



Grant Recipient Process: Login.gov

User Guide

March 2022

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Overview

Functionality for Grant Recipient users to log into GrantSolutions through Login.gov is available. Grant Recipient 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.

Grant Recipient users have the option to use a Personal Identity Verification (PIV) card or another authentication method to log into GrantSolutions through Login.gov. If logging in using a PIV card, Grant Recipient users must add the PIV card to the Login.gov account prior to attempting to log in through Login.gov using the PIV card.

Create a Login.gov Account

To log into GrantSolutions through Login.gov, a Grant Recipient 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 Mozilla Firefox or Google Chrome, navigate to www.login.gov and click the **Sign in with Login.gov** button in the top right corner.

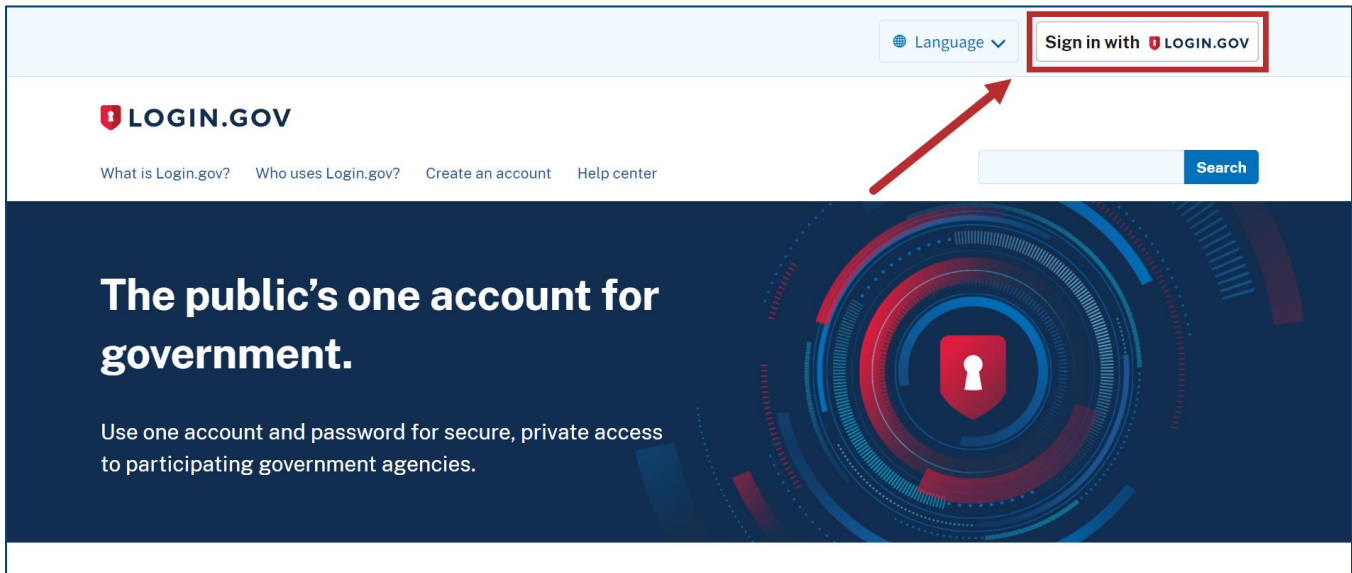
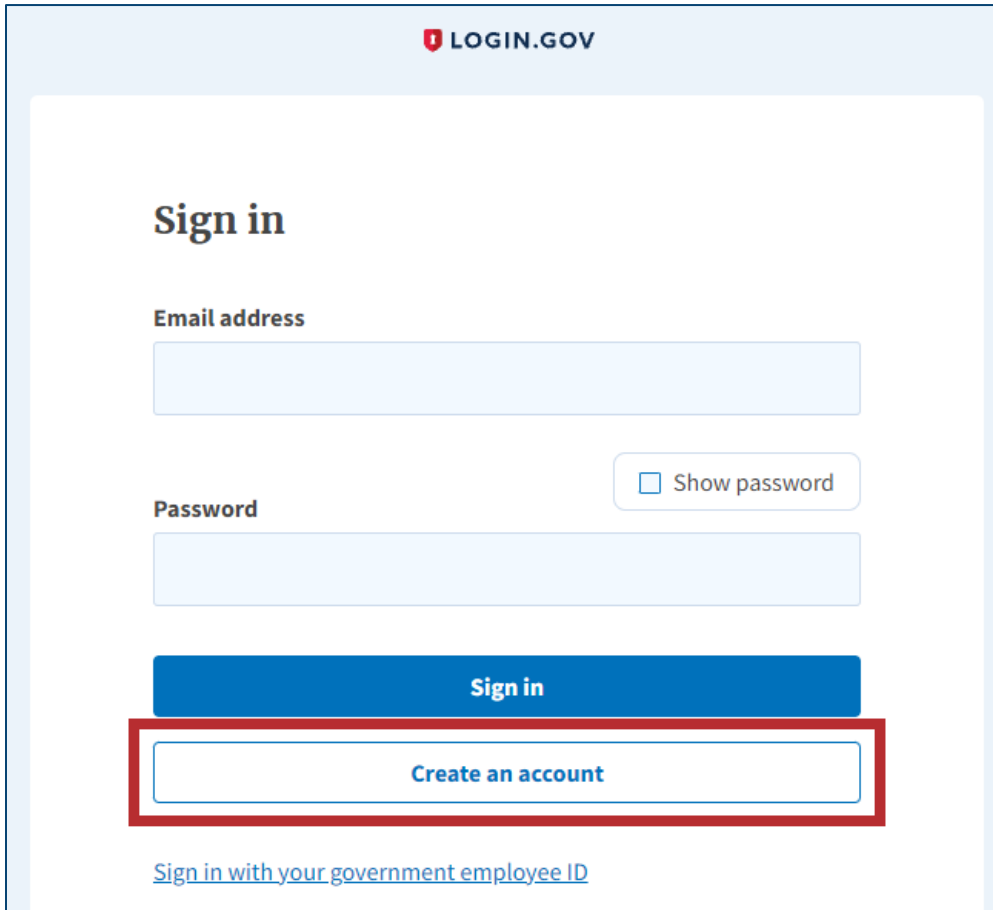


Figure 1: Login.gov Home screen with Sign in with Login.gov button

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



LOGIN.GOV

Sign in

Email address

Password

☐ Show password

Sign in

Create an account

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

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

3. The Login.gov “Create your 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.

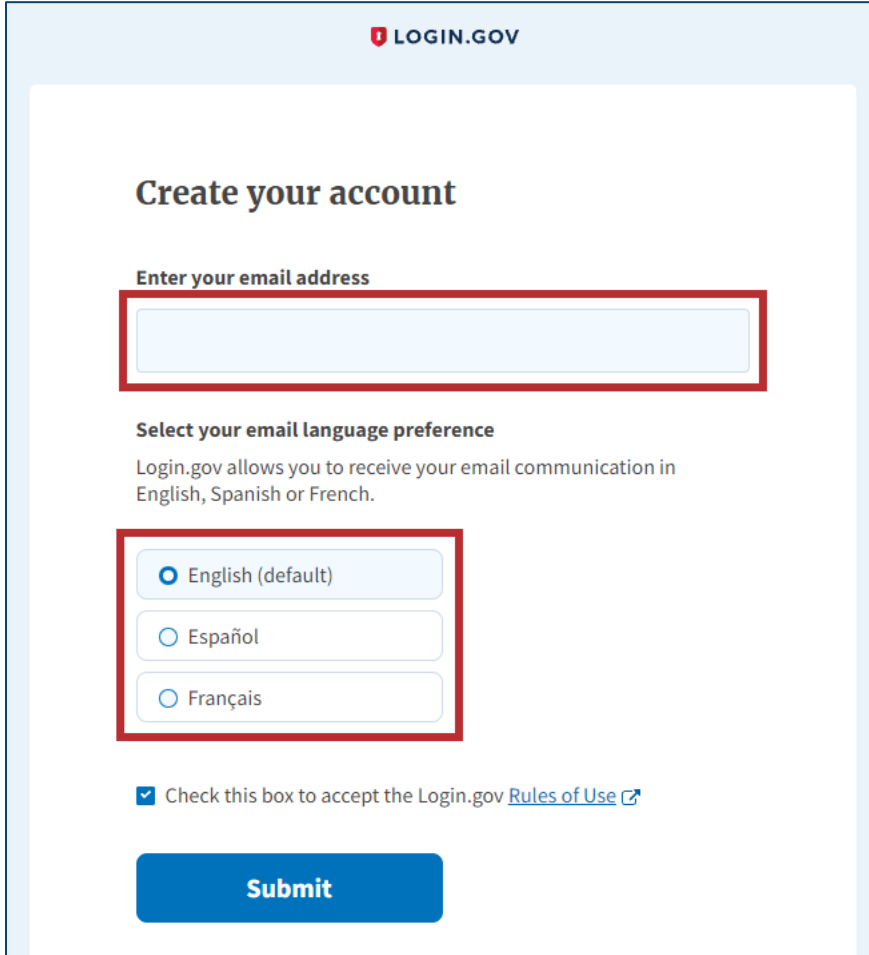


Figure 3: Login.gov Create your account screen with Enter your email address field and Select your email language preference section

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

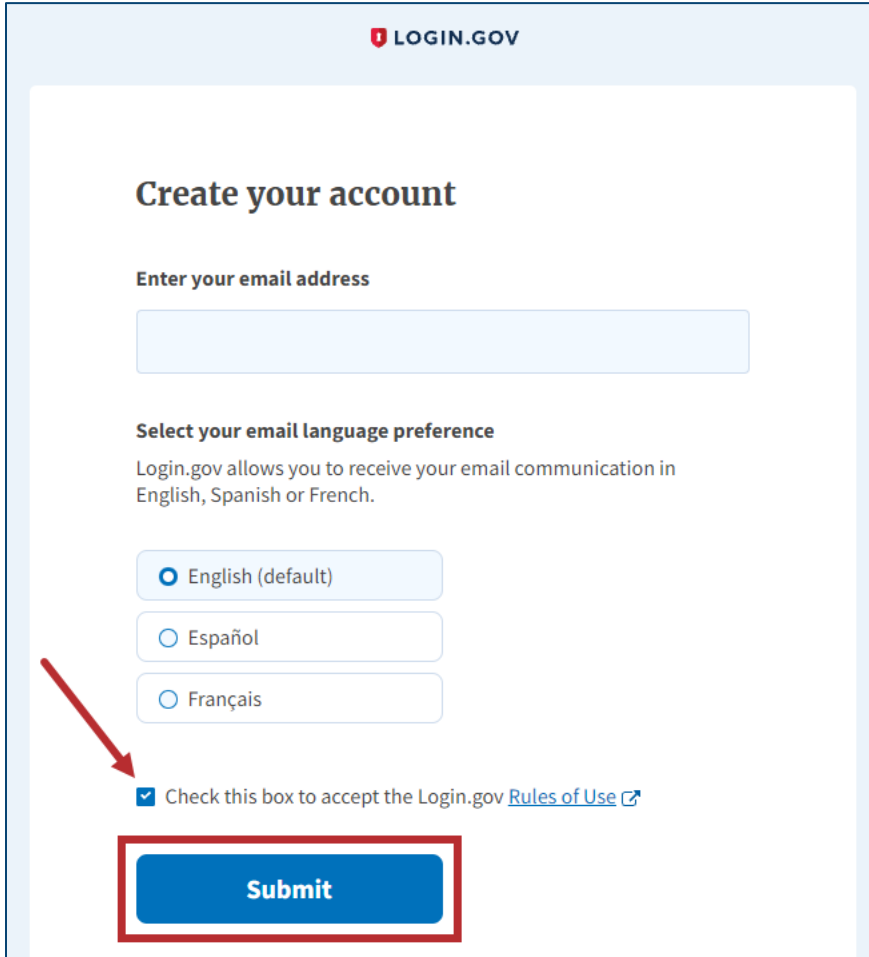


Figure 4: Login.gov Create your account screen with Rules of Use checkbox and Submit button

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.

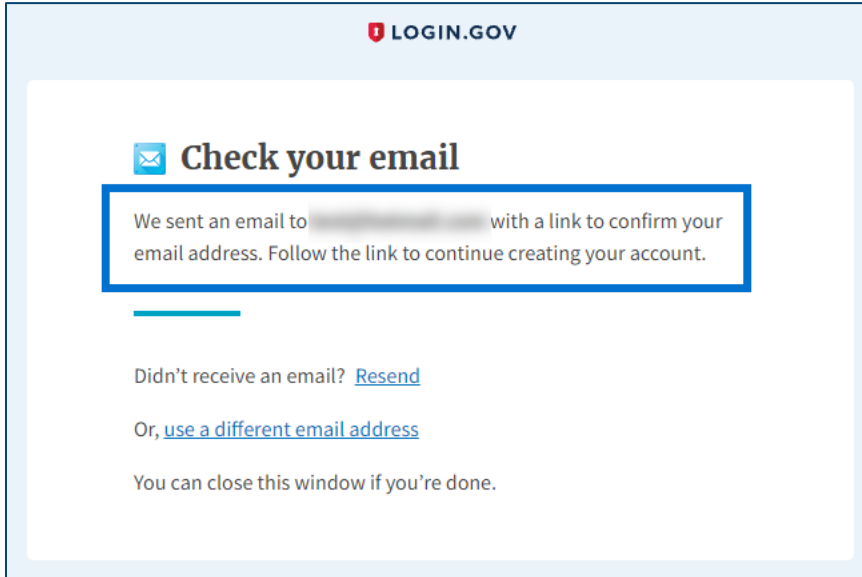


Figure 5: Login.gov Check your email screen with message

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.

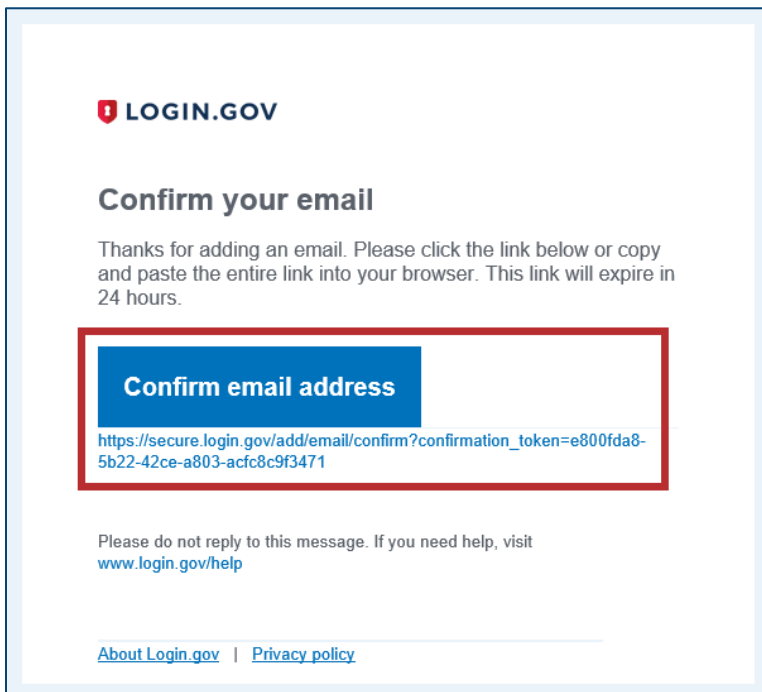
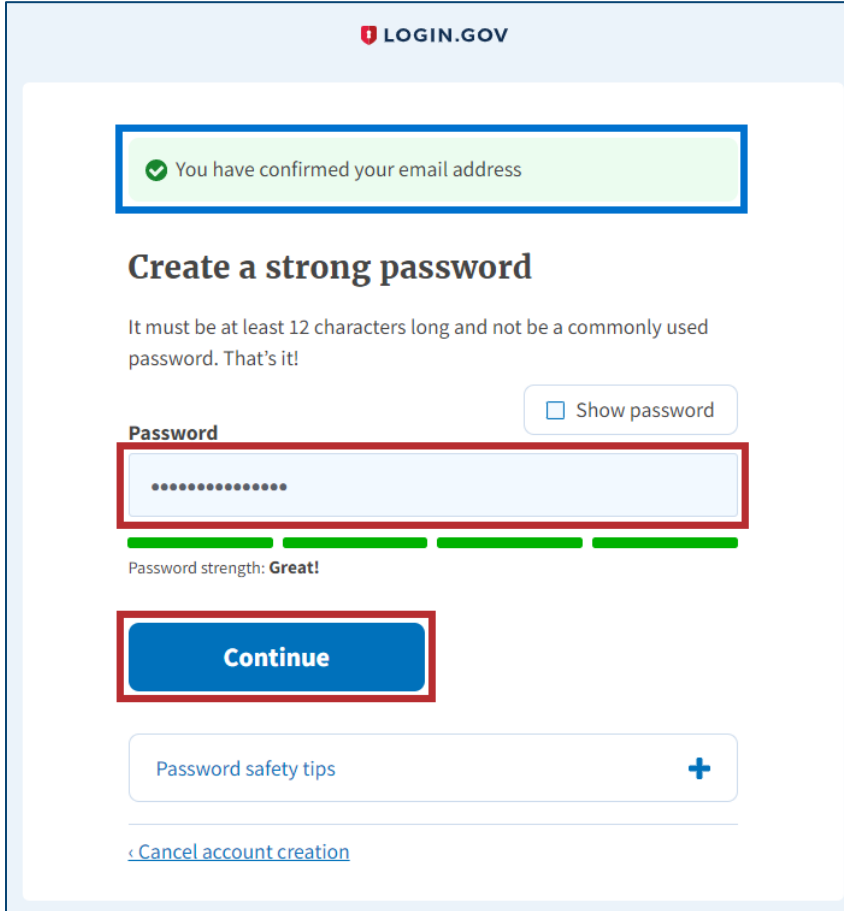


Figure 6: Confirm your email message with Confirm email address button and link

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 and click the **Continue** button.



