



ezFedGrants User Roles and Assignments



GM 305

Module 1

Course Introduction



Agenda



- Module 1 – Course Introduction
- Module 2 – Login.gov
- Module 3 – Login.gov Identity Verification
- Module 4 – User Roles
- Module 5 – External Portal Role Assignment
- Module 6 – Course Summary





Course Overview



- The purpose of this course is to provide an overview of the ezFedGrants recipient roles, and Login.gov, identify verification, and external portal role assignment.
- This course is also designed to help users understand where to find help and training materials.





Introduction Instructor and Students



In the chat, please share your:

- Location
- Organization
- Role
- Expectations





Session Recorded



- Session is being recorded and will be available for attendees after the session within the Teams chat.
- Transcripts are also provided.

Thursday 2:45 PM Meeting ended: **3h 24m 38s**

ezFedGrants Agency Training
Tuesday, October 15, 2024 12:00 PM - 2:00 PM [View recap](#)

Content

Transcript Internal I_Access-Intro.pptx +2 3 recordings

- Participation is encouraged!
- Feel free to ask questions in the Chat or in the Q&A section of Teams.
- Raise your hand or React in Teams.



Chat



Q&A



People



Raise



React



Polls



How to Get Answers to Your Questions



Login.Gov

- Login.gov password/account issues, contact the eAuth helpdesk at www.eauth.usda.gov/helpdesk.
- For Login.gov, call (844) 875-6446. Operating hours are 24 hours a day, seven days a week.
- [Login.gov FAQs](#)

ezFedGrants

- Contact the ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov.
- Training Schedule [eFG Training Schedule | USDA](#)
- Recipient job aids: [Job Aid Library](#)



Bookmark or favorite these links!



Course Links



Sites

- Login.gov <https://secure.login.gov>
- ezFedGrants <https://grants.fms.usda.gov> or www.usda.gov/ocfo/ezfedgrants

Job Aids

- [Verify Your Identify](#)
- [Role Assignment Request](#)
- [Role & Access Management](#)
- [Verify address by mail](#)
- [ezFedGrants External Portal User Roles](#)
- [Working with Multiple Organizations job aid](#)



Module 2

Login.gov



Module 2 – eAuthentication and Login.Gov Objectives



After completing this module, you should be able to:

- Describe the Login.gov application process.



- As of September 2023, eAuthentication transitioned to Login.gov.
- Login.gov is a secure login service used by the public.
- Used to sign into participating government agencies, such as USDA.
- If an account exists, the user can login to Login.gov using <https://secure.login.gov>.
- Use same username and password to access any agency that partners with Login.gov.
- Streamlines the process.
- Eliminates need to remember multiple usernames and passwords.





Login.gov Prerequisites



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



1. Obtain a login.gov account with a verified identity.
2. Access the **ezFedGrants Home** screen.
3. Request role to the **ezFedGrants** external portal.

Obtain Login.Gov
Account

Access ezFedGrants
Home Screen

Request Role to
EzFedGrants External
Portal

Users transferring organizations may need to update their Login.gov contact information prior to submitting a new Role Assignment request.





Customer Login



1. Select user type **Customer**.
2. Select **Continue to Login.gov**.
3. Sign-in using your credentials if you have an existing Login.gov account.
4. Click **Login**.
5. Follow the prompts.

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



1. Click **Create an account**.
2. Enter a unique **email address**.
3. Select the **language preference**.
4. Check **I agree and accept the Login.gov Rules of Use** checkbox.
5. Click **Submit**.

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

Create an account for new users

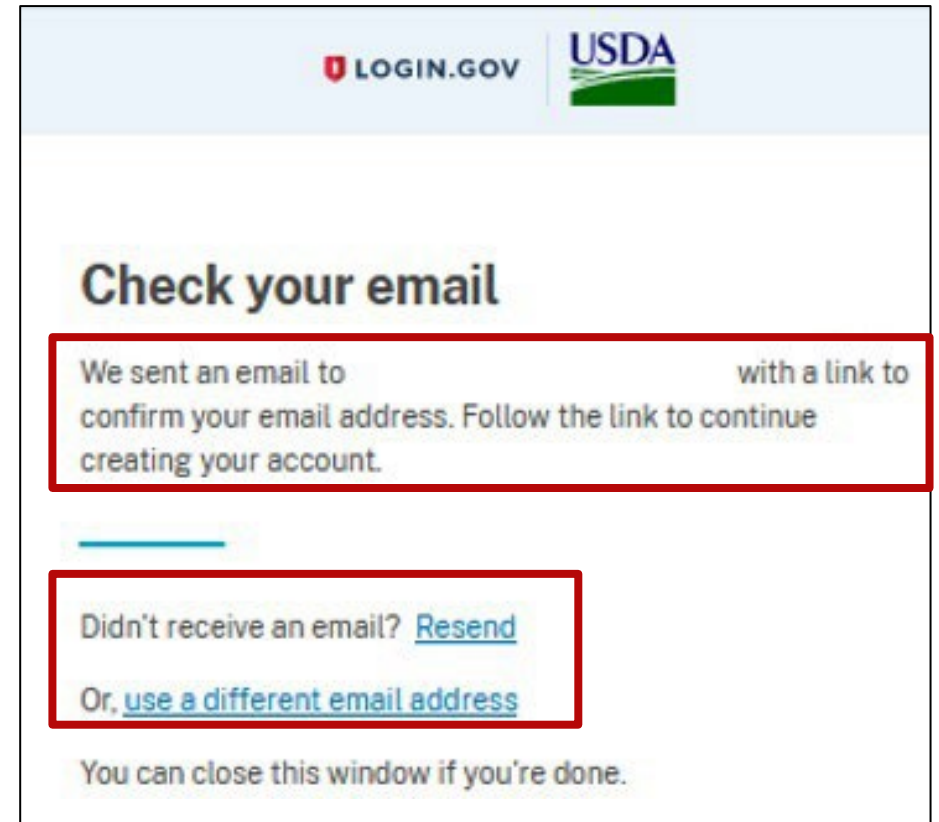
Enter your email address

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](#)

- Confirmation page displays with a message confirming an email is sent to requestor.
- Follow the link in the email to continue creating account.
- There are also other options if an email is not received:
 - **Resend**
 - **Use a different email address**





Email Confirmation



- Link **expires in 24 hours** from time it is generated
- Go to personal email and **Confirm email address**.
- If link expires, start account registration process over.

The screenshot shows an email from LOGIN.GOV with the following content:

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](#)



Create Password and Continue



- Create a password:
 - Based on system requirements.
 - System performs password checks.
 - Box around the password remains blue until requirements are met and password confirmed.
- Enter **Password** and **Confirm Password**.
- Click **Show password**, if needed.
- Select **Continue** to submit 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](#)



Authenticate Account



1. Click authentication method (**phone, text, voice message, backup codes, security key, government employee ID**).
2. Click **Continue**.
3. Click **Add another method** or **Skip for now**.
4. Click **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

