Instructions for Login.Gov Account Creation

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

Step 2. Click "Create an account"
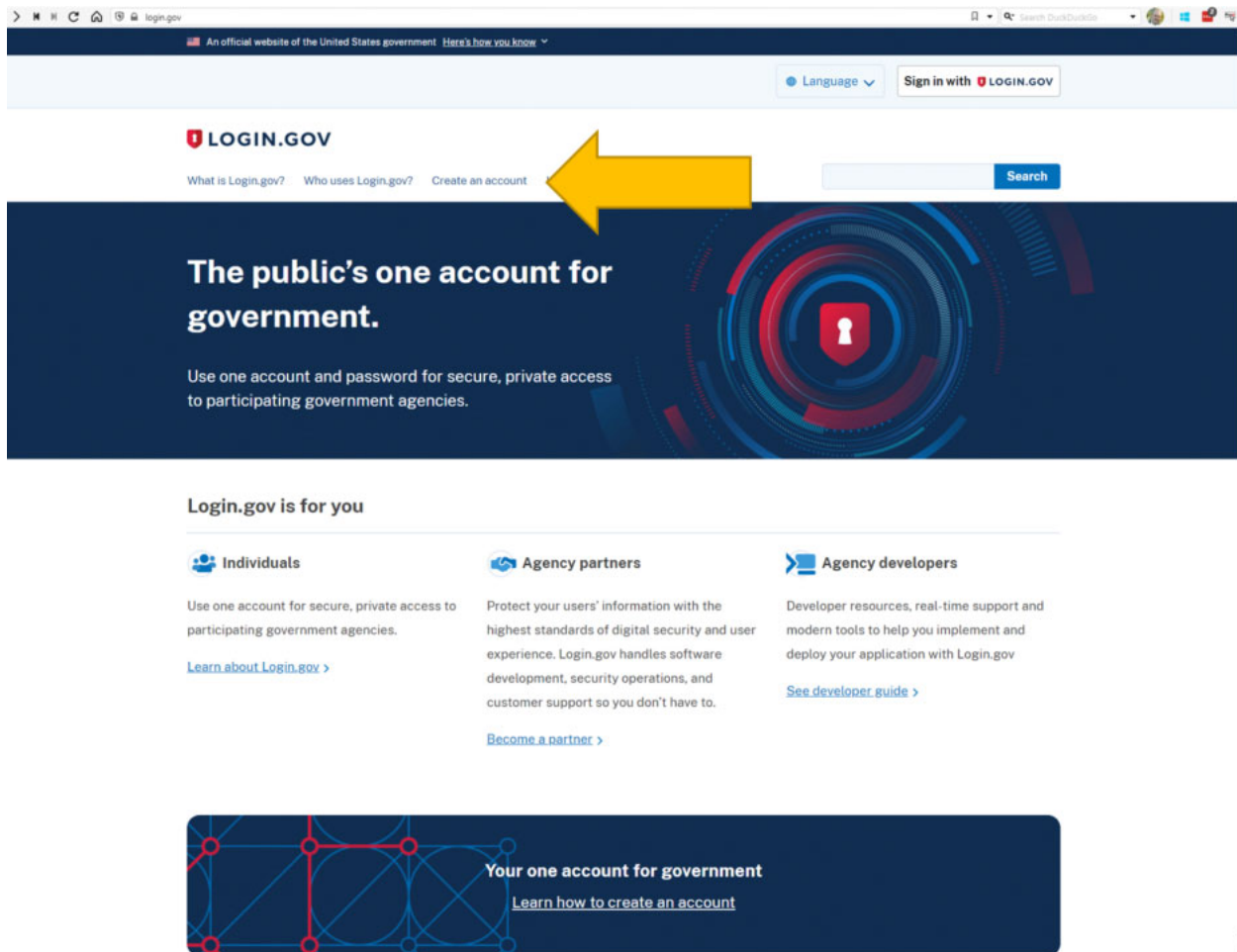
> ➢ **NOTE:** Users must create their login.gov account using their current WIPS username/email address.

