September 15, Deadline for Recipients to Register with ID.me, Enable Multi-factor Authentication and Validate Identity

Recipient organization users are required to register, validate identity, and enable multi-factor authentication (MFA) with ID.me before September 15, 2023.

This Presidential, OMB and Treasury requirement will prevent public users from logging into ASAP.gov unless they act prior to September 15th. **After September 15, recipient organization users will not be able to log into ASAP.gov until they register, validate identity, and enable multi-factor authentication in ID.me.**

Our goal is for every user to be prepared for this mandate, so here is a step-by-step guide to help recipient organization users get started. Successfully following the steps below will ensure recipient organization users have an identity validated ID.me account with multi-factor authentication.
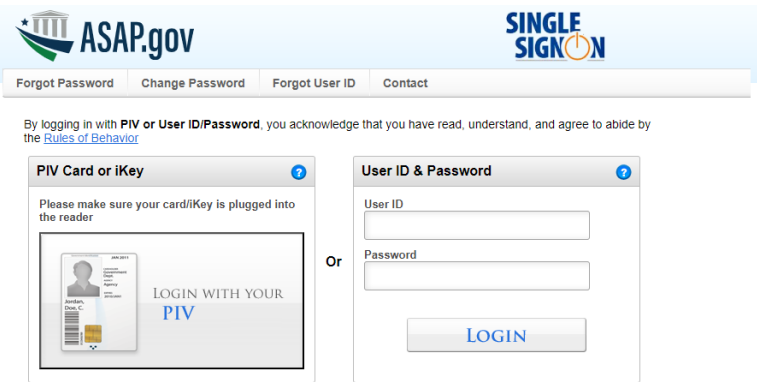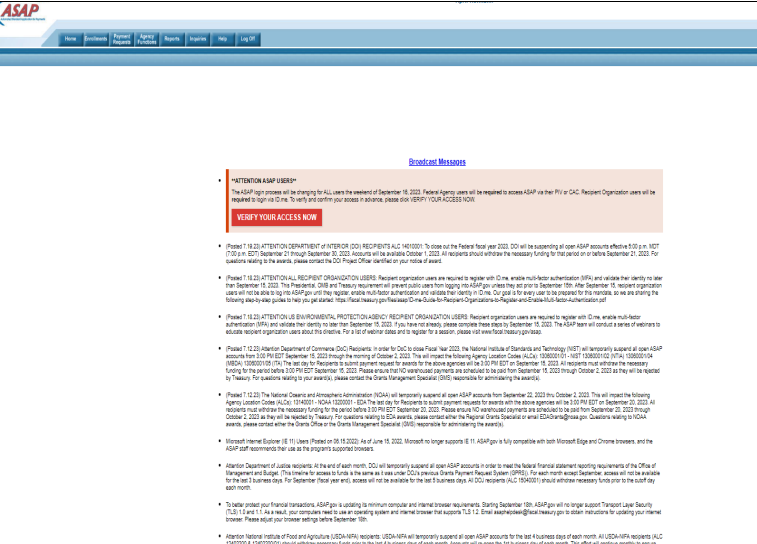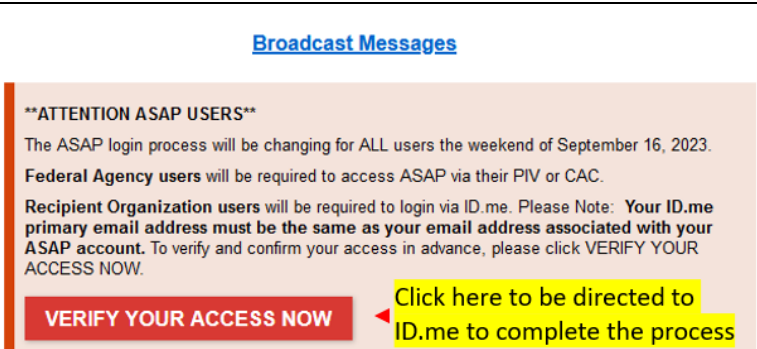
The ASAP team is continuing to host free webinars for recipient organization users to learn more. For a list of webinar dates and to register visit www.fiscal.treasury.gov/asap

Steps to complete before the September 15 deadline.

