



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

# **APHIS eFile**

**Guidance for Submitting a PPQ 586 Application Permit to Transit Plants and/or Plant Products, Plant Pest, and/or Soil through the U.S.**

**Version 1.0**  
**September 2022**

# WELCOME!

USDAAPHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 586 applications to Transit Plants and/or Plant Products, Plant Pest, and/or Associated Soil through the U.S. This user guide will take you through the process of applying and how to amend, renew, or cancel an issued permit if needed.

If you have not logged into APHIS eFile yet, please refer to the [APHIS eFile First Time User Guide](#).

If you've already gone through the first-time user process and are an organization admin, refer to the [APHIS eFile Organization Accounts User Guide](#).

**For more APHIS eFile PPQ Form 586 support materials:**

Check out our "How to" playlist on the [APHIS YouTube Channel](#)

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



# I AM THE APPLICANT

Before you apply for your PPQ 586 permit application, there are several things to note when applying in eFile.

## eFile PPQ 586 Application:

- Each application has a **unique application number**, labeled with **A-00001234**

## Post Application Submission:

- **You will receive email notifications** once a permit or letter has been issued. You will also be able to access your permit or letter directly in eFile.
- You will still be able to access your permits in the Automated Commercial Environment (ACE) system.
- In eFile there are two different permit numbers:
  1. **System Generated Permit Record Number Example: P-00123456**
    - This number is the Record ID number that is autogenerated when a permit has been created. This is not a smart number, and does not represent the year, permit type, or any additional information.
  2. **APHIS Permit Number Example: 586-22-201-00015**
    - This number will be on your permit and the number that CBP will reference when importing your articles into the U.S.
    - The format of this number is: Permit Prefix-Calendar Year-Ordinal Day-Sequential Number
      - The Permit Prefix indicates the type of permit.

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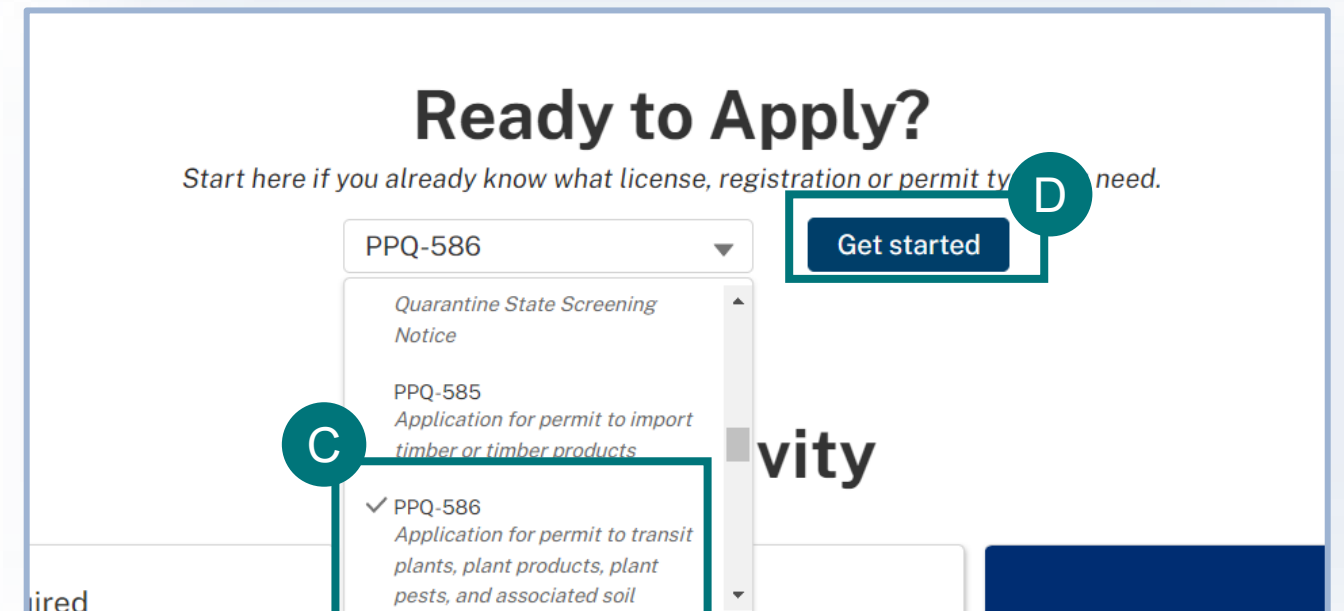
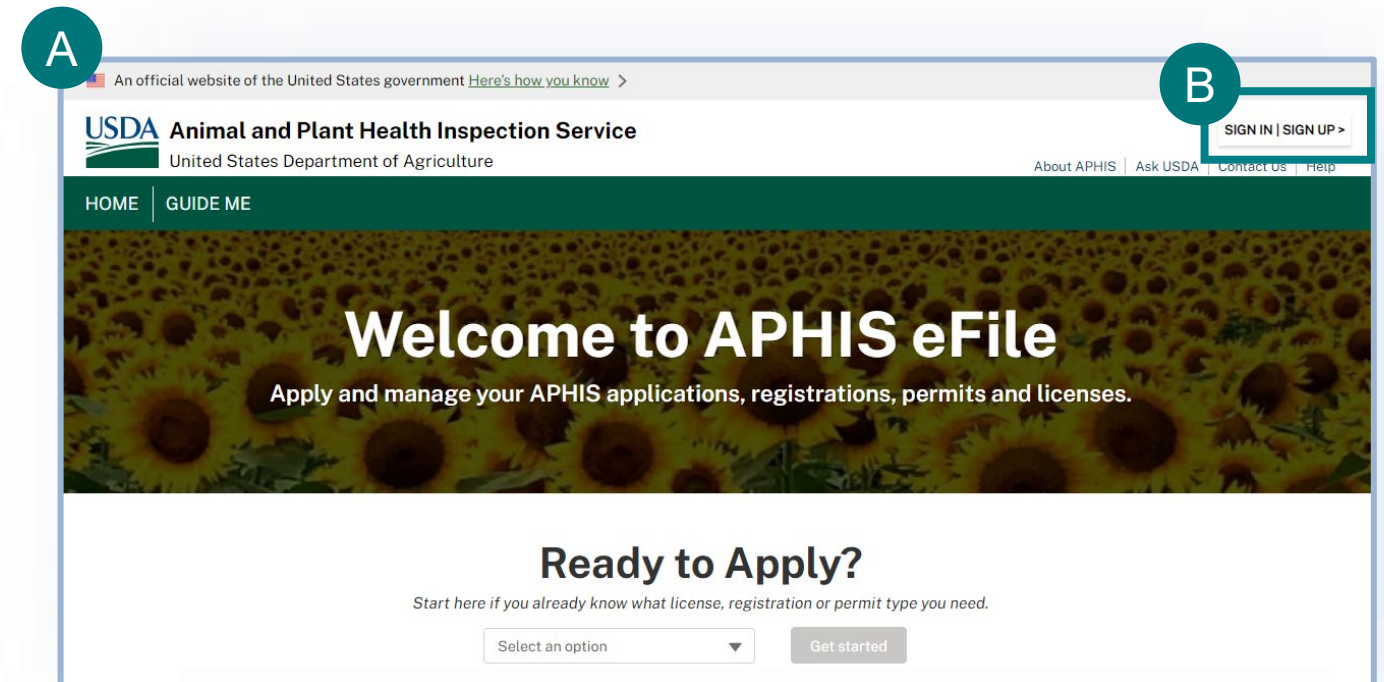
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# Step 1: Sign into APHIS eFile & Create a New Application

