Overview

All users of the new NIFA Reporting System will need complete registration which requires creating an eAuthentication (eAuth) account with identity verification. You will then need to visit the welcome page and request a role from your Organizational Administrator.

(1) Go to the NIFA Reporting System launch page → Click https://go.usa.gov/xGbWC. Then click LAUNCH.

(2) Create new or update existing account:
   FOR NEW ACCOUNTS: If you do not have an eAuthentication Account, Click Create Account to set up your eAuthentication account.
   For Existing Account Holders: If you already have an eAuthentication Account, please skip to Step (10) and make sure you can still log in. If you have not completed the online 5-question Identity Verification Quiz or verified your identity in person by choosing to visit a USDA Service Center for in-person identity verification, proceed to Step (11) where you will see a link to “Verify My Identity.” If you do not see the “Verify My Identity” link, then you are all set and should await instructions for the launch of the new application.
(3) Select **Customer** and click **Continue**.

(4) Enter your email address and click **Submit**. Please ensure your information is correct as incorrect details may prevent you from activating your account and/or verifying your identity.
(5) You will receive a Registration email used to complete the account creation process. If you do not receive the email, please click Resend Email.

(6) Open the Registration email.

(7) Click Continue Registration.
(8) Enter your complete name as it appears on a government-issued photo ID. Set your Password and click Submit.

(9) Registration portion is now complete. Click Log in. You will be prompted to complete identity verification after you log in (11).
(10) Enter your eAuthentication User ID and Password. Click Log in with Password.

Note: If you navigate away from Log in step or return at a later time, you may need to click Manage Account on the Menu Bar and select Update Account from the dropdown menu.
(11) Choose Verify My Identity from your profile, off to the right side.

**Online Identity Verification** requires you to correctly answer a series of questions about your background and personal identity, such as previous addresses, relatives’ names, former names, schools you attended, etc. If you are unable to answer enough questions correctly, or you do not feel comfortable using the Online Identity Verification tool, **you must use the In-Person Identity Verification option**. In-Person Identity Verification requires you to visit a USDA Service Center and present your government-issued photo ID to a Local Registration Authority (LRA). The address on the photo ID you use to verify your identity must match the address you used when you registered your account.

**Note:** If you do not see the “Verify My Identity” link, then you have already verified your identity. Please await instructions for the launch of the new application.
(12) The Verify Identity page requires you to choose your identity method. We recommend selecting Verify my identity online and click Continue. You may also choose to visit a USDA Service Center for in-person identity verification, at which point your account registration will be incomplete until you complete the in-person identity verification.

(13) After selecting the Verify my identity online (recommended) option, click I Agree to the Terms of Service.

Please note: The verification service DOES NOT run a credit report or affect your credit score. Information from your credit history is used to generate the questions, but this information IS NOT retained by the USDA. Use of the OIV tool DOES NOT impact your credit score or credit eligibility.
(14) On the Verify Identity screen, complete the account profile form below and click Continue.

**Verify Identity**

Additional Information Required

Please complete the form below and confirm it is correct. This information must match your government issued photo ID (e.g., Driver’s License).

- First name
- Middle name (optional)
- Last name
- Suffix (optional)
- Home country
  - United States
- Home address
- Home city
- Home state
- Home zip/postal code
- Home phone
- Date of birth
  - For example: 04 29 1990
  - Month  Day  Year

To login the process, you must enter your complete 9-digit Social Security Number (SSN).

Social Security Number (SSN)

Note: USDA eAuthentication does not store your Social Security Number. It is only used for the identity verification purposes.

Note: If you have opted to visit a Local Registration Authority, the social security number field will not be displayed. Instead, you will be redirected to the LRA locator website when clicking Continue.
(15) Complete the five question Identity Verification Quiz.

(16) Click Submit at the bottom of the Question 5 of 5 screen to submit your quiz.
(17) If you provided enough correct responses to pass the quiz, the Identity Verification Success screen will appear, and you will receive a confirmation email. If you are not able to pass the quiz on the second attempt, you must verify your identity in person by visiting a Local Registration Authority (LRA). Click **Continue**.

![Verify Identity](image)

(18) Now that you completed the registration process, please contact your Organizational Administrator to **request a role**.

![Welcome to the R2 application](image)

**Other Resources**
- eAuthentication Account Help:
  - Visit [https://www.eauth.usda.gov/home](https://www.eauth.usda.gov/home), then click “Help” (FAQs, contacts, etc.)
  - Call 1-800-457-3642, select option 1, then select option 4
  - email eAuthHelpDesk@ftc.usda.gov