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Overview

All users of the NIFA Reporting System will need to complete registration by creating a Login.gov account and completing identify verification. New users will then need to request a role from their Organizational Administrator(s) at their institution.

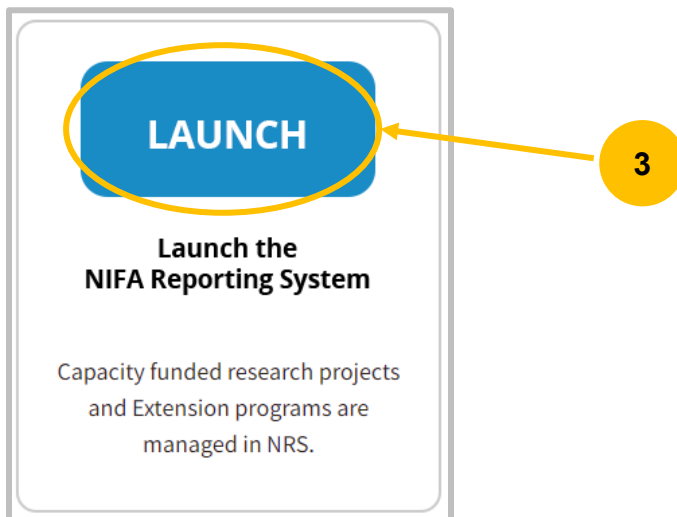
Currently, users with already existing eAuth accounts may continue to login with their eAuth user/password; in the future those users will also be required to switch to using Login.gov so we recommend that you create a Login.gov account to link to eAuth prior to this change. Additionally, some users may have USDA employee/contractor logins and will not use the instructions in this guide. If you are not sure what type of account you have, contact the NRS Help Desk (nrs@usda.gov) for assistance in determining which one you have or if you need to create a new account.

Account Creation

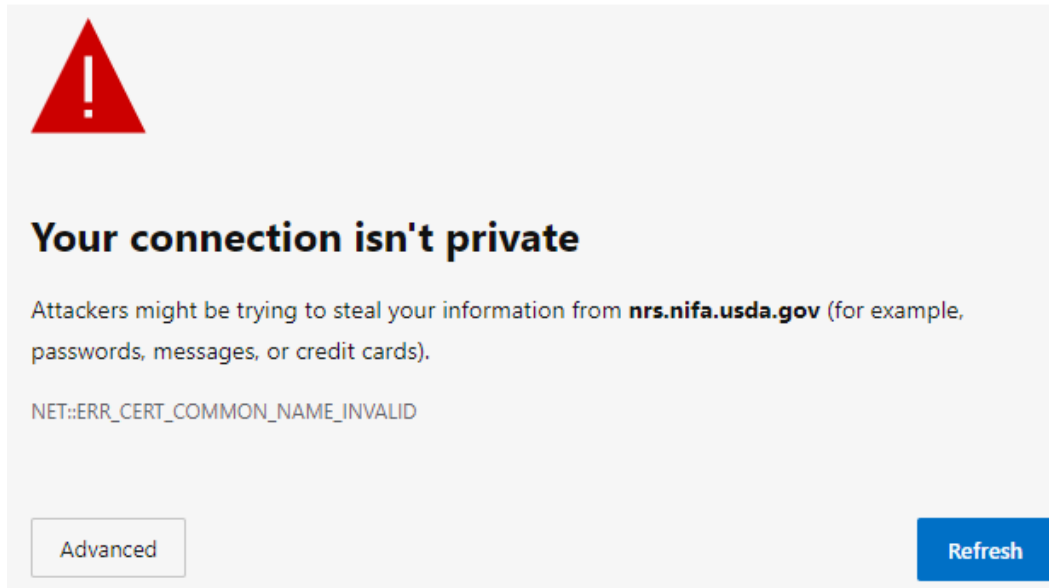
1. Navigate to the NIFA Reporting System by clicking [NIFA Reporting System](#).
2. The NIFA Reporting System home page is displayed.



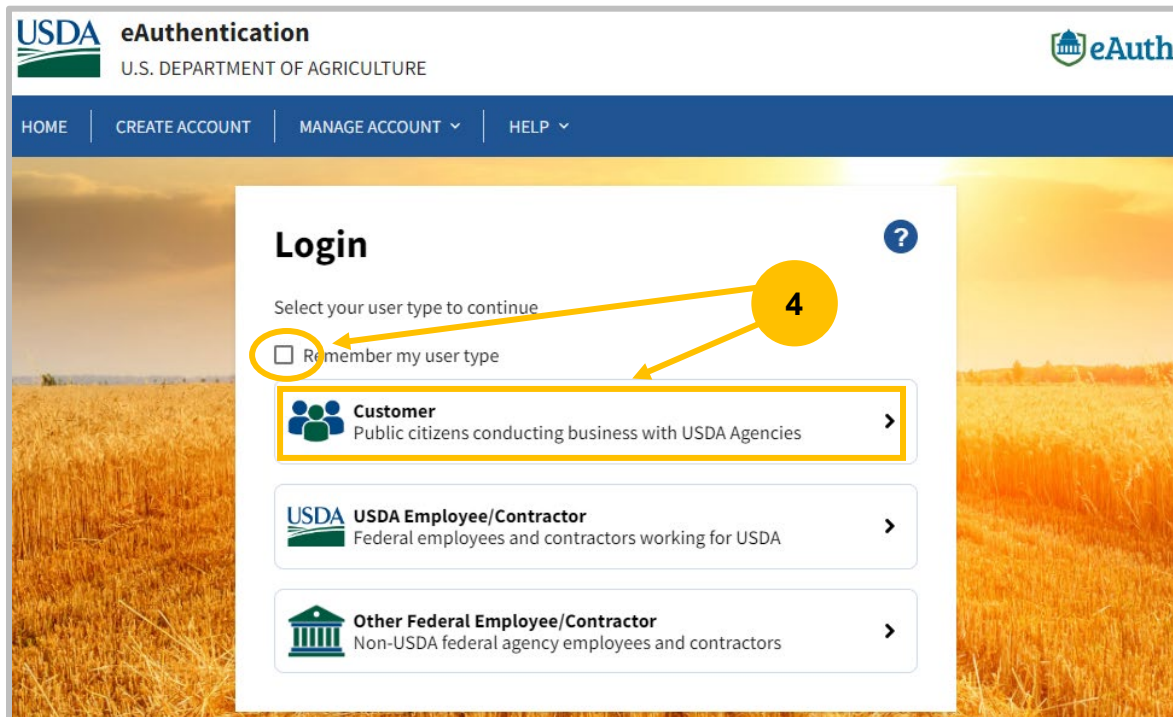
3. Locate the *'Launch the NIFA Reporting System'* section, mid-way down the page, select **LAUNCH**.



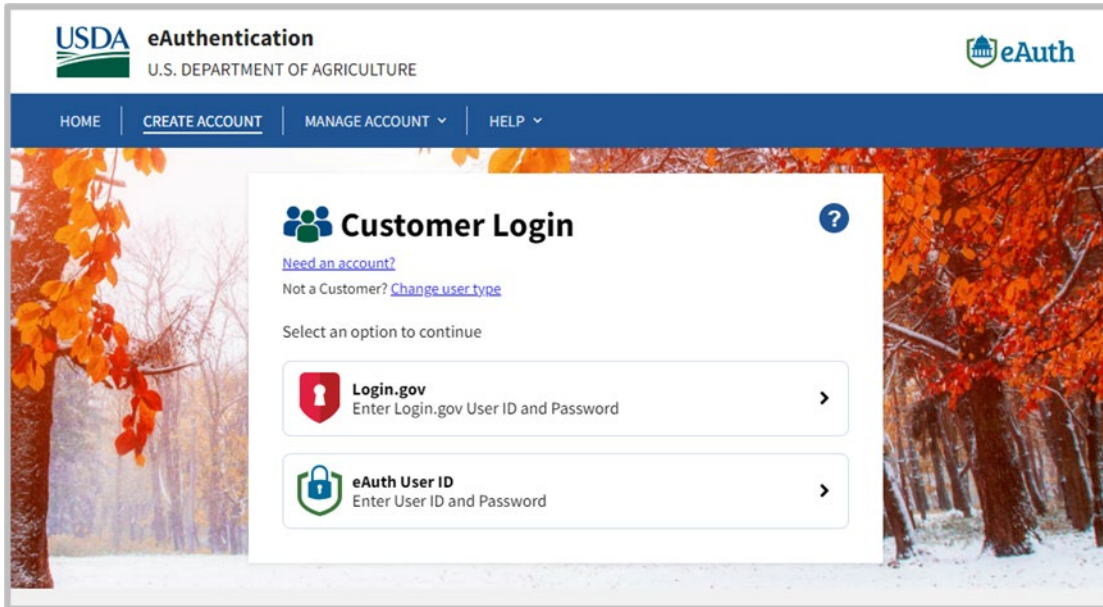
NOTE: If you receive the following message, select **Refresh**.



