Virginia
Department of Planning & Budget

Department of Planning and Budget Network System

DPBNet 2.0

User Login Guide

Version 1.0
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Table of Contents

1 Department of Planning and Budget (DPB) Network System – DPBNet 2.0 4
1.1 DPBNet 2.0 - Overview 4
1.2 Logging into DPB Agency applications with a COV account 5
1.3 Creating an account in DPBNet 2.0 10
1.4 Logging into DPB Agency applications with a non-COV account 18
1.5 Frequently asked questions (FAQ) 21
1.6 Other Multi-Factor Authentication (MFA) methods available 21
1.7 Logging out of a DPB application 22

Table of Figures

Figure 1: Select a DPB Agency application to access. 5
Figure 2: DPBNet 2.0 Sign-in Screen 6
Figure 3: Okta Authorization Tool 7
Figure 4: Okta Verification Screen 8
Figure 5: Performance Budgeting Welcome Screen 9
Figure 6: DPBNet 2.0 Sign-in Screen 10
Figure 7: DPBNet 2.0 Sign Up Screen 11
Figure 8: DPBNet 2.0 Account Profile Screen 12
Figure 9: DPBNet 2.0 Email Confirmation Message 12
Figure 10: DPBNet 2.0 Enable Two-Factor Authentication Screen 13
Figure 11: DPBNet 2.0 Enable Two-Factor Authentication screen 14
Figure 12: DPBNet 2.0 Enable Two-Factor Authentication Method Screen 15
Figure 13: DPBNet 2.0 Two-Factor Authentication Code Email 15
Figure 14: DPBNet 2.0 Two-Factor Authentication Token Screen 16
Figure 15: DPBNet 2.0 Two-Factor Authentication Confirmation Screen 16
Figure 16: DPBNet 2.0 Account Security Screen 17
Figure 17: DPBNet 2.0 Login Screen 19
Figure 18: DPBNet 2.0 Login Token Screen 20
Figure 19: Performance Budgeting Welcome Screen 20
Figure 20: Performance Budgeting System Logout Screen 22

1 Department of Planning and Budget (DPB) Network System – DPBNet 2.0

1.1 DPBNet 2.0 - Overview

The purpose of this guide is to instruct users of the DPB Agency applications how to log into those systems using the DPBNet 2.0 system. DPBNet 2.0 allows Agency users with accounts in the COV (Commonwealth Of Virginia) domain and Agency users who have external accounts not in the COV domain (i.e.: Higher Education, Office of the Attorney General, Legislative and Judicial Departments, and other non-Executive Branch agencies) to log into any DPB Agency application through a common portal. For COV accounts, the system authenticates using state's Okta portal. External accounts are handled locally in DPBNet 2.0.

NOTE: Performance Budgeting System is used as an example of a DPB System, but it actually won't be a part of DPBnet until early fall 2026

DPBNet 2.0 is used to manage the user access to the Electronic Fiscal Impact Statements (EFIS), Electronic Presession Agency Legislation system (EPAL) Electronic Legislative Action Summary system (ELAS), Electronic Director Activity Notification System (EDANS), DPB's Intranet (DPBStart) and Performance Budgeting (PB) applications. The DPBNet 2.0 System also allows an administrator to manage users, receive and process user access requests and view the user activity logs for all systems.

For problems logging into the Performance Budgeting System, please contact the PB Help desk at PBHelpDesk@vita.virginia.gov or telephone (804)786-1097.

For problems logging to EFIS, ELAS or EPAL, please contact Christy Berry at christy.berry@dpb.virginia.gov. For problems logging in to other DPB systems please contact Brad Dunkelberger at bradley.dunkelberger@dpb.virginia.gov or Scott Hubbard at scott.hubbard@dpb.virginia.gov.

COV domain accounts and passwords are managed by VITA. These accounts and their passwords are maintained through the VITA Customer Care Center (VCCC: 1-866-637-8482) and the Okta password reset tool at the following link: COV - Password Reset Tool - Okta

Note: Users without COV accounts, including former "xx" account users, must create a DPBNet 2.0 account before accessing DPB Agency applications. Users with COV accounts authenticate through Okta and do not need to create a separate DPBNet 2.0 account.

How do you know if you have a COV account? **If VITA manages your agency's information technology accounts (email, PC access, etc.), you have a COV account. If your agency manages its own information technology accounts, then you should follow the instructions in this document for non-COV account users, beginning in section 1.3 on page 10.**

1.2 Logging into DPB Agency applications with a COV account

1. If you are using a COV account, navigate to the DPB Agency homepage at: https://dpb.virginia.gov/index.cfm Hover over the "Agency Applications" menu item and then click on the application you wish to access (i.e.: PB Budgeting Application) as shown in Figure 1**Figure 1.**

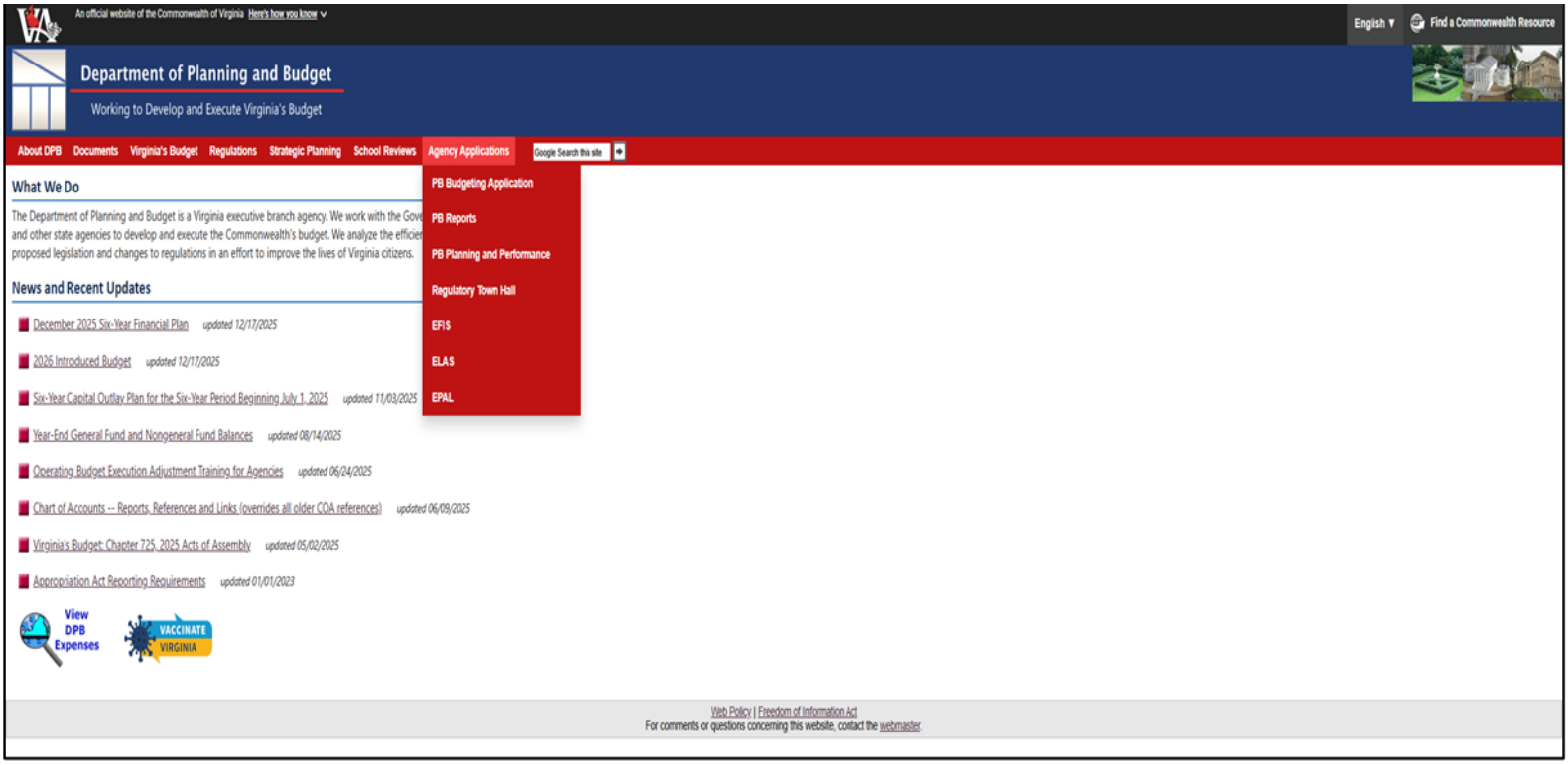

Figure 1: Select a DPB Agency application to access.

2. The DPBNet 2.0 screen shown in **Figure 2** below will be displayed if you are not already signed into the application. Click on the blue "Continue with VITA COV" button to continue your sign in.

