Managing LOGIN.GOV Users in FDM

Purpose

This document is intended to provide guidance on how to add users, new filers and other roles in FDM, after the user has requested access and has been placed in the queue. For information on how to have users request access to FDM via Login.gov please see the Request FDM Access via Login.gov quick reference card (QRC). Please note that any user using LOGIN.GOV credentials to access FDM is subject to a 90-day expiration policy. Administrators or ethics officials can extend or reactivate after expiration by an additional 90 days as necessary.

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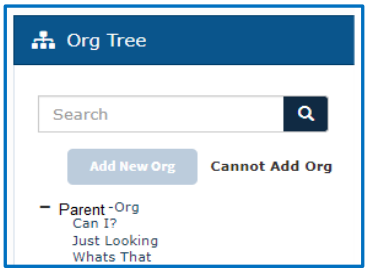
Adding new 450 Filers to the FDM system

1. From the FDM dashboard click on the **Admin Center** tab. The Org Management sub tab opens. Click on **Org Management**.



2. The **Org Management window** opens. From the Org Tree section, you will see a list of your assigned organizations. Click the **+sign** – the sub org units appear, select the org that is associated with the new 450 Filer. **An FDM admin can be assigned to multiple org units.

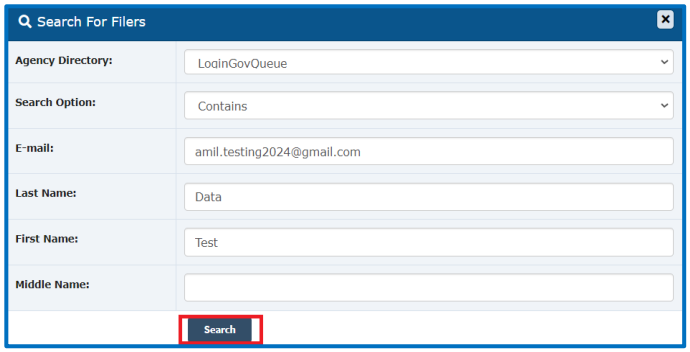




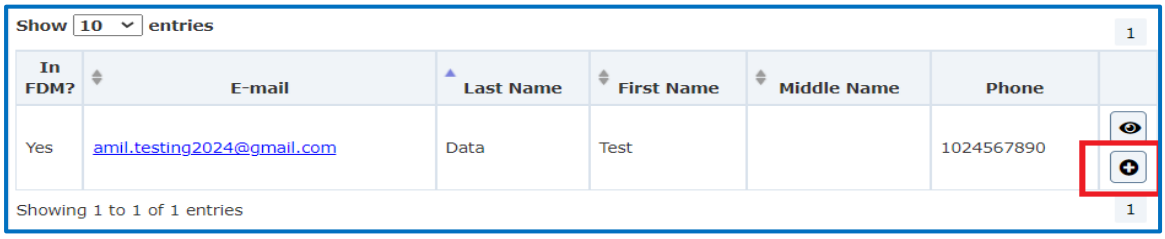
3. Click on the **Org Unit Filers** tab, then click on the **450 Filers** button. A table opens to the current **450 filers** list. Click the **ADD FILER** button



4. A search window opens. From the dropdown select **LoginGovQueue,** then enter the **filer's criteria** and click **Search**.



5. The filer data appears - click the **+sign** to add the filer to FDM. The new 450 Filer has now been added to the Org Unit within the FDM system.

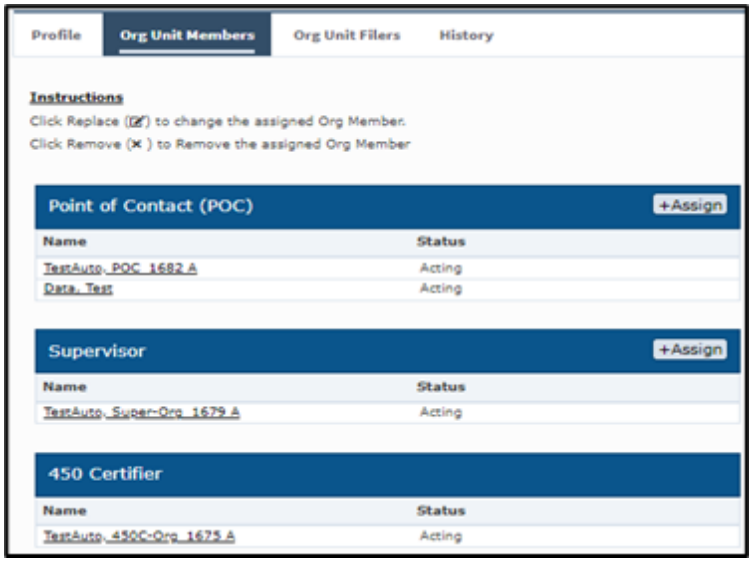


**The 450 Filer will receive an email notification that they can now access FDM and can now be assigned an OGE 450 report.

