FDonline SSO Login Steps 2019 Filing Season

The FDonline electronic system USDA uses for filing financial disclosure reports has been upgraded to permit single sign-on access. Filers who have a USDA LincPass may access the filing system using the LincPass.

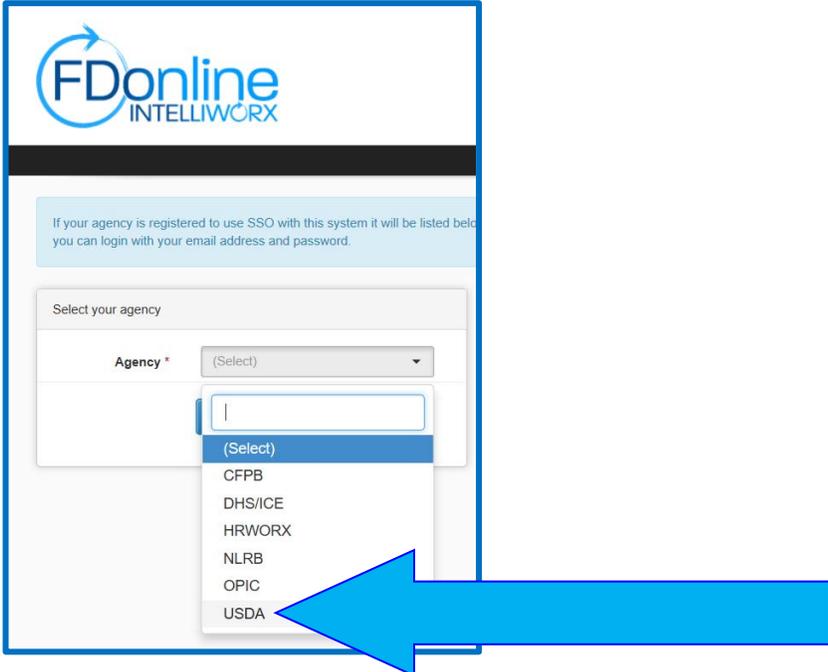## SECTION A: For filers WHO HAVE a LincPass (PIV card).

1.	Log into the filing system at: https://fd.intelliworxit.com/client/.

2.	Click on the icon: **SSO Login** (**DO NOT** enter your e-mail address and password.)

3.	Select USDA from the dropdown menu.

4.	'USDA' will populate in the space next to 'Agency.' Select 'Continue.'

5.	The USDA eAuthentication screen will appear. Select 'LOG IN with your LincPass (PIV)' if you have a LincPass. Go to Section B below if you do **not** have a LincPass.
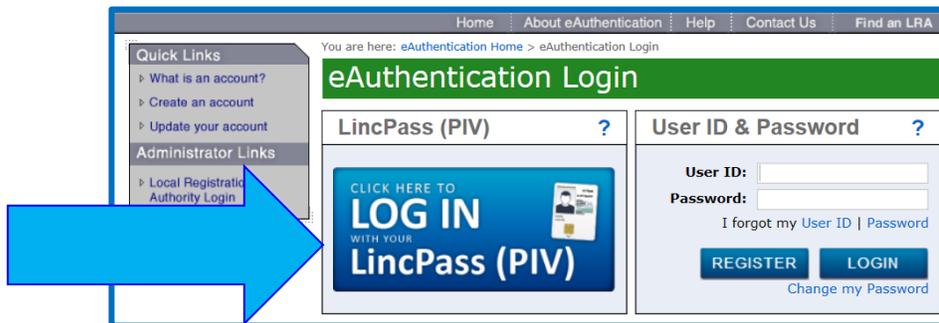
7.	The 'Windows Security' screen will appear. Click on 'More Choices' to ensure your Authentication certificate is selected. Select 'OK.'
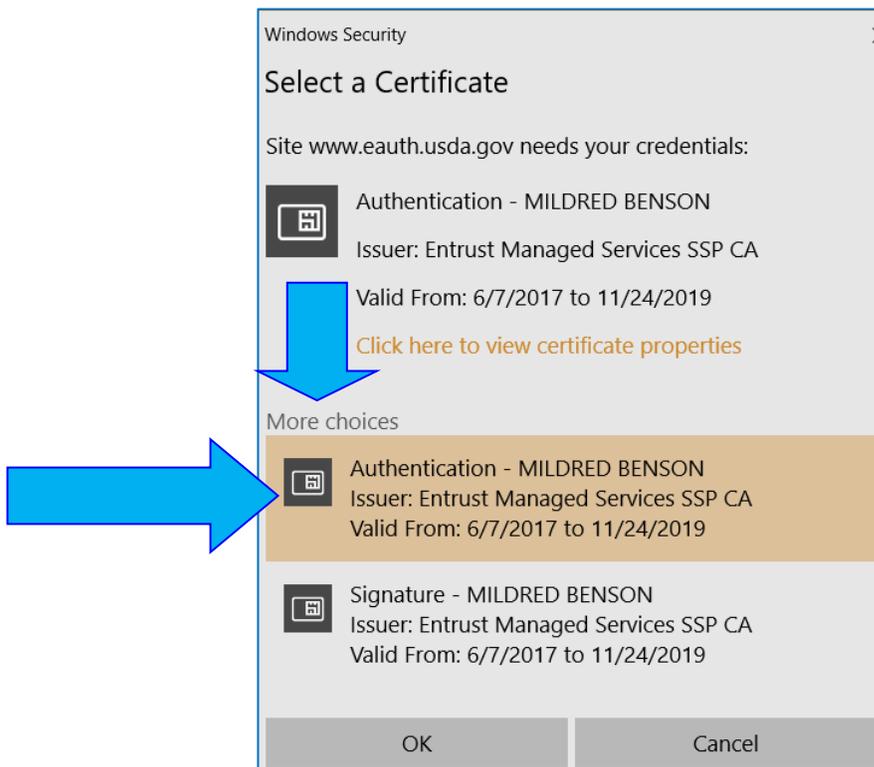
**NOTE:	The system will not allow access using the Signature certificate.**

