



ezFedGrants Role Assignment

GM 303





Agenda

Course Introduction



- Course Introduction
- Module 1 – eAuthentication and Login.gov
- Module 2 – External Portal Role Assignment
- Course Summary



Introduction



- Name
- Role
- Training Purpose





Course Objectives



After completing this course, you should be able to:

- Summarize the eAuthentication and Login.gov process
- Explain the process used to gain access to the ezFedGrants External Portal with a role assignment
- Navigate to and within the ezFedGrants system





Agenda

Module 1 – eAuthentication and Login.gov



- Course Introduction
- Module 1 – eAuthentication and Login.gov
- Module 2 – External Portal Role Assignment
- Course Summary



Module 1 – eAuthentication and Login.Gov Objectives



After completing this module, you should be able to:

- Describe the eAuthentication and Login.gov application processes





eAuthentication and Login.gov

What is it?



- eAuthentication is the system used by USDA agencies that enables individuals to obtain accounts that 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 USDA accounts.
- Visit www.eauth.usda.gov/ for more information.
- As of September 2023, eAuthentication transitioned to Login.gov. If you have an account, you can login directly using <https://secure.login.gov>.



Login.gov



- Login.gov is a secure sign in service used by the public.
- It is used to sign in to participating government agencies, such as USDA.
- Use the same username and password to access any agency that partners with Login.gov.
- This streamlines the process and eliminates the need to remember multiple usernames and passwords.



eAuthentication and Login.gov



What's Needed?

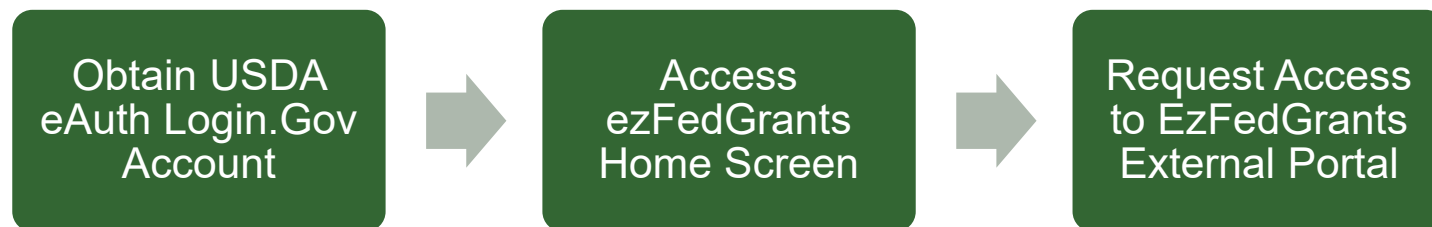
- A valid email address.
- A government-issued photo ID, such as a passport or driver's license.
- Access to a second device, such as SMS Phone/text.



eAuthentication and Login.gov Helpful Hints



- Once you have obtained a USDA eAuthentication login.gov account with a verified identity, you are able to access the **ezFedGrants Home** screen, where you can request access to the ezFedGrants External Portal.
- On certain screens, scroll to view additional data fields.
- 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.
- Refer to the *ezFedGrants Role Assignment Job Aid* for more information.





eAuthentication and Login.gov Access



1. Access the **USDA eAuthentication Home** screen using the following web address:
<https://www.eauth.usda.gov>
2. Select **Create Account**.

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME **CREATE ACCOUNT** MANAGE ACCOUNT ▾ HELP ▾

eAuth Home

Delivering easy to obtain, secure and private online access to USDA programs and services.

More Access with Fewer Passwords

USDA eAuthentication(eAuth) is the system used by USDA agency customers and employees to obtain accounts that will allow them to access applications and services via the Internet.

A single eAuth account saves time and reduces the number of passwords needed for effortless access to multiple online resources, programs and benefits for official business via the Internet with USDA. This includes submitting applications, completing surveys online, and checking the status of USDA accounts.

Identity Security

Our goal is to protect your personal information. The authentication and security encryption standards and practices we implement ensure your information is protected.

Designed for Mobile

Intuitive navigation, responsive design and multi-browser compatibility provide an optimized user experience for registering for accounts.

Straightforward Simplified Processes

Uncomplicated account registration, enhanced security, and self-service for account management.

Convenience

Use a computer, tablet, or a smart phone to access your information or sign-up for an account 24/7.

privacy, with minimal data collection. Convenient online identity verification. Self-service forgotten password and User ID recovery. Intuitive Help and FAQs.

Accounts

Individuals register for Customer Accounts and may use the online identity verification application. USDA employees/contractors register using information entered by Human Resources.

Application Integration Services

Dedicated team assisting USDA agencies to integrate Web applications and services with eAuthentication to improve customer convenience, security and reduce costs.

[Return to top](#)

Quick Links

[Home](#)
[Create Account](#)
[Update Account](#)
[FAQs](#)
[Find Service Center](#)
[Contact Us](#)

Other Links

[Accessibility Statement](#)
[Privacy Policy](#)
[Public Burden Statement](#)
[Non-Discrimination Statement](#)
[USDA.gov](#)
[USA.gov](#)

USDA eAuthentication
U.S. Department of Agriculture



eAuthentication and Login.gov User Type



1. Select user type **Customer**.
2. Select **Continue to Login.gov**.
3. Sign-in using your credentials if you have an existing Login.gov account.
4. Follow the prompts.

Login

Select your user type to continue

☐ Remember my user type

Customer
Public citizens conducting business with USDA Agencies

>

USDA Employee/Contractor
Federal employees and contractors working for USDA

>

Other Federal Employee/Contractor
Non-USDA federal agency employees and contractors

>

Customers - Use Login.gov

eAuth is now using Login.gov for our Public Citizens who want to conduct business online with USDA. Please click the Continue to Login.gov button to create your account.

