# Personal Identity Verification II (PIV-II) Employee On-Boarding in Payroll Personnel

Prepared for



## United States Department of Agriculture Office of Security 300 7th Street SW, Washington DC 20024

Version 3.2

August 14, 2008



### **Table of Contents**

How to Use this Guide	1
Part I: Overview and Business Process	2
A. On-boarding Process Overview	2
B. On-Boarding Business Process	3
Part 2: Detailed Instructions	5
A. Select Records to Prepare	5
B. Verify and Update Records in Payroll Personnel	5
C. Update Employee Business Email/Phone via eAuthentication	6
D. Certify Prepared Records in the Agency Certification Portal	11
E. Completing Sponsorship in USAccess.	17
F. Entering Adjudication Results in USAccess	26
Part 3: On-Boarding FAQ	33
Appendix A – On-boarding Checklist	A1

## List of Figures

Figure 1: LincPass Issuance Process	2
Figure 2: Business Process	3
Figure 3: eAuthentication Screen	6
Figure 4: eAuthentication Warning Screen	7
Figure 5: eAuthentication Log-In Screen	8
Figure 6: eAuthentication Welcome Page	9
Figure 7: eAuthentication Modify Profile	10
Figure 8: Certification Portal Search Menu	12
Figure 9: Search Results	13
Figure 10: Select Records	14
Figure 11: Previously Submitted Records List	15
Figure 12: Display Validated Link	16
Figure 13: Printer Friendly View	16
Figure 14: USAccess Log-in Screen	17
Figure 15: Applicant Search Screen	18
Figure 16: Search Results Screen	19
Figure 17: Applicant Biographic Data Screen	20
Figure 18: Applicant Address Data Screen	21
Figure 19: Applicant Alias Data Screen	22
Figure 20: Applicant Save Record Screen	22
Figure 21: Applicant Sponsorship Information Screen	23
Figure 22: Applicant Card Shipping Address Screen	24
Figure 23: Mobile Ship Code	24
Figure 24: Applicant Save Sponsorship Record Screen	25
Figure 25: USAccess Log-In Screen	26
Figure 26: Applicant Search Screen	27
Figure 27: Search Results Screen	28
Figure 28: Adjudication Information Screen	28
Figure 29: Fingerprint Check Adjudication Results Entry Screen	29
Figure 30: NACI Adjudication Results Entry Screen	30
Figure 31: Adjudication Results Confirmation Screen	31
Figure 32: Submit Adjudication Results Screen	31
Figure 33: Adjudication Results Confirmation Screen	32
Figure 34: Adjudication Completion Screen	32



### **Revision Information**

Version	Date	Revision Information
1.0	12/10/2008	Initial Draft
2.0	4/25/2008	Updated page headers and formatting, card shipping code selection information, ACP screen shots, and help resources; added FAQ section
3.0	6/4/2008	Added card shipping code selection for mobile stations and notes that records of non-US citizens are not currently being processed
3.1	7/16/2008	Added additional FAQ, updated business process flow diagram
3.2	8/14/2008	Updated sponsor screens; added instructions for applicants who do not have email addresses. Moved all FAQ to the Sponsor FAQ document on the USDA LincPass website



## How to Use this Guide

This guide provides instructions for HR personnel acting as HSPD-12 Sponsors and Adjudicators to initiate the LincPass issuance process for Payroll Personnel-based Employee Applicants. This guide will detail how to prepare and submit Employee Applicant records to the General Services Administration (GSA) HSPD-12 system, called USAccess in order to Sponsor and Adjudicate the Employee. When finished with this process HR Personnel will have

- Selection and preparation of Employee Applicant data for submission to USAccess
- Completion of Sponsorship for the Applicant
- Completion of Adjudication for the Applicant
- Submission of all data to USAccess so that the Applicant can then Enroll

The first half of this guide provides a high level overview of where on-boarding fits into the overall LincPass issuance process as well an on-boarding process workflow. The second half of this guide provides step by step instructions and screen shots detailing how to prepare the data, Sponsor and Adjudicate the Applicant, and submit all the data to USAccess. If you need help or additional information, please see the contact list below:

USDA HSPD-12 LincPass Website Sponsor Page: http://hspd12.usda.gov/Sponsor.html

USDA HSPD-12 Help Desk (for business process or Agency Certification portal):

- Toll Free: 888-212-9309, Local: 703-245-7888
- Email: <u>HSPD12@ftc.usda.gov</u>

Payroll Personnel for technical questions/issues with PayPers):

• Call the Operations and Security Center (OSC) Help Desk at 1-800-767-9641

eAuthenthentication Help:

• http://www.eauth.egov.usda.gov/eauthHelp.html

USAccess Help Desk (for USAccess system questions/issues)

- Toll Free: 866-493-8391
- Email: <u>usaccess.helpdesk@eds.com</u>

GSA MSO Help Desk (for USAccess password resets or general policies)

- Phone: 202-501-4740
- Email: <u>hspd12@gsa.gov</u>

**Note:** The Frequently Asked Questions section has been integrated into the <u>Sponsor FAQ</u> document on the USDA HSPD-12 website's "FAQ" page.



