

ID.ME REGISTRATION GUIDE

Before you Begin – Information You Will Need

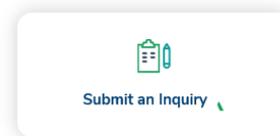
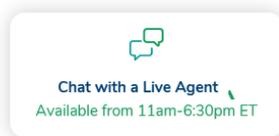
Before starting the registration process, make sure you have all the necessary information to complete the process. You will need to provide the following information:

- Valid email address – used as your username by ID.me.
- Strong password (defined by ID.me rules) – should be unique and not shared with other applications or users.
- Phone number - that is available at login. **This will be used when you log into ID.Me with your password to send you an additional temporary access code (known as two-factor authentication). Note: there are alternatives to this (see [ID.me site](#)), but this is generally the easiest and most common method.
- Identity verification - ID.me provides several options to confirm your identity, including: credit history or, scan of State or Federal ID.
- Personal information (DOB, SSN) and address.

Email caveat: ID.me will ask you to provide an email address during the account creation process. This email address can be different from the email you use within HCPS for correspondence, etc. We suggest that you use a personal permanent email address rather than a work email address, as this email address is used to identify who you are, rather than where you currently work.

ID.me Support

ID.me is not a VA system, rather it is a service used by AccessVA to authenticate external users. As a result, this User Guide may not completely describe all the features of ID.me or have the most recent documentation of their service. For more information about ID.me, we recommend you visit their support page: <https://help.id.me/hc/en-us>



1. Click **Sign Up for an Account** in the upper right corner.



Sign in or [sign up for an account](#)

Email

Password

Sign in

OR

Facebook ID **Google ID**

LinkedIn ID

[Forgot your password?](#)

[What is ID.me?](#) | [Terms of Service](#) | [Privacy Policy](#)

2. Enter your email and select a password. Check the **I Accept** statement and click **Sign Up**:



Sign Up or [sign into your account](#)

Email

Password

Confirm password

I accept the ID.me [terms of service](#) and [privacy policy](#).

Sign up

Or connect with

f Facebook **G** Google **in** LinkedIn

[What is ID.me?](#) | [Terms of Service](#) | [Privacy Policy](#)

3. After clicking the confirmation link in your email, return to this page to continue.



CONFIRM YOUR EMAIL ADDRESS



We sent an email to **kincaidappraiser1@gmail.com**. Please check your inbox and find the confirmation email we've sent you.

This email's subject line will read, "ID.me - Please Confirm Your Email." If you cannot find the email within your Inbox, please check your Spam folder. It can take up to 10 minutes to receive this email.



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

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

4. Text Message or Phone Call (recommended), then **Select**:



SECURE YOUR ACCOUNT



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



ID.me Authenticator

Download our free mobile app and get a secure request prompt to sign in.

Select



Code Generator Application

Use a code generator app (like ID.me Authenticator or Google Authenticator) to generate a single-use code for signing in.

Select



FIDO U2F Security Key

Use a security key, a small device that connects to your computer's USB port. **This option requires Google Chrome.**

Select

5. Select one of the two options Text Message or Phone Call, then **Continue**:



SECURE YOUR ACCOUNT



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.

Go back

Continue

6. Enter phone code and click **Continue**:



SECURE YOUR ACCOUNT



Confirm your phone number

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

Enter the 6-digit code

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

Go back

Continue

7. Click **Continue**:



YOUR ACCOUNT IS NOW SECURE

Your phone number can now be used for two-factor authentication.



Continue

8. Choose “Answer questions about your credit history”, then **Start Now** (or your preferred option):

VERIFY YOUR IDENTITY

There are several options for you to verify your identity and this process only takes a few minutes.

You'll only need to verify your identity once.

We'll need your permission to use details from your credit profile and other public sources to verify your identity. Don't worry, this won't affect your credit score.

Choose a verification method



Answer questions about your credit history

Tell us your name, address, phone number, birth date, and social security number so we can confirm your identity.

[Start now](#)



Upload photos of your license or state ID

Upload photos of your driver's license or state ID, and enter your social security number. Then we'll confirm your identity with public records.

[Start now](#)



Upload a photo of your passport

Upload a photo of your passport and enter your social security number. Then we'll confirm your identity with public records.

[Start now](#)



Upload photos of your passport card

Upload photos of your passport card and enter your social security number. Then we'll confirm your identity with public records.

[Start now](#)

9. Enter personal information and **Continue**:

VERIFY YOUR IDENTITY



Enter your personal information

What's this? ▼

First Name*

Enter First Name

Middle Name

Enter Middle Name Optional

Last Name*

Enter Last Name

Suffix

-- ▼

Date of birth*

MM/DD/YYYY

Social Security Number*

#####

Why do you need my SSN? ▼

Gender

- Male
- Female

Continue

10. Enter your address and **Continue**:

VERIFY YOUR IDENTITY



Enter your most recent home address

Address Line 1*

No P.O. Boxes

Address Line 2

Apartment Unit, Suite #

City*

State*

 ▼

Zip Code*

11. Choose the option that applies to you and **Continue**:

VERIFY YOUR IDENTITY



Enter your phone number

We'll verify your identity by making sure the phone number you enter matches the number in your credit profile, or we'll check your mobile carrier.

