Login.gov and eGMS REACH

Login.gov is a secure sign-in service used by the public to sign in to various government websites. If you have used grants.gov to apply for a grant or USAJOBS to apply for a job in the federal government you may already have a login.gov account that can be linked to the NEA's REACH system. If you do not already have a login.gov account you can create one from the eGMS REACH login page. Below are instructions on how to link or create your login.gov account.
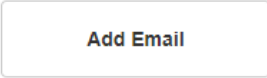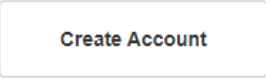
Notes about your email address and login.gov

- You will need to set up your login.gov account using the same email that you provided to the NEA staff as your primary email. If you have questions about which email the NEA currently has as your primary email, please reach out to NEA staff.
- You will need to use an email address that is unique to you (e.g., jane.doe@email.com). Do not use an email account that is shared by multiple people or an account affiliated with a particular job role (e.g., development@abc.org).

eGMS REACH Login.gov Instructions

Navigate to the eGMS REACH homepage.

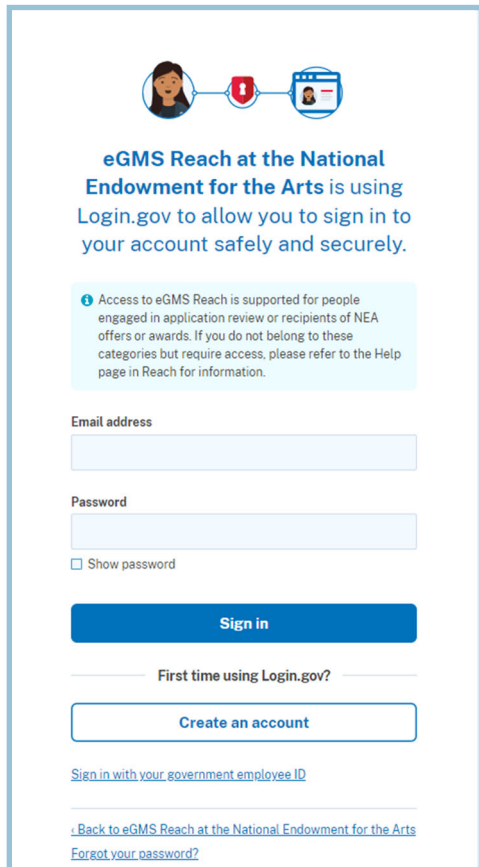You will see three options for using Login.gov:

Option A: Use this link if you already have a login.gov account associated with the primary email on file with the NEA.

Option B: Use this link if you have an existing login.gov account associated with a different email than the primary email used with the NEA. This will let you link the primary email to your existing login.gov account.

Option C: Use this link to create a new login.gov account and link it to the eGMS REACH System.

Further instructions for each option can be found below.

Option A: Log in to REACH Using an Existing Login.gov Account
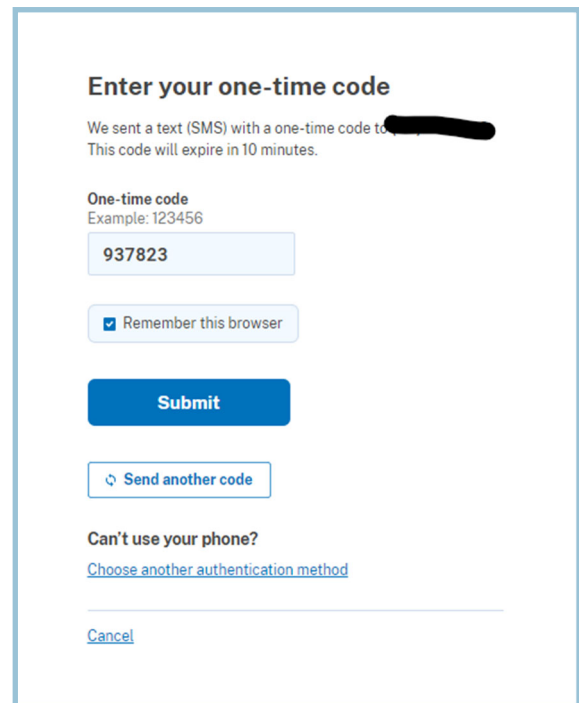

Step 1:

After clicking on the "Login.gov" link you will be prompted to sign in using your existing login.gov email address and password.

