



U.S. DEPARTMENT OF
ENERGY

Office of Clean Energy
Demonstrations

OCED eXCHANGE User Login Guide

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Introduction

The Office of Clean Energy Demonstrations (OCED) has established multi-factor login for our web-based portal eXCHANGE. Moving forward, users will authenticate to eXCHANGE through Login.gov.

Login.gov provides a simple, secure, and private way for the public to access government websites. With one account and password, users can securely sign in to participating government websites and securely verify their identity. This secure login process will be used by external eXCHANGE users.

This document serves as a reference manual on the new login process for users.

WHAT IS LOGIN.GOV?

Login.gov is a service that offers secure and private online access to government programs, such as federal benefits, services, and applications. With a Login.gov account, you can sign into multiple government websites with the same email address and password.

WHY IS EXCHANGE USING LOGIN.GOV?

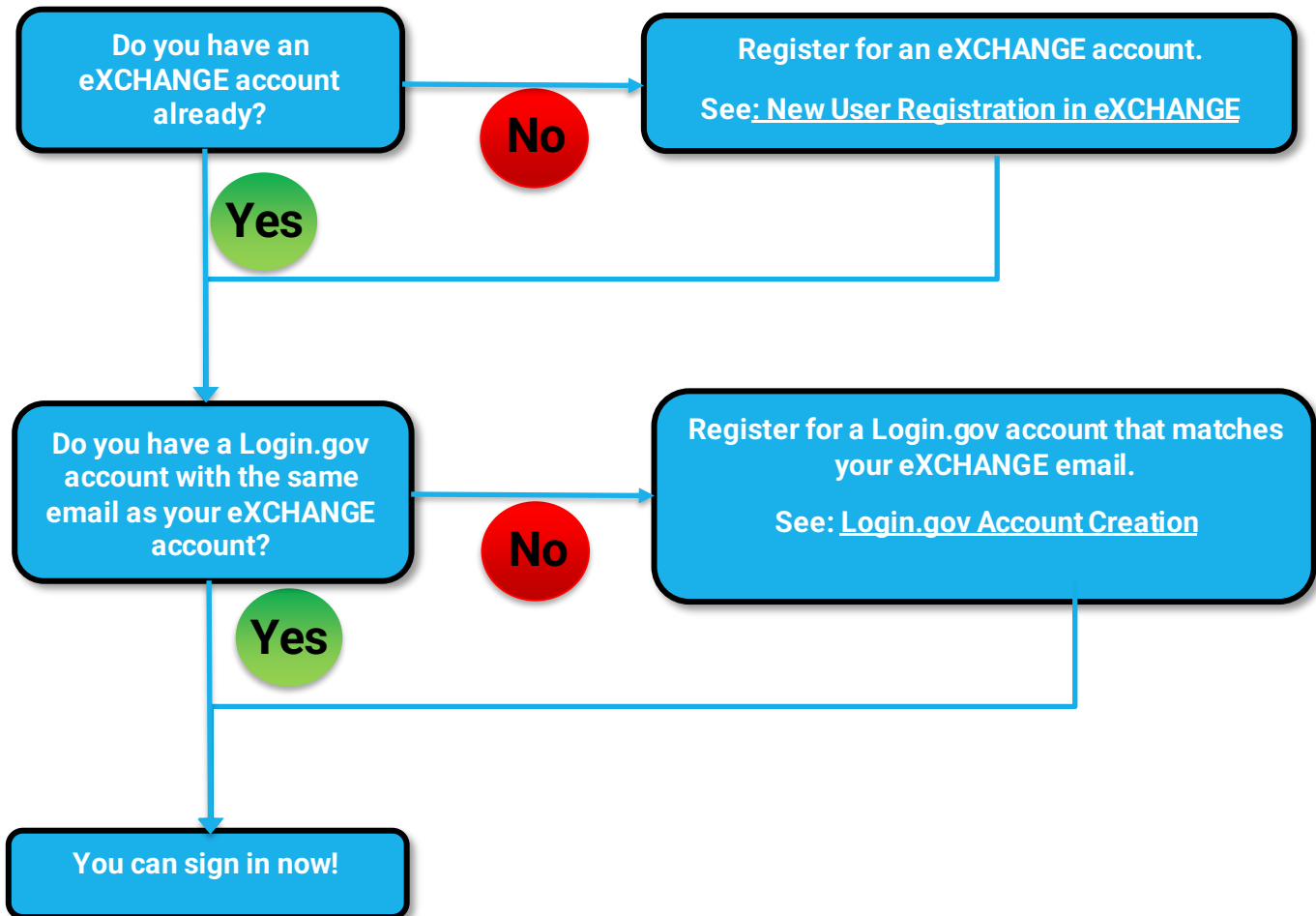
Login.gov uses two-factor authentication, and stronger passwords, that meet new National Institute of Standards of Technology requirements for secure validation and verification. By using Login.gov, you will get an extra layer of security to help protect your account against password compromises.