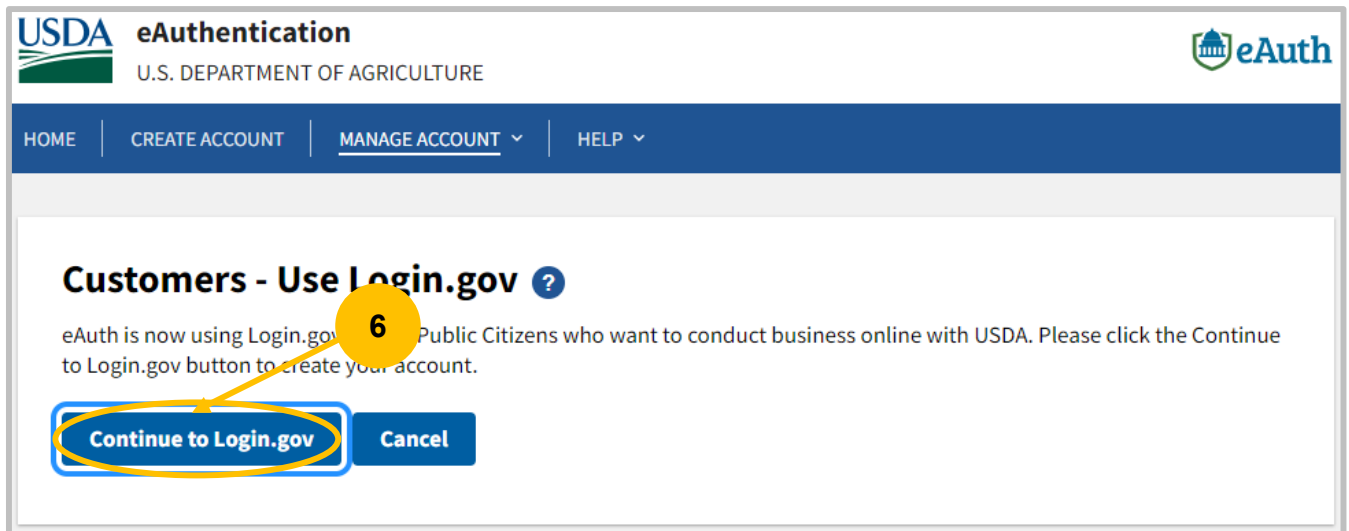
- At the Login page select **Customer** as the customer type. If you would like the system to remember the selection, select the checkbox next to *"Remember my user type"*.



5. To create a new account, select **Create Account** or **Need an account?**



6. Select **Continue to Login.gov**.



7. At the Login.gov page, select **Create an account**.

LOGIN.GOV USDA

USDA eAuth - Cert 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 eAuth - Cert](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Login.gov Account Creation with Identify Verification

8. The “Create an account for new users” page will display. Input your **email address**, select **email language preference** and select the checkbox “*I read and accept the Login.gov Rules of Use checkbox*”; then select **Submit**.

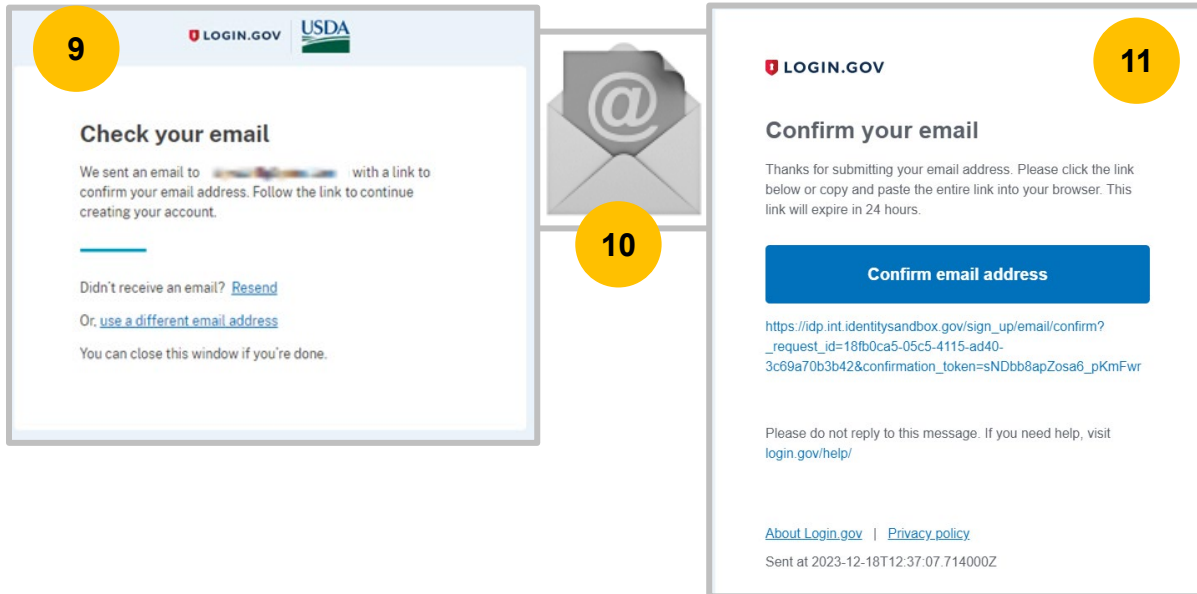
Note: If you are creating an account for an already existing NRS user account, make sure you use the same email address. Otherwise, your NRS user account will need to be edited.

The screenshot displays the 'Create an account for new users' page. At the top, there are logos for LOGIN.GOV and USDA. Below the logos is a graphic showing a person's profile, a shield with a red exclamation mark, and a computer monitor. The text reads: 'USDA eAuth - Cert is using Login.gov to allow you to sign in to your account safely and securely.' There are two buttons: 'Sign in' and 'Create an account'. The 'Create an account' button is highlighted in blue. Below this is the heading 'Create an account for new users'. There is a text input field labeled 'Enter your email address' which is circled in yellow. Below that is a section for 'Select your email language preference' with three radio buttons: 'English (default)', 'Español', and 'Français'. The 'English (default)' option is selected. Below the radio buttons is a checkbox labeled 'I read and accept the Login.gov Rules of Use' which is also circled in yellow. At the bottom of this section is a blue 'Submit' button, also circled in yellow. A yellow circle with the number '8' is located to the right of the form, with four arrows pointing to the email address field, the 'English (default)' radio button, the checkbox, and the 'Submit' button. At the bottom of the page, there are links for 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

9. You will receive an email to confirm your email address.
10. Open the “Confirm email address” email.

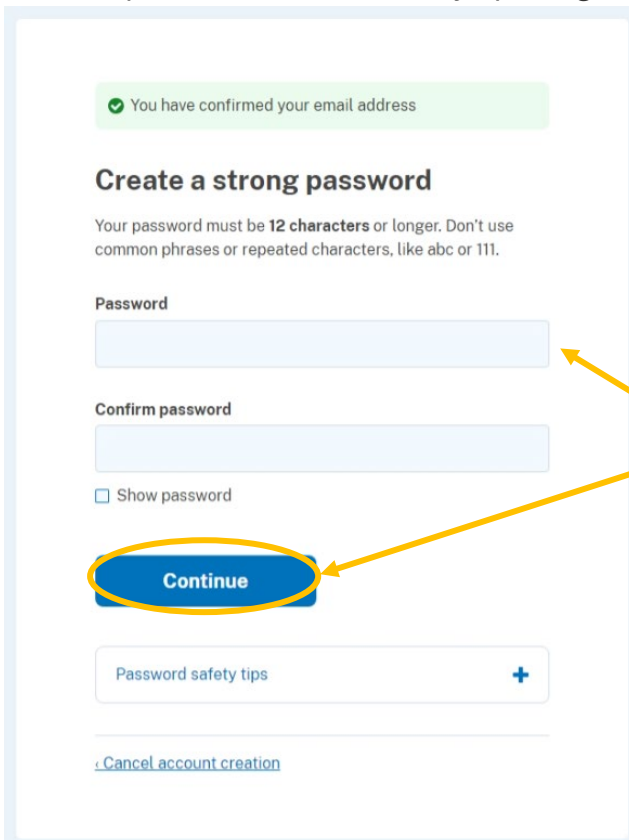
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11. Click **Confirm email address**.



12. Email is confirmed. Create a strong password, select **Continue**.

NOTE: Expand the Password safety tips for guidance on creating a strong password.



13. Login.gov utilizes multi-factor authentication methods to prevent unauthorized users access to your account.

Please select at least one authentication method, select **Continue**.

