

SPECIFIC INSTRUCTIONS TO CREATE NEW ACCOUNT IN LOGIN.GOV

1. OVERVIEW

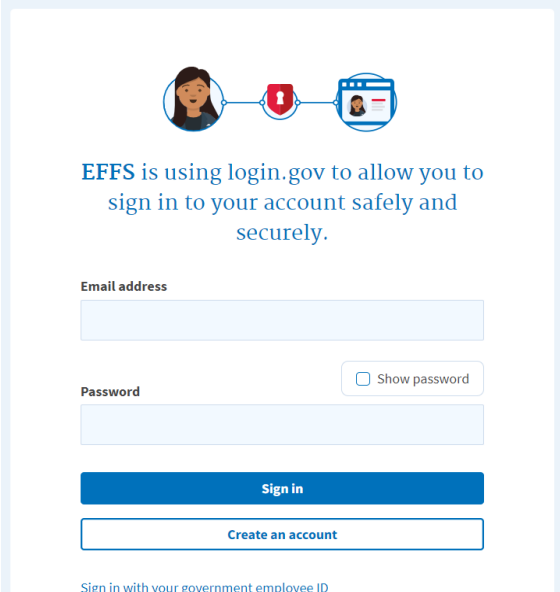
When you navigate to the Electronic Form Filing System (EFFS) Login page, you will be re-directed to the login.gov website for authentication. In other words, EFFS will direct you to login.gov, which you will use to login to EFFS. Scenario 1 below provides instructions for new users and users without a login.gov account, and Scenario 2 below provides instructions for existing users with a login.gov account (where both EFFS and login.gov use the same email address).

- **EFFS URL:** <https://effsrtswb.sec.gov/suite/sites/effs/page/home>

2. SCENARIO 1: EXISTING AND NEW USERS – WITHOUT A LOGIN.GOV ACCOUNT

Scenario 1 is applicable to new EFFS users, as well as existing EFFS users that do not have a login.gov account where the email used for EFFS exactly matches the email used for login.gov.

Step 1: From the EFFS home page, users can click on the **Login** button to be redirected to the login.gov sign in page. Users should click the **Create an account** button as shown in the below screenshot to create a new login.gov account.



EFFS is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

Sign in

Create an account

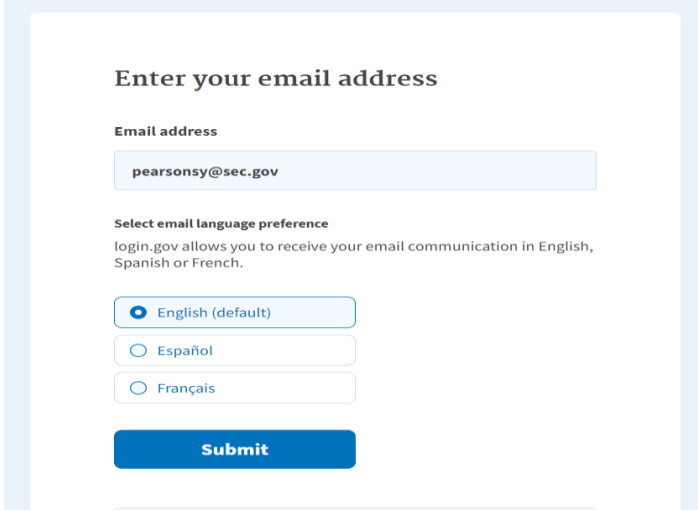
[Sign in with your government employee ID](#)

Figure 1: Login.gov Sign-In Page

Step 2: Login.gov will prompt the user to enter an email address.

Existing EFFS users will be informed via email to create an account on the login.gov website using the same email address they used while creating the accounts for EFFS application. *The email address must*

