#### Creating a certified digital identity

Thank you for your participation in the State, Local, and Tribal Governments Support Programs.

In order to more efficiently and transparently meet the terms and conditions, all participants must have **certified digital identity**. There is a **three-step process** to receive verified credentials from our certified identity provider (ID.me). We expect the entire process will take about 10 minutes for most people.

To get started, visit <a href="https://portal.treasury.gov/cares/s/slt">https://portal.treasury.gov/cares/s/slt</a>, click on create an account, and follow the instructions.

STEP NOTES

Step 1:	Use same email address from your SLT
Verify your email	Portal welcome email.

#### Step 2: Set up two-factor authentication

For this step we recommend using a cell phone, but other options are available.

#### Step 3: Verify your identity

For this step you'll need an official photo ID. We recommend using a device with a camera where available, but identity verification calls are also available at no cost to you.

Throughout this process, your information will remain completely secure. The process does not require a credit check.

When you've finished, you'll get a confirmation email that means you can now log in to the <u>SLT Portal</u> with your new ID.me account. The CARES Portal works best with <u>Google Chrome</u>.

If you have questions about using ID.me to establish your credentials, please contact ID.me support at <a href="https://help.id.me/">https://help.id.me/</a>. For assistance with technical issues with SLT Portal, please contact us at <a href="mailto:covidreliefitsupport@treasury.gov">covidreliefitsupport@treasury.gov</a>. We appreciate your timely action to fulfill these requirements.

#### For More Information

While the ID.me site has excellent instructions on creating and validating your digital identity, some participants may want step-by-step instructions with screen shots. These detailed instructions are available here: https://home.treasury.g ov/policyissues/coronavirus/assis tance-for-state-localand-tribal-governments

The requirements for CARES Act credentials are defined by NIST SP 800-63 v3 (Digital Identity Guidelines). ID.me is a certified commercial identity provider offering Identity Assurance Level (IAL) 2 and Authentication Assurance Level (AAL) 2 credentials. No Personally Identifiable Information will be retained by ID.me.

For additional information on verifying your information with ID.me, navigate to the ID.me + Treasury support page.



# **SLT Portal**

# Create an ID.me Account April 2021

#### Introduction



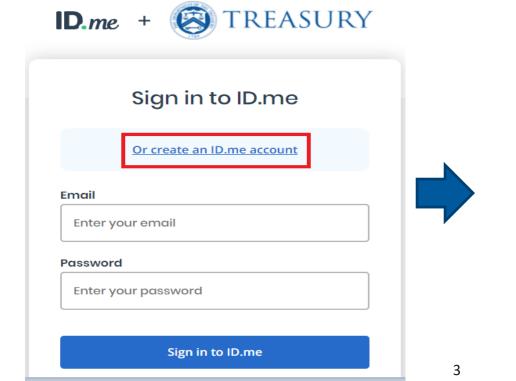
This document outlines the processes associated for credentialing and identity proofing as defined by NIST SP 800-63 v3, Digital Identity Guidelines, to obtain an ID.me credential. ID.me is a certified commercial identity provider offering Identity Assurance Level (IAL) 2 and Authentication Assurance Level (AAL) 2 credential.

- ▶ All recipients who attempt to logon to the Treasury COVID-19 Relief Hub for the first time need to sign up with ID.me through the following three-step process:
  - Email Confirmation (Slides 4 5)
  - Two Factor Authentication Verification (Slides 6 9)
  - Identity Verification (Slides 10 32)
    - Examples are provided for the following Identity Verification Options
      - Option 1: Upload Photos of Your License or State ID (Slides 10 20)
      - Option 2: Virtual In-Person Identity Proofing (Slides 21 32)
- Process to logon to Treasury COVID-19 Relief Hub once ID.me registration is complete (Slides 33 through 35)
- ▶ Additional Resources (Slide 36)
- ▶ NIST SP 800-63 v3
  - http://www.nist.gov/nstic/

#### Launch Website & Sign Up for ID.me



- Click the following link:
  - https://portal.treasury.gov/cares/s/slt
  - For best site performance, it is recommended that you use Google Chrome
- Select create an ID.me account
  - Input the email address and create a password
  - Check Box Accept terms of service and privacy policy
  - Select Create an ID.me account





