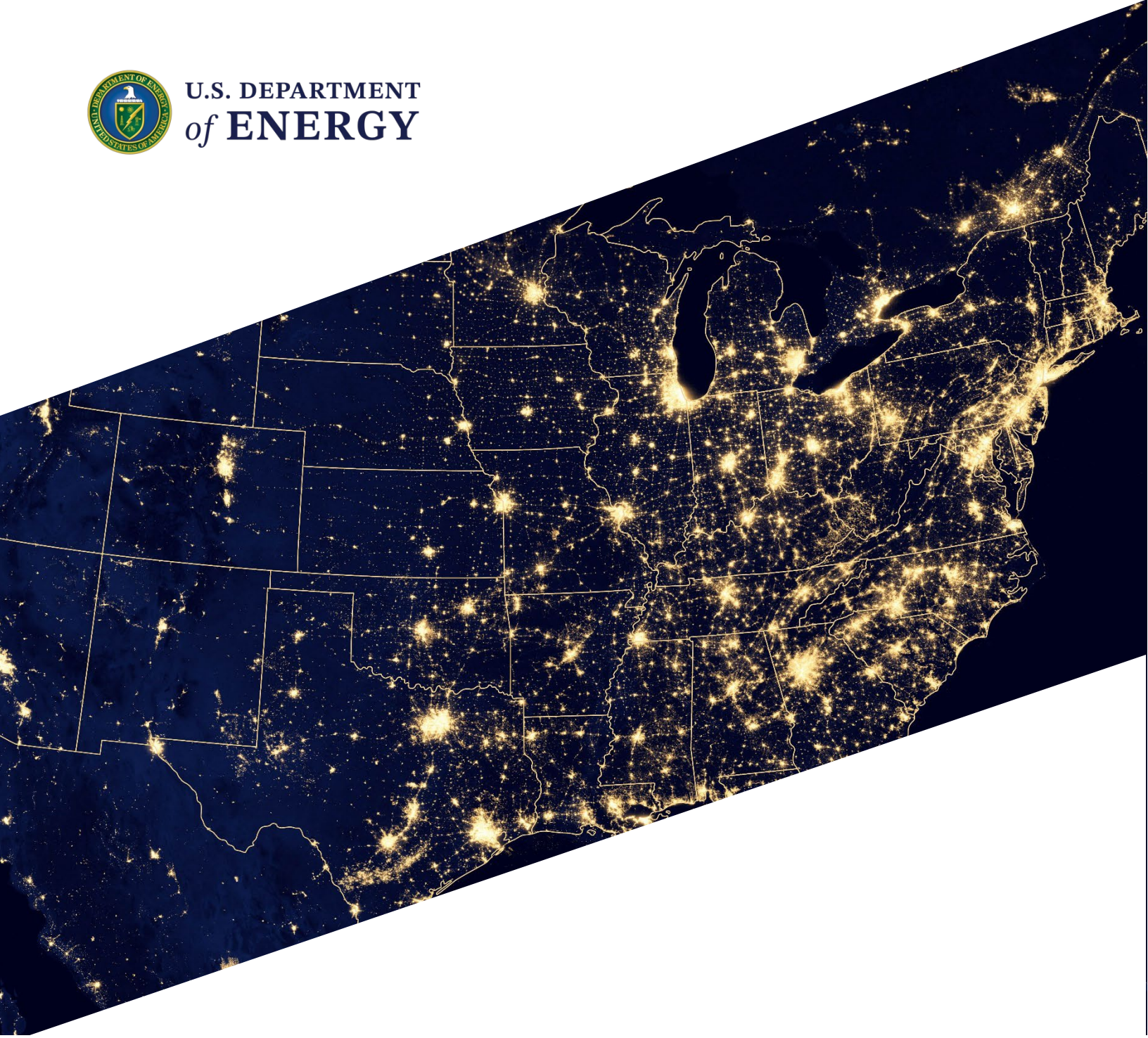
U.S. DEPARTMENT of ENERGY



DOE Funding Opportunity eXCHANGE

External User Registration and Login How-to-Guide

October 2026

Table of Contents

1 Purpose 3
2 Help Desk 3
3 Before You Begin 3
3.1 Authentication Options 3
3.1.1 About Login.gov 3
3.1.2 About ID.me 3
3.1.3 Account and Access Requirements 3
4 Register in eXCHANGE 4
4.1 Applicants ONLY 4
4.1.1 Basic Identify Proofing and Enhanced Identify Proofing 5
4.1.1.1 Which option should I choose? 5
4.1.2 Select the Applicable Registration Option and Authenticate 6
4.1.3 Acknowledge the Privacy Act Statement 7
4.1.4 Select How to Register 7
4.1.5 Complete Registration 7
4.2 Reviewers 8
4.2.1 Authenticate 8
4.2.2 Acknowledge the Privacy Act Statement 9
4.2.3 Select to Register as a Reviewer 9
4.2.3.1 General and Account Information 10
4.2.3.2 Areas of Expertise 10
4.2.3.3 Education & Experience 13
4.2.3.4 Reviewer Interest and Completion of Reviewer Registration 14
5 Log in to eXCHANGE 15
5.1 Applicants Only 15
5.1.1 Basic Identify Proofing and Enhanced Identify Proofing 15
5.1.1.1 Which option should I choose? 16
5.1.2 Select the Applicable Log In Option, Authenticate, and Log In 16
5.2 Reviewers: Authenticate and Log In 17

1 Purpose

This guide provides instructions for external users, including applicants and reviewers, to register for and log in to the eXCHANGE system. It explains the available identity proofing and authentication options, including the use of Login.gov and ID.me, and provides step-by-step instructions for completing registration and securely accessing eXCHANGE.

2 Help Desk

For technical issues involving the functionality of the eXCHANGE application (e.g., web access issues), contact exchangehelp@hq.doe.gov.

3 Before You Begin

3.1 Authentication Options

To register and log in to eXCHANGE, you must authenticate your identity using **Login.gov** or **ID.me**. Both services provide secure identity verification and multi-factor authentication (MFA).

You only need an account with one of these services to access eXCHANGE. However, you may set up and use both services if you choose.

3.1.1 About Login.gov

Login.gov is a secure sign-in service that allows the public to access participating U.S. government websites and applications. A Login.gov account can be used across participating government agencies, eliminating the need to create separate login credentials for each agency.

For more information about Login.gov, visit https://login.gov/what-is-login/.