8.   Enter your LincPass PIN in the space; select 'OK.'

Windows Security

Smart Card

Please enter your PIN.

PIN

PIN

Click here for more information

OK   Cancel
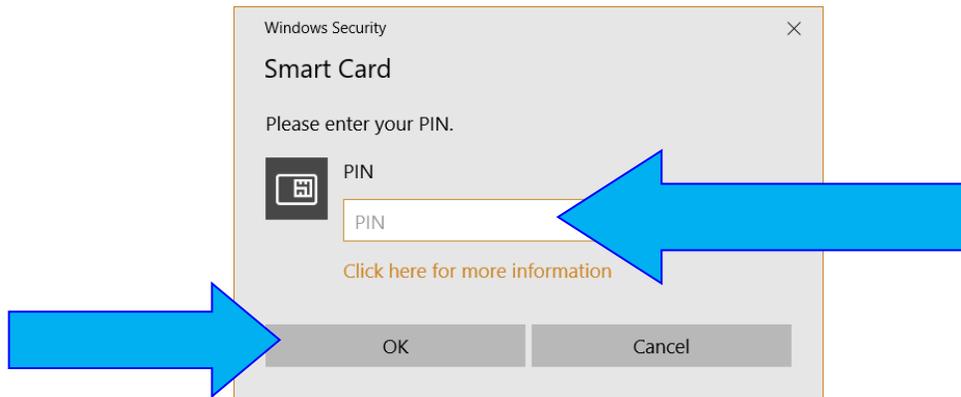
9.   The system will open on the 'Filer Dashboard' page. Select Start Filing to begin your report.
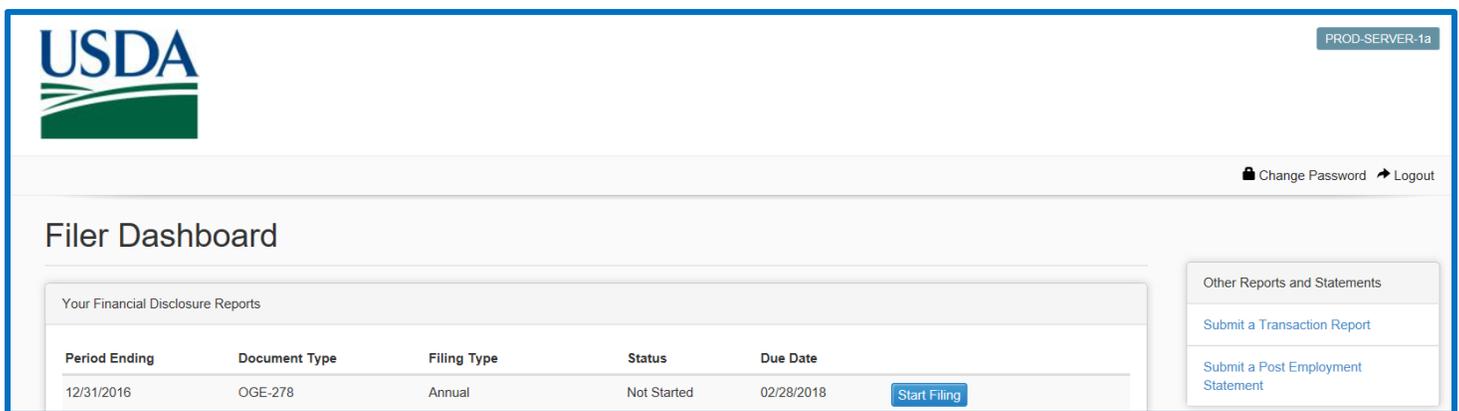
NOTE: For security reasons, your session will time out after 15 minutes of extended inactivity, and you will need to log into the system again using your LincPass. To maximize your time, please collect all the documents you will need to submit your report (e.g., broker statements, 1099s, etc.) **before** you login and start your report.

