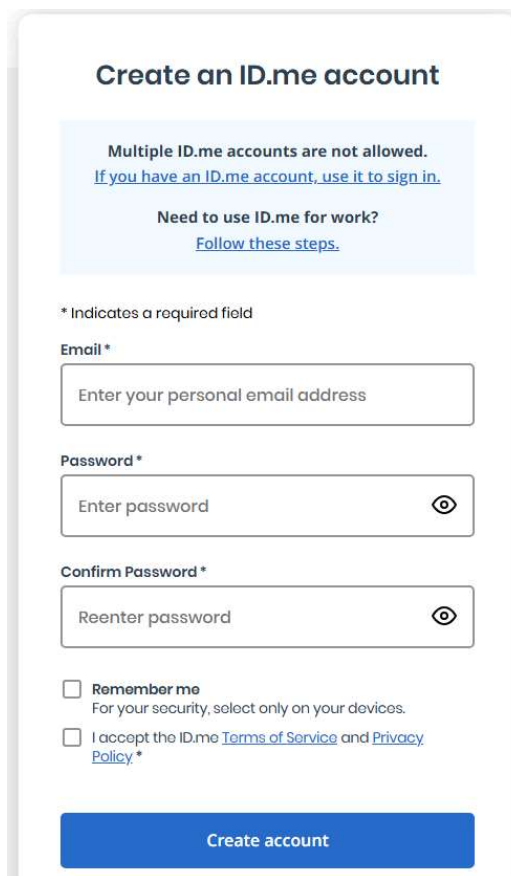


## HOW TO CREATE AN ID.ME ACCOUNT

1. Go to <https://api.id.me/en/registration/new>
2. Enter info as required, to create account.
  - i. Enter email address
  - ii. Enter password
  - iii. Confirm password
  - iv. Click to accept accept the ID.me terms
  - v. Click Create Account

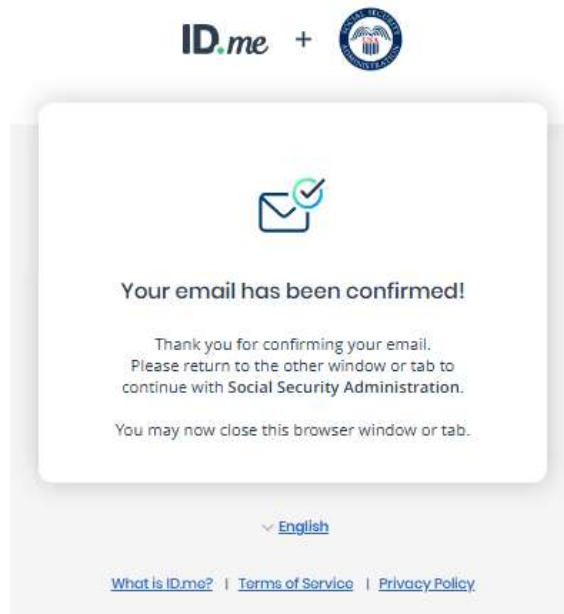


The screenshot shows the 'Create an ID.me account' registration page. At the top, there is a title 'Create an ID.me account'. Below it, a light blue box contains the text: 'Multiple ID.me accounts are not allowed. If you have an ID.me account, use it to sign in.' and 'Need to use ID.me for work? Follow these steps.' Below this, a note states '\* Indicates a required field'. The form includes three input fields: 'Email \*' with the placeholder 'Enter your personal email address', 'Password \*' with the placeholder 'Enter password' and an eye icon, and 'Confirm Password \*' with the placeholder 'Reenter password' and an eye icon. At the bottom, there are two checkboxes: 'Remember me' with the subtext 'For your security, select only on your devices.' and 'I accept the ID.me Terms of Service and Privacy Policy \*'. A blue 'Create account' button is at the bottom of the form.

