

## 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 role who use the PHIS Foreign Country Login (FCL) module.

**View Certificates**

Certificate Number:

Export Establishment Name:

Approved Date of Certificate (DD/MM/YYYY): From: 06/09/2019 To: 06/09/2019

Approving FSIS Official:

Export Establishment Number:

Commodities:

Port of Entry:

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	

### Section 1: View Certificates

The View Certificates page consists of a search panel, a grid for viewing the search results, and the ability to download and view PHIS Export Certificates and other attached documents.

- Search Filter Parameters** - There are a number of filter parameters available to help find certificates including date ranges, which use the DD/MM/YYYY format.
- Search and Reset buttons** - The Search option filters the results based on the current parameters. The Reset option returns the search parameters back to default values.
- Results grid** - The grid displays the 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, you can select the magnifying glass icon to view the data.
- Attached documents** - The signed Export Certificate and any additional supplemental documents uploaded with the application are displayed in the expanded grid. You can select the page icon in the View column to download and view the document.

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.

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## 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:

## Section 2: Generate FCL Report

The report feature allows you to select information for display in a number of different formats. You can apply filters before running the report. The filters parameters are the same as the parameters on 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 parameters.
3. **Report Buttons** - You can generate reports in two formats, PDF and Excel.

The report result is formatted to print horizontally with different columns depending on the selected report.

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 P	Sausage Works, LLC	65	650.0000	0.0000	S3445	C2334



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## 9060 Certificate Validation

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PHIS Export Certificate Packages (PDFs) are digitally signed in Adobe. PHIS provides a root certificate that you can install on your computer. Once installed, the root certificate provides an additional validation level of the digital signature and certificate details. The steps are included in the expandable section below. For more information, see the [PHIS Quick Reference Guide: Using the Certificate Signature Viewer Role](#).

[How to install the root certificate:](#)

1. Download the root certificate.
2. Right-click the file and select Install Certificate.
3. Select Current User as the Store Location (or Local Machine if you have administrator privileges).
4. Select Next.
5. Select Place all certificates in the following store, then select the Trusted Root Certification Authorities store.
6. Select Next.
7. Select Finish.
8. Open Adobe Acrobat Pro DC
9. Select Edit option from top menu ribbon
10. Select Preferences from the Edit options displayed
11. Select Signatures from the Categories: displayed
12. Select More button associated with Verification option under Digital Signatures heading
13. Toward the bottom of the pop-up from the Windows Integration category verify that checkmarks are associated with Validating Signatures and Validating Certified Documents options.
14. If not already selected, select associated checkboxes and then the OK button.

Note: Any Certificate PDFs open at the time that the above steps are taken must be closed and re-opened with the PDF viewer to see the green checkmark and the *Signed and all signatures are valid.* message.

Certificate Name	Valid From	Valid To	Download
RootCertificate.crt	5/5/2021 12:00:00 AM	5/5/2031 12:00:00 AM	

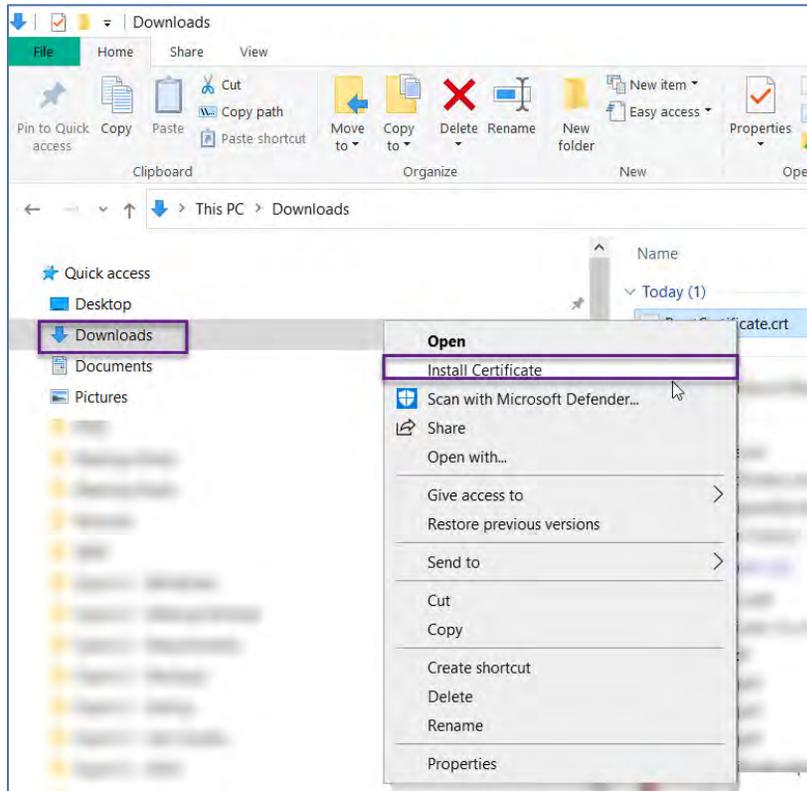
### Section 3: 9060 Certificate Validation

