



ezFedGrants User Roles and Assignments

GM 305



Module 1

Course Introduction



Agenda



- Module 1 – Course Introduction
- Module 2 – Login.gov
- Module 3 – Login.gov Identity Verification
- Module 4 – User Roles
- Module 5 – External Portal Role Assignment
- Module 6 – Course Summary





Course Overview



- The purpose of this course is to provide an overview of the ezFedGrants recipient roles, and Login.gov, identify verification, and external portal role assignment.
- This course is also designed to help users understand where to find help and training materials.





Introduction Instructor and Students



In the chat, please share your:

- Location
- Organization
- Role
- Expectations





Session Recorded



- Session is being recorded and will be available for attendees after the session within the Teams chat.
- Transcripts are also provided.

Thursday 2:45 PM Meeting ended: **3h 24m 38s**

ezFedGrants Agency Training
Tuesday, October 15, 2024 12:00 PM - 2:00 PM

[View recap](#)

Content

Transcript Internal I_Access-Intro.pptx +2



Participation



- Participation is encouraged!
- Feel free to ask questions in the **Chat** or in the **Q&A** section of Teams.
- **Raise** your hand or **React** in Teams.



Chat



Q&A



People



Raise



React



Polls



How to Get Answers to Your Questions



Login.Gov

- Login.gov password/account issues, contact the eAuth helpdesk at www.eauth.usda.gov/helpdesk.
- For Login.gov, call (844) 875-6446. Operating hours are 24 hours a day, seven days a week.
- [Login.gov FAQs](#)

ezFedGrants

- Contact the ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov.
- Training Schedule [eFG Training Schedule | USDA](#)
- Recipient job aids: [Job Aid Library](#)



Bookmark or favorite these links!



Course Links



Sites

- Login.gov <https://secure.login.gov>
- ezFedGrants <https://grants.fms.usda.gov> or www.usda.gov/ocfo/ezfedgrants

Job Aids

- [Verify Your Identify](#)
- [Role Assignment Request](#)
- [Role & Access Management](#)
- [Verify address by mail](#)
- [ezFedGrants External Portal User Roles](#)
- [Working with Multiple Organizations job aid](#)



Module 2

Login.gov



Module 2 – eAuthentication and Login.Gov Objectives



After completing this module, you should be able to:

- Describe the Login.gov application process.





Login.gov



- As of September 2023, eAuthentication transitioned to Login.gov.
- Login.gov is a secure login service used by the public.
- Used to sign into participating government agencies, such as USDA.
- If an account exists, the user can login to Login.gov using <https://secure.login.gov>.
- Use same username and password to access any agency that partners with Login.gov.
- Streamlines the process.
- Eliminates need to remember multiple usernames and passwords.





Login.gov Prerequisites



- A valid email address.
- A government-issued photo ID, such as a driver's license or state ID card.
 - Learn more about [Accepted identification documents](#).
- Access to a second device, such as SMS phone/text.

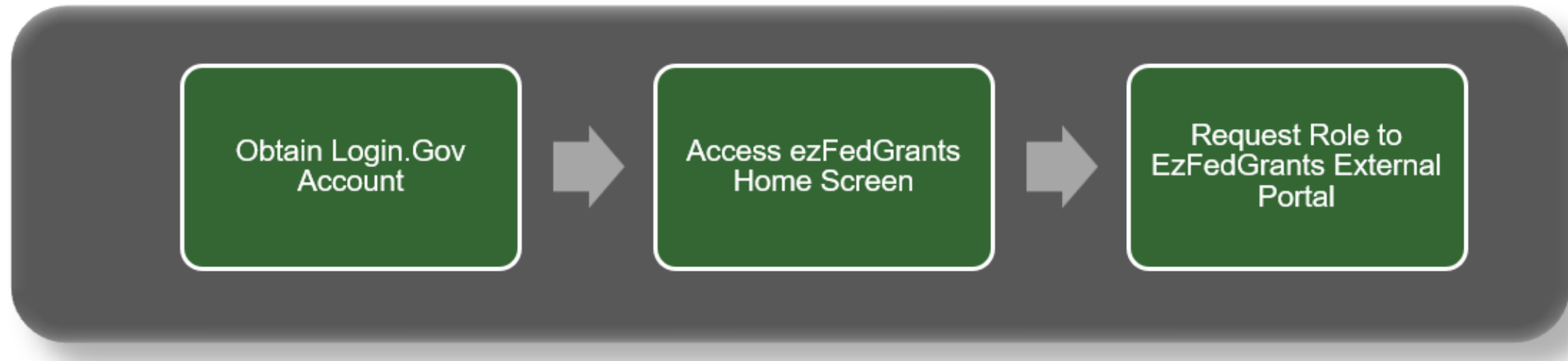




Login.gov



1. Obtain a login.gov account with a verified identity.
2. Access the **ezFedGrants Home** screen.
3. Request role to the **ezFedGrants** external portal.





Transfer to New Organization



Users transferring organizations may need to update their Login.gov contact information prior to submitting a new Role Assignment request.





