

Introduction

This document provides instructions for grant recipients to obtain access to the ezFedGrants external portal for the purpose of managing grants they receive from the National Institute of Food and Agriculture (NIFA) or other USDA agencies.

Persons at institutions that receive capacity grants from NIFA should follow the below processes for obtaining access to ezFedGrants if they are involved in **capacity grant management** functions at their institution, including:

1. Monitoring/checking status of application(s)
2. Obtaining and utilizing Federal Award Documents
3. Submitting SF-425 Federal Financial Report(s)

Obtaining access to the ezFedGrants portal consists of two processes.

1. **Process 1:** Request a USDA Level 2 eAuthentication (eAuth) account
2. **Process 2:** Request access to the ezFedGrants external portal

*Note: Requesting and obtaining a USDA Level 2 eAuth account **must** be done before requesting access to the ezFedGrants external portal.*

Process 1: Request a USDA Level 2 eAuth Account

The following steps illustrate how to request a USDA eAuth Level 2 account.

1. **Click** on the following link: <https://www.eauth.usda.gov/MainPages/index.aspx> and **click** *Create an Account* (Figure 1).



The screenshot shows the USDA eAuthentication Home Page. At the top left is the USDA logo with the text "United States Department of Agriculture" and "USDA eAuthentication". At the top right is the EASD logo with the text "EASD" and "ELECTRONIC ACCOUNTS AND SERVICES". Below the logos is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. The main content area has a green header with "eAuthentication Home". Below this is a "Welcome" section with a paragraph explaining the system and a "Create an Account" link highlighted with a blue box. On the left side, there are "Quick Links" and "Administrator Links" sections.

USDA United States Department of Agriculture
USDA eAuthentication

EASD
ELECTRONIC ACCOUNTS AND SERVICES

login : YZ
Password :

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home

eAuthentication Home

Welcome

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account](#) page.

Quick Links

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

Administrator Links

- Local Registration Authority Login

Figure 1: eAuthentication Home Page

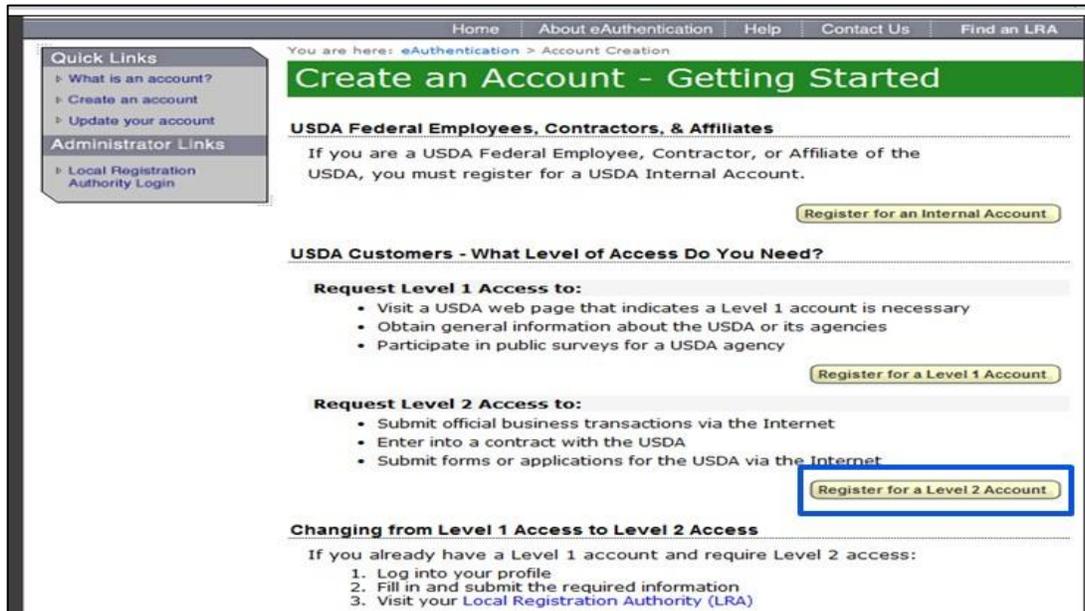


Figure 2: Create an Account Screen

2. **Click** *Register for a Level 2 Account* (Figure 2) under the “USDA Customers – What Level of Access Do You Need?” section.

3. **Complete** the required information (denoted in red with an *) on this screen and **click** *Continue* (Figure 3).