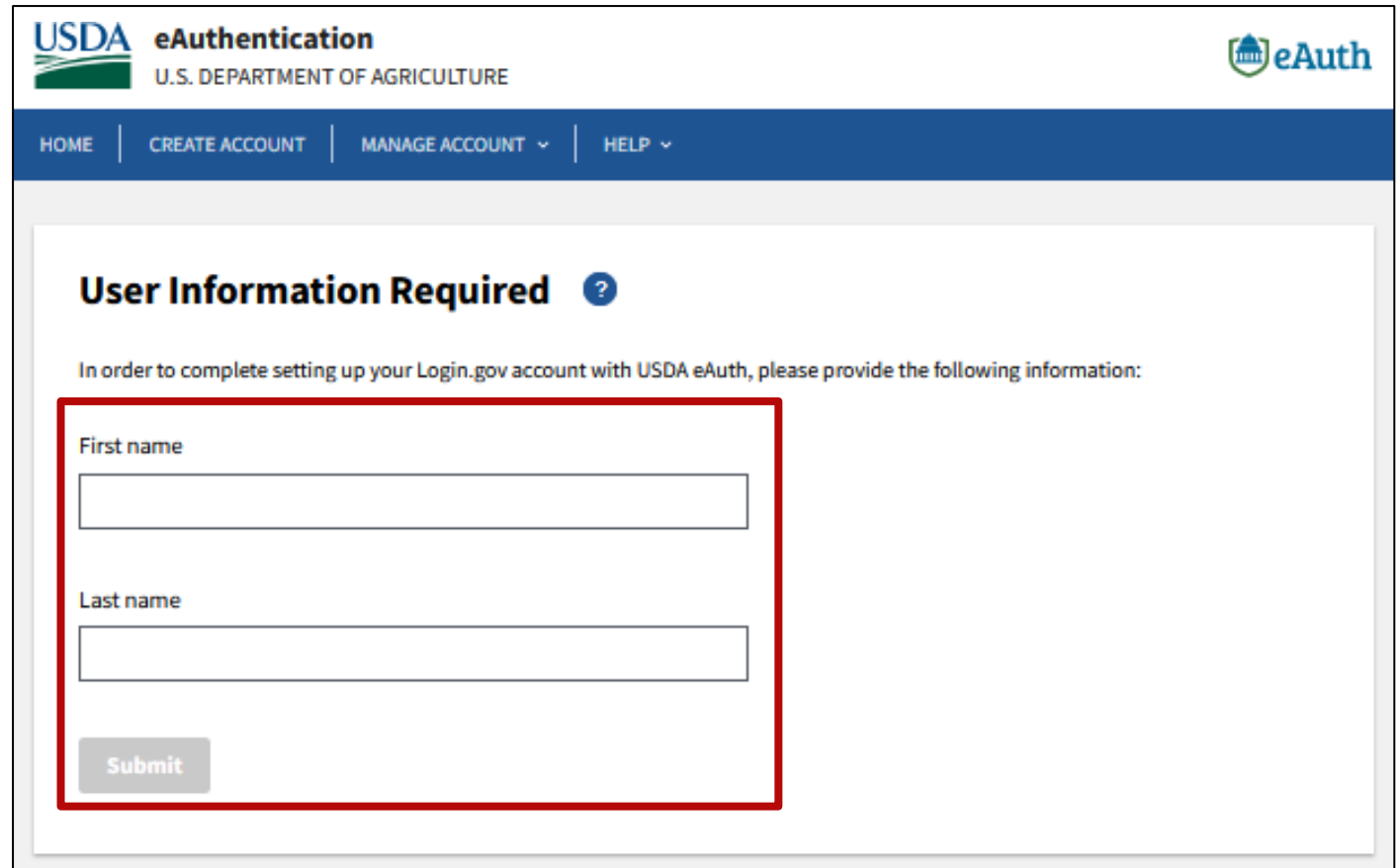
Login.gov must be linked to an eAuth account to use it with USDA applications.

Use an existing eAuth account to link to my Login.gov account.

Continue without linking to an existing eAuth account.

Continue

1. Enter **First name** and **Last name** as provided on government issued photo ID (no nicknames).
2. Click **Submit** to establish account.



USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

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

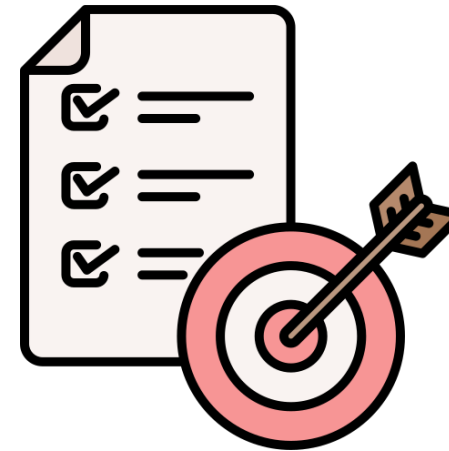


Module 2 – Login.Gov Summary



You should now be able to:

- Describe the Login.gov application process



Module 3

Login.gov Identify Verification



Module 3 – Identify Verification Objective



By the end of this module, you should be able to:

- Describe the identify verification process.





Identity Verification



- The final requirement is identity verification.
- Identity verification can be completed:
 - Online
 - By mail
 - By visiting a USDA Service Center

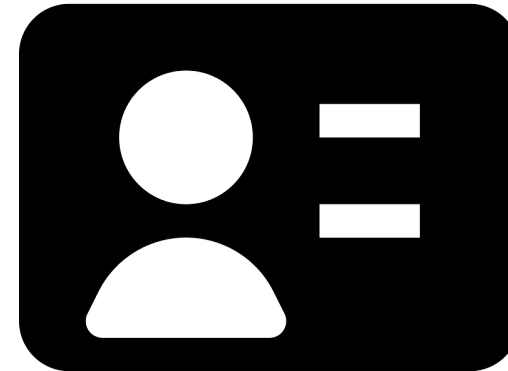




ID and Social Security Number



- System uses information on the government issued photo ID to verify identity online,
- The social security number is also used to verify identity.
- Social security is not shared and only used for verification.
- It does affect credit, even if a note displays.





Identity Verification Result



- If successful, user granted login.gov identity verified account.
- If Identity cannot be authenticated online, verify identity in person at a USDA Service Center or by mail.
- Refer to the Login.gov help center for additional information.
- The [Verify Your Identify](#) section is especially helpful regarding identify verification.

Verify your identity

Search

Identity verification is the process where you prove you are you — and not someone pretending to be you. You will need to [create your Login.gov account](#) and verify your identity to access services at some government agencies.

What you'll need to verify your identity

You'll take a photo of your [accepted driver's license or state ID card](#) and enter your personal information to verify your identity online.

You may need to take a [photo of yourself](#) with a phone to verify your identity online. This is to check that you are the person on your ID. If you don't have a phone with a camera, you can [verify your identity in person](#).

What you'll need to create a Login.gov account

- Email
- Password
- Authentication method

What you'll need to verify your identity

- Driver's license or state ID card
- Social Security Number
- Phone number or address

Some services need you to take a photo of yourself with a phone to verify your identity online.

Search

[Get started with Login.gov](#)

[Trouble signing in?](#)

[Manage your account](#)

