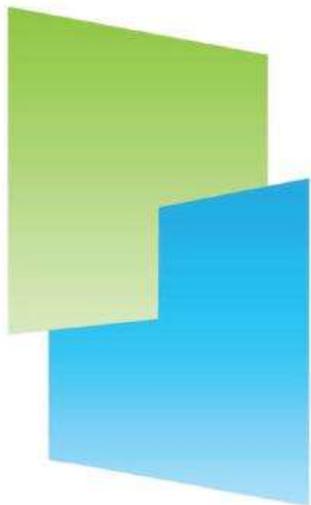




Non-Employee Identity System (NEIS) *Sponsorship Training*



LincPass
simple. smart. secure.



Introduction

Welcome to the Non-Employee Identity System (NEIS) Sponsor training. Identity management has become an important part of our homeland security and it directly affects you.

Homeland Security Presidential Directive 12 (HSPD-12) established the criteria for an interoperable, Personal Identity Verification (PIV) program within the federal government.

Your role as a Sponsor is vitally important to the security of the nation, its assets, and its people. Each of us has an important personal role to fulfill in the credentialing process. By establishing an identity verification chain of trust, we will be working together to achieve a safer work environment and homeland.

The USDA PIV Credential is called the LincPass. As a Sponsor, you will play a part in the process for Non-Employees to enroll for a LincPass so they can access facilities and systems.





Non-Employee Sponsorship

The Non-Employee Identity System (NEIS) is USDA's secure and authoritative database for Non-Employee records. Each Non-Employee record must be assigned to a Contract Information record.

If the individual to be sponsored does not perform under a contract, you must assign another unique identifier in the PIID/Contract ID field in NEIS when entering Contract Information. An example of another unique identifier the contract may be the MOU (Memorandum of Understanding) number.

For more information on LincPass applicability, please see the excerpt below from USDA Departmental Manual (DM) 4620-002:

Specifically, PIV applies to all Employees (as defined in title 5 U.S.C 2105 "Employee") within a department or agency. Further defined by Executive Order (EO) 12968, "Employee" means a person, other than the President and Vice President, employed by, detailed or assigned to, USDA, including members of the Armed Forces; an expert or consultant to USDA; an industrial or commercial contractor, licensee, certificate holder, or grantee of USDA, including all subcontractors; a personal services contractor; or any other category of person who acts on behalf of an agency as determined by the agency head.





Non-Employee Status

Many different types of Non-Employees support USDA. In NEIS, there are five options to represent the various Non-Employee types. Options include:

- Affiliates
- Contactors
- Fellows
- Interns
- Volunteers



The Sponsor Role

The Sponsor must be a U.S. Government official. The Sponsor is assigned to this role by the Agency Role Administrator in the USAccess portal. You must receive USAccess Sponsor training and be USAccess-certified before you can be assigned the Sponsor role in USAccess.

Some of the data entry duties included in the Sponsor role may be delegated to a Non-Employee Administrator, but the Sponsor must be the official person to authorize LincPass enrollment.

The following is an overview of the Sponsor's duties:

1. Initiate the sponsorship process
2. Enter Contract Information and Non-Employee records
3. Sponsor Non-Employee records
4. Manage Contract Information and Non-Employee records

We will discuss these duties in more detail on the next slide.



Sponsorship Procedures

1. Initiating the Sponsorship Process:

The Sponsor verifies that applicable Non-Employees have been identified for LincPass application and enrollment.

2. Entering Contract Information, Contract Company Information (optional) and Non-Employee Information:

The Sponsor performs initial data entry duties required for LincPass enrollment in NEIS.

3. Sponsoring Non-Employee records:

The Sponsor validates the need for a PIV Credential to be issued to the Non-Employee, and provides sponsorship to the Non-Employee.

4. Managing Contract Information and Non-Employee records:

The Sponsor updates records with any new information, such as changes in Period of Performance or name. The Sponsor may perform other duties as needed, such as requesting card reprints/reissues, resending email notifications, and running reports.





EmpowHR and Non-EmpowHR Agency Sponsors

USDA Agencies that do not use EmpowHR will follow a slightly different process from EmpowHR agencies to sponsor Non-Employees.

EmpowHR Agency Sponsors:

EmpowHR Agency Sponsors will enter data into NEIS only.

Non-EmpowHR Agency Sponsors:

Non-EmpowHR Agency Sponsors will enter data into NEIS. When NEIS information is transmitted to USAccess, the GSA credentialing system, Sponsors will log in to USAccess to verify and save Non-Employee sponsorship information. A Non-Employee's sponsorship status must be modified and saved in NEIS before being modified in USAccess. This will ensure that the data will flow from NEIS to USAccess.

Non-EmpowHR Agency Sponsorship is covered in detail in Module F of this training.



Sponsorship Prerequisites

To begin Sponsorship duties, you must meet the following requirements:

- **USAccess:**
 - You have completed the USAccess Sponsor training.
 - You have been designated as a Sponsor in USAccess by your Agency Role Administrator.
 - Non-EmpowHR Agency Sponsors must have a user ID and password for USAccess (please note that this user ID and password will be issued after having been designated as a Sponsor).

- **NEIS:**
 - You have completed NEIS Sponsor training and passed the NEIS Sponsorship test.
 - You have been granted access to NEIS, and have a user ID and password.

- **Non-Employee Information:**
 - You know the contract to which the Non-Employee will be assigned.



NEIS Sponsor Training Modules

This training covers the processes of NEIS Sponsorship:

Module A: Getting Started (*Required*)

Module B: Finding or Creating a Contract Company Record (*Optional*)

Module C: Finding or Creating a Contract Information Record (*Required*)

Module D: Finding or Creating a Non-Employee Information Record (*Required*)

Module E: Contract Assignment (*Required*)

Module F: USAccess Sponsorship (*Required if Non-EmpowHR Agency*)

These modules will guide you step-by-step through the process to enter required information for NEIS Sponsorship.



Module A: Getting Started (Required)

USDA United States Department of Agriculture
National Finance Center

EMPOWERHR
SOLUTIONS
FROM HERE TO RETIRE

WARNING

* 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.

A-1

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#) | [White House](#)

Step A-1. Open a web browser to the following address: <https://icams.usda.gov>. A warning screen will display. Click "I AGREE" to move to the next screen, which will have a login field.



Module A: Getting Started (Required)

USDA United States Department of Agriculture
National Finance Center

EMPOWER HR
SOLUTIONS
FROM HERE TO RETIRE

WARNING

* 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.

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- * Any communications or data transmitted 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.

User ID: johnsmith
Password: *****
Sign in

[Did you forget your password?](#)

[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#) | [White House](#)

A-2

Step A-2. Sign in to NEIS with your **User ID** (Required) and **Password** (Required).



Module A: Getting Started (Required)

A-3

The screenshot shows the EmpowHR system interface. The top navigation bar includes the 'US Dept of Agriculture' logo and 'Home' and 'Worklist' links. The left sidebar menu is expanded, with 'Non-Employee Processing' highlighted in a red box. The main content area displays a 'Main Menu' with a 'Non-Employee Processing' folder. Below the folder, there are several application tiles: 'NEIS Reports' (with sub-links for 'NEIS Reports', 'DUNS/Company Report', 'Non Emp Current Contract Rpt', 'Non Employee Roster', and '5 More...'), 'Contract Company' (with sub-link 'Contract Company'), 'Contract Information' (with sub-link 'Contract information'), 'Non Employee Information' (with sub-link 'Non Employee Information'), and 'Contract Assignment' (with sub-link 'Contract Assignment').