- A** Navigate to <https://efile.aphis.usda.gov/s/> in **Google Chrome, Firefox, Edge, or Safari** (eFile is not supported by Internet Explorer).
- B** Select **Login** and **sign in** using your **eAuthentication username and password**. If you are not eAuthenticated, select **Create an Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to apply in APHIS eFile.**
- C** Under the Ready to Apply section, select the **PPQ-586 Application**.
- D** Select **Get Started** to begin your application.



# Step 1: Sign into APHIS eFile & Create a New Application

- E Determine if this is the correct application for you. If it is, **select Proceed to the PPQ-586 Screening Questions.**

### Start a PPQ 586

Welcome to the PPQ 586 Application

OMB#: 0579-0049, and 0579-0346  
Expires: 09/2022

Proceed if planning to transport plants, plant products, plant pests, and associated soil through the U.S. to another country. Submit one PPQ 586 per article type you're transporting. To amend, renew, or transfer a permit, start from the permit's card in [My Activity](#).

#### Application Process

1. Check [Agricultural Commodity Import Requirements \(ACIR\)](#) to verify the requirements for your articles.
2. If your articles require a permit, complete the PPQ 586 Setup Assistant, where you'll need to identify the article type you're transporting. You won't be able to change answers from the setup assistant once you start the application.
3. After completing the PPQ 586 Setup Assistant, continue to fill out and submit a PPQ 586 application.
4. Once submitted, PPQ will begin processing your application. Processing typically takes 60-90 business days or longer.

> Paperwork reduction act of 1995 statement

Cancel **Proceed to the PPQ 586 Setup Assistant**



## Step 2: Start a PPQ 586

- A** In the Start PPQ 586 pop-up window, answer the question, “**What article type you are transporting?**”
- B** Select the **Sharing Organization** you want to share your application with. If you do not wish to share your application with an organization, select your **personal account**. You will only see this screen if you have more than one account in APHIS eFile.

**Start a PPQ 586**

What article type are you transporting?

--None--

✓ --None--

Fruits and Vegetables

Soil

Regulated Organisms

**!** These answers cannot be changed after you start the application.

Back Cancel Continue

**Start a PPQ 586**

You belong to more than one organization. Please choose the organization you would like to share this record with. As a reminder, other customers can only view/access data that is shared within an organization they belong to.

