

Creating a Business Profile or Renewing or Updating a Business Agreement in TechReg

What is a TSP Business Registry?

TechReg is the Natural Resource Conservation Service (NRCS) web-based registry for the Technical Service Provider (TSP) Program. Individuals and businesses interested in providing conservation technical assistance to farmers and ranchers on behalf of NRCS use this site to register and become certified. TSPs work with NRCS to help agricultural producers plan and apply conservation practices on their land.

Listing the business on TechReg can have several advantages in terms of marketing technical services. Often, an established business name will be more familiar to the producer than the individual TSPs employed with the entity or, conversely, a new business will gain exposure through their TechReg listing.

How to register a business?

In order to become a TSP Business, an organization must register by a Official Business Representatives (OBR) through TechReg. OBR are individuals who have the authority to sign a legal document on behalf of the company and have the responsibility to keep the business profile and certification agreement current.

Official Business Representatives can be, but are not required to be certified TSPs, but they do need to obtain a Level 2 eAuthentication and complete sections A and B of a TSP profile in TechReg. Section A is contact information for the Official Business Representative and Section B is the business profile.

What is an eAuthentication account?

An eAuthentication (eAuth) account is a way for you to interact with USDA websites online. It gives you the ability to identify yourself to the USDA via your User ID and password. It permits you to access a wide range of USDA applications across the many USDA agencies and their services including access to TechReg. You gain the convenience of transacting business with USDA online at any time and from any computer, with internet access, that is convenient to you.

What is Level 2 Access?

An account with Level 2 access allows the user to enter USDA Website portals and applications that have been determined to have the need of higher security requirements or restrictions and the need of a verified identity for each User ID and profile.

In addition, updates to the business profile should occur when there is a change in the Official Business Representative, business contact information changes and a change in the list of certified TSPs/ employees.

Also, updates to the business's Certification Agreement should occur when there is a change in an existing employee's Certification Agreement, when an employee needs to be added or deleted and when the Certification Agreement is within 60 days of expiration or is expired.

Step by Step Guide for Creating and Updating Information in a Business Profile

Step 1-Anyone trying to access TechReg, as a TSP or Official Business Representative, needs to apply for a eAuthentication (eAuth) Level 2 Account.

This is where you will set up a User ID and Password you will use to login into TechReg. A separate guide is available to assist you with steps to [apply for a level 2 eAuthentication \(eAuth\) account](#) on the TSP website. In general getting an eAuth level 2 account is a 4 step process:

Complete online at (<https://identitymanager.eems.usda.gov/registration/index.aspx>)

- Step 1-Account Registration
- Step 2-Account Verification
- Step 3-Confirmation Email, account activation (Level 1) and Local Registration Authority (LRA) Instructions

Complete in-person at USDA Service Center with a LRA

- Step 4-Level 2 Account Upgrade



Steps 1-3 are completed online and takes about 15-30 minutes to complete. Step 3 involves receipt of the confirmation email and clicking on the link to activate your account. This step must be completed within 7 days of receipt of the email or you must start the process over. Step 4 involves you going to a USDA Service Center to have your account activated by a Local Registration Authority (LRA). Step 4 also takes about 15 minutes and can only be completed once Steps 1-3 have been completed. Step 4 involves having your identity verified against the same government-issued photo ID used when creating your eAuth profile in Step 1. Once the LRA upgrades your account to a Level 2, access to TechReg is available within about 10 minutes.

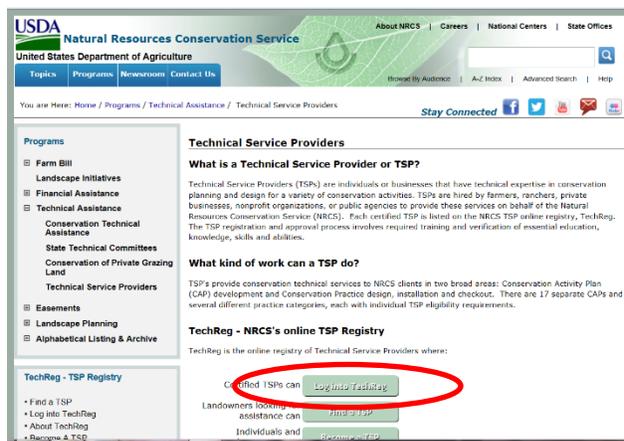
Step 2-Accessing TechReg to Create or Update your Business Profile

