



Data Collection System (DCS) User Guide for Security Administrators

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Role of the Data Collection System (DCS) Security Administrator

- The Security Administrator will be responsible for granting access to other employees to allow them to be users or readers in the DCS.
- The Security Administrator will be responsible for updating selected profile fields for other employees in the DCS.
- The Security Administrator will be responsible for removing access for other employees who should no longer have access to the DCS.

Types of Roles

- A **User** role is allowed to update data in the DCS.
- A **Reader** role is allowed to only read or view, not update, data in the DCS.

Obtain an USDA eAuthentication (eAuth) Account

To access the DCS, you will need to obtain an USDA **Verified** (formerly called Level 2) eAuthentication (eAuth) account.

- Reference the **USDA eAuthentication (eAuth)** section below for information on eAuth accounts.

Obtaining Access to DCS

To obtain access to the DCS, your Organization must identify you as the Security Administrator for the organization. This is done by:

Step 1: The Board of Directors must approve a resolution identifying the Certifier and the Security Administrator for the Organization.

Step 2: Completing a Form 674, “Certificate of Authority to Submit or Grant Access to Data” identifying the Certifier and Security Administrator for the Organization, as named in the Board Resolution.

- [Form 674](#) – Certificate of Authority to Submit or Grant Access to Data (revised 03/06).
- [RUS Forms](#) – Instructions for Form 674 and Board Resolution to be used with Form 674.

Step 3: Borrowers should then email their completed Form 674 and Board Resolution to their General Field Representative (GFR).

Logging on to DCS

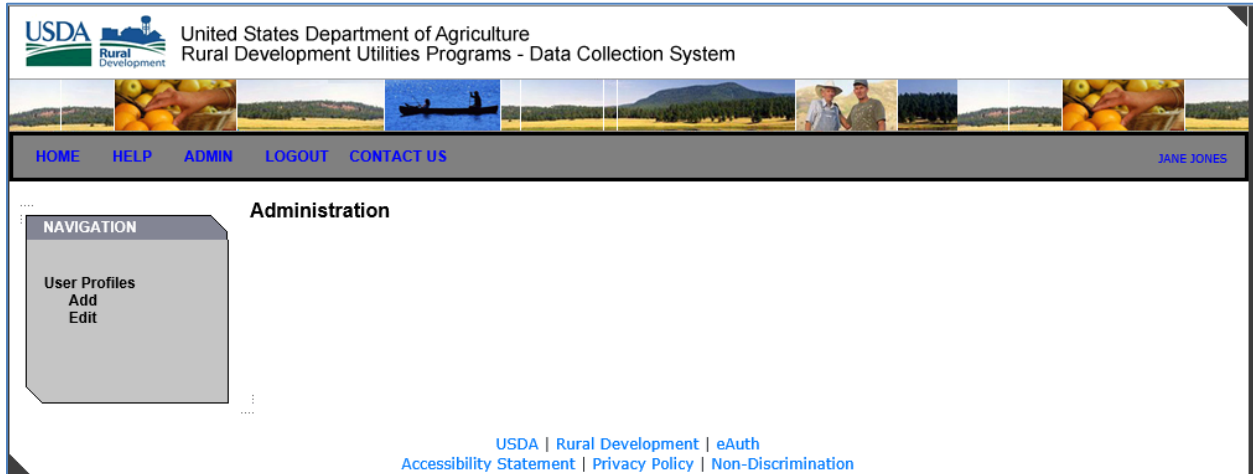
To access the DCS go to: <https://dcs.sc.egov.usda.gov> and login with your Verified eAuth Account.

The DCS welcome screen is displayed.

The screenshot shows the DCS welcome screen. At the top, there is a header with the USDA Rural Development logo and the text "United States Department of Agriculture Rural Development Utilities Programs - Data Collection System". Below the header is a navigation bar with links for HOME, HELP, ADMIN, LOGOUT, and CONTACT US, and the user name JANE JONES. The main content area is titled "Welcome to the Data Collection System (DCS)" and includes a welcome message "Welcome Jane Jones". There are two red text announcements: "All RUS year-end financial and operating reports for Electric Borrowers and Telecommunications Borrowers that file annually are due by March 31, 2022." and "All Telecommunications Borrowers that file quarterly reports must submit their quarterly reports no later than 30 days after the end of each quarter." A link for "User Manual for Security Administrators" is also present. A navigation sidebar on the left contains a link for "My DCS Borrowers Profile". At the bottom, there are links for "USDA | Rural Development | eAuth", "Accessibility Statement", "Privacy Policy", and "Non-Discrimination".

