

# PIV Migration Request

Click PIV migration icon on the CO or DEO main screen.

Secure Payment System - Self Contained (SPS-SC) [ONLINE mode]

Action Save View Reports Messages SPS

Version:RELQ29.0.1

### PIV Migration Request

Please complete the steps below to request access to SPS via a PIV/PIV-ICAC card.

**Step 1: Confirm account information:**

Name: GARY CO IIG

Primary DN: O=SPS/OIA\_TESTERS,OU=SPS\_TESTERS,OU=STAFF,OU=FINANCIAL MANAGEMENT SERVICE,OU=FISCAL SERVICE,OU=DEPARTMENT OF THE TREASURY,D=U.S. GOVERNMENT,C=US

**Step 2: Select a PIV credential from the list below. Then select Unlock Credential to enter a PIN for the selected credential. Refresh the credential list if you do not see your credential.**

**PIV Credentials List**

- O=Gary K. IG+SERIALNUMBER=302103,OU=PEOPLE,OU=BUREAU OF THE FISCAL SERVICE,OU=DEPARTMENT OF THE TREASURY,D=U.S. GOVERNMENT,C=US  
Issuer: O=OCIO CA,OU=CERTIFICATION AUTHORITIES,OU=DEPARTMENT OF THE TREASURY,D=U.S. GOVERNMENT,C=US  
Validity: Thu Sep 13 09:05:01 EDT 2018 - Sun Sep 12 09:10:02 EDT 2021

Refresh Credentials List Unlock Credential

**Step 3: Enter contact information and comments:**

Phone:\*

Comments:

Next Cancel

# PIV Migration Request

Select your PIV card in the PKI Credential List. The selection will turn blue and have a red lock icon on the lower left. Then click the Unlock Credential button. A PIN request dialog will appear.

The screenshot shows a web application window titled "Secure Payment System - Self Contained (SPS-SC) [ONLINE mode]". The window has a menu bar with "Action", "Save", "View", "Reports", and "Messages" (with "SPS" next to "Messages"). Below the menu bar is a toolbar with various icons, including a lock, a refresh icon, a calendar, and a mail icon with a "1" notification. The version number "Version:RELQ29.0.1" is displayed in the bottom right corner of the toolbar.

The main content area displays a "PIV Migration Request" dialog box. The dialog box has a title bar with a close button (X). The text inside the dialog box reads: "Please complete the steps below to request access to SPS via a PIV/PIV-QCAC card." The dialog is divided into three steps:

- Step 1: Confirm account information:** This section contains two text boxes. The first is labeled "Name:" and contains the text "SARY CD NG". The second is labeled "Primary DN:" and contains the text "OU=SPS/DA, TESTERS,OU=SPS TESTERS,OU=STAFF,OU=FINANCIAL MANAGEMENT SERVICE,OU=FISCAL SERVICE,OU=DEPARTMENT OF THE TREASURY,OU=U.S. GOVERNMENT,C=US".
- Step 2: Select a PIV credential from the list below. Then select Unlock Credential to enter a PIN for the selected credential. Refresh the credential list if you do not see your credential:** This section contains a "PIV Credentials List" which is a scrollable list box. One entry is selected and highlighted in blue: "OU=QARY,K,PE=SERIALNUMBER=302102,OU=PEOPLE,OU=BUREAU OF THE FISCAL SERVICE,OU=DEPARTMENT OF THE TREASURY,OU=U.S. GOVERNMENT,C=US". To the left of this entry is a red lock icon. Below the list box are two buttons: "Refresh Credentials List" and "Unlock Credential". A red arrow points to the "Unlock Credential" button.
- Step 3: Enter contact information and comments:** This section contains a "Phone:" text box and a "Comments:" text box.

At the bottom of the dialog box are two buttons: "Next >>" and "Cancel".

## PIV Migration Request

Enter your PIV PIN and click the OK button.

# PIV Migration Request – Step 4

Secure Payment System - Self Contained (SPS-SC) [ONLINE mode]

Action Save View Reports Messages SPS

Version:RELQ29.0.1

PIV Migration Request

Please complete the steps below to request access to SPS via a PIV/PIV-ICAC card.

