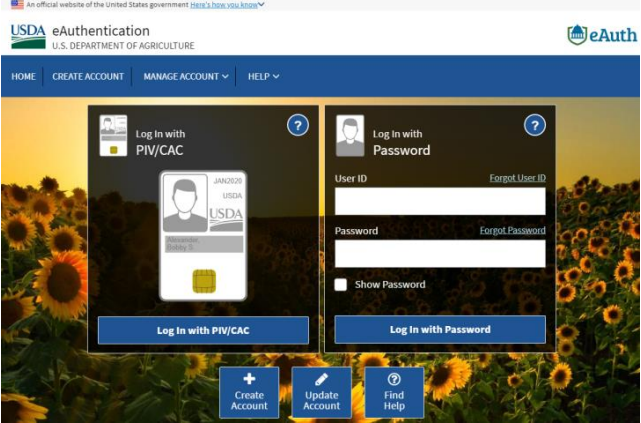



<p>Title</p>	<p>Multiple WBSCM Accounts Registration</p>
<p>Purpose</p>	<p>WBSCM users may have more than one account, each associated with different organizations in WBSCM. Effective June 26, 2020, users can link one or more new WBSCM accounts to an existing eAuth ID, as long as the last name and email address match. At login, the user is prompted to select one of these linked WBSCM accounts for the session.</p>
<p>Target Audience</p>	<p>Users with existing eAuth ID requesting an additional WBSCM account</p>
<p>Prerequisite</p>	<ul style="list-style-type: none"> • eAuth ID exists • Registration email for new WBSCM account has been received
<p>Registration Email Link</p> <p>Step 2. Register WBSCM Account</p> <p>An active eAuth ID can be linked to more than one WBSCM account. If you have an existing WBSCM account, be sure to <u>sign out of any active WBSCM sessions</u> and close the browser <u>before</u> registering a new account.</p> <p>To register your new WBSCM account, click on the link below and log in using your eAuth User ID and Password. <u>This link is unique to your WBSCM account and cannot be used by others.</u></p> <p>Then, follow system prompts and accept the Rules of Behavior. This will link your eAuth ID to the WBSCM account(s) and complete the WBSCM registration process. If you have multiple WBSCM accounts, you will be prompted to select which one to use whenever you log in.</p> <p>https://portal.wbscm.usda.gov/registration?action=init&token=h1srYOiIlQfy6R%2B6pv90Edq4ucjgUSZj50YgQT7a1Q05%2B%2BXqwMsdS%2F7cbHlnGMFK (copy and paste the link above in Internet Explorer, if you encounter issues)</p> <p>Be sure to Bookmark WBSCM for future convenience: https://portal.wbscm.usda.gov/</p> <p>If you have any questions, please contact your user administrator: wbscmeAuth@gmail.com You may also contact the WBSCM Service Desk at wbscm.servicedesk@caci.com or call 877-WBSCM-4U (877-927-2648).</p>	<p>Process Registration Email</p> <ol style="list-style-type: none"> 1. Click the link in Step 2 of WBSCM Registration email. <p>Note: Be sure to close out of all active sessions of WBSCM to ensure the correct accounts are linked.</p> <p>Note: The user’s eAuth ID must use the last name and email address as the WBSCM account, as referenced in the registration email, to successfully complete registration.</p>
<p>eAuth Login Screen</p> 	<p>Log in to eAuth</p> <ol style="list-style-type: none"> 2. Log in to eAuth with the user’s existing User ID and Password or by using the PIV/CAC option. <p>Note: If the user has multiple eAuth IDs, make sure to choose the correct eAuth ID to link to the new WBSCM account.</p>
<p>WBSCM Account Registration Confirmation Screen</p> 	<p>Confirm Registration</p> <ol style="list-style-type: none"> 3. Select <input checked="" type="radio"/> Yes (the Yes option) when prompted to register the new WBSCM Account with the existing eAuth ID. <p>Note: If the user selects <input type="radio"/> No (the No option), the registration process will be cancelled. The user will need to go back to the Registration Email and click the link to reinitiate the process. <ol style="list-style-type: none"> 4. Click <input type="button" value="Submit"/> (the Submit button). </p>

