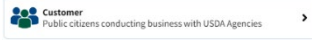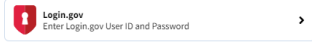| Job Aid Title	WBSCM Existing User Login.gov Registration
Purpose	This job aid reviews the steps necessary to convert an existing WBSCM eAuth account and register a Login.gov account to access WBSCM systems. WBSCM users can link an existing eAuth account to an existing or a new Login.gov account and enable MFA (Multi-Factor Authentication). A single Login.gov account can be used for USDA and non-USDA applications. For USDA protected applications such as WBSCM, the Login.gov account must be linked to eAuth. The Login.gov account to access WBSCM is required only for public customers, vendors, and business partners conducting business with USDA. USDA employees should continue to use their PIV/Lincpass credentials to access WBSCM.
Prerequisite	The following are prerequisites: • The user must already have a WBSCM user account. • Review available MFA options from the Login.gov website and have appropriate information available to enable one or more authentication methods.
Target Audience	All WBSCM Users
Navigation Path	Navigate to the eAuthentication webpage.

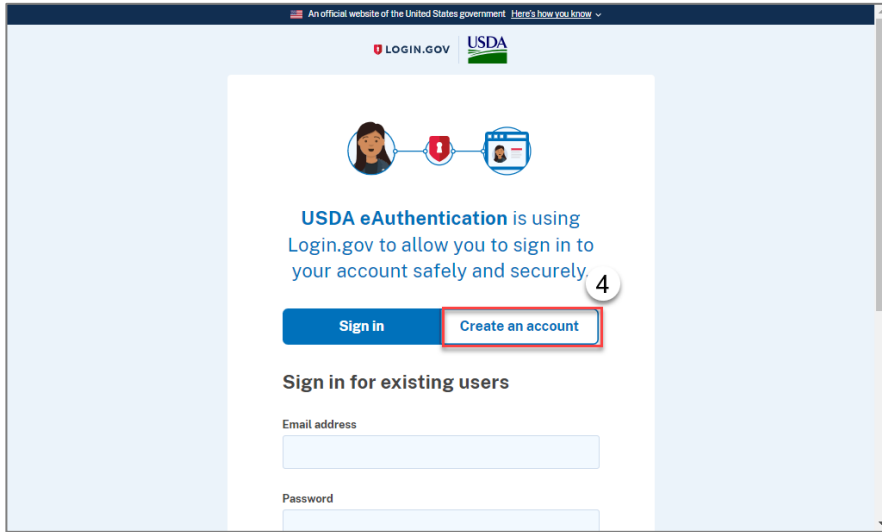|	
Create a New Login.gov Account WBSCM eAuthentication Login Screen WBSCM eAuthentication Customer Login Screen 	**Create a New Login.gov Account** 1. Navigate to the eAuthentication webpage. **Note:** The user should **not** create a new Login.gov account from the Login.gov webpage. Beginning the process from the USDA eAuth webpage allows user to seamlessly link the login.gov account to their existing eAuth account. 2. Click (the **Customer** button). 3. Click (the **Login.gov** button).
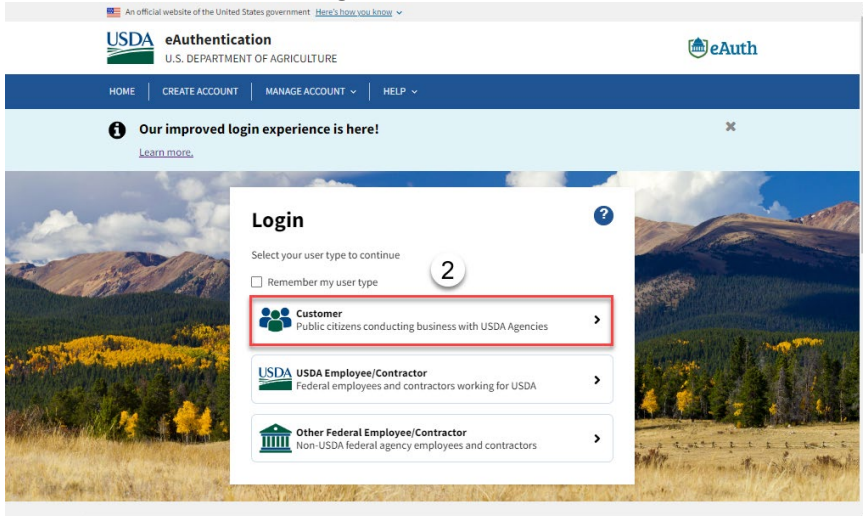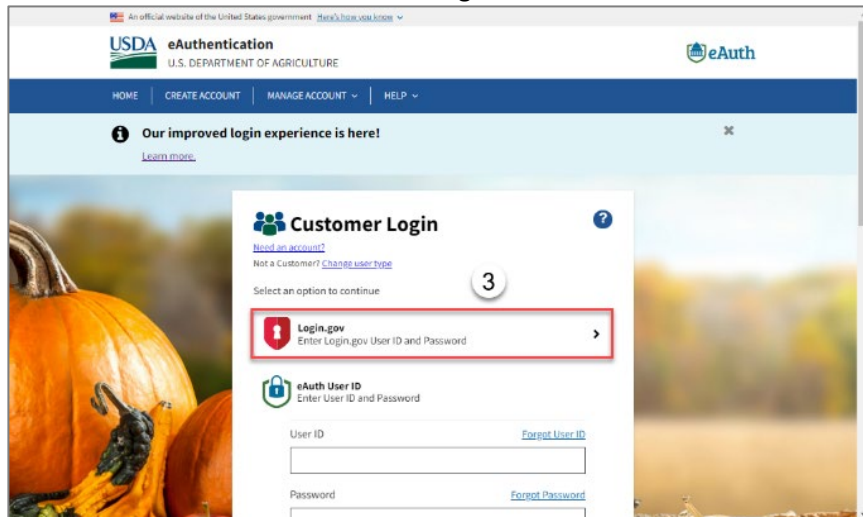
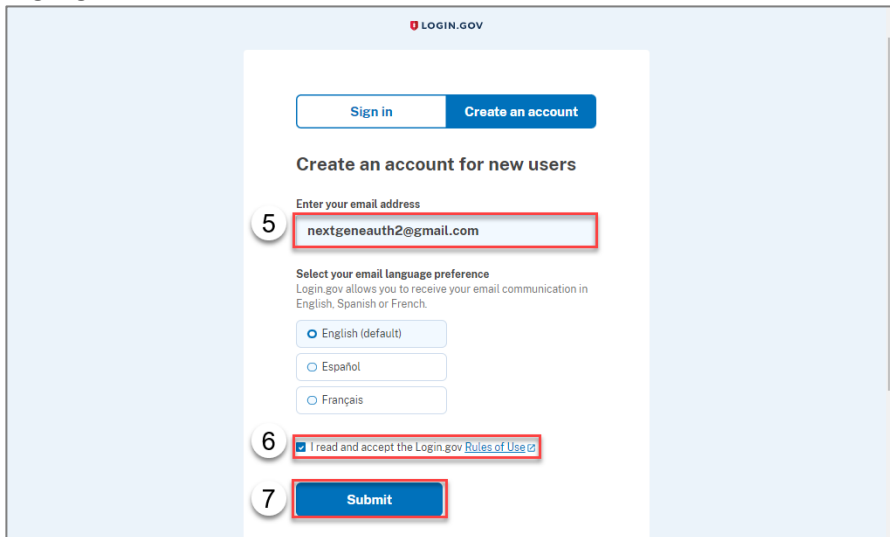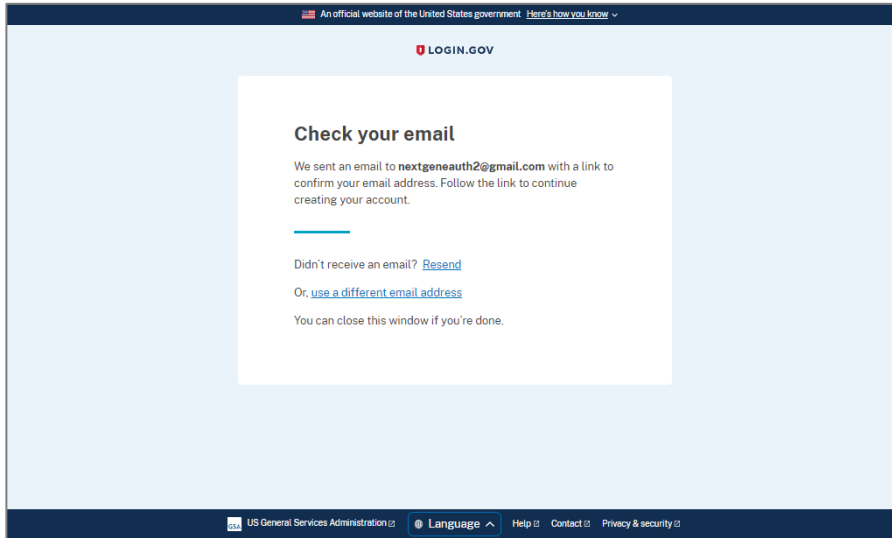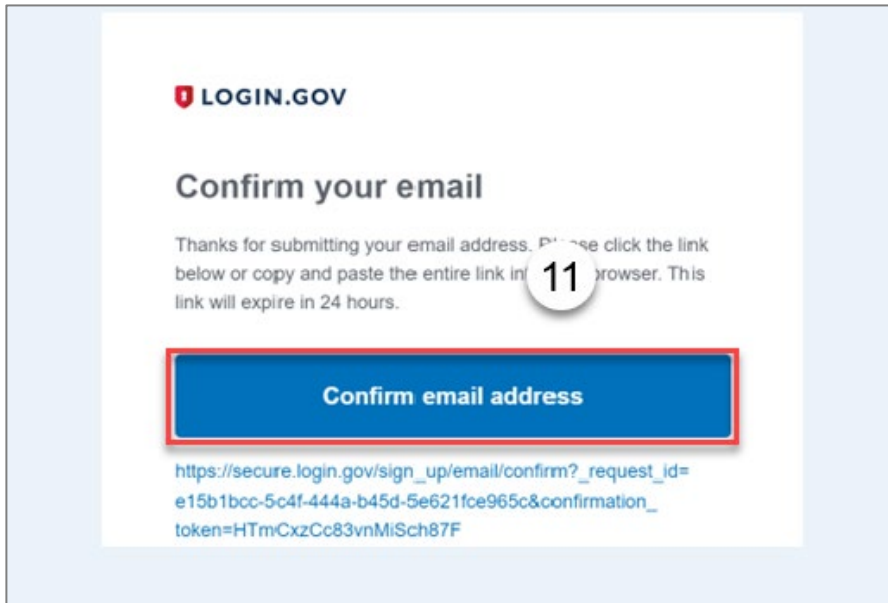|	
Create a New Login.gov Account (continued) Login.gov Home Screen Login.gov Create an account Screen 	**Create a New Login.gov Account (continued)** 4. Click [Create an account] (the **Create an account** button). 5. Enter the email address associated with the WBSCM account in the **Enter your email address** field. In this example, the **nextgeneauth2@gmail.com** email address is entered. **Note:** The Login.gov account requires a unique email address in case user has multiple Login.gov accounts. The Login.gov credentials for WBSCM must match the last name and email address in WBSCM to successfully register the new account. For existing users, these credentials are the same as their eAuth account. 6. Click ☐ (the **I read and accept the Login.gov Rules of Use** checkbox). 7. Click [Submit] (the **Submit** button). **Note:** The system message displays "**Check your email**".