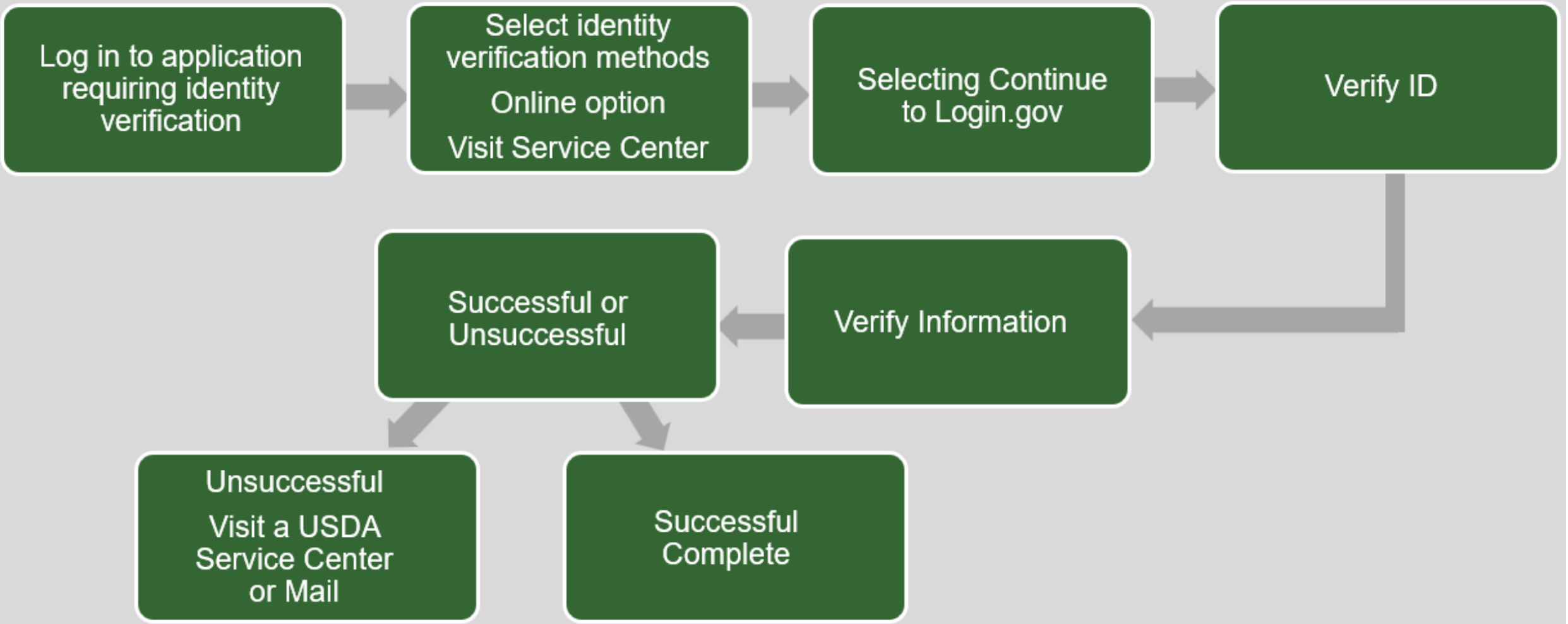
[Verify your identity](#)

Overview

- [How to verify your identity](#)
- [Accepted identification documents](#)
- [How to take photos to verify your identity](#)
- [Verify your phone number](#)
- [Verify your address by mail](#)
- [Verify your identity in person](#)
- [Find a Participating Post Office](#)
- [Issues with verifying your identity in person](#)



Identify Verification Process





Online Identity Verification Process



1. Log in to application that requires identity verification.
2. Screen used to select identity verification methods displays.
 - Online option
 - Visit Service Center

Verify Identity ?

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.

Verify my identity at Login.gov - Recommended


Visit a USDA Service Center for in-person identity verification


[Continue](#)

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](#)



Online Identity Verification Process Review and Continue to Login.Gov



1. Select **Online** identity verification option.
2. Review statements.
3. Select **Continue to Login.gov**.

Verify Identity at Login.gov ?

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.

- 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.
- Once your accounts are linked, you must use Login.gov for identity verification and for all future logins to USDA resources.

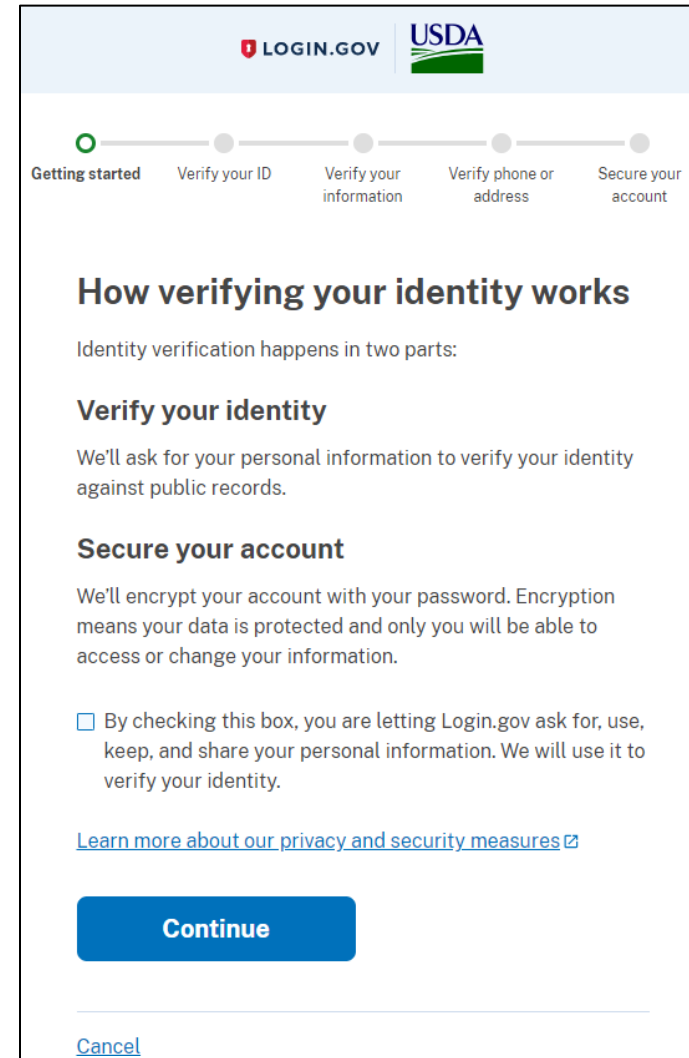
[Continue to Login.gov](#)



Getting Started Screen



1. Review explanation on **How verifying your identity works**.
2. Click agree to the privacy and security statement checkbox.
3. Click **Continue**.

