

HOW TO REGISTER TO ACCESS THE PRODUCTION SNAP-QCS STATE SYSTEM

To access the new production SNAP-QCS State System on October 1, 2010, you will be required to have a USDA eAuthentication (eAuth) **Level 2** account. This will be needed to complete the USDA FNS-674 form where you will also indicate your role (*Viewer, Reviewer, Supervisor, or Manager*) and whether you want to have the file upload capability in working with the SNAP-QCS State System.

If you participated in the SNAP-QCS State System Pilot, you may already have obtained a Level 1 account. You will now be required to update your account to Level 2. The difference is that you will have to visit a Local Registration Authority (LRA) in person to activate your Level 2 eAuth account. If you do not already have an eAuth account you will be required to obtain a Level 2 account.

If you have questions concerning what it means to have an eAuth account, please read the description by clicking on the “[What is an account](#)” link in the Quick Links box on the upper left hand side of the eAuthentication Home screen shown on the next page.

These are the steps to take to ensure you will be able to log in to SNAP-QCS on October 1, 2010:

1. Obtain an eAuth Level 2 account as described below.
2. Visit a LRA to activate your eAuth Level 2 account
3. Enter your activated eAuth ID, SNAP-QCS role, and other information on the FNS-674 (attached)
4. Obtain approval of your FNS-674 from your State QC Director
5. Submit the FNS-674 to your FNS regional Federal QC Coordinator
6. Log in to the new SNAP-QCS State System on October 1, 2010!

If you have any questions concerning this process, please call the SNAP-QCS Support desk at 1-866 SNAP-QCS (762-7727) or send an email to SNAPQCS_Support@fns.usda.gov and we will be glad to assist you.

HOW DO I UPDATE MY LEVEL 1 ACCOUNT TO LEVEL 2?

Go to <http://www.eauth.egov.usda.gov/index.html> and click on the “**log into your profile**” link in the middle of the screen. Follow the instructions and then schedule a visit with a LRA as described on the eAuth web site and later in this document.

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HOW DO I GET A NEW LEVEL 2 ACCOUNT?

Go to <http://www.eauth.egov.usda.gov/index.html> and click on the “**Create an account**” link in the Quick Links box on the upper left hand side of the screen below. Clicking on the “**Create An Account Page**” link on the screen takes you to the same screen.

USDA United States Department of Agriculture
USDA eAuthentication

login : YZ
password :

Home About eAuthentication Help Contact Us Find an LRA

Quick Links

- ▶ What is an account?
- ▶ **Create an account**
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

eAuthentication

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the **Create An Account Page**.

