



FRPP Database Community Login Using Authenticator App User Guide

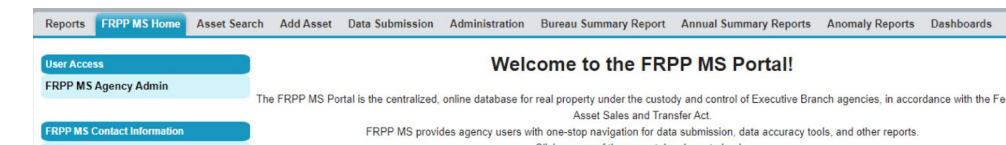
Table of Contents

Table of Contents	1
Instructions for using the Authenticator App to Log in to FRPP Database	2
Instructions for Using the Authenticator App to Reset Your Password in the FRPP Database	6

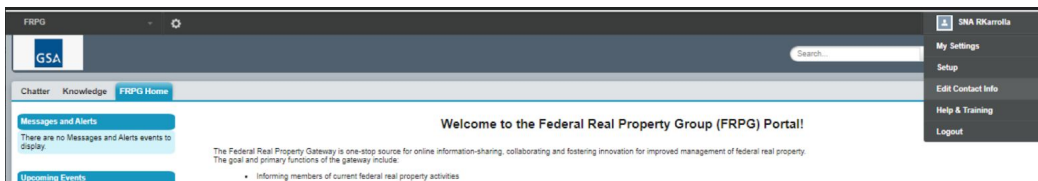
Instructions for using the Authenticator App to Log in to FRPP Database

Before you can use the Authenticator app to login to the FRPP Community, you must:

- Ensure that your mobile number is registered in the system by following the steps below in screenshots:
 1. Navigate to the home page
 2. Click on your name in upper right corner



3. Select Edit Contact Info in dropdown menu



4. Enter your mobile phone number as shown below:

5. Save All

- Download and install the Authenticator ([Microsoft Authenticator](#) or [Google Authenticator](#) recommended) application on your mobile device.

FRPP Database - Login Using Authenticator App

Navigate to the **FRPP Login Page**

1. Enter your User Name and Password.
2. Click the **Username Login** button.

General User Login

To use OMB MAX.gov

MAX Login

-OR-

To use your FRPP username and password

Username Login

[Forgot your password?](#)

The **Confirm your Identity** screen displays as seen below:

How would you like to confirm your identity?

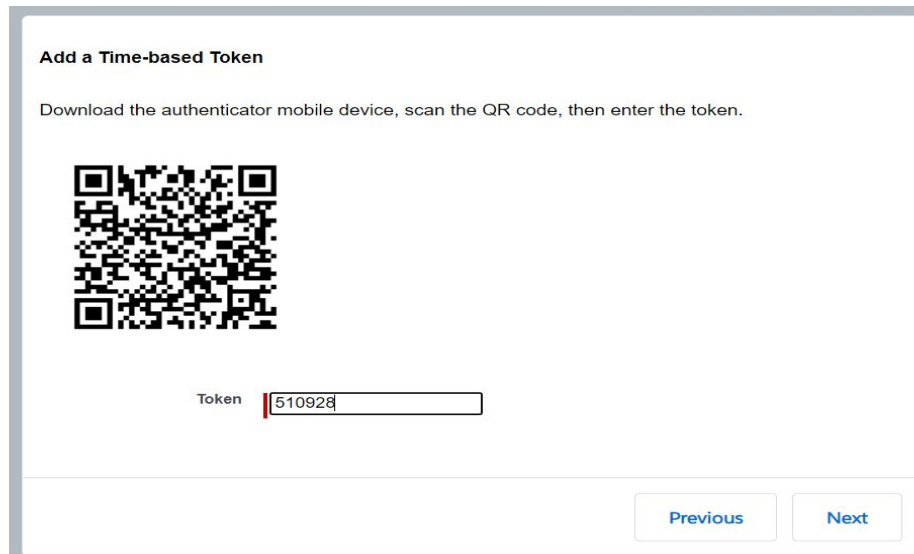
Method Email me
 Authenticator App

Google Authenticator is the most compatible authenticator for GSA Applications

- Apple iPhone / iPad: <https://itunes.apple.com/us/app/google-authenticator/id388497605?mt=8>
- Google Android: <https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en>


Next

3. On the **Confirm your Identity** screen above, click the **Authenticator App** option.
4. Once this is selected click the **Next** button on the lower right corner of the square.
5. The **Add a Time-Based token** screen will display as seen below:



Add a Time-based Token

Download the authenticator mobile device, scan the QR code, then enter the token.



