

Label Submission and Approval System (LSAS)

New FSIS Enrollment Process

The information in this section will help guide you through the **new** 2-step enrollment process to request a **Submitter** role and how to create a user Profile in LSAS.

Pre-requisite: Customer must have already established a Level 2 eAuth account. If you require additional information on how to register with eAuth [Click Here](#)

Step 1:

To access LSAS, **direct your browser to:** <https://lsas.fsis.usda.gov>.

Note: The eAuthentication Warning now displays beneath the login area:

Step 2:

Login into eAuth using your credentials under the option for *Log in with Password*

The screenshot displays the LSAS login page. At the top, a dark banner reads: "We'll take you to your destination in just a moment..." followed by "The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account." Below this, there are two main login panels. The left panel is titled "Log In with PIV/CAC" and features a graphic of a PIV card with the name "Alexander, Bobby S." and the date "JAN2020". Below the graphic is a blue button labeled "Log In with PIV/CAC". The right panel is titled "Log In with Password" and contains input fields for "User ID" and "Password", each with a "Forgot" link. There is a "Show Password" checkbox which is checked. Below the password field is a blue button labeled "Log In with Password". At the bottom of the login area, there are three buttons: "Create Account", "Update Account", and "Find Help". Below the login area, a white box with a grey border contains a "Warning" section. The warning text states: "Upon login you agree to the following information:" followed by a bulleted list of terms and conditions regarding access to the U.S. Government information system, unauthorized use, and consent to monitoring.

Warning

Upon login you agree to the following information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 1. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

Step 3:

Next, you will be presented with the *LSAS Welcome Screen* and *Enrollment*.

Select the link for **[Submit an Enrollment Request](#)**

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Home Help Contact Us Logout eAuth

Welcome to the LSAS Enrollment Page

Test Fsisstestuser54,
Your account was not found. An account is required to access the LSAS application. Please refer to the information below.

Submit an Enrollment Request

Click the **link** below to run the Enrollment Request wizard.

[Submit an Enrollment Request](#)

Need to contact us?
Click **Contact Us** on the top navigation bar for FSIS Application support or ITS Help Desk support.

FSIS Home | USDA Internet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov
Version: 3.0.0-QAT01D

Step 4:

As the final step for submitting a role request, click **Finish**

- There is no review process for the Industry Submitter role. Upon clicking the button for *Finish*, the system will automatically assign you the LSAS Submitter role. After this, the enrollment process will be complete, and you will be redirected to the LSAS application.

Note: Users are no longer required to select an Account Type on the Enrollment page. As an external user, the LSAS Submitter Account Type is assigned by default.

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Home Help Contact Us Logout eAuth

The LSAS Enrollment Request Confirmation

T. Fsisstestuser54

Enrollment

LSAS Submitter Account Type

The LSAS Submitter Account Type is for industry users that include establishments, expeditors, label consultants and small businesses. Submitters will access LSAS to submit label requests to the Labeling and Program Delivery Staff (LPDS) and/or Agricultural Marketing Service (AMS) for evaluation of meat, poultry, or egg products.

LPDS and AMS ensure that all labels are truthful and not misleading. Labeling includes: all forms of product identification, claims, net weight, species identification and nutrition related to meat, poultry, and egg products.

Click **Finish** below to complete your LSAS enrollment.
Next, you will be transferred to the LSAS Application for your profile creation.

Finish Cancel

Step 5:

Welcome to LSAS: As a new user, you will need to create an LSAS profile. Select **create** to set up your new profile in the application.

Note: Your “Submitter” role now displays on the left side.

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Label Submission and Approval System

Home Contact Us Logout

Submitter

Welcome

You do not yet have any profiles associated with your account. **Create** new profile to continue.

Step 6:

Enter the preferred ***Profile Name*** and **click *Submit***

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Home Contact Us Logout

Submitter

Create Profile

Profile Name *:
Jane Doe

* Required Fields

Submit

Step 7:

Click ***Confirm*** to verify the *Profile Name* is correct

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Home Contact Us Logout

Submitter

Create Profile

Profile Name *:
Jane Doe

* Required Fields

Please review your data/selections and click "Confirm" to submit this form and save any changes.

Confirm

Step 8:

After your *Profile Name* has been successfully submitted, the page will update to display a confirmation message and the initial LSAS dashboard. **Click the link *created profile's dashboard*** to continue to your personal homepage.

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LSAS
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Home Contact Us Logout

Submitter

Creation Confirmation

User: Jane Doe
Role: Submitter
Profile: Jane Doe

Switch profiles

Submit

Label Applications

Search
Create
Generic Label Advisor
Import Applications

Status Check

Application #

Check

Submission Successful

You have created a new profile. Please close any other windows or tabs you have open as they are no longer valid. Please continue to the [created profile's dashboard](#).

created profile's dashboard

Welcome to your Dashboard. You have now successfully completed the profile set up. If you encounter issues or have questions, refer to the [Contact Us](#) page for LSAS resources/support information, or send an email to LSAS@usda.gov.