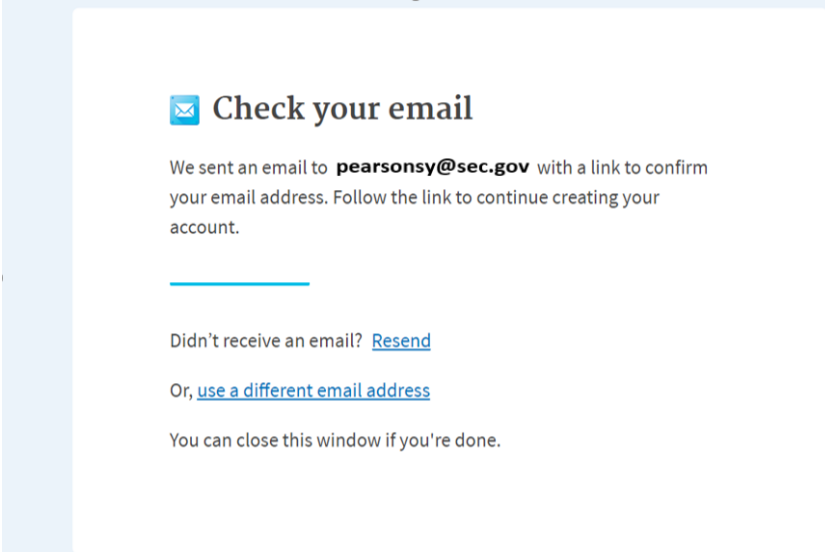
be the same on login.gov and in EDFS for successful authentication. After entering their email address and language preference the user can click the **Submit** button.



The screenshot shows a web form titled "Enter your email address". It contains an "Email address" input field with the text "pearsonsy@sec.gov". Below this is a "Select email language preference" section with three radio button options: "English (default)", "Español", and "Français". A blue "Submit" button is located at the bottom of the form.

Figure 2: Login.gov Create New Account – Enter Your Email Address

Step 3: Once the user clicks the **Submit** button, login.gov will send an email to the user’s email address for confirmation.



The screenshot shows a notification window titled "Check your email" with an envelope icon. The text reads: "We sent an email to **pearsonsy@sec.gov** with a link to confirm your email address. Follow the link to continue creating your account." Below this is a horizontal line. Further down, it says "Didn't receive an email? [Resend](#)" and "Or, [use a different email address](#)". At the bottom, it says "You can close this window if you're done."

Figure 3: Login.gov Email Confirmation Notification

Step 4: The user will open the email sent by login.gov and click the URL in the email. The URL will redirect them to the below login.gov page where they can click the **Confirm email address** button to confirm their email address.

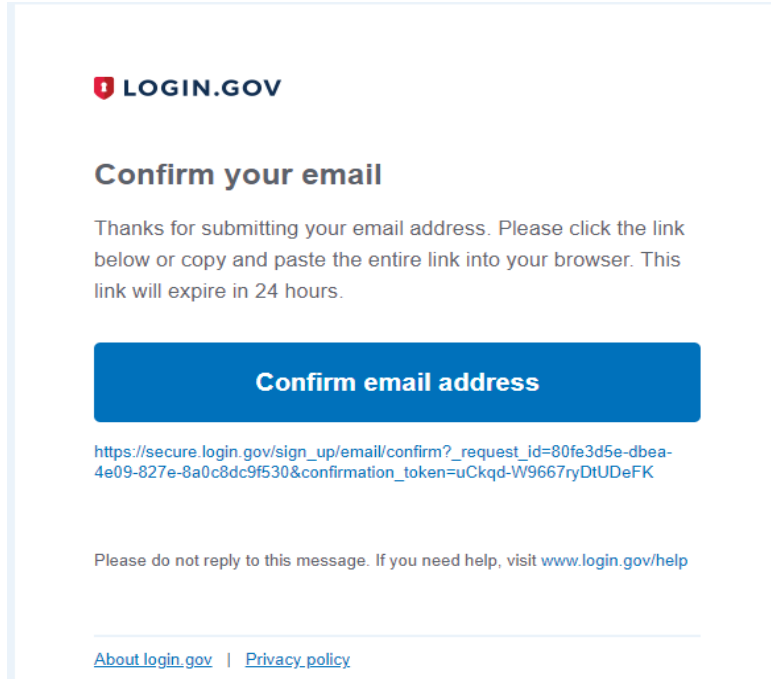


Figure 4: Login.gov Confirmation Email

Step 5: After confirming, the user will be redirected to login.gov and a confirmation message will be displayed. They will enter a password for their login.gov account and click the **Continue** button.