The screenshot displays the 'Authentication method setup' page on the Login.gov website. At the top, the 'LOGIN.GOV' and 'USDA' logos are visible. Below the title, a message states: '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.' There are five selection options, each with a checkbox and an icon:

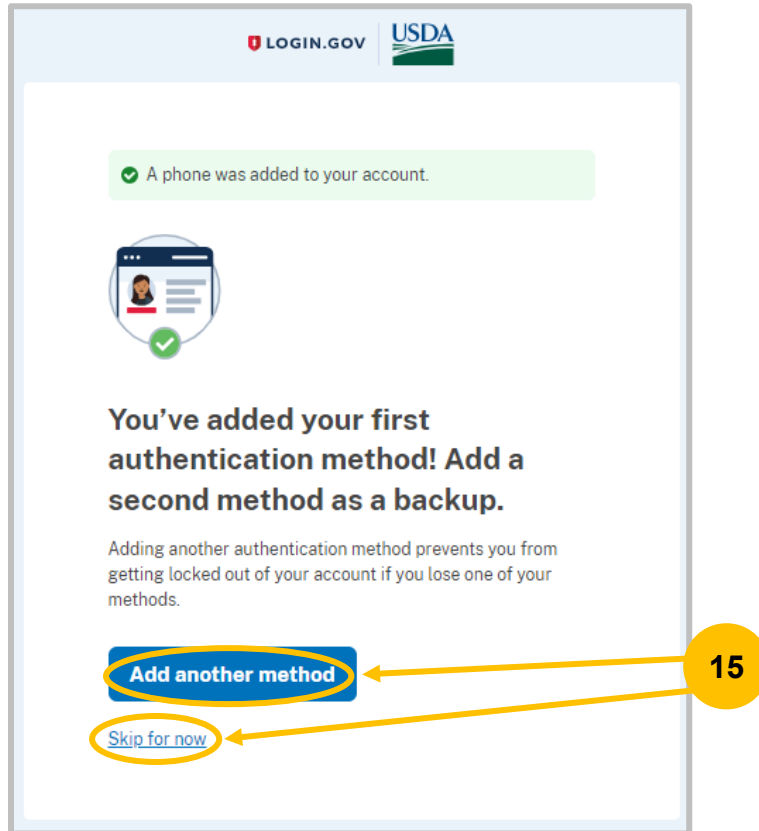
- Authentication application**: Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**: Receive a secure code by (SMS) text or phone call.
- Backup codes**: A list of 10 codes you can print or save to your device. When you use the last code, we will generate 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.

At the bottom of the page is a blue 'Continue' button. A yellow circle containing the number '13' is located to the right of the options. Two yellow arrows originate from this circle: one points to the 'Text or voice message' checkbox, and the other points to the 'Continue' button. The 'Continue' button itself is also circled in yellow.

14. Follow the onscreen prompts for the authentication method selected.

15. Upon successful completion of the selected authentication method, you will be presented with the option to **Add another method** (16) or **Skip for now** (17).

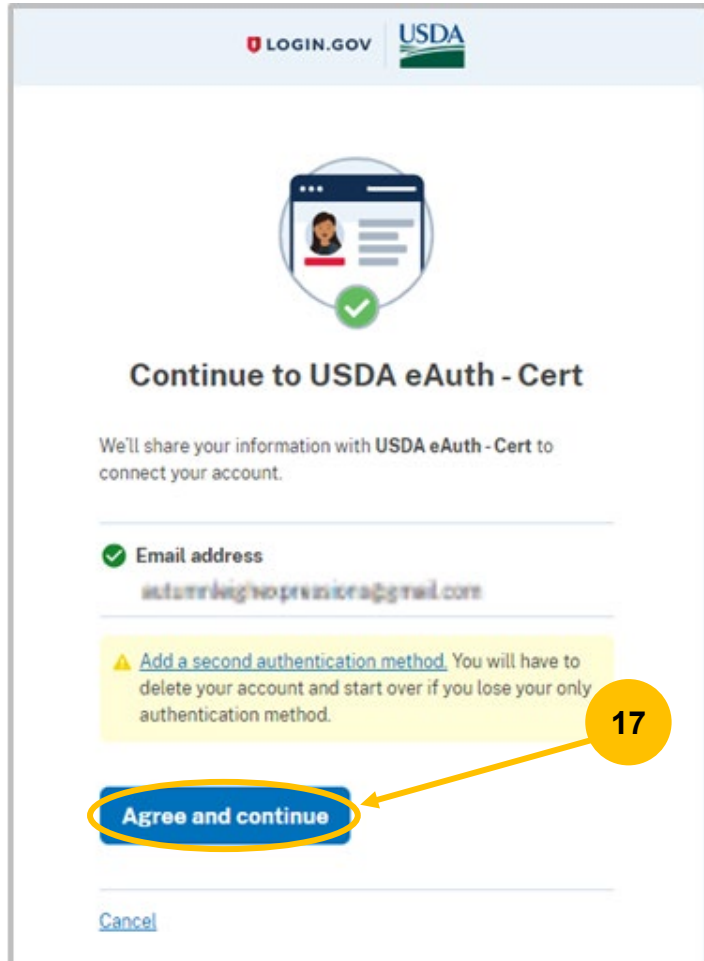
NOTE: It is highly recommended to complete two authentication methods to ensure you have a way to unlock your account if you lose one of your methods (i.e., changing your phone number).



16. Select **Add a second authentication method**, follow the onscreen prompts to complete the second authentication method.

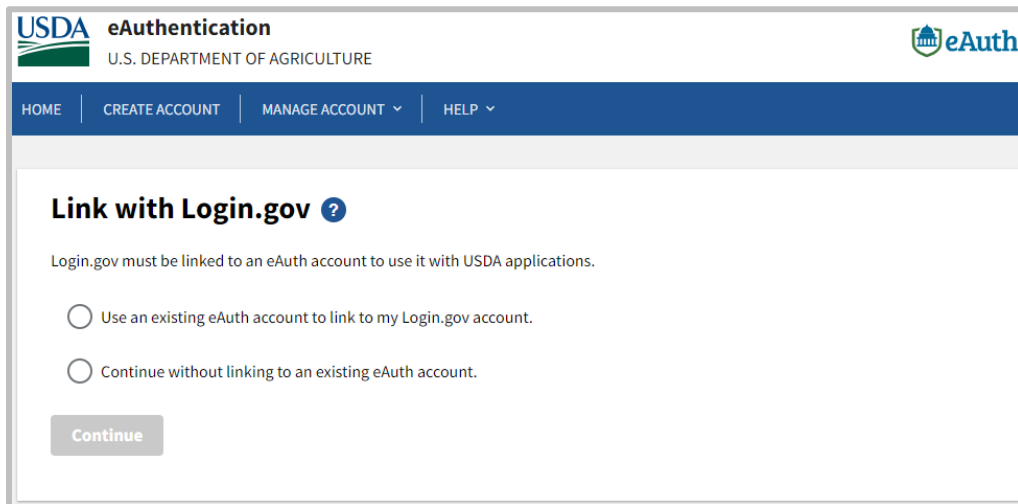
17. Select **Skip for now**, the “Continue to USDA eAuth – Cert” page displays, select **Agree and continue** to allow your information to be shared with USDA eAuth - Cert.

NOTE: To add additional authentication methods, log in to Login.gov access your account profile, and select an additional authentication method. See [Updating Account Information](#).



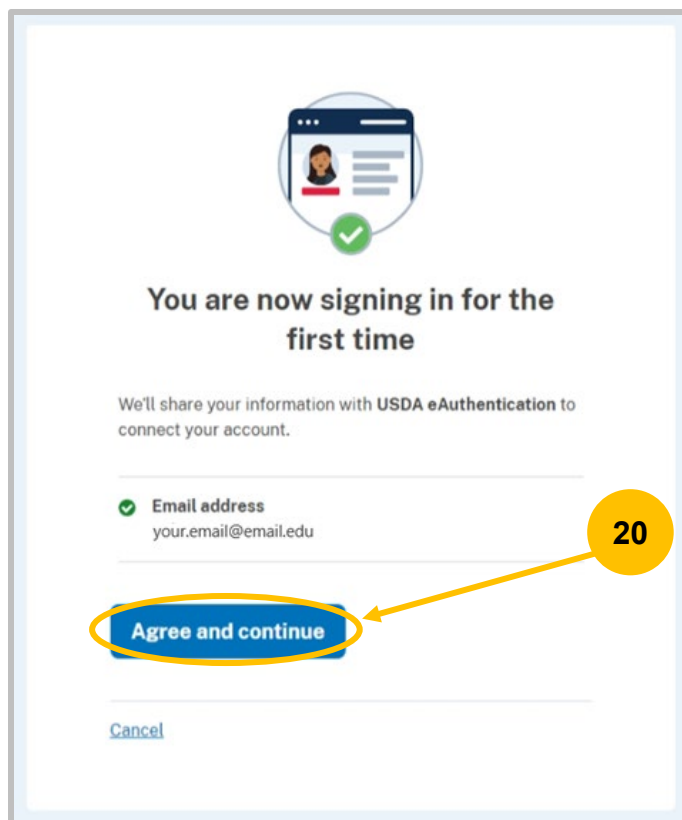
Login.gov Account Creation with Identify Verification

18. The Link with Login.gov page displays with the option to **Use an existing eAuth account to link to my Login.gov account** (19) or **Continue without linking to an existing eAuth account** (22). If you are unsure if you have an existing eAuth account, please email nrs@usda.gov for assistance and include what email address you are using.



The screenshot shows the USDA eAuthentication interface. At the top left is the USDA logo and 'eAuthentication U.S. DEPARTMENT OF AGRICULTURE'. At the top right is the eAuth logo. A navigation bar contains 'HOME', 'CREATE ACCOUNT', 'MANAGE ACCOUNT', and 'HELP'. The main content area is titled 'Link with Login.gov' with a help icon. Below the title, it states 'Login.gov must be linked to an eAuth account to use it with USDA applications.' There are two radio button options: 'Use an existing eAuth account to link to my Login.gov account.' and 'Continue without linking to an existing eAuth account.' A 'Continue' button is located at the bottom left of the form area.

