

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

1. At FPRS Welcome page select "FPRS Login".





United States Department of Agriculture

Food Programs Reporting System (FPRS)

Welcome to the Food Programs Reporting System (FPRS)

Access to FPRS Requires the Following

- 1. A Login.gov account that is linked to a USDA eAuthentication.
- 2. A verified identity. During the registration process, you will be given the option to complete identity verification through Login.gov online or in-person at a USDA Service Center.
- 3. Once your Login.gov account is created, you must register it with FPRS.

Please Note: It is a USDA sceurity violation to share user accounts. The individual applying for the account must be the intended user.

New Users - Get Started:

Step 1: Click the FPRS Login button. On the eAuth login, select Customer. Step 2: On the Customer Login, click the Login.gov option. Note: If you have an existing Login.gov account sign-in and follow the prompts.

Step 3: On the Login.gov page, click "Create an account" and follow the instructions to set up your account, link it with USDA eAuth and verify your identity. <u>Visit the USDA eAuth FAQs</u> for information on creating your account. Step 4: Follow the guidance below to register your account with FPRS.

Step 5: Follow the guidance below to register your account with reks. Step 5: Follow the guidance below to ensure your computer is configured correctly.

Register your verified identity account with FPRS or modify your existing permissions:

- 1. You must complete an FNS-674 Form requesting access to FPRS.
- 2. If permissions are needed for multiple programs and forms, you will need to complete an FNS-674A Form as well.
- 3. Sign and submit the completed form(s) to the designated <u>FPRS Account Manager</u> at your FNS Regional Office, unless instructed to submit to FNS Headquarters.
- 4. FPRS Access will process the request usually within 3 business days after it is received from the Account Manager. During periods of high demand processing time may be extended. You will receive an email from FPRS Access when your account has been added or modified.

Please Note: The FNS-674 and FNS-674A requires Adobe Acrobat Reader. If Adobe Acrobat Reader is needed, please click here to download the software.



Configure Your Workstation to meet the following system requirements:

- Microsoft Windows: Windows 10
- Browsers: Internet Explorer (Version 11) and MS Edge (Version MS Edge Chromium)
- Pop-up blocker turned "off" on Internet Explorer and MS Edge
- Microsoft Excel 2010, 2013 or 2016

For more information contact FPRS Access at FPRS Access



USDA is an equal opportunity provider, employer, and lender.

2. On login page select "Customer".

← C ♠ https://www.eauth.usda.go	w/eauth/b/usda/login?TYPE=33554433&REALMOID=06-74cef34d-7468-4c55-9cbe-	14c7c74af1c3&GUID=& 🔍 A 🖄 🏠 🔇 🖨 🎓 😁 …
	An official website of the United States government Here's how you know 🗸	
	USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE	eAuth
	HOME CREATE ACCOUNT MANAGE ACCOUNT ~ HELP ~	
A	Login	
	Public citizens accessing USDA agency resources colline Public citizens accessing USDA agency resources colline rederal employees and contractors Other Federal Employee(Contractor Non-USDA federal agency employees and contractors	
	Warning Upon login you agree to the following information:	
	computer network, (3) all computers iminal penalties. ling or stored on this information ept, search and selze any d or used for any lawful government purporting to provide you with any your supervisor or any other official,	

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



4. Select "Continue to Login.gov."

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eAuthentication X	+				
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An off	icial website of the United States government	Here's how you know 🗸			
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НОМЕ	CREATE ACCOUNT MANAGE A	CCOUNT Y HELP Y			
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Update /	lccount	Public Burden Statement			
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Find Ser	vice Center	<u>USDA,gov</u>			
<u>Contact</u>	<u>Us</u>	<u>USA.gov</u>			
USDA	Authentication J.S. Department of Agriculture	8 8	0 • •		

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.

Create your account Login.gov × +	
https://secure.login.gov/sign_up/enter_email	
	An official website of the United States government <u>Here's how you know</u> ~
	USDA
	USDA eAuthentication is using
	Login.gov to allow you to sign in to
	your account safety and securety.
	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, Español, Français or 中文 (简体).
	• English (default)
	O Español
	O Français
C	I read and accept the Login.gov Rules of Use 7
	Submit

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

https://secure.login.gov/sign_up/verify_email	I	$\bigcirc A^{\mathbb{N}}$	
	💴 An official website of the United States government Here's how you know 🗸		
	Check your email		
	We sent an email to with a link to confirm your email address. Follow the link to continue creating your account.		
	You can close this window if you're done.		
	Having trouble? Here's what you can do:		
	Resend the confirmation email $>$		
	Use a different email address		

- 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.

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USDA Unit Dep Agri	ed States Pr artment of Uture	eProd WS11(Azure)		Food Programs Reporting System
	Sign In			
You have bee	n denied access to FPRS			
It may be due to	one of the following reasons:			
If you have	not logged into FPRS in the past 14 months (120 days for FNS regional and HQ users)			
 If you are u If you have 	sing the wrong credentials to sign in not yet registered with FPRS . <i>Please note that obtaining USDA eAuthentication verified L</i>	ogin.gov account does NOT automatically grant you access to FPRS.		
Additional Inform	nation:			
 If you have If you believe Please use to If you have 	an account, you will have received an e-mail from the FPRS Access team informing you y ve you have valid eAuth Credentials and they do not work, please contact the eAuth Help he following link <u>eAuthentication (usda.gov</u>) to review Frequently Asked Questions (FAQS) valid eAuth verified credentials, but have not yet been granted access to FPRS or need to	our account has been created; if you have not received such an e-mail from the FP Desk at <u>www.eauth.usda.ow/heliodesk</u> or Phone: 1-800-457-3642. FPRS Support i) pertaining to USDA eAuthentication verified Login.gov accounts. have your access reinstated, please proceed to step 2 mentioned on the <u>FPRS Wel</u>	RS Access team, you do not yo and FPRS Access cannot assist come page.	t have an account. you in this situation.

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.