How to Sign In with a Common Access Card (CAC)

1. ESAMS is now using the CAC as part of its security configuration. The CAC is a Department of Defense issued smartcard used for various tasks, including user authentication, email encryption, and secure computer log-ins. Note: Your CAC must be in at all times or you will not have access.

2. To use a CAC you must have both the DoD Root Certificate and your CAC identity certificate installed on your workstation.   These certificates are digital documents that provide the identity of a web site or an individual.   If you do not have the DoD Root Certificate or your CAC certificate installed, you should contact your system administrator.   If you are requested to choose a certificate where no certificate exists (see Figure 1), you may click "Cancel" to continue accessing ESAMS. Your access to some areas may be restricted.

Figure 1: Missing Client Certificate

3. Ensure that your CAC reader software is running on your workstation. This guide illustrates the use of ActivCard Gold, an example of CAC reader software widely used by DoD agencies. If you require assistance in setting up and installing ActivCard Gold or any other CAC reader software, contact your system administrator for assistance.

4. Insert your CAC into the reader attached to your workstation.

5. Enter the home page or Sign In page of the website you wish to access.

6. If a choice is offered, select CAC as your logon method.

7. An alert box opens to ask for a valid digital certificate.   Select your valid identity certificate from those listed in the Choose a digital certificate alert box and click OK (see Figure 2).   Be aware you may have more than one certificate displayed (e.g. an Email certificate for Encryption or Signature).   If you select the wrong certificate, and the system does not allow you to Sign In, you must Close your existing browser and Open a new one to be able to reselect the appropriate certificate.
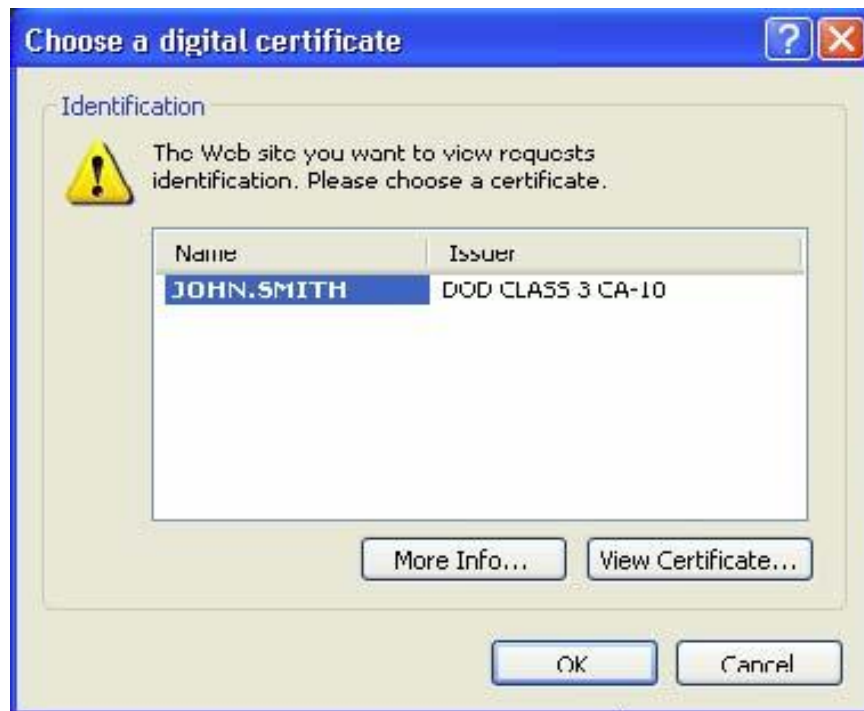

Figure 2: Choose a Digital Certificate

8. The **CAC Reader Software – Enter PIN** dialog box opens (see Figure 3).   Enter your PIN (Personal Identification Number) and click the **OK** button.

Figure 3: CAC Reader Software - Enter PIN dialog box