



ezFedGrants Access

GM 303



Version 2.0



- Course Introduction
- Module 1 – eAuthentication
- Module 2 – External Portal Access
- Course Summary

- Name
- Role
- Training Purpose





Course Objectives



After completing this course, you will be able to:

- Summarize the eAuthentication Process
- Explain the process used to gain access to the ezFedGrants External Portal
- Understand additional training offerings and how to access training materials
- Navigate to and within the ezFedGrants system





Agenda



- Course Introduction
- Module 1 – eAuthentication
- Module 2 – External Portal Access
- Course Summary



Objective



After completing this module, you will be able to:

- Describe the eAuthentication application process



What is it?

- eAuthentication is the system used by USDA agencies to enable individuals 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.



eAuthentication



What's Needed?

- You will need a government-issued photo ID, such as a passport or driver's license.
- You will need a valid email address.

Helpful Hints

- Once you have obtained a USDA eAuthentication account with a verified identity, you will be able to access the **ezFedGrants Home** screen, where you can request access to the ezFedGrants External Portal. Please refer to the ezFedGrants Access Requests Job Aid for more information.
- On certain screens you may need to scroll to view additional data fields.
- Certain screenshots may display only a portion of the screen.
- **Note:** Data used in this procedure is a representative sample for the purpose of training. Actual data in the system may vary based on agency and scenario.

New eAuth Accounts

- If the customer account has a **unique email**, it will use the new self-service password reset process; email is sent with Reset Password link and no security questions are required to be answered
- A customer can create more than one account as long as they have unique email addresses
- Level 1/Level 2 are no longer referenced on the website or any documentation.

Legacy eAuth Accounts

- If the customer account has a **unique email**, it will use the new self-service password reset process; email is sent with Reset Password link.
- If the account does **NOT** have a **unique email**, the account will go through the legacy process using security questions to reset the password
- Legacy external accounts will keep their existing User ID



eAuthentication



Start by going to the USDA eAuthentication Home screen using the following web address:
<https://www.eauth.usda.gov/home>

The screenshot shows the USDA eAuthentication Home page. At the top, there is a navigation bar with links for HOME, CREATE ACCOUNT, MANAGE ACCOUNT, and HELP. A red box highlights the 'CREATE ACCOUNT' link, with a green circle containing the number '1' next to it. Below the navigation bar is a dark banner with the text: 'We'll take you to your destination in just a moment...' and 'The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.' Below this banner are two main login options: 'Log In with LincPass (PIV)' and 'Log In with Password'. The 'Log In with LincPass (PIV)' option shows a sample PIV card for 'Alexander, Bobby S.' and has a 'Log In with LincPass' button. The 'Log In with Password' option has input fields for 'User ID' and 'Password', with links for 'Forgot User ID' and 'Forgot Password', and a 'Log In with Password' button. Below the login options are three buttons: '+ Create Account', 'Update Account', and 'Find Help'. A red box highlights the '+ Create Account' button, with a green circle containing the number '2' next to it. At the bottom of the page, there are three sections: 'Quick Links' with links for 'Home' and 'Create Account' (the 'Create Account' link is highlighted with a red box and a green circle containing the number '3'); 'USDA-Employee Links' with a link for 'Local Registration Authority (LRA)'; and 'Other Links' with links for 'Accessibility Statement' and 'Privacy Policy'.



eAuthentication



Account Creation/Registration (continued)

1. Select the user type "**Customer**"
2. Enter your **email address**. Note: You must use a unique email address to register
3. Confirmation page displayed - **Registration Email Sent**

Account Registration ? 1

What type of user are you?

Customer

USDA Employee / Contractor

[Continue](#)

Customer Account Registration ? 2

Please enter your email address

Email Address

[Submit](#)

Registration Email Sent 3

We have sent an email to the address listed below. Follow the link in the email to complete the registration process.

joe.customerusda@gmail.com

[Resend Email](#)

[Use A Different Email](#)

Account Creation/Registration

- Confirm your email address
- Link will expire in 30 minutes
- If link expires, you will need to start the process over

eAuth - Confirm Email Inbox x

 DoNotReply.ICAM@ocio.usda.gov
to me ▾



Complete Account Registration

Thanks for requesting a USDA eAuthentication account. Please click t

[Confirm email address](#)

This link will expire soon.

Please do not reply to this message.

External Account Creation/Registration

- Enter your complete name as provided on a government issued photo ID (no nicknames)
- Create a password

Customer Account Registration

Please provide the information requested below to complete the registration of your account.

Please enter your complete name as provided on a government issued photo ID (no nicknames).

First name

Middle name (optional)

Last name

Suffix (optional)



Your User ID Is Your Email Address

User ID : _____@gmail.com

Please set your password [?](#)

Password must be at least 12 characters long and cannot be a commonly used password.

Password

12+

Show Password

Password Strength: Great!

Submit

Your account is fully functional and ready to use (unverified Level 1):

- Email is sent for your record
- Clicking "Continue" will take you to the login screen of the application

 An official website of the United States government [Here's how you know](#) ✓

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE MENU

Customer Account Registration

External Account Registration Complete

You have completed the account registration process and your account is ready for use.

We have sent a confirmation email for your records.