19. If you currently have an eAuth account, select **Use an existing eAuth account to link to my Login.gov account**, select **Continue**.
20. Select **Agree and continue** to allow Login.gov to share your information with the USDA eAuthentication.



21. You should receive an email confirming that you have successfully linked your Login.gov account with eAuth. Now that you have completed the registration process and your eAuthentication account is linked to your Login.gov account, please contact your Organizational Administrator to **request a role** if needed. Please see the next section on [Identity Verification](#).



22. If you are a new user (no eAuth account), select **Continue without linking to an existing eAuth account**, select **Continue**.

NOTE: This will automatically establish an eAuth account and link it to your Login.gov account.

23. The User Information Required page displays, input your **First Name** and **Last Name**, select **Submit**.


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User Information Required [?](#)

In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:

First name

Last name



24. Account information page is displayed, select **Logout**.

The screenshot shows the USDA eAuthentication account information page. The header includes the USDA logo, 'eAuthentication U.S. DEPARTMENT OF AGRICULTURE', and the 'eAuth' logo. A navigation bar contains 'HOME', 'CREATE ACCOUNT', 'MANAGE ACCOUNT', and 'HELP'. The main content area is titled 'Account Information' with a help icon and a 'Logout' button. It is divided into three sections: 'Login Information' showing an email address and a linked 'Login.gov' account; 'Personal Information' showing the name 'Test Account' with an 'Edit' button; and 'Multi-Factor Authentication (MFA) Options' with an informational message and an 'Enable' button for PIV/CAC.

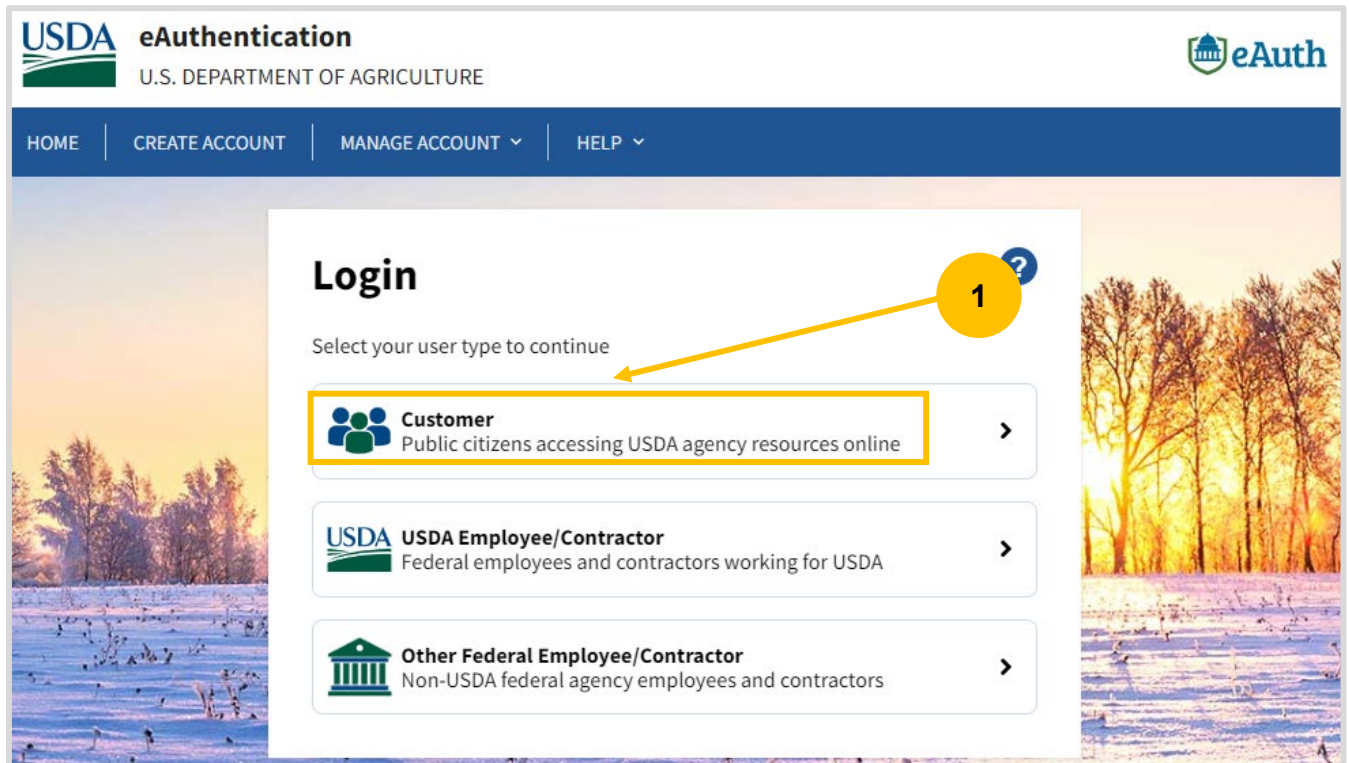
Now that you have completed the registration process and your eAuthentication account is linked to your Login.gov account, please contact your Organizational Administrator to **request a role** if needed.

New users see [Identity Verification](#).

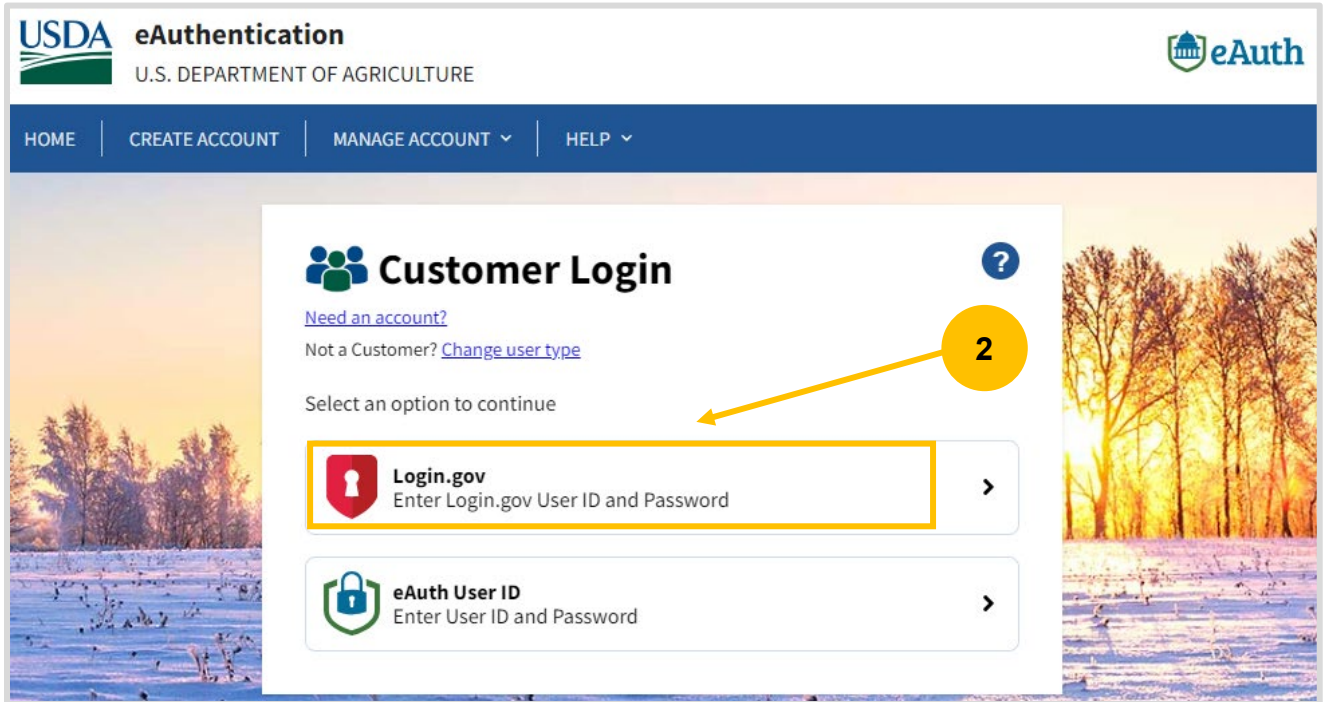
Identity Verification

For new users, upon first login you may be prompted to verify your identity.

1. Navigate to <https://nrs.nifa.usda.gov/>. If the Select your user type to continue page displays, select **Customer**.



- Customer Login page displays, select **Login.gov**.



- USDA eAuthentication page displays, input your **Email address** and **Password**, select **Sign in**.

LOGIN.GOV USDA

For your security, we clear what you entered if you don't move to a new page within 15 minutes.

USDA eAuth - Cert 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 eAuth - Cert](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

- The Verify Identity page may display, select **Verify my identity at Login.gov – Recommended**, select **Continue**.

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▾ | HELP ▾

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

Online Identity Verification requires you to have a state-issued ID, social security number and your phone number OR home address to complete the process.

In-Person Identity Verification requires you to visit a USDA Service Center and present your government-issued photo ID to a Local Registration Authority (LRA). The address on the photo ID used to verify your identity must match the address used when the account was registered.