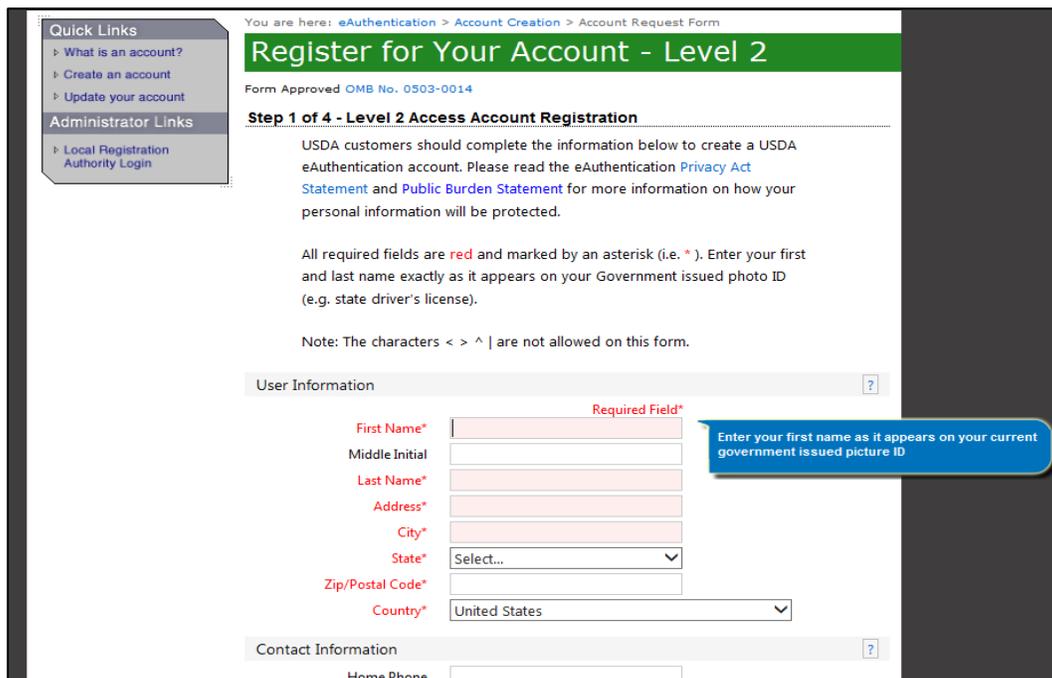
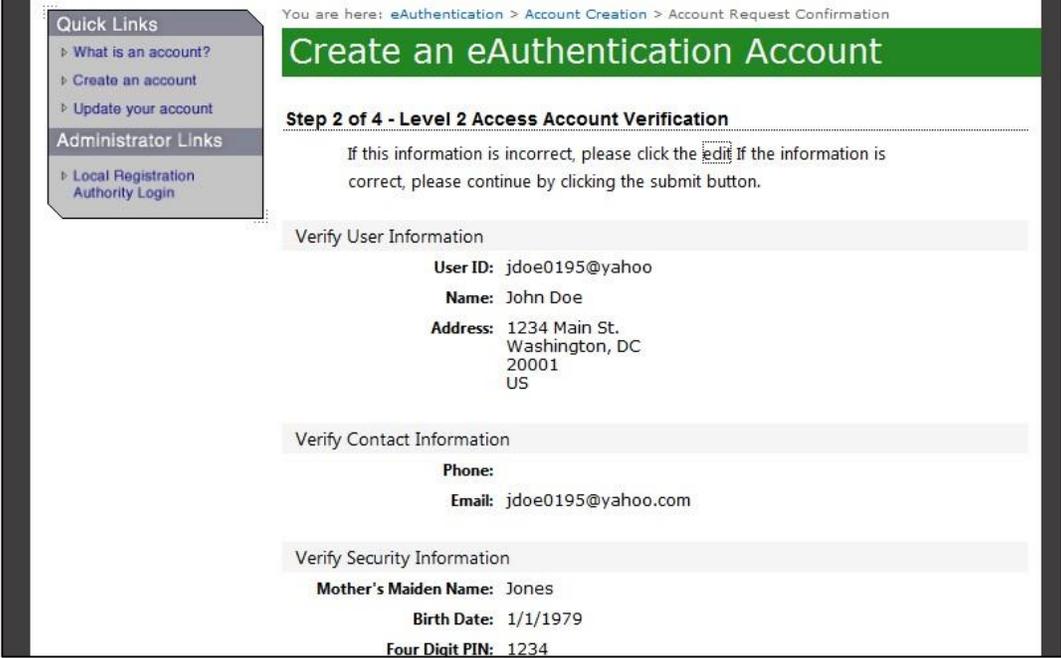