Your User ID is : joe.customerusda@gmail.com

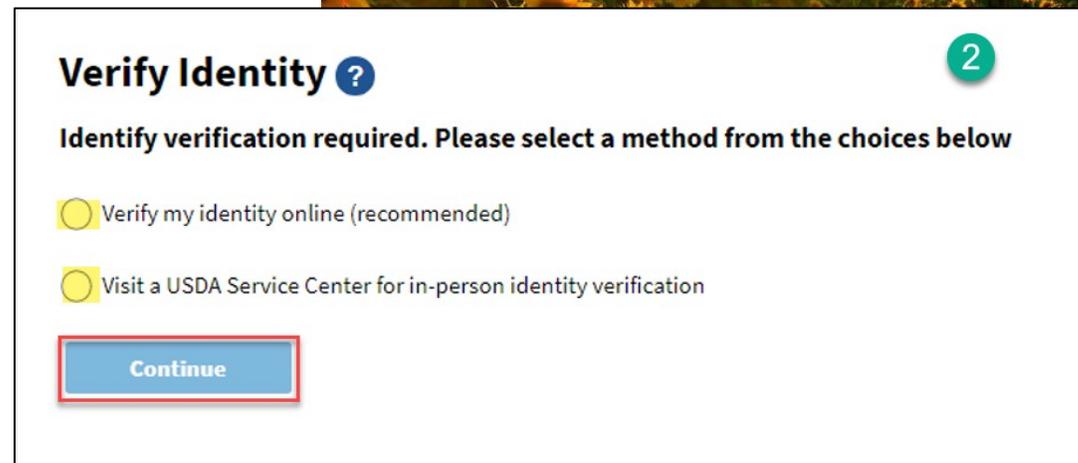
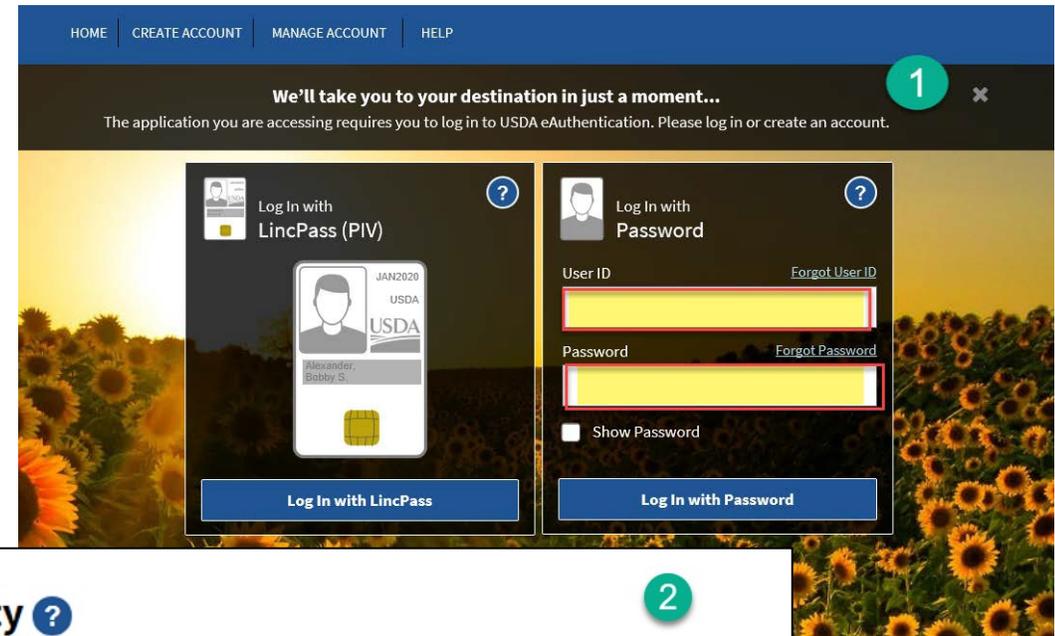
[Continue](#)

Example:
Successful Account
Registration email



- The final requirement is identity verification, which can be completed online or by visiting a Local Registration Authority (LRA).
- The Digital Identity Verification (DIV) questionnaire, for online identity verification, uses United States-based background and/or identity information. If you do not have sufficient US-based background/identity information, you will need to verify your identity in person at an LRA
 - Digital Identity Verification requires you to answer a series of questions about your background and personal identity. You will have two attempts to correctly answer these questions.
 - A credit check is not run
- If you are successful, you will be granted eAuthentication identity verified account access.
- If you are unable to complete the questionnaire, either due to lack of available information or failure to provide correct responses, you will be required to verify your identity in person.

1. Log in to application that requires identity verification
2. Online Identity Verification
 - Online option
 - Visit a Service Center for in-person identify verification by an LRA





Online Identity Verification Process



Must Agree to the Terms of Service

- Selecting exit button opts out of the online process
- Link allows them to view the entire terms of service

Verify Identity ? 3

By clicking the "I Agree" button, you are providing written consent to the United States Department of Agriculture (USDA) under the Fair Credit Reporting Act authoring the USDA to determine your identity based on information from your personal credit profile or other information from Experian. By clicking "I Agree", you agree to the Terms of Service, and you authorize the USDA to obtain such information solely to verify your identity for the purpose of avoiding fraudulent transactions in your name.

[Terms of Service](#)

I Agree **Exit**

Have a U.S. mailing address

You can only verify your own identity. You cannot attempt identity verification on behalf of another person or using another person's information or identity, even if you have written permission. Only you can use the eAuthentication account that you created. You can never share the use of your account with anyone else under any circumstances. You can never use another person's account.

Will USDA see my credit report?
No, USDA does not view your credit report or maintain your SSN.

Will the "soft inquiry" hurt my credit score?
No, a "soft inquiry" will not be reported to lenders. It will have no effect on lending decisions or credit scores, and you do not incur any charges related to them.

What will we do with your information?
USDA will use the information you provide during account registration to verify your identity using Experian Credit Services. USDA will not store your Social Security Number. It is used only for identity verification purposes. When an identity verification request is made with Experian, they may use information from your credit report to help verify your identity. As a result, you may see an entry called a "soft inquiry" on your Experian credit report. This will show an inquiry by the United States Department of Agriculture with our address and the date of the request. Soft inquiries do not affect your credit score, and you do not incur any charges related to them. Soft inquiries are displayed in the version of the credit profile viewable only to consumers and are not reported to lenders. The soft inquiry will generally be removed from your credit report after 24 months. Once your identity has been verified, you will not generate additional soft inquiries when using your eAuthentication account.

What happens if you provide false information or misuse this service?
You may be subject to criminal or civil penalties, or both, if you provide false or misleading statements or engage in unauthorized use of this service.

What are you responsible for?
You accept that the responsibility to properly protect any information provided to you by the United States Department of Agriculture is yours, and that you are the responsible party should any information on or from your computer or other device be improperly disclosed. You agree the USDA is not responsible for the improper disclosure of any information that USDA has provided to you, whether due to your own negligence or the wrongful acts of others.

I Agree **Exit**



Online Identity Verification Process



Complete the account profile form

- Confirm first and last name match govt. issued – photo ID
 - Update if incorrect
- Update address and phone fields
- Enter the Date of Birth (required)
- Enter SSN (required)
 - Note – if Visit LRA option was selected, the SSN field will not display. They will be taken to the LRA locator website when the click “continue”
- Click “Continue” to submit form

Verify Identity ?

