

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**.

EMPLOYEE EXPRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | FAQ | Contact Us | Help | Brochure | Related Links

Welcome to Employee Express

Employee Express puts federal employees in control of their payroll-personnel information. View a list of [participating agencies](#).

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, audit and take action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, view, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Log in with Your Employee Express Login ID & Password

Login ID: [Show Login ID](#)

Password:

[Forgot Login ID or Password?](#)

Please ensure your Pop-up Blocker and Caps Lock are set to off

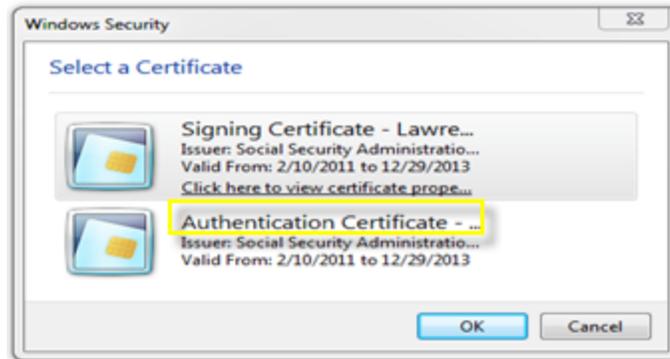
Log in with Your PIV Card



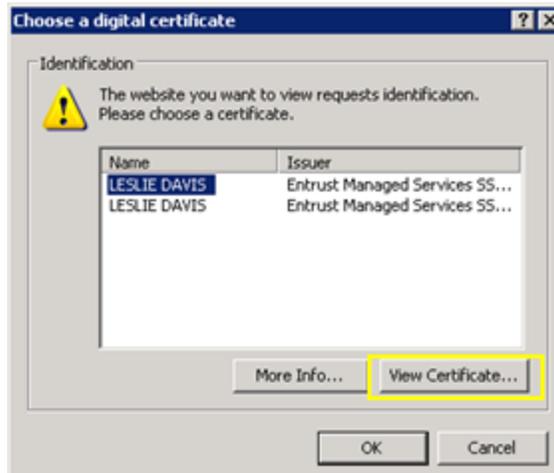
Log on with your PIV Smartcard
(Insert Card First)

[What is this?](#)

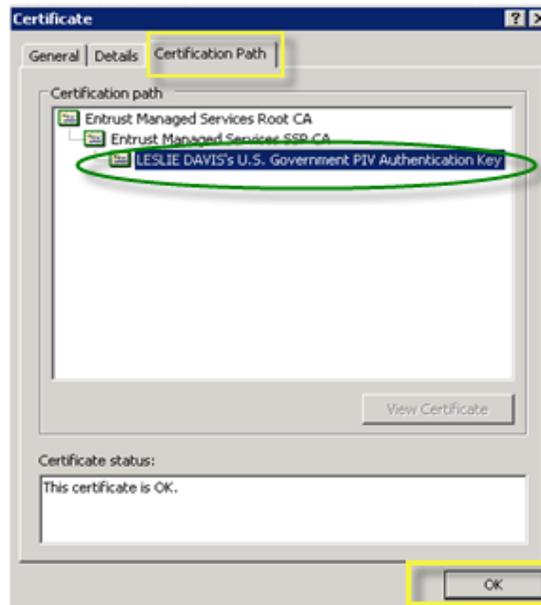
4. Click on the **Authentication** certificate, and press **OK**.
 - a. For **Windows XP**, follow step **4b-4c**; for **Windows 7**, follow steps **4d-4e**



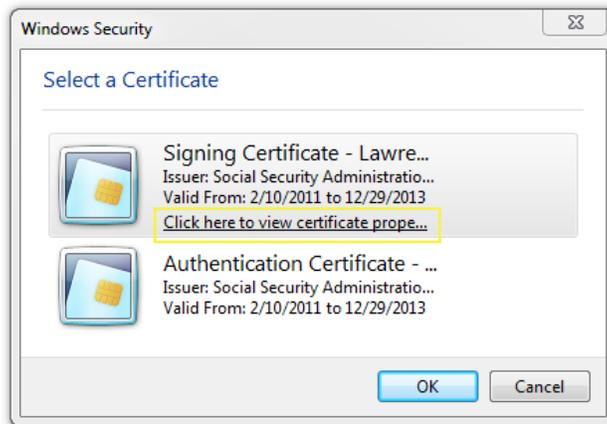
- b. For **Windows XP**: Click on a certificate, and click **View Certificate**.