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."

Create your account

Enter your email address

Your WIPS email here

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

Cancel

Security Practices and Privacy Act Statement ⟋

Privacy Act Statement ⟋

Step 5. Login.Gov will then send a verification email to your email account.

LOGIN.GOV

✉ Check your email

We sent an email to [Your WIPS email address] with a link to confirm your email address. Follow the link to continue creating your account.

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Didn't receive an email? Resend

Or, use a different email address

You can close this window if you're done.

Step 6. Click on the "Confirm email address" link.

🛡 LOGIN.GOV

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."

Authentication method setup

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

ⓘ Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

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

○ **Text or Voice Message**
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

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."

Enter your security code

We sent a security code to **+1 703-508-4945**. This code will expire in 10 minutes.

One-time security code

Submit

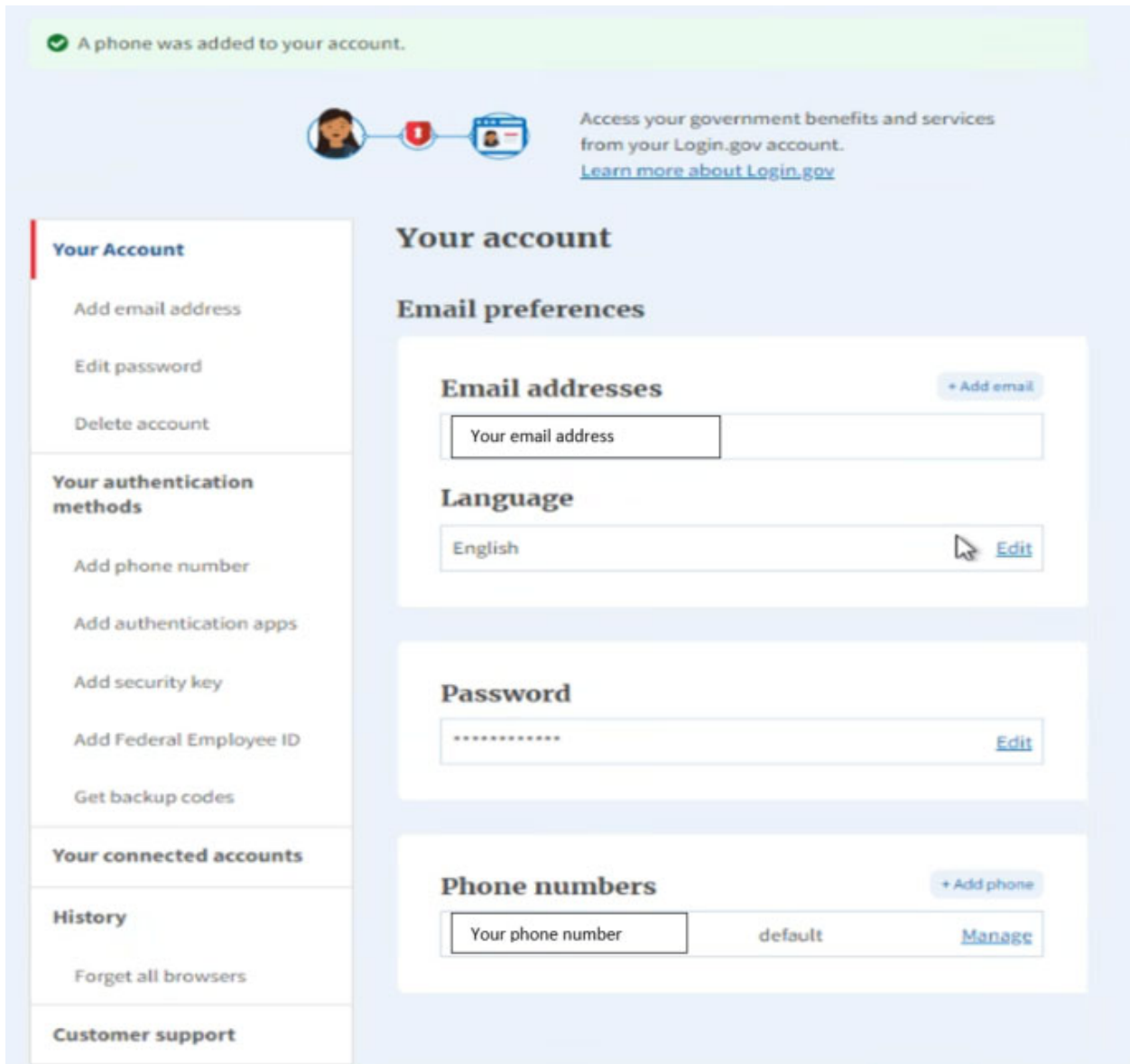⟳ Get another code   ☑ Remember this browser