Additional Information Required
Please complete the form below and confirm it is correct.
This information must match your government issued photo ID (e.g., Driver's License).

4

First name
Joseph

Middle name (optional)
A

Last name
Customer

Suffix (optional)

Home address
2525 A street

Home city
Somewhere

Home state
Colorado

Home country
United States

Home zip/postal code
80524

Home phone
555-555-1234

Date of birth
For example: 04 28 1986
Month Day Year
12 01 1980

To begin the process, you must enter your complete 9-digit Social Security Number (SSN).

Social Security Number (SSN)

Display SSN

Note: USDA eAuthentication does not retain your Social Security Number. It is only used for the identity verification purposes.

Continue

Complete Identity Verification Quiz

- If enough data is found for the customer in Experian they are presented the 5 identity verification quiz questions
- Each question is on a single page
 - They have option to return to previous page

Verify Identity 5

Identity Verification Quiz

Question 1 of 5:

Which of the following professions do you currently or have previously belonged to? If there is not a matched profession, please select 'NONE OF THE ABOVE'.

DOCTOR / PHYSICIAN / SURGEON
 NURSE
 DENTIST / DENTAL HYGIENIST
 REAL ESTATE / SALES / BROKER / APPRAISER
 NONE OF THE ABOVE/DOES NOT APPLY

[Next >](#)

Verify Identity 5

Identity Verification Quiz

Question 5 of 5:

According to your credit profile, you may have opened a mortgage loan in or around March 2014. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

MID AMERICA MORTGAGE
 INDEPENDENT MTG
 CALIFORNIA FEDERAL
 UC LENDING
 NONE OF THE ABOVE/DOES NOT APPLY

[< Previous](#)
[Submit](#)

Identity Verification Success

- A confirmation email is also sent to your email address
- Clicking “Continue” will take you back to the application you originally attempted to log into

If there is not enough data to generate an identify verification on the quiz due to questions being answered incorrectly, you must visit an LRA in person. You will also need to visit an LRA in person if user attempts are exceeded.

Verify Identity

Identity Verification Success

You have completed the Online Identity Verification process and your account is ready for use.

We have sent a confirmation email for your records.

[Continue](#)

6



D

DoNotReply.ICAM@ocio.usda.gov

eAuthentication: Identity Verification Success

Wed 3/27/2019 2:18 PM

To: [redacted]@[redacted].com

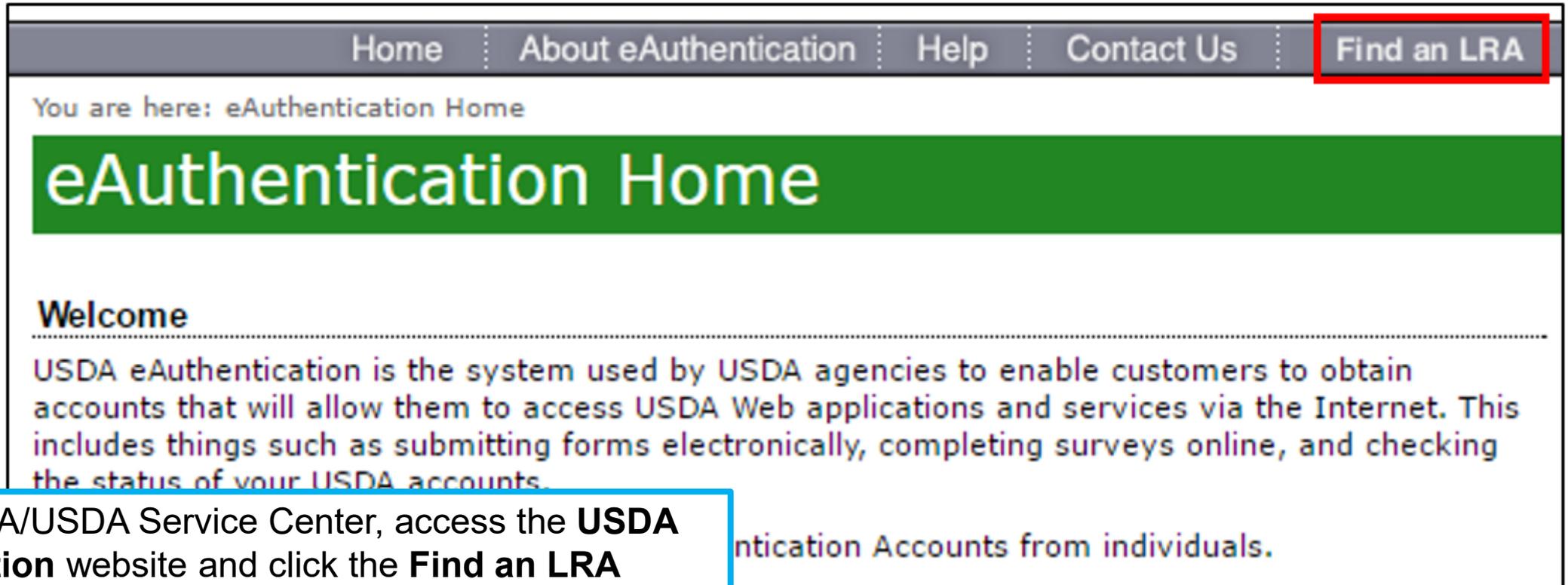
Identity Verification Success

Congratulations [redacted]

Your identity has been successfully verified. You can now use your USDA eAuthentication account to access USDA web applications that require identity verification.

Please do not reply to this message.

For more help, visit [redacted]



The screenshot shows the top portion of the USDA eAuthentication website. At the top is a dark grey navigation bar with white text links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. The 'Find an LRA' link is highlighted with a red rectangular box. Below the navigation bar, the breadcrumb text reads 'You are here: eAuthentication Home'. A large green banner with white text says 'eAuthentication Home'. Underneath, a 'Welcome' section is followed by a paragraph of text: '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.'

To find an LRA/USDA Service Center, access the **USDA eAuthentication** website and click the **Find an LRA** button at the top of the screen. This will take you to the **USDA Service Center Locator** site.



eAuthentication



On the **USDA Service Center Locator** site, click the state you are located in.