Adding Administrative and Ethics Officials Roles

Specific roles can **Assign, Add**, **Replace** or **Remove** Org Unit Members when it is necessary. These tasks are performed under the **Admin Center Tab**, within the **Org Management** window.

1. Click the **Org Unit Members** tab. Each Role Type is displayed, along with the name of the reviewing official.



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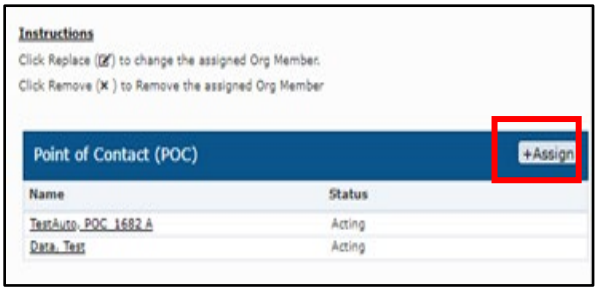
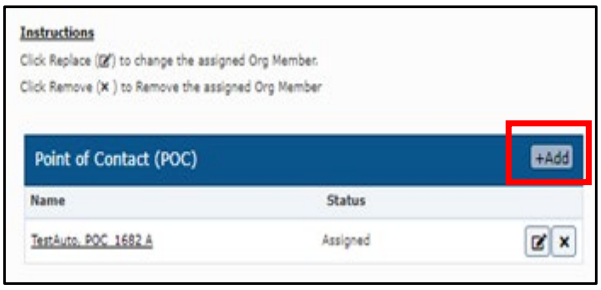
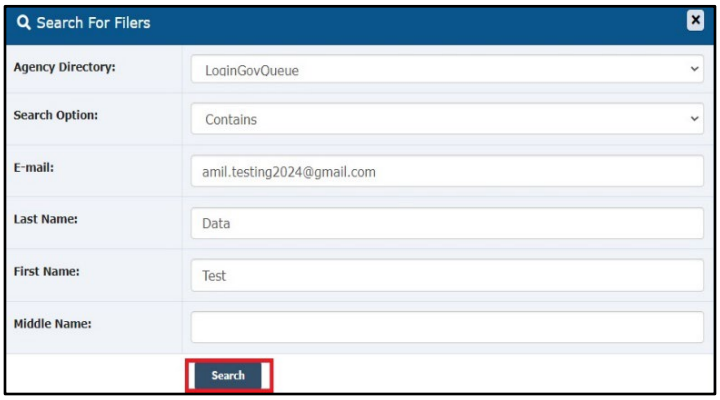
When the **Status** is set as '*Acting*' individuals can **Assign** a role. If someone is currently assigned the **ADD** button becomes active.



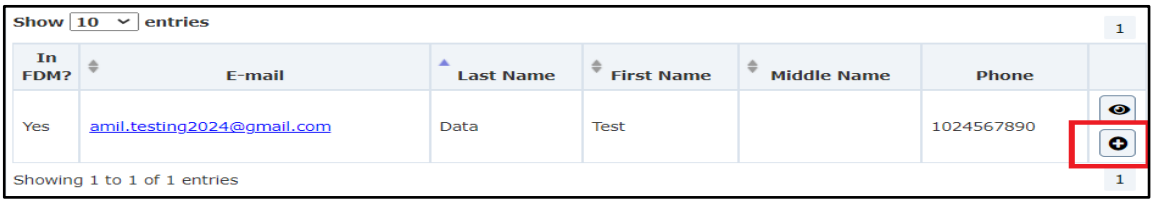


** The **Replace** and **Remove** action buttons only appear for an existing role holder.

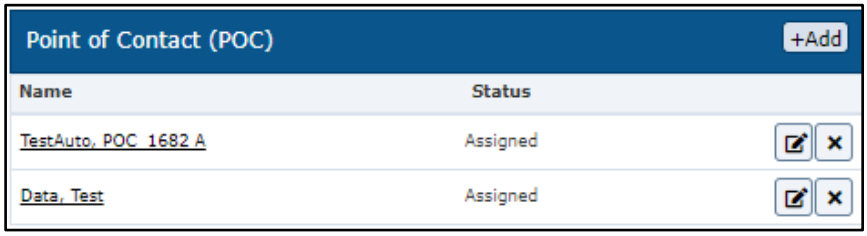
2. Click the **Assign or Add** action button, select **LoginGovQueue** from the dropdown, enter your search critiera then click the **Search** button.



