

Purpose

NARA's Electronic Records Archives (ERA 2.0) is a web-based application that provides Federal agency personnel with the tools to perform essential records management activities, such as scheduling records and transferring permanent records to NARA.

This document provides guidance on how to access the ERA 2.0 system via *Login.gov*. It also provides guidance for signing into the system once *Login.gov* access has been obtained. *The focus of this job aid is to ensure that you meet the Login.gov account pre-requisite for ERA 2.0 system access.*

Who Should Use This Job Aid?

This is intended for **federal agency ERA 2.0 users** with the following roles:

- Records Scheduler
- Certifying Official
- Transferring Official
- Approval Official



Users require an ERA 2.0 account *and* a [Login.gov](https://www.archives.gov/forms/era/index.html) account to access ERA 2.0.

To request a new ERA 2.0 account or account modifications, submit an *ERA Account Request* at <https://www.archives.gov/forms/era/index.html>

Your *Login.gov* account will need to use the *same government email address* associated with your ERA 2.0 account to access the system.

PIV/CAC: A *Login.gov* account is a pre-requisite for access to ERA 2.0 and unless an exception has been granted, users will be required to log in with their PIV/CAC card. If you are unable to log in using a PIV/CAC card, please contact the ERA Help Desk to request the implementation of alternate authentication for your ERA 2.0 account.

Email: ERAhelp@nara.gov Phone: 877-ERA-9594 [877-372-9594]

Instructions for System Access & Login

Details and steps for getting access and logging into ERA 2.0 via *Login.gov* have been divided into the following:

- Section 1: Obtain or Update a *Login.gov* Account (One-time action)
- Section 2: Log into ERA 2.0

Section 1: Obtain or Update a *Login.gov* Account (One-time Action)

1. Visit *Login.gov* at <https://login.gov/>
2. Navigate to “Sign in with **Login.gov**” and then select it.

A rectangular button with a light blue border. It contains the text "Sign in with" in black, followed by a red shield icon with a white "L" inside, and then "LOGIN.GOV" in bold blue capital letters.

3. Skip to step 4 if you **do not** have an existing *Login.gov* account.

If you have an existing *Login.gov* account—not including a *separate* personal account—follow the prompts on the “Sign in” tab. Sign in with your government employee ID (PIV/CAC) or other authentication method.

The goal here is to review the email address currently associated with your existing *Login.gov* account, to confirm whether or not it is an email *other than* the government email address associated with your ERA 2.0 account, so that you can take steps to add the correct address to your *Login.gov* account, if needed.

★ Important Reminder:

The government email address associated with your *Login.gov* account must be the same one associated with your ERA 2.0 account. Otherwise, you will *not* be able to log in to ERA 2.0.

- a. **If you have not yet tried to use *Login.gov* to access ERA 2.0**, sign into *Login.gov* directly via [Section 1](#): Steps 1-3 to arrive at the page for *Your account*: <https://secure.login.gov/account>

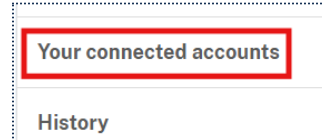
Here you will find information regarding *Email preferences*. If the correct government email address is not listed, select **+ Add new email** and follow the prompts to add a new email address.

A rectangular button with a blue border. It contains a blue plus sign followed by the text "Add new email" in bold blue text.

Next, when you first authenticate into ERA 2.0 via *Login.gov*, make sure that you choose the newly added correct email address for use with ERA 2.0

- b. If you have *already* tried to log in to ERA 2.0 using **Login.gov** and your attempt *was not successful*, sign directly into [Login.gov](https://secure.login.gov/account) to access *Your account* page at <https://secure.login.gov/account>

Next, scroll down and then select the *Your connected accounts* option from the side navigation menu on the left.



Locate **NARA ERA 2.0** in the list of connected accounts and check to confirm that the correct email address is listed. If it is *not* your government email address as previously noted in this job aid, select the “Change” link. You will be prompted to select or add an email address. Select or add the correct government email that is also associated with your ERA 2.0 account and then choose the “Select email” button to save your changes.

4. If you do not have an existing **Login.gov** account, create a new account using your government email address. Follow the **Login.gov** prompts to set up an authentication method.

If you create a new account this way and use your PIV/CAC for authentication, you can skip to [Section 2: Log into ERA 2.0](#).

