



**Centers for Medicare & Medicaid Services**

# **FM Community WinAuth Download and Installation**

## **User Guide**

---

**September 2019**



# FM Community WinAuth Download and Installation User Guide

## Table of Contents

Overview .....	1
1 Download and Run the WinAuth Application.....	1
2 Verify Account and Complete Two-Factor Authentication Installation .....	3
3 Ongoing FM Community Access .....	13

## Overview

---

The purpose of this document is to provide the steps for initial access to the FM Community. This process includes downloading the two-factor authentication application, WinAuth. Although the WinAuth application only needs to be downloaded once, two-factor authentication is used each time a user accesses the FM Community. These instructions also include the process to initially verify your account in the FM Community. After setting up your account, retain your user name and password.



**Note:** The download and install steps in this guide reflect using the Firefox® browser. If you use a different browser, some steps may differ slightly.

## 1 Download and Run the WinAuth Application

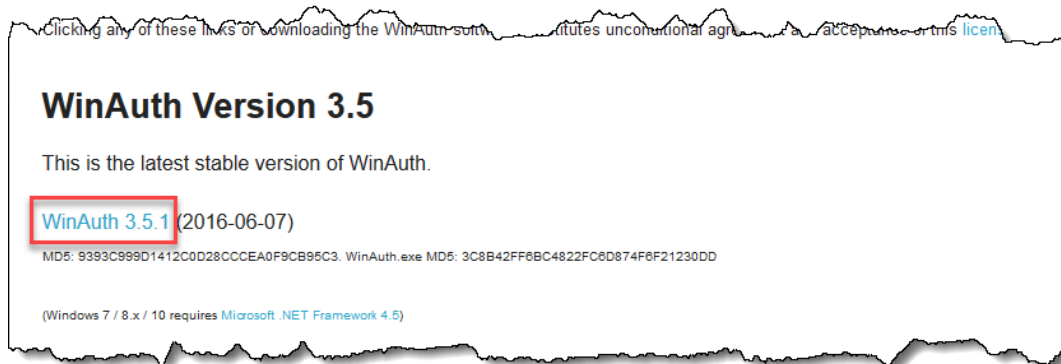
---

The initial installation of the WinAuth application is a one-time process. Once completed, you will not need to complete these steps again.

Follow these steps to download and run the WinAuth application:

1. Navigate to <https://winauth.github.io/winauth/download.html>.
2. Locate the latest stable version of WinAuth, usually listed closest to the top of the page, and make note of that version.
3. Select the **WinAuth** link.

Figure 1: WinAuth Link



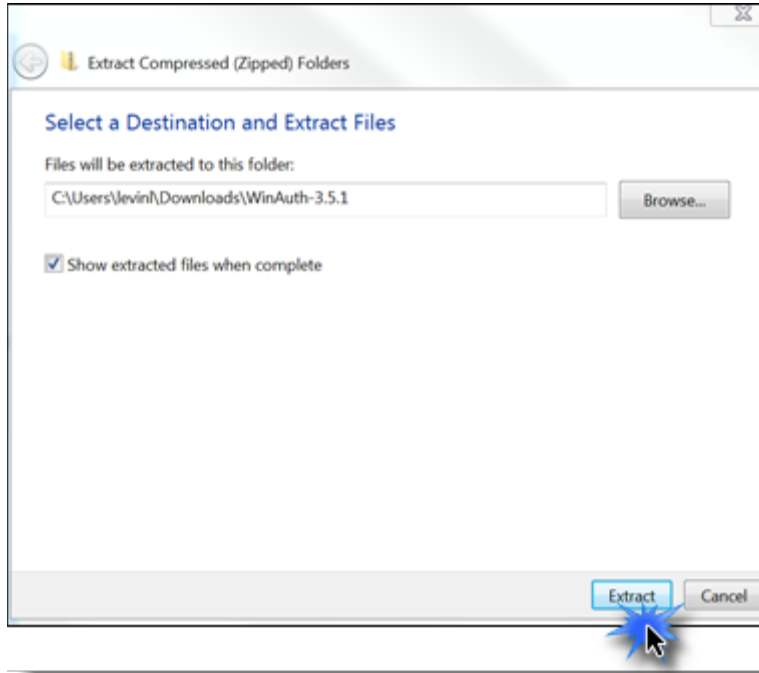
4. Save the WinAuth .zip file to the desired location on your computer.



**Note:** The latest stable WinAuth version may be different than what appears in these instructions. Always select the latest stable version.

