



## **USDA eAuthentication Account Registration Aid**

Updated: 10/31/07

This document details how USDA customers and employees 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 while USDA federal employees may obtain an account with Level 2 access. These accounts are obtained through an electronic self-registration process.

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**Customer Level 1 Access Self-Registration Process**

To obtain a Level 1 USDA eAuthentication account, all customers must go to:  
<https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel1Step1.jsp>.

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

- STEP 1 of 4: Registration Form Completion
- STEP 2 of 4: User Information Verification
- STEP 3 of 4: Activation Instructions Notification
- STEP 4 of 4: Account Activation

**STEP 1 of 4: Registration Form Completion**

You are required to fill out the following fields:

DATA POINT	CRITERIA
User ID	User ID must be 6-20 characters in length.
Password	<ul style="list-style-type: none"> <li>• 9 to 12 characters long</li> <li>• Contain at least one uppercase letter</li> <li>• Contain at least one lowercase letter</li> <li>• Contain one non-alphabetical character, which includes numbers and/or these special characters: ! # - \$ % * = + : ; , ? ~</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Your password may not contain your first name, last name, User ID, Mother’s Maiden Name, Date of Birth, 4-digit PIN, and security questions or answers.</li> <li>• Do not use dictionary words, spaces, tabs, or any other special characters not listed above.</li> <li>• Your password will expire after 180 days.</li> </ul>
First Name, Last Name	Please enter exactly as on your State Driver’s License, State Identification Card, or Passport.
E-Mail	Please enter a valid working E-Mail address.
Country	Please select the country name you currently reside in.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
Middle Initial	Please enter exactly as on your State Driver’s License, State Identification Card, or Passport.
Home Postal/ZIP Code	Please enter your current home postal/ZIP code.



After entering the information on the initial screen, click **Continue**.

The screenshot shows the 'Create an Account' page for the USDA eAuthentication system. The page is titled 'Create an Account' and includes a navigation menu on the left with 'Create an account' selected. The main content area is titled 'Level 1 Access Step 1 of 4: User Information'. It contains instructions for users and a form with the following fields: User ID\* (6-20 characters), Password\* (9-12 characters), Confirm Password\*, First Name\*, Middle Initial, Last Name\*, Home Postal/Zip Code, Country Name\* (dropdown), Email\* (with a note: 'Email address must be valid to complete registration'), and Confirm Email\*. 'Reset' and 'Continue' buttons are at the bottom right.

Figure 1: Registration Form

### ***STEP 2 of 4: User Information Verification***

On the following screen, verify the information and then click **Submit**.

The screenshot shows the 'Create an Account' page for the USDA eAuthentication system, now at 'Step 2 of 4: User Information Confirmation'. The page title is 'Create an Account' and the sub-header is 'Level 1 Access Step 2 of 4: User Information Confirmation'. It instructs the user to verify their Level 1 access information. The form displays the following information for verification: User ID: testuser1, Password: \*\* Not Shown \*\*, First Name: testFirst, Middle Initial: testLast, Last Name: testLast, Home Postal/Zip Code: United States, Country Name: United States, and Email: testuser1@email.com. A note says 'Please verify that your information is correct before clicking the Submit button.' 'Back' and 'Submit' buttons are at the bottom.

Figure 2: User Information Verification



**SECURITY CAUTION!**

Once you have confirmed your eAuthentication credential, it will become your official electronic identity online throughout USDA. Please take great care in protecting your password - it is your responsibility to keep this electronic identity private to prevent identity theft. Please do not share your password or write it down in an insecure location.

**STEP 3 of 4: Activation Instructions Notification**

After submitting your account information, the next screen informs that an activation email will be issued to you, communicating your registration status and the necessary steps to complete the USDA Level 1 Credentialing process. Print this page for your future reference and verify your email address.

