E-Authentication Overview

Electronic Authentication (E-Authentication) is the CDC's web-based identity proofing process. E- Authentication in the Secure Access Management Services (SAMS) is required of all users of EvaluationWeb®. General requests for E-Authentication are sent to Lourdes Gordillo via email at LGordillo@cdc.gov. Persons requesting e-authentication must provide their full name, email address, phone number, name of agency, and jurisdiction.

• *How it Works*

- The Requester will receive an email invitation from "SAMS-No-Reply" to complete registration in SAMS. **Registration must be completed within 30 business days, or the invitation will expire!**
- Once the Requester responds to the invitation and completes the SAMS registration process, the Requester becomes an **Applicant** (a person invited by SAMS to register in its program).
- The Applicant will receive a second email from "SAMS-No-Reply" that includes instructions and options for completing the **identity verification process**.

Option 1: Experian:

This is the fastest and most secure method to complete the SAMS identity proofing process. Using a secure interface, the Applicant will provide personal information directly to Experian. Experian will attempt to validate your information and may ask you a series of questions based on your credit history. There is no impact on your credit score.

If Experian cannot validate your identity, you can retry the process (up to 3 times) or complete verification using Option 2.

Option 2: Document Review:

This method can take several weeks to complete depending on volume and how the documentation is sent to CDC. The Applicant must complete the form that appears at the bottom of the second email from "SAMS-No-Reply". You must print the form and take it, along with two forms of photo identification (IDs) to a notary, CDC employee, or Designated Proofing Agent (DPA) for review and completion. A DPA is a person within the agency, working with a CDC-funded program who is authorized to notarize and proof identity verification forms. The completed form and a copy of the IDs must then be sent to SAMS using a secure upload or mailed to CDC for review and validation.

- Once the information has been successfully validated through Experian (Option 1) or the documents have been approved by SAMS (Option 2), SAMS will send a proofing notification to Lourdes for final approval.

- After final approval, the Applicant becomes a **User** (a person who has completed identity verification and has been approved for the requested activity by the activity's administrator).

Note: The Entrust Card (grid card) is no longer issued, unless one is requested by the User. For the document review method, remember, **two forms of photo identification** are required. Be sure your paperwork and photocopy of the IDs are **clear (not blurry)** when you upload them to SAMS.

E-Authentication Process

Requester sends for E-Authentication to Lourdes

Requester receives email invitation from SAMS-No-Reply

Requester completes SAMS registration and becomes an Applicant

Requester receives a second email from SAMS-No-Reply with instructions for identity verification

Requester selects preferred method for identity verification: Experian or Document Review

Experian

Document Review

Applicant provides information to Experian for identity verification

Applicant completes the form received from SAMS-No Reply (Box 4)

Applicant takes completed form along with two forms of ID to be notarized

Identity Successfully verified?

No (up to 3 attempts)

Applicant uploads clear copies of notarized form and IDs to SAMS for identity verification

Yes

SAMS sends Proofing notification to Lourdes for final approval

Yes

Documents approved?

No

Applicant becomes an authorized **User**

User logs into SAMS to select second factor login option

Grid Card – mailed to User's address on file within 10 business days

Mobile Authenticator – set up on User's mobile device for immediate access