

## CREATE A LOGIN.GOV ACCOUNT

To log into GrantSolutions through Login.gov, a Grantor user must associate a GrantSolutions email address with a Login.gov account. If the user does not have a Login.gov account, create one using the email address associated with the GrantSolutions account. Perform the following steps to create a Login.gov account:

1. From a browser such as Google Chrome, navigate to [www.login.gov](http://www.login.gov) and click the **Sign in with Login.gov** button in the top right corner.

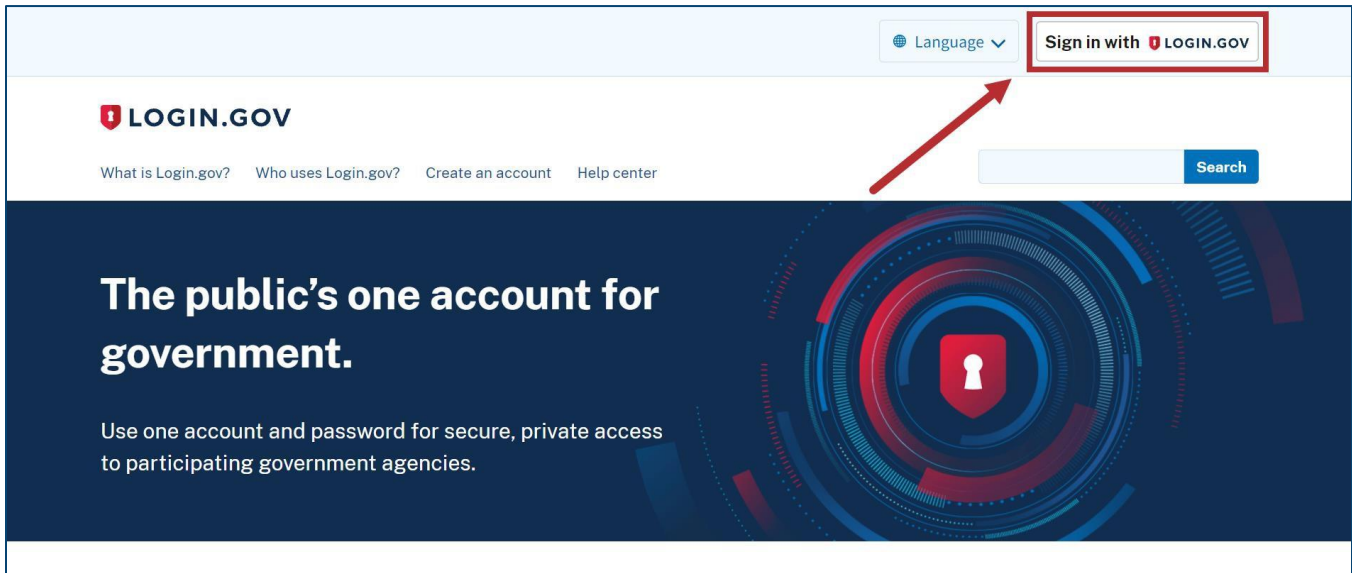


Figure 1: Login.gov Home screen with Sign in with Login.gov button

2. The Login.gov “Sign in” screen appears. Click the **Create an account** button.

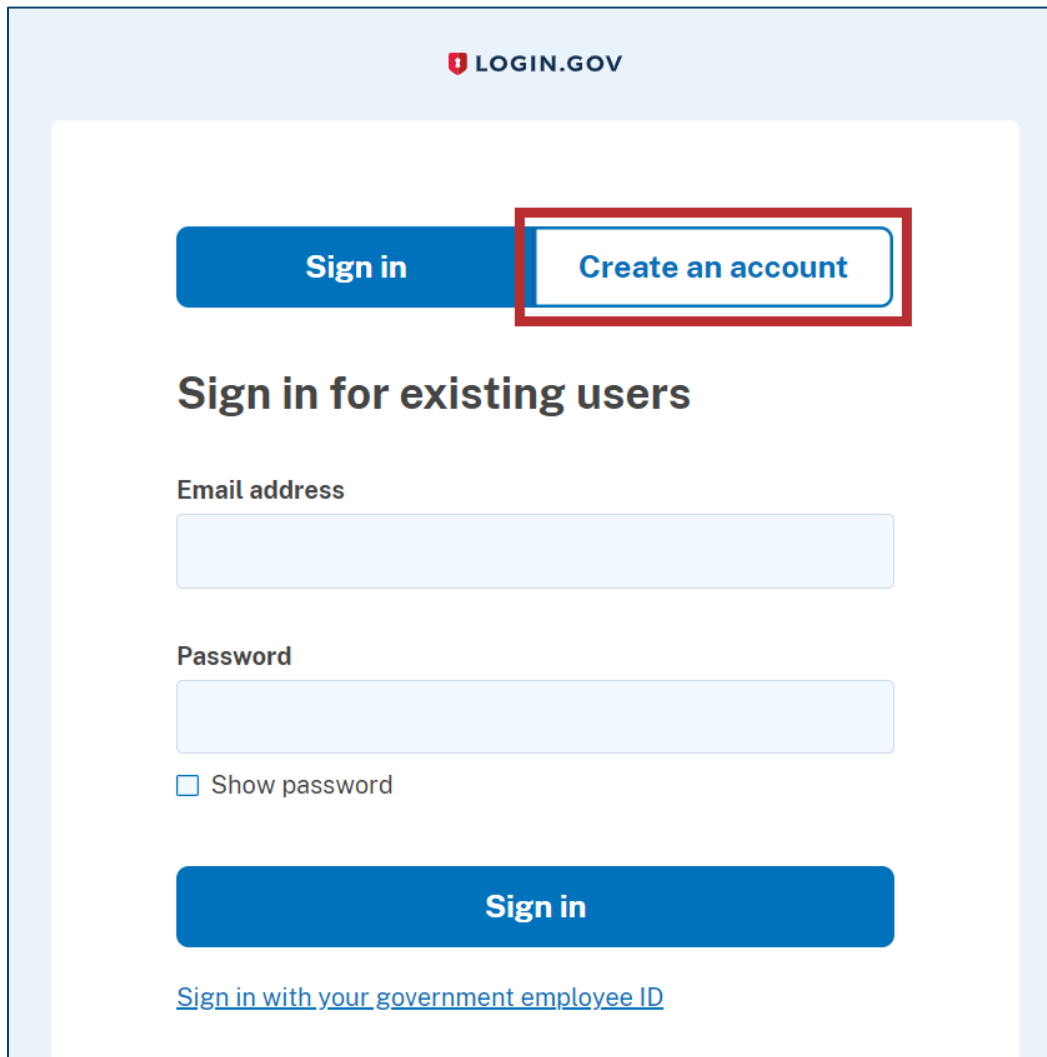
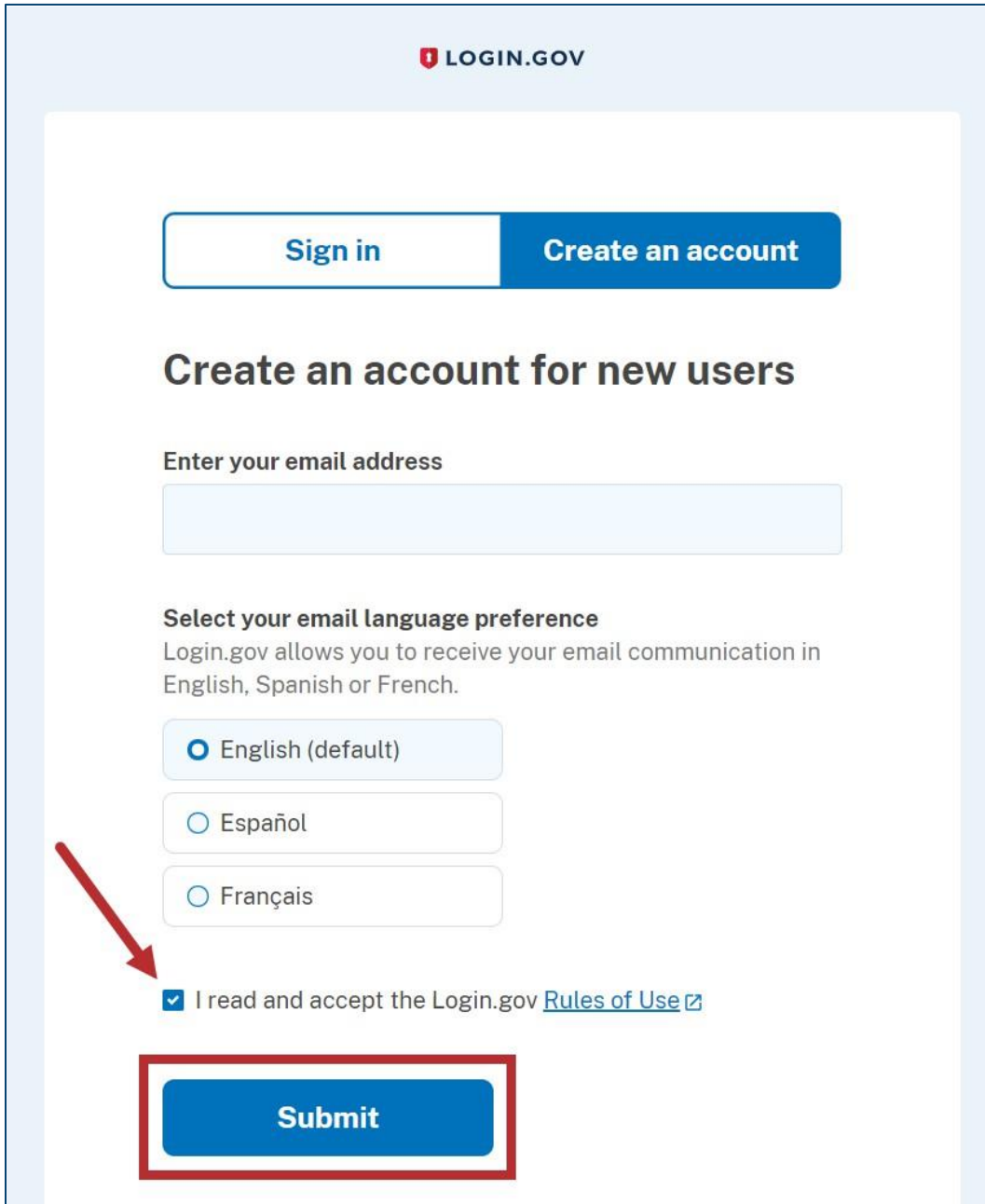


