

Small Business Electronic Capability (SBeCS) Portal

Create an ID.me Account

April 2021

Introduction



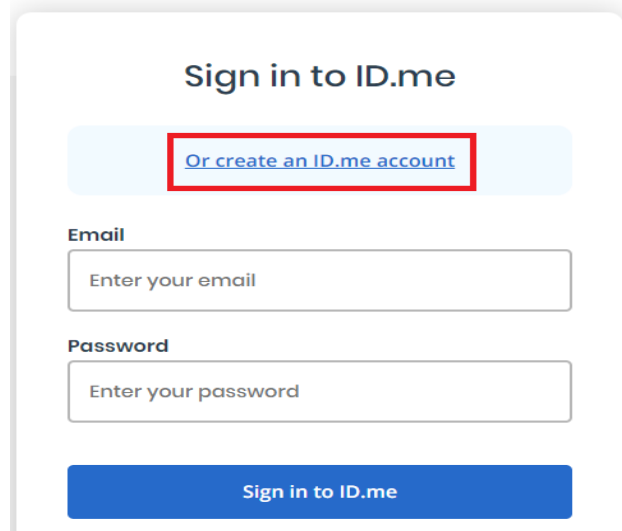
This document outlines the processes associated for credentialing and identity proofing as defined by NIST SP 800-63 v3, Digital Identity Guidelines, to obtain an ID.me credential. ID.me is a certified commercial identity provider offering Identity Assurance Level (IAL) 1 and Authentication Assurance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

ID.me +  TREASURY



Sign in to ID.me

[Or create an ID.me account](#)

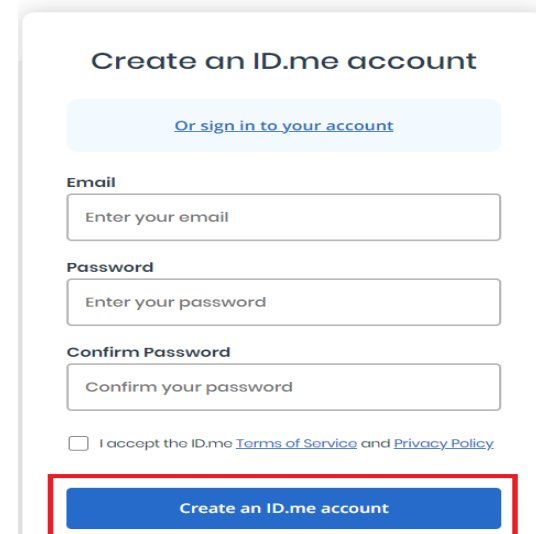
Email

Password

Sign in to ID.me



ID.me +  TREASURY



Create an ID.me account

[Or sign in to your account](#)

Email

Password

Confirm Password

I accept the ID.me [Terms of Service](#) and [Privacy Policy](#)


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.*


ID.me +  **TREASURY**

CONFIRM YOUR EMAIL ADDRESS



We sent an email to thaobtle@gmail.com with the subject line "ID.me - Please Confirm Your Email."

If you cannot find the email, please check your spam folder. It can take up to 10 minutes to receive the email.



After your email is confirmed, return to this page to continue.

Didn't receive the email? [Send it again](#)

Can't click on the button in your email?

