



ECO (Environmental Consultation Organizer) Public Portal

Instructions for Users with DOD Common Access Cards (CAC)

September 2019

ECO is an information management application covering NOAA Fisheries consultations under the Endangered Species Act (ESA) and Magnuson-Stevens Fishery Conservation and Management Act sections 305(b)(2) & 305(b)(4) Essential Fish Habitat (EFH).

ECO Public Portal Registration with DOD CAC

If you are a U.S. Federal Employee or Contractor with one of the U.S. Federal agencies using the DOD CAC, you need to follow below steps to register your CAC in the NOAA ICAM (Identity, Credential, and Access Management) system to obtain access to the ECO Public Portal.

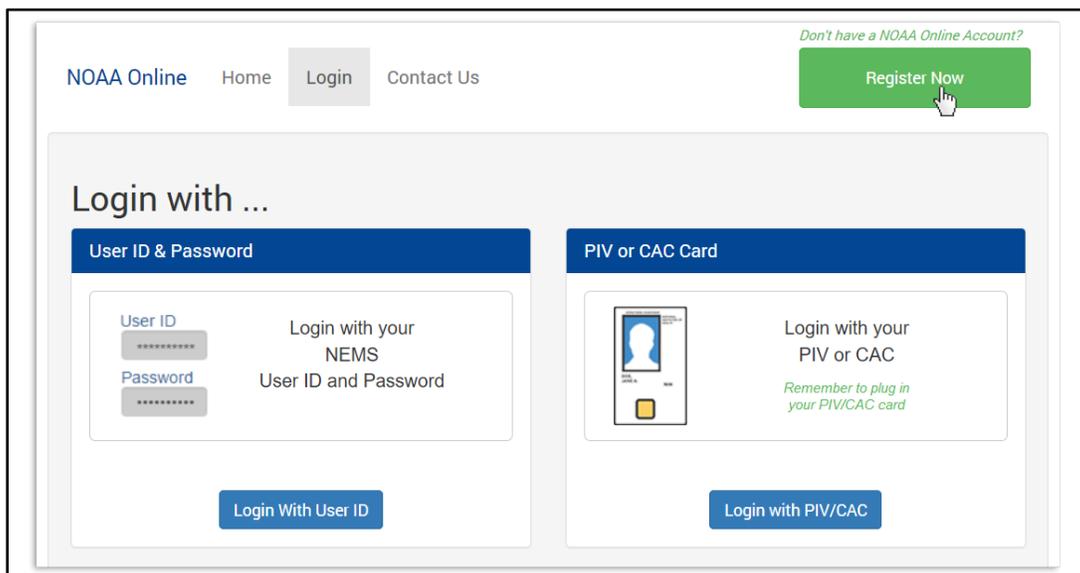
Register CAC in NOAA ICAM

1. Access NOAA-Online Registration:

Access NOAA-Online to register your CAC by clicking on the following link, or copying and pasting it into your browser: <https://noaaonline.noaa.gov/login.html>

2. Begin the Registration Process:

Click the green **Register Now** button at the top right corner of the screen.



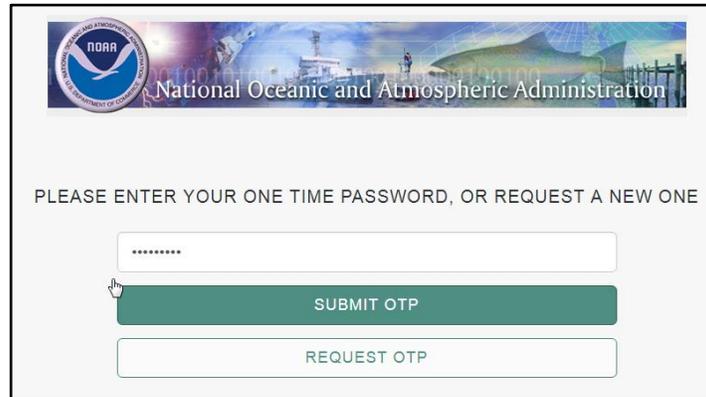
3. Select the Correct CAC Certificate and Enter your PIN:

When prompted, select the certificate from your CAC that contains “RFC822 Name=” followed by your email address in the “Subject Alternative Name” (SAN) field (see the [Troubleshooting Guide](#) at the end of this document to learn how to find the “Subject Alternative Name” on your certificate). This is usually your Digital Signature or Encryption certificate. Once you have selected your certificate, you should be prompted to enter your PIN. If you are not prompted to enter your PIN, please refer to the troubleshooting guide at the end of this document.

