



Animal and Plant Health Inspection Service
U.S. DEPARTMENT OF AGRICULTURE

APHIS eFile First-Time User Set Up

- **Individual Account**
- **Team Sharing Account**
- **State Reviewer Account**
- **Access Your Profile**
- **Change to a Team Sharing Account**

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WELCOME!

USDA APHIS has a new permitting system called APHIS eFile. This user guide will walk you through how to get set up in APHIS eFile if you're a first-time user.

For more APHIS eFile support materials:

Check out our "How to" playlists on the APHIS YouTube Channel

- [Animal Care \(AC\) videos](#)
- [Plant Protection and Quarantine \(PPQ\) videos](#)
- [Veterinary Services \(VS\) videos](#)

Review this and other User Guides online on the [APHIS eFile Training Page](#)

First-Time User Set Up – Log in to APHIS eFile

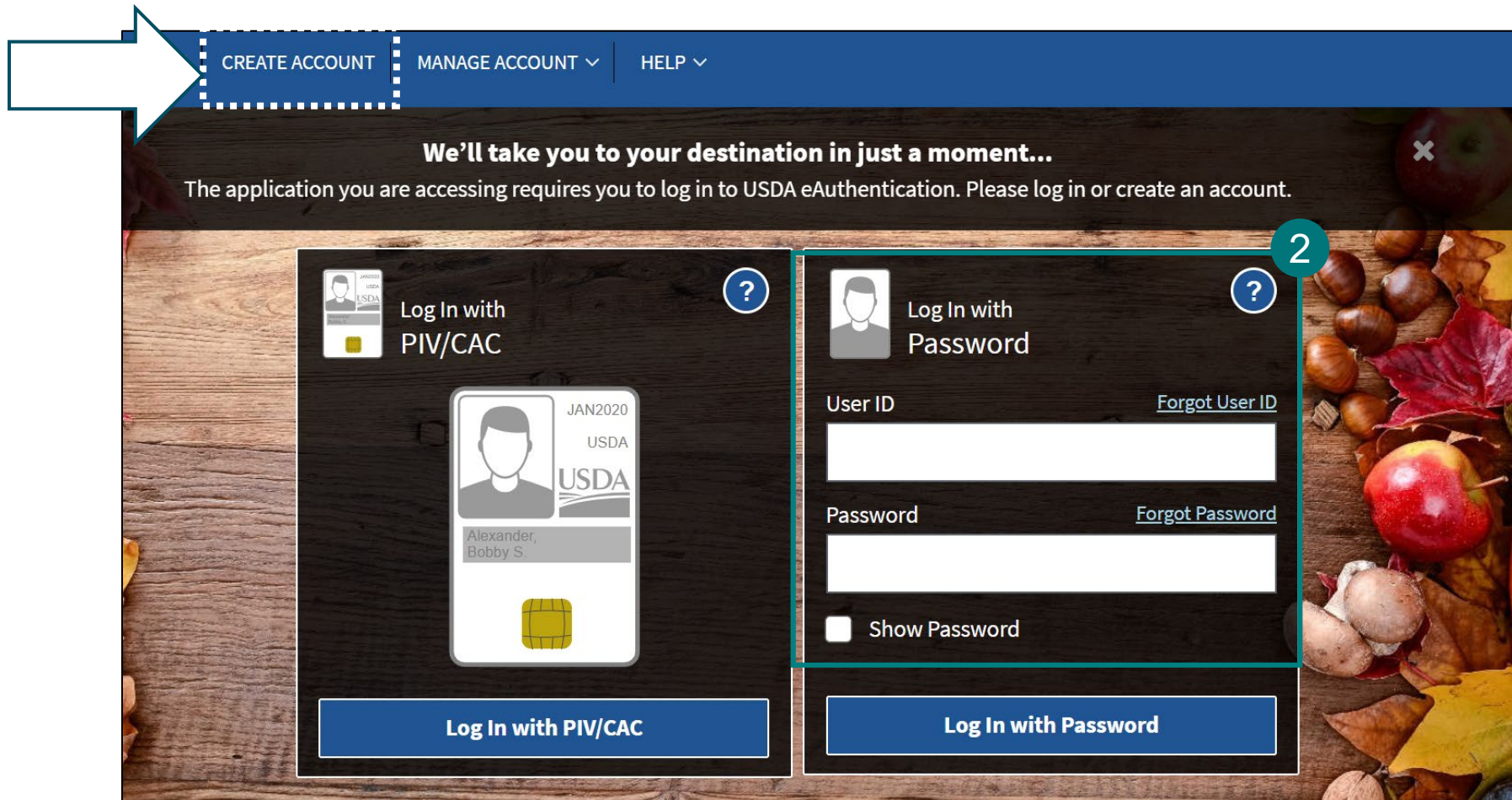
To set up your account in APHIS eFile, log in using your USDA eAuthentication credentials.

