STEP BY STEP INSTRUCTIONS FOR LOGIN.GOV AND NATIONAL REGISTRY ACCOUNTS

In order to continue to access your National Registry account, you must first create an account with login.gov by going to the National Registry login page at https://nr-1.fmcsa.dot.gov/ui/index.xhtml. Once you create a login.gov account, the system will link your login.gov account to your National Registry account so you are able to access your National Registry account through login.gov. You will no longer have a password to access your National Registry account. Instead, you will use your login.gov email address, password, and security code to sign into your National Registry account. To do so, you need to have two specific pieces of information.

1. **The email address that is on file and recorded in the National Registry (i.e., the email address you used when you registered with the National Registry)**
2. **Your National Registry Number (ME, MEAA, or TPO)**

If you do not have a login.gov account or have not transferred your existing National Registry account, the following steps will guide you through the process.
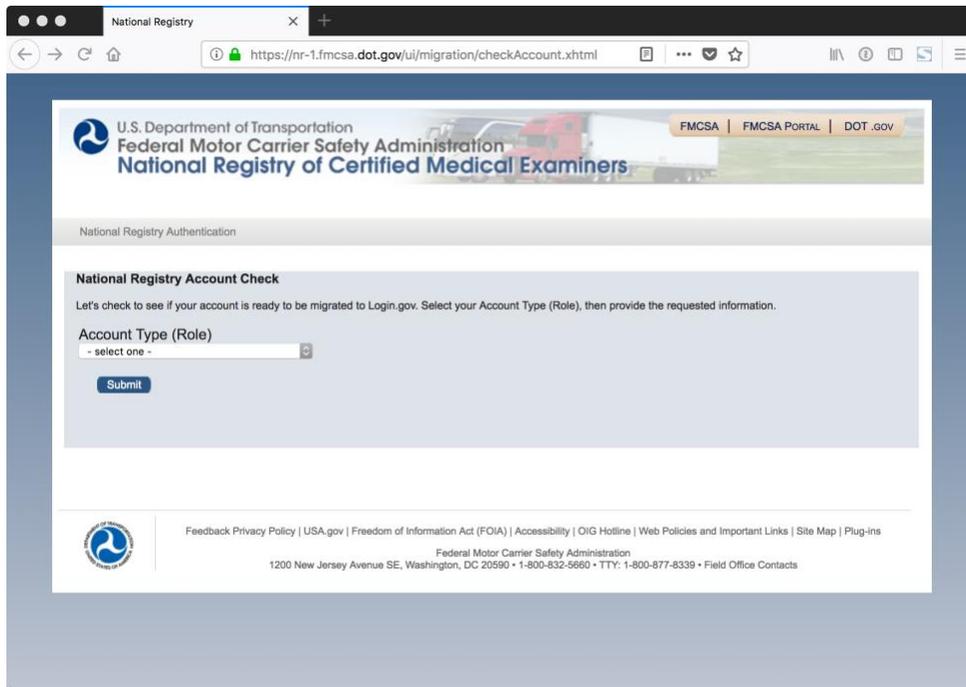
Start by going to the National Registry login page. Below is what the page looks like.