4. One-Time Password

Once you complete the prior step, you'll receive a one-time password sent to the email address* found in the "Subject Alternative Name" (SAN) field of your CAC. You will also land on a page asking for your one-time password. Check your email, copy the token, and then paste the password into the box on the page. Finally, Click the "Submit OTP" button to proceed. **Please submit your OTP quickly so the token does not time-out. Also, do not press the "Request OTP" button unless you have not already received a One-Time Password (OTP) in your email.**

***U.S. Army Corps of Engineers users, please note that the email address associated with your CAC card is the "civ@mail.mil" email, and not "@usace.army.mil".**

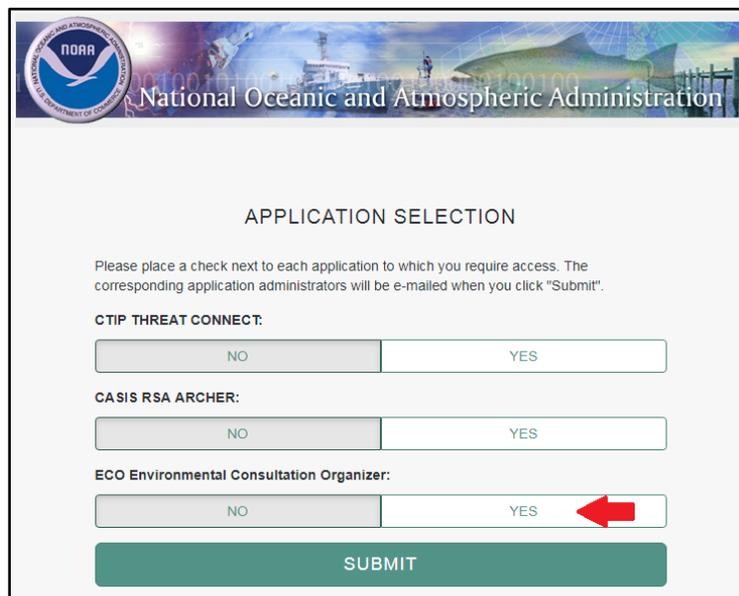


The screenshot shows the NOAA logo and header. Below the header, the text reads "PLEASE ENTER YOUR ONE TIME PASSWORD, OR REQUEST A NEW ONE". There is a text input field containing seven asterisks. Below the input field are two buttons: a green "SUBMIT OTP" button and a white "REQUEST OTP" button.

5. Application Selection

You should now find yourself on a page which presents a choice of applications. Please select **YES** for the **ECO Environmental Consultation Organizer** and then click "Submit".

NOTE: The NOAA ECO support team will review your ECO Public Portal access request and activate your account upon approval.



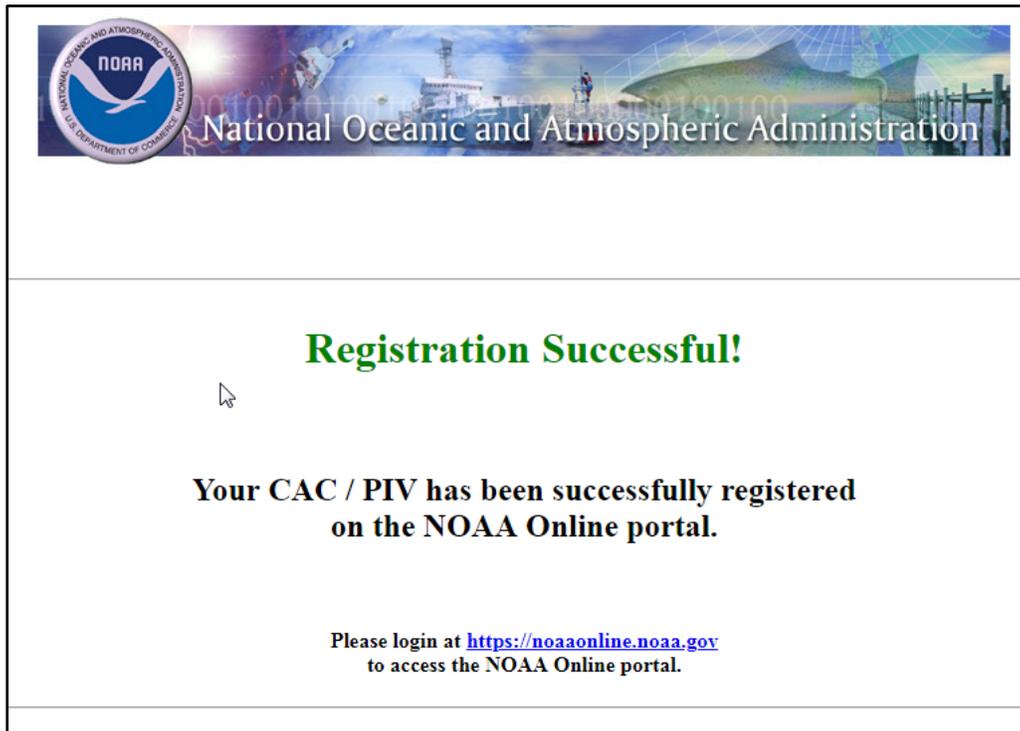
The screenshot shows the NOAA logo and header. Below the header, the text reads "APPLICATION SELECTION". Below this, there is a paragraph: "Please place a check next to each application to which you require access. The corresponding application administrators will be e-mailed when you click 'Submit'." There are three sections, each with a "NO" button (shaded) and a "YES" button (white):