1. Log into ASAP.gov (contact your organization if cannot) → 2. Click [Verify Your Access Now] → 3. Register with ID.me → 4. Enable multi-factor authentication via ID.me → 5. Validate Identity via ID.me
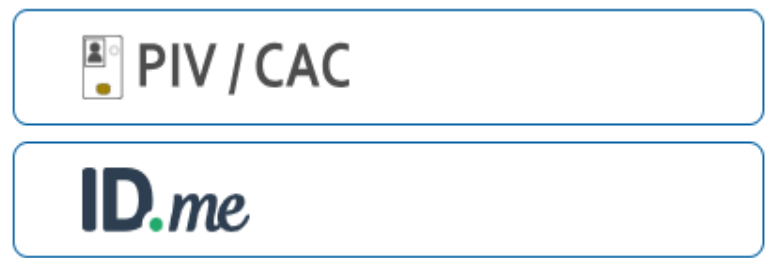
*You must be an active ASAP.gov user before you can start. If you require access to ASAP.gov, please contact the user in your organization with the "Point of Contact" role. Once you are enrolled and can successfully log into ASAP.gov, you can then proceed with the steps listed below.

ID.me Guide to Register, Enable Multi-factor Authentication, and Validate Identity

Step	Screen Image
1. Open an internet browser window and type www.asap.gov. You will be taken to ASAP's login page.	
2. Log into ASAP.gov You must be an active ASAP user to proceed. If you require access to ASAP.gov, please contact your organization's ASAP user with the role of "Point of Contact" to become enrolled. Once enrolled and can successfully log into ASAP.gov, you can continue with the instructions that follow.	
3. You will see a Broadcast Message titled "ATTENTION ASAP USERS". Click on the "Verify Your Access Now" link located in the red box.	

