

Adding a New User/ Requesting Access to a Company Account

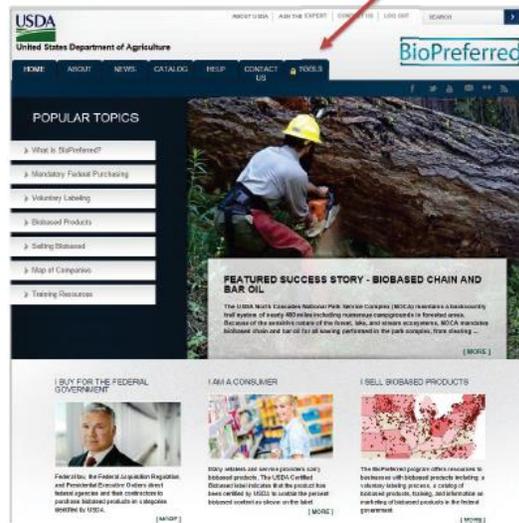
In the USDA BioPreferred Program’s Company Tools database, there are both user accounts and company accounts. One or more users may access a single company account in order to submit applications, add new products, etc. Only authorized users may add or delete other users to the account.

If you or a colleague needs access to an existing company account, please follow pages 4-8 of the Company Tools Tutorial, shown below:

To get started:

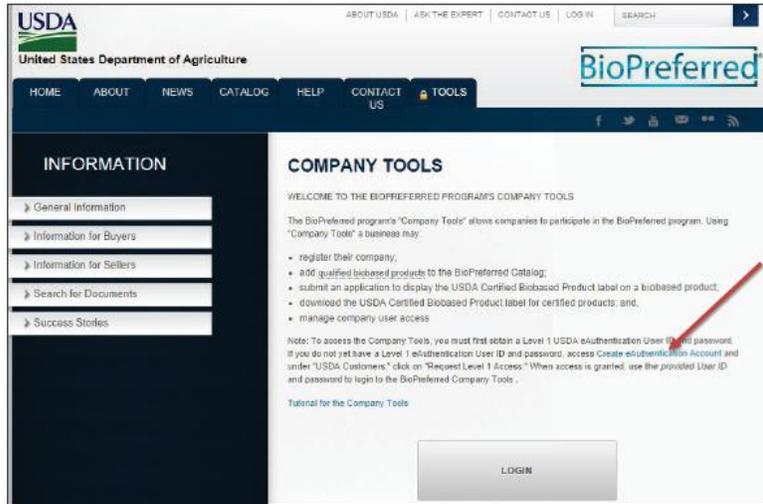
- Access www.biopreferred.gov
- Next, obtain an eAuthentication User ID and password by first clicking on the “Tools” tab.

Note: The “Tools” Tab is your entry point into the BioPreferred program for purposes of registering your company, entering products, applying for certification, managing issued labels, etc.



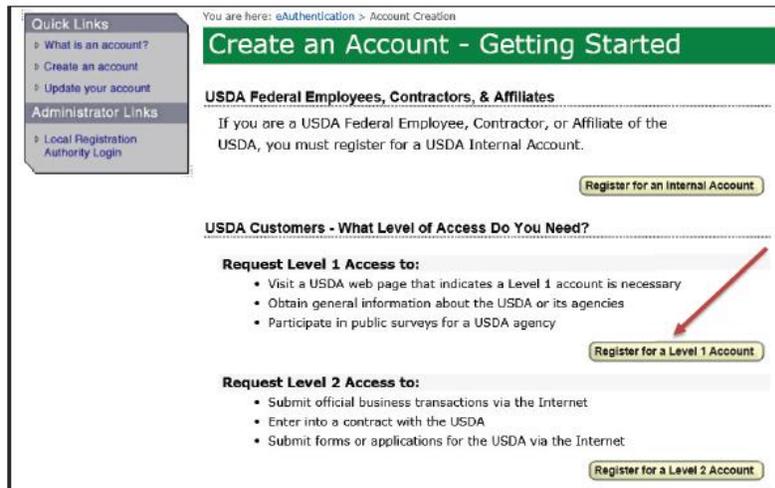
Apply for User ID and Password

Click on "Create eAuthentication Account."



Apply for User ID and Password

- Click on "Create an Account" on the upper left hand menu.
- Under USDA Customers, Click on "Register for a Level 1 Account"



Create an Account

- Scroll down and complete all of the required fields on this form.
- Once you have completed the required information and submitted the form, wait about 20 minutes and then check your email.
- You will find an e-mail that prompts you to "Activate Your Account."
- Once your account has been activated, you will use your User ID and password to interact with Company Tools on the BioPreferred website.