Select Transfer or Create Account
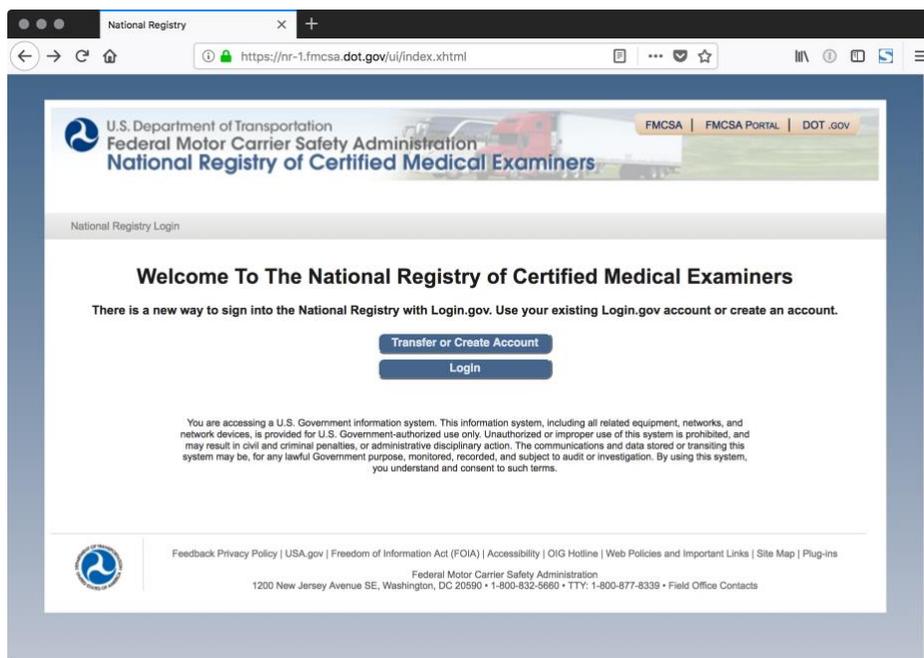
1 Main National Registry page

Select your Account Type (Role) from the dropdown menu, one of three choices (Medical Examiner, Medical Examiner Administrative Assistant, or Third Party Organization)
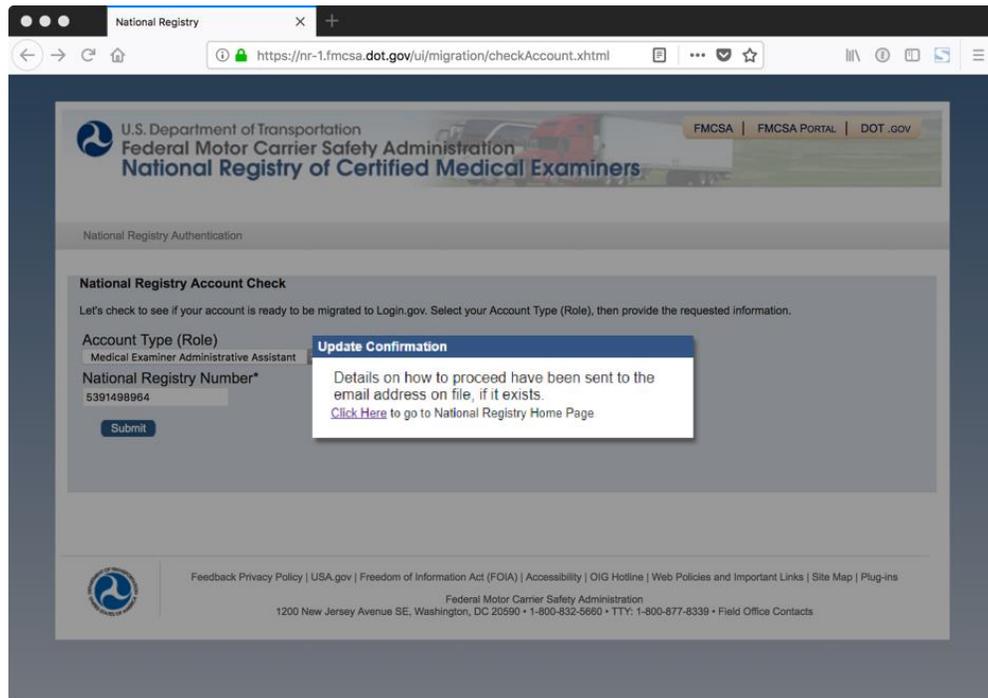

