



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?

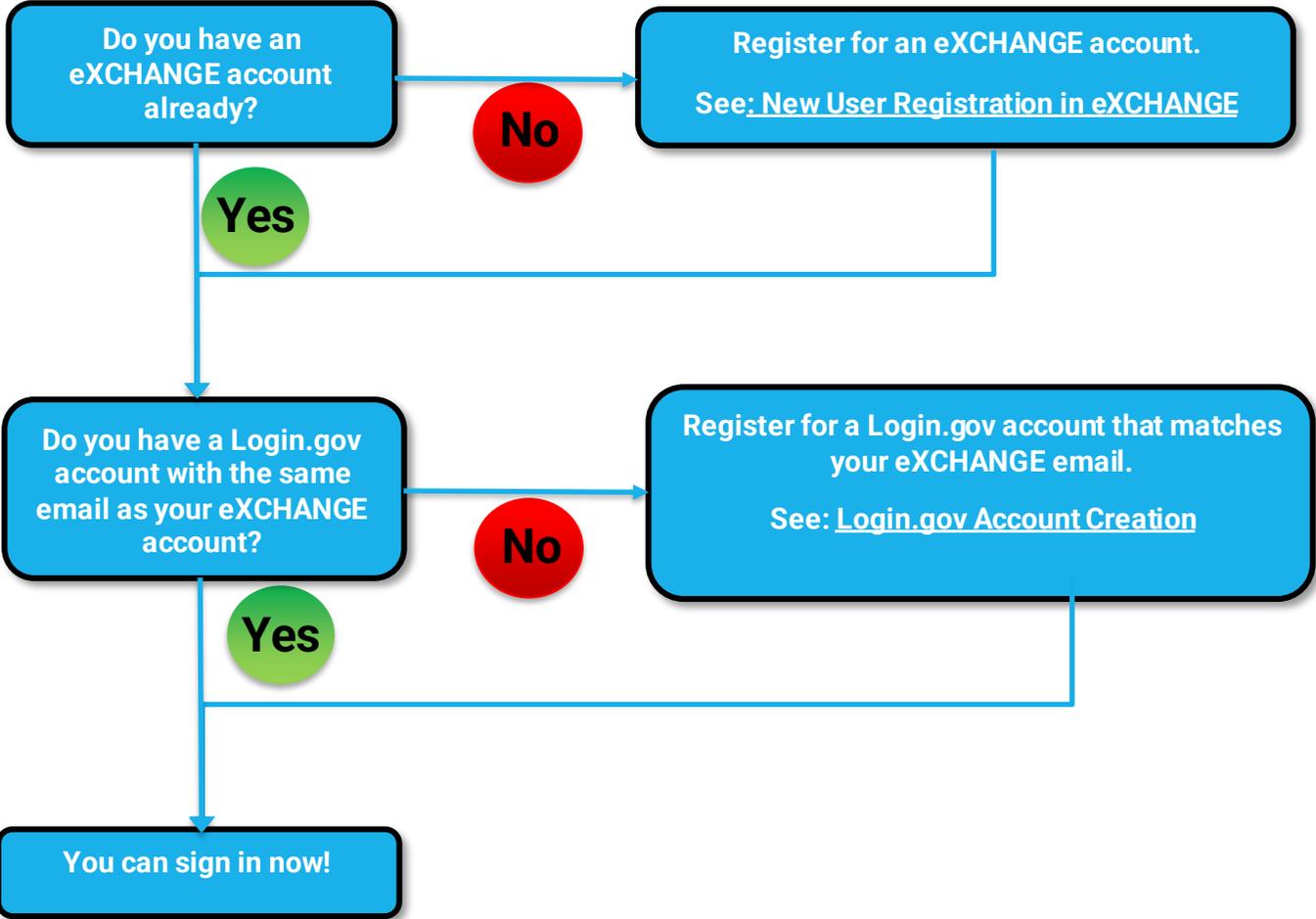
Login.gov uses two-factor authentication, and stronger passwords, that meet new National Institute of Standards of Technology requirements for secure validation and verification. By using Login.gov, you will get an extra layer of security to help protect your account against password compromises.