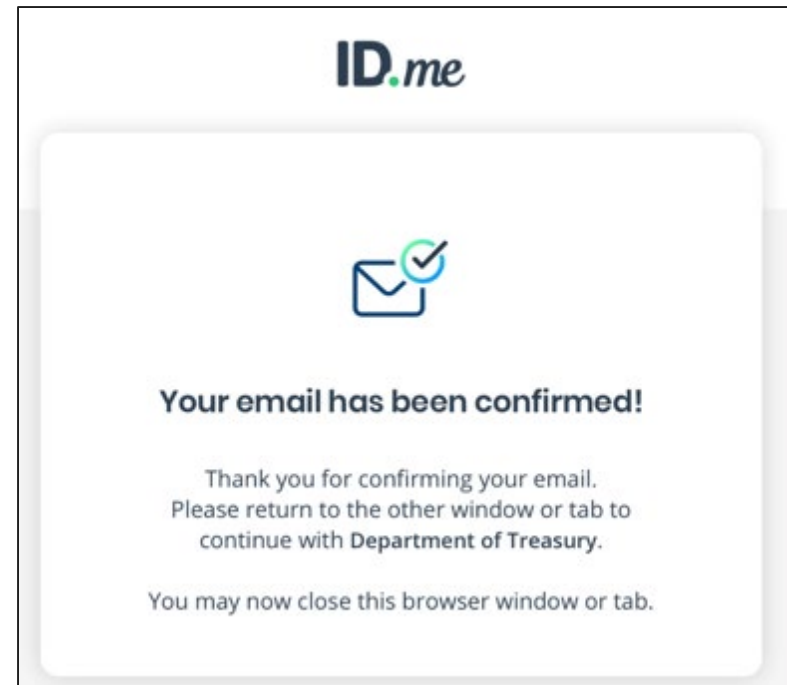
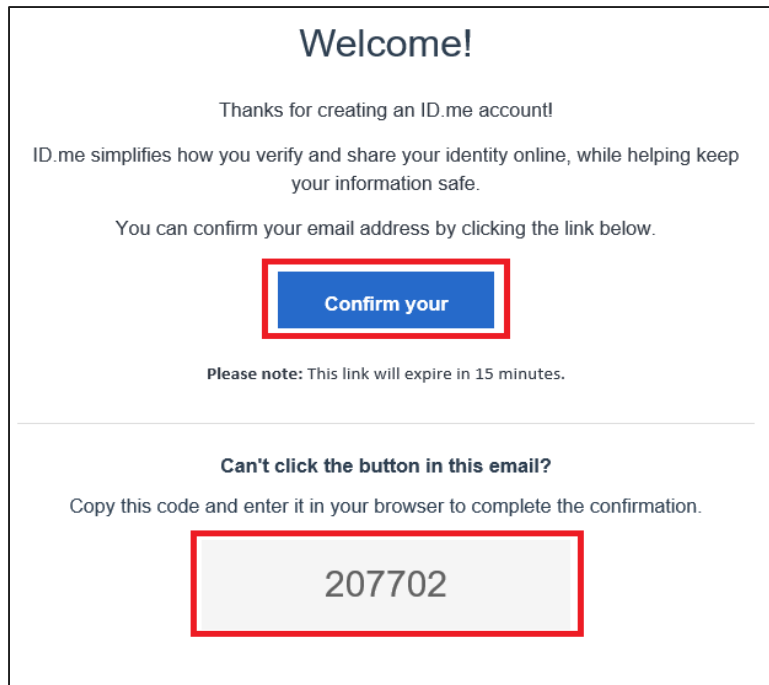
Enter the 6-digit code from the email below.

Continue

Email Confirmation



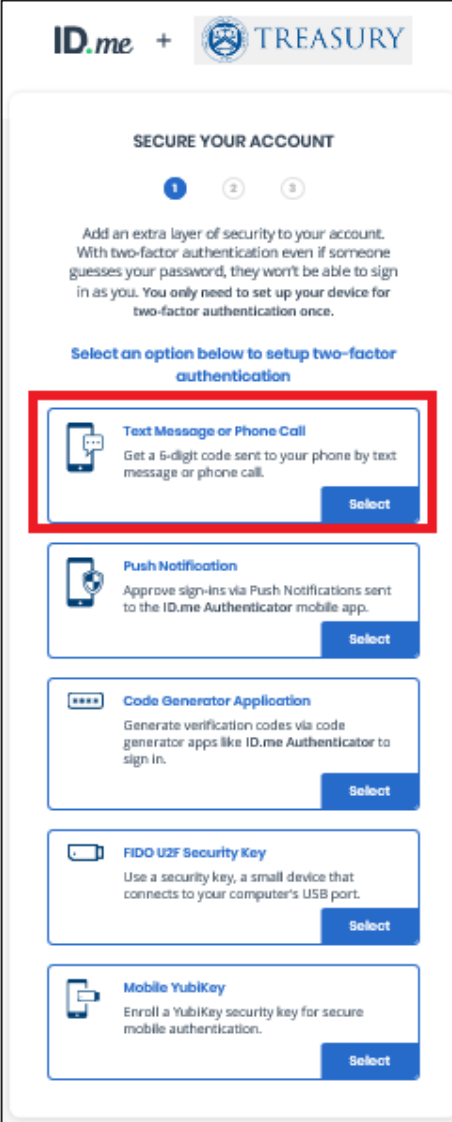
- ▶ Open the ID.me email and acknowledge the receipt
 - Below is an example of the email you will receive (left image) with a confirmation and 6-digit code
 - Click on the **Confirm your Email** button, you will see the confirmation notice (right image)
 - Return to your initial session with the browser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



ID.me + TREASURY

SECURE YOUR ACCOUNT

1 2 3

Add an extra layer of security to your account. With two-factor authentication even if someone guesses your password, they won't be able to sign in as you. You only need to set up your device for two-factor authentication once.

