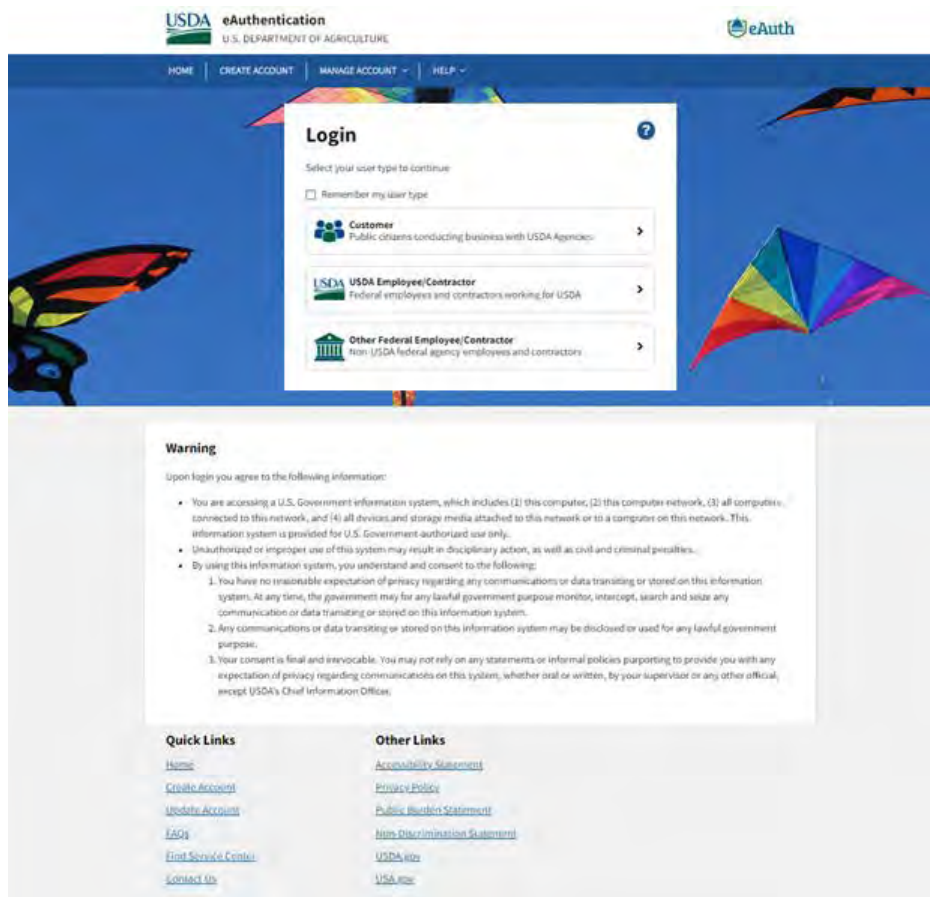


Steps for Foreign Official to Obtain an Account in the USDA-FSIS Public Health Information System (PHIS) Revised 19 October 2023

To access PHIS:

Step 1 – Begin by Registering for Login.gov:



USDA eAuthentication

1. Open your browser and navigate to an FSIS application. (i.e. PHIS)

NOTE: This guide is for Phase 1 of Login.gov. Only new external customers and current Level 1 users requesting to be upgraded to Level 2 are required to register.

Login



Select your user type to continue

Remember my user type

- 2

Customer
Public citizens conducting business with USDA Agencies

>

- USDA Employee/Contractor**
Federal employees and contractors working for USDA

>

- Other Federal Employee/Contractor**
Non-USDA federal agency employees and contractors

>

Login:

2. Select Customer.

Customer Login



[Need an account?](#)

Not a Customer? [Change user type](#)

Select an option to continue

3



Login.gov

Enter Login.gov User ID and Password



eAuth User ID

Enter User ID and Password

User ID

[Forgot User ID](#)

Password

[Forgot Password](#)

Show Password

Log In

Customer Login:
3. Select Login.gov.



USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

4

Create an account for new users

Enter your email address


5

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

6 English (default)

Español

Français

7 I read and accept the Login.gov [Rules of Use](#) 

8

Create an account:

4. Select Create an account.
5. Enter your email address.
6. Select you email language preference.
7. Check the box for “I read and accept the Login.gov Rules of Use”.
8. Click Submit button.

Check your email

9

We sent an email to *email@email.com* with a link to confirm your email address. Follow the link to continue creating your account.

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

Check your email:

9. Notification that an email has been sent to email address entered.
10. Open your email and click "Confirm email address"

✔ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

11

Password

12

Confirm password

Show password

13

Continue

Password safety tips



[Cancel account creation](#)






Create a strong password:

11. Create a password.
12. Confirm password.
13. Click Continue button.

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

14

-  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
-  **Text or voice message**
Receive a secure code by (SMS) text or phone call.
-  **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
-  **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
-  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

15 [Continue](#)


Authentication method setup:

14. Select Text or voice message.
15. Click Continue button.

Add a phone number

We'll send you a one-time code each time you sign in.

16 **Phone number**



17 **How you'll get your code**

Text message (SMS) Phone call

You can change this anytime. If you use a landline number, select "Phone call."

18 **Send code**

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

[Choose another authentication method](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply. Read Login.gov's [Mobile Terms of Use](#).

Add a phone number:

16. Select country* and enter phone number.
17. Select Text message (SMS).
18. Click Send code button.

NOTE: This authentication method is only available to select countries. List of supported countries may be found here: <https://www.login.gov/help/manage-your-account/international-phone-support/>

*If you select a country that does not have this service, please click the "Choose another authentication method" link to select another method.

Enter your one-time code

We sent a text (SMS) with a one-time code to +1 201 548 9123. This code will expire in 10 minutes.

One-time code

Example: 123456

19

Remember this browser

20

Submit

[Send another code](#)

Having trouble? Here's what you can do:

[Use another phone number](#) >

[I didn't receive my one-time code](#) >

[Learn more about authentication options](#) >

[Choose another authentication method](#)

Enter your one-time code:

19. Enter code received from text message.
20. Click Submit button.

✓ A phone was added to your account.



You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

[Add another method](#)

21

[Skip for now](#)

User is authenticated :
21. Click the Skip for now link.



Continue to USDA eAuthentication

We'll share your information with **USDA eAuthentication** to connect your account.

✓ Email address
email@email.com

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

22

Agree and continue

[Cancel](#)

Continue to USDA eAuthentication:

22. Click Agree and continue button

23. Follow subsequent steps to verify your identity to gain access to the FSIS application

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

1. 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.

2. 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:

1. You can now navigate to <https://phis.fsis.usda.gov/> and enter your eAuthentication credentials (User ID and Password) to enroll in PHIS.
2. If requesting access to the:
 - a) “Central Competent Authority” role, please follow the instructions provided in the “PHIS CCA Enrollment Guide”.
 - b) “Certificate Signature Viewer” role, please follow the instructions provided in the [“Certificate Signature Viewer Quick Reference Guide.”](#)
 - c) Both the “Central Competent Authority” and “Certificate Signature Viewer” roles, please follow the instructions referenced in the previous steps.