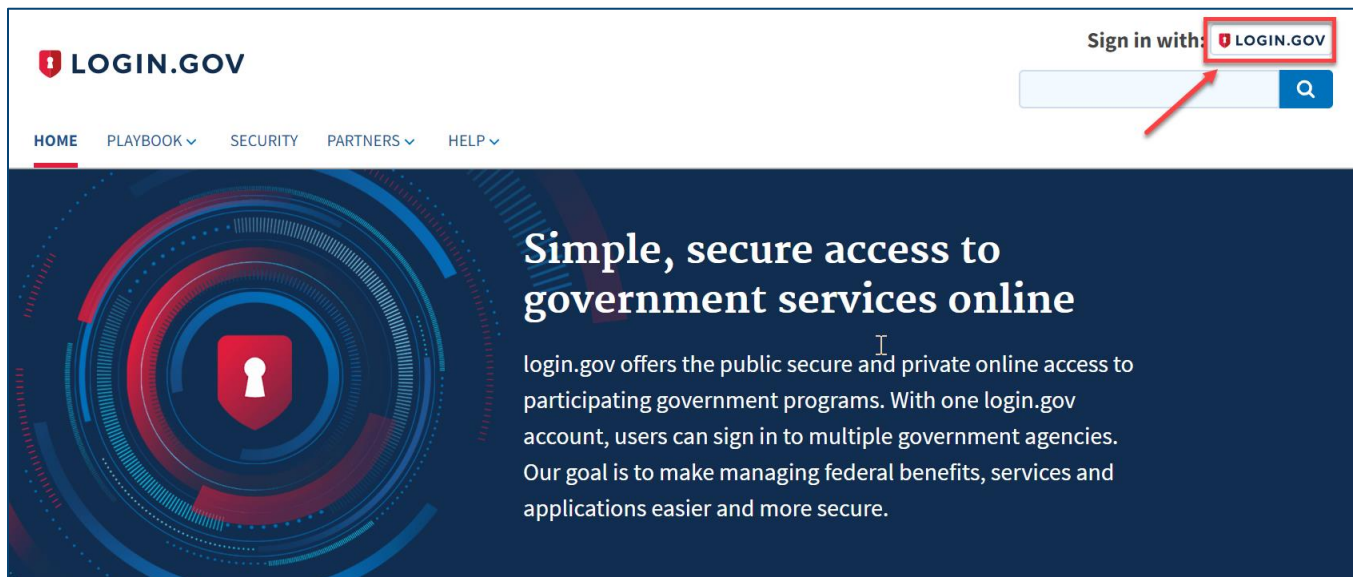
Functionality for Grantor users to login into GrantSolutions through Login.gov is available. Grantor users can log into GrantSolutions through Login.gov using a Personal Identity Verification (PIV) ID. Additional options are available for Grantor users whose email addresses associated with a GrantSolutions account are also linked to Grant Recipient user accounts.

Key points to remember include:

- If logging into GrantSolutions through Login.gov, Grantor users must use a PIV ID.
- Grantor users should create a Login.gov account and add a PIV ID to the account prior to attempting to log in through Login.gov using a PIV ID.