SECTION B: For filers who DO NOT HAVE a LincPass (PIV card).

1.   UNDERLINE USE the upper section to login: **E-mail/Password Login**. The system requires a **second** authentication factor ("two-factor authentication" or 2FA) which is a confirmation code that will be automatically e-mailed to you. **NOTE: For security reasons, your session will timeout after 15 minutes of extended inactivity, and you will need a new confirmation code to log into the system again**. To maximize your time, please collect all the documents you will need to submit your report (e.g., broker statements, 1099s, etc.) **before** you login and start your report.
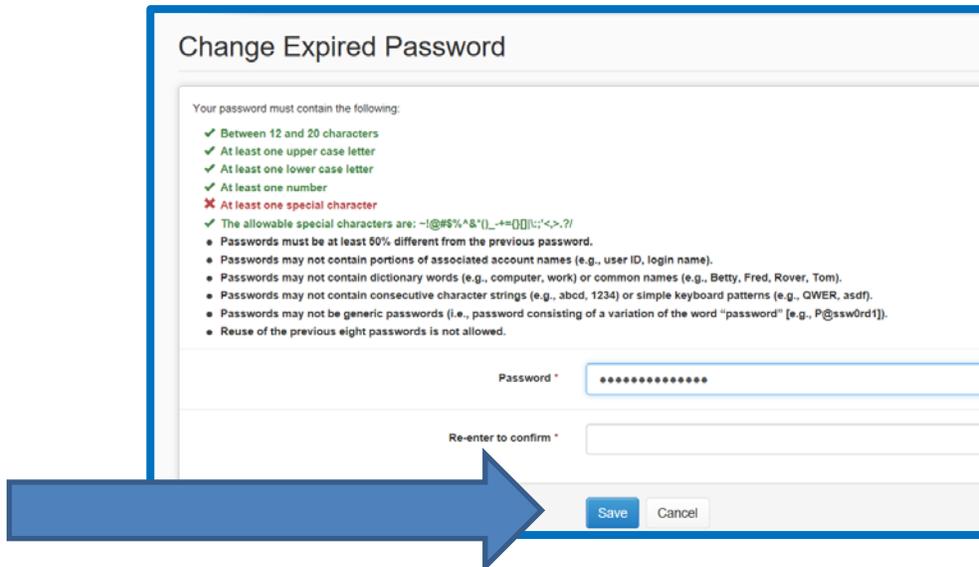
> For security purposes, you have been logged out after extended inactivity.

2.   **IGNORE** the lower section – SSO login – if you do not have a LincPass.

3.   Enter your USDA e-mail address and the most recent password you used to log into the FDonline system. **NOTE:** Passwords expire after 90 days of inactivity. If you have not logged into the system within the past 90 days, your password has expired.   Click on "Forgot Password?" to create a new password. When you click "Forgot Password?," the email with the link to create a new password may be delayed for up to five minutes before it is generated and delivered to you (so please be patient until the e-mail arrives – this delay is for system security reasons). After three failed login attempts, your account will be locked. Your Ethics Advisor cannot unlock your account if it is locked because of failed logins. Instead, you must use the "Forgot Password" function to unlock your account.

