Login Instructions for first-time applicants OR applicants that have had their accounts reset

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Step 1

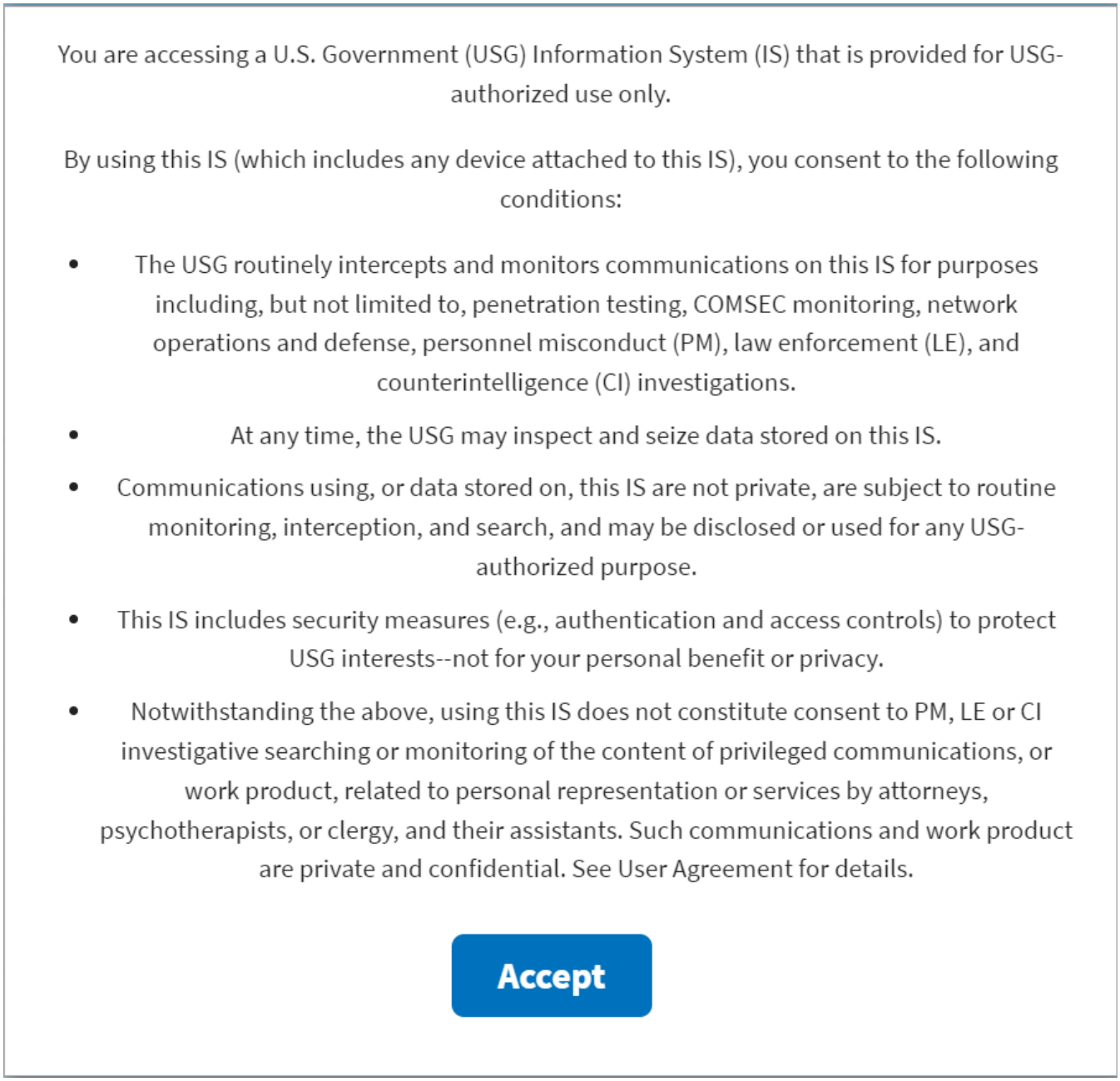
Open your internet browser and navigate to the following URL: https://www.dcsa.mil/is/eqip/.

Step 2

Click the ***"Enter e-QIP"*** button in the center of the screen.

