

# Accessing the eTrade Document Exchange (eTDE) System DOMESTIC (U.S.) USERS including U.S. Exporters Level 2 Access

## Getting Started with the eTDE Application

Access the eTDE Welcome Page on the internet at: <http://www.etde.usda.gov>. The eTDE Welcome Page provides a program overview and gives the user the option to “Login to eTDE” as a registered eAuthentication user, or to create a eAuthentication account and register with eAuthentication at: <http://www.eauth.egov.usda.gov/>.

Each user within a company wishing to access eTDE should follow the following steps of obtaining an eAuthentication account and registering with eTDE as a separate user.

Before creating a eAuthentication account you may want to review the following rules for creating a password. All passwords in eAuthentication must adhere to the following criteria: **Required Characters**

- 9 to 12 characters long
- Have one uppercase letter (A, B, C, etc.)
- Have one lowercase letter (a, b, c, etc.)
- At least 1 of these characters:  
0 1 2 3 4 5 6  
7 8 9  
! # \$ % = + : ; , ? ~ \* -

### **Restricted Information (Do Not Use)**

- Dictionary Words
- Profile Information  
Mother's Maiden Name, Date of Birth, PIN, Your Name, Address, Phone Number, Email, etc.
- Your password will expire after 180 days.

### **Definitions:**

Entity – company or organization registered in eTDE

Provider – organization that originates the certificate or document information such as a certified lab, Federal State Inspection Services, or AMS Dairy Grading.

Owner – organization that owns the material to be distributed such as a peanut sheller or dairy consignor

Associate (verb) – to link employee to an entity registered in eTDE

#### STEP ONE:

Navigate on the internet to <http://www.etde.usda.gov>. You will be taken to the eTDE Welcome Page.

#### STEP TWO:

Register with eAuthentication service by clicking on the eAuthentication link towards the bottom of the Welcome Page and following the instructions for creating a level 2 account. Use your personal address for this initial registration, since your address must match your ID, which you will present to a USDA Service Center in the next step.

Please note that this does not register you with eTDE. Registering with eTDE is a separate activity that will follow.

#### STEP THREE:

Once you have completed the online application for a Level 2 eAuthentication account, you must physically go to a USDA Service Center (<http://offices.sc.egov.usda.gov/locator/app>) with a current State Driver's License, State Photo ID, US Passport, and/or US Military ID to complete your registration.

#### STEP FOUR:

The USDA Service Center will approve your access to the eTDE system and instruct you when access is available.

#### STEP FIVE:

Once you are approved for access, navigate once again to <http://www.etde.usda.gov>. Click on 'Login to eTDE' at the bottom of the Welcome Page using your eAuthentication username and password. You will be taken to a registration page.

#### STEP SIX:

##### **If your company is not registered:**

Register your company as an entity in eTDE if it is not already registered. Complete the entire eTDE User Registration section. Users have the option to 'Request Entity Registration', which, if approved, will establish a new Entity to which individual Users would 'associate'. The user that establishes an entity will automatically become the Entity Administrator for that entity once the registration is approved by the eTDE System Administrator. The entity administrator will approve additional users that register with the same entity.

##### **If your company is already registered:**

Complete only the top portion of the registration page before selecting 'Request Registration. **Do not** select 'Register New Entity and Become Entity Administrator' or 'Entity Information same as Work Information' boxes. **Do not** complete the bottom

portion for Entity Registration Request.

Next, go to the Profile Page, complete or change any User Profile information necessary and then select your company from the list at the bottom of the page and select Request Association.

You will receive an email notification when the System Administrator has approved your eTDE registration request.

#### STEP SEVEN:

Any user with an eAuthentication account and an established entity associated in the eTDE system may request an External System Registration via the eTDE graphical user interface from the Profile web page. Once approved, a request to the Agricultural Marketing Service will be triggered to provide necessary support for your external system.

The Associated User now has access to the eTDE Home Page and the capability to access documents and certificates for which their Entity is the Document Provider, Document Owner, and/or access has been granted by the Document Owner.

**Note:** Access to Trade Documents and Certificates is based on the designation of Document Provider, Document Owner, and/or a Document User that has been granted access by the Document Owner.

**Note:** Users may have to disable pop ups in order to prevent “linkage not found” errors while navigating the eTDE system. If pop ups are allowed and a survey request comes up respond ‘NO’ to the request. If ‘page not found’ error occurs simply refresh page.

**Note:** Additional help can be obtained by emailing the System Administrator at [etdeadmin@usda.gov](mailto:etdeadmin@usda.gov).