

# USDA ezFedGrants

<https://www.eauth.usda.gov/eauth/b/usda/login>

## Who can access the system?

ORA, SPAC, and PI.

## Does the PI need an account?

If a solicitation has the option to use another system, e.g Workspace via the Grants.gov, please use Grants.gov.

However, if a solicitation requires this system for the submission of a proposal, the PI must be registered in the system to create the proposal AND to be listed as the PI on the proposal. Unfortunately, the proposal can NOT be shared with others, including the department admin/Co-I.

This system also allows the PI to create and submit a Progress Report. To upload the report himself/herself, the PI must have an account in the system. ORA may submit your Progress Report on your behalf; contact your CA for details.

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## Create an Account

USDA has an option to log into the ezFedGrants with Login.gov.

To access USDA ezFedGrants, users need either a Login.gov and USDA ezFedGrants account or USDA ezFedGrants ID/Password. For the Login.gov method, both accounts, Login.gov and USDA ezFedGrants account, must be associated with the same email (preferred UMD account). Login.gov accounts may be associated with a number of Federal systems simultaneously.

Login.gov manages access to Grants.gov, NSF Research.gov, and eRA Commons.

eRA Commons is used for NIH, FDA, SAMHSA and NOAA.

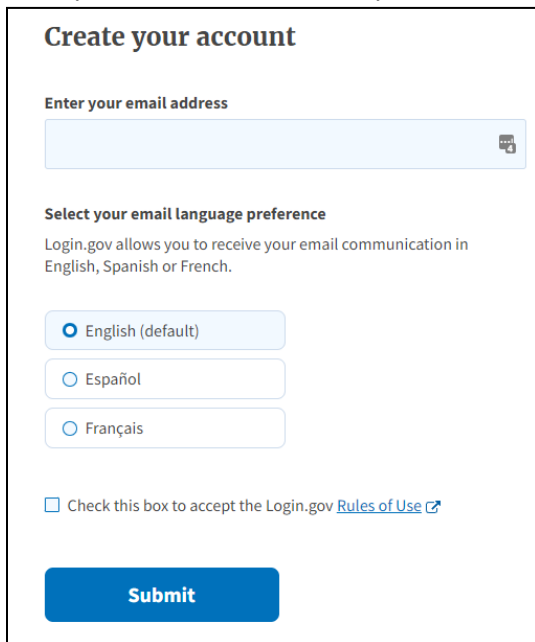
If you do not have one of the accounts, please register by following the instructions below.

- [If you do not have Login.gov](#)
- [If you do not have USDA ezFedGrants account](#)

Once you have both accounts, you will need to [Link your USDA ezFedGrants to Login.gov account](#).

### If you do not have Login.gov

1. Go to [Login.gov](#) to register.
2. Enter your UMD email > Select your email language setting > Click Submit.



The screenshot shows the 'Create your account' form on Login.gov. It includes a text input field for 'Enter your email address', a section for 'Select your email language preference' with radio buttons for 'English (default)', 'Español', and 'Français', a checkbox for 'Check this box to accept the Login.gov Rules of Use', and a blue 'Submit' button.

3. Go to your email inbox for the confirmation email. If you do not see this email in your inbox, please check your spam box as well.
4. Click on the "Confirm your email" button on the email you received from Login.gov.
5. Create a password.
6. Configure your second layer of security from the options below.
  - a. Authentication App: Get codes from an app on your phone, computer, or tablet (e.g, Duo).
  - b. Phone: Get security codes by text message (SMS) or phone call.
  - c. Backup codes: Login.gov will provide you with 10 codes to use and keep in a safe place. You can use backup codes as your only authentication method if you don't have any of the other options.

More information on how to create the Login.gov account can be found [here](#).

## USDA ezFedGrants account

Investigators will need to create and verify their identity to the system.

1. Go to: <https://www.eauth.usda.gov/eauth/b/usda/registration> to create an account.
2. Select the "Customer."
3. Login with the Login.gov.
4. Choose "Continue without Linking to an existing eAuth Account."

