

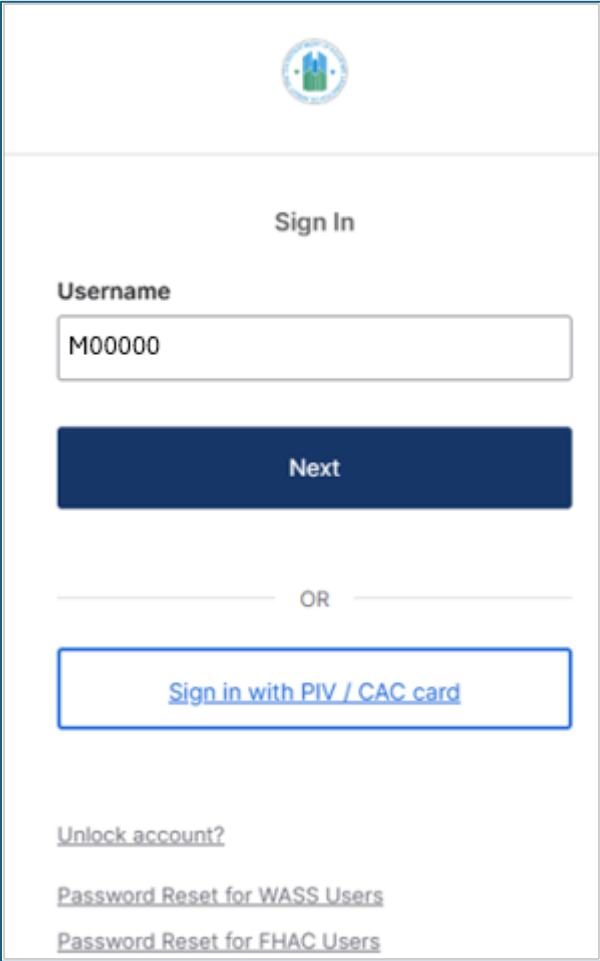
Socure Identity Verification Process

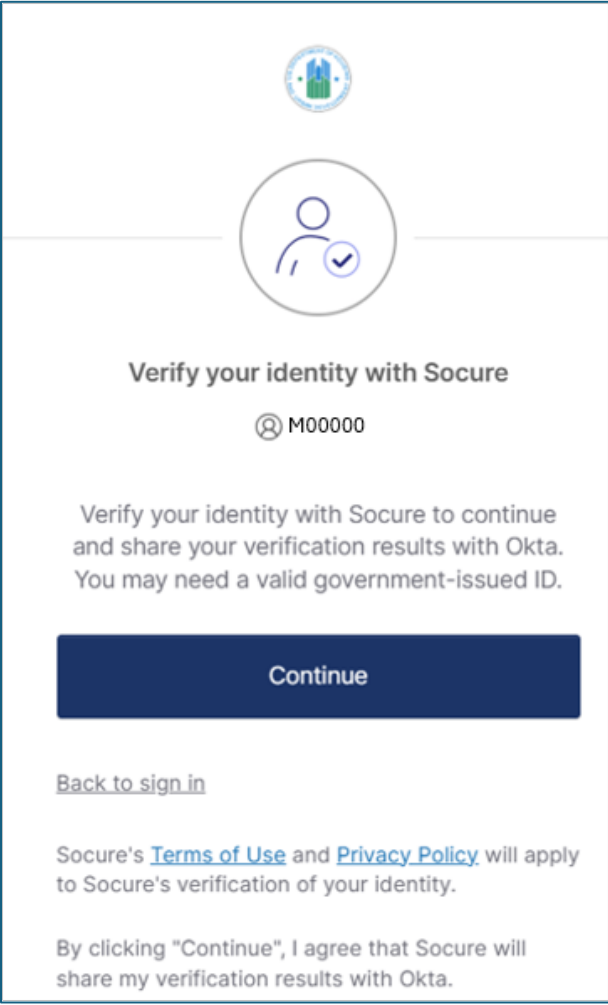
After receiving an FHA Connection user ID, a multifactor authenticator (Okta Verify or FIDO2) must be set up for accessing the FHA Connection and the user's identity must be verified by Socure. The following items must be submitted through a **smartphone** during the Socure process:

- State driver's license/ID card or passport
- Photo of user (selfie)

Note: You must have a fairly quick internet connection and must process the information before the allotted time elapses. Otherwise, you will have to restart the Socure identity verification process again.

When signing on to the FHA Connection (<https://entp.hud.gov/clas/index.cfm>) for the first time, if the user's identity has not yet been verified, the Socure identity verification process begins. Steps are outlined below.

Step #	Description	Socure screen capture image	Variation to screen capture on left
1.	On the FHA Connection Sign In page, enter your assigned user ID in the Username field and click Next .		

