

E-Authentication Account Setup Guide

Incident Management Teams eAuthentication Level 1 Account Instructions

To access the online Incident Command Application (ICAP) system used by Minnesota Incident Management Teams, a single web site has been developed. Access to this site is controlled through the USDA eAuthentication system. Anyone, from any agency or private individual, can create an eAuthentication account to submit an application.

Creating a new eAuthentication Account

Step 1: Establishing Access

FIRST TIME USER

All users must obtain a Level 1 account through the US Department of Agriculture (USDA) eAuthentication process. USDA eAuthentication is the system required by USDA agencies to enable customers to get accounts that will allow them to access USDA Web applications and services via the Internet through a User Identification (User ID) and Password system. This process ensures the identity of those who access the system and what they should be allowed to access.

To obtain a login click the [ICAP](#) eAuthentication link.

Choose "Create an account" from the Quick Links menu in the upper left hand side of the screen.

The screenshot shows the USDA eAuthentication website interface. At the top left is the USDA logo with the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a banner image with a "login:" and "password:" field. A navigation bar contains links: "Register for LEVEL 1 Account Access", "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA". Below the navigation bar is a breadcrumb trail: "You are here: eAuthentication Home > eAuthentication Login". The main content area is titled "eAuthentication Login" in a green header. It is divided into two columns. The left column is titled "LincPass (PIV)" and features a large blue button that says "CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)" next to a PIV card image. The right column is titled "User ID & Password" and contains input fields for "User ID:" and "Password:", a link "I forgot my User ID | Password", and two buttons: "REGISTER" and "LOGIN". Below the "LOGIN" button is a link "Change my Password". On the left side of the page, there is a "Quick Links" menu with a yellow arrow pointing to the "Create an account" link. The menu also includes "What is an account?", "Update your account", and "Administrator Links" with sub-links for "Local Registration" and "Authority Login".

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Request a LEVEL 1 account

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication](#) > [Account Creation](#)

Create an Account - Getting Started

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.


[Register for an Internal Account](#)

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)



Add Required USER INFORMATION and CONTACT INFORMATION

Quick Links

- ▶ [What is an account?](#)
- ▶ [Create an account](#)
- ▶ [Update your account](#)

Administrator Links

- ▶ [Local Registration Authority Login](#)

You are here: [eAuthentication](#) > [Account Creation](#) > [Account Request Form](#)

Register for Your Account - Level 1

Form Approved OMB No. 0503-0014

Step 1 of 4 - Level 1 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are red and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ : | are not allowed on this form (the character : is allowed for password only).

User Information ?

Required Field*

First Name*



Middle Initial

Last Name*

Suffix

Contact Information ?

Email*



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Create LOGIN INFORMATION



Login Information ?

User ID* invalid!

Password*

Confirm Password*

Create your SECURITY QUESTIONS



Security Questions ?

Please select and answer four distinct questions from the selections below. This information will be used to assist you in using our eAuthentication Self Service options and various other services.

The Security Questions and Answers that you provide may be the ONLY method available to validate your identity if your USDA accounts become inaccessible. Please select Questions and Answers that are easily memorable to you and hard for anyone else to guess. Each question may only be used once. For additional assistance, click the ? above.

1*

2*

3*

4*



Continue

VERIFY USER INFORMATION and SUBMIT

Home | About eAuthentication | Help | Contact Us | Find an LRA

You are here: eAuthentication > Account Creation > Account Request Confirmation

Create an eAuthentication Account

Step 2 of 4 - Level 1 Access Account Verification

If this information is incorrect, please click the [edit](#) button. If the information is correct, please continue by clicking the submit button.

Verify User Information

[Edit](#) [Submit](#)



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Wait for your **CONFIRMATION EMAIL**. Once received, follow link to complete you

Quick Links

- [What is an account?](#)
- [Create an account](#)
- [Update your account](#)

Administrator Links

- [Local Registration Authority Login](#)

You are here: [eAuthentication](#) > [Account Creation](#) > Account Request Confirmation

Create an eAuthentication Account

Step 3 of 4 - Print Confirmation email

Account Created:

Your account has been created but you have one more step required to complete your registration!