## **Part I: Overview and Business Process**



Figure 1: LincPass Issuance Process

### A. On-boarding Process Overview

The objective of this process is to select and prepare Employee data so that upon submission, it conforms to the data requirements set forth by USAccess. The On-Boarding process involves the following:

- HR personnel select records to prepare and then review and update data
- HR personnel submit the data to USAccess via the Agency Certification Portal in order to provide an authoritative data source for LincPass credentialing
- HR personnel "complete" sponsorship of the Applicant in USAccess and provide Adjudication information
- Employee receives notice to enroll at an Enrollment Station

#### **Prerequisites:**

Prior to performing any actions in the On-Boarding process, Sponsors and Adjudicators must meet the following prerequisites:

- Sponsored in USAccess
- Successfully completed the USAccess Sponsor or USAccess Adjudicator (whichever is appropriate for your role) training in AgLearn
- Designated as a Sponsor or Adjudicator (whichever is appropriate for your role) in USAccess by your Agency Role Administrator
- Received your USAccess user name and password



#### **B.** On-Boarding Business Process

#### B (i). Business Process Workflow

The figure below details the business process for on-boarding an Employee; it assumes a Background Investigation (BI) has been initiated and at least the Federal Bureau of Investigation (FBI) Fingerprint Check has been favorably adjudicated.



Figure 2: Business Process



- 1. Sponsor identifies the Employee record to prepare based on an active Employee's proximity to an Enrollment Station and if they already have a BI on file.
- 2. If the Employee's record requires updates (i.e. to Name and citizenship status), Sponsor makes the updates in Payroll Personnel. *If this is a new Employee, HR will create their HR record for the first time.*
- 3. The Employee verifies (and if necessary, updates) their Business phone number and email address using eAuthentication.
- 4. Sponsor validates Employee's record in the HSPD-12 Agency Certification Portal certify it as being complete and ready for submission to USAccess.
- 5. The record is submitted to USAccess.
- 6. In USAccess, Sponsor verifies the submitted data and completes the required Sponsorship fields.
- 7. The Employee receives an Enrollment email notice instructing them to enroll. At the same time, the Adjudicator enters the BI adjudication results into USAccess\*\*.

\*\*If the Employee does not have a BI or record of it cannot be found, the BI should be initiated in conjunction with the data preparation steps in Payroll Personnel. Once at least the FBI Fingerprint Check is favorably adjudicated, the results can be entered into USAccess (Step 7). When the full BI results are favorably adjudicated, the Adjudicator can update the Employee's record in USAccess.

#### B (ii). Additional Business Process Rules

- <u>Role Separation</u> Every record must be sponsored and adjudicated by two *different* people. While a Sponsor can hold the Adjudicator role (and vice versa), a single person cannot perform both actions on the same Applicant record. Records sponsored and adjudicated by the same person will result in sponsorship being incomplete; thereby preventing the Applicant from enrolling.
- <u>Role Designation</u> Every Sponsor and Adjudicator must be designated in their role in USAccess by the agency's Role Administrator. Role Holders will not be able to access USAccess until they are designated.
- 3. <u>Authoritative Data Source</u> Payroll Personnel serves as the authoritative data source for all the biographic and sponsorship information except for what is supplied in Step 6 in the above workflow. Therefore all changes to this data must be made in Payroll Personnel (or eAuthentication for email address) and not USAccess. Any data not supplied in Step 6 must be changed directly in USAccess will be overwritten by what is currently in Payroll Personnel.



## **Part 2: Detailed Instructions**

#### A. Select Records to Prepare

The first step in the process is to identify Employee records to submit to USAccess. HR personnel should prioritize the records based on the following criteria:

- <u>Enrollment Station location</u>: Applicants need to utilize an operational Enrollment Station for Enrollment, so until the deployment of all Enrollment Stations is complete, HR personnel should focus on preparing records for Applicants located near currently deployed stations.
- <u>Active Employees</u>: From the employees located near an Enrollment Station, identify the Active employees who require a LincPass
- <u>US Citizens</u>: Identify active employees that are US Citizens as USAccess currently does not accept records for non-citizens.

### B. Verify and Update Records in Payroll Personnel

To complete this section, HR Personnel and Employees will need to verify and update the following through the appropriate front-end system (e.g. EPIC) that feeds Payroll Personnel:

- Employee Status
- Citizenship Status
- SSN
- First Name
- Middle Name
- Last Name
- Business Email Address
- Business Phone Number
- Date of Birth
- Suffix



### C. Update Employee Business Email/Phone via eAuthentication

Once an Employee's information is verified and updated in Payroll Personnel, the Sponsor should send the instructions in this section to the Employee to verify and if necessary, update their Business Email and Phone number through eAuthentication.

If the Applicant has a work email address, it should be up to date so that they can receive emails from USAccess and can use the digital signature and encryption certificates when that functionality is implemented. If their record does not have an email address, but the Employee does have a work email address be sure to update the record so that it is included.

If the Applicant does not have a work email address (and does not have the need for one), the Sponsor will need to indicate in USAccess that the Applicant does not have a work email address and that only 2 of the 4 digital certificates are required. This step will need to be performed in USAccess after the record has been sent to USAccess. See Section E for information on how to do this.



Figure 3: eAuthentication Screen

Step 1. Browse to http://www.eauth.egov.usda.gov

Step 2. Click on "Update Your Account".



US	United States Department of Agriculture USDA eAuthentication
	Passinged -
	Home About eAuthentication Help Contact Us Service Center
	*********
	This is a United States Department of Agriculture computer system, which may be accessed and used only for official Government business (or as otherwise permitted by regulation) by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.
	**************************************
	Cance Continue

Figure 4: eAuthentication Warning Screen

Step 3. Click "Continue" at the purple *Warning* screen.