Step 2:

On the next page you will receive a prompt to check whichever two-factor authentication method you selected when you set up your login.gov account. To the right is a sample of a one-time text code prompt.

Follow the instructions for your chosen authentication method.

After resolving the verification question, you will be sent to the eGMS REACH homepage.

Option A: Log in to REACH Using an Existing Login.gov Account (continued)

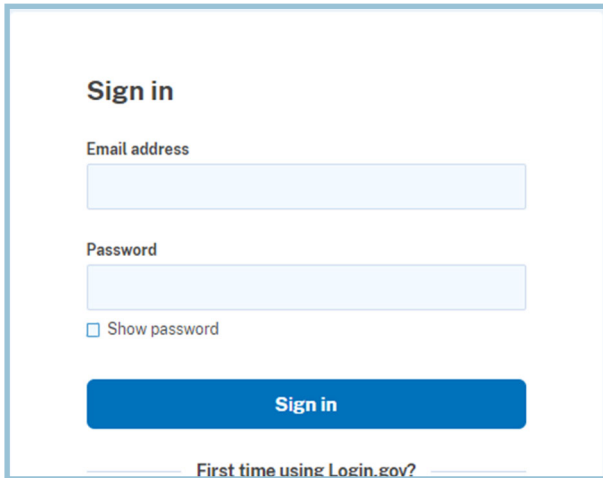If after signing in to your login.gov account you see the following message on the eGMS REACH homepage, you will need to link your account to whatever email the NEA has on file as your primary email address.

To link the primary email address to your login.gov account, follow the directions for **option B**.

If you have any questions about what email address the NEA has on file as your primary email, please reach out to your NEA program staff contact.

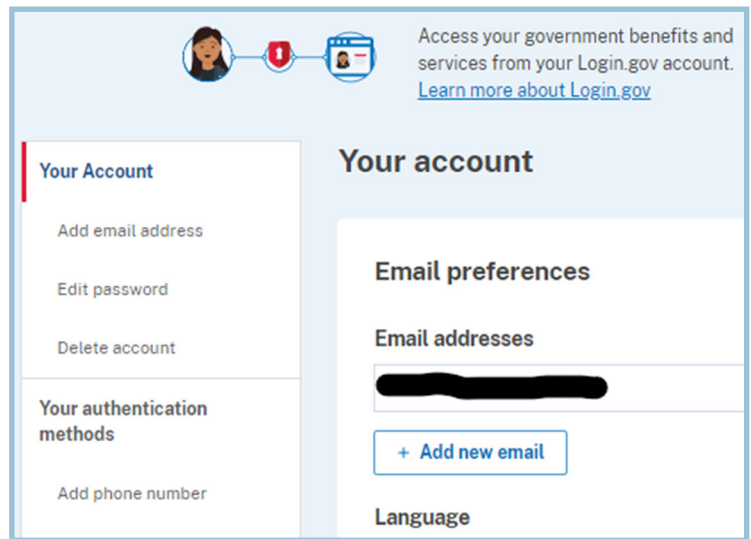# Option B: Link your NEA Primary Email to an Existing Login.gov Account

Step 1:

After clicking the "Add Email" button you will be prompted to sign in using your existing login.gov username and password.
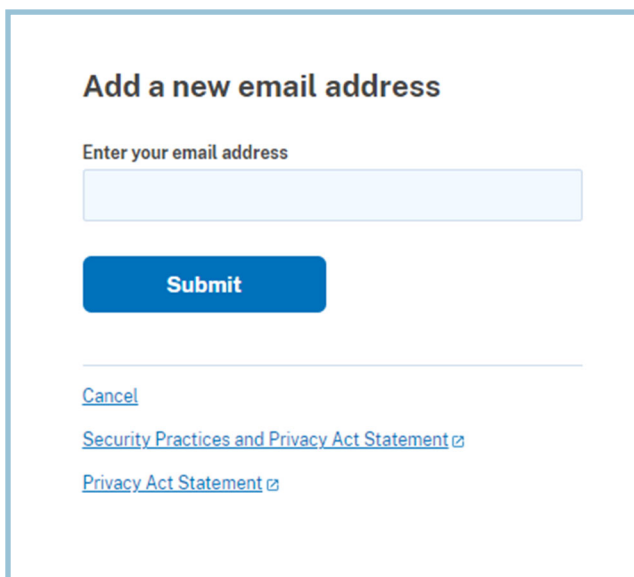
Step 2:

Once logged in, you will see the login.gov "Your Account" page.