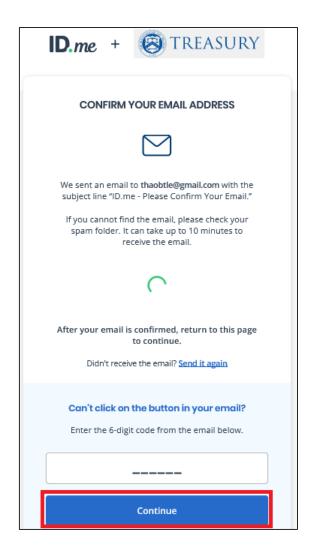
Crec	ite an ID.me account	
	Or sign in to your account	
Email		
Enter you	ur email	
Password		
Enter your password		
Confirm Po	assword	
Confirm your password		
I accept the ID.me <u>Terms of Service</u> and <u>Privacy Policy</u>		
Create an ID.me account		

#### **Email Confirmation**



- ► ID.me will send a confirmation email to the email account you used to register
  - ID.me will send a confirmation email with 6 digit code
  - Once you select Confirm Your Email in your email, ID.me will verify automatically
  - Select Continue

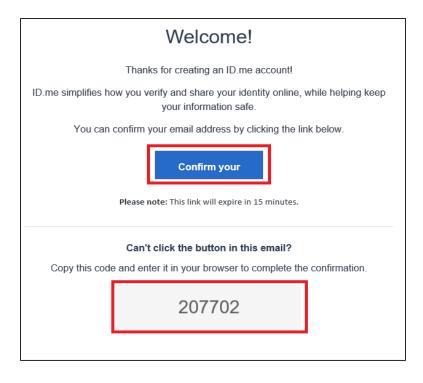
**Note:** Web browser session is suspended until you respond to the ID.me email confirmation. The email confirmation link and code will expire after 15 minutes.

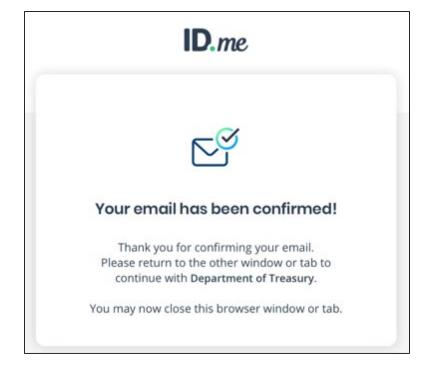


#### **Email Confirmation**



- Open the ID.me email and acknowledge the receipt
  - Below is a example of the email you will receive (left image) with conformation and 6 digit code
  - Select Confirm your Email button, you will see the confirmation notice (right image)
  - You should return to your initial session with the browser that prompted you enter the 6 digit code



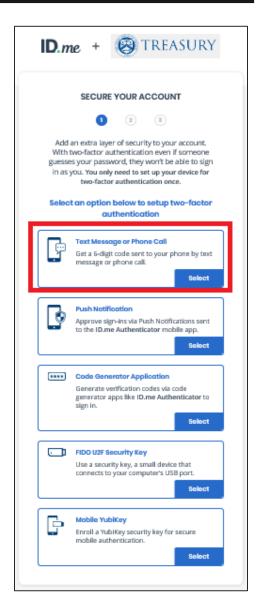


#### Two-Factor Authentication



- Select one of the options to setup multi-factor authentication options
  - Text Message or Phone Call (Preferred)
  - Push Notification
  - Code Generator Application
  - FIDO U2F Security Key
  - Mobile Yubikey

**Note:** This presentation captures screen shots for the first option: Text Message or Phone Call.

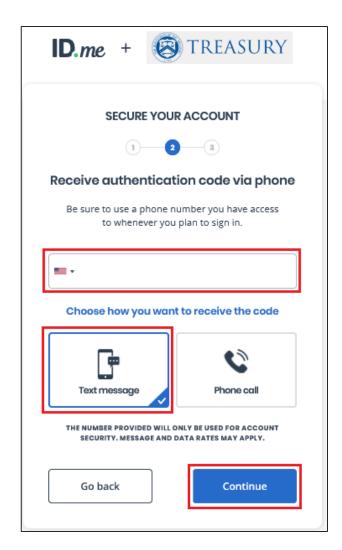


#### Two-Factor Authentication: Text Message or Phone Call



- Select Text message
  - Enter your phone number
  - Select Text message
  - Select Continue

