

## 1

### EVENTPLUS SECURITY JUST GOT STRONGER:

#### EventPLUS security just got stronger.

To continue to ensure the utmost protection of your personal information, EventPLUS provides a login process to allow for use of your Common Access Card (CAC). This elevated security compliance helps protect our users and staff, and ensures we maintain our authority to operate.

#### What does it mean for me?

Logging into EventPLUS is more convenient for you. Once you associate your CAC and EventPLUS account, you will be able insert your CAC into the card reader and login to EventPLUS.

Our security is tighter, you can rest easy knowing your personal information will stay private from hackers, identity thieves, or anyone else with less-than-noble intentions.

But your help is required. When you login to EventPLUS, navigate to your *Edit Profile* page, insert your CAC in the card reader and click the *Associate CAC* button. It is important to note, you may need to disable your pop up blocker.

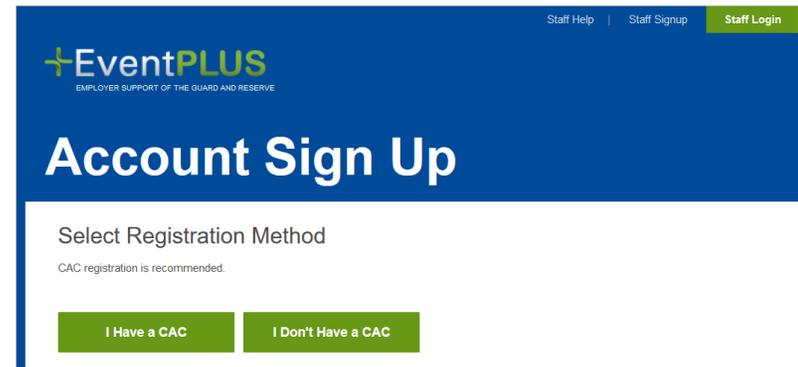
If you do not have CAC, you can still login and use EventPLUS the same you always have. Simply enter your Email and Password under the *Email Login* section and login to EventPLUS.

## 2

### FREQUENTLY ASKED QUESTIONS

#### *How do I create a new EventPLUS account using my CAC?*

1. From the EventPLUS home page, click *Staff Signup*.
2. Select your *Registration Method*.
3. If you click the *I don't have a CAC* button, complete the fields in the *Account Sign Up* page.
4. If you click the *I have a CAC* button, insert your CAC in the reader and click the *Create Account Using CAC* button.



#### *How do I associate my CAC with my existing EventPLUS account?*

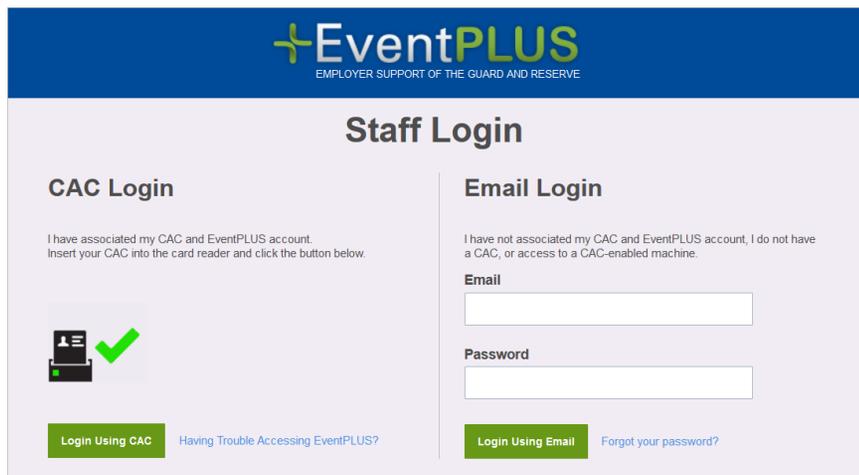
1. From the EventPLUS home page, click *Staff Login*.
2. Review the terms and conditions and click *the I ACCEPT* button.
3. Enter your EventPLUS Email and Password under the *Email Login* section.
4. Navigate to your *Edit Profile* page.
5. If you have a CAC and a CAC-enabled machine, insert your CAC into the card reader and click the *Associate CAC* button.

## 3

### FREQUENTLY ASKED QUESTIONS cont'd

#### *How do I log in to EventPLUS using my CAC?*

1. From the EventPLUS home page, click *Staff Login*.
2. Review the terms and conditions and click the *I ACCEPT* button.
3. If you have not associated your CAC and EventPLUS account, you do not have a CAC, or access to a CAC-enabled machine, enter your Email and Password under the *Email Login* section.
4. If you have associated your CAC and EventPLUS account, insert your CAC into the card reader and click the *Login Using CAC* button.



## 4

### ACCOUNT EXCEPTIONS

#### *What happens if my EventPLUS account is disabled or awaiting approval?*

If your EventPLUS account has been disabled or are waiting for your account approval please contact our help desk team at 1-877-577-6697 or by email at [feedback@esgrevents.org](mailto:feedback@esgrevents.org).

#### *What happens if my EventPLUS account is locked?*

If your EventPLUS account has been locked, click *Unlock Your Account* and follow the on-screen instructions.

#### *What happens if I forget my CAC PIN?*

For more information regarding your CAC PIN, visit <http://www.cac.mil/common-access-card/managing-your-cac/>.

#### *What happens if my card is invalid or needs to be renewed?*

For more information regarding your CAC, visit <http://www.cac.mil/common-access-card/managing-your-cac/>.

#### *What happens if my certificate is invalid?*

For more information regarding certificate validity, visit <http://www.cac.mil/common-access-card/managing-your-cac/>.

#### NOTE:

- You may need to disable your pop up blocker to use your CAC.