CFIUS Case Management System

Create an ID.me Account

March 2021

Introduction

This document outlines the processes associated for credentialing and identity proofing as defined by NIST SP 800-63 v3, Digital Identity Guidelines to obtain ID.me credential. ID.me is a certified commercial identity provider offering Identity Assurance Level (IAL) 2 and Authentication Assurance Level (AAL) 2 credential.

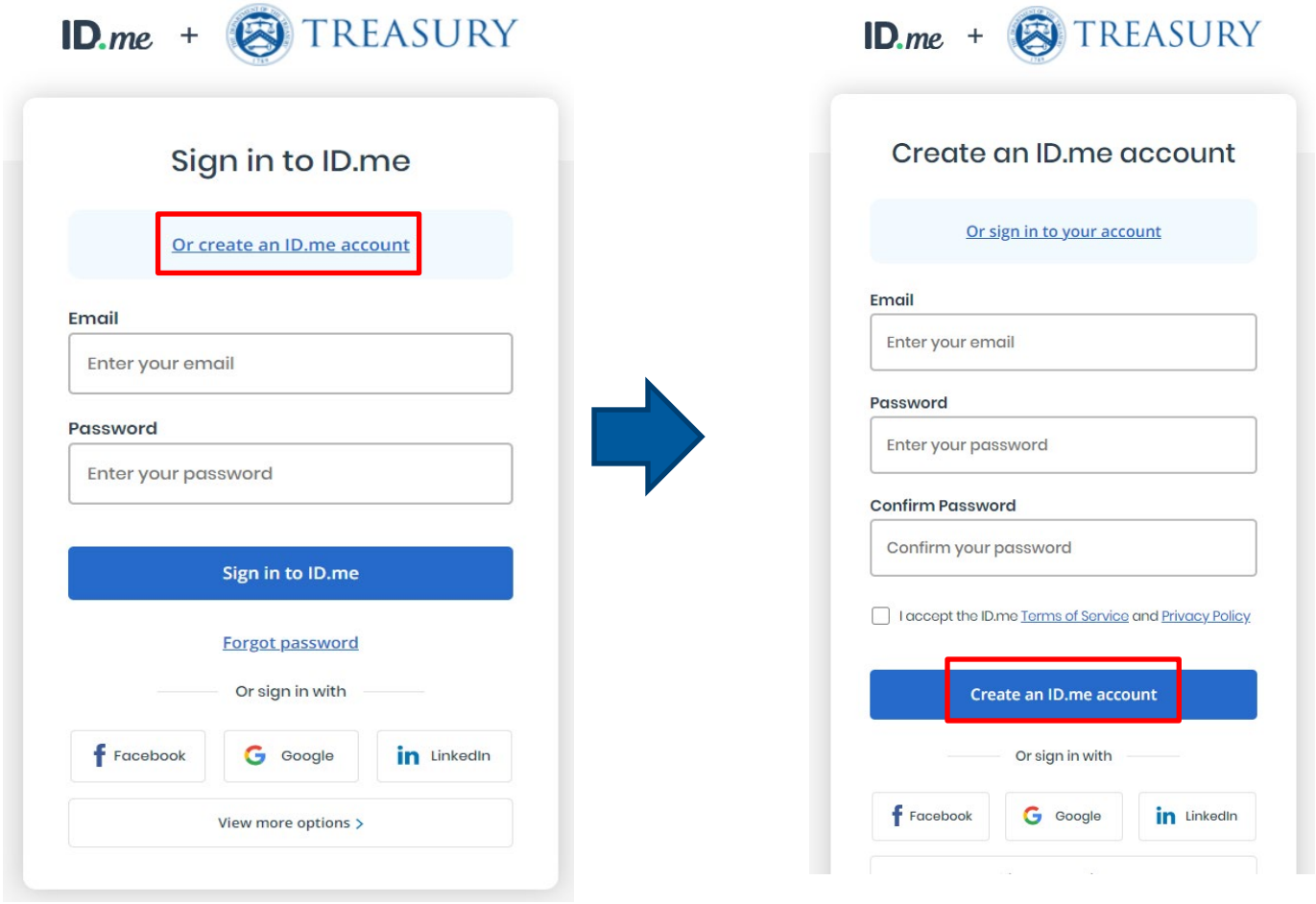
- All Affiliate Partners who attempt to logon for the first time need to sign up with ID.me through the following three-step process:
  - Email Verification (Slides 5– 6)
  - Two Factor Authentication Verification (Slides 7 – 10)
  - Identity Verification (Slides 11 – 23)
  - Virtual Supervised Identity Verification (Slides 24 – 35)
- Process to logon to CFIUS (Slides 36 thru 39)
- NIST SP 800-63 v3
  - http://www.nist.gov/nstic/

Launch Website

- Launch CFIUS Portal URL
  - https://cfius.high.powerappsportals.us

ID.me Sign Up

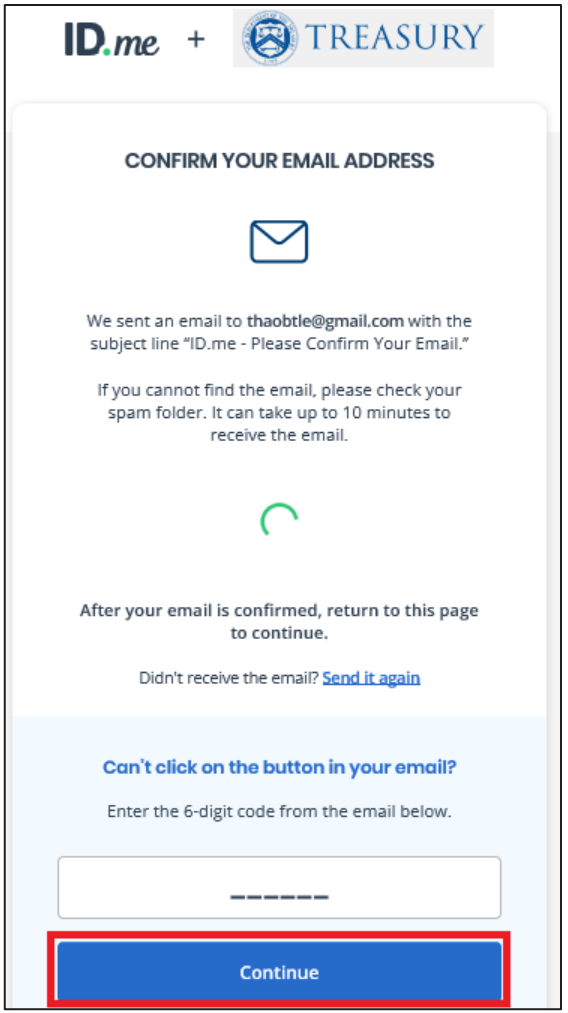
- Select **Create an ID.me account**
  - Input your email address and create a password (twice)
  - Check Box – **Accept the ID.me Terms of Service and Privacy Policy**
  - Select **Create an ID.me account**



Email Verification

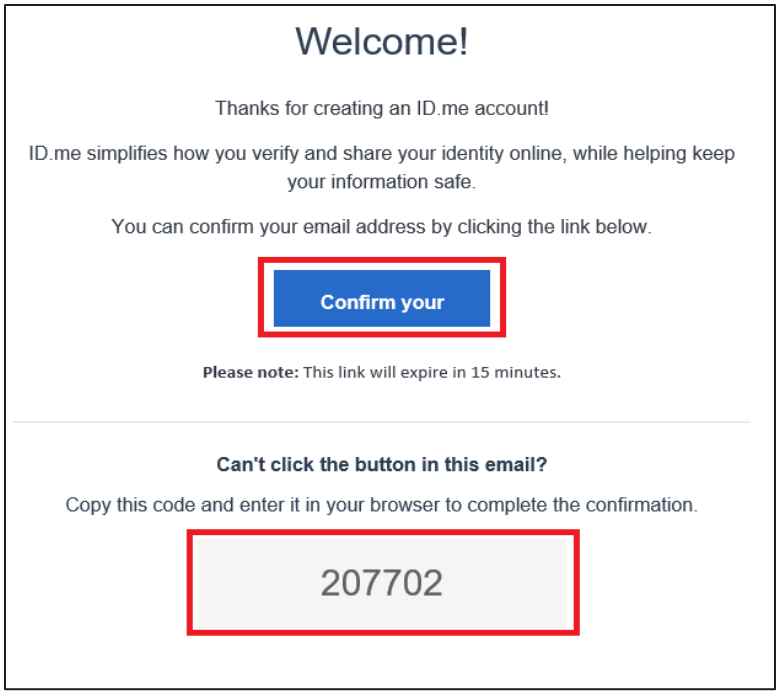
- ID.me will send an email for verification to the email account you used to register
  - ID.me will send a confirmation email with 6-digit code
  - Once you select **Confirm Your** in your email, ID.me will verify automatically
  - Select **Continue**

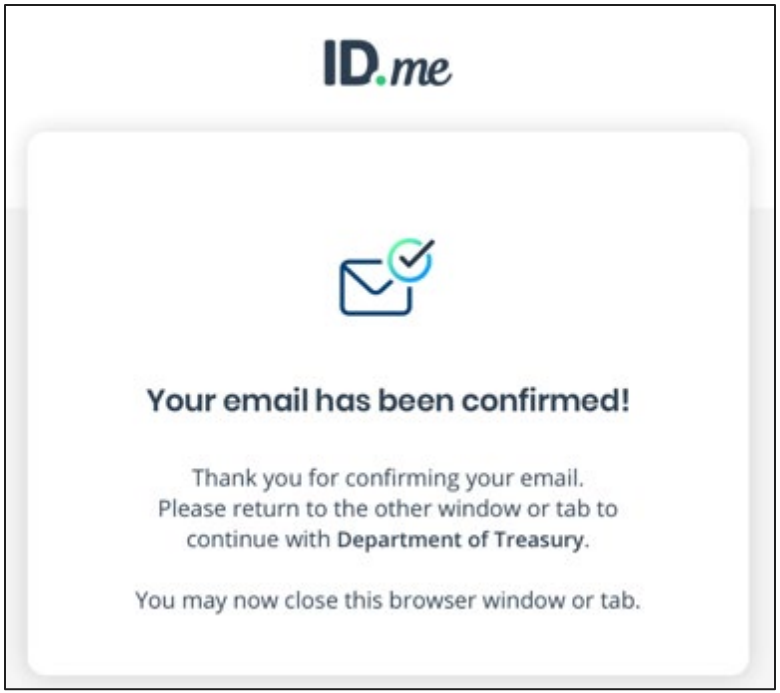
Note: Web browser session is suspended until you respond to the ID.me email conformation.



