

LRA Duties

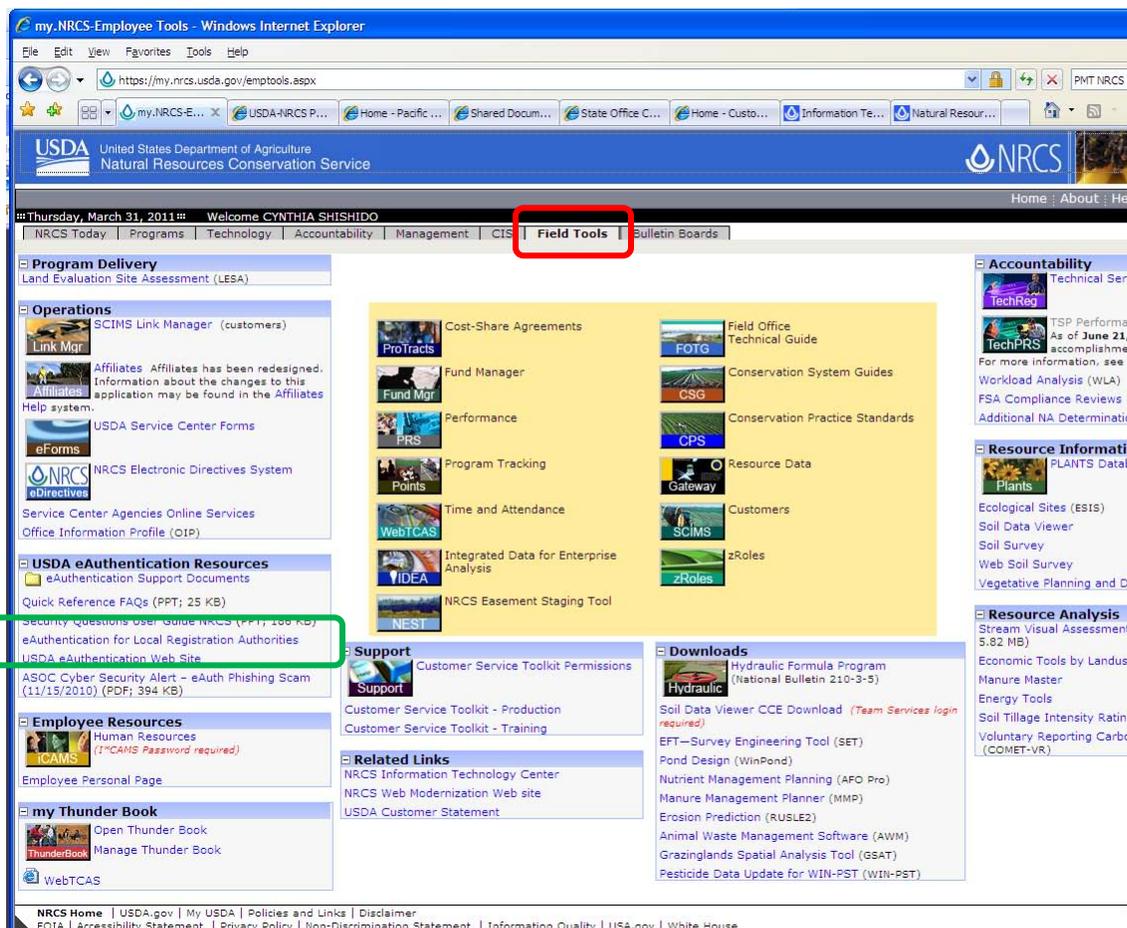
Validating and Linking Level 2 Accounts

An account with Level 2 access allows affiliates such as District planners to enter USDA Web site portals and applications that have been determined to have the need of higher security requirements or restrictions and the need of a verified identity for each User ID and profile. Applications such as Customer Service Toolkit, Performance Results System, ProTracts and Fund Manager are then available for their access.

Note: Other customers include people applying for Food Stamps and various types of vendors doing business with the USDA. These customers also need to be validated and linked. (A and B only)

A. Validating a Level 2 Customer

1. Go to the “**Field Tools**” tab at the **My NRCS** website
2. Select “**eAuthentication for Local Registration Authorities**”



1. At the LRA Logon webpage, click on **“Click this link to Validate a Level 2 Customer”**

<https://app.eauth.egov.usda.gov/AccountServices/MainPages/eauthWhatIsLRA.aspx>

USDA United States Department of Agriculture
USDA eAuthentication

login :

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

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

LRA Information, Training & Login

What is an LRA?

Local Registration Authorities (LRAs) are USDA employees who are trained to act as the trusted entity to validate the identity of a customer seeking a level 2 eAuthentication account. The role of the LRA can be compared to a Notary Public who ensures the identity of an individual conducting official business transactions. This process is called "identity proofing".

What are my roles as an LRA?

- The LRA serves as an integral part of the Level 2 eAuthentication registration process
- The LRA must understand the importance of the account registration and eAuthentication process
- The LRA must be able to communicate the eAuthentication account registration process to customers and how it relates to their respective Agency's applications
- The LRA role is solely to assist USDA customers with eAuthentication registration. USDA federal employees, who need to register for eAuthentication, should be directed to their Agency Registration Lead (ARL).

What are my responsibilities as an LRA?

- LRAs are responsible for completing the entire 3 step process:
 1. Search for the customer's User Profile in the eAuthentication application
 2. Validate the customer's first name, last name, birth date, physical appearance and attributes provided on customer's government issued photo identification
 3. Activate the customer's Level 2 credentials
- If a discrepancy is found that will prohibit the completion of Level 2 access, then the LRA will provide the customer with the required steps to complete Level 2 activation.

LRA "Validate Level 2 Customer" Approved Forms of Identification

Recent changes have been made to the list of approved forms of photo identification for Identity proofing Services for USDA eAuthentication. Only official government-issued photo identification from this list can be accepted.

- State- or Province-issued Driver's License or Photo Identification card from the United States or Canada
- US Military or US Federal Government employment PIV/CAC (Smart) identification card (DoD, DoS, DHS, etc.)
- Valid passport from one of the following countries: Andorra, Australia, Austria, Belgium, Bermuda, Brunei, Canada, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Guam, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Marshall Islands, Mexico, Micronesia, Monaco, the Netherlands, New Zealand, Northern Mariana Islands, Norway, Portugal, San Marino, Singapore, Slovak Republic, Slovenia, South Korea (Republic of Korea), Spain, Sweden, Switzerland, the United Kingdom or the United States of America.

For more information:

If you have questions about eAuthentication, please contact eAuthHelpDesk@ftc.usda.gov.

If you have questions about the LRA program or role, please contact LRACoordinator@ftc.usda.gov.

Ready to become an LRA?

If you would like to take the LRA Training Course and become an LRA, your agency's LRA Coordinator will need to add an access role, for the training, to your eAuthentication account profile. If you do not know who your Agency LRA Coordinator is, please reach out to your Agency or State eGov Coordinator.

Please click the link below to proceed with the LRA Training Course online.

