



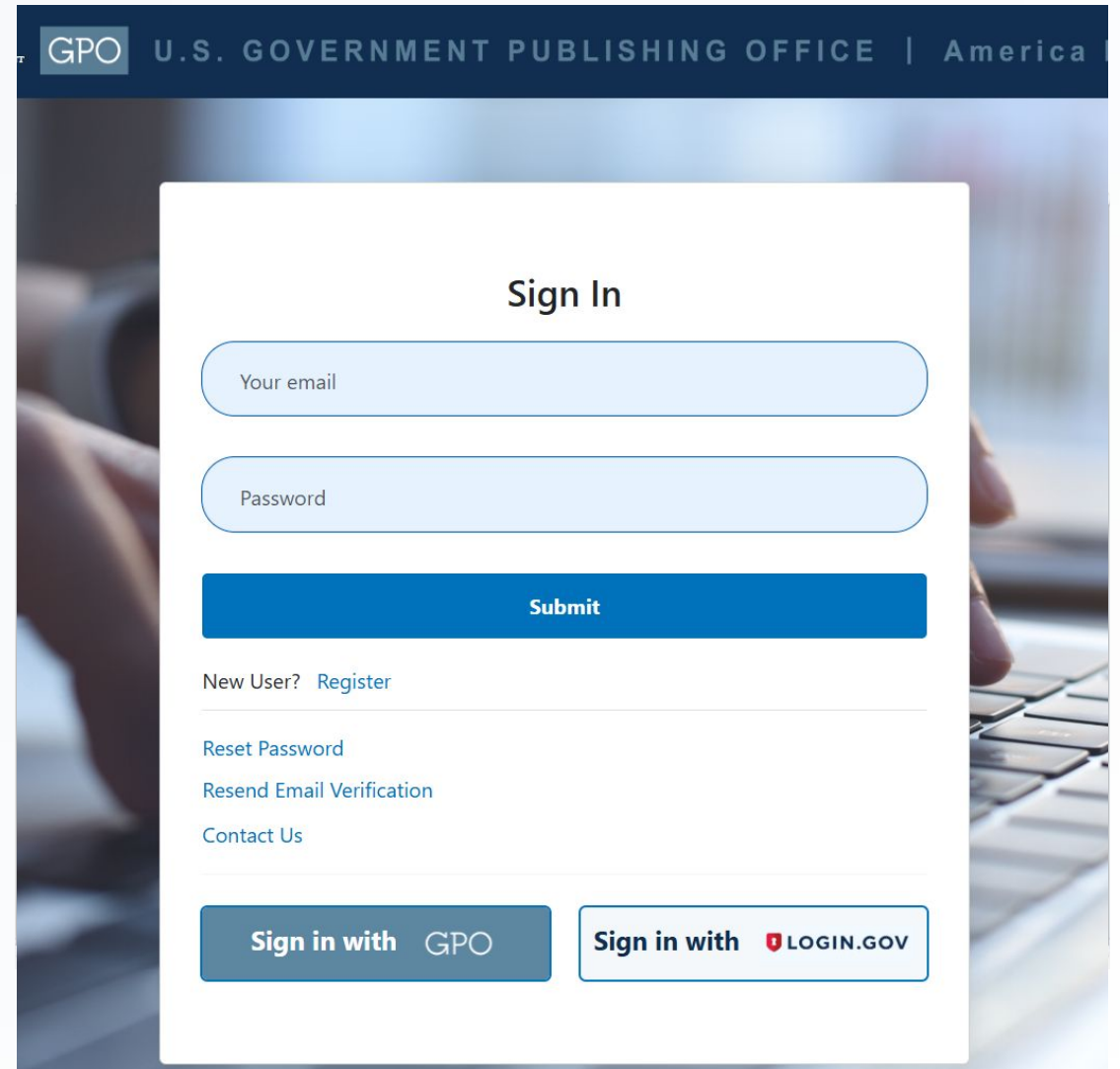
Update Phone Number

1. Log In to Your Account

Secure Authentication

To begin updating your details, you must first authenticate your existing account credentials.

-] Navigate to the GPO IMS homepage.
-  Click the **Login** button.
-  Enter your registered Email and Password.






