

## ezFedGrants External User Onboarding

### Quick Reference

#### Before You Begin

This document summarizes the process through which external users gain access to the ezFedGrants External Portal (eFG EP).

Detailed instructions for this process are provided in the **eAuthentication Account Creation** and **Submit an ezFedGrants Access Request Job Aids**.

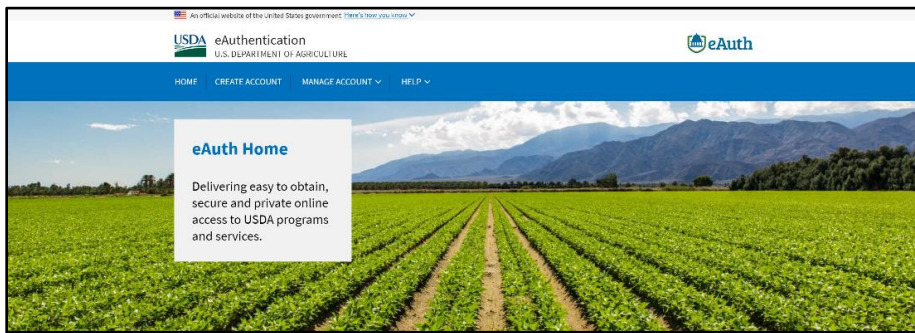
#### Key Terms

- **External User:** An individual who interacts with USDA agencies or offices on behalf of an organization. External users may also be referred to as recipients, applicants, cooperators, or agency customers.
- **Organization:** Any of a number of institutions, such as colleges, universities, non-profits, tribal organizations, state governments, or otherwise, that engage with the Federal Government through grants or other types of agreements.
- **Organization ID:** Organization IDs, such as UEI numbers, are used to indicate the specific legal entities that are recipients of Federal grants/agreements. Each organization has at least one unique organization ID. Large or multifaceted organizations may have multiple IDs under a larger institutional umbrella (such as separate departments or campuses of a single university).

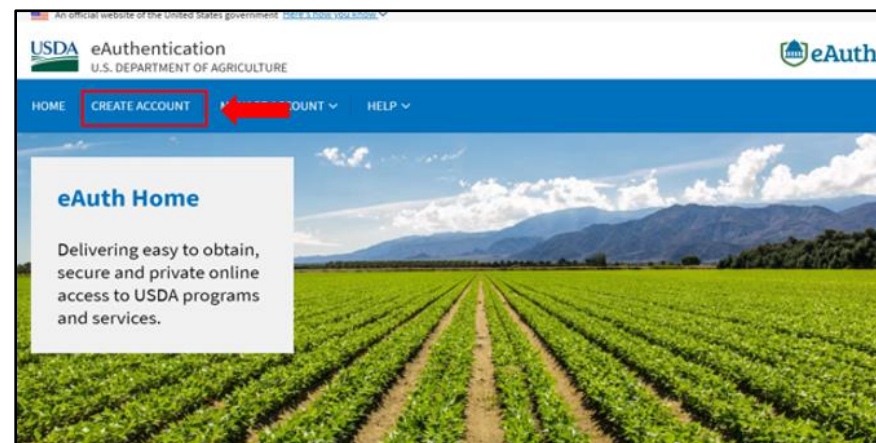
#### Create Your eAuthentication Account

All ezFedGrants users must have an eAuthentication Account. This account verifies your identity and is used to log in to ezFedGrants

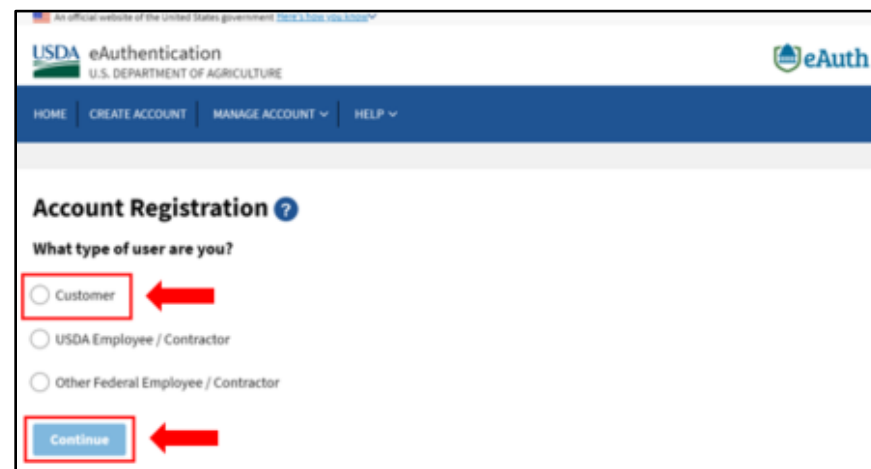
1. Go to <https://www.eauth.usda.gov/home>.



2. Click **Create an Account**.



3. On the **Account Registration** screen, choose **Customer** for your user type and click **Continue**.



4. Complete the **Account Registration** form by entering your email address. When complete, click Submit.
5. You should receive a confirmation email. Click the **Continue Registration** link in the email. Follow the necessary steps to complete your customer account registration.

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### Verify Your Identity

Once you have created and activated your eAuthentication Account, you must verify your identity to obtain full Access.

1. Visit the ezFedGrants website at <https://grants.fms.usda.gov>. You will automatically be redirected to the eAuthentication login page. After logging in, the **Verify Identity** page will be displayed.

2. If you selected **Verify my identity online** (digital identity verification), you will need to complete a background/identity quiz.

*If you are unable or unwilling to complete the quiz, you must verify your identity in person.*

3. If you selected **Option 2** (physical identity verification), you must schedule an appointment with a Local Registration Authority (LRA) in your area.

