



Grantor Process: Login.gov

User Guide

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Overview

Functionality for Grantor users to log into GrantSolutions through Login.gov is available. Grantor users may log into GrantSolutions and other participating grants systems (e.g., SAM.gov and Grants.gov) through Login.gov, reducing the burden of managing multiple usernames and passwords.

Grantor users must use a Personal Identity Verification (PIV) card to log into GrantSolutions through Login.gov. Grantor users must create a Login.gov account and add a PIV card to the account prior to attempting to log in through Login.gov using a PIV card.

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 and click the **Sign in with Login.gov** button in the top right corner.

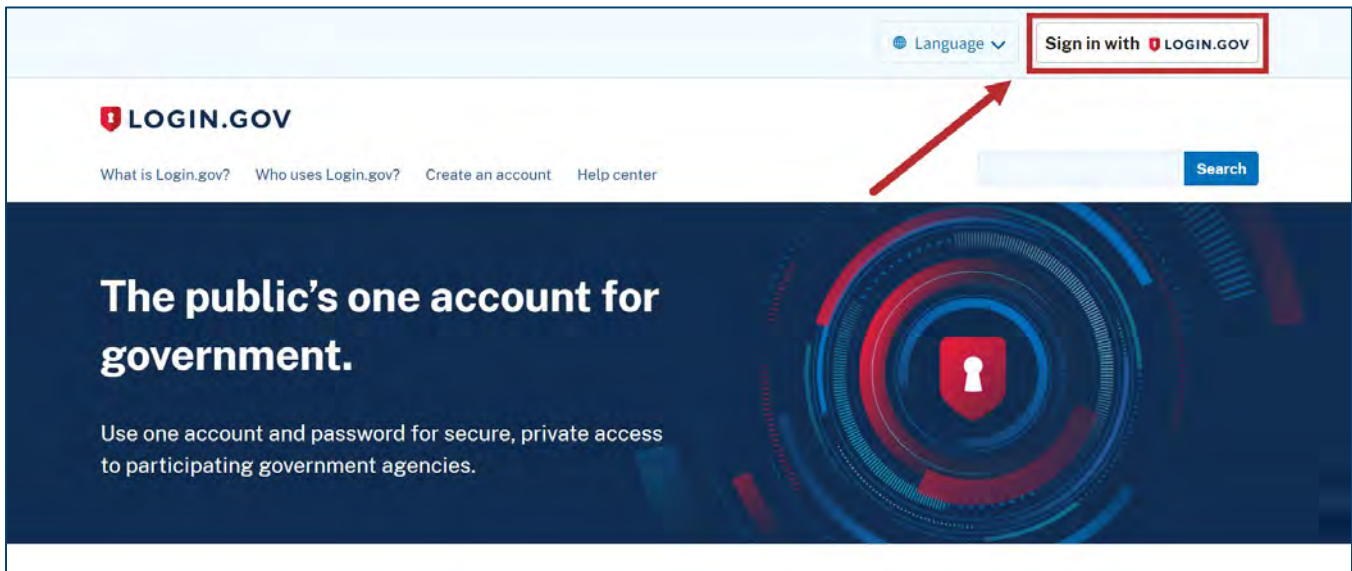
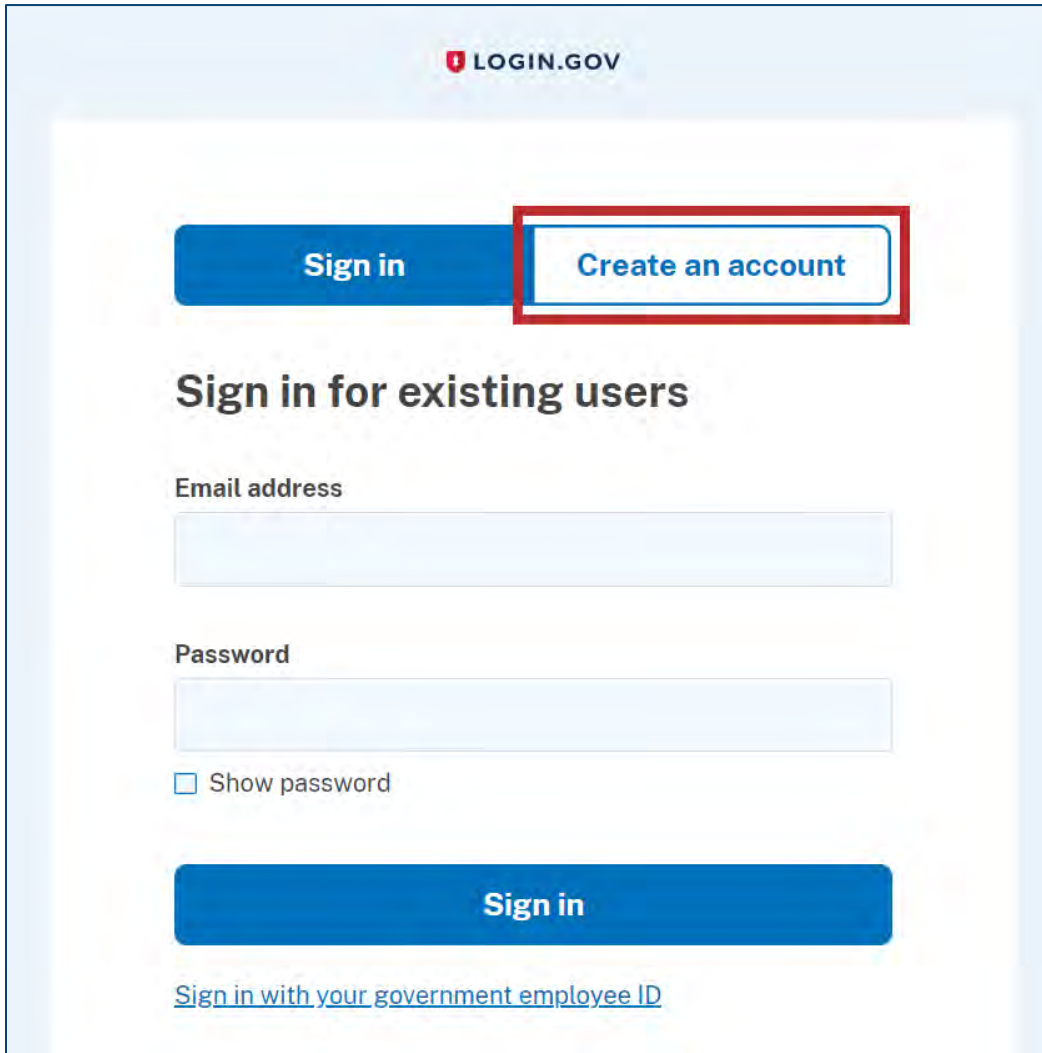


Figure 1: Login.gov Home screen with Sign in with Login.gov button

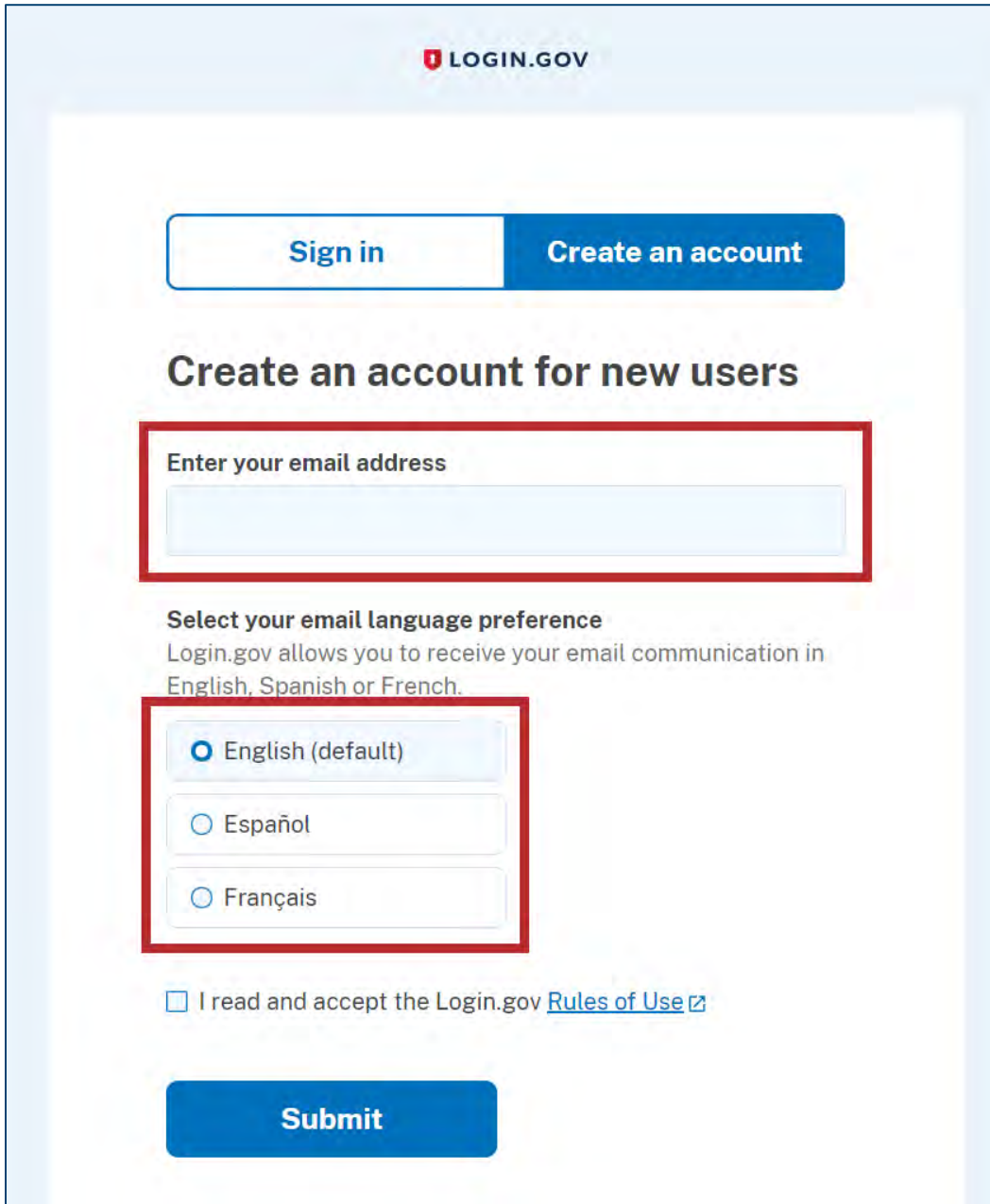
2. The Login.gov “Sign in” screen appears. Click the **Create an account** button.



The screenshot shows the Login.gov sign-in interface. At the top, the 'LOGIN.GOV' logo is displayed. Below it, there are two buttons: 'Sign in' and 'Create an account'. The 'Create an account' button is highlighted with a red rectangular box. Underneath these buttons, the text 'Sign in for existing users' is shown. This is followed by input fields for 'Email address' and 'Password'. Below the password field is a checkbox labeled 'Show password'. At the bottom of the form is a large blue 'Sign in' button. Below this button is a link that reads 'Sign in with your government employee ID'.

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

3. The Login.gov “Create an account” screen appears. Enter the **email address** associated with the GrantSolutions account in the *Enter your email address* field and select the **preferred language** using the radio buttons in the *Select your email language preference* section.



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.

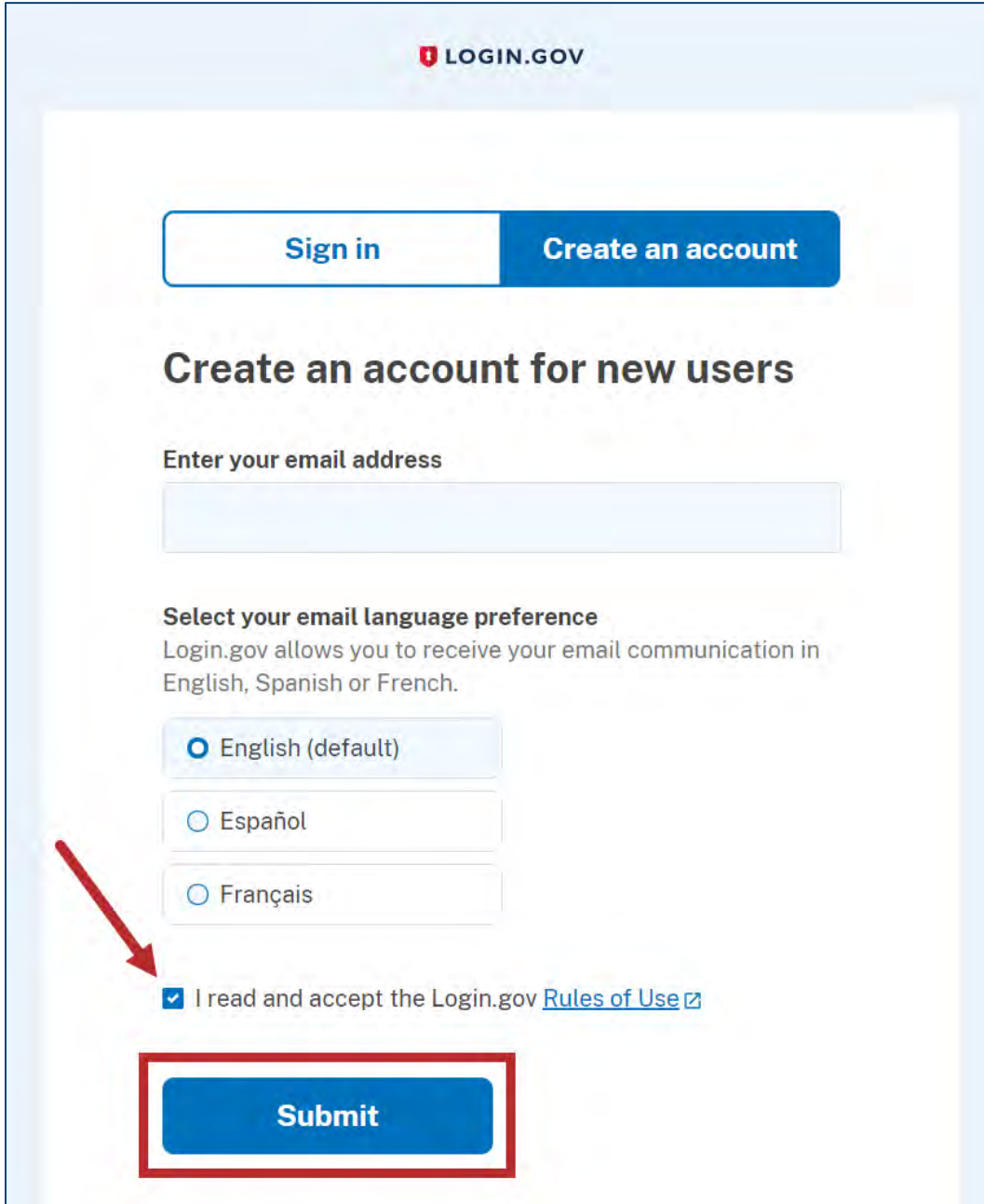
☒ English (default)
☐ Español
☐ Français

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

Submit

Figure 3: Login.gov Create an account screen with Enter your email address field and Select your email language preference section

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.