[Click this link to take LRA Training Course Online](#)

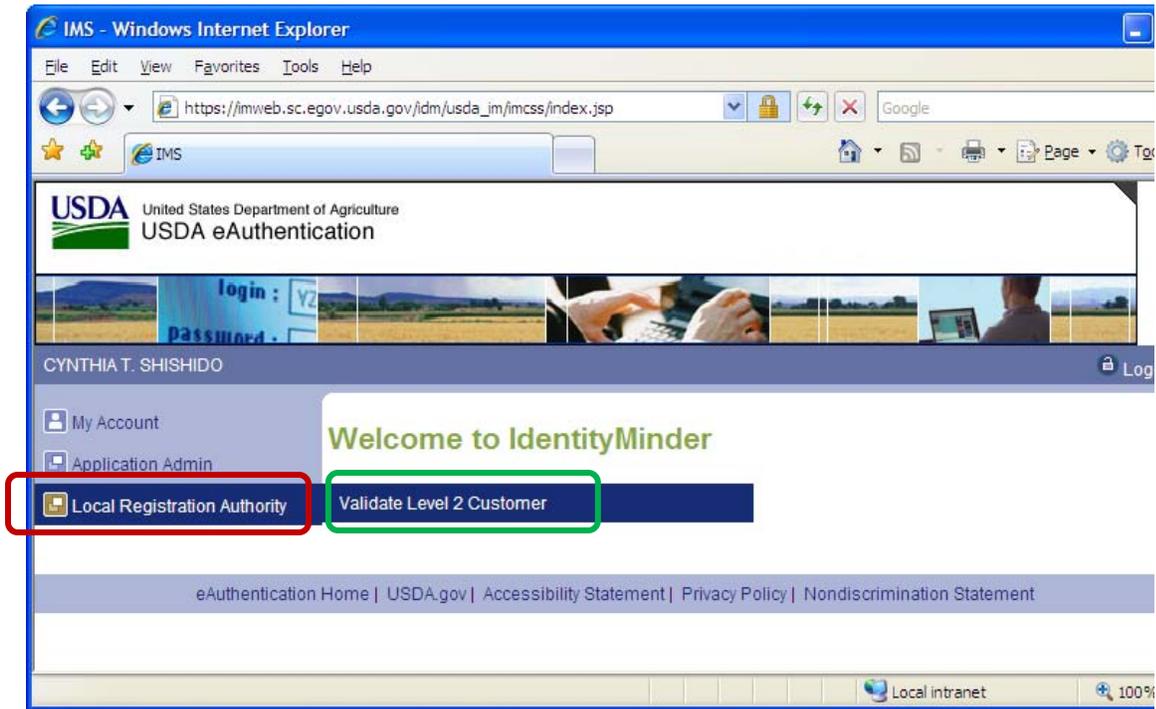
Already an LRA?

Please click the link below to perform your LRA duties.

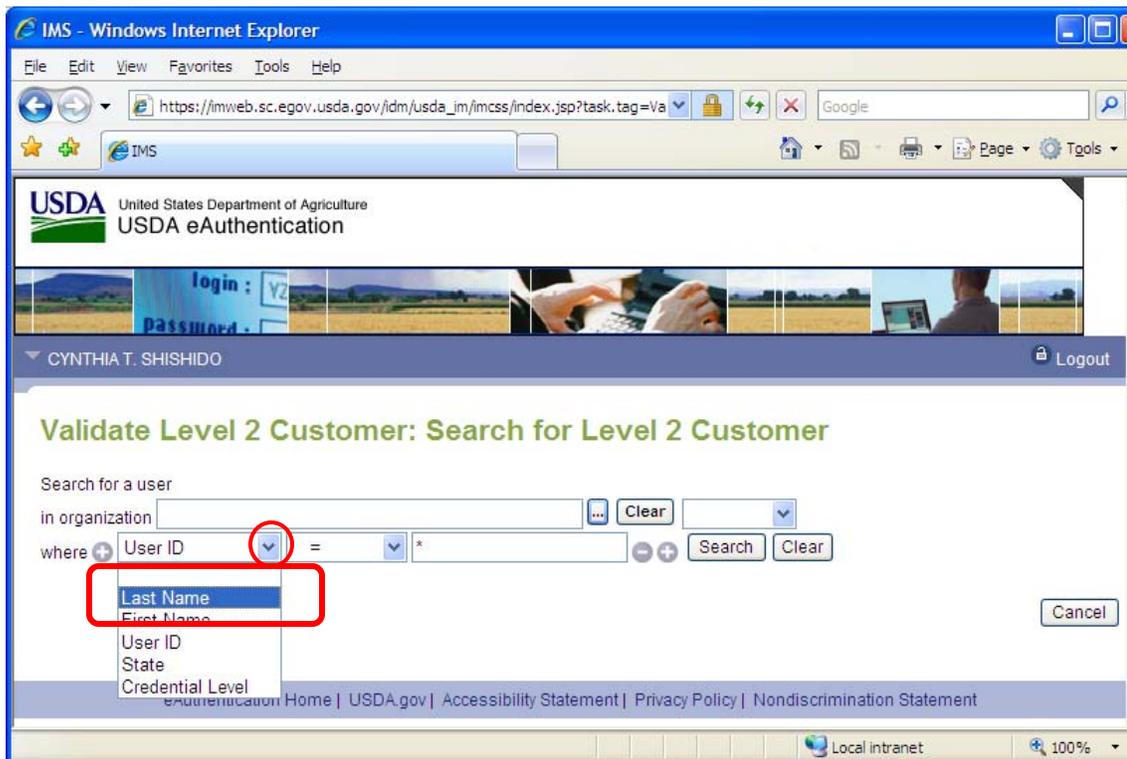
[Click this link to Validate a Level 2 Customer](#)

eAuthentication Home | USDA.gov | Site Map
 Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

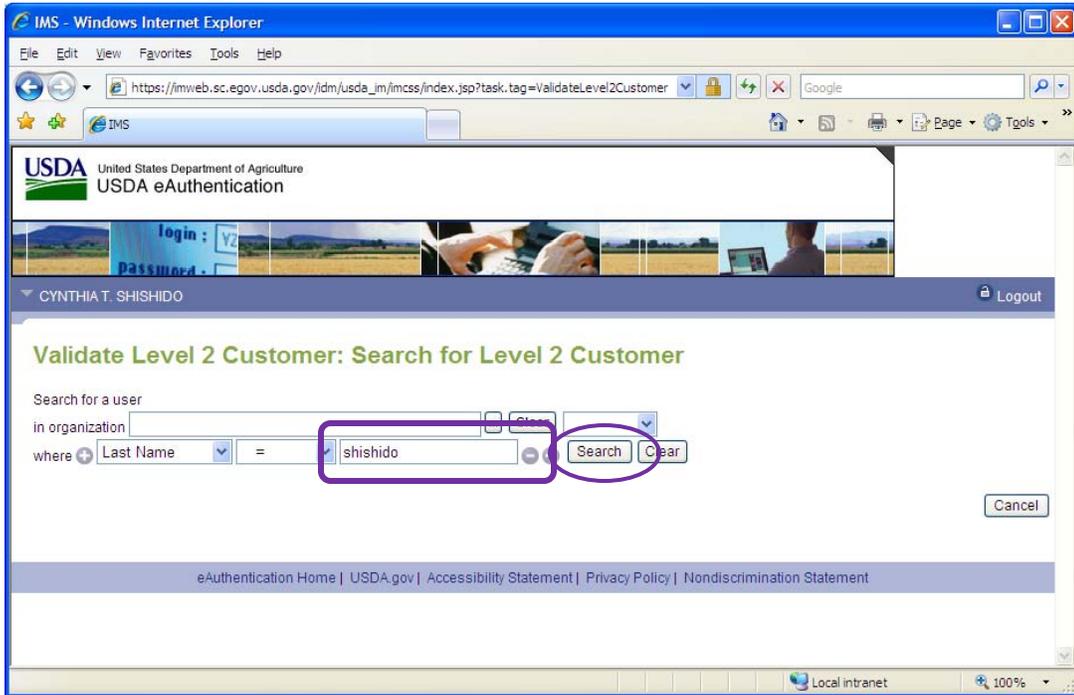
2. Select **“Local Registration Authority”** / **“Validate Level 2 Customer”**



