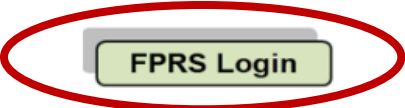


Instruction to Create Login.gov Account and Verify Identity for Farm to School Grantees

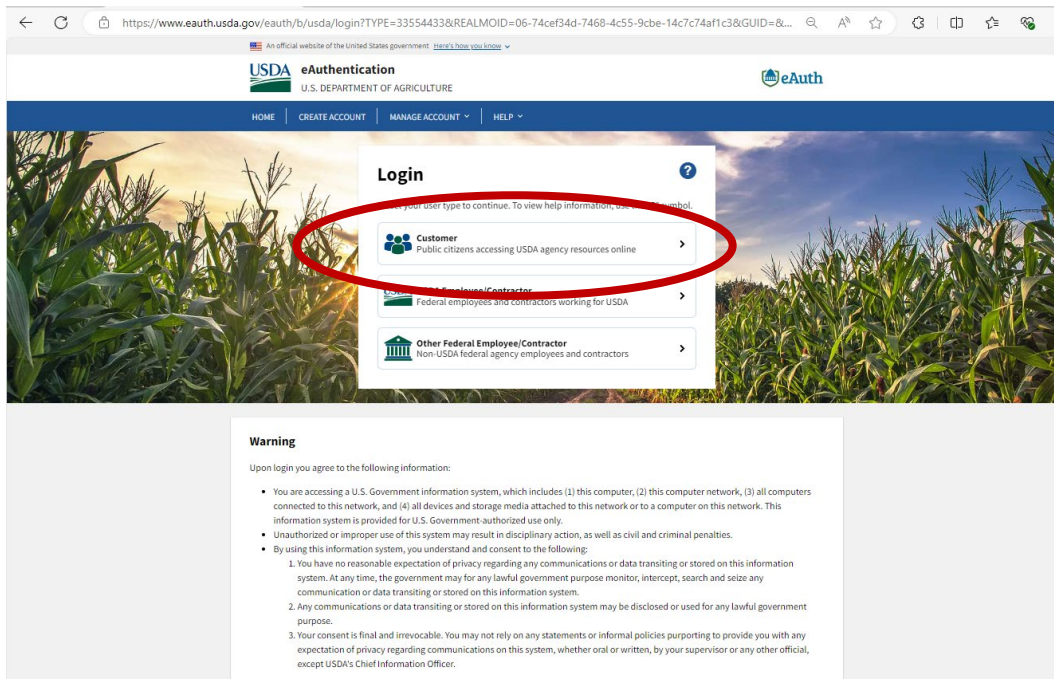
1. At [FPRS Welcome page](#) select “FPRS Login”.



The screenshot shows a web browser window with the address bar displaying <https://fprs.fns.usda.gov>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "Food Programs Reporting System (FPRS)". The main heading is "Welcome to the Food Programs Reporting System (FPRS)". Below this is a green banner with the text "Access to FPRS Requires the Following". The content includes a list of requirements for access, a "Please Note" section, a "New Users - Get Started:" section with five steps, a "Register your verified identity account with FPRS or modify your existing permissions:" section with four steps, another "Please Note" section, a "Get Adobe Acrobat Reader" button, a "Configure Your Workstation to meet the following system requirements:" section with four bullet points, and a link for more information: "For more information contact FPRS Access at [FPRS Access](#)".

