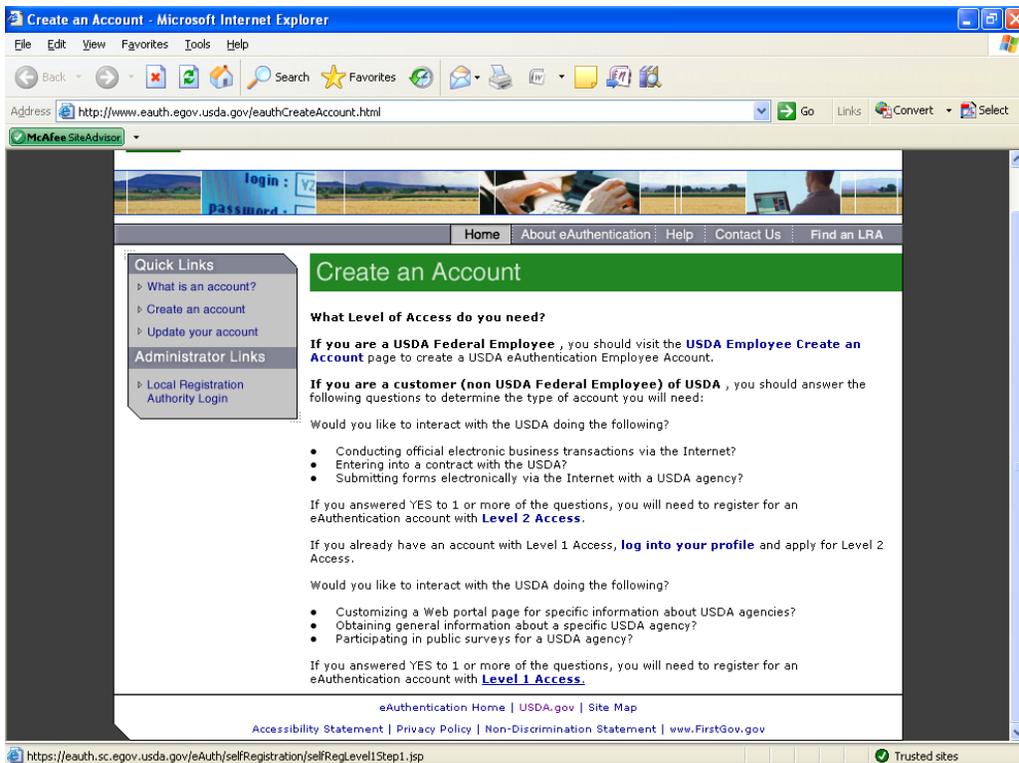
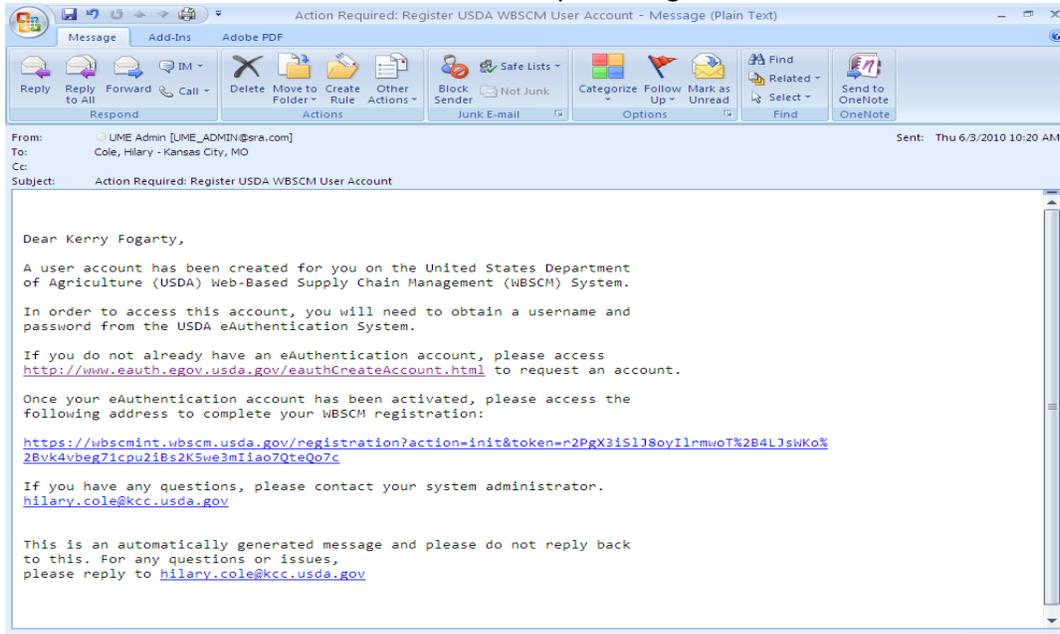


The vendor will then receive an email notifying them that they should establish a level 1 e-authorization account. Follow the instructions in the email by selecting the 1st web link.



Establish the e-authorization account and select continue

Address: <https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel1Step1.jsp>

McAfee SiteAdvisor

Home | About eAuthentication | Help | Contact Us | Find an LRA

Create an Account

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

Level 1 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
[Click here for additional requirements](#)

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email*:

Confirm Email*:

Email address must be valid to complete registration

Access the second link in the email and log on to the WBSCM self service portal.

Action Required: Register USDA WBSCM User Account - Message (Plain Text)

From: UME Admin [UME_ADMIN@sra.com] Sent: Thu 6/3/2010 10:20 AM
To: Cole, Hilary - Kansas City, MO
Subject: Action Required: Register USDA WBSCM User Account

Dear Kerry Fogarty,

A user account has been created for you on the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) System.