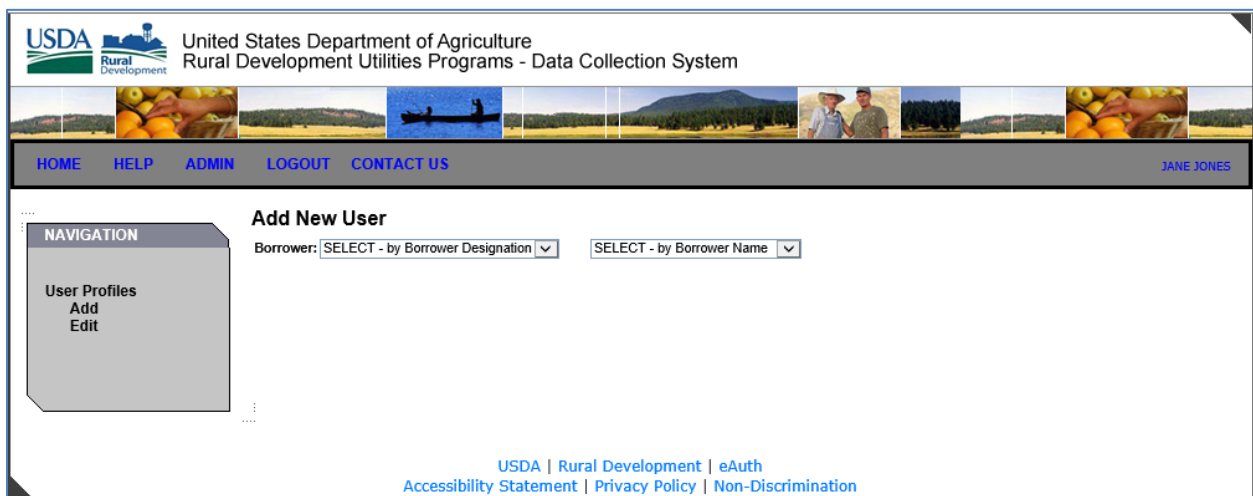
Adding a New User

To add users and readers to the DCS, click on the **ADMIN** link on the top navigation menu.



Click the **Add** link under **User Profiles** on the left navigation menu.

Two drop downs will appear to allow you to select the Borrower organization by Borrower Designation or Borrower Name.



Once you have selected the Borrower, the User ID field will appear. Enter the eAuth Account for the user or reader that you are requesting access for in the DCS.

USDA Rural Development United States Department of Agriculture
Rural Development Utilities Programs - Data Collection System

HOME HELP ADMIN LOGOUT CONTACT US JANE JONES

NAVIGATION
User Profiles
Add
Edit

Add New User
Borrower: TEST01 - {test Company - AA} {test Company - AA} - TEST01
User ID:*
Add

USDA | Rural Development | eAuth
Accessibility Statement | Privacy Policy | Non-Discrimination

Click the [Add] button. The system will check to see that the eAuth account exists.

USDA Rural Development United States Department of Agriculture
Rural Development Utilities Programs - Data Collection System

HOME HELP ADMIN LOGOUT CONTACT US JANE JONES

NAVIGATION
User Profiles
Add
Edit

Add New User
Borrower: TEST01 - {test Company - AA} {test Company - AA} - TEST01
User ID:* eformsCustomer1 x
Add

USDA | Rural Development | eAuth
Accessibility Statement | Privacy Policy | Non-Discrimination

Enter information related to the individual. At a minimum, you will need to enter their phone number and e-mail address. You will also need to check the appropriate role that the user should have in the DCS, “user” or “reader”.

- A **User** role is allowed to update data in the DCS.
- A **Reader** role is allowed to only read or view, not update, data in the DCS.

Click the [Save] button. The user should now be able to login and access the DCS.

USDA Rural Development United States Department of Agriculture
Rural Development Utilities Programs - Data Collection System

HOME HELP ADMIN LOGOUT CONTACT US JANE JONES

NAVIGATION
User Profiles
Add
Edit

Add Borrower User

- Complete the following fields, and press the 'Save' button when finished.
- All required fields are marked by an asterisk (*).