3. Locate the individual from the entries list then click the **+ icon.**



**The selected individual has now been assigned to the role. **

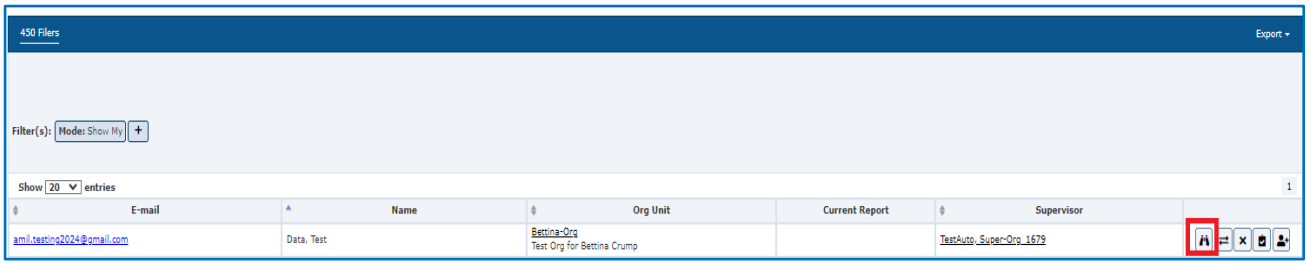


Managing LOGIN.GOV Users in FDM

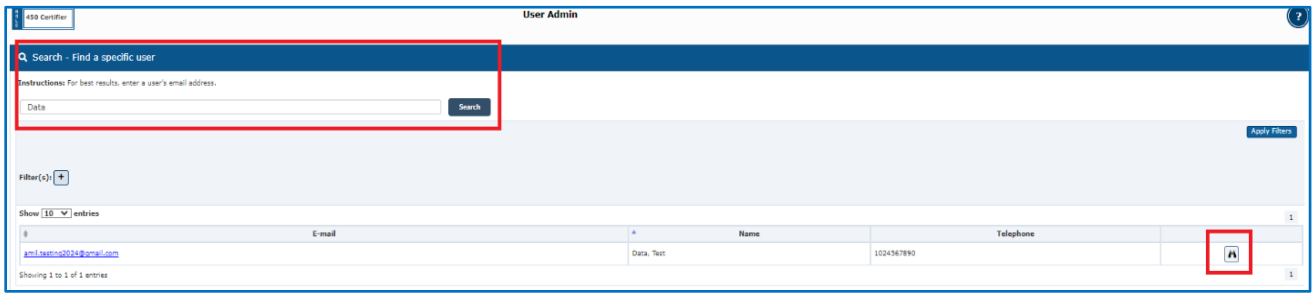
LOGIN.GOV Account Extension

LOGIN.GOV accounts in FDM have an expiration timeframe of 90 days. FDM Administrators and ethics officials can extend the account expiration date as needed. To perform an extension, return to the **Org Management tab - Org Tree - Org Unit Filers** – **450 Filers** and locate the specific user.

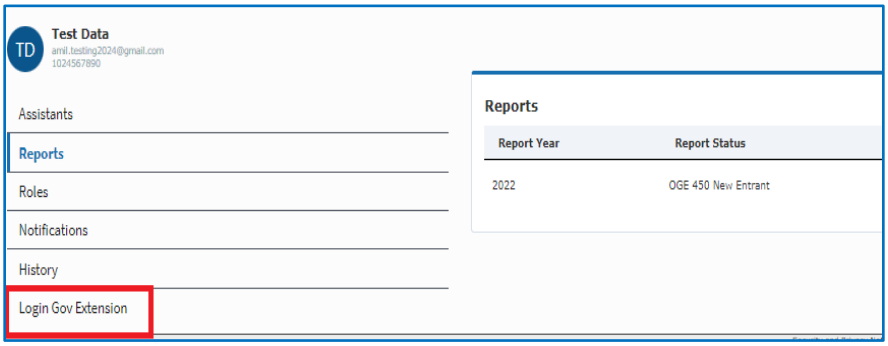
1. Click on the **View**(binoculars) action button.



1a. Alternatively, users other than filers, that require an extension can be found by going to the **Admin Center – User Admin** tab and search for the user using the search bar.



2. The Reports window opens. Click on the **Login Gov Extension** field.



3. A pop up appears. Click the **Extend by 90 days** button. Another pop up appears showing the extension date was updated successfully.

