

## Table of Contents

|                                         |                                |
|-----------------------------------------|--------------------------------|
| Accessing EXTERNAL Payment Search ..... | <a href="#">Access_EXT_PPS</a> |
| Reset Initial Pwd Or Change Pwd.....    | <a href="#">Set_Change_Pwd</a> |

**\*\* DO NOT USE A SAVED FAVORITE OR SAVED SHORTCUT WHEN ATTEMPTING TO ACCESS EXTERNAL PAYMENT SEARCH \*\***

### Accessing EXTERNAL Payment Search

#### Change your password only IF:

- 1) you have forgotten your password **OR**
- 2) if the system is not accepting the password you entered **OR**
- 3) when the password expires every 90 days **OR**
- 4) you are a NEW EXT PPS user and have not logged in before

To access EXTERNAL Payment Search, [the user must follow the instructions below:](#)

**NOTE – Each time you exit EXTERNAL PAYMENT SEARCH, you MUST follow these steps to access the application again**

- 1) Open a new web browser
  - 2) MANUALLY type in <https://finance.ocfo.gsa.gov>
- \*\*\*\* DO NOT USE A SAVED FAVORITE OR SAVED SHORTCUT \*\*\*\***
- 3) If you get the PII Notice, click Agree/Accept
  - 4) Click on the "**(FOR FEDERAL AGENCY USE ONLY)PAYMENT SEARCHES**"
  - 5) You will get a WARNING that you are accessing a government computer,
  - 6) Click OK
  - 7) You will be taken to the EXTERNAL Payment Search WELCOME page
  - 8) Click Log In
  - 9) That will take the vendor to the External Payment Search MFA page **Multi Factor Authentication**
  - 10) Enter your username and click Submit
  - 11) That will take the page to select how to receive the MFA code.
  - 12) After verifying that the EMAIL option is selected **click Submit**
  - 13) The MFA code input screen will appear.
  - 14) The user will receive an email with the MFA code
  - 15) The user must input the MFA Code into the screen as shown above
  - 16) The user will have to input his or her password as shown in the example below and click Submit

### **IMPORTANT NOTE**

IF your password has expired or has been entered incorrectly, you will get the message "Password does not match"

You will then have to reset your password as explained in

[Reset/ Change password steps](#)..

Once you change your password, CLOSE THE Change password WEB BROWSER, return to the screen to input the password, enter the new password and proceed as below .

17) Once the password is input and Submit is clicked, the user will be directed to the EXTERNAL Payment Search page

When you log out and try to log back in, you will be sent back to the MFA SecureAuth site to log in again.

You will NOT have to change the password again.... just go through the MFA process again.

### **EXTERNAL PAYMENT SEARCH**

Set password for the first time  
Or Change Password

Passwords should be changed if

- 1) you have forgotten your password OR
- 2) if the system is not accepting the password you entered OR
- 3) when the password expires every 90 days OR
- 4) you are a NEW External Payment Search user and have never logged in before

It is extremely important that before you try to access External Payment Search for the first time as a new user, you must FIRST change/set your password before attempting to log into the web page. Therefore, you must complete the steps below before trying to access the application

- 1) Open a Web browser session
- 2) Enter the URL <https://extreset.gsa.gov> and click ENTER
- 3) Select This is a private computer and enter your User Id then click SUBMIT
- 4) The notification option page will display
- 5) Select the email option as that provides a written record of your MFA code
- 6) Then click Submit
- 7) The MFA Code page will display
- 8) You will receive an email with the MFA code
- 9) Enter the MFA code and click Submit
- 10) The password reset page will display and your username will be automatically populated by the system.
- 11) Enter a NEW password then enter the SAME password in the Confirm Password box.
- 12) Then click SUBMIT
- 13) User will get a screen that confirms that your password has been successfully changed

Once you change your password, CLOSE THE WEB BROWSER and follow the instructions For accessing the EXTERNAL PAYMENT SEARCH site which includes logging in through the MFA \* login protocol \* Multi Factor Authentication

**For assistance:**

If you need assistance with these instructions, please email [FW-ClientServices@gsa.gov](mailto:FW-ClientServices@gsa.gov) with details of the issue you have encountered so we can provide the necessary help.