Steps for Foreign Official to Obtain an Account in the USDA-FSIS Public Health Information System (PHIS) Revised 11 February 2022

To access PHIS:

**Step 1 – Begin Registration:**

2. Click the Create Account tab.
3. Select your User Type (Customer)
4. Enter your official (government) email address.
5. You will receive a confirmation email from DoNotReply.ICAM@usda.gov with the subject “eAuth – Confirm e-mail”. Click the Continue Registration link in the confirmation e-mail, which will take you to the USDA eAuthentication website.
6. On the USDA eAuthentication website, enter your complete name as shown on your valid passport or government issued photo ID and create a password.
7. Select Manage Account, then Update Account, then Continue to login Page. Do not click “Log in to your application”.
8. On the login page, enter your User ID (email address from Step 4) and the password you created in Step 6.
9. Click the link to Verify My Identity. This link is located in the middle of the right side of the page.
10. Enter your date of birth (MM DD YYYY) and click Continue.
11. Select Visit a USDA Service Center for in-person identity verification and click Continue. The Verify my identity online option presented on this page is only available to customers with a valid U.S. street address.
12. Provide additional information requested, including Home Country and address and click Continue.
13. The next screen will direct you to “Find an LRA” [screen shot below]. DO NOT click that button. **Stop at this point of the process and log off the eAuthentication screen.**
14. Your government (Central Competent Authority) will help with the next step of the process. You should now contact your government’s designated official(s), who will provide FSIS your registration information (indicated in Step 15 below) to receive access to PHIS.

**Step 2 – Virtual Approval for Access to PHIS is sent to FSIS:**

15. **Central Competent Authorities officials:** To obtain access to PHIS for your government’s official personnel, please send an email message to: FSISeAuthcredentials@usda.gov. In your email message, please include the following information:

   - Name of individual who needs access to PHIS and the email address they used to complete Step 1 of the registration process
   - Country for which PHIS access is being requested
   - PHIS Role(s) for which the country is requesting the individual is granted access to. The two roles for which official CCA personnel are eligible under this process are the following:

     - **Central Competent Authority (CCA) Role**
       - allows an individual to provide the CCA’s responses to the PHIS Self-Reporting Tool (SRT), which FSIS requires as part of its equivalence process, and

     - **Certificate Signature Viewer Role**
       - allows the individual to view export certificates issued by FSIS inspection personnel for products exported to their country.

16. After FSIS grants the requested official PHIS access for the specified role(s), an email message will be sent to both the individual registering for the account, as well as the
designated official from the CCA that requested that the individual be granted access to PHIS, indicating that the request has been approved.

**Step 3 – Finalize Registration:**

17. You can now navigate to [https://phis.fsis.usda.gov/](https://phis.fsis.usda.gov/) and enter your eAuthentication credentials (User ID and Password) to enroll in PHIS.

18. If requesting access to the:
   a) “Central Competent Authority” role, please follow the instructions provided in the “PHIS CCA Enrollment Guide”.

   ![PDF](PHIS_CCA_Enrollment_Guide.pdf)

   PHIS CCA Enrollment Guide.pdf

   b) “Certificate Signature Viewer” role, please follow the instructions provided in the “Certificate Signature Viewer Quick Reference Guide.”

   ![PDF](Certificate_Signature_Viewer_Quick_Reference.pdf)

   Certificate Signature Viewer Quick Reference.pdf

   c) Both the “Central Competent Authority” and “Certificate Signature Viewer” roles, please follow the instructions referenced in the previous steps (18.a and 18.b).