Employee Express - PIV Card Registration Instructions

Steps for Registering your GSA Access/PIV Card

1. Navigate to https://www.employeeexpress.gov/DefaultLogin.aspx.

2. Insert your **GSA Access Card*** into the card reader of your computer.
    a. *Note: The GSA Access Card is also known as the PIV (Personal Identity Verification), GAC (Government Access Card) or HSPD-12 (Homeland Security Presidential Directive 12) Card.*

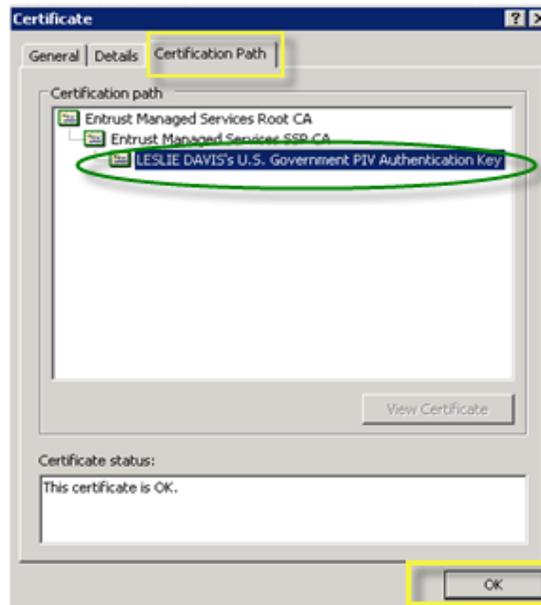3. Select **Login with Your PIV Smartcard**.

4. Click on the **Authentication** certificate, and press **OK**.

   a. For **Windows XP**, follow step **4b-4c**; for **Windows 7**, follow steps **4d-4e**
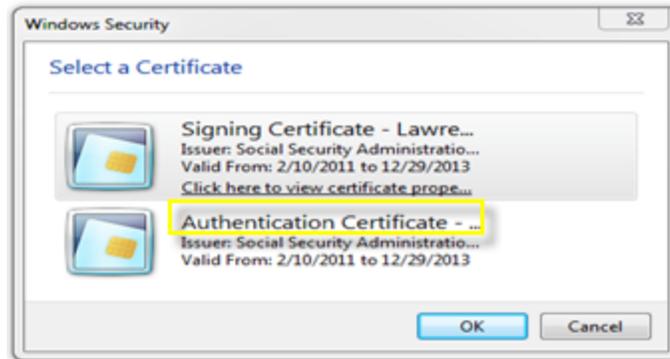
   b. **For Windows XP**: Click on a certificate, and click **View Certificate**.
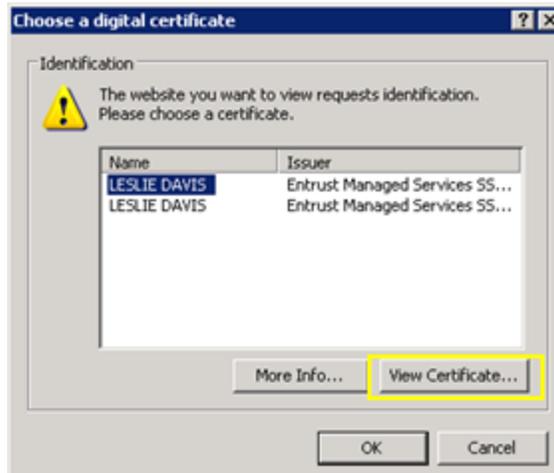
c. Choose the **Certification Path** tab. Select the certificate labeled **PIV Authentication Key** for EEX authentication, and click **OK**.

d. **For Windows 7**: Click on one of the certificates listed, and choose **Click here to view certificate properties**.