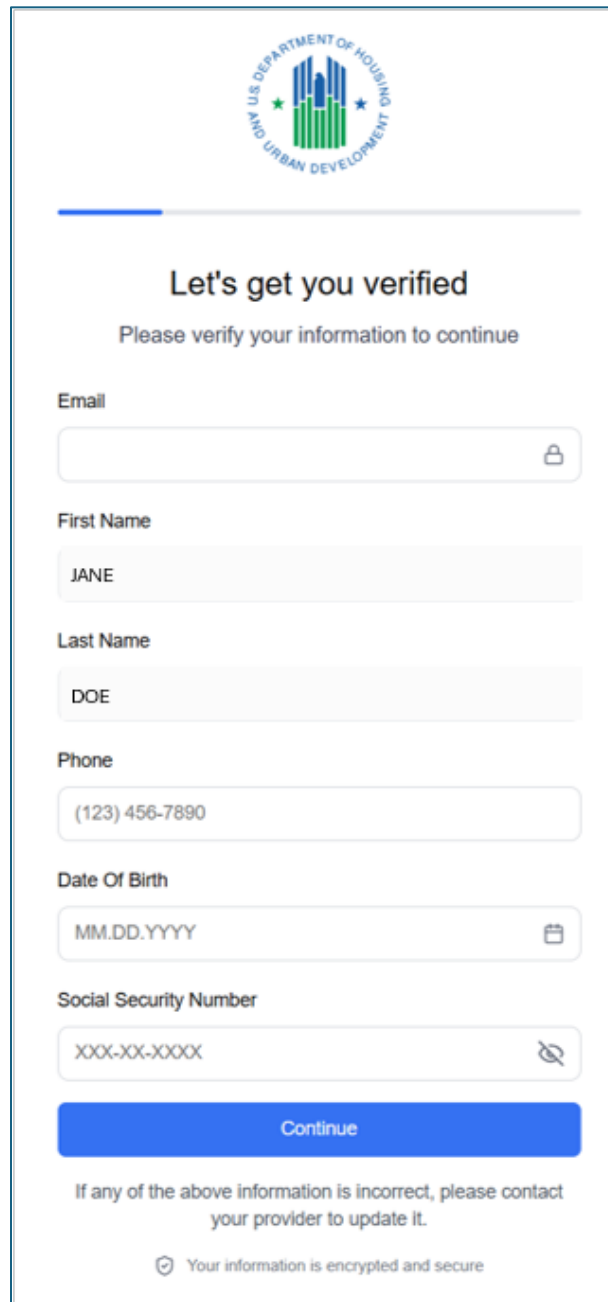
Step #	Description	Socure screen capture image	Variation to screen capture on left
2.	- The Socure screen, Verify your Identity with Socure, is displayed. - Click Continue.		

3.

- The **Let's get you verified** screen is displayed.
- Enter your personal information.

Note: If you are a new employee, it may be necessary to enter a personal email address for greater success at verification.

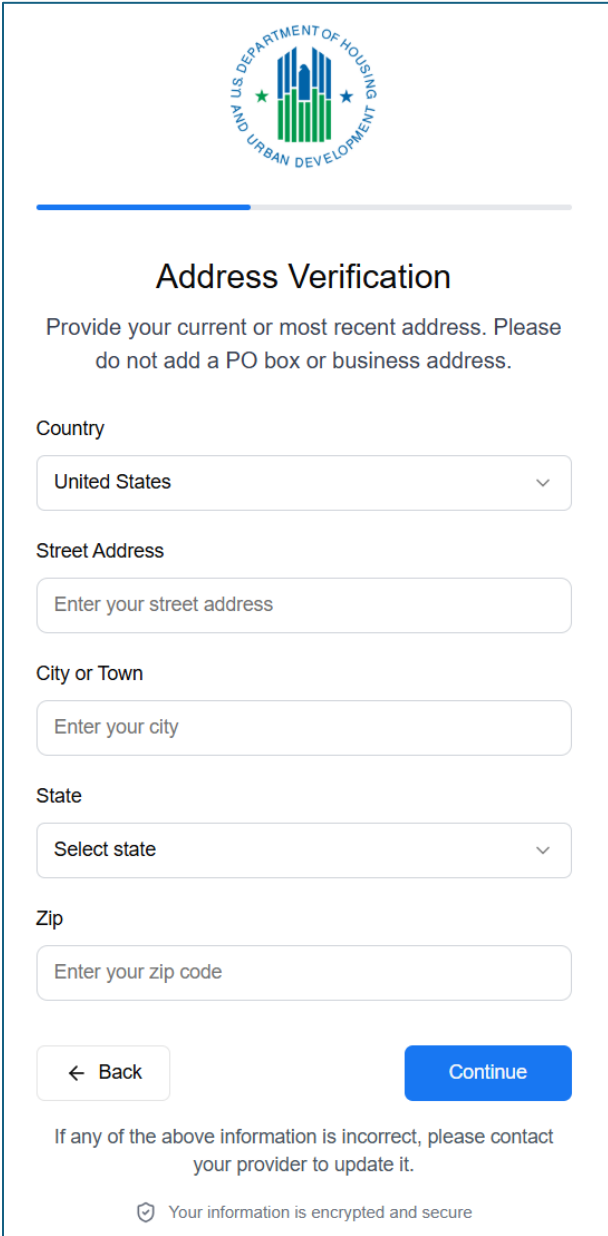
- Click **Continue**.

