

Export Applicant

Submit an Enrollment Request for an Export Applicant

The screenshot shows the USDA eAuthentication interface. At the top, it displays the USDA logo and the text "United States Department of Agriculture Food Safety and Inspection Service". Below this is a navigation bar with links for "Home", "Help", "Contact Us", and "Logout eAuth". The main heading is "Submit an Enrollment Request for an Export Applicant". To the left of the main content is a list of steps with checkboxes:

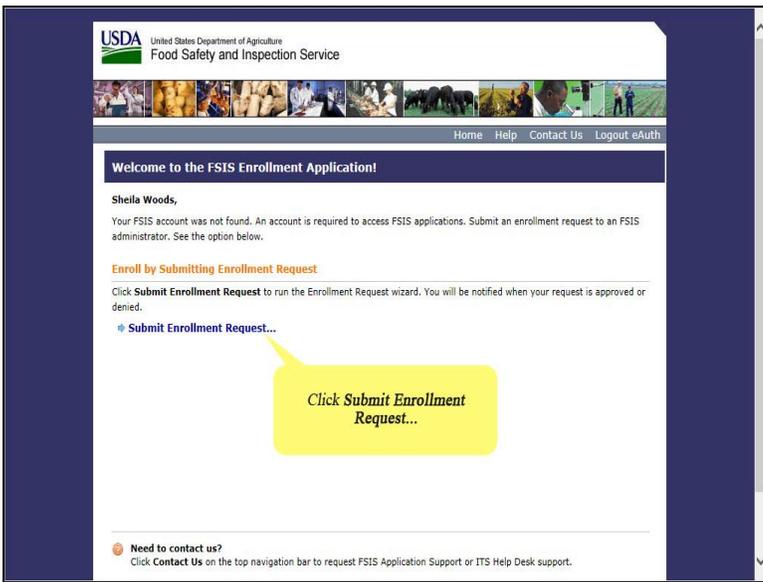
- Login to PHIS as using your eAuth User ID and password
- Click **Submit Enrollment Request...**
 - The FSIS Enrollment Request Wizard page appears
- Click **Next** to continue
- Select **Industry** for your Account Type
- Click **Next** to continue
- Select **Export Applicant** as the primary role
- Click **Next** to continue
- Select establishment **Name** or **Number**, then click **Find**
- Click **Select** to choose
- Click **Next** to continue
- Enter additional information (optional)
- Click **Next** to continue
- Enter any questions, comments, or additional information (optional)
- Click **Next** to continue
- Click **Finish**

To the right of the list is a small inset image showing a screenshot of the "FSIS Enrollment Request Wizard" page.

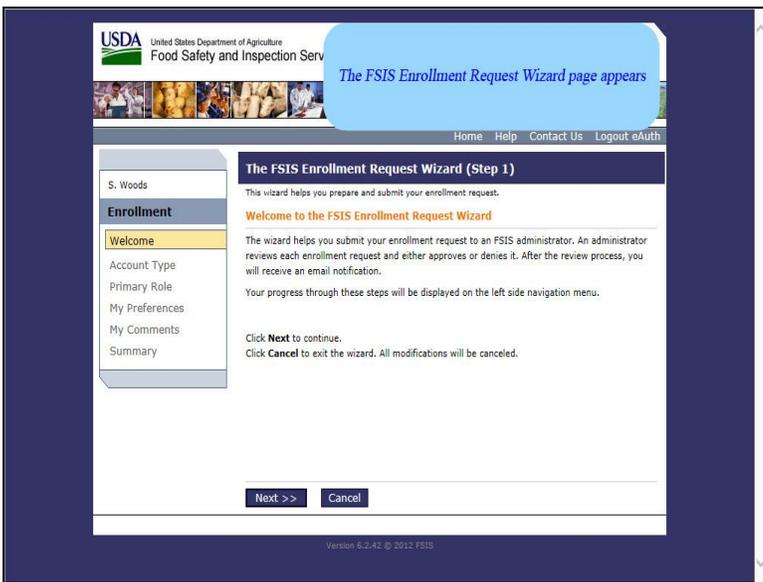
Welcome to the Public Health Information System. In this demonstration, you will learn how to submit an enrollment request for an Export Applicant. I'll guide you through the steps of accomplishing this task.

