

# PIV Login Quick Reference Guide for FFX

## Users can only log in with Microsoft Edge

### What is PIV and who uses it?

PIV stands for Personal Identity Verification. FEMA employees or contractors are required to have a PIV card to access computers and certain systems. If you use one of the qualifying systems, and you are an owner of a PIV card, you will be required to login to the system using your PIV card once the application is enabled for PIV authentication.

### What is the Personal Identity Verification Single Sign-On Implementation?

Personal Identity Verification Single Sign-On (PIV SSO) is implemented in accordance with Homeland Security Presidential Directive 12 (HSPD-12) to harden applications with an enterprise PIV SSO solution for 76 FEMA applications identified as high value assets by the FEMA Chief Information Officer. Twelve Risk MAP applications are being affected:

- Mitigation Planning Portal (MPP)
- Mitigation Action Tracker (MAT)
- Coordinated Needs Management Strategy (CNMS)
- Floodmaps File eXchange (FFX)
- Cooperating Technical Partners (CTP)
- Flood Hazard Determination (FHD)
- Mapping Information Platform (MIP)
- Risk MAP SharePoint Portal
- Hazus SharePoint Portal
- File Trail
- CFAS (File Vista)
- Project Planning and Purchasing Portal (P4)

### If I don't have a PIV, how will this release affect me?

If you use one of the systems noted above (with the exception of FFX) and you do not have a FEMA email address and a PIV card, you will continue to use a username and password login to access the application. Similarly, if you have received your PIV card and PIN but have not yet received a FEMA email address, you will also be

required to sign in to the application using your existing login credentials.

### Will I still be required to put in my username and password to access the applications?

All other users (i.e., users without a FEMA email address) will be required to use their username and password to access the application (with the exception of FFX).

PIV card users will be required to enter their PIV PIN to access FEMA applications.

### I forgot my PIV card. What should I do?

Contact the Enterprise Service Desk (ESD) at 1-888-457-3362 or [FEMA-Enterprise-Service-Desk@fema.dhs.gov](mailto:FEMA-Enterprise-Service-Desk@fema.dhs.gov). They will provide instructions on next steps.

### What is a PIV card PIN?

A PIV Personal Identification Number (PIN) is a six to eight digit number the user creates when they receive their FEMA badge.

### I don't know my PIN. How do I find my PIN or reset my PIN?

Visit your Badging Office, Access Control Office, or Temporary PIV Card Station during their normal hours of operation to have your PIN reset. No appointment is necessary.

### Will PIV Implementation affect corresponding SharePoint sites?

PIV Implementation will not have any effect on SharePoint sites, it will only change the login procedures. View the SharePoint PIV Guide for SharePoint login procedures.

### I am able to login to my workstation, but the application will not open. What should I do?

Contact the FEMA Map Information eXchange (FMIX) at 877-FEMA-MAP (877-336-2627) or email [FEMAMapSpecialist@riskmapcds.com](mailto:FEMAMapSpecialist@riskmapcds.com).


**NOTE:** PIV Users can only be associated with **one** “fema.dhs.gov” email address on each application

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## FFX Login:

1. When logging into the FFX site, the following login screen will appear. **Please note that only users with a valid FEMA PIV card will be able to register and log in.**

Login with PIV Card

A PIV card with the United States Government logo, a photo of John Doe, and the USA logo.

Login with your  
PIV

*Remember to plug in  
your PIV card*

Login with PIV

- A. Users will be required to select the “**Sign in with PIV / CAC card**”.



