

# Company Account Access Tutorial

March 2022



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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.

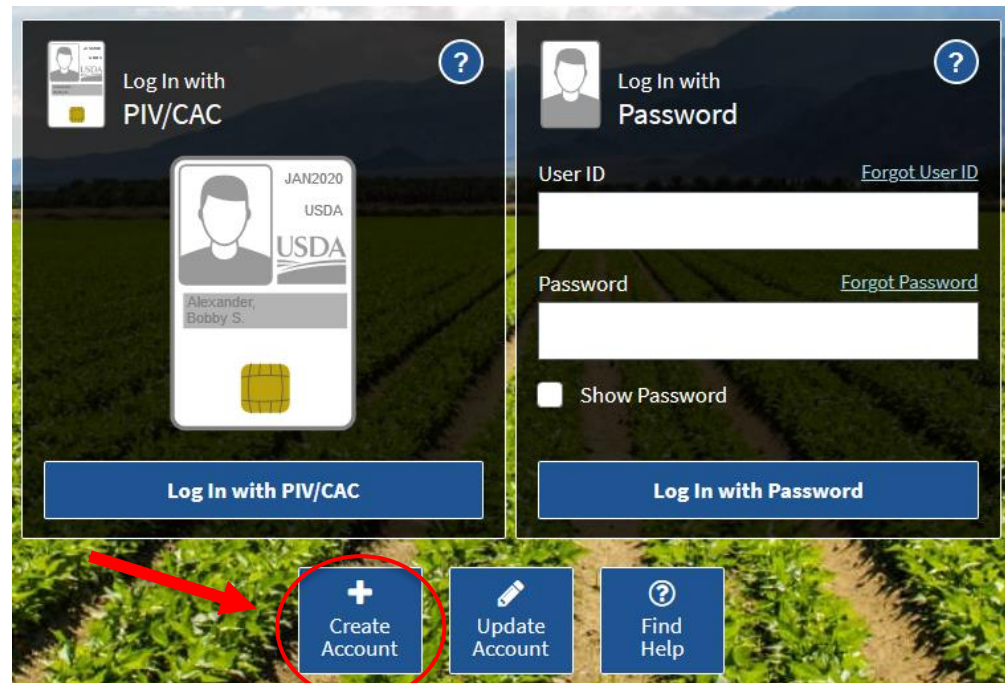
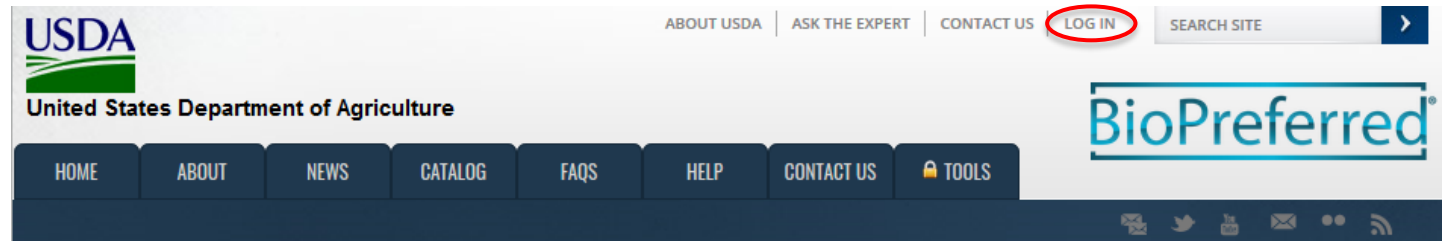
- [Adding New Users](#)
  - For users that are setting up an account for the first time
- [Regaining Account Access](#)
  - For users that have previously set up an account but need help accessing the account