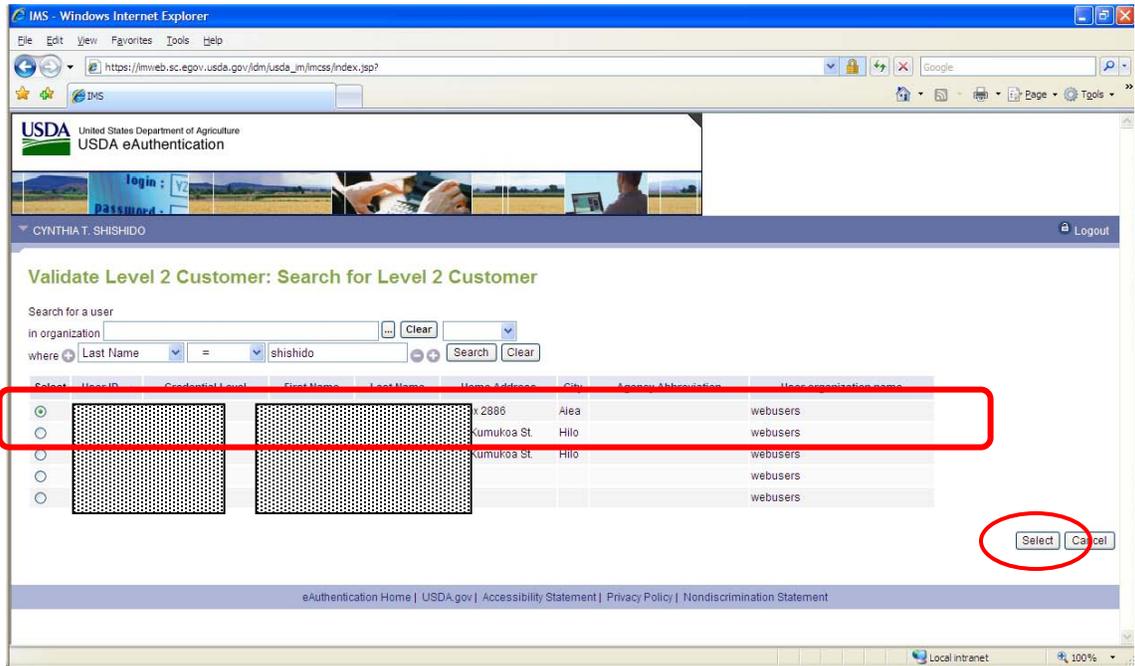
3. Click on the pull-down menu, select **“Last Name”**.
 - a. (*Select “User ID” if you know their User ID”)



4. Enter the last name, "Search".



5. Select the person you searched for and hit "Select".



6. Select the “**Credential Document Type**” by using the pull-down menu and enter the “**Credential Expiration**”
7. Select “**Validate**” and “**Submit**”

IMS - Windows Internet Explorer

File Edit View Favorites Tools Help

https://imweb.sc.egov.usda.gov/jdm/usda_im/mcss/index.jsp?

USDA United States Department of Agriculture
USDA eAuthentication

login: Y2
password: [redacted]

CYNTHIA T. SHISHIDO Logout

Validate Level 2 Customer: *cyncha*

User ID	[redacted]
Credential Level	[redacted]
First Name	[redacted]
Middle Initial	[redacted]
Last Name	[redacted]
Home Address	[redacted]
City	[redacted]
State	[redacted]
Home Postal/Zip Code	[redacted]
Country Name	[redacted]
Email	[redacted]
Alternate Phone	--
Home Phone	[redacted]
Date of Birth	[redacted]
Credential Issuer	[redacted]
Identity Proof Type	LRA
LRA Admin ID	[redacted]
Credential Document Type*	USA State Driver's LicenseUSA State Photo
Credential Expiration*	[redacted]
Agency Abbreviation	[redacted]
User organization name	webusers