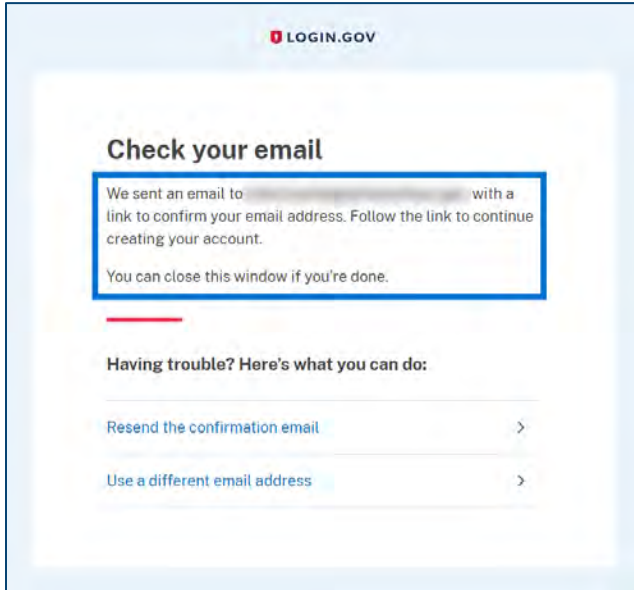


Figure 5: Login.gov Check your email screen with message

6. The user receives an email from no-reply@login.gov 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.

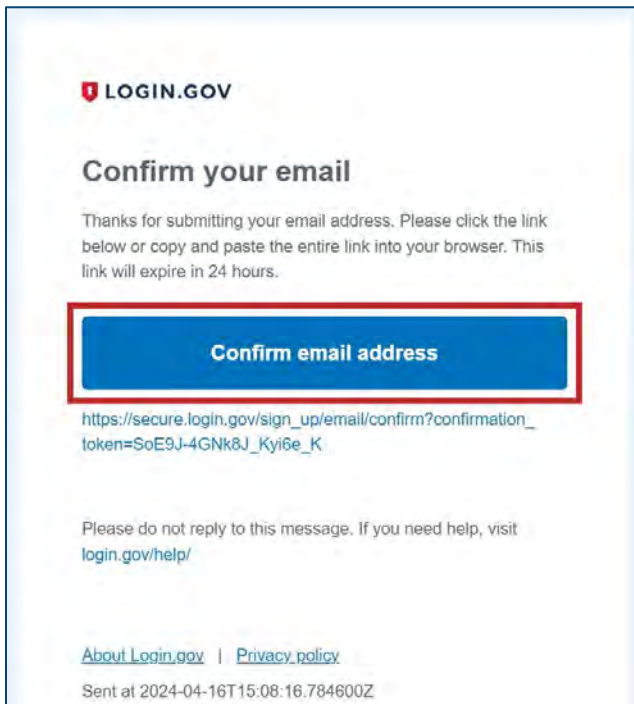
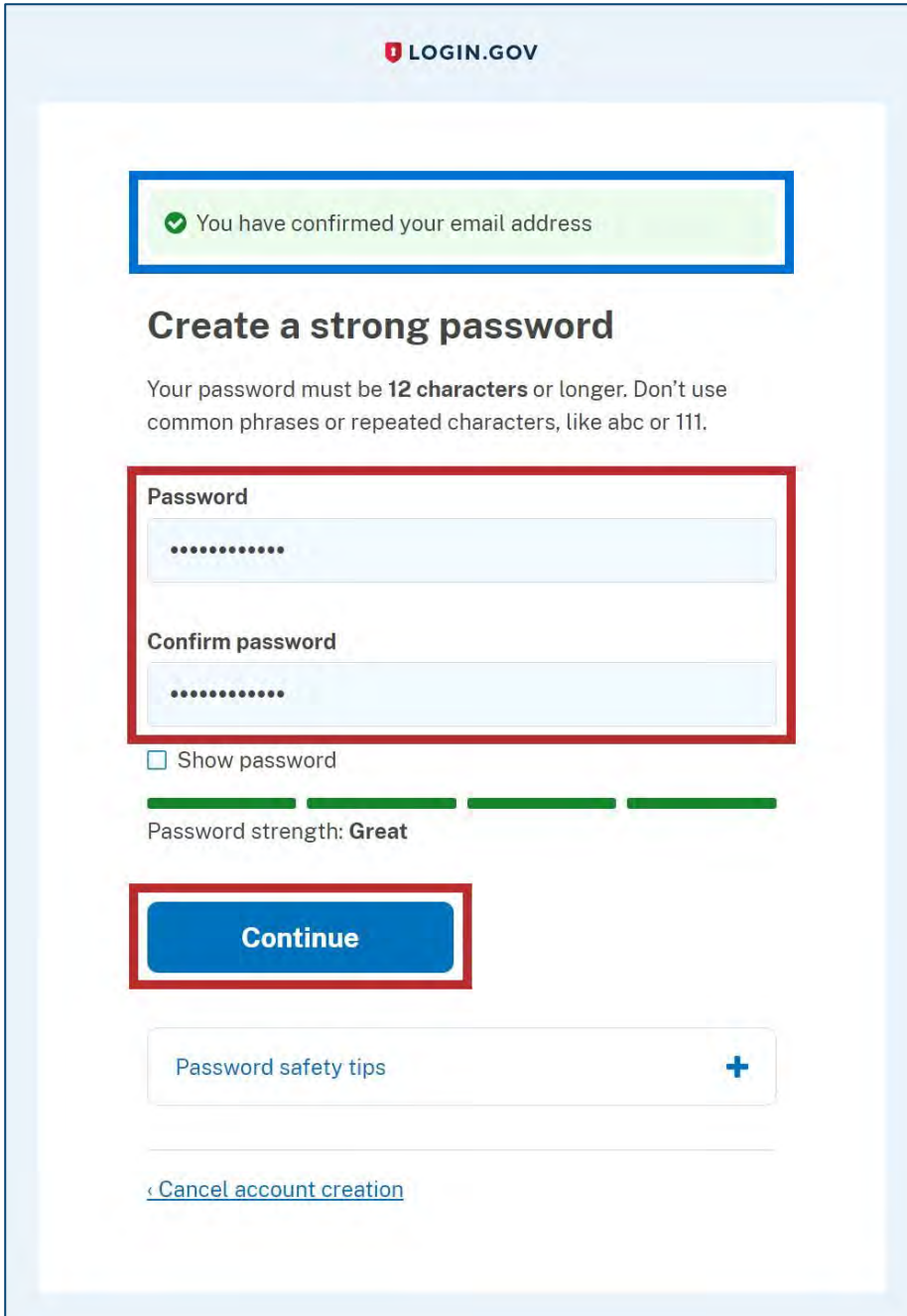


Figure 6: Confirm your email message with Confirm email address button and link

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.

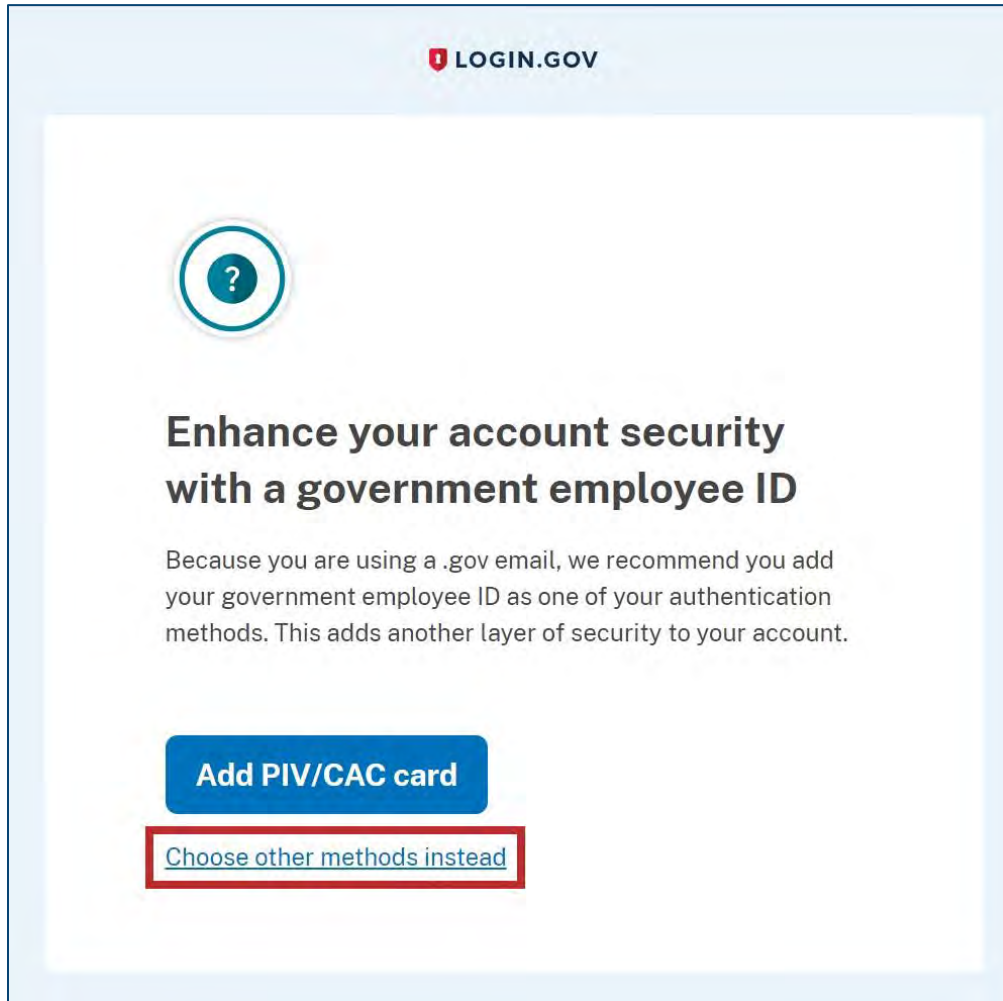
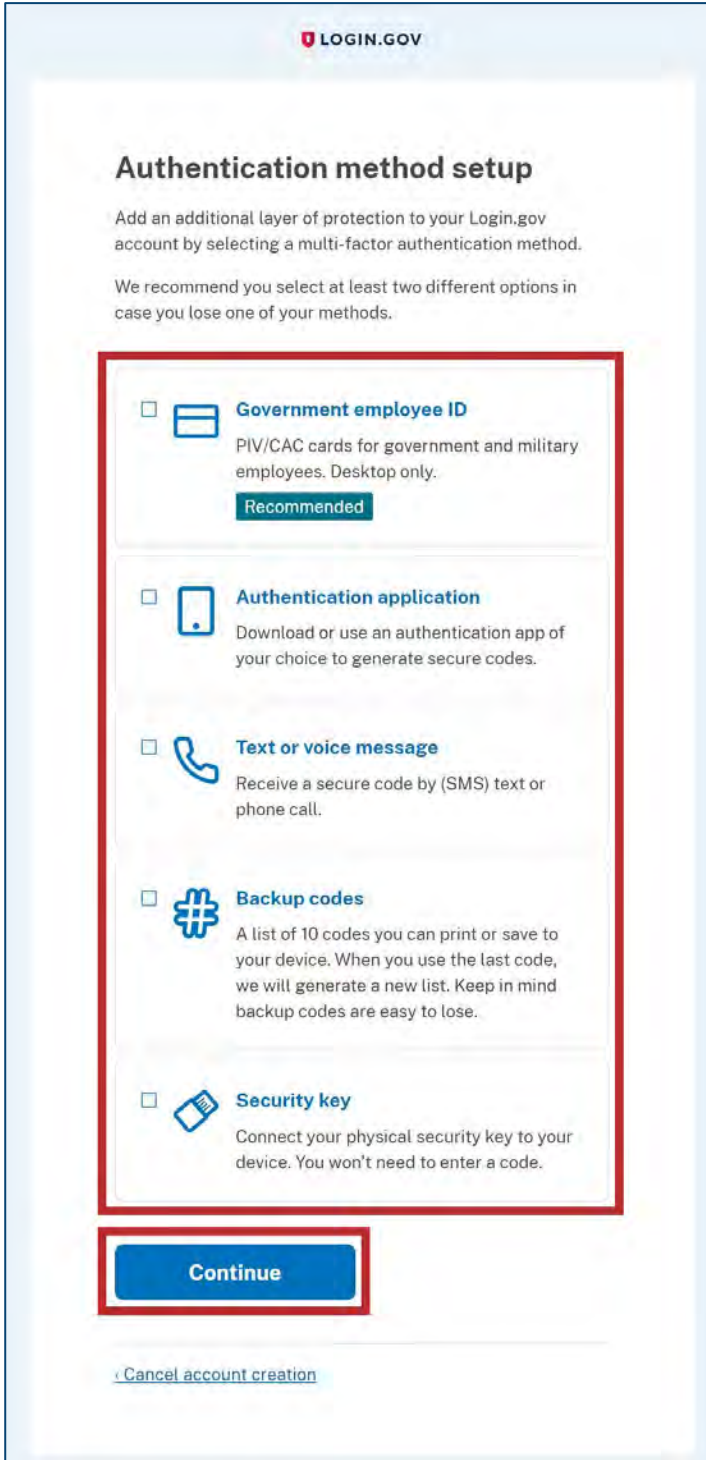


Figure 8: Login.gov Enhance your account security with a government employee ID screen with Choose other methods instead link

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.

