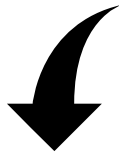


## Register WBSCM Account Quick Start Guide



Don't have an existing Login.gov ID?

You missed a step.



Go to Action Required Email Guide

# “Action Required” Email Guide

All users must locate and READ the “Action Required: Register USDA WBSCM User Account” email. Use this guide to find the WBSCM Account Setup steps (next page) within the “Action Required” email.

From: [WBSCM\\_USER\\_REGISTRATION@AMS.USDA.GO](mailto:WBSCM_USER_REGISTRATION@AMS.USDA.GO) <[WBSCM\\_USER\\_REGISTRATION@AMS.USDA.GO](mailto:WBSCM_USER_REGISTRATION@AMS.USDA.GO)>  
Sent: Wednesday, November 15, 2023 7:43 AM  
To:  
Subject: Action Required: Register USDA WBSCM User Account

Search inbox / spam / deleted folders for this subject or this sender to find email

This is an automatically generated message. Please do not reply to this email.

This email is for the individual identified in the greeting line and cannot be shared with any other user.

Cannot share this email

Dear  
A user account has been created for you in the United States Department of Agriculture (USDA) Web-Based Supply Chain Management (WBSCM) system.

If you are a USAID Federal Employee or Contractor, please disregard this email and contact the [AMS Help Desk](#) for instructions on how to proceed.

WBSCM is a USDA eAuthentication (eAuth) protected application. To access WBSCM, go to the [USDA eAuthentication page](#), select the appropriate User Type based on your role, and follow the steps identified below:

- a. **Customers, Vendors, Business Partners**
  1. Select **Customer** and complete **Steps 1 and 2**.
  2. Use **Login.gov credentials** to access WBSCM.
- b. **USDA Federal Employees, Affiliates, Contractors**
  1. Skip **Step 1** and complete **Step 2**.
  2. Select **USDA Employee/Contractor** and use PIV/Lincpass credentials to access WBSCM.

If you have an existing eAuth account to access any non-WBSCM application, skip **Step 1** and complete **Step 2** below.

- Helpful Tips:**
- **SAVE this email until you have completed Step 2 below.**
  - Your Login.gov or PIV/Lincpass credentials must match your last name and email address in WBSCM (as referenced in this email) to successfully register your new account.
  - Login.gov account requires a unique email address.
  - A single Login.gov account can be used for USDA and non-USDA applications. For USDA protected applications, the Login.gov account must be linked to eAuth.
  - Your Login.gov ID or PIV/Lincpass can be linked to multiple WBSCM accounts.

### How to Register a new WBSCM account

#### Step 1. Create Login.gov ID and link to eAuth

This step is required only for public customers, vendors, and business partners conducting business with USDA. Go to the [USDA eAuthentication page](#), select **Customer**, then **Login.gov** option. You will be directed to the Login.gov website.

Existing Users must link to eAuth

- You can access WBSCM with an existing Login.gov ID or create a new one:
- a. If you already have an active Login.gov ID, **Sign in** with your existing credentials and complete the steps to perform a one-time process to link your Login.gov ID with USDA eAuth.
  - b. To create a new Login.gov ID, choose **Create an account**; provide a unique email address, establish multi-factor authentication, and return to eAuth to link the new account with eAuth.

**Note:** If you don't have an existing eAuth account, when linking Login.gov ID with the eAuth system, choose **Continue without linking to an existing eAuth account**. This establishes an automatic link to a new eAuth account.

After Login.gov credentials are created and successfully linked to eAuth, the **Account Information** page displays a summary of your Login.gov credentials with a green Linked checkmark. This completes Step 1. Log out, and go to **Step 2** to register your WBSCM account.

#### Step 2. Register WBSCM Account

Step 2

This one-time step must be completed by all users to access WBSCM. To register your new WBSCM account, go to the [USDA eAuthentication page](#), select your Login.gov or PIV/Lincpass credentials based on your user type. **This link is unique to your WBSCM account and should not be shared with others.**

Cannot share link

<https://portal.wbscm.usda.gov/registration?action=init&token=yF1rGuLSimFxl12TqkAlaumNmUxXTtY0oJwFxFkVPpazCBfPIYMnl91cnOLyNPg6O>  
(Copy and paste the link into your Web Browser, if you encounter issues.)

