Corporate and Establishment Management

System Requirements

PHIS requires the following access, equipment, and software prior to users gaining access to the system:

- eAuthentication Assurance Level 2 account
- High-speed Internet access
- Internet Explorer/Edge 11 or later
- Google Chrome
- Adobe Acrobat Reader

Compatibility mode is not required. The supported operating system is Windows 10.

The website address for PHIS is:
https://phis.fsis.usda.gov/

You must have an establishment administrator listed in PHIS on your establishment profile page. If you do not, please contact your FSIS in-plant personnel (IPP) to add you to PHIS.

eAuthentication Accounts

Accounts can be requested online (https://identitymanager.eems.usda.gov/registration/index.aspx). New accounts for PHIS should request Level 2 access. Existing Level 1 accounts will request an upgrade to Level 2. Verify your identity by following the instructions on the Level 2 Account Upgrade Request Confirmation email, visiting a Local Registration Authority (LRA), or through Self-Service Identity Verification.

User Administrator Roles

The following roles are used for managing user enrollment and account requests. These user administrator roles vary only by whom they can manage.

- The **Establishment Administrator** role allows the user to manage accounts for users associated with a particular establishment.

- The **Corporate Administrator** role allows the user to manage accounts for users associated with the same corporation.

Establishment Roles

The following roles are specific to the system's features regarding export certification and domestic inspection.

- The **Export Applicant** lets users submit export applications in PHIS, but only for the establishment(s) that granted the role.

- The **Plant Management** role allows users to respond to NRs and MOIs, view reports, add establishment-specific contacts, and link the establishment to a corporate entity.

Add Establishment Administrator

This is the first step in gaining access to PHIS as an Establishment Administrator. These steps should be completed by an FSIS employee with a CSI or PHV role.

1. The FSIS employee opens the Establishment Profile > Contacts page for your establishment.
2. Clicks Add new Contact.

Invite
IPP enters the Establishment Administrator contact for each establishment that the user will manage. This is the initial industry invitation.

Accept
The designated Establishment Administrator logs on to PHIS and completes his/her account activation by accepting the invitation. At this point, FSIS personnel have completed their role in the process. Going forward, establishment personnel handle all industry account requests.

Enroll
Other establishment personnel submit enrollment requests, which are then reviewed by whoever has the Establishment Administrator user role. At this point, establishment users can select any of the three industry roles that are available. Establishment Administrators need to maintain the user roles and accounts for their establishment.

Monitor
User Administrators, whether establishment or corporate, are responsible for maintaining the roles and accounts associated with their establishment. They should review requests and monitor accounts to make sure users who leave plants no longer have access.

3. For the Type field, selects **Establishment Administrator**.
4. Enters the First Name, Last Name, Email Address, and Phone Number.
5. Clicks Save.
6. The Establishment Administrator then finishes creating his/her account by logging on to PHIS (using eAuthentication Assurance Level 2 account) and following the Accept Invitation process.

Contacts can also be added by Industry users with the Plant Management role.

1. The Industry user opens My Establishments > Select Establishment then selects the Establishment Contacts page.
2. Clicks Add new Contact.
3. Enters the First Name, Last Name, and Email Address. Phone is optional.
4. For the Type field, selects **Establishment Administrator**.
5. Clicks Save.
6. The Establishment Administrator then finishes creating his/her account by logging on to PHIS (using eAuthentication Assurance Level 2 account) and following the Accept Invitation process.

Accept Invitation Process

These steps should be completed by a new user completing enrollment for the Establishment Administrator role.

1. Go to the PHIS URL and log on using an eAuthentication user name and password.

2. On the Enrollment page, click Accept Invitation. This link only appears if the First Name, Last Name, and Email Address in the establishment profile match (*case sensitive*) the user's eAuthentication information.
3. Review the Disclaimer, check the I Agree box, and click Continue.
4. Type the establishment number in the field.
5. Click Create Account.
   Note: If you are associated with multiple establishments, you will need to run through this process for each establishment you need access to.

Submit Enrollment Request

These steps should be completed by new users at establishments with active Establishment Administrators. This process can be used to request the industry roles of Establishment Administrator, Plant Management, or Export Applicant. A request can also be made for Corporate Administrator.

1. Go to the PHIS URL and log on.
2. If the user has no roles associated to an establishment, the user is redirected to the PHIS enrollment page.
3. On the Enrollment page, click Submit Enrollment Request.
4. Navigate through the pages and provide the necessary information.
5. At the end of the process, review the information and submit the enrollment request. Make a note of the request number. At this point the enrollment request is in the hands of an Establishment Administrator.

Manage Enrollment Requests

Enrollment and other account requests are managed by Establishment Administrators or Corporate Administrators using the FSIS User Administration module.

1. Go to the PHIS URL and log on
2. From the left menu, select User Management > Manage Requests
3. Pending requests are displayed in the grid. Select Open to view the request details.
4. At the bottom of the page, select to Approve or Reject the request.

Manage Existing Users

Existing accounts are managed by Establishment Administrators or Corporate Administrators using the FSIS User Administration module.

1. Go to the PHIS URL and log on
2. From the left menu, select User Management > Manage Users
3. Use the Status radio buttons to filter active and inactive users. Click Open to view user details.
4. On the Roles tab there is a link to Add a Role. There are also options to edit or delete the role.
5. On the Roles page, select the role to add to the user account.
6. Saving the role displays the work area details.
7. Select Add a Work Area, select the establishment then Save the change.

Run PHIS Data Feed
The administrator roles must ensure that the profile information they change updates in the system. From the My Profile page of the updated user, select Run PHIS Data Feed to synchronize the updated profile information.

Add Corporate Administrator

These steps should be completed by a user with the Plant Management role.

1. Log on to PHIS.
2. Click My Establishments > Select Establishment.
3. Select the establishment to which you are adding a Corporate Administrator.
4. Click Establishment Contacts.
5. Enter the required information. The First Name, Last Name, and Email Address must match the user's eAuthentication information.
6. For Type, select Corporate Administrator.
7. Click Save.
8. The Corporate user must now log into PHIS and Accept Invitation for the role.

Add Corporate Profile

These steps must be completed by a user with the Plant Management role.

1. Log on to PHIS.
2. Click My Establishments > Select Establishment.
3. Select the establishment.
4. Click Corporate Profile.
5. Click Search and Associate to find and select the Corporate Profile. After you select the profile, the system creates the association. If you cannot find the profile, go to the next step.
6. Click Add New Corporate Profile.
7. Enter the Corporate Profile details: Name, Address, and Phone Number.
8. Click Add.

Notice that the establishment is listed on the Corporate Profile's page. When this process is repeated for other establishments, they will appear in the grid as well.

Remove Establishment from the Corporate Profile

*These steps must be completed by a user with **both** the Corporate Administrator and Plant Manager roles.*

1. Log on to PHIS with the Plant Manager role.
2. Click My Establishments > Select Establishment.
3. Select an establishment.
4. Click Corporate Profile.
5. In the Establishments Associated to Corporate section, find the establishment that needs to be removed.
6. Click Delete.
7. If asked to confirm, do so.

If the delete button does not appear, please verify the following:

✓ The user completing the process has both the Corporate Administrator and Plant Manager roles.
✓ The user completing the process is logged in to the system under the Plant Management role.
✓ A Corporate Administrator has accepted the invitation.

FOR TECHNICAL ASSISTANCE WITH PHIS, PLEASE CONTACT THE FSIS SERVICE DESK AT 1-800-473-9135.