

Guide to Linking Fiscal Service Single-Sign On (SSO) UserID to a SmartCard Personal Identity Verification (PIV, PIV-I) Common Access Card (CAC)

Contents

Introduction	2
Instructions.....	3
DoD Components - Pre-Steps	3
<i>Linking the SmartCard Credential to Fiscal Service Single-Sign On (SSO) UserID</i>	4
Troubleshooting	11
<i>Verifying Certificates</i>	11
<i>Error Message: Credential is already linked to an SSO account</i>	15
<i>Error Message - "Can't connect securely to this page" (TLS Error)</i>	17
<i>Error Message – "PIV Authentication Certificate is already active"</i>	18
<i>Error Message – "Unable to decode certificate"</i>	18
<i>The UserID listed as linked to my PIV/CAC credential in IBM Security Identity Manager (ISIM) is not correct</i>	18
Summary.....	18

Introduction

This guide outlines the steps for an agency user to enable the use of Personal Identity Verification (PIV, PIV-I) and Common Access Card (CAC) credentials. These steps must be completed to link your UserID to your PIV, PIV-I or CAC credential.

Note: The guide provides instructions utilizing Internet Explorer and is recommended to complete the process. Chrome and Firefox should provide the same results.

Users must have a Fiscal Service FSLDAP account with a username and password before starting the process. An account can be obtained by using the Fiscal Service Certificate Activation and Self Service (CASS) link <https://piv.treasury.gov/cass/> and then clicking on "I do not have a Fiscal Service SSO account". Fiscal Service CASS provides a secure, reliable and automated way to link a user's Smartcard credential to their SSO account.

If you already have an account, click on the "I need to link my PIV or PIV-I cert to an existing Fiscal Service SSO account and continue with linking steps on page 4. If your account has already been linked, you will receive the following message: "Your credential has already been linked to an SSO account. Your access should already be in place." For additional assistance call the Fiscal Service Help Desk at 304-480-7777.

Once the SmartCard credentials are linked to a Fiscal Service Single-Sign On (SSO), the SmartCard may be used to access Fiscal Service applications that support two-factor authentication. You may go to <https://piv.treasury.gov> if you feel that your card is already linked to SSO.

Note: Users will need to continue to maintain their password for their UserID. As a reminder, users will be notified via email when the password is close to the 120 day expiration date.

The Certificate's Subject, Principal Name and other values are populated to the user's container on the appropriate Fiscal Service Identity/SSO Account. Once the SmartCard credential is linked, the user is notified via email.

Note: Only one account can be linked to your SmartCard per environment (QA and Production). If you use a different UserID in QA-Current (QA-C) and QA-Future (QA-F), only one of the UserIDs can be linked to your SmartCard. Contact the Treasury Support Center if you have more than one UserID in the QA environment.

Please contact your IT Service Help Desk for assistance in the instance any issues occur following these instructions. If issues persist, contact the appropriate help desk below for assistance.

Fiscal Accounting (GWA): 877-440-9476 Do

Not Pay (DNP): 855-837-4391

Treasury Check Information System (TCIS): 855-838-0743

Instructions

**DoD please see review the pre-steps below before linking your smartcard.*

**All other agencies proceed to "Linking the SmartCard Credential to Fiscal Service Single-Sign On (SSO) UserID section.*

DoD Components - Pre-Steps

DoD credentials have been targeted for updates by DMDC. If your credential has not been updated since December 2018, you may need to perform an update to your credential. The following memo provides some information and background:

https://www.cac.mil/Portals/53/Documents/USDPR_DoDCIO_memo_Modernizing-the-CAC_7Dec2018.pdf

To perform a self-service update, or to determine if an update is needed, please visit the URL below, and select the "Sign In" button under "CAC Maintenance":

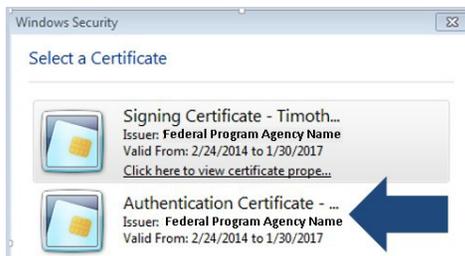
https://www.dmdc.osd.mil/self_service

Linking the SmartCard Credential to Fiscal Service Single-Sign On (SSO) UserID

1. Remove all physical certificate-based credentials from the workstation (e.g. hard tokens, USB-based certificate credentials).
2. Insert PIV card into the card reader.
3. Navigate to the CASS Home Page: PROD - <https://piv.treasury.gov/cass/>
 PREPROD - <https://accpiv.treasury.gov/cass/>
4. The **Windows Security** box will display and prompt the user to select the appropriate certificate. Choose the correct certificate used for authentication and enter the associated PIN for that credential.

