

## QUICK SHEET: CREATE A LOGIN.GOV ACCOUNT

**Audience:** Grant Recipient

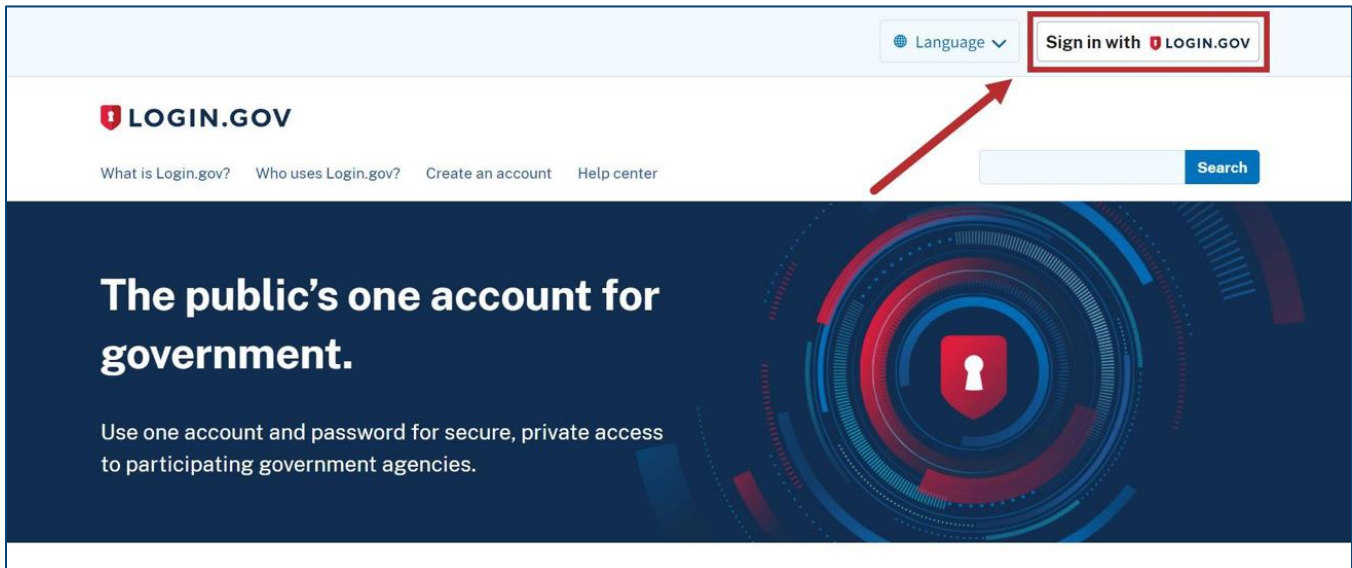
### PURPOSE:

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.

