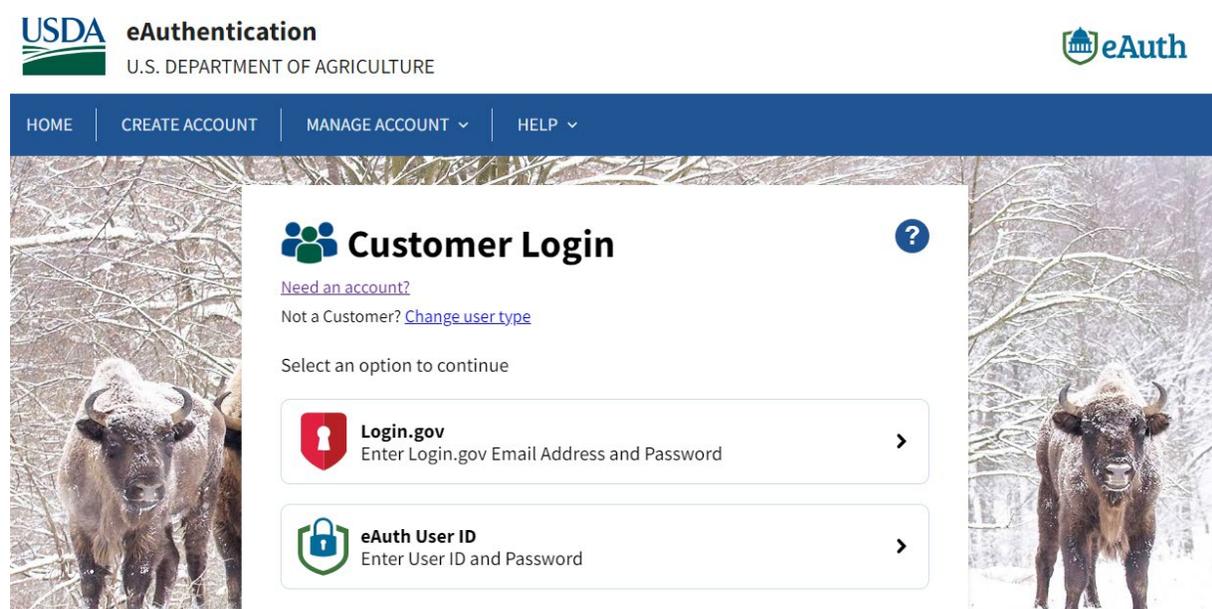


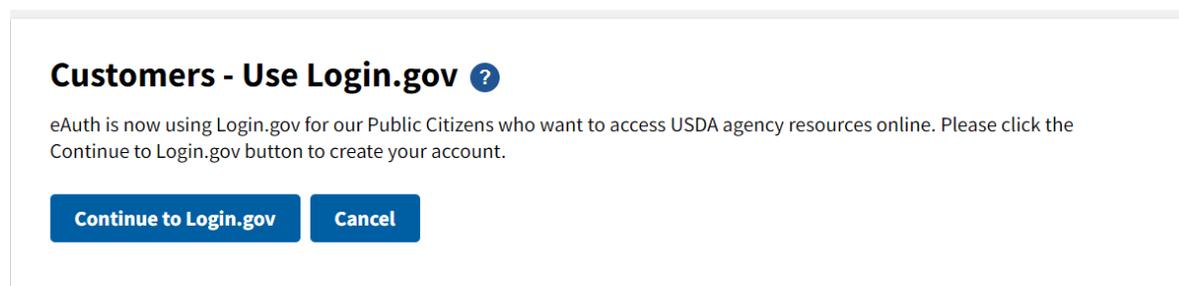
REGISTERING FOR AN eAUTHENTICATION ACCOUNT IN FAIS

An eAuthentication account is the primary way for Program Participants to interact with USDA websites. **As of 2025, USDA eAuthentication for Customers (public citizens) is now through Login.gov and access through eAuth user ID will be phased out.** 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 through Login.gov.

1. To register, go to <https://www.fas.usda.gov/faish/webapp/>. Be sure that the user type selected is Customer.



2. Select Login.gov which will direct you to Login.gov. Please note that before 2025, FAIS used the eAuth User ID link, and this will be inaccessible soon.