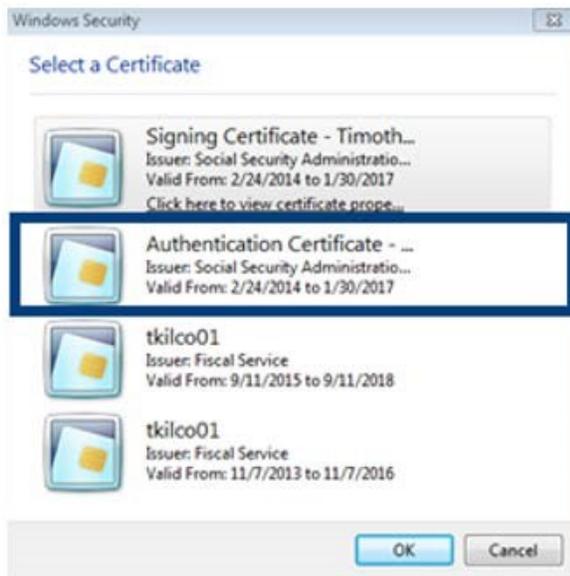
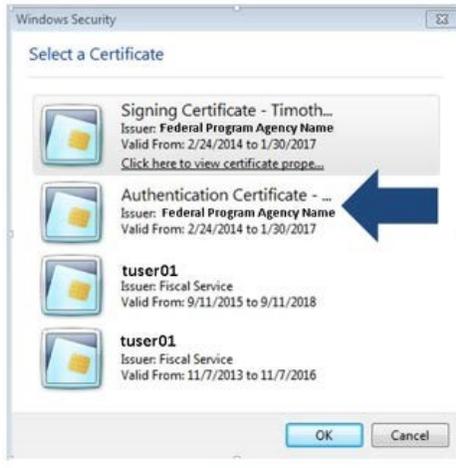


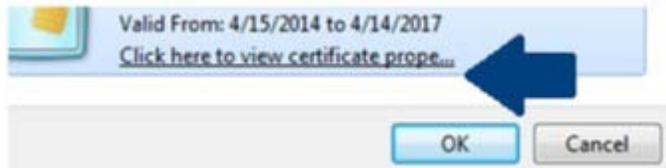
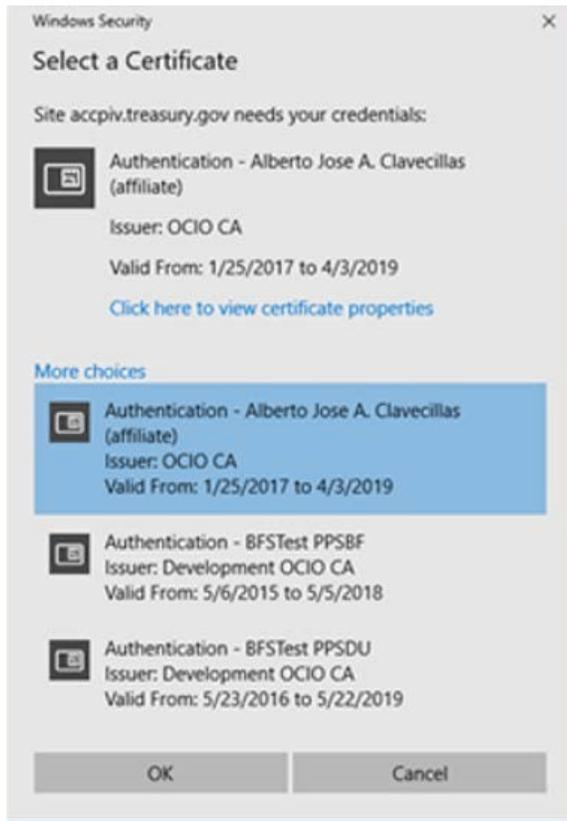
Windows 10

