

# 1. LINKING THE WEB APPLICATIONS TO LOGIN.GOV

Participants will need to have an account with the Parking Benefit Program prior to linking the accounts. Refer to the Parking Benefit Applicant Guide for instructions on registration.

## 1.1 Linking an Existing User Account

The Login.gov functionality must be enabled for the participant's agency to link an account to Login.gov. The below steps give instructions for linking the Parking Web Application.

Use the following steps to link an account:

1. Enter the URL: <https://parkingapp.ost.dot.gov>. The Parking System login page is displayed.
2. Enter the username entered when the account was registered in the User Name textbox.
3. Click the **Continue to Login** button. The Login page displays.

Figure 1: Parking System Log In page

4. Click the **LOGIN** button. The One Time Registration page displays.

Figure 2: Login page

5. Click the **Login with Login.Gov** button. The Login.Gov page displays.

Figure 3: One Time Registration page



### 1.1.1 Create a Login.gov Account

Follow the below instructions to create a Login.gov account. If the participant has an existing account, enter the username and password and click the **Sign in** button.

**Note:** Skip to [Section 1.1.3 Parking Authentication](#).

1. Click the **Create an account** button. The Create Your Account page displays.

**Figure 4: Login.Gov page**

2. Enter your government issued email address.

**Note:** Email language preference defaults to English. Select the preferred language.

3. Check the **Rules of Use** checkbox.
4. Click the **Submit** button. An email will be sent to the participant.

**Note:** Retrieve the email and follow the instructions to complete creating the Login.gov account.

**Figure 5: Create Account page**

5. After confirming the email address. The Create Password page displays in a new window. Enter a password in the Password textbox.
6. Click the **Continue** button. The Authentication Method Setup page displays.

**Figure 6: Create Password page**



## 1.1.2 Authentication Method Setup

There are two authentication methods that can be used to link your Parking Benefit Web Application to Login.gov. These are Government Employee ID and Text or Voice Message.

**Note:** Skip to [Section 1.1.2.2 Text/Voice Message Method](#) for instructions on using this method.

### 1.1.2.1 Government Employee ID Method

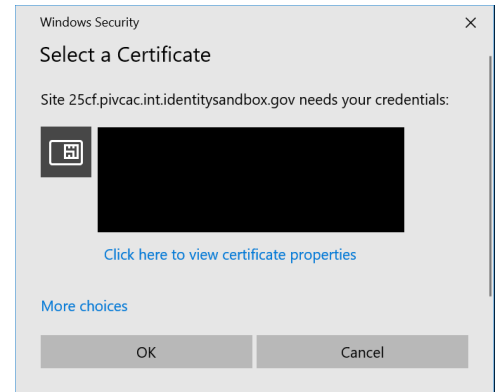
1. Select the **Government employee ID** radio button for the selected authentication method.
2. Click the **Continue** button. The Add PIV/CAC Card page displays.

**Figure 7: Authentication Method Setup page**

3. Enter a name for the PIV/CAC card.
4. Make sure your PIV/CAC card is in the reader.
5. Click the **Add PIV/CAC card** button. The Certificate Information page displays.

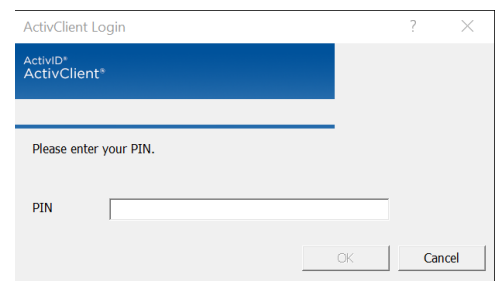
**Figure 8: Add PIV/CAC Card page**

6. Select your name and click the **OK** button. The ActivClient Login page displays.



**Figure 9: Certificate Information page**

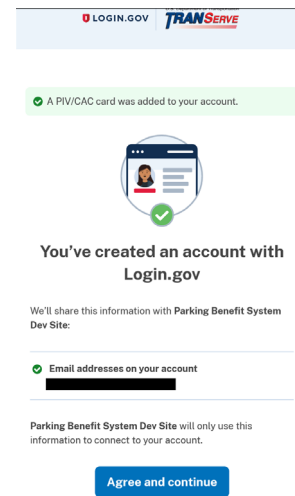
7. Enter your PIN number.
8. Click the **OK** button. The confirmation page for the Login.gov account is displayed.