Figure 3: Step 1 Access Account Registration

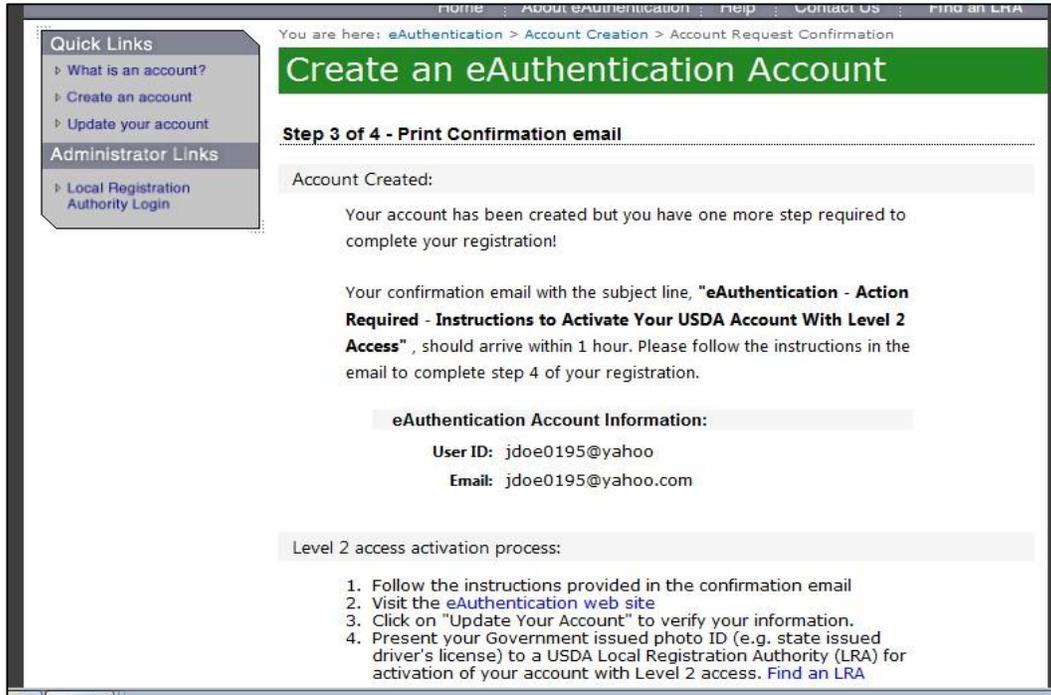
4. **Verify** the information on the screen is correct and **click** *Submit* (Figure 4).



The screenshot displays a web interface for creating an eAuthentication account. At the top, a breadcrumb trail reads: "You are here: eAuthentication > Account Creation > Account Request Confirmation". Below this is a green header with the text "Create an eAuthentication Account". The main heading is "Step 2 of 4 - Level 2 Access Account Verification". A message states: "If this information is incorrect, please click the [edit](#) If the information is correct, please continue by clicking the submit button." The form is divided into three sections: "Verify User Information" with fields for User ID (jdoe0195@yahoo), Name (John Doe), and Address (1234 Main St., Washington, DC 20001, US); "Verify Contact Information" with fields for Phone and Email (jdoe0195@yahoo.com); and "Verify Security Information" with fields for Mother's Maiden Name (Jones), Birth Date (1/1/1979), and Four Digit PIN (1234). On the left side, there is a sidebar with "Quick Links" (What is an account?, Create an account, Update your account) and "Administrator Links" (Local Registration, Authority Login).

Figure 4: Step 2 Access Account Verification

5. You will receive a notice that a confirmation e-mail (Figure 5) has been sent to the e-mail address you provided. **Check** your e-mail to verify you have received the confirmation e-mail. Please note that it could take up to 24 hours to receive the confirmation email.



[Home](#) : [About eAuthentication](#) : [Help](#) : [Contact Us](#) : [Find an LRA](#)

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

Create an eAuthentication Account

Step 3 of 4 - Print Confirmation email

Account Created:

Your account has been created but you have one more step required to complete your registration!

Your confirmation email with the subject line, "**eAuthentication - Action Required - Instructions to Activate Your USDA Account With Level 2 Access**", should arrive within 1 hour. Please follow the instructions in the email to complete step 4 of your registration.

eAuthentication Account Information:

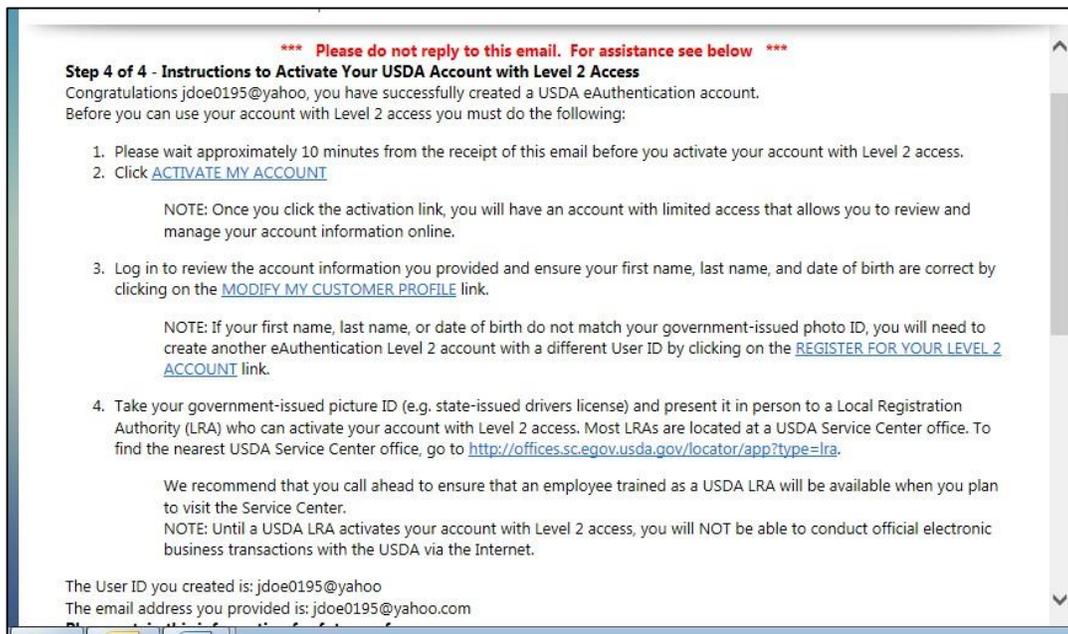
User ID: jdoe0195@yahoo
Email: jdoe0195@yahoo.com