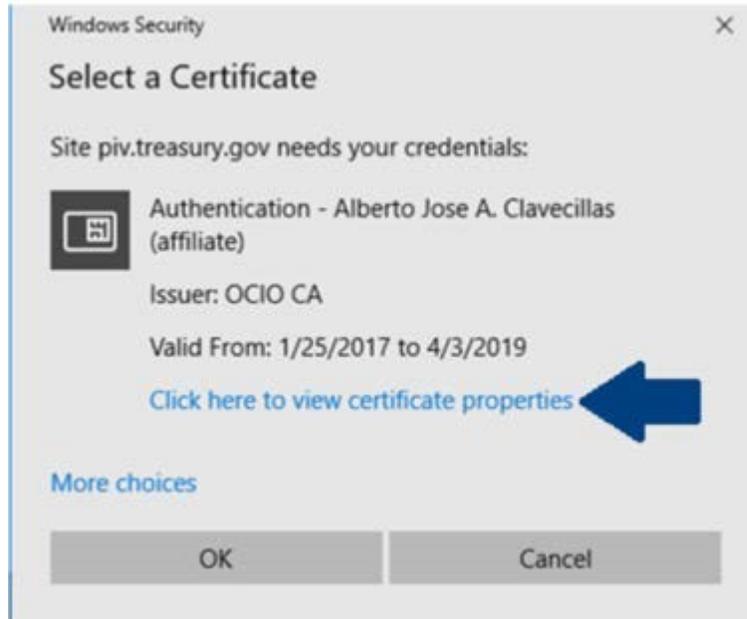




5. If multiple certificates selections are available and the user is unsure about which certificate to choose, complete the following:
 - a) Click on **“Click here to view certificate properties”**.







- b) The Certificate Details window will open. Click on **Details** tab.
- c) The Details tab will display. Scroll down and select the **Enhanced Key Usage** option as shown below. The user will know if this is the correct certificate to use when a “**Client Authentication**” is shown within lower display window.



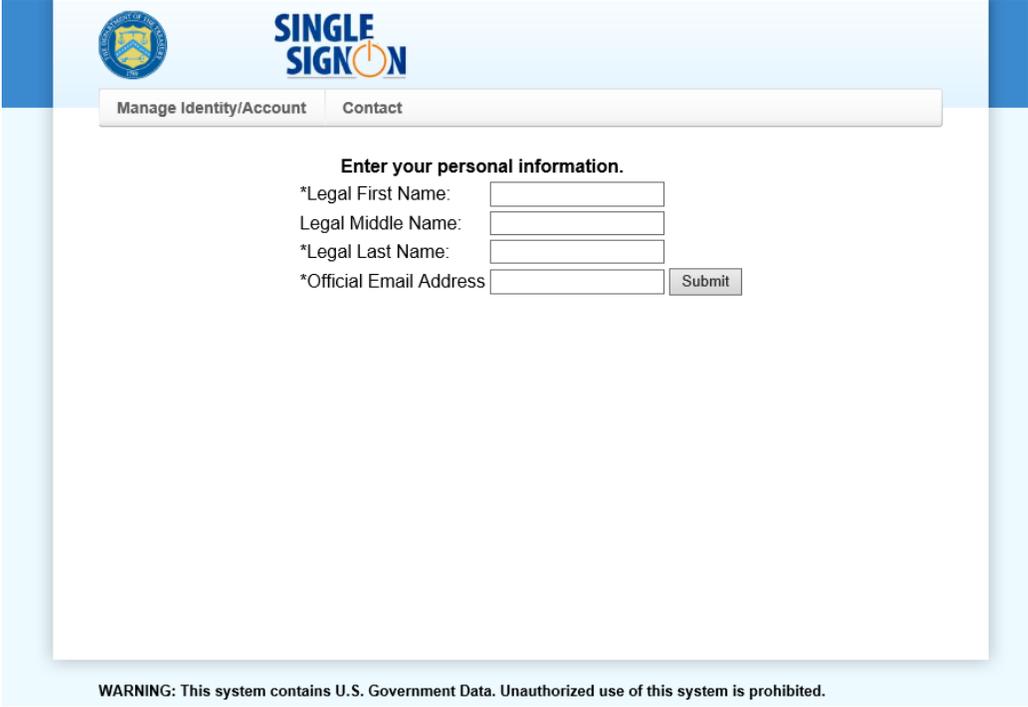
6. A **PIN** prompt will display once the correct certificate has been chosen. User will enter PIN for the SmartCard.



