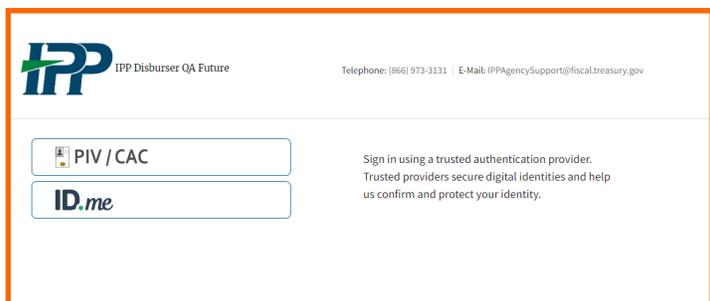


MULTIFACTOR AUTHENTICATION

Multifactor Authentication (MFA) is required to login to IPP. MFA strengthens account security by requiring two factors to confirm user identity. These factors usually include:

- **Something you know** - A username and password, for example, plus
- **Something you own** - Like a smartphone, tablet, mobile app, or a security key

IPP is partnering with a third-party credential service provider (CSP), ID.me, to enable MFA. All agency users, without a PIV or CAC card, will have to create a new or use an existing ID.me account.

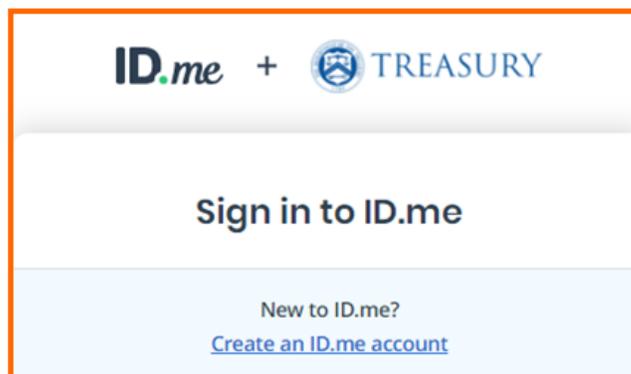


IPP Login Page

CREATING AN ID.ME ACCOUNT

Click “ID.me” on the IPP login page. This will send you to the ID.me login page. If you do not have an existing ID.me account and would like to create one, then review the requirements and steps [here](#) before you click “Create an ID.me account” on the ID.me login page. You must enter the Treasury ID.me login page from the IPP login page.

Note: If an existing ID.me account will be used, users must ensure that their IPP account email address is added to the account as the primary email address.



FAQ

What is ID.me?

ID.me, a certified commercial identity provider, provides secure identity verification services. Treasury partners with ID.me to make sure you are you – and not someone pretending to be you – when you request access to Treasury programs like IPP.

Why is the Invoice Processing Platform (IPP) using ID.me?

ID.me uses two-factor authentication, and stronger passwords, that meet new [National Institute of Standards of Technology \(NIST\) requirements](#) for secure identity validation and verification. By using ID.me, you will get an extra layer of security to help protect your IPP account against password compromises.

What will happen to my IPP account?

Nothing will happen to the information stored in your IPP account. You will keep all your data and still be able to accomplish everything you can do today.

Once you set up an account with ID.me, we’ll link it back to your IPP account. You will continue to visit www.ipp.for.fiscal.treasury.gov/ to access your account. The only difference is you will use your ID.me email address, password, and a one-time security code to sign into IPP.

FAQ contd.

What do I need to create an ID.me account?

Users will be required to enroll in ID.me with a *one-time* submission of unique identifiers and photo/ video proof for identity verification and authentication. You will need:

- Email Address
- **Photo identification:** Driver's license, State ID, Passport, or Passport Card.
- A computer or cell phone with access to the internet and a front-facing camera
- Full legal name

For assistance with creating an ID.me account please review the requirements and steps in [Creating your ID.me account](#).

What email address do I use to create an ID.me account?

Use your IPP account email address, so we can automatically link your IPP account to your ID.me account. If you use a different email address, we will not be able to link your account.

This process only works if the ID.me email address in the sign-in process is the same as your IPP account email address.

For **ID.me**, the primary email address in your existing ID.me account **must** match the email address in your IPP account. Please follow the instructions in ["Changing your primary email address"](#) to update the primary email address in your ID.me account.

I have an existing ID.me with my personal email address. Can I use the existing account, or should I register for a new one with my work email address?

You can only have one ID.me account. If you have an existing ID.me account, the primary email address in that account must match the email address in your IPP account. Please follow the instructions in ["Changing your primary email address"](#) to update the primary email address in your ID.me account.

Can I use a different email address from my IPP account email address, when setting up my ID.me account?

When you first create your ID.me account, you must use the same email address you currently use for signing-in to IPP. This will then automatically link your IPP account information to your new ID.me account.

Can I share an ID.me account and profile with another person within my organization?

No, you cannot share an ID.me account and profile with another person or use a group email address to create a new account. Each user **must** create an ID.me account and go through an identity verification process to get access to IPP.

What happens if I choose not to verify my identity through ID.me?

If you choose not to verify your identity through ID.me, you will not be able to sign-in to IPP.

ID.me Help Center

For assistance with creating or maintaining your ID.me account, please access the [ID.me Help Center](#).