

# How to Register as Certifying Body

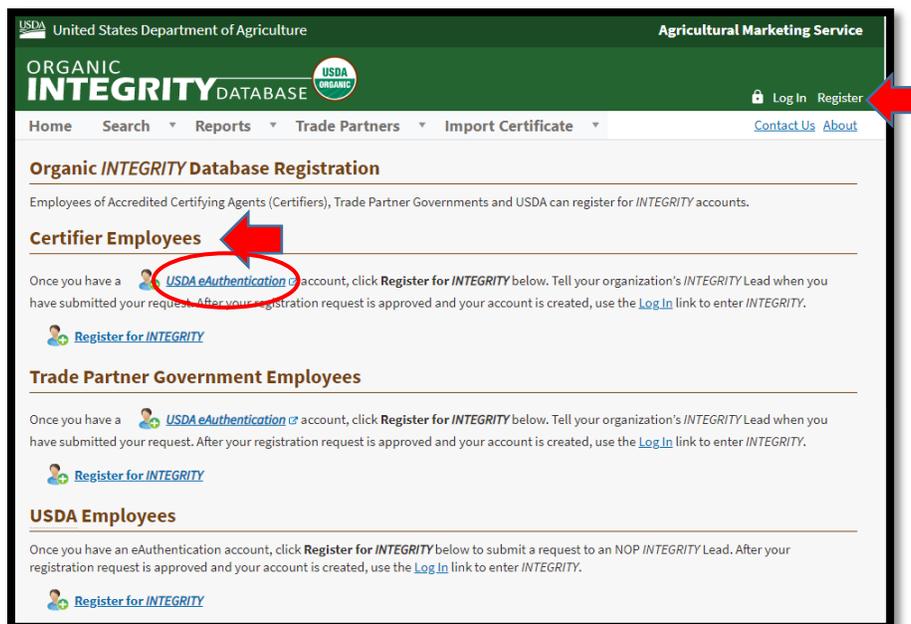
## What to Expect

- 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*.

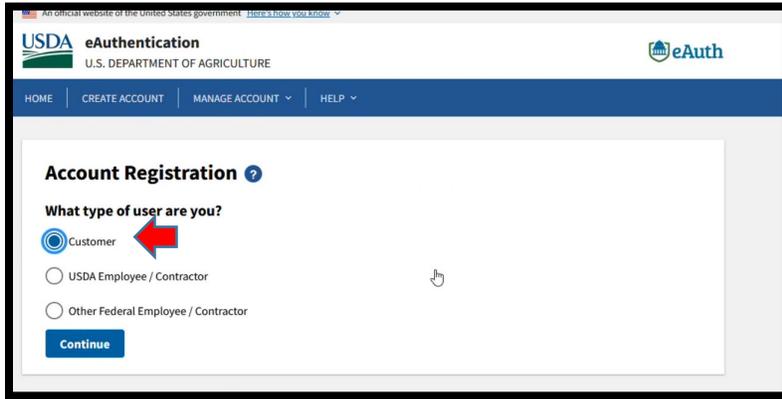
## Step 1. Create a Login.gov Account

Go to the *INTEGRITY* website at <https://organic.ams.usda.gov/integrity>, select **Register** and select the **USDA eAuthentication** link from the Certifier 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.



An official website of the United States government [How do you know?](#)

**USDA** eAuthentication  
U.S. DEPARTMENT OF AGRICULTURE 

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

### Account Registration ?

What type of user are you?

Customer 

USDA Employee / Contractor

Other Federal Employee / Contractor

[Continue](#)



### 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](#)

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

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](#)

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

[Sign in](#) [Create an account](#)

**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](#)

[Submit](#)