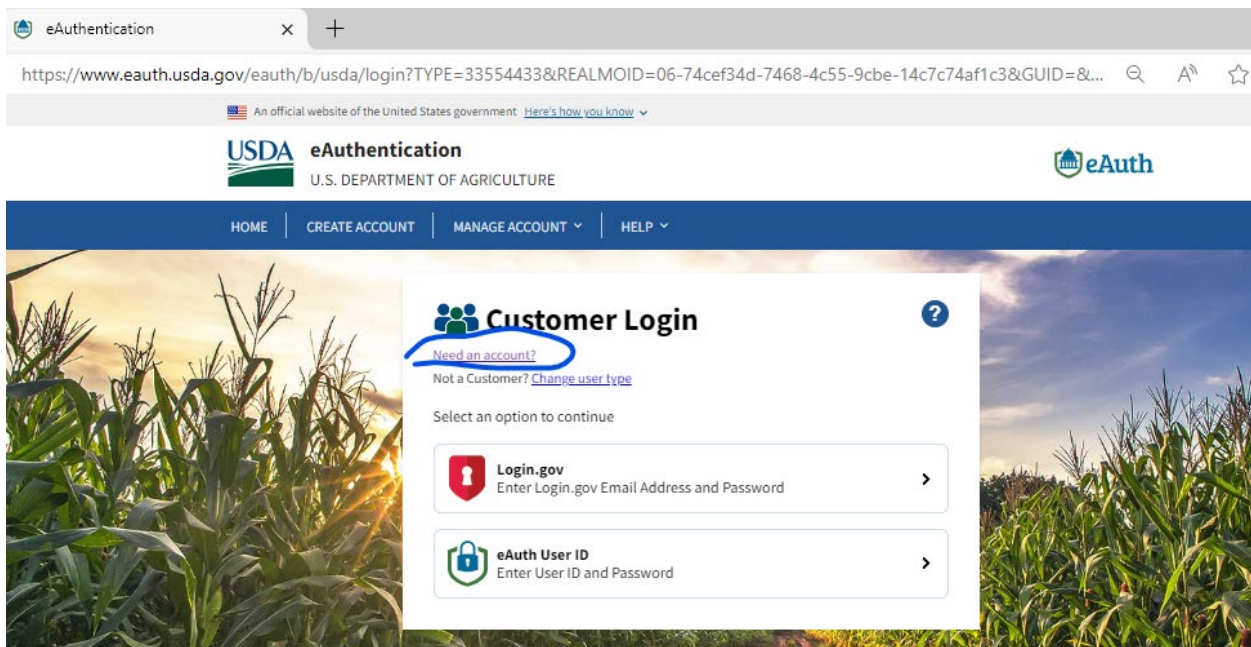


2. On login page select “Customer”.



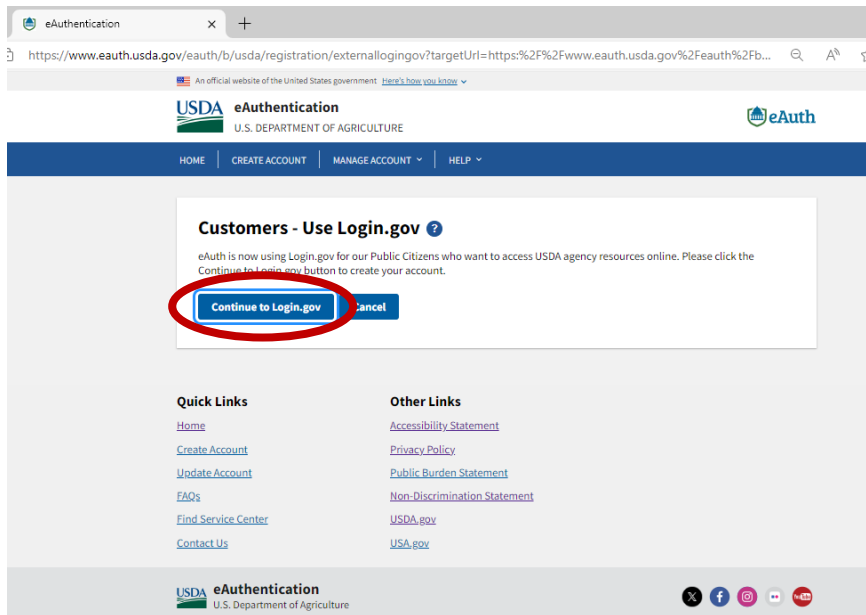
The screenshot shows the USDA eAuthentication login page. The page title is "USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE". The navigation menu includes "HOME", "CREATE ACCOUNT", "MANAGE ACCOUNT", and "HELP". The main content area features a "Login" section with a red circle around the "Customer" option, which is described as "Public citizens accessing USDA agency resources online". Below it are options for "Federal Employee/Contractor" and "Other Federal Employee/Contractor". A "Warning" section is visible below the login options, stating: "Upon login you agree to the following information: You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: 1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system. 2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose. 3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer."

3. If you don't have an existing Login.gov account, select “Need an account” to create one.

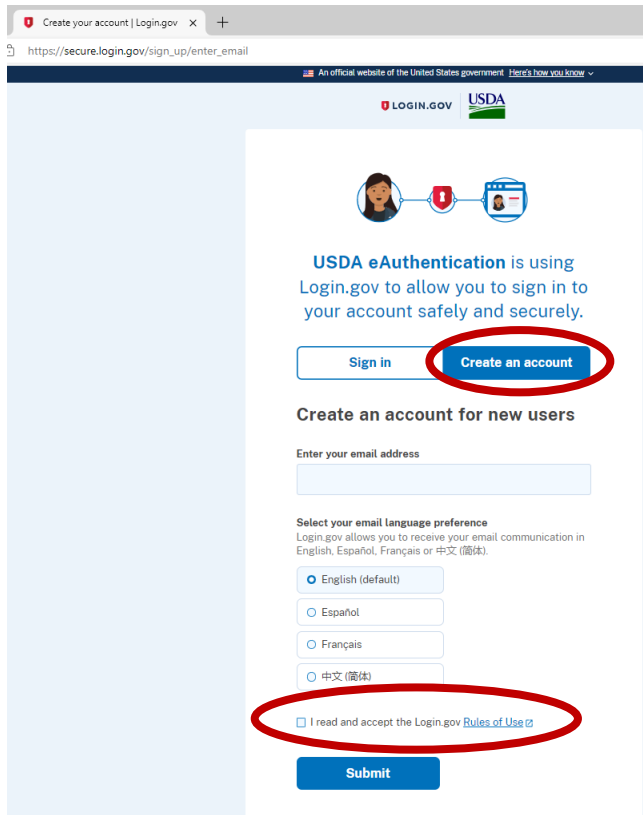


The screenshot shows the USDA eAuthentication login page. The page title is "USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE". The navigation menu includes "HOME", "CREATE ACCOUNT", "MANAGE ACCOUNT", and "HELP". The main content area features a "Customer Login" section with a blue circle around the "Need an account?" link. Below it are options for "Login.gov" and "eAuth User ID".

