



ACCOUNT SETUP STEPS FOR THE DEVELOPMENT EXPERIENCE CLEARINGHOUSE (DEC)

The DEC account creation process has two primary steps: 1) registering your organizational email address with the DEC and 2) completing the [account approval process](#). The second step is only for those Implementing Partner (IP) staff members who need to submit materials to the DEC.*



STEP 1:

[VISIT THE DEC HOMEPAGE.](#)

CLICK 'SIGN IN'.

You will see the following prompt:



<p>USAID Login</p>  <p>USAID User: Login with your USAID-issued RSA token or PIV/PIV-A card.</p> <p>LOGIN</p>	<p>Login.gov Login</p>  <p>Non-USAID User: Login with your Login.gov credentials.</p> <p>WARNING: Attempting to use this option with an @usaid.gov account will result in authentication failure!</p> <p>LOGIN</p>
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USAID.GOV ACCOUNT HOLDERS

USAID users should select 'USAID Login' to continue with single sign on.

NON-USAID USERS

Click 'Login.gov Login' to create your account. You will see the following screen:

Sign in

Email address

Password

Show password

Sign in

Create an account

If you have already created a Login.gov account, click 'Sign in', if not, click 'Create an account.'

U.S. government users must use their ".gov" email address accounts for appropriate account permissions. Those who are not U.S. government users should use their work email accounts. If you have submitted data to the DEC in the past, please use the email account with which you have previously registered materials. This will ensure that prior work you have done on the DEC will be accessible to you.

Enter and submit your email address for confirmation.

VERIFY YOUR EMAIL ADDRESS.

An email verification message will be sent to the email address specified, as seen below.

 LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

Click the 'Confirm email address' link in the email to navigate back to the Login.gov portal to create a password.

✔ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

Show password

Password strength: ...

Continue

Password safety tips



[Cancel account creation](#)

SECONDARY AUTHENTICATION

You will be prompted to select a secondary authentication method. Several methods are available. (The example featured below shows how to use a telephone number for secondary authentication. You may select a different option.)

EXAMPLE: VIA TELEPHONE

Select 'Phone' and follow the instructions to receive your security code and complete the authentication. Choose to receive your security code by text message or phone call.



Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in**.

Message and data rates may apply. Please do not use web-based (VOIP) phone services.

Phone number

example: (201) 555-0123

How should we send you a code?

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS)

Phone call

[Mobile terms of service](#)

[Send code](#)

[Choose another option](#)

STEP 2:

REQUEST A SUBMITTER ACCOUNT.

IP staff members who intend to submit materials to the DEC should follow this process for submitter account approval:

1. Fill out the [account request form](#). The DEC team will use the information provided to request account approval from the named Agreement Officer's Representative/Contracting Officer's Representative (AOR)/(COR) and alternate USAID staff member.
2. The DEC team will inform you when the process is complete and your account has been updated. *Please note that there may be some delay, both in receiving a response from your account approvers and in updating your role on the DEC. It may take 24 hours from the time of approval for your updated role to be registered by the system.*

TROUBLESHOOTING

If you are a DEC account holder who receives a ‘This page isn’t working’ message from the DEC after logging in, please [email the DEC team](#) to make sure your account is active. Per USAID policy, accounts are automatically deactivated after 90 days of non-use.

REQUESTING SUPPORT

- [Contact the Login.gov support team](#) for all issues related to creating a Login.gov account and logging into the Login.gov portal.
- [Contact the USAID Data Services team](#) for issues related to the partner account process and DEC account activation.

***Note:** Pre-existing non-USAID staff submitter accounts that were created prior to the December 2022 process update will remain active, unless automatically deactivated due to a 90-day lapse, at which point the individual will need to apply for a one-time account approval.