

U.S. DEPARTMENT OF
ENERGY

Office of
ENERGY EFFICIENCY &
RENEWABLE ENERGY

eXCHANGE Multi-Factor Authentication

October 2022



MFA Methods

eXCHANGE users are now required to use the multi-factor authentication methods described below to log into eXCHANGE.

Login.gov (External Users)

- A secure sign in service used by the public to sign in to participating government agencies
- Method for multi-factor authentication (MFA) for **external users**
 - Potential Applicants
 - Reviewers
- Users can use the same username and password to access any agency that partners with Login.gov
 - This streamlines the process and eliminates the need to remember multiple usernames and passwords.



One ID (Internal Users)

- Method for multi-factor authentication for **internal (DOE) users**
- Allows internal users logged into the DOE Network to sign into eXCHANGE in one of two ways:
 - Click the EITS Energy IT Services button to authenticate through the DOE Network.
 - Authenticate through their DOE PIV card and enter their pin correctly.



Important Notice: Login.gov Email

Note: The email address associated with Login.gov must be the same as the email address associated with the eXCHANGE account. If they differ, the current eXCHANGE account cannot be accessed until the email is registered in Login.gov

- If the user already has a Login.gov account and the email address associated with Login.gov does not match the email associated with eXCHANGE, the user can either:
 - Register a new account with Login.gov that matches the eXCHANGE account. (This option should only be taken if the user has ensured that the email address associated with eXCHANGE is current.)
 - Register for a new eXCHANGE account with an email address that matches the existing Login.gov account. (This option would only be used if the user's organization has changed. If this option is used, the current eXCHANGE account cannot be accessed.)

New Log-in Page

Users are required to use either Login.gov (external users) or OneID (internal users) to sign into eXCHANGE. The login page now displays both sign-in options, as well as registration links and Login.gov resources.

EERE Funding Opportunity Exchange

Funding Opportunities

Search

EERE » Financial Opportunities » Funding Opportunity Exchange

Printable Version

Funding Opportunity

Funding Archive

Login

Register

Manuals

Questions & Answers

LOG IN

Already Registered?

→ Sign in

External Users Only

DOE Network Login

DOE Internal Users Only

First Visit?

If you do not have an Exchange account, please [register here!](#)

Login.gov Resources

Get Started with Login.gov

How to Change Account/Login Settings

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If you have any technical problems with eXCHANGE, please send an email to EERE-ExchangeSupport@hq.doe.gov with the FOA name and number in the subject line.

