How to Register as a Government Employee

What to Expect

- The Organic *INTEGRITY* Database user account registration is a 2-step process:
    1) Create a USDA eAuthentication customer account via Login.gov;
    2) Register for an *INTEGRITY* certifier user account.

- New users as of September 12, 2023, must use Login.gov account credentials to submit a registration request for *INTEGRITY*.

- **NOTE**: Users who have an existing USDA eAuthentication account created prior to September 12, 2023, can continue to use their eAuthentication user ID and password to register for INTEGRITY.
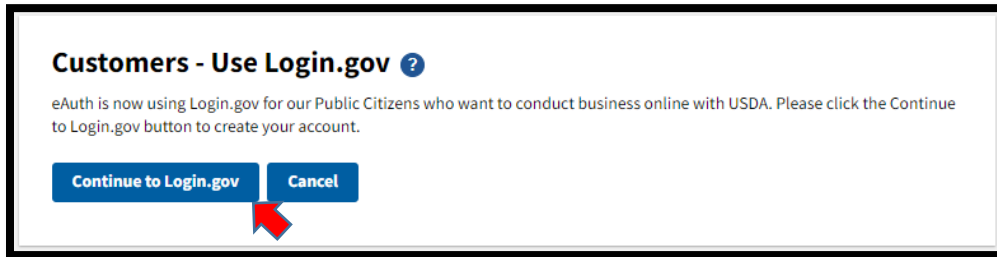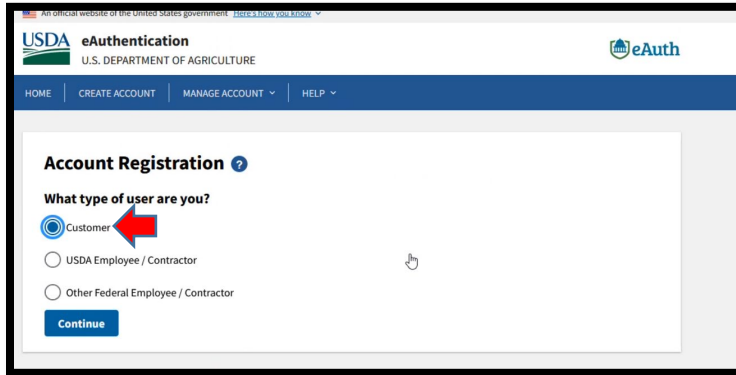
Step 1. Create a Login.gov Account

Go to the *INTEGRITY* website at https://organic.ams.usda.gov/integrity, select **Register** and select the **USDA eAuthentication** link from the Trade Partner Government Employees section.

