

User Registration and Management

User Registration

Government/Competent Authority and Certifier users can register for an *INTEGRITY* account. First, register for a login.gov/eAuthentication account. Then, return to *INTEGRITY*, click the Register link, and request an *INTEGRITY* account. If you click the Login link and are directed to Registration page, you do not have an *INTEGRITY* account.

If you are employed by a certifier accredited under multiple organic schemes, you can register for *INTEGRITY* user profiles using the same login.gov/eAuthentication account. You need to contact the *INTEGRITY* Lead at your organization and ask for approval of your request – *INTEGRITY* does not inform Lead users of registration requests.

HOW TO REGISTER AS A CERTIFIER USER

INTEGRITY user accounts are person-based. Get yours today!

[Download Document \(PDF\)](#)

HOW TO LOG IN TO INTEGRITY

Once you have your login.gov/eAuthentication and *INTEGRITY* accounts, return to the *INTEGRITY* home page and click the Login link.

[Download Document \(PDF\)](#)

User Management

HOW TO MANAGE USER ACCOUNTS

This document contains an overview and step-by-step instructions for approving and managing user accounts if you are the *INTEGRITY* Lead for your organization.

[Download Document \(PDF\)](#)

How to Register as Certifier

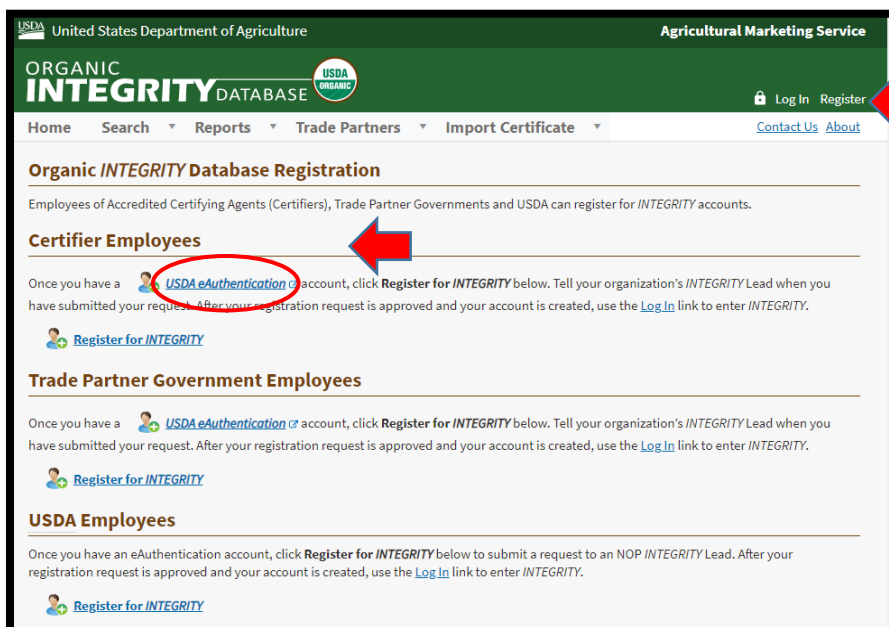
What to Expect

- The Organic *INTEGRITY* Database user account registration is a 2-step process:
 - 1) Create a USDA eAuthentication customer account via Login.gov;
 - 2) Register for an *INTEGRITY* certifier user account.
- New users as of September 12, 2023, must use Login.gov account credentials to submit a registration request for *INTEGRITY*.
- NOTE:** Users who have an existing USDA eAuthentication account created prior to September 12, 2023, can continue to use their eAuthentication user ID and password to register for *INTEGRITY*.

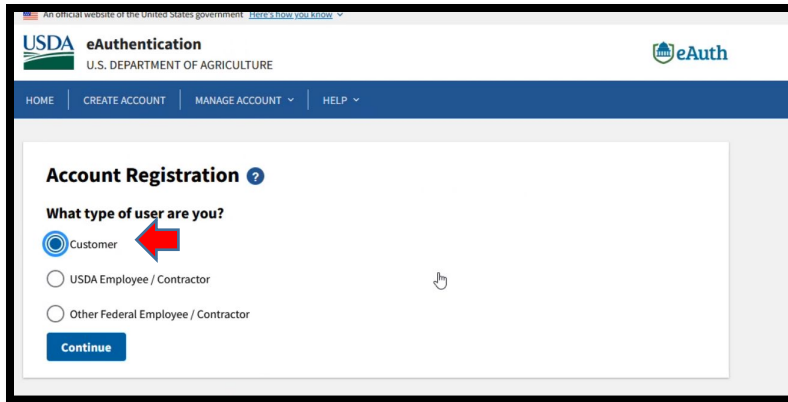
Step 1. Create a Login.gov Account

Go to the *INTEGRITY* website at <https://organic.ams.usda.gov/integrity>, select **Register** and select the **USDA eAuthentication** link from the Certifier Employees section.

For additional information, refer to the Public Customer Frequently Asked Questions (FAQs) at <https://www.eauth.usda.gov/eauth/b/usda/faq>.



Select the **Customer** radio button. Then select **Continue to Login.gov** to proceed to the next page, where you will create a Login.gov account.



USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

Account Registration ?

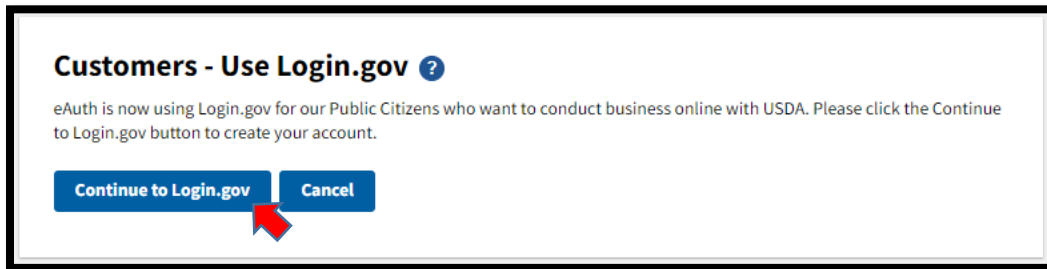
What type of user are you?

☒ Customer

☐ USDA Employee / Contractor

☐ Other Federal Employee / Contractor

[Continue](#)

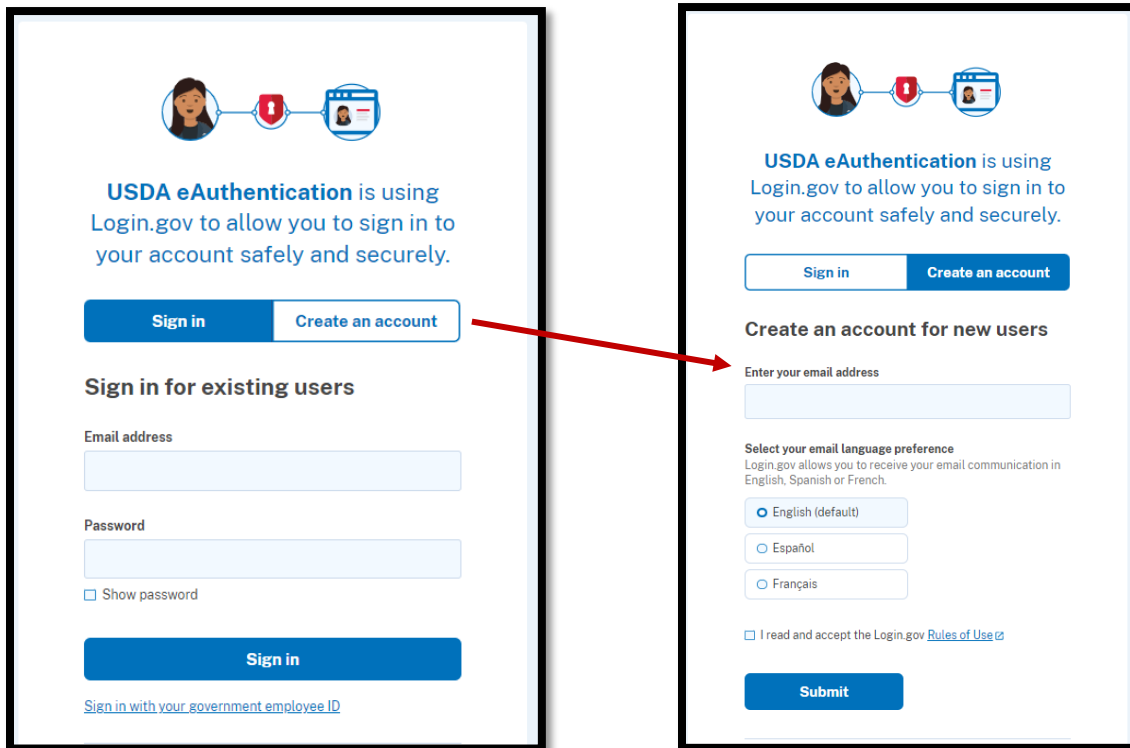


Customers - Use Login.gov ?

eAuth is now using Login.gov for our Public Citizens who want to conduct business online with USDA. Please click the Continue to Login.gov button to create your account.