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.

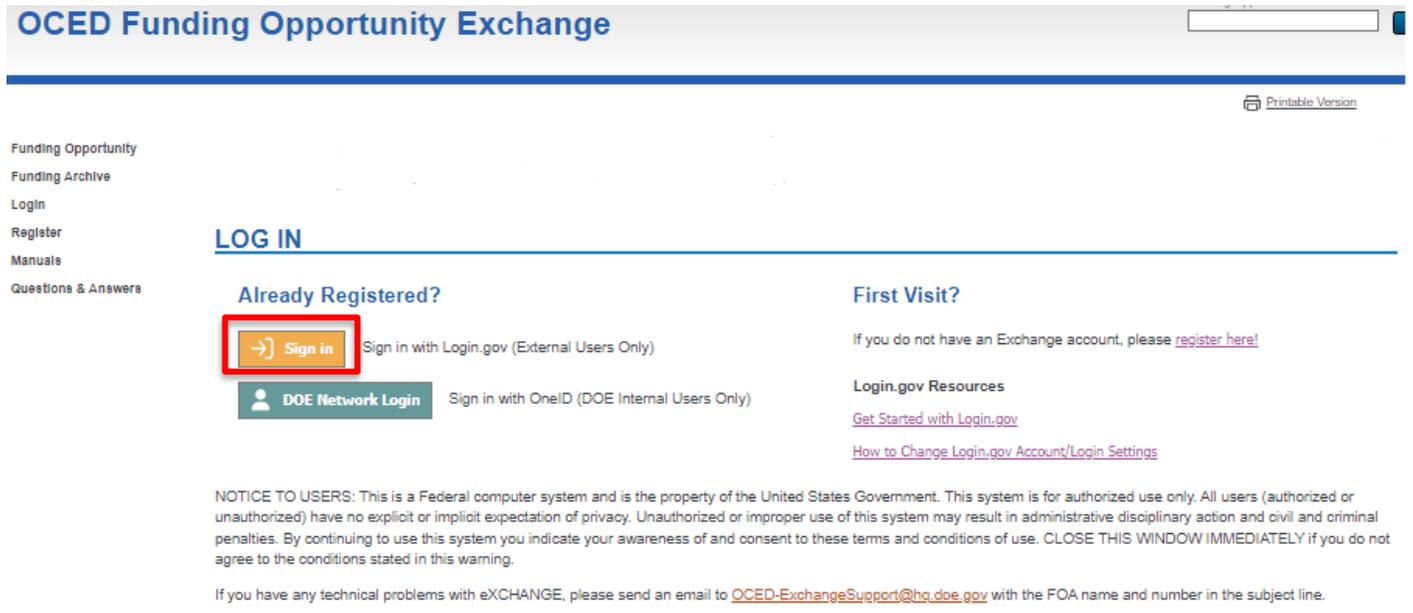


OCED eXCHANGE Access

NEW LOGIN PAGE

The new login page contains two 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.

