



icam
YOUR KEY TO USDA

Office of the Chief Information Officer
Identity, Credential, and Access Management Program

eAuthentication Account Registration Requirements

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1 Introduction

Various types of accounts are available for customers and for Federal employees and contractors, both inside USDA and in other agencies. eAuthentication accounts are available to USDA customers at two levels, 1 and 2.

- Level 1 access, for tasks such as visiting a USDA web page, obtaining general information about the USDA or its agencies or participating in public surveys for a USDA agency
- Level 2 access includes all of the capabilities of level 1 with additional access. Because additional access is provided for level 2 customers, additional authentication is required:
 - Local Registration Authority (LRA) for Identity Proofing
 - Online Identity Proofing (OIDP)
- USDA employees and contractors can also register for accounts.
- Federal employees and contractors who are affiliated with organizations other than USDA can also obtain accounts. The types of accounts available to non-USDA Federal employees and contractors depend upon federation or non-federation with USDA
 - For agencies that have established a Federation partnership
 - For agencies that have NOT established a Federation partnership (ICAMaaS PIV/CAC Account)

1.1 Purpose

This document details how USDA customers 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. These accounts are obtained through an electronic self-registration process, Local Registrant Authority or through Online Identity Proofing (OIDP).

1.2 Audience

This is an informational document addressed to all internal audiences.

1.3 Scope

This document outlines the process for registering for eAuthentication accounts. Details on specific steps are documented elsewhere.

1.4 Terms and Definitions

Activation	Registration process result; a valid account.
Assurance Level	<p>One of four levels describing the degree of certainty that a user has in credentials:</p> <ul style="list-style-type: none"> • Level 1 assurance – Little or no confidence in the asserted identity’s validity. Requires a username and password. • Level 2 assurance – Some confidence in the asserted identity validity. Requires a username and password. The user must be identity proofed by a designated Local Registration Authority (LRA). • Level 3 assurance – High confidence in the asserted identity’s validity. eAuthentication does not currently support level 3. • Level 4 – Very high confidence in the asserted identity’s validity. eAuthentication does not currently support level 4.
Government-issued Photo ID	State Driver’s License, State Identification Card or Passport
Registration	Entering a name and other identifying information along with a selected ID and password to initiate an account.
Social engineering	A method used by hackers to obtain passwords for unauthorized access. Typically, this involves calling an authorized user of a computer system and posing as a network administrator.
Verification	Ensuring that your information is accurate before creating your account.

2 Determining Type of Access

Customers may obtain an account with Level 1 or Level 2 access. These accounts are obtained through an electronic self-registration process. Internal users may obtain an account which is initiated at employment by HR. Each of these types of access is covered in subsequent sections:

- Customer Access Level 1 Section 3
- Customer Access Level 2 Section 4
- Identity Proofing Through a Local Registration Authority (LRA) Section 5
- Online Identity Proofing Section (OIDP) 6
- ICAMaaS PIV/CAC Account 7
- Federation Account 8
- Internal Access Section 9

Use the table below to determine applicable sections. Read from left to right using the headers to guide you through the three levels of questions.

FIRST QUESTION	SELECT	SECOND QUESTION	SELECT	THIRD QUESTION	SELECT	SEE SECTION(S)
Are you a Federal employee or contractor?	No	What level of access do you require?	Level 1			See Section 3, Obtaining Level 1 Access
			Level 2	Will you use LRA?	Yes	See Section 4, Obtaining Level 2 Access and Section 5, Visiting a Local Registration Authority (LRA) for Identity Proofing
				Will you use OIDP?	Yes	See Section 4, Obtaining Level 2 Access and Section 6, Using Online Identity Proofing (OIDP)
	Yes	Are you a Federal employee or contractor at USDA?	No	Is your agency Federated?	No	See Section 7, Registering for an ICAMaas PIV/CAC Account
					Yes	See Section 8, Registering for a Federation Account
			Yes			See Section 9, Registering for an Internal Account

If you are a customer, consider these aspects when selecting level of access:

- Typical usage requiring Level 1
 - Visit a USDA web page that indicates a Level 1 account is necessary
 - Obtain general information about the USDA or its agencies
 - Participate in public surveys for a USDA agency
- Typical usage requiring Level 2
 - Submit official business transactions via the Internet
 - Enter into a contract with the USDA
 - Submit forms or applications for the USDA via the Internet

Note: If you have a level 1 account, you can apply for level 2 access by logging in and completing all required information. Identity proofing by a Local Registration Authority (LRA) or Online Identity Proofing (OIDP) is required.

2.1 Getting Started for Customer Access

1. Go to the self-registration page <https://identitymanager.eems.usda.gov/registration/index.aspx> OR <https://www.eauth.usda.gov> (and select "Create an account" on the left side.)
2. Choose the level of access you need.

Figure 1 Account registration page

3 Obtaining Level 1 Access

To obtain a Level 1 USDA eAuthentication account, go to:

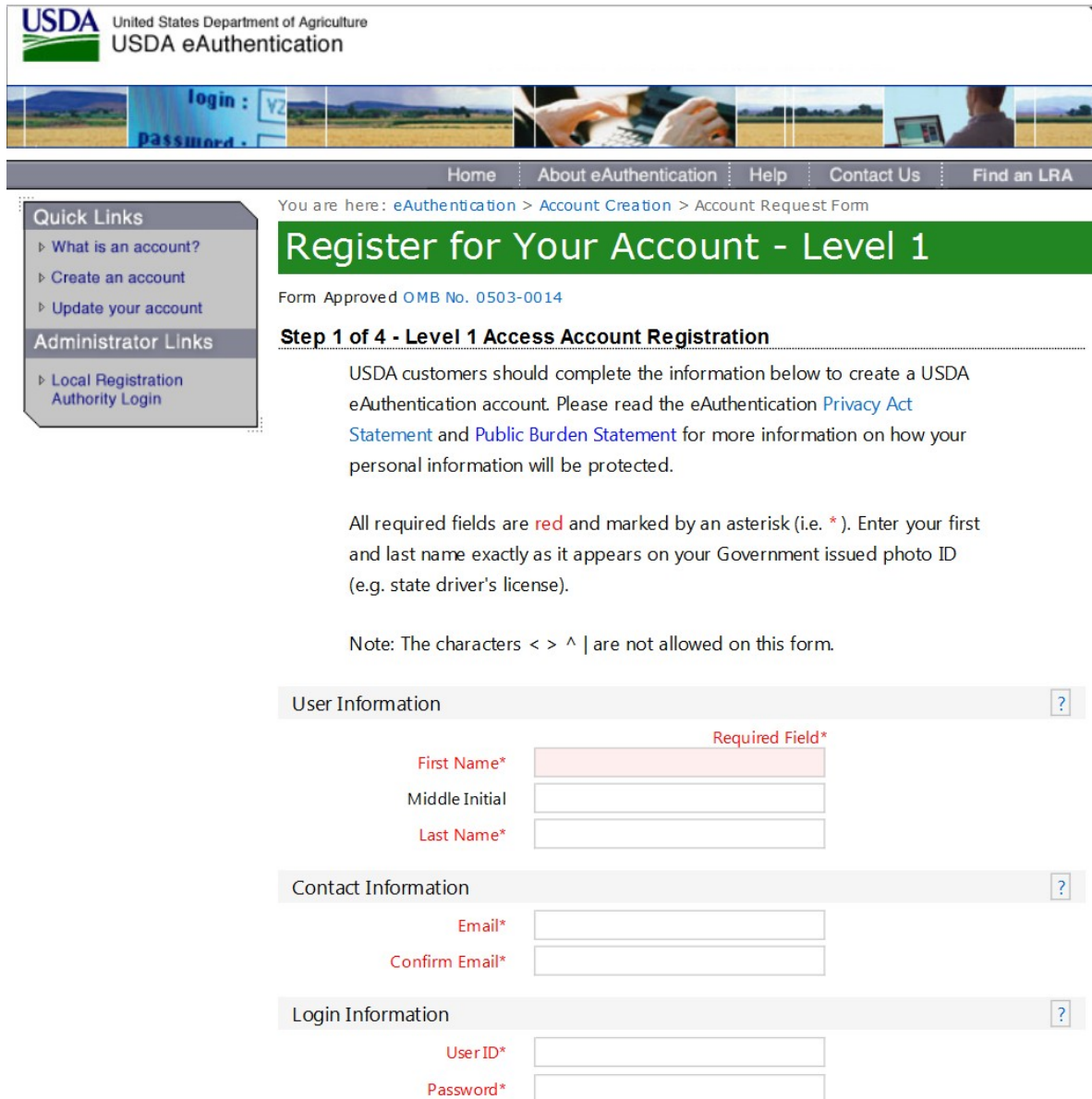
<https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=1>

The three steps to self-register are:

1. Account Registration
2. Account Verification
3. Account Activation

3.1 Registering a Level 1 Account

Complete all fields on the screen that are marked with a red asterisk *.



USDA United States Department of Agriculture
 USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication](#) > [Account Creation](#) > Account Request Form

Register for Your Account - Level 1

Form Approved OMB No. 0503-0014

Step 1 of 4 - Level 1 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication 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 **red** and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ | are not allowed on this form.

User Information ?

First Name* Required Field*
 Middle Initial
 Last Name*

Contact Information ?

Email*
 Confirm Email*

Login Information ?

UserID*
 Password*

Figure 2 Level 1 account registration fields

The first set of fields require your name, valid email address, User ID, and password. Match your name with your valid government-issued photo ID. The User ID will populate with a suggestion based on your email address. You can change it if you have a different preference.

You can click on the ? Box to the right of the fields for questions.

DATA POINT	CRITERIA
User ID	User ID must be 6-20 characters in length. <i>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.</i>
Password	<ul style="list-style-type: none"> • 9 to 12 characters long • Contains at least one uppercase letter • Contains at least one lowercase letter • Contains at least one number or a special character: ! # - \$ % * = + : ; , ? ~ <p>In addition:</p> <ul style="list-style-type: none"> • Your password may not contain your first name, last name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, or security questions or answers. • Your password may not contain words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above. <p><i>Note: Your password will expire after 60 days.</i></p>
First Name, Last Name	Enter exactly as on your State Driver's License, State Identification Card, or Passport.
Email	Enter a valid working email address.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
Middle Initial	Enter exactly as on your State Driver's License, State Identification Card, or Passport.