If you do not want your application to be visible to any other customers, you can select your personal account, which will have "(Personal)" at the end of its name, e.g. John Doe Account (Personal).

Sharing Organization

Thomas Smith Account

Back Proceed

**Note:** This answer cannot be changed after you start the application.





## Step 3: Identify Responsible Parties

Responsible Party

Once you have created your new application, you will land on the Applicant/Permittee Contacts section of the application. In this section you will identify the responsible parties for your article(s).

Types of responsible parties include:

-  **Applicant** – The individual is who is applying for a PPQ permit.
-  **Permittee** – The individual who is the permit holder or responsible party and whose name will be on the permit.

## Step 3: Identify Responsible Parties

Responsible Party

### My Details

- A** Confirm that your information on your Contact Card is up to date. If you are a first-time user, you may need to provide additional contact information such as your business and/or mailing address and phone number by selecting the **Edit** button. If you wish to add your company's information, **enter the name of your company into the "Organization" text box after selecting the Edit button.**
- B** Answer the required question, **"Will you be the Permittee?"** to indicate whether you will be the permit holder. **If you select No,** you will need to provide the Permittee's contact information in an additional section of the page.

The screenshot shows a form titled "Applicant" with two main sections. The first section, labeled 'A', contains contact information for Thomas Smith at Organic Importers, LLC, including business and mailing addresses, phone number, and email. An "Edit" button is located to the right of the contact card. The second section, labeled 'B', contains a required question: "Will you be the permittee?". Below the question are two radio button options: "Yes" (selected) and "No, I'm applying on behalf of the permittee". At the bottom right of the form are "Save" and "Save and Next" buttons.

Applicant	
<b>Thomas Smith</b> Organic Importers, LLC	<input type="button" value="Edit"/>
<b>Business Address</b> 123 1st St Waterville, Alabama 55697 United States (312) 456-7878 thomas.smith@usda.prod.uat	<b>Mailing Address</b> 123 1st St Waterville, Alabama 55697 United States
<b>* Will you be the permittee?</b> ⓘ	
<input checked="" type="radio"/> Yes	
<input type="radio"/> No, I'm applying on behalf of the permittee	
<input type="button" value="Save"/> <input type="button" value="Save and Next"/>	

# Step 4: Add Articles

## Article Details

- A** Select **Add Article** and in the pop-up window, **search for and select your articles**. Repeat this step to add multiple articles.
  - 1** If you can't find your article in the search, select the **"I can't find my article"** checkbox. You will be prompted to enter the article's name in a free-text field.
- B** Enter the countries of origin. Repeat these steps to add multiple countries.
- C** Select **Add**.
- D** Select how your shipment(s) will be packaged inside the shipping containers.
- E** Select **Save and Next** to continue to the next section of the application.

The screenshot displays the 'Transportation' section of an application. At the top, there's a header 'Transportation' and a sub-header 'Articles in Imports'. Below this, a message states 'You have no articles. Click on the Add Article - button'. A button labeled 'Add Article' is visible. A pop-up window titled 'Add Articles' is overlaid on the page. It contains the following elements: 'Instructions' section with the text 'Enter the following information about your articles.'; a search bar with the placeholder 'Search for and select your articles' and an 'Add Article' button; a checkbox labeled 'I can't find my article'; a section titled 'Articles' showing '2 articles selected' (Mangosteen and Spine Gourd) with a 'Clear All' button; a 'Country of Origin' search bar showing '2 countries of origin selected' (France and Mexico) with a 'Clear All' button; and a section titled 'Countries of Origin' with the same selected countries. At the bottom of the pop-up, there's an 'Add' button. A separate dropdown menu is shown, titled 'How will your shipments be packaged inside the shipping containers?'. It lists options: Case, Crate (Wood) (checked), Pallet (checked), Bucket, Bundle, Can (i.e. for Seeds), and Parcel/Package.

# Step 5: Enter Conveyance Path Details

## Conveyance Path Details

- A** Select **Add Conveyance Path**.
- B** Answer the question, “Is this conveyance path for all of your articles?”
  - 1** If you select no, use Which Articles the drop-down to select the articles transiting on this conveyance path.
- C** Select **Add Port of Arrival**, and in the pop-up window, **search for a select your port**. If you are unable to find your port, select the I can’t find my port checkbox and type in your port details.
- D** Select the **mode of transport, conveyers, containers**, enter **transloaded** and **timing** information, and select **Add**.

The screenshot shows the 'Conveyance Path 1' form. Callout A points to the '+ Add Conveyance Path' button. Callout B points to the question '\* Is this conveyance path for all your articles?' with radio buttons for 'Yes' and 'No, it's only for some of my articles'. Callout C points to the 'Add Port of Arrival' button in the 'Ports of Arrival' section.