User Information

Borrower TEST01 - {test Company - AA}

Salutation

First Name *

Middle Name

Last Name * Suffix

User - Borrower Relationship Information

Title

Phone Number * eg. 999-999-9999

Phone Extension

Email Address *

Active

Role

Reader

User

Save

USDA | Rural Development | eAuth
Accessibility Statement | Privacy Policy | Non-Discrimination

Editing a User Profile

To edit a user's profile in the DCS, click on the **ADMIN** link on the top navigation menu.

Click the **Edit** link under **User Profiles** on the left navigation menu.

Two drop downs will appear to allow you to select the Borrower organization by Borrower Designation or Borrower Name.

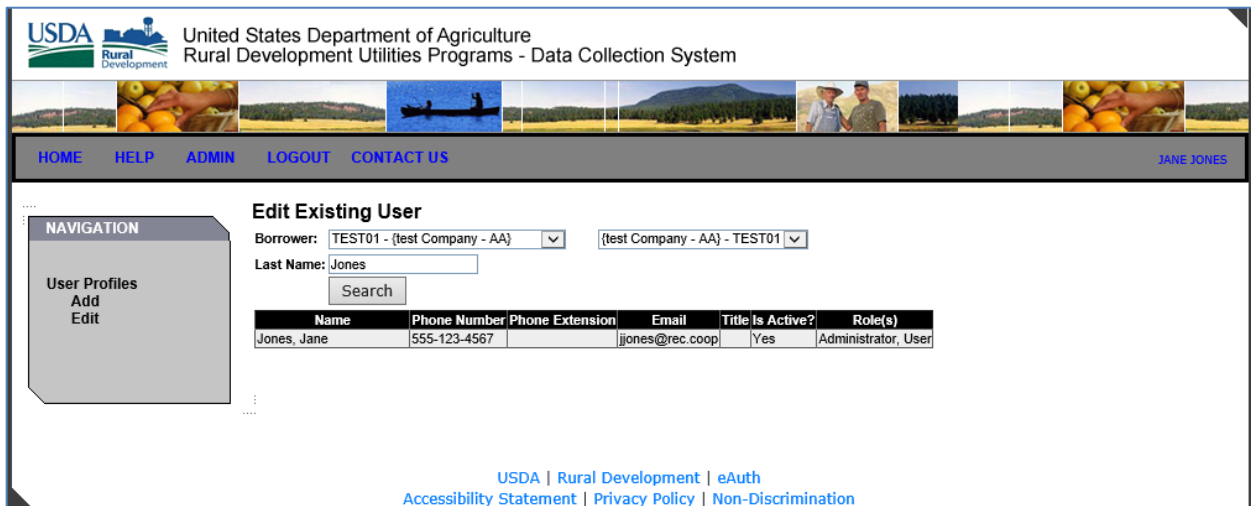
Once you have selected the Borrower, the Last Name field will appear.

The screenshot displays the USDA Rural Development Utilities Programs - Data Collection System (DCS) interface. At the top, the USDA logo and the text "United States Department of Agriculture Rural Development Utilities Programs - Data Collection System" are visible. Below this is a navigation bar with links for HOME, HELP, ADMIN, LOGOUT, and CONTACT US, and the user name JANE JONES on the right. The main content area is titled "Edit Existing User" and features a left-hand navigation menu with "User Profiles", "Add", and "Edit" options. The main form contains two dropdown menus for "Borrower" (currently showing "TEST01 - {test Company - AA}") and another dropdown (currently showing "{test Company - AA} - TEST01"). Below these is a "Last Name:" text input field and a "Search" button. At the bottom of the page, there are links for "USDA | Rural Development | eAuth", "Accessibility Statement", "Privacy Policy", and "Non-Discrimination".

[Search] by Last Name will allow you to find the user by their last name.

Using the [Search] button without entering a Last Name returns all users that have access for the selected borrower.

Click on the Name to display the user's profile.



USDA Rural Development United States Department of Agriculture
 Rural Development Utilities Programs - Data Collection System

[HOME](#) [HELP](#) [ADMIN](#) [LOGOUT](#) [CONTACT US](#) JANE JONES

NAVIGATION

User Profiles

Add

Edit

Edit Existing User

Borrower: TEST01 - (test Company - AA) {test Company - AA} - TEST01

Last Name:

Name	Phone Number	Phone Extension	Email	Title	Is Active?	Role(s)
Jones, Jane	555-123-4567		jjones@rec.coop		Yes	Administrator, User

[USDA](#) | [Rural Development](#) | [eAuth](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination](#)

The First, Middle and Last names of the user are not editable.

