

## Level 2 eAuthentication Information

Purpose: EAuthentication is critical to protect vendor information and institute system integrity in VIPR. Level 2 eAuthentication has been chosen as the secure portal to access VIPR and is essential in order to implement a defensible, legally binding eSignature function.

Timeline: Vendors interested in submitting quotes or accessing information on EERA's will need to have Level 2 eAuthentication for the 2009 fire season. Regional strategies to accomplish this are due **March 21**. Please identify timeframes for Regional implementation including the completion date in your strategy.

Process:

- 1) Vendors will be required to establish an eAuthentication account at the USDA website at <http://www.eauth.egov.usda.gov/eauthCreateAccount.html>.
  - Vendors must have a valid email address to register for an account with Level 2 Access.
  - Vendors will create a customer profile with a User ID and a password then respond to a confirmation email within seven (7) days.
- 2) Once an eAuthentication account is established, vendors will be required to visit a Local Registration Authority (LRA) with a picture ID to verify their identity.
  - Valid picture ID's including USA State Driver's License, USA State Photo ID, USA Passport, USA Military ID, Canadian Drivers License, Canadian Passport, Department of States Global ID (GLID) Badge.

Options:

Currently LRAs exist at USDA Service Centers.

- 1) Regions could partner with existing Service Centers based on their relationships with USDA, their location, and capacity. We recommend that you contact some of the Service Centers in your Region to ascertain their interest and willingness to assist.
- 2) Train Forest Service staff as LRAs
  - Procurement Techs or Information Receptionists could be trained to validate vendor IDs
  - Once LRAs are identified, various methods to accomplish Vendors Level 2 certification could include:
    - Sponsor sign-up fairs (regional, acquisition zones, states, etc)
    - Handle on an individual basis

Training FS personnel as LRAs

- 1) The training to become a LRA is web based and takes approximately 30 minutes to complete.
- 2) Information can be found at the USDA website <https://app.eauth.egov.usda.gov/AccountServices/MainPages/eauthWhatIsLRA.aspx>
- 3) In order to access the LRA training module Forest Service employees will need to be granted access to it.
  - Contact Daniel McGee to request a profile in the LRA database.

If you have any questions or need any assistance please contact Daniel McGee at 406-494-0208 or [danielmcgee@fs.fed.us](mailto:danielmcgee@fs.fed.us)