



## ezFedGrants External User Onboarding Quick Reference

### Purpose

This document summarizes the process for external users (grant recipients and applicants) to gain access to the ezFedGrants External Portal (eFG EP).

Please refer to the documents in the **Further Information** section for step-by-step instructions and greater detail on these procedures.

### Procedure

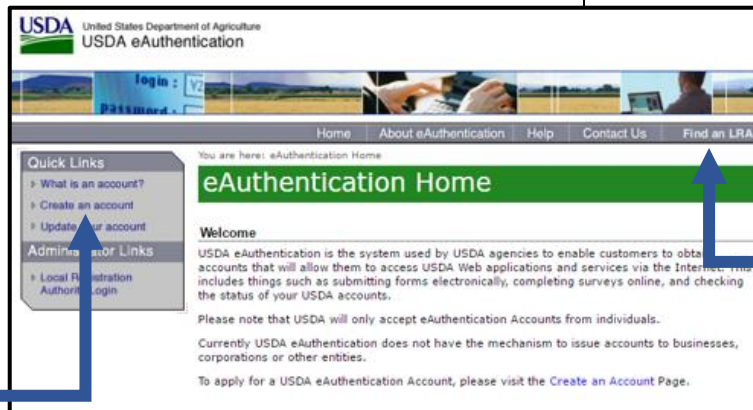
#### Part I. Organization Registration

1. Organizations must have a **minimum of two users** in order to fully use the eFG EP. Confirm your organization has at least two users.<sup>1</sup>
2. Organization IDs, such as DUNS numbers, are used by the USDA to link agreements, activities, and eFG EP users to specific business/grant-receiving entities.
  - Confirm your organization has registered for a DUNS number at SAM.gov and **document the DUNS number**.
3. If your organization has multiple DUNS:
  - Your eFG EP profile can only be linked to one organization ID, so you must select the single most-relevant DUNS for your grants-related activities.
  - Your organization must have two unique users in the eFG EP for each DUNS associated with USDA grant awards.

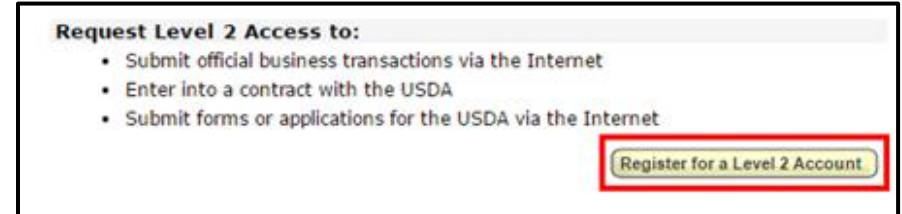
#### Part II. eAuthentication

All eFG EP users must have an eAuthentication Level 2 Account. This account verifies your identity and is used to log in to the eFG EP.

1. Go to [www.eauth.usda.gov](http://www.eauth.usda.gov).
2. Click **Create an Account**.



3. Click **Register for a Level 2 Account**.



4. Complete the **Account Registration** form and click **Continue**.
5. Review your information. If it is correct, click **Submit**.
6. You should receive a confirmation email. Click the **Activate My Account** link in the email.

Once you have created your eAuthentication Account, you must verify your identity to obtain full Level 2 Access.

1. You should receive an **Upgrade Request Confirmation** email.
  - To verify your identity online, click the **Online Self-Service** link in the email.
  - To verify your identity in person, click the **Option 2** link in the email.
2. To verify your identity online, you will have two attempts to complete a background/identity questionnaire.
  - If you are unable or unwilling to complete the questionnaire, you must verify your identity in person.

3. To verify your identity in person, you must schedule an appointment with a Local Registration Authority (LRA) in your area.
  - Locate your nearest LRA by clicking the **Find an LRA** link on the eAuthentication website.
  - Call the LRA office to schedule an appointment.

4. Once you have verified your identity (online or in person), you should receive a **Level 2 Access Confirmation** email.

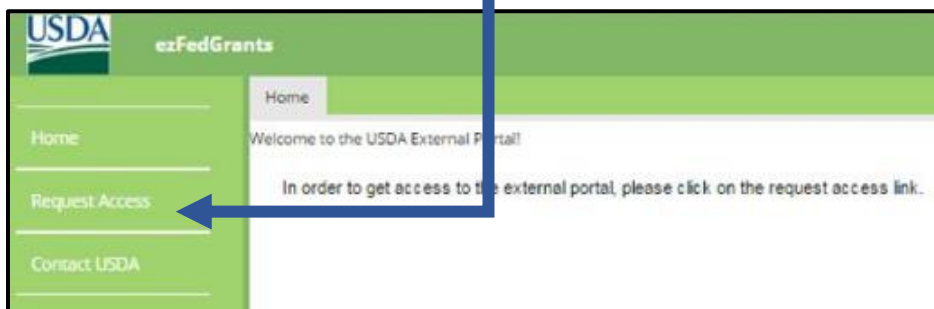


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### Part III. Requesting Access to the ezFedGrants External Portal

Once your organization has been registered, you have identified the correct organization ID (DUNS), and you have created an eAuthentication Level 2 Account, you are ready to request access to the eFG EP.

1. Go to [nfc.usda.gov/ezfedgrants](http://nfc.usda.gov/ezfedgrants) and click **Launch ezFedGrants**.
2. Log in to the eFG EP using your eAuthentication Level 2 Account user name and password.
3. Click **Request Access**.



4. On the **Role Selection** screen, select a user role, provide a reason for your request, and click **Next**.
5. On the **Organization** screen, click **Find Organization**.
6. Type your organization ID or other details into the **Search Criteria** fields and click **Search**.
7. Locate your organization in the **Search Results** table, click **Join Organization**, and click **Next**.
  - If you cannot locate your organization, try modifying your search.
  - If you are still unable to locate your organization, contact any colleagues who have eFG EP access, or the eFG Help Desk for assistance.
8. On the **Personal Information** screen, complete the **POC Details** section.
  - A POC is someone who can confirm your need for eFG EP access.
9. Provide your contact details in the **Work Contact Information** fields.

10. Click **Submit** to send your access request to a reviewer.



- If you are the first user from your organization to request eFG EP access, a USDA AGMO will review your request.
- If your organization already has users in the eFG EP, your request will be sent to the GAO(s) in your organization.
- If your request is rejected, you will need to submit a new request.

### Further Information

#### Step-by-Step Instructions:

- eAuthentication Level 2 Account Creation Job Aid
- ezFedGrants External Portal Access Request Submission Job Aid

#### Using the eFG EP:

- ezFedGrants External Portal Overview and Navigation for External Users Job Aid
- ezFedGrants External Portal Search Functionality Job Aid

#### Other Information:

- Introduction to ezFedGrants FAQs
- Onboarding and Accessing ezFedGrants FAQs
- ezFedGrants External Portal User Role Definitions

<sup>i</sup> A Signatory Official (SO) is required to submit applications and sign award documents in the eFG EP. Without an SO, these activities must be completed offline.