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

**Create an account for new users**

Enter your email address

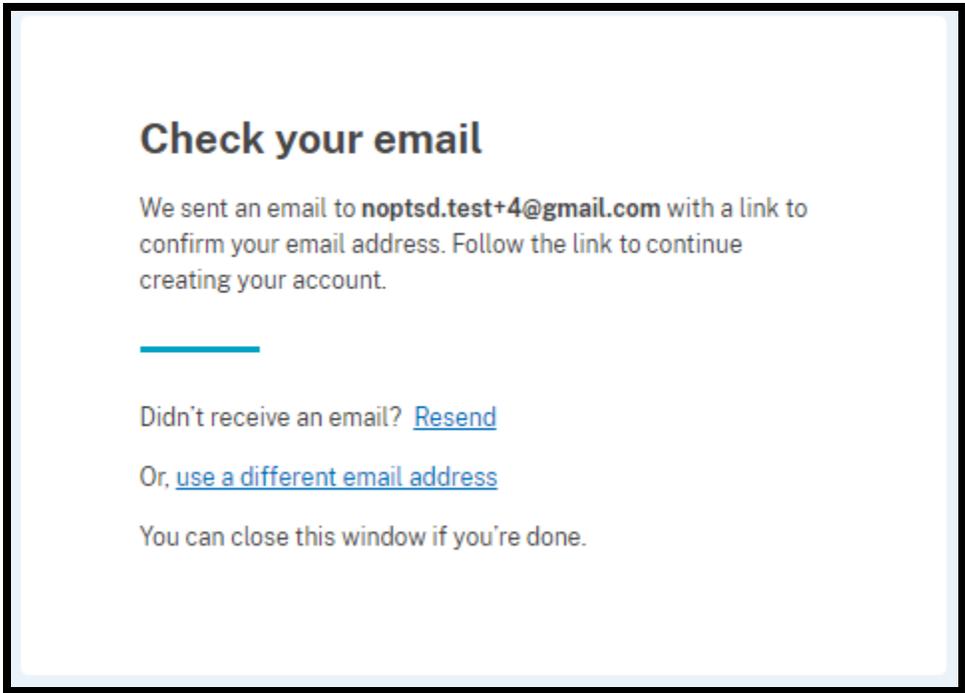
Select your email language preference  
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)  
 Español  
 Français

I read and accept the Login.gov [Rules of Use](#)

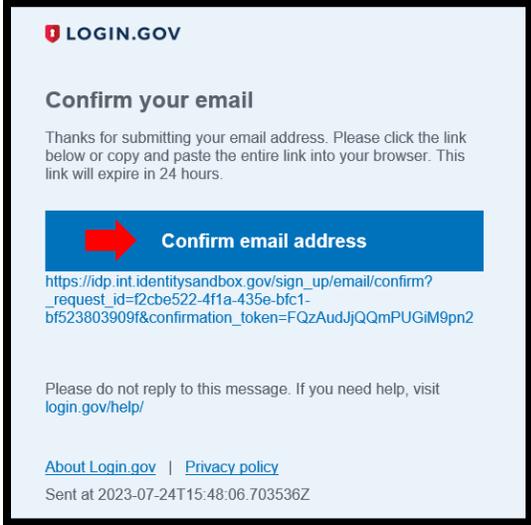
[Submit](#)

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.

 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 

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**.

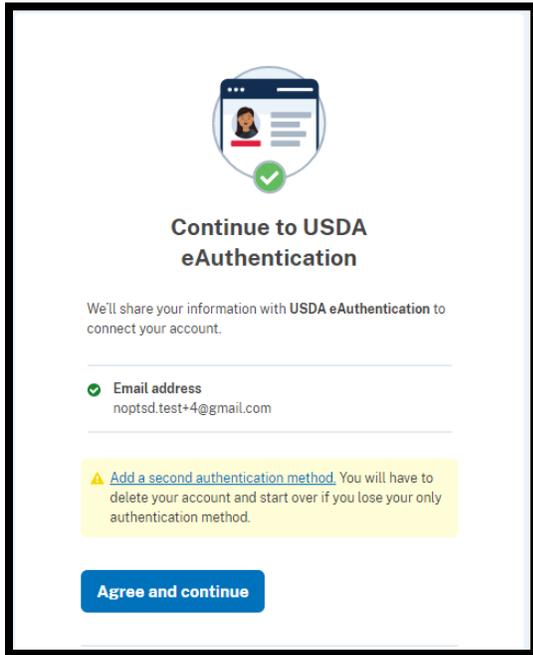
### Authentication method setup

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.





