

Personal Identity Verification II (PIV-II) Employee On-Boarding in EmpowHR

Prepared for



**United States Department of Agriculture
Office of Homeland Security**

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Revision Information

Version	Date	Revision Information
1.0	12/10/2008	Initial Draft
2.0	4/25/2008	Updated page headers and formatting, card shipping code selection information, ACP screen shots, and help resources; added FAQ section
3.0	6/4/2008	Added card shipping code selection for mobile stations, email address precedence rules, and notes that records of non-US citizens are not currently being processed.
3.1	7/24/2008	Updated business process flow diagram, Added information about mandatory Sponsor and Adjudicator designation in USAccess. Updated reminders that Sponsor and Adjudicator must be two separate people; added FAQ.
3.2	8/14/2008	Added instructions for editing record to allow only 2 digital certificates; added post-validation steps. Moved all FAQ to the Sponsor FAQ document on the USDA LincPass website
3.2	9/8/2008	Added note about updating employee email via My System Profile
3.3	8/08/2009	Added optional card pick up instructions
3.4	12/27/2010	Pulled out section D: pgs 21-26 covering ACP; removed mobile credentialing information
3.5	09/26/2019	Added in AltLinc details; updated Help Desk contact information; modifications to USAccess Sponsorship Functions; replacement of outdated screenshots; general formatting updates; updated 508 compliance standards



How to Use this Guide

This guide provides instructions for HR personnel acting as HSPD-12 Sponsors and Adjudicators to initiate the LincPass/ AltLinc issuance process for EmpowHR-based Employee Applicants. This guide will detail how to prepare and submit Employee Applicant records to the General Services Administration (GSA) HSPD-12 system, called USAccess in order to Sponsor and Adjudicate the Employee. This process accomplishes the following:

- Selection and preparation of Employee Applicant data for submission to USAccess
- Completion of Sponsorship for the Applicant
- Completion of Adjudication for the Applicant
- Submission of all data to USAccess so that the Applicant can then Enroll

The first half of this guide provides a high level overview of where on-boarding fits into the overall LincPass/ AltLinc issuance process as well as an on-boarding process workflow. The second half of this guide provides step by step instructions and screen shots detailing how to prepare the data, Sponsor and Adjudicate the Applicant, and submit all the data to USAccess.

If you need help or additional information, please see the contact list below:

USDA HSPD-12 LincPass Website Sponsor page: <http://hspd12.usda.gov/Sponsor.html>

USDA HSPD-12 Help Desk:

- Toll Free: 833-682-4675
- Email: usdahspd12help@dm.usda.gov

USAccess Help Desk (for USAccess system questions/issues):

- Toll Free: 866-493-8391
- Email: usaccess.helpdesk@perspecta.com

GSA MSO Help Desk (general policy questions):

- Phone: 202-501-4740
- Email: hspd12@gsa.gov

EmpowHR help desk (for technical questions/issues with EmpowHR):

- Email: NFCEMPOWHR@usda.gov

eAuthentication Help:

- <http://www.eauth.egov.usda.gov/eauthHelp.html>

Note: The Frequently Asked Questions section has been integrated into the Sponsor FAQ document on the USDA HSPD-12 website's "FAQ" page.

Part I: Overview and Business Process

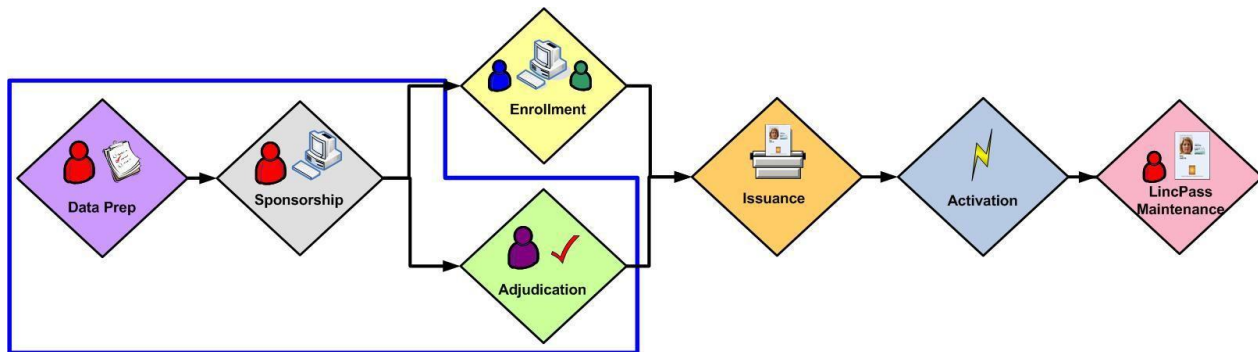


Figure 1 - LincPass/ AltLinc Issuance Process

A. On-boarding Process Overview

The objective of this process is to select and prepare Employee data so that upon submission, it conforms to the data requirements set forth by USAccess. The On-Boarding process involves the following:

- Sponsor selects records to prepare and then review and update data in EmpowHR Employee is
- Sponsored and Adjudicated once the data is submitted
- Employee receives notice to enroll at an Enrollment Station

Prerequisites:

Prior to performing any actions in the On-Boarding process, Sponsors and Adjudicators must meet the following prerequisites:

- Completed the Sponsor or Adjudicator (whichever is appropriate for your role) training in AgLearn
- Received access to and a user ID and password for USDA's EmpowHR system.
- Received access to EmpowHR user guides and procedure manuals.
- Designated as a Sponsor or Adjudicator (whichever is appropriate for your role) in USAccess by your Agency Role Administrator
- Received your USAccess user name and password

B. On-Boarding Business Process

B (i). Business Process Workflow

The figure below details the business process for on-boarding an Employee; it assumes a Background Investigation (BI) has been initiated and at least the Federal Bureau of Investigation (FBI) Fingerprint Check has been favorably adjudicated.

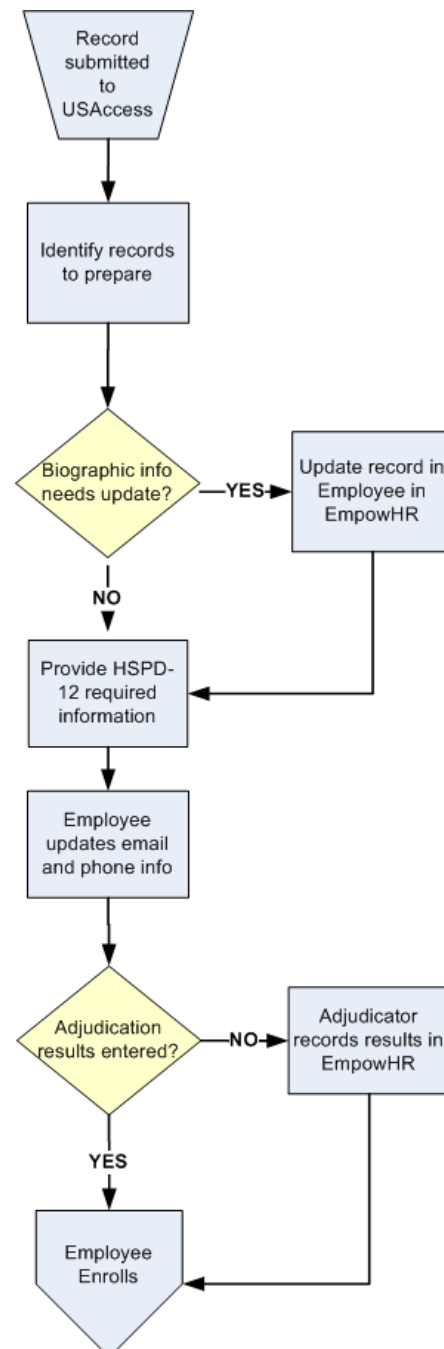


Figure 2 - Business Process



EMPLOYEE ON-BOARDING IN EMPOWHR

1. Sponsor identifies the new Employee record and checks if they already have a BI on file. A minimum of a NACI (National Agency Check with Inquires) is required for complete LincPass Issuance. A minimum of an FBI fingerprint check is required for complete AltLinc issuance.
2. If the Employee's record requires updates to the required biographic information (e.g. name, home address, citizenship status, etc.), Sponsor makes the updates in EmpowHR. *If this is a new Employee, HR will create a new record in EmpowHR for this Employee.* **NOTE: All biographic information for an applicant should be input/ updated in EmpowHR only; these updates SHOULD NOT be added directly into USAccess as this will cause issues down the road. The Authoritative source for this information is EmpowHR. If data is not flowing over correctly to USAccess, please contact the USDA HSPD-12 Help Desk for assistance.**
3. Sponsor provides the new HSPD-12 required information in EmpowHR:
 - a. Selecting Card Type (LincPass, AltLinc or No LincPass/ AltLinc)
 - b. Indicating if Employee is an Emergency Response Official
 - c. Card Shipping Address
4. The Employee verifies (and if necessary, updates) their business phone number and email address using EmpowHR's Employee self-service module or via eAuthentication.
5. If the Employee's record in EmpowHR does not already contain their adjudication results, the Adjudicator enters the type of BI and results in EmpowHR. (Note: The Adjudicator must obtain the BI (e.g., FBI or higher) adjudication information for these Employees, either from Office of Personnel Management (OPM) records or USDA HR records.)
6. The record is submitted to USAccess and Sponsorship is now complete.
7. The Employee can then enroll after receiving notification from USAccess.