Customer Login




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. Click **Login**.
5. 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



External Account Creation/Registration



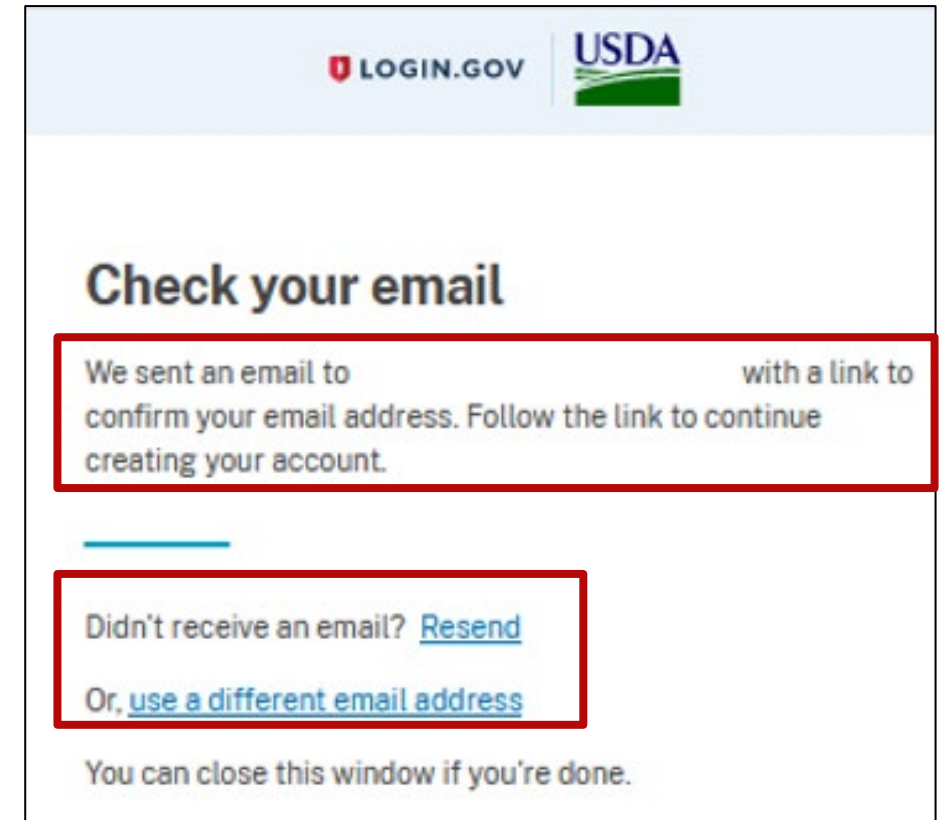
1. Click **Create an account**.
2. Enter a unique **email address**.
3. Select the **language preference**.
4. Check **I agree and accept the Login.gov Rules of Use** checkbox.
5. Click **Submit**.



Registration Email



- Confirmation page displays with a message confirming an email is sent to requestor.
- Follow the link in the email to continue creating account.
- There are also other options if an email is not received:
 - **Resend**
 - **Use a different email address**





Email Confirmation



- Link **expires in 24 hours** from time it is generated
- Go to personal email and **Confirm email address**.
- If link expires, start account registration process over.



Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://secure.login.gov/sign_up/email/confirm?_request_id=a4f0c33a-7a0b-4e92-a461-0eaab0b598e1&confirmation_token=Rw1W4aamyPgeQry7k_NS

Please do not reply to this message. If you need help, visit login.gov/help/

[About Login.gov](#) | [Privacy policy](#)



Create Password and Continue



- Create a password:
 - Based on system requirements.
 - System performs password checks.
 - Box around the password remains blue until requirements are met and password confirmed.
- Enter **Password** and **Confirm Password**.
- Click **Show password**, if needed.
- Select **Continue** to submit form.

A screenshot of the USDA account creation password form. The form is titled "Create a strong password" and includes instructions: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." The form contains two text input fields labeled "Password" and "Confirm password", a checkbox labeled "Show password", and a blue "Continue" button. A red rectangular box highlights the "Password" and "Confirm password" fields. Below the form is a section titled "Password safety tips" with a minus sign icon, containing the text: "Avoid reusing passwords from your other accounts, such as your banks, email and social media. Don't include words from your email address." At the bottom of the form is a link that says "< Cancel account creation". The top of the form has a header with the text "An official website of the United States government" and "Here's how you know" with a dropdown arrow. The "LOGIN.GOV" and "USDA" logos are also visible in the header.



Authenticate Account



1. Click authentication method (**phone, text, voice message**, backup codes, security key, government employee ID).
2. Click **Continue**.
3. Click **Add another method** or **Skip for now**.
4. Click **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](#)



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



First and Last Name



1. Enter **First name** and **Last name** as provided on government issued photo ID (no nicknames).
2. Click **Submit** to establish account.

A screenshot of the USDA eAuthentication website. The header includes the USDA logo, the text "eAuthentication U.S. DEPARTMENT OF AGRICULTURE", and the eAuth logo. A navigation bar contains links for HOME, CREATE ACCOUNT, MANAGE ACCOUNT, and HELP. The main content area is titled "User Information Required" with a question mark icon. Below the title, a message states: "In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:". A red rectangular box highlights the input fields for "First name" and "Last name", each with a corresponding text input box, and a "Submit" button at the bottom left of the box.



Module 2 – Login.Gov Summary



You should now be able to:

- Describe the Login.gov application process.



Module 3

Login.gov Identify Verification



Module 3 – Identify Verification Objective



By the end of this module, you should be able to:

- Describe the identify verification process with Login.gov.





Identity Verification



- The final requirement is identity verification.
- Identity verification can be completed:
 - Online
 - By visiting a USDA Service Center

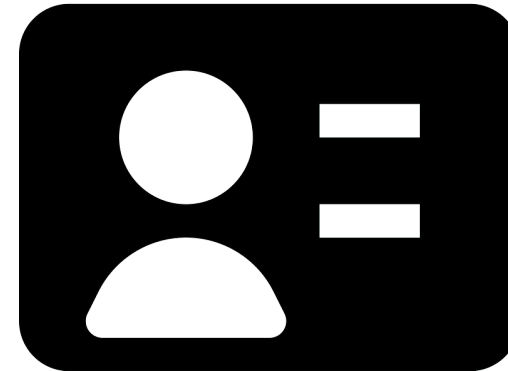




ID and Social Security Number



- System uses information on the government issued photo ID to verify identity online.
- The social security number is also used to verify identity.
- Social security is not shared and only used for verification.
- It does not affect credit, even if a note displays.





Identity Verification Result



- If successful, user granted login.gov identity verified account.
- If Identity cannot be authenticated online, verify identity in person at a USDA Service Center or by mail.
- Refer to the Login.gov help center for additional information.
- The Verify Your Identity section is especially helpful regarding identify verification.


