

Expiring Certificates on LincPass Cards

The MSA HR office has been receiving questions on how to tell when the certificates expire for the LincPass Cards. The best way is to use Method 2 in the following e-mail. Several employees have notified us that Method 1 is not always correct.

You should receive an e-mail with the From and Subject listed below 90, 60, 30, and 7 days before your certificate is to expire. Please check your spam or junk e-mails for this message.

From: HSPD12Admin@identitymsp.com

Subject: USAccess - ACTION REQUIRED: Update Your USAccess Credential (PIV Card)

If you do not renew the certificate within the specified timeframes, your LincPass card will expire, and you will have to start the whole process over, which can be troublesome and also costs time and money.

Please pass this information along to your employees at your respective locations.

Expiring Certificates on LincPass Cards

For the past three years, ARS has been issuing LincPass cards to all Federal employees. A LincPass card has a micro chip that stores a data file called a certificate. The certificate, in combination with your PIN, is needed so you can log into USDA's e-Authentication. The certificate on the USDA LincPass card is valid for only three years. Please note that the physical card itself has a lifespan of five years. For people who received their cards early in the process, the certificates are expiring soon.

A few months before the certificate will expire, GSA's USAccess system will begin sending multiple email reminders to the cardholder. The email will come from HSPD12ADMIN@identitymsp.com. The email will include instructions to set up a "Credential Update" appointment at a USAccess Credentialing Center or a Light Activation station to renew the certificates. This process works provided if these three conditions are met:

- **The card is active** (that is, not suspended or terminated)
- There are **no pending data changes**, such as the to the name on the card, or a reprint/reissue request
- The **certificates have not already expired** or are **not about to expire within the next 24 hours**

IMPORTANT



If the LincPass certificates are about to expire within 24 hours or are already expired, **the card will automatically be terminated, and the cardholder will need to re-enroll** for a new card.

This will cost ARS time and money, so cardholders should get certificates renewed well before the expiration date.

Forgotten PIN

To reset your PIN, visit a USAccess Credentialing Center or Light Activation station. The PIN is the 6-8 digit personal PIN number created when the card was activated. To find out more about your LincPass PIN and PIN resets, please visit the USAccess website:

<http://www.fedidcard.gov/credreset.aspx>.

The PIN must be reset before the certificates on the card can be renewed. To schedule an appointment for a PIN reset (and/or a certificate update), please visit the center locator to find the nearest Credentialing Center:

<http://www.fedidcard.gov/centerlocator.aspx>.

Once you know where you want to go, schedule an appointment through GSA's online Scheduling tool:

<https://www.schedulemsp.com/tc/login.do?url=10001>

Additional information about LincPass cards can be found at:

<http://lincpass.usda.gov/>

You can contact the ARS LincPass Sponsor at:

Tamara Staley

Email: Tamara.Staley@ars.usda.gov

Phone: 301-504-1332

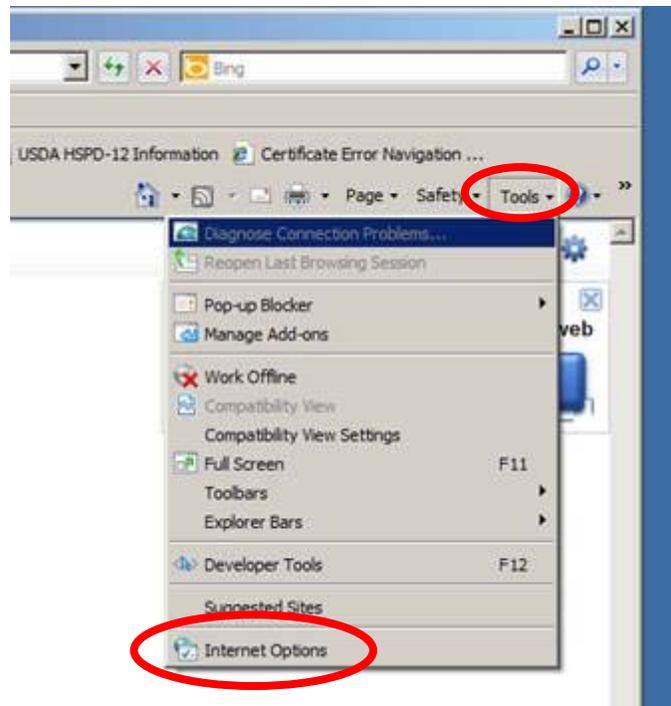
How to Check Certificate Expiration Date

There are 2 ways a user can find out the expiration date of their smartcard without trying to login.

