GPO FDR User: Identity Management Service (IMS) Setup
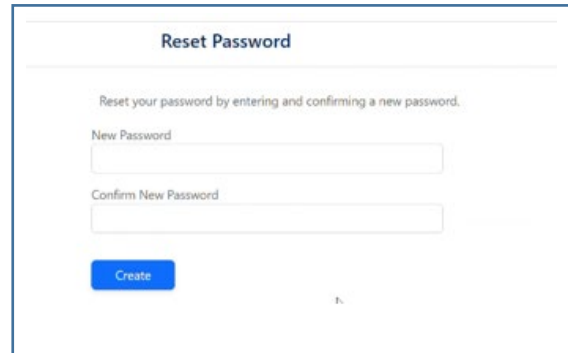
NOTE: Already have a GPO IMS Profile for other GPO Systems, skip these steps and log directly into FDR using your email and IMS Password.

After FDR Access is Granted

STEP 1

You will receive an email with the link to the Reset Password Screen
- Click the link
- Create a New Password
- Confirm New Password
- Click Create
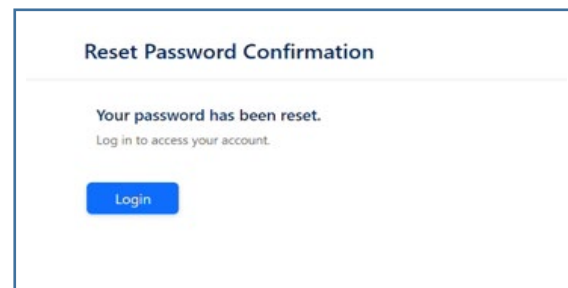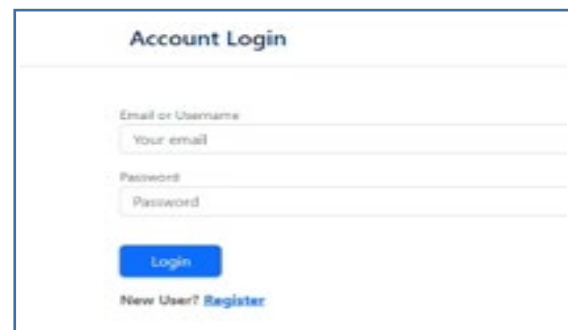
Reset Password

Reset your password by entering and confirming a new password.

New Password

Confirm New Password

Create

Reset Password Confirmation

STEP 2

- Click Login

Reset Password Confirmation

Your password has been reset.
Log in to access your account.

Login

Account Login

STEP 3

- Enter Email
- Enter Password
- Click Login

Account Login

Email or Username
Your email

Password
Password

Login

New User? Register

Profile Set Up

STEP 4
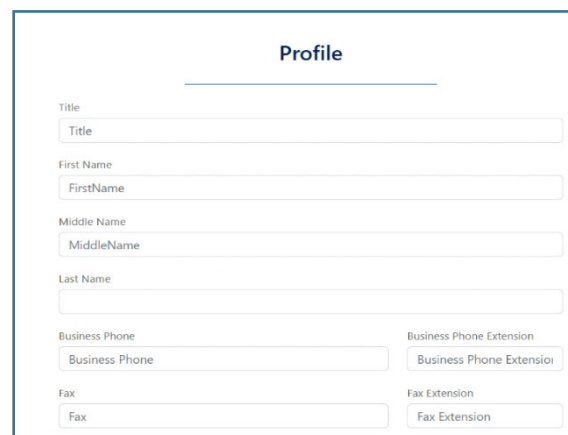
Complete the following fields:
- Title - Job Title
- First Name
- Last Name
- Business Phone
- Click Save
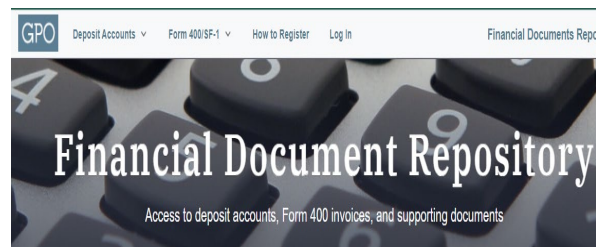- Logout of IMS and proceed to the GPO FDR site

Profile

Title
Title

First Name
FirstName

Middle Name
MiddleName

Last Name

Business Phone
Business Phone

Business Phone Extension
Business Phone Extension

Fax
Fax

Fax Extension
Fax Extension

FDR Log In

STEP 5

- Go to https://financialdocuments.gpo.gov/
- Click Log In
- IMS Account Login Screen opens
- Enter Email
- Enter Password
- Click Login

GPO | Deposit Accounts ⌄ | Form 400/SF-1 ⌄ | How to Register | Log In | Financial Documents Repo

Financial Document Repository

Access to deposit accounts, Form 400 invoices, and supporting documents

For assistance email FDRespository@gpo.gov