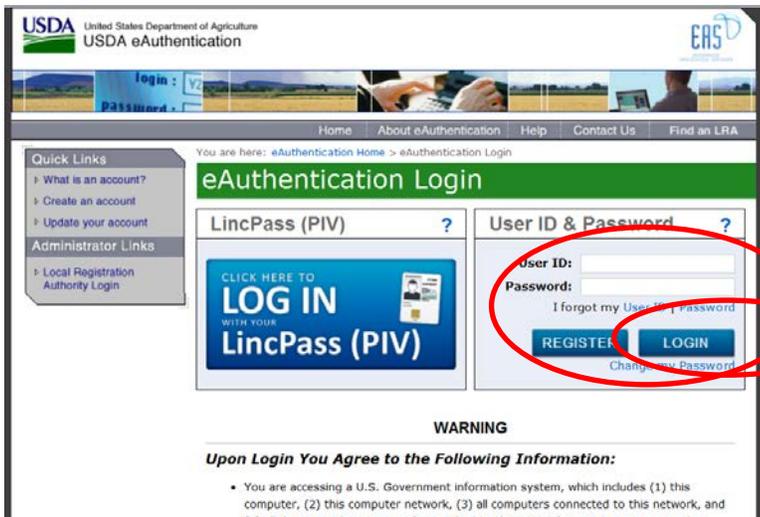
The person associated with the business as the Official Business Representative (OBR) should log into TechReg through the TSP Website using the link below:

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/technical/tsp/>

Click on the large green button *Log into TechReg*

Enter your eAuth User ID and Password and click on the blue *Login* button. Please note your password expires every 6 months. You may try to update your password using the *Change my Password* link below the Login button, or you may contact the **eAuthentication Help Desk by email at eAuthHelpDesk@ftc.usda.gov or by telephone at (800) 457-3642**





Step 2A-Creating A **NEW Business Profile** (New Business Profiles Only)

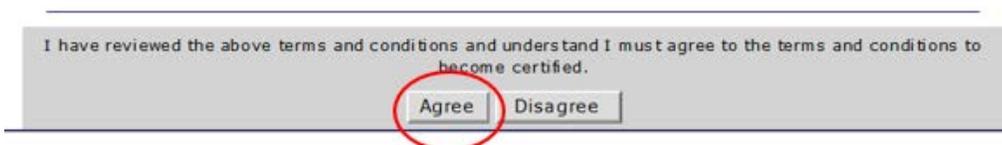
PLEASE NOTE: This step is to be completed by the business's Official Business Representative only.

Official Business Representatives (OBR) are the ones who have the authority to sign and submit the certification agreement on behalf of the company and they control the list of employees that are associated with the company. Individual TSPs who are employees of a business or agency cannot add themselves as employees of a business or agency that has an agreement. Individual TSPs should refrain from entering anything into Section B of their profile if they are NOT the Official Business Representative.

Upon the first successful login to TechReg you will be prompted to answer the first few questions regarding email notifications, speak Spanish and display to public. If the OBR does not seek TSP certification for himself/herself, then they will not display to the public except for on the Business's resume as the contact person if entered as such in the business profile. If OBR is also seeking to become a certified TSP, then he/she will display to the public if the box is checked in this section.

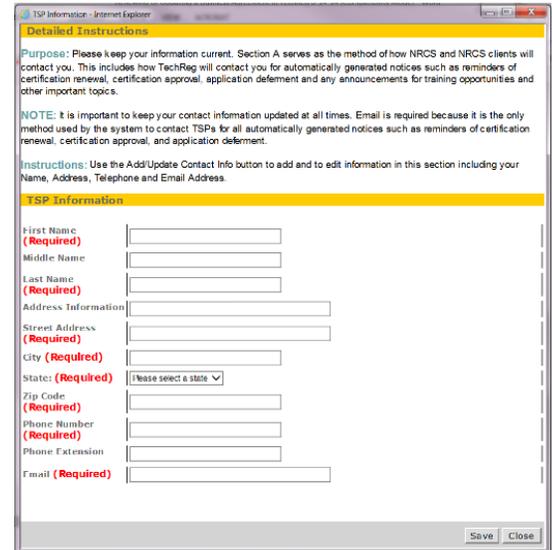
Select if you are applying as *Myself/Individual* or *Individual with a Public Agency*. Select whichever applies to you.

Then read the entire certification agreement and click Agree.



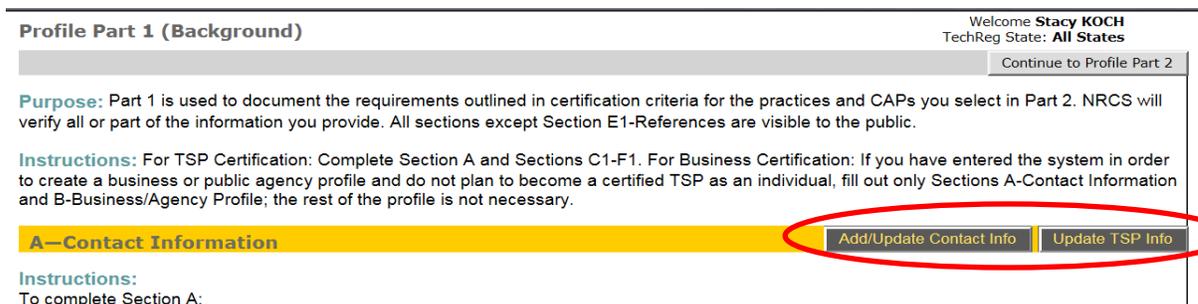
Next you will be brought into the TSP Contact Information screen in your individual TSP Profile (Section A).