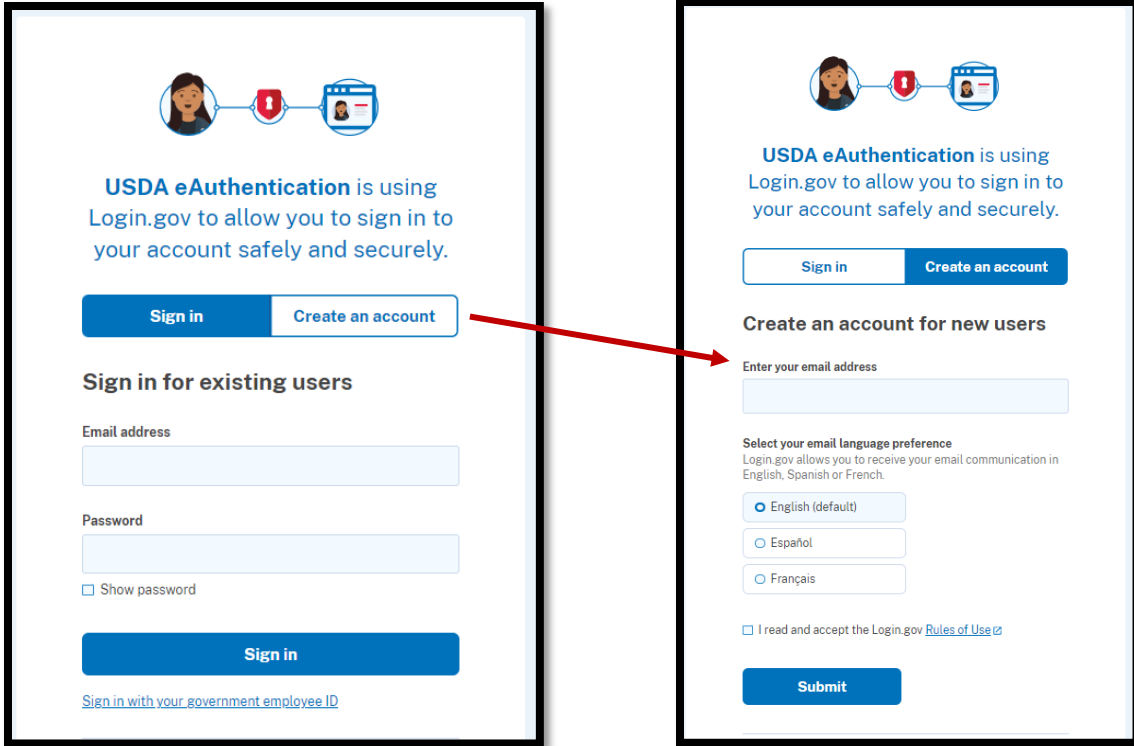For additional information, refer to the Public Customer Frequently Asked Questions (FAQs) at https://www.eauth.usda.gov/eauth/b/usda/faq.
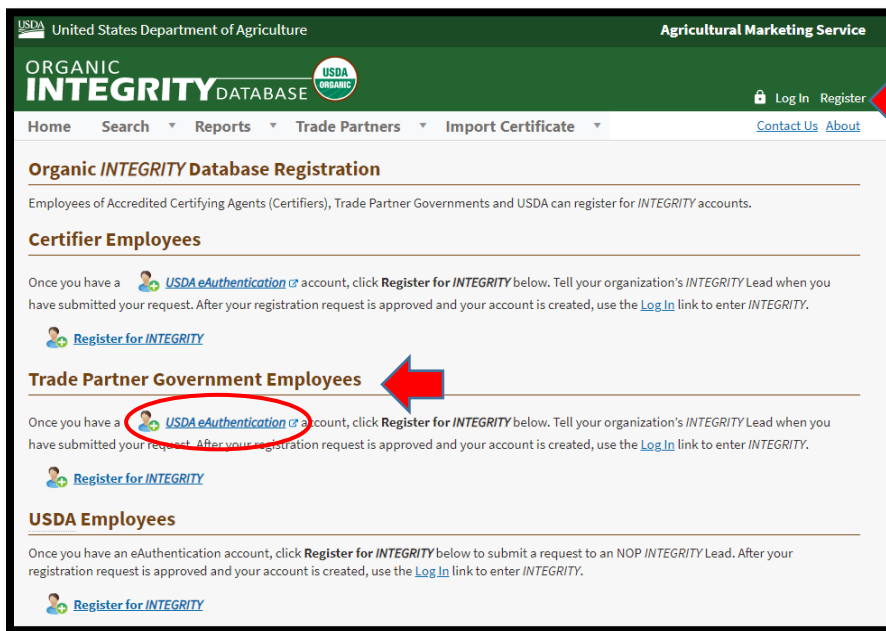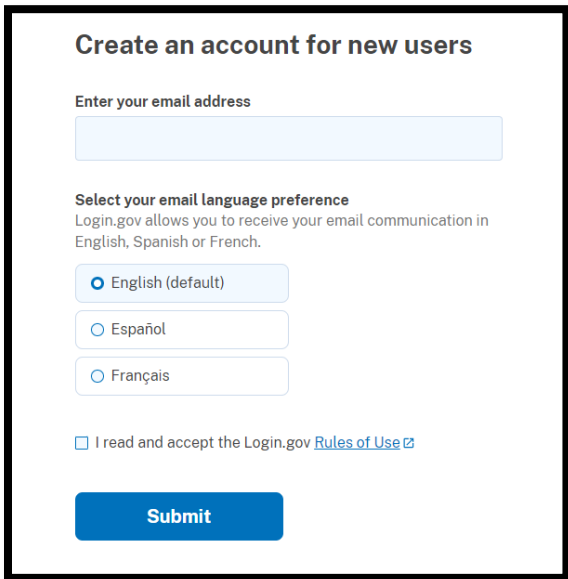
Select the **Customer** radio button. Then select **Continue to Login.gov** to proceed to the next page, where you will create a Login.gov account.
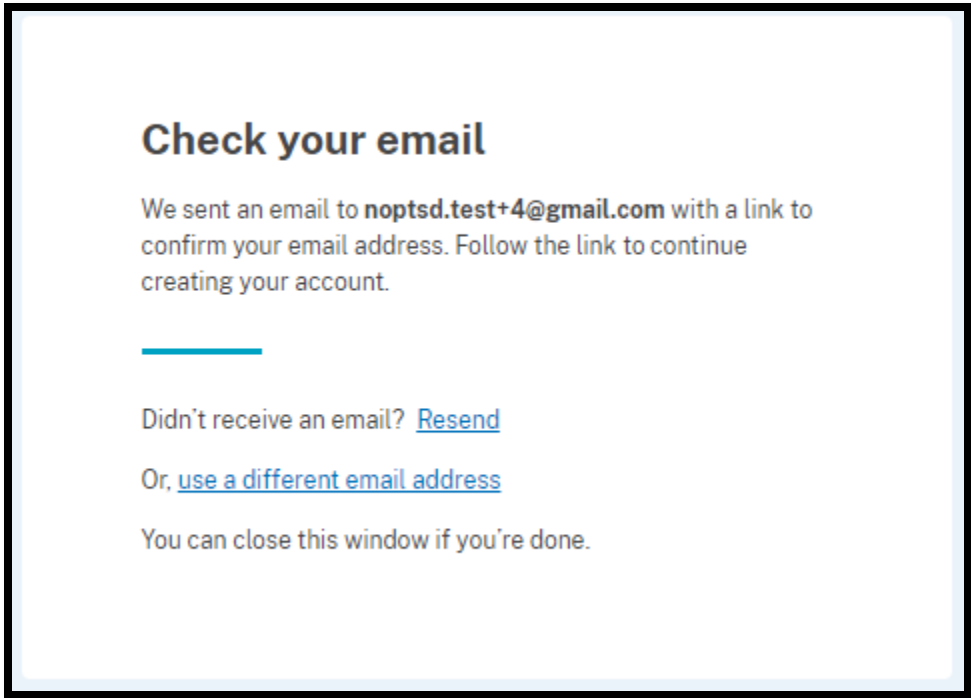

