Setting up your ID.me account for work

Whether you're using your account for personal reasons like discounts or taxes, or for work tasks like logging into job portals, one ID.me account covers it all. Think of your ID.me account like having just one driver's license – it's all you need!

Remember, each person can only have one ID.me account. But, you can unlock the versatility of your account by adding multiple email addresses, allowing you to navigate personal and work-related tasks.

Getting started

The process varies slightly depending on whether you already have an ID.me account or are a new member.

Do you already have an ID.me account?

If you already have an ID.me account that uses your personal email, you'll need to:

1. Sign in to **ID.me/My Account**
2. Add your work email address
3. Set it as Primary (if required by your partner)
4. Go to the partner site and sign in

Select the **Already have an ID.me account?** tab below for complete instructions.

Are you creating an ID.me account for the first time?

If you have never created an ID.me account, here's the best way to set things up so you never lose access to your account AND you can access the business organizations that require an ID.me login.

1. Go to **ID.me/My Account**, and create an account using your personal email address
2. Add your work email address
3. Set it as Primary (if required by your partner)
4. Go to the partner site and login to verify your identity and share your information

Select the **Creating an ID.me account for the first time?** tab below for complete instructions.

Already have an ID.me account?   **Creating an ID.me account for the first time?**

Sign in and add your work email address

BEFORE YOU ACCESS A PARTNER SITE, sign in to your ID.me account and add your work email address:

1. Sign in to your **ID.me account**.
2. From My Account, select **Profile**.
3. Under "Email", select **+Add an email**, then enter your work email address.
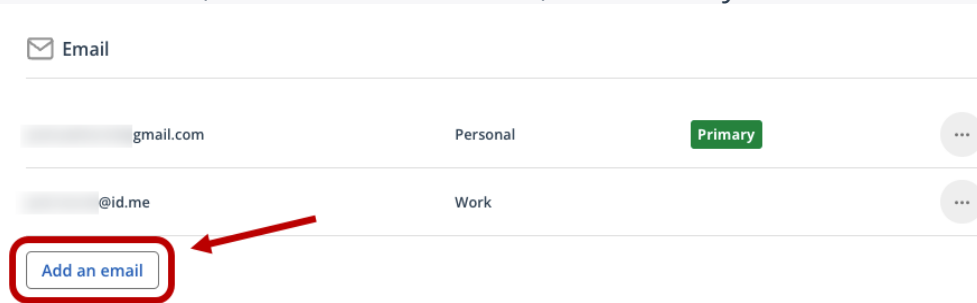
4. Select **Send confirmation**. A confirmation message will be sent to the newly added email address.
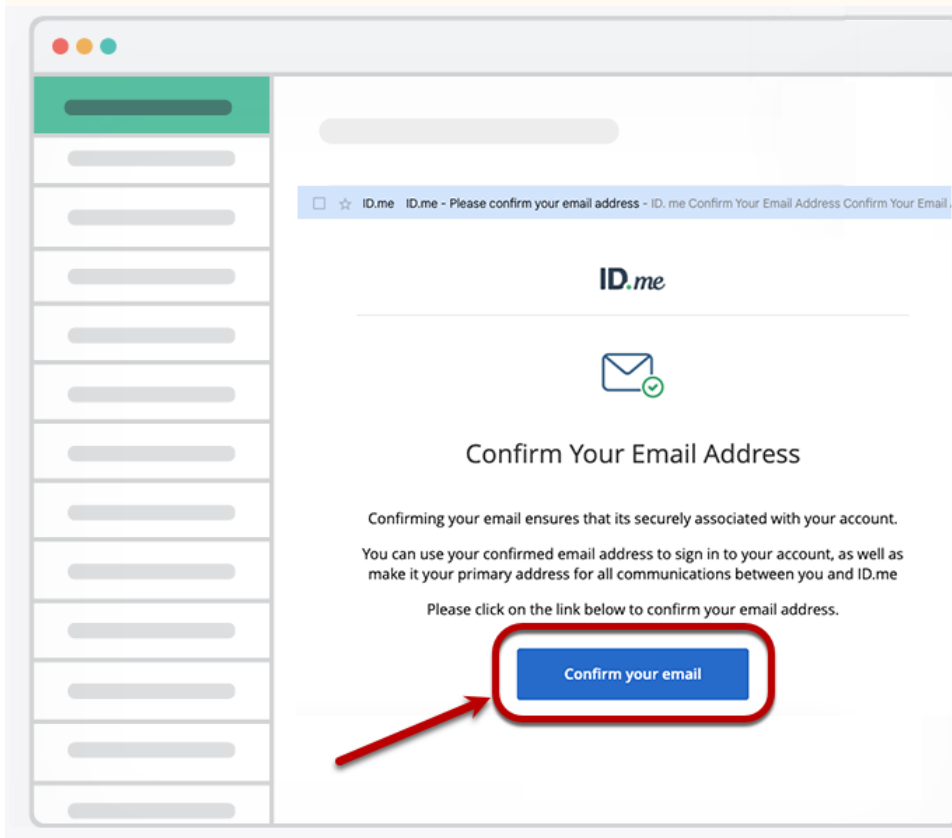

Tip: If you don't receive the email, check your spam folder. To send a new confirmation email, select the three dots next to the email, then select **Resend confirmation**.


5. To finish adding your new email address, select the link in the confirmation email.

The new email address displays in the Profile tab in your account.

Set your work email as primary address (if required)

Some organizations and agencies require your work email to be the primary address on your ID.me account.

Note: To learn if you need to set your work email as the primary email on your ID.me account, refer to the instructions on how to set up your account for the organization you want to access.
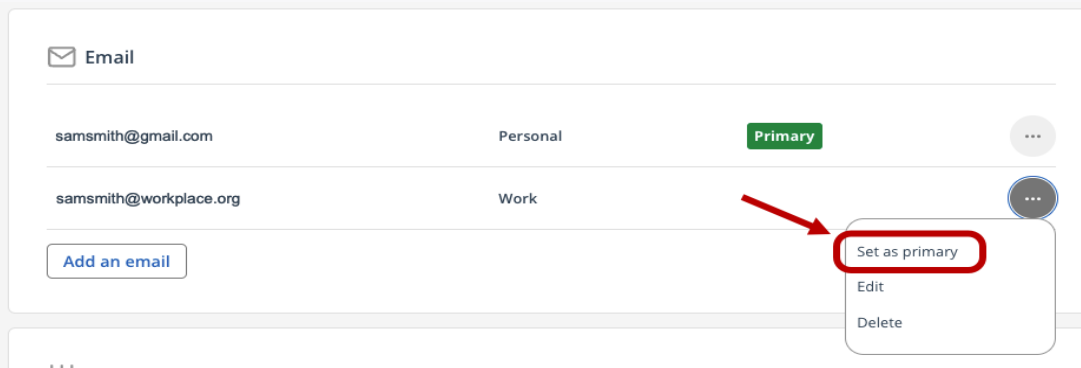
To set your work email as primary, under "Email", select the **three dots** next to your work email address, then select **Set as primary**.

Return to the partner site to login

Now that you have added your work email address and made it Primary (if required), you can login to your partner site using your ID.me account. Visit **ID.me/Government** and find the tile for your partner for a direct link and steps to connect.

Do you have multiple ID.me accounts?

If you already created a duplicate ID.me account using your work email address, follow the steps in **Removing your work email from a duplicate account** to make your email address available to add to your original ID.me account.