

QUICK GUIDE

Overview

All users of the new NIFA reporting system will need to create an eAuthentication account with identity verification. If you created an eAuthentication account in the past but did not have to verify your identity, you will need to update your account.

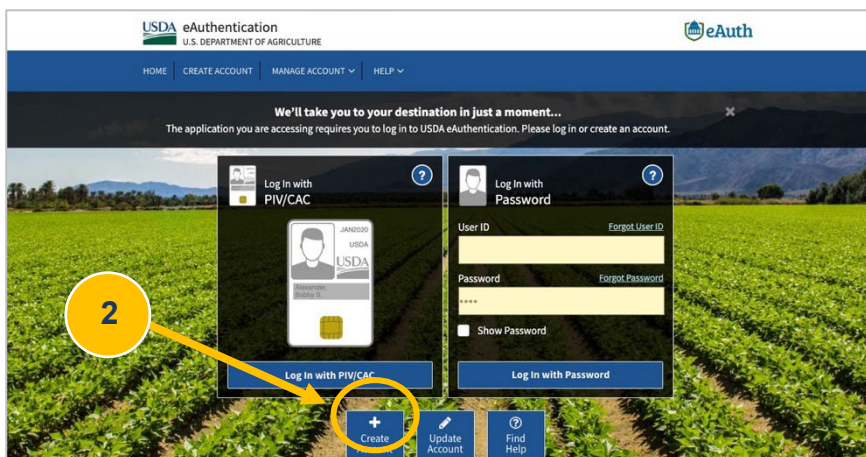
This Quick Guide covers the following key steps:

- ▶ Create an eAuthentication account
- ▶ Activate the eAuthentication account
- ▶ Setup eAuthentication password
- ▶ Verify your identity

(1) EVERYONE: Go to the eAuthenticaton login page. Enter the following link into your browser: (<https://www.eauth.usda.gov/eauth/b/usda/login>)

(2) a. NEW ACCOUNTS: If you do not have an eAuthentication Account, Click **Create Account** to set up your eAuthentication account.

b. EXISTING ACCOUNT HOLDERS WITHOUT IDENTITY VERIFICATION. If you already have an eAuthentication Account and you have not completed the online 5 Question Identity Verification Quiz or verified your identity by choosing to visit a USDA Service Center for in-person identity verification... go to Step **(10)** below



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(3) Select **Customer** and click **Continue**.

An official website of the United States government [Here's how you know](#)

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

eAuth

HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▾ | HELP ▾

Account Registration ?

What type of user are you?

Customer

USDA Employee / Contractor

Other Federal Employee / Contractor

Continue

(4) Enter your email address and click **Submit**. Please ensure your information is correct as incorrect details may prevent you from activating your account and/or verifying your identity.

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USDA eAuthentication
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MENU

Customer Account Registration ?

Please enter your email address

Email Address

Submit

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(5) You will receive a Registration email used to complete the account creation process. **If you do not receive the email, please click Resend Email.**

(6) Open the Registration email.

(7) Click **Continue Registration**.

The image shows two parts of the registration process. On the left is a screenshot of the USDA eAuthentication website. At the top, it says 'USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE' and 'eAuth'. Below that is a navigation bar with 'HOME', 'CREATE ACCOUNT', 'MANAGE ACCOUNT', and 'HELP'. The main content area is titled 'Registration Email Sent' and says 'We have sent an email to the address listed below. Follow the link in the email to complete the registration process.' There are two buttons: 'Resend Email' and 'Use A Different Email'. A yellow circle with the number '5' is next to the 'Resend Email' button. In the center is an illustration of an envelope with an '@' symbol, with a yellow circle with the number '6' next to it. On the right is a screenshot of an email. The email is titled 'Complete Account Registration' and says 'Thanks for requesting a USDA eAuthentication account. Please click the link below or right-click on Continue Registration, copy the hyperlink and paste it into your browser.' There is a button labeled 'Continue Registration' which is circled in yellow. A yellow circle with the number '7' is next to this button. Below the button, it says 'This link will expire soon. Please do not reply to this message. For more help, visit <https://www.eauth.usda.gov/eauth/b/usda/faq>'.

(8) Enter your complete name as it appears on a government-issued photo ID. Set your **Password** and click **Submit**.