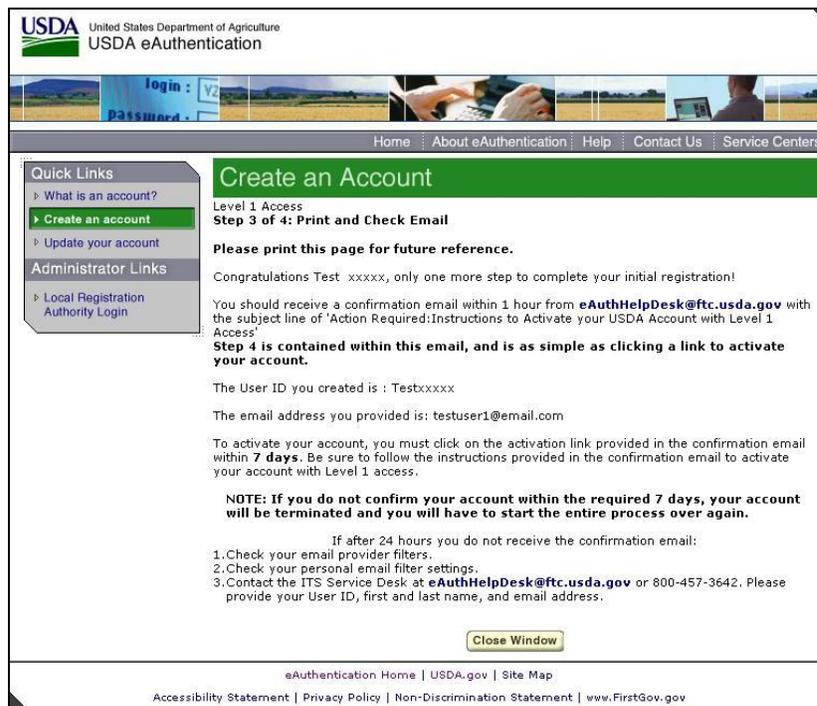


Figure 3: Activation Instructions

**STEP 4 of 4: Account Activation**

You must verify your email address by clicking on the *ACTIVATE MY ACCOUNT* link within this email:



Level 1 Access  
Step 4 of 4: [Link to Account Activation page](#)

Congratulations xxxxxxxxxx, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click [ACTIVATE MY ACCOUNT](#)

The User ID you created is: xxxxxxxx  
The email address you provided is: [xxxxxxx@ftc.usda.gov](mailto:xxxxxxx@ftc.usda.gov)

Please print and retain this message for future reference.

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

You can view or update your account information by clicking [UPDATE YOUR ACCOUNT](#). You can also access your account information from the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov>.

If you need further assistance, please email the USDA eAuthentication Help Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov)

Please include the following information in your email:

- Your first and last name
- Your eAuthentication User ID
- Indicate whether you are a public customer, federal employee, state, or district employee
- If you are a federal employee, provide the name of your employing agency
- The URL (Web Address) of the Web site 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:

Figure 4: Activation Email

Once you have completed this step, you have a valid **Level 1 access** USDA Account. You will see this confirmation screen:

Figure 5: Account Activation



## ***Customer Level 2 Access Self-Registration Process***

To obtain a Level 2 USDA eAuthentication credential, all customers must go to <https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp>.

The five (5) steps to self-register are:

- STEP 1 of 5: Registration Form Completion
- STEP 2 of 5: User Information Verification
- STEP 3 of 5: Activation Instructions Notification
- STEP 4 of 5: Account Activation
- STEP 5 of 5: In-Person Identity Proofing

### ***STEP 1 of 5: Registration Form Completion***

You are required to fill out the following fields:

DATA POINT	CRITERIA
User ID	User ID must be 6-20 characters in length.
Password	<ul style="list-style-type: none"> <li>• 9 to 12 characters long</li> <li>• Contain at least one uppercase letter</li> <li>• Contain at least one lowercase letter</li> <li>• Contain one non-alphabetical character, which includes numbers and/or these special characters: ! # - \$ % * = + : ; , ? ~</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Your password may not contain your first name, last name, User ID, Mother’s Maiden Name, Date of Birth, 4-digit PIN, and security questions or answers.</li> <li>• Do not use dictionary words, spaces, tabs, or any other special characters not listed above.</li> <li>• Your password will expire after 180 days.</li> </ul>
First Name, Last Name	Please enter exactly as on your State Driver’s License, State Identification Card, or Passport.
E-Mail	Please enter a valid working E-Mail address.
Home Address, Home City, and Home State	Please enter your current home address, city, and state.
Home Postal/ZIP Code	Please enter your current home postal/ZIP code.
Country	Please select the country name you currently reside in.



