



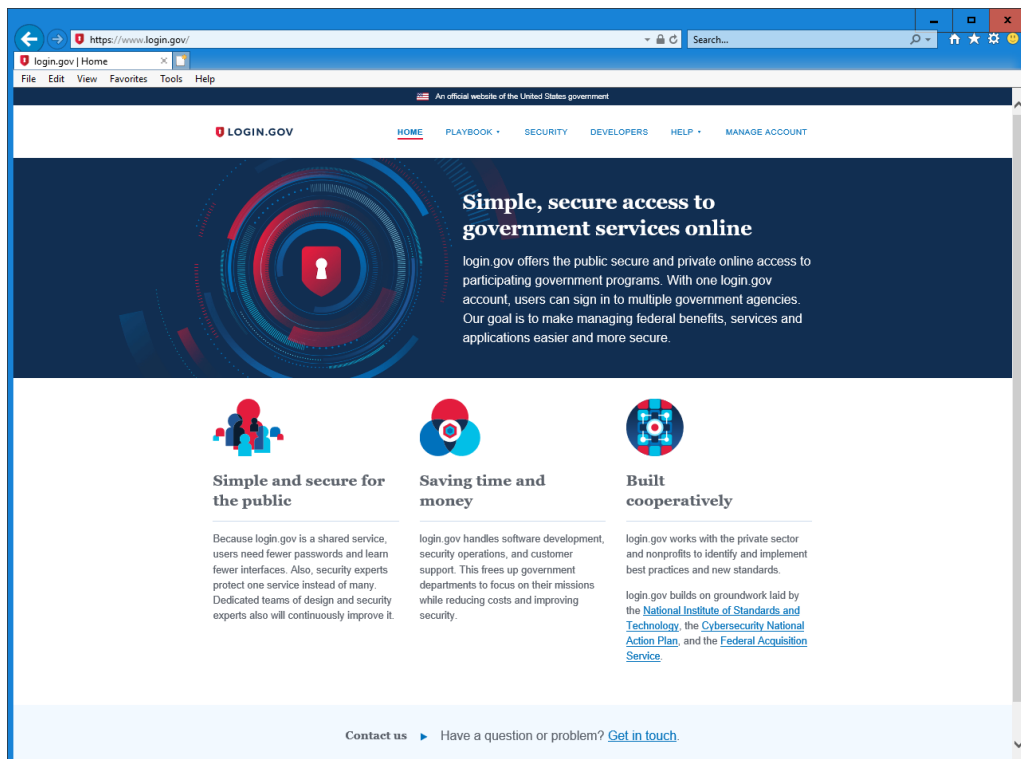
May 22, 2018

*User Guide*

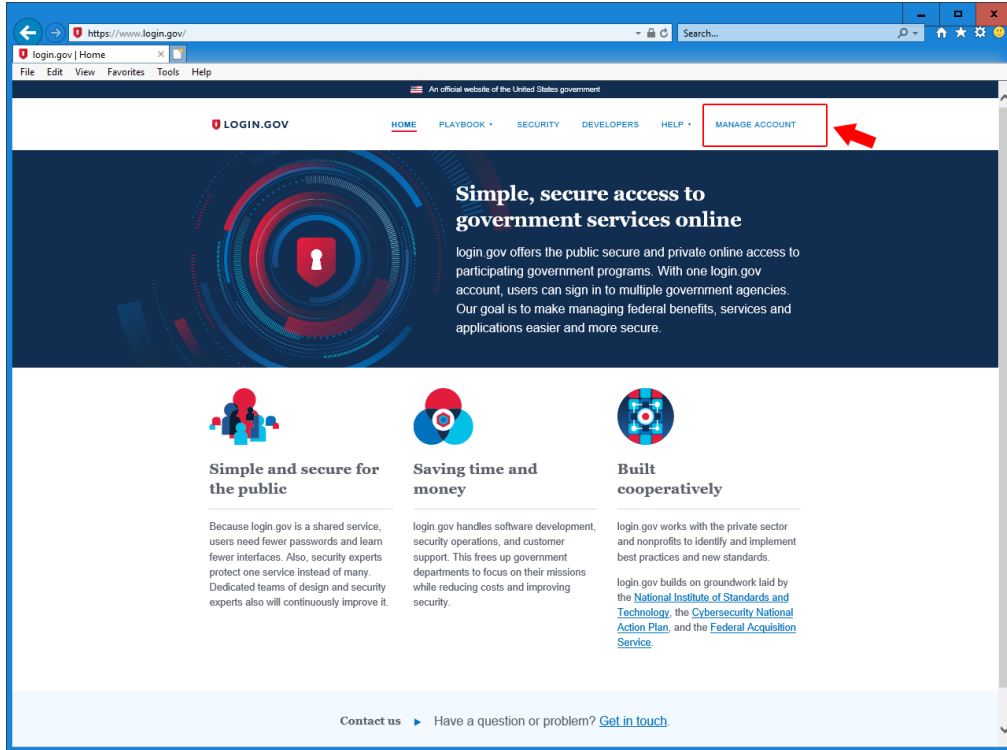
## Establishing first time access to the Protective Intelligence eXchange (PIX)

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.