Step A-3. Once you are logged in to the system, you will be directed to the home page. The left-side menu links you to the required processes. Click the link for **Non-Employee Processing** on the menu to perform required actions.



Module A: Getting Started (Required)

You should have access to all/some of the following Non-Employee Processing functions located in the navigational menu on the left, depending on your role(s):

- NEIS Reports (all roles)
- Contract Company (data entry)
- Contract Information (data entry)
- Non Employee Information (data entry)
- Contract Assignment (Sponsors)





Module B: Finding or Creating a Contract Company Record (Optional)

In NEIS, entering Contract Company Information is optional because not all Non-Employees are contractors (for example, a person may be a volunteer or an affiliate).

While Contract Company Information is not required, it is recommended to enter as much information as possible. This information can be helpful for reporting and organizational purposes.

The next few screens show you how to create a Contract Company record in NEIS (or verify that it is already in the system). Only a Federal employee, such as a Contracting Officer Representative (COR), may create or edit Contract Information records in NEIS.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Module B: Finding or Creating a Contract Company Record (Optional)

B-1

The screenshot shows the 'US Dept of Agriculture' EmpowHR system. On the left is a 'Menu' sidebar with a search box and a tree view. The 'Non-Employee Processing' section is expanded, and 'Contract Company' is highlighted with a red box. The main content area is titled 'Contract Company' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The form contains three input fields: 'DUNS: begins with', 'Company: begins with', and 'Company Name: begins with'. There are also checkboxes for 'Include History', 'Correct History' (checked), and 'Case Sensitive'. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A footer link reads 'Find an Existing Value | Add a New Value'.

Note: Certain Non-Employees sponsored in NEIS may not be employed by a Contracting Company. Do not create a Contracting Company record unless you have identified the DUNS Number for the Contracting Company. When entering Contract Company Information, DUNS is required.

Step B-1. From the Non-Employee Processing menu, select Contract Company. You can find an existing company in the system or add a new one.

Module B: Finding or Creating a Contract Company Record (Optional)

US Dept of Agriculture

B-2 **B-3**

Contract Company
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

DUNS: begins with

Company: begins with

Company Name: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

Step B-2. To find an existing company, click on the Find an Existing Value tab. Enter the search terms to narrow your results. If no search terms are entered, the first 300 records will display. Select the applicable hyperlink from the list of search results.

Note: While “Company” is available as a search term, this field is masked on Contracting Company records.

Step B-3. To add a new Contracting Company, click the Add a New Value tab.

Module B: Finding or Creating a Contract Company Record (Optional)

The screenshot shows the EmpowHR web application interface. At the top, it says "US Dept of Agriculture" and "EMPOWHR". On the left is a "Menu" with options like "Search:", "My Favorites", "Employee Self Service", "Non-Employee Processing", "Contract Company", "Contract Information", "Non Employee Information", "Contract Assignment", "EmpowHR Setup Tables (HD)", "Worklist", "Reporting Tools", "Change My Password", "My Personalizations", and "My System Profile". The main area is titled "Contract Company" and has two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs are three input fields: "DUNS:", "Company:", and "Company Name:". The "DUNS:" field is highlighted with a red box and labeled "B-4". The "Company:" field is highlighted with a red box and labeled "B-5". The "Company Name:" field is highlighted with a red box and labeled "B-6". Below the fields is an "Add" button and a second set of "Find an Existing Value" and "Add a New Value" tabs.

Step B-4. DUNS: Enter the DUNS Number for the Contracting Company. The DUNS Number is a 9-digit unique identifier for the Company. You may also enter a 9-digit +4 number used to identify a specific unit within a larger entity.

Note: A DUNS Number uniquely identifies a Contracting Company, therefore the system will check to ensure there is no duplication of DUNS numbers within the system.

Step B-5. Company: This field is masked and does not permit data entry.

Step B-6. Company Name: Enter the name of the Contracting Company and click **Add**. NEIS will direct you to a new page where you can add additional information. The DUNS and Company Name will be populated on the detail page.



Module B: Finding or Creating a Contract Company Record (Optional)

Contract Company

Company Details	
DUNS	1234567890
*Company Name	AAA Staffing
Entered by	NEISUSR1 JANE DOE
*Contact Name	Doe Jr,Mr. John A.
*Contact Phone #	571/222-3333

B-7

B-8

Step B-7. Contact Name: (Required) Enter the name of the point of contact for the Contracting Company in the following format: [last name] [suffix],[prefix] [first name] [middle name/initial]

Step B-8. Contact Phone #: (Required) Enter the phone number for the Contracting Company. Acceptable formats are as follows: 9999999, 999-9999, 9999999999, 999/999-9999



Module B: Finding or Creating a Contract Company Record (Optional)

B-9

Company Address

*Address Line 1	1234 YELLOW DRIVE
Address Line 2	SUITE 300
*City	ANNANDALE
*State	VA <input type="text"/>
Postal Code	22003

B-10

Step B-9. Company Address: Enter the Address for the Contracting Company. Address Line 1, City, and State are required. Use the lookup function to enter the State, or key in the two-letter abbreviation. Address Line 2 and Postal Code are optional.

Step B-10. Click **Save**.



Module C: Finding or Creating a Contract Information Record (Required)

Congratulations! You have just learned how to find, enter, and save a Contract Company record in NEIS.

The next few screens show you how to create a Contract Information record in NEIS (or verify that it is already in the system). Only a Federal employee, such as a Contracting Officer Representative (COR), may create or edit Contract Information records in NEIS.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Module C: Finding or Creating a Contract Information Record (Required)

C-1

The screenshot shows the EmpowHR web application interface. The left navigation menu is open, and the 'Contract Information' option is highlighted with a red box. The main content area shows the 'Contract Info' search form with fields for PIID/Contract ID, Company, Sub-Agency, DUNS, and Company Name. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. The 'Find an Existing Value' and 'Add a New Value' tabs are visible.

Step C-1. From the left navigation menu select **Contract Information** to go to the Contract Information main menu. From here, you can search for existing contract records or add a new record.



Module C: Finding or Creating a Contract Information Record (Required)

The screenshot shows the EmpowHR interface for the US Dept of Agriculture. On the left is a navigation menu with options like 'My Favorites', 'Employee Self Service', and 'Contract Information'. The main content area is titled 'Contract Info' and contains a search form. The form has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. The search fields include: PIID/Contract ID (dropdown: begins with), Company (dropdown: begins with), Sub-Agency (dropdown: begins with), DUNS (dropdown: begins with, value: 1234567890), and Company Name (dropdown: begins with, value: AAA Staffing). There are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the form are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'. A red circle highlights the search form area.

C-2

Step C-2. To search for an existing contract record, select the “Find an Existing Value” tab. Use the drop down list to select one of the available search criteria, enter the search terms and click “Search.” Select the applicable PIID/Contract ID hyperlink from the list of search results. If you do not see the PIID/Contract ID listed, you may enter a new record (covered on the next slide).



Module C: Finding or Creating a Contract Information Record (Required)

Contract Info **C-3**

[Find an Existing Value](#) | **Add a New Value**

C-4

PIID/Contract ID:

Company:

Sub-Agency: 

DUNS: 

Company Name:

[Find an Existing Value](#) | [Add a New Value](#)

Step C-3. To add a new contract record, click the **Add a New Value** tab.