In order to access this account, you will need to obtain a username and password from the USDA eAuthentication System.

If you do not already have an eAuthentication account, please access <http://www.eauth.egov.usda.gov/eauthCreateAccount.html> to request an account.

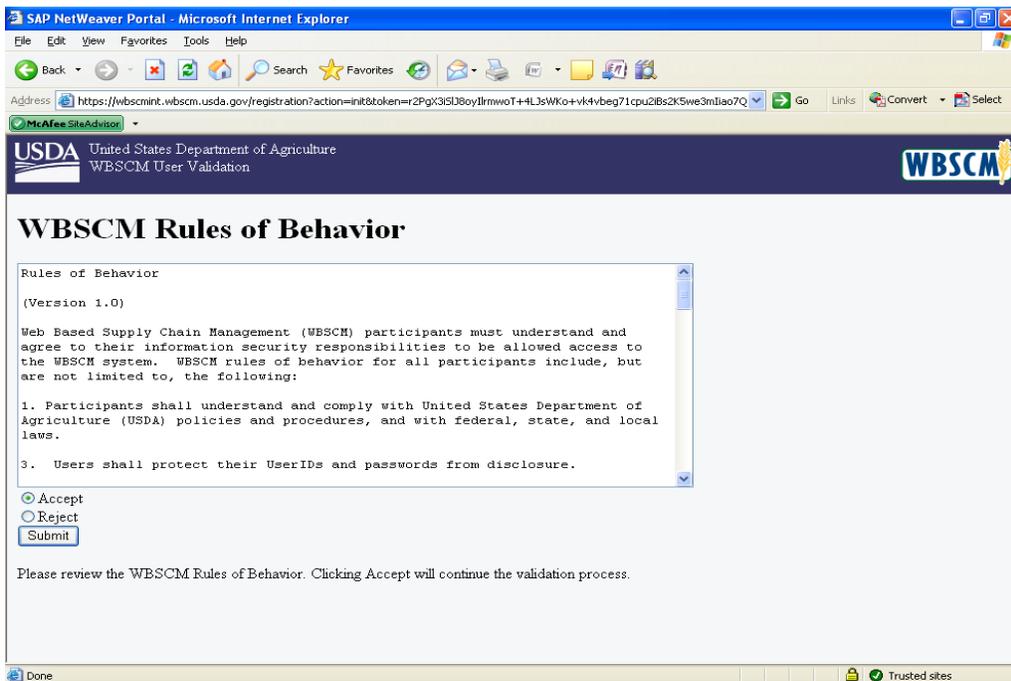
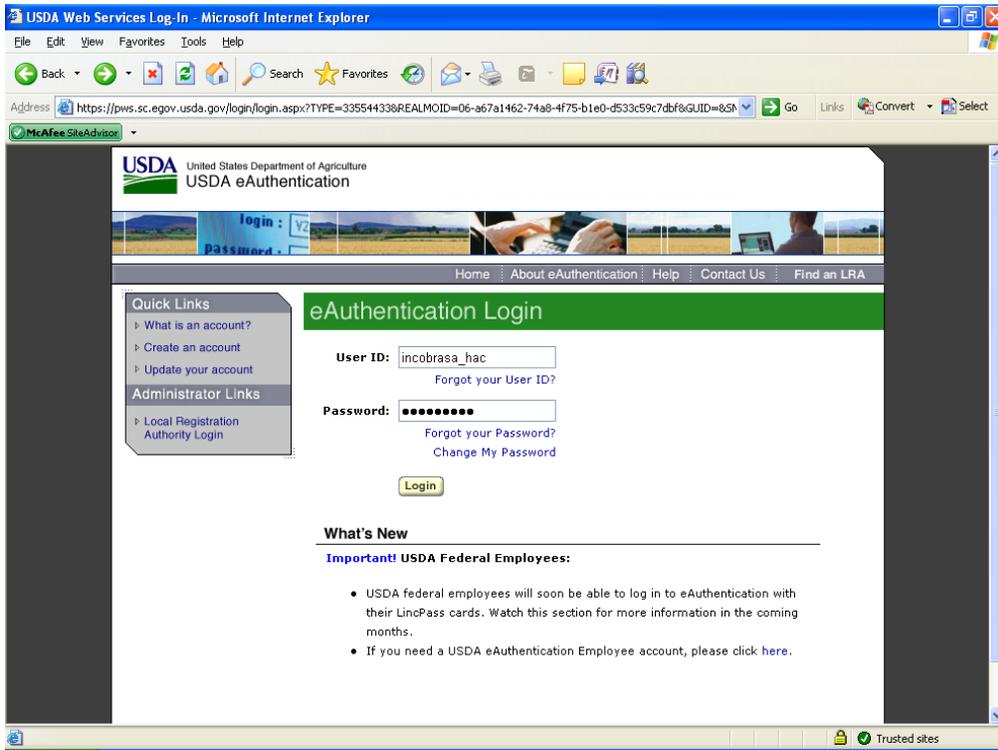
Once your eAuthentication account has been activated, please access the following address to complete your WBSCM registration:

<https://wbscmint.wbscm.usda.gov/registration?action=init&token=r2PgX3iSlJ8oyI1rmwoT%2B4LJshKo%2Bvk4vbeg71cpu2iBs2K5we3mIiao7QteQo7c>

