

## USDA eAuthentication Customer Registration Aid

This document details how USDA customers can obtain a USDA eAuthentication Account with Level 1 or Level 2 Access. An activated eAuthentication account enables users to access USDA Web applications and services that are protected by eAuthentication. Customers can obtain an eAuthentication account through an electronic self-registration process provided through the eAuthentication Web site.

### Level 1 Access Self-Registration Process

To obtain a Level 1 USDA eAuthentication credential, all customers must go to <https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel1Step1.jsp>.

The four (4) steps to self-register are:

- STEP 1 of 4: Registration Form Completion
- STEP 2 of 4: User Information Verification
- STEP 3 of 4: Activation Instructions Notification
- STEP 4 of 4: Account Activation

#### STEP 1 of 4: Registration Form Completion

You are required to fill out the following fields:

DATA POINT	CRITERIA
User ID	User ID must be 6-20 characters in length.
Password	Password must be 4-10 characters in length.
First Name, Last Name	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
E-Mail	Please enter a valid working E-Mail

DATA POINT	CRITERIA
	address.
Country	Please select the country name you currently reside in.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
Middle Initial	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Home Postal/ZIP Code	Please enter your current home postal/ZIP code.

After entering the information on the initial screen, click **Continue**.

#### STEP 2 of 4: User Information Verification

On the following screen, view the information on the Account Verification page, verify the information, and then click **Submit**.

#### SECURITY CAUTION!

Once you have confirmed your eAuthentication credential, it will become your official electronic identity online throughout USDA. Please take great care in protecting your password - it is your responsibility to keep this electronic identity private to prevent identity theft. Please do not share this password or write it down in an insecure location.

#### STEP 3 of 4: Activation Instructions Notification

After submitting your account information, the following screen informs that an activation email will be issued to you communicating your registration status and the necessary steps to complete the USDA Level 1 Credentialing process. Print this page for your future reference and verify your email address.

***STEP 4 of 4: Account Activation***

You must verify your email address by clicking on the *ACTIVATE MY ACCOUNT* link within this email. Once you have completed this step, you have a valid **Level 1 Access** USDA Account.

## Level 1 Access Self-Registration Screen Shots

The following screens represent the main screens for each of the steps mentioned above, specifically,

- Figure 1: Registration Form
- Figure 2: User Information Verification
- Figure 3: Activation Instructions
- Figure 4: Activation Email
- Figure 5: Account Activation

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**Quick Links**

- What is an account?
- Create an account**
- Update your account

**Employee Links**

- Local Registration Authority Login

**Create an Account**

Level 1 Access [Create an Account Help](#)

**Step 1 of 4: User Information**

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. All required fields are marked by an asterisk (\*).

Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID\*:  6-20 characters

Password\*:  4-10 characters

Confirm Password\*:

First Name\*:

Middle Initial:

Last Name\*:

Home Postal/Zip Code:

Country Name\*:  ▼

Email address must be valid to complete registration

Email\*:

Confirm Email\*:

Figure 1: Registration Form

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**Quick Links**

- What is an account?
- Create an account**
- Update your account

**Employee Links**

- Local Registration Authority Login

**Create an Account**

Level 1 Access

**Step 2 of 4: User Information Confirmation**

Verify your Level 1 access information. Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID: **testuser1**

Password: **\*\* Not Shown \*\***

First Name: **testFirst**

Middle Initial: **testLast**

Last Name: **testLast**

Home Postal/Zip Code: **United States**

Country Name: **testuser1@email.com**

Email: **testuser1@email.com**

Please verify that your information is correct before clicking the Submit button.

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Figure 2: User Information Verification

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**Quick Links**

- What is an account?
- Create an account**
- Update your account

**Employee Links**

- Local Registration Authority Login

**Create an Account**

Level 1 Access

**Step 3 of 4: Print and Check Email**

**Please print this page for future reference.**

Congratulations testFirst testLast, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from **eAuthHelpDesk@usda.gov** with the subject line of 'Action Required:Instructions to Activate your USDA Account with Level 1 Access' **Step 4 is contained within this email, and is as simple as clicking a link to activate your account.**

The User ID you created is : testuser1

The email address you provided is: testuser1@email.com

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

**NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

If after 24 hours you do not receive the confirmation email:

- 1.Check your email provider filters.
- 2.Check your personal email filter settings.
- 3.Contact the eAuthentication helpdesk at **eAuthHelpDesk@usda.gov**. Please provide your User ID, first and last name, and email address.

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Figure 3: Activation Instructions

Level 1 Access  
 Step 4 of 4: [Link to Account Activation page](#)

Congratulations testuser3, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click [ACTIVATE MY ACCOUNT](#)

The User ID you created is: testuser3  
 The email address you provided is: josue.sanchez@accenture.com

Please print and retain this message for future reference.