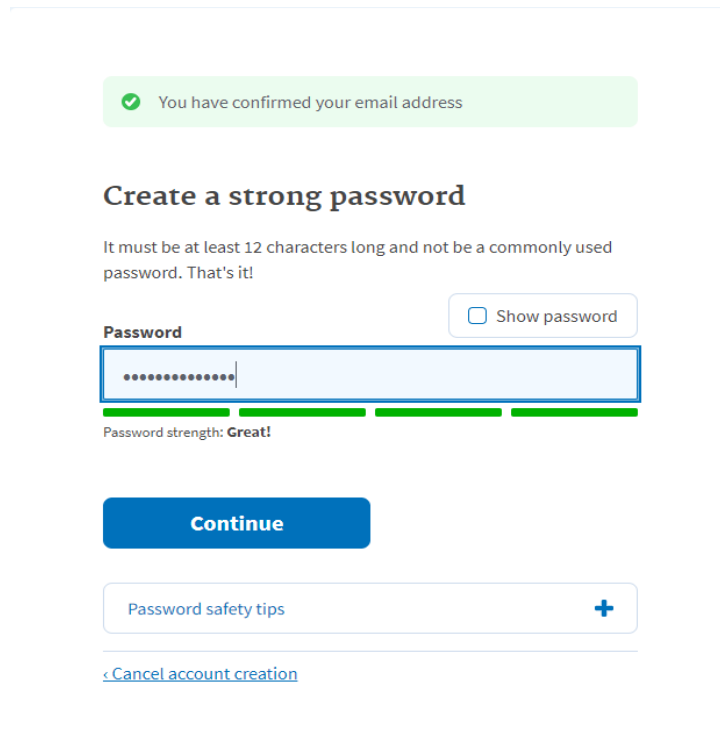


Figure 5: Login.gov Create Password

Step 6: To setup two-factor authentication on their account, the user will click any of the authentication methods and click the **Continue** button.


Authentication method setup
Add a second layer of security so only you can sign in to your account.

Select an option to secure your account:

- 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. **MORE SECURE**
- 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**
- Phone**
Get security codes by text message (SMS) or phone call. **SECURE**
- Government employee ID**
Insert your government or military PIV or CAC card and enter your PIN. **SECURE**
- Backup codes**
We'll give you 10 codes. You can use backup codes as your

Figure 6: Login.gov Authentication Method Setup

Step 7: If Phone authentication method was selected, the user will enter a phone number to add to their account for login.gov to send a security code to. Once they enter a phone number, they can select the Text message or Phone call option and click the **Send Code** button.



Send your security code via text message (SMS) or phone call
We'll send you a security code **each time you sign in**.
Message and data rates may apply.

Phone number
example: (201) 555-0123

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS) Phone call

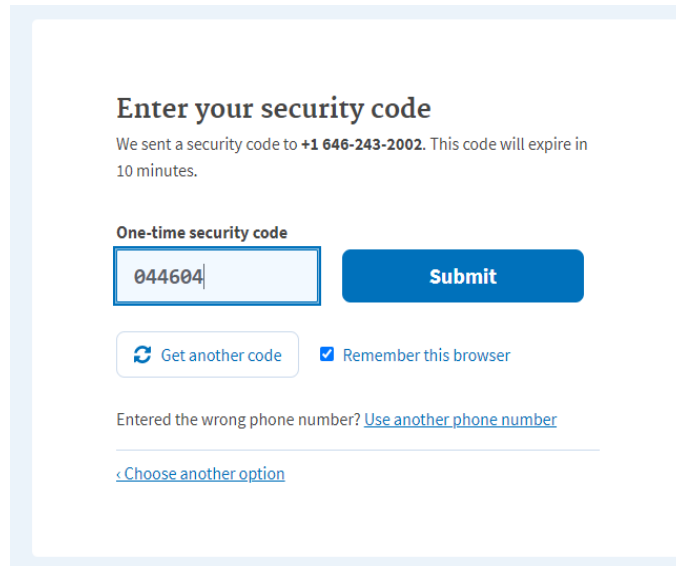
[Mobile terms of service](#)

Send code

[Choose another option](#)

Figure 7: Login.gov Phone Registration

Step 8: After receiving the code via text or phone, the user will enter the security code and click the **Submit** button.



The screenshot shows a web form titled "Enter your security code". Below the title, it states: "We sent a security code to +1 646-243-2002. This code will expire in 10 minutes." The form includes a text input field labeled "One-time security code" containing the digits "044604". To the right of the input field is a blue "Submit" button. Below the input field are two options: "Get another code" with a refresh icon and "Remember this browser" with a checked checkbox. At the bottom, there are two links: "Entered the wrong phone number? Use another phone number" and "< Choose another option".

Figure 8: Login.gov One-Time Security Code Entry

Step 9: After clicking the **Submit** button, the below login.gov account page will display. The user can manage their password and two-factor authentication method, view their sign-in history, view all connected accounts and contact login.gov customer support.

Once their account is created, the user can sign out of login.gov by clicking the **Sign Out** link on the top right corner of the page.