Select an option below to setup two-factor authentication

- Text Message or Phone Call**
Get a 6-digit code sent to your phone by text message or phone call.
Select
- Push Notification**
Approve sign-ins via Push Notifications sent to the ID.me Authenticator mobile app.
Select
- Code Generator Application**
Generate verification codes via code generator apps like ID.me Authenticator to sign in.
Select
- FIDO U2F Security Key**
Use a security key, a small device that connects to your computer's USB port.
Select
- Mobile YubiKey**
Enroll a YubiKey security key for secure mobile authentication.
Select

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.

ID.me + **TREASURY**

SECURE YOUR ACCOUNT

1 — 2 — 3

Receive authentication code via phone

Be sure to use a phone number you have access to whenever you plan to sign in.

Choose how you want to receive the code

Text message **Phone call**

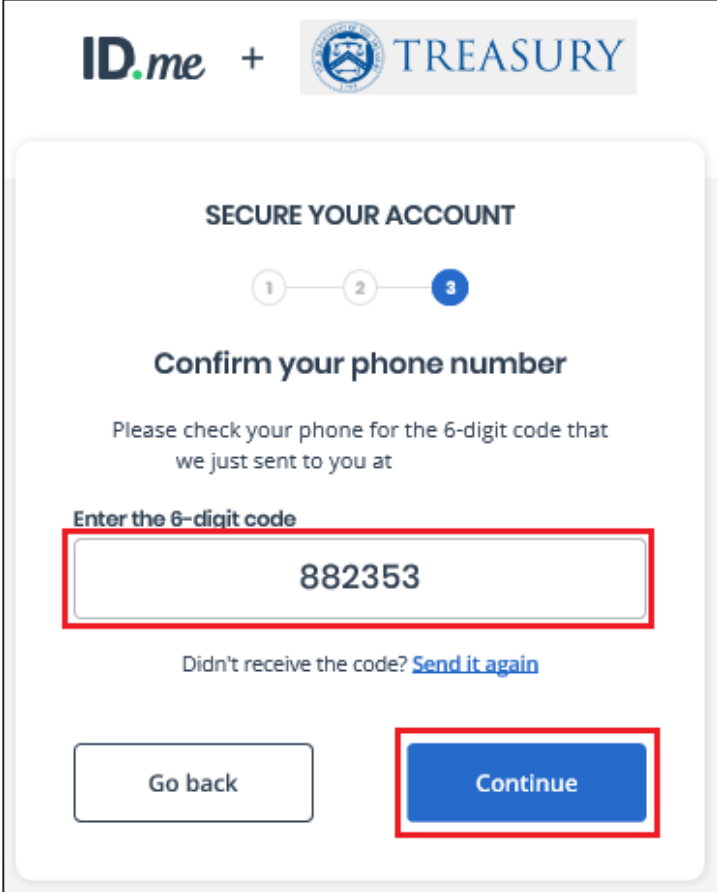
THE NUMBER PROVIDED WILL ONLY BE USED FOR ACCOUNT SECURITY. MESSAGE AND DATA RATES MAY APPLY.


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



ID.me +  **TREASURY**

SECURE YOUR ACCOUNT

1 — 2 — 3

Confirm your phone number

Please check your phone for the 6-digit code that we just sent to you at

Enter the 6-digit code

882353

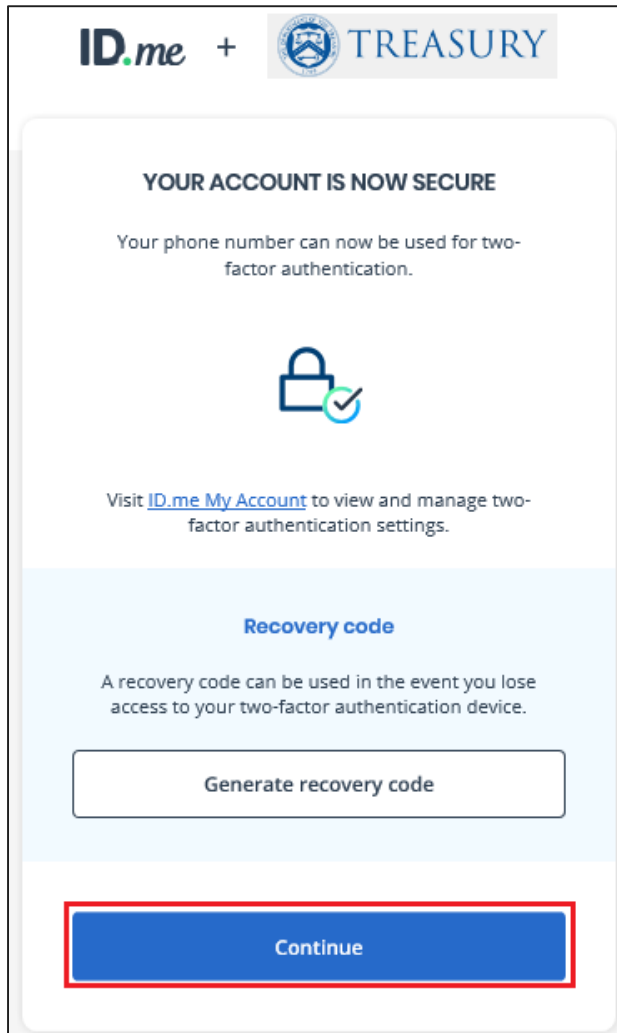
Didn't receive the code? [Send it again](#)