- CTIP THREAT CONNECT: NO (shaded), YES (white)
- CASIS RSA ARCHER: NO (shaded), YES (white)
- ECO Environmental Consultation Organizer: NO (shaded), YES (white) with a red arrow pointing to the YES button.

At the bottom of the form is a green "SUBMIT" button.

6. Registration Successful! Page

Finally, you'll be brought to the Registration Successful page. This completes your registration. Once you've completed the registration, an email will be sent automatically to ESS to notify ICAM to activate your account.



ECO Public Portal Registration

Upon approval, you will receive instructions in your email associated with your CAC that your account is ready to log in with your CAC credentials.

Next, follow the below steps to register your account in the **ECO Public Portal**:

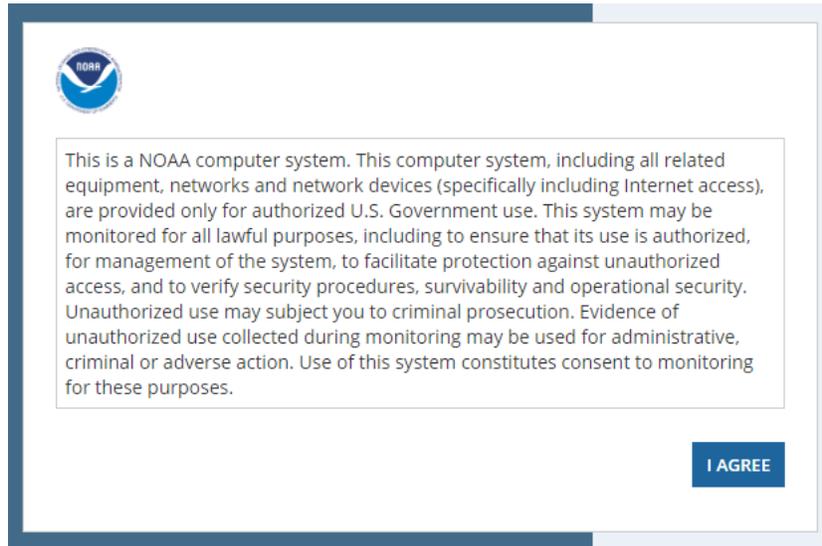
1. ECO Public Portal Self-Registration:

Click on the following link, or copy and paste it into your web browser:

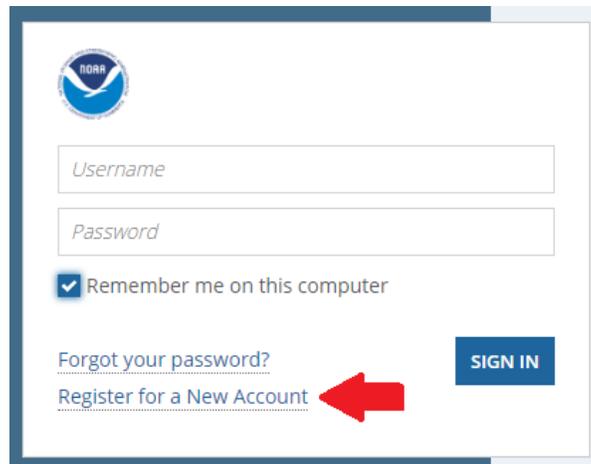
<https://eco.fisheries.noaa.gov/suite/plugins/servlet/registration>

2. Begin the Registration Process:

- a) On the NOAA Computer System Notification screen, click on "I Agree".



