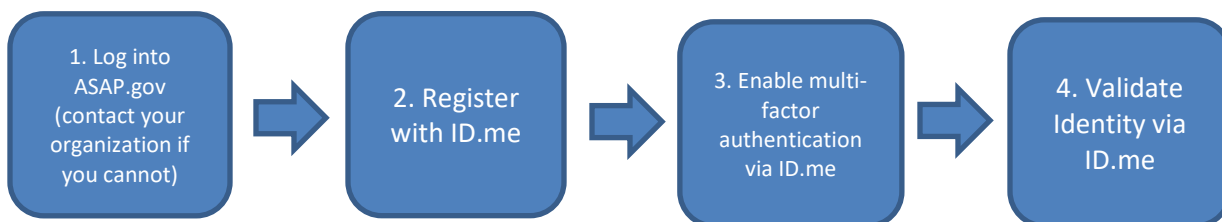




Recipient Guide to Register with ID.me, Enable Multi-factor Authentication and Validate Identity

Security requirements require ASAP.gov recipient organization users to register, validate identity, and enable multi-factor authentication (MFA) with ID.me. Recipient organization users are not able to log into ASAP.gov until they complete these steps. Successfully following the steps in this guide will ensure recipient organization users have an identity validated ID.me account with multi-factor authentication.

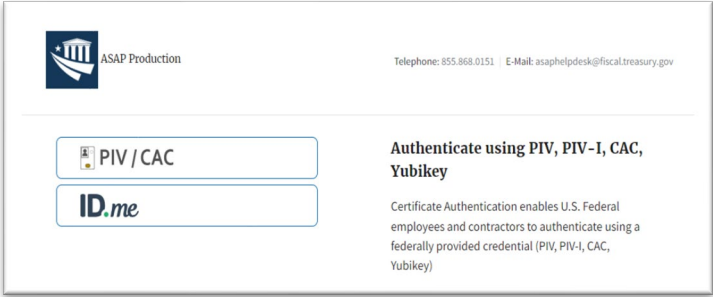
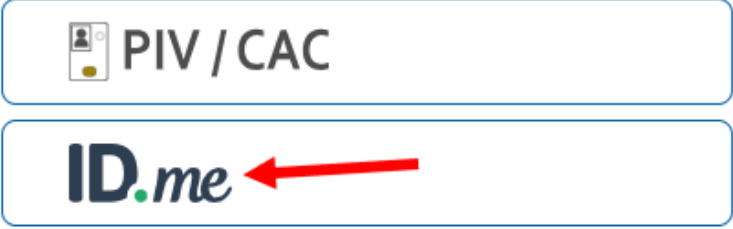

Process Overview:



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 in this guide.

To learn more about ASAP.gov, attend an upcoming webinar. Here is a link to register for any of the upcoming free webinars: <https://fiscal.treasury.gov/asap/#webinars>

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

Step	Screen Image
<p>1. Open an internet browser window and type www.asap.gov. You will be taken to ASAP's login page.</p>	
<p>2. Select ID.me from the login options listed.</p> <p>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.</p>	
<p>3. Log into ID.me using your current login credentials. If you do not have an ID.me account, proceed to step 5.</p> <p>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 8.</p>	

4. 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.

5. 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.

6. 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 UNLESS YOUR ASAP EMAIL IS YOUR PERSONAL EMAIL ADDRESS. 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”.

7. 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.

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

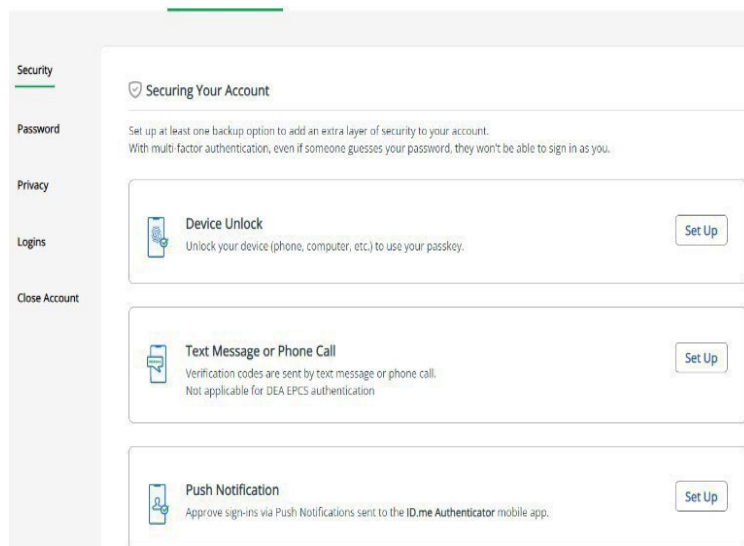
MFA strengthens account security by requiring two factors to confirm your identity when you sign in to your ID.me account. These factors typically include:

- Something you know (e.g., username and password)
- Something you own (e.g., phone number, smartphone, tablet, mobile app, and NFC-enable security key)

9. 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.



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

Note: If you do not reside in the United States (you are an International user), please see the instructions beginning on page 10).

[I don't live in the United States](#)

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.

- Read and acknowledge the “Consent for ID.me to collect Biometric Data and Sensitive Personal Information”.

Note: The Biometric Data can be deleted at the user’s request. You may request the deletion of both the selfie image and Biometric Information submitted during your verification by submitting a request through the ID.me "Privacy Rights Center" which is accessible via a link at the bottom of their Website, or under the "Privacy" setting in your account.

- 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 *

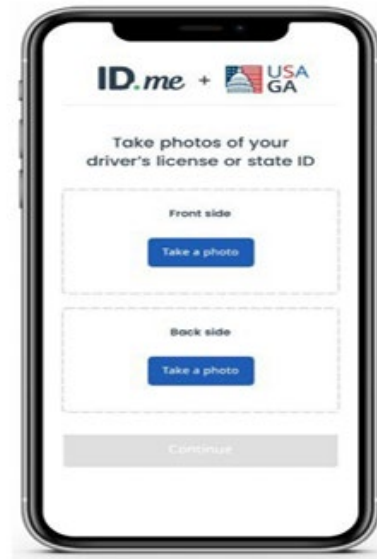
Please enter a valid phone number for United States

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](#)

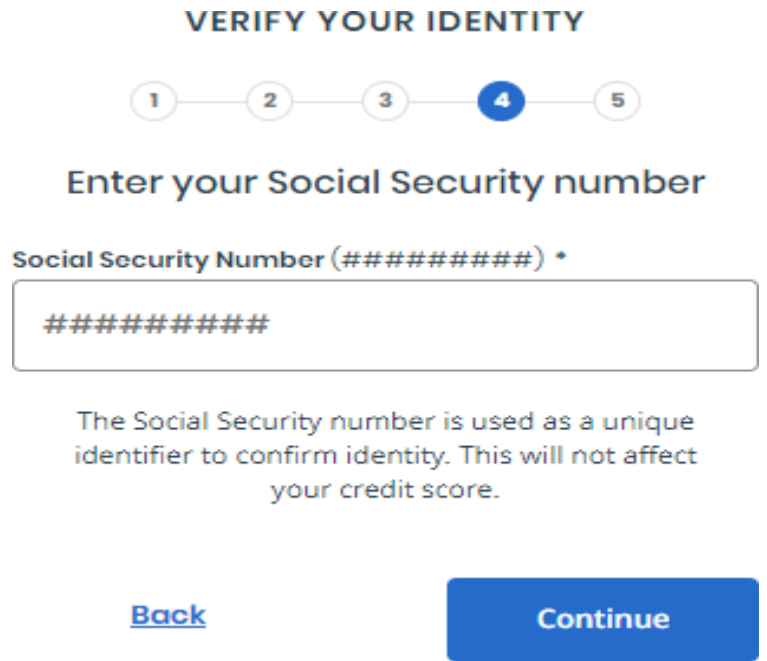
13. Follow the instructions to take pictures of your ID. For a driver’s license, state ID, or passport card, remember to take a photo of the front and back. When you’re satisfied with the photos, click continue.



14. Follow the instructions to take a selfie. Ensure you’re in a well-lit area.

15. 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.



16. 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.

17. 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.