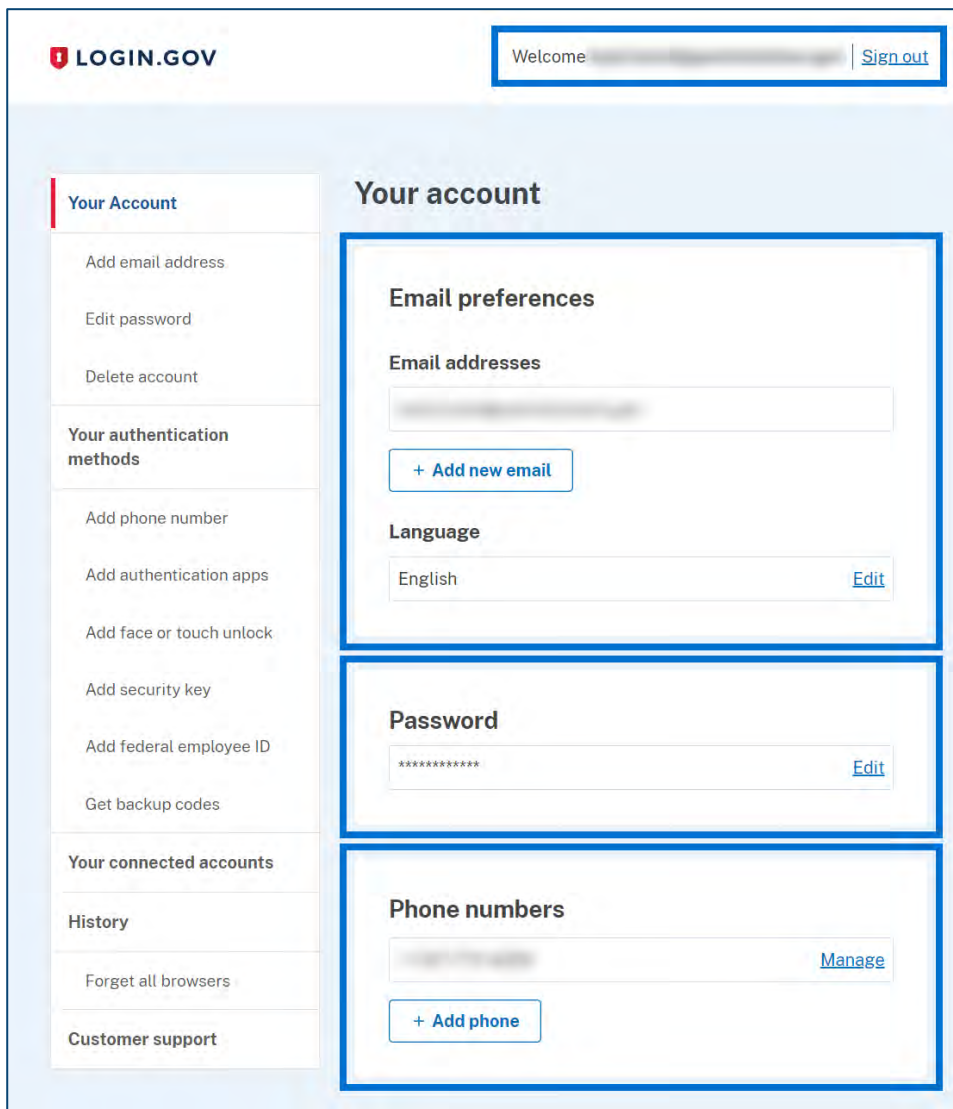


Figure 10: Login.gov Your account screen with welcome, Email preferences, Password, and Phone numbers sections

Add a GrantSolutions Email Address to a Login.gov Account

A Grantor user with an existing Login.gov account can add an email address associated with a GrantSolutions account to the Login.gov account to access GrantSolutions. If a Grantor user has an existing Login.gov account, perform the following steps to add the email address associated with the GrantSolutions account to the Login.gov account:

1. From a browser such as Google Chrome, navigate to www.login.gov and click the **Sign in with Login.gov** button in the top right corner.

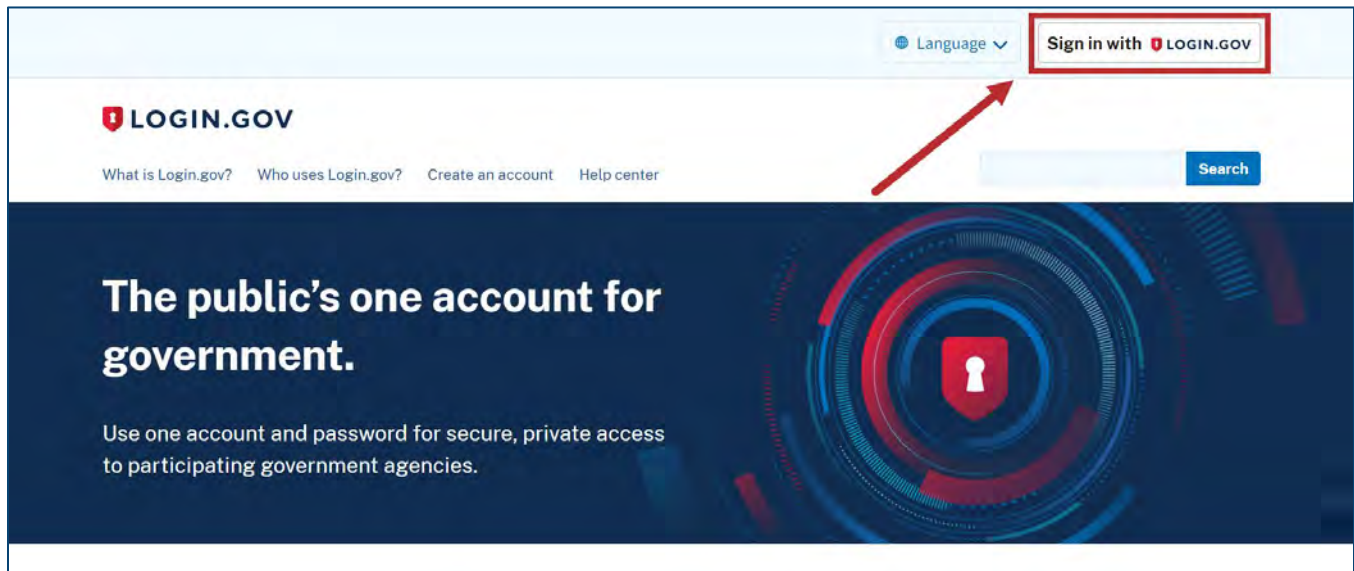
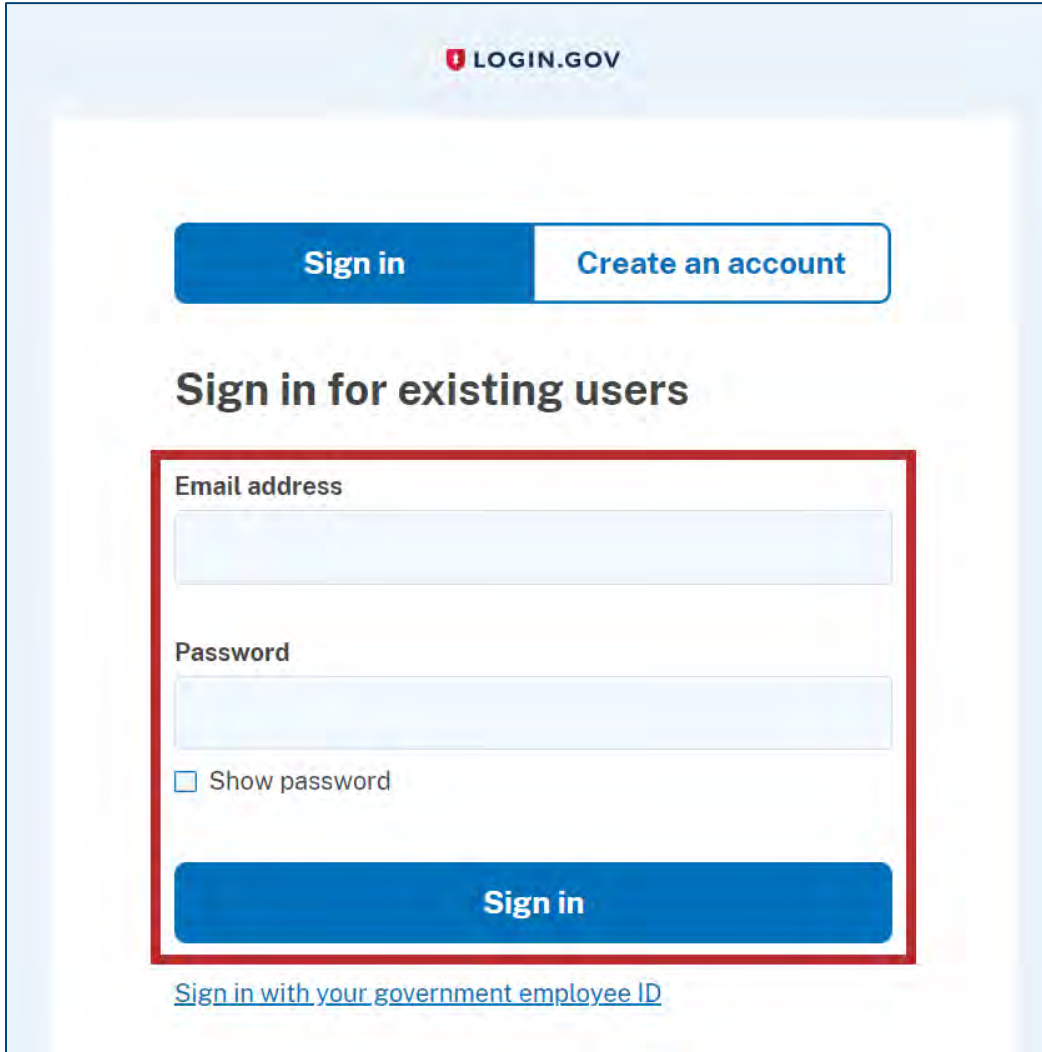


Figure 11: Login.gov Home screen with Sign in with Login.gov button

2. The Login.gov “Sign in” screen appears. Enter the existing Login.gov **Email address** and **Password** and click the **Sign in** button to log into Login.gov.



LOGIN.GOV

Sign in **Create an account**

Sign in for existing users

Email address

Password

☐ Show password

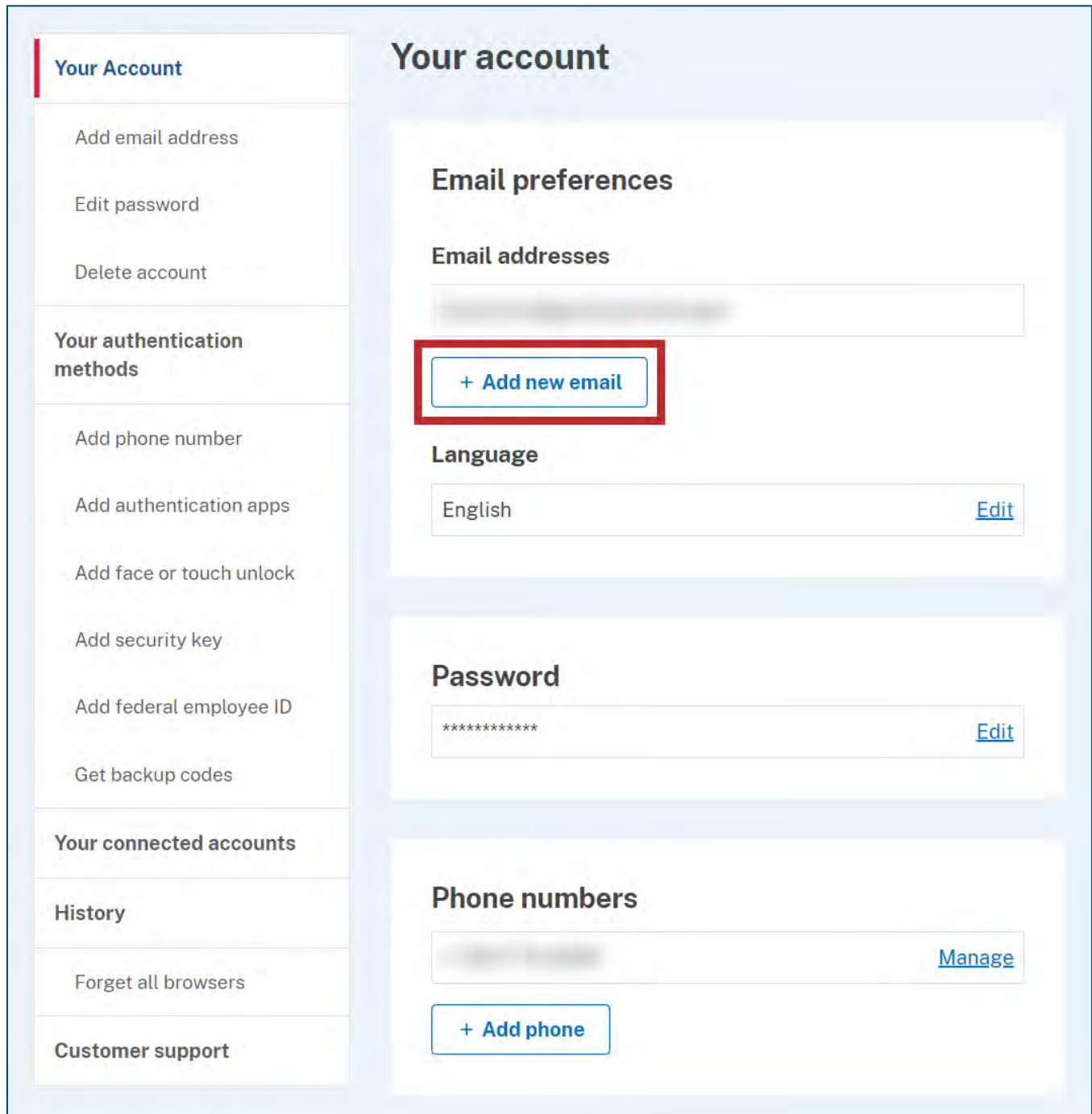
Sign in

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

Figure 12: Login.gov Sign in screen with Email address field, Password field, and Sign in button

3. The Login.gov “Your account” screen appears. Email addresses currently associated with the Login.gov account appear in the *Email addresses* list of the *Email preferences* section.

To add the email address associated with the GrantSolutions account to the Login.gov account, click the **+Add new email** button in the *Email preferences* section.



Your Account

- Add email address
- Edit password
- Delete account

Your authentication methods

- Add phone number
- Add authentication apps
- Add face or touch unlock
- Add security key
- Add federal employee ID
- Get backup codes

Your connected accounts

History

- Forget all browsers

Customer support

Your account

Email preferences

Email addresses

+ Add new email

Language

English [Edit](#)

Password

***** [Edit](#)

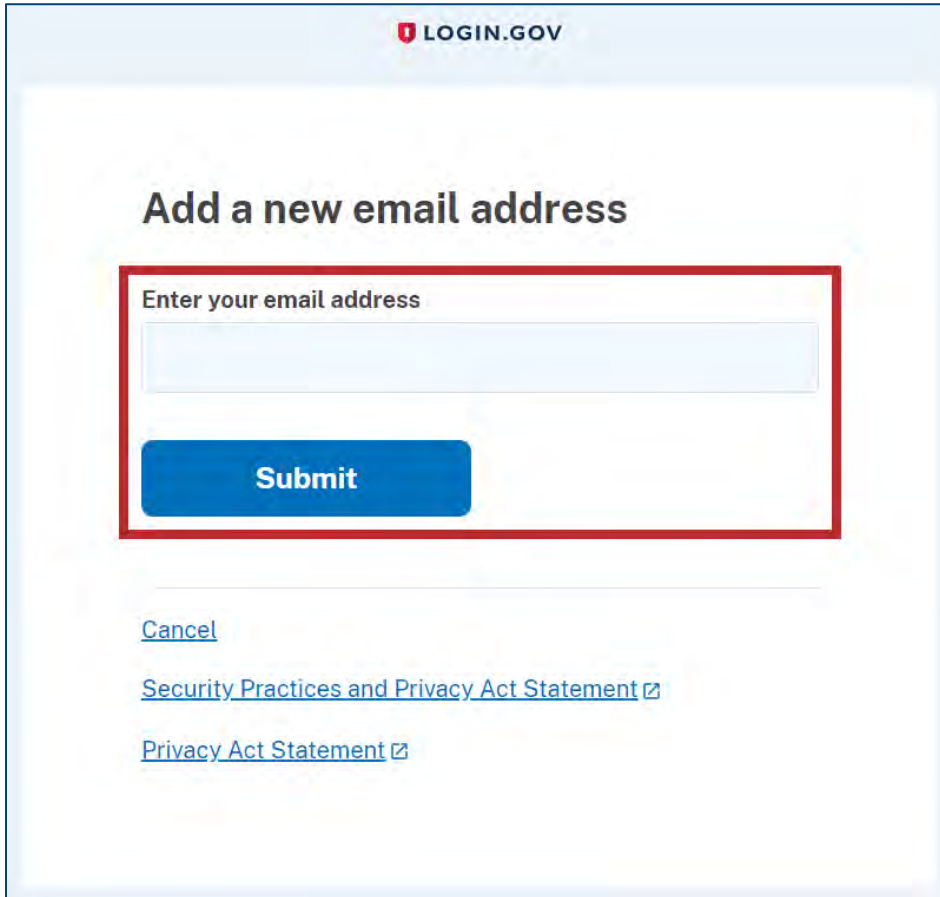
Phone numbers

[Manage](#)

+ Add phone

Figure 13: Login.gov Your account screen with Email preferences section and +Add new email button

4. The Login.gov “Add a new email address” screen appears. Enter the **email address** associated with the GrantSolutions account in the *Enter your email address* field and click the **Submit** button.