NOTICE: If you are only serving as the business's Official Business Representative, then you will only need to complete TSP Contact Information screen (Section A) and Section B-Associated Companies/Agencies (business profile). If you wish to apply for certification as a TSP for yourself, then you must complete the entire TSP Profile (Sections A-J) and submit an application for your own certification before you submit a business application unless you have other certified TSP/employees to name in association with the business.

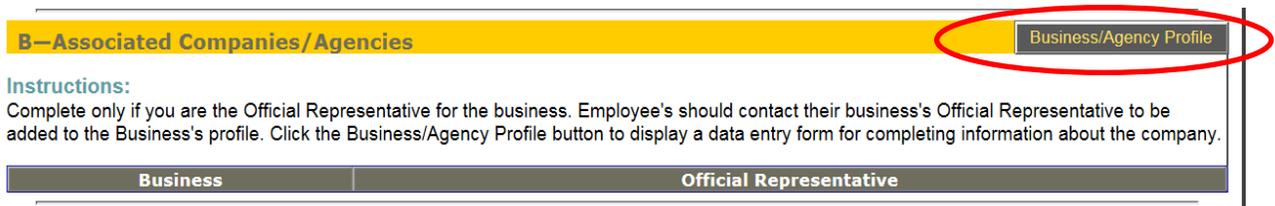


Section A-Contact Information-Complete all the required fields including your name, address and phone number, then click Save. An email address is required since that is the primary method of sending automatically generated notices for certification, deferment, expiration and the notice of renewal.

Once information is entered into Section A, it can be edited by clicking on the Add/Update Contact Info or Update TSP Info buttons.



Section B-Associated Companies/Agencies-Official Business Representatives ONLY-Go to Section B of your profile and click on *Business/Agency Profile*.



Click on *Add Business/Agency*

The screenshot shows the TechReg website interface. At the top, there is a header with the USDA logo and 'United States Department of Agriculture Natural Resources Conservation Service' on the left, and 'TechReg Technical Service Provider Registry' on the right. Below the header is a navigation bar with links for Home, About TechReg, FAQ, Help, and Contact Us. A user greeting 'Welcome Stacy KOCI' and 'TechReg State: All State' is visible in the top right. On the left side, there is a 'Search USDA' box and a 'Registry' sidebar with various links like 'TSP Registry', 'Business/Agency Registry', and 'TechReg Resources'. The main content area is titled 'Business/Agency Profile'. It contains a 'Purpose' section, a 'NOTE' about updating business agreements, and 'Instructions' for creating or updating profiles. Below the instructions, there are two yellow highlighted sections: 'A—Business/Agency' and 'B—Certification Agreement History'. In the 'A' section, a button labeled 'Add Business/Agency' is circled in red. Below this, it says 'TSP is not associated with any business.' The 'B' section also says 'TSP is not associated with any business. So, there is no Business Agreement History'. At the bottom of the page, there is a 'Back to TSP Profile Part 1' link.

Complete all (Required) fields, then click SAVE.

Business Type: Entity or a Public Agency—make sure the correct option is selected.

Display Employees to Public: Yes or No— Do you wish for your employees' names to be displayed to the public, or do you only wish for the business name to show up in the list of TSPs found on the public side of the registry?

The screenshot shows a web browser window titled 'Business Contact Update - Internet Explorer'. The page has a yellow header with 'Detailed Instructions'. Below the header, there are instructions for creating or adding a new business or agency profile. The main section is titled 'Business Contact Information' and contains several fields with labels in red indicating they are required. The fields are: Business Type (Required), Display Employees to Public (radio buttons for Yes and No), Business Name (Required), Contact First Name, Contact Middle Name, Contact Last Name, Address Information (Street Address (Required), City (Required), State (Required), Zip Code (Required), Phone Number (Required), Phone Extension, and Email (Required). There are dropdown menus for 'Please select business type' and 'Please select a state'. At the bottom right of the form, there are 'Save' and 'Close' buttons.

Step 2B-**Certified** Businesses Only-Renewal Reminder

An OBR for a certified business may receive a Business Certification Renewal reminder upon login if the business's current Certification Agreement has expired or is due to expire within the next 60 days.

You need to select *Yes, Remind Me Later* or *No*, then it will take you into your Business Profile.