ADDITIONAL HELP

If you need additional help with logging into the OCED eXCHANGE application, you may send email to OCED-ExchangeSupport@hq.doe.gov for assistance.

Preparing for the new sign in process.

Follow this flow chart to understand what steps you need to complete for this new sign in process. You can click on the links to take you to the specific steps you need to complete.



- Important: There will be a transition period before the use of Login.gov is mandatory. Users are encouraged to validate they can access the system using the new method prior to any application deadlines.

OCED eXCHANGE Access

NEW LOGIN PAGE

The new login page contains three sign-in options depending on your individual situation.

- 1) Existing non-DOE users can use the **Sign In** button to authenticate with Login.gov.
(If you do not already have a Login.gov account, you can create one with the email that matches your eXCHANGE account.)
- 2) Existing DOE users can authenticate using their DOE credentials with the **DOE Network Login** button.
- 3) There is also a **Legacy Login** button for existing users to login with their existing eXCHANGE Username and Password. This is a temporary option to allow users time to transition to using Login.gov. This option will eventually be removed.

Office of Clean Energy Demonstrations Funding Opportunity Exchange

Search

Funding Opportunity

Funding Archive

Login

Register

Manuals

Questions & Answers

[Printable Version](#)

STAGING ENVIRONMENT - NON-PRODUCTION

This is a test site and does not contain production data. This site is not accessible to the public.

LOG IN

Already Registered?

→ Sign in External Users Only

DOE Network Login DOE Internal Users Only

Legacy Login Username and Password Login

First Visit?

If you do not have an Exchange account, please [register here!](#)

Login.gov Resources

[Get Started with Login.gov](#)

[How to Change Account/Login Settings](#)

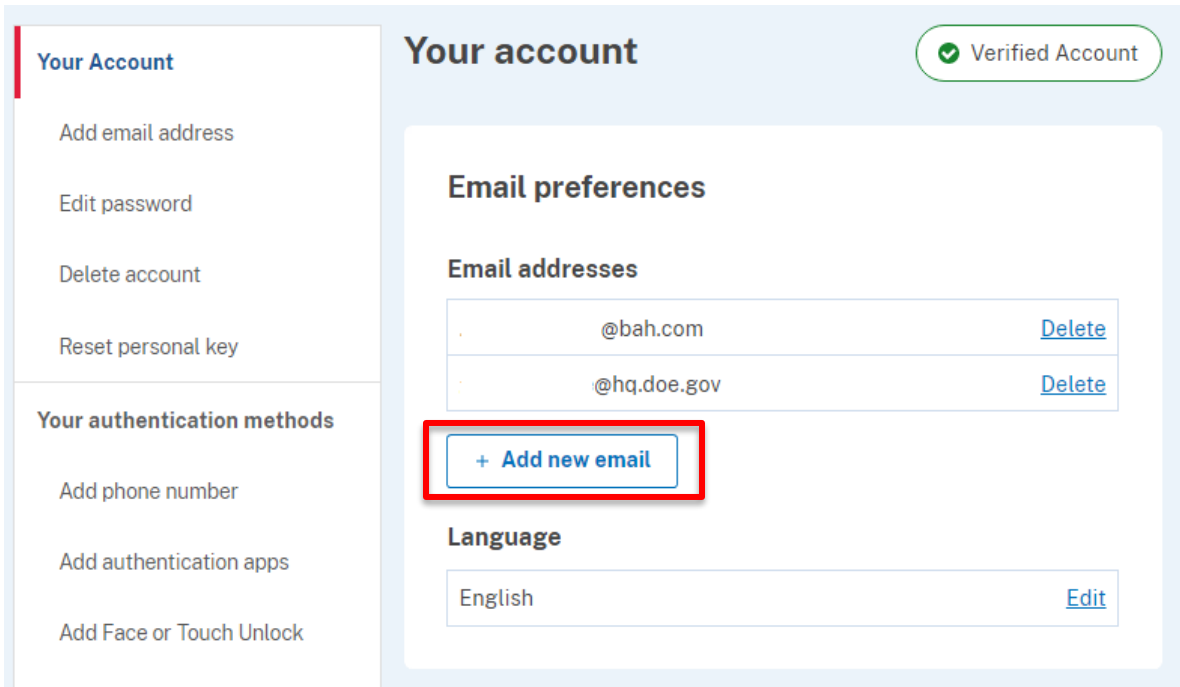
NOTICE TO USERS: This is a Federal computer system and is the property of the United States Government. This system is for authorized use only. All users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. CLOSE THIS WINDOW IMMEDIATELY if you do not agree to the conditions stated in this warning.