Step C-4. You will be prompted to enter the **PIID/Contract ID, Sub-Agency, DUNS, and Company Name**. Any information you enter will be populated on the next screen. If you prefer, you can simply click the Add button to start with a blank record (covered on the next slide). When you have finished entering information on this screen, click the **Add** button.



Module C: Finding or Creating a Contract Information Record (Required)

C-5

PIID/Contract ID

123456789

C-6

*Sub Agency

01



Office of the Secretary

DUNS

[Contract Company](#)

Contract Expiration Date

07/10/2009



Notes

Delegated Staff

[Customize](#) | [Find](#)

First

1 of 1

Last

EmpID	Name	Date	Granted By
1		07/08/2009	NEISUSR1

Save

Return to Search

Previous in List

Next in List

Add

Update/Display

Include History

Correct History

Step C-5. PIID/Contract ID: (Required) Enter the PIID/Contract ID.

Step C-6. Sub Agency: (Required) Enter the Sub-Agency ID, or use the look up feature (magnifying glass) to select the Sub-Agency. This is the Sub-Agency that is sponsoring the Non-Employee.



Module C: Finding or Creating a Contract Information Record (Required)

C-7

C-8

PID/Contract ID: 123456789

*Sub Agency: 01 Office of the Secretary

DUNS:

Contract Expiration Date: 07/10/2009

Notes:

[Contract Company](#)

EmpID	Name	Date	Granted By
1		07/08/2009	NEISUSR1

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

Step C-7. DUNS: (Optional) Enter the DUNS number. This field is defaulted to information entered in the previous step but can be changed.

Step C-8. Contract Expiration Date: (Required) Enter the Contract Expiration Date. This date is used to determine if a Non-Employee is active on a contract, so it is important that this date is accurate. If Expiration is reached, all Non-Employees associated with the contract will be set to “TERMINATED” by the system automatically.



Module C: Finding or Creating a Contract Information Record (Required)

PIID/Contract ID

*Sub Agency Office of the Secretary

DUNS [Contract Company](#)

Contract Expiration Date

C-9 **Notes**

C-10 **Delegated Staff** Customize | Find | First 1 of 1 Last

EmpID	Name	Date	Granted By
1		07/08/2009	NEISUSR1

C-11

Step C-9. Notes: (Optional) Enter any notes or comments into this field.

Step C-10. Delegated Staff: This field is masked and does not permit data entry.

Step C-11. Click the **Save** button. It may take a few moments to process.



Module C: Finding or Creating a Contract Information Record (Required)

PIID/Contract ID

*Sub Agency Office of the Secretary

DUNS

Contract Expiration Date

Notes

Contract Company **C-12**

Delegated Staff				Customize	Find	First	1 of 1	Last
EmpID	Name	Date	Granted By					
1		07/08/2009	NEISUSR1					

Step C-12. Contract Company hyperlink: To view or edit information about the Contract Company, click this link. You will be brought to a pop-up window. If you make any changes, be sure to save.



Module C: Finding or Creating a Non-Employee Record (Required)

Congratulations! You have just learned how to find, enter, and save a Contract Information record in NEIS.

The next few screens show you how to create a Non-Employee Information record in NEIS (or verify that it is already in the system). Only a Federal employee, such as a Contracting Officer Representative (COR), may create or edit Non-Employee Information records in NEIS.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Module D: Finding or Creating a Non-Employee Information Record (Required)

The screenshot displays the EmpowHR interface for the US Dept of Agriculture. On the left, a navigation menu lists various options, with 'Non Employee Information' highlighted in blue and enclosed in a red box labeled 'D-1'. The main content area is titled 'Non Employee Information' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. A search criteria dropdown menu is open, showing options like 'EmplID', 'Company', 'Empl Rcd Nbr', 'EmplID', 'Name', 'Social Security Number', and 'Sub-Agency'. The 'EmplID' option is selected and highlighted in blue, and this entire search area is enclosed in a red box labeled 'D-2'.

Step D-1. From the left navigation menu select **Non-Employee Information**. This will direct you to the Non-Employee Information main menu. From here you can search for existing records or enter a new one.

Step D-2. To search for an existing Non-Employee record, select the “Find an Existing Value” tab. Use the drop down list to select one of the available search criteria. You may search by Company, Empl Rcd Nbr, EmplID, Name, Social Security Number, or Sub-Agency. Enter the search terms and click “**Search**.” Select the applicable hyperlink from the list of search results. If you do not see the applicable Non-Employee listed, you may enter a new record (covered on the next slide).



Module D: Finding or Creating a Non-Employee Information Record (Required)

US Dept of Agriculture

Menu

Search:

- My Favorites
- Employee Self Service
- Workforce Administration
- Non-Employee Processing
 - NEIS Reports
 - Contract Company
 - Contract Information
 - Non Employee Information**
 - Contract Assignment
- EmpowHR Setup Tables (HD)
- Worklist
- Reporting Tools

Non Employee Information

[Find an Existing Value](#) | [Add a New Value](#)

EmplID:

Empl Rcd Nbr:

[Find an Existing Value](#) | [Add a New Value](#)

D-3

D-4

D-5

Step D-3. To add a new Non-Employee record to the system, click the **Add a New Value** tab.

Step D-4. EmplID and Empl Rcd Nbr: These values are pre-populated and are not editable.

Step D-5. Click the **Add** button. You will be directed to a new Non-Employee Information record.



Module D: Finding or Creating a Non-Employee Information Record (Required)

You will now learn how to enter the required data for a new Non-Employee Information record.

The screenshot to the right shows a blank Non-Employee Information record. The slides that follow will show small subsets of this record. Asterisks indicate required fields.

We will complete the record step-by-step, beginning at the top of the screen and working our way down to the bottom.

Non Employee Info

Name: _____ EmplID: NEW Empl Rcd#: 0

Data Control Find | View All First 1 of 1 Last

*Effective Date [B]

Social Security Number

Name

*First Name: Middle Name:

*Last Name: Suffix:

Name:

Preferred First Name

Alias Name

*Date of Birth [B]

Gender

*Business Email

*Country of Citizenship

RNO:

Handicap Cd

Effective Date of status 05/06/2010

Non Employee Status Active *Non-Employee Type

Work Phone

Investigation

Emergency Response Official Notes

Submitting Office Number OPAC/ALC Number

Security Office Identifier

[Birth Info](#) [Address Info](#)



Module D: Finding or Creating a Non-Employee Information Record (Required)

Non Employee Info

Name: O'SHEA-LAMOTHE,LAURA Z EmplID: 179543 Empl Rcd#: 0

Data Control Find | View All First 1 of 1 Last

D-6 *Effective Date 07/10/2009

D-7 Social Security Number 779-66-0000

Name

*First: LAURA Middle: Z

*Last: O'SHEA-LAMOTHE Suffix: [v]

Name: O'SHEA-LAMOTHE,LAURA Z

Pref First Name

Step D-6. Effective Date: (Required) Enter the effective date of contract performance or the date the record was entered into the system.

Step D-7. Social Security Number: (Required) Enter the Non-Employee's 9-digit Social Security Number (SSN).