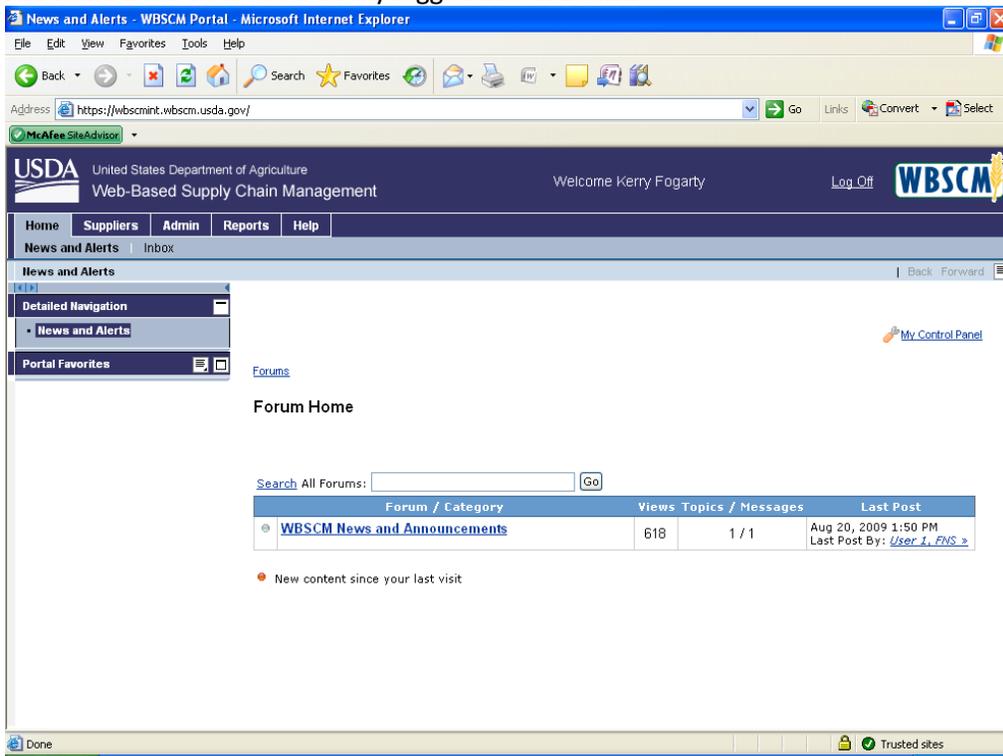
If you have any questions, please contact your system administrator.
hilary.cole@kcc.usda.gov

This is an automatically generated message and please do not reply back to this. For any questions or issues, please reply to hilary.cole@kcc.usda.gov

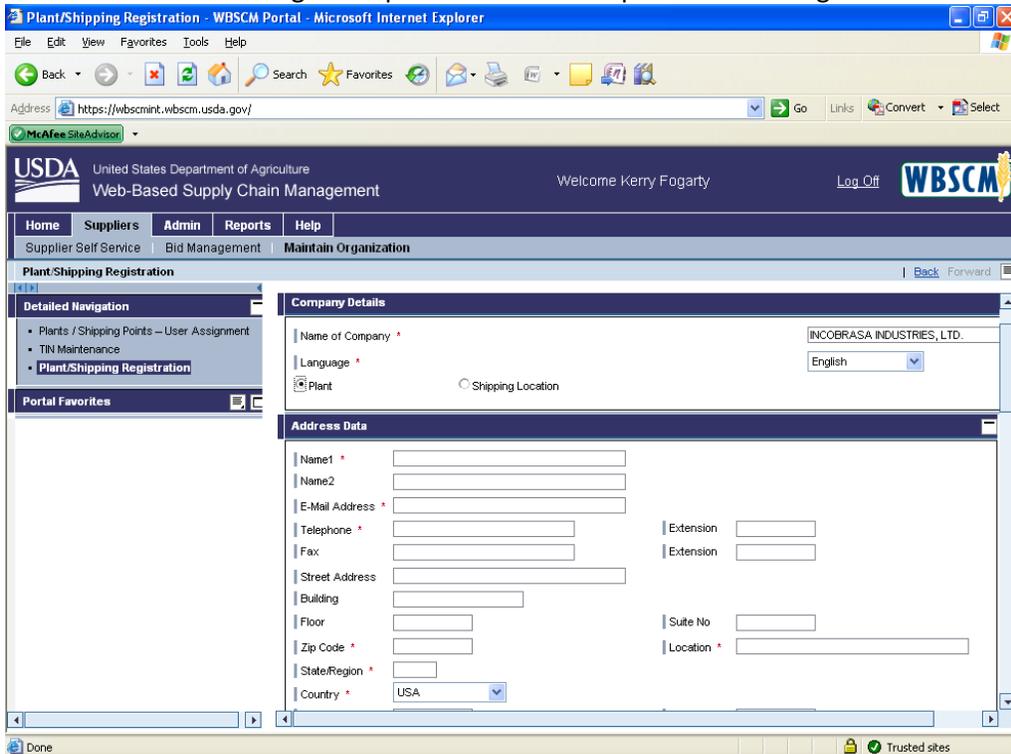
The vendor will then be prompted to enter their e-authorization user name and password. After reading and accepting the WBSCM rules of behavior, the vendor should be logged on.