The 9060 Certificate Validation page provides an option to further validate the export certificate’s digital signature and certificate details. You may download and install a root certificate (USDA-FSIS-PHIS-RootCA file) to your computer. The root certificate uses public key cryptography to provide additional validation of the export certificate’s authenticity. Sections 3a-3c describe how to install and use the optional root certificate.

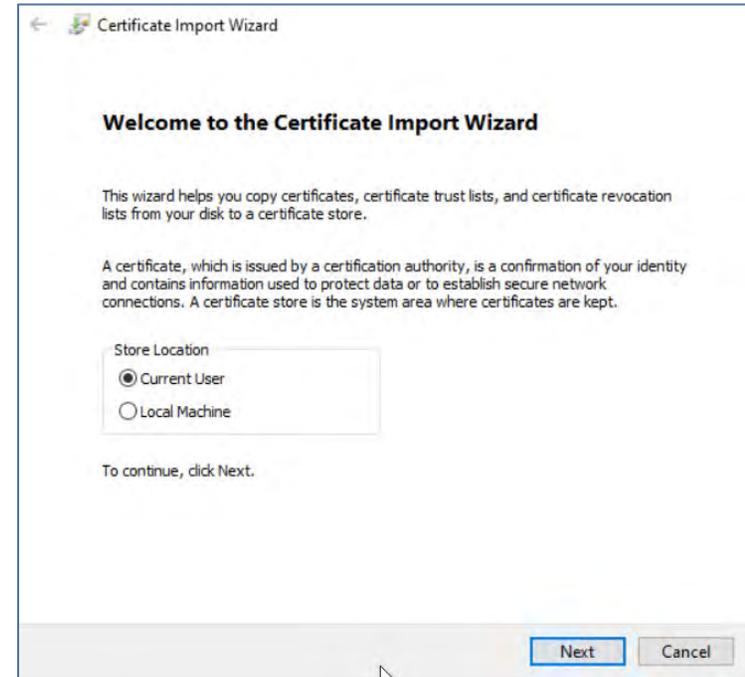
Please note the root certificate expires every five years. Prior to your root certificate expiring, FSIS will provide an updated root certificate to current users with the CSV role and instructions on how to install it.

