

# **USDA eAuthentication Account Registration Aid**

Updated: 11/15/08

This document details how USDA customers and employees can obtain a USDA eAuthentication account that allows access to USDA Web applications and services protected by eAuthentication. Customers may obtain an account with Level 1 or Level 2 access while USDA federal employees may obtain an account with Level 2 access. These accounts are obtained through an electronic self-registration process.

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## **Customer Level 1 Access Self-Registration Process**

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

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

- 1 STEP 1 of 4: Registration Form Completion
- 2 STEP 2 of 4: User Information Verification
- 3 STEP 3 of 4: Activation Instructions Notification
- 4 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.
	Note: Select your User ID carefully - do NOT include your SSN for example - once your User ID is created you will be unable to modify it.
Password	1• 9 to 12 characters long
	2• Contains at least one uppercase letter
	3• Contains at least one lowercase letter
	4• Contains at least one number or a special character:
	5 !#-\$%*=+:;,?~
	<ul> <li>1• May not contain your name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, or security questions /answers.</li> <li>2• May not contain words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above.</li> <li>3</li> <li>4Please note: Your password will expire after 180 days.</li> </ul>
First Name,	Please enter exactly as on your State Driver's License, State
Last Name	Identification Card, or Passport.
E-Mail	Please enter a valid working E-Mail address.
Country	Please select the country you currently reside in.

You can optionally fill out the following fields:

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

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



Figure 1: Registration Form

## STEP 2 of 4: User Information Verification

On the following screen, verify the information and then click **Submit**.



Figure 2: User Information Verification

#### **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 your password or write it down in an insecure location.

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

After submitting your account information, the next 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.

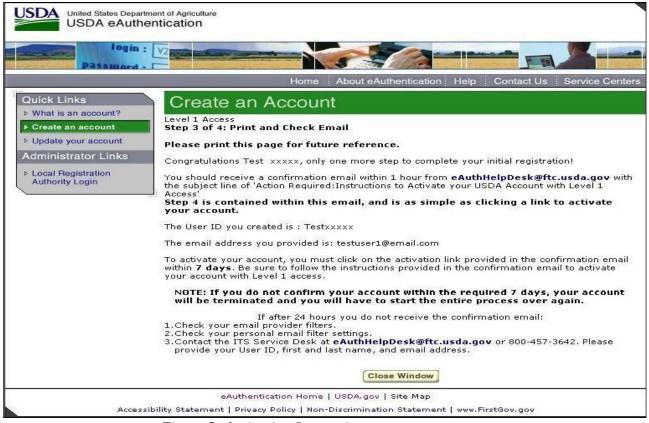


Figure 3: Activation Instructions

#### STEP 4 of 4: Account Activation

You must verify your email address by clicking on the *ACTIVATE MY ACCOUNT* link within this email:

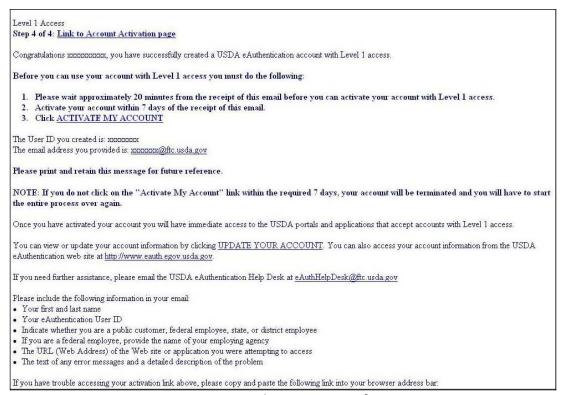


Figure 4: Activation Email

Once you have completed this step, you have a valid **Level 1 access** USDA Account. You will see this confirmation screen:

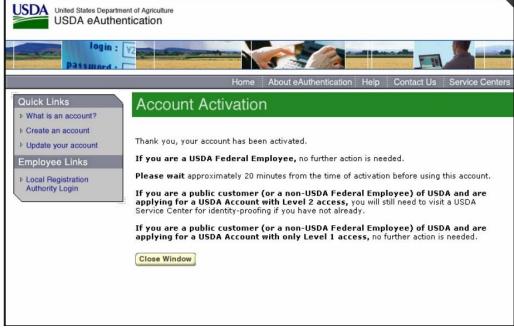


Figure 5: Account Activation

## Customer Level 2 Access Self-Registration Process

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

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

- 1 STEP 1 of 5: Registration Form Completion
- 2 STEP 2 of 5: User Information Verification
- 3 STEP 3 of 5: Activation Instructions Notification
- 4 STEP 4 of 5: Account Activation
- 5 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.
	Note: Select your User ID carefully - do NOT include your SSN for example - once your User ID is created you will be unable to modify it.
Password	1• 9 to 12 characters long
	2• Contains at least one uppercase letter
	<b>3•</b> Contains at least one lowercase letter
	<b>4•</b> Contains at least one number or one of these special
	characters: !# - \$ % * = + : ; , ? ~
	In addition:  1• Your password may not contain your first name, last name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, security questions or answers.  2• Do not use words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above.  3• Your password will expire after 180 days.
First Name, Last Name	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
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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 you currently reside in.
Mother's Maiden Name:	Please enter your mother's maiden 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.
Security Questions & Answers	Choose security questions from the pull-down list. Then type answers that only you would know.

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**.

Form Approved - OMB No. 0503-0014 Create an Account Help  Level 2 Access 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.		- 0.0	700	500
Form Approved - ONB No. 0503-0014 Pyour account Strator Links Registration Ry Login  Form Approved - ONB No. 0503-0014 Pyour account  Form Approved - ONB No. 0503-0014  Form Approved - ONB No. 0504  Form	Quick Links	Create an Account		
Level 2 Access 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. Please read the eAuthentication Privacy Act Statement and Public Burden Statement for more information on how your personal information will be protected.  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*; Password*; Confirm Password*; First Name*; Indide 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 Alternate Phone: (if applicable) Alternate Phone: International Alternate Phone: (if applicable) Mother's Maiden Name**; 4 digit PIM*; Your Date of Birth*:  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password: Each question can be used only once.	▶ What is an account?	A CONTRACTOR OF THE PROPERTY O		A COLUMN TO THE PARTY OF THE PA
Stator Links Registration 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. Please read the eAuthentication Previocy Act Statement and Public Burden Statement for more information on how your personal information will be protected.  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*:  Password*:  Password*:  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)  Mother's Maiden Name*:  4 digit PIN*:  NOTE: You cannot use a zero as the first digit morded.  Public users in the first digit morded and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.	Create an account	ts exercis	4	Create an Account Help
Note a decidential of the process of	Update your account			
Public customers should complete the information below to create a USDA account. Please read the eAuthentication Privacy Act Statement and Public Burden Statement for more information on how your personal information will be protected.  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**:  Password**:  Confirm Password**:  First Name**:  Middle Initial:  Last Name*:  Home Address*:  Click**:  Home Postal/Zip Code**:  Country Name**:  Email address must be valid to complete registration  Email**:  Confirm Email**:  Home Phone:  International Home Phone:  (if applicable)  Mother's Maiden Name*:  4 digit PIN**:  NOTE: You cannot use a zero as the first digit your password. Each question can be used only once.	dministrator Links			n Account to continue with the
appears on your government issued photo ID (e.g. state driver's license).  User ID**:  Password**:  Confirm Password**:  First Name**:  Middle Initial:  Last Name**:  Home Address**:  City*:  State*:  Home Postal/Zip Code**:  Confirm 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 mondal and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.	ocal Registration authority Login	Public customers should complete the the eAuthentication Privacy Act Sta	e information below to create	
Password*:  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*:  Your Date of Birth*:  NOTE: You cannot use a zero as the first digit mm/dd/yyyy  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.				
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 mm/dd/yyyy  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.		User ID*:		6-20 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 mm/dd/yyyy  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.		Password*:		9-12 characters
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 mm/dd/yyyy  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.			Click here for additional	requirements
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 mm/dd/yyyy  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.		Confirm Password*:		
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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 mm/dd/yyyy  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.		Middle Initial:		
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 mm/dd/yyyy  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.		Last Name*:		
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: (if applicable)  Mother's Maiden Name*: 4 digit PIN*: NOTE: You cannot use a zero as the first digit your Date of Birth*:  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.		Home Address*:		
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(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*:  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.		13.15.13.5	()	
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*:  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.				
(if applicable)  Mother's Maiden Name*:  4 digit PIN*:  NOTE: You cannot use a zero as the first digit  Your Date of Birth*:  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.		Alternate Phone:		
4 digit PIN*:  NOTE: You cannot use a zero as the first digit  Your Date of Birth*:  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.				]
Your Date of Birth*:  Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.		Mother's Maiden Name*:		
Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.		4 digit PIN*:	NOTE: You can	not use a zero as the first digit
validate your identity if you forget your password. Each question can be used only once.		Your Date of Birth*:		mm/dd/yyyy
		validate your identity if you forg	estions and answers. Thi get your password. Each	is information will be used to question can be used only
		V. (2000)		
		(0)((0)(0))	~	
Click the <b>Continue</b> button to go to Step 2		CONCORDED		
Click the <b>Continue</b> button to go to Step 2			~	
Click the <b>Continue</b> button to go to Step 2			~	
			~	

