Corporate Administrator

Submit an Enrollment Request for Corporate Administrator

Welcome to the Public Health Information System. In this demonstration, you will learn how to submit an enrollment request for a Corporate Administrator. I'll guide you through the steps of accomplishing this task.

Login to PHIS as a newly enrolled Corporate Administrator, using your eAuth user ID and password. Then, click the Login button.
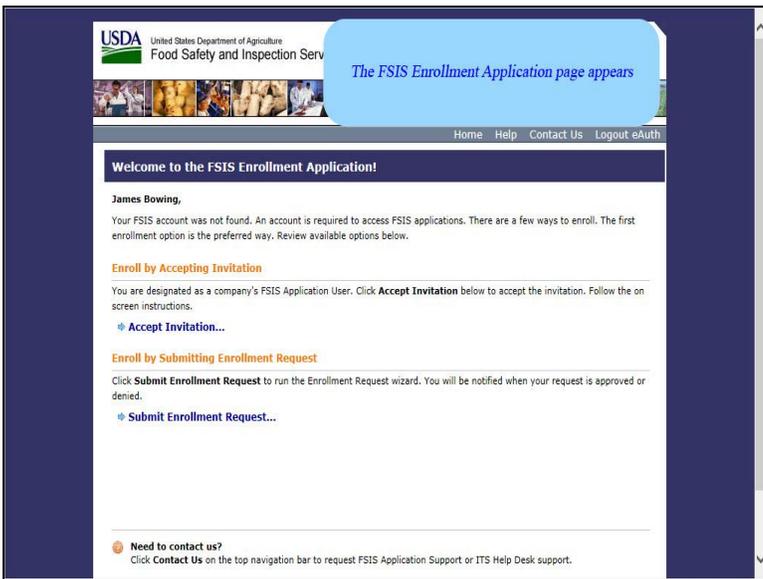
The FSIS enrollment application page appears.
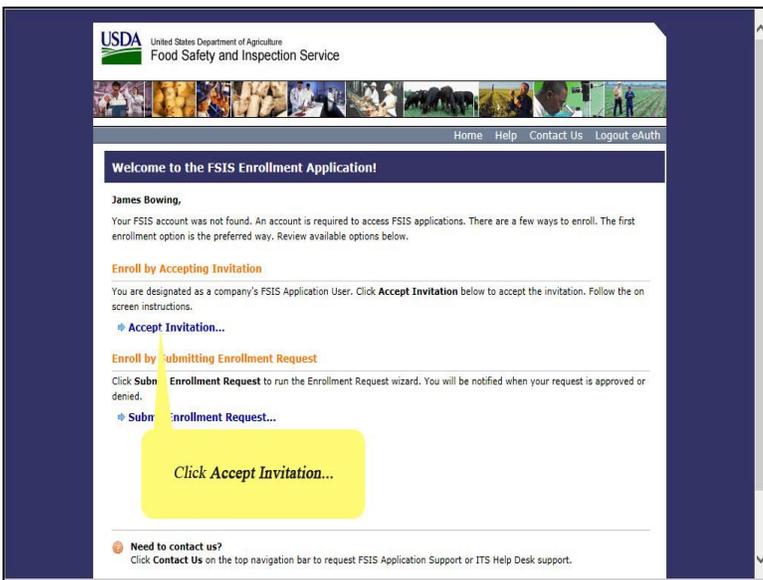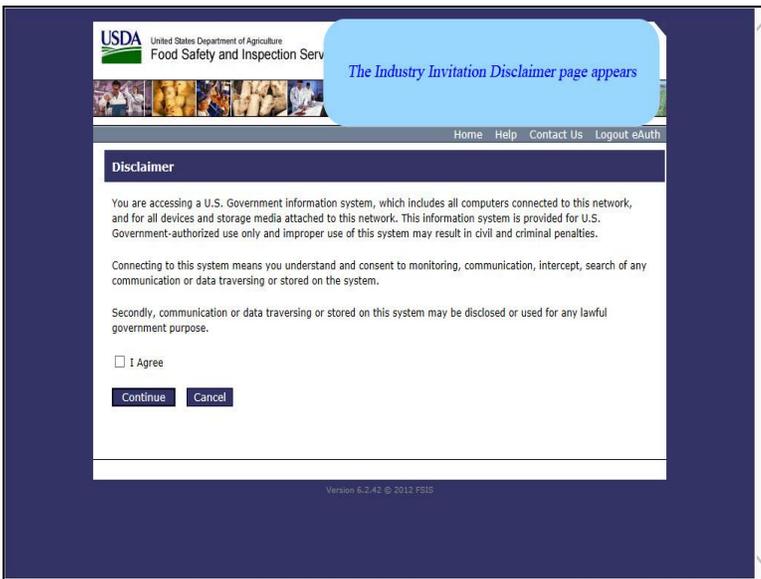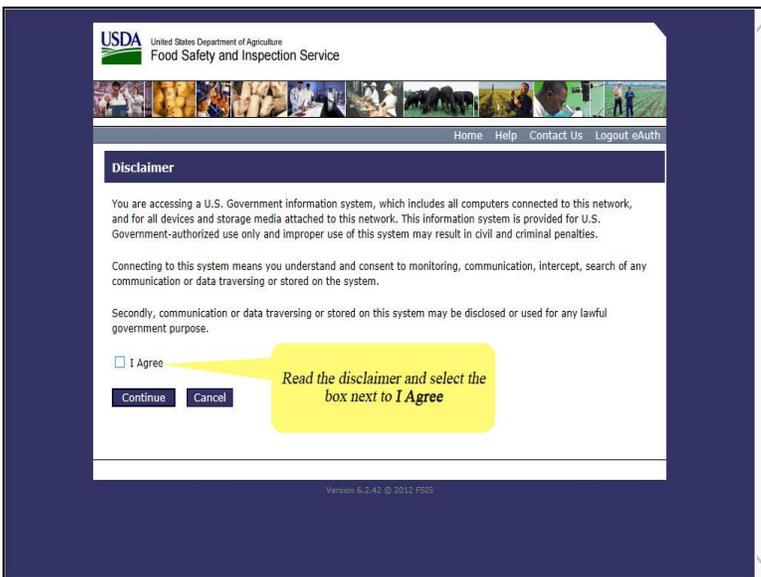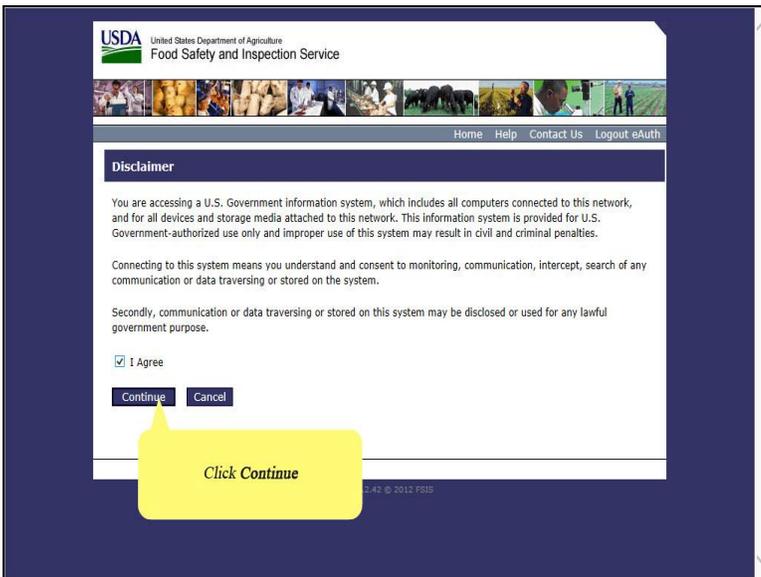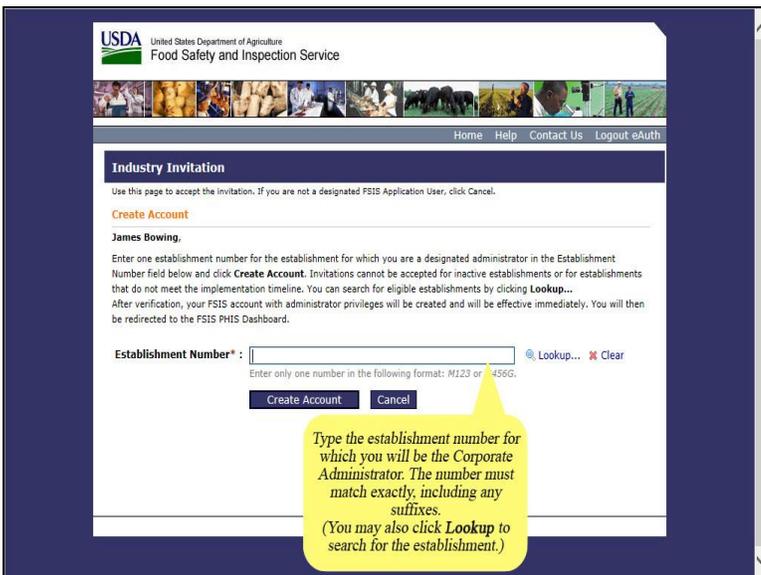

