Export Applicant

Unlock and Edit a Submitted 9060-6 Application



Welcome to the Public Health Information System. In this demonstration, you will learn how to unlock and edit a submitted 9060-6 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 9060 in the left menu of Export Applicant.

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Next, click on the application's Lock icon in the Edit column.

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The Exporter page appears. Notice the Application Number remains the same.

Click on Exit Menu in the left menu.

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The Create/View 9060-6 Export Applications page appears. Notice the application is in the Unlocked status.

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Click on the application's pencil icon in the Edit column.

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	Address Line 2:			
	Address Line 3:			
	City*:	Petaluma		
	Country*:	UNITED STATES	~	
	State/Province *:	California	~	
	Postal Code*:	94954		
	Phone Number:			

The Exporter page appears. The document is now unlocked and any of the information fields can be updated.

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The Importer page appears. Edit the required fields.

In this demonstration, I'll edit the company name, address, city, and country.

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Click Next.



The Products Summary page appears.

Product Label (Product Code)	HACCP	Species	Maturity Less Than 30 Months	Frozen/ Shelf- Stable	Net Weight of Lot	No. of Packages in Lot	Package Type	Est. No. on Product	Edit	Delet
pork	Raw - Intact	Pork	Yes	Yes	10000 lbs	20	Pallet, box	M45325	1	Û
Pork	Raw - Non Intact	Pork	Yes	No	1000000 lbs	60	Tray	M45325	1	Û
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The 9060-6 Shipment Information page appears. Click Next.

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The Access Control page appears. Click Next.

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The Submit 9060-6 Application page appears.

Supplemental	Documentation Requ	ired for the 9060		
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Click Submit Application.

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A success message appears at the top of the page. The Export Application 9060-6 has been submitted successfully.

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Notice the newly edited application appears in the Submitted status. The Edit mode is now locked as well.

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Finally, click Sign Out.

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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.