

**For:** State Offices, Commodity Assessment Boards, and Peanut Warehouses

**Obtaining a USDA eAuthentication (eAuth) Level 2 Account**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The Payment Management Office, in conjunction with the Financial Management Modernization Initiative Readiness Project, is in the process of converting all payments from the Centralized Disbursement System to the Online Payment application. These payments will interface with NPS and will create a disbursement transaction statement that will be mailed to the payee. The commodity assessments and the peanut load-in charge payments will be made from the Online Payment application beginning the week of April 2, 2012.

All current and approved commodity assessment boards and peanut warehouses will be able to access the FSA Financial Inquiries web site to view their payment information. The Financial Inquiries web site will require users to have a Level 2 access account through a secure mechanism known as eAuth ID. The method for accessing the Financial Inquiries web site will consist of USDA’s eAuth system and a unique password per user. Representatives from the applicable assessment boards and peanut warehouses will need to establish an eAuth account to access Financial Inquiries before their next payment expected the week of April 2, 2012.

Once payments are initiated from the Online Payment application, the payment information will no longer update the Electronic Distribution of Disbursement and Invoicing Data (ED3) application. Users will still be able to access ED3 for the previous year’s historical payment information.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2012	State Offices; State Offices relay to Commodity Assessment Boards and Peanut Warehouses

## Notice LP-2167

### 1 Overview (Continued)

#### B Purpose

This notice instructs State Offices to provide information and instructions to all current commodity assessment boards and peanut warehouses of the ability to obtain an active USDA eAuth Level 2 account.

### 2 Instructions for Obtaining eAuth Level 2 Credentials

#### A Commodity Assessment Board and Peanut Warehouse Action

Each commodity assessment board or peanut warehouse shall designate 1 representative and 1 alternate to register for a USDA eAuth Level 2 account. Users are required to create a customer profile with their name, personal contact information, a user ID, and a password. A Level 2 account is also required to access the Financial Inquiries website. The following are instructions for obtaining a Level 2 account:

- register online at <http://www.eauth.egov.usda.gov>
- under “Quick Links”, CLICK “Create an Account”
- follow instructions for Level 2 access
- respond to the e-mail to confirm the account within 7 calendar days
- setup an appointment with a Local Registration Authority (LRA) at a USDA Service Center so LRA can validate the user’s identification and match it to their USDA Level 2 profile.

**Note:** The user **must** appear in person before LRA and **must** bring an acceptable form of government-issued photo identification. A listing of local LRA’s can be found at <https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/eAuth%20Level%202.aspx>.

#### B State Office Action

State Offices shall relay the contents of this notice to the applicable commodity assessments boards within the State.

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### 3 Introduction to the Financial Inquiries Web Site

#### A Background

The Financial Inquiries web site was developed to meet the e-Government initiative. The goal of the initiative is to make Government information more easily accessible through the web. The assessment boards and peanut warehouse's may use the web site to view their financial information related to FSA/CCC farm programs 24 hours a day.

#### B Application Screenprints

Commodity assessment boards or peanut warehouses can access detailed information about the Financial Inquiries application at

**[http://www.fsa.usda.gov/Internet/FSA\\_File/finan\\_inquiries\\_prods.pdf](http://www.fsa.usda.gov/Internet/FSA_File/finan_inquiries_prods.pdf)**. The pdf presentation contains multiple application screen prints involving payments, collections, debt, CCC-1099-G IRS reporting, and customer account query.

#### C Contacts

Direct any questions about this notice to the following:

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