



ezFedGrants Role Assignment GM 303



- Course Introduction
- Module 1 – eAuthentication and Login.gov
- Module 2 – External Portal Role Assignment and Access
- Course Summary



Introduction



- Name
- Role
- Training Purpose



After completing this course, you will be able to:

- Summarize the eAuthentication and Login.gov process
- Explain the process used to gain access to the ezFedGrants External Portal with a role assignment
- Navigate to and within the ezFedGrants system





Agenda



- Course Introduction
- Module 1 – eAuthentication and Login.gov
- Module 2 – External Portal Role Assignment and Access
- Course Summary

After completing this module, you will be able to:

- Describe the eAuthentication and Login.gov application process



What is it?

- eAuthentication is the system used by USDA agencies to enable individuals to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.
- As of September 2023, eAuthentication transitioned to Login.gov. If you have an account, you can login directly using <https://secure.login.gov>.
- Visit www.eauth.usda.gov/ for more information.

What's Needed?

- You will need a valid email address.
- You will need a government-issued photo ID, such as a passport or driver's license.
- Access to a second device, such as SMS Phone/text.

Helpful Hints

- Once you have obtained a USDA eAuthentication login.gov account with a verified identity, you will be able to access the **ezFedGrants Home** screen, where you can request access to the ezFedGrants External Portal. Please refer to the ezFedGrants Role Assignment Job Aid for more information.
- On certain screens you may need to scroll to view additional data fields.

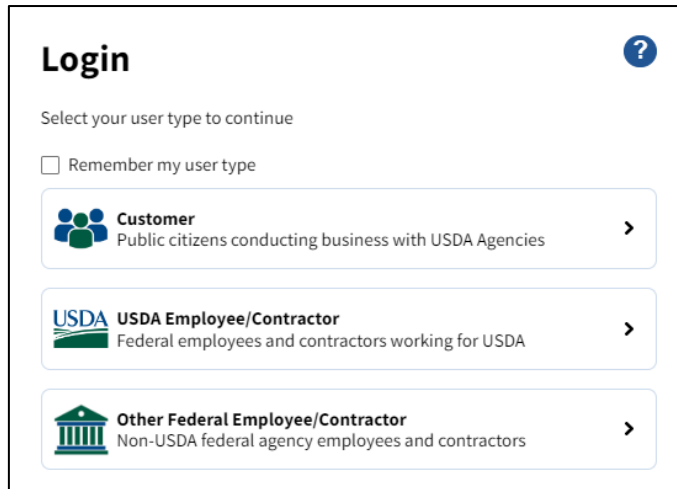
Note: Data used in this procedure is a representative sample for the purpose of training. Actual data in the system may vary based on agency and scenario.

Start the procedure by accessing the **USDA eAuthentication Home** screen using the following web address:
<https://www.eauth.usda.gov>

Then, select **Create Account**.

External Account Creation/Registration (continued)



1. Select user type "**Customer**"
2. Select **Continue to Login.gov**
3. Sign-in using your credentials

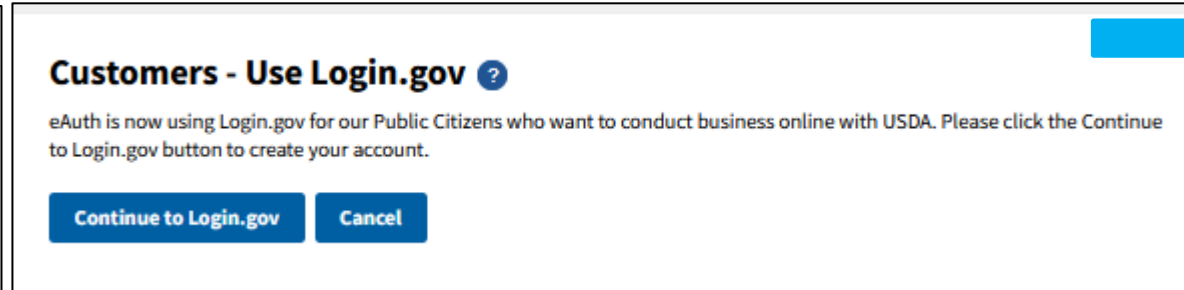


Login ?

Select your user type to continue

Remember my user type

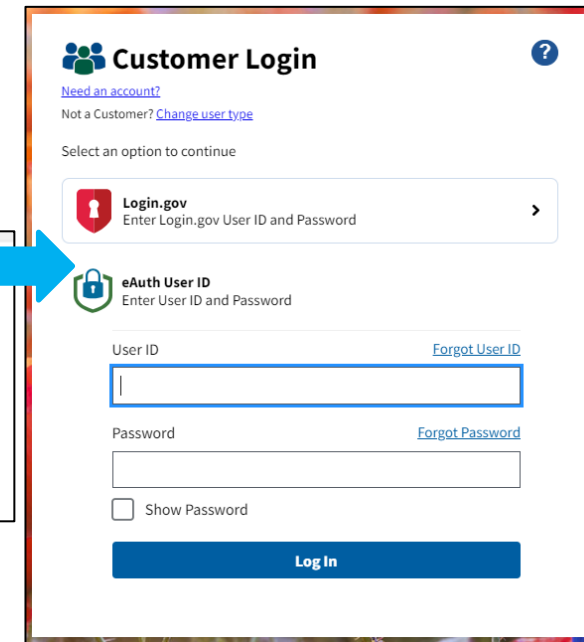
-  **Customer**
Public citizens conducting business with USDA Agencies >
-  **USDA Employee/Contractor**
Federal employees and contractors working for USDA >
-  **Other Federal Employee/Contractor**
Non-USDA federal agency employees and contractors >



Customers - Use Login.gov ?

eAuth is now using Login.gov for our Public Citizens who want to conduct business online with USDA. Please click the Continue to Login.gov button to create your account.



[Continue to Login.gov](#) [Cancel](#)



Customer Login ?

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

-  **Login.gov**
Enter Login.gov User ID and Password >
-  **eAuth User ID**
Enter User ID and Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

[Log In](#)

External Account Creation/Registration (continued)

1. Enter your **email address**. You must have a unique email address to register for the account.
2. Select your language preference and check the box to agree to the Rules of Use.
3. Click **Submit**.

LOGIN.GOV USDA

USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

Sign in **Create an account**

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)
 Español
 Français

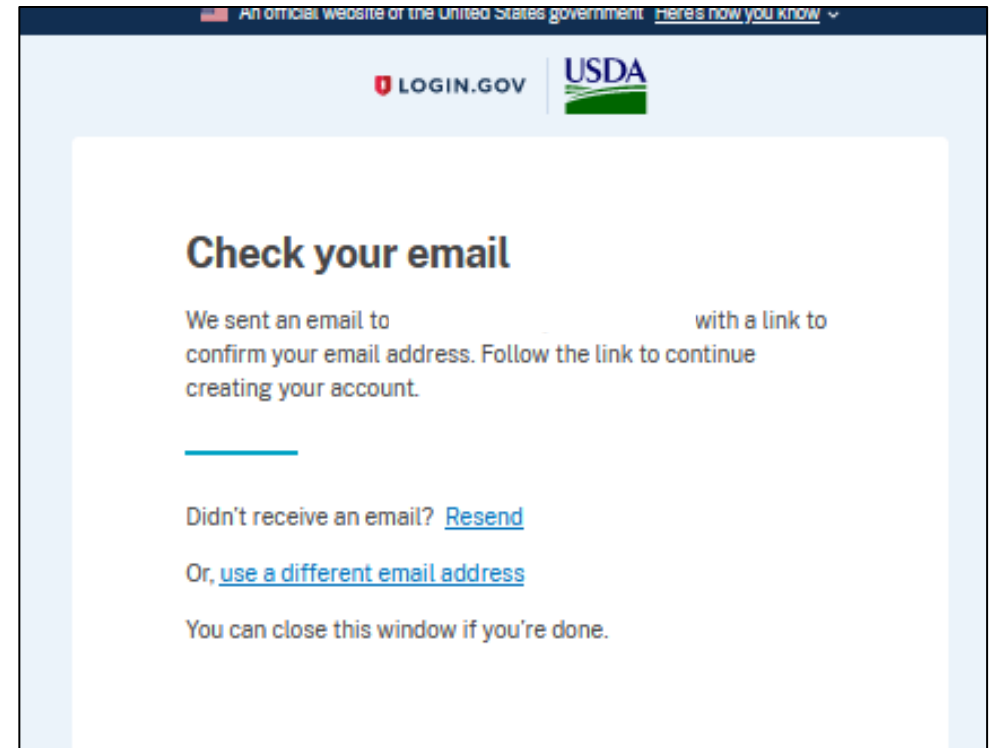
I read and accept the Login.gov [Rules of Use](#)

Submit

External Account Creation/Registration (continued)

Confirmation page displayed - **Registration Email Sent**

- Resend Email – option
- Use A Different Email – option



External Account Creation/Registration Cont.