USDA United States Department of Agriculture
Service Center Locator

USDA eAuthentication | USDA | FSA | NRCS | RD

USDA eAuthentication Local Registration Authority Locations

Please call the telephone number listed for the Service Center nearest you for an appointment before your visit. Also, you must bring at least one form of identification with you to complete your registration.

Click On Your State

Map showing state abbreviations: WA, OR, CA, NV, UT, CO, WY, MT, ND, SD, IA, KS, MN, WI, MI, IL, IN, OH, WV, VA, KY, MO, NH, VT, ME, MA, RI, CT, NJ, NY, PA, MD, DC.

When you click your state, a list of all LRAs/Service Centers in your state will appear. To make an appointment, call the service center nearest to you. On the day of your appointment, you will need to bring at least one form of government-issued photo ID and the email address you used to register your account.



USDA United States Department of Agriculture
Service Center Locator

USDA eAuthentication | USDA | FSA | NRCS | RD

Local Registration Authority Locations - Pennsylvania

Please call the telephone number listed for the Service Center nearest you for an appointment before your visit. Also, you must bring at least one form of identification with you to complete your registration.

USDA eAuthentication	
<p>ALLENTOWN SERVICE CENTER 2211 MACK BLVD ALLENTOWN, PA 18103-5623 (610) 791-9810 (855) 742-4168 fax</p>	<p>Street Map Driving Directions</p>
<p>BEDFORD SERVICE CENTER 702 W PITT ST BEDFORD, PA 15522-6556 (814) 623-5129 ext 2 (855) 742-4189 fax</p>	<p>Street Map Driving Directions</p>

Once the LRA has completed your registration, or your identity has been verified digitally, you will receive an email confirming that you now have a USDA eAuthentication account.

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

eAuthentication Login

LincPass (PIV) ?



CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

I forgot my [User ID](#) | [Password](#)

REGISTER

LOGIN

[Change my Password](#)



- Course Introduction
- Module 1 – eAuthentication
- Module 2 – ezFedGrants Access
- Course Summary



Objectives



After completing this module, you will be able to:

- Describe the process for gaining access to the ezFedGrants portal.



What's Needed?

- eAuthentication access.
- The three main user roles available are Grants Administrative Officer (GAO), Grants Processor (GP), and Signatory Official (SO).
- Users requesting the GAO role, who are also the first users from their organizations to request access to the ezFedGrants Portal, will have their access requests approved by their USDA Agency Grants Management Officer (AGMO). All subsequent user access requests, including additional GAOs, are approved by the individual assigned as GAO for that organization.
- Before you can request access as a Grants Processor, Signatory Official, or Reviewer, another individual from your organization must have been provisioned by your USDA agency with the Grants Administrative Officer role.

Helpful Hints

- All users, regardless of requested role and the order of request submission, follow the same procedure for submitting the access request.
- Once a user's access request for the GAO role has been approved by the USDA AGMO, all subsequent access requests for that organization will be approved by the GAO user, including additional GAO requests.
- Users transferring organizations may also need to update their eAuthentication contact information before submitting a new access request.
- Fields with an asterisk (*) are required.

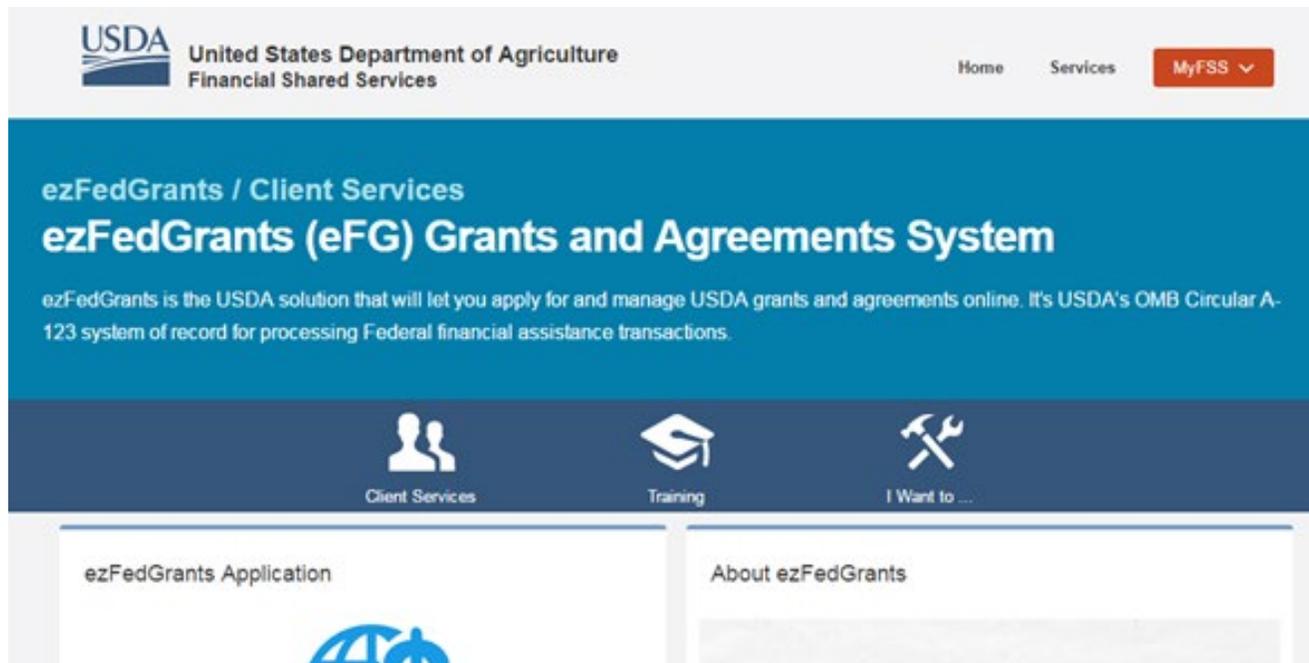
Note: Data used in this procedure is a representative sample for the purpose of training. Actual data in the system may vary based on agency and scenario.



ezFedGrants Access



- The direct link to ezFedGrants is <https://grants.fms.usda.gov>
- Alternatively, you can navigate via the ezFedGrants information website at www.nfc.usda.gov/ezfedgrants



ezFedGrants / Client Services

ezFedGrants (eFG) Grants and Agreements System

ezFedGrants is the USDA solution that will let you apply for and manage USDA grants and agreements online. It's USDA's OMB Circular A-123 system of record for processing Federal financial assistance transactions.



