



How to Apply for an Account to Access the ePermits System

A “**Level 2**” USDA eAuthentication account is required to access the APHIS ePermits system. There are two methods of obtaining an eAuthentication account. One method is automated and will require your United States social security number and a valid United States mailing address. The other method requires you to visit a USDA LRA office.

Option 1: Automated	Option 2: Visit an LRA
<p>Step 1: Register online for a Level 2 eAuthentication account at https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=2</p>	<p>Step 1: Register online for a Level 2 eAuthentication account at https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=2</p>
<p>Step 2: Receive an email confirmation from eems.support@ocio.usda.gov entitled “Instruction to Activate Your USDA Account with Level 2 Access”.</p>	<p>Step 2: Receive an email confirmation from eems.support@ocio.usda.gov entitled “Instruction to Activate Your USDA Account with Level 2 Access”.</p>
<p>Step 3: Click the “ACTIVATE MY ACCOUNT” link in the confirmation email.</p>	<p>Step 3: Click the “ACTIVATE MY ACCOUNT” link in the confirmation email.</p>
<p>Step 4: You should receive a second email. Click the “Option 1 : Online Self-Service (Recommended)”.</p>	<p>Step 4: Call a USDA Local Registration Authority (LRA) office near you to schedule an appointment. LRA office locations can be found on this web site: http://offices.sc.egov.usda.gov/locator/app?type=lra</p>
<p>Step 5: Click “I AGREE”.</p>	<p>Step 5: Bring your Identification to the scheduled appointment with the LRA office. The LRA office will confirm your identity and activate your eAuthentication account.</p>
<p>Step 6: Verify your personal information and include your United States social security number and then press “Submit”.</p>	<p>Step 6: Login to the ePermits system at https://epermits.aphis.usda.gov to apply for your permit.</p>
<p>Step 7: You will be asked a series of questions based on your United States social security number and your personal United States address. Answer <u>all</u> of these questions to the best of your ability.</p>	
<p>Step 8: If these questions are verified you should then see “Identity Verification – Success” then press “Continue”.</p>	
<p>Step 9: Login to the ePermits system at https://epermits.aphis.usda.gov to apply for your permit.</p>	