The screenshot shows the USDA eAuthentication Login page. At the top, it displays the USDA logo and the text "United States Department of Agriculture USDA eAuthentication". Below this is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA". The main heading is "eAuthentication Login". On the left side, there is a "Quick Links" section with links for "What is an account?", "Create an account", "Update your account", and "Administrator Links". The main content area is divided into two sections: "LincPass (PIV)" and "User ID & Password". The "LincPass (PIV)" section has a "LOG IN" button. The "User ID & Password" section has a "User ID" field with the text "Sheila.Woods", a "Password" field with masked characters, and "REGISTER" and "LOGIN" buttons. Below the login fields is a "WARNING" section with the text "Upon Login You Agree to the Following Information:" and a list of terms and conditions. A yellow callout box points to the "LOGIN" button with the text "Login to PHIS using your eAuth User ID and password".

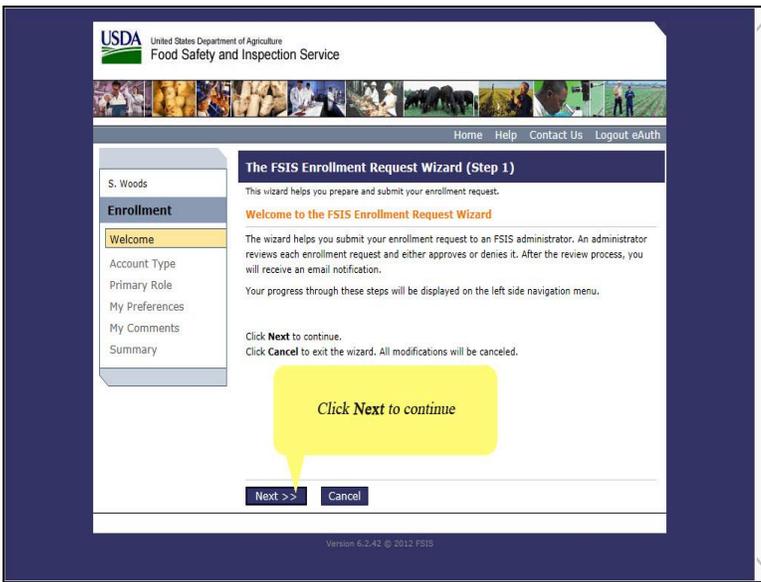
Login to PHIS using your eAuth User ID and password and then click the Login button.



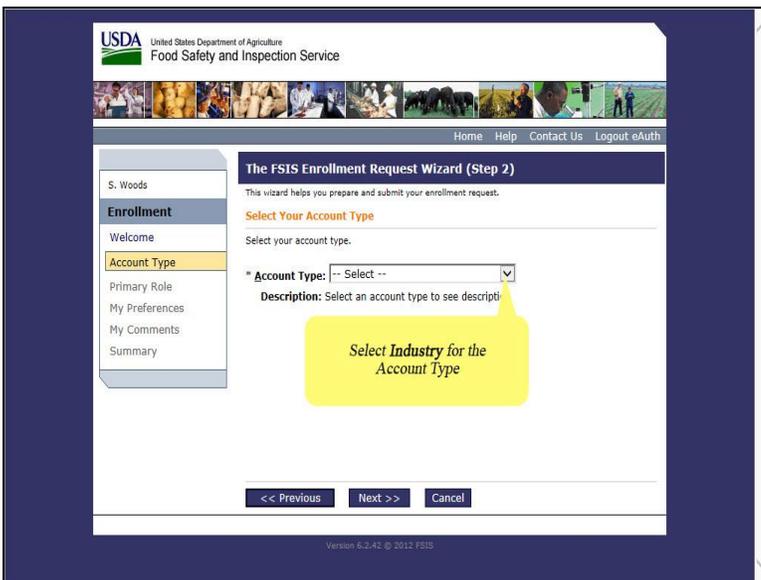
First, click Submit Enrollment Request.



