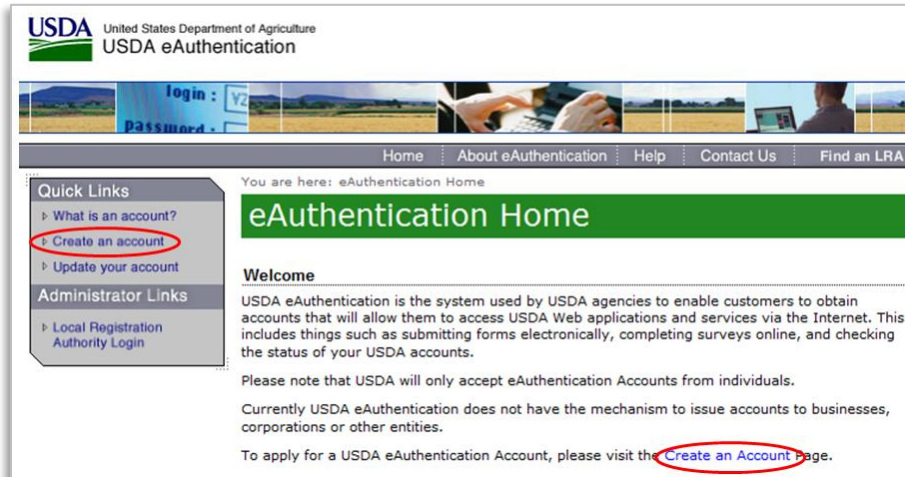


Revised 01/12/2016

In order for clients to access GUS as a Lender Agent of Plaza, there is a two-part process that must be completed. Clients must complete the initial GUS registration directly on the USDA website. Once clients have confirmed their initial account setup, they will need to contact Plaza's Client Services department to complete the security role setup.

The below steps explain how to create a GUS account directly on USDA's website.

1. Access USDA's eAuthentication website: <https://www.eauth.usda.gov/>
2. Click on either of the **Create an Account** links found on the Home page.



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3. On the **Create an Account – Getting Started** screen, select *Register for a Level 1 Account*.

Create an Account - Getting Started

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

1. Log into your profile
2. Fill in and submit the required information
3. Visit your Local Registration Authority (LRA)

[Log into Your Profile](#)

4. **Step 1:** On the **Register for your Account – Level 1** screen, complete all required fields in red. You will also be required to enter four security questions and answers. When finished, click *Continue*.

Register for Your Account - Level 1

Form Approved OMB No. 0503-0014

Step 1 of 4 - Level 1 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the [eAuthentication Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are red and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ | are not allowed on this form.

User Information ?

First Name*

Middle Initial

Last Name*

Contact Information ?

Email*

Confirm Email*

Login Information ?

User ID*

Password*

Confirm Password*

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5. **Step 2:** Verify that the User information and Security Questions & Answers you provided are entered correctly. When finished, click *Submit*.

Create an eAuthentication Account

Step 2 of 4 - Level 1 Access Account Verification

If this information is incorrect, please click the edit. If the information is correct, please continue by clicking the submit button.

Verify User Information

User ID: xxxxxx
Name: xxxxxx
Email: xxxxxx@yahoo.com

Verify Security Questions & Answers

Q: What city was your first job in
A: xxxxxx

Q: What is the name of your first pet
A: xxxxxx

Q: What was your high school mascot
A: xxxxxx

Q: What was the make of your first vehicle
A: xxxxxx

Edit Submit

6. **Step 3:** Print the following confirmation notification for your records. You should also receive an email confirmation immediately afterwards with further instructions on how to complete the activation of your account. ****You must follow the instructions provided on the email confirmation.**

Create an eAuthentication Account

Step 3 of 4 - Print Confirmation email

Account Created:

Your account has been created but you have one more step required to complete your registration!