**Figure 10: ActivClient Login page**

9. Click the **Agree and continue** button. The One Time Registration page displays.

**Note:** After completing step 9, skip to [Section 1.1.3 Parking Authentication](#).



**Figure 11: Account Confirmation page**

### 1.1.2.2 Text or Voice Message Method

1. Select the **Text or Voice Message** radio button for the selected authentication method.
2. Click the **Continue** button. The Phone Setup page displays.

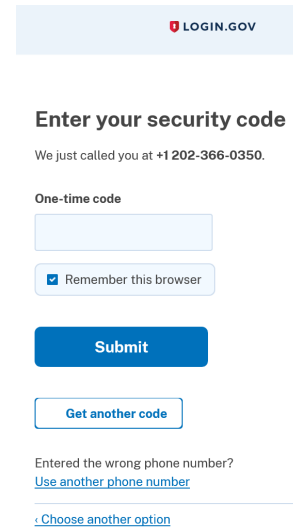
Figure 12: Text/Voice Authentication Method Setup page

3. The **Text Message (SMS)** radio button is selected by default. To receive a text or voice message, enter a mobile phone number. If a landline phone number is entered, select the **Phone call** radio button.
4. After entering the phone number, click the **Send code** button. The Security Code page displays.

Figure 13: Phone Setup page

5. Enter the one-time code and click the Submit button. The Confirmation page displays.

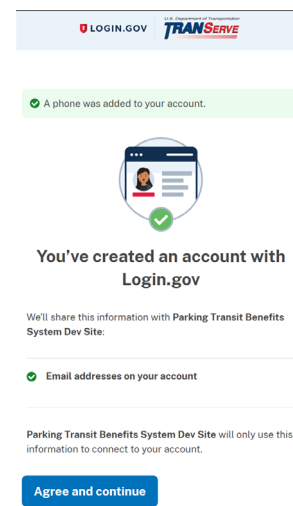
**Note:** Make sure the **Remember this browser** checkbox is checked.



**Figure 14: Security Code page**

6. Click the **Agree and continue** button. The One Time Registration page displays.

**Note:** Continue to [Section 1.1.3 Parking Authentication](#) to complete linking the accounts.



**Figure 15: Confirmation page**

### 1.1.3 Parking Authentication

After creating a Login.gov account the Parking Benefit Program account needs to be authenticated. When the One Time Registration page redisplay the Login.Gov Authentication checkbox is checked.

1. Enter the Parking Benefit Web Application username and password entered when the account was created.
2. Click the **Login with Parking** button. The One Time Registration page redisplay. The Parking Authentication checkbox is checked.

### 1.1.4 Linking Parking and Login.gov Accounts

1. Click the **Link Accounts** button. The One Time Registration page redisplay with a confirmation message that the Parking Benefit Account and the Login.gov Account are linked.
2. Click the **Continue to Parking App** button. The Parking Application Website home page displays.

The screenshot shows the 'ONE TIME REGISTRATION' page. It instructs the user to connect their Parking App User Account with their Login.Gov User Account. The 'Login.Gov Authentication' checkbox is checked, and the 'Parking Authentication' checkbox is also checked. There are input fields for 'User Name' and 'Password'. A 'Logout' button is next to the 'Login.Gov Authentication' checkbox. A 'Login with Parking' button is at the bottom right, with a 'Forgot Password?' link below it. A 'Link Accounts' button is at the bottom of the page.

Figure 16: Login.gov Authentication Checkbox

This screenshot is identical to Figure 16, showing the 'ONE TIME REGISTRATION' page with the 'Login.Gov Authentication' and 'Parking Authentication' checkboxes checked, and the 'Link Accounts' button at the bottom.

Figure 17: Parking Authentication Checkbox

The screenshot shows the 'ONE TIME REGISTRATION' page with the message 'Your Parking Account is now linked with your Login.Gov Account.' and a large blue 'Continue to Parking App' button.

