



Guide to enabling your Personal Identity Verification (PIV) or Common Access Card (CAC) credentials for use with IPP

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Table of Contents

Introduction..... 2

Linking IPP User ID to PIV or CAC Credential..... 3

Validate the User ID Linked to PIV or CAC Credential 3

Credential Activation 5

Appendix A – Troubleshooting..... 7

Introduction

This guide outlines the steps disburser administrators need to complete to enable the use of PIV or CAC credentials with IPP. These steps must be completed for both the Quality Assurance (QA) and Production environments to link your IPP User IDs to your PIV or CAC credential.

Note: Only one user ID can be linked to a PIV/CAC credential. If you use a different User ID in QA-Current (QA-C) than in QA-Future (QA-F), contact your Agency Support Team member for assistance.

Assumptions

- Agency cert validated in TWAI.
- Agency user has been issued a PIV or CAC credential.
- Agency user has an active IPP User ID. See Appendix A for troubleshooting if you do not have an IPP User ID.
- Agency will establish internal policies requiring the use of a PIV or CAC credential to access the IPP application.

Linking IPP User ID to PIV or CAC Credential

The IPP Team will work with the agencies' POC to identify the Certificate Authority (CA) for your PIV or CAC credential. Once the IPP Team confirms recognition of the agency's CA, the agency user can begin linking their IPP User ID to their PIV or CAC credential. (**Most agency CAs are recognized by Treasury**)

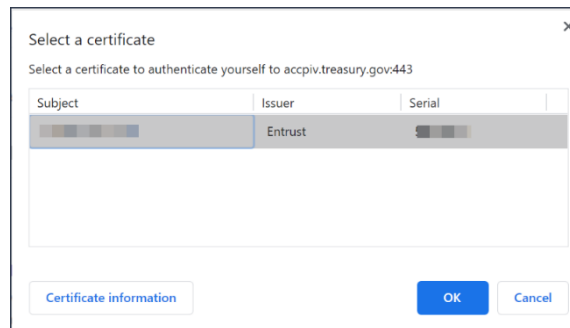
If you currently use your PIV or CAC credential to access another Fiscal Service application, it is likely that your PIV or CAC credential is already linked to your IPP User ID. Validate this linkage using the steps in the *Validate the User ID Linked to PIV or CAC Credential* section below.

If you currently do not use your PIV or CAC credential to access other Fiscal Service applications, please skip to *Credential Activation* on page 5.

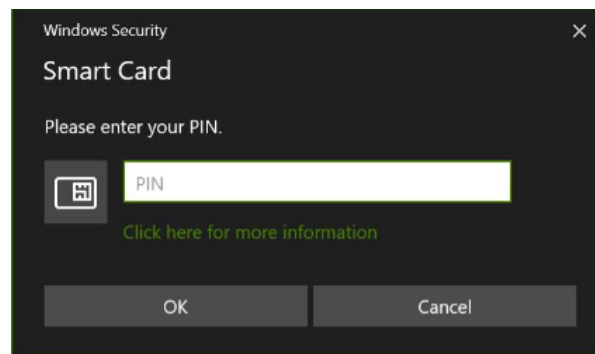
Validate the User ID Linked to PIV or CAC Credential

1. Make sure your PIV card is in the Card reader.
2. Go to <https://piv.treasury.gov>
3. Select the certificate shown on the pop-up window. (This will appear on the top center of your screen)

Note: Certificate may display differently depending on the browser being used.



4. Click **OK**.
5. Enter your **PIN** and click **OK**.



6. a. If you have access to production and pre-prod environments, you will see the message below if your PIV has been linked to both environments. Then proceed to log-in to IPP with your PIV/CAC card.

Certificate successfully validated for 1.3.6.1.5.5.7.19.1 (DEFAULT SCVP POLICY)
✕

Your certificate is linked in Development Fiscal Service LDAP

Your certificate is linked in Production Fiscal Service LDAP

X.509 Certificate Details

Subject: serialNumber=7703316433+cn=Samuel J Ventimiglia,ou=Treas,ou=Federal Reserve,o=XTec PIV-I SSP,c=US

Issuer: cn=WidePoint ORC NFI 4,ou=Certification Authorities,o=WidePoint,c=US

Not Before: Thu Jan 20 17:17:02 UTC 2022

Not After: Sat Jan 18 00:00:00 UTC 2025

SerialNumber: 72058693549638340

Signature Algorithm: SHA256withRSA

Version: 3

- b. If your PIV is not linked to one or both environments, you will see a message in the pink banner stating that your certificate is not linked, this means that you might not have access to that environment, or your PIV/CAC has not been linked to that environment. If you want to link to the environment shown in the pink banner, then proceed to the Credential Activation section on page # 5.

Certificate successfully validated for 1.3.6.1.5.5.7.19.1 (DEFAULT SCVP POLICY)
✕

Your certificate is linked in Production Fiscal Service LDAP

Your certificate is not linked in Development Fiscal Service LDAP
[Click here to link your certificate](#)

X.509 Certificate Details

Subject: serialNumber=7490669075+cn=Collin Welker,ou=Treas,ou=Federal Reserve,o=XTec PIV-I SSP,c=US