Entered the wrong phone number? Use another phone number
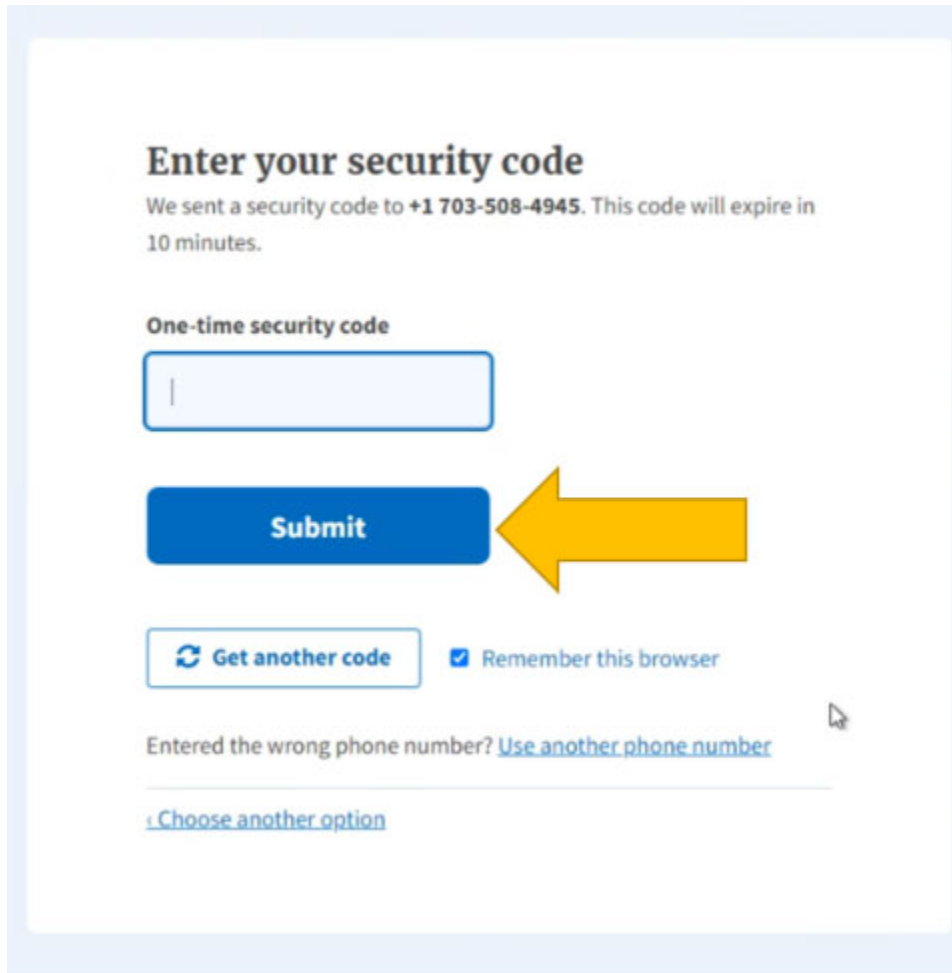
‹ Choose another option

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/.

➢ You may click the link below to access WIPS from login.gov
https://dol.appiancloud.com/suite/sites/wips?signin=login-gov