### 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](#)

5. Enter your First and Last name to confirm your identity.
6. The Verify Identity page will be displayed. Select Verify my identity online or Visit a USDA Service Center for in-person identity verification and click Continue.

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

**eAuth**

HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▾ | HELP ▾

### Verify Identity ?

**The application you are accessing requires identity verification. Your account does not currently meet these requirements. Before continuing your identity must be verified by selecting a method below.**

Verify my identity online (recommended)

Visit a USDA Service Center for in-person identity verification

[Continue](#)

- a. Digital identity verification requires you provide them with the State-issue ID, Social Security Number, and Phone or mail to verify identity.

**Get started verifying your identity**

USDA eAuthentication needs to make sure you are you — not someone pretending to be you.

**You will need your:**

- 1 State-issued ID**  
Your ID cannot be expired.
- 2 Social Security number**  
You will not need the card with you.
- 3 Phone number OR home address**
  - Verify by phone:** We'll call or text your phone number. This takes a few minutes.
  - Verify by mail:** We'll mail a letter to your home address. This takes 5 to 10 days.

[Learn more about verifying by phone or mail](#)

**Continue**

- b. OR you will need to visit your nearest [Local Registration Authority \(LRA\) Location](#) to verify your identity in person.

7. Once the verification process has been completed, you will need to log back into the system to request the role.

## Link your USDA ezFedGrants to Login.gov account

- Once you complete this step, you will NOT be able to share your accounts with another person.

1. Click on the option to do Login.gov.

**Customer Login** ?

[Need an account?](#)

Not a Customer? [Change user type](#)

Select an option to continue

**Login.gov** Enter Login.gov User ID and Password >

2. Once you link your account to Login.gov, you must login with Login.gov.

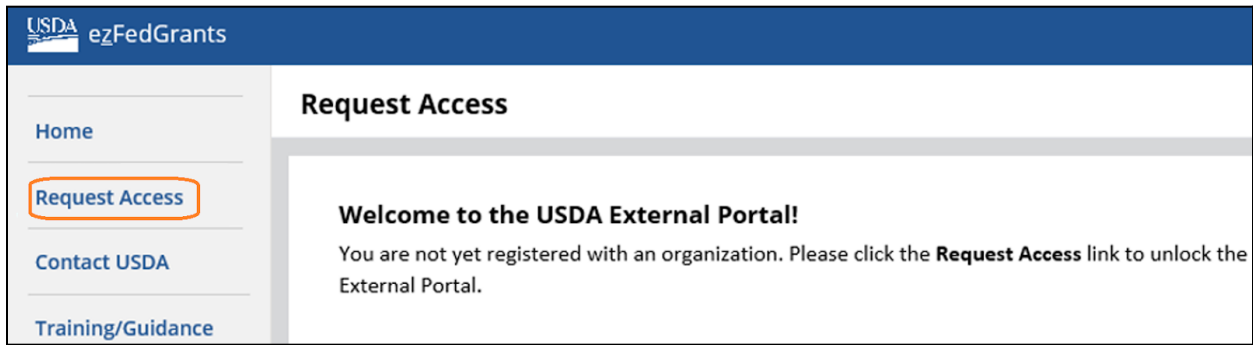
**Continue Link with Login.gov?**

After linking, your Login.gov account must be used for all future access to USDA websites and applications.

No Yes

# Request the Grant Processor Role

1. Log into the system then click the "Request Access" from the left menu.



2. Fill out the required information:

Step 1, you will be able to select the role. Your role will be a **Grant Processor** role.

A screenshot of the 'Request Access RA-15761' form. At the top right are 'Print', 'Cancel', and 'Next >>' buttons. Below the title are three steps: '1. Role Selection' (highlighted with a blue box), '2. Organization', and '3. Personal Information'. The 'Role Selection' section contains a dropdown menu for '\* User Role' (highlighted with an orange box) and a text area for '\* Access Request Comments' with the prompt '\* Why are you submitting this access request?'.

Step 2, you will be able to link the organization.

Please use the UEI number for University of Maryland Office of Research Administration (UEI: NPU8ULVAAS23).

Step 3, fill out remaining information (address, contact info, role).