Figure 18: Accounts Linked Confirmation

The screenshot shows the 'Parking Application Website' home page. It has a header with the U.S. Department of Transportation logo and the 'TRANSSERVE' logo. The main content area has a welcome message and a list of links: 'Parking Application', 'My Account', 'Change Password', and 'Log out'. The footer contains a 'Privacy Policy' link and the date 'November, February 11, 2011'.

Figure 19: Parking Application Website Home Page

## 2. ACCESSING THE PARKING BENEFIT WEB APPLICATION VIA LOGIN.GOV

### 2.1 Logging In

1. Enter the URL: <http://parkingapp.ost.dot.gov>. The Parking System login page is displayed.
2. Enter the username entered when the account was registered in the User Name textbox.
3. Click the **Continue to Login** button. The Login page displays.

#### 2.1.1 Government Employee ID Login

1. Click the **LOGIN** button. An alert message is displayed indicating the participant will be redirected to the Login.gov Authentication page. Click the **OK** button to display the Login.gov page.

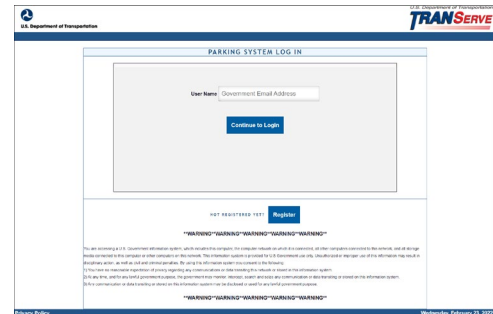


Figure 20: Parking System Log In page

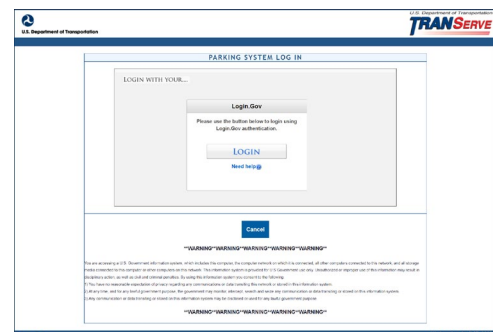


Figure 21: Login page

2. Click the [Sign in with your government employee ID](#) link. The PIV/CAC Card sign-in page displays.

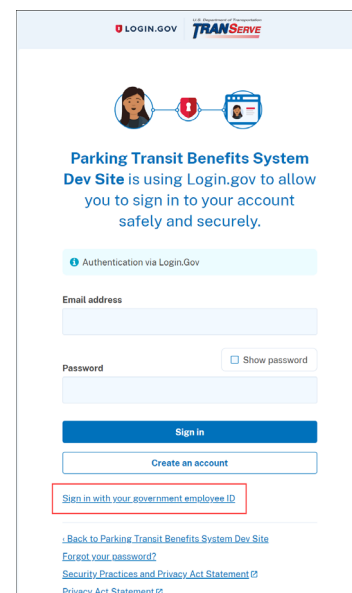
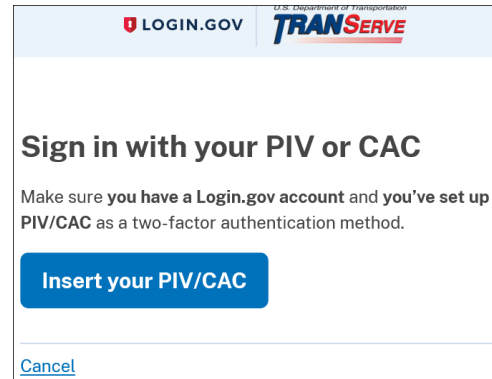