The screen will automatically default to a sign in screen, so select **Create an account**.

Provide your **email address** to register for your Login.gov account. Select **Submit.**

Check your email for further instructions to complete your registration.

Example of the confirmation message.

Open your confirmation email with the link and select **Confirm email address** to complete the Login.gov account creation process.

Example of the confirmation email users will receive.

Once you have confirmed your email address, a success message should pop up and you will be prompted to create a password.

After setting up a password, Login.gov provides multi-factor authentication (MFA) options for public customers for an added layer of protection of your personal information. Choose your preferred method and select **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**
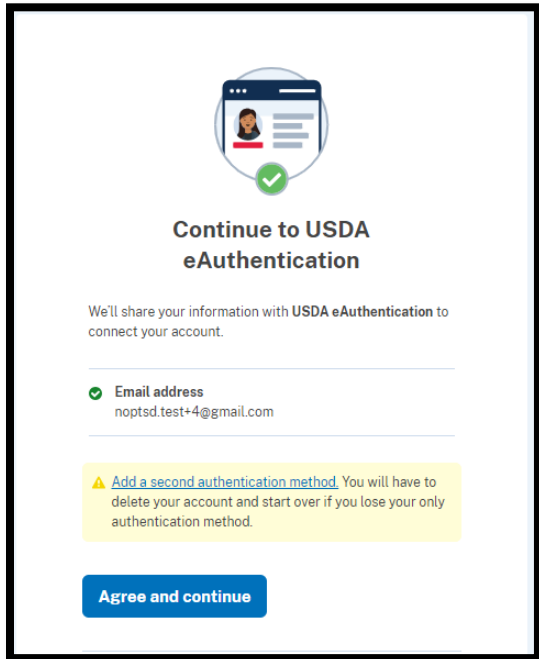Receive a secure code by (SMS) text or phone call.