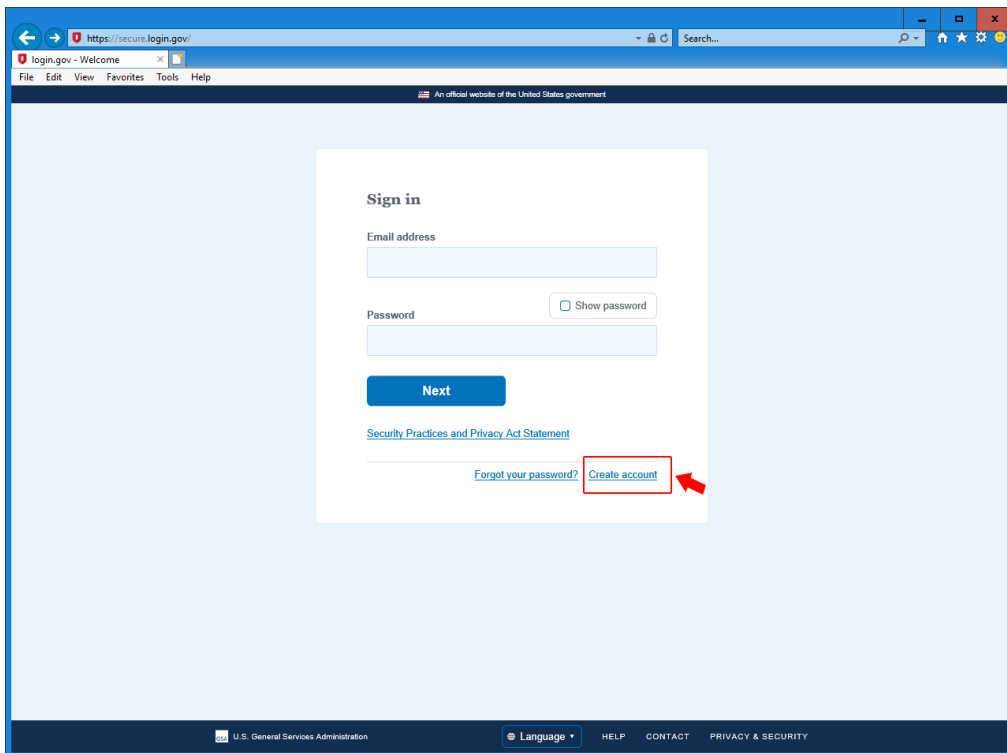
1. Go to <https://pix.secretservice.gov> .



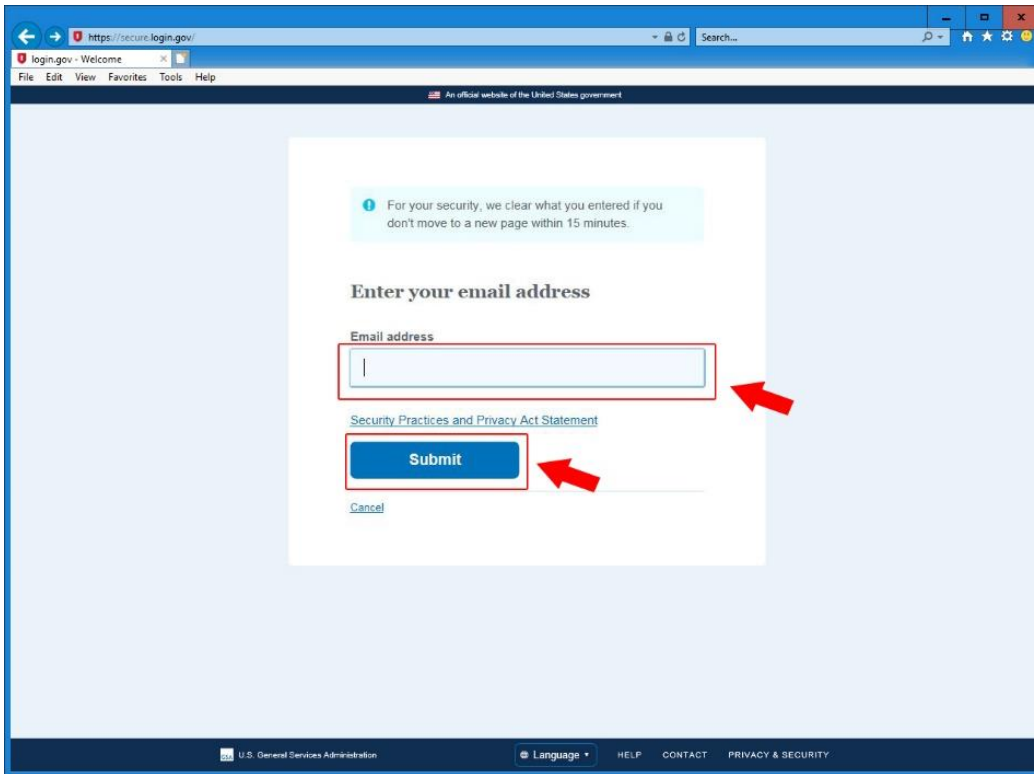
2. Click **Manage Account**.



