Level 2 Account Setup

Step-by-Step Instructions for Doing Electronic Business With The Farm Service Agency

Level 2 Access

1. Type in the following web address and press "enter"
http://www.fsa.usda.gov/mt

2. Click on "Online Services"

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3. Click on "Create an Account Page"

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Level 2 Access

6. 'User ID' must contain only letters or numbers. (6-20 characters)

7. Password requirements:
At least 1 uppercase letter
At least 1 lowercase letter
At least 1 of the following non-alphabet characters: 0 1 2 3 4 5 6 7 8 9 ! # - $ % * = + : ; , ? ~ (9-12 characters)
Must NOT contain your first and last name, User ID, Mother's Maiden Name, Date of Birth, 4-digit PIN, security questions or answers, address or city
Can NOT contain dictionary words, spaces, tabs, or any other special characters not listed above
Will expire in 180 days

5. First and last name must match name on photo ID

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8. **Mother's maiden name, Personal Identification Number (PIN), and security questions will be used for verification if you forget your password.** **REMEMBER THIS.**

9. **After information is completed, click on "Continue"**

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10. After Clicking Continue on the previous window, this page will be displayed showing the information that you entered.

11. To revise or make corrections, click "Back"

12. If correct, click on "Submit"

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Create an Account - Step 3 of 4: Print and Check Email - Microsoft Internet Explorer

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Address   https://eauth.sc.egov.usda.gov/eAuth/selfRegCompleteLevel2.do?method=confirm

Quick Links
- What is an account?
- **Create an account**
- Update your account
- Link a Certificate to your Account

Administrator Links
- Local Registration

Create an Account

Level 2 Access
Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations   , 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 registratoin.

The User ID you created is
The email address you provided is:

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.sc.egov.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 ITS Service Desk at **eAuthHelpDesk@usda.gov** or 800-457-3642. Please provide your User ID, first and last name, and email address.

Done | Trusted sites

start | eGovScreen.doc -... | Create an Accoun... | 11:42 AM

13. This page is displayed after clicking submit on the previous window. Read this page carefully for further instructions.

15. *Important:* You must respond to the e-mail within 7 days or the entire process will be terminated and need to be completed again.

14. At this point, you are finished creating an account. The application can be completed after receiving the confirmation email.

Level 2 Access

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Address http://by103fd.bay103.hotmail.msn.com/cgi-bin/getmsg?msg=C4E137D1-CD7D-4424-ADEB-CAD62C5EDD87&start=0&len=8115&imgsafe=n&curml Links

Subject : Action Required: Instructions to Activate Your USDA Account with Level 2 Access

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.**

    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:

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 ITS Servcie Desk at eAuthHelpDesk@usda.gov or call 800-457-3642.

Please include the following information in your email:
- Your first and last name

Internet

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16. The confirmation email will look like this page. The email instructs you to visit your local USDA Service Center to have your identity verified and authenticated. After reading *ALL INSTRUCTIONS*, click on "ACTIVATE MY ACCOUNT"

Level 2 Access

Account Activation - Microsoft Internet Explorer

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Addr

USDA United States Department of Agriculture
USDA eAuthentication

login :
password :

Home | About eAuthentication | Help | Contact Us | Service Centers

Quick Links
▷ What is an account?
▷ Create an account
▷ Update your account
▷ Link a Certificate to your Account

Administrator Links
▷ Local Registration Authority Login

Account Activation

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activation before using this account.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed.

[Close Window]

