Export Applicant
Submit an Enrollment Request for an Export Applicant

Welcome to the Public Health Information System. In this demonstration, you will learn how to submit an enrollment request for an Export Applicant. I’ll guide you through the steps of accomplishing this task.

Login to PHIS using your eAuth User ID and password and then click the Login button.
First, click Submit Enrollment Request.

The FSIS enrollment request wizard page appears.
Click, Next to continue.

Select Industry for the Account Type.
Click, Next to continue.

Select Export Applicant for the Primary Role.
Click, Next to continue.

Enter Establishment Name or Number, then click Find.
Click Select to choose.

The selected establishment appears.
Scroll down to the bottom of the page.
Click, Next to continue.

Entering additional information is optional.
Click, Next to continue.

Entering any questions, comments, or additional information is optional.
Click, Next to continue.

The enrollment request summary page appears.
Scroll down to the bottom of the page.
Click Finish.

The confirmation message appears, “The enrollment request was submitted and it is being processed.”
Scroll down to view the entire page and make any necessary edits.
<table>
<thead>
<tr>
<th>Account Type</th>
<th>Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
<td>ExportApplicant</td>
</tr>
</tbody>
</table>

3. Establishment Information [Edit...]
You are an employee of the following establishment:
Establishment: OpenBeefOl, Inc.
Location: Petaluma, CA 94954

4. Additional User Information [Edit...]
This section contains your additional contact information and information which could personalize how your name is displayed on FSS application pages, documents, or email notifications.
- **Job Title:** 
- **Display Name:**
- **Mobile Phone:**
- **Fax:**

5. Requestor's Comments [Edit...]
This section contains your community which could help an administrator to process your request.

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The enrollment request was submitted and is being processed. Click Logout.
This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.