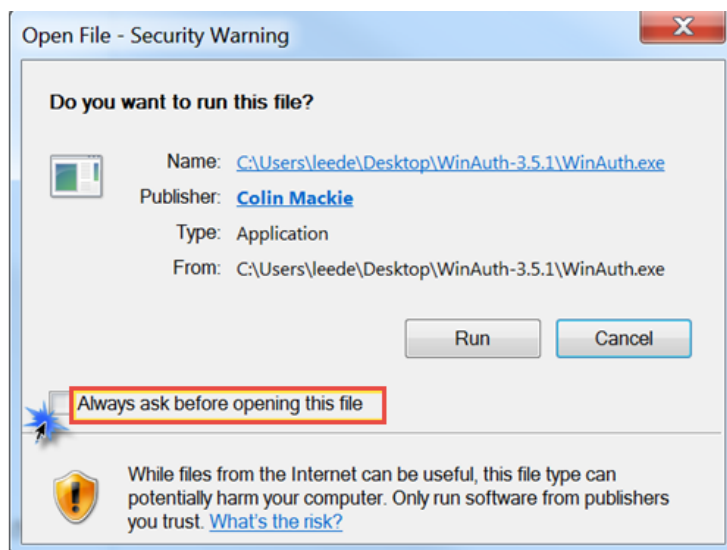
5. The file will download as a compressed (zip) folder. After downloading, right click on the zip file and select extract all.

Figure 2: Extract Destination



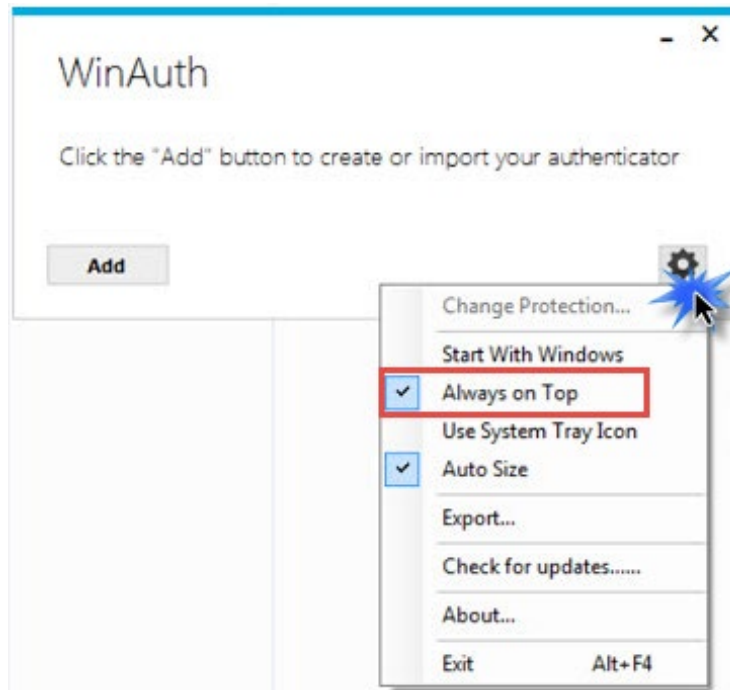
6. Open the WinAuth.exe file from your saved location.
7. If opening WinAuth for the first time, deselect the Always ask before opening this file check box.

Figure 3: Deselect Checkbox



8. Select the **Run** button.
9. Select the gear icon in the WinAuth window and then select *Always on Top* from the drop-down menu.

Figure 4: Gear Icon



10. Return to your registration email and follow the instructions in Step 3, which directs you to select the **Verify Account** link. Then continue to [Section 2](#).

## 2 Verify Account and Complete Two-Factor Authentication Installation

After you have selected the **Verify Account** link from Step 3 in your registration email, you will be directed to the *Connect Salesforce Authenticator* page in your web browser. Do not follow the on screen instructions to download an authenticator app to your mobile device.



**Note: The FM Community is optimized for use with Google Chrome™ or Firefox®. Some form features, such as error messaging, may not function properly in Internet Explorer®.**

Follow these steps to complete the set-up of two-factor authentication and to access the FM Community for the first time:

1. Select the **Choose Another Verification Method** link from the bottom of the *Connect Salesforce Authenticator* page.

Figure 5: Choose Another Verification Method

For security reasons, you have to connect Salesforce Authenticator to your account. The app sends a notification when we need to verify your identity, and you verify with just a tap. You can also enable location services to have the app verify you automatically from trusted locations. The app provides codes to use as an alternate verification method.