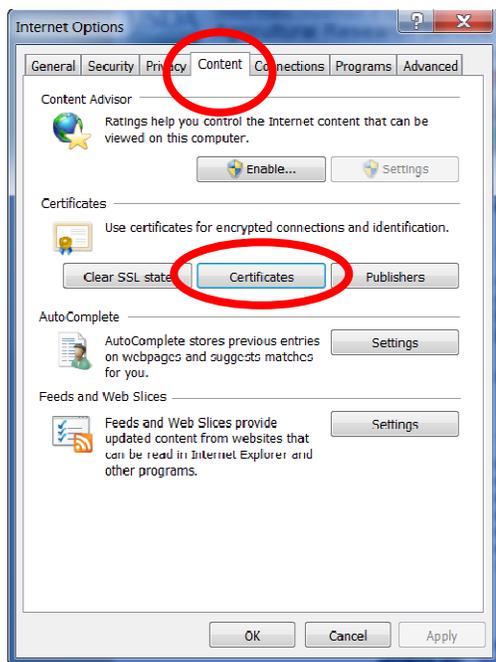
Method 1: ~~Inspect the front of your LincPass card where it says "Expires". Then subtract 2 years from the date that is printed on their smartcard,~~ or **(Use Method 2)**

Method 2: If you have an active LincPass Card and are currently using it to access e-Authentication applications, insert your LincPass card into a card reader. Start up Internet Explorer.

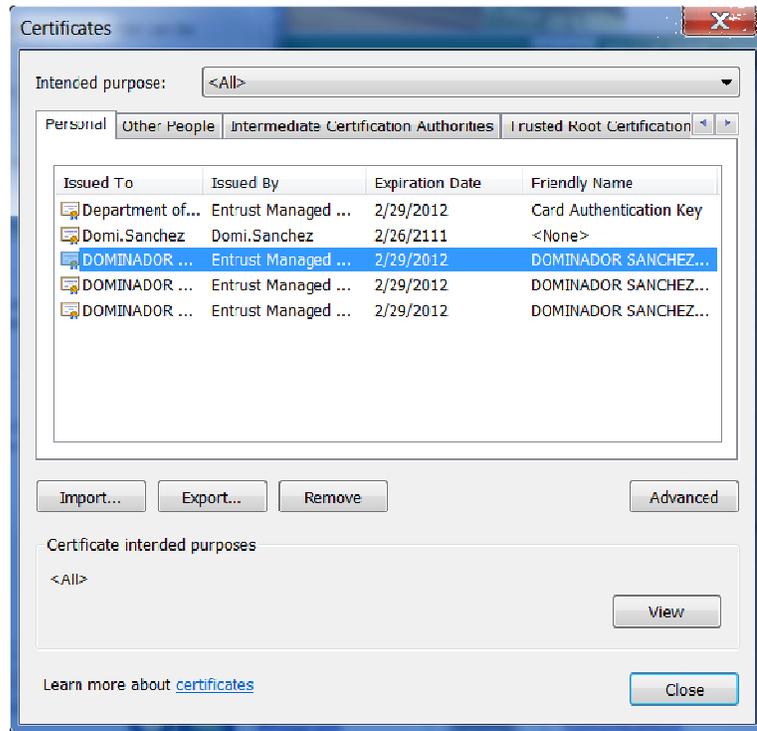
- a. Open Internet Explorer
- b. Click on Tools
- c. Click on Internet Options



- d. Click on the "Content" tab
- e. Click on the "Certificates" button (towards middle of pop-up)



- f. There is a field titled “Expiration Date” that might have to be expanded to see entire date. Their name is displayed to the right under “Issued To.” If more than one person has used their smartcard on that system, then their names will appear also.