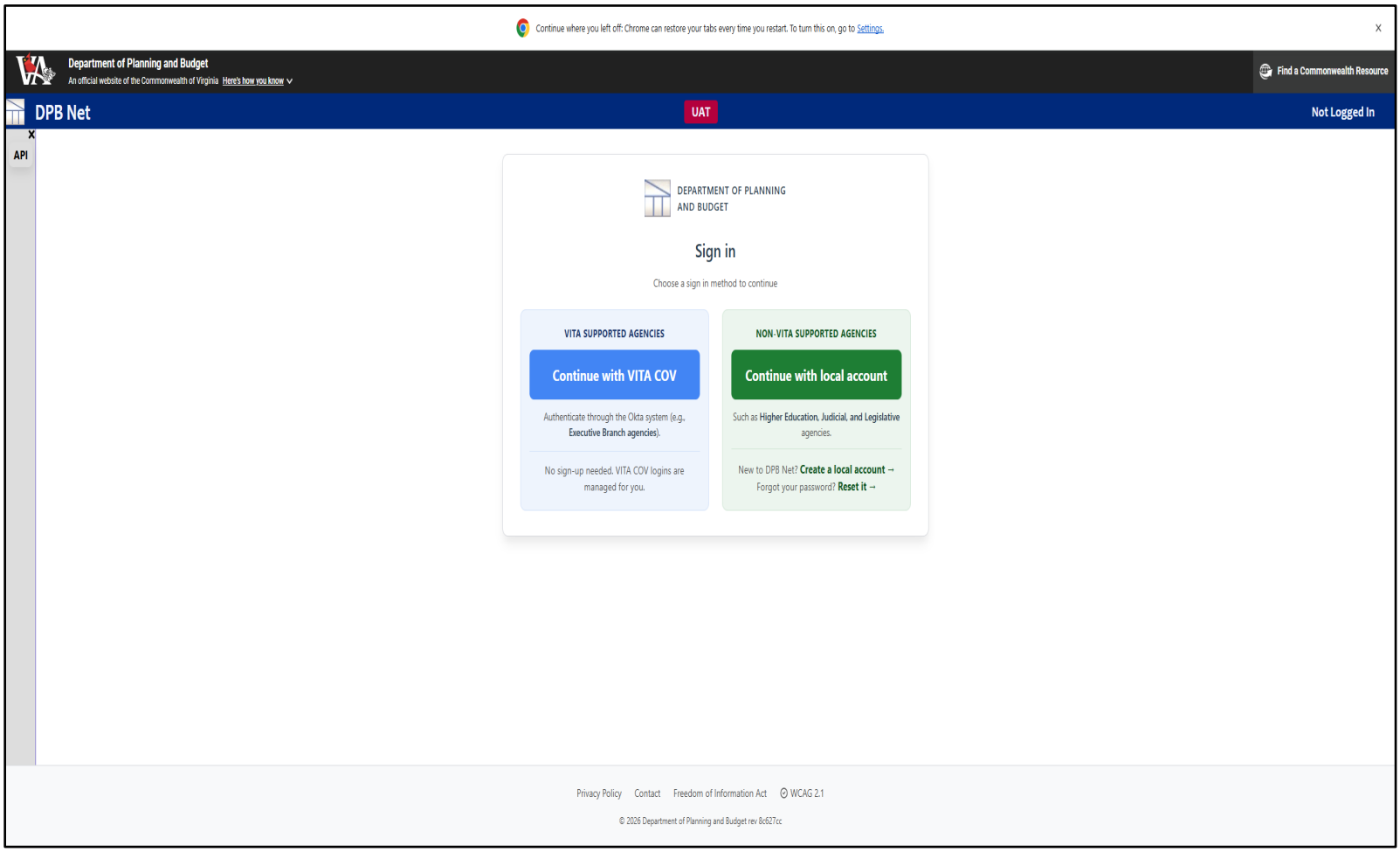

Figure 2: DPBNet 2.0 Sign-in Screen

3. The Okta authentication tool will now prompt you for your email address as shown in **Figure 3** below. If the email address in the "Sign In" box is empty, please enter your Agency email address, and then enter your password. Next, click the "Sign In" button.

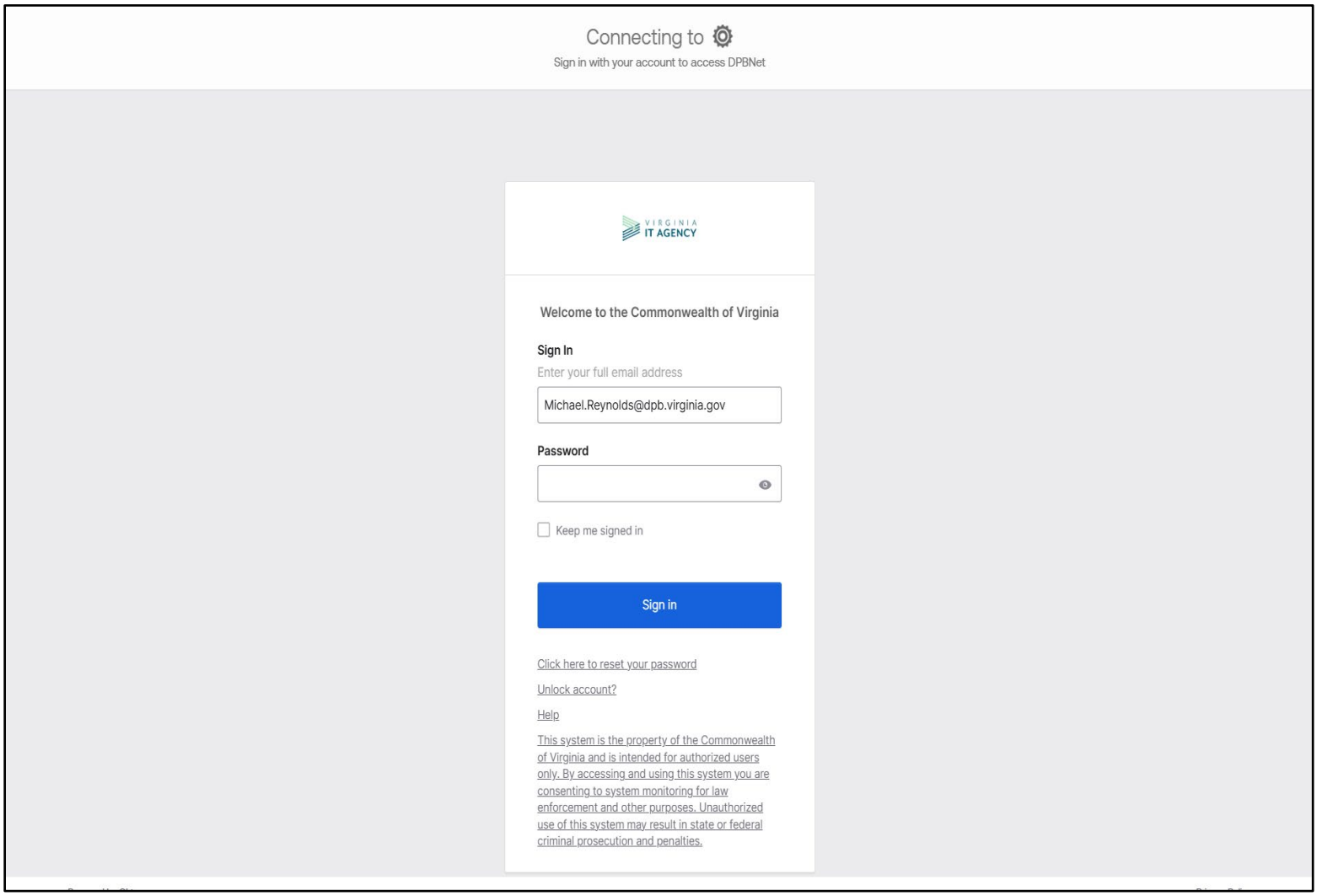

Figure 3: Okta Authorization Tool

4. Okta will now verify your credentials. Enter the verification code from Okta in the "Enter Code" box shown in **Figure 4. Note:** Okta will verify your credentials using the verification method set up for your COV account.

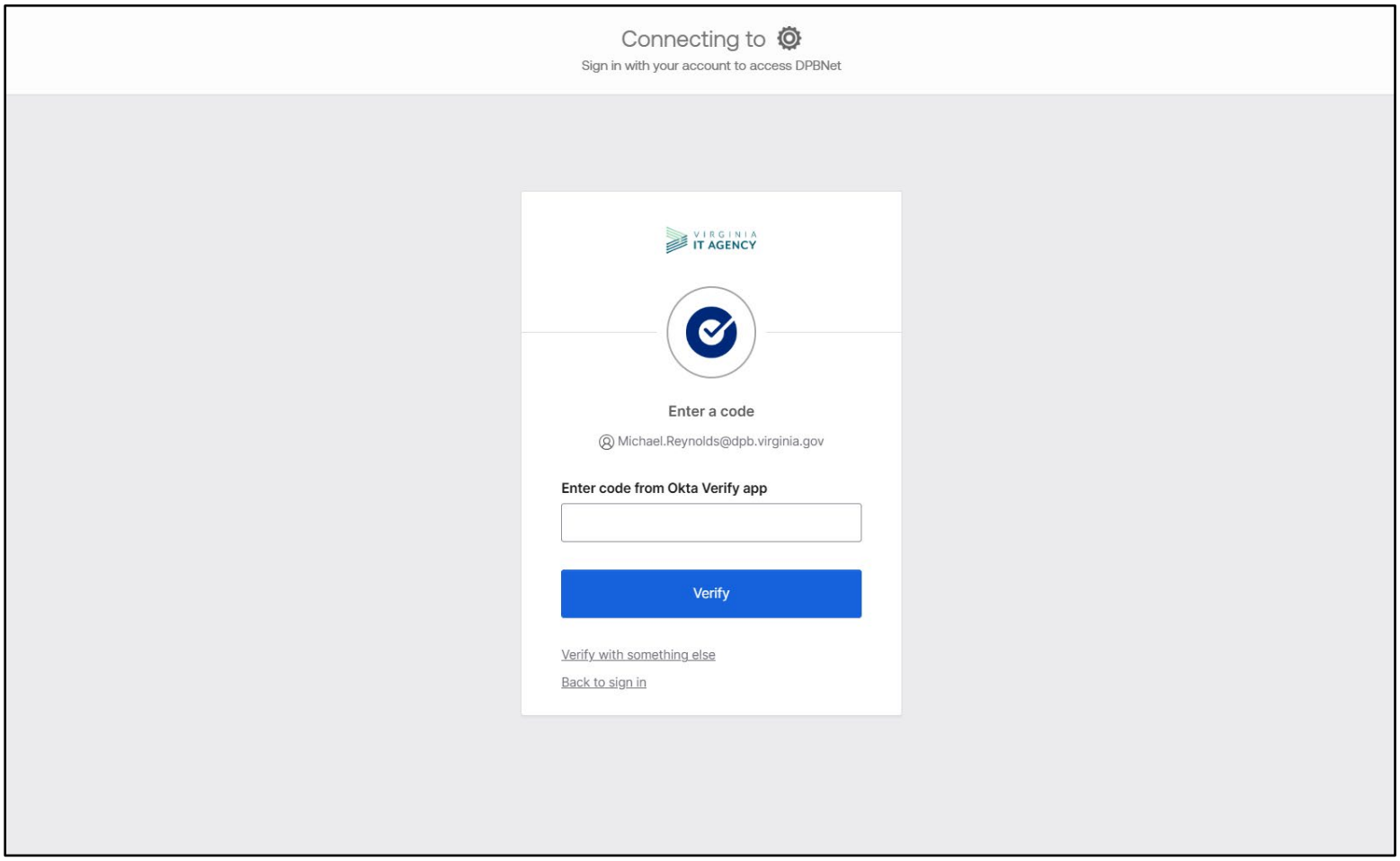

Figure 4: Okta Verification Screen

5. After your account has been successfully verified, the corresponding DPB Agency application welcome screen will display as shown in **Figure 5** (The PB System welcome screen is shown as an example).