If you have any technical problems with eXCHANGE, please send an email to OCED-ExchangeSupport@hq.doe.gov with the FOA name and number in the subject line.

AUTHENTICATING WITH LOGIN.GOV

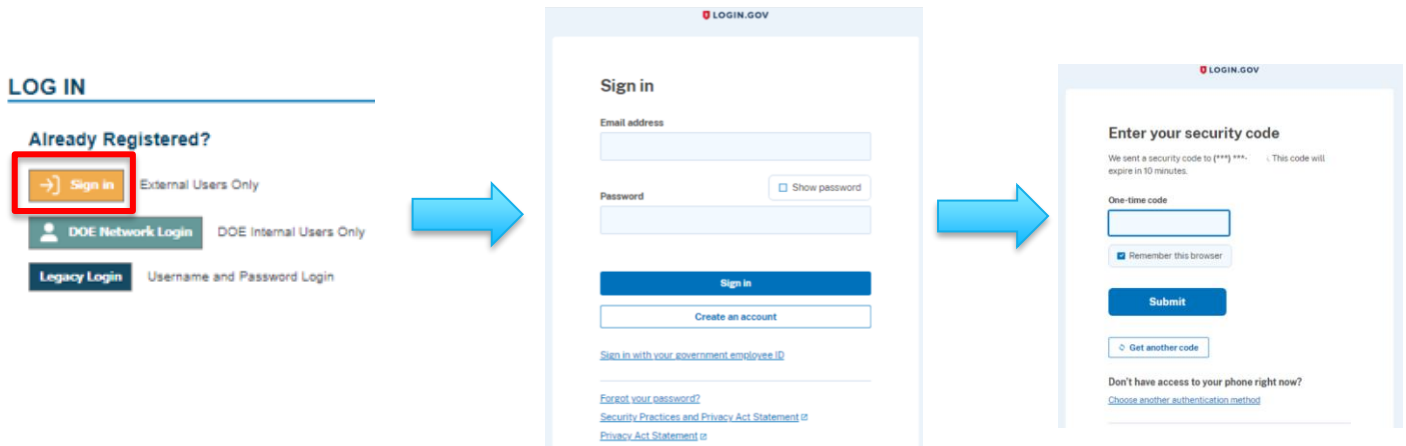
Login.gov will be responsible for verifying your identity and authenticating your login (ie. the person logging in is the one who created the account.) eXCHANGE will still manage account information and your access within the system, but it will no longer store your password.

Note: The email address associated with Login.gov must be the same as the email address associated with the eXCHANGE account. If they differ, the current eXCHANGE account cannot be accessed until the email is registered in Login.gov. You can add your email associated with eXCHANGE to your current Login.gov account through “Your Account” page on the [Login.gov](https://login.gov) site.



Also note that in accordance with the Rules of Behavior for the eXCHANGE system, accounts cannot be shared. Each user must have their own Login.gov account. “Shared” accounts are not supported.