Verify your identity

Identity verification is the process where you prove you are you — and not someone pretending to be you. You will need to [create your Login.gov account](#) and verify your identity to access services at some government agencies.

What you'll need to verify your identity


You'll take a photo of your [accepted driver's license or state ID card](#) and enter your personal information to verify your identity online.

You may need to take a [photo of yourself](#) with a phone to verify your identity online. This is to check that you are the person on your ID. If you don't have a phone with a camera, you can [verify your identity in person](#).



What you'll need to create a Login.gov account

- Email
- Password
- Authentication method



What you'll need to verify your identity

- Driver's license or state ID card
- Social Security Number
- Phone number or address

Some services need you to take a photo of yourself with a phone to verify your identity online.

Search

Get started with Login.gov

Trouble signing in?

Manage your account

Verify your identity

Overview

How to verify your identity

Accepted identification documents

How to take photos to verify your identity

Verify your phone number

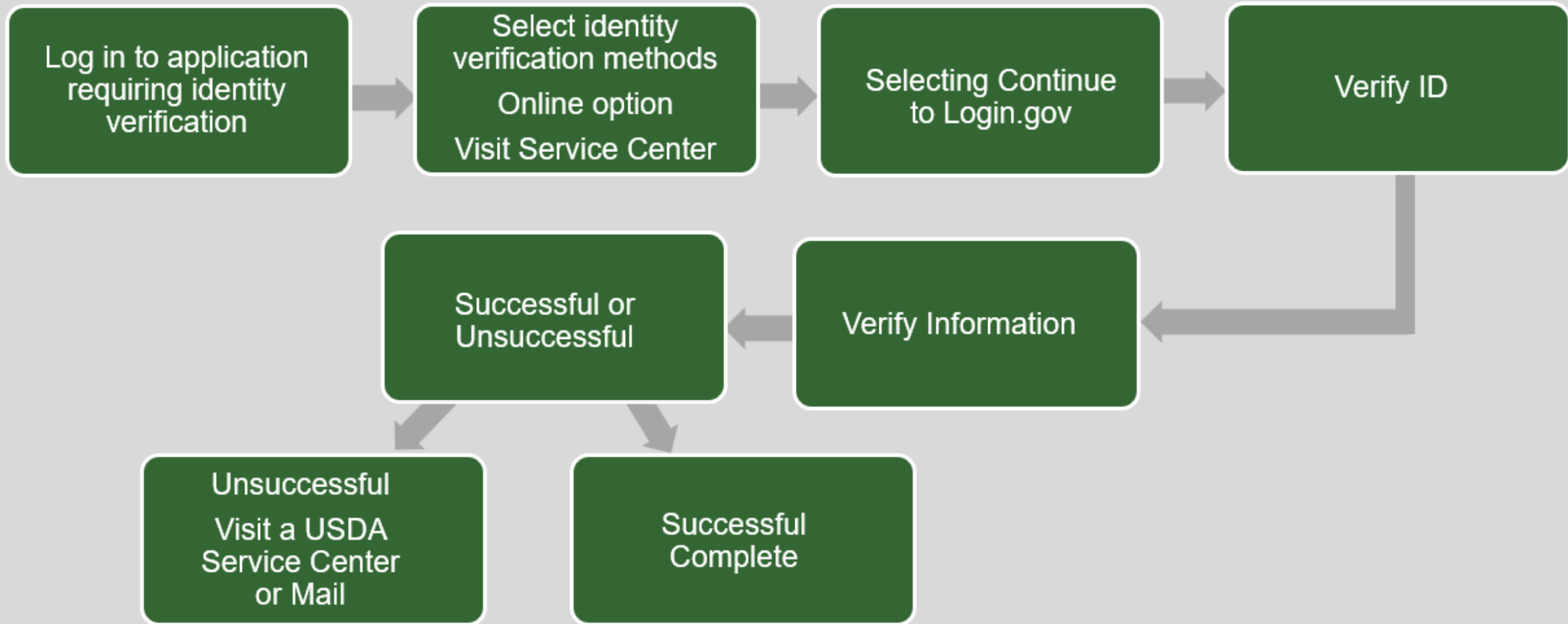
Verify your address by mail

Verify your identity in person

Find a Participating Post Office

Issues with verifying your identity in person

Identify Verification Process





Online Identity Verification Process



1. Log in to application that requires identity verification.
2. Screen used to select identity verification methods displays.
 - Online option
 - Visit Service Center

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



1. Select **Online** identity verification option.
2. Review statements.
3. Select **Continue to Login.gov**.

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](#)



Getting Started Screen



1. Review explanation on **How verifying your identity works**.
2. Click agree to the privacy and security statement checkbox.
3. Click **Continue**.

A screenshot of the USDA Login.gov "Getting started" screen. At the top, there are logos for "LOGIN.GOV" and "USDA". Below the logos is a progress bar with five steps: "Getting started" (active, green circle), "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 says "Identity verification happens in two parts:". The first part is "Verify your identity", with the text "We'll ask for your personal information to verify your identity against public records." The second part is "Secure your account", with the text "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.



Verify Your ID Screen



1. Upload photo ID from phone or computer.
2. Confirm first and last name match government 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: **+1 202-420-0777**

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

[Back](#)

Getting started **Verify your ID** Verify your information

We verified your ID

Switch back to your computer to finish verifying your identity.



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 steps by verifying using phone or address to secure account.
5. Notification on-screen displays that identity is verified successfully.

LOGIN.GOV USDA

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

Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

Social Security number
Example: 123-45-6789

☐ Show Social Security number

Continue

[Cancel](#)



Reasons for Unsuccessful Online Identity Verification



1. Not enough data
2. ID information recently changed
3. ID information incorrectly entered
4. Department of Motor Vehicles (DMV) information does not match Login.gov
5. User attempts exceeded



Next Step: Must visit a USDA Service Center in person.

