

"Action Required" Email Guide

All users must locate and READ the "Action Required: Register USDA WBSCM User Account" email.

Use this guide as a reference when following steps in WBSCM Account Setup Quick Start Guides.

From: WBSCM_USER_REGISTRATION@AMS.USDA.GOV <WBSCM_USER_REGISTRATION@AMS.USDA.GOV>
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.

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

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.**

<https://portal.wbscm.usda.gov/registration?action=init&token=yF1rGuLSimFxl12TqkAlaumNmUxXtTy0oJwFxFxKVPpQzCBFPIYMn191cnOLyNPg6O>
(Copy and paste the link into your Web Browser, if you encounter issues.)

Cannot share link

All users must complete this step

Follow the **Account Information** page and access WBSCM. This completes the WBSCM registration process.

Note: You cannot 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

If you have any questions, please contact your user administrator:

You may also contact the WBSCM Service Desk at wbscm.servicedesk@caci.com or call 877-WBSCM-4U (877-927-2648)



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

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Food and Nutrition Division
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