# Export Applicant

## Submit an Enrollment Request for an Export Applicant

Welcome to the Public Health Information System. In this demonstration, you will learn how to submit an enrollment request for an Export Applicant. 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.
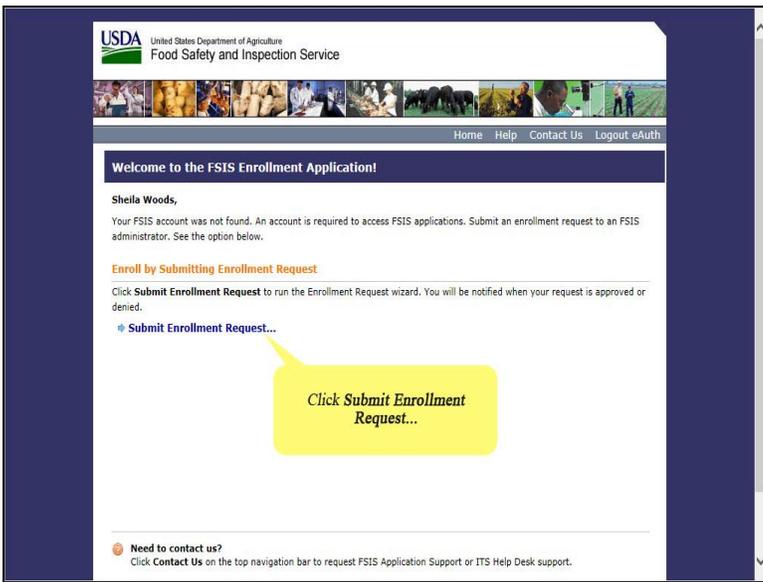
First, click Submit Enrollment Request.
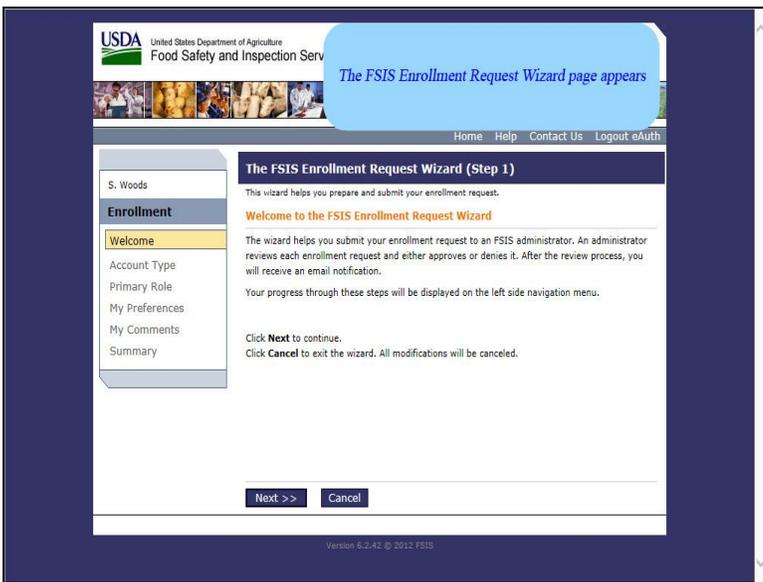
The FSIS enrollment request wizard page appears.
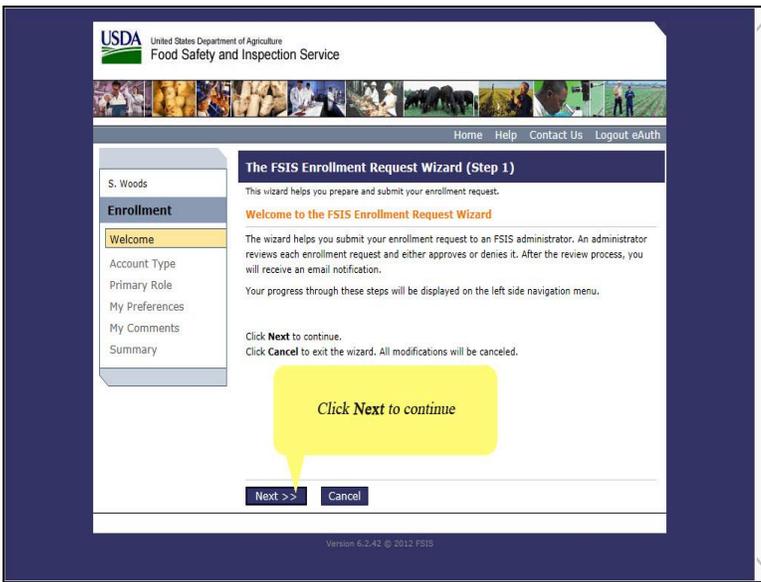
Click, Next to continue.
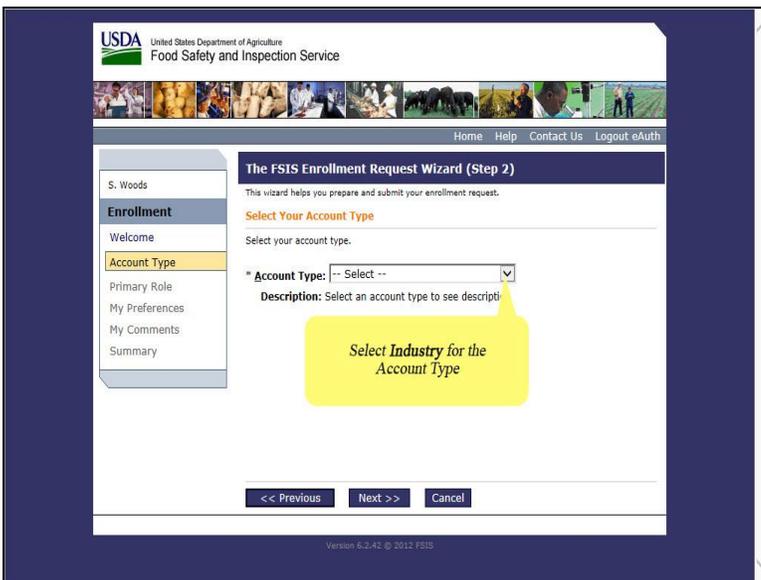