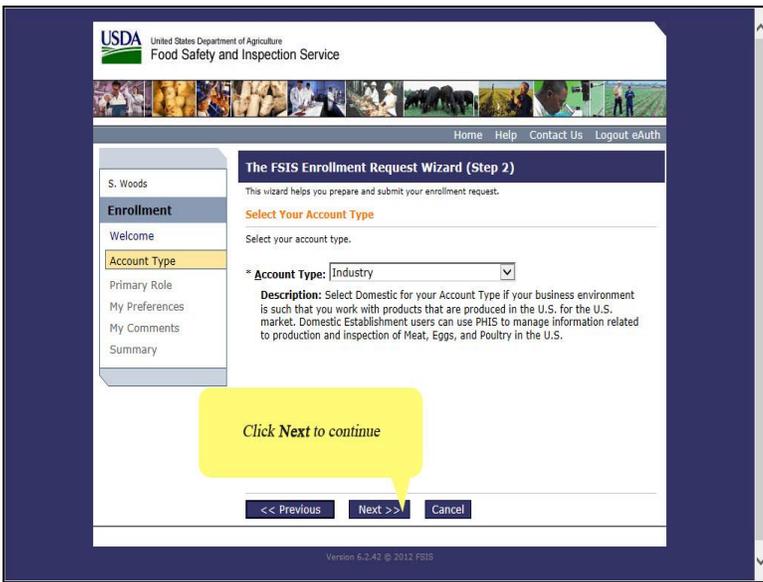
The FSIS enrollment request wizard page appears.



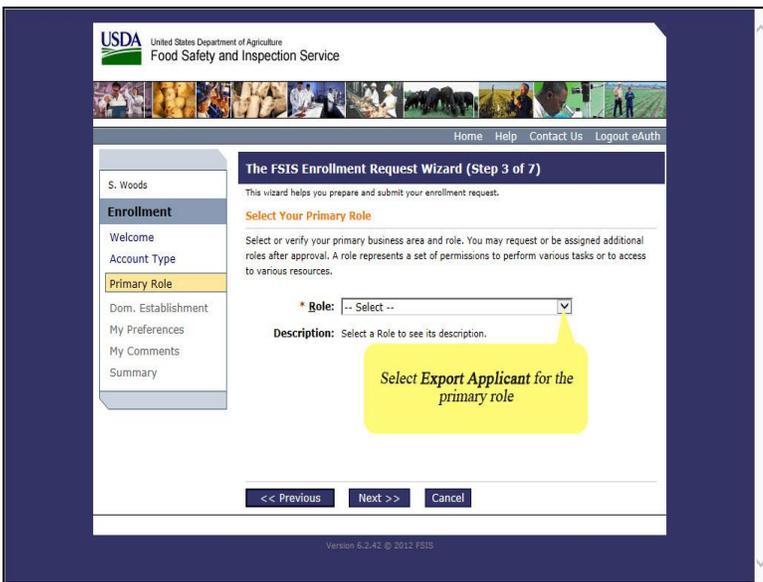
Click, Next to continue.



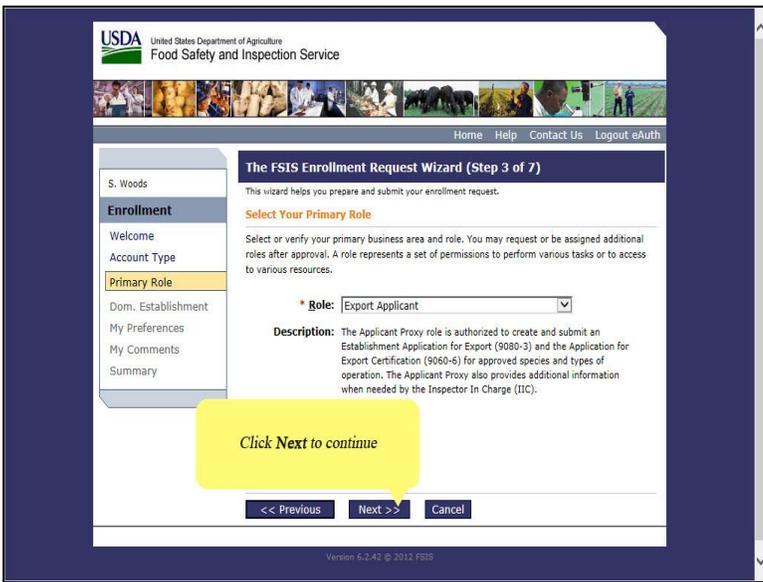
Select Industry for the Account Type.