3.1.2 About ID.me

ID.me is a digital identity service that allows users to securely verify their identity online. Once your identity is verified, you can use your ID.me account to access participating websites and services.

For more information about ID.me, visit https://id.me/about.

3.1.3 Account and Access Requirements

- **If you use Login.gov:** If you do not have a Login.gov account, you will need to create one. If you already have a Login.gov account, you can continue to use your existing credentials. You may be asked to provide additional information to complete the identity verification process.

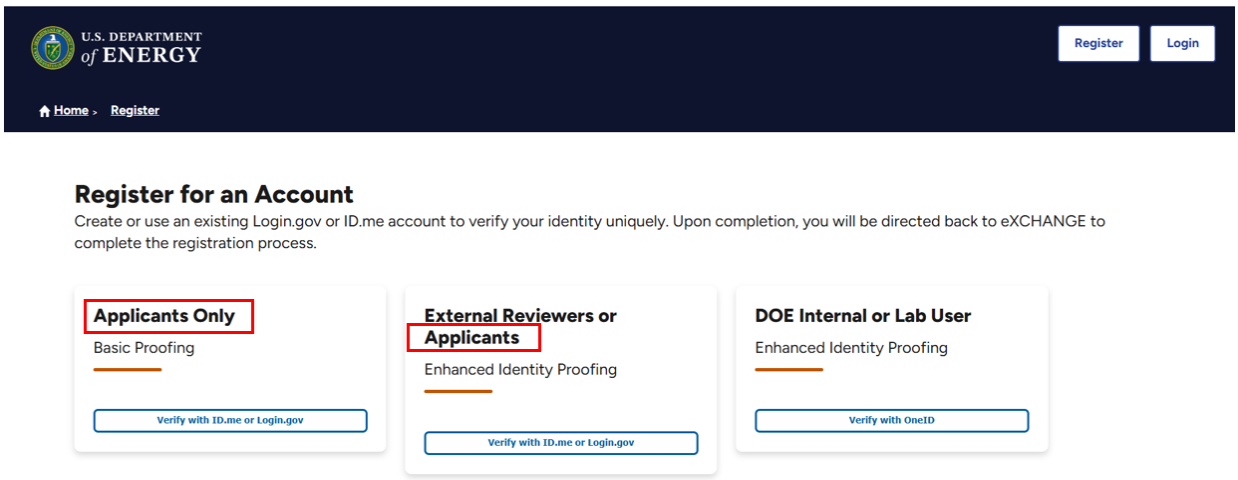
- **If you use ID.me:** If you do not have an ID.me account, you will need to create one. If you already have an ID.me account, you can use it by adding the email address associated with your eXCHANGE account to your existing account.
- **Use the correct email address:** The email address you use to authenticate must match the email address associated with your eXCHANGE account.
- **If you use both services:** You may set up both Login.gov and ID.me for eXCHANGE. Each service has its own password and MFA requirements.

4 Register in eXCHANGE



- 1 – Access eXCHANGE and click "Register"

4.1 Applicants ONLY



4.1.1 Basic Identify Proofing and Enhanced Identify Proofing

To register, Applicants can choose **Basic Identity Proofing** or **Enhanced Identity Proofing.** These options offer different levels of identity verification. Both options verify your identity, but Enhanced Identity Proofing requires actional information and provides a higher level of assurance that you are the person associated with the claimed identity. Both options require you to use MFA to login.

DOE follows NIST SP 800-63 Digital Identity Guidelines https://pages.nist.gov/800-63-4/

Basic Identity Proofing
Basic identity proofing, also known as Identity Assurance Level 1 (IAL1), provides a basic level of assurance that you are associated with the identity you claim. You will be asked to provide information and complete the verification steps required by Login.gov or ID.me. The information and steps required for Basic Identity Proofing are less extensive than those required for Enhanced Identity Proofing.

Enhanced Identity Proofing
Enhanced identity proofing, also known as Identity Assurance Level 2 (IAL2), provides a higher level of assurance that you are the person associated with the identity you claim. You may be asked to provide additional information or identity evidence, such as a government-issued identification document, Social Security number, phone number, address, or photograph. The specific information and verification steps required depend on the identity service provider and verification method you use.

For information about how your information is collected, used, and protected, review the privacy policy for the identity service provider you select:

Login.gov https://www.login.gov/policy/

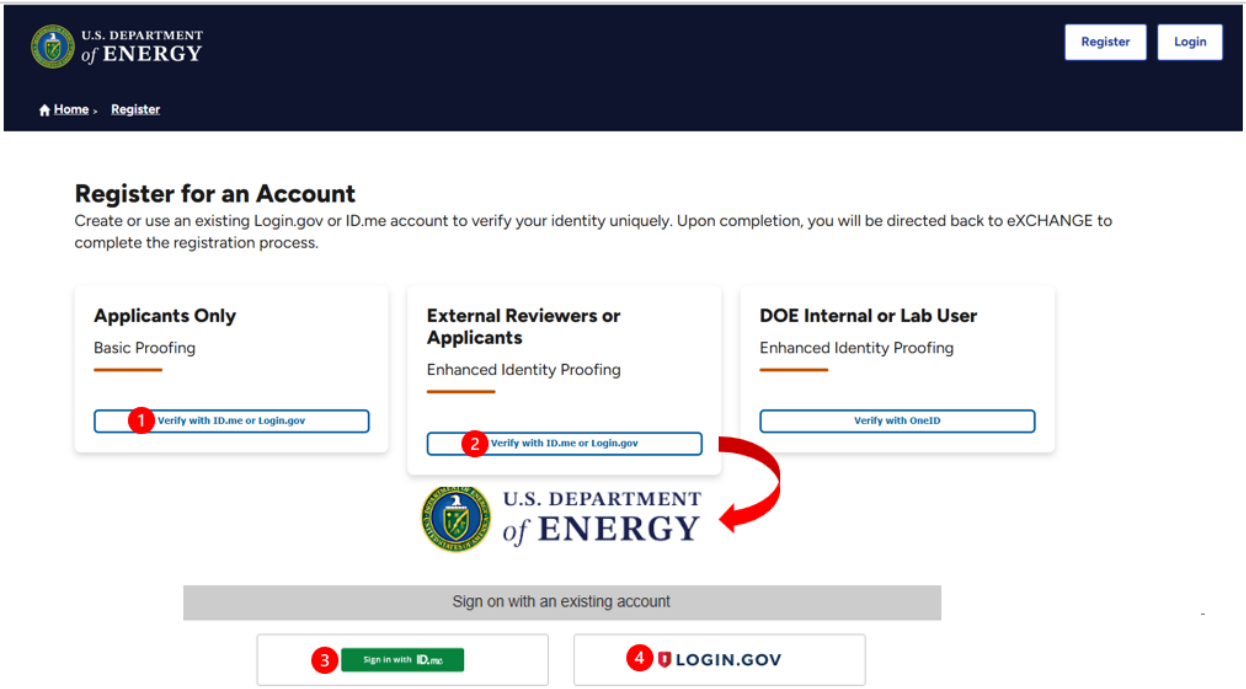
ID.me https://www.id.me/privacy

4.1.1.1 Which option should I choose?

Enhanced Identity Proofing is recommended for the most flexibility and highest assurance level. Alternatively, applicants may use Basic Identity Proofing if unable or unwilling to provide the information required for Enhanced Identity Proofing.

Ensure to choose **Enhanced Identity Proofing** if you currently serve, or may serve in the future, as a **DOE Reviewer**. Enhanced Identity Proofing is required for Reviewers and requires additional information and verification steps to provide a higher level of identity assurance.

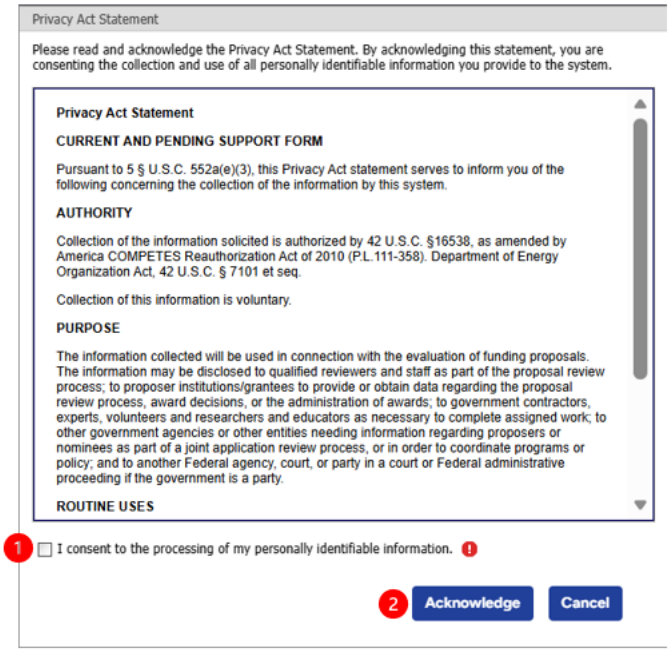
4.1.2 Select the Applicable Registration Option and Authenticate



- 1 – Click "Verify with ID.me or Login.gov" **in the Applicants Only tile** if you prefer to register with **basic identify proofing**
- 2 – Click "Verify with ID.me. or Login.gov" **in the External Reviewers or Applicants tile** if you prefer to register with **enhanced identify proofing**
- 3 – Click "Sign in with ID.me" if you will use an ID.me account to register in eXCHANGE
- 4 – Click "Login.gov" if you will use a Login.gov account to register in eXCHANGE

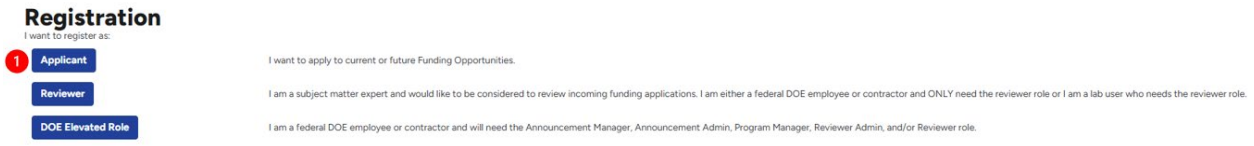
Follow the instructions provided by Login.gov or ID.me to complete the identity proofing process. You will be navigated back to eXCHANGE once the identify proofing process is complete.

4.1.3 Acknowledge the Privacy Act Statement



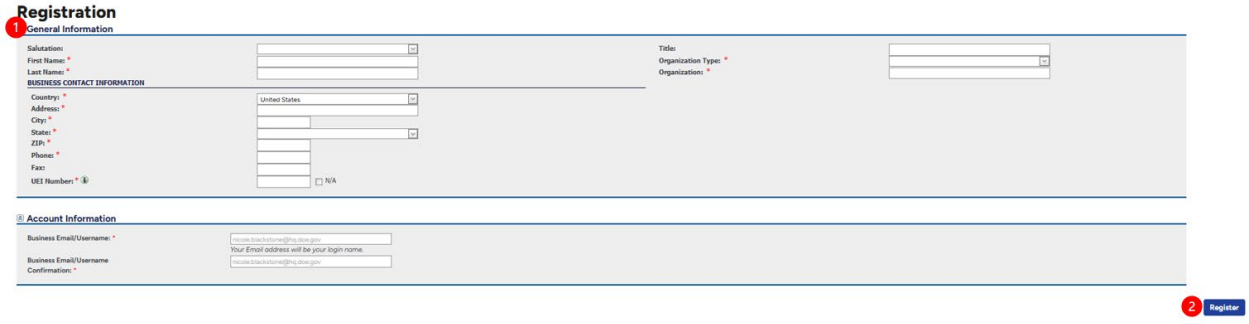
- 1 – Select the box to consent to the processing of your personally identifiable information
- 2 – Click “Acknowledge”