Select Industry for the Account Type.
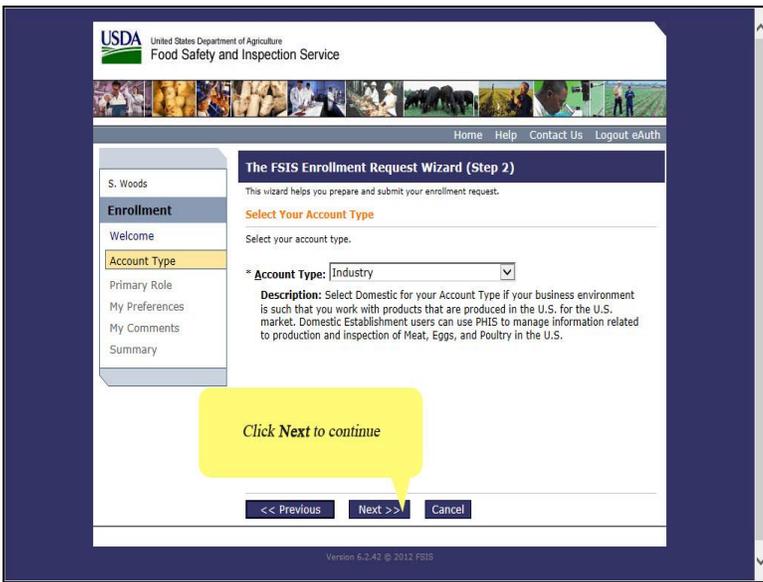
Click, Next to continue.
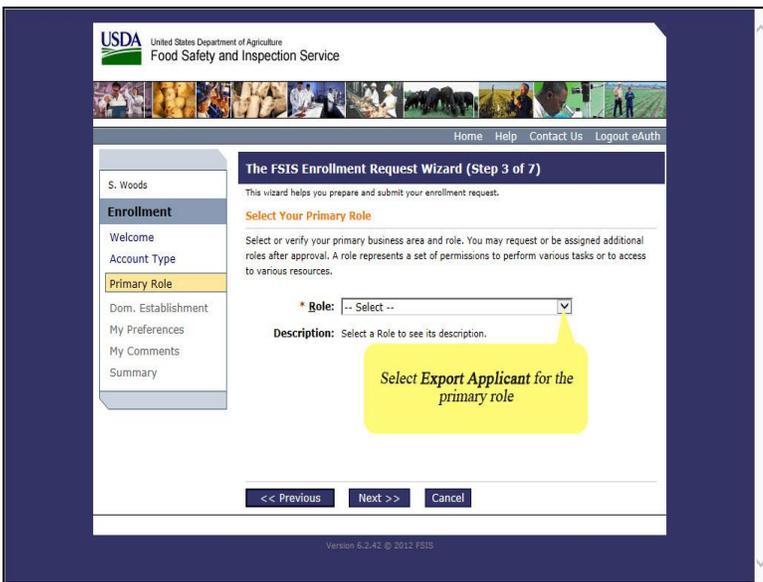
Select Export Applicant for the Primary Role.
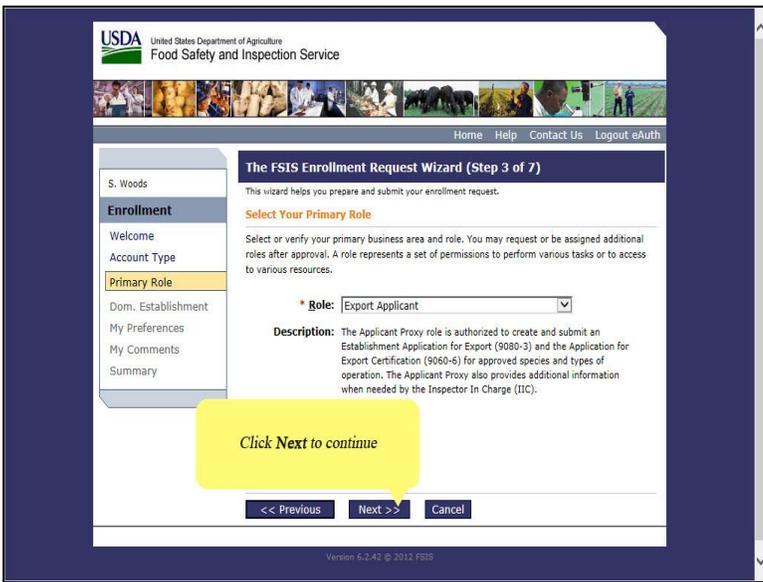
Click, Next to continue.