Note: If you have trouble establishing an account, contact the eAuthentication Help Desk at 1-800-457-3642 or eAuthHelpDesk@ftc.usda.gov.

The screenshot shows the 'Register for Your Account - Level 1' form. It includes a 'Quick Links' sidebar with options like 'What is an account?', 'Create an account', 'Update your account', and 'Administrator Links'. The main content area is titled 'Step 1 of 4 - Level 1 Access Account Registration' and contains instructions for creating a USDA eAuthentication account. It lists required fields: First Name*, Middle Initial, Last Name*, Email*, and Confirm Email*. A note specifies that characters '<' and '^' are not allowed. The form is part of a multi-step process, with the current step being 'Level 1 Access Account Registration'.

Login to BioPreferred Company Tools

- Access www.biopreferred.gov and click on the "Tools" tab.

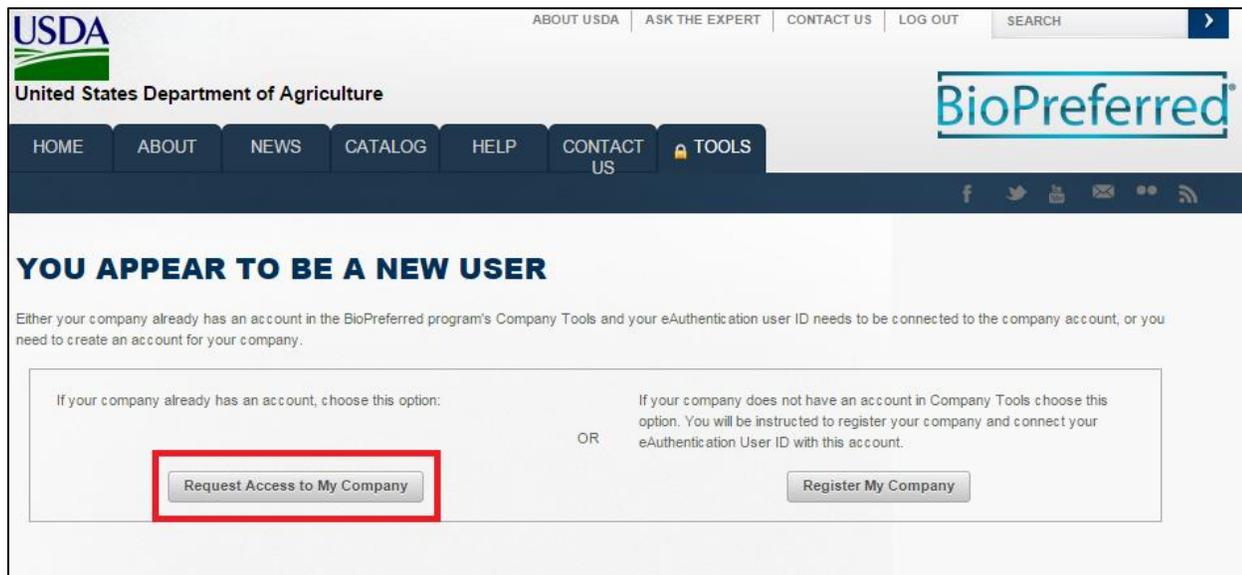
Note: "Tools" is the entry point for businesses to enter products, apply for label, manage labels, etc.

- Click on "Login" and enter your User ID and password.

The screenshot shows the BioPreferred website's navigation menu with 'TOOLS' highlighted. Below the menu, the 'COMPANY TOOLS' section is visible, featuring a 'WELCOME TO THE BIOPREFERRED PROGRAMS COMPANY TOOLS' message and a list of actions: register their company, add qualified bio-based products to the BioPreferred Catalog, submit an application to display the USDA Certified Biobased Product label, and download the USDA Certified Biobased Product label. A 'LOGIN' button is prominently displayed at the bottom of the page.

Once you have an eAuthentication account, you should return to www.biopreferred.gov, click Login, and enter the information for your account.

The screen below will pop up, but instead of clicking “register my company,” click “request access to my account” and request access to your company account.



Choose the option to have a member of the BioPreferred Program staff verify that you are part of the company. When we receive the request, we will grant you access and you will then have your own user account and will be able to add products, submit applications, etc.