

How to Find and Access the Dashboard

Customer Access Protocol

Step 1 - Register your .gov/.mil email address with MAX.gov.

- If you're already registered with MAX.gov, no action needed (proceed to Step 2).
- If you're not yet registered, visit <https://login.max.gov>.

Click the green Register Now button in the top-right

corner. Follow the instructions to register with MAX.gov and register your PIV card to enable MAX.gov PIV login.

Don't Have a MAX ID Yet?

[Register Now](#)

Step 2 - Log into the D2D Portal using your MAX.gov credentials.

- Go to: <https://d2d.gsa.gov/> and click **Login** at the top right.
- Option A: **Login with PIV/CAC** (you may need to enter your PIN).
- Option B: Login with MAX Secure+ SMS Two-Factor with User ID and Password.



LOGIN WITH YOUR
PIV OR CAC

Remember to plug in
your PIV/CAC card

Note: you *have* to log into the D2D Portal at least *once* before moving to step 3 in order for access credentials to work.

Step 3 - Email pbs.dashboard@gsa.gov to request access to your agency's view of the PBS Customer Dashboard. Note: this step is not required if you received a welcome email from PBS Dashboard team - you are already on the access list.

Your email must include:

- A. Full Name
- B. Your federal agency *and* bureau name
- C. Government email address used to create the MAX.gov account in Step 1
- D. Verify (state) that you have registered your .gov/.mil email address with MAX.gov
- E. State whether you are a federal government employee or a contractor

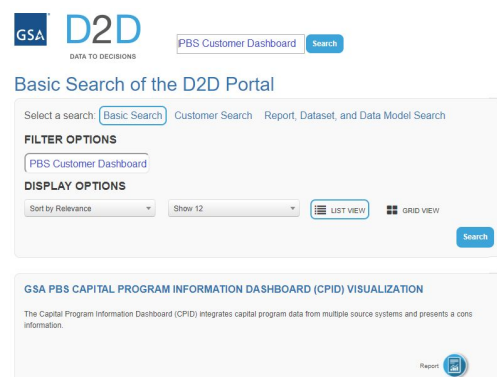
The PBS Dashboard Team will verify your access request with your agency. We aim to respond within 5 business days. Access is typically processed the 15th & 30th of each month.

Step 4 - Once you've received an access approval email from the PBS Dashboard team, search the D2D Portal for "PBS Customer Dashboard" or use the direct link:

<https://D2D.gsa.gov/report/pbs-customer-dashboard>.

If you do not see the dashboard in the results list, wait one business day and log back in; credentials are updated every evening.

Click on the dashboard title or the 'reports' icon to enter the dashboard landing page.



The screenshot shows the D2D Portal interface. At the top, there is a search bar with the text "PBS Customer Dashboard" and a "Search" button. Below the search bar, the text "Basic Search of the D2D Portal" is displayed. Underneath, there are "FILTER OPTIONS" and "DISPLAY OPTIONS". The "DISPLAY OPTIONS" section includes a dropdown menu for "Sort by Relevance", a dropdown menu for "Show 12", and buttons for "LIST VIEW" and "GRID VIEW". A "Search" button is located at the bottom right of the search results area. Below the search results, there is a section titled "GSA PBS CAPITAL PROGRAM INFORMATION DASHBOARD (CPID) VISUALIZATION" with a brief description and a "Report" icon.