The screenshot shows the 'Add Port of Arrival' pop-up window. Callout D points to the 'Add' button at the bottom right. The form includes fields for: Port (Search), Mode of Transport (Air), Conveyors (N/A), Container (Air - Pallets (Loose or Bulk)), and Will the shipment be offloaded at this stop for storage? (No).

# Step 5: Enter Conveyance Path Details Cont.

## Conveyance Path Details

**A** Answer the question, “Does this conveyance path include additional stops between its ports of arrival and ports of exit?”

**1** If you select **Yes**, a new Additional Stops table will appear. Select the **Add Additional Stop** button and use the pop-up window to add stop details. **Repeat** this process until all additional stops are listed.

**A**

\* Does this conveyance path include additional stops between its ports of arrival and ports of exit?

Yes  
 No

**Caution!**

Additional stops on a conveyance path are evaluated on a case by case basis, and are usually not approved.

\* Travelling Through the U.S.

Add all additional stops your articles will make while travelling from the port of arrival to the port of exit. Be sure the table lists each stop in order, starting with the stop after the Port of Arrival and ending with the stop before the Port of Exit.

Additional Stops
You have no additional stops. Click on the Add Additional Stop -button to add an additional stop.

Add Additional Stop

**1**

### Add Additional Stop

**Instructions**

Enter the following information about your port of arrival.

\* Port

Search

I can't find my port

\* Mode of Transport

Select how your shipment arrived at this stop.

\* Conveyors

\* Container

Select the shipment container that your packages arrived at this stop in.

\* Will your shipment be transloaded at the port?

Yes  
 No, it will not be transloaded

Cancel Add

# Step 5: Enter Conveyance Path Details Cont.

## Conveyance Path Details

- A** Select **Add Port of Exit**, and in the pop-up window, **search for a select your port**. If you are unable to find your port, select the I can't find my port checkbox and type in your port details.
- B** Select the **mode of transport, conveyers, containers**, enter **transloaded** and **timing** information, and select **Add**.
- C** Answer the two final required questions.
- D** Select **Save Conveyance Path**. To add additional conveyance paths, select **Add Conveyance Path** and repeat the process.

**\*Exiting the U.S.**

Add all ports of exit, where your articles exit the U.S., that you're considering for this conveyance path

**Ports of Exit**

You have no ports of exit. Click on the Add Port of Exit -button to add ports of exit.

**A** Add Port of Exit

**\*Final Destination After Exiting the U.S.**

Canada

Mexico

Outside the U.S.

**\*Does it take more than 72 hours to complete this conveyance path?**

Yes

No

**C**

**D** Save Conveyance Path

**Add Port of Exit** **B**

**Instructions**

Enter the following information about your port of arrival.

**\*Port**

Search

I can't find my port

**\*Mode of Transport**

Select how your shipment arrived at this stop.

**\*Conveyors**

**\*Container**

Select the shipment container that your packages arrived at this stop in.

**\*Will your shipment be transloaded at the port?**

Yes

No, it will not be transloaded

Cancel Add

# Step 6: Upload Document Details

## Document Details

**A** Select the **Add New File** button to include any documents that may support your application.

**Instructions**

Add supporting documentation you feel would support this application. We accept Docs, PDFs, Excel Spreadsheets, JPEGs, and PNGs.

I don't have any files to upload

Supporting Documentation

You have no files.  
Click on the *Add File*-button to attach files to your application.

**A** Add New File



# Step 7: Review & Submit

Review & Submit

## Confirmation Information

- A** Review all the information for entered for your application and select the certification checkbox.
- B** Select the **Submit Application** button.

### Confirm Information

Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the "Submit Application" button to submit your application and view your results.

I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.

WARNING: Any alteration, forgery, or unauthorized use of this document is subject to civil penalties of up to \$250,000 (7 U.S.C 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C 1001).

[Back](#) [Save and Exit](#) [Submit Application](#)

# I AM THE APPLICANT

## **I want to respond to draft permit conditions.**

- Respond to Draft Permit Conditions in APHIS eFile (eAuth Users)**  
*Page 18*
- Respond to Draft Permit Conditions if you do not have an eFile Account (Non eAuth Users)**  
*Page 20*

# Step 1: Sign into APHIS eFile and Navigate to Your Application Details Page

- A** Navigate to <https://efile.aphis.usda.gov/s/>, select **Sign Up | Sign In**, and log in using your **eAuthentication username and password**.
- B** Select the **My Activity** tab.
- C** Update the **Display Recent filter to Last 30 Days**.
- D** Either **search for your application** using the A-000 number or **use the filters on the left** to find it.
- E** Select the **View Details** button to navigate to the application details page.

The screenshot shows the APHIS eFile interface. On the left is a navigation menu with 'HOME', 'GUIDE ME', and 'MY ACTIVITY' (highlighted with callout B). The main content area has a 'Filter' sidebar (callout D) with sections for Activity Type, Document Type, and Status. A search bar at the top right contains 'A-00156192' (callout D). Below the search bar, a 'Display recent' dropdown is set to 'Last 30 Days' (callout C). The main list shows two application entries. The first entry, 'Ref#: A-00156192 | Program: PPQ | PPQ-586', has a 'View Details' button highlighted with callout E. The second entry, 'Ref#: A-00146162 | Program: PPQ | PPQ-586', has a 'Draft' status.