Step 3

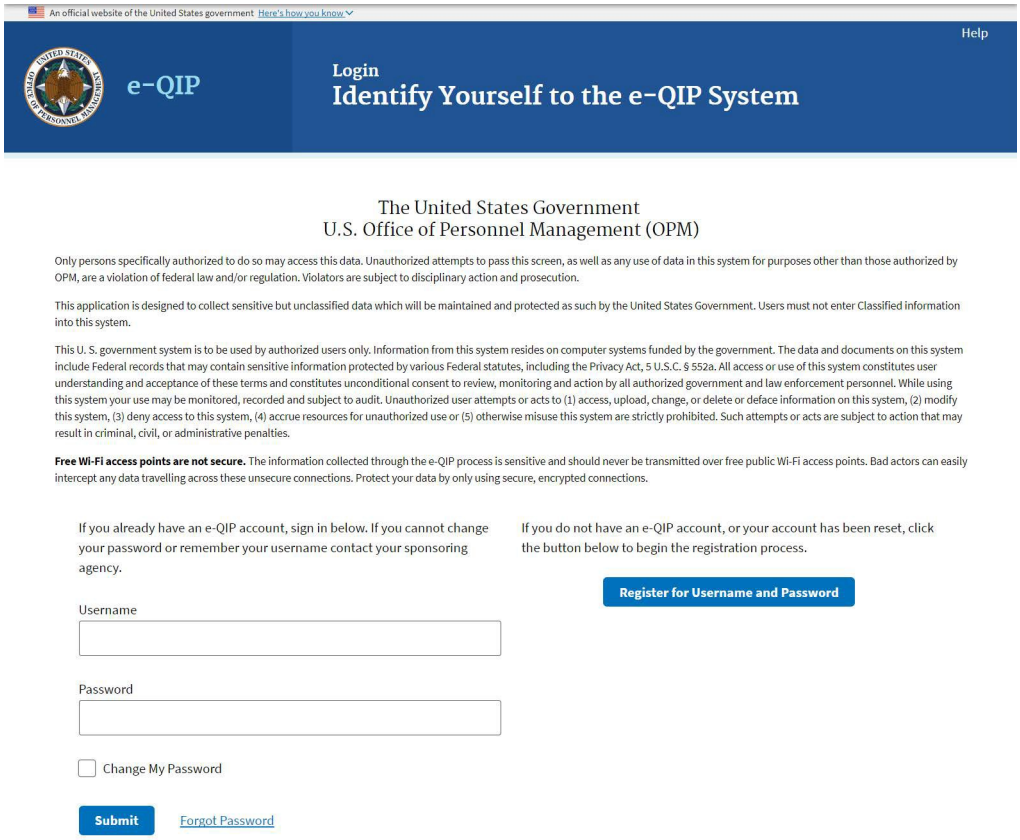
Users will be presented with a message regarding accessing a U.S. Government Information System. Clicking **"Accept"** will advance to the e-QIP login screen.



Step 4

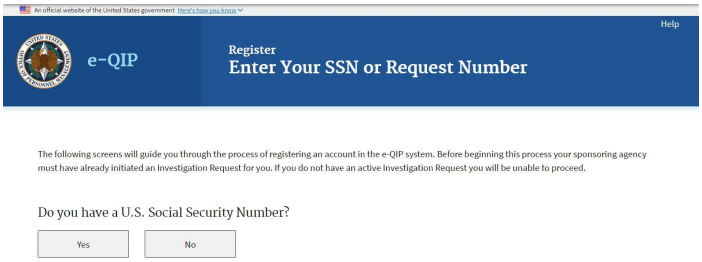
As a first time user with a registration code or a user that has had their account reset and has a new registration code to enter, click the ***"Register for Username and Password"*** button.

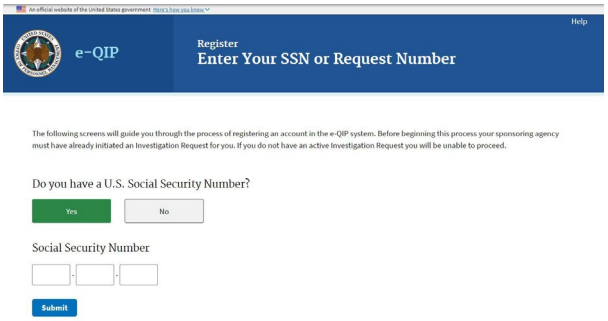
Step 3


An official website of the United States government Here's how you know
Help
e-QIP
Login
Identify Yourself to the e-QIP System
The United States Government
U.S. Office of Personnel Management (OPM)
Only persons specifically authorized to do so may access this data. Unauthorized attempts to pass this screen, as well as any use of data in this system for purposes other than those authorized by OPM, are a violation of federal law and/or regulation. Violators are subject to disciplinary action and prosecution.
This application is designed to collect sensitive but unclassified data which will be maintained and protected as such by the United States Government. Users must not enter Classified information into this system.
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 may 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, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit. Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface 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.
Free Wi-Fi access points are not secure. The information collected through the e-QIP process is sensitive and should never be transmitted over free public Wi-Fi access points. Bad actors can easily intercept any data travelling across these unsecure connections. Protect your data by only using secure, encrypted connections.
If you already have an e-QIP account, sign in below. If you cannot change your password or remember your username contact your sponsoring agency.
Username
Password
Change My Password
Submit
Forgot Password
If you do not have an e-QIP account, or your account has been reset, click the button below to begin the registration process.
Register for Username and Password

