

Linking your Services Online Account with Login.gov

Access to Services Online requires enrolling in Login.gov, which is the Government's secure login tool. Once you register your Services Online account with Login.gov, you will use your Login.gov credentials to sign-in to Services Online.

C		Step 1: Sign In Visit <u>https://www.servicesonline.opr</u>	<u>m.gov</u> and	click Sign in with LOGIN.GOV	
		During the Login.gov registrat current page will clear whateve	tion proces er informa	s, after 15 minutes of inactivity, the tion is entered into data fields.	
		Quick Links • Privacy Statement	/*a	Search OPM	Search
		WELCOME TO Services Online lets annuitants (federal retirees or the securely protected by the U.S. Office of Personnel Ma	OPM RETIF	REMENT SERVICES ONLINE pouses, and children) manage their account online. Your account i d).	is
		Sign In		Important Links	
		Sign in with 1 LOGIN.GOV We've changed how you will login to Service Online We will now require users to sign in with a login.gov account. A linking your login.gov account with your Services Online accou will no longer need to sign in with your Services Online claim again. Need to create a login.gov account? Use the Sign in button above and then use the "Create an accounted on the sign in button above and then use the "Create an accounted on the sign in button above and then use the "Create an accounted on the sign in button above and then use the "Create an accounted on the sign in button above and then use the "Create an accounted on the sign in button above and then use the "Create an accounted on the sign in button above and then use the "Create an accounted on the sign in button above and the sign in the sign in button above and the sign in the sign in button above and the sign in the sign in button above and the sign in the "Create an accounted on the sign in the sign in button above and the sign in the sign in button above and the sign in the "Create and sign in the sign in	e! After nunt, you number	Report a missing annuity payment C Report an annuitant death C Report a federal employee death C Self-certify student enrollment C Go to OPM.gov C First time here? Get started with Services Online Contact us for more support C	
	\mathbf{z}	Duttion below the sign in hields.	Step	2: Create an Account are a new Login.gov user, on the Login.	
		Services Online is using Login.gov to allow you to sign in to your account safely and securely.	Or, if y enter y In, and	you already have a Login.gov account, your credentials on this screen, click Sig d go to step 11.	n
		Pessword Sign in Create as account			

3)	An official website of the United States government Here's how you know ~
T	Create your account
	Select your email language preference Login.gov allows you to receive your email communication in English, Spanish or French.
	English (default) Español
	□ I read and accept the Login.gov <u>Rules of Use</u> Ø
	Cancel Security Practices and Privacy Act Statement @
	Privacy Act Statement 🛛

Step 3: Enter Your Email Address

Enter your email address, select your language preference, click the check box that you have read the Login.gov rules of use, and click **Submit**.

If you later decide to change your Login. gov email address, follow the instructions located at <u>https://www.login.gov/help/</u> <u>manage-your-account/change-your-email-</u> address/.

Step 4: Check Your Email

Login.gov will send an email to the email address you entered in **step 3** to verify that you are the owner of that email address.



Step 5: Confirm Email Address

Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm** your email.

Click **Confirm email address**, or copy and paste the link into a web browser. A new window will open.

Confirm your email					
Login.gov <no-reply@login.gov> To •</no-reply@login.gov>	rere to view it in a web browser.	S Reply	≪ Reply All	→ Forward Tue 2/15/2022 1	1:26 AM
	UCGIN.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				
	all say and the factories are to be and and and				
	Please do not reply to this message. If you need help, visit www.login.gov/help				
	About Login.gov Privacy policy				

An official website of the United States government Here's how you know
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

Step 6: Create a Password

Create a password. This password must be **at least** 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue.**.

The only requirement for a "strong" password for login.gov is that it is at least 12 characters. To encourage the user to create a longer, memorable password, login.gov allows spaces in the password.

Step 7: Secure Your Account

Select an option to secure your account and click Continue.

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials.

Follow the instructions for the method you select.

Our example will follow text message authentication. An official website of the United S tere's how you know \odot LOGIN.GOV Authentication method setup Add a second layer of security so only you can sign in to your account. () Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method. Select an option to secure your account: Security key Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive) Recommended because it is more phishing resistant. MORE SECURE Government employee ID Insert your government or military PIV or CAC card and enter your PIN. MORE SECURE Authentication application Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls. SECURE O Text or Voice Message Get security codes by text message (SMS) or phone call. Please do not use web based (VOIP) phone services. LESS SECURE Backup codes We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least nded method since notes can get lost. Keep them in a safe place. LEAST SECURE Continue



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Step 8: Enter Your Phone

If you elect to use the text message method of authentication, enter the phone number you wish to enroll in login.gov. This authentication method will send a text message every time you use login. gov, and can also be set to send a code via voice in a phone call.

Click Send code to generate the security code.

