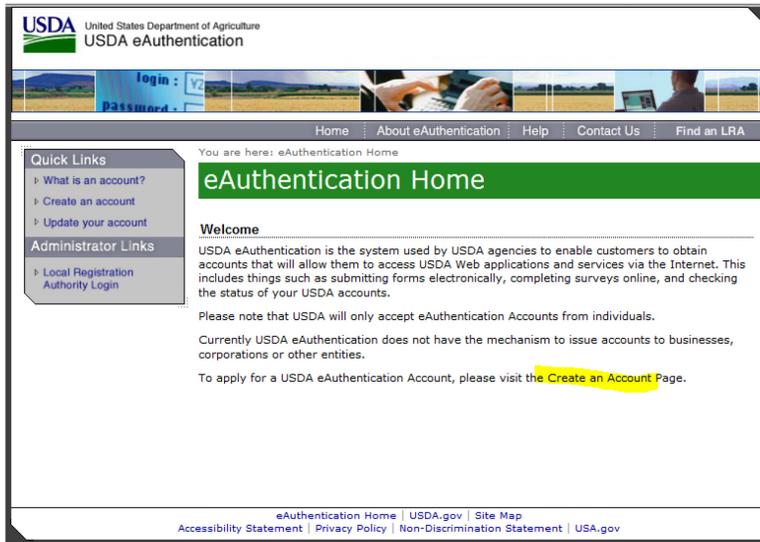


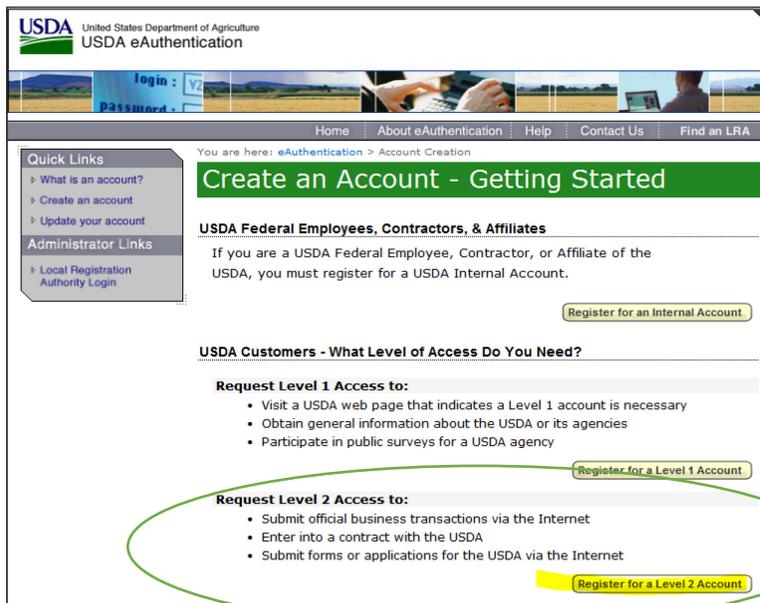
How to create an eAuth Level 2 account



Go to:

www.eauth.usda.gov

Click on "Create an Account Page."



Request Level 2 Access:
click on "Register for a Level 2 Account"

Applicant will receive a Level 2 Activation EMAIL. The email has been updated to include options for identity verification. Read thoroughly, then click “ACTIVATE MY ACCOUNT.”

eAuthentication: Action Required - Instructions to Activate Your USDA Account with Level 2 Access - Message (HTML)

FILE MESSAGE ADOBE PDF

Ignore Delete Reply Reply Forward Meeting IM - More -

Fed Employment To Manager Rules - Mark Unread OneNote Find

Team Email Done Categorize - Translate Related - Zoom

Reply & Delete Create New Move Actions - Follow Up - Tags G Editing Zoom

Tue 9/13/2016 2:23 PM

DoNotReply.ICAM@ocio.usda.gov

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

To: [Redacted]

***** Please do not reply to this email. For assistance see below *****

Step 4 of 5 - Instructions to Activate Your USDA Account with Level 2 Access

Congratulations ocdp.cynthia.cook, you have successfully created a USDA eAuthentication account.

