Export Applicant

Submit a Batch Application



Welcome to the Public Health Information System. In this demonstration, you will learn how to submit a batch application. I'll guide you through the steps of accomplishing this task.



Login to PHIS using your eAuth User ID and password and then click the Login button.



First, click on Batch Processing in the left menu of Export Applicant.

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Next, click Upload Files.



You may use the links on the Upload File of Export Applications page to download and complete the Export Batch Schema XSD or Excel templates if you do not have a template of your own. The completed template may be saved and submitted during this process.



Click Select.



Browse for the completed XML file or Excel sheet.



Notice the filename appears with a green dot beneath the Select box, indicating it is ready to upload.



Click Submit File.



A confirmation message appears stating that your Batch File was successfully submitted and will indicate your Batch File ID.



Click on Batch Results from the left menu to see your submission.

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Scroll down to see the expanded record.

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Click the PDF icon for the new application in the PDF column.

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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.