

Financial Disclosure Management (FDM) System PIV-Logon Guide and Frequently Asked Questions

March 2015

Financial Disclosure Management (FDM) System PIV-Logon Guide

DHS has been working closely with the Army Financial Disclosure Management (FDM) system team to enable PIV authentication for DHS filers. This guide will walk you through the process for accessing the system using your DHS PIV card. For any errors that appear, please reference the FDM Frequently Asked Questions (FAQs) section below or contact the FDM support team for additional details.

Step 1. Open Internet Explorer

Click the Windows icon, then select All Programs, type "mmc", and then select Internet Explorer.



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Step 2. Access FDM and Login

When **Internet Explorer** opens, enter the following URL into the address field: <u>https://www.fdm.army.mil/</u>

When the page loads, locate and click the Log In button on the top right.



You will be redirected to a new page and a disclosure window will pop up. Press **OK** to accept the agreement.

Message fr	om webpage		×
Message tr	 You are accessing a U.S. Government (USG) Inform is provided for USG-authorized use only. By using this IS (which includes any device attached consent to the following conditions: The USG routinely intercepts and monitors comm for purposes including, but not limited to, penetra monitoring, network operations and defense, pers (PM), law enforcement (LE), and counterintelligen At any time, the USG may inspect and seize data a solution of the routine monitoring, interception, and set disclosed or used for any USG-authorized purpose This IS includes security measures (e.g., authentic controls) to protect USG interestsnot for your perprivacy. Notwithstanding the above, using this IS does no to PM, LE or CI investigative searching or monitoring privileged communications, or work product, relative representation or services by attorneys, psychothe their assistants. Such communications and work pand confidential. See User Agreement for details. 	nation System (IS) that ed to this IS), you nunications on this IS tion testing, COMSE onnel misconduct ce (CI) investigations stored on this IS. are not private, are earch, and may be to and access rsonal benefit or t constitute consent ing of the content of ted to personal rapists, or clergy, and product are private	at C C
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Step 3. Perform PIV Logon

Under the Login to FDM box, press Login using your Smart Card.

Financial Disclosure M	anagement	
Welc	come to FDM, your assistant for preparing your OGE 278 a Notice	nd OGE 450 Financial Disclosure Reports Login to FDM Need help logging in?
	Financial Disclosure Management (FDM) is a DoD-approved and operated unclassified information system for the electronic filing, reviewing, and managing of required financial disclosure reports. It is a secure, limited access information system, Bv using it and	Login using your Smart Card
	entering your financial information you acknowledge that authorized users may view your information. Authorized users include your report review chain, assistants you appoint, and FDM administrative personnel. All such personnel are bound by law, regulation, and policy to safeguard your information from	Or Login using your Smart Card Login with User Name Login Using: Army-AKO 👻

Step 4. Select Your Certificate

A window will pop up prompting you for your digital certificate off your PIV card. Please ensure you **select the second certificate** and not the first. After the second certificate is selected, press **OK**.



Step 5. Enter Your PIN

After clicking **OK**, a window will pop up prompting you to enter your PIN. Enter your PIN and press **OK**.

Windows Security	× (
Microsoft S Please enter yo	mart Card Provider ur PIN.
	PIN
	OK Cancel

Upon selecting the right certificate and entering the right PIN, you will be redirected to your FDM account page.

My Reports My	Info Resources			. DEP		ATTS AND Log Out
Reports List						
 Welcome Annual Incumbent SF 278 Reports are due 15 May. Annual Post-Employment Certification is completed concurrent with SF 278 submission online. To start a new SF 278 report click "Add New Report". To work on an existing report select a report from the table below. 				Common Questions What is the Annual Post-Employment Certification and Notification? Is there a "combat zone extension" for completing the Annual Post-Employment Certification and Notification? Glossary 		
			→ Add New	Report		
Year	Reporting Status	Review Status	Last Updated			
2009	Incumbent	Under Review	04/08/2009	Amend View		
2008	Incumbent	Complete	04/08/2009	View		
2007	New Entrant	Complete	04/08/2009	View		
Security and Privacy Notice Help Accessibility Developed by: CECOM LCMC						

Frequently Asked Questions (FAQs)

QUESTION 1. I selected my certificate and entered my PIN, however Internet Explorer shows a **Cannot Display the Webpage error.** What do I do?



ANSWER: Close ALL Internet Explorer windows and attempt to log on using your DHS PIV card again. This will ensure that your failed session is cleared and will allow you to log on cleanly.

QUESTION 2. I received the **Internet Explorer Cannot Display the Webpage** error and pressed the back button. However I still see the error. What do I do?



ANSWER: Do not click the back button. **Close ALL Internet Explorer windows** and then attempt to log on using your DHS PIV card again. This will ensure that your failed session is cleared and will allow you to log on cleanly.

QUESTION 3. I see two certificates displayed. Which one do I select?

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ANSWER: Two certificates will be displayed when you try to log on using your DHS PIV card. Please ensure you select the **second** certificate. If you have selected the first certificate you will receive an **Internet Explorer Cannot Display the Webpage** error. If that appears, please close ALL Internet Explorer browser windows and try again.

QUESTION 4. I have selected the second certificate and entered the correct PIN; however I am still unable to access the FDM site with my PIV card.

ANSWER: Please contact the FDM support team by email or phone as indicated below:

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Send an e-mail to: <u>FDM Customer Service</u>
(usarmy.APG.cecom.mbx.FDMSpt@mail.mil)
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or

Call: (443) 861-8247. This office is staffed during regular business hours, 8am - 5pm ET.

During filing season the hours are 7am - 7pm ET. You may leave a voicemail outside of regular hours.

QUESTION 5. I forgot my PIN and have locked my DHS PIV card. What do I do next?

ANSWER: Please contact your DHS Component service desk for information about the nearest PIV Card Issuance Facility (PCIF) or Light Activation Station (LAS) to have your PIN reset.

Component E-Mail Address		Phone Number
СВР	CBP.Technology.Service.Desk@CBP.DHS.GOV	1-800-927-8729
FEMA	HLPFEMAFEMA-Enterprise-Service- Desk@fema.dhs.gov	1-888-457-3362
FLETC	Fletc-CIOITServiceDesk@dhs.gov	1-912-261-3700
DHS HQ	itsupport@hq.dhs.gov	1-800-250-7911
ICE	Go to Service Desk Web page	1-888-347-7762 (CONUS) 1-480-403-3200 (OCONUS)
OIG	oig.helpdesk@dhs.gov	1-202-254-4301
TSA		1-800-253-8571
USCG	CGFixit@uscg.mil	1-855-243-4948
USCIS	http://oit.uscis.dhs.gov/MyIT/	1-888-220-5228
USSS	technology.center@usss.dhs.gov	1-202-406-5988