

# Agricultural Marketing Service

## How to Register for an USDA eAuthentication Account for the ePACA Portal

New and current PACA license holders must have an USDA eAuthentication (eAuth) account to login in to the ePACA Portal.

Register for an eAuth account by going to the eAuth registration page at:

<https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=1>

**Step 1:** Complete the Level 1 registration form with:

- First Name
- Last Name
- Email (use the email address associated with your PACA business entity)

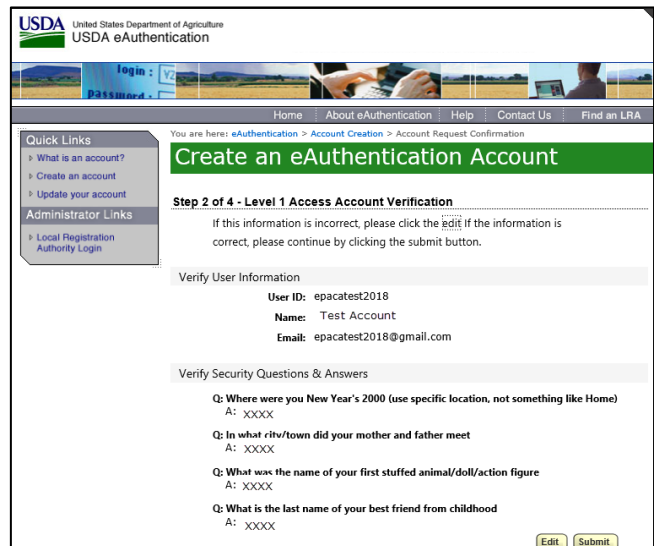
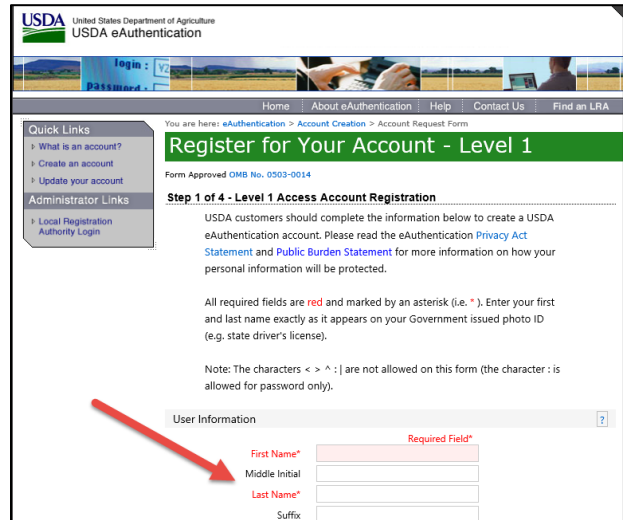
Create a username and password, and answer security questions. This is the account information that you will use to login to the ePACA Portal.

- Passwords must have a minimum of 12 and maximum of 24 characters.
- Passwords must include at least one each of the following:
  - Uppercase letter
  - Lowercase letter
  - Number
  - Special characters:  
! # \$ % = + : ; , ? ~ \* -
- Passwords are not allowed to contain spaces or dictionary words.

**Step 2:**

On the next screen, confirm the information that you entered. If you made a mistake, click on the “Edit” button at the bottom of the screen. If everything looks OK, click on the “Submit” button.

Hint: Remember your security questions and answers – this is required if you forget your password!

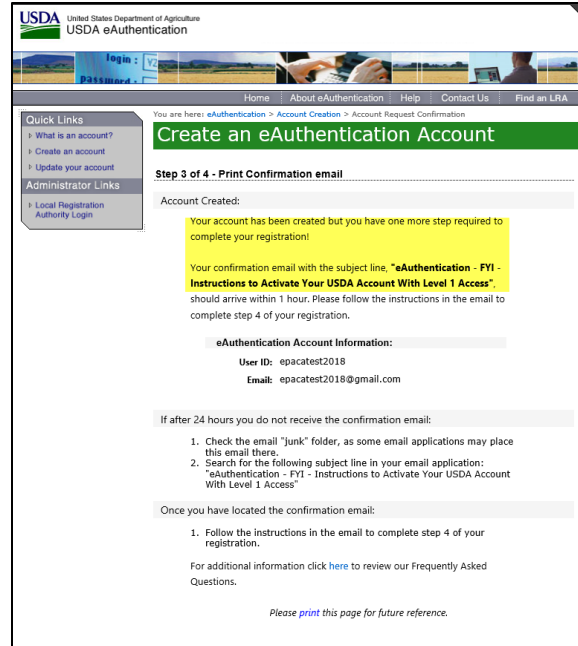


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### Step 3:

This screen tells you that your account has been created, and to look for an email that is sent to the email address that you entered on the registration form.

Your account will not work until you activate your account, by clicking on the “ACTIVATE MY ACCOUNT” link.



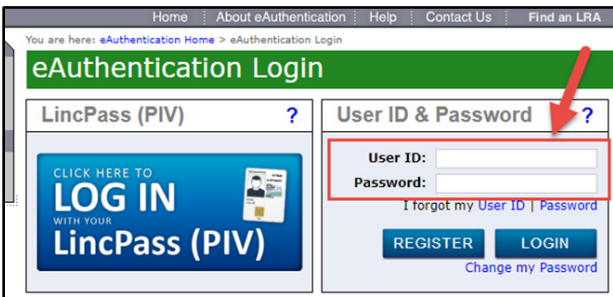
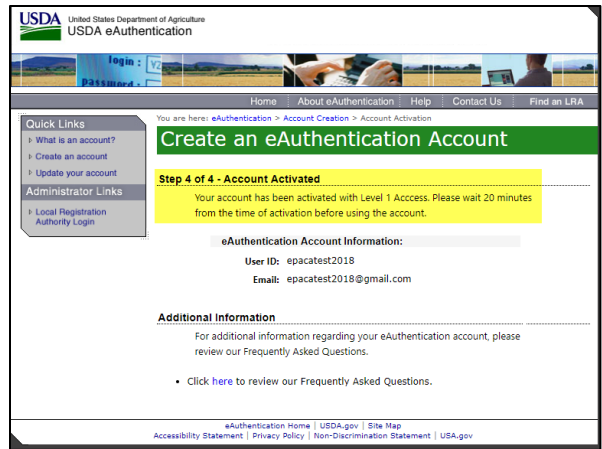
### Step 4:

When you click on “ACTIVATE MY ACCOUNT” link, you will be redirected to the USDA eAuthentication website to confirm that your account has been activated.

You’re done! You can now go to the ePACA Portal page at:

<https://usdaams.service-now.com/epaca>

and login with your User ID and password.



ePACA Portal is managed by the USDA eAuthentication team. For issues with logging in, you need to contact the eAuthentication Help desk:

Phone: 1-800-457-3642 (Option 1, then press 4 to reach a live person)  
 Email: [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov)

The toll-free number works only for users based in the U.S. If you are international, you must send an email.