

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.

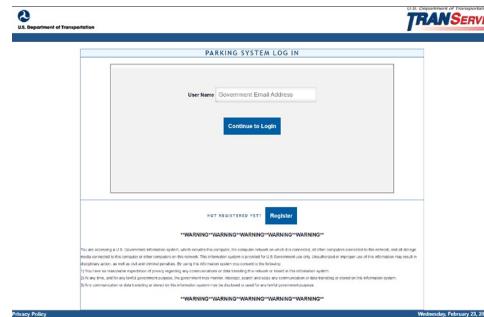


Figure 1: Parking System Log In page

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

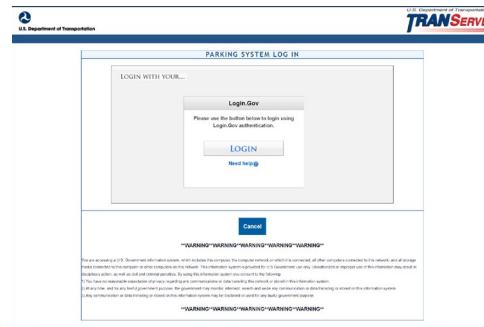


Figure 2: Login page

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

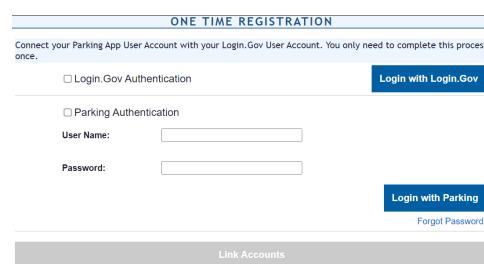


Figure 3: One Time Registration page



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.

Authentication method setup

Add a second layer of security so only you can sign in to your account.

1 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:

- 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
- 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 recommended method since notes can get lost. Keep them in a safe place.
LEAST SECURE

Continue

[Cancel account creation](#)

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.

Add your PIV or CAC

Set up your PIV or CAC as a two-factor authentication method so you can use it to sign in.

- 1 Give it a nickname**
If you add more than one PIV/CAC, you'll know which one's which.
- 2 Insert your PIV/CAC into your card reader**
- 3 Add your PIV/CAC**
You'll need to **choose a certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC).

Add PIV/CAC card

[Choose another option](#)

Figure 8: Add PIV/CAC Card page

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

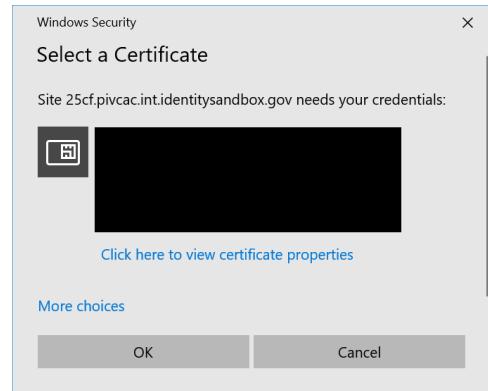


Figure 9: Certificate Information page

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

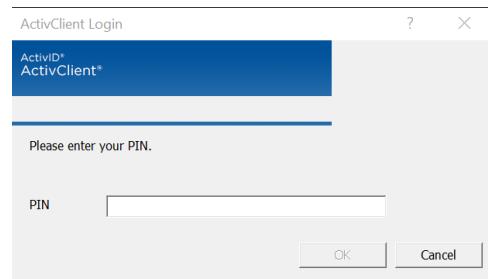


Figure 10: ActivClient Login page

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](#).

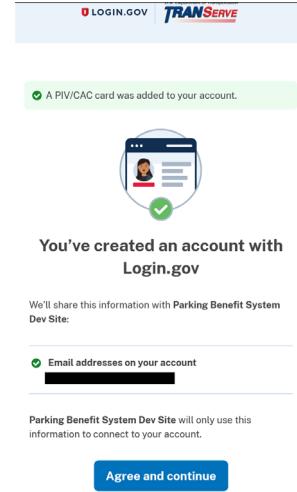


Figure 11: Account Confirmation page

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.

Authentication method setup

Add a second layer of security so only you can sign in to your account.

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

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 recommended method since notes can get lost. Keep them in a safe place.
LEAST SECURE

Continue

[Cancel account creation](#)

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.

