# PIV Login Quick Reference Guide for FFX

## Users can only log in with Microsoft Edge

### What is PIV and who uses it?

PIV stands for Personal Identity Verification. FEMA employees or contractors are required to have a PIV card to access computers and certain systems. If you use one of the qualifying systems, and you are an owner of a PIV card, you will be required to login to the system using your PIV card once the application is enabled for PIV authentication.

### What is the Personal Identity Verification Single Sign-On Implementation?

Personal Identity Verification Single Sign-On (PIV SSO) is implemented in accordance with Homeland Security Presidential Directive 12 (HSPD-12) to harden applications with an enterprise PIV SSO solution for 76 FEMA applications identified as high value assets by the FEMA Chief Information Officer. Twelve Risk MAP applications are being affected:

- Mitigation Planning Portal (MPP)
- Mitigation Action Tracker (MAT)
- Coordinated Needs Management Strategy (CNMS)
- Floodmaps File eXchange (FFX)
- Cooperating Technical Partners (CTP)
- Flood Hazard Determination (FHD)
- Mapping Information Platform (MIP)
- Risk MAP SharePoint Portal
- Hazus SharePoint Portal
- File Trail
- CFAS (File Vista)
- Project Planning and Purchasing Portal (P4)

### If I don't have a PIV, how will this release affect me?

If you use of one of the systems noted above (with the exception of FFX) and you do not have a FEMA email address and a PIV card, you will continue to use a username and password login to access the application. Similarly, if you have received your PIV card and PIN but have not yet received a FEMA email address, you will also be required to sign in to the application using your existing login credentials.

### Will I still be required to put in my username and password to access the applications?

All other users (i.e., users without a FEMA email address) will be required to use their username and password to access the application (with the exception of FFX).

PIV card users will be required to enter their PIV PIN to access FEMA applications.

### I forgot my PIV card. What should I do?

Contact the Enterprise Service Desk (ESD) at 1-888-457-3362 or FEMA-Enterprise-Service-Desk@fema.dhs.gov. They will provide instructions on next steps.

### What is a PIV card PIN?

A PIV Personal Identification Number (PIN) is a six to eight digit number the user creates when they receive their FEMA badge.

### I don't know my PIN. How do I find my PIN or reset my PIN?

Visit your Badging Office, Access Control Office, or Temporary PIV Card Station during their normal hours of operation to have your PIN reset. No appointment is necessary.

### Will PIV Implementation affect corresponding SharePoint sites?

PIV Implementation will not have any effect on SharePoint sites, it will only change the login procedures. View the SharePoint PIV Guide for SharePoint login procedures.

### I am able to login to my workstation, but the application will not open. What should I do?

Contact the FEMA Map Information eXchange (FMIX) at 877-FEMA-MAP (877-336-2627) or email FEMAMapSpecialist@riskmapcds.com.
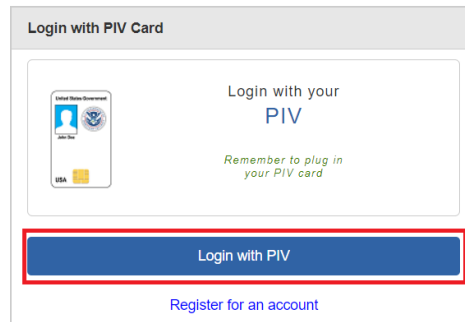
NOTE: PIV Users can only be associated with **one** "fema.dhs.gov" email address on each application

# PIV Login Quick Reference Guide for FFX

## FFX Login:

1. When logging into the FFX site, the following login screen will appear. **Please note that only users with a valid FEMA PIV card will be able to register and log in.**



A. Users will be required to select the "**Login with PIV**" button and will then be prompted to provide their PIN.
   a. Once the user has provided their PIV PIN, they will be logged into the FFX site.
   b. If the user has not inserted their FEMA PIV card, they will receive the following message.

An attempt to authenticate with a client certificate failed.
A valid client certificate is required to make this connection.

## FFX Account Registration

1. To register for an FFX account, select "Register for an account."
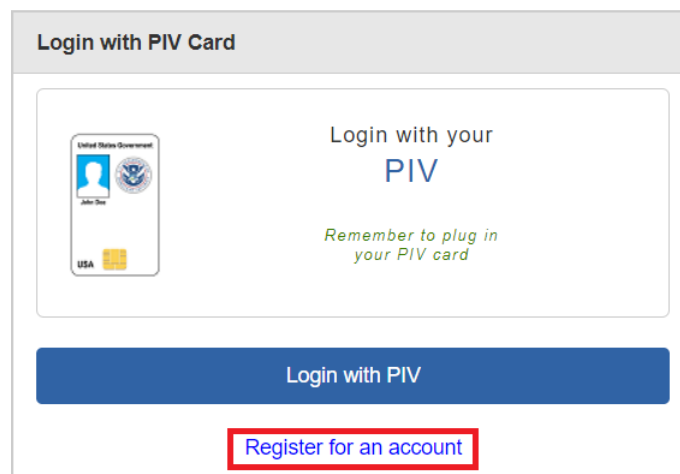
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2. Once the user selects "Register for an account," the following pop-up will appear.
   A. Users should select their certificate, select "OK", then type in their PIV PIN when prompted. This should redirect the user to the account registration form.
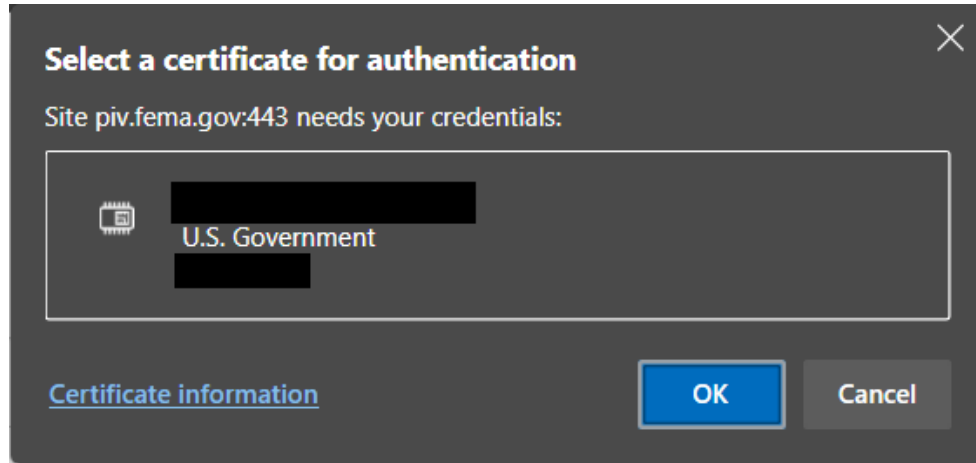


   B. If a user does not insert their PIV card, the following message will appear.

   An attempt to authenticate with a client certificate failed.
   A valid client certificate is required to make this connection.

3. The Request Registration screen will appear for the user.

   The email address should be pre-filled and not editable.



4. Please then enter your name and phone number. Then, review the Terms of Use Agreement and click the box indicating you agree with the Terms of Use. Finally, click "Register".

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5.   You will then receive an on-screen notice that you registered successfully.


6.   You should also receive an email on the account associated with your PIV card informing you that your account has been created and asking you to log in to activate it. Please click on the link provided in the email to log in. This will validate your email and officially activate your account.