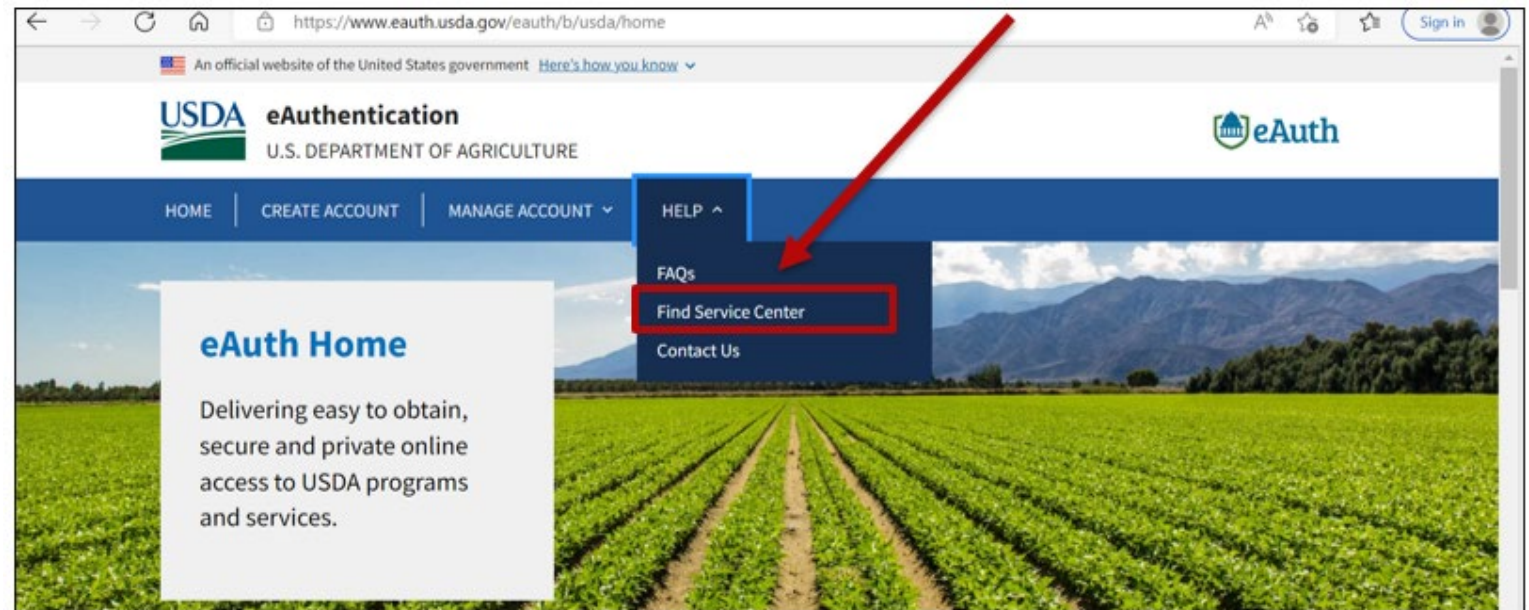


Locate USDA Service Center



To find an USDA Service Center:

1. Access the [USDA eAuthentication website](https://www.eauth.usda.gov/eauth/b/usda/home).
2. Click **Help**.
3. Select **Find Service Center**.





Locate USDA Service Center Locator Site



On the USDA Service Center Locator site:

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

[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



State List and Appointments



1. Click **State**.
2. Call service center nearest the user to make appointment.
3. On the day of appointment:
 - Bring at least one form of government-issued photo ID.
 - Bring the email address used to register 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 identity is verified.

1. Click **Login.gov**.
2. Enter **User ID** and **Password**.
3. Click **Sign in**.
4. A message displays confirming that the user has a secured USDA 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

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

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**

Sign in for existing users

Email address

Password

☐ Show password

Sign in

[Sign in with your government employee ID](#)

[Back to USDA eAuthentication](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.



Module 3 – Identify Verification Summary



You should now be able to:

- Describe the identify verification process.



Module 4

ezFedGrants User Roles



Module 4 – ezFedGrants User Roles Objectives



After completing this module, you should be able to:

- Describe recipient roles available in ezFedGrants.
- List the ezFedGrants functions available for each role.





ezFedGrants Role Job Aids



- [ezFedGrants External Portal User Roles and Definitions](#)
- [Working with Multiple Organizations](#)
- [Access and User Roles](#)

Access & User Roles

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

Using ezFedGrants - Job Aid Library

Access & User Roles

eFG Training Sessions

The Grants Process - Job Aid Library

Access and User Roles

These documents provide information on gaining access to the ezFedGrants External Portal, understanding the various user roles, and updating your ezFedGrants External Portal user profile.

Training Materials

To use the ezFedGrants External Portal, users must obtain a verified identity Login.gov account that is linked with a USDA eAuth. Once obtained, a user must request a Role Assignment and be assigned a user role in the ezFedGrants External Portal. Also included are guidance for Grants Administrative Officers (GAOs), who are responsible for managing user access, among other responsibilities.

General Information

- [FAQs - Onboarding and Accessing ezFedGrants](#)

eAuthentication

For information and guidance on creating a Login.gov account for use with ezFedGrants and other USDA applications, please visit the [USDA eAuth website FAQs](#).



Recipient Primary User Roles



There are three primary roles available to ezFedGrants external portal users (grant award applicants and recipients).