LOGIN.GOV

✓ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

☐ Show password

Password

.....

Password strength: **Great!**

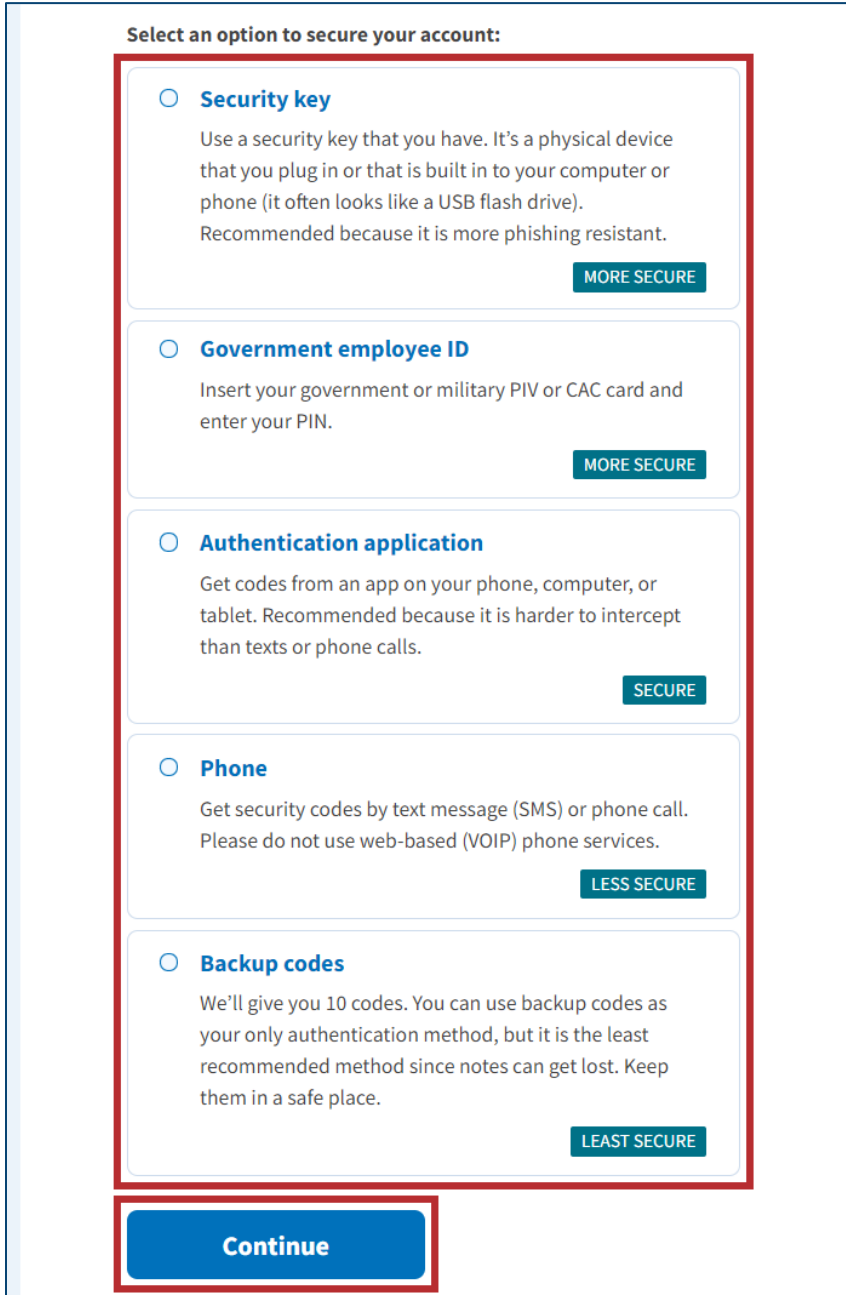
Continue

Password safety tips +

[Cancel account creation](#)

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

8. 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.



Select an option to secure your account:

- ☐ **Security key**
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.
MORE SECURE
- ☐ **Government employee ID**
Insert your government or military PIV or CAC card and enter your PIN.
MORE SECURE
- ☐ **Authentication application**
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.
SECURE
- ☐ **Phone**
Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.
LESS SECURE
- ☐ **Backup codes**
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.
LEAST SECURE

Continue

Figure 8: Login.gov Authentication method setup screen with authentication method options and Continue button

9. 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.

10. 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.
- Message above the screen title confirming the authentication method is successfully set up.
- *Email preferences* section with *Email addresses* listed, preferred *Language*, and *+Add email* button.
- *Password* section with user password.
- *Phone numbers* section with phone numbers.

LOGIN.GOV Welcome [username] | [Sign out](#)

✓ A phone was added to your account.

Access your government benefits and services from your Login.gov account. [Learn more about Login.gov](#)

Your account

Email preferences

Email addresses [+ Add email](#)

[Email address]

Language

English [Edit](#)

Password

***** [Edit](#)

Phone numbers [+ Add phone](#)

[Phone number] default [Manage](#)

Your Account

- Add email address
- Edit password
- Delete account

Your authentication methods

- Add phone number
- Add authentication apps
- Add security key
- Add Federal Employee ID
- Get backup codes

Your connected accounts

History

- Forget all browsers

Customer support

Figure 9: Login.gov Your Account screen with welcome, confirmation message, Email preferences, Password, and Phone numbers sections

Add a GrantSolutions Email Address to a Login.gov Account

A Grant Recipient 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 Grant Recipient 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 Mozilla Firefox or Google Chrome, navigate to www.login.gov and click the **Sign in with Login.gov** button in the top right corner.

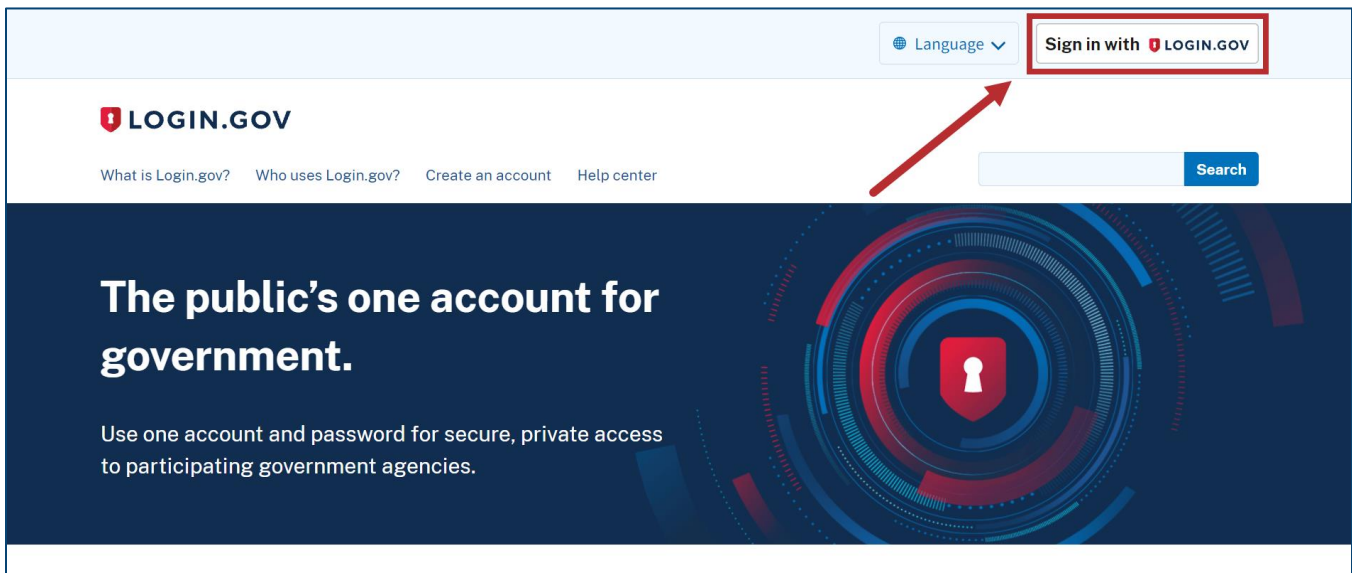


Figure 10: Login.gov Home screen with Sign in with Login.gov button

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

Email address

Password

☐ Show password

Sign in

[Create an account](#)

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

Figure 11: 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 email** button in the *Email preferences* section.

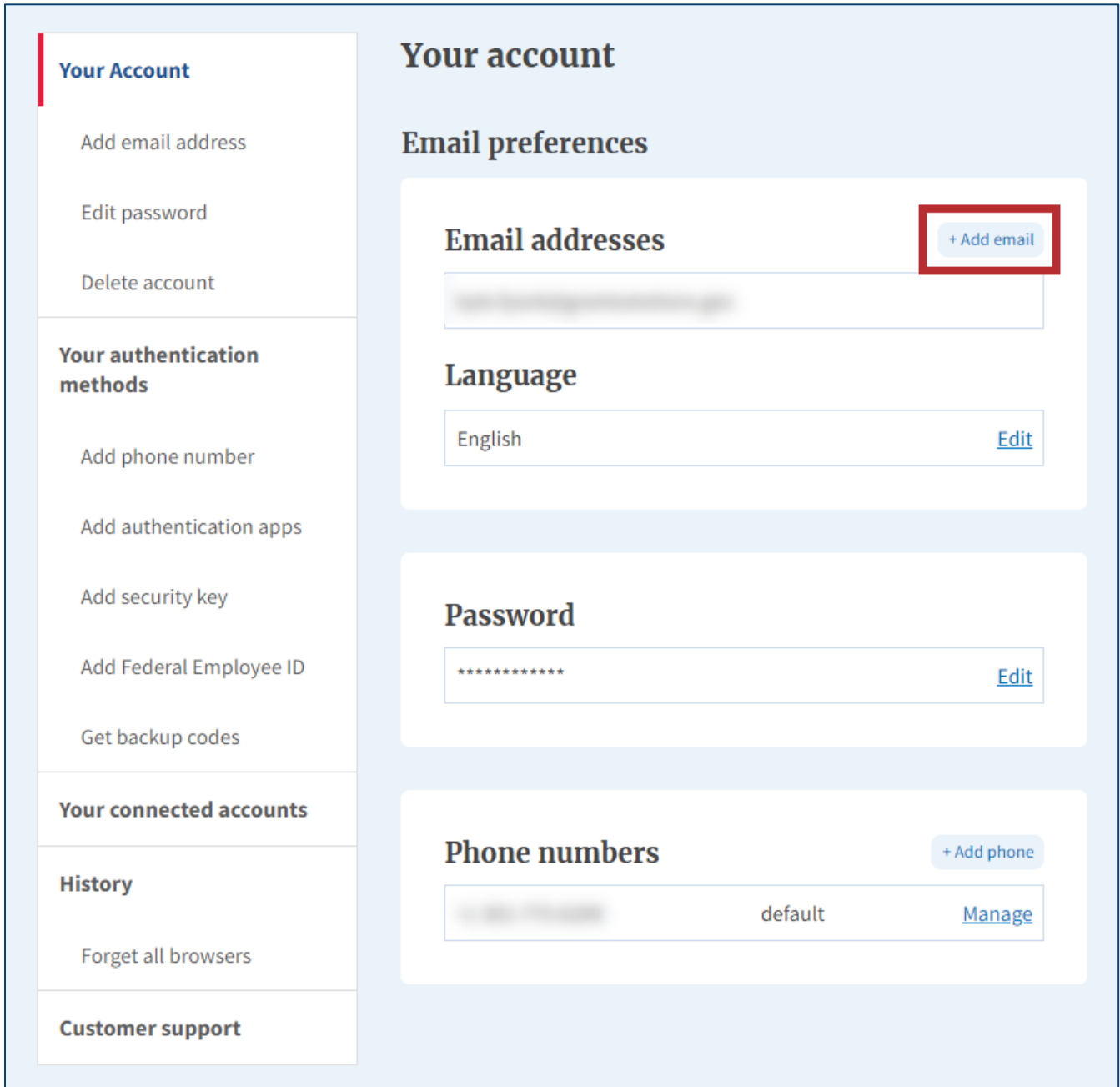
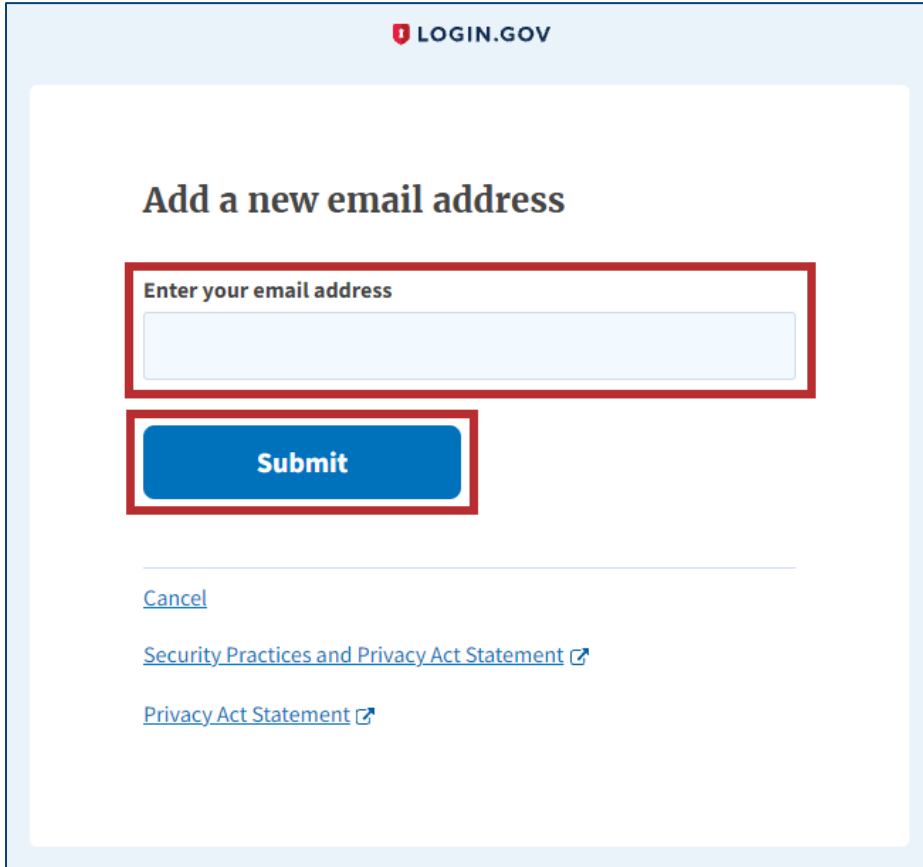


Figure 12: Login.gov Your account screen with Email preferences section and +Add email button

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 13: 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.

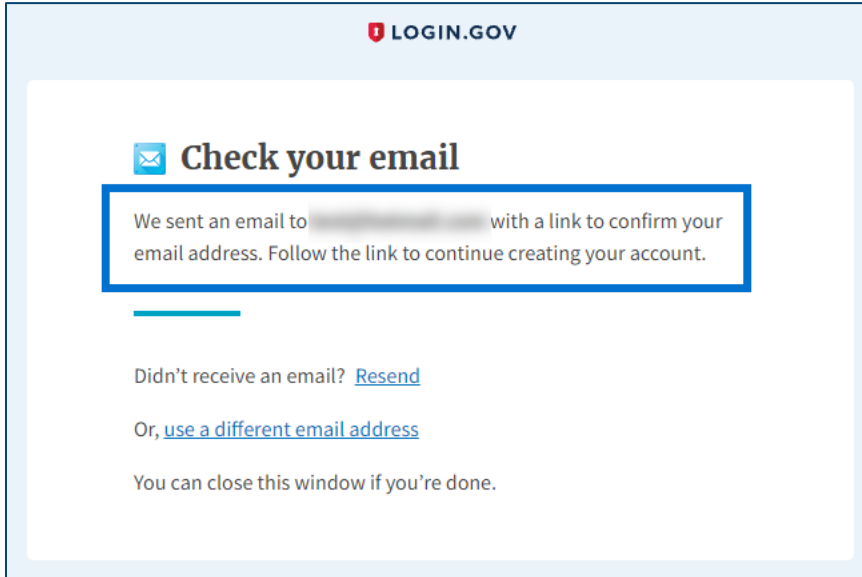


Figure 14: Login.gov Check your email screen with message

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.