☐ **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

Once you have set up your MFA, you will be directed to create an USDA eAuthentication account. Select **Agree and continue** to move forward to the next step.

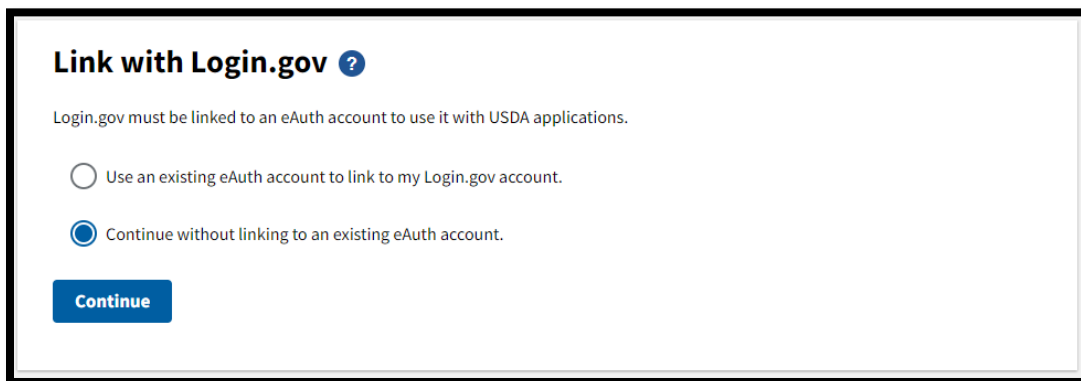New users will now establish a USDA eAuthentication account. Click the second option, "Continue without linking to an existing eAuth account," and select **Continue**.