Validate

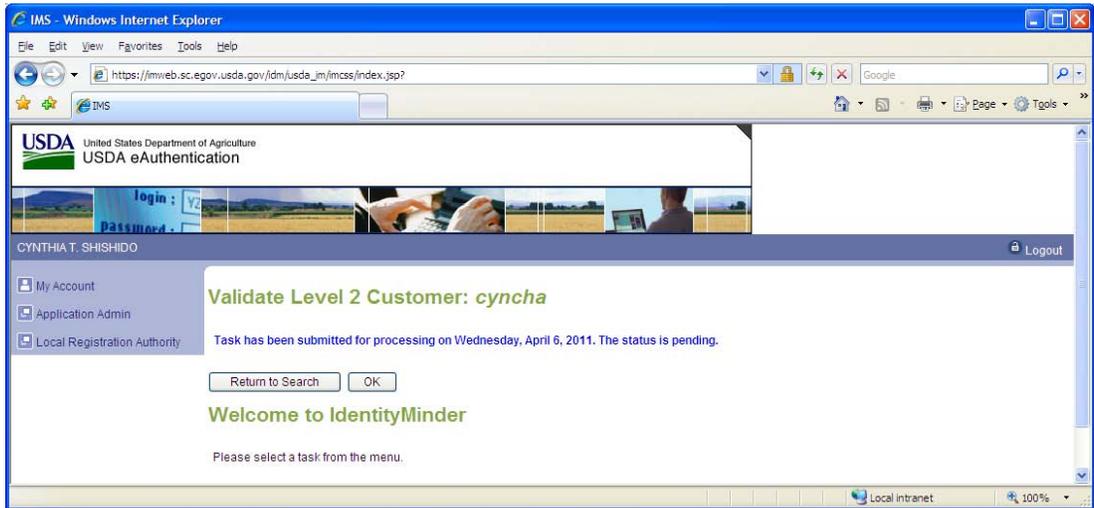
Return to Search

Submit Cancel

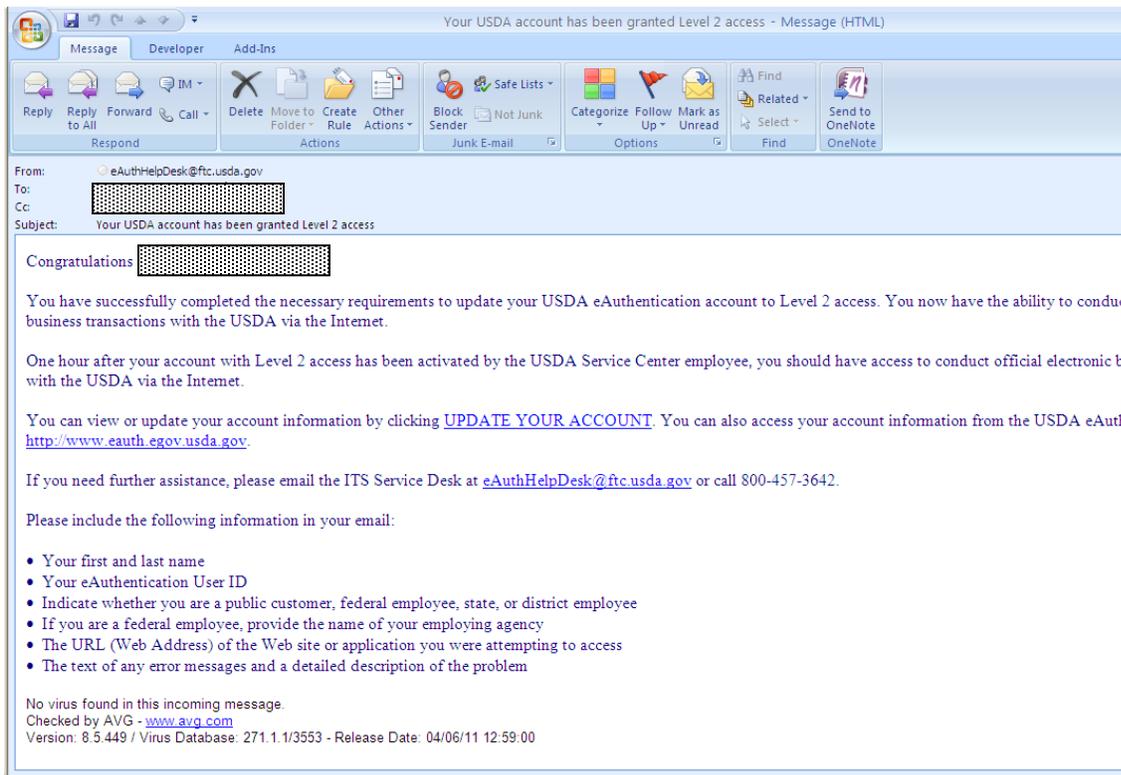
eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Nondiscrimination Statement

Local intranet 100%

8. You may continue validating other customers by selecting “Return to Search” or “OK” to finish.



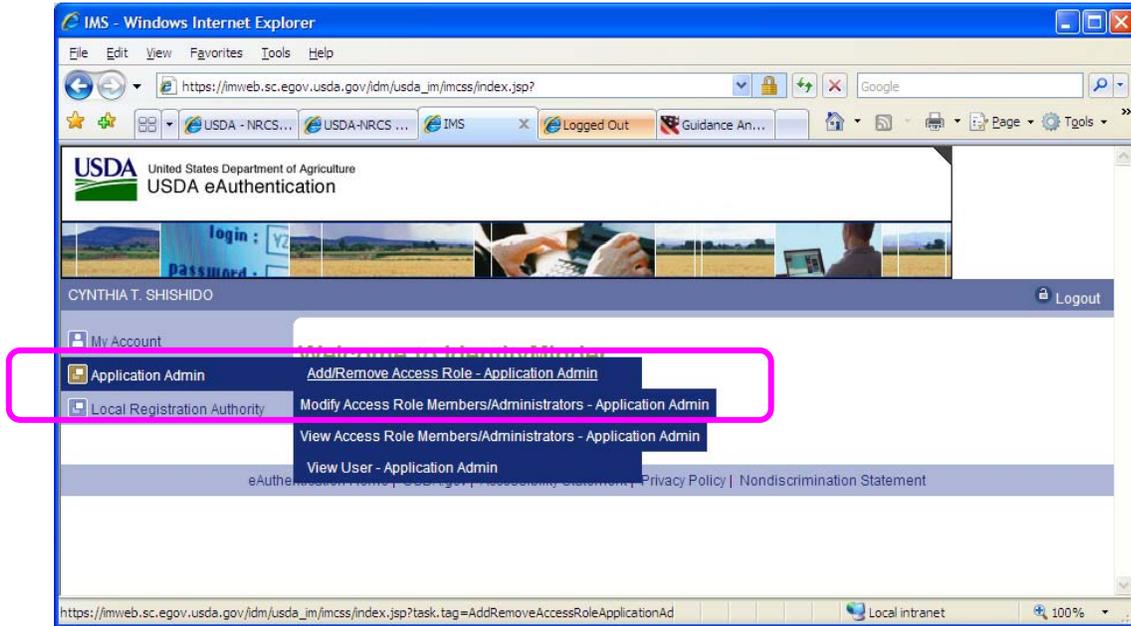
9. Immediately after you select “Submit”, the client will receive an email similar to below:
 - The user is asked to update their account information.
 - If the user has not received an email, the user needs to contact the eAuth HelpDesk.



B. Adding the “Affiliate Role” to the Customer account

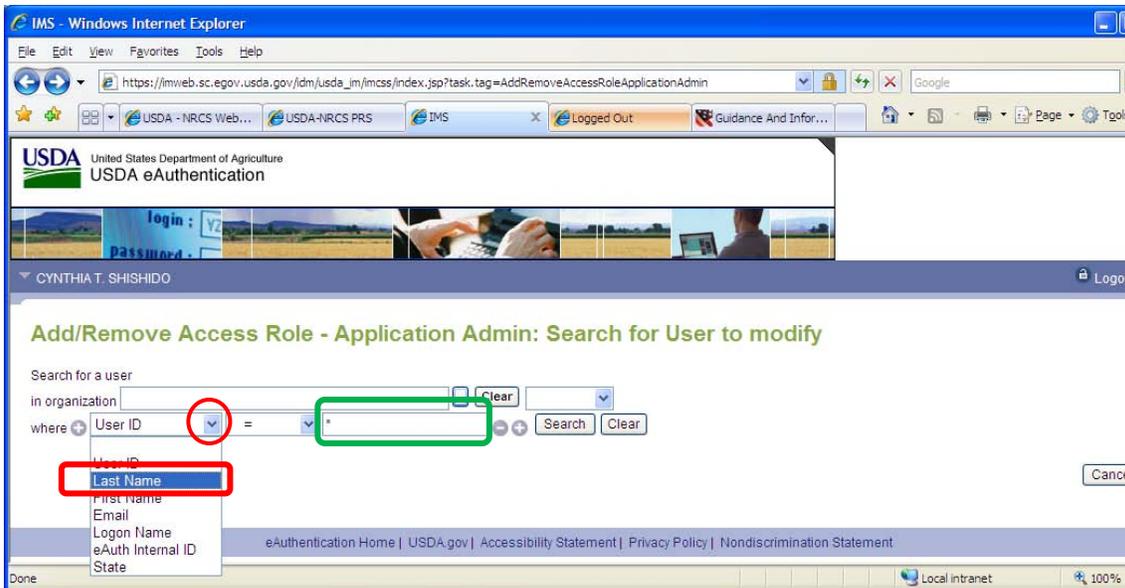
After activating the client’s level 2 account, the LRA then adds the NRCS_ALM_AFFILIATE Role to the Contractor’s eAuth Account.