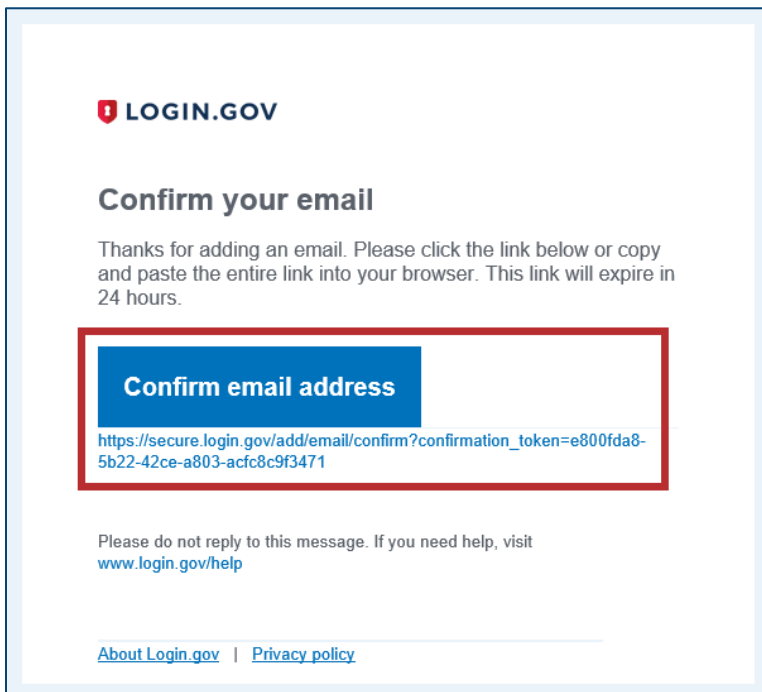





Figure 15: Confirm your email message with Confirm email address button and link

- 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.

✓ You have confirmed your email address

Access your government benefits and services from your Login.gov account.

[Learn more about Login.gov](#)

Your Account

Add email address

Edit password

Delete account

Your authentication methods

Add phone number

Add authentication apps

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 email

[Redacted email address]	Delete
[Redacted email address]	Delete

Language

English
[Edit](#)

Password

[Edit](#)

Phone numbers

+ Add phone

[Redacted phone number]	default	Manage
-------------------------	---------	------------------------

Figure 16: 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 Grant Recipient user can add a Personal Identity Verification (PIV) card to a Login.gov account to log into GrantSolutions. A Grant Recipient user has the option to log into GrantSolutions through Login.gov using a PIV card, or to log in using another authentication method (see [Log Into GrantSolutions Through Login.gov Using Another Authentication Method](#) section).

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 Mozilla Firefox or Google Chrome, navigate to www.login.gov and click the **Sign in with Login.gov** button in the top right corner.

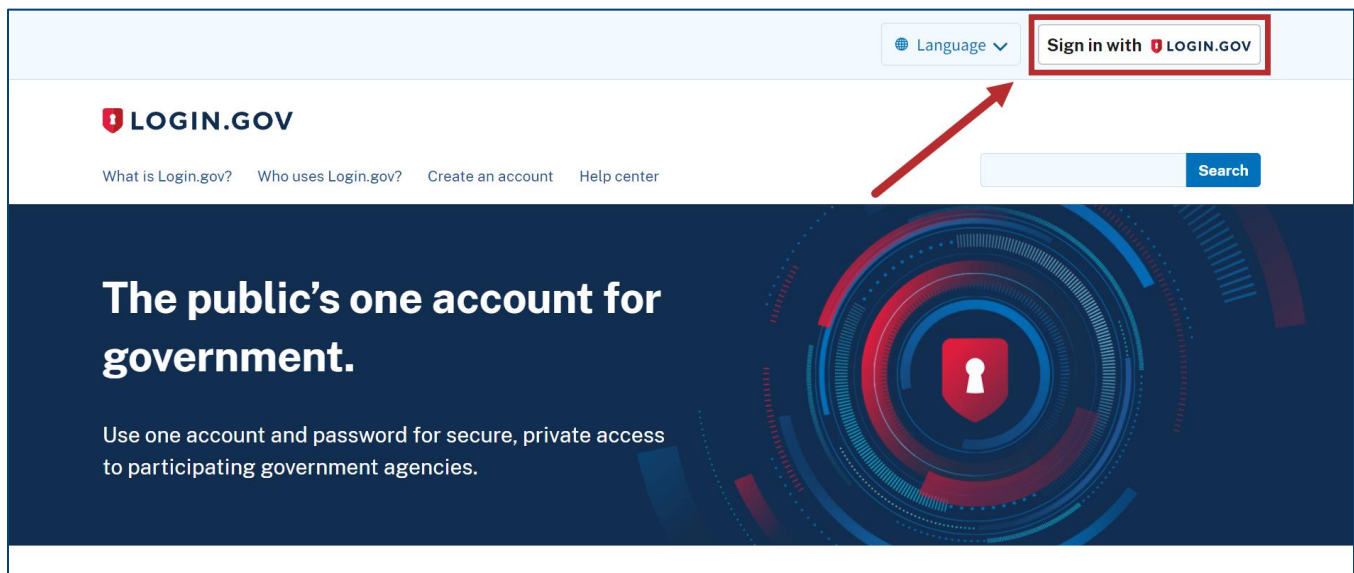
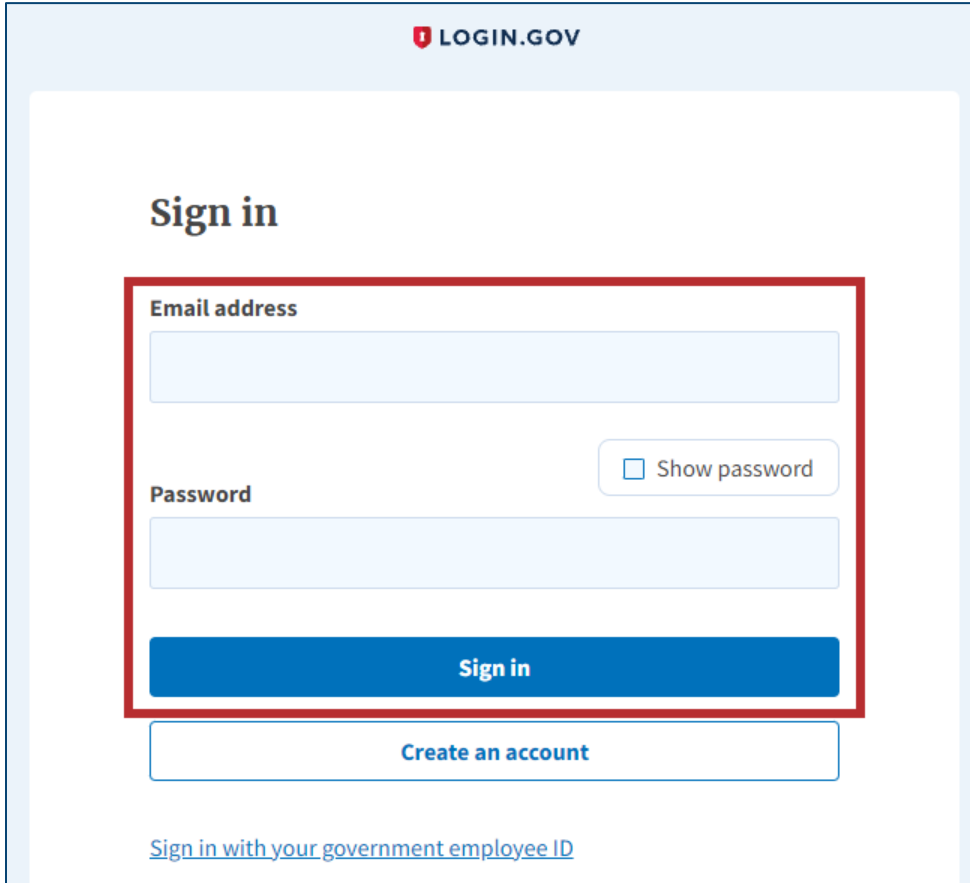


Figure 17: Login.gov Home screen with Sign in with Login.gov button

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

Email address

Password ☐ Show password

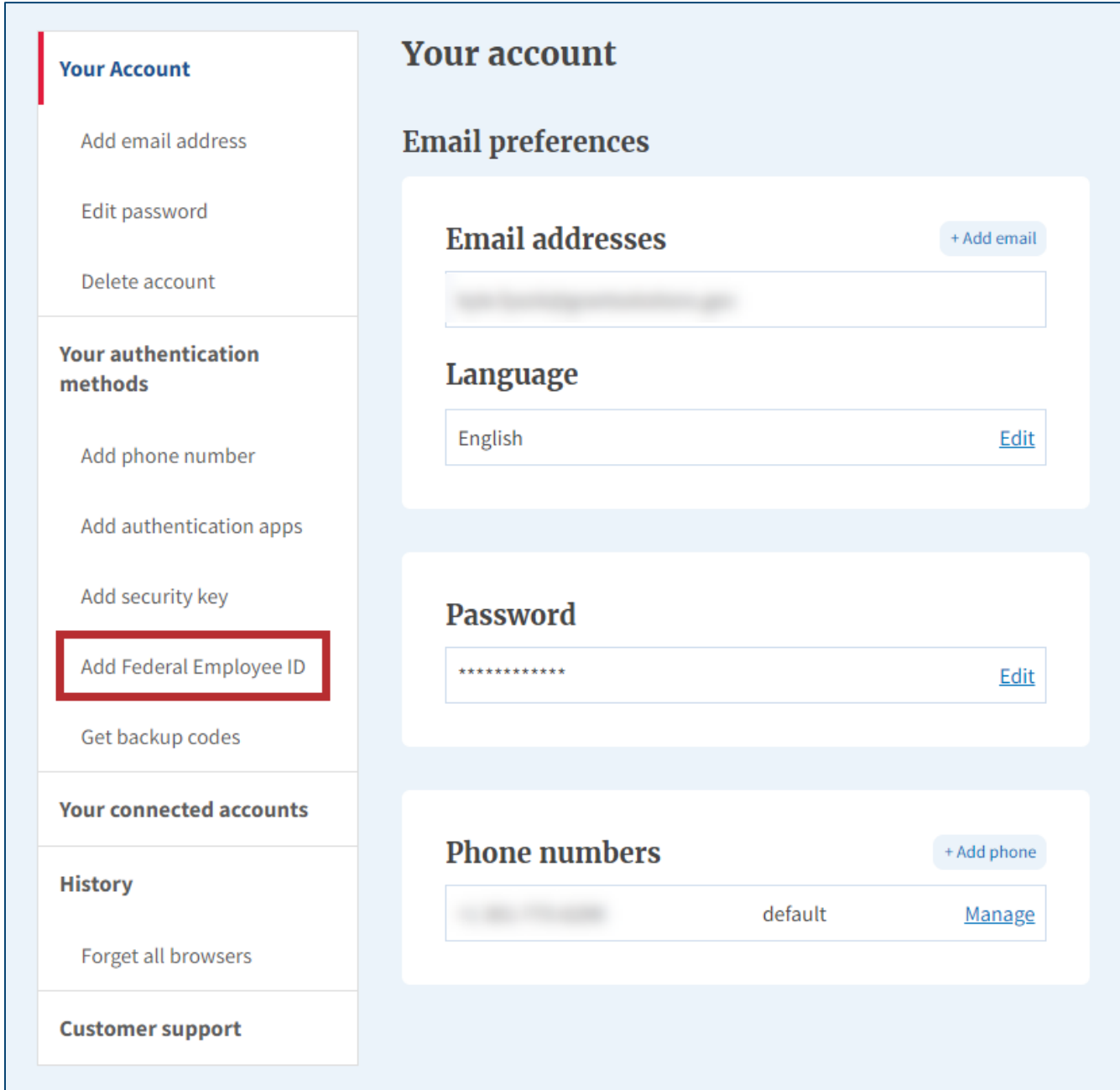
Sign in

Create an account

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

Figure 18: 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 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 email

[Redacted email address]

Language

English [Edit](#)

Password

***** [Edit](#)

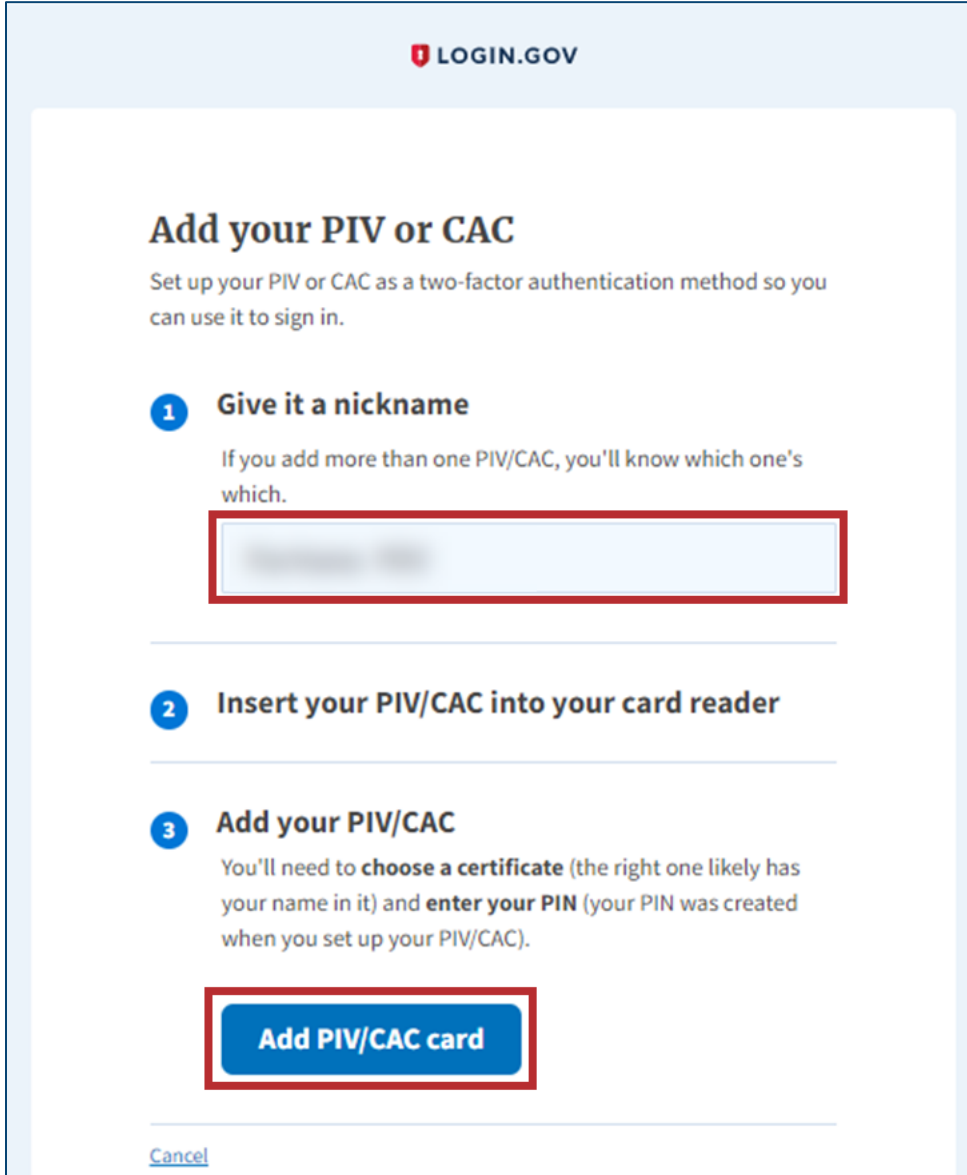
Phone numbers

+ Add phone

[Redacted phone number] default [Manage](#)

Figure 19: 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 20: 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.