- You must go to your personal email and **confirm email address**
- Link will **expire in 24 hours** from time it was generated
- If link expires, user will need to start the account registration process over

 LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

[Confirm email address](#)

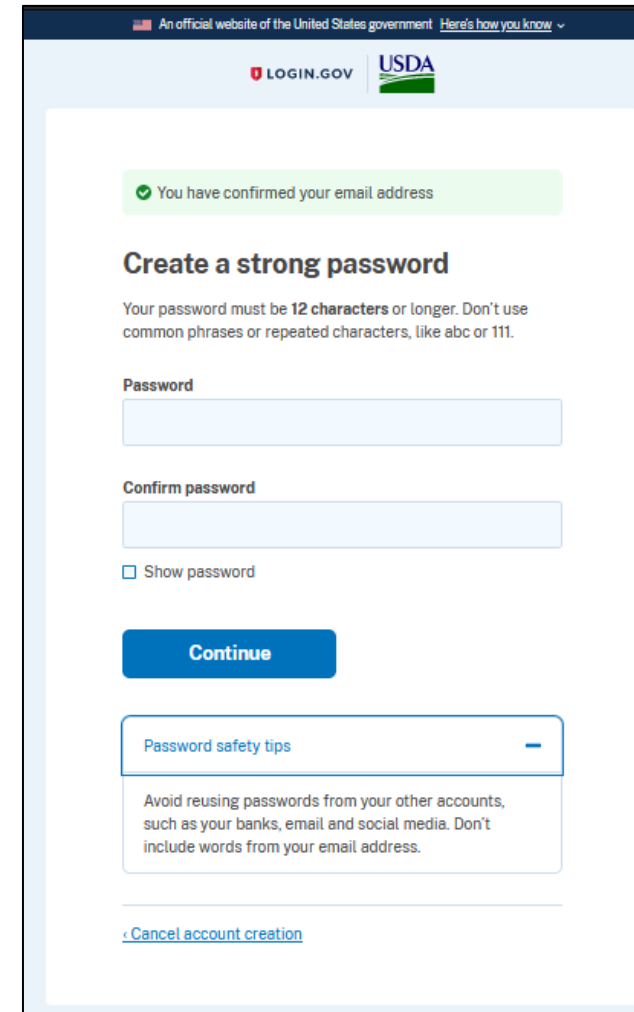
https://secure.login.gov/sign_up/email/confirm?_request_id=a4f0c33a-7a0b-4e92-a461-0eaab0b598e1&confirmation_token=Rw1W4aamyPgeQry7k_NS

Please do not reply to this message. If you need help, visit login.gov/help/

[About Login.gov](#) | [Privacy policy](#)

External Account Creation/Registration Cont.

- Create a password – meeting the requirements
 - System performs password checks as they enter the password
 - Submit the form



An official website of the United States government [Here's how you know](#)

LOGIN.GOV USDA

✔ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

[Continue](#)

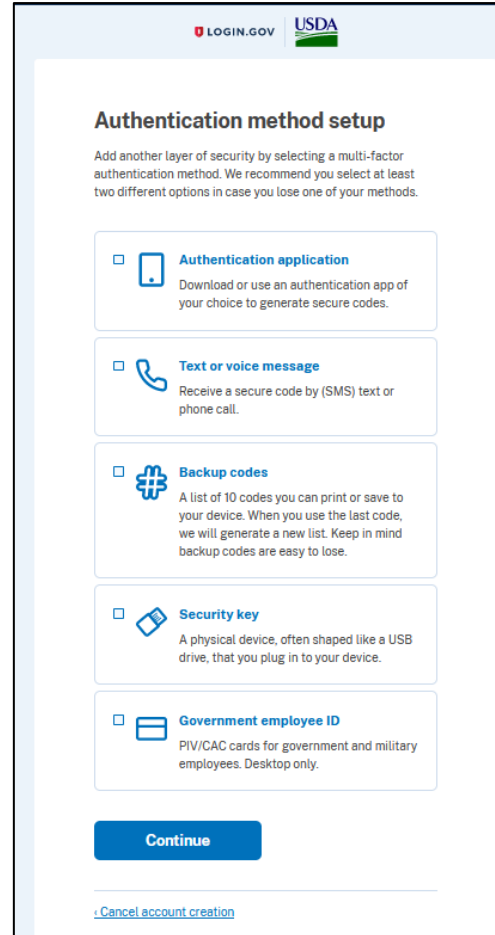
Password safety tips —

Avoid reusing passwords from your other accounts, such as your banks, email and social media. Don't include words from your email address.

[Cancel account creation](#)

External Account Creation/Registration Cont.

- Authenticate your account using one of the available methods
- Add a second method as additional backup or Skip for now
- Then Agree and continue



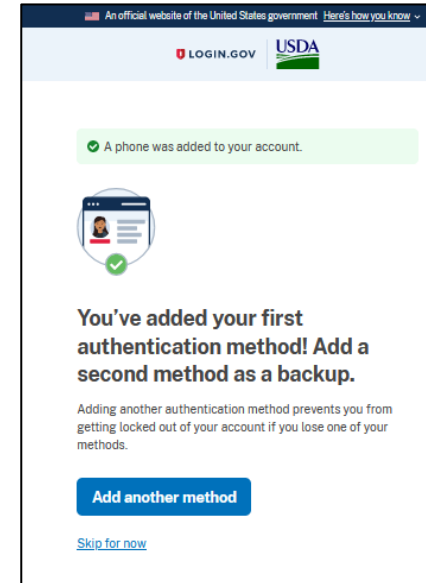
Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

[Continue](#)

[Cancel account creation](#)



An official website of the United States government [Here's how you know](#)

LOGIN.GOV **USDA**

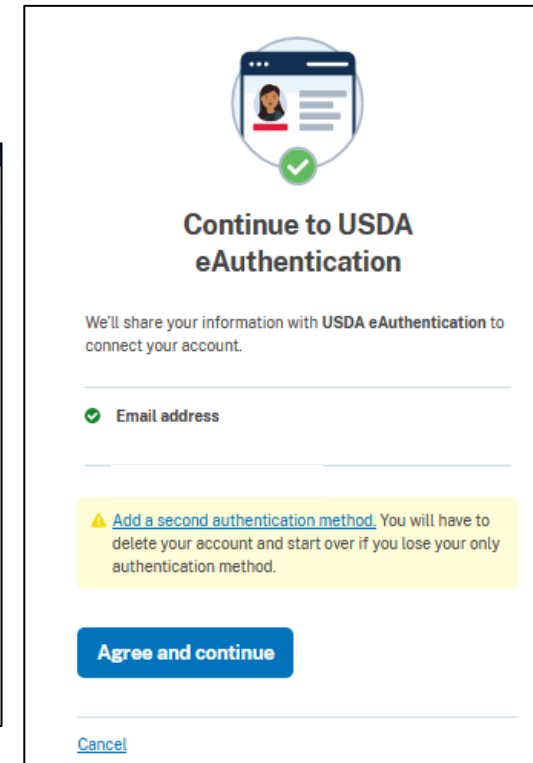
✔ A phone was added to your account.

You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

[Add another method](#)

[Skip for now](#)



Continue to USDA eAuthentication

We'll share your information with **USDA eAuthentication** to connect your account.

✔ **Email address**

⚠ **Add a second authentication method.** You will have to delete your account and start over if you lose your only authentication method.

[Agree and continue](#)

[Cancel](#)

If applicable, select whether you would like to link your account to an existing eAuth account.

Link with Login.gov

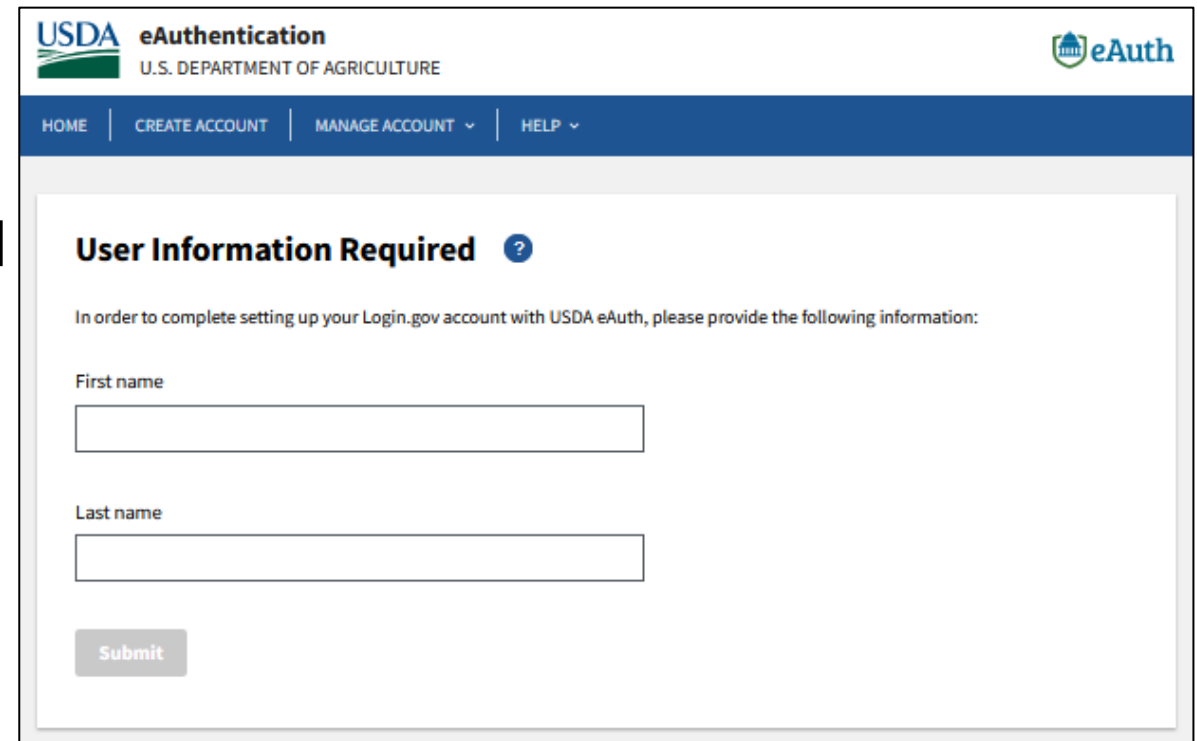
Login.gov must be linked to an eAuth account to use it with USDA applications.

