

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

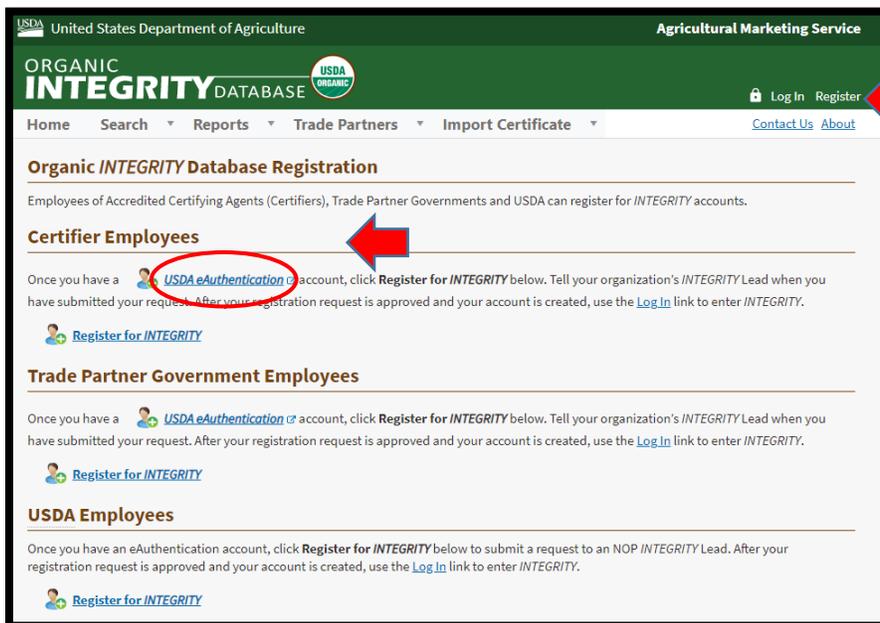
What to Expect

- 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.

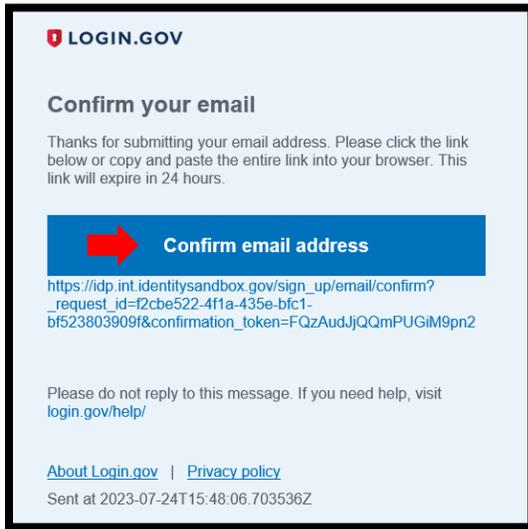
Didn't receive an email? [Resend](#)

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

You can close this window if you're done.

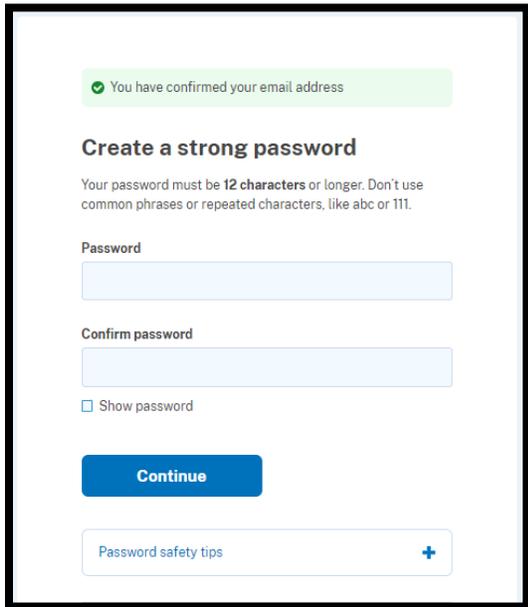
Example of the confirmation message.

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 ?

