

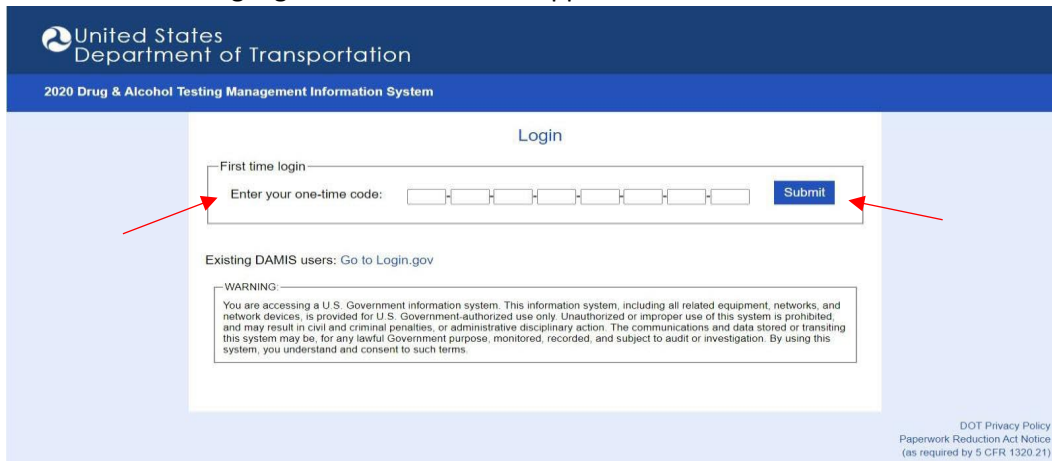
New DAMIS System User Login Guide

As of January 1, 2024, use of Login.gov is a U.S. Department of Transportation (DOT) requirement affecting all DOT regulated employers (FAA, FMCSA, FRA, FTA, and PHMSA) and the public to access participating government agencies' systems. New DAMIS users must create a LOGIN.GOV account AND register their company's DAMIS account. These accounts will be auto linked during your company's DAMIS registration process. On the other hand, should you have a pre-existing Login.gov account it may be used for DAMIS registration. You will be systematically guided through the DAMIS registration process.

New User Login Process

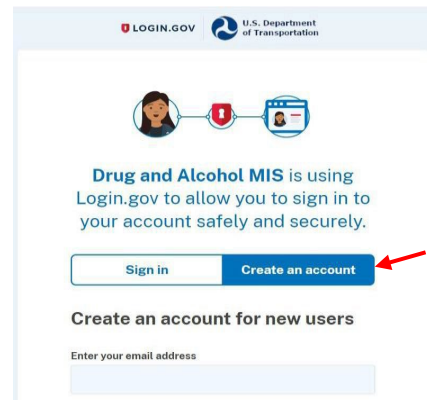
I. Register for an Account

1. Go to <https://damis.dot.gov>.
2. Click "Register".
 - a. Once registered, the user will use the login button for future DAMIS access.
3. Enter the "Activation Code" from Notification Letter.
4. Once the activation code is entered, click "Submit".
 - a. The Login.gov screen below will appear:



5. Click "Create an Account".

- If you have a pre-existing Login.gov account associated with the email identified in DAMIS there will be no need to create a new Login.gov account. When the Login.gov screen is displayed, instead of creating a new Login.gov account sign in using your pre-existing Login.gov credentials.





II. Confirm your Email Address

1. Enter an email address to be associated with the DAMIS account.
2. Login.gov will send a confirmation to the email address entered. Go to your email and confirm by clicking the link.
 - a. Users must confirm the email within 24 hours.

III. Create a Password

1. Your password must include at least 12 characters.
 - b. The site will indicate password strength.

IV. Multi-Factor Authentication

1. Select one or more authentication method(s). You will need to do this each time you login.
 - a. Face or touch unlock
 - b. Authentication application Security key
 - c. Text message / Phone call
 - d. Backup codes (less secure)
 - e. PIV or CAC for federal government employees and military
 - f. No phone or other authentication method
 - g. You may add additional methods later.

V. Agree and Continue

1. The Login.gov account is now created and linked to the company's DAMIS account.
2. The system will return to the user's company survey reporting page in DAMIS.
3. Enter the survey data.

The screenshot shows the Login.gov account creation interface. At the top, it says 'LOGIN.GOV'. Below that, a green checkmark indicates 'You have confirmed your email address'. The next section is 'Create a strong password', with a note: 'Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.' There are two password input fields: 'Password' and 'Confirm password', both showing masked characters. Below these is a 'Show password' checkbox. A progress bar shows 'Password strength: Great'. A blue 'Continue' button is present. At the bottom, there is a 'Password safety tips' link with a plus icon, and a 'Cancel account creation' link.

The screenshot shows the 'Authentication method setup' page. It instructs the user to 'Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.' There are three main options on the left, each with a checkbox and an icon: 'Authentication application' (phone icon), 'Text or voice message' (phone handset icon), and 'Backup codes' (grid icon). On the right, there are two more options: 'Security key' (USB key icon) and 'Government employee ID' (ID card icon). A blue 'Continue' button is at the bottom. A 'Cancel account creation' link is at the very bottom.