## Section 3a: Install 9060 Validation Certificate

1. Download the root certificate.
2. Right-click the file and select **Install Certificate**.

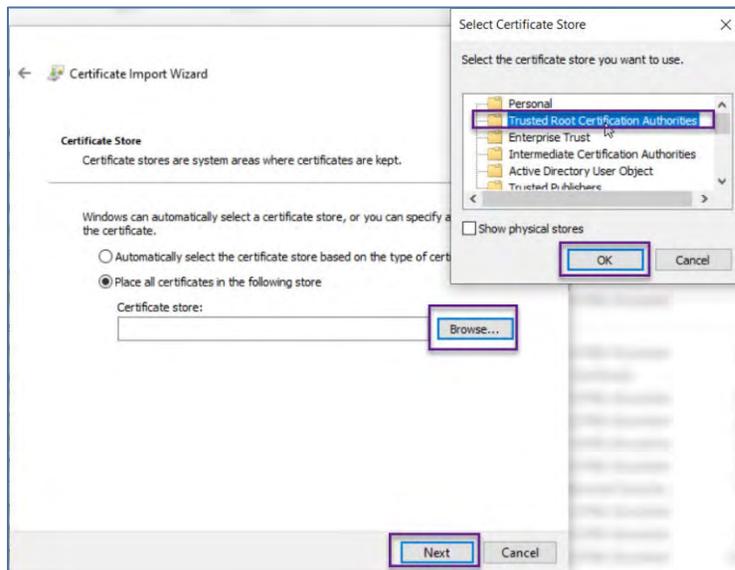


3. Select Current User as the Store Location (or Local Machine if you have administrator privileges).
4. Select **Next**.



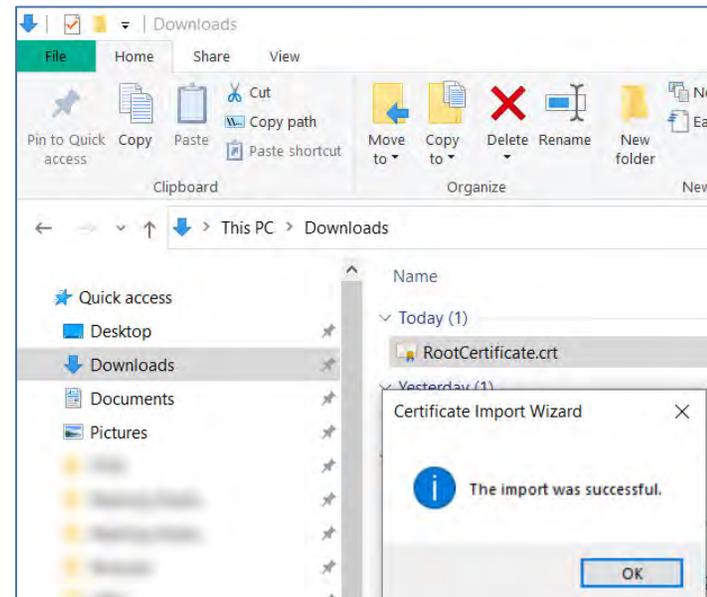
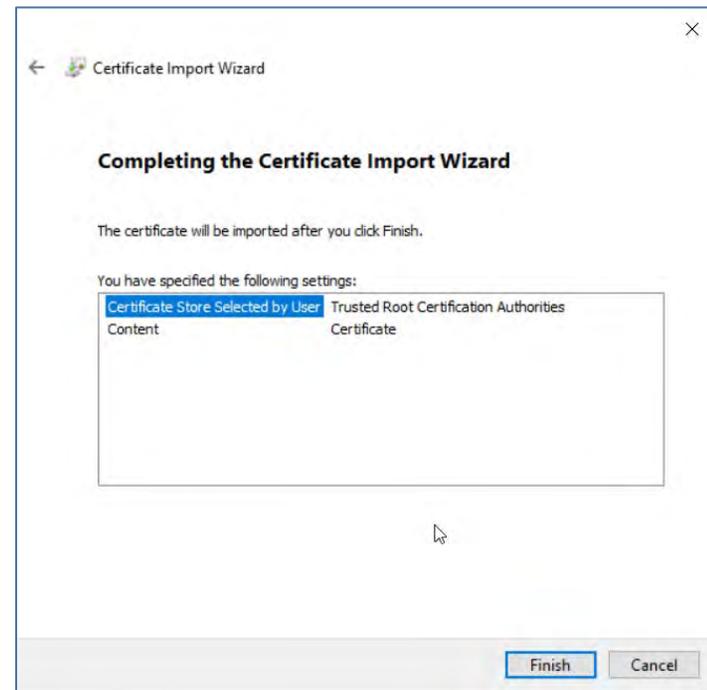
5. Select Place all certificates in the following store, then select the Trusted Root Certification Authorities store.