5. Verify Identity at Login.gov page displays, select **Continue to Login.gov**.

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

eAuth

[HOME](#) | [CREATE ACCOUNT](#) | [MANAGE ACCOUNT](#) | [HELP](#)

Verify Identity at Login.gov ?

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

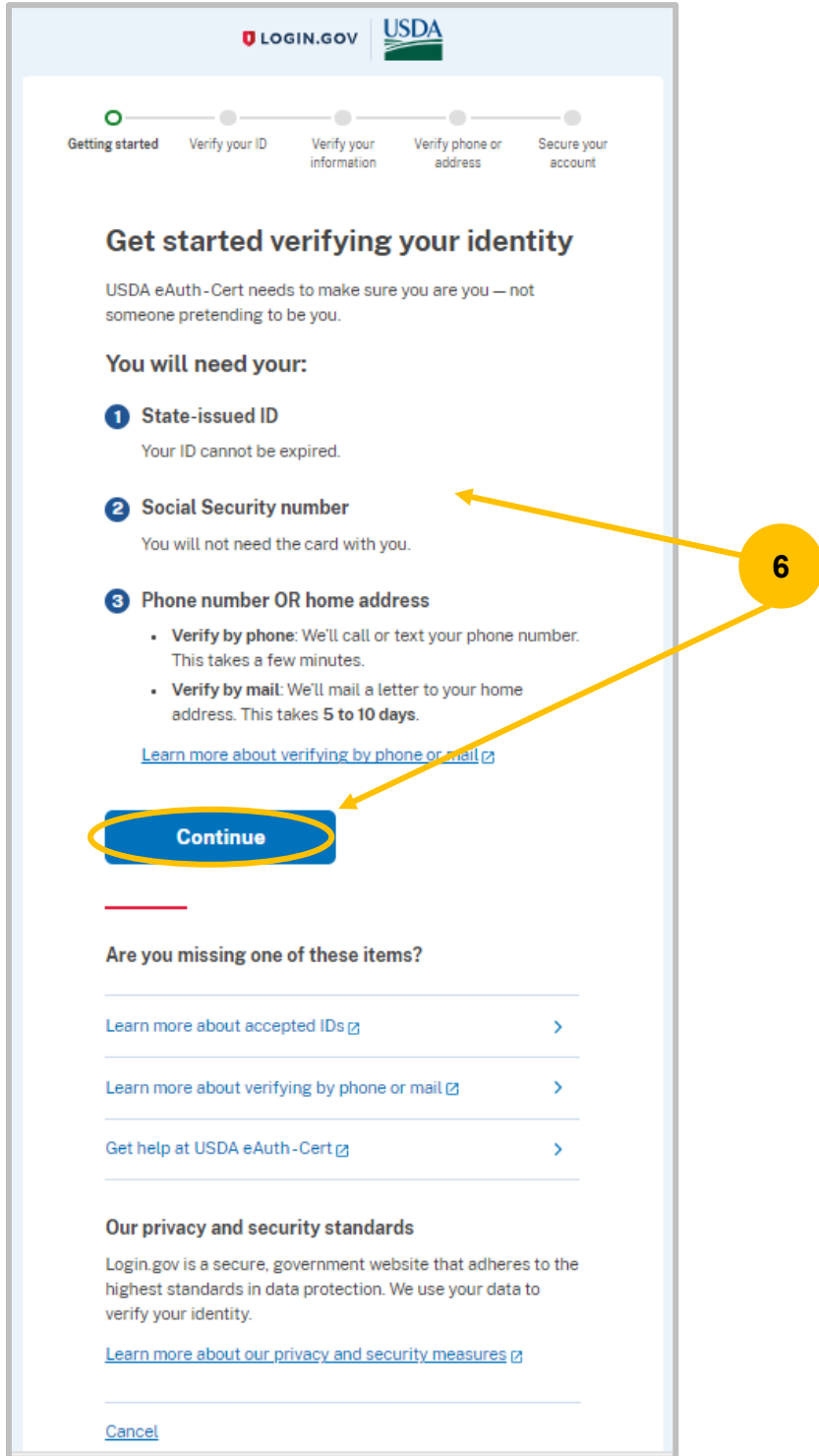
USDA eAuthentication is now using Login.gov for identity verification and authentication. Please click the "Continue to Login.gov" button.

- 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

5

6. The Verify Identity page will display. Ensure you have your state-issued ID, Social Security number, and a phone number available for entry, then select **Continue**.



- Getting started:** Select the *“By checking this box...”* checkbox at the bottom, then select **Continue**.

LOGIN.GOV USDA

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

How verifying your identity works

Identity verification happens in two parts:

Verify your identity

We'll ask for your personal information to verify your identity against public records.

Secure your account

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.

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.

[Learn more about our privacy and security measures](#)

Continue

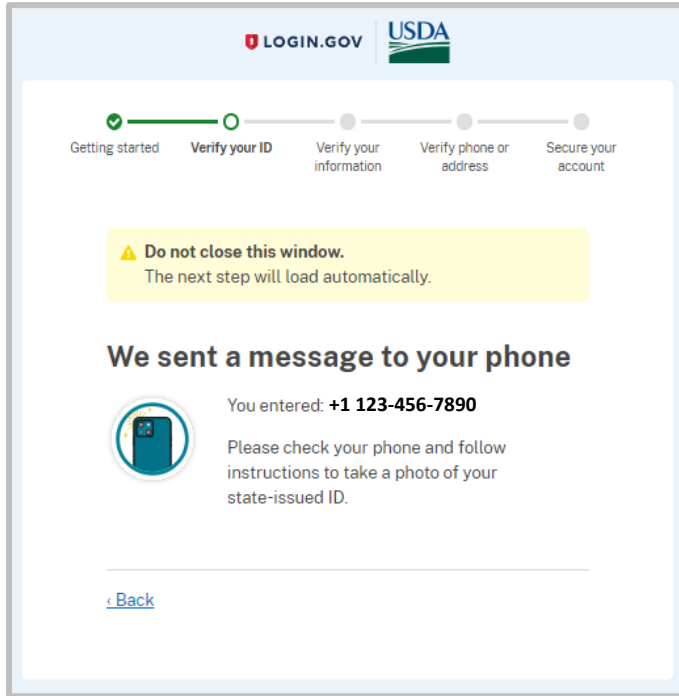
[Cancel](#)

8. **Verify your ID:** In the *“Use your phone to take photos (recommended)”* section, input your phone number, then select **Send Link**.

NOTE: If you do not have a phone, you can click the **Upload Photos** link to upload photos located on your computer.

The screenshot displays the 'Verify your ID' step of the Login.gov registration process. At the top, there are logos for LOGIN.GOV and USDA. A progress bar shows five steps: 'Getting started' (checked), 'Verify your ID' (current step), 'Verify your information', 'Verify phone or address', and 'Secure your account'. The main heading is 'How would you like to add your ID?'. Below this, it states 'We'll collect information about you by reading your state-issued ID.' There are two main options: 1. 'Recommended Use your phone to take photos': This option includes a phone number input field with a dropdown menu for the country (USA) and the number '(123) 456-7890'. Below the input field is a blue button labeled 'Send link'. 2. 'Continue on this computer': This option includes a button labeled 'Upload photos'. A yellow circle with the number '8' is positioned to the right of the page, with three arrows pointing to the phone number input field, the 'Send link' button, and the 'Upload photos' button. A 'Cancel' link is visible at the bottom left of the form.

- SMS Text message is sent to your phone. **DO NOT CLOSE** this window. It will automatically move to the next screen once you have completed the steps outlined in the SMS text message.

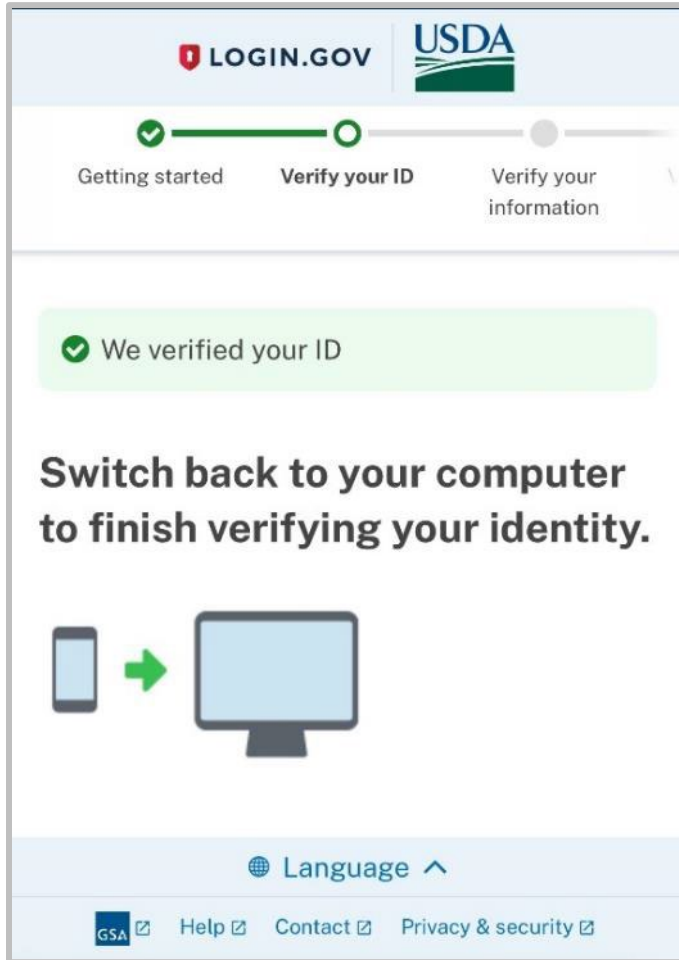


10. Select the link in the SMS text message sent to your phone. **Verify your ID**. Select **Take Photo** of the *Front of your ID* section then follow the directions to take the photo. Select **Take Photo** of the *Back of your ID* section then follow the directions to take the photo before selecting **Submit**.