Module D: Finding or Creating a Non-Employee Information Record (Required)

D-8

*First:	<input type="text" value="LAURA"/>	Middle:	<input type="text" value="Z"/>
*Last:	<input type="text" value="O'SHEA-LAMOTHE"/>	Suffix:	<input type="text" value="▼"/>
Name:	<input type="text" value="O'SHEA-LAMOTHE,LAURA Z"/>		
Pref First Name	<input type="text"/>		
Alias Name	<input type="text"/>		

Step D-8. Name (First, Middle, Last, and Suffix): Enter the Non-Employee's name in these fields. First and Last is required. Middle and Suffix are optional. Please note that Preferred First Name is masked and therefore does not permit data entry.

Note: You must enter the person's name as shown on their government-issued ID, such as a driver's license or passport. If the information does not match, the Non-Employee will have problems during the enrollment process.



Module D: Finding or Creating a Non-Employee Information Record (Required)

D-9

Alias Name	
*Date of Birth	09/29/1977

D-10

Step D-9. Alias Name: This field is masked and therefore does not permit data entry.

Step D-10. Date of Birth: (Required) Enter the Non-Employee's date of birth (mm/dd/yyyy), or use the lookup function to select it from the calendar. Note: If the applicant was born in 1950 or prior, please be sure to enter the full four-digit year (19xx) when keying in the birth date. If you enter two digits for the year, e.g. 9/12/50, the system will default to 20xx (2050 instead of 1950).



Module D: Finding or Creating a Non-Employee Information Record (Required)

D-11

Gender Female

D-12

*Business Email laura@abcd.gov

D-13

*Country of Citizenship IRL

RNO:

Handicap Cd

Effective Date of status 07/22/2009

Non Employee Status Active

*Non-Employee Type

Intern

Work Phone

Step D-11. Gender: (Optional) Click on the dropdown list to select Female, Male, or Unknown.

Step D-12. Business Email: (Required) Enter the Non-Employee's business email address. This email will be used for enrollment notification. The applicant will not receive enrollment notifications if business email is entered incorrectly. If the Non-Employee does not have an email address, enter the email address for a Point of Contact who will coordinate enrollment activities, such as a Human Resources Manager or a Security Officer.

Step D-13. Country of Citizenship: (Required) Click on the magnifying glass icon to select the 3-letter code for the Non-Employee's Country of Citizenship.



Module D: Finding or Creating a Non-Employee Information Record (Required)

D-14

D-15

D-16

Gender	Female	▼
*Business Email	laura@abcd.gov	
*Country of Citizenship	IRL	🔍
RNO:	▼	
Handicap Cd	▼	
Effective Date of status	07/22/2009	
Non Employee Status	Active	▼
*Non-Employee Type	Intern	▼
Work Phone		

Step D-14. RNO: This field is masked and therefore does not permit data entry.

Step D-15. Handicap Cd: This field is masked and therefore does not permit data entry.

Step D-16. Effective Date of Status: This field is read-only and therefore does not permit data entry.



Module D: Finding or Creating a Non-Employee Information Record (Required)

D-17

Gender	Female	▼
*Business Email	laura@abcd.gov	
*Country of Citizenship	IRL	🔍
RNO:	▼	
Handicap Cd	▼	
Effective Date of status	07/22/2009	
Non Employee Status	Active	▼
*Non-Employee Type	Intern	
Work Phone	▼	

Step D-17. Non-Employee Status: This field is read-only and therefore does not permit data entry. The system will automatically display the value of “Active” on the day the record is created. On the next business day and thereafter, the system will automatically display “Terminated” if the record is not associated with an active contract.



Module D: Finding or Creating a Non-Employee Information Record (Required)

Gender Female

***Business Email** laura@abcd.gov

***Country of Citizenship** IRL

RNO:

Handicap Cd

Effective Date of status 07/22/2009

Non Employee Status Active ***Non-Employee Type** Intern **D-18**

D-19 **Work Phone**

Step D-18. Non-Employee Type: (Required) Use the drop down list to select one of the following Non-Employee types: Affiliates, Contractor, Fellow, Intern, or Volunteer.

Step D-19. Work Phone: (Optional) Enter the Work Phone for the Non-Employee.



Module D: Finding or Creating a Non-Employee Information Record (Required)

D-20

Effective Date of status	<input type="text" value="09/12/2008"/>
Non Employee Status	<input type="text" value="Active"/>
Non-Employee Type	<input type="text"/>
Work Phone	<input type="text"/>
Investigation	
<input type="checkbox"/> Emergency Response Official	<input type="text" value="Notes"/>
Submitting Office Number	<input type="text"/>
OPAC/ALC Number	<input type="text"/>
Security Office Identifier	<input type="text"/>
Birth Info	Address Info

D-21

Step D-20. Emergency Response Official (ERO). (Optional) If the Non-Employee has emergency response duties in the event of a disaster, check this option. This designation will be printed on the Non-Employee's USDA LincPass.

Caution: This optional field only applies to an Agency-identified Non-Employee serving in an Emergency Response Official capacity. Contact your Security Officer for more information.

Step D-21. Notes: (Optional) Enter the Non-Employee's ERO title or duties in this field.



Module D: Finding or Creating a Non-Employee Information Record (Required)

D-22

D-24

Emergency Response Official Notes

D-22 Submitting Office Number **D-23** OPAC/ALC Number

D-24 Security Office Identifier

[Birth Info](#) [Address Info](#)

Save Return to Search Previous in List Next in List Add Update/Display Include History

Step D-22. Submitting Office Number: (Optional) Enter the Submitting Office Number.

Step D-23. OPAC/ALC Number: (Optional) Enter the OPAC/ALC Number.

Step D-24. Security Office Identifier: (Optional) Enter the Security Officer Identifier.



Module D: Finding or Creating a Non-Employee Information Record (Required)

D-25

Security Office Identifier

[Birth Info](#) [Address Info](#)

Save Return to Search Previous in List Next in List Add Update/Display Include History

Add Birth Info

Birth Location:

Birth State:

Birth Country: Ireland

OK Cancel

Step D-25. Birth Info: (Optional) Click on the **Birth Info** Link to enter additional information. You will be redirected to another screen where you can enter the Non-Employee's Birth Location. Enter the City and State. For Non-U.S., use the lookup function (magnifying glass) to select the three-letter country code, then enter the City. When you are finished, click **OK**.



Module D: Finding or Creating a Non-Employee Information Record (Required)