United States Department of Agriculture USDA eAuthentication	
Home About eAuthentication Help	Contact Us Service Center
Quick Links • What is an account? • Create an account	:
▶ Update your account     User ID:       Administrator Links     Password:	<ul> <li>I Want To</li> <li>Change My Password</li> <li>Reset My Forgotten</li> </ul>
Local Registration     Login	Password <sup>o</sup> Retrieve My Forgotten User ID
What's New	
NEW! Password Requirements are Changing!	
<ul> <li>Password rules are changing for level 1 accounts</li> <li>Please be aware that you may be prompted to change your password the next time you log in!</li> <li>Click here for more information!</li> </ul>	
Important! Employees and Contractors:	
<ul> <li>Please update your business email and phone in your profile. Click here for additional details.</li> </ul>	

Figure 5: eAuthentication Log-In Screen

**Step 4.** Log in with your eAuthentication User ID and password. The "Welcome to IdentityMinder" screen will display.

**Note:** The Employee MUST have an Employee eAuthentication account (not a webuser or other type of account) in order for the email address in eAuthentication to be used for the Employee's Sponsorship record.





Figure 6: eAuthentication Welcome Page

Step 5. Click on "Modify my profile".



Modify My Pro	file - Level 2	
UserID	userid	
Credential Level	2	
First Name*	John	
Middle Initial	R	
Last Name*	Doe	
Street Address*	1234 Red Place	
City"	Arlington	
Home Postal/Zip Code*	54321	
State*	VirginiaAA (APO/FPO)AE (APO/FPO)AP (A	
Country*	United States	
Email"	John.Doe@usda.gov	
Confirm Email*	John.Doe@usda.gov	
Nother's Maiden Name*	Smith	
Date of Birth*	11/10/1975	
Four Digit Pit+*	1234	
Home Phone	703-321-1234	
Business Phone	- 202-321-1234	
Validate		Submit

Figure 7: eAuthentication Modify Profile

**Step 6.** Make desired changes in the online form, and then click the "submit" button in the bottom right corner to save the information.

Step 7. You may now click on "Logout" (in the upper right corner) to log out.

**Note:** It may take up to a day for changes made in eAuthentication to appear in the Agency Certification Portal.



### D. Certify Prepared Records in the Agency Certification Portal

This section provides instructions and screenshots for Sponsors on how to find and select Employee records for submission to USAccess and to view the records already submitted. The HSPD-12 Agency Certification Portal is a simple Web-based application for the first-time submission of employee records to USAccess. Once a record has been submitted for the first time, updates made in Payroll Personnel will automatically flow to USAccess and there is no need to resubmit the record via the HSPD-12 Agency Certification Portal.

It is important to note that there is no ability to input data into the portal but only to check those records that are ready to go to USAccess.

The URL to access this site is: https://hspd12p.sc.egov.usda.gov/hspd12preparedness/

#### Prerequisites:

- You have a Level 2 eAuthentication ID and have been granted access to the Agency Certification portal (See Part 3 for requesting access).
- You have been designated as the individual for your agency for the submittal process. If you have questions regarding this, contact the USDA HSPD-12 Help Desk
- Data preparation has been completed for the employee records following the procedures in Part 2B and 2C. Once you submit the employee records from this portal, they will be sent to GSA.



### D (i). Certifying and Submitting New Records

USDA United States Department of Agriculture Homeland Security Presidential Directive (I	HSPD) 12
	Home About HSPD-12 Contact Us
FILTERS	
Agency:	Select
Country:	Select
State:	Select
City:	Select
Last Name:	Select
Display Va	alidated: 🔳
L	Filter paded in 14.7029368 Seconds.
HSPD-12 Home USDA.gov Policies and Links FOIA Accessibility Statement Privacy Policy Non-Discrimin	nation Statement   Information Quality   FirstGov   White House

Figure 8: Certification Portal Search Menu

**Step 1.** First, use the Agency drop-down list to select the agency records you want to work with. (You will only see the agency or agencies to which you have been assigned.)

**Step 2.** Once agency is selected, the contents of the Country, State, and City drop-down list changes to reflect only those available for the agency you selected. For example, if you select an agency that is only in one country, two states, and four cities, the Country, State, and City drop-down list will only have those choices.

**Step 3.** The Last Name filter allows you to skip to employees with a Last Name starting with the letter specified. This makes it easier to scroll through records if you're searching for a specific employee.

**Note:** Unlike the Agency drop-down list, the selections you make in the Country, State, and City drop-down list have no effect on the contents of each other. Also, the application won't prevent you from selecting a state of "Colorado" and a city of "Kansas City," it will simply tell you "No records found."



			TITERS						
			1212.0.5	Agency:	APHIS		~		
			c	ountry:	Select		~		
				State:	Select		~		
				City:	Select		~		
			Last	Name:	Select		~		
			Di	isplay Va	alidated:				
					Printe Loaded in	r Friendl 39.45262	y Filter Seconds	]	
			25 o	f 6371 Reco	ords Display	/ed.			
			1	<u>23456</u>	78910				
Select All 📃	First Name	Last Name	Birth Month/Day	City	State	Country	Agency	Business Email	At GS.
	Jean	Ford	Sep/19	Beltsville	MD	USA	APHIS	Jean.ford@usda.gov	False
	Scott	Chevy	Mar/4	Beltsville	MD	USA	APHIS	Scott.chevy@usda.gov	False
			1	2 <u>3456</u>	78910				

Figure 9: Search Results

**Step 4.** Once you select an agency, the portal will automatically list all the employees it has for that agency. The portal displays 25 records at a time (you may need to scroll down to see them all). The following example shows records filtered by Agency, City, and State.