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

1. Click **ACTIVATE MY ACCOUNT**
2. When you have activated your account, you will be prompted to select one of the following options to verify your identity:
 - o Option 1: Online Self-Service (Recommended) - Selecting this option will take you to the USDA online Identity verification application
 - o Option 2: In-person Identity Verification - For in-person identity verification, you will need to present a government issued photo ID (e.g. state-issued driver's license) to a Local Registration Authority (LRA). Most LRAs are located at a USDA Service Center office.

The User ID you created is: ocdp.cynthia.cook
The email address you provided is: [Redacted]

Please retain this information for future reference.

If you need further assistance, please contact the eAuthentication Help Desk at AuthHelpDesk@frc.usda.gov or call 800-457-3642 (Option 1).

Please include the following information in your request:

- Your first and last name
- Your eAuthentication User ID
- The URL (web address) of the website or application you were attempting to access
- The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:

<https://www.cert.caah.usda.gov/registration/selfRegistrationActivation.aspx?YID=060AB88BA16F425293EF7D30E1E63718>

Thank You,
-- The USDA eAuthentication Team

Next, the applicant will receive the following Level 2 Activation (Registration) web page. The page links to the online identity verification application. Please select “OPTION 1.”

login : Y2
password :

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication](#) > [Account Creation](#) > Account Activation

Create an eAuthentication Account

Step 4 of 5 - Account Activation

Your account has been activated with Level 1 Access. Please wait 20 minutes from the time of activation before using the account.

eAuthentication Account Information:

User ID: oidp.cynthia.cook
Email: oidp.cynthia.cook@ftc.usda.gov

Additional Information

For additional information regarding your eAuthentication account, please review our Frequently Asked Questions.

- Click [here](#) to review our Frequently Asked Questions.

Step 5 of 5 - Identity Verification

To verify your identity for Level 2 Assurance, please select one of the following options:

- [Option 1 : Online Self-Service \(Recommended\)](#) – Clicking this link will take you to the USDA online identity verification application.
- [Option 2 : Take your government-issued photo ID \(e.g. state-issued driver’s license\) and present it in person to a Local Registration Authority \(LRA\).](#) Most LRAs are located at a USDA Service Center office. To find the nearest USDA Service Center office, go to [Find an LRA](#)

Please call the telephone number listed for the Service Center to make an appointment before your visit. Also, you must bring at least one form of identification with you to complete your registration.

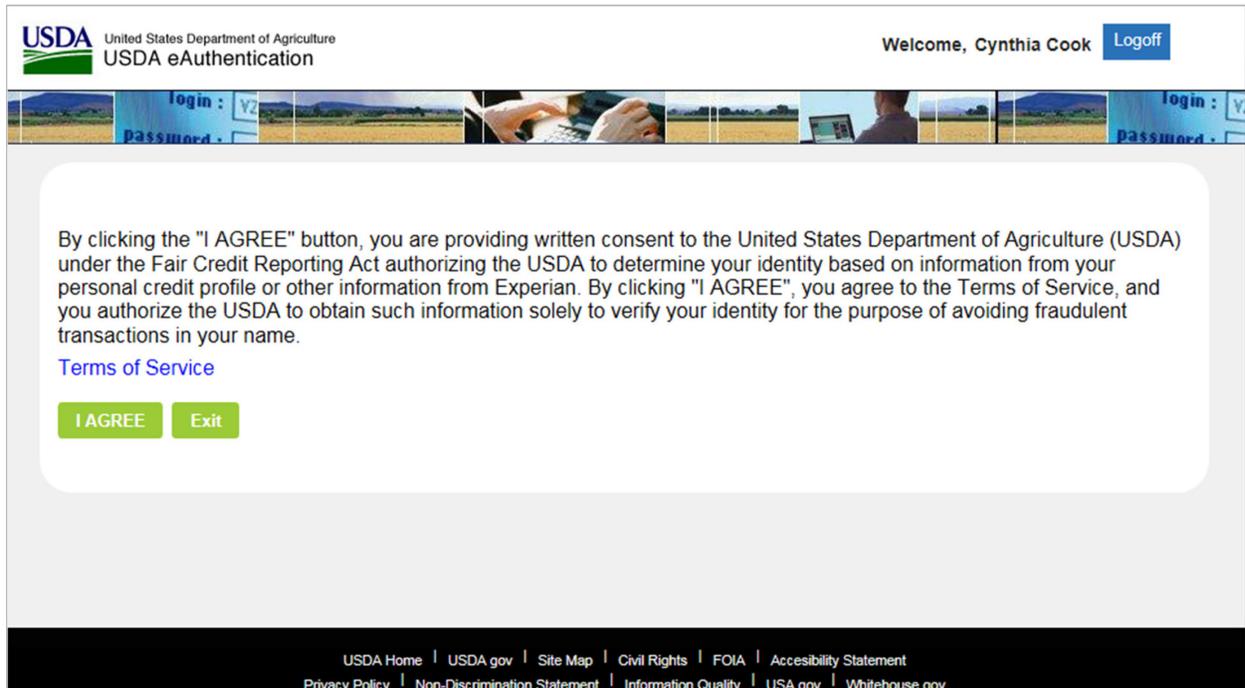
If you cannot find an LRA, contact the eAuthentication Help Desk:
email: eAuthHelpDesk@ftc.usda.gov
Phone: 800-457-3642 (Option 1)

