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.</td>
</tr>
<tr>
<td></td>
<td>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>
</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.  
<p>|                  | • Your password will expire after 180 days.  |
| First Name, Last Name | Please enter exactly as on your State Driver’s License, State Identification Card, or Passport.  |
| E-Mail           | Please enter a valid working E-Mail address.  |</p>
<table>
<thead>
<tr>
<th>DATA POINT</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address, Home City, and Home State</td>
<td>Please enter your current home address, city, and state.</td>
</tr>
<tr>
<td>Home Postal/ZIP Code</td>
<td>Please enter your current home postal/ZIP code.</td>
</tr>
<tr>
<td>Country</td>
<td>Please select the country you currently reside in.</td>
</tr>
<tr>
<td>Mother’s Maiden Name:</td>
<td>Please enter your mother’s maiden name for security verification purposes.</td>
</tr>
<tr>
<td>4 Digit PIN:</td>
<td>Please enter a PIN number</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Please enter exactly as on your State Driver’s License, State Identification Card, or Passport.</td>
</tr>
<tr>
<td>Security Questions &amp; Answers</td>
<td>Choose security questions from the pull-down list. Then type answers that only you would know.</td>
</tr>
</tbody>
</table>

You can optionally fill out the following fields:

<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

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*: [Field]
Password*: [Field]
Confirm Password*: [Field]
First Name*: [Field]
Middle Initial: [Field]
Last Name*: [Field]
Home Address*: [Field]
City*: [Field]
State*: [Field]
Home Postal/Zip Code*: [Field]
Country Name*: [Field]

Email address must be valid to complete registration
Email*: [Field]
Confirm Email*: [Field]

Home Phone:
International Home Phone: [Field]
Alternate Phone:
International Alternate Phone: [Field]

Mother’s Maiden Name*: [Field]
4 digit PIN*: [Field]
Your Date of Birth*: [Field]

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.

[Questions with dropdowns]

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.

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![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.

![Figure 3: Activation Email](image)

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](image)

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**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 web site 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.