



Two-Factor Authentication Token Subscriber Agreement Form

U.S. Department of Energy (DOE) employees, contractors, and affiliates must sign this subscriber agreement form prior to being issued an EITS-managed Two-Factor Authentication Token. This agreement is valid until cessation of need or employment, whichever comes first. The terms of the agreement are:

Accuracy of Representation

You are obligated to accurately represent yourself in all communications with the Two-Factor Authentication authorities. This would include notifying the Two-Factor Authentication authorities if any personal identification information about you changes.

Protection of Your Token and PIN

You must protect your Token and its associated PIN information at all times. This includes protecting your PIN at all times by not giving it to others and by not writing it down.

Notification of Token or PIN Loss, Unauthorized Disclosure, or Suspicion of Compromise

Upon any actual or suspected loss, disclosure, or compromise of your Two-Factor Authentication Token or PIN, you must immediately notify the Two-Factor Authentication authorities.

Non-Transference of Hardware and Cessation of Operation

You may not transfer your Token to anyone else. If you no longer require your Token you must return it to the Two-Factor Authentication authorities.

When you sign this Subscriber Agreement form, you (as a subscriber) demonstrate your understanding and acceptance of the terms outlined in this form. Please print legibly, or fill in the form electronically, to ensure all information is recorded accurately.

Subscriber's First Name Middle Initial Last Name

Login ID

Subscriber's Signature

Date

The subscriber will appear in person and present their Federal Agency Identification Badge or PIV/HSPD-12 Badge as proof of identity. Lacking one of these badges; the subscriber will appear in person and provide two forms of identity source documents in original form unless otherwise noted. One of these two identity source documents must be a photo ID. The identity source documents must come from the list of acceptable documents that can be found at: <http://energy.gov/cio/pki>

The information collected below may contain sensitive Personally Identifiable Information (PII) about the subscriber. When sending this form via email it **MUST** be encrypted. Reports of PII breaches will be transmitted via the Joint Cyber Security Coordination Center (JC3) in accordance with applicable Deputy Secretary or Under Secretary policies and procedures.

1st Form of Identification Presented

ID Number

Person's Name as it appears on the Identification

2nd Form of Identification Presented

ID Number

Person's Name as it appears on the Identification

RA | TA | Notary's First Name Middle Initial Last Name

RA | TA | Notary's Signature

Date

Token Serial Number _____

Impression of Notary Seal (if required)→