[Continue to Login.gov](#) [Cancel](#)

The screen will automatically default to a sign in screen, so select **Create an account**.



USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

☐ Show password

[Sign in](#)

[Sign in with your government employee ID](#)

USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☐ I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

Provide your **email address** to register for your Login.gov account. Select **Submit**.

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☐ I read and accept the Login.gov [Rules of Use](#)

Submit

Check your email for further instructions to complete your registration.

Check your email

We sent an email to **noptsd.test+4@gmail.com** with a link to confirm your email address. Follow the link to continue creating your account.

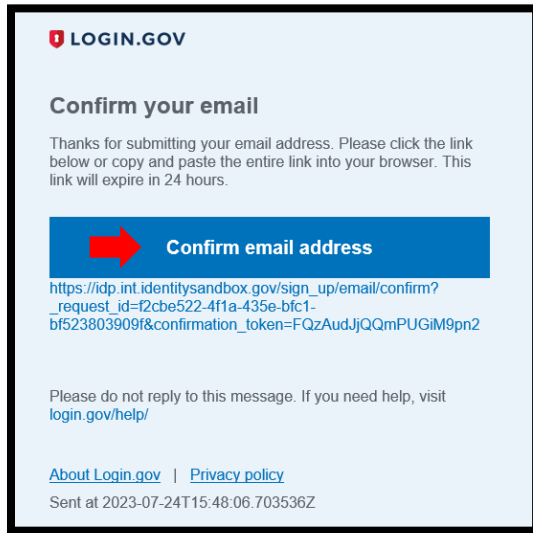
Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

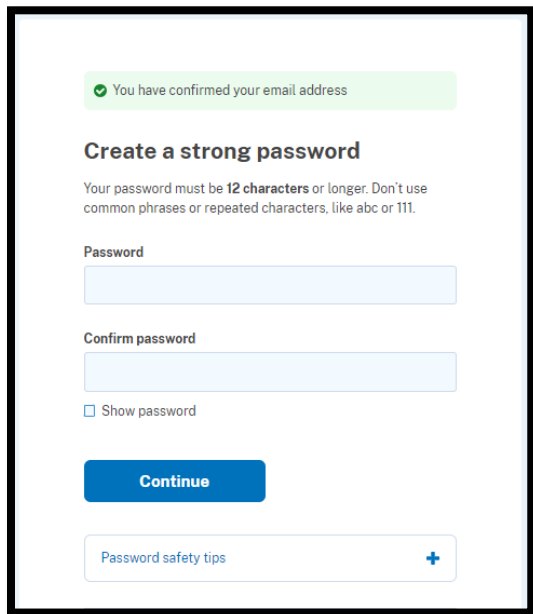
Example of the confirmation message.

Open your confirmation email with the link and select **Confirm email address** to complete the Login.gov account creation process.



Example of the confirmation email users will receive.

Once you have confirmed your email address, a success message should pop up and you will be prompted to create a password.




After setting up a password, Login.gov provides multi-factor authentication (MFA) options for public customers for an added layer of protection of your personal information. Choose your preferred method and select **Continue**.

Authentication method setup


Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

☐

**Authentication application**


Download or use an authentication app of your choice to generate secure codes.

☐

**Text or voice message**


Receive a secure code by (SMS) text or phone call.

☐

**Backup codes**


A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

☐

**Security key**

A physical device, often shaped like a USB drive, that you plug in to your device.


☐

**Government employee ID**

PIV/CAC cards for government and military employees. Desktop only.

Continue

Once you have set up your MFA, you will be directed to create an USDA eAuthentication account. Select **Agree and continue** to move forward to the next step.




Continue to USDA eAuthentication

We'll share your information with **USDA eAuthentication** to connect your account.

☒

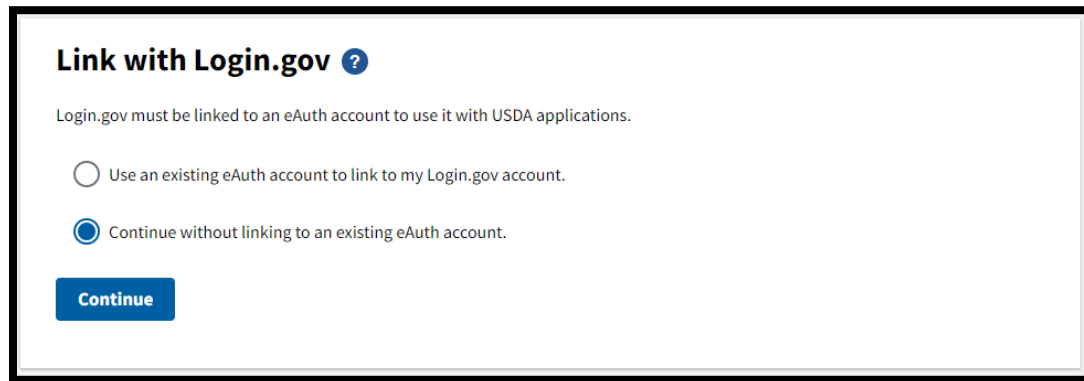
Email address
noptsd.test+4@gmail.com



Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

Agree and continue

New users will now establish a USDA eAuthentication account. Click the second option, “Continue without linking to an existing eAuth account,” and select **Continue**.



Link with Login.gov ?

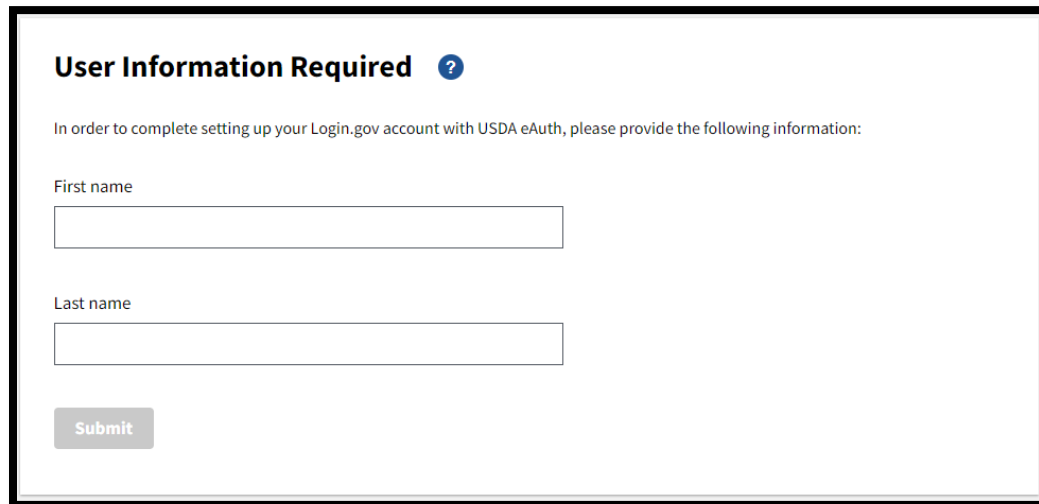
Login.gov must be linked to an eAuth account to use it with USDA applications.

