



United States
Department of
Agriculture

Farm and Foreign
Agricultural Services

Farm Service
Agency

Kansas City
Commodity Office
P.O. Box 419205
Kansas City,
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February 3, 2012

Dear Warehouse Operators:

RE: New Cotton Online Processing System (COPS) sign-on requirements

Starting March 28th, 2012, access to COPS will require a Department of Agriculture's (USDA) eAuthentication (eAuth) Level 2 identification. This will allow users to securely conduct official electronic business transactions via the Internet, enter into contracts with USDA, and submit forms electronically via the Internet to USDA Agencies.

Effective immediately, the sign-on requirements for the Cotton Online Processing System (COPS) are changed as follows:

All Current COPS users:

Users must log onto the system at least one time before March 28, 2012, to verify their email address. The user will be prompted to enter their current email address (and a confirmation email will be sent).

eAuth Level 1 Users:

COPS eAuth Level 1 users must register as eAuth Level 2 users by March 28, 2012.

Level 1 users who fail to register will not have access to COPS (and will be required to create a new COPS user ID).

To obtain an eAuth Level 2:

To obtain eAuth Level 2 identification, users must complete both of the following:

- Obtain an eAuth Level 2 account by completing the online registration form at <http://www.eauth.egov.usda.gov/>. Once completed, the user will receive an email to confirm the registration.
- Visit a local USDA Service Center to validate the user's identification.

Note: To locate a USDA Service Center, log onto www.fsa.usda.gov and:

- Click "State Offices" tab;
- Select the respective State, and;
- Click "County Offices" under Browse by Subject.

If you need assistance establishing an account, please contact your local USDA Service Center or call the Storage Contract Branch at (816) 926-6662.