Step 5

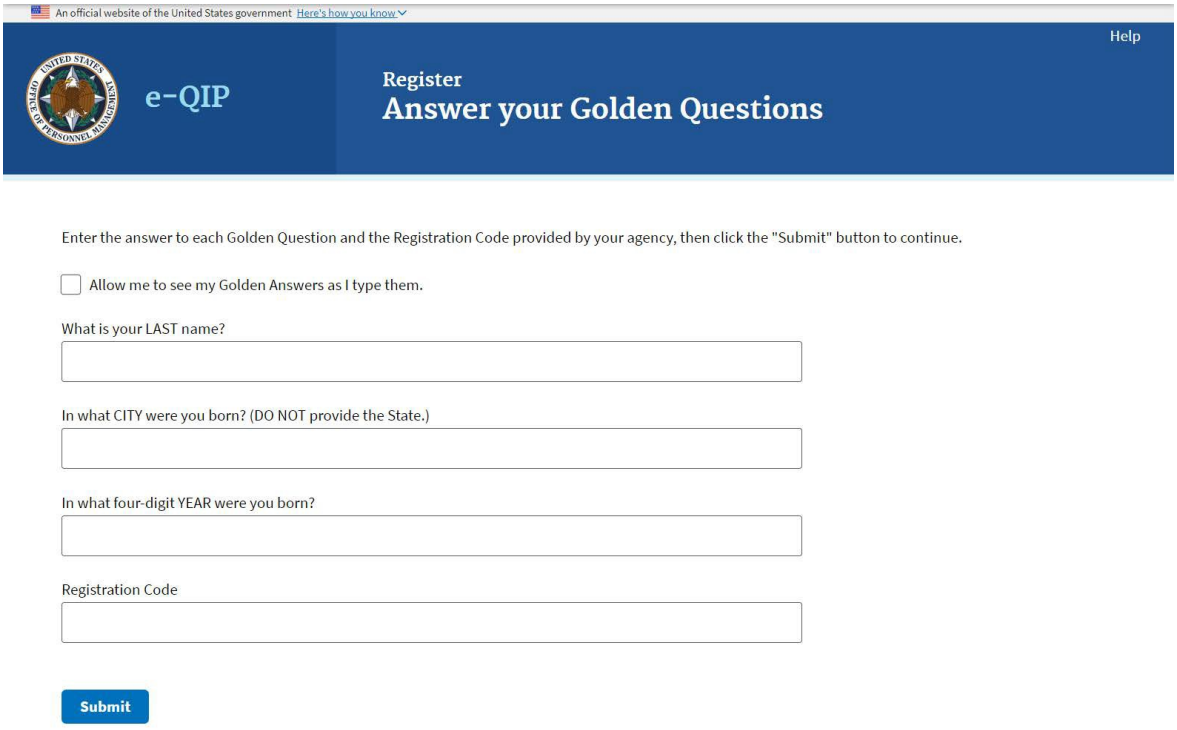
As a first time user you will enter your Social Security Number, or if you don't have a Social Security Number you will enter the e-QIP Request ID Number provided to you by the agency requesting your information. Then you will click the ***"Submit"*** button.





Step 6

Enter your identifying information. The registration code is a 14 character alphanumeric code that your sponsoring agency must provide to you either directly or through DCSA's automated email service. Only the registration code field is case sensitive. These fields must match what your sponsoring agency has inputted into your e-QIP profile. **If you are receiving a "login failed" error message you will have to contact your sponsoring agency for support**. After you have completed all of the fields, click the ***"Submit"*** button. Please note, you may check the box above the Golden Questions to see your responses as you type them.