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#)

Important! Select “Option 1” – Self Service.

Important! DO NOT USE Office-LRA Option.

To continue to Identity Verification, applicant must agree to terms of service.



The screenshot displays the USDA eAuthentication interface. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". At the top right, it says "Welcome, Cynthia Cook" next to a "Logoff" button. Below the header is a banner image with a login form overlay. The main content area contains a consent message: "By clicking the 'I AGREE' button, you are providing written consent to the United States Department of Agriculture (USDA) under the Fair Credit Reporting Act authorizing the USDA to determine your identity based on information from your personal credit profile or other information from Experian. By clicking 'I AGREE', you agree to the Terms of Service, and you authorize the USDA to obtain such information solely to verify your identity for the purpose of avoiding fraudulent transactions in your name." Below this text is a link for "Terms of Service" and two buttons: "I AGREE" and "Exit". The footer contains a list of links: "USDA Home", "USDA.gov", "Site Map", "Civil Rights", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "USA.gov", and "Whitehouse.gov".

USDA United States Department of Agriculture
USDA eAuthentication

Welcome, Cynthia Cook [Logoff](#)

login : [Y] [Z]
password : [] []

By clicking the "I AGREE" button, you are providing written consent to the United States Department of Agriculture (USDA) under the Fair Credit Reporting Act authorizing the USDA to determine your identity based on information from your personal credit profile or other information from Experian. By clicking "I AGREE", you agree to the Terms of Service, and you authorize the USDA to obtain such information solely to verify your identity for the purpose of avoiding fraudulent transactions in your name.

[Terms of Service](#)

[I AGREE](#) [Exit](#)

[USDA Home](#) | [USDA.gov](#) | [Site Map](#) | [Civil Rights](#) | [FOIA](#) | [Accessibility Statement](#)
[Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [USA.gov](#) | [Whitehouse.gov](#)

The Terms of Service information:

The screenshot shows a web browser window with a USDA eAuthentication interface. A modal dialog box titled "Terms of Service" is open in the center. The background is dimmed, showing a login form with fields for "login:" and "password:". The USDA logo and "United States Department of Agriculture" are visible in the top left. The user's name "Cynthia Cook" and a "Logoff" button are in the top right. The dialog box contains the following text:

Terms of Service

You must be able to verify some information about yourself and:

- Have a Social Security Number
- Have a U.S. mailing address

You can only verify your own identity. You cannot attempt identity verification on behalf of another person or using another person's information or identity, even if you have written permission. Only you can use the eAuthentication account that you created. You can never share the use of your account with anyone else under any circumstances. You can never use another person's account.

Will USDA see my credit report?
No, USDA does not view your credit report or maintain your SSN.

Will the "soft inquiry" hurt my credit score?
No, a "soft inquiry" will not be reported to lenders. It will have no effect on lending decisions or credit scores, and you do not incur any charges related to them.

What will we do with your information?
USDA will use the information you give to us to verify your identity using Experian Credit Services. USDA will not store your Social Security Number. It is used only for identity verification purposes. When an identity verification request is made with Experian, they may use information from your credit report to help verify your identity. As a result, you may see an entry called a "soft inquiry" on your Experian credit report. This will show an inquiry by the United States Department of Agriculture with our address and the date of the request. Soft inquiries are displayed in the version of the credit profile viewable only to consumers and are not reported to lenders. Consequently, these inquiries do not have any effect on lending decisions or credit scores, and you do not incur any charges related to them. The soft inquiry will generally be removed from your credit report after 25 months. Once your identity has been verified, you will not generate additional soft inquiries when using your eAuthentication account.