The image shows a screenshot of the 'Customer Account Registration' form. At the top, it says 'USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE' and 'eAuth'. Below that is a navigation bar with 'HOME', 'CREATE ACCOUNT', 'MANAGE ACCOUNT', and 'HELP'. The main content area is titled 'Customer Account Registration' and says 'Please provide the information requested below to complete the registration of your account. Please enter your complete name as provided on a government issued photo ID (no nicknames).'

First name

Middle name (optional)

Last name

Suffix (optional)

Your User ID Is Your Email Address
User ID: corbett_aaron@bah.com

Please set your password
Password must be at least 12 characters long and cannot be a commonly used password.

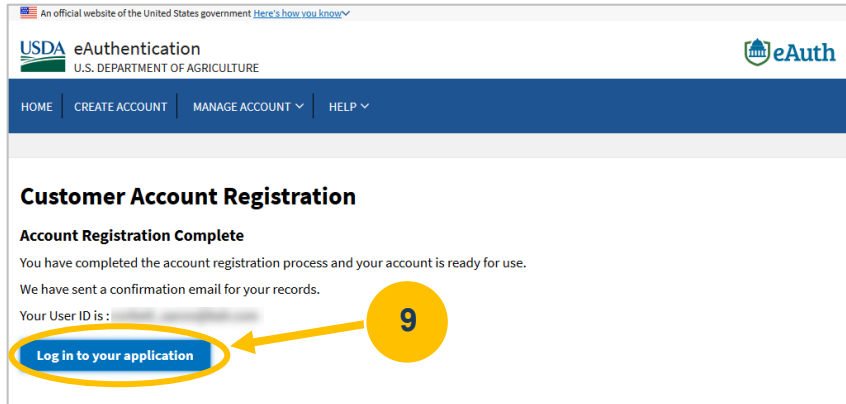
Password

Show Password

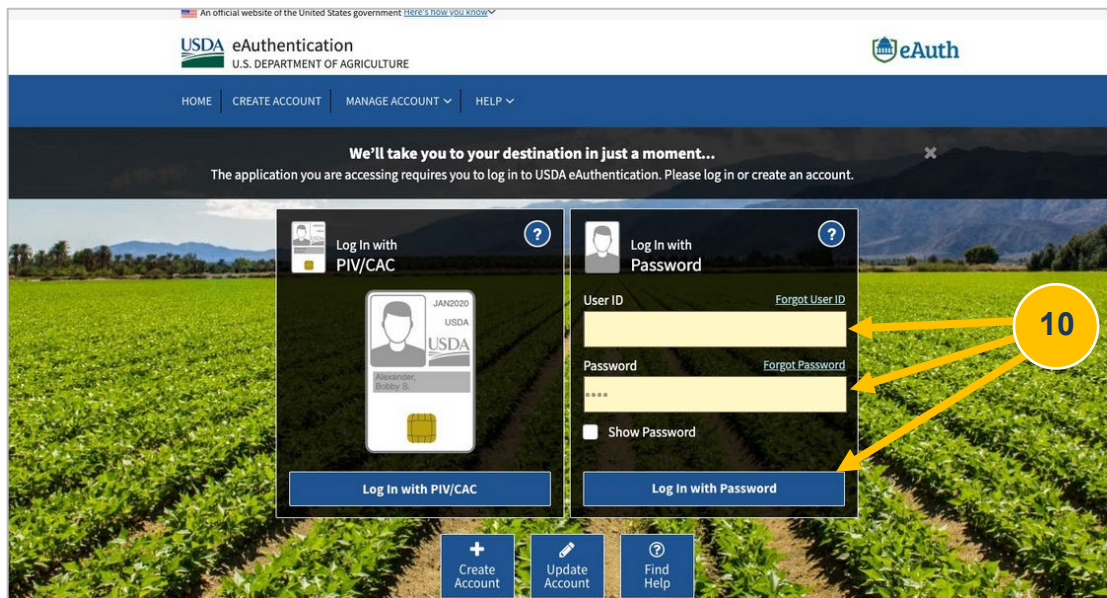
A yellow circle with the number '8' is next to the 'Submit' button. Two yellow arrows point from the circle to the 'First name' and 'Password' fields.