4.1.4 Select How to Register



- 1 – Select to register as an Applicant

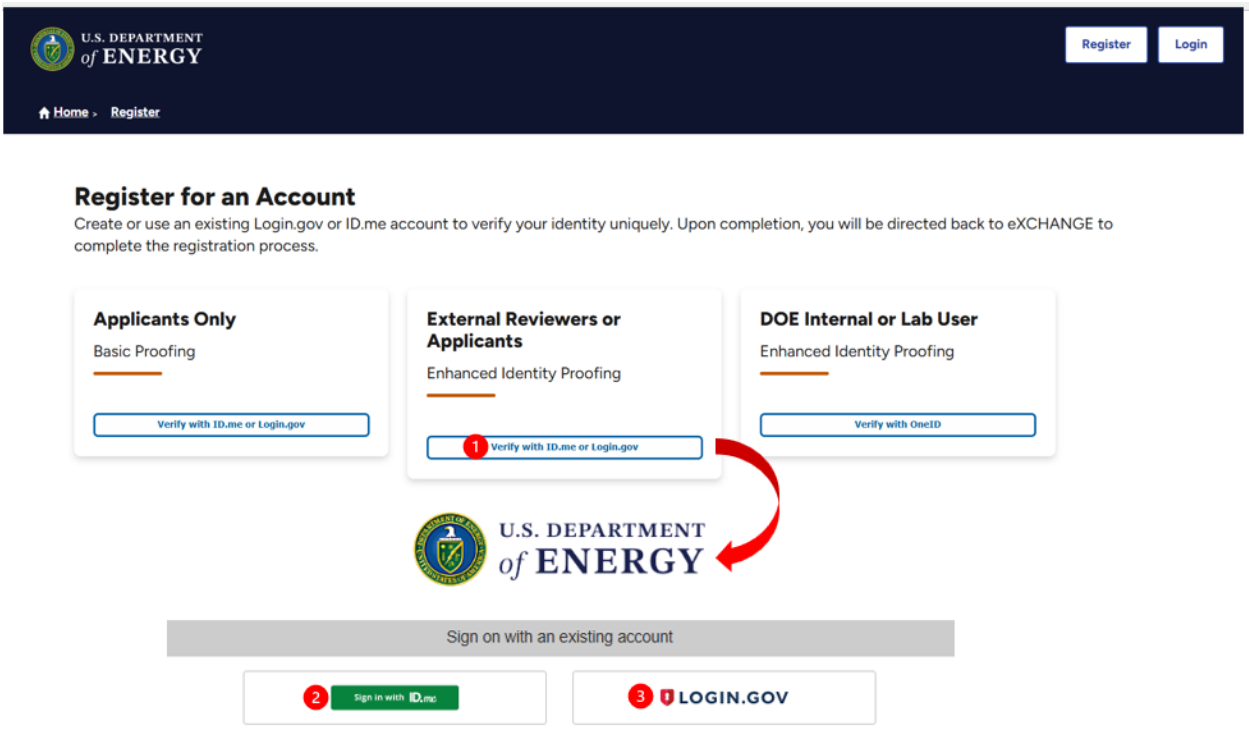
4.1.5 Complete Registration



- 1 – Complete all required fields (those marked with a red asterisk) in the General Information section
- 2 – Click “Register”
    - After registration, you will receive confirmation that your account has been created. You can then log in to submit applications to open opportunities, view submitted applications, and manage your account.

4.2 Reviewers

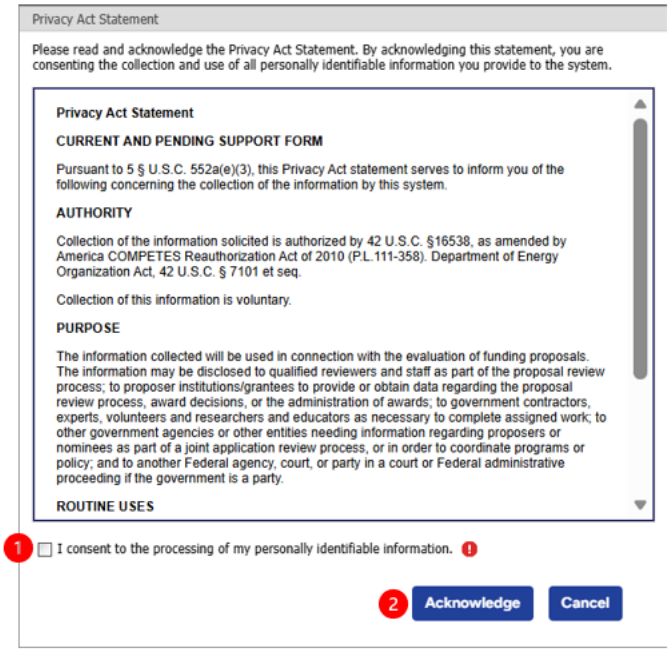
4.2.1 Authenticate



- 1 – Click “Verify with Login.gov or ID.me” in the External Reviewers of Applicants tile
- 2 – Click “Sign in with ID.me” if you will use an ID.me account to register in eXCHANGE
- 3 – Click “Login.gov” if you will use a Login.gov account to register in eXCHANGE

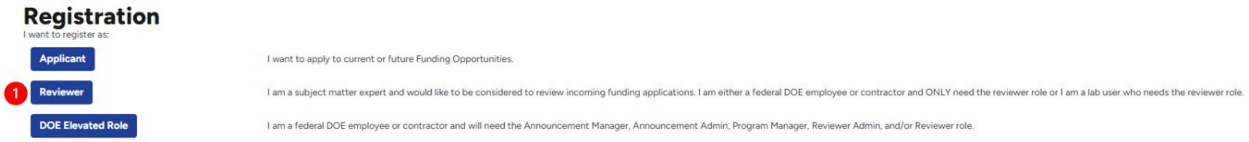
Follow the instructions provided by Login.gov or ID.me to complete the identity proofing process. You will be navigated back to eXCHANGE once the identify proofing process is complete.

4.2.2 Acknowledge the Privacy Act Statement



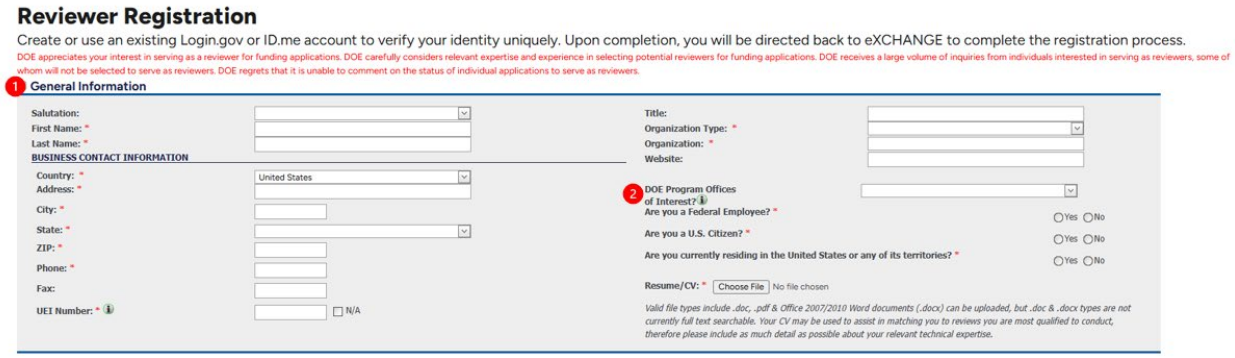
- 1 – Select the box to consent to the processing of your personally identifiable information
- 2 – Click “Acknowledge”

