

REGISTERING FOR AN eAUTHENTICATION ACCOUNT IN FAIS

An eAuthentication account is the primary way for Program Participants to interact with USDA websites. This account gives applicants the ability to identify oneself to the USDA via the User ID and password, and it allows access to FAIS as well as a wide range of other applications across the many USDA agencies and their services. Note: If applicants already have an eAuthentication account and are associated with a particular Program Participant or Private Voluntary Organization (PVO), he or she may proceed to login to FAIS.

1. To register, go to <https://identitymanager.eems.usda.gov/registration/index.aspx>
2. Click on Register for a *Level 1 Account*. Applicants do not need to register for Level 2 Access, nor an Internal Account. Additionally, there is no need to come to the USDA to confirm the account.

The screenshot displays the USDA eAuthentication website interface. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the 'eAuthentication' logo. A navigation bar includes links for Home, About eAuthentication, Help, Contact Us, and Find an LRA. The main content area is titled 'Create an Account - Getting Started' and is divided into several sections:

- Quick Links:** What is an account?, Create an account, Update your account.
- Administrator Links:** Local Registration Authority Login.
- USDA Federal Employees, Contractors, & Affiliates:** A section for those who must register for a USDA Internal Account, with a 'Register for an Internal Account' button.
- USDA Customers - What Level of Access Do You Need?:**
 - Request Level 1 Access to:** Includes links for visiting USDA web pages, obtaining general information, and participating in surveys. A red arrow points to the 'Register for a Level 1 Account' button.
 - Request Level 2 Access to:** Includes links for submitting transactions, entering contracts, and submitting forms. A 'Register for a Level 2 Account' button is present.
- Changing from Level 1 Access to Level 2 Access:** A section for users with Level 1 accounts needing Level 2 access, with a 'Log into Your Profile' button.

At the bottom, there are links for eAuthentication Home, USDA.gov, Site Map, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, and USA.gov.

3. Once applicants fill out the necessary information, including a username and password, he or she will receive an Email from FAS confirming the creation of the account.

- Once applicants have their eAuthentication account established with the username and password, they should go to the FAIS website located here: <https://apps.fas.usda.gov/faiss/public> and users should select *Login to FAIS*.



- After applicants login, they will be required to complete a one-time registration in FAIS. The system displays "Create New FAIS Account" screen, which will display the username. Please select *Program Participant* as the organization type. All other selections for for U.S. government personnel only. For Level 1 applicants, the *PIN* and *Confirm PIN* fields will be enabled as part of your eAuthentication, and you must have it each time to login to FAIS. The Pin should be a minimum of six digits.

You are registered with USDA EAuthentication. To access the FAIS, you are required to confirm to create a new FAIS account.

Account Information

User name:

Last name:

First name:

Email address:

Organization

Organization Type:

Pin:

Confirm Pin:

User has to select Organization Type as "Program Participant"

Based on E Authentication Level. PIN & Confirm Pin will be Enabled or Disabled

Organization

Organization Type:

Pin:

Confirm Pin:

<Select>

<Select>

Food Aid Division

Monitoring & Evaluation Staff

Office of Country & Regional Affair

Office of Deputy Administrator

Office of General Counsel

Office of Global Analysis

PCP

POST

Program Participant

State Department

US AID

6. Next, applicants will be brought to the FAIS User Registration page. The eAuthentication details will be automatically generated in the cells. In the following *Organization Details* page, applicants must complete the following information:

The screenshot shows the 'FAIS User Registration' page. It has a header 'FAIS User Registration' and a sub-header 'INSTRUCTIONS' with a question mark icon. Below this is the 'E-Authentication Details' section with the following fields: User name (TESTTEST), First name (TESTTEST), Last name (FAS), and Email address (TESTTEST@dummy.org). The 'Organization Details' section is highlighted with a red box and contains: PP Organization Type (<Select>), PP Organization (<Select>), Organization Name (text input), Short Name (text input), and Address Type (dropdown menu).