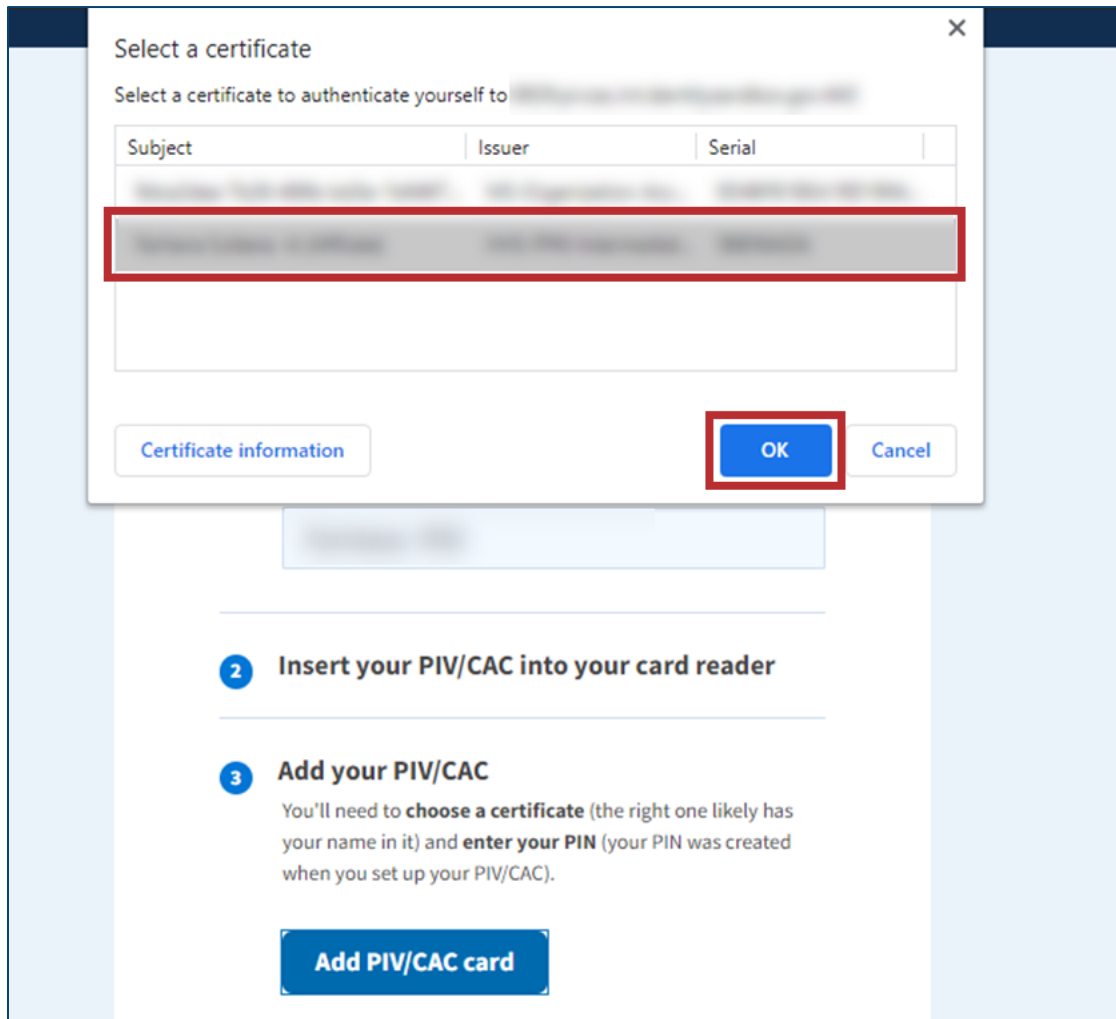


Figure 21: Browser window with PIV certificate and OK button

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

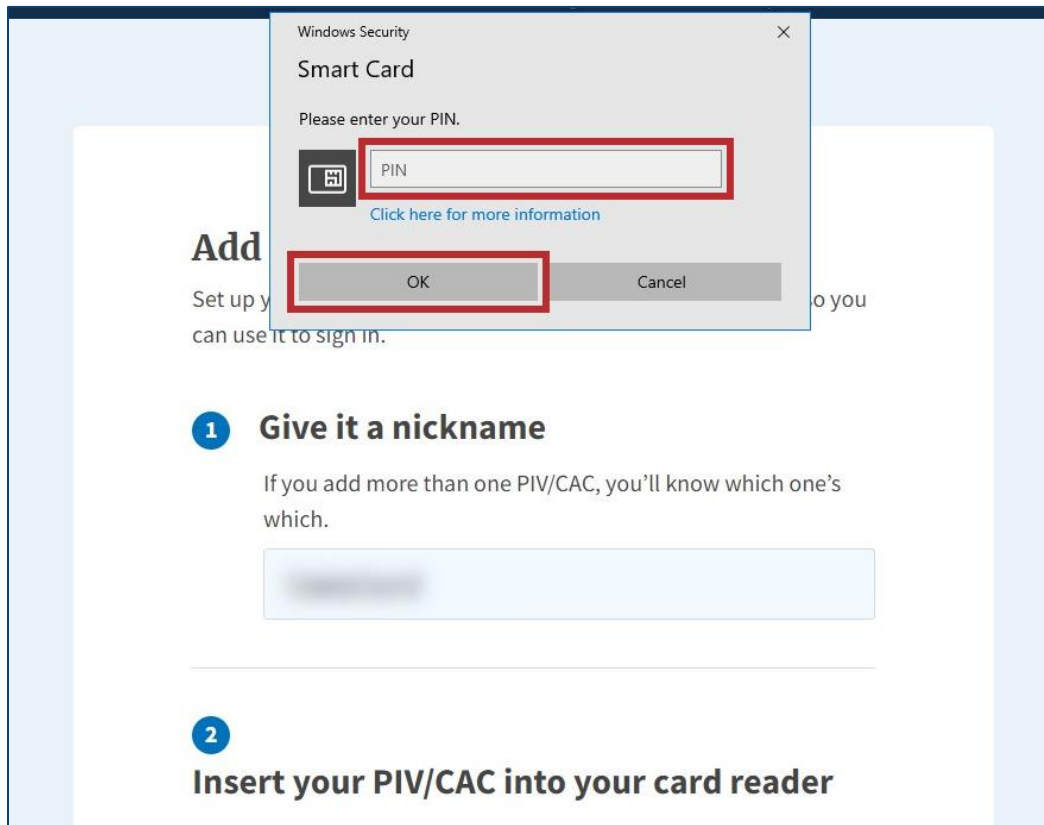


Figure 22: Browser window with PIN field and OK button

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

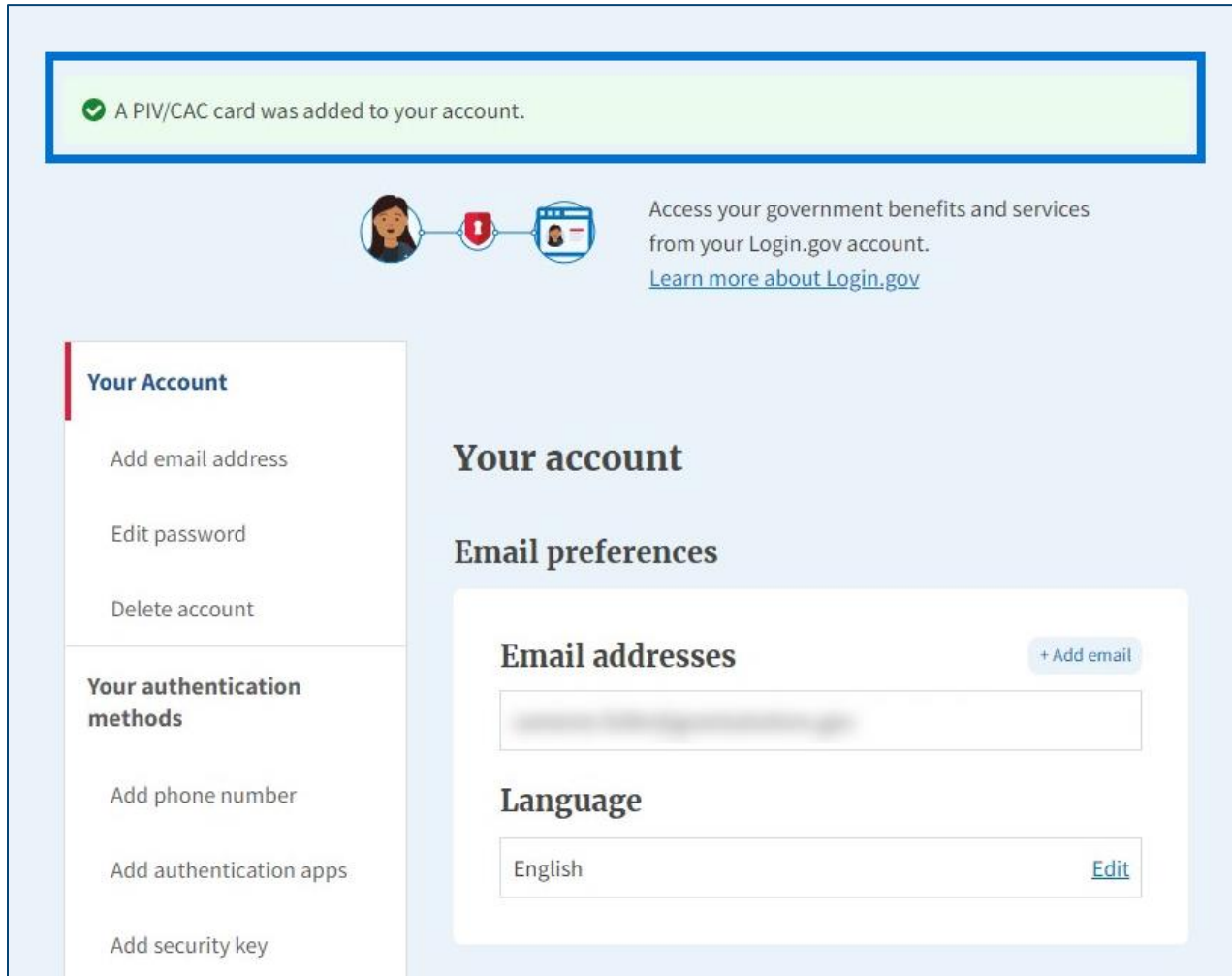


Figure 23: Login.gov Your account screen with PIV/CAC card linked successfully message

Log Into GrantSolutions Through Login.gov Using PIV

A Grant Recipient user email address associated with a Login.gov account may log into GrantSolutions through Login.gov. If logging into GrantSolutions through Login.gov, a Grant Recipient user may use a PIV card associated with the Login.gov account to do so. The Grant Recipient 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 Mozilla Firefox or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.

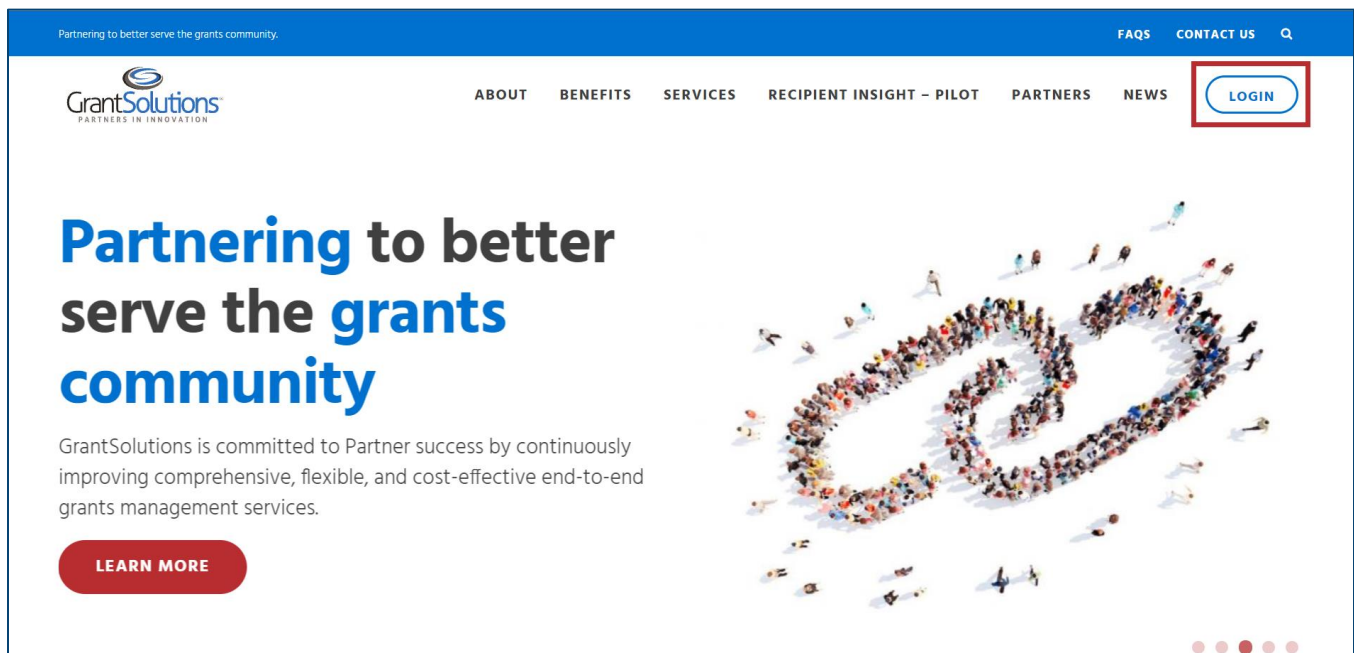
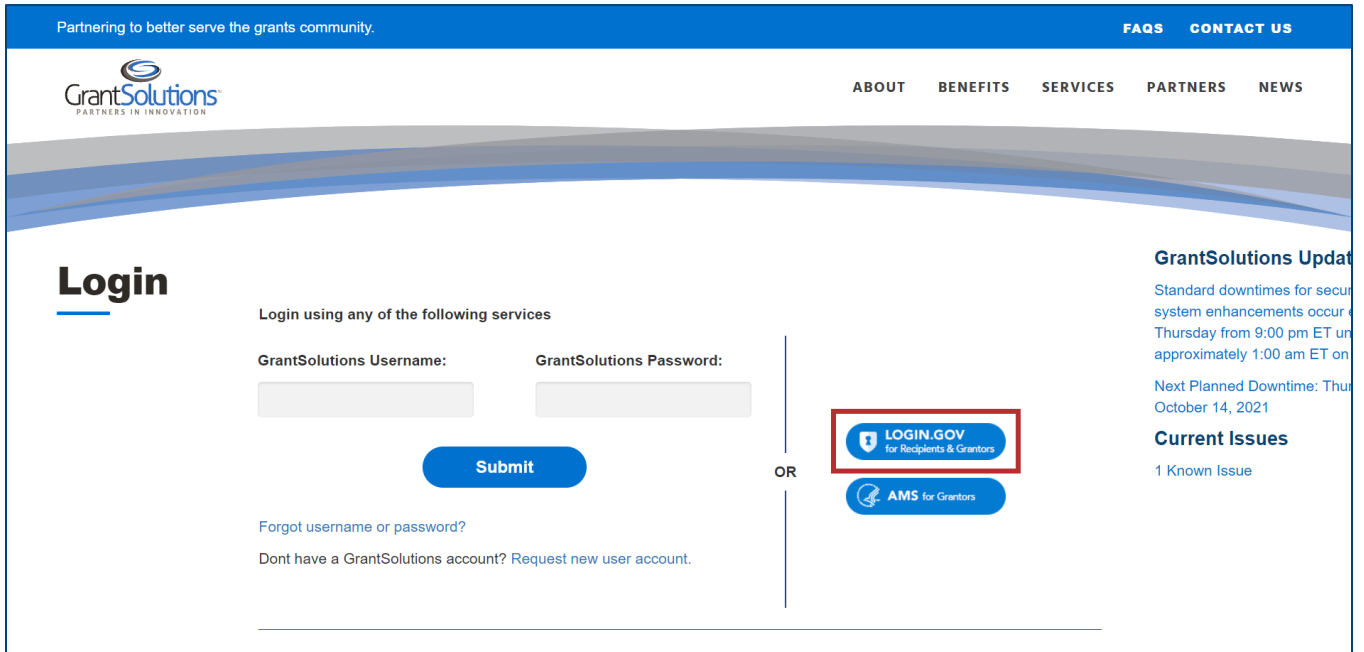


Figure 24: GrantSolutions Public Website with Login button

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



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GrantSolutions
PARTNERS IN INNOVATION

ABOUT **BENEFITS** **SERVICES** **PARTNERS** **NEWS**

Login

Login using any of the following services

GrantSolutions Username: GrantSolutions Password:

Submit

OR

LOGIN.GOV
for Recipients & Grantees

AMS for Grantees

[Forgot username or password?](#)

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

GrantSolutions Update

Standard downtimes for security system enhancements occur on Thursday from 9:00 pm ET until approximately 1:00 am ET on Friday.