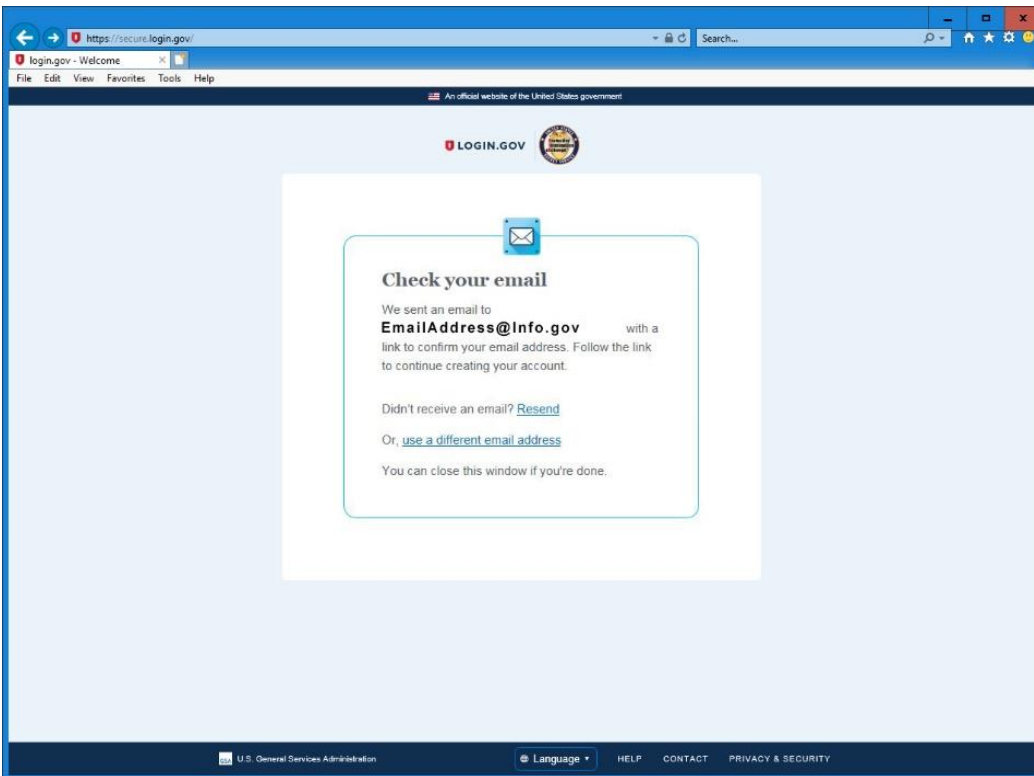
3. Click **Create account**.



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

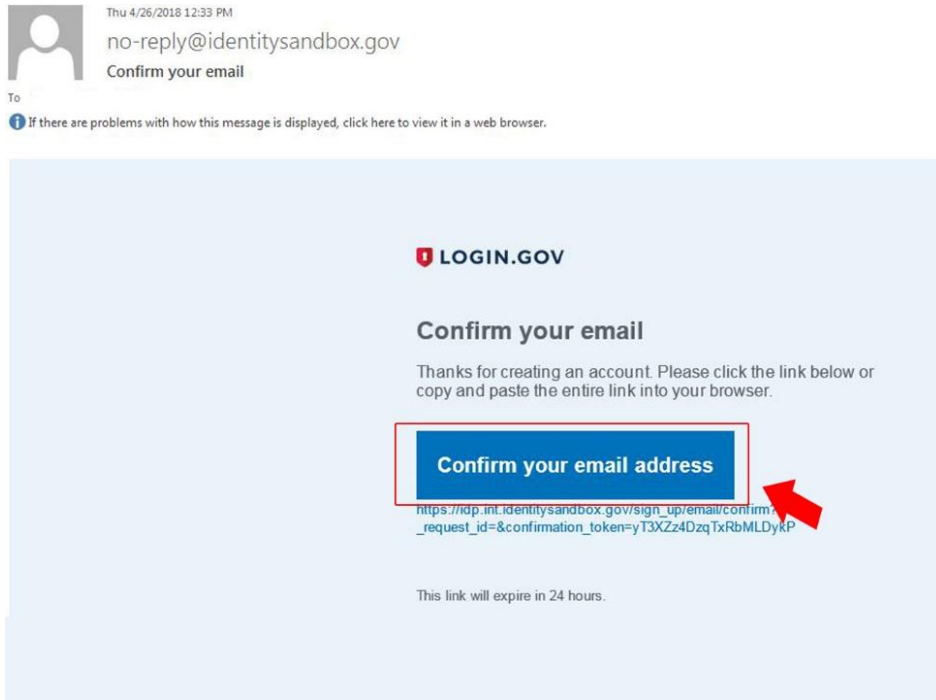


- You will next receive notification to check your email to confirm account creation.