****If the Employee does not have a BI or record of it cannot be found, the BI should be initiated. Once at least the FBI Fingerprint Check is returned and favorably adjudicated, complete steps 5-7 and a card will be printed. The Employee's record can be updated at a later date after the full BI results have been favorably adjudicated.**

B (ii). Additional Business Process Rules

1. Role Separation – Every record must be sponsored and adjudicated in EmpowHR by two *different* people. While a Sponsor can hold the Adjudicator role (and vice versa), a single person cannot perform both actions on the same Applicant record. Records sponsored and adjudicated by the same person will result in sponsorship being incomplete; thereby preventing the Applicant from enrolling.
2. Role Designation – Every Sponsor and Adjudicator must be designated in their role in USAccess by the agency's Role Administrator even though all sponsorship and adjudication actions occur within EmpowHR. Any new record submitted to USAccess that has been accessed by an undesignated Sponsor or Adjudicator will result in the record being set to sponsorship incomplete; thereby preventing the Applicant from being able to enroll.
3. Authoritative Data Source – **EmpowHR serves as the authoritative data source for all sponsorship and adjudication information. Therefore all changes to sponsorship and adjudication data must be made in EmpowHR and not USAccess. Any data changed directly in USAccess will be overwritten by what is currently in EmpowHR or duplicate records could be created causing activation issues.**



Part 2: Detailed Instructions

A. Select Records to Sponsor

The first step in the process is to identify Employee records in need of Sponsorship in USAccess.

B. Verify and Update Records in EmpowHR

To complete this section, Sponsors and Employees will need to verify and update data in the following EmpowHR fields:

- Employee Status
- SSN
- First Name
- Middle Name
- Last Name
- Suffix
- Date of Birth
- Citizenship Status
- Business Email Address
- Business Phone Number
- Emergency Response Official
- Card Type Adjudication
- Information Card Shipping
- Address Code

It is important to note that all of these attributes can be entered with any regular PAR action, i.e. **Name Chg from**. However, if updating the new HSPD-12 fields is not part of a PAR action, it is important that the data is entered from the Employee Security Clearance menu item. This does not require a separate PAR action but only needs to be saved once complete.

B (i). Verify and/or Update Employee's Information in EmpowHR

The first step for Sponsors is to look up the Employee's record in EmpowHR and verify that all the information is correct. Sponsors should ensure that all required information is present and that it is correct for the Employee.

Note: The screenshots used are from the EmpowHR test system. There may be slight variances in the EmpowHR production system you are using.



The image shows the EmpowHR login page. At the top, there is a header with the USDA logo and text: "United States Department of Agriculture National Finance Center". To the right of the header is the EmpowHR logo, which includes an eagle and the text "EMPOWHR SOLUTIONS FROM HIRE TO RETIRE". Below the header is a red "WARNING" section. The warning text states: "You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer." Below the warning is a login form with fields for "User ID" and "Password", a "Sign In" button, a link for "Login using eAuthentication" (highlighted with an orange box), and a link for "Did you forget your password?". At the bottom of the page are links for "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "USA.gov", and "White House".

Figure 3 - EmpowHR Login

Step 1. Sign in to the EmpowHR System with your **eAuthentication credentials** and LincPass card.



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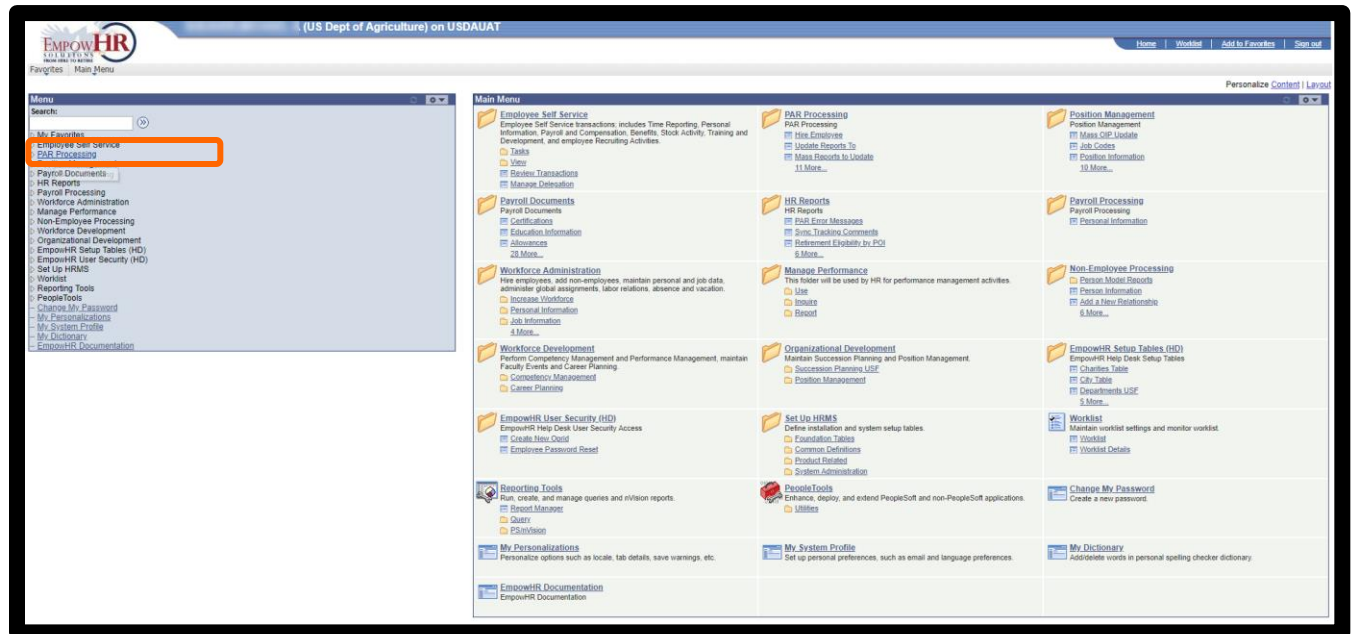


Figure 4 - EmpowHR Menu

Step 2. Click on the PAR Processing.

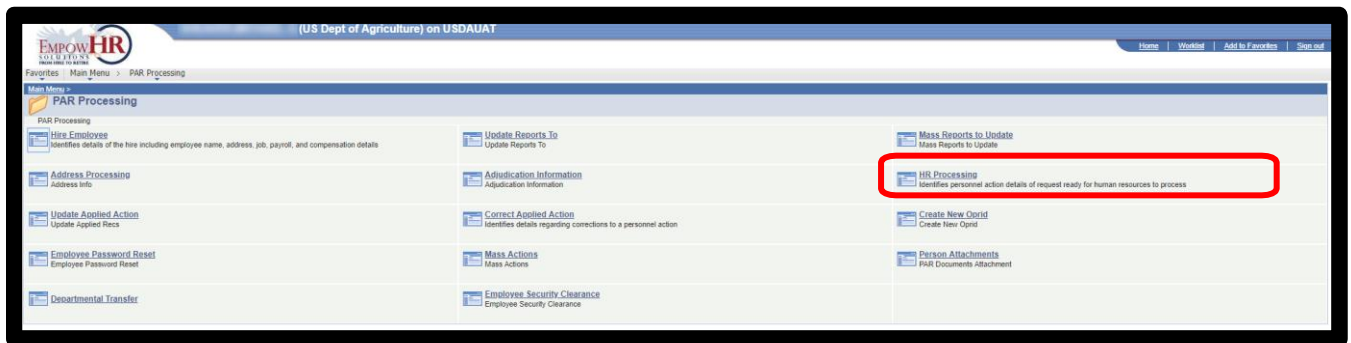


Figure 5 - HR Processing Link

Step 3. Click on HR Processing.