Figure 2: Login.gov Sign in screen with Create an account button

4. On the Login.gov “Create an account” screen, select the **Rules of Use** checkbox and click the **Submit** button.



**LOGIN.GOV**

**Sign in** **Create an account**

### Create an account for new users

Enter your email address

Select your email language preference  
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

**Submit**

Figure 4: Login.gov Create an account screen with Rules of Use checkbox and Submit button

5. The Login.gov “Check your email” screen appears with a message that an email is sent to the user email inbox with a link to confirm the email address.

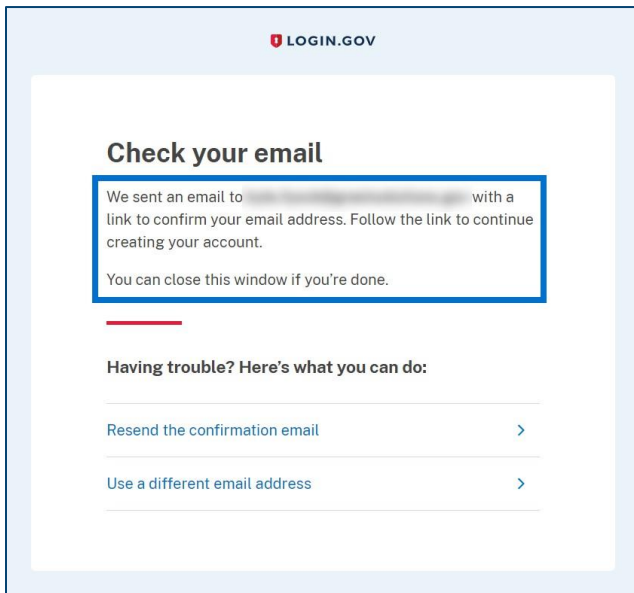


Figure 5: Login.gov Check your email screen with message

6. The user receives an email from [no-reply@login.gov](mailto:no-reply@login.gov) with the subject “Confirm your email.” In the email, click the **Confirm email address** button or copy and paste the link below it into a browser.