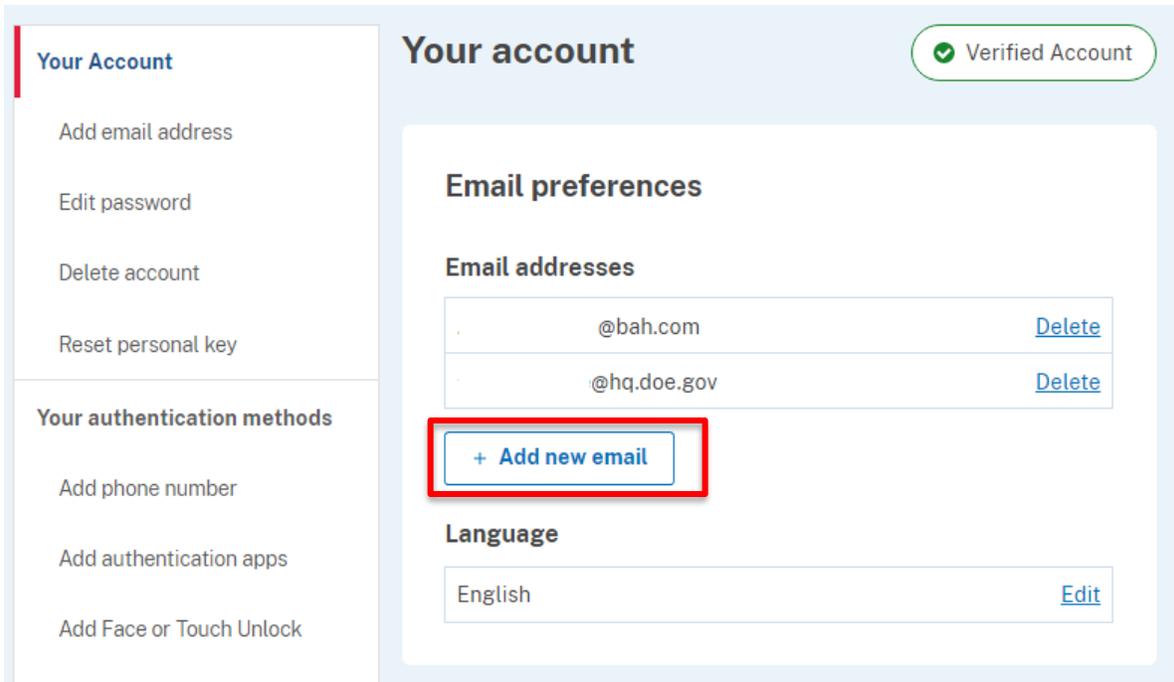


The screenshot shows the OCED Funding Opportunity Exchange login page. At the top left is the OCED logo. The main header reads "OCED Funding Opportunity Exchange" with a search bar on the right. A "Printable Version" link is in the top right corner. A left sidebar contains navigation links: "Funding Opportunity", "Funding Archive", "Login", "Register", "Manuals", and "Questions & Answers". The main content area is titled "LOG IN" and is divided into two columns. The left column, "Already Registered?", features two buttons: "Sign in" (highlighted with a red box) and "DOE Network Login". The right column, "First Visit?", includes a "register here!" link and "Login.gov Resources" with links for "Get Started with Login.gov" and "How to Change Login.gov Account/Login Settings". A "NOTICE TO USERS" section is at the bottom, followed by a technical support email address: OCED-ExchangeSupport@hq.doe.gov.

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.



Your Account

- Add email address
- Edit password
- Delete account
- Reset personal key

Your authentication methods

- Add phone number
- Add authentication apps
- Add Face or Touch Unlock

Your account Verified Account

Email preferences

Email addresses

@bah.com	Delete
@hq.doe.gov	Delete

+ Add new email

Language

English	Edit
---------	----------------------

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.

LOG IN

Already Registered?

External Users Only

DOE Internal Users Only



LOGIN.GOV

Sign in

Email address

Password Show password

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

[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#) or
[Privacy Act Statement](#)



LOGIN.GOV

Enter your security code

We sent a security code to [***] ***. This code will expire in 10 minutes.

One-time code

Remember this browser

Don't have access to your phone right now?
[Choose another authentication method](#)

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)

