Instructions for Accessing the OTAA Petition Automated Workflow System (PAWS) through Login.Gov

1. Click on the link provided in the email or BDR Cover Letter

WARNINGWARNINGWARNINGWARNINGWARNING You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. THERE IS NO EXPECTATION OF PRIVACY WHEN ACCESSING THIS SYSTEM. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are responsible for the proper handling of the Government data equipment and resources which they access. USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED	
IAGREE	

2. Select "I Agree" after reading the disclosure.

•••	Ø	dol.appiancloud.com	C	④ ① + 器
U.S. Department of Labor		Inbox (1) - pawsloginden	no@gmail.com - Gmail	
		Username		
		Password		
			r	
		Forgot your password? SIGN IN Note: Usernames are case sensitive		
		Please use all lower case.		
		Request Technical Assistance		
		Click here if you are a Login gov user		
	_			62002 2024 Locio

3. Click on the bottom link "Click here if you are a Login.gov user"

••• • • • •	0	secure.login.gov	Ċ	④ ① + 器
🖲 U.S. Department of Labor		🛛 Welcome - Login.gov	Inbox (1) - pawsloginden	no@gmail.com - Gmail
	ET/ yo	A BPMS is using Login.gov to all u to sign in to your account safe and securely.	ow Iy	
	Email	address		
	Passw	Show passwo	ord	
		Sign in		
		Create an account		
	<u>Sign ir</u>	n with your government employee ID		
	<u>&lt; Back</u>	to ETA BPMS		
	Forgot	t your password?		

4. You will be taken to this login.gov page. Because this login is used across multiple agencies, you may already have an account. If you do, enter your credentials and it will take you directly into the OTAA's PAWS system. If you do not currently have an account, click on "Create an account" to make a new login.

••• • • • • • • • • • • • • • • • • •			Ċ		4	Û	+	88
O U.S. Department of Labor		Create your account - Login.gov	1) - pa	awslogindemo@gmail.com	- Gmail			
	d	An official website of the United States government Here's how you kno	<u>u</u> ~					
	C1 Ent	r <b>eate your account</b> er your email address						
	Sel Log Eng	ect your email language preference in.gov allow you to receive your email communication in Jish, Spanish or French.						
		<ul> <li>English (default)</li> <li>Español</li> </ul>						
		○ Français Check this box to accept the Login.gov <u>Rules of Use</u> P						
		Submit						

5. Enter your email address and select your language. This email must match the account that we sent the login to. If you need to use a different account, contact the assigned analyst. Make sure to review the Rules of Use and check the box before clicking "Submit."



6. Login.Gov will then send a verification email to your email account.



7. Click on the "Confirm email address" link.

🔚 An official website of the United States government Here's how you know 🗸	
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:	
Continue	¥
Password safety tips	
< Cancel account creation	

8. Login.Gov will then ask you to create a password of at least 12 characters. Click "Continue" when you are satisfied with your password.

📕 An official website of the United States government Here's how you know
Authentication method setup Add a second layer of security so only you can sign in to your account. • Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.
Select an option to secure your account:
<ul> <li>Security key</li> <li>Use a security key that you have. It 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).</li> <li>Recommended because it is more phishing resistant.</li> </ul>
<ul> <li>Government employee ID</li> <li>Insert your government or military PIV or CAC card and enter your PIN.</li> <li>MORE SECURE</li> </ul>

9. Login.Gov requires two-factor authentication. Users may select the authentication and strong authentication methods are recommended. However, most commonly, users use a phone number for authentication.



10. To set up phone as your authentication method, scroll down and select "Phone" and then press "Continue."

*** *** 
Send your security code via text
We'll send you a security code each time you sign in.
Message and data rates may apply. Please do not use web-based (VOIP) phone services.
Phone number
example: (201) 555-0123
• 1
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) O Phone call
Mobile terms of service

11. Enter your phone number and select Text or Phone call before clicking "Continue." Note that some business phones use voice-over-ip (VOIP) and are not allowable numbers. Cell phones are most commonly used.

An official website of the United States government Here's how you know 🗸		
Enter yo We sent a secur 10 minutes. One-time secur	ur security code ity code to +1 608-354-8301. This code will expire in rity code	
Su	bmit	
🔁 Get anot	her code Semember this browser	
Entered the wro	ng phone number? <u>Use another phone number</u>	
< Choose anothe	eroption	
	<b>h</b>	

12. You will receive an alpha-numeric security code by text or phone call that should be entered on the one-time security code box. Then select "Submit."

A phone was added to your account.
You are now signing in for the first
time
We'll share this information with <b>ETA BPMS</b> :
Email address pawslogindemo@gmail.com
<b>ETA BPMS</b> will only use this information to connect to your account
Agree and continue

- 13. Login.Gov will confirm the new authentication method was added. Press "Agree and continue."
- 14. Then you will be immediately redirected to the OTAA PAWS system and logged in automatically.