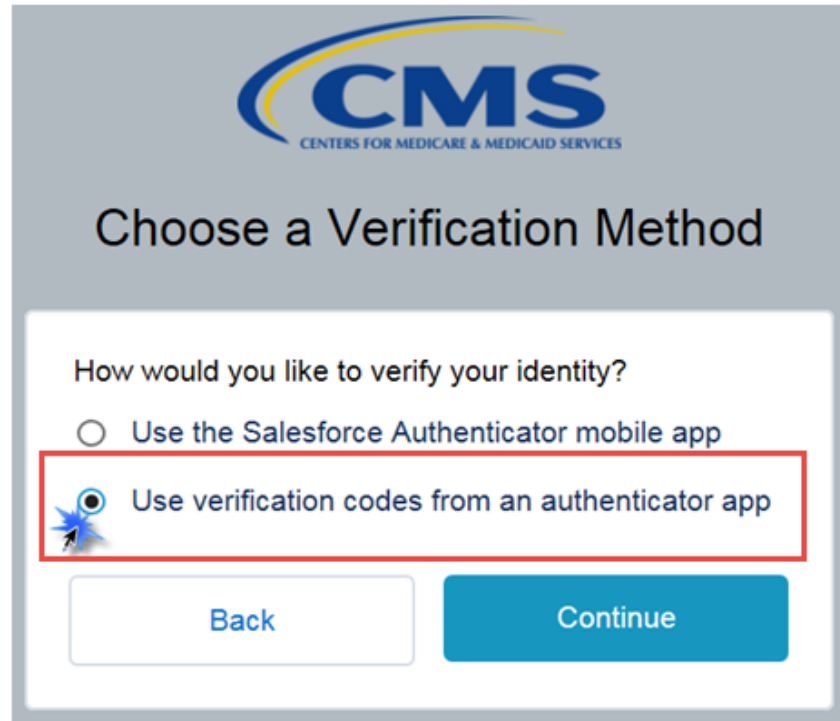
1. Download Salesforce Authenticator from the [App Store](#) or [Google Play](#) and install it on your mobile device.
2. Open the app and tap + to add your account.
3. The app shows you a unique two-word phrase. Enter the phrase below.

Two-Word Phrase

[Choose Another Verification Method](#) ←

2. Select the *Use verification codes from an authenticator app* option from the bottom of the Choose a Verification Method window.

Figure 6: Choose A Verification Method Window



**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES

### Choose a Verification Method

How would you like to verify your identity?

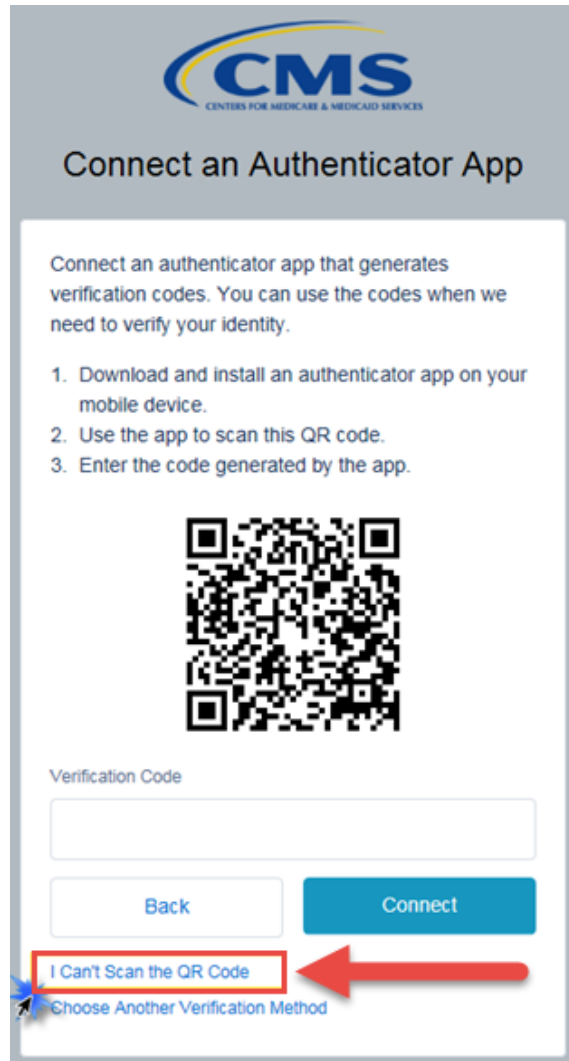
Use the Salesforce Authenticator mobile app

Use verification codes from an authenticator app

3. Select the **Continue** button. Refer to [Figure 7](#).
4. Select the **I Can't Scan the QR Code** link at the bottom of the Connect an Authenticator App window, below the **Back** button.