☐ Use an existing eAuth account to link to my Login.gov account.

☒ Continue without linking to an existing eAuth account.

Continue

Enter your first and last name and **Submit**.



User Information Required ?

In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:

First name

Last name

Submit

Your Login.gov account should now be active with USDA eAuthentication, and you are then taken to your new account information page.

Account Information ? Logout

Login Information

Email address: noptsd.test+4@gmail.com

Login.gov ? ✓ Linked

To update your Login.gov account, please visit [Login.gov](#).

Personal Information Edit

Name: David Integrity

Multi-Factor Authentication (MFA) Options

i You will only be prompted to use MFA during login if required by the application.

PIV/CAC ? Enable

Use your non-USDA Federal PIV/CAC to login to your eAuth account.

After reviewing your Login.gov account information, proceed to the OID Integrity Database with your new Login.gov account so you can **Register for INTEGRITY** at <https://organic.ams.usda.gov/integrity/UserManagement/RegisterNewAccount>.

Step 2. Register for an *INTEGRITY* Account

To register for an INTEGRITY user account, select **Register for INTEGRITY** under the **Certifier Employees** section.

USDA United States Department of Agriculture **Agricultural Marketing Service**

ORGANIC INTEGRITY DATABASE Log In Register

Home Search Reports Trade Partners Import Certificate [Contact Us](#) [About](#)

Organic INTEGRITY Database Registration

Employees of Accredited Certifying Agents (Certifiers), Trade Partner Governments and USDA can register for INTEGRITY accounts.

Certifier Employees

Once you have a [USDA eAuthentication](#) account, click **Register for INTEGRITY** below. Tell your organization's INTEGRITY Lead when you have submitted your request. After your registration request is approved and your account is created, use the [Log In](#) link to enter INTEGRITY.

[Register for INTEGRITY](#)

Trade Partner Government Employees

Once you have a [USDA eAuthentication](#) account, click **Register for INTEGRITY** below. Tell your organization's INTEGRITY Lead when you have submitted your request. After your registration request is approved and your account is created, use the [Log In](#) link to enter INTEGRITY.

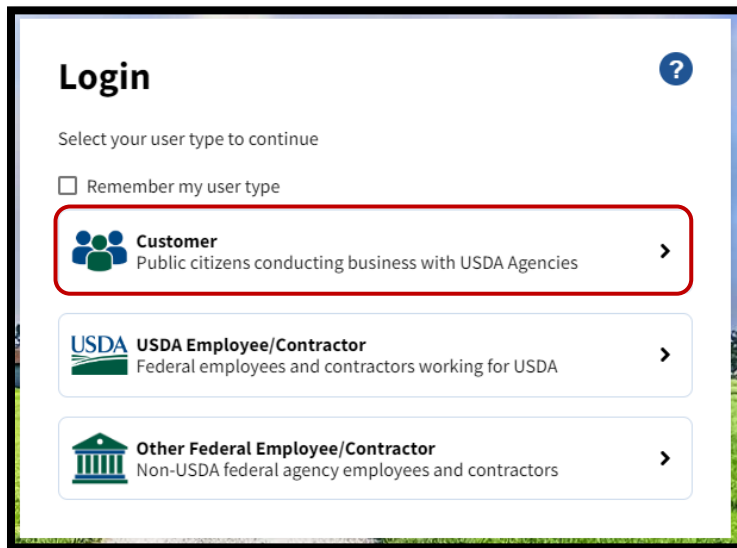
[Register for INTEGRITY](#)

USDA Employees

Once you have an eAuthentication account, click **Register for INTEGRITY** below to submit a request to an NOP INTEGRITY Lead. After your registration request is approved and your account is created, use the [Log In](#) link to enter INTEGRITY.

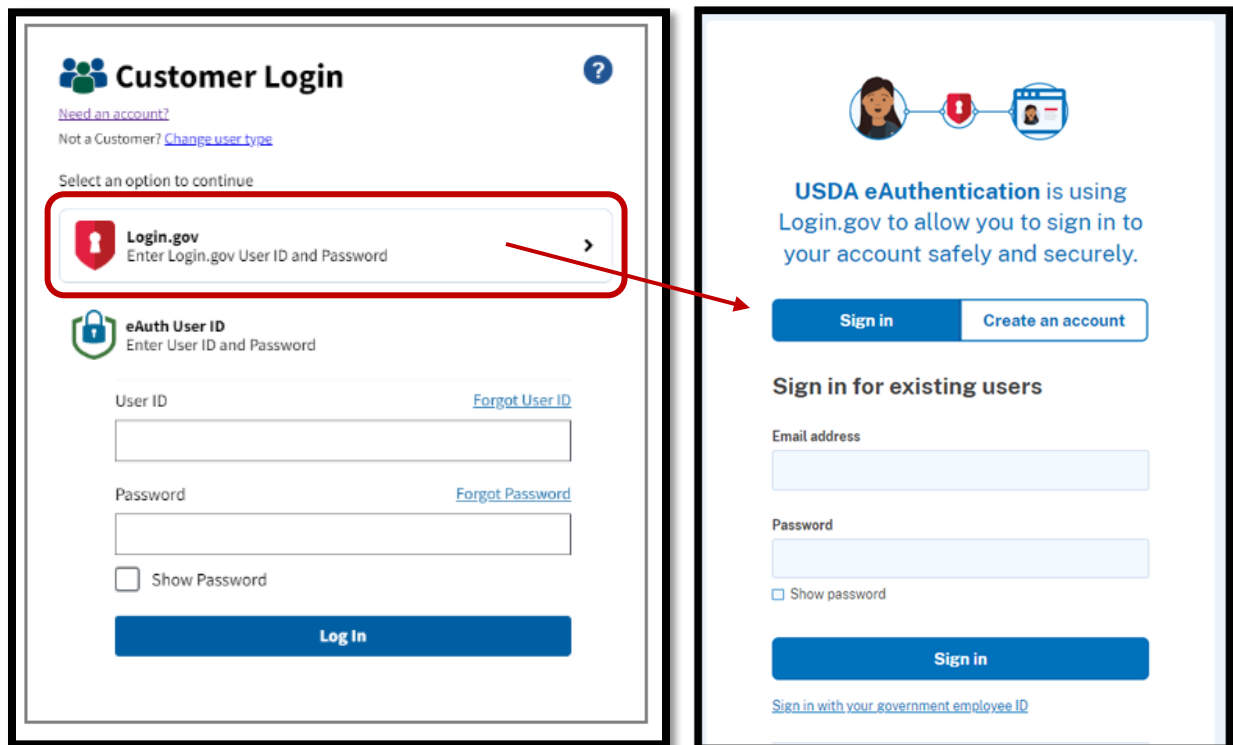
[Register for INTEGRITY](#)

On the Login screen, choose “Customer.”



The screenshot shows the 'Login' screen with a header and a help icon. Below the header, it says 'Select your user type to continue'. There is a checkbox for 'Remember my user type'. Three user type options are listed: 'Customer' (Public citizens conducting business with USDA Agencies), 'USDA Employee/Contractor' (Federal employees and contractors working for USDA), and 'Other Federal Employee/Contractor' (Non-USDA federal agency employees and contractors). The 'Customer' option is highlighted with a red rectangle.