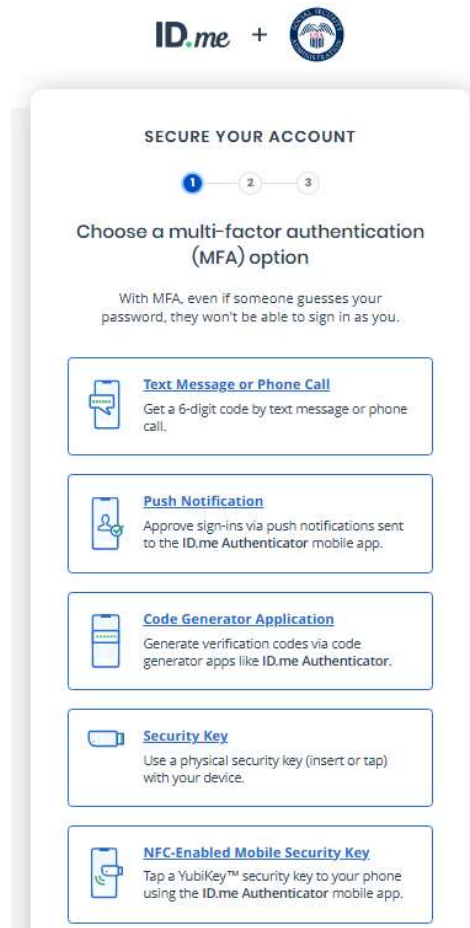
3. Next an email will be sent to confirm your email address. You will need to click the link in that email to confirm your email address.

Confirm your email

4. You will get the following message if confirmed correctly.



5. You then need to choose what method is to be used each time you log on to complete the Multi-Factor Authentication. (following sample is if Text Message or Phone Call option is selected)



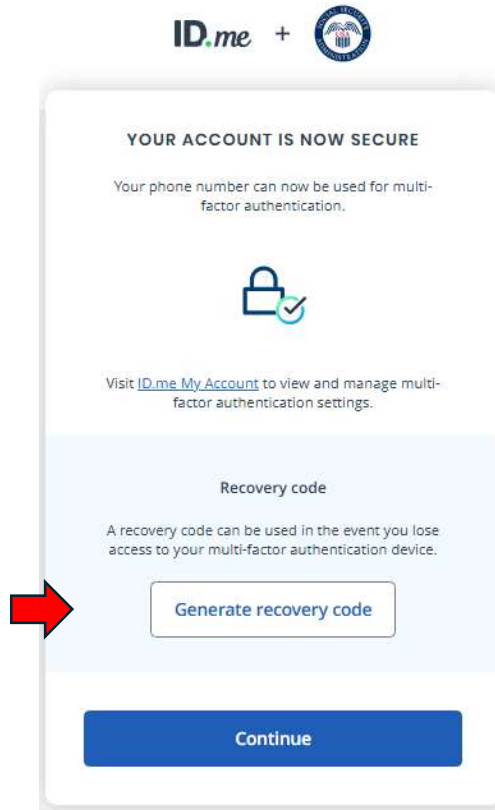
- a. Select your method to receive code and enter phone number code is to be sent to and click confirm.

The screenshot shows the 'SECURE YOUR ACCOUNT' screen with a progress indicator showing step 2 of 3. The heading is 'Receive a code by phone'. Below it, a note says 'Please use a phone number you can access whenever you plan to sign in.' There are two options: 'Text me' (selected with a blue checkmark) and 'Call me'. A 'Phone Number' input field is present with a US flag icon and a placeholder '(\_\_\_\_) \_\_\_\_-\_\_\_\_'. A disclaimer states 'THE NUMBER PROVIDED WILL ONLY BE USED FOR ACCOUNT SECURITY. MESSAGE AND DATA RATES MAY APPLY.' At the bottom are 'Go back' and 'Continue' buttons.

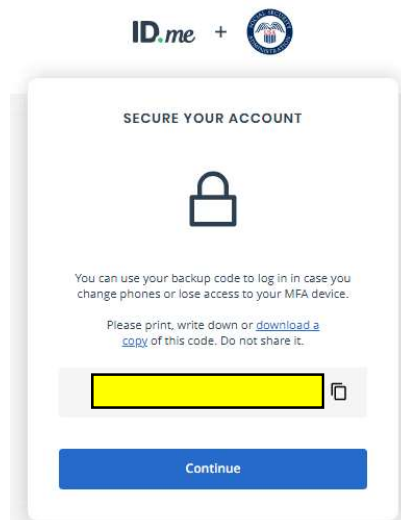
- b. You then need to confirm the phone # entered.