4.2.3 Select to Register as a Reviewer



- 1 – Select to register as a Reviewer

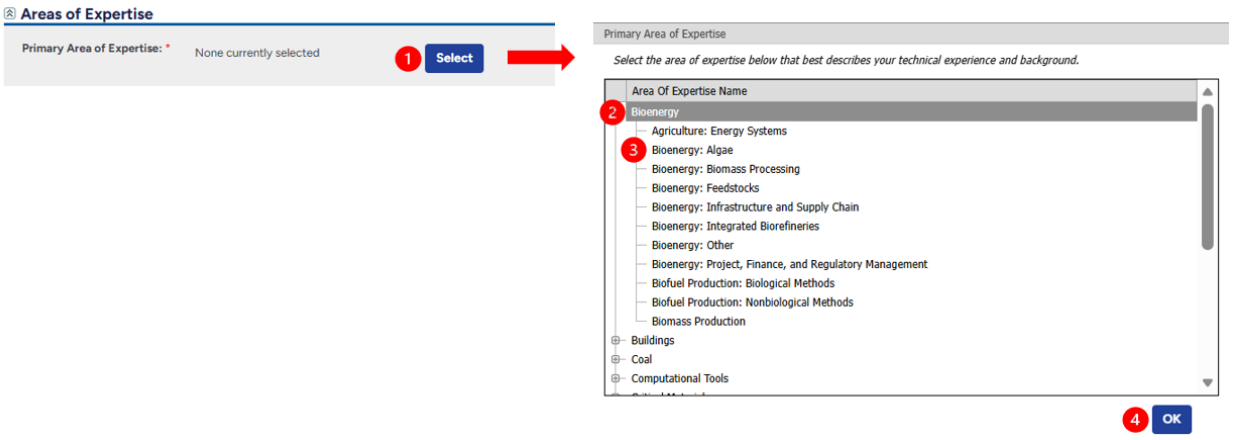
4.2.3.1 General and Account Information



- 1 – Complete all required fields (those marked with a red asterisk) in the General Information section
- 2 – Select the offices you are interested in reviewing applications for in the DOE Program Office of Interest field
    - Your selections indicate your preferences but do not limit the Program Offices for which you may be asked to review applications.

4.2.3.2 Areas of Expertise

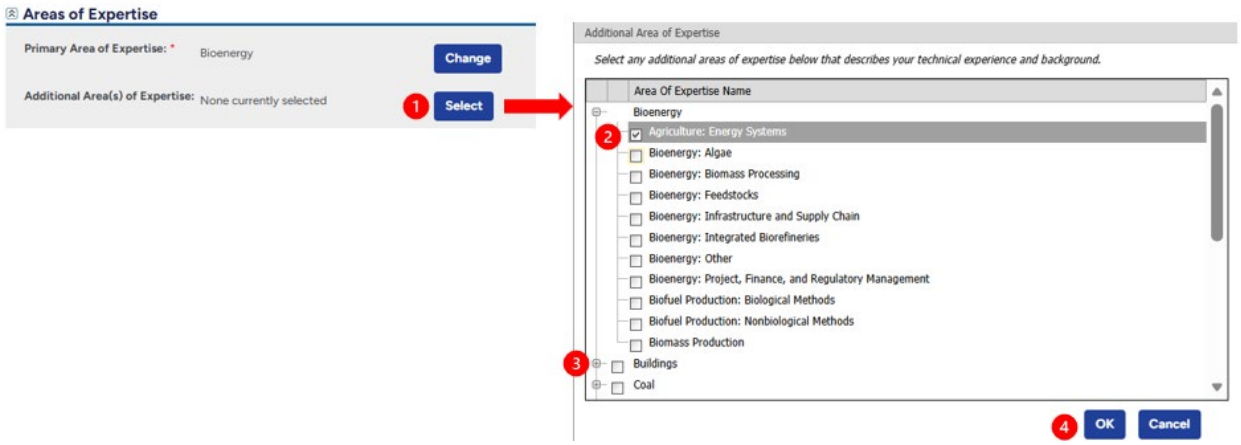
<u>Primary and Secondary Areas of Expertise</u>



- 1 – Click “Select” next to the Primary Area of Expertise field in the Areas of Expertise section
- 2 – Select the applicable Primary Area from the picklist
    - Primary Area of Expertise: the main subject-matter area in which you have significant knowledge, experience, or professional experience and are best qualified to review applications

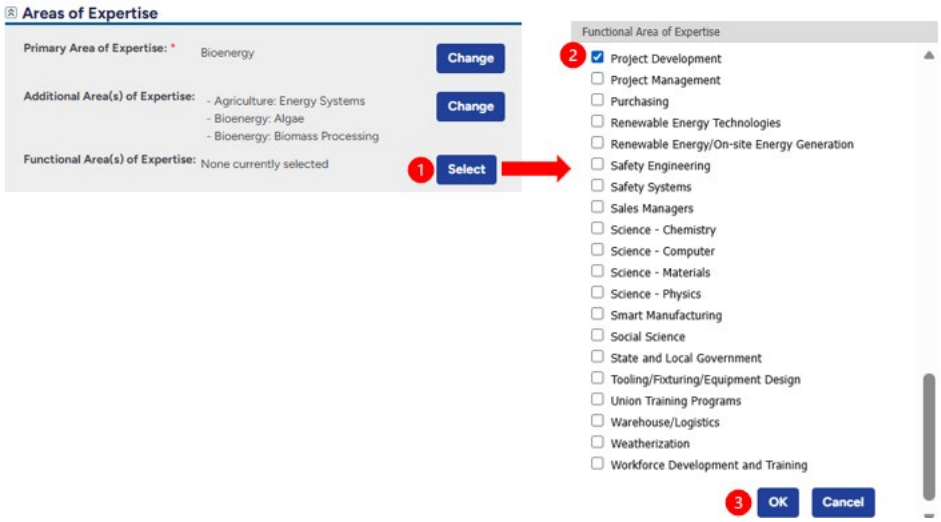
- 3 – Click the plus sign next to the applicable primary area to add a secondary area of expertise
    - Secondary Area of Expertise: an additional subject-matter area in which you have meaningful knowledge, experience, or expertise to competently review applications.
- 4 – Click "Ok" once you have selected the appropriate area(s)