**Note:** Please use your valid mobile phone number.



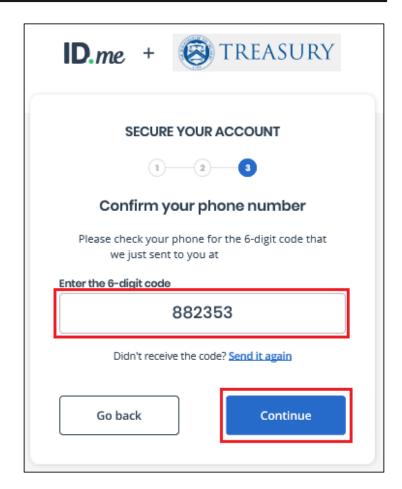
#### Two-Factor Authentication: Text Message or Phone Call



- Verify phone number
  - 6 digit verification code generated automatically
  - Select Continue

Your <u>ID.me</u> verification code is 882353. Don't share it. We will never call to ask for it.

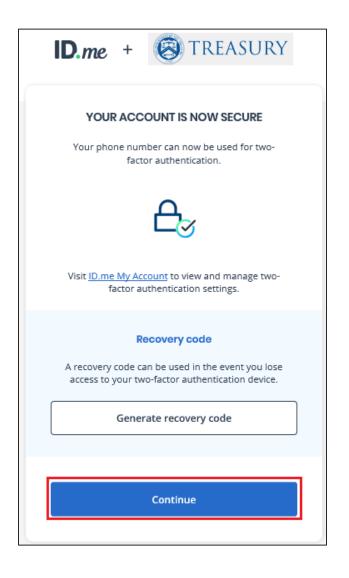
**Note:** The code will expire after 15 minutes.



#### Multi-Factor Authentication: Text Message or Phone Call



#### ▶ Confirmation



**Congratulations!** You have enabled multi-factor authentication for your account. Next step is to verify your identity.

ID.me will send you an email notification that you enabled multifactor authentication.

# You have enabled two-factor authentication for your account

Thank you for enabling two-factor authentication for your ID.me account.

Two-factor authentication is an additional layer of security designed to prevent unauthorized access to your account and protect your information with ID.me.

From now on, whenever you sign in, you can authenticate yourself using the following two-factor authentication option:

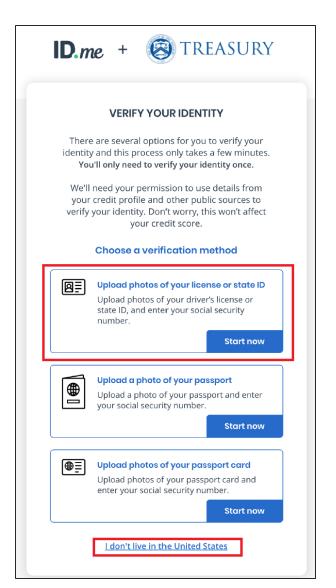
Text Message or Phone Call — (\*\*\*) \*\*\*-\*703

#### **Identity Verification**



- Choose a verification method
  - Option 1:
    - Upload photos of your license or state ID (Preferred)
      - » Slides 11-21
    - Upload a photo of your passport
    - Upload a photo of your passport card
  - Option 2:
    - I don't live in the United States (International)
      - » Slides 21-30

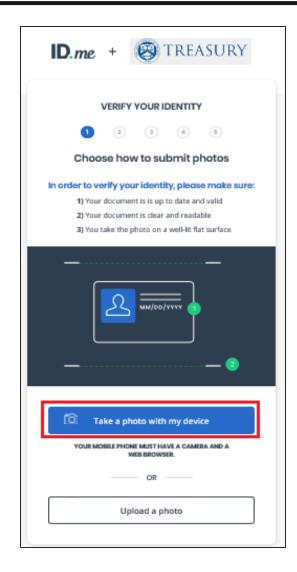
**Note:** You must use an active / valid license, state ID, or Passport





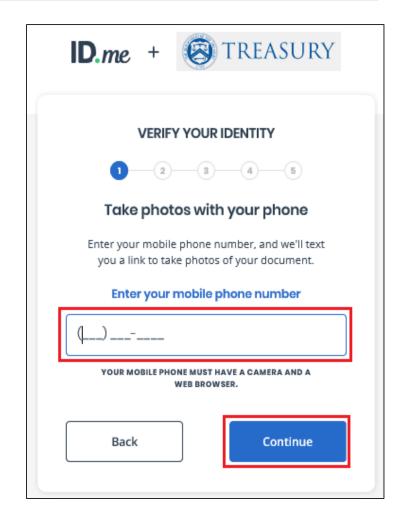
- ▶ Step 1
  - Choose how to submit photos
    - Take a picture with my device
    - Upload a photo