2 Account Transfer Page

Displayed below is what the screen looks like when the Account Type (Role) selection was Medical Examiner Administrative Assistant
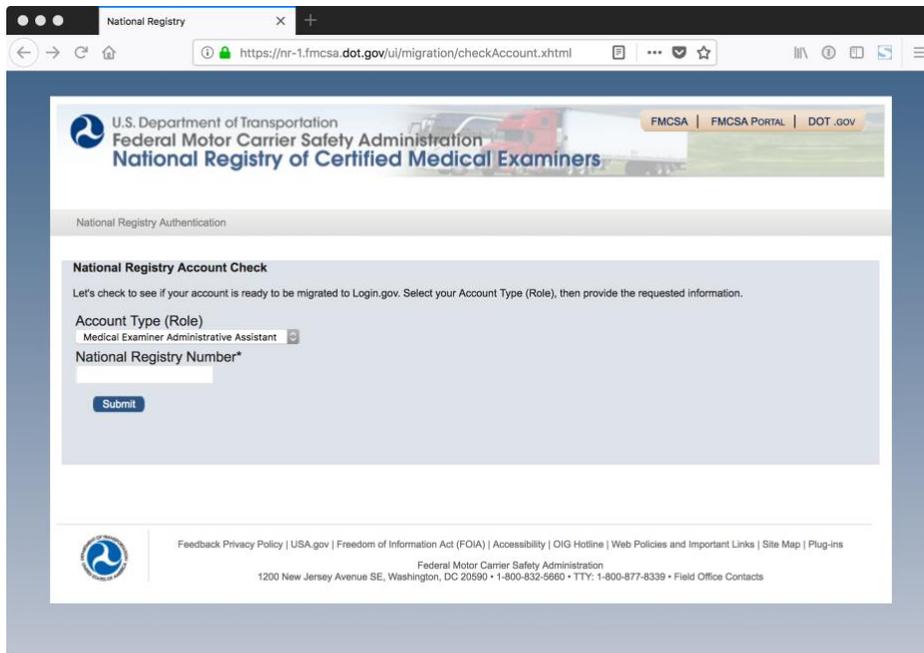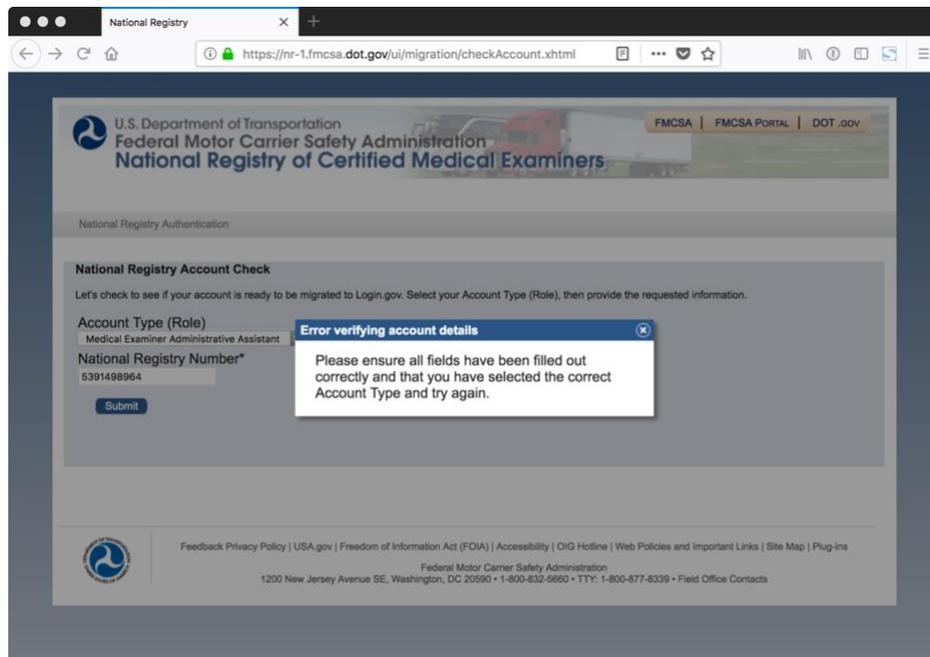

3 Account transfer example of MEAA

Once you have entered the necessary information, you will see one of the two screen displayed below

Success

Account successful email sent

Error verifying account details

Error on account information

If you get a duplicate email error, you will need to request technical support by completing the Technical Support Request Form located here. In the description field, state duplicate email with your email address. This will expedite your request.

