



APHIS eFile Overview

- **Accessing eFile and General Settings**
- **My Homepage**
- **My Activity page**
- **My Profile page**
- **Overview of Account Management and Organization Activities**
- **Managing Your Team Sharing Account**
- **Record Numbers**
- **Communicate with Chatter**

Version 4.0
August 2023

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

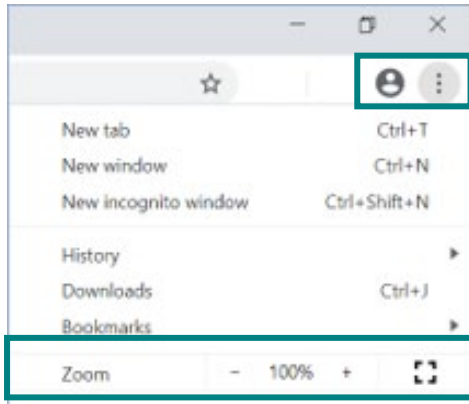
- [Animal Care \(AC\) videos](#)
- [Plant Protection and Quarantine \(PPQ\) videos](#)
- [Veterinary Services \(VS\) videos](#)

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.

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.

Quickly access the available applications

Select an application [dropdown] Get started

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.

My Activity Page

[HOME](#)[GUIDE ME](#)[MY ACTIVITY](#)

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.

The screenshot shows the My Activity page interface. On the left is a 'Filter' sidebar with sections for Activity Type, Status, APHIS Program, Organization, and Applicant. The main area has a search bar, a 'Showing 115 of 115 items' indicator, and a 'Sort by' dropdown. Below these are several activity cards, each with a 'View Details' button. Callouts point to the search bar ('Search for specific activity'), the 'Sort by' dropdown ('Sort your activity'), and the 'Display recent' dropdown ('Filter by recent time-periods').

Filter

Filters Applied (0) [Clear All](#)

Activity Type

- Applications (95)
- Authorizations (15)
- Letters (1)
- Permits (4)

Status

- Applicant Action Required / Waiting on Customer (4)
- Denied (1)
- Draft / Open (50)
- In Review (3)
- Issued (5)
- Pending APHIS Review (2)
- Pending Processing Fee (1)
- Pending State Review (4)
- Pre-Application (11)
- Processed (5)
- Submitted (29)

APHIS Program

- Animal Care (13)
- Biotechnology Regulatory Services (51)
- Plant Protection and Quarantine (47)
- Veterinary Services (4)

Organization

- BRS Test Org (15)
- Katie's Co. (1)
- Leslie Knope Account LLC (27)
- Parks and Rec (66)
- UATTest SubAccount (1)
- self (5)

Applicant

- Nat Test USDAeFile Applicant-2 (88)
- Sage Thompson (1)
- USDAeFile Applicant 3 (23)

Permittee

Search your activity

Showing 115 of 115 items

Sort by [Select an option](#)

Display recent [Last 30 Days](#)

Activity Card 1: Ref#: 0000361361 | Program: BRS | BRS-Permit-Import | Status: Waiting on Customer

Applicant	Organism	CBI Status	Started	Status
Nat Test USDAeFile Applicant-2	Acidovorax venae	Yes	02/09/2022	Waiting on Customer

Activity Card 2: Ref#: A-0000357313 | Program: BRS | BRS-Permit-Interstate Movement | Status: Waiting on Customer

Applicant	Organism	CBI Status	Started	Status
Nat Test USDAeFile Applicant-2	Acidovorax venae	Yes	02/02/2022	Waiting on Customer

Activity Card 3: Ref#: AUTH - 0000275867 | Program: BRS | BRS-Permit-Import | Status: Waiting on Customer

Permittee	Organism	Issued	Effective	Expires	Status
Nat Test USDAeFile Applicant-2	Eucalyptus grandis	02/16/2022	02/16/2022		Waiting on Customer

Activity Card 4: Ref#: AUTH - 0000272798 | Program: BRS | BRS-Permit-Interstate Movement | Status: Waiting on Customer

Permittee	Organism	Issued	Effective	Expires	Status
Nat Test USDAeFile Applicant-2	Acidovorax venae	02/02/2022	02/02/2022	02/02/2023	Waiting on Customer

Activity Card 5: Ref#: A-00093715 | Program: PPQ | PPQ-546 | Status: Denied

Applicant	Commodity Type	Started	Submitted	Status
USDAeFile Applicant 3		01/25/2022	01/25/2022	Denied

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

Edit Contact Details

Full Name

Mr. PPQVS Test Applicant 2

Email

test@noemail.com

Mailing Address

7834 Business Ave
San Antonio, Texas 78203
United States

Business Phone

(123) 456-7890

Login Settings

Your eFile account is linked to your eAuth account. If you need to update your username or password you need to do it on [your eAuth Account](#).