The screenshot shows the 'SECURE YOUR ACCOUNT' screen with a progress indicator showing step 3 of 3. The heading is 'Confirm your phone number'. Below it, a note says 'Please pick up the phone and follow the instructions to receive your 6-digit code.' There is an input field labeled 'Enter the 6-digit code \*' with a placeholder '-----'. A link says 'Didn't receive it? Resend my verification code'. At the bottom are 'Go back' and 'Continue' buttons.

- c. A text/call will then be completed on the phone you selected, to receive the code.
- d. Once you receive the code please enter it where asked.
- e. As long as code is entered correctly you should then get confirmation that you can now use that phone # for MFA purposes.



- f. It is always suggested to Generate a Recovery Code in case your phone # is changed, device is misplaced, etc.
  - i. Click on Generate recovery code on confirmation screen (see above).
  - ii. You will then receive your Recovery Code, please make sure to save it somewhere securely in case you need it for future login.



6. Next you need to confirm your identity by selecting either Self-Service or Video Call and click continue.

**VERIFYING IS FAST AND EASY**

Choose how to verify your identity from the options below


**Self-Service**  
Takes 5-10 minutes  
Upload a driver's license or state ID, passport or passport card, and capture a selfie.

**Video Call**  
Takes 10 - 15 minutes  
Upload a driver's license, state ID, passport, or passport card and join a quick video call.

[I don't live in the United States](#)

[Continue](#)

7. It will then ask you consent to collecting data. Click on the checkbox to acknowledge consent.

**ID.me** + 

**Consent for ID.me to collect Biometric Data and Sensitive Personal Information**

**CONSENT FOR ID.ME TO COLLECT BIOMETRIC INFORMATION AND SENSITIVE PERSONAL INFORMATION**

In the event of any discrepancy between a non-English version of this document and the English version of this document, the English version shall prevail in all respects.

**BIOMETRIC INFORMATION PRIVACY STATEMENT**

ID.me will not sell, rent, or trade your Biometric Information, and after verification you may request we delete your Biometric Information. Your Biometric Information will only be used by ID.me to verify your identity in accordance with the guidelines published by the National Institute for Standards and Technology or as required for the prevention of fraud. ID.me will transfer your Biometric Information to our third party partners only when required by a subpoena, warrant, or other court ordered legal action.

**Notice and Consent**

This Notice and Consent for the collection of Biometric Information, Personal Information and Sensitive Personal Information ("Consent") describes how ID.me

I acknowledge that I have received, read, and agreed to these terms

8. Please then follow the steps required to verify identity.



**VERIFY YOUR IDENTITY**

1 — 2 — 3 — 4 — 5


**Take photos of your identity document**

Enter a mobile phone number, then we'll text you a link to take photos of your identity document.

**Identity Document**

Driver's license or state ID [Change document](#)

**Mobile Phone Number \***



**Your smartphone must have a camera and a web browser.**

By entering your phone number, you agree to receive notifications through text message or voice calls during sign-in attempts in order to protect your account.

[Continue](#)

[I don't have a smartphone](#)

[I don't have a US phone number](#)

9. When you get to the end it will ask you to confirm all the information you entered. If correct then you need to click on the check box to confirm and click on Yes.

**ID.me** +

**VERIFY YOUR IDENTITY**

1 2 3 4 **5**

Is your information displayed correctly?

We will securely use the following information to verify your identity against trusted sources.

What does this mean? -

**Personal information**

First Name

Middle Name

Last Name

Date of Birth

**Home address**

Street

City

State

Zip Code

**Phone number**

Mobile Phone

The information I've provided is correct, and I accept the use of [Fair Credit Reporting Act](#) data to verify my identity.

What is The Federal Fair Credit Reporting Act? -

No Yes

See our [Privacy Policy](#) for how we treat your data.

10. It will then go through checking the information you entered for authenticity.

**ID.me** +

**VERIFY YOUR IDENTITY**

Your information is being checked for authenticity.  
This can take up to 10 seconds.

[Hide animation](#)

Waiting for processing to complete...