



MFA Authentication DGEM Plan Documents, Government Forms and CATTs CRM

Below are screen shots of the new dialogs that will appear after the existing DGEM login page:

DGEM login page: enter Company Key, User Name and Password and click "Login"

Company Key:

User Name:

Password:

[Forgot Password?](#)

Choose a verification code option, email or SMS/Text. Click Send.

Send verification code via:

Email (m*****n@asc-net.com)

SMS/Text

Enter a valid code retrieved from your email or SMS/Text and click “Verify”.

The code has been sent to m*****n@asc-net.com
Please enter the code here:

VERIFY

[to resend a code click here.](#)

*if you don't receive the email check your junk or spam box.

Select an option on the Device Registration page. “No” means DGEM will not save a cookie on your computer and on MFA will be required each time you login. “Yes” means a cookie will be saved on your computer until it expires (45 days). The user will not have to use MFA again until the cookie expires or the user clears the cookies in their browser.

Click “Continue” to complete the login process.

Device Registration

Is this your computer or mobile device, AND you want to skip the PIN code in the future?

Yes
 No

Be sure to only answer “Yes” on your own secure computer you use at home or work or your personal mobile device, that nobody else uses.

Continue

To batch import user's emails/mobile numbers in DGEM:

1. Click the "Import/Exports" link in the menu bar at the bottom of the screen (see screen shot below).

User Logins | Email Log | Archived Clients | Support | Download | User Guides/FAQ | Reset Password
Recovery MFA Phone/Email | Annual Notice Wizard | **Import/Exports** | ASCVal Plan Data
Upload Custom Docs/Letters | Batch Print | MEP Plan Portal | PEP Plan Portal | View Blank AA
CARES/SECURE Acts IA Wizard | 5500 Wizards

2. Click the "Import Recovery MFA Phone/Email" link. The Import Recovery MFA Phone/Email page appears.

Import/Export Plan Sponsor Email Addresses [click here](#).

Import/Export data from ASCVal [click here](#).

Upload Custom Documents and Cover Letters for AA Packages [click here](#).

Import SECURE Act Data [click here](#).

Import Recovery MFA Phone/Email [click here](#).

3. Click on the "Create Template" button to create a prefilled import template with column headers.



Import Recovery MFA Phone/Email

File: No file chosen

Create prefilled import template:

4. Edit your user data in the import template in the relevant columns and save the template.
5. To import, click Choose File, then browse to the Excel file that contains your user data.
6. Click Import. Your data is uploaded to the system. You may click the provided link to view any import errors.

[NOTE: DGEM users can also edit their recovery phone/email address using the Recovery MFA Phone/Email option from the bottom bar of any page in DGEM. For more information refer to "Setting an MFA Recovery Phone/Email" in Chapter 1: Using the DGEM System in the DGEM User Guide or Chapter 1: Getting Started in the 5500 User Guide.]