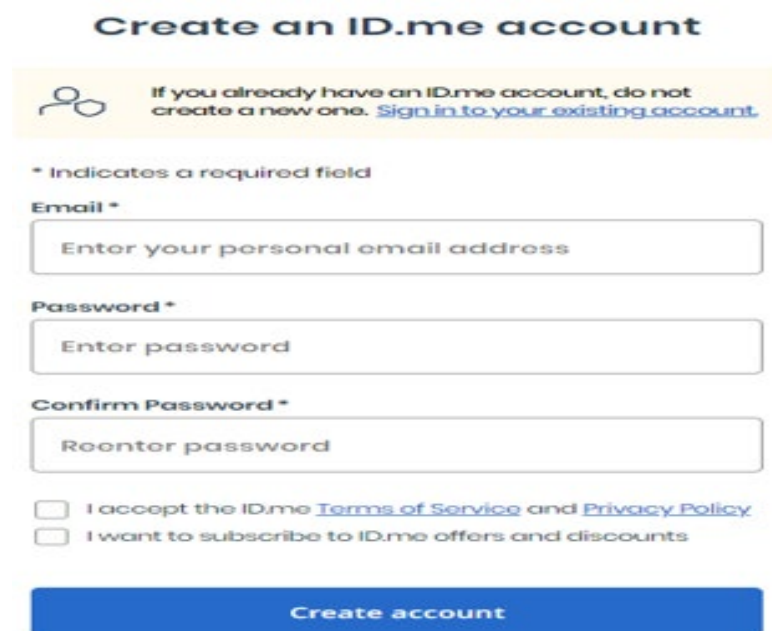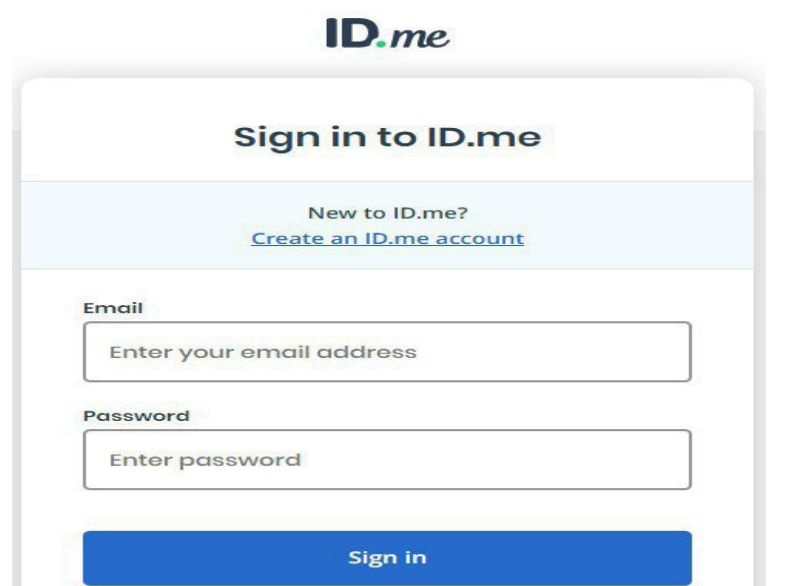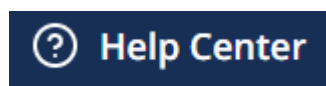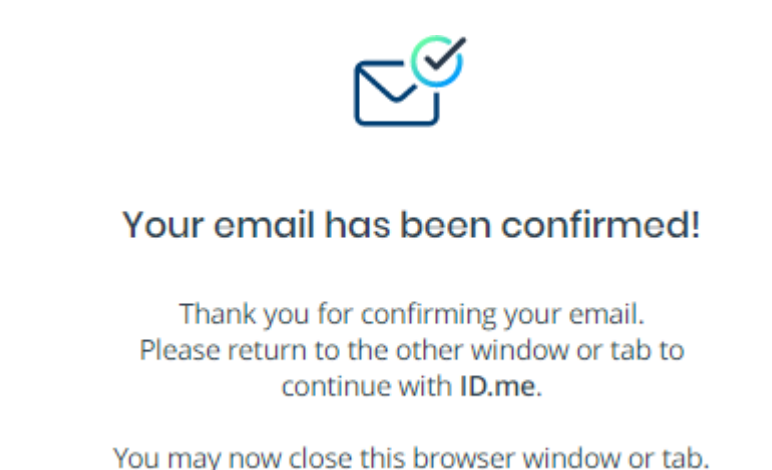|	
4. Select "ID.me" from the login options listed.	**PIV / CAC** **ID.me**
5. Log into ID.me using your current login credentials. If you do **not** have an ID.me account, proceed to step 7. Note: The primary email address associated with your ID.me account must be the same as the email address associated with your ASAP.gov account. If it is not, you will need to add your ASAP.gov email address. Instructions for adding an additional email address are on page nine (9).	**ID.me** **Sign in to ID.me** New to ID.me? Create an ID.me account Email Enter your email address Password Enter password **Sign in**
6. You are now logged into ID.me. Note: You must enable Multi-Factor Authentication (MFA). This provides an added step of security for your account. If you are an existing ID.me user without MFA, proceed to step 10.	
7. Click on "Create an ID.me account". If you have problems or questions, visit https://help.id.me/hc/en-us. Select "Help Center" at the top right of your account. There will be a Search feature and a list of Troubleshooting Topics for you to choose from. **② Help Center**	**ID.me** **Sign in to ID.me** New to ID.me? Create an ID.me account Email Enter your email address Password Enter password **Sign in**

8. Enter the email associated with your ASAP account and enter a password. The screen will prompt you to enter your personal email address. DO NOT DO THIS. Instead, enter the email address associated with and linked to your ASAP.gov account. Click the checkbox to accept ID.me terms and conditions and privacy policy. Then, select "Create account".

Create an ID.me account

If you already have an ID.me account, do not create a new one. Sign in to your existing account.

* Indicates a required field

Email *

Enter your personal email address

Password *

Enter password

Confirm Password *

Reenter password

☐ I accept the ID.me Terms of Service and Privacy Policy
☐ I want to subscribe to ID.me offers and discounts

Create account

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9. Check your inbox for an email from ID.me. Click the button in the email to confirm your email address. Then, return to your internet browser. The page will automatically move forward to the next step.

Note: This ID.me link will expire within 15 minutes. Be sure to check your junk/spam folder if you do not see it in your inbox.

Your email has been confirmed!

Thank you for confirming your email. Please return to the other window or tab to continue with **ID.me**.