- Grants Administrative Officer (GAO)
- Grants Processor (GP)
- Signatory Official (SO)

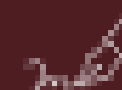
Grants Administrative
Officer (GAO)



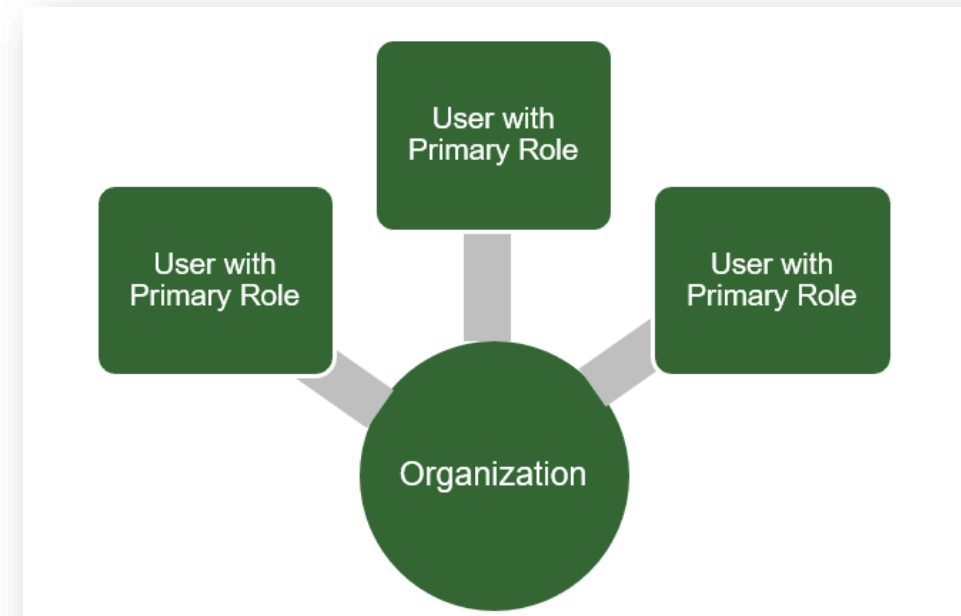
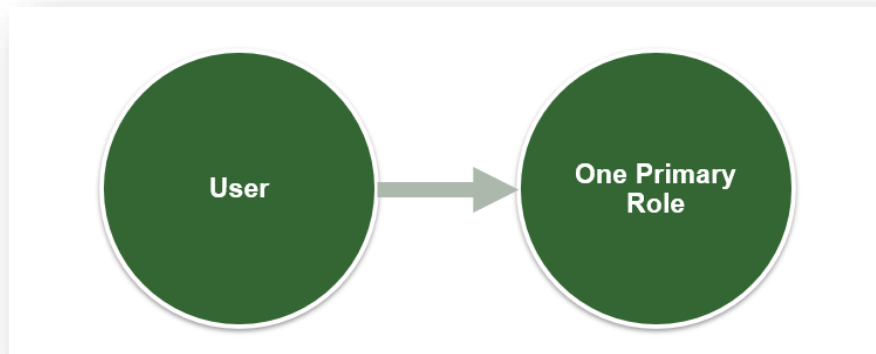
Grants Processor (GP)



Signatory Official (SO)



- Each user may only have one primary role assigned within ezFedGrants.
- Each organization may have multiple users with the same primary role.
- For example, three GAOs, two SOs, six GPs.





GAO and SO



At least one GAO and one SO is required to submit applications and sign agreements.





Grants Administrative Officer (GAO) Overview



- Organization's account administrator.
- The initial GAO access request is approved by their USDA Agency Grants Management Officer (AGMO).
- All subsequent user access requests, including additional GAOs, GPs, SOs, are approved by the GAO.





GAO Responsibilities



Roles and Access

- Approves access requests.
- Changes user roles.
- Deactivates user access.

Opportunities and Award Documents

- Views opportunities and award documents.

Applications

- Creates and displays applications.
- Reassigns draft, draft pending signature or returned applications.

Claims

- Creates and displays claims.
- Reassigns draft, draft pending signature or returned claims.

Reports

- Views reports.
- Prepares and submits financial and performance progress reports for agreements.
- Reassigns draft, draft pending signature or returned applications.

Certifying Official Optional

- Can be designated as Certifying Official (secondary role).



Grants Processor (GP) Responsibilities



Opportunities and Award Documents

- Views opportunities and award documents.

Applications

- Creates and views applications.

Claims

- Creates and views claims.

