Small Business Electronic Capability (SBeCS) Portal

Create an ID.me Account

April 2021

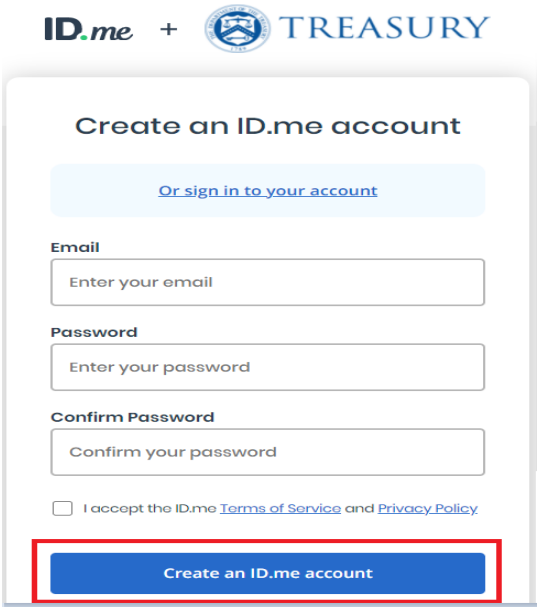
Introduction

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
  - http://www.nist.gov/nstic/

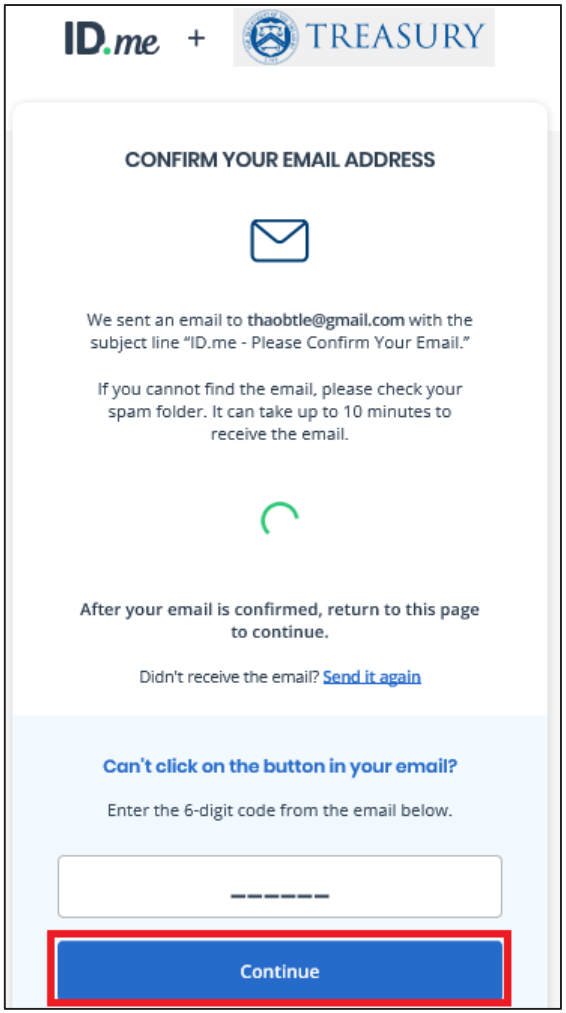
Sign Up for ID.me

- 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

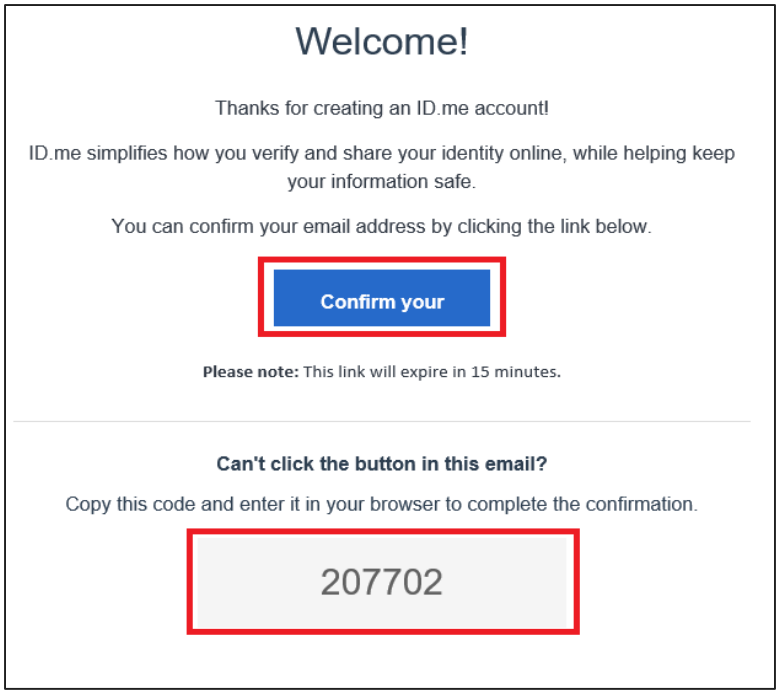
- ID.me will send a confirmation email to the email account you used to register
  - ID.me will send a confirmation email with 6 digit code
  - Once you select **Confirm Your Email** in your email, ID.me will verify automatically
  - Select **Continue**