- **Select PP Organization** from the drop-down list. If applicants are associated with a foreign government, or the World Food Program, select *Government* or *World Food Program* respectively. All other program participants, including PVOs, NGOs, etc. must register as a *Program Participant*
- **Select Organization** – This list will be automatically generated based on the *PP Organization Type* selection
- **Select Address Type** – After a proposal creator selects the address type, either *Main* or *Branch*, the field will be automatically populated with the organization's address

Organization Details

This close-up shows the dropdown menu for the 'PP Organization' field. The menu is open, showing the following options: <Select> (highlighted in blue), FAD Legacy Other OrganizationType, Government, Program Participant, and World Food Program. The 'Address Type' dropdown menu is also visible below it.

Organization Details	
PP Organization Type	Program Participant
PP Organization	Test Participant Organization
Organization Name	Test Participant Organizat
Short Name	Test
Address Type	Main
Address Line 1	Address Line 1
Address Line 2	Address Line 2
City	Washington
State Province	D.C.
Country	United States
Zip Code	00000
Email Address	Applicant Email Address
Phone Number	(000) 000-0000
Is Faith Based?	<input type="checkbox"/>
Is Community Based?	<input checked="" type="checkbox"/>

7. **Requested Roles:** For creating and producing proposals, the minimum FAIS permission levels required are *Program Participant Proposal Contributor* or *Program Participant Proposal Creator*. For those persons who are Program Administrators, they must also select the *Program Participant Administrator* box. Applicants may also request other FAIS permissions depending on the organization's needs. For these requests, please detail these requests in the comments section. The level of permissions requested will be authorized by the FAD staff.

Requested Roles	
<input type="checkbox"/>	Program Participant Agreement Contributor (Work on One or More Assigned Sections of an Agreement)
<input type="checkbox"/>	Program Participant Agreement Executor (Manage Agreement Negotiation with FAD Branch)
<input checked="" type="checkbox"/>	Program Participant Proposal Contributor (Work on One or More Assigned Sections of a Proposal)
<input checked="" type="checkbox"/>	Program Participant Proposal Creator (Manage Proposal Creation and Submission to Participant Director)
<input type="checkbox"/>	Program Participant Director (Submit Proposals; Negotiate Agreement with FAD Branch)
<input type="checkbox"/>	Program Participant Administrator (Manage Organization Details; Grant / Revoke Participant User Access)

8. Next, refer to the following cells for the **Personal Details** section:
- **Title:** Mr./Mrs./Ms. etc.; Mandatory
 - **Position:** Designation in the organization, e.g., Manager, Program Analyst; Mandatory
 - **Phone Number:** Mandatory
 - **Phone Extension:** Not Mandatory
 - **Fax:** Not Mandatory
 - **Email Alerts:** Check this box if email alerts are preferred whenever any workflow action (i.e., submit, request modification) are sought on any process in FAIS; Encouraged
 - **FAIS Alerts:** Check this box if system alerts are preferred whenever any workflow action (like submit, request modification etc) are sought on any process in FAIS; Encouraged
 - **Requested Comments:** Please add comments that details which requested roles wanted for the FAIS account; Not Mandatory

Personal Details

Salutation	<input type="text" value="Your Salutation"/>
Position	<input type="text" value="Your Position"/>
Phone	<input type="text" value="000-000-0000"/>
Phone Extension	<input type="text" value="Your Phone Extension"/>
Fax	<input type="text" value="Not Required"/>
Email Alerts?	<input checked="" type="checkbox"/>
FAIS Alerts?	<input checked="" type="checkbox"/>
Requestor Comments	<input type="text" value="Please add me as a Program Participant Creator and Contributor"/>

For Users with Unregistered Organizations

If the applicant's organization is not yet registered, please download and fill out the Organization Registration Form, located on the FAIS homepage. Once completed, please attach the file in an e-mail and send to ppded@fas.usda.gov with the subject line: *Request to Register New Organization*. A FAD Analyst will create the organization record in FAIS, and will notify the applicant once completed so they may select their organization.

Activation of the Account

After the user successfully registers, the applicant will see a message regarding the activation of the account. FAD will also receive a notification that a new user has registered, and will approve the account.