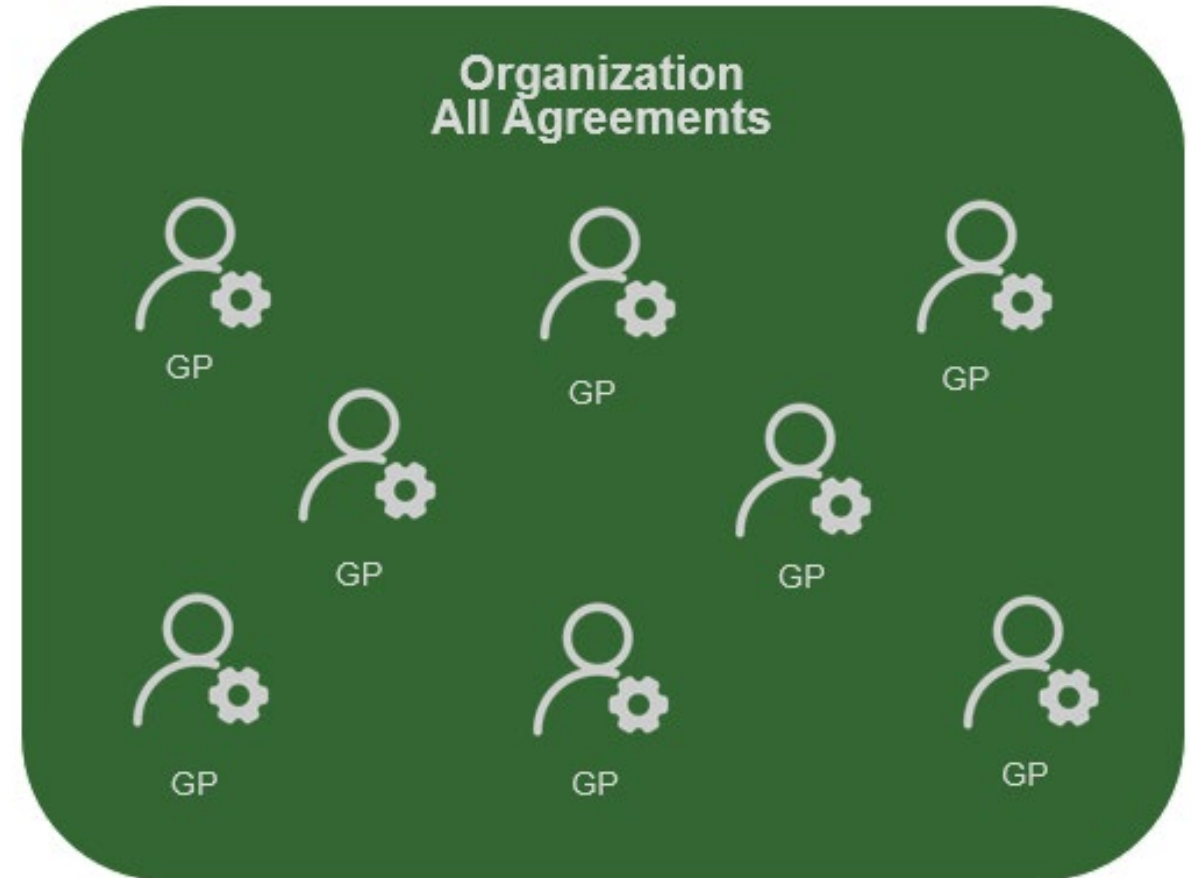
Reports

- Views reports.
- Prepares and submits financial and performance progress reports for agreements.

ss, roles or

(secondary

- There is no limit to the number of GPs an organization can have.
- GPs cannot be assigned to specific agreements but can be listed as a partner.
- GPs can access all reports agreements for an organization.





Signatory Official (SO) Overview and Responsibilities



- Each organization must have at least one SO.
- Limited scope compared to others.

Opportunities and Award Documents

Views opportunities and award documents.

Applications

Reviews and digitally signs and submits applications

Agreements

Reviews and digitally signs and submits agreements.

Amendments

Reviews and digitally signs and submits amendments.

Claims

Reviews and digitally signs and submits claims.

Reports

- Displays reports.
- Prepares and submits financial and performance progress reports for agreements.

Certifying Official Optional

Can be designated as Certifying Official (secondary role) on applications, claims and progress reports.

Certifying Official (CO) Secondary Role

- A **temporary** role assigned to a specific work item to review and submit, such as claims and reports.
- Does not require a separate account.
- Additional review level prior to final submission to USDA agency.
- Anyone can be a certifying official if they have an active system user role with the organization.





Module 4 – ezFedGrants User Roles Summary



You should now be able to:

- Describe recipient roles available in ezFedGrants.
- List the ezFedGrants functions available for each role.



Module 5

External Portal Role Assignment



Module 5: ezFedGrants Role Assignment Objectives



After completing this module, you should be able to:

- Describe the process for role assignment in the external ezFedGrants portal.





ezFedGrants Role Assignment Job Aids



- Role Assignment Request
- Role & Access Management (for GAOs)

