Please read the following information and instructions carefully and completely before proceeding.

To access FFAVORS Web, you must first obtain a User ID and password from USDA's eAuthentication (eAuth) System.

Registering for an USDA eAuth account with **Level 1** access is easy. Using the link below in Step 1, you will complete a brief customer profile, and create a User ID and password for your USDA eAuth account. You will then receive a confirmation email from the USDA eAuth Help Desk asking you to respond to the email to confirm your account within seven (7) days. If you do not respond to the email asking you to confirm your account within seven (7) days, you will be required to start over.

Important:

- If you currently have an eAuth account to access another USDA application, you may use the same one for FFAVORS (in which case you can skip Steps 1 and 2 below).
- For users that have multiple FFAVORS accounts, a separate eAuth ID is required for each.
- The last name and email address on your eAuth account and FFAVORS account must match exactly.

STEP1:

Select this link and follow instructions to create a new eAuth

ID: <u>https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=1</u>

When creating a new account, some items to note are:

- User ID:
 - Must be 6 20 characters
 - Use an ID that is identifiable for your particular FFAVORS account/organization. This
 is especially important if you have multiple FFAVORS accounts. Some examples are
 listed below using the organization name and/or customer code:
 - For a State (ex: TN): Tennessee
 - For a District (ex: Campbell County): CAMPBELL or OTN006
 - For a School: YTN128-CAMPBELLHIGH YTNC28-CARYVILLE YTNC29-ELKVALLEY
- Password:
 - Must be 12-24 characters
 - Required Characters
 - Have one uppercase letter (A, B, C, etc.)
 - Have one lowercase letter (a, b, c, etc.)
 - Have one number
 - Have one special characters: $! # \$ \% * = + :;; ? \sim$
 - No spaces allowed
 - Restricted Information (Do Not Use)
 - Dictionary Words
 - Profile Information

- Mother's Maiden Name, Date of Birth, PIN, Your Name, Address, Phone Number, Email, etc.
- Last Name, Email: must match what is listed in FFAVORS.

STEP 2:

Activate the eAuth ID by following instructions from the eAuth confirmation email.

STEP 3:

Log into FFAVORS using the 'FFAVORS Login' link on this page: <u>http://www.fns.usda.gov/fdd/ffavors.htm</u>

If you have any questions, please contact your FFAVORS representative, or the FFAVORS help desk at: paamagic@dla.mil?subject=FFAVORS Web