NOTE: If you already have a photo saved on your phone, you can select the **Upload Photo** link.

The screenshot shows the 'Verify your ID' step in the Login.gov registration process. At the top, there are logos for LOGIN.GOV and USDA, and a progress bar with three steps: 'Getting started', 'Verify your ID' (current), and 'Verify your information'. A yellow warning box states: 'You're using Login.gov to verify your identity for access to USDA eAuth - Cert and its services. ONLY ADD YOUR ID IF: • You are using your own Login.gov account • You asked Login.gov to verify your ID using your phone • You are trying to access USDA eAuth - Cert services'. Below this is the section 'Add photos of your ID' with instructions: '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'. There are two dashed boxes: 'Front of your ID' and 'Back of your ID'. Below the 'Front of your ID' box is a 'Take photo' link. Below the 'Back of your ID' box are 'Take photo' and 'Upload photo' links. At the bottom is a large blue 'Submit' button and a 'Cancel' link. A yellow circle with the number '10' has arrows pointing to the 'Take photo' links for both the front and back of the ID, and the 'Submit' button.

11. “We verified your ID” will display on the login screen. Switch back to your computer to continue verifying your identity.



12. Enter your **Social Security number** then select **Continue**.

Please note: The verification service DOES NOT run a credit report or affect your credit score.

The screenshot shows the 'Verify your information' step of the Login.gov account creation process. At the top, there is a progress bar with five steps: 'Getting started', 'Verify your ID', 'Verify your information' (current step), 'Verify phone or address', and 'Secure your account'. The 'Verify your information' step is highlighted with a green circle. Below the progress bar, the heading 'Enter your Social Security number' is displayed. The text explains that the Social Security number is needed for verification and provides a link to learn more about data protection. A note asks if the user has a Social Security number and provides a link to return to the USDA eAuth-Cert page if not. A light blue information box states that in the test environment, only SSNs starting with '900-' or '666-' are valid. Below this is a text input field for the Social Security number, with an example '123-45-6789' and a 'Show Social Security number' checkbox. A blue 'Continue' button is at the bottom, and a 'Cancel' link is at the very bottom left.

12

13. **Verify your information.** If you need to modify any information, select the **Update** link before submitting.

LOG IN.GOV USDA

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

Verify your information

We read your information from your ID. Review it and make any updates before submitting for verification.

First name: FAKEY
Last name: MCFAKERSON
Date of birth: October 6, 1938
ID number: 111111111111

Address line 1: 1 FAKE RD [Update](#)
Address line 2:
City: GREAT FALLS
State: MT
ZIP Code: 59010

Social Security number: 1**-**-****9 [Update](#)
 Show Social Security number

Submit

[Cancel](#)

13

14. **Verify your phone number or address.** Input your phone number. Select **Text message (SMS)** (default) or **Phone Call** then select **Send Code**. A one-time code will be sent to your phone OR you will receive a phone call with the code.

LOGIN.GOV USDA

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

✓ We verified your information

Verify your phone number

We'll check this number with records and send you a one-time code. This is to help verify your identity.

Enter a phone number that is:

- Based in the United States (including U.S. territories)
- Your primary number (the one you use the most often)

[Learn more about what phone number to use](#)

Phone number

(123)456-7890

How should we send a code?

If you entered a landline above, please select "Phone call" below.

Text message (SMS) Phone call

Send code

Having trouble? Here's what you can do:

[Verify your address by mail instead](#)

[Cancel](#)

15. Enter the **One-time code** then select **Submit**. If you do not receive the code, select **Send another code**.

LOGIN.GOV USDA

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

Enter your one-time code

We sent a text (SMS) with a one-time code to [REDACTED]. This code will expire in 10 minutes.

One-time code
Example: 123ABC

Submit

[Send another code](#)

Entered the wrong phone number?
[Use another phone number](#)

[Cancel](#)

15

16. Secure your account by re-entering your **Password**, then select **Continue**.

The screenshot shows the Login.gov registration interface for the USDA. At the top, there are logos for LOGIN.GOV and USDA. A progress bar indicates five steps: 'Getting started', 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. The first four steps are marked with green checkmarks, while the fifth is an empty circle. Below the progress bar, a green notification box states 'We verified your phone number'. The main heading is 'Re-enter your Login.gov password'. Below this, a paragraph explains that Login.gov will encrypt information with the password. There is a 'Password' input field, a 'Show password' checkbox, and a 'Forgot password?' link. A blue 'Continue' button is highlighted with a yellow oval, and a yellow circle with the number '16' has arrows pointing to the password field and the 'Continue' button. A 'Cancel' link is at the bottom left.

17. You will be presented with a personal key. Please make a note of this key in case you forget your password. Select the checkbox at the bottom *“I saved my personal...”*, then select **Continue**.

LOG IN .GOV USDA

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

✓ We secured your verified information

Save your personal key

•••••

Your personal key was generated on **December 18, 2023 at 8:42 AM**

[Copy](#) [Download \(text file\)](#) [Print](#)

You need your personal key if you forget your password. Keep it safe and don't share it with anyone.

If you reset your password without your personal key, you'll need to verify your identity again.

[Learn more about the personal key](#)

I saved my personal key in a safe place.

Continue

18. The **Connect your verified information to you USDA eAuth – Cert** page displays, select **Agree and continue**.

NOTE: If only one authentication method was set up a message will display at the bottom of the screen providing the option to add a second authentication method.

Connect your verified information to USDA eAuth - Cert


USDA eAuth - Cert needs to know who you are to connect your account. We'll share this information with USDA eAuth-Cert:

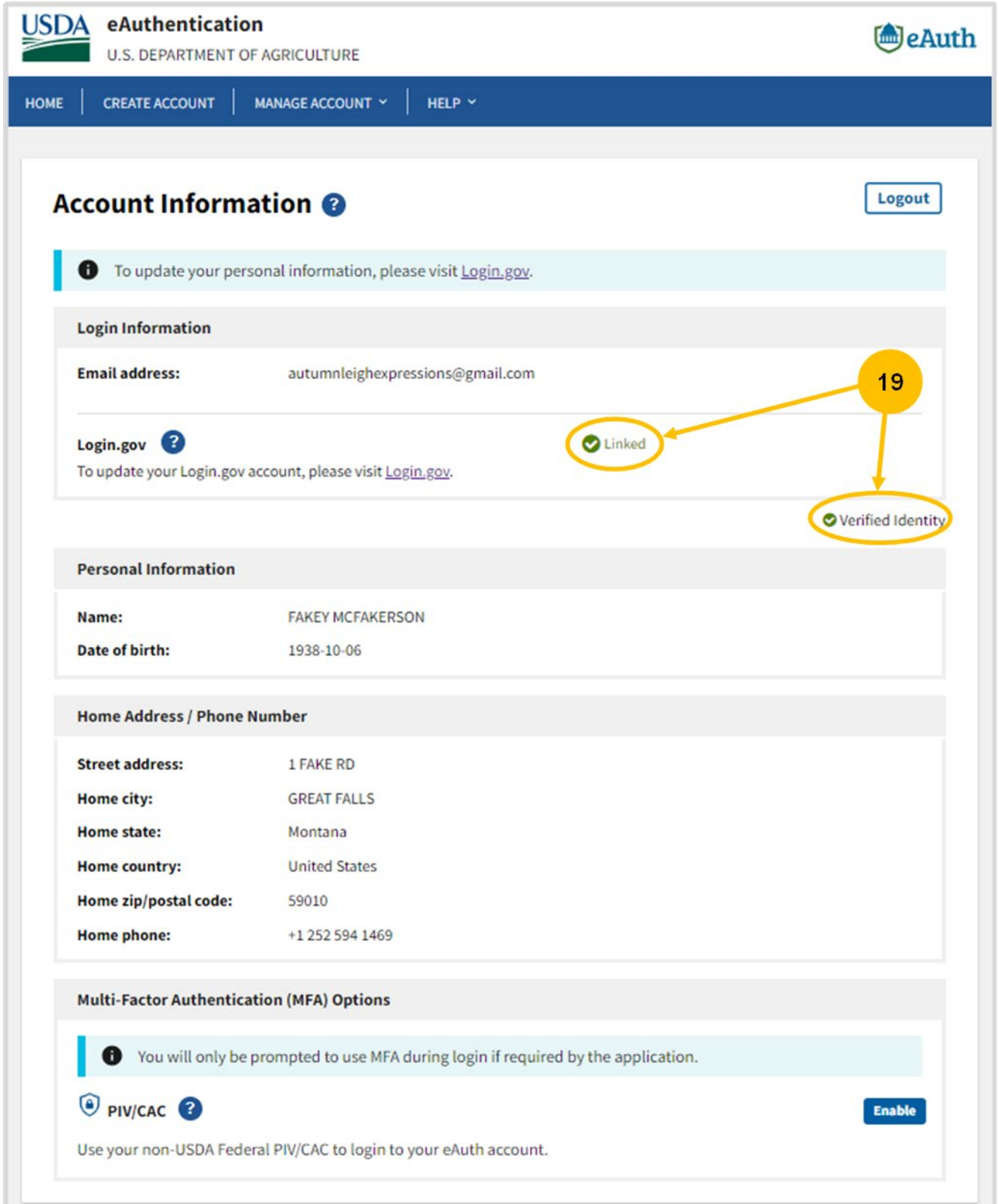
- ✓ **Full name**
FAKEY MCFAKERSON
- ✓ **Address**
1 FAKE RD GREAT FALLS, MT 59010
- ✓ **Phone number**
+1 252-594-1469
- ✓ **Email address**
srpcacmkp@gmail.com
- ✓ **Date of birth**
October 6, 1938
- ✓ **Social Security number**
1**-**-****g
- ✓ **Updated on**
December 18, 2023 at 1:42 PM