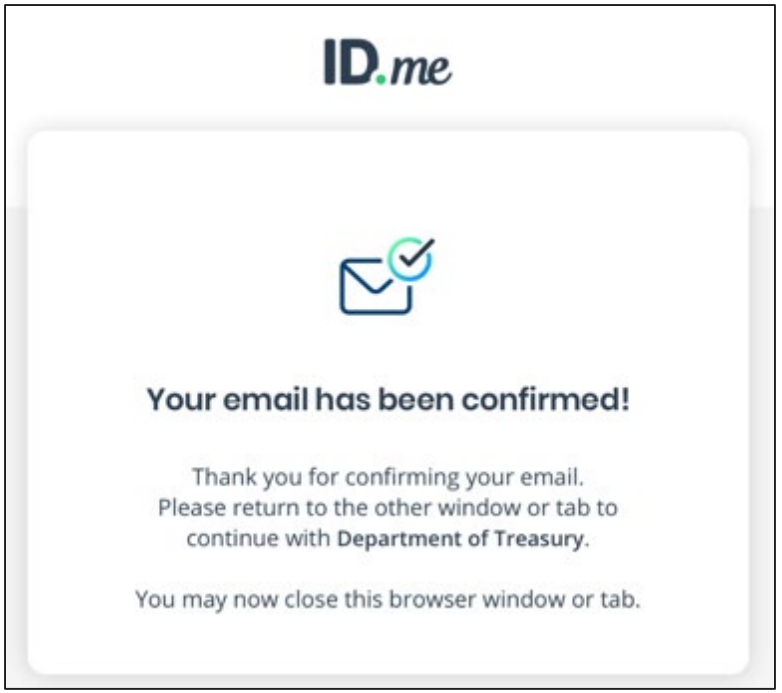


Note: *Web browser session is suspended until you respond to the ID.me email confirmation. The email confirmation link and code will expire after 15 minutes.*