LOGIN.GOV

Add a new email address

Enter your email address

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#) 


[Privacy Act Statement](#) 

Figure 14: Login.gov Add a new email address screen with Enter your email address field 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.

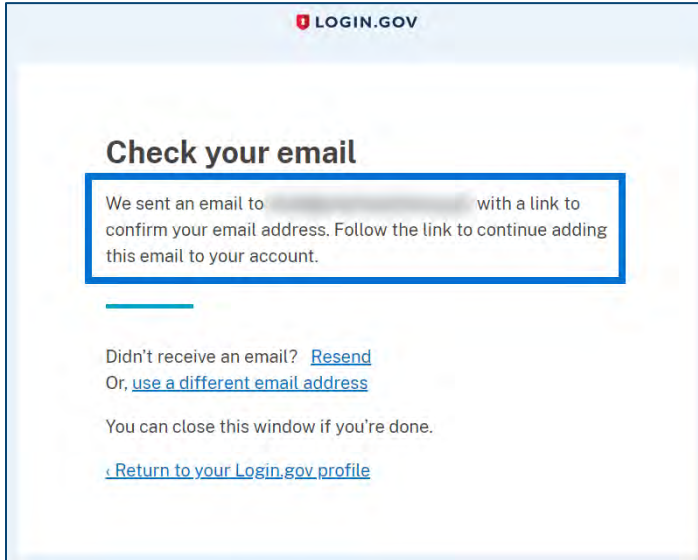


Figure 15: Login.gov Check your email screen with message

6. The user receives an email from 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.

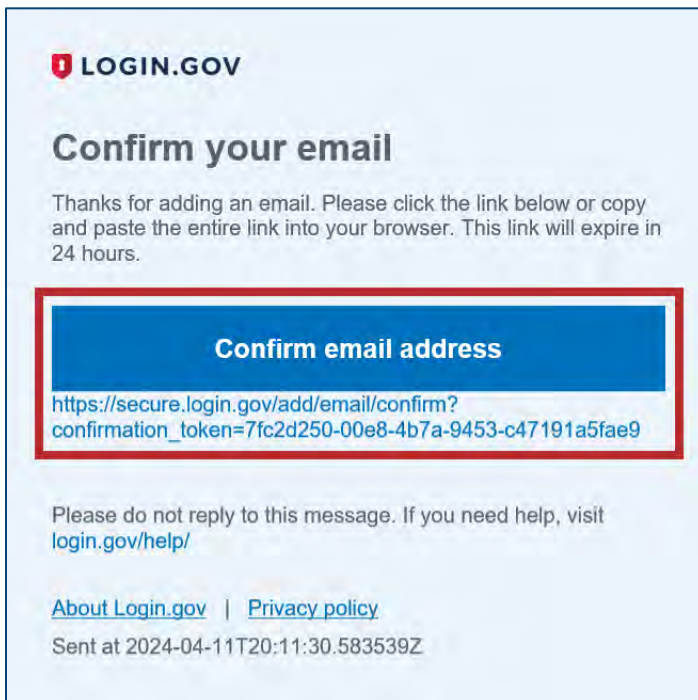


Figure 16: Confirm your email message with Confirm email address button and link

7. The Login.gov “Your Account” screen reappears with the message, “You have confirmed your email address.” The GrantSolutions email address is successfully added to the Login.gov account and appears in *Email addresses* list of the *Email preferences* section.

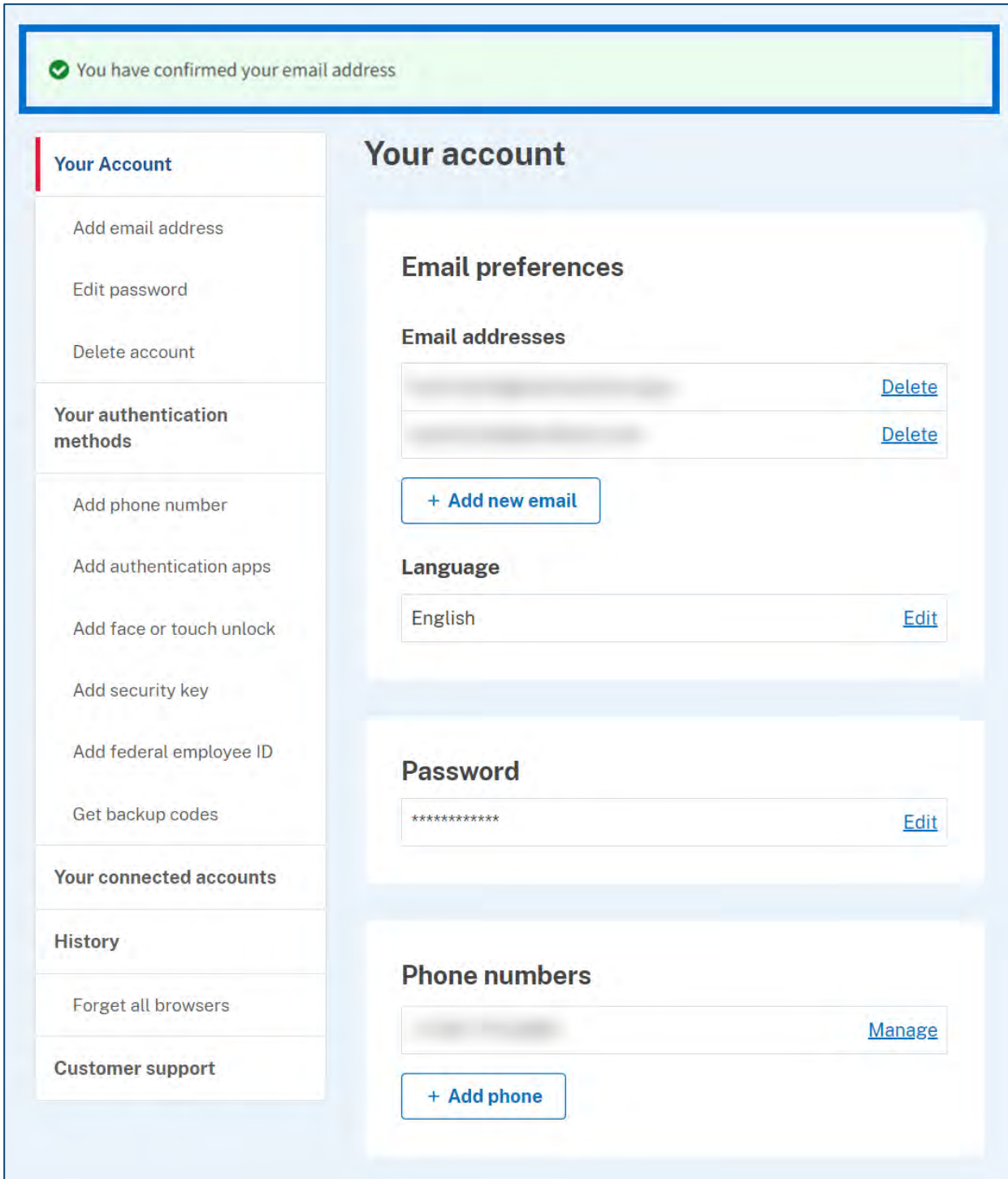


Figure 17: Login.gov Your Account screen with confirmation message, Email preferences section, and Email addresses list

Add a PIV Card to a Login.gov Account

A Grantor user can add a Personal Identity Verification (PIV) card to a Login.gov account to log into GrantSolutions. A Grantor user must log into GrantSolutions through Login.gov using a PIV card.

If the user has an existing Login.gov account, perform the following steps to add a PIV card to the Login.gov account:

1. From a browser such as Google Chrome, navigate to www.login.gov and click the **Sign in with Login.gov** button in the top right corner.

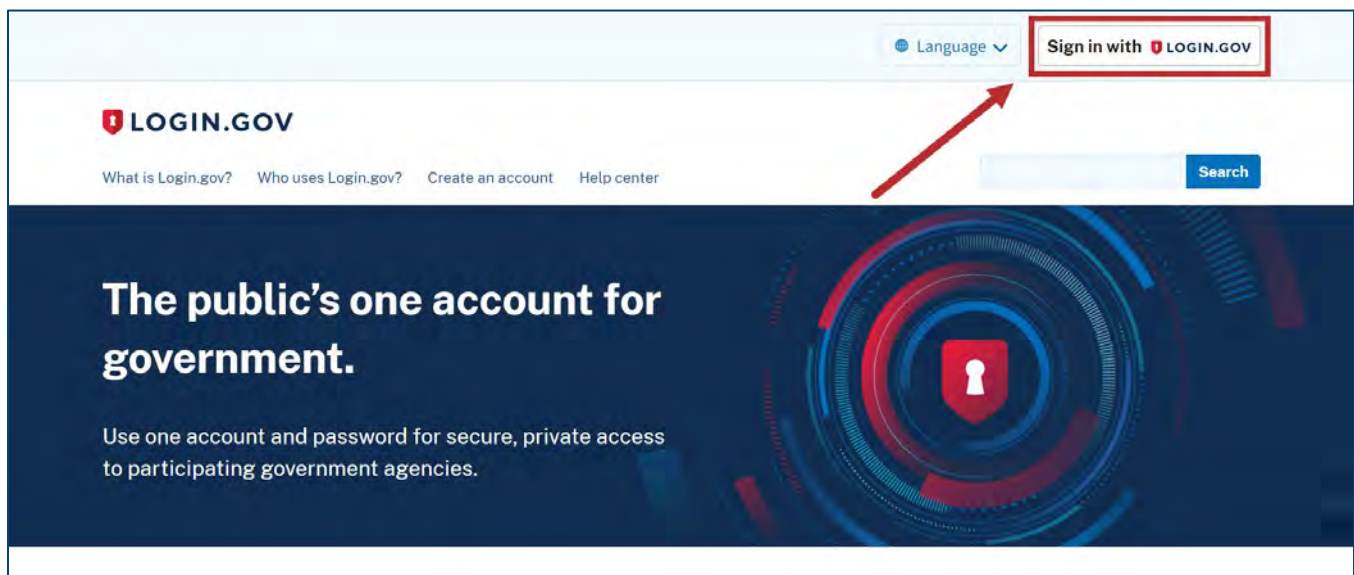
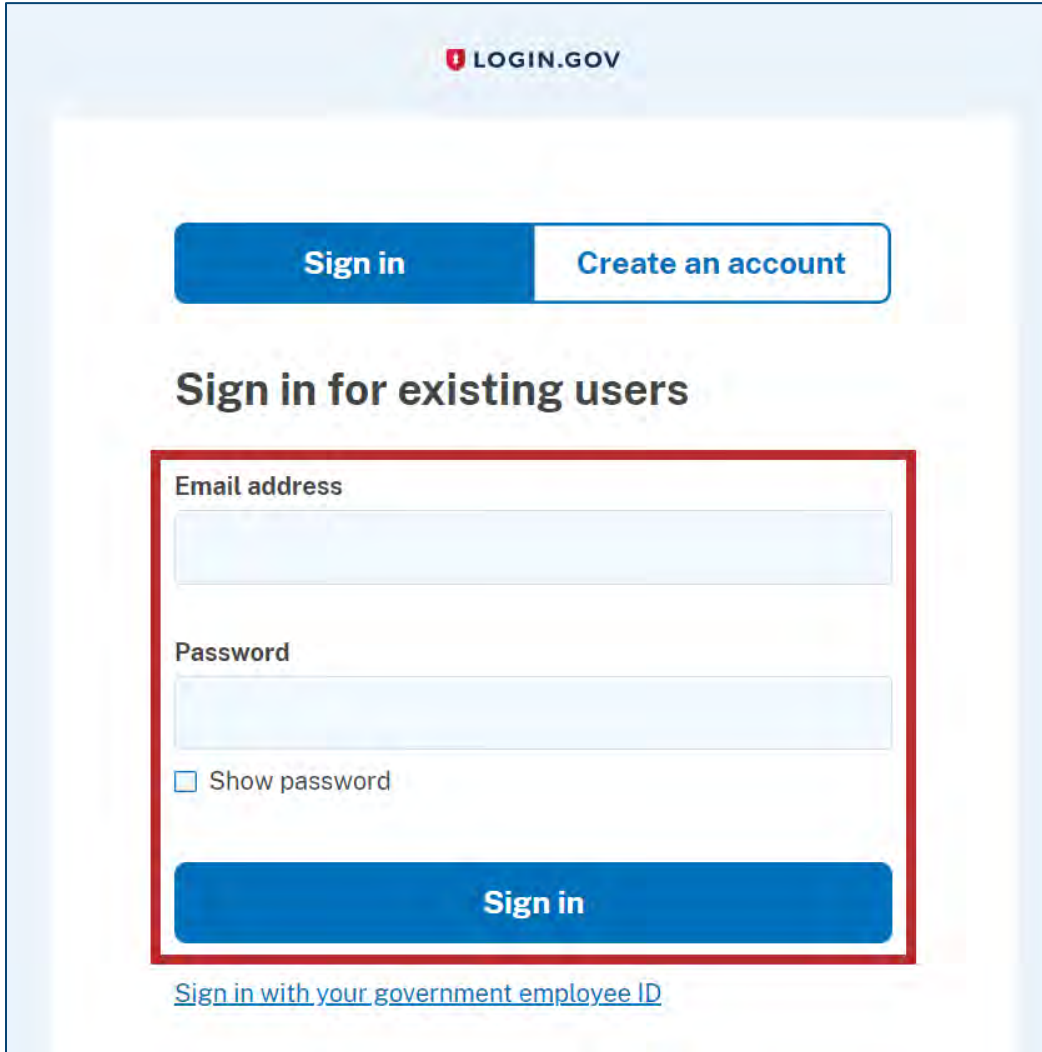


Figure 18: Login.gov Home screen with Sign in with Login.gov button

2. The Login.gov “Sign in” screen appears. Enter the existing Login.gov **Email address** and **Password** and click the **Sign in** button to log into Login.gov.