LOG IN USING PERSONAL IDENTITY VERIFICATION

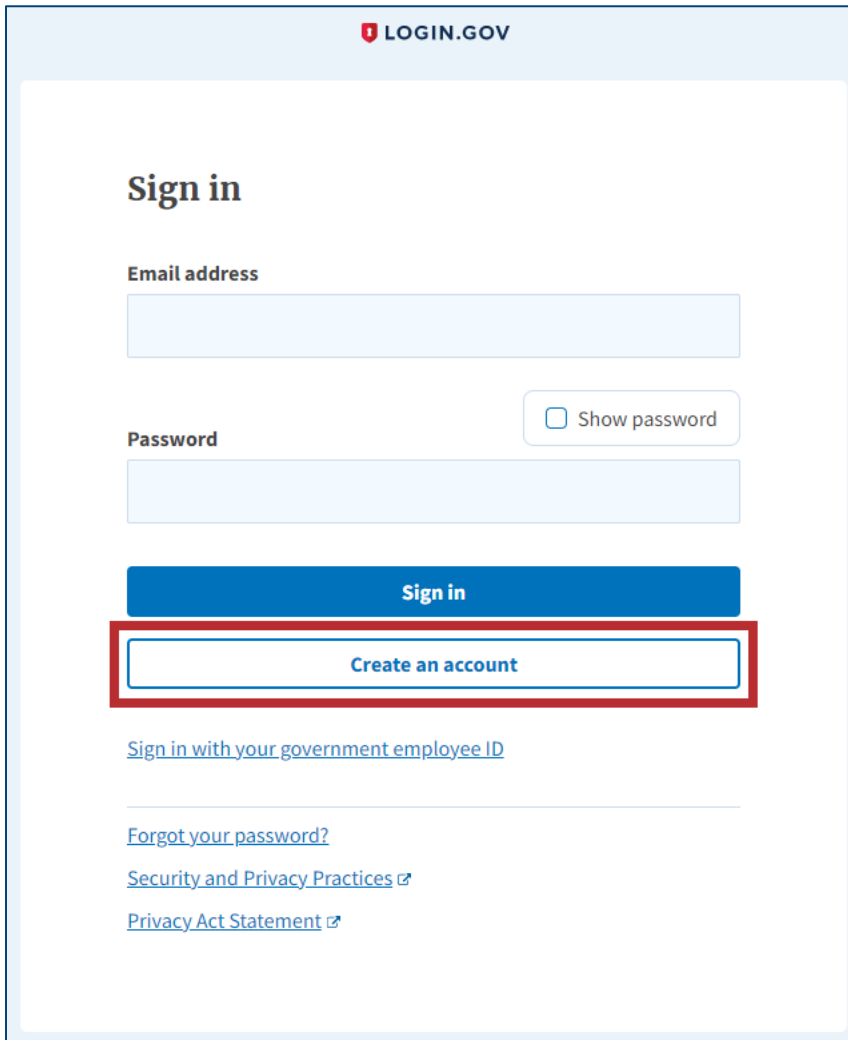
Grantor users can log into GrantSolutions through Login.gov using a PIV ID. From a browser such as Mozilla Firefox or Google Chrome, navigate to www.login.gov and click the **Login.gov** button in the top right corner.



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 an account** button at the bottom of the Login.gov “Sign in” screen to create a Login.gov account using the email address associated with a GrantSolutions account.