Mock-ups are for reference only, actual screens/language may differ

U.S. DEPARTMENT OF ENERGY

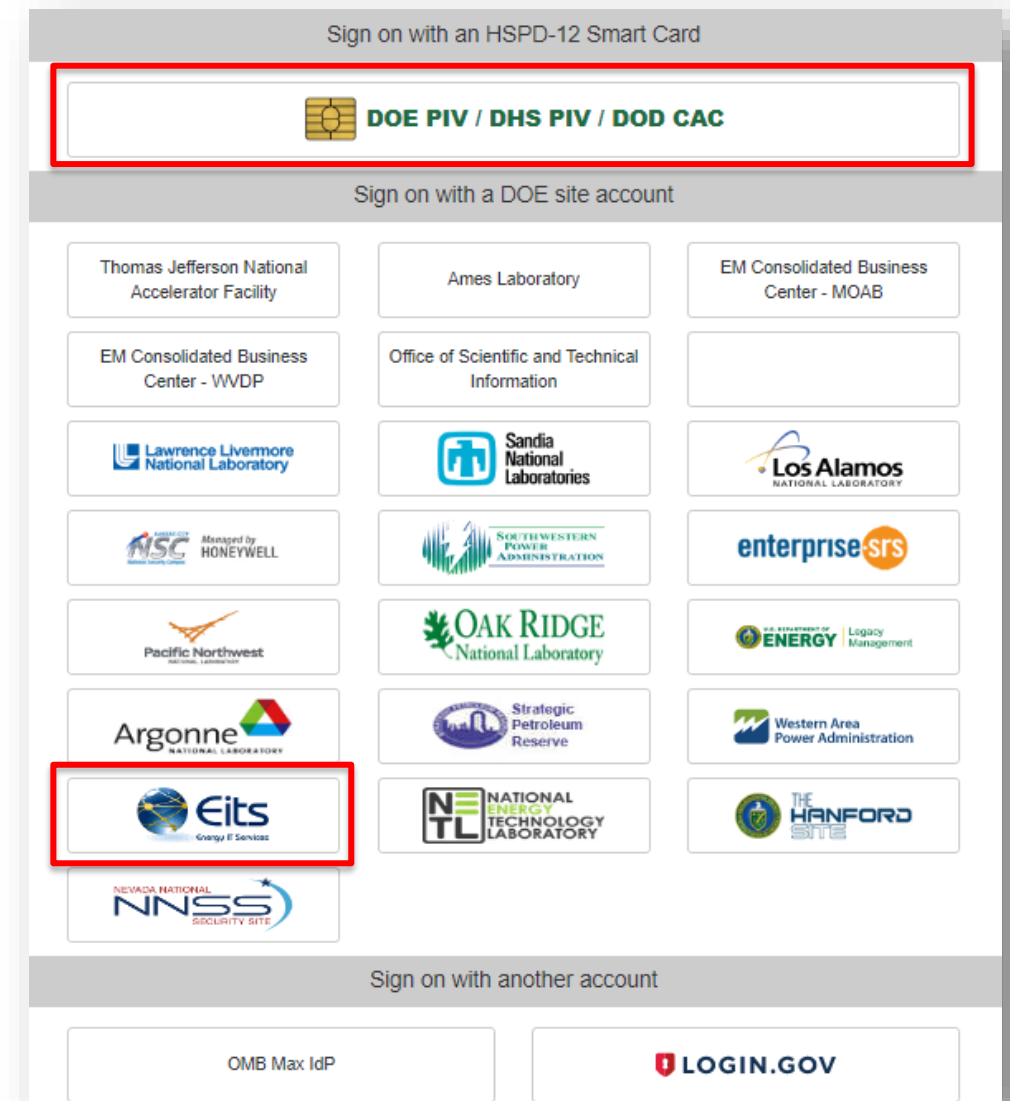
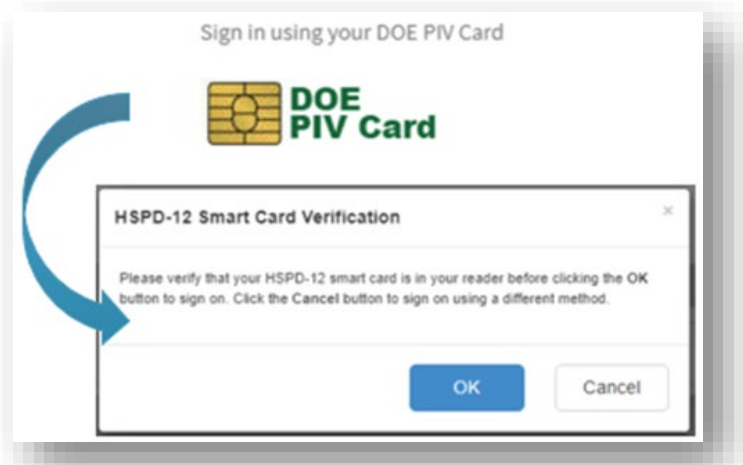
OFFICE OF ENERGY EFFICIENCY & RENEWABLE ENERGY

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OneID
(Internal DOE Users)

One ID Sign-In Page

- DOE users must be signed into the DOE network using their DOE PIV card or RSA token.
- They will access eXCHANGE and select the “DOE Network Login” button from the Log-In page.
- The system will navigate the user to the OneID main page as shown on the right where they can either:
 - Click the **EITS Energy IT Services** button to authenticate through the DOE Network. They will see a blank white page while being redirected to the eXCHANGE home page.
 - Select the **DOE PIV/DHS PIV/DOD CAC** button and enter their pin correctly. They will then be redirected to the eXCHANGE home page.