To do this, go to <https://www.eauth.usda.gov/home>. and click the **Find an LRA** link. Once you have located your nearest LRA, call the office to schedule an appointment for eAuthentication identity verification.

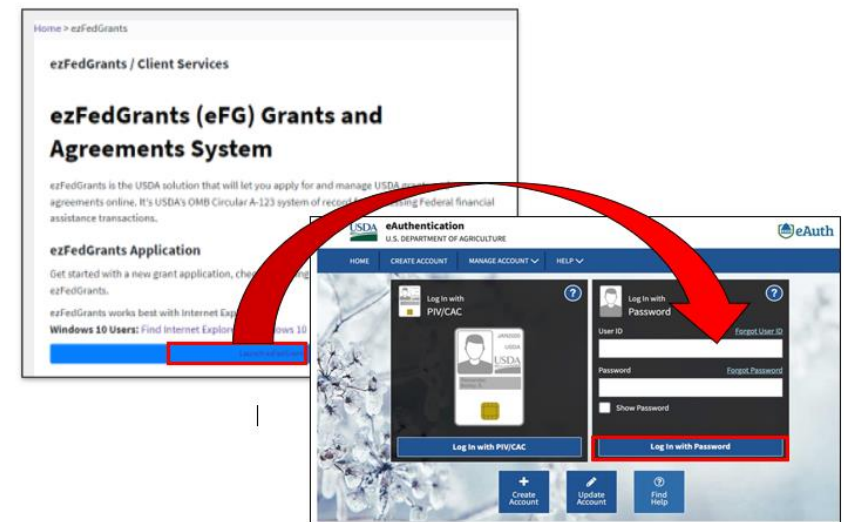


4. Once you have verified your identity (online or in person), you should receive an **Access Confirmation** email.

Now you are ready to submit an ezFedGrants Access Request.

### Submit an ezFedGrants Access Request

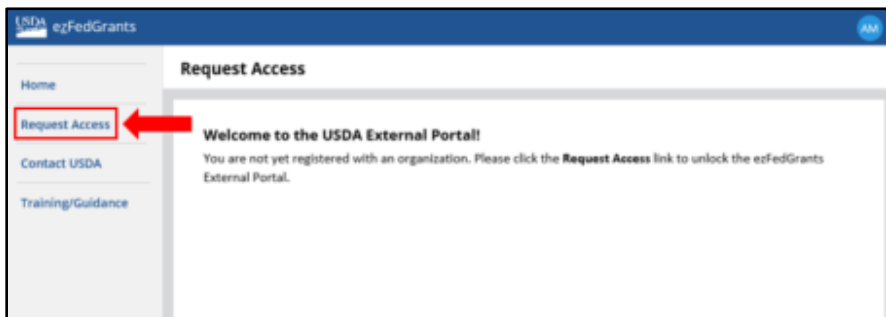
1. Launch the ezFedGrants External Portal (from the [OCFO ezFedGrants website](#)) and log in with your eAuthentication verified-identity Account.



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- Click **Request Access**.



- On the **Role Selection** screen, select a user role, provide a reason for your request, then click **Next**.
- On the **Organization** screen, identify one or more organizations for which you complete grants/agreements-related tasks or oversight. The best way to find an organization is with the UEI number, because the UEI number links specific legal entities with individual federal grants/agreements. *Selecting an organization establishes an affiliation. Organization affiliation allows you to review award documents and submit applications, claims, repayment requests, and reports for that specific organization.*
- For each organization, identify a Point of Contact (POC). A POC is someone who can confirm your involvement with the organization and/or your need for ezFedGrants access.

| RUTGERS THE STATE UNIV OF NEW JERSE 35 RESOURCE FOUNDATION SCHOOL OF AGRICULTURE |                       |                     |                |
|--|-----------------------|---------------------|----------------|
| <b>Organization Details</b>  |                       |                     |                |
| CRM Organization ID  | DUNS                  | DUNS+4              | CAGE           |
| 1100000234   | 0012345               | 8888                | 13X4W          |
| Street Address   | City                  | State               | Postal Code    |
| 34 RUTGERS PLAZA   | NEW BRUNSWICK         | NJ                  | 08901-8559     |
| Phone  |                       |                     |                |
| N/A  |                       |                     |                |
| <b>Point of Contact Details</b>  |                       |                     |                |
| Supervisory Point of Contact (POC)   | School/Dept/Dir/Prog. | POC Email           | POC Phone      |
| Mike Booker  | Grants Team           | mbooker@rutgers.gov | (123) 456-7890 |
| <b>Add Organization</b>  |                       |                     |                |

- Click **Next** once you have identified all relevant organizations and POCs.

- On the **Personal Information** screen, provide your work contact information.
- Click **Submit** to send your access request(s) for review. If you included multiple organizations, each organization must be approved separately. Requests are reviewed by either a USDA agency or a Grants Administrative Officer from the selected organization. You will be notified when your request is accepted or rejected.

### See Also

#### Job Aids

- Using ezFedGrants – The Basics Job Aid
- Using ezFedGrants – Searching Job Aid
- ezFedGrants External Portal User Roles Quick Reference
- Working with Multiple Organizations in ezFedGrants Quick Reference

#### Frequently Asked Questions

- [ezFedGrants Home page](#)
- [ezFedGrants FAQs general](#)

#### Need Help?

For assistance with eAuthentication Account creation visit: <https://www.eauth.usda.gov/eauth/b/usda/faq>

For help visit: <https://www.eauth.usda.gov/eauth/b/usda/contactus>

For ezFedGrants-related questions, please contact the ezFedGrants Help Desk at [ezFedGrants-cfo@usda.gov](mailto:ezFedGrants-cfo@usda.gov)