# Adding New Users

## Getting Started

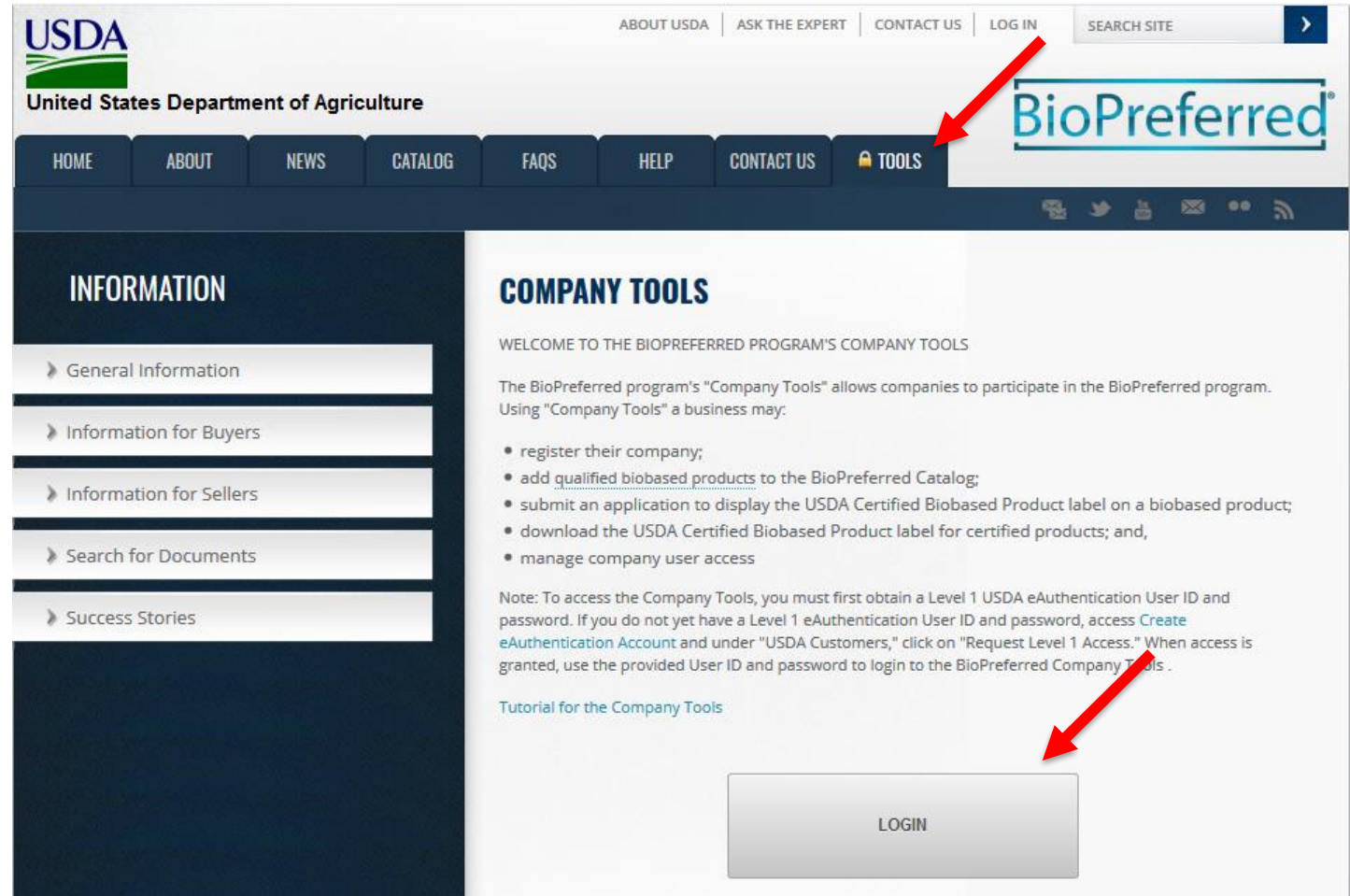
1. Access [www.biopREFERRED.gov](http://www.biopREFERRED.gov).
2. Click *Log In* at the top of the webpage.
3. From the Log In page, select *Create Account*.
4. Follow the instructions to create an eAuthentication account, which is a USDA-wide secure login credential.
5. Once you have completed creating an eAuthentication account, return to [www.biopREFERRED.gov](http://www.biopREFERRED.gov) to log in.

For help with creating an eAuthentication account, please contact [eAuthHelpDesk@usda.gov](mailto:eAuthHelpDesk@usda.gov).



## Log in to Company Tools

1. Access [www.biopREFERRED.gov](http://www.biopREFERRED.gov) and click on the Tools tab.
2. Click on *Login* and enter your new eAuthentication user ID and password.



The screenshot shows the BioPreferred website interface. At the top, there is a navigation bar with the USDA logo and the text "United States Department of Agriculture". To the right of the logo are links for "ABOUT USDA", "ASK THE EXPERT", "CONTACT US", and "LOG IN". A search box labeled "SEARCH SITE" is also present. Below the navigation bar is a dark blue menu with tabs for "HOME", "ABOUT", "NEWS", "CATALOG", "FAQS", "HELP", "CONTACT US", and "TOOLS". A red arrow points to the "TOOLS" tab. The "BioPreferred" logo is displayed in the top right corner. On the left side, there is an "INFORMATION" section with a list of links: "General Information", "Information for Buyers", "Information for Sellers", "Search for Documents", and "Success Stories". The main content area is titled "COMPANY TOOLS" and contains the following text: "WELCOME TO THE BIOPREFERRED PROGRAM'S COMPANY TOOLS", "The BioPreferred program's 'Company Tools' allows companies to participate in the BioPreferred program. Using 'Company Tools' a business may:", and a bulleted list of actions: "register their company;", "add qualified biobased products to the BioPreferred Catalog;", "submit an application to display the USDA Certified Biobased Product label on a biobased product;", "download the USDA Certified Biobased Product label for certified products; and,", "manage company user access". Below this list is a note: "Note: To access the Company Tools, you must first obtain a Level 1 USDA eAuthentication User ID and password. If you do not yet have a Level 1 eAuthentication User ID and password, access [Create eAuthentication Account](#) and under 'USDA Customers,' click on 'Request Level 1 Access.' When access is granted, use the provided User ID and password to login to the BioPreferred Company Tools .". A link for "Tutorial for the Company Tools" is provided. At the bottom of the page, there is a large "LOGIN" button, which is highlighted by a red arrow.