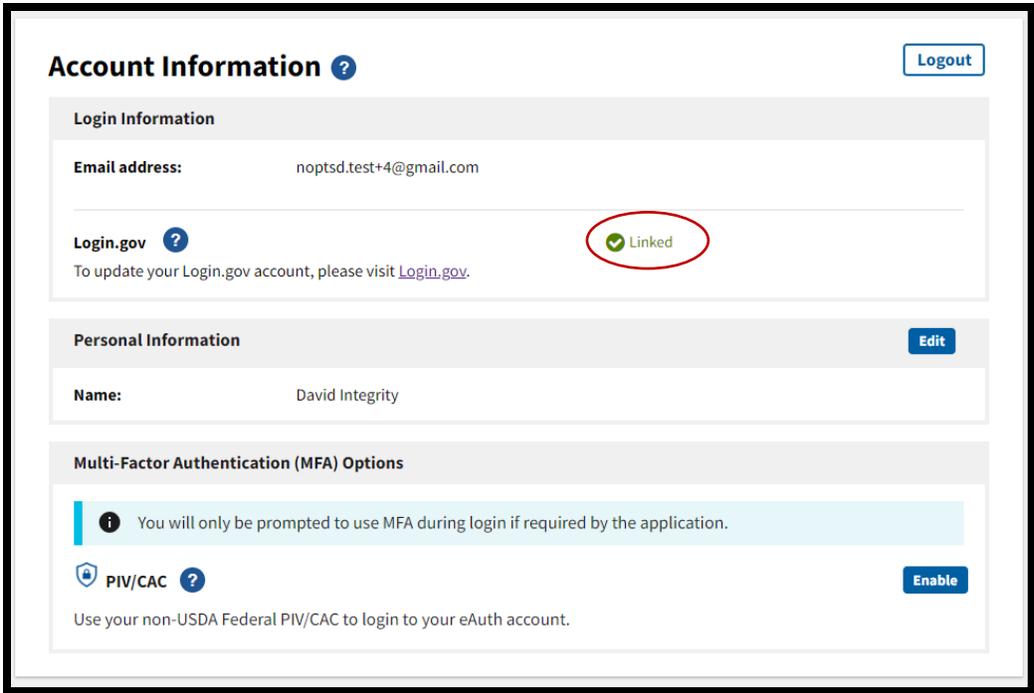
In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:

First name

Last name

Submit

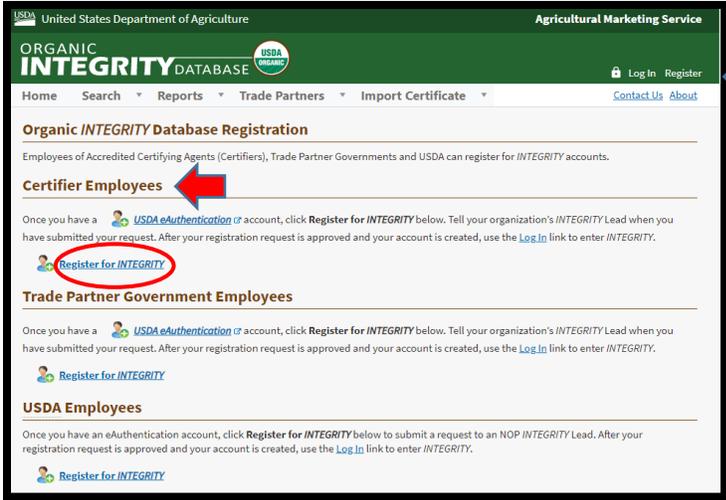
Your Login.gov account should now be active with USDA eAuthentication, and you are then taken to your new account information page.



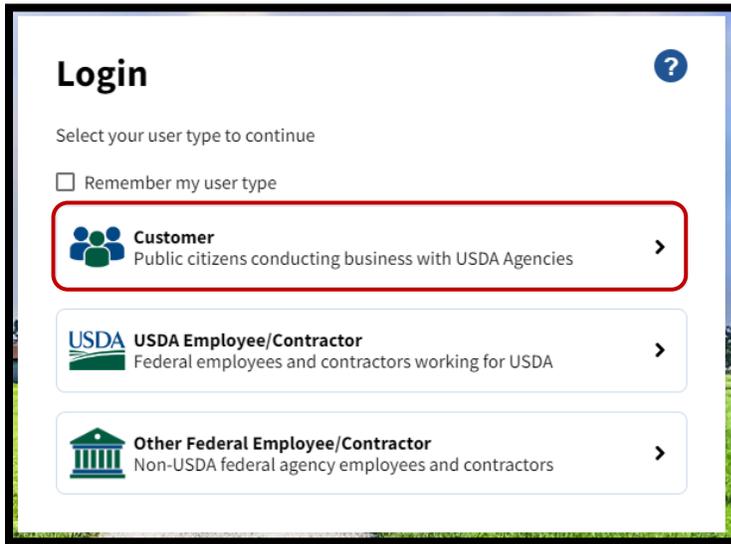
After reviewing your Login.gov account information, proceed to the OID Integrity Database with your new Login.gov account so you can **Register for INTEGRITY** at <https://organic.ams.usda.gov/integrity/UserManagement/RegisterNewAccount>.

