

# How To Guide

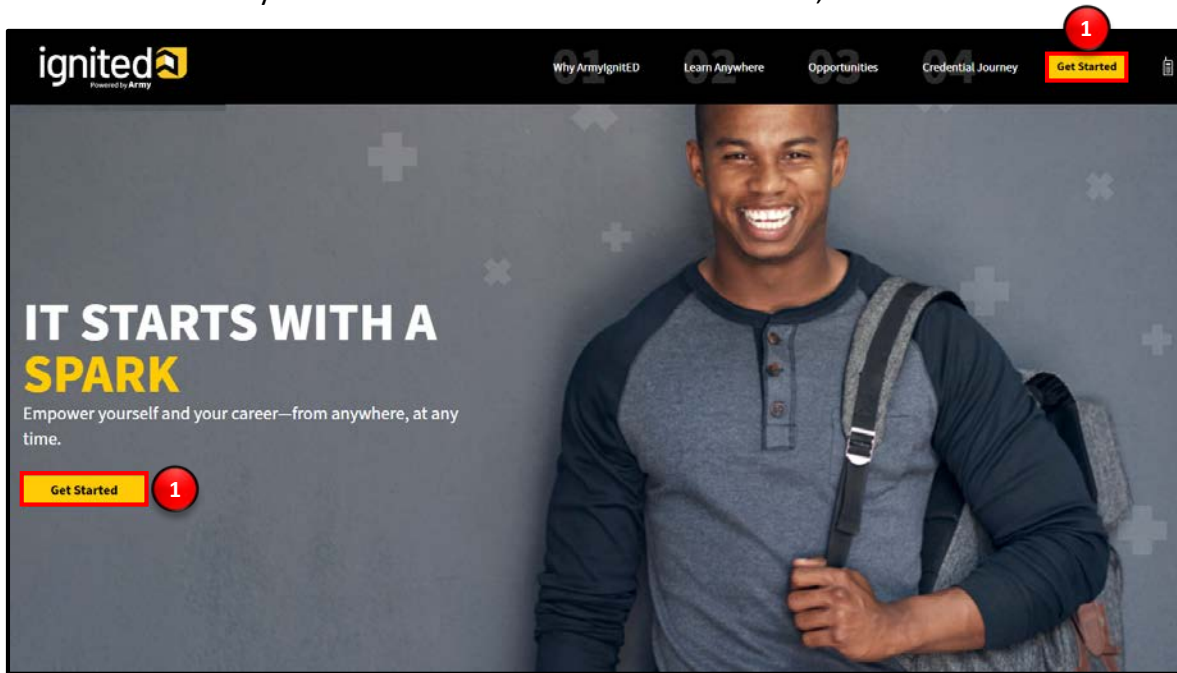
## Create a Vendor User Account (1 of 7)

### Purpose

This guide highlights the steps to create a Vendor User Account. This process includes creating both a Login.gov and an ArmyIgnitED account. The Vendor will need both an email address and mobile phone to complete the registration.

### Steps to Create a Vendor User Account

1. Go to [www.ArmyIgnitED.com](http://www.ArmyIgnitED.com) and click **Get Started**.
2. Click **Create an Account** to start the process of creating your Login.gov account.
3. Enter the email address that you want associated with the account then, click **Submit**.



ArmyIgnitED is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password

Show password

Sign in

2

Create an account

### Enter your email address

Email address

ArmyIgnitED123@gmail.com

Submit

3

**Note:** Choose Create an account with the Email address and Password fields not populated.

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## Create a Vendor User Account (2 of 7)

### Check your email

We sent an email to **armyignited123@gmail.com** with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