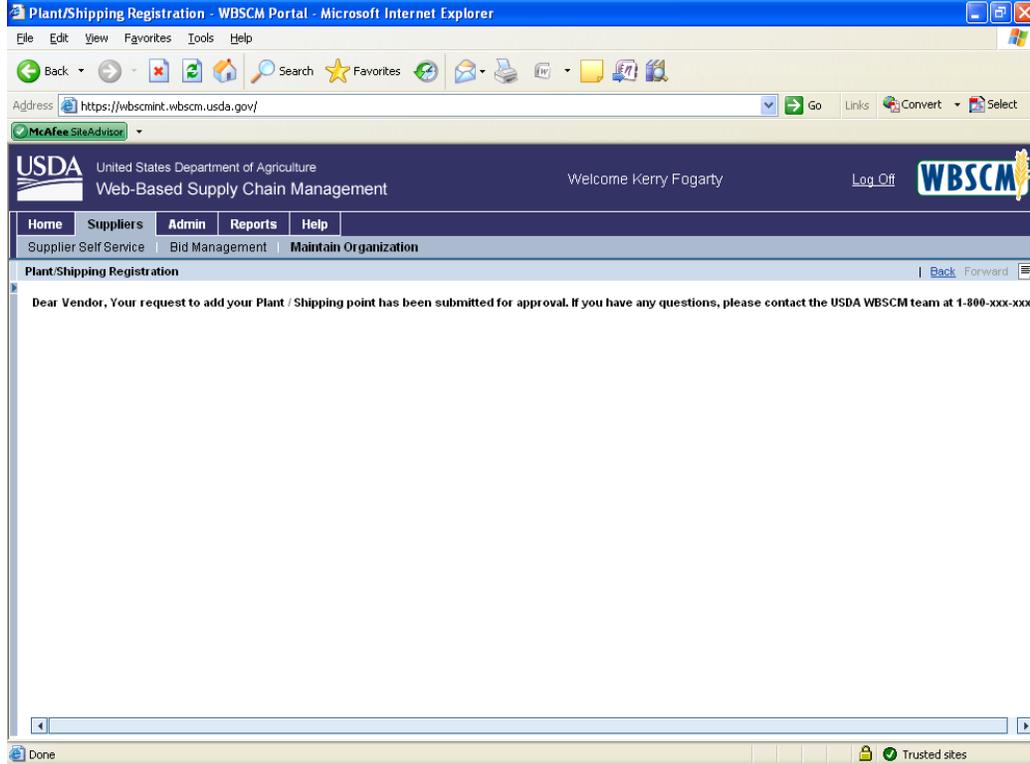
The vendor has now successfully logged into WBSCM.



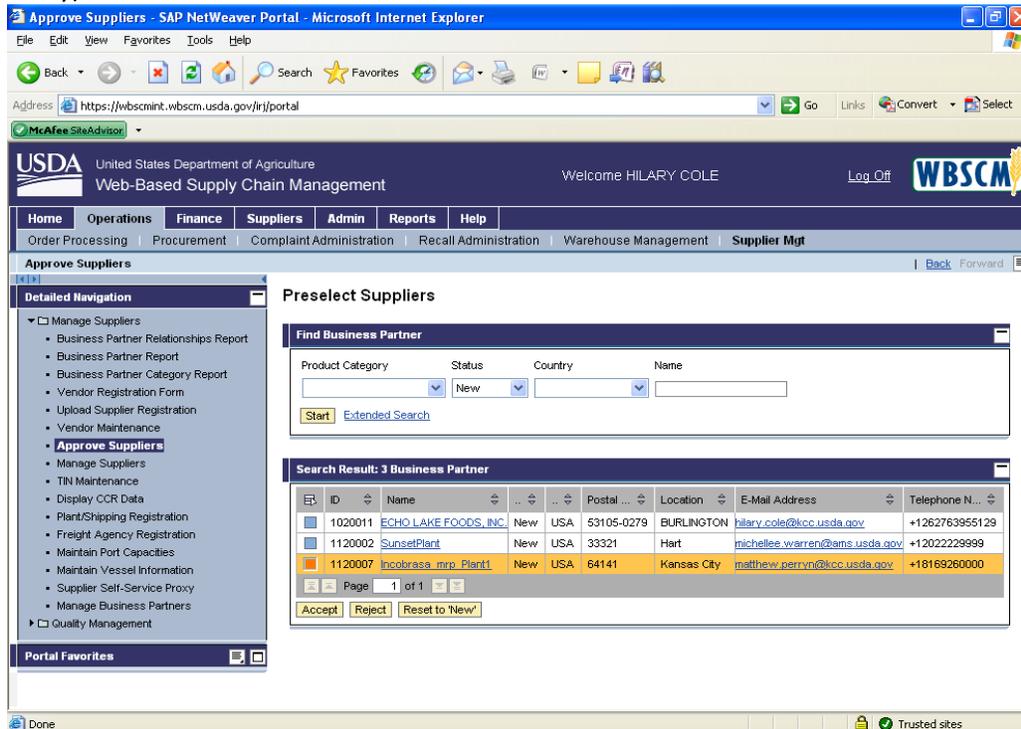
The vendor now must register a plant in WBSCM. A plant must be registered to submit a bid in WBSCM.



