

### Welcome to the Food Programs Reporting System (FPRS)

#### Obtaining Access to FPRS

- **Step 1 - Obtain a USDA eAuthentication Level 2 Account**

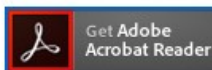
- You must have USDA eAuthentication Level 2 Account. Click [here](#), to create your Level 2 account. You must receive an email notification confirming your Level 2 access from the eAuthentication Help Desk before proceeding to Step 2.

**Please Note:** eAuthentication does not permit sharing user accounts. The individual applying for the account must be the intended user.

**Obtaining USDA eAuthentication Level 2 access does not establish a FPRS account. You must proceed to Step 2 and register for FPRS with the required access forms below.**

- **Step 2 - Register your eAuthentication Level 2 Account with FPRS OR Modify your existing permissions**

- You must complete an [FNS-674 Form](#) requesting access to FPRS.
- If permissions are needed for multiple programs and forms, you will need to complete an [FNS-674A Form](#) as well.
- Sign and submit the completed form(s) to the designated [Authorizing Official](#) at your FNS Regional Office, unless instructed to submit to FNS Headquarters.
- FPRS Access will process the request usually within 3 business days after it is received from the Authorizing Official. You will receive an email from FPRS Access when your account has been added or modified.



**Please Note:** The FNS-674 and FNS-674A requires Adobe Acrobat Reader. If Adobe Acrobat Reader is needed, please click [here](#) to download the software.

- **Step 3 - Configure Your Workstation to meet the following system requirements:**

- Microsoft Windows: XP, Vista, 2000 or Windows 7
- Internet Explorer: Version 9, 10, or 11
- Pop-up blocker turned "off" on Internet Explorer browser
- Microsoft Excel 2003 or 2007

For more information contact FPRS Access at [FPRS.Access@fns.usda.gov](mailto:FPRS.Access@fns.usda.gov)

**Enter FPRS**

#### Links

[Create Level 2 eAuth account](#)  
[USDA eAuthentication](#)  
[FNS Home Page](#)  
[USDA Home Page](#)  
[Accessibility Statement](#)  
[USDA Privacy Policy](#)  
[Non-Discrimination Statement](#)

#### Documents (PDF)

[FPRS Authorizing Officials](#)  
[FNS-674/674A Helpful Hints](#)  
[FNS-674 Form](#)  
[FNS-674A Form](#)  
  
[FPRS Programs and Forms](#)

#### Contact Us

For login and password assistance, contact [eAuthentication](#).  
**Phone:** (800) 457-3642

For issues involving access to FPRS, contact [FPRS Access](#).

If you need assistance using the FPRS application, contact [FPRS Support](#).  
**Phone:** (866) 336-3777