Ref#	Program	Applicant	Started	Submitted	Status	Actions
A-00156192	PPQ   PPQ-586	Thomas Smith	09/07/2022	09/07/2022	Applicant Action Required	View Details, Clone Application
A-00146162	PPQ   PPQ-586	Thomas Smith	08/11/2022		Draft	Go to Draft, Delete Draft

# Step 2: Respond to Draft Permit Conditions

- A** Select the **Conditions Review** tab.
- B** Read the **instructions and any notes from PPQ**.
- C** **Read and respond to all conditions.**
- D** You have the option to add any comments.
- E** Select **Save and Send Conditions Draft Back to PPQ**.

Application Ref#: A-00156192 Applicant Action Required View Application PDF More Actions ▾

PPQ-586 | Applicant: Thomas Smith | Permittee: Thomas Smith | Submitted on: 9/7/2022

**Ensure your facilities are under compliance!**

This application's conveyance paths include stops where your shipments change containers, go into storage, or both. These actions must take place at facilities under compliance agreement with U.S Customs and Border Protection, or monitored by customs.

**Complete conditions review by 10/08/2022**

Provide a response to each of the draft permit conditions in the Conditions Review section. **Submit a response to all conditions by the specified date to avoid delay in processing your application.**

Articles and Conveyance Paths Conditions Review ⚠️ A

**Article Details**

**Conditions Draft**

**Instructions**

Review these conditions and agree or provide a comment if you disagree. **You must send this draft back to PPQ by 10/08/2022 or this application risks being voided.**

**Notes from PPQ**

Please read and respond to all conditions.

**Conditions Draft**

0 of 2 Conditions Completed

The Permit holder must comply with all the items listed below. In cases where notification is required, the notification must be made to the PPQ Transit Permit Unit at (301) 851-2028 or [ppq.transit.permits@usda.gov](mailto:ppq.transit.permits@usda.gov) within one business day of the event triggering a notification. Include the application or permit number in the notification. 1) maintain a valid PPQ 586 permit as long as any of the regulated articles are transiting through the United States, 2) maintain an official permanent work assignment or affiliation at the address on this permit, 3) notify PPQ of any change in the permit holder's work assignment, place of business, or affiliation, 4) not assign or transfer this permit to other persons without prior PPQ authorization, 5) notify PPQ of the receipt of an unauthorized and/or misdirected shipment of regulated articles, 6) notify PPQ if the shipment includes any unusual/unexpected contents (including lives insects, larvae, and other pests); and take all prudent measures to contain them until further instruction from PPQ, 7) notify PPQ of any unauthorized or accidental release of the regulated articles and adequately mitigate the resulting environmental impacts, 8) notify PPQ if you intend to let your permit expire and you will no longer transit regulated articles through the United States under this permit.

**\* Please select an option**

Agree

Disagree

TRANSIT CORRIDOR FOR AVOCADO FROM MEXICO: Avocados moved by truck or rail car may transit only that area of the U.S. bounded on the west and south by a line extending from El Paso, Texas to Salt Lake City, Utah to Portland, Oregon, and due west from Portland; and on the east and south by a line extending from Brownsville, Texas, to Galveston, Texas, to Kinder, Louisiana, to Memphis, Tennessee, to Louisville, Kentucky, and due east from Louisville. All cities on these boundary lines are included in this area. If the avocados are moved by air, the aircraft may not land outside this area. Avocados that enter the U.S. at Nogales, Arizona, must be moved to El Paso, Texas, by the most direct route possible.

**\* Please select an option**

Agree

Disagree

**Additional Comments**

D

Save
Save and Send Conditions Draft Back to PPQ
E

# Step 1: Navigate to Your Email and View the Draft Permit Conditions

- A** Navigate to your inbox and find the email sent from [review@clm.docusign.net](mailto:review@clm.docusign.net). The emails subject will be *APHIS eFile: Permit Condition Review*.
- B** As the email explains, to review the permit conditions, you first must select the Review Online hyperlink.
- C** Review the pop-up window on how to Complete Your Review, and then **select Got it**.
- D** In the review section, use the download icon to save a copy to your computer.

[External] APHIS eFile: Permit Condition Review

SpringCM API User via DocuSign CLM <review+uat@clm.docusign.net>

Retention Policy Junk Email (30 days) Expires 10/14/2022 Wed 9/14/2022 11:12 AM

PPQ non-eAuth Permit Conditions Review.docx 25 KB

### You have a document for review

Dear Permittee,

Please review the permit conditions by selecting below. Once conditions have been reviewed, the PPQ for their review.