LOGIN.GOV

Sign in **Create an account**

Sign in for existing users

Email address

Password

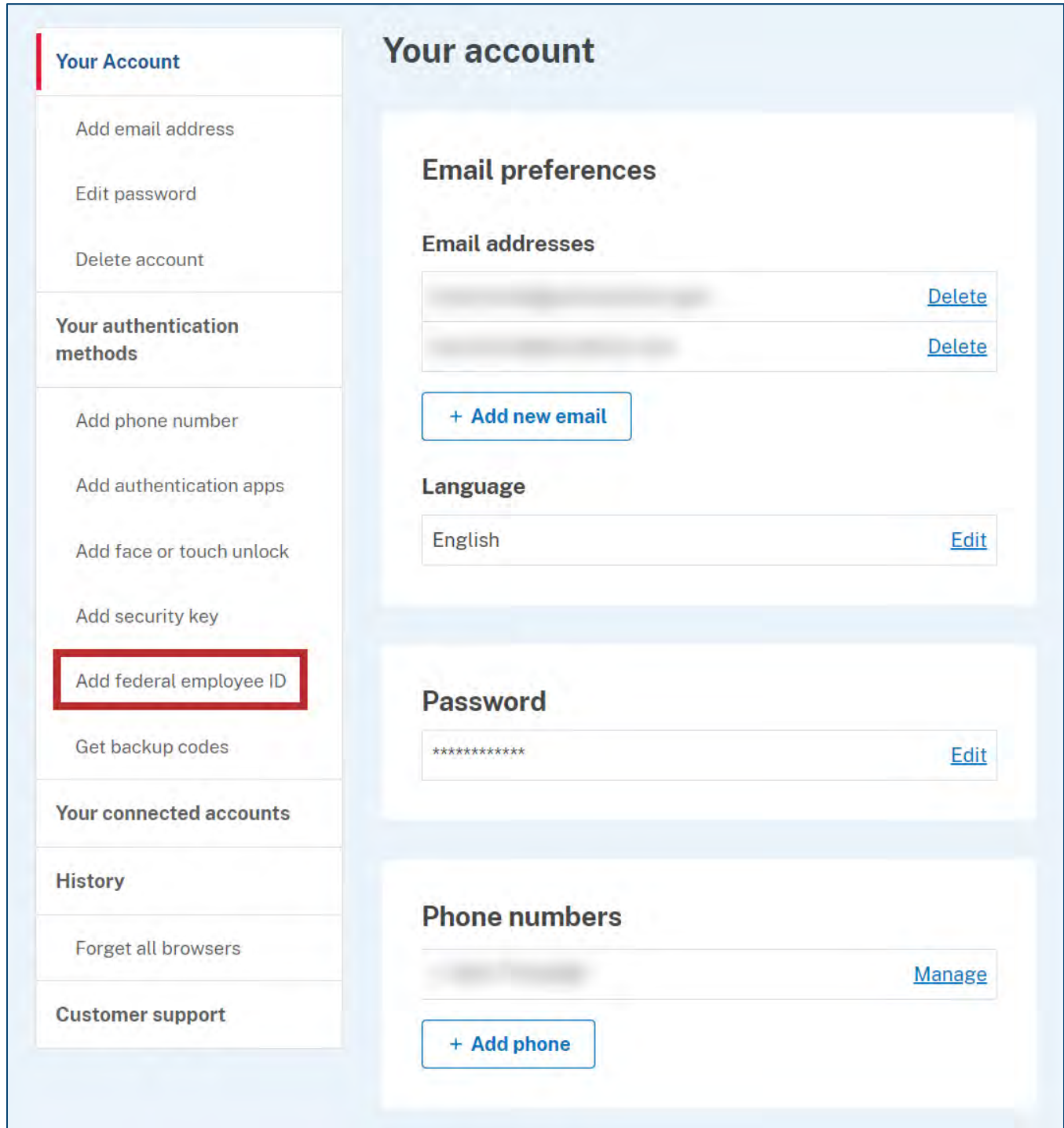
☐ Show password

Sign in

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

Figure 19: Login.gov Sign in screen with Email address field, Password field, and Sign in button

3. The Login.gov “Your account” screen appears. Click the **Add federal employee ID** button in the *Your authentication methods* section of the left menu bar.



Your Account

- Add email address
- Edit password
- Delete account

Your authentication methods

- Add phone number
- Add authentication apps
- Add face or touch unlock
- Add security key
- Add federal employee ID**
- Get backup codes

Your connected accounts

History

- Forget all browsers

Customer support

Your account

Email preferences

Email addresses

- [Redacted] [Delete](#)
- [Redacted] [Delete](#)

[+ Add new email](#)

Language

- English [Edit](#)

Password

- ***** [Edit](#)

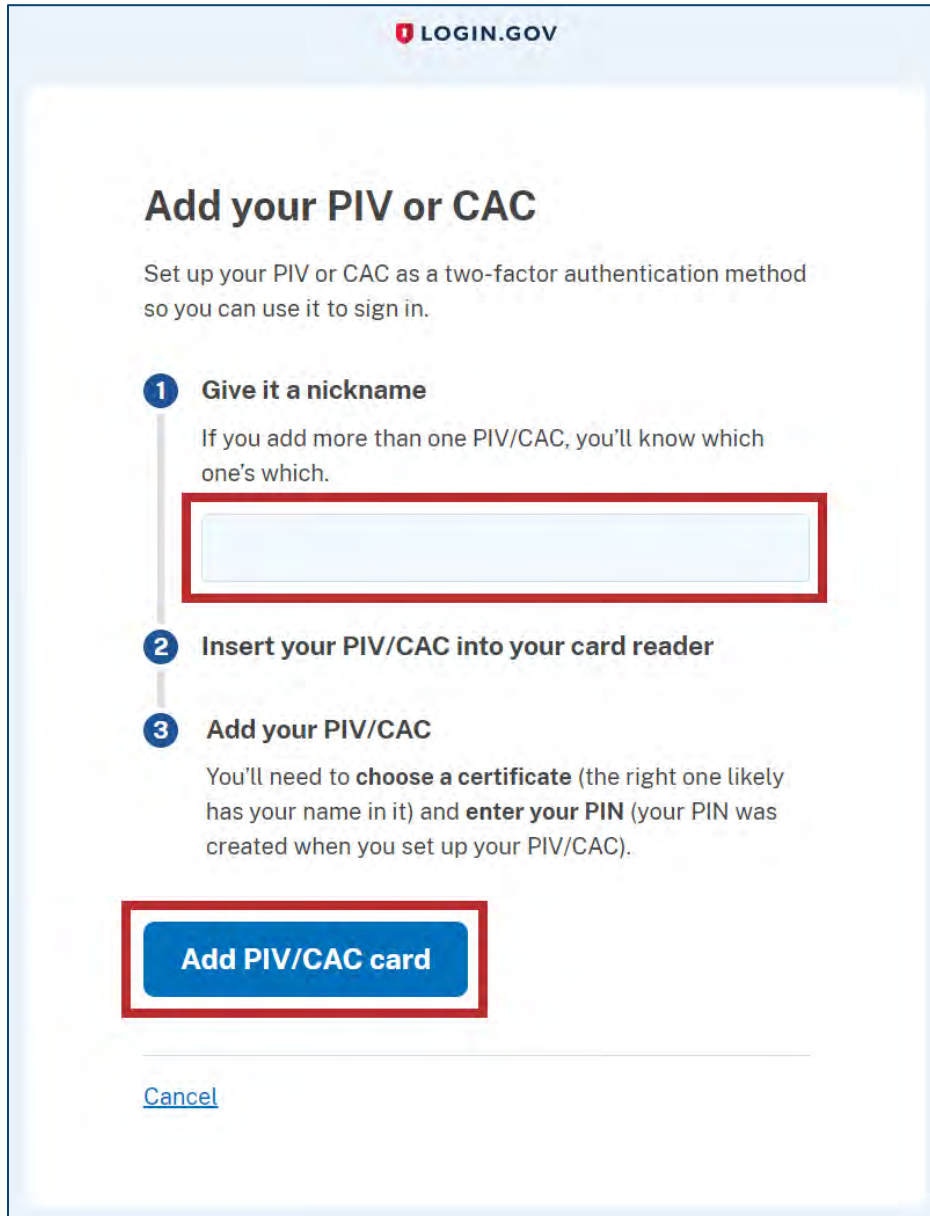
Phone numbers

- [Redacted] [Manage](#)

[+ Add phone](#)

Figure 20: Login.gov Your account screen with Add federal employee ID button

4. The Login.gov “Add your PIV or CAC” screen appears. Enter a nickname in the **Give it a nickname** field, insert your **PIV/CAC card** 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](#)

Figure 21: Login.gov Add your PIV or CAC screen with Give it a nickname field and Add PIV/CAC card button

