



APHIS ANIMAL CARE

Online Annual Reporting System Coming This Fall

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:

→ **STEP 1**
Account Registration

→ **STEP 2**
Account Verification

→ **STEP 3**
Account Activation

→ **STEP 4**
Account Is Activated

→ **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”

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](#)

Next >

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.

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"/> | |
| Suffix | <input type="text"/> | |
| Home Address* | <input type="text"/> | |
| Home City* | <input type="text"/> | |
| Home State* | <input type="text" value="Select..."/> | |
| Home Zip/Postal Code* | <input type="text"/> | |
| Home 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"/> | |

Question? Click here!

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 [?](#) above.

1*

2*

3*

4*

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.

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](#)

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.

***** Please do not reply to this email. For assistance see below *****

Step 4 of 5 - Instructions to Activate Your USDA Account with Level 2 Access

Congratulations QATesterOIDP1, you have successfully created a USDA eAuthentication account.

Before you can use your account with Level 2 access you must do the following:

1. Click **ACTIVATE MY ACCOUNT**
2. When you have activated your account, you will be prompted to select one of the following options to verify your identity:
 - Option 1: Online Self-Service (Recommended) - Selecting this option 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.

The User ID you created is: QATesterOIDP1
The email address you provided is: Joetest@us.og

Please retain this information for future reference.

If you need further assistance, please contact the eAuthentication Help Desk at eAuthHelpDesk@fic.usda.gov or call 800-457-3642 (Option 1).

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 URL into your browser address bar:

<https://www.cert.eauth.usda.gov/registration/selfRegistrationActivation.aspx?ID=D63A586956C641DF9843FB47DA040A9C>

Thank You,
-- The USDA eAuthentication Team

Account Is Activated

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:

→ 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 1: Online Self-Service**

→ **Option 2: In-Person Identity Verification**

Create an eAuthentication Account

Step 4 of 5 - Account Activated

Your account has been activated with Level 1 Access. Please wait 20 minutes from the time of activation before using the account.

eAuthentication Account Information:

User ID: zmuppet

Email: zmuppet@email.com

Additional Information

For additional information regarding your eAuthentication account, please review our Frequently Asked Questions.

- Click [here](#) to review our Frequently Asked Questions.

Step 5 of 5 - Identity Verification

To verify your identity for Level 2 Assurance, 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 :** Take your government-issued photo ID (e.g. state-issued driver's license) and present it in person 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 [Find an LRA](#)

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)

Online Identity Verification

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.

***** Please do not reply to this email. For assistance see below *****

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=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.

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

Online Identity Verification

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!

The screenshot shows the USDA eAuthentication interface. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". At the top right, it says "Welcome, Cynthia Cook" next to a "Logoff" button. Below the header is a decorative banner with images of a field, hands typing, and a person at a computer. The main content area contains a consent agreement: "By clicking the 'I AGREE' button, you are providing written consent to the United States Department of Agriculture (USDA) under the Fair Credit Reporting Act authorizing the USDA to determine your identity based on information from your personal credit profile or other information from Experian. By clicking 'I AGREE', you agree to the Terms of Service, and you authorize the USDA to obtain such information solely to verify your identity for the purpose of avoiding fraudulent transactions in your name." Below the text is a link for "Terms of Service" and two buttons: "I AGREE" and "Exit". A red box highlights the "I AGREE" button, and a red line points from it to the "CLICK HERE" text below the screenshot.

^
CLICK HERE

Online Identity Verification

- 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.

USDA United States Department of Agriculture
USDA eAuthentication

Welcome, Cynthia Cook [Logoff](#)

login :
password :

Step 1 - Validate Identity

Verify eAuthentication Profile Data

Please verify that the information below is correct before clicking Submit. If you need to correct your information, [click here](#) to update your eAuthentication profile. Once you have updated your profile, please return to this page to complete the identity verification process.

First Name: **Cynthia** Last Name: **Cook**
Address: **140 MYRTLE TREE RD** City: **SOUTH CHARLESTON**
State: **WV** Country: **US**
Zipcode: **253098330** Birth Date: **5/12/1954**
Email: **cynthia.cook@usda.usda.gov**

To start the process you must enter your complete 9-digit Social Security Number (SSN) without spaces or dashes. For example: 123456689. Once you have entered your SSN, click the "Submit" button to continue.

Social Security Number(SSN)*

[Submit](#)

Note - Your SSN is used as a temporary part of the online identity validation process. The AAA application does not store or uses your SSN beyond the validation of identity.

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.