Continue to Login.gov

Cancel

Customer Login

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

Login.gov
Enter Login.gov User ID and Password

>

eAuth User ID
Enter User ID and Password

User ID

[Forgot User ID](#)

Password

[Forgot Password](#)

☐ Show Password

Log In






eAuthentication and Login.gov External Account Creation/Registration



1. Enter your **email address**. A unique email address is required to register for the account.
2. Select the language preference.
3. Check the box to agree to the Rules of Use.
4. Click **Submit**.

LOGIN.GOV USDA

USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)
☐ Español
☐ Français

☐ I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

www.usda.gov/ocfo/ezfedgrants



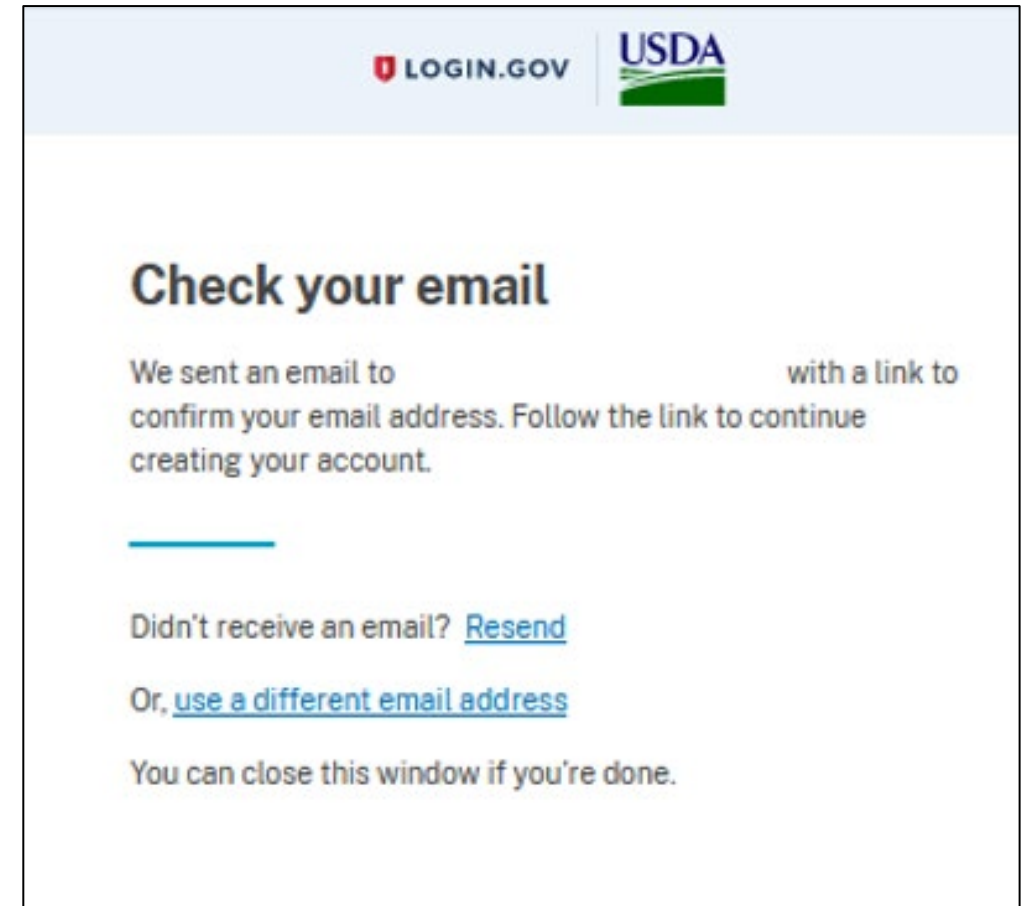
eAuthentication and Login.gov Registration Email



External Account Creation/Registration (continued)