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

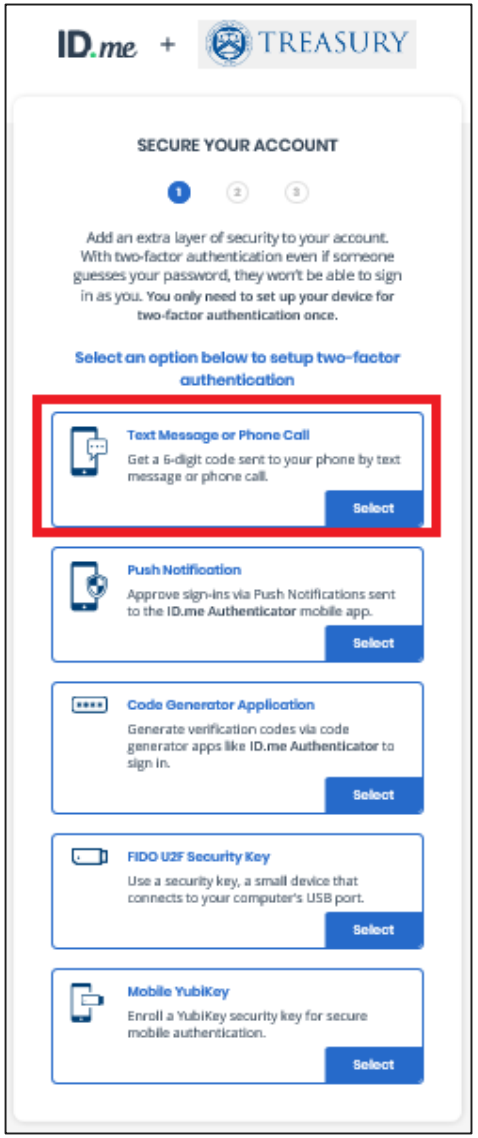




Two-Factor Authentication

- 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

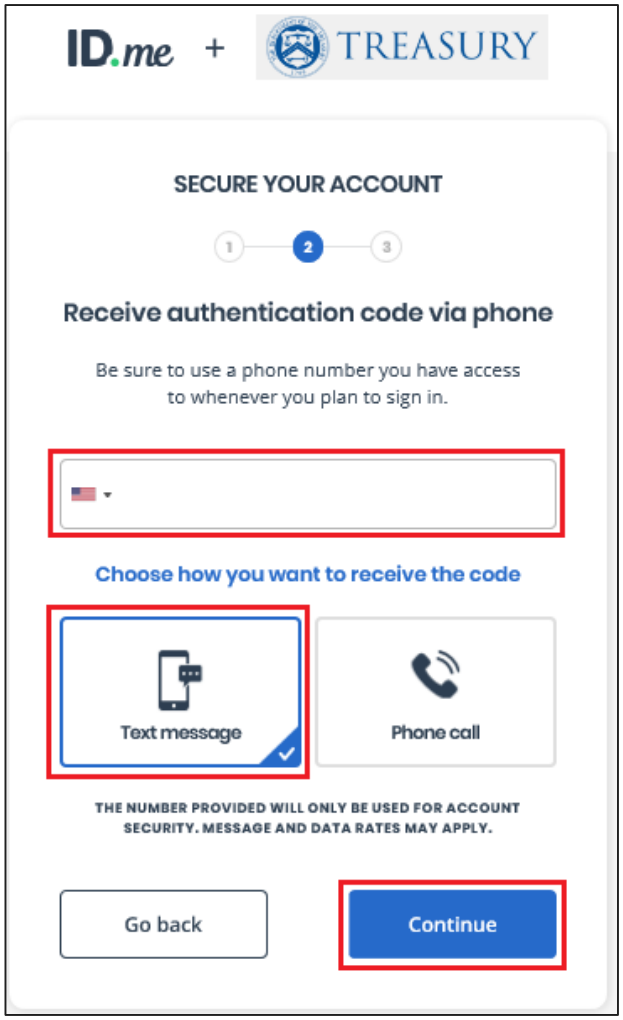
Note: *This presentation captures screenshots for the first option:* ***Text Message or Phone Call.***



Two-Factor Authentication: Text Message or Phone Call

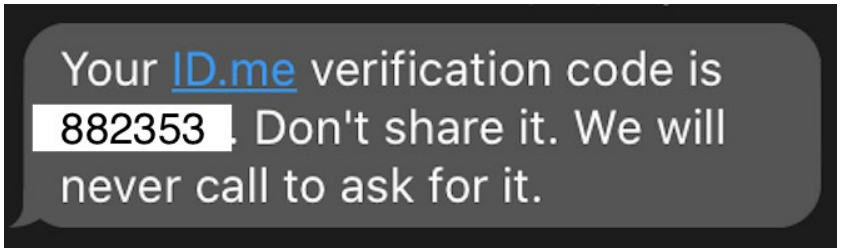
- Select Text message
  - Enter **your phone number**
  - Select **Text message**
  - Select **Continue**

Note: Please use your valid mobile phone number.