Additional Area(s) of Expertise



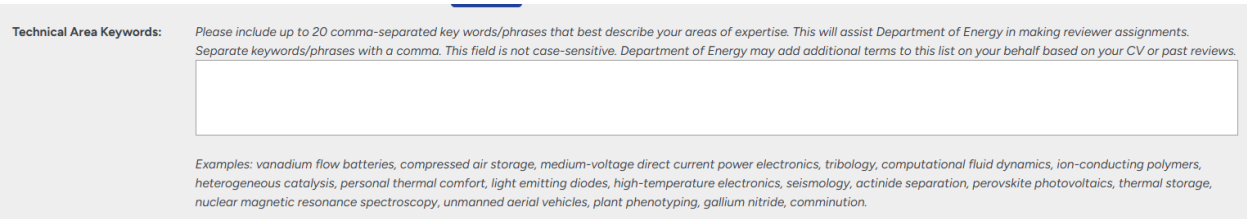
- 1 – Click "Select" next to the Additional Area(s) of Expertise field to add Additional Area(s) of Expertise
- 2 – Select the checkbox next to the applicable area(s)
    - Additional Area of Expertise: other area(s) of knowledge, skills, or experience that may be relevant to reviewing applications but are not your primary or secondary areas. These may include specialized topics, technologies, disciplines, or related areas where you have relevant experience.
- 3 – Click on the plus sign to select additional areas
- 4 – Click "Ok" once you have selected the applicable area(s)

Functional Area(s) of Expertise



- 1 – Click "Select" next to the Functional Area(s) of Expertise field to add Functional Areas of Expertise
- 2 – Select the checkbox next to the applicable area(s)
    - Functional Area of Expertise: the professional function, discipline, or perspective you bring to the review. These areas describe how you evaluate an application, rather than the subject matter of the application.
- 3 – Click "Ok" once you have selected the applicable area(s)

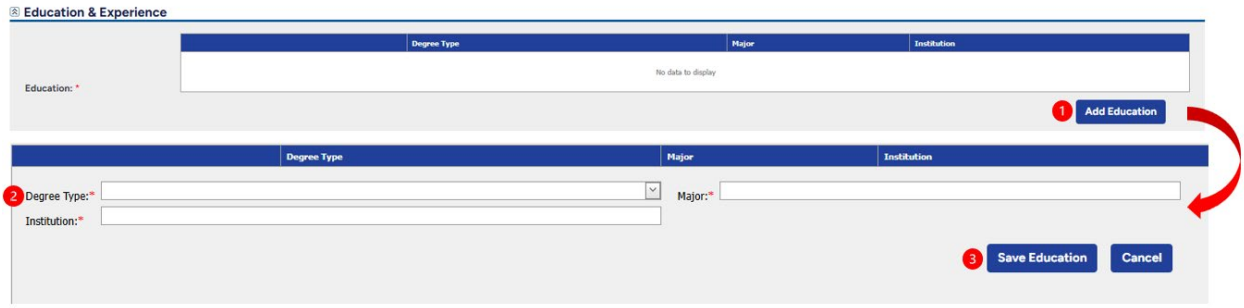
Technical Area Keywords



- You may include up to 20 comma-separated key words/phrases that best describe your areas of expertise in the Technical Area Keywords textbox

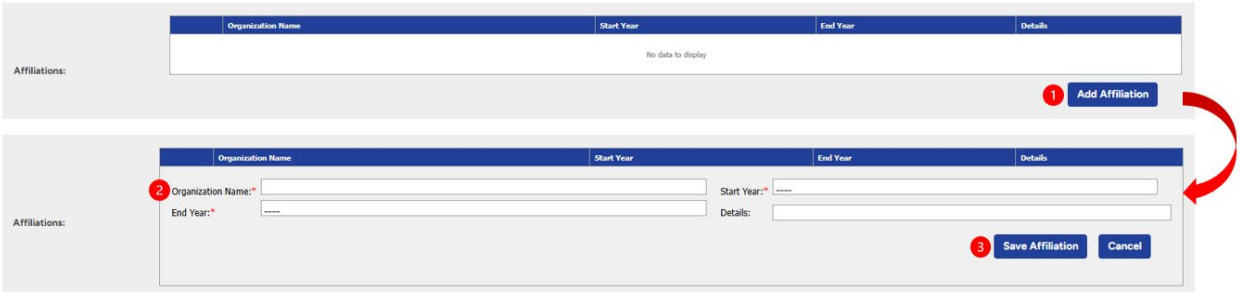
4.2.3.3 Education & Experience

Education



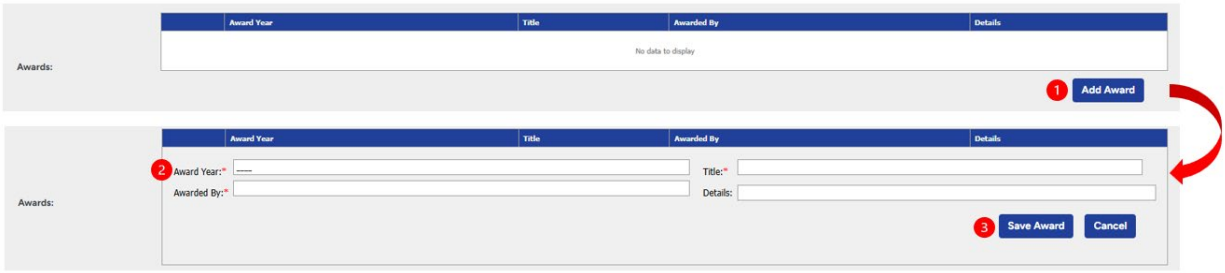
- 1 – Click "Add Education" in the Education and Experience section
- 2 – Enter all required information
- 3 – Select "Save Education"
- Repeat steps 1-3 to add all applicable degrees

Affiliations



- 1 –Click "Add Affiliation" to add applicable affiliations
- 2 – Complete all required fields
- 3 – Click "Save Affiliation"
- Repeat steps 1-3 to add all applicable awards