- Use an existing eAuth account to link to my Login.gov account.
- Continue without linking to an existing eAuth account.

Continue

External Account Creation/Registration Cont.

- Enter your complete name as provided on government issued photo ID (no nicknames)
 - The first and last name will be used if you need to have your identity verified
 - Your account is now established.



The screenshot shows the USDA eAuthentication user information required form. The page header includes the USDA logo, "eAuthentication U.S. DEPARTMENT OF AGRICULTURE", and the eAuth logo. The navigation bar contains links for HOME, CREATE ACCOUNT, MANAGE ACCOUNT, and HELP. The main content area is titled "User Information Required" and contains the following text: "In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:". Below this text are two input fields: "First name" and "Last name". A "Submit" button is located at the bottom of the form.

- The final requirement is identity verification, which can be completed online or by visiting a USDA Service Center.
- The system uses the information on your government issued photo ID to verify your identity online, as well as your social security number.
- If you are successful, you will be granted an eAuthentication login.gov identity verified account.
- If you cannot authenticate your identity online, you will need to verify your identity in person at a USDA Service Center.

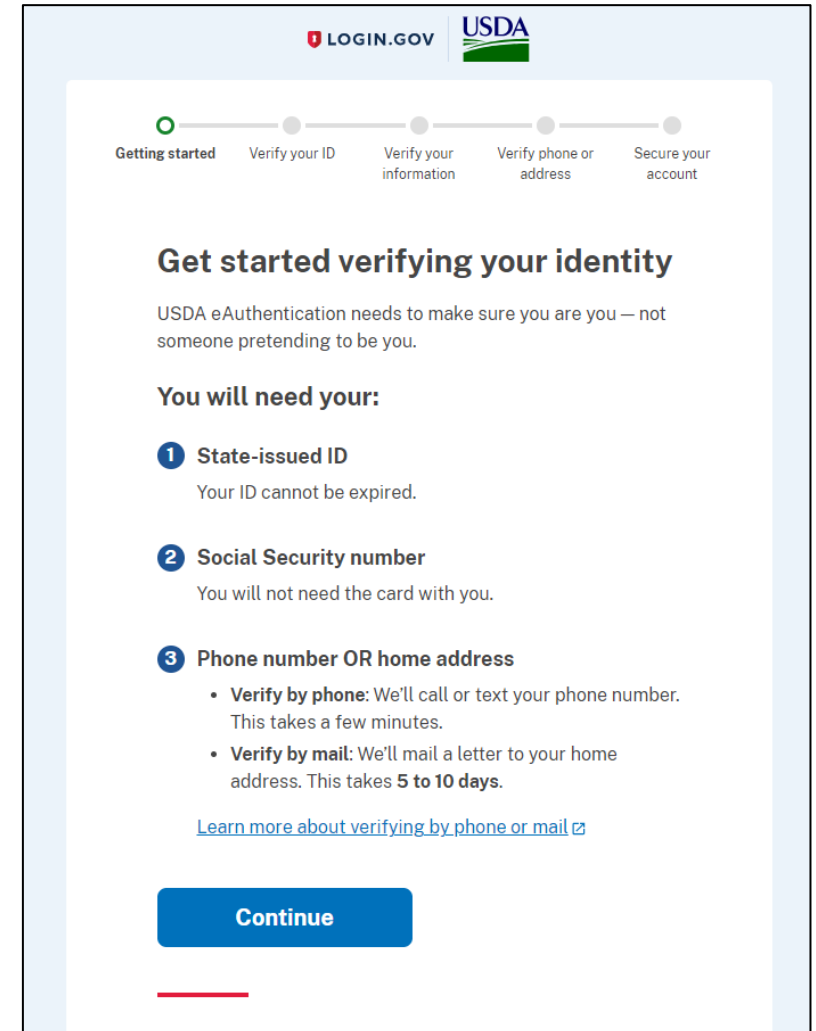
External Account Creation/Registration Cont.

1. Log in to application that requires identity verification
2. Taken to screen to select identity verification methods
 - Online option
 - Visit a Service Center for in-person identify verification

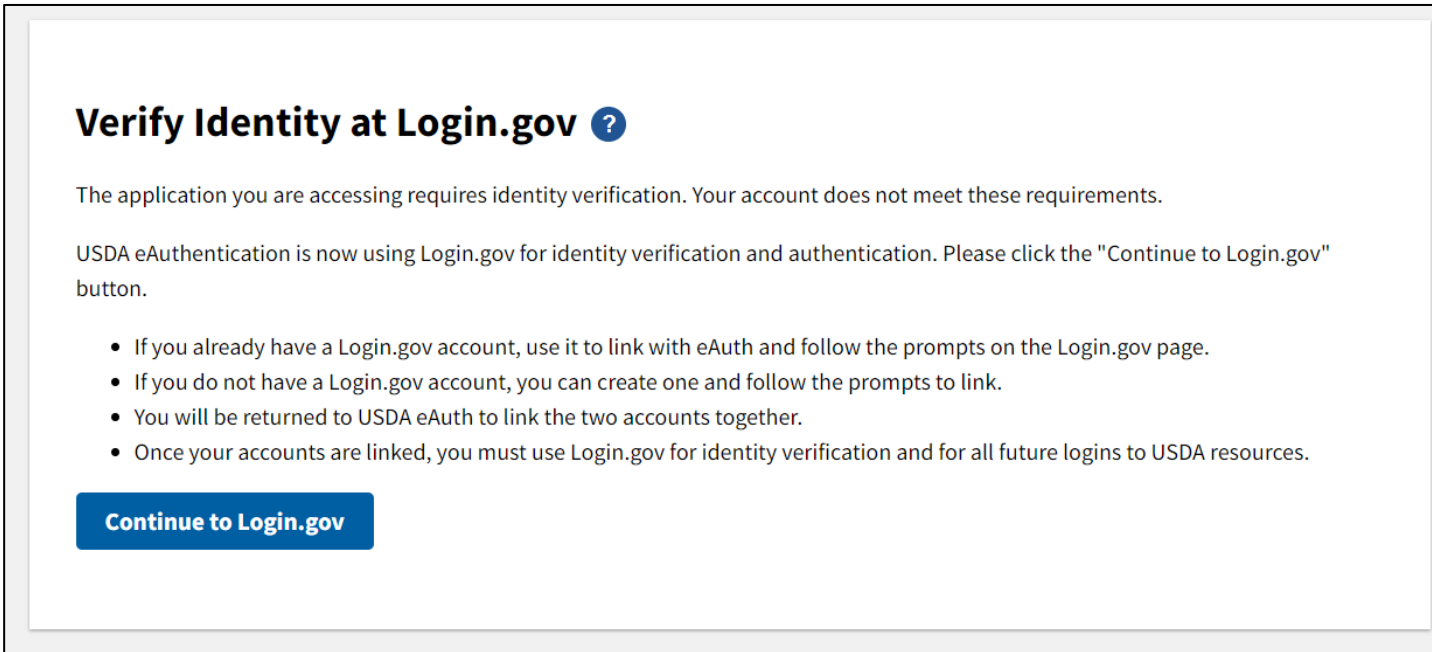
The image shows two overlapping screenshots from a web application. The background screenshot is the 'Customer Login' page, which includes a header with a question mark icon, links for 'Need an account?' and 'Not a Customer? Change user type', and a section titled 'Select an option to continue'. Two options are listed: 'Login.gov' (with a red key icon) and 'eAuth User ID' (with a green padlock icon). Below these are input fields for 'User ID' and 'Password', each with a corresponding 'Forgot' link. A blue 'Log In' button is partially visible at the bottom right. The foreground screenshot is a 'Verify Identity' modal dialog. It has a title 'Verify Identity' with a question mark icon, followed by a message: 'The application you are accessing requires identity verification. Your account does not currently meet these requirements. Please select the method to verify your identity below.' There are two radio button options: 'Verify my identity at Login.gov - Recommended' (which is selected) and 'Visit a USDA Service Center for in-person identity verification'. A blue 'Continue' button is at the bottom left of the modal.

