



## NOTICE TO THE WILDLIFE IMPORT/EXPORT COMMUNITY



October 22, 2021

### **Subject: Implementation of Two Factor Authentication in eDecs**

**Background:** The U.S. Fish and Wildlife Service (FWS) allows users to file declarations for the import or export of shipments containing FWS regulated wildlife via the Electronic Declarations System (eDecs). The FWS plans to implement enhanced security measures to protect the integrity and confidentiality of users of the system and the information contained within it.

In the near future, the FWS will be implementing Two Factor Authentication (2FA) when logging into eDecs to guard against unauthorized access to the system, identity theft, and fraud. There are currently a significant number of eDecs users sharing logins which prevents the FWS from being able to identify specific users of the system. This creates a security gap that could allow unauthorized access to the system. 2FA requires that all users of the system utilize a unique login and password as well as a separate authentication method to prove the identity of the user. The FWS will no longer allow the use of shared logins and passwords. To facilitate the change to 2FA, the FWS is taking a phased approach to transitioning users to unique logins while maintaining the ability for users to access their existing shared eDecs accounts.

### **Definitions of Terms:**

The following will be added to the eDecs system during the transition period.

**User:** Any individual requiring access to the eDecs system to facilitate the declaration and clearance of import or export shipments containing FWS regulated wildlife.

**Unique Login:** An eDecs login (email address) that is exclusive to a single eDecs user. Multiple eDecs Users should not share this login. This login may allow users to access multiple eDecs Filer Accounts.

**eDecs Filer Account:** An account that allows a user with a unique login to file a declaration with the FWS via eDecs. Multiple users may access one eDecs Filer Account.

**Primary Filer Account Owner:** The individual responsible for maintaining one or more eDecs Filer Accounts. The Primary Account Owner will initially be the owner of the current login email for any existing eDecs Filer Accounts. The LEMIS Help Desk can assist with changing this email if necessary by calling 303-275-2355.

**Authorized Users:** Unique Logins authorized to access an eDecs Filer Account. Authorized Users of an eDecs Filer Account will have access to all functions of that account.

### **Action:**

Effective immediately, FWS will add all addresses from the CC email list on the profile page of an eDecs Filer Account as Authorized Users of that account. All Primary Filer Account Owners will receive an email directing them to approve or remove the Authorized Users of

their eDecs Filer Account(s).

Once the Primary Filer Account Owner approves Authorized Users for an eDecs Filer Account, Authorized Users without an existing Unique Login will receive an email notification that one has been created for them and providing the login information for the new account. Upon logging in for the first time, these Authorized Users will have access to all eDecs Filer Accounts for which they have been authorized. Authorized Users with an existing Unique Login will receive an email notifying them that they have immediate access to that eDecs Filer Account.

Authorized Users of multiple eDecs Filer Accounts must choose which account they would like to work with upon logging into the system.

Creating a Unique Login will no longer automatically create a new eDecs Filer Account since an eDecs user may wish to be linked to an existing account instead. If an eDecs user needs to create a new eDecs Filer Account, this will be a separate action available on the Unique Login profile page. Authorized Users can be added or removed on the Primary Account Owner's eDecs Filer Account profile page.

The FWS is requesting the prompt assistance of all eDecs users to ensure a smooth transition.

For guidance regarding transitioning your company to these new procedures, contact Jennifer Irving at [Jennifer\\_A\\_Irving@fws.gov](mailto:Jennifer_A_Irving@fws.gov).

For technical questions about your account, please contact the LEMIS Help Desk at 303-275-2533.

Contact:

U.S. Fish and Wildlife Service  
Office of Law Enforcement  
703-358-1949; 703-358-2271 (fax)  
[lawenforcement@fws.gov](mailto:lawenforcement@fws.gov) (e-mail)