



## **USDA eAuthentication Account Registration Aid**

Updated: 1/28/13

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.

<i>Customer Level 1 Access Self-Registration Process</i> .....	2
<i>Customer Level 2 Access Self-Registration Process</i> .....	6
<i>Employee Account Self-Registration Process</i> .....	11
<i>Additional assistance</i> .....	18

## 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:

- 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 - once your User ID is created you will be unable to modify it.
Password	<ol style="list-style-type: none"> <li>1• 9 to 12 characters long</li> <li>2• Contains at least one uppercase letter</li> <li>3• Contains at least one lowercase letter</li> <li>4• Contains at least one number or a special character:</li> <li>5 !#-\$%*+=+; , ? ~</li> </ol> <ol style="list-style-type: none"> <li>1• May <b>not</b> contain your name, User ID, Mother’s Maiden Name, Date of Birth, 4-digit PIN, or security questions /answers.</li> <li>2• May <b>not</b> contain words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above.</li> </ol> <p>3Please note: Your password will expire after 180 days.</p>
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.
Country	Please select the country 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**.

USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

**Create an Account**

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  
 Confirm Password\*:   
 First Name\*:   
 Middle Initial:   
 Last Name\*:   
 Home Postal/Zip Code:   
 Country Name\*:    
 Email\*:   
 Confirm Email\*:

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

Figure 1: Registration Form

## STEP 2 of 4: User Information Verification

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

USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

**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:  
 Last Name: **testLast**  
 Home Postal/Zip Code:  
 Country Name: **United States**  
 Email: **testuser1@email.com**

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

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.