3. Select Online Identity Verification option

- Selecting **Continue to Login.gov** allows you to proceed in the online process
- Link allows you to view required steps for verification



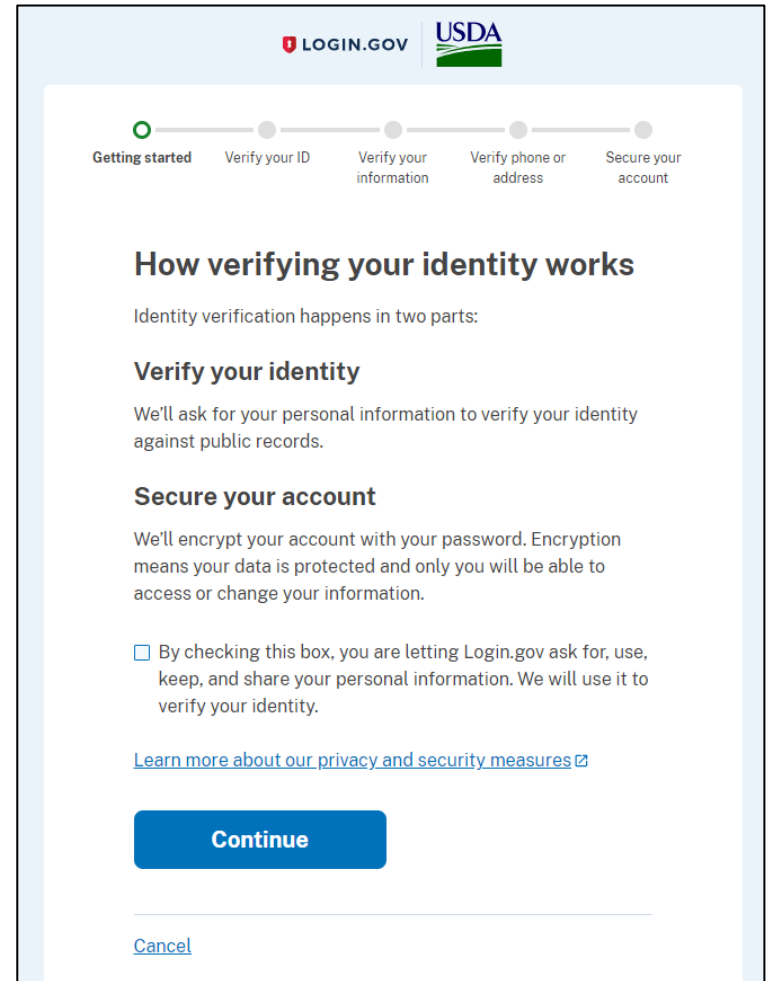
The screenshot shows the 'Get started verifying your identity' page on Login.gov. At the top, there is a progress bar with five steps: 'Getting started' (active), 'Verify your ID', 'Verify your information', 'Verify phone or address', and 'Secure your account'. Below the progress bar, the heading reads 'Get started verifying your identity'. The text states: 'USDA eAuthentication needs to make sure you are you – not someone pretending to be you.' Under the heading 'You will need your:', there are three numbered requirements: 1. State-issued ID (Your ID cannot be expired.), 2. Social Security number (You will not need the card with you.), and 3. Phone number OR home address (with sub-points for 'Verify by phone' and 'Verify by mail'). A link 'Learn more about verifying by phone or mail' is provided. At the bottom, there is a blue 'Continue' button.



The screenshot shows a message titled 'Verify Identity at Login.gov'. The text reads: 'The application you are accessing requires identity verification. Your account does not meet these requirements. USDA eAuthentication is now using Login.gov for identity verification and authentication. Please click the "Continue to Login.gov" button.' Below this, there is a bulleted list of instructions: 'If you already have a Login.gov account, use it to link with eAuth and follow the prompts on the Login.gov page.', 'If you do not have a Login.gov account, you can create one and follow the prompts to link.', 'You will be returned to USDA eAuth to link the two accounts together.', and 'Once your accounts are linked, you must use Login.gov for identity verification and for all future logins to USDA resources.' At the bottom, there is a blue button labeled 'Continue to Login.gov'.

4. Select Online Identity Verification option

- Getting Started explanation
- You must agree to the privacy and security statement to continue
- Check the box and click Continue



The screenshot shows the USDA Login.gov identity verification process. At the top, there are logos for LOGIN.GOV and USDA. Below the logos is a progress bar with five steps: Getting started (highlighted with a green circle), Verify your ID, Verify your information, Verify phone or address, and Secure your account. The main content area is titled "How verifying your identity works" and explains that identity verification happens in two parts: "Verify your identity" (where personal information is checked against public records) and "Secure your account" (where the account is encrypted with a password). A checkbox is present, which is currently unchecked, with the text: "By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity." Below the checkbox is a link: "Learn more about our [privacy and security measures](#)". At the bottom, there is a blue "Continue" button and a "Cancel" link.

5. Verify your ID

- Upload your photo ID from your phone or the computer
- Confirm first and last name match govt. issued – photo ID
- Follow instructions provided

LOGIN.GOV USDA

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.

Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

Send link

Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

Upload photos

[Cancel](#)

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

Add photos of your ID

We'll collect information about you by reading your driver's license or state ID card. We use this information to verify your identity.

For best results:

- Use a dark background
- Take the photo on a flat surface
- Do not use the flash on your camera
- File size should be at least 2 MB

Front of your ID
Must be a JPG or PNG

Front of your driver's license or state ID

Drag file here or [choose from folder](#)

Back of your ID
Must be a JPG or PNG

Back of your driver's license or state ID

Drag file here or [choose from folder](#)

Submit

Getting started **Verify your ID** Verify your information Verify phone or address Secure your account

Do not close this window.
The next step will load automatically.

We sent a message to your phone

You entered: +1 202

Please check your phone and follow instructions to take a photo of your state-issued ID.

[Back](#)

LOGIN.GOV USDA

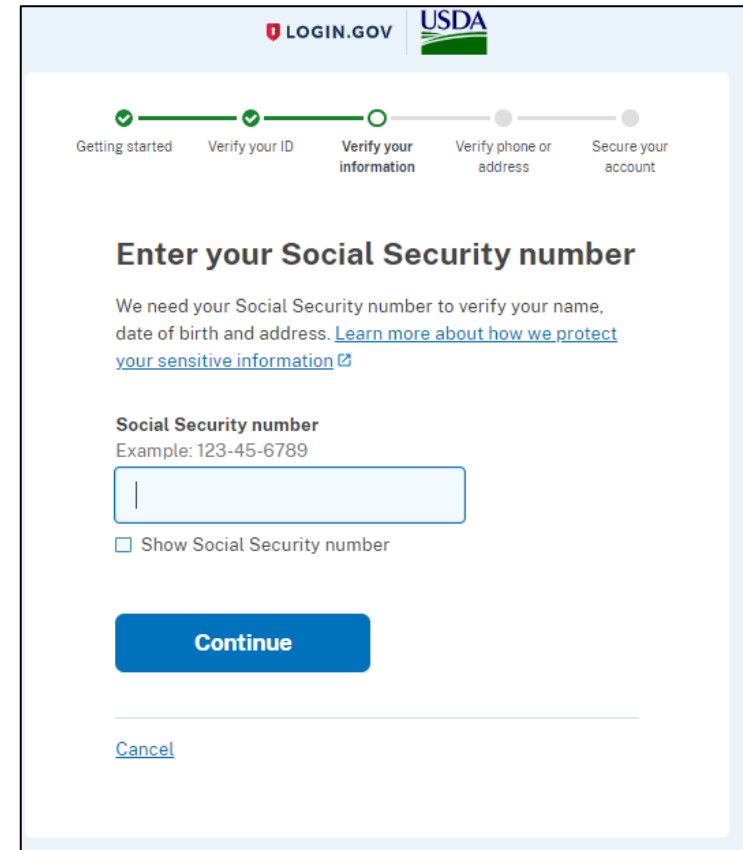
Getting started **Verify your ID** Verify your information

We verified your ID

Switch back to your computer to finish verifying your identity.

6. Verify your information

- Enter your social security number
- Then, review and confirm your personal details (name, date of birth, current address)
- Select Continue and complete the steps by verifying via phone or address to Secure your account
- Notified on-screen your identity was successfully verified



The screenshot shows the USDA online identity verification process. At the top, there are logos for LOGIN.GOV and USDA. Below the logos is a progress bar with five steps: Getting started, Verify your ID, Verify your information, Verify phone or address, and Secure your account. The 'Verify your information' step is currently active, indicated by a green circle and a line. The main heading is 'Enter your Social Security number'. Below this, there is a message: 'We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)'. There is a text input field for the Social Security number, with an example '123-45-6789' and a checkbox labeled 'Show Social Security number'. A blue 'Continue' button is located below the input field. At the bottom left, there is a 'Cancel' link.

