

Mass Mods Web Application

MULTI-FACTOR

AUTHENTICATION USER GUIDE

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Signing into Mass Mods Application.

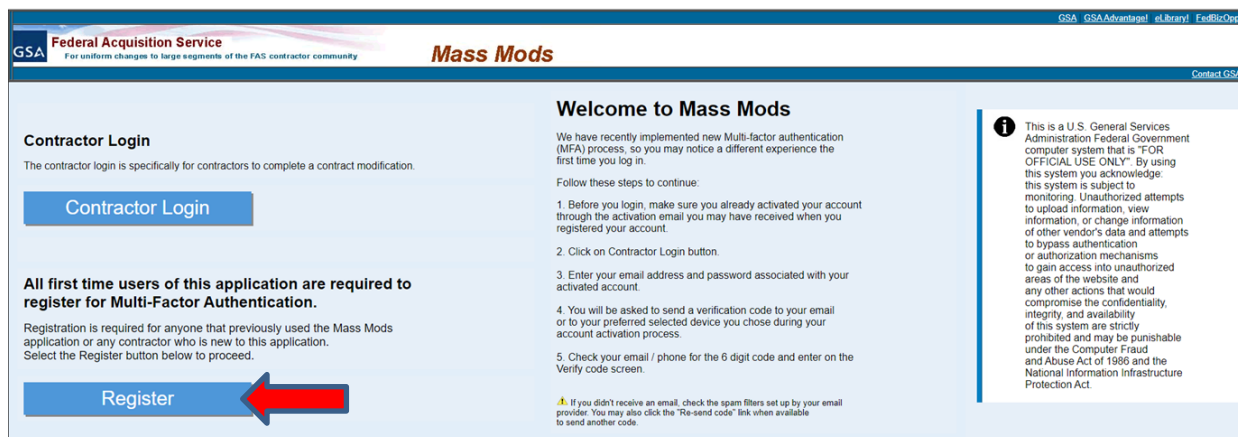
If you are an Authorized Negotiator with authority to sign, then you can have access to Mass Mods application.

All Mass Mods Application new or existing users are required to use GSA-FAS-ID to login to Mass Mods application.

If the user does not have a GSA-FAS-ID, then register for Multi-Factor Authentication in order to login.

1. Multi-Factor Authentication (MFA) Registration Steps

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



Contractor Login
The contractor login is specifically for contractors to complete a contract modification.

Contractor Login

All first time users of this application are required to register for Multi-Factor Authentication.
Registration is required for anyone that previously used the Mass Mods application or any contractor who is new to this application. Select the Register button below to proceed.

Register

Welcome to Mass Mods
We have recently implemented new Multi-factor authentication (MFA) process, so you may notice a different experience the first time you log in.

Follow these steps to continue:


1. Before you login, make sure you already activated your account through the activation email you may have received when you registered your account.
2. Click on Contractor Login button.
3. Enter your email address and password associated with your activated account.
4. You will be asked to send a verification code to your email or to your preferred selected device you chose during your account activation process.
5. Check your email / phone for the 6 digit code and enter on the Verify code screen.

⚠️ If you didn't receive an email, check the spam filters set up by your email provider. You may also click the "Re-send code" link when available to send another code.

Notice
This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". By using this system you acknowledge: this system is subject to monitoring. Unauthorized attempts to upload information, view information, or change information of other vendor's data and attempts to bypass authentication or authorization mechanisms to gain access into unauthorized areas of the website and any other actions that would compromise the confidentiality, integrity, and availability of this system are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1996 and the National Information Infrastructure Protection Act.

Step 2: Enter your name, email, and click submit.

Note: your email address must be listed correctly as an Authorized Negotiator to obtain access


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Mass Mods

Contact GSA | Home

Mass Mods Registration Pre-Verification

First Name *

Middle Name


Last Name *

Email *

example@example.com

Submit

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.


