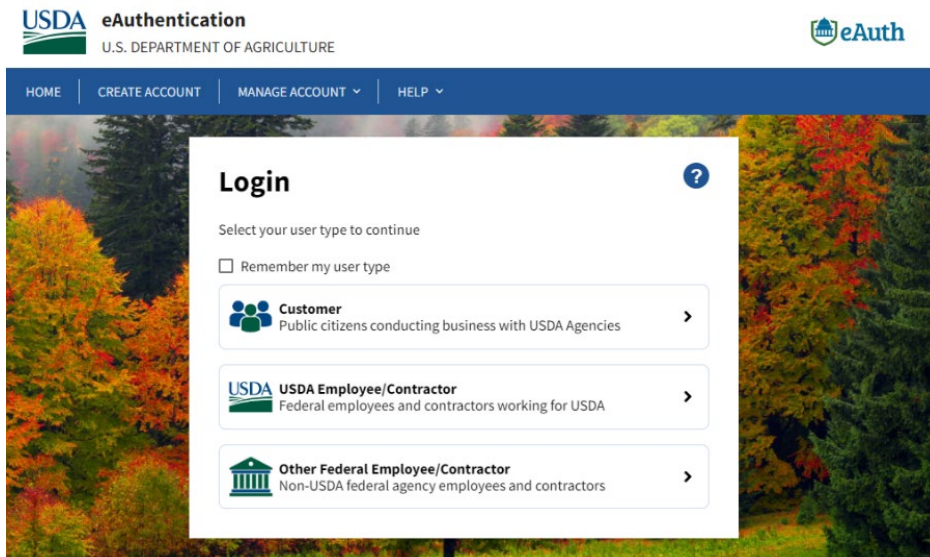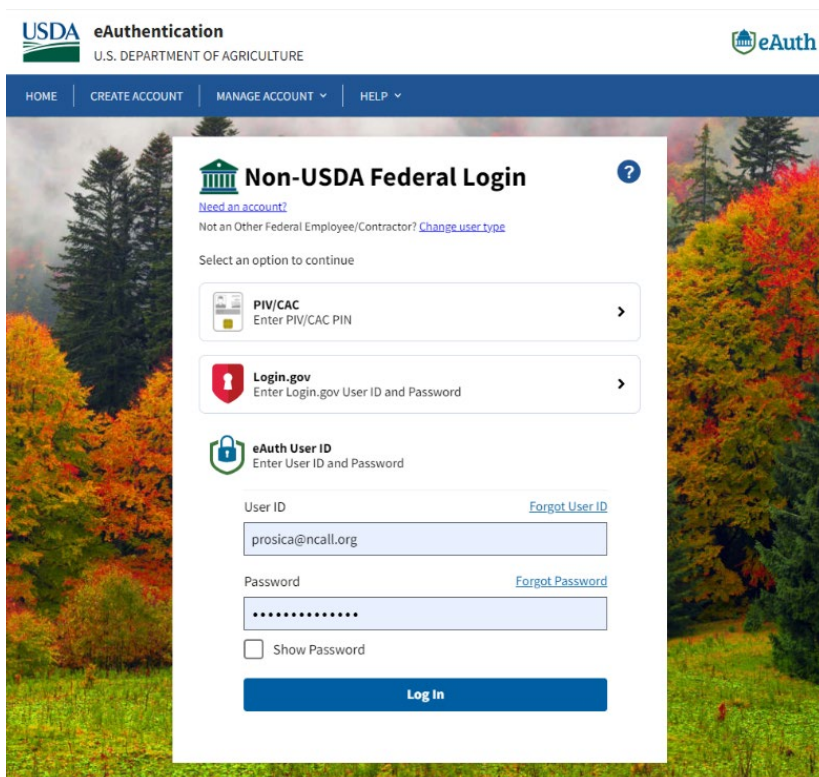# HOW TO VIEW YOUR SHARES ACCOUNT INFORMATION

Open your Edge browser and go to your SHARES login screen. Select *Other Federal Employee/Contractor* to go to the *Non-USDA Federal Login* screen but **DO NOT** login.

Scroll down the page and find *Quick Links*.

Select *Update Account*. This will take you back to the SHARES *Login* screen.

Select *Other Federal Employee/Contractor* to go to the *Non-USDA Federal Login* screen.

Login to SHARES to go to your *Account Information*.

Check that your identity is verified.

If it says something different, it is not verified. Instead, you will see an option to verify your identity. If your identity is not verified, click on the option to complete the identity verification process. It should take about ten minutes to complete.

If your identity is verified, scroll down to view the rest of your account information.

Once your access role has been assigned, it will appear at the end of your account information for you to view. Yours will say RD_SHARES_GRANTEE. If you have no access role assigned, please contact Phyllis Rosica at NeighborGood Partners to get your access request submitted to RD.