Mass Mods Web Application

MULTI-FACTOR AUTHENTICATION
USER GUIDE
Trademark Acknowledgement

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Table of Content

1 Multi-Factor Authentication Registration Steps ................................................................. 4
2 Multi-Factor Authentication Activation Steps ......................................................................... 7
3 Abbreviations, Acronyms, and Definitions ............................................................................ 18
All Mass Mods Application new or existing users are required to register for Multi-Factor Authentication in order to login.

1 Multi-Factor Authentication Registration Steps

Step 1: Navigate to the Mass Mods home page at https://mcm.fas.gsa.gov and click on Register Button to complete your one-time registration process.

Step 2: Enter your name, email, and click submit. Note: your email address must be listed correctly as an Authorized Negotiator to gain access.

If your credentials are successfully verified, you will be redirected to a success page with details.
of the next steps to activate your Multi-Factor Authentication account.

Note: The system will display an error messages in either of the following scenarios:

1. The email address is not found as an Authorized Negotiator for any GSA contracts. Please contact your GSA contracting officer for assistance in resolving this issue.

2. Your account is already registered. Please click contractor login from the Mass Mods home page or click on link “login here.”
3. If an account already exist for the entered email address, but did not have access to Mass Mods application then following message will be displayed
2 Multi-Factor Authentication Activation Steps

Step 1: Proceed to your email inbox and select activate my account from the email received from MFA-No-Reply+noreply@gsa.gov
Once you click on “activate Account”, Mass Mods will direct you to the following Page.

Step 2: Enter and confirm your password
Step 3: Select and answer a security question
Step 4: Select a security Image
Step 5: Click on create my account
Step 6:


2. Click **Send me the code** to receive the One Time Passcode OTP.

(If you did not respond within 30 minutes, then you will be asked to enter the username and password again that you set in Step 1.)
Step 7:

(a) Once you select the **Send me the code** button. You will receive an email with the One Time Passcode OTP from **MFA-No-Reply+noreply@gsa.gov**

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massmods-dev - Action Required: Confirm your email address

Hi [First Name],

You are receiving this email so we can confirm this email address for your account.

Please enter the following code for verification:

502638

If you experience difficulties accessing your account, or if you believe you received this email in error, please contact the appropriate GSA FAS Help Desk:

- **For FAS SRP Support, Purchase Order Portal (Vendor):**
  - Email: vendor.support@gsa.gov | Phone: 1-877-409-4849

- **For GSA Advantage, EBuy Buyer, AAC Inquiry, CORS Support:**
  - Email: GSA.Advantage@gsa.gov | Phone: 1-877-472-3777, option 2

- **For GSAGlobal Supply/USMC Support:**
  - Email: nscocustomer.service@gsa.gov | Phone: 1-866-370-3994

- **For GSA Fleet Drive thru, DRM and VFE Support:**
  - Email: gsadrivethruhelp@gsa.gov

- **For GSA Short Term Rental (STR), Auto Auctions, Auto Choice, Auto Vendor and GSA Fleet Automated Remarketing Module (ARM) Support:**
  - Email: FleetAlert@gsa.gov

- **For FMVRS, FEDFMS and FMS2GO Support:**
  - Email: gsfleet@gsa.gov

- **For Fleet2Go Support:**
  - Email: gsfleet2gogov@gsa.gov

- **For GSA OMS Vendor Portal Support:**
  - Email: eToolsHelpdesk@gsa.gov | Phone: 1-866-472-9114 option #7

- **For Mass Mods Support:**
  - Email: cef@gsa.gov | Phone: 1-866-472-9114

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This is an automatically generated message from massmods-dev. Replies are not monitored or answered.
Enter the One Time Passcode OTP and click verify.

Verification code: 502638
Step 8: Set Multi-Factor Authentication:

a) Mass Mods Application will prompt you to set up Google Authenticator in addition to email authentication.

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Setup required

Google Authenticator

Enter single-use code from the mobile app.

Email Authentication

Configure next factor
b) Select your device type and download and install the Google Authenticator application on your device.

Setup Google Authenticator

Select your device type

- [ ] iPhone
- [ ] Android

Download Google Authenticator from the App Store onto your mobile device.

Next

Back to factor list
c) Configure Google Authenticator.

Setup Google Authenticator

Scan barcode

Launch Google Authenticator, tap the "+" icon, then select "Scan barcode".

Can't scan?

Next

Back to factor list
d) Verify Google Authenticator installation by entering the code displayed on your device.
e) If Mass Mods application prompts you to install any additional optional factor, you install if you prefer. Otherwise the MFA set up is now complete. Press “Finish” button to go to landing page and select Mass Mods application.
Now view the pending Mass Modifications.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>View Modifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS33F0038U</td>
<td></td>
</tr>
<tr>
<td>GS10F0298R</td>
<td></td>
</tr>
<tr>
<td>GS10F009S</td>
<td></td>
</tr>
<tr>
<td>GS30F05WJ</td>
<td></td>
</tr>
</tbody>
</table>
## 3 Abbreviations, Acronyms, and Definitions

The following abbreviations, acronyms, and definitions are used within this document and throughout GSA.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass Mods</td>
<td>Mass Contract Modification Application</td>
</tr>
<tr>
<td>GSA</td>
<td>General Services Administration</td>
</tr>
<tr>
<td>OTP</td>
<td>One Time Passcode</td>
</tr>
<tr>
<td>MFA</td>
<td>Multi-Factor Authentication</td>
</tr>
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