- b) On the Login Screen, click on "Register for a New Account."

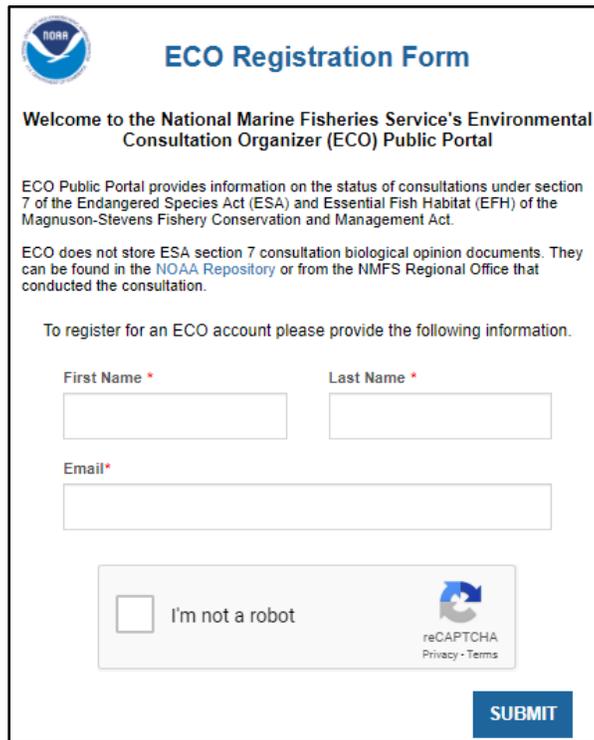


c) On the ECO Registration Form screen, fill in "First Name", "Last Name", and "Email" information.

**NOTE: Please provide your Federal email address associated with your CAC.
*U.S. Army Corps of Engineers users, please use the “civ@mail.mil” email address.**

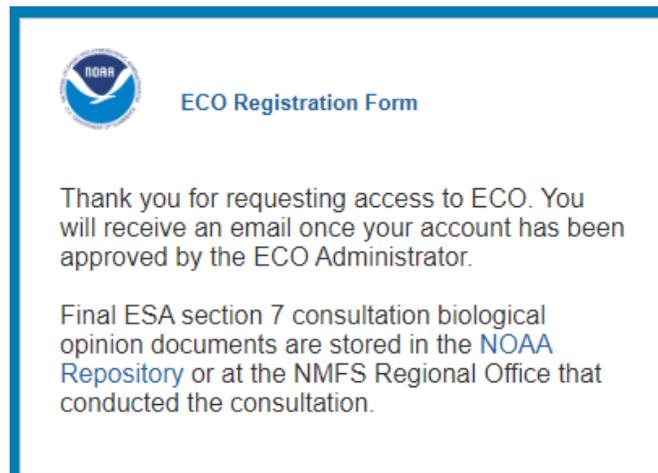
d) Click the "I'm not a robot" selection, and complete the reCAPTCHA visual challenge, as prompted.

e) Click “Submit”.



The screenshot shows the "ECO Registration Form" page. At the top left is the NOAA logo. The title "ECO Registration Form" is centered. Below the title is a welcome message: "Welcome to the National Marine Fisheries Service's Environmental Consultation Organizer (ECO) Public Portal". This is followed by two paragraphs of text explaining the portal's purpose and data storage policies. A heading "To register for an ECO account please provide the following information." precedes three input fields: "First Name *", "Last Name *", and "Email*". Below these fields is a reCAPTCHA widget with the text "I'm not a robot" and a "SUBMIT" button at the bottom right.

2. Validate the following submission screen is presented.

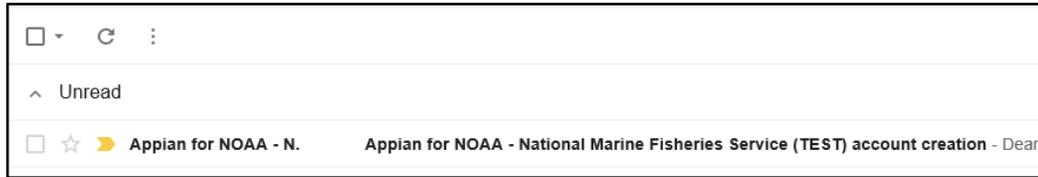


The screenshot shows the confirmation screen of the "ECO Registration Form". It features the NOAA logo at the top left and the title "ECO Registration Form". The main text reads: "Thank you for requesting access to ECO. You will receive an email once your account has been approved by the ECO Administrator." Below this, it states: "Final ESA section 7 consultation biological opinion documents are stored in the NOAA Repository or at the NMFS Regional Office that conducted the consultation."

