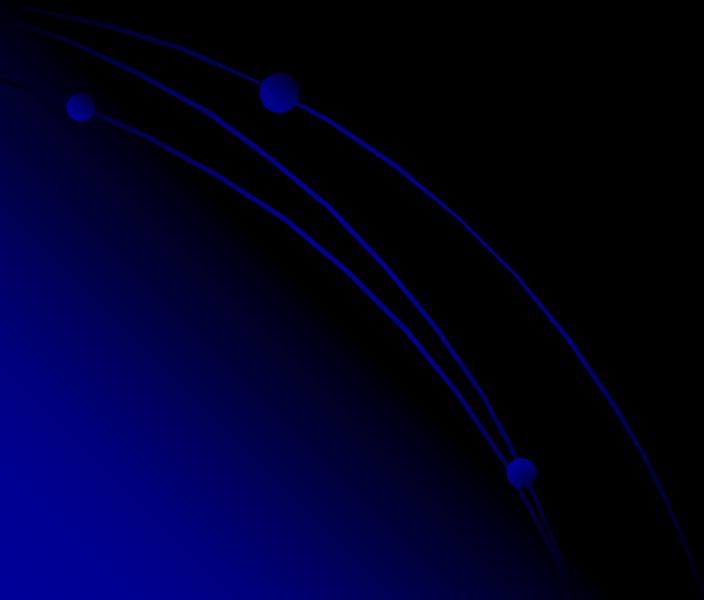


Add A TSP Business Record to SCIMS

Updated: October 3, 2007



Quick Facts

- The NRCS LRA is the only one who can make changes to Section A of the TSP Profile
- FSA is NOT the contact for TSPs. A NRCS LRA must enter information into SCIMS for the Contact and the Business

EXCEPTION

- If FSA has previously created a legacy account for the business or Contact, FSA is the only one authorized to change contact information.
- The Business does not need eAuth account
- The Contact person for the business does not have to be a TSP
- The Contact person for the business must have authority to sign USDA agreement

Assumptions

- Business Contact
 - Has completed eAuthentication Process
 - LRA has completed linking the Contact's eAuthentication account to SCIMS
- FSA/NRCS has not previously entered the business into SCIMS database



Linking a TSP Business Account to SCIMS

USDA United States Department of Agriculture
Natural Resources Conservation Service

NRCS

my.NRCS
Employee Intranet

Home About Help Contact Us

Search

Go

my.NRCS

- ▶ Login
- ▶ Browse by Subject
- ▶ NRCS Today
- ▶ Programs
- ▶ Technology
- ▶ Accountability
- ▶ Management
- ▶ CIS Reports
- ▶ Field Tools
- ▶ Bulletin Boards

I Want To...

- Enter my time (WebTCAS)
- Manage conservation contracts (ProTracts)
- Enter my performance (PRS)
- View the NRCS Calendar
- Check job vacancies
- Join an employee organization

Media Help

Download PDF reader from Adobe.com

Who Can Access my.NRCS?
Only **NRCS employees** can access my.NRCS. Click on 'Login' in the left-side navigation column or click on any of the 'Browse by Subject' links to go directly to that section. Access to certain links and reports may be restricted to certain NRCS employees based on security roles.

NRCS Partners and Affiliates: To access NRCS web applications such as PRS, please visit <http://ias.sc.egov.usda.gov>. You must have a valid eAuthentication account and be identified as an Affiliate to access these screens.

NRCS Customers: Please visit <http://www.nrcc.usda.gov> and <http://www.usda.gov>.

NRCS Home | USDA.gov | My USDA | Policies and Links | Disclaimer
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

version: 1.0.12.4_SpeedRacer

LRA logs
into
My.NRCS

Linking a TSP Business Account to SCIMS

Click on
SCIMS

The screenshot shows the my.NRCS Employee Intranet website. The address bar displays <https://my.nrcs.usda.gov/emptools.aspx>. The header includes the USDA logo, "United States Department of Agriculture Natural Resources Conservation Service", the NRCS logo, and "my.NRCS Employee Intranet". The date is "Monday, October 1, 2007" and the user is "Welcome Judy Martinson". The navigation menu includes "NRCS Today", "Programs", "Technology", "Accountability", "Management", "CIS", "Field Tools", and "Bulletin Boards". The main content area is divided into several sections:

- Program Delivery:** Environmental Easements, Land Evaluation Site Assessment (LESA).
- Operations:** SCIMS Link Manager (customers), Affiliates, USDA Service Center Forms, NRCS Electronic Directives System, Service Center Agencies Online Services, Office Information Profile (OIP).
- USDA eAuthentication Resources:** eAuthentication Support Documents, Quick Reference FAQs.
- Support:** Customer Service Toolkit Permissions, Customer Service Toolkit Home.
- Related Links:** NRCS Information Technology Center, NRCS Web Modernization Web.
- Field Tools:** Cost-Share Agreements (ProTracts), Fund Manager (Fund Mgr), Performance (PRS), Program Tracking (Prints), Time and Attendance (WebTCAS), Field Office Technical Guide (eFOTG), Conservation System Guides (CSG), Conservation Practice Standards (CPS), Resource Data (Gateway), Customers (SCIMS).
- Accountability:** Technical Service Providers (TechReg), TSP Performance (TechPRS), Workload Analysis (WLA), FSA Compliance Reviews, Additional NA Determination Process.
- Resource Information:** PLANTS Database (Plants), Ecological Sites (ESIS), Soil Data Viewer, Soil Survey, Web Soil Survey, Vegetative Planning and Design (VegSpec).
- Resource Analysis:** Economic Tools by Landuse.

The SCIMS link in the Field Tools section is circled in green. A green arrow points from the text "Click on SCIMS" to this link.

Linking a TSP Business Account to SCIMS

- Complete Service Center Details
- Click on National Search
- Employer ID=Tax ID

USDA Service Center Information Management System
Customer Search Page

State: IOWA County: HARDIN

Service Center: IOWA FALLS SERVICE CENTER National Search:

Service Center Details

Type: Individual Business Both

Active: Active and Inactive:

Tax ID ID: 123456789 ID Type: EmployerID

Whole ID: Last 4 Digits:

Name: Starts With Exact Match

Last or Business:

First:

Other: Common Name:

Zip Code:

Phone No:

Search Reset

ACCESSIBILITY: USDA is committed to making its web pages accessible to all individuals. If you are a person with a disability and have trouble accessing or using our web site, please contact the CCE Help Desk at 1-800-457-3842. Please provide us with the specific URL with which you have a problem or concern.

Linking a TSP Business Account to SCIMS

USDA-SCIMS Search Again - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address https://scims.fsa.usda.gov/SearchResults2.asp?site_ID=77&xsite_ID=77&logoffurlagency=NRCS&xstate_code=19&xcounty_code=083&xroa=e%EF%EC%0E%71 Go Links