Create a New Login.gov Account (continued)	Create a New Login.gov Account (continued)
Login.gov Check your email Screen **Confirm your email Screen**	8. Access the email account associated with the email address entered at Step 5. 9. Locate the email from Login.gov with the subject line "Confirm your email". 10. Open the email from Login.gov. 11. Click [Confirm email address] (the **Confirm email address** button). **Note:** As an alternate method of confirming the email address, users can copy and paste the URL in the web browser as noted on the webpage. **Note:** The system displays the message "You have confirmed your email address".

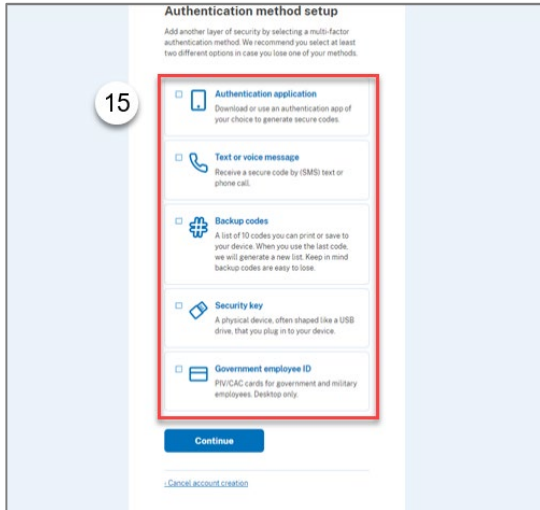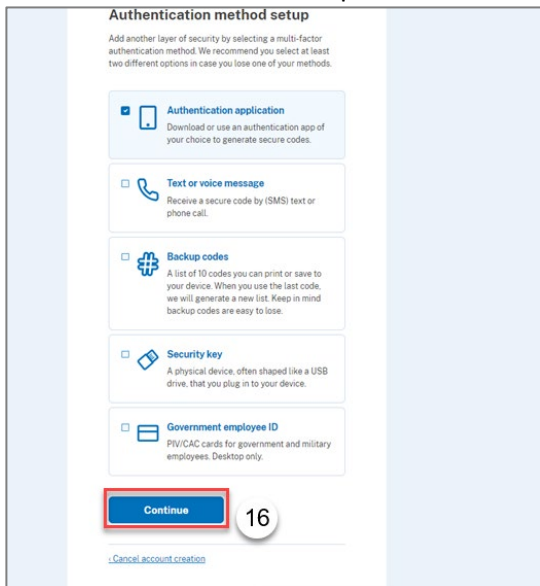|	

Create a New Login.gov Account (continued)
 	
Create a strong password Screen
 	
Create a strong password Screen
 	
	Create a New Login.gov Account (continued)
	
	12. Enter a password for use with Login.gov in the **Password** field.
	    Note: The password must be 12 characters or longer.
	13. Reenter the same password in the **Confirm password** field.
	
	    Note: Users can click ☐ Show password (the **Show password** checkbox) to display the password as entered.
	
	14. Click [Continue] (the **Continue** button).

Create a New Login.gov Account (continued) Authentication method setup Screen Authentication method setup Screen 	**Create a New Login.gov Account (continued)** 15. Click the appropriate checkboxes to select one or more methods for Multi-Factor Authentication (MFA). In this example, ☐ (the **Authentication application** checkbox) is selected. **Note:** The available options for Multi-Factor Authentication (MFA) are: **Authentication application** (the user can download any authentication application) **Text or voice message** **Backup codes** (printed codes) **Security key** such as an RSA token **Government employee ID** (PIV card) 16. Click **Continue** (the **Continue** button).

Create a New Login.gov Account (continued)

Add an authentication app Screen
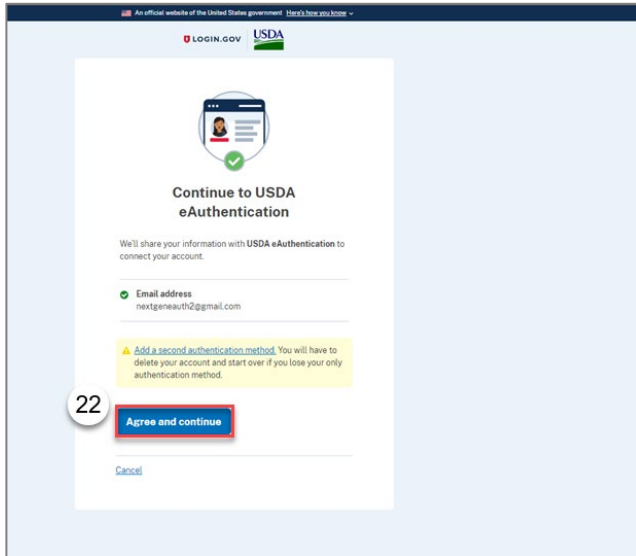

Create a New Login.gov Account (continued)

17. Complete the steps as listed on the screen.
Note: The instructions will differ based upon the authentication method selected on the previous screen. In this example, the **Authentication application** steps are displayed.

18. Click [**Submit**] (the **Submit** button) once all steps are completed based on the authentication method selected.

19. If necessary, click [**Add another method**] (the **Add another method** button) to add another MFA option.

20. Return to Step 15 to repeat the steps of adding an additional authentication method. In this example, the user is not adding an additional MFA method.

