Instructions for Registering Personal Identify Verification (PIV) Smartcard

- 1. Access the USAS URL: <u>https://usastaffing.gov</u>
- 2. Insert PIV Smartcard into card reader in your laptop or PC
- 3. Click on the Sign in with smart card

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4. Ensure you are choosing the correct certificate and select OK.

Jubject	Issuer	Serial
MIKE WAZOWSKI	Entrust	00000Y0Y
MIKE WAZOWSKI	Entrust	00000X0X

a. You can check that you have the correct certificate by clicking on the "Certificate Information" button.

e yourself to signin.usas	taffing.gov:443	
Issuer	Serial	
Entrust	00000Y0Y	
Entrust	00000X0X	
	OK Ca	incel
	e yourself to signin.usasi Issuer Entrust Entrust	e yourself to signin.usastaffing.gov:443 Issuer Serial Entrust 00000Y0Y Entrust 00000X0X

b. Click on the "Details Tab" and scroll down to view the "Key Details." If it says "Digital Signature (80)" you have the correct certificate.

5. Enter your PIN and select OK.

Windows Security	×
Microsoft Smart Card Provider Please enter your PIN.	
PIN PIN Click here for more information	
OK Cance	:

6. Enter your email address and password

USA Staffing®	Sign In to register your SmartCard
USA Stathing® is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution.	Email Address
Signing into USA Staffing® indicates you have read and accepted the Full Terms and Conditions of Use and you consent to security testing and monitoring.	Password
Full Terms and Conditions of Use	
USA Statfing® is a U.S. Government information system to be used by authorized users only. Information from this system resides on computer systems funded by the government.	Reset Password Sign In
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- 7. PIV is now registered and you can log into USAS with your PIV Smartcard.
- 8. If you forget your password, select Reset Password and an email will be sent to you for resetting.