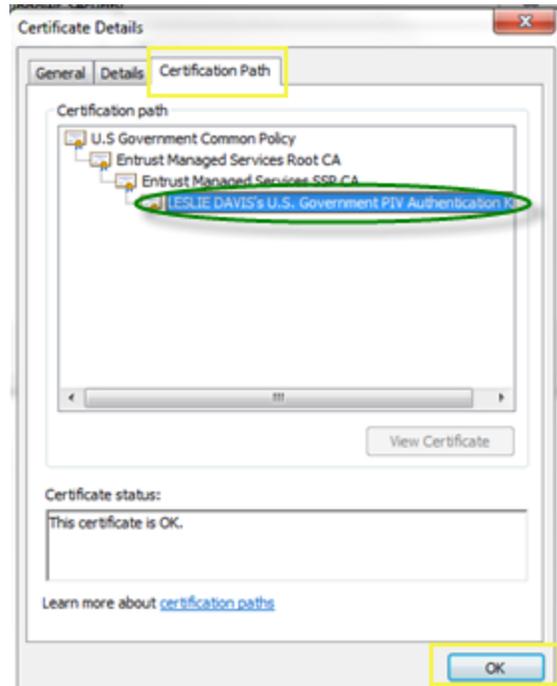
- c. Choose the **Certification Path** tab. Select the certificate labeled **PIV Authentication Key** for EEX authentication, and click **OK**.



- 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**.

PIV Registration - Windows Internet Explorer
https://196.79.62.20/PIVRegister.aspx

EMPLOYEE PRESS CHANGES? NO BIG DEAL!
Privacy Policy | Security | FAQ | Contact Us | Help | Brochure

PIV Card User Registration

The information requested below is required to validate your access for PIV Card Authentication. If you do not know your Employee Express Password, you will need to request a new password. Once your new password is received, you will be able to use it to gain access. [Lost or Forgot Password?](#)

Please enter your Login ID (no dashes): (no dashes)

Please enter your Employee Express Password:

Your Agency for PIV Card Authentication: Office of Personnel Management

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)
Employee Express - Changes? NO BIG DEAL!

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.



PIV Registration - Windows Internet Explorer
https://198.79.62.20/PIVRegister.aspx

EMPLOYEE EXPRESS CHANGES? NO BIG DEAL!
Privacy Policy | Security | FAQ | Contact Us | Help | Brochure

PIV Card User Registration

The information requested below is required to validate your access for PIV Card Authentication. If you do not know your Employee Express Password, you will need to request a new password. Once your new password is received, you will be able to use it to gain access. [Lost or Forgot Password?](#)