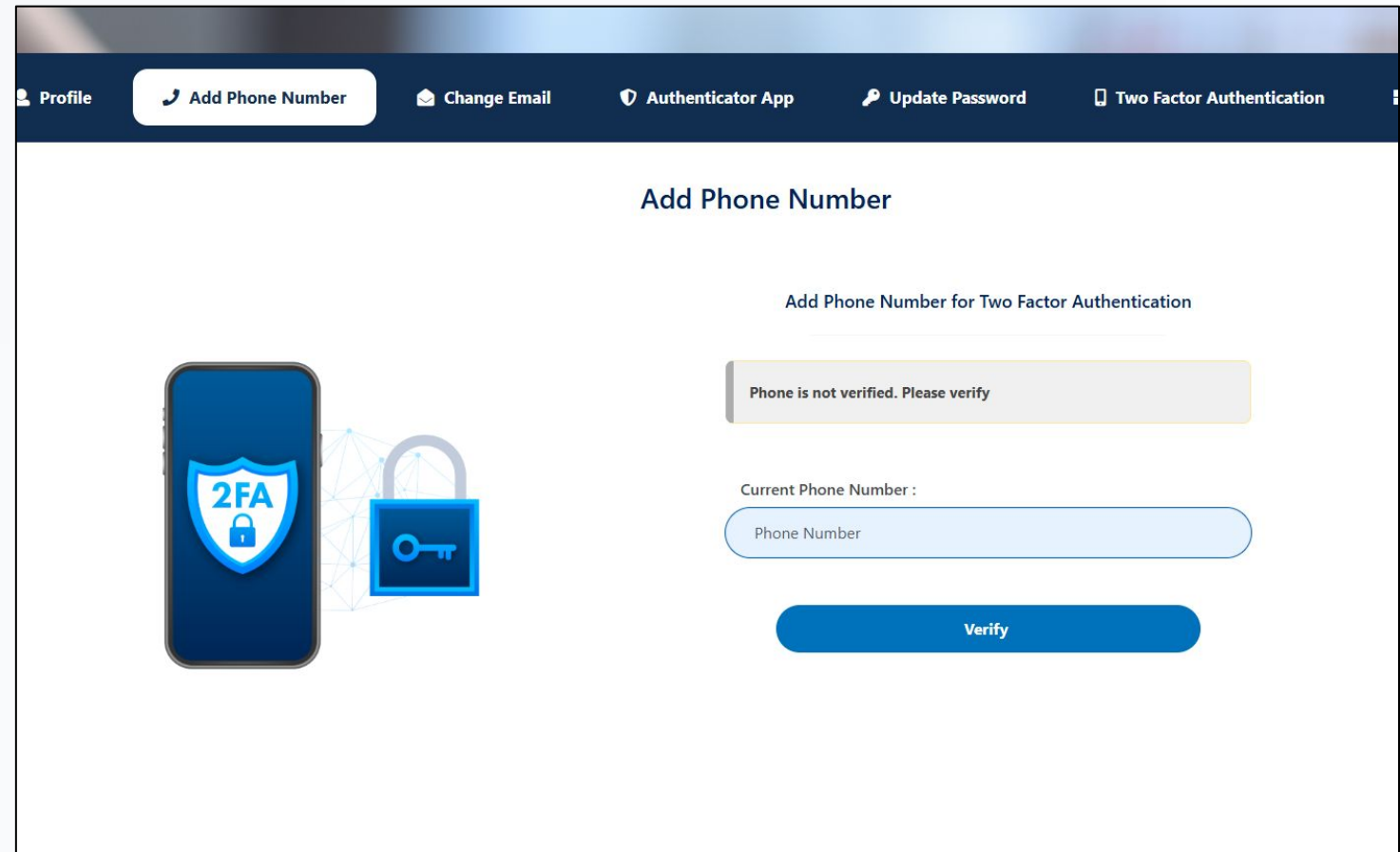
The screenshot shows the GPO Sign In page. At the top, there is a dark blue header with the GPO logo and the text "U.S. GOVERNMENT PUBLISHING OFFICE | America". The main content area is white and features a "Sign In" heading. Below the heading are two input fields: "Your email" and "Password". A blue "Submit" button is positioned below the input fields. Underneath the "Submit" button, there are links for "New User? Register", "Reset Password", "Resend Email Verification", and "Contact Us". At the bottom of the form, there are two buttons: "Sign in with GPO" and "Sign in with LOGIN.GOV".

2. Input Mobile Details

Enter Current Number

Provide the mobile phone number you are currently using for verification purposes.