Step 2. Register for an INTEGRITY Account

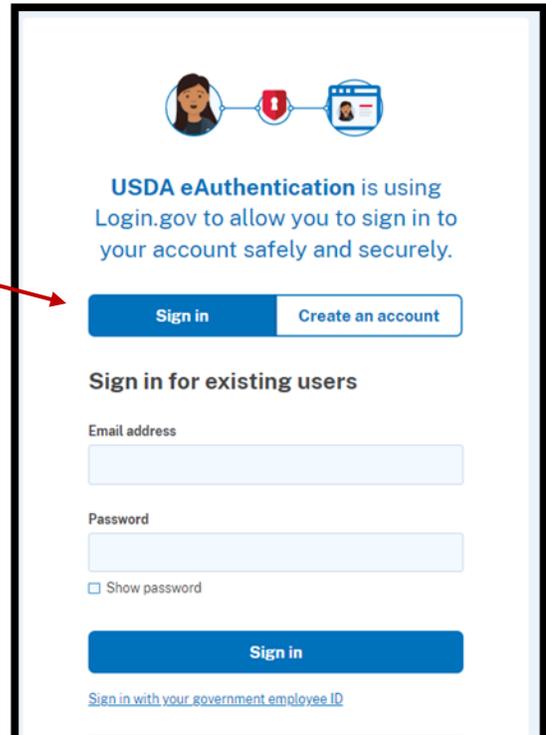
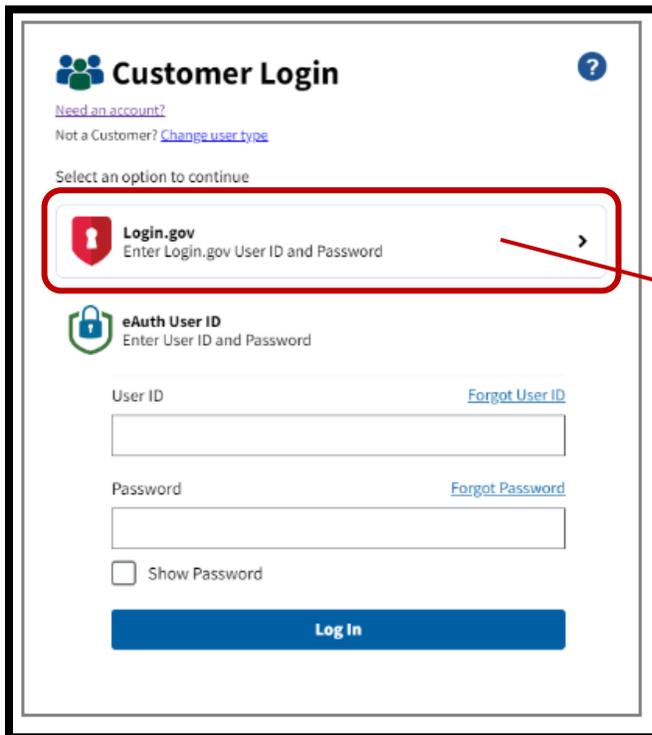
To register for an INTEGRITY user account, select **Register for INTEGRITY** under the **Certifier Employees** section.