DATA POINT	CRITERIA
Mother's Maiden Name:	Please enter your mother's maiden name for security verification purposes.
4 Digit PIN:	Please enter a PIN number
Date of Birth	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
Middle Initial	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Home Phone	Please enter your current home phone.
Alternate Phone	Please enter an alternate phone.

After entering the information on the initial screen, click **Continue**.  
(See Figure 1, next page)



Quick Links

▶ What is an account?

▶ **Create an account**

▶ Update your account

Administrator Links

▶ Local Registration Authority Login

# Create an Account

Form Approved - OMB No. 0503-0014

[Create an Account Help](#)

Level 2 Access

## Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA 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 marked by an asterisk (\*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*:	<input type="text"/>	6-20 characters
Password*:	<input type="password"/>	9-12 Characters
Confirm Password*:	<input type="password"/>	
First Name*:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name*:	<input type="text"/>	
Home Address*:	<input type="text"/>	
City*:	<input type="text"/>	
State*:	<input type="text" value="v"/>	
Home Postal/Zip Code*:	<input type="text"/>	
Country Name*:	<input type="text" value="v"/>	
<b>Email address must be valid to complete registration</b>		
Email*:	<input type="text"/>	
Confirm Email*:	<input type="text"/>	
Home Phone:	<input type="text" value="( ) -"/>	
International Home Phone: (if applicable)	<input type="text"/>	
Alternate Phone:	<input type="text" value="( ) -"/>	
International Alternate Phone: (if applicable)	<input type="text"/>	
Mother's Maiden Name*:	<input type="text"/>	
4 digit PIN*:	<input type="text"/>	NOTE: You cannot use a zero as the first digit
Your Date of Birth*:	<input type="text"/>	mm/dd/yyyy

**Please create your 6 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.**

<input type="text"/>	<input type="text"/>

Click the **Continue** button to go to Step 2



Figure 1: Registration Form

**STEP 2 of 5: User Information Verification**

On the following screen, verify the information and then click **Submit**.

**SECURITY CAUTION!**

Once you have confirmed your eAuthentication credential, it will become your official electronic identity online throughout USDA. Please take great care in protecting your password and the security questions that you stored - it is your responsibility to keep this electronic identity private to prevent identity theft. Please do not share this password or write it down in an insecure location.

**STEP 3 of 5: Activation Instructions Notification**

After submitting your account information, the following screen informs that an activation email will be issued to you communicating your registration status and the necessary steps to complete the USDA Level 2 Credentialing process. Print this page for your future reference and verify your email address.



Figure 3: Activation Instructions

**STEP 4 of 5: Account Activation**

You must verify your email address by clicking on the link *ACTIVATE MY ACCOUNT* within this email.

Level 2 Access  
Step 4 of 4: [Link to Account Activation page](#)

Congratulations , 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 20 minutes from the receipt of this email before you can activate your account with Level 2 access.
2. Activate your account within 7 days of the receipt of this email.
3. 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.

4. Go to the USDA eAuthentication web site at <http://www.eauth.egov.usda.gov> and click on "Update Your Account" link and login to review the same account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your govt. issued photo ID). You can also review or update your account information by clicking [UPDATE YOUR ACCOUNT](#).
5. 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>.

NOTE: Until a USDA Service Center Local Registration Authority (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: xxxxxxxx  
The email address you provided is: [xxxxxxx@xxx.usda.gov](mailto:xxxxxxx@xxx.usda.gov)

Please print and retain this message for your future reference.