The Salutation, Suffix, Title, Phone Number, Phone Extension, Email Address, Active check box and Role(s) may be edited.

Click the [Save] button to save any edits.

The screenshot shows the 'Profile of Jones, Jane' page in the USDA Rural Development Data Collection System. The page includes a navigation menu on the left with 'User Profiles', 'Add', and 'Edit' options. The main content area contains the following fields and options:

- Instructions:**
 - Complete the following fields, and press the 'Save' button when finished.
 - All required fields are marked by an asterisk (*).
- User Information:**
 - Borrower: TEST01 - (test Company - AA).
 - Salutation:
 - First Name *: Jane
 - Middle Name: L
 - Last Name *: Jones
 - Suffix:
- User - Borrower Relationship Information:**
 - Title:
 - Phone Number *: 555-123-4567 (example: eg. 999-999-9999)
 - Phone Extension:
 - Email Address *: ijones@rec.coop
 - Active:
 - Role:
 - Reader:
 - User:

A 'Save*' button is located at the bottom right of the form area. The footer contains links for 'USDA | Rural Development | eAuth', 'Accessibility Statement | Privacy Policy | Non-Discrimination', and the user name 'JANE JONES' in the top right corner.

Deactivating a User

To remove a user's access to the DCS, click on the **ADMIN** link on the top navigation menu. **Please Note:** Deactivating a user does not delete the user's account from the DCS, the user's account is just made inactive.

Click the **Edit** link under **User Profiles** on the left navigation menu.

Two drop downs will appear to allow you to select the Borrower organization by Borrower Designation or Borrower Name.

The screenshot shows the 'Edit Existing User' form in the DCS system. The page header includes the USDA Rural Development logo and the text 'United States Department of Agriculture Rural Development Utilities Programs - Data Collection System'. The navigation menu contains 'HOME', 'HELP', 'ADMIN', 'LOGOUT', and 'CONTACT US'. The user 'JANE JONES' is logged in. The left navigation menu shows 'User Profiles' with sub-options 'Add' and 'Edit'. The main content area has the title 'Edit Existing User' and two dropdown menus for 'Borrower:'. The first dropdown is labeled 'SELECT - by Borrower Designation' and the second is 'SELECT - by Borrower Name'. At the bottom, there are links for 'USDA | Rural Development | eAuth', 'Accessibility Statement | Privacy Policy | Non-Discrimination'.

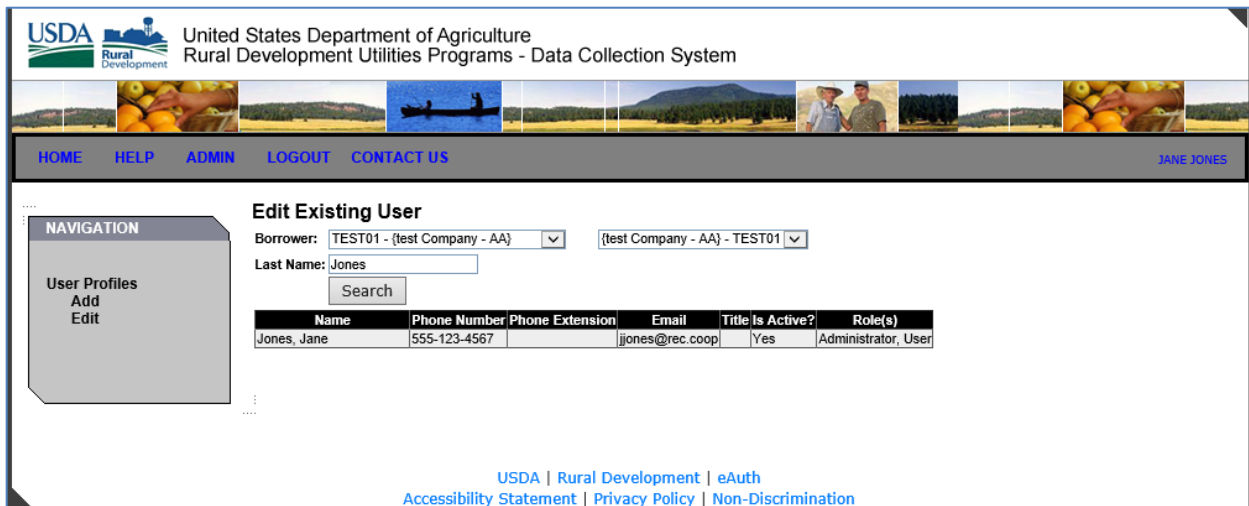
Once you have selected the Borrower, the Last Name field will appear.