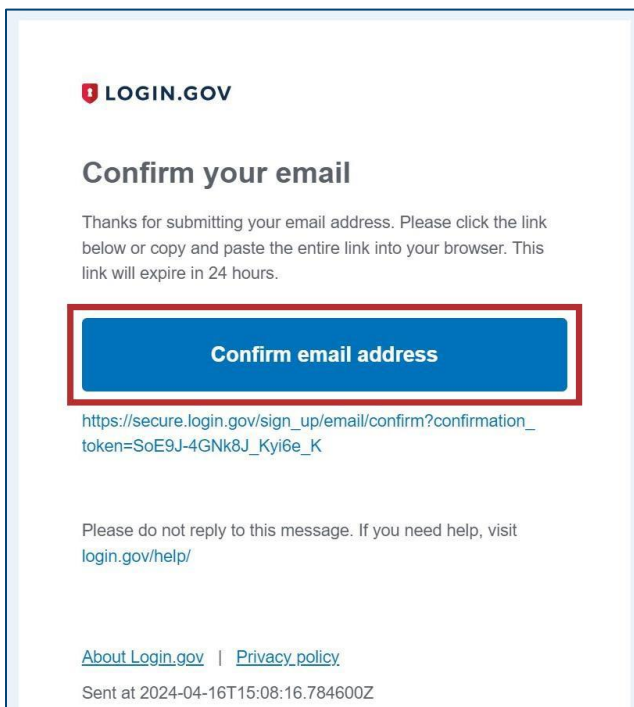
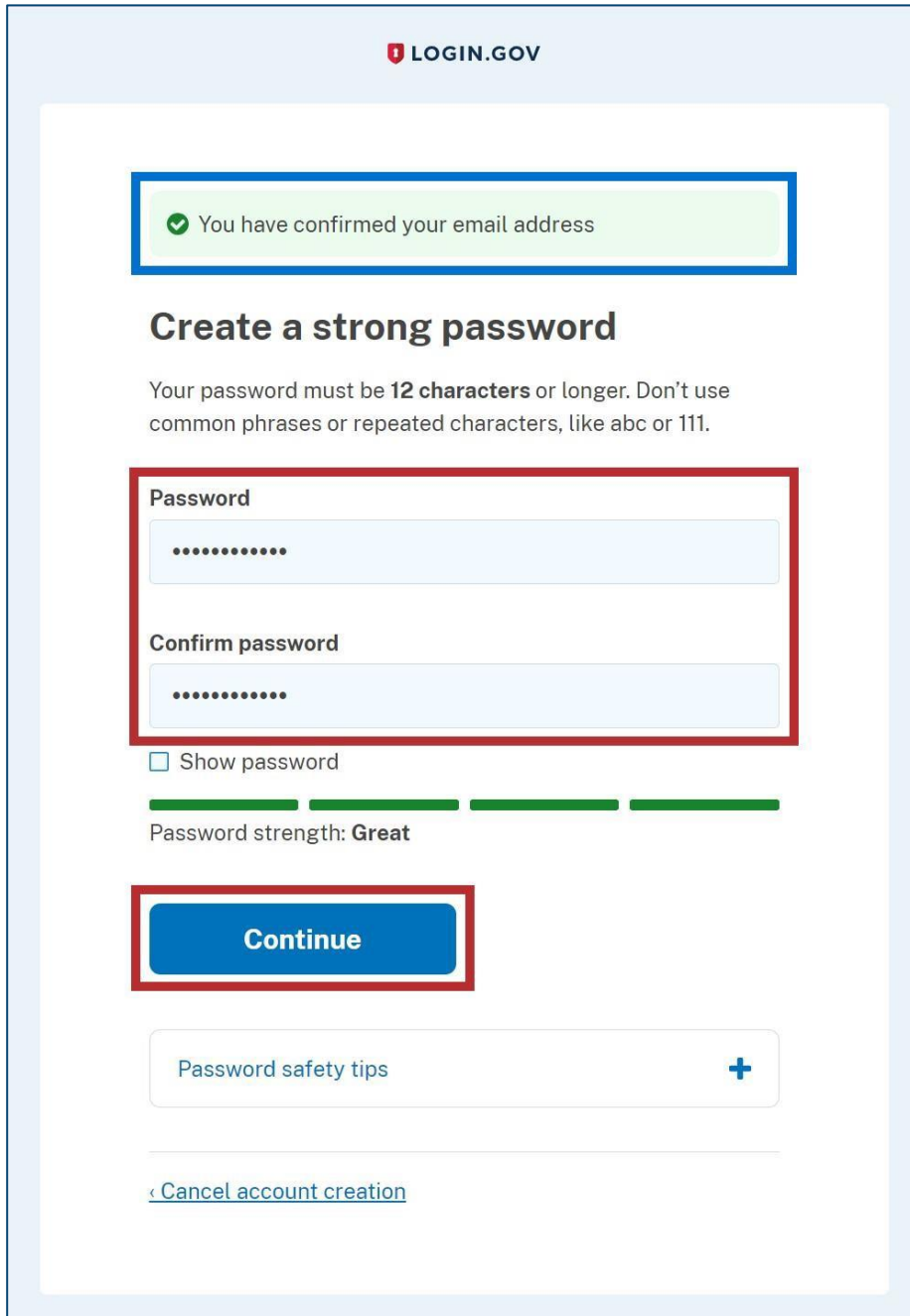


Figure 6: Confirm your email message with Confirm email address button and link

7. The Login.gov interface opens and the Login.gov “Create a strong password” screen appears with the message, “You have confirmed your email address.” Enter a desired **password** in the *Password* field, enter the same **password** in the *Confirm password* field, and click the **Continue** button.



LOGIN.GOV

✔ You have confirmed your email address

### Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

**Password**

.....

**Confirm password**

.....

Show password

—————

Password strength: **Great**

**Continue**

Password safety tips +

[< Cancel account creation](#)

Figure 7: Login.gov Create a strong password screen with Password field, Confirm password field, and Continue button

8. The Login.gov “Enhance your account security with a government employee ID” screen appears. Click the Choose other methods instead link.