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

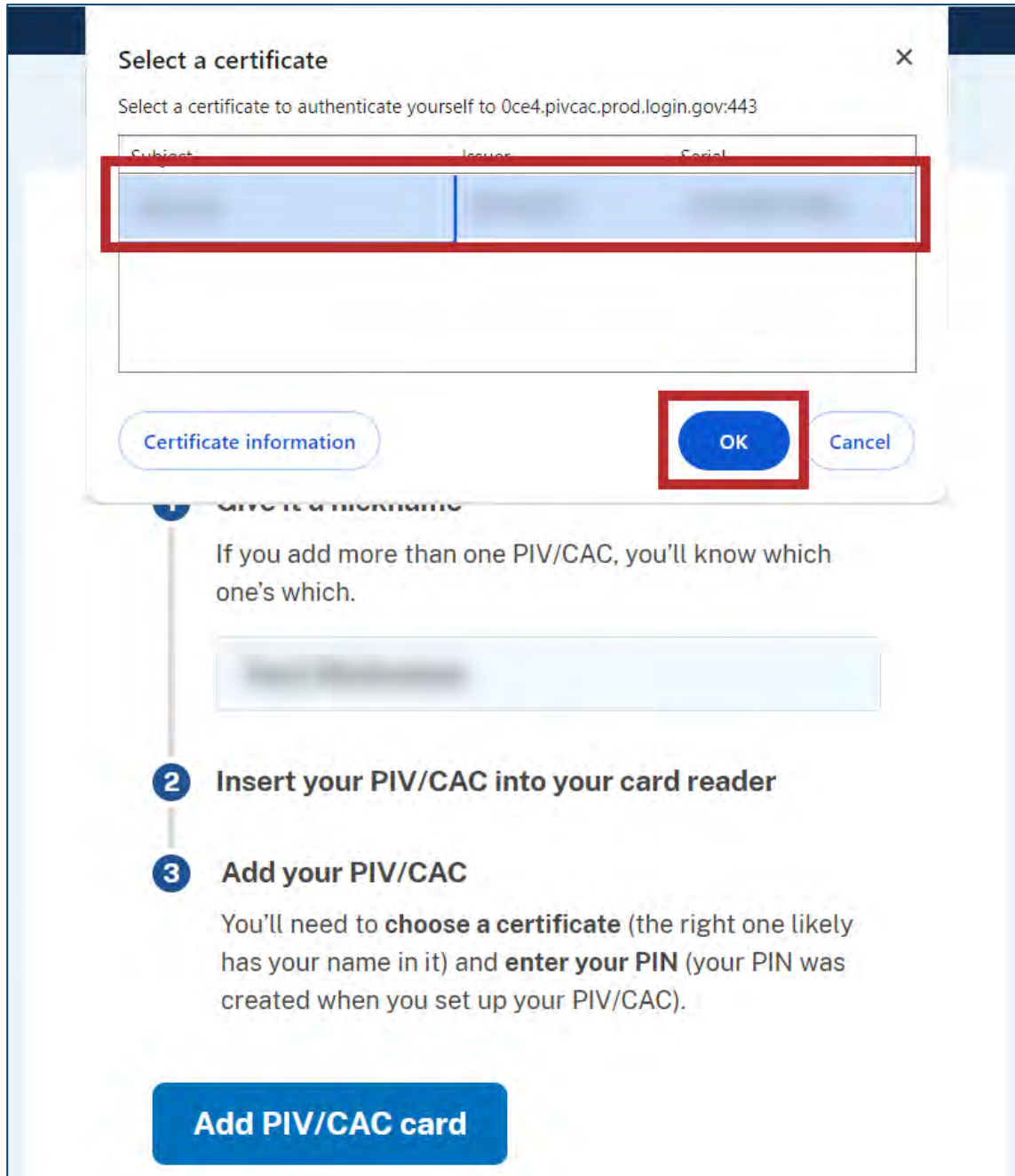


Figure 22: Browser window with PIV certificate and OK button

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

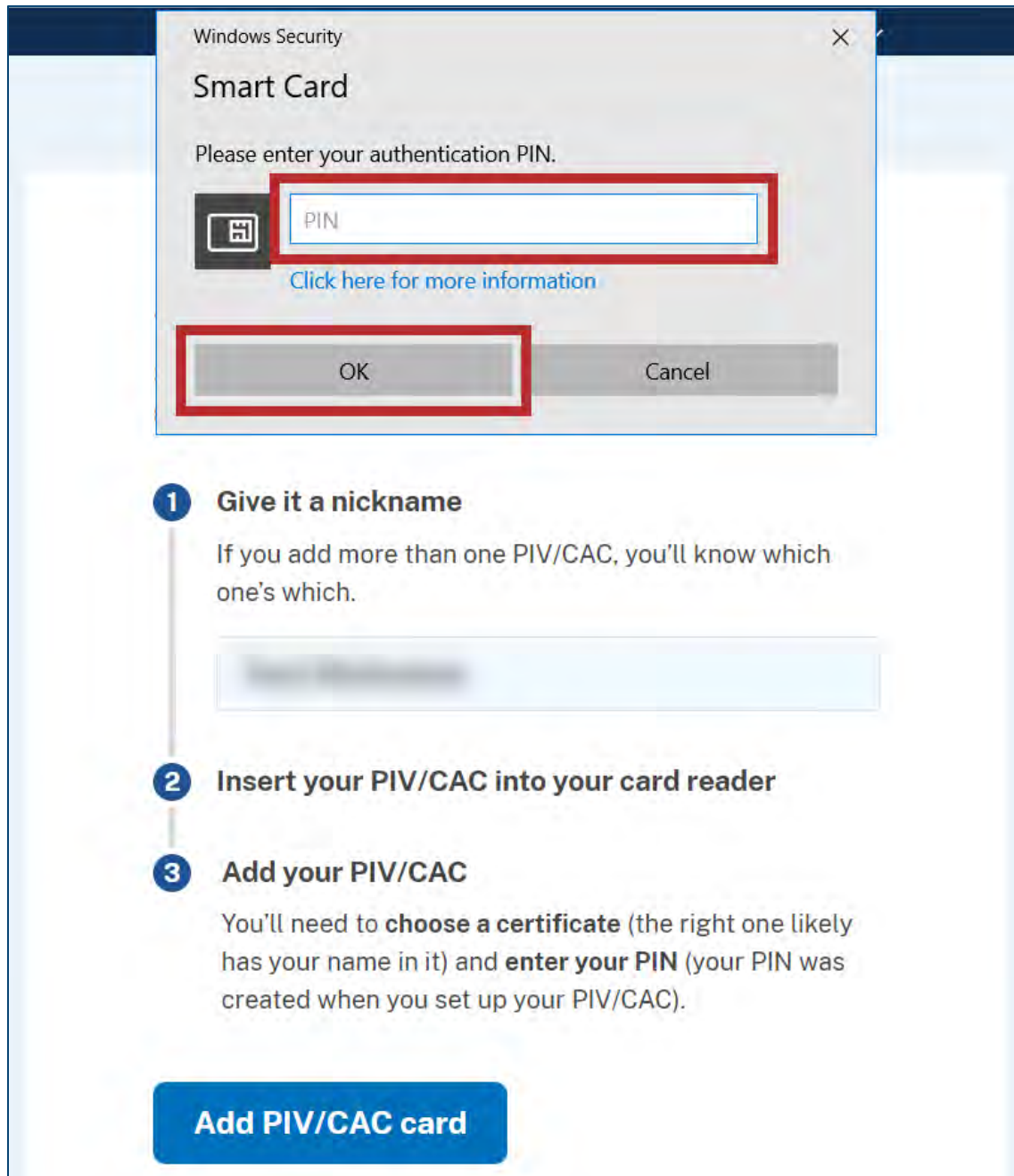
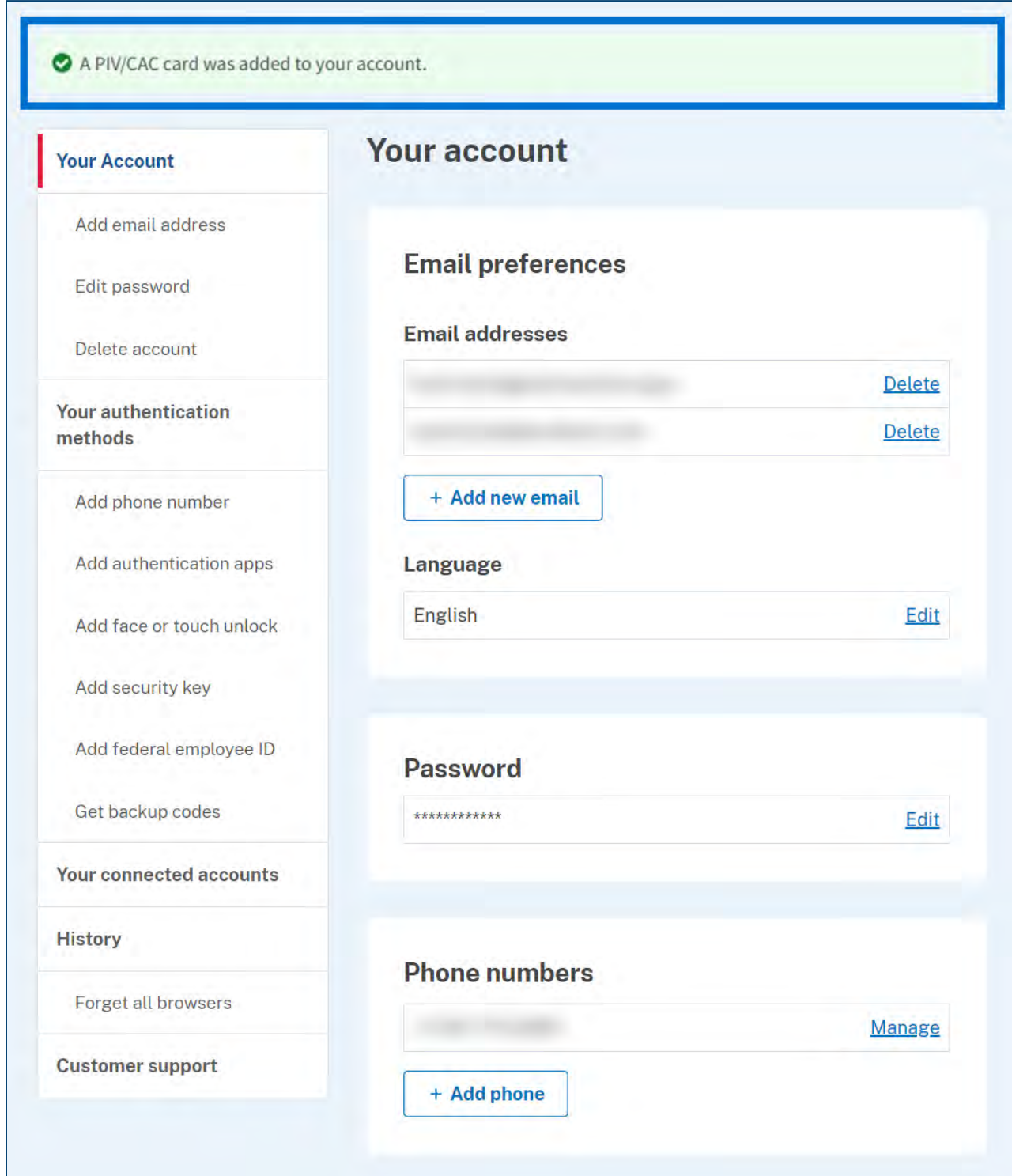


Figure 23: Browser window with PIN field and OK button

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



The screenshot displays the Login.gov "Your account" interface. At the top, a green banner with a checkmark icon and the text "A PIV/CAC card was added to your account." is highlighted with a blue border. Below this, the page is divided into a left sidebar and a main content area. The sidebar contains several menu items: "Your Account" (highlighted with a red vertical bar), "Your authentication methods", "Your connected accounts", "History", and "Customer support". The main content area is titled "Your account" and includes sections for "Email preferences", "Email addresses" (with two entries and "Delete" links, plus an "+ Add new email" button), "Language" (set to "English" with an "Edit" link), "Password" (masked with "*****" and an "Edit" link), and "Phone numbers" (with one entry and a "Manage" link, plus a "+ Add phone" button).

Figure 24: Login.gov Your account screen with PIV/CAC card linked successfully message

Log Into GrantSolutions Through Login.gov Using PIV

A Grantor user email address associated with a Login.gov account may log into GrantSolutions through Login.gov. If logging into GrantSolutions through Login.gov, a Grantor user must use a PIV card associated with the Login.gov account to do so. The Grantor user should create a Login.gov account and add a PIV card to the account prior to attempting to log into GrantSolutions through Login.gov using the PIV card (see [Add a PIV Card to a Login.gov Account](#) section).

To log into GrantSolutions through Login.gov using a PIV card, perform the following steps:

1. From a browser such as Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.

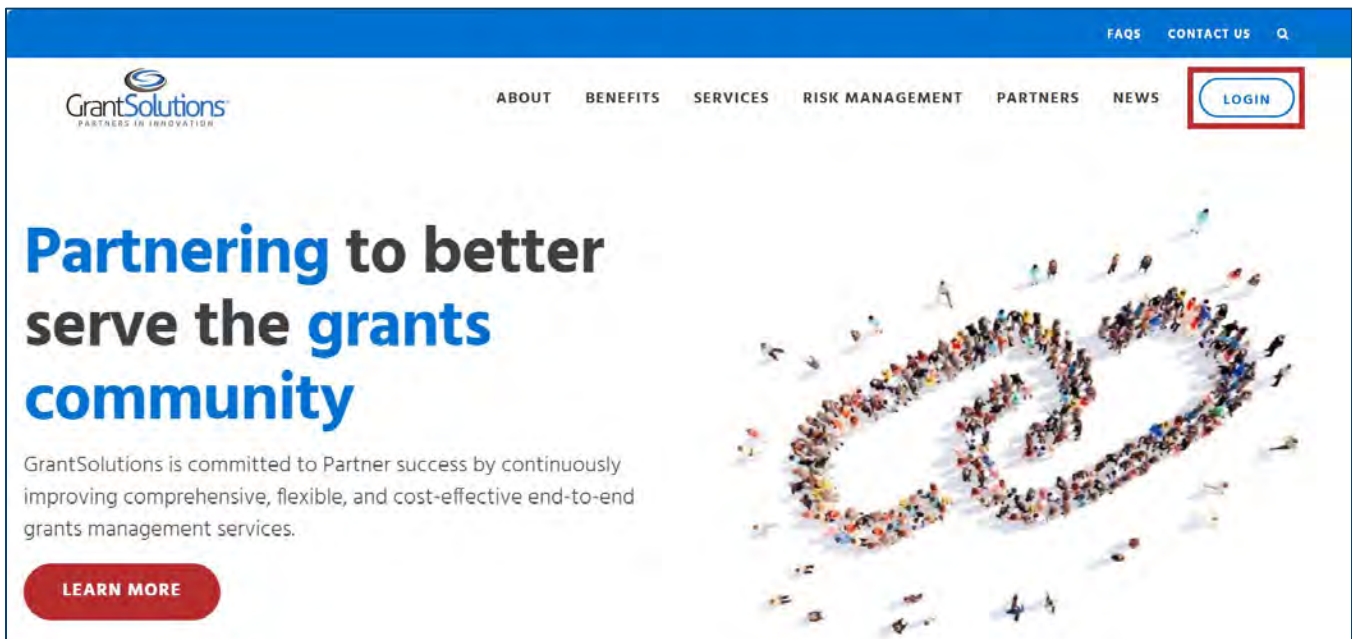
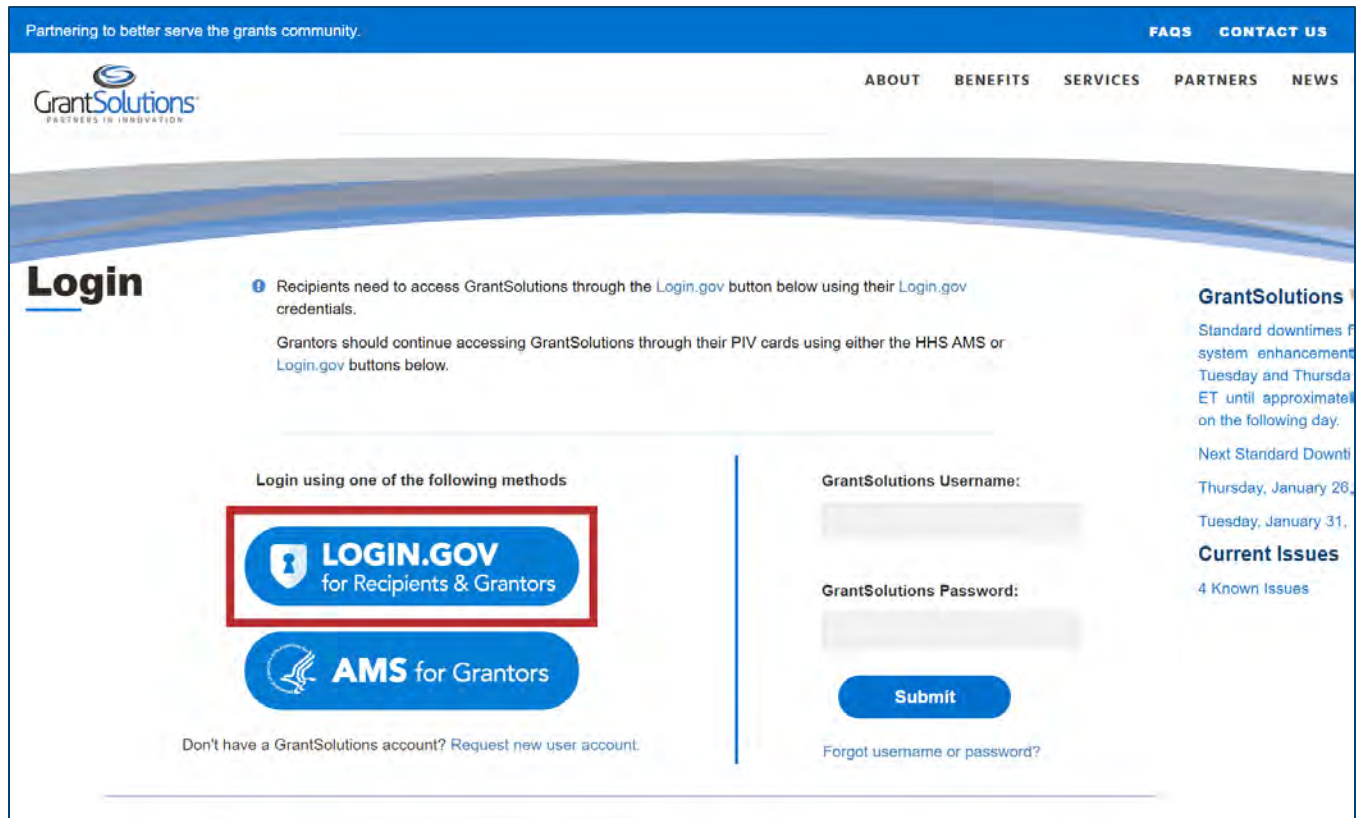


Figure 25: GrantSolutions Public Website with Login button

2. The GrantSolutions “Login” screen appears. Click the **Login.gov** button.



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GrantSolutions
PARTNERS IN INNOVATION



ABOUT BENEFITS SERVICES PARTNERS NEWS FAQS CONTACT US

Login

Recipients need to access GrantSolutions through the [Login.gov](#) button below using their [Login.gov](#) credentials.

Grantors should continue accessing GrantSolutions through their PIV cards using either the HHS AMS or [Login.gov](#) buttons below.

Login using one of the following methods



Don't have a GrantSolutions account? [Request new user account.](#)

GrantSolutions Username:

GrantSolutions Password:

Submit

[Forgot username or password?](#)

GrantSolutions

Standard downtimes for system enhancement Tuesday and Thursday ET until approximately on the following day.