**Note:** This presentation captures screen shots for the first option: Take a picture with my device.





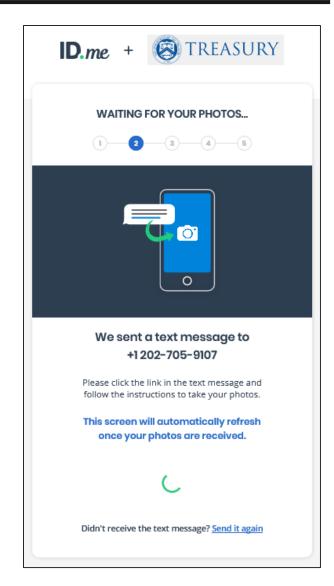
- Step 1 (continued)
  - Enter your phone number
  - Select Continue





- Step 1 (continued)
  - A text message will be sent to your phone

**Note:** You current web browser session is suspended until you respond to the action required.





- ► Step 2
  - ID.me will send a text to your phone
  - Select the link from your phone to upload the front and back of your photo ID

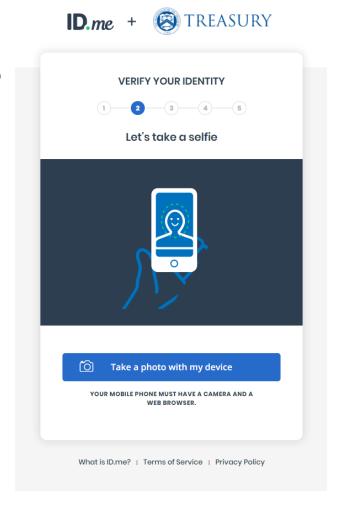
This message is from <u>ID.me</u>. Please click the following link to upload a picture of your ID: <a href="https://verify.id.me/en/phone/PHrxGQeQ">https://verify.id.me/en/phone/PHrxGQeQ</a>





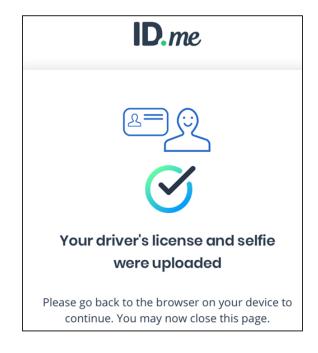
- ► Step 3
  - Consent to ID.me capturing biometric information
  - Select upload a video selfie
  - Follow the instructions carefully to take the video selfie

For more information on how to upload a video selfie, please reference this <u>help</u> <u>article</u> or this <u>user guide</u>.



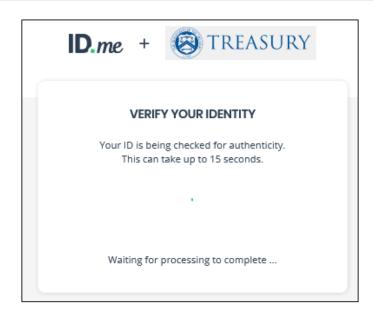


- Step 3 (continued)
  - Once you have completed the front and back license photos and video selfie, the following message is displayed on your phone.
  - You should return to your browser session





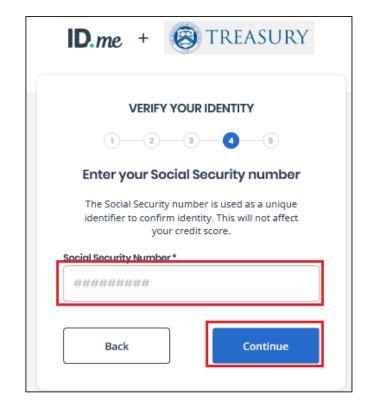
- Step 3 (continued)
  - Your browser session indicates the system is in process of verifying your identity
  - It may take up to 15 seconds
  - An additional screen may appear for manual data input if ID.me cannot verify information on your license



**Note:** If ID.me cannot verify your information from your license, an additional screen may appear for you to input your data manually.