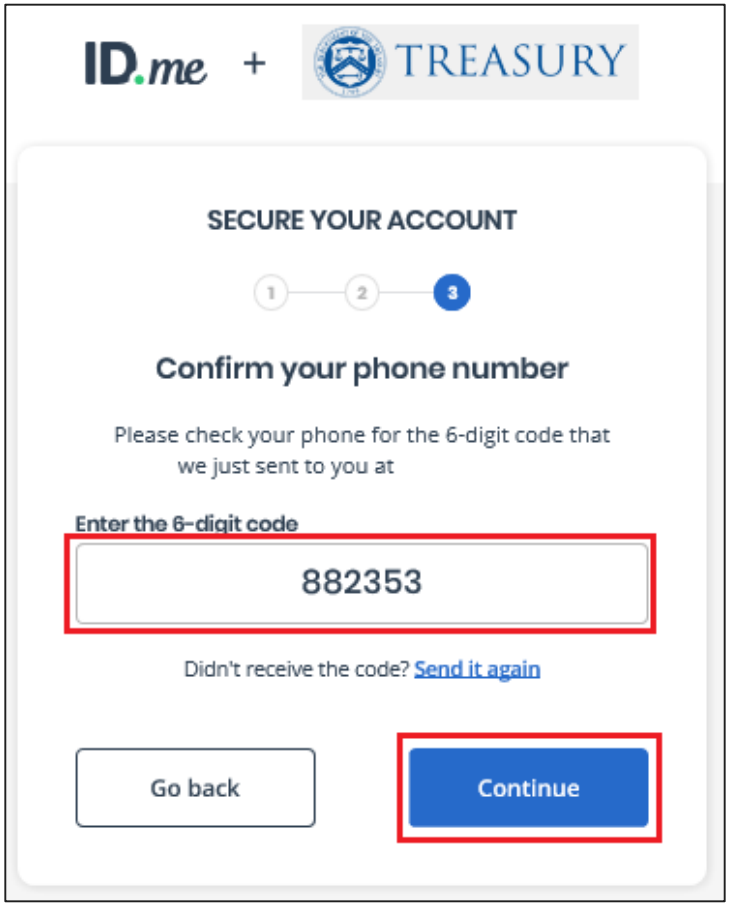


Two-Factor Authentication: Text Message or Phone Call

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



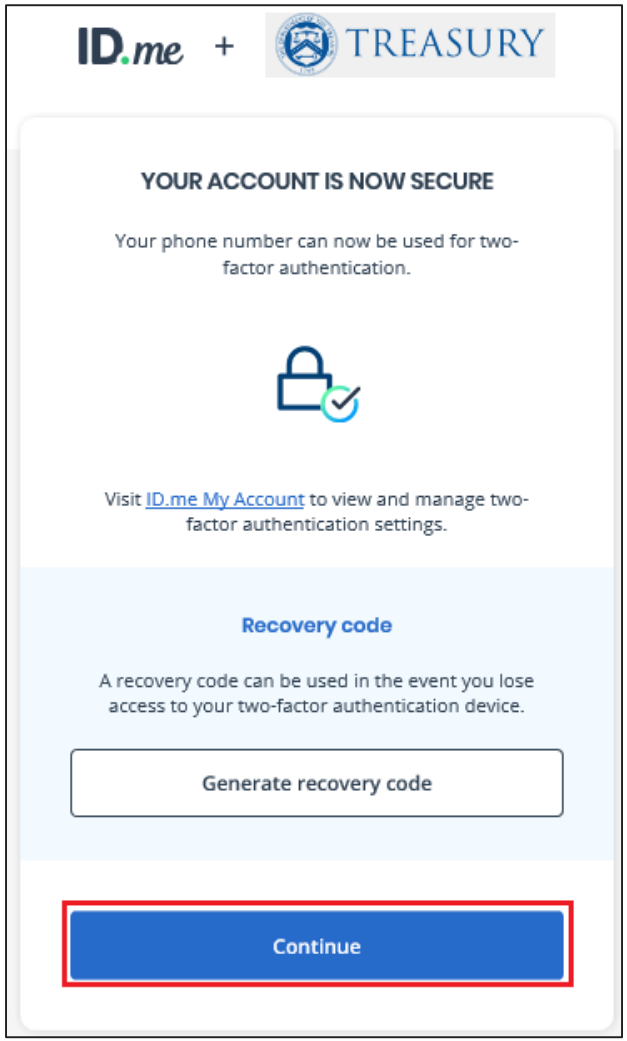
  - Select Continue



Note: *The code will expire after 15 minutes.*

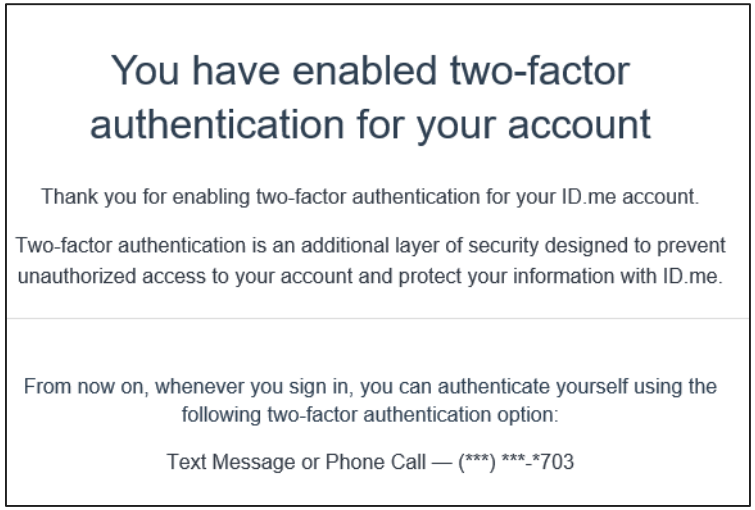
Multi-Factor Authentication: Text Message or Phone Call