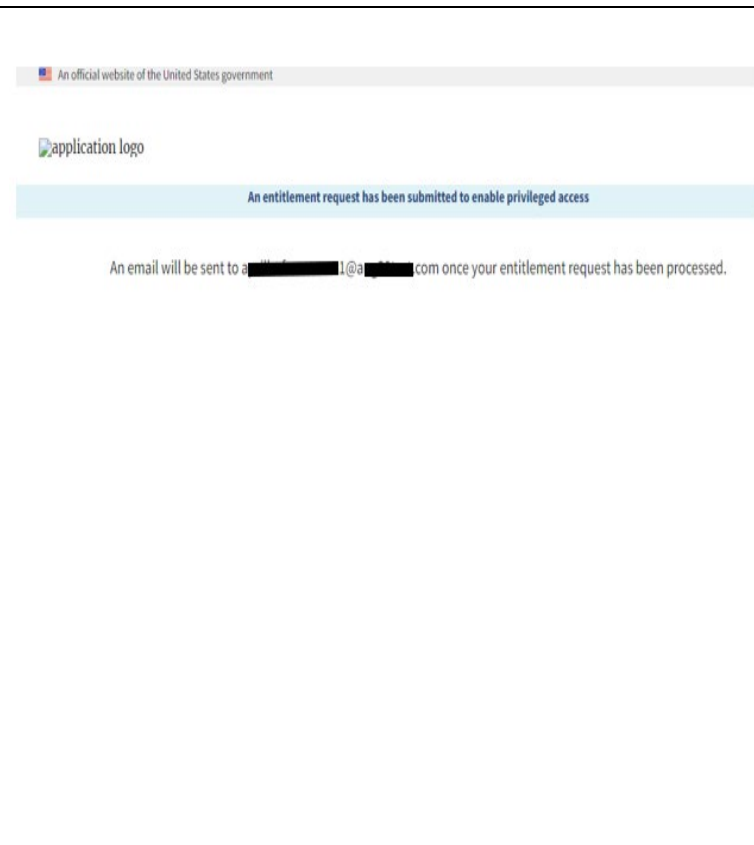


18. Once you have registered, enabled multi-factor authentication, and validated the identity for your ID.me account, you will either:

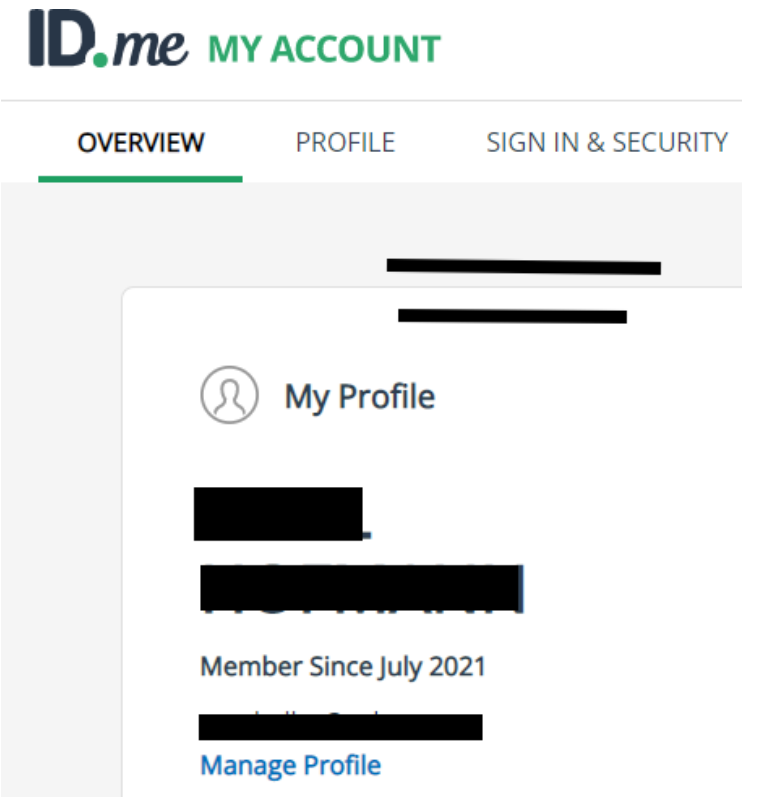
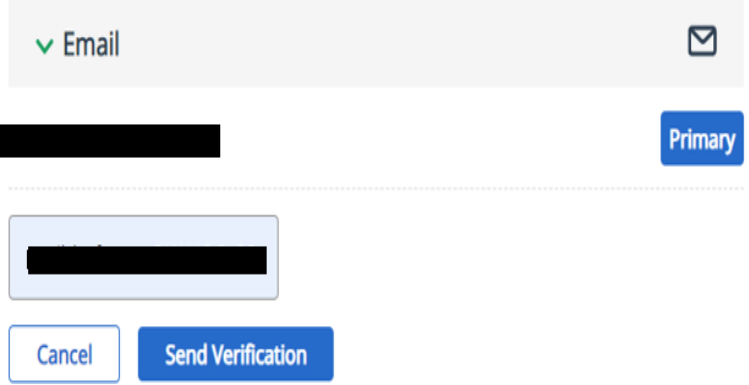
- Be immediately directed to ASAP.gov and successfully logged in,