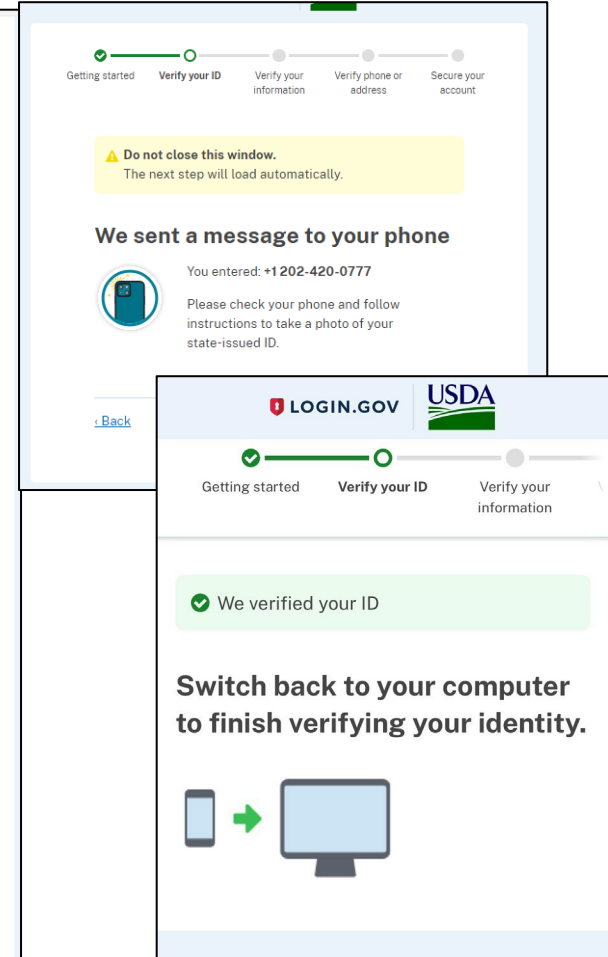
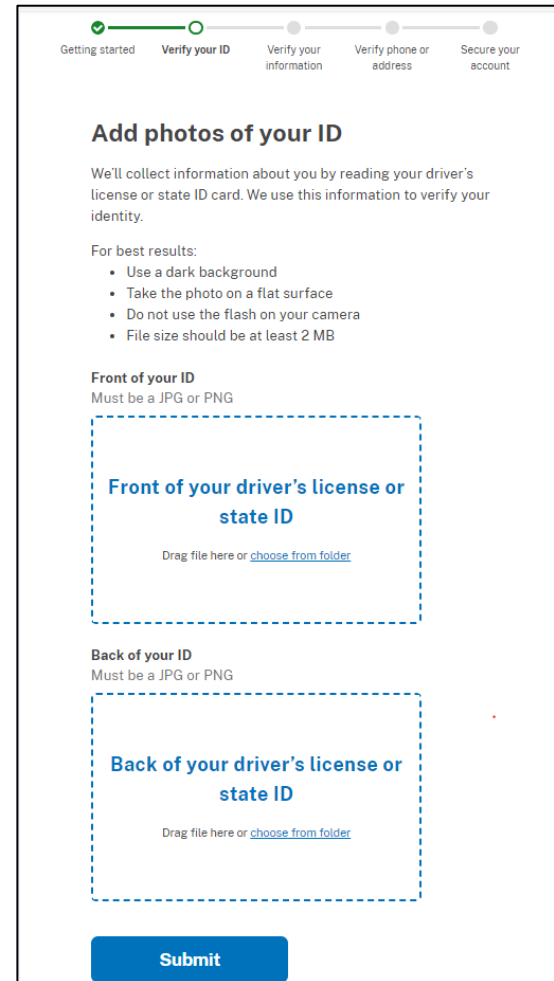
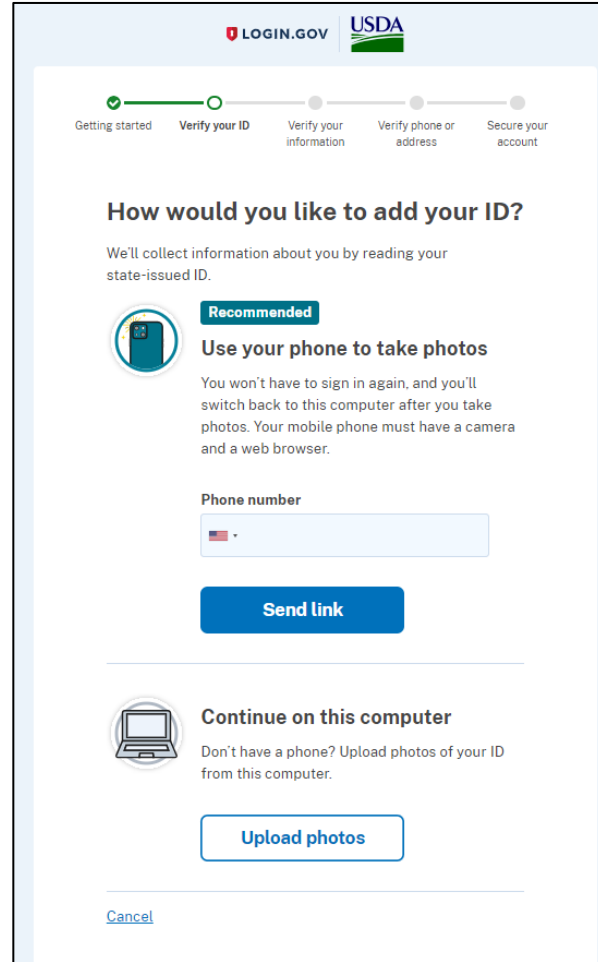




Verify Your ID Screen



1. Upload photo ID from phone or computer.
2. Confirm first and last name match government issued photo ID.
3. Follow instructions provided.





Verify Your Information Screen



1. Enter social security number.
2. Review and confirm personal details (name, date of birth, current address).
3. Select **Continue**.
4. Complete steps by verifying using phone or address to secure account.
5. Notification on-screen displays that identity is verified successfully.

USDA LOGIN.GOV

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

Enter your Social Security number

We need your Social Security number to verify your name, date of birth and address. [Learn more about how we protect your sensitive information](#)

Social Security number
Example: 123-45-6789

Show Social Security number

Continue

[Cancel](#)



Reasons for Unsuccessful Online Identity Verification



1. Not enough data
2. ID information recently changed
3. ID information incorrectly entered
4. Department of Motor Vehicles (DMV) information does not match Login.gov
5. User attempts exceeded



Next Step: Must visit a USDA Service Center in person



Mail Process



If you are unable to verify online, you can verify your address by mail. For example, when the phone number does not match DMV records.

1. Letter sent to an address that has been verified and associated with user.
2. If there is an address change, the user starts the identify verification process over with new address.
3. Letters are sent the next business day via USPS First-Class Mail.
4. Users receive a letter in the mail with a verification code to finish verifying identity.
5. Verification code expires 30 days after the date of the submission date.



Refer to this site for additional information: [Verify address by mail](#).



Verify by Mail – New Code



Request a new verification code if:

- The letter is not received within 5 to 10 days.
- Verification code expires.

To request a new verification code:

1. Go to <https://secure.login.gov>.
2. Select **Send me another letter** when asked to enter code.
3. Contact government agency you are verifying for if you need to access their services before your letter arrives.



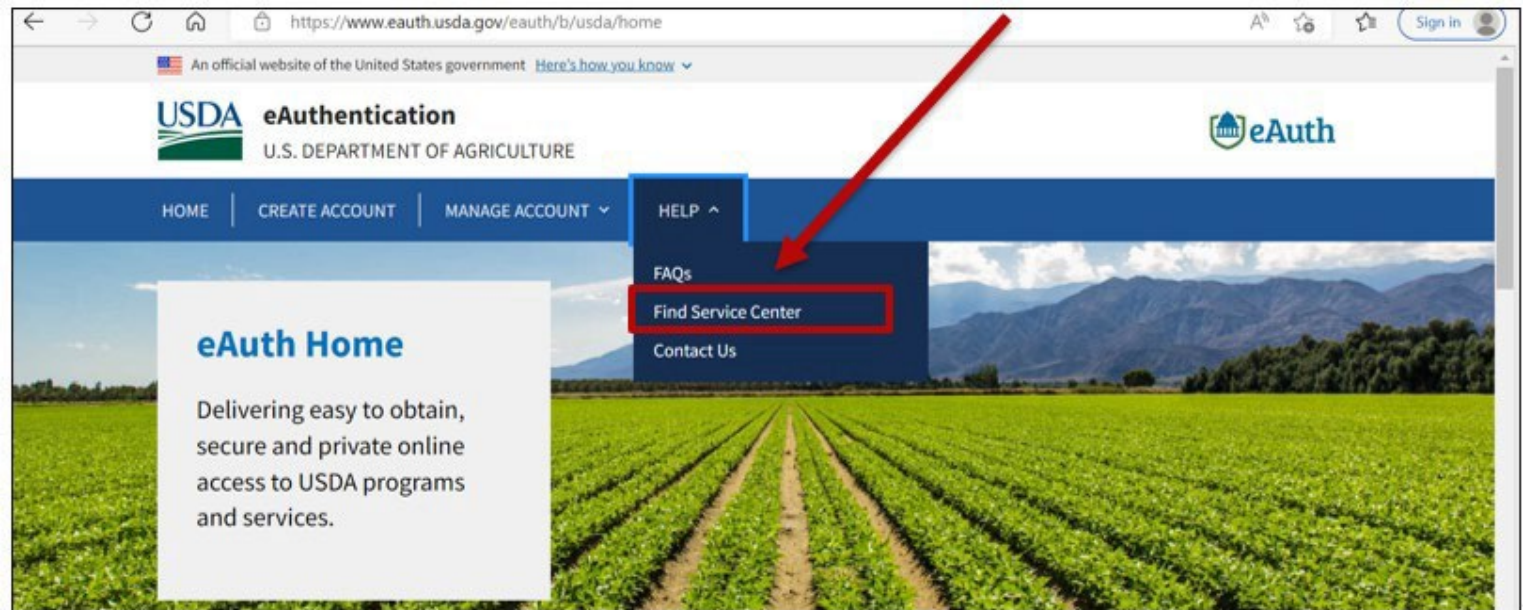


Locate USDA Service Center



To find an USDA Service Center:

1. Access the [USDA eAuthentication website](https://www.eauth.usda.gov/eauth/b/usda/home).
2. Click **Help**.
3. Select **Find Service Center**.





