



United States Department of Agriculture

APHIS eFile Create Application Overview

Animal Plant Health Inspection Service (APHIS)

Version 2

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1.0 Overview

This user guide provides an introductory walk-thru of the APHIS eFile Application process. The Application process will guide you through the following data collection components:

- Import questionnaire to determine if a Permit is needed
- Animal Transportation information
- Importer, Exporter, Delivery Recipient information
- Animal Information

2.0 Assumptions

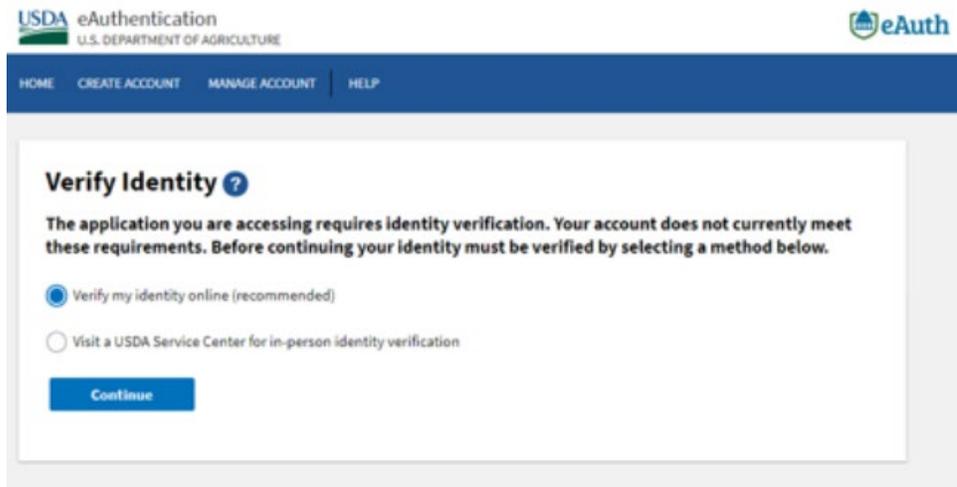
Account credentials to login to APHIS eFile

All APHIS eFile Applicants are required to obtain a USDA eAuthentication ID and Password to gain access to the system.

- Using the APHIS eFile URL (<https://efile.aphis.usda.gov>), locate and click the Create Account link.



- Please follow the online instructions to complete the account request
- Once you have been notified of your eAuthentication ID and Password, please go to <https://efile.aphis.usda.gov> to login to APHIS eFile
- Verify your identity using the onscreen instructions



APHIS eFile Dashboard Overview

- If you haven't already, please review the **APHIS eFile Dashboard Overview** document to familiarize yourself with the Dashboard page layout, features and functionality. For the purpose of this document, it is assumed that you have logged into APHIS eFile and are familiar with the **'My eFile Home'** page.

One application, one Permit

- The general rule for creating an application is that all dogs specified on the application share the same transportation information as well as the same Importer/Exporter/Delivery Recipient. If you have more than one transportation method or perhaps multiple exporters, a second application will be needed.

Supported desktop operating systems

- Windows 7 and above, Mac OS

Supported Internet browsers

- Microsoft Edge, Chrome, Firefox, and Safari
 - *Note:* Internet Explorer is not a supported browser

3.0 Permit Questionnaire

The permit questionnaire is designed to ask you the fewest number of questions necessary to determine if a permit is warranted for importation needs. By completing the questionnaire each time you wish to create a new application, APHIS eFile will determine the appropriate application process to present to you based on the type of permit you are wishing to apply for.

The questionnaire can be initiated from two different actions on the My eFile Home page. There is no benefit of one way over the other; just user preference!

- From the 'I want to..' section of the page, locate the 'Identify My Needs' block. Click the green **Go >>** button to begin.
- Or, locate and click the blue **Start New...** tab in the upper right-hand corner of the page. Click **New Application**.