Click Accept Invitation.

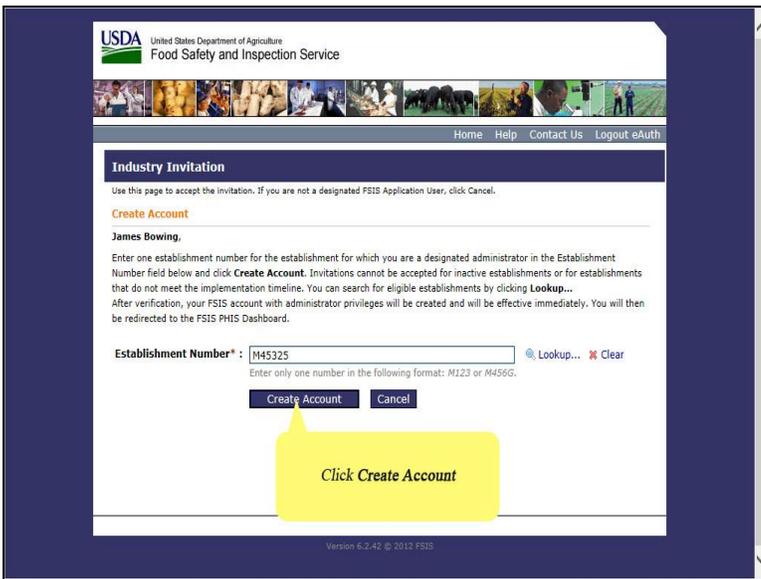The Industry Invitation Disclaimer page appears.

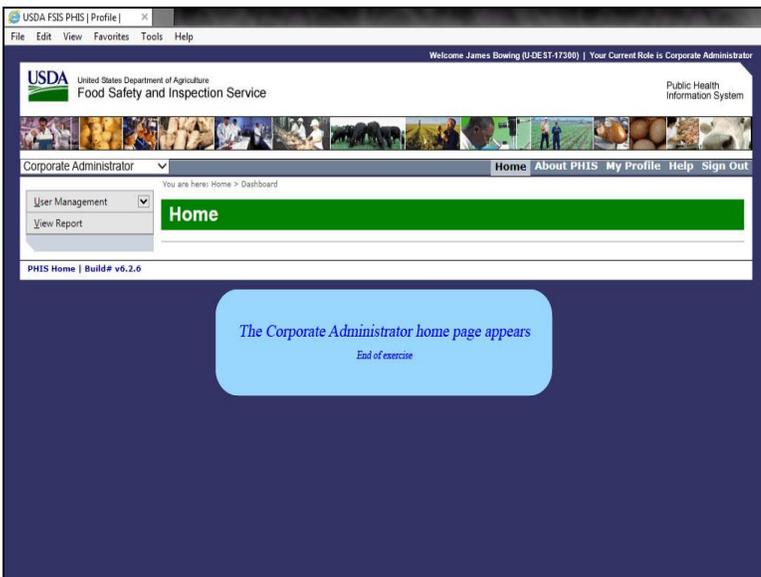Read the disclaimer and select the box next to "I agree."

Click Continue.

Type the establishment number for which you will be the Corporate Administrator.
The number must match exactly, including any suffixes.
You may also click Lookup to search for the establishment.

Click Create Account.

The Corporate Administrator home page appears.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.