Figure 1: Registration Form

#### STEP 2 of 5: User Information Verification

On the following screen, 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 - 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. This activation email will contain instructions for completing the USDA Level 2 Credentialing process. Print this page for your future reference.

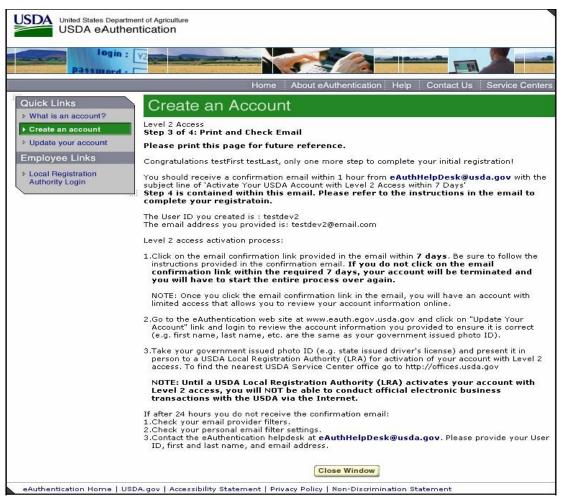


Figure 2: Activation Instructions

#### STEP 4 of 5: Account Activation

You must confirm your account by clicking on the *ACTIVATE MY ACCOUNT* link within this email.

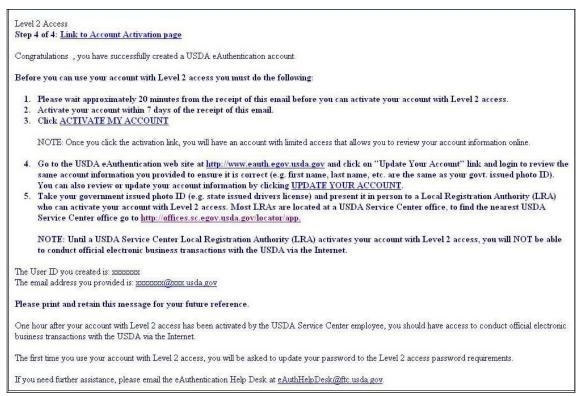


Figure 3: Activation Email

NOTE: Once you have completed this step, you have a valid Level 1 account and will see the following screen. In order to obtain an activated Level 2 account you will need to complete Step 5.

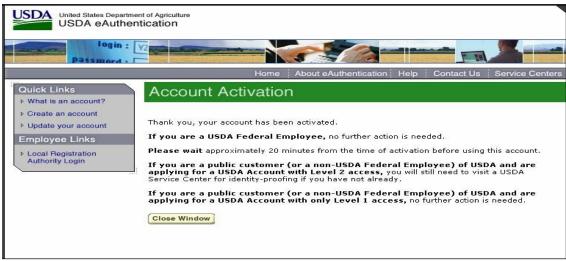


Figure 4: Account Activation

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

The final step to obtain Level 2 access will require you to be identity-proofed: take your government-issued photo ID (e.g. state issued drivers license) and present it in person to a USDA Service Center where a USDA employee who is a Local Registration Authority (LRA) can activate your account with Level 2 access. To find the nearest USDA Service Center with an LRA, go to <a href="http://offices.sc.egov.usda.gov/locator/app?type=lra">http://offices.sc.egov.usda.gov/locator/app?type=lra</a>. We recommend calling ahead to schedule an appointment.