Level 2 access activation process:

1. Follow the instructions provided in the confirmation email
2. Visit the [eAuthentication web site](#)
3. Click on "Update Your Account" to verify your information.
4. Present your Government issued photo ID (e.g. state issued driver's license) to a USDA Local Registration Authority (LRA) for activation of your account with Level 2 access. [Find an LRA](#)

Figure 5: Step 3 Print Confirmation e-mail

6. Once you receive the confirmation e-mail (Figure 6), follow the instructions provided.



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

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

Congratulations jdoe0195@yahoo, you have successfully created a USDA eAuthentication account. Before you can use your account with Level 2 access you must do the following:

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 2 access.
2. Click [ACTIVATE MY ACCOUNT](#)

NOTE: Once you click the activation link, you will have an account with limited access that allows you to review and manage your account information online.
3. Log in to review the account information you provided and ensure your first name, last name, and date of birth are correct by clicking on the [MODIFY MY CUSTOMER PROFILE](#) link.

NOTE: If your first name, last name, or date of birth do not match your government-issued photo ID, you will need to create another eAuthentication Level 2 account with a different User ID by clicking on the [REGISTER FOR YOUR LEVEL 2 ACCOUNT](#) link.
4. Take your government-issued picture ID (e.g. state-issued drivers 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, 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.

NOTE: Until a USDA LRA activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

The User ID you created is: jdoe0195@yahoo
 The email address you provided is: jdoe0195@yahoo.com

Figure 6: Confirmation e-mail

7. Once you have completed steps 1-3 from the confirmation e-mail, your account

will be activated with an eAuthentication Level 1 access.

IMPORTANT: In order to obtain Level 2 access you will need to contact a Local Registration Authority (LRA), located at a USDA Service Center for the final Level 2 activation.

Click on the *Find an LRA* (Figure 7) link to find an LRA in your area.

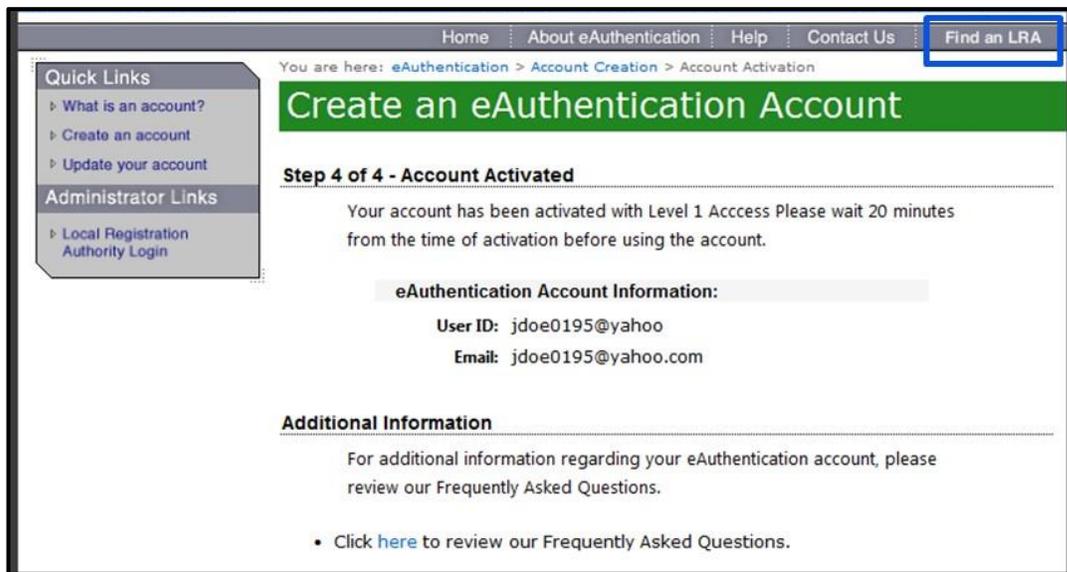


Figure 7: Step 4 Account Activated

8. Click on the state that you are located in. We have selected Pennsylvania in the example (Figure 8).



Figure 8: LRA Location Map

9. A list of all LRAs located in your state will appear (Figure 10), including the address, phone number, street map, and driving instructions for each location. **Please call the telephone number listed for the Service Center nearest you for an appointment before your visit.** Remember to bring at least one form of a government-issued picture ID and the email address that you used to register for the eAuthentication.