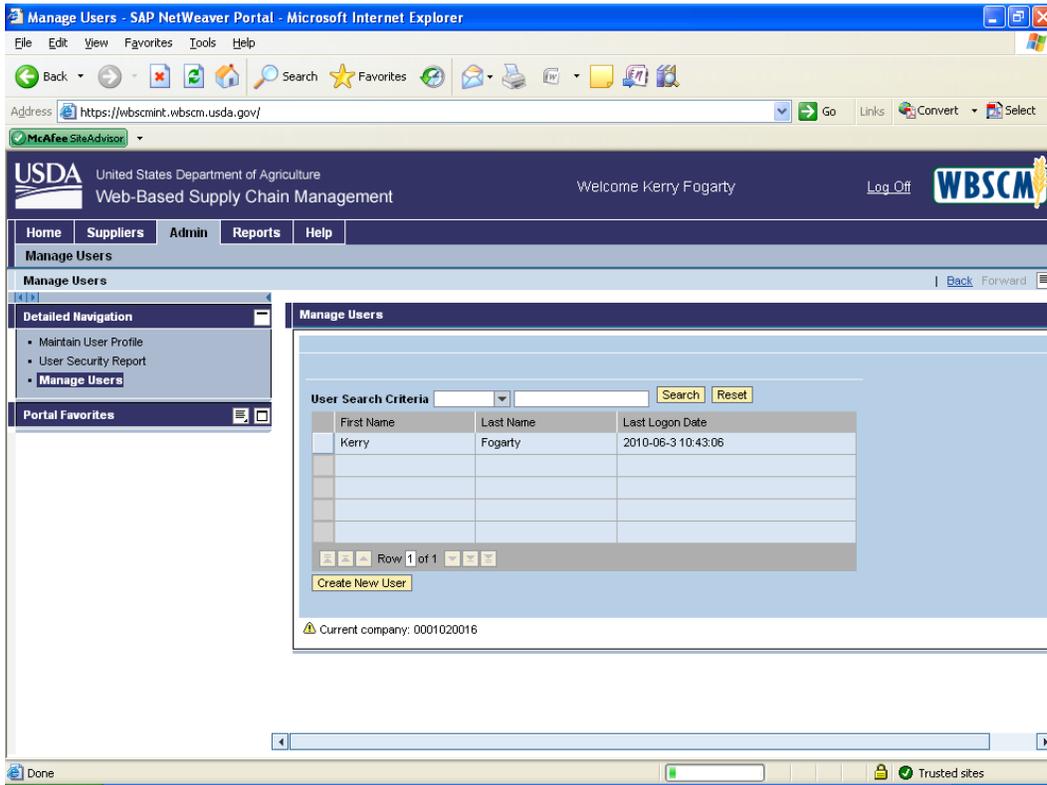
Once all information about the plant is entered, the vendor will get a message that the plant has been created.



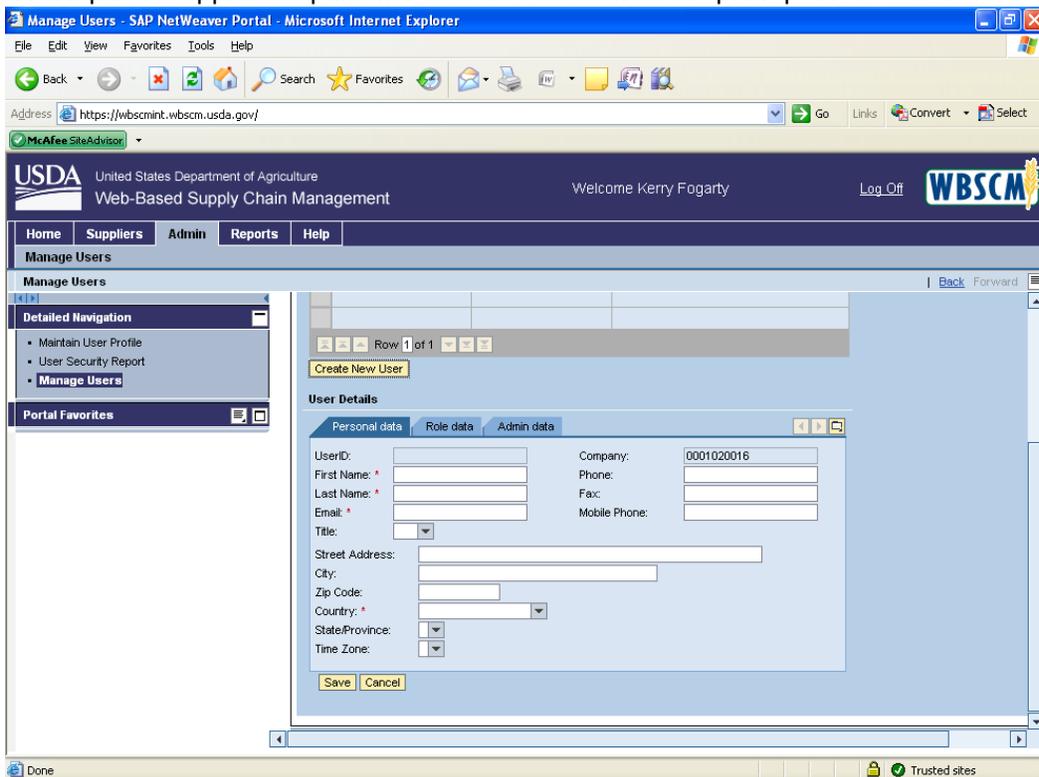
Once the plant has been created by the vendor the USDA rep will log into the system and approve the supplier in the preselect screen (this action is the same as what the USDA did to approve the corporate entity).