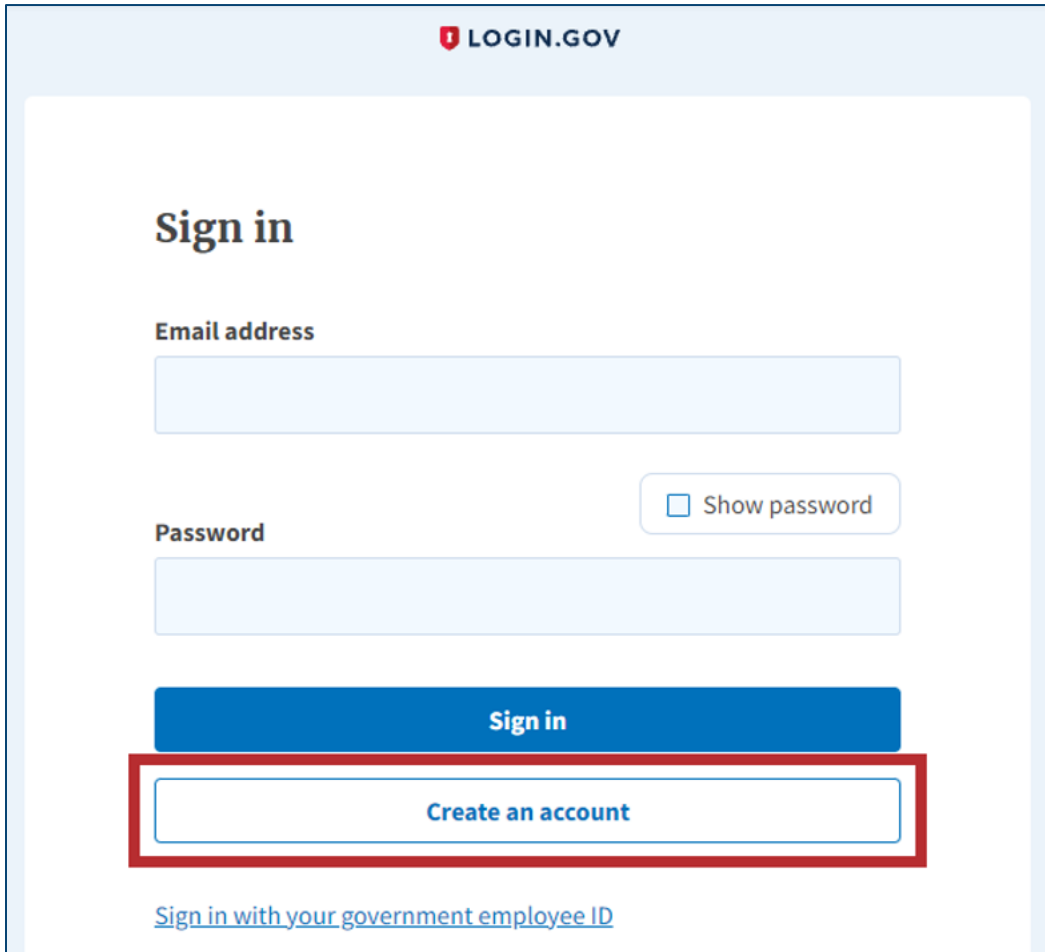
### CREATE LOGIN.GOV ACCOUNT

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](http://www.login.gov) and click the **Sign in with Login.gov** button in the top right corner.

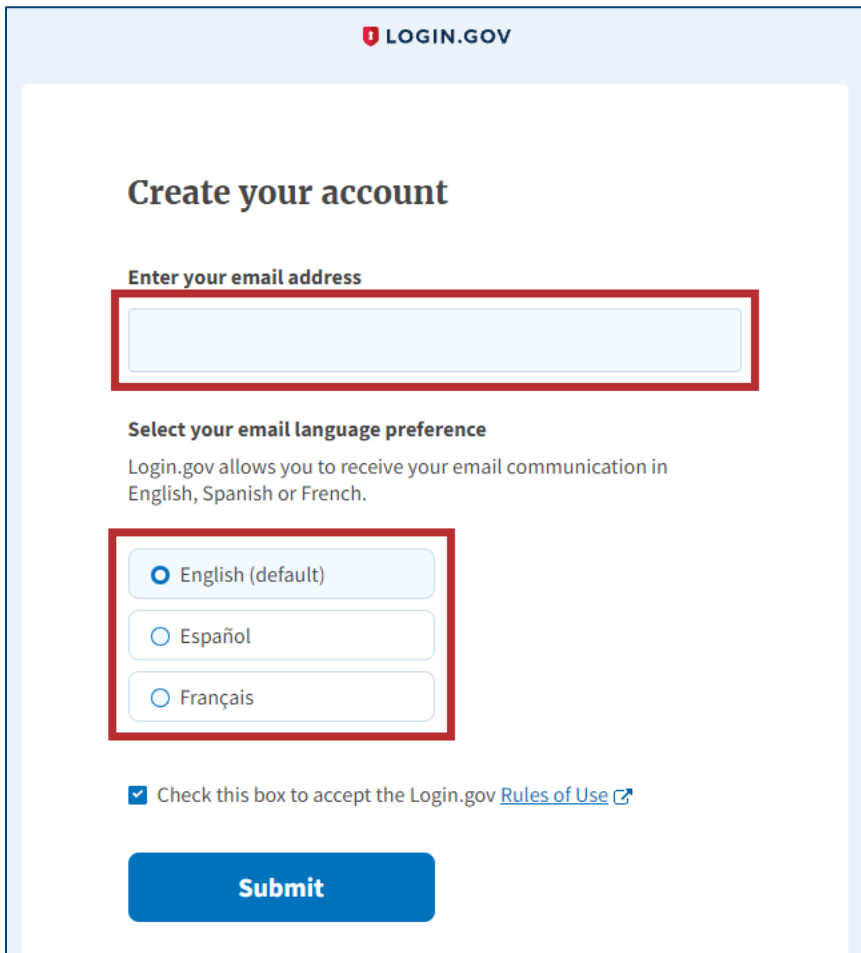


2. The Login.gov "Sign in" screen appears. Click the **Create an account** button.



The screenshot shows the Login.gov "Sign in" interface. At the top, the "LOGIN.GOV" logo is displayed. Below it, the heading "Sign in" is centered. There are two input fields: "Email address" and "Password". To the right of the password field is a "Show password" checkbox. Below the input fields are two buttons: a blue "Sign in" button and a white "Create an account" button. The "Create an account" button is highlighted with a red border. At the bottom, there is a link: [Sign in with your government employee ID](#).

