



United States  
Department of  
Agriculture

March 2004

**Farm Service Agency**

**Fact Sheet**  
**Producer Participation**  
**in E-Government**

**Montana State**  
**Producer Handbook**



**Background**

USDA is making changes in the way it does business with its customers. One way is the Freedom to E-File Act, which requires USDA to provide information electronically to agricultural producers. E-Government is a way for the Farm Service Agency (FSA), the Natural Resources Conservation Service (NRCS), and Rural Development (RD) to provide information systems that allow customers to receive USDA services electronically. Currently, online forms are available for customers to fill out online and submit electronically, by mail, fax, or in person to the local USDA Service Center. Online forms are available on the Internet at:

<http://www.sc.egov.usda.gov>

**Eligibility**

To submit forms electronically, producers must first register with the USDA online service and then show photo identification at their local USDA Service Centers.

**Producer Participation**

Producers interested in using e-file should log on to the USDA Website at: [www.eauth.egov.usda.gov](http://www.eauth.egov.usda.gov) and read the information provided there. Instructions are available explaining what constitutes a Level 1 Account and a Level 2 Account, and how to use either of them.

Producers who want to conduct their business with USDA

electronically using the Internet will need to have a Level 2 Account, which has a higher level of security.

The producer will then:

- follow the instructions to create a user ID and password,
- provide an email address, and
- create a customer user information profile.

The producer will receive a confirmation email within a few days and **must** respond to that email.

To complete the sign-up for the Level 2 Account, the producer must visit an USDA office with a government issued photo ID, such as a driver's license or passport, to authenticate identity. The name and address on the photo ID must match the name used to register for eAuth exactly.

When registered, the customer has the ability to access on-line forms and submit them electronically to the USDA Service Center for processing. The customer also has the ability to attach additional files from their personal computer if needed for the form they are submitting.

1. When a form is completed and the customer feels comfortable with its accuracy, it may be submitted electronically to the Service Center of the customer's choice. When submitted, the customer will be shown a confirmation number. At this point the

customer has successfully submitted a form to a service center. If the customer provided an email address, they will receive an email notification confirming their submission.

2. Once the form is received at the Service Center, it will be processed by a USDA employee. The employee will examine the submitted form to determine accuracy. If the form is accurate, the Service Center will notify the customer that the form has been accepted. If additional information is needed, the Service Center will notify the customer that additional information is needed.

**Customer Statement**

The Customer Statement allows farmers and ranchers unprecedented online access to their business activities with USDA. The Customer Statement allows USDA customers to view:

- Their participation, application and payment status in various commodity and conservation programs,
- Information on farm loans, and
- Conservation plan and land unit information.

An overview of the Customer Statement, the **Customer Statement Guide for First Time Users**, can be accessed at: <http://www.fsa.usda.gov/mt> and clicking on the Customer Statement link.

The Customer Statement site is secure and available to all USDA customers. In order to insure personal identity, you must first register for a USDA eAuthentication Level 2 Account. On your first visit to the customer statement, you will be assigned a unique Customer Identifier (USDA ID) and a default profile for your customer statement will be created.

### ***E-Gov vs. E-LDP***

*E-Gov* is a process that allows producers to access FSA forms and file applications electronically directly to a county FSA office. *E-LDP* is a process that allows producers to make applications for Loan Deficiency Payments (LDP) directly to the FSA office in Kansas City. *E-LDP* requires the participating FSA county office and producer to develop a producer profile in addition to registering with WebCAAF. The producer profile establishes eligibility requirements and limitations before the application arrives in Kansas City. Once FSA in Kansas City receives the application, payment is immediately sent from Kansas City to the producer.

### ***For More Information***

Your local USDA Service can provide answers to your questions regarding the filing of USDA forms electronically or you can log on to the Montana FSA homepage at:

<http://www.fsa.usda.gov/mt>

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