- Confirmation



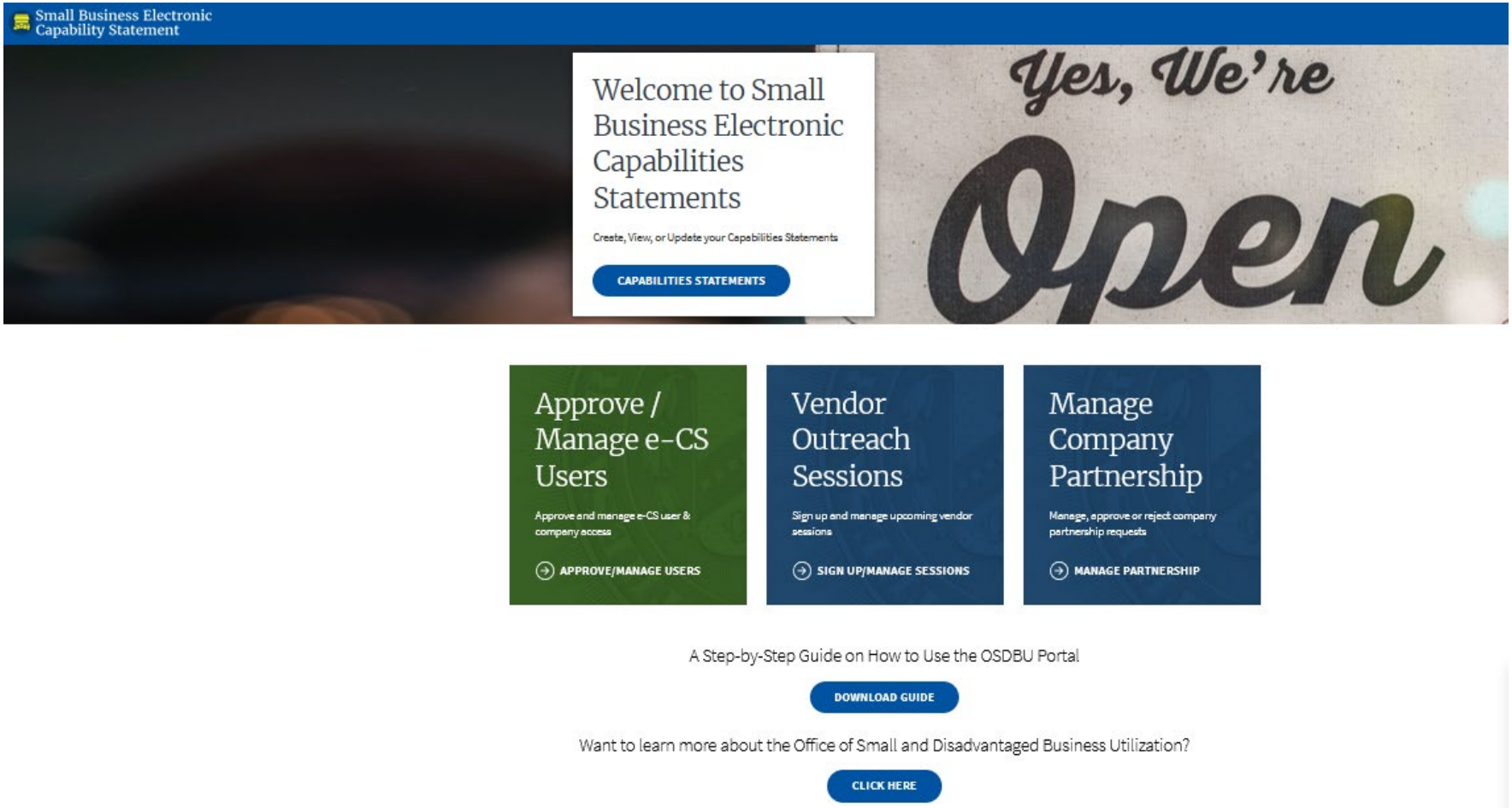
Congratulations! You have enabled multi-factor authentication for your account. ID.me will send you an email notification that you enabled multi-factor authentication.