Step 3: Creating or Updating Your Business Profile-All

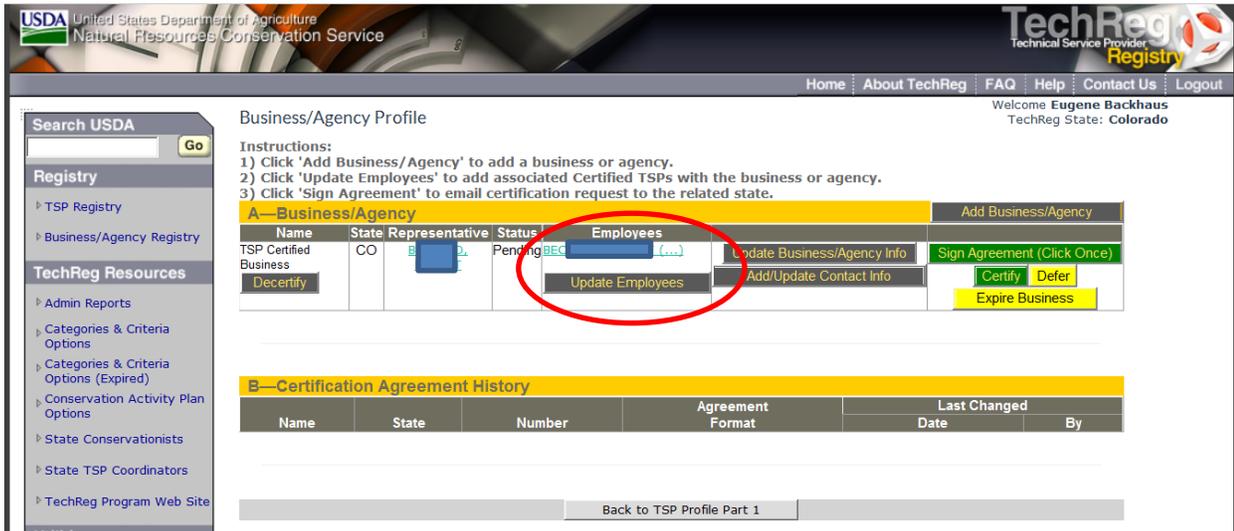
The example screenshots are of an existing business profile. The screens and fields are the same for a new business profile with the exception of all the columns and data entry fields will be blank. The data entry steps to create a business profile are the same as those used to update information in an existing business profile.

Employees listed for a business must be certified with a current Certification Agreement. It is the responsibility of the Official Business Representative to review the names of all of the certified TSPs/employees listed in the Employees column and make sure all of those people are still employees of the business or agency and all are still "certified" TSPs. If an employee is in the process of renewing or modifying an existing Certification Agreement, then you may need to update the business Certification Agreement again once they complete their own certification, particularly if you wish to pick up any new practices or CAPs or any new states being added to their agreements for the business's certification. **Each time a change is made in an employee's individual Certification Agreement, the business agreement should be updated to capture those changes. The business's Certification Agreement does not update automatically.** *NOTICE: When attempting to add an employee to the business's list of employees, only TSPs who are certified will show up on the Employee select list.*

If you are unsure where to find the business's current Certification Agreement or which employees are listed in the agreement, then you can view the most current business certification agreement in Section B of the business profile. See Step 8-Business Certification Agreements for more information.

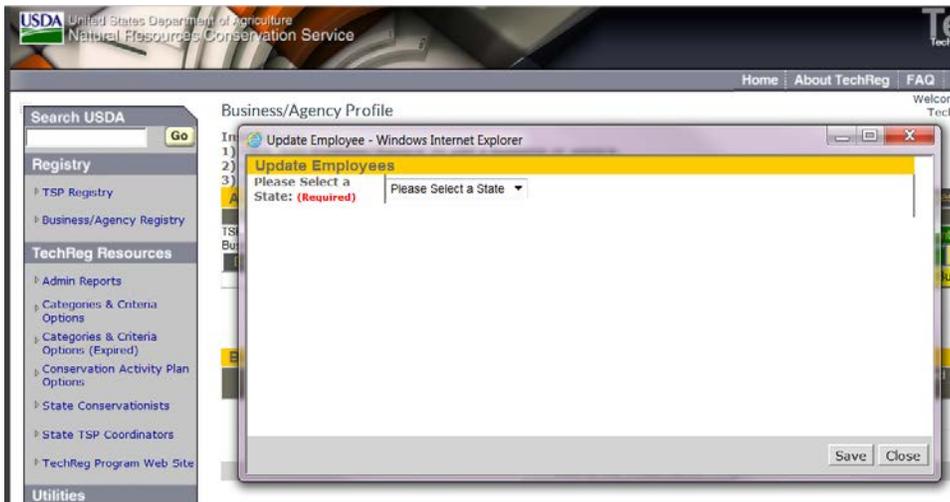
If you have an employee who has been newly certified and isn't in the current list of TSPs you will need to add them to your list. See Step 4 for those instructions.