After entering the information on the initial screen, click Continue. For questions about each set of fields, you can click on the ? box to the right of the fields.

The next set of fields are for your security questions. Security questions are questions that only you know the answers to:

- This feature assists you during self-service for a forgotten User ID or password.
- It also ensures that your account is more secure from social engineering.
- You can review and change your questions once you are logged into your eAuth account.

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*

2*

3*

4*

Figure 3 Security questions

3.2 Verifying Level 1 User Information

This screen allows you to verify that your information is accurate before creating your account.

If there is any field that requires correction, press the Edit button to return to the previous screen and make the correction.

If everything is correct, press the Submit button.

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

3.3 Receiving Activation Email

If you have registered with a valid email address, you should receive a confirmation email within a few minutes. The email contains a link to activate your new eAuthentication account.

Step 2 of 4 - Level 1 Access Account Verification

If this information is incorrect, please click the edit If the information is correct, please continue by clicking the submit button.

Verify User Information

User ID: johndoerawks
Name: John Doe
Email: TESTEXAMPLE1102@GMAIL.COM

Verify Security Questions & Answers

Q: What city was your first job in
A: Aurora

Q: What was the name of high school where you graduated
A: Smoky Hill

Q: What city were you born in
A: Galveston

Q: What was the make of your first vehicle
A: toyota

Figure 4 Level 1 account verification


Important: Click on the link to activate your account. If you have not received the confirmation email within 24 hours, check your spam or junk folder.

For additional assistance contact the eAuthentication Help Desk at 800-457-3642 (Option 1) or eAuthHelpDesk@ftc.usda.gov.




4 Obtaining Level 2 Access

The Level 2 self-registration process is very similar to the Level 1 process, except that you will need to be identity-proofed by a Local Registration Authority (LRA) or to have Online Identity Proofing (OIDP) for the account to become Level 2.

To obtain a Level 2 USDA eAuthentication account, go to <https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=2>.



United States Department of Agriculture
USDA eAuthentication

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[Contact Us](#)
[Find an LRA](#)

You are here: [eAuthentication](#) > [Account Creation](#) > [Account Request Form](#)

Register for Your Account - Level 2

Form Approved OMB No. 0503-0014

Step 1 of 4 - Level 2 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication 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 **red** and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ | are not allowed on this form.

User Information ?

Required Field*

First Name*

Middle Initial

Last Name*

Address*

City*

State*

Zip/Postal Code*

Country*

Contact Information ?

Home Phone

Email*

Confirm Email*

Login Information ?

User ID*

Password*

Confirm Password*

Security Information ?

Mother's Maiden Name*

Birth Date*

Four Digit PIN*


Figure 5 Level 2 Account Registration

The four steps to self-register are:




1. Account Registration
2. Account Verification
3. Confirmation Email with LRA Instructions
4. Identity Proofing

4.1 Registering a Level 2 Account

Complete all fields on the screen that are marked with a red asterisk *.



United States Department of Agriculture
USDA eAuthentication

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[Find an LRA](#)

You are here: [eAuthentication](#) > [Account Creation](#) > [Account Request Form](#)

Register for Your Account - Level 2

Form Approved OMB No. 0503-0014

Step 1 of 4 - Level 2 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication 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 **red** and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ | are not allowed on this form.

User Information ?

Required Field*

First Name*

Middle Initial

Last Name*

Address*

City*

State*

Zip/Postal Code*

Country*

Contact Information ?

Home Phone

Email*

Confirm Email*

Login Information ?

User ID*

Password*

Confirm Password*

Security Information ?

Mother's Maiden Name*

Birth Date*

Four Digit PIN*

Figure 6 Level 2 account registration

The first set of fields require your name, physical address, valid email address, User ID, and password. Match your name with your valid government-issued photo ID. The User ID will populate with a suggestion based on your email address. You can change it if you have a different preference. You can click on the ? Box to the right of the fields for questions.

DATA POINT	CRITERIA
User ID	User ID must be 6-20 characters in length. <i>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.</i>
Password	<ul style="list-style-type: none"> • 9 to 12 characters long • Contains at least one uppercase letter • Contains at least one lowercase letter • Contains at least one number or a special character: ! # - \$ % * = + : ; , ? ~ In addition: <ul style="list-style-type: none"> • 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. • Your password may not contain words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above. <i>Note: Your password will expire after 60 days.</i>
First Name, Last Name	Enter exactly as on your government-issued photo ID.
Email	Enter a valid working email address.
Home Address, Home City, and Home State	Enter your current home address, city, and state.
Home Postal /ZIP Code	Enter your current home postal/ZIP code.
Country	Select the country you currently reside in.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
Middle Initial	Enter exactly as on your government-issued photo ID.
Home Phone	Enter your current home phone.
Alternate Phone	Enter an alternate phone.

After entering the information on the initial screen, click Continue. For questions about each set of fields, you can click on the ? box to the right of the fields.

The next set of fields are for your security questions. Security questions are questions that only you know the answers to:

- This feature assists you during self-service for a forgotten User ID or password.
- It also ensures that your account is more secure from social engineering.
- You can review and change your questions once you are logged into your eAuth account.

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*

2*

3*

4*

Continue

Figure 7 Security questions

4.2 Verifying Level 2 User Information

This screen allows you to verify that your information is accurate before creating your account.

If there is any field that requires correction, press the Edit button to return to the previous screen and make the correction.

If everything is correct, press the Submit button.

Caution: Once you have confirmed your eAuthentication credential, it will become your official electronic identity online throughout USDA. 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. Do NOT share this password or write it down in an insecure location.

4.3 Receiving Activation Email

If you have registered with a valid email address, you should receive a confirmation email within a few minutes. The email contains a link to activate your new eAuthentication account.

Important: Click on the link 'Activate My Account' to activate your account.

If you have not received the email within 24 hours, check your spam or junk folder.

Also log into your profile and re-confirm your name and date of birth matches your government-issued photo ID.

Step 2 of 4 - Level 2 Access Account Verification

If this information is incorrect, please click the edit If the information is correct, please continue by clicking the submit button.

Verify User Information

User ID: JohnDOhRawks
Name: John D'Oh
Address: 1600 Pennsylvania Ave
Fort Collins, CO
80524
US

Verify Contact Information

Phone:
Email: TESTEXAMPLE1102@GMAIL.COM

Verify Security Information

Mother's Maiden Name: smith
Birth Date: 1/1/1971
Four Digit PIN: 1234

Verify Security Questions & Answers

Q: What city was your first job in
A: Aurora

Q: What was the name of high school where you graduated
A: Smoky Hill

Q: What city were you born in
A: Galveston

Q: What was the make of your first vehicle
A: toyota

Figure 8 Level 2 account verification

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 identity proofing.

Congratulations JohnDOhRawks, 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 10 minutes from the receipt of this email before you can activate your account with Level 1 access.
2. 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.

3. Go to the USDA eAuthentication website at the [eAuth home page](#) and click on the "Update your account" link. Log in 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).
4. 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.sc.egov.usda.gov/locator/app?type=lra>.

We recommend that you call ahead to ensure that an employee trained as a USDA LRA will be available when you plan to visit the Service Center.

NOTE: Until a USDA 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: JohnDOhRawks

The email address you provided is: emily.yu@ocio.usda.gov

Please print and retain this message for future reference.

If you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.

Please include the following information in your request:

- Your first and last name
- Your eAuthentication User ID
- The URL (web address) of the website 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://www.test.eauth.usda.gov/registration/selfRegistrationActivation.aspx?ID=E7A1FEF97A184B17B38650478AA991A0>

Figure 9 Activation Email instructions

4.4 Identity Proofing

Customers requiring level 2 accounts have two options:

- Visiting a Local Registration Authority (LRA) for Identity Proofing, See Section 5
- Using Online Identity Proofing (OIDP), See Section 6

5 Visiting a Local Registration Authority (LRA) for Identity Proofing

Bring a valid government-issued photo ID. Valid IDs are:

- Driver's License issued by a USA state or Canadian province.
- Photo ID card issued by a USA state or Canadian province.
- US Military or US Federal Government PIV/CAC (Smart) identification card (DoD, DoS, DHS, NDU, etc.)
- Valid passport issued by any country listed on the U.S. Department of State website.

To find the nearest USDA Service Center with a Local Registration Authority (LRA), go to <http://offices.sc.egov.usda.gov/locator/app?type=>. We recommend calling ahead to schedule an appointment.



USDA eAuthentication Local Registration Authority Locations

Please call the telephone number listed for the Service Center nearest you for an appointment before your visit. Also, you must bring at least one form of identification with you to complete your registration.

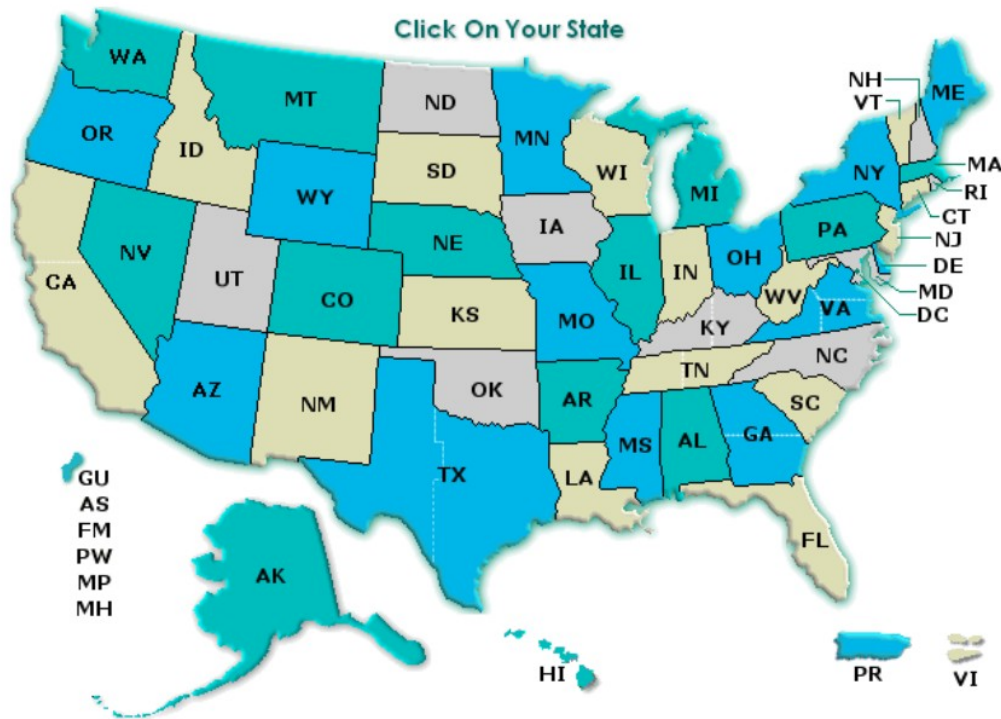


Figure 10 LRA authority locations

Important: Before you visit a USDA Service Center, 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.

