Complete the following steps in order to begin the process of accessing SHARES.

1. Create an Account

To begin the process of accessing the SHARES reporting system, first you will need to create an eAuthentication account with Level 2 access by clicking https://identitymanager.eems.usda.gov/registration/selfRegistrationForm.aspx?level=2. (You can read more about Level 2 access by clicking here and scrolling down to "What Is Level 2 Access?").

Note: Please take special care to remember the answers to your security questions *exactly* as you entered them.

2. Verify Your Identity

Once you have registered for your Level 2 eAuthentication account, you will need to complete the identity verification process. This can either be done online, or by presenting your government-issued photo ID in person at a USDA Service Center. You will receive additional instructions for verifying your identity after you have registered for your Level 2 eAuth account. You can find the nearest USDA Service Center by visiting https://offices.sc.egov.usda.gov/locator/app?type=lra and clicking on your state.

3. Contact your T&MA Provider's SHARES specialist

Once you have verified your identity with USDA, send your username and full name (including middle initial; **DO NOT** send anyone your password) to your region's T&MA SHARES specialist so that he or she can contact your state RD office to begin the process of having your SHARES role assigned.