Go back Continue

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

Multi-Factor Authentication: Text Message or Phone Call

► Confirmation



The screenshot shows a confirmation page for ID.me + Treasury. At the top, it says "ID.me + TREASURY". Below that, it states "YOUR ACCOUNT IS NOW SECURE" and "Your phone number can now be used for two-factor authentication." There is an icon of a padlock with a checkmark. A link is provided: "Visit [ID.me My Account](#) to view and manage two-factor authentication settings." A section titled "Recovery code" explains that a recovery code can be used if access is lost. There is a button labeled "Generate recovery code" and a prominent blue button labeled "Continue" which is highlighted with a red border.

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

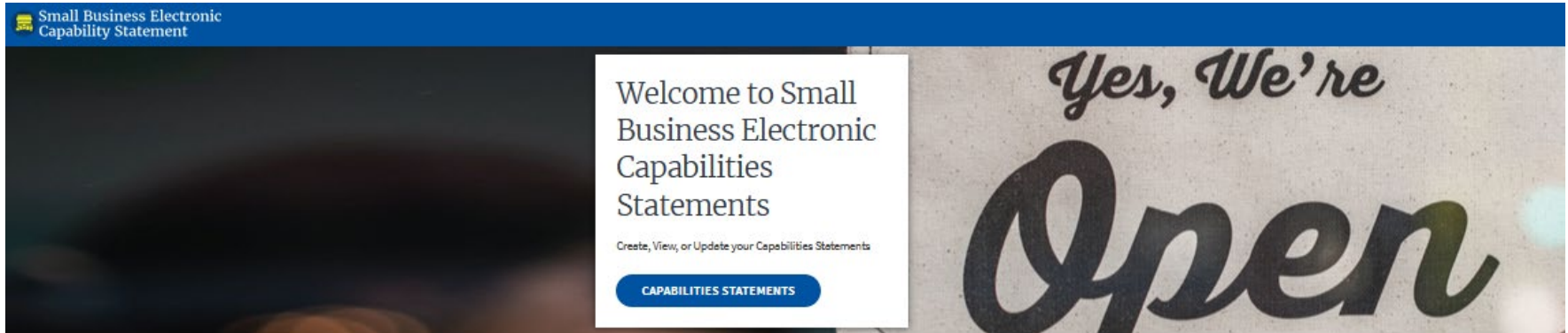
Thank you for enabling two-factor authentication for your ID.me account.

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



<h3>Approve / Manage e-CS Users</h3> <p>Approve and manage e-CS user & company access</p> <p>→ APPROVE/MANAGE USERS</p>	<h3>Vendor Outreach Sessions</h3> <p>Sign up and manage upcoming vendor sessions</p> <p>→ SIGN UP/MANAGE SESSIONS</p>	<h3>Manage Company Partnership</h3> <p>Manage, approve or reject company partnership requests</p> <p>→ MANAGE PARTNERSHIP</p>
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A Step-by-Step Guide on How to Use the OSDBU Portal

[DOWNLOAD GUIDE](#)

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

[CLICK HERE](#)