Client Services



Training



I Want to ...

On the ezFedGrants page, click the Launch ezFedGrants button. You can select Training to access job aids and other training information

Application



Get started with a new grant application, check a pending status, and more by logging into ezFedGrants.

Launch ezFedGrants

About ezFedGrants



ezFedGrants is the USDA solution that will let you apply for and manage

eAuthentication Login

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

LincPass (PIV) ?



User ID & Password ?

User ID:

Password:

[I forgot my User ID | Password](#)

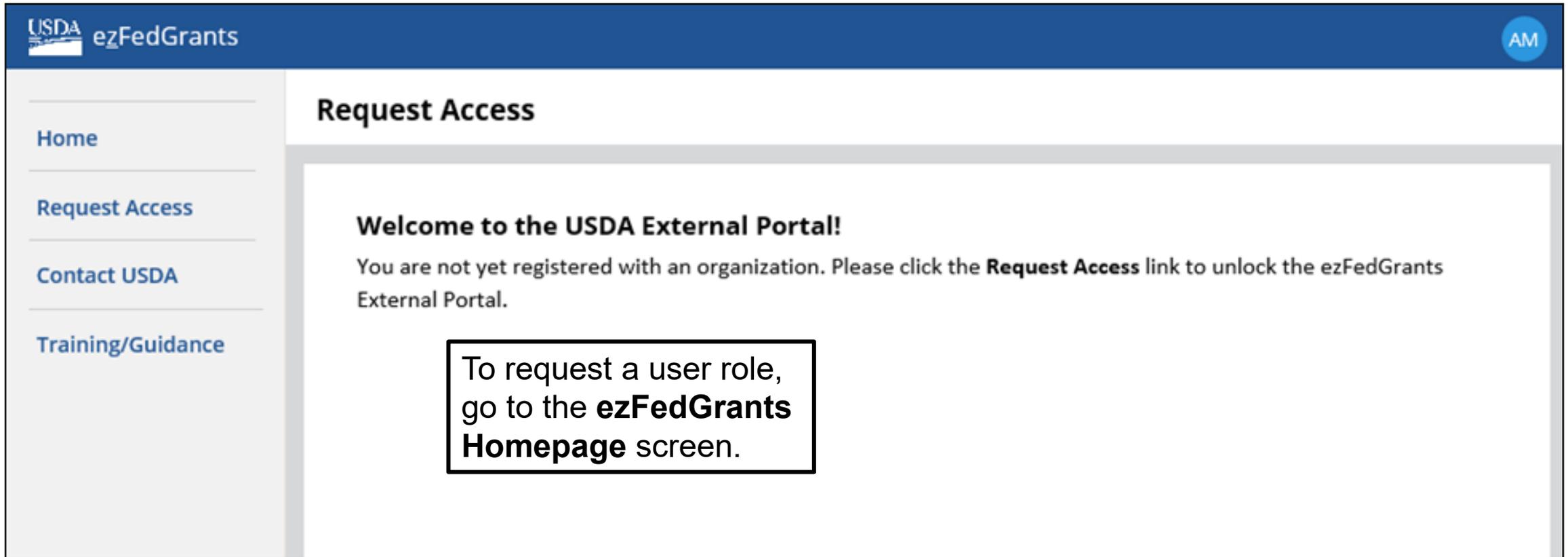
[Change my Password](#)

Enter your eAuth credentials to enter the site

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and

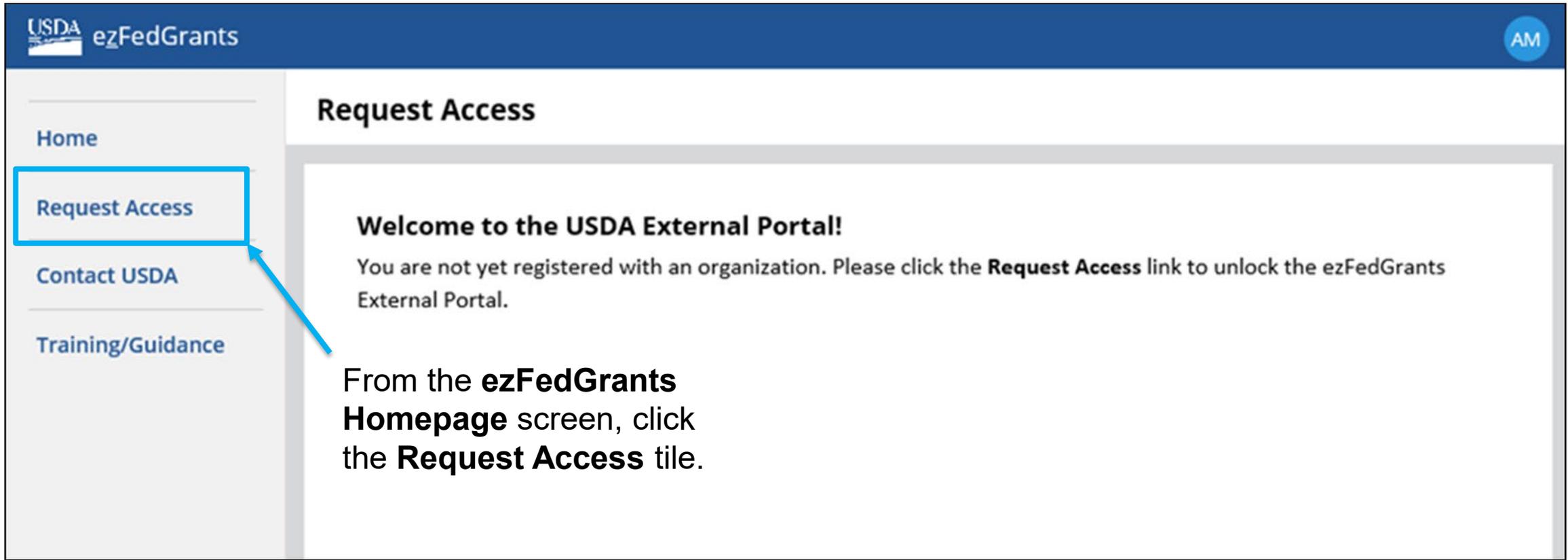


USDA ezFedGrants AM

Request Access

Welcome to the USDA External Portal!
You are not yet registered with an organization. Please click the **Request Access** link to unlock the ezFedGrants External Portal.