3.1 Welcome to APHIS eFile

From the screen below, notice there are a multitude of options to choose from. APHIS eFile was built to provide more than just a standard import permit due to other types of business functions it addresses.

For the purpose of importing live dogs into the Continental United States, simply locate and click the **Import** button to get started.

Welcome to the APHIS eFile

Select one of the options below to begin the first phase of the application process. You will be guided through a series of questions to help determine if you need a permit. If you do need a permit, this system will guide you through the application process.

Select an Option Below

 <p>Import</p> <p>Bring animals, animal products, plants, plant products, soil, organisms (i.e. bacteria, fungi, insects, etc.) or genetically engineered organisms into the United States from another country.</p> <p>Import </p>	 <p>Export</p> <p>Send or take plants or plant products from the United States to another country. Note: Animal exports do not usually need a permit. See Animal and Animal Products to learn more.</p> <p>Export</p>	 <p>Transit</p> <p>Move items from one foreign country to another foreign country through the United States or its territories.</p> <p>Transit</p>	 <p>Interstate Movement/Transport</p> <p>Move items within the United States or its territories.</p> <p>Interstate Movement</p>
 <p>Interstate Movement and Release</p> <p>Move and release genetically engineered organisms into the environment within the United States or its territories.</p> <p>Interstate Movement and Release</p>	 <p>Release</p> <p>Release genetically engineered organisms into the environment.</p> <p>Release</p>	 <p>Register</p> <p>Register an import facility or add a capability to an already approved facility.</p> <p>Register</p>	 <p>Request on hold assistance</p> <p>Request assistance for imported shipments of animal products or organisms and vectors that have been placed on agricultural hold by U.S. Customs and Border Protection for non-compliance.</p> <p>Request on hold assistance</p>



3.2 What are you importing?

You have now officially kicked off the questionnaire! From here, you will be asked a series of questions such as what are you importing. *Note:* More options will be listed as eFile expands its service offering so for now, to import live dogs, you will select the second option then click **Next**.

What are you importing?

- Genetically Engineered Organisms
- Live Animals, Embryos, Semen and Cloning Tissue

OR

Based on your answers to each question, APHIS eFile will adapt by presenting you with additional questions necessary until a decision can be made that a permit is warranted or perhaps that your request for importation is prohibited (*e.g., if a dog is less than 6mth old and is planned for resale*).

4.0 Proceed with Application

Once APHIS eFile determines that you do indeed need a permit, you will be presented with the following options:


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

[Profile Request](#) | [Contact Us](#) | [Glossary](#) | [Help](#)

You need a permit for this request. Please click on show conditions to see if you meet the regulatory requirements for importation. To continue your application click on the proceed with application button.

Please select Account

OR

Note: you have not yet started the creation of a new application. The questionnaire merely guides you through the process to confirm whether or not a permit is required. You will always be given the option to proceed if an application for permit is warranted.

From the above screenshot, you have four options available to you!

1. **Show Conditions.** If you opt to click Show Conditions, APHIS eFile will present to you a baseline requirement to bring live dogs into the Continental United States based on the type of permit you are requesting (e.g., research vs. resale).
2. **Restart Application.** Perhaps you realize that you want to change your permit type by starting over. Click the Restart Application button to start again from the beginning! By doing this, know that your prior answers will not be saved.
3. **My Dashboard.** Maybe you were just curious about the questionnaire and have decided you want to review an already existing application or perform some other function. Simply click the My Dashboard button to return back to your My eFile Home. Again, nothing will be saved once you leave the questionnaire.
4. **Proceed with Application.** This is the good stuff! If you wish to move forward and start the application process, click the Proceed with Application button. APHIS eFile will generate an application record and begin the process of asking for detailed information.

Click **Proceed with Application** to move forward to the application process. Notice that the new application process begins with data related to **Animal Transportation**.

4.1 Animal Transportation

No surprise that you will need to enter the animal transportation information that will be represented on the permit! Take a moment to review the information below.