 **Warning: Do not follow the screen instructions regarding the QR code for a mobile app.**

Figure 7: I Can't Scan QR Code Link

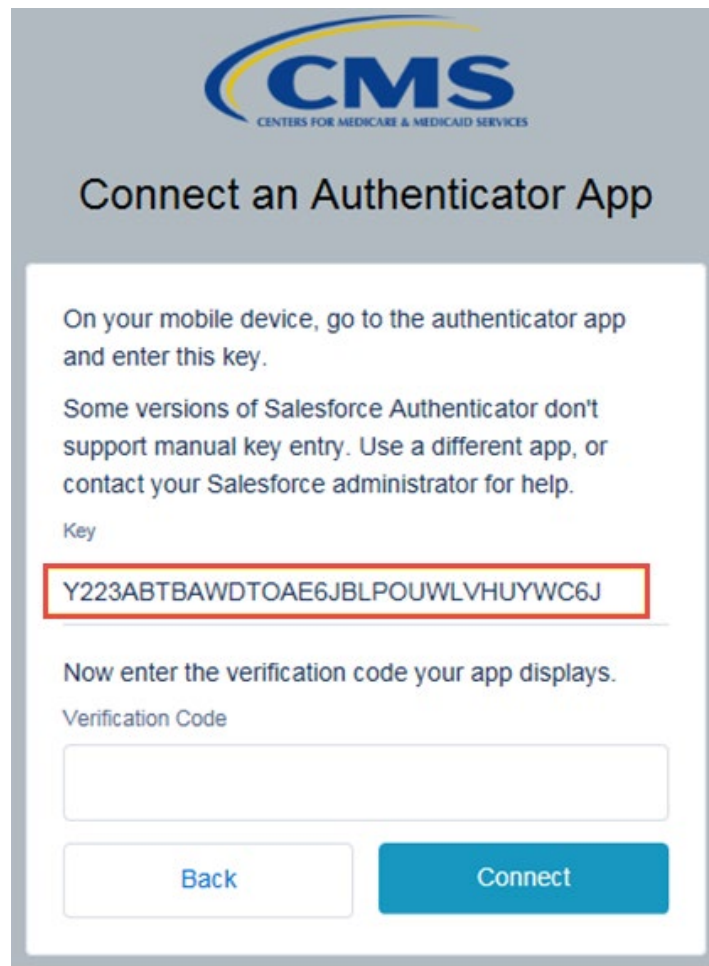




5. Select and copy the Key code provided on screen. You will enter this code into the WinAuth application in step 9. Do not follow the screen instructions about using a mobile device.

 **Warning: Do not close this window after selecting the code. You will return to enter a code in the Verification Code field.**

Figure 8: Connect An Authenticator App



**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES

### Connect an Authenticator App

On your mobile device, go to the authenticator app and enter this key.

Some versions of Salesforce Authenticator don't support manual key entry. Use a different app, or contact your Salesforce administrator for help.


Key

**Y223ABTBAWDTOAE6JBLPOUWLHUYWC6J**

Now enter the verification code your app displays.

Verification Code

6. Return to the WinAuth application.

 **Note: If you have closed it, locate the WinAuth application from your saved location and double click to open.**

7. In the WinAuth application, select the **Add** button, and then select the *Authenticator* option from the drop-down menu.

Figure 9: Add Dropdown Menu

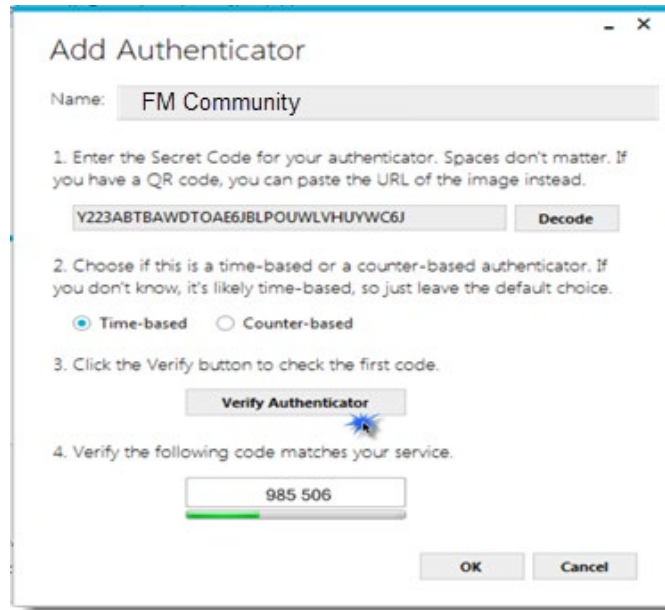


8. In the Add Authenticator window, enter an Authenticator name in the Name field, for example, FM Community. Refer to [Figure 11](#).
9. Paste the Key code from Step 5 in field number 1, to the left of the **Decode** button. Refer to [Figure 11](#).
10. In field number 2, leave the radio button for *Time-based* selected. Refer to [Figure 11](#).
11. In field number 3, select the **Verify Authenticator** button. Refer to [Figure 11](#).
12. Take note of code in field number 4, which you will use in Step 14. Refer to [Figure 11](#).



**Note:** The code in field number 4 will reset after the green bar times out, so you may need to refer back to this window in the app more than once for a refreshed code.

