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

# APHIS eFile Overview

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# WELCOME!

USDA APHIS has a new permitting system called APHIS eFile. This user guide will give you a general overview of the eFile system layout.

**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](#)

# Accessing eFile and General Settings

## General Settings

- **System Setup**
  - **eFile Compatible Browsers –** Google Chrome, Firefox, and Microsoft Edge (Note: APHIS eFile is NOT supported by Internet Explorer)
- **Emails –** Add aphis.efile@usda.gov, eFile.communications@usda.gov and support@salesforce.com to your address book so that any automatic emails are not sent to Junk mail
- **Zoom –** 100%
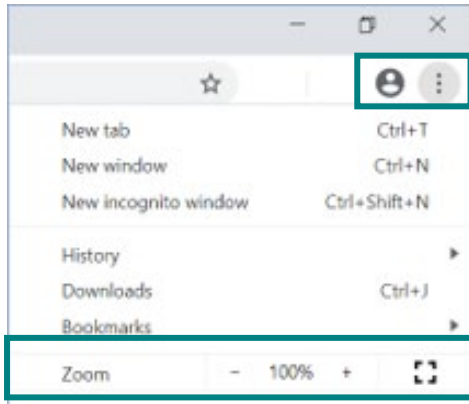


Contact: If you need assistance, please contact is help@usda.gov

## Accessing eFile

- Navigate to https://efile.aphis.usda.gov/s/ in **Google Chrome** (eFile is not supported by Internet Explorer)
- **Log in** to eFile using your eAuthentication username and password
  - If you are not eAuthenticated, select **Create Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to submit applications in APHIS eFile**.
  - If your eAuthentication is not Verified, you will be prompted with various questions to upgrade your eAuth (Example question: What is your Social Security number?) **Complete these questions to proceed.**

**NOTE:** You will be logged out of APHIS eFile after 30 minutes of inactivity. Because of this, you should make sure to always save your work before taking a break or stepping away from your computer.

# My Homepage

**When you log into eFile, you will land on your Homepage where you can view a summary of your eFile activity, apply, and find helpful resources.**

## Ready to Apply?

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

Select an application ▼    Get started

*Quickly access the available applications*

### Your Activity

| Applicant Action Required 57 | > | Draft 434 | > | View All Activity | > |

*View Resource cards to see helpful information about APHIS programs to find what you need.*

### Is this your first time using APHIS eFile? Let us help you find what you need...

Do you breed, deal in, exhibit or transport animals?

Check out our Licensing and Registration Assistant.

Do you import, transport, or plant genetically engineered organisms?

Check out our Biotechnology Regulatory Services (BRS) Prescreening Assistant.

Do you import fruits and/or vegetables?

Check out our Plant Protection & Quarantine Information

Do you import or transit animal products, insects, bacteria, fungi, and/or viruses, and need assistance in finding out what documentation you need?

Check out our Veterinary Services (VS) Permitting Assistant

## Action Required

The Applicant Action Required card displays the number of records (such as applications or permits) that require your attention. Actions may include correcting application information or accepting draft permit conditions. You can select this card to be taken to a specific action required record.

## Drafts

Drafts are applications and licenses that you have started but have not yet completed or submitted. You can select this card to be taken to specific draft records.

## View All Activity

View All Activity directs you to your Activity page, which will display a list view of all your applications, permits, and letters.

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# My Activity Page

The My Activity page is a consolidated list of your eFile applications, permits, and letters. If you are a member of a team sharing account, all eFile activity that has been shared with that account will appear in this list.



**Search for specific activity**

**Sort your activity**

**Filter by recent time-periods**

**Select the checkboxes to filter your activity**

## Search and Sort

- You can use the search bar to search on submitted data, commodity type, friendly name, and more.
- Use the Sort feature to see specific permits, licenses, registrations, and applications in the order that you want such as, Reference Name from (Z-A) or (A-Z)

## Filter

- Use the filter feature to isolate records and find exactly what you are looking for.

## Activity Cards

- Activity cards are summaries of your eFile data and vary across programs and types of activity. Each card represents an application, permit, letter, or license you have in eFile.
- Select *View Details* to navigate to the activity's detail page.

# My Profile Page

Manage your personal information, application contacts (individuals who are involved in your APHIS-regulated activities), and team sharing account on the My Profile page.



## Contact Details

Review or edit your contact information such as your name, email, business address, and phone number. **Please ensure that this information reflects the contact details that should be visible on permits from APHIS eFile.**

## Application Contacts

These are contacts that you've used on past or current applications. You can add or edit your associated contacts. Contacts listed here can be quickly added to draft applications.

## Associated Accounts

View and manage all your team sharing accounts. Organization Administrators may invite members to their accounts, approve or revoke access requests. You may also join a team sharing account and create a team sharing account from this page.

