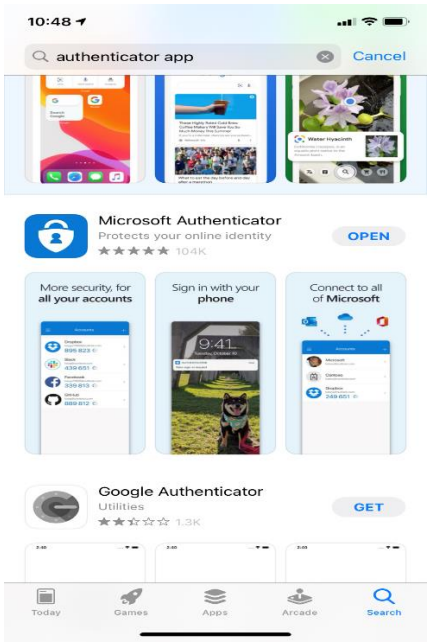
COINS MFA Instructions

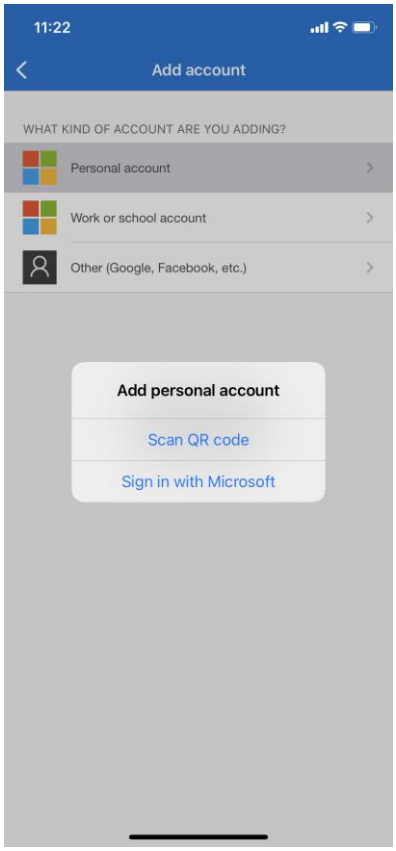
Manage MFA Setup

Step 1: User will have to download Microsoft Authenticator application from cellular device. (Download from App Store).

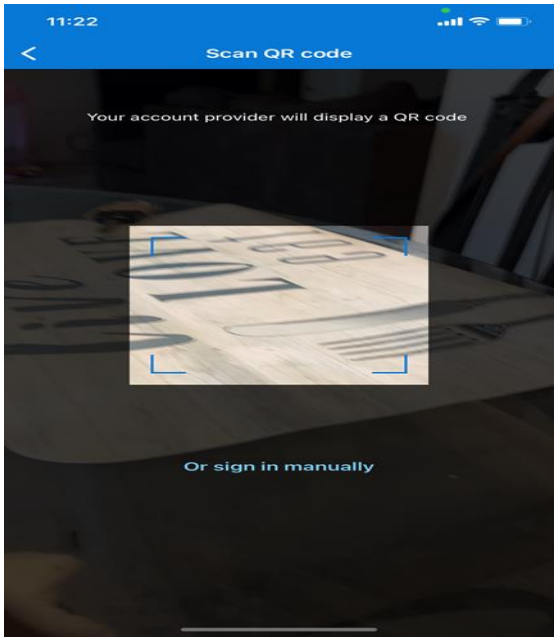


Step 2: User will open the Authenticator app and select the plus sign to add account.

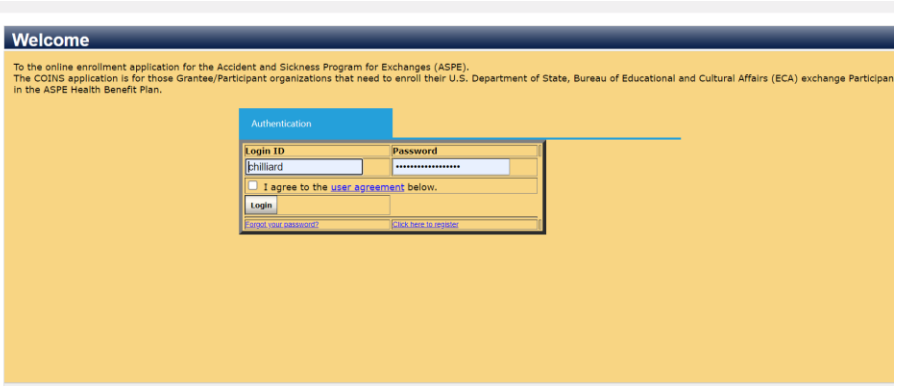
Step 3: User will select the kind of account they are adding.