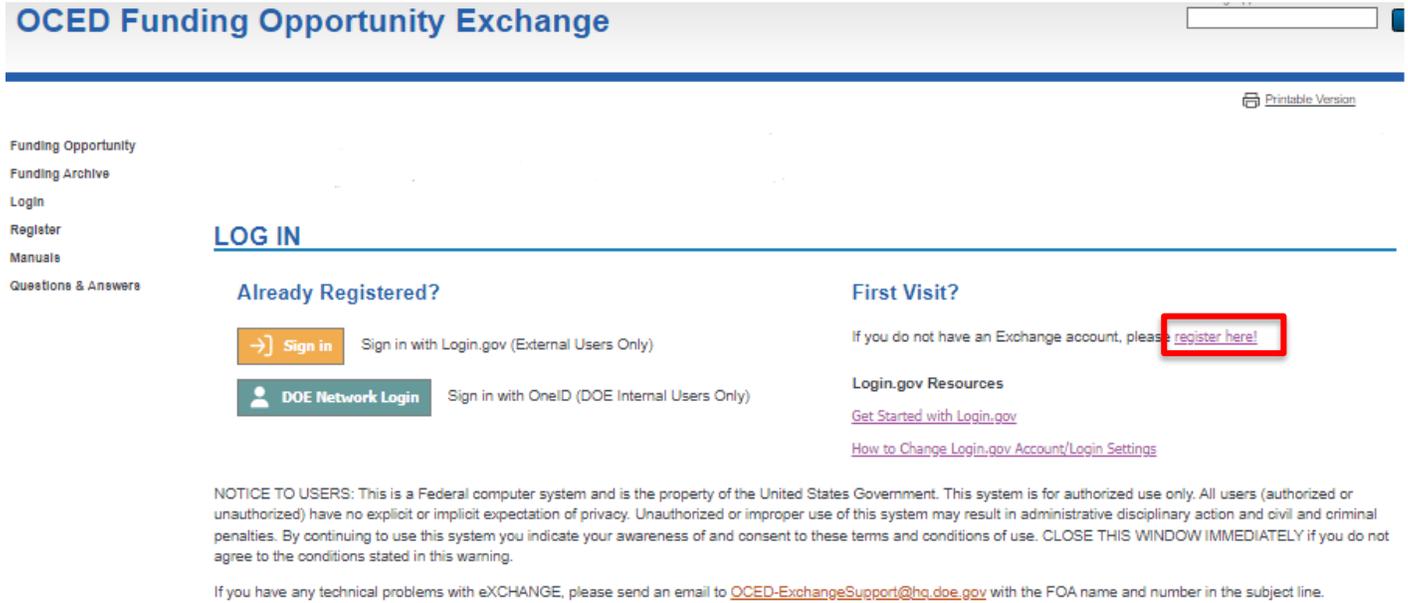
One-time code: 6 character security code sent from Login.gov

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 of the OCED Funding Opportunity Exchange website. The header includes the OCED logo and a search bar. A navigation menu on the left lists: Funding Opportunity, Funding Archive, Login, Register, Manuals, and Questions & Answers. The main content area is titled "LOG IN" and is divided into two columns. The left column, "Already Registered?", contains two buttons: "Sign in" (with a right arrow icon) for "Sign in with Login.gov (External Users Only)" and "DOE Network Login" for "Sign in with OneID (DOE Internal Users Only)". The right column, "First Visit?", contains the text "If you do not have an Exchange account, please [register here!](#)" where the link is highlighted with a red box. Below this are links for "Login.gov Resources", "Get Started with Login.gov", and "How to Change Login.gov Account/Login Settings". A "Printable Version" link is in the top right. A "NOTICE TO USERS" section follows, and at the bottom, a link for technical support is provided: "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/>