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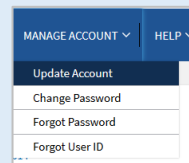
(9) Registration is now complete. Click **Log in**.



(10) Enter your eAuthentication **User ID and Password**. Click **Log in with Password**. Select **Update Account**.



Note: If you navigate away from Log in step or return at a later time, you may need to click **Manage Account** on the Menu Bar and select **Update Account** from the dropdown menu.





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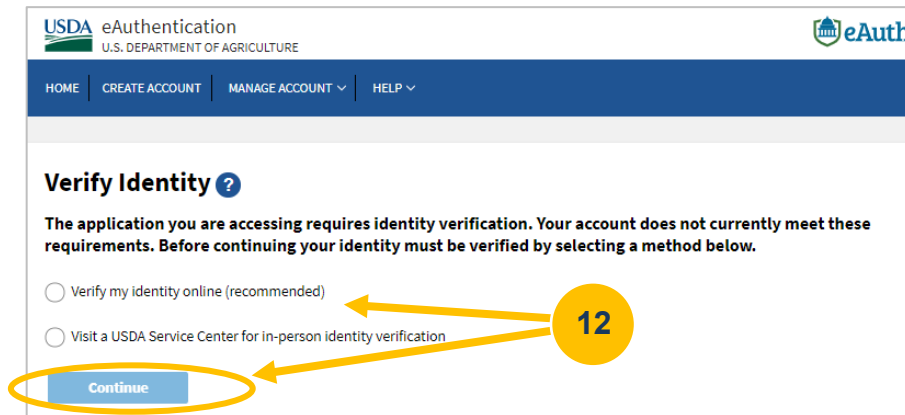
(11) Choose **Verify my identity** from your profile, off to the right side.

Online Identity Verification requires you to correctly answer a series of questions about your background and personal identity, such as previous addresses, relatives' names, former names, schools you attended, etc. If you are unable to answer enough questions correctly, or you do not feel comfortable using the Online Identity Verification tool, **you must use the In-Person Identity Verification option**. In-Person Identity Verification requires you to visit a USDA Service Center and present your government-issued photo ID to a Local Registration Authority (LRA). The address on the photo ID you use to verify your identity must match the address you used when you registered your account.

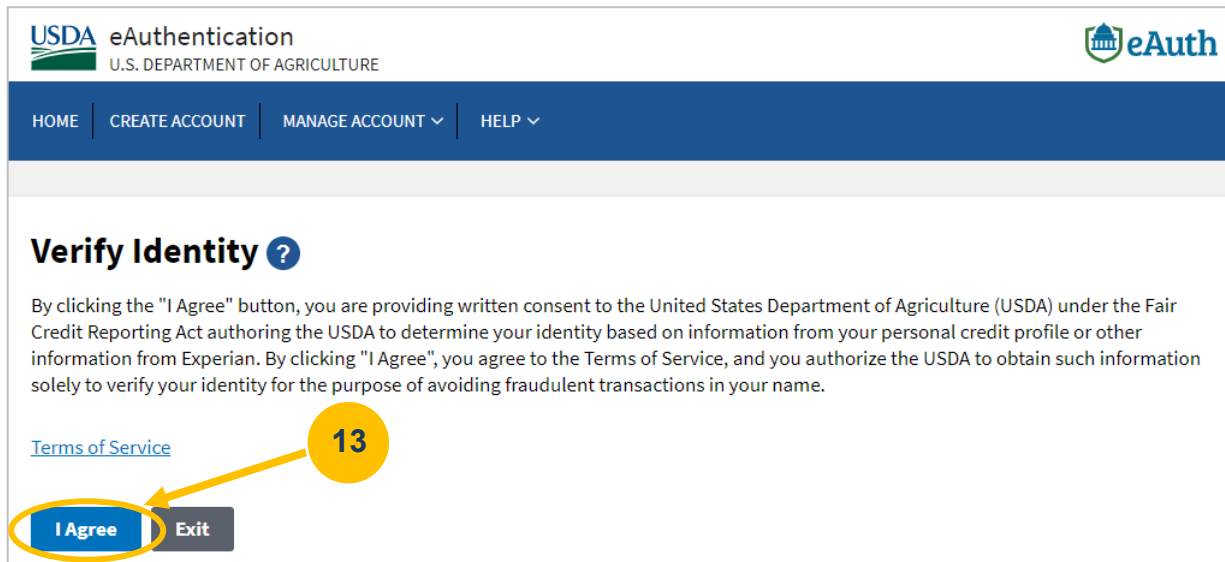
The screenshot displays the 'Account Information' page on the USDA eAuthentication website. At the top, there is a navigation bar with links for HOME, CREATE ACCOUNT, MANAGE ACCOUNT, and HELP. The main content area is divided into three sections: Login Information, Personal Information, and Multi-Factor Authentication (MFA). In the MFA section, the 'PIV/CAC Linking' status is 'Not linked', and there is a 'Link PIV/CAC' button. A yellow circle with the number '11' is positioned over the 'Verify My Identity' link, which is also circled in yellow.