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. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number
Example: (201) 555-0123

Phone code
US -

How should we send you a code?
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS) Phone call

Mobile terms of service

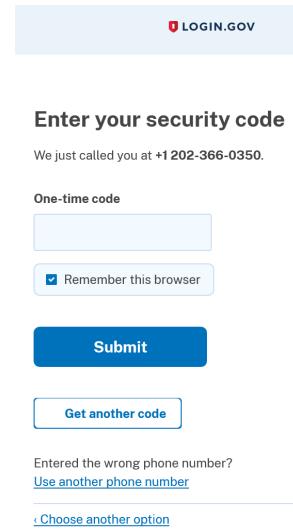
Send code

[Choose another option](#)

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.



Enter your security code

We just called you at +1 202-366-0350.

One-time code

Remember this browser

Submit

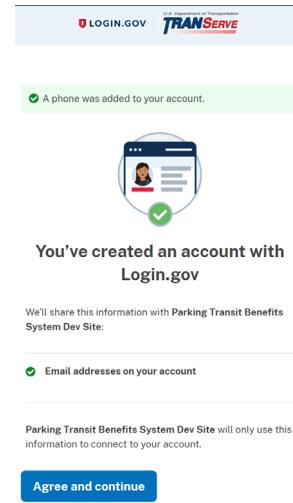
Get another code

Entered the wrong phone number?
[Use another phone number](#)
[Choose another option](#)

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.



LOGIN.GOV

TRANSERVE

A phone was added to your account.

You've created an account with Login.gov

We'll share this information with Parking Transit Benefits System Dev Site:

Email addresses on your account

Parking Transit Benefits System Dev Site will only use this information to connect to your account.

Agree and continue

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 redisplays 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 redisplays. 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 redisplays 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.

Figure 16: Login.gov Authentication Checkbox

Figure 17: Parking Authentication Checkbox

Figure 18: Accounts Linked Confirmation



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.

Figure 20: Parking System Log In page

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 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.

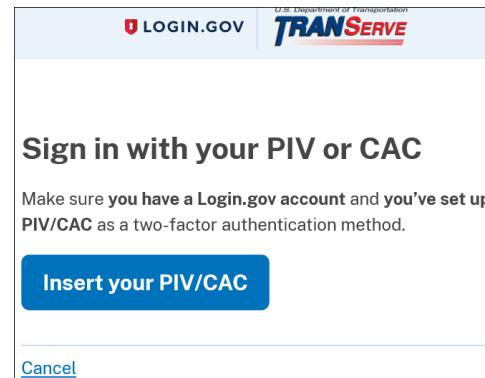


Figure 23: PIV/CAC Sign-in page

4. After a brief pause the Certificate Information page displays. Select your name and click the **OK** button. The ActivClient Login page displays.

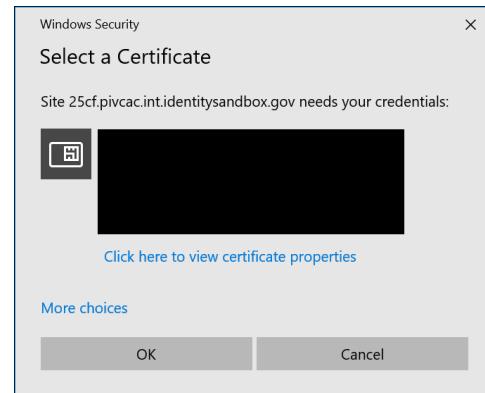


Figure 24: Certificate Information page

5. Enter your PIN number.

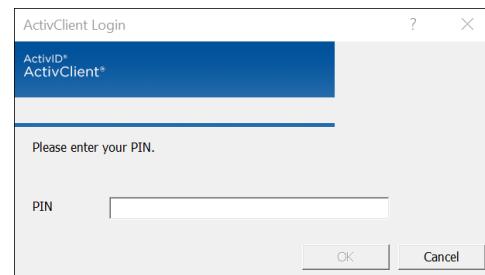


Figure 25: ActivClient Login page

6. Click the **OK** button. The Parking Application Website Home page displays.

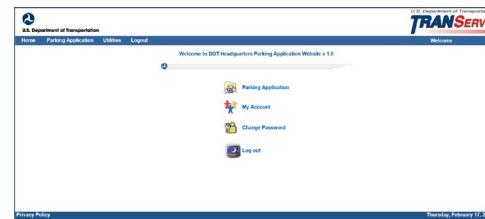


Figure 26: Parking Application Website Home Page

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