⚠ [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](#)

19. Identity verification complete. Account Information page is displayed with a  next to **Linked** and **Verified Identity**. You will now be able to log into NRS if your email is a NRS user role.



USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▾ | HELP ▾

Account Information ? Logout

i To update your personal information, please visit [Login.gov](#).

Login Information

Email address: autumnleighexpressions@gmail.com

Login.gov ? ✔ Linked

To update your Login.gov account, please visit [Login.gov](#).

✔ Verified Identity

Personal Information

Name: FAKEY MCFAKERSON
Date of birth: 1938-10-06

Home Address / Phone Number

Street address: 1 FAKE RD
Home city: GREAT FALLS
Home state: Montana
Home country: United States
Home zip/postal code: 59010
Home phone: +1 252 594 1469

Multi-Factor Authentication (MFA) Options

i You will only be prompted to use MFA during login if required by the application.

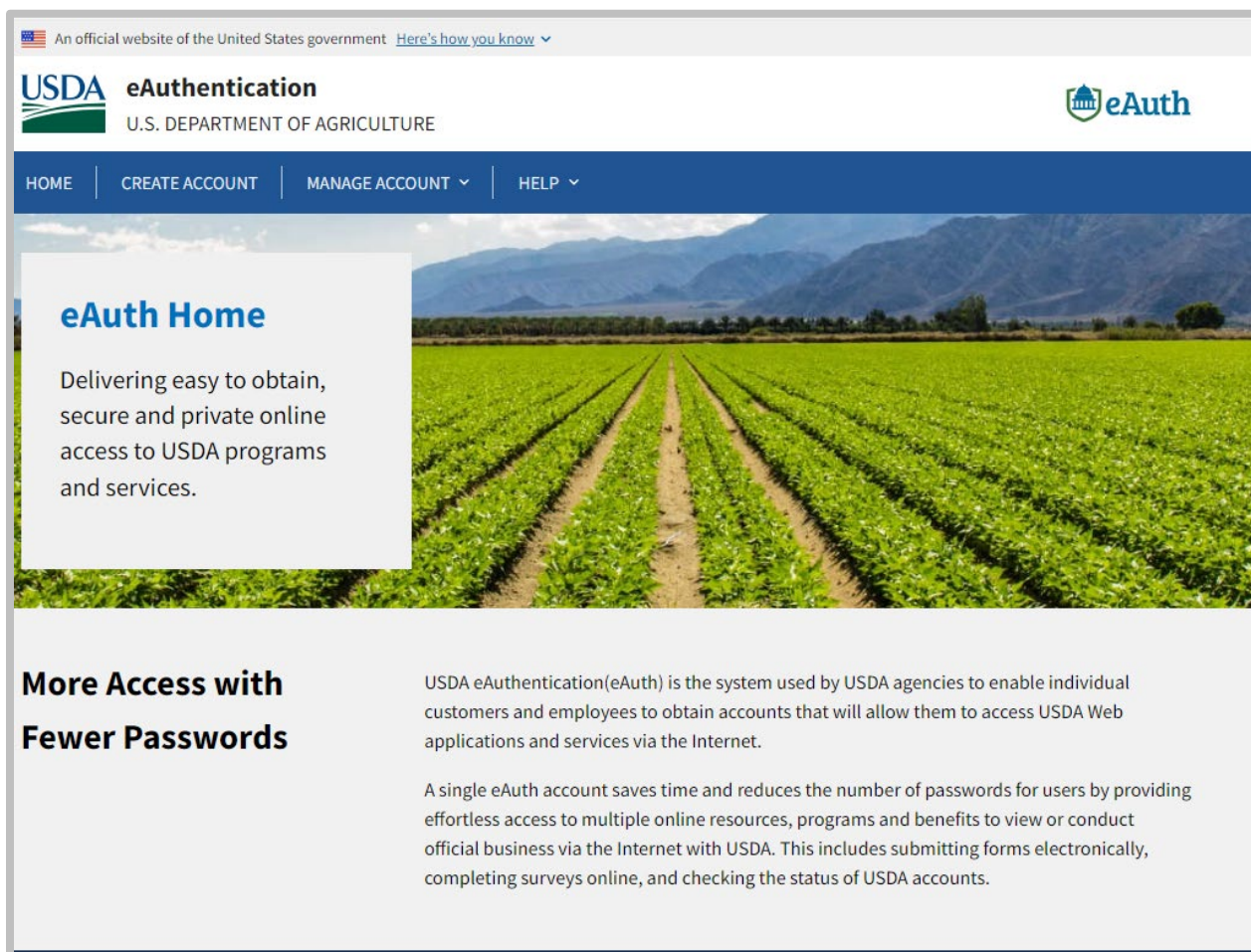
✔ PIV/CAC ? Enable

Use your non-USDA Federal PIV/CAC to login to your eAuth account.

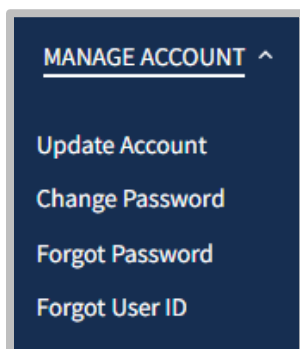
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Updating Account Information

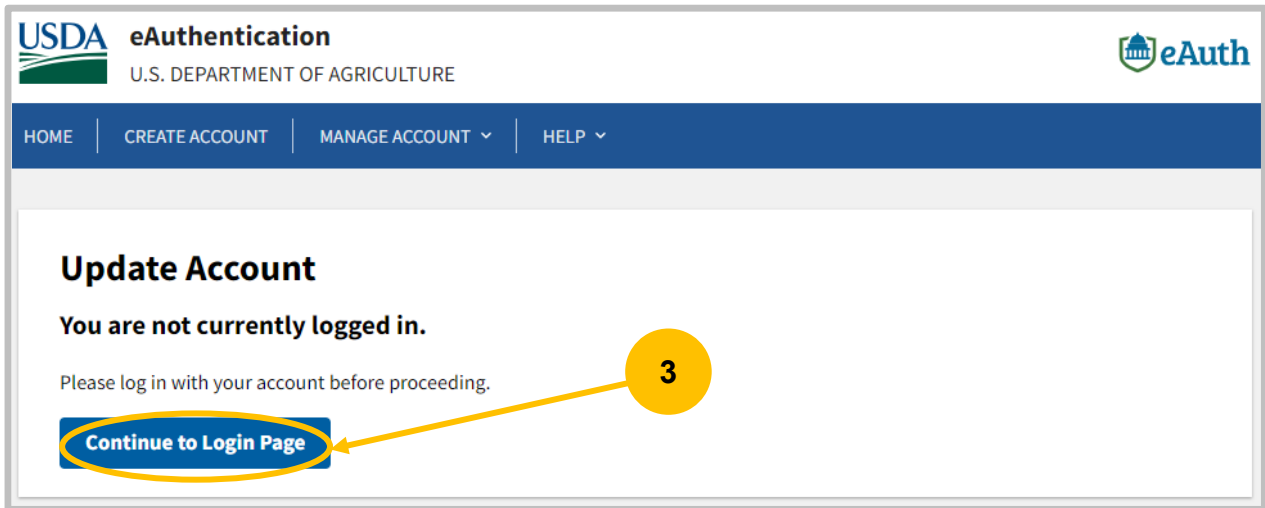
1. Navigate to <https://www.eauth.usda.gov/home>.