### Continue to USDA eAuthentication

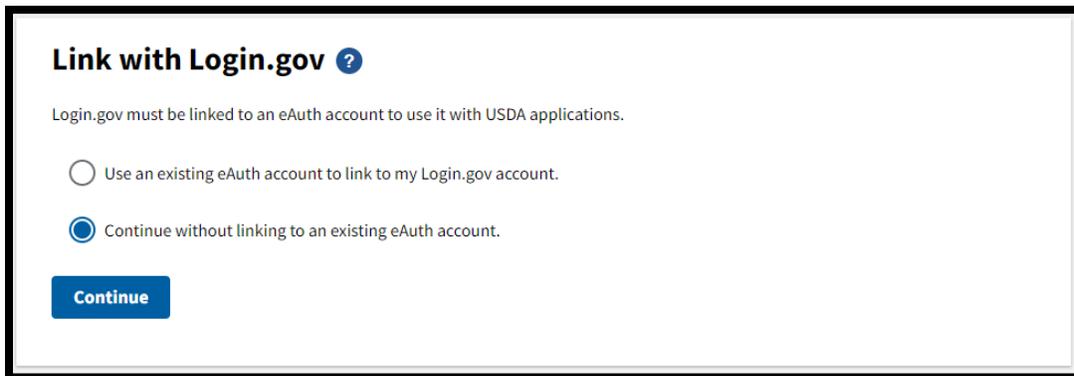
We'll share your information with USDA eAuthentication to connect your account.

Email address  
noptsd.test+4@gmail.com

 [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**

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



### Link with Login.gov

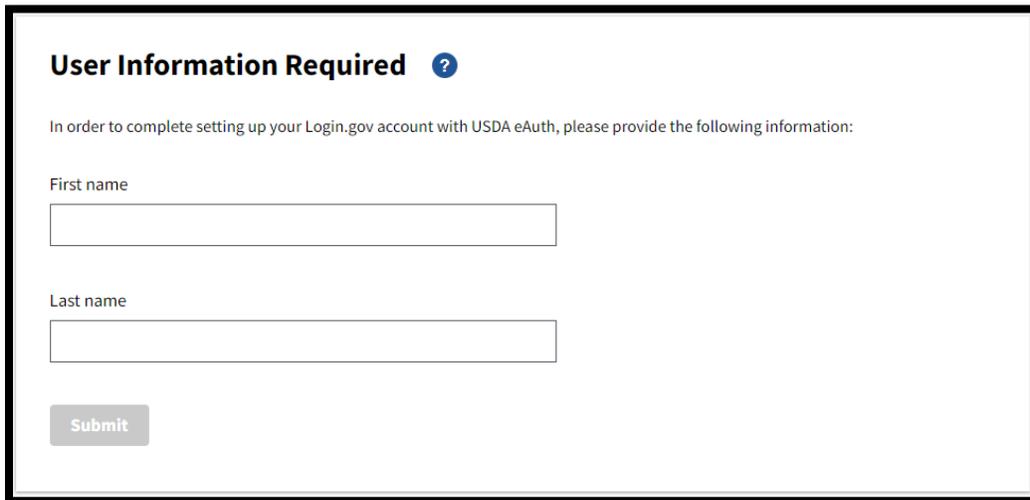
Login.gov must be linked to an eAuth account to use it with USDA applications.

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

Continue without linking to an existing eAuth account.

**Continue**

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



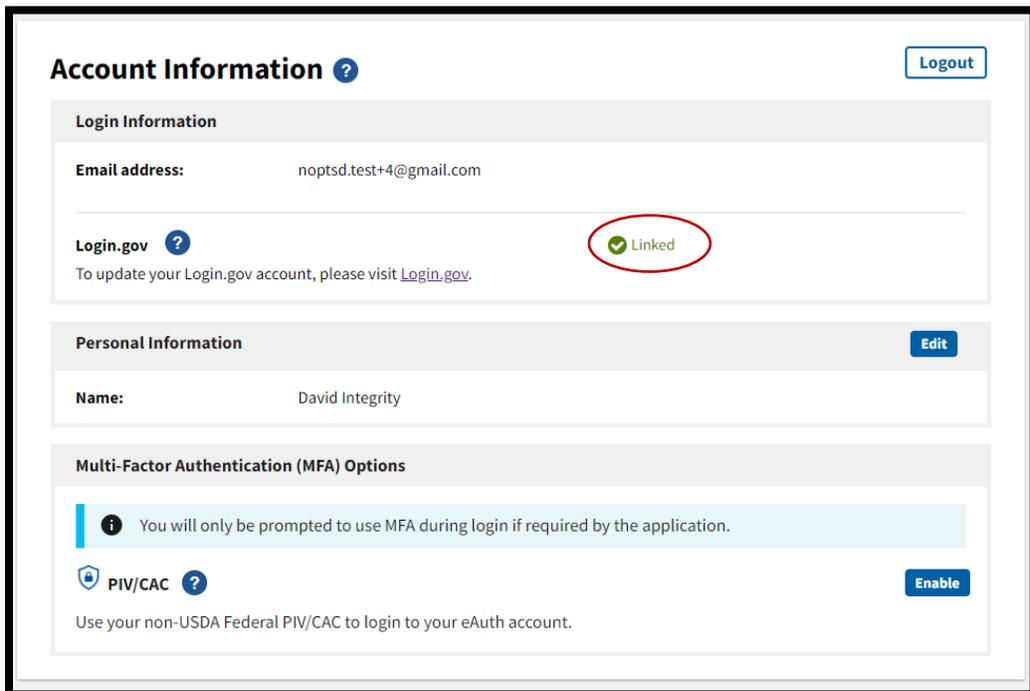
**User Information Required** ?

