Creation of an account in the Lacey Act Web Governance System (LAWGS) is limited to the following trade roles:

1) **U.S. Importers of Record;**

2) **Foreign Importers of Record (only if they qualify for this role under CBP requirements); and**

3) **U.S. customs brokers with a power of attorney to represent a foreign or domestic importer of record.**

LAWGS membership is organization-based; all user accounts are identified as members of their company or organization and have access to the same resources within LAWGS (e.g., applications, application templates, certificates, and available funds).

Action One: Logging into LAWGS

1. Access the LAWGS website at https://lawgs.aphis.usda.gov/lawgs/.

2. Click **Log In**. The eAuthentication Log In page displays.

3. Select Customer user type.

4. Login.gov will now be available for our customers doing business with USDA online. Choose one of the following paths:

   a. Customers who don't have a have a Login.gov account can create one and link it to an existing eAuth account to retain relationships with USDA. Please proceed to **Action Two: Creating a Login.gov account**.

   b. Customers who don't have an existing eAuth account to link with Login.gov can create a Login.gov account.

   c. Customers who already have a Login.gov account, proceed to **Action Three: Linking your Login.gov account to LAWGS**.

5. Once you link your Login.gov account to your eAuth account, you will use Login.gov for all future access to USDA eAuth-protected applications or continue using your eAuth User ID and password until the full transition date to Login.gov.

Action Two: Creating a Login.gov Account.

1. Select Login.gov.

2. Click the **Create an account** button.

3. Enter your email address. Then click **Submit**. The Registration Email Sent page displays.

4. Access your email and confirm the email address using the instructions provided on the **Login.gov − Confirm Email**. **NOTE:** The link in the email will expire soon.

   a Enter Password and click **Continue**. Authentication method setup page displays.
   b Using this multi-factor authentication method, add at least two different options in case you lose one of your methods.
   c Click **Agree and Continue**. Link with Login.gov displays. Choose below options to proceed.

      i. Click **Yes** to link your existing USDA eAuth account with Login.gov. LAWGS Home page displays.
      ii. Click **No/Continue** without linking your existing USDA eAuth account. LAWGS Initial Registration page displays. Proceed to **Action Three, step 2**.

Please visit the eAuth Login.gov FAQs for information on Login.gov account registration or account issues

Action Three: Linking Your New Login.gov Account to LAWGS

1. On the eAuthentication Login page, select Customer as user type. Customer Login page displays.

   Note: You are still allowed to use eAuthentication and enter your eAuth credentials to login in to LAWGS.

2. Select Login.gov. Sign in page displays. Enter your Login.gov User ID and Password and click **Sign in**. Depending on the multi-factor authentication methods selected when you created the Login.gov credentials, you will be prompted to retrieve an authentication code. Enter the code and click **Submit**. Initial Registration page displays.

3. Now that you've accessed LAWGS, you can create a new organization or join an existing one. LAWGS is organization based, meaning that you will belong to an organizational group that can share data. At this point you can create a new organization or join an existing one. To join an organization, the organization administrator would have provided you a PIN. Make a selection based on the options below:

   a. Creating a New Organization in LAWGS – Proceed to Action Four.

   b. Joining an Existing Organization in LAWGS – Proceed to Action Five.

Action Four: Creating a New Organization in LAWGS

1. To create a LAWGS account for your organization, click the **Create Applicant Organization** button on the left.

2. The Registration Wizard – User Information page appears. Enter your Name and Phone, and then click **Next**.

3. The Registration Wizard – Choose a Path page appears. Select the Create a New Organization Account within LAWGS option and click **Next**.

4. The Registration Wizard – Create New Organization page, enter your company's information and click **Submit**.
   NOTE: Only one profile per applicant organization is needed. As the organization administrator, you are responsible for adding and maintaining other LAWGS user accounts for your company or organization. When entering additional user accounts to your applicant organization, you should also designate at least one other user as an administrator.

5. The Registration Wizard – Create Successful page appears. Click **Continue** to start using LAWGS.

6. Your Login.gov account is now synchronized with your organization's new LAWGS account and you are now logged into the system.

7. The next time you access the LAWGS website, simply enter your Login.gov User ID and password and enter authentication code click Submit. This will log you all the way into LAWGS.

Action Five: Joining an Existing Organization in LAWGS

1. Your organization's account administrator should provide you with a unique personal identification number (PIN) to connect to the organization's account. Under Option 2, enter this information and click **Join**.

2. Your Login.gov account is now synchronized with your organization's LAWGS account, and you are now logged into LAWGS.

3. The next time you access the LAWGS website, simply enter you Login.gov User ID and password and enter authentication code and click Submit. This will log you all the way into LAWGS.

> For LAWGS questions or further assistance,contact the LAWGS Help Desk
> 1-866-HLP- (457-7248) or pcithelpdesk@usda.gov