Step 2.2

For more information on **Account Information** behavior and access WBSCM. This completes the WBSCM registration process.

**Note:** You can be linked to more than one WBSCM account. If you have an existing WBSCM account, **be sure to sign out of any active WBSCM sessions** and close the browser before registering a new account. If you have multiple WBSCM accounts, you will be prompted to select which one to use when logging into WBSCM.

Be sure to **Bookmark** WBSCM for future convenience: <https://portal.wbscm.usda.gov/>

Bookmark page

Step 2.6

If you have any questions, please contact your user administrator:  
You may also contact the WBSCM Service Desk at [wbscm.servicedesk@caci.com](mailto:wbscm.servicedesk@caci.com) or call 877-WBSCM-4U (877-927-2648)

# Register WBSCM Account Quick Start Guide

2 Open email "Action Required: Register USDA WBSCM User Account"

## Step 2. Register WBSCM Account

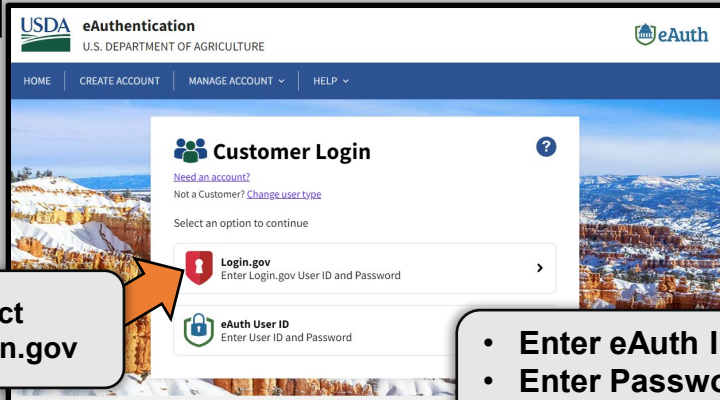
This one-time step must be completed by all users to access WBSCM. To register your new WBSCM account, use your Login.gov or PIV/Lincpass credentials based on your user type. This link is unique to your WBSCM account.

2.2

<https://portal.wbscm.usda.gov/registration?action=init&token=yF1rGulSim>  
(Copy and paste the link above in your Web Browser, if you encounter issues.)

Click link in Step 2 of "Action Required" email

2.3

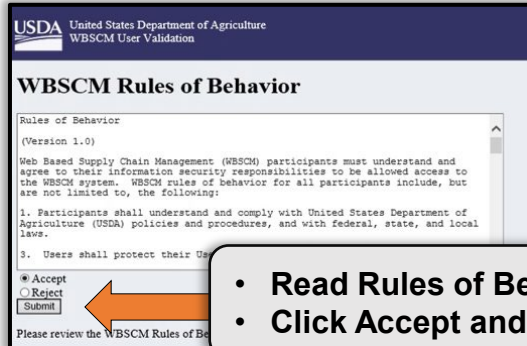


Select Login.gov

- Enter eAuth ID
- Enter Password
- Click Signin button



2.4



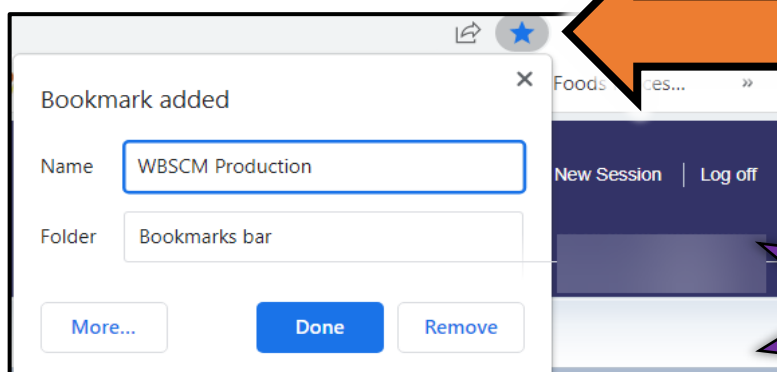
- Read Rules of Behavior
- Click Accept and submit

2.5



- Users redirected to WBSCM Home Screen
- WBSCM logo indicates live system

2.6



- Bookmark Live Site.
- Title bookmark: WBSCM Production or WBSCM Live

Register WBSCM Account complete!