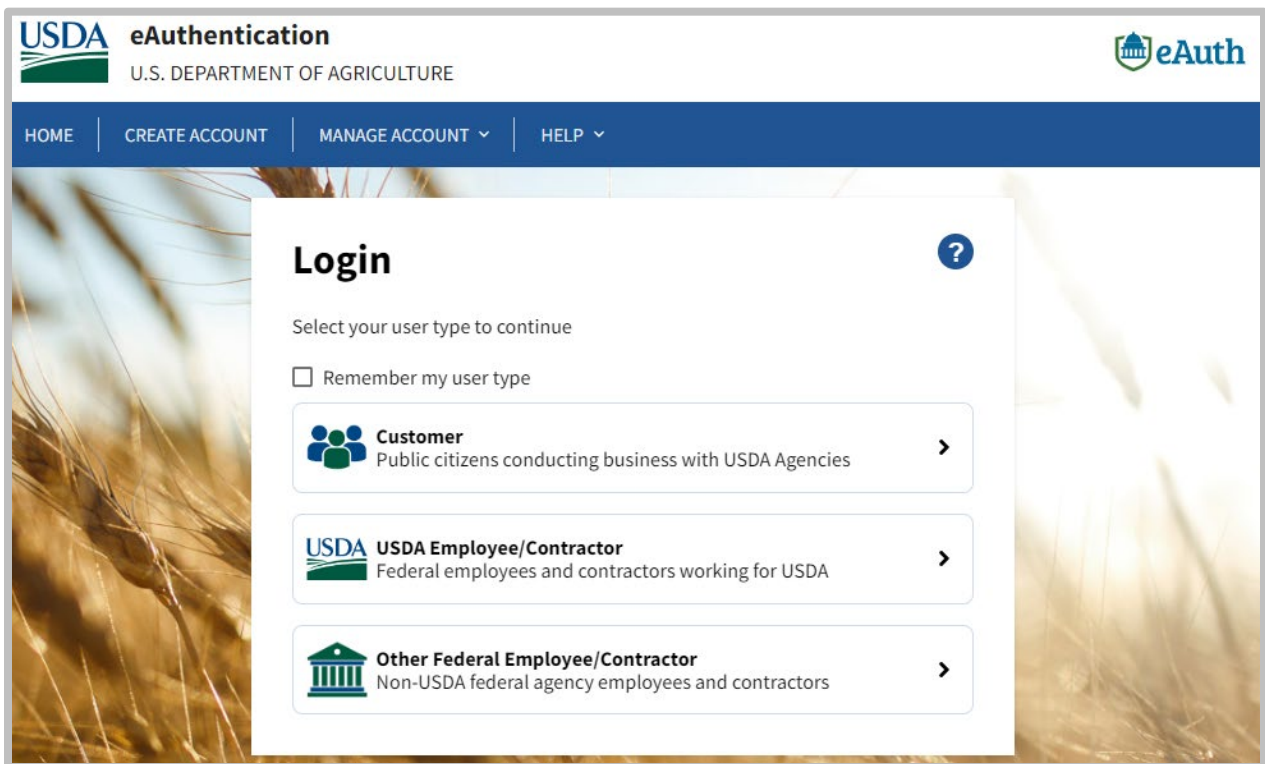
2. Select **Manage Account** > **Update Account**.



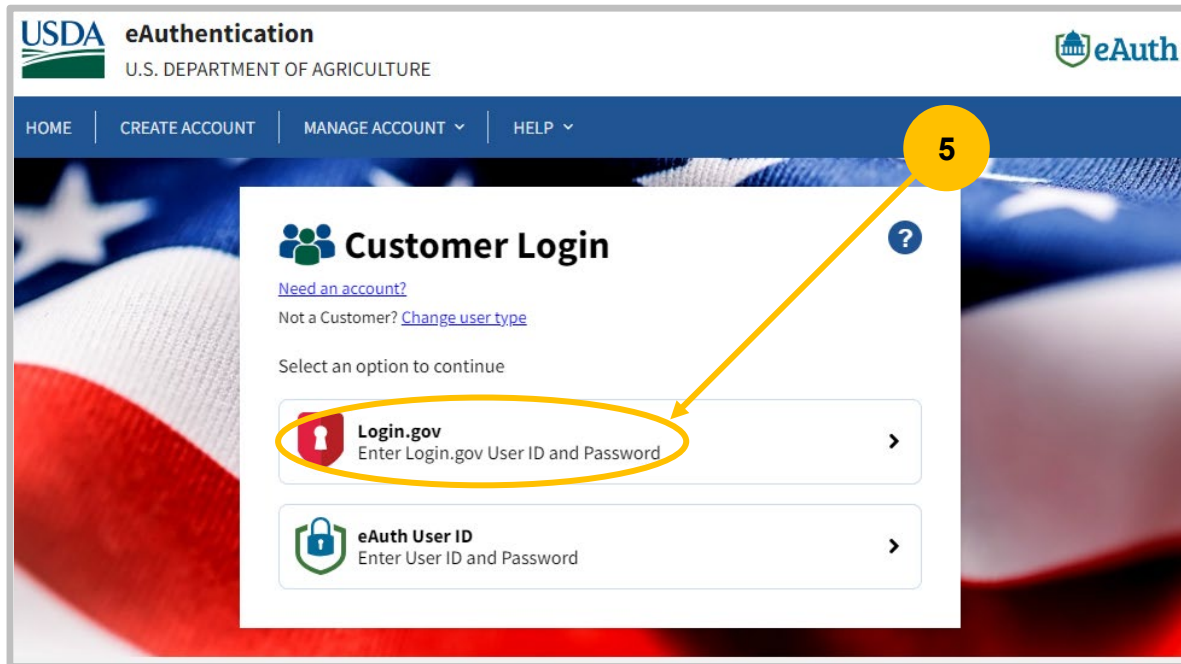
3. If not already logged in, you will be prompted to **Continue to the Login Page**.



4. If prompted, select your customer type.



5. Select Login.gov.



6. Enter **Email address** and **Password**, then select **Sign In**.

USDA eAuth - Cert 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 eAuth - Cert](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

7. If multi-factor authentication was set up, follow the onscreen prompts.
8. eAuth account Information page will be displayed.
9. To update account information, you must log into Login.gov. Select the **Login.gov** link.

Account Information ? [Logout](#)

To update your personal information, please visit [Login.gov](#).

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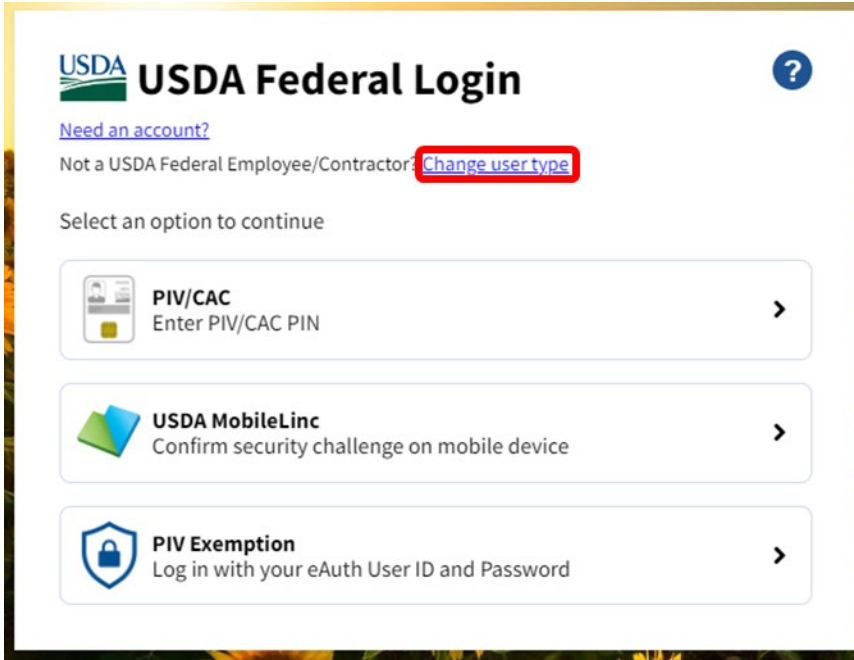
10. Login.gov account information page is displayed.

The screenshot shows the Login.gov account management interface. At the top left is the 'LOGIN.GOV' logo, and at the top right is the user's name 'Welcome FAKEY' with a 'Sign out' link. A navigation sidebar on the left contains sections: 'Your Account' (with links for adding email, editing password, deleting account, and resetting personal key), 'Your authentication methods' (with links for adding phone number, authentication apps, face/touch unlock, security key, and federal employee ID), 'Your connected accounts', 'History' (with 'Forget all browsers'), and 'Customer support'. The main content area features a 'Continue to USDA eAuth - Cert' button, a 'Your account' header with a 'Verified Account' badge, and three configuration panels: 'Email preferences' (with an email address field and '+ Add new email' button), 'Password' (with a masked password field and 'Edit' link), and 'Personal key' (with a masked personal key field, 'Reset' link, and a note about its importance, plus a timestamp 'Last generated on December 18, 2023').

11. Update sections as required, following the onscreen prompts.

Wrong Login Type: Switch from Federal Login to Customer

1. If you accidentally selected USDA Federal Employee or Contractor, just click on “Change user type” to go back.



2. Click on the checkbox for “Remember my user type” and then click on “Customer”. After that you should be able to select Login.gov to enter in your email/password or use an eAuth user/password to login.



Other Resources

- Authentication Account Help:
 - Visit <https://www.eauth.usda.gov/home>, then click “Help” (FAQs, contacts, etc.).
 - Call 1-800-457-3642 select option 1, then select option 4.
 - Email eAuthHelpDesk@ftc.usda.gov.