



Office of Chief Information Officer
Client Technology Services
Identity Access Branch



eAuthentication

Customer Registration Guide

External Account

December 15, 2016

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.

Note: If you are a USDA worker interested in registering for an eAuthentication account, please review the *Internal User Registration Job Aid*.

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- What Level of Access Do I Need?
- Create an Account
 - Customer **Level 1 Access** Self-Registration Process
 - Customer **Level 2 Access** Self-Registration Process

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

Create an Account

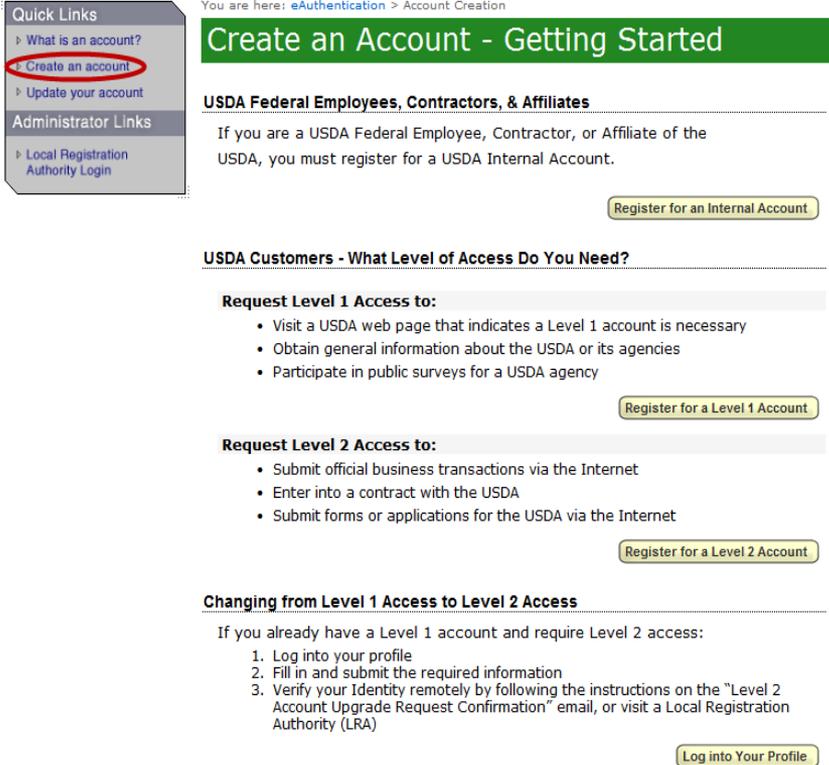
1. Go to the self-registration page
<https://identitymanager.eems.usda.gov/registration/index.aspx>
OR <https://www.eauth.usda.gov>
(and select "Create an account" on the left side.)

2. Choose the level of access you need

Note:

For Level 1 steps, go to next slide.

For level 2 steps, skip to slide 11.



Quick Links
▶ What is an account?
▶ **Create an account**
▶ Update your account

Administrator Links
▶ Local Registration Authority Login

You are here: eAuthentication > Account Creation

Create an Account - Getting Started

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:

- 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

[Register for a Level 1 Account](#)

Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

1. Log into your profile
2. Fill in and submit the required information
3. Verify your Identity remotely by following the instructions on the "Level 2 Account Upgrade Request Confirmation" email, or visit a Local Registration Authority (LRA)

[Log into Your Profile](#)

Level 1: 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 steps to self-register are:

- STEP 1: Account Registration
- STEP 2: Account Verification
- STEP 3: Confirmation Email
- STEP 4: Account Activation

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

You are here: [eAuthentication](#) > [Account Creation](#) > Account Request Form

Register for Your Account - Level 1

Form Approved OMB No. 0503-0014

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).

Note: The characters < > ^ : | are not allowed on this form (the character : is allowed for password only).

User Information ?	
First Name*	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name*	<input type="text"/>
Contact Information ?	
Email*	<input type="text"/>
Confirm Email*	<input type="text"/>
Login Information ?	
User ID*	<input type="text"/>
Password*	<input type="text"/>
Confirm Password*	<input type="text"/>

Level 1: Step 1 (continued)

- The next set of fields are for your security questions. Security questions are questions that only you know the answers to
- This feature assists you if your USDA accounts become inaccessible
- 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

Please select and answer four distinct questions from the selections below. This information will be used to assist you in using our eAuthentication Self Service options and various other services.

The Security Questions and Answers that you provide may be the ONLY method available to validate your identity if your USDA accounts become inaccessible. Please select Questions and Answers that are easily memorable to you and hard for anyone else to guess. Each question may only be used once. For additional assistance, click the [?](#) above.