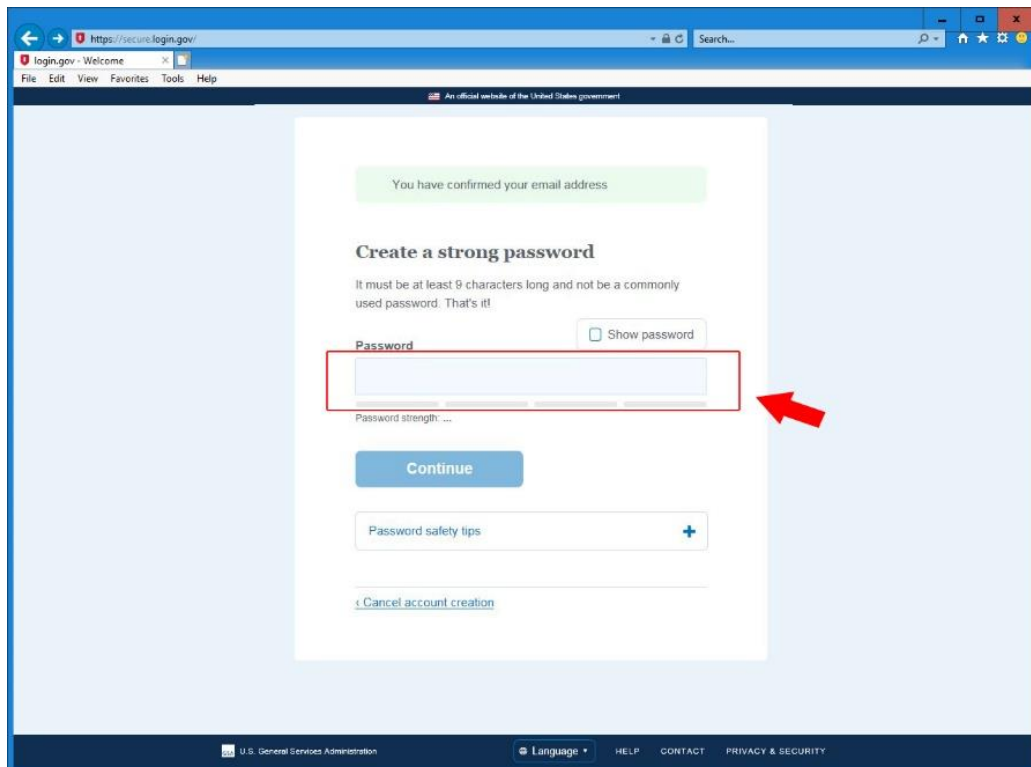


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6. Go to your email, open up the email from [no-reply@login.gov](mailto:no-reply@login.gov) and click **Confirm your email address**. This will open a new browser window and prompt you to create a password.