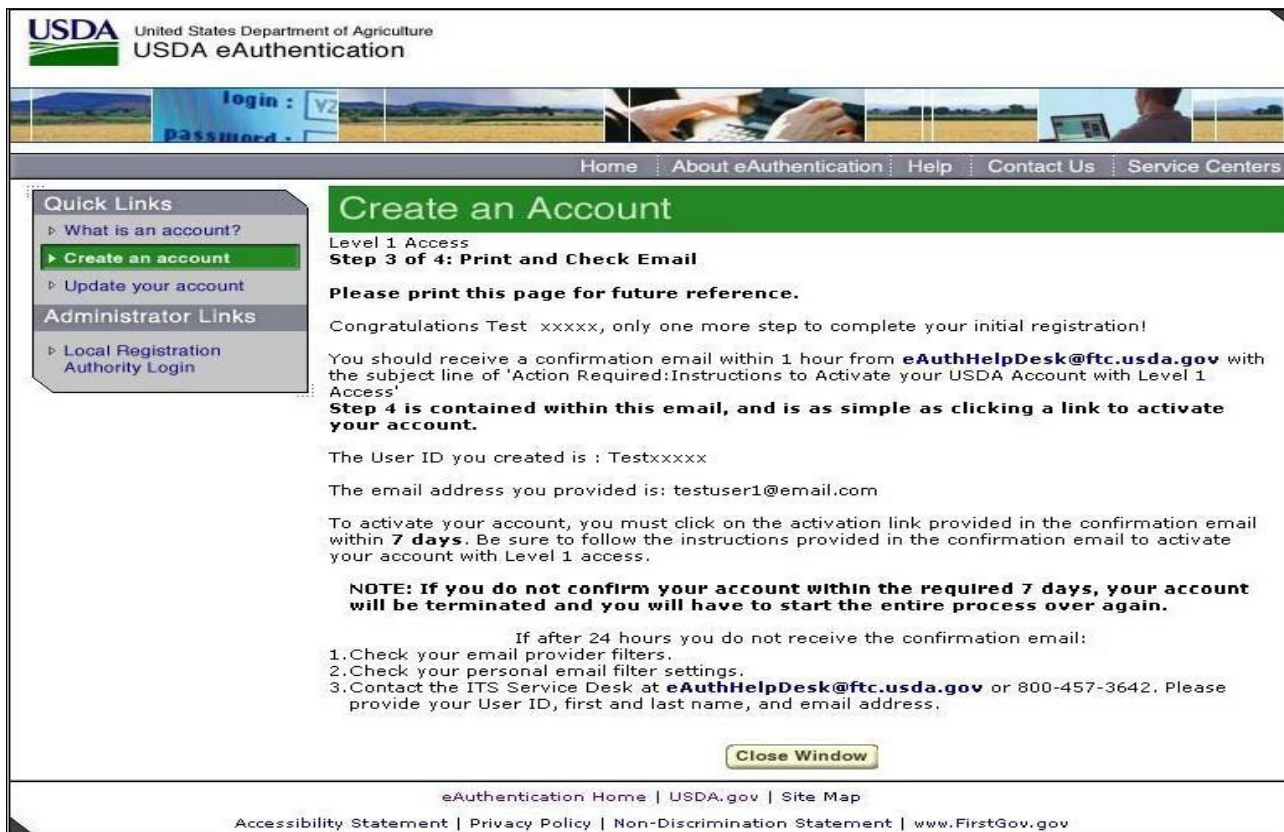


Figure 3: Activation Instructions

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

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

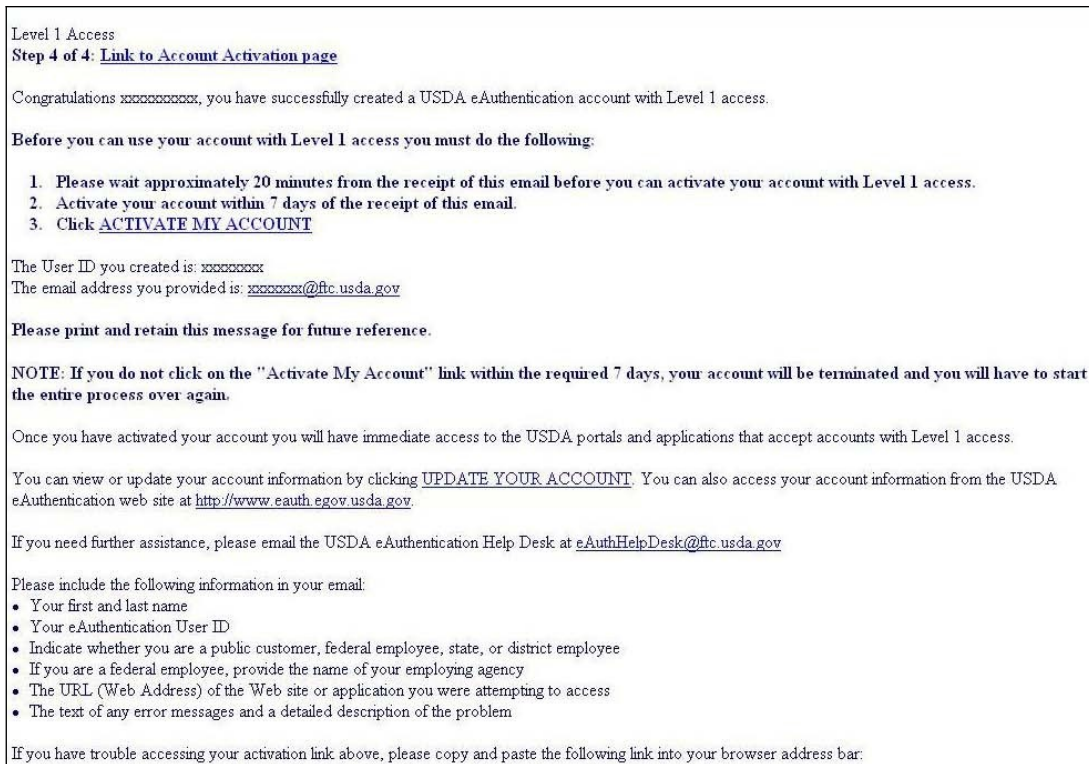


Figure 4: Activation Email

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

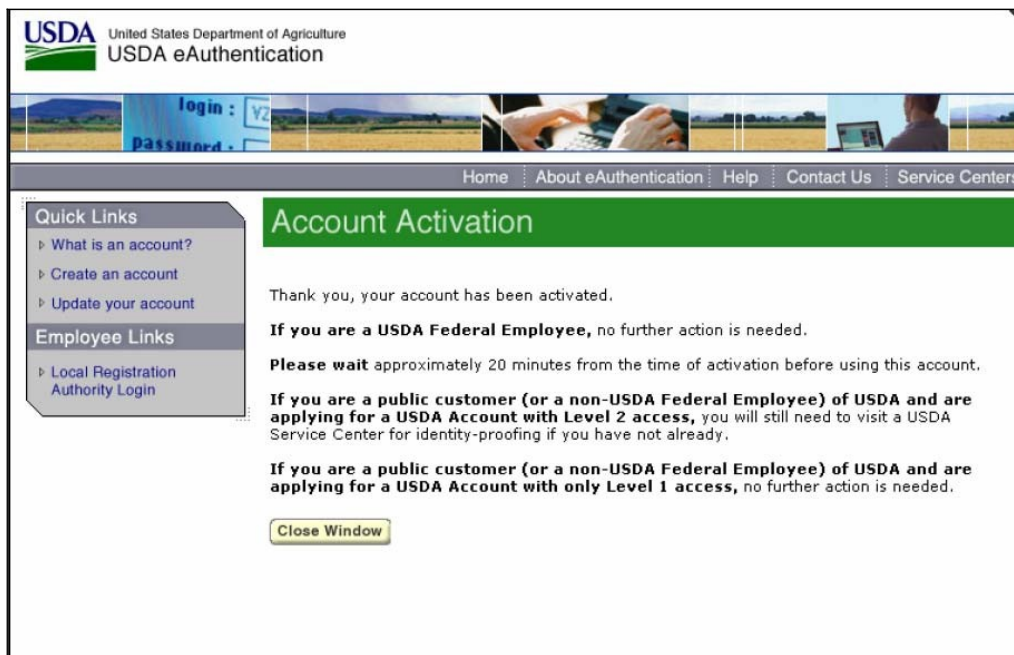


Figure 5: Account Activation

## Customer Level 2 Access Self-Registration Process

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

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 or Online 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	<ul style="list-style-type: none"> <li>1• 9 to 12 characters long</li> <li>2• Contains at least one uppercase letter</li> <li>3• Contains at least one lowercase letter</li> <li>4• Contains at least one number or one of these special characters: !#-\$%*+=+ : ; , ? ~</li> </ul> In addition: <ul style="list-style-type: none"> <li>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.</li> <li>2• Do not use words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above.</li> <li>3• Your password will expire after 180 days.</li> </ul>
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 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	Choose security questions from the pull-down list. Then type answers that only

Questions & Answers	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**.

The screenshot shows a web form titled "Create an Account" with a green header. On the left is a navigation sidebar with "Quick Links" (What is an account?, Create an account, Update your account) and "Administrator Links" (Local Registration Authority Login). The main content area includes the following elements:

- Form Approved - OMB No. 0503-0014** and **Create an Account Help** link.
- Level 2 Access** and **Step 1 of 4: User Information** heading.
- Instructions for USDA Federal Employees and Public Customers, including links to **Privacy Act Statement** and **Public Burden Statement**.
- Requirement note: "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)."
- Form fields:
  - User ID\*: (text box) 6-20 characters
  - Password\*: (text box) 9-12 characters
  - Click here for additional requirements (link)
  - Confirm Password\*: (text box)
  - First Name\*: (text box)
  - Middle Initial: (text box)
  - Last Name\*: (text box)
  - Home Address\*: (text box)
  - City\*: (text box)
  - State\*: (dropdown menu)
  - Home Postal/Zip Code\*: (text box)
  - Country Name\*: (dropdown menu)
  - Email address must be valid to complete registration**
  - Email\*: (text box)
  - Confirm Email\*: (text box)
  - Home Phone: (text box with format ( ) - )
  - International Home Phone: (if applicable) (text box)
  - Alternate Phone: (text box with format ( ) - )
  - International Alternate Phone: (if applicable) (text box)

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.**

<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>

Click the **Continue** 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.



USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

**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** 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.e.gov.usda.gov](http://www.eauth.e.gov.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**. Please provide your User ID, first and last name, and email address.

Close Window

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

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.