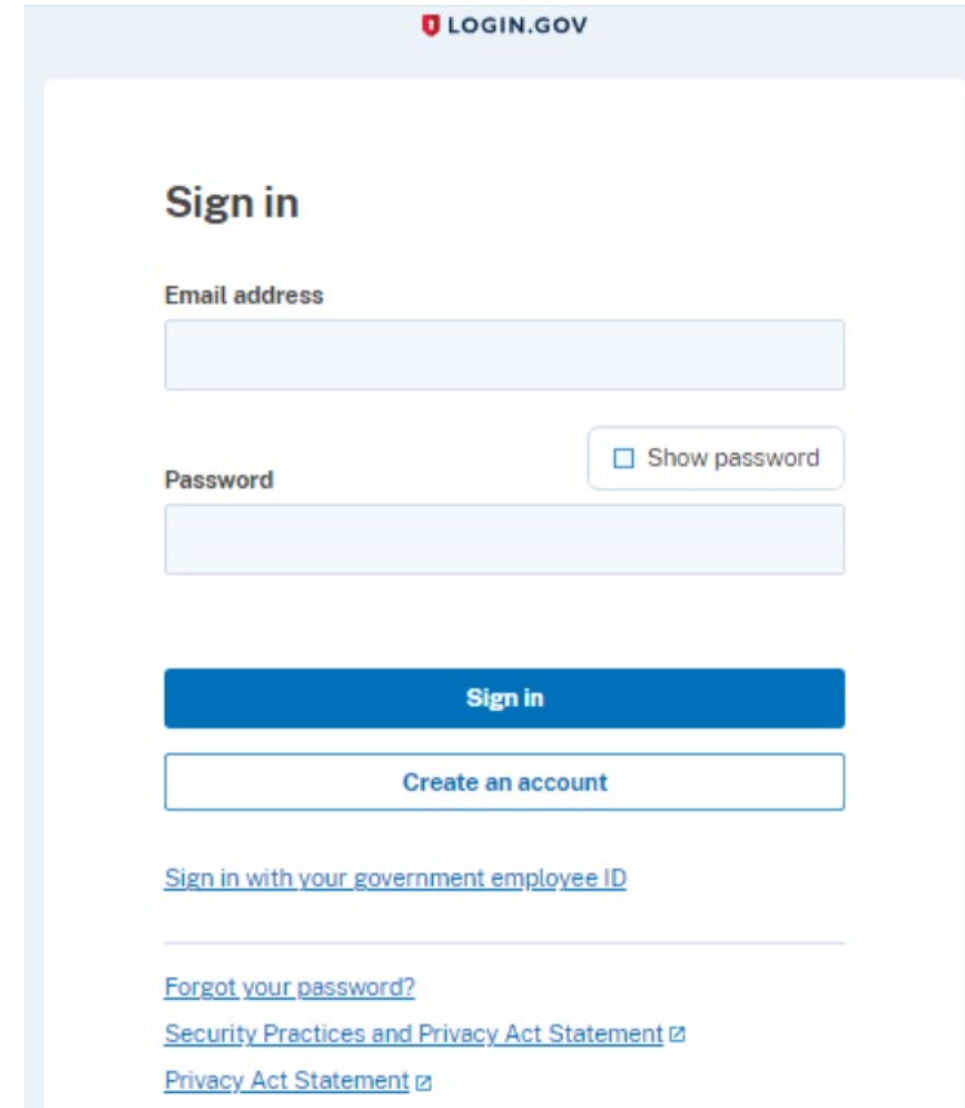


Login.gov
(External Applicants and Reviewers)

Login.gov Sign-in Page: Users registered in Login.gov

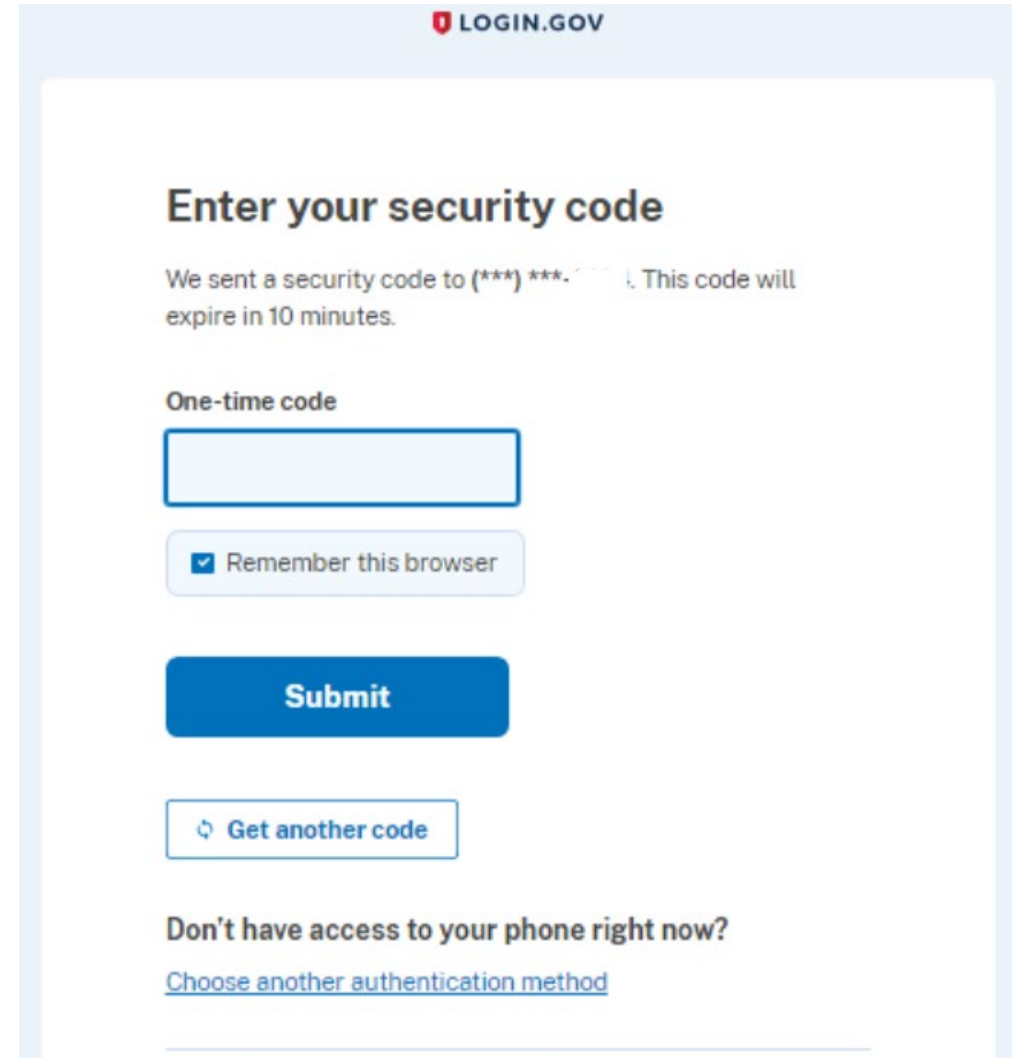
- Users who are currently registered in eXCHANGE will click the 'Sign In' button for Login.gov and be taken to the Login.gov page
- The user will need to enter their correct email address & password for Login.gov and select 'Sign in'.