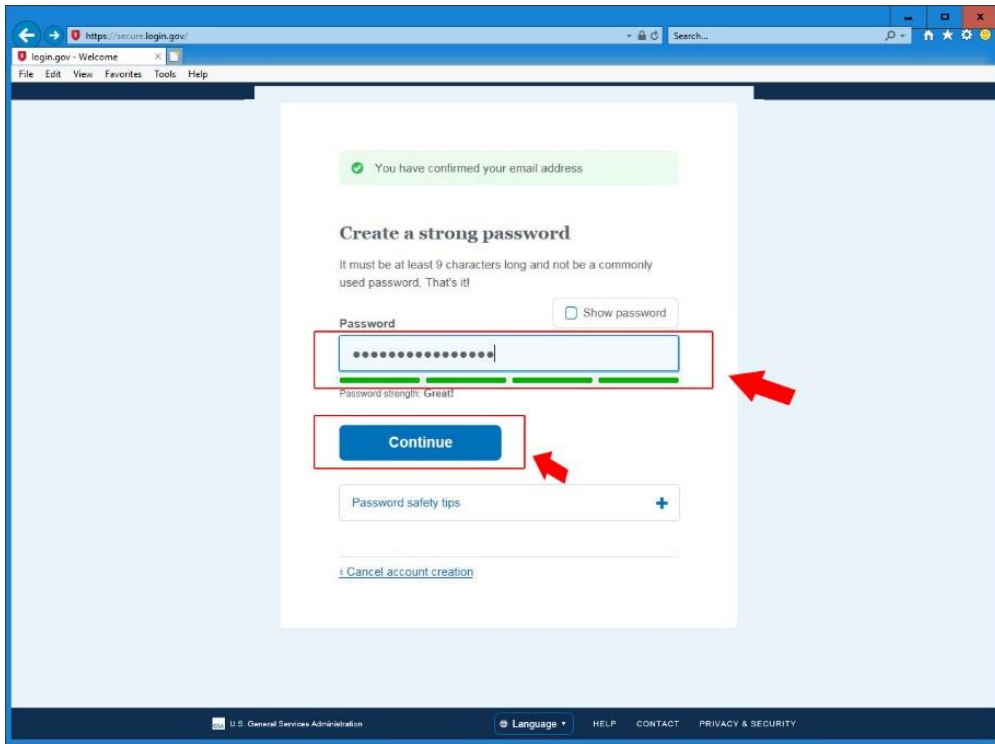


7. Enter in a new password.

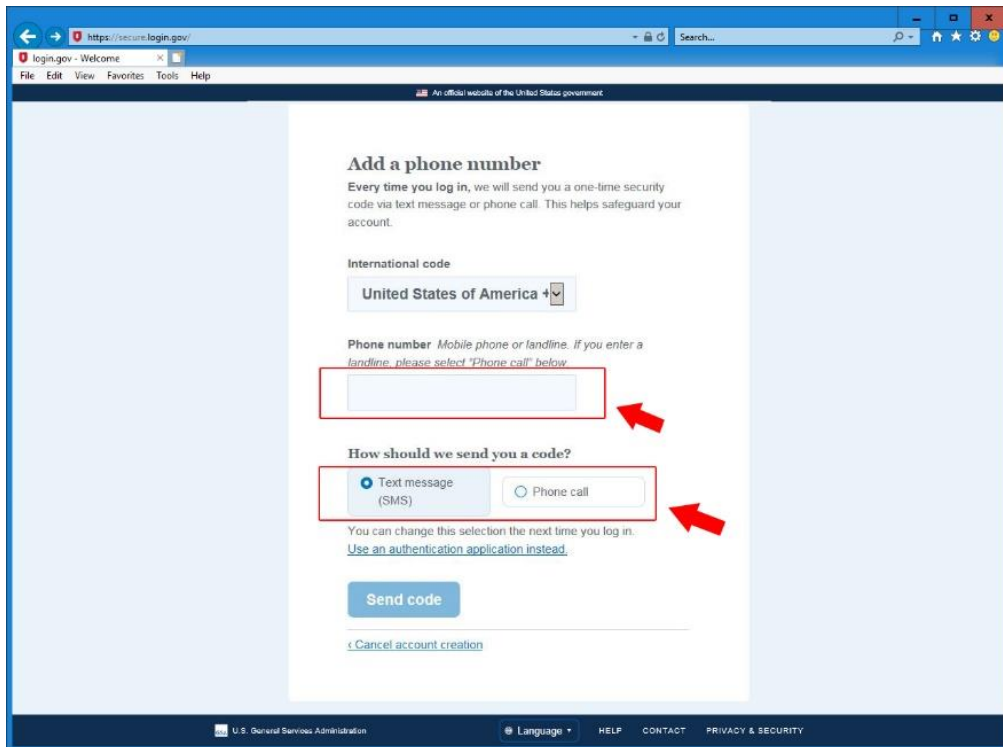


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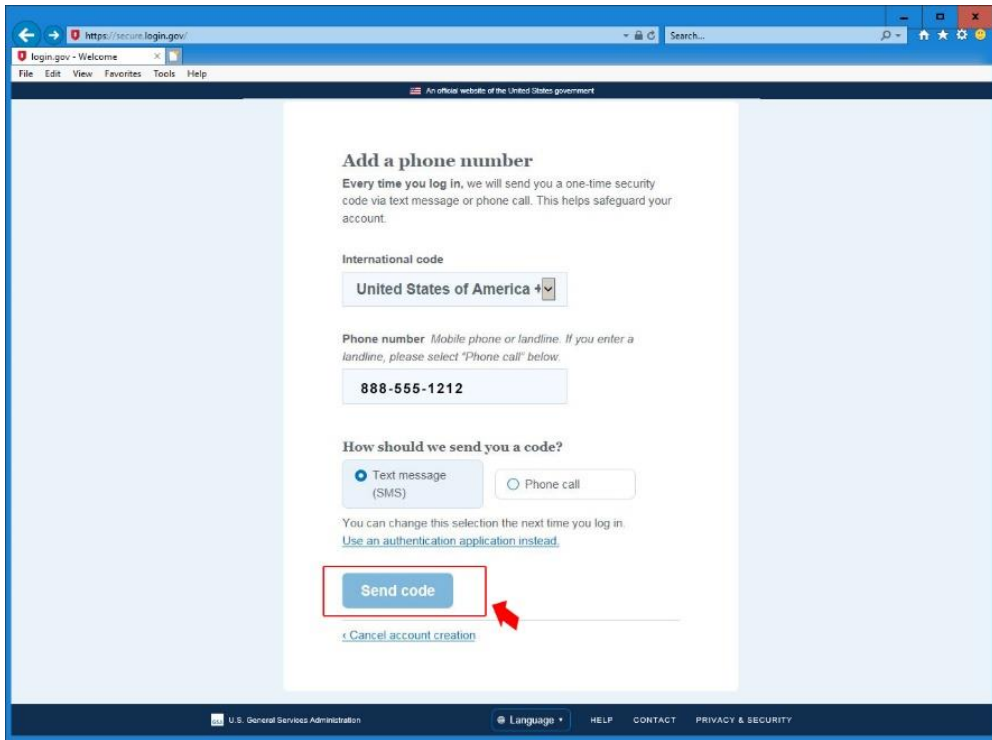
8. Click **Continue**.



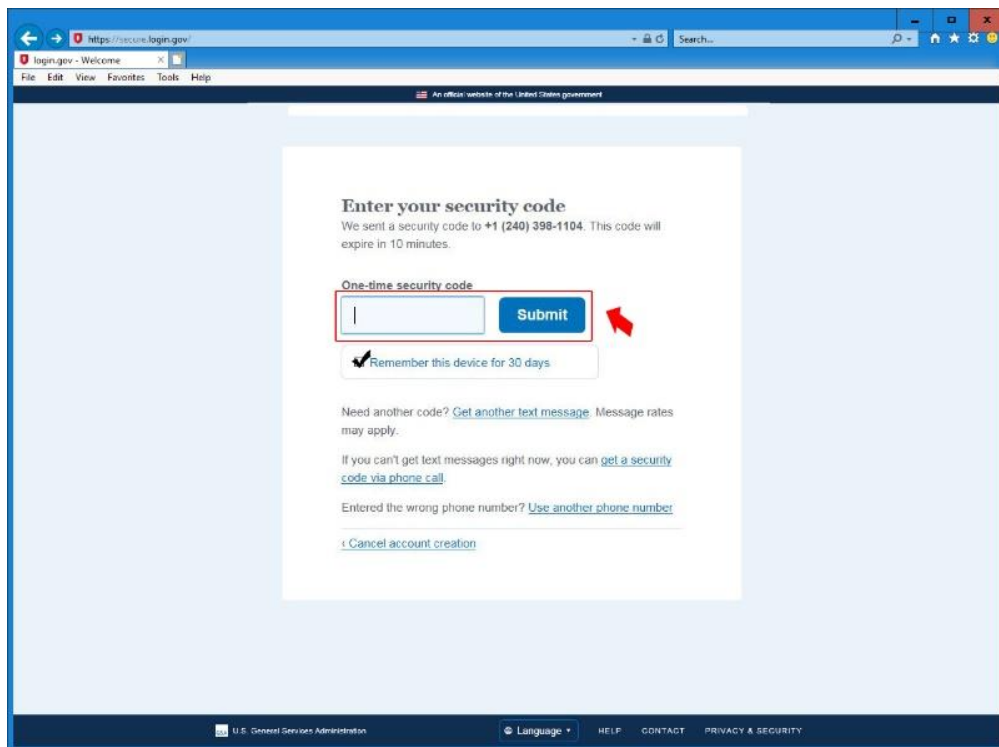
9. Enter your phone number and select how you would like to receive your security code. You can use a cell or desk phone.