7. Within the CASS screen, choose the hyperlink for “I need to link my PIV or PIV-I cert to an existing Fiscal Service SSO account”. **This is the same link for CAC cards**



8. For certificates without an email address, CASS will prompt users to enter their email address and name. Enter your name and email address and click **Submit**. You will receive an email with a link to register. Click this link or enter it into your web browser. If your certificate has a mail attribute, CASS will automatically skip to the next step.



 **SINGLE SIGN ON**

Manage Identity/Account | Contact

Enter your personal information.

*Legal First Name:

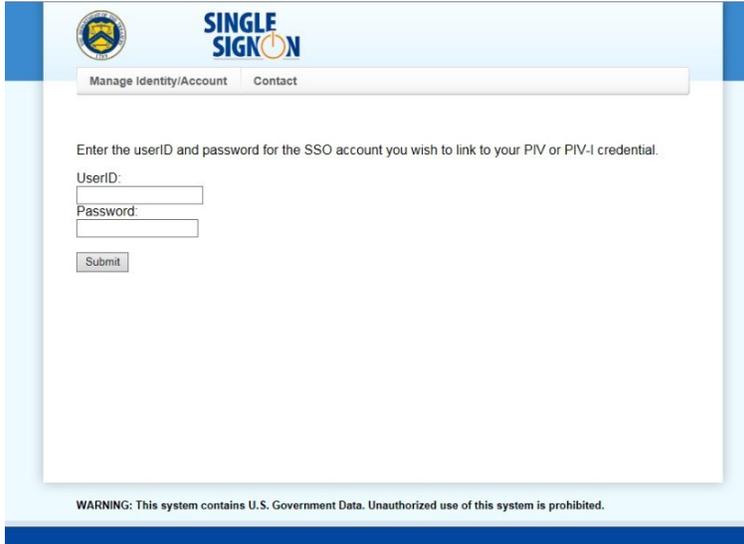
Legal Middle Name:

*Legal Last Name:

*Official Email Address

WARNING: This system contains U.S. Government Data. Unauthorized use of this system is prohibited.

9. CASS will prompt for the Fiscal Service Single-SignOn (SSO) UserID and Password used to access Fiscal Service applications. Enter the appropriate credentials and click **Submit**.



 **SINGLE SIGN ON**

Manage Identity/Account | Contact

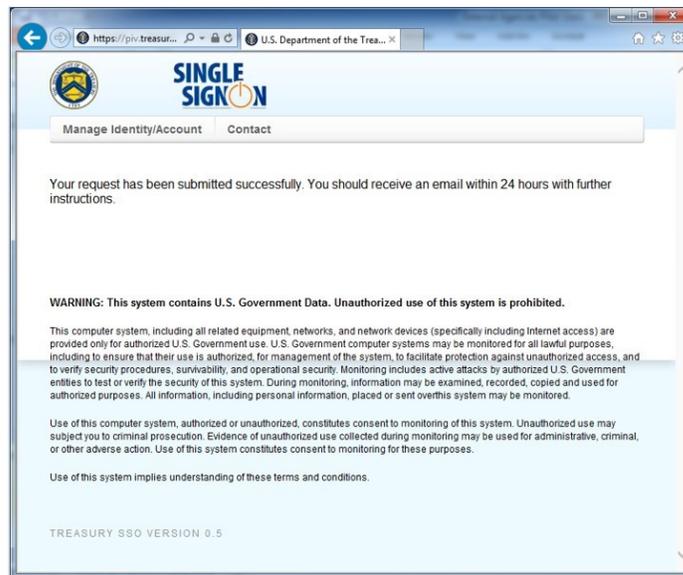
Enter the userID and password for the SSO account you wish to link to your PIV or PIV-I credential.

UserID:

Password:

WARNING: This system contains U.S. Government Data. Unauthorized use of this system is prohibited.

