



# USDA Guaranteed Underwriting System (GUS) Lender Test Environment (LTE)

USDA eAuthentication Test Account – Password Reset and User ID Support

Version 2/10/23 – Subject to Change

**The Guaranteed Underwriting System Lender Test Environment (GUS LTE),** will utilize *TEST eAuthentication user accounts, and align security privileges via AASM LTE.* 

Testers will commonly forget their User ID or Password. The below instructions should assist with User ID and Password recovery. Key information to consider when the user establishes a test account:

- A lender tester will create a TEST eAuthentication, select and maintain the email address used when creating the account, and apply a password.
- The email address selected will become their User ID. This could be their company email address, or if their company policies allow an external provider email account (Gmail, Yahoo, Apple Mail, or other.)

Lender testing partners are asked to **email <u>SFHGSystemIntegration@usda.gov</u>** with any requests or issues during testing.

NOTE: The lender administrator does not have rights to reset another lender user account password

Once a TEST USER ID has been created and registered, *using USDA TEST eAuthentication site-*<u>https://www.cert.eauth.usda.gov/home,</u> they can manage their account from within this same location.



### Managing your account from

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https://www.cert.eauth.usda.gov/home

- Update Account
- Change Password
- Forgot Password
- Forgot User ID

If Forgot Password or Forgot User ID is selected, the user will be taken directly to automated selfrecovery.



Another option is for the TEST eAuth user to **attempt to log into a test application**, i.e. GUS LTE

- Log into GUS LTE, <u>https://usdalinc-</u> le.cert.sc.egov.usda.gov/RHShome.do
- allow the TEST eAuthentication 'log in' page to present
- select 'Forgot User ID' or 'Forgot Password' and the page will take you directly to automated selfrecovery.



# FORGOTTEN USER ID

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Your User ID will be the email address used to create the Test eAuthentication account. If forgotten,

- Access the <u>TEST eAuthentication</u> webpage and select manage accounts - or - attempt to log into a test application.
- Select 'Forgot User ID'
- Select the account type and continue Note: select the type chosen when the account was created, example if a lender – select 'Customer'

Forgot User ID 🕜
What type of user are you? $~~$ $\geqslant$
Customer
USDA Employee / Contractor
Other Federal Employee / Contractor
Continue

 Enter the information requested, all three fields are required

Firstname		
MyFirstName	l)	7
Lasterme		
Last name is required		
		7
Email Address		
Email is required		

 If the system can match the name and email address entered, it will send an email to the address provided

eAuth - Forgot User ID Recove	ery Notification Index x
DoNotReply.ICAM@ocio.usda.gov to me *	12.06 PM (0 minutes ago)
eAuth	
Forgot eAuth User ID Recovery	Notification
You are receiving this email in response to a forgot	en User ID request with eAuthentication.
The following User ID(s) are associated with your a First Name.	ccount criteria:
User ID(s) are:	
@gmail.com	
Please do not reply to this message.	
For more help, visit https://www.cert.eauth.usda.po	v/eauth/b/usda/fag
-	

Note: if you can't remember this information, please email **SFHGSystemIntegration@usda.gov** for TEST eAuth account assistance.

## FORGOTTEN PASSWORD

- Access the <u>TEST eAuthentication</u> webpage and select manage accounts - or - attempt to log into a test application.
- Select 'Forgot Password'
- Select 'I want to reset my password with my email'
- Enter the email address used when creating the Test eAuthentication account
- Access the email and follow the 'reset password' prompts
- Passwords must be 12 characters minimum and follow naming standards
- Once confirmed, 'Continue' and login

An email will be received with confirmation of user password change as well

Please do not contact production support, contact

**SFHGSystemIntegration@usda.gov** for TEST eAuth account assistance.



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Reset eAut	h Password
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#### Forgot Password

Your passwo	rd has been changed.
Please click conti	nue to log in with your new password and continue on to your application.
Continue	

eAuth - You	r Password Has Been	4
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#### eAuth Password Change Notification

Your eAuthentical password the nex	ion password has been changed. Please use yo t time you log in.
If you did not initia eAuthentication H 3642 (Option 1).	ite this change, or need assistance, please contr ielp Desk at <u>eAuthHelpDesk@usda.gov</u> or call 8/
Please do not rep	ly to this message.

For more help, visit https://www.cert.eauth.usda.gov/eauth/b/usda