Please Note: The screenshot below is from an actual business profile, so personal identifying information has been blocked out.



Step 4-Adding Or Removing An Employee To/From the Employee List

Click on *Select/Update Employees* button in the profile. Select a resident state (of the employee) from the drop down list.

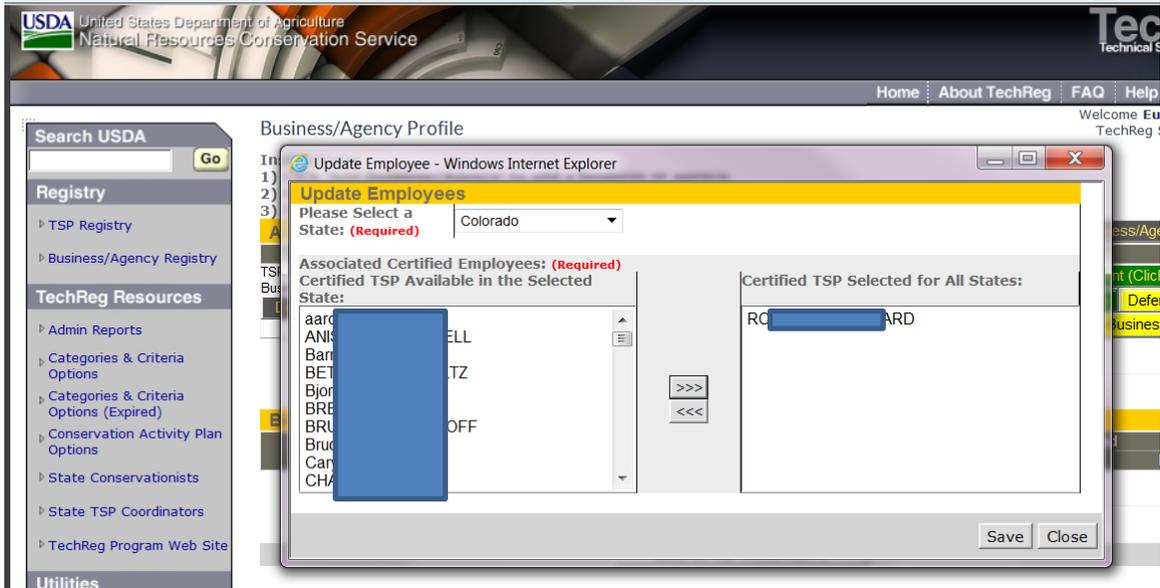


Once the list of certified TSPs for that state are showing, then in the box on the left find the name of the employee you wish to ADD, click on their name to highlight the name in blue, and then use the >>> button to move that employee to the box on the right. Once you have selected all the new employees, then click SAVE.

To remove an employee from the Employee List, click on *Select/Update Employees*, highlight the name in the box on the right and use the <<< button to move them back to the box the left, then click SAVE.

If the OBR is also a “certified” TSP, then the OBR should also be included in the list of Employees even if they are the only employee of the business that is certified.

Please Note: The screenshot below is from an actual business profile, so personal identifying information has been blocked out.



Step 5-Update Business/Agency Info (Existing Business Profiles Only)