Step 1: Confirm account information:

Name: GARY COINS  
Primary Org: OU=SPSQA,TESTERS,OU=SPS TESTERS,OU=STAFF,OU=FINANCIAL MANAGEMENT SERVICE,OU=FISCAL SERVICE,OU=DEPARTMENT OF THE TREASURY,OU=U.S. GOVERNMENT,C=US

Step 2: Select a PIV credential from the list below. Then select Unlock Credential to enter a PIN for the selected credential. Refresh the credential list if you do not see your credential.

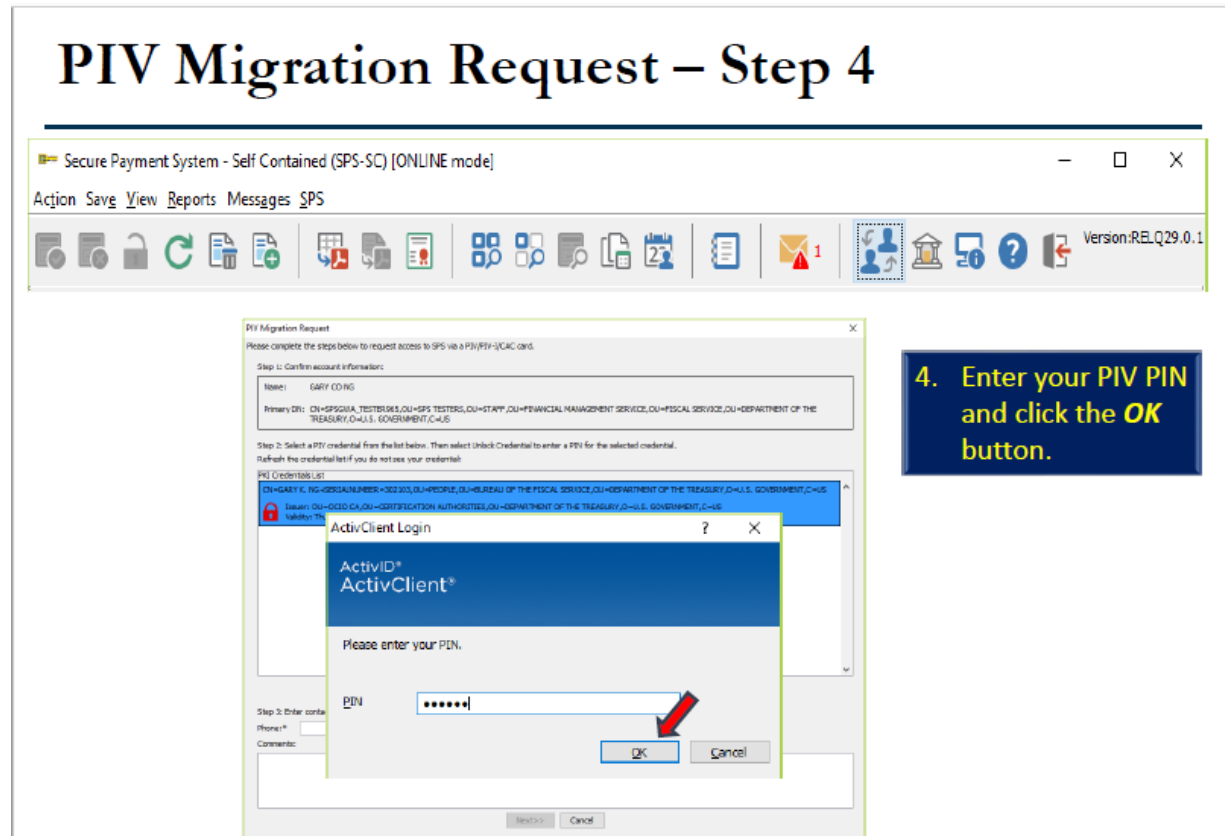
PIV Credentials List:

- OU=GARY C,OU=ISSUANCE,OU=302303,OU=PEOPLE,OU=BUREAU OF THE FISCAL SERVICE,OU=DEPARTMENT OF THE TREASURY,OU=U.S. GOVERNMENT,C=US
- OU=ISSUANCE,OU=302303,OU=PEOPLE,OU=BUREAU OF THE FISCAL SERVICE,OU=DEPARTMENT OF THE TREASURY,OU=U.S. GOVERNMENT,C=US

Step 3: Enter contact information:

Phone#  
Comments

**4. Enter your PIV PIN and click the *OK* button.**



## PIV Migration Request

Noticed the red lock icon has now turned green. Then enter your phone number and click the Next button. A confirmation dialog will appear.