OR

- Receive a message that “an entitlement request has been submitted to enable privileged access” (see screenshot) and you will need to wait for an ASAP team member to approve your request. Once the approval has been made, you will then be able to log in to your ASAP.gov account.



ID.me Guide to Add Additional Email Address

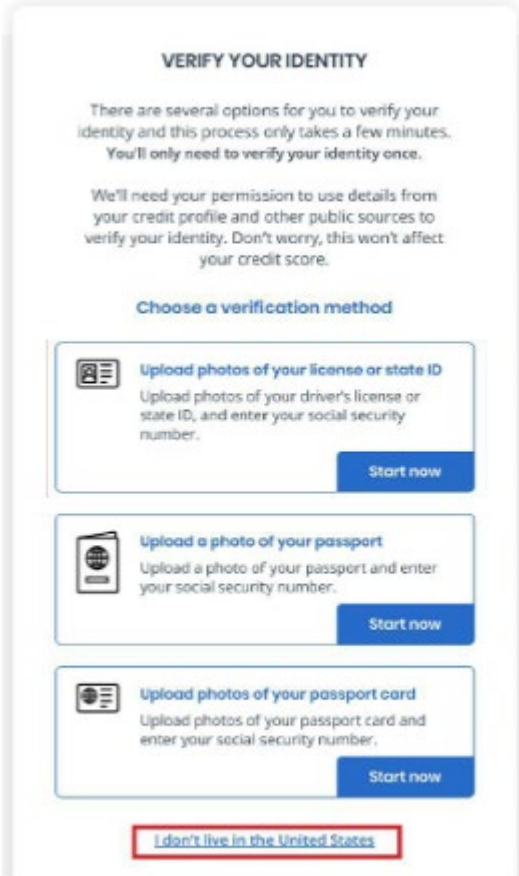
Step	Screen Image
<ol style="list-style-type: none"> 1. Log into ID.me using your current login credentials. 2. Once logged in, select your name in the top-right corner and then select "My Account" from the drop-down. 3. Select "Profile" from the listed menu options. <p>If you have problems or questions, 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.</p>	
<ol style="list-style-type: none"> 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.

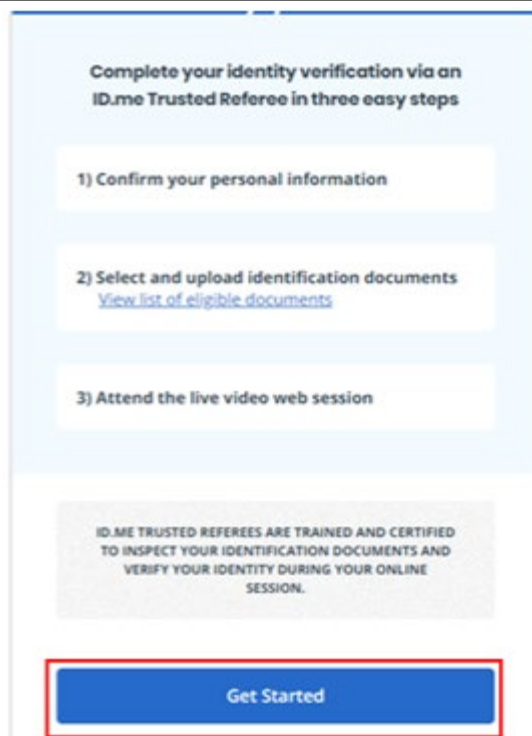


9. Confirm that you now see your ASAP.gov email address as the primary email in your ID.me account. If so, you’ve successfully added the email used with ASAP.gov and made it your primary email address.