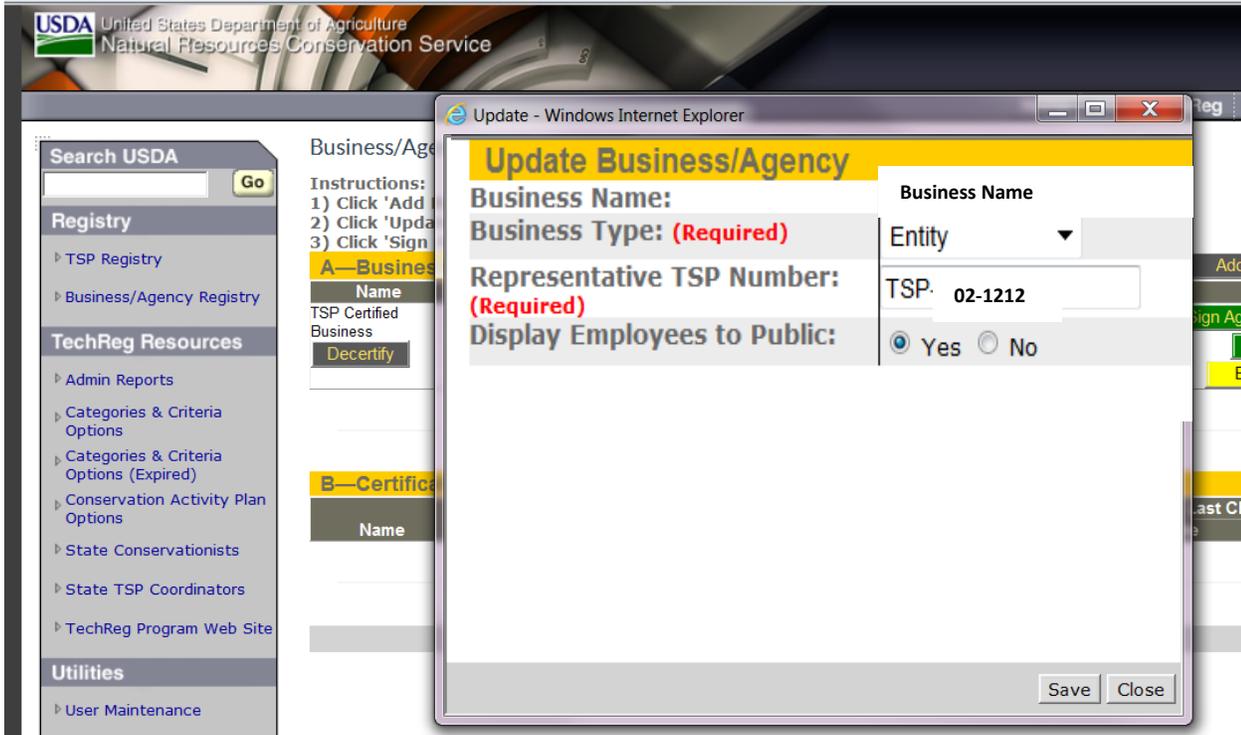
You cannot change the business name in this screen as it is already pre-populated based upon the information you already have provided and were certified under. Should you have a name change with the business, you should contact the TechReg Technical Support or your State TSP Coordinator.

Entity or a Public Agency-make sure the correct option is selected.

Representative TSP Number-TechReg automatically populates this number based upon the number assigned to the OBR named in the Representative column. The OBR may or may not be a “certified” TSP.

Display Employees to Public- Is a, Yes, or No, question asking if you wish for your employees’ names to be displayed to the public or do you only wish for the business name to show up in the list of TSPs found on the public side of the registry?

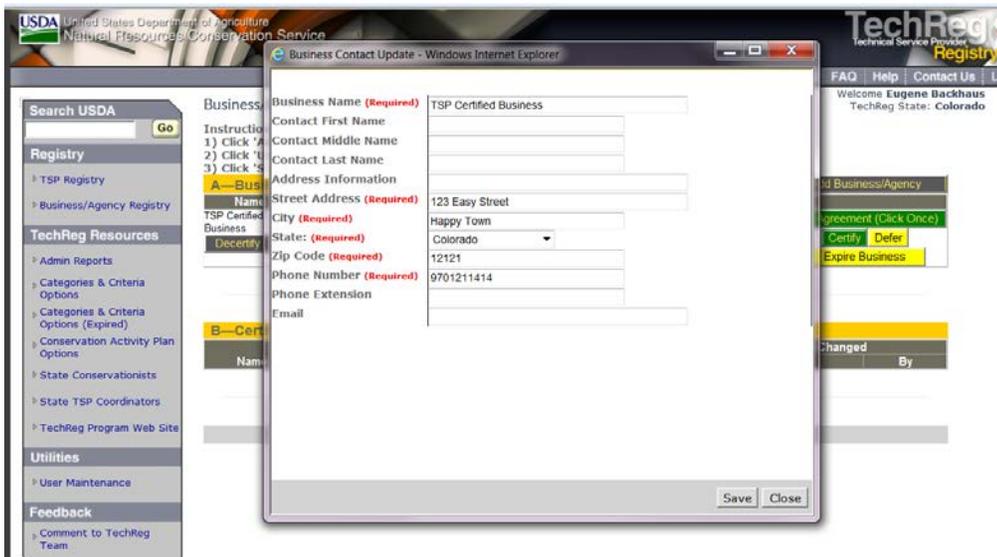
Click **SAVE** once all information has been entered/updated.



Step 6-Add/Update Contact Info

Fields with the **(Required)** next to it is information that must be provided to complete this page. Providing information in the remaining fields is optional. NOTICE: Email addresses are now required fields.

Click SAVE once all information has been entered/updated.