Figure 9: List of LRA Locations

10. Once your visit to a LRA has been completed, you will receive an email confirming that you now have a Level 2 eAuthentication account.

****THIS COMPLETES THE PROCESS FOR GETTING AN E-AUTH LEVEL 2 ACCOUNT****

[Return to Top](#)

Process 2: Request access to the ezFedGrants external portal

Grant managers, administrators, and financial/accounting staff at ***NIFA's capacity grant recipient institutions*** may need to request access to ezFedGrants if they are involved in any of the following capacity grant management areas:

1. Request for Applications (RFA), including monitoring application status;
2. obtaining and utilizing official award documents, including performing actions explained therein;
3. and submitting annual SF-425 Federal Financial Reports.

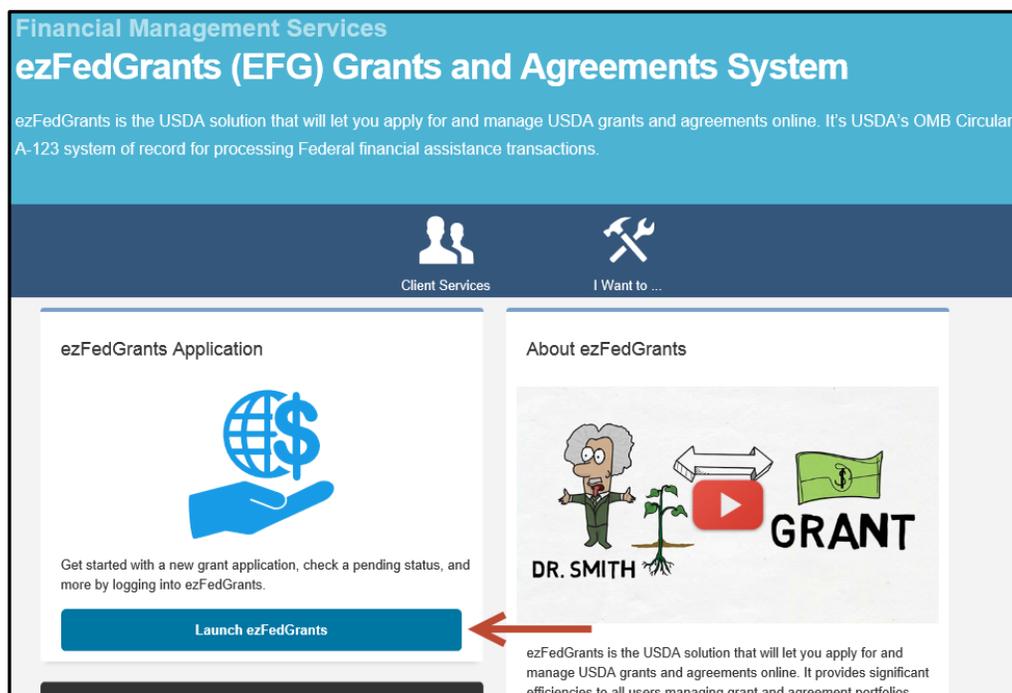


Getting Access to ezFedGrants

You may request access to the ezFedGrants external portal if you have a USDA eAuthentication (eAuth) Level 2 account. If you do not have an eAuth Level 2 account, then please follow the steps in [Process 1](#) of this document first.

The following steps illustrate how to request access to the ezFedGrants external portal.

1. **Click** on the following link: <https://nfc.usda.gov/FSS/clientervices/ezFedGrants/index.php> and **click** *Launch ezFedGrants* (Figure 1).



A screen for

Figure 1: USDA Financial Management Services ezFedGrants launch screen

entering your USDA eAuthentication credentials will appear. **Enter** your User ID and Password and **click** *Login* (Figure 2).

Figure 2: eAuthentication Login Screen

- The landing page for the ezFedGrants external portal will appear after you successfully login with your eAuthentication credentials. **Click Request Access** on the left-hand menu bar (Figure 3).

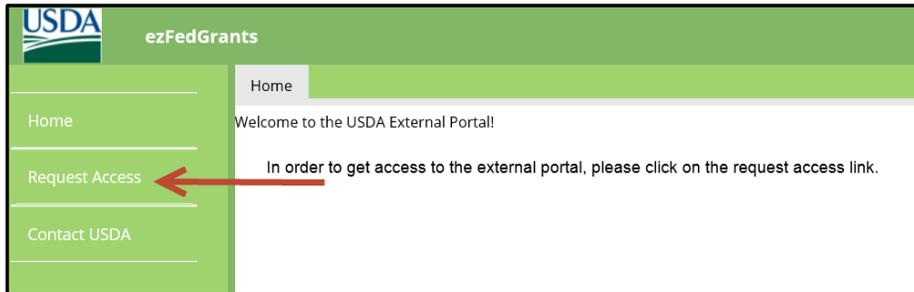


Figure 3: Request Access to ezFedGrants (landing page)