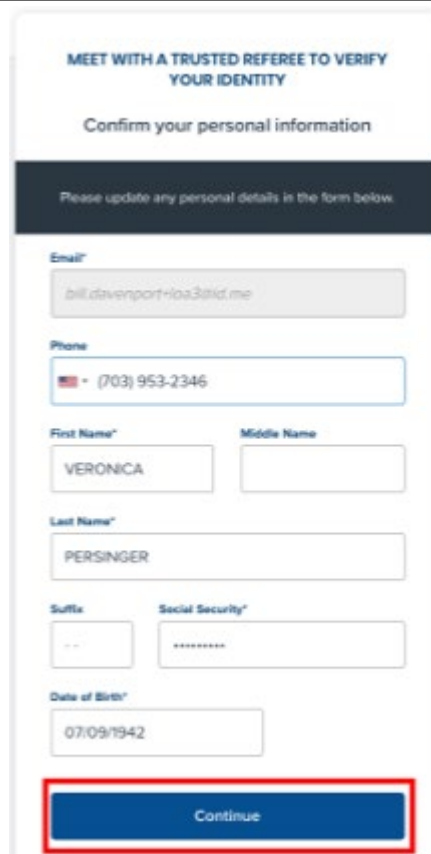
ID.me Guide – Identity Verification for International Users (users outside of the United States)

Step	Screen Image
<p>1. On the “Verify Your Identity” screen, select “I do not live in the United States”.</p>	

2. Select "Get Started".



3. Confirm that your personal information on the screen is accurate and complete and click "Continue".

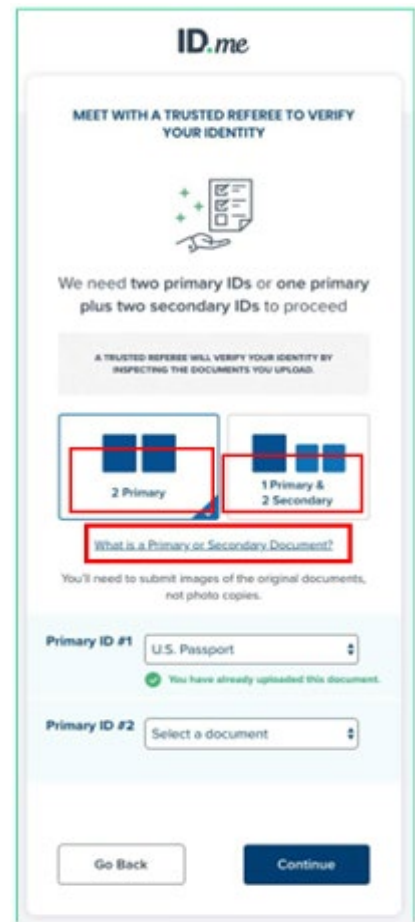


4. Confirm that the address shown on the screen is your current (or most recent) address and click "Continue".

5. If requested, enter your Social Security Number and click "Continue".

- Next, upload Two (2) primary IDs **or** One (1) primary and Two (2) secondary IDs. Use the drop-down boxes to select the document type you have chosen and click “Continue”.

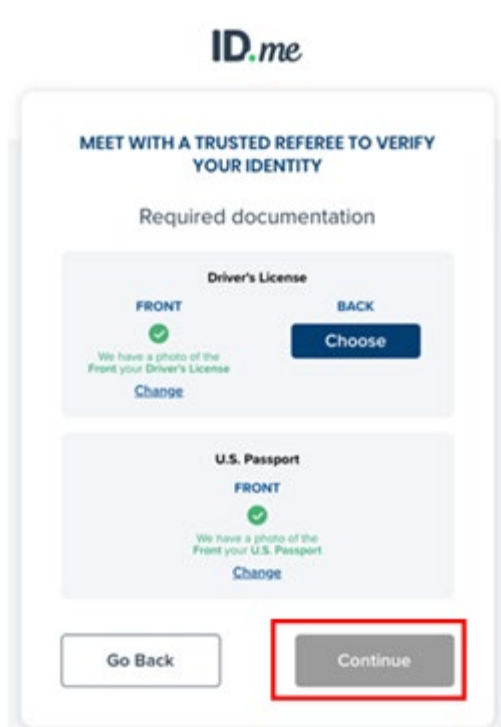
Note: For a list of primary and secondary ID types, select the “What is a Primary or a Secondary Document?” box.