Awards



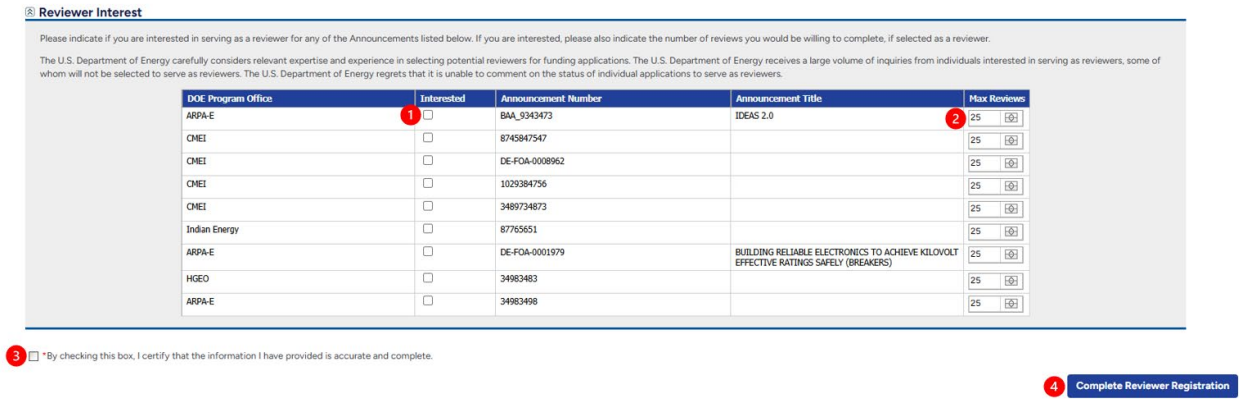
- 1 – Click “Add Award” to add applicable awards
- 2 – Complete all required fields
- 3 – Click “Save Award”
- Repeat steps 1-3 to add all applicable awards

Publications



- 1 – Click “Add Publication” to add applicable publications
- 2 – Complete all required fields
- 3 – Click “Save Publication”
- Repeat steps 1-3 to add all applicable publications

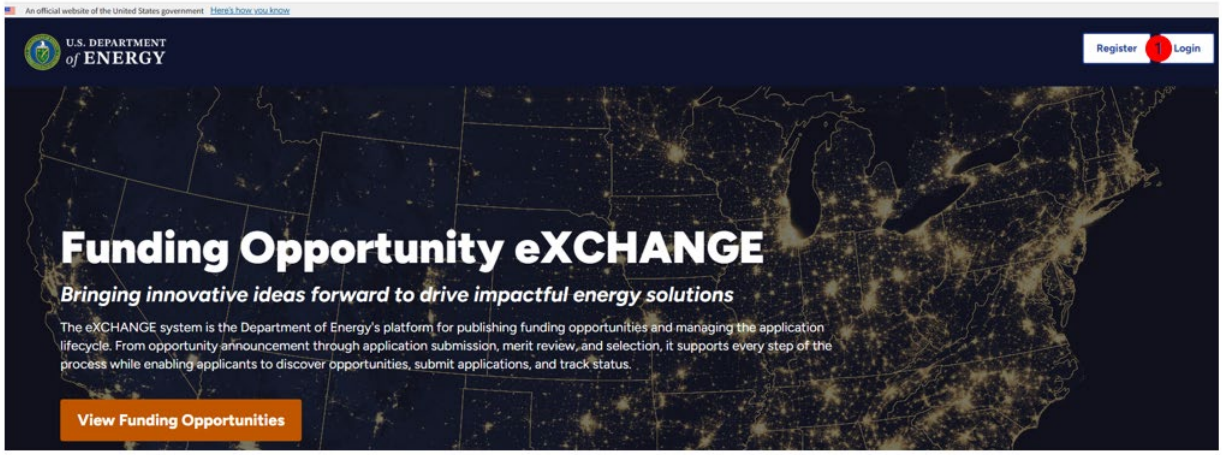
4.2.3.4 Reviewer Interest and Completion of Reviewer Registration



- 1 – In the Reviewer Interest section, you may indicate whether you are interested in serving as a reviewer for any of the listed announcements
- 2 – If you are interested, indicate the number of reviews you are willing to complete, if selected as a reviewer
- 3 – Click the box to certify the information on the Reviewer Registration page is accurate and complete
- 4 – Click “Complete Reviewer Registration”

- After registration, you will receive confirmation that your account has been created. Your account will automatically include the default **Applicant** role, which allows you to submit applications to open opportunities and manage your account.
- If your **Reviewer** role is approved, you will be notified if/when you are assigned applications to review.

5 Log in to eXCHANGE



- 1 – Access eXCHANGE and click "Login"

5.1 Applicants Only

5.1.1 Basic Identify Proofing and Enhanced Identify Proofing

To log in, Applicants can choose **Basic Identity Proofing** or **Enhanced Identity Proofing.** These options offer different levels of identity verification. Both options verify your identity, but Enhanced Identity Proofing requires actional information and provides a higher level of assurance that you are the person associated with the claimed identity. Both options require you to use MFA to login.

DOE follows NIST SP 800-63 Digital Identity Guidelines https://pages.nist.gov/800-63-4/

Basic Identity Proofing
Basic identity proofing, also known as Identity Assurance Level 1 (IAL1), provides a basic level of assurance that you are associated with the identity you claim. You will be asked to provide information and complete the verification steps required by Login.gov or ID.me. The information and steps required for Basic Identity Proofing are less extensive than those required for Enhanced Identity Proofing.

Enhanced Identity Proofing
Enhanced identity proofing, also known as Identity Assurance Level 2 (IAL2), provides a higher level of assurance that you are the person associated with the identity you claim. You may be asked to provide additional information or identity evidence, such as a government-issued identification document, Social Security number, phone number, address, or photograph. The specific information and verification steps required depend on the identity service provider and verification method you use.

