Program Evaluation Branch (PEB) E-Authentication Process

Requester (e.g., grantees or Luther Consulting) submits E-authentication request to: PEBEauthentication@cdc.gov or HKQ7@cdc.gov

Lourdes sends request to DHAP helpdesk

DHAP helpdesk processes request in SAMS Portal

SAMS sends an invitation via email to the Requester; Requester responds to the invitation and becomes an Applicant

SAMS sends the identity verification form to Applicant

Applicant completes the identity verification form, gets the form notarized or proofed by a Designated Proofing Agent (DPA), and submits the form to SAMS

Lourdes receives notification of proofing and approves Applicant

SAMS sends Applicant information of approval; Applicant becomes a new User

Lourdes receives a list of active Users

Lourdes sends list to Luther Consulting through SAMS EvaluationWeb® and PartnerServicesWeb®_ AUTH Download

Luther Consulting downloads list; Lourdes notifies new Users to contact Luther Consulting helpdesk to get access to EvaluationWeb®

User is E-Authenticated!

CDC handles E-Authentication

Luther Consulting handles EvaluationWeb® and PartnerServicesWeb®

Icon Legend

1. Requester 2. Applicant 3. User

Helpdesk Contacts:

Lourdes Gordillo
P: 404-639-1937
E: HKQ7@cdc.gov

SAMS Help Desk
P: 877-618-2901
E: samshelp@cdc.gov

Luther Consulting
P: 866-517-6570 "Option 1"
E: help@lutherconsulting.com
https://help.lutherconsulting.com

Types of Valid ID:

Driver's License
U.S. Passport
Work ID with Photo
U.S. Military ID
Passport Card

Details of Electronic-Authentication Process

Electronic Authentication (E-Authentication) is the CDC's web-based identity proofing process. E-Authentication in the Secure Access Management Services (SAMS) is required of all users of EvaluationWeb® and PartnerServicesWeb®. General requests for E-Authentication are to Lourdes Gordillo via email at PEBEauthentication@cdc.gov or hkq7@cdc.gov. Requests may also be submitted to Luther Consulting via EvaluationWeb®. Requests submitted via EvaluationWeb® are also routed to Lourdes.

When Lourdes receives a request, she sends the request to the Division of HIV/AIDS Prevention (DHAP) Help-Desk for processing in the SAMS Portal. The Requester will receive an email invitation from "SAMS No Reply" to complete registration in SAMS. Registration must be completed within 30 business days. SAMS will send up to three invitations to the Requester. If the Requester does not respond after the third invitation attempt, invitational emails will no longer be automated.

Once the Requester responds to the invitation and completes the SAMS registration process, he/she becomes an Applicant (a person invited by SAMS to register in its program). The Applicant will now receive an email from SAMS that includes the identity verification form, which verifies a person's identity, and must be notarized or proofed by the Designated Proofing Agent (DPA). A Designated Proofing Agent is a person within the agency working with a CDC funded program authorized to notarize and proof identity verification forms. The Applicant must complete the form, have it notarized, and fax (or email) the documents to the CDC Proofing Authority (SAMS) as instructed on the form. SAMS will proof the application and send a proofing notification to Lourdes for final approval. After the final approval, the Applicant becomes a User (a person who has completed identity verification and has been approved for the requested activity by the activity's administrator).

Two welcome emails will be sent to the User from SAMS. Check the Spam or Junk Mail folders if the welcome emails have not been received within 72 hours. ***Users should ignore the following statements from the welcome email*, "You can reach the activity home directly by clicking www.EvaluationWeb® .com. You may also access this activity through the SAMS Partner Portal pages by clicking here".** Approved Users will not have access to EvaluationWeb® and PartnerServicesWeb® until Lourdes sends a list of approved Users to Luther Consulting. Lourdes will inform the new User when to contact Luther Consulting to obtain access to EvaluationWeb® and PartnerServicesWeb® (usually takes 24-48 hours after approval). **You cannot access EvaluationWeb® and PartnerServicesWeb® through the SAMS portal.** Luther Consulting will provide login information for EvaluationWeb® and PartnerServicesWeb®.

Resources for Technical Assistance:
For all E-Authentication questions, please contact Lourdes Gordillo hkq7@cdc.gov or 404-639-1937.

For all questions pertaining to EvaluationWeb® and PartnerServicesWeb®, please contact Luther Consulting (866-517-6570, Option 1) or help@lutherconsulting.com . For training and/or technical assistance with EvaluationWeb® please go to https://help.lutherconsulting.com.