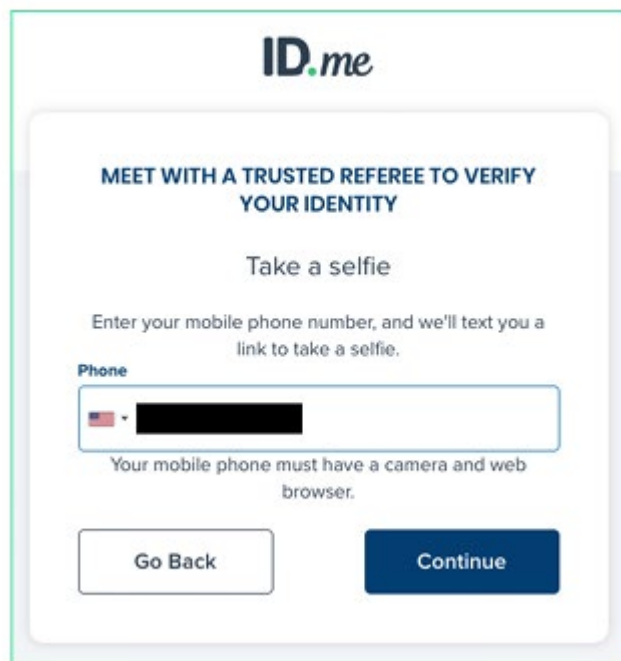
- Upload photos of your documents either with your computer or your phone.



8. Click "Continue".

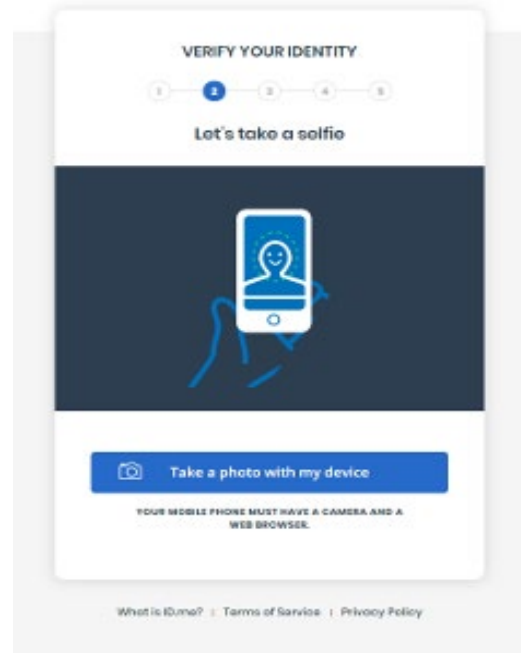


9. Enter your cell phone number and click "Continue". You will be texted a link to take a selfie.



10. Select the link that was sent via text. Upload a selfie using the camera on your mobile device. (Once uploaded, ID.me will verify your identity automatically.)

Note: If ID.me cannot verify your information, you will need to input your data manually.



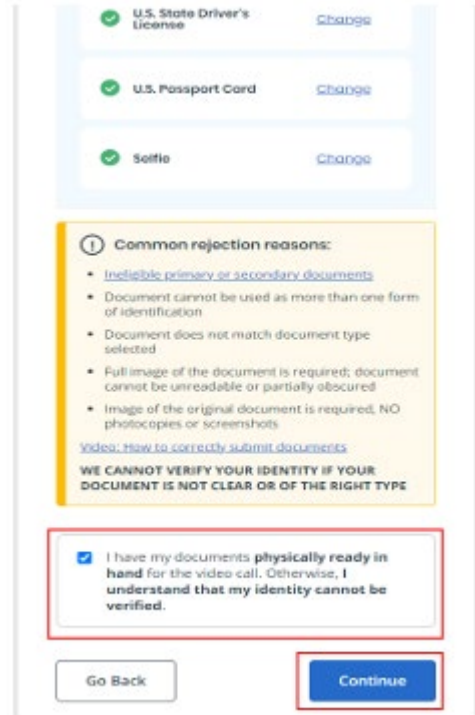
11. Next, return to the browser where you started creating your ID.me account. Verify your personal information and select "Continue".