USDA **USDA Service Center**
Information Management System

Navigation

- Customer Search
- Add Customer
- Log Off

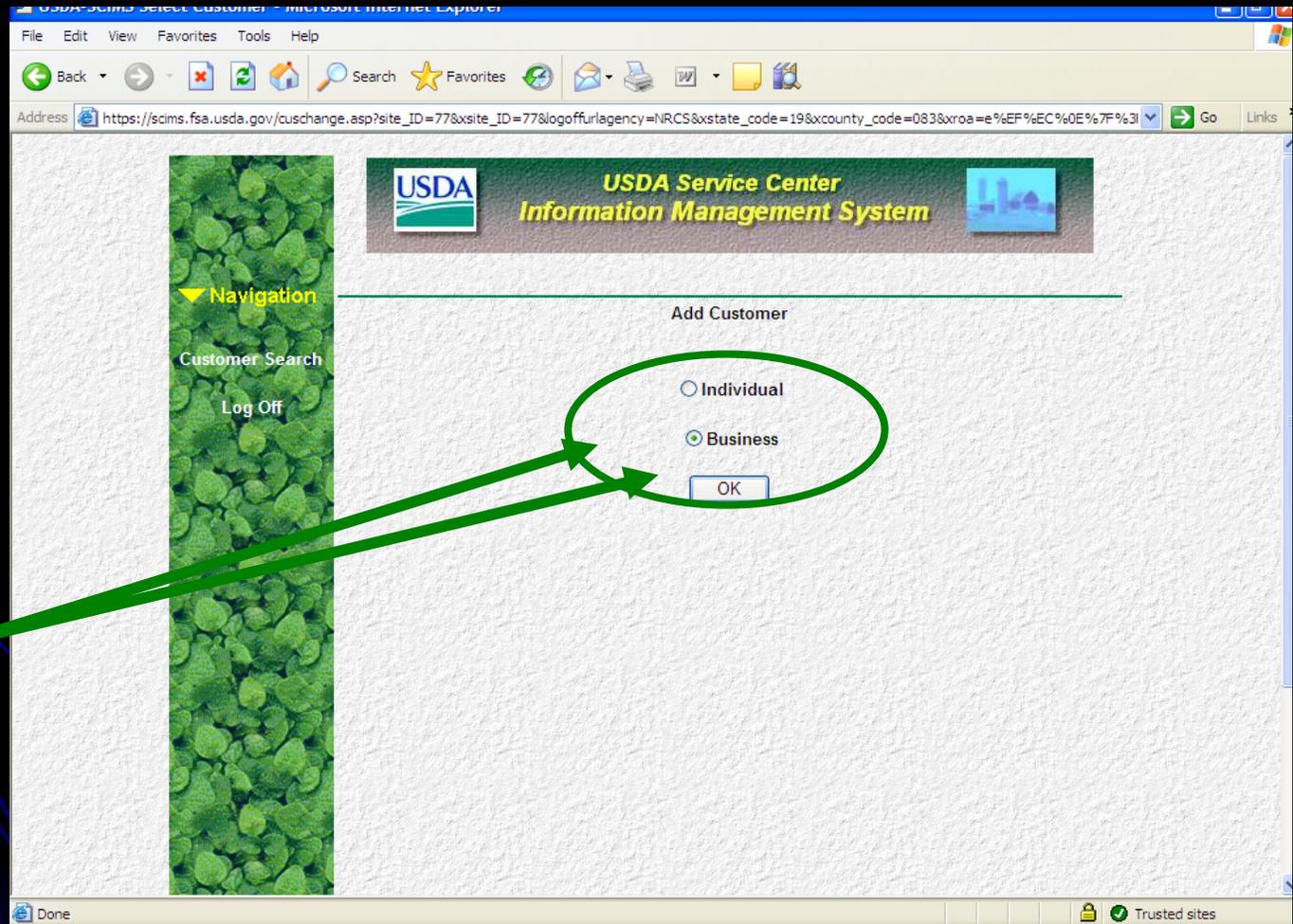
Search Results

No records are available for this search.
Click [here](#) to add a record or Click [here](#) to search again.

Click on
the word
"here"

Linking a TSP Business Account to SCIMS

- Click on Business
- Click OK



Linking a TSP Business Account to SCIMS

- Add Business data
- Click “Add”

USDA-SCIMS Add Business Customer - Microsoft Internet Explorer

Address https://scims.fsa.usda.gov/BusSearch.asp?site_ID=77&xsite_ID=77&logoffurlagency=NRC&xsstate_code=19&xcounty_code=083&xroa=e%EF%EC%0E%7F%3f Go Links

USDA
USDA Service Center
Information Management System

Navigation
Customer Search
Log Off

Add Business Customer

ID:

ID Type:

*Business Name:

*Business Type:

Zip Code:

* Required

Linking a TSP Business Account to SCIMS

- Complete Record
- Click Submit
- TSP may now add Business to TSP Profile

The screenshot displays the USDA Service Center Information Management System interface. On the left is a navigation menu with a green leaf background, containing links for Customer Search, Return to Customer Results, Land, Land Links, and Log Off. The main content area features a header with the USDA logo and the system name. Below the header is a 'Go to:' section with links for Race Types, Addresses, Phone Numbers, E-Mail Addresses, Notes, Program Participation, Legacy Links, and Bottom. The primary section is titled 'Business Information' and contains a form with the following fields: Common Name (The TSP Group), Tax ID (123456789), Customer Type (Business), Tax ID Type (Employer Id), Business Name (The TSP Group), Legal Name (Yes/No, with No selected), Business Type (Limited Liability Company), Business Prior1 (Limited Liability Company), Business Prior2 (Limited Liability Company), Gender (Unknown), and Gender Determination Code (Employee Declared).

USDA Service Center
Information Management System

Go to:
[Race Types](#) || [Addresses](#) || [Phone Numbers](#) || [E-Mail Addresses](#) |
[Notes](#) || [Program Participation](#) || [Legacy Links](#) || [Bottom](#) |

Business Information

Common Name: The TSP Group Tax ID: 123456789

* Customer Type: Business Change Tax ID Type: Employer Id

* Business Name: The TSP Group

* Legal Name: Yes No

* Business Type: Limited Liability Company

Business Prior1: Limited Liability Company

Business Prior2: Limited Liability Company

Gender: Unknown Gender Determination Code: Employee Declared