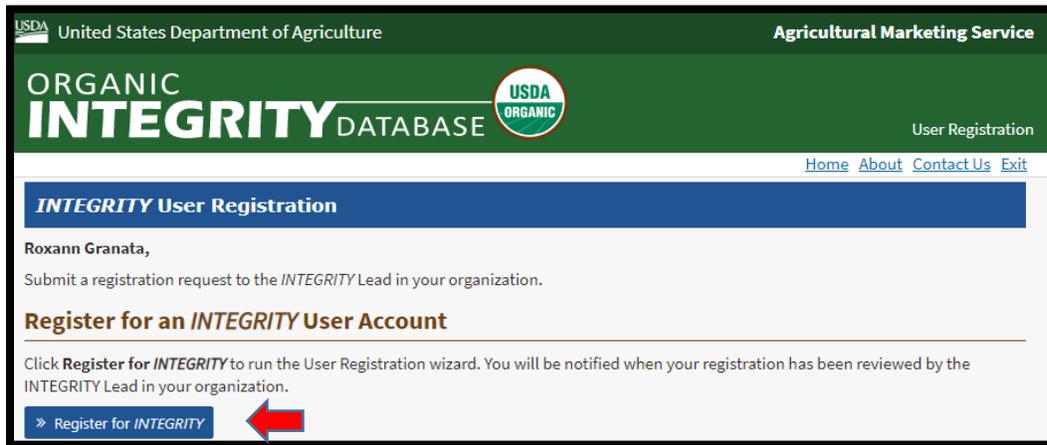
On the Login screen, choose “Customer.”



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.**



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

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

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

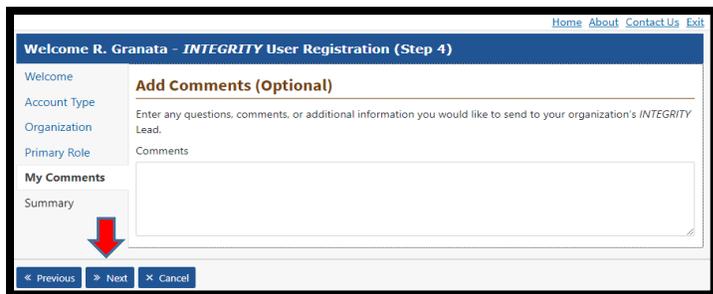
Role: *

Description:

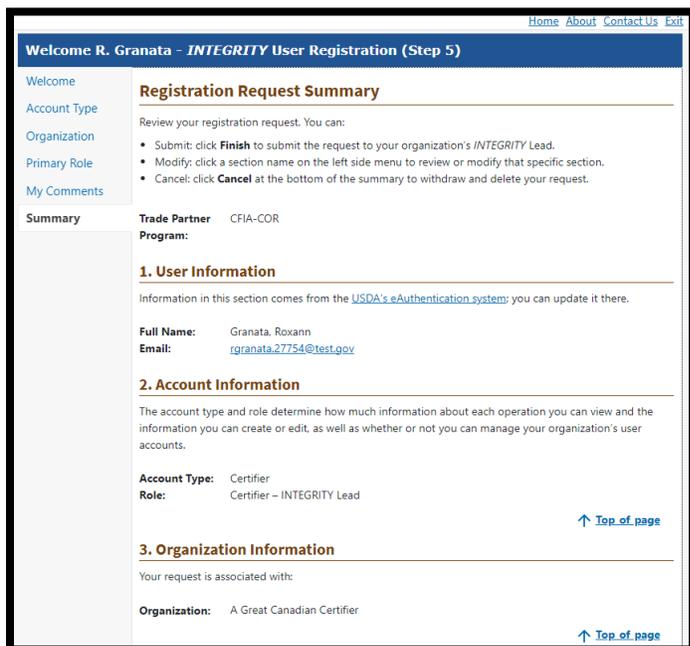
- Certifier - INTEGRITY Lead
- Select--
- Certifier - INTEGRITY Lead
- Certifier - Staff
- Certifier - Staff Read Only

< Previous Next > Cancel

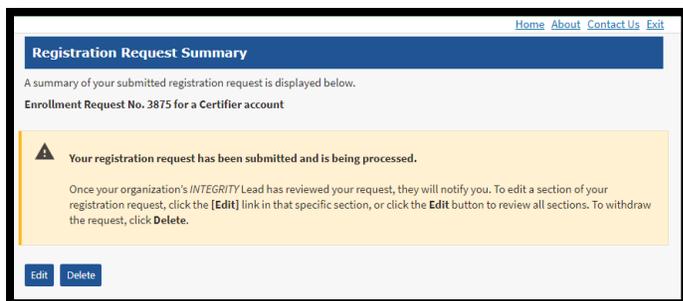
Enter comments (optional) and Select **Next** to continue.