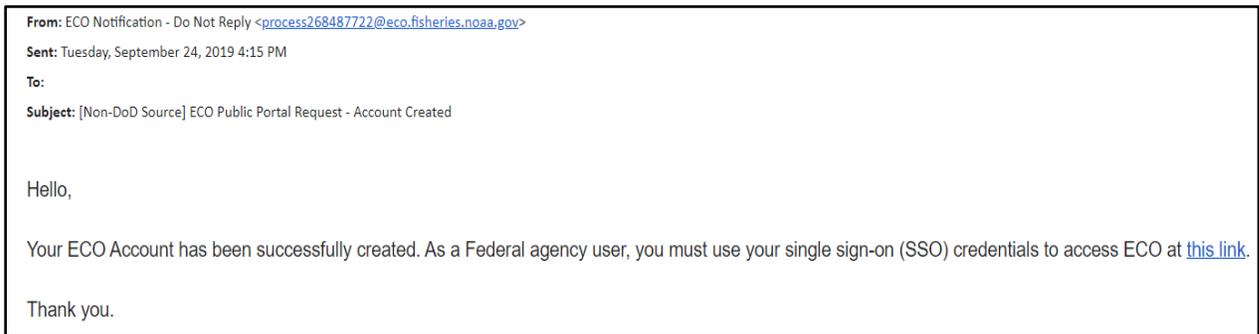
3. Account Approval Notification:

You will receive an email notification that the self-registration request for an ECO account has been approved.

NOTE: The NOAA ECO support team will review your ECO Public Portal access request and activate your account upon approval.

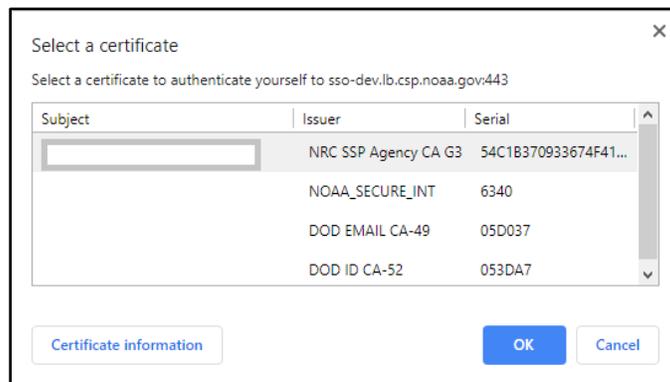


a) Upon approval, you will receive instructions on how to get access to the **ECO Public Portal**.

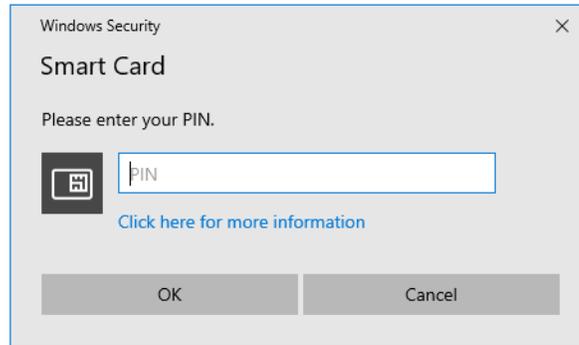


4. Login to the ECO Public Portal:

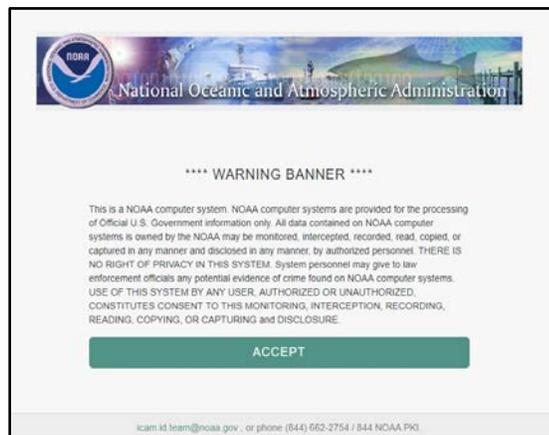
- a) Navigate to: <https://eco.fisheries.noaa.gov/suite/>
- b) On the pop-up screen, select the DOD Email certificate associated with your CAC and click “OK”.