- 1 Navigate to <https://efile.aphis.usda.gov/s/> and select **SIGN IN | SIGN UP**

The screenshot shows the APHIS eFile website homepage. At the top left is the USDA logo and the text 'Animal and Plant Health Inspection Service' and 'U.S. DEPARTMENT OF AGRICULTURE'. At the top right, there is a navigation menu with 'About APHIS', 'Ask USDA', 'Contact Us', and 'Help'. A red circle with the number '1' highlights the 'SIGN IN | SIGN UP' link in the top right corner. Below the header is a dark green navigation bar with 'HOME' and 'GUIDE ME' links. The main content area features a large banner with a sunflower background. The banner text reads 'Welcome to APHIS eFile' and 'Apply and manage your APHIS applications, registrations, permits and licenses.' Below the banner is a section titled 'Ready to Apply?' with the text 'Start here if you already know what license, registration or permit type you need.' Below this text is a dropdown menu with the text 'Select an option' and a 'Get started' button.

First-Time User Set Up – Log in to APHIS eFile

- 2 Log in using your USDA eAuthentication username and password. If you do not already have a USDA eAuthentication Account, select **Create an Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to register in APHIS eFile.**



First-Time User Set Up

When you log into APHIS eFile for the first time, your name, mailing address, email, and business phone information will be pulled from your USDA eAuthentication account.

- 1 If needed, **edit your Contact Details** and then **Confirm Contact Details** to proceed to the next step.

Progress bar: Your Information (active), Account Type, Account Details, Complete

Welcome, Thomas Crowne!

We found the following information about you from your USDA eAuthentication account.

If you prefer to use a shortened version of your name or different contact information for your eFile work, feel free to edit this information here.

Full Name Thomas Crowne	Email [Redacted]
Mailing Address 13 Washington Dr Waterville, Alabama 55697 United States	Business Phone (312) 456-7878

[Edit Contact Details](#) [Confirm Contact Details](#) **1**

Edit your contact details if your information has changed

First-Time User Set Up





Once you have confirmed your information, there are three different account options for you to choose from.

Read the descriptions about each option and choose the option that works best for you:

- 1 [Individual Account](#)
- 2 [Team Sharing Account](#) *Note Organization is the same as your Company
- 3 [State Reviewer Account](#)
- 4 [Plant Inspection Station Account](#)

Note: Option 3 and 4 are NOT applicable for APHIS Applicants or Registrants. Only select option 3 or 4 if you work for a State Department of Agriculture.

The screenshot shows a progress bar at the top with four steps: 'Your Information' (checked), 'Account Type' (current step), 'Account Details', and 'Complete'. Below the progress bar is a back arrow and the title 'How will you be using APHIS eFile?'. The main text asks the user to choose an option that best describes how they will use APHIS eFile, noting that one size does not fit all. There are four options, each with an icon and a description:

- 1  I work alone and I do not share applications, registrations, permits, or licenses with other APHIS eFile users.
- 2  I work with others, sharing and managing applications, registrations, permits, or licenses with other APHIS eFile users in an organization.
- 3  I work with the state to review applications or complete site inspections for permit-required activities.
- 4  I work at a plant inspection station to inspect imported plants and seeds to ensure that they are free from plant pests and diseases.

At the bottom of the screen is a 'Confirm Account Type' button.

Individual Account

Individual accounts are for people who **will not share applications with other APHIS eFile users from their organization.**

When you are starting an application for the first time, you will need to take additional steps to ensure the organization name displays on your permit.

