Instructions For Accessing GPMS Production

URL: **https://cmp.dol.gov/suite?signin=login-gov**

1. If you have an account in GPMS,
   - enter your credentials
   - click **Sign in**
   - enter the code received from logon.gov
   - click **Submit**
   - select **SCSEP** from the drop down on the Department of Labor Home page

<u>FOR FIRST TIME USERS</u>

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

LOGIN.GOV

==**DOL Case Management Platform**== is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password   ☐ Show password

Sign in

==**Create an account**==

Sign in with your government employee ID

‹ Back to DOL Case Management Platform

Forgot your password?

Security Practices and Privacy Act Statement ☑

Privacy Act Statement ☑

1. Click Create an account
2. Enter the email address to be used for GPMS access
3. Select the radio button for **English**
4. Click the box for the **Rules of Use** after you have read the document
5. Click **Submit**

LOGIN.GOV

Create your account

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in
English, Spanish or French.
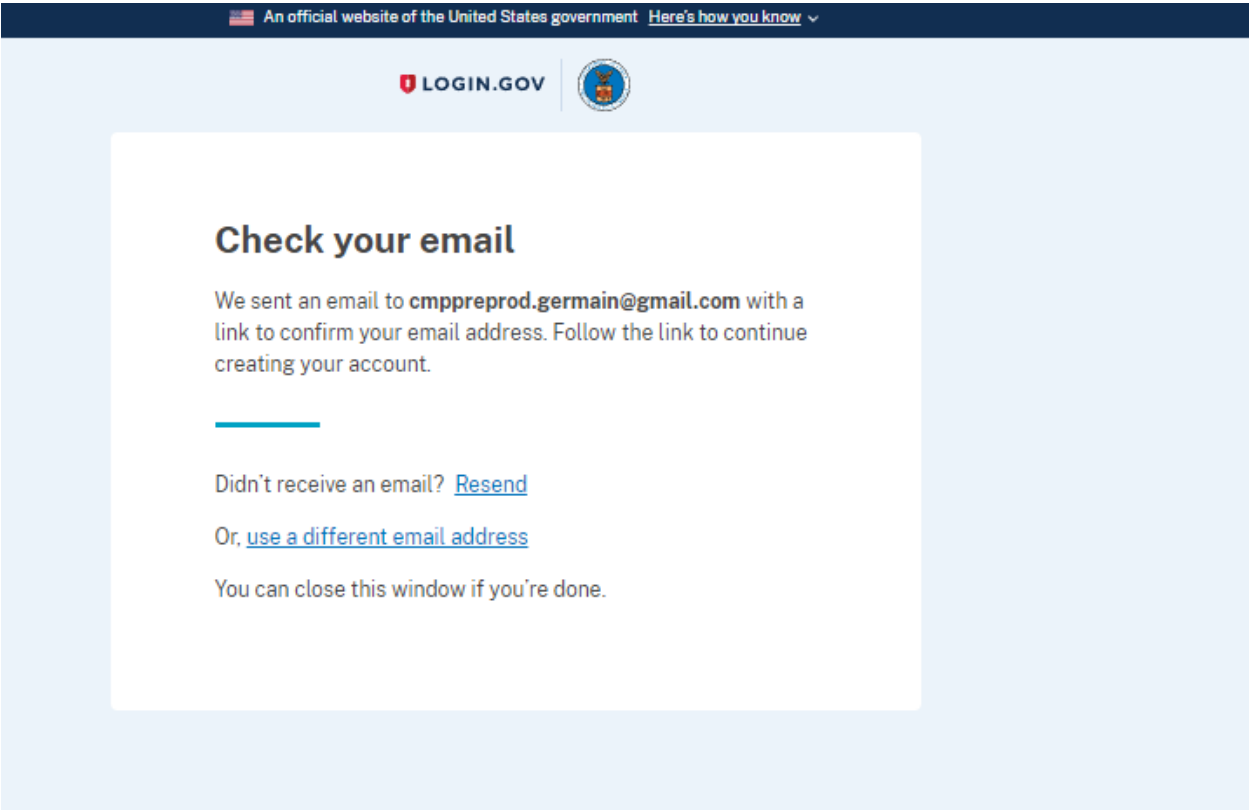
- O English (default)
- O Español
- O Français

