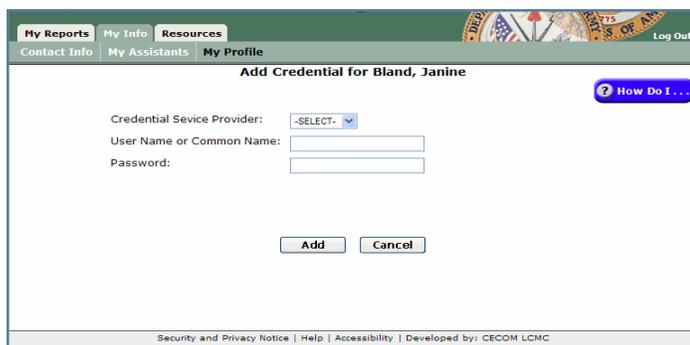
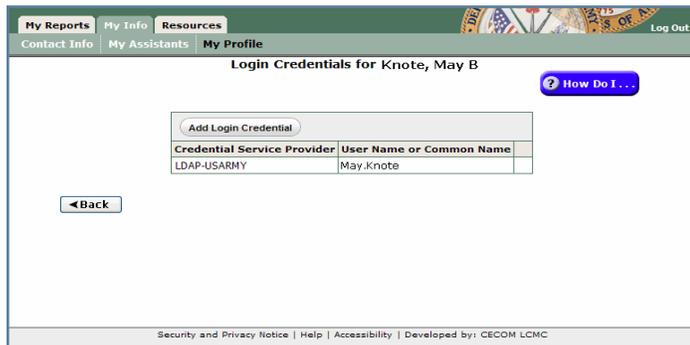
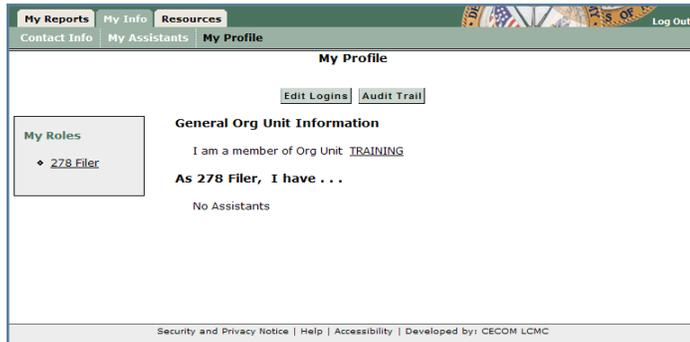


FDM login credentials allow you to be identified by FDM as a valid, registered user of the system. There may be times when you may need to change/update you login credentials in FDM so the system can re-identify you as an existing user such as if you have had a name change or you have changed your login method, e.g., from User Name and Password to Smartcard (CAC/PIV).

You must first be able to login to FDM using your current or previous “credentials” before you can change your login credentials.



ADDING A LOGIN CREDENTIAL

Once you have logged in to FDM:

1. Select the **MY INFO** tab, and then the **MY PROFILE** sub tab.
2. Click the **Edit Logins** button.
3. Review the listed logins you already have. If you need to add a new one, click the **Add Login Credentials** button.
4. Select SmartCard or agency name/directory from the **Credential Service Provider** list.
5. Continue to the next section

Adding Your Smart Card (CAC/PIV)

6. If you selected Smart Card, click **Add**. The Credential Verification page and then the Select a Certificate window are displayed.
7. Run and allow scripts if asked by clicking **OK**.
8. If an error messages display, click **OK**.
9. Select the certificate that is not associated with your e-mail and click **OK**.
10. Confirm that you want to add the new identity to your login credentials.
11. Log out of FDM and then log back in to FDM using either established login credential.

Adding Your Agency Login Credential

6. Type your **User Name, Password** and then click **Add**.
- Note: Your User Name and Password are typically, what you enter for your Network User Name and Password when logging on to your computer.
7. Confirm that you want to add the new identity to your login credentials.
 8. Log out of FDM and then log back in to FDM using either established login credential.

DELETING A LOGIN CREDENTIAL

You may need to delete a login credential from FDM if you have changed your login name or if you Smart Card (CAC/PIV) has changed.