Select the **Login.gov** option and sign in with your new Login.gov email and password to move to the next step. **Do not use the USDA eAuthentication option.**

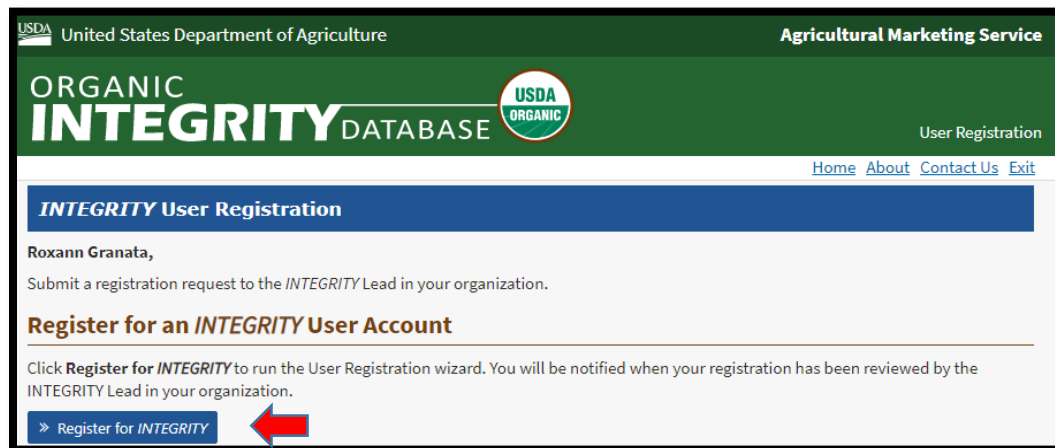


The left screenshot shows the 'Customer Login' screen. It has links for 'Need an account?' and 'Not a Customer? Change user type'. It says 'Select an option to continue'. Two options are listed: 'Login.gov' (Enter Login.gov User ID and Password) and 'eAuth User ID' (Enter User ID and Password). The 'Login.gov' option is highlighted with a red rectangle. Below these are input fields for 'User ID' and 'Password', with links for 'Forgot User ID' and 'Forgot Password'. There is a checkbox for 'Show Password' and a 'Log in' button.

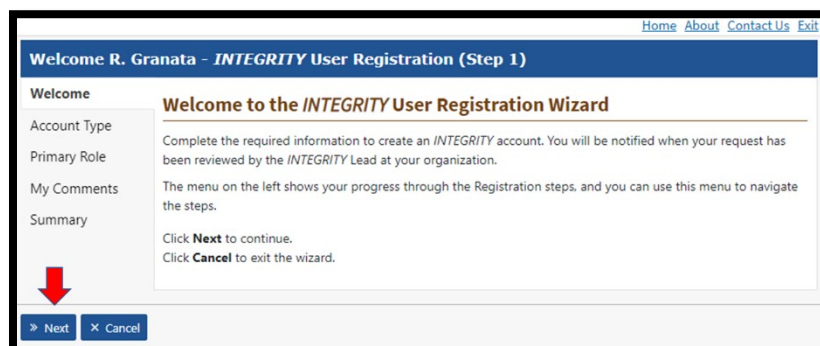
The right screenshot shows the 'USDA eAuthentication' screen. It has a header with a user icon and a shield icon. It says 'USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.' Below this are buttons for 'Sign in' and 'Create an account'. There is a section for 'Sign in for existing users' with input fields for 'Email address' and 'Password', and a checkbox for 'Show password'. There is a 'Sign in' button and a link for 'Sign in with your government employee ID'.

A red arrow points from the 'Login.gov' option in the left screenshot to the 'Sign in' button in the right screenshot.


On the User Registration page, select **Register for *INTEGRITY*** to start the registration process.



Select **Next** to Continue.



Pick the **Certifier** option from the Account dropdown and select **Next**.



Pick your **Trade Partner Program** under which your organization is accredited from the dropdown. USDA-accredited certifier users should choose “USDA-NOP.”

Welcome R. Granata - INTEGRITY User Registration (Step 2)

Welcome
Account Type
Organization
Primary Role
My Comments
Summary

Select your Organization

Select or verify your organization. Type the first few letters of the organization name into the filter box to narrow down the list.

Trade Partner Program: *
--Select Program--
JICA
South Korea
SWISS Organic
Taiwan
UK
USDA-MPI
USDA-NOP
USDA-PPIS

< Previous Next > Cancel

Then, find and select your organization in the Certifier list. Select **Next**.

Welcome R. Granata - INTEGRITY User Registration (Step 2)

Welcome
Account Type
Organization
Primary Role
My Comments
Summary

Select your Organization

Select or verify your organization. Type the first few letters of the organization name into the filter box to narrow down the list.

Trade Partner Program: * USDA-NOP

Selected Organization
test547

Abbrevia...	Organization	Action
t547	test547	+ Select
test	test555	+ Select
test	Test555	+ Select
test	Test777	+ Select

Pick one of the User Roles from the dropdown menu and select **Next**.

Welcome R. Granata - INTEGRITY User Registration (Step 3)

Welcome
Account Type
Organization
Primary Role
My Comments
Summary

Select Your Role

Staff users can view and modify operation data.*
INTEGRITY Lead users can also manage user accounts for their organization. You may change roles after registration is complete.

***Note:** Some data is not available publicly, and a subset is restricted to the Certifier that issued the certificate. If an operation has worked with multiple Certifiers, registered INTEGRITY users can only view restricted information for certificates their organization has issued.

Role: *
Certifier - INTEGRITY Lead
--Select--
Certifier - INTEGRITY Lead
Certifier - Staff
Certifier - Staff Read Only

Description:
Certifier - INTEGRITY Lead manages registration requests and user data and functionality available to the available to Certifier INTEGRITY Lead
Certifier - Staff
Certifier - Staff Read Only

< Previous Next > Cancel

Enter comments (optional) and Select **Next** to continue.

The screenshot shows the 'Add Comments (Optional)' step of the 'INTEGRITY User Registration (Step 4)'. The left sidebar contains links for 'Welcome', 'Account Type', 'Organization', 'Primary Role', 'My Comments', and 'Summary'. The main content area has a heading 'Add Comments (Optional)' and a text box for comments. A red arrow points to the 'Next' button at the bottom. The top navigation bar includes 'Home', 'About', 'Contact Us', and 'Exit'.

Review your information on the summary page, then select **Finish** to complete the request.

The screenshot shows the 'Registration Request Summary' page, which is Step 5 of the 'INTEGRITY User Registration'. The left sidebar is similar to the previous step, with 'Summary' highlighted. The main content area provides instructions on how to submit, modify, or cancel the request. It displays the following information: Trade Partner: CFIA-COR, Program: (blank), 1. User Information: Full Name: Granata, Roxann, Email: rgranata.27754@test.gov, 2. Account Information: Account Type: Certifier, Role: Certifier - INTEGRITY Lead, 3. Organization Information: Organization: A Great Canadian Certifier. There are 'Top of page' links at the bottom of sections 2 and 3.

Upon submission of your request, you will receive a confirmation message.

The screenshot shows a confirmation message titled 'Registration Request Summary'. It states: 'A summary of your submitted registration request is displayed below. Enrollment Request No. 3875 for a Certifier account'. Below this is a yellow box with a warning icon and the text: 'Your registration request has been submitted and is being processed. Once your organization's INTEGRITY Lead has reviewed your request, they will notify you. To edit a section of your registration request, click the [Edit] link in that specific section, or click the Edit button to review all sections. To withdraw the request, click Delete.' At the bottom are 'Edit' and 'Delete' buttons.

NOTE: Once the registration is complete, notify your organization's *INTEGRITY Lead*, who will approve your registration request. Once approved, you will be able to log into *INTEGRITY*, using your Login.gov credentials.

If you need assistance with the registration process, please contact INTEGRITY@usda.gov.