# PIV Migration Request – Steps 5 & 6

The screenshot shows the 'PIV Migration Request' application window. The title bar reads 'Secure Payment System - Self Contained (SPS-SC) [ONLINE mode]'. The menu bar includes 'Action', 'Save', 'View', 'Reports', 'Messages', and 'SPS'. The toolbar contains various icons for navigation and actions. The main form area is divided into three steps:

- Step 1: Confirm account information:** Name: EARLY COINS; Primary Div: OI=SPS00A, TESTERS, OI=SPS TESTERS, OI=STAFF, OI=FINANCIAL MANAGEMENT SERVICE, OI=FISCAL SERVICE, OI=DEPARTMENT OF THE TREASURY, OI=U.S. GOVERNMENT, C=US.
- Step 2: Select a PIV credential from the list below. Then select Unlock Credential to enter a PIV for the selected credential. Refresh the credential list if you do not see your credential:** A list of PIV Credentials is shown, with the first entry selected: OI=GARY E. NG=ORGANIZATION=303303, OI=PEOPLE, OI=BUREAU OF THE FISCAL SERVICE, OI=DEPARTMENT OF THE TREASURY, OI=U.S. GOVERNMENT, C=US. The lock icon next to this entry is green.
- Step 3: Enter contact information and comments:** Phone: 303-987-1234; Comments: (empty).

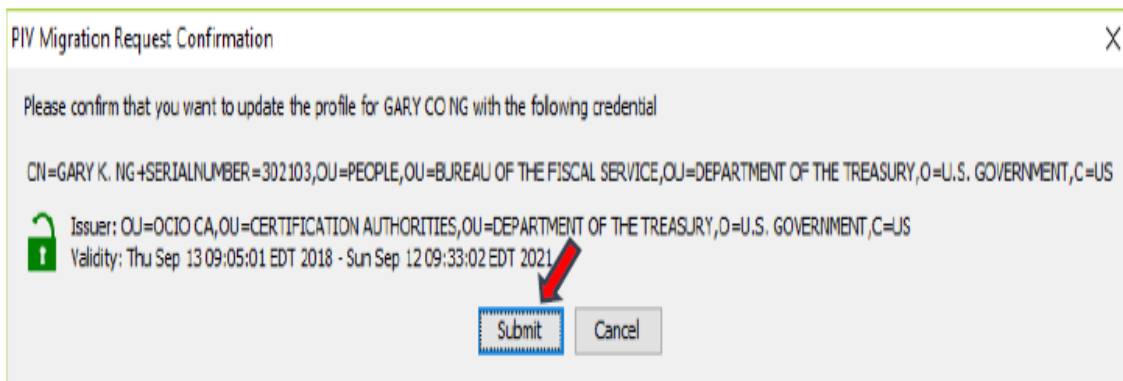
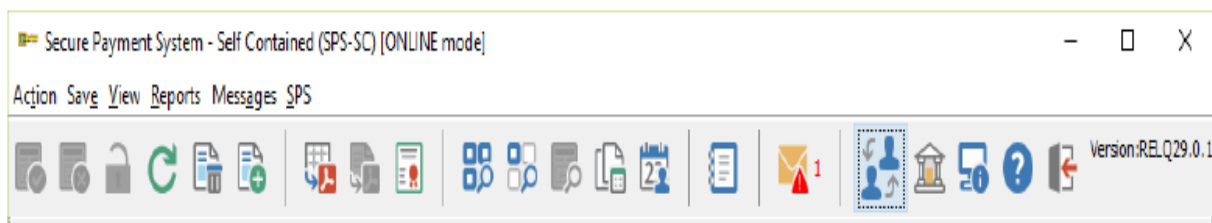
Buttons for 'Refresh Credentials list', 'Unlock Credential', 'Next>>', and 'Cancel' are visible at the bottom of the form.