10. Click **Send code**.

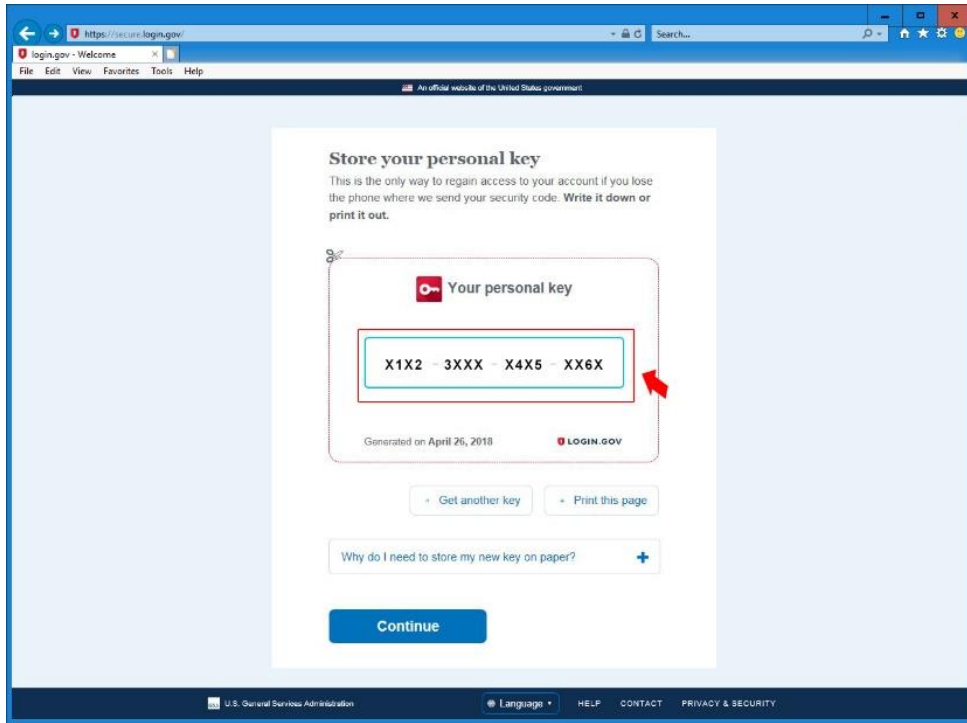


11. Enter the one-time security code and click **Submit**.

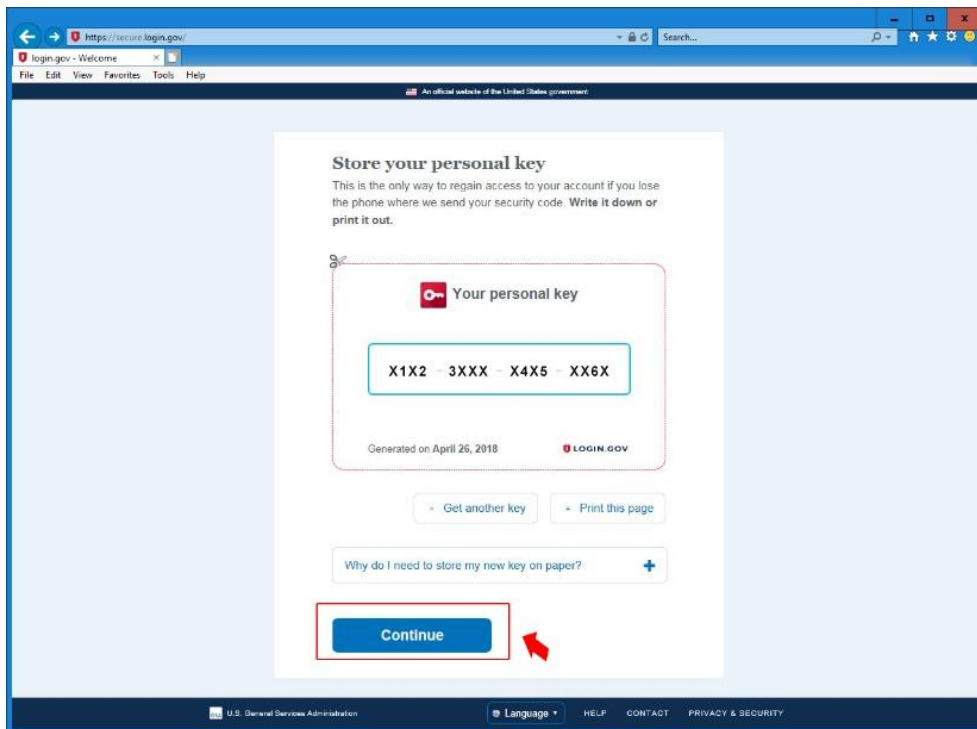


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12. Your personal key will be displayed, print this page. The key is the only way to regain access to your account without reestablishing an account.