3. Customers should sign in using a unique existing Login.gov account or create a new one with user's organization email address. Users should not use their personal Login.gov account.

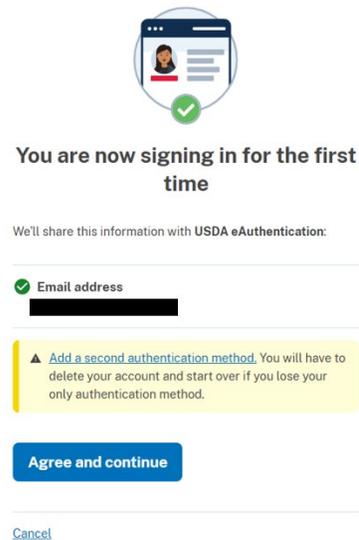
To create a new account:

1. On *Login.gov*, select the **Create Account** option and enter a unique email address for the *Login.gov* account.
2. **Create a secure password** for the account.
3. **Add a required multi-factor authentication option** like SMS Phone/text/email/app to the account. [For more information on the *Login.gov* account creation, visit their website.](#)



*Any issues with *Login.gov* must be resolved through *Login.gov* as USDA is unable to assist.

4. When creating or linking an existing *Login.gov* account, you will get a screen which shows that your *Login.gov* account information is being shared with USDA eAuthentication.



5. You will be redirected to a screen to link *Login.gov* with eAuthentication.

For existing eAuthentication users, the first option links the eAuth to *Login.gov*. Users will be prompted in the next screen to sign in. After linking the account to *Login.gov*, existing eAuth users should sign in with *Login.gov*

For new eAuthentication users, the first option will set up a new 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 (*if you don't already have a USDA eAuth account*).

Continue

6. For new eAuthentication users, you will be prompted to add your name

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

Submit

7. New eAuthentication users 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 only. All other selections for for U.S. government personnel only. Applicants will have received a *PIN* during registration. 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: faistestuser
Last name: FAS
First name: faistestuser
Email address: faistestuser@dummy.org

Organization

Organization Type: Program Participant
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: <Select>
Pin: <Select>
Confirm Pin: <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

8. 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:

FAIS User Registration

INSTRUCTIONS ?

E-Authentication Details

User name:

First name:

Last name:

Email address:

Organization Details

PP Organization Type:

PP Organization:

Organization Name:

Short Name:

Address Type:

- **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*. **If you do not see your organization, it is likely it was not registered. Refer to instructions below for **For Users with Unregistered Org****
- **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

PP Organization Type:

PP Organization:

Organization Name:

Short Name:

Address Type:

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"/>

9. **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. At least on user should be the *Program Participant Director*. Applicants should also consider requesting the *Program Participant Director* role if they do not foresee assigning multiple tasks and will be the one submitting the proposal. 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 IFAD 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 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)

10. 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

Position

Phone

Phone Extension

Fax

Email Alerts?

FAIS Alerts?

Requestor Comments

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@usda.gov with the subject line: *Request to Register New Organization*. A IFAD 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.

Sorry, FAIS Log On Failed.

INSTRUCTIONS X

Your registration details have been successfully stored in the system and it is currently being authenticated. Kindly await for an Email from the system administrator confirming the grant of access to the system

You have successfully registered as a FAIS user. However, your account has not been activated yet. Please follow the appropriate guidelines in the green box just above this message.

IFAD and your organization will receive a notification that a new user has registered, and will approve the account. **Do not try to register again as this may cause errors and create multiple e-authentication accounts.** The PP Admin or IFAD analyst will need to activate your account.

If the user is with a registered organization their FAIS Administrator will be able to activate the account. **Be sure to follow up** with the organization's PP admin or with ppded@usda.gov if the account is not activated in the next few days.

If when registering you receive an error message, please take a screenshot of the error message and send an inquiry to ppded@usda.gov. Be sure that you have filled all the registration fields. Another common error is if you registered for multiple accounts with the same e-mail address. An example is below.

You are here : [Home](#) > [Account](#) > FAIS PP User Registration

FAIS User Registration

INSTRUCTIONS

Nullable object must have a value.