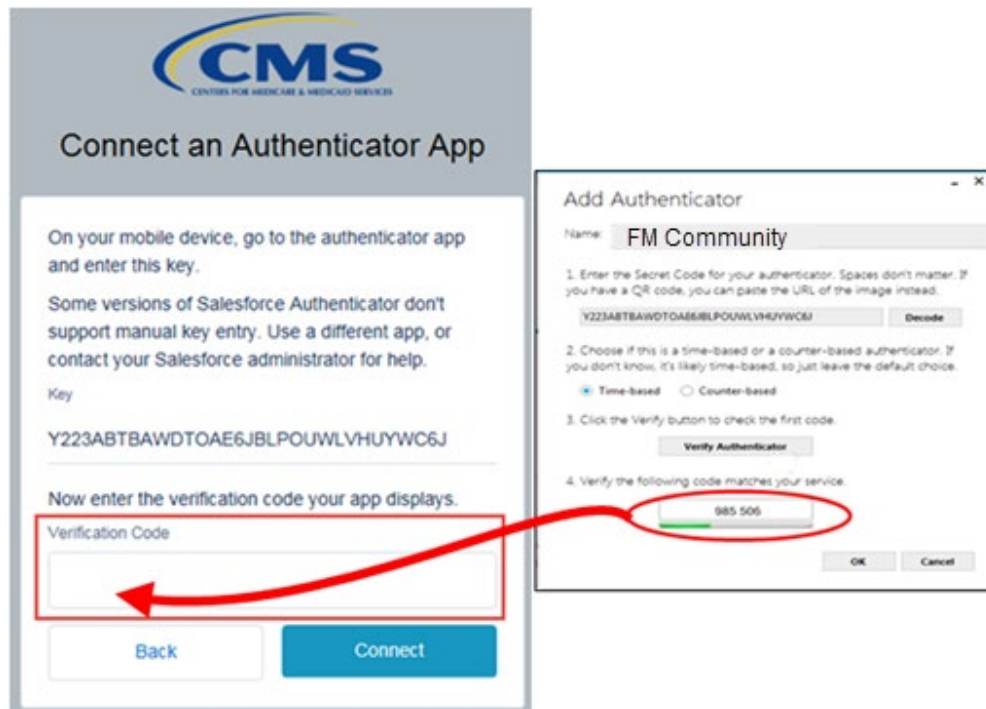
Figure 10: Add Authenticator Window



13. Return to the CMS Connect an Authenticator App window in your web browser. Refer to [Figure 12](#).

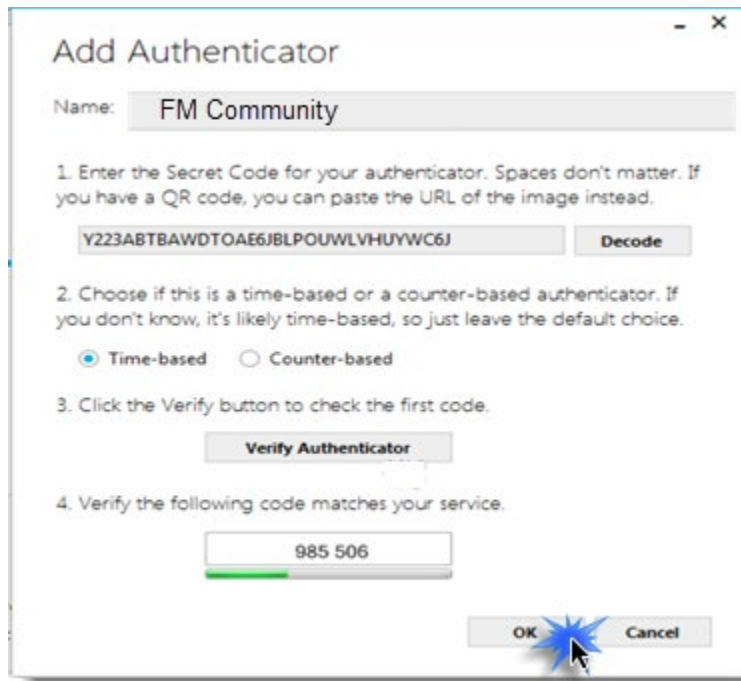
14. Enter the six-digit code from the Add Authenticator window into the Verification Code field in your browser and then select the **Connect** button. Refer to [Figure 12](#).