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(12) The Verify Identity page requires you to choose your identity method. We recommend selecting **Verify my identity** online and click **Continue**. You may also choose to visit a USDA Service Center for in-person identity verification, at which point your account registration will be incomplete until you complete the in-person identity verification.



(13) After selecting the **Verify my identity online (recommended)** option, click **I Agree** to the Terms of Service.



Please note: The verification service DOES NOT run a credit report or affect your credit score. Information from your credit history is used to generate the questions, but this information IS NOT retained by the USDA. Use of the OIV tool DOES NOT impact your credit score or credit eligibility.



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(14) On the **Verify Identity** screen, complete the account profile form below and click **Continue**.

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U.S. DEPARTMENT OF AGRICULTURE

eAuth

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Verify Identity ?

Form Approved - OMB No. 0503-0014

Additional Information Required

Please complete the form below and confirm it is correct.
This information must match your government issued photo ID (e.g., Driver's License).

First name

Middle name (optional)

Last name

Suffix (optional)

Home country
United States ▼

Home address

Home city

Home state
▼

Home zip/postal code

Home phone

Date of birth
For example: 04 28 1986
Month Day Year

To begin the process, you must enter your complete 9-digit Social Security Number (SSN).

Social Security Number (SSN)

Show SSN

Note: USDA eAuthentication does not retain your Social Security Number. It is only used for the identity verification purposes.

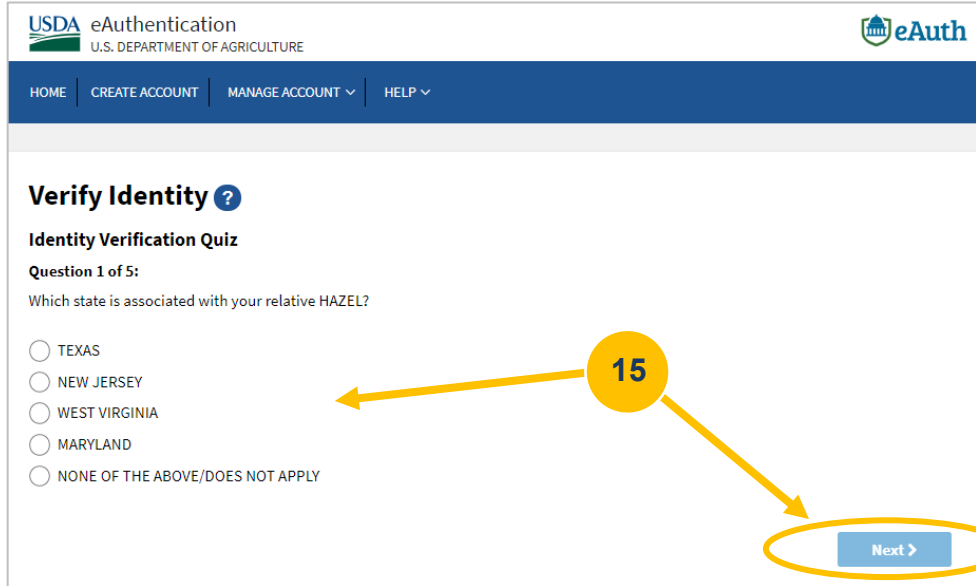
Continue

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Note: If you have opted to visit a Local Registration Authority, the social security number field will not be displayed. Instead, you will be redirected to the LRA locator website when clicking Continue.