HR Processing USF
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with

Empl Record: =

Name: begins with

Last Name: begins with

Social Security Number: =

Employee Status: =

Sub-Agency: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Figure 6 - Employee Search

Step 4. The HR Processing USF appears. Enter the Employee ID in the **EmplID** (required to Sponsor an Employee) field.

Step 5. Click on the **Search** button.

Data Control **Personal Data** **Job** **Position** **Compensation** **Employment 1** **Employment 2** **Benefit Data**

Empl ID: Empl Record: 0

Data Control [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Go To Row

Effective Date: 01/06/2019 **Transaction Status** A:NFC Auto

Effective Seq: 1 1

Auth Date: 03/28/2019 Contact EmplID:

Action: NFC NFC Originated **PAR Status:** PRO **Processed by Human Resources**

Reason Code: NFC From NFC **Agency Type** Federal

NOA Code: 894 GEN ADJ

Authority (1): QWM REG 531.207

Authority (2): ZLM E O 13866

NTE Date: **PAR Request #**

Print SF-52 [PAR Remarks](#) [Award Data](#) [Tracking Data](#) [Justification](#)

Print SF-50 [GPPA Website](#)

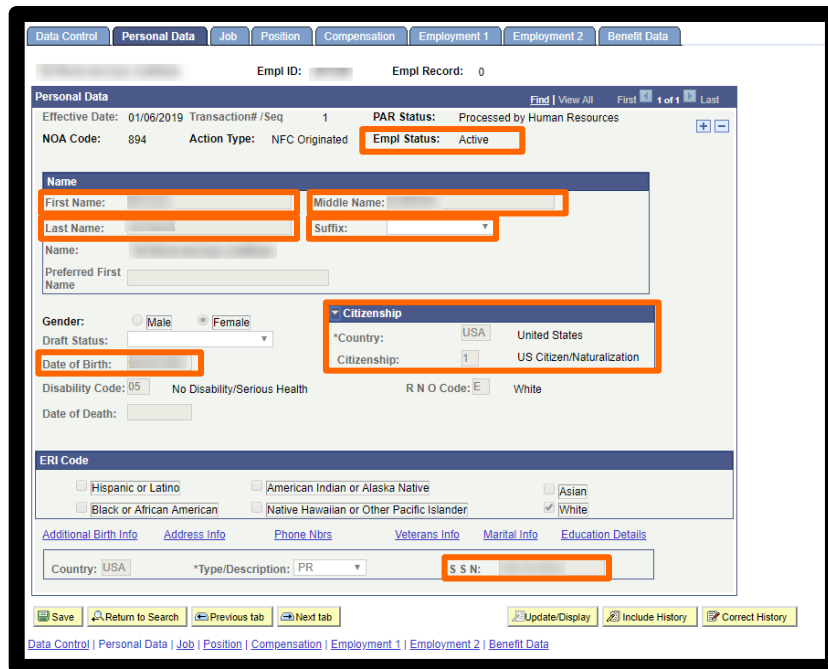
[Add/View Attachment](#)

Save **Return to Search** **Previous tab** **Next tab** **Update/Display** **Include History** **Correct History**

[Data Control](#) [Personal Data](#) [Job](#) [Position](#) [Compensation](#) [Employment 1](#) [Employment 2](#) [Benefit Data](#)

Figure 7 - Data Control Screen

Step 6. Data Control screen displays. Click on the **Personal Data** tab to verify HSPD-12 required Data/Fields.



The screenshot shows the 'Personal Data' tab in the EMPLOYEE ON-BOARDING IN EMPOWHR system. The form includes the following fields and sections:

- Personal Data Summary:** Effective Date: 01/06/2019, Transaction#: Seq 1, PAR Status: Processed by Human Resources, NOA Code: 894, Action Type: NFC Originated, Empl Status: Active.
- Name:** First Name, Middle Name, Last Name, Suffix.
- Gender:** Male, Female.
- Date of Birth:** (Highlighted with a red box).
- Citizenship:** Country: USA, United States, Citizenship: 1, US Citizen/Naturalization.
- ERI Code:** Hispanic or Latino, American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White.
- Additional Birth Info:** Country: USA, *Type/Description: PR, SSN: (Highlighted with a red box).

Figure 8 - Verifying Personal Data

Step 7. Verify the following fields are correct and have data:

- Employee Status
- Last Name
- SSN
- Suffix
- First Name
- Date of Birth
- Middle Name
- Citizenship Status *

*If Citizenship Status is specified as anything other than 1 for U.S. Citizen, the Citizenship Country must be selected in the field below.

NOTE: At this time, only US Citizens can be sponsored in USAccess. If the Applicant is not a US Citizen, the record will not be sent to USAccess.

If any of the Employee's information is missing or incorrect, standard EmpowHR PAR Action Procedures should be followed for making the necessary changes and saving the record. For example, Name changes should be done according to the **Name Chg from** Action and Date of Birth or Citizenship Status changes should be done according to the **Data Change** Action.

Step 8. Update the information where necessary and then click the **Save** button to save your changes.

Note: If the Employee does not have a completed FBI background investigation or higher, the Birth Info link will need to be clicked and the three birth location information fields will need to be populated.



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B (ii). Provide Sponsorship Information in EmpowHR

The screenshot shows the 'PAR Processing' menu in EmpowHR. The menu is organized into a grid of links. The 'Employee Security Clearance' link, located in the bottom row, second column, is highlighted with an orange rectangular box. Other visible links include 'Hire Employee', 'Update Reports To', 'Mass Reports to Update', 'Address Processing', 'Adjudication Information', 'HR Processing', 'Update Applied Action', 'Correct Applied Action', 'Create New Oprid', 'Employee Password Reset', 'Mass Actions', 'Person Attachments', and 'Departmental Transfer'.

Figure 9 - Security Clearance Link

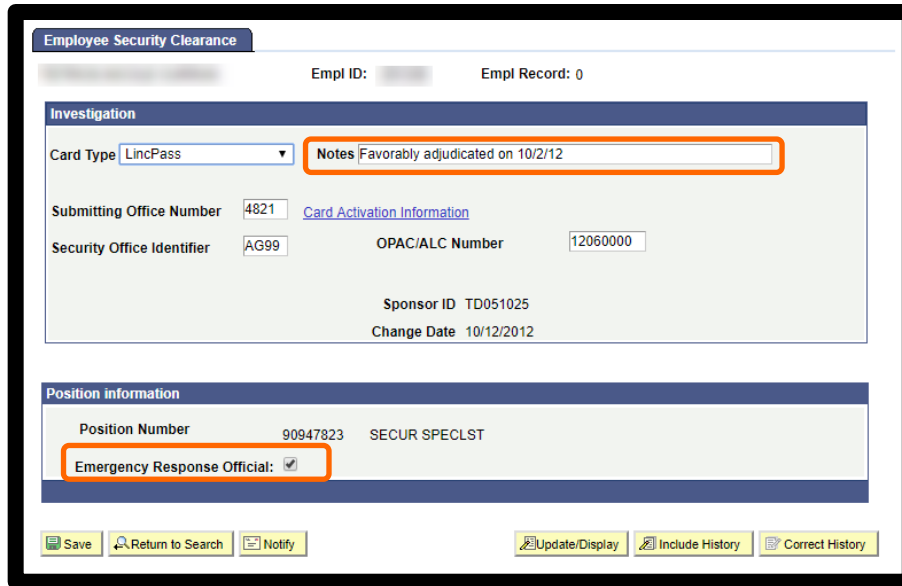
Step 1. Go back to the PAR Processing screen and click the link for **Employee Security Clearance**.

Step 2. Use the search field to locate the Employee's record.