# Overview of Account Management and Organization Activities

APHIS eFile allows multiple users share access to records such as applications and permits when you and your team are members of a team sharing account. Manage Team Sharing Accounts from the Associated Accounts page, and if you requested an individual account at sign-up, you could still request one from My Profile.



## Create Team Account

- If during the First Time User process you did not create a shared account, you can now create one by selecting **Create Team Account**.
- The Organization Administrator can create subaccounts that can have distinct members, allowing you to subdivide your sharing.

## Join an Existing Team Account

- Join an existing team account by selecting Create Team Account and then entering the eFile Team ID Number. This will add you to the team account, allowing you to see records associated with that team account. The eFile Team ID must be requested by contacting your Organization Administrator.

# Managing your Team Account

**Manage your Team Account on the Associated Accounts page.**

## Inviting New Members

- As an Organization Administrator, you can invite new members to your team sharing account using their name and email address.
- After an invitation is sent and accepted, the new member will be able to view records associated with the account that was shared with them.



**NOTE: You cannot invite members to join your personal account.** To determine if your account is a personal account, view the available buttons associated with your account on the Associated Organizations page. If you are the account admin and only have the Edit button, it is a personal account (even though it's a personal account, it may have your company name if you entered it in the First Time User set up process). **Create a new Team Account to create a sharing account and invite members.**

## Adding a Sub-Division

- As an Organization Administrator, you can create sub-divisions within your Team Account. Individuals within a sub-division will share data, however a sub-division will not share data with another sub-division.
- Create a new sub-division by selecting Add Sub-Division.

# Record Numbers

In eFile, each activity (i.e., permit, application, letter, etc.) is represented by a unique system generated number. These are referred to as record numbers or record page numbers. Here are the various record numbers used by each APHIS program.

## Plant Protection and Quarantine (PPQ)

- **Application: A – 0000012345**
- **Letter: L – 0000012345**
  - For example: Letter of Denial
- **Permits**
  - **Permit Record Number (Ref #): P – 0000012345**
  - **APHIS Permit Number (Permit #): 556-20-234-00126**
    - This number will be on the permit and the number that CBP will reference.
    - The format of this number is: Program Prefix-Calendar Year-Ordinal Day-Sequential Number

PERMIT RECORD #

Ref#: P-00000280 | Program: PPQ | PPQ-587
Permit#: 556-20-234-00126 | From 9:26 Application
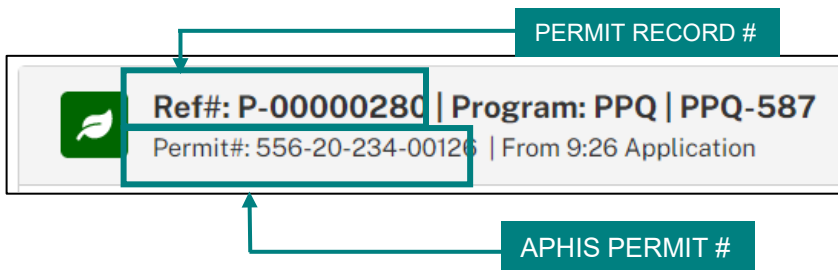
APHIS PERMIT #

## Veterinary Services (VS)

- **Application: A – 0000012345**
- **Permits**
  - **Permit Record Number (Ref #): P – 0000012345**
  - **APHIS Permit Number (Permit #): 610-20-234-00126**
    - This number will be on the permit and the number that CBP will reference.
    - The format of this number is: Program Prefix-Calendar Ordinal Day-Sequential Number