Already Registered?

A screenshot of the Login.gov sign-in page. At the top is the 'LOGIN.GOV' logo. Below it is the heading 'Sign in'. There are two input fields: 'Email address' and 'Password'. The 'Password' field has a 'Show password' checkbox to its right. Below the input fields are two buttons: a blue 'Sign in' button and a white 'Create an account' button. At the bottom, there are three links: 'Sign in with your government employee ID', 'Forgot your password?', and 'Security Practices and Privacy Act Statement' with an external link icon. The 'Privacy Act Statement' link also has an external link icon.

Login.gov Sign in Page: Users registered in Login.gov, Cont.

- Once a user enters their correct email & password, they will be prompted to enter a one-time code (which will be sent according to the user's preference, e.g., by text message).
- Once the user enters the code and hits submit, the user will be signed into eXCHANGE



The screenshot shows the 'Enter your security code' page on the Login.gov website. At the top, the 'LOGIN.GOV' logo is visible. The main heading is 'Enter your security code'. Below this, a message states: 'We sent a security code to (***). This code will expire in 10 minutes.' There is a text input field for the 'One-time code'. Below the input field is a checkbox labeled 'Remember this browser' which is checked. A large blue 'Submit' button is positioned below the checkbox. At the bottom of the form area, there is a link that says 'Get another code' with a circular arrow icon. Below the form area, there is a section titled 'Don't have access to your phone right now?' with a link 'Choose another authentication method'.

Login.gov Sign-in Page: Users not registered in Login.gov

- Users who are currently registered in eXCHANGE will click the 'Sign In' button for Login.gov and be taken to the Login.gov page
- If the user does not have a Login.gov account, they should create one using the same email address they use to log into eXCHANGE by selecting 'Create an Account'

Already Registered?



LOGIN.GOV

Sign in

Email address

Password ☐ Show password

Sign in

Create an account

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

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

LOGIN.GOV

U.S. DEPARTMENT OF ENERGY Energy Efficiency & Renewable Energy

Create your account

If you already registered for an Exchange account, please make sure to use the same email as your LOGIN.GOV username.

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☐ I read and accept the Login.gov [Rules of Use](#)