What happens if you provide false information or misuse this service?
You may be subject to criminal or civil penalties, or both, if you provide false or misleading statements or engage in unauthorized use of this service.

What are you responsible for?
You accept that the responsibility to properly protect any information provided to you by the United States Department of Agriculture is yours, and that you are the responsible party should any information on or from your computer or other device be improperly disclosed. You agree the USDA is not responsible for the improper disclosure of any information that USDA has provided to you, whether due to your own negligence or the wrongful acts of others.

At the bottom of the dialog box is a "Cancel" button. Below the dialog box, the footer of the website is visible, containing links for: USDA Home, USDA.gov, Site Map, Civil Rights, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, USA.gov, and Whitehouse.gov.

Identity Verification – Step 1

This page is received after clicking I AGREE to the Terms of Service. The applicant can select the 'click here' link to update their eAuth profile information (redirects to Identity Manager).

The applicant must enter their SSN (it is masked), click submit.

 United States Department of Agriculture
USDA eAuthentication

Welcome, Cynthia Cook [Logoff](#)

Step 1 - Validate Identity

Verify eAuthentication Profile Data

Please verify that the information below is correct before clicking Submit. If you need to correct your information, [click here](#) to update your eAuthentication profile. Once you have updated your profile, please return to this page to complete the identity verification process.

First Name: JoBetty Jo	Last Name: Smith
Address: 140 MYRTLE TREE RD	City: SOUTH CHARLESTON
State: WV	Country: US
Zipcode: 261111111111	Birth Date: 1/01/1800
Email: joanna.smith@usda.gov	

To start the process you must enter your complete 9-digit Social Security Number (SSN) without spaces or dashes. For example: 123456689. Once you have entered your SSN, click the "Submit" button to continue.

Social Security Number(SSN)*

[Submit](#)

Note - Your SSN is used as a temporary part of the online identity validation process. The AAA application does not store or uses your SSN beyond the validation of identity.

[USDA Home](#) | [USDA.gov](#) | [Site Map](#) | [Civil Rights](#) | [FOIA](#) | [Accessibility Statement](#)

Identity Verification – Step 2

For security purposes and to protect your eAuth credentials, applicant must complete this section. There are 5 questions on the quiz, and the applicant must answer all questions before clicking submit.

 United States Department of Agriculture
USDA eAuthentication

Welcome, Cynthia Cook [Logout](#)

Step 2 - Validate Identity

You must validate your identity to ensure you are who you say you are, and to prevent unauthorized access to your account information. To validate your identity online, answer the following questions. All questions must be answered before you can continue.

Note: The questions are provided by a nationally known third party identify proofing service. The questions and answers are not retained by USDA.

Which of the following is the highest level of education you have completed? If there is not a matched educational level, please select 'NONE OF THE ABOVE'.

- HIGH SCHOOL DIPLOMA
- SOME COLLEGE
- BACHELOR DEGREE
- GRADUATE DEGREE
- NONE OF THE ABOVE/DOES NOT APPLY

Please select the range that includes the year the home was built for the address that you provided.

- 1960 to 1969
- 1970 to 1979
- 1980 to 1989
- 1990 to 1999
- NONE OF THE ABOVE/DOES NOT APPLY

According to our records, you currently own/lease, or have owned/leased within the past year, one of the following vehicles. Please select the vehicle that you purchased or leased prior to March 2013 from the following choices.