Submitting Office Number OPAC/ALC Number

Security Office Identifier

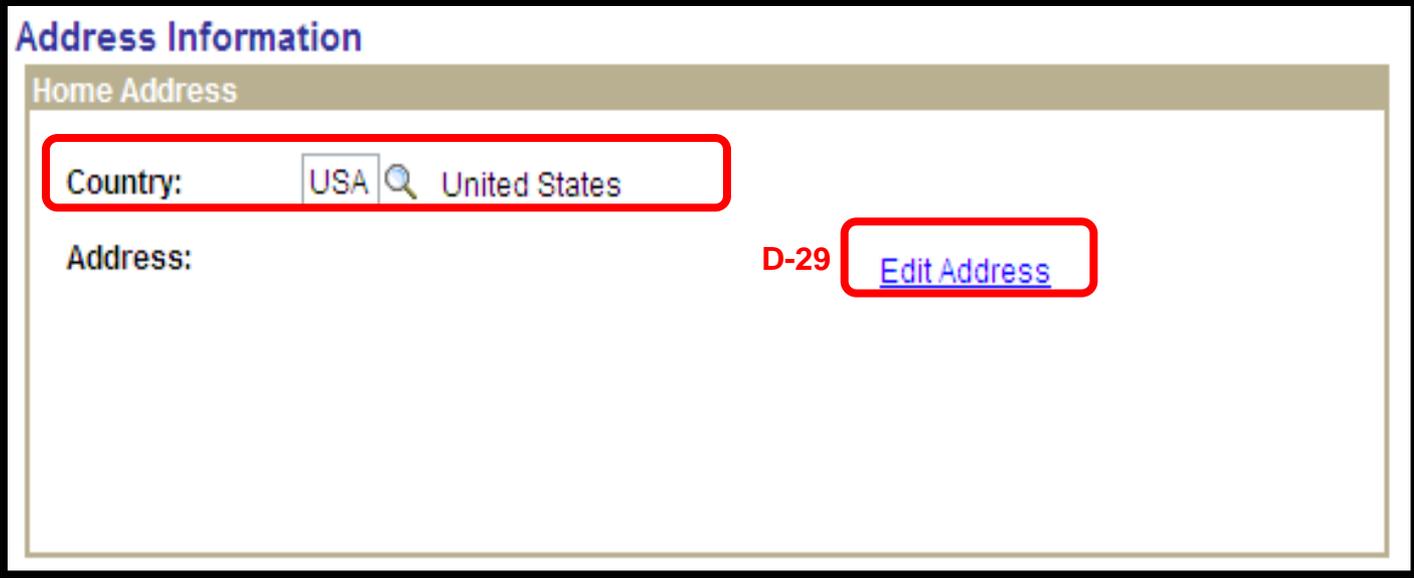
D-26 [Birth Info](#) D-27 [Address Info](#)

Step D-26. When you are finished entering information on this screen, click **Save**.

Step D-27. After saving, click the **Address Info** hyperlink at the bottom of the screen. You will be redirected to another screen where you will enter the Non-Employee's home Address Information.

Module D: Finding or Creating a Non-Employee Information Record (Required)

D-28



The screenshot shows a web form titled "Address Information" with a sub-section "Home Address". The "Country:" field is highlighted with a red box and contains "USA" with a magnifying glass icon and "United States" next to it. Below this is the "Address:" label. To the right of the address field, the "Edit Address" hyperlink is also highlighted with a red box.

D-29

Step D-28. Country Code: (Required) On the Address Information screen, enter the Country Code or use the lookup feature (magnifying glass) to select the Country Code for the Non-Employee's Home Address. The Country field defaults to USA but can be changed.

Step D-29. Next, click the **Edit Address** hyperlink to edit the Home Address.

Module D: Finding or Creating a Non-Employee Information Record (Required)

D-30

Edit Address

Country: United States [Change Country](#)

*Address 1: 76453 D WEST 58TH ST.

Address 2: APT. 13

Address 3:

*City: EAST LANSING *State: MI Michigan *Postal: 54312

County:

D-31

OK Cancel

Step D-30. Address 1, Address 2, Address 3, City, State, Postal, and County: Enter the Non-Employee's home address. **Address 1** is required. **Address 2 and Address 3** are optional. **City, State, and Postal** are all required. **County** is optional.

Note: The home address entered here must match the US-issued address on I-9 documentation. The address cannot be a foreign address. If the information does not match, the Non-Employee will have problems during the enrollment process.

Step D-31. When you are done, click the **OK** button to return to the Address Information screen.



Module D: Finding or Creating a Non-Employee Information Record (Required)

D-32

D-33

Work Address

Country - Other: United States

Work Address:

Address Line 2:

City - Other:

State - Other:

Postal: Building #:

Geog Location Code: 262700037 Room Number:

Step D-32. Country: (Required) Now you will enter information on the Non-Employee's Work Address. Enter in the Country Code or use the lookup feature (magnifying glass) to select the Country. The Country field defaults to USA but can be changed.

Step D-33. Work Address and Address Line 2: (Optional) Enter the complete address into **Work Address** and **Address Line 2**.

Module D: Finding or Creating a Non-Employee Information Record (Required)

D-34 **City - Other:** 

D-35 **State - Other:** 

D-36 **Postal:** **D-37** **Building #:** 

Work Address

Country - Other:  United States

Work Address:

Address Line 2:

Geog Location Code: 262700037 **Room Number:**

Step D-34. City-Other: (Optional) Enter the City or use the lookup feature (magnifying glass) to select the City.

Step D-35. State: (Optional) Enter the State Code or use the lookup feature (magnifying glass) to select the State.

Step D-36. Postal: (Optional) Enter the Postal code into this field.

Step D-37. Building #: (Optional) Enter the Building # or use the lookup feature (magnifying glass) to select the Building #.



Module D: Finding or Creating a Non-Employee Information Record (Required)

Work Address

Country - Other: United States

Work Address:

Address Line 2:

City - Other:

State - Other:

Postal: Building #:

Geog Location Code: **Room Number:**

D-38

D-39

Step D-38. Geog Location Code: The information in this field will be populated based on the City and State selected after being saved. This field is read-only and therefore does not permit data entry.

Step D-39. Room Number: (Optional) Enter the Room Number.



Module D: Finding or Creating a Non-Employee Information Record (Required)

Work Address

Country - Other:  United States

Work Address:

Address Line 2:

City - Other: 

State - Other: 

Postal: Building #: 

Geog Location Code: 262700037 Room Number:

D-40

Step D-40. Click the **OK** button to save information entered. If you click the **Cancel** button, information on this screen will not be saved.

Notes: After you click **OK**, you will return to the main Non-Employee Information screen. Now the Non-Employee record is ready to be sponsored.



Module E: Contract Assignment (Required)

Congratulations! You have just learned how to find, enter, and save a Non-Employee Information record.

The next few screens show you how to create a Contract Assignment in NEIS. Only a Federal employee designated as a Sponsor, such as a Contracting Officer Representative (COR), may create or edit Contract Assignments in NEIS.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Module E: Contract Assignment (Required)

Menu

Search:

- ▷ My Favorites
- ▷ Employee Self Service
- ▷ Workforce Administration
- ▽ Non-Employee Processing
 - ▷ NEIS Reports
 - [Contract Company](#)
 - [Contract Information](#)
 - [Non-Employee Information](#)
 - **Contract Assignment**
- ▷ EmpowHR Setup Tables (HD)
- ▷ Worklist
- ▷ Reporting Tools
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)
- [EmpowHR Documentation](#)

Contract Assignment

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

Find an Existing Value

PIID/Contract ID:

Company:

Sub-Agency: 🔍

DUNS: 🔍

Company Name:

Include History Correct History Case Sensitive

[Basic Search](#)

E-1

E-2

Step E-1. From the left navigation menu, select **Contract Assignment**. This will bring you to the main Contract Assignment screen.

Step E-2. Use the search criteria to find the contract to which the Non-Employee will be assigned. You can search by PIID/Contract ID, Sub-Agency, DUNS, Company Name to help narrow your search.



Module E: Contract Assignment (Required)

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First ◀ 1-100 of 300 ▶ [Last](#)

PIID/Contract ID	Sub-Agency DUNS	Company Name
00AA12345678	01 (blank)	(blank)
00BB12345678	02 (blank)	(blank)

E-3

Step E-3. Click the hyperlink of the applicable **PIID/Contract ID** for which you are assigning Non-Employee records.