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Mass Mods

Contact GSA | Home

Mass Mods Registration Confirmation

⚠ We sent an email to alyssa.h@usda.gov with a link to confirm your email address.

Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)


Or, [use a different email address.](#)

You can close this window if you're done.

The system will display an error message in the following scenarios:

Scenario 1: The email address is not identified as an Authorized Negotiator for any GSA contracts.

Action to take: Please contact your GSA Contracting Officer for assistance in resolving this issue.



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Mass Mods

Contact GSA | Home

Mass Mods Registration Pre-Verification

⚠️ FAILED

We did not find any contracts containing the email address h...a111@...ll.com. Gaining access into the Mass Mods application requires that your email address be listed as an Authorized Negotiator. Please contact your designated contract Authorized Negotiator or GSA Contracting Officer for further assistance.

First Name *

Middle Name

Last Name *


Email *

example@example.com

Submit

Scenario 2: Your account is already registered.

Action to take: Please click on the Contractor Login from the Mass Mods home page or click on the “[login here](#)” link.



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Mass Mods

Contact GSA | Home

Mass Mods Registration Pre-Verification

⚠️ An account already exist for email aria_...@bar...n. Please try to [login here](#).

First Name *

Middle Name

Last Name *


Email *

example@example.com

Submit

Scenario 3: If an account already exists for the entered email address, but did not have access to Mass Mods application.

Action to take: Click on “Please click here to sign in”.

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Mass Mods

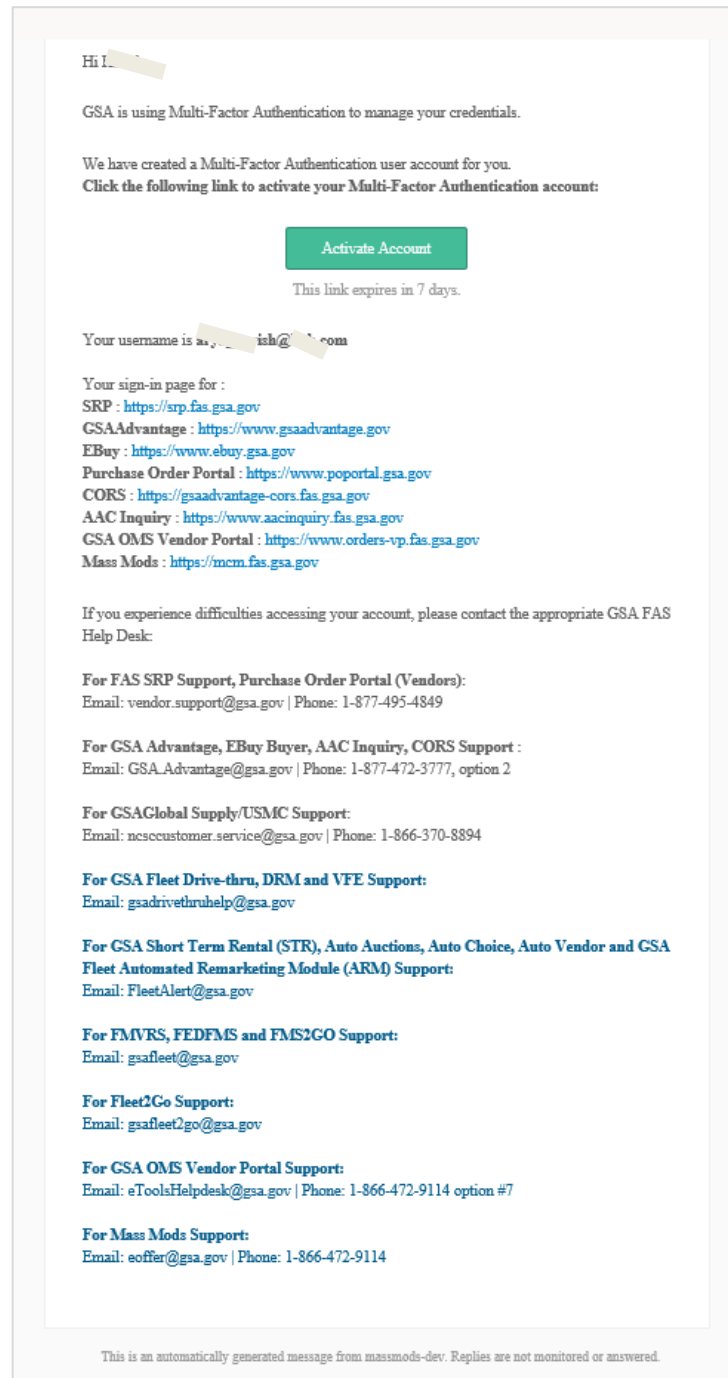
[Contact GSA](#) | [Home](#)