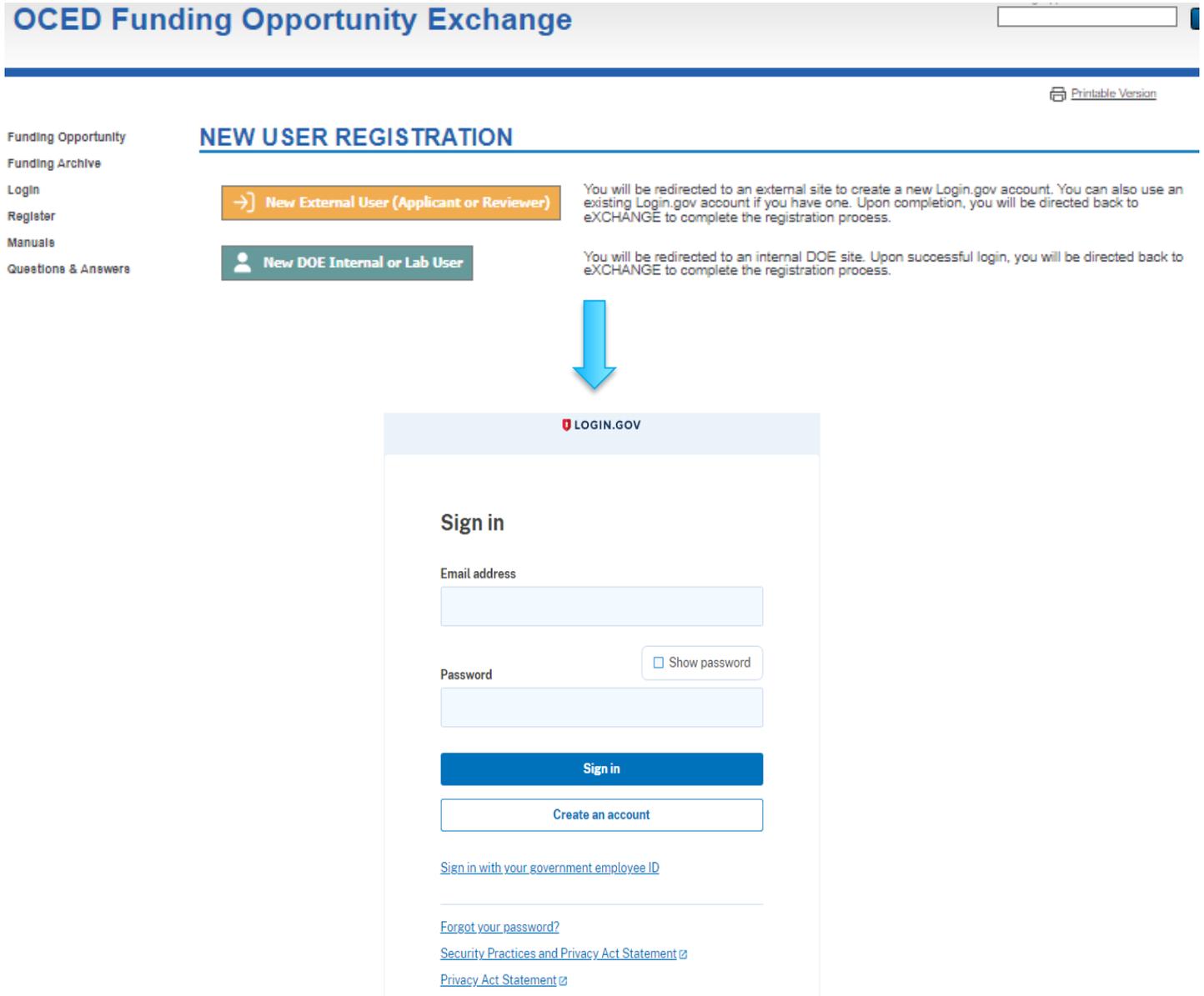
Energy Efficiency & Renewable Energy (EERE) <https://eere-exchange.energy.gov/>

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.



OCED Funding Opportunity Exchange

[Printable Version](#)

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.

LOGIN.GOV

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="gelitakebede1@gmail.com"/>
	<small>Your Email address will be your login name.</small>
Business Email/Username Confirmation: *	<input type="text" value="gelitakebede1@gmail.com"/>