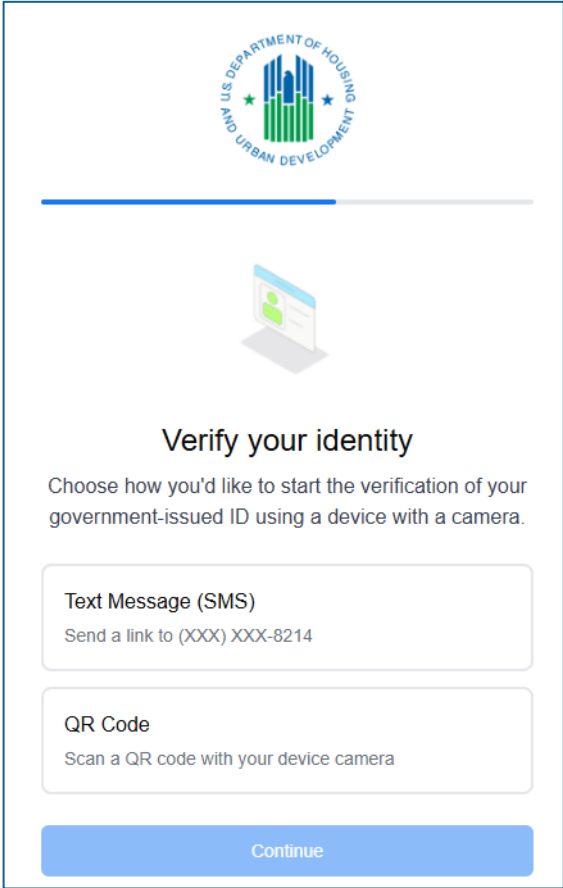


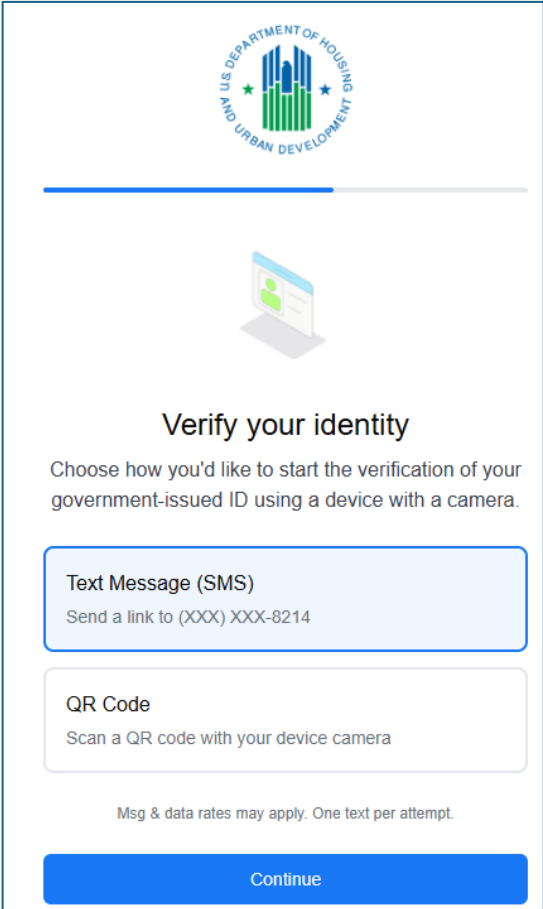
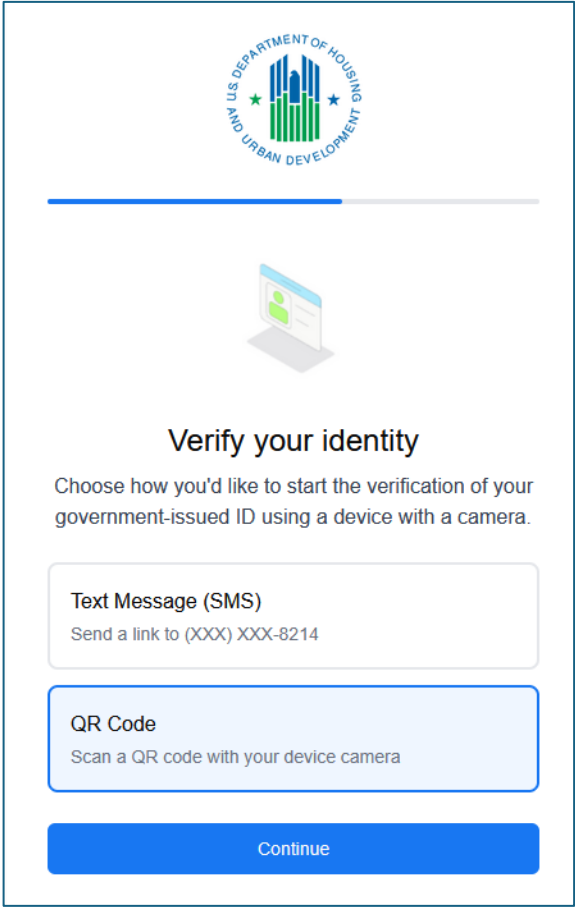
The screenshot shows the 'Let's get you verified' screen. At the top is the U.S. Department of Housing and Urban Development logo. Below it is a blue progress bar. The title 'Let's get you verified' is centered, followed by the instruction 'Please verify your information to continue'. The form contains the following fields:

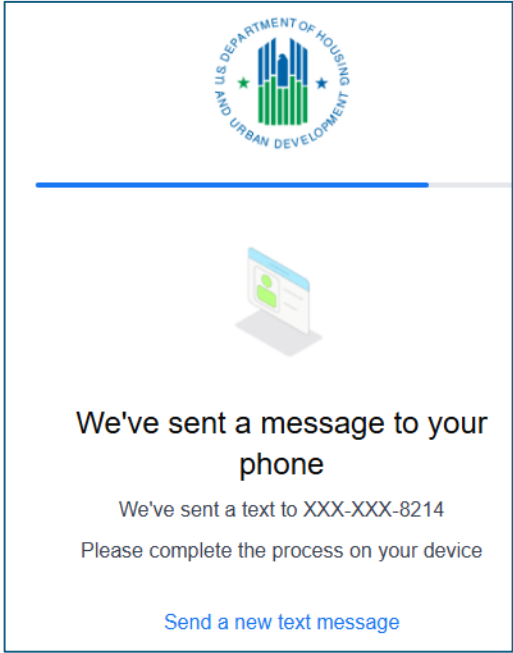
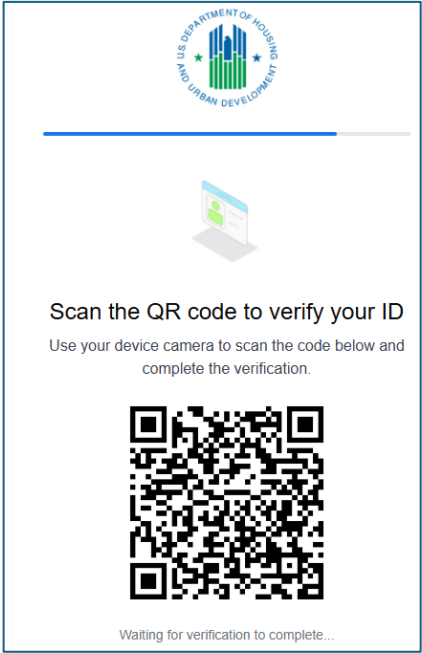
- Email:** A text input field with a lock icon on the right.
- First Name:** A text input field containing 'JANE'.
- Last Name:** A text input field containing 'DOE'.
- Phone:** A text input field containing '(123) 456-7890'.
- Date Of Birth:** A text input field with the placeholder 'MM.DD.YYYY' and a calendar icon on the right.
- Social Security Number:** A text input field with the placeholder 'XXX-XX-XXXX' and a magnifying glass icon on the right.

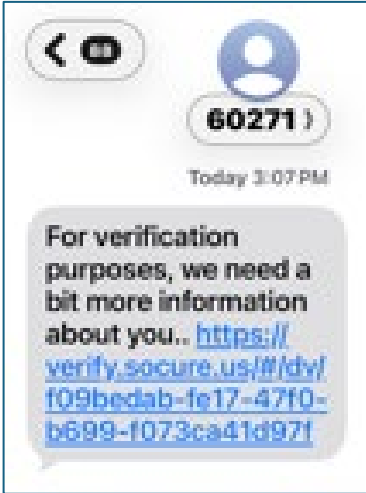
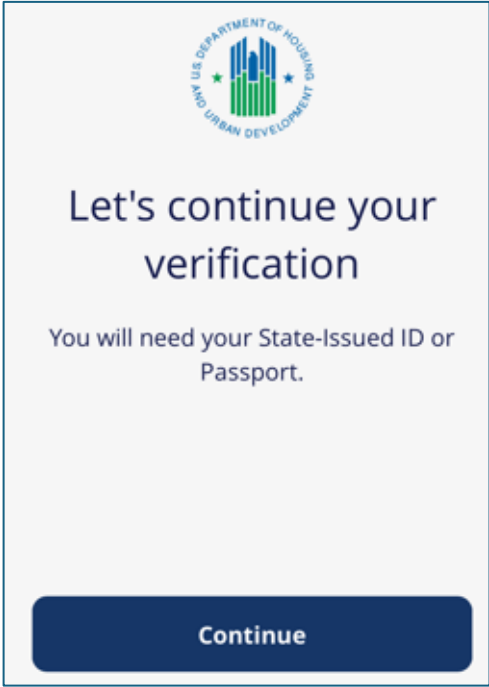
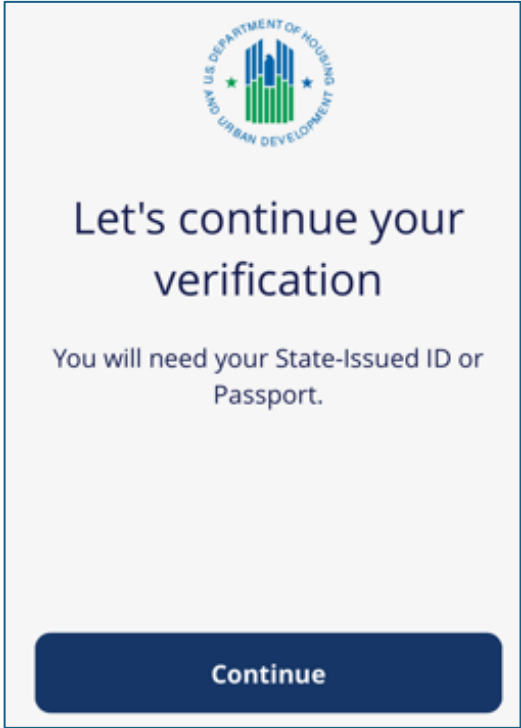
At the bottom of the form is a large blue button labeled 'Continue'. Below the button, there is a note: 'If any of the above information is incorrect, please contact your provider to update it.' and a security icon with the text 'Your information is encrypted and secure'.