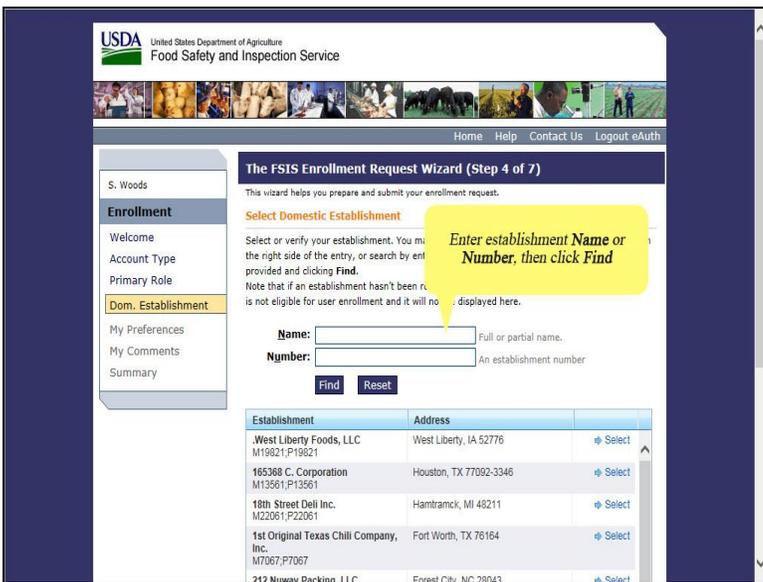
Enter Establishment Name or Number, then click Find.
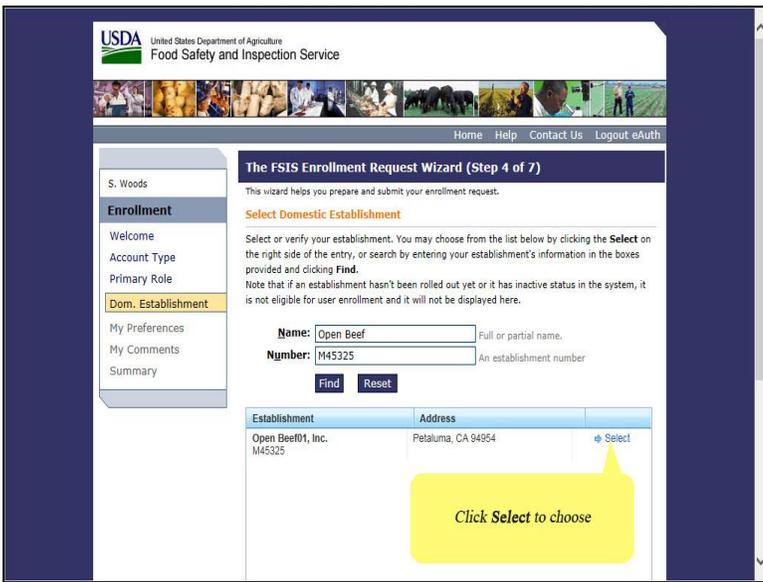
Click Select to choose.
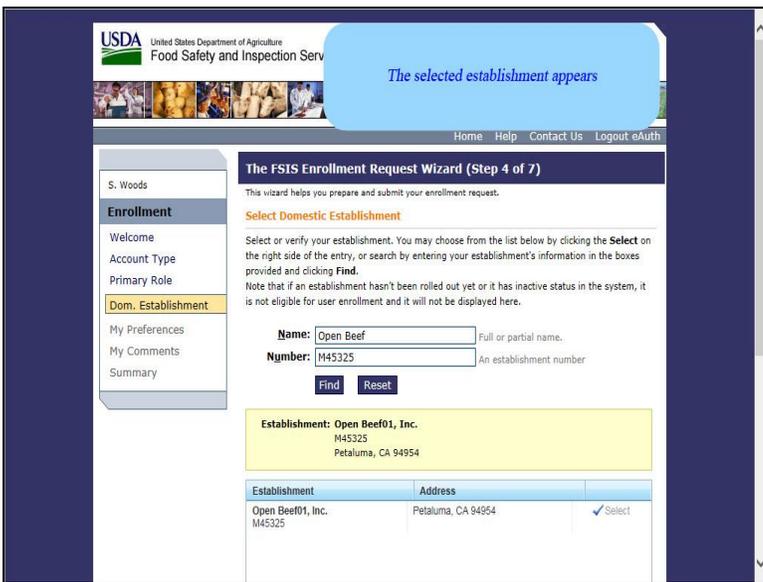
The selected establishment appears.
Scroll down to the bottom of the page.