Email Verification

- Open the ID.me email and acknowledge the receipt
  - Below is a example of the email you will receive (left image) with conformation and 6 digit code
  - Select **Confirm your** button, you will see the conformation notice (right image)
  - You should return to your browser session

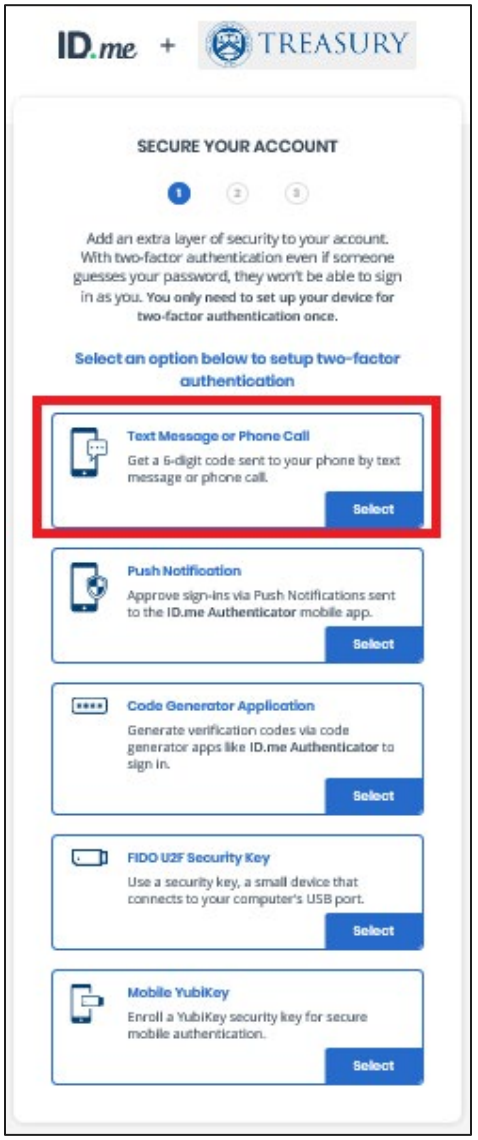




Two-Factor Authentication

- Select one of the options to setup two-factor authentication
  - Text Message or Phone Call **(Preferred)**
    - **Selected**
  - Push Notification
  - Code Generator Application
  - FIDO U2F Security Key
  - Mobile Yubikey

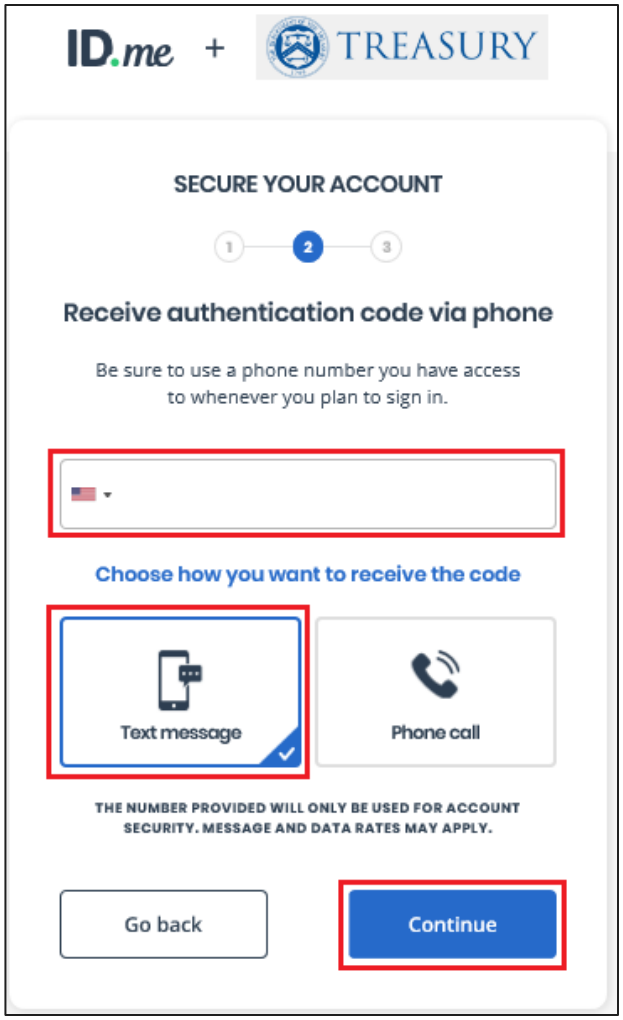
Note: This presentation captured screen shots for the first option: Text Message or phone Call.



Text Message or Phone Call

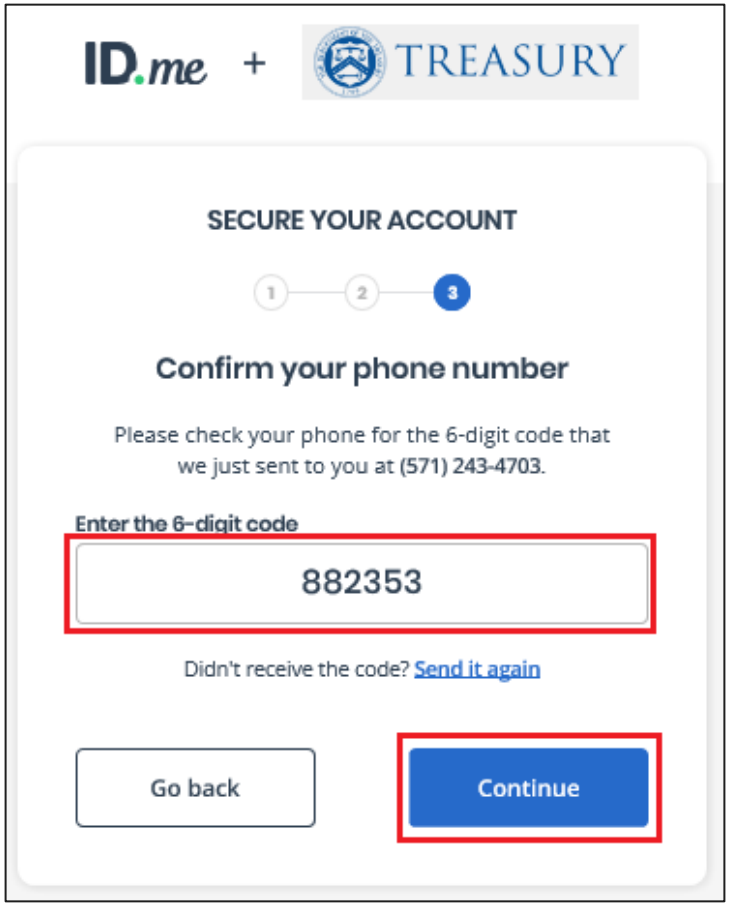
- Select Text message
  - Enter **your phone number**
  - Select **text message**
  - Select **Continue**

Note: Please use your real mobile phone number.



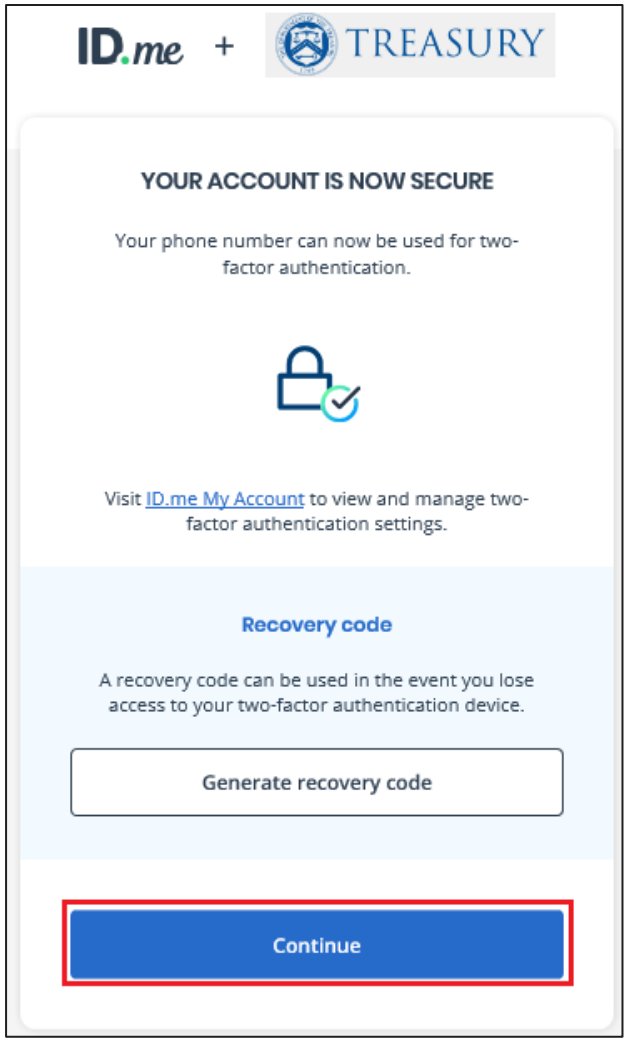
Text Message or Phone Call

- Verify Phone Number
  - 6 digit verification code generated automatically
  - Select **Continue**



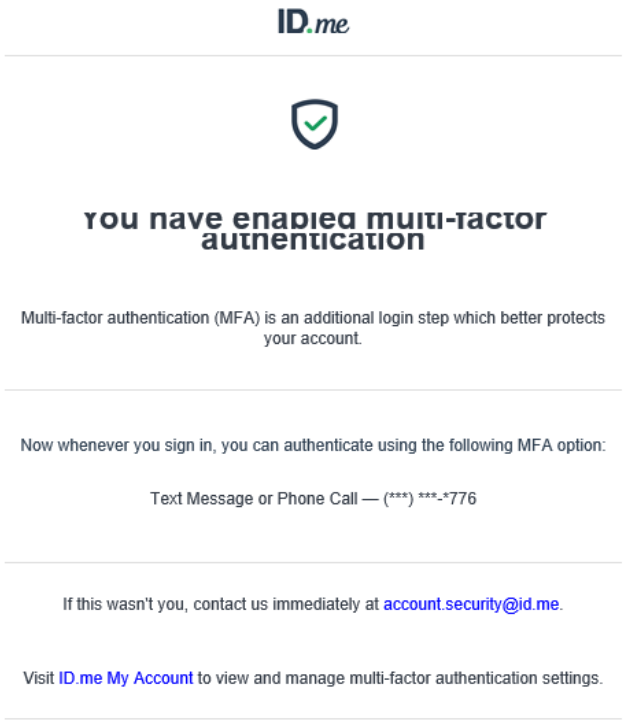
Text Message or Phone Call

- Select **Continue**



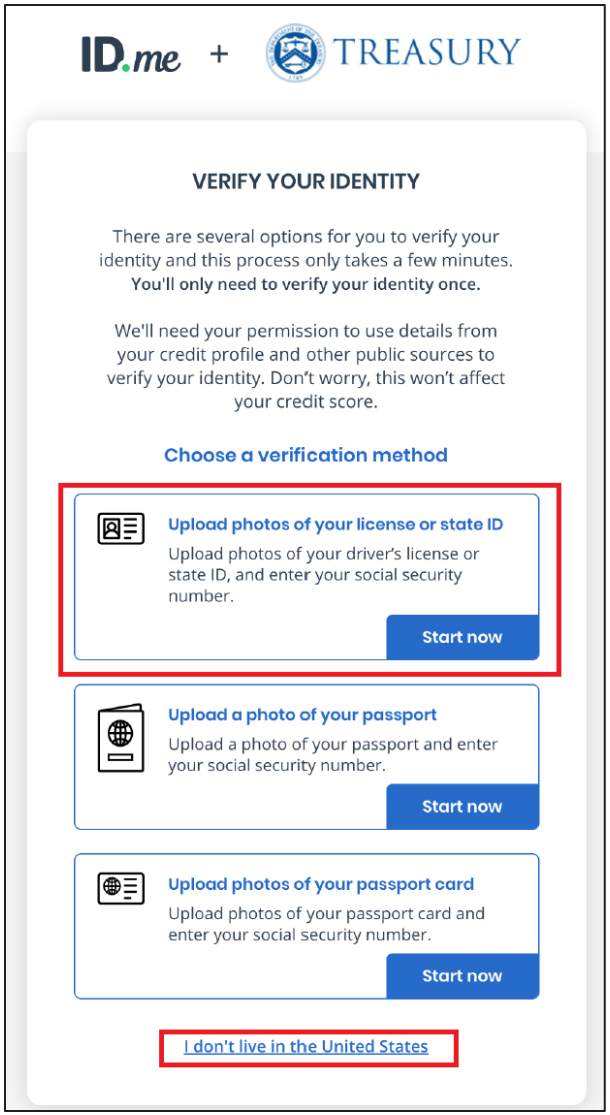
Congratulations! You have enabled two factor authentication for your account. Next step is to verify your identity.

ID.me will send you an email notification that you enabled two-factor authentication.