## 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](mailto:help@usdabiopreferred.net) with questions.

### YOU APPEAR TO BE A NEW USER

#### Option 1:

If your company has not yet registered with the BioPreferred Program, please select "Register my Company" below.

Register My Company

- OR -

#### Option 2:

If your company already has an account with the BioPreferred Program, select one of the options below.

You are a new user who is requesting access to your company's account for the first time.

OR

You previously had access to your company's account, and you need to regain access now.

Request Access to My Company

Regain Access to My Company

### NEW USER...

To use the company tools sections of the BioPreferred Program website you must establish a user profile that is linked to a company already registered with the program. Simply fill out the form below and click *Submit*. An email will be set to those in your company who have been assigned the *Administrator* role. This email will include a link to *confirm* or *deny* you access to company tools. Once the confirmation has been made, you will be granted immediate access.

First Name	Prefix	First Name
Last Name	Last Name	
Email Address	email@email.com	
Phone Number		
Company Name Requesting Access To	Must select from list that appears while typing.	
If your company is registered with the BioPreferred Program, but those users that had administered your company's products and labels are no longer active or available, select the check box below and a BioPreferred staff member will handle the request.		
	<input type="checkbox"/> Send Email to BioPreferred Staff for activation instead of current company administrators	
Street Address	<input type="checkbox"/> Address same as company	<input checked="" type="checkbox"/> United States address
City / State / Zip Code		Choose State

Cancel

Submit

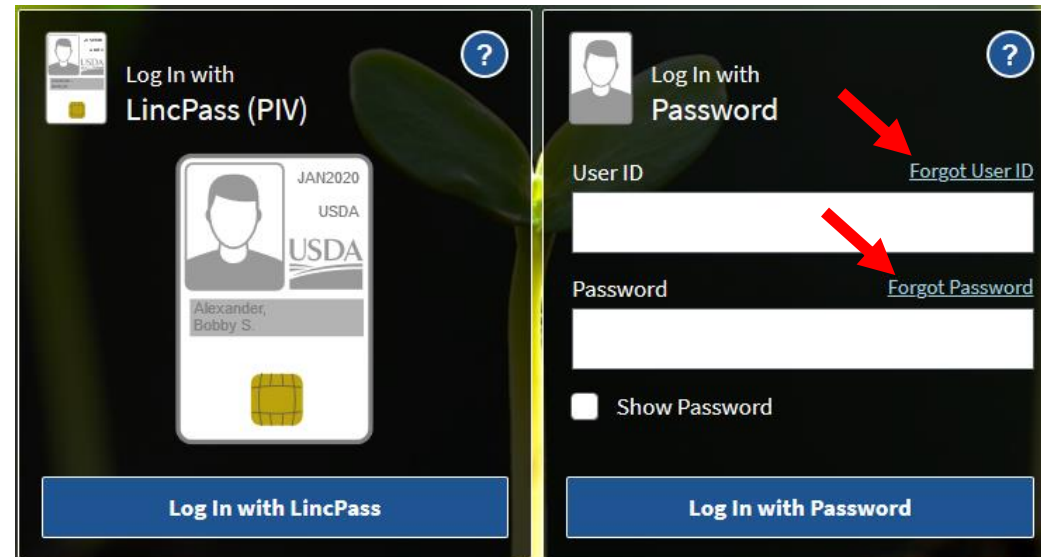
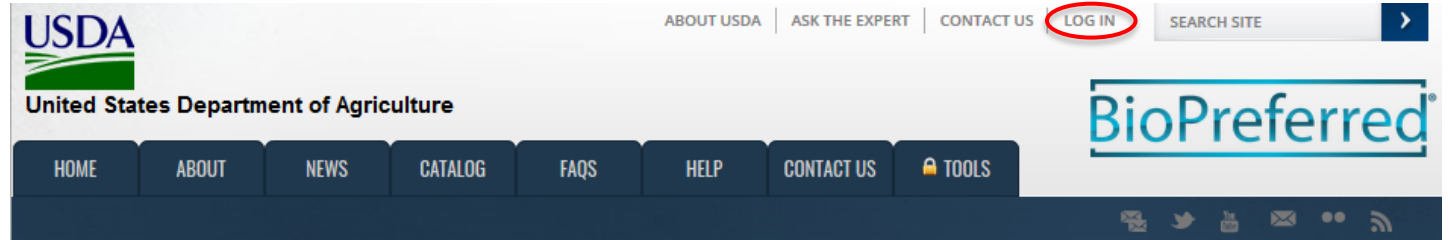
# Regaining Account Access