Locate USDA Service Center Locator Site



On the USDA Service Center Locator site:

1. Scroll down.
2. Enter valid **State** and **County**.
3. Click **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



State List and Appointments



1. Click **State**.
2. Call service center nearest the user to make appointment.
3. On the day of appointment:
 - Bring at least one form of government-issued photo ID.
 - Bring the email address used to register 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



Registration or Identify Verified Login



Login after the identity is verified.

1. Click **Login.gov**.
2. Enter **User ID** and **Password**.
3. Click **Sign in**.
4. A message displays confirming that the user has a secured USDA login.gov account.

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

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

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**

Sign in for existing users

Email address

Password

Show password

Sign in

[Sign in with your government employee ID](#)

[Back to USDA eAuthentication](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.



Module 3 – Identify Verification Summary



You should now be able to:

- Describe the identify verification process.



Module 4

ezFedGrants User Roles



Module 4 – ezFedGrants User Roles Objectives



After completing this module, you should be able to:

- Describe recipient roles available in ezFedGrants.
- List the ezFedGrants functions available for each role.





ezFedGrants Role Job Aids



- [ezFedGrants External Portal User Roles and Definitions](#)
- [Working with Multiple Organizations](#)
- [Access and User Roles](#)

Access & User Roles

The Office of the Chief Financial Officer (OCFO)

About OCFO

Plans and Reports

Federal Financial Assistance Policy

Travel Express

ezFedGrants

About ezFedGrants

eFG Training Schedule

FAQ and General Information

Using ezFedGrants - Job Aid Library

Access & User Roles

eFG Training Sessions

The Grants Process - Job Aid Library

Access and User Roles

These documents provide information on gaining access to the ezFedGrants External Portal, understanding the various user roles, and updating your ezFedGrants External Portal user profile.

Training Materials

To use the ezFedGrants External Portal, users must obtain a verified identity Login.gov account that is linked with a USDA eAuth. Once obtained, a user must request a Role Assignment and be assigned a user role in the ezFedGrants External Portal. Also included are guidance for Grants Administrative Officers (GAOs), who are responsible for managing user access, among other responsibilities.

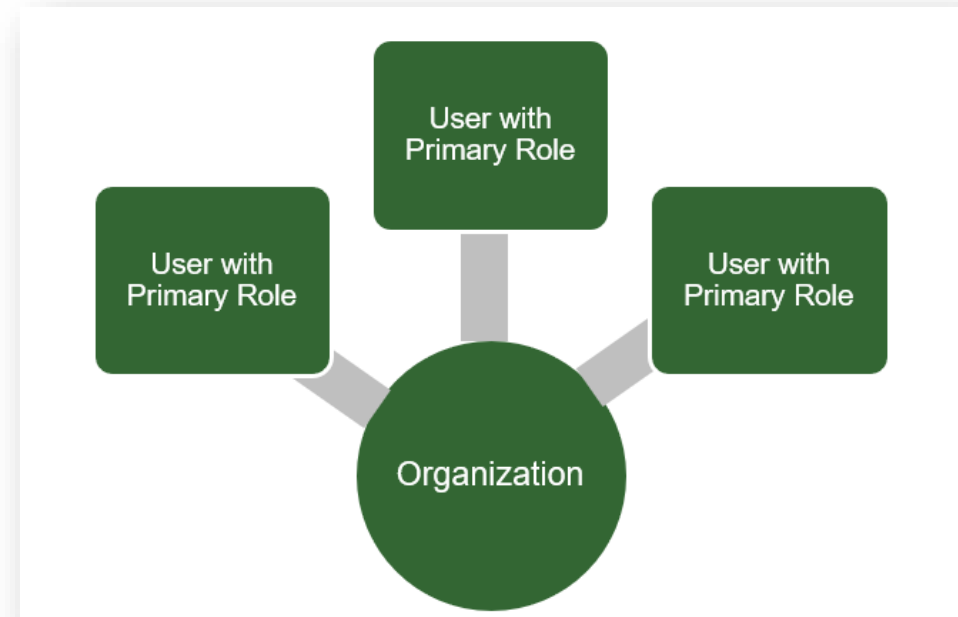
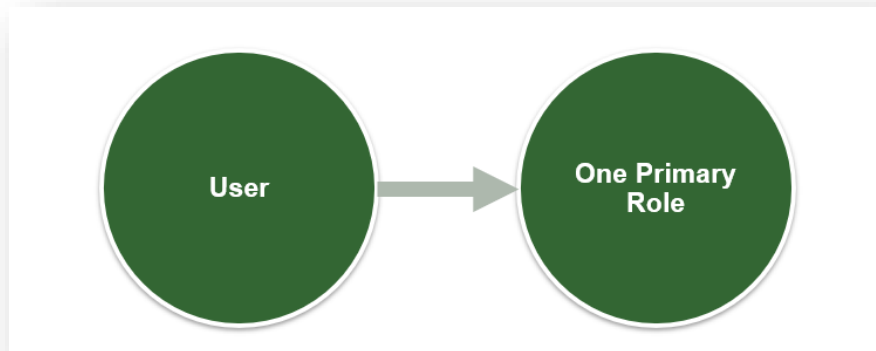
General Information

- [FAQs - Onboarding and Accessing ezFedGrants](#)

eAuthentication

For information and guidance on creating a Login.gov account for use with ezFedGrants and other USDA applications, please visit the [USDA eAuth website FAQs](#).

- Each user may only have one primary role assigned within ezFedGrants.
- Each organization may have multiple users with the same primary role.
- For example, three GAOs, two SOs, six GPs.



There are three primary roles available to ezFedGrants external portal users (grant award applicants and recipients).

- Grants Administrative Officer (GAO)
- Grants Processor (GP)
- Signatory Official (SO)

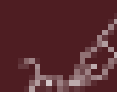
Grants Administrative
Officer (GAO)



Grants Processor (GP)



Signatory Official (SO)





GAO and SO



At least one GAO and one SO is required to submit applications and sign agreements.

