REGISTRATION 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 UserID 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.

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.
4. 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/fais/public and users should select Login to FAIS.

5. 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.
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:

- **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.
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.

![Organization Details](image)

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
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.