How to Register as Certifier

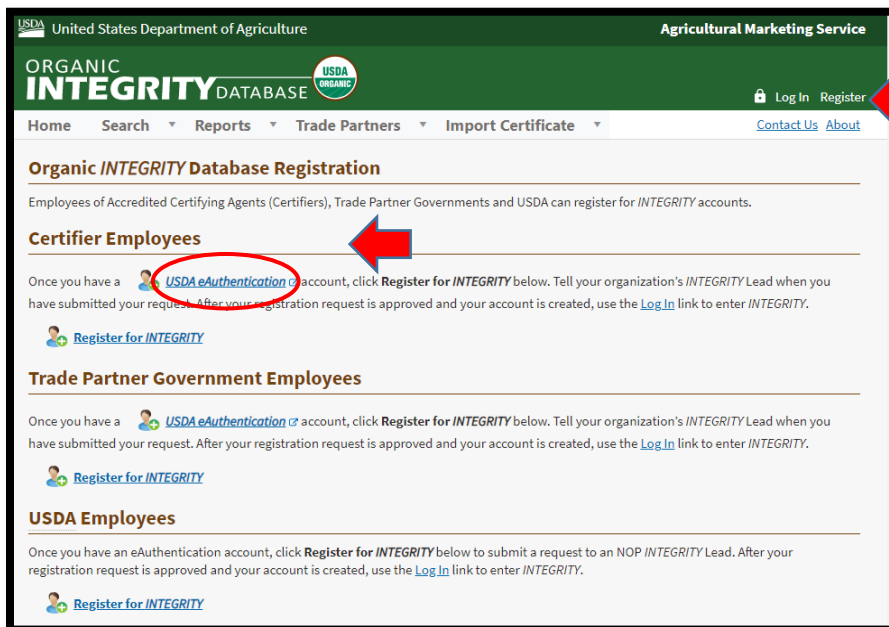
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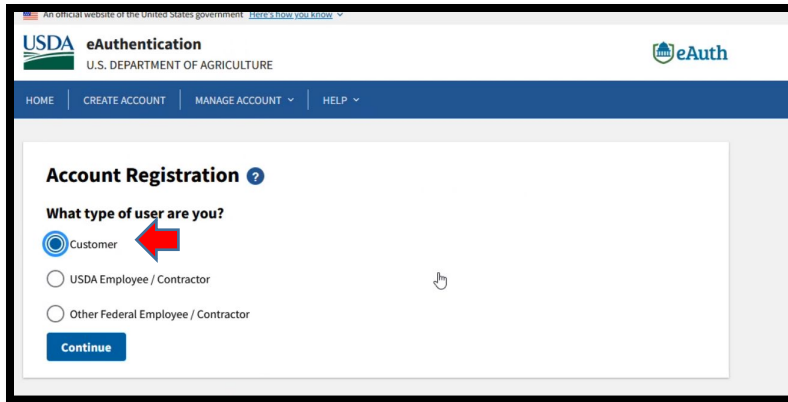
Step 1. Create a Login.gov Account

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For additional information, refer to the Public Customer Frequently Asked Questions (FAQs) at <https://www.eauth.usda.gov/eauth/b/usda/faq>.



Select the **Customer** radio button. Then select **Continue to Login.gov** to proceed to the next page, where you will create a Login.gov account.



USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

Account Registration ?

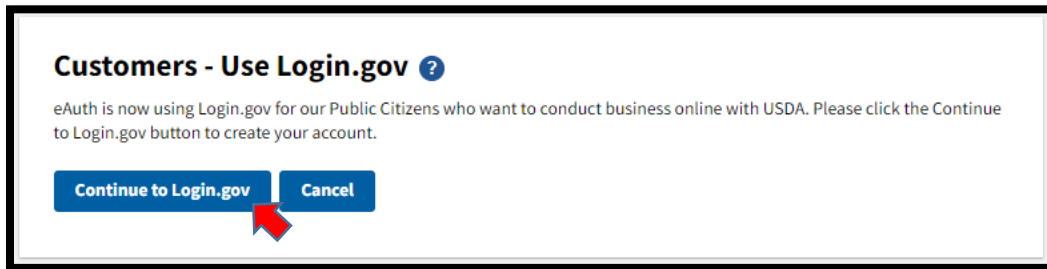
What type of user are you?

☒ Customer

☐ USDA Employee / Contractor

☐ Other Federal Employee / Contractor

[Continue](#)

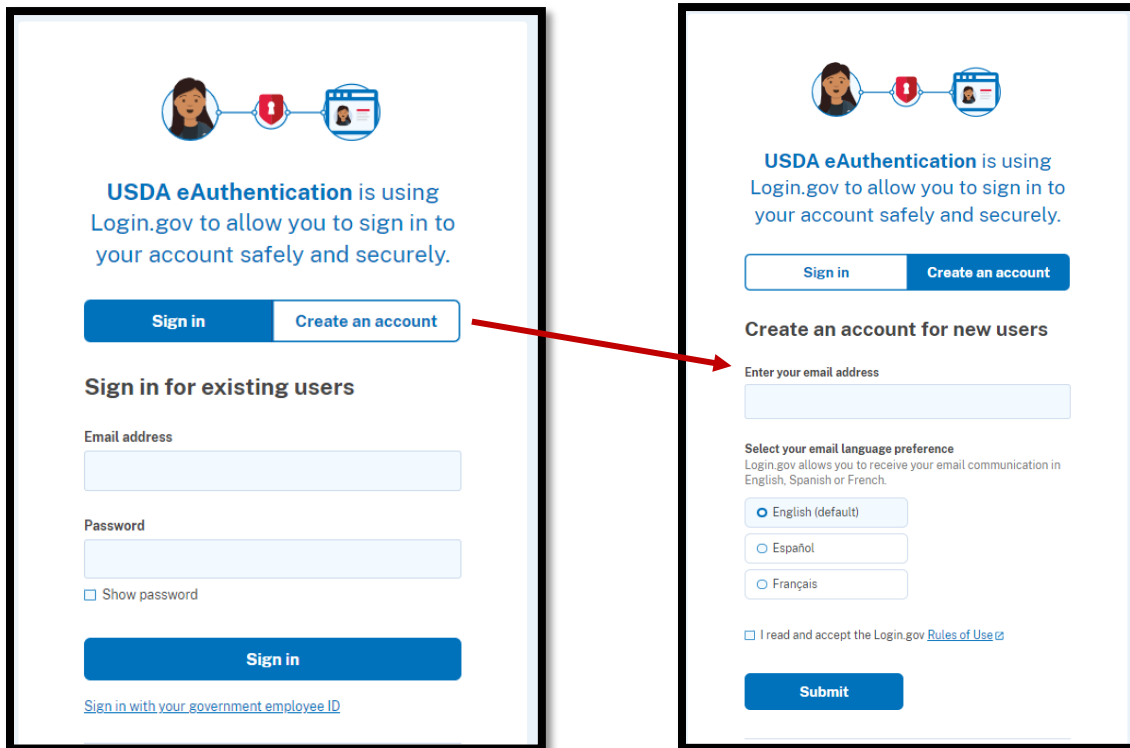


Customers - Use Login.gov ?

eAuth is now using Login.gov for our Public Citizens who want to conduct business online with USDA. Please click the Continue to Login.gov button to create your account.

[Continue to Login.gov](#) [Cancel](#)

The screen will automatically default to a sign in screen, so select **Create an account**.



USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

☐ Show password

[Sign in](#)

[Sign in with your government employee ID](#)

USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference

English (default)

Español

Français

☐ I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

Provide your **email address** to register for your Login.gov account. Select **Submit**.

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☐ I read and accept the Login.gov [Rules of Use](#)

Submit

Check your email for further instructions to complete your registration.

Check your email

We sent an email to **noptsd.test+4@gmail.com** with a link to confirm your email address. Follow the link to continue creating your account.

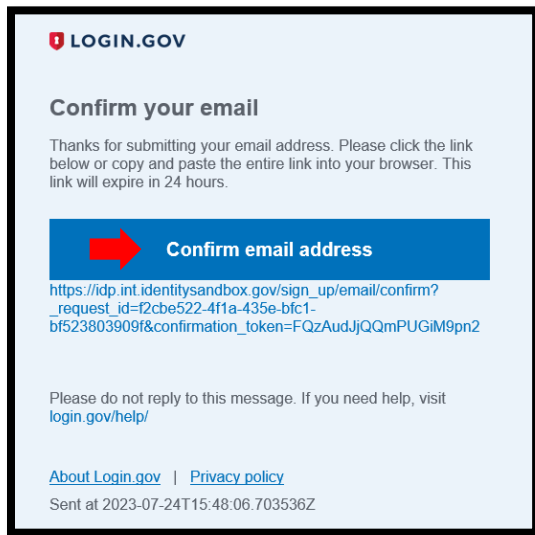
Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

Example of the confirmation message.

Open your confirmation email with the link and select **Confirm email address** to complete the Login.gov account creation process.



Example of the confirmation email users will receive.

Once you have confirmed your email address, a success message should pop up and you will be prompted to create a password.