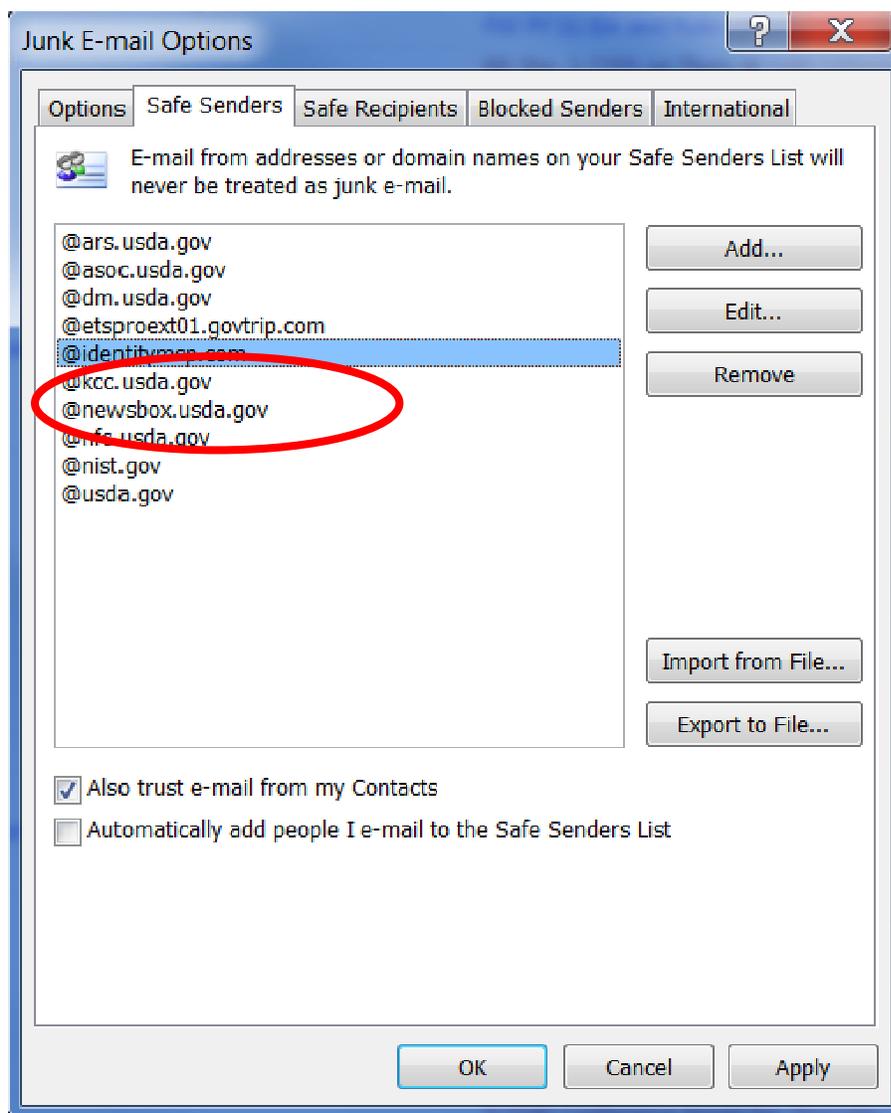


Outlook and Entourage Junk E-Mail Filters

90 days before a LincPass Certificate will expire; you will begin receiving expiration reminders from GSA. If you use the Junk E-mail feature of Outlook or Entourage (this feature is on by default), you may find that these expiration messages are misclassified as spam and placed in your Junk E-mail folder. Follow these steps to ensure that you don't miss important messages.

- Regularly review your Junk E-mail folder to check for valid mail.
- Set Outlook or Entourage to always allow messages from **@identitymsp.com**. You can do this by adding **@identitymsp.com** to your "Safe Senders" list using the instructions below.

Go to **Actions > Junk e-Mail > Junk e-Mail Options > Safe Senders > Add... >** Then enter **@identitymsp.com** in the pop-up box and hit the **OK** button. Close out the Options box by hitting the **Apply** and **OK** button.



From the date your LincPass Certificate will expire, you will receive 90, 60, 30 and 7 day reminder notices from GSA.

Here is what the email from GSA looks like:

From: HSPD12Admin@identitymsp.com

Subject: USAccess - ACTION REQUIRED: Update Your USAccess Credential (PIV Card)

Our system indicates that the digital certificates loaded on to your USAccess credential must be updated. You must complete this update by the close of business before (SAMPLE DATE: Apr 08, 2011) or your credential will be terminated.

IMPORTANT: If you do not complete the update by the date indicated and your credential is terminated, you will have to re-enroll to obtain a new credential. To re-enroll, you must visit a USAccess enrollment center to present your identification documents, submit fingerprints and have your picture taken again. You must then wait for your new credential to be printed, delivered and activated.

During this time, you may not be able to log on to your work computer or gain access to government buildings if you currently use your USAccess credential for these purposes.

To avoid this inconvenience and delay, please follow the steps below for completing the certificate rekey/update process as soon as possible.

How to rekey/update your credential

To update your credential, please schedule an appointment at <https://www.schedulemsp.com/tc/login.do?url=usaccess> and visit an Activation station or USAccess credentialing center nearest to you. To complete the update, you must bring your current credential with you. You will also be required by the system to enter the credential PIN you created when you activated your credential.

If you do not know your PIN, please ask for assistance from the Activation Station Operator.

Questions?

If you have any questions on this process, please contact your USAccess/HSPD-12 Sponsor, your badge office, HSPD-12 help desk or agency HSPD-12 POC.

A copy of this email and additional LincPass information can be found at
<http://www.afm.ars.usda.gov/lincpass>