Module E: Contract Assignment (Required)

Contract Assignment

PIID/Contract ID 00AA12345678 Contract Expiration Date 09/30/2011
DUNS Select De Select All

E-4 **E-5**

Contract Assignment							Customize Find	First	1 of 1	Last
*EmpID	Name	*Assignment Date	*Contractor Status	LincPass Required	Card Shipping Information					
1 987654	DOE, JANE MARIE	10/14/2009	Active	<input checked="" type="checkbox"/>	Card Shipping Information					

Save Return to Search Previous in List Next in List Update/Display Include History Correct History

Note: After selecting the PIID/Contact ID, you will be redirected to the Contract Assignment screen. You will see that the PIID/Contract ID, Contract Expiration Date, and Company DUNS/Name (if available) are populated at the top of the screen.

Step E-4. EmpID: To assign the first Non-Employee to the contract, use the lookup feature (magnifying glass) to locate and select the Non-Employee's record. The Non-Employee's name will be populated in the Name column.

Step E-5. Assignment Date: Enter the Contract Assignment date. The system defaults to the current date.



Module E: Contract Assignment (Required)

Contract Assignment

PIID/Contract ID 00AA12345678 Contract Expiration Date 09/30/2011
DUNS Select De Select All

E-6

Contract Assignment							Customize	Find	First	1 of 1	Last
*EmplID	Name	*Assignment Date	*Contractor Status	LincPass Required	Card Shipping Information						
1	987654	DOE, JANE MARIE	10/14/2009	Active	<input checked="" type="checkbox"/>	Card Shipping Information					

Save Return to Search Previous in List Next in List Update/Display Include History Correct History

Step E-6. Contractor Status: Select "Active" to show that this Non-Employee is active on this contract.

NOTE: If a Non-Employee is assigned to multiple contracts, changing status on one contract will not affect status on other contracts. However, Non-Employee status will be derived using the following rules:

- Active on at least one contract = Active Non-Employee Status
- Suspended on ALL contracts = Suspended Non-Employee Status
- Terminated on ALL contracts = Terminated Non-Employee Status

Selecting "Terminated" has serious repercussions in the HSPD-12 system and will result in card revocation and the Non-Employee will be immediately escorted from the facility.



Module E: Contract Assignment (Required)

Contract Assignment

PIID/Contract ID 00AA12345678 Contract Expiration Date 09/30/2011
DUNS Select De Select All

E-7

Contract Assignment							Customize Find	First 1 of 1 Last
*EmpID	Name	*Assignment Date	*Contractor Status	LincPass Required	Card Shipping Information			
1 987654	DOE, JANE MARIE	10/14/2009	Active	<input checked="" type="checkbox"/>	Card Shipping Information	Card Shipping Information	<input type="checkbox"/>	<input type="checkbox"/>

E-8

Save

E-9

Step E-7. LincPass Required: Check this box to certify that the Non-Employee requires a LincPass. This is the official act of Sponsorship in NEIS, and is only to be performed by the Sponsor.

Step E-8. Click the **Save** button.

Step E-9. Click the **Card Shipping Information** hyperlink.



Module E: Contract Assignment (Required)

E-10

Card Shipping Information

Card Shipping Information

Card Ship Addr Cd: 

Card Ship Header

Address Line 1

Look Up Card Ship Addr Cd

Search Results

[View All](#) First 1-100 of 190 [Last](#)

<u>Office Id (Orgunit ID)</u>	<u>Address Type</u>	<u>Official Title</u>	<u>Office Symbol</u>
10002	SHP	USDA - Independence Ave	USDA
10004	SHP	USDA - River Road	APHIS
10005	SHP	USDA - Baltimore Ave	USAccess
10010	SHP	DOE - Savannah River	US Dept of Energy/Badge Office

Step E-10. Card Ship Addr Cd: Use the lookup feature (magnifying glass) to select the location where the card is to be shipped. The system will open a new page that displays five columns of data that can be sorted by street address. This code must be entered for each Non-Employee assigned to the contract. The address information for the location you choose will be populated (shown on the next slide).



Module E: Contract Assignment (Required)

Card Shipping Information

Card Shipping Information

Card Ship Addr Cd:	<input type="text" value="10005"/>	<input type="button" value="🔍"/>	USDA - Baltimore Ave
Card Ship Header	USAccess		
Address Line 1	10300 Baltimore Ave		
Address Line 2			
City	Beltsville		
State	MD	Postal Code	20705
		Country	USA

E-11

Step E-11. Click the **OK** button to save the information.



Module E: Contract Assignment (Required)

Contract Assignment

PIID/Contract ID 00AA12345678 Contract Expiration Date 09/30/2011

DUNS Select De Select All

Contract Assignment							Customize Find	First 1 of 1 Last
	*EmpID	Name	*Assignment Date	*Contractor Status	LincPass Required	Card Shipping Information		
1	987654	DOE, JANE MARIE	10/14/2009	Active	<input checked="" type="checkbox"/>	Card Shipping Information	<input checked="" type="checkbox"/>	

E-13

Save Return to Search Previous in List Next in List Update/Display Include History Correct History

E-12

Step E-12. To assign another Non-Employee record to this contract, click the **plus sign (+)** symbol in the far right column of the first row. Repeat Contract Assignment Steps 1-11 as needed.

Step E-13. Remember to click the **Save** button when you have entered all necessary information on this screen.

Note: Now, **Contact your Agency Security Officer or Adjudicator** to notify them that you have completed sponsorship of Non-Employees for the contract. It is time for the Adjudicator to complete the NEIS adjudication record for the Non-Employees assigned to the contract.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

EmpowHR Agencies:

While EmpowHR users do not need complete sponsorship in USAccess, the following information may be helpful for resending sponsorship notifications and requesting reprints/reissues. For Sponsorship Procedures Summary, continue to Slide 65.

Non-EmpowHR Agencies:

The next few screens show Non-EmpowHR Agency Sponsors how to use USAccess to verify and save Sponsorship information. Only a Federal employee, such as a Contracting Officer Representative (COR), may sponsor Non-Employees in USAccess.

You must follow USDA business policy and standards for creating or editing records in NEIS. USDA business policy can be found in the USDA Departmental Regulation (DR) and Departmental Manual (DM) at http://lincpass.usda.gov/ref_lincpass.html.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

F-1

F-2

WARNING! THIS SYSTEM IS FOR AUTHORIZED USE ONLY!
This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Version 1.0.1.1 Copyright © 2007 EDS

Step F-1. On the Log In screen, type in your user name in the **User Name** field.

Step F-2. Type in your password in the **Password** field and click the **Login** button.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE

Applicant Search

Search by*

Lastname Social Security No.

Lastname

- or -

Social Security No.

- and -

Birth Date 

F-3 (Red box around the search by options and Lastname field)

F-4 (Red box around the Birth Date field and Search/Reset buttons)

Step F-3. Type in the Non-Employee's last name or Social Security Number.

Step F-4. Type in the Non-Employee's birth date or click on the calendar icon next to the Birth Date field to select a date from the calendar and click the **Search** button to begin.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE

Applicant Search @fedidcard.gov Logout

Search by:

Lastname Social Security No.

