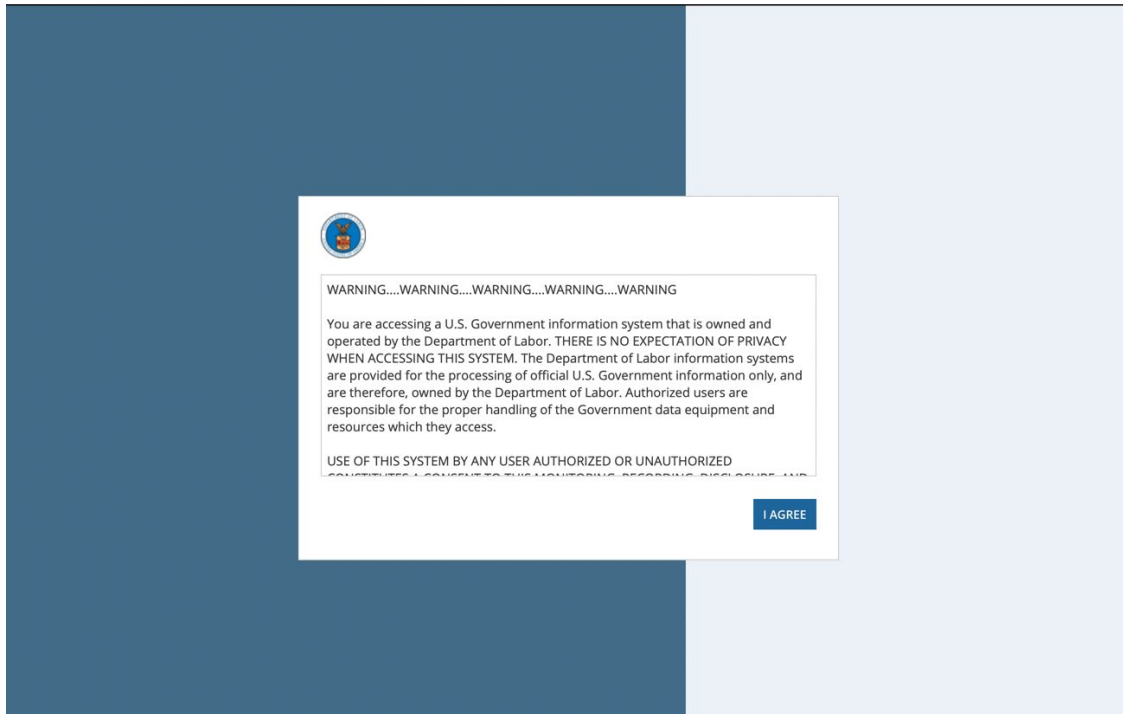
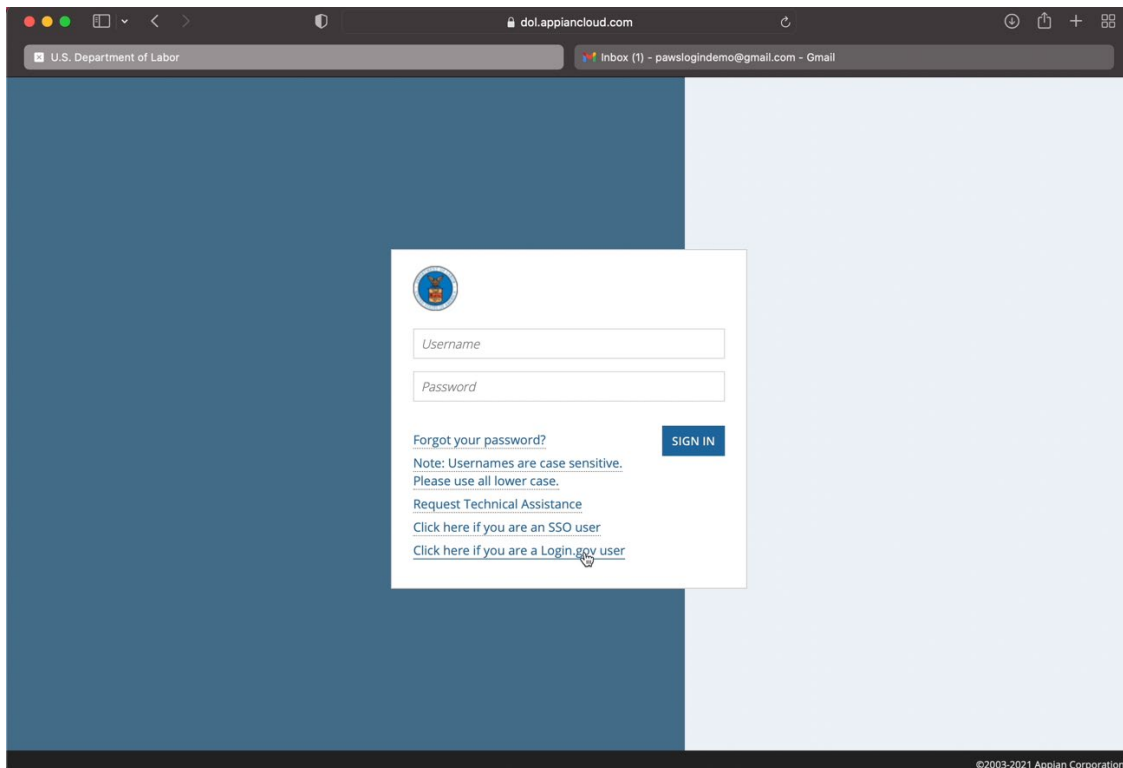