Your confirmation email with the subject line, "**eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access**", should arrive within 1 hour. Please follow the instructions in the email to complete step 4 of your registration.

eAuthentication Account Information:

User ID: [REDACTED]

Email: [REDACTED]

If after 24 hours you do not receive the confirmation email:

1. Check the email "junk" folder, as some email applications may place this email there.
2. Search for the following subject line in your email application:
"eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access"

Once you have located the confirmation email:

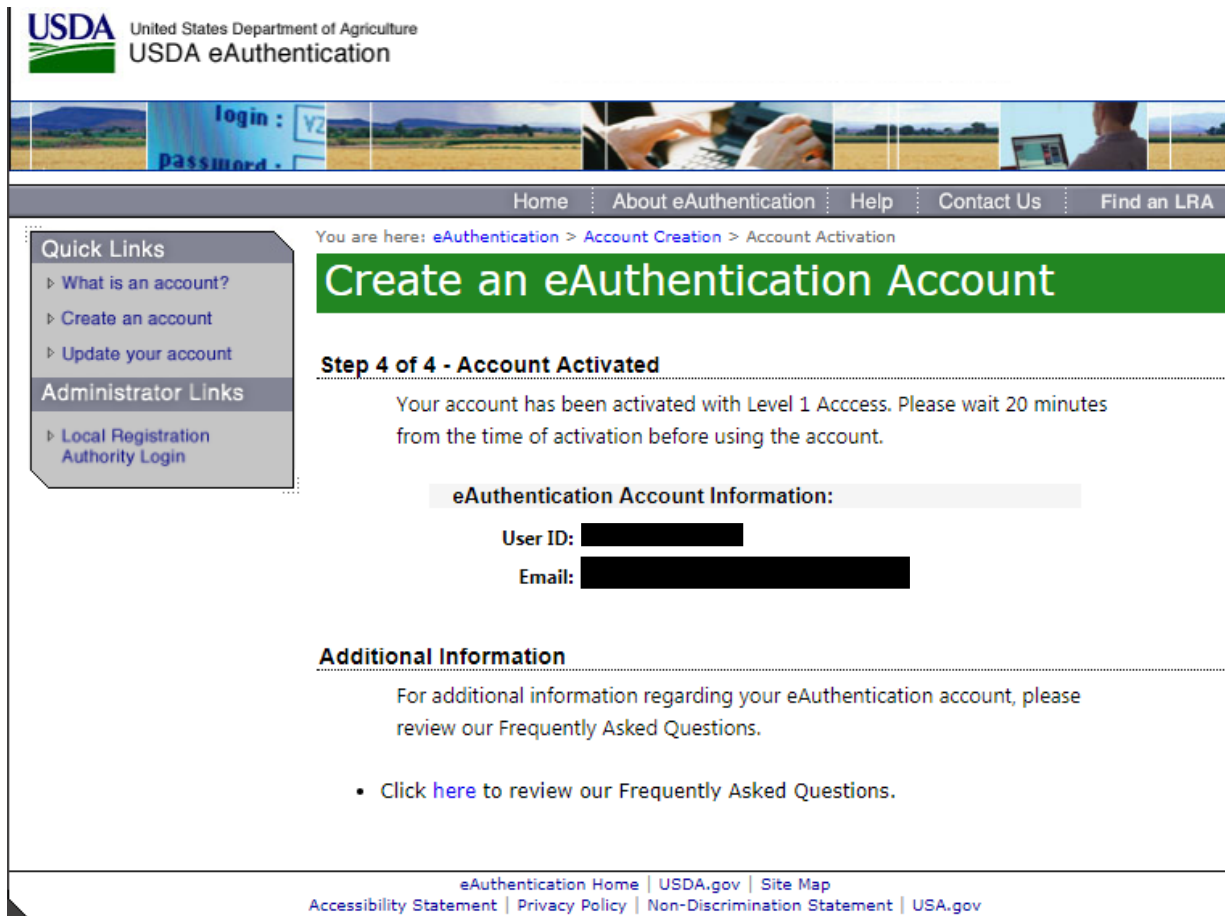
1. Follow the instructions in the email to complete step 4 of your registration.

For additional information click [here](#) to review our Frequently Asked Questions.

Please [print](#) this page for future reference.

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After your account has been **ACTIVATED**, you may return to the application process.



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USDA United States Department of Agriculture
USDA eAuthentication

login : YZ
password :

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication](#) > [Account Creation](#) > [Account Activation](#)

Create an eAuthentication Account

Step 4 of 4 - Account Activated

Your account has been activated with Level 1 Access. Please wait 20 minutes from the time of activation before using the account.

eAuthentication Account Information:

User ID: [REDACTED]

Email: [REDACTED]

Additional Information

For additional information regarding your eAuthentication account, please review our [Frequently Asked Questions](#).

- Click [here](#) to review our [Frequently Asked Questions](#).

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#)