Submit

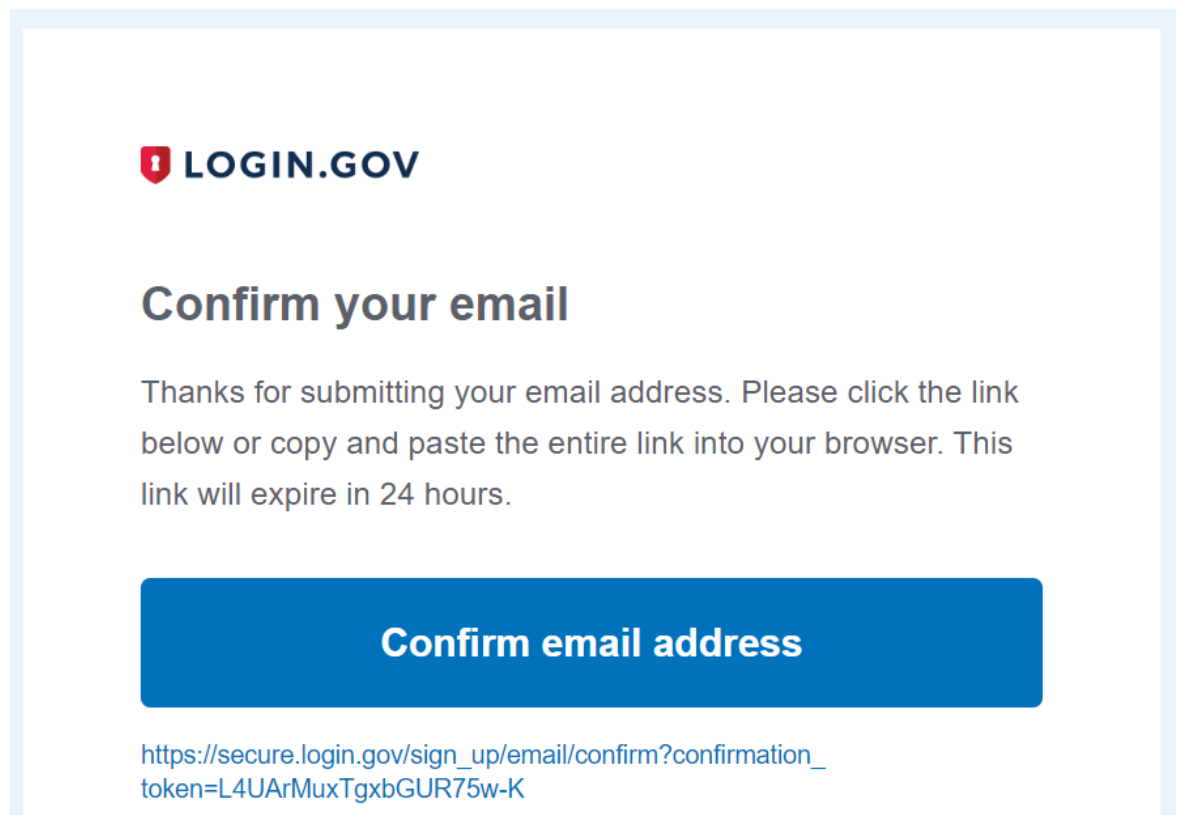
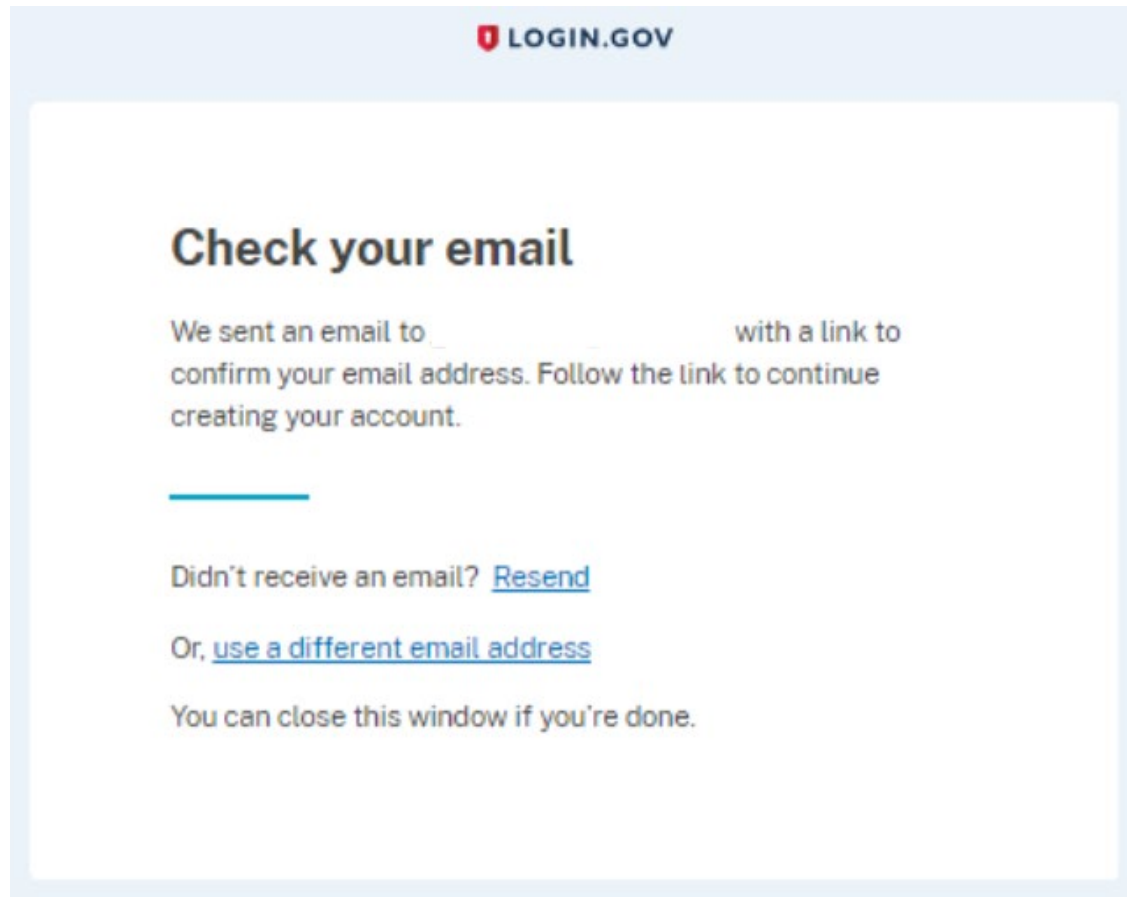
[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Login.gov Sign-in Page: Users not registered in Login.gov, Cont.

