



# USER REQUIREMENTS

---

Authorized users must have a unique user name and password to gain access to the TIP subsystem. The FNS computer security office will provide users with a user name and password after the user has received Level II e-Authentication certification, completed and submitted an approved FNS-674 form, and completed and signed the FSP/WIC Confidentiality statement.

## 1. Level II e-Authentication Certification

To obtain Level II E-authentication certification you must do the following:

- Go to the E-authentication website at the URL address:  
<http://www.eauth.egov.usda.gov/>
- At the USDA eAuthentication Welcome page select the Create an account under the *Quick Links*.
- Go to the sentence that reads “If you answered YES to 1 or more of the questions, you will need to register for an eAuth account with Level 2 Access.”
- Place your cursor on the Level 2 Access and double click.
- You are now at the OMB Form 0503-0014.
- Follow the directions and complete all required fields.
- Submit the form.
- Once your form has been approved, you will receive an email stating that you have successfully created a USDA eAuthentication account.
- Read the email carefully and follow the steps to activate your account within 7 days of receipt of the email.
- Take your State issued drivers license and present it in person to a USDA Service Center where an employee who is a Local Registration Authority (LRA) can activate your account with Level 2 access. You will not be able to access the TIP subsystem until an LRA has activated your account.
- To find the nearest USDA Service Center go to <http://offices.usda.gov>.
- The first time you use your account with Level 2 access, you will be asked to update your password to the Level 2 access password requirements.



# USER REQUIREMENTS CONTINUED

## 2. FNS-674 Computer System Access Request

This form must be completed in order to access the TIP subsystem and STARS. You can obtain a copy of the FNS-674 form by contacting your FNS regional security office.

You must complete the following fields on the form:

- User Name
- Place an X next to one of the following:  
Federal State Contractor Other
- USDA EAUTH ID *Example: jack.sprat*
- Date of Request
- Organization and Address
- Telephone Number
- Date of Birth
- Social Security Number
- Home Zip Code
- Email
- System Name: *User will type STARS on one line and TIP on the next.*
- Action Requested: *User will type ADD on both the STARS and TIP lines.*
- Send the form to your FNS regional Deputy Computer Security Officer for approval.

The regional security officer will forward the form to the Food Stamp Program for final approval.

## 3. FSP/WIC Confidentiality Statement

You can request a copy of the FSP/WIC Confidentiality Statement from your FNS security officer.

- Read and sign the Confidentiality Statement.
- Attach the signed statement to the back of your completed FNS-674 form and send both forms to your FNS regional security officer together.