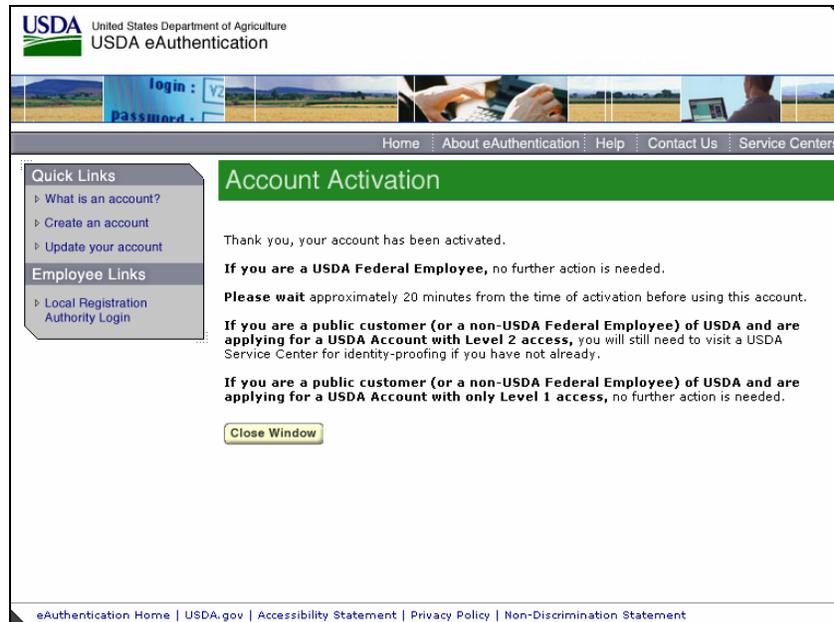
One hour after your account with Level 2 access has been activated by the USDA Service Center employee, you should have access to conduct official electronic business transactions with the USDA via the Internet.

The first time you use your account with Level 2 access, you will be asked to update your password to the Level 2 access password requirements.

If you need further assistance, please email the eAuthentication Help Desk at [eAuthHelpDesk@fc.usda.gov](mailto:eAuthHelpDesk@fc.usda.gov).

Figure 4: Activation Email

NOTE: Once you have completed this step, you have a valid **Level 1** USDA Account and will see the following screen. **In order to obtain an activated Level 2 account you will need to complete Step 5.**



**Figure 5: Account Activation**

### ***STEP 5 of 5: In-Person Identity Proofing***

The final step to obtain Level 2 access will require you to be identity-proofed: take your government-issued photo ID (e.g. state issued drivers license) and present it in person to a USDA Service Center where a USDA employee who is a Local Registration Authority (LRA) can activate your account with Level 2 access. To find the nearest USDA Service Center offices go to <http://offices.sc.egov.usda.gov/>.

#### **IMPORTANT NOTE:**

Before you visit a USDA Service Center, please verify that all of your information on file with USDA is correct. Incorrect data will result in failure of the in-person Identity Proofing Process. To verify or update your information, go to the eAuthentication web site at [www.eauth.egov.usda.gov](http://www.eauth.egov.usda.gov) and click on “Update your account”, then log in with your User ID and password. Select “Modify my profile” and make any needed changes.



***Employee Account Self-Registration Process***

To obtain an Employee Level 2 USDA eAuthentication account, all USDA federal employees must go to <http://www.eauth.egov.usda.gov/eauthEmployeeCreateAccount.html>. From here click **Continue** to go to the **Activate Your Employee Account** information page, and then click **Continue** to proceed to the registration form.

