



**Food Safety and Inspection Service (FSIS)
United States Department of Agriculture (USDA)**

Certificate Signature Viewer Quick Reference Guide

Version 5.2

Public Health Information System

PHIS 11.2

PHIS Quick Reference Guide: Using the Certificate Signature Viewer Role

This guide explains how to enroll and request the Certificate Signature Viewer role, view approved export certificates, and generate a report. The guide is intended for users with the Certificate Signature Viewer user role.

View Certificates

The page for viewing certificates consists of a search feature, a grid for viewing the search results, and the ability to view the certificate and other attached documents.

- 1. Search Filter Options** – There are a number of filter options available to find certificates including date ranges which use the DD/MM/YYYY format.
- 2. Search and Reset Buttons** – User enters search criteria and clicks Search with PHIS returning a grid displaying the results. The search criteria is retained and can be modified and run again. The Reset option returns the search criteria back to default values.
- 3. Results grid** – The grid displays search results. Records may also be sorted at the column level. More details about the certificate can be viewed by expanding the record with the triangle to the left of the certificate number. When the export record contains Seal/Container data a magnifying glass icon appears for selection in the column.
- 4. Attached documents** – The signed certificate and any additional supplemental documents uploaded with the application are displayed in the expanded grid. The icon under the View column opens the document for review.

The screenshot shows the 'View Certificates' page in the PHIS system. At the top, there is a navigation bar with 'Home', 'About PHIS', 'My Profile', 'Help', and 'Sign Out'. Below this is a breadcrumb trail: 'You are here: Home > View Certificate Signatures'. The main heading is 'View Certificates'. On the left, there is a sidebar with 'View Certificates', 'Generate FCL Report', and 'View Report'. The search area includes several input fields: 'Certificate Number', 'Export Establishment Name', 'Export Establishment Number', 'Approved Date of Certificate (DD/MM/YYYY)' with 'From' and 'To' date pickers, 'Commodities' (a dropdown menu showing 'Chicken' and 'Pork'), and 'Port of Entry' (a dropdown menu). There are 'Search' and 'Reset' buttons. Below the search area is a table with columns: 'Certificate Number', 'Export Establishment Name/Number', 'Port Of Entry', 'Commodities', 'Approved Date Of Certificate', 'Approving FSIS Official', and 'Seal/Container'. The table contains several rows of data. A red circle with the number '1' is next to the search filters, a red circle with '2' is next to the 'Search' button, a red circle with '3' is next to the first two rows of the table, and a red circle with '4' is next to the expanded row for certificate 0012967, which shows a sub-table with columns 'File Name', 'Document Title', and 'View'.

Certificate Number	Export Establishment Name/Number	Port Of Entry	Commodities	Approved Date Of Certificate	Approving FSIS Official	Seal/Container
0012969	Chicken Farm P123	Port 1	Chicken	09/06/2019	ENGELKE	
0012968	Chicken Farm P123	Port 2	Chicken	09/06/2019	ENGELKE	
File Name			Document Title			View
Certificate Package (4).pdf			Signed Document			
0012967	Pig Farm M456	Port 3	Pork	09/06/2019	EVANS	
0012966	Pig Farm M456	Port 4	Pork	09/06/2019	ENGELKE	
0012965	Chicken Farm P123	Port 5	Chicken	09/06/2019	DUA	
0012964	Pig Farm M456	Port 6	Pork	09/06/2019	EVANS	

For technical assistance, contact the FSIS Service Desk at 1-800-473-9135, 24 hours a day.

If calling from outside of the United States, please dial +1-929-279-8190.