# Recovering a Forgotten User ID or Password

1. Access [www.biopreferred.gov](http://www.biopreferred.gov) and click *Log In*.
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.

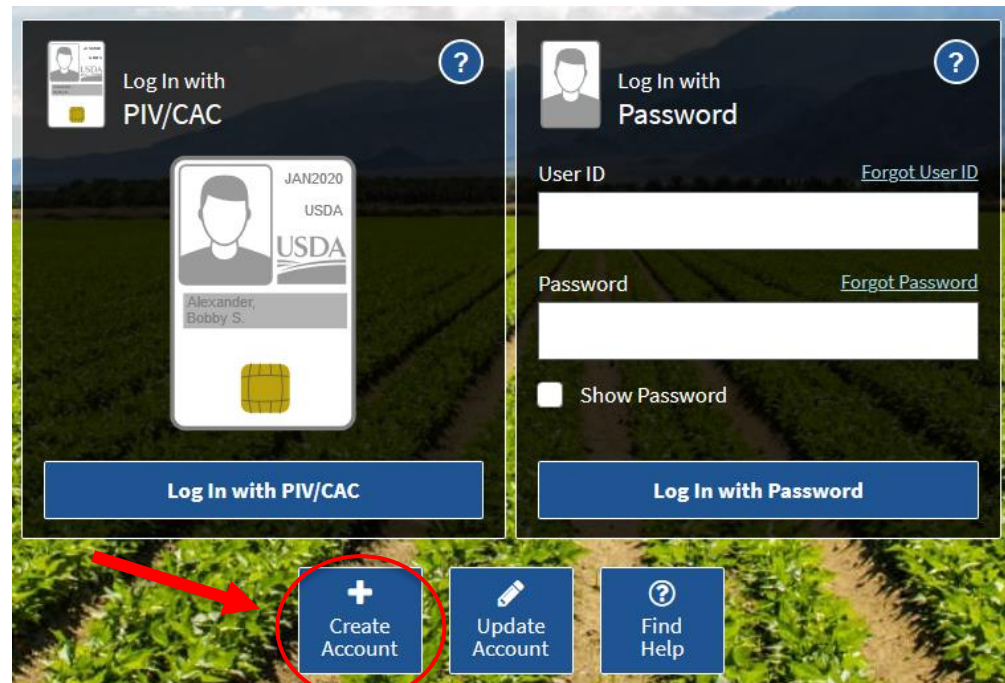
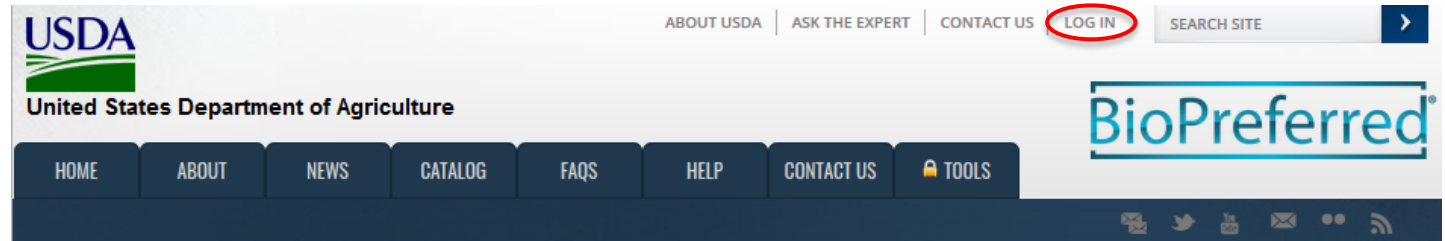
For help with resetting your user ID or password, please contact [eAuthHelpDesk@usda.gov](mailto:eAuthHelpDesk@usda.gov).





# Create a new eAuthentication Account

1. Return to [www.biopREFERRED.gov](http://www.biopREFERRED.gov).
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](http://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](mailto:help@usdabiopREFERRED.net) with questions.

### YOU APPEAR TO BE A NEW USER

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