Mass Mods Registration Confirmation


▲ This email address is already associated with a GSA MFA account, so we added Massmods application to that account. [Please click here to sign in.](#)


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.



Welcome to massmods-dev, !


Create your massmods-dev account



Enter new password


Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username. Your password cannot be any of your last 4 passwords.

Repeat new password















Choose a forgot password question

Answer



Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Step 2: Enter and confirm your password

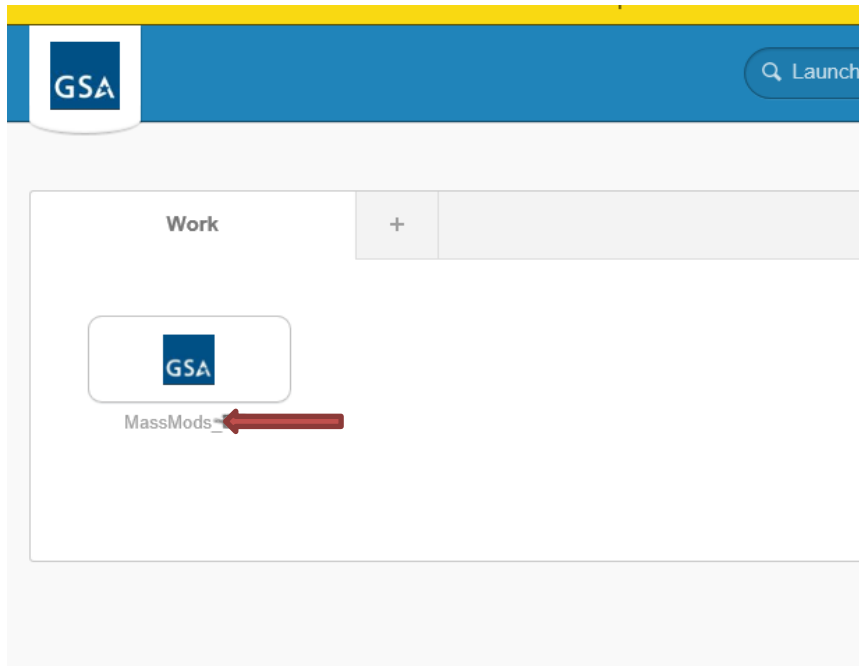
Step 3: Select and answer a security question