To request a user role, go to the **ezFedGrants Homepage** screen.



USDA ezFedGrants AM

Request Access

Welcome to the USDA External Portal!
You are not yet registered with an organization. Please click the **Request Access** link to unlock the ezFedGrants External Portal.

From the **ezFedGrants Homepage** screen, click the **Request Access** tile.



ezFedGrants Access



Request Access RA-15761

Print Cancel Next >>

1. Role Selection 2. Organization 3. Personal Information

Role Selection

* User Role

Access Request Comments

* Why are you submitting this access request?

On the **Request Access** screen, click the **User Role** field and click your desired role from the **User Role** dropdown menu. If you are the first user for your organization you must select the **Grants Administrative Officer** role.

USDA ezFedGrants
AM

Home

Request Access

Contact USDA

Training/Guidance

Request Access RA-15761

1. Role Selection
2. Organization
3. Personal Information

Role Selection

* User Role

Access Request Comments

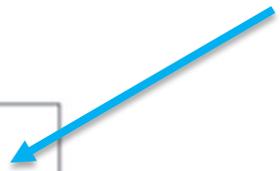
* Why are you submitting this access request?

Print

Cancel

Next >>

Click in the **Justification Narrative** text box, and enter the justification for your access request.





ezFedGrants Access



USDA ezFedGrants AM

Request Access RA-15761 Print Cancel **Next >>**

1. Role Selection 2. Organization 3. Personal Information

Role Selection

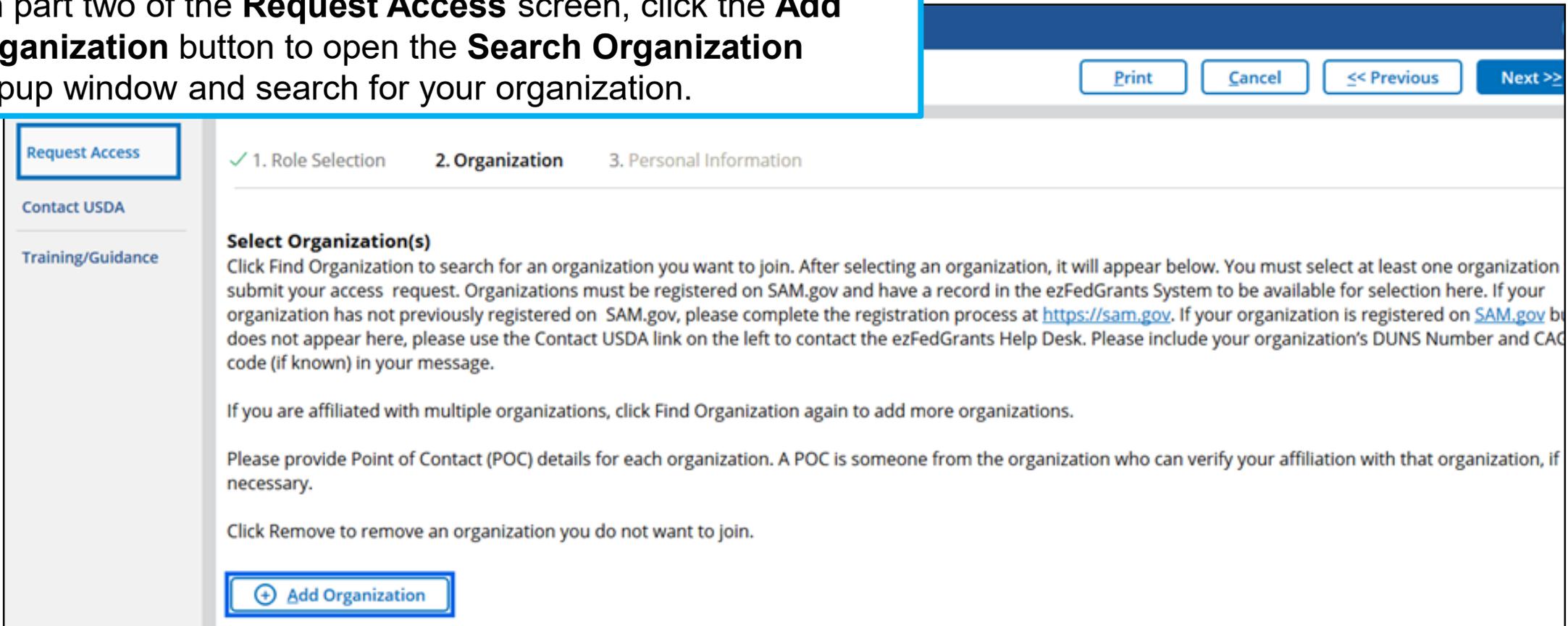
* User Role

Access Request Comments

* Why are you submitting this access request?

Once you have selected your role and entered your justification comments, click the **Next** button to move to part two of the **Request Access** screen.

On part two of the **Request Access** screen, click the **Add Organization** button to open the **Search Organization** popup window and search for your organization.



The screenshot shows the 'Request Access' screen with a progress indicator at the top: '1. Role Selection' (checked), '2. Organization' (active), and '3. Personal Information'. On the left sidebar, 'Request Access' is highlighted. The main content area is titled 'Select Organization(s)' and contains instructions for finding and adding organizations. At the bottom of the main content area, the '+ Add Organization' button is highlighted with a blue box.

Request Access

Contact USDA

Training/Guidance

✓ 1. Role Selection 2. Organization 3. Personal Information

Select Organization(s)

Click Find Organization to search for an organization you want to join. After selecting an organization, it will appear below. You must select at least one organization submit your access request. Organizations must be registered on SAM.gov and have a record in the ezFedGrants System to be available for selection here. If your organization has not previously registered on SAM.gov, please complete the registration process at <https://sam.gov>. If your organization is registered on SAM.gov but does not appear here, please use the Contact USDA link on the left to contact the ezFedGrants Help Desk. Please include your organization's DUNS Number and CAC code (if known) in your message.

If you are affiliated with multiple organizations, click Find Organization again to add more organizations.

