

The Packers and Stockyards Program will be implementing a new option for submitting required Annual Report forms. This new option will allow regulated entities to submit their forms electronically using a program called E-file. In order to begin using this new feature, regulated entities will need to establish an E-Authentication account with USDA. An E-Authentication account is a way for you to interact with USDA websites online and allows you the ability to identify yourself to the USDA via your User ID and password. More information about USDA's E-Authentication can be found at <https://www.eauth.usda.gov/>.

There are two levels of E-Authentication which include Level 1 and Level 2. In order to use E-file, entities will need Level 2 Access. An account with Level 2 access allows the user to enter USDA Web site portals and applications that have been determined to have the need of higher security requirements or restrictions and the need of a verified identity for each User ID and profile. In order to register for E-Authentication Level 2 access, please do the following:

STEP 1: Go to <https://identitymanager.eems.usda.gov/registration/index.aspx> to access the CREATE AN ACCOUNT page. Once there, select the Register for a Level 2 Account.

STEP 2: You should complete the information on the new four screens to create a USDA E-Authentication account.

STEP 3: Once you completed this information, you will then receive a confirmation email from USDA asking you to respond to the email to confirm your account within seven (7) days. *If you do not respond to this email asking you to confirm your account within seven (7) days, you will have to restart the registration process by creating another profile and will need to select a new User ID.*

STEP 4: The next step in the Level 2 process is to make an appointment with a Local Registration Authority (LRA) at a USDA Service Center. To locate a center convenient to you, please go to <http://offices.sc.egov.usda.gov/locator/app?type=lra>.

STEP 5: Once your account has been verified, then you may log onto the Efile software to begin the process of filing your report electronically. For instructions on how to use Efile please click the link on the GIPSA website.