**Review the document online**

Use our secure review platform to view and edit the documents right from your browser

[Review online](#)

### How to Complete Your Review

There are a few ways you can update or comment on this document to complete your review for SpringCM API User.

How to complete your review:

1. Download or read the document in the browser
2. If you update the document, upload a new version
3. Add notes or a message in the Comments field

**Got it**

1 Review 2 Edit 3 Comment

## Review

Instructions

To begin, download the document(s) or review in the browser. When you are done reviewing, continue to the next step.

1 Document for Review

PPQ non-eAuth Permit Conditions ...

**Next**

# Step 2: Save and Send Conditions Back to the PPQ Permitting Team

- A** Once the copy is downloaded, then edit the word document and add your responses. **Manually type “Agree” or “Disagree”** for each condition. If you disagree, please add an explanation or some suggested changes.
- B** Save your document once you are done editing the conditions and the select next to land in the edit section of the page. **Use the Select File button to upload the saved word document with your response.**
- C** After you upload the file, **select next in the edit section** which will bring you to the comments section.
- D** **Add any comments**, and then once you are done, **select finish.** Your review is now complete and sent back to the PPQ team.

**A**

**4.0) SHIPPING REQUIREMENTS DURING TRANSIT:** Transiting material must be physically separated from (i.e. not commingled with) agricultural material destined for entry into the United States. Admissible material may not be commingled with restricted/prohibited material. Admissible material may be shipped in open top boxes or cartons securely stacked on pallets with a cover or insect proof barrier over the top of the pallet. All material that does not meet U.S. requirements for entry must have at least one of the following pest-proof shipment safeguards prior to U.S. arrival: a) Insect or leak-proof cartons with no tears or gaps; b) Shrink-wrapped stack(s) on pallets with cardboard or an insect proof mesh material on the bottom of the stack(s); c) Insect proof mesh (maximum mesh size 0.60mm) completely covering the articles with no tears or gaps (including the bottom); d) Covered with a barrier to prevent pest escape, with no tears or gaps with cardboard or an insect proof mesh material on the bottom of the stack(s); e) Unit Load Device (ULD) containers with solid closed doors that remain unopened throughout transit, such as an LD3 or LD7/9.

**Permittee Response (Agree or Disagree): Agree**  
**Permittee Comments:**

**5.0) TRANSLOADING AND STORAGE:** If the "Transloading Authorized" field indicates "Yes" on the first page of this permit, then all transloading activity (i.e. breakdown of pallets or transfers of pallets/boxes out of a truck trailer, marine container, or air ULD) is authorized ONLY if approved and/or supervised by CBP Agriculture Specialists. Storage facilities must be customs bonded and all in-bond material must be kept segregated from material stored in the facility for entry, even for short periods of time.

**Permittee Response (Agree or Disagree): Disagree**  
**Permittee Comments:** I would like to suggest....

**B**

1 Review 2 Edit 3 Comment

### Review

Instructions

To begin, download the document(s) or review in the browser. When you are done reviewing, continue to the next step.

1 Document for Review

PPQ non-eAuth Permit Conditions ... [↓](#)

**Next**

**C**

1 Review 2 Edit 3 Comment

### Edit

Instructions

If you edited any document, upload your new version. If you do not have any edits to make, please select "Skip" to finish your review.

Upload New Version

Drag and drop here

**SELECT FILE**

Updated Document(s)

PPQ non-eAuth Permit Conditions... [×](#)

**Next**

**D**

1 Review 2 Edit 3 Comment

### Comment

Instructions

Add comments for your review here. Once your review is complete, your comments and/or document(s) will be passed along to SprinaCM API User or routed to the next reviewer.

Comments

**Back** **Finish**



**VIEW OUTCOMES**



 **Access Permits**  
*Page 23*

 **Access Letters**  
*Page 24*



# View Outcomes – Permits

## Permits

When a permit is issued, you will receive an email with the permit PDF attached. To access the permit in eFile:

- A** Select the **My Activity** tab.
- B** Use the **search bar or filters on the left to find your permit**. The email you received will include your APHIS permit number, but if you are unable to find your permit, you can also search for your related application (A-000) and navigate to the permit (P-000) from there.
- C** Select **View Details**.
- D** Select **View Permit PDF**.
- E** To view associated labels, **scroll to the labels section** and download all labels, or each label individually.

The screenshot displays the 'Permits' section of the eFile system. At the top, there is a search bar with the value '586-22-266-03647' and a 'Filter' panel on the left. The filter panel includes sections for 'Activity Type' (Applications, Letters, Permits), 'Document Type' (Amendment, New, Renewal, Transfer), and 'Status' (Applicant Action Required, Cancelled, Denied). The main area shows a list of permits with columns for Ref#, Program, Permit#, Permittee, Issued, Effective, Expires, and Status. Two permits are visible, both with a status of 'Issued'. Callout B points to the search bar and filter panel. Callout C points to the 'View Details' button for the second permit. Callout D points to the 'View Permit PDF' button in the detailed view. Callout E points to the 'Labels' section in the detailed view, which includes a 'PPQ 586 Setup Assistant' section and a table of articles.