The screenshot shows the 'Employee Security Clearance' form. At the top, there are fields for 'Empl ID:' and 'Empl Record: 0'. Below this is the 'Investigation' section, which contains a 'Card Type' dropdown menu. The dropdown is open, showing three options: 'LincPass' (selected), 'AltLinc', and 'No LincPass/AltLinc'. To the right of the dropdown is a 'Notes' field with the text 'Favorably adjudicated on 10/2/12'. Below the dropdown is a 'Submitting' field with the text 'AltLinc'. To the right of the 'Submitting' field is a 'Card Activation Information' link. Below the 'Submitting' field is a 'Security Office Identifier' field with the text 'ROSS'. To the right of the 'Security Office Identifier' field is an 'OPAC/ALC Number' field with the text '12060000'. Below the 'OPAC/ALC Number' field is a 'Sponsor ID' field with the text 'TD051025'. Below the 'Sponsor ID' field is a 'Change Date' field with the text '10/12/2012'. Below the 'Investigation' section is the 'Position information' section, which contains a 'Position Number' field with the text '90947823' and a 'SECUR SPECLST' label. Below the 'Position information' section is an 'Emergency Response Official' checkbox, which is checked. At the bottom of the form are several buttons: 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

Figure 10 - Card Type dropdown

Step 3. Use the USDA Credential Matrix to determine what kind of credential a person requires. The Credential Matrix can be found in the USDA DM 4620-002 (https://lincpass.usda.gov/ref_lincpass.html). Once a credential type is identified, then you can sponsor the applicant. In the Investigation block, select the **Card Type** you wish to sponsor (LincPass, AltLinc, No LincPass/ AltLinc).



Employee Security Clearance

Empl ID: [redacted] Empl Record: 0

Investigation

Card Type: LincPass **Notes: Favorably adjudicated on 10/2/12**

Submitting Office Number: 4821 [Card Activation Information](#)

Security Office Identifier: AG99 OPAC/ALC Number: 12060000

Sponsor ID: TD051025

Change Date: 10/12/2012

Position information

Position Number: 90947823 SECUR SPECLST

Emergency Response Official: ☒

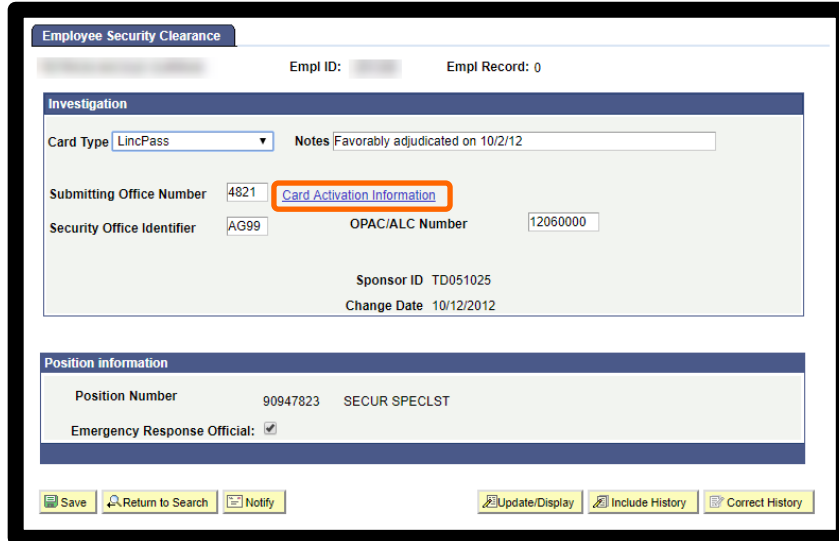
Save Return to Search Notify Update/Display Include History Correct History

Figure 11 - Completing Security Clearance Screen

Step 4. You may optionally enter data in the **Notes** field.

Note: If the Employee has not completed his/her background investigation, the Employee's Submitting Office Number (SON), Security Office Identifier (SOI) and OPAC/ALC must also be entered.

Step 5. Click on **Emergency Response Official** check box if applicable.



Employee Security Clearance

Empl ID: [REDACTED] Empl Record: 0

Investigation

Card Type: LincPass Notes: Favorably adjudicated on 10/2/12

Submitting Office Number: 4821 **Card Activation Information**

Security Office Identifier: AG99 OPAC/ALC Number: 12060000

Sponsor ID: TD051025
Change Date: 10/12/2012

Position information

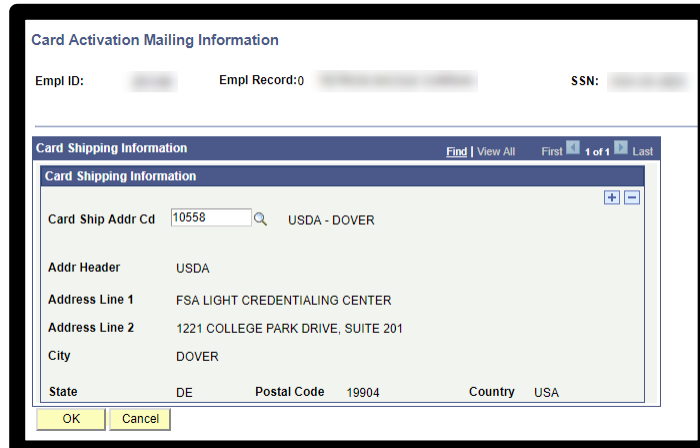
Position Number: 90947823 SECUR SPECLST

Emergency Response Official: ☒

Save Return to Search Notify Update/Display Include History Correct History

Figure 12 - Card Activation Information Link

Step 6. Click the **Card Activation Information** link.



Card Activation Mailing Information

Empl ID: [REDACTED] Empl Record: 0 SSN: [REDACTED]

Card Shipping Information Find | View All First 1 of 1 Last

Card Ship Addr Cd: 10558 USDA - DOVER

Addr Header: USDA

Address Line 1: FSA LIGHT CREDENTIALING CENTER

Address Line 2: 1221 COLLEGE PARK DRIVE, SUITE 201

City: DOVER

State: DE Postal Code: 19904 Country: USA

OK Cancel

Figure 13 - Card Shipping Information

Step 7. Use the Card Activation Information link to specify the Card Shipping Address Code. This will be the site that the HSPD-12 LincPass/ AltLinc will be delivered to for activation. For example, if an Employee is in Fort Collins, CO, you should specify this location as the Card Shipping Address. Use the lookup feature to find the appropriate code.

Step 8. Save the updates by clicking the **Save** button.

Note: The address selected is where the card will be delivered, but does not dictate where the Applicant will enroll. Applicants have the choice to enroll at any station of their choosing.

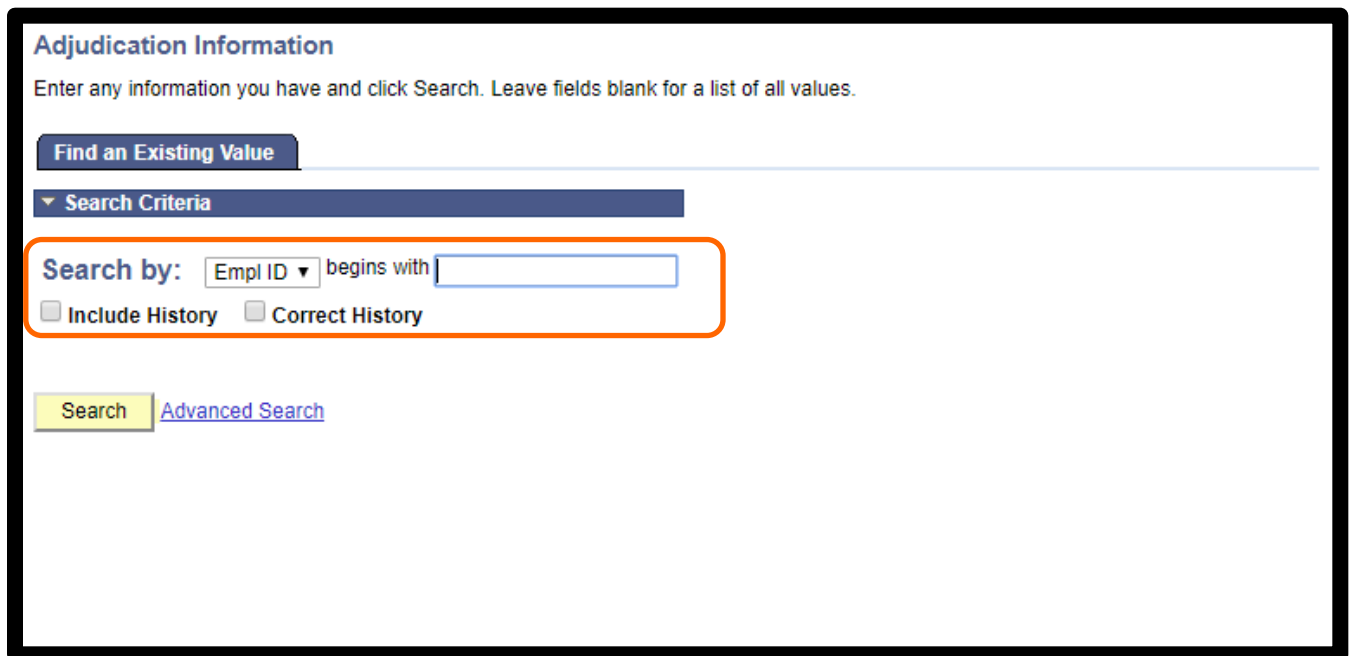
B (iii). Verify and/or Update Adjudication Information in EmpowHR

Important: The Sponsor and Adjudicator must be two *different* people. If the same person sponsors and adjudicates a record, then USAccess will not permit a complete sponsorship.