You may now close this browser window or tab.

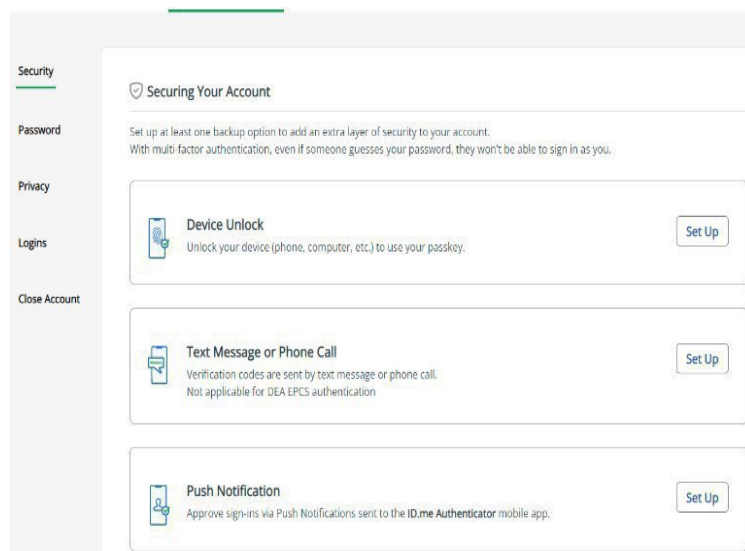10. For added security, all users will need to add a Multi-Factor Authentication (MFA) to their account.

MFA strengthens account security by requiring two factors to confirm your identity when you sign in to your ID.me account. These factors typically include:

- Something you know (e.g., username and password)
- Something you own (e.g., phone number, smartphone, tablet, mobile app, and NFC-enable security key)
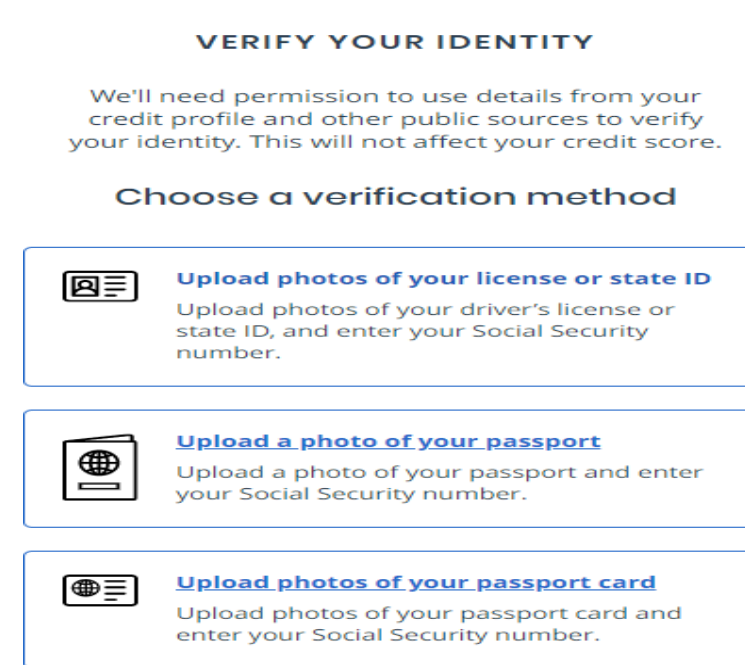
11. Click the drop-down menu next to your name to select "My Account". Next, click the "Sign In & Security" tab.

- Select "Security". There, you will be shown the various MFA options.
- Select "Set up" to add a new MFA method and follow the steps to enable that MFA method. If you want to delete a previously stored MFA method, select the trash can icon.

Note: ASAP access requires at least one enabled MFA method.

Security

Password

Privacy

Logins

Close Account

⊘ Securing Your Account

Set up at least one backup option to add an extra layer of security to your account.
With multi-factor authentication, even if someone guesses your password, they won't be able to sign in as you.

Device Unlock   [Set Up]
Unlock your device (phone, computer, etc.) to use your passkey.

