



NATIONAL INFORMATION CENTER FOR STATE, PRIVATE, AND TRIBAL FORESTRY

NIC Portal Account Request Guide

HOW TO CREATE A NIC PORTAL ACCOUNT

Last updated: 10 April 2025

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1. Browse to <https://apps.fs.usda.gov/nicportal> and select a user type. (See [Figure 1 - Login Options](#)).

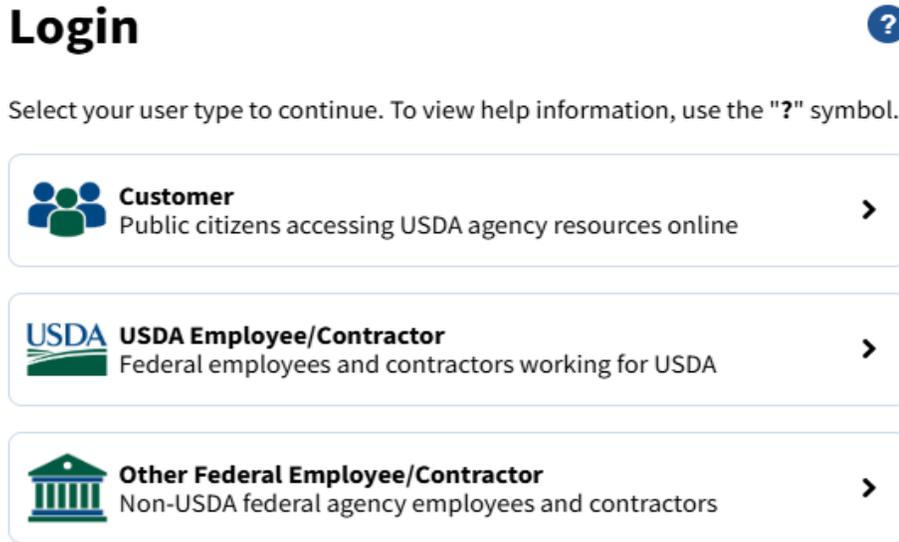


Figure 1 - Login Options

2. USDA Forest Service partners should select the **Customer** type. (See [Figure 2 - Customer Login Option](#))

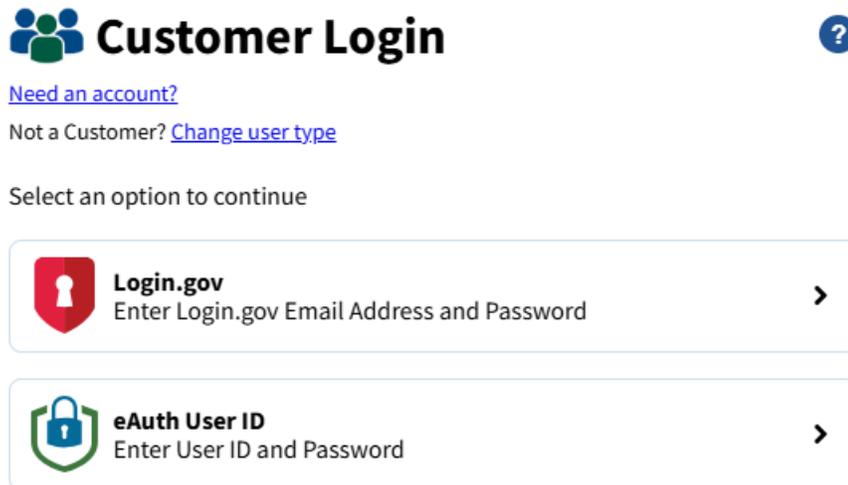


Figure 2 - Customer Login Option

3. Click on the **Need an account.**
4. Click on **Continue to Login.Gov.**

USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.



Sign in for existing users

Email address

Password

Show password



Figure 3 - Login.gov Sign In

5. Click on the **Create an account** button. (See [Figure 3 - Login.gov Sign In](#)).
6. Complete form and click **Submit**.
7. Locate and open email from Login.Gov and click the **Confirm** email address button.
8. Enter and confirm your new password.
9. Click the **Continue** button.
10. Set up Authentication method(s) – Choose method(s) that are best for you and follow on-screen instructions. They are not documented here.
11. Click **Agree and continue**.

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12. Select **Continue without linking to an existing eAuth account**. (See [Figure 4 - Link with Login.gov Options](#)).

Link with Login.gov ?

Login.gov must be linked to an eAuth account to use it with USDA applications.

Use an existing eAuth account to link to my Login.gov account.

Continue without linking to an existing eAuth account.

Continue

Figure 4 - Link with Login.gov Options

13. Click **Continue**.
14. Enter User Information and click **Submit**.
15. Enter phone number and select role and permissions (e.g. state organization user with data entry permissions) for each application that you need access to. (See [Figure 5 - Account Creation User Information and Access Options](#)).

Create a NIC Portal Account

Create Account, Step 1

• Phone Number is required

* First name Peter

* Last name Bedker

* Phone number 612-741-3773

* Email address bedkerp@gmail.com

Request User Access

* Community Accomplishment Reporting System	State Organization User
Data Entry Permission	Yes
* Forest Legacy Information System	N/A
Data Entry Permission	No
* State Fact Sheet System	N/A
Data Entry Permission	No
* SMART Accomplishment Reports	N/A
Data Entry Permission	No

Figure 5 - Account Creation User Information and Access Options

16. If you are not requesting a national user role, you must next select the organization or organizations you represent.
17. After specifying your organization(s), click the **Next** button.

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18. Confirm account request details and click the **Submit** button (See [Figure 6 - Submit Request](#)).

The screenshot shows a web form titled "Create a NIC Portal Account" with a "Review Account" section. The form contains the following information:

Review Account	
First name	Peter
Last name	Bedker
Phone number	612-741-3773
Email address	bedker@gmail.com
CARS	
User Role	State Organization User
Data Entry Permission	Yes
State Organization(s)	North Carolina Forest Service NC
FLIS	
User Role	N/A
SFS	
User Role	N/A
SMARTar	
User Role	N/A
NIC	
Administrator Role	N/A

At the bottom of the form, there are two buttons: "< Back" and "Submit".

Figure 6 - Submit Request

Administrators will be notified of your account request on submission. They will act on your request as soon as practical. Our goal is to complete our reviews within two business days. You will receive a system-generated email notifying you of the review decision. Questions can be directed to the NIC Portal Help Desk (email: sm.fs.spfnic@usda.gov).