



This presentation has been adapted to apply specifically to users of the NCAH Portal to submit items to the Center for Veterinary Biologics (CVB).

June 2016

eAuthentication

Customer Registration Guide



January 29, 2015

About Customer Registration

This document details how USDA customers can obtain a USDA eAuthentication LEVEL 2 account that allows access to USDA web applications and services protected by eAuthentication. These accounts are obtained through an electronic self-registration process.

Customers who will be using the NCAH Portal to submit documents to the Center for Veterinary Biologics (CVB) MUST obtain an account with Level 2 access.

Level 2: Self-Registration Process

The Level 2 self-registration process requires you 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.

Step 1 of 4 - 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).

User Information ?	
	Required Field*
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"/>
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 information and questions. Both ensure your account is more secure from social engineering
- Security information is used to identify you if you require help desk assistance.
 - Please create a PIN that does not begin with the number 0.
- Security questions are used to identify you if you use self-service tasks (such as ‘forgot User ID or password’) .
 - Note: If desired, you can change your questions/answers later by logging in to your eAuth profile.

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*

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.

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

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 the 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://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@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=E7A1FEF97A184B17B38650478AA991A0>

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

- To locate an LRA, please visit <http://offices.sc.egov.usda.gov/locator/app?type=ira>
- 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



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YOUR KEY TO USDA