- 1 To associate your organization information with your private account, select **Edit Organization Details** and fill out the appropriate fields.
- 2 Select **Confirm Organization Details** to proceed.

Note: You can join or create Team Sharing Accounts in the future if you select this option. Proceed to page 17 for instructions.



Add Organization Details to Your Profile

So far we've confirmed your contact information, which will be used to set up your default *Associated Account*. Please provide information about your organization to link it to your APHIS eFile account.

Organization Name
eFile Applicant Account

Organization Phone

Organization Address
1435 River of May St., sssssssss
St. Augustine, 32092



Individual Account

Your Individual Account has been set up! **Read the Next Steps** and then select **Continue** to begin applying for APHIS-issued permits, registrations, and licenses.

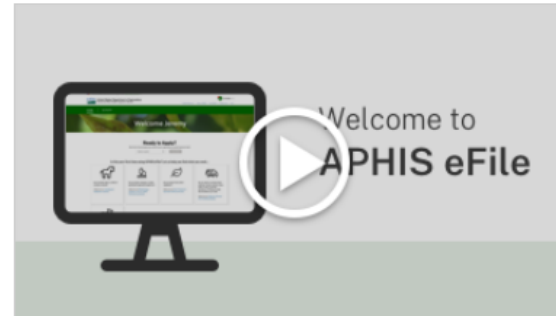


Your account has been created!

A confirmation email has been sent to the email address associated with your account.

Next Steps:

- To ensure our emails reach your inbox, we recommend you add aphis.efile@usda.gov and support@salesforce.com to your address book.
- You can reference and update all the information entered here in the Profile section of your eFile account.
- You can begin applying for APHIS-issued permits, registrations, and licenses.



Welcome to APHIS eFile

Continue

Team Sharing Account

Team Sharing Accounts are for people whose **team also logs into APHIS eFile or has a broker/preparer relationship.**

- A** If you are the first person to set up your Team Account, select **Create New Team Sharing Account.**
- B** **Join the Team Sharing Account by entering the eFile Team ID Number** if your colleague has already created a team account
 - The eFile Team ID Number is a 6-digit number, automatically generated by APHIS eFile when your colleague created the account
 - The eFile Team ID Number is not the same as the ePermits Unique ID and USDA cannot share this ID or create one for you
 - Your colleague will have to share the eFile Team ID Number with you separately, outside APHIS eFile. USDA Admins cannot share this ID or create one for you.
 - After entering the ID, a request will be sent to your colleague to grant you access to the account. **Your set-up process is complete.**

See steps for how to Create a New Shared Account on the next slide.



Create a New Team Sharing Account or provide your eFile Team ID Number

If you are the first from your business, university, or organization to join APHIS eFile, create a new sharing account for your team by clicking the button below.

Create a New Team Sharing Account

If your team has already created a Team Sharing Account in APHIS eFile, please provide the eFile Team ID Number in the box below. Your Team Sharing Account's Organization Administrator can access this 6-digit number via the Associated Accounts section of their profile.

eFile Team ID Number

Enter your eFile Team ID Number Verify

If your application team does not have an eFile Team ID Number, please create a new Team Sharing Account.

Team Sharing Account – Create a New Team Sharing Account

- 1 Enter your Organization information and select **Save Organization Details**
- 2 Select **Confirm Team Account Details**



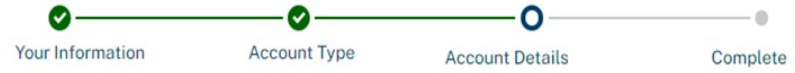
Add Organization Details to Your Team Sharing Account

Please complete the Team Sharing Account details below. This will send a request to APHIS to save this account to our system. APHIS recommends that applicants name their *Team Sharing Accounts* after their organization name, as these details appear on some APHIS permit types.

1

* Organization Name Food Inc.	* Organization City Sacramento
* Organization Phone 123-456-7890	* Organization State California (CA) ×
* Organization Address Line 1 1000 Bolton Ave.	* Organization Zip Code/Postal Code 44029
Organization Address Line 2 	* Organization Country United States of America ×
Organization Address Line 3 	

1 Save Organization Details



Add Organization Details to Your Team Sharing Account

Please complete the Team Sharing Account details below. This will send a request to APHIS to save this account to our system. APHIS recommends that applicants name their *Team Sharing Accounts* after their organization name, as these details appear on some APHIS permit types.

