SHARES Access Instructions for Grantee or T&MA Staff

1. Navigate to [https://shares.sc.egov.usda.gov](https://shares.sc.egov.usda.gov)

2. Create Account

3. Sign up as a “Customer”

4. You will receive a confirmation email within an hour

5. Did you get the email?

6. Identify yourself via the online system

   6a. Yes
       
   6b. Repeat first 3 steps

7. Were you able to use the online system to verify your identity?

6b. Yes

   7a. Send an email to shares@rcac.org with the following:

       Full name you used to sign up including middle name or initial.
       Your company name, address & phone number
       Your new login username you signed up with (do not send password)

   7b. You will be directed to go to a RD or Farm Service (RD-LRA) Location near you. Be sure to take your Photo ID with you

8. Try logging in after a week. If you see a notice that says “You have no assigned role” your access is not granted yet. Please keep checking. If you do not have access after 2 weeks, please contact us.

Questions?
Please contact us at: shares@rcac.org

If you need immediate assistance, please call or text us at:
Nancy 406-579-5202
Anne 928-583-4952

REV 11/2021