If you experience any issues with self-registration or have eAuthentication related questions, contact the eAuthentication Help Desk for assistance: 1-800-457-3642 (Option 1) eAuthHelpDesk@ftc.usda.gov

6 Using Online Identity Proofing (OIDP)

Consent statement

By clicking the “I AGREE” button, you are providing written consent to the United States Department of Agriculture (USDA) under the Fair Credit Reporting Act authorizing the USDA to obtain information from your personal credit profile or other information from Experian. By clicking “I AGREE”, you agree to the [Terms of Service](#), and you authorize the USDA to obtain such information solely to verify your identity for the purpose of avoiding fraudulent transactions in your name.

Terms of Service link:

Terms of Service

You must be able to verify some information about yourself and:

- Have a Social Security Number
- Have a U.S. mailing address

You can only verify your own identity. You cannot attempt identity verification on behalf of another person or using another person’s information or identity, even if you have written permission. Only you can use the eAuthentication account that you created. You can never share the use of your account with anyone else under any circumstances. You can never use another person’s account.

What will we do with your information?

We use the information you give to us to verify your identity using Experian Credit Services. We do not store your Social Security Number. It is used only for identity verification purposes. When we make a verification request with Experian, they may use information from your credit report to help verify your identity. As a result, you may see an entry called a “soft inquiry” on your Experian credit report. This will show an inquiry by the United States Department of Agriculture with our address and the date of the request. Soft inquiries do not affect your credit score, and you do not incur any charges related to them. Soft inquiries are displayed in the version of the credit profile viewable only to consumers and are not reported to lenders. The soft inquiry will generally be removed from your credit report after 25 months. Once your identity has been verified, you will not generate additional soft inquiries when logging in with your eAuthentication account.

What happens if you provide false information or misuse this service?

Perform the following steps to validate your Level 2 account. Go to USDA eAuthentication website <https://www.eauth.usda.gov>.

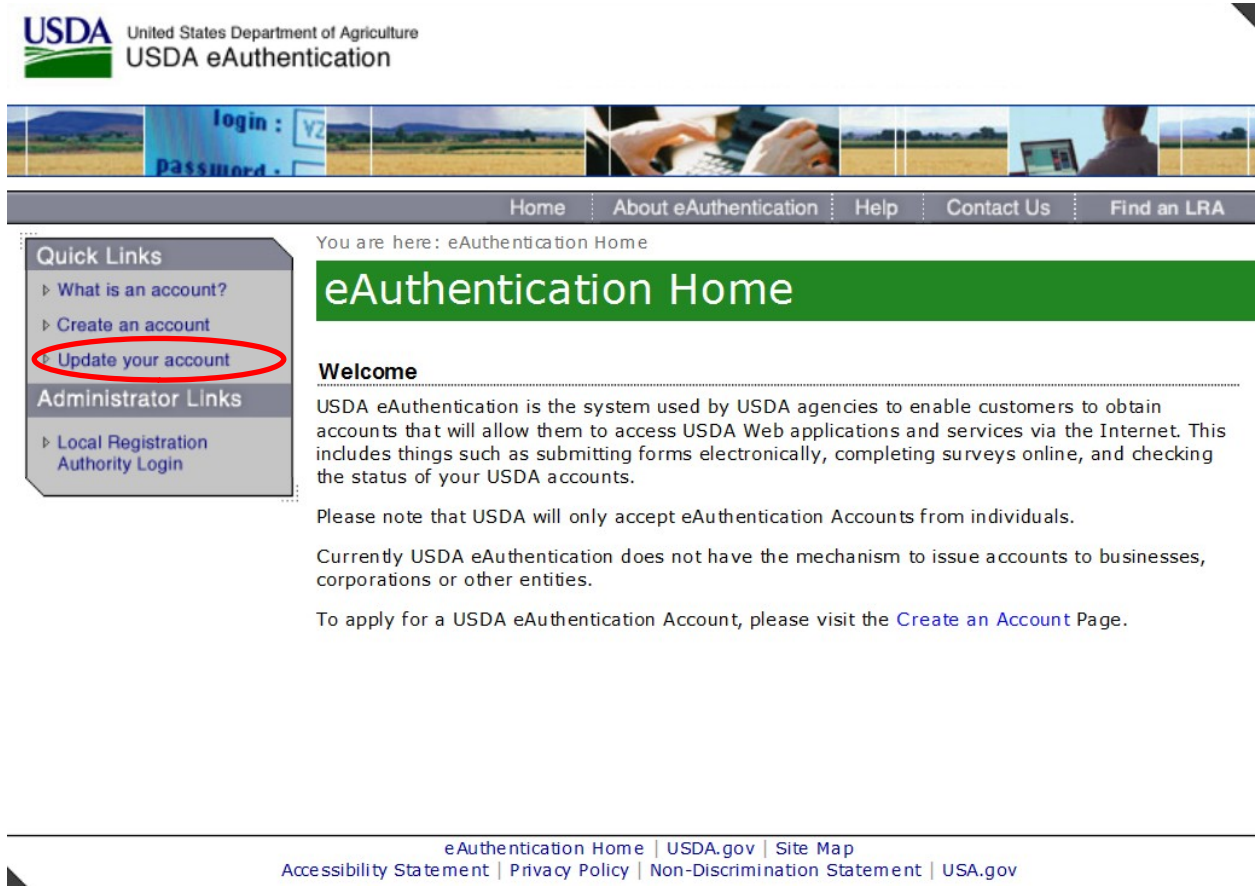


Figure 11 eAuthentication Home

1. Click on Update your account on the left side and log into your eAuth profile.
2. Click on the Users tab.
3. Click on the Manage Users link to expand the list of options.
4. Click on the Validate Level 2 Customer – OIDP. The Validate Level 2 Customer – <Agency> OIDP-LRA: Select User page is displayed.



Figure 12 User's tab

5. Select Last Name from the Search Option drop down menu. Leave the “=” in the next box to specify exact match (Equals “=” is the default).

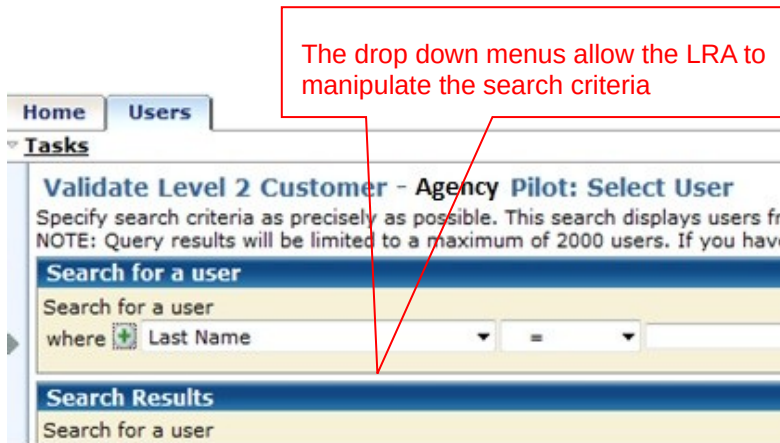


Figure 13 Drop down menu

6. Enter your last name as entered when registering for an account and as printed on your valid form of identification. (Not case sensitive).



Figure 14 Entering user names

7. Click the “+” button to display additional search criteria (such as First Name, User ID, State).
8. Select First Name from the second Search Option drop down menu. Leave the “=” again to specific an exact match.
9. Enter your first name as entered when registering for an account and as printed on your valid form of identification. (Not case sensitive).
10. Click Search. Search results are displayed on the Validate Level 2 Customer – <Agency> OIDP LRA: Select User screen.
11. If your name appears in the search results, click on the circle to the far left, next to your Login ID. The circle will fill when selected.
12. Click Select in the bottom right corner to retrieve your profile for validation.

Search Results						
Select	^ Login ID	▼ Last Name	▼ First Name	▼ eAuthentication Assurance Level	▼ Email	▼ State
<input checked="" type="radio"/>	PilotExample	Userlast	Userfirst	2	Userfirst.UserLast@example.com	CO
<input type="radio"/>	JamesLender	Lender	James	1	eauth2lenderlevel1@gmail.com	
<input type="radio"/>	RebeccaLender	Lender	Rebecca	1	eAuth2.LenderLevel2@gmail.com	MD

The Assurance Level will indicate Level 1 until the LRA validates the customer's identity submits the Validate Level 2 Customer – <Agency> OIDP LRA

Figure 15 Assurance level

Logged in as: **Mike Peters** (Logout)

Home Users

Tasks

Validate Level 2 Customer AgencyPilot: 3ED6D5E2E46A4.

