

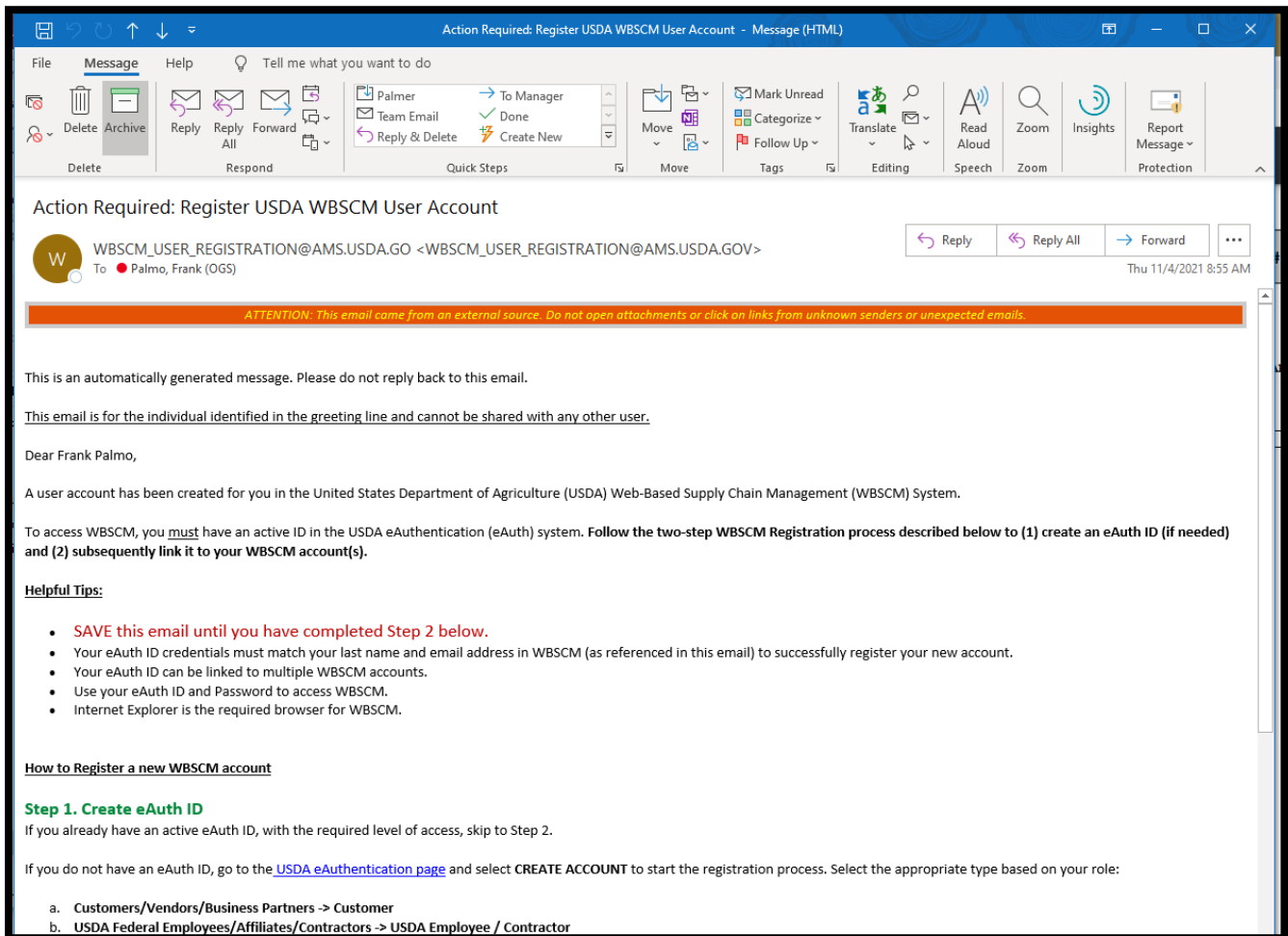


## How to Register in the Web Based Supply Chain Management (WBSCM) System

**Purpose:** Provides New York State Office of General Service Food Distribution insight and guidance for new users registering for the Web Based Supply Chain Management (WBSCM) system.

Review this guide alongside the official USDA/WBSCM 'WBSCM New User Registration' training video: [https://www.youtube.com/watch?v=yPilsMQq\\_KU](https://www.youtube.com/watch?v=yPilsMQq_KU).

A) Your WBSCM user administrator, OGS Food Distribution, will add you as a user to WBSCM, prompting WBSCM to send you an email titled 'Action Required: Register USDA WBSCM User Account.' Locate this email, sample below, to complete the registration process. If you have not received this email, please contact [OgsDonatedFoods@ogs.ny.gov](mailto:OgsDonatedFoods@ogs.ny.gov).