Please provide Point of Contact (POC) details for each organization. A POC is someone from the organization who can verify your affiliation with that organization, if necessary.

Click Remove to remove an organization you do not want to join.

+ Add Organization

Print Cancel << Previous Next >>



ezFedGrants Access



In the **Search Organization** popup window, enter the applicable/known criteria for your organization into the given search fields.

Select Organization

Search Criteria

CRM Organization ID	City	Organization	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
DUNS Number	Postal Code	DUNS+4	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
Cage Code	ASAP ID		
<input type="text"/>	<input type="text"/>		

Select Organization

Search Criteria

CRM Organization ID	City	Organization	State
<input type="text"/>	<input type="text"/>	<input type="text" value="rutgers"/>	<input type="text" value="▼"/>
DUNS Number	Postal Code	DUNS+4	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Cage Code	ASAP ID		
<input type="text"/>	<input type="text"/>		

When you have entered all relevant search criteria, click the **Search** button.

Select Organization

Search Criteria

CRM Organization ID	City	Organization	State
<input type="text"/>	<input type="text"/>	<input type="text" value="rutgers"/>	<input type="text" value=""/>
DUNS Number	Postal Code	DUNS+4	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>
Cage Code	ASAP ID		
<input type="text"/>	<input type="text"/>		

Scroll down in the **Search Organization** popup window to the **Search Results** section.

Search Results

Actions	Organization	DUNS Number	DUNS+4	CAGE Code	Street Address	City	State	Postal Code	Phone Number	Country
Join Organization	RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE	0012345	8888	13X4W	34 RUTGERS PLAZA	NEW BRUNSWICK	NJ	08901-8559		US

Select Organization

Search Criteria

CRM Organization ID City Organization State

DUNS Number Postal Code DUNS+4 Country

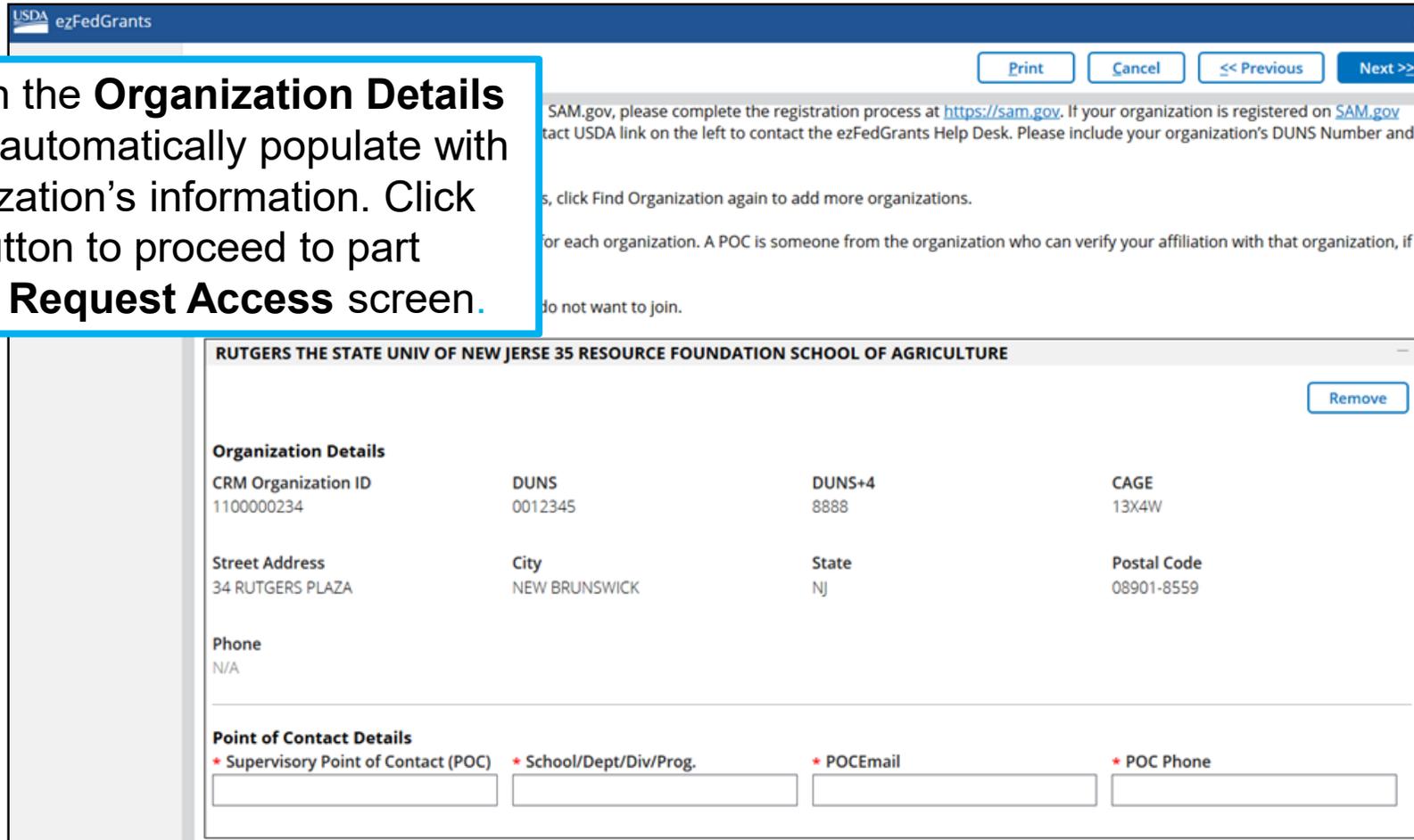
Cage Code

Search Results

Actions	Organization	DUNS Number	DUNS+4	CAGE Code	Street Address	City	State	Postal Code	Phone Number	Country
Join Organization	RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE	0012345	8888	13X4W	34 RUTGERS PLAZA	NEW BRUNSWICK	NJ	08901-8559		US

Locate your organization in the **Search Results** section, and click the **Join Organization** link to the left of the organization name. This will close the **Search Organization** popup window.

The fields in the **Organization Details** section will automatically populate with your organization's information. Click the **Next** button to proceed to part three of the **Request Access** screen.