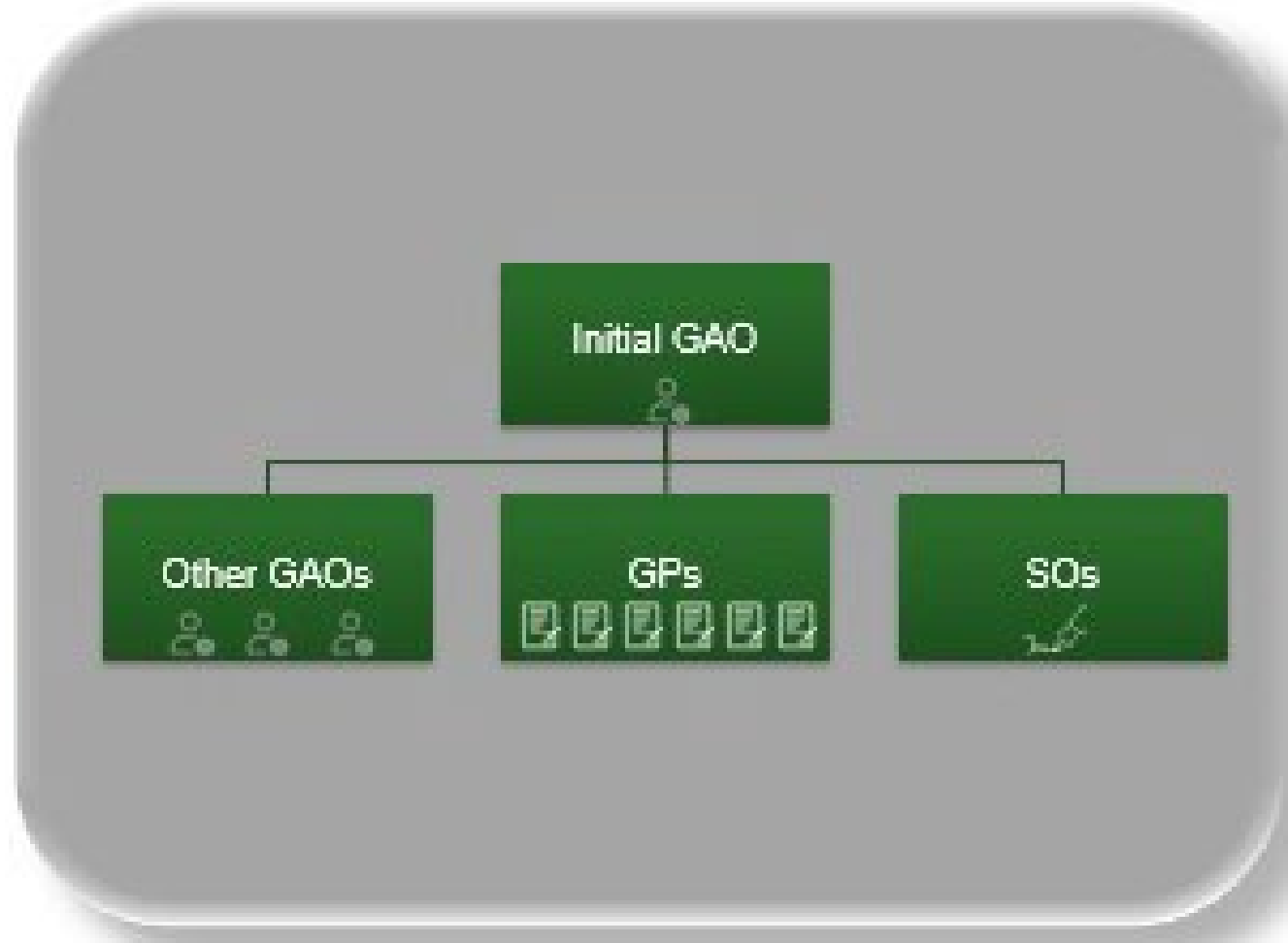




Grants Administrative Officer (GAO) Overview



- Organization's account administrator.
- The initial GAO access request is approved by their USDA Agency Grants Management Officer (AGMO).
- All subsequent user access requests, including additional GAOs, GPs, SOs, are approved by the GAO.



Roles and Access

- Approves access requests.
- Changes user roles.
- Deactivates user access.

Opportunities and Award Documents

- Views opportunities and award documents.

Applications

- Creates and displays applications.
- Reassigns draft, draft pending signature or returned applications.

Claims

- Creates and displays claims.
- Reassigns draft, draft pending signature or returned claims.

Reports

- Views reports.
- Prepares and submits financial and performance progress reports for agreements.
- Reassigns draft, draft pending signature or returned applications.

Certifying Official Optional

- Can be designated as Certifying Official (secondary role).

Opportunities and Award Documents

- Views opportunities and award documents.

Applications

- Creates and views applications.

Claims

- Creates and views claims.

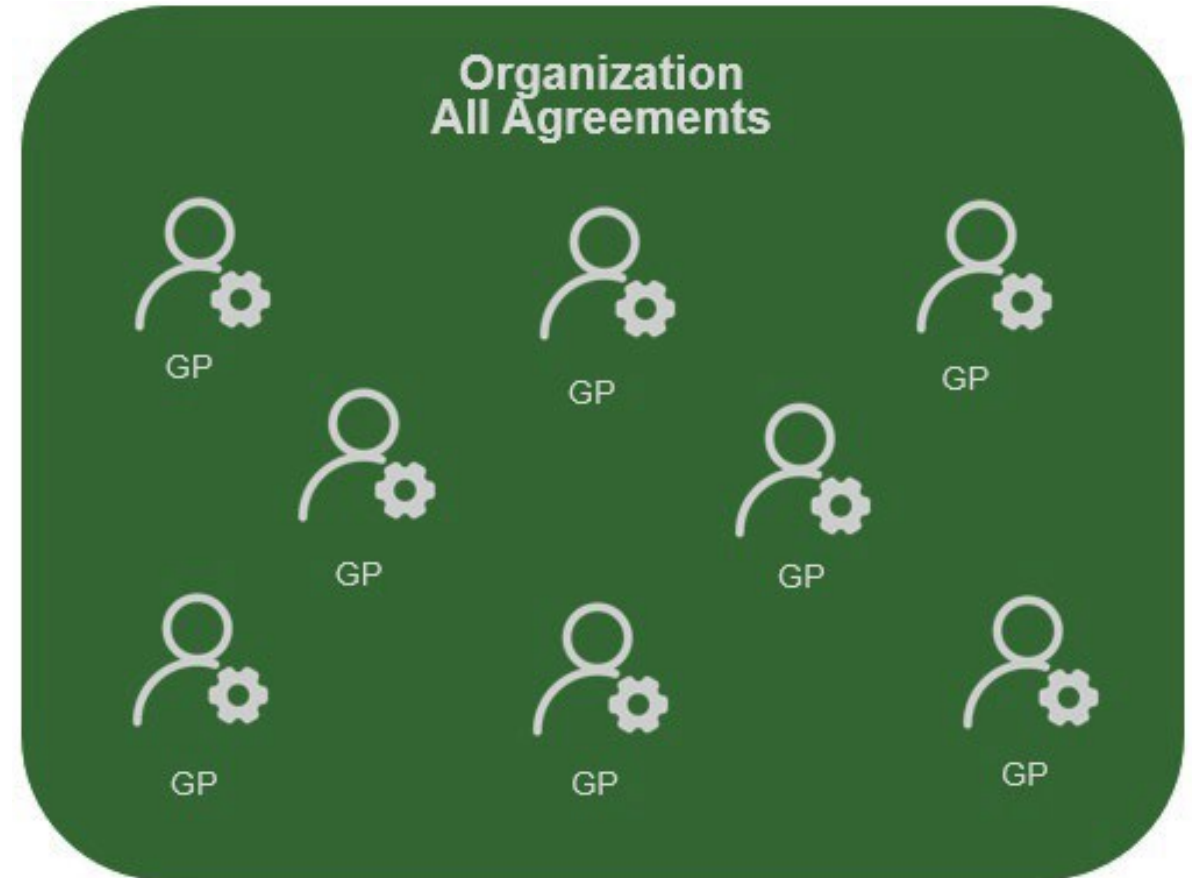
Reports

- Views reports.
- Prepares and submits financial and performance progress reports for agreements.

Similar to GAO but cannot manage access, roles or work item assignments.

Can be designated as Certifying Official (secondary role) on claims and progress reports.

- There is no limit to the number of GPs an organization can have.
- GPs cannot be assigned to specific agreements but can be listed as a partner.
- GPs can access all reports agreements for an organization.





Signatory Official (SO) Overview and Responsibilities



- Each organization must have at least one SO.
- Limited scope compared to others.

Opportunities and Award Documents

Views opportunities and award documents.

Applications

Reviews and digitally signs and submits applications

Agreements

Reviews and digitally signs and submits agreements.

Amendments

Reviews and digitally signs and submits amendments.

Claims

Reviews and digitally signs and submits claims.

Reports

- Displays reports.
- Prepares and submits financial and performance progress reports for agreements.

Certifying Official Optional

Can be designated as Certifying Official (secondary role) on applications, claims and progress reports.

