Agricultural Marketing Service

ePACA Portal - First Time Users for New License or Complaint Submissions

If you've never logged in to the ePACA Portal, you will first need to get a USDA eAuthentication account.

Go to the eAuthentication registration page at:

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

- Follow the instructions to submit the required information (First/Last Name and email);
- You will receive an e-mail to activate your eAuth account. Once you've activated your eAuth account, you can login to the ePACA Portal with your username and password.
- Login to the USDA
 eAuthentication page by
 entering your User ID and
 password, and clicking on the
 LOGIN button.
- **Use the Google Chrome web browser when using the ePACA Portal.

If you do not have Chrome on your computer, you can download it here:

https://www.google.com/chrome/

New Business Entity Registration

Go to the ePACA Portal website at this link: https://usdaams.service-now.com/epaca



NOTE: The ePACA Portal is hosted on a commercial cloud platform called ServiceNow. The USDA ServiceNow platform is authorized to host the ePACA system and the PACA license information in a secure manner that meets federal information security requirements.

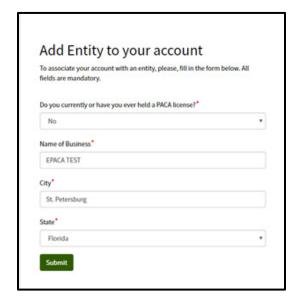


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2. You will see a screen to "Add Entity to your account."

If you have never held a PACA license, select "No" for the first question and enter:

- Name of Business
- City
- State



 You will then be brought to your ePACA Portal business page, where you can access online services to submit a new license application or file a complaint.