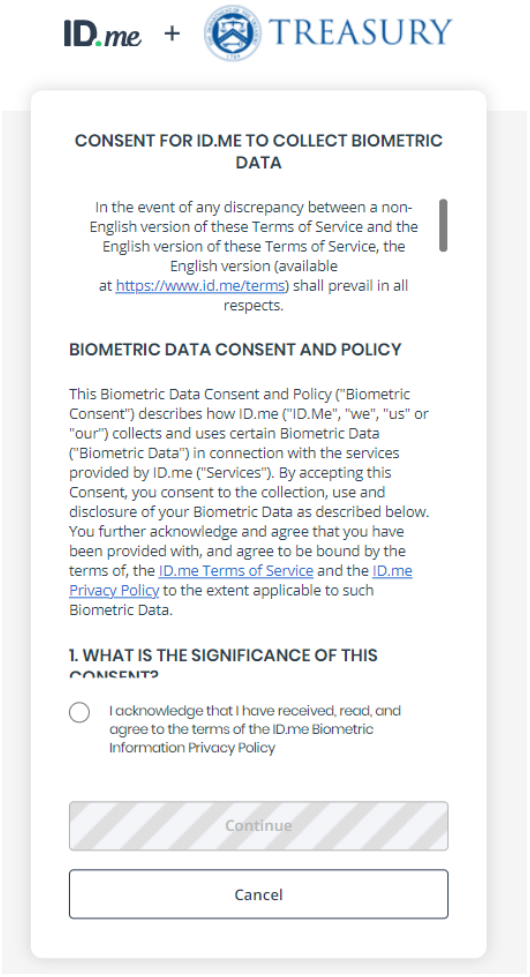
Identity Verification

- Choose a verification method
  - Upload photos of your license or state ID **(Preferred)**
    - **Highlighted, Slides 13-22**
  - Upload a photo of your passport
  - Upload a photo of your passport card
  - I don't live in the United States (**International**)
    - **Highlighted, Slides 24-32**



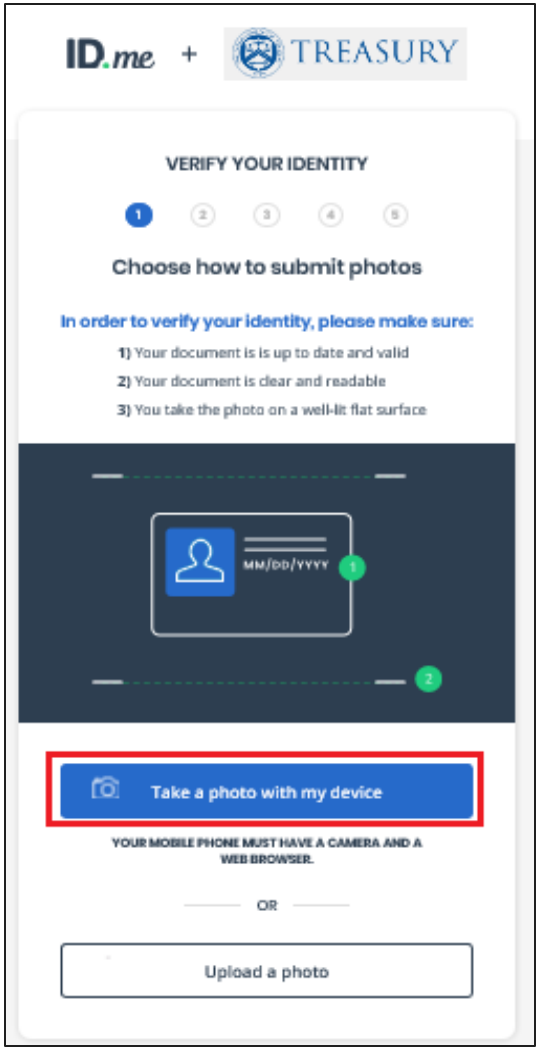
Identity Verification

- Read notice and consent to Biometric Data
  - Please read the notice and content
    - What is the Significance, Withdraw or Revoke consent, biometric data, collected, usage and sharing, retention, storage and changes.



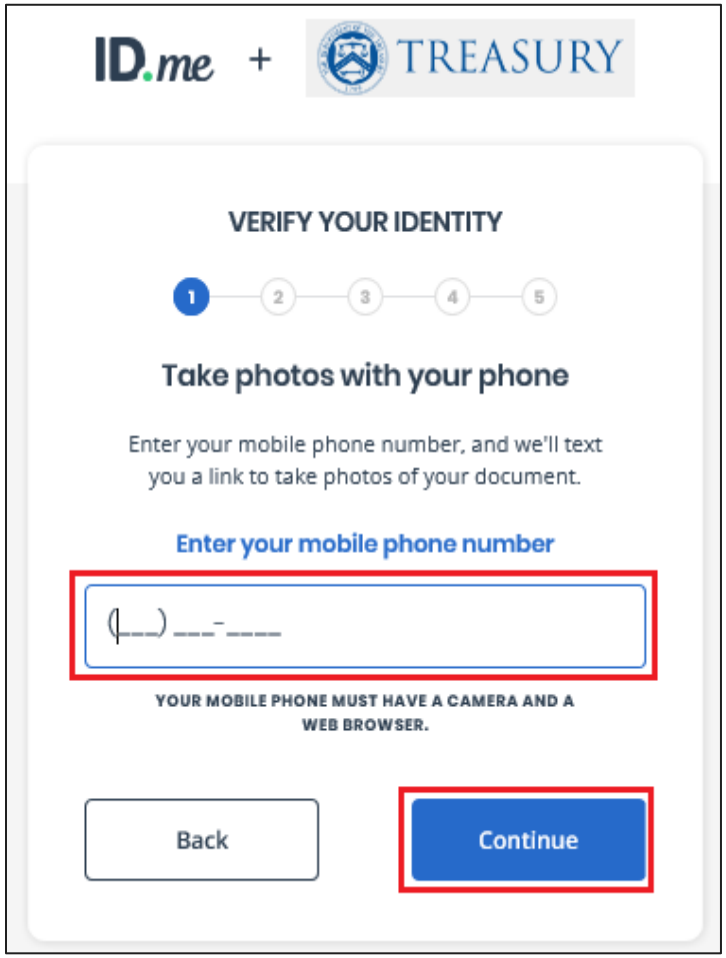
Option 1: Upload Photos of Your License or State ID

- Step 1: Take a photo with your phone
  - Take a picture with my device **(Selected)**
  - Upload a photo



Option 1: Upload Photos of Your License or State ID

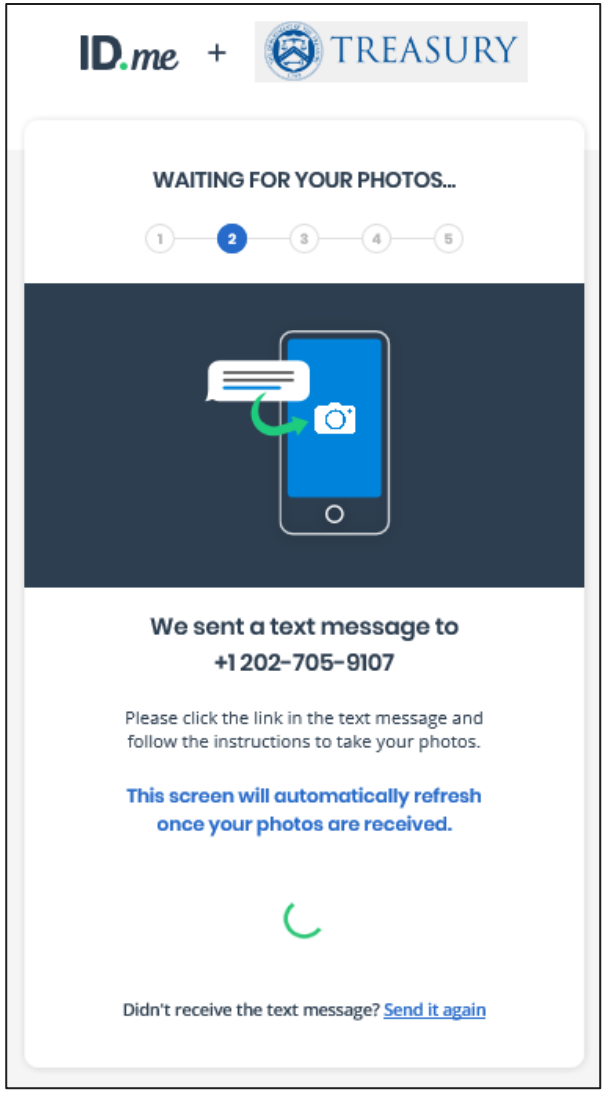
- Step 1: Take a photo with your phone
  - Enter **your phone number**
  - Select **Continue**



Option 1: Upload Photos of Your License or State ID

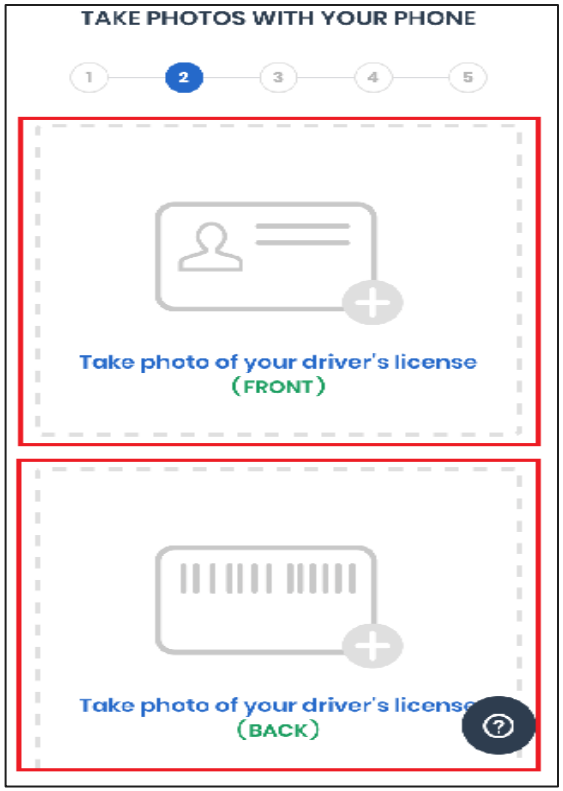
- Step 1: Take a photo with your phone
  - **A text message will be sent to your phone**

Note: You current Web browser session is suspended until you respond to the action required.



Option 1: Upload Photos of Your License or State ID

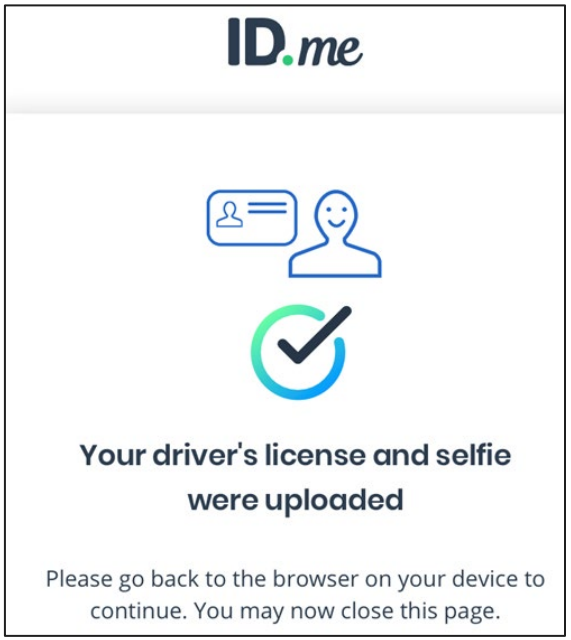
- Step 1: Take a photo with your phone
  - ID.me will send a text to your phone
  - Select on the link from your phone to:
    - Upload the front and back of your photo ID
    - Upload a selfie photo
  - Once photos are uploaded, ID.me will verify automatically



This message is from ID.me. Your identity is being used to login to U.S. Department of the Treasury to apply for government benefits or healthcare services. Do not click this link if you do not recognize this transaction. Please click the following link to upload a picture of your document. https://verify.id.me/en/phone/Nf8Ggy1h