Figure 14 - Adjudication Information Link

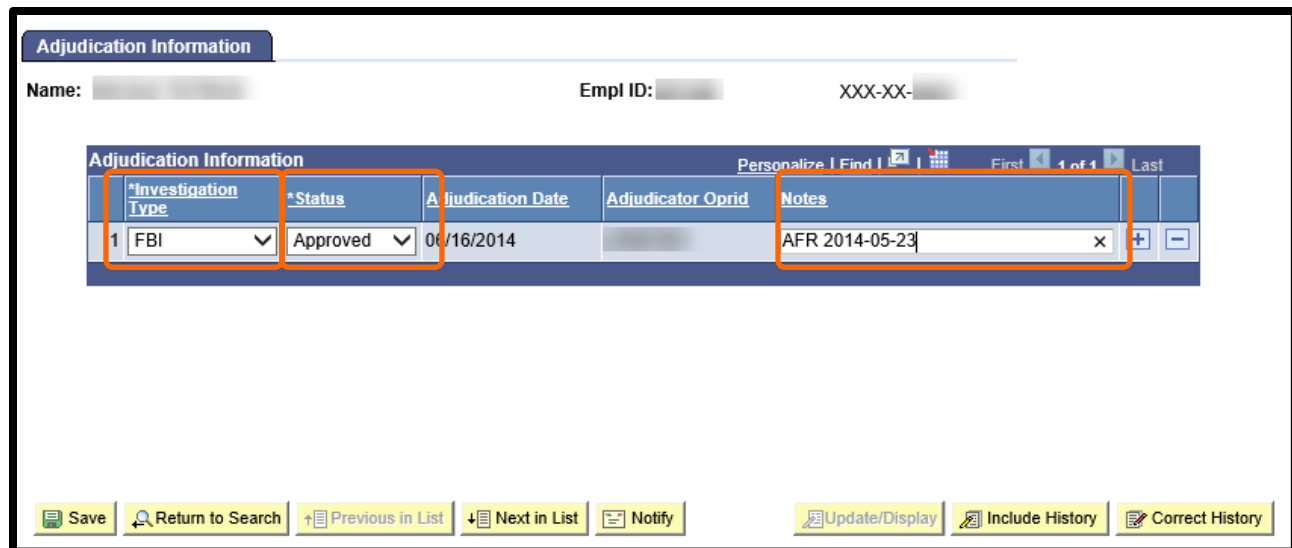
Step 1. Click the link for **Adjudication Information**.



The screenshot shows the 'Adjudication Information' search page. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. Underneath is a 'Search Criteria' section with a dropdown arrow. The 'Search by:' field is set to 'Empl ID' and 'begins with' is selected, with a text input field next to it. Below this are two checkboxes: 'Include History' and 'Correct History'. At the bottom, there is a 'Search' button and a link to 'Advanced Search'.

Figure 15 - Search for Employee

Step 2. Search for the Employee in the **Begins with** field.



Adjudication Information

Name: [Redacted] Empl ID: [Redacted] XXX-XX-[Redacted]

Investigation Type	Status	Adjudication Date	Adjudicator OprId	Notes
1 FBI	Approved	06/16/2014	[Redacted]	AFR 2014-05-23

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History, Correct History

Figure 16 - Completing the Adjudication Information Screen

Step 3. Investigation Type: Use the drop-down list to select the appropriate Investigation Type the Employee has completed. If the Employees completed background investigation is not in the drop-down list because it is higher than a NACI, select the “**NACI**” option because that is the highest background investigation level that HSPD-12 is concerned with.

Step 4. Status: Use the drop-down list to select the “**Approved**” option for confirmed background investigation.

Step 5. Notes: This field can be used to enter in the true adjudicator name and actual adjudication date.

Note: **Adjudication Date** and **Adjudicator OprId** are populated by the system.

Step 6. Save the updates by clicking the **Save** button.

Note: It is critical that the highest level of positive adjudication is always in the system. For example, if an Employee has passed a NACI investigation but fails on a Top Secret, the positive NACI adjudication must be entered into the system to ensure the Employee gets a LincPass/ AltLinc and that the card stays active.

C. Update Employee Personal Information

Sponsors should contact the Employee after preparing their data in EmpowHR in order to have the Employee verify and update their business email and phone number.

If the Applicant has a work email address, it should be up to date in EmpowHR so that they can receive emails from USAccess and can use the digital signature and encryption certificates on the card. If their record does not have an email address, but the Employee does have a work email address be sure to update the record so that it is included. **(NOTE: the email address update should be made in EmpowHR and not USAccess).**

If the Applicant does not have a work email address (and does not have the need for one), the Sponsor will need to indicate in USAccess that the Applicant does not have a work email address and that only 2 of the 4 digital certificates are required. This step will need to be performed in USAccess after the record has been sent to USAccess. See Part 3, Section B for information on how to do this.

Note: The email address in EmpowHR takes precedence over the email address in eAuthentication. The EmpowHR email address will be used for the Applicant's Sponsorship record. If there is no email address in EmpowHR, then the eAuthentication email address will be used for the Applicant's Sponsorship record.

If the email address is updated and the changes are not reflected in USAccess, have the Employee change their email address using the EmpowHR "My System Profile" feature instead. If this still does not work, you (the Sponsor) should contact the NFC EmpowHR help desk. DO NOT make these changes directly in USAccess.

C (i). Employees who use EmpowHR's Self-Service Module:

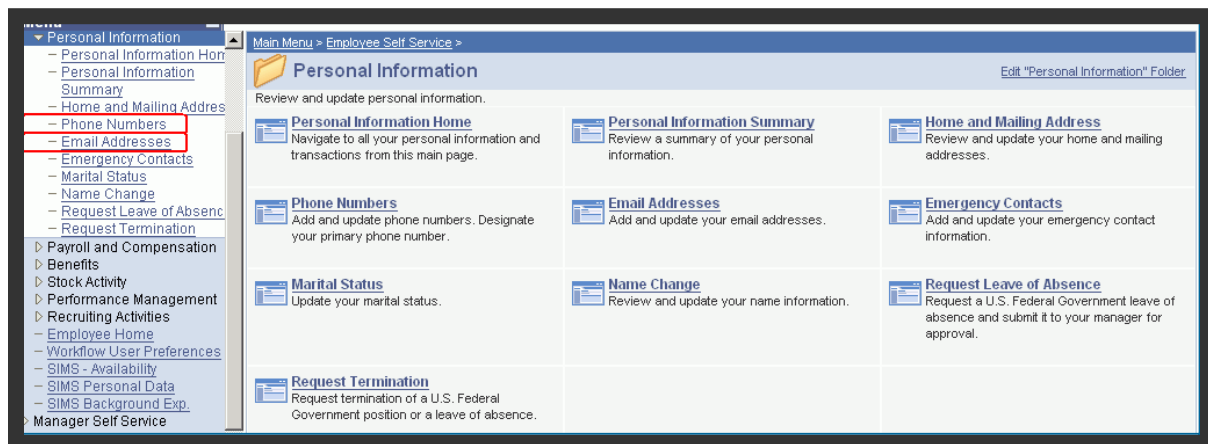
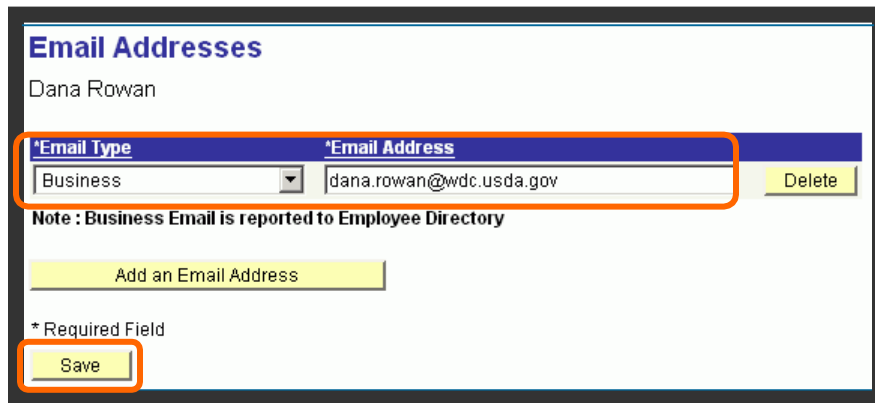


Figure 17 - Self-Service Menu

Step 1. From EmpowHR's left side menu, click Employee Self Service, then click the **Personal Information** link.