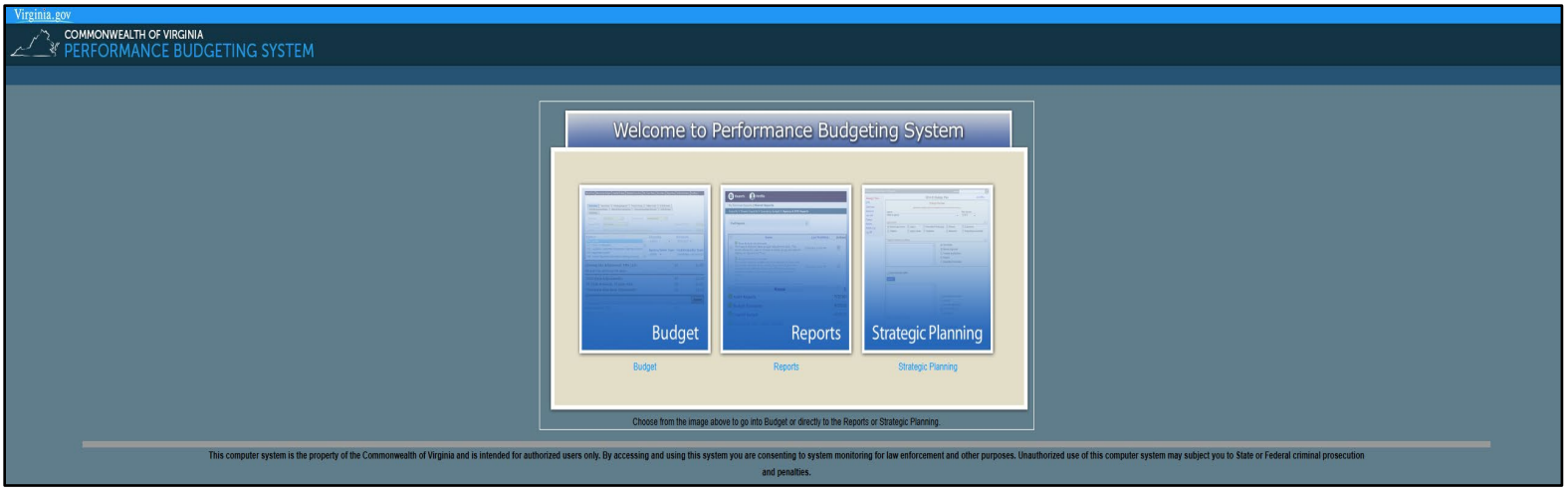

Figure 5: Performance Budgeting Welcome Screen

Note: If your COV account password has expired, Okta will step you through a set of prompts to reset your password. Once you have successfully reset your password and verified your account, you will be taken to the corresponding DPB Agency application welcome screen.

1.3 Creating an account in DPBNet 2.0

If you do not have a COV account and are signing into DPBNet 2.0 for the first time, you will need to follow these instructions to create an account in DPBNet 2.0. If you have an "xx" account that you use to sign into the PB System, you will also need to follow these instructions to create an account in DPBNet 2.0. Your "xx" account can no longer be used to sign into the PB System.

1. In order to begin this process, navigate to the DPB Agency homepage at: https://dpb.virginia.gov/index.cfm Hover over the "Agency Applications" menu item and then click on the application you wish to access (i.e.: PB Budgeting Application, EPAL, etc.) as shown above in **Figure 1.** Click on the "Create a local account" shown in **Figure 6.**

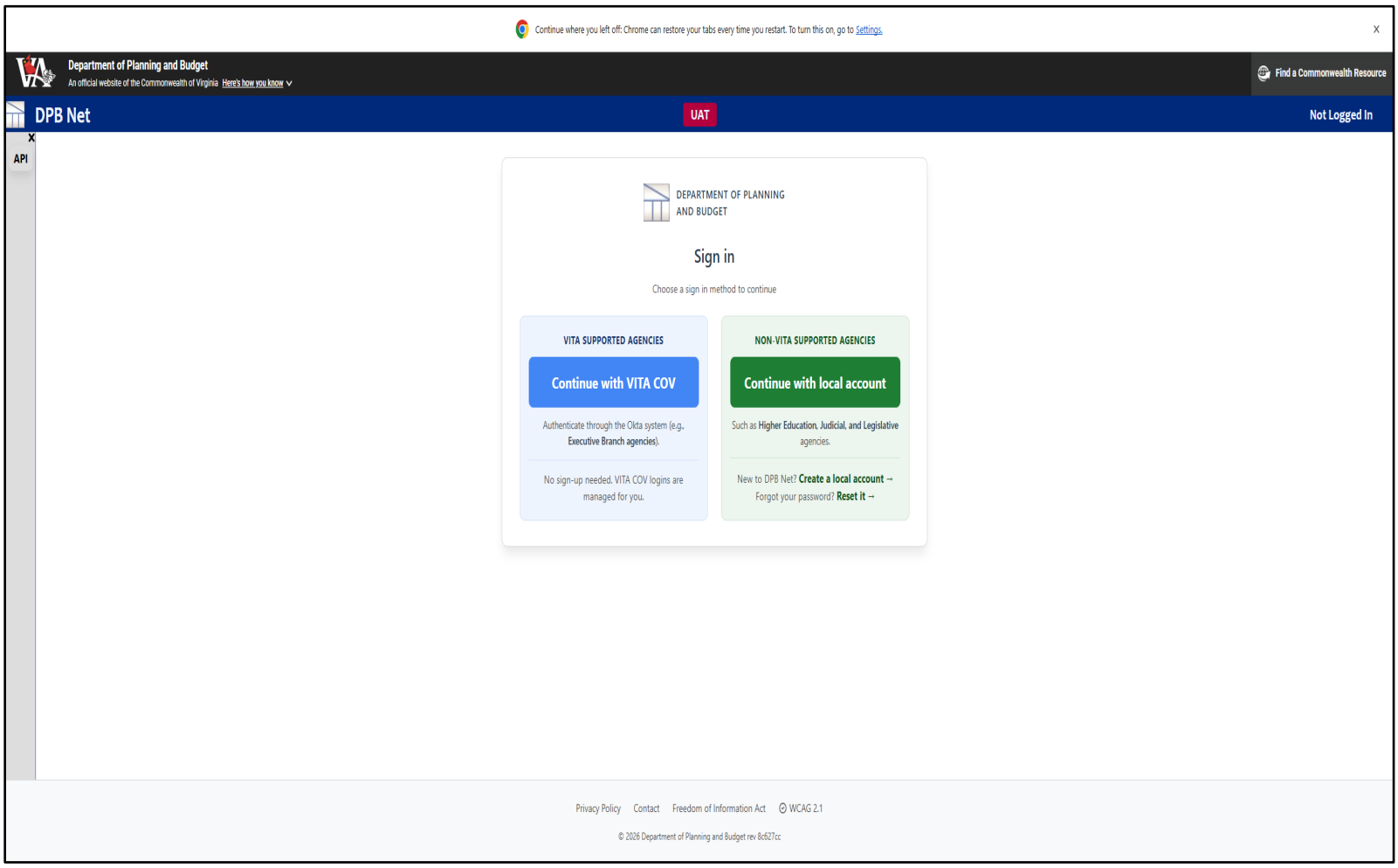

Figure 6: DPBNet 2.0 Sign-in Screen

2. The "Sign up" screen shown in **Figure 7** will now be displayed. Enter your State Agency email address in the "Email" box, and your first and last name in the corresponding name boxes. Then, enter a password in the "Password" box. When you begin entering your password, a section will display on the screen providing the criteria for a valid password. Reenter your password in the "Password confirmation" box, and when your password has been validated, click the "Sign Up" button.