* = Required

Login ID ExtReg0108

eAuthentication Assurance Level 1

First Name Mike

Preferred First Name

Middle Name

***Last Name** Peters

Suffix

Date of Birth 12/12/1950

Email mike.peters@ocio.usda.gov

Business Phone

Home Phone

***Street Address** 202 Maple Street

City Fort Collins

***State** CO

Postal code 80521

Home Country Code US

User Has Answered Security Questions true

***Credential Document Type** APHIS-OIDP-Pilot

***IDP Transaction ID**

[Return to Search](#)

Figure 16 Level 2 customer validation

13. Using the Validate Level 2 Customer – <Agency> OIDP LRA Profile task, review the information listed in the your 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, you will need to correct your User Profile using the Apply for Level 2 Account task. You should then contact Call Center Pilot LRA to complete the eAuthentication Identity Proofing process.

14. Once your eAuthentication Profile matches your Government Issued ID, access the national credit bureau portal and input the required information from your profile.
15. When the national credit bureau portal returns a series of Quiz Questions, read them and submit the answers.

Validate Level 2 Customer - Pilot: 37C58E64620A4749BE18B7991F3615F9

• = Required

Login ID RebeccaLender
eAuthentication Assurance Level 1

First Name Rebecca
Preferred First Name
Middle Name
 • **Last Name** Lender
Suffix
Date of Birth 12/12/1950
Email eAuth2.LenderLevel2@gmail.com
Business Phone
Home Phone
 • **Street Address** 202 Loan Boulevard
City Annapolis
 • **State** MD
Postal code 21402
Home Country Code US

User Has Answered Security Questions true
 • **Credential Document Type** OIDP-Pilot
 • **IDP Transaction ID**

National credit bureau
 Transaction #

Figure 17 Level 2 customer validation pilot

16. The portal will return a Pass or Fail response, or a secondary Quiz Question.
17. If the response is Pass copy the national credit bureau Transaction # from the national credit bureau portal, and paste it into the IDP Transaction ID in the Identity Manager task.

Note: If the national credit bureau portal returns a Fail response, locate your nearest Local Registration Authority to conduct an in-person Identity Proofing. Do not submit the Identity Manager task.

18. Click the Submit button to activate to Level 2 access

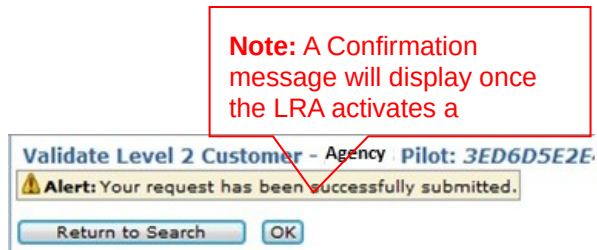


Figure 18 Confirmation message

Once the task is processed you will receive an email notifying you of the *account upgrade*.

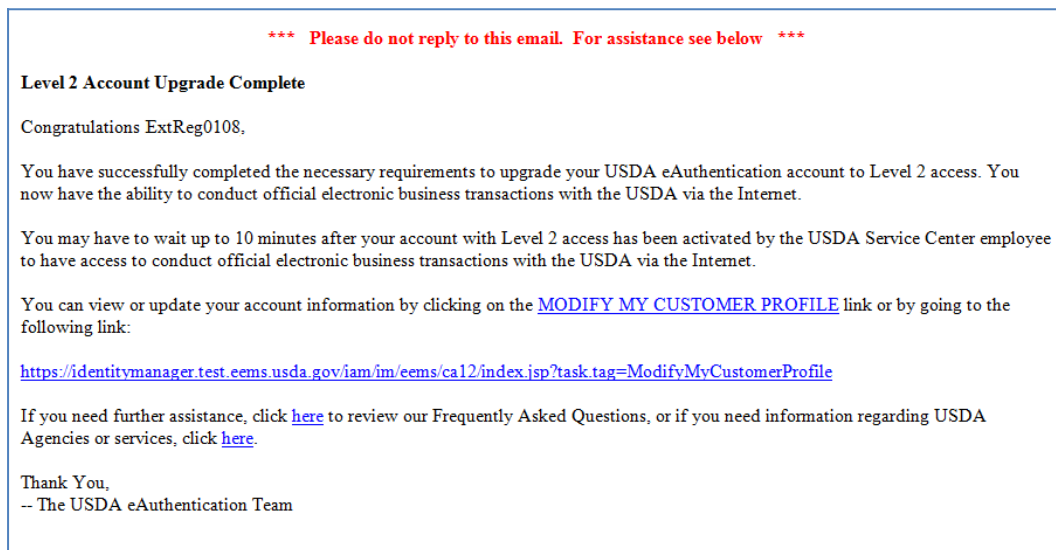
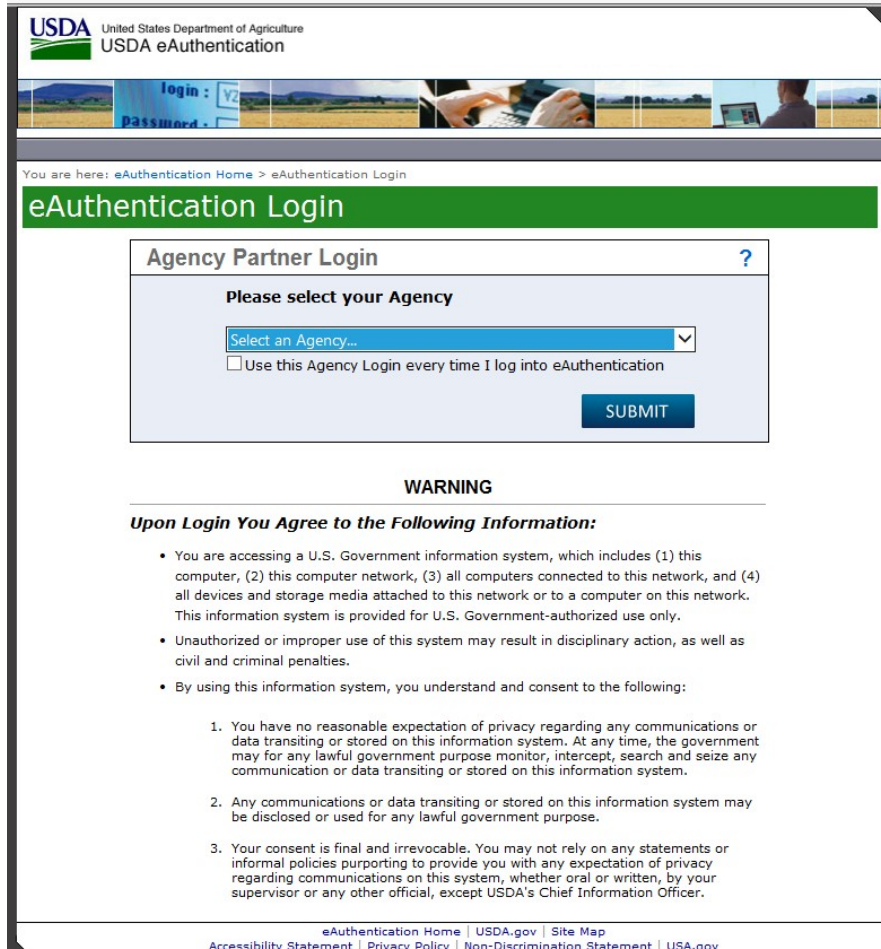


Figure 19 Email

7 Registering for an ICAMaaS PIV/CAC Account

ICAMaaS PIV/CAC accounts are for non-USDA federal employees and contractors, who work for agencies that are not Federation Partners with USDA. This type of account enables you to access applications that are integrated with eAuthentication by using their PIV or CAC agency-issued card. To initiate account registration, browse to the eAuth protected application. You will be redirected to the eAuth Federation login page.



The screenshot shows the USDA eAuthentication Login page. At the top, there is a header with the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below the header is a navigation bar with "You are here: eAuthentication Home > eAuthentication Login". The main content area is titled "eAuthentication Login" and contains a section for "Agency Partner Login". This section includes a dropdown menu labeled "Please select your Agency" with the text "Select an Agency..." and a "SUBMIT" button. Below the form is a "WARNING" section with the heading "Upon Login You Agree to the Following Information:" and a list of terms and conditions. At the bottom of the page, there is a footer with links for "eAuthentication Home", "USDA.gov", "Site Map", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", and "USA.gov".

Figure 20 Agency Partner Login

1. Select your agency from the drop down menu and click on Submit.

USDA United States Department of Agriculture
 USDA eAuthentication

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

eAuthentication Login

Agency Select an Agency...

- General Services Administration
- ICAMaaSPIV
- U.S. Broadcasting Board of Governors
- U.S. Department of Agriculture
- U.S. Department of Health and Human Services
- U.S. Department of Homeland Security
- U.S. Department of Justice
- USDA CERT ICAMaaS IdentityManager
- USDA DEV Environment
- USDA TEST Environment

?
 "Agency partner login, ple

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#)