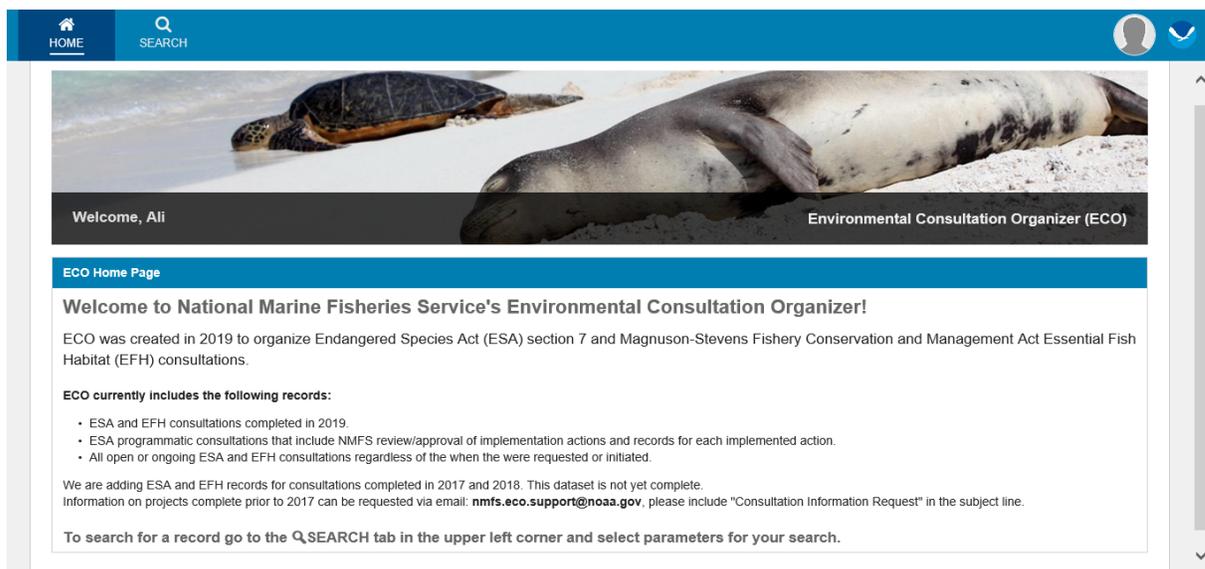
c) Enter your PIN associated with your CAC and click "OK".



d) The NOAA ICAM Warning Banner is displayed, click on "Accept" button.



e) When you are presented with the ECO Welcome Page, you have successfully been authenticated into the ECO system!



TROUBLESHOOTING GUIDE

If you encounter an “Authentication Failed” or any other error message, please make sure to follow the steps below to ensure a successful registration:

1. Make sure you close your browser, including all open browser windows and tabs, between subsequent attempts.
2. Chrome is the preferred browser, but any should work. If you don’t have success with one, try another. Keep in mind that Firefox is the only browser that is NOT configured by default to read smartcards. If using Firefox, please refer to Appendix A to configure it to read smartcards.
3. You will be prompted for a certificate. If not, please refer to the troubleshooting steps 1 and 2 above.

CHROME Users:

- Click on a certificate and then click the “Certificate information” button at the bottom left of the dialog box
- When the certificate window pops-up, click the “Details” tab
- Scroll down the fields until you see “Subject Alternative Name” on the left hand side, and click it to highlight it in blue
- The contents of that field will appear below it as: RFC822 Name=<*your email address here*>

INTERNET EXPLORER Users:

- Click on a certificate and then immediately below the selected certificate click “Click here to view certificate properties”
- When the certificate window pops-up, click the “Details” tab
- Scroll down the fields until you see “Subject Alternative Name” on the left hand side, and click it to highlight it in blue
- The contents of that field will appear below it as: RFC822 Name=<*your email address here*>

4. Make sure you are prompted for a PIN immediately after selecting your certificate. If you are prompted to select your card reader at any point, there may be a misconfiguration of your workstation which seems to be a common issue with VDI’s (Virtual Desktop Infrastructure). If you encounter this, please use a different non-virtualized workstation to register, or have your local IT address the misconfiguration with your workstation.
5. If you have followed all of the above steps and you are still receiving an error message before reaching the One-Time Password page, it may be due to the fact that your certificate issuer/Authority (CA) is not trusted by NOAA ICAM’s server. To determine this, you will need to export your CAC certificates (refer to [Appendix A](#)), zip them, and send them to icam.id.team@noaa.gov. If it is indeed the case that they are not trusted, the ICAM team will import the appropriate CA certificates to ensure trust.