i. *Note: The certificate must be highlighted before the hyperlink Click here to view properties appears.*
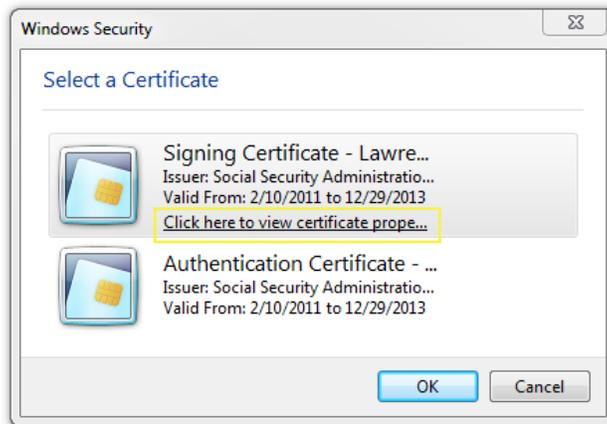
e. Choose the **Certification Path** tab. Select the certificate labeled **PIV Authentication Key**, and click **OK**.
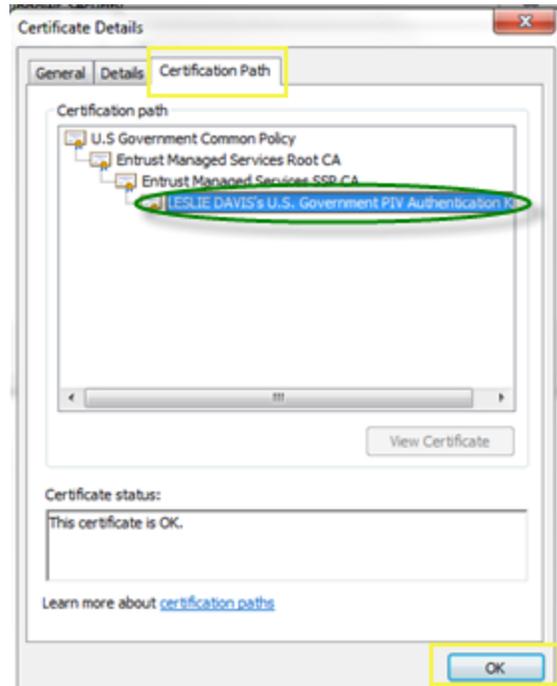
5. Once you've selected the correct certificate, enter your **PIN** in the dialog box that pops up, and click **OK**.

6. Enter your Employee Express **login ID** and **password**, and click on **Register PIV Card**.

7. If your login is your Social Security Number, you will be prompted to change your login **twice**; follow the same process as before by entering your Employee Express login ID and password, and clicking **Register PIV Card**. Follow the instructions to ensure your new login ID complies with security requirements.

8. Once you register your PIV Card, you will see a webpage (shown below) with security information. You have now successfully completed the card registration process.

Troubleshooting
Issues with Registering your Card in Employee Express

PIV Card Missing or Wrong Certificate

If you see the error message **"Your PIV Card (badge) is missing or you may have chosen the wrong certificate"** appear, follow these instructions:

1. Close your web browser.
2. Remove and reinsert your PIV card into the card reader.
3. Reopen your web browser.
4. Navigate to https://www.employeeexpress.gov/DefaultLogin.aspx.
5. When prompted, select a different certificate.