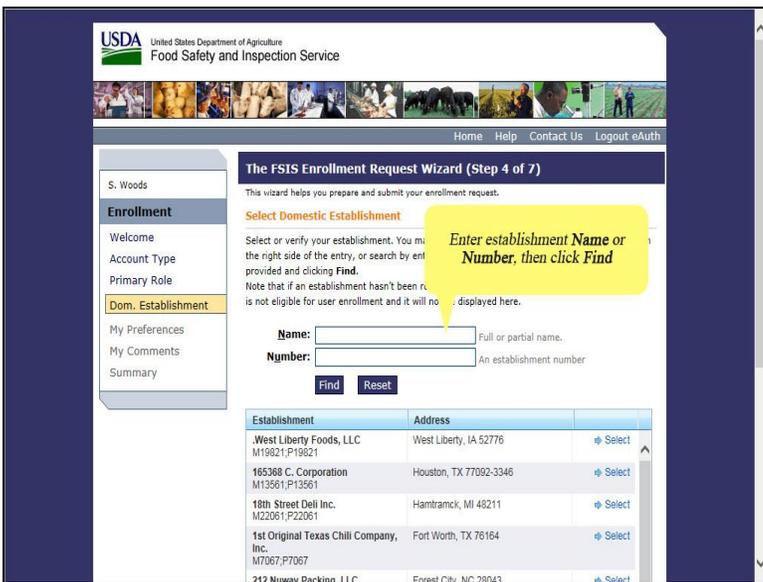
Click, Next to continue.



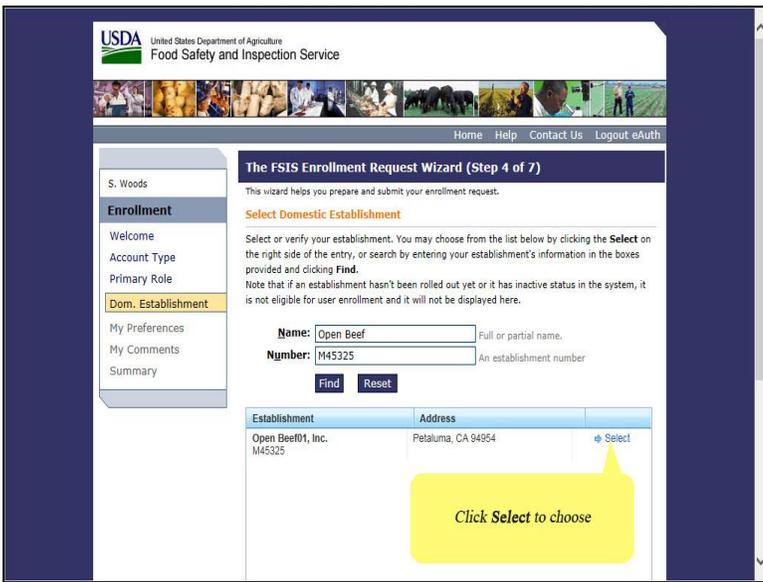
Select Export Applicant for the Primary Role.



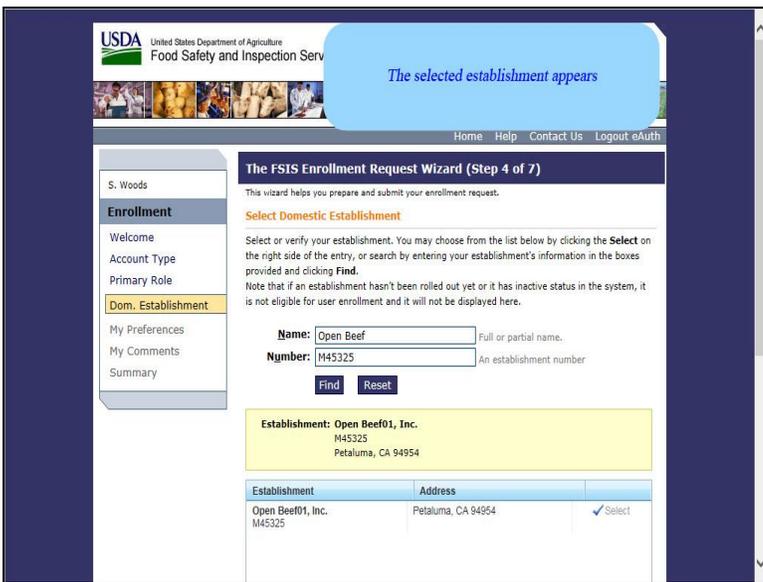
Click, Next to continue.



Enter Establishment Name or Number, then click Find.