After the user enters their email address, Login.gov will send the user an email to confirm their email address. The user will need to follow the link in the email and click 'Confirm email address' to continue creating their account.



Login.gov Sign-in Page: Users not registered in Login.gov, Cont.

Once the user presses the verify link in their email, they will be redirected to create a strong password for Login.gov

You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

Show password

Password strength: ...

Continue

Password safety tips


Cancel account creation


Login.gov Sign-in Page: Users not registered in Login.gov, Cont.


The user must then choose which multi-authentication method they prefer to secure their account and click 'Continue'.


Authentication method setup


Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

☐  **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.

☐  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

☐  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

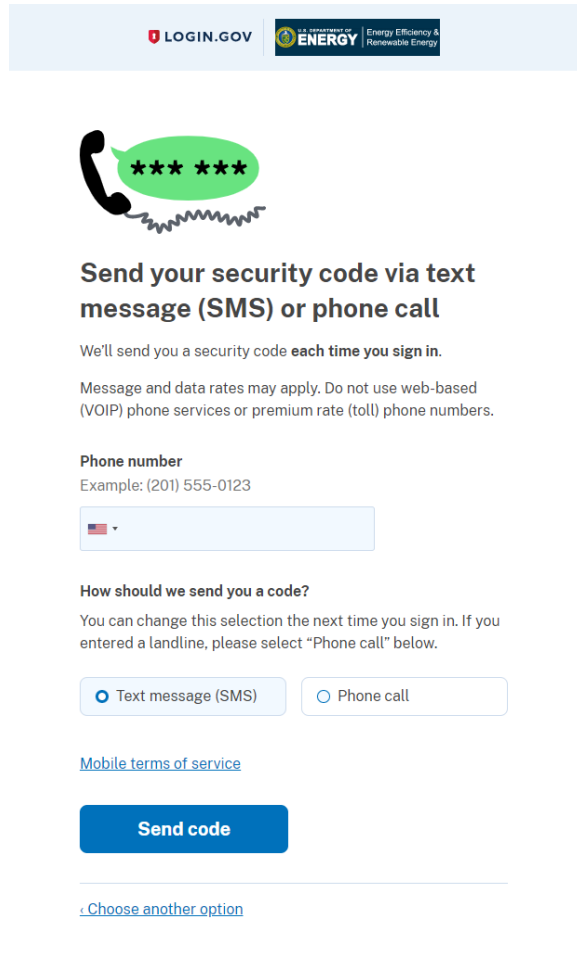
☐  **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐  **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