Instructions for Accessing the OTAA Petition Automated Workflow System (PAWS) through Login.Gov

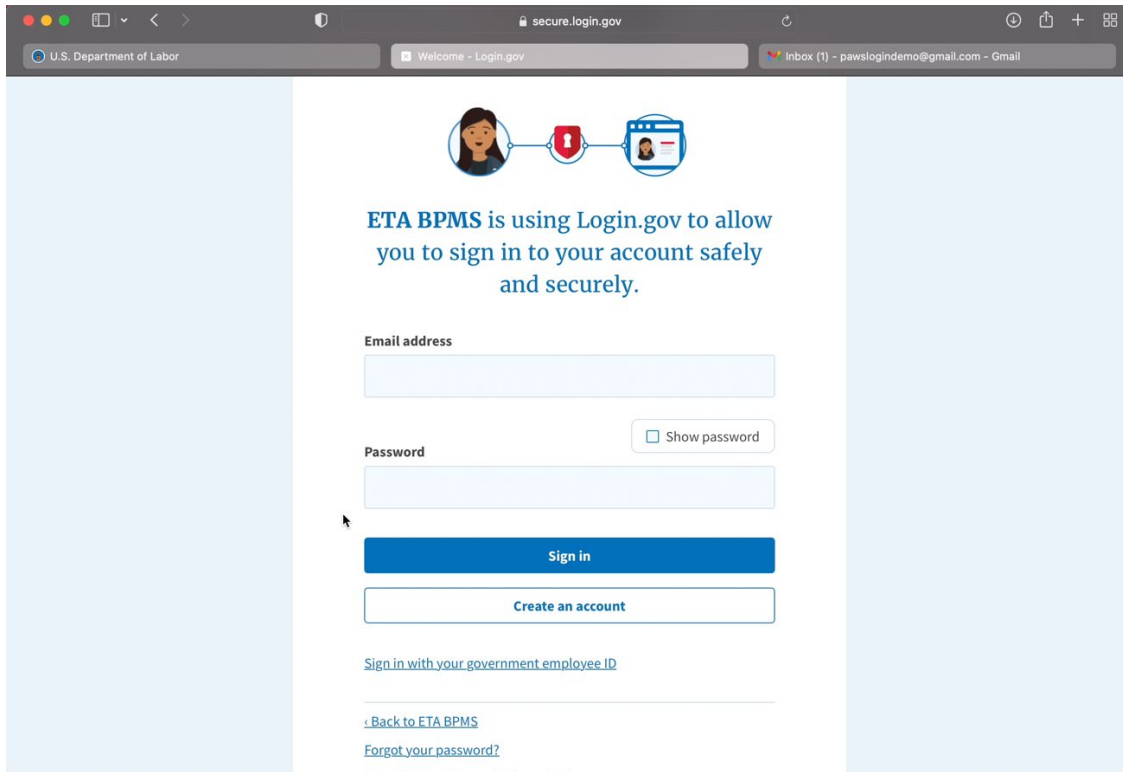
1. Click on the link provided in the email or BDR Cover Letter