Confirmation page displayed - **Registration Email Sent**

- a. Resend Email – option
- b. Use A Different Email – option



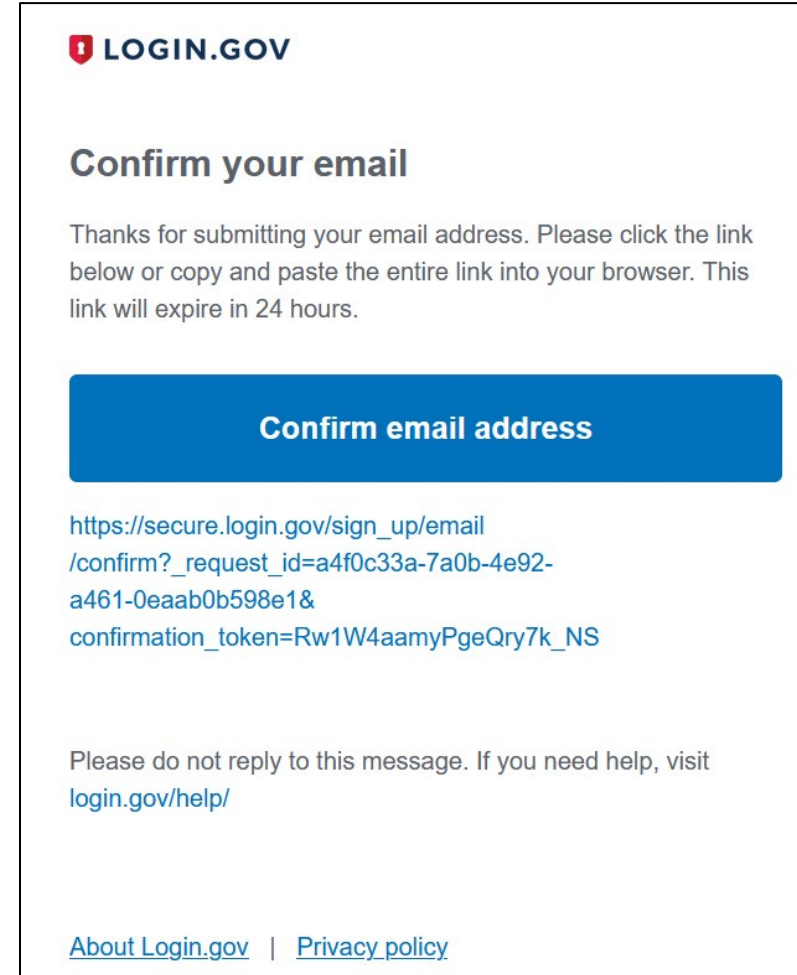


eAuthentication and Login.gov Email Confirmation



External Account Creation/Registration

- Go to your personal email and **confirm email address**
- Link **expires in 24 hours** from time it is generated
- If link expires, user needs to start the account registration process over





eAuthentication and Login.gov Create Password



External Account Creation/Registration Cont.

- Create a password
 - Based on the system requirements
 - System performs password checks as a password is entered
- Select **Continue** to submit the form

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

LOGIN.GOV USDA

✓ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

☐ Show password

Continue

Password safety tips

Avoid reusing passwords from your other accounts, such as your banks, email and social media. Don't include words from your email address.

[Cancel account creation](#)



eAuthentication and Login.gov Authenticate Account



External Account Creation/Registration Cont.

- Authenticate your account using one of the available methods
- Add a second method as additional backup or Skip for now
- Then **Agree and continue**

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- ☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☐ **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- ☐ **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- ☐ **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

[Continue](#)

[Cancel account creation](#)

An official website of the United States government. Here's how you know

LOGIN.GOV **USDA**

✓ A phone was added to your account.

You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

[Add another method](#)

[Skip for now](#)

Continue to USDA eAuthentication

We'll share your information with USDA eAuthentication to connect your account.

✓ Email address

Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

[Agree and continue](#)

[Cancel](#)



eAuthentication and Login.gov Link Existing Account



If applicable, select whether you would like to link your account to an existing eAuth account.

Link with Login.gov ?

Login.gov must be linked to an eAuth account to use it with USDA applications.

☐ Use an existing eAuth account to link to my Login.gov account.

☒ Continue without linking to an existing eAuth account.

Continue



eAuthentication and Login.gov First and Last Name



External Account Creation/Registration Cont.

Enter complete name as provided on government issued photo ID (no nicknames)

- The first and last name is used to verify identity.
- **Submit** the entries.

Account is now established.

The screenshot shows the USDA eAuthentication web interface. At the top, the USDA logo and 'eAuthentication U.S. DEPARTMENT OF AGRICULTURE' are displayed. A navigation bar includes links for HOME, CREATE ACCOUNT, MANAGE ACCOUNT, and HELP. The main content area is titled 'User Information Required' with a help icon. Below this, a message states: 'In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:'. There are two input fields: 'First name' and 'Last name'. A 'Submit' button is located at the bottom of the form.



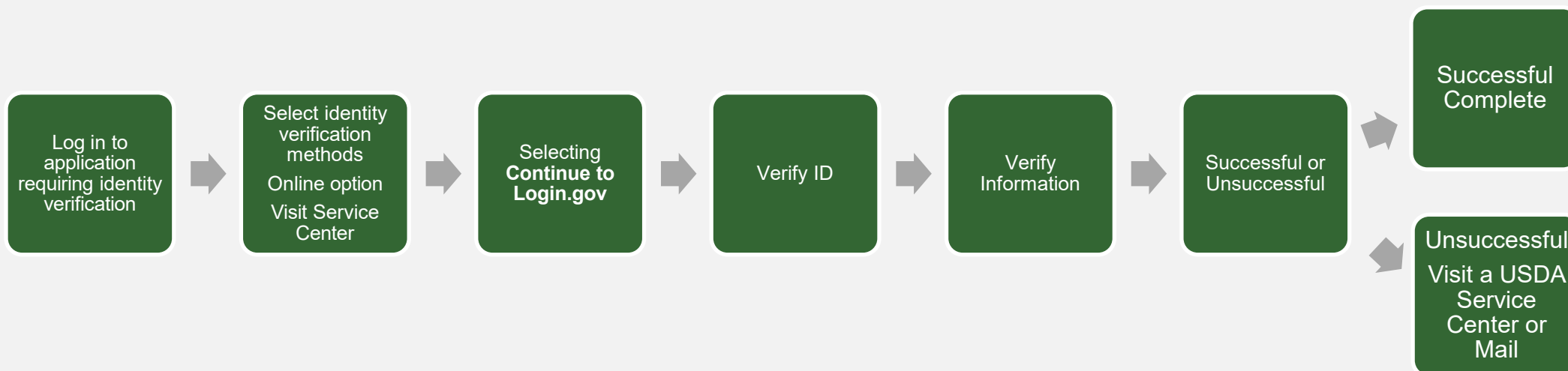
eAuthentication and Login.gov Identity Verification



- The final requirement is identity verification.
- Identity verification can be completed:
 - Online
 - By mail
 - By visiting a USDA Service Center
- The system uses the information on the government issued photo ID to verify the identity online, as well as the social security number.
- If successful, the user is granted an eAuthentication login.gov identity verified account.
- If Identity cannot be authenticated online, verify identity in person at a USDA Service Center or via mail.
- Refer to the Login.gov help center for additional information. The [Verify Your Identity](#) section is especially helpful regarding identify verification.