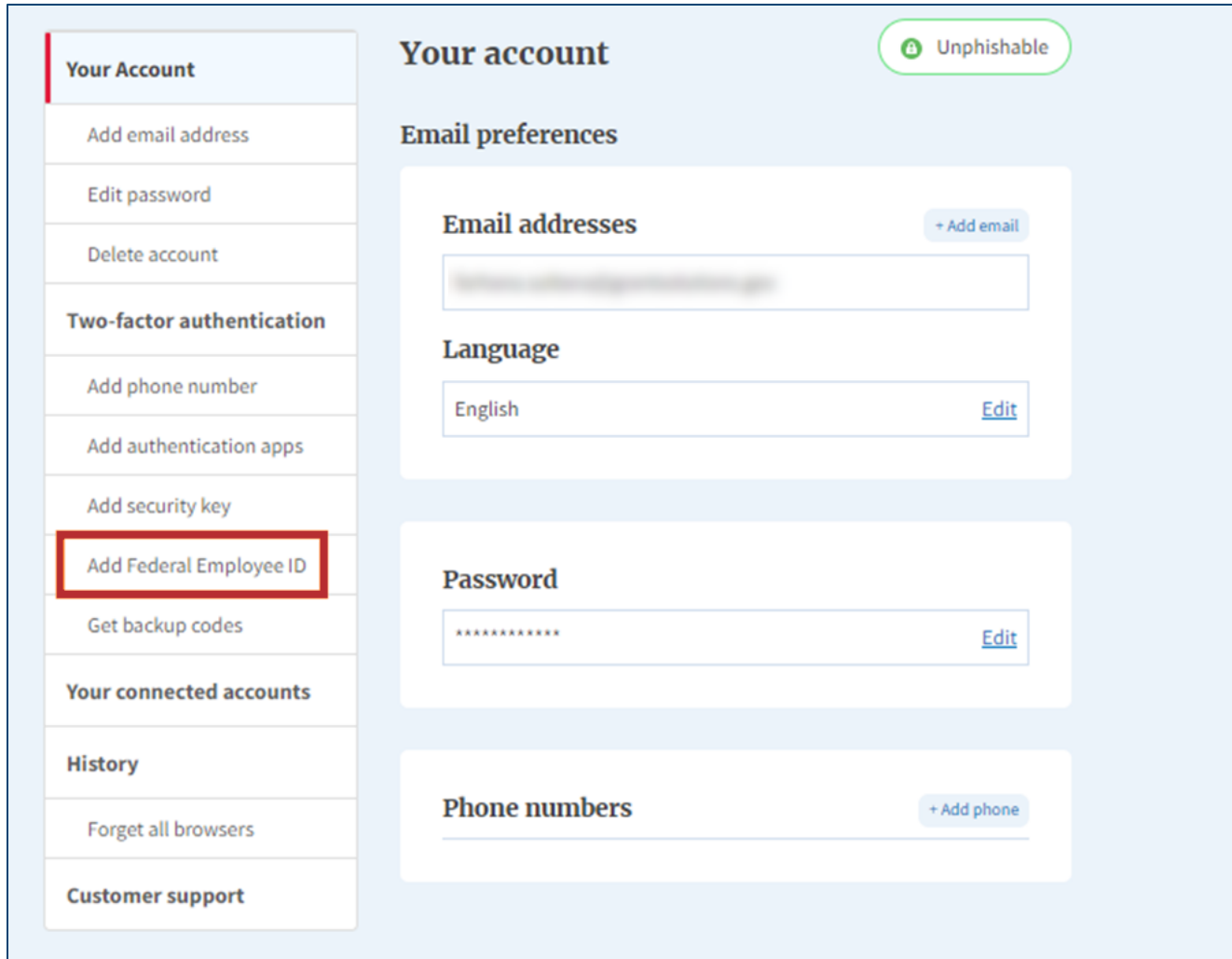


The screenshot shows the Login.gov "Sign in" interface. At the top, the "LOGIN.GOV" logo is visible. Below it, the heading "Sign in" is displayed. There are two input fields: "Email address" and "Password". To the right of the password field is a "Show password" toggle button. Below the input fields 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 border. Below the buttons, there are several links: "Sign in with your government employee ID", "Forgot your password?", "Security and Privacy Practices", and "Privacy Act Statement".

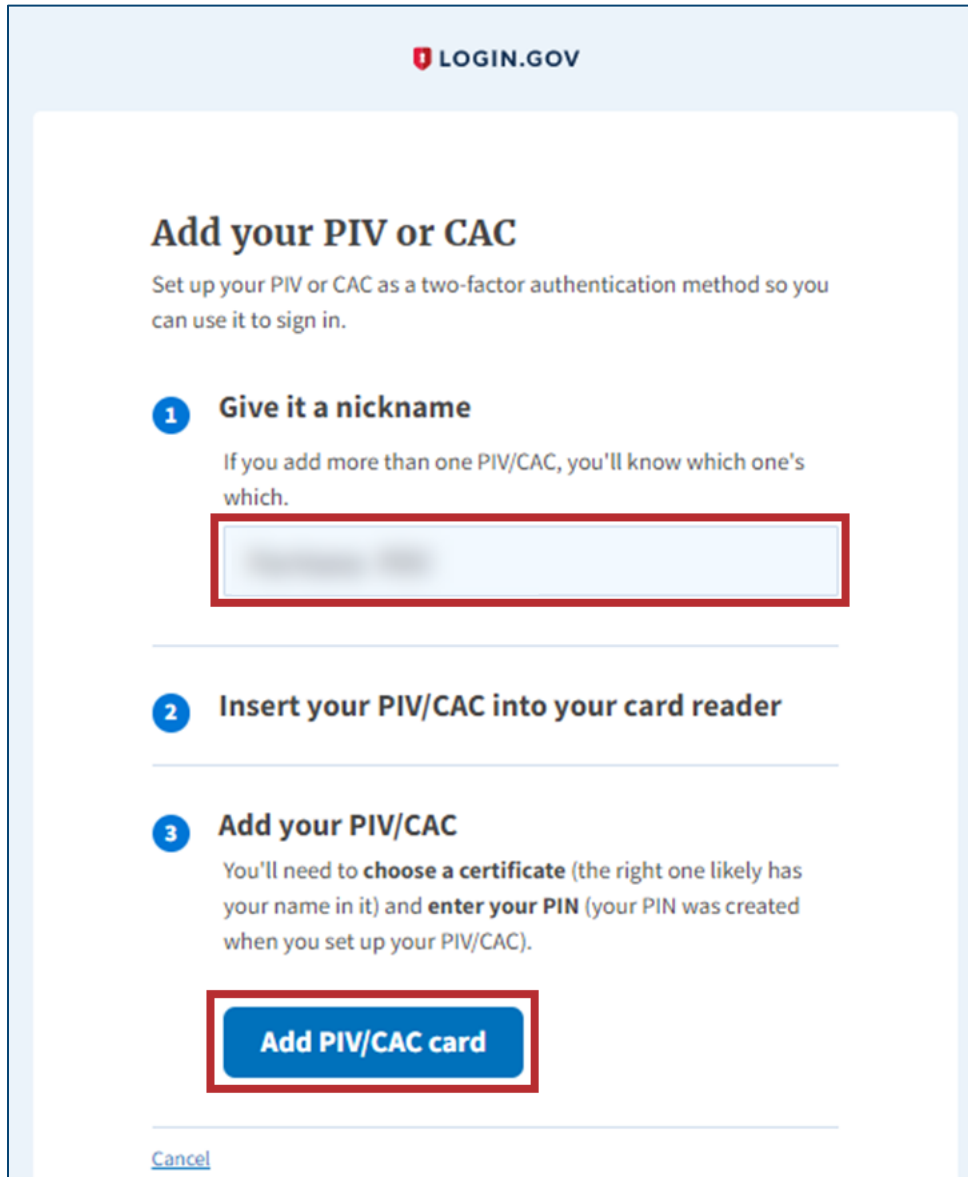
Add or Associate a Personal Identity Verification ID

