Customer Level 2 Access Self-Registration Process

To obtain a Level 2 USDA eAuthentication credential, all customers must go to https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp.

The five (5) steps to self-register are:

STEP 1 of 5: Registration Form Completion
STEP 2 of 5: User Information Verification
STEP 3 of 5: Activation Instructions Notification
STEP 4 of 5: Account Activation
STEP 5 of 5: In-Person Identity Proofing

STEP 1 of 5: Registration Form Completion

You are required to fill out the following fields:

<table>
<thead>
<tr>
<th>DATA POINT</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>User ID must be 6-20 characters in length. Note: Select your User ID carefully - do NOT include your SSN for example - once your User ID is created you will be unable to modify it.</td>
</tr>
<tr>
<td>First Name, Last Name</td>
<td>Please enter exactly as on your State Driver’s License, State Identification Card, or Passport.</td>
</tr>
<tr>
<td>E-Mail</td>
<td>Please enter a valid working E-Mail address.</td>
</tr>
</tbody>
</table>

Password

• 9 to 12 characters long
• Contains at least one uppercase letter
• Contains at least one lowercase letter
• Contains at least one number or one of these special characters: ! # $ % * = + : ; , ? ~

In addition:
• Your password may not contain your first name, last name, User ID, Mother’s Maiden Name, Date of Birth, 4-digit PIN, security questions or answers.
• Do not use words that can be found in a dictionary, spaces, tabs, or any other special characters not listed above.
• Your password will expire after 180 days.

Page 7 of 20
<table>
<thead>
<tr>
<th>DATA POINT</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Initial</td>
<td>Please enter exactly as on your State Driver’s License, State Identification Card, or Passport.</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Please enter your current home phone.</td>
</tr>
<tr>
<td>Alternate Phone</td>
<td>Please enter an alternate phone.</td>
</tr>
</tbody>
</table>

After entering the information on the initial screen, click **Continue**.
Create an Account

Form Approved - OMB No. 0593-0014

Level 2 Access

Step 1 of 4: User Information

If you are a USDA Federal Employee, click Employee Create an Account to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA 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 marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver’s license).

User ID*: 6-20 characters
Password*: 9-12 characters

Confirm Password*: Click here for additional requirements

First Name*: 
Middle Initial: 
Last Name*: 
Home Address*: 
City*: 
State*: 
Home Postal/Zip Code*: 
Country Name*: 

Email**: Email address must be valid to complete registration
Confirm Email**: 
Home Phone: 
International Home Phone: (if applicable)

Alternate Phone: 
International Alternate Phone: (if applicable)

Mother’s Maiden Name*: 
4 digit PIN*: NOTE: You cannot use a zero as the first digit
Your Date of Birth*: mm/dd/yyyy

Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.

Click the Continue button to go to Step 2

Figure 1: Registration Form
**STEP 2 of 5: User Information Verification**

On the following screen, verify the information and then click **Submit**.

**SECURITY CAUTION!**

Once you have confirmed your eAuthentication credential, it will become your official electronic identity online throughout USDA. Please take great care in protecting your password and the security questions that you stored - it is your responsibility to keep this electronic identity private to prevent identity theft. Please do not share this password or write it down in an insecure location.

**STEP 3 of 5: Activation Instructions Notification**

After submitting your account information, the following screen informs that an activation email will be issued to you. This activation email will contain instructions for completing the USDA Level 2 Credentialing process. Print this page for your future reference.

![Activation Instructions](image)

**Figure 2: Activation Instructions**
**STEP 4 of 5: Account Activation**

You must confirm your account by clicking on the *ACTIVATE MY ACCOUNT* link within this email.

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 2 access.
2. Activate your account within 7 days of the receipt of this email.
3. 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.

4. Go to the USDA eAuthentication website at [http://www.auth.usda.gov](http://www.auth.usda.gov) and click on "Update Your Account" link and login to review the same 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).

5. 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.usda.gov/locator/app](http://offices.usda.gov/locator/app).

   **NOTE:** Until a USDA Service Center Local Registration Authority (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 **********
The email address you provided is ********@sec.usda.gov

Please print and retain this message for your future reference.

One hour after your account with Level 2 access has been activated by the USDA Service Center employee, you should have access to conduct official electronic business transactions with the USDA via the Internet.

The first time you use your account with Level 2 access, you will be asked to update your password to the Level 2 access password requirements.

If you need further assistance, please email the eAuthentication Help Desk at eAuthHelpDesk@fc.usda.gov

**Figure 3: Activation Email**

**NOTE:** Once you have completed this step, you have a valid Level 1 account and will see the following screen. **In order to obtain an activated Level 2 account you will need to complete Step 5.**

**Figure 4: Account Activation**
**STEP 5 of 5: In-Person Identity Proofing**

The final step to obtain Level 2 access will require you to be identity-proofed: take your government-issued photo ID (e.g. state issued drivers license) and present it in person to a USDA Service Center where a USDA employee who is a Local Registration Authority (LRA) can activate your account with Level 2 access. To find the nearest USDA Service Center offices go to [http://offices.sc.egov.usda.gov/](http://offices.sc.egov.usda.gov/). We recommend calling ahead to schedule an appointment.

**IMPORTANT NOTE:**
Before you visit a USDA Service Center, please verify that all of your information on file with USDA is correct. Incorrect data will result in failure of the in-person Identity Proofing Process. To verify or update your information, go to the eAuthentication website at [www.eauth.egov.usda.gov](http://www.eauth.egov.usda.gov) and click on “Update your account”, then log in with your User ID and password. Select “Modify my profile” and make any needed changes.