For information about how your information is collected, used, and protected, review the privacy policy for the identity service provider you select:

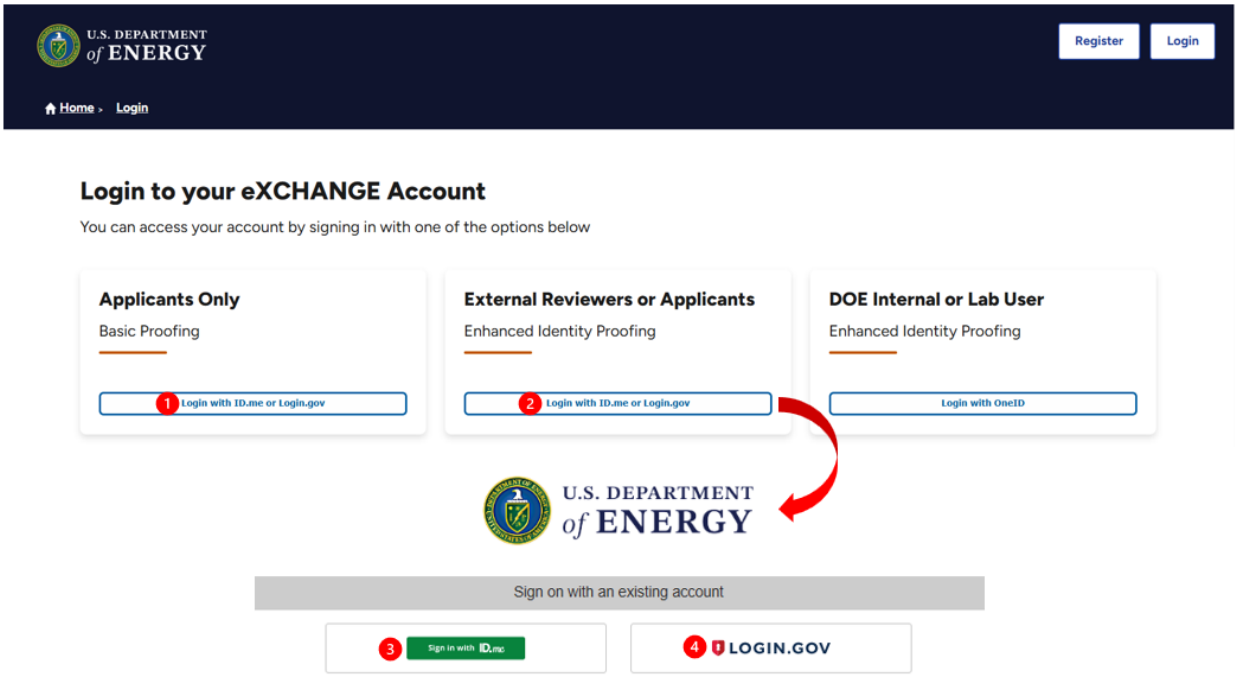
Login.gov https://www.login.gov/policy/

ID.me https://www.id.me/privacy

5.1.1.1 Which option should I choose?

Enhanced Identity Proofing is recommended for the most flexibility and highest assurance level. Alternatively, applicants may use Basic Identity Proofing if unable or unwilling to provide the information required for Enhanced Identity Proofing.

5.1.2 Select the Applicable Log In Option, Authenticate, and Log In

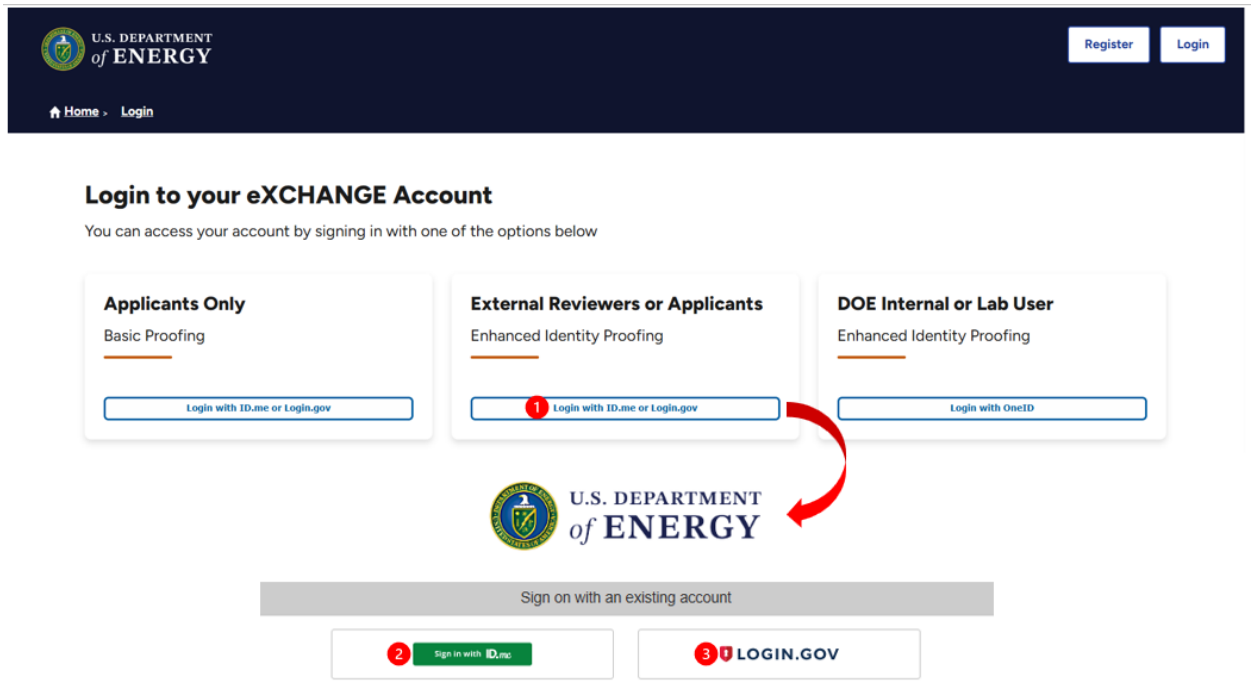


- 1 – Click "Login with ID.me or Login.gov" **in the Applicants Only tile** if you prefer to login with **basic identify proofing**
- 2 – Click "Login with ID.me or Login.gov" **in the External Reviewers or Applicants tile** if you prefer to register with **enhanced identify proofing**

- 3 – Click “Sign in with ID.me” if you will use an ID.me account to log in to eXCHANGE
- 4 – Click “Login.gov” if you will use a Login.gov account to log in to eXCHANGE

Follow the instructions provided by Login.gov or ID.me to complete identity proofing. Once complete, you will be redirected to eXCHANGE and automatically signed in.

5.2 Reviewers: Authenticate and Log In



- 1 – Click “Login with ID.me or Login.gov” in the External Reviewers or Applicants tile
- 2 – Click “Sign in with ID.me” if you will use an ID.me account to log in to eXCHANGE
- 3 – Click “Login.gov” if you will use a Login.gov account to log in to eXCHANGE

Follow the instructions provided by Login.gov or ID.me to complete identity proofing. Once complete, you will be redirected to eXCHANGE and automatically signed in.