Token

Previous Next

- On the **Add a Time-Based token** screen, use the **Authenticator** app on your mobile device to scan the **QR code**. This will link (register) your User ID with the **Authenticator** app. A new token is generated by the **Authenticator** app each time and is time sensitive.
- Enter the token and click the **Next** button. The **FRPP Home Page** should be displayed.
Note: the QR code needs to be registered only during the first use.
- Subsequent log-ins will only require verification code on the app to access the FRPP Database.

Enter Time-Based Token

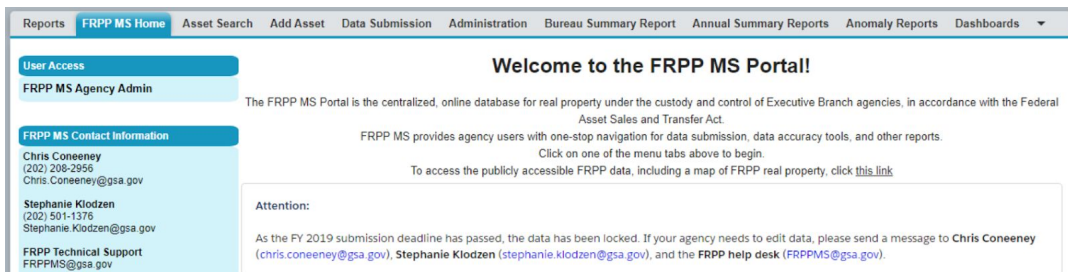
Enter the token from the authenticator app on your mobile device

Having trouble?

If you can't access your authenticator app, contact your administrator to reset your key.

Next

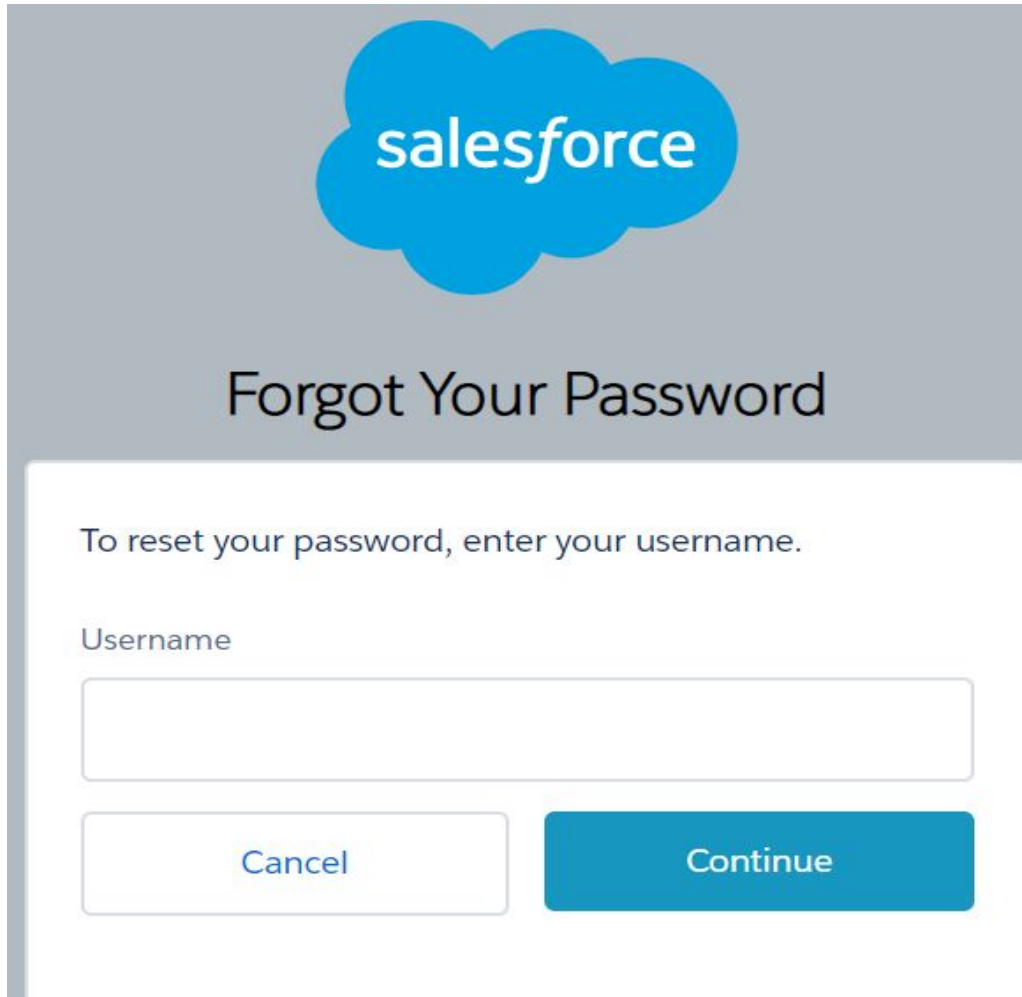
- FRPP Database **home page** will be displayed as shown below:



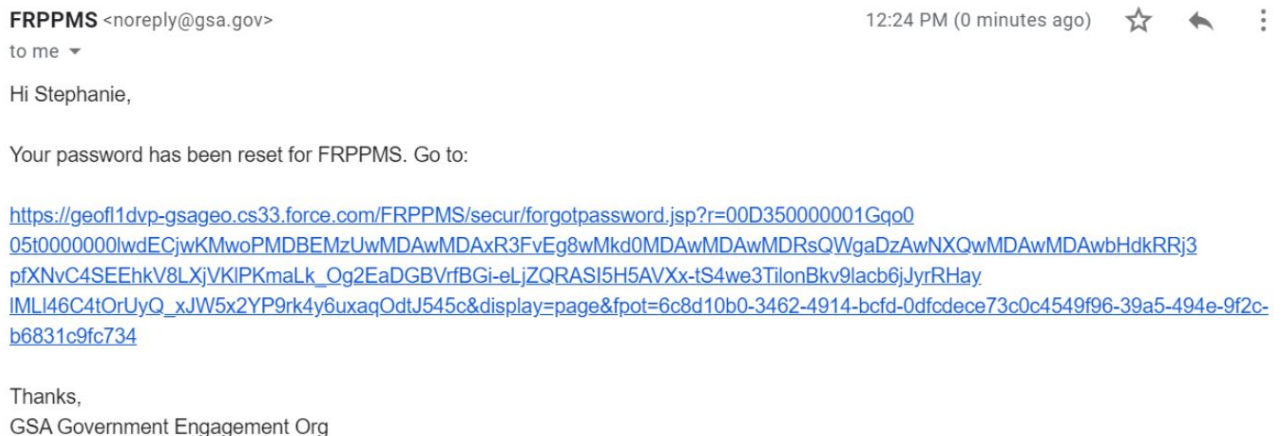
Instructions for Using the Authenticator App to Reset Your Password in the FRPP Database

1. Click on Forgot Your Password

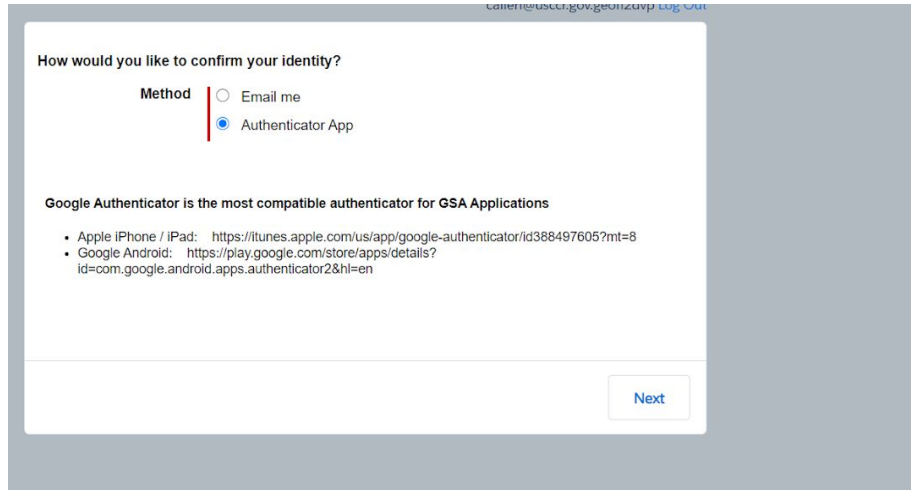
The screenshot shows a login interface with a light blue header and footer. The header contains the text "General User Login". Below the header, the text "To use OMB MAX.gov" is displayed above a blue button labeled "MAX Login". In the center, the text "-OR-" is shown. Below this, the text "To use your FRPP username and password" is displayed above two input fields: "Username" (with a person icon) and "Password" (with a lock icon). Below the input fields is a blue button labeled "Username Login". A yellow highlight is placed over the text "Forgot your password?" located below the "Username Login" button. The footer contains the text "GSA User Login".