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



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



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

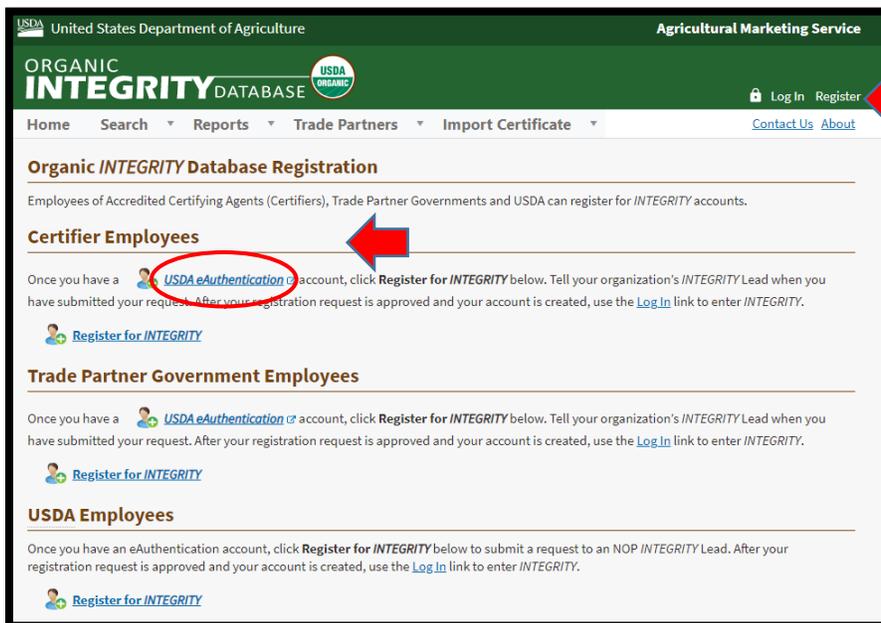
What to Expect

- 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.

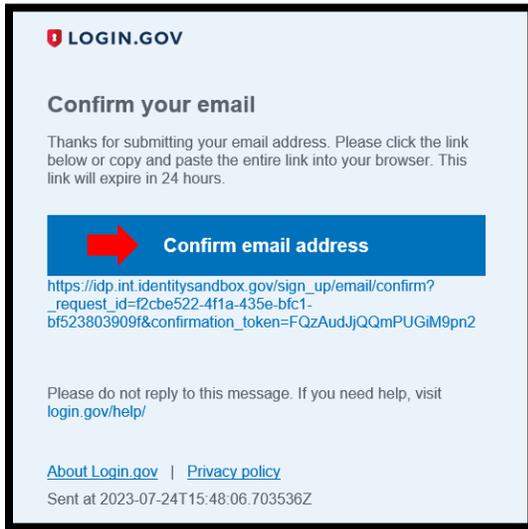
Didn't receive an email? [Resend](#)

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

You can close this window if you're done.

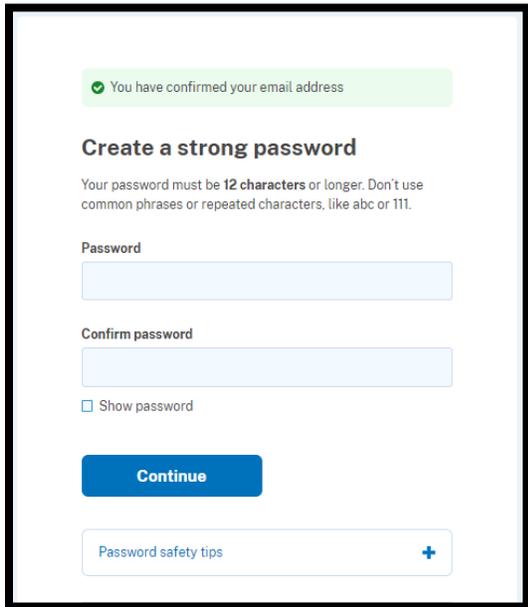
Example of the confirmation message.