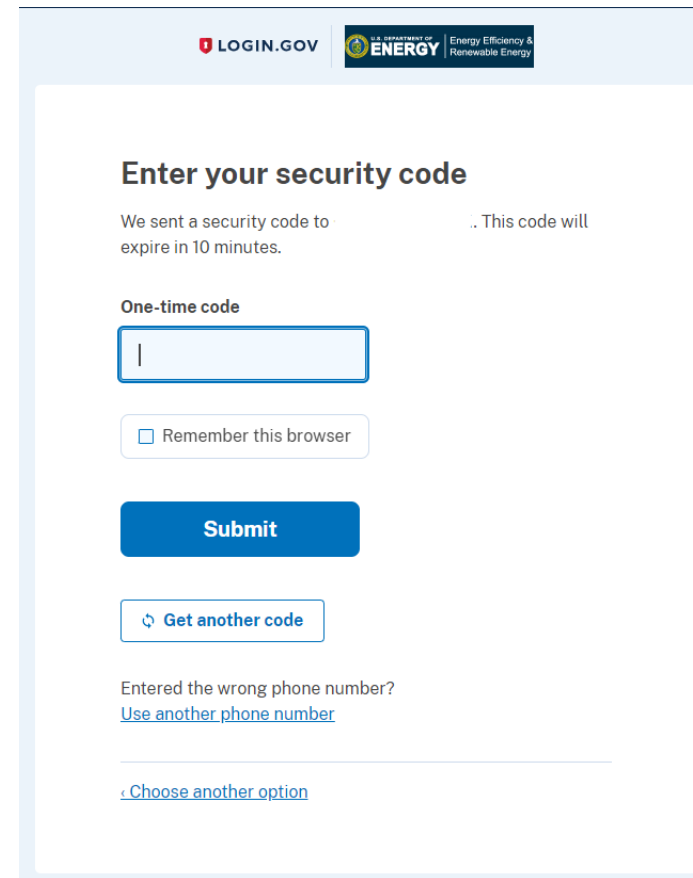
Creating New Login.gov Account – Text Message Example

If text message is chosen, the user will need to enter their phone number and press ‘send code’.



The screenshot shows the 'Send your security code via text message (SMS) or phone call' page. At the top, there are logos for LOGIN.GOV and the U.S. Department of Energy. Below the logos is a green speech bubble with a black telephone handset icon and five asterisks. The heading reads 'Send your security code via text message (SMS) or phone call'. The text states: 'We'll send you a security code each time you sign in. Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.' There is a 'Phone number' field with an example '(201) 555-0123' and a dropdown menu showing a US flag. Below this is a section 'How should we send you a code?' with two radio buttons: 'Text message (SMS)' (selected) and 'Phone call'. A link for 'Mobile terms of service' is present. At the bottom is a blue 'Send code' button and a link to 'Choose another option'.

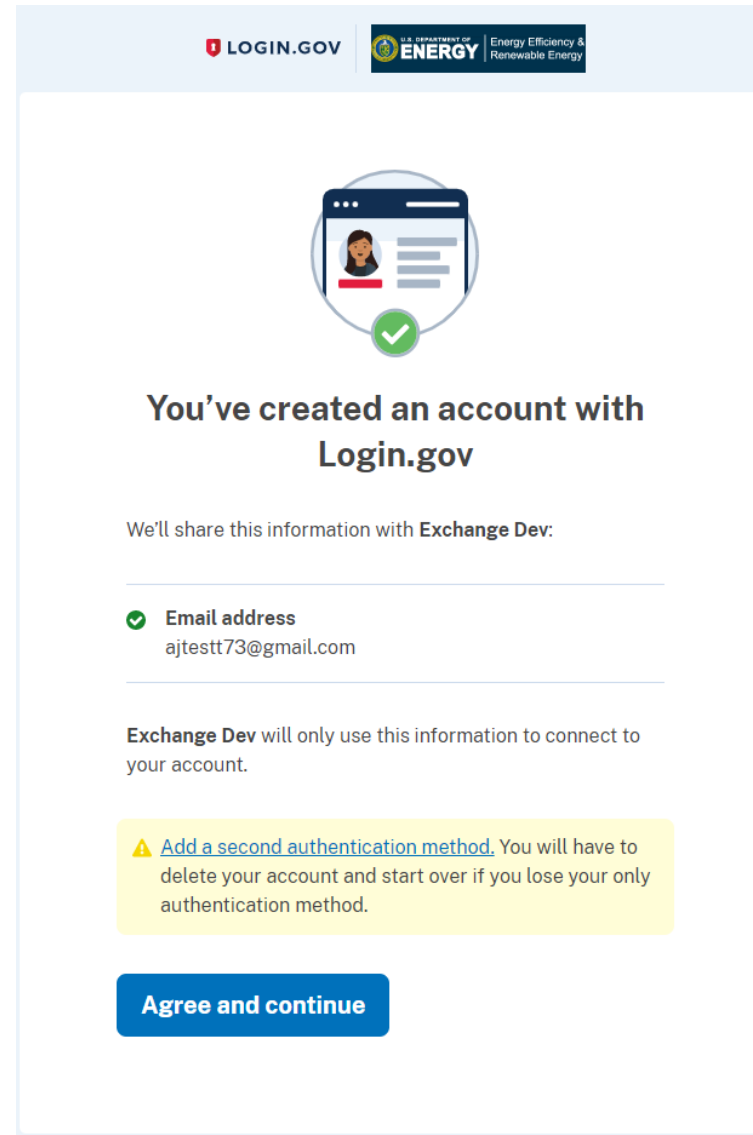
Login.gov will send a one-time security code via text message, which the user will need to input. The user will then press ‘Submit’.