Once all the information has been entered correctly, the screen below will be displayed. The email is sent to the email address that is stored in the National Registry.
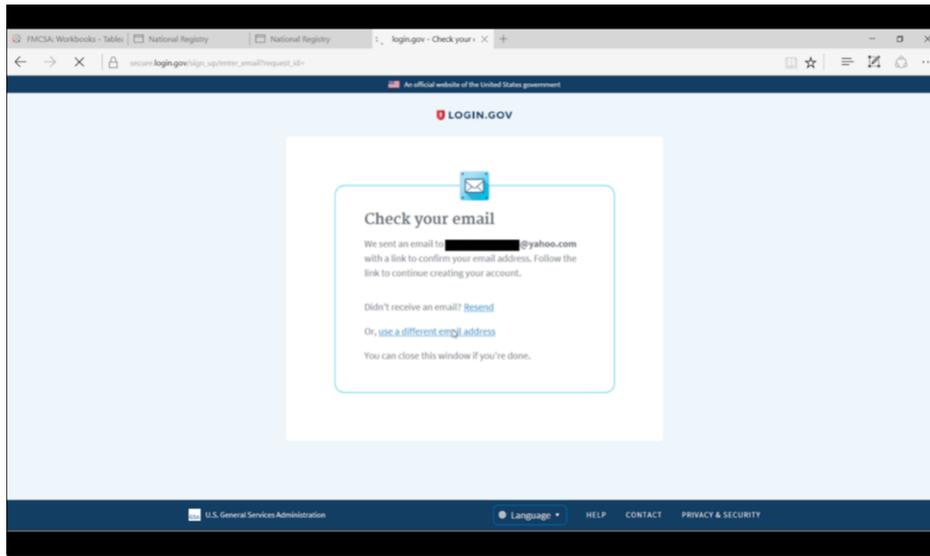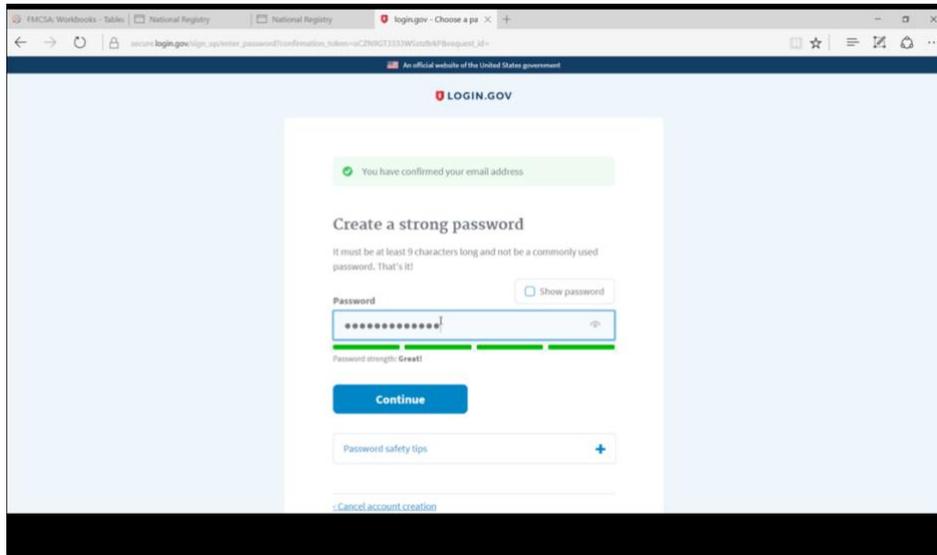