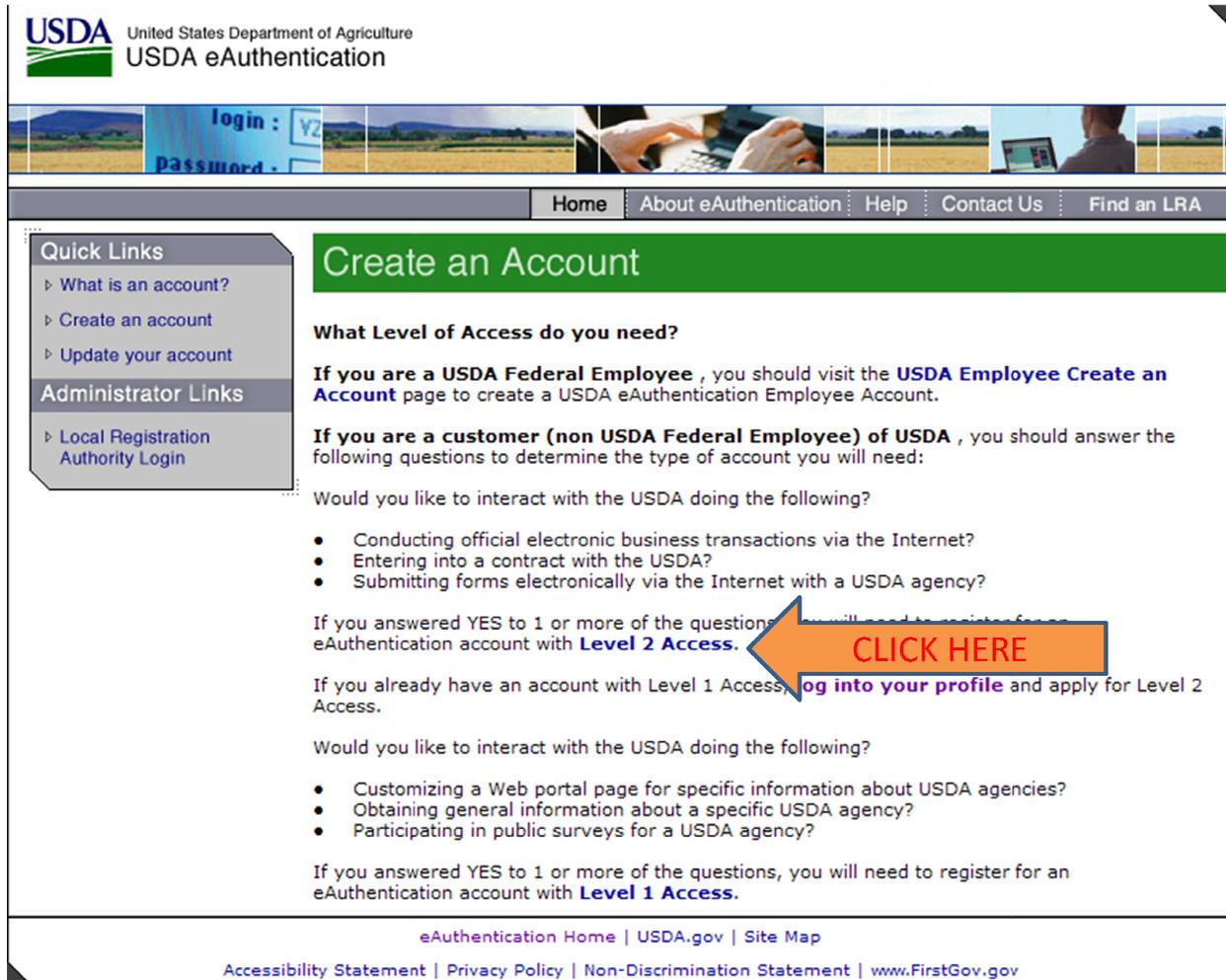
Last Modified: 08/19/2008

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

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Since you will be using SNAP-QCS to submit forms electronically via the Internet with a USDA agency, click on the “[Level 2 Access](#)” link in the middle of the screen below.



USDA United States Department of Agriculture
USDA eAuthentication

login : VZ
password :

Home About eAuthentication Help Contact Us Find an LRA

Create an Account

What Level of Access do you need?

If you are a USDA Federal Employee, you should visit the [USDA Employee Create an Account](#) page to create a USDA eAuthentication Employee Account.

If you are a customer (non USDA Federal Employee) of USDA, you should answer the following questions to determine the type of account you will need:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Submitting forms electronically via the Internet with a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with [Level 2 Access](#).

If you already have an account with Level 1 Access, [log into your profile](#) and apply for Level 2 Access.

Would you like to interact with the USDA doing the following?

- Customizing a Web portal page for specific information about USDA agencies?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with [Level 1 Access](#).

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Fill in all of the required information on the following screen and click the “Continue” button.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

Create an Account

Form Approved - OMB No. 0503-0014 [Create an Account Help](#)

Level 1 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters

Password*: 9-12 characters
[Click here](#) for additional requirements

Confirm Password*:

First Name*:

Middle Initial:

Last Name*:

Home Postal/Zip Code:

Country Name*:

Email*:

Confirm Email*:

Email address must be valid to complete registration

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
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On the next screen, confirm the information and click the “Submit” button. You will then be sent an email with instructions on how to activate your account. Follow those instructions and your Level 2 account will be created.

HOW DO I FIND A LRA TO ACTIVATE MY LEVEL 2 ACCOUNT?