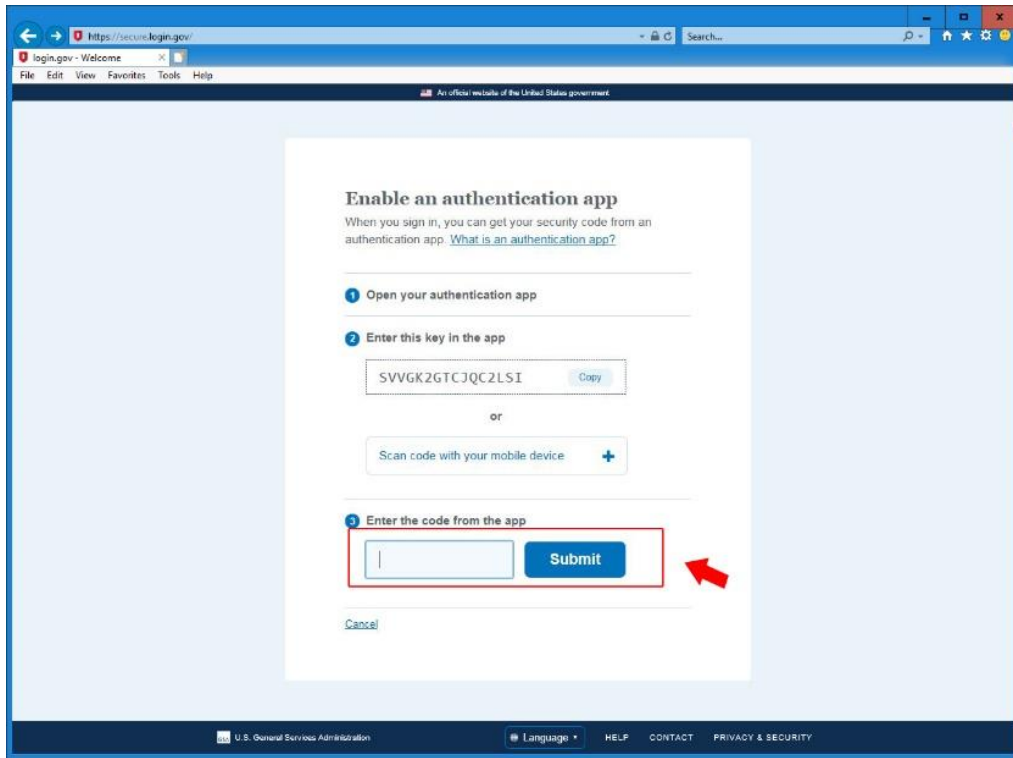


13. Click **Continue**, you will receive a one-time password via phone or text.



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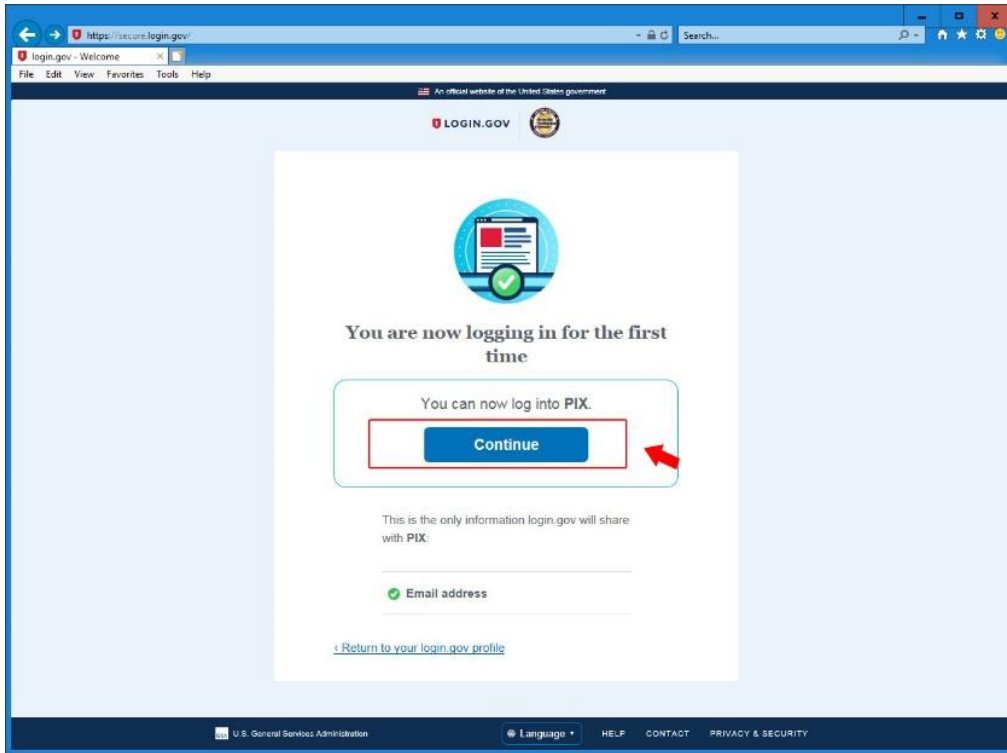
14. Enter your security code on the next page and select **Submit**.



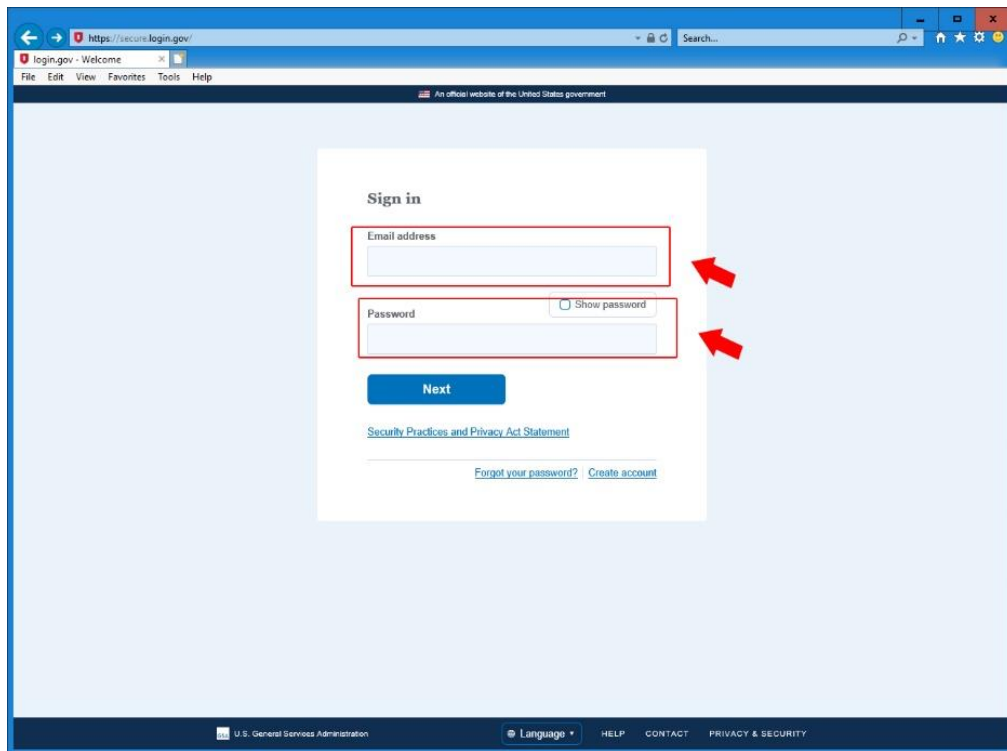
15. Congratulations. Your new account has been created.