USDA ezFedGrants

Print Cancel << Previous Next >>

SAM.gov, please complete the registration process at <https://sam.gov>. If your organization is registered on SAM.gov, click Find Organization again to add more organizations.

for each organization. A POC is someone from the organization who can verify your affiliation with that organization, if you do not want to join.

RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE Remove

Organization Details

CRM Organization ID 1100000234	DUNS 0012345	DUNS+4 8888	CAGE 13X4W
Street Address 34 RUTGERS PLAZA	City NEW BRUNSWICK	State NJ	Postal Code 08901-8559
Phone N/A			

Point of Contact Details

* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POCEmail	* POC Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add additional organizations as needed using the steps we saw previously. It is possible to remove an organization by clicking the Remove button.

Remove

DUNS+4 8888	CAGE 13X4W	
Street Address 34 RUTGERS PLAZA	City NEW BRUNSWICK	State NJ
		Postal Code 08901-8559
Phone N/A		
Point of Contact Details		
* Supervisory Point of Contact (POC) Mike Booker	* School/Dept/Div/Prog. Grants Team	* POCEmail mbooker@rutgers.gov
		* POC Phone (123) 456-7890

+ Add Organization

Complete the **Point of Contact Details** fields to identify a Point of Contact (POC)

You must enter POC details for each organization even if they all have the same POC.

RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE

Remove

<p>DUNS+4 8888</p> <p>State NJ</p>	<p>CAGE 13X4W</p> <p>Postal Code 08901-8559</p>
--	---

Phone
N/A

Point of Contact Details

* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POCEmail	* POC Phone
<input type="text" value="Mike Booker"/>	<input type="text" value="Grants Team"/>	<input type="text" value="mbooker@rutgers.gov"/>	<input type="text" value="(123) 456-7890"/>



ezFedGrants Access



USDA ezFedGrants

Request Access RA-3046

Click Remove to remove an organization you do not want to join.

RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE

Remove

Organization Details

CRM Organization ID	DUNS	DUNS+4	CAGE
1100000234	0012345	8888	13X4W
Street Address	City	State	Postal Code
34 RUTGERS PLAZA	NEW BRUNSWICK	NJ	08901-8559
Phone	N/A		

Point of Contact Details

* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POCEmail	* POC Phone
Mike Booker	Grants Team	mbooker@rutgers.gov	(123) 456-78

AMS Wildlife Foundation US 1-4

Organization Details

CRM Organization ID	DUNS	DUNS+4	CAGE
1100003261	475187723	N/A	8X4W6
Street Address	City	State	Postal Code
15 SPROAT STREET NE	WASHINGTON	DC	02346-2228
Phone	N/A		

Point of Contact Details

* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POCEmail	* POC Phone
Mary Contrary	Research Station	mcontrary@ams2.org	(256) 369-8700

Once you have added all organizations you wish to include with your access request, click the **Next** button. You can join additional organizations through your User Profile any time after your initial access request is approved.

USDA ezFedGrants

Request Access RA-3046 Print Cancel << Previous Submit

Home

Request Access

Contact USDA

Training/Guidance

✓ 1. Role Selection ✓ 2. Organization 3. Personal Information

Work Contact Information
Enter your occupational details and contact information.

Work Contact - Name and Title

Academic Title Title

Last Name
ARS-ST-CM-Rep

Work Contact - Address

* Occupation * Work Street Address Building or Room Number (Optional) * City

State * Postal Code Country

Work Contact - Phone and Fax Numbers

* Work Phone Country Code (Phone) Extension Work Fax

Country Code (Fax) * Work Email

Fill out the necessary work contact information. Required fields are marked with a red asterisk. At minimum you must complete the **Occupation, Work Street Address, City, State, Postal Code, Work Phone, and Work Email** fields.

USDA ezFedGrants

Request Access RA-3046

Print Cancel << Previous **Submit**

✓ 1. Role Selection ✓ 2. Organization 3. Personal Information

Work Contact Information
Enter your occupational details and contact information.

Work Contact - Name and Title

Academic Title Title First Name ARS Middle Name

Last Name ARS-ST-CM-Rep

Work Contact - Address

* Occupation * Work Street Address Building or Room Number (Optional) * City

State Alabama (AL) * Postal Code Country

Work Contact - Phone and Fax Numbers

* Work Phone Country Code (Phone)

Country Code (Fax) * Work Email

Submit

Once you have entered all of your information, click the **Submit** button to submit your access request.

USDA ezFedGrants

Request Access (RA-3046) Print Close

Status: Submitted

Your request has been submitted to the administrator(s) listed below and your request will be emailed to you.

RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE

Name	E-Mail	Phone
Test ARS	mbooker@rutgers.gov	(123) 456-7890
Test ARS	rdodger@rutgers.gov	(202) 720-0318
ARS ARS-ST-GL-Admin	mbooker@rutgers.gov	(123) 456-7890
GAO1 GAO1	test@test.com	(123) 456-7890
GAO USER1	gao1rut@pega.com	(626) 244-5429
TEST GAO	nrcsps01@gmail.com	(123) 456-7890
TEST GAO 2	nrcsps03@gmail.com	(123) 456-7890

AMS Wildlife Foundation US 1-4

Name	E-Mail
Test ARS	kelly.thomas
GAO External	work@email
GAO APHIS	test@test.co
Test ARS	test@test.co

Role Selection Organization Personal Information

Role Selection
User Role
Grant Administrative Officer

Agency
AMS

Access Request Comments
Why are you submitting this access request?
Submitting to gain access as a GAO to AMS Wildlife and and Rutgers

If your access request has been submitted successfully, the system will display a confirmation message. Once your request is approved, you will receive a confirmation email. A list of reviewers who have received your access request will be displayed. If you included multiple organizations, you will see a separate list of reviewers for each organization.



Agenda



- Course Introduction
- Module 1 – eAuthentication
- Module 2 – External Portal Access
- Course Summary



Course Summary



- Today we discussed:
 - How to apply for eAuthentication.
 - How to request access to the ezFedGrants external portal.

- Job Aids located at: <https://www.nfc.usda.gov/ezfedgrants>
- FAQ
- Agency Representative
- ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov
- For eAuthentication issues including password resets, contact the eAuthentication helpdesk at eAuthHelpDesk@ftc.usda.gov or dial 1-800-457-3642 (Option 1).





Questions?