# Step 1

**Note:** If you are a FFAVORS user, meaning you participate in the DOD Fresh Fruits and Vegetables Program, skip Step 1 (B through H) and start at Step 2 (I through L).

B) If you do not participate in the DOD Fresh Fruits and Vegetables Program, meaning you do not use FFAVORS, click on the link provided in step 1 <https://www.eauth.usda.gov/eauth/b/usda/home>.

If you are a FFAVORS user, meaning you participate in the DOD Fresh Fruits and Vegetables Program, skip step 1 (B through H) of this guide and the email from 'A', and start from Step 2 (I through L).

**How to Register a new WBSCM account**

**Step 1. Create eAuth ID**

If you already have an active eAuth ID, with the required level of access, skip to Step 2.

If you do not have an eAuth ID, go to the [USDA eAuthentication page](#) and select **CREATE ACCOUNT** to

- Customers/Vendors/Business Partners -> Customer
- USDA Federal Employees/Affiliates/Contractors -> USDA Employee / Contractor
- USAID Federal Employees/Affiliates/Contractors -> Other Federal Employee / Contractor

You will receive an email with a link to validate your email address and complete the eAuth registration.

C) Once the page loads, click on 'Create Account'.

An official website of the United States government [Here's how you know](#)

**USDA eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE

**eAuth**

HOME **CREATE ACCOUNT** MANAGE ACCOUNT HELP

**eAuth Home**

Delivering easy to obtain, secure and private online access to USDA programs and services.

**More Access with Fewer Passwords**

USDA eAuthentication (eAuth) is the system used by USDA agencies to enable individual customers and employees to obtain accounts that will allow them to access USDA Web applications and services via the Internet.

A single eAuth account saves time and reduces the number of passwords for users by providing effortless access to multiple online resources, programs and benefits to view or conduct official business via the Internet with USDA. This includes submitting forms electronically, completing surveys online, and checking the status of USDA accounts.

D) Select 'Customer' and click continue.

USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE eAuth

HOME CREATE ACCOUNT MANAGE ACCOUNT HELP

### Account Registration ?

What type of user are you?

Customer

USDA Employee / Contractor

Other Federal Employee / Contractor

Continue

E) Enter your email address. This should be the same email address where you received the 'Action Required: Register USDA WBSCM User Account' email shown in step 1.

USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE eAuth

HOME CREATE ACCOUNT MANAGE ACCOUNT HELP

### Customer Account Registration ?

Please enter your email address

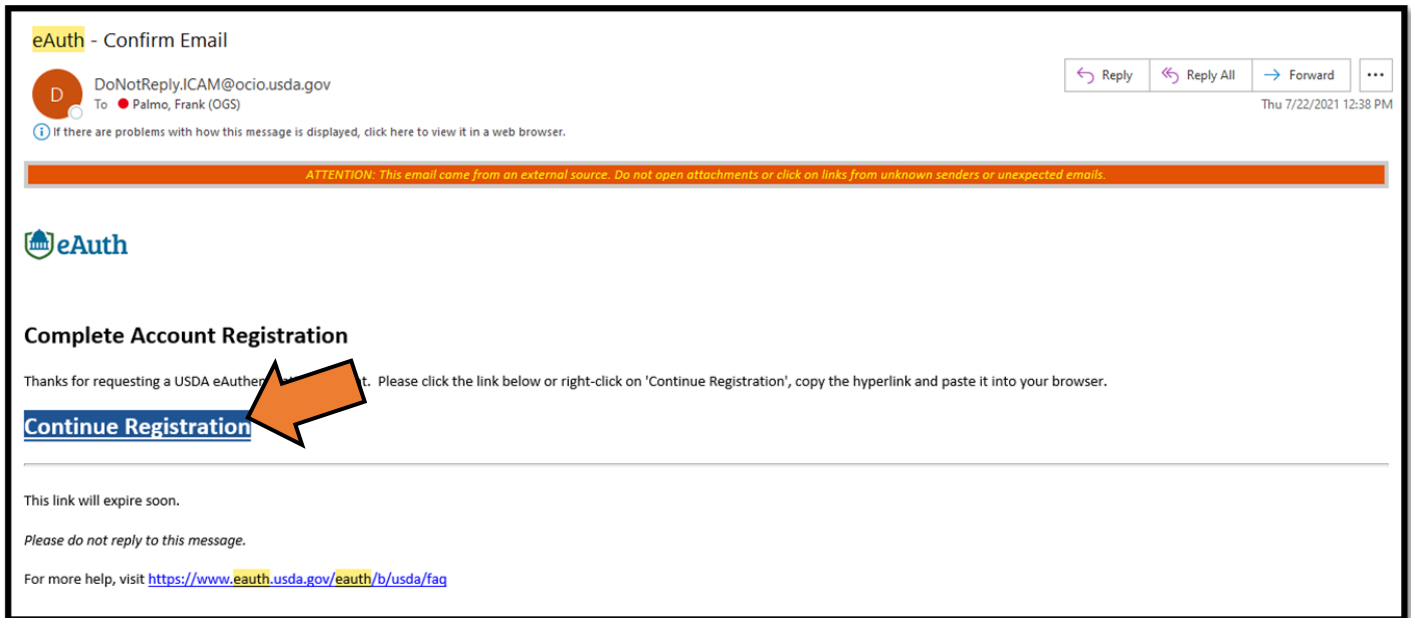
Email Address

Submit

- F) Once you clicked 'Submit', you will receive an 'eAuth – Confirm Email' email from [DoNotReply.ICAM@ocio.usda.gov](mailto:DoNotReply.ICAM@ocio.usda.gov).

**Note:** If you receive an email instead 'eAuth – Account Exists', this means you've already been eAuthenticated and can skip to Step 2 (I through L).

Click 'Continue Registration'. This link is only valid for 30 minutes.

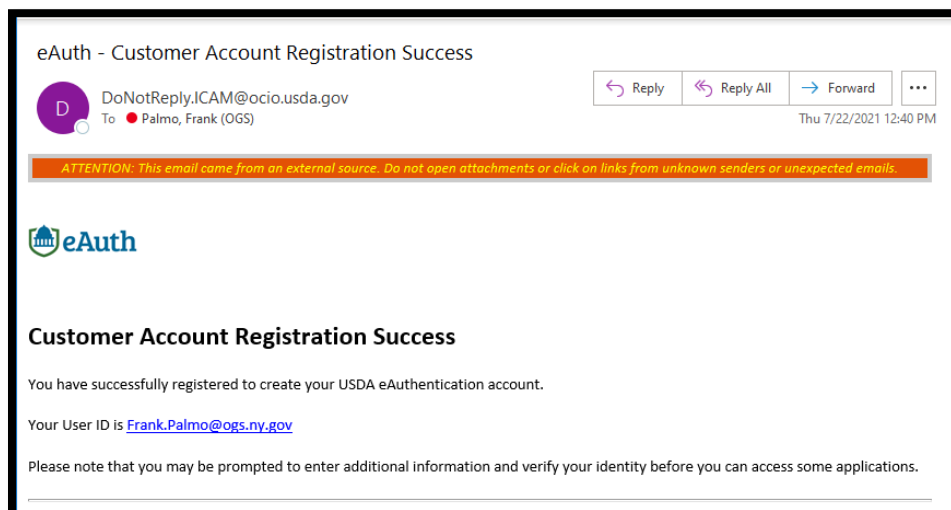


- G) Once you click the 'Continue Registration', you will need to provide the full name of the person responsible for ordering USDA Foods for the school district or childcare center and set a password.

Take note of the password, as this will be needed to log into WBSCM.

- H) Once you've completed 'G', you should receive an 'eAuth – Customer Account Registration Success' email from [DoNotReply.ICAM@ocio.usda.gov](mailto:DoNotReply.ICAM@ocio.usda.gov).

This email will provide your user ID. Please store this information for future use.



## Step 2

**Note:** If you are a current FFAVORS User (meaning, you participate in the DOD Fresh Fruits and Vegetables Program), skip Step 1 (B – H) and start here (I through L).

- I) If you have completed **Step 1** or are a current FFAVORS user, click on the link in 'A' ('Action Required: Register USDA WBSCM User Account') email to load the WBSCM first time login page.

### Step 2. Register WBSCM Account

An active eAuth ID can be linked to more than one WBSCM account. If you have an existing WBSCM account, be sure to sign out of any active WBSCM sessions and close the browser before registering a new account.

To register your new WBSCM account, click on the link below and log in using your eAuth User ID and Password. This link is unique to your WBSCM account and cannot be used by others.

Then, follow system prompts and accept the Rules of Behavior. This will link your eAuth ID to the WBSCM account(s) and complete the WBSCM registration process. If you have multiple WBSCM accounts, you will be prompted to select which one to use whenever you log in.

<https://wbscmntrn.wbscm.usda.gov/registration?action=init&token=1GVHNqW8gKCb0RTYxcDZ4T0%2FFerYXA4CWexmiNQ2gWBgsiK0CeR7CeqW3rxkRM81>  
(copy and paste the link above in Internet Explorer, if you encounter issues.)

Be sure to **Bookmark** WBSCM for future convenience: <https://wbscmntrn.wbscm.usda.gov/>

If you have any questions, please contact your user administrator - [Gabrielle.Viens@ogs.ny.gov](mailto:Gabrielle.Viens@ogs.ny.gov)

You may also contact the WBSCM Service Desk at [wbscm.servicedesk@caci.com](mailto:wbscm.servicedesk@caci.com) or call 877-WBSCM-4U (877-927-2648)

- J) Once the page loads, log in using your email and password (FFAVORS users should use their current FFAVORS username and password).

USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE eAuth

HOME CREATE ACCOUNT MANAGE ACCOUNT HELP

We'll take you to your destination in just a moment...  
The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

Log In with PIV/CAC

Log In with Password

User ID [Forgot User ID](#)

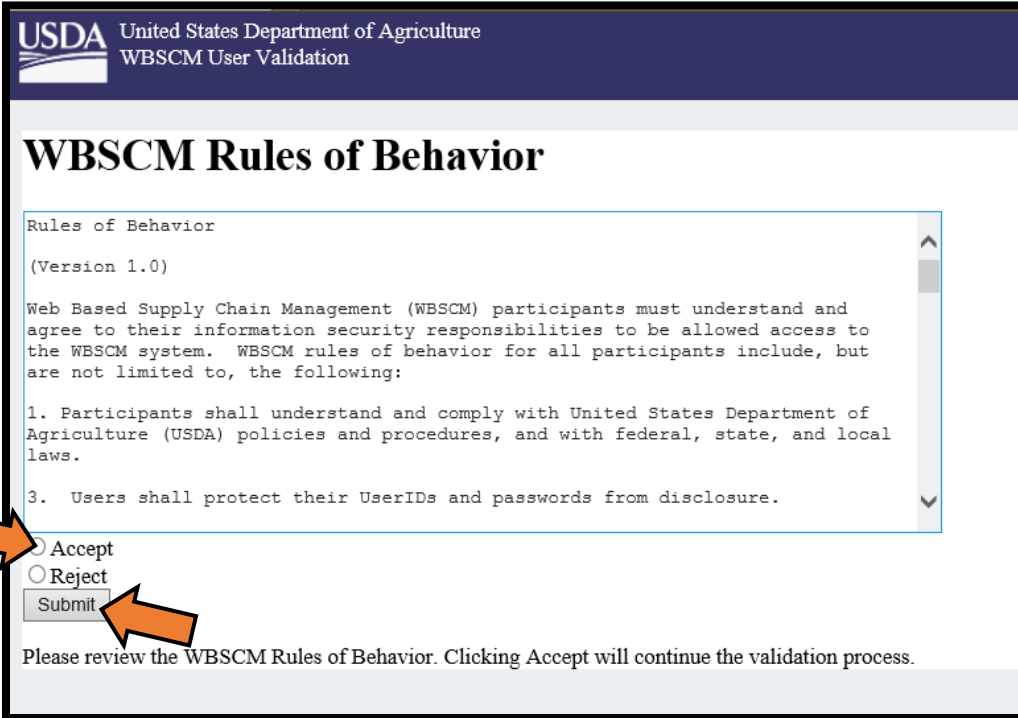
Password [Forgot Password](#)

Show Password

Log In with PIV/CAC Log In with Password

+ Create Account Update Account Find Help

K) Agree to the WBSCM Rules of Behavior.



The screenshot shows the 'WBSCM User Validation' page from the USDA. The page title is 'WBSCM Rules of Behavior'. Below the title is a scrollable text area containing the following text:

Rules of Behavior  
(Version 1.0)

Web Based Supply Chain Management (WBSCM) participants must understand and agree to their information security responsibilities to be allowed access to the WBSCM system. WBSCM rules of behavior for all participants include, but are not limited to, the following:

1. Participants shall understand and comply with United States Department of Agriculture (USDA) policies and procedures, and with federal, state, and local laws.
3. Users shall protect their UserIDs and passwords from disclosure.

Below the text area are two radio buttons: 'Accept' and 'Reject'. The 'Accept' radio button is selected. Below the radio buttons is a 'Submit' button. Two orange arrows point to the 'Accept' radio button and the 'Submit' button. At the bottom of the form, there is a message: 'Please review the WBSCM Rules of Behavior. Clicking Accept will continue the validation process.'

L) You've completed the registration process.



### Important Notes and OGS Recommendations

1. Use Google Chrome for WBSCM. Microsoft will officially be retiring Internet Explorer as of June 15<sup>th</sup>, 2022.
2. If you are responsible for ordering USDA Foods for multiple School Districts or Childcares, please make sure to use the same email address and full name for each. This will automatically ensure each appear as an option when you log into WBSCM.



### WBSCM Support

If you need technical support for WBSCM, please contact the WBSCM Service Desk at 1-877-927-2648 or by emailing [WBSCM.servicedesk@caci.com](mailto:WBSCM.servicedesk@caci.com).

For assistance adding a new School District or Childcare Center, WBSCM Reports, or questions regarding your USDA Food orders, please contact your WBSCM administrator (New York State OGS Food Distribution) at 518-474-5122 or by emailing [OgsDonatedFoods@ogs.ny.gov](mailto:OgsDonatedFoods@ogs.ny.gov).