Figure 21 Agency drop down list

2. Select a PIV authentication certificate.

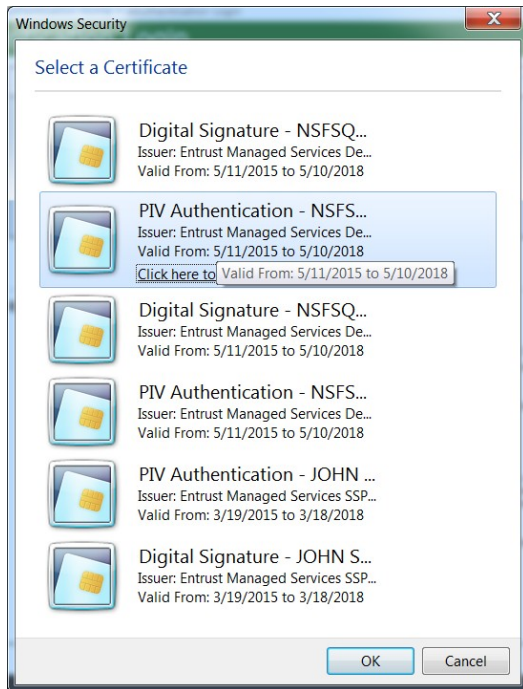


Figure 22 Selecting a PIV authentication certificate

3. Enter your PIN and click OK.

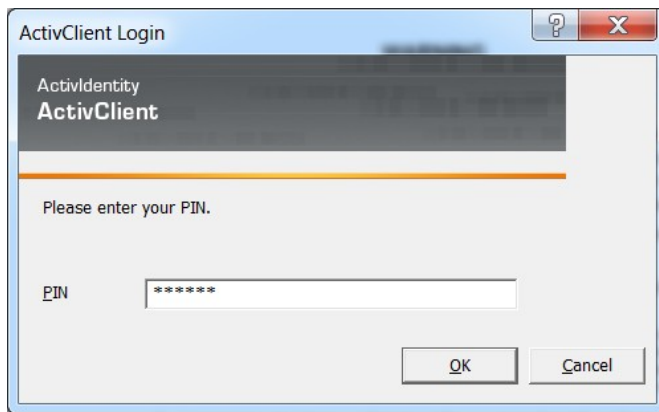


Figure 23 Enter PIN

4. Enter your work email address twice for confirmation and click Continue.

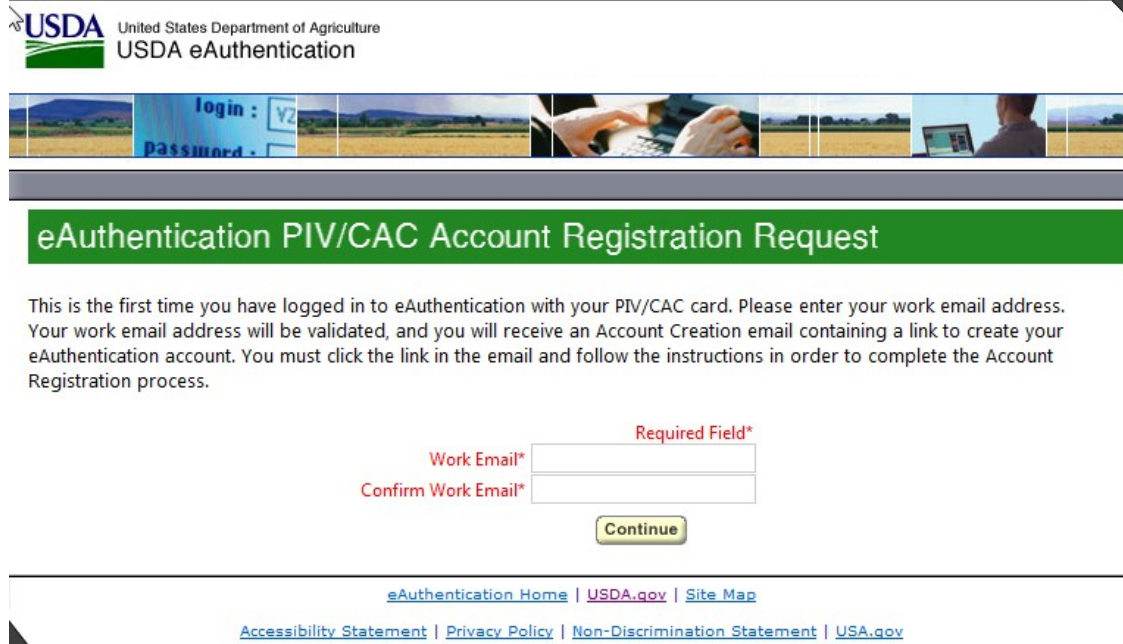


Figure 24 Entering email address

5. Verify that you receive the PIV/CAC Account registration Request Successful page.

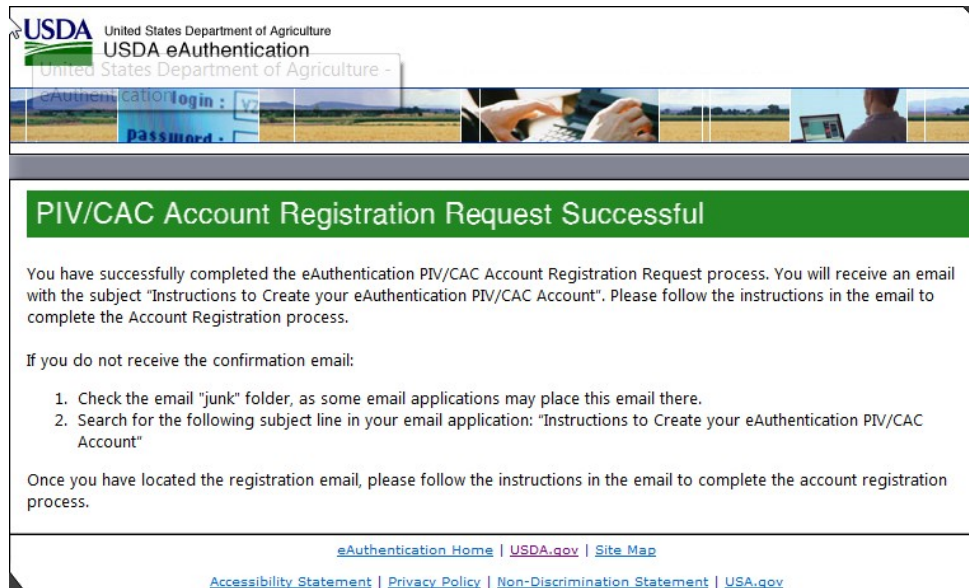


Figure 25 Request Successful page

6. Retrieve the email from your work email address. Follow the instructions in the email to complete the process.



***** Please do not reply to this email. For assistance see below *****

Instructions to Create Your eAuthentication PIV/CAC Account

Congratulations, you have successfully registered for your eAuthentication PIV/CAC account.

To complete the account creation process, you must do the following:

1. Click [CREATE MY ACCOUNT](#)
NOTE: If you have trouble accessing your activation link above, please right click the link and click 'Copy Hyperlink'. Then paste the URL into your browser address bar.
2. Authenticate with your PIV/CAC authentication certificate
3. Follow the Instructions on the page

Please retain this information for future reference.

Once you have completed the process you will have access to the applications that accept PIV/CAC credentials from your Agency.

Figure 26 Confirmation email

7. Click on the 'Create My Account' link in the email.
8. Select a PIV authentication certificate and click OK.

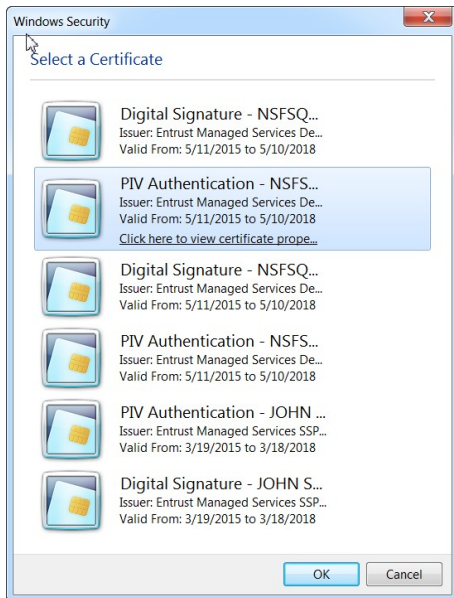


Figure 27 Selecting a PIV authentication certificate

Your eAuthentication account will be created using the data from your PIV/CAC Authentication Certificate. Verify that you receive a PIV/CAC Account Creation Successful page.

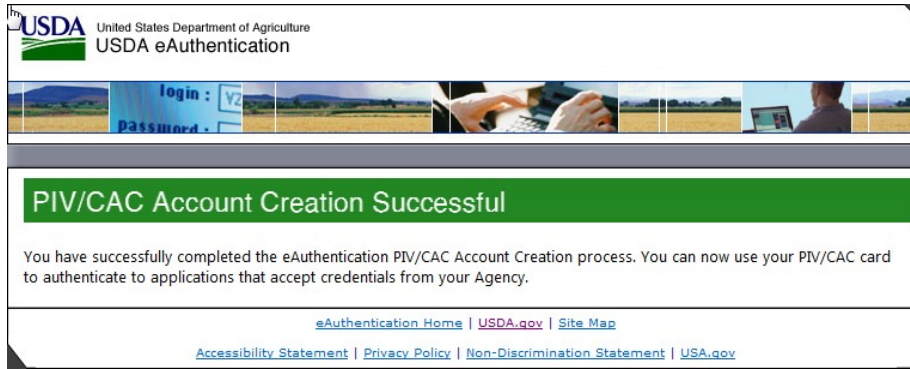


Figure 28 PIV/CAC Account Creation Successful page

8 Registering for a Federation Account

ICAMaaS Federation accounts are for non-USDA federal employees and contractors, who work for agencies with whom the USDA has established a Federation partnership. This type of account enables you to access applications that are integrated with eAuthentication by using a credential issued to you by your agency. To initiate account registration, browse to the eAuth protected application. You will be redirected to the eAuth Federation login page.

