

## INSTRUCTIONS FOR ACCESSING eTDE

1. For technical assistance, please contact the eTDE System Administrator at [etdeadmin@usda.gov](mailto:etdeadmin@usda.gov).
2. Open a web browser session and type in the following URL:  
<http://www.etde.usda.gov/etde/>
3. The eTDE Welcome Page should be displayed. There are two options on this page.
  - a. If you **HAVE** registered a production eAuthentication account:
    - i. On the eTDE Welcome Page, there is a hyperlink near the bottom of the text that reads, “Click here to Login”. Click the hyperlink and you should be redirected to a “Warning Page” and then the eAuthentication website where users may login with a valid (pre-registered) username and password (see below).
  - b. If you **HAVE NOT** registered a production eAuthentication account:
    - i. On the eTDE Welcome Page, there is a hyperlink near the bottom of the text that reads, “<http://www.eauth.egov.usda.gov/>”. Click the hyperlink and you should be redirected to the USDA’s eAuthentication Home Page.
    - ii. On the eAuthentication Home Page, click to “Create an Account Page”.
    - iii. International users should register a Level 1 account (Note: Level 1 accounts require online approval by the designated eAuthentication Admin for the application – currently the system administrator. Please notify the administrator at [etde\\_sys@yahoo.com](mailto:etde_sys@yahoo.com)).
    - iv. Domestic users should register a Level 2 account (Note: Level 2 accounts require proof of identification at a Local Registration Authority).
    - v. For both Level 1 and Level 2 accounts, follow eAuthentication registration instructions closely.
4. Users will be directed to the eTDE registration page upon initial login. This registration page is eTDE specific and is not the same as your eAuthentication registration.
5. New users will need to Request Entity Registration (just as you would in production).