10. Once the user has logged into CASS, the “Your request has been submitted successfully” message will display. A subsequent email will be sent to the user’s email address that is saved within the Fiscal Service SSO contact profile. The email will contain “**Treasury Fiscal Service SSO Certificate Activation Notification**” in the subject line of the email.

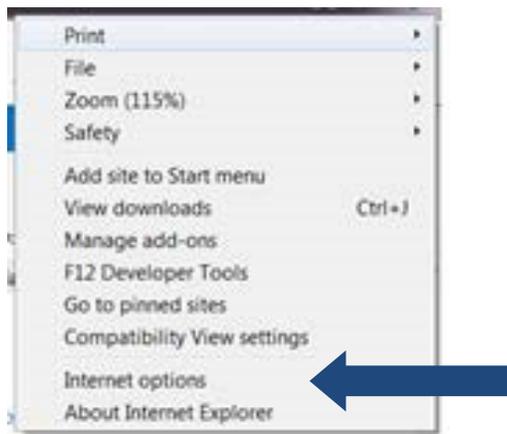


11. Once the email has been received, you may now attempt to log into your Fiscal Service Application using your PIV/CAC card.

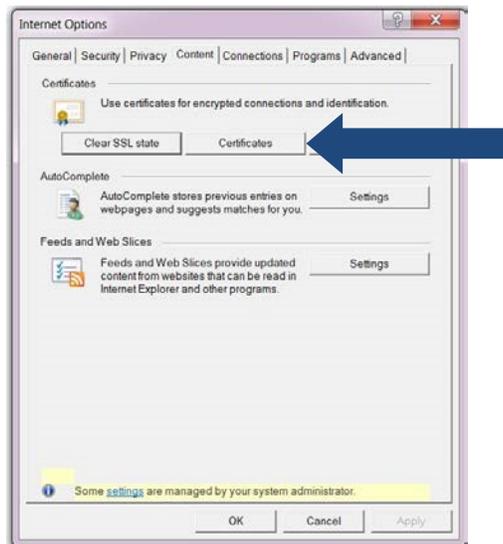
Troubleshooting

Verifying Certificates

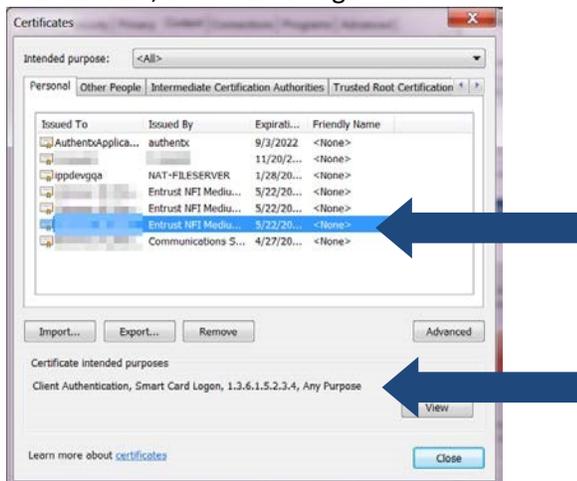
In Internet Explorer, go to **Tools**  > **Internet Options**.



1. Select the **Content Tab** > **Certificates**.

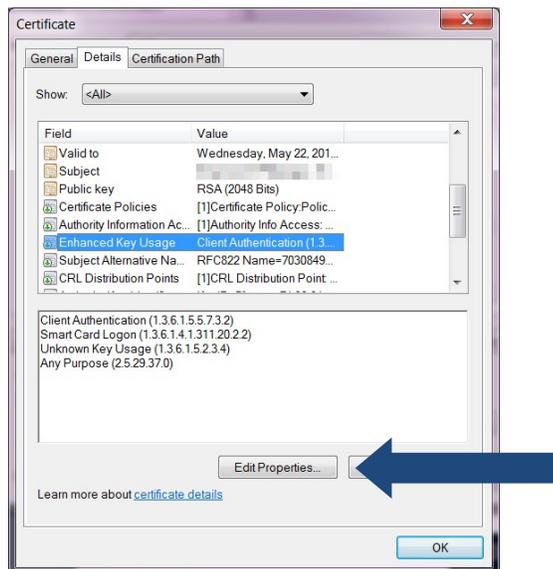


2. Search for your certificate with the following **Certificate intended purposes**:
“Client Authentication, Smart Card Logon”.

