

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:

DATA POINT	CRITERIA
User ID	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.
Password	<ul style="list-style-type: none"> • 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: !#-\$%*+=+;:,?~ <p>In addition:</p> <ul style="list-style-type: none"> • 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.
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.

Home Address, Home City, and Home State	Please enter your current home address, city, and state.
Home Postal/ZIP Code	Please enter your current home postal/ZIP code.
Country	Please select the country you currently reside in.
Mother's Maiden Name:	Please enter your mother's maiden name for security verification purposes.
4 Digit PIN:	Please enter a PIN number
Date of Birth	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Security Questions & Answers	Choose security questions from the pull-down list. Then type answers that only you would know.

You can optionally fill out the following fields:

DATA POINT	CRITERIA
Middle Initial	Please enter exactly as on your State Driver's License, State Identification Card, or Passport.
Home Phone	Please enter your current home phone.
Alternate Phone	Please enter an alternate phone.

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

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

Create an Account

Form Approved - OMB No. 0503-0014 [Create an Account Help](#)

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*:	<input type="text"/>	6-20 characters
Password*:	<input type="password"/>	9-12 characters
	Click here for additional requirements	
Confirm Password*:	<input type="password"/>	
First Name*:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name*:	<input type="text"/>	
Home Address*:	<input type="text"/>	
City*:	<input type="text"/>	
State*:	<input type="text"/>	▼
Home Postal/Zip Code*:	<input type="text"/>	
Country Name*:	<input type="text"/>	▼
Email address must be valid to complete registration		
Email*:	<input type="text"/>	
Confirm Email*:	<input type="text"/>	
Home Phone:	<input style="width: 100%;" type="text" value="() - "/>	
International Home Phone: (if applicable)	<input type="text"/>	
Alternate Phone:	<input style="width: 100%;" type="text" value="() - "/>	
International Alternate Phone: (if applicable)	<input type="text"/>	
Mother's Maiden Name*:	<input type="text"/>	
4 digit PIN*:	<input style="width: 50px;" type="text"/>	NOTE: You cannot use a zero as the first digit
Your Date of Birth*:	<input style="width: 100px;" type="text"/>	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.

<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>
<input type="text"/>	▼	<input type="text"/>

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.

USDA United States Department of Agriculture
USDA eAuthentication

login : YZ
password :

Home About eAuthentication Help Contact Us Service Centers

Create an Account

Level 2 Access
Step 3 of 4: Print and Check Email
Please print this page for future reference.

Congratulations testFirst testLast, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from **eAuthHelpDesk@usda.gov** with the subject line of 'Activate Your USDA Account with Level 2 Access within 7 Days'
Step 4 is contained within this email. Please refer to the instructions in the email to complete your registration.

The User ID you created is : testdev2
The email address you provided is: testdev2@email.com

Level 2 access activation process:

1. Click on the email confirmation link provided in the email within **7 days**. Be sure to follow the instructions provided in the confirmation email. **If you do not click on the email confirmation link within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

NOTE: Once you click the email confirmation link in the email, you will have an account with limited access that allows you to review your account information online.

2. Go to the eAuthentication web site at www.eauth.egov.usda.gov and click on "Update Your Account" link and login to review the 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).
3. Take your government issued photo ID (e.g. state issued driver's license) and present it in person to a USDA Local Registration Authority (LRA) for activation of your account with Level 2 access. To find the nearest USDA Service Center office go to <http://offices.usda.gov>

NOTE: Until a USDA 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.

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the eAuthentication helpdesk at **eAuthHelpDesk@usda.gov**. Please provide your User ID, first and last name, and email address.

Close Window

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

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.

Level 2 Access
Step 4 of 4: [Link to Account Activation page](#)

Congratulations , you have successfully created a USDA eAuthentication account.

Before you can use your account with Level 2 access you must do the following:

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 web site at <http://www.eauth.egov.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 govt. issued photo ID). You can also review or update your account information by clicking [UPDATE YOUR ACCOUNT](#).
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.sc.egov.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: xxxxxxxx
The email address you provided is: xxxxxxxx@xxx.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@fic.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/> . 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 and click on “Update your account”, then log in with your User ID and password. Select “Modify my profile” and make any needed changes.