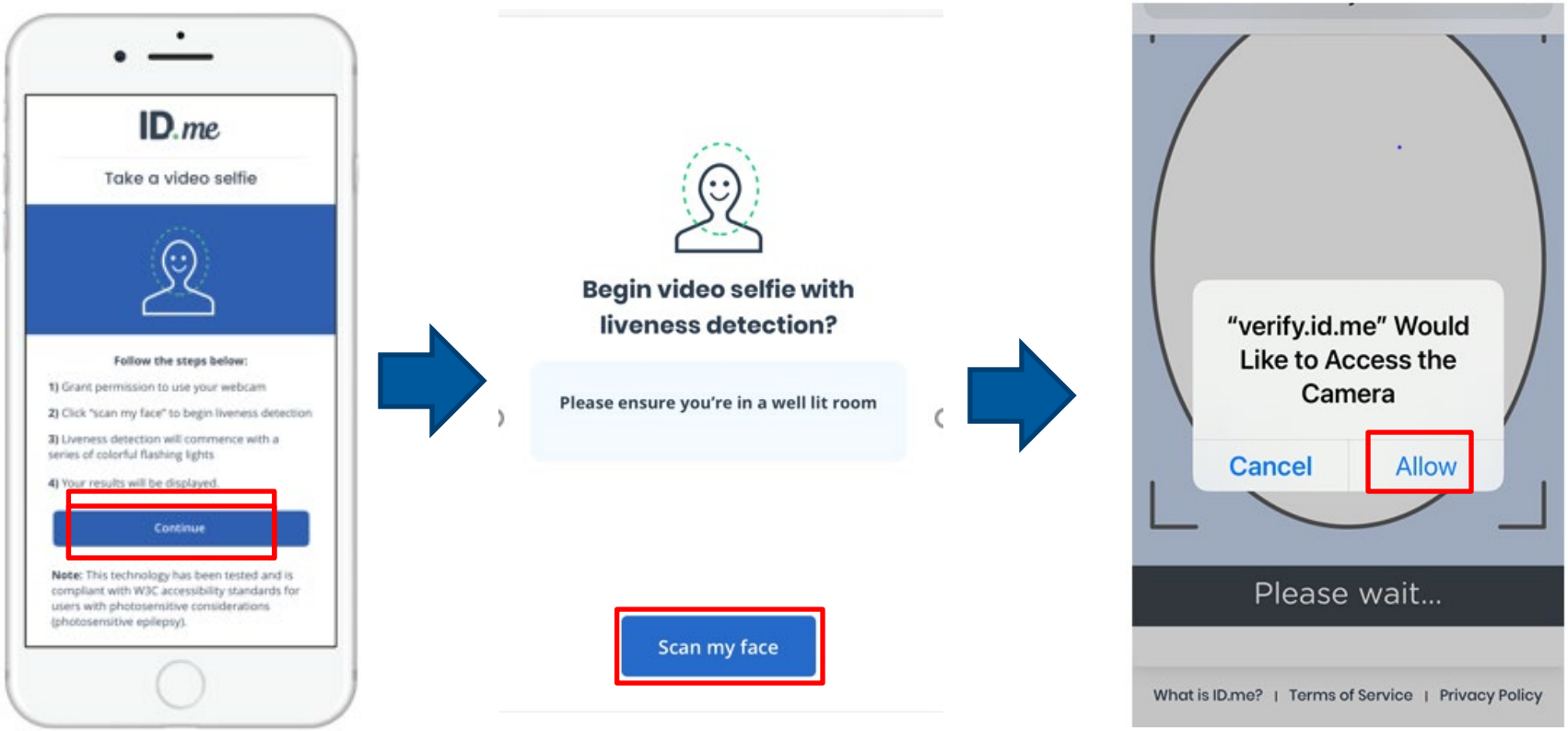
Option 1: Upload Photos of Your License or State ID

- Step 2: Take a video selfie with your phone
  - Once you completed the front and back license photos, a video selfie message is displayed on your phone.



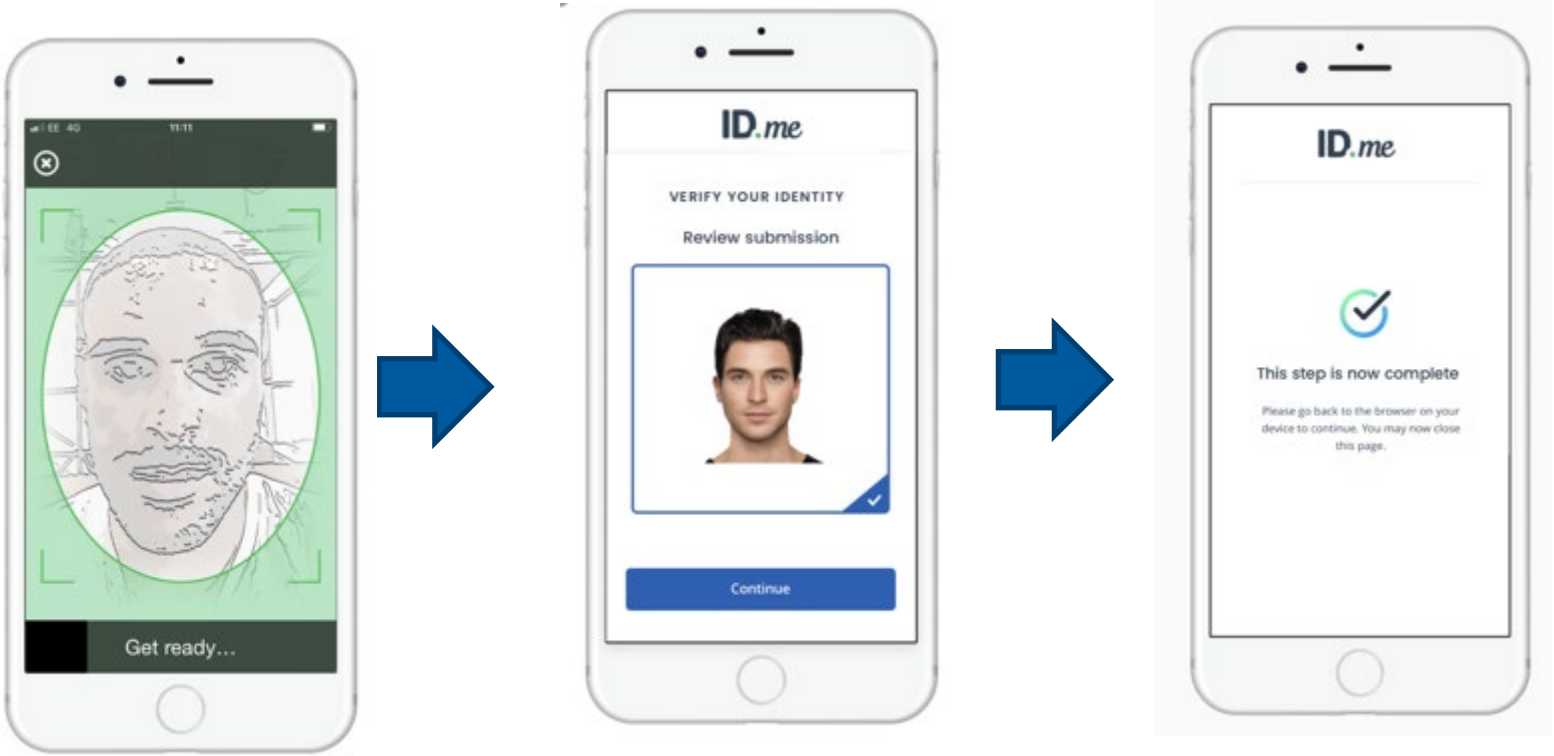
Option 1: Upload Photos of Your License or State ID

- Step 2: Take a video selfie with your phone
  - Ensure you are in a well-lit area
  - Allow “verify.id.me” to access your cell phone camera



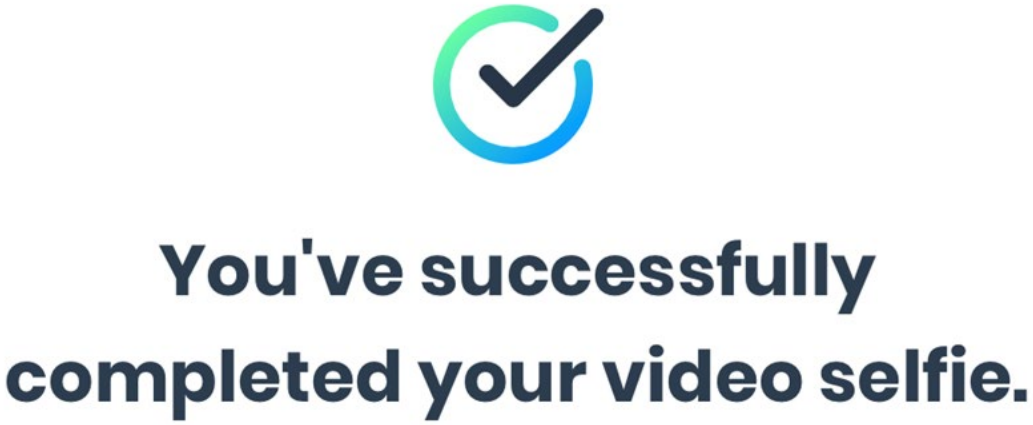
Option 1: Upload Photos of Your License or State ID

- Step 2: Take a video selfie with your phone
  - Follow the prompts to complete the video selfie process



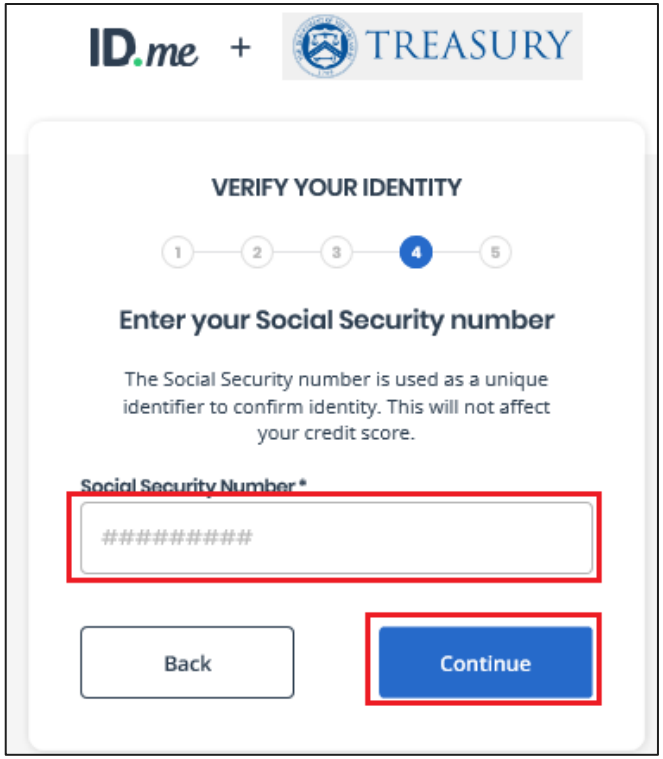
Option 1: Upload Photos of Your License or State ID

- You should receive a successful message on the phone and return to computer.



Option 1: Upload Photos of Your License or State ID

- Step 3: Enter Social Security number
  - Enter **9 digits**
  - A text will be send to cell phone number
  - Select **Continue**

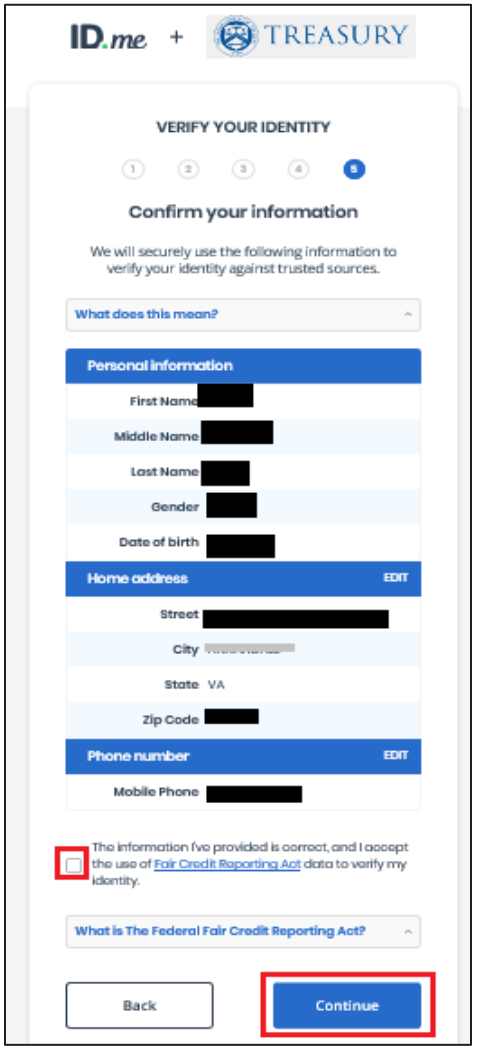


Option 1: Upload Photos of Your License or State ID

- Step 4: Confirm information
  - Check box – **Accept the use of Fair Credit Reporting Act**
  - Select **Continue**

- Step Final: User should be directed back to application or service.