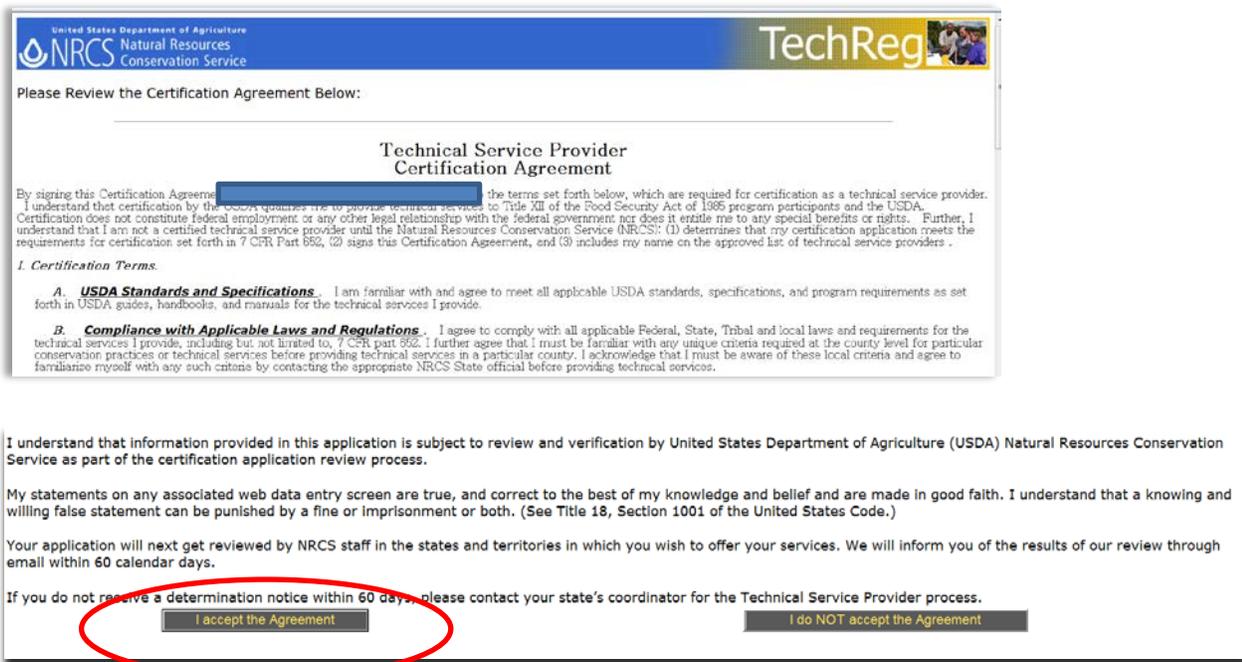
Step 7-Signing Your Business Certification Agreement

As the OBR, you are the one who can legally sign the Certification Agreement for the company or agency. By signing the Certification Agreement you are agreeing to everything written in the Certification Agreement and submitting your business application for certification regardless if it is to update an existing agreement, requesting a renewal or a new application.

To sign the Certification Agreement, click on the *Sign Agreement (click once)* button located in the last column to the right. Read the Certification Agreement, then click on *I accept the Agreement* button at the bottom of the page.



Please Note: The screenshot below is from an actual business profile, so personal identifying information has been blocked out.

A screenshot of a web form titled "Technical Service Provider Certification Agreement". The form is from the "United States Department of Agriculture Natural Resources Conservation Service" and "TechReg". It contains several sections of text, including "Please Review the Certification Agreement Below:", "I understand that information provided in this application is subject to review and verification by United States Department of Agriculture (USDA) Natural Resources Conservation Service as part of the certification application review process.", and "My statements on any associated web data entry screen are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willing false statement can be punished by a fine or imprisonment or both. (See Title 18, Section 1001 of the United States Code.)". At the bottom, there are two buttons: "I accept the Agreement" (circled in red) and "I do NOT accept the Agreement".

Step 8-Business Certification Agreement

You can look at all of your business Certification Agreements in Section B of the Business Profile by clicking on the *View* button located in the Certification Agreement column. Unfortunately if there is more than one certification agreements showing in Section B, they are not always listed in the correct chronological order. You will need to click on each agreement to see which agreement is the most recent. You can put them in order by looking at the dates the agreements were signed by the Official Business Representative and/or the State Conservationist. The Certification Agreement expiration date follows the electronic signatures. The original agreement will only contain a date whereas a modification of an agreement will contain the same expiration date and a time stamp. The list of employees and the categories/CAPs and States of certification is the last section of the Certification Agreement.

Please Note: The screenshot below is from an actual business profile, so personal identifying information has been blocked out.

A—Business/Agency Add Business/Agency

Instructions: To add or update information in the business profile:

1. Click Select/Update Employees to add associated certified TSPs with the business or agency;
2. Click Update Business/Agency Info to change the Official Representative, business type, or display to public option;
3. Click Add/Update Contact Info to update the contact information for the business;
4. Click Sign Agreement (click once) to submit an application for certification of the business.