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 ?

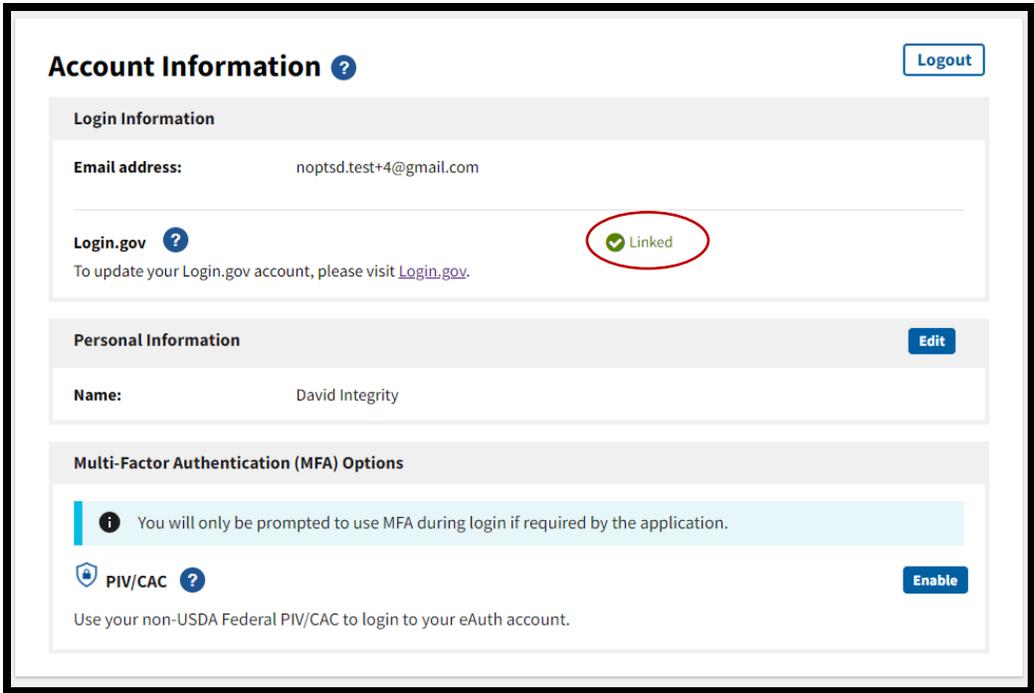
In order to complete setting up your Login.gov account with USDA eAuth, please provide the following information:

First name

Last name

Submit

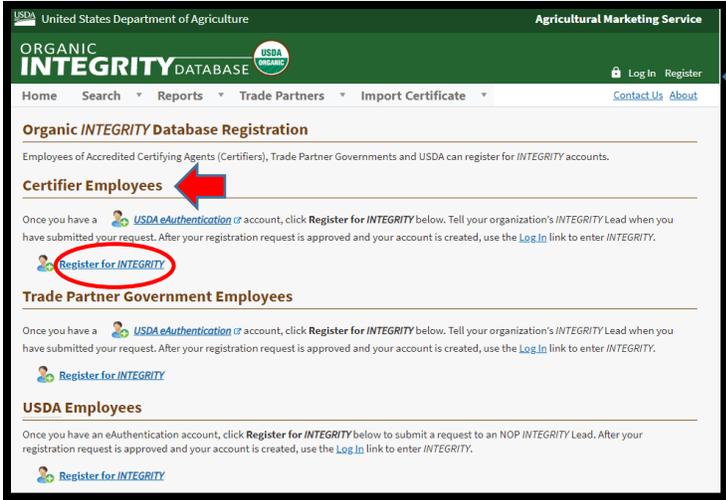
Your Login.gov account should now be active with USDA eAuthentication, and you are then taken to your new account information page.