Step 2. To verify/update your business email address, click the [Email Addresses](#) link.



Email Addresses

Dana Rowan

*Email Type	*Email Address	
Business	dana.rowan@wdc.usda.gov	Delete

Note : Business Email is reported to Employee Directory

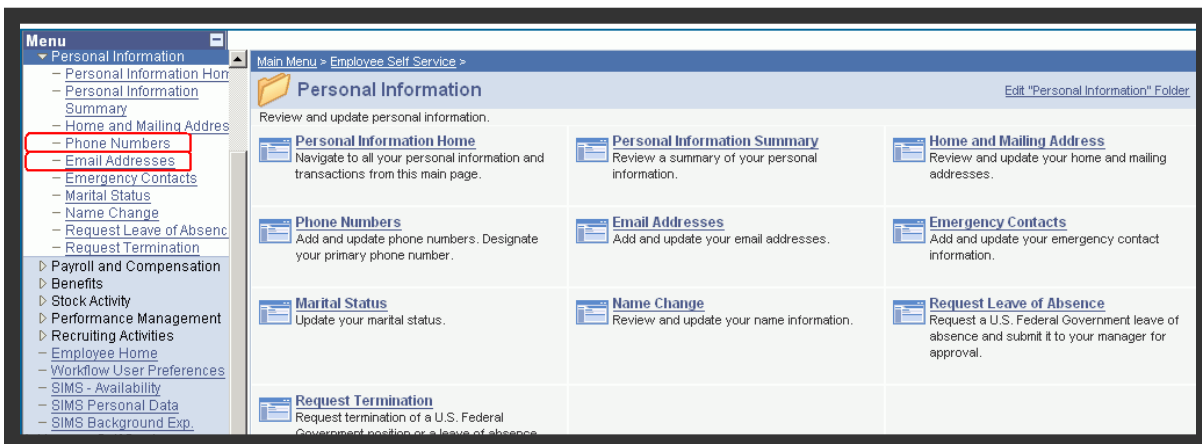
Add an Email Address

* Required Field

Save

Figure 18 - Updating Business Email

Step 3. In the *Email Type* column, use the drop-down list to select “**Business**,” then enter your current business email address in the Email Address field. Click the **Save** button.



Menu

- Personal Information
 - Personal Information Home
 - Personal Information Summary
 - Home and Mailing Address
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - Marital Status
 - Name Change
 - Request Leave of Absence
 - Request Termination
- Payroll and Compensation
- Benefits
- Stock Activity
- Performance Management
- Recruiting Activities
- Employee Home
- Workflow User Preferences
- SIMS - Availability
- SIMS Personal Data
- SIMS Background Exp.

Main Menu > Employee Self Service >

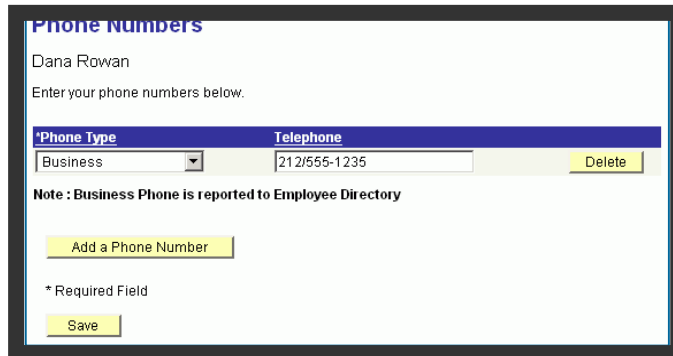
Personal Information [Edit "Personal Information" Folder](#)

Review and update personal information.

Personal Information Home Navigate to all your personal information and transactions from this main page.	Personal Information Summary Review a summary of your personal information.	Home and Mailing Address Review and update your home and mailing addresses.
Phone Numbers Add and update phone numbers. Designate your primary phone number.	Email Addresses Add and update your email addresses.	Emergency Contacts Add and update your emergency contact information.
Marital Status Update your marital status.	Name Change Review and update your name information.	Request Leave of Absence Request a U.S. Federal Government leave of absence and submit it to your manager for approval.
Request Termination Request termination of a U.S. Federal Government position or a leave of absence.		

Figure 19 - Self-Service Menu

Step 4. From EmpowHR's left side menu, click the [Phone Numbers](#) link.



Phone Numbers

Dana Rowan

Enter your phone numbers below.

*Phone Type	Telephone
Business	212/555-1235 Delete

Note : Business Phone is reported to Employee Directory

Add a Phone Number

* Required Field

Save

Figure 20 - Updating Business Phone No

Step 5. In the Phone Type column, use the use the drop-down list to select “**Business**,” then enter your current business phone number in the Telephone field. Click the **Save** button.

C (ii). Employees who use eAuthentication:

For eAuthentication help, please see the eAuthentication Help page:
<https://www.eauth.usda.gov/MainPages/eauthHelp.aspx>

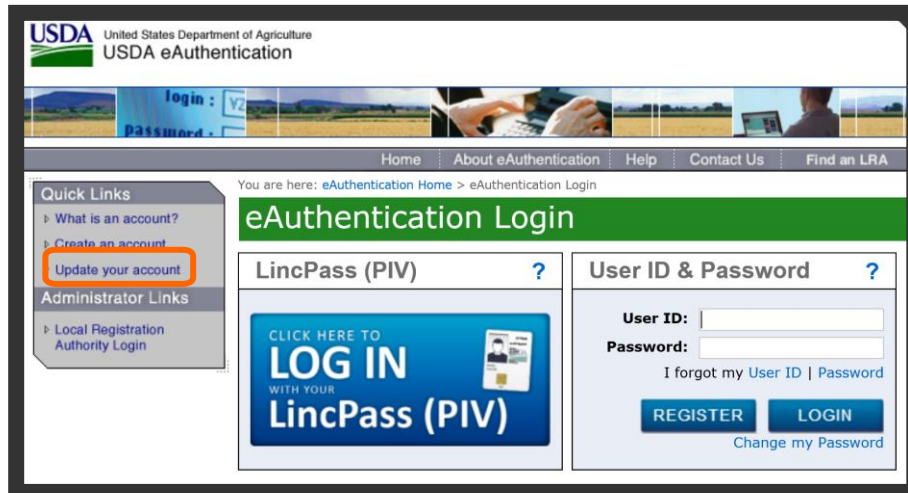


Figure 21 - eAuthentication Log-in Screen

Step 1. Browse to <https://www.eauth.usda.gov/Login/login.aspx>

Step 2. Click **Update your account**.

Step 3. Log in with your eAuth Credentials and LincPass card or you're your provided Authentication User ID and password. The “Welcome to EEMS Identity Manager” screen will display.

Note: The Employee MUST have a single Employee-type eAuthentication account (not a webuser or other type of account or more than one account) in order for the email address in eAuthentication to be used for the Employee’s Sponsorship record.

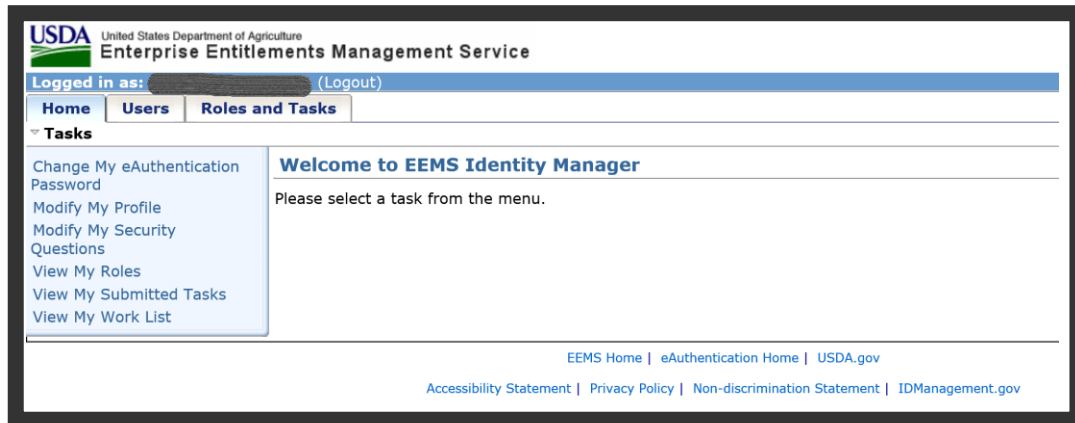


Figure 22 - EEMS Identity Manager screen

Step 4. Click on “Home”.

