

How to Log Into AMS With an HSPD-12 Access Card

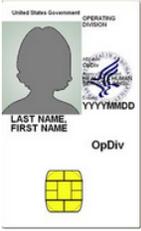
Note: AMS accepts the use of some externally-issued HSPD-12 access cards to log into the site, however, those must be registered with AMS prior to first use.

I. Logging into AMS with an HHS-issued HSPD-12 Access Card

1. Insert your HSPD-12 access card into your computer's card reader and, on the AMS login page (<https://ams.hhs.gov>), click on the "Login" button in the left panel under "HSPD-12 Access Cards." *For quick and easy access to your applications, add this page to your browser favorites or create a desktop shortcut.*



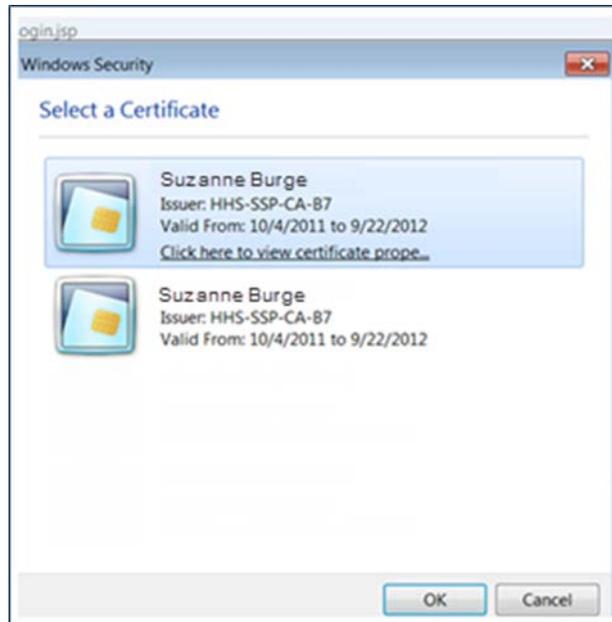
Login Methods to AMS

<h4>HSPD-12 Access Cards ?</h4> <p>Insert your HSPD-12 Access Card in your smart card reader before you try to login.</p> <p>Login</p> 	<h4>Network Credentials ?</h4> <p>Applies to: ACF, ACL, AHRQ, CDC/ATSDR, CMS, HRSA, IHS, NIH, OIG, OS, PSC, SAMHSA</p> <p>Select OpDiv: <input type="text" value="Select one..."/></p> <p>Network Username: <input type="text" value="Username"/></p> <p>Network Password: <input type="text" value="Password"/></p> <p>Login</p>	<h4>AMS Credentials ?</h4> <p>AMS Username: <input type="text" value="Username"/></p> <p>AMS Password: <input type="text" value="Password"/></p> <p>Login</p> <p>First-time AMS User? Forgot AMS Username? Forgot AMS Password?</p>
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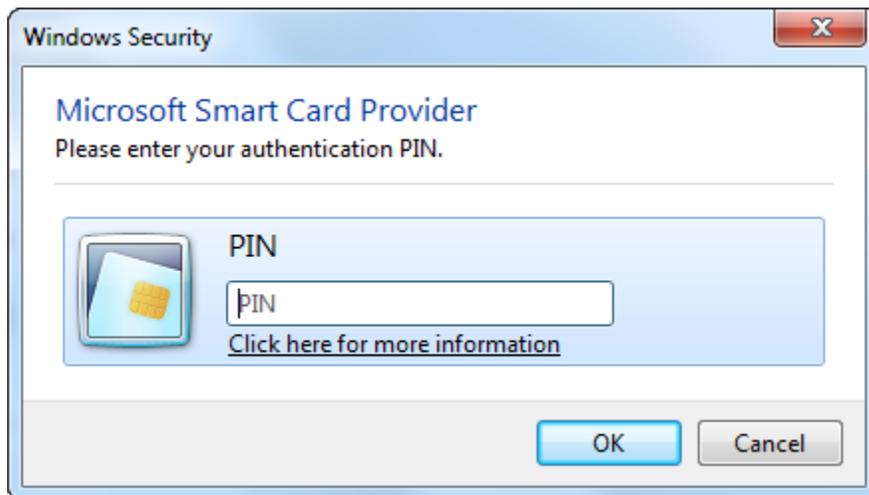
[Need Help?](#) | [AMS Self-Help Portal](#) | [HHS Privacy Policy](#)

2. Select your certificate from the "Select a Certificate" pop-up window and click "OK."

Note: If you are having trouble identifying the correct certificate from the listed presented to you in the pop-up window, please contact your local IT helpdesk.