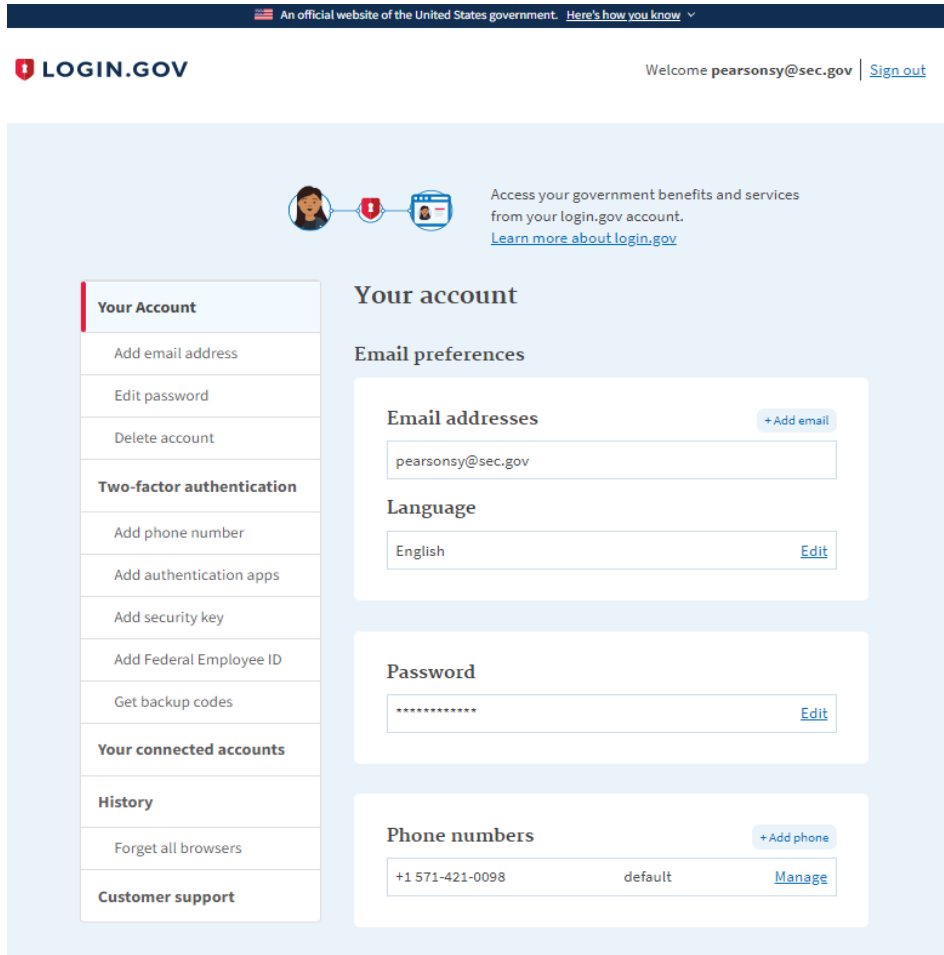


Figure 9: Login.gov Account Home Page

Step 10: Once the login.gov account creation process is complete, the user can navigate back the application login page and click the **Login** button. Once they are redirected to the login.gov sign-in page, they will enter their email and password and click the below **Sign in** button.

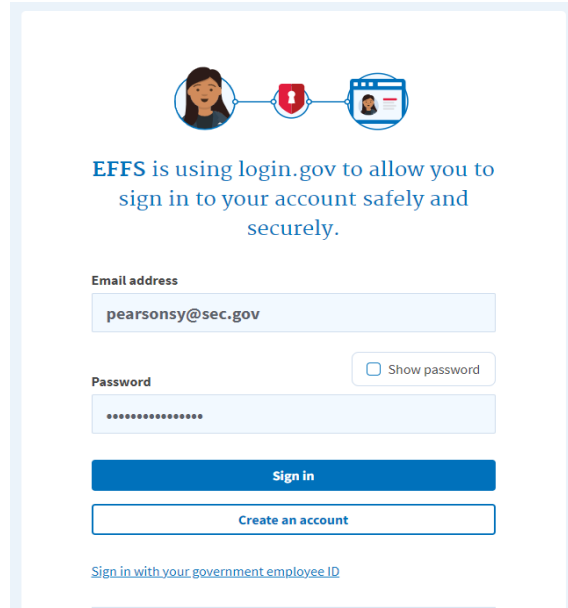


Figure 100: Login.gov Sign-In Page

Step 11: For two-factor authentication with Phone, the user will be prompted to enter the security code sent to their phone number and click the **Submit** button.

