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/](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.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

- At any time, the USG may inspect and seize data stored on this IS.

- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.

- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Accept

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.
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 violations 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 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, you may be monitored, recorded and subject to audit. Unauthorized user attempts or acts to (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) access 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 unsecured connections. Protect your identity 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.

If you do not have an e-QIP account, or your account has been reset, click the button below to begin the registration process.

Username

Password

Change My Password

Submit  Forgot 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 your 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.

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**More Information on Two-Factor Authentication**

**What is two-factor authentication?**

Two-factor authentication adds an additional layer of security to your login by requiring information from a second login factor to access your account. Examples of login factors include:

- **Something you know**: username, password
- **Something you have**: smartphone, tablet, laptop
- **Something you are**: fingerprint, retina

**Why should I use two-factor authentication?**

Using two different factors of authentication protects your account by preventing remote attackers from gaining access with just your username and password. Remote attackers cannot predict to be the one who access to your personal device.

**How do I setup two-factor authentication in e-QIP?**

1. Install a two-factor authentication application on your device

   There are a number of the two-factor authentication applications (e.g., Google Authenticator, 2FA App) that support a wide range of operating systems including Android, iOS, Windows, and Mac OS.

2. Add your e-QIP shared secret to your two-factor authentication application

   Scan the QR code or enter your shared secret provided by a 2FA app into your two-factor authentication application. Just follow the instructions provided by your preferred applications to associate two-factor authentication with your e-QIP account.

3. Complete enrollment in e-QIP

   After setting up your application, complete enrollment by following the instructions provided by e-QIP.

**How do I login to e-QIP using two-factor authentication?**

After you have successfully enrolled in e-QIP two-factor authentication, you will login into e-QIP using your username and password. After providing these credentials, you will be asked to enter the verification code generated by your two-factor authentication application. Depending on the application you have chosen, you may be able to receive verification codes via text message, push notifications, or phone calls on your smartphone or a designated landline. You may also have the option of storing offline passcodes on your device in the event that your device does not have internet connectivity or cell reception.

**Are there standards and guidelines associated with two-factor authentication?**

Executive Office of the President - Office of Management and Budget

- 56-83-16 Protection of Sensitive Agency Information - 08/20/2016

National Institute of Standards and Technology

- Special Publication: 800-63-2 - Two-Factor Authentication Guidelines - 08/2015
- Special Publication: 800-63-3 - Security and Privacy Controls for Federal Information Systems and Organizations - 01/21/2015

Internet Engineering Task Force

- RFC 4226: 2FA: Time-Based One-Time Password Algorithms - 06/2021

Payment Card Industry

- PCI-DSS Requirements and Security Assessment Procedures - 04/2013

U.S. Department of Health and Human Services

- HHS Security Rule: Remote Access - 12/2019

North American Electric Reliability Corporation

Step 13
Now that you have installed a two-factor authentication application, you may select the “Enroll” button.

Advantages of two-factor authentication

- Enhanced account security
- Multiple layers of protection
- Regular password updates
- It’s free

More Information
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 your 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.