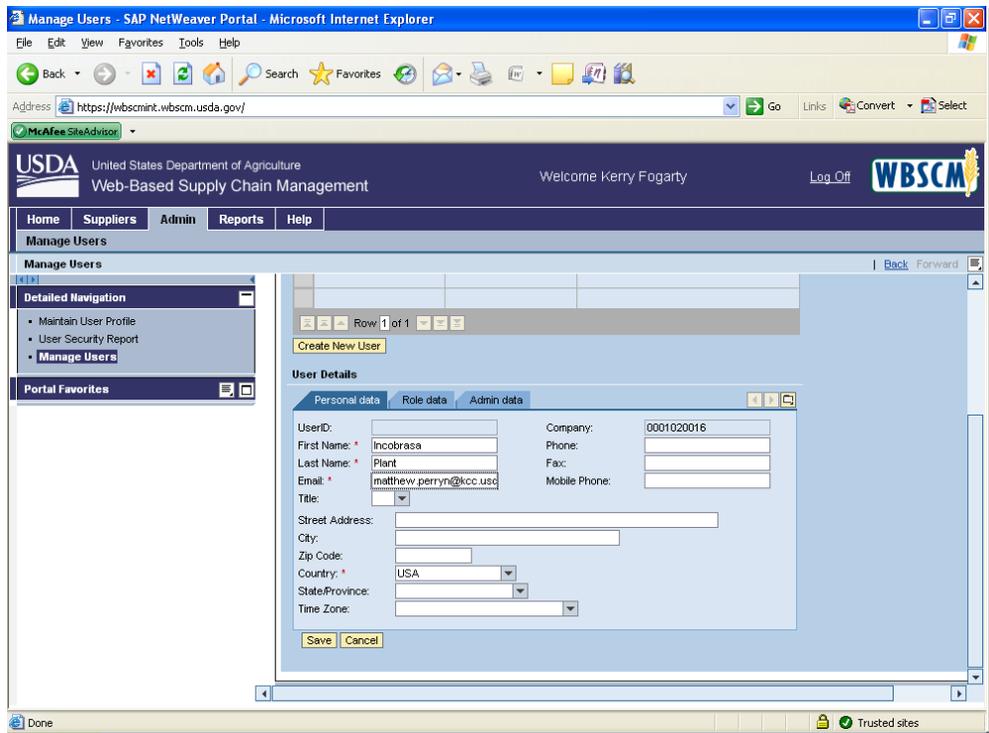


The vendor admin can then create a user associated with the plant. Navigate to Admin, Manage Users. Then select create new user.

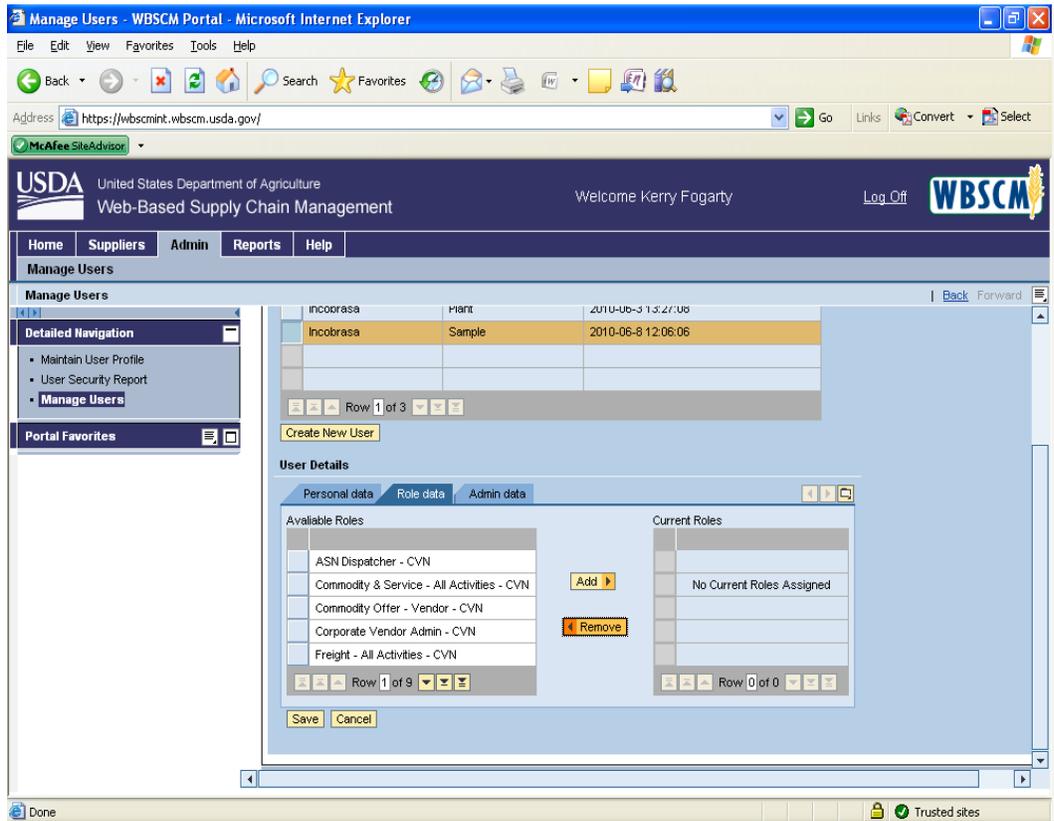


Then input the applicable personal data associated with the plant point of contact.