Step 5. Click on “Modify My Profile”.

Step 6. Make desired changes in the online form, and then click the “submit” button in the bottom right corner to save the information.

Step 7. You may now click on “Logout” (in the upper right corner) to log out.

Note: It may take up to a day for changes made in eAuthentication to appear in USAccess.

Part 3: USAccess Sponsorship Functions

A. Login and Search for Applicant

1. Enter <https://portal.usaccess.gsa.gov/aisso/UserLogin.aspx> into your Internet browser.

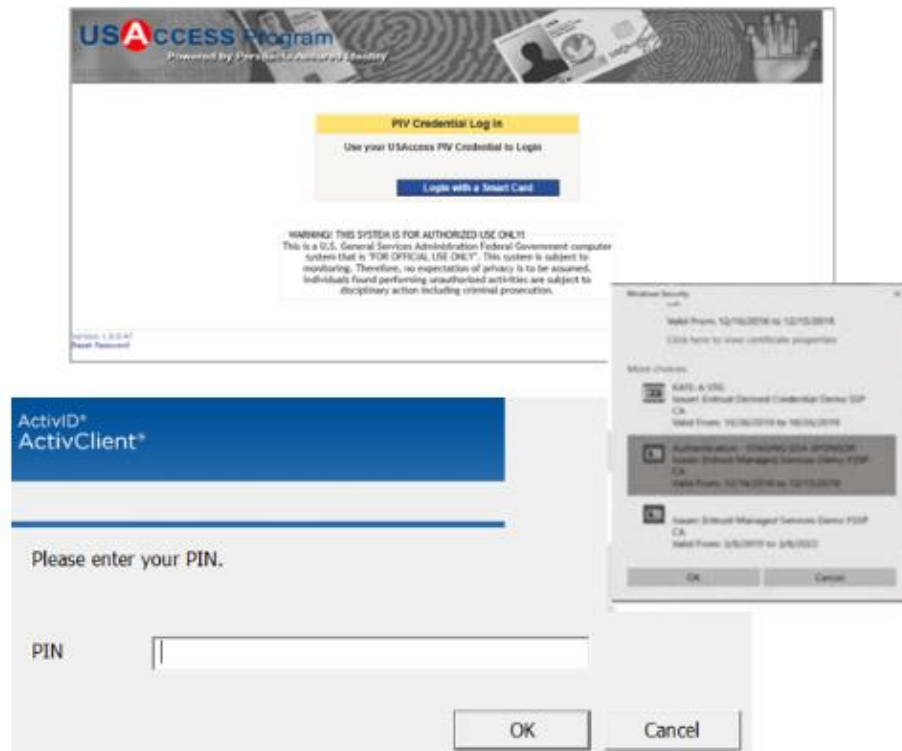


Figure 23 - USAccess Login Screen

2. Insert your credential into the card reader attached to your computer. When prompted, enter the PIN associated with your LincPass card (It will now be required to log on using a PIV credential) and select **OK**.
3. In the **Choose a digital certificate** dialog box, choose your name from the digital certificate list and select the **OK** button.
4. In the ActivClient Login window, enter your PIN and select the **OK** button.

NOTE: If you select the Cancel button, you will have to start over beginning with Step 2.



Application Selection

Please Select an Application

- [Navigate](#) Services Portal
- [Navigate](#) Tracks
- [Navigate](#) Site Manager
- [Navigate](#) Assured Identity Portal
- [Navigate](#) Roles Administration Portal
- [Navigate](#) Reports Portal

Role and Scope selection

Please choose a role and a scope.

Role	Agency
ADJUDICATOR	GENERAL SERVICES ADMINISTRATION
AGENCY ROLE ADMIN	GENERAL SERVICES ADMINISTRATION
SPONSOR	GENERAL SERVICES ADMINISTRATION

[Logout](#)

Figure 24 - USAccess Portal Selection Screen

5. Select the portal you wish to access (i.e. if performing Sponsor functions, select the Sponsor portal).

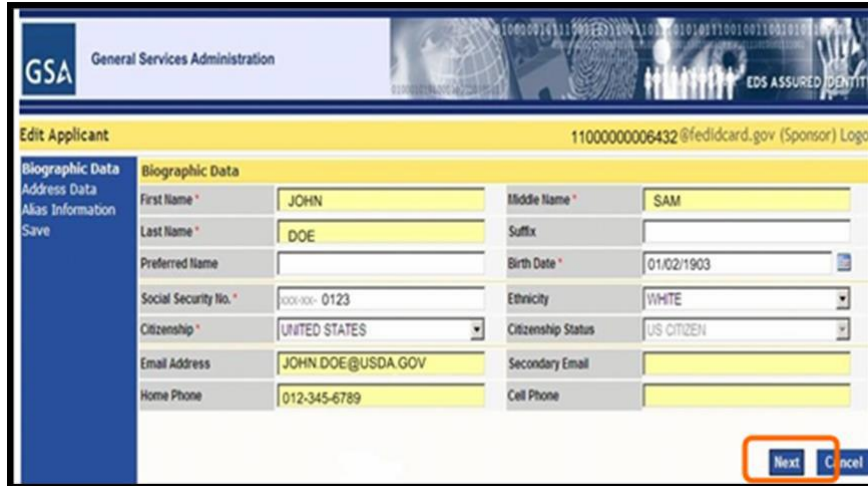


Figure 25 - USAccess Applicant Search Screen

6. When the search results appear, you will be presented with the option to view the Federal Employee record or edit the sponsorship. Select **View Applicant** to view Federal Employee's Biographic Data.
7. Verify all required Biographic Data fields have current and correct information. Red asterisks (*) indicate required fields. Select **Next** to go to the next screen.

Note: If any of the information is incorrect, missing, or needs updating, changes must be made in EmpowHR and not in USAccess.

B. Validate Applicant Data



The screenshot shows the 'Edit Applicant' screen in USAccess. The header includes the GSA logo and 'General Services Administration'. The user is logged in as '11000000006432 @fedidcard.gov (Sponsor)'. The left sidebar has a menu with 'Biographic Data', 'Address Data', 'Alias Information', and 'Save'. The main content area is titled 'Biographic Data' and contains the following fields:

First Name *	JOHN	Middle Name *	SAM
Last Name *	DOE	Suffix	
Preferred Name		Birth Date *	01/02/1903
Social Security No. *	123-456-0123	Ethnicity	WHITE
Citizenship *	UNITED STATES	Citizenship Status	US CITIZEN
Email Address	JOHN.DOE@USDA.GOV	Secondary Email	
Home Phone	012-345-6789	Cell Phone	

At the bottom right, there are 'Next' and 'Cancel' buttons. The 'Next' button is highlighted with a red box.

Figure 26 - USAccess Edit Applicant Screen

1. Verify all required Address Data have current and correct information. Red asterisks (*) indicate required fields. Select **Next** to go to the next screen. If any of the information is incorrect, missing, or needs updating, changes **must be made in EmpowHR and not in USAccess.**
2. No action is required on the **Alias Information** screen. The EmpowHR **Alias** field is hidden to prevent data entry, so information on this USAccess screen will not be populated. Select **Next** to go to the next screen.



The screenshot shows the 'Edit Applicant' screen in USAccess, specifically the 'Alias Information' section. The header is the same as Figure 26. The left sidebar has a menu with 'Biographic Data', 'Address Data', 'Alias Information', and 'Save'. The main content area is titled 'Alias' and contains the following fields:

First Name		Middle Name	
Last Name		Suffix	

At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons. A 'Save Alias' button is also present.

Figure 27 - USAccess Edit Applicant Screen

3. Select **Finish** to save the record. USAccess will direct you to the Sponsorship Search page.
4. Verify the following required Sponsorship Information fields have current and correct information.

Note: If any of the information is incorrect, missing, or needs updating, changes must be made in EmpowHR and not in USAccess.