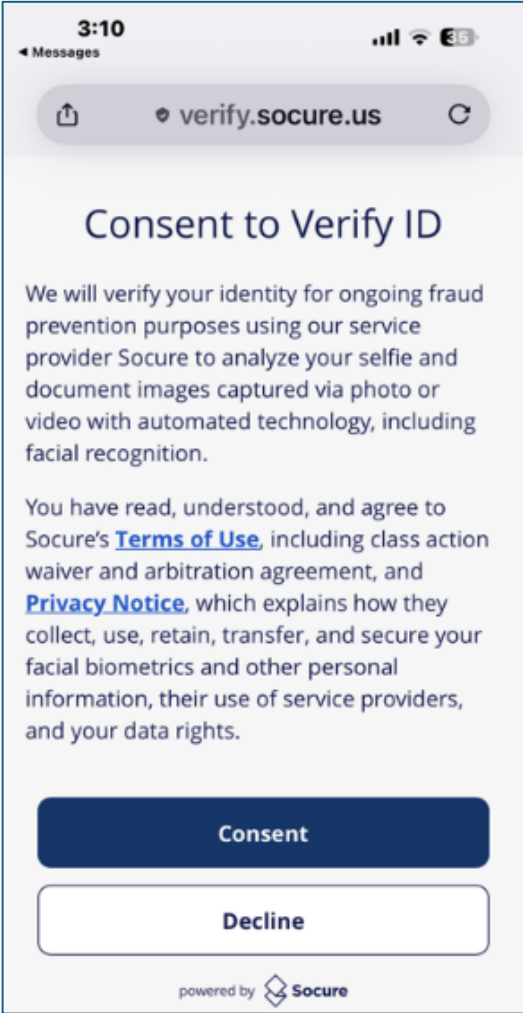
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4.	- The Address Verification screen is displayed. - Enter your address in the fields displayed. - Click Continue.		

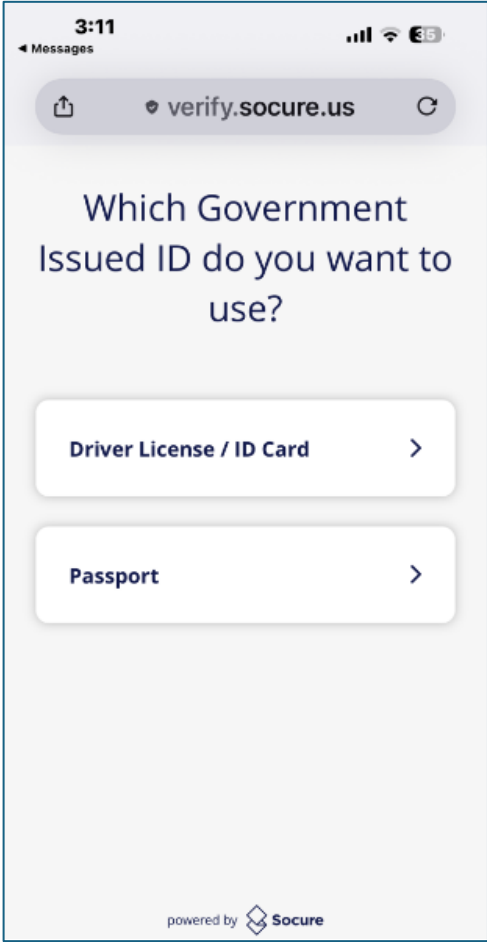
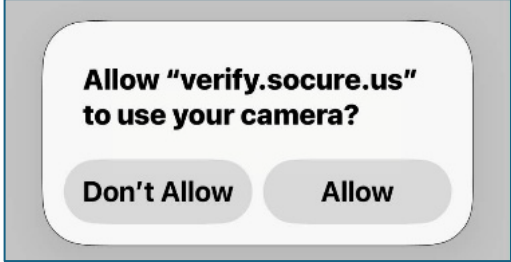
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5.	- The Verify your Identity screen is displayed. - You have a choice to proceed using Text Message (SMS) communication, or QR Code.		