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Label Submission and Approval System

[Home](#) | [Contact Us](#) | [Logout](#)

Submitter

User: Jane Doe
 Role: Submitter
 Profile: Jane Doe

Switch profiles

Submit

Label Applications

Search

Create

Generic Label Advisor

Import Applications

Status Check

Application #

Check

Dashboard

Announcements

Headline	Creation Date	Created By	View
Web Submissions Status Update	8/5/2020	YODER, LYNN	View
Updated "User Guide for Industry - Label Submission and Approval System" Is Now Available	11/6/2019	YODER, LYNN	View
LSAS TIP 10 (updated) - Label Documentation	9/20/2019	YODER, LYNN	View
LSAS TIP 8 (updated) – Extraordinary Circumstances	9/20/2019	YODER, LYNN	View
LSAS TIP 3 (updated) – How to Print An Adjudicated Label with Annotations (Stamps, Modifications, etc.)	9/20/2019	YODER, LYNN	View
LSAS TIP 1 (updated) – What is a temporary establishment? When should I utilize this function?	9/20/2019	YODER, LYNN	View
Important Update Regarding Label Backlog, Generic Label Approval, and Expedited Review Request Criteria	6/14/2016	YODER, LYNN	View
LSAS TIP 4 (updated) – My application was returned to me. Where do I find the reason(s) it was returned?	7/30/2015	YODER, LYNN	View
LSAS TIP 6 (updated) – I received a Sketch Modified label. Where do I find the explanation of the modifications that were made?	9/29/2014	YODER, LYNN	View
LSAS TIP 11 - Egg Product Labels and Exotic Species	9/24/2014	YODER, LYNN	View

[View All](#)

Application Messages

No label applications available.

Drafts

No label applications available.

Additional Scenarios to Note:

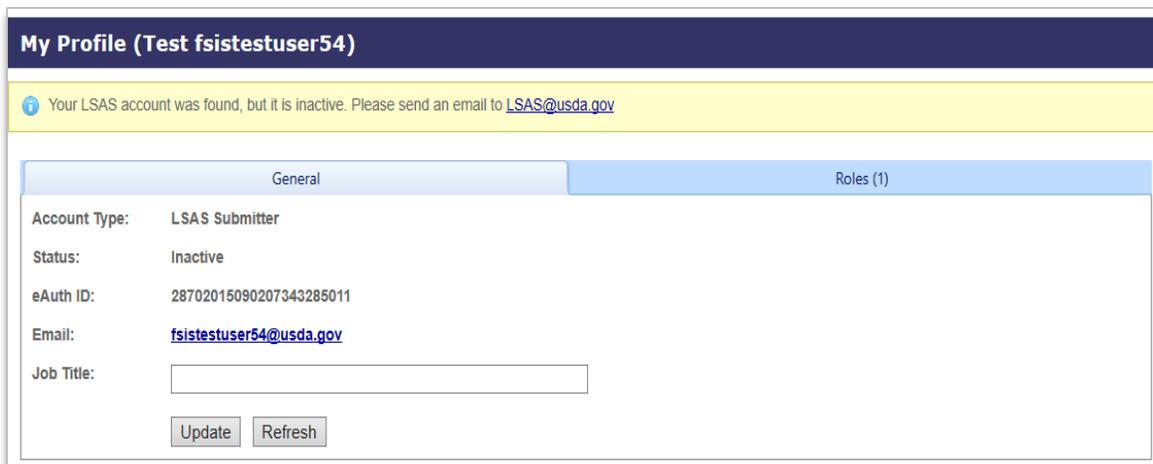
Outside of the regular enrollment process, users may experience scenarios where they need to submit a request to reactivate their existing account or have a role added to their profile again. To prevent the creation of duplicate accounts, users under these scenarios will observe a slightly modified login experience.

This applies to users who fall under the following scenarios:

1. Your existing Account is now **Inactive** after it was previously **Active**
2. Your existing Account is **Active** but does not have an associated **Role**
3. Your existing Account is now **Inactive** and does not have an associated **Role**

Below is an example of a message that an existing user with an Inactive account received (*Users who fall under the other two scenarios will also be directed to their profile and receive a similar message*):

Message displayed: “Your LSAS account was found, but it is inactive. Please send an email to LSAS@usda.gov.”



The screenshot shows a web interface for a user profile. At the top, there is a dark blue header with the text "My Profile (Test fsistestuser54)". Below this is a yellow banner with an information icon and the message: "Your LSAS account was found, but it is inactive. Please send an email to LSAS@usda.gov". The main content area is divided into two tabs: "General" (selected) and "Roles (1)". Under the "General" tab, the following information is displayed: "Account Type: LSAS Submitter", "Status: Inactive", "eAuth ID: 28702015090207343285011", "Email: fsistestuser54@usda.gov", and "Job Title:" followed by an empty text input field. At the bottom of the profile section, there are two buttons: "Update" and "Refresh".

When submitting a request to reactivate your account or add your previous Submitter role, you must include the following details in your request:

- a. **eAuth ID** – System generated/provided on user profile
- b. **First Name** – Provided on user profile
- c. **Last Name** – Provided on user profile
- d. **Email Address** – Provided on user profile
- e. **Role** – LSAS Submitter

All the previously mentioned scenarios require the same “course-of-action” for regaining access to LSAS.

Once your account reactivation request has been addressed, an LSAS Administrator will notify you. When you log into LSAS after your account is reactivated, you will automatically be directed to the LSAS Dashboard.