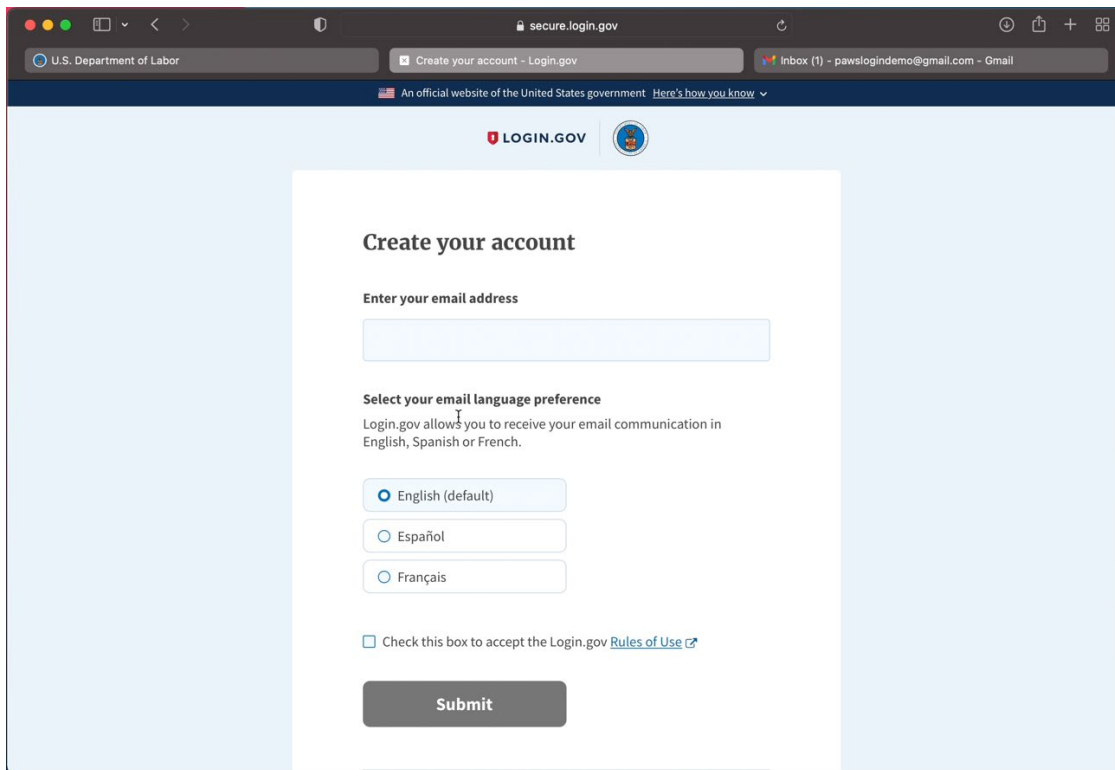
2. Select "I Agree" after reading the disclosure.



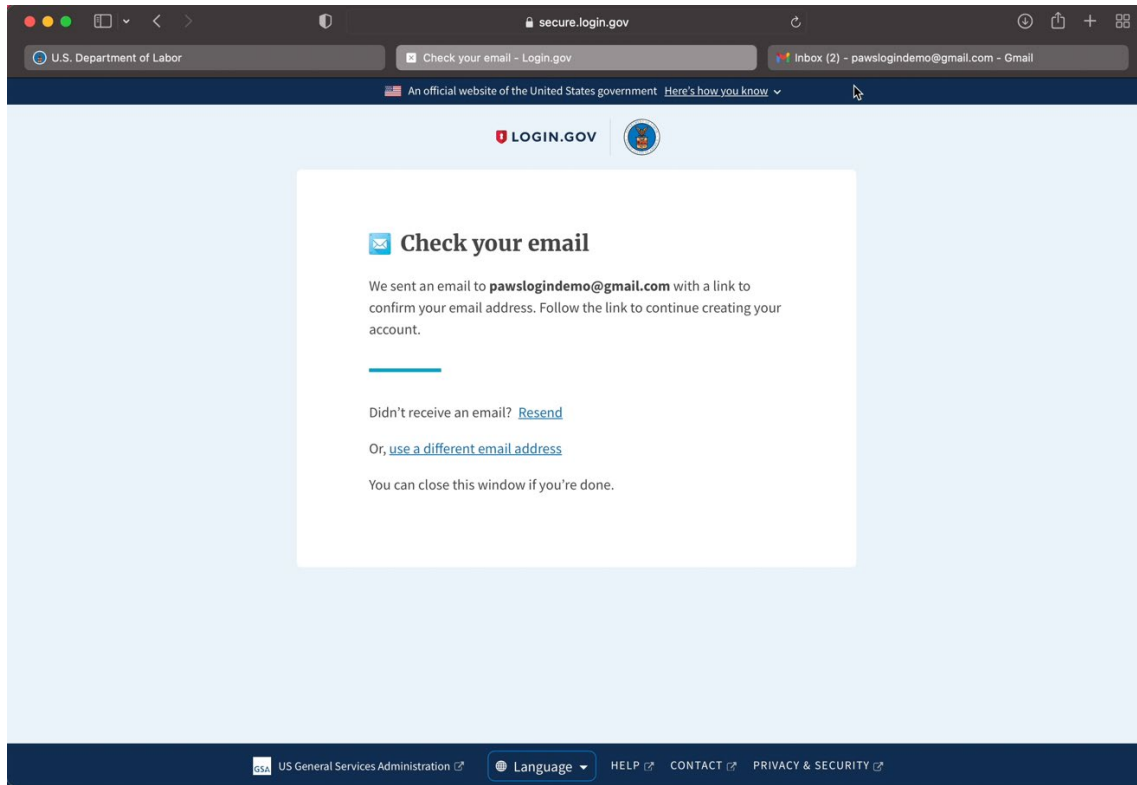
3. Click on the bottom link "Click here if you are a Login.gov user"



