



USDA eAuthentication Account Registration Aid

Updated: March 5, 2012

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 and contractors may obtain an account with Level 2 access. These accounts are obtained through an electronic self-registration process.

<i>Customer Level 1 Access Self-Registration Process</i>	2
<i>Customer Level 2 Access Self-Registration Process</i>	4
<i>Employee Account Self-Registration Process</i>	7
<i>Additional assistance</i>	9

Customer Level 1 Access Self-Registration Process

To obtain a Level 1 USDA eAuthentication account, 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
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.
Login	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	<ul style="list-style-type: none"> Minimum of 12 and a maximum of 24 characters long Contains at least one uppercase letter Contains at least one lowercase letter Contains a number Can contain a special character. <ul style="list-style-type: none"> May not contain your first name, last name, or User ID. Should not contain your Mother's Maiden Name, Date of Birth, 4-digit PIN, or security questions /answers. May not contain words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above. <p>Please note: Your password will expire after 60 days.</p>
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.

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

The image shows a registration form with the following sections:

- User Information:** Includes fields for First Name*, Middle Initial, and Last Name*. A "Required Field*" label is present.
- Contact Information:** Includes fields for Email* and Confirm Email*.
- Login Information:** Includes fields for Login, Password*, and Confirm Password*.
- Security Questions:** Includes instructions: "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." Below this are four numbered questions (1* to 4*) with dropdown menus labeled "Select..." and corresponding text input fields.

Figure 1: Registration Form

STEP 2 of 4: User Information Verification

The next screen will allow you to verify the information. Once verified, 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 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.

STEP 4 of 4: Account Activation

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

Once you have completed this step, you have a valid **Level 1 access** USDA Account.

Customer 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
First Name, Last Name	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Address, City, and State	Please enter your current home address, city, and state.
Postal/ZIP Code	Please enter your current home postal/ZIP code.
Country	Please select the country you currently reside in.
E-Mail	Please enter a valid working E-Mail address.
Login	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	<ul style="list-style-type: none"> • Minimum of 12 and a maximum of 24 characters long • Contains at least one uppercase letter • Contains at least one lowercase letter • Contains a number • Can contain a special character. <ul style="list-style-type: none"> • May not contain your first name, last name, or User ID. • Should not contain your Mother's Maiden Name, Date of Birth, 4-digit PIN, or security questions /answers. • May not contain words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above. <p>Please note: Your password will expire after 60 days.</p>
Mother's Maiden Name:	Please enter your mother's maiden name for security verification purposes.
Date of Birth	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
4 Digit PIN:	Please enter a PIN number

DATA POINT	CRITERIA
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.

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

The screenshot shows a registration form with the following sections and fields:

- User Information:** Includes fields for First Name*, Middle Initial, Last Name*, Address*, City*, State* (dropdown), Zip*, and Country* (dropdown set to United States). A "Required Field*" label is present.
- Contact Information:** Includes fields for Home Phone, Email*, and Confirm Email*.
- Login Information:** Includes fields for Login, Password*, and Confirm Password*.
- Security Information:** Includes fields for Mother's Maiden Name*, Birth Date*, and Four Digit PIN*.
- Security Questions:** Includes instructions: "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." and four numbered dropdown menus (1* through 4*) for selecting questions, each with a corresponding text input field for the answer.

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.

STEP 4 of 5: Account Activation

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

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

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 <http://offices.sc.egov.usda.gov/locator/app?type=lra>. 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 www.eauth.egov.usda.gov 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 from eAuthHelpDesk@usda.gov and click on the link within the email.

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

- STEP 1 of 6: Identity Verification
- STEP 2 of 6: User Information Verification
- STEP 3 of 6: Security Question Selection
- STEP 4 of 6: Security Question Confirmation
- STEP 5 of 6: New User ID and Password
- STEP 6 of 6: Activation Successful

STEP 1 of 6: Identity 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

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

STEP 2 of 6: User Information Verification

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

- 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 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 ALL of your information is correct, click **Continue**.

STEP 3 of 6: Security Question Selection

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.

DATA POINT	CRITERIA
4 Digit PIN	Please enter a 4 digit PIN number. Note: You cannot use a zero “0” as the first digit.
Mother’s Maiden Name	Please enter your mother’s maiden name for security verification purposes.

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

STEP 4 of 6: Security Question Confirmation

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

STEP 5 of 6: New User ID and Password

The system will generate a new User ID and present it to you on the next screen.

You will need to create a password for your account in accordance with the guidelines.

DATA POINT	CRITERIA
Password	<ul style="list-style-type: none"> • Minimum of 12 and a maximum of 24 characters long • Contains at least one uppercase letter • Contains at least one lowercase letter • Contains a number • Can contain a special character. <ul style="list-style-type: none"> • May not contain your first name, last name, or User ID. • Should not contain your Mother’s Maiden Name, Date of Birth, 4-digit PIN, or security questions /answers. • May not contain words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above. <p>Please note: Your password will expire after 60 days.</p>
Confirm Password	Re-type your password

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

STEP 6 of 6: Activation Successful

In the final step, you will receive an “Activation Successful” message on the screen. Your 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.

Additional assistance

For additional assistance with the eAuthentication account self-registration process, please contact the ITS Service Desk at: eAuthHelpDesk@ftc.usda.gov

Please include:

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