6. Select **Next**.



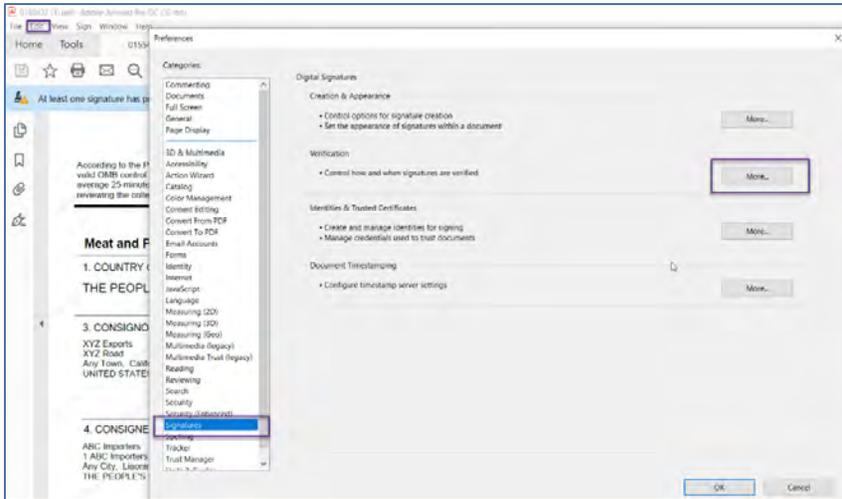
7. Select **Finish**.

A confirmation message appears.

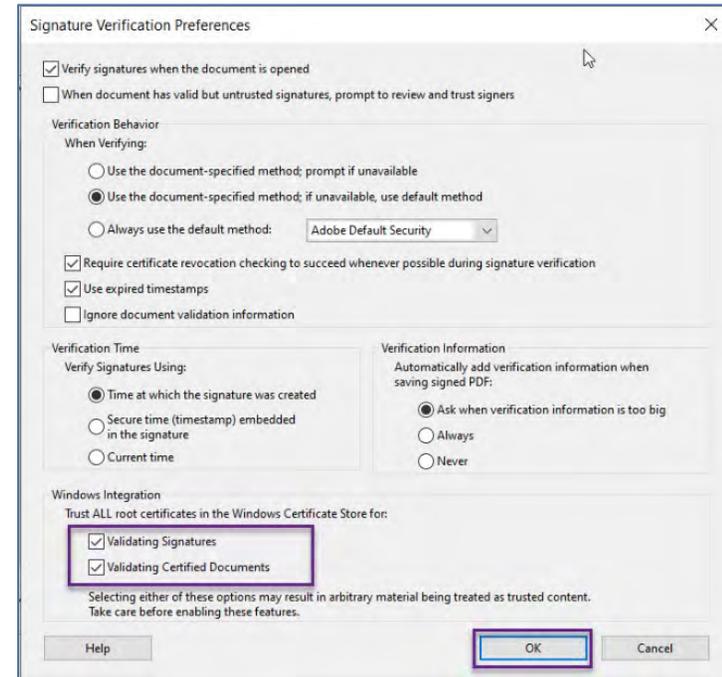


## Section 3b: Update Adobe Acrobat Pro DC

1. Open Adobe Acrobat Pro DC.
2. From the top menu, select **Edit**.
3. From the Edit options, select **Preferences**.
4. From the Categories, select **Signatures**.
5. Select the More button associated with Verification option under Digital Signatures heading.



6. On the Signature Verification Preferences page, near the bottom, verify that checkmarks are associated with Validating Signatures and Validating Certified Documents options. If not already selected, select associated checkboxes and then select **OK**.



## Section 3c: Open Certificate with Adobe Acrobat Reader

Once you have this root certificate installed, any FSIS approved certificates opened with Adobe Acrobat Reader will display a green checkmark and a *Signed and all signatures are valid* message.

Additional Details may be accessed expanding the Signed by and Signature Detail options and selecting the Certificate Details link.