-  Locate the "Phone Number" input field.
-  Type your 10-digit number.
-  Ensure the number can receive SMS text messages.



The screenshot shows a user interface for adding a phone number for Two Factor Authentication. At the top, there is a dark navigation bar with several menu items: Profile, Add Phone Number (highlighted), Change Email, Authenticator App, Update Password, and Two Factor Authentication. The main content area is titled "Add Phone Number" and contains the following elements:

- A sub-header: "Add Phone Number for Two Factor Authentication"
- A grey error message box: "Phone is not verified. Please verify"
- A label: "Current Phone Number :"
- An input field: "Phone Number"
- A blue "Verify" button


On the left side of the main content area, there is an illustration of a smartphone displaying a "2FA" shield icon, connected to a padlock icon with a key, symbolizing security and authentication.

3. Request Security Code

Trigger SMS Code

Once your number is entered, you must request a unique security code to prove device ownership.

 Click the **Verify** button.

 A 6-digit code will be sent immediately via SMS.

Add Phone Number

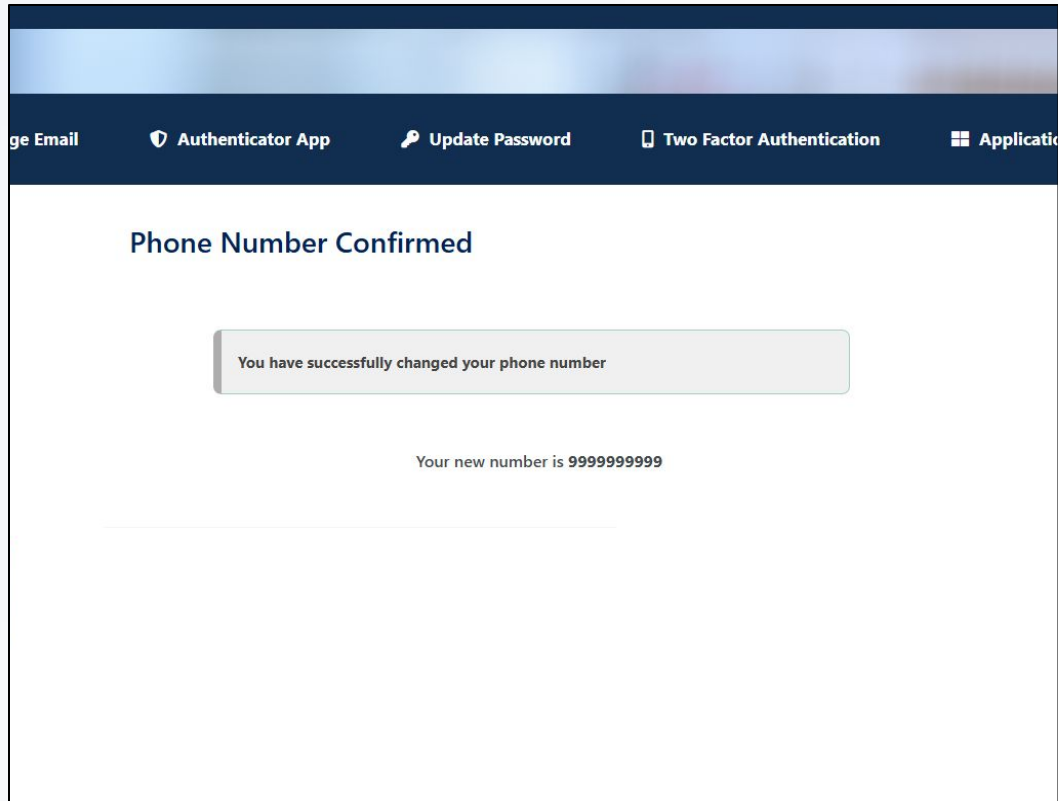
Confirm Phone Notification

The code has been sent to your phone number.

You have 24 hours to confirm this code. Your verification code may take a few moments to arrive. Do not share this verification code with anyone.

Verification Code

4. Finalize Verification



Enter Your Security Code

Retrieve the code from your mobile device and return to the IMS portal to complete the link.

Enter the code into the **Verification Code** field.



Click the **Submit** button.



Do not share this code with anyone.

Process Summary



Login



Navigate to Add Phone Tab



Enter Verification Code



Confirm