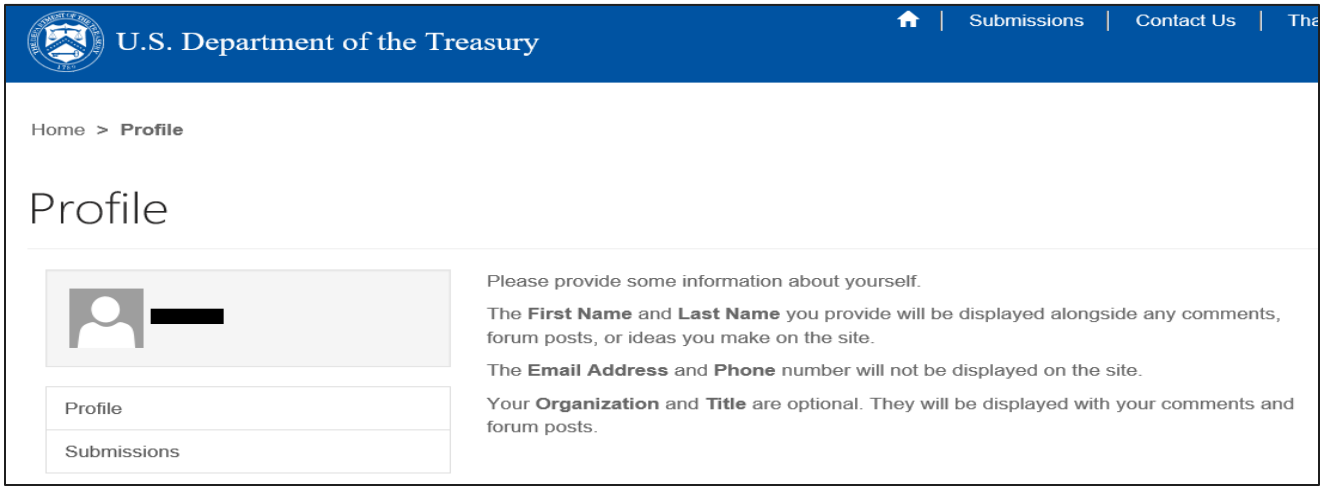
Note: Please verify the information listed



Website Redirect

- User will experience either of these two results:

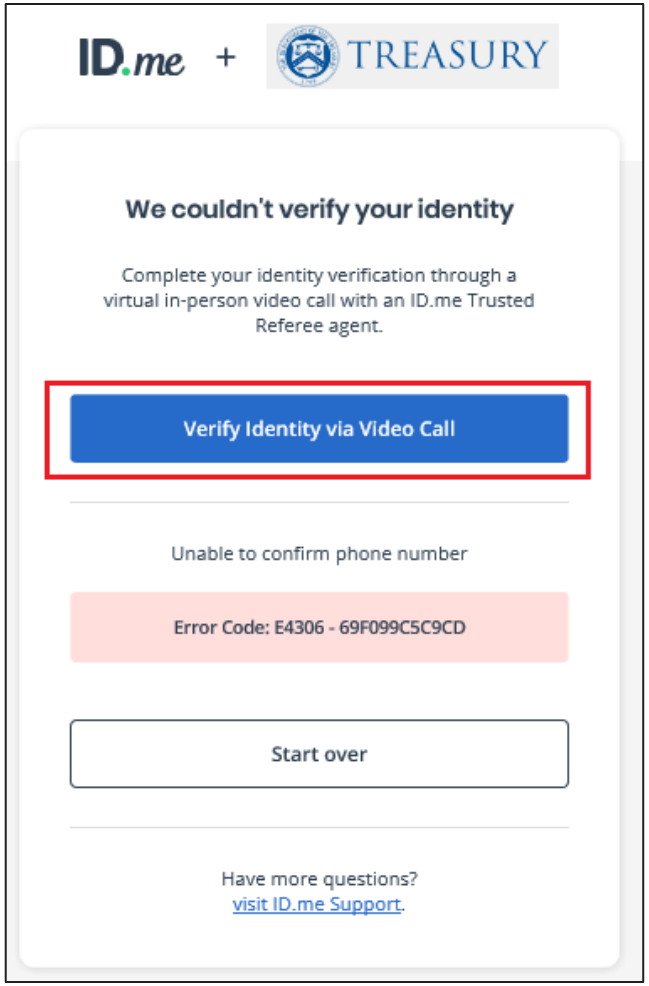
1) User session is successfully redirected back to CFIUS for testing



2) Redirect failure. (This is a known error. Follow slides 34 – 38 to logon to CFIUS)

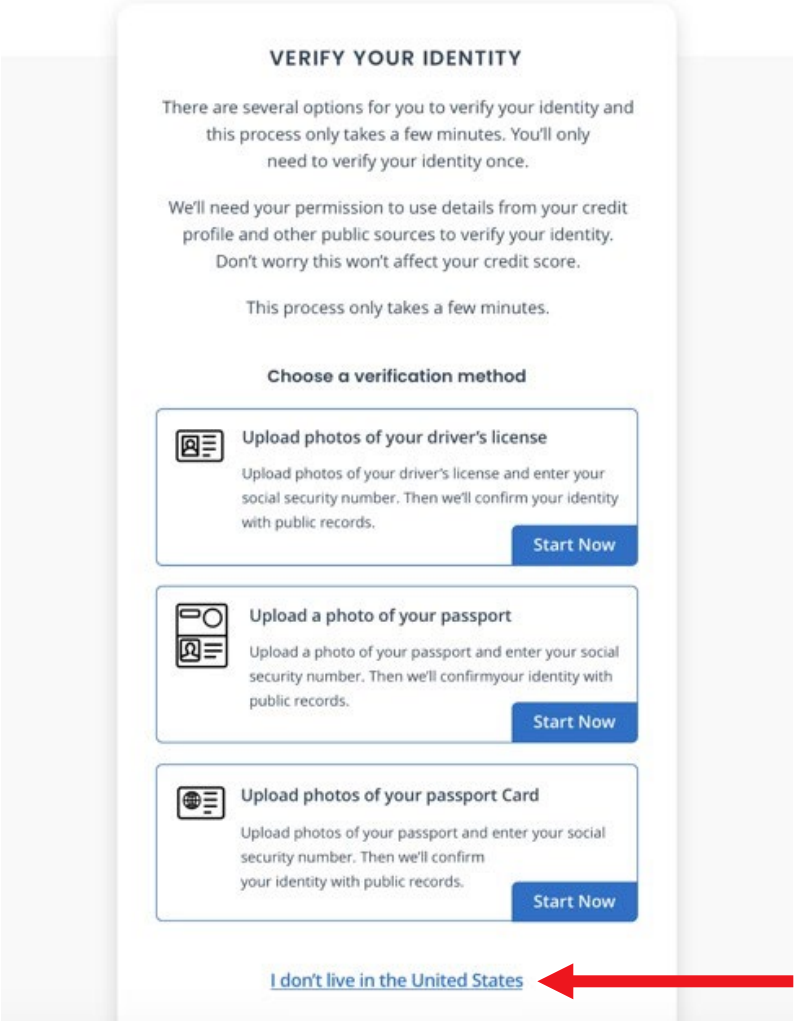
Option 2: Virtual In-Person Proofing Session

- ID.me could not verify your identity
  - Select Verify Identify via Video Call
  - Start Over (Optional)
    - Select one of the options to setup two-factor authentication
      - » Text Message or Phone Call **(Preferred)**
      - » Push Notification
      - » Code Generator Application
      - » FIDO U2F Security Key
      - » Mobile Yubikey

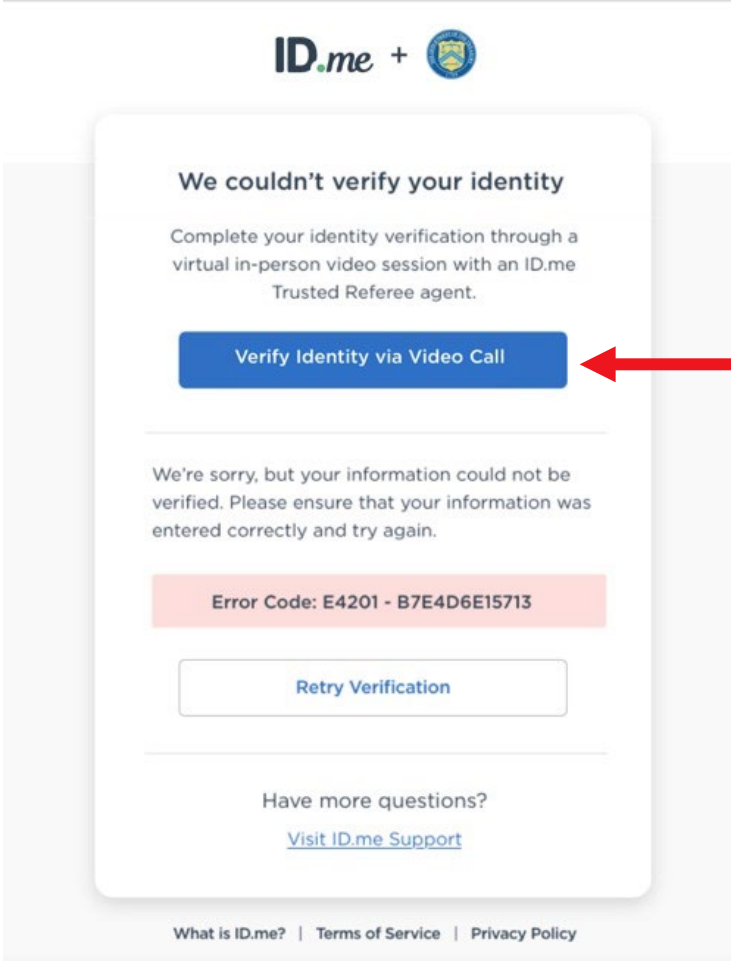


Option 2: How to start a Virtual In-Person Proofing Session

Option 1: User initiates Virtual In-Person Identity Proofing by selecting “I don’t live in the United States”

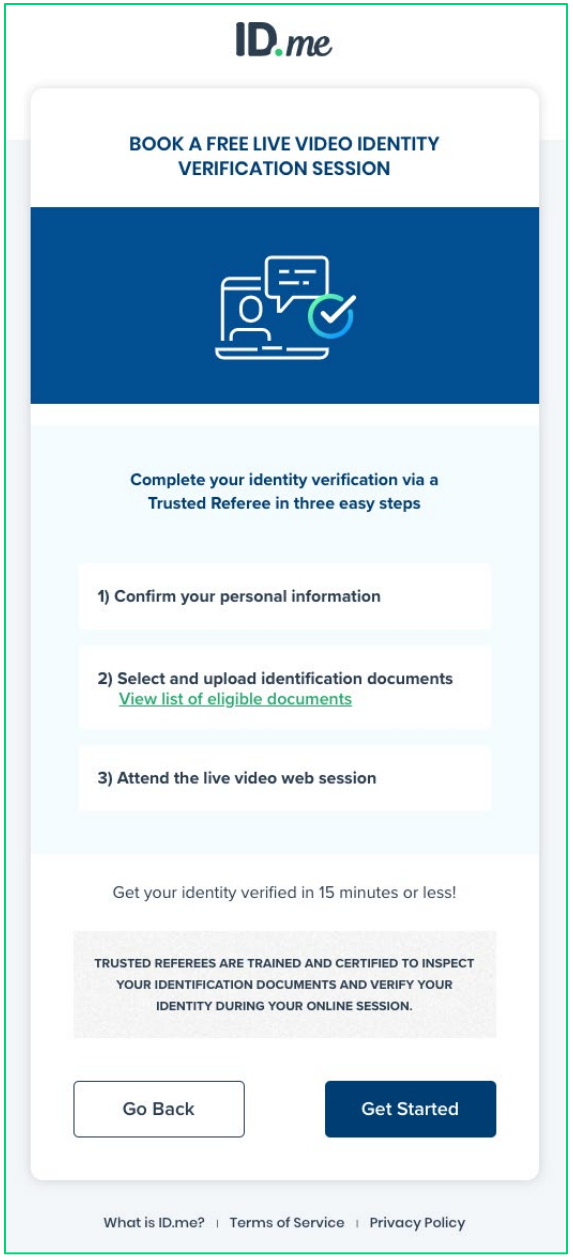


Option 2: User initiates Virtual In-Person Identity Proofing after one unsuccessful online (self-service) identity proofing attempts