- RENAULT
- LEXUS
- TOYOTA
- CADILLAC
- NONE OF THE ABOVE/DOES NOT APPLY

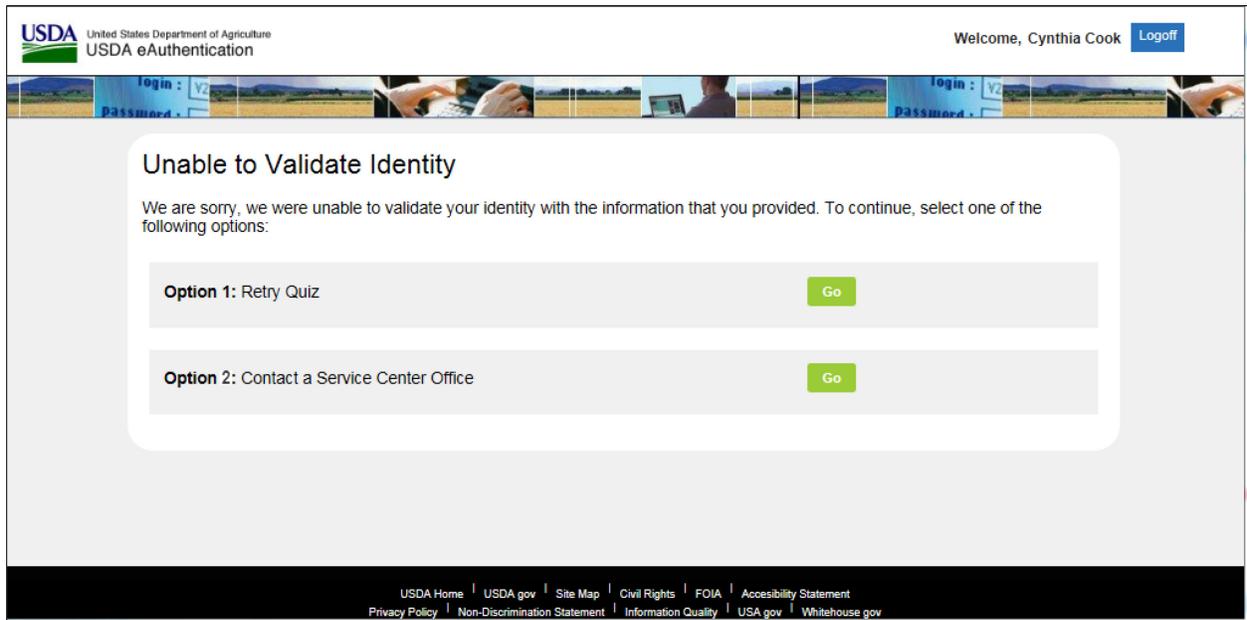
According to your credit profile, you may have opened a mortgage loan in or around November 2015. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- SUN WEST MTG
- EASTERN MORT
- FREDDIE MAC
- M AND T MORTGAGE
- NONE OF THE ABOVE/DOES NOT APPLY

[USDA Home](#) | [USDA.gov](#) | [Site Map](#) | [Civil Rights](#) | [FOIA](#) | [Accessibility Statement](#)
[Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [USA.gov](#) | [Whitehouse.gov](#)

Identity Verification – Unable to Validate Identity page

This page is returned when the applicant has failed the identity verification process but has not exceeded the number of attempts allowed. They can click Go in Option 1 to retry or Go in Option 2 to access the Service Center Locator page.



The screenshot shows the USDA eAuthentication interface. At the top left is the USDA logo and the text 'United States Department of Agriculture' and 'USDA eAuthentication'. At the top right, it says 'Welcome, Cynthia Cook' with a 'Logoff' button. Below the header is a decorative banner with a repeating image of a person at a computer. The main content area features a white box with the title 'Unable to Validate Identity'. Below the title, a message reads: 'We are sorry, we were unable to validate your identity with the information that you provided. To continue, select one of the following options:'. There are two options, each in a grey box with a green 'Go' button: 'Option 1: Retry Quiz' and 'Option 2: Contact a Service Center Office'. At the bottom of the page is a black footer with white text listing various links: 'USDA Home', 'USDA.gov', 'Site Map', 'Civil Rights', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'USA.gov', and 'Whitehouse.gov'.

USDA United States Department of Agriculture
USDA eAuthentication

Welcome, Cynthia Cook [Logoff](#)

Unable to Validate Identity

We are sorry, we were unable to validate your identity with the information that you provided. To continue, select one of the following options:

Option 1: Retry Quiz [Go](#)