PERMIT RECORD #

Ref#: P-00000905 | Program: VS | VS 16-6A
Permit#: 610-20-215-00012

APHIS PERMIT #

# Record Numbers

In eFile, each activity (i.e., permit, application, letter, etc.) is represented by a unique system generated number. These are referred to as record numbers or record page numbers. Here are the various record numbers used by each APHIS program.
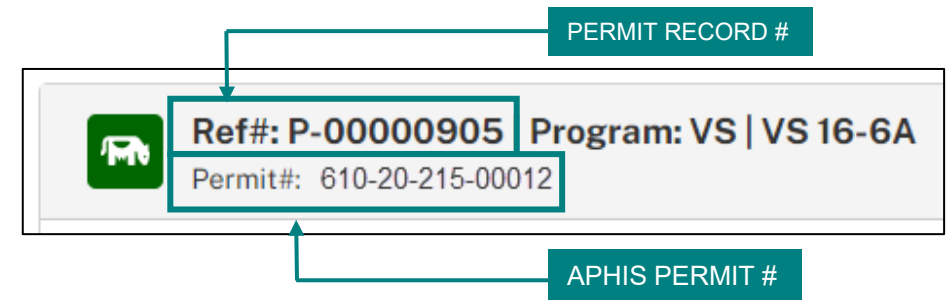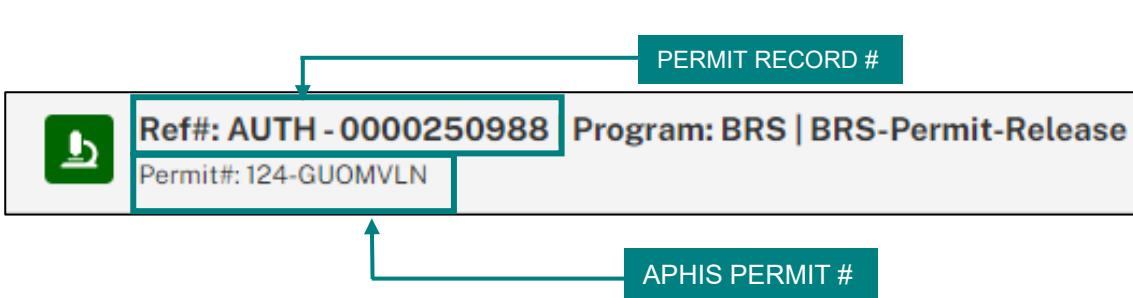
## Biotechnology Regulatory Services (BRS)

- Application: A – 0000012345

- Authorization: Auth – 0000012345

- Permits
    - Permit Record Number (Ref #): AUTH - 0000250988
    - APHIS Permit Number (Permit #): 124 - GUMVLN
        - This number will be on the permit and the number that CBP will reference.
        - The format of this number is: Program Prefix-Calendar Year-Ordinal Day-Sequential Number

PERMIT RECORD #

Ref#: AUTH - 0000250988 | Program: BRS | BRS-Permit-Release
Permit#: 124-GUOMVLN

APHIS PERMIT #

- **Note:** If an applicant is unable to submit their application online, they can email **BRS.eFile@usda.gov** for assistance.

## Animal Care (AC)

- Application: A – 0000012345

- Authorization: Auth – 0000012345

- Permits
    - Permit Record Number (Ref AUTH - 0000254369
    - APHIS Permit Number (Permit #): 3- PC11FAP
        - This number will be on the permit and the number that CBP will reference.
        - The format of this number is: Program Prefix-Calendar Ordinal Day-Sequential Number

PERMIT RECORD #

Ref#: AUTH - 0000254369 | Program: AC
Permit#: 3-PC11FAP

APHIS PERMIT #
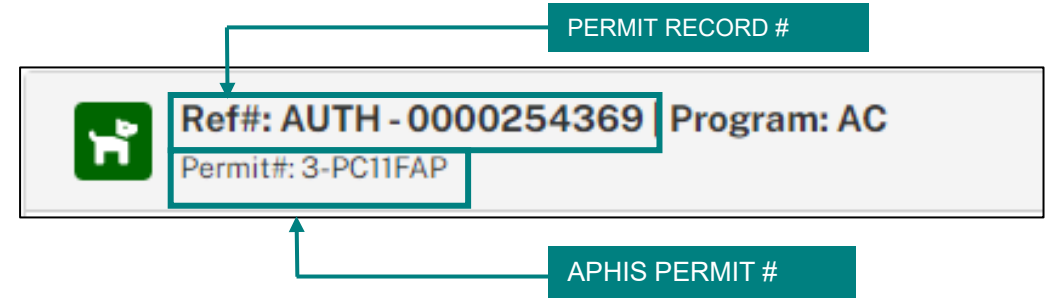
# Communicate with Chatter – BRS Only

## What is Chatter?

- APHIS eFile uses a tool called Chatter for communication and collaboration. Chatter will only appear on your Application and Authorization pages.
- To expose the Chatter feed, select the Chat button on the right side of the screen. To hide the Chatter feed, select the Chat button again. All posts are saved to the application or authorizations they are posted on.



Select the text box to enter your message. Click Share once complete.

Select the Chat icon to begin using chatter.

## How to Use Chatter

- **Using Chatter on an Application Record –** You can use Chatter on an Application record to communicate with others in your organization (if applicable) directly on shared applications. **BRS will not be notified** however, the post will still be visible to BRS.

- **Using Chatter on an Authorization Record –** You can use Chatter on an Authorization record to communicate with BRS regarding the Authorization. BRS will be notified of your post and if appropriate, may respond to your post.

- **Notifications** – You will receive an email notifying you of Chatter posts you've been tagged in, as well as replies to your posts.

## Chatter Guidelines

- Chatter on an Authorization Detail page for BRS to be notified of your post
- Chatter on a specific Application record to communicate and collaborate within your organization

**NOTE: Chatter is only available for BRS Application and Authorization records.**