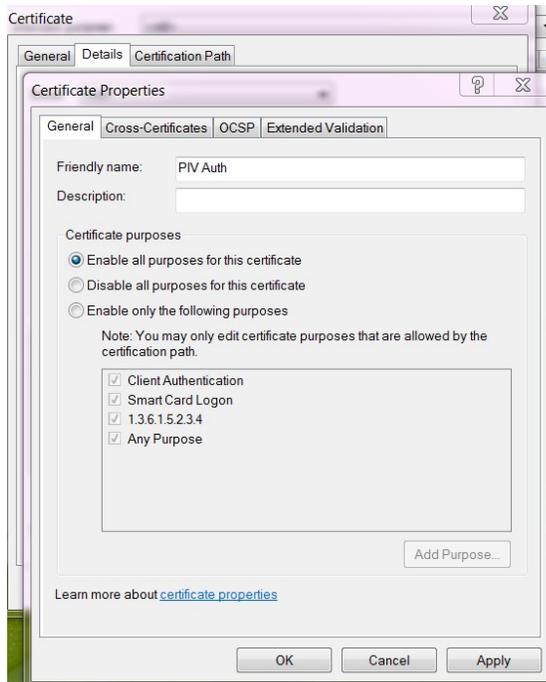


Note: Several certificates with this intended purpose may exist. Be sure to identify the certificate that is not expired.

3. Double click on the certificate.
4. Select the **Details tab** > highlight **Enhanced Key Usage** > click **Edit Properties...**

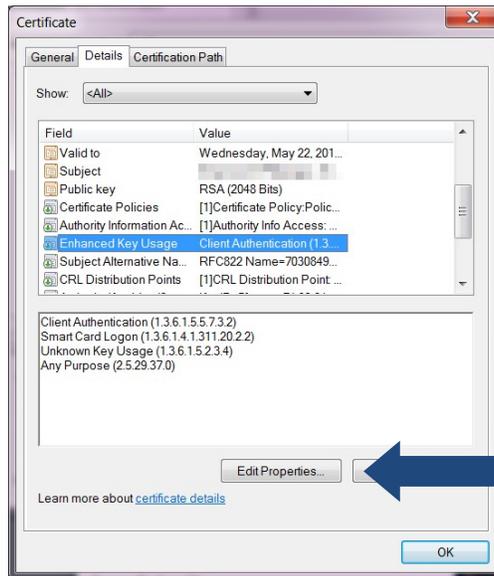


5. Type in a friendly name, such as “Your Name Smart Card” or “PIV Auth”.

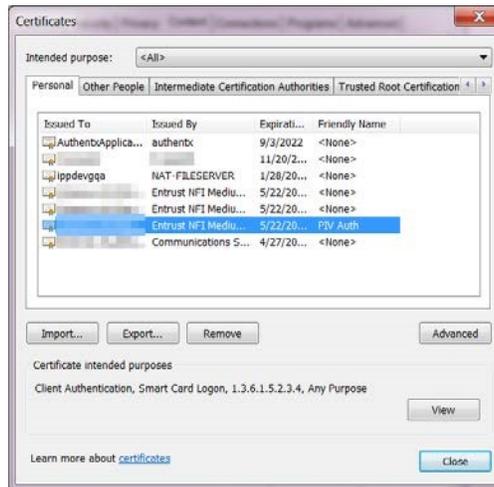


6. Click **Apply**, then **OK**.

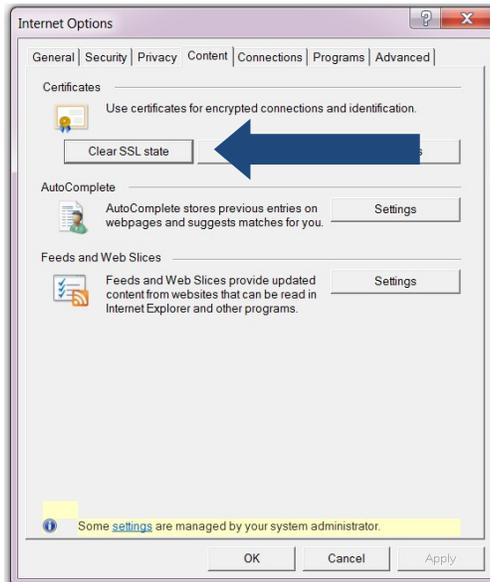
7. Click **OK** in the Certificate window.