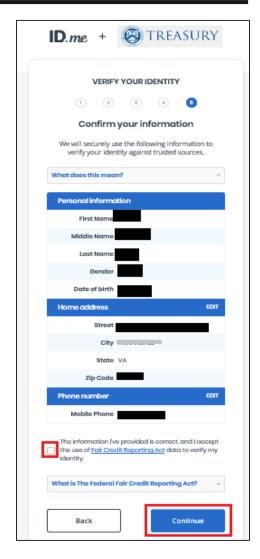
- ► Step 4
  - Enter 9 digit Social Security Number
  - A text will be sent to cell phone number
  - Select Continue





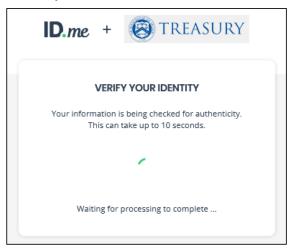
- ▶ Step 5
  - Confirm information
  - Check box Accept the use of Fair Credit
    Reporting Act
  - Select Continue

Note: Please verify the information listed

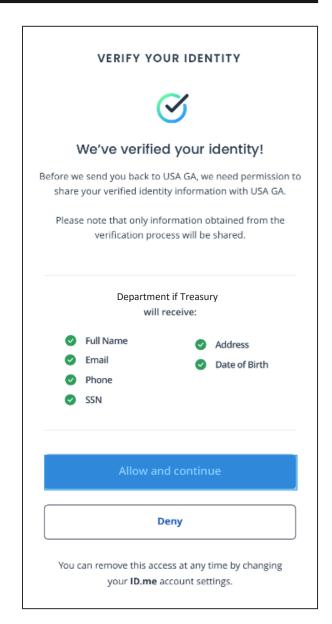




- Step 5 (continued)
  - Your browser session indicates the system is in process of verifying your identity
  - Consent to sharing your information with the Department of Treasury
  - ID.me will send you a Congratulations email
  - Skip to Slide 36 if ID.me completed your identity verification

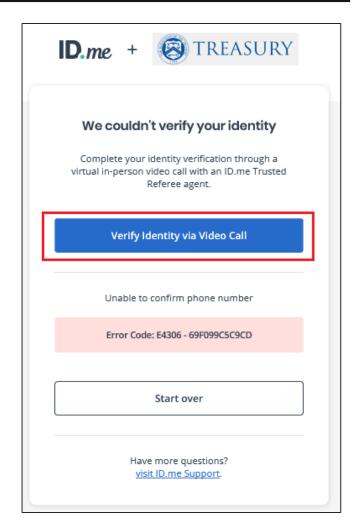


**Note:** If ID.me cannot verify your SSN or phone number, an additional screen may appear for you to input your data manually.



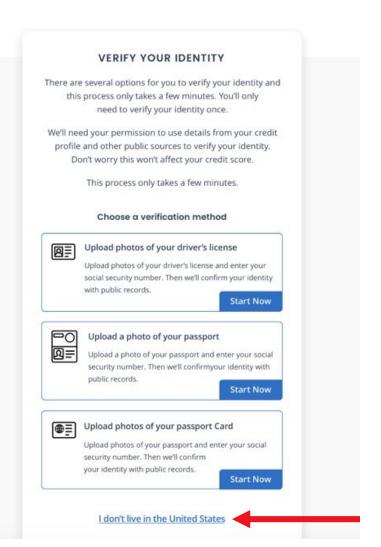


- ► If ID.me could not verify your identity:
  - Select Verify Identify via Video Call
  - Start Over (Optional)
    - Select one of the options to setup twofactor authentication
      - » Text Message or Phone Call (Preferred)
      - » Push Notification
      - » Code Generator Application
      - » FIDO U2F Security Key
      - » Mobile Yubikey