A screenshot of the password creation screen in Login.gov. At the top, a green success message says: "You have confirmed your email address". Below this is the heading "Create a strong password". A message states: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." There are two input fields: "Password" and "Confirm password". Below the "Confirm password" field is a checkbox labeled "Show password". A blue "Continue" button is positioned below the input fields. At the bottom, there is a link for "Password safety tips" with a plus icon to its right.

After setting up a password, Login.gov provides multi-factor authentication (MFA) options for public customers for an added layer of protection of your personal information. Choose your preferred method and select **Continue**.

Authentication method setup


Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

☐

**Authentication application**


Download or use an authentication app of your choice to generate secure codes.

☐

**Text or voice message**


Receive a secure code by (SMS) text or phone call.

☐

**Backup codes**


A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

☐

**Security key**

A physical device, often shaped like a USB drive, that you plug in to your device.


☐

**Government employee ID**

PIV/CAC cards for government and military employees. Desktop only.

Continue

Once you have set up your MFA, you will be directed to create an USDA eAuthentication account. Select **Agree and continue** to move forward to the next step.




Continue to USDA eAuthentication

We'll share your information with **USDA eAuthentication** to connect your account.

☒

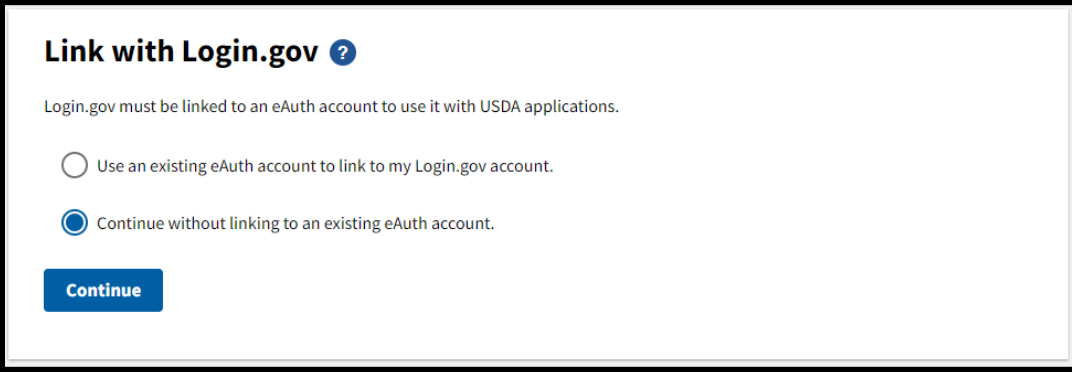
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Add a second authentication method. You will have to delete your account and start over if you lose your only authentication method.

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New users will now establish a USDA eAuthentication account. Click the second option, “Continue without linking to an existing eAuth account,” and select **Continue**.



Link with Login.gov ?

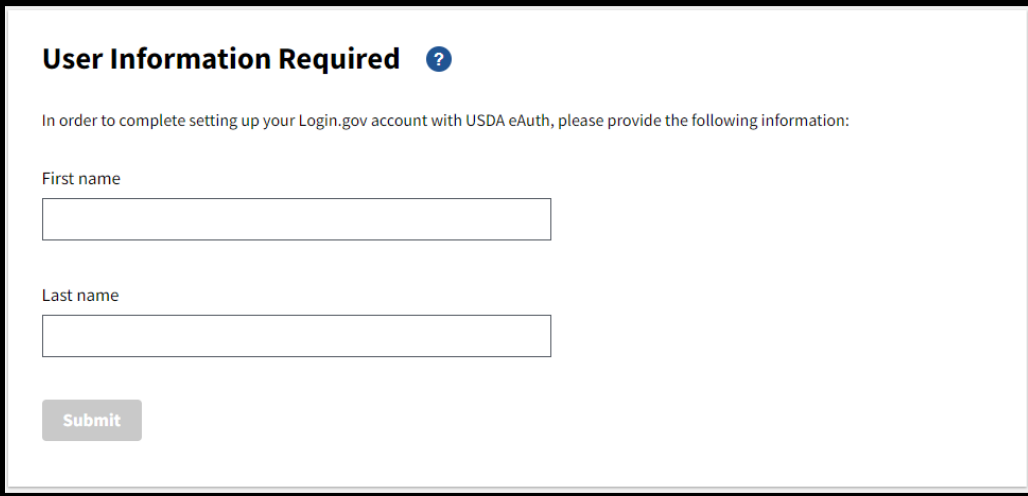
Login.gov must be linked to an eAuth account to use it with USDA applications.

☐ Use an existing eAuth account to link to my Login.gov account.

☒ Continue without linking to an existing eAuth account.

Continue

Enter your first and last name and **Submit**.



User Information Required ?

In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:

First name

Last name

Submit

Your Login.gov account should now be active with USDA eAuthentication, and you are then taken to your new account information page.

Account Information ? Logout

Login Information

Email address: noptsd.test+4@gmail.com

Login.gov ? ✓ Linked

To update your Login.gov account, please visit [Login.gov](#).

Personal Information Edit

Name: David Integrity

Multi-Factor Authentication (MFA) Options

i You will only be prompted to use MFA during login if required by the application.

PIV/CAC ? Enable

Use your non-USDA Federal PIV/CAC to login to your eAuth account.

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Step 2. Register for an *INTEGRITY* Account

To register for an INTEGRITY user account, select **Register for INTEGRITY** under the **Certifier Employees** section.

USDA United States Department of Agriculture **Agricultural Marketing Service**

ORGANIC INTEGRITY DATABASE Log In Register

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[Register for INTEGRITY](#)

Trade Partner Government Employees

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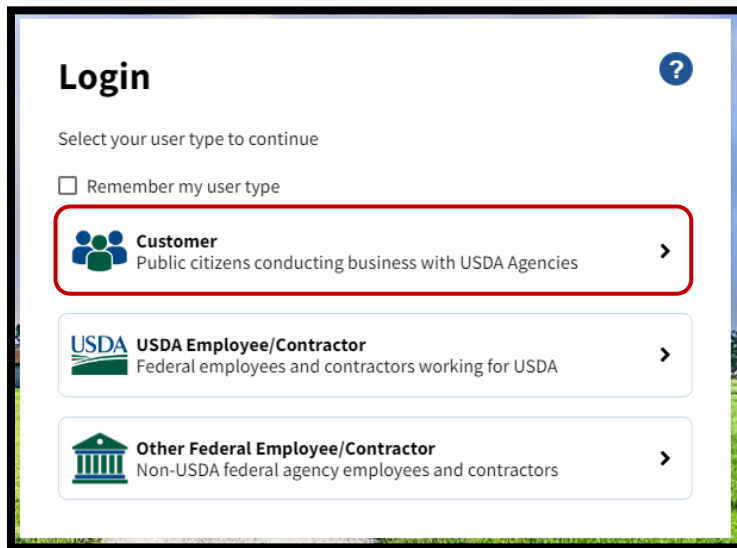
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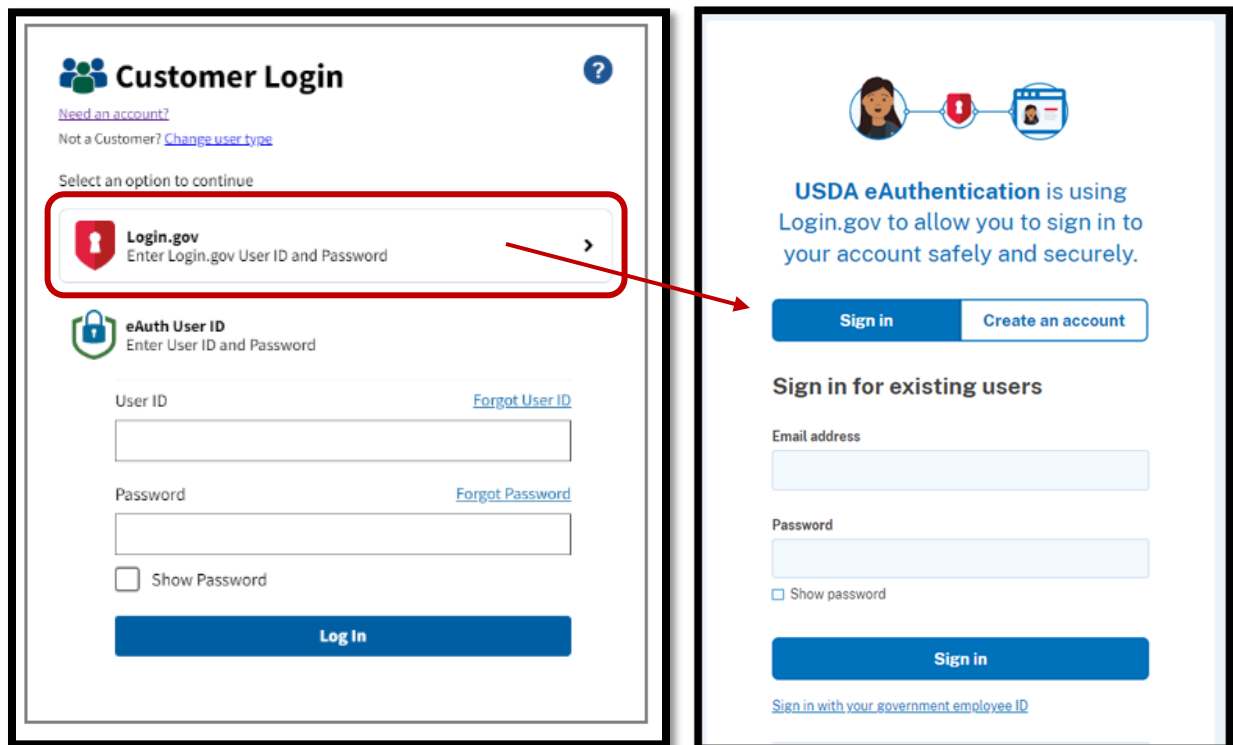
[Register for INTEGRITY](#)

