

GlenLakes

Veterans and Friends Association

A NON-PROFIT 501(C)(3) ORGANIZATION
SERVING HERNANDO, PASCO, AND CITRUS COUNTY COMMUNITIES



We Thank You for Your Service

Creating an ID.ME Account

Brought to you by GLVFA

Mike C. / Apr 2025

What is it / Why you need **ID.ME**

ID.me is an online identity verification tool used by governments and businesses for:

- **Accessing Government Services**
 - **VA, IRS, Medicare, SS, etc.**
- **Protecting Against Fraud**
- **Streamlining Online Access**
- **Verifying Identity for Healthcare**
- **Qualifying for Group Discounts**

Prerequisites

- Need a valid email address that will also be used as your ID.ME username
- Need to use a strong password
- Need a smartphone or computer with internet access

Note: Make sure you're ready to create your account. You'll need a unique personal email address that only you use. **Don't** use an email address that **you share** with someone else, like your spouse or family. And be sure it's an email you'll continue to have access to in the future. After you create your account, you'll be able to add a second email to your account.

Step 1

- Browse to: www.id.me
- Click on "Sign In."
- Click on "Create an id.me account."
- Use Your Primary Email Address
- Use a Strong Password

** Password is not your email password! Use a unique password for your id.me account you are creating. Write it down, store safely

Create an ID.me account

Multiple ID.me accounts are not allowed.
[If you have an ID.me account, use it to sign in.](#)

Need to use ID.me for work?
[Follow these steps.](#)

* Indicates a required field

Email *

Password *



Confirm Password *



- Remember me
For your security, select only on your devices.
- I accept the ID.me [Terms of Service](#) and [Privacy Policy](#) *

Create account

Step 2

- Check your email inbox to **confirm your email address** (follow email instructions).

Enter the 6-digit code from the email

Confirmation Code

Step 3

- Set up **multi-factor authentication (MFA)**, if prompted.
 - For MFA, select either option: Text Me or Call Me - You will receive a unique six-digit code via SMS or phone call that you'll use to complete MFA
 - Enter your **MOBILE** phone number, not land line number
 - Do not use other MFA options listed on your screen unless you are familiar with the use of an authenticator application or use of passkeys. The send code to mobile device's text option is the easiest to use


SECURE YOUR ACCOUNT

1 — 2 — 3


With multi-factor authentication (MFA), even if someone guesses your password, they won't be able to sign in as you.

Receive a code by phone

Please use a phone number you can access whenever you plan to sign in.




Text me



Call me

Phone Number



THE NUMBER PROVIDED WILL ONLY BE USED FOR ACCOUNT SECURITY. MESSAGE AND DATA RATES MAY APPLY.

Step 4

Verify Your Identity

- **To verify your identity, you will need the following:**
 - Your U.S. driver's license, state-issued ID, passport, passport card, or other accepted ID documents, **and**
 - Your Social Security number, **and**
 - A smartphone with a camera or a computer with internet access

Step 4 (Continued)

Verify Your Identity

- The id.me verification process will prompt you through the steps to submit your form of identification (license)
- You will need to submit pictures of your identification (license) both front and back. Have those ready on your PC or cell phone.

**** id.me will give instructions on how to use your phone to take pictures using their application, should you choose the option to take photos in the app versus uploading your existing photos (of your front/back of your license). Using their take photo option is the best option as the application will prompt you for the best picture focus before it takes a picture.**

Step 4 (Continued)

If you opt to take your own photos of the front and back of your driver's license (ID) and save the photos to your mobile phone or private computer:

You'll need to upload these photos as part of the process. And it's often easier to take the photos ahead of time. Follow these tips to help take photos that ID.me will accept:

- Make sure your ID—especially the barcode—is clean and undamaged.
- Prop your ID up against a solid, dark background. Avoid white or textured backgrounds.
- Turn off your camera's flash and live photos functions.
- Make sure the area is well lit with indirect light. View the ID through your phone's camera and make sure there are no glare or shadows. Adjust the ID placement and light until you get a clear, full image of your ID.
- Hold your phone as still as you can. If you or someone else holds the phone, try to hold it with both hands, with your elbows at your sides, and your legs or hips braced against a door or wall. Or, prop the phone on a steady base, like a table, wall, or the ground.
- Make sure your camera view includes the entire license and no part is cut off.
- Try to hold your breath for the moment when you take the photo.
- Remember, you will need a photo of the front and back of your license, id.me will request both.

Step 5

After id.me takes a photo (front and back) of your license OR you uploaded your license photos using the id.me application, you will be notified if your photo(s) uploaded correctly and are validated by id.me

- Assuming id.me accepts your photos, and verifies you behind the scenes while you are waiting, you will soon receive a message indicating that id.me has verified your identity.
- Once verified with id.me, you are ready to use your id.me account for use with various government and commercial systems that require your authentication using the id.me option they typically display on their login pages (Most government sites now offer login options to use either id.me or the other authenticator, login.gov)
- The login.gov option is covered in a separate GLVFA document on that subject.
- End of Instruction. For further information about what id.me can do for you, consult their website: <https://www.id.me/>