

# NCAH PORTAL news **for CVB**



## We have an announcement!

An updated version of the NCAH Portal will be deployed on the evening of Tuesday, August 29. The system will be unavailable from approximately 10pm –12am.

Most of the changes in this version are related to the parts of the NCAH Portal used by the National Veterinary Services Laboratories (NVSL), BUT there is one change that may affect you... if you choose to take advantage of it.

## So what's the big deal??

As well as updating the NCAH Portal, the Licensing, Serial Release and Testing Information System (LSRTIS) used internally by CVB will be updated.

**The updates will allow for TWO email addresses to be entered for each firm. ONE for Electronic Notification of Serial Release (ENSR) and the email notification of NCAH Portal activity, as well as, ONE for only the email notification of NCAH Portal activity.**

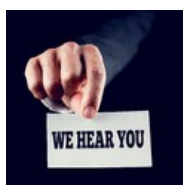
Here's an example of how this would work. Firm XYZ has decided to use this option and has submitted **Address #1 as their ENSR email address** and **Address #2 as their NCAH Portal notification email address**. Firm XYZ would receive the following email communications from CVB:

- **11:00 am** ENSRs would be sent to **Address #1**
- **3:00 pm** ENSRs would be sent to **Address #1**
- **3:30 pm** NCAH Portal status updates would be sent to **Address #1** and **Address #2**

## How to add an email address for NCAH Portal Notifications

If it is determined by a firm that they want to use this new option, the list below provides information and steps for getting set up.

1. Only liaisons or alternate liaisons can submit an email address to be used for the NCAH Portal emails.
2. An email must be sent to [CVB.PIMS@aphis.usda.gov](mailto:CVB.PIMS@aphis.usda.gov) with the subject line, "ACTION REQUESTED: Email address for NCAH Portal notification emails" by a liaison or alternate liaison.
3. It is strongly suggested that these email addresses be shared accounts to avoid a single point failure should one person be unavailable. These emails contain status updates for all submissions and CVB-initiated correspondence; such as inspection reports and annual administrative inspection reviews (AIRs), transmitted through the NCAH Portal.



## Your feedback is important!

This was a request that we were hearing quite often, from quite a few users, so we decided to implement the change.



## Updated User Guides

1. User Guide #3 - [Submission History \(CVB\) and Account Details](#)

# ATTENTION!

## Important Reminder

**Items MUST be retrieved from the NCAH Portal and saved within 60 calendar days after completion of the Mail Log Item.** The NCAH Portal is designed to be a *transmission* tool, not a *retention* tool. This is a security feature in place to protect your confidential business information.