Company Account Access Tutorial

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In the USDA BioPreferred® Program’s Company Tools portal, there are both user accounts and company accounts. One or more users may access a single company account to submit applications, add new products, etc. Only authorized users may add or delete other users to the account.

Review the options below and click to jump to that page.

• **Adding New Users**
  – For users that are setting up an account for the first time

• **Regaining Account Access**
  – For users that have previously set up an account but need help accessing the account
Adding New Users
Getting Started

2. Click Log In at the top of the webpage.
3. From the Log In page, select Create Account.
4. Follow the instructions to create an eAuthentication account, which a USDA-wide secure login credential.
5. Once you have completed creating an eAuthentication account, return to www.biopreferred.gov to log in.

For help with creating an eAuthentication account, please contact eAuthHelpDesk@usda.gov.
Log in to Company Tools


2. Click on *Login* and enter your new eAuthentication user ID and password.
Request Access to a Company

1. Click on Request Access to My Company.
2. Begin typing your company’s name into the “Company Name Requesting Access To” field.
3. Select your company from the list that appears while typing.
4. Complete the remaining fields as needed.
   a. If you are requesting access to an account that already has an active user, do not select the box next to “Send Email to BioPreferred Staff.”
   b. If you are requesting access to an account that no longer has an active user, please check the box next to “Send Email to BioPreferred Staff.”
5. Your company’s account manager or a member of the BioPreferred Program Staff will approve your request, and you will be able to access your company account. Contact help@usdabiopreferred.net with questions.
Regaining Account Access
Recovering a Forgotten User ID or Password


2. From the Log In page, click either “Forgot User ID” or “Forgot Password.”

3. Follow the instructions to retrieve or change your login information.

4. If you are unable to recover your user ID or password, continue with the instructions on the next page.

For help with resetting your user ID or password, please contact eAuthHelpDesk@usda.gov.
Create a new eAuthentication Account

2. Click Log In at the top of the webpage.
3. From the Log In page, select Create Account.
4. Follow the instructions to create an eAuthentication account.
5. Once you have completed creating an eAuthentication account, return to www.biopreferred.gov to log in.
Reset your eAuthentication Account

1. Click on Regain Access to My Company

2. Type in your company name and click Ok.

3. USDA BioPreferred Program Staff will reset your eAuthentication account, and you will be able to access your company account. Contact help@usdabiopreferred.net with questions.