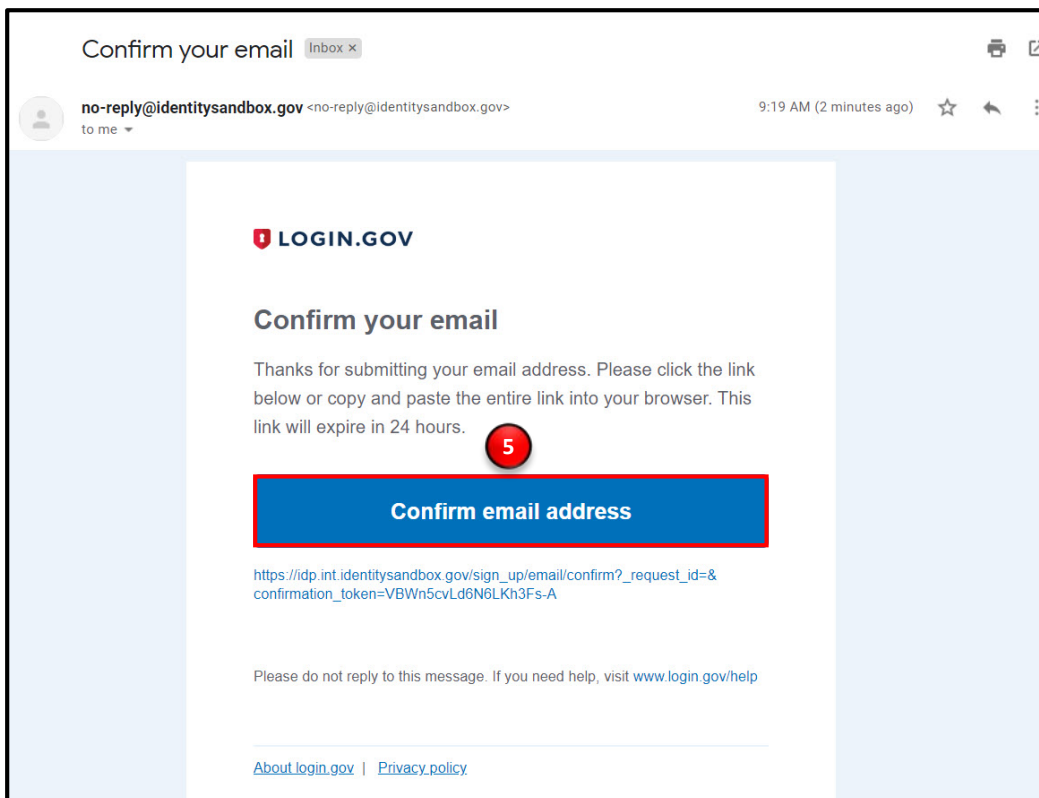
You can close this window if you're done.

### Steps to Create a Vendor User Account

**Note:** You will be presented with a completion screen informing you that a confirmation link has been sent to the email address you entered in the previous step.

Clicking **Resend** will resend the confirmation link to the email address you listed.

Clicking **use a different email address** will return to the previous page and allow you to re-enter a different email address if needed.



4. Log in to the email account you requested the confirmation code be sent to and find your confirmation email.
5. Click **Confirm Email Address** and you will be automatically redirected back to the Login.gov account creation process.

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### Steps to Create a Vendor User Account

6. Create a strong password and click **continue**.

**Password Safety Tips:** The longer and more unusual the password, the harder it is to guess. Avoid using common phrases and repeating passwords from other online accounts (banks, email address, social media, etc.).

**Note:** Clicking **Show Password** will allow you to view the characters in the password entry field instead of asterisks. Please be cautious and use good judgement when using this feature as it takes away a level of privacy when creating the password.

You will now need to select a second layer of security so only you can sign in to your account.

**Note:** Government employees should select the Government Employee ID option and non-government employees should select the phone option.

7. Select **Phone**.
8. Click **Continue**.

### Authentication method setup

Add a second layer of security so only you can sign in to your account.

Select an option to secure your account:

**Authentication application**  
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.

MORE SECURE

**Security key**  
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.

MORE SECURE

**Phone**  
Get security codes by text message (SMS) or phone call

SECURE

**Government employee ID**  
Insert your government or military PIV or CAC card and enter your PIN

SECURE

**Backup codes**  
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.

LESS SECURE

**Continue**

**Note:** Each authentication method will have its own setup instructions which will be presented after clicking **continue**. Follow the instructions to complete the creation of the account.