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



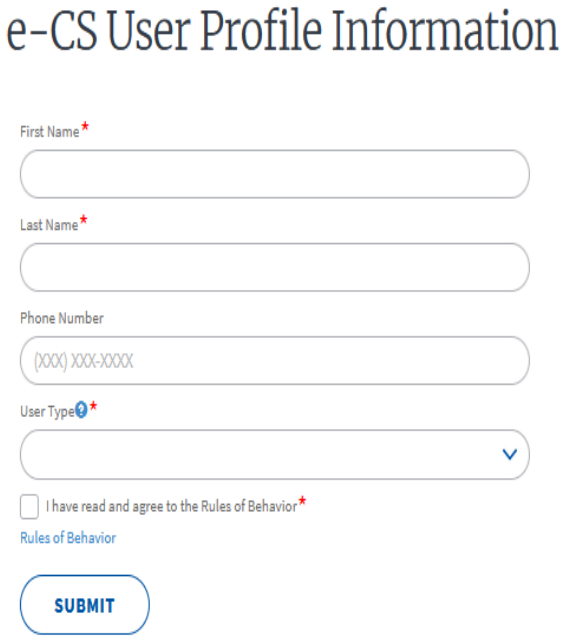
SBeCS Portal

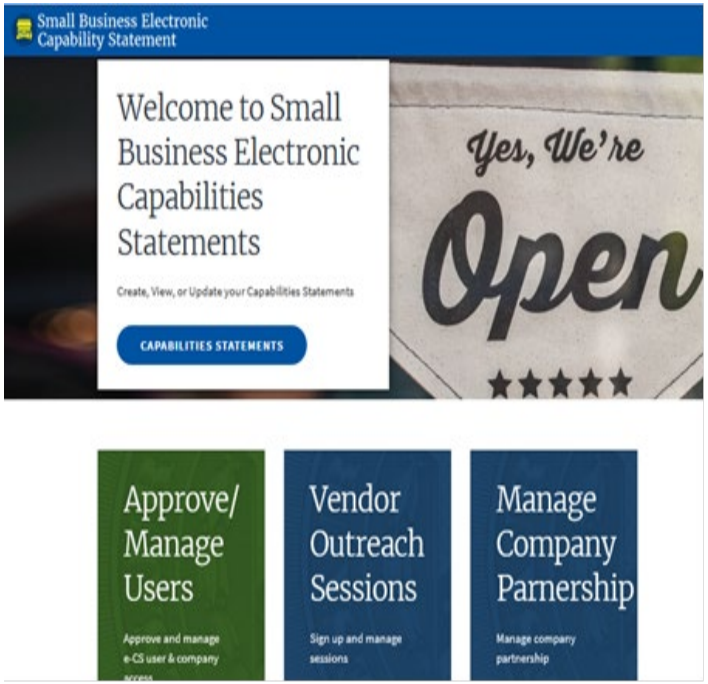
- Once ID.me registration is complete, you will be redirected to the SBeCS Portal



SBeCS Portal - User profile information

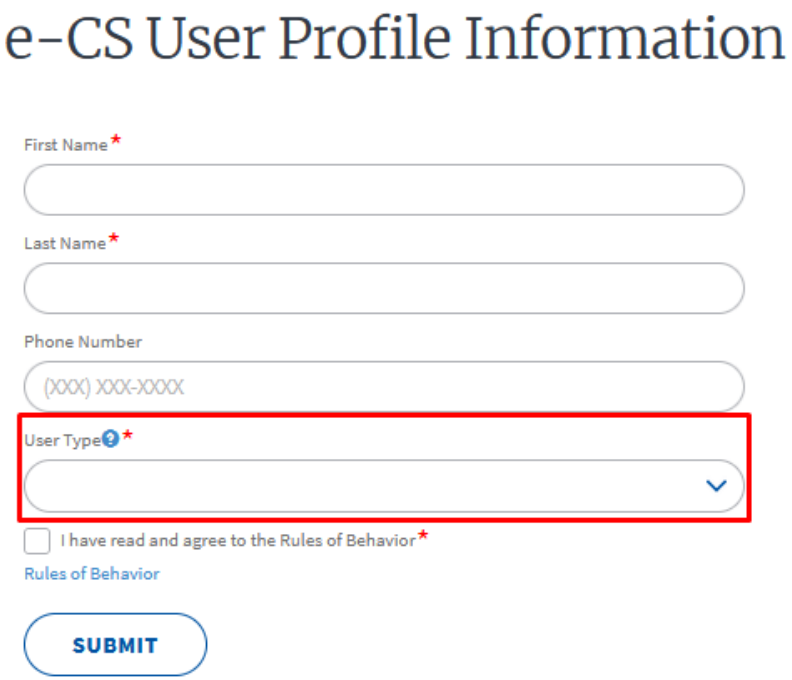
- Click on any of the widgets (Capabilities Statements, Approve/Manage Users, Vendor Outreach Sessions, or Manage Company Partnership)
  - Fill-out the e-CS User Profile Information (Right)
- Click Submit