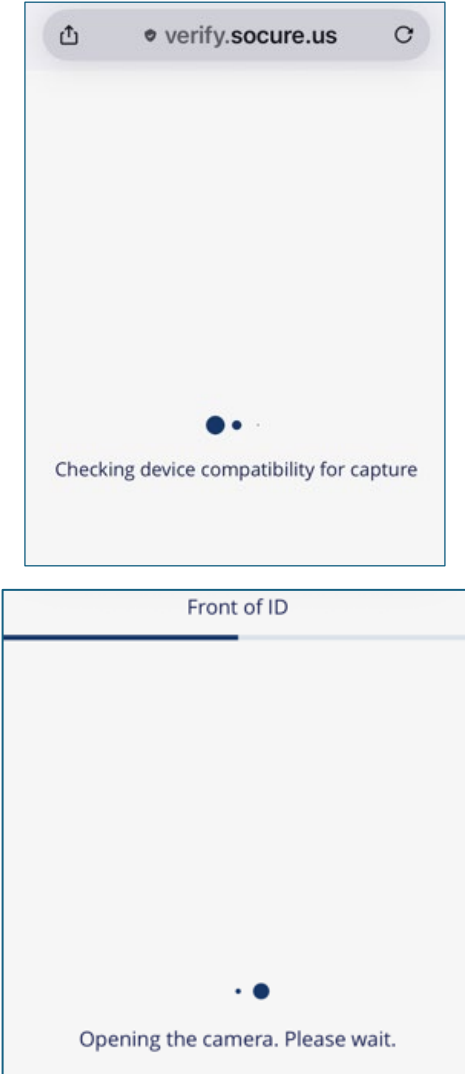
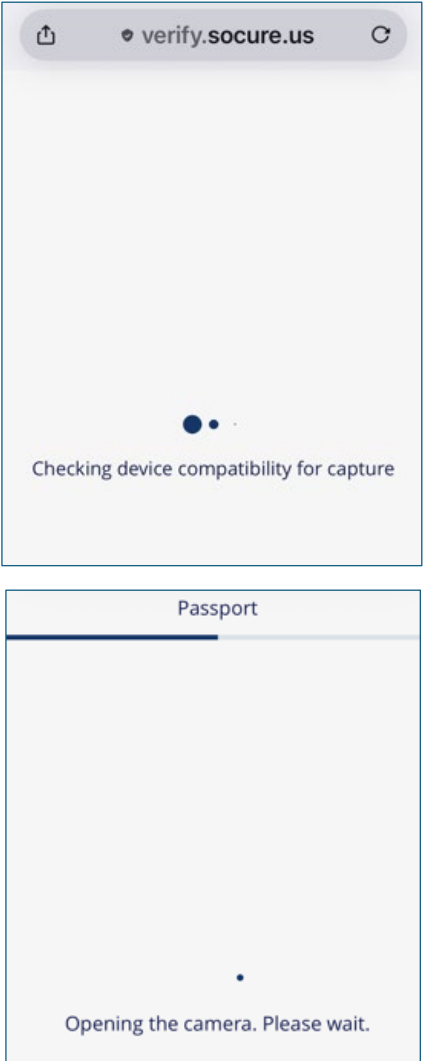
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6.	- Once a selection is made, the screen displays with your selection highlighted. - Click Continue.	Text message example: 	QR code example: 

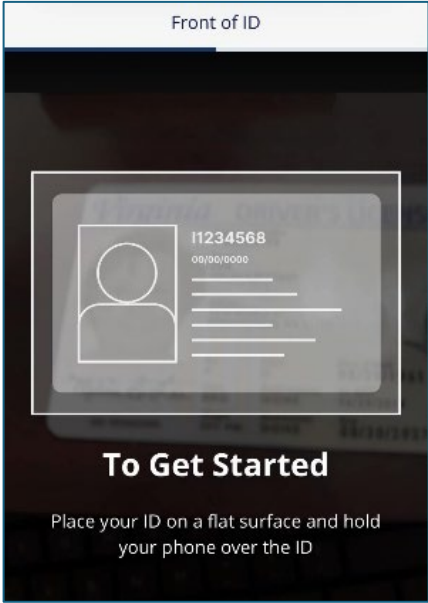
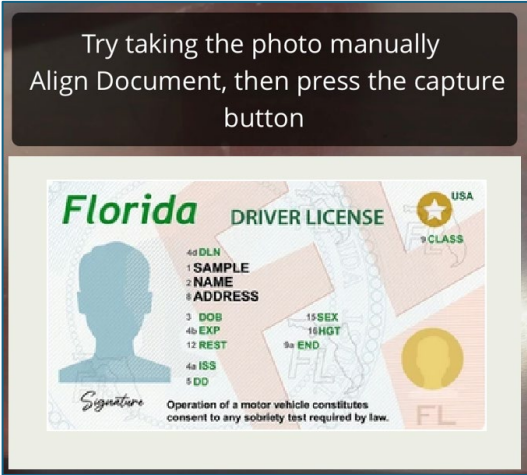
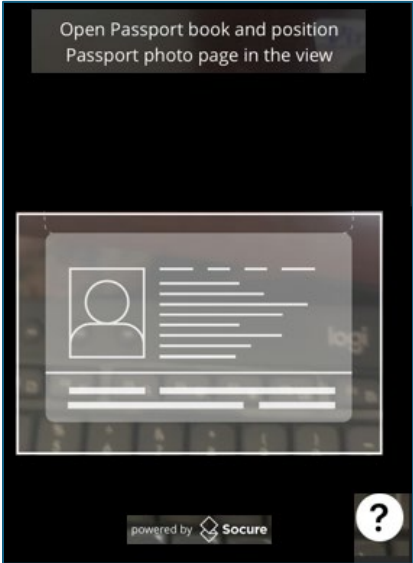
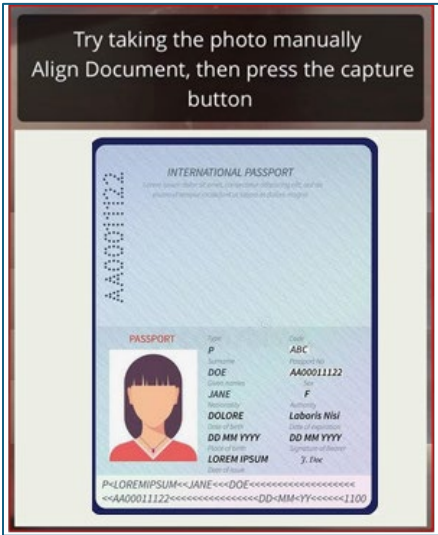
Step #	Description	Secure screen capture image	Variation to screen capture on left
7.	- The We've sent a message to your phone page is displayed for the text message option. - Or the Scan the QR code to verify your ID page is displayed for the QR code option. - If you selected QR code, aim your smartphone's camera at the QR code on the computer and click to open in your smartphone's browser when prompted.	Text message example: 	QR code example: 