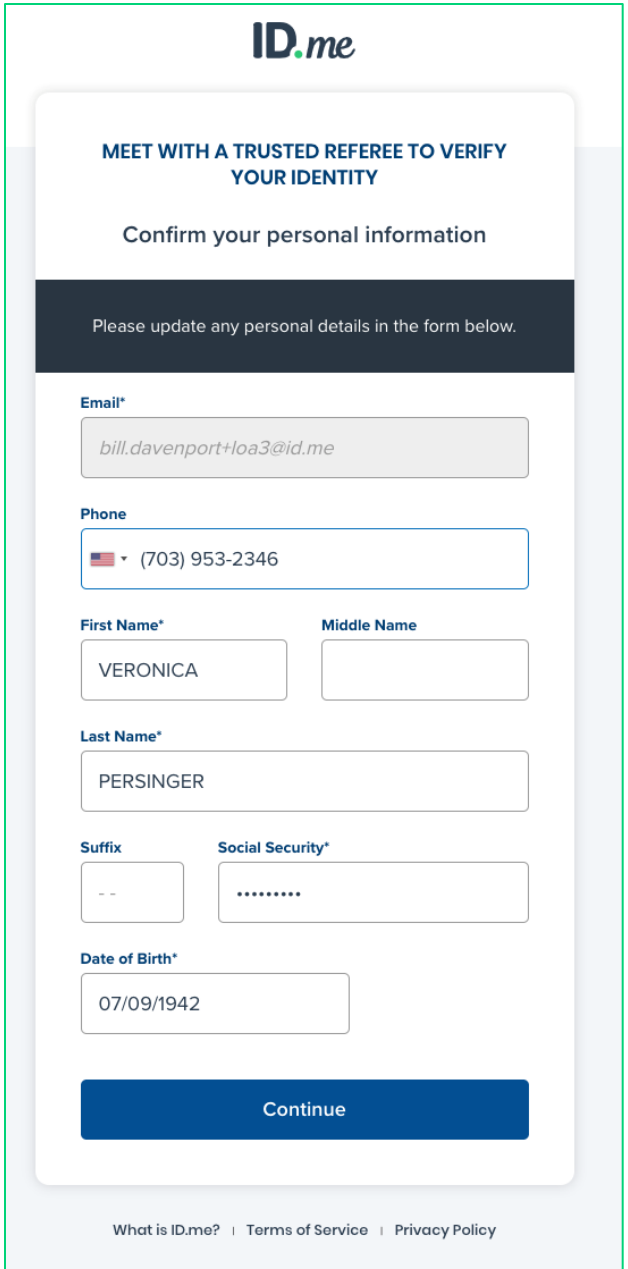
Option 2: Virtual In-Person Identity Proofing Flow: Step 1

- The user is given an overview of the 3 step identity verification process
- When they are ready to proceed they select “Get Started”



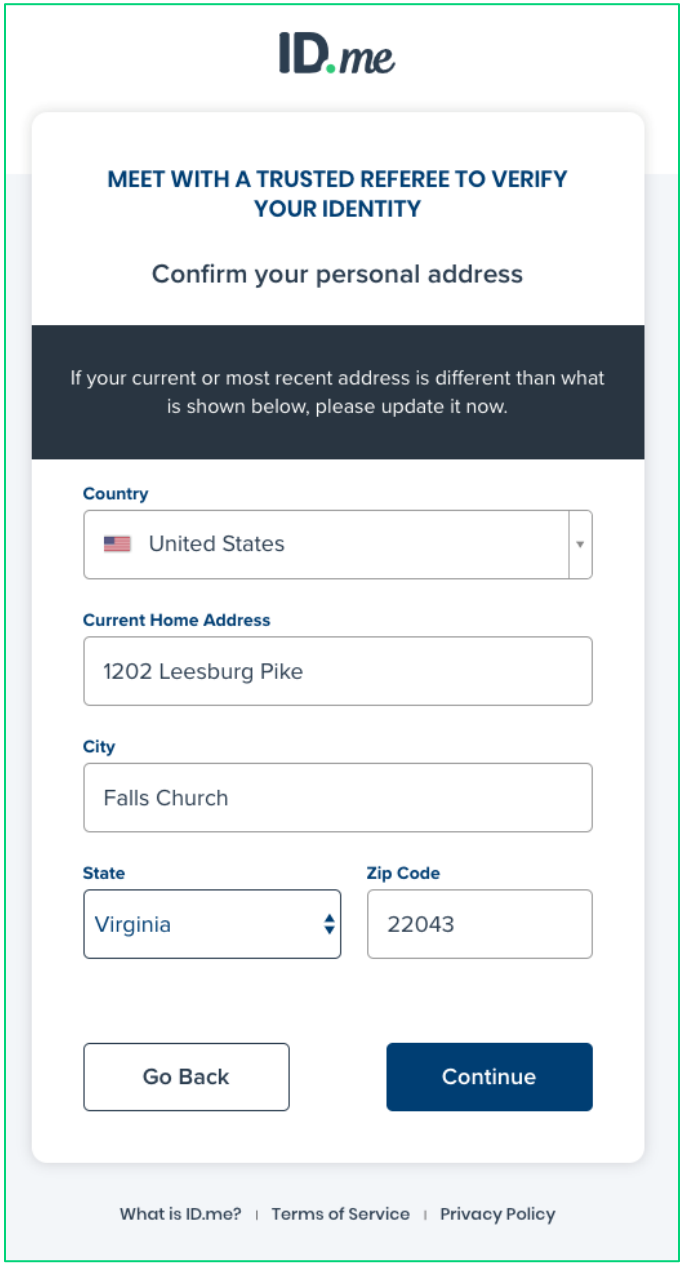
Option 2: Virtual In-Person Identity Proofing Flow: Step 2

- The user confirms that their personal information shown on the screen is accurate and selects “Continue"



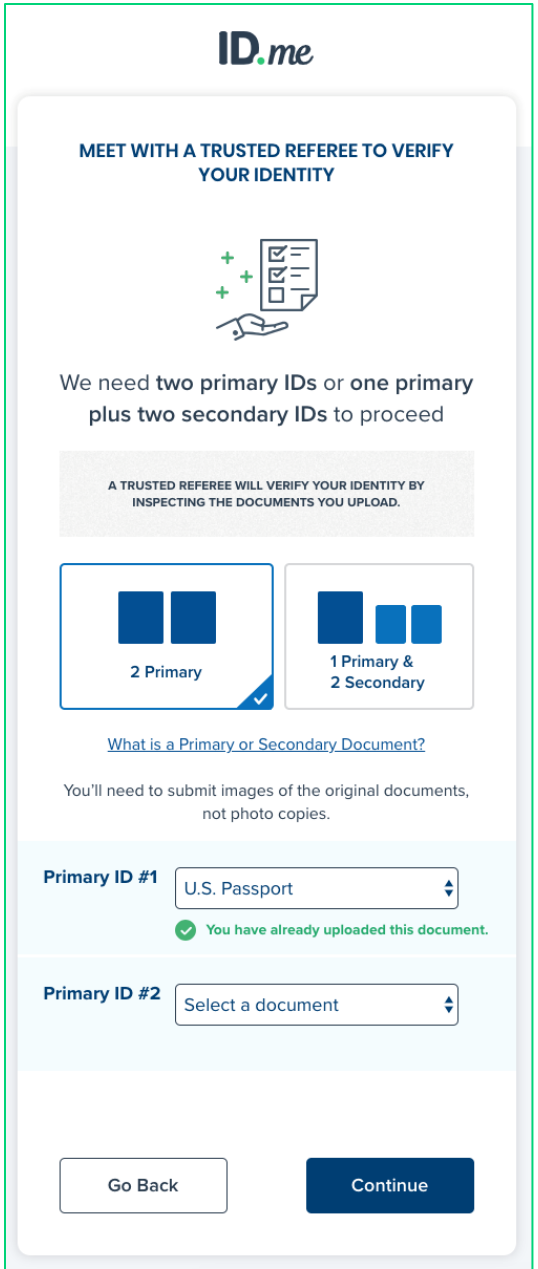
Option 2: Virtual In-Person Identity Proofing Flow: Step 3

- The user confirms that the address shown on the screen is their current or most recent address and selects “Continue"



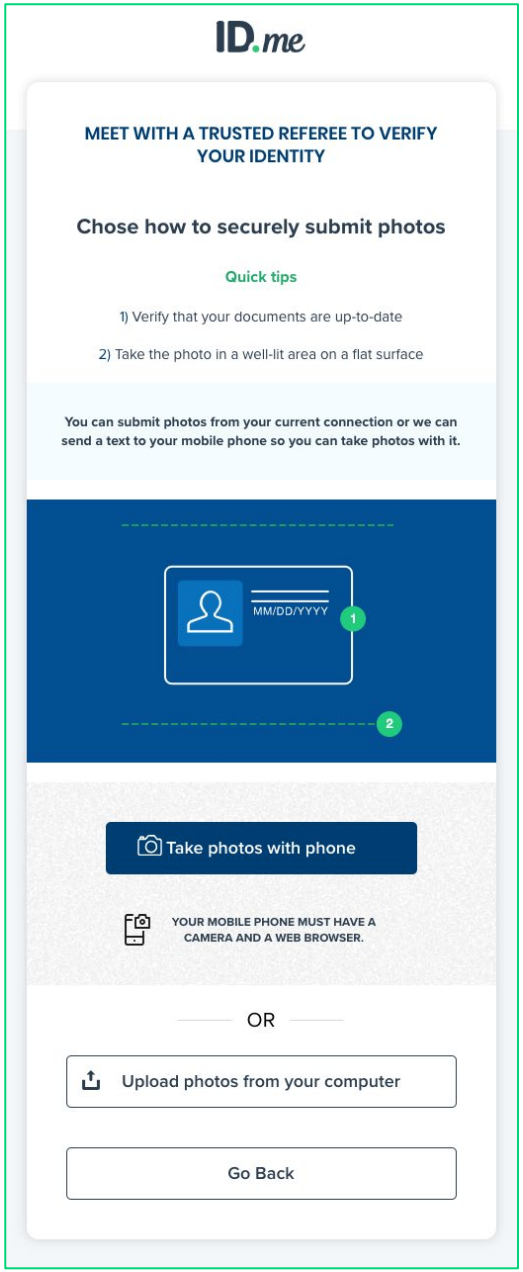
Option 2: Virtual In-Person Identity Proofing Flow: Step 4

- The user is given the option to upload 2 Primary IDs or 1 Primary and 2 Secondary IDs as evidence
- In this example the user chose 2 Primary IDs and was prompted to select them via the dropdown menu at the bottom of the screen
- The user chose U.S. Passport and Driver's License, which we will see on the next screen



