

ePM Quick Reference Guide #039

Creating ePM Password and Signing Rules of Behavior

WHAT IS . . .

Welcome to the ePM System. You received an automated email with the Subject: ePM User Account Issued. Your next step is to create a password for the system, and then log in to sign the Rules of Behavior (ROB). Only until you sign the ROB will your GSA Project Manager be able to add you to the project.

ePM uses a Multi-Factor Authentication process. Once you are granted project access, the steps to gain access are as follows:

- Enter User ID
- Enter password
- Receive then enter a 4 digit PIN

This guide will first instruct you how to create a password, next sign into ePM, and last to sign the Rules of Behavior.

WHO USES . . .

- Contractors

HOW TO . . .

A. CREATING AN EPM PASSWORD AND SIGN INTO EPM

If you are an ePM user without a gsa.gov email address, prior to your first login you will be required to create a new GSA Active Directory (AD) account password. Here are the steps for creating a GSA AD account password and accessing ePM:

1. Obtain the User ID that was provided to you in the ePM User Account Issued email.
2. Go to the extreset.gsa.gov site, enter your External User ID (First + MI+ Last) and click Submit.
3. Choose a delivery method for your registration code and click Submit.
4. Retrieve the registration code from your email account or mobile device.
5. Enter the 4 digit registration code in the 'Registration Code' box and click 'Submit'.
6. In the 'New Password' field, enter a password 16 characters or greater.
7. Retype the password in the other field and click Submit.
8. Save your new GSA AD account password for future logins.
9. Via Internet Explorer, access [Link to ePM Website](#)
10. Click 'ePM' button.
11. You will be directed to GSA's Two Factor Authentication Site.
12. Enter your GSA AD User ID (ePM Username) and follow prompts to access ePM/ePMXpress.

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B. SIGN THE RULES OF BEHAVIOR

1. Launch the User Access & Certification application from the ePM Portal.
2. Click on the Certification tab at the top left of the screen.
3. Verify user information.
4. If access to ePM is required, click in the box in front of *"I certify that I require access to ePM"*. **ALL External ePM Users must Read and Acknowledge the Rules of Behavior**, put a check in the box in front of *"I acknowledge and agree to abide by the ePM Rules of Behavior."*
5. To Save and submit the changes click on the **Update** icon in the top tool bar.
6. When complete click on the Logout icon in the top tool bar.
7. After you have signed the ePM Rules of Behavior, your final step will be to contact your Project Manager or ePM Regional System Administrator to request access to your specific project(s).

REFERENCE

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the ePM Portal – [Link to ePM Website](#)

- QRG 01 – Navigating ePM
- QRG 02 – Using the ePM Address Book