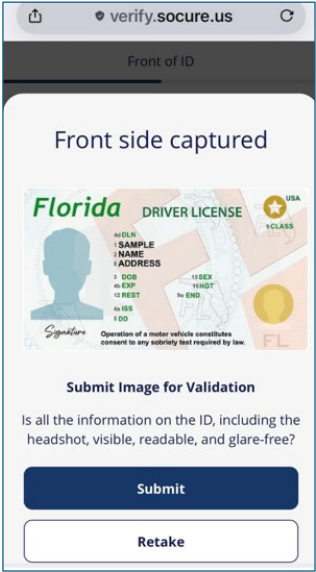
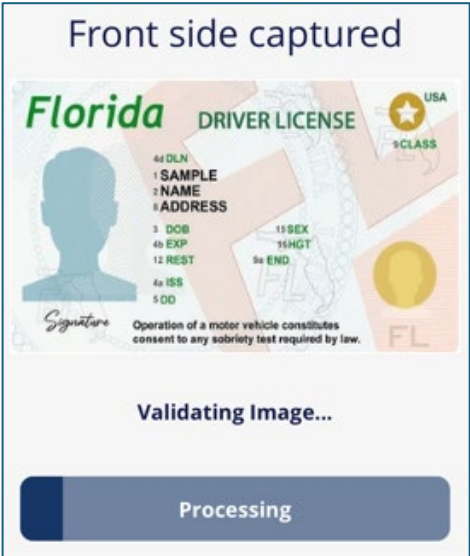
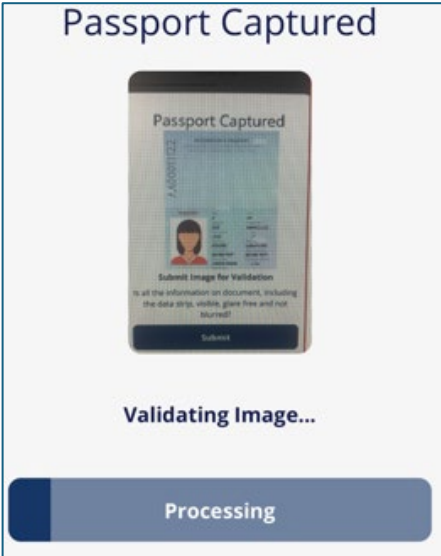
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8.	- If you selected the text message option and clicked the displayed link, the Let's continue your verification screen is displayed on your smartphone. Click Continue. - If you selected the QR code option and scanned the QR code, the Let's continue your verification screen is displayed on your smartphone. Click Continue.	Text message example:  	QR code example: 

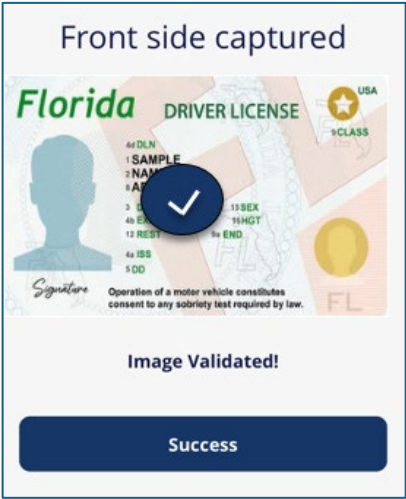
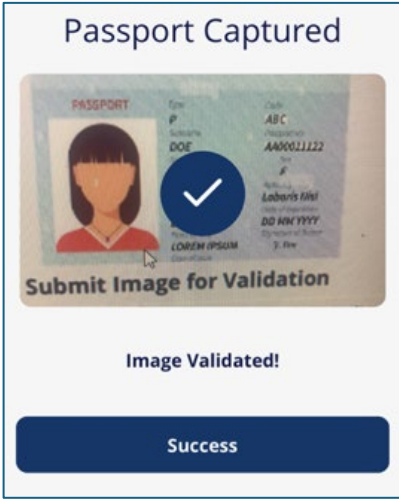
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9.	- The Consent to Verify ID screen is displayed on your smartphone for both the text message and QR code options. - Read the conditions and click Consent.		