16. Click **Continue** to enter the PIX application.



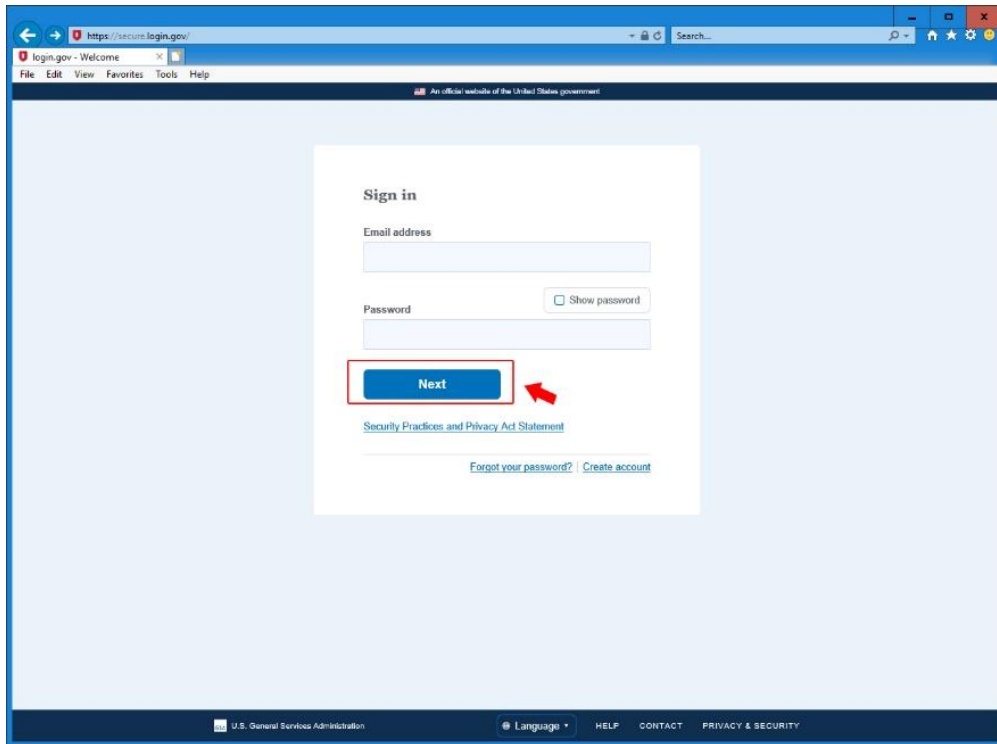


17. Enter your email address and [login.gov](https://secure.login.gov/) password.

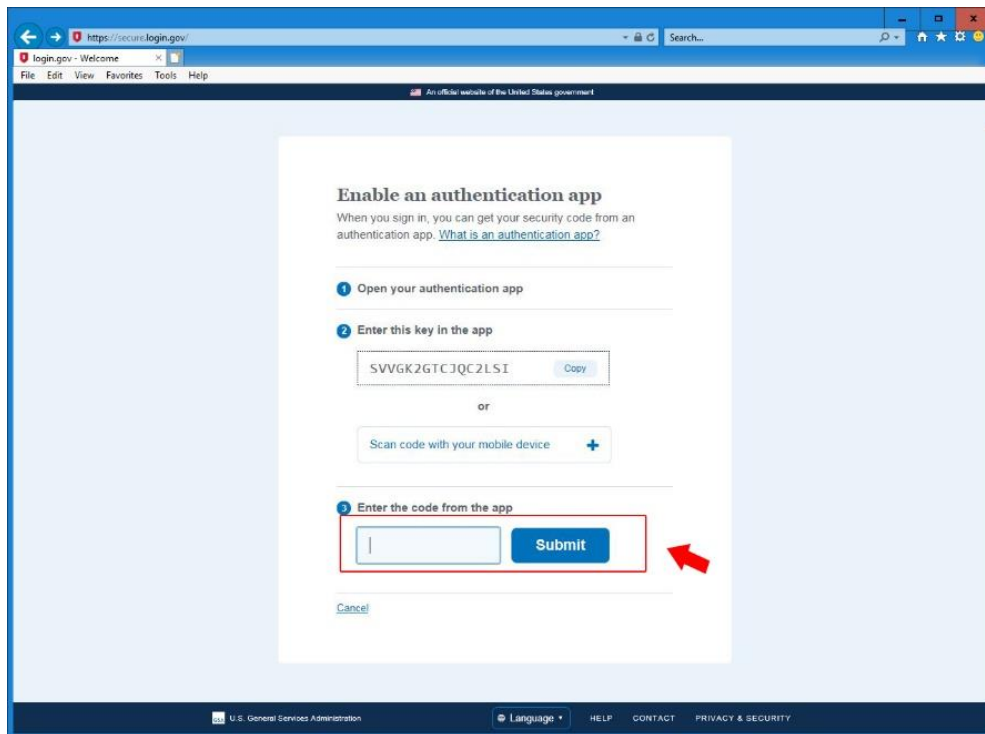


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18. Click **Next**, you will receive a one-time password via phone or text.



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.