Text Message or Phone Call   [Set Up]
Verification codes are sent by text message or phone call.
Not applicable for DEA EPCS authentication

Push Notification   [Set Up]
Approve sign-ins via Push Notifications sent to the ID.me Authenticator mobile app.

12. You will now need to verify your identity. Choose a document type (e.g., driver's license, state ID, passport, or passport card).

VERIFY YOUR IDENTITY

We'll need permission to use details from your credit profile and other public sources to verify your identity. This will not affect your credit score.

Choose a verification method

Upload photos of your license or state ID
Upload photos of your driver's license or state ID, and enter your Social Security number.

Upload a photo of your passport
Upload a photo of your passport and enter your Social Security number.

Upload photos of your passport card
Upload photos of your passport card and enter your Social Security number.

13. Read and acknowledge the "Consent for ID.me to collect Biometric Data and Sensitive Personal Information".

14. Either upload existing photos from your desktop or type in the phone number of a cell phone that can take pictures. If you choose to take pictures with your phone, ID.me will text you a secure link that will open your phone camera.

VERIFY YOUR IDENTITY

①—②—③—④—⑤

Take photos of your identity document

Enter a mobile phone number, then we'll text you a link to take photos of your identity document.

Identity Document

Driver's License	Change document

Mobile Phone Number *

🇺🇸 ▾   (304) ___-____

Please enter a valid phone number for United States

Your smartphone must have a camera and a web browser.

By entering your phone number, you agree to receive notifications through text message or voice calls during sign-in attempts in order to protect your account.

Continue

15. Follow the instructions to take pictures of your ID. For a driver's license, state ID, or passport card, remember to take a photo of the front and back. When you're satisfied with the photos, click continue.

ID.me + USA GA

Take photos of your driver's license or state ID

Front side

Take a photo

Back side

Take a photo

Continue
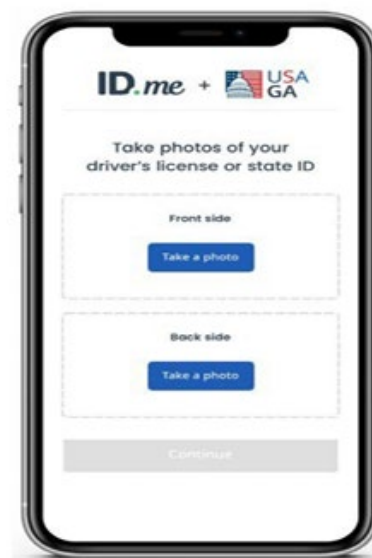
16. Follow the instructions to take a selfie. Ensure you're in a well-lit area.

17. The final step to verify your identity is to enter your Social Security Number.

    If you have problems or questions, visit https://help.id.me/hc/en-us. Select "Help Center" at the top right of your account. There will be a Search feature and a list of Troubleshooting Topics for you to choose from.

VERIFY YOUR IDENTITY

①——②——③——**④**——⑤

Enter your Social Security number

Social Security Number (#########) *

##########

The Social Security number is used as a unique identifier to confirm identity. This will not affect your credit score.

Back   **Continue**

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18. Make sure that all your information is accurate and complete. If it is, check the box attesting that the information is accurate, and then click continue. If not, hit the edit buttons to make changes.

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19. You will then see a message saying that your identity has been successfully verified. By clicking "Allow", ID.me will be able to proceed.

    If you have problems or questions, visit https://help.id.me/hc/en-us. Select "Help Center" at the top right of your account. There will be a Search feature and a list of Troubleshooting Topics for you to choose from.

AUTHORIZE U.S. DEPARTMENT OF TREASURY

Before we send you back to **U.S. Department of Treasury**, we need your permission to share your verified identity information.

Please note that only information obtained from the verification process will be shared.