Once you have eXCHANGE and Login.gov accounts, click the **Sign in** button and follow these steps to authenticate.



Enter the following information:

Email address: email you registered with eXCHANGE and Login.gov

Password: password you created for Login.gov (NOT your old eXCHANGE password if you have one)

One-time code: 6 character security code sent from Login.gov

Click **Submit** and you will be signed into eXCHANGE.

New User Registration in eXCHANGE

NEW TO EXCHANGE?

If you have never used eXCHANGE before, please first register for an account. You can access the registration page with the **register here!** link.

The screenshot shows the top navigation bar with the title "Office of Clean Energy Demonstrations Funding Opportunity Exchange" and a search box. On the left is a menu with links: Funding Opportunity, Funding Archive, Login, Register, Manuals, and Questions & Answers. The main content area is titled "STAGING ENVIRONMENT - NON-PRODUCTION" and includes a disclaimer: "This is a test site and does not contain production data. This site is not accessible to the public." Below this is a "LOG IN" section with two columns. The left column, "Already Registered?", contains three buttons: "Sign in" (External Users Only), "DOE Network Login" (DOE Internal Users Only), and "Legacy Login" (Username and Password Login). The right column, "First Visit?", contains the text "If you do not have an Exchange account, please **register here!**" where "register here!" is highlighted with a red box. Below this are links for "Login.gov Resources", "Get Started with Login.gov", and "How to Change Account/Login Settings". A "Printable Version" link is located in the top right corner. At the bottom, there is a "NOTICE TO USERS" section and a contact email: OCED-ExchangeSupport@hq.doe.gov.

EXCHANGE INSTANCES WITHIN DOE

There are several instances of eXCHANGE within DOE. These are each separate Funding Opportunity Announcement systems, but they do share a common user account. Therefore, applicants can use the same account information to login and submit to announcements in any system. Note that Reviewers still need to apply and be approved within each system. See the eXCHANGE Reviewer Guide for more information.

Data in each system is separate and managed by the respective DOE Organization.

Advanced Research Projects Agency – Energy (ARPA-E) <https://arpa-e-foa.energy.gov/>

Energy Efficiency & Renewable Energy (EERE) <https://eere-exchange.energy.gov/>

Office of Indian Energy <https://ie-exchange.energy.gov/>

Office of Clean Energy Demonstrations <https://oced-exchange.energy.gov/>

EXCHANGE ACCOUNT CREATION

Registering for an eXCHANGE account is a two -step process. First, navigate to the registration page (<https://oced-exchange.energy.gov/Registration.aspx?rid=new>) and click “**New External User (Applicant or Reviewer)**” button. This button will redirect you to the Login.gov page to create an account, steps are in the following section.

Office of Clean Energy Demonstrations Funding Opportunity Exchange

- Funding Opportunity
- Funding Archive
- Login
- Register
- Manuals
- Questions & Answers

NEW USER REGISTRATION

 **New External User (Applicant or Reviewer)**

You will be redirected to an external site to create a new Login.gov account. You can also use an existing Login.gov account if you have one. Upon completion, you will be directed back to eXCHANGE to complete the registration process.


 **New DOE Internal or Lab User**

You will be redirected to an internal DOE site. Upon successful login, you will be directed back to eXCHANGE to complete the registration process.

Register with Username and Password

This option will be disabled by 9/30/2022 (date is subject to change), and you will have to register for a Login.gov account (External users) or use DOE Oneld (Internal users) to continue using eXCHANGE. It's highly recommended that you use one of the above two options to register and avoid any future access interruptions.





Sign in

Email address

Password Show password

Sign in

[Create an account](#)

[Sign in with your government employee ID](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Second, select the type of account you are registering for and complete the required fields. User registration will no longer require you to add a password or security questions and your Business Email Username will be pre-filled.

REGISTRATION

I want to register as:

- Applicant** I want to apply to current or future Funding Opportunity Announcements.
- Reviewer** I am a subject matter expert and would like to be considered to review incoming funding applications.
- DOE Employee** I am a federal DOE employee or contractor and will be a user of the system as a part of my job.