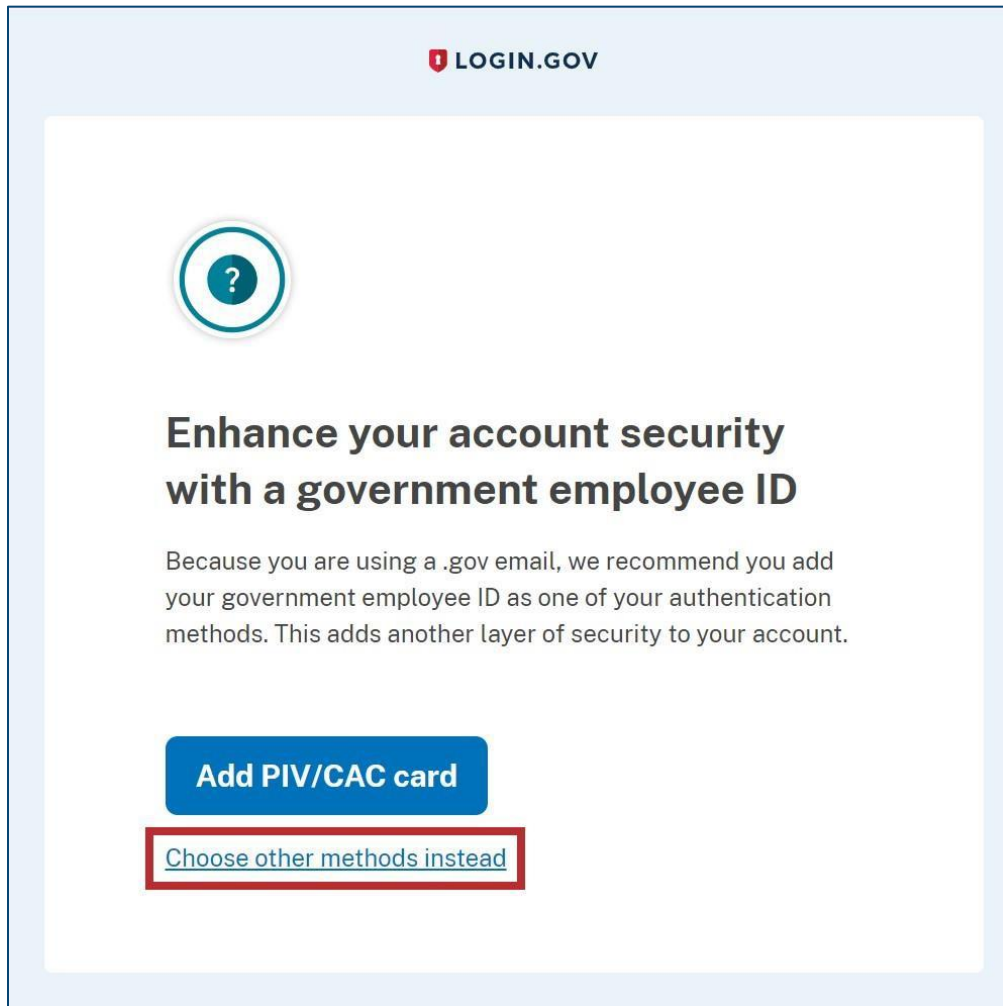


Figure 8: Login.gov Enhance your account security with a government employee ID screen with Choose other methods instead link



9. The Login.gov “Authentication method setup” screen appears. Using the radio buttons, select the desired **authentication method** for Login.gov and click the **Continue** button.

**LOGIN.GOV**

### Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

- Government employee ID**  
PIV/CAC cards for government and military employees. Desktop only.  
**Recommended**
- Authentication application**  
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**  
Receive a secure code by (SMS) text or phone call.
- Backup codes**  
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**  
Connect your physical security key to your device. You won't need to enter a code.

**Continue**

[Cancel account creation](#)

Figure 9: Login.gov Authentication method setup screen with authentication method options and Continue button

10. Depending on the authentication method chosen on the Login.gov “Authentication method setup” screen, a specific authentication process screen appears. Follow instructions on each proceeding authentication screen to successfully complete authentication.
11. The Login.gov account is successfully created and the Login.gov “Your account” screen appears with information specific to the user account. This screen includes the following key features:
  - Welcome greeting, username, and *Sign Out* link in the top right corner.
  - *Email preferences* section with *Email addresses* listed, preferred *Language*, and *+Add email* button.
  - *Password* section with user password.
  - *Phone numbers* section with phone numbers and *+Add phone* button.

