UES ACCESS REQUEST FORM
EXTERNAL USERS

A separate copy of this form must be provided for *every* person requesting access to the UES. Getting access to the UES is a 3-step process:

1) Users must first create an eAuthentication account at the following URL: https://www.eauth.usda.gov/eauth/b/usda/home. **Every UES user must have their own eAuth account; eAuth accounts cannot be shared between individuals.** FAS will verify the information provided below against your information in eAuth and will decline your UES access request if your identity cannot be confirmed.

2) Create a new account in the UES at: https://apps.fas.usda.gov/ues/WebApp/.

3) Submit this UES User Access Request Form to the POD UES team, who will verify the information and activate your UES account.

For the timely processing of your request, please email your completed form to **UESAdmin@usda.gov** and indicate "**UES Access Request"** in the subject line.

PLEASE COMPLETE ALL FIELDS BELOW.   INCOMPLETE FORMS WILL BE RETURNED AND YOUR REQUEST WILL NOT BE PROCESSED

First Name: _____

Last Name: _____

eAuth ID (do NOT include the password): _____

Email Address: _____

Telephone No.: _____

Unique Entity ID (from SAM.gov) of the UES Participant Organization that you wish your access to be linked to: _____

Organizational Federal Tax ID (only for new organizations not previously registered in the UES): _ _____

Please indicate the UES role you are requesting.   You may check one or more roles.

_____**Plan Author** is the designated user who is responsible for the coordination and submission of the Participant's UES application.

_____**Plan Contributor** is any user who is authorized to enter or modify the Participant's UES content.

_____**Plan Cashier** is any user who is responsible for managing the Participant's program funds and requesting reimbursements or advances.

Complete the following two items ONLY if you are applying for UES access for an organization other than your own (i.e., because you are providing administrative services, etc.).

1. Please provide a contact at that organization along with verification that you have been granted authorization to access their UES information:_____

_____

2. Please indicate the type of organization that you work for:

_____Consulting Company   _____Federal Government Agency

_____Medium/Large U.S. Company   _____Non-Profit U.S. Agricultural Trade Organization

_____Non-Profit State Regional Trade Group   _____Research Company

_____U.S. Agricultural Cooperative   _____State Agency

_____U.S. University   _____Other (please describe)

Print Name: _____

Signature: _____

Date: _____