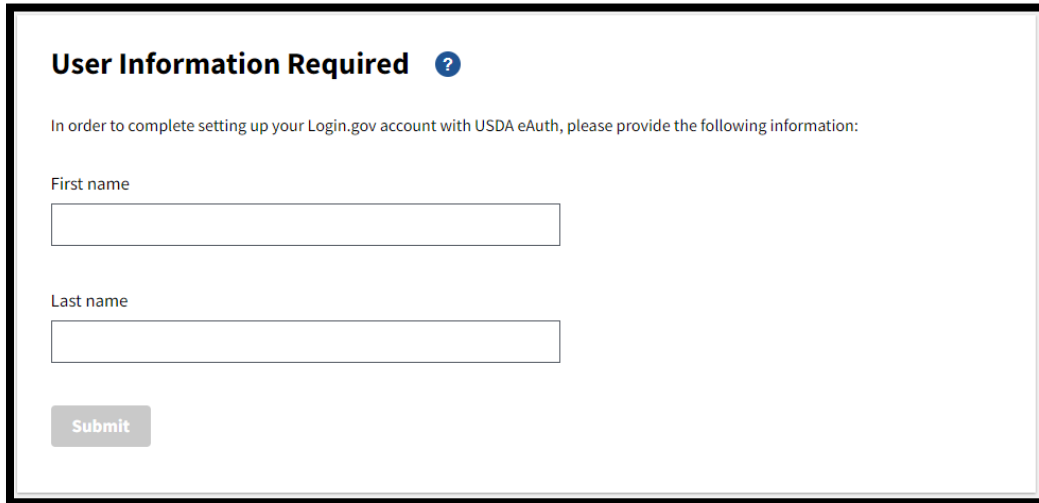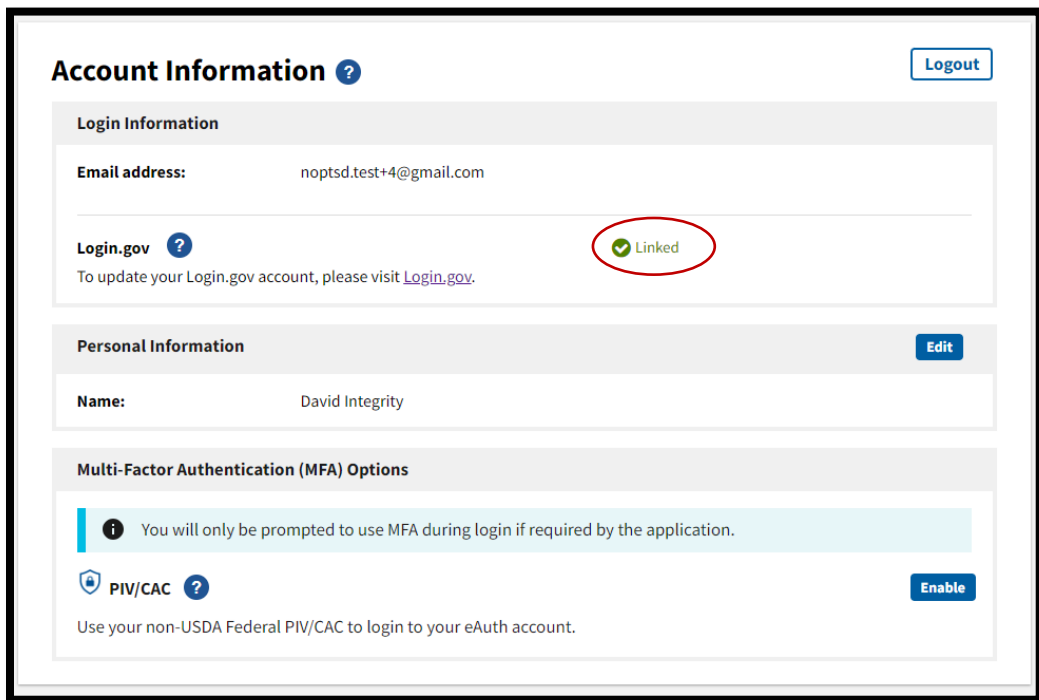Enter your first and last name and **Submit**.

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

Your Login.gov account should now be active with USDA eAuthentication, and you are then taken to your new account information page.

Account Information ❓   Logout

Login Information

Email address: noptsd.test+4@gmail.com

Login.gov ❓   ✓ Linked
To update your Login.gov account, please visit Login.gov.

Personal Information   Edit

Name: David Integrity

Multi-Factor Authentication (MFA) Options

ⓘ You will only be prompted to use MFA during login if required by the application.

🛡 **PIV/CAC** ❓   Enable
Use your non-USDA Federal PIV/CAC to login to your eAuth account.

After reviewing your Login.gov account information, proceed to the OID Integrity Database with your new Login.gov account so you can **Register for *INTEGRITY*** at https://organic.ams.usda.gov/integrity/UserManagement/RegisterNewAccount.