O LOGIN.GOV	
*** *** 	
Send your security code via text message (SMS) or phone call	
We'll send you a security code each time you sign in.	
Message and data rates may apply. Please do not use web- (VOIP) phone services.	based
Phone number Example: (201) 555-0123	
• •	
How should we ind you a code?	
You can change to s selection the next time you sign in. If yo a landline, please elect "Phone call" below.	ou entered
• Text messa • (SMS) O Phone call	
Mobile terms of a vice	
Send code	
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Backup codes should only be used if none of the above methods are available to you, as they are single-use and recovering your account is difficult if you lose these codes. See How to Unlink Your Login.gov Account, step 1 on page 7 for directions to unlink your login.gov account. Login. gov provides instructions for changing your authentication method at https://www. login.gov/help/manage-your-account/addor-change-your-authentication-method/.

Cancel account creation

Step 9: Security Code

Enter your security code and click submit. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

An official website of the United States	An official website of the United States government Here's how you know 🗸	
🕽 LOGIN.GOV	0	
Enter vour security co	de	
We sent a security code to 10 minutes.	. This code will expire in	
One-time security code		
Remember this browser		
Submit		
् Get another code		
Entered the wrong phone number? Use another phone number		

Step 10: Agree and Continue

You have created your login.gov account. Click **Agree and continue** to return to the Services Online website and complete your Services Online registration.

UCGIN.GOV
A phone was added to your account.
You've created an account with
Login.gov
We'll share this information with SOL:
Email address
Updated on
Not yet verified
SOL will only use this information to connect to your account.
Agree and continue

Step 11: Link Your Account

You are now taken to the screen in Services Online where you will link your account to login.gov. Enter your **claim number** and **password** and click **Finish and sign in**. You will only need to do this once.

Link Services Online Account with Login.gov Account
Please enter in your claim number and Services Online password to connect your Services Online profile with Login.gov account.
After completing this step, you may never have to use your claim number to sign in. Note: Keep your claim number handy incase your account expires or becomes locked.
Claim number What's my claim number ?
Services Online password
This is not the password you created for Login.gov Forgot your Services Online password?
Finish and sign in

If you need to unlink your Login.gov account from your Services Online account, go to Unlink **step 1** on page 7.

If you are directed back to this linking page in the future, you will need to enter a **new** Services Online password. Either use a new password supplied by the call center or click the **Forgot your Services Online password?** link and reset your password.

Step 12: Messages

You are now logged in to Services Online, with a message on the dashboard that your account is linked with Services Online, and that future logins will be completed with your login.gov account credentials.

pard	Welcome Franklin Doe , Last Login: 04/01/2022 10:14 AM
Statements Summary of	Changes will be coming soon to how you will sign into your Services Online account. Learn more about this additional layer of security:
)eposit urance	What is Login.gov?
Tax Form Tax Withholdings	Getting started with Login.gov?
ax Withholdings yment xtion History	Trusted Email Domain: OPM.GOV Please add any emails you receive from opm.gov to your safe senders list.
ont Card	

Repeat this process for each Services Online account that you have. Since Login.gov requires separate email addresses for each account, the normal process is for a Services Online account holder to maintain separate email accounts for each retirement account.

Perform a web search for "subaddressing" or "plus addressing" if you are interested in exploring an alternate solution to maintaining multiple email accounts, but this is a personal choice and Services Online help desk employees will not be able to assist you with questions about this solution. Login. gov does currently support "plus addressing," should you pursue this solution to maintain only one "delivery" email address for multiple Login.gov accounts.

Proceed to the steps to unlink your account on the next page **only if** you intend to use the same Login.gov account with multiple Services Online accounts. Otherwise, this should complete the linking process.

How to Unlink Your Login.gov Account

If you want to link a different Services Online account to your login.gov account, perform the following steps:

1	P	Step 1: In Services gov Accourt	tep 1: Profile Services Online, from the Login.gov tab on the Profile page, press the Unlink your Login. Account button.					
		Y STATEMEN	NT EXTERNAL LINKS * LOGOUT	OPM.Go				
			Profile					
			Communication Login.gov					
		ints	Logingor Account	ccount				
		n holdings	This information is provided by Login.gov. To change or update your Login.gov account pl go to secure.login.gov	lease				
		oldings	Login gov e-mail address:					



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Step 3: No Login Linked Message

You will note that your account will now display the message **No Login.gov email address linked to this account**.

Communication Login.gov	
Login.gov Account	P Unlink Login.gov Account
This information is provided by Login.gov. T go to secure.login.gov	o change or update your Login.gov account please
Login.gov e-mail address:	No Login.gov e-mail address linked to this account



Step 4: Logout

You are now free to link a different Services Online account to your Login.gov account to. Click **Logout** and return to **Step 1.**

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