USDA

United States Department of Agriculture

Office of the Chief Information Officer

Enterprise Applications Services

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TO: Andrew Perraut
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THROUGH: Ruth Brown,
               OCIO Desk Officer

FROM: Chris North, Director
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               Pam Weber, Program Director   *Pam Weber 3/02/2012*
               Identity, Credential & Access Management Division
               Enterprise Applications Services Office

SUBJECT: Change Request for OMB Control Number 0503-0014 –
               USDA eAuthentication Service Customer Registration

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes access to web applications that provide services such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts. During the initial design of eAuthentication, USDA requested approval for the original USDA eAuthentication Service Customer Registration Form, used to register users for an account.

USDA is upgrading the eAuthentication infrastructure, which includes a major upgrade to the Commercial Off-The-Shelf software and changes to the system hardware. As this major modernization progresses, the USDA eAuthentication Service Customer Registration Form will be changing. However, the individuals completing this form will not have any significant change in the burden time or in the process used to complete the registration. In fact, individuals will note a decrease in the fields required due to removing several fields that are no longer necessary.

Attached to this memo are the following to help describe the requested changes:
- Page 2 – Field Comparison Table
- Page 3 – Level 1 Access Request Forms – Current and Projected
- Page 4 – Level 2 Access Request Form – Current
- Page 5 – Level 2 Access Request Form – Projected

cc: Shari Erickson
       Kathleen Squires
       Cindy Carrick

The following table compares changes in the fields based on the current forms and projected forms:

	Level 1 Access		Level 2 Access	
	Current Form	Projected Form	Current Form	Projected Form
User ID	X	X	X	X
Password	X	X	X	X
Confirm Password	X	X	X	X
First Name	X	X	X	X
Middle Initial	X	X	X	X
Last Name	X	X	X	X
Home Address			X	X
City			X	X
State			X	X
Home Postal/Zip Code	X		X	X
Country Name	X		X	X
Email	X	X	X	X
Confirm Email	X	X	X	X
Home Phone			X	X
International Home Phone			X	
Alternate Phone			X	
International Alternate Phone			X	
Mother's Maiden Name			X	X
4 digit PIN			X	X
Your Date of Birth			X	X
Security Questions/Answers		X	X	X

Current eAuthentication Level 1 Access Request

Form Approved - OMB No. 0503-0014   Create an Account Help

Level 1 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*:   6-20 characters
Password*:   9-12 characters
                                               Click here for additional requirements
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*:

                                               Reset   Continue

Proposed eAuthentication Level 1 Access Request

User Information   ?
                                    Required Field*
First Name*
Middle Initial
Last Name*

Contact Information   ?
Email*
Confirm Email*

Login Information   ?
Login
Password*
Confirm Password*

Security Questions   ?

Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the ? above.

1*   Select...

2*   Select...

3*   Select...

4*   Select...

Current eAuthentication Level 2 Access Request

Create an Account

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.

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*:   6-20 characters

Password*:   9-12 characters
                                                     Click here for additional requirements

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Address*:

City*:
                    Note: If you are entering an address outside the USA, please
                    select 'NQ - unknown' for your State.

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

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 the **Continue** button to go to Step 2

                                                     Reset   Continue

Proposed eAuthentication Level 2 Access Request

User Information		?
	Required Field*	
First Name*		
Middle Initial		
Last Name*		
Address*		
City*		
State*	Select...	
Zip*		
Country*	United States	

Contact Information		?
Home Phone		
Email*		
Confirm Email*		

Login Information		?
Login		
Password*		
Confirm Password*		

Security Information		?
Mother's Maiden Name*		
Birth Date*		
Four Digit PIN*		

Security Questions   ?

Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the ⬚ above.

1* Select...

2* Select...

3* Select...

4* Select...