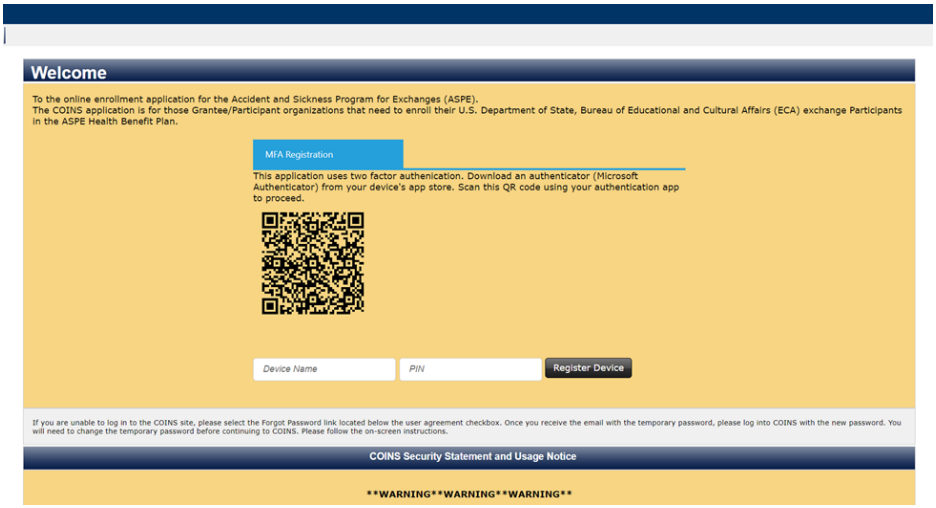


Step 4: Microsoft Authenticator will ask you to Scan QR code.

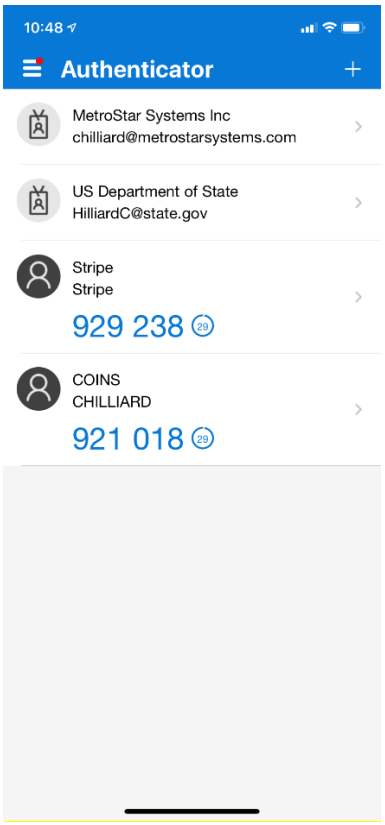


Step 5: User will log in to COINS as usual using user ID / password. A second screen will be displayed prompting user to Scan QR code to register device.



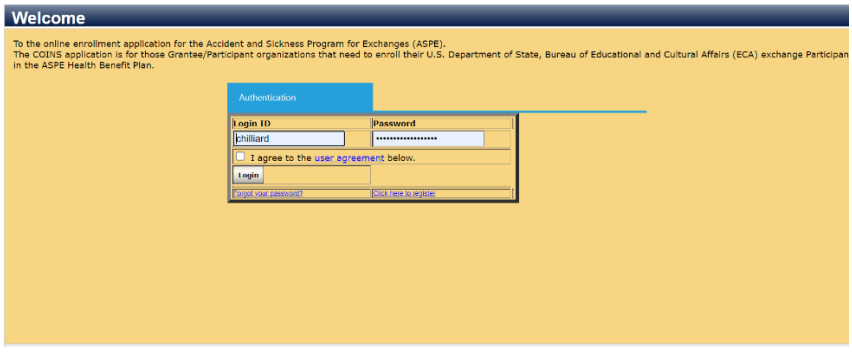


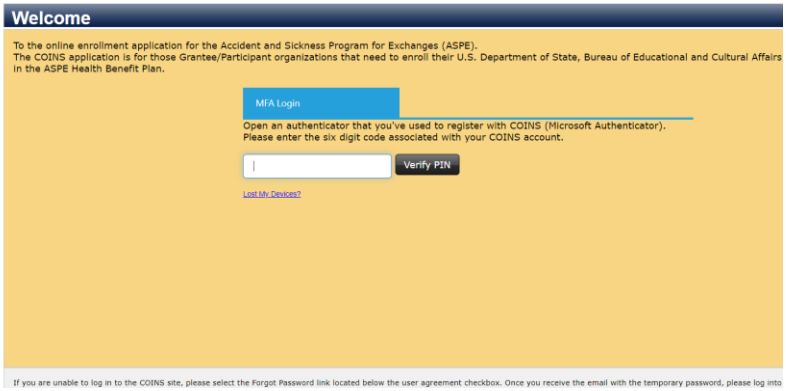
Step 6: Once device is set up user will have to add device name and enter pin number that is populated from the Microsoft Authenticator app to register device. After that information is entered log in is complete.



Manage MFA Login

Every subsequent log on. User will log in as usual using user ID / password. A second screen will be displayed prompting for the PIN. The user should open Microsoft Authenticator app on their phone and enter the PIN displayed into COINS. The log in process is complete.




Welcome
To the online enrollment application for the Accident and Sickness Program for Exchanges (ASPE).
The COINS application is for those Grantee/Participant organizations that need to enroll their U.S. Department of State, Bureau of Educational and Cultural Affairs in the ASPE Health Benefit Plan.
MFA Login
Open an authenticator that you've used to register with COINS (Microsoft Authenticator).
Please enter the six digit code associated with your COINS account.
Verify PIN
Lost My Devices?
If you are unable to log in to the COINS site, please select the Forgot Password link located below the user agreement checkbox. Once you receive the email with the temporary password, please log into