Issuer: cn=WidePoint ORC NFI 4,ou=Certification Authorities,o=WidePoint,c=US

Not Before: Mon Nov 14 19:14:29 UTC 2022

Not After: Wed Nov 12 00:00:00 UTC 2025

SerialNumber: 72058693549735718

Signature Algorithm: SHA256withRSA

Version: 3

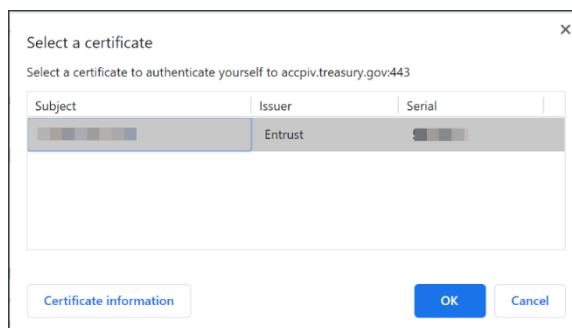
Credential Activation

1. Place your PIV or CAC credential into the card reader.
2. Navigate to the appropriate **Certification Activation and Self Service (CASS) Home Page**:
 - PREPROD (use this link to activate your IPP credential to access **test** environments): <https://accpiv.treasury.gov/cass/>

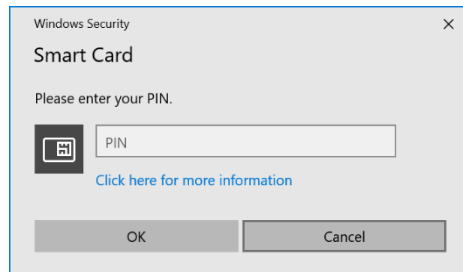
Note: Only one user ID can be linked to a PIV/CAC credential. If you use a different User ID in QA-Current (QA-C) than in QA-Future (QA-F), contact your Agency Support Team member for assistance.

- PROD (use this link to access **production** environment): <https://piv.treasury.gov/cass/>
3. Select the certificate shown in the pop-up window. (A screen like the one below will appear on the top center of your screen)

Note: Certificate may display differently depending on the browser.

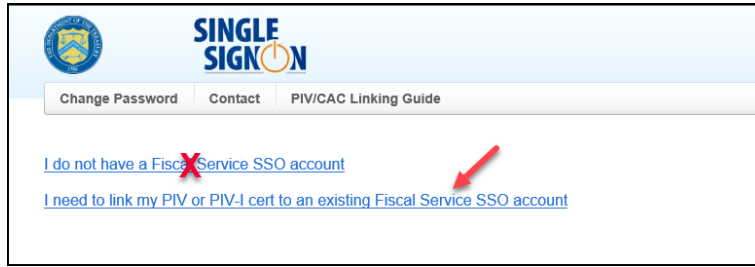


4. Click **OK**.
5. A PIN prompt will display once the correct certificate has been chosen.

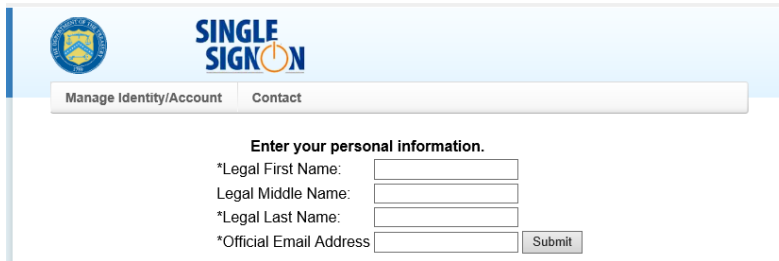


6. Enter the PIN for the PIV/CAC and click **OK**.

- Chose the hyperlink “I need to link my PIV or PIV-I cert to an existing Fiscal Service SSO account”.
Note: **DO NOT** click on “I do not have a Fiscal Service SSO account



- If prompted, enter personal information, and click Submit. Otherwise skip to Step 9.



- CASS will send a registration link to the email address entered in the previous step.

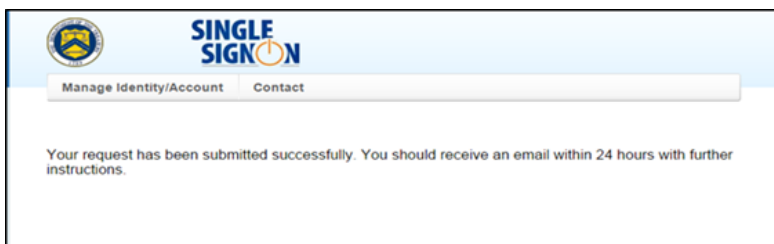


Note: It can take up to 24 hours for the email to arrive. Please check your email spam or Junk folder if you have not received the email within 24 hours.

- Once you receive the email from CASS, click on the link, to be directed back to CASS. Enter your IPP User ID and password and click Submit to link credentials.



11. You will receive a confirmation email from ISIM within 24 hours. The email will contain “Treasury Fiscal Service SSO Certificate Activation Notification” in the subject line of the email.



12. Please log into the IPP application <https://ipp.for.fiscal.treasury.gov> with your PIV/CAC.

Note: Once you link your PIV/CAC, you will not be able to use a User ID and password to access IPP.

Appendix A – Troubleshooting

- **I do not have an IPP User ID.**

Please contact your Agency Support Team member to create an IPP User account.

Or

- **I did not receive the option to enter my PIN as noted in step 5 of Credential Activation Activities.**

Or

- **I am receiving the message that my credential is already linked to a SSO account.**

- Please follow the steps in the Validate the User ID Linked to PIV or CAC Credential section

Or

- **The User ID listed as linked to my PIV or CAC credential is not the User ID that should be used.**

- Send an **email** to itservicedesk@fiscal.treasury.gov requesting to remove a User ID linked to your PIV or CAC credential. Be sure to include the User ID that needs to be removed.
- Once confirmation is received that the User ID has been removed, go back through the *Linking IPP User ID to PIV or CAC Credential* steps starting on page 5 of this guide.