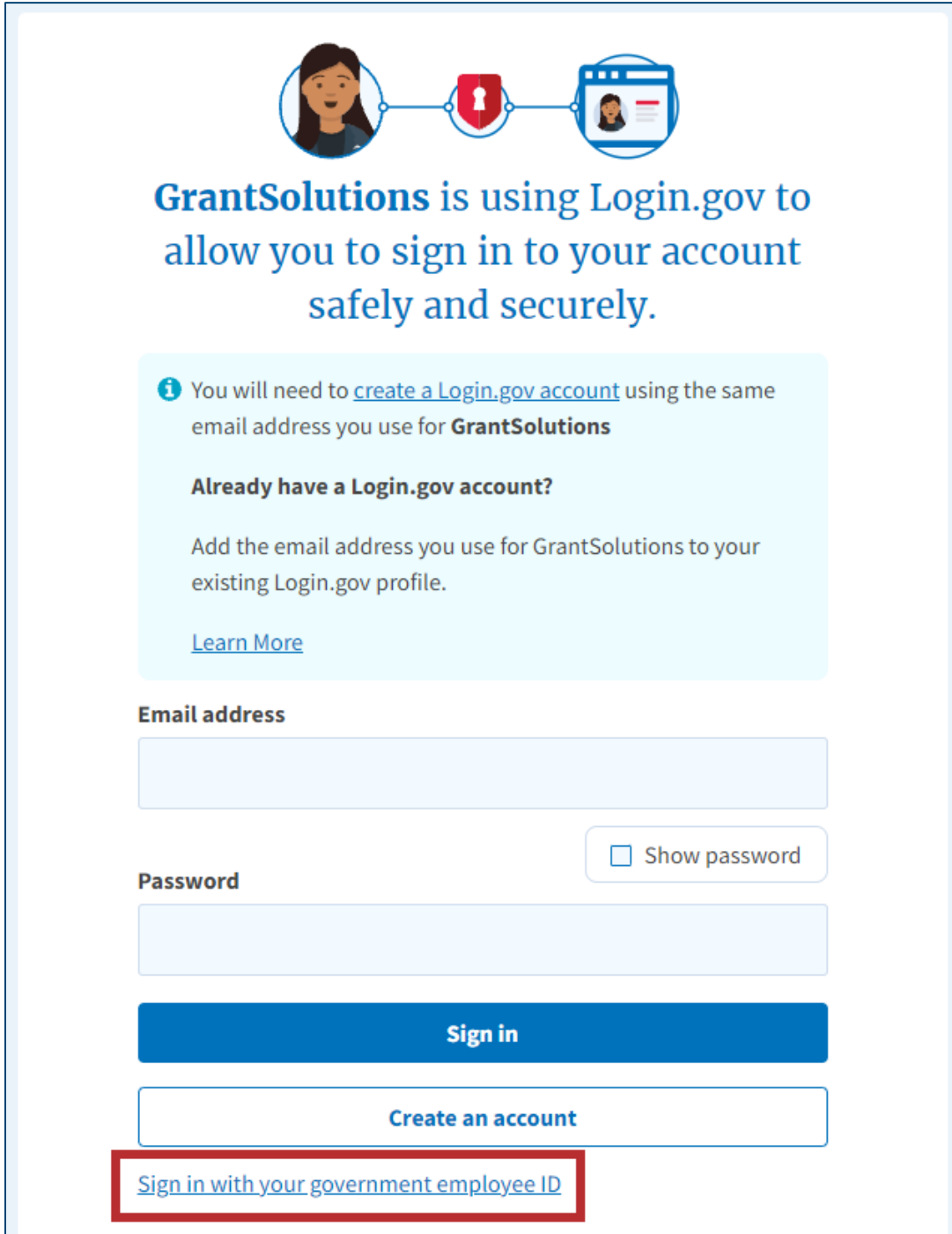
Next Planned Downtime: Thursday, October 14, 2021




Current Issues

1 Known Issue

Figure 25: 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.

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

Already have a Login.gov account?

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

[Learn More](#)

Email address

Password

☐ Show password

Sign in

Create an account

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

Figure 26: 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.

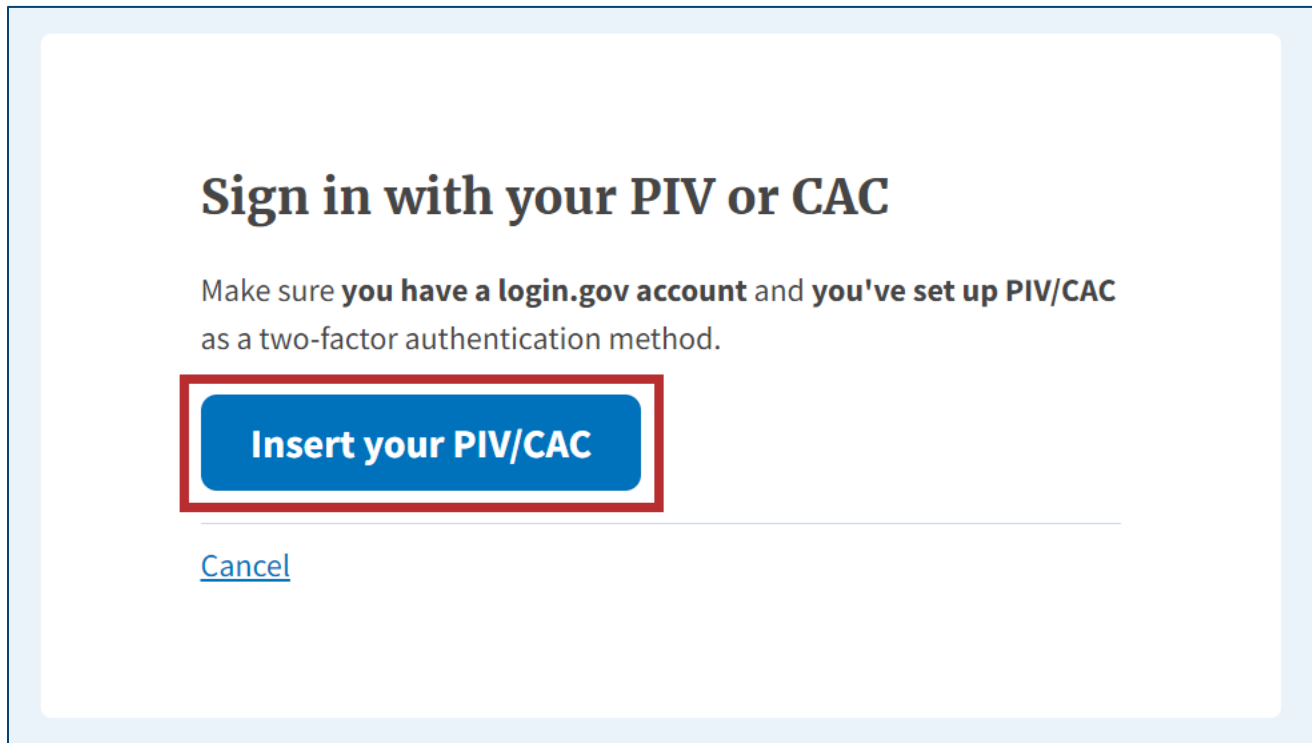


Figure 27: Login.gov Sign in with your PIV or CAC screen with Insert your PIV/CAC button

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

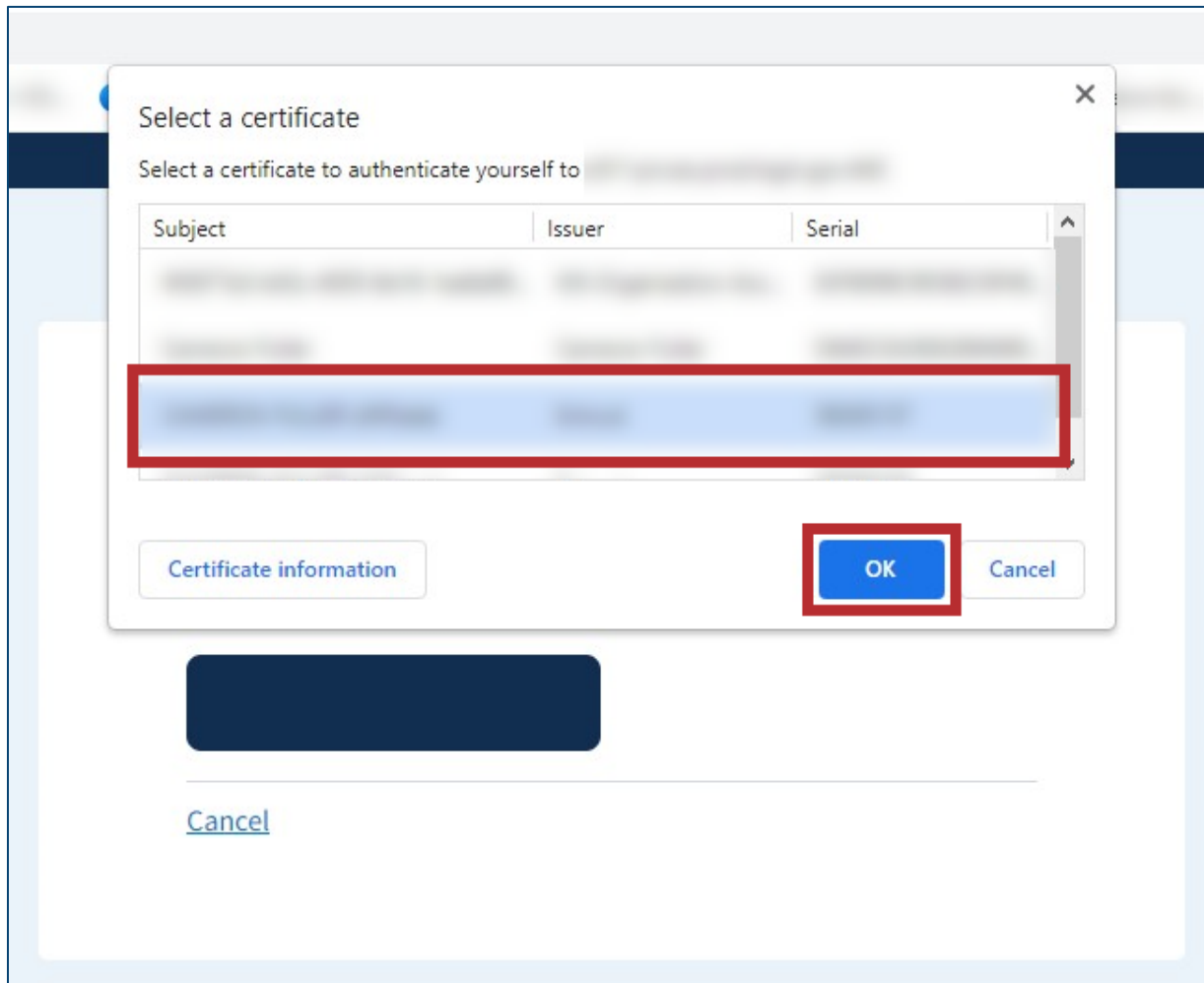


Figure 28: Browser window with PIV certificate and OK button

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

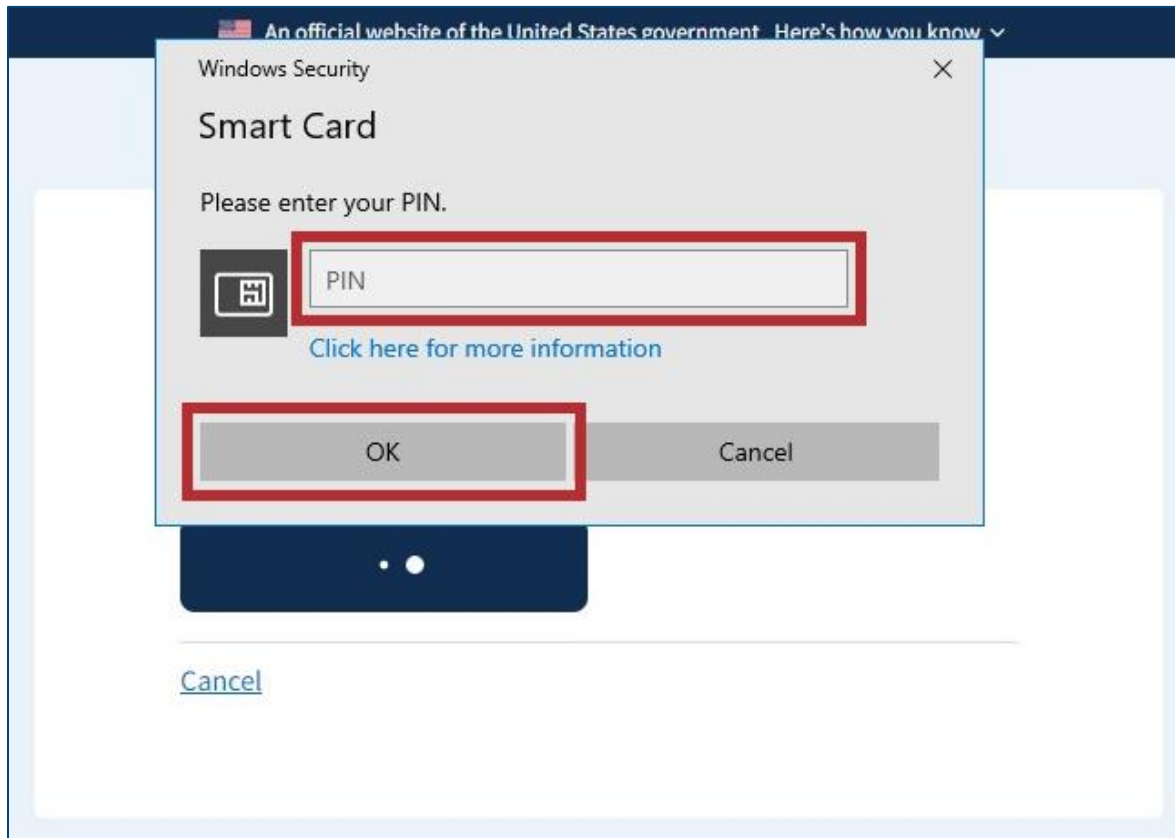
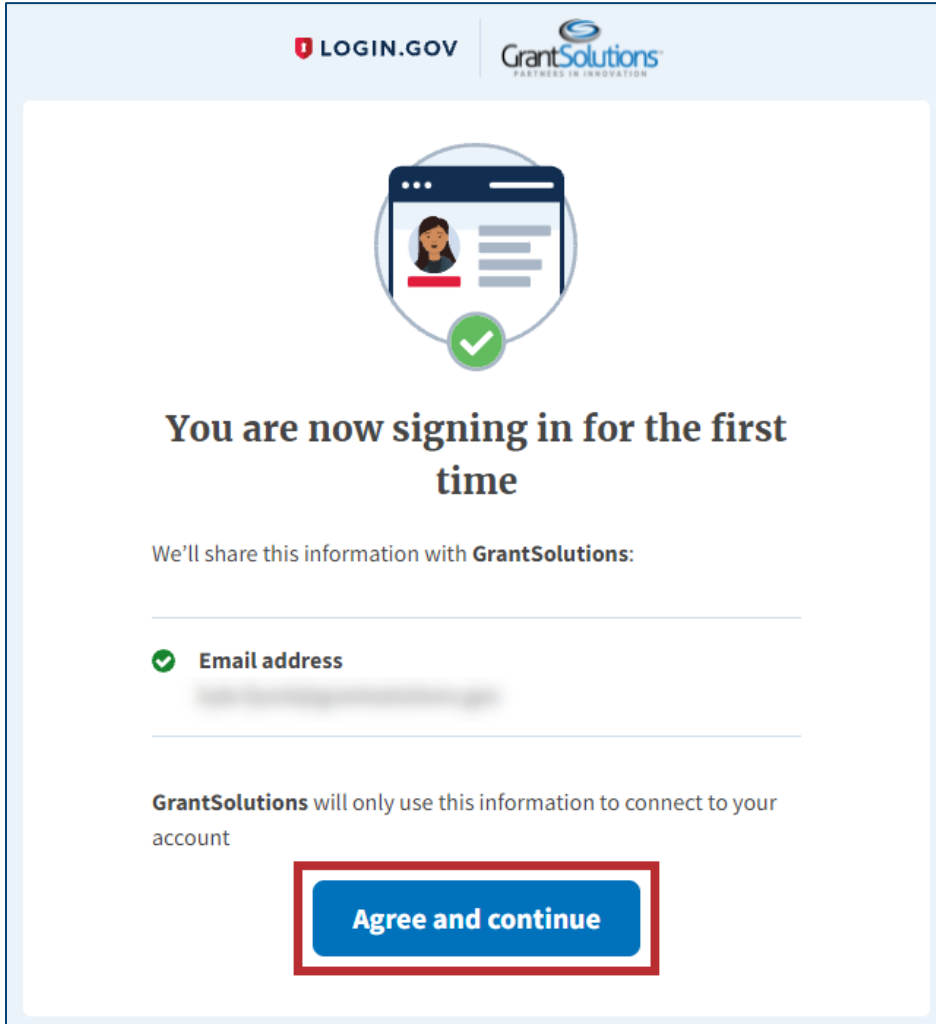





Figure 29: Browser window with PIN field and OK button

7. 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 this information with **GrantSolutions**:

 **Email address**


GrantSolutions will only use this information to connect to your account

Agree and continue

Figure 30: Login.gov You are now signing in for the first time screen with Agree and continue button

8. 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 **Grant Recipient 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.