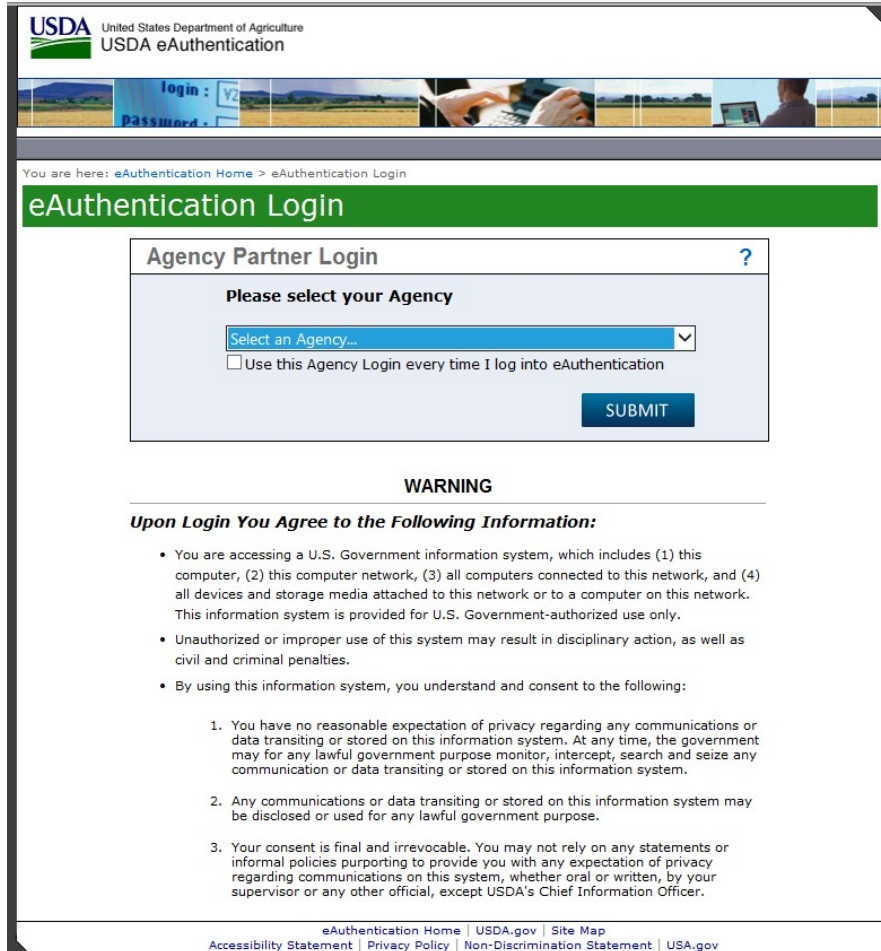


Figure 29 Agency Partner Login

1. Select your agency from the drop down menu and click on Submit.

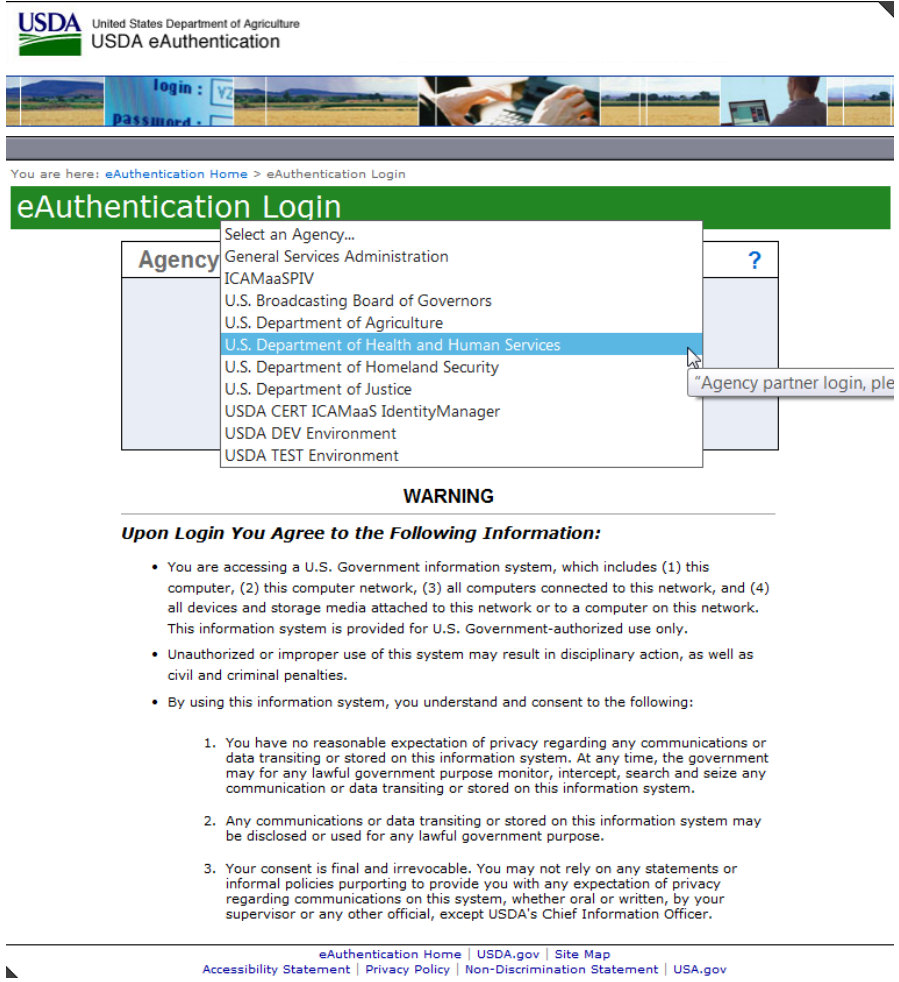


Figure 30 Agency drop down list

2. Authenticate to your agency’s login page using any supported method (PIV, User ID and password).

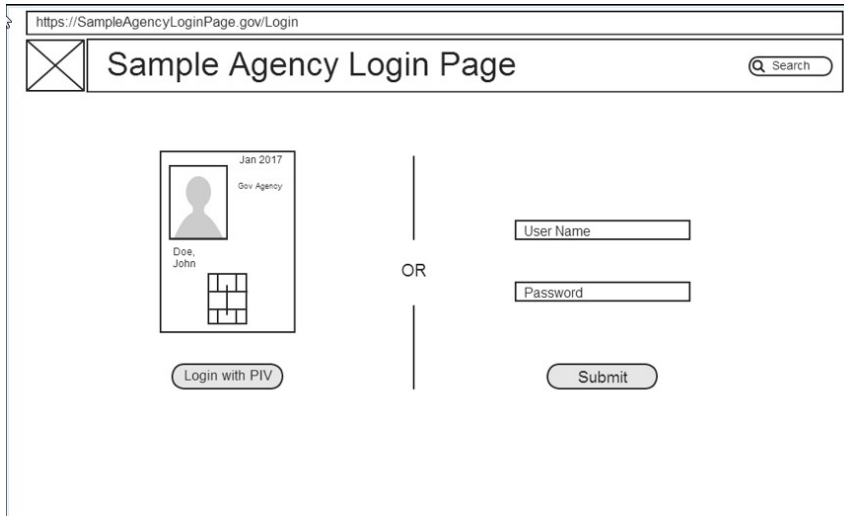


Figure 31 Sample login page

Important: A SAML assertion is sent from the agency identity provider to the USDA eAuthentication asserting that the user has been eAuthentication will attempt to find the user based on the unique identifier included in the SAML assertion. If the unique identifier cannot be found, an account is created using information contained in the SAML assertion.

3. Verify that you receive the Account Linking Successful page.

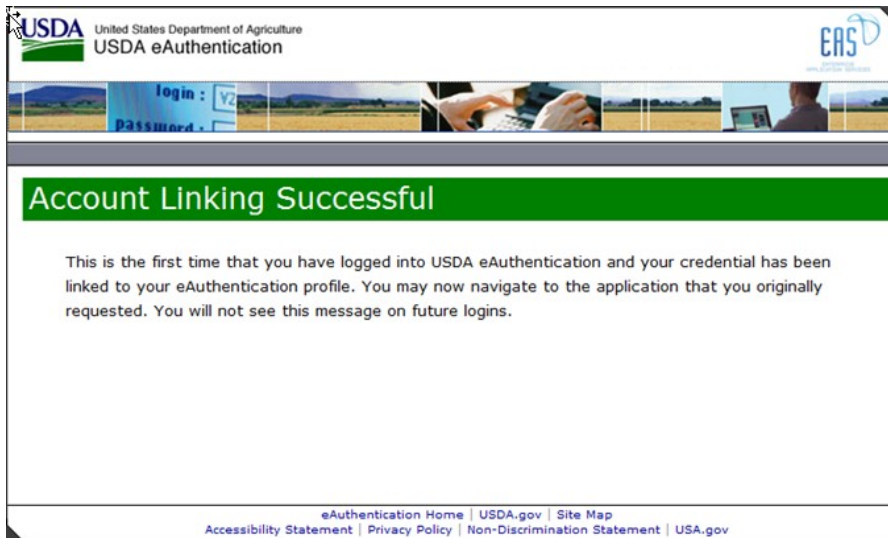


Figure 32 Account Linking Successful page

9 Registering for an Internal Account

Most positions in the USDA require internal eAuthentication accounts. These include employees, contractors, volunteers and affiliates.

The six steps to register are:

1. Verifying Identity
2. Confirming Identity Verification
3. Submitting an Account Request Form
4. Receive Request Form Confirmation
5. Create User ID and Password
6. Registration Completion
7. Email Confirmation

The eAuthentication system uses data from your Human Resources record to create an account for you. The registration process allows you to activate your account and set your security questions and attributes.

You will receive an automated email from the USDA EEMS system for account registration once your HR record has been submitted. Click on the link provided in your email to begin the registration process. If you do not receive an email, you will need to contact the Agency Registration Lead (ARL) for your agency. To locate your ARL, go to:

<https://www.eauth.usda.gov/MainPages/AgencyRegistrationLeads.aspx>

From: eems.support@ocio.usda.gov [<mailto:eems.support@ocio.usda.gov>]
Sent: Sunday, January 25, 2015 8:51 AM
To: xxxxxxx
Subject: eAuthentication: Action Required - Internal User Account Registration

***** Please do not reply to this email. For assistance see below *****

Internal User Account Registration Notification

XXXXXXXXXX,

Congratulations, your human resource record has been received and your eAuthentication User Account has been automatically created by the system. You now need to register your internal account. This account is required for access to eAuthentication-protected applications such as AgLearn.

Note: If you have received this email and you are not the addressee, GREGORY HOPKINS, please notify your Agency Registration Lead and have them obtain a new email address for the addressee. Do not attempt to register the eAuthentication account for the addressee.

You must do the following to register your account:

1. Click [REGISTER MY INTERNAL ACCOUNT!](#)

This link will be valid for a limited time, so please register your account as soon as possible.

Note: If the link does not work, then copy/paste the following URL into your browser's address field:

<https://www.eauth.usda.gov/registration/internalRegistrationForm.aspx?id=14919B13D4AF4B9DB98B8D24EA2305ED>

2. Follow the instructions on the web page.

If you need further assistance, please contact your Agency Registration Lead at <https://www.eauth.usda.gov/mainpages/AgencyRegistrationLeads.aspx>.