On the Login screen, choose “Customer.”



The screenshot shows the 'Login' screen with a header and a help icon. Below the header, it says 'Select your user type to continue'. There is a checkbox for 'Remember my user type'. Three user type options are listed: 'Customer' (Public citizens conducting business with USDA Agencies), 'USDA Employee/Contractor' (Federal employees and contractors working for USDA), and 'Other Federal Employee/Contractor' (Non-USDA federal agency employees and contractors). The 'Customer' option is highlighted with a red rectangle.

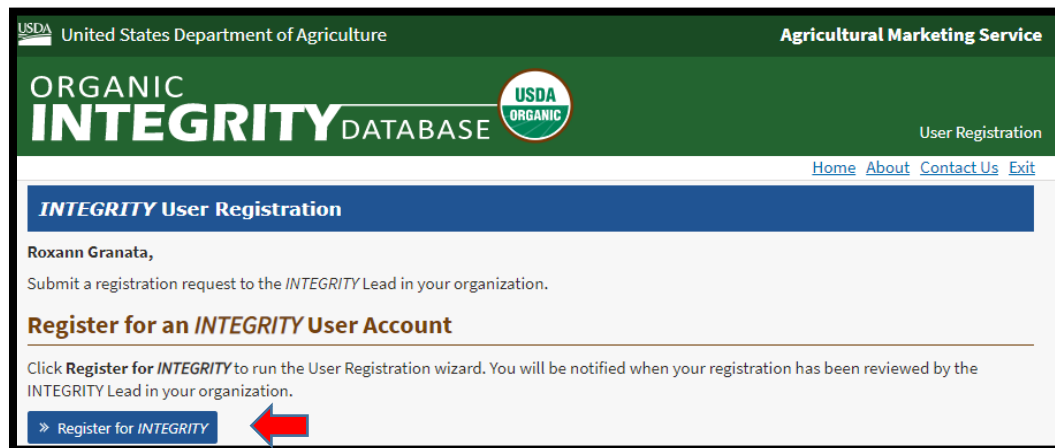
Select the **Login.gov** option and sign in with your new Login.gov email and password to move to the next step. **Do not use the USDA eAuthentication option.**



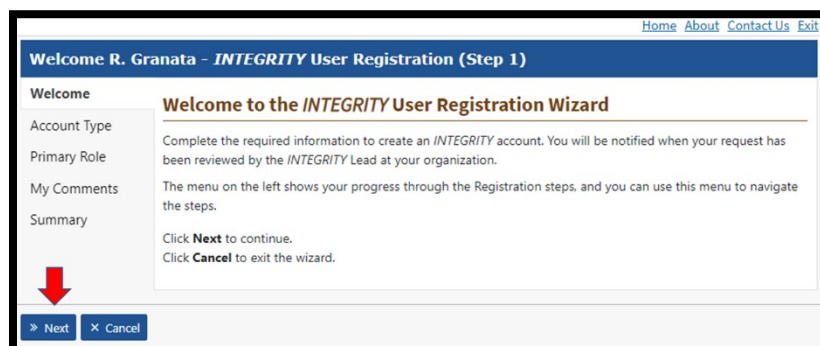
The left screenshot shows the 'Customer Login' screen. It has a header with a help icon. Below the header, it says 'Need an account?' and 'Not a Customer? Change user type'. Below that, it says 'Select an option to continue'. There are two options: 'Login.gov' (Enter Login.gov User ID and Password) and 'eAuth User ID' (Enter User ID and Password). The 'Login.gov' option is highlighted with a red rectangle. Below the options, there are input fields for 'User ID' and 'Password', each with a 'Forgot' link. There is a checkbox for 'Show Password' and a 'Log in' button.

The right screenshot shows the 'USDA eAuthentication' screen. It has a header with a help icon. Below the header, it says 'USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.' Below that, there are two buttons: 'Sign in' and 'Create an account'. Below the buttons, it says 'Sign in for existing users'. There are input fields for 'Email address' and 'Password', each with a 'Forgot' link. There is a checkbox for 'Show password' and a 'Sign in' button.

On the User Registration page, select **Register for *INTEGRITY*** to start the registration process.



Select **Next** to Continue.



Pick the **Certifier** option from the Account dropdown and select **Next**.



Pick your **Trade Partner Program** under which your organization is accredited from the dropdown. USDA-accredited certifier users should choose “USDA-NOP.”

Welcome R. Granata - INTEGRITY User Registration (Step 2)

Welcome
Account Type
Organization
Primary Role
My Comments
Summary

Select your Organization

Select or verify your organization. Type the first few letters of the organization name into the filter box to narrow down the list.

Trade Partner Program: *
--Select Program--
JKS
South Korea
SWISS Organic
Taiwan
UK
USDA-MPI
USDA-NOP
USDA-PPIS

< Previous Next > Cancel

Then, find and select your organization in the Certifier list. Select **Next**.

Welcome R. Granata - INTEGRITY User Registration (Step 2)

Welcome
Account Type
Organization
Primary Role
My Comments
Summary

Select your Organization

Select or verify your organization. Type the first few letters of the organization name into the filter box to narrow down the list.

Trade Partner Program: * USDA-NOP

Selected Organization
test547

Abbrevia...	Organization	Action
t547	test547	+ Select
test	test555	+ Select
test	Test555	+ Select
test	Test777	+ Select

Pick one of the User Roles from the dropdown menu and select **Next**.

Welcome R. Granata - INTEGRITY User Registration (Step 3)

Welcome
Account Type
Organization
Primary Role
My Comments
Summary

Select Your Role

Staff users can view and modify operation data.*
INTEGRITY Lead users can also manage user accounts for their organization. You may change roles after registration is complete.

***Note:** Some data is not available publicly, and a subset is restricted to the Certifier that issued the certificate. If an operation has worked with multiple Certifiers, registered INTEGRITY users can only view restricted information for certificates their organization has issued.

Role: *
Certifier - INTEGRITY Lead
--Select--
Certifier - INTEGRITY Lead
Certifier - Staff
Certifier - Staff Read Only

Description:
Certifier - INTEGRITY Lead manages registration requests and user data and functionality available to the available to Certifier INTEGRITY Lead
Certifier - Staff
Certifier - Staff Read Only

< Previous Next > Cancel

Enter comments (optional) and Select **Next** to continue.