- The first step in requesting access is selecting your user role and entering a justification for why you need access to ezFedGrants (a single sentence will suffice). **Select** a user role from the drop down menu and then **enter** your justification statement. When you are finished, **click Next** in the upper right-hand corner of your screen (Figure 4). *Hint: A list of user roles and their definitions are included in Figure 5.*

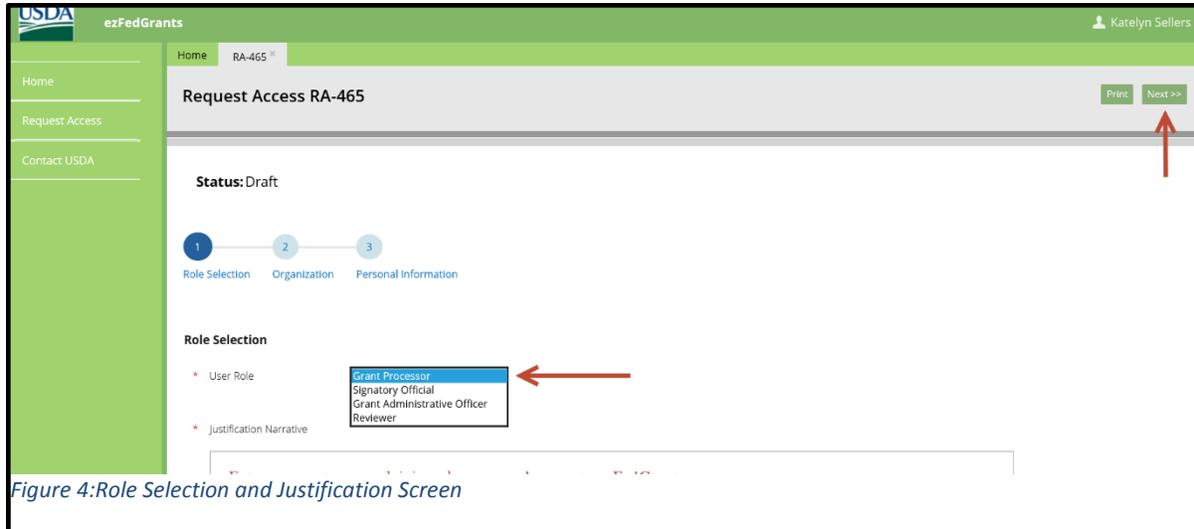


Figure 4: Role Selection and Justification Screen

*Note that the Role Selection drop down menu lists four possible roles, but only the top three (Grant Processor, Signatory Official, Grant Administrative Officer) are applicable to NIFA. The “Reviewer” role is NOT applicable to NIFA. If you select “Reviewer” you will be asked what agency you want to be a reviewer for, and NIFA will not be an option.

User Role	Definition
<p>Grant Processor</p>	<p>This role should be assigned to personnel at institutions who handle one or more phases of the grants management process, such as monitoring status of applications, retrieving/filing Federal Award Documents, and/or submitting SF-425 Federal Financial Reports. This role is recommended for people who are listed on the SF-424 as the Project Director (PD) for NIFA capacity grants.</p>
<p>Signatory Official</p>	<p>This role should be assigned to the person(s) at an institution who is responsible for signing off on applications to funding opportunities and for use of federal grant funds. This is usually a college Dean or Director of a State Agricultural Experiment Station (SAES). This role is recommended for people who are listed on the SF-424 as the Authorized Representative (AR) for NIFA capacity grants.</p>
<p>Grant Administrative Officer</p>	<p>This role should be assigned to personnel at institutions who are responsible for some or all of the areas listed under the Grant Processor role but who also have the added responsibility of leading or coordinating the grants management process at their institution (hint: someone who is a primary point of contact for all things grants). At least one person at an institution must have the GAO role, and those with the GAO role are responsible for approving access requests to ezFedGrants from other personnel at their institution.</p>

4. The next step of the process is associating yourself with an organization. **Click *Find Organization*** as shown in Figure 5.

Status: Draft

1 Role Selection — 2 **Organization** — 3 Personal Information

Organization Details

Find Organization ←

CRM Organization ID Address

DUNS Number City

Organization State

Phone Postal Code

▶ Additional Information

Figure 5: Find Organization

- A box will open up in which you can enter certain search criteria. You do NOT need to fill in all fields. We suggest, at minimum, **entering the name** of your organization (e.g. *Alabama A&M University*) in the *Organization* field and then **selecting the state** from the drop down menu. If you know your organization's DUNS number (the one that was used to apply for NIFA capacity funds), then you should enter that as well. **Click Search** as shown in Figure 6.