3. To complete the login process, enter your PIN in the "Microsoft Smart Card Provider" pop-up window and click "OK."



4. You are now logged into AMS and can access your applications from your AMS homepage by clicking on their respective links.

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AMS | Access Management System Simplifying access to the Department's systems

Logged in as: Suzanne Burge Accessibility Mode Enable Disable Logout Help

Home Link/Delink Applications My AMS Profile

Welcome, Suzanne Burge

Select from the list of links below to access your applications. [Customize your list](#) by linking or delinking available applications.

Restricted Access, HHS Network

- [Electronic Official Personnel Folder \(eOPF\)](#)
- [ITAS for OS, ACF, PSC, HRSA, SAMHSA, AHRQ, DMAT, OIG, OPHS, ACL, NDMS, ESS](#)
- [HHS Identity Portal \(Service to retrieve previously issued encryption keys\)](#)

Open Access, Internet

- [AMS User Search](#)
- [HHS Learning Portal](#)
- [WCD Applications](#)

HSPD-12 Access Card Required Internet Explorer Required

II. Logging into AMS with an Externally-issued HSPD-12 Access Card

1. Proceed as described in steps 1 and 2 under “I. Logging into AMS with an HHS-issued HSPD-12 Access Card” to reach the “First-time only: Link your HSPD-12 access card to your AMS Profile” page. To begin the one-time registration process, enter your information in the required fields under the “Find your profile” heading (i.e., your last name, your date of birth as MM/DD/YYYY, and the last four digits of your social security number) and click on the “Next” button.

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AMS | Access Management System Simplifying access to the Department's systems

First-time only: Link your HSPD-12 access card to your AM... [What does this mean?](#) Accessibility Mode Enable Disable

1. Find your profile 2. Link your HSPD-12 access card to your AMS profile

Find your profile

** indicates required field*

Please register your HSPD-12 access card (first-time only) by completing the following steps.
Please enter search parameters below to retrieve your profile. [What is the HHS Privacy Policy?](#)

* Last Name

* Date of Birth

* Last Four SSN

HHSID [What is this?](#)

Back Next Reset Cancel

- Review the profile information presented back to you under the “Link your HSPD-12 access card to your AMS profile” heading. If everything is correct, mark the checkbox and click “Submit.”

The screenshot shows the AMS | Access Management System interface. At the top, there is a blue header with the HHS.gov logo and the text "Improving the health, safety and well-being of America". Below this is a white banner with the IAM@HHS logo and the text "IDENTITY & ACCESS MANAGEMENT AT HEALTH & HUMAN SERVICES". To the right of the banner is the title "AMS | Access Management System" and the tagline "Simplifying access to the Department's systems".

Below the banner, the main heading is "First-time only: Link your HSPD-12 access card to your AM..." followed by a link "What does this mean?". To the right of this heading are radio buttons for "Accessibility Mode" with options "Enable" and "Disable".

A progress bar shows two steps: "1. Find your profile" and "2. Link your HSPD-12 access card to your AMS profile". The second step is currently active.

The main content area is titled "Link your HSPD-12 access card to your AMS profile" and contains the following information:

First Name	Emma
Last Name	Gibson
Email Address	Emma.Gibson@hhs.gov
HHSID	9123456835

Below the table, there is a checkbox with the text: "* Check the box if the [What if my information is incomplete and incorrect?](#) above information is correct".

At the bottom of the form, there are four buttons: "Back", "Next", "Submit", and "Cancel".

- To complete the process and return to the AMS login page, click “Continue” in the confirmation pop-up notice. You can now use your externally-issued HSPD-12 access card to log into AMS as described under “I. Logging into AMS with an HHS-issued HSPD-12 Access Card,” steps 1 through 5.

The confirmation pop-up notice has a title "Link your HSPD-12 Access card" and contains the text: "Your account was registered successfully in AMS. Please click continue to return to the AMS Login page." At the bottom right of the notice is a button labeled "Continue".