The screenshot displays the Adobe Acrobat Reader interface with a PDF document titled "0155432 (1).pdf". The document status bar at the top indicates "Signed and all signatures are valid." The left sidebar shows the "Signatures" panel with a "Validate All" button and a signature entry for "Rev. 1: Signed by TEST-PHIS". The "Certificate Details..." link is highlighted. The "Certificate Viewer" dialog box is open, showing the following information:

**Certificate Viewer**  
This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry.

Show all certification paths found

USDA-FSIS-PHIS-RootCA  
TEST-PHIS

Summary Details Revocation Trust Policies Legal Notice

TEST-PHIS

Issued by: USDA-FSIS-PHIS-RootCA

Valid from: 2021/05/07 11:20:22 -04'00'

Valid to: 2026/05/07 11:30:10 -04'00'

Intended usage: Digital Signature, Encrypt Keys, Client Authentication, Server Authentication

Export...

The selected certificate path is valid.  
The path validation checks were done as of the signing time:  
2021/05/13 13:33:00 -04'00'  
Validation Model: Shell

OK

The background shows the "Signature Panel" with various tools like "Create PDF", "Edit PDF", "Export PDF", "Comment", "Organize Pages", "Scan & OCR", "Protect", "Fill & Sign", "Prepare Form", "Compare Files", "Color picker", and "Combine Files".

## Section 4: Enrolling as a Certificate Signature Viewer

Before submitting your request for the PHIS Certificate Signature Viewer role, you must first obtain an identity-verified eAuthentication account from the USDA.

1. Once the account is received, you can open a web browser and go to <https://phis.fsis.usda.gov>.
2. Log in to PHIS with your Level 2 Login.gov account by selecting 'Customer'. Note: For security reasons, if a PHIS user does not log into their account for 90 days, the account will be deactivated. It is advised that PHIS users log on routinely to avoid account deactivation. Click on the Login.gov option and enter your credentials

The screenshot shows the PHIS Login page. At the top, there is a 'Login' header and a 'Remember my user type' checkbox. Below this, three user type options are listed: 'Customer' (Public citizens conducting business with USDA Agencies), 'USDA Employee/Contractor' (Federal employees and contractors working for USDA), and 'Other Federal Employee/Contractor' (Non-USDA federal agency employees and contractors). A red box with the number '2' highlights the 'Customer' option. Below the user type selection, there are two login options: 'Login.gov' (Enter Login.gov User ID and Password) and 'eAuth User ID' (Enter User ID and Password). A red box with the number '3' highlights the 'Login.gov' option. The 'Login.gov' option has a form with fields for 'User ID' and 'Password', and a 'Log In' button.

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

The screenshot shows the 'Welcome to the FSIS Enrollment Application!' page. The page has a dark blue header with navigation links: Home, My Profile, Help, Contact Us, and Logout eAuth. Below the header, the user is identified as 'Csv Testafghanistan'. The page states: '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.' There are two main sections: 'Enroll by Submitting Enrollment Request' and 'Navigate to FSIS Dashboard'. The 'Enroll by Submitting Enrollment Request' section includes a link to 'Submit Enrollment Request...'. The 'Navigate to FSIS Dashboard' section includes a link to 'Open FSIS Dashboard'.

3. On the FSIS Enrollment Request Wizard (Step 1) page, select Next.
4. On the FSIS Enrollment Request Wizard (Step 2) page, for the Account Type field, select Foreign Country and select Next.
5. On the FSIS Enrollment Request Wizard (Step 3) page, for the Role field, select Certificate Signature Viewer and select Next.
6. On the FSIS Enrollment Request Wizard (Step 4) page, for the Country field, select your country and select Next.
7. On the FSIS Enrollment Request Wizard (Step 5) page, accept the disclaimer and select Next.
8. After you have submitted this role request for PHIS, your request will be reviewed and FSIS will send you an email to the account associated to your eAuth account.
9. On the FSIS Enrollment Request Wizard (Step 6) page, enter the activation code received by email and select Finish. Once the activation is complete, PHIS opens.

As an alternative, select the link in the email. Doing so is the same as performing step 9.

Once your request has been approved, you can log into PHIS at <https://phis.fsis.usda.gov>.