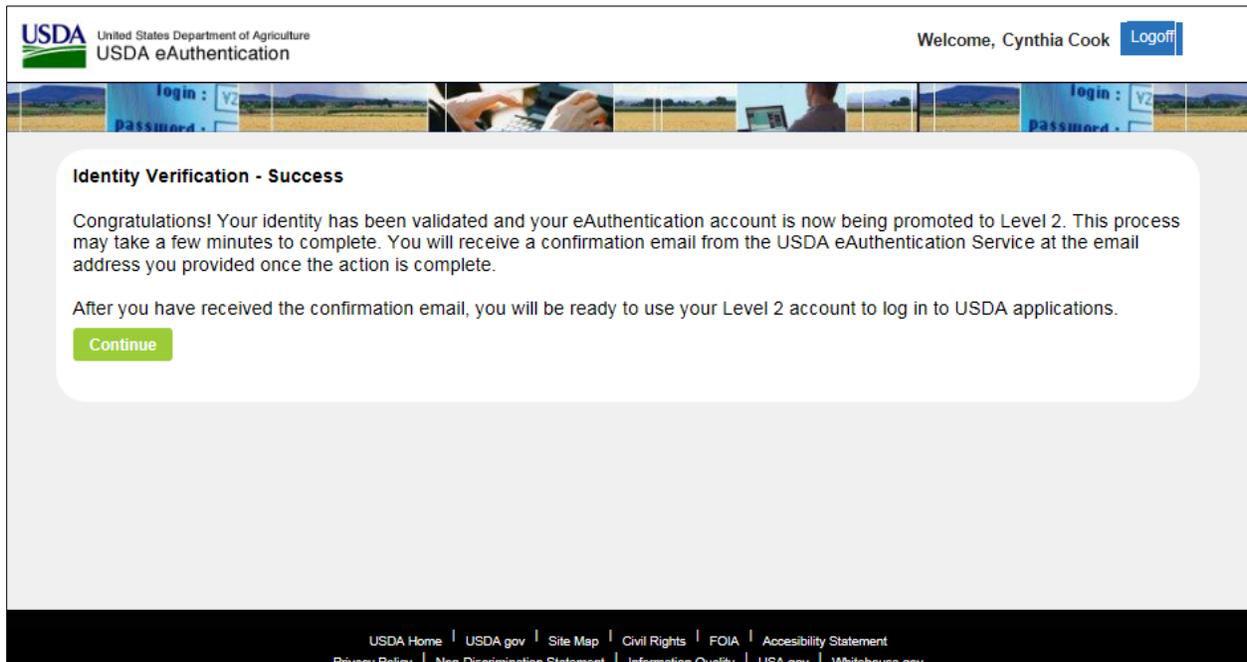
Option 2: Contact a Service Center Office [Go](#)

[USDA Home](#) | [USDA.gov](#) | [Site Map](#) | [Civil Rights](#) | [FOIA](#) | [Accessibility Statement](#)
[Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [USA.gov](#) | [Whitehouse.gov](#)

Identity Verification – Success page

This page is returned when the applicant successfully completes the identity verification process.

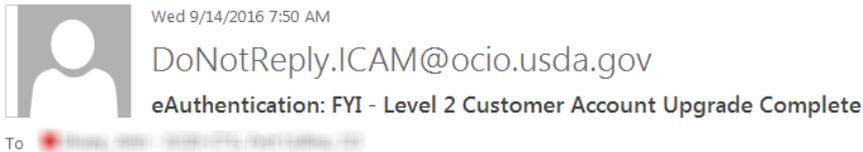
The eAuth profile is updated to Level 2 assurance, and an email is sent to the applicant as confirmation. When using the link off of the Activation Success page, the Continue button will take the applicant to their profile in Identity Manager. This target is set based on what is included in the RelayState URL in the query string:



The screenshot shows the USDA eAuthentication interface. At the top left is the USDA logo and text: "United States Department of Agriculture" and "USDA eAuthentication". At the top right, it says "Welcome, Cynthia Cook" next to a "Logout" button. Below the header is a decorative banner with a collage of images including a login form, a person at a computer, and a field. The main content area features a white box with the heading "Identity Verification - Success". The text inside the box reads: "Congratulations! Your identity has been validated and your eAuthentication account is now being promoted to Level 2. This process may take a few minutes to complete. You will receive a confirmation email from the USDA eAuthentication Service at the email address you provided once the action is complete." Below this text is another line: "After you have received the confirmation email, you will be ready to use your Level 2 account to log in to USDA applications." A green "Continue" button is positioned below the text. At the bottom of the page is a dark footer with a list of links: "USDA Home", "USDA.gov", "Site Map", "Civil Rights", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "USA.gov", and "Whitehouse.gov".