Identify Verification Process





Online Identity Verification Process



External Account Creation/Registration Cont.

1. Log in to application that requires identity verification
2. Taken to screen to select identity verification methods
 - Online option
 - Visit a Service Center for in-person identify verification

Verify Identity ?

The application you are accessing requires identity verification. Your account does not currently meet these requirements. Please select the method to verify your identity below.

- ☒ Verify my identity at Login.gov - Recommended
- ☐ Visit a USDA Service Center for in-person identity verification

Continue

Customer Login ?

[Need an account?](#)

Not a Customer? [Change user type](#)

Select an option to continue



Login.gov

Enter Login.gov User ID and Password



eAuth User ID

Enter User ID and Password

User ID

[Forgot User ID](#)

Password

[Forgot Password](#)

☐

Show Password

Log In



Online Identity Verification Process Review and Continue to Login.Gov



After selecting the Online Identity Verification option, review the listed statements and select **Continue to Login.gov** to proceed in the online process.

Verify Identity at Login.gov ?

The application you are accessing requires identity verification. Your account does not meet these requirements.

USDA eAuthentication is now using Login.gov for identity verification and authentication. Please click the "Continue to Login.gov" button.

- If you already have a Login.gov account, use it to link with eAuth and follow the prompts on the Login.gov page.
- If you do not have a Login.gov account, you can create one and follow the prompts to link.
- You will be returned to USDA eAuth to link the two accounts together.
- Once your accounts are linked, you must use Login.gov for identity verification and for all future logins to USDA resources.

[Continue to Login.gov](#)



Online Identity Verification Process Getting Started Screen



1. Review the explanation on How verifying your identity works.
2. You must agree to the privacy and security statement to continue by checking the box.
3. Click **Continue**.

The screenshot shows the 'Getting started' screen of the USDA Login.gov identity verification process. At the top, there are logos for LOGIN.GOV and USDA. Below them is a progress bar with five steps: 'Getting started' (active), 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The main heading is 'How verifying your identity works'. Below this, it states 'Identity verification happens in two parts:'. The first part is 'Verify your identity', where it says 'We'll ask for your personal information to verify your identity against public records.' The second part is 'Secure your account', where it says 'We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.' There is a checkbox with the text: 'By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.' Below the checkbox is a link: 'Learn more about our privacy and security measures'. At the bottom, there is a large blue 'Continue' button and a 'Cancel' link.

Online Identity Verification Process

Verify Your ID Screen

1. Upload your photo ID from your phone or the computer
2. Confirm first and last name match govt. issued – photo ID
3. Follow instructions provided

LOGIN.GOV USDA

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

[Send link](#)

Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

[Upload photos](#)

[Cancel](#)

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

Add photos of your ID

We'll collect information about you by reading your driver's license or state ID card. We use this information to verify your identity.

For best results:

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

Front of your ID
Must be a JPG or PNG

Front of your driver's license or state ID

Drag file here or [choose from folder](#)

Back of your ID
Must be a JPG or PNG

Back of your driver's license or state ID

Drag file here or [choose from folder](#)

[Submit](#)

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

Do not close this window.
The next step will load automatically.

We sent a message to your phone

You entered: +1 202

Please check your phone and follow instructions to take a photo of your state-issued ID.

[Back](#)

Switch back to your computer to finish verifying your identity.

[We verified your ID](#)



Online Identity Verification Process

Verify Your Information Screen



1. Enter social security number
2. Review and confirm personal details (name, date of birth, current address)
3. Select **Continue**
4. Complete the steps by verifying via phone or address to secure account
5. Receive notification on-screen that identity is verified successfully

The screenshot shows the 'Verify your information' step of the USDA online identity verification process. At the top, there is a progress bar with five steps: 'Getting started' (checked), 'Verify your ID' (checked), 'Verify your information' (current step, highlighted with a green circle), 'Verify phone or address' (unchecked), and 'Secure your account' (unchecked). The USDA logo and 'LOGIN.GOV' are in the top right corner. The main heading is 'Enter your Social Security number'. Below it, a message states: 'We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)'. There is a text input field for the Social Security number with the example '123-45-6789'. Below the field is a checkbox labeled 'Show Social Security number'. A blue 'Continue' button is at the bottom, and a 'Cancel' link is at the bottom left.



Online Identity Verification Process Unsuccessful Reasons



Reasons for Unsuccessful Online Identity Verification

1. Not enough data to generate identify verification
2. ID information recently changed or incorrectly entered
3. Department of Motor Vehicles (DMV) information is not matching Login.gov entries
4. User attempts exceeded