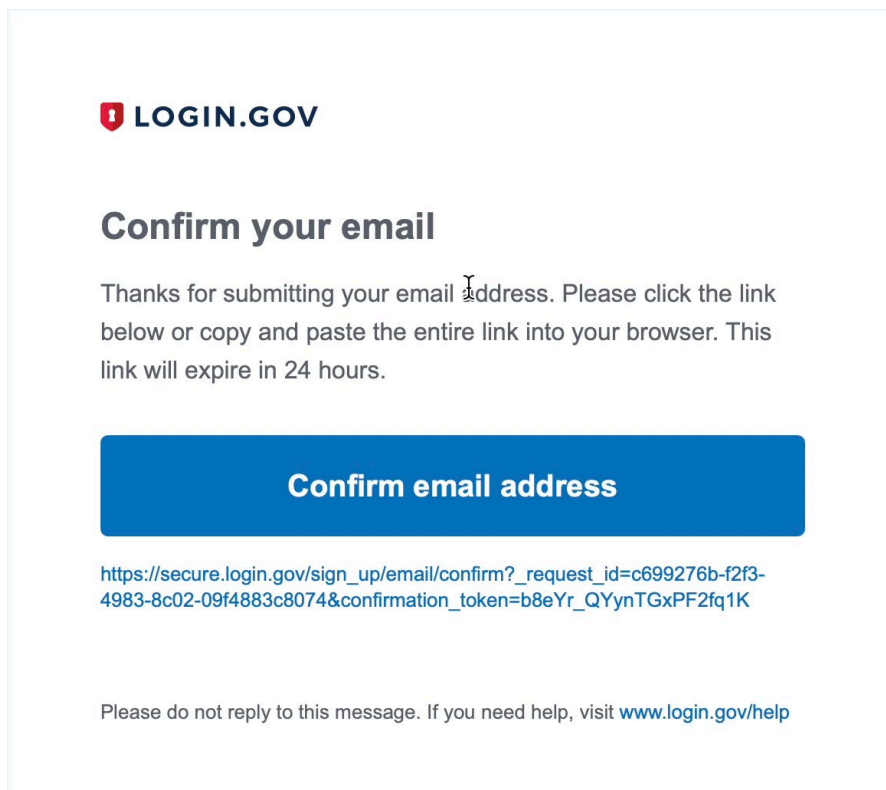
4. You will be taken to this login.gov page. Because this login is used across multiple agencies, you may already have an account. If you do, enter your credentials and it will take you directly into the OTAA's PAWS system. If you do not currently have an account, click on "Create an account" to make a new login.