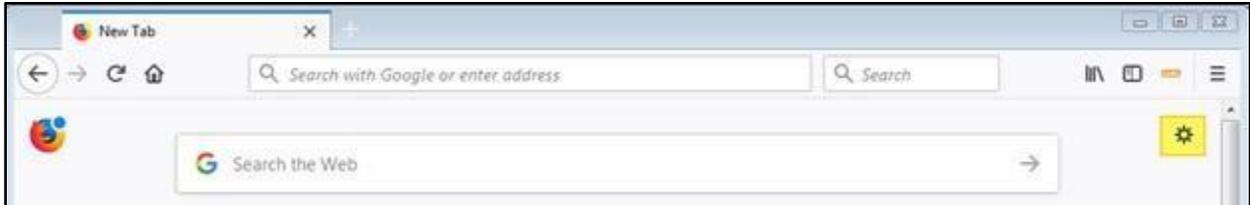
6. Make sure not to delay in entering your One-Time Password as it may time out.
7. If you have made it successfully to the One-Time Password page, your CAC information has already been captured and successfully registered in the NOAA ICAM system. If you are not able to proceed beyond the One-Time Password, please contact ESS and let them know the following things:
 - You have reached the One-Time Password page.
 - What application you are trying to gain access to
 - The email account that you used to register.

They will forward that information to NOAA ICAM who will be able to activate your account without further assistance.

APPENDIX A

Firefox CAC Enablement

1. Make sure your smart card reader and smart card are inserted.
2. Add the CAC module to Firefox as a security device.
 - a) From the Firefox taskbar, click the Options icon (“gear” shape).



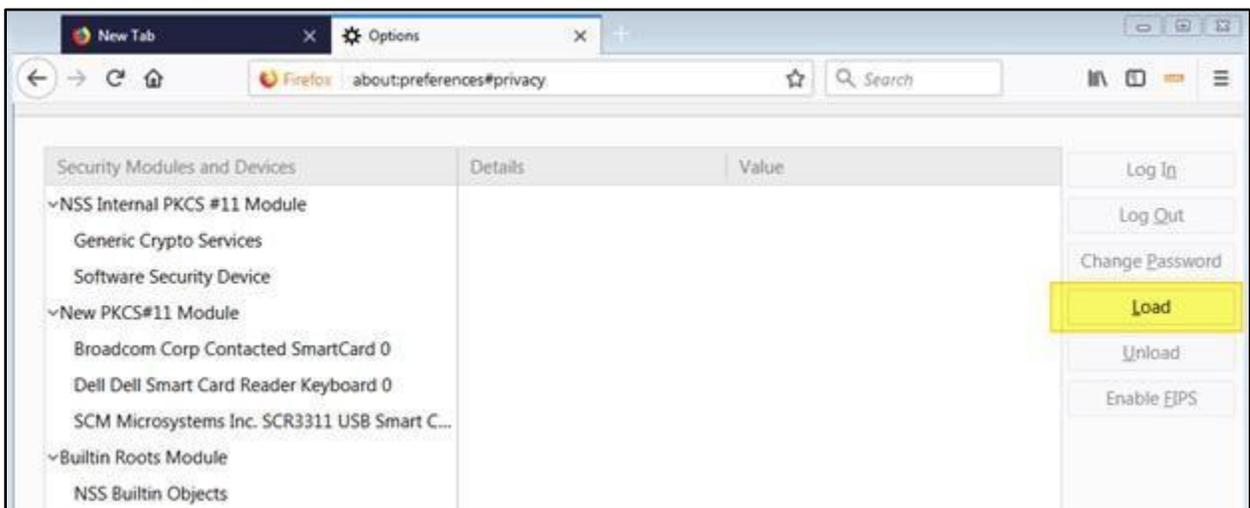
- b) Click the Privacy & Security menu from the left-hand navigation.



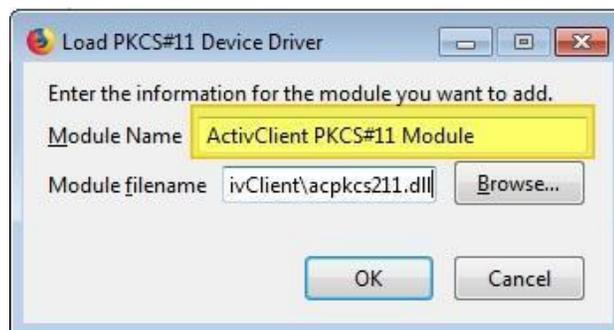
c) Scroll down until you see the Certificates heading, and then click Security Devices.