Certificate Signature Viewer Home About PHIS My Profile Help Sign Out

You are here: Home > View Certificate Signatures > Generate FCL Report

[View Certificates](#)

[Generate FCL Report](#)

[View Report](#)

FCL Reports

Approving FSIS Official:

Certificate Number:

Export Establishment Name:

Export Establishment Number:

Port of Entry:

Approved Date of Certificate: (DD/MM/YYYY) From:

To:

Select Report:

Generate FCL Report

The report feature allows the Certificate Viewer to select information for display in a number of different formats. Filters can be applied prior to run the report. The filters options are that same information that can be viewed in the View Certificate Signatures page.

1. **Select Report** – Available reports include the Viewer Report, Type of Commodity, Port of Entry, FSIS Approver, Date Approved, Certificate Report, and Certificate Number.
2. **Reset Button** – Clears the previously entered filter fields.
3. **Report Buttons** – Reports can be generated in two formats, PDF and Excel.

The report result is formatted to print horizontally with different columns depending on the selected report. The report window can be closed and the filter options changed.

FSIS Export Report: Viewer Report									
Report Date Range: 06/06/2019 to 06/09/2019									
Sort Order: Export Establishment Name									
Certificate Number	Approving Official Last Name	Approval Date	Establishment Number	Export Establishment Name	Number of packages	Total Net Weight (Lbs)	Total Net Weight (Kgs)	Commercial Seal Number	Commercial Container Number
0012966	ENGELKE	06/09/2019	M	Sausage Works, LLC	65	650.0000	0.0000	S3445	C2334

Enrolling as a Certificate Signature Viewer

1. Before submitting the request for the Certificate Signature Viewer role, users from foreign country must first obtain an identity verified eAuthentication account from the USDA. Once the account is received the user can open a web browser and go to <https://phis.fsis.usda.gov>.

The eAuthentication Login page appears. The user will use the option to enter a User ID and Password to enter the enrollment page.

USDA eAuthentication
U.S. DEPARTMENT OF AGRICULTURE

HOME CREATE ACCOUNT MANAGE ACCOUNT HELP

We'll take you to your destination in just a moment...
The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

Log In with LincPass (PIV)

Log In with Password

User ID Forgot User ID

Password Forgot Password

Show Password

Create Account Update Account Find Help

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,

2. On the Welcome to the FSIS Enrollment Application page, click **Submit Enrollment Request**.

Home My Profile Help Contact Us Logout eAuth

Welcome to the FSIS Enrollment Application!

Csv Testafghanistan,
Your FSIS accounts were found. However, you could apply for an additional FSIS account. There are a few ways to apply. Review available options below.

Enroll by Submitting Enrollment Request

Click **Submit Enrollment Request** to run the Enrollment Request wizard. You will be notified when your request is approved or denied.

Submit Enrollment Request...

Navigate to FSIS Dashboard

Click **Go to FSIS Dashboard** below to navigate to the FSIS applications or click **My Profile** on the top menu bar to open your FSIS Profile. From your Profile page you can request changes to your account (add a role, activate inactive account, etc.)

Open FSIS Dashboard

3. On the FSIS Enrollment Request Wizard (Step 1) page, click **Next**.
4. On the FSIS Enrollment Request Wizard (Step 2) page, for the Account Type field, select Foreign Country from the drop-down list and click **Next**.
5. On the FSIS Enrollment Request Wizard (Step 3) page, for the Role field, select Certificate Signature Viewer from the drop-down list and click **Next**.
6. On the FSIS Enrollment Request Wizard (Step 4) page, for the Country field, select your country from the drop-down list and click **Next**.
7. On the FSIS Enrollment Request Wizard (Step 5) page, put a check mark in the box to accept the disclaimer, click **Next**.
8. After you have submitted this role request for PHIS, your request will be reviewed and you will receive an email from FSIS at the email account associated to your eAuth account.
9. On the FSIS Enrollment Request Wizard (Step 6) page, enter the activation code received by email, click **Finish**. Once the activation is complete, the page will open PHIS.

As an alternative, click on the link in the email that will complete the activation. Once your request has been approved, you can log into PHIS at <https://phis.fsis.usda.gov>.