✔ You have confirmed your email address

### Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

Show password

.....

Password strength: Great!

**Continue**



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## Create a Vendor User Account (4 of 7)

### Steps to Create a Vendor User Account

9. Enter the phone number of the mobile device you would like to have your security code sent to then, click **Send code**.
10. Enter the one-time security code then click **Submit**.

**Note:** This one-time security code expires **10 minutes** after it is sent.

**Send your security code via text message (SMS) or phone call**

We'll send you a security code **each time you sign in**.  
Message and data rates may apply.

**Phone number**  
example: (201) 555-0123

**How should we send you a code?**

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS)  Phone call

**Send code** 9

[Choose another option](#)

**Note:** Clicking **Choose another option** will return you to the Authentication Method Setup page allowing you to choose another method of authentication.

Clicking **Get another code** will generate and send a different code to the number you provided.

Clicking **Use another phone number** will allow you to enter a new phone number where the security code can be sent.

To finalize the creation of your Login.gov account you must agree to share your Login.gov information with ArmyIgnitED.

11. Click **Agree and continue** to complete the process of creating a Login.gov account and start the process of creating an ArmyIgnitED account.

**Enter your security code**

We just called you at +1 123-456-7890

**One-time security code** 10

**Submit**

[Get another code](#)  Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)

**You are now signing in for the first time**

We'll share this information with ArmyIgnitED:

**Email address**  
ArmyIgnitED123@gmail.com

ArmyIgnitED will only use this information to connect to your account

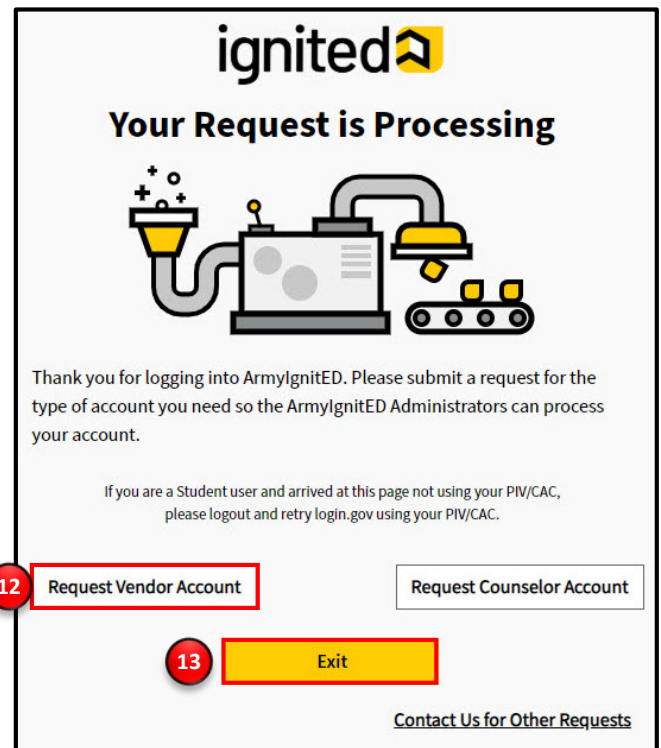
**Agree and continue** 11

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## Create a Vendor User Account (5 of 7)

### Steps to Create a Vendor User Account

12. You have now successfully created your Login.gov account. Click **Request Vendor Account** to request a Vendor ArmyIgnitED account from the ArmyIgnitED Administrators.
13. Review the required information and with your default emailing system, send the email to the ArmyIgnitED Administrators, and then click Exit.



To: [usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil)

Subject: New Vendor User Request

ArmyIgnitED Administrators,

Please add me as a vendor for **[Enter vendor name]** at **[Vendor website URL]**. I am a new user requesting access to ArmyIgnitED. **[Enter any additional information you believe is relevant to the ArmyIgnitED Administrators.]**

From,

**[Enter your name]**

**[Enter your phone number]**

**Note:** Clicking **Request Vendor Account** will create a templated email using your system's default emailing service. Fill in the requested information and send the email.