Step 4: Select a security Image

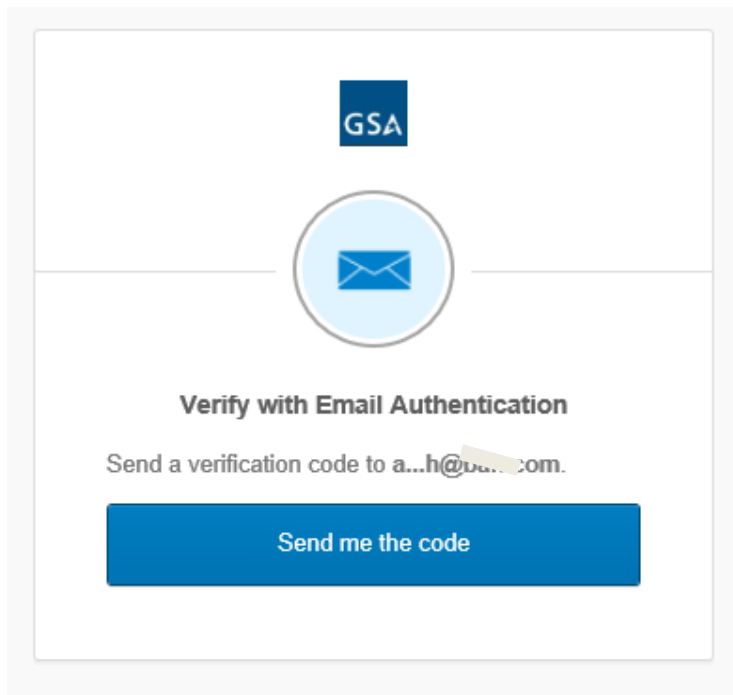
Step 5: Click on create my account

Step 6:

1. Select Mass Mods application from the Landing Page.



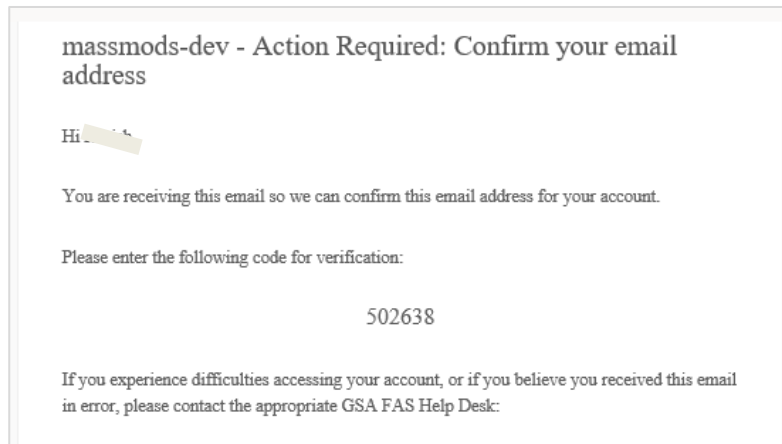
2. Click **Send me the code** to receive the One Time Passcode OTP



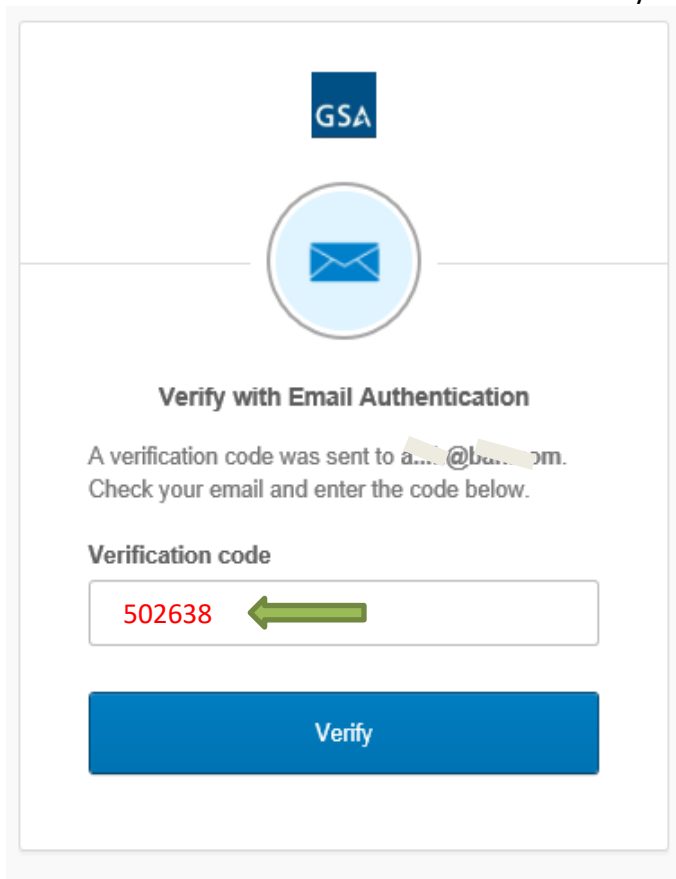
(If you did not respond within 30 minutes, then you will be asked to enter the username and password again that you setup in Step 1.)