Clear Internet Explorer Cache

If you are using Internet Explorer and you are having issues with the certificate dialog box popping up continuously during the registration process, you might need to clear the cache from your web browser.
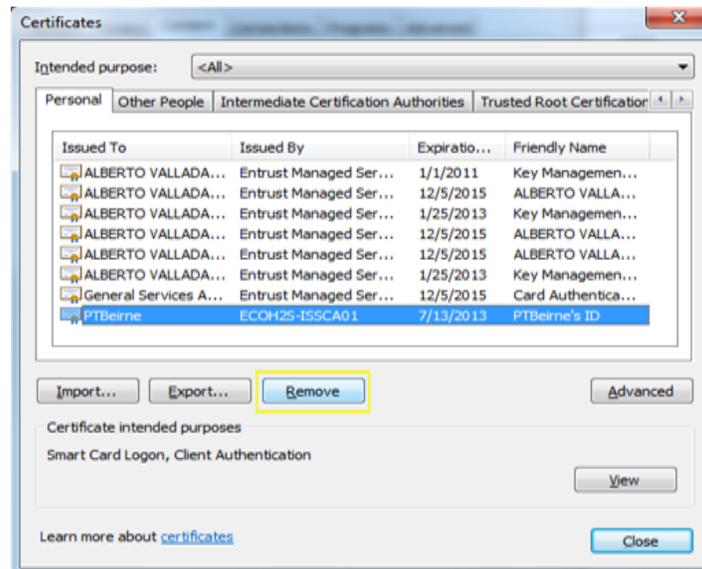
1. Open a new browser window in Internet Explorer. On the far right side of the screen, click on the **Tools** icon or the **Tools Menu Option**, and select **Internet options**.
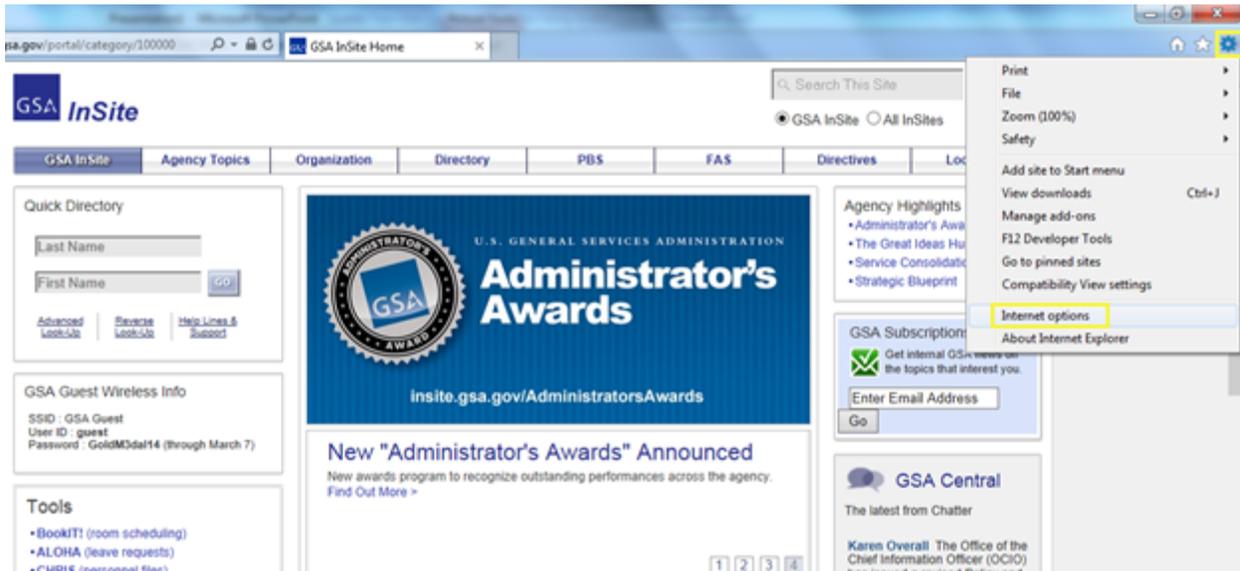