To activate your Level 2 account, you will need to visit a Local Registration Authority (LRA) and show them your driver's license, passport, or other government issued picture ID. To find and make an appointment with a LRA, go to <http://offices.sc.egov.usda.gov/locator/app?type=lra> and click on your State. You will then see list of LRAs in your State. You must complete this process before filling out the

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FNS-674 so that your SNAP-QCS access request can be processed in time for the October 1, 2010 roll out of the production SNAP-QCS State System.

HOW DO I FILL OUT THE FNS-674?

Once you have created and activated your eAuth account, you will need to complete an FNS-674 form (see attached file). This is a “fillable” online form in Adobe .PDF format. You will not be able to save an electronic copy of the form but you can fill it out on your computer and print it for signature and approval. We have pre-filled all the information about SNAP-QCS on the form for you with check boxes for you to indicate your role and whether you want to have the file upload capability. The roles are described at the end of this document. Submit the completed FNS-674 to your State QC Director for approval. Once approved, forward the FNS-674 to the regional Federal QC Coordinator so that we can add you to the production SNAP-QCS State System. You must complete the FNS-674 as follows:

PART A

1. Complete items 1 through 5 as described in the *Form Instructions* on page 3 of the FNS-674. Item 4 is filled in for you.
2. Skip Item 6.
3. For Item 7, enter your State Agency name such as “ND Department of Human Services”.
4. Item 8 is filled in for you.
5. Complete Item 9 as described in the *Form Instructions*.
6. Skip Items 10 and 11.
7. Item 12 is filled in for you.
8. For Item 13, check **ONE** of the role boxes (*Viewer, Reviewer, Supervisor, or Manager*). Check the *Upload* box if you are going to be performing the transmission of files to SNAP-QCS. For example, if you are a reviewer with file transmission responsibilities, you would check the *Reviewer* box **AND** the *Upload* box. If you are not sure of your SNAP-QCS role, consult your State QC Director.
9. Items 14 and 15 are filled in for you.
10. Enter your standard United States Postal Service State code in Item 16. For example, VA for Virginia, GA for Georgia, etc.
11. Skip Items 17 through 19.
12. You should not have any comments or special instructions to enter in Item 20.
13. For Item 21, enter the Print Name and Date information on the form then print the form and sign it. You may wish to print 2 copies – one for yourself and one to sign and forward to your State QC Director.
14. The State QC Director will then complete the Supervisor approval section at the top of page 2.
15. The State QC Director will forward the approved FNS-674 to the regional Federal QC Coordinator for your State. The *Form Instructions* on page 3 and the *Rules of Behavior* on page 4 do not need to be sent to the State QC Director or the regional QC Coordinator. They are for your information only.

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16. The QC Coordinator approves the access request and forwards the approved FNS-674 to SecurityOfficers.Mailbox@fns.usda.gov.

IMPORTANT: Please read the *Rules of Behavior* on page 4 of the FNS-674 attachment so that you understand your responsibilities as a user of SNAP-QCS.

SNAP-QCS Roles

The SNAP-QCS State System is designed to be used by State Agencies to:

- Input SNAP Quality Control Review Schedules (Forms FNS-380-1 and FNS-245)
- View Review Schedules
- Send transmission files containing multiple Review Schedules (“Upload”)
- Produce reports based on Review Schedule data

The users are separated into four **mutually exclusive** user groups:

Group Roles

- *Viewer* - View Review Schedules and Reports
- *Reviewer* - As above, and enter Review Schedules
- *Supervisor* - As above, and reject and approve Review Schedules
- *Manager* - As above, and reject and release Review Schedules

In addition to these roles, any user may be given the right to send transmission files to the system (“Upload”). Regardless of the above roles, users may belong to only one State, and there is no regional or national access to the SNAP-QCS State System.

The system retains user information for the life of the system. User information cannot be deleted from the system except through the request of the system owner (Federal SNAP QC Branch). Users that are no longer allowed to access the system may only be deactivated with their activities retained for historical purposes.