Reasons for Unsuccessful Online Identity Verification

1. Not enough data to generate identify verification
 2. ID information recently changed or incorrectly entered
 3. User attempts exceeded
- Must visit a USDA Service Center in person



eAuthentication



The screenshot shows the USDA eAuthentication website. The browser address bar displays <https://www.eauth.usda.gov/eauth/b/usda/home>. The page header includes the USDA logo, the text "eAuthentication U.S. DEPARTMENT OF AGRICULTURE", and the eAuth logo. A navigation bar contains links for HOME, CREATE ACCOUNT, MANAGE ACCOUNT, and HELP. The HELP dropdown menu is open, showing options for FAQs, Find Service Center (highlighted with a red box), and Contact Us. A red arrow points to the HELP button. A text box on the left reads "eAuth Home" and "Delivering easy to obtain, secure and private online access to USDA programs and services." A text box on the right provides instructions: "To find an USDA Service Center, access the **USDA eAuthentication** website and click the **Help** button at the top of the screen, then select **Find Service Center**. This will take you to the **USDA Service Center Locator** site."



eAuthentication



On the **USDA Service Center Locator** site, scroll down and enter a valid State and County, then select Go.

[USDA Service Centers](#) are locations where you can connect with Farm Service Agency, Natural Resources Conservation Service, or Rural Development employees for your business needs. Enter your state and county below to find your local service center and agency offices. If this locator does not work in your browser, please visit offices.usda.gov

Visit the Risk Management Agency website to find a [regional or compliance office](#) or to find an [insurance agent](#) near you.

State	County
<input type="text" value="Minnesota"/> ▼	<input type="text" value="Big Stone"/> ▼
<input type="button" value="GO"/>	



eAuthentication



When you click your state, a list of all Service Centers in your state will appear. To make an appointment, call the service center nearest to you.

On the day of your appointment, you will need to bring at least one form of government-issued photo ID and the email address you used to register your account.

Ortonville Service Center Farm Service Agency Office (320) 839-6121	Physical Address 990 Us Hwy 12 Ortonville, MN 56278 Get Directions	Mailing Address 990 Us Hwy 12 Ortonville, MN 56278
Ortonville Service Center Natural Resources Conservation Service Office (320) 839-6149	Physical Address 990 Us Hwy 12 Ortonville, MN 56278 Get Directions	Mailing Address Mailing Address not available




eAuthentication




Customer Login ?

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

 **Login.gov**
Enter Login.gov User ID and Password >

 **eAuth User ID**
Enter User ID and Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

Log In

Once the Service Center has completed your registration, or your identity has been verified digitally, you will see a message confirming that you now have a secured USDA eAuthentication login.gov account.

- Course Introduction
- Module 1 – eAuthentication and Login.gov
- Module 2 – ezFedGrants Role Assignment
- Course Summary

After completing this module, you will be able to:

- Describe the process for Role Assignment in the ezFedGrants portal.



What's Needed?

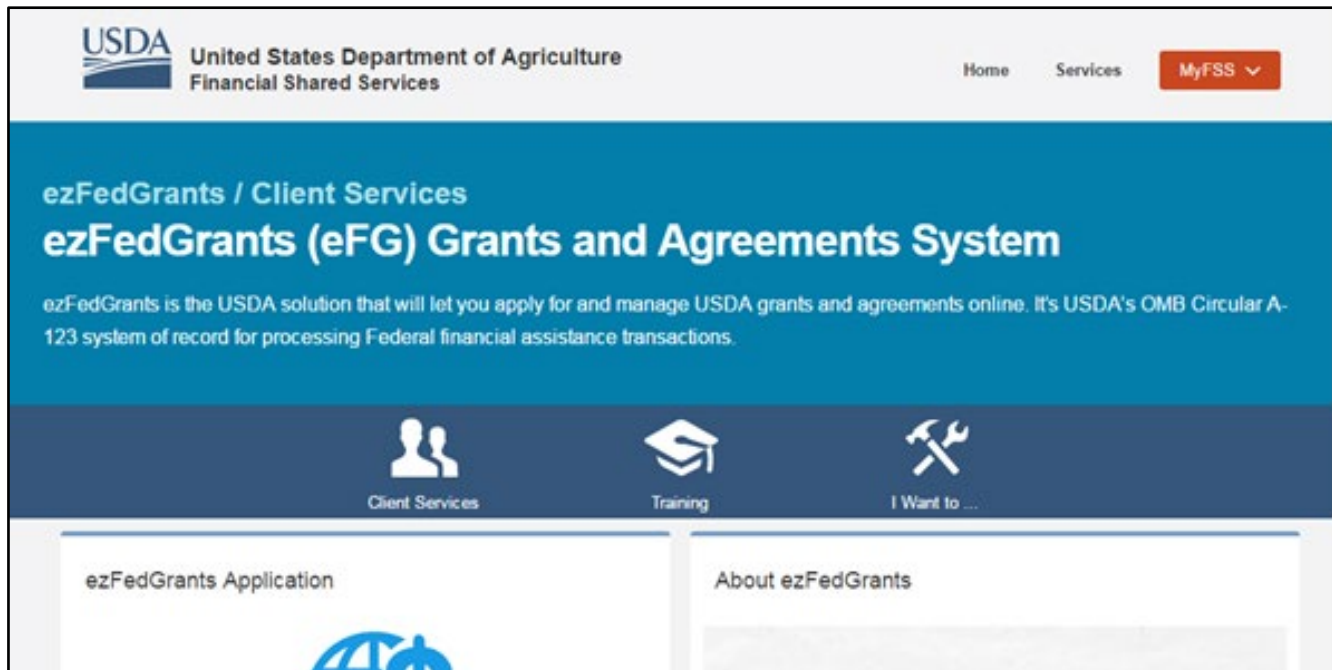
- Identity verified eAuthentication login.gov access.
- The three main user roles available are Grants Administrative Officer (GAO), Grants Processor (GP), and Signatory Official (SO).
- Users requesting the GAO role, who are also the first users from their organizations to request a Role Assignment in the ezFedGrants Portal, will have their requests approved by their USDA Agency Grants Management Officer (AGMO). All subsequent user Role Assignment requests, including additional GAOs, are approved by the individual assigned as GAO for that organization.
- Before you can request access as a Grants Processor or Signatory Official, another individual from your organization must have been provisioned by your USDA agency with the Grants Administrative Officer role.

Helpful Hints

- All users, regardless of requested role and the order of request submission, follow the same procedure for submitting the Role Assignment request.
- Once a user's Role Assignment request for the GAO role has been approved by the USDA AGMO, all subsequent Role Assignment requests for that organization will be approved by the GAO user, including additional GAO requests.
- Users transferring organizations may also need to update their eAuthentication contact information before submitting a new Role Assignment request.
- Fields with an asterisk (*) are required.

Note: Data used in this procedure is a representative sample for the purpose of training. Actual data in the system may vary based on agency and scenario.

- The direct link to ezFedGrants is <https://grants.fms.usda.gov>
- Alternatively, you can navigate via the ezFedGrants information website at www.usda.gov/ocfo/ezfedgrants



ezFedGrants / Client Services

ezFedGrants (eFG) Grants and Agreements System

ezFedGrants is the USDA solution that will let you apply for and manage USDA grants and agreements online. It's USDA's OMB Circular A-123 system of record for processing Federal financial assistance transactions.

ezFedGrants Application

Get started with a new grant application, check a pending status, and more by logging into ezFedGrants.

ezFedGrants works best with Internet Explorer.

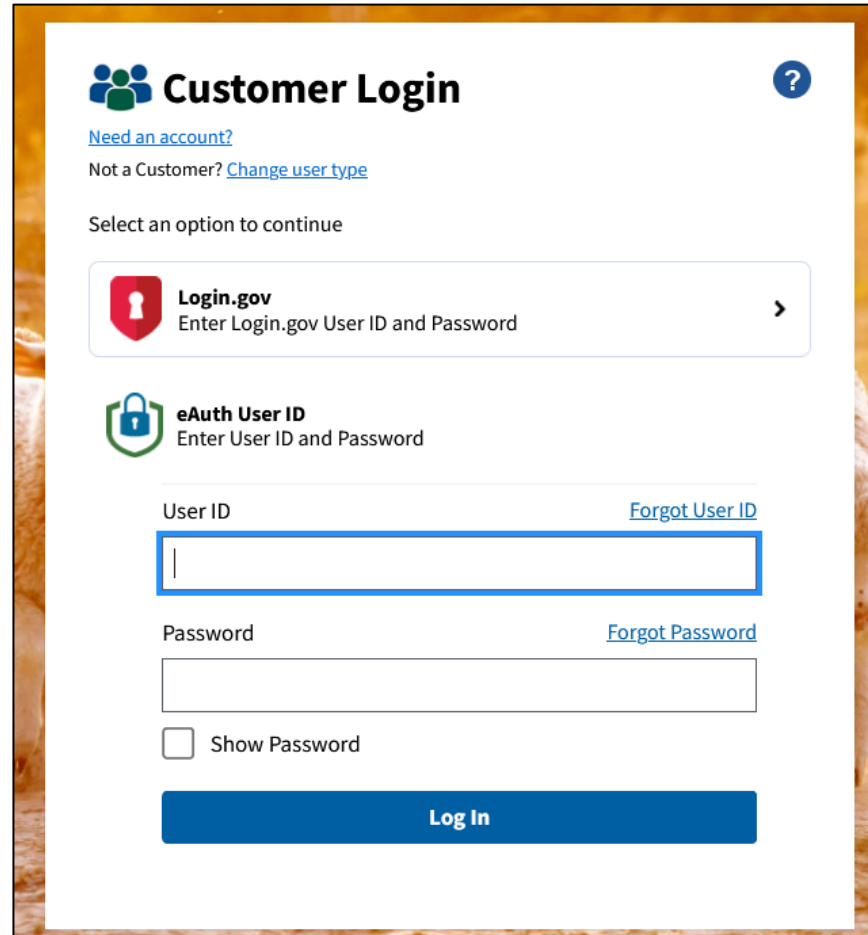
Windows 10 Users: [Find Internet Explorer in Windows 10](#)

Launch ezFedGrants

On the ezFedGrants page, click the Launch ezFedGrants button

About ezFedGrants



Enter your eAuth
login.gov credentials to
enter the site.



