

U.S. Secret Service Protective Intelligence & Assessment Division

May 22, 2018

## User Guide Establishing first time access to the Protective Intelligence eXchange (PIX)

This document instructs PIX users on establishing a login.gov account in order to access PIX. For those without a login.gov account, please complete steps #1-16. If you already have an active login.gov account, then please complete steps #1-2, then skip to steps #17-20.

1. Go to <u>https://pix.secretservice.gov</u>.



2. Click Manage Account.



3. Click Create account.

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4. When prompted, enter your official email address and click Submit.

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5. You will next receive notification to check your email to confirm account creation.



6. Go to your email, open up the email from <u>no-reply@login.gov</u> and click **Confirm your email address**. This will open a new browser window and prompt you to create a password.



7. Enter in a new password.

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8. Click Continue.

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9. Enter your phone number and select how you would like to receive your security code. You can use a cell or desk phone.

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10. Click Send code.



11. Enter the one-time security code and click **Submit**.

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12. Your personal key will be displayed, print this page. The key is the only way to regain access to your account without reestablishing an account.

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13. Click **Continue**, you will receive a one-time password via phone or text.

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14. Enter your security code on the next page and select **Submit**.

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- 15. Congratulations. Your new account has been created.
- 16. Click **Continue** to enter the PIX application.

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17. Enter your email address and <u>login.gov</u> password.

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18.	Click Next,	you will	receive a	one-time	password	via	phone or text.
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19. On the next page enter the security code and click **Submit.** 

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20. Click on the **Continue** button to enter the PIX application.

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