d) At the Device Manager window, click the Load button



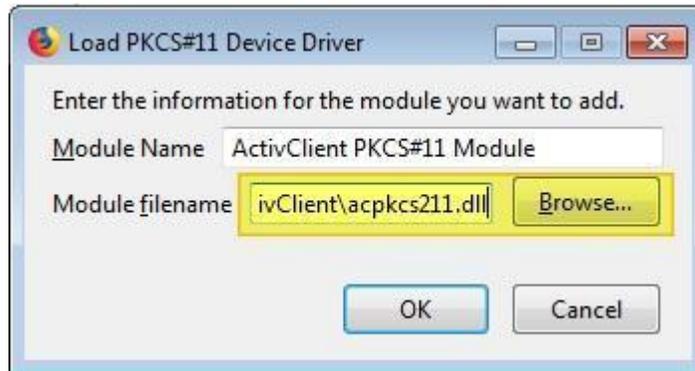
e) Enter the following for the module name: ActivClient PKCS#11 Module.



f) Click the Browse button to select the directory where the ActivClient PKCS #11 driver is located.

NOTE: You must select the driver version based on your Firefox version – 32 bit driver if your Firefox version is 32 bit and 64 bit driver if your Firefox version is 64 bit.

Determine your Firefox version by navigating to Menu → Help → About Firefox. i. 32 bit version → C:\Program Files (x86)\HID Global\ActivClient\acpkcs211.dll OR C:\Program Files (x86)\ActivIdentity\ActivClient\acpkcs211.dll ii. 64 bit version → C:\Program Files\HID Global\ActivClient\acpkcs211.dll OR C:\Program Files\ActivIdentity\ActivClient\acpkcs211.dll



3. In Firefox, test your configuration by navigating to a CAC-enabled website.

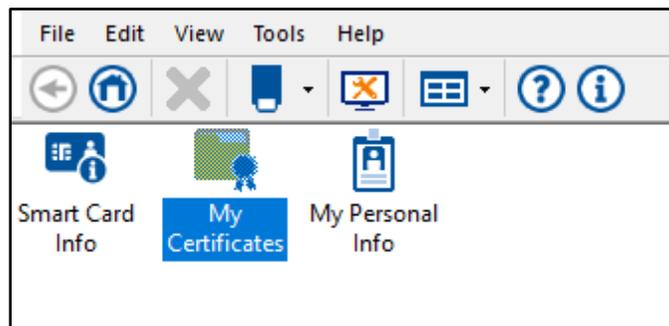
APPENDIX B

Extracting your CAC certificate in order to be sent to the ICAM Team to be added to the trusted certificate list.

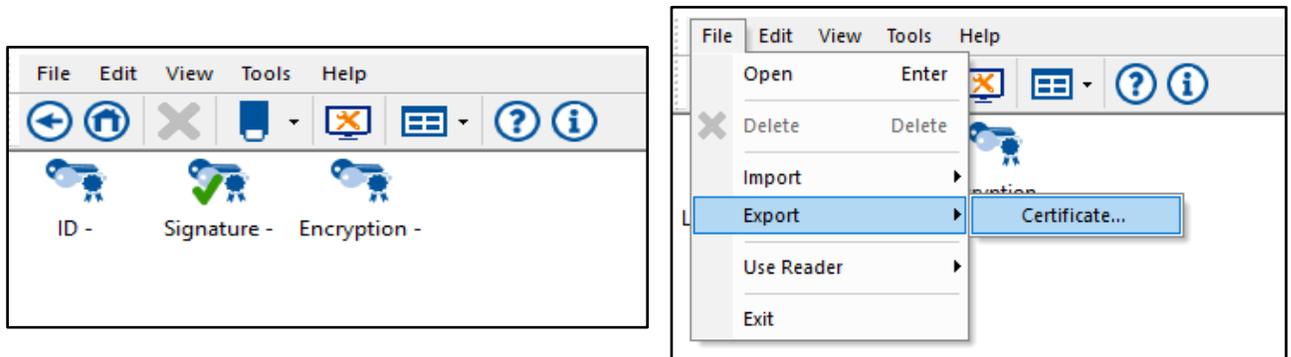
1. Ensure your smart card is inserted.
2. Open ActivClient from the system tray in the lower right corner near your system clock



3. Double Click "My Certificates"



4. Right Click each certificate and choose "Export this certificate" or navigate to File > Export > Certificate.



5. Save each file to your computer, zip them, and send them to icam.id.team@noaa.gov (NOTE: The certificates do not contain any sensitive information and do not require being sent through Accellion).