

Logging in to the Portal—PIV/CAC/LincPass Card Users

Do Not Pay Quick Reference Card

Getting Started

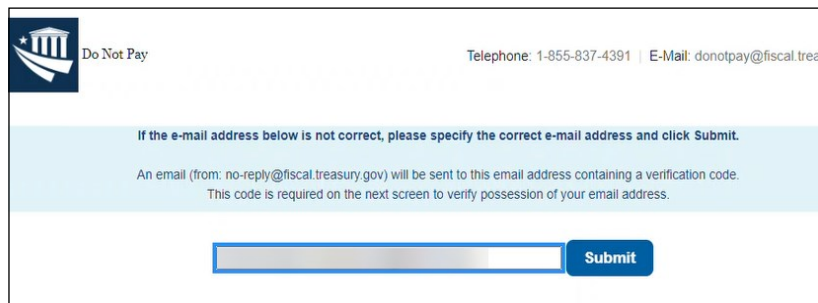
Overview of the CAIA Implementation

The Bureau of the Fiscal Service (Fiscal Service) implemented the Common Approach to Identity Assurance (CAIA) as a credentialing provider for many of its applications. CAIA enables federated applications to accept user credentials from external Credential Service Providers (CSP). CAIA allows for three different methods of identity authentication for the Do Not Pay (DNP) Portal: 1) Personal Identity Verification (PIV) Card/Common Access Card (CAC)/LincPass card; 2) ID.me; and 3) Login.gov.

Impacts to the DNP Portal User Experience for PIV/CAC/LincPass Card Users

On March 25, 2023, Fiscal Service implemented CAIA to log in to the DNP Portal, replacing the IBM Security Identity Manager (ISIM). Users who have access to a PIV/CAC/LincPass card will log into the Portal using their card and PIN.

First-Time Login Process: If it is your first time logging in to the Portal with your PIV/CAC/LincPass card, you will be directed to a one-time email verification screen. Enter your work email address that was used to enroll into the Portal on your User Enrollment Form. A verification code will be sent to that email. Enter that verification code and click [Submit] to access the Portal.



The screenshot shows the 'Email verification screen' with the Do Not Pay logo and contact information. It includes a message: 'If the e-mail address below is not correct, please specify the correct e-mail address and click Submit.' Below this, it states: 'An email (from: no-reply@fiscal.treasury.gov) will be sent to this email address containing a verification code. This code is required on the next screen to verify possession of your email address.' There is a text input field and a 'Submit' button.

Email verification screen

FAQ's

If I am already enrolled as a Portal User, what action do I need to take?

No further action is required for current Portal Users. Proceed to log in to the Portal using the "PIV/CAC" button.

Do I need to make an account with Login.gov or ID.me?

No. If you have access to a PIV/CAC/LincPass card, you do not have to create an account with Login.gov or ID.me. You will log in to the Portal by choosing the PIV / CAC button on the login page.

Does the DNP Portal have Aging Rules?

Yes. If a user does not log in once every 120 days, the Aging Rules will deactivate the user, revoking DNP Portal access immediately. If a user is deactivated, a new User Enrollment Form must be completed and signed by the Access Group Administrator (AGA) for the user to regain access to the DNP Portal. The process to reprovision access can take up to seven days.

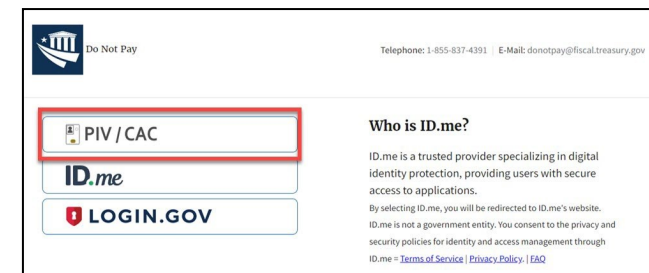


Set a recurring reminder on your calendar to log in to the Portal every 90 –100 days to avoid Portal disruption after 120 days of no login activity.

Support Resources

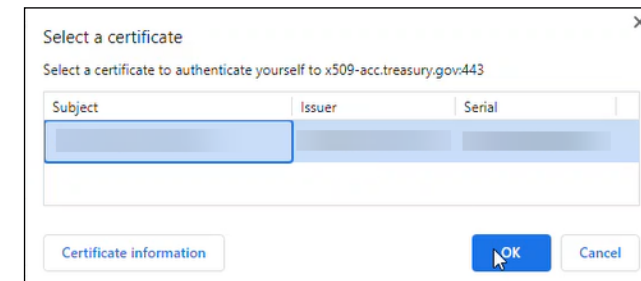
Contact your DNP Agency Lead and Agency Specialist or the DNP Agency Support Center at **855-837-4391**, or by email at donotpay@fiscal.treasury.gov if you have any questions.

Step 1: Login using PIV/CAC button



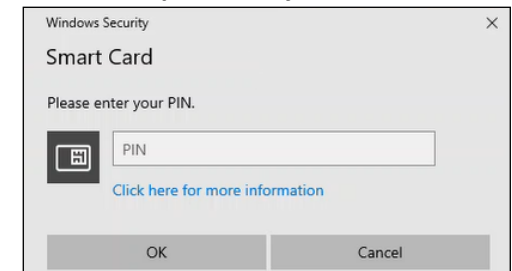
The screenshot shows the login page with the Do Not Pay logo and contact information. There are three buttons: 'PIV / CAC' (highlighted with a red box), 'ID.me', and 'LOGIN.GOV'. To the right, there is a section titled 'Who is ID.me?' with text explaining that ID.me is a trusted provider specializing in digital identity protection.

Step 2: Select your certificate



The screenshot shows a 'Select a certificate' dialog box. It prompts the user to 'Select a certificate to authenticate yourself to x509-acc.treasury.gov:443'. There are three columns: 'Subject', 'Issuer', and 'Serial'. Below the columns is a 'Certificate information' button and 'OK' and 'Cancel' buttons.

Step 3: Enter your PIN



The screenshot shows a 'Windows Security Smart Card' dialog box. It prompts the user to 'Please enter your PIN.' There is a 'PIN' input field and a 'Click here for more information' link. Below the input field are 'OK' and 'Cancel' buttons.