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.



**LOGIN.GOV**

## Create your account

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)

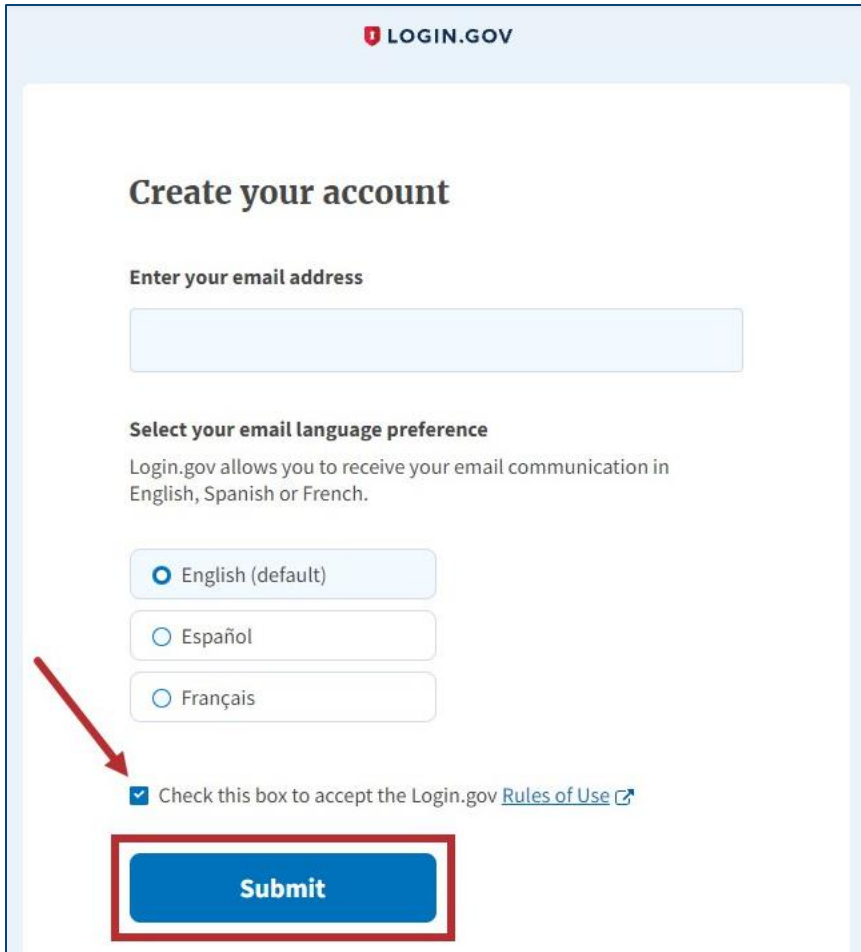
Español

Français

Check this box to accept the Login.gov [Rules of Use](#)

**Submit**

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



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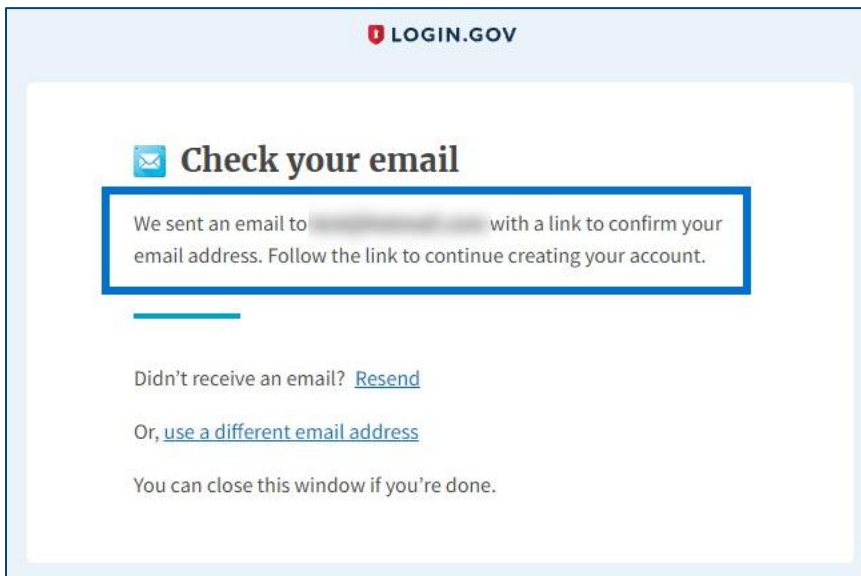
Español