Level 2 Account Upgrade Complete Email

This email is sent to the applicant after successfully completing the remote identity verification process.



***** Please do not reply to this email. For assistance see below *****

Level 2 Account Upgrade Complete

Congratulations oidp.cynthia.cook,

You have successfully completed the necessary requirements to upgrade 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.

You can view or update your account information by clicking on the [MODIFY MY CUSTOMER PROFILE](#) link or by going to the following link:

<https://identitymanager.cert.eems.usda.gov/iam/im/eems/ca12/index.jsp?task.tag=ModifyMyCustomerProfile>

If you need further assistance, click [here](#) to review our Frequently Asked Questions, or if you need information regarding USDA Agencies or services, click [here](#).

Thank You,
-- The USDA eAuthentication Team

Identity Verification – Use Limits Exceeded error page

This error page is returned when the applicant has exceeded the number of attempts allowed for remote identity verification. The applicant will not be able to attempt remote identity verification again, and must visit an LRA in person to complete the identity verification process.

The screenshot shows the USDA eAuthentication website. At the top left is the USDA logo and the text 'United States Department of Agriculture' and 'USDA eAuthentication'. Below this is a banner with a background image of a field and a person at a computer, with 'login : [v2]' and 'password : []' overlaid. A navigation bar contains links for 'Home', 'About eAuthentication', 'Help', 'Contact Us', and 'Find an LRA'. The main content area has a dark red header for 'eAuthentication Status'. On the left, there are 'Quick Links' (What is an account?, Create an account, Update your account) and 'Employee Links' (Local Registration Authority Login). The central text states: 'You have exceeded the number of attempts that are allowed for Online Identity Verification. You must now take your government-issued picture ID (e.g. state-issued driver's 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, please go to <http://offices.sc.egov.usda.gov/locator/app?type=lra>. Please call ahead and make an appointment to ensure that an LRA is available to assist you.' On the right, an 'I Want To...' box contains links for 'Change My Password', 'Reset My Forgotten Password', and 'Retrieve My Forgotten User ID'. The footer includes 'eAuthentication Home | USDA.gov | Site Map' and 'Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov'.

USDA United States Department of Agriculture
USDA eAuthentication

login : [v2]
password : []

Home About eAuthentication Help Contact Us Find an LRA

eAuthentication Status

Quick Links

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

Employee Links

- ▶ Local Registration Authority Login

You have exceeded the number of attempts that are allowed for Online Identity Verification. You must now take your government-issued picture ID (e.g. state-issued driver's 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, please go to <http://offices.sc.egov.usda.gov/locator/app?type=lra>. Please call ahead and make an appointment to ensure that an LRA is available to assist you.

I Want To...

- [Change My Password](#)
- [Reset My Forgotten Password](#)
- [Retrieve My Forgotten User ID](#)

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov

Identity Verification – Already Level 2 error page

This error page is returned when the applicant attempts to log in to the Identity Verification application, and they already have a Level 2 account.

The screenshot shows the USDA eAuthentication website. At the top left is the USDA logo and the text 'United States Department of Agriculture' and 'USDA eAuthentication'. Below this is a navigation bar with links for 'Home', 'About eAuthentication', 'Help', 'Contact Us', and 'Find an LRA'. The main content area features a dark red header with the text 'eAuthentication Status'. To the left of this header is a 'Quick Links' sidebar with links for 'What is an account?', 'Create an account', and 'Update your account', and an 'Employee Links' section with 'Local Registration Authority Login'. The central text area contains the message: 'Your eAuthentication account is already set to Level 2 assurance, and no additional identity verification is required. You may now use your account to log in to applications that require Level 2 assurance.' To the right of this message is a 'I Want To...' sidebar with links for 'Change My Password', 'Reset My Forgotten Password', and 'Retrieve My Forgotten User ID'. At the bottom of the page is a footer with links for 'eAuthentication Home | USDA.gov | Site Map', 'Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov'.

USDA United States Department of Agriculture
USDA eAuthentication

login : [input]
password : [input]

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

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Employee Links

- ▶ [Local Registration Authority Login](#)

eAuthentication Status

Your eAuthentication account is already set to Level 2 assurance, and no additional identity verification is required. You may now use your account to log in to applications that require Level 2 assurance.