Grantor 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.



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**

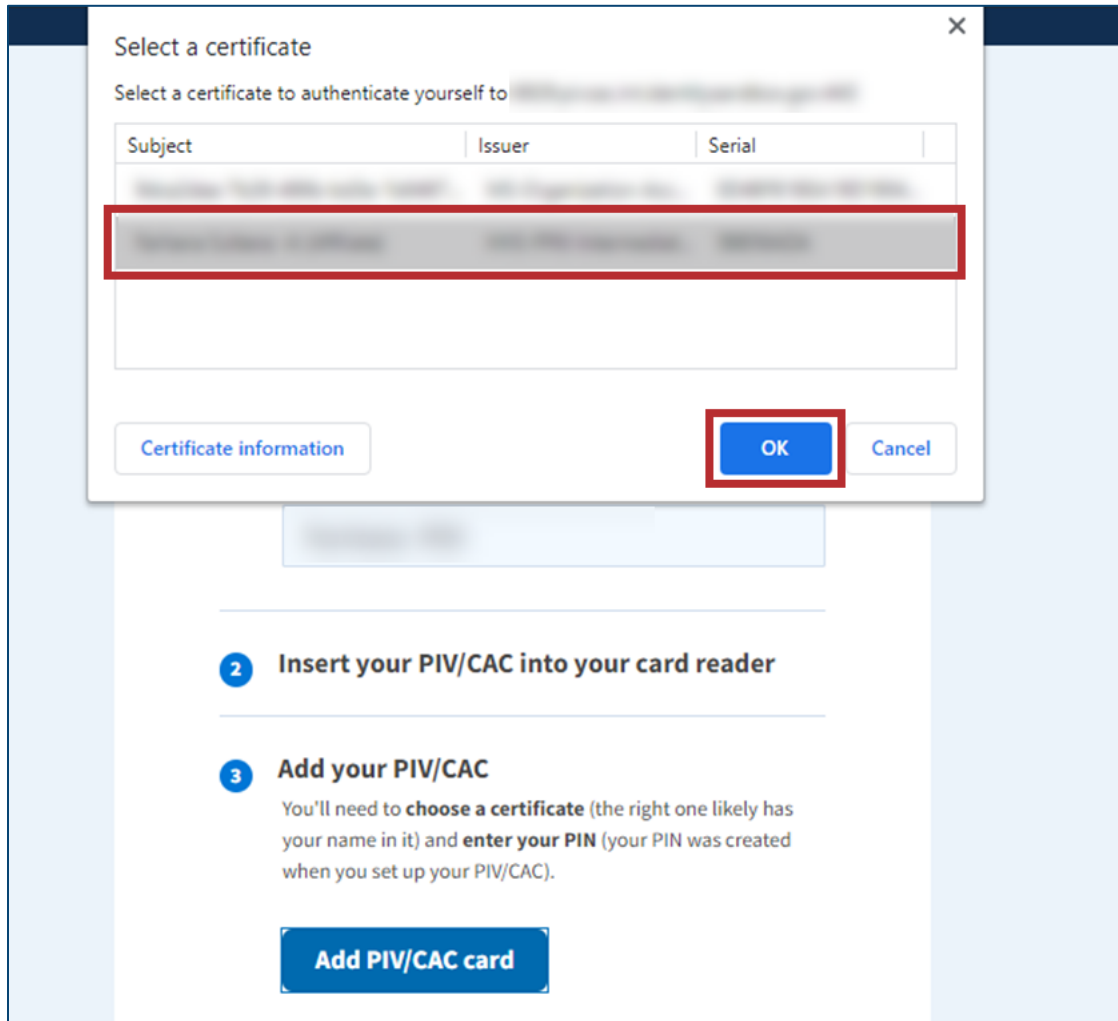
If you add more than one PIV/CAC, you'll know which one's which.
- 2 Insert your PIV/CAC into your card reader**
- 3 Add your PIV/CAC**

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).

