eAuthentication for Local Registration Authorities (LRA)

The purpose of this distribution is to provide a detailed and accurate step-by-step process for every LRA to follow. While there has been some confusion in the past, this should end all the trouble in the process. All new LRAs will still need to complete the official online training in order to understand the policies and protocol when eAuthenticating an individual, but these instructions further outline the process of a correct eAuthentication. Please print these instructions for quick reference.

First, allow me to make clear that there are several ways to get to the eAuthentication for LRAs homepage. I find the option listed below to be the easiest.

> Go to **https://my.nrcs.usda.gov** (My.NRCS). At this point, click **Login**. Click Continue when the Government Warning page appears. When the next page comes up you can either **(a)** login, and go to the **Field Tools** tab (as if you were going into ProTracts or WebTCAS), **or (b)**you can simply find, in the box along the left side of the page titled **Administrative Links**, a **Local Registration Authority Login** link. However, if you decide to go through the regular Login and go to Field Tools **(b)**, there is a link directly to **the eAuthentication for Local Registration Authorities** located in the 4th box down along the left side of the page titled **USDA eAuthentication Resources**. Once you click that link, the page LRA homepage loads.

Note: On any page where you are asked to **Login** and enter your **Password**, there is a **Local Registration Authority Login** link in the **Administrative Links** box. No matter what application you are trying to access, the Login page is the same (except ICAMS and EPP).

Once logged in as an LRA, you should be on a page titled **What Is An LRA?** Scroll to the very bottom of the page, and click the link that says, **Click this link to Validate a Level 2 Customer**. This should now open a new page that should have your name on the at the top on the left. Towards the top, in the center, the page should say, **Welcome To Identity Minder**.

Now the eAuthentication process begins.

Step 1: On the left, you have three possible links: **My Account**, **Application Admin**, and **Local Registration Authority**. Move your mouse the **Local Registration Authority** link, and another option will appear that says **Validate Level 2 Customer**. Click this option.

Step 2: This next page is the search page. On the second line, you should see 3 boxes. The first has **UserID** with a drop list arrow. Note: All searches should be done by **Last Name** rather than **User ID** or **First Name** (unless you know the **User ID**). therefore, click the drop list arrow, and change the search to **Last Name**. On the second box, click the drop list arrow and select "=". In the third box, type in the last name. Once you have entered the last name, you can click search, or you can narrow down the search by clicking the plus sign to the right or to the left of this line. This should cause a new line to appear. In this new line, there should also be three boxes. In the first box, click the drop list arrow and select **First Name**. Then in the second box, click the drop down arrow and select "**=**". You must type in the entire first name in the third box. Then click **Search**.

Note: If for some reason, you are unsure of the correct spelling of someone's name, but you know the first several letters, you can, instead of selecting "=" in the second box, you can select "contains". Then in the third box you can type the first few letters of the name and click Search. For example, if you were not sure if someone spells their name, Ste-P-H-en or Ste-V-en, you could enter ……**First Name**… "**contains**" … S-T-E, then click search, and it will bring up all the possibilities. This would work for a more uncommon last name versus a common last name like Smith or Johnson. This feature could also be used to speed up a search using other uncommon characteristics of someone's name. For example, you could type in an uncommon name and do a search and have a reasonable chance of finding your person. There are plenty options this feature will allow you to do, and I would encourage all to become familiar with the search feature as much as possible. If for some reason you need to return to the **Welcome to Identity Minder** page, simply click **Cancel** at the bottom right of the search page.

Step 3: On the next page, locate your person's name and check the circle to the left of their name. Then proceed to the bottom right of the page and click **Select**.

Step 4: Look at the person's Government Issued ID, and enter their expiration date in the mm/dd/yyyy format in the appropriate box towards the bottom of the page. Then click **Submit** (**NOT Validate**) at the bottom right of the page. By submitting this task for approval, you have just validated this individual.

Note: The next thing you will see is a page that says, "**Task has been submitted…**" Click **OK** and it will return you to the **Welcome To Identity Minder** page. This is NOT the last step!

Step 5: Once that task has been submitted, and you have returned to the **Welcome to Identity Minder** page, you will move your mouse the second link on the left that says **Application Admin**. This will give you another list of options, and you will click **Modify Access Role Members/Administrators – Application Admin.**

Step 6: On this page, there should be a box that says "**NRCS_ALM_AFFILIATE**" with a circle that is already checked. There's nothing you need to do at this point. Simply click **Select** at the bottom right of the page.

Step 7: On the following page, there should be a tab titled **Membership**, and below, there should be a box that says **Add User**. Click **Add User**. This should bring up the search page like before when you were validating the Level 2 customer.

Step 8: Continue the search as you did before remembering to use the "=" or "contains" when necessary, then click **Search**.

Step 9: When the search comes back, find your person, check the box next to their name, then click submit. Once you have clicked submit, you will get the message again saying that your "**Task has been submitted…**"

Note: At this point, you have completed the eAuthentication process only. You must now, before this person can get into Customer Service TookKit or AgLearn, you must (**1**) create an **Affiliate Record** for them, and (**2**) that Affiliate Record must be linked to the eAuthentication account you just validated.