LOGGING INTO FDM

Before you can log in to the Financial Disclosure Management System (FDM), you must be a registered FDM user If you are not in the system and are required to file an OGE 450 or SF 278 report, contact your Agency POC or your local legal advisor to add you into the system. There are two different log in methods, using your Smart Card, CAC (Common Access Card) or PIV (Personal Identity Verification) or using your Agency User Name and Password.

LOGGING IN USING YOUR SMART CARD

1. Log onto your computer, connect to the internet, open a web browser, type, **https://www.fdm.army.mil** in the address line and click **Go**. The FDM Home page displays.

Website Security Certificate Message

Some users may receive the message. "There is a problem with this website's security certificate."

2. Click **"Continue to this website (not recommended)."**

3. Click **Login** on the left side of the FDM Home page.

4. Click the **Login** button under the Login Using your SmartCard section.

Selecting a Certificate

5. Select your certificates and then click **OK**.

What if I Have Several Certificates Listed?

You may have several certificates listed. Select any certificate that contains your name; however, be sure to check the expiration date to ensure that the certificate has not expired. Always pick the highest numbered one (or the one that has not expired). To check the certificate expiration, highlight a certificate and then click **View Certificate**. Pick an unexpired certificate.

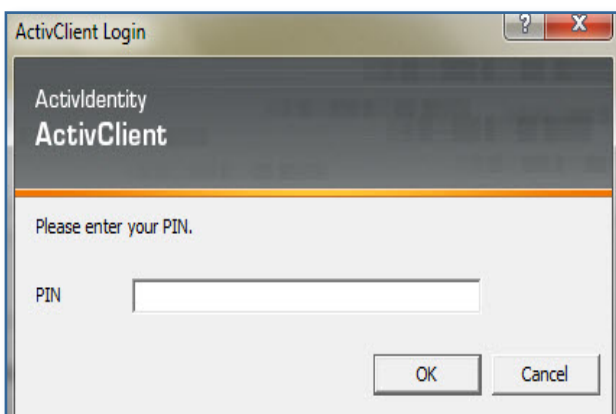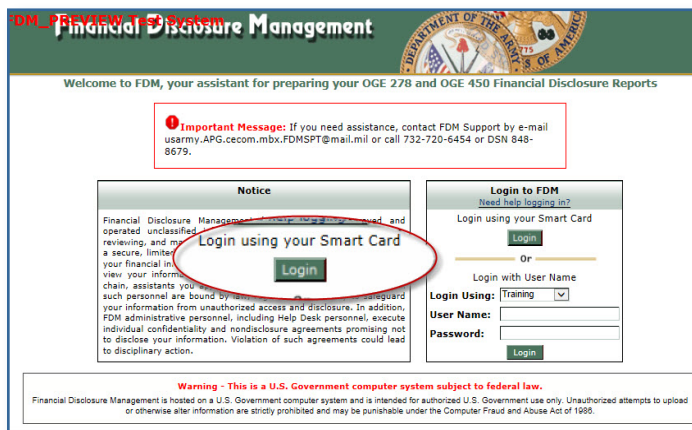6. Enter your **Smart Card PIN** and then click **OK**.

What if I forget my PIN?

If you do not know your PIN or if you have locked out your PIN, contact the central processing/badge office or Local Registration Authority (LRA) to reset your PIN.

What if the Access Denied Page Displays?

After 3 unsuccessful attempts of entering your PIN, FDM will lock you out for 30 Minutes. You must wait at least 30 minutes before trying access FDM again. Be sure to close all open browser windows. When ready, open a new browser window.

1. Click **Tools | Internet Options |Content**.

2. Click **Clear SSL State** and then click **OK**.

3. Go to the FDM site and try to log in again.

Logging In with User Name

1. In your web browser type, **https://www.fdm.army.mil** in the address line and click **Go**. The FDM Home page displays.

Website Security Certificate Message

Some users may receive the message. "There is a problem with this website's security certificate."

2. Click **"Continue to this website (not recommended)."**

3. Click **Login to FDM** on the left side of the FDM Home page.

4. Select your appropriate authenticating source from the Login Using drop-down.

5. Enter your **User Name** and **Password**.

What if I Receive a Message that My User Name or Password is Incorrect?

If you receive a message that your Username or Password is incorrect, check your Username and Password you entered remembering that Passwords are case sensitive and usernames do not include the suffix@abc.gov. Make sure your caps lock key is not set ON and enter in your credentials again. After 3 unsuccessful attempts, FDM will lock you out for 30 Minutes. If you try entering FDM after the 30 minutes and you continue to fail, please contact the FDM Support Desk at (443) 861-8247 so they can check your username.

If you are still having trouble accessing FDM, please contact your Agency POC or your local legal advisor to check if you are registered in FDM. Have your e-mail address available so they can verify your access to FDM.

Logging Out

Selecting Log Out is your way of concluding your online session and maintains the security and privacy of your financial disclosure report information by closing the connection to FDM.

You can log out at any time by clicking Log Out in the top right corner of any FDM page.