Your confirmation email with the subject line, "eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access", should arrive within 1 hour. Please follow the instructions in the email to complete step 4 of your registration.

eAuthentication Account Information:

User ID: xxxxxx
Email: xxxxxx@yahoo.com

If after 24 hours you do not receive the confirmation email:

1. Check the email "junk" folder, as some email applications may place this email there.
2. Search for the following subject line in your email application: "eAuthentication - FYI - Instructions to Activate Your USDA Account With Level 1 Access"

Once you have located the confirmation email:

1. Follow the instructions in the email to complete step 4 of your registration.

For additional information click [here](#) to review our Frequently Asked Questions.

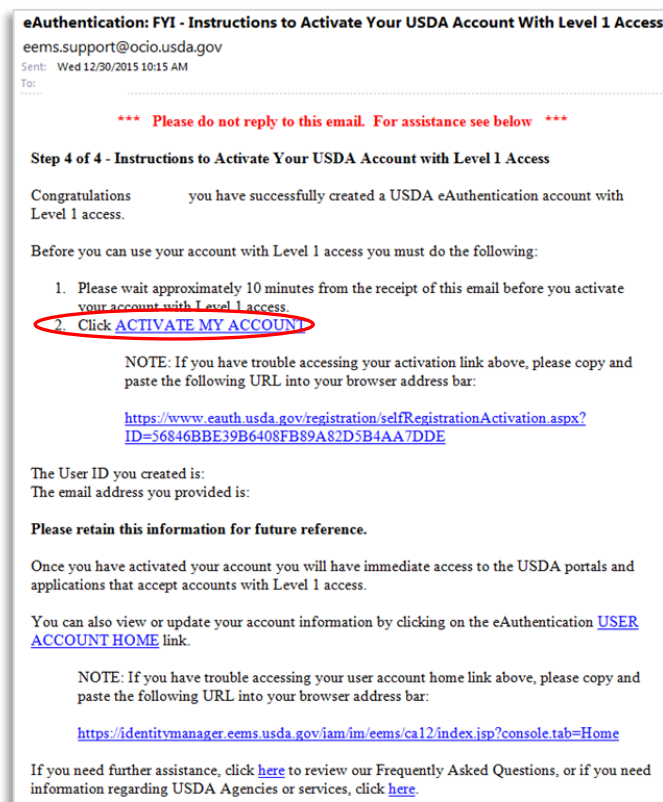
Please [print](#) this page for future reference.

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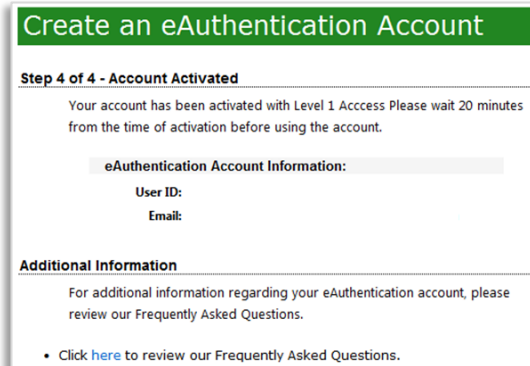
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7. **Step 4:** Once you receive the confirmation email, click the *ACTIVATE MY ACCOUNT* link.



Account Activation confirmed



8. **Step 5:** Now that your account has been activated, the next step is to associate that account with Plaza. To complete this step, email Plaza's Client Services department at broker.approval@plazahomemortgage.com.

In your email request, provide the following information:

- Company Name and NMLS #
- Contact phone number
- 6-digit PULSE Company ID
- Your GUS *eAuth User ID*
- First Name and Last Name, as entered during your GUS registration

Plaza's Client Services department will contact you immediately once the setup is complete.

*For questions on setting up your account, please contact the GUS Help Desk at 1-800-457-3642 (Option 1) or by email at eAuthHelpDesk@ftc.usda.gov.

*For questions on submitting a GUS loan, please refer to the [GUS User Guide](#).

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