REGISTRATION

General Information

Salutation:	<input type="text"/>	Title:	<input type="text"/>
First Name: *	<input type="text"/>	Organization Type: *	<input type="text"/>
Last Name: *	<input type="text"/>	Organization: *	<input type="text"/>
BUSINESS CONTACT INFORMATION			
Country: *	<input type="text" value="United States"/>		
Address: *	<input type="text"/>		
City: *	<input type="text"/>		
State: *	<input type="text"/>		
ZIP: *	<input type="text"/>		
Phone: *	<input type="text"/>		
Fax:	<input type="text"/>		
UEI Number: *	<input type="text"/>	<input type="checkbox"/> N/A	

Account Information

Business Email/Username: *	<input type="text" value="gelilakebede1@gmail.com"/>
	<i>Your Email address will be your login name.</i>
Business Email/Username Confirmation: *	<input type="text" value="gelilakebede1@gmail.com"/>

* - required fields

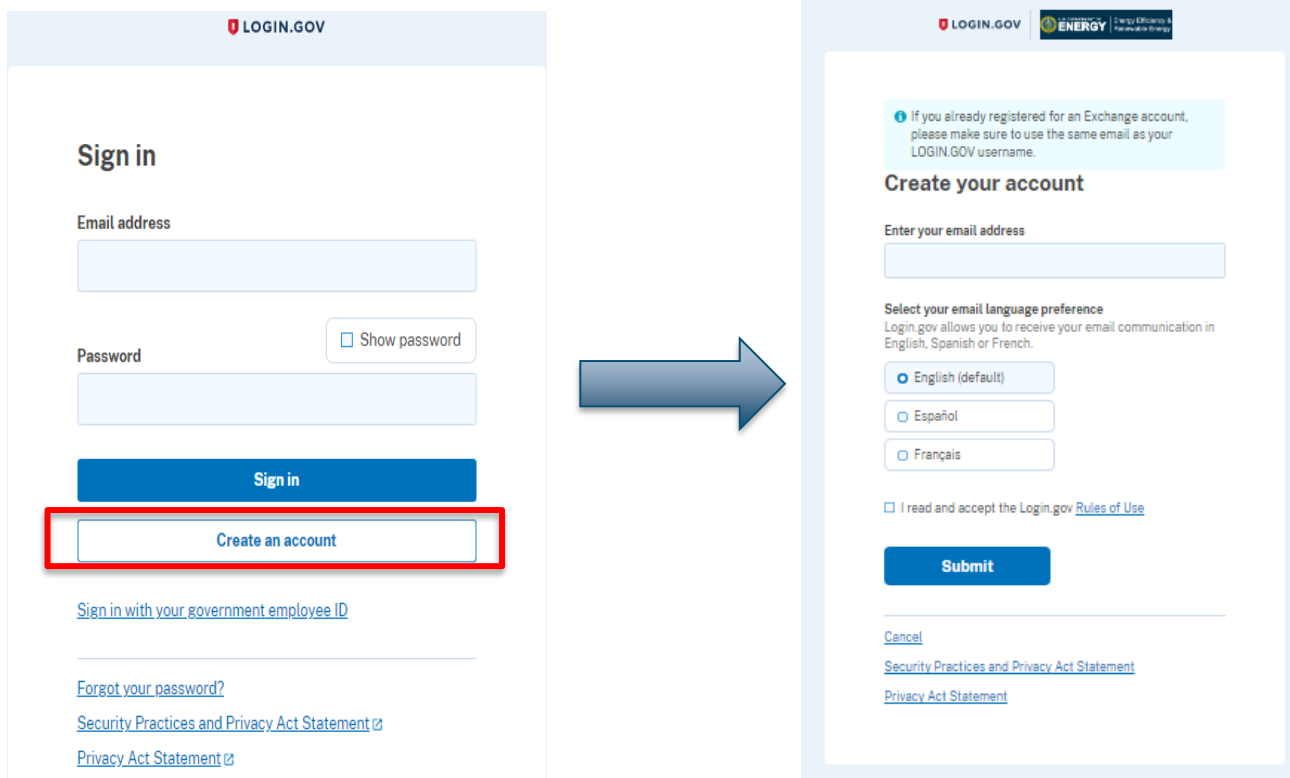
Register

LOGIN.GOV ACCOUNT CREATION

When creating an account with Login.gov, the email account that is used must match your eXCHANGE email address. You can access the Create Account page from the Sign In button.

