WBSCM New User Registration

2 Key Steps to Access WBSCM

Create **Login.gov** ID and link to eAuth | Register WBSCM Account

A WBSCM account must **first** be created by the **User Administrator** or the user's organization. Once this account is created, WBSCM automatically generates a registration email that is sent to the user with steps to create a Login.gov ID, link it to the eAuthentication (eAuth) system, and register their WBSCM account. This registration email should be saved until the Login.gov ID is successfully linked to the WBSCM account(s).

Create Login.gov ID and link to eAuth

Register WBSCM Account

Step 1: Create Login.gov ID and link to eAuth

Skip to Step 2 if you are a USDA Federal Employee, Affiliate, or Contractor or if you already have an existing eAuth account to access any non-WBSCM application.

❖ Go to the USDA eAuthentication page (**https://www.eauth.usda.gov/eauth/b/usda/login**) select **Customer**, then **Login.gov** login option.

  • Users with an existing Login.gov account, **Sign in** with your existing credentials and complete the steps to perform a one-time process to link the Login.gov ID with USDA eAuth.

  • To create a new Login.gov account, choose **Create an account**; provide a unique email address, establish multi-factor authentication, and return to eAuth to link the new account with eAuth.

❖ Users who do not have an existing eAuth account, when linking Login.gov ID to eAuth, must choose **Continue without linking to an existing eAuth account** option.

❖ After Login.gov credentials are created and successfully linked to eAuth, the **Account Information** page displays a summary of the user's Login.gov credentials with a green Linked checkmark. This completes Step 1. **Log out**, and go to Step 2 to register your WBSCM account.

Users with a non-WBSCM application eAuth ID have the option to migrate to new Login.gov credentials and link it to their existing eAuth ID or continue using eAuth ID.

Step 2: Register WBSCM Account

❖ Click the unique link in Step 2 of the WBSCM Account Registration email.

  • **Customers, Vendors, Business Partners**: log in using newly created Login.gov ID or using the non-WBSCM application existing eAuth ID.

  • **USDA Federal Employees, Affiliates, Contractors**: log in using PIV/Lincpass credentials.

❖ Accept the Rules of Behavior (ROB) and access WBSCM. Registration is complete. If the ROB is not accepted, the WBSCM account gets locked.

❖ An active Login.gov ID or PIV/Lincpass can be linked to more than one WBSCM account. If user has multiple WBSCM accounts, a selection screen prompts user to select the account to log into WBSCM.

❖ WBSCM login errors could be due to:

  • The user logged in with the wrong Login.gov ID (or eAuth ID).

  • Login.gov ID is not linked to USDA eAuth.

  • WBSCM account is not successfully registered.

  • WBSCM ROB have not been accepted.

  • There is a Last Name and Email address mismatch between the Login.gov ID (or eAuth ID) and the WBSCM account.

  • The WBSCM account is locked or inactive.

Helpful Tips:

  • Bookmark the WBSCM website: **https://portal.wbscm.usda.gov/**
  • Login.gov or PIV/Lincpass credentials must match the user's last name and email address in WBSCM in order to successfully register the WBSCM account.

Additional resources on the USDA WBSCM page (https://www.usda.gov/wbscm)
  • WBSCM New User Registration Video
  • Multiple WBSCM Account Registration Job Aid
  • Contact your User Administrator or WBSCM Service Desk (877-WBSCM-4U) for assistance.