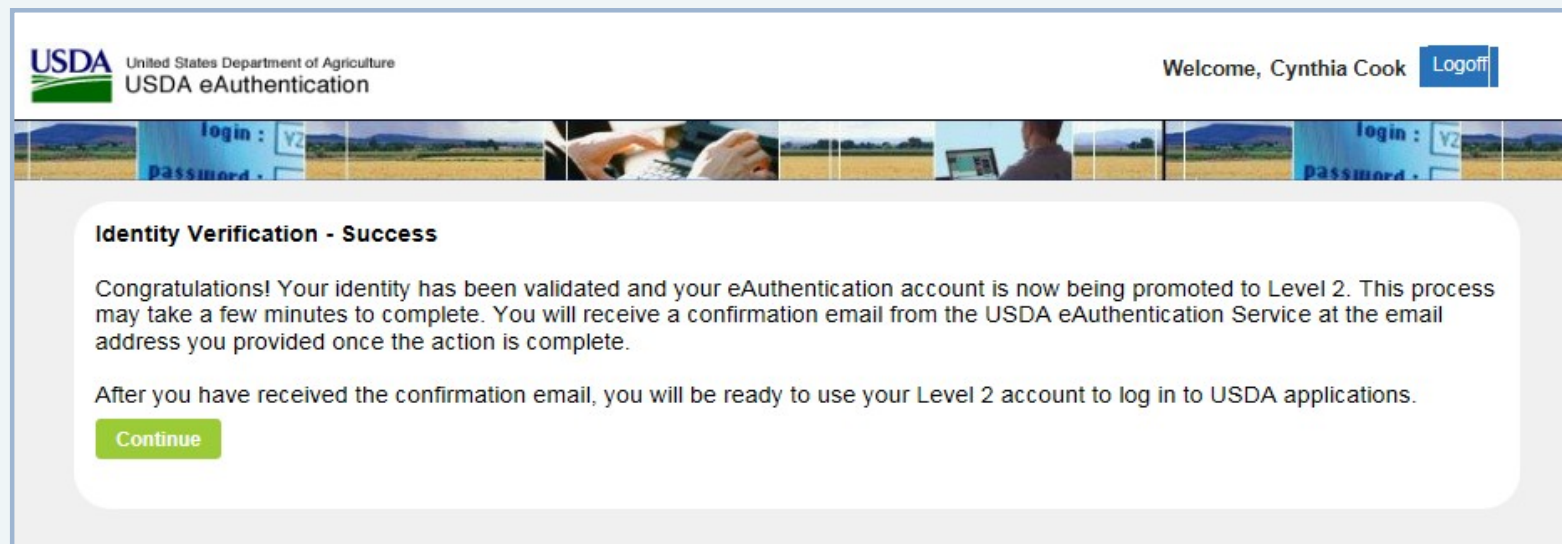
The screenshot shows the USDA eAuthentication interface. At the top, it says 'USDA United States Department of Agriculture USDA eAuthentication' and 'Welcome, [Name]'. Below this is a banner image with 'Login' buttons. The main content area is titled 'Step 2 - Validate Identity' and contains the following text: 'You must validate your identity to ensure you are who you say you are, and to prevent unauthorized access to your account information. To validate your identity online, answer the following questions. All questions must be answered before you can continue.' A note states: 'Note: The questions are provided by a nationally known third party identity proofing service. The questions and answers are not retained by USDA.' The first question is: 'Which of the following is the highest level of education you have completed? If there is not a matched educational level, please select 'NONE OF THE ABOVE'.' The options are: HIGH SCHOOL DIPLOMA, SOME COLLEGE, BACHELOR DEGREE, GRADUATE DEGREE, NONE OF THE ABOVE/DOES NOT APPLY. The second question is: 'Please select the range that includes the year the home was built for the address that you provided.' The options are: 1960 to 1969, 1970 to 1979, 1980 to 1989, 1990 to 1999, NONE OF THE ABOVE/DOES NOT APPLY. The third question is: 'According to our records, you currently own/lease, or have owned/leased within the past year, one of the following vehicles. Please select the vehicle that you purchased or leased prior to March 2013 from the following choices.' The options are: RENAULT, LEXUS, TOYOTA, CADILLAC, NONE OF THE ABOVE/DOES NOT APPLY. The fourth question is: 'According to your credit profile, you may have opened a mortgage loan in or around November 2015. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select 'NONE OF THE ABOVE/DOES NOT APPLY'.' The options are: SUN WEST MTG, EASTERN MORT, FREDDIE MAC, M AND T MORTGAGE, NONE OF THE ABOVE/DOES NOT APPLY.

* Experian is a credit reporting company that provides authentication services for USDA.

Online Identity Verification

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

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.

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.

Next >

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

