

## **Frequently Asked Questions e-Authentication**

### **What is e-Authentication?**

The Office of Management and Budget (OMB) and the U.S. Department of Transportation (DOT) require that the identity of users of Federal government systems be authenticated and verified. This process is known as e-Authentication and contains two major sets of requirements that must be met: the verification of the user prior to the issuance of the credentials (identity proofing) and a technical authentication method (username and password).

### **What is the e-Authentication Process?**

The local FAA Airport District Office (ADO) or Regional Office (RO) will contact each sponsor for a list of users needing access to the Delphi eInvoicing System to request payment on grants. The Department of Transportation's Enterprise Services Center (ESC) will then distribute access request forms to the users that were identified by each sponsor. The user will need to fill out the form, and provide the identifying materials, certified by a Notary Public, and return the form to ESC. Once reviewed and approved ESC will send a username and password to each user for system access.

### **What is the process to have the user provide a proof of identity?**

Each prospective user will take the completed access request form and a government-issued photo identity to a Notary Public. The Notary Public will review the form and photo ID, and affix a Notary Seal to the form. The user will then mail the notarized form to the Department of Transportation's Enterprise Services Center (ESC) through certified mail, FedEx, or UPS.

### **How will individual users be uniquely identified?**

Users will be uniquely identified by their email address, which will be their username for the Delphi eInvoicing System. The notarized form will provide physical addresses and government issued identity information that will also uniquely identify a user in the system records.

### **If the user has access to more than one grant across DOT agencies, will they be required to have their identity verified more than once?**

No. Identity and login credentials are by unique individual. Once DOT has established the identity of a user, and they need additional authorization to access additional grant data, DOT will only need authorization from the other DOT agency managing the grant. The user will be notified that they have additional access and will not be required to perform any additional activity.