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

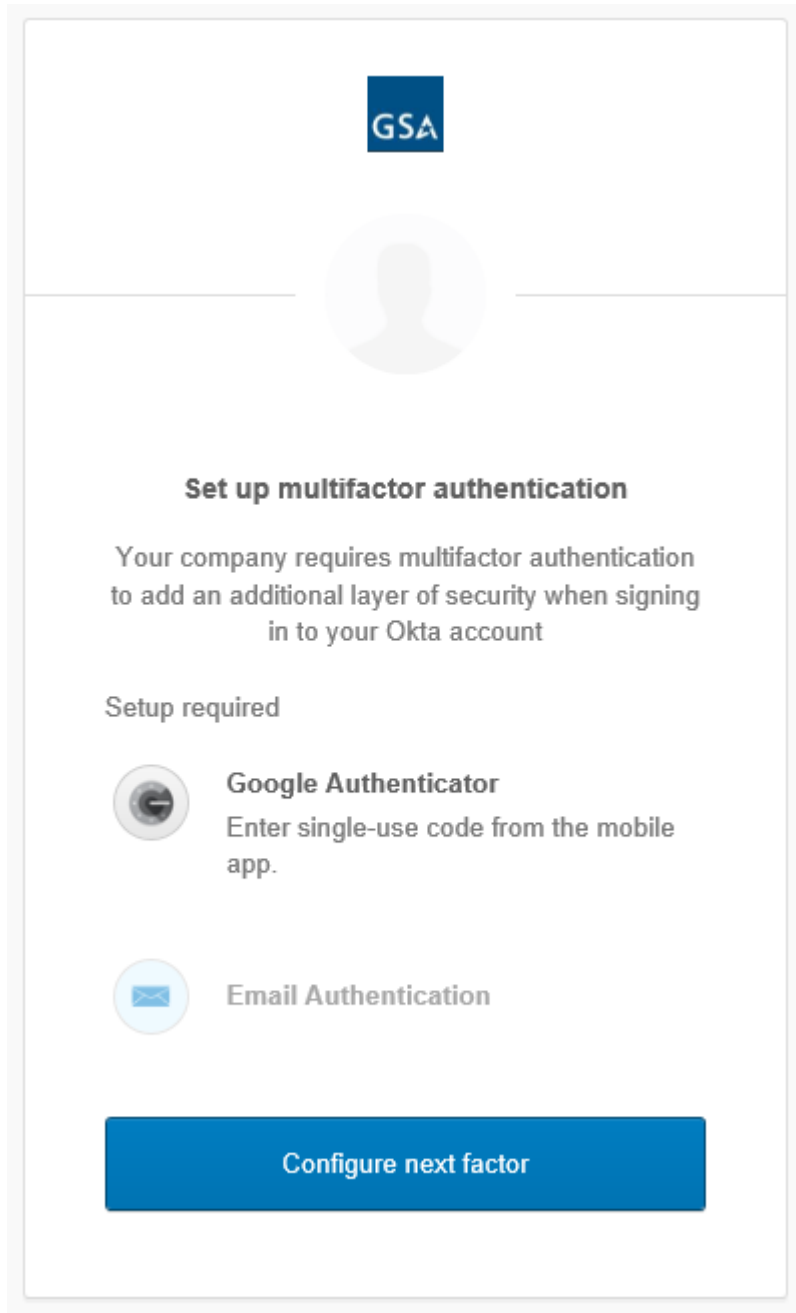


- (b) Enter the One Time Passcode OTP and click verify



Step 8: Set Multi-Factor Authentication:

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





GSA

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 the Google Authenticator.



