

## FNS-674/FNS-674A Helpful Hints (for registering with FPRS)

The following helpful hints provide guidance in completing the FNS-674 and FNS-674A, which are required for registering your eAuthentication Level 2 account with FPRS:

### 1. Boxes 4 and 5 are REQUIRED.

- i. **Box 4** is the email address that you used to sign up for USDA eAuthentication access.
- ii. **Box 5** is your USDA eAuthentication ID.

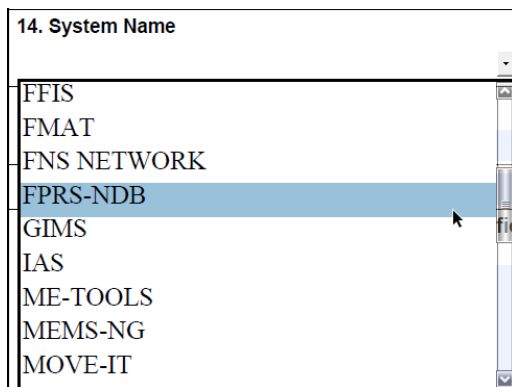
4. Work Email john.doe@organization.gov	5. USDA E-Auth User ID, (if applicable) 20000000000000000000000000000000
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The eAuthentication ID is used by FPRS Support to create and/or modify the user's permissions in FPRS. This ID would have been obtained when you went through the eAuthentication process and visited your Local Registration Authority (LRA). The eAuthentication ID needs to be Level 2 before you can register for FPRS access.

**2. Boxes 8 and 9** refer to contract employees and temporary employees. These fields are not required for those seeking access to FPRS.

### 3. Boxes 14 through 19 are REQUIRED. These are the most important for access to FPRS:

- i. **Box 14 is System Name.** This must be "FPRS-NDB"



14. System Name

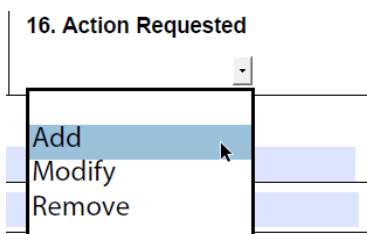
- FFIS
- FMAT
- FNS NETWORK
- FPRS-NDB**
- GIMS
- IAS
- ME-TOOLS
- MEMS-NG
- MOVE-IT

- ii. **Box 15 is Type of Access/Role.** This is the access level within FPRS that you need – enter "View" if you will only be viewing data, "Data Entry" if you are entering report data, "Certify" if you are responsible for certifying the data that has been entered by someone else. Each agency will need someone with Certify rights. "Post" rights are reserved for FNS Regional or HQ Grants or Budget staff, which allows the user to Post existing certified submissions from state and local agencies. State level users will not be granted Post rights within FPRS.

#### 15. Type of Access / Role

Data Entry

- iii. **Box 16 is Action Requested.** If you are new to FPRS, select **'Add'** in the dropdown box. If you are an existing FPRS user, select **'Modify'**. If you wish to be deactivated from FPRS, select **'Remove'**.



16. Action Requested

Add  
Modify  
Remove

- iv. **Box 17 is System Login User ID.** This refers to your Level 2 eAuthentication user ID that is used to login to FPRS and other FNS systems.
- v. **Box 18 is Program and Form.** Include the program (grant) name (e.g. SNAP-OP) along with the specific form(s) (e.g. FNS-583) being requested. If the user is requesting multiple programs/forms, the user should use the FNS-674A (see below). If there are any questions about what the program name is in FPRS, contact your FNS Regional Office or HQ Grants Management for further assistance. You must **ONLY** request access to programs and forms for your agency.

**18. Program and Form** (*applicable for FPRS*)

SNAP-OP / FNS-583

- vi. **Box 19 is State/Locality Codes.** This is the 7-digit (or in some cases, a 10-digit) code for the state or local agency that you are representing (e.g. **5494101** – WV Department of Health & Human Resources). The code is extremely important because it is tied to the agency you will be selecting to report on once you start using FPRS. It is also required by FPRS Access to create or modify your account. If you do not know the state/locality code, contact a FPRS Authorizing Official from your region for further assistance.

**19. State/Locality Codes** 5494101

**4. Box 20 is not required** and can be left blank.

**5. Box 21 is REQUIRED.** This needs to be signed and dated by you. In addition, the printed name must be legible or the request will be returned to the FNS regional office.

**21. User Acknowledgement** (*Users requesting system access must read, sign and date prior to submitting this form*)

- I have read and understand the Privacy Act Statement above and the FNCS Rules of Behavior ([see page 3 for complete verbiage](#))
- Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules and I am aware of my obligation to abide by them.
- I understand that systems require security to protect user and system files from unauthorized access.
- I have completed this form to the best of my abilities.

  
User Signature

**John Doe**  
Print Name

**6/27/18**  
Date

**6. Box 22 is REQUIRED.** There are four signature blocks.

- i. **Line (a) Supervisor.** This signature **must** be included before submitting access forms to your FNS-Regional Office.

a. **Supervisor / COR**

Print Name **Agency Supervisor**  Approve  Deny

Phone Number **(111) 111-1111** Date **6/27/18** Signature **Agency Supervisor**

- ii. **Line (b) Authorizing Official (FNCS)** will be completed by your FNS regional Authorizing Official after you submit the access forms to your FNS Regional Office.
- iii. **Line (c) Information Security Office (FNCS)** will be completed by the FNS Information Security Office.
- iv. **Line (d) State Computer Security Officer does not apply to FPRS.**

**7. FNS-674A** should be used when you are requesting access to multiple programs.

- i. Click on the FNS-674A hyperlink under the section *“Obtaining Access to FPRS/ Step-2 Register your eAuthentication Level 2 Account with FPRS OR Modify your existing permissions”*.  
OR
- ii. Click on the FNS-674A hyperlink under the section *“Documents (PDF)”*.
- iii. The FNS-674A web page will open in a new tab.
- iv. You **MUST** enter the following values: User Name and Date of Request.