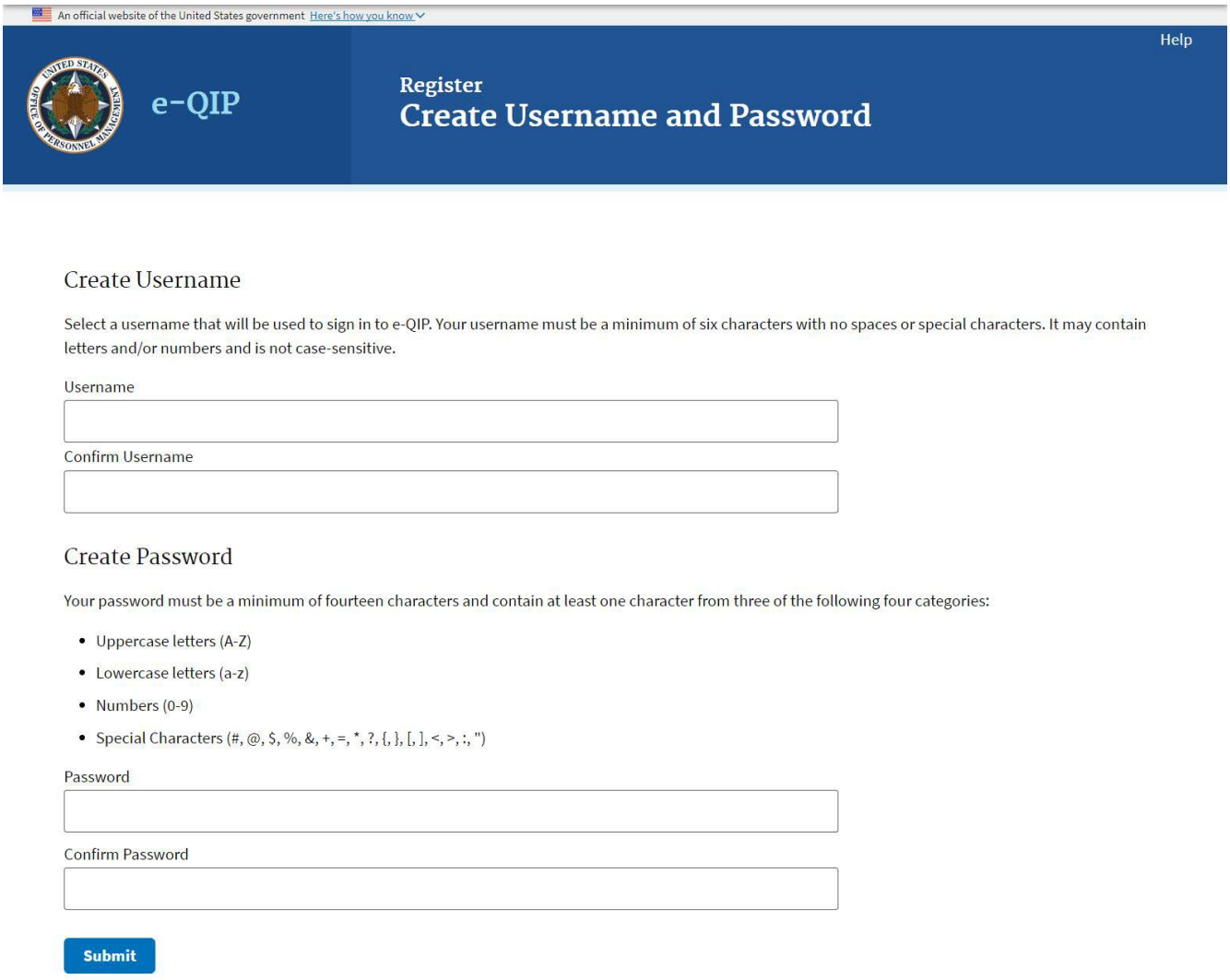


Step 7

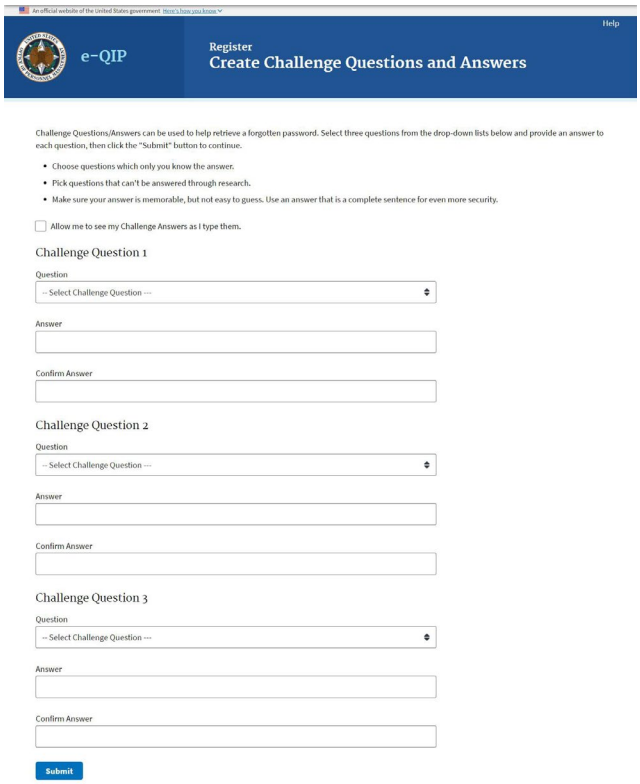
Create a username and password by typing each in its respective field and then typing it again in the "confirm" field. These will remain the same for future logins. See the screen for password requirements as **your password needs to be at least 15 characters long and have at least 3 of the 4 characteristics**:

- Uppercase letter
- Lowercase letter
- Number
- Special Character
    - Note: only special characters listed in the complexity requirements (not including commas and parenthesis) may be used in your password. Using a character not listed will result in an error message.

Once you have entered your username and password in all required fields, click the "***Submit***" button.