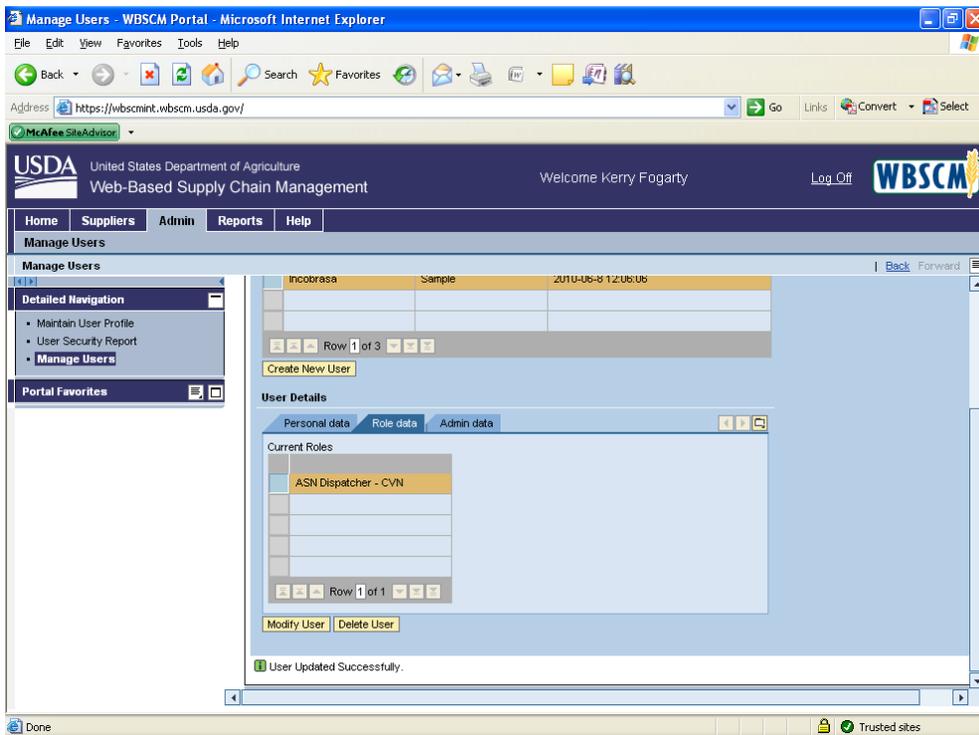
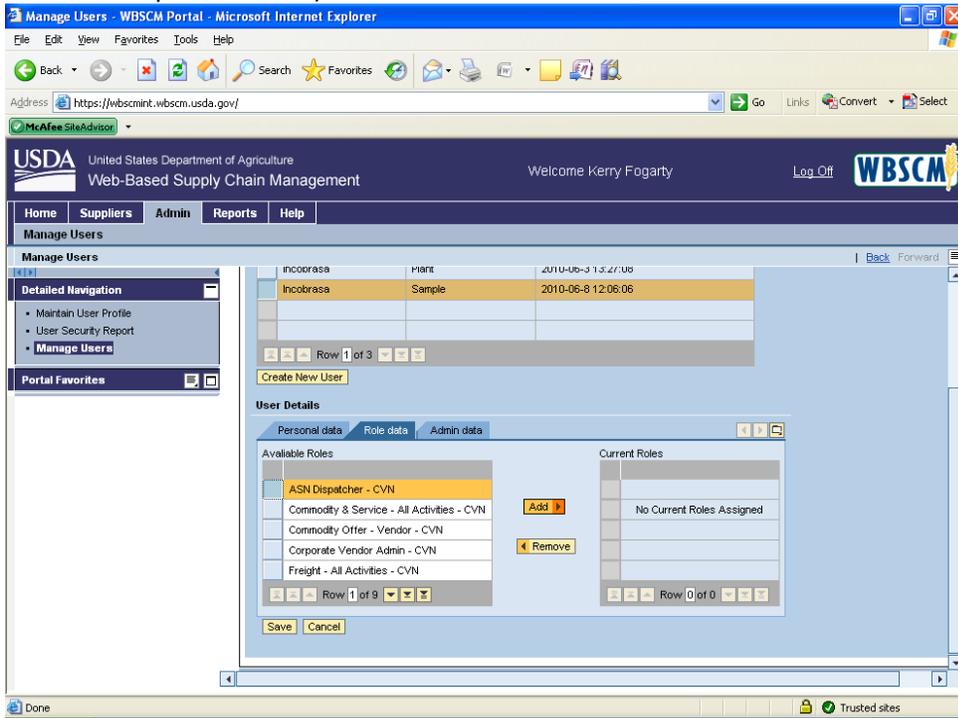




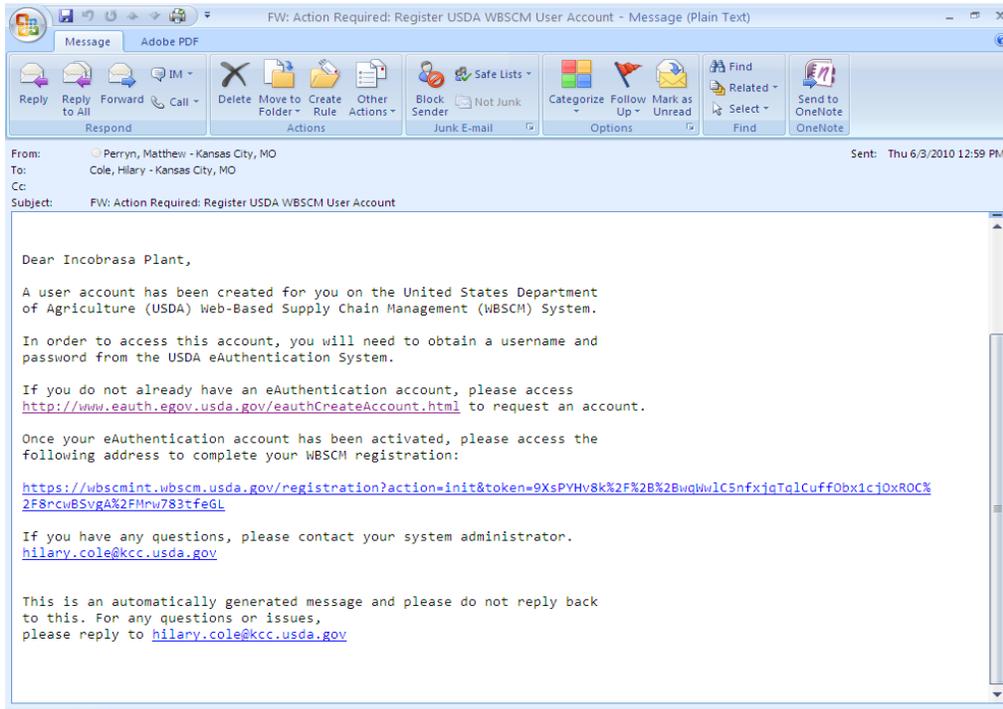
Then select the role data tab.