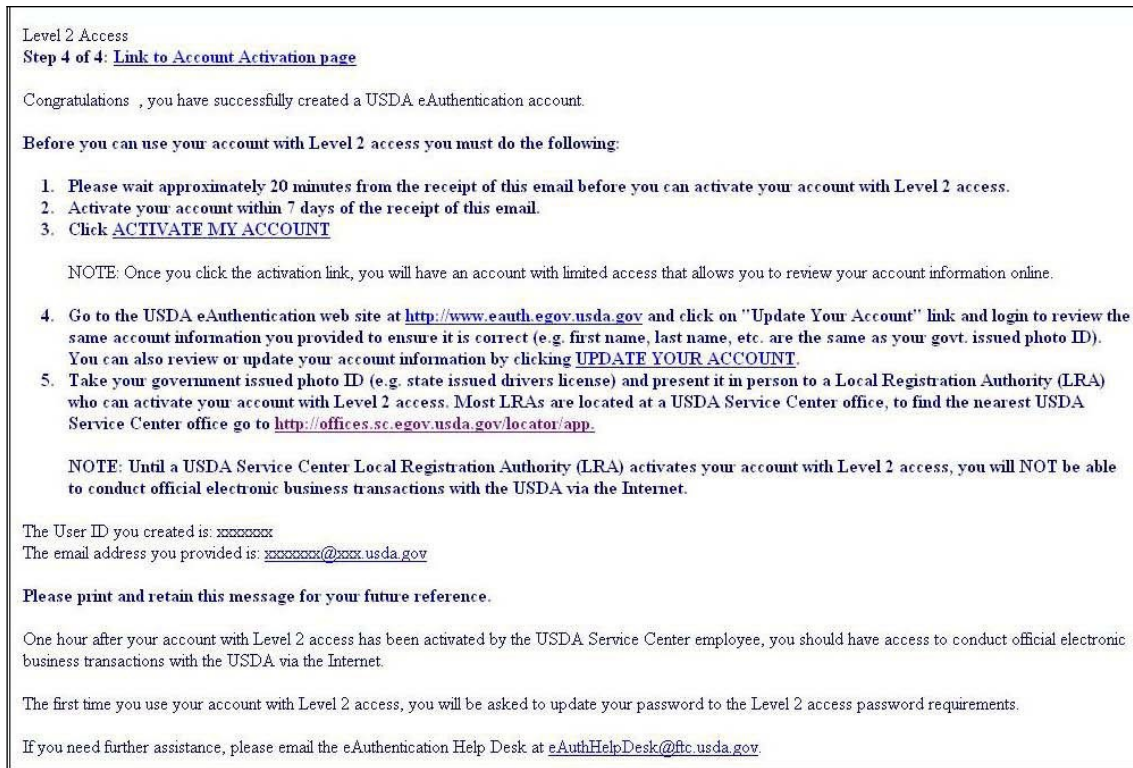


Figure 3: Activation Email

**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.

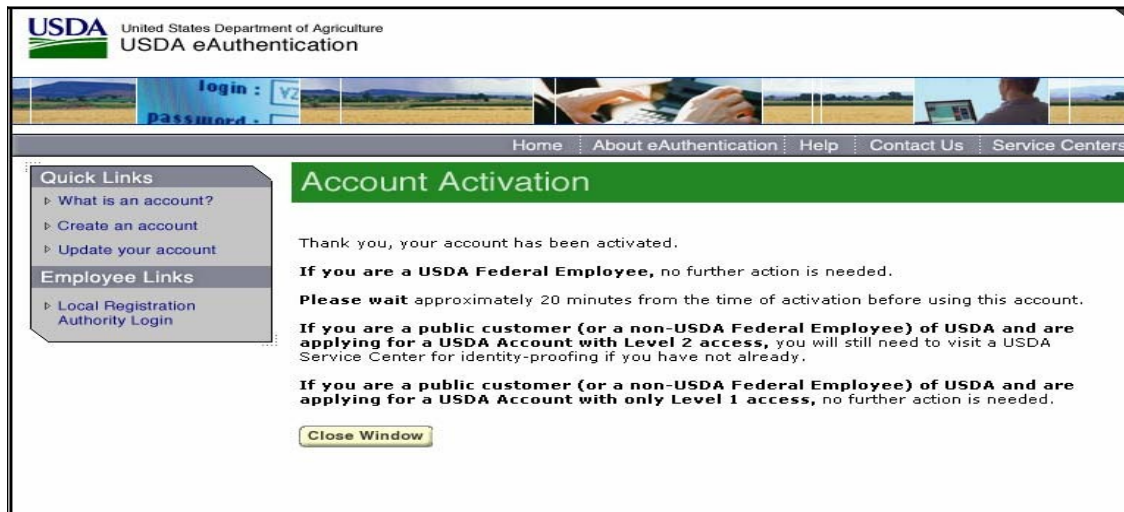


Figure 4: Account Activation

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

The final step to obtain Level 2 access will require you to be identity-proofed.

#### ***In-Person Identity Proofing***

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](http://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.