Next Step: Must visit a USDA Service Center in person

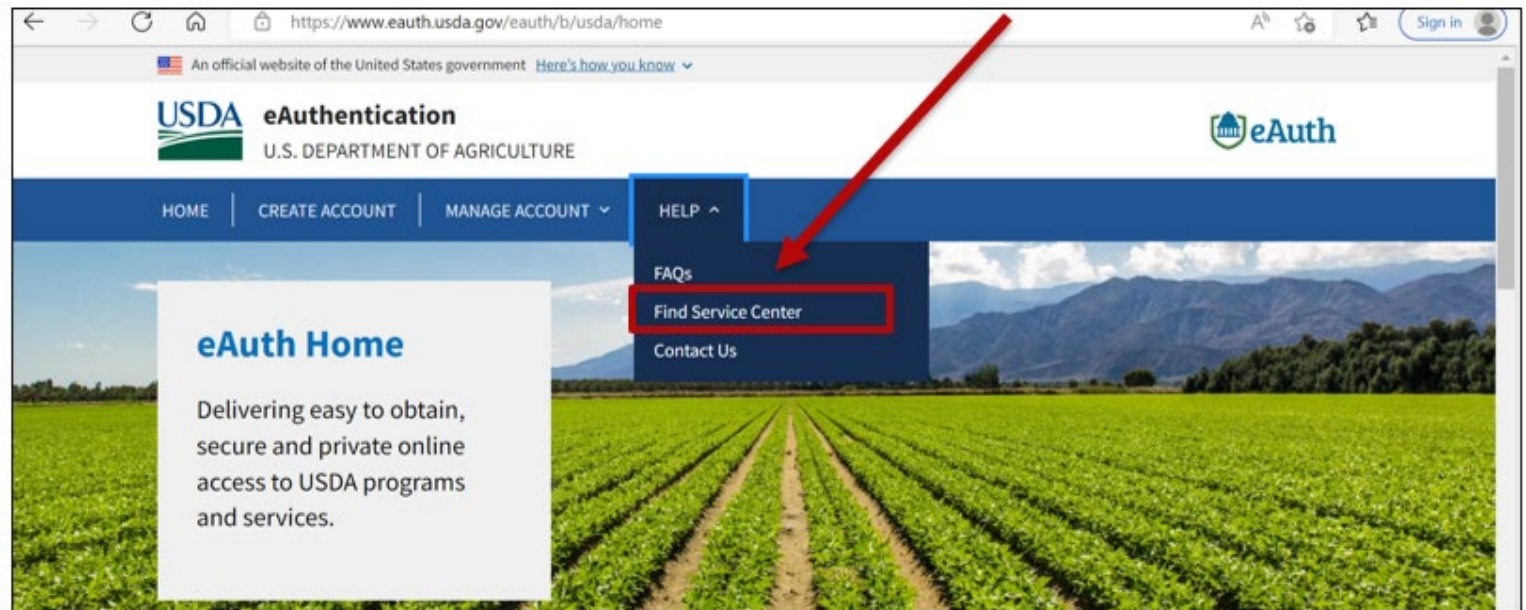


Locate USDA Service Center



To find an USDA Service Center:

1. Access the USDA eAuthentication website.
2. Click the **Help** button at the top of the screen,
3. Select **Find Service Center** to access the USDA Service Center Locator site.





Locate USDA Service Center Locator Site



On the USDA Service Center Locator site:

1. Scroll down
2. Enter a valid **State** and **County**
3. Click the **GO** button.

[USDA Service Centers](#) are locations where you can connect with Farm Service Agency, Natural Resources Conservation Service, or Rural Development employees for your business needs. Enter your state and county below to find your local service center and agency offices. If this locator does not work in your browser, please visit offices.usda.gov

Visit the Risk Management Agency website to find a [regional or compliance office](#) or to find an [insurance agent](#) near you.

State

Minnesota



County

Big Stone



GO



Locate USDA Service Center State List and Appointments



1. Click a state to display a list of all Service Centers in your state.
2. Call the service center nearest you to make an appointment.
3. On the day of your appointment:
 - Bring at least one form of government-issued photo ID.
 - Bring the email address you used to register your account.

Ortonville Service Center
Farm Service Agency Office
[\(320\) 839-6121](tel:(320)839-6121)

Physical Address
990 Us Hwy 12
Ortonville, MN 56278
[Get Directions](#) ↗

Mailing Address
990 Us Hwy 12
Ortonville, MN 56278

Ortonville Service Center
Natural Resources
Conservation Service Office
[\(320\) 839-6149](tel:(320)839-6149)

Physical Address
990 Us Hwy 12
Ortonville, MN 56278
[Get Directions](#) ↗

Mailing Address
Mailing Address not
available





Registration or Identify Verified Login




Login after the Service Center has completed your registration, or your identity has been verified online.


A message displays confirming that you now have a secured USDA eAuthentication login.gov account.

 **Customer Login** 

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

 **Login.gov**
Enter Login.gov User ID and Password >

 **eAuth User ID**
Enter User ID and Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

Log In



Agenda

Module 2 – External Portal Role Assignment



- Course Introduction
- Module 1 – eAuthentication and Login.gov
- Module 2 – External Portal Role Assignment
- Course Summary



ezFedGrants Role Assignment Objectives



After completing this module, you should be able to:

- Describe the process for Role Assignment in the ezFedGrants portal.





ezFedGrants Role Assignment What's Needed?



- Identity verified eAuthentication login.gov 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 a Role Assignment in the ezFedGrants Portal, have their requests approved by their USDA Agency Grants Management Officer (AGMO).
- All subsequent user Role Assignment requests, including additional GAOs, are approved by the GAO for that organization.
- Before you can request access as a Grants Processor or Signatory Official, another individual from your organization must have been provisioned by your USDA agency with the Grants Administrative Officer role.



ezFedGrants Role Assignment Helpful Hints



- All users, regardless of requested role and the order of request submission, follow the same procedure for submitting the Role Assignment request.
- Once a user's Role Assignment request for the GAO role has been approved by the USDA AGMO, all subsequent Role Assignment requests for that organization are 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 Role Assignment 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.

