Small Business Electronic Capability (SBeCS) Portal

Create an ID.me Account
April 2021
Introduction

This document outlines the processes associated for credentialing and identity proofing as defined by NIST SP 800-63 v3, Digital Identity Guidelines, to obtain an ID.me credential. ID.me is a certified commercial identity provider offering Identity Assurance Level (IAL) 1 and Authentication Assurance Level (AAL) 2 credential.

- All SBeCS users who attempt to logon to the SBeCS Portal for the first time need to sign up with ID.me through the following two-step process:
  - Email Confirmation (Slides 4 - 5)
  - Two Factor Authentication Verification (Slides 6 – 9)
- Process to logon to SBeCS Portal once ID.me registration is complete (Slides 13 through 15)
- NIST SP 800-63 v3
Sign Up for ID.me

► Click the following link:
  - https://treasury.servicenowservices.com/ecs
  - For best site performance, it is recommended that you use Google Chrome

► Click on “Create an ID.me account” to sign up for a new ID.me account
  - Enter your email address and create a password. **Note:** Existing SBecS users, please use the email address associated with your SBecS profile. (Go to Slide 12 for detailed instructions on how to login after you create an ID.me account)
  - Click on the Checkbox – **Accept terms of service and privacy policy**
  - Select “Create an ID.me account”
Email Confirmation

- ID.me will send a confirmation email to the email account you used to register
  - ID.me will send a confirmation email with 6 digit code
  - Once you select **Confirm Your Email** in your email, ID.me will verify automatically
  - Select **Continue**

**Note:** _Web browser session is suspended until you respond to the ID.me email confirmation. The email confirmation link and code will expire after 15 minutes._
Email Confirmation

- Open the ID.me email and acknowledge the receipt
  - Below is an example of the email you will receive (left image) with a confirmation and 6-digit code
  - Click on the **Confirm your Email** button, you will see the confirmation notice (right image)
  - Return to your initial session with the browser that prompted you enter the 6-digit code

Welcome!

Thanks for creating an ID.me account!
ID.me simplifies how you verify and share your identity online, while helping keep your information safe.

You can confirm your email address by clicking the link below.

![](207702.png)

Please note: This link will expire in 15 minutes.

**Can't click the button in this email?**
Copy this code and enter it in your browser to complete the confirmation.

![](207702.png)
Two-Factor Authentication

- Select one of the options to setup multi-factor authentication options
  - Text Message or Phone Call (Preferred)
  - Push Notification
  - Code Generator Application
  - FIDO U2F Security Key
  - Mobile Yubikey

Note: This presentation captures screenshots for the first option: Text Message or Phone Call.
Two-Factor Authentication: Text Message or Phone Call

- Select Text message
  - Enter your phone number
  - Select Text message
  - Select Continue

Note: Please use your valid mobile phone number.
Two-Factor Authentication: Text Message or Phone Call

► Confirm phone number
  ▪ Enter the 6-digit verification code that was sent to your mobile device

Your ID.me verification code is 882353. Don't share it. We will never call to ask for it.

  ▪ Select Continue

Note: The code will expire after 15 minutes.
Congratulations! You have enabled multi-factor authentication for your account. ID.me will send you an email notification that you enabled multi-factor authentication.

Next step is Click “Allow” to share your Name and Email address with the U.S Department of Treasury.

You have enabled two-factor authentication for your account

Thank you for enabling two-factor authentication for your ID.me account. Two-factor authentication is an additional layer of security designed to prevent unauthorized access to your account and protect your information with ID.me.

From now on, whenever you sign in, you can authenticate yourself using the following two-factor authentication option:

Text Message or Phone Call — (*** ***-703)
Once ID.me registration is complete, you will be redirected to the SBeCS Portal.
SBeCS Portal - User profile information

► Click on any of the widgets (Capabilities Statements, Approve/Manage Users, Vendor Outreach Sessions, or Manage Company Partnership)
  ▪ Fill-out the e-CS User Profile Information (Right)

► Click Submit

![Image of SBeCS Portal interface with fields for First Name, Last Name, Phone Number, User Type, and Rules of Behavior]
Users can select one of three user type options (Registrant, Counselor and Partner)

Registrants can submit a capabilities Statement, request access to other companies via the Approve/Manage Users tile, as well as request partnership access via the Manage Company Partnership. Lastly, registrants can register for VOS sessions via the Vendor Outreach Session tile.

Counselors and Partners are not allowed to submit a Capabilities Statement, they can request access to other companies via the Approve/Manager Users tile. Both counselors and Partners will be able to register for VOS sessions. Partners can request partnership-access to other companies via the Manage Company Partnership tile (This excludes Counselors)
Logon to SBeCS Portal

After you create an ID.me account, to sign-in using your credentials:

- Click on the following link:
  - https://treasury.servicenowservices.com/ecs
- Enter your email and password
- Click “Sign in to ID.me”
Login to ECS Portal

- Complete Login process
- Select “Text me” to receive a 6-digit authentication code via a text message
- Enter a valid phone number
- Select “Continue”
- Enter the 6-digit authentication code and hit “Continue”
SBeCS Portal

- Successful logon to the SBeCS Portal

Welcome to Small Business Electronic Capabilities Statements
Create, View, or Update your Capabilities Statements
CAPABILITIES STATEMENTS

Small Business Electronic Capability Statement

Yes, We're Open

Approve / Manage e-CS Users
Approve and manage e-CS users & company access
APPROVE / MANAGE USERS

Vendor Outreach Sessions
Sign up and manage upcoming vendor sessions
SIGN UP / MANAGE SESSIONS

Manage Company Partnership
Manage, approve, or reject company partnership requests
MANAGE PARTNERSHIP

A Step-by-Step Guide on How to Use the OSDBU Portal

Want to learn more about the Office of Small and Disadvantaged Business Utilization?