icam
YOUR KEY TO USDA

eAuthentication
Customer Registration Guide

June 25, 2012

USDA

About Customer Registration

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.

If you are an employee interested in registering for an eAuthentication account, please review the Internal Registration Guide.

icam
YOUR KEY TO USDA

Contents

icam
YOUR KEY TO USDA

What Level Do I Need?

Before you can create an account, you need to determine what level of access is right for your needs.

- 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
- 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

icam
YOUR KEY TO USDA
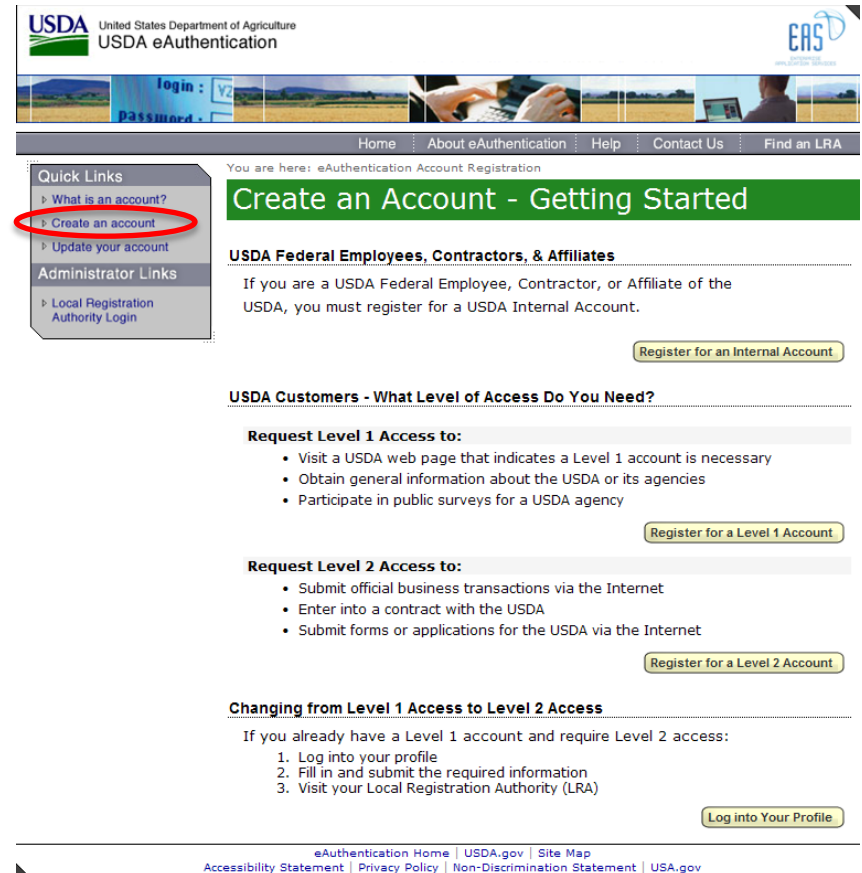
Create an Account

Go to
https://identitymanager.eems.usda.gov/registration/index.aspx and select the appropriate level of access for your needs.

You can also visit
https://www.eauth.usda.gov and select "**Create an account**" from the Quick Links bar on the left.

Level 1 Access Self-Registration Process

To obtain a Level 1 USDA eAuthentication account, all customers must go to:
https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=1

The four (4) steps to self-register are:

- STEP 1 of 4: Account Registration

- STEP 2 of 4: Account Verification

- STEP 3 of 4: Confirmation Email

- STEP 4 of 4: Account Activation

icam
YOUR KEY TO USDA

Level 1, Step 1: Account Registration

- You are required to fill out all of the fields marked in red with an asterisk *

- The first set of fields require your first name, last name, valid email address and password (with confirmation).

- For questions about each set of fields, you can click on the ? box to the right of the fields.

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).

User Information	?

Required Field*

First Name*

Middle Initial

Last Name*

Contact Information	?

Email*

Confirm Email*

Login Information	?

User ID*

Password*

Confirm Password*

icam
YOUR KEY TO USDA

Step 1: Account Registration (cont.)

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

- 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* Select...
2* Select...
3* Select...
4* Select...

Continue

icam
YOUR KEY TO USDA

8

Level 1, Step 2: Account Verification

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

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

- If everything is correct, press the "**Submit**" button.

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

[Edit] [Submit]

icam
YOUR KEY TO USDA

Level 1, Steps 3 and 4: Confirmation Email and Account Activation

- If you have registered with a valid email address, you will receive a confirmation email within 10 minutes with a link that will activate your new eAuthentication account.

- Please click on the link to activate your account.

- If you have not received an email, please contact the eAuthentication Helpdesk at 800-457-3642 or eAuthHelpDesk@ftc.usda.gov

Level 2 Access Self-Registration Process

The Level 2 Self Registration process is very similar to the Level 1 process; however, individuals will need to be identity proofed by a Local Registration Authority for the account to be activated.

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

The four (4) steps to self-register are:

- STEP 1 of 4: Account Registration
- STEP 2 of 4: Account Verification
- STEP 3 of 4: Confirmation Email with LRA Instructions
- STEP 4 of 4: Account Activation

icam
YOUR KEY TO USDA

Level 2, Step 1: Account Registration

- You are required to fill out all of the fields marked in red with an asterisk *

- The first set of fields require your first name, last name, physical address, valid email address, User ID and password (with confirmation).

  - The User ID will populate with a suggestion based on your email address. You can change this field if you have a different preference.

- Please match your name with your valid, government issued photo ID for identification purposes

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

Step 1: Account Registration (cont.)

- The next set of fields are for your security information and questions.

- Security information assists the helpdesk with identifying you over the phone.
  - Please create a PIN that does not begin with the number 0.

- Security questions are questions that only you know the answers. This feature assists you during self-service for a forgotten User ID or password.

- Both ensure that your account is more secure from social engineering.

- You can review and change your questions once you are logged into your eAuth account.

Login Information ?

User ID*
Password*
Confirm Password*

Security Information ?

Mother's Maiden Name*
Birth Date*
Four Digit PIN*

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* Select...
2* Select...
3* Select...
4* Select...

Continue

icam
YOUR KEY TO USDA

Level 2, Step 2: Account Verification

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

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

- If everything is correct, press the "**Submit**" button.

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

[Edit] [Submit]

icam
YOUR KEY TO USDA

Level 2, Step 3: Confirmation Email with LRA Instructions

- If you have registered with a valid email address, you will receive a confirmation email within 10 minutes describing the next steps for activation.

- You will need to visit a Local Registration Authority (LRA) for identity proofing and account activation.

- If you have not received an email, please contact the eAuthentication Helpdesk at 800-457-3642 or eAuthHelpDesk@ftc.usda.gov

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

icam
YOUR KEY TO USDA

Level 2, Step 4: Account Activation

- You will need to visit a Local Registration Authority for identity proofing and account activation.

- Please bring a valid, government issued picture ID. This can include state driver's licenses, passports from valid countries, government IDs, etc.

- If you need to locate an LRA, please visit http://offices.sc.egov.usda.gov/locator/app?type=lra

- Please call ahead for an appointment to ensure the LRA is available.

Powered by EAS

Contact the Helpdesk

If you experience any issues with Self Registration or have eAuthentication related questions, please contact the ITS Service desk for assistance:

- 1-800-457-3642
- eAuthHelpDesk@ftc.usda.gov