The screenshot shows the 'Enter your security code' page. At the top, there are logos for LOGIN.GOV and the U.S. Department of Energy. The heading reads 'Enter your security code'. The text states: 'We sent a security code to [redacted] .. This code will expire in 10 minutes.' There is a 'One-time code' input field. Below it is a checkbox for 'Remember this browser'. A blue 'Submit' button is present. Below the button is a link to 'Get another code'. At the bottom, there is a link for 'Entered the wrong phone number? Use another phone number' and a link to 'Choose another option'.

Login.gov Sign-in Page: Users not registered in Login.gov, Cont.

Once the user confirms their security code correctly, they will be prompted to log into their eXCHANGE account. Click 'Agree and continue' then 'Sign-In' to access eXCHANGE.



The screenshot shows the Login.gov interface after account creation. At the top, there are logos for LOGIN.GOV and the U.S. DEPARTMENT OF ENERGY, specifically the Energy Efficiency & Renewable Energy division. The main content area features a circular icon with a person and a green checkmark. Below this, the text reads "You've created an account with Login.gov". A section titled "We'll share this information with Exchange Dev:" follows, containing a green checkmark and the label "Email address" with the value "ajtestt73@gmail.com". A warning box with a yellow background and a triangle icon contains the text: "Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method." At the bottom, there is a blue button labeled "Agree and continue".

New User Registration in eXCHANGE

If a potential applicant or reviewer does not currently have an eXCHANGE account, they will need to click 'Register Here' to register in the system.

EERE Funding Opportunity Exchange

Funding Opportunities **Search**

[EERE](#) » [Financial Opportunities](#) » Funding Opportunity Exchange [Printable Version](#)

LOG IN

Already Registered?

[→ Sign in](#) External Users Only

[DOE Network Login](#) DOE Internal Users Only

First Visit?

If you do not have an Exchange account, please [register here!](#)

Login.gov Resources

[Get Started with Login.gov](#)

[How to Change Account/Login Settings](#)

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Mock-ups are for reference only, actual screens/language may differ

New User Registration in eXCHANGE

- Registering for an eXCHANGE account is a two-step process.
 - First, navigate to the registration page and click 'New External User (Applicant or Reviewer)'. This button will redirect you to Login.gov, where you will either sign into your existing Login.gov account or create a new Login.gov account, as shown in slides 13-18.

The image shows two screenshots illustrating the registration process. The left screenshot is from the 'EERE Funding Opportunity Exchange' website. It features a sidebar with links like 'Funding Opportunity', 'Funding Archive', 'Login', 'Register', 'Manuals', and 'Questions & Answers'. The main content area is titled 'NEW USER REGISTRATION' and contains two buttons: 'New External User (Applicant or Reviewer)' (highlighted with a red box) and 'New DOE Internal or Lab User'. A green arrow points from the highlighted button to the right screenshot. The right screenshot is the 'LOGIN.GOV' sign-in page. It has fields for 'Email address' and 'Password' (with a 'Show password' checkbox), a 'Sign in' button, and a 'Create an account' button. Below these are links for 'Sign in with your government employee ID', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

Mock-ups are for reference only, actual screens/language may differ

New User Registration in eXCHANGE, Cont.

- Second, select the type of account you are registering for (Applicant or Reviewer):

REGISTRATION

I want to register as:

Applicant

I want to apply to current or future Funding Opportunity Announcements.

Reviewer

I am a subject matter expert and would like to be considered to review incoming funding applications.

DOE Employee

I am a federal DOE employee or contractor and will be a user of the system as a part of my job.

Mock-ups are for reference only, actual screens/language may differ

New Applicant Registration Page

- Users are no longer be required to add a password and security questions
- Once users click the 'Register' button, their email/username will be saved in eXCHANGE and the registration process will be complete.

REGISTRATION

General Information

Salutation: Title:

First Name: * Organization Type: *

Last Name: * Organization: *

BUSINESS CONTACT INFORMATION

Country: * United States

Address: *

City: *

State: *

ZIP: *

Phone: *

Fax:

UEI Number: * ☐ N/A

Account Information

Business Email/Username: * gelilakebede1@gmail.com

Your Email address will be your login name.

Business Email/Username Confirmation: * gelilakebede1@gmail.com

* - required fields

Mock-ups are for reference only, actual screens/language may differ