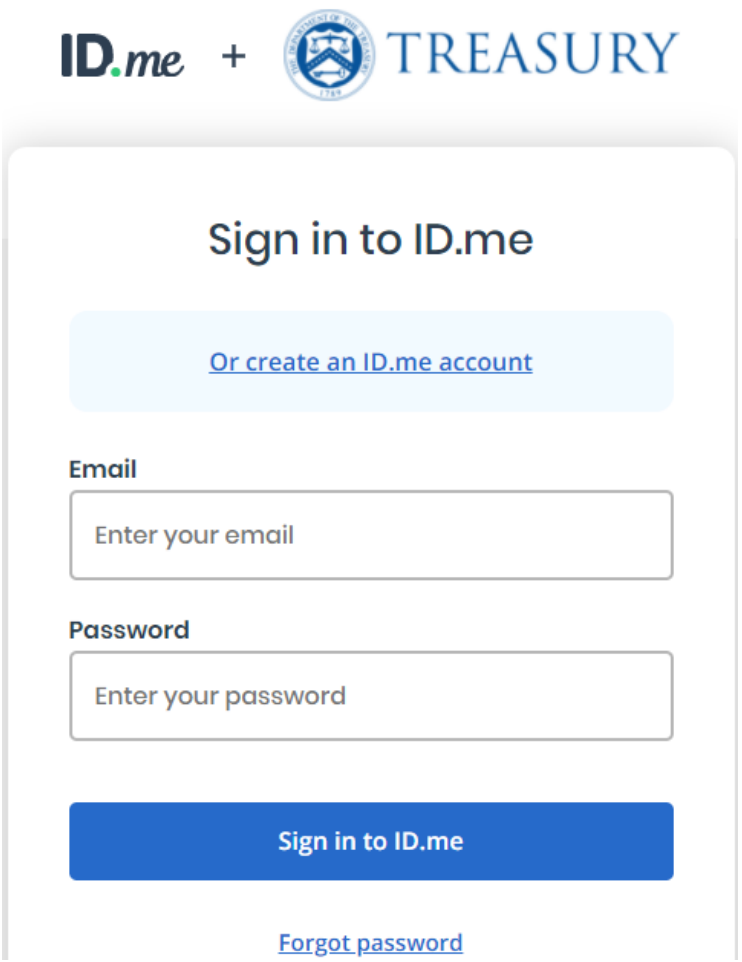
SBeCS Portal/ e-CS User profile information-continued

- 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*)*



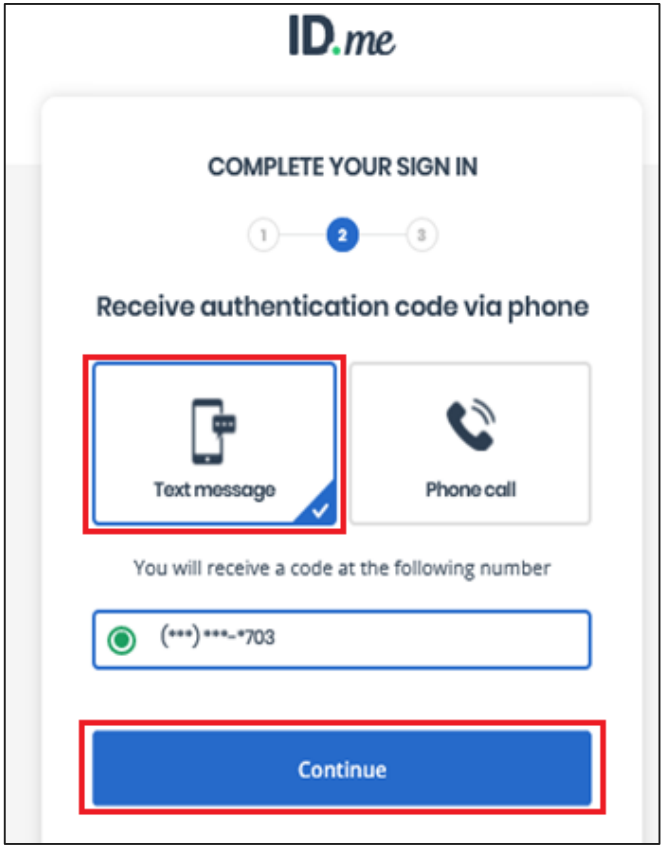
Logon to SBeCS Portal

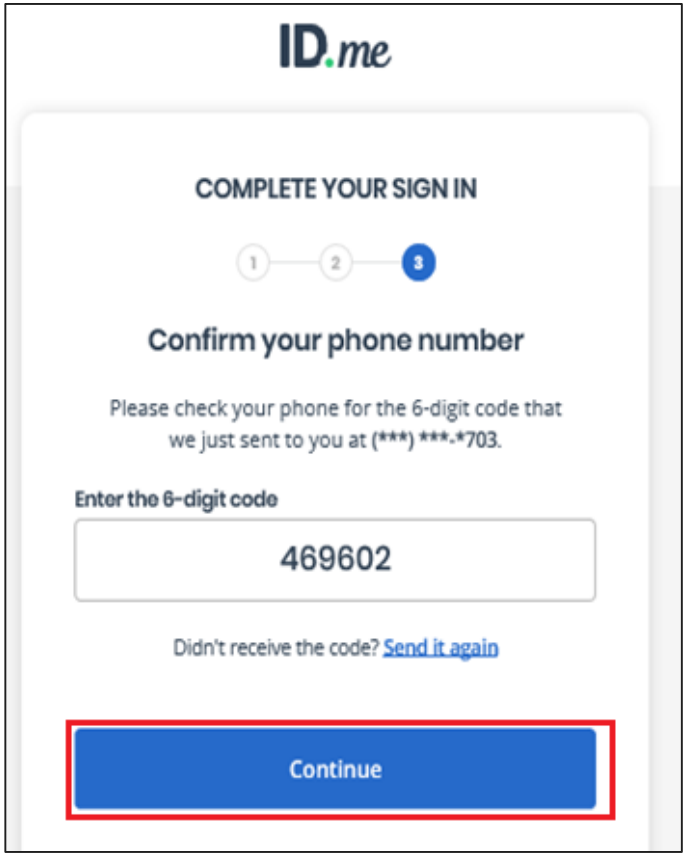
- After you create an ID.me account, to sign-in using your credentials.
  - Click on the following link:
  - https://treasury.servicenowservices.com/ecs
  - Enter your email and password
  - Click “Sign in to ID.me”