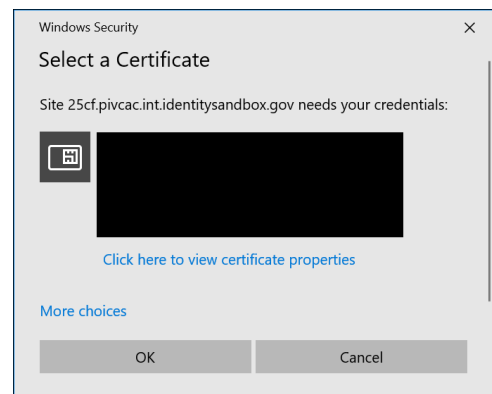
Figure 22: Login.gov page



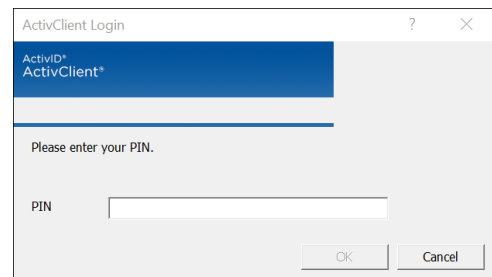
3. Make sure your PIV/CAC card is inserted into the reader. Click the **Insert your PIV/CAC** button.
4. After a brief pause the Certificate Information page displays. Select your name and click the **OK** button. The ActivClient Login page displays.
5. Enter your PIN number.
6. Click the **OK** button. The Parking Application Website Home page displays.



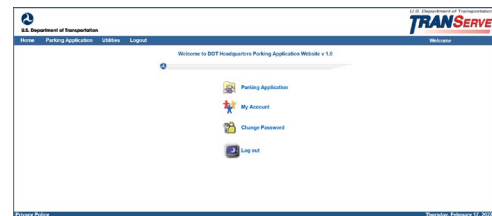
**Figure 23: PIV/CAC Sign-in page**



**Figure 24: Certificate Information page**



**Figure 25: ActivClient Login page**



**Figure 26: Parking Application Website Home Page**

## 2.1.2 Text or Voice Message Login

1. Click the **LOGIN** button. An alert message is displayed indicating the participant will be redirected to the Login.gov Authentication page. Click the **OK** button to display the Login.gov page.

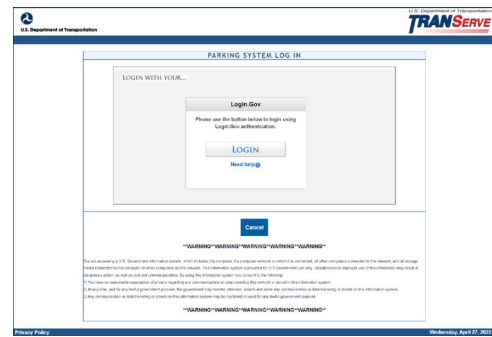


Figure 27: Login page

2. Enter the email address and password used when the Login.gov account was created. Click the **Sign in** button. The Security Code page displays.

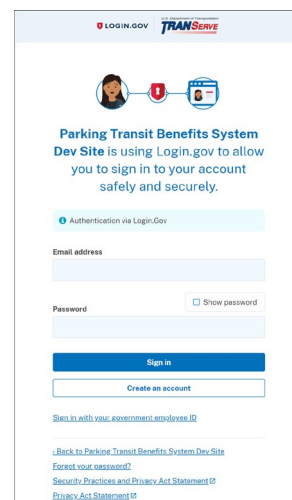


Figure 28: Login.gov page

3. Enter the one-time code and click the **Submit** button. The Parking Application Website Home page displays.

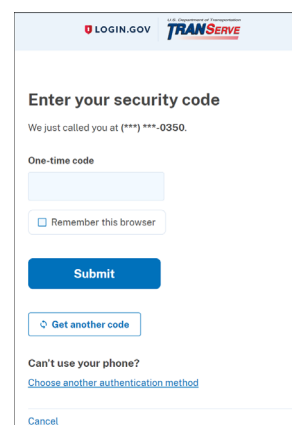


Figure 29: Security Code page

### 3. LOGIN.GOV HELP

Use the below links to get help with issues while using Login.gov.

- ❖ Enter the following URL to display the Login.gov Contact Us page:  
<https://www.login.gov/contact/>

**Figure 30: Login.gov Contact Us page**

- ❖ Enter the following URL to display the Login.gov Help page:  
<https://www.login.gov/help/>

**Figure 31: Login.gov Help page**