TSP RoadMap: Five Easy Steps to Certification

Step 1: Obtain eAuthentication Level 2 Account (User ID and Password)

1. Complete your online application for an USDA **eAuthentication Level 2 account** at: http://www.eauth.egov.usda.gov
2. Respond to the Confirmation email within 7 days.
3. Visit a local USDA Service Center office in person. Please bring official Govt. Photo ID (State driver's license or US passport to verify your identity). *Note: Your first and last name in your Authentication Account record MUST match the name on your Photo ID.*
4. Service Center employee (LRA) will activate your account and link to Customer Database record.

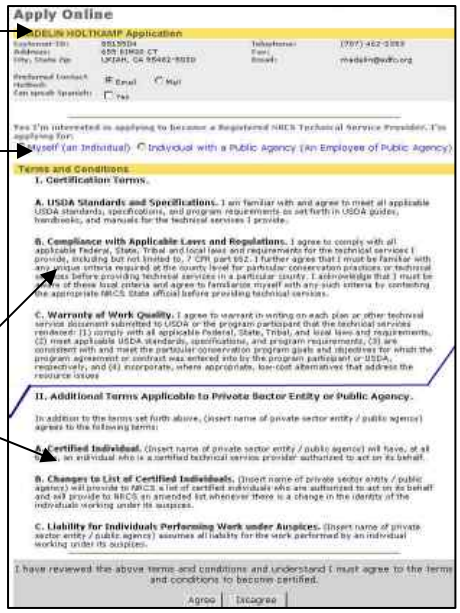
Step 2: Login to TechReg

1. Go to http://techreg.usda.gov
2. Enter eAuth User ID and password.
3. Begin online application.

Information from your SCIMS user account

You must select a registration type, individual or individual with a public agency

Read terms and conditions carefully before agreeing

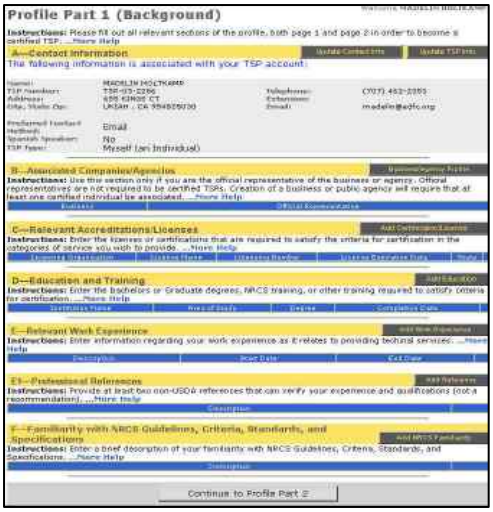


Step 3: Complete Profile Part I

Part I of the TSP Profile requests information on Education, Training, Experience, and

Licensing. The information entered on this page is essential to establishing your qualifications for certification.

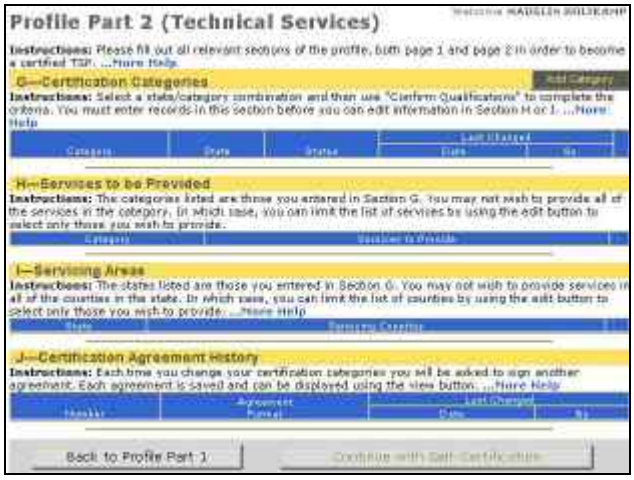
1. Verify contact information.
2. Identify Associated Companies/Agencies.
3. Identify Education and Training.
4. Itemize Relevant Work Experience.
5. List References.
6. Describe familiarity with NRCS Guidelines.



Step 4: Complete Profile Part II

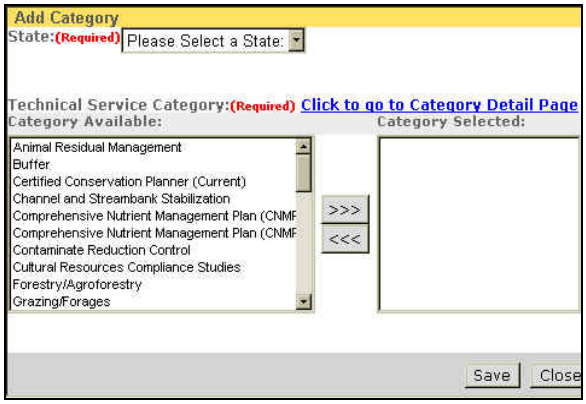
Part II of the TSP Profile matches your qualifications (Part I) with the certification requirements for the services and categories that you are applying for certification to perform.

1. Click Add Category to select service states and categories.
2. Click Confirm Qualifications to match to Profile Part I.
3. Click category row in Section H to add Services to be Provided for that category.
4. In Servicing Area, click State to modify list of counties where services will be performed.

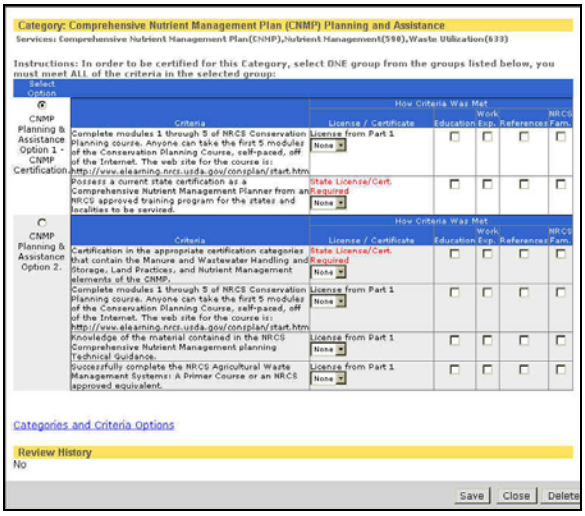


Information linking qualifications in Profile Part I is matched with requirements in Profile Part II through popup screens.

First, state and categories must be selected.



Then, mark items within the option that match your qualifications. **Note:** You only need to match your qualifications to ONE option set. However, some items within option sets are required.



Step 5: Sign Certification Agreement

1. Complete all sections.
2. Sign Certification Agreement.
3. Confirm acceptance of Certification Agreement.