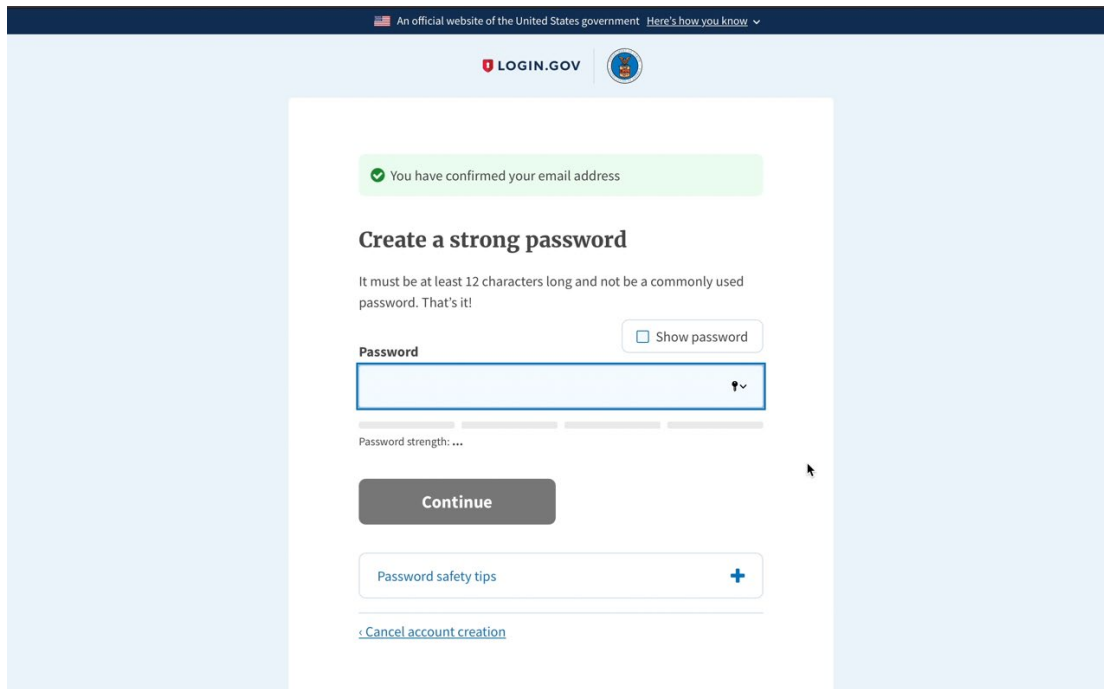
5. Enter your email address and select your language. This email must match the account that we sent the login to. If you need to use a different account, contact the assigned analyst. Make sure to review the Rules of Use and check the box before clicking "Submit."



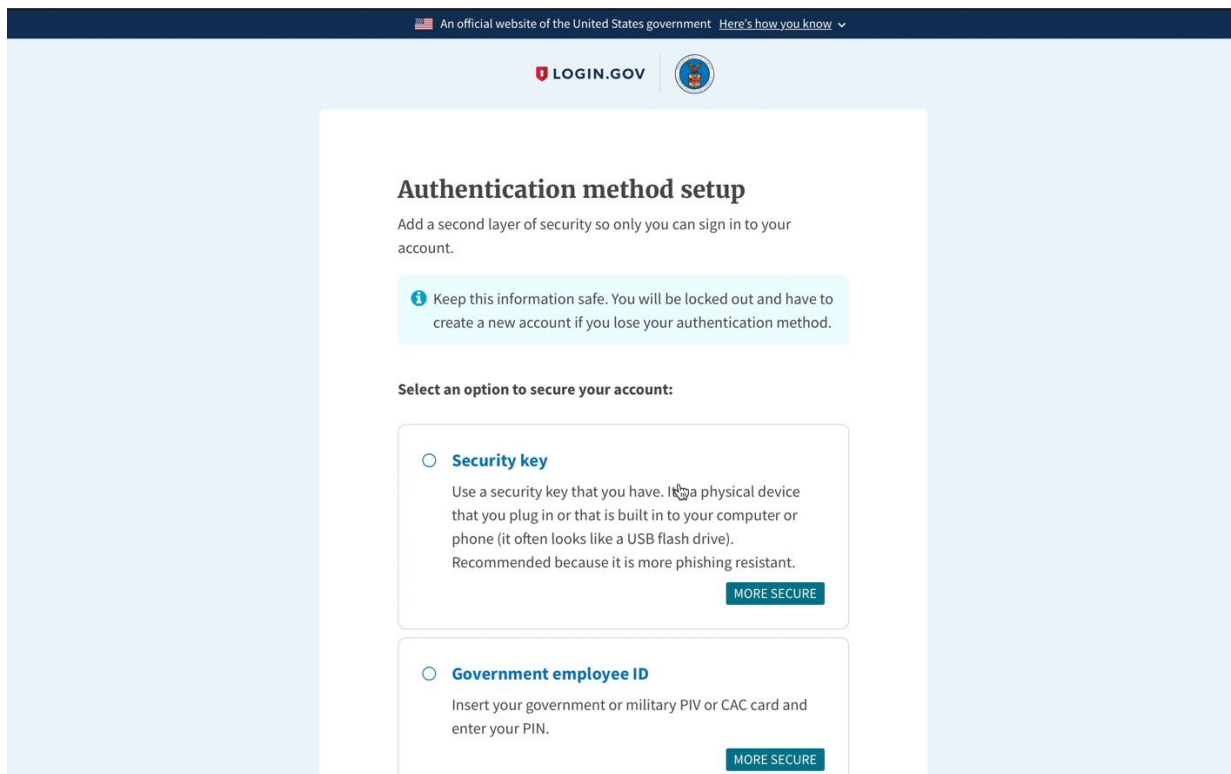
6. Login.Gov will then send a verification email to your email account.