**Step 5.** The employee records are listed alphabetically by employee last name. At the top and bottom of the screen are the page numbers for the first 10 groups of 25 records. Click a page number to display that group of records. Clicking the ellipses (...) will take you to the next set of 10 page numbers.



				FILTERS						
				A	Agency:	APHIS		~	1	
				C	ountry:	Select		~		
					State:	Select		~		
					City:	Select		~		
				Last	Name:	Select		~		
				Di	isplay Va	lidated:				
						Printe Loaded in	r Friendl 39.45262	y Filter Second	3.	
				25 0:	f 6371 Reco	rds Display	/ed.			
				1	<u>23456</u>	<u>78910</u>	<u></u>			
Select	All 🗌	First Name	Last Name	Birth Month/Day	City	State	Country	Agency	Business Email	At GSA
		Jean	Ford	Sep/19	Beltsville	MD	USA	APHIS	Jean.ford@usda.gov	False
		Scott	Chevy	Mar/4	Beltsville	MD	USA	APHIS	Scott.chevy@usda.gov	False
				1	23456	<u>78910</u>				
		WARNIN	IG: Submit sele	cted records on this	page befo	re moving	to anothe	r page o	r checkmarks will be lost.	
				Submit So	lacted Par	orde for D	rocossing		1	
M		IG: Make sur	e the selected r	Submit Se	lected Net		rocessing		d there is no way to "un-subm	it" them
		ar mane ser	e me selected n	conduction food y to	ne proces	ood, bood	100 01100	oubilitte	a, more to no may to through	it ments

Figure 10: Select Records

**Step 6.** Click the checkbox to the left of the employee name to select employees to submit for processing.

**Step 7.** Click the **Submit Selected Records for Processing** button. The page will redisplay, and that employee's record will no longer be on the list.

**Important:** Don't submit employee records if they don't have a valid email address. See Part 3: On-Boarding FAQ, for what to do if an employee record has a missing or incorrect email address.

**WARNING:** The warning at the bottom of the screen is serious. Be <u>very sure</u> the records you select and submit are ready for processing. Once submitted, there is no way to "un-submit" the records and the record will be sent to USAccess.



#### D (ii). Viewing Previously Submitted Records

FILTERS	(				
	4	Agency: A	PHIS	~	
	C	Country: S	Select	~	
		State: S	Select	~	
		City: S	Select	~	
	Last	Name: S	Select	~	
	D	isplay Vali	dated: 🗹	1	
		L	Printer Fri baded in 39.4	endly Filter 5262 Seconds.	
	25 o	f 2339 Record	ls Displayed.		
	1	<u>234567</u>	<u>8 9 10</u>		
Validated	By	First Name	Last Name	Birth Month/Day	At GSA
10/21/2007 12:00:00 AM	ddukart	Jean	Ford	Jul/30	True
10/6/2007 12:00:00 AM	ddukart	Scott	Chevy	May/11	True
10/22/2007 12:00:00 AM	ddukart	Logan	Dodge	Apr/5	True
9/8/2007 12:00:00 AM	ddukart	Warren	Nissan	Ju1/19	True

Figure 11: Previously Submitted Records List

**Step 1.** To display records that have already been submitted, use the filter drop-down list at the top of the screen to select the agency (and country, state, and city if needed), click the **Display Validated** option, then click the **Filter** button.

**Step 2.** The display shows the records already submitted for this agency, and also shows when the record was submitted and the user name of the employee who did the submitting. To return to the display of not-yet-submitted records, simply remove the checkmark in the **Display Validated** field and click the **Filter** button.

**Step 3.** The column on the end of this table titled **At GSA** has been added. This column provides a status for each record as to whether it has been sent to GSA or not.

If **At GSA** is set to FALSE" – The record has not been sent to USAccess yet and the Sponsor cannot complete sponsorship yet in USAccess.

If **At GSA** is set to "TRUE" – The record has been sent to USAccess and Sponsorship can now be completed.



FILTERS	
Agency:	APHIS 💌
Country:	Select 💌
State:	Select 💌
City:	Select 💌
Last Name:	Select 💌
Display Va	alidated: 🛛
	Printer Friendly Filter Loaded in 1.322432 Seconds.

Figure 12: Display Validated Link

**Step 4.** A **Printer Friendly** link has been added to both the Record Validation and the Display Validated screens. To print the records on a page, click the **Printer Friendly** link and the page will reformat as shown below and can be printed out easily for a quick report.

Validated	Ву	First Name	Last Name	Birth Month/Day	Agency	At GSA
10/21/2007 12:00:00 AM	ddukart	Jean	Ford	Jul/30	APHIS	True
10/6/2007 12:00:00 AM	ddukart	Scott	Chevy	May/11	APHIS	True
10/22/2007 12:00:00 AM	ddukart	Logan	Dodge	Apr/5	APHIS	True
9/8/2007 12:00:00 AM	ddukart	Warren	Nissan	Jul/19	APHIS	True

Figure	13:	Printer	Friendly	View
--------	-----	---------	----------	------

An alternative to checking status via the ACP's validated list is by looking in the USAccess Applicant Status report. If an Applicant is in the report, they have been sent to GSA. You can also see via the report's Sponsorship Status column whether their sponsorship is complete or not. Please see the "Using the Applicant Status Report" guide on the USDA HSPD-12 website's "Training" page for directions on accessing the report.



