



Helpful Hints for Conservation Client Gateway Registration

Step 1: Confirm you have an individual SCIMS Record at your local USDA service center

- a. SCIMS is managed by the Farm Service Agency. If you have participated with USDA in the past, you most likely have an account.
- b. Ensure your individual SCIMS record has current information, a primary email address, and phone number in the system.

Step 2: Create a USDA eAuth Account

- a. You will create the account at: <https://www.eauth.usda.gov>. Click on the "Create Account" link
 1. Create a 4 digit pin
 2. Create a user ID that has 6-20 alpha, numeric, or special characters (i.e., - . @) with no spaces.
 3. Create a password that has 12-24 alpha, numeric, and special characters with no spaces, including at least one of the following:
 - i. Uppercase letter
 - ii. Lowercase letter
 - iii. A number
 4. Passwords may not contain dictionary words

Step 3: Validate your identity and link your new eAuth account to SCIMS Record

- a. You may accomplish this link 2 ways:
 1. Visit your local District Conservationist and ask them to link your eAuth account to SCIMS using the Local Registration Authority process.
 2. Log into the Gateway with your newly created user ID and password and it will begin the online verification process.
 - i. This process will ask you to enter your social security number and answer up to 4 security questions only you should know.

Once your eAuth account is linked to your SCIMS account, logging into the Conservation Client Gateway allows you to conduct business with NRCS as though you were standing at the service center desk.