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

Add New Contact

Contacts found in this section have been populated from your previous permitting and licensing applications. You can add new contacts here that will become available when starting new applications in the future as well as update existing contacts.

Q Enter name, organization, or email

4 of 10 Contacts

 Katey Adams Texas Biomedical Research Center		 Josh Added Me Jus...	
Business Address 2947 Business Street Ojai, California 78203 United States (293) 847-5610	Mailing Address 2947 Business Street Ojai, California 78203 United States	Business Address 123 test st Example, Alaska 12345 United States (123) 145-6434	Mailing Address 123 test st Example, Alaska 12345 United States

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

Join Team Account

Create Team Account

> Test Carpol Vinod

> eFile Applicant Account

Edit

> Ohio

Edit

More ▼

> Test Carpol New

Edit

More ▼

> Test 123

Edit

More ▼

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.



Profile

Contact Details

Application Contacts

Associated Accounts

Associated Accounts

Join Team Account Create Team Account

> Test Carpol Vinod

> eFile Applicant Account Edit

∨ Ohio Edit More ▾

Team Sharing Account Membership

Name	Email	Org Admin
USDAeFile Applicant 2	✉ usda.carpol.buildteam@accenturefeder...	✓

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.

Ohio

Team Sharing Account Membership

Name Email Org Admin

Edit More

Invite Member

Add Sub-division

Invite member(s) to this Team Sharing Account

To ensure these emails reach your team's inboxes, we recommend they add aphis.efile@usda.gov and support@salesforce.com to their address book.

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="Save Team Member"/>

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.

Ohio

Team Sharing Account Membership

Name Email Org Admin

Edit More

Invite Member

Add Sub-division

Add Sub-division

Please complete the organization details below and send a request to APHIS to save this organization to our system.

Organization Information

* Organization Name	Doing Business As
<input type="text"/>	<input type="text"/>
Organization Email	* Organization Phone
<input type="text"/>	<input type="text"/>

Address Information

Your business address must be a physical address, you cannot use a P.O. box.

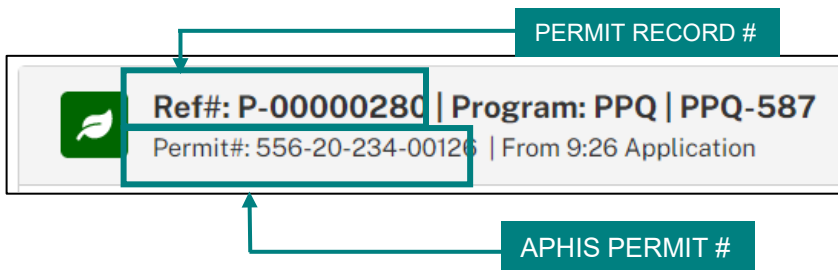
* Business Street	* Business Country
<input type="text"/>	<input type="text" value="Search Countries..."/>
* Business City	* Business State
<input type="text"/>	<input type="text" value="Search Level 1 Regions..."/>
* Business Zip Code/Postal Code	Business County
<input type="text"/>	<input type="text"/>

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.

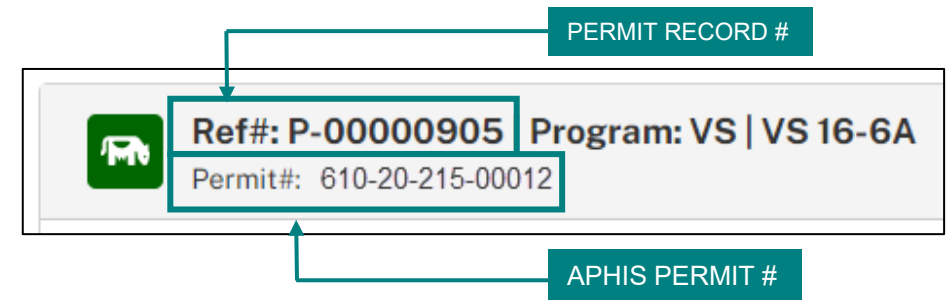
Plant Protection and Quarantine (PPQ)