#### E. Completing Sponsorship in USAccess

Once the Employee's record has been submitted to USAccess, the Sponsor must log into USAccess to verify and complete Sponsorship for the Employee. The Sponsor will ensure that the following fields are completed in USAccess in order to Sponsor the Employee:

- PIV Card Required
- Federal Emergency Response Official Status
- Country of Citizenship
- Birth Country
- Birth City

• Card Shipping Address

#### Prerequisites:

- You have been sponsored in the USAccess system
- You have taken the USAccess Sponsor Training
- · You have been designated as a Sponsor by your Agency Role Administrator
- You have access to and a user ID and password for USAccess system.
- \* Note: Some Applicant information has been removed or altered from the following screenshots to protect privacy information

#### E (i). Verify Applicant Biographic Information

GSA General Services	Administration		DITIOUIOUIDOUIDOUIDOU
		Please Log In	
	User Name	gsa.sponson@dev.gsa.lab	
	Password '		
	WARMINGI THIS SYS This is a U.S. (a computer system th to monitoring. Th Individuals foun discipli	STEM IS FOR AUTHORIZED USE ONLY eneral Services Administration Federal Government hat is "FOR OFFICIAL USE ONLY". This system is subject nerefore, no expectation of privacy is to be assumed. hd performing unauthorized activities are subject to inary action including criminal prosecution.	

Figure 14: USAccess Log-in Screen

- Step 1. On the Log In screen, type in your user name in the User Name field.
- Step 2. Type in your password in the Password field.
- Step 3. Click the Login button to log in.



OLE: SPONSOR - DE	PARTMENT OF AGRICULT	TURE
Applicant Search		
Search by		
C Lastname	C Social Security No.	
Lastname	SMITH	
~ or ~		
Social Security No.		
- and -		
Birth Date	01/12/09	

Figure 15: Applicant Search Screen

- Step 4. Type in the Applicant's last name or Social Security Number.
- **Step 5.** Type in the Applicant's birth date or click on the calendar icon next to the **Birth Date** field to select a date from the calendar.
- Step 6. Click the Search button to begin the search.



ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE	
Applicant Search	@fedidcard.gov Logou
Search by	
C Social Security No.	
Lastname SMITH	
~ 01 ~	
Social Security No.	
- and -	
Birth Date 01/12/09	
Search Reset	
ID Last Name First Name Birth Date Social Security Email	Status
	REGISTER D View Applicant Edit Sponsorship

Figure 16: Search Results Screen

- **Step 7.** When the search result appears, click on View Applicant to view Applicant's Biographic Data.
- Step 8. Verify the following required fields have current and correct information.
  - First Name
  - Middle Name
  - Social Security Number
  - Birth Date
  - Citizenship

\*Currently, USAccess can only accept applicants with United States Citizenship.



(Sponsor)

Figure 17: Applicant Biographic Data Screen

**Step 9.** If any of the information is incorrect, missing, or needs updating, enter in the information next to the field names.

**Note:** Please be aware that changes to Biographic data must be made in Payroll Personnel and not from USAccess.

Step 10. Click on NEXT to go to the next screen



GSA Genera	I Services Administration	010001010100102		01101101010101100100110010	
dit Applicant			12001000	000062@FEDIDCARD.GOV (Sp	oonsor) Log
	Current Home Addr	ess			
iographic Data Iddress Data	Street Address 1*	123 Green Rd	Street Address 2		
lias Information	City *	Fairfax	State *	VIRGINIA	~
ave	Zip Code *	22553	Country *	UNITED STATES	~
	Begin Date		End Date	Current	
	Birth Place				
	City		State	NOT APPLICABLE	~
	Country				
	Alien Registration No.				
	-			Previous Nex	ct Cance

Figure 18: Applicant Address Data Screen

**Step 11.** Verify the following fields have current and correct information. Red asterisks are required information:

- Current Home Address
- Street Address 1
- City
- State
- Zip Code
- Country

Step 12. Birth Place- Enter the City, Country, and State.

**Note:** The Birth Place information is not required for the Sponsorship screen.

Step 13. Click NEXT to go to the next screen.



eral Services Administr	ation	0100010141_0010.1201		CLOSE OF OTOTOTOTOTOTOTOTOTOTOTOTOTOTOTOTOTOT
				@fedidcard.gov (Sponsor) Logout
Alias				
on First Name			Middle Name	
Last Name			Suffix	
				Save Alias
				Previous Next Cancel
	eral Services Administra Alias First Name Last Name	eral Services Administration Alias First Name Last Name	eral Services Administration	eral Services Administration          Alias         First Name       Middle Name         Last Name       Suffix

Figure 19: Applicant Alias Data Screen

Step 14. This is an optional screen if the applicant goes by another name.