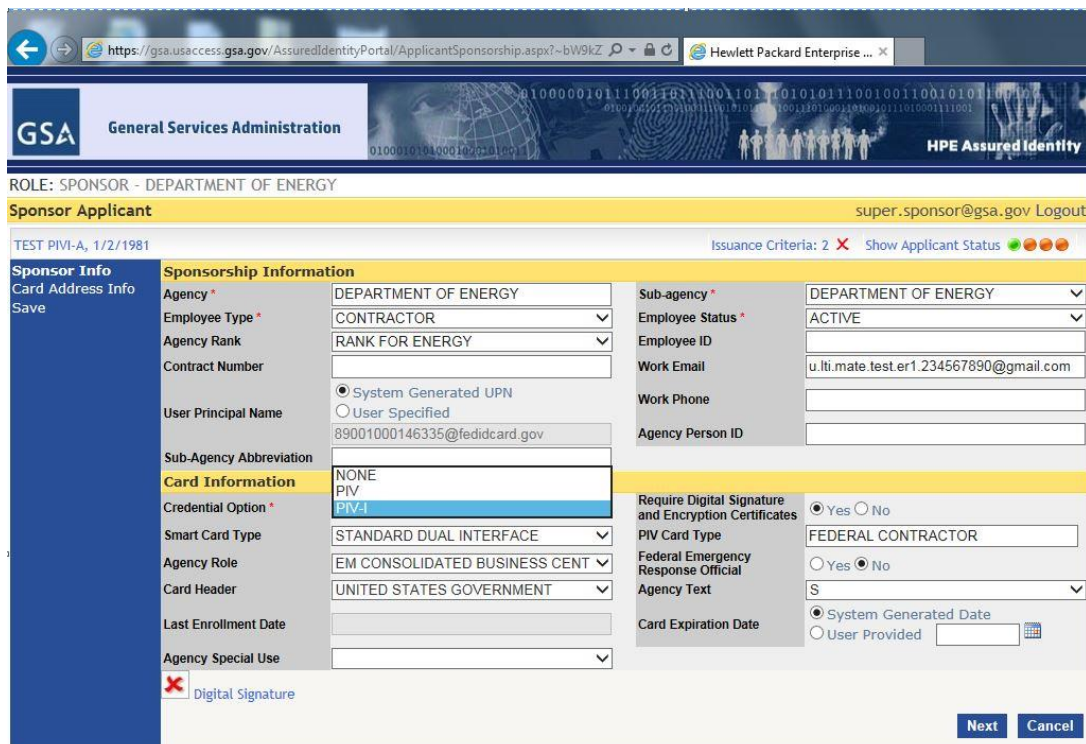


Figure 28 - USAccess Sponsor Applicant Screen

- **Agency**
- **Employee Type:** Should read “Contractor” or “Associate or Dignitary”.
- **Employee Status:** Should be set to Active.
- **Work Email Address**
- **Credential Option:** Should be set to appropriate Card Type (PIV = LincPass; PIV-I = AltLinc)
- **Require Digital Signature and Encryption Certificates:** Should say “Yes”.
- **PIV Card Type:** The PIV Card Type should be consistent with the Federal Employee Type. The PIV Card Type will be printed on the Federal Employee’s LincPass. Federal Employee PIV Card Type =Employee.

- **FERO:** If the applicant is a Federal Emergency Response Official, this option should be set to “Yes.”

Note: If any of the information is incorrect, missing, or needs updating, **changes must be made in EmpowHR and not in USAccess.**



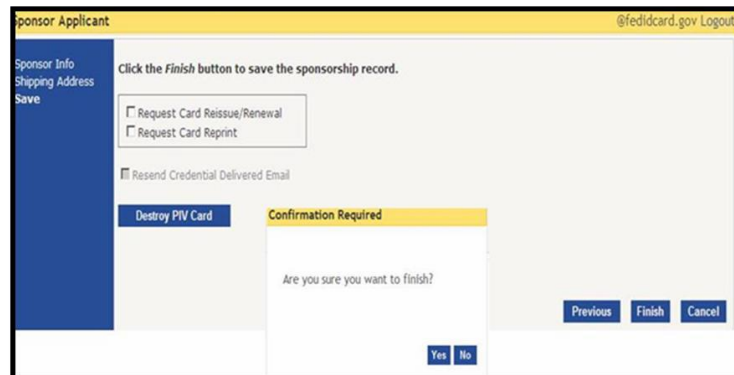
The screenshot shows the 'Sponsor Applicant' screen in USAccess. The header includes the GSA logo and 'General Services Administration'. The user is logged in as '@fedidcard.gov (Sponsor) Logout'. The left sidebar has links for 'Sponsor Info', 'Shipping Address', and 'Save'. The main form is titled 'Card Shipping Address' and contains the following fields:

- Shipping Method: FEDEX STANDARD (dropdown)
- Select Address*: State: DISTRICT OF COLUMBIA (dropdown), Site: USDA - INDEPENDENCE AVE (dropdown)
- Street Address 1: 1400 INDEPENDENCE AVENUE SW
- Street Address 2: SM7-A
- City: WASHINGTON
- State: DC
- Zip Code: 20250
- Country: USA

At the bottom right are buttons for 'Previous', 'Next', and 'Cancel'.

Figure 29 - USAccess Sponsor Applicant Screen

5. Verify the **Shipping Address** fields have current and correct information. Select **Next** to go to the next screen.



The screenshot shows the 'Sponsor Applicant' screen in USAccess. The header includes the GSA logo and 'General Services Administration'. The user is logged in as '@fedidcard.gov Logout'. The left sidebar has links for 'Sponsor Info', 'Shipping Address', and 'Save'. The main form is titled 'Sponsor Applicant' and contains the following fields:

- Click the **Finish** button to save the sponsorship record.
- ☐ Request Card Reissue/Renewal
- ☐ Request Card Reprint
- ☒ Resend Credential Delivered Email
- Destroy PIV Card** (button)
- Confirmation Required** (yellow box): Are you sure you want to finish?

At the bottom right are buttons for 'Previous', 'Finish', and 'Cancel'. Below the confirmation box are 'Yes' and 'No' buttons.

Figure 30- USAccess Sponsor Applicant Screen

6. Select **Finish** to save the record. USAccess will direct you back to the search page.



C. Enrollment & Activation

1. Upon sponsorship in EmpowHR, the Federal Employee will receive email notification and instructions to schedule their enrollment.
 - a. The Sponsor may perform functions in USAccess as needed, such as resending USAccess sponsorship notifications to the applicant. For detailed instructions on performing functions in USAccess, refer to the Sponsor Post-Sponsor Training at <https://lincpass.usda.gov/training.html>.
2. The Federal Employee goes to an HSPD-12 enrollment station and enrolls for a LincPass/ AltLinc.
 - a. After enrollment and entry of a favorable fingerprint result in EmpowHR, the LincPass/ AltLinc is printed and shipped.
3. When the LincPass/ AltLinc is printed and arrives at an HSPD-12 activation station, the Federal Employee receives email notification and instructions to schedule their card activation.
 - a. The Sponsor may need to perform functions in USAccess as needed, such as resending USAccess card delivery notifications to the applicant. For detailed instructions on performing functions in USAccess, refer to the Sponsor Post-Sponsor Training at <https://lincpass.usda.gov/training.html>.
4. The Federal Employee goes to an HSPD-12 activation station to activate their LincPass/ AltLinc.
5. Process continues according to **DM 4620-002** available at: http://lincpass.usda.gov/ref_lincpass.html.



Part 4: On-Boarding FAQ

The Frequently Asked Questions have been integrated into the [Sponsor FAQ](#) document on the USDA HSPD-12 website's "FAQ" page.



Appendix A – On-boarding Checklist

The following table can be used as a checklist by Sponsors as they work through the on-boarding process for an Employee.

Step	Instructions	Complete
HR Instructions		
1	Identify records based on Enrollment Station Location.	
2	Identify active Employees within your agency (or supported agency) who should receive an HSPD-12 LincPass/ AltLinc.	
3	Identify US citizens from the active employees	
4	Identify Federal Employees from that location that have successfully completed an FBI or higher background investigation.	
5	Verify accuracy of Employee name information in EmpowHR. Fix issues for all Employees (i.e. Suffix combined in last name field) in the EmpowHR system following the instructions in Part 2, Section B(i).	
6	Provide Sponsorship related information such as Card Type, Emergency Response official, and Card Shipping info in EmpowHR following the instructions in Part 2, Section B(ii).	
7	Verify adjudication result has been entered into EmpowHR, if it hasn't, update those records following the instructions in Part 2, Section B (iii).	
Employee Instructions		
8	Update Business Email and Phone using EmpowHR's Self-Service module or eAuthentication following the instructions in Part 2, Section C.	