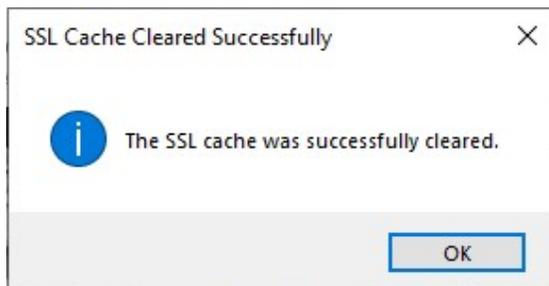
8. Click **Close** in the Certificate window.



9. Click **Clear SSL state**.



10. A pop up will display stating SSL Cache Cleared Successfully, click OK



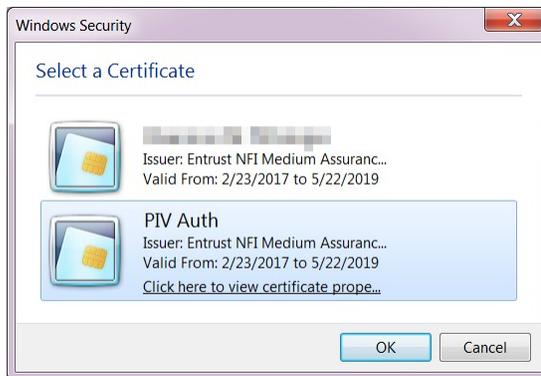
11. Click **OK** to close Internet Options window.

Error Message: Credential is already linked to an SSO account

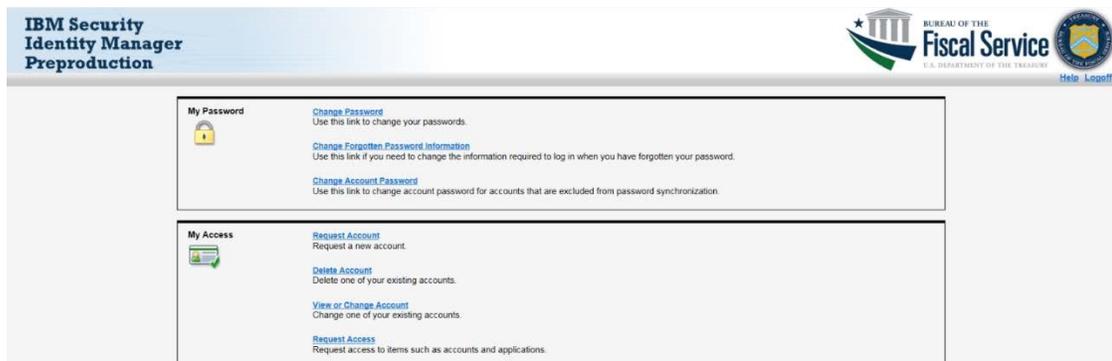
1. Place your **PIV or CAC credential** into the card reader
2. Navigate to the **ISIM preproduction SSO page** <https://isimpreprod.fiscal.treasury.gov/itim/self/> (or the ISIM production SSO page for production environment User IDs <https://isim.fiscal.treasury.gov/itim/self/>)
3. Click the **PIV Card or iKey box**



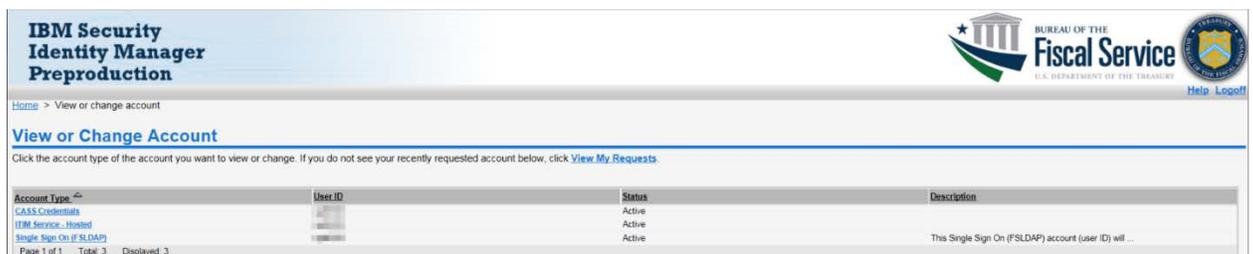
4. Select a **certificate with the friendly name** entered in Step 6 from *Identifying Smart Card Certificate*, click **OK**, then enter a PIN Example:



5. Click **Home** if you are not directed to this screen



6. Select **View or Change Account** within the My Access section
7. Identify the User ID is listed as linked to your PIV or CAC credential



Account Type	User ID	Status	Description
CASS Credentials		Active	
ITIM Service - Hosted		Active	
Single Sign On (FSLDAP)		Active	This Single Sign On (FSLDAP) account (user ID) will ...

Error Message - “Can’t connect securely to this page” (TLS Error)

If you receive “Can’t connect securely to this page due to outdated or unsafe TLS security settings.



Can't connect securely to this page

This might be because the site uses outdated or unsafe TLS security settings. If this keeps happening, try contacting the website's owner.

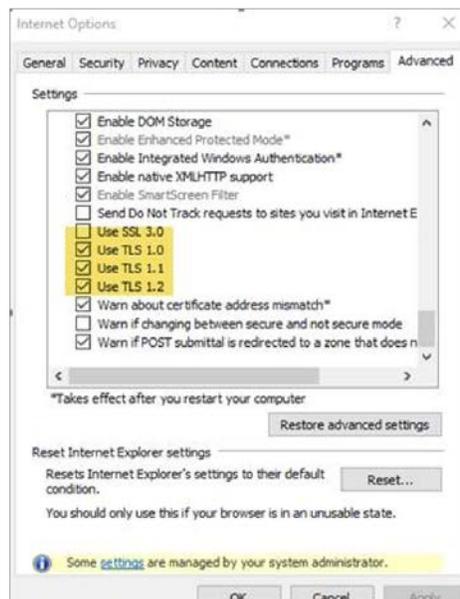
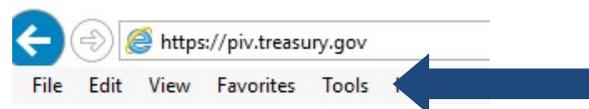
Try this:

- [Go back to the last page](#)

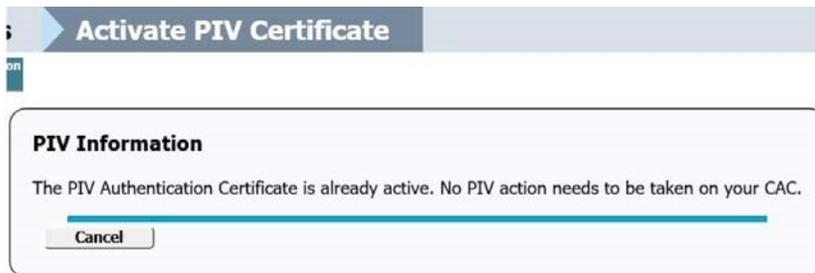
Verify the TLS settings

Internet Browser Menu bar – select **Tools** -> select **Internet Options** -> select **Advanced** (tab)

Scroll down to the TLS options are listed. Confirm **TLS 1.2** is **enabled**.



Error Message – “PIV Authentication Certificate is already active”



Error Message – “Unable to decode certificate”



The UserID listed as linked to my PIV/CAC credential in IBM Security Identity Manager (ISIM) is not correct

1. Send an **email** to itservicedesk@fiscal.treasury.gov requesting to remove a UserID linked to your PIV or CAC credential. Be sure to include the User ID that needs to be removed, AND the ISIM **environment** the User ID is in (e.g., ISIM preproduction or production).
2. Once confirmation is received that the User ID has been removed, go back through the *Linking the SmartCard Credential to Fiscal Service Single-Sign On (SSO) UserID* steps starting on page 4 of this guide.

Summary



Please contact your IT Service Help Desk for assistance if any other issues arise while attempting to link your card. If the issue cannot be resolved or additional questions arise during the process, please contact the appropriate help desk below.

Fiscal Accounting (GWA): 877-440-9476 Do

Not Pay (DNP): 855-837-4391

Treasury Check Information System (TCIS): 855-838-0743