Step 15. Click NEXT to go the next screen

GSA	Seneral Services Administration	CLOOD OL (LLISOTE) OV LOT OLOLOLOLOLOLOLOLOLOLOLOLOLOLOLOLOLO
Edit Applica	nt	@fedidcard.gov (Sponsor) Logout
Biographic Da Address Data Alias Informat Save	ta Click the Finish button to save	e the applicant record. Previous Finish Cancel

Figure 20: Applicant Save Record Screen

Step 16. Click FINISH to save the record



### E (ii). Complete Applicant Sponsorship

ROLE: SPONSOR -	DEPARTMENT OF AGR	CULTURE				
Sponsor Applican	t				@fedidcard.gov l	ogout
	Sponsorship Inform	nation				
Sponsor Into Shipping Address	Agency *	DEPARTMENT OF AGRICULTURE		Sub-agency	DEPARTMENT OF AGRICULTUR	RE 💌
Save	Employee Type *	EMPLOYEE		Employee Status *	ACTIVE	٠
	Agency Rank		*	Employee ID		
	Contract Number			Work Email	John.doe@usda.gov	v
	User Principal Name	© System Generated UPN © User Specified 1200035 @FEDIDCARD GOV	/	Agency Person ID	[	
	Card Information	•		a second second second		
	PIV Card Required	€ Yes € No		Require Digital Signature and Encryption Certificates	G Yes C No	
	Smart Card Type	STANDARD DUAL INTERFACE	*	PIV Card Type	FEDERAL EMPLOYEE	
	Law Enforcement		¥	Federal Emergency Response Official	€ Yes C No	
	Agency Role		•	Agency Text		
	Card Header	UNITED STATES GOVERNMENT	*			
	X Digital Signature				Next	Cancel

Figure 21: Applicant Sponsorship Information Screen

- **Step 1.** USAccess will direct you to the Sponsorship information page.
- Step 2. Verify the following required fields have current and correct information:
  - Agency
  - Employee Type
  - Employee Status
  - Work Email Address
- Step 3. Set PIV Card Required to YES
- Step 4. If the applicant is a Federal Emergency Response Official set the button to YES
- Step 5. If the applicant does not have a work email address (and has no need for one), click NO under Require Digital Signature and Encryption Certificates
- Step 6. Click NEXT to go the next screen



## EMPLOYEE ON-BOARDING IN PAYROLL PERSONNEL

GSA <sup>Genera</sup>	I Services Administr	ation	OICONIOTALOODA ZOIS	000001011100177	EDS ASSURED IDE	
Sponsor Applican	t				@fedidcard.gov (Sponsor) L	ogout
Sponsor Info	Card Shipping Add	ress				
Shipping Address	Shipping Method	FEDEX	STANDARD 💌			
		State	DISTRICT OF COLUMBIA	*		
	Select Address* Site	Site	USDA - INDEPENDENCE AVE		•	
	Street Address 1	1400 INC	DEPENDENCE AVENUE SW	Street Address 2	SM7-A	
	City	WASHIN	IGTON	State	DC	
	Zip Code	20250		Country	USA	
		10200			Previous Next Can	ncel

Figure 22: Applicant Card Shipping Address Screen

- Step 7. Click on the State field drop down next to the SELECT ADDRESS field to choose the card shipping address.
- **Step 8.** When you identify the **State**, click on the **Site** field. The site field will list all the enrollment/activation stations. Once the location has been selected, all the other information (specific address) will populate.
- Step 7a. If the Applicant's work location is serviced by a mobile enrollment station, please select "Colorado" as the state and then "USDA 2150 Centre Avenue" in the Site list in order to assign the Mobile Enrollment shipping code. Applicants with the mobile shipping code receive a different enrollment notification template with instructions specific to mobile enrollment.

-	Shipping Netbod	FEDEX	STANDARD	9			
	Andread & Addressed	State	COLORADO	2			
	and the set	Site	USDA - MOBILE - CENT	E AVENUE	3		
	Street Address 1	2150 CE	USDA - CENTRE AVE	USDA - CENTRE AVE DOE - GOLDEN FIELD OFFICE DOE - WARA - LAKEWOOD CO			
	City	FORTO	DOE - GOLDEN FIELD O				
	Zip Code	00125	DOI - DENVER FEDERAL	CENTER			
			GSA - LAKEWOOD CO	DDE - WAPA SECURITY OFFICE - J0700 GSA - LAKEWOOD CO			
			USDA-2150 CENTRE	AVENUE			

Figure 23: Mobile Ship Code

Step 9. Click NEXT to go the next screen



## EMPLOYEE ON-BOARDING IN PAYROLL PERSONNEL

**Note:** The address selected is where the card will be delivered, but does not dictate where the Applicant will enroll. Applicants have the choice to enroll at any station of their choosing.

ponsor Applicant				@fedidcard.gov Logout
Sponsor Info Shipping Address <b>Save</b>	Click the <i>Finish</i> button to	save the sponsorship record.		
	Request Card Reissue/	Renewal		
	Resend Credential Deliv	ered Email		
	Destroy PIV Card	Confirmation Required		
		Are you sure you want to finish?		
			Previous	Finish Cancel
		Yes No		

Figure 24: Applicant Save Sponsorship Record Screen

Step 10. Click FINISH to save the record

**Step 11.**USAccess will direct you back to the search page.

On-boarding of the Employee is now complete. The Employee has been Sponsored and placed into the USAccess system. They will now receive an email from USAccess telling them that they can enroll and should schedule an Enrollment appointment through the GSA scheduling tool. The Adjudicator may also complete the adjudication information for this Employee (see Section F).