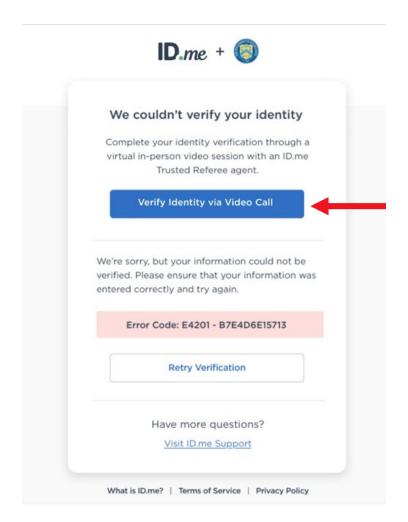




**Option A**: User initiates Virtual In-Person Identity Proofing by selecting "I don't live in the United States"

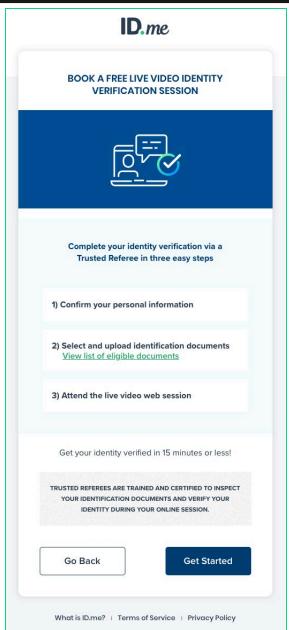


Option B: User initiates Virtual In-Person Identity Proofing after one unsuccessful online (self-service) identity proofing attempt



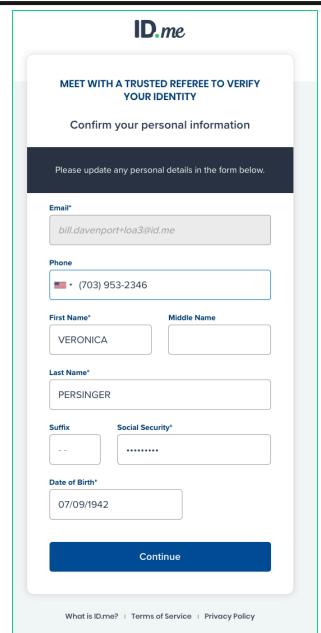


- Review the overview of the 3 step identity verification process
- When you are ready to proceed, select "Get Started"



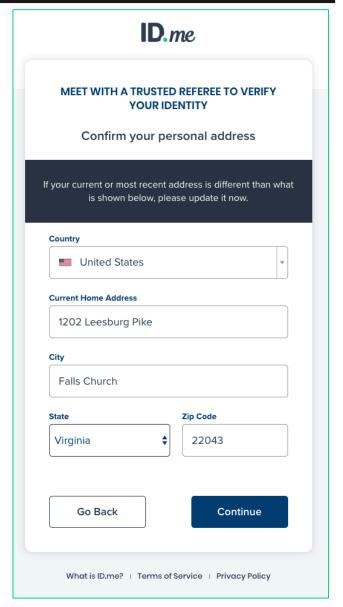


 Confirm that your personal information shown on the screen is accurate and select **Continue**





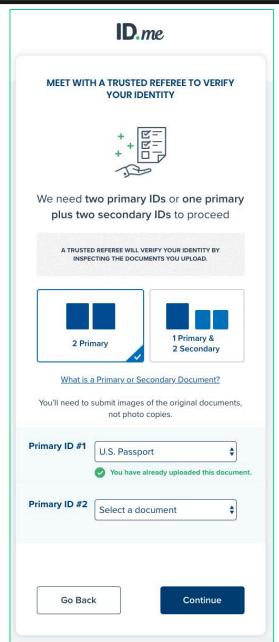
 Confirm that the address shown on the screen is your current or most recent address and select
 Continue





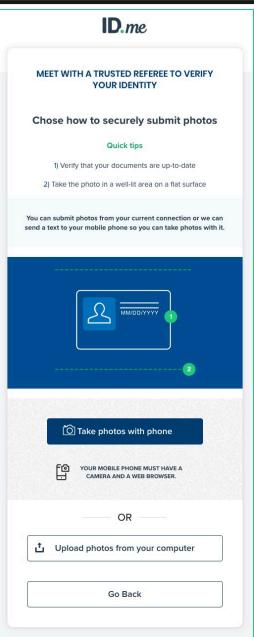
- ➤ You can either upload two (2) Primary IDs or one (1) Primary and two (2) Secondary IDs as evidence
- ► In the example shown on this slide, the user chose two Primary IDs and was prompted to select them via the dropdown menu at the bottom of the screen
- ► The user chose the U.S. Passport and Driver's License, which we will see on the next screen