★ Important Reminder:

The government email address associated with your **Login.gov** account must be the same one associated with your ERA 2.0 account. Otherwise, you will *not* be able to log in to ERA 2.0.

Login.gov Authentication and ERA 2.0: An authentication method is required to log into ERA 2.0. Users who have PIV/CAC credentials should use the “Federal employee ID” method of authentication in **Login.gov**.

- A. From *Your account* page [<https://secure.login.gov/account>] select “Add your government employee ID” from the *Your authentication methods* section via the side navigation menu on the left.
- B. Once you have selected “Add your government employee ID,” follow the instructions on the page to link your PIV/CAC to your **Login.gov** account. You will be asked to insert your PIV/CAC into your card reader and give the PIV/CAC a nickname to identify it.
- C. Once those steps are done, the nickname given should then appear in *Your account* under *Federal employee ID*—scroll down to view.



If you do not have a PIV/CAC: In addition to your password, *Login.gov* requires that you set up at least one authentication method to keep your account secure. If you do not have a PIV/CAC, visit the following site to select an authentication method most appropriate for your use:

<https://login.gov/help/get-started/authentication-methods/>

(We recommend the use of an authentication application as an alternative method.)

For additional details on *Login.gov* account creation, visit:

<https://login.gov/create-an-account/> or

<https://login.gov/help/get-started/create-your-account/>

For other issues regarding ERA 2.0 itself, visit:

<https://www.archives.gov/era>

Section 2: Log into ERA 2.0

△ The following presumes that you already have a *Login.gov* account (see [Section 1](#)) and also have an ERA 2.0 user account registered.

To request a new ERA 2.0 account or account modifications, submit an *ERA Account Request* at <https://www.archives.gov/forms/era/index.html>

★ Important Reminder:

The government email address associated with your *Login.gov* account must be the same one associated with your ERA 2.0 account. Otherwise, you will *not* be able to log in to ERA 2.0.

🌐 Users access ERA 2.0 via the web. Recommended browsers to use for accessing the system are Google Chrome or Microsoft Edge.

1. Visit the **ERA 2.0 external login page:**

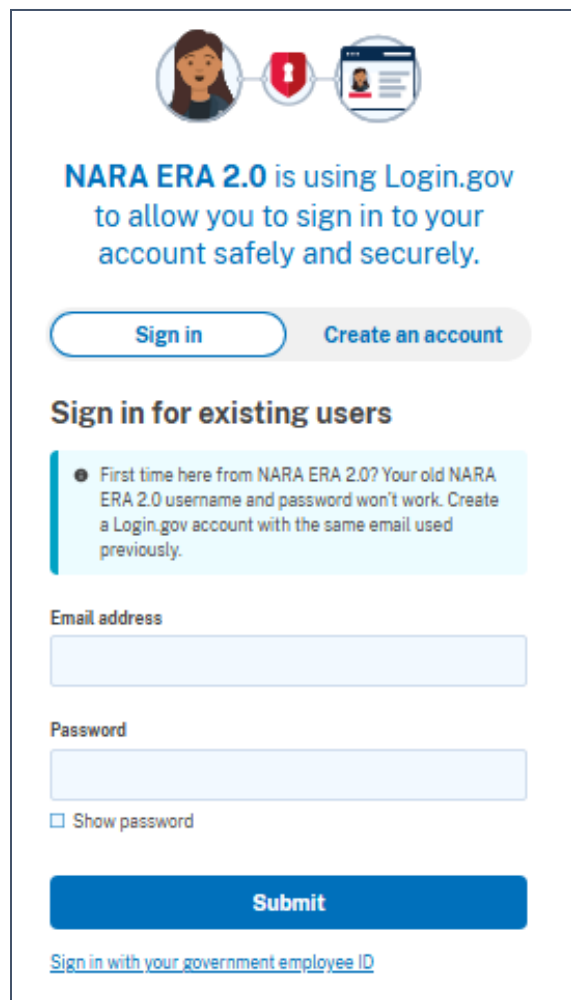
<https://upload.era.archives.gov/webapps-dpe/#>

Note: You will be redirected to the following *Login.gov* page:

<https://secure.login.gov/>

2. Select a **Sign in method** as shown in the image below; choose **Sign in with your government employee ID**, *unless an ERA 2.0 PIV/CAC exception has been granted**. If you are signing in with your government employee ID, follow the prompts after selecting “insert PIV/CAC” and select the appropriate certificate, then choose “OK” on the *Select a certificate* dialog box for certificate authentication.