Customer Login ?

[Need an account?](#)
Not a Customer? [Change user type](#)

Select an option to continue

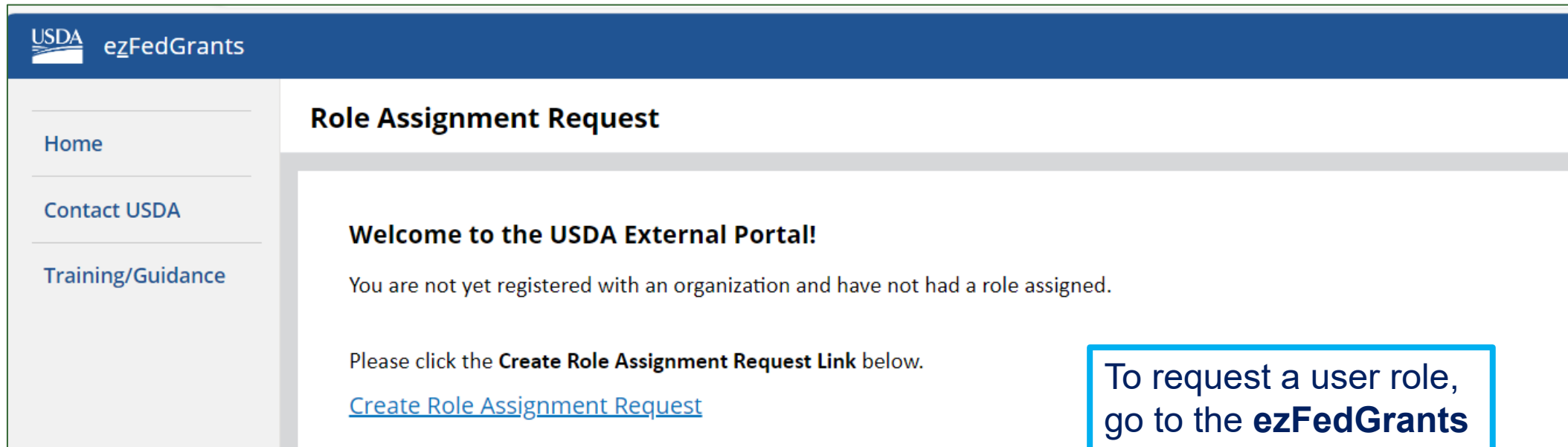
-  **Login.gov**
Enter Login.gov User ID and Password >
-  **eAuth User ID**
Enter User ID and Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

Log In



The screenshot shows the USDA ezFedGrants website interface. The top navigation bar is blue with the USDA logo and 'ezFedGrants' text. A left sidebar contains links for 'Home', 'Contact USDA', and 'Training/Guidance'. The main content area is titled 'Role Assignment Request' and contains a welcome message, a notice about registration, and a link to 'Create Role Assignment Request'.

USDA ezFedGrants

Role Assignment Request

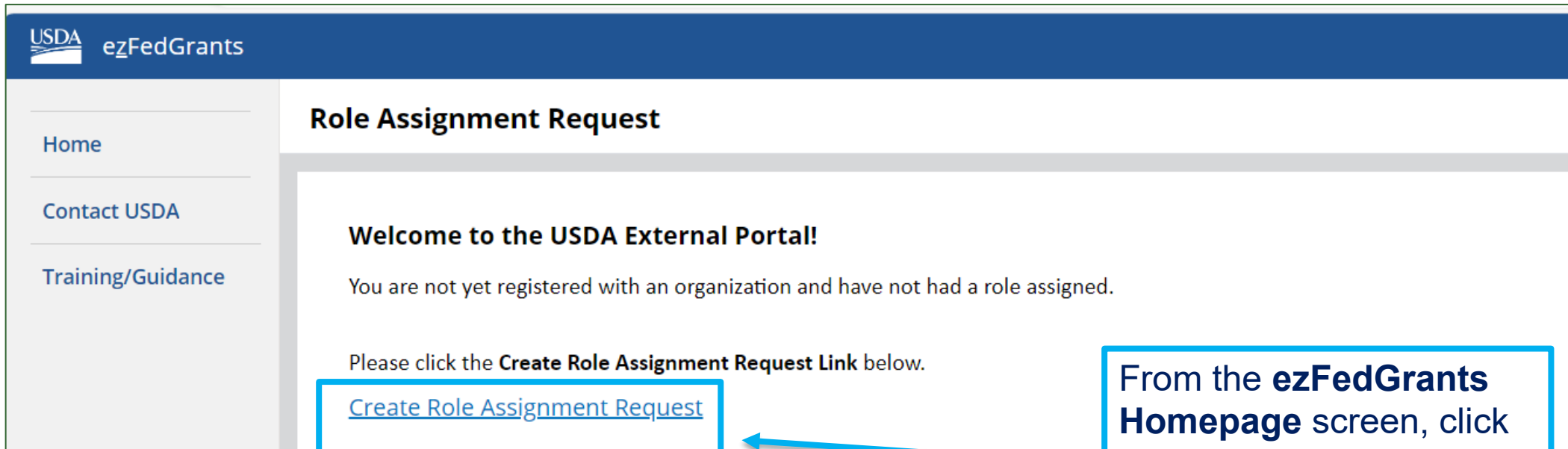
Welcome to the USDA External Portal!

You are not yet registered with an organization and have not had a role assigned.

Please click the **Create Role Assignment Request Link** below.

[Create Role Assignment Request](#)

To request a user role,
go to the **ezFedGrants
Homepage** screen.



The screenshot shows the USDA ezFedGrants website interface. The top navigation bar is blue with the USDA logo and 'ezFedGrants' text. A left sidebar contains links for 'Home', 'Contact USDA', and 'Training/Guidance'. The main content area is titled 'Role Assignment Request' and contains the following text:



Welcome to the USDA External Portal!


You are not yet registered with an organization and have not had a role assigned.

Please click the **Create Role Assignment Request Link** below.

[Create Role Assignment Request](#)

From the **ezFedGrants Homepage** screen, click the **Create Role Assignment Request** link.



ezFedGrants

 Test Unregistered2
 +

Role Assignment Request RA-5891

Print
Close
Withdraw
Save
Next >>

1. Role Selection
2. Organization
3. Personal Information

Role Selection

*** User Role**

Grant Administrative Officer
Grant Processor
Signatory Official

Additional Information

On the **Role Selection** screen, click the **User Role** field and click your desired role from the **User Role** dropdown menu. If you are the first user for your organization, you must select the **Grants Administrative Officer** role.

USDA ezFedGrants
Test Unregistered2

Role Assignment Request RA-5891

Print
Close
Withdraw
Save
Next >>

1. Role Selection
2. Organization
3. Personal Information

Role Selection

* User Role

Grant Administrative Officer
▼

* Agency

▼

AMS

APHIS

FAS

NIFA

NRCS

OPPE

Additional Information

After selecting your desired role from the **User Role** dropdown menu, select the **Agency** you will be working with.

USDA ezFedGrants
Test Unregistered2

Role Assignment Request RA-5891

Print Close Withdraw Save Next >>

1. Role Selection 2. Organization 3. Personal Information

Role Selection

* User Role

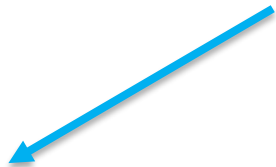
* Agency

Access Request Comments

* Why are you submitting this access request?

Additional Information

Click in the **Access Request Comments** text box and enter the justification for your Role Assignment request.



USDA ezFedGrants
Test Unregistered2

Role Assignment Request RA-5891

Print Close Withdraw Save Next >>

1. Role Selection 2. Organization 3. Personal Information

Role Selection

* User Role

* Agency

Access Request Comments

* Why are you submitting this access request?