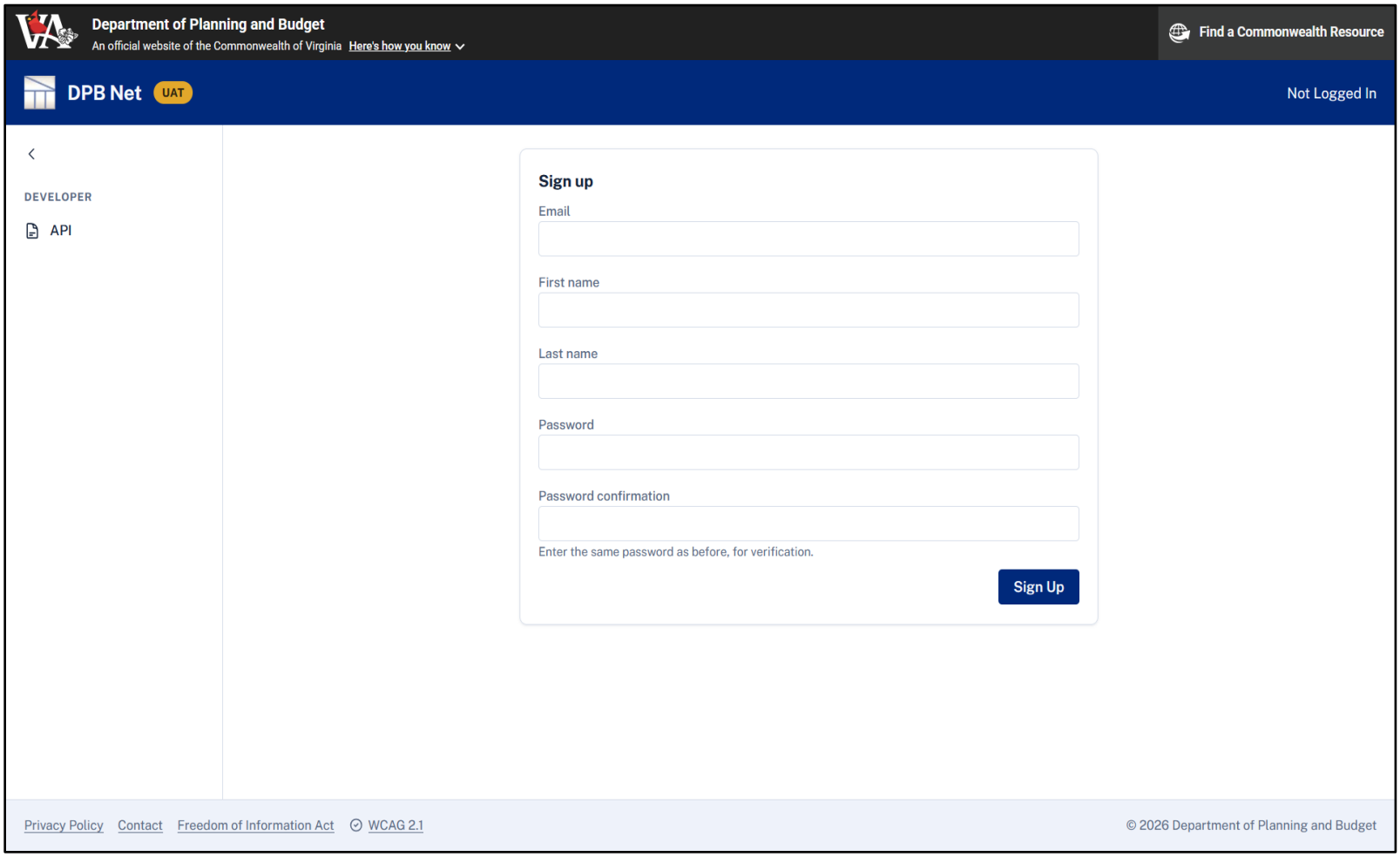

Figure 7: DPBNet 2.0 Sign Up Screen

3. Your account profile screen shown in **Figure 8** will now be displayed. A green status box will indicate that your account has been created. A yellow status box will indicate that your account's email address must be validated. An email as shown in **Figure 9** will be sent to your Agency email address that you signed up with. Follow the instructions in the email to verify your email address.

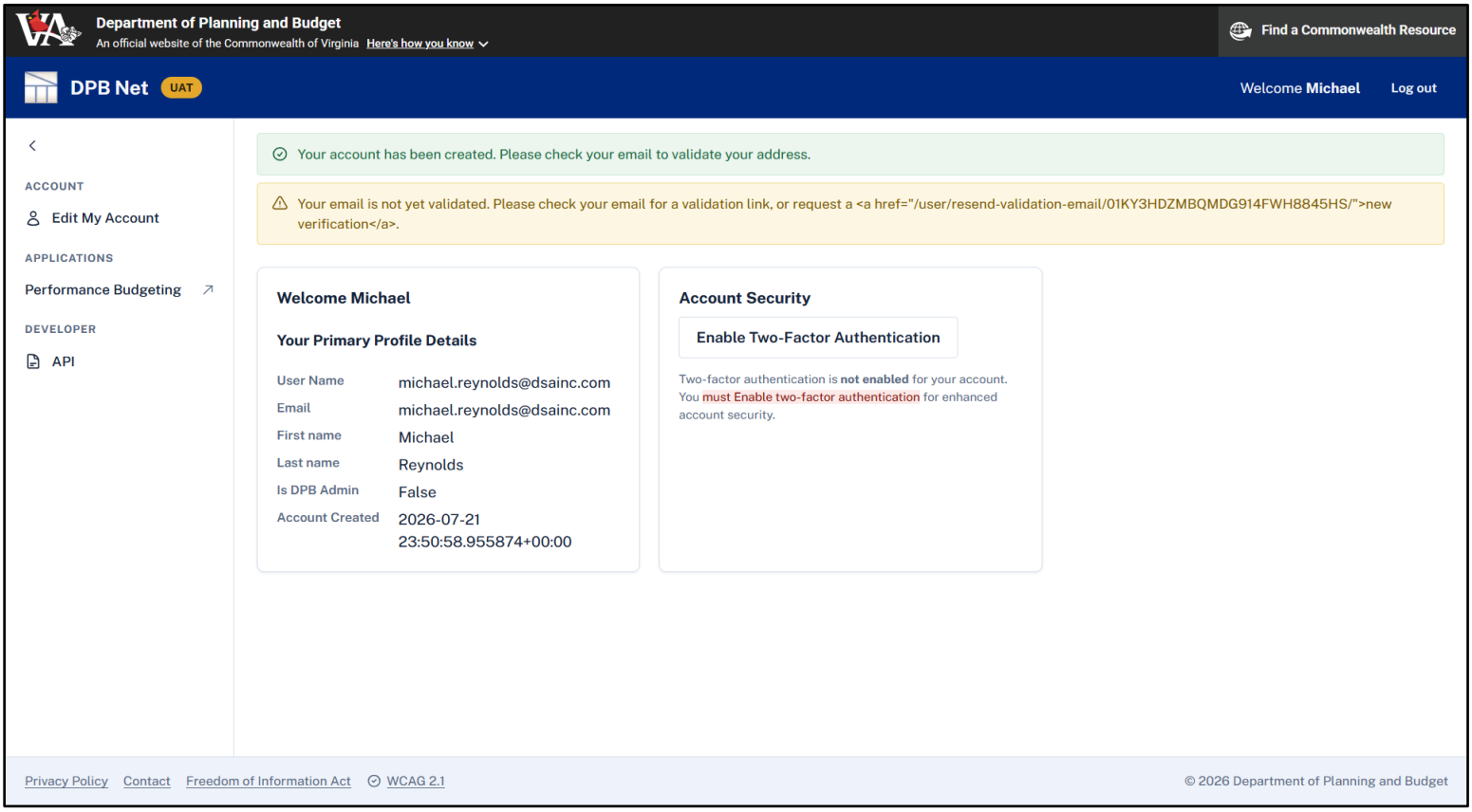

Figure 8: DPBNet 2.0 Account Profile Screen

Figure 9: DPBNet 2.0 Email Confirmation Message

4. Next, you should enable your account's two-factor (MFA) authentication. Click the "Enable Two-Factor Authentication" button. The Enable Two-Factor Authentication screen shown in **Figure 10** will now be displayed. Click the "Next" button.

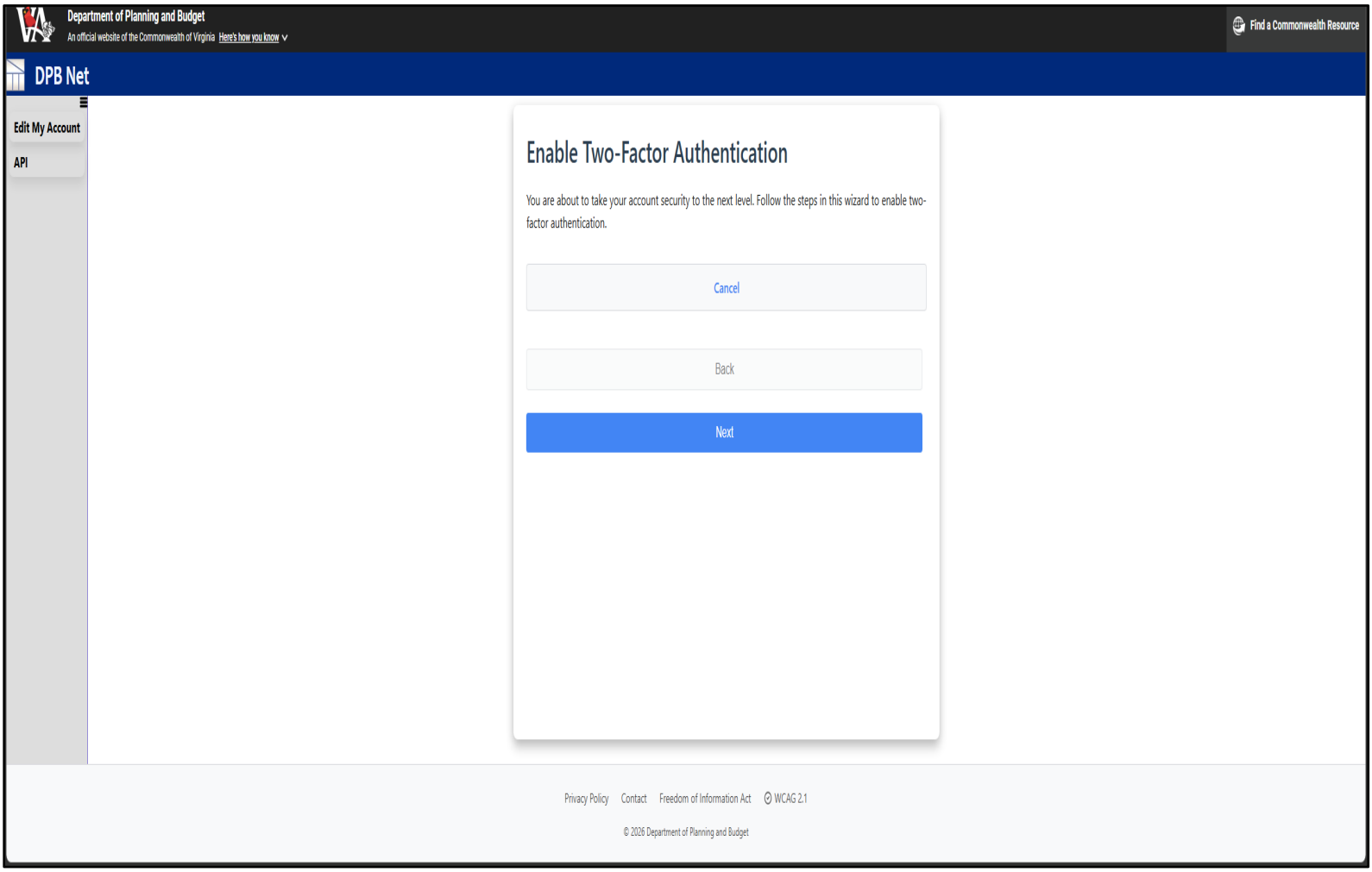

Figure 10: DPBNet 2.0 Enable Two-Factor Authentication Screen

5. The “Enable Two-Factor Authentication” screen will be displayed as shown in **Figures 11** and **12**. Select a method by clicking the corresponding radio button and click “Next”. **Note:** Email authentication is shown in this example, other authentication methods may vary. An email will be sent to your Agency email with a two-factor authentication code as shown in **Figure 13**. Enter that code into the “Token” box as shown in **Figure 14** and click the “Next” button. Once your two-factor authentication method has been verified, the confirmation screen shown in **Figure 15** will be displayed. Click the “Back to Account Security" button. **Note:** More information about other available Multi-Factor Authentication (MFA) methods is provided in section 1.6 of this document

