

# Creating a USDA Customer Level 2 eAuth Account

## STEP 1: Online Self-Registration Form Completion

- Go to <https://www.eauth.usda.gov>
- Click the “Create an Account” Option.
- Click the “Register for Level 2 Account” button. (IMPORTANT--make sure you select the Level 2 button)
- Complete online form.
  - All fields are required, except Middle Initial and Home Phone
  - User Name Requirements:
    - Length between 6-20 characters
    - No Spaces
    - Cannot begin or end with a period
    - The only special characters allowed are .-\_@
  - Password Requirements:
    - Length between 12-24 characters
    - Must contain at least 1 number, 1 uppercase letter, 1 lowercase letter, and 1 special character ! # \$ - % = + : ; ? ~ \*
    - No spaces
    - Cannot be a dictionary word
  - User creates a four-digit PIN for future reference
  - User answers 4 security questions that can be used to reset password in the future.
- After submitting form, and verifying the information, you will receive an email to validate email address and activate account.

## STEP 2: Validate Email and Activate eAuth Account

- Watch for an email from eems.support with the subject, “eAuthentication: Action Required - Instructions to Activate Your USDA Account with Level 2 Access”.
- Click the “ACTIVATE MY ACCOUNT” link in the email.
- The USDA office will not be able to complete Step 3 until account has been activated.

## STEP 3: In-Person Identity Proofing

- Visit a USDA office to verify identity. Remember to bring a government-issued photo ID.
- You will receive a confirmation email after identity is confirmed and your account is ready to use.

Visit <http://www.fsa.usda.gov/online-services/> to access FSA’s Online Services like

FSAfarm+ <http://www.fsa.usda.gov/online-services/farm-plus>

These links and the most recent information about Kansas FSA can be found on the Kansas FSA Homepage

<http://www.fsa.usda.gov/ks>