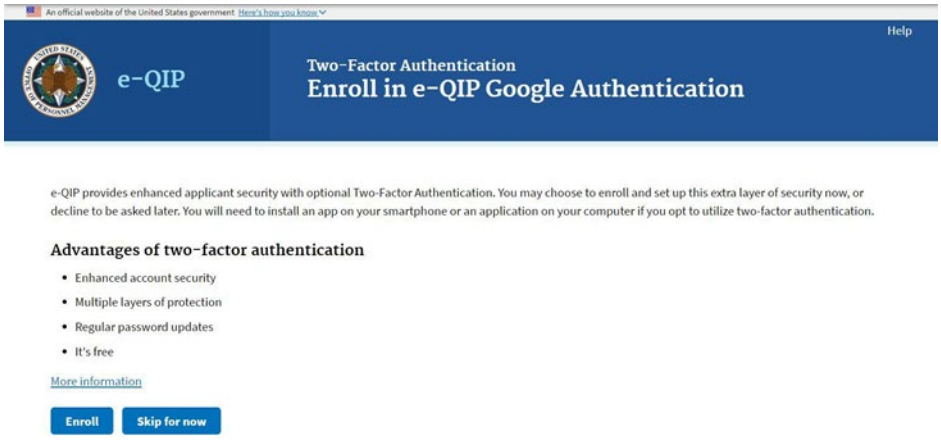
Choose three challenge questions from the drop down menus and enter your responses in the "Answer" fields. If you are having trouble typing identical answers in the "Confirm Answer" fields, check the box next to "Allow me to see my Challenge Answers as I type them."
After choosing and answering all three challenge questions, click the "Submit" button. Please note that all three challenge question answers must collectively contain a minimum of fifteen characters in length.



Step 9

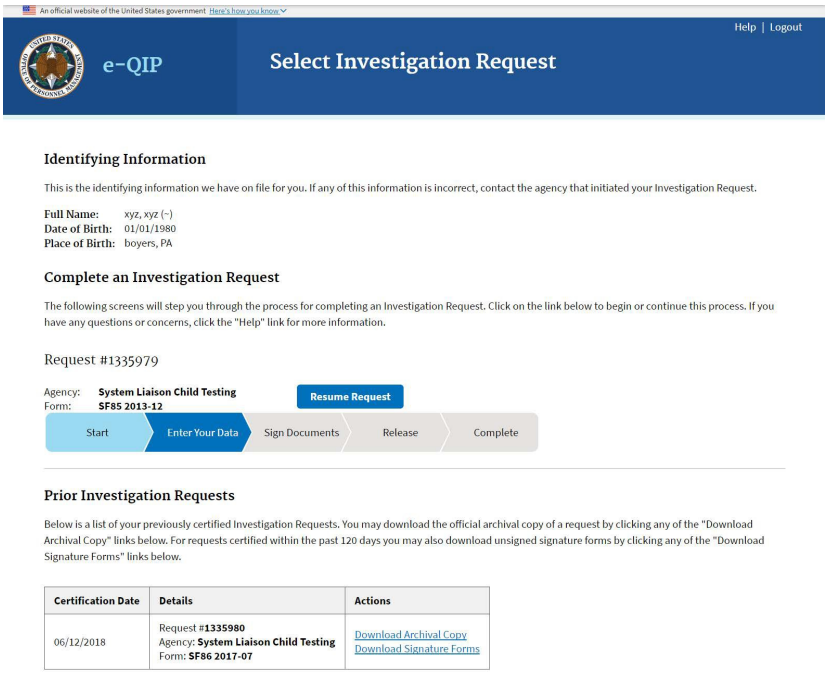
You now have the option to implement two-factor authentication with a device of your choosing for any future logins. **This is NOT a requirement** and you can choose to not enroll by clicking, ***"Skip for Now"*** and continue to Step 10 of this guide. If you wish to enroll in two

factor authentication, see Step 11 in this guide. If you skip for now, you will be given the option to enroll again when you log back into e-QIP.



Step 10

You may now begin entering you data into the investigative form by clicking the link ***"Enter Your Data" or "Begin Request"***. If you have more than one agency requesting your information you may have more than one Questionnaire from which to choose. If you need help determining which form to begin entering data into, contact your sponsoring agency for help.



