

Appendix F
Food Programs Reporting System (FPRS) Landing Page and Public Burden Statement

Welcome to the Food Programs Reporting System (FPRS)

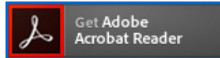
Obtaining Access to FPRS

- **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

[Enter FPRS](#)

FPRS Announcements

- OMB Control Number: 0584-0594

Expiration Date: 09/30/2026

Public reporting burden for this collection of information is estimated to vary from .17 minutes to 98 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The public burden statement is accessible for each form/worksheet in multiple places. It can be found on the Excel tab while in Submission Studio or under the Help tab by selecting OMB approved forms /worksheets and instructions by form. The PDF file will open and the burden statement will either be at the top or bottom of the form.

- **Please Note:** Any changes made to a submission **before** 9:30 P.M. Eastern Time should appear in the National Databank (NDB) the next business day. If a change is made to a submission **after** 9:30 P.M. Eastern Time, it may not appear in NDB until the second business day.
- **Attention Users:** While using FPRS, you should have only one (1) FPRS tab open on your Microsoft Edge Chromium or Internet Explorer browser. If you have two (2) or more FPRS tabs open, you may experience **data loss** or **data from one open submission overwriting data on another**.
- **Attention:** The 'Zoom' feature of Microsoft Edge Chromium and Internet Explorer have a problem that may cause the webpage to display incorrectly. Make sure that 'Zoom' is set at 100% at all times while using FPRS.
- To update your access to FPRS, submit a completed [FNS-674](#) to your [FPRS Account Manager](#). If you require permissions to multiple programs and forms, please submit a completed [FNS-674A](#) in addition to the FNS-674.