- A **temporary** role assigned to a specific work item to review and submit, such as claims and reports.
- Does not require a separate account.
- Additional review level prior to final submission to USDA agency.
- Anyone can be a certifying official if they have an active system user role with the organization.





Module 4 – ezFedGrants User Roles Summary



You should now be able to:

- Describe recipient roles available in ezFedGrants.
- List the ezFedGrants functions available for each role.



Module 5

External Portal Role Assignment



Module 5: ezFedGrants Role Assignment Objectives



After completing this module, you should be able to:

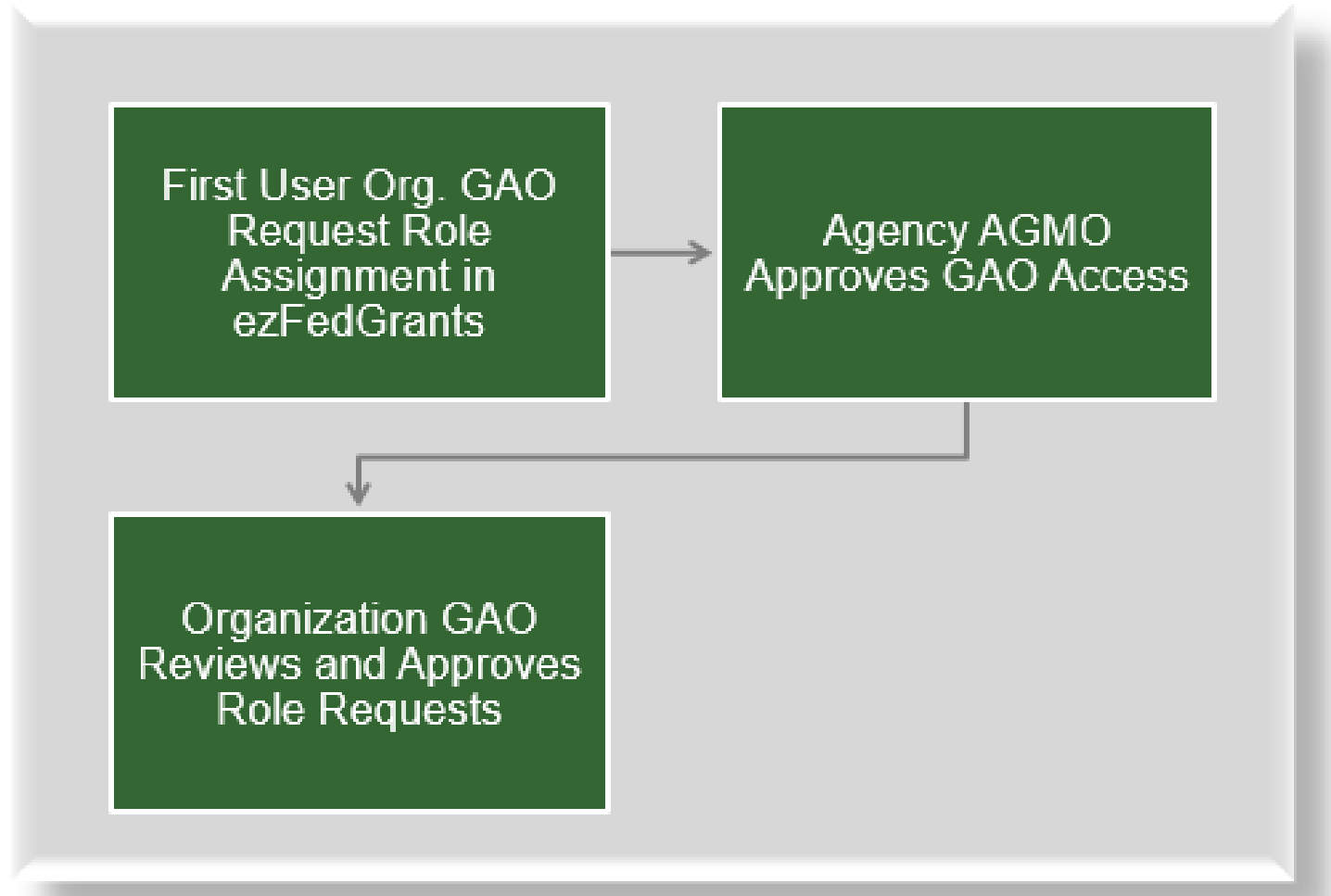
- Describe the process for role assignment in the external ezFedGrants portal.



- Role Assignment Request
- Role & Access Management (for GAOs)



- USDA Agency Grants Management Officer (AGMO) approves organization/recipient GAO role assignment requests.
- GAO reviews and approves all other organizational role assignments, including additional GAO requests.





ezFedGrants Role Assignment Links



- All users follow the same procedure for submitting the Role Assignment request.
- Identity verified Login.gov access is required prior to starting.
- The direct link to ezFedGrants is <https://grants.fms.usda.gov>
- Alternatively, go to the ezFedGrants information website at www.usda.gov/ocfo/ezfedgrants
- Click **Launch ezFedGrants** button.

The Office of the Chief Financial Officer (OCFO)

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Plans and Reports

Federal Financial Assistance Policy

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ezFedGrants

About ezFedGrants

eFG Training Schedule

FAQ and General Information

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. It provides significant efficiencies to all users managing grant and agreement portfolios.

[Learn More about ezFedGrants](#)

ezFedGrants Application

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


Launch ezFedGrants


Enter Login.gov **User ID** and **Password** to enter 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

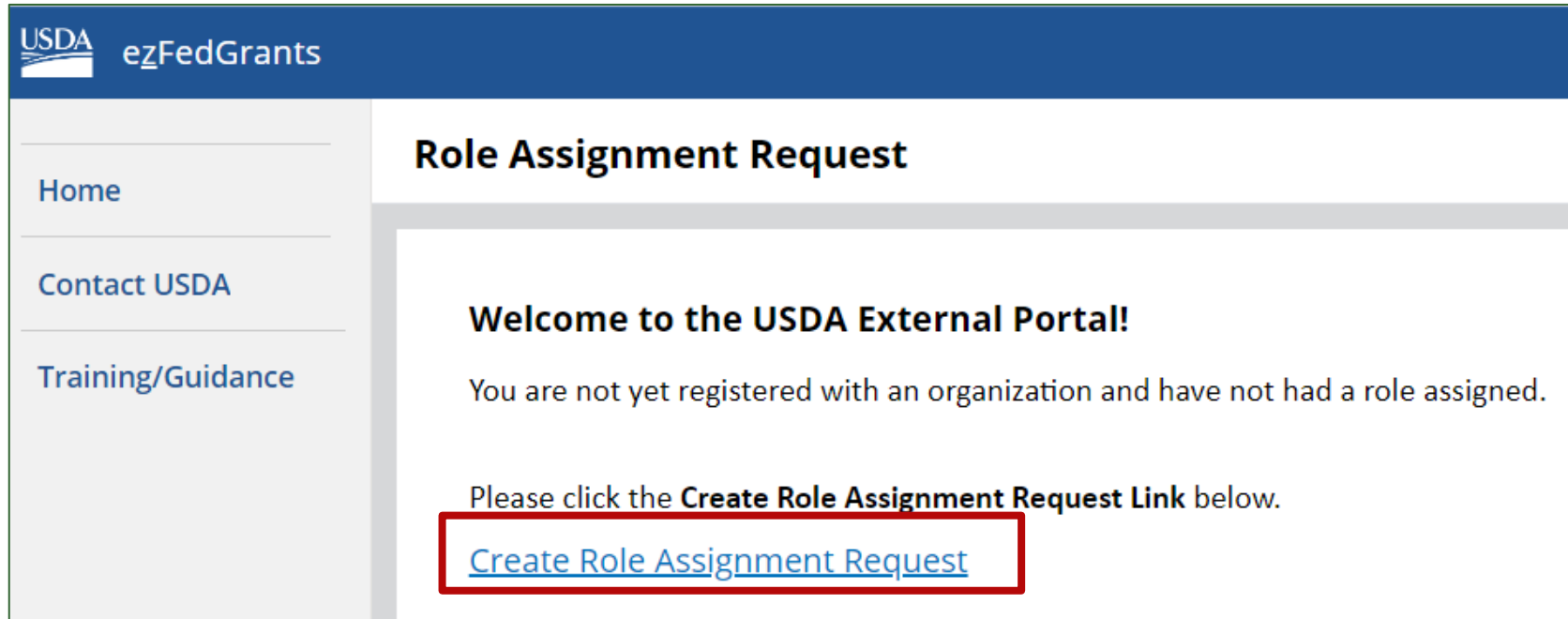
User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