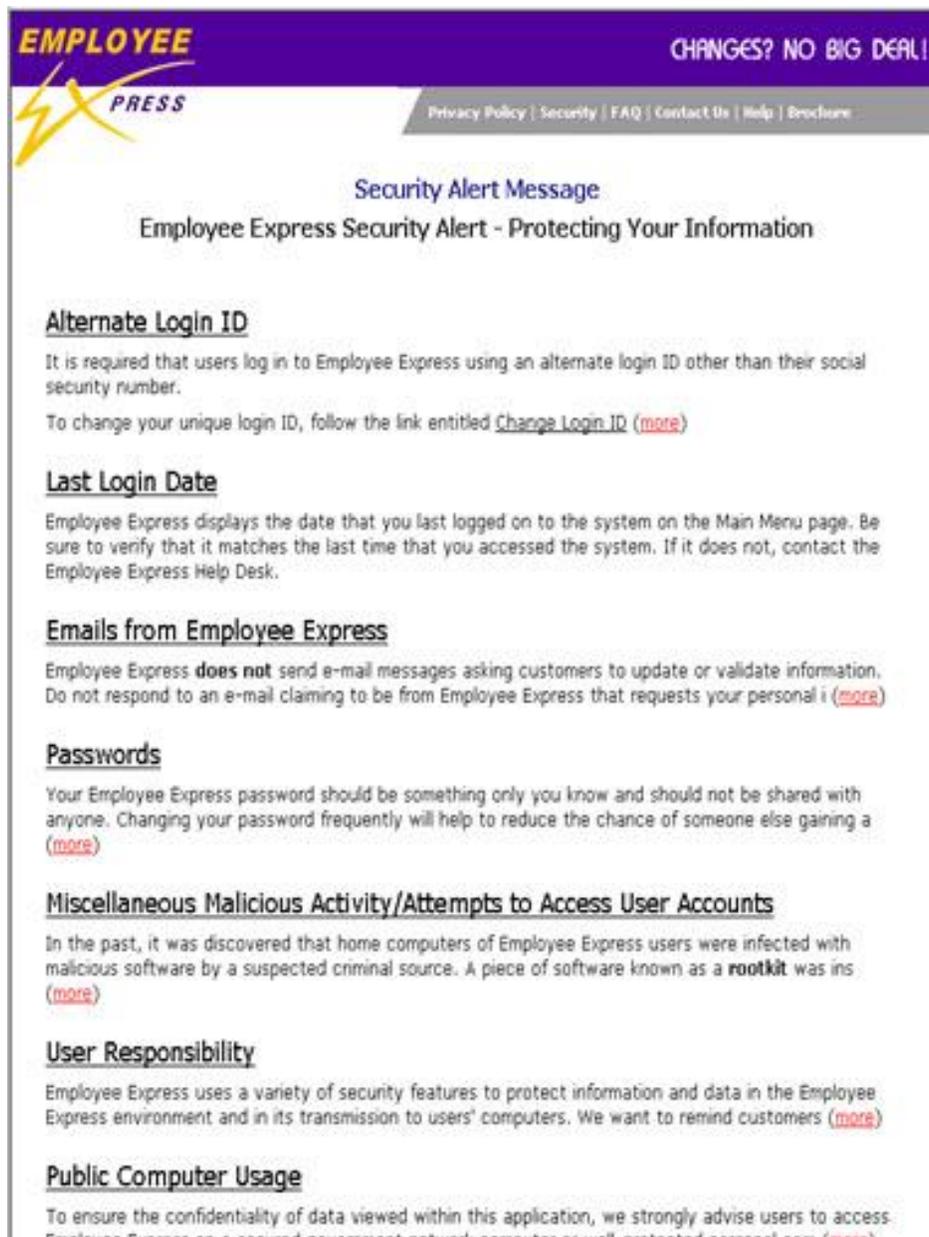
Please enter your Login ID (no dashes): (no dashes)

Please enter your Employee Express Password:

Your Agency for PIV Card Authentication: Office of Personnel Management

[Accessibility](#) | [Contact Us](#) | [About Employee Express](#)
Employee Express - Changes? NO BIG DEAL!

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.



The screenshot shows a webpage titled "EMPLOYEE EXPRESS" with a purple header. The main heading is "Security Alert Message" and the sub-heading is "Employee Express Security Alert - Protecting Your Information". The page contains several sections of security information:

- Alternate Login ID:** It is required that users log in to Employee Express using an alternate login ID other than their social security number. To change your unique login ID, follow the link entitled [Change Login ID \(more\)](#).
- Last Login Date:** Employee Express displays the date that you last logged on to the system on the Main Menu page. Be sure to verify that it matches the last time that you accessed the system. If it does not, contact the Employee Express Help Desk.
- Emails from Employee Express:** Employee Express **does not** send e-mail messages asking customers to update or validate information. Do not respond to an e-mail claiming to be from Employee Express that requests your personal i [\(more\)](#).
- Passwords:** Your Employee Express password should be something only you know and should not be shared with anyone. Changing your password frequently will help to reduce the chance of someone else gaining a [\(more\)](#).
- Miscellaneous Malicious Activity/Attempts to Access User Accounts:** In the past, it was discovered that home computers of Employee Express users were infected with malicious software by a suspected criminal source. A piece of software known as a **rootkit** was ins [\(more\)](#).
- User Responsibility:** Employee Express uses a variety of security features to protect information and data in the Employee Express environment and in its transmission to users' computers. We want to remind customers [\(more\)](#).
- Public Computer Usage:** To ensure the confidentiality of data viewed within this application, we strongly advise users to access Employee Express on a secured equipment network computer or well-protected secured one [\(more\)](#).

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.

