

LAWGS membership is organization-based; in that all user accounts are members of a larger industry organization that have access to the same resources (i.e. applications, application templates, certificates, available funds).

Please Note: No matter what you read on the eAuthentication website, you only need a Level 1 eAuthentication account to access LAWGS. If you sign up for a Level 2 account, it will revert back to a Level 1 account.

Step One: Logging into LAWGS

1. Access the LAWGS website at <https://lawgs.aphis.usda.gov/lawgs/>.
2. Click **Log In**. The *eAuthentication Warning* page displays.
3. Click **I Agree**. The *eAuthentication Login* page displays.
4. Choose one of the following paths:
 - a. If you do not have a USDA eAuthentication Account, proceed to **Step Two**: Creating a USDA eAuthentication Account.
 - b. If you are logging into LAWGS for the first time and already have an eAuthentication account, proceed to **Step Three**: Linking Your New eAuthentication Account to LAWGS.

Step Two: Creating a USDA eAuthentication Account (LAWGS requires only Level 1 Access)

1. Click the **Create an account** link under the Quick Links box in the upper left hand corner.
2. Click the **Level 1 Access** link at the bottom of the page. **NOTE: Only Level 1 Access is required for LAWGS.**
3. Follow the instructions provided on the USDA eAuthentication website and a confirmation e-mail will be sent to you. Follow the instructions in the e-mail to complete and activate your eAuthentication account. Then return to **Step One** to log in to LAWGS again.

For user ID/password assistance and technical support regarding eAuthentication, you must contact the APHIS eAuthentication Helpdesk.
1-866-794-2827 or aehd@aphis.usda.gov

Step Three: Linking Your New eAuthentication Account to LAWGS

1. On the eAuthentication Login screen, enter your eAuthentication User ID and password and click **Login**.
2. The *Initial LAWGS Registration* page appears. (This page will display only during the linking process and is only done once.) Choose *either* **Item 3** or **Item 4** below.
3. **If** your organization already has an account within LAWGS:
 - a. Your organization's LAWGS account administrator should provide you with a unique personal identification number (PIN) to connect to the organization's account. Enter this information and click **Join**.
 - b. Your eAuthentication account is now synchronized with your organization's LAWGS account and you are now logged into LAWGS.
4. *or* **If** your organization does not have an account within LAWGS:
 - a. Click the **Create Applicant Organization** button on the left to create a LAWGS account for your organization.
 - b. The *Registration Wizard – User Information* page appears. Enter your name and phone number and click **Next**.
 - c. Select the **Create a New Organization Account within LAWGS** option and click **Next**.
 - d. On the *Registration Wizard – Create New* page, enter your company's information and click **Submit**.
 - e. The *Registration Wizard – Create Successful* page appears. Click **Continue** to start using LAWGS.
 - f. Your eAuthentication account is now synchronized with your organization's new LAWGS account and you are now logged into LAWGS.
5. The next time you access the LAWGS website, simply enter your eAuthentication User ID and password and click **Login**. This will log you all the way into LAWGS.

For LAWGS questions or further assistance, contact the PCIT Help Desk
1-866-HLP-PCIT (457-7248) or pcithelpdesk@aphis.usda.gov