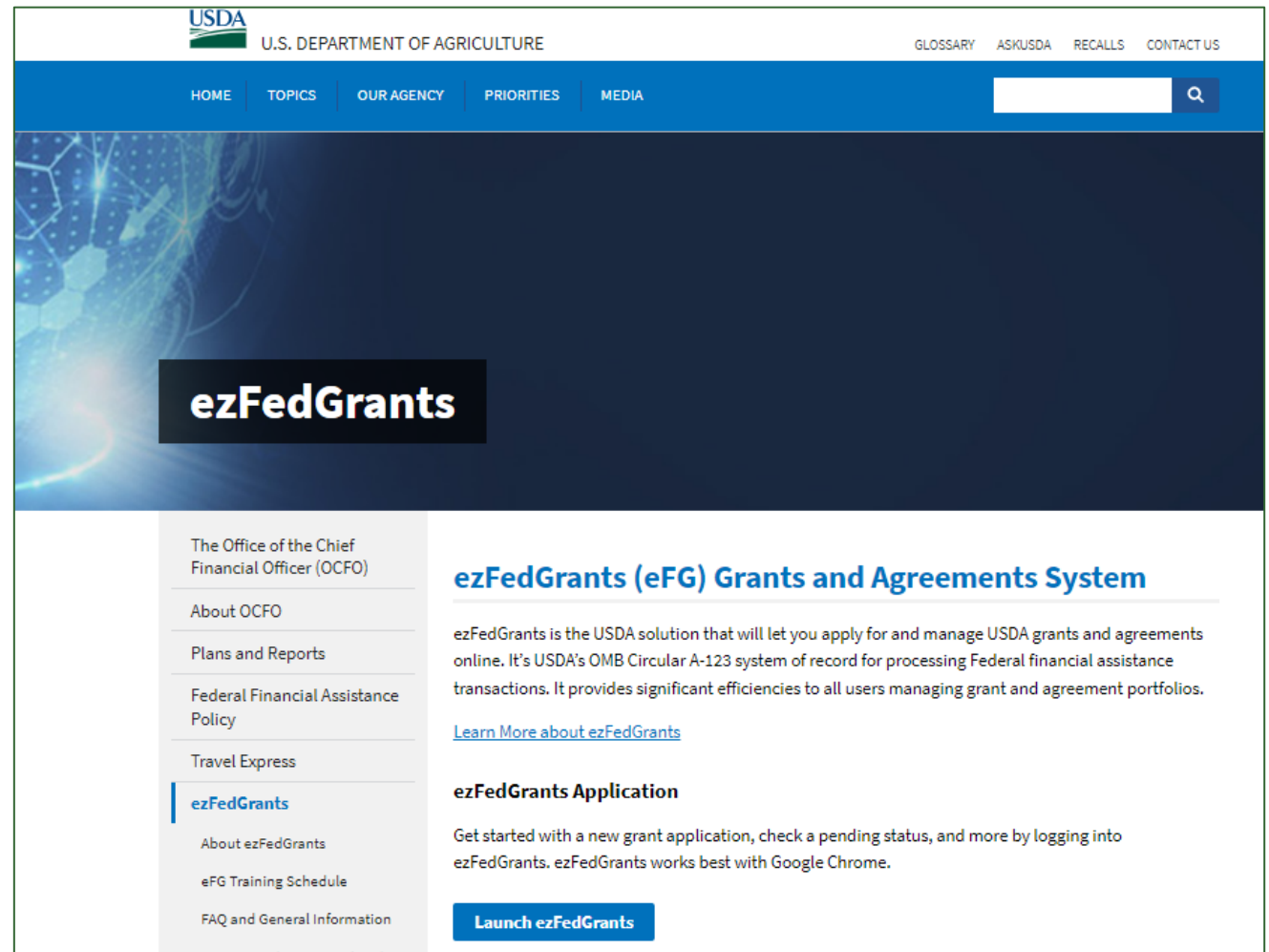


ezFedGrants Role Assignment

ezFedGrants Links



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





ezFedGrants Access



On the **ezFedGrants** page, click the **Launch ezFedGrants** button

USDA U.S. DEPARTMENT OF AGRICULTURE

GLOSSARY ASKUSDA RECALLS CONTACT US

HOME TOPICS OUR AGENCY PRIORITIES MEDIA

ezFedGrants

The Office of the Chief Financial Officer (OCFO)

About OCFO

Plans and Reports

Federal Financial Assistance Policy

Travel Express

ezFedGrants

About ezFedGrants

eFG Training Schedule

FAQ and General Information

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. It provides significant efficiencies to all users managing grant and agreement portfolios.

[Learn More about ezFedGrants](#)

ezFedGrants Application

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



Launch ezFedGrants



ezFedGrants Role Assignment Credentials





Enter your eAuth Login.gov
credentials to enter the site.

 **Customer Login** 

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

 **Login.gov**
Enter Login.gov User ID and Password >

 **eAuth User ID**
Enter User ID and Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password


Log In



ezFedGrants Role Assignment External Portal



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

 **ezFedGrants**

[Home](#)
[Contact USDA](#)
[Training/Guidance](#)

Role Assignment Request

Welcome to the USDA External Portal!

You are not yet registered with an organization and have not had a role assigned.

Please click the **Create Role Assignment Request Link** below.

[Create Role Assignment Request](#)



ezFedGrants Role Assignment Role Assignment Request



From the **ezFedGrants Homepage** screen, click the **Create Role Assignment Request** link.

USDA ezFedGrants

Home

Contact USDA

Training/Guidance

Role Assignment Request

Welcome to the USDA External Portal!

You are not yet registered with an organization and have not had a role assigned.

Please click the **Create Role Assignment Request Link** below.

[Create Role Assignment Request](#)



ezFedGrants Role Assignment Select Role



The **Role Selection** screen displays.