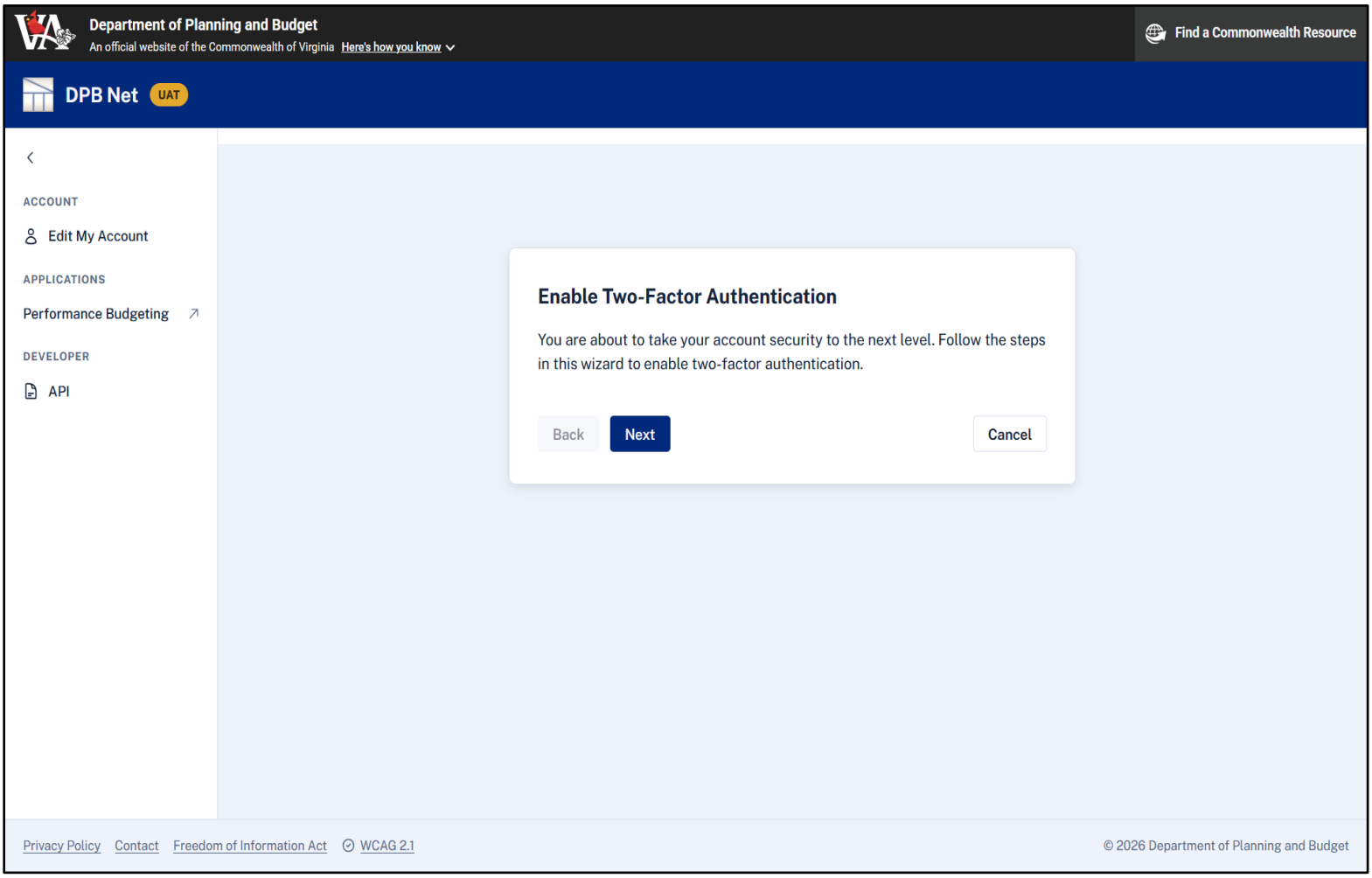

Figure 11: DPBNet 2.0 Enable Two-Factor Authentication screen

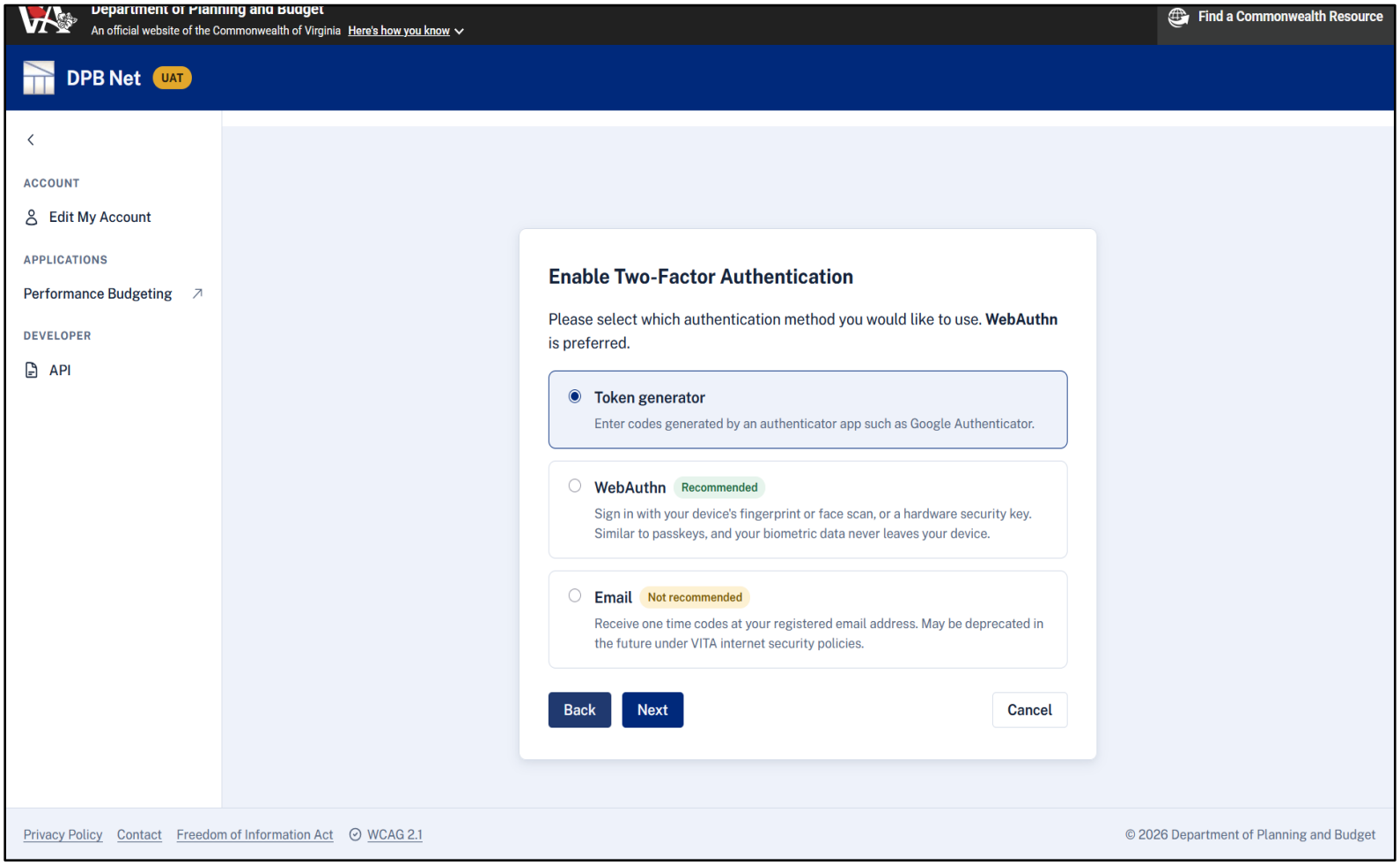

Figure 12: DPBNet 2.0 Enable Two-Factor Authentication Method Screen

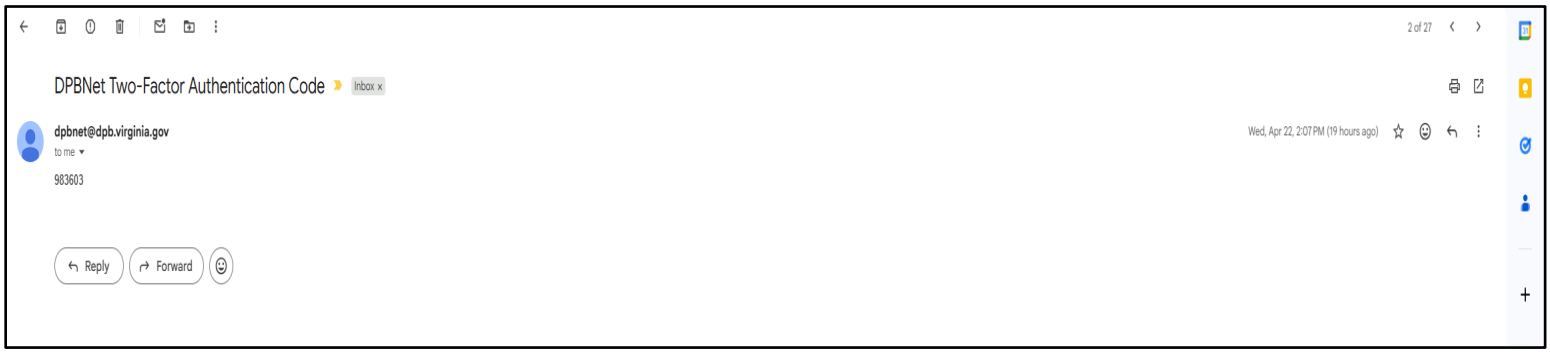

Figure 13: DPBNet 2.0 Two-Factor Authentication Code Email

Figure 14: DPBNet 2.0 Two-Factor Authentication Token Screen

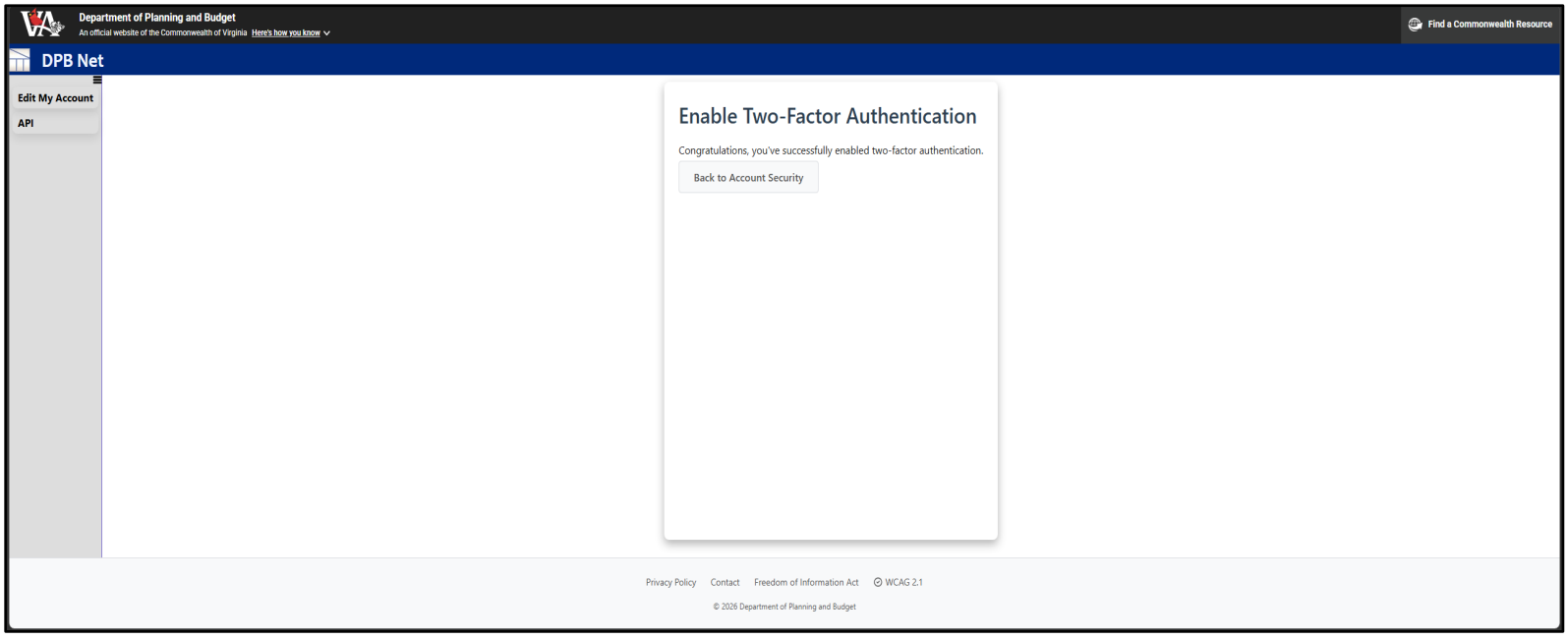

Figure 15: DPBNet 2.0 Two-Factor Authentication Confirmation Screen

6. When you have confirmed your MFA login method, the "Request Application Access" screen shown in **Figure 16-a** will be displayed. Select the check boxes for all the DPB applications you wish to access and enter a reason for request. Click the "Submit Request" button to submit the application access request. **Note:** You will be contacted by a DPB Administrator when your access request has been granted. Selecting "PB" will also require you to contact your agency's DPB Analyst for further information. Note: For existing non-COV PB System users ("XX" accounts) you do not need to contact your DPB analyst if you are creating your DPBNet account for the first time and are only converting your XX account to a DPBNet account.
7. The "Account Security" screen shown in **Figure 16** will display the account security information for your account. Review it for accuracy and then click the "Edit My Account" menu item in the left menu bar. You will be taken back to the account profile screen shown in **Figure 9**. Click "Log out" at the top right of the screen. You can now log into any authorized DPB Agency application using your new account by following the steps in section 1.4.