☐ I read and accept the Login.gov Rules of Use ☑

Submit
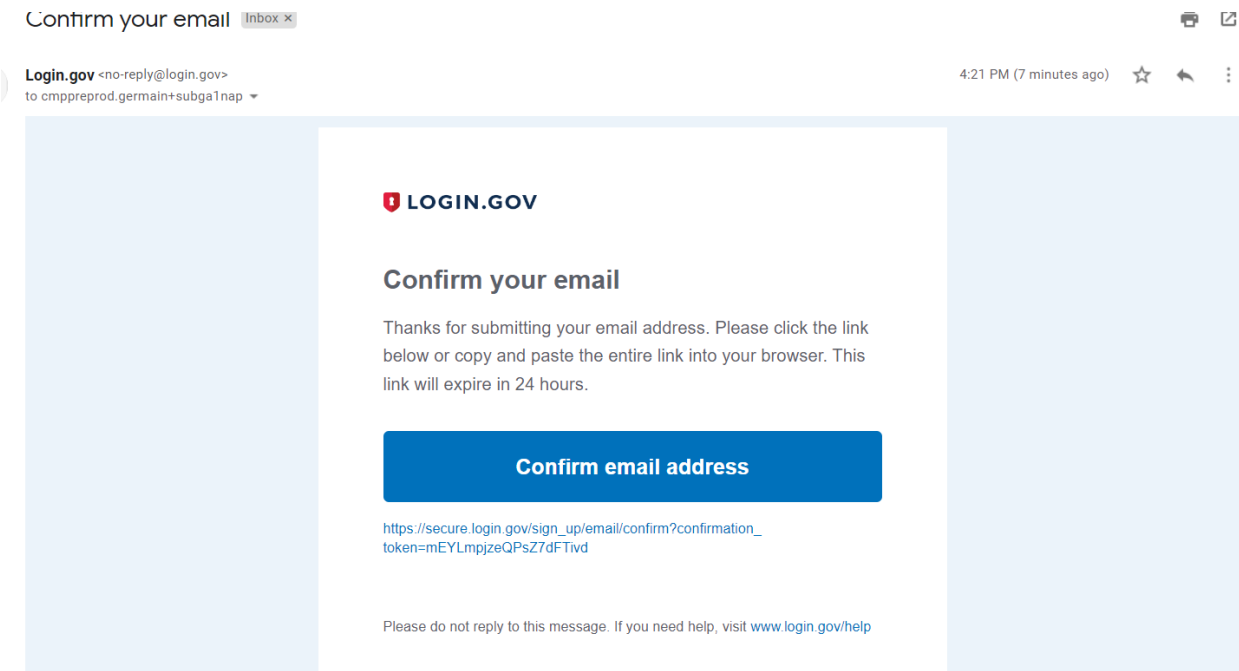
Cancel

Security Practices and Privacy Act Statement ☑

Privacy Act Statement ☑

6. Follow the steps in the email received to confirm your email

7. Click **Confirm email address**

⊘ 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!

☐ Show password

Password

Password strength: ...

Continue

Password safety tips ✚

‹ Cancel account creation

Create a strong password page

8. Create a strong password
9. Click **Continue**

Authentication method setup

Add another layer of security by using one of the multi-factor authentication options below.

○ **Face or touch unlock**
Use your device to verify your identity. We do not store your fingerprints or images. Recommended since it prevents phishing.

○ **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.

○ **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

○ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

○ **Text or voice message**
Receive a secure code by (SMS) text or phone call.

○ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

10. Choose an Authentication Method (**Text or voice message** is commonly chosen and recommended)
11. Click **Continue**

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

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

Send Code

12. Enter phone number to be used for text or call
13. Click **Send code**

secure.login.gov/login/two_factor/sms?otp_make_default_number=&reauthn=false

LOGIN.GOV

Enter your security code

We sent a security code to **+1 908-229-1590**. This code will expire in 10 minutes.