Sign In

Username

Next

OR

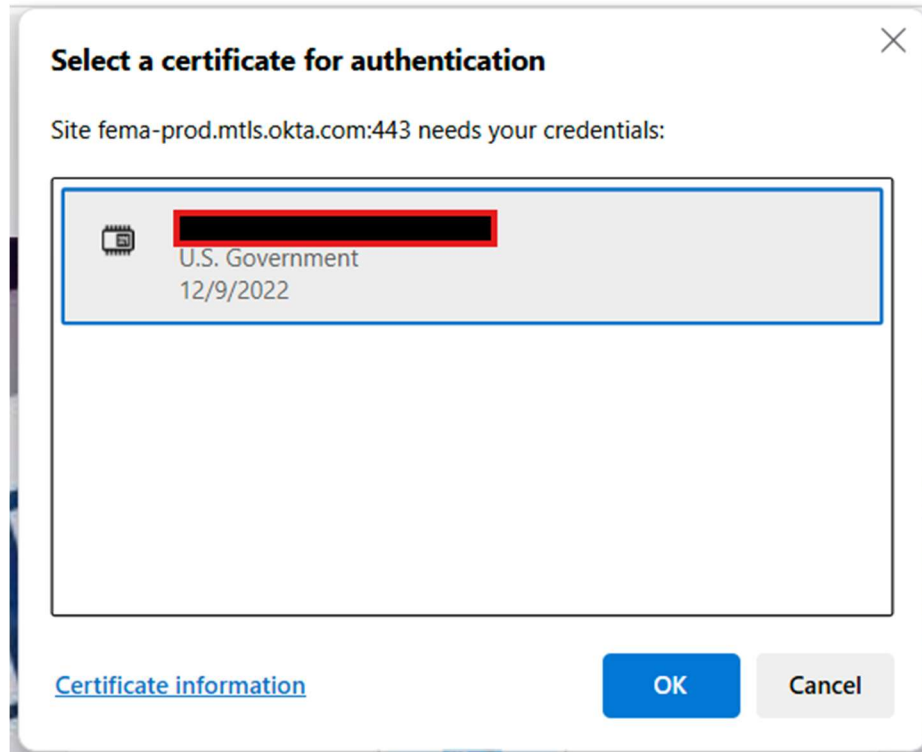
[Sign in with PIV / CAC card](#)

[Unlock account?](#)

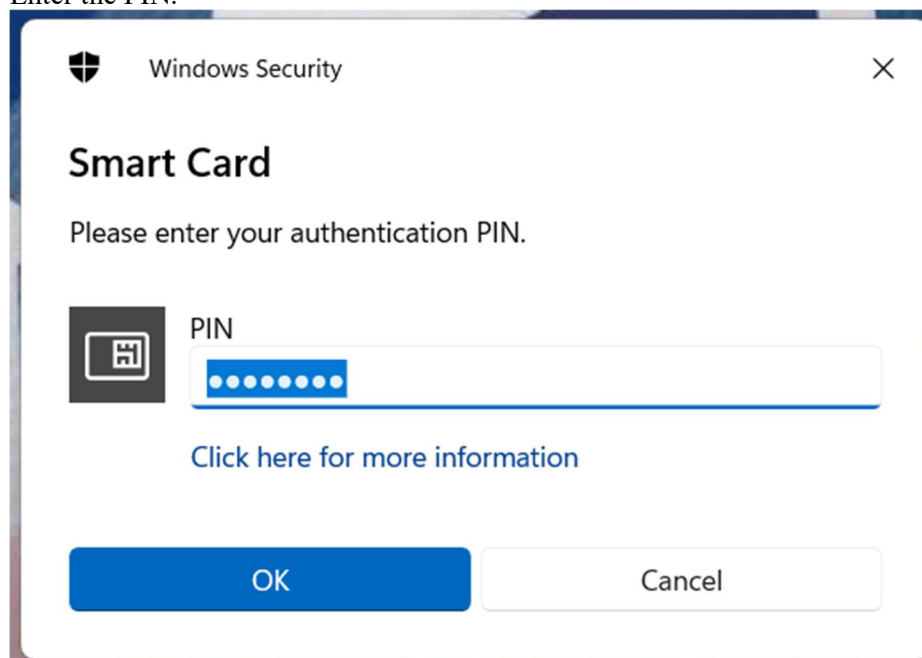
[Help](#)

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- B. Once the user clicks the sign in with PIV / CAC card button, they may be taken to the certificate selection if they have not logged into FEMA with a PIV card recently.
- C. Users should select their certificate, select "OK".



- A. If a user does not insert their PIV card, the following message will appear.  
An attempt to authenticate with a client certificate failed.  
A valid client certificate is required to make this connection.
- B. Enter the PIN.



Then click the OK button.

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2. The Request Registration screen will appear for the user if they are not registered for FFX, otherwise they will be redirected to the Upload page.

The email address and name should be pre-filled and not editable.

## Floodmaps File eXchange (FFX): Registration

The screenshot shows the registration form for the Floodmaps File eXchange (FFX). It includes fields for Email and Name, a Terms of Use Agreement section, and a checkbox for agreement. Red arrows and boxes highlight specific elements: the Email field, the Name field, and the checkbox area.

**Email:**

**Name:**

**Terms of Use Agreement:**

Terms of Use Agreement

Welcome to FEMA's Floodmaps File eXchange application ("FFX"). By using this application, you are agreeing to comply with and be bound by the following terms. Please review the following terms carefully. If you do not agree with these terms, please do not proceed with using this application.

Acceptance of Agreement

☐ I agree that I have read the Terms of Use Agreement.

[Register](#)

3. Review the Terms of Use Agreement and click the box indicating the user agrees with the Terms of Use. Finally, click "Register".
4. The user will then be registered and will be redirected to the Upload page.