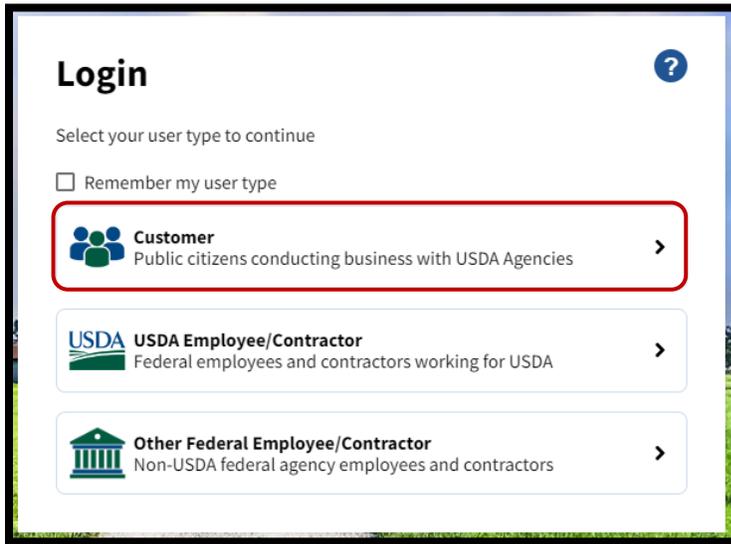
After reviewing your Login.gov account information, proceed to the OID Integrity Database with your new Login.gov account so you can **Register for INTEGRITY** at <https://organic.ams.usda.gov/integrity/UserManagement/RegisterNewAccount>.

Step 2. Register for an INTEGRITY Account

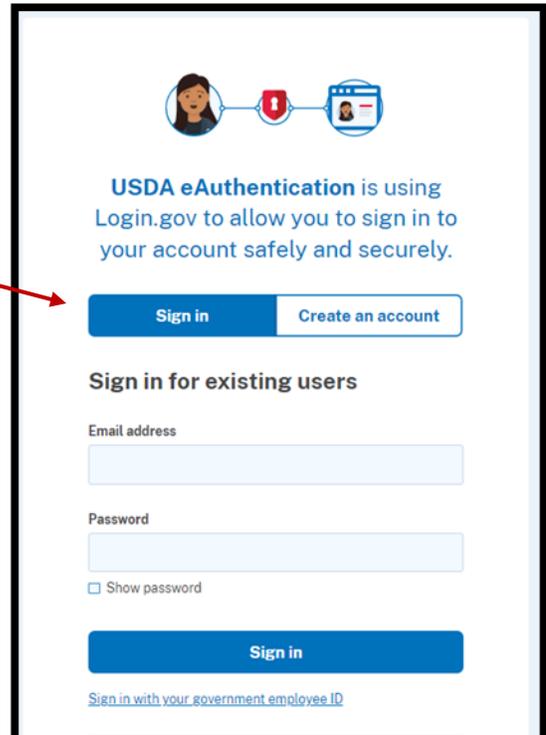
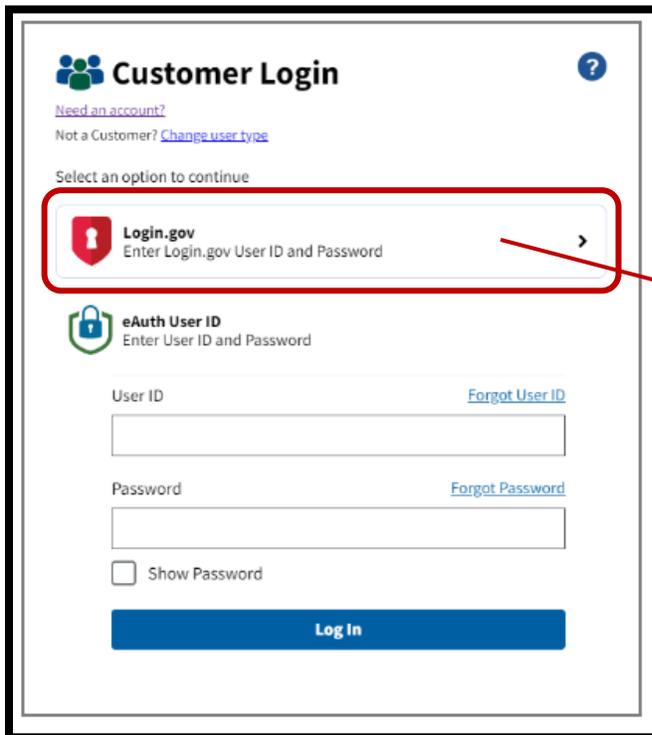
To register for an INTEGRITY user account, select **Register for INTEGRITY** under the **Certifier Employees** section.