Name	State	Representative	Status	Employees		
[Redacted]	MT	[Redacted]	Certified	[Redacted] [Redacted] (MT) [Redacted] (...)	Update Business/Agency Info	Sign Agreement (Click Once)
Decertify				Select/Update Employees	Add/Update Contact Info	Certify Defer Expire Business

B—Certification Agreement History

Instructions: To view a copy of your current Certification Agreement select an agreement to open using the View Agreement button listed in the Agreement Format column. NOTE: If multiple agreements are listed below, the bottom most agreement is the most current.

Name	State	Number	Certification Agreement	Agreement Expiration Date	Last Changed	
					Date	By
[Redacted]	MT	TSP-B-[Redacted]	View	Apr 28 2018	Apr 28 2015	Stacy KOCH
[Redacted]	MT	TSP-B-[Redacted] (mod1)	View	Apr 28 2018	Aug 12 2015	Stacy KOCH

Back to TSP Profile Part 1

Step 9-Changing a Business’s Official Representative

The new OBR will need to have an eAuth Level 2 account and will need to login to TechReg, complete Section A (only) as described in Step 2A-Creating a new business profile. Once completed, the new OBR will take notice to his/her individual TSP Number listed under their name in Section A and provide that number to the existing OBR. The existing OBR will enter his/her own individual profile, go to Section B and click on the *Business/Agency Profile* button.

Once inside the business profile, click on the update *Business/Agency Info* button.

B—Associated Companies/Agencies Business/Agency Profile

Instructions: Use this section only if you are the official representative of the business or agency. Official representatives are not required to be certified TSPs. Creation of a business or public agency will require that at least one certified individual be associated. [...More Help](#)

Business	Official Representative
[Redacted]	[Redacted]

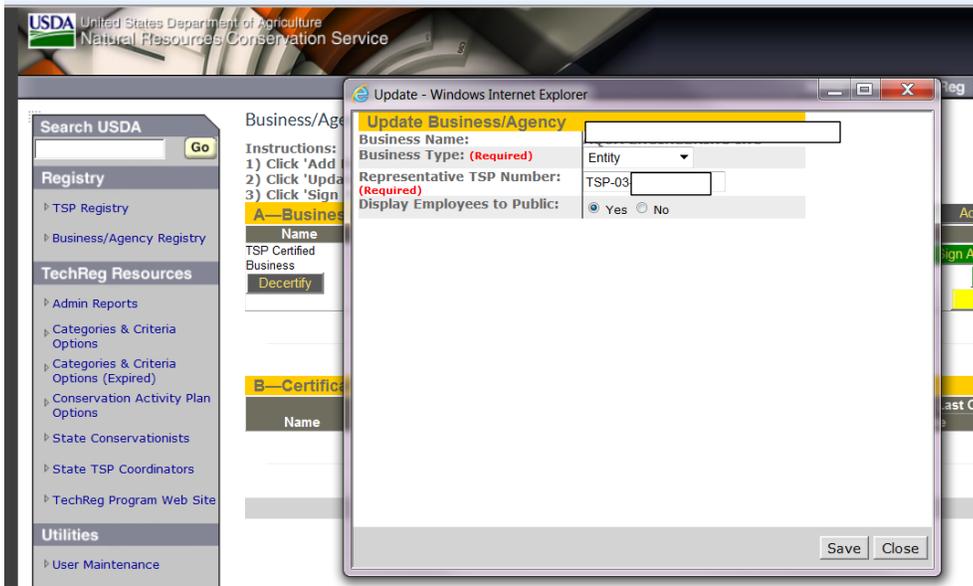
Add Certification/License

Update Business/Agency Info Sig

Add/Update Contact Info

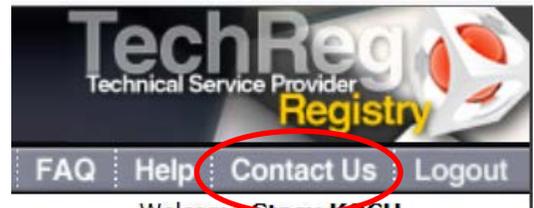
The field labeled *Representative TSP Number* currently will list the existing OBR's TSP Number. Delete the number in the field and replace it with the TSP Number of the new OBR, then click **Save**. Immediately the business profile will disappear and will be available in the new OBR's profile in Section B.

NOTICE: When the new Official Business Representative opens the business profile in Section B you may notice each employee's name is listed twice, this is a known glitch in the system and will be corrected automatically when the certification agreement is updated/recertified. This is no need to contact us if this should happen.



Need Help?

If you have any problems updating or creating a business profile, please use the Contact Us link at the top of the business profile page in TechReg to reach TechReg Technical Support or contact your State TSP Coordinator or the National TSP Team.



Links for State TSP Coordinators and National TSP Team can also be found in the *Important Contacts* box on the left side of the home page on the TSP Website:

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/technical/tsp/>