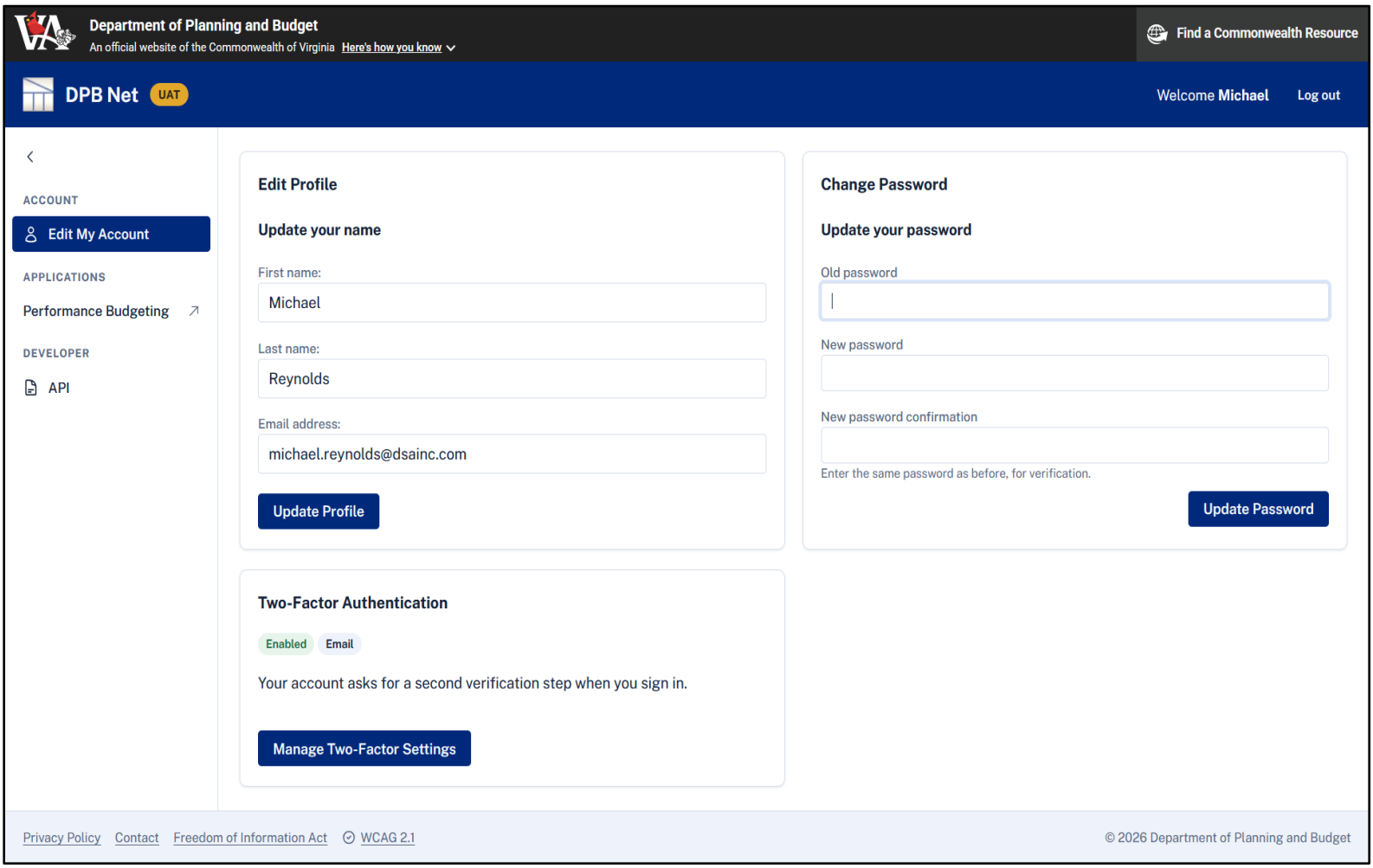

Figure 16: DPBNet 2.0 Account Security Screen

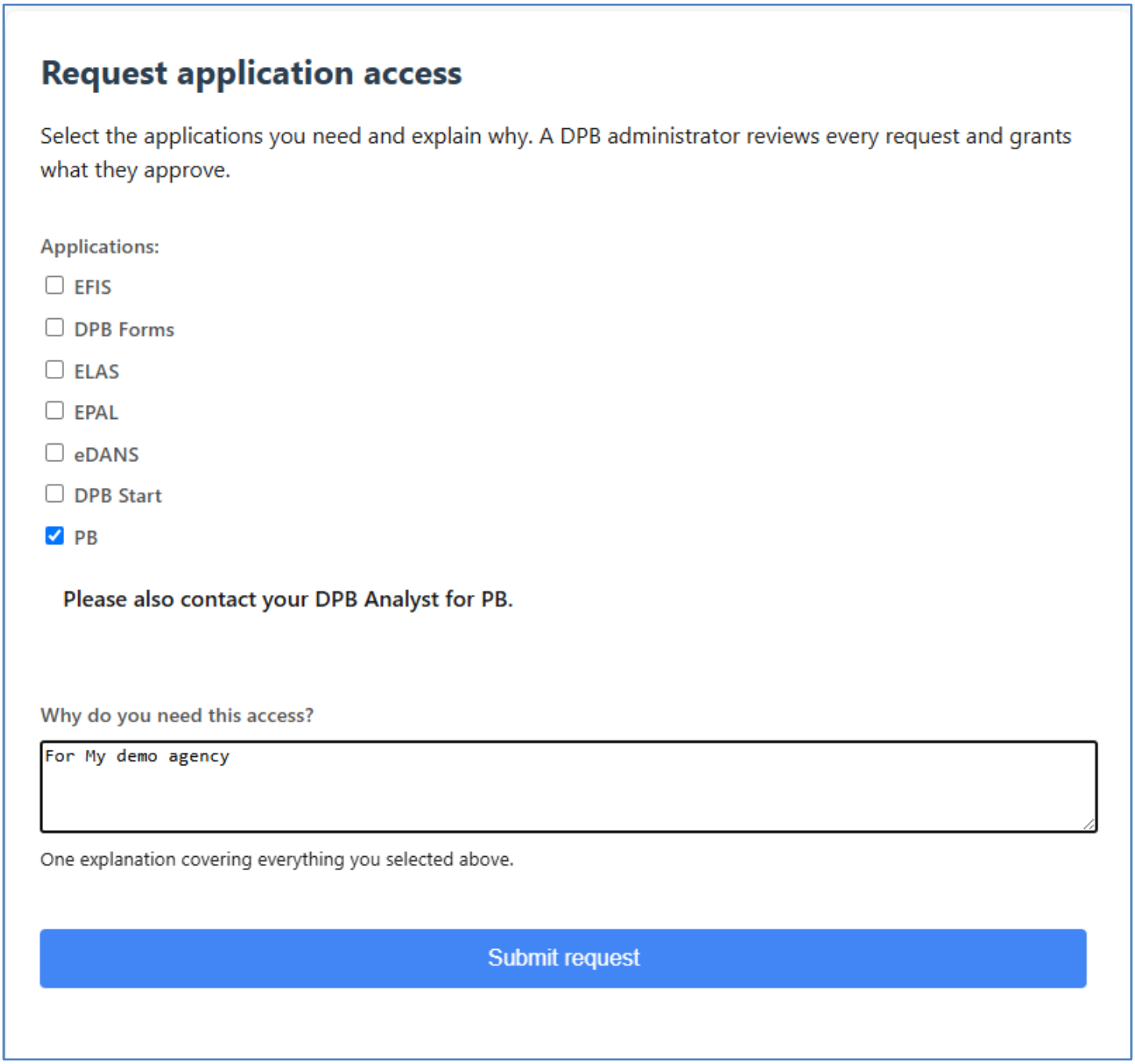

Figure 16-a: Request Application Access Screen

1.4 Logging into DPB Agency applications with a non-COV account

1. If you are using a non-COV account (i.e.: Higher Education), navigate to the DPB Agency homepage at: https://dpb.virginia.gov/index.cfm Hover over the "Agency Applications" menu item and then click on the application you wish to access (i.e.: PB Budgeting Application) as shown in **Figure 1.**

2. The DPBNet 2.0 screen shown in **Figure 2** above will be displayed if you are not already signed into the application. Click on the "Continue with username and password" button to continue your sign in.