1. At the IdentityMinder site, select “**Application Admin**” / “**AddRemove Access Role – Application Admin**”

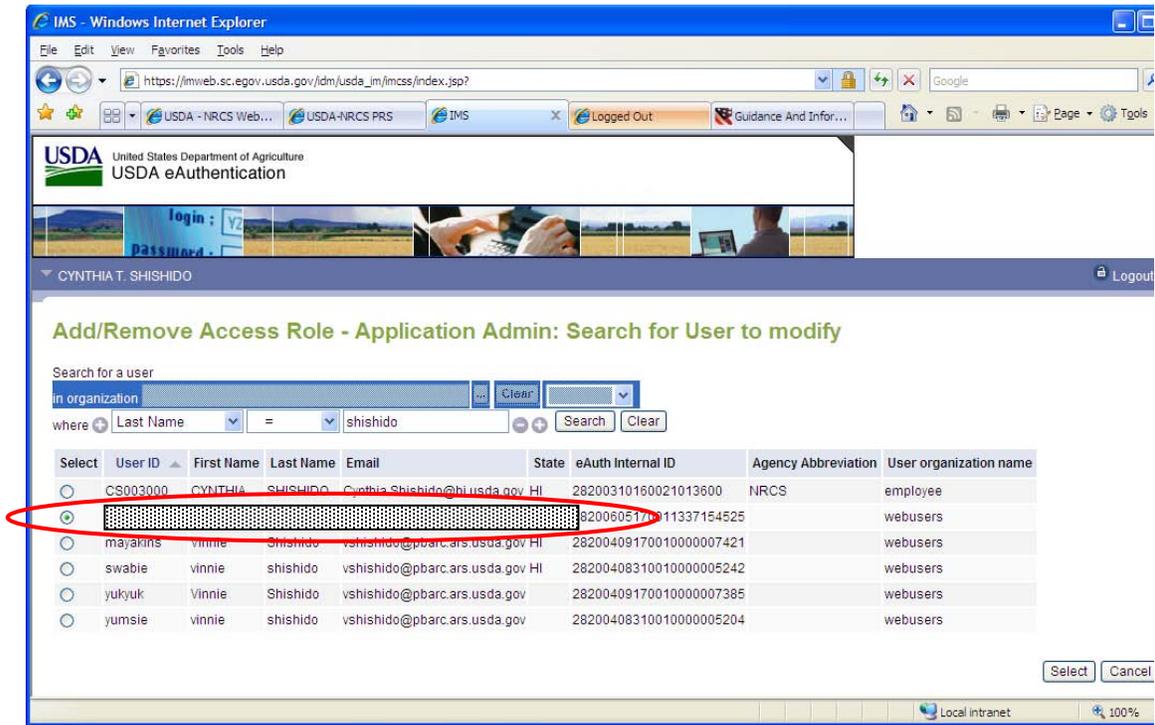


2. Click on the pull-down menu, select “**Last Name**” and enter the last name of the contractor/affiliate.

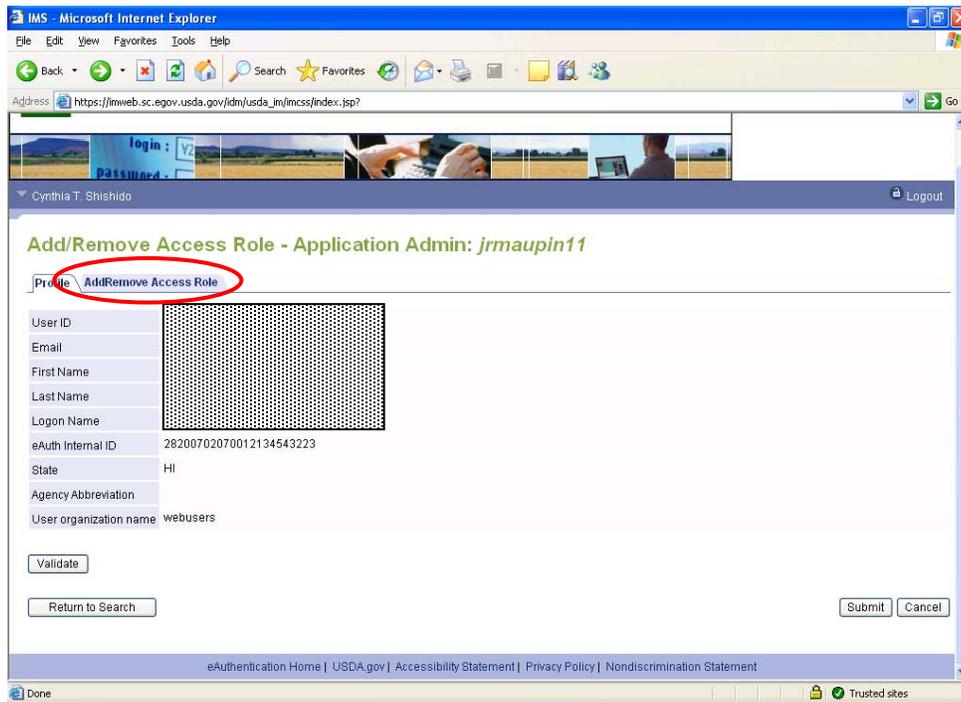
- a. (*Select “User ID” if you know their User ID”)