**FPRS Form Access Request**  
(Attachment to FNS-674)

User Name: \*

USDA eAuthentication ID:

Date of Request: \*

Organization Name:

Please select a program by clicking the associated checkbox. Identify the access rights needed against the Program/Form by making the appropriate selection from the Access Rights drop down

- v. You MUST select the correct Program(s)/Form(s) that you need rights to. Select at least one program by clicking the associated checkbox. It is very important that you only request access to the programs and forms that your agency participates in. If you are not sure what they are, contact your local supervisor or your FNS Regional Office Authorizing Official. See below for an example of a user requesting access to CN/FNS-10, SF-269 (CN) and FNS-44.
- vi. You MUST select the appropriate program/form level of permission (View, Data Entry, Certify or Post) that you require from the Access Rights drop-down. Note: Post rights are reserved for FNS Regional and HQ users. See below for an example.

Clear Generate PDF

Program(s)	Form(s)	Agency Code(s) <small>(Agency Code(s) MUST be included in order to grant access to State users)</small>	Access Restriction	Access Rights
<input checked="" type="checkbox"/> CN	FNS-10	<input type="text"/>		Please Select View DataEntry Certify Post
	FNS-13	<input type="text"/>		
	SF-269 (CN)	<input type="text"/>		Certify <input checked="" type="checkbox"/>
	SF-269 (CN) SAE	<input type="text"/>		Please Select <input type="checkbox"/>
	FNS-418	<input type="text"/>		Please Select <input type="checkbox"/>
	FNS-44	<input type="text"/>		Post <input checked="" type="checkbox"/>
	FNS-640	<input type="text"/>		Please Select <input type="checkbox"/>
	FNS-742	<input type="text"/>		Please Select <input type="checkbox"/>

- vii. You MUST include the 7-digit (state ID) or 10-digit (locality ID) Agency ID code in the Agency Code(s) column for each program/form you are requesting access to. See below for an example.

Clear Generate PDF

Program(s)	Form(s)	Agency Code(s) <small>(Agency Code(s) MUST be included in order to grant access to State users)</small>	Access Restriction	Access Rights
<input checked="" type="checkbox"/> CN	FNS-10	0191501		View <input type="checkbox"/>
	FNS-13	<input type="text"/>		Please Select <input type="checkbox"/>
	SF-269 (CN)	0191701		Certify <input type="checkbox"/>
	SF-269 (CN) SAE	<input type="text"/>		Please Select <input type="checkbox"/>
	FNS-418	<input type="text"/>		Please Select <input type="checkbox"/>
	FNS-44	0191301 <input type="text"/>		Post <input type="checkbox"/>
	FNS-640	<input type="text"/>		Please Select <input type="checkbox"/>

- viii. **Note:** If the Access Restriction column is set to HQ GM POST then the post rights are limited to Grants

Management.

Clear Generate PDF

Program(s)	Form(s)	Agency Code(s) <small>(Agency Code(s) MUST be included in order to grant access to State users)</small>	Access Restriction	Access Rights
<input type="checkbox"/> CN-F2S-TRNCUR	SF-425	<input type="text"/>	HQ GM post	Please Select <input type="button" value="v"/>

- ix. Two forms (CSFP/FNS-191 and SNAP-ED/FNS-759) require a 10-digit locality code when requesting rights to those forms. See below for an example of a user requesting rights to the SNAP-ED/FNS-759.

Clear Generate PDF

Program(s)	Form(s)	Agency Code(s) <small>(Agency Code(s) MUST be included in order to grant access to State users)</small>	Access Restriction	Access Rights
<input checked="" type="checkbox"/> CSFP	FNS-153	<input type="text"/>		Please Select <input type="button" value="v"/>
	FNS-191	0692501001, 0692501002 <input type="button" value="x"/>		Please Select <input type="button" value="v"/>
<input checked="" type="checkbox"/> SNAP-ED	SF-425	<input type="text"/>		Please Select <input type="button" value="v"/>
	FNS-759	0692501001, 0692501002		Please Select <input type="button" value="v"/>

- x. If you are requesting rights to many agencies, they can be identified in the following format (that includes the 7-digit root state ID with the relevant 3-digit extensions indicated separately):

Clear Generate PDF

Program(s)	Form(s)	Agency Code(s) <small>(Agency Code(s) MUST be included in order to grant access to State users)</small>	Access Restriction	Access Rights
<input checked="" type="checkbox"/> SNAP-ED	SF-425	<input type="text"/>		Please Select <input type="button" value="v"/>
	FNS-759	0692501, 002, 003 <input type="button" value="x"/>		Please Select <input type="button" value="v"/>

- xi. To clear the selections and any entries on the form, click on the Clear button.  
 xii. To generate FNS-674A PDF for the selections and entries click on the Generate PDF button.

8. Once you have completed these forms FNS-674 and generated F, including the required signatures, submit them to a FPRS Authorizing official from your FNS Regional Office for processing. Please receive confirmation from the eAuthentication Help Desk that you have a Level 2 eAuthentication account prior to submitting these documents to your regional office. The eAuthentication Help Desk can be reached at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or by phone at (800) 457-3642.