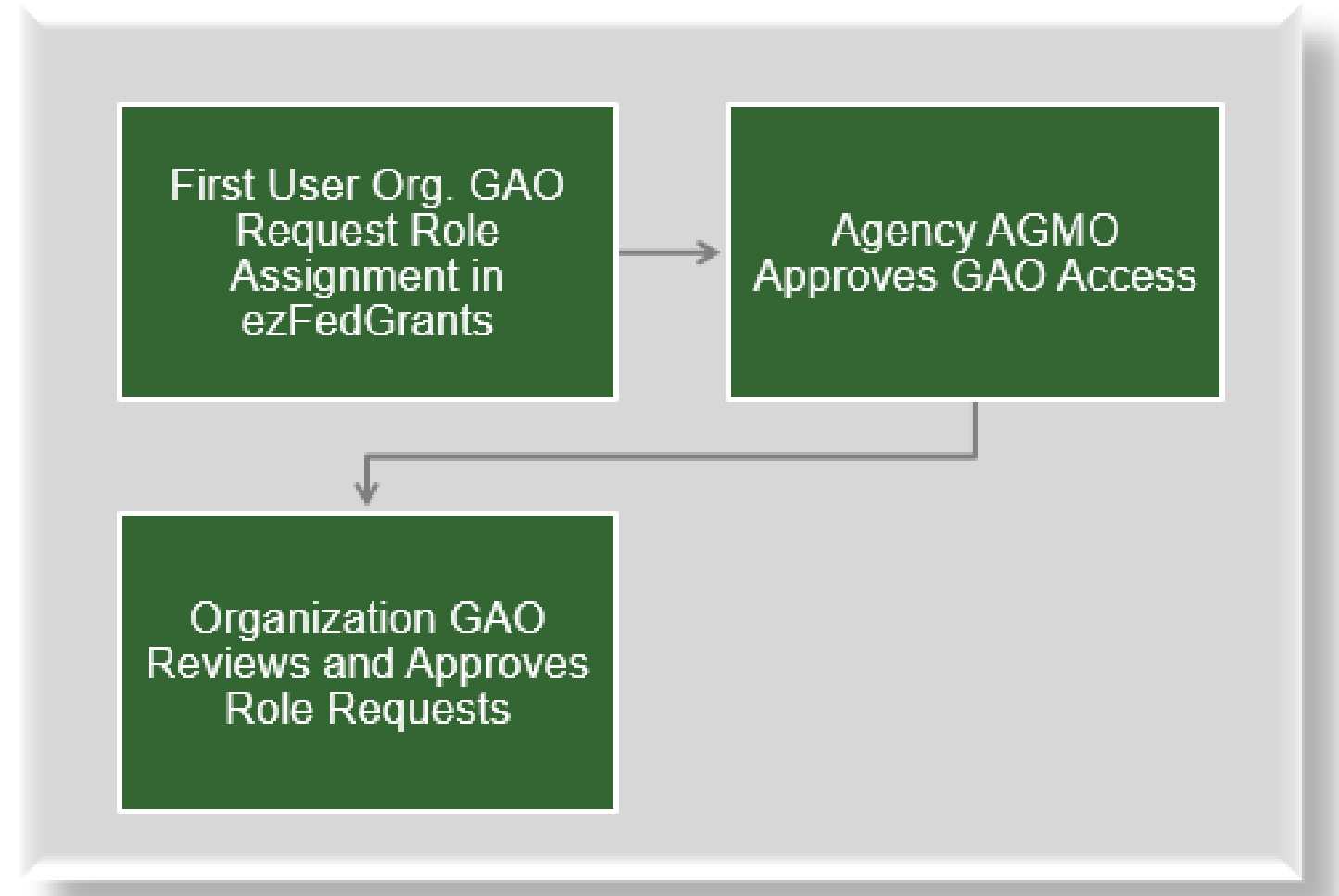




GAO and Role Assignment Requests



- USDA Agency Grants Management Officer (AGMO) approves organization/recipient GAO role assignment requests.
- GAO reviews and approves all other organizational role assignments, including additional GAO requests.

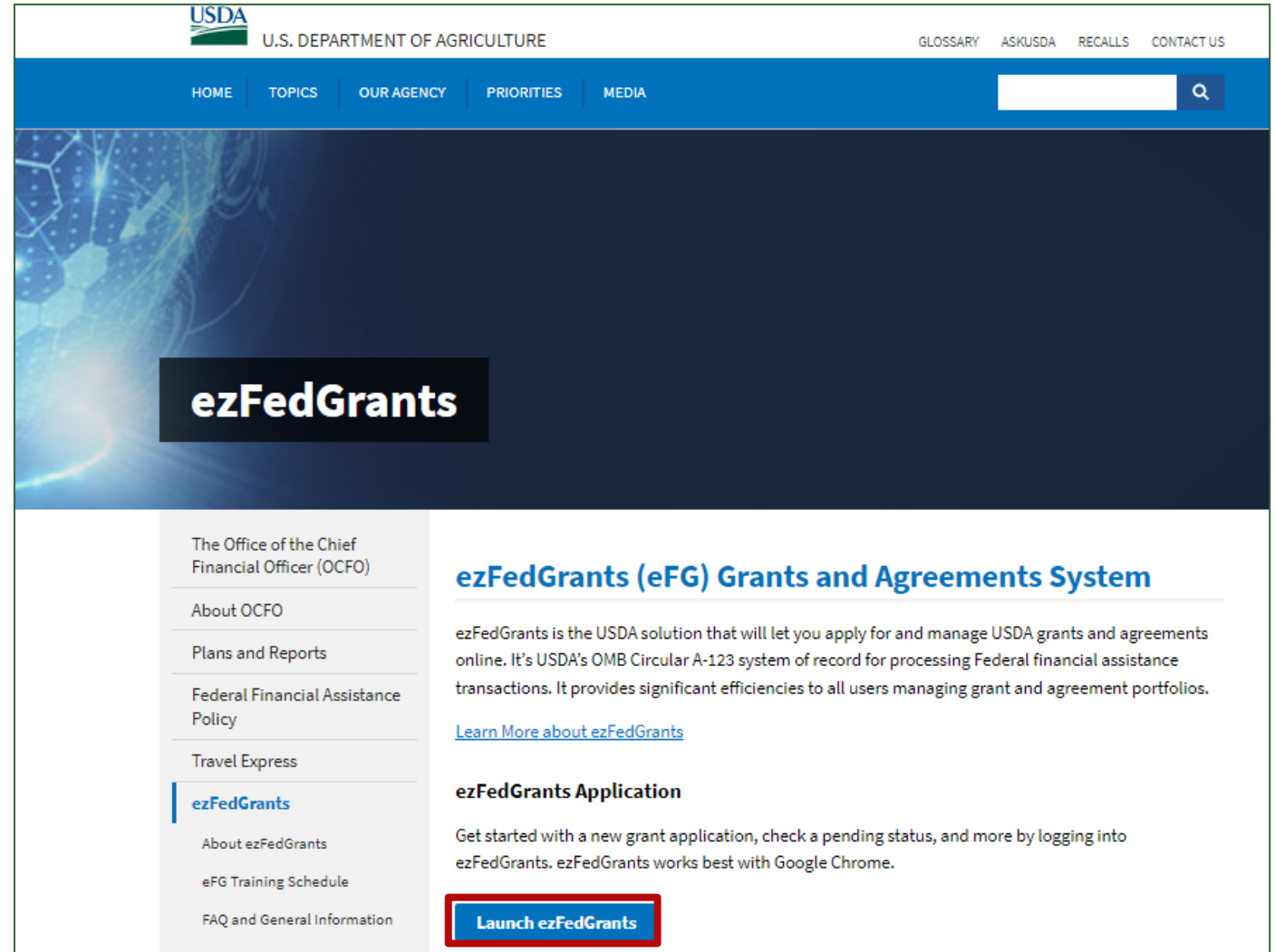




ezFedGrants Role Assignment Links



- **All users follow the same procedure** for submitting the Role Assignment request.
- Identity verified Login.gov access is required prior to starting.
- The direct link to ezFedGrants is <https://grants.fms.usda.gov>.
- Alternatively, go to the ezFedGrants information website at www.usda.gov/ocfo/ezFedGrants.
- Click **Launch ezFedGrants** button.