- 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



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

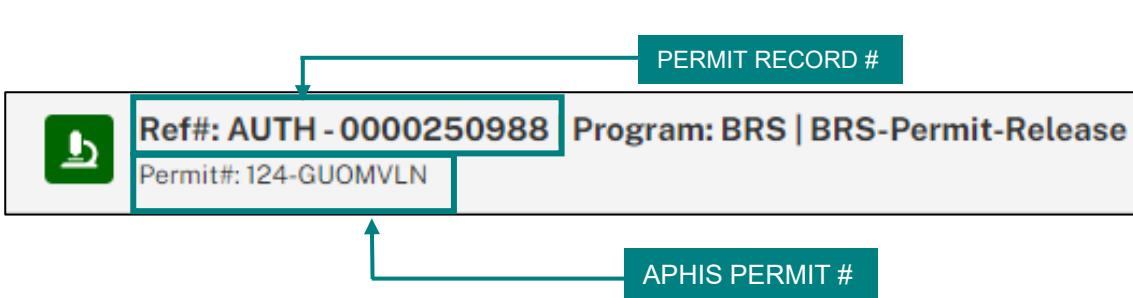


Record Numbers

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)

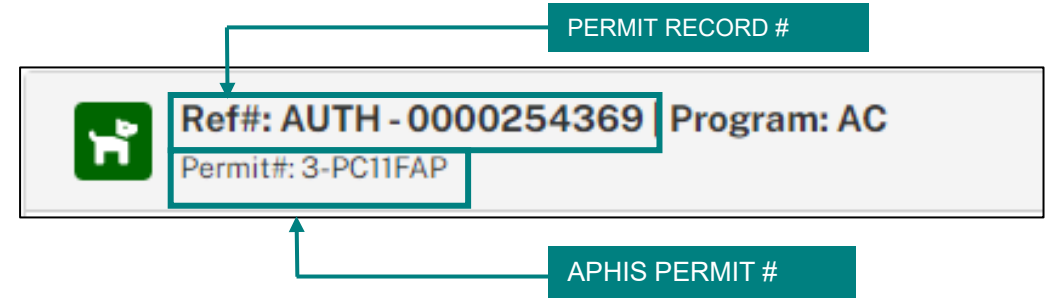
- Application: A – 0000012345
- Authorization: Auth – 0000012345
- Permits
 - Permit Record Number (Ref #): AUTH - 0000250988
 - APHIS Permit Number (Permit #): 124 - GUMVLN
 - This number will be on the permit and the number that CBP will reference.
 - The format of this number is: Program Prefix-Calendar Year-Ordinal Day-Sequential Number



- **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



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.

The screenshot shows the 'Application Details' page for a new application. The application information includes: Application Number: A-0000336177, Application Type: New, Application Name: Test USDAeFile Applicant-2, Application Email: kimberley.schubnell@accenturefederal.com, Application Phone: 3235551114, Application Fax: self, Organization: self, Sharing Account: self, Status: Submitted, Withdrawn By: self, Withdrawn Date/Time: self, Applicant Address: 330 Lurgan, SOUTH SAN FRANCISCO, California, 94080, United States, U.S. Address: 330 Lurgan, SOUTH SAN FRANCISCO, California, 94080, United States, Created By: USDAeFile Applicant 2, Created Date: 12/15/2021, Last Modified By: USDAeFile Applicant 2, Last Modified Date: 12/15/2021. At the bottom, there are buttons for 'Edit Sharing' and 'Withdraw Application'. On the right side, there is a 'Chatter' button and a 'Chatter Feed' section. The Chatter Feed has a text input field with a 'Share' button and a post from 'USD AeFile Applicant 2 (Customer)' with a comment: 'changed Status from Open to Submitted.' on December 15, 2021 at 11:54 AM. Two callout boxes are present: one pointing to the 'Write something...' text box with the text 'Select the text box to enter your message. Click Share once complete.' and another pointing to the 'Chat' button with the text '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.