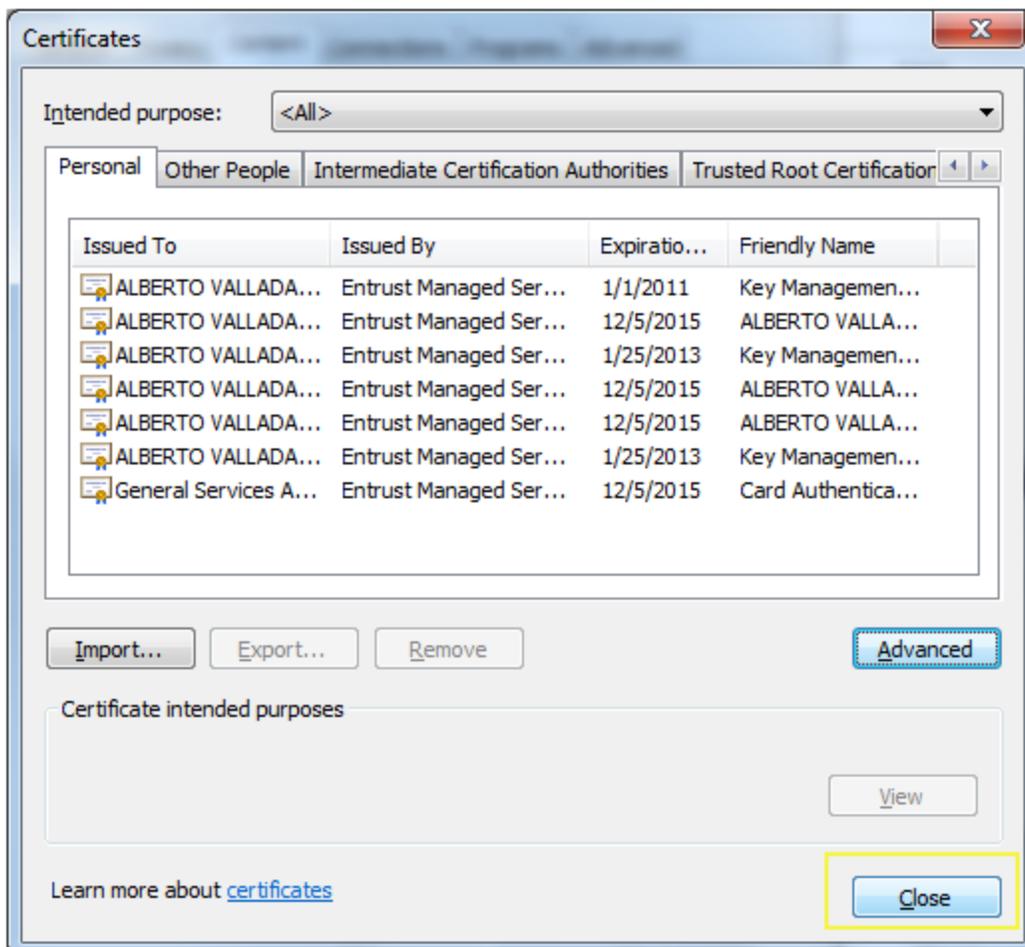2. Select the **Content**, and click **Certificates**.
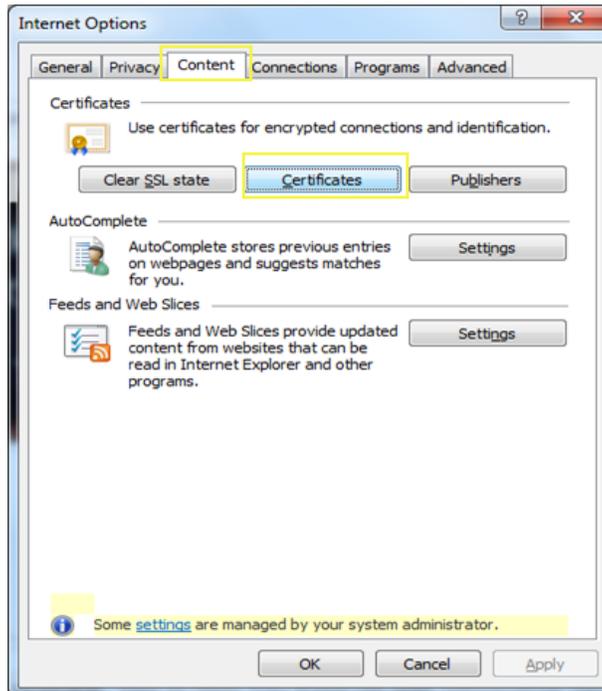
3. Highlight any certificates you want to remove, and select **Remove**.

4. Click **Yes** in the dialog box, asking if you want to delete the certificates.

5. When you are finished deleting the undesired certificates, click **Close**.

6. Close the Internet Options window, and click **OK** to exit the screen. When you open a new web browser window, the cached certificate(s) should no longer appear.