

# **Bureau Of Ocean Energy Management**

## **BOEM AUCTION LOGIN AND AUTHENTICATION PROCEDURES**

**PREPARED BY:**

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Last updated: June 29, 2024

# Login and Authentication

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If you are an authorized individual for a bidder, you will need to take the following steps before the auction:

1. Register an account on [Login.gov](https://login.gov)
2. Associate a phishing-resistant multi factor authentication method with your Login.gov account. BOEM recommends obtaining a FIDO2 physical security key (Instructions Below).
3. Download the Google Authenticator App to your smartphone or tablet (if you do not already have this app on your smartphone or tablet)
4. Use the Google Authenticator App to scan your BOEM auction QR code
5. Practice logging into the auction system during the BOEM Auction Connectivity Test

The first two steps are required to log into the auction system. Failure to complete these steps will prevent you from logging into the auction system and participating in the BOEM auction. The first two steps should be completed at least two weeks in advance of the auction.

The third and fourth steps are needed so that you can provide a one-time code to the auction help desk representative when calling the Auction Hotline during the auction. Prior to the auction you need to install the Google Authenticator app on your smartphone or tablet. You will then scan a user-specific BOEM auction QR code into this app the first time you log into the auction system. Once installed, the BOEM token will generate a time-sensitive one-time code (OTC) that is needed by the help desk for the user authentication process.

You will have an opportunity to practice logging into the auction system during the BOEM Auction Connectivity Test, which takes place a couple of days before the mock auction.

The following sections describe each of these steps.

## 1. Obtain a FIDO2-compliant security key

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You must have a phishing-resistant MFA method associated with a [Login.gov](https://login.gov) account to access the BOEM Auction System. For this purpose, BOEM recommends you obtain a FIDO2-compliant security key prior to setting up the account. A security key is a small USB device similar to a flash drive that can be plugged into your computer for Multi-Factor Authentication (MFA). If you do not have a USB port on the computer you plan to use for bidding during the auction, you will also need an adapter. A few security key examples are provided in Figure 1.

These keys are produced by a variety of manufacturers, including Google and Yubico, and are widely available online and in electronics stores. [Login.gov](https://login.gov) requires that security keys comply with FIDO2 standards. Most modern keys have this capability, but you should confirm before

purchasing. Keys also come with a variety of optional security features, such as fingerprint recognition. You may want to consult with your IT staff when deciding on a security key that meets your company's standards.



**Figure 1. Security key examples**

Once you have purchased a security key, keep it in a safe place where it will not be lost. If you are concerned about losing your key, you can register multiple keys on [Login.gov](https://login.gov).

## 2. Register an account on Login.gov

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Once you have your security key, you should create a Login.gov account on the [Login.gov](https://login.gov) website. This process will involve registering an email, choosing a password, and choosing an MFA method. If you already have a Login.gov account, or created one with a different email address, you can add an additional email on your account management page.

In order for your Login.gov account to be recognized by the auction system, the email on your Login.gov account **must** be the same email address listed on the Bidder Financial Form (BFF). You are not allowed to share an email address with other authorized individuals from your company, as Login.gov will not allow the same email to be used by multiple accounts. If your Login.gov email address differs from the email address on the BFF, you will not be able to log in to the auction system and thus you will not be able to participate in the auction.

During the Login.gov registration process, choose the “security key” MFA method to access the auction system. Other, less secure, MFA methods, such as text and email verification, will be available when setting up your account but these methods will not work when logging into the auction system. However, setting up one of these secondary MFA methods will still reduce the risk of losing access to your Login.gov account.

An [account creation page](#) on the [Login.gov](https://login.gov) website provides instructions on how to set up an account.

## 3. Download the Google Authenticator App

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In order to provide a user-specific one-time code to the auction help desk, you need the Google Authenticator app installed on your smartphone or tablet. If you do not have the Google Authenticator app installed, you will need to download it from the [App Store](#) / [Google Play](#) and

install it. If you already have the Google Authenticator app installed on your smartphone or tablet, you can skip to the next step, *Scan the BOEM auction QR code*.

## **4. Scan the BOEM auction QR code**

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The first time you successfully log into the auction system using your Login.gov credentials, you will see a QR code on your auction screen. This QR code is unique to your account. You will be prompted to scan this QR code using the Google Authenticator app on your smartphone or tablet. Once scanned, a BOEM auction token will appear in your Google Authenticator app. This token will generate time-sensitive one-time codes that are unique to your account (e.g., “665432”). When you call the Auction Hotline, the help desk representative may ask you for this one-time code to verify your identity.

Once you set up your token in the Google Authenticator app, the token can be used for future BOEM auctions.

## **5. Practice logging in: BOEM Auction Connectivity Test**

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Once BOEM finalizes the list of bidders eligible to participate in the auction, the authorized individuals listed on a Bidder’s Financial Form (BFF) will receive an email inviting them to practice logging into the auction system. This connectivity test takes place a couple of days before the mock auction. Authorized individuals will practice logging into the auction system using their security key and their Login.gov account. Authorized individuals will also install the BOEM Auction token into their Google Authenticator App at this time. All authorized individuals are strongly encouraged to participate in the connectivity test.