***Online Identity Proofing***

Perform the following steps to validate your Level 2 account:

1. Go to USDA eAuthentication website <https://www.eauth.usda.gov>.
2. Click “Update your account” on the left hand side and follow the normal process to log into your eAuth profile.
3. Click on the “Users” tab.
4. Click on the “Manage Users” link to expand the list of options.
5. Click on the Validate Level 2 Customer – OIDP.
6. The Validate Level 2 Customer – APHIS Pilot: Select User page is displayed.
7. Select “Last Name” from the Search Option drop down menu.
8. Leave the “=” in the next box to an specify exact match (Equals “=” is the default) .
9. Enter the customer’s last name as printed on the valid form of identification that is presented. (Not case sensitive).
10. Click the “+” button to display additional search criteria (i.e. First Name, User ID, State).
11. Select “First Name” from the second Search Option drop down menu.
12. Leave the “=” again to specific an exact match.
13. Enter the customer’s first name using the valid form of identification that is presented
14. Click “Search”.
15. Search results are displayed on the “Validate Level 2 Customer – APHIS Pilot: Select User” screen.
16. If the name in the search results matches the Individuals name, click on the circle to the far left, next to their Login ID. The circle will fill when selected. Click “Select” in the bottom right corner to retrieve the selected customer’s profile for validation.
17. Ask the User to provide you with their first and last name and date of birth exactly as shown on a Government Issued ID.
18. Using the Validate Level 2 Customer – APHIS Pilot task, review the information listed in the customer’s User Profile.

**Note:** *If the information in the profile does not exactly match the first name, last name and date of birth on the Government Issued ID, advise them to correct their User Profile using the “Apply for Level 2 Account” task. They should then contact Call Center Pilot LRA to complete the eAuthentication Identity Proofing process.*

19. Once the customer's eAuthentication Profile matches their Government Issued ID, access the LexisNexis Instant Authenticate™ portal and input the required information from the customer's profile.
20. When the LexisNexis Instant Authenticate™ portal returns a series of Quiz Questions, read them to the customer, obtain their responses and submit the answers.
21. The portal will return a "Pass" or "Fail" response, or a secondary Quiz Question.
22. If the response is "Pass" copy the LexisNexis Transaction # from the LexisNexis Portal, and paste it into the IDP Transaction ID in the Identity Manager task.  
*Note: If the LexisNexis Instant Authenticate™ portal returns a "Fail" response, instruct the customer to locate their nearest Local Registration Authority to conduct an in-person Identity Proofing. Do not submit the Identity Manager task.*
23. Click the "Submit" button to activate the customer to Level 2 access
24. Once the task is processed the customer will receive an email notifying them of the account upgrade.  
*Note: If the LexisNexis Instant Authenticate™ portal returns a "Fail" response, instruct the customer to locate their nearest Local Registration Authority to conduct an in-person Identity Proofing. Do not submit the Identity Manager task.*

### ***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

xxxxxxxxxxxxxxxxxx,

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 below:

<https://app.eauth.egov.usda.gov/AccountServices/EmployeeRegistration/eauthEmployeeRegistrationLogin.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 address field.

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 email.