In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:

First name

Last name

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



**Account Information** ?

**Login Information**

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

Login.gov ? ✔ Linked

To update your Login.gov account, please visit [Login.gov](#).

**Personal Information**

Name: David Integrity

**Multi-Factor Authentication (MFA) Options**

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

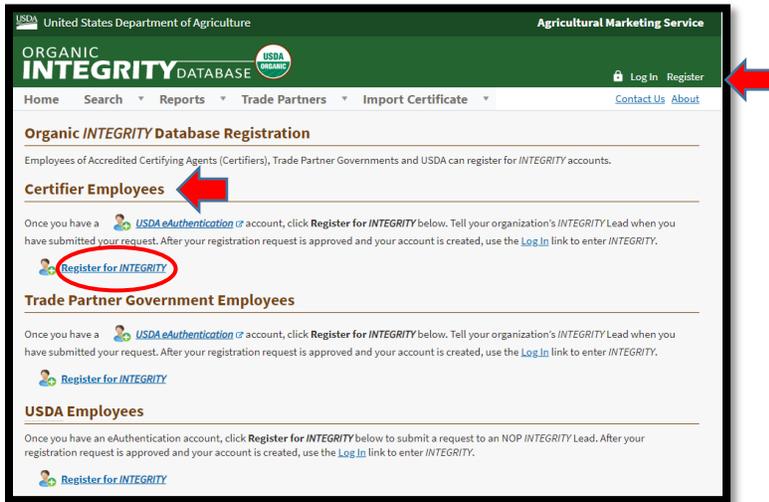
**PIV/CAC** ?

Use your non-USDA Federal PIV/CAC to login to your eAuth account.

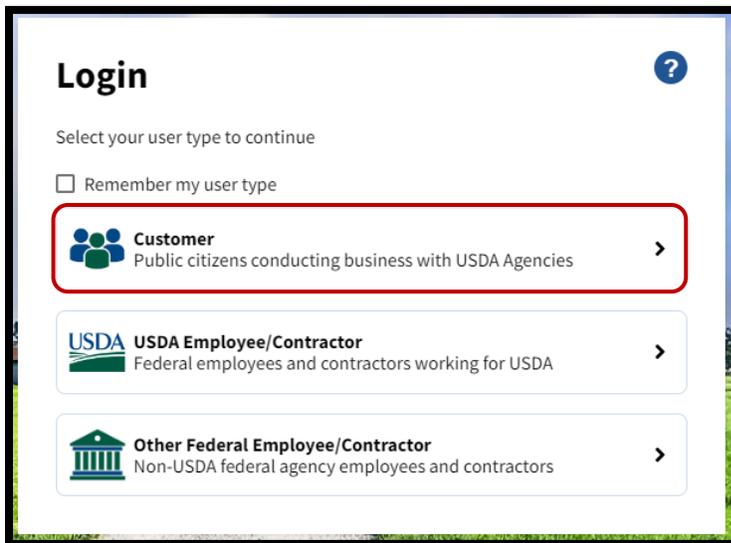
After reviewing your Login.gov account information, proceed to the OID Integrity Database with your new Login.gov account so you can **Register for INTEGRITY** at <https://organic.ams.usda.gov/integrity/UserManagement/RegisterNewAccount>.