**Notice the red lock icon has now turned green.**

5. Enter your phone number.
6. Click the **Next>>** button. A confirmation dialog will appear.

## PIV Migration Request

Click the Submit button. A confirmation dialog box will be displayed.

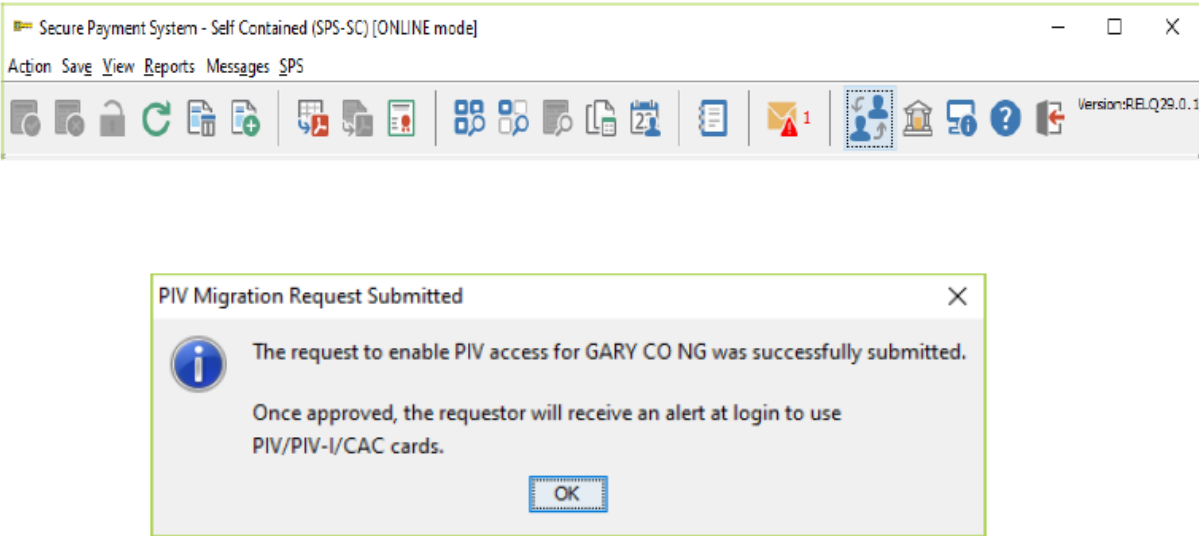


**7. Click the *Submit* button.**  
**A confirmation dialog will be displayed.**

## PIV Migration Request

Click okay button to confirm request.

# PIV Migration Request – Step 8




Secure Payment System - Self Contained (SPS-SC) [ONLINE mode]

Action Save View Reports Messages SPS

Version: REL.Q29.0.1

**PIV Migration Request Submitted**


 The request to enable PIV access for GARY CO NG was successfully submitted.

Once approved, the requestor will receive an alert at login to use PIV/PIV-I/CAC cards.

**8. Click the *OK* button.**

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LEAD · TRANSFORM · DELIVER

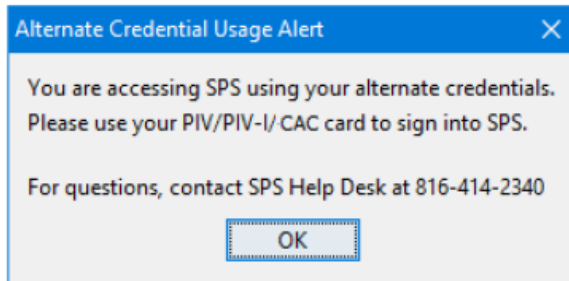
 BUREAU OF THE  
**Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

Continue to use your ikey until you get the following message:

## PIV Migration Request – Step 9

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**9. Continue using the iKey token until you receive the following message while logging into SPS:**



**Once you receive this message, begin logging into SPS with your PIV card.**

**If you do not see this message within a day of submitting your PIV request, or, if you have any issues, please contact the SPS Help Desk at 816-414-2340 or [kfc.sps.help.desk@fiscal.treasury.gov](mailto:kfc.sps.help.desk@fiscal.treasury.gov).**