Français

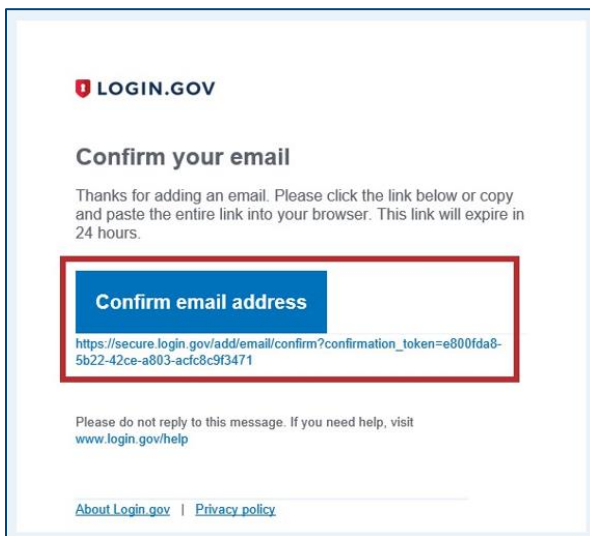
Check this box to accept the Login.gov [Rules of Use](#)

**Submit**

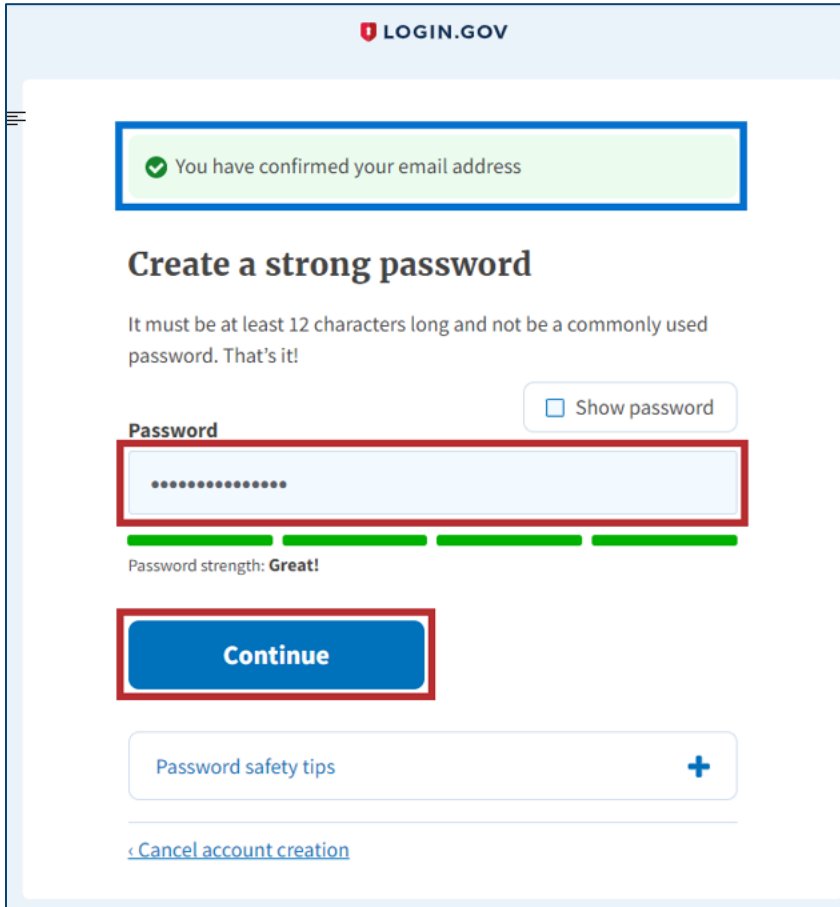
5. The Login.gov “Check your email” screen appears with a message that an email is sent to the user email inbox with a link to confirm the email address.



6. The user receives an email from [no-reply@login.gov](mailto: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.



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](#)

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**

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.