Click, Next to continue.
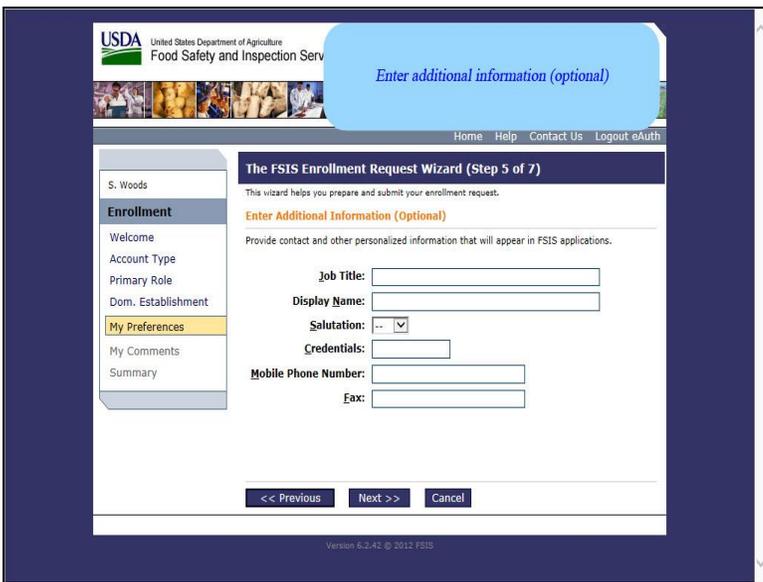
Entering additional information is optional.
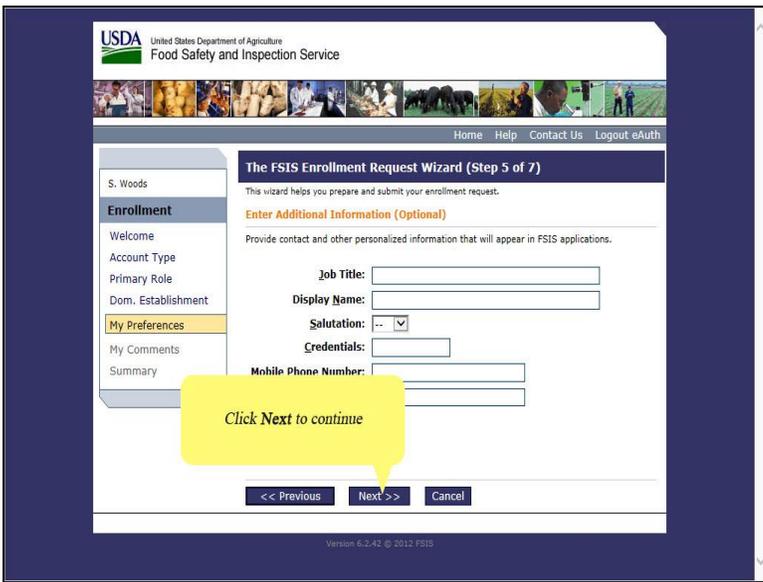
Click, Next to continue.
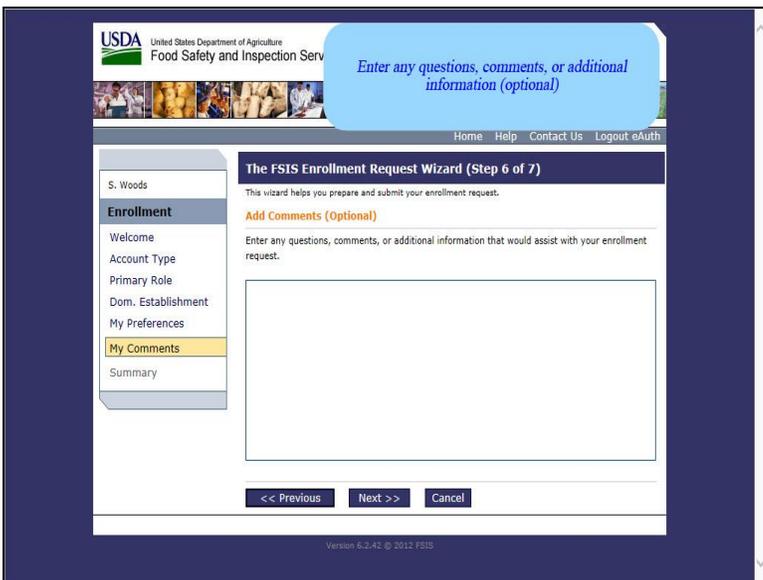