login.gov email notification

If you provided the correct email address, you will receive an email message that will ask you to confirm your email. Please follow the link to confirm.
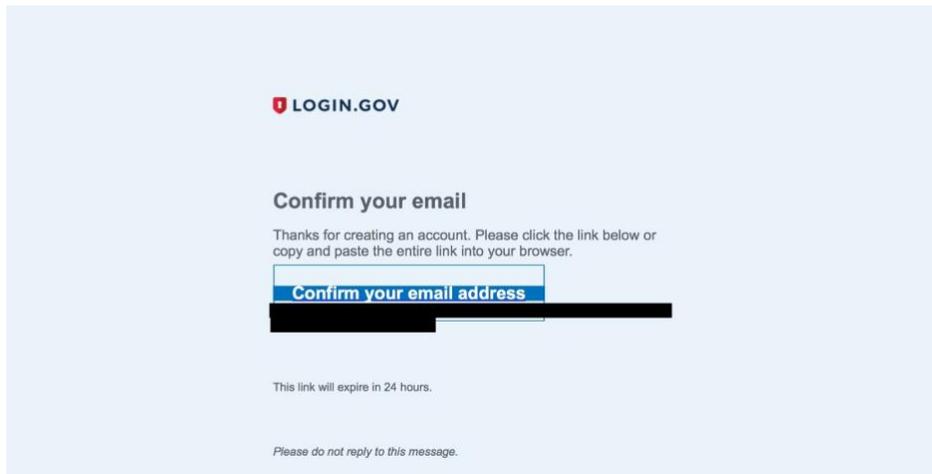
Confirm Email

Next you will need to create a strong password and provide a phone number that can receive text messages for a second factor of authentication.

Create Password

Login.gov will next require you to secure your account with a second factor. The simplest second factor is a text message to your mobile phone number.

Secure your account

login.gov makes sure you can access your account by adding a second layer of security.

Select an option to secure your account:

⦿ **Text message / SMS**
Get your security code via text message / SMS

○ **Phone call**
Get your security code via phone call

○ **Authentication application**
Set up an authentication application to get your security code without providing a phone number

○ **Security key**
Use a security key to secure your account

○ **Backup Codes**
Receive a pre-generated list of security codes to use when signing in

Continue

The mobile phone number you provide is specifically assigned to you and is tied to your login.gov account, **not** the National Registry.

Send your security code via text message

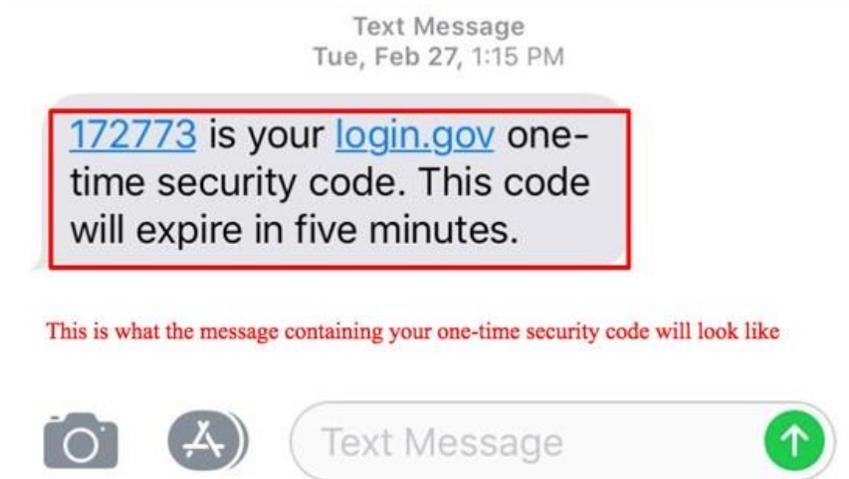We'll text a security code **each time you sign in**.

Mobile phone number
example: (201) 555-0123

Send code

‹ Choose another option

SMS Text number

7

Once you enter the phone number, a SMS text message will be sent with a code provided that you will enter on the next screen.

Text Message
Tue, Feb 27, 1:15 PM

172773 is your login.gov one-time security code. This code will expire in five minutes.

This is what the message containing your one-time security code will look like

Text Message

Enter your security code

We sent a security code to **+1** ▇▇▇▇▇▇▇. This code will expire in 10 minutes.

One-time security code

[   ]   **Submit**

⟳ Get another code   ☐ Remember this browser

Entered the wrong phone number? Use another phone number

‹ Cancel account creation

Account validation

Once you have submitted the security code, you asked to secure your account with a backup authentication method. This backup authentication method has to be different than the mobile phone text from the initial setup. The simplest option is the Backup Codes options.