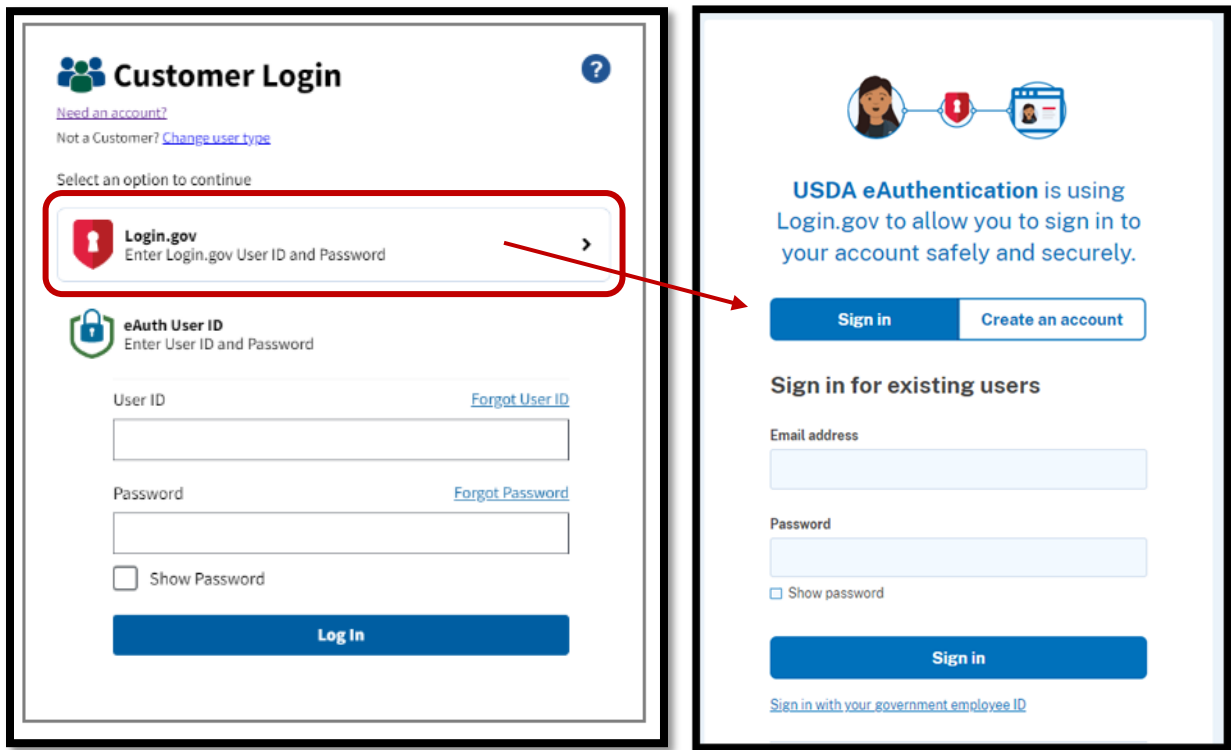## Step 2. Register for an *INTEGRITY* Account

To register for an INTEGRITY user account**,** select **Register for *INTEGRITY*** under the **Trade Partner Government Employees** section.
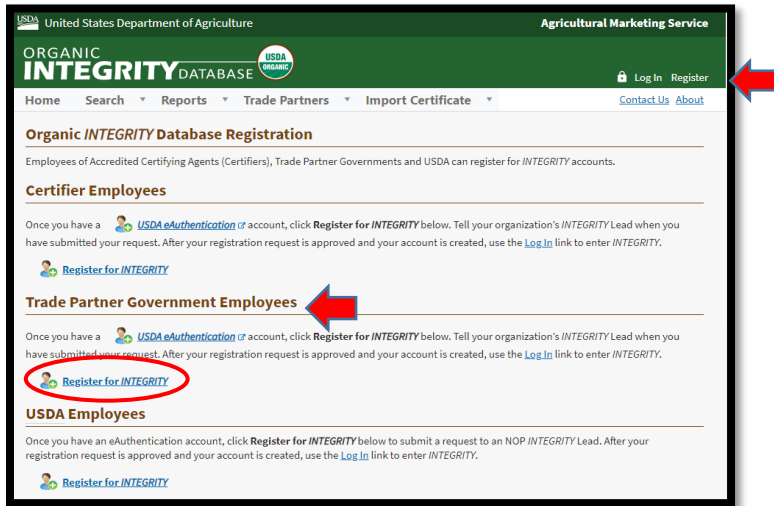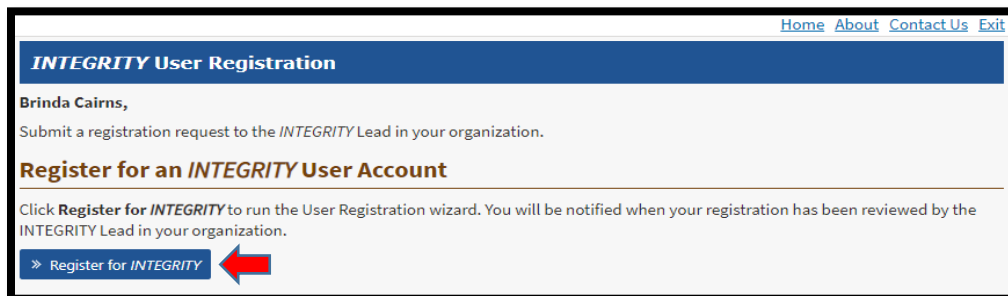