* - required fields



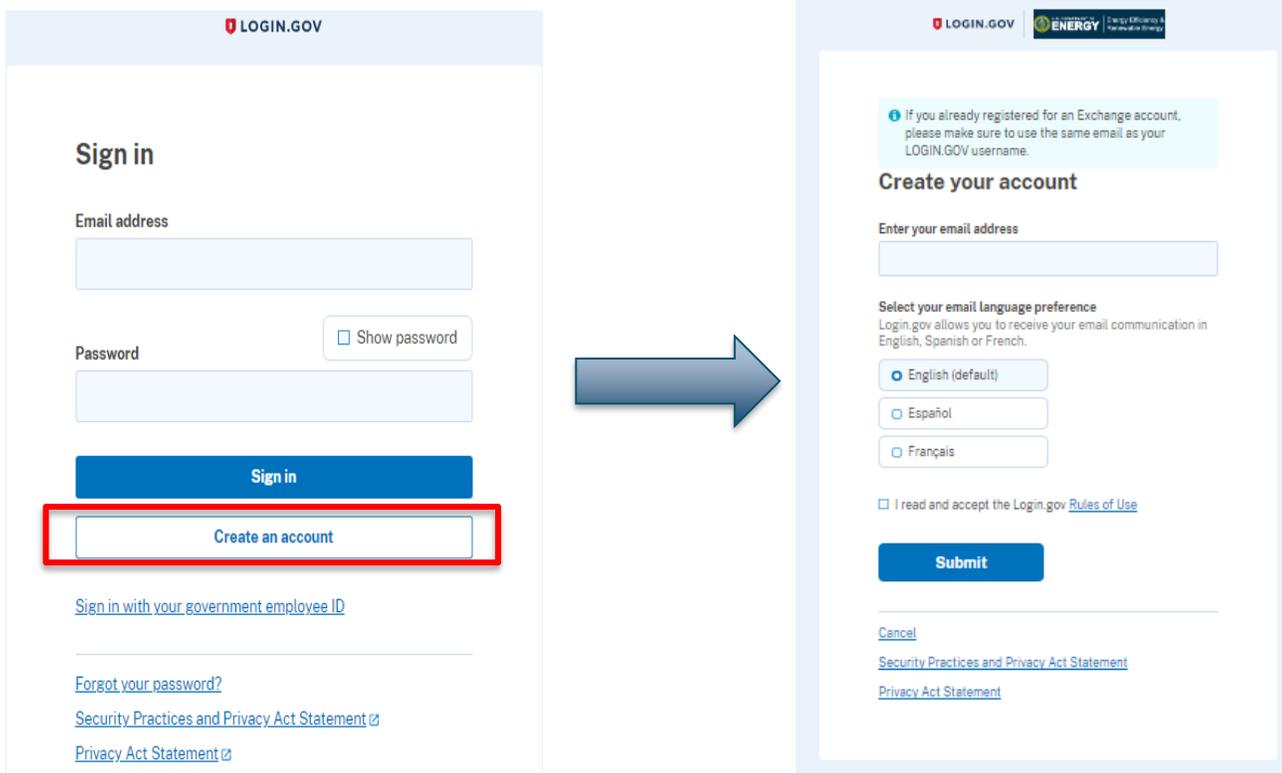
Register

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.



The image shows two screenshots of the Login.gov interface. The left screenshot is the 'Sign in' page, featuring fields for 'Email address' and 'Password', a 'Show password' checkbox, and two buttons: 'Sign in' and 'Create an account'. The 'Create an account' button is highlighted with a red rectangular border. Below the buttons are links for 'Sign in with your government employee ID', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'. The right screenshot is the 'Create your account' page, which includes a note about existing accounts, an 'Enter your email address' field, a 'Select your email language preference' section with radio buttons for 'English (default)', 'Español', and 'Français', a checkbox for 'I read and accept the Login.gov Rules of Use', and a 'Submit' button. It also includes links for 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'. A large blue arrow points from the 'Create an account' button in the first screenshot to the 'Create your account' page in the second.

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.

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.



Confirm your email

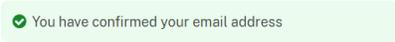
Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

[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



Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

Password strength: ...

+

[Cancel account creation](#)

Step 4

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

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.