Note: If you were not prompted for a Video Call after this step, no further action is necessary.

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.

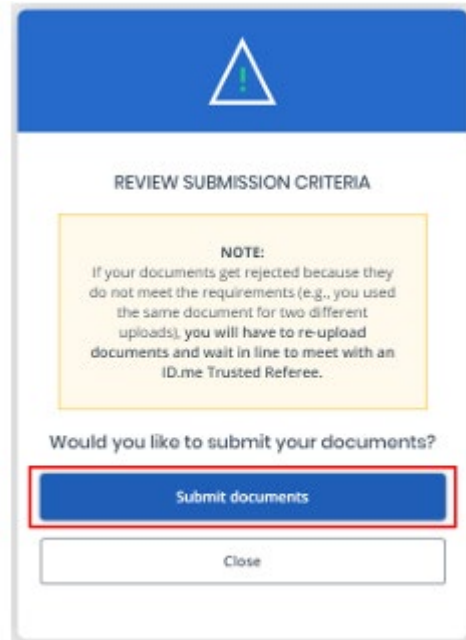


12. At the bottom of the page, you will see Common Rejection Reasons and a check box indicating you have your physical documents ready for the call. Once you have your documents ready, check the box, and click “Continue”.

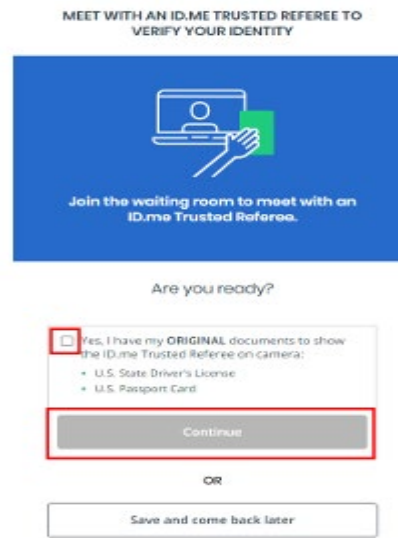


13. If ready for submission, click “Submit documents”.

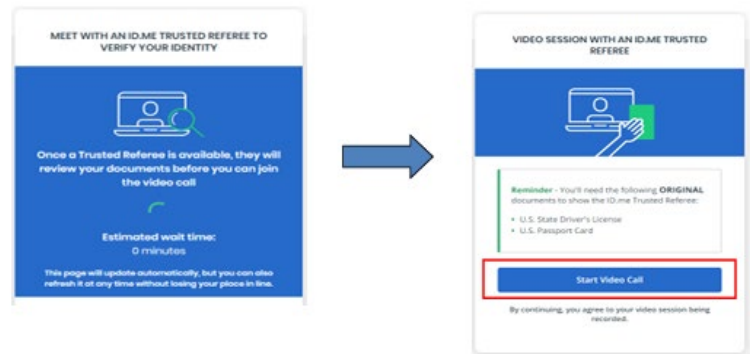
Note: If you want to review your submission, change uploaded documents, or update information, click “Close”. Verify your personal information, then select “Continue”.



14. After submitting your documents, you will be directed to a virtual waiting room to meet with an ID.me Trusted Referee. Check the box that you have your original documents to show the Referee on camera and click "Continue".



15. You will then be placed in a waiting room and will be shown a pop-up with an estimated wait time. You will be automatically redirected to the meeting page to begin the video call. Click "Start Video Call".



16. The Trusted Referee will now ask you to do the following:

- Verbally approve the call to be recorded for quality assurance
- Confirm information (name, address, date of birth, social security number)
- Show your document via the camera
- Allow the Trusted Referee to take a screenshot of you for selfie matching.

17. Once you've received confirmation that your Identity Verification has been successful, the process has been complete.

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.