The five (6) steps to self-register are:

- STEP 1 of 6: Registration Form Completion
- STEP 2 of 6: User Information Verification
- STEP 3 of 6: Account Information Form Completion
- STEP 4 of 6: Account Details Verification
- STEP 5 of 6: Activation Instructions Notification
- STEP 6 of 6: Account Activation

***STEP 1 of 6: Registration Form Completion***

You are required to fill out the following fields:

DATA POINT	CRITERIA
Social Security Number	As stated in your most recent Notification of Personnel Action, SF-50.
Date of Birth	As stated in your most recent Notification of Personnel Action, SF-50.
Agency Name	As stated in your most recent Notification of Personnel Action, SF-50.
Duty Station Code	As stated in your most recent Notification of Personnel Action, SF-50.
Service Comp. Date	As stated in your most recent Notification of Personnel Action, SF-50.
First Name	As stated in your earnings and leave statement, AD-334, from the indicated pay period.
Last Name	As stated in your earnings and leave statement, AD-334, from the indicated pay period.
Home City and Home State	As stated in your earnings and leave statement, AD-334, from the indicated pay period.
Net amount of paycheck	As stated in your earnings and leave statement, AD-334, from the indicated pay period.
Pay Plan, Grade, and Step	As stated in your earnings and leave statement, AD-334, from the indicated pay period.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
Middle Initial	As stated in your earnings and leave statement, AD-334, from the indicated pay period.



After entering the information on the initial screen, click **Continue**.

Employee Account Creation - Step 1 of 6: Employee Information - Microsoft Internet Explorer

Activate Your Employee Account

Employee Account Creation Step 1 of 6: Employee Information

DO NOT REGISTER FOR YOUR ACCOUNT WITHOUT USING THE INFORMATION PROVIDED ON THESE DOCUMENTS.

- Your most recent notification of Personnel Action - SF-50
- Your PAY #010110 13 AD-334 - Earnings and Leave Statement
- Or, Forest Service Employee Registration Data (provided via email to Forest Service Employees)

The information you enter must be exactly as it appears on the SF-50 and the AD-334 or risk registration failure.

**Need Help?**  
Required fields are marked with an asterisk (\*).

SSN from SF-50 Box 2\*:  -  -  ###-##-####

Date of Birth from SF-50 Box 3\*:  -  -  mm-dd-yyyy

Agency Name from SF-50 Box 22\*:

Duty Station Code from SF-50 Box 39\*:

Service Comp. Date from SF-50 Box 31\*:  -  -  mm-dd-yy

First Name from AD-334\*:

Middle Initial from AD-334:

Last Name from AD-334\*:  No punctuation, spaces, or suffixes

State from the Mailing Address on AD-334\*:

City from the Mailing Address on AD-334\*:

The NET amount of paycheck on

Figure 1: Registration Form

### STEP 2 of 6: User Information Verification

On the following screen, verify the information and then click **Next**.

Employee Account Creation - Step 2 of 6: Employee Information Confirmation - Microsoft Internet Explorer

Activate Your Employee Account

Employee Account Creation Step 2 of 6: Employee Information Confirmation

Please review and verify your account information

The information you have entered will be verified against your NFC personnel and payroll information to confirm your identity as an employee of the USDA.

This information must be correct. Any incorrect data will delay your account activation.

Click the Back button to make changes or click the Submit button to continue the registration process.

SSN from SF-50 Box 2\*: 000-00-0000

Date of Birth from SF-50 Box 3\*: 01/01/1979

Agency Name from SF-50 Box 22\*: Unknown

Duty Station Code from SF-50 Box 39\*: 00-0000-000

Service Comp. Date from SF-50 Box 31\*: 01/01/00

First Name from AD-334\*: Employee

Middle Initial from AD-334: User

Last Name from AD-334\*: District of Columbia

State from the Mailing Address on AD-334\*: Washington

City from the Mailing Address on AD-334\*: Washington

The NET amount of paycheck on the AD-334 for the identified Pay Period, Minus any travel and/or awards\*: \$00000.00

What is your Pay Plan, Grade and Step? From Upper Right Hand Corner of AD-334\*: AD-00-00

Back Submit

Figure 2: User Information Verification

### STEP 3 of 6: Account Information Form Completion

On the next screen, you are required to fill out the following fields:



DATA POINT	CRITERIA
User ID	User ID must be 6-20 characters in length.
Password	<ul style="list-style-type: none"> <li>• 9 to 12 characters long</li> <li>• Contain at least one uppercase letter</li> <li>• Contain at least one lowercase letter</li> <li>• Contain one non-alphabetical character, which includes numbers and/or these special characters: ! # - \$ % * = + : ; , ? ~</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Your password may not contain your first name, last name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, and security questions or answers.</li> <li>• Do not use dictionary words, spaces, tabs, or any other special characters not listed above.</li> <li>• Your password will expire after 180 days.</li> </ul>
Email Address	Please enter a valid working E-Mail address.
Mother's Maiden Name	Please enter your mother's maiden name for security verification purposes.
4 Digit PIN	Please enter a PIN number
Date of Birth	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.

After entering the information on the initial screen, click **Next**.

***STEP 4 of 6: Account Details Verification***

On the following screen, verify the information that you entered and then click **Submit**.

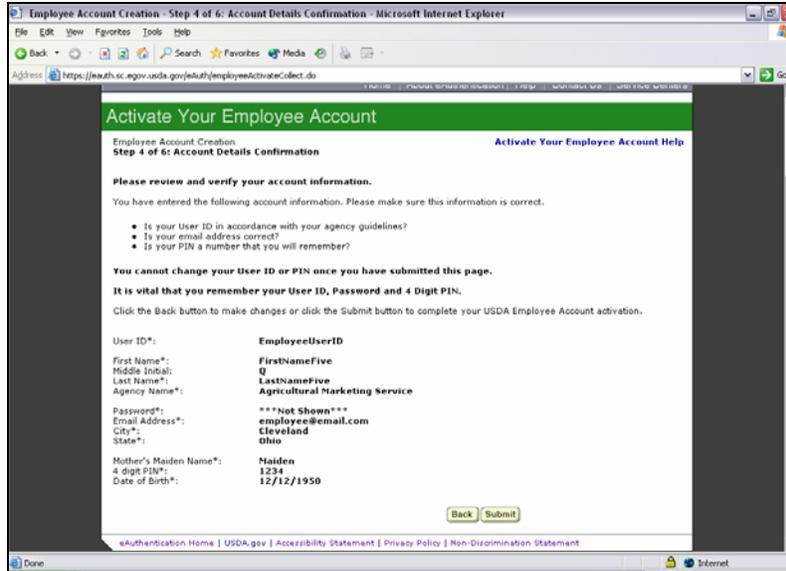


Figure 4: Account Details Verification

### STEP 5 of 6: Activation Instructions Notification

After submitting your account information, the following screen informs that an activation email will be issued to you communicating your registration status and the necessary steps to complete the Employee Credentialing process. Print this page for your future reference.

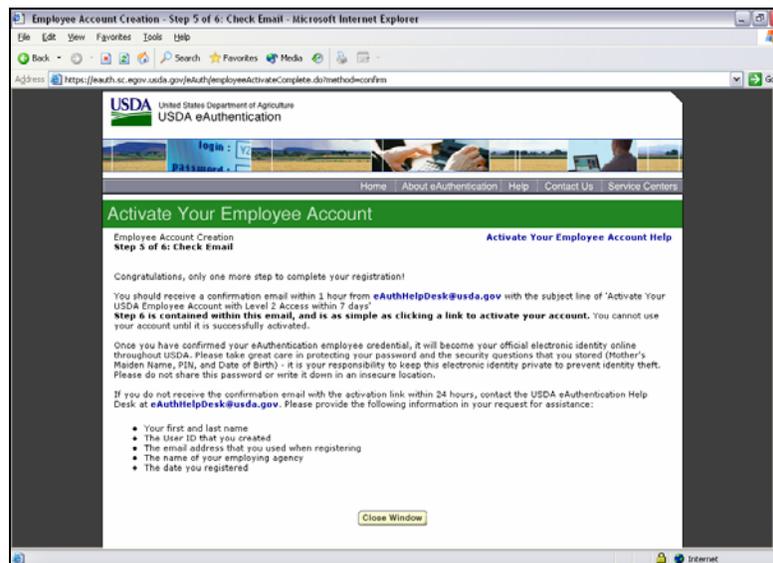


Figure 7: Activation Instructions



## STEP 6 of 6: Account Activation

You must verify your email address by clicking on the **ACTIVATE MY ACCOUNT** link within this email. Once you have completed this step, you have a valid **Level 2 access** USDA Employee Account.