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

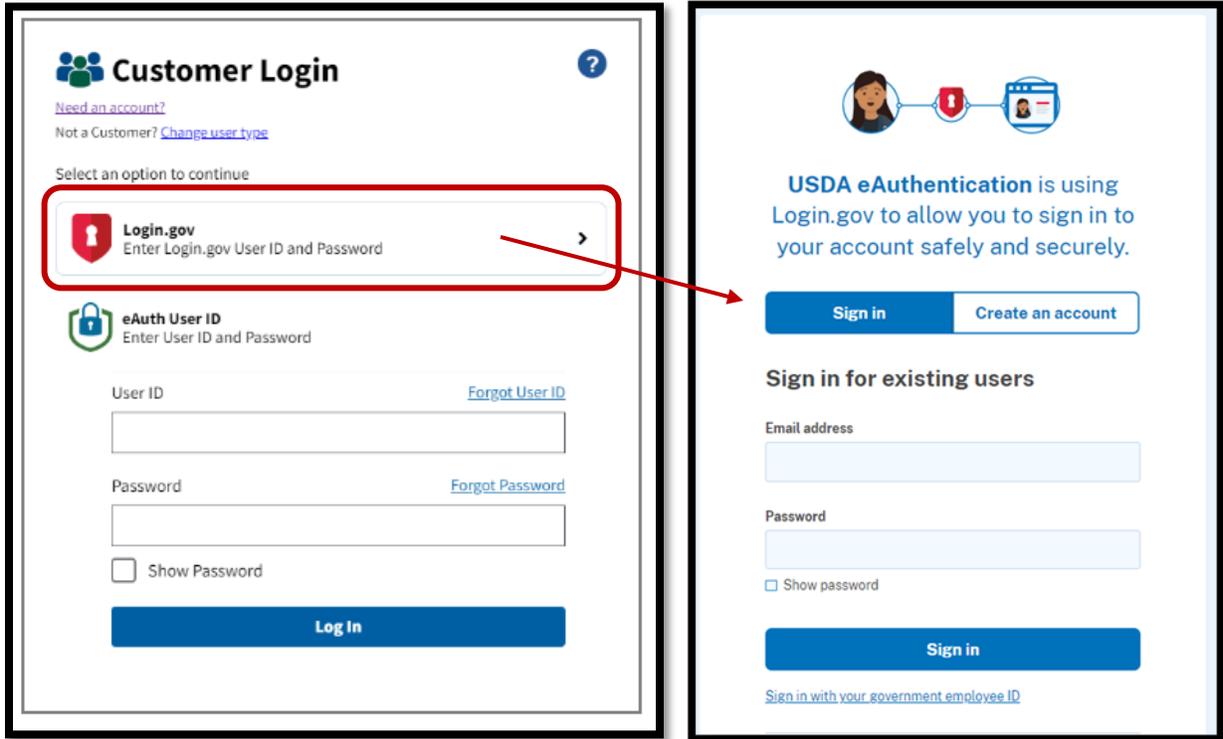
To register for an *INTEGRITY* user account, select **Register for *INTEGRITY*** under the **Certifier Employees** section.



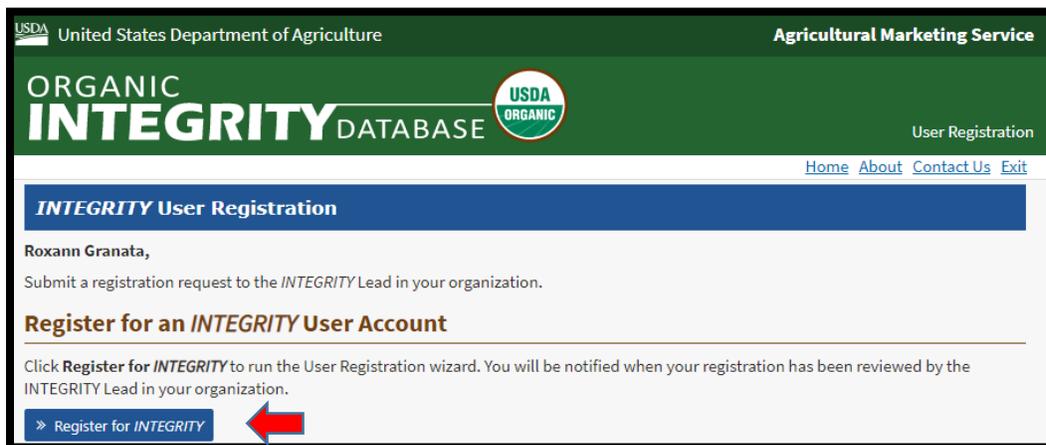
On the Login screen, choose “Customer.”