Lastname:

- or -

Social Security No.:

- and -

Birth Date:

F-5

ID	Last Name	First Name	Birth Date	Social Security	Email	Status	
						REGISTERED	<input type="button" value="View Applicant"/> <input type="button" value="Edit Sponsorship"/>

Step F-5. When the search result appears, you will be presented with the option to view the Non-Employee record or edit the sponsorship. Select **View Applicant** to view the Non-Employee's Biographic Data.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

F-6

Biographic Data	
First Name *	JOHN
Middle Name *	SAM
Last Name *	DOE
Suffix	
Preferred Name	
Birth Date *	01/02/1903
Social Security No. *	000-00-0123
Ethnicity	WHITE
Citizenship *	UNITED STATES
Citizenship Status	US CITIZEN
Email Address	JOHN.DOE@USDA.GOV
Secondary Email	
Home Phone	012-345-6789
Cell Phone	

F-7

Step F-6. Verify all required Biographic Data fields have current and correct information. Red asterisks (*) indicate required fields.

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

Step F-7. Click **NEXT** to go to the next screen.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

The screenshot shows the 'Edit Applicant' page in the USAccess system. The page header includes the GSA logo and 'General Services Administration'. The user is logged in as a sponsor with the email 12001000000062@FEDIDCARD.GOV. The 'Current Home Address' section is highlighted with a red box and contains the following fields:

Street Address 1 *	123 Green Rd	Street Address 2	
City *	Fairfax	State *	VIRGINIA
Zip Code *	22553	Country *	UNITED STATES
Begin Date		End Date	Current

Below this is the 'Birth Place' section, which is also highlighted with a red box. It contains the following fields:

City		State	NOT APPLICABLE
Country			
Alien Registration No.			

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

F-8

F-9

Step F-8. Verify all required Address Data fields have current and correct information. Red asterisks indicate required fields.

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

Step F-9. Click **NEXT** to go to the next screen.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

The screenshot shows the 'Edit Applicant' page for the General Services Administration (GSA). The page has a blue header with the GSA logo and 'General Services Administration' text. Below the header, there's a navigation bar with 'Edit Applicant' and a user profile '@fedidcard.gov (Sponsor) Logout'. The main content area is divided into a left sidebar with links for 'Biographic Data', 'Address Data', 'Alias Information', and 'Save'. The 'Alias Information' section is highlighted with a red box and contains four input fields: 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. A 'Save Alias' button is located below these fields. At the bottom right, there are three buttons: 'Previous', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

F-10

F-11

Step F-10. No action is required on this screen. The NEIS Alias field is currently masked to prevent data entry, so information on this USAccess screen will not be populated.

Step F-11. Click **NEXT** to go to the next screen.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

GSA General Services Administration

EDS ASSURED IDENTITY

Edit Applicant @fedidcard.gov (Sponsor) Logout

Biographic Data
Address Data
Alias Information
Save

Click the Finish button to save the applicant record.

Previous **Finish** Cancel

F-12

Step F-12. Click **FINISH** to save the record. USAccess will direct you to the Sponsorship Search page.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE

Sponsor Applicant fedidcard.gov Logout

Sponsorship Information

Agency *	DEPARTMENT OF AGRICULTURE	Sub-agency	DEPARTMENT OF AGRICULTURE
Employee Type *	CONTRACTOR	Employee Status *	ACTIVE
Agency Rank		Employee ID	
Contract Number		Work Email	John.doe@usda.gov
User Principal Name	<input checked="" type="radio"/> System Generated UPN <input checked="" type="radio"/> User Specified 1200035 @FEDIDCARD.GOV	Agency Person ID	

Card Information

PIV Card Required	<input checked="" type="radio"/> Yes <input type="radio"/> No	Require Digital Signature and Encryption Certificates	<input checked="" type="radio"/> Yes <input type="radio"/> No
Smart Card Type	STANDARD DUAL INTERFACE	PIV Card Type	CONTRACTOR
Law Enforcement		Federal Emergency Response Official	<input checked="" type="radio"/> Yes <input type="radio"/> No
Agency Role		Agency Text	
Card Header	UNITED STATES GOVERNMENT		

Digital Signature

F-13

Step F-13. 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 NEIS and not in USAccess.

- Agency
- Employee Type—should read “Contractor” or “Associate or Dignitary”
- Employee Status set to Active
- Work Email Address
- PIV Card Required set to YES
- If the applicant is a Federal Emergency Response Official, button should be set to YES



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE

Sponsor Applicant fedidcard.gov Logout

Sponsorship Information

Agency *	DEPARTMENT OF AGRICULTURE	Sub-agency	DEPARTMENT OF AGRICULTURE
Employee Type *	CONTRACTOR	Employee Status *	ACTIVE
Agency Rank		Employee ID	
Contract Number		Work Email	John.doe@usda.gov
User Principal Name	<input checked="" type="radio"/> System Generated UPN <input checked="" type="radio"/> User Specified 1200035 @FEDIDCARD.GOV	Agency Person ID	

Card Information

PVV Card Required	<input checked="" type="radio"/> Yes <input type="radio"/> No	Require Digital Signature and Encryption Certificates	<input checked="" type="radio"/> Yes <input type="radio"/> No
Smart Card Type	STANDARD DUAL INTERFACE	PVV Card Type	CONTRACTOR
Law Enforcement		Federal Emergency Response Official	<input checked="" type="radio"/> Yes <input type="radio"/> No
Agency Role		Agency Text	
Card Header	UNITED STATES GOVERNMENT		

Digital Signature

F-14

Step F-14. Some Non-Employees who do not have email addresses will provide the email of a supervisor who will coordinate enrollment activities. If you are sponsoring multiple Non-Employees with the same email address, you must select **No** for **Require Digital Signature and Encryption Certificates** to ensure sponsorship is successful.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

ROLE: SPONSOR - DEPARTMENT OF AGRICULTURE

Sponsor Applicant fedidcard.gov Logout

Sponsorship Information

Agency *	DEPARTMENT OF AGRICULTURE	Sub-agency	DEPARTMENT OF AGRICULTURE
Employee Type *	CONTRACTOR	Employee Status *	ACTIVE
Agency Rank		Employee ID	
Contract Number		Work Email	John.doe@usda.gov
User Principal Name	<input checked="" type="radio"/> System Generated UPN <input checked="" type="radio"/> User Specified 1200035 @FEDIDCARD.GOV	Agency Person ID	

Card Information

PIV Card Required	<input checked="" type="radio"/> Yes <input type="radio"/> No	Require Digital Signature and Encryption Certificates	<input checked="" type="radio"/> Yes <input type="radio"/> No
Smart Card Type	STANDARD DUAL INTERFACE	PIV Card Type	CONTRACTOR
Law Enforcement		Federal Emergency Response Official	<input checked="" type="radio"/> Yes <input type="radio"/> No
Agency Role		Agency Text	
Card Header	UNITED STATES GOVERNMENT		

Digital Signature

F-15

Step F-15. The PIV Card Type should be consistent with the Employee Type. The PIV Card Type will be printed on the non-employee's LincPass. If the Non-Employee is a Contractor, the PIV Card Type will state "Contractor". All other types of Non-Employee's such as Affiliates, Volunteers, or Fellows will have the PIV card Type state "Associate or Dignitary."
Click **NEXT** to go the next screen.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

Sponsor Applicant @fedidcard.gov (Sponsor) Logout

Sponsor Info
Shipping Address
Save

Card Shipping Address

Shipping Method	FEDEX STANDARD		
Select Address*	State	DISTRICT OF COLUMBIA	
	Site	USDA - INDEPENDENCE AVE	
Street Address 1	1400 INDEPENDENCE AVENUE SW	Street Address 2	SU7-A
City	WASHINGTON	State	DC
Zip Code	20250	Country	USA

Previous **Next** Cancel

F-16

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

Step F-15. Click **NEXT** to go the next screen.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

Sponsor Applicant @fedidcard.gov Logout

Sponsor Info
Shipping Address
Save

Click the *Finish* button to save the sponsorship record.