4.   As you are typing a new password, the system will insert a check mark (✔) next to the rule for each character that is accepted and an **'X'** next to the rule for each character that is not accepted to help you create co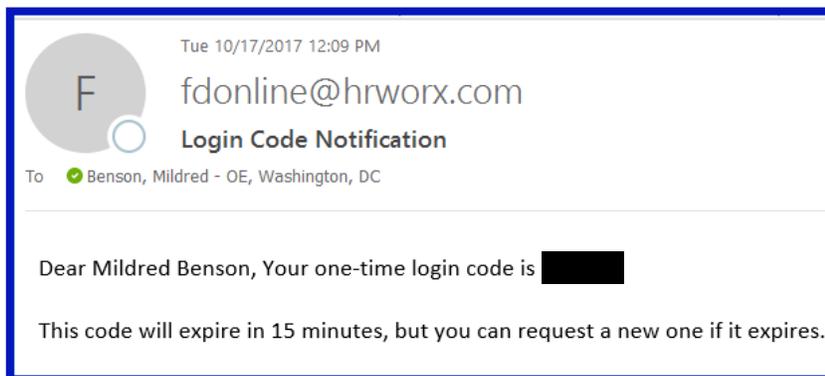nforming passwords.   The color of the text for the password rules will also turn **GREEN** for characters that **are accepted** or **RED** for characters that are **not** accepted. Recommendation: avoid using vowels (A, E, I, O, U) and nouns, such as names, places, etc. Remember to SAVE the password after all rules have received a check mark (✔).

Change Expired Password

Your password must contain the following:

✔ Between 12 and 20 characters
✔ At least one upper case letter
✔ At least one lower case letter
✔ At least one number
✘ At least one special character
✔ The allowable special characters are: ~!@#$%^&*()_-+={}[]\|:;'<,>.?/
- Passwords must be at least 50% different from the previous password.
- Passwords may not contain portions of associated account names (e.g., user ID, login name).
- Passwords may not contain dictionary words (e.g., computer, work) or common names (e.g., Betty, Fred, Rover, Tom).
- Passwords may not contain consecutive character strings (e.g., abcd, 1234) or simple keyboard patterns (e.g., QWER, asdf).
- Passwords may not be generic passwords (i.e., password consisting of a variation of the word "password" [e.g., P@ssw0rd1]).
- Reuse of the previous eight passwords is not allowed.

Password * ••••••••••••••

Re-enter to confirm *

Save   Cancel

6.   You will be taken to the Login Code page and receive an e-mail from the system with the confirmation code. Enter the code and click submit:

Login Code

You have just been sent a confirmation pin code to your email address. Please check your email and enter it below. Note that old confirmation pin codes will not work.

Login Code *   1

NOTE: If you have not received a code in several minutes, you can request a new code

2   Submit   Logout
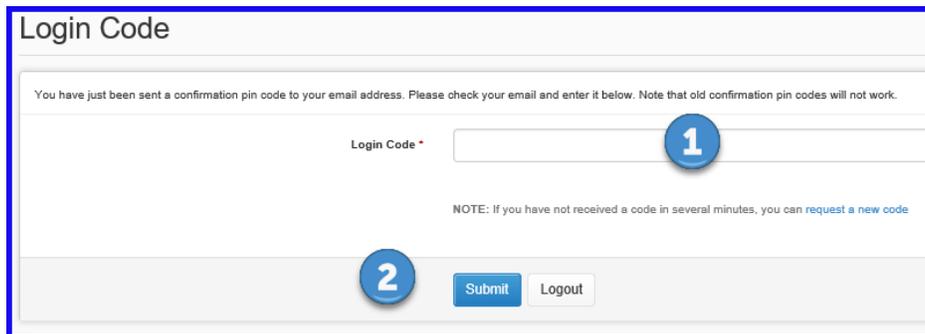
Sample of e-mail with confirmation code:

Tue 10/17/2017 12:09 PM

F   fdonline@hrworx.com

Login Code Notification

To   ● Benson, Mildred - OE, Washington, DC

Dear Mildred Benson, Your one-time login code is ▮▮▮▮▮

This code will expire in 15 minutes, but you can request a new one if it expires.

Please contact your Ethics Advisor if you need help filing your report.
Go to https://www.ethics.usda.gov/ to locate the advisor for your mission area.