Thank You,
-- The USDA eAuthentication Team

Figure 33 HR Email

9.1 Verifying Identity

Complete all fields on the Register Your User Account screen that are marked with a red asterisk *.

The first set of fields require the last 4 digits of your social security number and your birth date to confirm your identity.

Your entries should match the information provided in your HR record.

You are here: [eAuthentication Account Registration](#) > [Account Request Form](#)

Register Your User Account

Step 1 of 6 - Identity Verification

All required fields are **red** and marked by an asterisk (i.e. *).

Identity Information ?

Last Four Digits of SSN* ### - ## -

Birth Date* mm/dd/yyyy

If you require further assistance, please contact your [Agency Registration Lead](#).

[Continue](#)

Figure 34 Register a user account

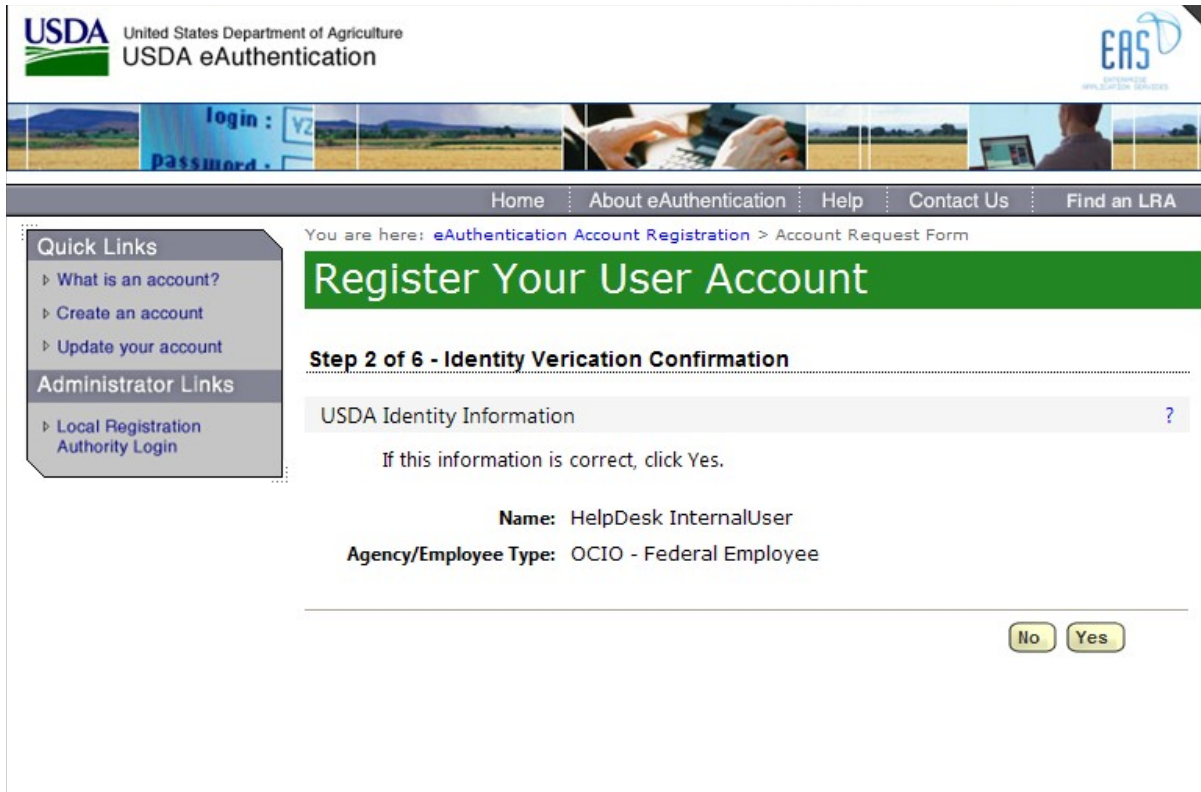
DATA POINT	CRITERIA
Last 4 digits of SSN	Enter the last 4 digits of your Social Security Number
Date of Birth	Enter your date of birth, using the pull down menu.

After entering the information on the initial screen, click Continue. For questions about each set of fields, you can click on the ? box to the right of the fields.

Note: If you receive an error stating that the information you provide does not match our records, contact your HR representative.

9.2 Confirming Identity Verification

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



USDA United States Department of Agriculture
 USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication Account Registration](#) > Account Request Form

Register Your User Account

Step 2 of 6 - Identity Verification Confirmation

USDA Identity Information ?

If this information is correct, click Yes.

Name: HelpDesk InternalUser
Agency/Employee Type: OCIO - Federal Employee

Figure 35 Verification confirmation

- If your email address is not correct, 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, 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 the displayed information is correct, click Yes.

9.3 Submitting Account Request Form

There are three main sections that need to be filled out on this screen:

- Security Questions
 - Select 4 different security questions using the pull-down menus.
 - Type an answer that only you would know (information that is non-researchable.) Answers are not case sensitive, however spaces and spelling do matter, so enter something that is easy to remember.
- Email Address Information (either your USDA email or a different email address)
- Security Information
 - Enter your mother's maiden name for security verification purposes.
 - Create and enter a 4 digit PIN number. *Note: You cannot use a zero "0" as the first digit.*

Ensure that all information is filled out accurately. The information provided will assist you if you need to use our Self Service functions or for contacting the help desk.

9.3.1 Security Questions

Security questions are questions that only you know the answers to. This feature assists you during self-service for a forgotten User ID or password. It also ensures that your account is more secure from social engineering. You can review and change your questions once you are logged into your eAuth account.

You are here: [eAuthentication Account Registration](#) > Account Request Form

Register Your User Account

Step 3 of 6 - Security Questions, Email Address, and Security Information

All required fields are **red** and marked by an asterisk (i.e. *).

Security Questions ?

To obtain your User ID, you will need to choose four unique security questions and provide answers. Each question may only be used once and each of your answers must be unique.

This information will be required to access the self service functionality in the event you forget your password.

1*

2*

3*

4*

Figure 36 User account security questions

You are here: [eAuthentication Account Registration](#) > Account Request Form

Register Your User Account

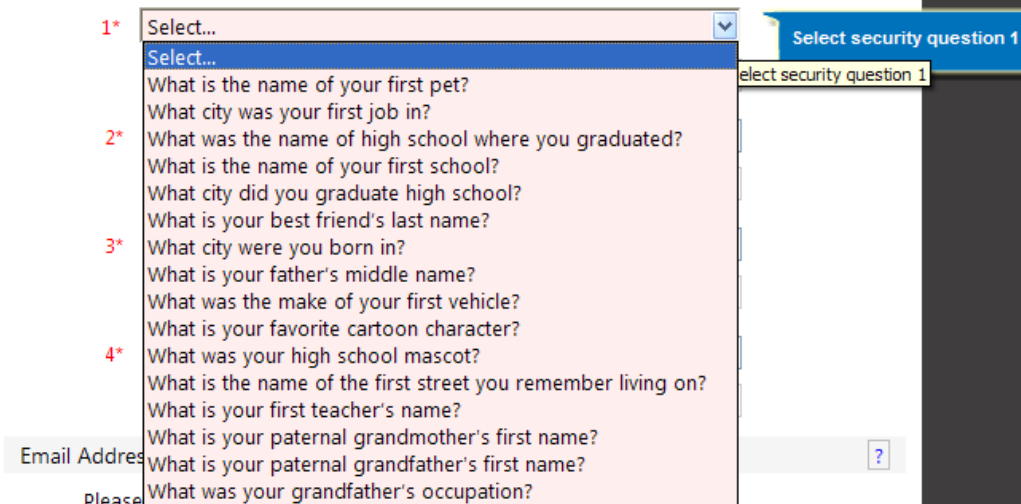
Step 3 of 6 - Security Questions, Email Address, and Security Information

All required fields are **red** and marked by an asterisk (i.e. *).

Security Questions ?

To obtain your User ID, you will need to choose four unique security questions and provide answers. Each question may only be used once and each of your answers must be unique.

This information will be required to access the self service functionality in the event you forget your password.



1* Select... Select security question 1

- Select...
- What is the name of your first pet?
- What city was your first job in?
- 2* What was the name of high school where you graduated?
- What is the name of your first school?
- What city did you graduate high school?
- What is your best friend's last name?
- 3* What city were you born in?
- What is your father's middle name?
- What was the make of your first vehicle?
- What is your favorite cartoon character?
- 4* What was your high school mascot?
- What is the name of the first street you remember living on?
- What is your first teacher's name?
- What is your paternal grandmother's first name?
- Email Address What is your paternal grandfather's first name? ?
- PLEASE What was your grandfather's occupation?

Figure 37 Selecting security questions

After entering the information, click Continue.

9.3.2 Email Address Information

If you already have a valid USDA email address that has been added to your HR record, you will see it listed in the email field. If not, enter in a valid email address or change your existing USDA email address by editing the field. Next, re-enter the email address for confirmation.

Note: the email address entered must be valid and cannot be a duplicate of an existing email address in our system.

If you receive a duplication error, try a different email address. You can create a temporary email address at Gmail, Yahoo, Hotmail, or other email providers.

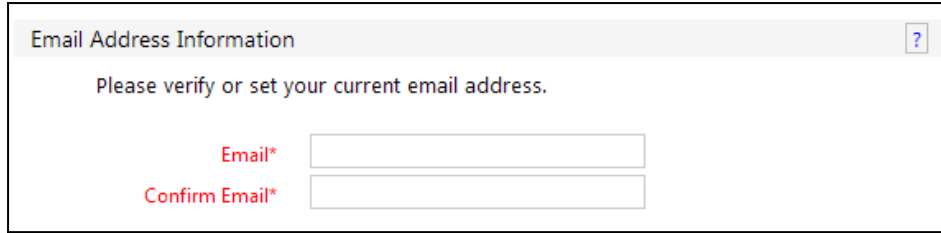


Figure 38 Email address information

9.3.3 Security Information

Security Information is used to verify your identity over the phone should you need to contact the help desk for assistance. Create a 4 digit PIN number that you can remember. The PIN may not start with a 0. Once you have completed the form in Step 3 in its entirety, press the Continue button at the bottom right.