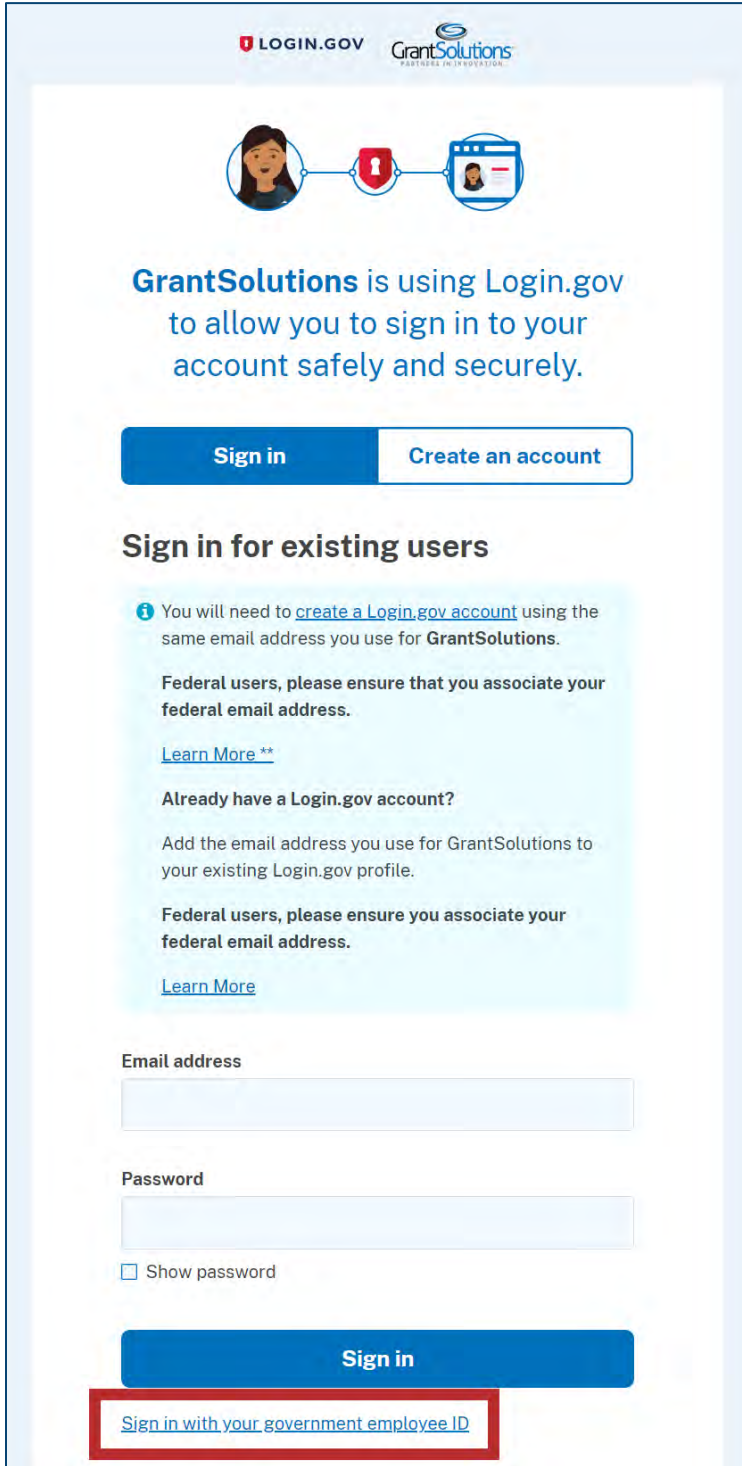
Next Standard Downtime: Thursday, January 26, Tuesday, January 31.



Current Issues




[4 Known Issues](#)

Figure 26: GrantSolutions Login screen with Login.gov button

3. The Login.gov “Sign in” screen appears, this time linked to GrantSolutions. Click the **Sign in with your government employee ID** link at the bottom.




 

GrantSolutions is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

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

Federal users, please ensure that you associate your federal email address.

[Learn More](#) **

Already have a Login.gov account?

Add the email address you use for GrantSolutions to your existing Login.gov profile.

Federal users, please ensure you associate your federal email address.

[Learn More](#)

Email address

Password

☐ Show password

[Sign in](#)

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

Figure 27: Login.gov Sign in screen with Sign in with your government employee ID link

4. The Login.gov “Sign in with your PIV or CAC” screen appears. Click the **Insert your PIV/CAC** button.

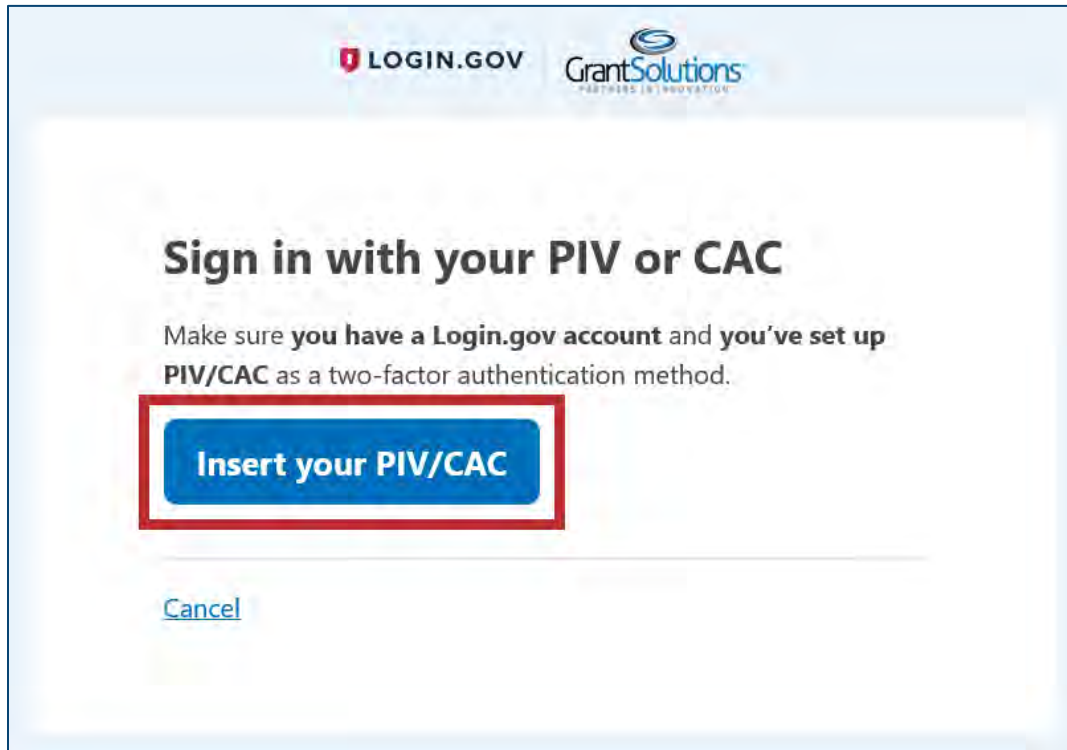


Figure 28: Login.gov Sign in with your PIV or CAC screen with Insert your PIV/CAC button

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

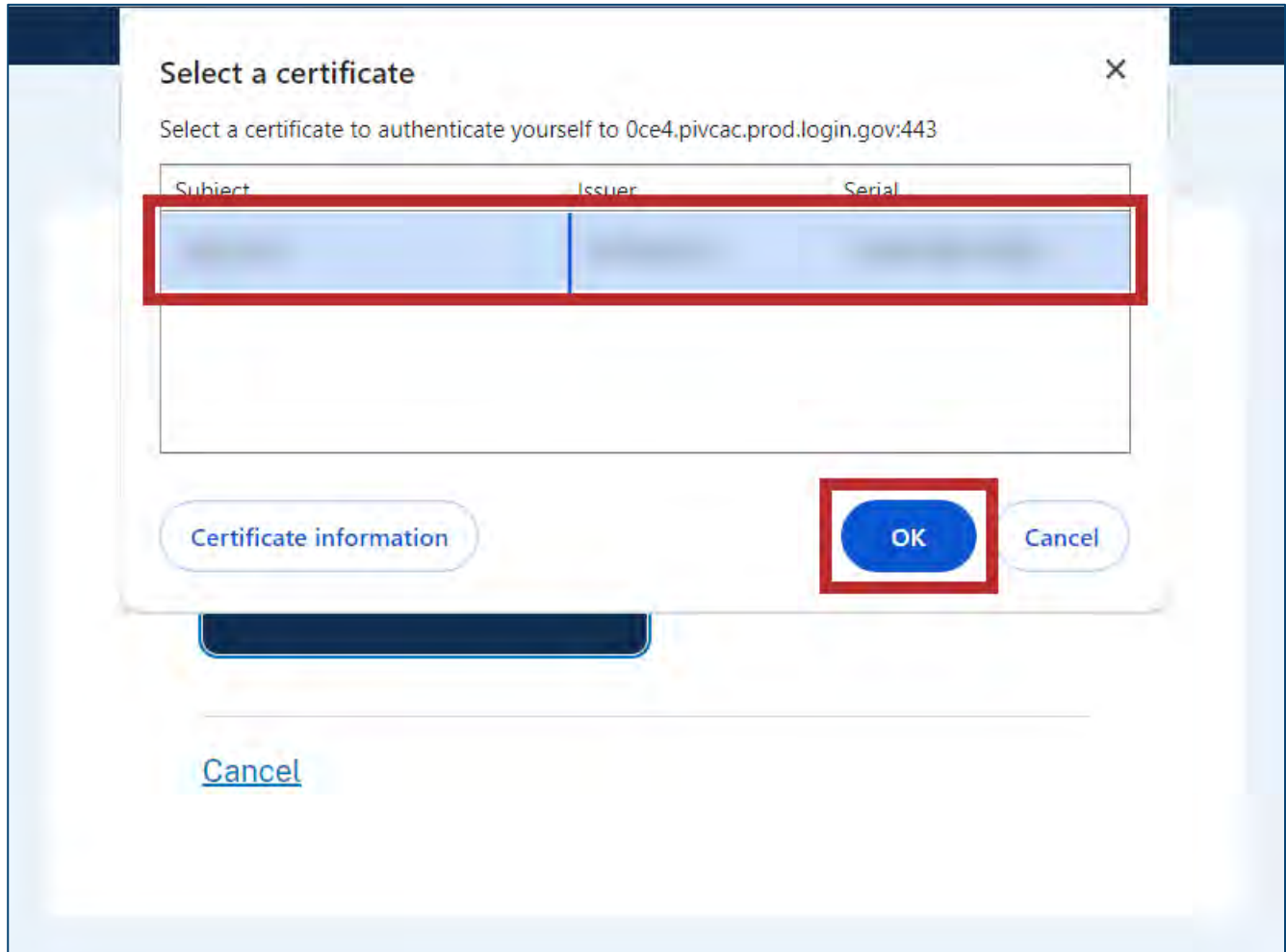


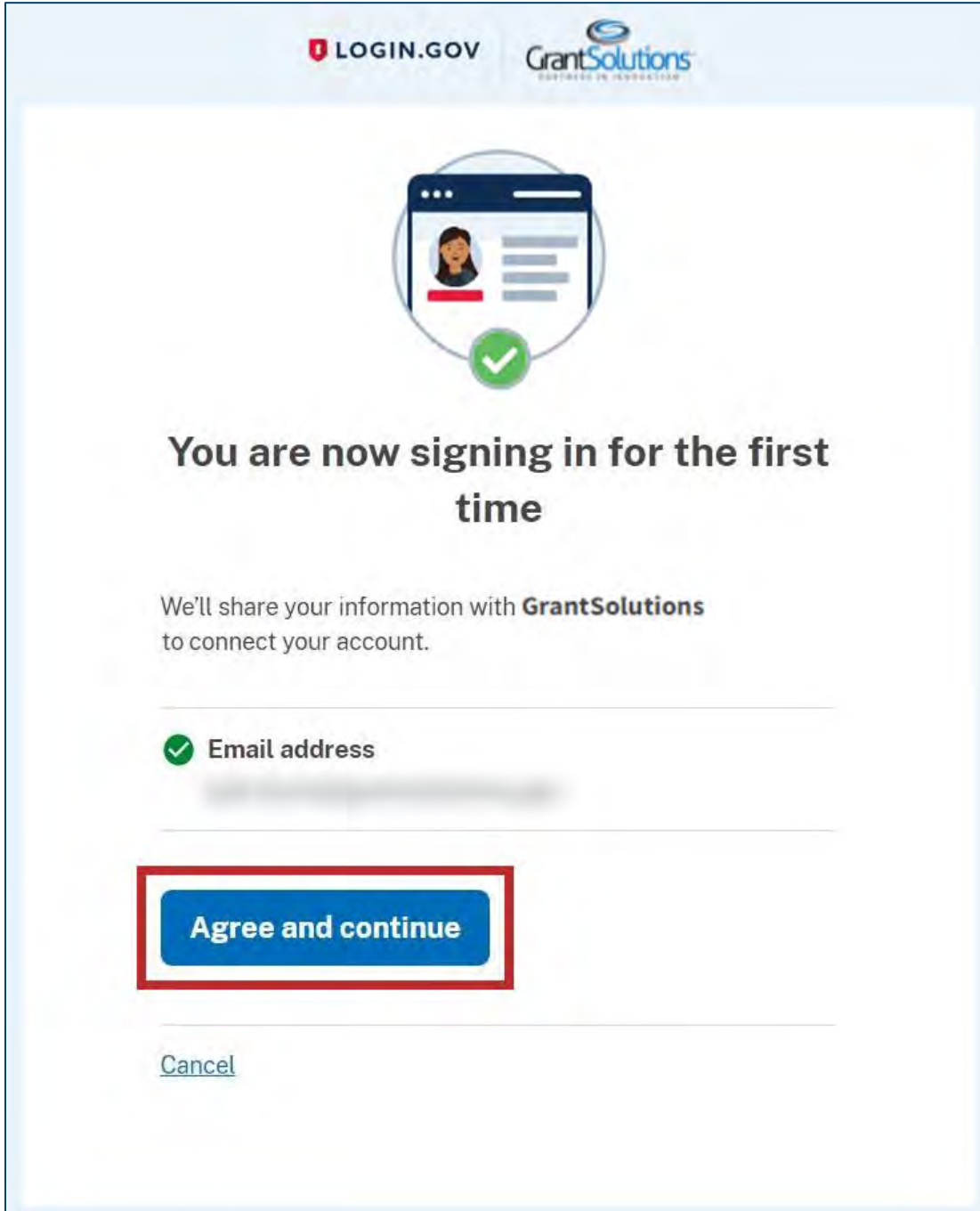
Figure 29: Browser window with PIV certificate and OK button



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




Figure 30: Browser window with PIN field and OK button

8. The Login.gov “You are now signing in for the first time” screen appears with the email address used for the Login.gov account. Click the **Agree and continue** button at the bottom.





 



You are now signing in for the first time

We'll share your information with **GrantSolutions** to connect your account.

 **Email address**



Agree and continue

[Cancel](#)

Figure 31: Login.gov You are now signing in for the first time screen with Agree and continue button

9. If the user has multiple accounts associated to the PIV card, the GrantSolutions “Login” screen appears. The PIV card may be associated to both Grantor and Grant Recipient accounts. Select the radio button for the **Grantor account** to log in with and click the **LOG IN** button.