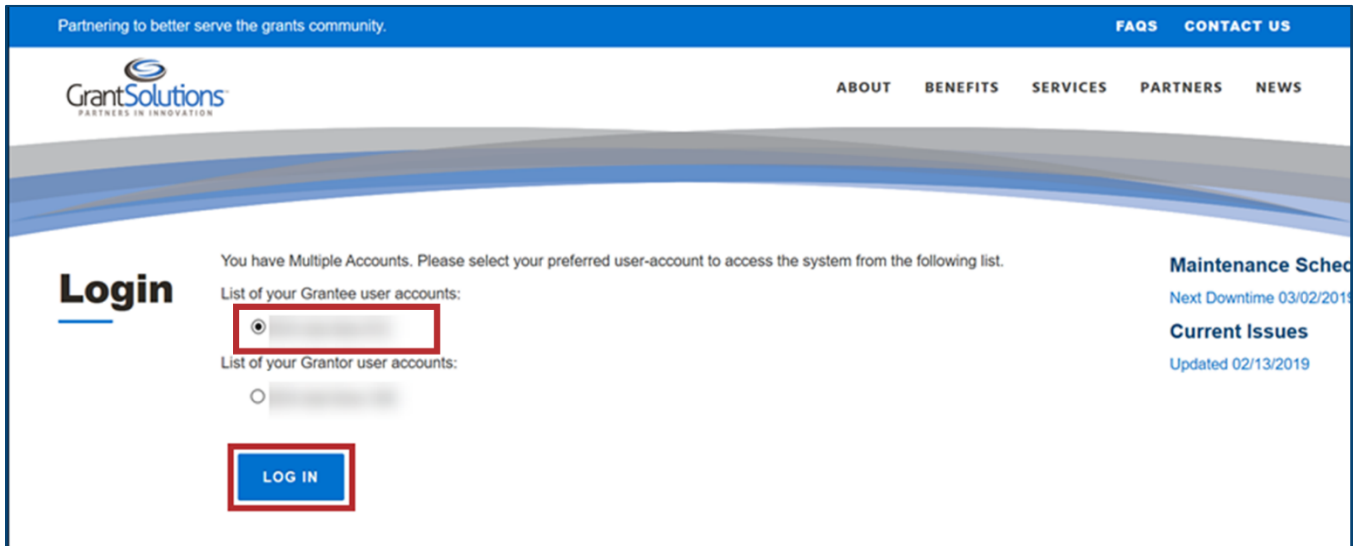


Figure 31: GrantSolutions Login screen with account radio buttons and LOG IN button

9. 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.

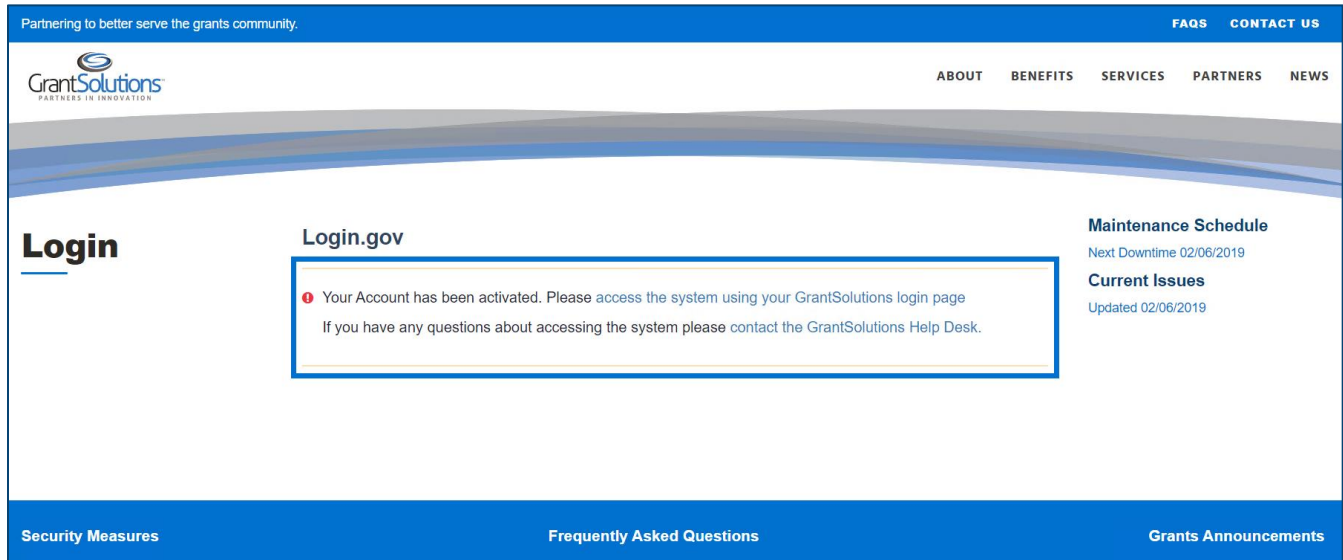


Figure 32: GrantSolutions Login screen with message

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

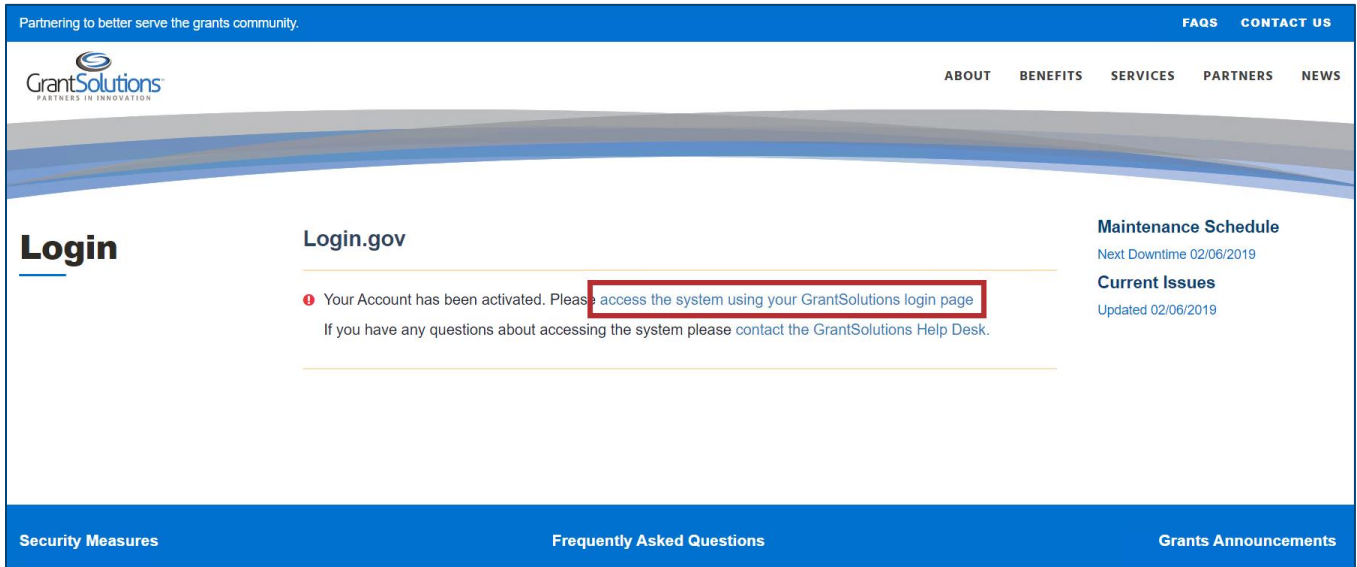


Figure 33: GrantSolutions Login screen with access the system using your GrantSolutions login page link

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

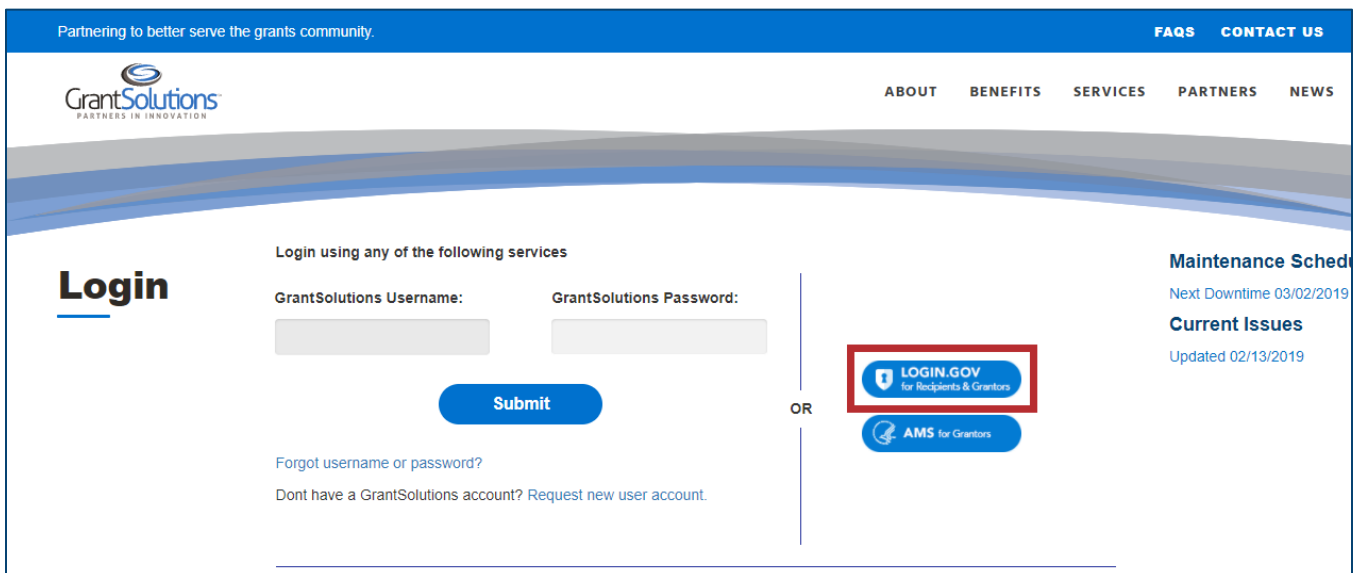


Figure 34: Grantsolutions Login screen with Login.gov button

12. 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 “My Grants List” screen appears upon successful log in.

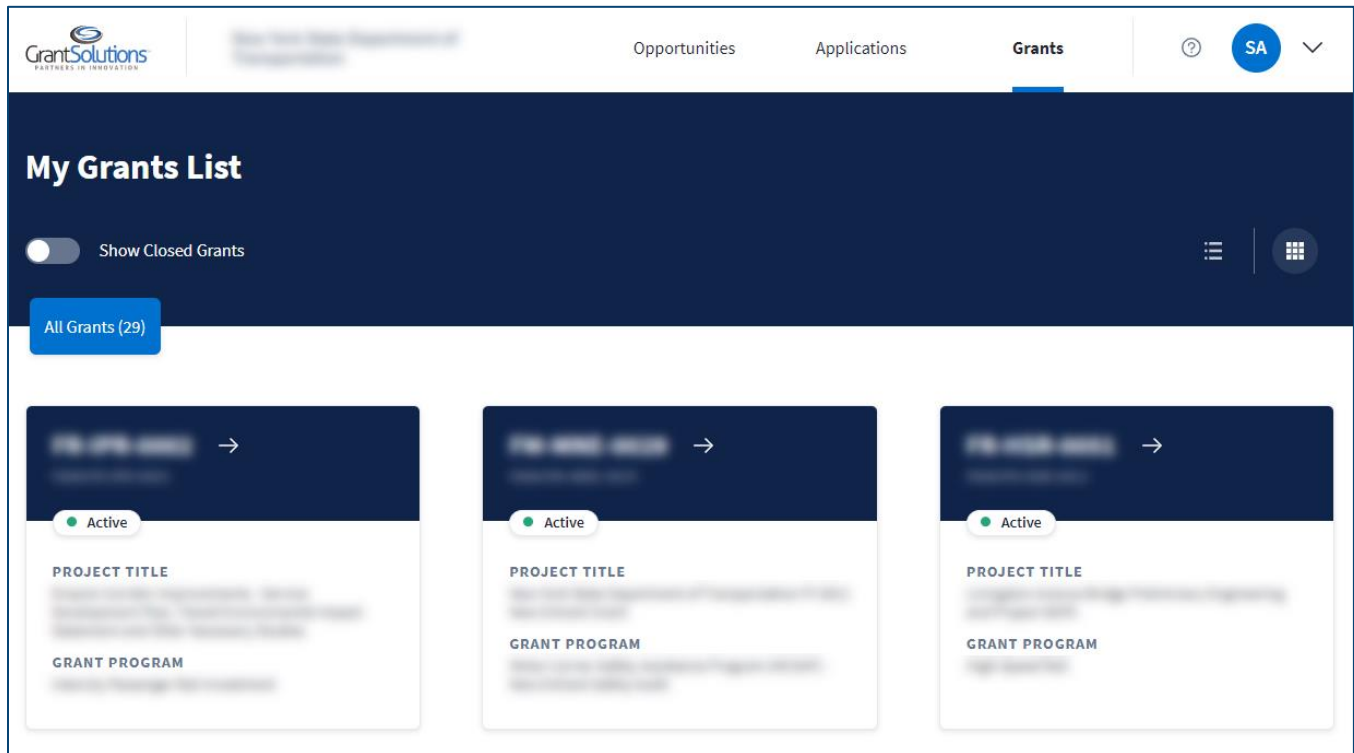


Figure 35: GrantSolutions My Grants List screen

Log Into GrantSolutions Through Login.gov Using Another Authentication Method

A Grant Recipient user email address associated with a Login.gov account may log into GrantSolutions through Login.gov using another authentication method. The Grant Recipient user should create a Login.gov account prior to attempting to log into GrantSolutions through Login.gov using another authentication method (see [Create a Login.gov Account](#) and [Add a GrantSolutions Email Address to a Login.gov Account](#) sections).

To log into GrantSolutions through Login.gov using another authentication method, perform the following steps:

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

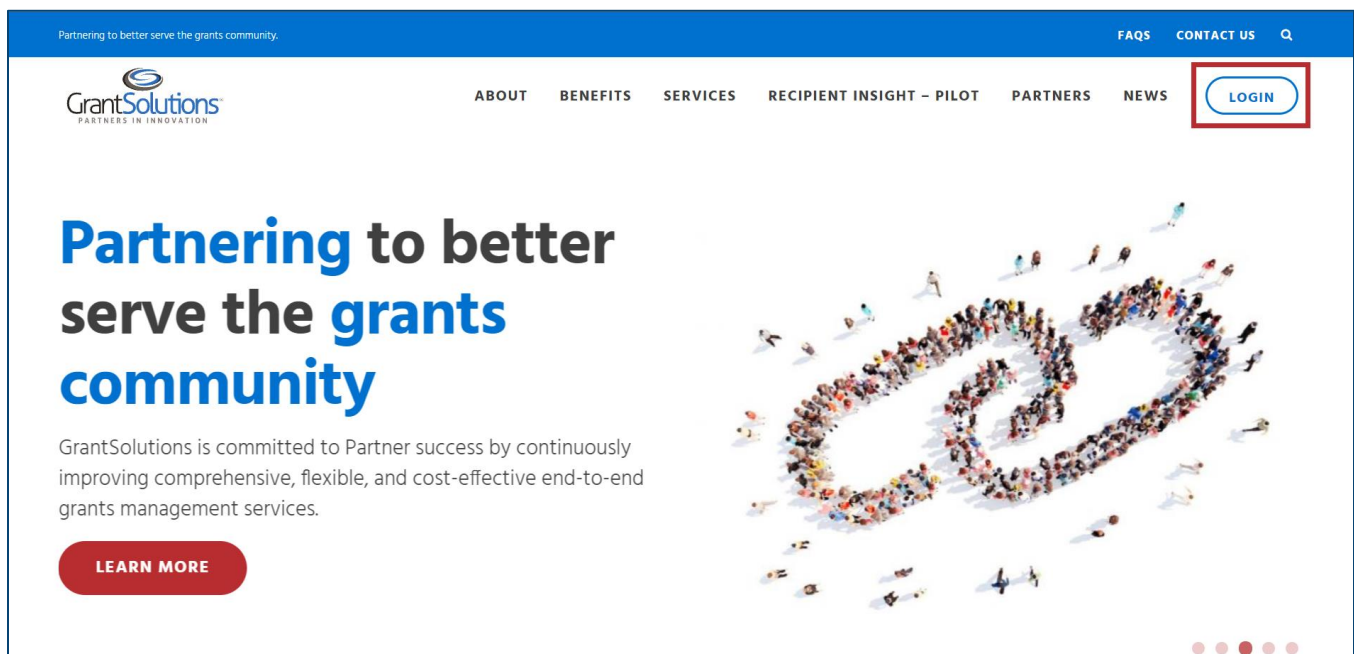
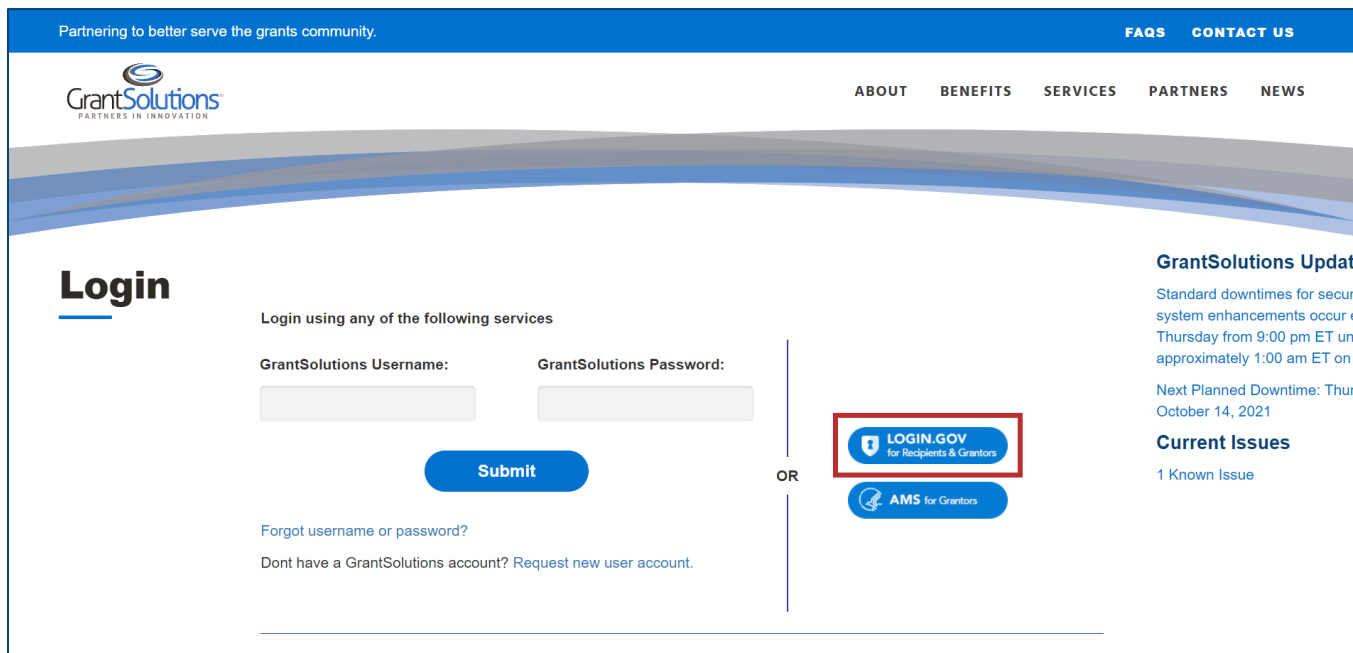