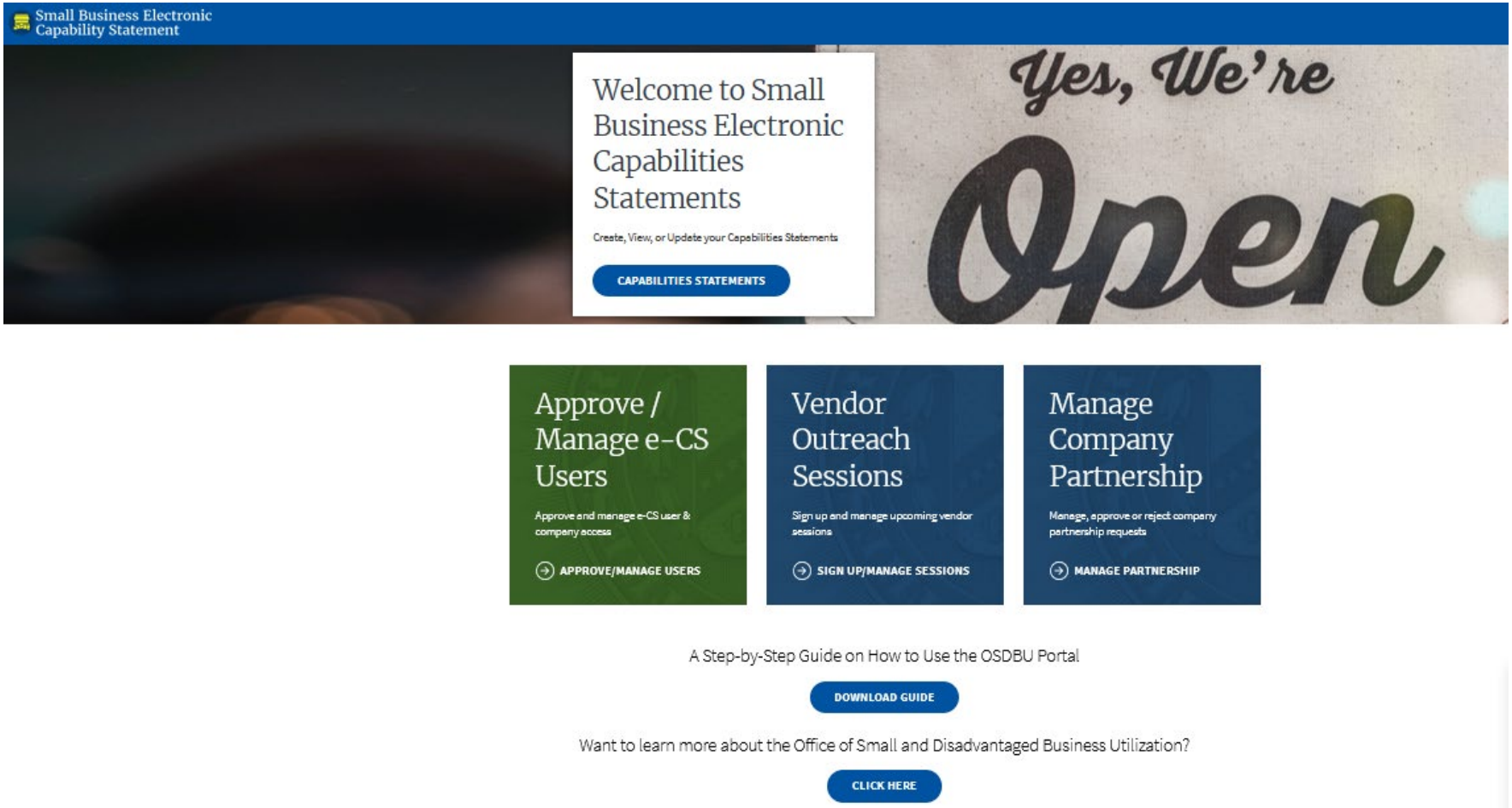


Login to ECS Portal

- 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