**Permit Details:**

Permit Type	Application Ref #
New Application	<a href="#">A-00158188</a>
Record Type	PPQ-586
Organization	Thomas Smith Account

**Files:**

File	File	Des
586-22-266-03647_A-00158188_09-23-2022.pdf	N/A	

# View Outcomes – Accessing Letters

## Letters

If your application results in a letter of denial or no permit required, you will receive an email with the letter PDF attached. If you would like to access the letter in eFile:

**A** Select the **My Activity** tab.

**B** Use the **search bar** or **filters on the left** to find your application (**A-000**).

**C** Select **View Details**.

**D** Scroll to the **Files** section and select the **File Name** hyperlink to open the letter.

The screenshot displays the eFile system interface. On the left, a 'Filter' sidebar is visible with the following sections:

- Filters Applied (1)** [Clear All](#)
- Activity Type**
  - Applications (1)
  - Letters (0)
  - Permits (0)
- Document Type**
  - Amendment (0)
  - New (1)
  - Renewal (0)
  - Transfer (0)
- Status**
  - Applicant Action Required / Waiting on Customer (0)
  - Cancelled (0)
  - Denied (1)
  - Draft / Open (0)
  - Expired (0)
  - In Review (0)
  - Issued (0)
  - Pending APHIS Review (0)
  - Pending CBP Review (0)
  - Pending Inspection (0)

The main content area shows a search bar with 'A-00158902' and a 'View All' button. Below the search bar, a card displays application details: 'Ref#: A-00158902 | Program: PPQ | PPQ-586'. The applicant is 'Thomas Smith', started on '09/15/2022', and submitted on '09/15/2022'. The status is 'Denied'. A 'View Details' button is highlighted with a red box.

The 'View Details' page shows the 'Application' section and a 'Files' section. The 'Files' section contains a table with the following columns: 'File Name', 'File Type', and 'Descript...'. The table has one row: 'Letter of Denial.pdf' with file type 'pdf'. A red box highlights the 'Letter of Denial.pdf' link. Below the table are navigation arrows and the text 'Page 1 of 1'. The total records are 'Total records: 1'.

## I want to amend or renew an eFile permit.

- Step 1:** Sign into APHIS eFile and find your permit on the My Activity page  
*Page 26*
- Step 2:** Amend or renew your Permit  
*Page 27*

# Step 1: Sign into APHIS eFile and find your permit on the My Activity page

Navigate to <https://efile.aphis.usda.gov/> in **Google Chrome** (eFile is not supported by Internet Explorer).

- A** Log in to eFile using your eAuthentication credentials.
- B** Select the **My Activity** tab and update the **Display recent** drop-down to **View All**.
- C** Use the **search bar or filters** to find the permit you want to amend or renew.
- D** Select the **More Actions** drop-down and choose **Amend Permit or Renew Permit**.
  - All issued and active permits are eligible to be amended.
  - All issued permits that are within 90 days of expiration or expired are eligible to be renewed.
  - You can only complete one of these actions at a time. E.g., if you've applied to amend your permit, you are not able to renew until the amendment is processed.



**Note:** APHIS eFile amendments and renewals have an “A” and “R” added to the end of the permit number, A1 = amendment 1, A2 = amendment 2, etc. and R1 = renewal 1, R2 = renewal 2, etc. (e.g., 586-22-165-03442A1).

Filter

586-22-265-03643

Filters Applied (1) Clear All Showing 4 of 1057 items Sort by Select an option

Activity Type

- Applications (0)
- Letters (0)
- Permits (4)

Document Type

- Amendment (0)
- New (4)
- Renewal (0)
- Transfer (0)

Status

- Applicant Action Required / Waiting on Customer (0)
- Cancelled (0)
- Denied (0)
- Draft / Open (0)
- Expired (1)

Permittee	Issued	Effective	Expires	More Actions
Thomas Smith	09/22/2022	09/22/2022	09/23/2022	View Details   More Actions
Thomas Smith	09/22/2022	09/22/2022	09/22/2025	View Details   More Actions

More Actions

- View Permit PDF
- Amend Permit
- Transfer Permit
- Renew Permit
- Cancel Permit
- Change Organization



# Step 2: Amend or Renew Your Permit

- A** Read the pop-up window and select **I understand & Continue**. You will be taken to a new, amendment or renewal application. All data from your previous application will be copied into the amendment application.
- B** Edit your information as needed.
- C** If this is an amendment, on the Review and Submit page, add your reason for amendment. This is not applicable for renewals.
- D** Certify and Submit.