U.S. Department of Treasury will receive:

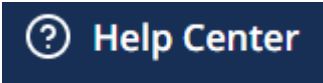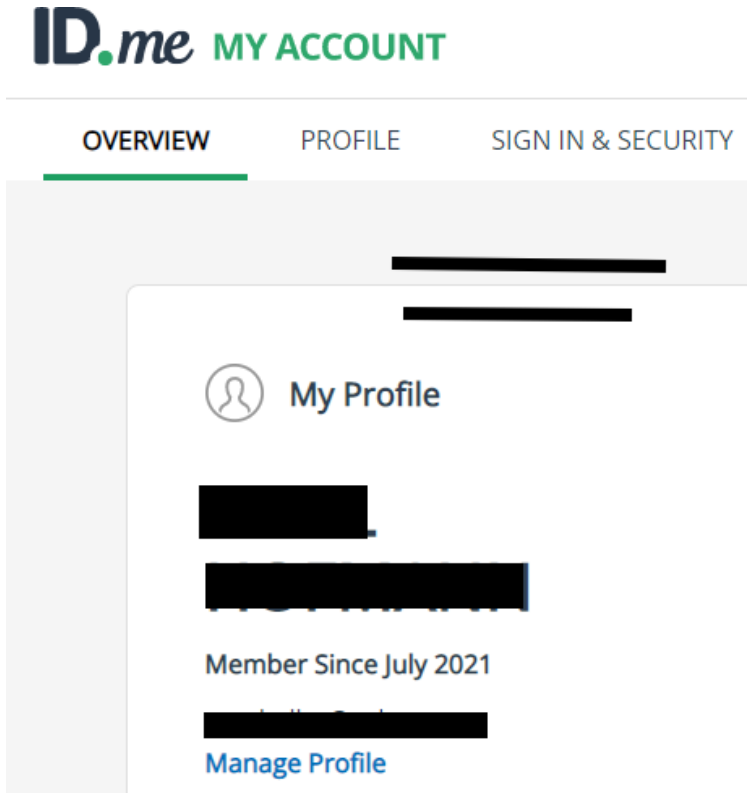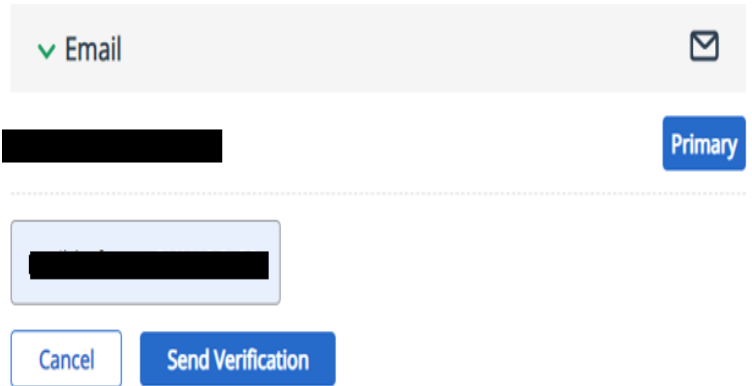| ✅ Middle Name | ✅ Street |
✅ Phone	✅ SSN
✅ Last Name	✅ Email
✅ Postal Code	✅ Birth Date
✅ First Name	✅ Group Association
✅ City	✅ State

You can remove this access at any time by changing your **ID.me** account settings.

Allow

Deny

20. **Congratulations! You have successfully registered, enabled multi-factor authentication, and validated the identity for your ID.me account. If additional information is needed, you will be prompted to enter those details when logging into ASAP.gov after September 15, 2023.**

ID.me Guide to Add Additional Email Address

Step	Screen Image
1. Log into ID.me using your current login credentials. 2. Once logged in, select your name in the top-right corner and then select "My Account" from the drop-down. 3. Select "Profile" from the listed menu options. If you have problems or questions, visit https://help.id.me/hc/en-us. Select "Help Center" at the top right of your account. There will be a Search feature and a list of Troubleshooting Topics for you to choose from.	
4. Select the blue "+ Add Email" option and enter the new email address. 5. Select "Send Verification". A confirmation message will be sent to this email address. 6. After confirming your email address via the email that was sent, navigate back to the "Profile" tab within your ID.me account. Note: Your new email address will show as "Not Verified" until you confirm this via an email sent from ID.me. 7. Confirm the new email address has been added to your ID.me account.	

8. Now that the email address used with ASAP.gov has been added, you will need to select "Make Primary" to make it the primary email address associated with your ID.me account.	
9. Confirm that you now see your ASAP.gov email address as the primary email in your ID.me account. If so, you've successfully added the email used with ASAP.gov and made it your primary email address.	