Instructions for Login.Gov Account Creation

Step 1. Go to Login.gov home page https://www.login.gov

Step 2. Click “Create an account”

- NOTE: Users must create their login.gov account using their current WIPS username/email address.
Step 3. Review the information on the page and click “Create an account” at the bottom of the page.
**Step 4.** Enter your email address and select your language. This email must match the one assigned to your WIPS account. Make sure to review the Rules of Use and check the box before clicking “Submit.”
Step 5. Login.Gov will then send a verification email to your email account.
Step 6. Click on the “Confirm email address” link.

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://secure.login.gov/sign_up/email/confirm?_request_id=c699276b-f2f3-4983-8c02-09f4883c8074&confirmation_token=b8eYr_QYynTGxPF2fq1K

Please do not reply to this message. If you need help, visit www.login.gov/help
Step 7. Login.Gov will then ask you to create a password of at least 12 characters. Click “Continue” when you are satisfied with your password.
Step 8. Login.Gov requires two-factor authentication. Users may select their desired authentication. Strong authentication methods are recommended.

To set up phone as your authentication method, scroll down and select “Text or voice” and then click “Continue.”
Step 9. Enter your phone number and select Text or Phone call before clicking “Send Code.” Note that some business phones use voice-over-ip (VOIP) and are not allowable numbers. Cell phones are most commonly used.
**Step 10.** You will receive an alpha-numeric security code by text or phone call that should be entered on the one-time security code box. Then select “Submit.”
Step 11. Login.Gov will confirm the new authentication method that was added.

- You are now set up to use login.gov. If you have any issues with login.gov, please click the link for support [https://login.gov/contact/](https://login.gov/contact/).