Figure 36: GrantSolutions Public Website with Login button

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



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 [ABOUT](#) [BENEFITS](#) [SERVICES](#) [PARTNERS](#) [NEWS](#)

Login

Login using any of the following services

GrantSolutions Username: GrantSolutions Password:

[Submit](#)

OR

[LOGIN.GOV](#)
for Recipients & Grantees

[AMS](#) for Grantees

[Forgot username or password?](#)

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

GrantSolutions Update

Standard downtimes for security system enhancements occur on Thursday from 9:00 pm ET until approximately 1:00 am ET on Friday.

Next Planned Downtime: Thursday, October 14, 2021

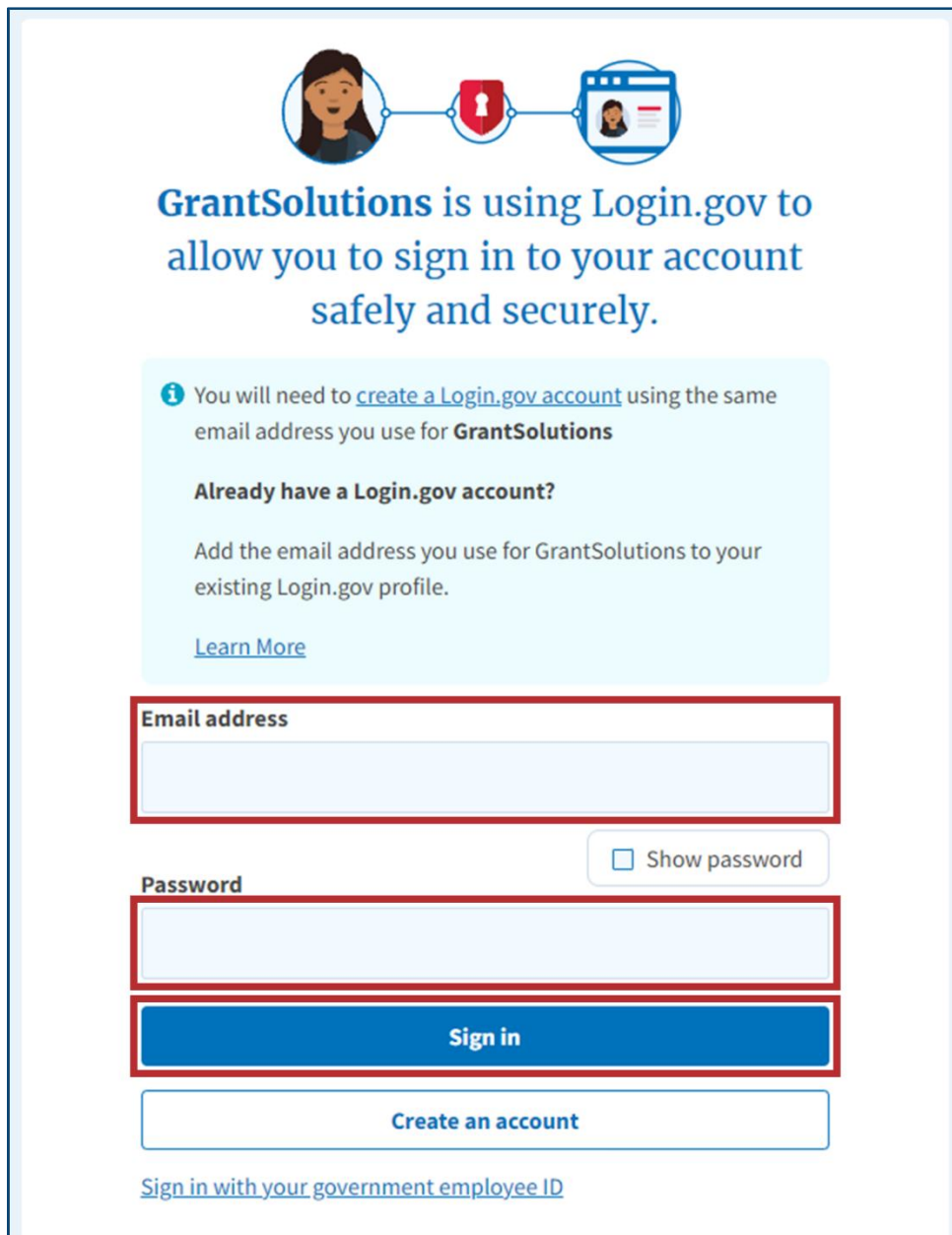
Current Issues




1 Known Issue

Figure 37: GrantSolutions Login screen with Login.gov button

- The Login.gov “Sign in” screen appears, this time linked to GrantSolutions. Enter the email address associated with the GrantSolutions account in the **Email address** field and enter the Login.gov password in the **Password** field. Click the **Sign in** button.

Note: On the Login.gov “Sign in” screen, an email address associated with the GrantSolutions account is necessary for the first log in only. Perform subsequent log ins using any email address associated with the Login.gov account.



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

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

Already have a Login.gov account?

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

[Learn More](#)

Email address

Password ☐ Show password

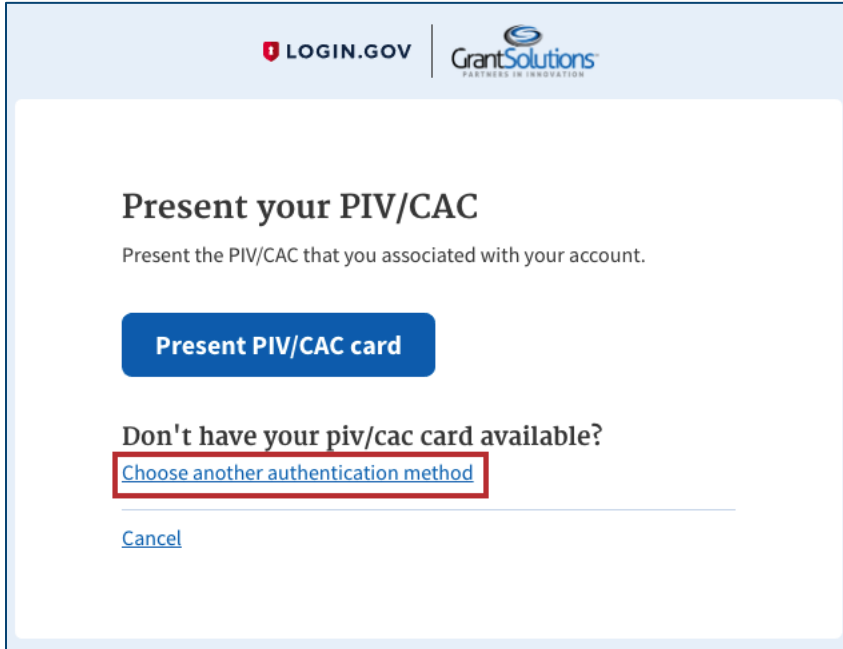
Sign in



Create an account

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

Figure 38: 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 **Choose another authentication method** link.



Present your PIV/CAC

Present the PIV/CAC that you associated with your account.

[Present PIV/CAC card](#)

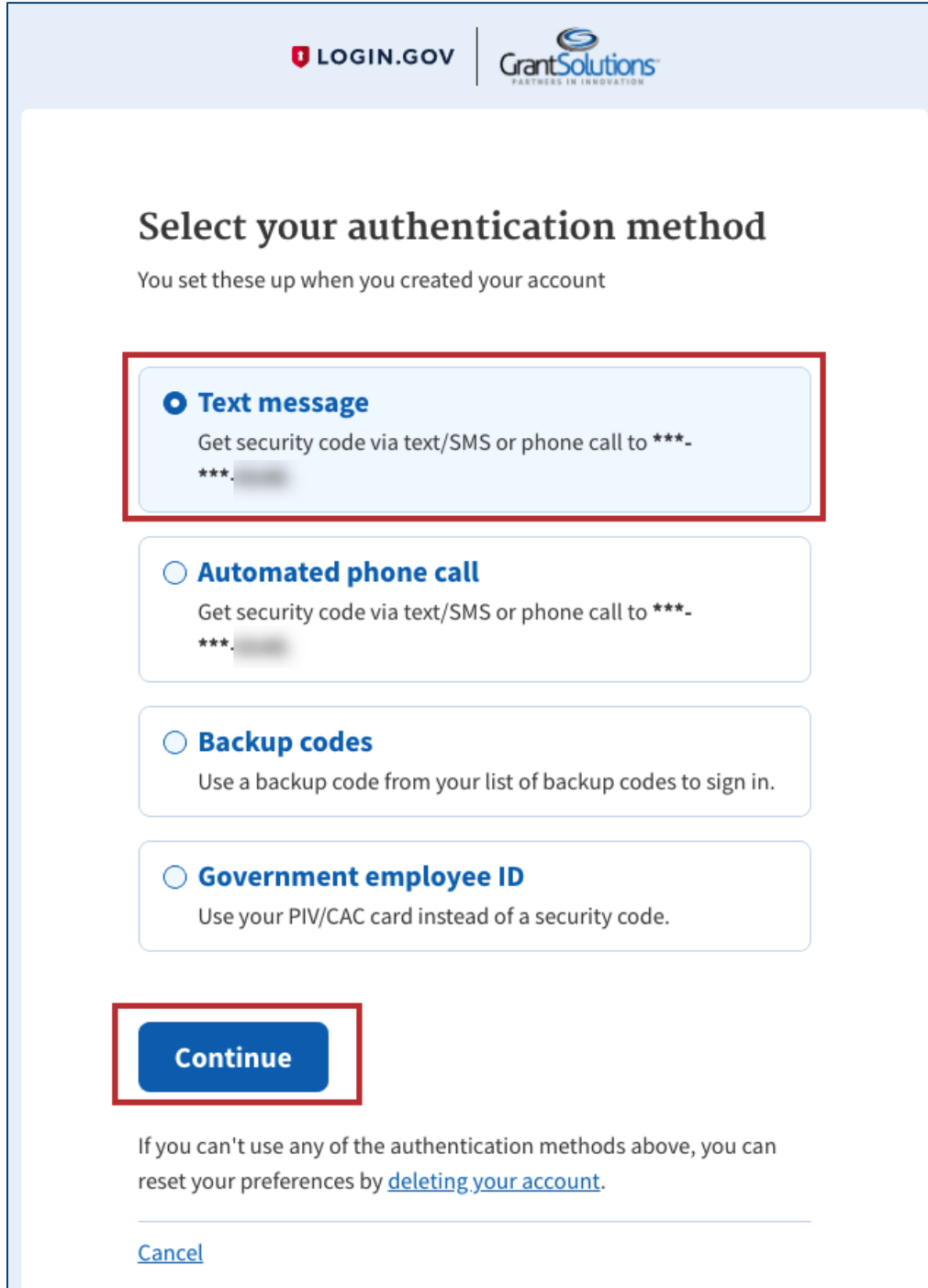
Don't have your piv/cac card available?



[Choose another authentication method](#)

[Cancel](#)

Figure 39: Login.gov Present your PIV/CAC screen with Choose another authentication method link

5. On the Login.gov “Select your authentication method” screen, use the radio buttons to select an **authentication method** and click the **Continue** button at the bottom.



Select your authentication method

You set these up when you created your account

- ☒ **Text message**
Get security code via text/SMS or phone call to ***-
***-██████
- ☐ **Automated phone call**
Get security code via text/SMS or phone call to ***-
***-██████
- ☐ **Backup codes**
Use a backup code from your list of backup codes to sign in.
- ☐ **Government employee ID**
Use your PIV/CAC card instead of a security code.

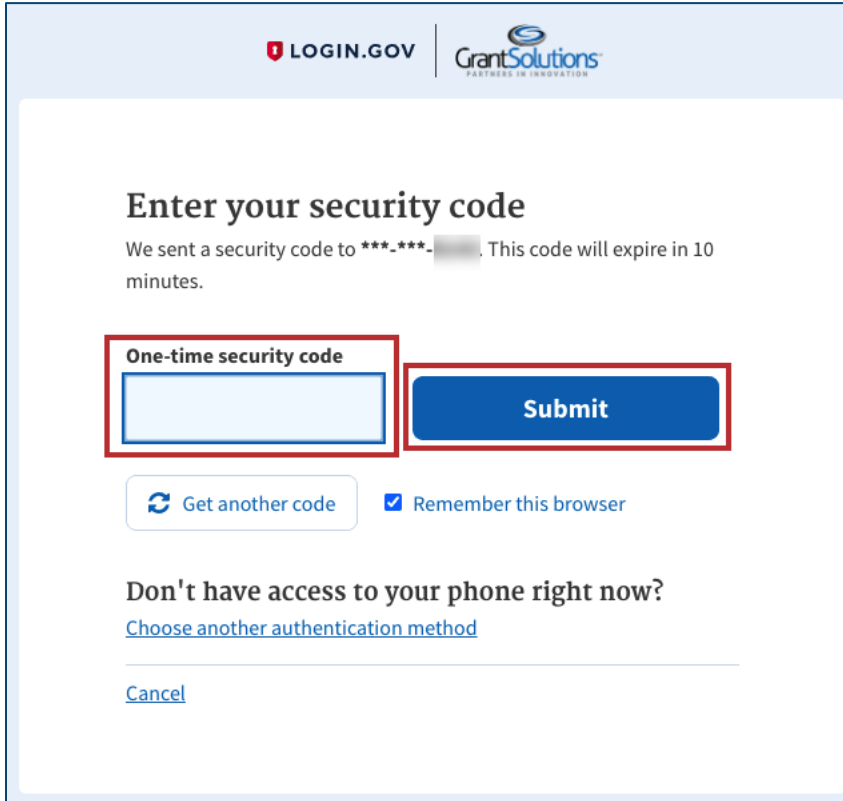
Continue

If you can't use any of the authentication methods above, you can reset your preferences by [deleting your account](#).

[Cancel](#)

Figure 40: Login.gov Select your authentication method screen with authentication method options and Continue button

- On the Login.gov “Enter your security code” screen, enter the 6-digit **One-time security code** or backup code to sign in and click the **Submit** button.



LOGIN.GOV | GrantSolutionsSM
PARTNERS IN INNOVATION

Enter your security code

We sent a security code to ***-***-***. This code will expire in 10 minutes.

One-time security code

Submit

[Get another code](#) ☒ Remember this browser

Don't have access to your phone right now?
[Choose another authentication method](#)

[Cancel](#)

Figure 41: Login.gov Enter your security code screen with One-time security code field and Submit button

7. 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.

