As the world becomes increasingly digital, members of the regulated community have been asking for a way to interact with USDA Animal Care online. We heard your requests—in October, we are launching the first iteration of an online Animal Care portal!

As a research facility representative, you have the opportunity to be one of the first users of this new online system. This year, you can choose to submit your organization’s Annual Report online using the new system.

If you choose to submit your Annual Report online, you will need the appropriate USDA login credentials to ensure that access to your organization’s information remains secure. The official USDA credentialing system is called eAuthentication (eAuth). An eAuth account is required for every individual who conducts business transactions with USDA online.

Submitting your organization’s Annual Report online requires Level 2 eAuth. To make the eAuth account creation process as easy and convenient as possible, we have provided a step-by-step guide to set up your account from the comfort of your own computer.

We recommend that at least two people in your organization get credentialed:

- The person who typically fills out your organization's Annual Report,
- AND
- A person who is authorized to sign your organization's Annual Report (e.g. your Institutional Official or CEO).

Each individual will need to get his/her own eAuth account. You will both be able to access your organization’s information in the new online system.

If you plan to submit your organization’s Annual Report online this year, then the two individuals referenced above must be registered for eAuth credentials using the steps outlined in this document.

Questions about the eAuth process?
Call the Help Desk by phone at 800-457-3542.
If you have a quick question, email eAuthHelpDesk@ftc.usda.gov
What is eAuthentication?
eAuthentication (eAuth) is a credentialing system that allows you to securely access USDA applications and services. Once you obtain your eAuth credentials, you will be able to submit your organization's Annual Report online. eAuth will ensure that only authorized users can view, fill out, sign, and submit your organization's Annual Report.

Who should register for eAuth?
We recommend that at least 2 people from your facility obtain eAuth credentials: (1) the person who prepares and enters information into the Annual Report and (2) the person authorized to sign the Annual Report (either the Institutional Official or the CEO).

How do I set up my account?
We've created an easy to follow user guide with step-by-step instructions. Follow these directions to set up your Level 2 eAuth Account from the comfort of your own computer.

IMPORTANT SYSTEM LOGIN INFORMATION FOR ALL USERS >
As a one-time security measure, the online Annual Reporting system will require you to enter your facility's Registration Number as well as a registration-specific “Contact Number” (unique user ID number) the first time you log-in to the system.
What will the eAuth registration process be like for me?

You will go through five steps to register for eAuth:

1. **STEP 1**
   Account Registration

2. **STEP 2**
   Account Verification

3. **STEP 3**
   Account Activation

4. **STEP 4**
   Account Is Activated

5. **STEP 5**
   Identity Verification using one of two options:
   - **OPTION A**
     Online Self-Service
   - **OPTION B**
     In-Person Identity Verification

Ready To Get Started?
Let’s Create an Account!

→ FIRST
Go to the self-registration page https://identitymanager.eems.usda.gov/registration/index.aspx

→ THEN
Click “Register for a Level 2 Account”
Account Registration

GETTING TO KNOW YOU:
Fill out all required fields. Required fields have a red asterisk next to the field title and are in red *.

- **TIP** > Enter the name on your valid government-issued photo ID.
- **TIP** > Use an email address that you check regularly.
- **TIP** > The User ID will populate with a suggestion based on your email address. If you don’t like the user ID, you can change it.

Click on the question mark (?) icon for additional help.
Account Registration

On the next page, select four security questions.

These security questions will help you get back in to your account if you can't access it for any reason.

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 'i' above.

1° Select...

2° Select...

3° Select...

4° Select...

Continue
Account Verification

Open Your Account Activation Email

→ Click "Submit" at the bottom of the page.

Do you need to make a correction?

→ Click the "Edit" button to return to the previous screen and make the correction.

→ When everything is correct, click the "Submit" button.
Account Activation

Is your information correct?

→ Be on the lookout for the confirmation email. It should show up in your inbox soon.

→ This confirmation email contains instructions on how to activate your profile.

→ Open the email. Find the “ACTIVATE MY ACCOUNT” link in the email and click on it.

TIP > Save this email for your records.

If you don’t receive the email within 24 hours:

→ Check your spam or junk folder.

→ Log into your profile and re-confirm that your name and date of birth match your photo ID.
Now that you’ve clicked the “Activate My Account” link in the confirmation email, your account is activated. Next, you will be directed to a website instructing you to complete the Identity Verification Process.

You have two options to verify your identity:

- **Option 1: Online Self-Service**
  - We strongly recommend the Online Self-Service option so that you do not have to set up your account in-person. However, we want to make sure you’re aware of Option 2 in case that better fits your schedule and/or preferences.

- **Option 2: In-Person Identity Verification**
  - Please call the telephone number listed for the Service Center to make an appointment before your visit. Also, you must bring at least one form of identification with you to complete your registration.
  - If you cannot find an LRA, contact the eAuthentication Help Desk:
    - Email: eAuthHelpDesk@ftc.usda.gov
    - Phone: 800-457-3642 (Option 1)
In addition to the confirmation email, you will also receive an upgrade request email containing the same link to **Option 1 Online Self-Service**.

If you’ve already clicked the link from the "Create an eAuthentication Account" page (see picture from previous page), then there is no need to click the link in the upgrade request email.

---

**External Account Activation Successful**

Congratulations Marty.Clark10, you have successfully activated your USDA eAuthentication account.

You may need to wait up to 10 minutes from the receipt of this email before you can use this account to access eAuthentication-protected applications.

Please remember that you must verify your identity before you can use your account to access applications requiring Level 2 assurance. If you have not completed this step, please select one of the following options:

**Option 1: Online Self-Service (Recommended)**

Clicking this link will take you to the USDA online identity verification application.

**Option 2: In-person Identity Verification** - For in-person identity verification, you will need to present a government issued photo ID (e.g. state-issued driver's license) to a Local Registration Authority (LRA). 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=hra](http://offices.sc.egov.usda.gov/locator/app?type=hra).

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.

For additional information, click [here](#) to review our Frequently Asked Questions, or for information regarding eAuthentication applications, click [here](#) to review our Contact Us page.

Thank You,
-- The USDA eAuthentication Team
Click the “I Agree” button to agree to the Terms of Service and begin the online identity verification process. You are in the home stretch!
Double-check that your information is correct. If it is incorrect, or if you need to make any updates, **Click Here**.

If your data is correct, go ahead and provide your Social Security Number (SSN). Don't worry; we will not be storing your SSN. It will be encrypted as soon as you type it in. We only need & use it to validate your identity.

Next, click the **Submit** button.
Online Identity Verification

If Experian* has enough data in their system, a 5 question quiz will be generated.

Correctly answer all 5 questions.

Then click the “Submit” button to proceed.

* Experian is a credit reporting company that provides authentication services for USDA.
Congratulations! You’ve successfully completed the quiz.

→ Your Level 2 eAuth account is active.

→ Watch your email inbox for a confirmation email indicating that you have successfully acquired Level 2 eAuth.

→ Click “Continue” to complete the process.
In-Person Identity Verification

How to find your local LRA:

To locate your closest LRA, please visit https://offices.sc.egov.usda.gov/locator/app?type=lra

TIP > call ahead for an appointment to ensure the LRA is available.

What to 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.

If you are not able to verify your identity online, then you will need to use the In-Person Identity Verification process and visit a Local Registration Authority (LRA) for identity verification.

TIP > call ahead for an appointment to ensure the LRA is available.
Any Questions about the eAuth process?

We are here to help!

If you want to talk to someone over the phone, you can contact the Help Desk by phone at 800-457-3542.

If you have a quick question you can email eAuthHelpDesk@ftc.usda.gov