Step 1

Access the Login.gov sign page from eXCHANGE Login Page and select create an account.



Step 2

After the user enters their email address, Login.gov will send the user an email to confirm their email address. The user will need to follow the link in the email and click “**Confirm email address**” to move forward.

LOGIN.GOV U.S. DEPARTMENT OF **ENERGY** Energy Efficiency & Renewable Energy

Check your email

We sent an email to [redacted] with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://secure.login.gov/sign_up/email/confirm?confirmation_token=L4UARmuxTgxbGUR75w-K

Step 3

Once the user presses the verify link in their email, they will be redirected to create a strong password for Login.gov

✔ 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!

Password Show password

Password strength: ...

Continue

[Password safety tips](#) +

[Cancel account creation](#)

Step 4

The user must then choose which multi-authentication method they prefer to secure their account and click “Continue”.

LOGIN.GOV U.S. DEPARTMENT OF **ENERGY** Energy Efficiency & Renewable Energy

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.



- 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

[Cancel account creation](#)

Step 5

If text message is chosen, the user will need to enter their mobile phone number and press **“Send code”**.



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

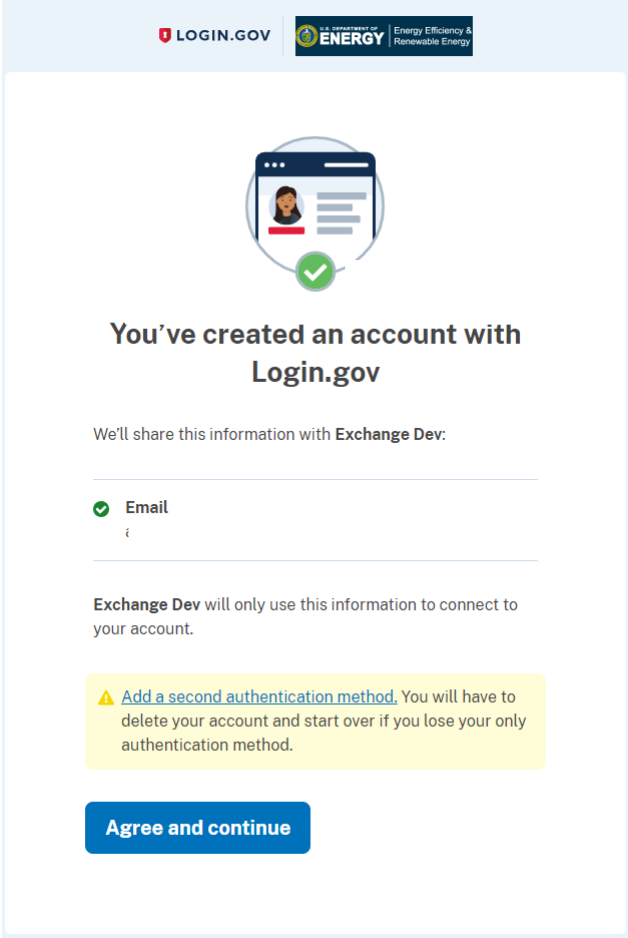
[◀ Choose another option](#)

Login.gov will send a one-time security code via text message which the user will need to input and press "Submit".

The screenshot shows a web page for entering a security code. At the top, there are logos for LOGIN.GOV and the U.S. DEPARTMENT OF ENERGY, Energy Efficiency & Renewable Energy. The main heading is "Enter your security code". Below this, a message states: "We sent a security code to [redacted] . This code will expire in 10 minutes." There is a text input field labeled "One-time code" with a vertical cursor. Below the input field is a checkbox labeled "Remember this browser". A blue "Submit" button is positioned below the checkbox. Underneath the button is a "Get another code" button with a refresh icon. At the bottom, there is a link "Entered the wrong phone number? Use another phone number" and another link "Choose another option".

Step 6

Once the user confirms their personal key correctly, they will be prompted to login to their eXCHANGE account. Click **“Continue”** then **“Sign In”** to get access to eXCHANGE.



Step 7

Clicking the Agree and continue button logs into exchange.