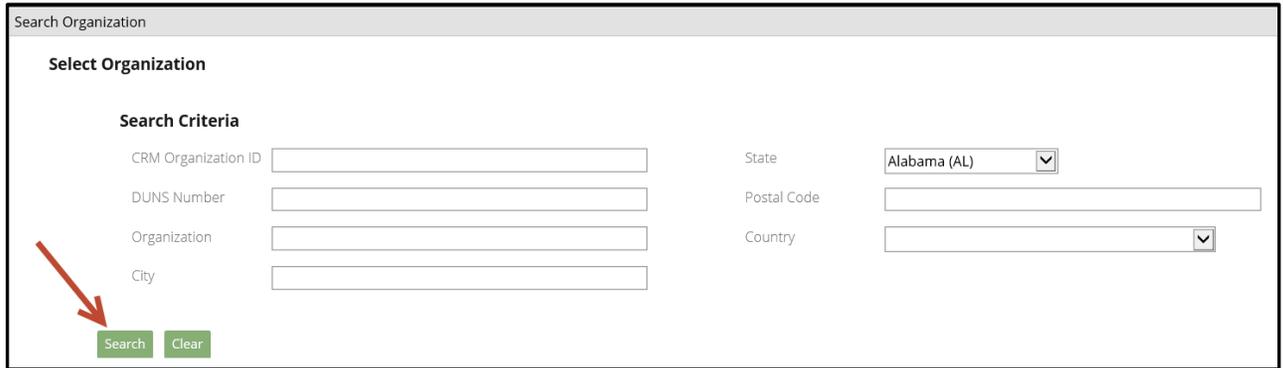
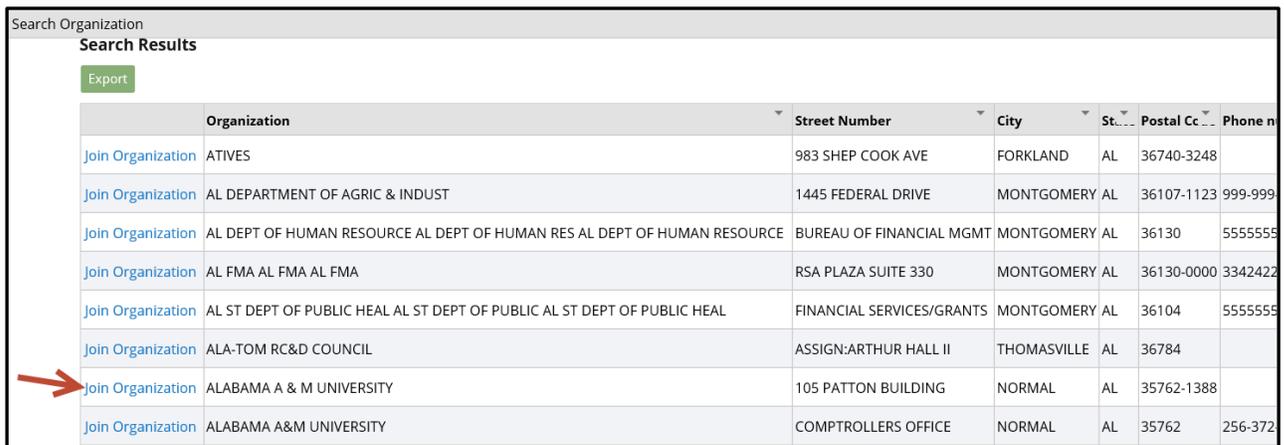


Figure 6: Search for an Organization

- Your search results will appear in a list (if more than one page, there will be paginated links at the bottom which you can use to scroll through the results). You may also use the *Export* button at the top of the page in order to see all the results in one file, but this shouldn't be necessary in most cases. **Click Join Organization** next to the organization with which you want to be affiliated (Figure 8).



	Organization	Street Number	City	St...	Postal Co...	Phone n
Join Organization	ATIVES	983 SHEP COOK AVE	FORKLAND	AL	36740-3248	
Join Organization	AL DEPARTMENT OF AGRIC & INDUST	1445 FEDERAL DRIVE	MONTGOMERY	AL	36107-1123	999-999
Join Organization	AL DEPT OF HUMAN RESOURCE AL DEPT OF HUMAN RES AL DEPT OF HUMAN RESOURCE	BUREAU OF FINANCIAL MGMT	MONTGOMERY	AL	36130	5555555
Join Organization	AL FMA AL FMA AL FMA	RSA PLAZA SUITE 330	MONTGOMERY	AL	36130-0000	3342422
Join Organization	AL ST DEPT OF PUBLIC HEAL AL ST DEPT OF PUBLIC AL ST DEPT OF PUBLIC HEAL	FINANCIAL SERVICES/GRANTS	MONTGOMERY	AL	36104	5555555
Join Organization	ALA-TOM RC&D COUNCIL	ASSIGN:ARTHUR HALL II	THOMASVILLE	AL	36784	
Join Organization	ALABAMA A & M UNIVERSITY	105 PATTON BUILDING	NORMAL	AL	35762-1388	
Join Organization	ALABAMA A&M UNIVERSITY	COMPTROLLERS OFFICE	NORMAL	AL	35762	256-372

Figure 7: Selecting the Organization from the Search Results

- After clicking *Join Organization*, the box that was open will close and additional data about that organization will be populated on your screen under the heading *Organizational Details*. Review all the information and ensure you have chosen the right organization. (**Important: Make sure the DUNS number is the same DUNS number as that which was used when you/your organization applied**

for NIFA capacity funds.)

