NIFA Reporting System
Supplement to Instructions for Creating NIFA eAuthentication Account with Identity Verification
For UC ANR Campus Academics who report in REEport
April 2021

In order for you to use the new NIFA Reporting System, you must first create a USDA eAuthentication account, and then verify your identity for your new account. Attached are detailed instructions from NIFA that covers both of these processes; this supplement provides additional information/guidance.

eAuthentication login/account creation page: https://nrs.nifa.usda.gov/oauth2/authorize/eauth/

Key points to be mindful of as you go through the instructions:

- **Step 3**: For type of user, choose "Customer".

- **Step 4**: If you currently have an account in the REEport system, use the same email address that you use to login to REEport.

- **Step 8**: Enter your complete name as it appears on a government-issued photo ID; this is needed for the Identity Verification process.

- **Verifying your identity (Steps 9-18**): You will be asked some questions about your background and personal identity, e.g. previous addresses, relatives' names, former names, schools you attended, etc. You must answer all questions correctly in order to complete the verification process. **You have two chances to answer all questions correctly; if you don't pass on the second attempt, you must verify your identity in person by visiting a Local Registration Authority (LRA**).

    If you successfully complete the Identity Verification process, **be sure to click the Continue button on the Identity Verification Success screen (Step 17)**; this makes your new account visible to PP&E admins of the NRS, so that they can set the proper role(s) for your account**. After clicking the Continue button, notify your REEport administrative contact to let them know that you have completed the process.**

    NOTE: If the Identity Verification Success screen (Step 17) does not display the Continue button, follow these steps:

    a. Logout of the eAuthentication system.

    b. Go to the NIFA launch page at: https://nifa.usda.gov/tool/pow-nifa-reporting-system

    c. On the NIFA launch page, click the **LAUNCH** button, and login to eAuthentication, using the email address and password you used to create your account.

    d. Logout of the eAuthentication system.

    e. Notify your REEport administrative contact that you have completed the above steps.