

PHIS Quick Reference Guide for Industry Export Test Site Access and Enrollment

System Requirements

PHIS Export access requires:

- Identity verified Login.gov or eAuthentication account
- High-speed Internet access
- Adobe Acrobat XI or higher
- Internet Explorer/Edge or Firefox

Industry Test Site (ITE) link:

<https://phisindsite.fsis.usda.gov>

Managing Users

- The **Establishment Administrator** role manages all industry users for an establishment. The role permits others access to the establishment records in PHIS and manages the roles given to them. Each establishment may assign this role to three users.

Establishment Roles

The following roles are specific to the system's features regarding export certification and domestic inspection:

- The **Export Applicant** role is used for the submission of export applications. The person with the Export Applicant role can submit applications for the establishment that assigned the role.
- The **Export Broker** role is used for the submission of export applications. The Export Broker role can submit applications for any establishment. The Export Broker role does not permit access to any establishment records.
- The **Plant Management** role provides the ability to respond to NRs and MOIs, view reports, add establishment-specific contacts, and link the establishment to a corporate entity. Establishments may have up to ten enrolled users assigned to this role.

Submit Enrollment Request

A. Establishment Personnel:

1. Log on to PHIS using a username and password.
2. Click Submit Enrollment Request.
3. Click Next.
4. For Account Type, select Industry. Click Next.
5. For Role, select **Establishment Administrator**. Click Next.
6. Click Select for the chosen Establishment. The Establishment information will appear above the grid, highlighted. Click Next.
7. Enter optional Additional Information. Click Next.
8. Add optional Comments. Click Next.
9. An Enrollment Request Summary page will appear and allow you to review your request. Click Finish.
10. You will receive email notification when an existing Establishment Administrator approves your request.
11. As an Establishment Administrator, you can assign yourself and others the Export Applicant role.

B. Industry Personnel – Export Applicant:

1. Log on to PHIS using a username and password.
2. Click Submit Enrollment Request.
3. Click Next.
4. For Account Type, select Industry. Click Next.
5. For Role, select **Export Applicant**. Click Next.
6. Enter optional Additional Information. Click Next.
7. Add optional Comments. Click Next.
8. An Enrollment Request Summary page will appear and allow you to review your request. Click Finish.

You will receive an email notification when an existing Establishment Administrator approves your request.

C. Industry Personnel – Export Broker:

1. Log on to PHIS using a username and password.
2. Click Submit Enrollment Request.
3. Click Next.
4. For Account Type, select Industry. Click Next.
5. For Role, select **Export Broker**. Click Next.
6. Enter optional Additional Information. Click Next.
7. Add optional Comments. Click Next.
8. An Enrollment Request Summary page will appear and allow you to review your request. Click Finish.

You will receive an email notification when your request is approved.

Enrollment Request Approvals

FSIS and industry personnel assigned the Establishment Administrator role manage all requests for access to the Industry Test site.

After Enrollment

Return to the Industry Test Site. There are two options; Submit an Enrollment Request or Navigate the FSIS Dashboard. Click Open FSIS Dashboard to navigate directly to the application.

For questions on PHIS access, contact the FSIS service desk at 1-800-473-9135 or (929) 279-8190

For export policy questions, please visit askFSIS at <https://askfsis.custhelp.com>.