Entering any questions, comments, or additional information is optional.
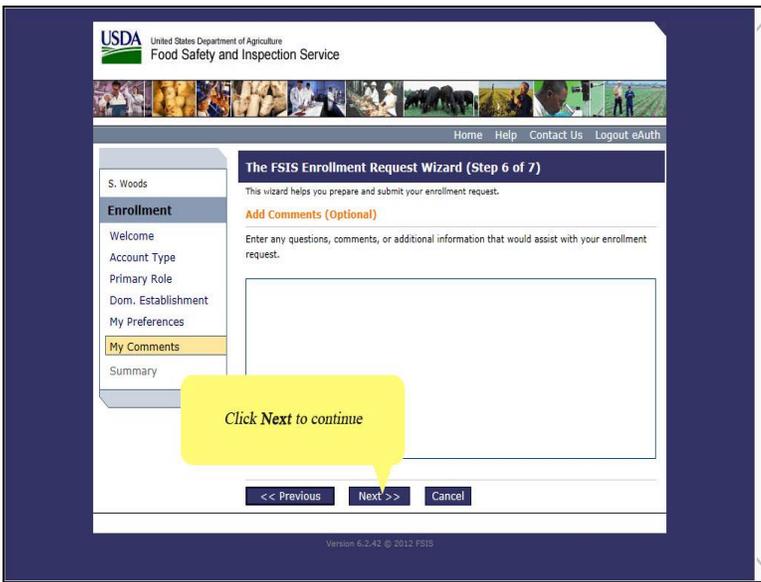
Click, Next to continue.
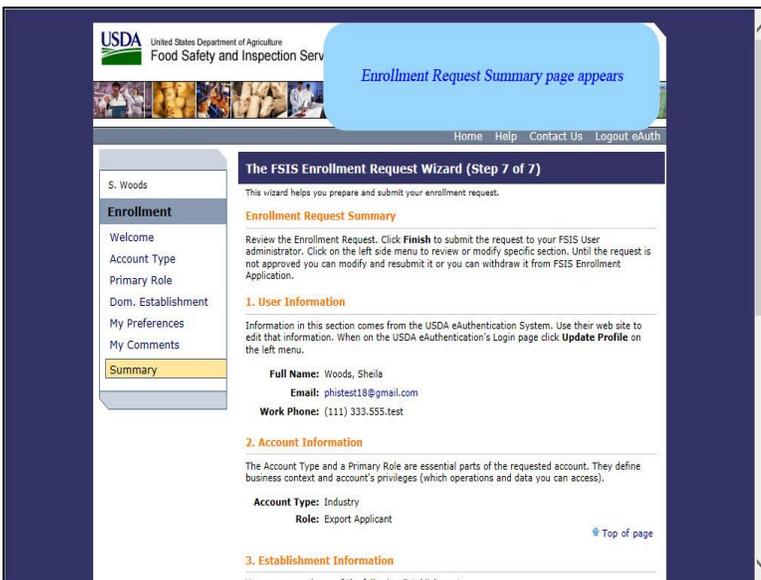
The enrollment request summary page appears.
Scroll down to the bottom of the page.