1. Click the **User Role** field
2. Click desired role from the **User Role** dropdown menu.
3. If you are the first user for your organization, you must select the **Grants Administrative Officer** role.

USDA ezFedGrants Test Unregistered2

Role Assignment Request RA-5891

Print Close Withdraw Save Next >>

1. Role Selection 2. Organization 3. Personal Information

Role Selection
* User Role

Grant Administrative Officer
Grant Processor
Signatory Official

Additional Information



ezFedGrants Role Assignment Agency



Select the **Agency** you are working with.

USDA ezFedGrants Test Unregistered2

Role Assignment Request RA-5891

[Print](#) [Close](#) [Withdraw](#) [Save](#) [Next >>](#)

1. Role Selection 2. Organization 3. Personal Information

Role Selection

* User Role
Grant Administrative Officer

* Agency

- AMS
- APHIS
- FAS
- NIFA
- NRCS
- OPPE

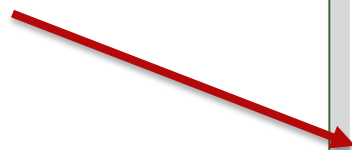
Additional Information



ezFedGrants Role Assignment Request Justification



1. Click in the **Access Request Comments** text box.
2. Enter the justification for your Role Assignment request.



USDA ezFedGrants Test Unregistered2

Role Assignment Request RA-5891

[Print](#) [Close](#) [Withdraw](#) [Save](#) [Next >>](#)

1. Role Selection 2. Organization 3. Personal Information

Role Selection

* User Role
Grant Administrative Officer

* Agency
APHIS

Access Request Comments

* Why are you submitting this access request?

Additional Information



ezFedGrants Role Assignment Role Selection Section Complete



Click the **Next** button to move to part two of the **Request Access** screen.

ezFedGrants

Test Unregistered2

Role Assignment Request RA-5891

Print

Close

Withdraw

Save

Next >>

1. Role Selection

2. Organization

3. Personal Information

Role Selection

* User Role

Grant Administrative Officer

* Agency

APHIS

Access Request Comments

* Why are you submitting this access request?

Additional Information



ezFedGrants Access

Section Two: Organization



On part two of the **Request Access** screen displays.

Click the **Add Organization** button to open the **Search Organization** window.

USDA ezFedGrants Test Unregistered2

Role Assignment Request RA-5891

Print Close Withdraw Save << Previous Next >>

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

Select Organization(s)

Click Add 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 to 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](https://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 CAGE code (if known) in your message.

If you are affiliated with multiple organizations, click Add 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

Additional Information



ezFedGrants Role Assignment Search Organization



The **Search Organization** window displays.

Enter the applicable/known criteria for the organization into the search fields.

UEI is recommended, if available.

ezFedGrants

Test Unregistered2

Role Assignment Request RA-5891

Print

Close

Withdraw

Save

<< Previous

Next >>

Select Organization

Search Criteria - please enter one or more criteria

Organization Name

UEI Number ?

EFT Number ?

CAGE Code ?

City

State

Postal Code ?

Country

ASAP ID ?

DUNS Number ?

DUNS+4 ?

Multiple search criteria narrows the search (works as a **filter**)

If you do not receive the results you are looking for, **use fewer items** in your search criteria. (i.e. Instead of City and State, remove City and leave only State)

Search

Clear

Close



ezFedGrants Role Assignment Search



Click the **Search** button.

ezFedGrants

Test Unregistered2

Role Assignment Request RA-5891

Print

Close

Withdraw

Save

<< Previous

Next >>

Select Organization

Search Criteria - please enter one or more criteria

Organization Name

UEI Number ?

EFT Number ?

CAGE Code ?

City

State

Postal Code ?

Country

ASAP ID ?

DUNS Number ?

DUNS+4 ?

Multiple search criteria narrows the search (works as a **filter**)

If you do not receive the results you are looking for, **use fewer items** in your search criteria. (i.e. Instead of City and State, remove City and leave only State)

Search

Clear

Close



ezFedGrants Role Assignment Organization Search Results



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

Select Organization

Search Criteria - please enter one or more criteria

Organization Name

UEI Number ?

EFT Number ?

CAGE Code ?

N

City

State

Postal Code ?

Country

ASAP ID ?

DUNS Number ?

DUNS+4 ?

Multiple search criteria narrows the search (works as a **filter**)

If you do not receive the results you are looking for, **use fewer items** in your search criteria. (i.e. Instead of City and State, remove City and leave only State)

Search

Clear

Close

Search Results

Export

Actions	Organization	UEI	EFT	DUNS Number	DUNS +4	CAGE Code	Street Address	City	State	Postal Code	Country	ASAP ID
Join Organization	AGRICULTURE, KANSAS DEPARTMENT OF KANSAS STATE UNIVERSITY AGRICULTURAL STUDIES	CHANGEUE2000	4354	103254698	0011	00123	1320 RESEARCH PARK DR	MANHATTAN	KS	23456-1211	US	5252525
Join Organization	AMS Wildlife Foundation US 1-4			475187723		8X4W6	15 SPROAT STREET NE	WASHINGTON	DC	02346-2228	US	
Join Organization	BENDAL INTERN, INC	UEFBP0000001	1234	001020001		1001H	100 FAIRFIELD AVENUE	ALEXANDRIA	VA	22314-1452	US	



ezFedGrants Role Assignment

Select Organization



1. Locate your organization in the **Search Results** section.
2. Click the **Join Organization** link to the left of the organization name.
3. Note this closes the **Search Organization** window.