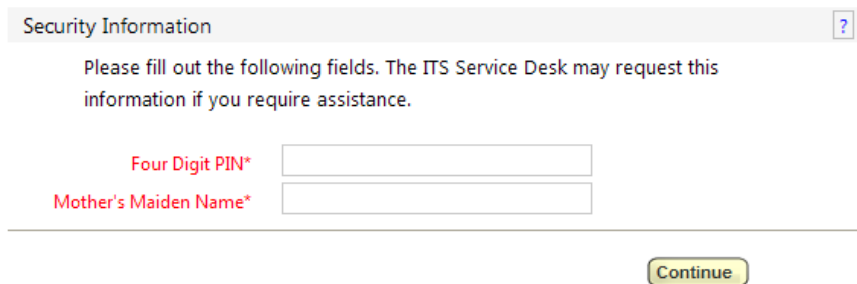


Figure 39 Security information

9.4 Request Form Confirmation

This screen allows you to verify that your information is accurate before creating your account. If there is any field that requires correction, press the Edit button to return to the previous screen and make the correction. If everything is correct, press the Continue button.

You are here: [eAuthentication Account Registration](#) > Account Request Submit

Register Your User Account

Step 4 of 6 - Security Questions, Email and, Security Attribute Confirmation

To receive your User ID, please review your security questions, security answers, and email address. Click **Edit** to make any necessary corrections.

Verify Security Questions & Answers ?

Q: What city was your first job in
A: Aurora

Q: What was the name of high school where you graduated
A: Smoky Hill

Q: What city were you born in
A: Galveston

Q: What was the make of your first vehicle
A: toyota

Verify Email Address ?

Email Address: TESTEXAMPLE1102@GMAIL.COM

Verify Security Attributes ?

4-digit PIN: 1234

Mother's Maiden Name: Cheng

[Edit](#) [Continue](#)

Figure 40 Security question and answer confirmation

9.5 Registering Your User ID and Password

Our system automatically generates your User ID based on the name in your HR record. You will need to create a password for your eAuthentication account that meets the NIST guidelines for secure passwords. For more information about creating a secure password, review our other guides:

- [Tips on Creating a Strong Password for your eAuthentication Account, www.nrcs.usda.gov/wps/PA_NRCSConsumption/download?cid=stelprdb...](http://www.nrcs.usda.gov/wps/PA_NRCSConsumption/download?cid=stelprdb...)
- [eAuthentication Security Responsibilities for End Users, https://www.eauth.usda.gov/GlobalAssets/Documents/USDA_eAuth_SecurityResponsibilitiesForEndUsers](https://www.eauth.usda.gov/GlobalAssets/Documents/USDA_eAuth_SecurityResponsibilitiesForEndUsers)

You are here: [eAuthentication Account Registration](#) > Account Request Submit

Register Your User Account

Step 5 of 6 - User ID & Create Account Password

Your User ID

Your User ID has been preset based on your name.

User ID: Jim.Helpdeskstest

Create Account Password

Password*

Your password must include at least 12-24 alphanumeric and special characters with no spaces, including at least:

- 12-24 characters
- One number
- One uppercase letter
- One lowercase letter
- One special character ! # \$ - % = + ; : ? ~ *
- Dictionary words may not be used in passwords
- The previous 24 passwords may not be re-used

Confirm Password*

Figure 41 User ID and password

9.6 Registration Completion

The final step of your registration will provide you with your User ID and the email address you have used to register your eAuthentication account. You will also receive a confirmation email providing you with the same information. If you do not see it in your email inbox, check the Spam or Junk folder.

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

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication Account Registration](#) > [Account Activation](#)

Register Your User Account

Registration Complete ?

Step 6 of 6 - Registration Successful

Congratulations testUser UserTest9:26 AM,
Your eAuthentication account has been successfully registered. You may need to wait up to 10 minutes before attempting to use your new User ID.

eAuthentication Account Information:

User ID: testUser.9UserTest
Email: testUserUserTest9:26AM@test123.gov

You will receive an email confirming the successful registration of your account. Please [print this information for your records](#).

If you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.
Please include the following information in your request:

- Your first and last name
- Your eAuthentication User ID
- The URL (web address) of the website or application you were attempting to access
- The text of any error messages and a detailed description of the problem

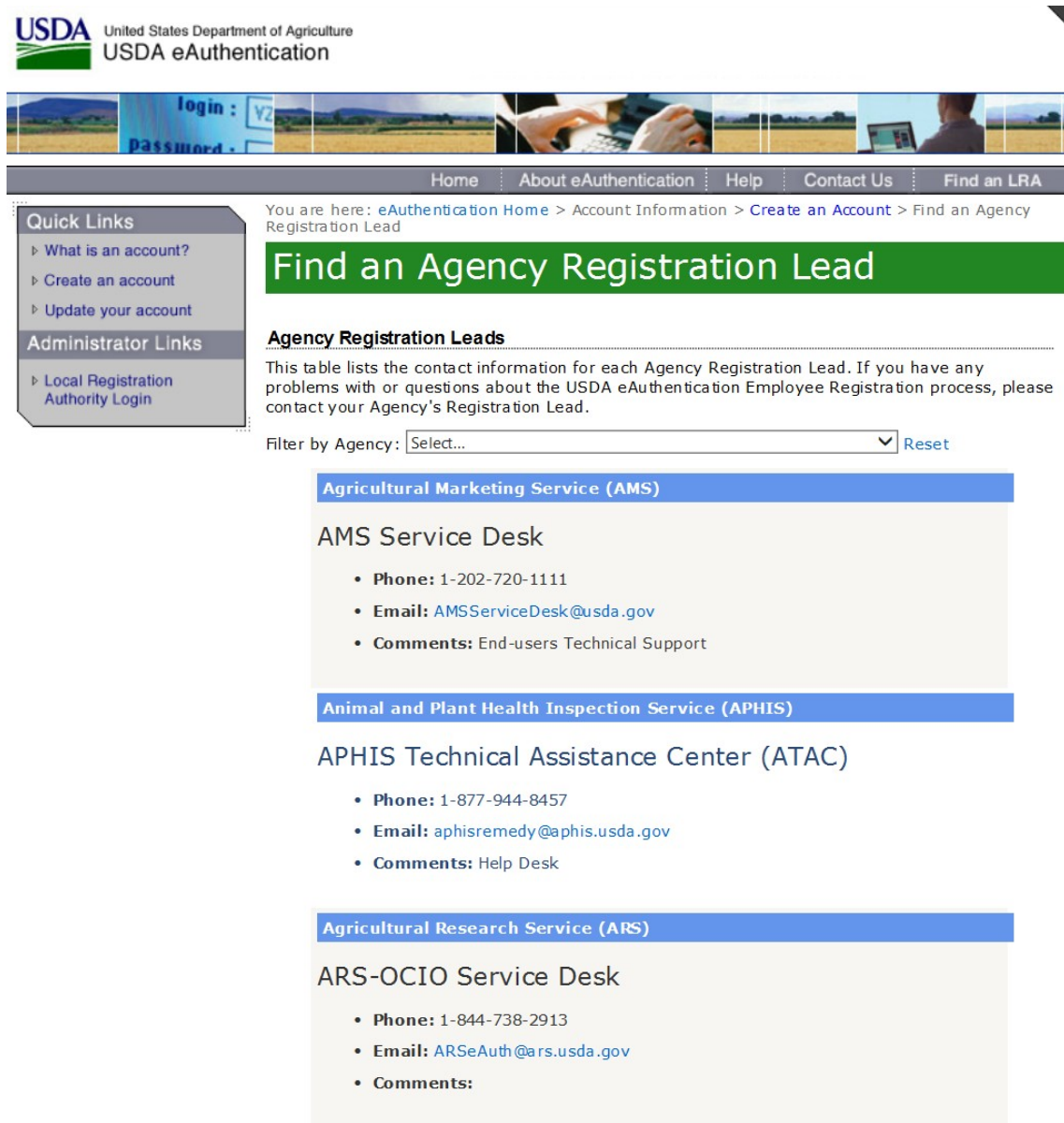
[Close Window](#)

[eAuth Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [eAuthentication Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

Figure 42 Registration completion

10 For More Information

For additional registration assistance, contact your Agency Registration Lead. Contact information can be found at: <https://www.eauth.usda.gov/MainPages/AgencyRegistrationLeads.aspx>



USDA United States Department of Agriculture
 USDA eAuthentication

[Home](#) | [About eAuthentication](#) | [Help](#) | [Contact Us](#) | [Find an LRA](#)

You are here: [eAuthentication Home](#) > [Account Information](#) > [Create an Account](#) > [Find an Agency Registration Lead](#)

Find an Agency Registration Lead

Agency Registration Leads

This table lists the contact information for each Agency Registration Lead. If you have any problems with or questions about the USDA eAuthentication Employee Registration process, please contact your Agency's Registration Lead.

Filter by Agency: [Reset](#)

<p>Agricultural Marketing Service (AMS)</p> <p>AMS Service Desk</p> <ul style="list-style-type: none"> • Phone: 1-202-720-1111 • Email: AMSServiceDesk@usda.gov • Comments: End-users Technical Support
<p>Animal and Plant Health Inspection Service (APHIS)</p> <p>APHIS Technical Assistance Center (ATAC)</p> <ul style="list-style-type: none"> • Phone: 1-877-944-8457 • Email: aphisremedy@aphis.usda.gov • Comments: Help Desk
<p>Agricultural Research Service (ARS)</p> <p>ARS-OCIO Service Desk</p> <ul style="list-style-type: none"> • Phone: 1-844-738-2913 • Email: ARSeAuth@ars.usda.gov • Comments:

Figure 43 Finding an agency registration lead

If there are any discrepancies in the information provided from your HR record during registration, contact your HR representative.

If you have any other technical issues or have any questions regarding your eAuthentication account, contact the eAuthentication Helpdesk:

1-800-457-3642 (Option 1)
eAuthHelpDesk@ftc.usda.gov

Provide this information: 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, also include the exact text of the error message.

If you have received an error message, also include the exact text of the error message.