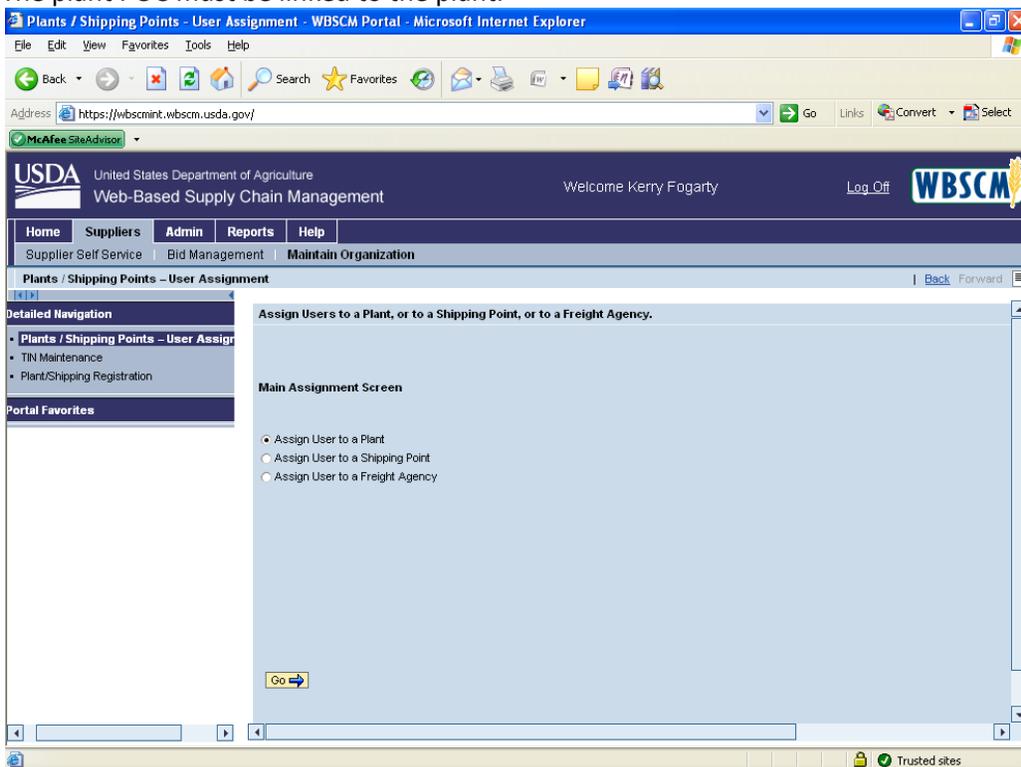
Click on the row beside the appropriate role and select add and save (Note: more than 1 role can be added for a specific leader).



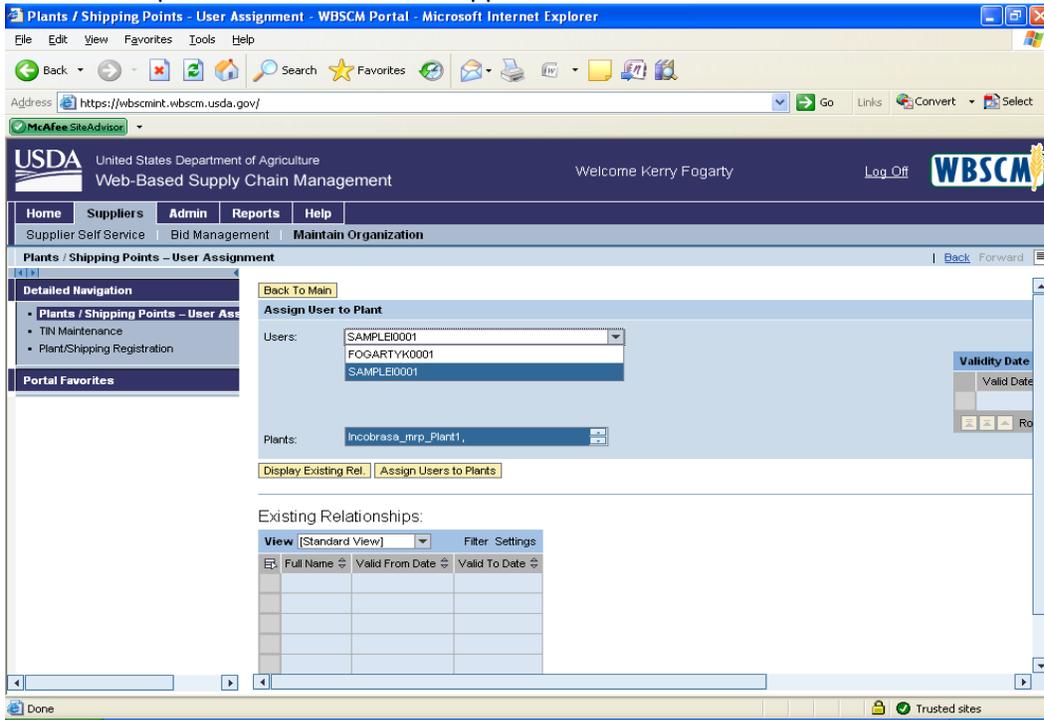
The plant POC will receive the same notification from WBSM that the corporate admin used. The plant POC should register for e-auth and access the system in the same manner documented above.



The plant POC must be linked to the plant.



From the drop down menu create the applicable user.



Finally select Assign users to plants.