Select the phone type you have

If you have a smart phone with a web browser, we'll text you a link you can open. If you don't have a smart phone, we'll call you.



**Smartphone
with a web browser**



**Home or cell phone
without a web browser**

**WE CAN'T SUPPORT VIRTUAL OR INTERNET PHONE SERVICES
LIKE SKYPE AND GOOGLE VOICE RIGHT NOW.**

Back

Continue

12. Verify your information, then **Continue**:

VERIFY YOUR IDENTITY

1 — 2 — 3 — **4** — 5

Confirm your information

We will securely use the following information to verify your identity against trusted sources.

[What does this mean?](#)

Personal information	EDIT
First Name	
Middle Name	
Last Name	
Gender	
Date of birth	

Home address	EDIT
Street	
City	
State	
Zip Code	

Phone number	EDIT
Mobile Phone	

The information I've provided is correct, and I accept the use of [Fair Credit Reporting Act](#) data to verify my identity.

[What is The Federal Fair Credit Reporting Act?](#)

[Back](#) [Continue](#)

See our [Privacy Policy](#) for how we treat your data.

13. Answer questions and **Continue**:

VERIFY YOUR IDENTITY

1 — 2 — 3 — 4 — **5**

Answer your verification questions

The following questions are based on your credit profile and financial activity.

What does this mean? ▼

- 1. According to your credit profile, you may have opened a mortgage loan in or around November 2011. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select "None of the above".**

 - Rock Financial Corp
 - First Nationwide Mtg
 - Inland Mortgage
 - Household Bank
 - None of the above

- 2. According to your credit profile, you may have opened a Bank of America credit card. Please select the year in which your account was opened.**

 - 2009
 - 2011
 - 2013
 - 2014
 - None of the above

- 3. Which of the following is a current or previous employer? If there is not a matched employer name, select "None of the above."**

 - Saunders Manufacturing Co.
 - Landmark Services
 - Cintas Corp
 - Northrop Grumann
 - None of the above

Continue

14. Phone confirmation process:



CONFIRMING YOUR PHONE

Please click the link sent to () to confirm your mobile phone number.

This screen will automatically refresh once your phone number has been confirmed.



Didn't receive the text message? [Send link again](#)



Your phone was confirmed

Your mobile phone was successfully confirmed.
Please go back to the browser on your computer to continue.

15. Permit AccessVA/HCPS to use your information by clicking **Allow**. This finally returns you to HCPS site.



AUTHORIZE YOUR VA APPLICATION



We've verified your identity!

Before we send you back to **your VA application**, we need your permission to share your verified identity information.

Please note that only information obtained from the verification process will be shared.

your VA application will receive:

- | | |
|--------------|---------------|
| ✓ Birth Date | ✓ Middle Name |
| ✓ City | ✓ Phone |
| ✓ Email | ✓ Postal Code |
| ✓ First Name | ✓ State |
| ✓ Full SSN | ✓ Street |
| ✓ Last Name | |

Allow

Deny

You can remove this access at any time by changing your ID.me account settings.

This finally returns you to HCPS site. To complete your new account, enter your TIN, phone number and select the New User Signup button.

HCPS 

Healthcare Claims Processing System

Authorized Use Only

This U.S. government system is intended to be used by [authorized VA network users] for viewing and retrieving information only, except as otherwise explicitly authorized. VA information resides on and transmits through computer systems and networks funded by VA. All use is considered to be with an understanding and acceptance that there is no reasonable expectation of privacy for any data or transmissions on Government Intranet or Extranet (non-public) networks or systems. All transactions that occur on this system and all data transmitted through this system are subject to review and action including (but not limited to) monitoring, recording, retrieving, copying, auditing, inspecting, investigating, restricting access, blocking, tracking, disclosing to authorized personnel, or any other authorized actions by all authorized VA and law enforcement personnel. All use of this system constitutes understanding and unconditional acceptance of these terms. Unauthorized attempts or acts to either (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, or (4) accrue resources for unauthorized use on this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

All fields below are required.

First Name:

Last Name:

Email:

Tax ID:

Phone: () - ext:

[Privacy](#) | [Disclaimer](#) | [Freedom of Information Act](#) | [Webmaster](#) | [Documents](#)

You will have access to General Information. Access to Reports will be granted after EOP form information is validated.

HCPS 

Healthcare Claims Processing System

News and Events **General Information**

[Privacy](#) | [Disclaimer](#) | [Freedom of Information Act](#) | [Webmaster](#) | [Documents](#)

Application Version: 19.3.18.19337
OgaHCP Database Version: 1.0.0.19343
OgaPcmSupport Database Version: 1.0.7.19116