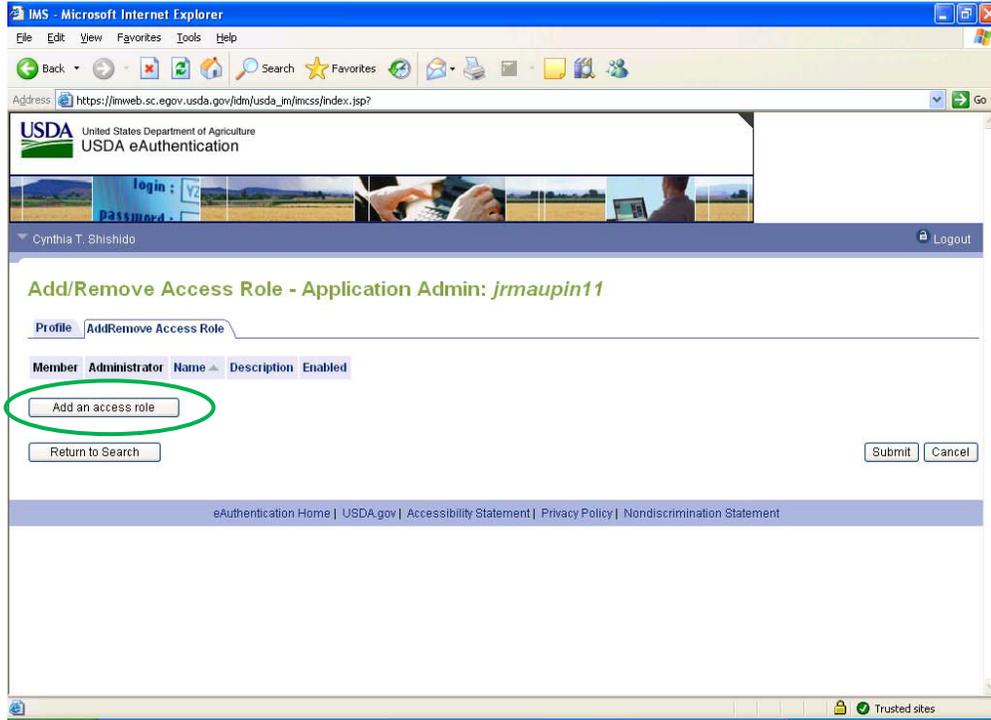
3. Select the person you searched for and hit **Select**



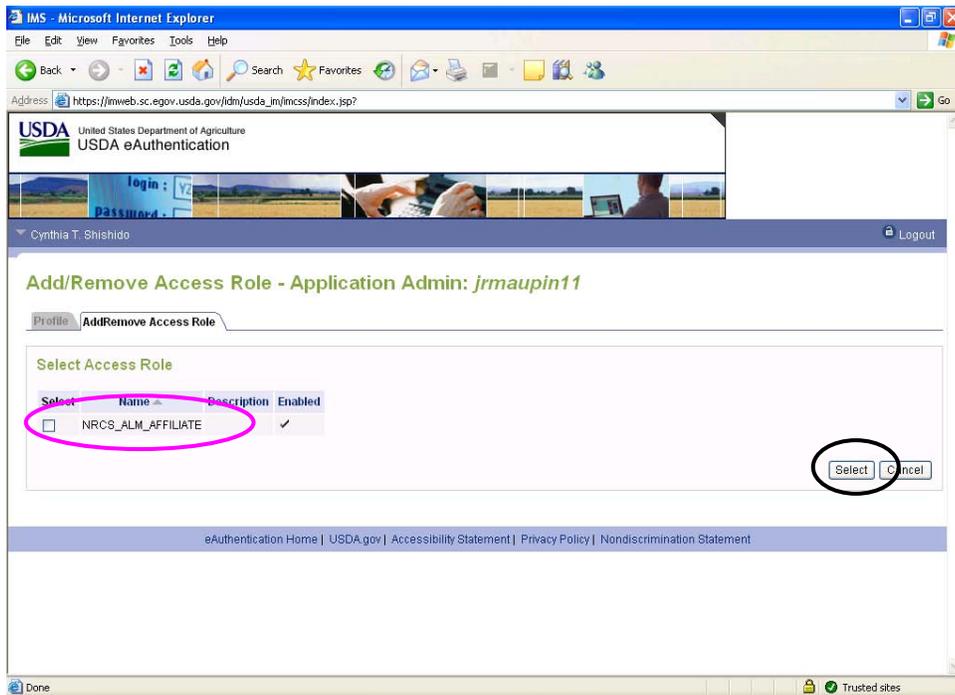
4. Click on **AddRemove Access Role** Tab



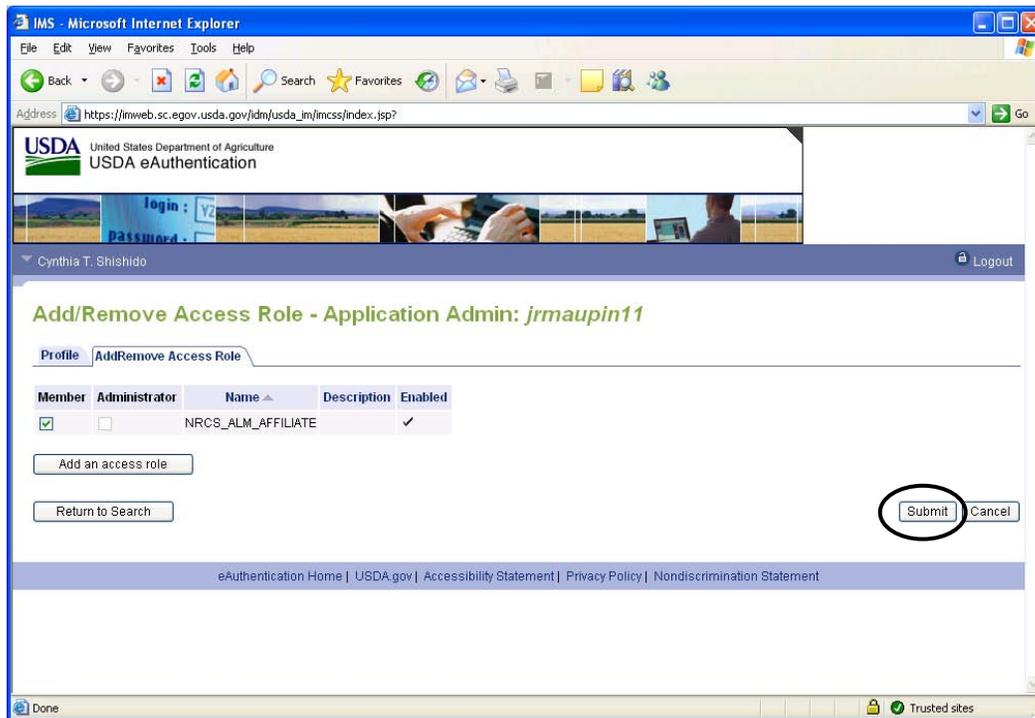
5. Click on "Add an access role"