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

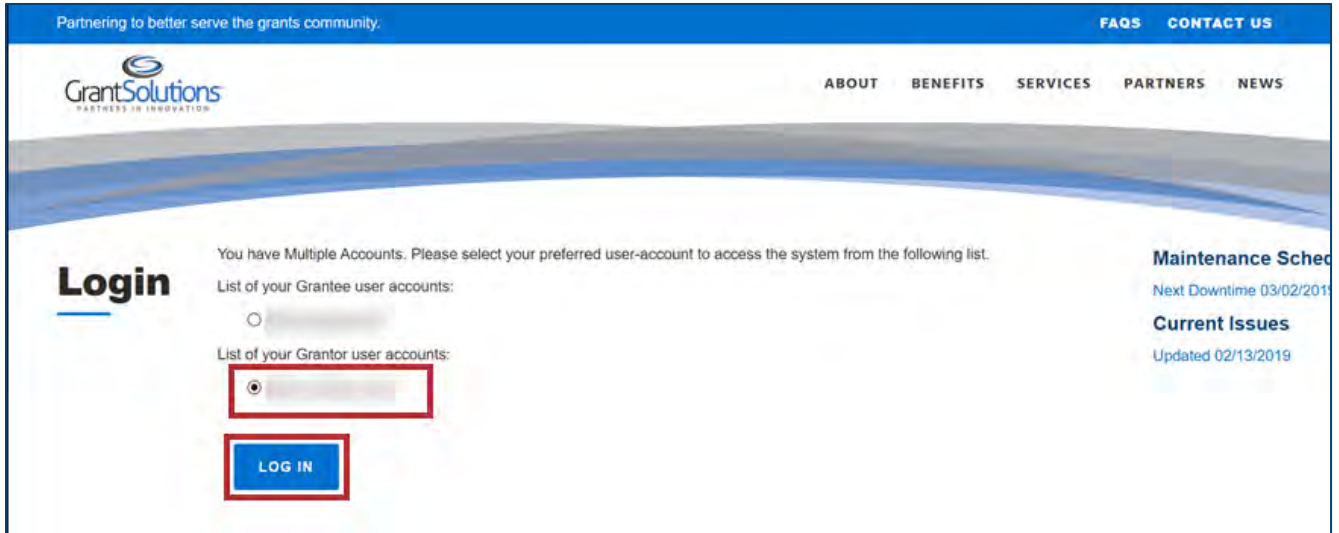


Figure 32: GrantSolutions Login screen with account radio buttons and LOG IN button

10. A message appears stating “Your Account has been activated. Please access the system using your GrantSolutions login page. If you have any questions about accessing the system please contact the GrantSolutions Help Desk.”

Note: This message only appears upon the first log in attempt. Each attempt after the account is activated results in successful log in.

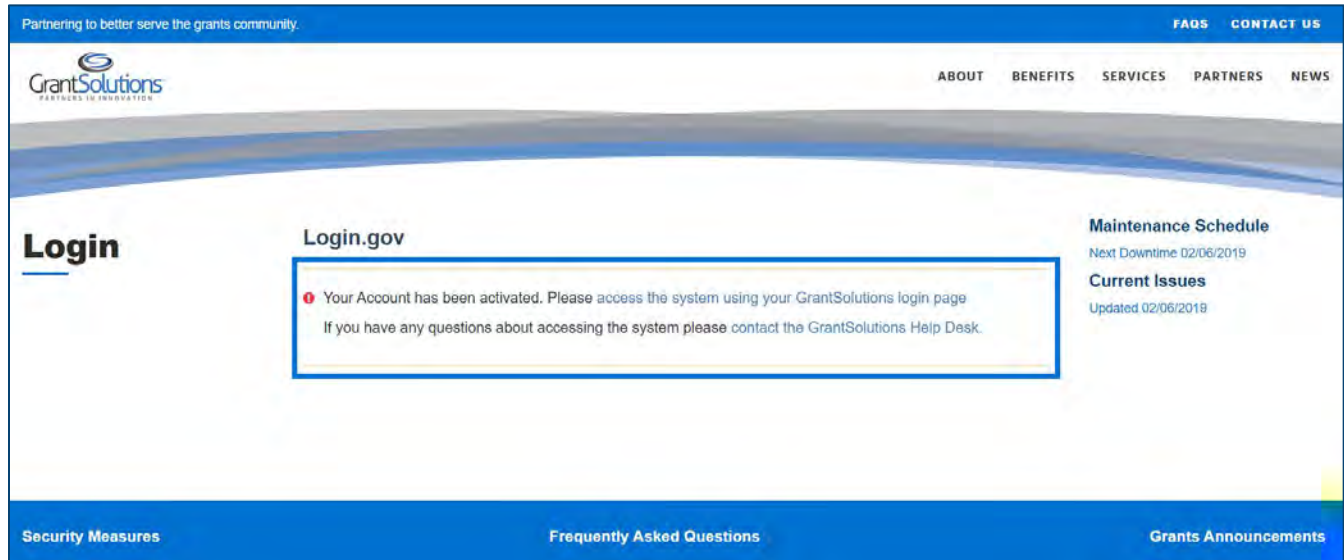


Figure 33: GrantSolutions Login screen with message

11. Click the **access the system using your GrantSolutions login page** link to navigate to the GrantSolutions “Login” screen.

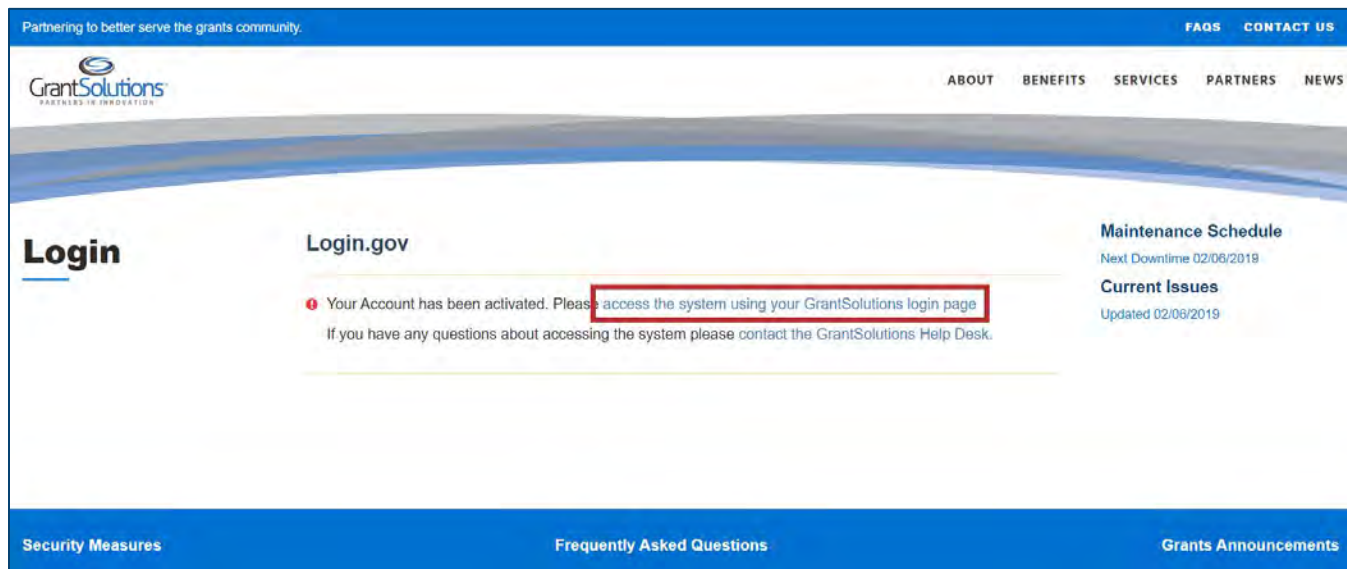
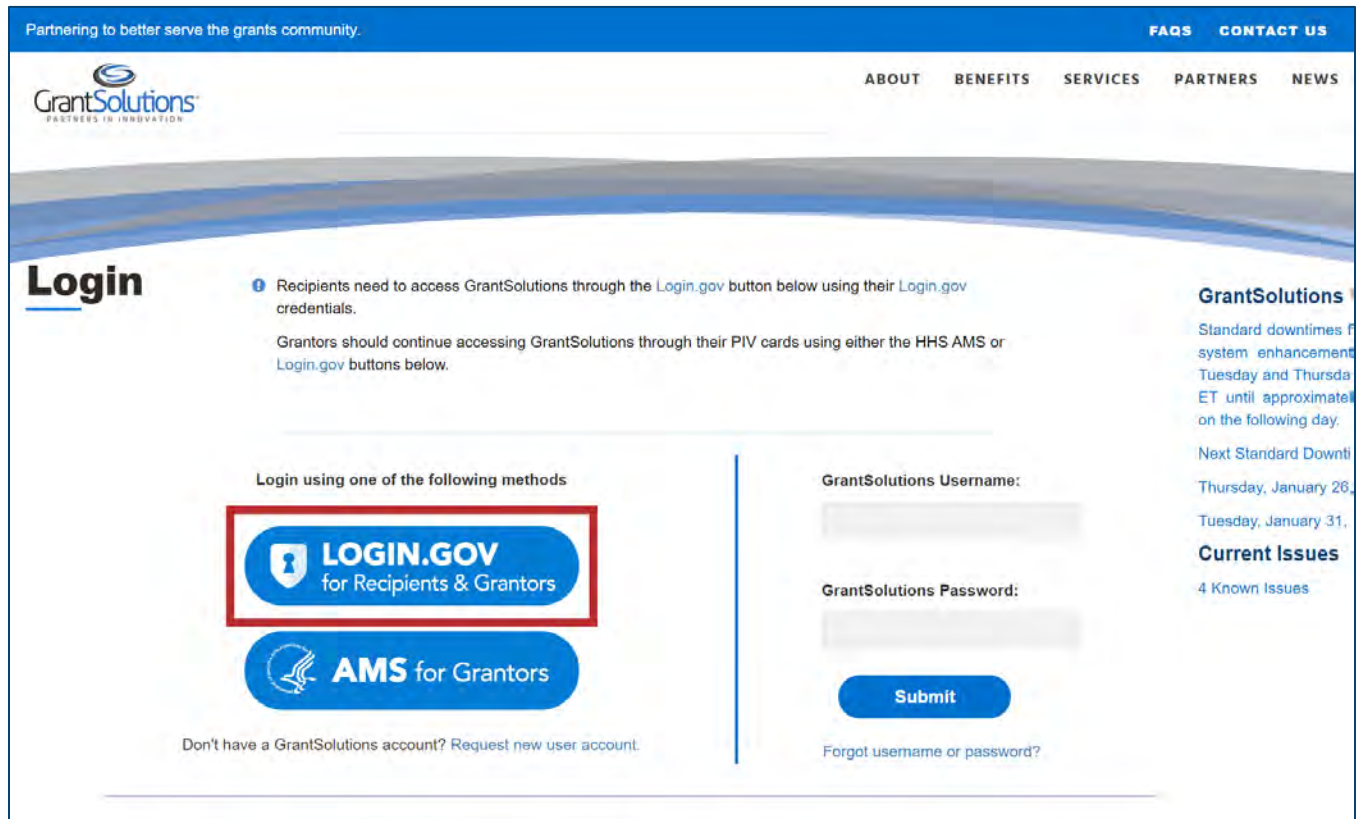


Figure 34: GrantSolutions Login screen with access the system using your GrantSolutions login page link

12. On the GrantSolutions “Login” screen, click the **Login.gov** button.



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Login

Recipients need to access GrantSolutions through the [Login.gov](#) button below using their [Login.gov](#) credentials.

Grantors should continue accessing GrantSolutions through their PIV cards using either the HHS AMS or [Login.gov](#) buttons below.

Login using one of the following methods

LOGIN.GOV
for Recipients & Grantors

AMS for Grantors

Don't have a GrantSolutions account? [Request new user account.](#)

GrantSolutions Username:

GrantSolutions Password:

Submit

[Forgot username or password?](#)

GrantSolutions

Standard downtimes for system enhancement Tuesday and Thursday, January 26, 2022, 12:00 PM ET until approximately 12:00 PM ET on the following day.

Next Standard Downtime: Thursday, January 26, 2022, 12:00 PM ET until approximately 12:00 PM ET on Tuesday, January 31, 2022.

Current Issues

4 Known Issues

Figure 35: Grantsolutions Login screen with Login.gov button

13. On the Login.gov “Sign in” screen, repeat the steps in the [Log Into GrantSolutions Through Login.gov Using PIV](#) section to log in.

The GrantSolutions “Home” screen appears upon successful log in.

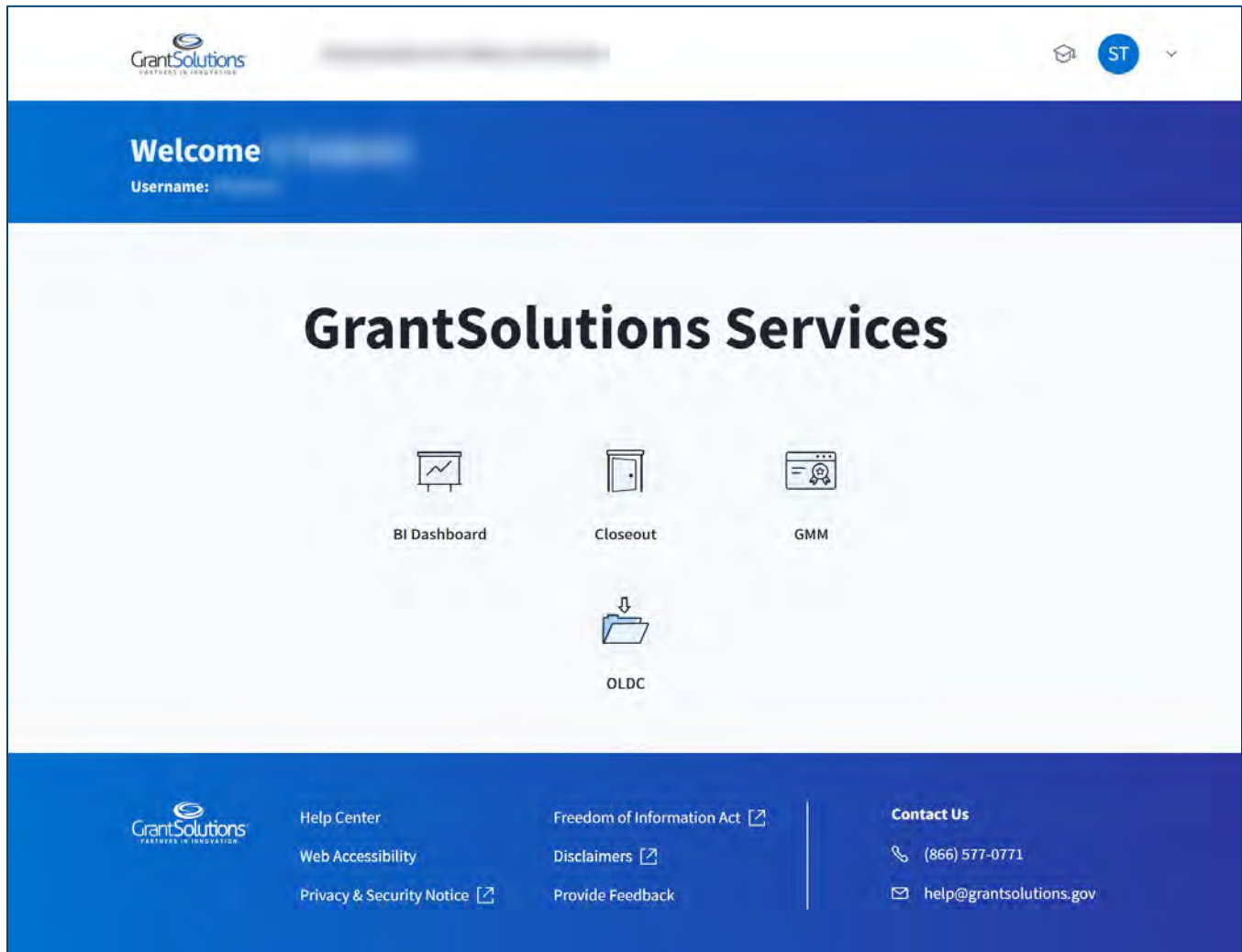


Figure 36: GrantSolutions Home screen