I Want To...

- [Change My Password](#)
- [Reset My Forgotten Password](#)
- [Retrieve My Forgotten User ID](#)

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

Identity Verification – Account is missing information error page

This error page is returned when the applicant attempts to login to the Identity Verification application, and they have not updated their profile with the attributes necessary for Level 2. Then can click the Apply For Level 2 link, which will take them to the Apply for Level 2 Account page in Identity Manager.

The screenshot shows the USDA eAuthentication website. At the top left is the USDA logo and the text 'United States Department of Agriculture' and 'USDA eAuthentication'. Below this is a banner image with a login form overlay showing 'login : YZ' and 'Password :'. A navigation bar contains links for 'Home', 'About eAuthentication', 'Help', 'Contact Us', and 'Find an LRA'. The main content area has a dark red header with the text 'eAuthentication Status'. Below this header, a message states: 'Your account is missing information that is needed for the Level 2 online identity verification process. Please click [Apply For Level 2](#) to update your profile. Once your updates have been submitted, you will receive an email with instructions for completing the Level 2 account process.' To the left of this message is a 'Quick Links' sidebar with options: 'What is an account?', 'Create an account', 'Update your account', and 'Employee Links' (with a sub-link for 'Local Registration Authority Login'). To the right is an 'I Want To...' sidebar with options: 'Change My Password', 'Reset My Forgotten Password', and 'Retrieve My Forgotten User ID'. The footer contains links for 'eAuthentication Home | USDA.gov | Site Map', 'Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov'.

Apply for Level 2 Account Page (Identity Manager)

Verbiage at the top was updated to identify that data entered should match Gov ID, and that email will be sent after submitting with instructions for identity verification.

USDA United States Department of Agriculture
Enterprise Entitlements Management Service

Logged in as: **Joyce Watlington** (Logout)

Home

Tasks

Apply for Level 2 Account

• = Required

Important: You must enter your information exactly as it appears on your Government issued photo ID (e.g. State Driver's License).
After you have completed and submitted this form, you will receive an email with instructions for completing the identity verification process.

Login ID oidp.j.watlington
eAuthentication Assurance Level 1

• **First Name**

Middle Name

• **Last Name**

Suffix

• **Date of Birth** (MM/DD/YYYY)

• **Email**

Business Phone

Home Phone

• **Street Address**

• **City**

Note: If you are entering an address outside the USA, please enter 'NQ - unknown' for your State.

• **State**

• **Postal Code**

• **Country**

• **Mother's Maiden Name**

• **PIN Number**

USDA eAuthentication is trying to make it easier for all customers to retrieve their forgotten password. The security questions and answers are a way to make your information more personal (memorable) and more difficult to research.

If you forget your password in the future, you will be able to use these questions and answers to reset your password using our self service option.

- Tip: Please keep in mind that the answers you provide are not case sensitive, but they are space sensitive.
For example, "my high school" is not the same as "myhighschool" because of the spaces used.

Each question and answer can be used only once.

• **Question 1**

• **Answer 1**

Level 2 Account Upgrade Request Confirmation Email

This is the email that is sent when a applicant submits the Apply for Level 2 task in Identity Manager. It has been updated to include options for identity verification, and has a hyperlink to the Identity Verification application.



***** Please do not reply to this email. For assistance see below *****

Level 2 Upgrade Request Confirmation

Hello [Redacted],

You have requested an upgrade to your USDA eAuthentication account from Level 1 access to Level 2 access. **Please select one of the options below to complete the Identity Verification Process:**

Option 1: Online Self-Service (Recommended) - Clicking this link will take you to the USDA online identity verification application

Option 2: In-person Identity Verification - For in-person identity verification, you will need to present a government issued photo ID (e.g. state-issued driver's license) to a Local Registration Authority (LRA). 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?type=lra>.

We recommend that you call ahead to ensure that an employee trained as a USDA LRA will be available when you plan to visit the Service Center.

If you need further assistance, please contact the eAuthentication Help Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642 (Option 1).

Please include the following information in your request:

- Your first and last name
- Your eAuthentication Login ID
- The URL (web address) of the website or application you were attempting to access
- The text of any error messages and a detailed description of the problem

Thank You,
-- The USDA eAuthentication Team