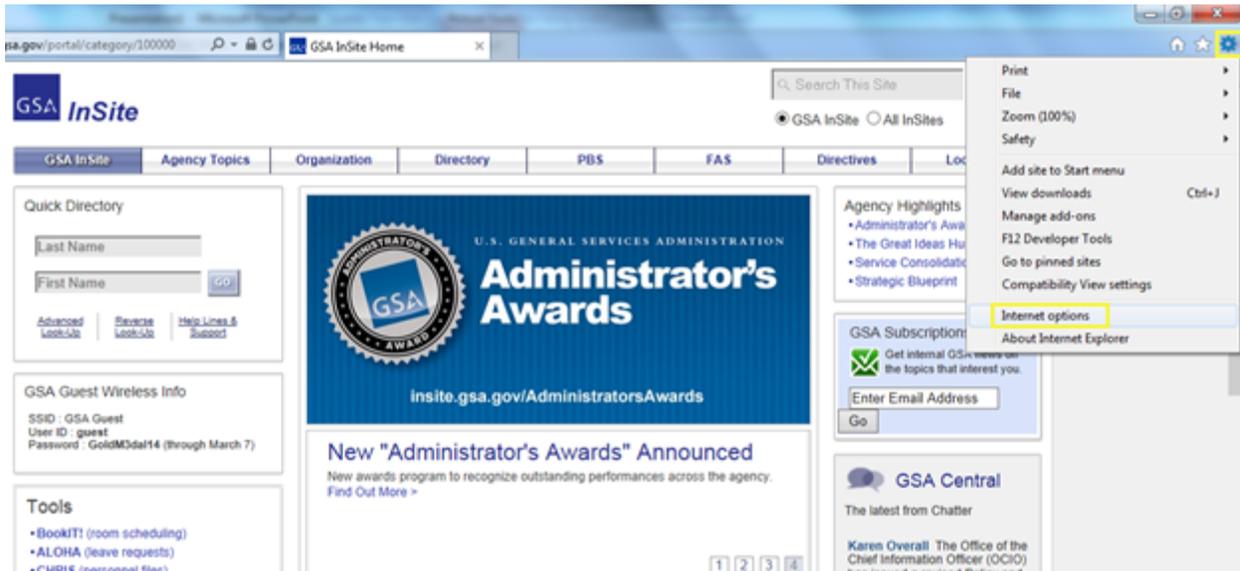




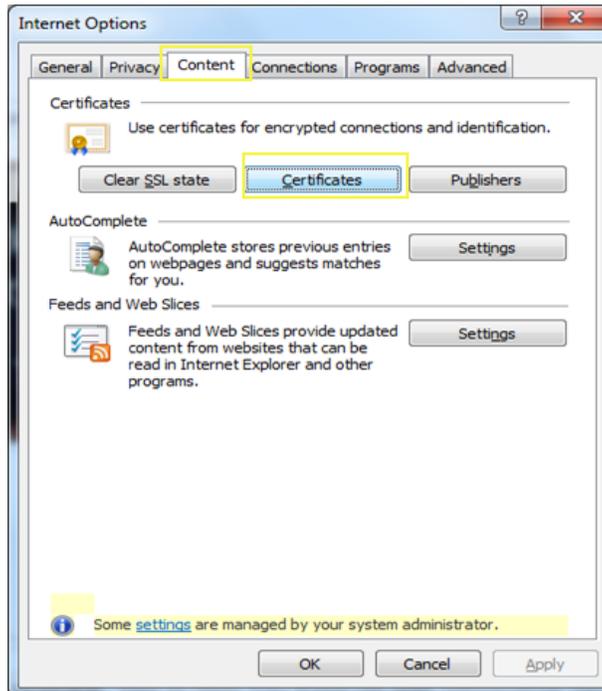
Clear Internet Explorer Cache

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.