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

e-CS User Profile Information

First Name*

Last Name*

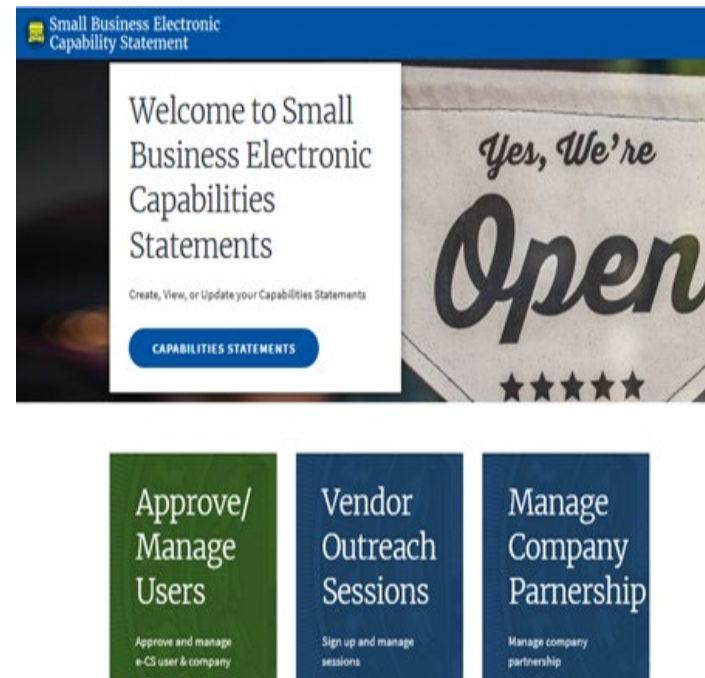
Phone Number

User Type*

I have read and agree to the Rules of Behavior*

Rules of Behavior

SUBMIT



The screenshot shows the 'Small Business Electronic Capability Statement' portal. At the top, there is a blue header with the text 'Small Business Electronic Capability Statement'. Below the header, there is a white box with the text 'Welcome to Small Business Electronic Capability Statements' and a blue button labeled 'CAPABILITIES STATEMENTS'. To the right of the white box, there is a graphic with the text 'Yes, We're Open' and five stars. Below the white box and graphic, there are three blue buttons: 'Approve/Manage Users', 'Vendor Outreach Sessions', and 'Manage Company Partnership'. Each button has a small description below it: 'Approve and manage e-CS user & company screens', 'Sign up and manage sessions', and 'Manage company partnership'.



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)

e-CS User Profile Information

First Name *

Last Name *

Phone Number

User Type * 

I have read and agree to the Rules of Behavior *

[Rules of Behavior](#)

SUBMIT

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”



Sign in to ID.me

[Or create an ID.me account](#)

Email

Password

[Sign in to ID.me](#)

[Forgot password](#)

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”

ID.me

COMPLETE YOUR SIGN IN

1 — 2 — 3

Receive authentication code via phone

Text message Phone call

You will receive a code at the following number

ID.me

COMPLETE YOUR SIGN IN

1 — 2 — 3

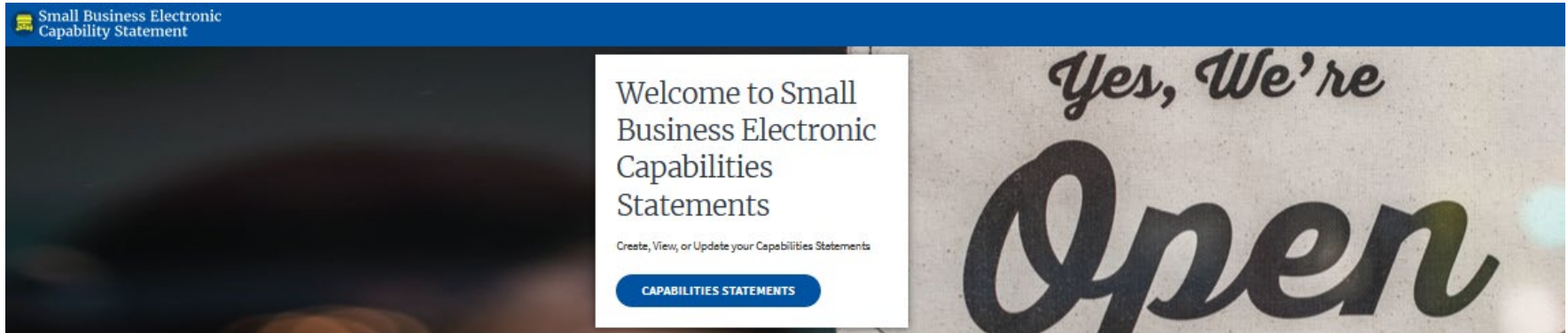
Confirm your phone number

Please check your phone for the 6-digit code that we just sent to you at (***)-***-703.

Enter the 6-digit code

Didn't receive the code? [Send it again](#)

- ▶ Successful logon to the SBeCS Portal



Small Business Electronic Capability Statement

Welcome to Small Business Electronic Capabilities Statements

Create, View, or Update your Capabilities Statements

[CAPABILITIES STATEMENTS](#)

Yes, We're Open



Approve / Manage e-CS Users
Approve and manage e-CS user & 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](#)

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