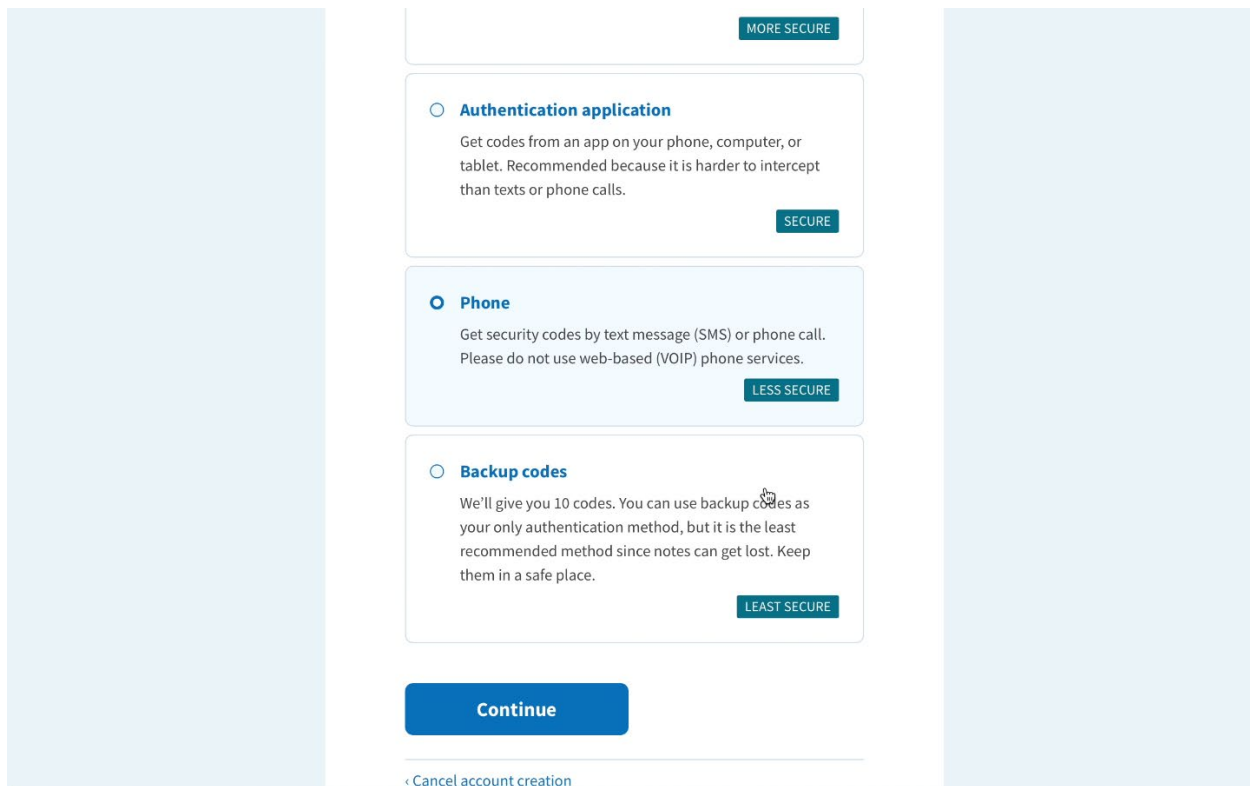
7. Click on the "Confirm email address" link.