Credentials





Enter Login.gov **User ID** and **Password** to enter 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



Role Assignment Request



1. Go to **ezFedGrants Home** to request a user role.
2. Click **Create Role Assignment Request**.

A screenshot of the USDA ezFedGrants website. The top navigation bar is blue with the USDA logo and "ezFedGrants" text. A left sidebar contains links for "Home", "Contact USDA", and "Training/Guidance". The main content area is titled "Role Assignment Request" and contains a welcome message, a notice about not being registered, and a link to "Create Role Assignment Request" which is highlighted with a red rectangle.

USDA ezFedGrants

Role Assignment Request

[Home](#)

[Contact USDA](#)

[Training/Guidance](#)

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](#)



Agency and Request Justification



1. Click **User Role** dropdown.
 - If first user for organization, select **Grants Administrative Officer**.
2. Click **Agency** dropdown and select **Agency**.
3. In the **Access Request Comments** text box, enter justification for role assignment request.
4. Click **Next**.

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 Access

Section Two: Organization



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

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



Search Organization



- Enter search criteria for organization.
- A **Unique Entity Identifier (UEI)** is recommended, if available, as it is the primary way for organizations to be identified by the Federal Government.
- If the UEI is not working, email ezFedGrants help desk.
- Click **Search**.

Select Organization

Search Criteria - please enter one or more criteria

Organization Name	UEI Number [?]	EFT Number [?]
<input type="text"/>	<input type="text"/>	<input type="text"/>
CAGE Code [?]	City	State
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
Postal Code [?]	Country	ASAP ID [?]
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
DUNS Number [?]	DUNS+4 [?]	
<input type="text"/>	<input type="text"/>	

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*)



Organization Search Results



1. Locate organization in the **Search Results**.
2. Click **Join Organization** on left.
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 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	MS Wildlife Foundation US 1-4			475187723		8X4W6	15 SPROAT STREET NE	WASHINGTON	DC	02346-2228	US	
Join Organization	ENDAL INTERN, INC	UEFBP0000001	1234	001020001		1001H	100 FAIRFIELD AVENUE	ALEXANDRIA	VA	22314-1452	US	



Organization Details



Some fields in the **Organization Details** section automatically populate.

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

+ Add Organization



Organization Point of Contact (POC)



1. Complete **Point of Contact Details** fields.
2. These POCs can confirm user's organization affiliation and/or ezFedGrants need.
3. Enter POC details for each organization, even if the organizations have the same POC.

Organization Details			
<div>Remove</div>			
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



Add and Remove Organizations



- Click **Add Organization** to add additional organizations (use previous steps) to include with Role Assignment request.
- Click **Remove** to remove organizations.

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



Organization Section Complete



- Click **Next**.
- Join additional organizations through the **User Profile** any time after the initial access request is approved.

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 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

[+ Add Organization](#)

Additional Information



Personal Information and Submit



1. **Name** automatically entered based on Login.gov profile.
2. Enter **Personal** required information.
3. Click **Submit**.

Role Assignment Request RA-5891

Print Close Withdraw Save << Previous Submit

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

Submit

Work Contact - Name and Title

Academic Title Title First Name Middle Name
Last Name
Unregistered2

Work Contact - Address

* Occupation * Work Street Address Building or Room Number (Optional) * City
* State * Postal Code Country
United States

Work Contact - Phone and Fax Numbers

* Work Phone Country Code (Phone) Extension Work Fax
Country Code (Fax) * Work Email



Confirmation and Reviewers



- Success confirmation message displays indicating the request is submitted to administrators.
- List of reviewers who receive the role assignment request display.
- Notification is emailed to requestor.
- If multiple organizations are listed, a separate organization reviewer list displays.
- Once the request is approved, a confirmation email is received.

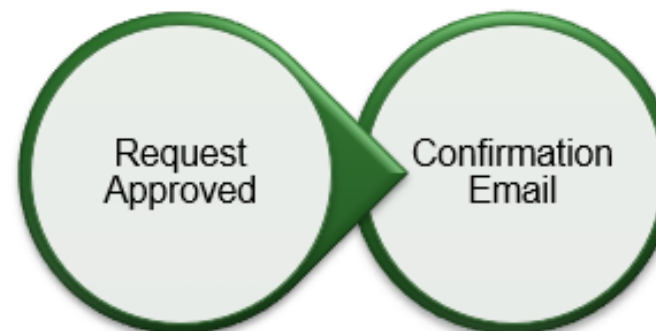
Role Assignment Request (RA-50220) Print Close

Status:
Submitted

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

SOUTHSHORE COLLEGE RA 50220		
Name	E-Mail	Phone
GAO 11	laura.kavanaugh@usda.gov	(999) 999-1111
GAO 13	lester.wheeler@usda.gov	(504) 555-5555

NORTHSHORE COLLEGE RA-50221		
Name	E-Mail	Phone
JASON WAGONER	jason.wagoner@usda.gov	(202) 123-1567
RAMIN MAJIDZADA	abc@abc.com	(123) 123-1234
GAO 12	laura.kavanaugh@usda.gov	(555) 555-5555





Editing Role Requests



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





Module 5 – ezFedGrants Role Assignment Summary



You should now be able to:

- Describe the process for role assignment in the external ezFedGrants portal.



Module 6

Course Summary



Course Summary



You should now be able to:

- List ezFedGrants recipient roles.
- Describe Login.gov process.
- Explain identify verification steps.
- List external portal role assignment process steps.





Getting Help



eAuth and Login.Gov

- eAuthentication or login.gov password/account issues, contact the eAuth helpdesk at www.eauth.usda.gov/helpdesk.
- For Login.gov, call (844) 875-6446. Operating hours are 24 hours a day, seven days a week. [Login.gov FAQs](#)

ezFedGrants

- Contact the ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov.
- Training Schedule [eFG Training Schedule | USDA](#)
- Recipient job aids: [Job Aid Library](#)
- Agency Representative listed on the opportunity or agreement.
- Monthly FAQ sessions



Bookmark or favorite these links!



Questions and Poll(s)