1*

2*

3*

4*

Continue

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** button. 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: In what city/town did your mother and father meet

A: Toledo

Q: What time of the day were you born (hhmm)

A: 0745

Q: Who is your childhood sports hero

A: George Custer

Q: What was the make of your first vehicle

A: Model T Ford

Edit

Submit

Level 1: Steps 3 & 4 – Account Activation

- If you have registered with a valid email address, you should receive a confirmation email within a few minutes. The email contains a link to activate your new eAuthentication account
 - **Important:** Please click on the link to activate your account
- If you have not received the confirmation email within 24 hours, please check your spam or junk folder
- For additional assistance contact the eAuthentication Help Desk at 800-457-3642 (Option 1) or eAuthHelpDesk@ftc.usda.gov

Level 2: Self-Registration Process

The Level 2 self-registration process is very similar to the Level 1 process, except that you will need to be identity-proofed by a Local Registration Authority for the account to become Level 2.

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:

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

Level 2: Step 1- Account Registration

- Required fields are marked in red with an asterisk *
- The first set of fields require your name, physical address, valid email address, User ID, and password
 - Please match your name with your valid government-issued photo ID
 - The User ID will populate with a suggestion based on your email address. You can change it if you have a different preference
- You can click on the ? box to the right of the fields for questions

You are here: [eAuthentication](#) > [Account Creation](#) > [Account Request Form](#)

Register for Your Account - Level 2

Form Approved OMB No. 0503-0014

Step 1 of 5 - Level 2 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).

Note: The characters < > ^ | are not allowed on this form (the character : is allowed for password only).

User Information ?	
First Name*	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name*	<input type="text"/>
Address*	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text" value="Select..."/>
Zip/Postal Code*	<input type="text"/>
Country*	<input type="text" value="United States"/>
Birth Date*	<input type="text"/>

Contact Information ?	
Home Phone	<input type="text"/>
Email*	<input type="text"/>
Confirm Email*	<input type="text"/>

Login Information ?	
User ID*	<input type="text"/>
Password*	<input type="text"/>
Confirm Password*	<input type="text"/>

Level 2: Step 1 (Continued)

- The next set of fields are for your security questions. Security questions are questions that only you know the answers to
- This feature assists you if your USDA accounts become inaccessible
- 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

Please select and answer four distinct questions from the selections below. This information will be used to assist you in using our eAuthentication Self Service options and various other services.

The Security Questions and Answers that you provide may be the ONLY method available to validate your identity if your USDA accounts become inaccessible. Please select Questions and Answers that are easily memorable to you and hard for anyone else to guess. Each question may only be used once. For additional assistance, click the [?](#) above.

1*

2*

3*

4*

Continue

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

You are here: [eAuthentication](#) > [Account Creation](#) > Account Request Confirmation

Create an eAuthentication Account

Step 2 of 4 - Level 2 Access Account Verification

If this information is incorrect, please click the [edit](#) button. If the information is correct, please continue by clicking the submit button.

Verify User Information

User ID: jontester@loony.com

Name: Jon Tester

Address: 1600 Pennsylvania Ave
Fort Collins, CO
80524
US

Birth Date: 12/15/1975

Verify Contact Information

Phone: 555-555-5555

Email: jontester@loony.com

Verify Security Questions & Answers

Q: Where were you New Year's 2000 (use specific location, not something like Home)

A: 10th floor Hilton room 1045

Q: What is the first name of your first manager

A: William Tell

Q: What was the make of your first vehicle

A: 1967 Shelby GT500

Q: What is the first international city/town you traveled to

A: Paris

[Edit](#) [Submit](#)

Level 2: Step 3 – Activation Email Instructions

- If you have registered with a valid email address, you should receive a confirmation email within a few minutes
- **Important:** Please click on the link to activate your account
- If you have not received an email within 24 hours, please check your spam or junk folder
- Please also log into your profile and re-confirm your name and date of birth matches your photo id

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://b offices.sc.usda.gov/locator/app?type=sa>.

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.vu@ocio.usda.gov

Please print and retain this message for future reference.

If you need further assistance please email the CTS Service Desk at eAuthHelpDesk@fic.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=E7AJJFF97A184B17B38650478AA991A0>

Level 2: Step 4 – Visit an LRA

- You will need to visit a Local Registration Authority for identity proofing
- Please bring a valid government-issued photo ID. Valid IDs are:
 - Driver's License issued by a USA state or Canadian province
 - Photo id card issued by a USA state or Canadian province
 - US Military or US Federal Government PIV/CAC (Smart) identification card (DoD, DoS, DHS, NDU, etc.)
 - Valid passport issued by any country listed on the U.S. Department of State website



Level 2: Step 4 – Visit an LRA (continued)

- To locate an LRA, please visit <http://offices.sc.egov.usda.gov/locator/app?type=lra>
- ***Note: Please call ahead for an appointment to ensure the LRA is available.***



Contact the Help Desk

If you experience any issues with self-registration or have eAuthentication-related questions, please contact the eAuthentication Help Desk for assistance:

- 1-800-457-3642 (Option 1)
- eAuthHelpDesk@ftc.usda.gov