Setup Google Authenticator

Scan barcode

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

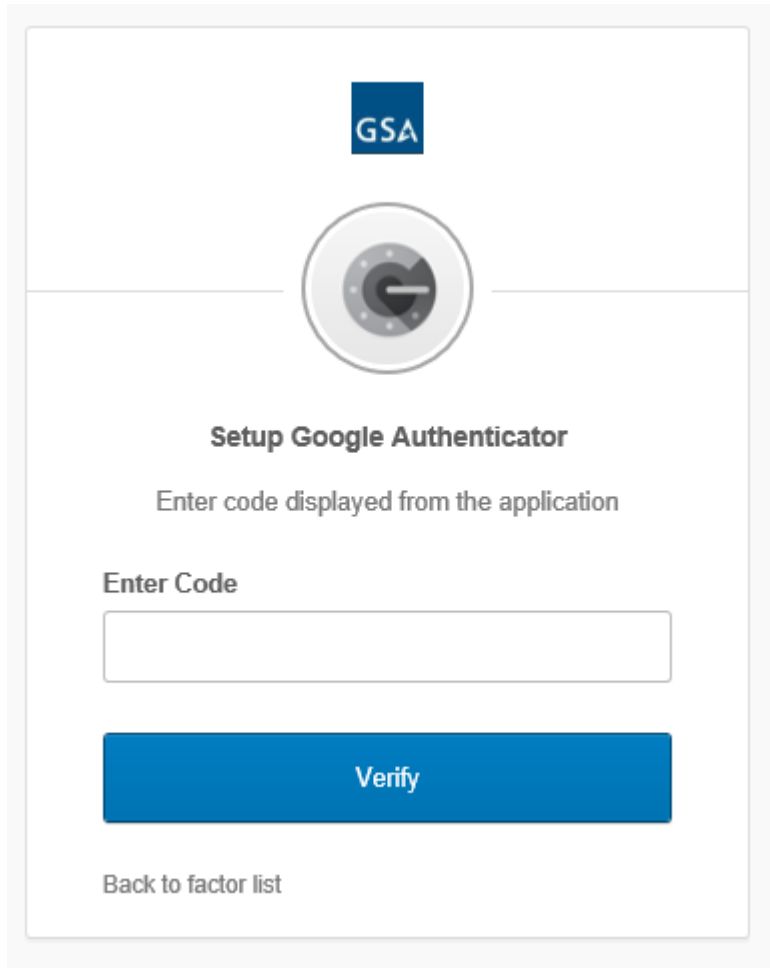


Can't scan?

[Next](#)

[Back to factor list](#)

- d) Verify Google Authenticator installation by entering the code displayed on your device.

A screenshot of the Google Authenticator verification screen. At the top is the GSA logo. Below it is a circular icon with a stylized 'G' and dots. The text "Setup Google Authenticator" is centered, followed by "Enter code displayed from the application". Below this is a label "Enter Code" and a text input field. A blue "Verify" button is positioned below the input field. At the bottom left is a link "Back to factor list".