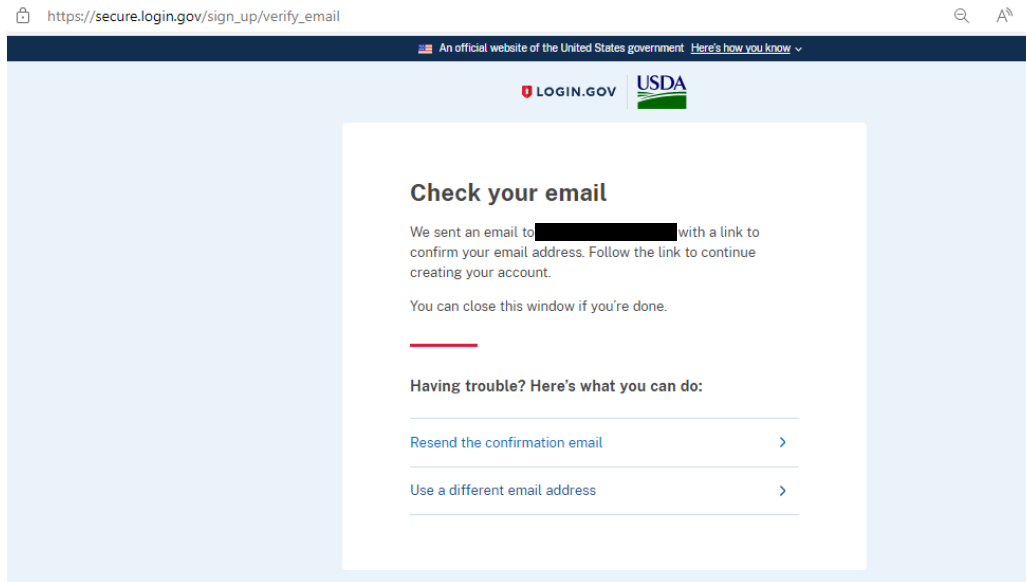
4. Select “Continue to Login.gov.”



5. Select “Create an account” and enter your email address. Note: Use the same email address that will be used for accessing FPRS (e.g., a work email). Check box “I read and accept the Login.gov Rules of Use”. Select Submit.



6. Check your email to confirm your email address. Follow the link in the email to continue creating your account.

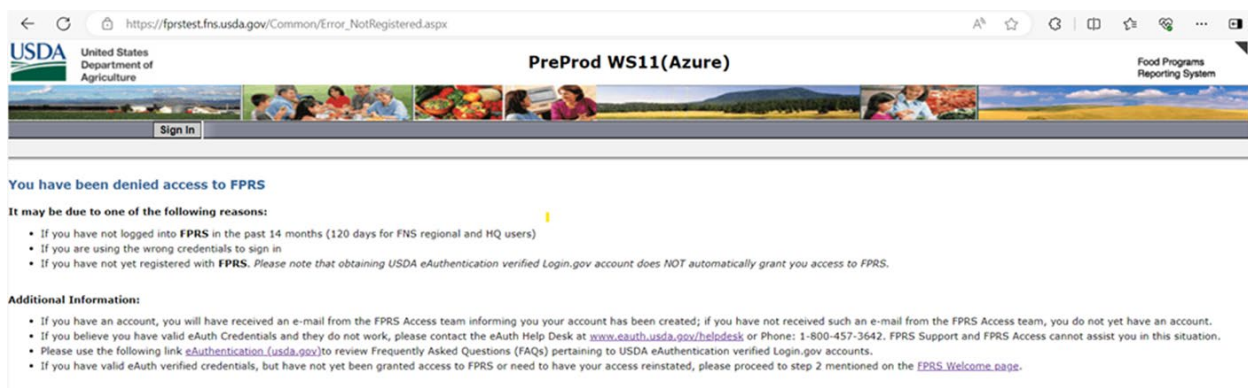


7. Once you click “Confirm email address” in the email you will be directed through a series of steps to link your account with eAuth and then verify your identity in Login.gov. These steps include:

- Selecting an authentication method (*recommend “Text or voice message”*)
- Adding a phone number
- Adding a second authentication method (*recommend skipping this step*)
- Confirm not adding a second authentication method
- Verifying your identity - You will need to upload a picture of your driver’s license or state ID, enter your Social Security Number, enter your phone number.

The steps will differ depending on which authentication methods you choose. After you have successfully verified your identity, you will receive notification.

Do not be concerned if you encounter the FPRS Access Denied page as shown below. Your account is not yet created, you must proceed to Step 8 below.



8. Once a Login.gov account with verified identity has been created, new users must submit a completed FNS-674 to the Grant Specialist. Only use the FNS-674 that was sent to you via email, which has some of the fields pre-filled.