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.



Select **Next** to Continue.



Pick the **Certifier** option from the Account dropdown and select **Next**.



Pick your **Trade Partner Program** to which your organization is accredited under from the dropdown.



Find and Select your organization in the Certification Body list. Click **Next**.

Welcome R. Granata - *INTEGRITY* User Registration (Step 2)

Welcome

Account Type

Organization

Primary Role

My Comments

Summary

**Select your Organization**

Select or verify your organization. Type the first few letters of the organization name into the filter box to narrow down the list.

Trade Partner Program: \* CFIA-COR

Abbre...	Organization	Action
AGCC	A Great Canadian Certifier	+ Select
CC1	Canada Certifier	+ Select

Pick one of the User Roles from the dropdown menu and select **Next**.

Welcome R. Granata - *INTEGRITY* User Registration (Step 3)

Welcome

Account Type

Organization

Primary Role

My Comments

Summary

**Select Your Role**

Staff users can view and modify operation data.\*

*INTEGRITY* Lead users can also manage user accounts for their organization. You may change roles after registration is complete.

\*Note: Some data is not available publicly, and a subset is restricted to the Certifier that issued the certificate. If an operation has worked with multiple Certifiers, registered *INTEGRITY* users can only view restricted information for certificates their organization has issued.

Role: \*

Description:

Role: \* Certifier - INTEGRITY Lead --Select-- Certifier - INTEGRITY Lead Certifier - Staff Certifier - Staff Read Only

Description: Certifier - INTEGRITY Lead manages registration requests and user data and functionality available to the available to Certifier *INTEGRITY* Lead

< Previous > Next X Cancel

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

Welcome R. Granata - *INTEGRITY* User Registration (Step 4)

Welcome

Account Type

Organization

Primary Role

My Comments

Summary

**Add Comments (Optional)**

Enter any questions, comments, or additional information you would like to send to your organization's *INTEGRITY* Lead.

Comments

Comments

< Previous > Next X Cancel

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

Welcome R. Granata - **INTEGRITY** User Registration (Step 5)

Home About Contact Us Exit

Welcome  
Account Type  
Organization  
Primary Role  
My Comments  
Summary

### Registration Request Summary

Review your registration request. You can:

- Submit: click **Finish** to submit the request to your organization's *INTEGRITY* Lead.
- Modify: click a section name on the left side menu to review or modify that specific section.
- Cancel: click **Cancel** at the bottom of the summary to withdraw and delete your request.

**Trade Partner:** CFIA-COR  
**Program:**

#### 1. User Information

Information in this section comes from the [USDA's eAuthentication system](#); you can update it there.

**Full Name:** Granata, Roxann  
**Email:** [rgranata.27754@test.gov](mailto:rgranata.27754@test.gov)

#### 2. Account Information

The account type and role determine how much information about each operation you can view and the information you can create or edit, as well as whether or not you can manage your organization's user accounts.

**Account Type:** Certifier  
**Role:** Certifier - INTEGRITY Lead

[↑ Top of page](#)

#### 3. Organization Information

Your request is associated with:

**Organization:** A Great Canadian Certifier

[↑ Top of page](#)

Upon submission of your request, you will receive a confirmation message.

Home About Contact Us Exit

### Registration Request Summary

A summary of your submitted registration request is displayed below.

**Enrollment Request No. 3875 for a Certifier account**

**⚠ Your registration request has been submitted and is being processed.**

Once your organization's *INTEGRITY* Lead has reviewed your request, they will notify you. To edit a section of your registration request, click the **[Edit]** link in that specific section, or click the **Edit** button to review all sections. To withdraw the request, click **Delete**.

[Edit](#) [Delete](#)

**NOTE:** 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*, using your Login.gov credentials.

If you need assistance with the registration process, please contact [INTEGRITY@usda.gov](mailto:INTEGRITY@usda.gov).