

For: Tobacco State and County Offices

Successor-In-Interest (SII) Account Registration eAuthentication Accounts

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

USDA eAuthentication accounts with level 2 access will provide Tobacco Transition Payment Program (TTPP) SII contract buyer’s representatives with the ability to conduct official electronic TTPP transactions through the Internet.

B Purpose

This notice provides guidance on assisting customers who want to conduct official electronic TTPP SII contract business with USDA.

2 Customer Level 2 eAuthentication Accounts

A Establishing Accounts

Any customer who wants to conduct official electronic TTPP SII contract business with USDA must first establish a level 2 eAuthentication account. To establish an account, the customer should go to: <http://www.eauth.egov.usda.gov/eauthCreateAccount.html>.

Note: eAuthentication accounts are **only** available to individuals. When an individual is acting on behalf of the lump sum entity, the eRepresentation role will be established by TD.

B Level 2 Accounts

To obtain an account with level 2 access, the customer must:

- complete the user profile
- physically visit a USDA Service Center to present a valid government-issued photo ID.

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2 Customer Level 2 eAuthentication Accounts (Continued)

B Level 2 Accounts (Continued)

Key points of level 2 eAuthentication accounts are as follows.

Key Point	Description
1	E-mail is required for level 2 eAuthentication registration.
2	The customer must create their own eAuthentication user ID. Note: eAuthentication user ID's cannot be changed or modified once they are created in the customer's user profile account.
3	Once the customer completes and submits their user profile online, the customer will receive a verification e-mail. Note: The verification e-mail: <ul style="list-style-type: none">• will provide the customer with login instructions to activate their user profile account• is a security measure to confirm that the e-mail address provided by the customer is true e-mail address.
4	The customer must respond to the verification e-mail within 7 calendar days of receipt or the customer will have to start the process over, creating a new account using a new and unique eAuthentication user ID.

C Maintenance

Once a customer account is established, the user ID is valid for 7 years. The password is valid for 4 months. Customers experiencing difficulties logging into USDA web applications can reset their password from the web application Sign-on Screen.

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3 Local Registration Authority (LRA)

A Level 2 eAuthentication

LRA's at USDA Service Centers help customers complete the level 2 registration process by verifying the customer's identity and using the online eAuthentication Registration System to record the customer's ID type and submitting the account for activation. A USDA employee must be authorized by their agency to become an LRA and complete the LRA training program.

B LRA Process

The role of LRA is to confirm and validate the identity of a customer. LRA's are responsible for completing the following process.

Step	Action
1	Search for the customer's user profile in the eAuthentication interface.
2	<p>Validate the customer's first name, last name, birth date, physical appearance, and attributes provided on the customer's government-issued photo ID.</p> <p>To validate the customer's identity, LRA should:</p> <ul style="list-style-type: none">• activate the customer's level 2 credentials• provide the customer with the required steps to complete level 2 activation if a discrepancy is found that will prohibit the completion of the level 2 access• be aware of the customer's:<ul style="list-style-type: none">• overall resemblance to the provided government-issued photo identification• physical attributes (height, eye color, etc.)• name as shown on the provided government-issued photo identification• date of birth. <p>Note: Do not validate a customer's identity by telephone, fax, or photocopy of their government-issued photo identification even if the customer is an acquaintance.</p>

4 Link Manager

A ID Link Manager

The eAuthentication level 2 account **must** be linked to SCIMS before the customer can activate their account.

The ID link manager for SCIMS is located at: <https://scimslinkmgr.sc.egov.usda.gov>.

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4 Link Manager (Continued)

B Representative Link Manager System (RLMS)

RLMS is an Intranet-based, web-enabled software application developed to maintain records of certain representatives and relationship roles. RLMS was developed to provide electronic mechanisms for managing, collecting, and disseminating information to customers.

Note: TD will process the SII Agent representative and relationship role link to the TTPP SII contract buyer as indicated on CCC-963 and submitted by the applicable TTPP SII contract buyer.

5 TTPP SII Contract Buyers

A Steps for Completing TTPP SII Access

The following table provides steps that **must** be completed for a TTPP SII contract buyer to have electronic access through MyUSDA.

Step	Action
1	Customer creates a level 2 eAuthentication account at: http://www.eauth.egov.usda.gov/eauthCreateAccount.html
2	Customer physically visits local USDA Service Center for level 2 eAuthentication by LRA. See subparagraph 3 B.
3	FSA employee (LRA) authenticates the customer's level 2 account.
4	FSA employee with SCIMS access loads customer in SCIMS, if not listed. Note: When loading the customer in SCIMS, establish the legacy link to the local county.
5	Link the customer's level 2 account with SCIMS using the SCIMS link manager at: https://scimslinkmgr.sc.egov.usda.gov/SearchAD.aspx Note: Do not link the individual to the TTPP SII contract buyer using RLMS. TD will complete the necessary link.

6 Contacts

A County Offices

County Offices shall contact their State Office with questions about this notice.

B State Offices

State Offices shall contact Steve Freeman, TD, at 202-720-7445 with questions about this notice.