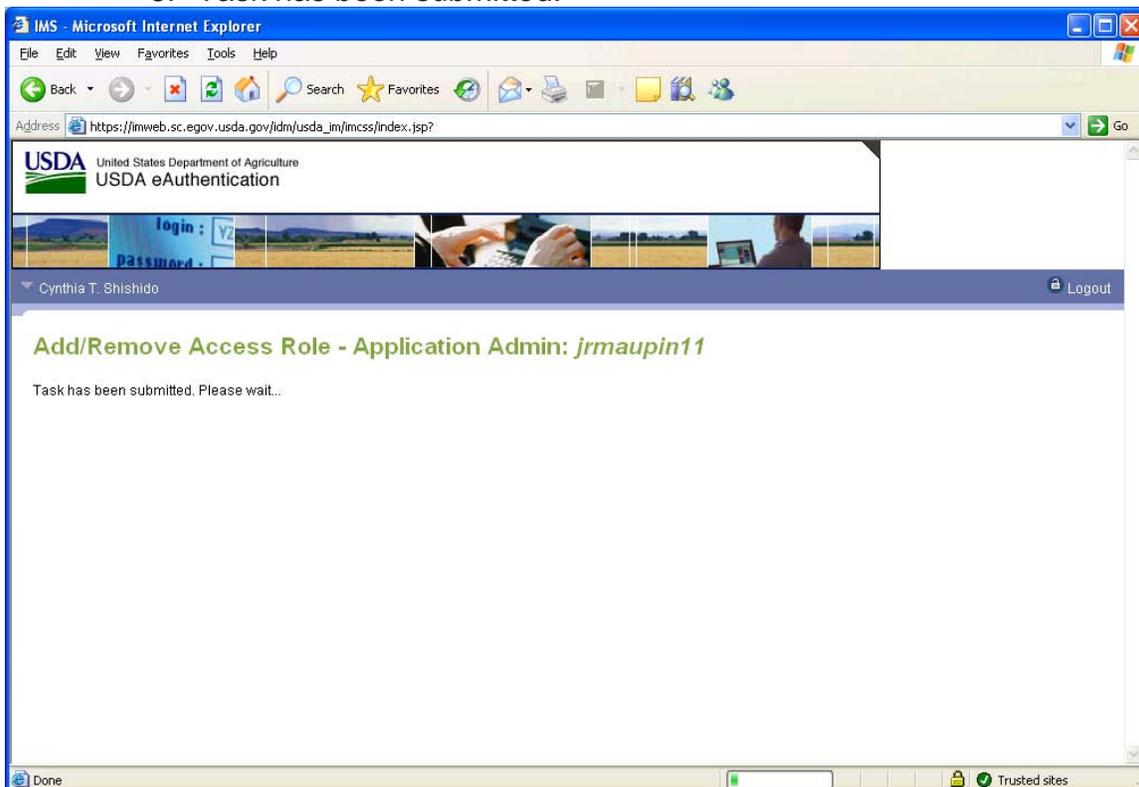
6. Check "NRCS_ALM_AFFILIATE" and "Select".



7. Click on "Submit"



8. Task has been submitted.

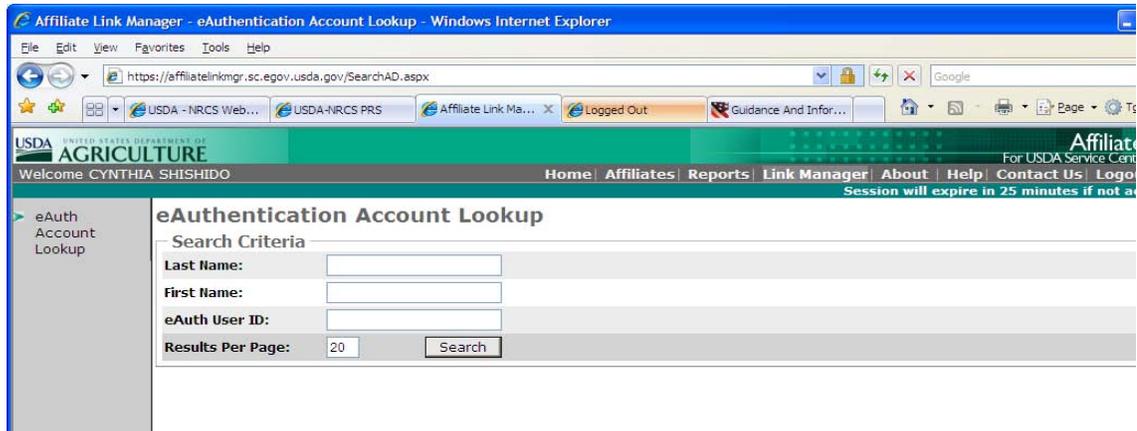


C. Binding eAuth Accounts in ID Link Manager for Affiliates

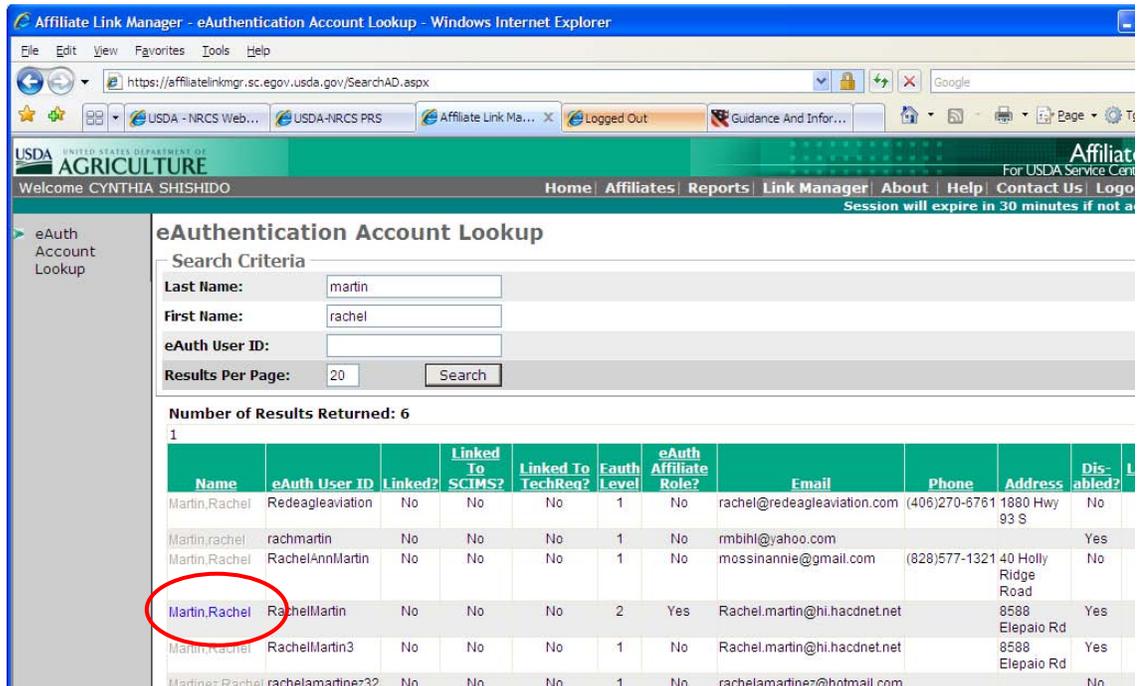
District employees will need to have their account bound to the NRCS Affiliate Database to access Customer Service Toolkit, PRS, ProTracts, etc.