Additional Information

Once you have selected your role, agency, and entered your justification comments, click the **Next** button to move to part two of the **Request Access** screen.



ezFedGrants Access



USDA ezFedGrants Test Unregistered2

Role Assignment Request RA-5891

[Print](#) [Close](#) [Withdraw](#) [Save](#) [<< Previous](#) [Next >>](#)

✓ **1. Role Selection** 2. Organization 3. Personal Information

Select Organization(s)

Click Add Organization to search for an organization you want to join. After selecting an organization, it will appear below. You must select at least one organization to submit your access request. Organizations must be registered on SAM.gov and have a record in the ezFedGrants System to be available for selection here. If your organization has not previously registered on SAM.gov, please complete the registration process at <https://sam.gov>. If your organization is registered on [SAM.gov](https://sam.gov) but does not appear here, please use the Contact USDA link on the left to contact the ezFedGrants Help Desk. Please include your organization's DUNS Number and CAGE code (if known) in your message.

If you are affiliated with multiple organizations, click Add Organization again to add more organizations.

Please provide Point of Contact (POC) details for each organization. A POC is someone from the organization who can verify your affiliation with that organization, if necessary.

Click Remove to remove an organization you do not want to join.

[+ Add Organization](#)

Additional Information

On part two of the **Request Access** screen, click the **Add Organization** button to open the **Search Organization** popup window and search for your organization.

USDA ezFedGrants
Test Unregistered2

Role Assignment Request RA-5891

Print
Close
Withdraw
Save
<< Previous
Next >>

Select Organization

Search Criteria - please enter one or more criteria

Organization Name	UEI Number ?	EFT Number ?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
CAGE Code ?	City	State
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="v"/>
Postal Code ?	Country	ASAP ID ?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="v"/>	<input style="width: 95%;" type="text"/>
DUNS Number ?	DUNS+4 ?	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

Multiple search criteria narrows the search (works as a **filter**)

If you do not receive the results you are looking for, **use fewer items** in your search criteria. (i.e. *Instead of City and State, remove City and leave only State*)

Search
Clear
Close

In the **Search Organization** popup window, enter the applicable/known criteria for your organization into the given search fields.

USDA ezFedGrants
Test Unregistered2

Role Assignment Request RA-5891

Print Close Withdraw Save << Previous Next >>

Select Organization

Search Criteria - please enter one or more criteria

Organization Name	UEI Number ?	EFT Number ?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
CAGE Code ?	City	State
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="v"/>
Postal Code ?	Country	ASAP ID ?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="v"/>	<input style="width: 95%;" type="text"/>
DUNS Number ?	DUNS+4 ?	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

Multiple search criteria narrows the search (works as a **filter**)

If you do not receive the results you are looking for, **use fewer items** in your search criteria. (i.e. Instead of City and State, remove City and leave only State)

Search Clear Close

When you have entered all relevant search criteria, click the **Search** button.

Select Organization

Search Criteria - please enter one or more criteria

Organization Name UEI Number EFT Number CAGE Code

City State Postal Code Country

ASAP ID DUNS Number DUNS+4

Multiple search criteria narrows the search (works as a **filter**)

If you do not receive the results you are looking for, **use fewer items** in your search criteria. (i.e. *Instead of City and State, remove City and leave only State*)

[Search](#) [Clear](#) [Close](#)

Search Results

Actions	Organization	UEI	EFT	DUNS Number	DUNS+4	CAGE Code	Street Address	City	State	Postal Code	Country	ASAP ID
Join Organization	AGRICULTURE, KANSAS DEPARTMENT OF KANSAS STATE UNIVERSITY AGRICULTURAL STUDIES	CHANGEUE2000	4354	103254698	0011	00123	1320 RESEARCH PARK DR	MANHATTAN	KS	23456-1211	US	5252525
Join Organization	AMS Wildlife Foundation US 1-4			475187723		8X4W6	15 SPROAT STREET NE	WASHINGTON	DC	02346-2228	US	
Join Organization	BENDAL INTERN, INC	UEFBP0000001	1234	001020001		1001H	100 FAIRFIELD AVENUE	ALEXANDRIA	VA	22314-1452	US	

Scroll down in the **Search Organization** popup window to the **Search Results** section.



ezFedGrants Role Assignment



Select Organization

Search Criteria - please enter one or more criteria

Organization Name UEI Number EFT Number CAGE Code

City State Postal Code Country

ASAP ID DUNS Number DUNS+4

Multiple search criteria narrows the search (works as...)
 If you do not receive the results you are looking for, u...

Locate your organization in the **Search Results** section and click the **Join Organization** link to the left of the organization name. This will close the **Search Organization** popup window.

Search Results

Actions	Organization	UEI	EFT	DUNS Number	DUNS+4	CAGE Code	Street Address	City	State	Postal Code	Country	ASAP ID
Join Organization	AGRICULTURE, KANSAS DEPARTMENT OF KANSAS STATE UNIVERSITY AGRICULTURAL STUDIES	CHANGEUE2000	4354	103254698	0011	00123	1320 RESEARCH PARK DR	MANHATTAN	KS	23456-1211	US	5252525
Join Organization	AMS Wildlife Foundation US 1-4			475187723		8X4W6	15 SPROAT STREET NE	WASHINGTON	DC	02346-2228	US	
Join Organization	BENDAL INTERN, INC	UEFBP0000001	1234	001020001		1001H	100 FAIRFIELD AVENUE	ALEXANDRIA	VA	22314-1452	US	

USDA ezFedGrants
Test Unregistered2

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Home

Contact USDA

Training/Guidance

Role Assignment Request RA-5891

Select Organization(s)
Click Add Organization to search for an organization you want to join. After selecting an organization, it will appear in the ezFedGrants System to be available for selection here. If your organization has not previously registered on the System, use the Contact USDA link on the left to contact the ezFedGrants Help Desk. Please include your organization's DUNS number.

If you are affiliated with multiple organizations, click Add Organization again to add more organizations.

Please provide Point of Contact (POC) details for each organization. A POC is someone from the organization who can be reached by phone and have a record in the System. If you do not have a record in the System, your record will not appear here, please contact the Help Desk.

Click Remove to remove an organization you do not want to join.

Organization Details

AMS Wildlife Foundation US 1-4

CRM Organization ID	UEI	EFT	CAGE
1100003261	N/A	N/A	8X4W6
Street Address	City	State	Postal Code
15 SPROAT STREET NE	WASHINGTON	DC	02346-2228
Phone	ASAP ID	DUNS	DUNS+4
N/A	N/A	475187723	N/A

Point of Contact Details

* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POC Email	* POC Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

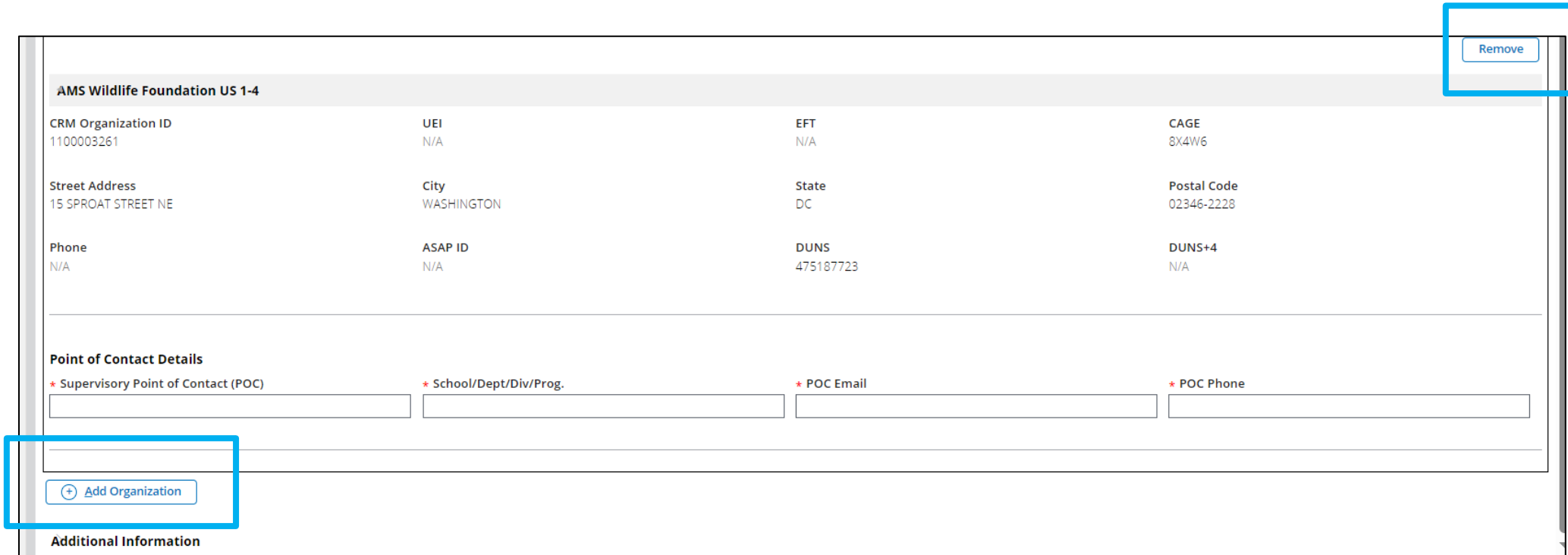
Remove

+ Add Organization

Additional Information

The fields in the **Organization Details** section will automatically populate with your organization's information. Click the **Next** button to proceed to part three of the **Request Access** screen.