To add your primary NEA email to your log-in.gov account, click "+ Add new email."

Step 3:

Enter the new address to be added to the existing account.

Option B: Link your Primary Email (continued)

Confirm your current password to continue

Before you're able to reset your email, you will need to confirm your password and use your authentication method.

Password

☐ Show password

Continue

Step 4:

Follow the account confirmation prompts such as reentering your password or two-factor authentication.

You may be asked to reenter the new email address for verification, as well.

Step 5:

A verification email will be sent to the new email address to confirm the email for your login.gov account. Follow the instructions in the email prompt.

You should also receive a "new email address added" confirmation to your original login.gov email address.

You will continue to sign in to login.gov using your original login email, but you can now access the REACH account connected to your primary NEA email address.

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
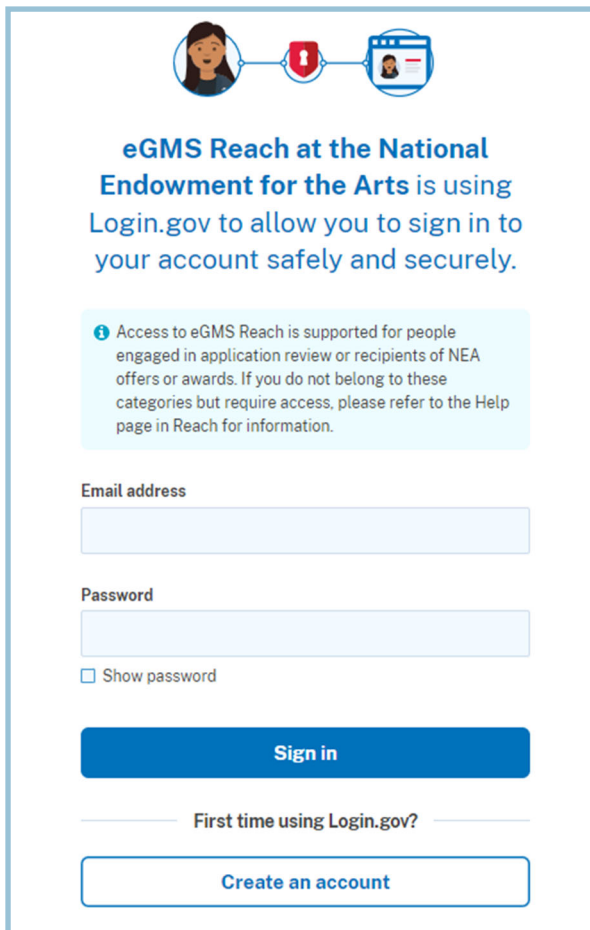
https://idp.int.identitysandbox.gov/sign_up/email/confirm?
_request_id=af05eebb-0f7d-412d-bb8a-
193c9cbe3f66&confirmation_token=M1hRZfeqconH71XkT74C

Please do not reply to this message. If you need help, visit
www.login.gov/help

Step 6:

After linking the accounts, you should be directed back to the NEA REACH homepage. Sign-in to your REACH account using the login.gov link on the homepage. See **option A** for login instructions.

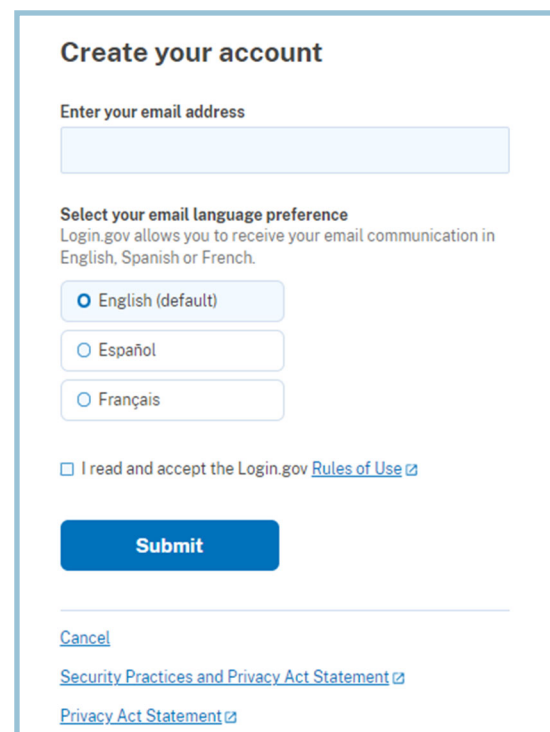## Option C: Create a New Login.gov Account

Step 1:

After clicking the "create account" button on the REACH homepage you will be taken to a login.gov sign in page. To create your login.gov account, click "create an account."