Request Card Reissue/Renewal
 Request Card Reprint

Resend Credential Delivered Email

Destroy PIV Card

Confirmation Required

Are you sure you want to finish?

Yes No

Previous **Finish** Cancel

F-17

Step F-16. Click **FINISH** to save the record. USAccess will direct you back to the search page.



Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

Resending System Notifications

Applicant Search 12001000000062@fedidcard.gov Logout

Search by*

Lastname Social Security No.

Lastname

~ or ~

Social Security No.

~ and ~

Birth Date

ID	Last Name	First Name	Birth Date	Social Security	Email	Status			
1000000060	Doe	John	01/01/1980	XXX-XX-8299	John.doe@usda.gov	REGISTERED	<input type="button" value="View Applicant"/>	<input type="button" value="Edit Sponsorship"/>	<input type="button" value="Sponsor Utility"/>

F-18

Step F-17 Click on **Sponsor Utility** in the Applicant Search Screen Results.

Module F: USAccess Sponsorship (Required for Non-EmpowHR Agencies)

Resending System Notifications

F-19

The screenshot shows the 'Sponsor Utilities' interface. At the top is a yellow header with the text 'Sponsor Utilities'. Below this is a blue 'Search' button. Underneath is a 'Card Actions' tab, and the 'System Notifications' tab is selected and highlighted with a red box. Below the tabs is a table with two rows. The first row is 'Sponsorship Complete' and the second row is 'Credential Ready for Pick Up'. Each row has a 'Resend Email' button to its right, both of which are highlighted with red boxes.

Step F-18. Click on the **System Notification** tab

Step F-19. Click on **Resend Email**

- Sponsorship Complete: to have applicant enroll for LincPass
- Credential Ready for Pick Up: to have applicant pick up credential and activate card.



Sponsorship Procedures Summary

Congratulations! You have just learned how to find, enter and save Sponsorship results.

Next Steps:

Upon completion of sponsorship of Non-Employee records in NEIS (or USAccess for Non-EmpowHR users):

- Now the record is ready for Adjudication Information to be entered by the Agency Adjudicator, and the non-employee can enroll.
- The Non-Employee will receive an enrollment notification email with a link to the GSA Scheduling Tool. The Non-Employee should follow instructions in the email to schedule his/her appointment.
- After enrollment and entry of a favorable fingerprint result in NEIS, the LincPass is printed and shipped.
- The Non-Employee will receive notification via email that the LincPass is ready to be picked up and activated. The Non-Employee will schedule his/her appointment using the GSA Scheduling Tool.
- The Non-Employee will pick up and activate his/her own LincPass.





NEIS Reporting

The Non-Employee Identity System (NEIS) Report Service allows NEIS users to check Applicant status to determine where Applicants are in the LincPass sponsorship and adjudication process. The report can also be used to troubleshoot issues with specific Applicant records.

The screenshot displays the EmpowHR web application interface for the US Department of Agriculture. The top navigation bar includes the EmpowHR logo, the text "US Dept of Agriculture", and links for "Home", "Worklist", and "Add to Favorites". The main menu on the left is expanded to show "Non-Employee Processing" > "NEIS Reports". The main content area, titled "NEIS Reports", contains a grid of report links:

NEIS Reports		
DUNS/Company Report DUNS/Company Report	Non Emp Current Contract Rpt Non Emp Current Contract Rpt	Non Employee Roster
Non History Contract Rpt Non History Contract Rpt	Period of Performance Report NEIS Period of Performance Report	Process Adjudication Report Process Adjudication Report
Process All Non Empl Report Process All Non Empl Report	Process Sponsor Report Process Sponsor Report	



NEIS Reporting

DUNS/Company Report allows you to search for Contracting Companies and associated Contract Assignments. You may search by Sub-Agency. The report may be generated in HTML, PDF, or XLS format.

Non-Employee Current Contract Report allows you to view Non-Employees and active contracts to which they are assigned. You may search by Sub-Agency and Display Name. The report may be generated in HTML, PDF, or XLS format.

Non-Employee Roster allows you to view Non-Employees in the system, their sponsorship status, Contract Assignments, and Contracting Company information. You may search by Sub-Agency, EmplID, and Non-Employee Type. The report may be generated in HTML, PDF, or XLS format.

Non-Employee History Contract Report allows you to view Non-Employees and their Contract Assignment History. You may search by Sub-Agency and Display Name. The report may be generated in HTML, PDF, or XLS format.

Period of Performance Report allows you to view contracts in the system, periods of performance and Contracting Company information. You may search by Sub-Agency and Contract Expiration Date. The report may be generated in HTML, PDF, or XLS format.

Process Adjudication Report allows you to view Non-Employee Adjudication status. You may search by Sub-Agency. The report may be generated in HTML, PDF, or XLS format.

Process All Non-Employees Report allows you to view Non-Employees in the system, as well as information about their Sponsorship and Adjudication. You may search by Sub-Agency. The report may be generated in HTML, PDF, or XLS format.

Process Sponsor Report

The Process Sponsor Report allows you to view Non-Employee Sponsorship status. You may search by Sub-Agency. The report may be generated in HTML, PDF, or XLS format.

Please refer to the NEIS and ASR Guide for more information and directions on using this new reporting utility; http://lincpass.usda.gov/docs/NEISUsingASRGuide_V1.pdf



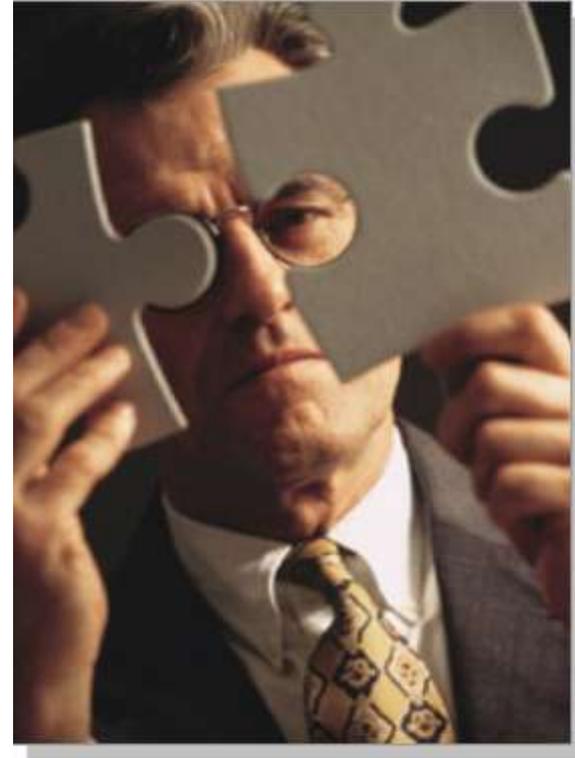
Certification Test for the Sponsor Role

You must pass the certification test to be qualified for the role of NEIS Sponsor. The test consists of ten True or False questions related to the NEIS Sponsor role.

When you have completed the test, you will receive a score and directions on how to proceed with your role assignment.

You must score 80% or better to successfully complete this course. If a passing score is not achieved, review the training and take the test again.

Good luck!





Begin the Test

You may now begin the test. Please visit the AgLearn web site to take the certification test for the role of NEIS Sponsor.