#### F. Entering Adjudication Results in USAccess

Once the Employee's Sponsorship information has been verified and completed in USAccess, the Adjudicator can now enter the Adjudication results for this Employee. The Adjudicator will ensure that the following fields are completed in USAccess in order to adjudicate the Employee:

- FBI/NAC Date Recorded
- FBI/NAC Result
- NACI or Higher Date Recorded
- NACI or Higher Date Result

#### Prerequisites:

- You have been designated as an Adjudicator by your Agency Role Administrator
- You have taken HSPD-12: Adjudicator Training.
- You have access to and a user ID and password for USAccess system.

User Name*         gsa.sponsor@dex.g           Password*         ••••••••••	gsa.lab
User Name ' gsa. sponsor@der g Possword '	çsa.lab
Password ·	
WARNINGI THIS SYSTEM IS FOR AUTHORIZED This is a U.S. General Services Administra computer system that is "FOR OFFICIAL USE O to monitoring. Therefore, no expectation of Individuals found performing unauthorized disciplinary action including crimi	USE ONLYI titon Federal Government NUY". This system is subject f privacy is to be assumed. d activities are subject to inal prosecution.

Figure 25: USAccess Log-In Screen

- Step 1. On the Log In screen, type in your user name in the User Name field.
- Step 2. Type in your password in the Password field.
- Step 3. Click the Login button to log in.



aarah hut		
earch by		
C Lastname	C Social Security No.	
Lastname	SMITH	
- or -		
Social Security No.		
- and -		
Birth Date	01/12/09	

Figure 26: Applicant Search Screen

- **Step 4.** Select "Last Name" in the **Search By** drop-down list to start searching for the Applicant you want to sponsor. Select "Social Security Number" in the **Search By** drop-down list to search by the Applicant's Social Security Number.
- **Step 5.** Type in the Applicant's last name or Social Security Number in the field next to the drop-down list.
- **Step 6.** Type in the Applicant's birth date or click on the calendar icon next to the **Birth Date** field to select a date from the calendar.
- Step 7. Click the Search button to begin the search.



GSA	ieneral Servi	ices Administration		
Applicant S	learch			gsa.adjudicator⊜dev.gsa.lab Logo.
Search by	c.			
Last Name	×	Coleman		
~ and ~				
Birth Date		01/01/1986		
Search				Click the Edit Adjudication button.
1D NC	Last Name	First Name Birth	Date Social :	
300000827	COLEMAN	DAVID 01/0	L/1986 xxx-xx-1	111 DAVID.COLEMAN@EDS.COM REGISTERED Edit Adjudication

Figure 27: Search Results Screen

Step 8. When the search result appears, click on Edit Adjudication.

GSA General Ser	vices Administration	010010101000102	CONTRACTORISTICS
Adjudication			gsa.adjudicator@dev.gsa.lab Logi
COLEMAN, DAVID 1/1/1986 XXX-XX-1111 ANYTOWN, AK	First Name Middle Name Last Name DAVID COLEMAN DC	⊧ Suffix 4	Digital Signati
Submit OPM-FBI Background	Check Request		
SOI/SON/OPAC-ALC Transaction Type Case Number Recapture / Re-Enroll	Federal Employees - DP Sites (LX00, 00A FEDERAL AGENCY NO CHARGE	A, 123123) 💌	
Comments			
Submit Cancel	Click the <b>Record Backg</b> Check Results link	round	v
Record Backs und Check R	esults		

Figure 28: Adjudication Information Screen

Step 9. Click the Record Background Check Results link at the bottom left of the screen.



GSA General S	ervices Administration	010001010100010		to the second	EDS ASSURED IDENTI
djudication				gsa.adjudio	ator@dev.gsa.lab_Log
COLEMAN, DAVID	First Name Middl	e Name Last Name Suffix			
1/1/1986 XXX-XX-1111	DAVID	COLEMAN			🔀 Digital Signa
ANYTOWN, AK		nter the approval date	in the DATE		
Record Background Check	k Results	field.			
FBINCHC	APPROVED 💌	Date	07/10/2007		
NACI Status	PENDING	Date	07/10/2007		
omments	4				
				^	
	_				
				~	
Indate Adjudicate	Cancel				
Aujudicate	Cancel				

Figure 29: Fingerprint Check Adjudication Results Entry Screen

**Note:** Initially, both the FBI/NCHS status and NACI Status fields are set to "Pending", but can be set to either "Pending", "Approved", or "Rejected".

- Step 10. Update the FBI/NCHC status by choosing "Approved" from the drop-down.
- Step 11. Then enter an adjudication date in the Date field.
- Step 12. If you want to provisionally approve an Applicant after the FBI fingerprint check is completed, but before the NACI is completed, check the **Adjudicate** button. Then proceed to Step 18.
- Step 13. If you want to wait until you receive the NACI results, then click the Update button now and proceed to Step 14 once the NACI results are received.