GSA

Setup Google Authenticator

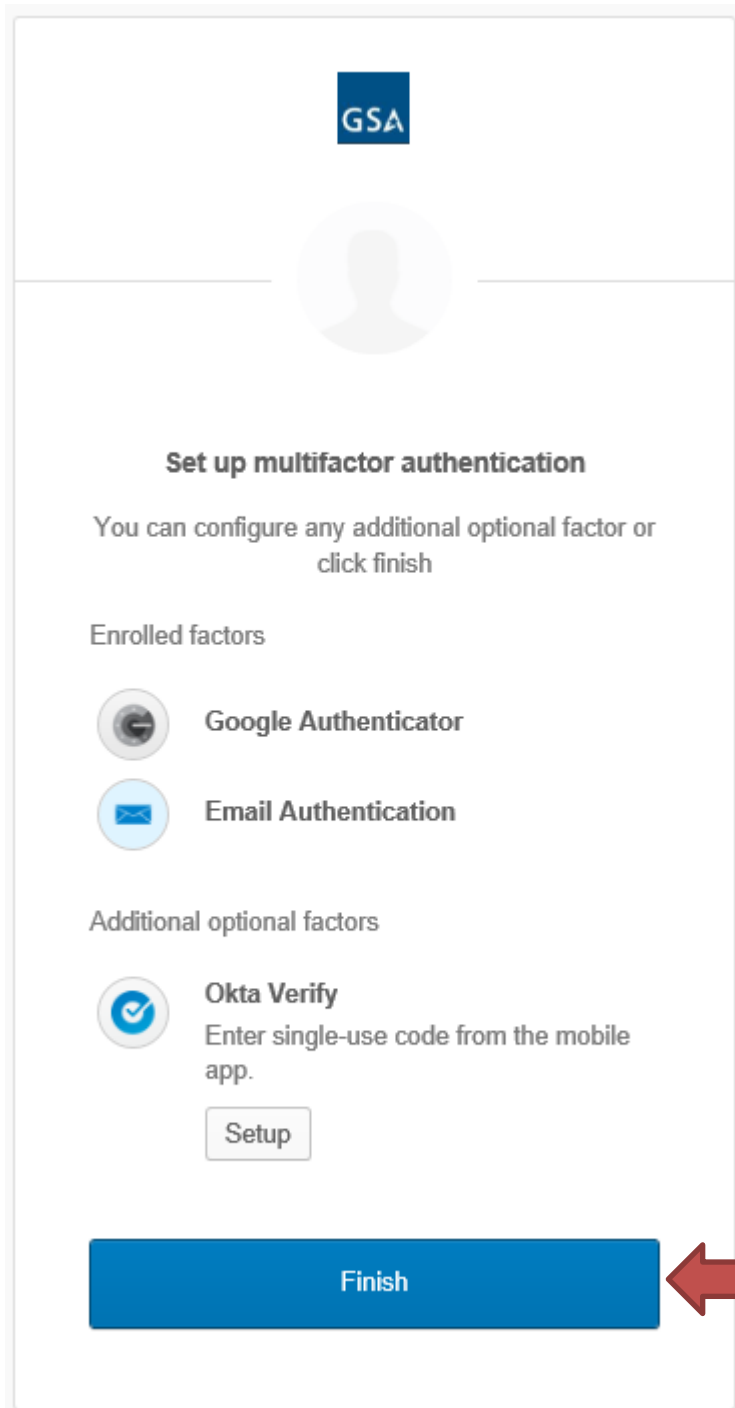
Enter code displayed from the application

Enter Code

Verify

[Back to factor list](#)

- e) If Mass Mods application prompts you to install any additional optional factor, you may 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.





GSA


Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors


-  **Google Authenticator**
-  **Email Authentication**

Additional optional factors

-  **Okta Verify**
Enter single-use code from the mobile app.

Finish

Now view the pending Mass Modifications.