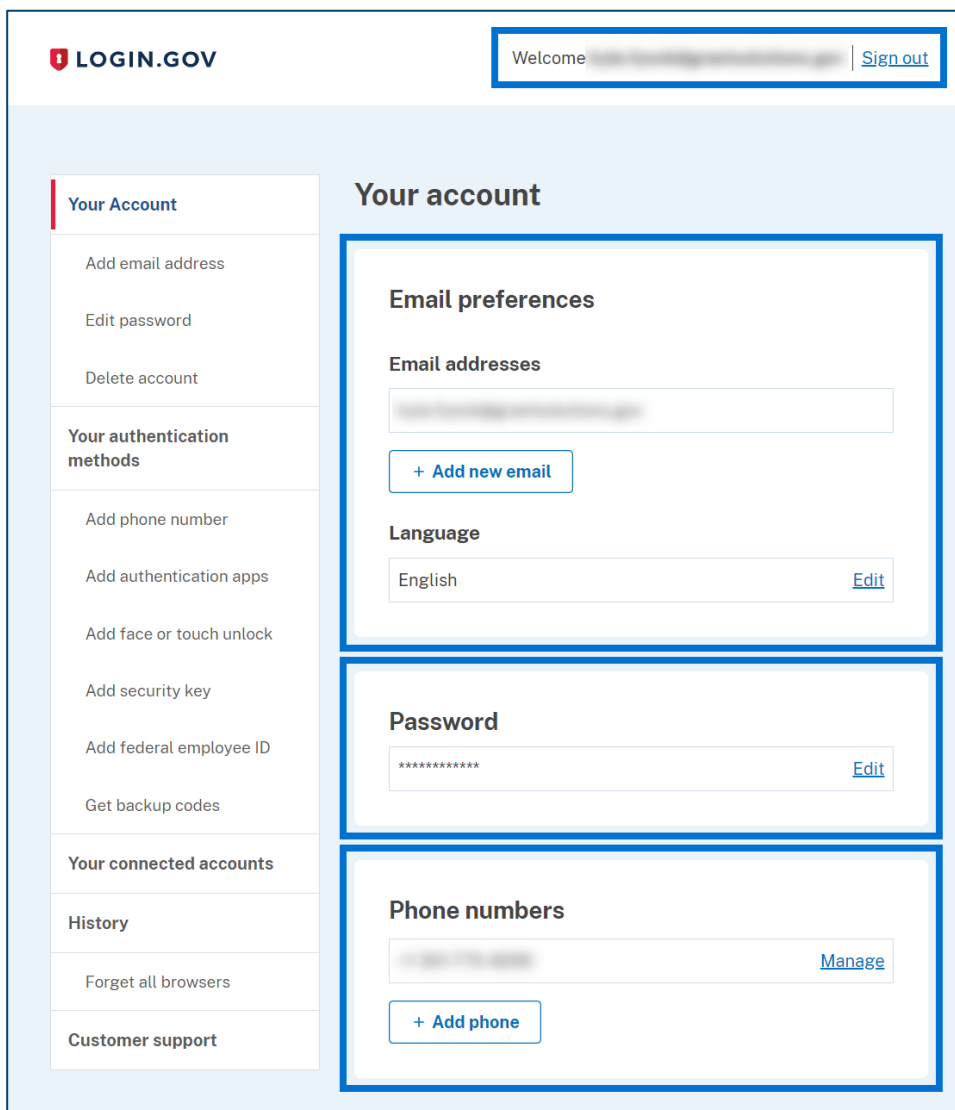


Figure 10: Login.gov Your account screen with welcome, Email preferences, Password, and Phone numbers sections