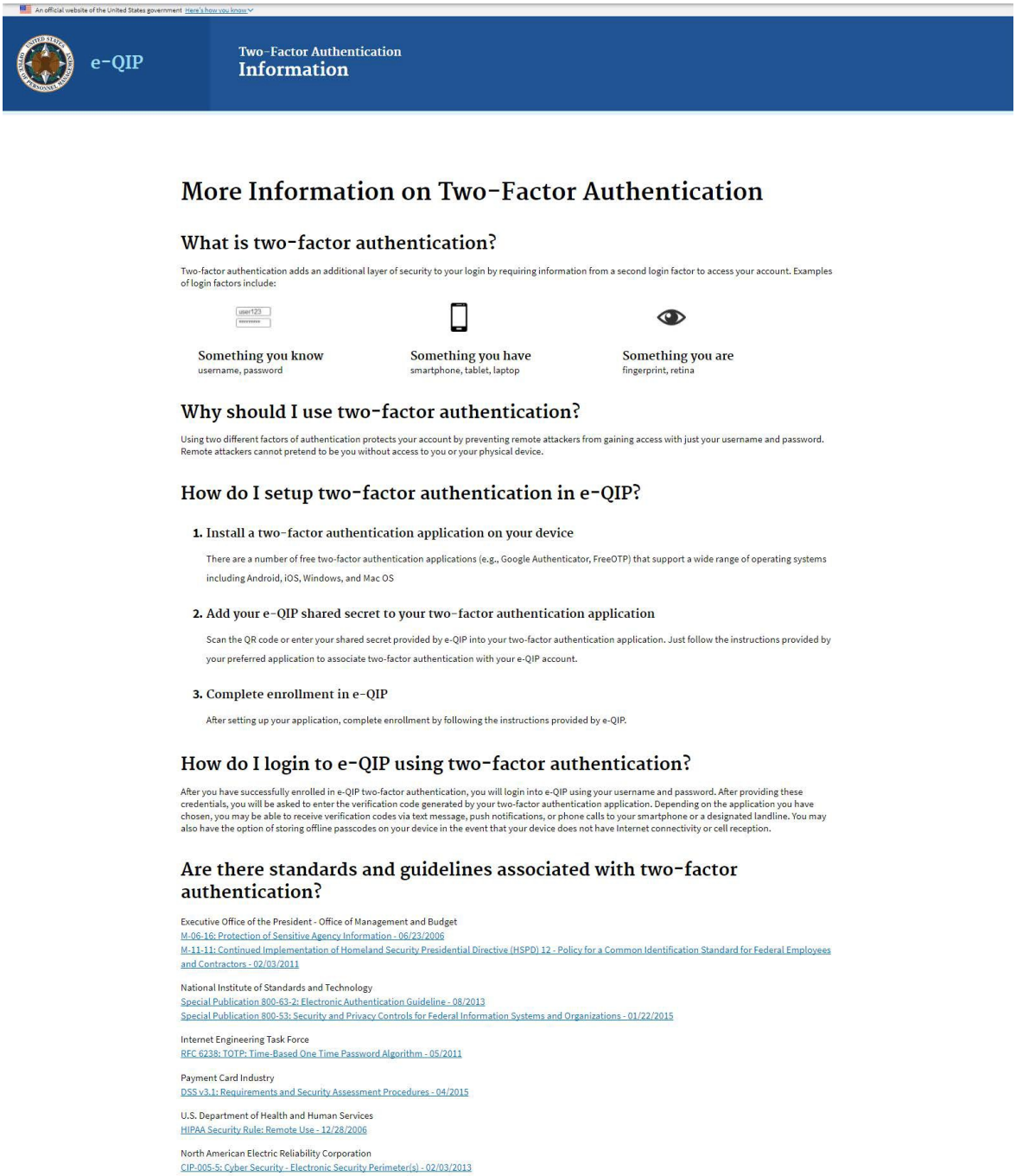
Log-in for Two-Factor Authentication (optional)

Step 11

If you want to use two-factor authentication for future logins by linking your e-QIP account to a device of your choosing you must FIRST click the link **"More information"** for instructions on what to download on your device. Ensure you choose a device you will have access to the next time you wish to login to e-QIP.

