

WBSCM New User Registration



A WBSCM account must **first** be created by the **User Administrator** or the user's organization. Once this account is created, WBSCM automatically generates a registration email that is sent to the user with steps to create an eAuthentication (eAuth) ID and link it to their WBSCM account. This email should be saved until the eAuth ID has successfully been linked to the WBSCM account(s).

Create eAuth ID

Register WBSCM Account

Step 1: Create new eAuth ID

(If an existing eAuth ID exists, skip to Step 2 of the Registration email.)

- ❖ Enter a unique email address that has not previously been associated with an eAuth ID (such as for previous access to WBSCM).
- ❖ Select the appropriate type of eAuth ID based on the user's role:
 - Customer/Vendors/Business Partners → **Customer**
 - USDA Federal Employees/Affiliates/Contractors → **USDA Employee/Contractor**
 - USAID Federal Employees/Affiliates/Contractors → **Other Federal Employee/Contractor**
- ❖ The registration link is only valid for 30 minutes; this link can be resent from the eAuth website.
- ❖ **USAID Internal users** must complete Identity Verification. From the eAuth Update Account page, select **Verify My Identity**, accept the terms of service, and provide the required information. In-person identity verification is available at USDA Service Center/Local Registration Authority (LRA) location.

Step 2: Link to WBSCM

- ❖ Click the unique link listed under Step 2 of the WBSCM Account Registration email.
- ❖ Accept the Rules of Behavior to link the eAuth ID and WBSCM account. If the Rules of Behavior are not accepted the WBSCM account gets locked.
- ❖ An active eAuth ID can be linked to more than one WBSCM account. Upon logging into future WBSCM sessions, the user can select the desired account from a Selection screen. If a desired WBSCM account is not listed on the Selection screen, it may be due to one of the following reasons:
 - The Rules of Behavior have not been accepted
 - There is a Last Name and Email Address mismatch between the eAuth ID and the WBSCM Account
 - The WBSCM Account is locked/inactive
 - The WBSCM Account is a legacy account (prior to 6/26/2020)

Helpful Tips:

- ❖ Internet Explorer is the recommended browser for the registration process.
 - ❖ Add the WBSCM website, <https://portal.wbscm.usda.gov/> to the Internet Explorer Favorites.
- Additional available resources:**
- ❖ WBSCM New User Registration Video
 - ❖ eAuthentication Tips and Support Job Aid
 - ❖ Multiple WBSCM Account Registration Job Aid