The screenshot shows two sections of a web form. The top section is titled "Amendment Reason" and contains a text input field with the text "I am amending because my article details have changed." A callout circle 'C' points to this field. The bottom section is titled "Confirm Information Accuracy & Accept Regulations" and contains a checkbox that is checked, with a callout circle 'D' pointing to it. Below the checkbox is a warning message: "WARNING: Any alteration, forgery, or unauthorized use of this document is subject to civil penalties of up to \$250,000 (7 U.S.C 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C 1001)." At the bottom of the form are three buttons: "Back", "Save and Exit", and "Submit Application", with a callout circle 'D' pointing to the "Submit Application" button.



## CANCEL PERMIT

-  **Step 1:** Navigate to My Activity Page and Search for your Permit  
*Page 29*
-  **Step 2:** Select Cancel Permit, Add Cancellation Explanation, and Submit  
*Page 30*



# Step 1: Navigate to My Activity page and search for your Permit

- A Navigate to the **My Activity** tab.
- B Search for your permit by using the **search bar** or the **filters** on the left.

USDA United States Department of Agriculture  
Animal and Plant Health Inspection Service

PPQVS APP ...

HOME | GUIDE ME | MY ACTIVITY

## Welcome to APHIS eFile

Apply and manage your APHIS applications, registrations, permits and licenses.

### Ready to Apply?

Start here if you already know what license, registration or permit type you need.

Select an option

#### Your Activity

Applicant Action Required 4 > Draft 231 >

HOME | GUIDE ME | MY ACTIVITY

## My Activity

Search your activity

Filter

Filters Applied (1)

Showing 227 of 732 items

Sort by Select an option

Ref#	Applicant	Commodity Type	Started	Submitted	Status
A-00020412   Program: PPQ   PPQ-587	PPQVS 4192021 MN 4192021 Updated	Fruits and Vegetables	03/03/2021		Draft
A-00020537   Program: PPQ   PPQ-587					

You can search for your permit number using P- or 586-numbers



# Step 2: Select Cancel Permit, Add Cancellation Explanation, and Submit

- A Select the dropdown arrow next to the Permit card and select **Cancel Permit**.
- B Enter the reasoning behind your permit cancellation request in the Explanation field and select **Submit**.

Your permit cancellation request will be reviewed by APHIS. Once it has been reviewed and approved by APHIS you will see a cancellation banner on the permit details page.

The screenshot displays a permit management interface. At the top, there are two permit cards. The first card is for Ref#: P-00177975 | Program: PPQ | PPQ-586, issued to Thomas Smith on 09/22/2022, effective 09/22/2022, and expires 09/23/2022. The second card is for Ref#: P-00178420 | Program: PPO | PPO-586, also issued to Thomas Smith. A 'More Actions' dropdown menu is open for the first permit, listing options: View Permit PDF, Amend Permit, Transfer Permit, Renew Permit, Cancel Permit, and Change Organization. A red circle 'A' highlights the 'Cancel Permit' option. A 'Cancellation Request' modal is open in the foreground, with a text input field containing 'No longer need this permit.' and a 'Submit' button highlighted with a red circle 'B'. The modal also has a 'Cancel' button.




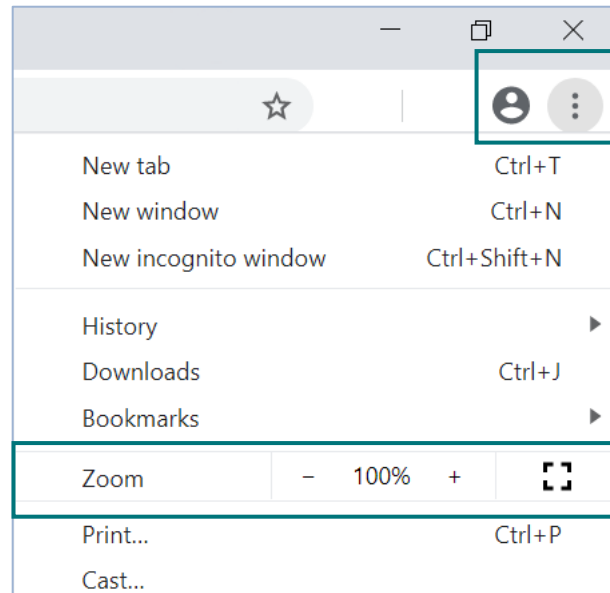
# TRANSFER PERMIT

For guidance on how to transfer for your permit, reference the [How to Transfer Your PPQ Permit user guide](#).

# APPENDIX

## System Setup

- **Compatible browser** – For the best user experience, please use  **Google Chrome**. Other available browsers include Firefox, Safari, and Edge. **eFile is NOT supported by Internet Explorer.**
- **Emails** – Add the APHIS eFile email at [aphis.efile@usda.gov](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book so that any automatic emails are not sent to junk
- **Zoom** –100%



## Contact

If you require assistance with your applications, please contact:

### **PPQ Permit Services**

(301) 851 2028

[PPQ.transit.permits@usda.gov](mailto:PPQ.transit.permits@usda.gov)

If you require technical assistance, please contact:

### **Help Desk**

[help@usda.gov](mailto:help@usda.gov)