Figure 11: Enter Verification Code



15. Select the **OK** button in the Add Authenticator window to save the new authenticator.

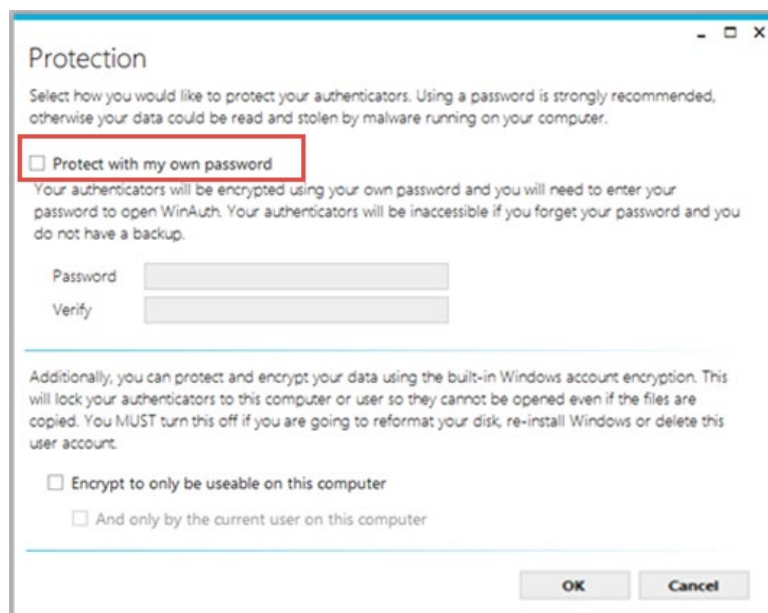
Figure 12: OK Button



16. Deselect the *Protect with my own password* check box in the Protection window. Refer to [Figure 14](#).

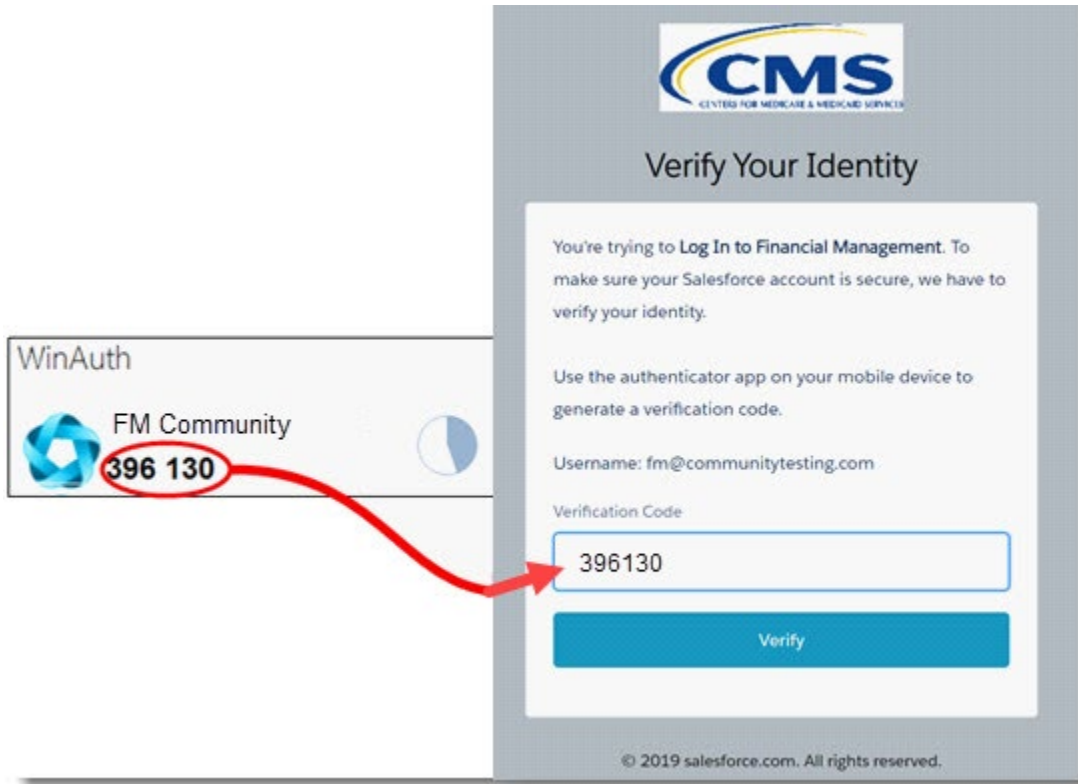
17. Select the **OK** button to close the Protection window.