- After verifying you have chosen the right organization, **click Next** in the upper right-hand corner of the screen as shown in Figure 9.

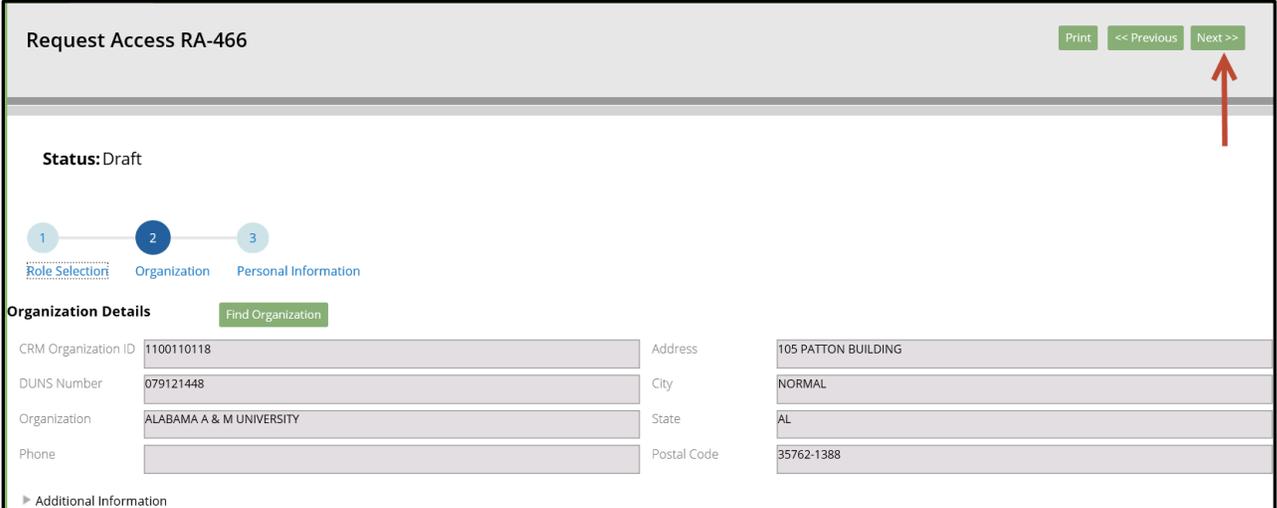


Figure 8: Organizational Details Screen

- The next part of the process is to enter your personal information. **Enter** all of the required information under *POC Details* and *Work Contact Information* (denoted in red with an *). When you are finished, **click Submit** in the upper right-hand corner of your screen (Figure 10).

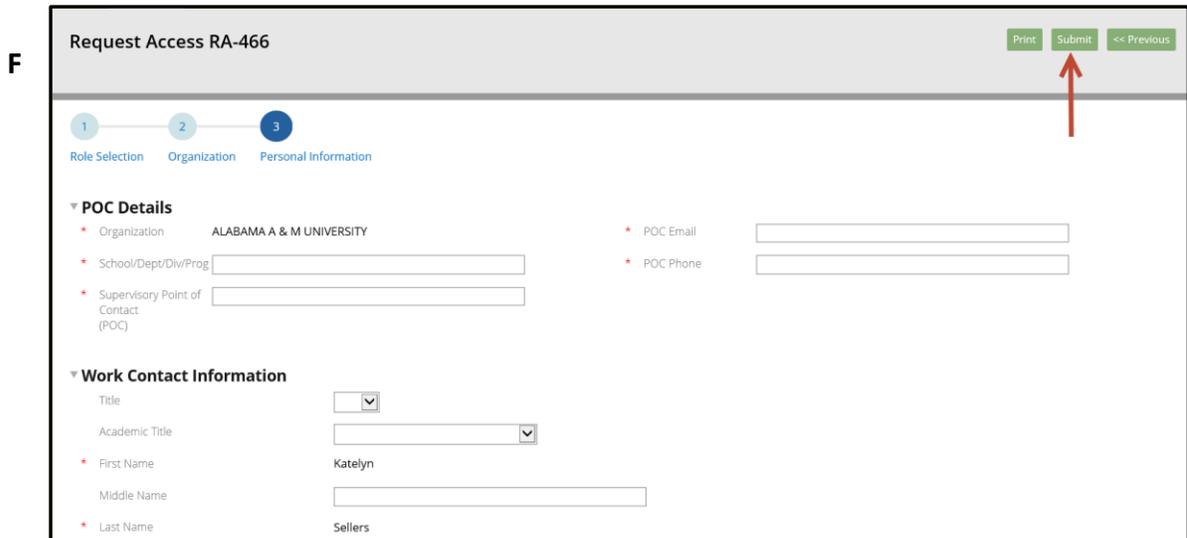


Figure 9: Personal Information Screen

- A confirmation screen will appear where the status of your request will be shown