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can view or update your account information by clicking [UPDATE YOUR ACCOUNT](#). You can also access your account information from the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov>.

If you need further assistance, please email the USDA eAuthentication Help Desk at [eAuthHelpDesk@usda.gov](mailto:eAuthHelpDesk@usda.gov).

Please include the following information in your email:

- Your first and last name
- Your eAuthentication User ID
- Indicate whether you are a public customer, federal employee, state, or district employee
- If you are a federal employee, provide the name of your employing agency
- The URL (Web Address) of the Web site or application you were attempting to access
- The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following link into your browser address bar:

"<https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=testuser3&str=29142829302814273-11924283014-128102312171435-1101212142329302714-1122422>"

Figure 4: Activation Email

Figure 5: Account Activation

## Level 2 Access Self-Registration Process

To obtain a Level 2 USDA eAuthentication credential, all customers must go to <https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp>.

The five (5) steps to self-register are:

- STEP 1 of 5: Registration Form Completion
- STEP 2 of 5: User Information Verification
- STEP 3 of 5: Activation Instructions Notification
- STEP 4 of 5: Account Activation
- STEP 5 of 5: In-Person Identity Proofing

### STEP 1 of 5: Registration Form Completion

You are required to fill out the following fields:

DATA POINT	CRITERIA
User ID	User ID must be 6-20 characters in length.
Password	Password must be 4-10 characters in length.
First Name, Last Name	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
E-Mail	Please enter a valid working E-Mail address.
Home Address, Home City, and Home State	Please enter your current home address, city, and state.
Home Postal/ZIP Code	Please enter your current home postal/ZIP code.
Country	Please select the country name you currently reside in.
Mother's	Please enter your mother's maiden

DATA POINT	CRITERIA
Maiden Name:	name for security verification purposes.
4 digit PIN:	Please enter a PIN number
Date of Birth	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
Middle Initial	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Home Phone	Please enter your current home phone.
Alternate Phone	Please enter an alternate phone.

After entering the information on the initial screen, click **Continue**.

### STEP 2 of 5: User Information Verification

On the following screen, view the information on the Account Verification page, verify the information, and then click **Submit**.

#### SECURITY CAUTION!

Once you have confirmed your eAuthentication credential, it will become your official electronic identity online throughout USDA. Please take great care in protecting your password and the security questions that you stored (Mother's Maiden Name, PIN, and Date of birth) - it is your responsibility to keep this electronic identity private to prevent identity theft. Please do not share this password or write it down in an insecure location.

### STEP 3 of 5: Activation Instructions Notification

After submitting your account information, the following screen informs that an activation email will be issued to you communicating your registration status and the necessary steps to complete the USDA Level 2 Credentialing process. Print this page for your future reference and verify your email address.

#### ***STEP 4 of 5: Account Activation***

You must verify your email address by clicking on the link *ACTIVATE MY ACCOUNT* within this email. Once you have completed this step, you have a valid **Level 1 Access** USDA Account. In order to obtain an activated **Level 2 Access** account you will need to complete Step 5.

#### ***STEP 5 of 5: In-Person Identity Proofing***

The final step in the email issued to you during the verification process (Step 3) will require you to be identity proofed. Proceed with the identity proofing process by taking your government issued photo ID (e.g. state issued drivers license) and presenting it in person to a USDA Service Center where an USDA employee who is a Local Registration Authority (LRA) can activate your account with Level 2 access. To find the nearest USDA Service Center offices go to <http://offices.usda.gov>.

#### ***IMPORTANT NOTE:***

Before you visit a USDA Service Center, please verify that all of your information on file with USDA is correct. Incorrect data will result in failure of the In-Person Identity Proofing Process. Go to the eAuthentication web site at [www.eauth.egov.usda.gov](http://www.eauth.egov.usda.gov).

## Level 2 Access Self-Registration Screen Shots

The following screens represent the main screens for each of the steps mentioned above, specifically,

- Figure 1: Registration Form
- Figure 2: User Information Verification
- Figure 3: Activation Instructions
- Figure 4: Activation Email
- Figure 5: Account Activation

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**Create an Account**

Level 2 Access  
**Step 1 of 4: User Information** Create an Account Help

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. All required fields are marked by an asterisk (\*).

Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID\*:  6-20 characters

Password\*:  4-10 characters

Confirm Password\*:

First Name\*:

Middle Initial:

Last Name\*:

Home Address\*:

City\*:

State\*:

Home Postal/Zip Code\*:

Country Name\*:

**Email address must be valid to complete registration**

Email\*:

Confirm Email\*:

Home Phone: ( ) - -

International Home Phone: (if applicable) ( ) - -

Alternate Phone: ( ) - -

International Alternate Phone: (if applicable) ( ) - -

Mother's Maiden Name\*:

4 digit PIN\*:  NOTE: You cannot use a zero as the first digit

Your Date of Birth\*:  mm/dd/yyyy

Click the Continue button to go to Step 2

Figure 1: Registration Form

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**Create an Account**

Level 2 Access  
**Step 2 of 4: User Information Confirmation**

Verify your Level 2 access information.

Click the Back button to make changes or click the Submit button to create your account with Level 2 access.

User ID:	testdev2
Password:	** Not Shown **
First Name:	testFirst
Middle Initial:	
Last Name:	testLast
Email:	testdev2@email.com
Home Address:	7 John St.
City:	Bronx
State/Province:	New York
Home Postal/Zip Code:	10463
Country Name:	United States
Home Phone:	888-555-1234
Alternate Phone:	--
Mother's Maiden Name:	mother
4 Digit Pin:	1234
Your Date of Birth:	11/11/1951

Please verify that your information is correct before clicking the Submit button.

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Figure 2: User Information Verification

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**Create an Account**

Level 2 Access  
**Step 3 of 4: Print and Check Email**

**Please print this page for future reference.**

Congratulations testFirst testLast, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from [eAuthHelpDesk@usda.gov](mailto:eAuthHelpDesk@usda.gov) with the subject line of "Activate Your USDA Account with Level 2 Access within 7 Days". **Step 4 is contained within this email. Please refer to the instructions in the email to complete your registration.**

The User ID you created is : testdev2  
The email address you provided is: testdev2@email.com

Level 2 access activation process:

1. Click on the email confirmation link provided in the email within **7 days**. Be sure to follow the instructions provided in the confirmation email. **If you do not click on the email confirmation link within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

NOTE: Once you click the email confirmation link in the email, you will have an account with limited access that allows you to review your account information online.

2. Go to the eAuthentication web site at [www.eauth.egov.usda.gov](http://www.eauth.egov.usda.gov) and click on "Update Your Account" link and login to review the account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your government issued photo ID).
3. Take your government issued photo ID (e.g. state issued driver's license) and present it in person to a USDA Local Registration Authority (LRA) for activation of your account with Level 2 access. To find the nearest USDA Service Center office go to <http://offices.usda.gov>

**NOTE: Until a USDA Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.**

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the eAuthentication helpdesk at [eAuthHelpDesk@usda.gov](mailto:eAuthHelpDesk@usda.gov). Please provide your User ID, first and last name, and email address.

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Figure 3: Activation Instructions

Level 2 Access  
 Step 4 of 4: [Link to Account Activation page](#)

Congratulations testuser4, you have successfully created a USDA eAuthentication account.

Before you can use your account with Level 2 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 2 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click [ACTIVATE MY ACCOUNT](#)

NOTE: Once you click the activation link, you will have an account with limited access that allows you to review your account information online.

4. Go to the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov> and click on "Update Your Account" link and login to review the same account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your govt. issued photo ID). You can also review or update your account information by clicking [UPDATE YOUR ACCOUNT](#).
5. Take your government issued photo ID (e.g. state issued drivers license) and present it in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. Most LRAs are located at a USDA Service Center office, to find the nearest USDA Service Center office go to <http://offices.usda.gov>.

NOTE: Until a USDA Service Center Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

The User ID you created is: testuser4  
 The email address you provided is: josue.sanchez@accenture.com

Please print and retain this message for your future reference.

One hour after your account with Level 2 access has been activated by the USDA Service Center employee, you should have access to conduct official electronic business transactions with the USDA via the Internet.

The first time you use your account with Level 2 access, you will be asked to update your password to the Level 2 access password requirements.

If you need further assistance, please email the eAuthentication Help Desk at [eAuthHelpDesk@usda.gov](mailto:eAuthHelpDesk@usda.gov)

Please include the following information in your email:

- Your first and last name
- Your eAuthentication User ID
- Indicate whether you are a public customer, federal employee, state, or district employee
- If you are a federal employee, provide the name of your employing agency
- The URL (Web Address) of the Web site or application you were attempting to access
- The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following link into your browser address bar:

<https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=testuser4&str=29142829302814274-11924283014-128102312171435-1101212142329302714-1122422>

Figure 4: Activation Email

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**Account Activation**

Thank you, your account has been activated.

**If you are a USDA Federal Employee**, no further action is needed.

**Please wait** approximately 20 minutes from the time of activation before using this account.

**If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access**, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

**If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access**, no further action is needed.

[Close Window](#)

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Figure 5: Account Activation