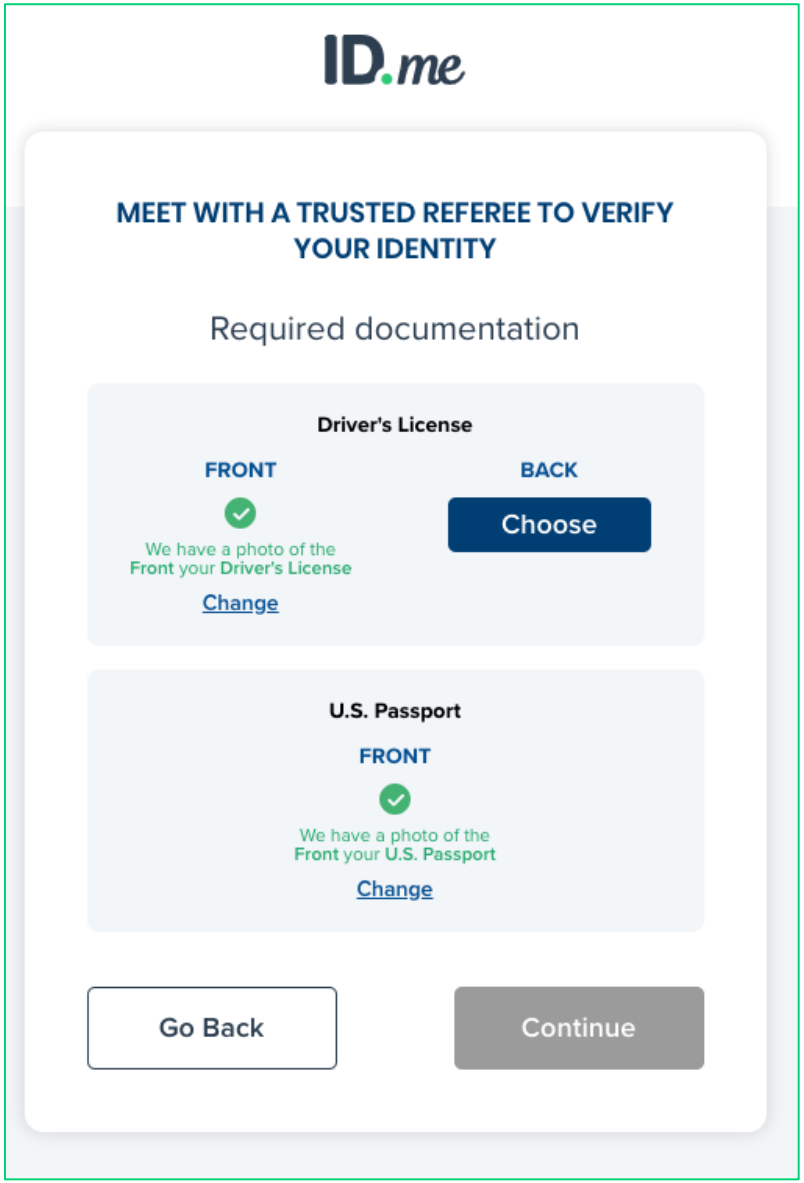
Option 2: Virtual In-Person Identity Proofing Flow: Step 5

- The user is given the option to either upload photos of their documents from their computer or take them directly with their mobile phone



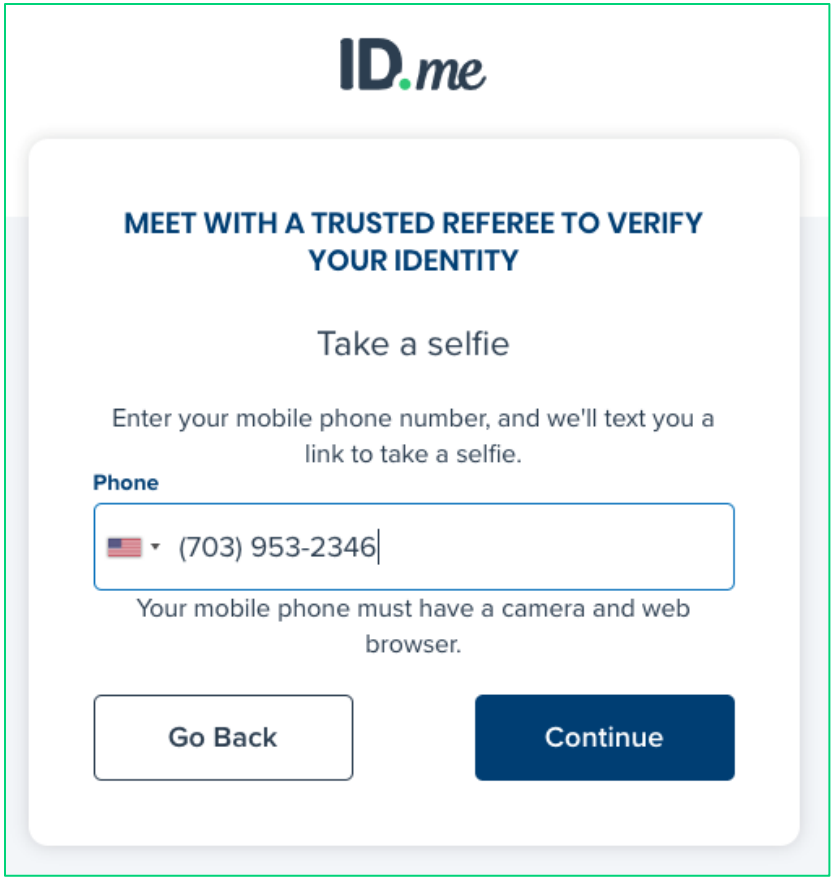
Option 2: Virtual In-Person Identity Proofing Flow: Step 6

- The user is taken through each step of the upload process based on the pieces of identity evidence they selected



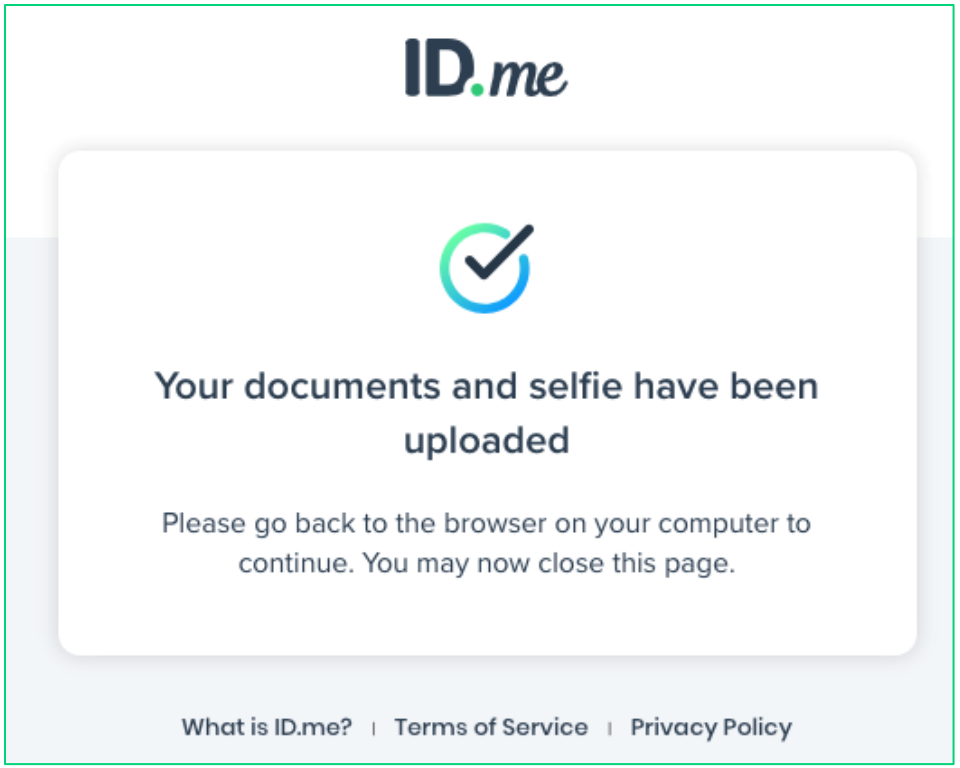
Option 2: Virtual In-Person Identity Proofing Flow: Step 7

- The user enters their mobile phone number where they will be texted a link to capture a photo of themselves (selfie capture)



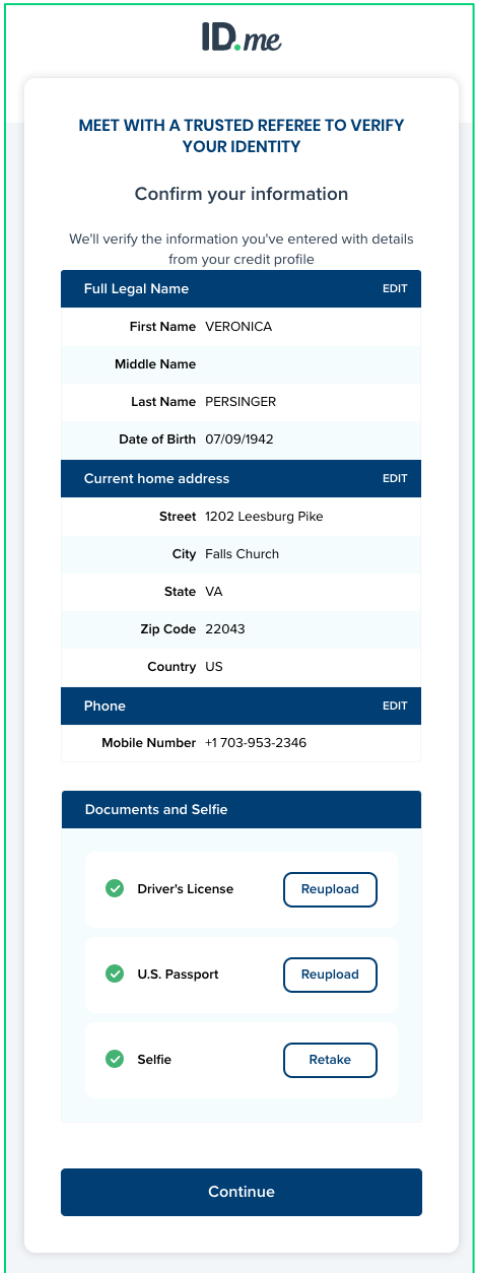
Option 2: Virtual In-Person Identity Proofing Flow: Step 8

- Once the user captures and successfully uploads their selfie, they will receive a confirmation screen that prompts them to return to their original browser to resume the session



Option 2: Virtual In-Person Identity Proofing Flow: Step 9

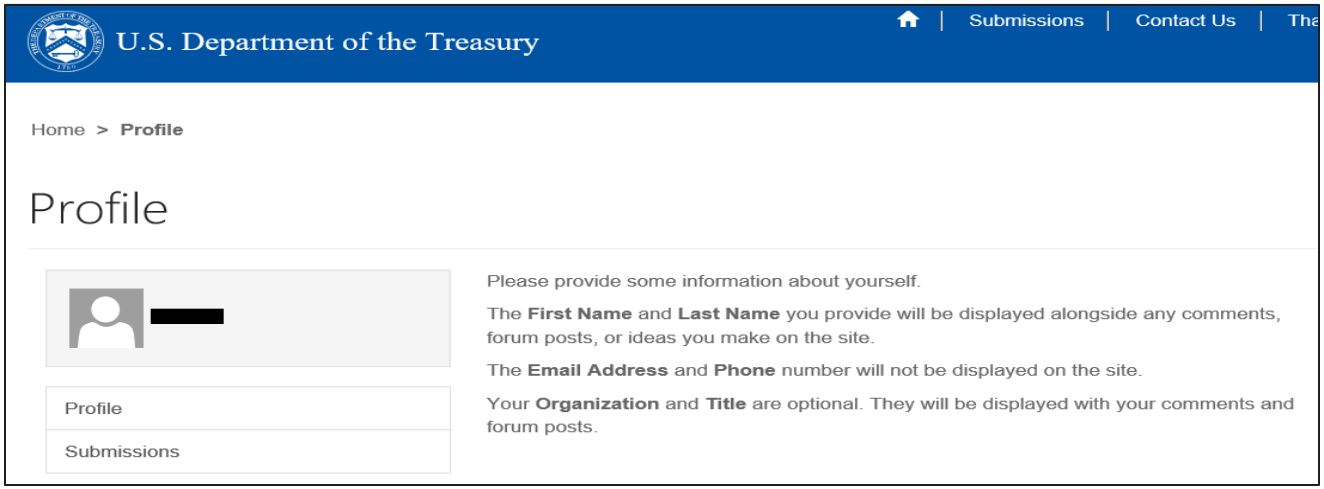
- The user reviews their personal information to ensure it is correct and then selects “continue”



Website Redirect

- User will experience either of these two results:

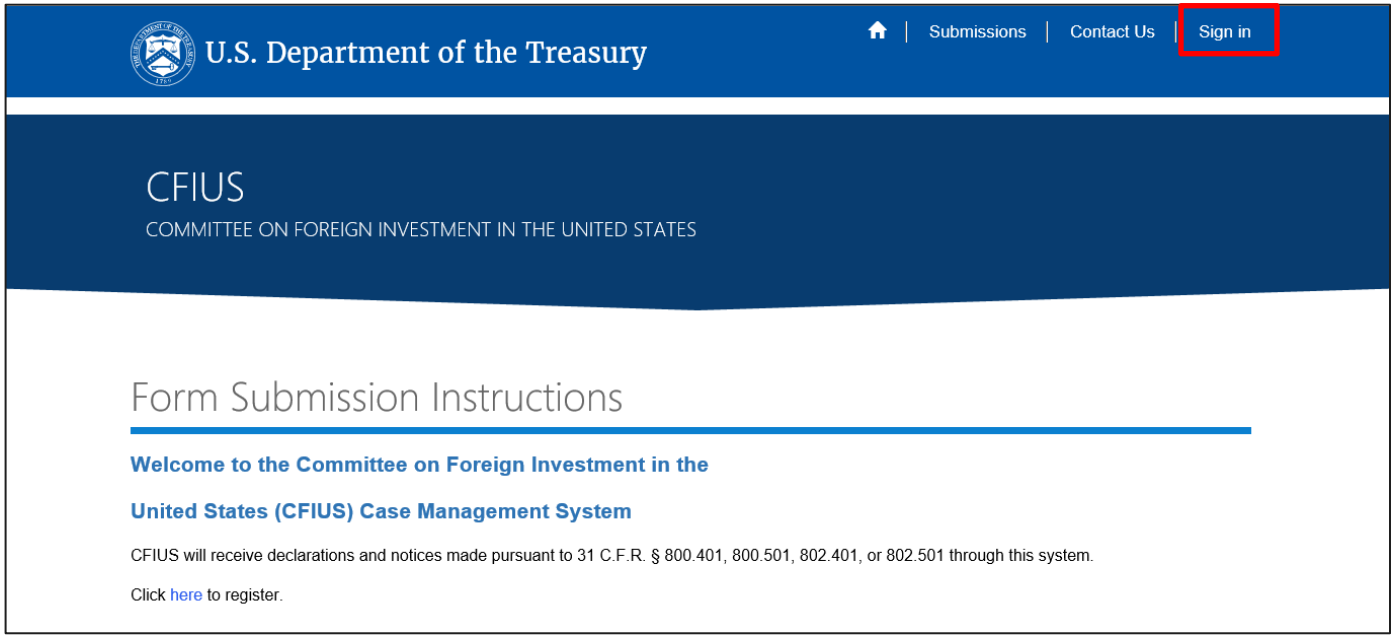
1) User session is successfully redirected back to CFIUS for testing



2) Redirect failure. (This is a known error. Follow slides 34 – 38 to logon to CFIUS)

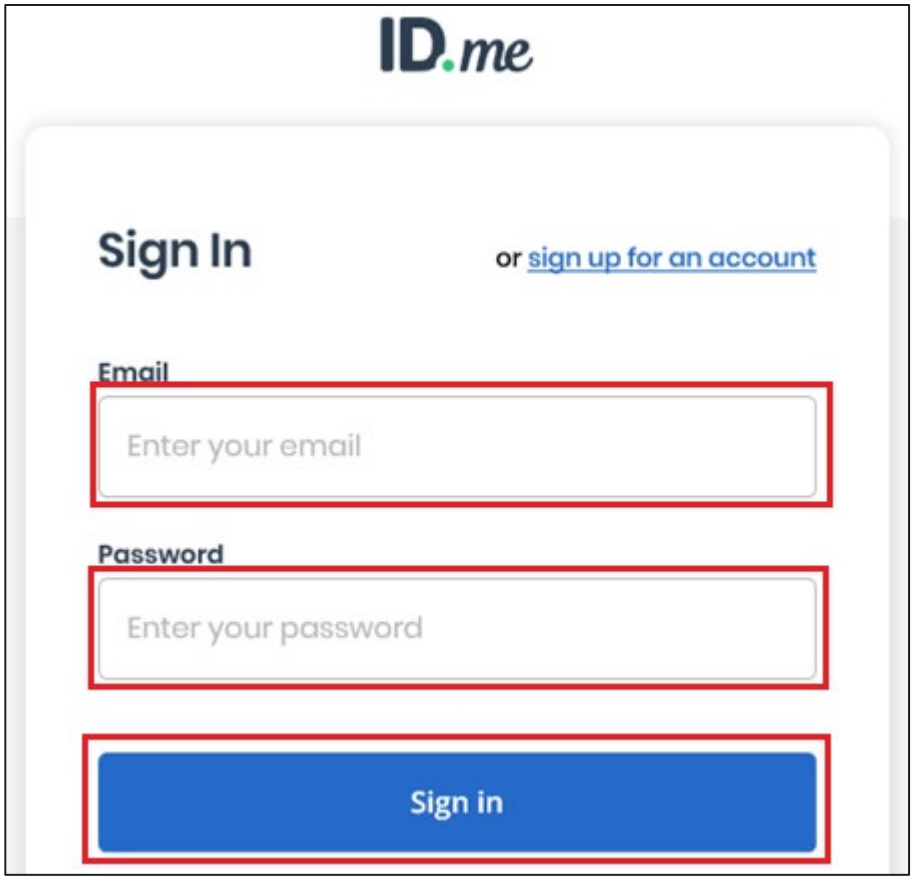
Logon to CFIUS Portal

- Launch CFIUS Portal URL
  - https://cfius.high.powerappsportals.us
- Select **Sign In**



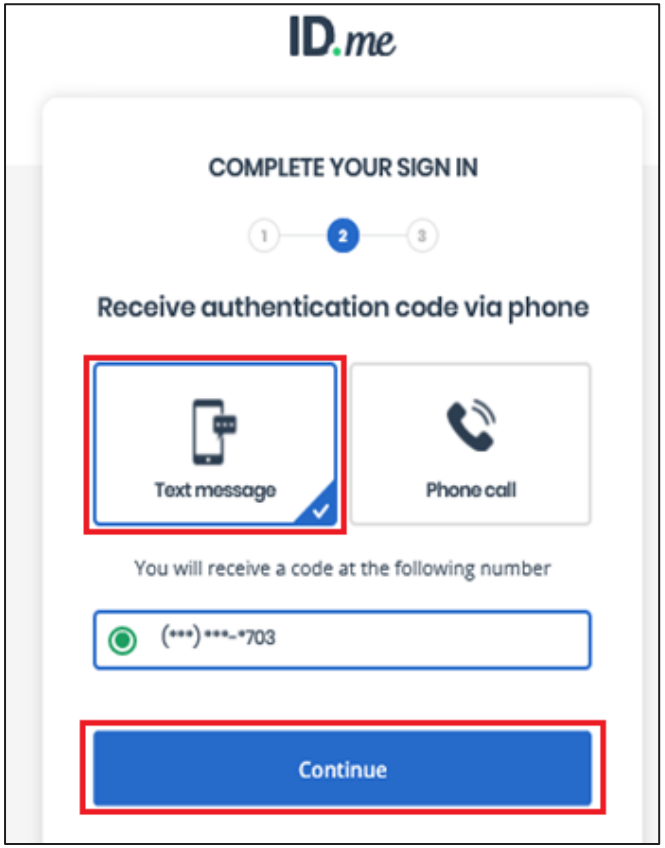
Logon to CFIUS Portal

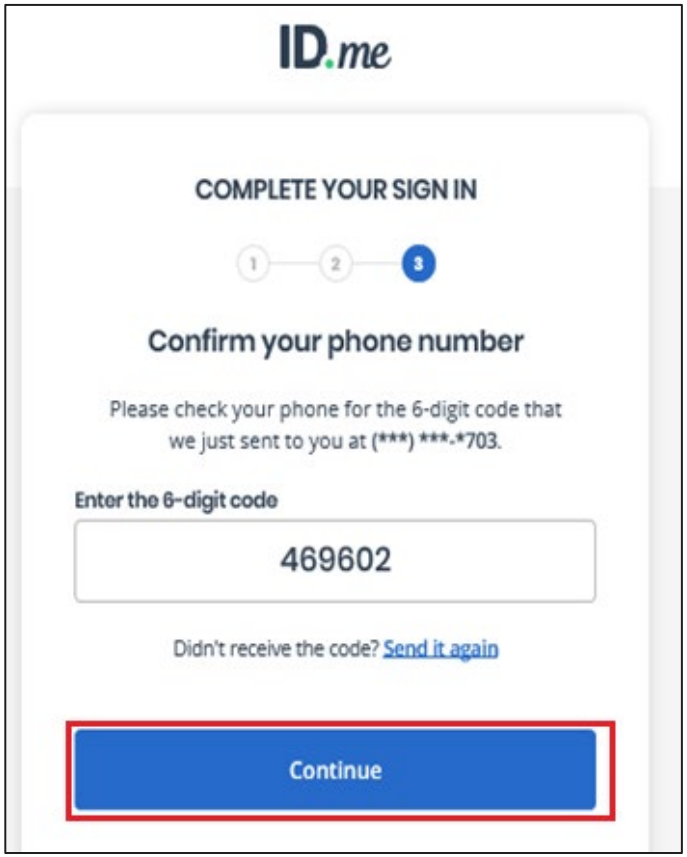
- Sign in with ID.me Account



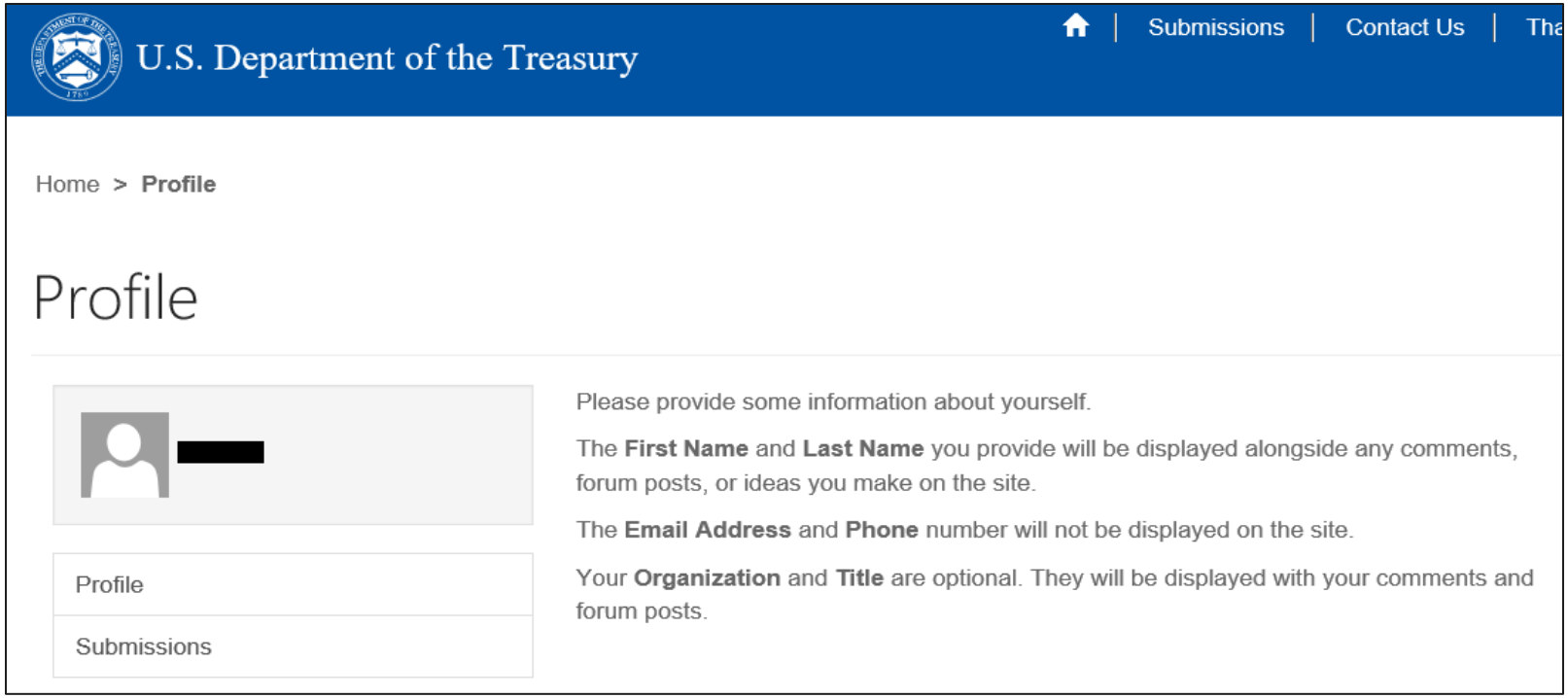
Logon to CFIUS Portal

- Complete Logon
  - Receive authentication code via phone
  - Select **Continue** (left)
  - Select **Continue** (right)





Log On



Note: Success logon (authentication) to CFIUS