Add additional organizations as needed using the steps we saw previously. It is also possible to remove an organization by clicking the Remove button.



The screenshot displays the organization details for 'AMS Wildlife Foundation US 1-4'. The details are organized into several sections:

- Organization Name:** AMS Wildlife Foundation US 1-4
- Identification:** CRM Organization ID (1100003261), UEI (N/A), EFT (N/A), CAGE (8X4W6)
- Address:** Street Address (15 SPROAT STREET NE), City (WASHINGTON), State (DC), Postal Code (02346-2228)
- Contact:** Phone (N/A), ASAP ID (N/A), DUNS (475187723), DUNS+4 (N/A)
- Point of Contact Details:** Four input fields for Supervisory Point of Contact (POC), School/Dept/Div/Prog., POC Email, and POC Phone.
- Buttons:** A 'Remove' button is located in the top right corner, and an 'Add Organization' button is located in the bottom left corner.

Complete the **Point of Contact Details** fields to identify a Point of Contact (POC) who can confirm your affiliation with this organization and/or your need for ezFedGrants Role Assignment.

You must enter POC details for each organization even if they all have the same POC.

Organization Details			
AMS Wildlife Foundation US 1-4			
CRM Organization ID	UEI		
1100003261	N/A		
Street Address	City		
15 SPROAT STREET NE	WASHINGTON		
Phone	ASAP ID	DUNS	DUNS+4
N/A	N/A	475187723	N/A
Remove			
Point of Contact Details			
* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POC Email	* POC Phone
Mike Tester	Eter Department	mtester@org.com	(123) 456-7890



ezFedGrants Role Assignment



USDA ezFedGrants Test Unregistered2

Role Assignment Request RA-5891 Print Close Withdraw Save << Previous **Next >>**

Select Organization(s)
Click Add Organization to search for an organization you want to join. After selecting an organization, it will appear below. You must select at least one organization to submit your access request. Organizations must be registered on SAM.gov and have a record in the ezFedGrants System to be available for selection here. If your organization has not previously registered on SAM.gov, please complete the registration process at <https://sam.gov>. If your organization is registered on SAM.gov but does not appear here, please use the Contact USDA link on the left to contact the ezFedGrants Help Desk. Please include your organization's DUNS Number and CAGE code (if known) in your message.

If you are affiliated with multiple organizations, click Add Organization again to add more organizations.

Please provide Point of Contact (POC) details for each organization. A POC is someone from the organization who can verify your affiliation with that organization, if necessary.

Click Remove to remove an organization you do not want to join.

Organization Details

AMS Wildlife Foundation US 1-4		
CRM Organization ID 1100003261	UEI N/A	EFT N/A
Street Address 15 SPROAT STREET NE	City WASHINGTON	State DC
Phone N/A	ASAP ID N/A	DUNS 475187723

Point of Contact Details

* Supervisory Point of Contact (POC) Mike Tester	* School/Dept/Div/Prog. Eter Department	* POC Email mtester@org.com	* POC Phone (123) 456-7890
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[+ Add Organization](#)

Additional Information

Once you have added all organizations you wish to include with your Role Assignment request, click the **Next** button. You can join additional organizations through your User Profile any time after your initial access request is approved.

Role Assignment Request RA-5891 Print Close Withdraw Save << Previous Submit

✓ 1. Role Selection ✓ 2. Organization 3. Personal Information

Submit

Work Contact - Name and Title

Academic Title Title First Name Middle Name

Last Name Unregistered2

Work Contact - Address

* Occupation * Work Street Address Building or Room Number (Optional) * City

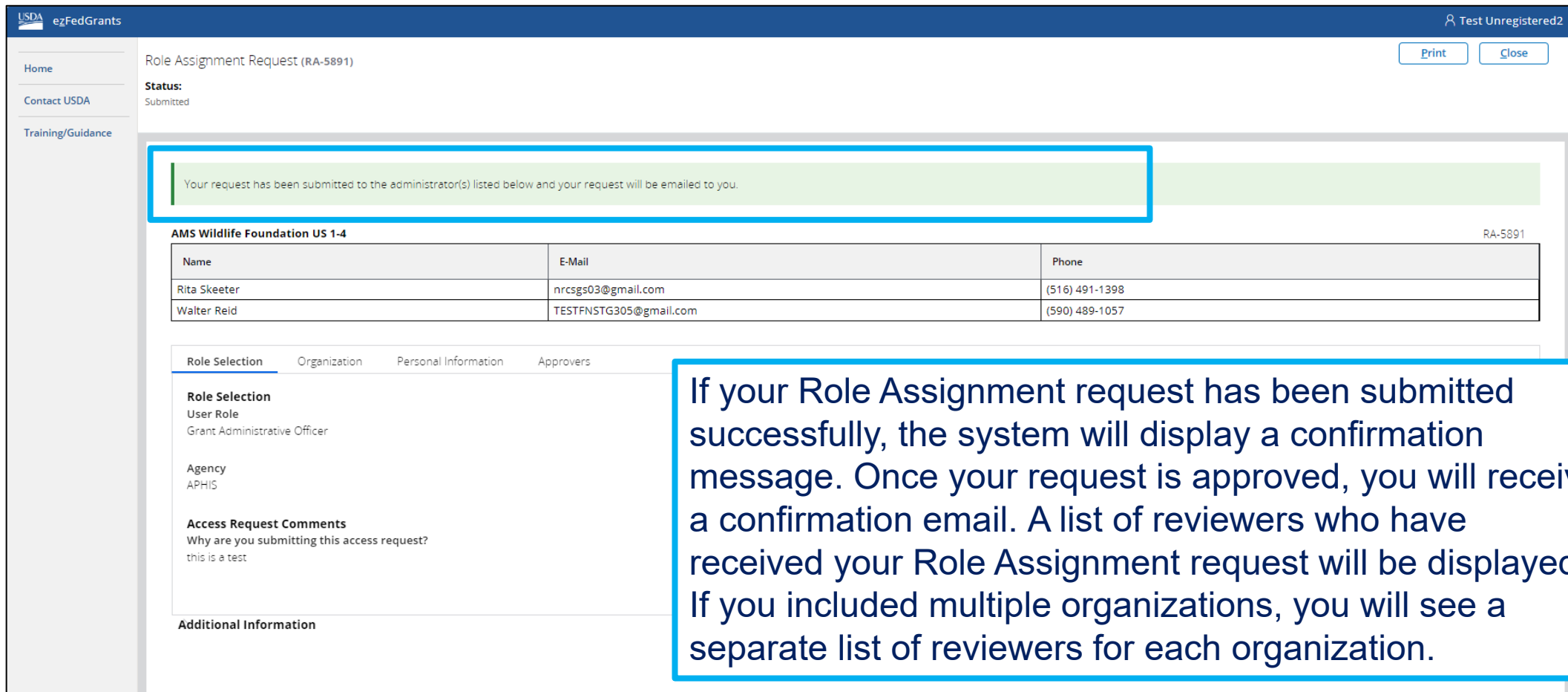
* State * Postal Code Country United States

Work Contact - Phone and Fax Numbers

* Work Phone Country Code (Phone) Extension Work Fax

Country Code (Fax) * Work Email

Once you have entered all your information, click the **Submit** button to submit your Role Assignment request.



Role Assignment Request (RA-5891) Print Close

Status:
Submitted

Your request has been submitted to the administrator(s) listed below and your request will be emailed to you.

AMS Wildlife Foundation US 1-4 RA-5891

Name	E-Mail	Phone
Rita Skeeter	nrcsgs03@gmail.com	(516) 491-1398
Walter Reid	TESTFNSTG305@gmail.com	(590) 489-1057

Role Selection | Organization | Personal Information | Approvers

Role Selection
User Role
Grant Administrative Officer

Agency
APHIS

Access Request Comments
Why are you submitting this access request?
this is a test

Additional Information

If your Role Assignment request has been submitted successfully, the system will display a confirmation message. Once your request is approved, you will receive a confirmation email. A list of reviewers who have received your Role Assignment request will be displayed. If you included multiple organizations, you will see a separate list of reviewers for each organization.

- Course Introduction
- Module 1 – eAuthentication and Login.gov
- Module 2 – External Portal Role Assignment
- Course Summary

- Today we discussed:
 - How to apply for identity verified eAuthentication login.gov account
 - How to request access to the ezFedGrants external portal with a Role Assignment

- Monthly FAQ Session
- Agency Representative
- ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov
- For eAuthentication issues including password resets, contact the eAuthentication helpdesk at <https://www.eauth.usda.gov/eauth/b/usda/helpdesk>.





Questions?