Select Organization

Search Criteria - please enter one or more criteria

Organization Name UEI Number EFT Number CAGE Code

City State Postal Code Country

ASAP ID DUNS Number DUNS+4

Multiple search criteria narrows the search (works as a filter)

If you do not receive the results you are looking for, use fewer items in your search criteria. (i.e. Instead of City and State, remove City and leave only State)

[Search](#) [Clear](#) [Close](#)

Search Results

Actions	Organization	UEI	EFT	DUNS Number	DUNS +4	CAGE Code	Street Address	City	State	Postal Code	Country	ASAP ID
Join Organization	AGRICULTURE, KANSAS DEPARTMENT OF KANSAS STATE UNIVERSITY AGRICULTURAL STUDIES	CHANGEUE2000	4354	103254698	0011	00123	1320 RESEARCH PARK DR	MANHATTAN	KS	23456-1211	US	5252525
Join Organization	AMS Wildlife Foundation US 1-4			475187723		8X4W6	15 SPROAT STREET N E	WASHINGTON	DC	02346-2228	US	
Join Organization	BENDAL INTERN, INC	UEFBP0000001	1234	001020001		1001H	100 FAIRFIELD AVENUE	ALEXANDRIA	VA	22314-1463	US	

[Export](#)



ezFedGrants Role Assignment Organization Details



The fields in the **Organization Details** section automatically populate with the organization's information.

USDA ezFedGrants Test Unregistered2

Home | Contact USDA | Training/Guidance

Role Assignment Request RA-5891

Print | Close | Withdraw | Save | << Previous | Next >>

Select Organization(s)

Click Add 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 to 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 CAGE code (if known) in your message.

If you are affiliated with multiple organizations, click Add 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.

Organization Details Remove

AMS Wildlife Foundation US 1-4

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

Point of Contact Details

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

+ Add Organization

Additional Information



ezFedGrants Role Assignment Organization Point of Contact



1. Complete the **Point of Contact Details** fields to identify a Point of Contact (POC) who can confirm your affiliation with this organization and/or your need for ezFedGrants Role Assignment.
2. Enter POC details for each organization even if they all have the same POC.

Organization Details

Remove

AMS Wildlife Foundation US 1-4

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

Point of Contact Details

* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POC Email	* POC Phone
Mike Tester	Eter Department	mtester@org.com	(123) 456-7890



ezFedGrants Role Assignment

Add and Remove Organizations



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

Remove

AMS Wildlife Foundation US 1-4

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

Point of Contact Details

* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POC Email	* POC Phone

+ Add Organization

Additional Information



ezFedGrants Role Assignment Organization Section Complete



1. Add all organizations you wish to include with your Role Assignment request.
2. Click the **Next** button to proceed to part three of the Request Access screen.

You can join additional organizations through your User Profile any time after your initial access request is approved.

Role Assignment Request RA-5891

Print Close Withdraw Save << Previous **Next >>**

Select Organization(s)

Click Add 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 to 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 CAGE code (if known) in your message.

If you are affiliated with multiple organizations, click Add 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.

Organization Details

Remove

AMS Wildlife Foundation US 1-4			
CRM Organization ID 1100003261	UEI N/A	EFT N/A	CAGE 8X4W6
Street Address 15 SPROAT STREET NE	City WASHINGTON	State DC	Postal Code 02346-2228
Phone N/A	ASAP ID N/A	DUNS 475187723	DUNS+4 N/A

Point of Contact Details

* Supervisory Point of Contact (POC) Mike Tester	* School/Dept/Div/Prog. Eter Department	* POC Email mtester@org.com	* POC Phone (123) 456-7890
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+ Add Organization

Additional Information



ezFedGrants Role Assignment Personal Information and Submit



1. Enter all **Personal** information required.
2. Click the **Submit** button to submit Role Assignment request.

Role Assignment Request RA-5891

Print Close Withdraw Save << Previous Submit

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

Work Contact - Name and Title

Academic Title Title First Name Middle Name

Last Name

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

Submit



ezFedGrants Role Assignment Confirmation



- If the Role Assignment request is submitted successfully, the system displays a confirmation message.
 - A list of reviewers who have received your Role Assignment request are displayed.
 - If multiple organizations included, a separate list of reviewers for each organization display.
- Once the request is approved, a confirmation email is received.

USDA ezFedGrants

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Role Assignment Request (RA-5891)

Status:
Submitted

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

AMS Wildlife Foundation US 1-4

Name	E-Mail	Phone
Rita Skeeter	nrcsgs03@gmail.com	(516) 491-1398
Walter Reid	TESTFNSTG305@gmail.com	(590) 489-1057

Role Selection Organization Personal Information Approvers

Role Selection
User Role
Grant Administrative Officer

Agency
APHIS

Access Request Comments
Why are you submitting this access request?
this is a test



Editing Role Requests



- A user may need to make changes after a role assignment request has been made.
- After submitting a role assignment request, users can edit role requests in various ways including:
 - Rerouting to an Agency for approval if the GAO is not active
 - Rerouting to the Agency for approval
 - Withdrawing role requests after submittal
- Refer to the [Role Assignment Request](#) job aid for more information.



Agenda Course Summary



- Course Introduction
- Module 1 – eAuthentication and Login.gov
- Module 2 – External Portal Role Assignment
- Course Summary



Course Summary



Today we discussed:

- How to apply for identity verified eAuthentication login.gov account
- How to request access to the ezFedGrants external portal with a Role Assignment



Additional Resources



- ezFedGrants Website
- Monthly FAQ Session
- Agency Representative
- ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov
- For eAuthentication issues including password resets, contact the eAuthentication helpdesk at <https://www.eauth.usda.gov/eauth/b/usda/helpdesk>.





Questions?