GSA General Serv	ices Administration	01000101010010	10000020111001723110 001720000	AND TOTOLOTION TOTOLOTION
Adjudication				gsa.adjudicator@dev.gsa.lab Logo
COLEMAN, DAVID 1/1/1986 XXX-XX-1111 ANYTOWN, AK	First Name Middle Name La DAVID Cr	ast Name Suffix OLEMAN		E Digital Signatur
Submit OPM-FBI Background Record Background Check Re	Enter the date the N was completed	IACI backgroun I in the <b>DATE</b> fi	d check eld.	
FBLNCHC NACI Status	APPROVED V	Date	07/10/2007	
Comments	h <u>ş</u>			
Update Adiudicate	Cancel			

Figure 30: NACI Adjudication Results Entry Screen

- **Step 14.** When the NACI results are received, update the NACI Status field to "Approved" if you are entering a favorable adjudication or "Rejected" if you are entering an unfavorable adjudication.
- **Step 15.** Provide an adjudication date in the Date field.
- **Step 16.** Click the Update button to save the adjudication results.



GSA General	Services Administration	015001018L000187.531(5).11	CONDICIES OF THE OWNER OWNE
Adjudication			gsa.adjudicator@dev.gsa.lab Logo
COLEMAN, DAVID 1/1/1986 XXX-XX-1111 ANYTOWN, AK	First Name Middle DAVID DC	Name Last Name Suffix COLEMAN	Digital Signatur
Submit OPM-FBI Backgr Record Background Che	ound Check Request	Confirmation Required	
FBLNCHC NACI Status	APPROVED ¥	Are you sure you want to	finish?
Comments			Yes No
			Click the <b>Yes</b> button to confirm your update.

Figure 31: Adjudication Results Confirmation Screen

Step 17. Click on the Yes button to confirm the update. The Applicant's record is now updated.

GSA Gene	eral Services Administration	01000101010			EDS ASSURED DENTITY
Adjudication				gsa.adju	dicator@dev.gsa.lab Logout
COLEMAN, DAV 1/1/1986 XXX-XX-1111 ANYTOWN, AK	First Name Middle Name DAVID DC	Last Name Suffix COLEMAN			Digital Signature
Submit OPM-FBI Bac	ckground Check Request				
Record Background	I Check Results				
FBINCHC	APPROVED V	Date	12/15/2007		
NACI Status	APPROVED V	Date	12/15/2007	1	
Comments					
	Click the <b>Adjudicate</b>	button.	k	< >	
Update Adiu	dicate Cancel				

Figure 32: Submit Adjudication Results Screen

Step 18. Submit the adjudication of the Applicant by clicking the Adjudicate button.



GSA General	Services Administration	a constitue of the	LOGOOOJOLI JOO EEN KAN LOEL OJOLOT 1001 OOT 1001 DI COMPANY
Adjudication			gsa.adjudicator@dev.gsa.lab Logi
COLEMAN, DAVID 1/1/1986 XXX-XX-1111 ANYTOWN, AK	First Name Middle M DAVID DC	lame Last Name Suffix COLEMAN	Digital Signatu
Submit OPM-FBI Backgro Record Background Che	ound Check Request ck Results	Confirmation Requir	ed
FBLNCHC	APPROVED V	Are you sure you w	ant to finish?
Comments	APPROVED	_	Ves No
		5	Click the <b>Yes</b> button to confirm the adjudication.

Figure 33: Adjudication Results Confirmation Screen

- **Step 19.** Verify you are authorizing a credential and that you are satisfied with the choice you are making.
- **Step 20.** Click on the Yes button on the confirmation box to confirm the adjudication. The system may take a minute or two to process the record and return a confirmation.

Adjudication				gsa.adju	dicator@dev.gsa.lab_Log
COLEMAN, DAVID 1/1/1986 XXX-XX-1111 ANYTOWN, AK	First Name Middle DAVID DC	Name Last Name Suffix COLEMAN			Digital Signat
Submit OPM-FBI Backgrou Record Background Check	nd Check Request Results				
FBINCHC	APPROVED V	Date	12/15/2007		
NACI Status	APPROVED 👻	Date	12/15/2007		
Comments					
Th Adjudicate complete	e Adjudication i	s completed.		8	

Figure 34: Adjudication Completion Screen

Step 21. When the record has been successfully completed, "Adjudication Completed" will appear on the screen. The adjudication process is now complete and an issuance request has been initiated.



## Part 3: On-Boarding FAQ

The Frequently Asked Questions have been integrated into the <u>Sponsor FAQ</u> document on the USDA HSPD-12 website's "FAQ" page.



## Appendix A – On-boarding Checklist

The following table can be used as a checklist by Sponsors as they work through the onboarding process for an Employee.

Step	Instructions	Complete				
HR Instructions						
1	Identify records based on Enrollment Station Location					
2	Identify active employees within your agency (or supported agency) who should receive an HSPD-12 LincPass					
3	Identify US citizens from the active employees					
4	Identify Federal Employees from that location that have successfully completed an FBI or higher background investigation					
5	Verify accuracy of employee name information in the front-end system that feeds Payroll Personnel, i.e. EPIC. Fix issues for all employees (i.e. Suffix combined in last name field) in the front-end HR system					
Employ	vee Instructions					
6	Update Business Email and Phone within eAuthentication					
HR Inst	ructions					
7	Ensure you have access to the Agency Certification Portal (See Part 3 for requesting access). (https://hspd12p.sc.egov.usda.gov/hspd12preparedness/)					
8	Flag, certify and submit the prepared records (Part 2, Section D)					
9	Complete Sponsorship of the Applicant after their record has been sent to USAccess (Part 2, Section E)					
10	Verify adjudication result has been entered into GSA web portal, if it hasn't, update those records following GSA's instructions. (Part 2, Section F)					