(15) Complete the five question **Identity Verification Quiz**.



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Verify Identity ?

Identity Verification Quiz

Question 1 of 5:

Which state is associated with your relative HAZEL?

- TEXAS
- NEW JERSEY
- WEST VIRGINIA
- MARYLAND
- NONE OF THE ABOVE/DOES NOT APPLY

Next >

(16) Click **Submit** at the bottom of the Question 5 of 5 screen to submit your quiz.

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Verify Identity ?

Identity Verification Quiz

Question 5 of 5:

You may have opened an auto loan or auto lease in or around June 2019. Please select the dollar amount range in which your monthly auto loan or lease payment falls. If you have not had an auto loan or lease with any of these amount ranges now or in the past, please select 'NONE OF THE ABOVE/DOES NOT APPLY'.

\$570 - \$669

\$670 - \$769

\$770 - \$869

\$870 - \$969

NONE OF THE ABOVE/DOES NOT APPLY

[< Previous](#)

[Submit](#)

(17) If you provided enough correct responses to pass the quiz, the Identity Verification Success screen will appear, and you will receive a confirmation email. If you are not able to pass the quiz on the second attempt, you must verify your identity in person by visiting a Local Registration Authority (LRA). Click **Continue**.

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Verify Identity

Identity Verification Success

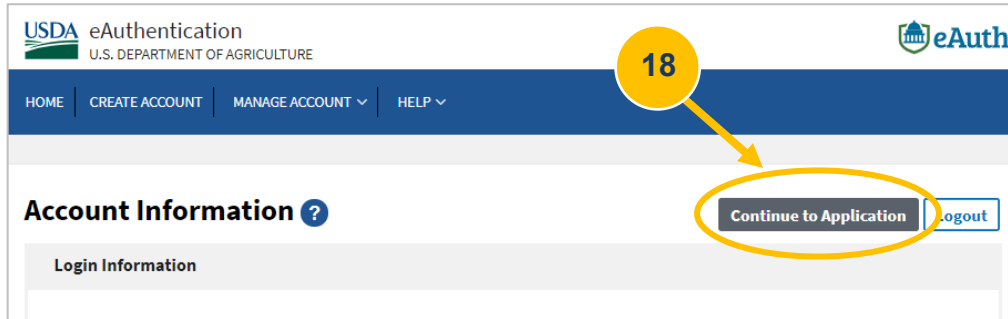
You have successfully completed the Online Identity Verification process, and your account is now ready for use. You may now continue to your application.

A confirmation email has been sent to you for your records.

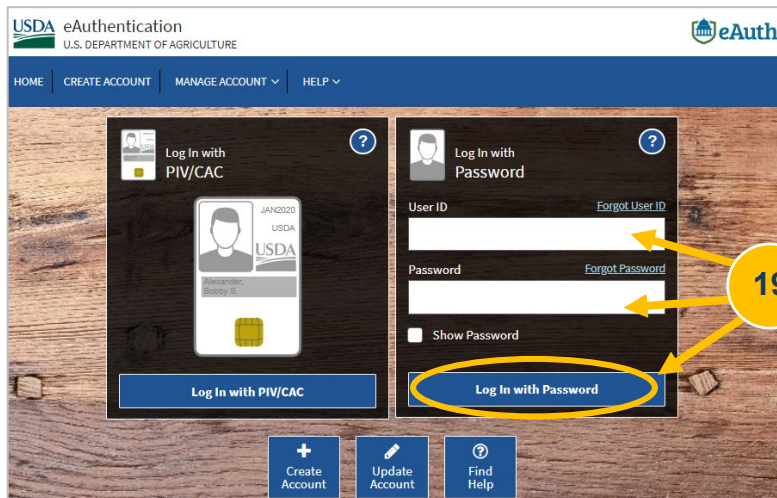
[Continue](#)

(18) Click **Continue to Application**.

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(19) Enter your eAuthentication **User ID** and **Password**. Click **Log in with Password**.



You have completed the process required to create an eAuthentication Account and identity verification. Communications about the release and how to assign roles will be shared in the coming weeks. For further assistance, email pow@usda.gov.