The screenshot shows the 'Add Comments (Optional)' step of the 'INTEGRITY User Registration (Step 4)'. The left sidebar contains links for 'Welcome', 'Account Type', 'Organization', 'Primary Role', 'My Comments', and 'Summary'. The main content area has a heading 'Add Comments (Optional)' and a text box for comments. A red arrow points to the 'Next' button at the bottom. The top navigation bar includes 'Home', 'About', 'Contact Us', and 'Exit'.

Review your information on the summary page, then select **Finish** to complete the request.

The screenshot shows the 'Registration Request Summary' page, which is Step 5 of the 'INTEGRITY User Registration' process. The left sidebar is identical to the previous step, with 'Summary' highlighted. The main content area provides instructions on how to submit, modify, or cancel the request. It displays the following information: Trade Partner: CFIA-COR, Program: (blank), 1. User Information: Full Name: Granata, Roxann, Email: rgranata.27754@test.gov, 2. Account Information: Account Type: Certifier, Role: Certifier - INTEGRITY Lead, 3. Organization Information: Organization: A Great Canadian Certifier. There are 'Top of page' links at the bottom of sections 2 and 3.

Upon submission of your request, you will receive a confirmation message.

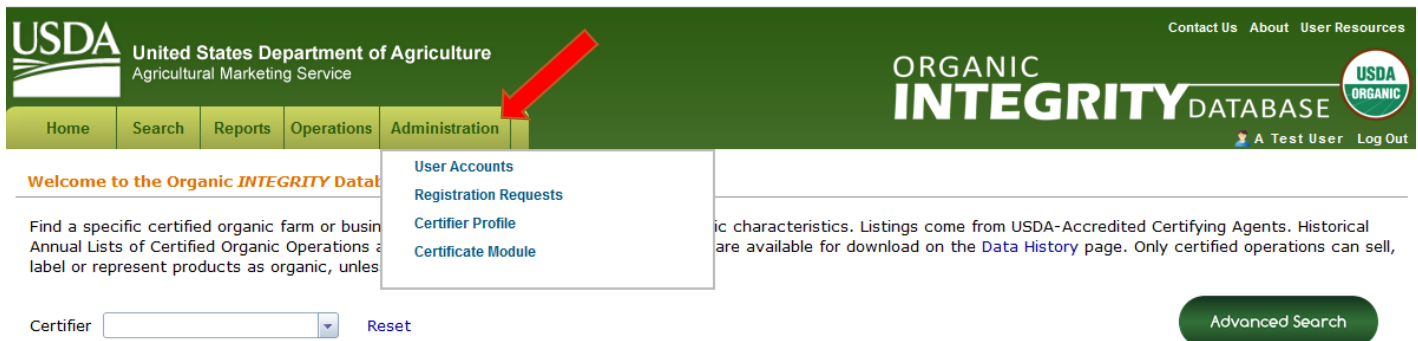
The screenshot shows a confirmation message titled 'Registration Request Summary'. It states: 'A summary of your submitted registration request is displayed below. Enrollment Request No. 3875 for a Certifier account'. Below this is a yellow box with a warning icon and the text: 'Your registration request has been submitted and is being processed. Once your organization's INTEGRITY Lead has reviewed your request, they will notify you. To edit a section of your registration request, click the [Edit] link in that specific section, or click the Edit button to review all sections. To withdraw the request, click Delete.' At the bottom are 'Edit' and 'Delete' buttons.

NOTE: Once the registration is complete, notify your organization's *INTEGRITY Lead*, who will approve your registration request. Once approved, you will be able to log into *INTEGRITY*, using your Login.gov credentials.

If you need assistance with the registration process, please contact INTEGRITY@usda.gov.

How to Manage User Accounts

INTEGRITY Leads can process registration requests for new users and manage user accounts for their organization using the links under the **Administration** tab once they have logged in to *INTEGRITY* with a USDA eAuthentication username and password.



Adding New Users

Each user will need to register for their own [eAuthentication Level 1](#) account. Once they have completed eAuthentication registration, they will receive an email from DoNotReply.ICAM@ocio.usda.gov (Subject: eAuthentication: FYI - Instructions to Activate Your USDA Account With Level 1 Access) requesting that they activate their eAuthentication account.

When they have completed that step, they can return to the *INTEGRITY* website and click the Registration link, [select the link under Certifier Employees](#), enter their eAuthentication User ID and Password, and proceed with registering for the *INTEGRITY* database.

Processing Registration Requests

INTEGRITY Leads can Approve or Reject Registration Requests, and easily change user roles as needed. Once a request has been processed, the next pending request will be automatically loaded for review. *INTEGRITY* Leads should notify new users that their registration has been Approved so they can start using the system.

Requests are kept in the system for three months, then deleted.



Registration Requests (Certifiers)

Registration requests are listed below in reverse chronological order. Click Process on the right to open a request. Requests are kept in the system for 3 months, then deleted.

[Switch to User Accounts](#)

The following account requests were submitted for "[NDA] Nevada Department of Agriculture".

Refresh				
Drag the Role column header and drop it here to group by role.				
Date Submitted	Requester (Certifier)	Organization	Requested Role	
Today	User2, INTEGRITY ✉ INTEGRITYUser2@test.gov	[NDA] Nevada Department of Agriculture	Certifier – Staff	Process



Registration Request

Review the registration request and Approve or Reject it. If there are additional pending requests, they will be displayed one at a time after you successfully Approve or Reject each request. Requests are kept in the system for 3 months, then deleted.

Integrity User2 requested an account


Submitted on 09/16/2016 at 2:41 PM (today)

This account request was submitted for "Nevada Department of Agriculture".

Personal Information


Name: User2, INTEGRITY
Email: ✉ INTEGRITYUser2@test.gov
Phone: (111) 333-555-7777

Account Information

Organization: Nevada Department of Agriculture
Account Type: Certifier
Role: Certifier – Staff 
Comments: --



Account Information

Organization: Nevada Department of Agriculture
Account Type: Certifier
Role: Certifier – Staff 
Comments:
Certifier – INTEGRITY Lead
Certifier – Staff
Certifier – Staff Read Only

[Approve](#) [Reject](#) [Cancel](#)

[Approve](#) [Reject...](#) [Cancel](#)

User Account Management

Open and **Edit** a User Profile to change the user's role or status.

**United States Department of Agriculture**
Agricultural Marketing Service

Contact Us About User Resources

ORGANIC
INTEGRITY DATABASE



Home Search Reports Operations Administration

Integrity User Log Out


User Profiles (Certifiers)

[Switch to Registration Requests](#)

Registered user accounts for "[NDA] Nevada Department of Agriculture" are listed below.

Click **Open** on the right to open a User Profile.

Status: ☒ Active ☐ Inactive

 Refresh

Drag the Role column header and drop it here to group by role.

User Account (Certifier)	Organization	Role	Status	
User, INTEGRITY ✉ INTEGRITYUser@test.gov	[NDA] Nevada Department of Agriculture	Certifier – INTEGRITY Lead	Active	 Open
User2, INTEGRITY ✉ INTEGRITYUser2@test.gov	[NDA] Nevada Department of Agriculture	Certifier – Staff	Active	 Open

Accounts for users who are no longer employed by your organization must be changed to **Inactive** status in order to maintain your data integrity.

**United States Department of Agriculture**
Agricultural Marketing Service

Contact Us About User Resources

ORGANIC
INTEGRITY DATABASE



Home Search Reports Operations Administration

Integrity User Log Out

User Profile

Review the user profile. To change the account information, click **Edit**.

Click **Close** to return to the User Accounts list.

Integrity User2

Personal Information

This information comes from the USDA eAuthentication system, and INTEGRITY, that information will be updated automatically.

Name: User2, INTEGRITY
Email: ✉ INTEGRITYUser2@test.gov
Phone: (111) 333-555-7777

Account Information


Organization: Nevada Department of Agriculture
Account Type: Certifier
Role: Certifier – Staff 
Status: Active

 Edit  Close



Account Information

Organization: Nevada Department of Agriculture

Account Type: Certifier

Role: 

Status: ☒ Active ☐ Inactive

 Update  Cancel