Use backup codes if you cannot access your phone to sign in

You will be asked for a backup code **each time you sign in** to your login.gov account.

Your backup codes

Generated on **May 24, 2019**

Each code may only be used once, once the 10th code has been used you will be prompted to download a new list. Treat your recovery codes with the same level of attention as you would your password.

> ⚠ **Download, print, or write down your personal security codes.**

3937-D1F4-7E5F	C91E-FFF9-B251
2638-A056-2848	B9E0-75FC-DE80
D1EF-B200-8522	04DD-F9BA-06A4
C800-12E8-E32E	D954-C161-6D8B
890C-4768-F576	1EED-9220-B36A

⬇ Download   🖨 Print   ⧉ Copy

Generate new login codes

When you generate new codes, you must download or print them. Your old codes won't work anymore.

⟳ Generate new codes

Backup Codes

You will have the option to print, download, or copy and paste them into a document before you proceed. These codes are important in case you ever lose your cell phone. Think of them as account recovery codes. If the cell phone and your second authentication method is lost, you will need to delete your login.gov account

A screen like that below will display the date your phone number was confirmed and the ability to generate a new key. You also have the ability to update your phone number if you need to in the future.

Your account

LOGIN INFORMATION

Email addresses
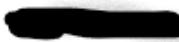
gmail.com   Manage

Password   ************   Edit

TWO-FACTOR AUTHENTICATION

Phone numbers   + Add phone

+1   default   Manage

Authentication app   not enabled   Enable

Security key   + Add security key

Backup Codes   generated

APPLICATIONS

DEVICES

Firefox 67 on Windows 10   May 24, 2019 at 8:55 AM
From 152.122.1.5 (IP address potentially located in   Events
Brookline, MA)

ACCOUNT HISTORY

Account information page

The final step is to complete the process and log in to the [National Registry](#)

National Registry

Click Login and then enter your login.gov credentials and 6 digit code texted to your mobile phone.
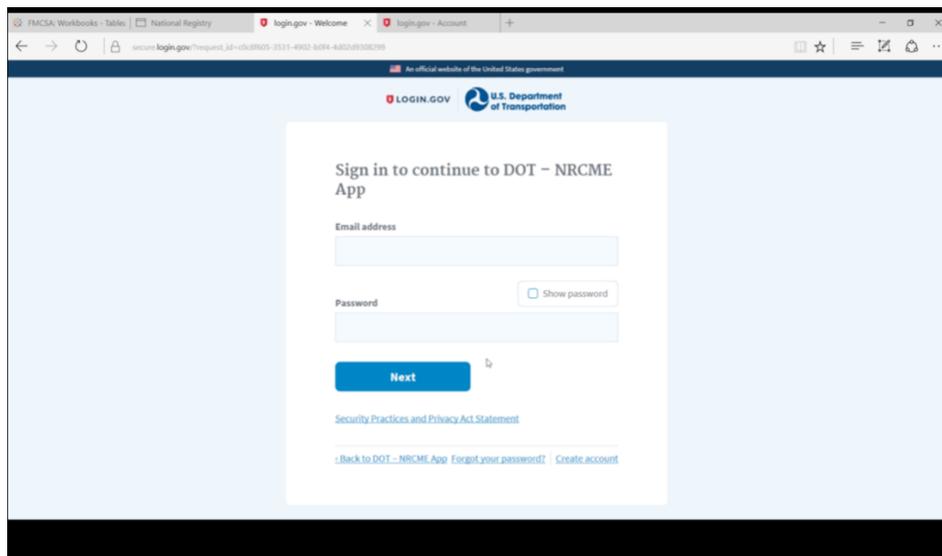
National Registry login.gov prompt

Once you successfully log in, you will see the National Registry home page for your account

Main Screen

When you are ready to log out of the National Registry, do so by clicking the Logout tab and then you will receive the screen below:

Logout screen