#### **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. To verify or update your information, go to the eAuthentication web site at <a href="www.eauth.egov.usda.gov">www.eauth.egov.usda.gov</a> and click on "Update your account", then log in with your User ID and password. Select "Modify my profile" and make any needed changes.

### **Employee Account Self-Registration Process**

To obtain an Employee Level 2 USDA eAuthentication account, a USDA federal employee must receive a Registration Invitation email.

#### Pre-requisites:

- 1. Your HR record must be completed by your HR representative, and you must have a valid email address.
- 2. You must receive the Registration Invitation email and click on the link within the email.

```
From: eAuthHelpDesk@ftc.usda.gov [mailto:eAuthHelpDesk@ftc.usda.gov]
Sent: Wednesday, October 29, 2008 10:14 AM
To: xxxxxxxx
Subject: Please register for a USDA eAuthentication Employee Account
xxxxxxxxxxxx,
Congratulations, your employee records are now ready for you to
register for a USDA eAuthentication account, which is required to
access eAuthentication-protected applications such as AgLearn. To
register for your eAuthentication Employee account, click on the link
https://app.eauth.egov.usda.gov/AccountServices/EmployeeRegistration/ea
uthEmployeeRegistrationLogin.aspx?Regid=2AD34D41-33F0-4F80-8565
This link will be valid for a limited time, so please register as soon
as possible.
Note: if the link did not work, copy/paste the link into your browser's
If you need further assistance, please email the ITS Service Desk at
eAuthHelpDesk@ftc.usda.gov or call 1-800-457-3642, or contact your
Agency Registration Lead at
http://www.eauth.egov.usda.gov/AgencyRegistrationLeads.html
Thank you,
Please do not respond to this message, this is a system-generated
-- The USDA eAuthentication Team
```

Figure 1: Registration Invitation Email

Once you have clicked on the link within the Registration Invitation, the steps to register are:

```
1
2STEP 1 of 6: Credential Verification
3STEP 2 of 6: Employee Verification & User ID Selection
4STEP 3 of 6: Populate Your Security Attributes
5STEP 4 of 6: Confirm Your Security Attributes
6STEP 5 of 6: Password Creation
7STEP 6 of 6: Congratulations Message
8STEP 1 of 6: Credential Verification
```

You are required to fill out the following fields:

DATA POINT	CRITERIA
Last 4 digits of SSN	Please enter the last 4 digits of your Social Security Number
Date of Birth	Please enter your date of birth, using the pull down menus

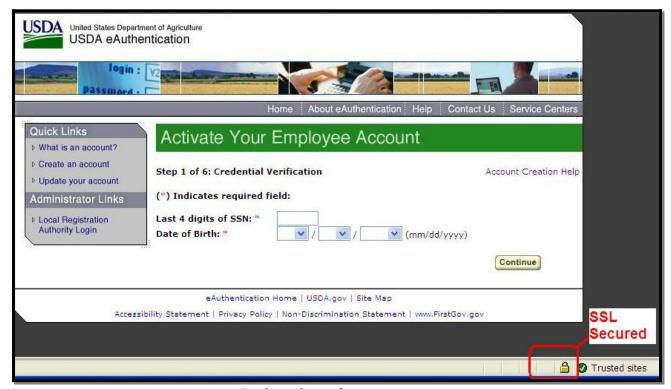


Figure 2: Credential Verification Form

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

### 9STEP 2 of 6: Employee Verification & User ID Selection

On the following screen, verify the information that is displayed.

- If your email address is not correct, please close your browser window (click on the red "x") and contact your Agency Registration Lead for assistance: http://www.eauth.egov.usda.gov/AgencyRegistrationLeads.html
- If any of your HR information is not correct, please note which information is not correct and close your browser window (click on the red "x"). Contact your HR rep and ask them to review the items you've noted.
- If ALL of your information is correct, create a User ID using your Agency's

preferred format. If you do not know your Agency's preferred format, please contact your Agency Registration Lead for assistance: http://www.eauth.egov.usda.gov/AgencyRegistrationLeads.html

- O Your User ID must be 6 to 20 characters long. It is not case sensitive and may contain the following characters: @ \_ (period, "at" sign, underscore, hyphen)
- O Note: Select your User ID carefully do NOT include your SSN for example once your User ID is created you will be unable to modify it.
- O When finished, click **Continue**.