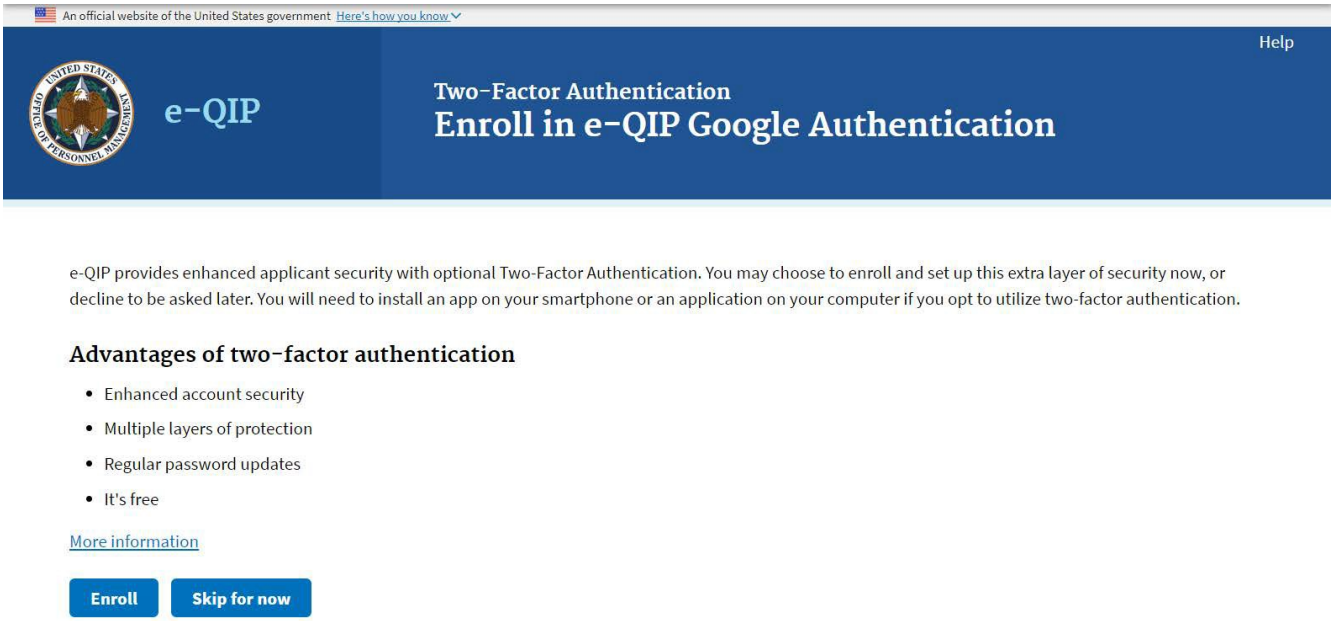
Step 12

The instructions on the screen give an overview of the process you will need to follow. FIRST you will need to download a two-factor authentication application to your smartphone, computer or tablet. Again, ensure you choose a device that you will have access to the next time you need to log into e-QIP. After reading the instructions and downloading the application of your choosing to the device of your choice, you may close the browser window or tab within the browser that is displaying the instructions in order to return to the enrollment screen.



Step 13

Now that you have installed a two-factor authentication application, you may select the ***"Enroll"*** button.



Step 14

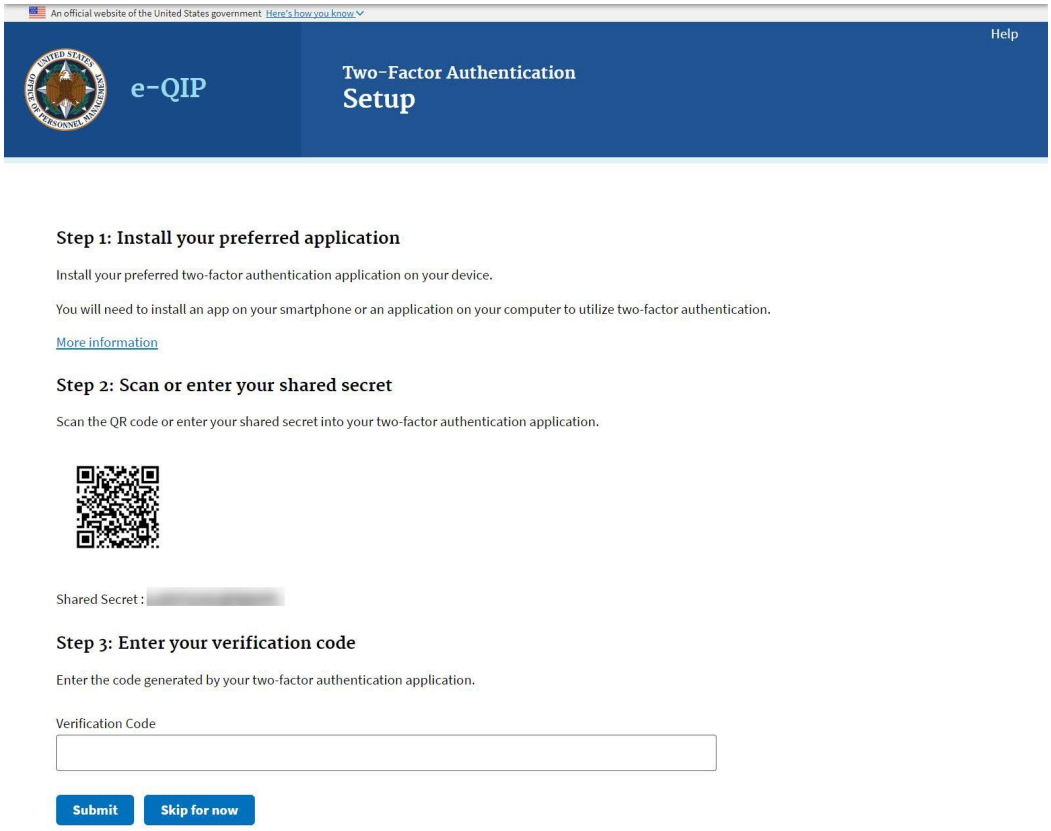
Now that you have an authentication application:

For *smartphones* or *tablets* that can use the QR Barcode (e.g.): Open the authentication application, manipulate the application to where it is ready to image the QR barcode and hold the smartphone or tablet up to the computer screen. Enter the six-digit number that generates into the "Verification Code" field and then click the ***"Submit"*** button.