Figure 13: Protection Window



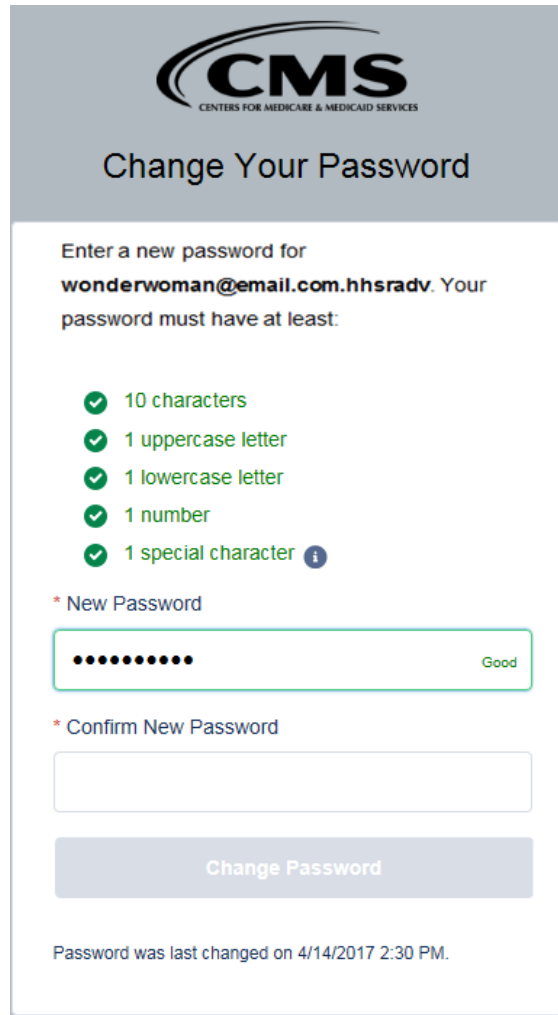
18. Copy the code from the Authenticator and paste it in the Verification Code field in the Verify Your Identity window. Then select the **Verify** button.

Figure 14: Enter Verification Code



19. On the Change Your Password page, enter a password in the New Password field. Your password must meet the following requirements:
  - At least ten (10) characters
  - At least one (1) upper-case letter
  - At least one (1) lower-case letter
  - At least one (1) number
  - At least one (1) special character: !#\$%-\_+=<>

Figure 15: Change Your Password Window



**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES

## Change Your Password

Enter a new password for **wonderwoman@email.com.hhsradv**. Your password must have at least:

- ✓ 10 characters
- ✓ 1 uppercase letter
- ✓ 1 lowercase letter
- ✓ 1 number
- ✓ 1 special character ⓘ

\* New Password

•••••••• Good

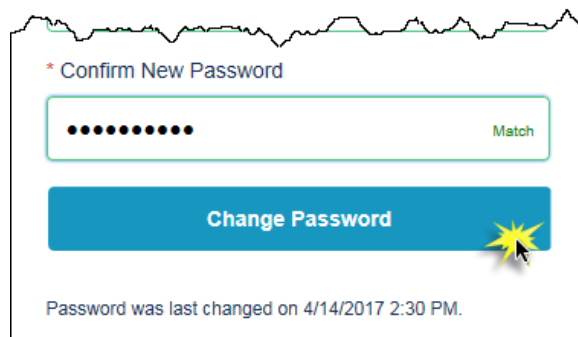
\* Confirm New Password

Change Password

Password was last changed on 4/14/2017 2:30 PM.

20. Re-enter the password in the Confirm New Password field. Then select the **Change Password** button.

Figure 16: Change Password



\* Confirm New Password

•••••••• Match

Change Password

Password was last changed on 4/14/2017 2:30 PM.

The WinAuth authenticator is installed. You will not need to repeat this installation process.

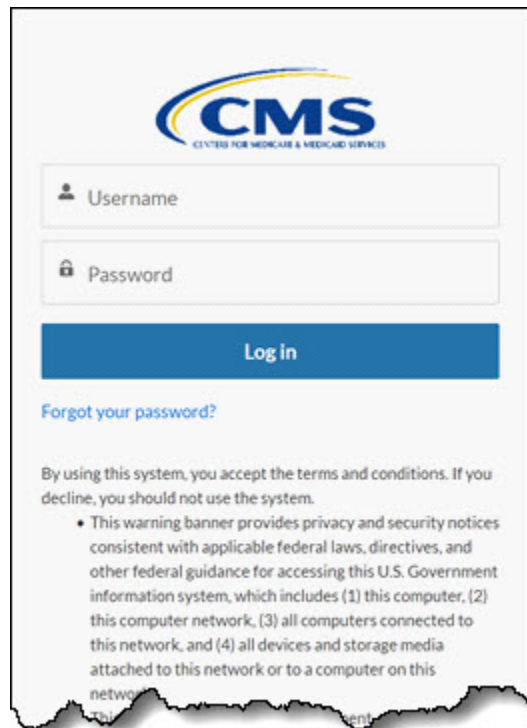
### 3 Ongoing FM Community Access

---

Once the WinAuth two-factor authentication process is installed, follow these steps to access the FM Community:

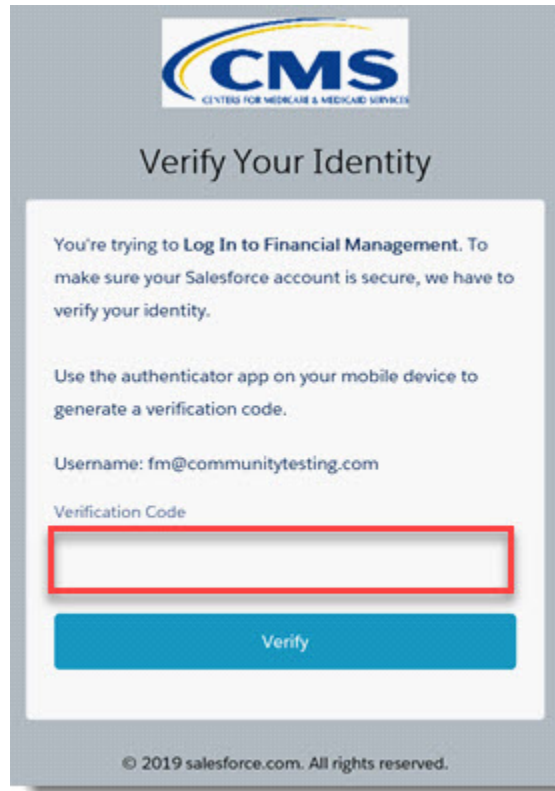
1. Log in to the FM Community using your username and password.
2. Select the **Log In** button. Refer to [Figure 18](#). The Verify Your Identity screen opens. Refer to [Figure 19](#).

Figure 17: Login Screen



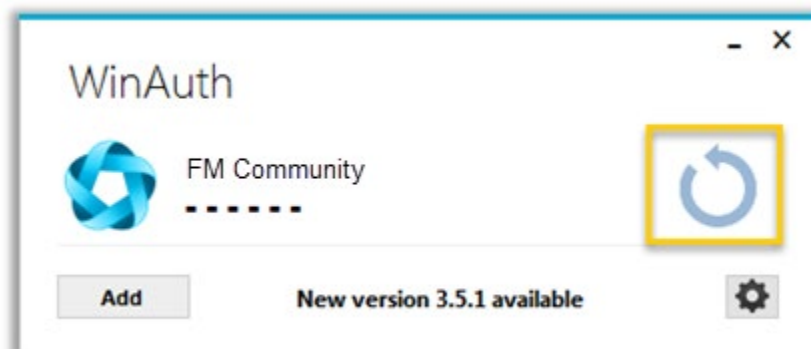
The screenshot shows the CMS login interface. At the top is the CMS logo. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A blue 'Log In' button is positioned below the password field. Underneath the button is a link for 'Forgot your password?'. At the bottom, there is a warning banner with the text: 'By using this system, you accept the terms and conditions. If you decline, you should not use the system.' followed by a bulleted list item: '• This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network.'

Figure 18: Verify Your Identity Screen



3. Open the WinAuth application.
4. Select the circular arrow on the right until FM Community displays.

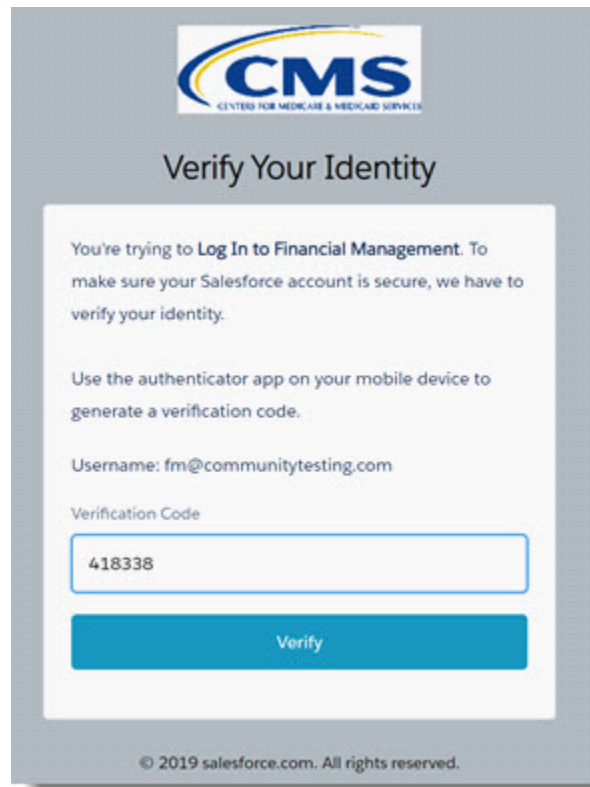
Figure 19: WinAuth Application





5. Enter the code in the Verification Code field in the Salesforce Verify Your Identity screen.
6. Select the **Verify** button.

Figure 20: Verification Code and Verify Button



The screenshot shows a login verification screen for the CMS system. At the top is the CMS logo. Below it, the title "Verify Your Identity" is displayed. The main content area contains the following text: "You're trying to Log In to Financial Management. To make sure your Salesforce account is secure, we have to verify your identity." followed by "Use the authenticator app on your mobile device to generate a verification code." Below this, the username "fm@communitytesting.com" is shown. A "Verification Code" field is present, containing the number "418338". A blue "Verify" button is located at the bottom of the form. At the very bottom of the screen, the copyright notice "© 2019 salesforce.com. All rights reserved." is visible.