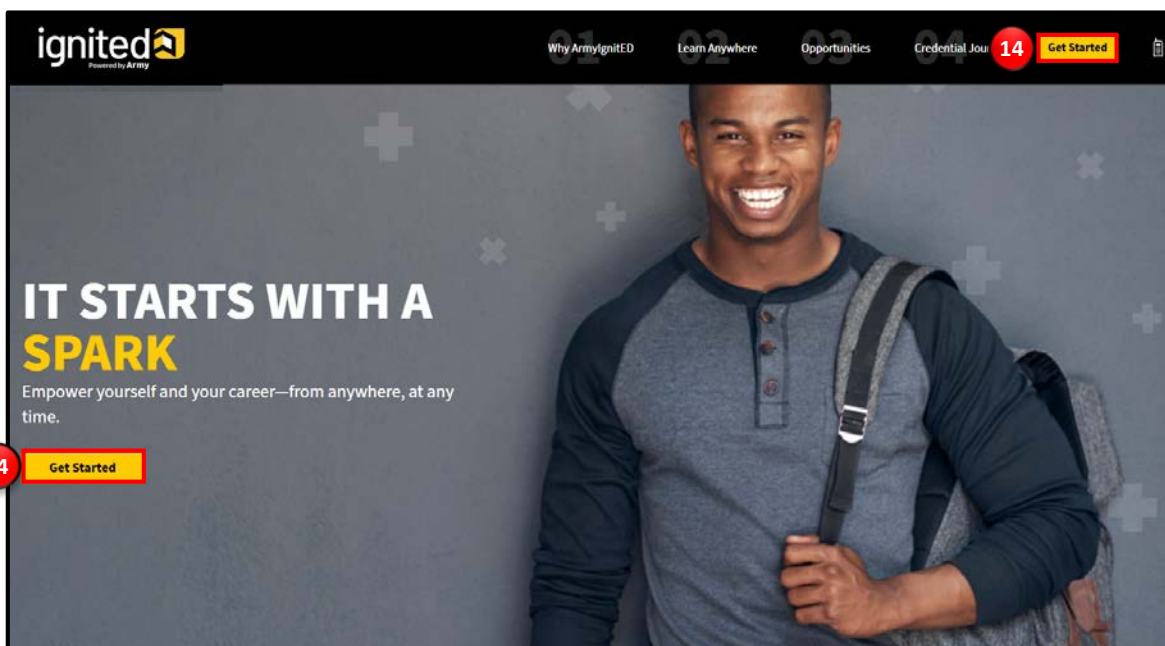
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## Create a Vendor User Account (6 of 7)

### Steps to Create a Vendor User Account

Once an ArmyIgnitED Administrator has contacted you and confirmed the creation of your vendor account, return to [www.ArmyIgnitED.com](http://www.ArmyIgnitED.com) to complete the account setup process for ArmyIgnitED.

14. Click **Get Started**.



15. Enter the email address and password associated with your Login.gov account then click **Sign In**.

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## Create a Vendor User Account (7 of 7)

### Steps to Create a Vendor User Account

15. Click **Get Started** to start the process of creating an ArmyIgnitED account.
16. Enter your personal information:
  - First Name (required)
  - Last Name (required)
  - Middle Name (optional)
  - Suffix (optional)
  - Vendor (required)
17. Click the yellow **Continue** button.
18. Enter your contact information:
  - Country Code (required)
  - Phone Number (required)
  - Ext (optional)
  - Email Address (required)
19. Click **Finish**.



ignited

✓ 2 3

### Create Account

Enter your personal information below.

First Name required  
Sophia

Last Name required  
Petrillo

Middle Name optional

Suffix optional

Vendor required  
Robert's Rare Jewelry

16

17

**Note:** Clicking the white "Return" arrow will return you to the previous page.

ignited

✓ ✓ 3

### Create Account

Enter your contact information below.

Country Code required

Phone Number required

Ext. optional  
e.g., 1234

Email Address required  
sophiapetrillo@mail.com

18

19 Finish

Congratulations!  
You've successfully created your  
Vendor User Account!

ignited

✓ ✓ ✓

### Your account has been created.