For *computers, smartphones, or tablets* with authentication applications that require the "Shared Secret" code instead of the QR Barcode: Open the authentication application, manipulate the application to where it is asking for the Shared Secret code and enter the code shown on the e-QIP screen. Enter the six-digit number that generates into the "Verification Code" field and then click the ***"Submit"*** button.

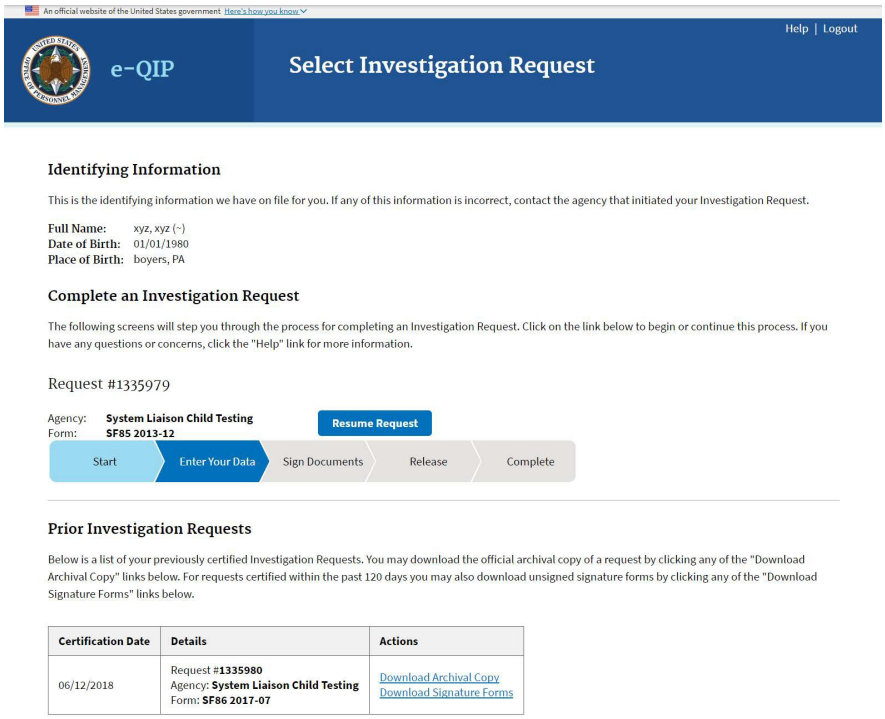
Note: This code changes every 30-45 seconds so it must be entered correctly and quickly.

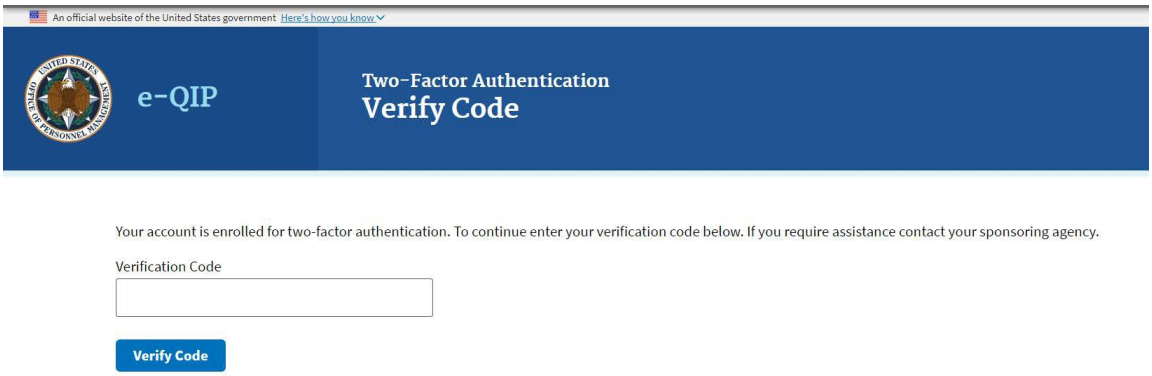
You may choose **"Skip for now"** at any time in order to continue without the Two-Factor authentication in which case you should arrive at the screen to enter your information (Step 11 in this guide).



Step 15

You may now begin entering you data into the investigative form by clicking the link ***"Enter Your Data" or "Begin/resume request"***. If you have more than one agency requesting your information you may have more than one Questionnaire from which to choose. If you need help determining which form to begin entering data into, contact your sponsoring agency for help.



Note for Future Logins: The next time you login to e-QIP, after entering your username and password you will be prompted only to enter the six-digit verification code. (As shown below.) You simply need to open the authentication application and retrieve the current six-digit number presented. You do not need to scan a QR Barcode or enter a Shared Secret as the device is already associated with your e-QIP account.

If you no longer have access to the device with the authentication application you must request your sponsoring agency to perform an "authentication reset" which will require you to register a new username and password.