Click Finish.

The confirmation message appears, "The enrollment request was submitted and it is being processed."

Scroll down to view the entire page and make any necessary edits.
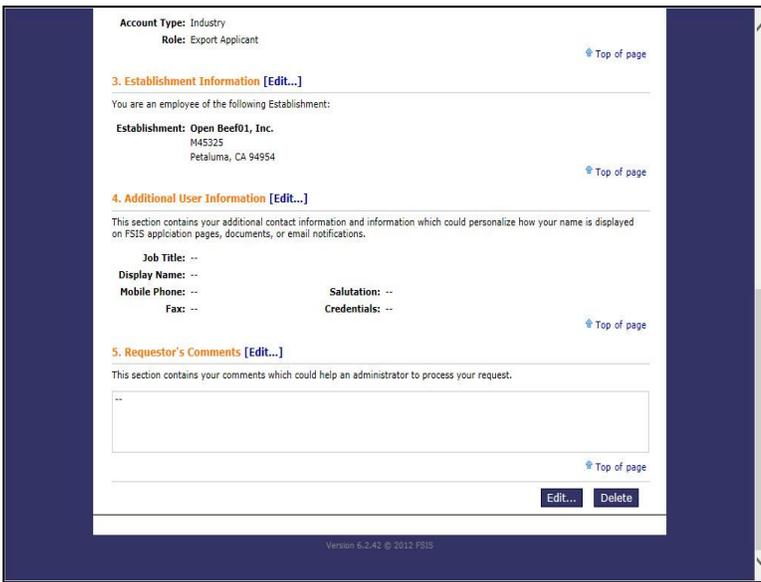
After viewing the entire page, scroll up to the top of the page.
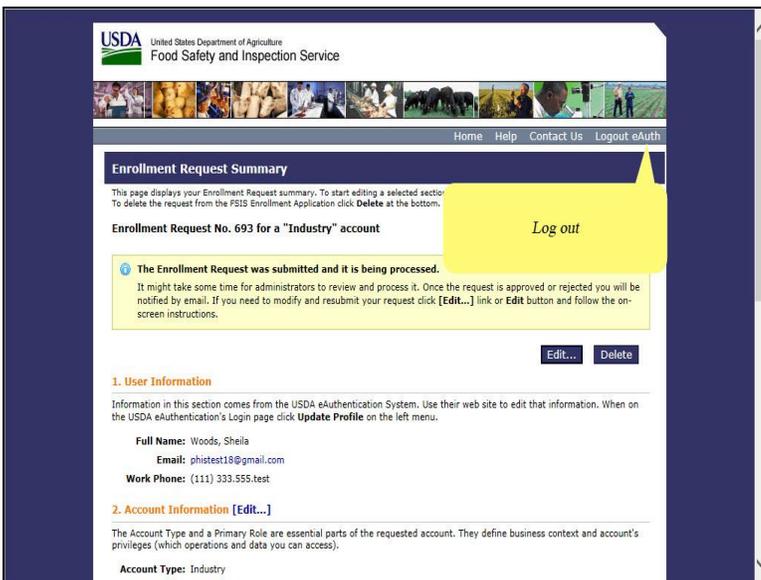
The enrollment request was submitted and is being processed.
Click Logout.

USDA United States Department of Agriculture
Food Safety and Inspection Service

Home | Help | Contact Us | Logout eAuth

Enrollment Request Summary

This page displays your Enrollment Request summary. To start editing a selected section or the whole request click **[Edit...]** link or **Edit** button. To delete the request from the FSIS Enrollment Application click **Delete** at the bottom.

Enrollment Request No. 693 for a "Industry" account

ⓘ **The Enrollment Request was submitted and it is being processed.**

It might take some time for administrators to review and process it. Once the request is approved or rejected you will be notified by email. If you need to modify and resubmit your request click **[Edit...]** link or **Edit** button and follow the on-screen instructions.

Edit... | Delete

1. User Information

Information in this section comes from the USDA eAuthentication System. Use their web site to edit that information. When on the USDA eAuthentication's Login page click **Update Profile** on the left menu.

Full Name: Woods, Sheila
Email: phistest18@gmail.com
Work Phone: (111) 333.555.test

2. Account Information [Edit...]

The Account Type and a Primary Role are essential parts of the requested account. They define business context and account's privileges (which operations and data you can access).

Account Type: Industry

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.