REGISTER A BUSINESS ON TECHREG

1. Obtain an eAuthentication Account (Skip this step if you have an eAuth account)

a. Register online at TechReg for a Level 2 eAuthentication Account

i. **STEP 1**

1. Create an ID and a temporary Password, using the guidelines found on the form. The Password must contain at least one uppercase letter, at least one lowercase letter, and at least one non-alphabetical character. Store in a secure location. *This password will be changed the first time that you log on to TechReg*.
2. Complete personal information, spelling your first, last and middle name exactly as it appears on your Photo ID.
3. Create your 4 digit Pin number. You will need this information if you ever need to reset your account.
4. Create your 6 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.
5. Click on the Submit button at the bottom of the page.

ii. **STEP 2**

1. Verify the information on Page 2. Make corrections as needed.
2. Print the page.
3. Store in a secure location. This page contains your ID, Password, Pin number and security answers. You will need these if you ever need to reset your password.

iii. **STEP 3**

1. Print the page and follow the instructions.
2. Store in a secure location.
3. An email will be sent to you within 1 hour. **You must respond to the email within 7 days to complete the process**.

2. Verification of ID

a. Call your local NRCS office

i. **STEP 1**

1. A. You must visit a local USDA Service Center in person for identity proofing. Take your government issued photo ID (e.g. State issued drivers license, State issued ID, US Passport or US Military ID) to the nearest USDA Service Center most convenient to you for identity proofing. Note: Your first and last names must appear exactly as they appear on your government issued photo ID that you present at the Service Center.

ii. **STEP 2**

1. If you are not currently a TSP, you will receive an email telling you that you have successfully been added to the system. The email will contain the TSP number. **This does not mean that you are now a TSP. You must complete the TSP Registration, Certification and Verification Process**.

3. Complete TSP Business Registration Process

a. Log on to TechReg

i. **STEP 1 (Skip this step if you have a valid TSP Password)**

1. Create a new password.
   a. Between 9 and 12 characters long. Passwords cannot contain the user's first name, last name, or user id, dictionary words, spaces, tabs or special characters not listed below. Passwords must contain at least
      i. 1 uppercase letter
      ii. 1 lower case letter
      iii. 1 non-alpha character (!#-$%+=,~*)

ii. **STEP 2**

1. Complete Section B, Associated Companies/Agencies, in your TSP Profile.
   a. Click on the "Business/Agency Profile" button found on the right hand side of the banner
   b. Click the "Add Business" button on the left hand side of the "Add Business/Agency" banner.
   c. A pop-up screen will ask that you confirm that you are the official representative for the business. Click ok.
   d. Complete the requested information in the "Update Business/Agency" window
   e. Read Certification Terms
   f. Click on "Accept the Agreement"
   g. Click "Agree."
   h. Your business information will now be visible in Section A of this page

(Business/Agency Profile) and Part 1,Section B of the TSP Profile.

iii. **STEP 3 (Skip this step if the Contact is the sole TSP for the business)**

1. Add Employees
    a. Click on the “Update Employees” button found in Section A of the Business/Agency Profile.
    b. Identify employees from drop-down list. Click on employee name.
        i. Employees must be certified TSPs to be visible on this list.
    c. Use the arrows to move the employee(s) name into the column on the right hand side of the page.
    d. Click Save
    e. In Section A of the Business Profile, click on Sign Agreement
    f. Read Agreement
    g. Click on “Accept the Agreement”
    h. Process is complete

4. Changing the Business Representative

a. **SCENARIO 1 – The current official contact IS available to make changes to their TSP Profile**

i. The business determines who will be the new official contact

ii. The **new** contact:

1. Completes the eAuthentication level 2 process.
2. Logs in to TechReg and completes Section A of their TSP profile.

iii. The **current** contact:

1. Logs into TechReg.
2. Clicks on “Business/Agency Profile” in Section B of the TSP Profile.
3. Clicks on “Update Contact Info” in Section A of the Business/Agency Profile.
4. Replaces current contact’s TSP number with new contact’s TSP number.
5. 5. Click “Save"

iv. The process is complete