Any NRCS employee can perform this task

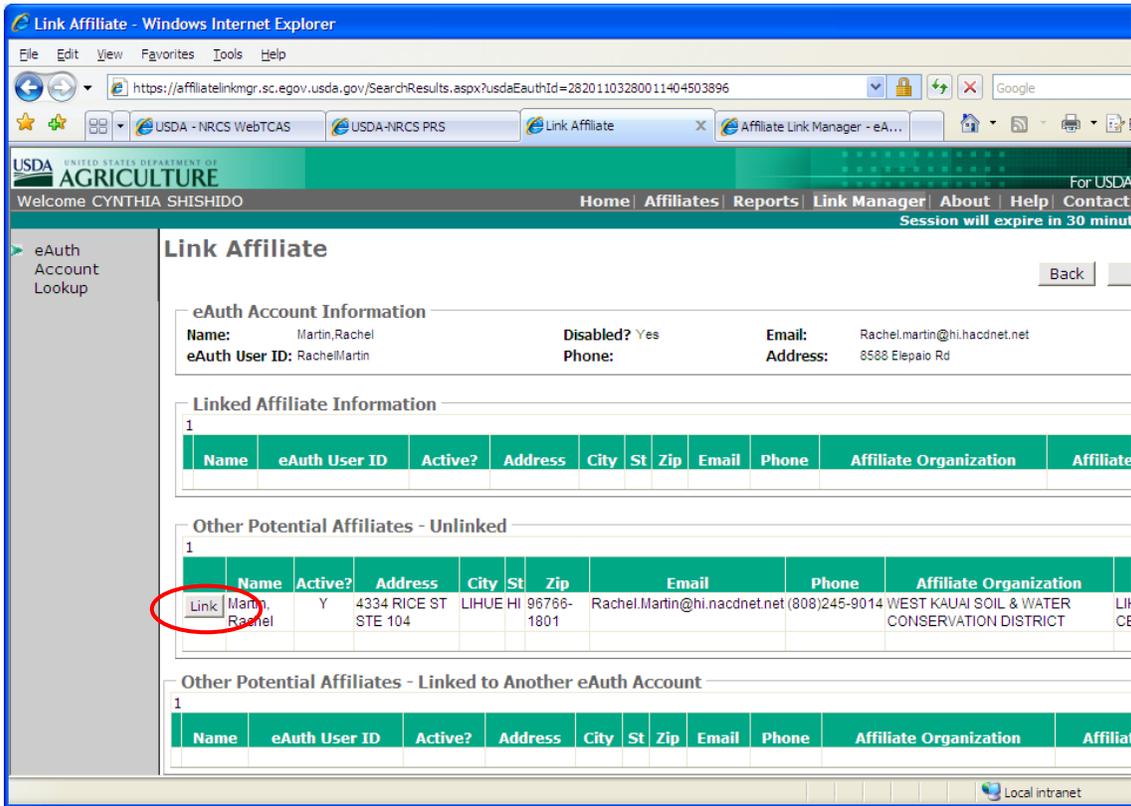
1. In Affiliate Link Manager (log in to: <https://affiliatelinkmgr.sc.egov.usda.gov/SearchAD.aspx>), enter the first and last name of the contractor, “**Search**”



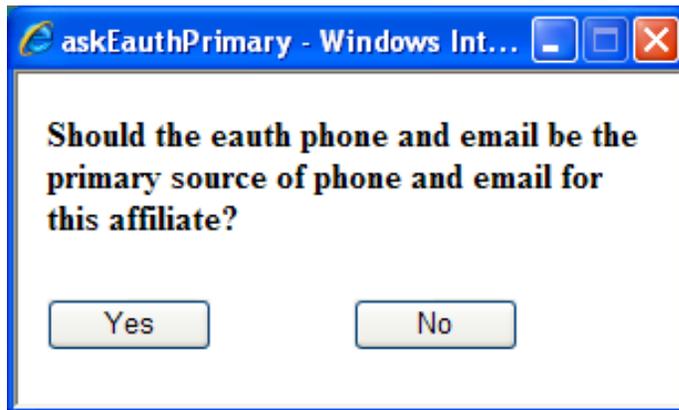
2. If the LRA properly activated the account (A. Validating a Level 2 Customer) and added the “Affiliate Role” (B. Adding the “Affiliate Role” to the Customer account) the client’s name will be “active”.
Select the Customer’s name.



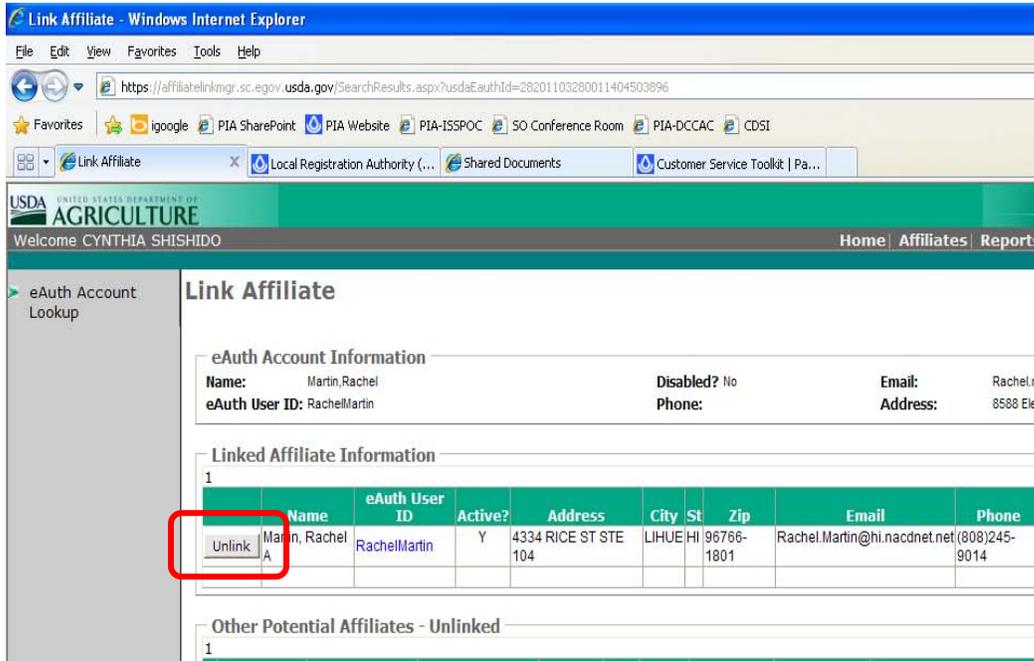
3. Select **“Link”**



4. This window will pop up. Select **“Yes”**.
 Note: If you have dual monitors, you need to ensure that the “Affiliate Link Manager” window in Internet Explorer is on your main monitor. If it is on your second monitor, this window will not open. You will have to close IE and open this site on your main monitor.



5. Note that the **“Link”** button has changed to **“Unlink”**



6. Once the Contractor account is bound in the ID Link Manager, they should receive an email confirmation from the Affiliates database.
7. Permissions such as ProTracts, PRS and Toolkit can now be assigned.

For access to:

- ProTracts – Submit a AD-1143 (Corporate Systems Access Request Form) to the Assistant Director for Programs
- Customer Service Toolkit – Submit an IRM-003 to provide Toolkit Access to the PIA State Toolkit Coordinator
- Performance Results System – refer to PIA PRS Hints & Tips #1 – “Assigning and Editing PRS User Permissions” at”
 - For District Employees, an additional permission (PRS Affiliate) needs to be granted by the AIMS Specialist.

<http://www.pia.nrcs.usda.gov/intranet/aims/prs.html>

or contact the PIA AIMS Specialist.