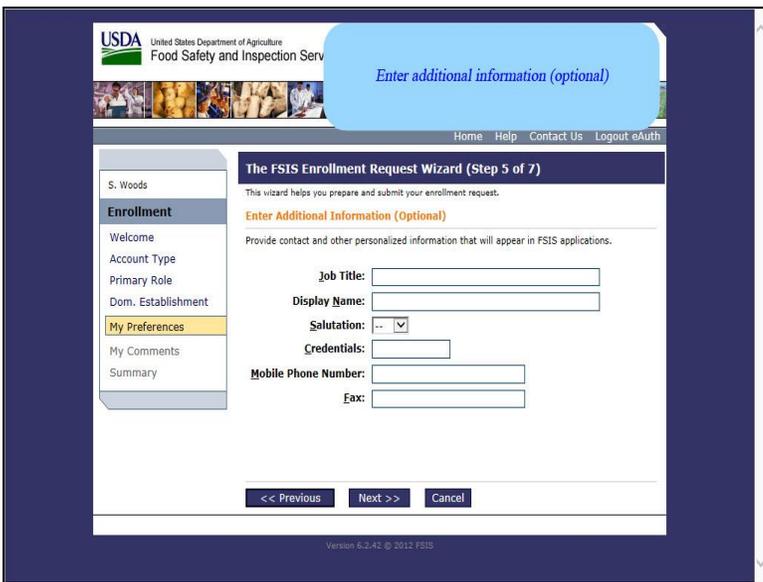
Click Select to choose.



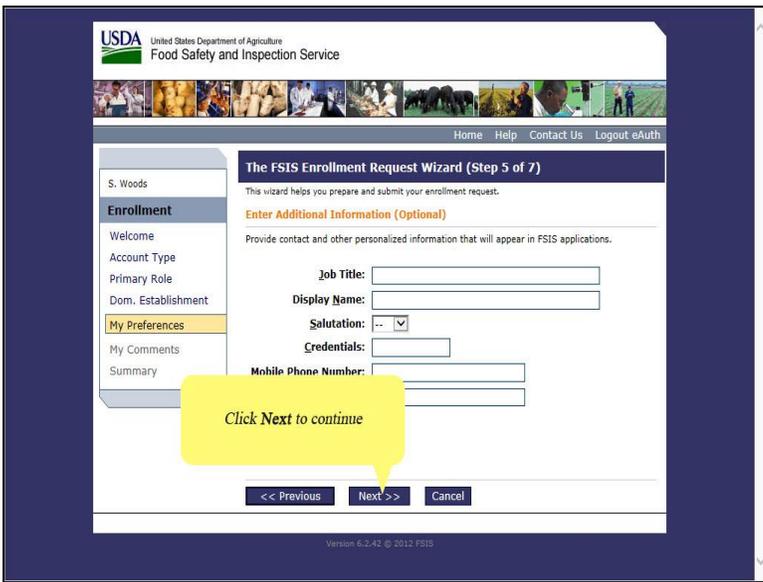
The selected establishment appears.
Scroll down to the bottom of the page.



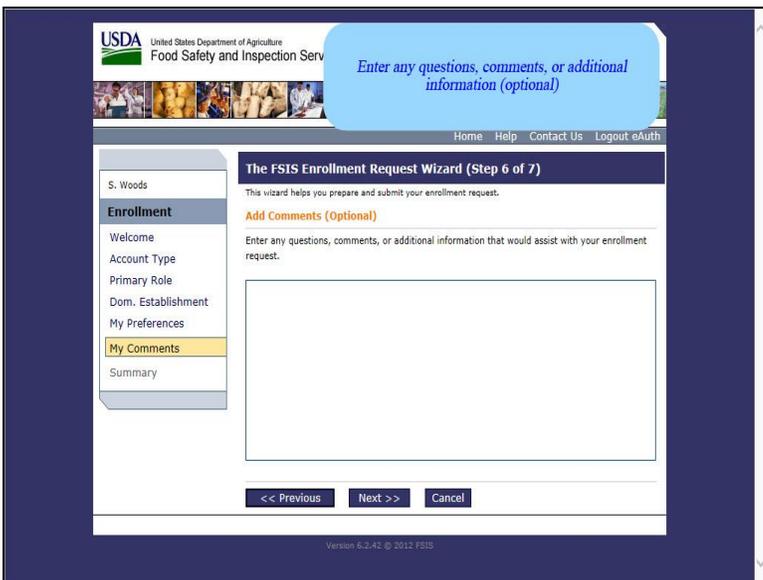
Click, Next to continue.