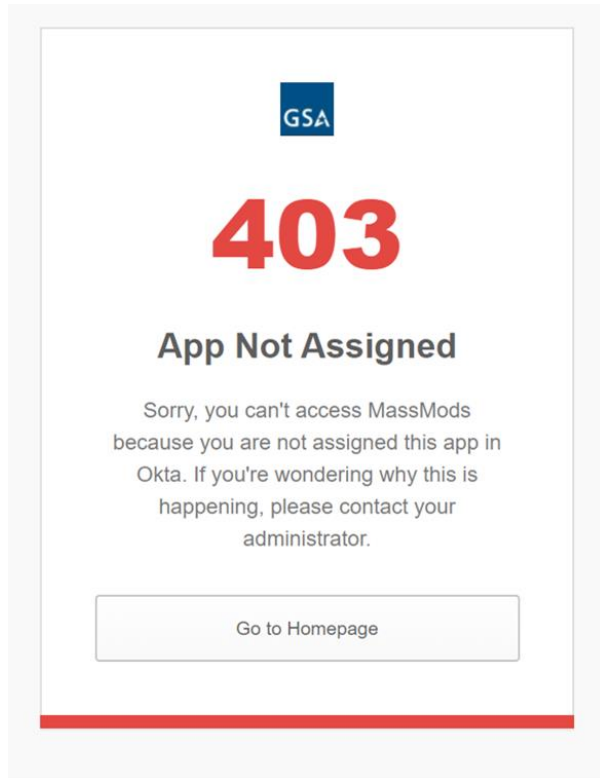
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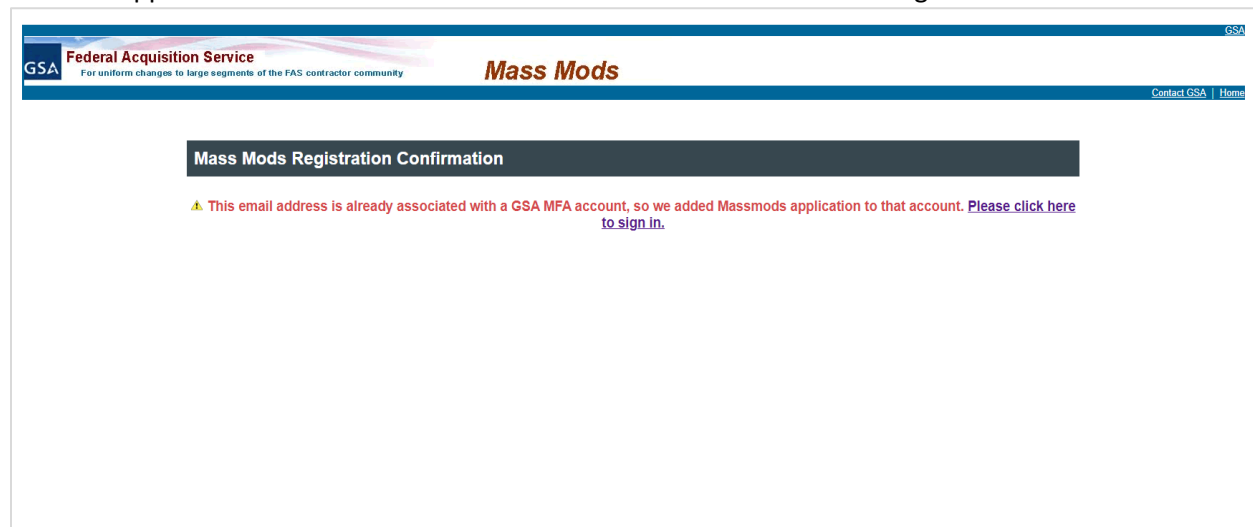
You have the following contracts available for modification.

Contract Number	
GS33F0000U	View Modifications
GS10F0200R	View Modifications
GS10F0000S	View Modifications
GS35F0000J	View Modifications

3. How to resolve 403- App not assigned Error



If you receive 403-App not assigned error, please click on “Register” button and enter the authorized email address and the names. If your email address is registered as an authorized Negotiator to any of the GSA contracts, the Mass Mods application will be added and you will see the following response from the application. You could then click on the link “Please click here to sign in”.



4. Abbreviations, Acronyms, and Definitions

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

Abbreviation	Definition
Mass Mods	Mass Contract Modification Application
GSA	General Services Administration
OTP	One Time Passcode
MFA	Multi-Factor Authentication