The screenshot shows the 'Edit Existing User' form with a borrower selected. The page header and navigation menu are the same as in the previous screenshot. The left navigation menu is also the same. The main content area has the title 'Edit Existing User'. The 'Borrower:' dropdowns are now populated with 'TEST01 - {test Company - AA}' and '{test Company - AA} - TEST01'. A 'Last Name:' text input field has appeared, along with a 'Search' button. At the bottom, there are links for 'USDA | Rural Development | eAuth', 'Accessibility Statement | Privacy Policy | Non-Discrimination'.

[Search] by Last Name will allow you to find the user by their last name.

Using the [Search] button without entering a Last Name returns all users that have access for the selected borrower.

Click on the Name to display the user's profile.



The screenshot shows the 'Edit Existing User' page. At the top, there is a navigation bar with links for HOME, HELP, ADMIN, LOGOUT, and CONTACT US. Below this is a 'NAVIGATION' sidebar with options for User Profiles, Add, and Edit. The main content area is titled 'Edit Existing User' and contains two dropdown menus for 'Borrower' (set to 'TEST01 - {test Company - AA}') and another dropdown (set to '{test Company - AA} - TEST01'). Below these is a 'Last Name' input field containing 'Jones' and a 'Search' button. A table below the search field displays user information.

Name	Phone Number	Phone Extension	Email	Title	Is Active?	Role(s)
Jones, Jane	555-123-4567		jjones@rec.coop		Yes	Administrator, User

At the bottom of the page, there are links for USDA | Rural Development | eAuth, Accessibility Statement | Privacy Policy | Non-Discrimination.

To remove the user's access to the DCS, uncheck the **Active** box and click the [Save] button. The user will no longer be able to access the DCS.

The screenshot shows a web application interface for managing user profiles. At the top, there is a navigation bar with links for HOME, HELP, ADMIN, LOGOUT, and CONTACT US, and a user name JANE JONES. The main content area is titled "Profile of Jones, Jane" and includes instructions: "Complete the following fields, and press the 'Save' button when finished." and "All required fields are marked by an asterisk (*)." The form is divided into two sections: "User Information" and "User - Borrower Relationship Information".

NAVIGATION
User Profiles
Add
Edit

Profile of Jones, Jane

- Complete the following fields, and press the 'Save' button when finished.
- All required fields are marked by an asterisk (*).

User Information

Borrower TEST01 - (test Company - AA).

Salutation

First Name *

Middle Name

Last Name * Suffix

User - Borrower Relationship Information

Title

Phone Number * eg. 999-999-9999

Phone Extension

Email Address *

Active

Role

Reader	<input type="checkbox"/>
User	<input checked="" type="checkbox"/>

Save*

USDA | Rural Development | eAuth
Accessibility Statement | Privacy Policy | Non-Discrimination

DCS Points of Contact:

USDA eAuthentication (eAuth)

USDA (eAuth) is the system used by USDA agencies to enable entities to obtain accounts that will grant them access to USDA Web applications and services through the Internet.

Follow the instructions on the USDA eAuth website: <https://www.eauth.usda.gov/home> on creating or updating an existing account to verified or on managing eAuth accounts.

eAuth Contact Us URL: <https://www.eauth.usda.gov/eauth/b/usda/contactus>

Rural Development (RD) Help Desk

The RD Help Desk provides technical functionality assistance for the DCS.

Email: RD.HD@USDA.GOV

Phone: 1-800-457-3642, option 2 (USDA Applications); then option 2 (Rural Development)

Points of Contact (Content) for Electric Borrowers:

For questions concerning the filing of Distribution and Power Supply Financial and Operating Reports, or clarification of the data required for each field, please contact one of the following:

Financial data and general filing questions:

- Mark Moore: William.Moore@usda.gov

Plant changes, Additions to the List of Utilities and Energy Efficiency:

- Michael Hugh: Michael.Hugh@usda.gov

Points of Contact (Content) for Telecommunications Borrowers:

For questions concerning the filing of the Operating Report for Telecommunications Borrowers, or clarification of the data required for each field, please contact:

- Daniel Blumenthal: Daniel.Blumenthal@usda.gov