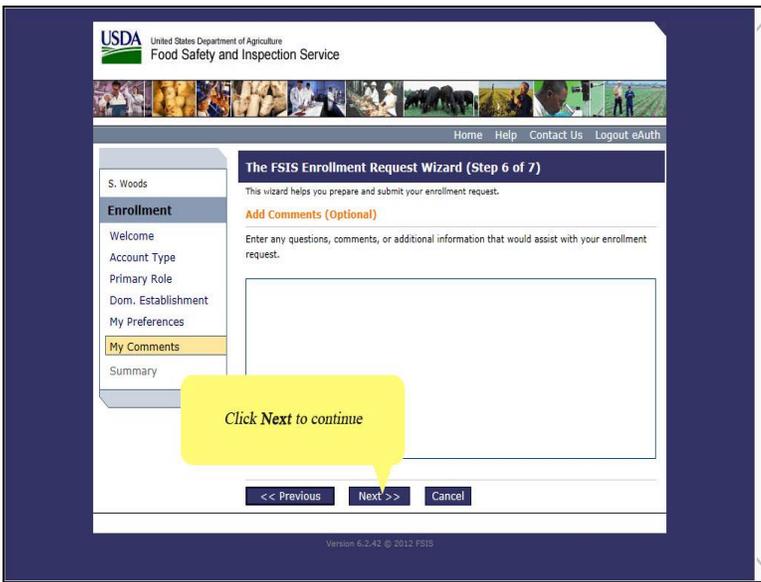
Entering additional information is optional.



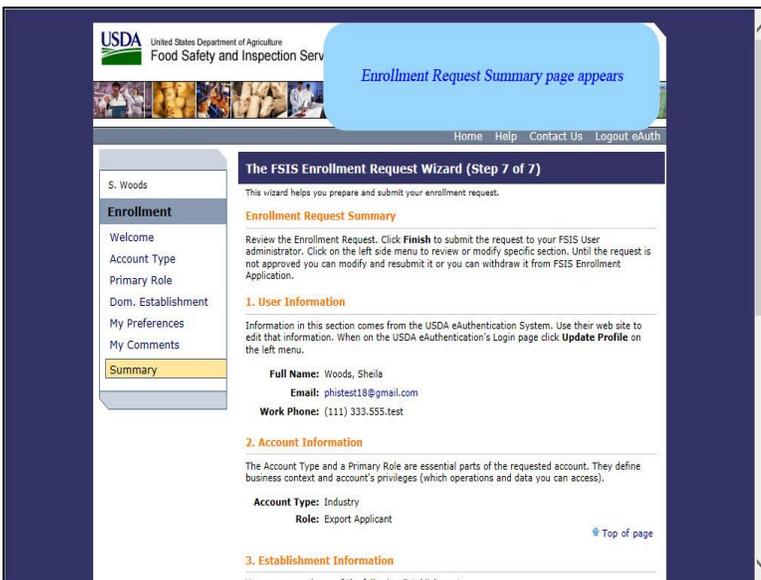
Click, Next to continue.



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.

Account Type: Industry
Role: Export Applicant [Top of page](#)

3. Establishment Information
You are an employee of the following Establishment:
Establishment: Open Beef01, Inc.
M45325
Petaluma, CA 94954 [Top of page](#)

4. Additional User Information
This section contains your additional contact information and information which could personalize how your name is displayed on FSIS application pages, documents, or email notifications.
Job Title: --
Display Name: --
Mobile Phone: --
Fax: --
Salutation: --
Credentials: -- [Top of page](#)

5. Requestor's Comments
This section contains your comments which could help an administrator to process your request.

 [Top of page](#)

Click Finish

<< Previous **Finish** Cancel

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Click Finish.

USDA United States Department of Agriculture
Food Safety and Inspection Service

The confirmation message appears, "The Enrollment Request was submitted and it is being processed."

Home Help Contact Us Logout eAuth

Enrollment Request Summary
This page displays your Enrollment Request summary. To start editing a selected section or the whole request click **[Edit...]** link or **Edit** button. To delete the request from the FSIS Enrollment Application click **Delete** at the bottom.