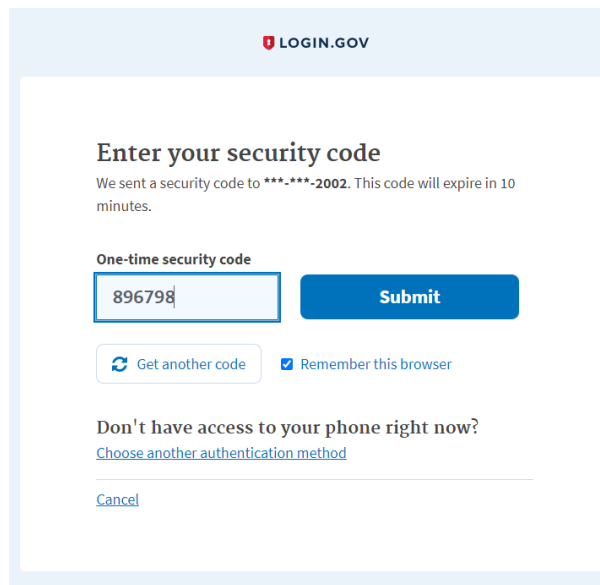


Figure 11: Login.gov One-Time Security Code Entry

Step 12: After successfully signing into login.gov, the user will be redirected back to the EFFS login/menu page.

3. SCENARIO 2: EXISTING USERS – WITH A LOGIN.GOV ACCOUNT

Step 1: After clicking the **Login** button on EFFE application home page, users will enter their email address associated with the EFFE applications and their login.gov account password. Once they enter their email and password, they will click the **Sign in** button below.

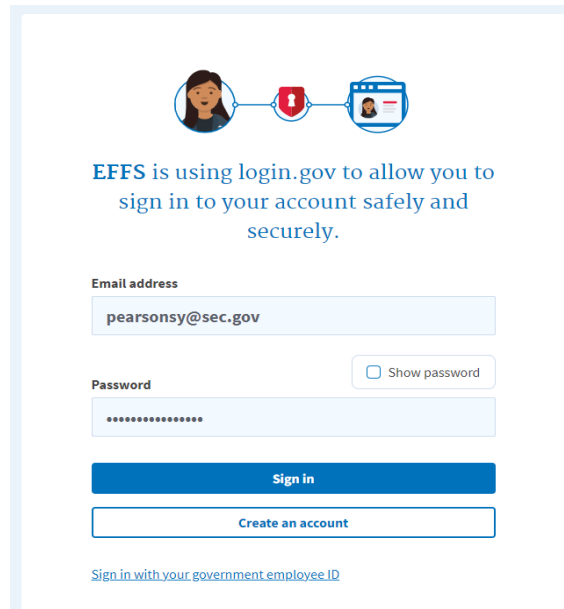


Figure 11: Figure 12: Login.gov Sign-In Page

Step 2: For two-factor authentication with Phone, the user will be prompted to enter the security code sent to their phone number and click the **Submit** button. (Note: other options alternative to mobile phone text available).

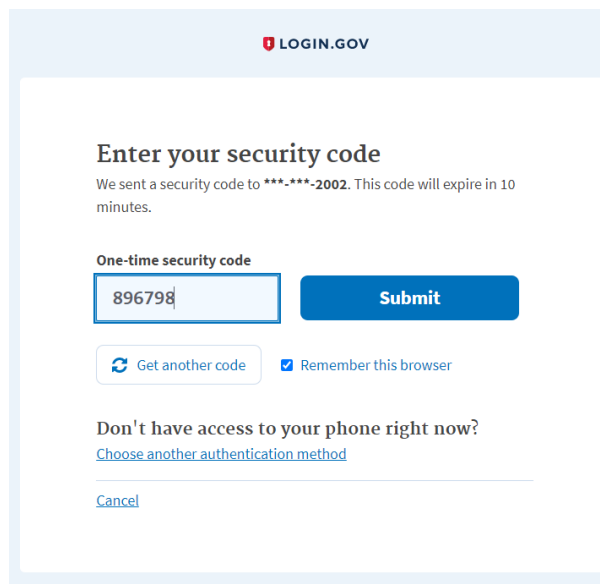


Figure 13: Login.gov One-Time Security Code Entry

Step 3: After successfully signing into login.gov, the user will be redirected back to EFFE login/menu page.