

Screen Shot

Step

Type the following address into your internet web browser: <http://www.eauth.egov.usda.gov/>

Click on either of the **“Create an Account”** hyperlinks as illustrated by pointers.

Click on the **“Level 1 Access”** hyperlink at the bottom of page as illustrated by pointer.

Complete all numbered fields and click on **“Continue”** button at the bottom of the page as illustrated by pointer.

***Please reference page 3 of this instruction for helpful password creation tips.**

Quick Links

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

Administrator Links

- Local Registration Authority Login

Create an Account

Level 1 Access
Step 2 of 4: User Information Confirmation

Verify your Level 1 access information. Click the Back button to make changes or click the Submit button to create your account with Level 1 access.

User ID: xxxxxxxxxxxx
 Password: ** Not Shown **
 First Name: xxxxxxxxxxxx
 Middle Initial: xxxxxxxxxxxx
 Last Name: xxxxxxxxxxxx
 Home Postal/Zip Code: xxxxx-xxxx
 Country Name: **United States**
 Email: xxxxxxxxxxxx@xxx

Please verify that your information is correct before clicking the Submit button.

Verify that all information input is shown correctly (paying particular attention to your e-mail address) and click “Submit” button at the bottom of the page as illustrated by pointer. If any information shown is incorrect click on the “Back” button and correct information before moving forward.

Quick Links

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

Administrator Links

- Local Registration Authority Login

Create an Account

Level 1 Access
Step 3 of 4: Print and Check Email

Please print this page for future reference.

Congratulations xxxxxxxxxxxx , only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from eAuthHelpDesk@ftc.usda.gov with the subject line of 'Action Required:Instructions to Activate your USDA Account with Level 1 Access'
Step 4 is contained within this email, and is as simple as clicking a link to activate your account.

The User ID you created is : xxxxxxxxxxxx
 The email address you provided is: xxxxxxxxxxxx@xxx

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.

If after 24 hours you do not receive the confirmation email:

- 1.Check your email provider filters.
- 2.Check your personal email filter settings.
- 3.Contact the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642. Please provide your User ID, first and last name, and email address.

NOTE: AN E-MAIL CONFIRMATION WILL BE SENT TO YOUR INBOX. ACTION IS REQUIRED AT THIS TIME IN ORDER TO COMPLETE YOUR e-AUTH REGISTRATION.

Print this screen and retain for future reference. Click on the “Close Window” button at the bottom of the page as illustrated.

Level 1 Access

Step 4 of 4: Link to Account Activation page

Congratulations xxxxxxxx, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click [ACTIVATE MY ACCOUNT](#) ←

The User ID you created is: xxxxxxxx

The email address you provided is: xxxxxxxx@xxx

Please print and retain this message for future reference.

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access.

Illustrated is the e-mail you will receive from:

eAuthHelpDesk@fic.usda.gov

You must click on the "ACTIVATE MY ACCOUNT" hyperlink, as illustrated by the pointer, in order to activate your e-Auth ID and gain access to GUS.

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account
- ▶ Link a Certificate to your Account

Administrator Links

- ▶ Local Registration
- ▶ Authority Login

Account Activation

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activation before using this account.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed.

Close Window

You will be directed to the page illustrated at left. No further action is required at this point as your account has been activated.

You are ready to be signed up to start using GUS by your Security Administrator!!!!

For additional instruction on obtaining an e-Authentication Level 1 Access ID please visit the USDA LINC Training and Resource Library at <https://usdalinc.sc.egov.usda.gov/USDALincTrainingResourceLib.asp>

***Helpful Password Creation Tips:**

- Passwords expire in 180 days
- Must be 9 to 12 characters long
- Must contain at least 1 uppercase and 1 lowercase letter
- Must contain a number and/or one of the following characters:
! # - \$ % * = + : ; , ? ~
- Dictionary words, spaces, tabs, or any other special characters not specified above are prohibited
- Must not contain your name, street address, city, User ID, date of birth, Mother's maiden name, PIN, or security questions/answers