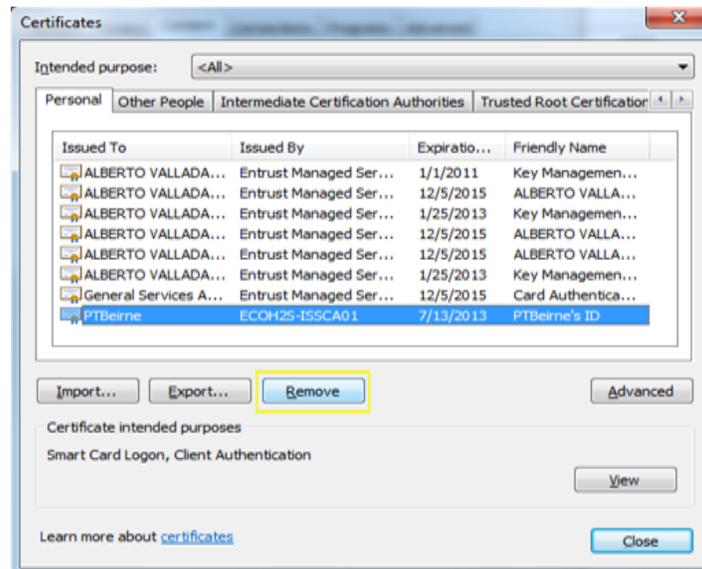
1. Open a new browser window in Internet Explorer. On the far right side of the screen, click on the **Tools** icon or the **Tools Menu Option**, and select **Internet options**.



2. Select the **Content**, and click **Certificates**.



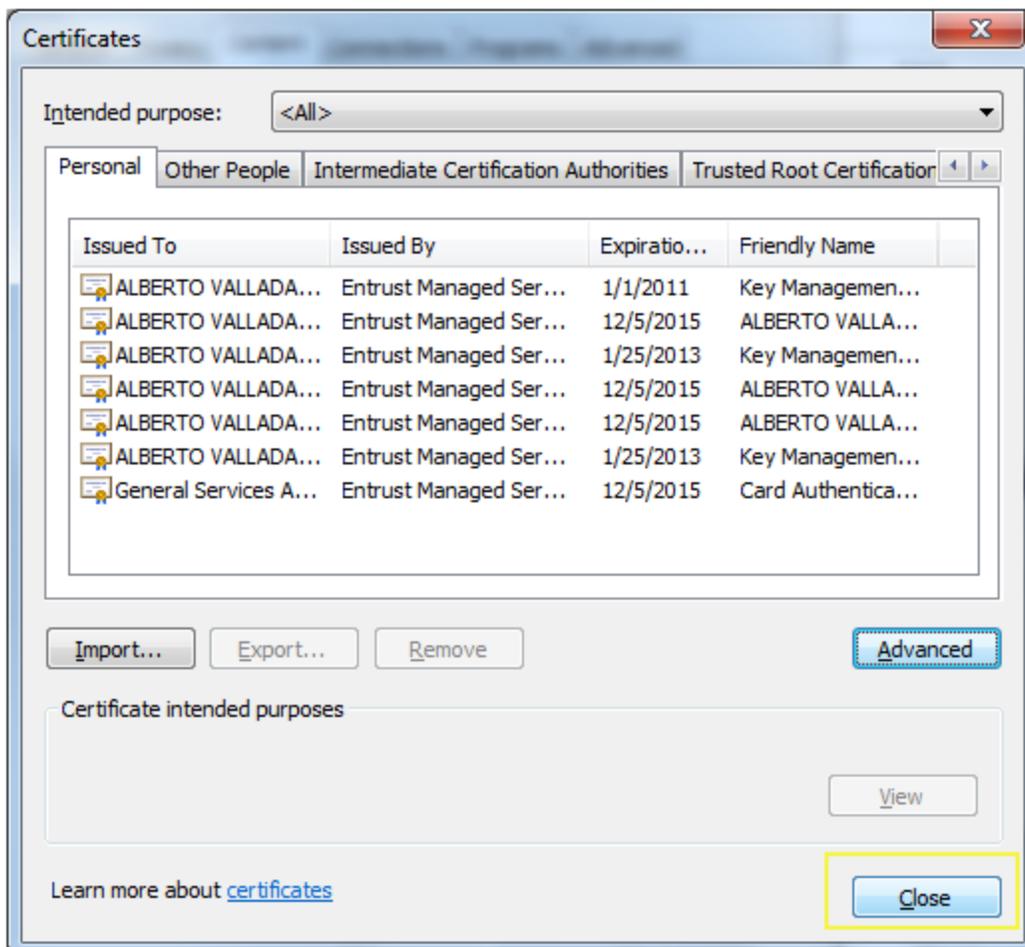
3. Highlight any certificates you want to remove, and select **Remove**.



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



- 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.