3. The DPBNet 2.0 login screen shown in **Figure 17** is displayed. Enter your Agency email address in the "Email" box and your password in the "Password" box. Then, click the "Next" Button.

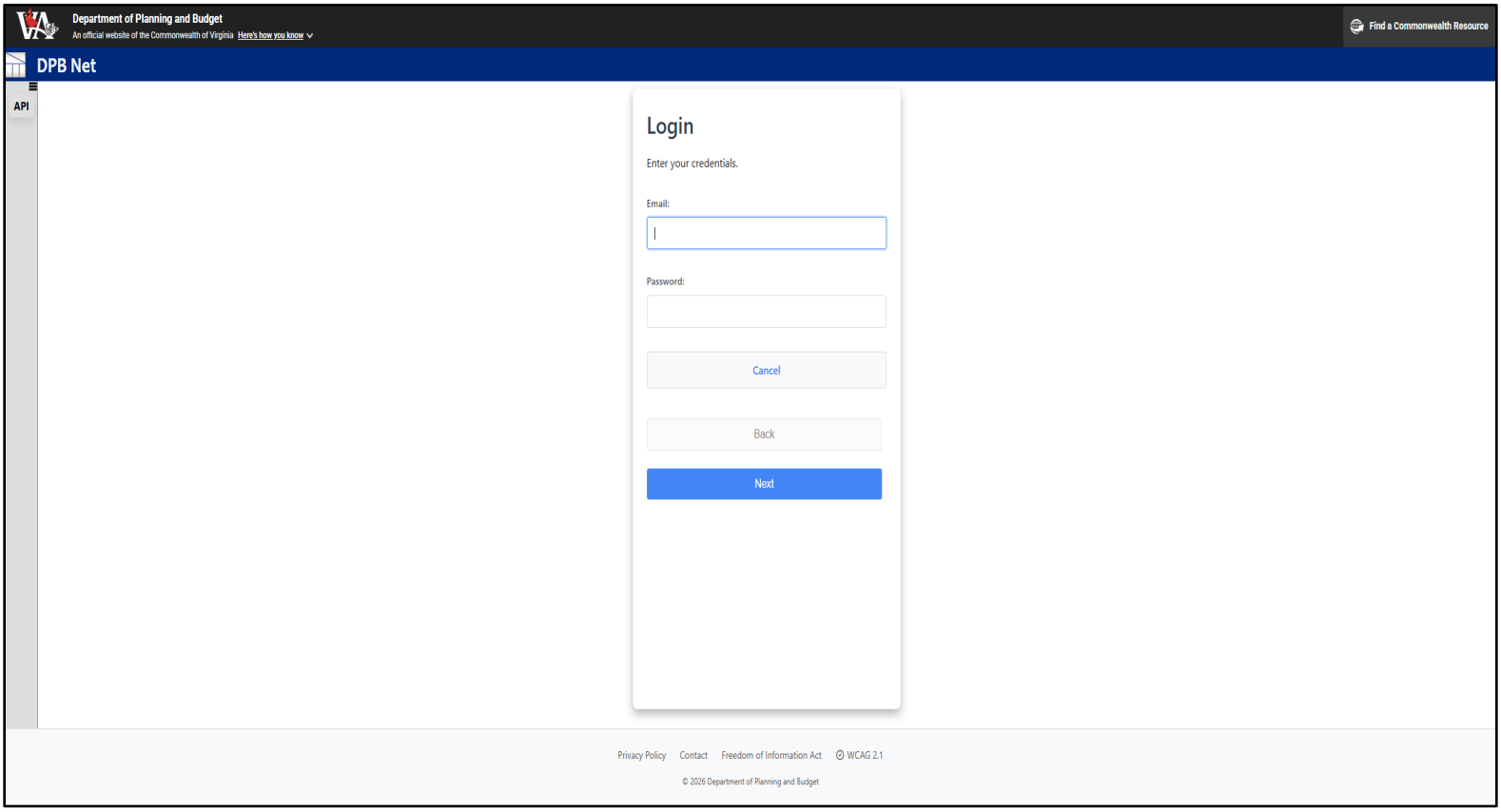

Figure 17: DPBNet 2.0 Login Screen

4. You will receive a token from DPBNet 2.0 to log in with. This token will be sent to the Multi-Factor Authentication (MFA) destination that was set up for your account (Email, WebAuth, Google Authenticator, etc.). Enter the token in the "Token" box shown in **Figure 18** and click the "Next" button.

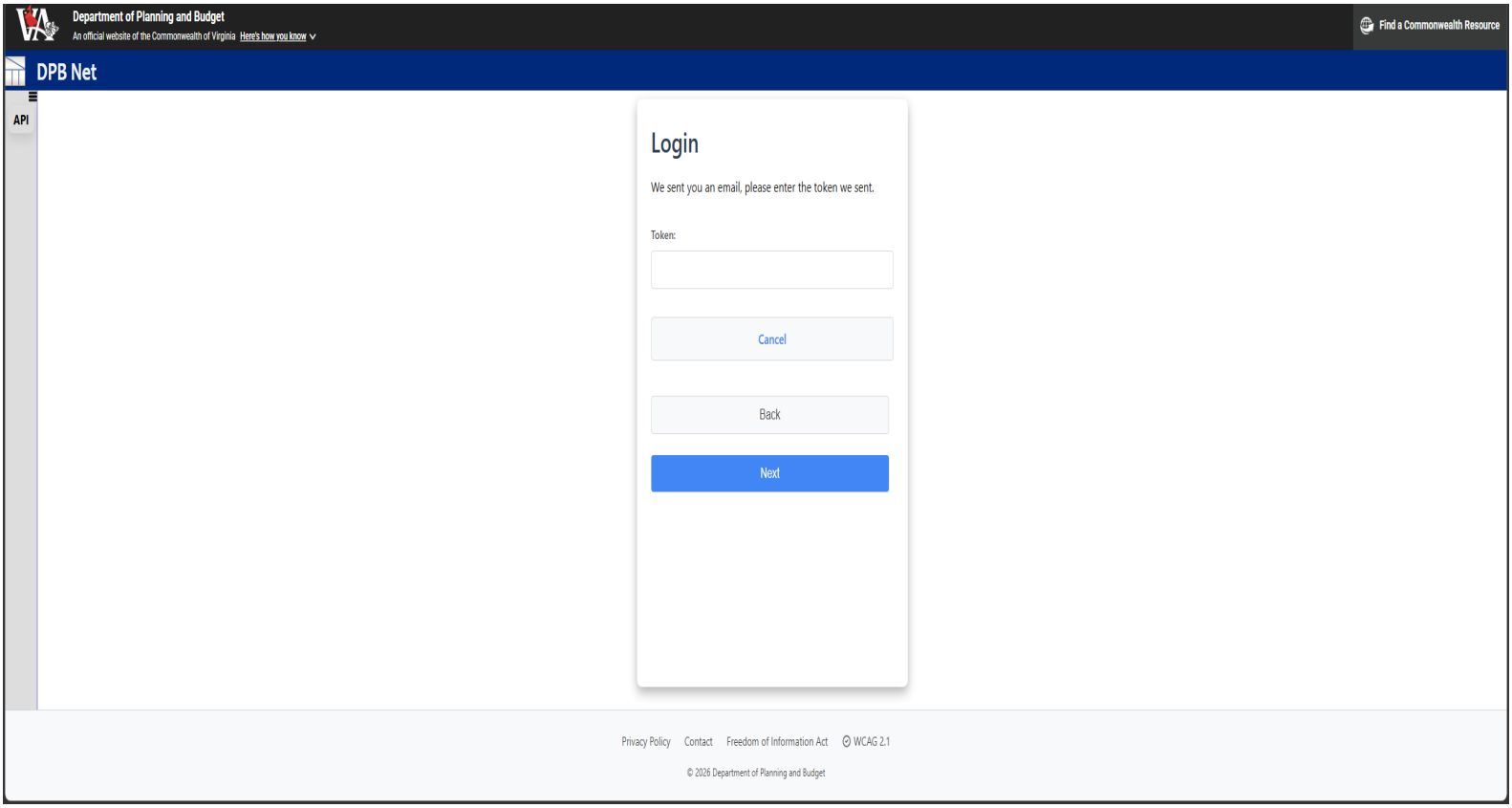

Figure 18: DPBNet 2.0 Login Token Screen

5. After your account has been successfully verified, the corresponding DPB Agency application welcome screen will display as shown in **Figure 19** (The PB System welcome screen is shown as an example).