One-time code

☑ Remember this browser

Submit

↻ Get another code

Entered the wrong phone number?
Use another phone number

14. Enter Security code received
15. Click **Submit**

LOGIN.GOV

✅ A phone was added to your account.
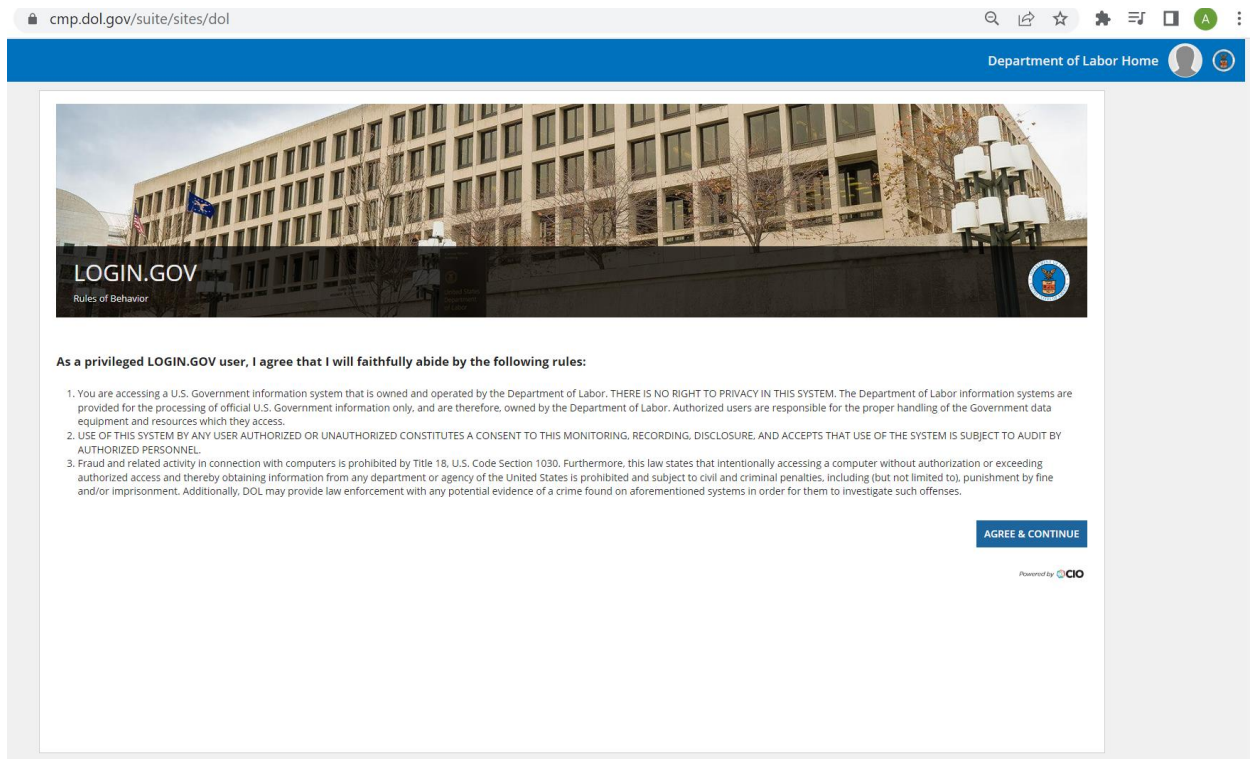

You've created an account with Login.gov

We'll share this information with **DOL Case Management Platform**:

✅ **Email address**
scsep.einstein@gmail.com

DOL Case Management Platform will only use this information to connect to your account.

Agree and continue

16. Confirm email address
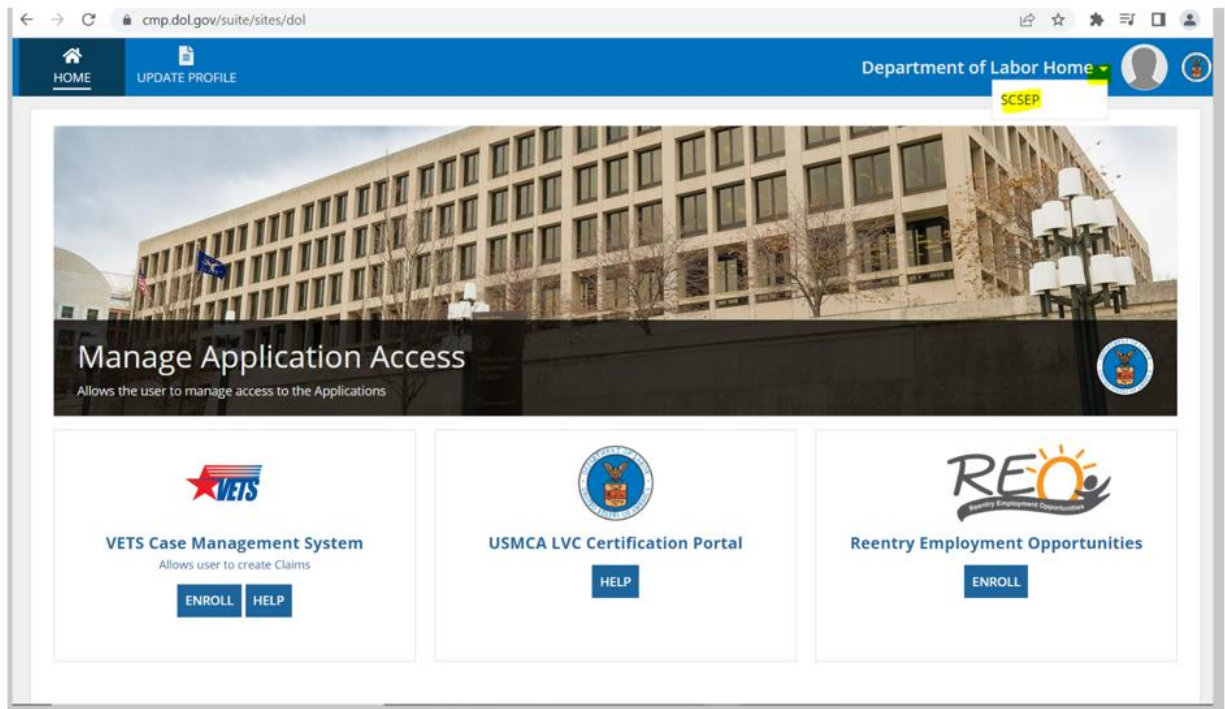17. Click **Agree and Continue**

Department of Labor Home page

18. Click **AGREE & CONTINUE**

Update Profile Page

19. Update your profile by entering all required fields i.e. **First Name, Last Name**
20. Click **SUBMIT**

21. Select **SCSEP** from the drown on the **Department of Labor Home page**