Export Applicant

Create Non-Disclosure/Information Security Awareness Agreement (NDA/ISA)

Welcome to the Public Health Information System. In this demonstration, you will learn how to create a non-disclosure and information security awareness agreement. 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 on Batch Processing in the left menu of Export Applicant.

Next, click Service Accounts.
Click on the Open NDA/ISA agreement link.

Read the NDA/ISA agreement.
Scroll down to see the entire agreement.
Scroll down to fill out the form.

Complete the form.
Enter an IP address.
Client IP address validation is enforced for each incoming request.

To find your IP address, enter “what is my IP” in a web search.
After completing the form, scroll down to the bottom of the page.

Click the box next to “I accept the terms of the agreement.”
Click Accept.

Click Add New Service Account.
Enter the account name.

From the Roles dropdown, select the appropriate role.
Enter a description.

Click Create Account.
The service account has been created and the service account page appears. Scroll to the bottom of the page to view the entire account profile.

Scroll up to the top of the page.
Click Sign Out.

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.