Organization Name
Food Inc.

Organization Phone
123-456-7890

Organization Address
1000 Bolton Ave.
Sacramento, California (CA) 44029
United States of America

Edit Team Account Details

2 Confirm Team Account Details

Team Sharing Account – Create a New Team Sharing Account

3 Add Members to your Team Account to send them invitations to join the new Team Sharing account

- You may add multiple team members to by selecting **Add Team Member**
- Select **I'm Done Adding Emails** to proceed



Would you like to invite other members to your Team Sharing Account?

Inviting others to your Team Sharing Account will give them the ability to view, edit, and share applications, registrations, permits, or licenses using APHIS eFile.

3

Member First Name	Member Last Name	Member Email	
<input type="text" value="Member's first name"/>	<input type="text" value="Member's last name"/>	<input type="text" value="Member's email"/>	<input type="button" value="Add Team Member"/>

Invitations are being sent to:

FIRST NAME	LAST NAME	EMAIL	
Colleague	1	email@email.com	<input type="button" value="trash"/>

To skip this step and send invitations later, select "No, I'll do this later"

3

Team Sharing Account – Create a New Team Sharing Account

4 **Review and Accept** the responsibilities for being an Organization Administrator.

- By default, the first person to create the Team Sharing Account becomes the Organization Administrator. This role can be switched as more users enter the account.

5 Select **Continue**.

Note: To learn more about Team Accounts and Organization Administrator abilities, please access the APHIS eFile Organization Accounts Guide below:
<https://www.aphis.usda.gov/help/eFile/efile-organization-accounts.pdf>



Congratulations, your Team Sharing Account in eFile is almost complete!

Team Sharing Accounts allow members of groups to share, view, and edit records owned by other members. Once your team sharing account is created, you will be made the Organization Administrator of it. **To finish setting up your Team Sharing Account, you need to review and accept the below responsibilities.**

4

As the Organization Administrator, you will be able to:

- Edit your Team Sharing Account's name and address
- Create new subdivisions within your larger account (for example, different teams within your Organization that work on different APHIS-regulated activities)
- View an account passcode (eFile Team ID Number) that can be shared with colleagues

As the Organization Administrator, it will be your responsibility to:

- Invite users to join any of your Team Sharing Accounts
- Remove members when they leave your Team Sharing Account
- Coordinate the transfer of your Administrator responsibilities should you leave the Team Sharing Account

Additional instructions are available [here](#), including information on how to designate additional administrators and/or relinquish your role as administrator. If you have any questions or concerns, please [contact APHIS](#).

Once your Team Sharing Account has been created, APHIS takes no responsibility for its membership. I understand and accept the responsibilities described above.

5

Continue

Team Sharing Account – Create a New Team Sharing Account

Your Team Sharing Account has been set up! **Read the Next Steps** and then select **Continue** to begin applying for APHIS-Issued permits, registrations, and licenses.

Note: To ensure your request has time to process,

APHIS recommends waiting approximately 15 minutes before starting your first application, license, or registration in APHIS eFile.



Your account has been created!

A confirmation email has been sent to the email address associated with your account and we have sent a request to create your organization's profile in eFile.

Next Steps:

- To ensure our emails reach your inbox, we recommend you add aphis.efile@usda.gov and support@salesforce.com to your address book.
- You will receive a confirmation email once your request has been processed.
- You can begin applying for APHIS-issued permits, registrations, and licenses.
- You can reference and update all the information entered here in the Profile section of your eFile account.



Welcome to APHIS eFile

Continue

State Reviewer Account

State Reviewer Accounts are for people who are employed by a State Department of Agriculture to review applications or complete site inspections for permit-required activities.

- 1 Use the dropdown and **select the State you work with**
- 2 **Select the activities you complete** as part of your work and **Confirm Work Activities**

1

✓ ——— ✓ ——— ○ ——— ●

Your Information Account Type Account Details Complete

What State do you work with?

Select the state that you are working with.