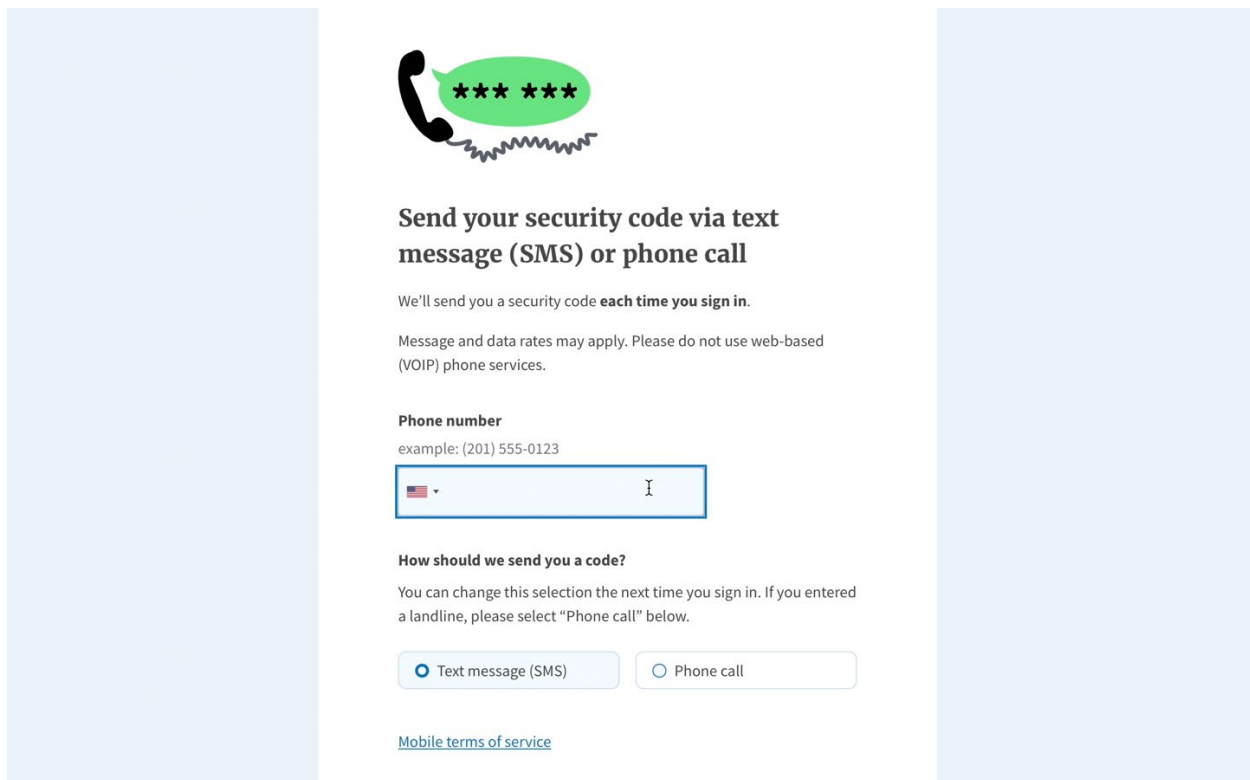
8. Login.Gov will then ask you to create a password of at least 12 characters. Click "Continue" when you are satisfied with your password.



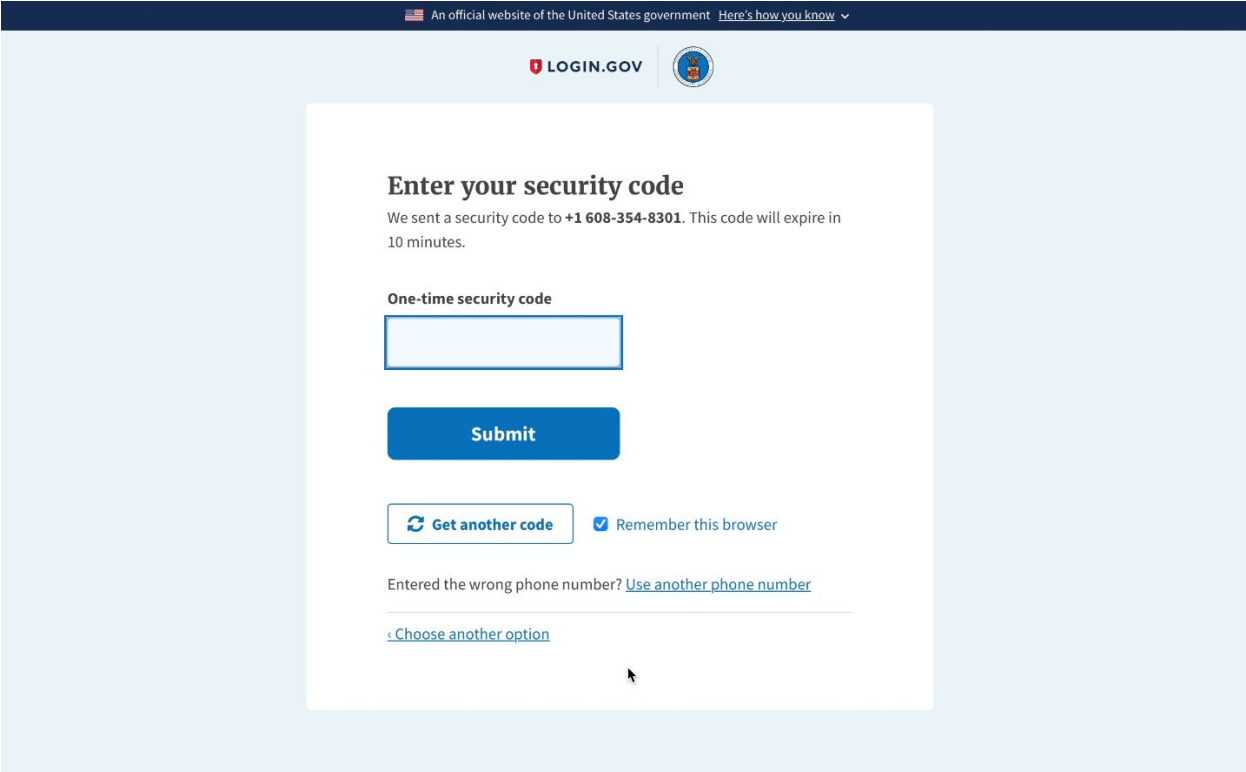
9. Login.Gov requires two-factor authentication. Users may select the authentication and strong authentication methods are recommended. However, most commonly, users use a phone number for authentication.