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov
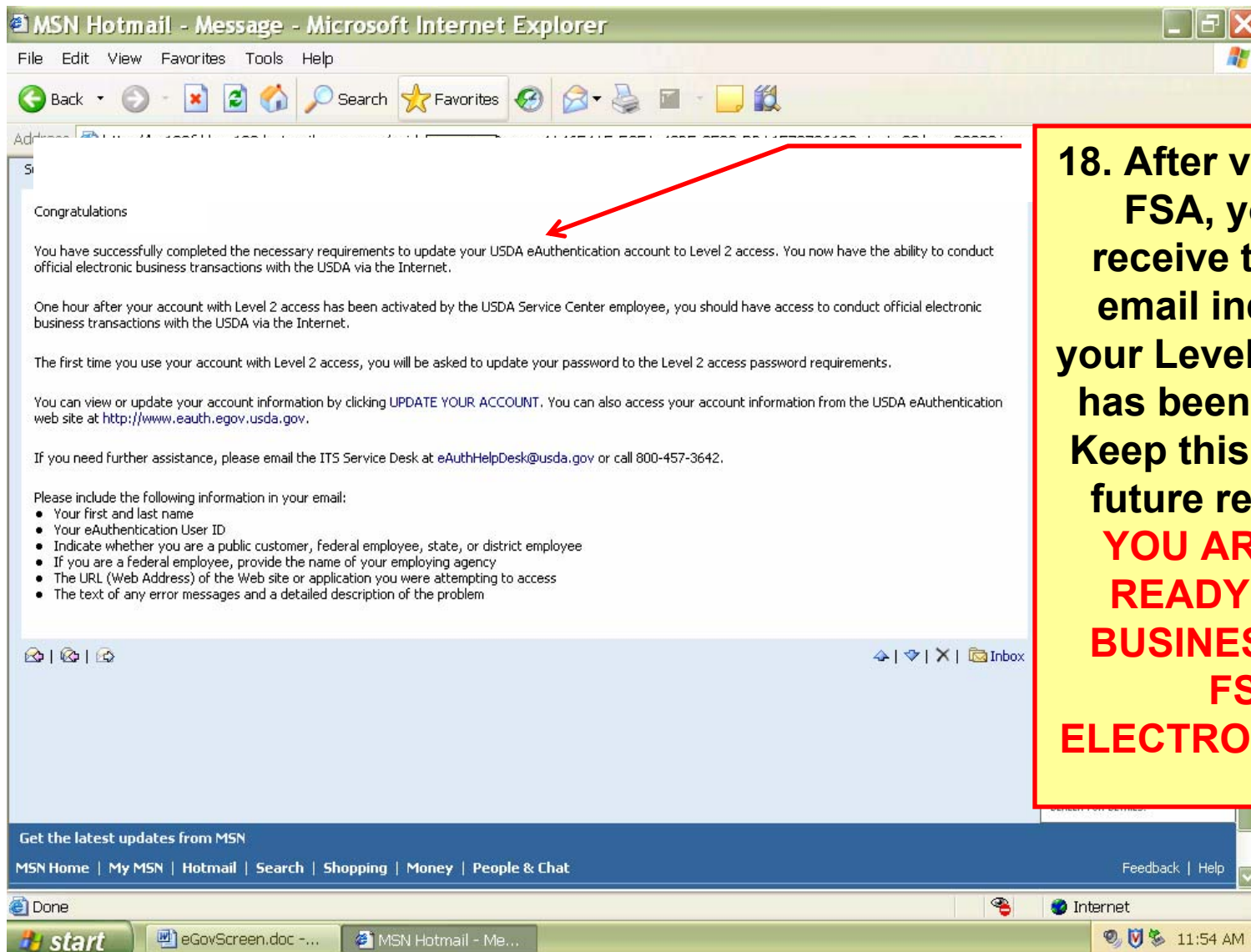
Done   🔒 ⊘ Trusted sites

🏁 start   🗎 eGovScreen.doc -...   🌐 MSN Hotmail - Me...   🌐 Account Activation...   12:42 PM

17. When you click on "ACTIVATE MY ACCOUNT" you will see this page informing you of your activated account. Now you can go to a USDA Service Center to show your identification.

![USDA logo] **Farm Service Agency**

Level 2 Access

MSN Hotmail - Message - Microsoft Internet Explorer

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Congratulations

You have successfully completed the necessary requirements to update your USDA eAuthentication account to Level 2 access. You now have the ability to conduct official electronic business transactions with the USDA via the Internet.

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.

You can view or update your account information by clicking UPDATE YOUR ACCOUNT. You can also access your account information from the USDA eAuthentication web site at http://www.eauth.egov.usda.gov.

If you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@usda.gov or call 800-457-3642.

Please include the following information in your email:
- Your first and last name
- Your eAuthentication User ID
- Indicate whether you are a public customer, federal employee, state, or district employee
- If you are a federal employee, provide the name of your employing agency
- The URL (Web Address) of the Web site or application you were attempting to access
- The text of any error messages and a detailed description of the problem

Inbox

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Done   Internet

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18. After visiting the FSA, you will receive this final email indicating your Level 2 Access has been granted. Keep this email for future reference. YOU ARE NOW READY TO DO BUSINESS WITH FSA ELECTRONICALLY!

Note: *if your time between logging in with your username and password has been* *more than 13 months**, your password will have to be reset.*