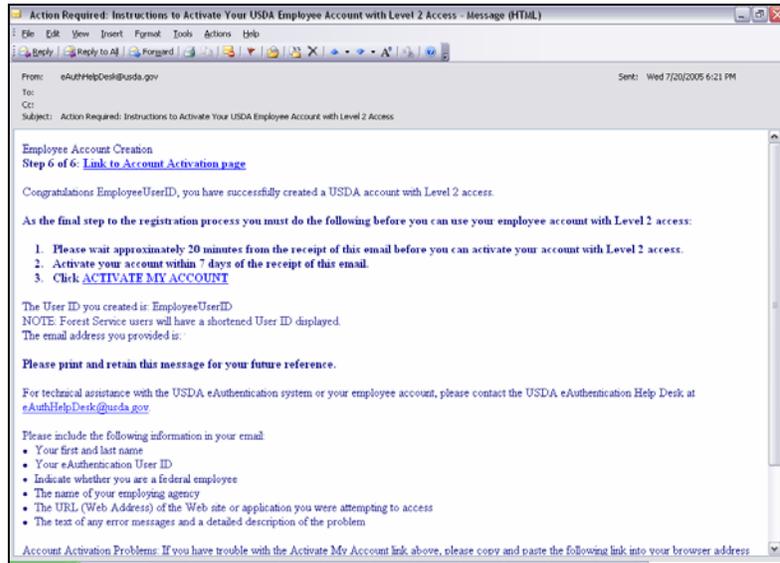


Figure 8: Activation Email

NOTE: If your registration completed successfully, you have a valid **Level 2** USDA Account and will see the following screen.

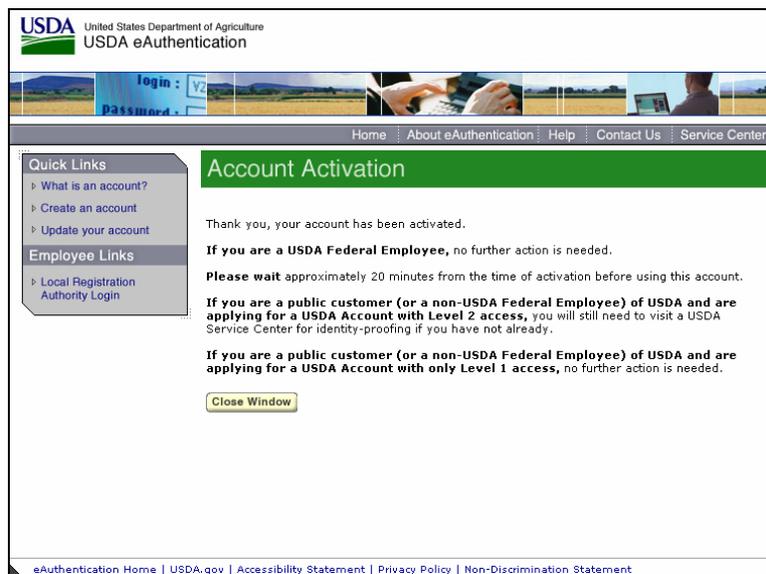


Figure 9: Account Activation



For assistance with USDA eAuthentication account issues, please contact the ITS Service Desk at: [eauthhelpdesk@ftc.usda.gov](mailto:eauthhelpdesk@ftc.usda.gov) or 1-800-457-3642.

You may also view answers to frequently asked questions about USDA eAuthentication: <https://app.eauth.egov.usda.gov/AccountServices/MainPages/eauthFAQ.aspx>