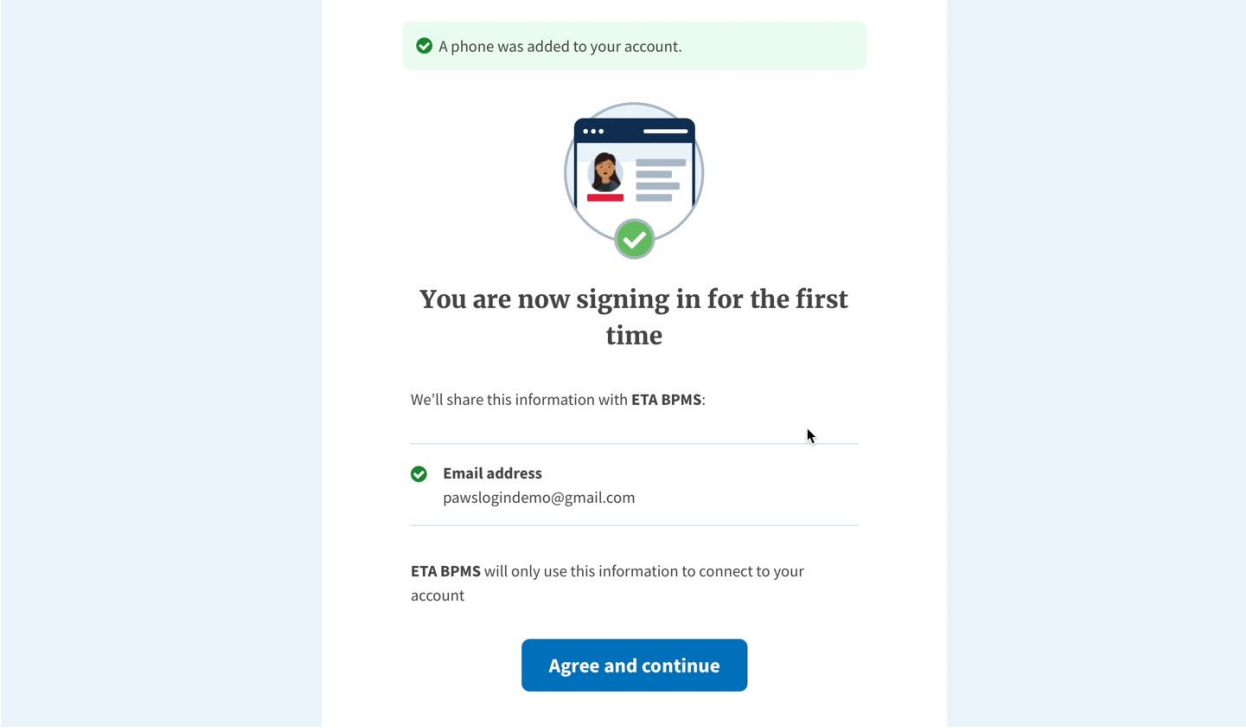
10. To set up phone as your authentication method, scroll down and select “Phone” and then press “Continue.”



11. Enter your phone number and select Text or Phone call before clicking “Continue.” Note that some business phones use voice-over-ip (VOIP) and are not allowable numbers. Cell phones are most commonly used.



12. You will receive an alpha-numeric security code by text or phone call that should be entered on the one-time security code box. Then select “Submit.”



13. Login.Gov will confirm the new authentication method was added. Press “Agree and continue.”

14. Then you will be immediately redirected to the OTAA PAWS system and logged in automatically.