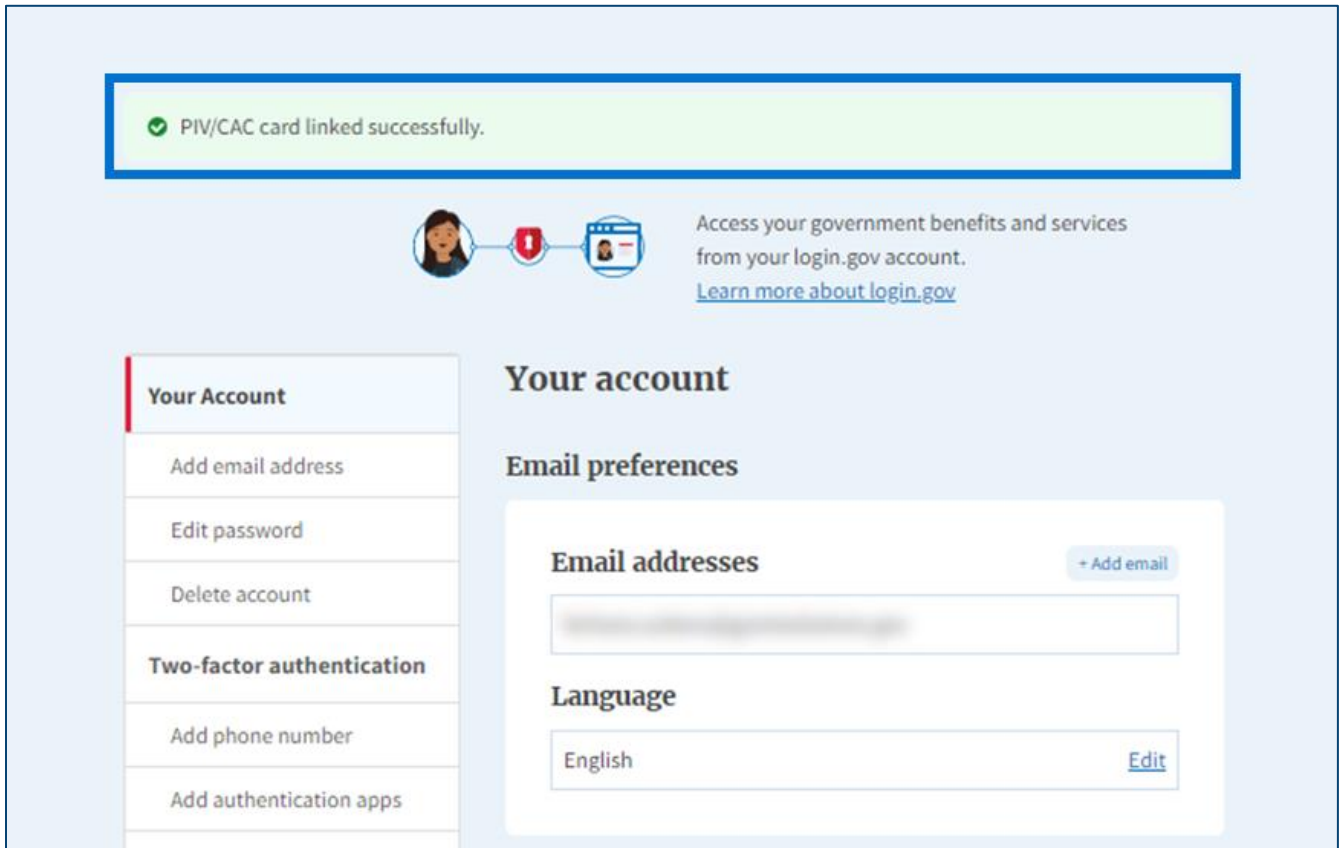
Add PIV/CAC card

[Cancel](#)

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



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



7. Sign in with your government employee ID.