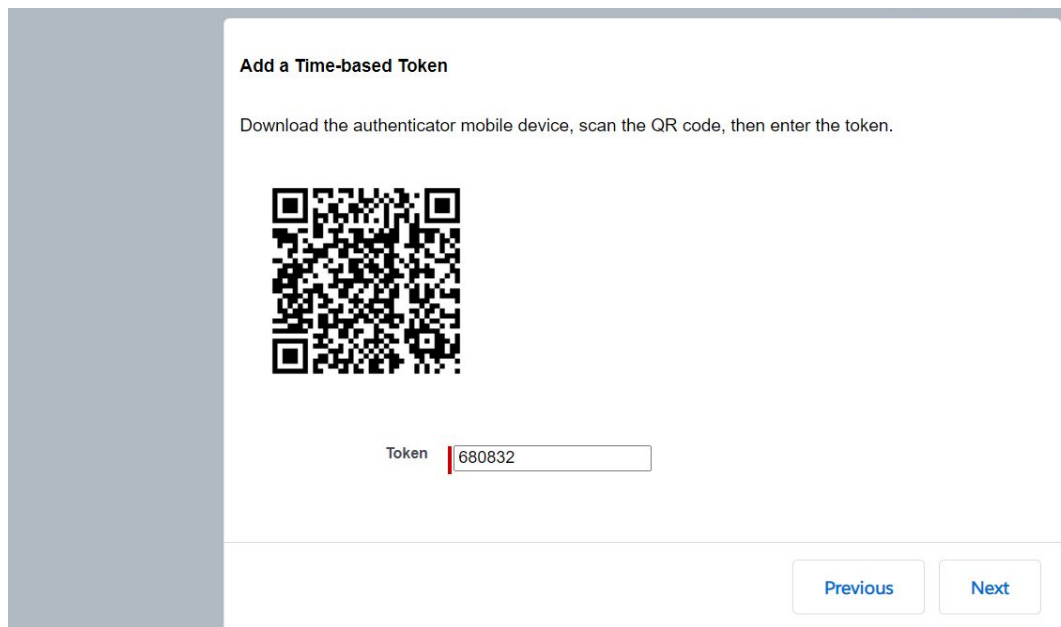
2. Once the password has been reset for a user, the system will auto-generate a password reset link and email the user. Click the password reset email link in the email as displayed below:



3. On the **Confirm your Identity** screen, click the **Authenticator App** option.



4. Click the **Next** button. The **Add a Time-Based token** screen is displayed as seen below:



5. On the **Add a Time-Based token** screen (This is the image displayed above), use the **Authenticator** app on your mobile device to scan the **QR code**. This will link (register) your User ID with the **Authenticator** app. A new token is generated by the **Authenticator** app each time and is time sensitive. Enter the token and and click the **Next** button. The **Change Your Password** screen is displayed.

Note: the QR code needs to be registered only during the first use.

- This will lead to the **Change Your Password** screen, type in the **New Password** and **Confirm New Password** fields, and click the **Change Password** button.

salesforce

Change Your Password

Enter a new password for
[blurred email address] Your password must have at least:

- 8 characters
- 1 letter
- 1 number

* New Password

* Confirm New Password

- FRPP **home page** will be displayed as shown below

Reports **FRPP MS Home** Asset Search Add Asset Data Submission Administration Bureau Summary Report Annual Summary Reports Anomalies

User Access

FRPP MS Agency Admin

FRPP MS Contact Information

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Welcome to the FRPP MS Portal!

The FRPP MS Portal is the centralized, online database for real property under the custody and control of Executive Branch agencies under the Asset Sales and Transfer Act.

FRPP MS provides agency users with one-stop navigation for data submission, data accuracy tools, and other features. Click on one of the menu tabs above to begin.

To access the publicly accessible FRPP data, including a map of FRPP real property, click [this link](#).

Attention:

As the FY 2019 submission deadline has passed, the data has been locked. If your agency needs to edit data, please send a request to chris.coneaney@gsa.gov, [Stephanie Klodzen \(stephanie.klodzen@gsa.gov\)](mailto:stephanie.klodzen@gsa.gov), and the [FRPP help desk \(FRPPMS@gsa.gov\)](mailto:FRPPMS@gsa.gov).