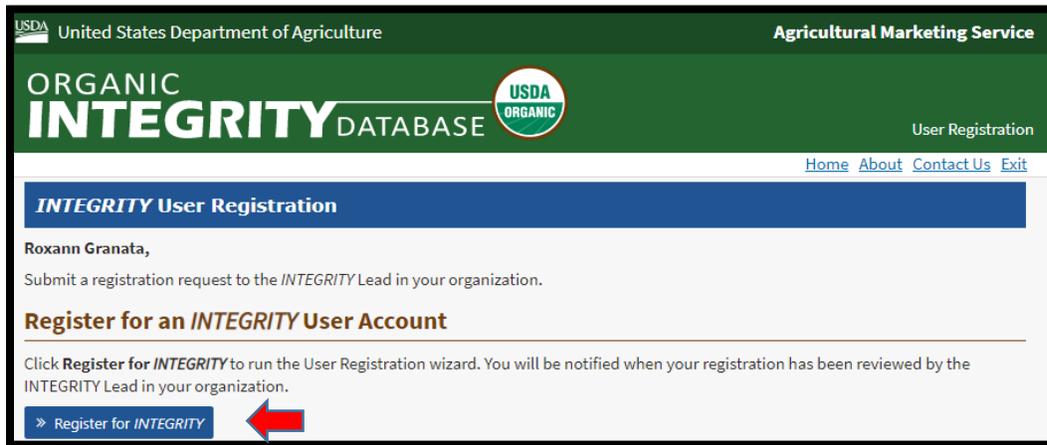
On the Login screen, choose “Customer.”



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.**



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

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

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

Role: *

Description:

- Certifier - INTEGRITY Lead
- Select--
- 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 registration process. The page title is 'Welcome R. Granata - INTEGRITY User Registration (Step 4)'. On the left, there is a navigation menu with options: Welcome, Account Type, Organization, Primary Role, My Comments, and Summary. A red arrow points to the 'Next' button in the bottom navigation bar. The main content area has a heading 'Add Comments (Optional)' and a text box for entering comments. Below the text box are buttons for 'Previous', 'Next', and 'Cancel'.

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

The screenshot shows the 'Registration Request Summary' page. The page title is 'Welcome R. Granata - INTEGRITY User Registration (Step 5)'. The left navigation menu is the same as in the previous step, with 'Summary' selected. The main content area has a heading 'Registration Request Summary' and a list of instructions: 'Submit: click **Finish** to submit the request to your organization's INTEGRITY Lead.', 'Modify: click a section name on the left side menu to review or modify that specific section.', and 'Cancel: click **Cancel** at the bottom of the summary to withdraw and delete your request.' Below this, there is a 'Trade Partner' section with 'CFIA-COR' and a 'Program' section. The '1. User Information' section shows 'Full Name: Granata, Roxann' and 'Email: rgranata.27754@test.gov'. The '2. Account Information' section shows 'Account Type: Certifier' and 'Role: Certifier - INTEGRITY Lead'. The '3. Organization Information' section shows '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'. The message 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 of the yellow box 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.



The screenshot shows the top navigation bar of the Organic INTEGRITY Database. The 'Administration' tab is highlighted, and a red arrow points to it. A dropdown menu is open, showing the following options: 'User Accounts', 'Registration Requests', 'Certifier Profile', and 'Certificate Module'. The page also features the USDA logo, 'United States Department of Agriculture Agricultural Marketing Service', and 'ORGANIC INTEGRITY DATABASE' branding. A search bar with a 'Reset' button and an 'Advanced Search' button are visible at the bottom of the navigation area.

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: 
Comments: --



Account Information

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

Comments:

User Account Management

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

USDA United States Department of Agriculture Agricultural Marketing Service

ORGANIC INTEGRITY DATABASE

Contact Us About User Resources

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

| 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.

USDA United States Department of Agriculture Agricultural Marketing Service

ORGANIC INTEGRITY DATABASE

Contact Us About User Resources

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 if you are using 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 i
Status: Active

[Edit](#) [Close](#)

Account Information

Organization: Nevada Department of Agriculture

Account Type: Certifier

Role: Certifier - Staff i

Status: Active Inactive

[Update](#) [Cancel](#)