Step 2:

Enter your primary email address, select your language preference, and read and accept the rules of use.

Click "submit."

Option C: Create a New Login.gov Account (continued)

Step 3:

You will be prompted to check your inbox for a confirmation email to verify your primary email address. Follow the instructions in the verification email to confirm your primary email address for the login.gov account.

Step 4:

Once your email is confirmed, create a password following the instructions in the prompt.

Option C: Create a New Login.gov Account (continued)

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.

☐ §

Step 5:

Login.gov uses a variety of two-factor authentication methods to ensure the security of your login and information.

Select at least one method from the list to set up a two-factor authentication for your account. The examples below are for the text message one-time code authentication method. Please use the authentication method you are most comfortable with.

Send your one-time code via text message (SMS) or phone call

We'll send you a one-time 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.

Phone number
Example: (201) 555-0123

[🇺🇸 ▾] [   ]

How should we send you a code?

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

(•) Text message (SMS)   (○) Phone call

[Mobile terms of service](#)

Send code

‹ Choose another option

Enter your one-time code

We sent a one-time code to ▓▓▓▓▓▓. This code will expire in 10 minutes.

One-time code
Example: 123456

[   ]

[☑] Remember this browser

Submit

↻ Send another code

Entered the wrong phone number?
[Use another phone number](#)

‹ Choose another option

Option C: Create a New Login.gov Account (continued)

A phone was added to your account.

You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

Add another method

Skip for now

Step 6:

Once you have added a two-factor authentication method, you will be prompted to add a second method as a back up. You are welcome to "add another method" or "skip for now" as you prefer.

Step 7:

After finishing the two-factor authentication set-up, click "agree and continue" to link your new login.gov account to the NEA eGMS REACH system.

You will see one last prompt that confirms the connection has been made between login.gov and REACH.

Click "continue" to enter the REACH system.

Continue to eGMS Reach at the National Endowment for the Arts

We'll share your information with eGM National Endowment for the Arts to c

Email addresses on your account

⚠ Add a second authentication meth delete your account and start over authentication method.

Agree and continue

eGMS Reach at the National Endowment for the Arts is using Login.gov to allow you to sign in to your account safely and securely.

You are already signed in with the following email:
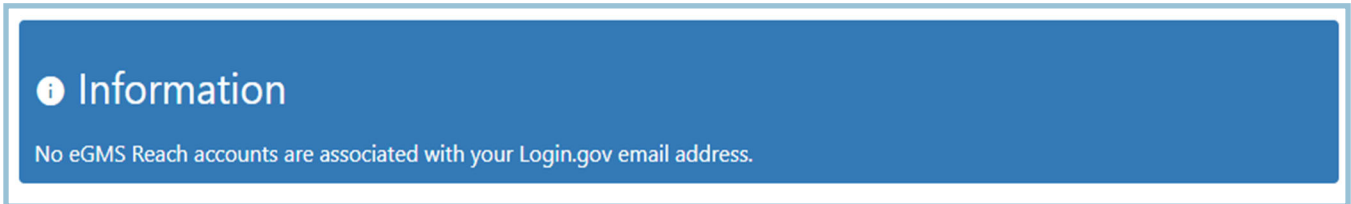
Email address

Continue

Or

Switch emails

Option C: Create a New Login.gov Account (continued)

After creating your account, you should be directed back to the NEA REACH homepage. Sign-in to your REACH account using the login.gov link on the homepage. See **option A** for login instructions.

If after creating your login.gov account you see the following message on the eGMS REACH homepage, you will need to link your account to whatever email the NEA has on file as your primary email address.

To link the primary email address to your login.gov account, follow the directions for **option B**.

If you have any questions about what email address the NEA has on file as your primary email, please reach out to your NEA program staff contact.