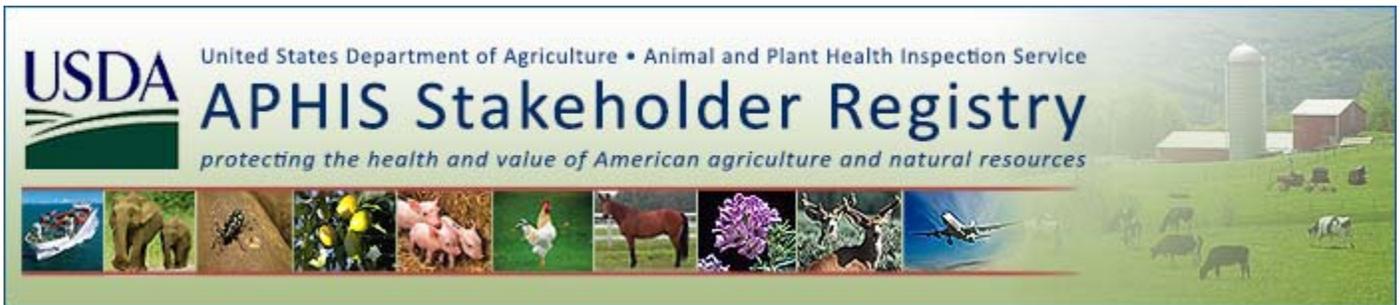


Katz, Lora E - APHIS

From: APHIS-Farm Bill Section 10201
Subject: FW: Courtesy Copy: Farm Bill Section 10201 FY14 Update - Metastorm Access and eAuthentication

From: APHIS Stakeholder Registry [mailto:aphis@subscribers.usda.gov]
Sent: Wednesday, September 04, 2013 12:18 PM
To: Katz, Lora E - APHIS
Subject: Farm Bill Section 10201 FY14 Update - Metastorm Access and eAuthentication



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Dear Colleagues:

The Farm Bill Management Team (FBMT) would like to provide you with information to enable your participation in the open period for submitting suggestions for the FY14 Spending Plan. In this update you will find details on accessing the Farm Bill Suggestion System in Metastorm. We are currently planning to hold the Open Period for FY14 Suggestions beginning in October 2013. We recommend that you read and act on the following instructions **before** the FY14 Open Period.

More details, including the schedule of stakeholder webinars to explain the FY14 process, will be sent to you in the coming weeks through the APHIS Stakeholder Registry. To stay informed on these notifications, please subscribe to the Farm Bill Section 10201 topic in the [APHIS Stakeholder Registry](#).

NOTE: Please DO NOT attempt to create suggestions before the Open Period for new suggestions is announced. The Metastorm process and forms are being updated for FY14 and anything submitted before the official Open Period will be deleted.

Access to the Farm Bill Suggestion System:

Now is the time to establish your access to the Farm Bill Suggestion System in Metastorm. Look for the situation below that applies to you.

1. I have used Metastorm in a previous year to access the Farm Bill Suggestion System and know my username and password.
2. I have a Metastorm account and DON'T know either my username or password.
3. I want to request a Metastorm account to access the Farm Bill Suggestion System.
4. I want to use my USDA Level 2 eAuthentication account to log into Metastorm. [*This is a new feature for FY 2014!*]
5. I DON'T have a USDA Level 2 eAuthentication account but want to get one to log into Metastorm. [*This is new for FY 2014!*]

1. I have used Metastorm in a previous year to access the Farm Bill Suggestion System and know my username and password.

[Click here](#) to get to Metastorm. Remember that Metastorm works best in Microsoft Internet Explorer version 7.0 or later.

Enter your username and password. Once you are in Metastorm, you should change your password as it is likely to expire soon. Click on the **Administrative Forms** button, then **Manage Metastorm User Acct.**

There is nothing more for you to do at this time. Data from previous years may be visible, but do not open a new Farm Bill suggestion submission form before the Open Period begins.

2. I have a Metastorm account and DON'T know either my username or password.

Contact the APHIS Technical Assistance Center (ATAC) at 1-877-944-8457 Option 1 or email aphisremedy@aphis.usda.gov. Identify yourself and request a password reset or your username.

ATAC will provide Metastorm account support to you regardless of your affiliation to APHIS.

[Click here](#) to get to Metastorm. Remember that Metastorm works best in Microsoft Internet Explorer version 7.0 or later.

Enter your username and password. Once you are in Metastorm, there is nothing more for you to do at this time. Data from previous years may be visible, but do not open a new Farm Bill suggestion submission form before the Open Period begins.

3. I want to request a Metastorm account and access the Farm Bill Suggestion System.

To request a Metastorm account and access to the Farm Bill Suggestion System [click here](#). It may take a few days for you to receive the emails with your username and password. Make sure the emails have not gone to your junk mail or spam folder.

Once you receive your account information, [Click here](#) to log in to Metastorm. Metastorm works best in Microsoft Internet Explorer version 7.0 or later.

Enter your username and password. Once you are in Metastorm, there is nothing else for you to do at this time. Data from previous years may be visible, but do not open a new Farm Bill suggestion submission form before the Open Period begins.

4. I want to use my USDA Level 2 eAuthentication account to log into Metastorm. *[This is a new feature for FY2014!]*

You will need to have a Metastorm username and password to establish the use of your Level 2 eAuthentication account to log in.

To view instructions for linking your Level 2 eAuthentication account to Metastorm [click here](#).

If you have forgotten your Level 2 eAuthentication username or password, [click here](#).

5. I DON'T have a USDA Level 2 eAuthentication account but want to get one to log into Metastorm. *[This is new for FY 2014!]*

To find out about a USDA eAuthentication account [click here](#).

Using a USDA Level 2 eAuthentication account to access Metastorm and the Farm Bill Suggestion System is optional and may not benefit everyone.

However, if you already have a Level 2 eAuthentication account or anticipate a need to access other USDA Web resources that require one, it may be worth it for you to request one now.

If none of these situations apply to you, contact the Farm Bill Management Team at PPQ.Section.Farmbill-10201@aphis.usda.gov.

Sincerely,

The Farm Bill Management Team

Valerie DeFeo
Kristian Rondeau
Ken Bloem



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