

For: Cotton State and County Offices, Cotton CMA's, and LSA's

Instructions for Obtaining eAuthentication Credentials to Access COPS

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

COPSS system security will require users to access COPS through a secure mechanism known as eAuthentication (eAuth) ID. The method for accessing COPS will consist of USDA's eAuth system and a COPS registration key. Both the eAuth ID and COPS registration key will be unique per user.

A Level 2 access account provides access to all the portals and applications that are covered by an account with Level 2 access. Also, users will be able to conduct official electronic business transactions by the Internet, enter into a contract with USDA, and submit forms electronically by the Internet to USDA Agencies.

Beginning January 1 through March 28, 2012, there will be activities to be performed by COPS users to ensure that they will be able to access COPS after March 28, 2012.

B Purpose

This notice informs State and County Offices, cotton CMA's, and LSA's of:

- the requirement to obtain an active USDA eAuth Level 2 account to access COPS
- key dates and instructions for obtaining an eAuth Level 2 account.

Disposal Date	Distribution
August 1, 2012	Cotton State Offices; State Offices relay to County Offices, Cotton CMA's and LSA's

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2 Instructions for Obtaining eAuth Level 2 Credentials to Access COPS

A Action

Registering for a USDA eAuth Level 2 account requires users to create a customer profile with their name, personal contact information, a user ID, and a password. The following chart provides key activities that **must** be completed by certain dates to access COPS after March 28, 2012.

IF COPS user...	THEN do the following...	AND complete by...
does not have an eAuth Level 2 account	<ul style="list-style-type: none"> • register online at http://www.eauth.egov.usda.gov • respond to the e-mail to confirm the account within 7 calendar days • set up an appointment with a Local Registration Authority (LRA) at a USDA Service Center so the LRA can validate the user's identification and match it to their USDA Level 2 profile <p>Note: The user must appear in person before the LRA and must bring an acceptable form of government-issued identification.</p>	January 1 through 31, 2012.
has an eAuth Level 2 account	<ul style="list-style-type: none"> • verify e-mail address by accessing COPS at http://www.fsa.usda.gov/cotton to retrieve the COPS registration key <p>Note: The COPS registration key will be sent to the user's e-mail address.</p> <ul style="list-style-type: none"> • retain the registration key for initial access to COPS after March 28, 2012 	February 1 through March 28, 2012.

On **March 29, 2012**, users shall sign-on to COPS using their eAuthentication user ID. After the user ID is verified, COPS will prompt users for their COPS registration key. Users will only need their user ID after this initial sign-on to COPS.

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2 Instructions for Obtaining eAuth Level 2 Credentials to Access COPS (Continued)

B Contacts

Direct any questions about this notice to the following.

IF COPS user is a...	THEN contact...
buyer, cotton gin, CMA, or LSA	Shayla Watson by: <ul style="list-style-type: none">• e-mail at shayla.watson@wdc.usda.gov• telephone at 202-690-0013.
County Office employee	State Office.
State Office employee	either of the following: <ul style="list-style-type: none">• Kelly Hereth by either of the following:<ul style="list-style-type: none">• e-mail at kelly.hereth@wdc.usda.gov• telephone at 202-720-0448• Shayla Watson by either of the following:<ul style="list-style-type: none">• e-mail at shayla.watson@wdc.usda.gov• telephone at 202-690-0013.