Enrollment Request No. 693 for a "Industry" account

The Enrollment Request was submitted and it is being processed.
It might take some time for administrators to review and process it. Once the request is approved or rejected you will be notified by email. If you need to modify and resubmit your request click **[Edit...]** link or **Edit** button and follow the on-screen instructions.

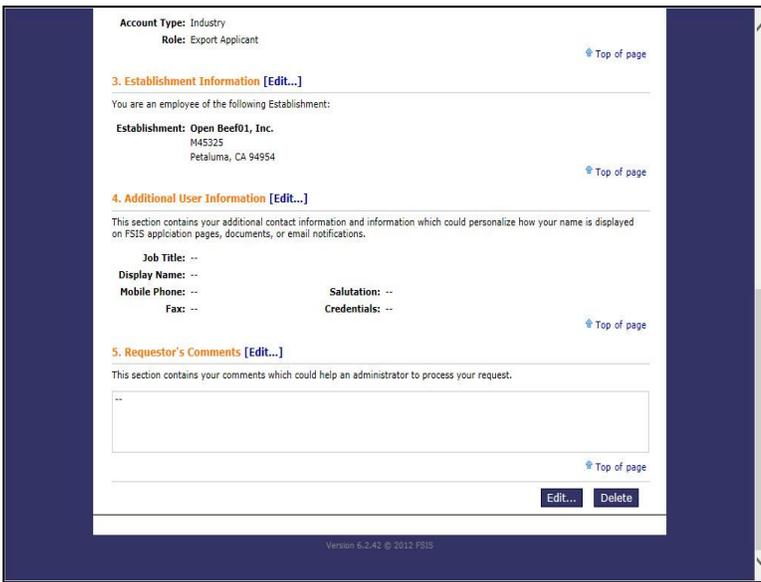
Edit... **Delete**

1. User Information
Information in this section comes from the USDA eAuthentication System. Use their web site to edit that information. When on the USDA eAuthentication's Login page click **Update Profile** on the left menu.
Full Name: Woods, Sheila
Email: phistest18@gmail.com
Work Phone: (111) 333.555.test

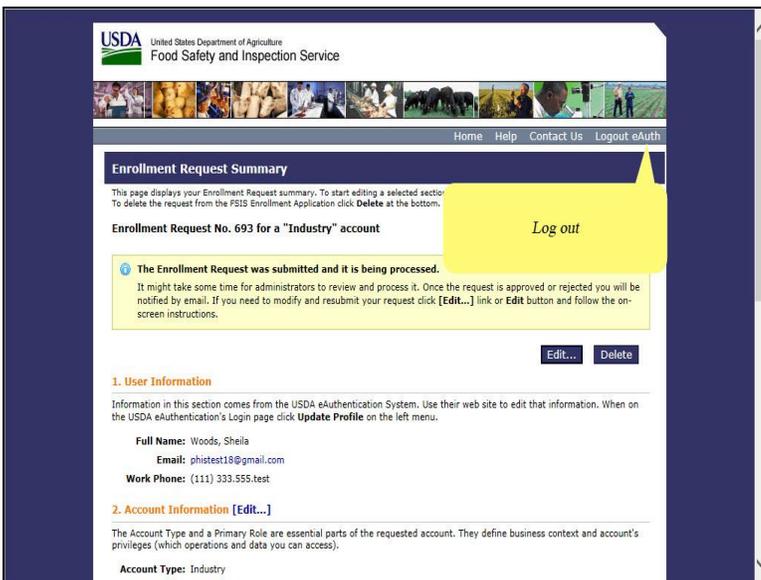
2. Account Information [Edit...]
The Account Type and a Primary Role are essential parts of the requested account. They define business context and account's privileges (which operations and data you can access).
Account Type: Industry

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.



After viewing the entire page, scroll up to the top of the page.



The enrollment request was submitted and is being processed. Click Logout.

USDA United States Department of Agriculture
Food Safety and Inspection Service

Home Help Contact Us Logout eAuth

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[Edit...](#) [Delete](#)

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Full Name: Woods, Sheila
Email: phistest18@gmail.com
Work Phone: (111) 333.555.test

2. Account Information [\[Edit...\]](#)

The Account Type and a Primary Role are essential parts of the requested account. They define business context and account's privileges (which operations and data you can access).

Account Type: *Industry*

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.