State

Massachusetts (MA) ▼

Confirm State

2

✓ ——— ✓ ——— ○ ——— ●

Your Information Account Type Account Details Complete

Tell us about the work you do

Select the activities you perform as part of your work. You can select multiple options.

I review applications assigned to my state by APHIS to identify any special conditions for activities in my state.

I inspect sites that are conducting permit-required activities.


I assign the review of applications to a member of my State's agriculture department.

I am the primary reviewer/POC for my state's APHIS-assigned activities in eFile.

Confirm Work Activities

State Reviewer Account

Your State Reviewer Account request is being processed. Please **read the Next Steps**. You will receive an email when **your access has been approved**.



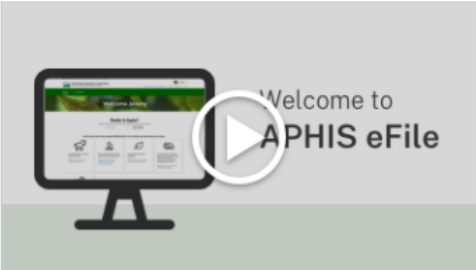
Your Information Account Type Account Details Complete

Your state account request is being processed.

A confirmation email has been sent to the email address associated with your account.

Next Steps:

- To ensure our emails reach your inbox, we recommend you add aphis.efile@usda.gov and support@salesforce.com to your address book.
- You will receive an email when your state access has been approved, with a link to the State Collaborator portal
- You will begin to receive notifications from eFile as they are assigned by APHIS.



Welcome to APHIS eFile

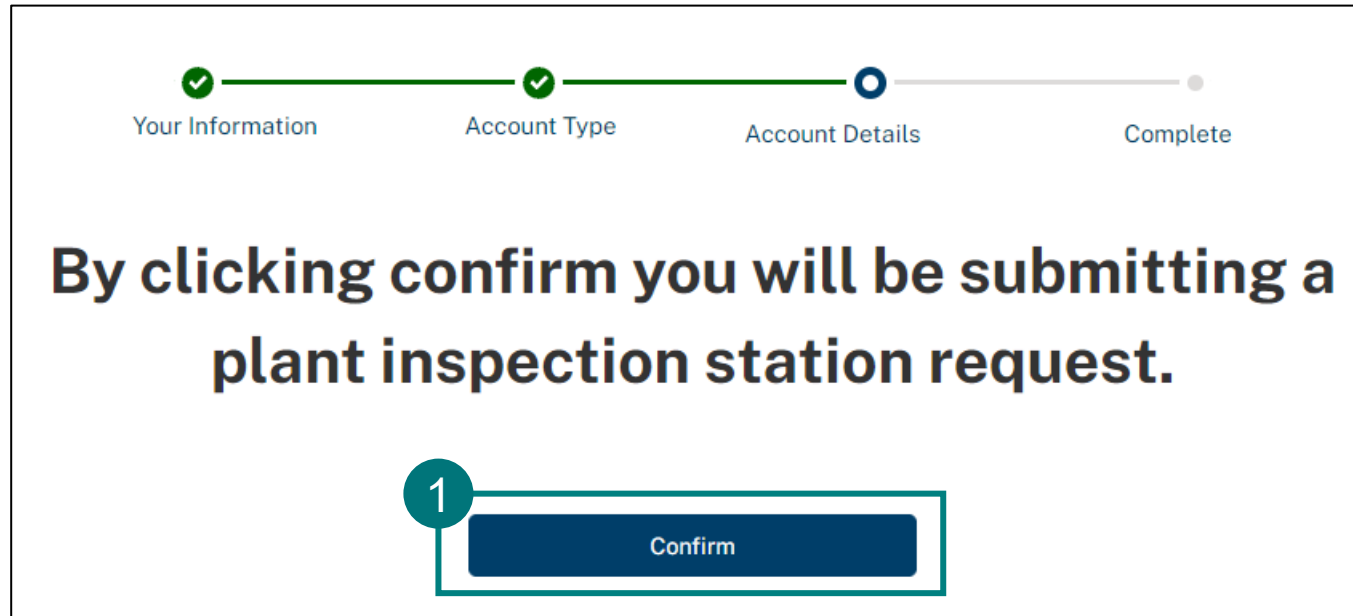
Welcome to APHIS eFile

Continue

Plant Inspection Station Account

Plant Inspection Station Accounts are for people who are employed by a State Department of Agriculture to inspect imported plants or seeds.