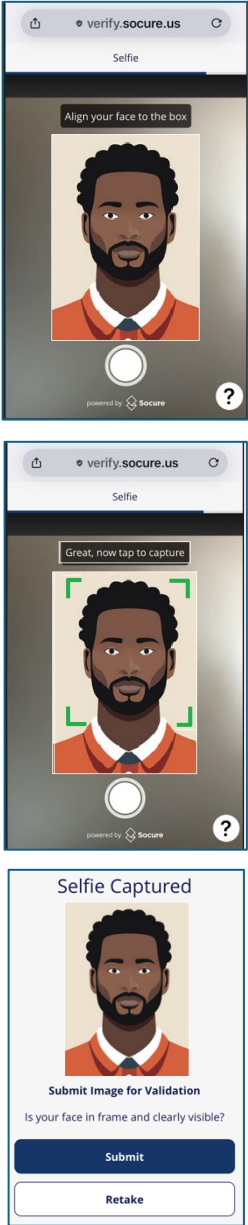
Step #	Description	Socure screen capture image	Variation to screen capture on left
10.	- The Which Government Issued ID do you want to use? screen is displayed on your smartphone. - Click your desired identification option, either Driver License / ID Card or Passport.		
11.	- A pop-up window is displayed on your smartphone asking for permission to access your camera. - Click Allow to allow <i>verify.socure.us</i> to use the camera.		

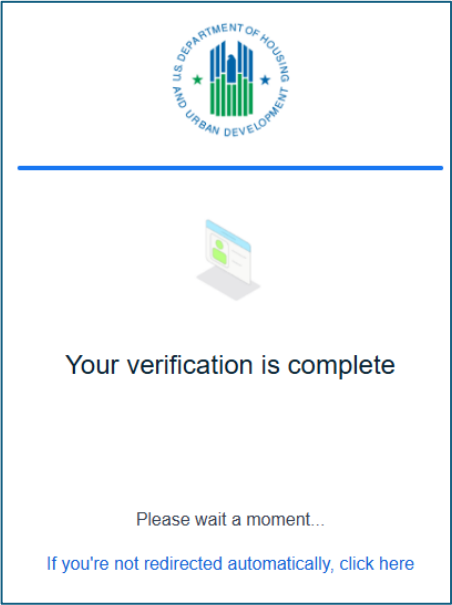
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12.	- The smartphone is checked for compatibility and once verified, the smartphone's camera is opened. - Make sure you have your driver's license / ID or passport readily available.	Driver license / ID example: 	Passport example: 

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13.	- User is instructed to align the identification document with the displayed image and take the photograph. - The smartphone will attempt to scan the ID image automatically. - However, if no photo is taken within a short time, then the user is prompted to take the photo manually. - Follow the prompts on your phone to capture the photo.	Driver license / ID example:  	Passport example:  

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14.	- Use the smartphone's camera to capture the front of the ID (driver's license or passport) and click Submit. - Or, if you are not satisfied with the image, click Retake and repeat.	Driver license / ID example: 	Passport example: 
15.	Once the image is submitted, it is validated by Socure.		

Step #	Description	Secure screen capture image	Variation to screen capture on left
		 Front side captured Florida DRIVER LICENSE 64 DLN 1 SAMPLE 2 NAME 3 ADDRESS 4 DOB 5 EXP 6 SEX 7 HGT 8 WGT 9 END 10 ISS 11 DO Signature Operation of a motor vehicle constitutes consent to any sobriety test required by law. Image Validated! Success	 Passport Captured PASSPORT Type: P Surname: DOE Given Name: LOREN IPSUM Date of Birth: 01/01/1980 Date of Issue: 01/01/2020 Date of Expiry: 01/01/2030 Place of Issue: USA Place of Birth: USA Sex: F Submit Image for Validation Image Validated! Success
16.	- The above steps are similar for the back side of the selected Driver License / ID. - Follow the instructions and repeat for validation of the back side of the identification.	 Back side captured Florida DRIVER LICENSE 64 DLN 1 SAMPLE 2 NAME 3 ADDRESS 4 DOB 5 EXP 6 SEX 7 HGT 8 WGT 9 END 10 ISS 11 DO Signature Operation of a motor vehicle constitutes consent to any sobriety test required by law. Image Validated! Success	

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17.	- You now need to use your smartphone to take a picture of yourself, a.k.a. a selfie. - A pop-up window is displayed on your smartphone prompting you to align a headshot of yourself for your selfie. - Use the smartphone's camera to take a photo of yourself as prompted by your camera. - If you are not satisfied with the photo, click Retake to take another selfie; otherwise, if you are satisfied with the photo, click Submit.		

Step #	Description	Socure screen capture image	Variation to screen capture on left
18.	When the Socure identity verification process is successfully completed, the Your verification is complete screen is displayed.		

Step #	Description	Socure screen capture image	Variation to screen capture on left
19.	If you have not already set up your multifactor authenticator (MFA), you are prompted to do so upon completion of the Socure validation.	