WBSCM Rules of Behavior Screen



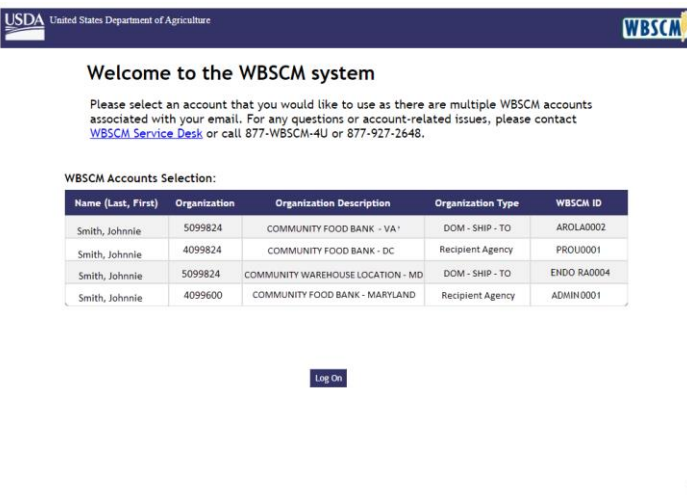
Accept Rules of Behavior

5. Select **Accept** (the **Accept** option) the Rules of Behavior, which is the final step to link the existing eAuth ID and the new WBSCM account.

Note: If the user rejects the Rules of Behavior, the new WBSCM account will be locked and is not active. If the account is locked, contact the user admin to unlock, if needed.

6. Click (the **Submit** button).

Account Selection Screen



Select a WBSCM Account

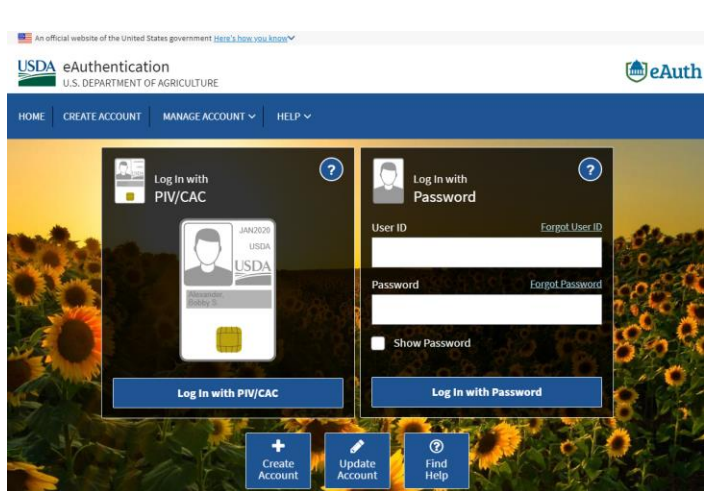
7. Select from the list of WBSCM accounts now linked to this eAuth ID.

Note: The user can sign into multiple session with different accounts associated with this eAuth ID through the **New Session** functionality in Internet Explorer.

Note: If the user has any locked accounts, they will not appear on the selection screen. The selection screen appears for at least 2 or more active WBSCM accounts linked to the same eAuth ID. Users with one eAuth ID linked to one WBSCM account are directly logged into the system.

8. Click (the **Log On** button) to login to WBSCM.

Tips and Other Information



- Existing WBSCM accounts (created prior to June 26, 2020) have not changed. WBSCM accounts linked to different eAuth IDs using the same email address are not impacted, and users can continue to use them.
- Passwords no longer expire, however if a password needs to be reset, legacy eAuth IDs will need to answer security questions, and new eAuth IDs will receive a reset link.
- There is an option to set up a unique Account Management Email in eAuth for IDs that are associated with the same email address. This email address allows the user to reset their password without answering security questions. Visit the [eAuth FAQ website](#) and search for *Account Management Email*.