**Note:** You must use an active / valid license, state ID, or Passport



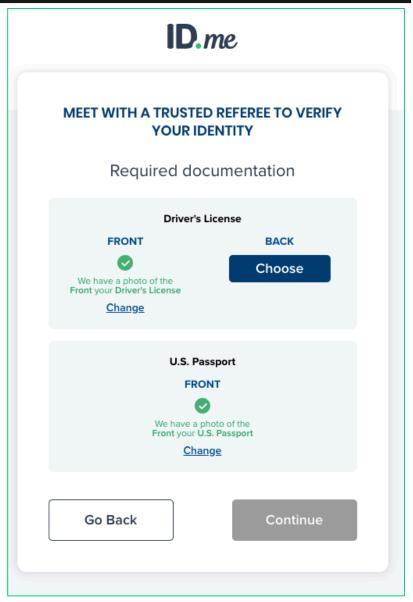


The user in this example is given the option to either upload photos of their documents from their computer or take them directly with their mobile phone



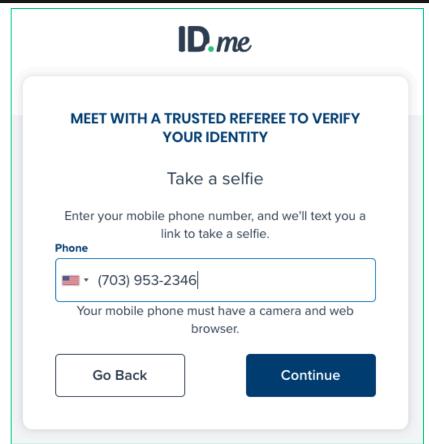


➤ You will be taken through each step of the upload process based on the pieces of identity evidence you select



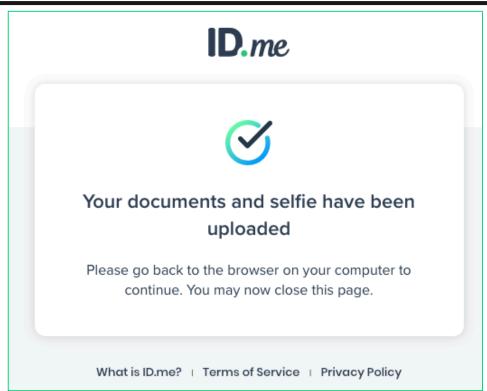


 Enter your mobile phone number, and you will be texted a link to capture a photo of yourself (selfie capture)



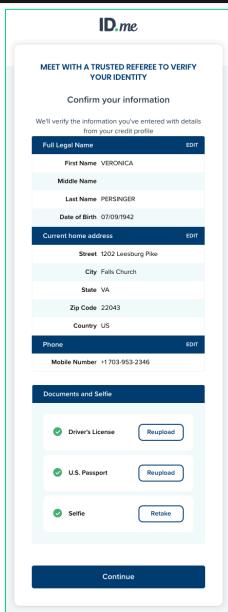


 Once you capture and successfully upload your selfie, you will receive a confirmation screen that prompts you to return to your original browser to resume the session





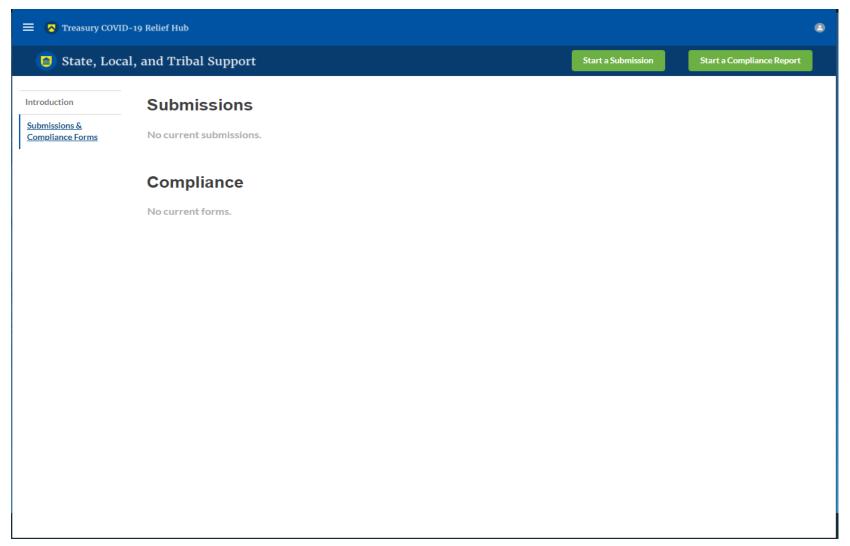
 Review your personal information to ensure it is correct and then select **Continue**