Activate \	Your Employee Account	
Step 2 of 6: Emp	loyee Verification & User ID Selection	Account Creation Help
Please verify the	e information listed below.	
Agency:	NRCS	
First Name:	Test	
Last Name:	Newemp	
City:	Denver	
State:	co	
Email:	emp1@ftc.usda.gov	
	mation on this page is incorrect, please contact you Agency Registration Lead.	ır Human Resources
Your User ID must	thentication User ID. be 6 to 20 characters long. you follow your agency's User ID guidelines.	
User ID:		
		Continue

Figure 3: Employee Verification & User ID Selection

### STEP 3 of 6: Populate Your Security Attributes

On the next screen, you are required to fill out the following fields:

DATA POINT	CRITERIA
Questions	Select 4 different security questions using the pull-down menus.
Answers	Type an answer that only you would know (i.e., information that is non-researchable.) Answers are not case sensitive, however spaces and spelling do matter, so please enter something that is easy to remember.
Mother's Maiden Name	Please enter your mother's maiden name for security verification purposes.
4 Digit PIN	Please enter a 4 digit PIN number. Note: You cannot use a zero "0" as the first digit.



Figure 4: Employee Verification & User ID Selection

After entering the information, click **Continue**.

### STEP 4 of 6: Confirm Your Security Attributes

Verify the information that you entered and click **Continue**. To change any of the information click on the **Back** button.

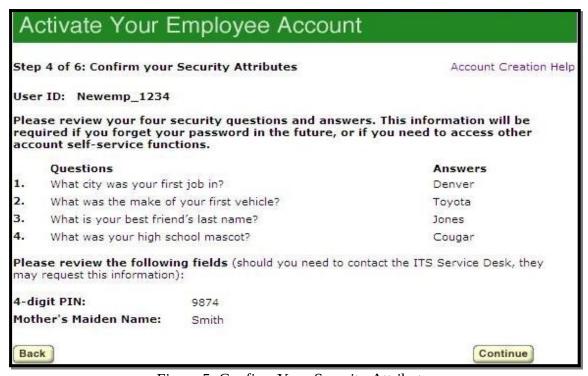


Figure 5: Confirm Your Security Attributes

### STEP 5 of 6: Password Creation

Please create a password for your account in accordance with the guidelines.

DATA POINT	CRITERIA
Password	<ol> <li>9 to 12 characters long</li> <li>Contains at least one uppercase letter</li> <li>Contains at least one lowercase letter</li> <li>Contains a number or a special character: !#-\$ % * = +:;,? ~</li> <li>May not contain your name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, or security questions / answers.</li> <li>May not contain words that can be found in a dictionary, spaces, tabs, or special characters not listed above.</li> </ol>
Confirm Password	Re-type your password

Activate Your Employee Account	
Step 5 of 6: Password Creation	Account Creation Help
Please create a password for your USDA eAuthentication accoun	nt.
It must follow these rules to be accepted:	
	ercase letter (A, B, C, etc.) rcase letter (a, b, c, etc.)
Restricted Information (Do Not Use)  Dictionary Words  Profile Information: Mother's Maiden Name, Date of Birth, PIN, Your Name, Addre	ss, Phone Number, Email, etc.
For additional recommendations regarding passwords, click here	4.
Password:	
Confirm Password:  Back	Continue

Figure 6: Password Creation

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

## STEP 6 of 6: Congratulations Message

In the final step, you will receive a "Congratulations" message on the screen. Your Employee account is now active. You will also receive an email message confirming the creation of your account.

Note: We recommend waiting 10 minutes before you attempt to log in to other websites, to allow for system propagation.



Figure 7: Congratulations Message

### Additional assistance

For additional assistance with the eAuthentication account self-registration process, please contact the ITS Service Desk at: <a href="mailto:eAuthHelpDesk@ftc.usda.gov">eAuthHelpDesk@ftc.usda.gov</a>

### Please include:

- Your name and contact information
- Agency (if you are a USDA federal employee)
- Description of the issue:
  - O Type of account you are trying to create (Level 1 Customer, Level 2 Customer, or Employee account)
  - O If you have received an error message, please also include the exact text of the error message.