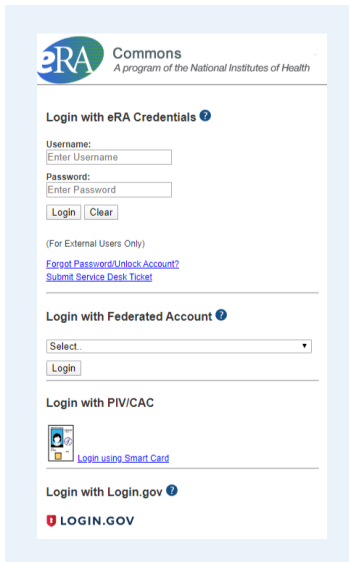


3 STEPS FOR INITIAL SETUP AT LOGIN.GOV

*A guide to logging into select eRA modules using login.gov
(with eRA Commons as an example)*

STEP 1 — Click on the login.gov option on eRA Commons

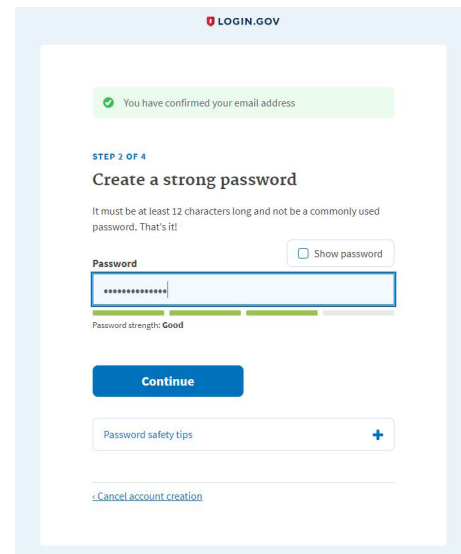


- a. When you click on the login.gov option, you will be redirected to <https://login.gov/>

Note: If you already have a login.gov user name and password, enter it. You will go directly to Step 3 below.

STEP 2 — Create a login.gov account

- a. Enter email address at login.gov
- b. Receive email verification
- c. Verify email address
- d. Create password
- e. Choose primary authentication method — for instance, select phone
 - a. Enter phone number
 - b. Enter security code received by text message
 - c. Set up is confirmed



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](#)

[Choose another option](#)

- Set up secondary authentication method – for instance, an authenticator app
 - Scan barcode and enter authenticator code
 - Set up is confirmed
- Your account creation at login.gov is confirmed. Click Continue to return to eRA Commons.

STEP 3 —Associate your login.gov account with your eRA Commons account (one-time only)

U.S. Department of Health & Human Services | National Institutes of Health

eRA Electronic Research Administration
A program of the National Institutes of Health

Associate your eRA Account

Authentication Source: **LOGIN.GOV**
Login.gov Primary Email Address: kirk.tiberius@sfa.bmr.edu

INFORMATION!

- In order to access eRA modules using your Login.gov account, you must first associate the Login.gov account with your eRA account. This is a one-time process.
- Please enter your eRA Commons username and password to complete this process.
- If you do not remember your eRA account password or your account is locked, click on the Forgot Password/Unlock Account link and complete the Reset Password/Unlock Account process. Once that is complete, you will need to start the login process over using your Login.gov account.
- If you do not remember your username or receive an error message indicating invalid credentials, please contact your organization's account administrator for assistance.
- Please note, entering an incorrect password for your eRA account multiple times, can result in your eRA account being locked.

eRA Credentials

eRA User ID:

eRA User Password:

[Continue](#)

- The eRA Commons Account Association screen is displayed. Enter your eRA credentials – user name and password – to associate your login.gov account with your eRA Commons account. You will only do this once unless you decide to use a different login.gov account.