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.

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.
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 the 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.
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.

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

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.