



Before you can log in to the Financial Disclosure Management System (FDM), you must be a registered FDM user. If you are not in the system and are required to file an OGE 450 or SF 278 report, contact your Agency POC or your local legal advisor to add you into the system. There are two different log in methods, using your Smart Card, CAC (Common Access Card) or PIV (Personal Identity Verification) or using your Agency User Name and Password.

## LOGGING IN USING YOUR SMART CARD



1. Log onto your computer, connect to the internet, open a web browser, type, <https://www.fdm.army.mil> in the address line and click **Go**. The FDM Home page displays.

### Website Security Certificate Message

Some users may receive the message. "There is a problem with this website's security certificate."

2. Click **"Continue to this website (not recommended)."**
3. Click **Login** on the left side of the FDM Home page.
4. Click the **Login** button under the Login Using your SmartCard section.

### Selecting a Certificate

5. Select your certificates and then click **OK**.

### What if I Have Several Certificates Listed?

You may have several certificates listed. Select any certificate that contains your name; however, be sure to check the expiration date to ensure that the certificate has not expired. Always pick the highest numbered one (or the one that has not expired). To check the certificate expiration, highlight a certificate and then click **View Certificate**. Pick an unexpired certificate.

6. Enter your **Smart Card PIN** and then click **OK**.

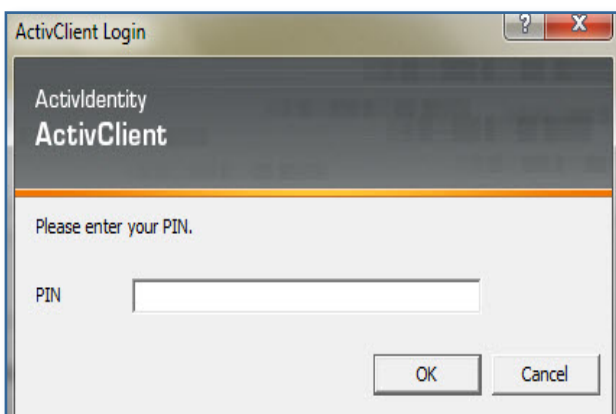
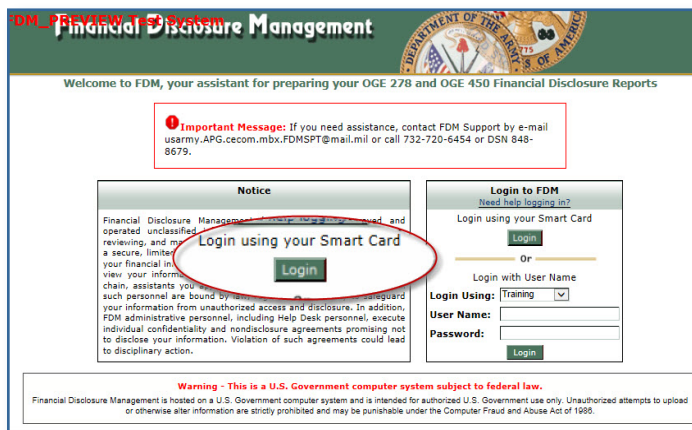
### What if I forget my PIN?

If you do not know your PIN or if you have locked out your PIN, contact the central processing/badge office or Local Registration Authority (LRA) to reset your PIN.

### What if the Access Denied Page Displays?

After 3 unsuccessful attempts of entering your PIN, FDM will lock you out for 30 Minutes. You must wait at least 30 minutes before trying access FDM again. Be sure to close all open browser windows. When ready, open a new browser window.

1. Click **Tools | Internet Options | Content**.
2. Click **Clear SSL State** and then click **OK**.
3. Go to the FDM site and try to log in again.



# LOGGING IN WITH USER NAME

Welcome to FDM, your assistant for preparing your OGE 278 and OGE 450 Financial Disclosure Reports

**Important Message:** If you need assistance, contact FDM Support by e-mail usarmy.APG.cecom.mbx.FDMSPT@mail.mil or call 732-720-6454 or DSN 848-8679.

**Notice**

Financial Disclosure Management is hosted on a U.S. Government computer system and is intended for authorized U.S. Government use only. Unauthorized attempts to access, use, or otherwise alter information are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1996.

**Login with User Name**

Login Using: Training

User Name:

Password:

Login

**Login to FDM**

Need help logging in?

Login using your Smart Card

Or

Login with User Name

Login Using: Training

User Name:

Password:

Login

**Warning - This is a U.S. Government computer system subject to federal law.**

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1. In your web browser type, <https://www.fdm.army.mil> in the address line and click **Go**. The FDM Home page displays.

## Website Security Certificate Message

Some users may receive the message. "There is a problem with this website's security certificate."

2. Click **"Continue to this website (not recommended)."**
3. Click **Log in to FDM** on the left side of the FDM Home page.
4. Select your appropriate authenticating source from the Login Using drop-down.
5. Enter your **User Name** and **Password**.

## What if I Receive a Message that My User Name or Password is Incorrect?

If you receive a message that your Username or Password is incorrect, check your Username and Password you entered remembering that Passwords are case sensitive and usernames do not include the suffix@abc.gov. Make sure your caps lock key is not set ON and enter in your credentials again. After 3 unsuccessful attempts, FDM will lock you out for 30 Minutes. If you try entering FDM after the 30 minutes and you continue to fail, please contact the FDM Support Desk at (443) 861-8247 so they can check your username.

If you are still having trouble accessing FDM, please contact your Agency POC or your local legal advisor to check if you are registered in FDM. Have your e-mail address available so they can verify your access to FDM.

# LOGGING OUT

Selecting Log Out is your way of concluding your online session and maintains the security and privacy of your financial disclosure report information by closing the connection to FDM.

You can log out at any time by clicking Log Out in the top right corner of any FDM page.

My Reviews | Admin | Ethics Training | Management Reports | Resources

Remind Filers | Remind Supervisors | Review Reports | Manage Exceptions

Review Reports - Worklist View Mode

Log Out

Form Type: Year: Reporting Status: Review Status: Action:

Name's With: Last Name: First Name:

Search Reset

Filer	Org Unit	Supervisor	Form Type	Year	Reporting Status	Review Status	Days in Review	My Review/Signature Date
Click Search to view a list of your reports.								

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