#### Website Redirect



Once ID.me identity verification is complete, you will be redirected to the SLT Application
 Portal landing page



## Logon to SLT Portal



► Sign in with ID.me Account

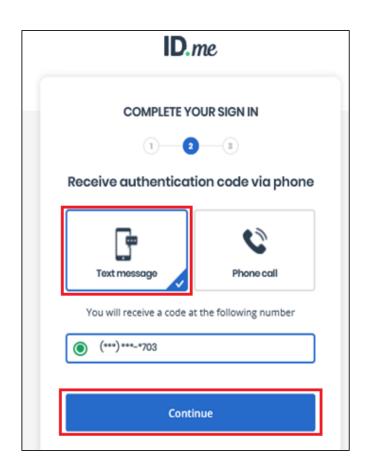


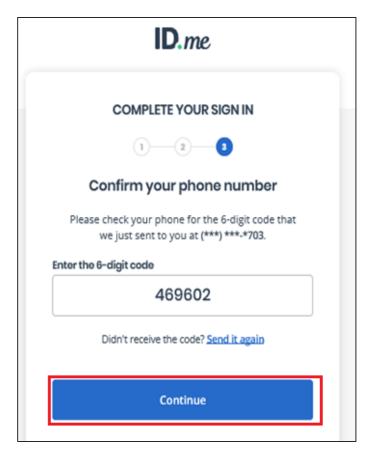
Sign in to ID.me		
Or create an ID.me account		
Email		
Enter your email		
Password		
Enter your password		
Sign in to ID.me		

#### Logon to SLT Portal



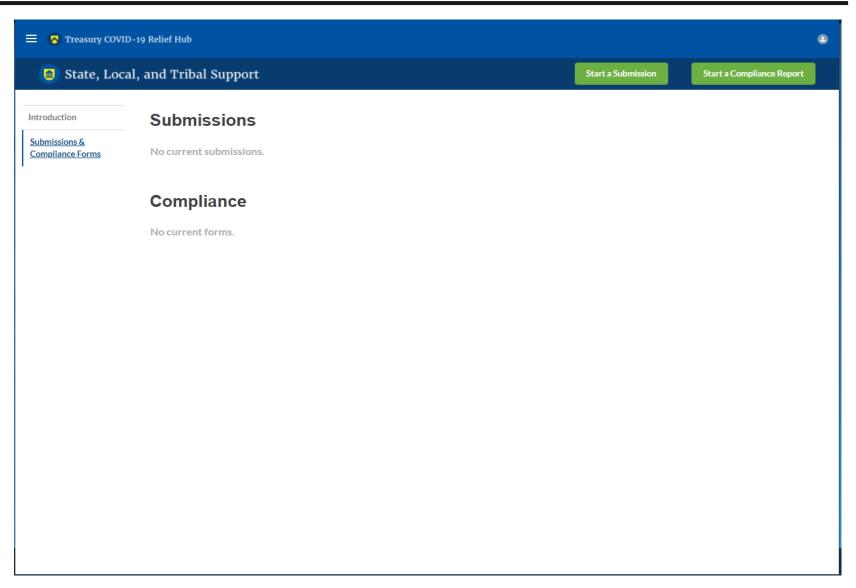
- Complete Logon
  - Receive authentication code via phone
  - Select Continue (left)
  - Select Continue (right)





# Log On





Note: Successful logon (authentication) to SLT Portal

#### Additional Resources



For assistance with technical issues with SLT Portal, please contact <a href="mailto:covidreliefitsupport@treasury.gov">covidreliefitsupport@treasury.gov</a>

For additional information on verifying your information with ID.me, navigate to the <u>ID.me + Treasury</u> support page. Some helpful articles and user guides are linked below.

#### ▶ Help Articles:

- Can I use Native American / Tribal documents as a form of evidence for identity verification?
- How do I verify my identity to access my Treasury account?
- How do I take and submit a selfie or video selfie?
- How do I 'upgrade my credential' with a video selfie?

#### User Guides:

- How to verify your identity
- How to take a video selfie
- How to verify your identity on a video call

Frequently Asked Questions	Answer
How do I contact ID.me for assistance?	Please navigate to