Log In

1. Go to **ezFedGrants Home** to request a user role.
2. Click **Create Role Assignment Request**.



The screenshot shows the USDA ezFedGrants portal. The header includes the USDA logo and the text "ezFedGrants". A left-hand navigation menu 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](#)



Agency and Request Justification



1. Click **User Role** dropdown.
 - If first user for organization, select **Grants Administrative Officer**.
2. Click **Agency** dropdown and select **Agency**.
3. In the **Access Request Comments** text box, enter justification for role assignment request.
4. Click **Next**.

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
APHIS

Access Request Comments

* Why are you submitting this access request?

Additional Information



ezFedGrants Access Section Two: Organization



Click **Add Organization** to open the **Search Organization** window.

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



Search Organization



- Enter search criteria for organization.
- A **Unique Entity Identifier (UEI)** is recommended, if available, as it is the primary way for organizations to be identified by the Federal Government.
- If the UEI is not working, email ezFedGrants help desk.
- Click **Search**.

Select Organization

Search Criteria - please enter one or more criteria

Organization Name	UEI Number [?]	EFT Number [?]
<input type="text"/>	<input type="text"/>	<input type="text"/>
CAGE Code [?]	City	State
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
Postal Code [?]	Country	ASAP ID [?]
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
DUNS Number [?]	DUNS+4 [?]	
<input type="text"/>	<input 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*)



Organization Search Results



1. Locate organization in the **Search Results**.

2. Click **Join Organization** on left.

3. Note this closes the **Search Organization** window.

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 [Export](#)

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	MS Wildlife Foundation US 1-4			475187723		8X4W6	15 SPROAT STREET NE	WASHINGTON	DC	02346-2228	US	
Join Organization	ENDAL INTERN, INC	UEFBP0000001	1234	001020001		1001H	100 FAIRFIELD AVENUE	ALEXANDRIA	VA	22314-1452	US	



Organization Details



Some fields in the **Organization Details** section automatically populate.

Organization Details				Remove
AMS Wildlife Foundation US 1-4				
CRM Organization ID 1100003261	UEI N/A	EFT N/A	CAGE 8X4W6	
Street Address 15 SPROAT STREET NE	City WASHINGTON	State DC	Postal Code 02346-2228	
Phone N/A	ASAP ID N/A	DUNS 475187723	DUNS+4 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"/>	
+ Add Organization				



Organization Point of Contact (POC)



1. Complete **Point of Contact Details** fields.
2. These POCs can confirm user's organization affiliation and/or ezFedGrants need.
3. Enter POC details for each organization, even if the organizations have the same POC.

Organization Details			
Remove			
AMS Wildlife Foundation US 1-4			
CRM Organization ID 1100003261	UEI N/A	EFT N/A	CAGE 8X4W6
Street Address 15 SPROAT STREET NE	City WASHINGTON	State DC	Postal Code 02346-2228
Phone N/A	ASAP ID N/A	DUNS 475187723	DUNS+4 N/A
Point of Contact Details			
* Supervisory Point of Contact (POC)	* School/Dept/Div/Prog.	* POC Email	* POC Phone
<input type="text" value="Mike Tester"/>	<input type="text" value="Eter Department"/>	<input type="text" value="mtester@org.com"/>	<input type="text" value="(123) 456-7890"/>



Add and Remove Organizations



- Click **Add Organization** to add additional organizations (use previous steps) to include with Role Assignment request.
- Click **Remove** to remove organizations.

[Remove](#)

AMS Wildlife Foundation US 1-4

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

[+ Add Organization](#)

Additional Information



Organization Section Complete



- Click **Next**.
- Join additional organizations through the **User Profile** any time after the initial access request is approved.

USDA ezFedGrants Test Unregistered2

Home | Contact USDA | Training/Guidance

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				Remove
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" value="Mike Tester"/>	<input type="text" value="Eter Department"/>	<input type="text" value="mtester@org.com"/>	<input type="text" value="(123) 456-7890"/>

[+ Add Organization](#)

Additional Information



Personal Information and Submit



1. **Name** automatically entered based on Login.gov profile.
2. Enter **Personal** required information.
3. Click **Submit**.

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

- Success confirmation message displays indicating the request is submitted to administrators.
- List of reviewers who receive the role assignment request display.
- Notification is emailed to requestor.
- If multiple organizations are listed, a separate organization reviewer list displays.
- Once the request is approved, a confirmation email is received.

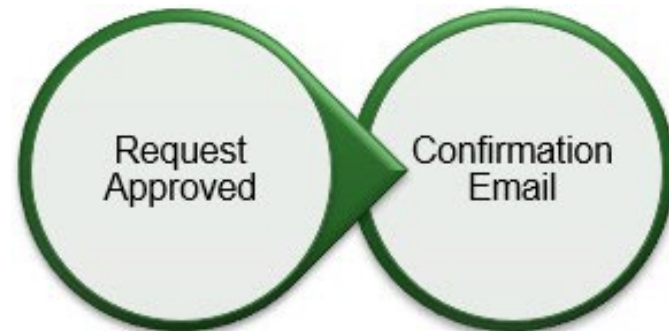
Role Assignment Request (RA-50220) Print Close

Status: Submitted

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

SOUTHSHORE COLLEGE			RA-50220
Name	E-Mail	Phone	
GAO 11	laura.kavanaugh@usda.gov	(999) 999-1111	
GAO 13	lester.wheeler@usda.gov	(504) 555-5555	

NORTHSHORE COLLEGE			RA-50221
Name	E-Mail	Phone	
JASON WAGONER	jason.wagoner@usda.gov	(202) 123-1567	
RAMIN MAJIDZADA	abc@abc.com	(123) 123-1234	
GAO 12	laura.kavanaugh@usda.gov	(555) 555-5555	



- A user may need to make changes after initial role assignment request.
- Users can edit role requests in various ways including:
 - Rerouting to Agency for approval if GAO is not active
 - Rerouting to Agency for approval
 - Withdrawing role requests after submittal
- Refer to the [Role Assignment Request](#) job aid for more information.





Module 5: ezFedGrants Role Assignment Summary



You should now be able to:

- Describe the process for role assignment in the external ezFedGrants portal.



Module 6

Course Summary

You should now be able to:

- List ezFedGrants recipient roles.
- Describe Login.gov process.
- Explain identify verification steps.
- List external portal role assignment process steps.





Getting Help



eAuth and Login.Gov

- eAuthentication or login.gov password/account issues, contact the eAuth helpdesk at www.eauth.usda.gov/helpdesk.
- For Login.gov, call (844) 875-6446. Operating hours are 24 hours a day, seven days a week. [Login.gov FAQs](#)

ezFedGrants

- Contact the ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov.
- Training Schedule [eFG Training Schedule | USDA](#)
- Recipient job aids: [Job Aid Library](#)
- Agency Representative listed on the opportunity or agreement.
- Monthly FAQ sessions



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Polls