On the Login screen, choose "Customer."
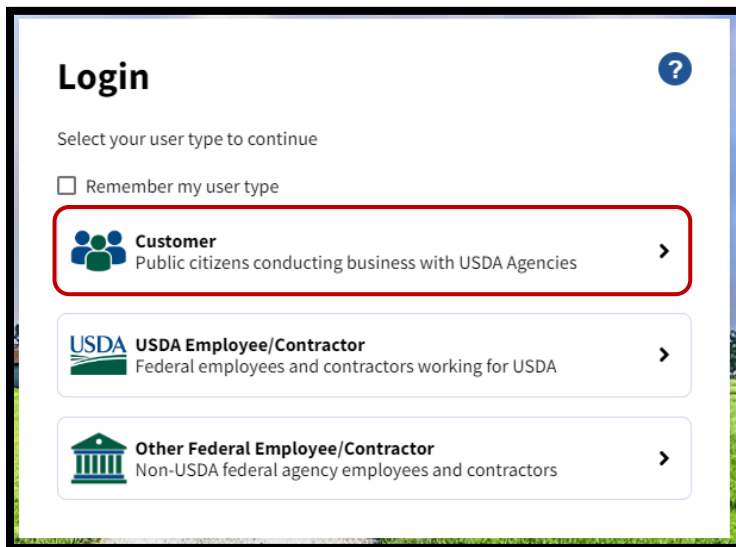
Select the **Login.gov** option and sign in with your new Login.gov email and password to move to the next step. **Do not use the USDA eAuthentication option.**

On the User Registration page, select **Register for *INTEGRITY*** to start the registration process.

Click Next to Continue.

For Account Type: Select the Trade Partner Government from the dropdown menu.
For Trade Partner Program: Select the appropriate program from the dropdown menu.
Click **Next.**

Select one of the User Roles from the Role dropdown menu and click **Next**.

Enter comments (optional) and Select **Next** to continue.

Review your information on the summary page, then click **Finish** to complete the request.

Upon submission of your request, you will receive a confirmation message.
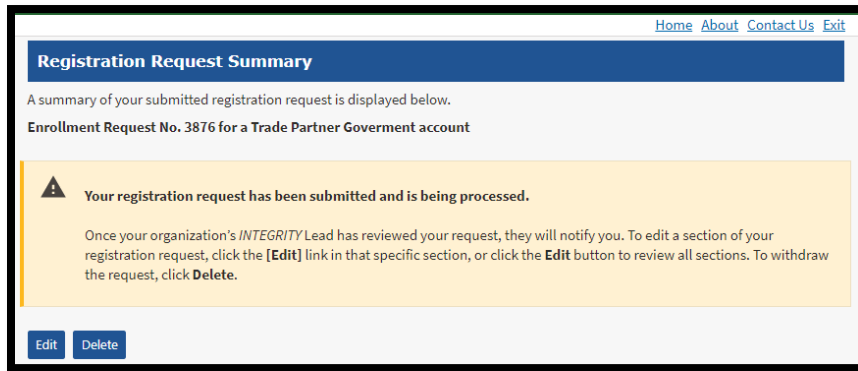
Once the registration is complete, notify your organization's *INTEGRITY Lead*, who will approve your registration request. Once approved, you will be able to log into *INTEGRITY*.

If you need assistance with the registration process, please contact *INTEGRITY@usda.gov*.