→ *PIV/CAC Exception: If an exception *has* been granted, sign in using your Email address and Password. Follow the steps using the authentication method selected during account set-up.



The screenshot shows the NARA ERA 2.0 Login.gov sign-in interface. At the top, there is a header with three icons: a person, a red shield with a white exclamation mark, and a document with a person icon. Below the icons, the text reads: "NARA ERA 2.0 is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" (highlighted with a blue border) and "Create an account". Below these buttons, the section is titled "Sign in for existing users". A light blue box contains a message: "First time here from NARA ERA 2.0? Your old NARA ERA 2.0 username and password won't work. Create a Login.gov account with the same email used previously." Below this message are two input fields: "Email address" and "Password". There is a checkbox labeled "Show password". At the bottom, there is a blue "Submit" button. Below the button, there is a link: "Sign in with your government employee ID".

NARA ERA 2.0 is using Login.gov to allow you to sign in to your account safely and securely.

Sign in **Create an account**

Sign in for existing users

● First time here from NARA ERA 2.0? Your old NARA ERA 2.0 username and password won't work. Create a Login.gov account with the same email used previously.

Email address

Password

☐ Show password

Submit

[Sign in with your government employee ID](#)

3. Select **Continue with PIV/CAC** *only* if the ERA 2.0 login screen displays, i.e., in case you are not automatically redirected to the ERA 2.0 system's Dashboard. Otherwise, you may skip to Step 4.

☐ I acknowledge that I have read and agree to the above Terms and Conditions.

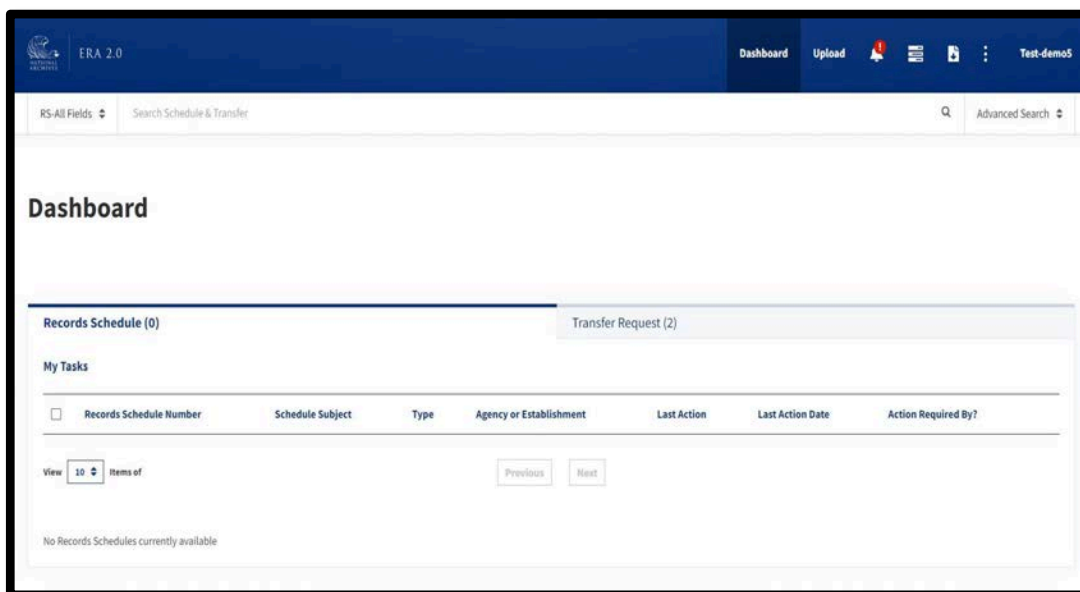
***All fields required**

Sign In

--- Or Choose another option below ---

Continue with PIV/CAC

4. Confirm that your **ERA 2.0 Dashboard** is visible after going through the preceding steps of this Section, as applicable. If the Dashboard is *not* visible, you may need to consult with your local ERA 2.0 Account Manager or contact the ERA Help Desk at ERAhelp@nara.gov or 877-ERA-9594 [877-372-9594] for further assistance.



5. When you are ready to log out of your ERA 2.0 account, it is always recommended to select your username in the upper right corner and then select "Sign Out" before closing the ERA 2.0 system window.

END