

General Services Administration
Public Buildings Service
Occupancy Agreement Space Inventory System (OASIS)

OASIS Customer Access Guide

Overview

Before obtaining access to OASIS, everyone must first obtain (or confirm) access to Login.gov. This document references the steps that are required to establish a Login.gov account.

Login.gov Access

Customers accessing OASIS are redirected to Login.gov for identity authentication. To obtain access to Login.gov you will be required to create an account with Login.gov. The account will be associated with your agency-provided email address. OASIS recommends using a Login.gov account that is only connected to your agency-issued email address and no other address.

Note 1: OASIS requires that the Login.gov email address used to access OASIS is associated with a government issued email address ending with the “.gov” or “.mil” top-level domain.

Note 2: Although Login.gov offers several methods of multi-factor authentication, OASIS strongly recommends the use of PIV/CAC. Alternatively, the use of an authentication application is preferred.

Note 3: If you have more than one email address associated with your Login.gov account, you must authenticate into Login.gov with your agency-issued email address prior to accessing OASIS. Your agency-issued email address must be identical to the one registered with your OASIS account.

Additional Information

If you do not have a Login.gov account or you are uncertain whether you have one, follow [these steps](#) to create (or confirm) the Login.gov account. Login.gov will send you an email to confirm your provided email address. If there is already an account with that same email address, Login.gov will inform you of its existence when you attempt to create a new account.

If you are certain that you have a pre-existing account and you have forgotten your password, please follow the steps outlined [here](#) to reset your password.

If you have a Login.gov account and the account is **not associated** with your agency-issued email address, you will have two options - Note that **option 1** is the preferred option.

Option 1: Create a **new** Login.gov account and associate it with your agency-issued email address.

Option 2: Add the agency-issued email address to your pre-existing account. Follow the steps below to add an email address that you intend to use to access OASIS.

1. Go to <https://secure.login.gov/> and login to your existing account.
2. In the email preference section click the "+ Add new email" button.
 - a. You can also see that option on the left-hand menu "Add email address".
3. If prompted, re-enter your password or authentication code.
4. Enter the agency-issued email address (ending in .gov or .mil) that you would like to associate with your Login.gov account. Your agency-issued email address must be identical to the one registered with your OASIS account.
5. Verify the new email address in the email sent to your agency-issued email inbox.

If you experience any problems accessing the system please contact the GSA PBS National Application Help Desk at 866-367-7878 or email at COPBSApp@gsa.gov. If you are still having difficulties with your Login.gov account, please visit the [Login.gov Help Center](#) for help or [Login.gov Contact Us](#) for contact information.

You may also refer to "OASIS Customer Access FAQ" for a list of Frequently Asked Questions. This is a PDF document available for download at <https://www.gsa.gov/pbsoasis>.