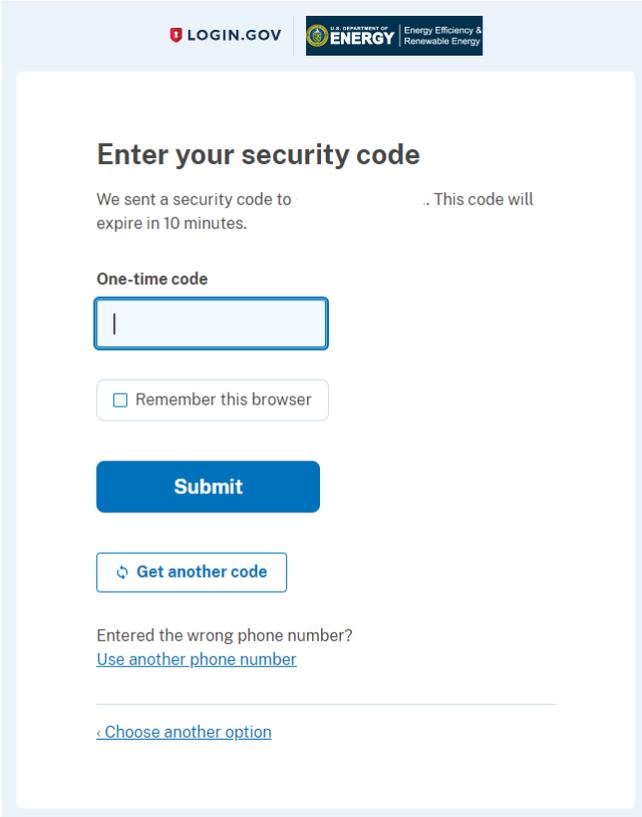
Text message (SMS) Phone call

[Mobile terms of service](#)

Send code

[Choose another option](#)

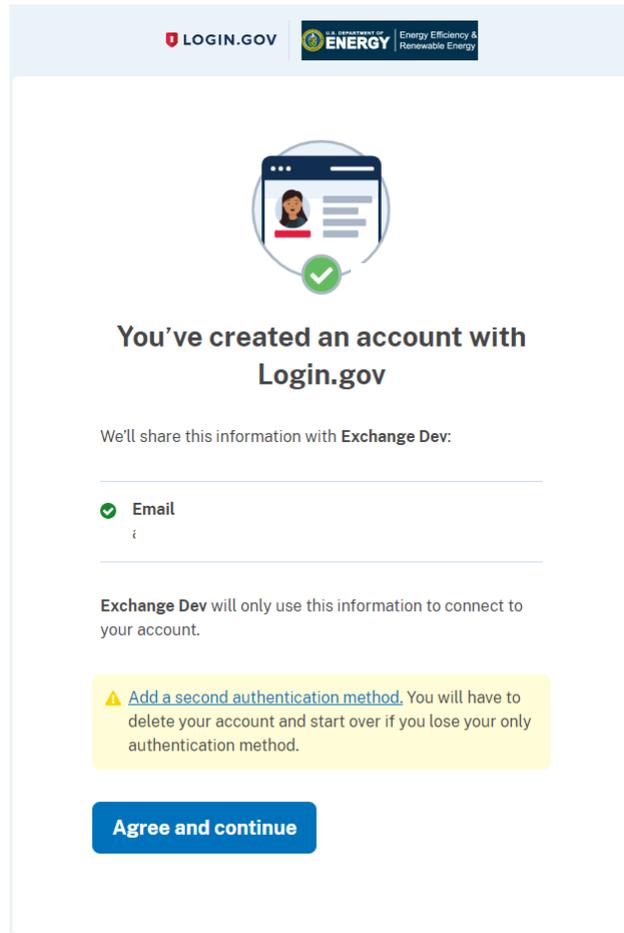
Login.gov will send a one-time security code via text message which the user will need to input and press "Submit".



The screenshot shows the Login.gov security code entry interface. 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." The "One-time code" section contains a text input field with a 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 are two links: "Entered the wrong phone number? Use another phone number" and "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.