- 1 Select Confirm.




The image shows a progress bar with four steps: 'Your Information', 'Account Type', 'Account Details', and 'Complete'. The first two steps are marked with green checkmarks, indicating they are completed. The third step, 'Account Details', is marked with a blue circle, indicating it is the current step. The fourth step, 'Complete', is marked with a grey circle, indicating it is not yet reached. Below the progress bar, the text reads: 'By clicking confirm you will be submitting a plant inspection station request.' At the bottom, a blue button labeled 'Confirm' is highlighted with a red box and a red circle containing the number '1'.

By clicking confirm you will be submitting a plant inspection station request.

1

Plant Inspection Station Account

Your inspection station request is being processed. Please **read the Next Steps**. You will receive an email when your **access has been approved**.

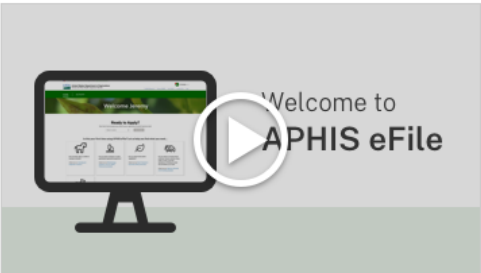


Your inspection station request is being processed.

A confirmation email has been sent to the email address associated with your account.

Next Steps:

- To ensure our emails reach your inbox, we recommend you add aphis.efile@usda.gov and support@salesforce.com to your address book.
- You will receive an email when your inspection station access has been approved, with a link to the Collaborator portal
- You will begin to receive notifications from eFile as they are assigned by APHIS.



Welcome to APHIS eFile

[Continue](#)

Accessing Your Profile

You can view or update your contact and organization information anytime by going to **My Profile**.

- 1 Select your name on the top right of the homepage
- 2 Select **My Profile**

The screenshot shows the APHIS eFile homepage. The top navigation bar includes the USDA logo, the text "Animal and Plant Health Inspection Service" and "U.S. DEPARTMENT OF AGRICULTURE", and a user profile dropdown menu labeled "USDA EFIL...". Below the navigation bar is a green header with "HOME | GUIDE ME | MY ACTIVITY". The main content area features a sunflower background with the text "Welcome to APHIS eFile" and "Apply and manage your APHIS applications, registrations, permits and licenses." A callout box on the right side of the page shows the user profile dropdown menu with options for "Home", "My Profile", and "Logout".

1

2

Change to a Team Sharing Account

You always have the option to change your account type from Individual to a Team Sharing Account. Follow the steps below to join or create a Team Sharing Account after you have completed the first-time user set-up process.

- 1 Select your name on the top right of the homepage
- 2 Select **My Profile**
- 3 Select **Associated Accounts**
- 4 If you would like to create a new team sharing account, select **Create Team Account**.
 - Enter your **Organization details** and **Continue**.

If you would like to **join an existing team account, select Join Team Account**.

- Enter the **eFile Team ID Number**. Your colleague will have to share the Unique Team ID with you separately, outside APHIS eFile. USDA Admins cannot share this ID or create one for you.

The screenshot illustrates the user interface for changing to a team sharing account. It is divided into three main sections:

- Step 1:** The top right of the homepage shows the user's name, "THOMAS C...", with a dropdown arrow. A teal box highlights this area with a circled "1".
- Step 2:** A navigation menu on the left side of the page includes "Home", "My Profile", and "Logout". A teal box highlights "My Profile" with a circled "2".
- Step 3:** The "Associated Organizations" page is shown. A teal box highlights the "Associated Organizations" link in the left sidebar with a circled "3".
- Step 4:** On the "Associated Organizations" page, there are two buttons: "Join Organization" and "Create Organization". A teal box highlights these buttons with a circled "4".

Below the "Associated Organizations" header, there is a list of organizations:

- > Agriculture Union, LLC (with "Edit" and "More" buttons)
- > Thomas Crowne Account (with "Edit" button)