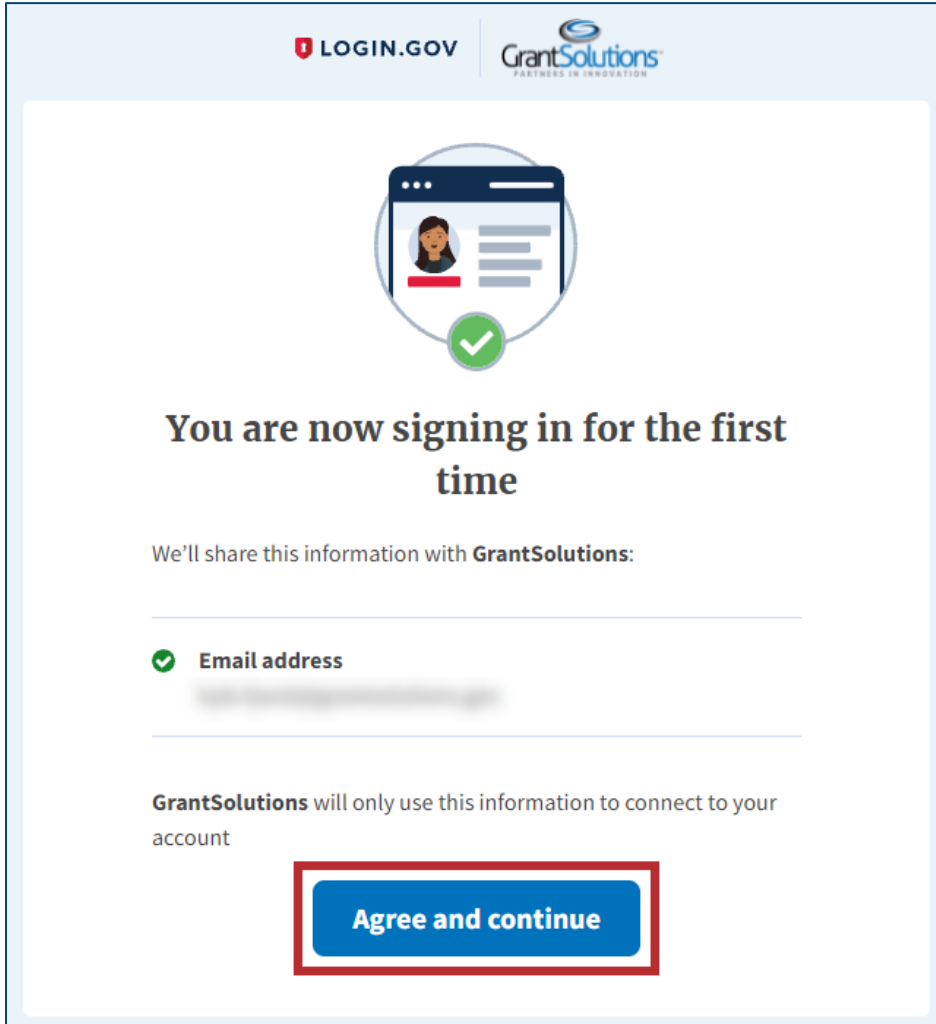


Figure 42: Login.gov You are now signing in for the first time screen with Agree and continue button

8. If the user has multiple accounts associated to the GrantSolutions email address used to sign in, the GrantSolutions “Login” screen appears. The GrantSolutions email address may be associated to both Grantor and Grant Recipient accounts. However, only Grant Recipient accounts can be selected using an authentication method outside of PIV ID.

If a Grantor account associated to the GrantSolutions email address exists, a message appears stating, “You have an existing Grantor user accounts but you need to login using your PIV card to use them.”

Select the radio button for the **Grant Recipient** 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.

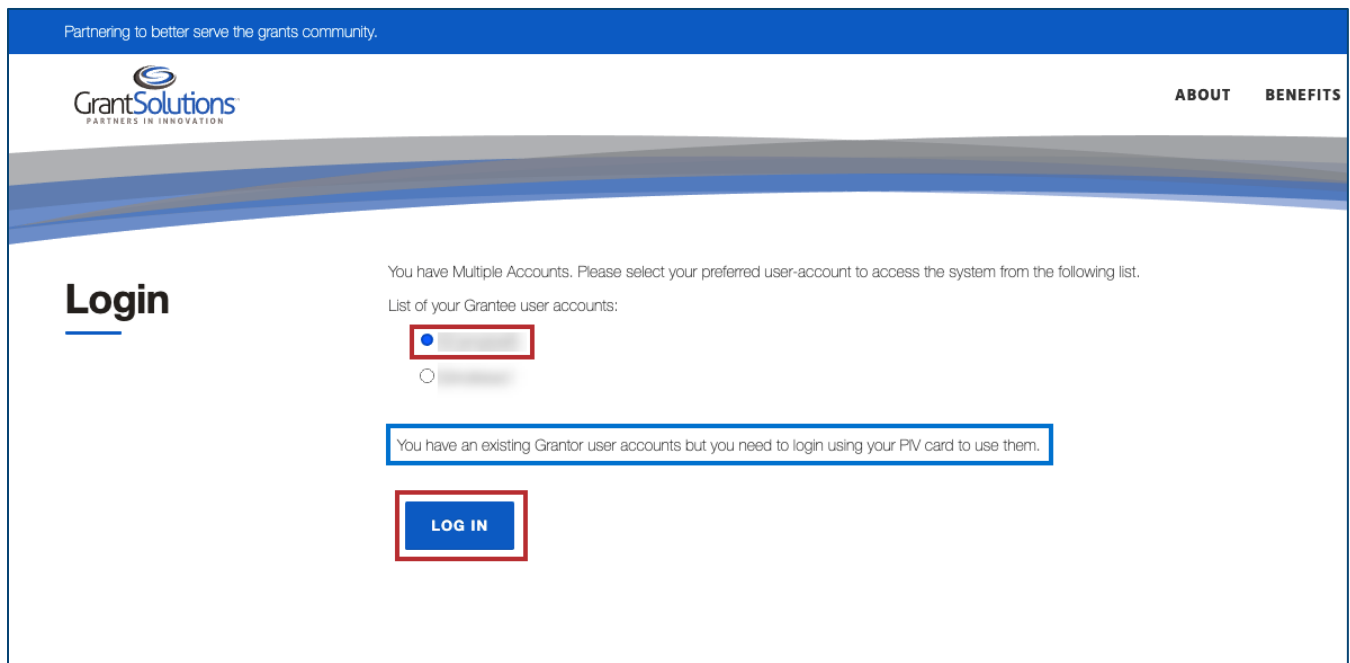


Figure 43: GrantSolutions Login screen with account radio buttons, message, and LOG IN button

9. 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.

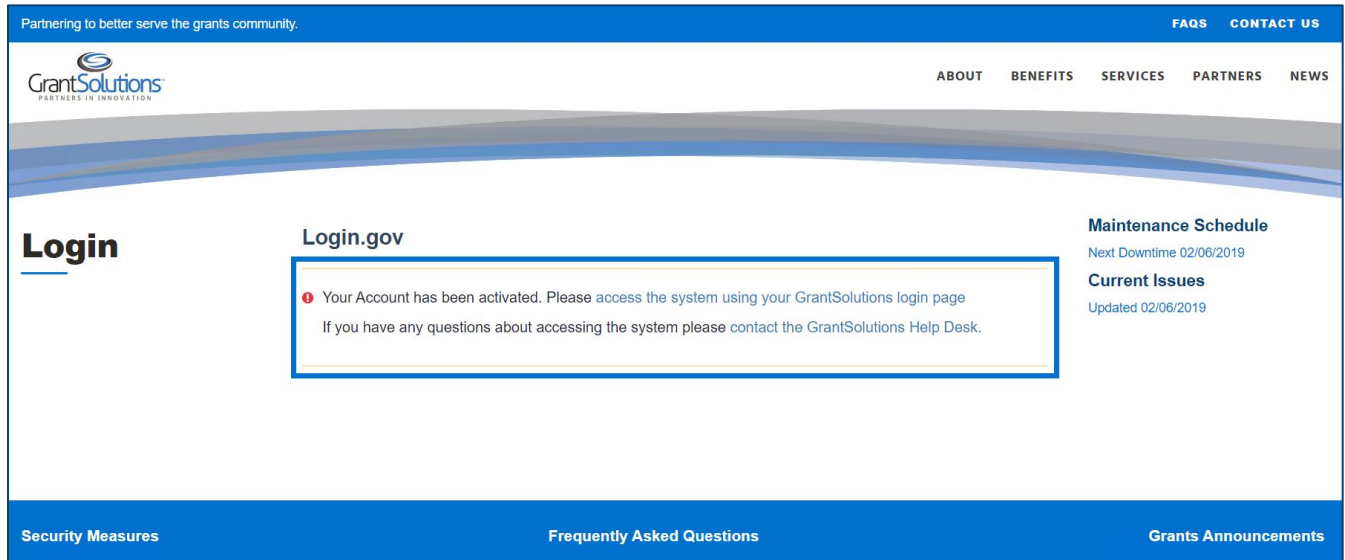


Figure 44: GrantSolutions Login screen with message

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

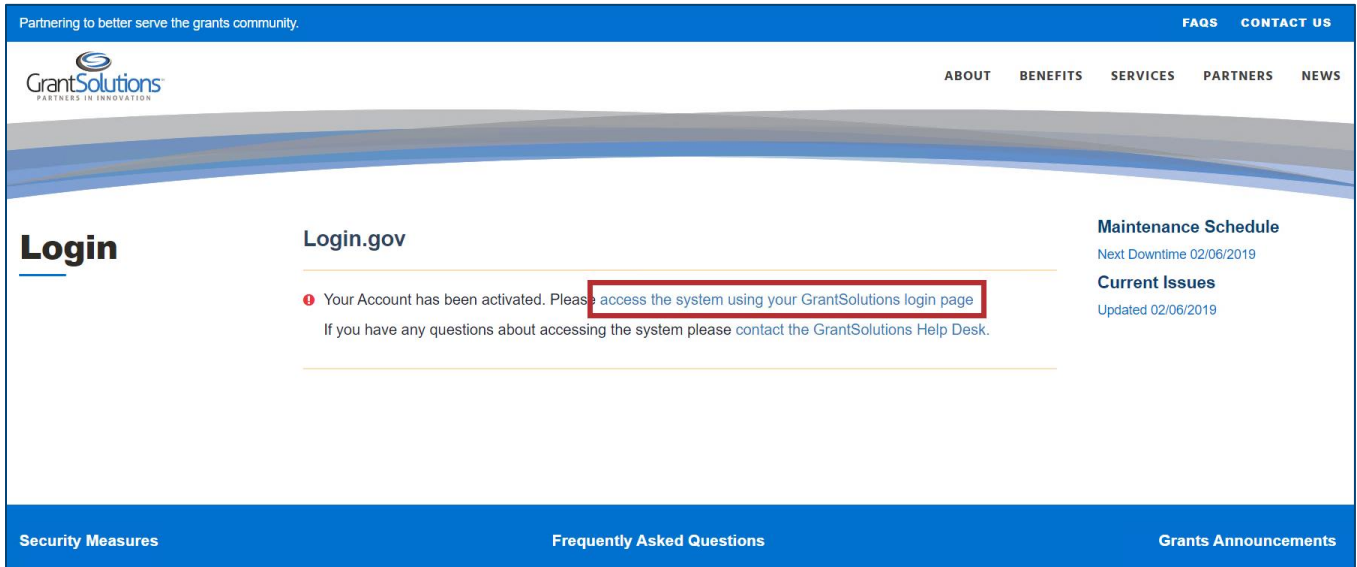


Figure 45: GrantSolutions Login screen with access the system using your GrantSolutions login page link

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

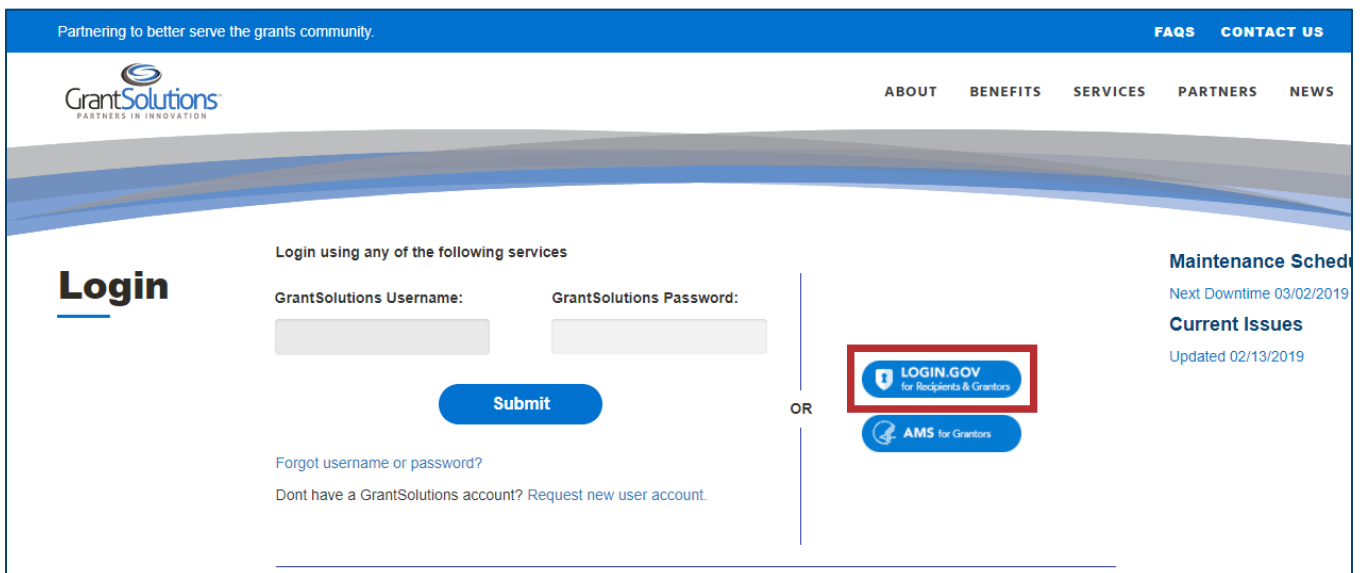


Figure 46: Grantsolutions Login screen with Login.gov button

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

The GrantSolutions “My Grants List” screen appears upon successful log in.

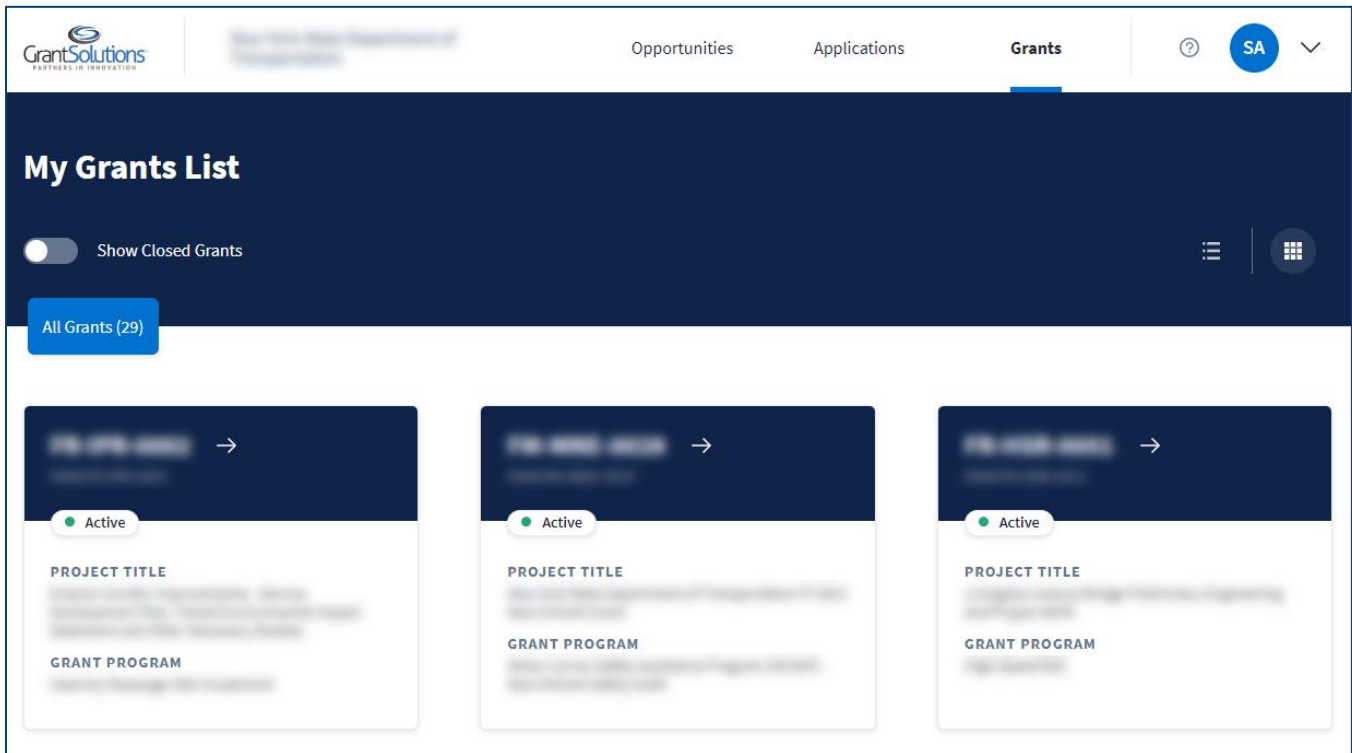


Figure 47: GrantSolutions My Grants List screen