--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

**STEP 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

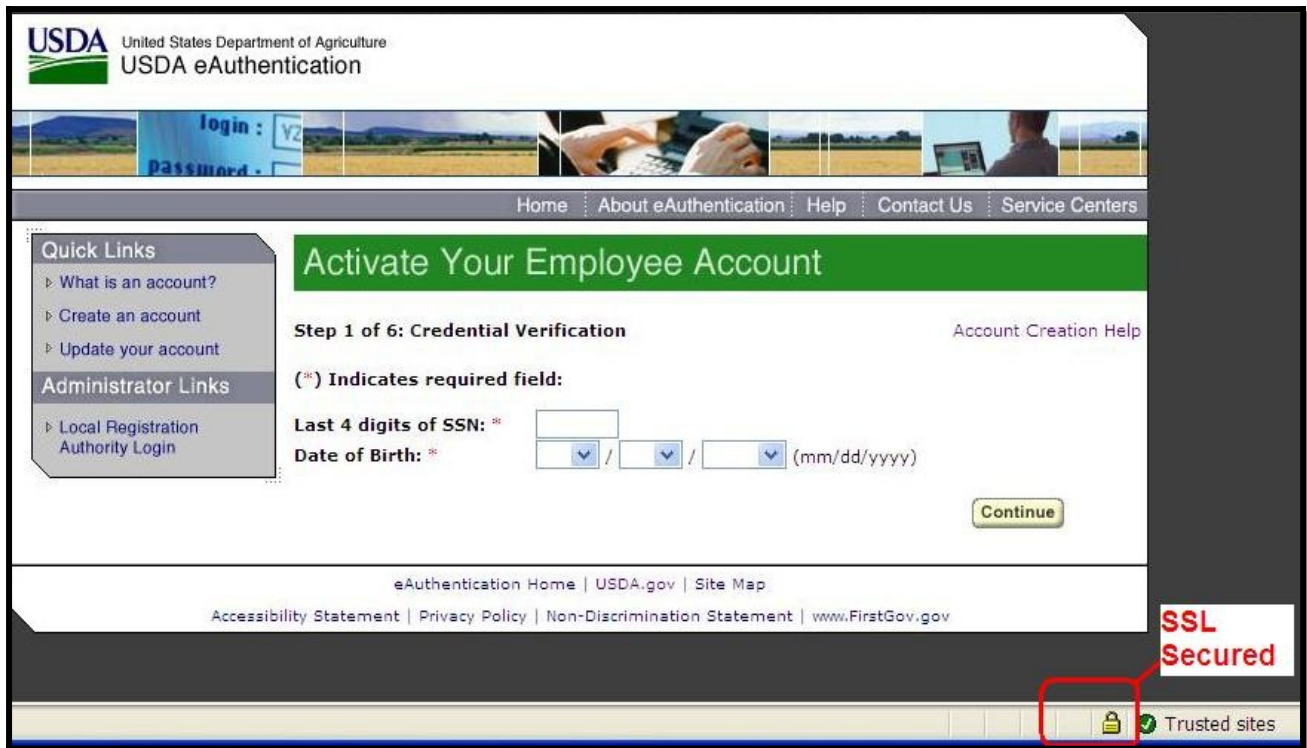


Figure 2: Credential Verification Form

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

### ***STEP 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: Employee Verification & User ID Selection** [Account Creation Help](#)

**Please verify the information listed below.**

**Agency:** NRCS  
**First Name:** Test  
**Last Name:** Newemp  
**City:** Denver  
**State:** CO  
**Email:** emp1@ftc.usda.gov

If any of the information on this page is incorrect, please contact your Human Resources representative or Agency Registration Lead.

**Create your eAuthentication User ID.**  
 Your User ID must be 6 to 20 characters long.  
 Please ensure that you follow your agency's User ID guidelines.

**User ID:**

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.

## Activate Your Employee Account

**Step 3 of 6: Security Attributes** Account Creation Help

User ID: Newemp\_1234

Please choose four different security questions and provide answers. This information will be required if you forget your password in the future, or if you need to access other account self-service functions.

Questions	Answers
1. <<Please Select a Question>>	<input type="text"/>
2. <<Please Select a Question>>	<input type="text"/>
3. <<Please Select a Question>>	<input type="text"/>
4. What is the name of your first pet?	<input type="text"/>

Please fill out the following fields (should you need to contact the ITS Service Desk, they may request this information):

4-digit PIN:

Mother's Maiden Name:

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.

## Activate Your Employee Account

**Step 4 of 6: Confirm your Security Attributes** Account Creation Help

User ID: Newemp\_1234

Please review your four security questions and answers. This information will be required if you forget your password in the future, or if you need to access other account self-service functions.

Questions	Answers
1. What city was your first job in?	Denver
2. What was the make of your first vehicle?	Toyota
3. What is your best friend's last name?	Jones
4. What was your high school mascot?	Cougar

Please review the following fields (should you need to contact the ITS Service Desk, they may request this information):

4-digit PIN: 9874

Mother's Maiden Name: Smith

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	<ul style="list-style-type: none"><li>1• 9 to 12 characters long</li><li>2• Contains at least one uppercase letter</li><li>3• Contains at least one lowercase letter</li><li>4• Contains a number or a special character: !#-\$%*=+;,:?~</li></ul> <ul style="list-style-type: none"><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 special characters not listed above.</li></ul>
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 account.

It **must** follow these rules to be accepted:

- 9 to 12 characters long
- At least **1** of these characters:  
0 1 2 3 4 5 6 7 8 9  
! # - \$ % \* = + : ; , ? ~
- Have one uppercase letter (A, B, C, etc.)
- Have one lowercase letter (a, b, c, etc.)

Restricted Information (Do Not Use)

- Dictionary Words
- Profile Information:  
Mother’s Maiden Name, Date of Birth, PIN, Your Name, Address, Phone Number, Email, etc.

For additional recommendations regarding passwords, click here.

**Password:**

**Confirm Password:**

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: [eAuthHelpDesk@ftc.usda.gov](mailto: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.