21. Click [Skip for now] (the **Skip for now** link) to continue without adding an additional MFA option.

You've added your first authentication method Screen

|	
Create a New Login.gov Account (continued)	**Create a New Login.gov Account (continued)**
Continue to USDA eAuthentication Screen	22. Click [Agree and continue] (the **Agree and continue** button).
	23. Click ⚪ Use an existing eAuth account to link to my Login.gov account. (the **Use an existing eAuth account to link to my Login.gov account** radio button).
	24. Click [Continue] (the **Continue** button).
Link with Login.gov Screen	
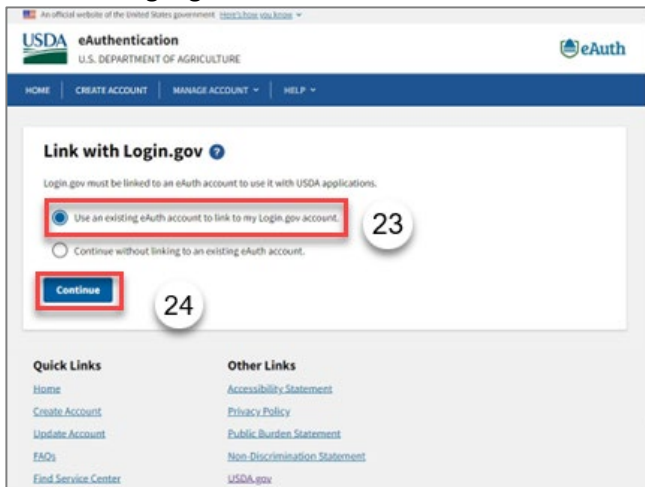
**Create a New Login.gov Account (continued)**

Continue Link with Login.gov Pop-Up
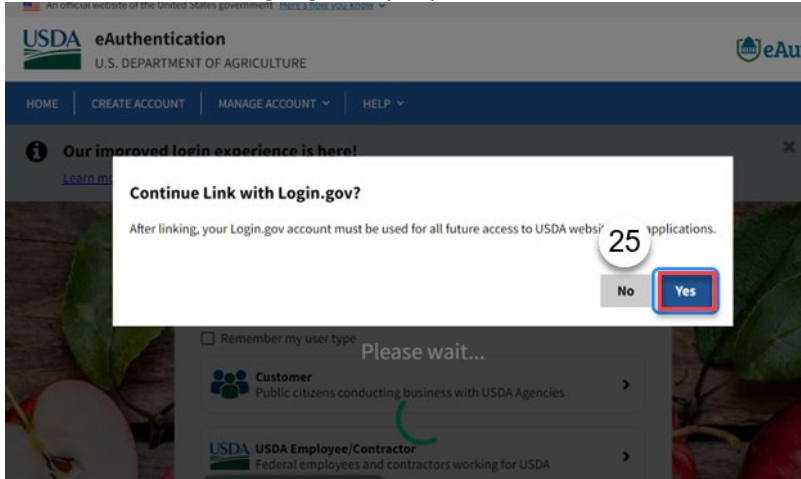
Welcome to the WBSCM System Screen
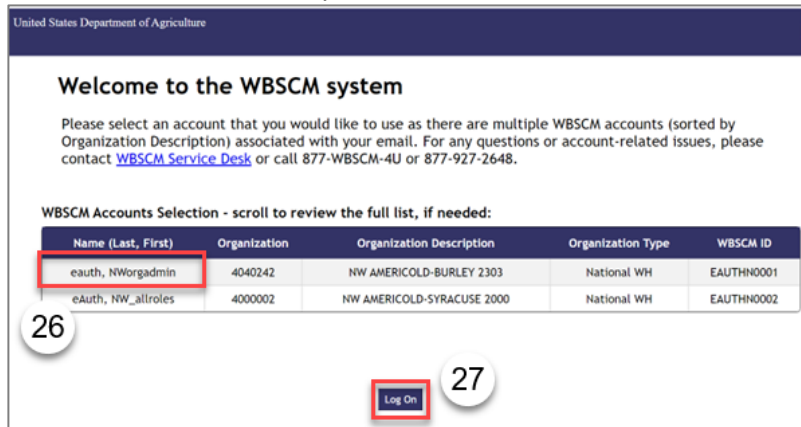
Create a New Login.gov Account (continued)

25. Click [Yes] (the **Yes** button) to link the two accounts and access WBSCM. Users are now no longer able to use their eAuth account to access WBSCM.

26. Select the appropriate account. In this example, the **eauth, NWorgadmin** option is selected.
    Note: In this example, the **Welcome to the WBSCM system** screen displays a user with multiple WBSCM accounts linked to the same eAuth account. For users with one WBSCM account, this screen does not display.

27. Click [Log On] (the **Log On** button) to log on to WBSCM.