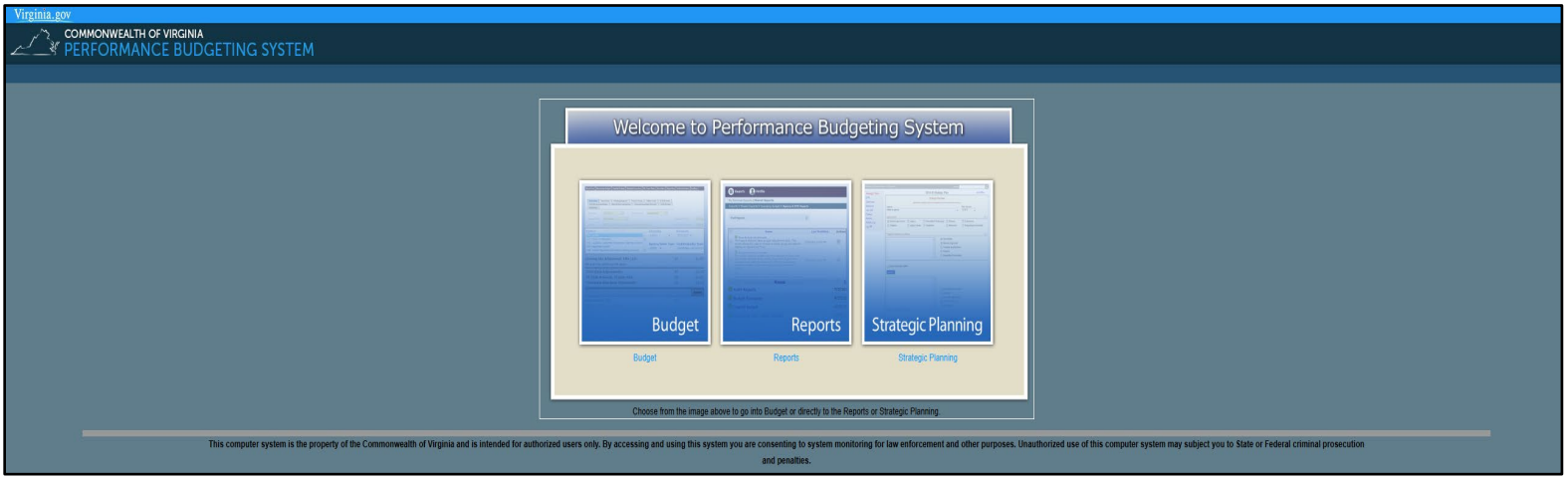

Figure 19: Performance Budgeting Welcome Screen

Note: If your DPBNet 2.0 account password has expired, DPBNet will step you through a set of prompts to reset your password. Once you have successfully reset your password and verified your account, you will be taken to the corresponding DPB Agency application welcome screen.

1.5 Frequently asked questions (FAQ)

- Can I still use my "xx" account to sign into the PB System? No, your "xx" account can no longer be used to sign into the PB System, and you must create a new account based on your Agency email in DPBNet 2.0. When you log in to PB with your email address, all your existing roles and permissions from your "xx" account will remain in place.
- What happens if I create a new account in DPBNet 2.0, but I am not authorized to access a DPB Agency application? Your new account will be created in DPBNet 2.0; however, the DPB Agency application you are not authorized to access will display an unauthorized user message. The Agency application administrator must assign the proper roles and permissions to your new account in order to enable your access to the application.
- How do I know if I have a COV account? If VITA manages your Agency's information technology accounts (email, PC access, etc.), you have a COV account. If your Agency manages its own information technology accounts, then you should follow the instructions in this document for non-COV account users, beginning in section 1.3 on page 10.

1.6 Other Multi-Factor Authentication (MFA) methods available

Token Generator (Authenticator App)

- Works with any standard authenticator app, such as Google Authenticator or Microsoft Authenticator, and with password managers that support one-time codes.
- During setup, scan the QR code with your app, or enter the secret key manually if you cannot scan.
- At each login, open the app and type in the current code after entering your password.
- Codes refresh automatically about every 30 seconds and are generated on your device, so the app works even without cell service.

WebAuthn (Recommended)

- Approve logins with a fingerprint, face scan, hardware security key, or your phone. Similar to passkeys and other password less login methods.
- Your biometric data never leaves your device. DPBNet only receives confirmation that you verified yourself.
- The fastest option at login, with no codes to type.
- Requires a device with a supported authenticator. Most modern phones and laptops qualify.

Email

- Sends a code to your registered email address each time you log in. Look for a message with the subject "DPBNet Two-Factor Authentication Code".
- If the code does not arrive, check your spam or junk folder.
- Available today but not recommended. Email codes may be deprecated in the future depending on VITA internet security policies, so we strongly encourage one of the methods above.

1.7 Logging out of a DPB application

When you log out of a DPB application, you will either be returned to the DPBNet 2.0 login screen as shown in **Figure 2**, or a logout confirmation screen will be displayed as shown below (The Performance Budgeting System logout screen is shown as an example).

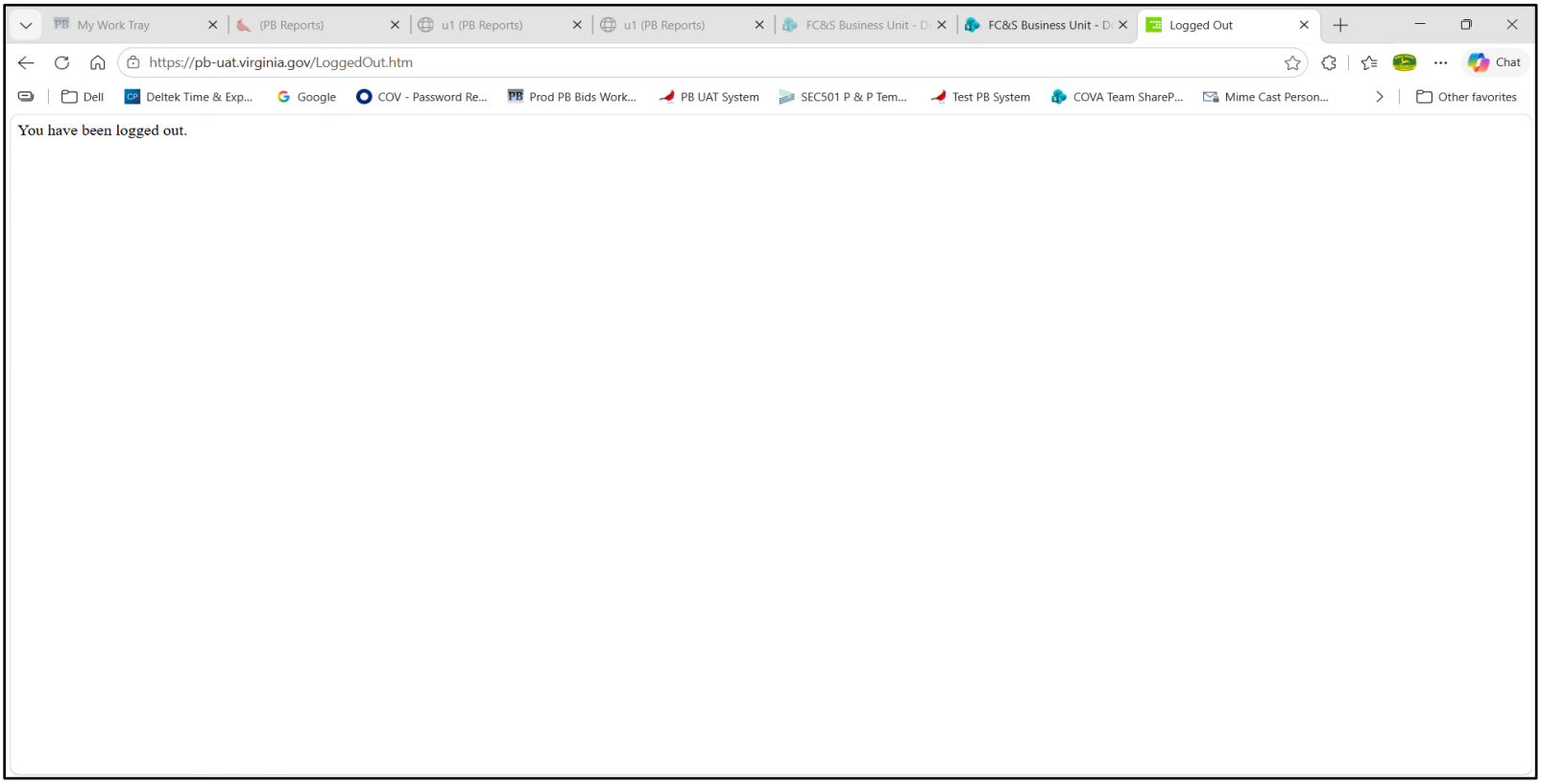

Figure 20: Performance Budgeting System Logout Screen