Animal Transportation Information

Transporter Name	Transporter Type *
<input type="text"/>	--None--
Port of Entry *	Air Transporter Flight Number
<input type="text"/>	<input type="text"/>
Departure Date *	Proposed date of arrival *
<input type="text"/>	<input type="text"/>
Departure Time *	Arrival Time *
--None--	--None--
Port of Export	My Port is not listed
<input type="text"/>	<input type="checkbox"/>

4.1.1 Animal Transportation Field Types

The following are tips for completing the Animal Transportation section:

- Any field with a red '*' denotes a required field. You cannot save your work until required fields are entered.
- Port of Entry and Port of Export are what we call lookup fields. As you **click** on each of the fields, a pop-up will display (i.e., a lookup).

Lookup

Search Name All Fields

Recently Viewed Facilities

Facilities [1]
Name
Buenos Aires

You have the option to enter a name in the **Search** field then click **Go!** or you may reuse a prior selection from the **Recently Viewed** list. **Note:** if an Export port is not listed, click the **'My Port is not listed'** checkbox to enter the name.



4.1.2 Save Animal Transportation Information

Once you have completed your entries, click **Save**. If any errors are found, you will be provided with onscreen assistance.

Click **Next** to proceed to the next section, **Importer/Exporter/Recipient**.

Tip: Notice the progress bar at the top of the page. You have the option of jumping from one section to another, in the order of preference, by merely clicking the preferred section!

4.2 Importer/Exporter/Recipient

Now it's time to designate the Import, Exporter, and the Delivery Recipient of the dogs. Locate and click the Add Importer/Exporter/Recipient button.

Importer/Exporter/Delivery Recipient

i Importer: Please enter the information for the individual or the organization who is importing the dog(s) into the United States.
Exporter: Please enter the information for the individual or the organization who is sending the dog(s) from the foreign country.
Delivery Recipient: Please enter the information for the individual or organization who will be receiving the dog(s) upon arrival in the United States.

							Add Importer/Exporter/Recipient	
First Name	Last Name	Record Type	Organization Name	City	State/Province	Country	Actions	
No entries have been added to this section, select 'Add Importer/Exporter/Recipient' to add an entry.								

Click the **Record Type** drop-down, then **Importer**. Click **Continue**.

Select Record Type

Record Type

--Select--
▼

Continue
Cancel

Importer

Populate Applicant Information		Use Existing or Create a Contact	
First Name *	Email Address		
<input type="text"/>	<input type="text"/>		
Last Name *	Phone		
<input type="text"/>	<input type="text"/>		
Organization Name	Alternate Phone		
<input type="text"/>	<input type="text"/>		

Address Information

Street Address *	Country *
<input type="text"/>	<input type="text" value="United States of America"/>
City *	State/Province *
<input type="text"/>	<input type="text" value="Click lookup icon..."/>
Postal Code *	County
<input type="text"/>	<input type="text"/>

Before you begin to enter data, note that there are three options to do so.

1. Click the **Populate Applicant Information** button. This will import your Contact information (the person logged into APHIS eFile).
 - a. **Note:** More often than not, the Importer is often the person applying for the permit (*e.g., the person logged in*). As a result, simply clicking the Populate Applicant Information will get you moving quickly.
2. Enter information directly into each field. *Note:* this action will not save your information for the next application. It will only apply to the current application.
3. Click the **Use Existing or Create a Contact** button. This will invoke a pop-up window as shown below:

Contact Search

Search
New Associated Contact

Enter contact name:

Search

[Clear Contact](#)

Name	Email Address	Phone Number

Close

As emphasized in the APHIS eFile Dashboard Overview document, you have the option of creating Associated Contacts (*e.g., a business card for those you work with*) from your My eFile Home page. This helps to pre-stage the address information needed for the application. If you took advantage of this and created an Associated Contact, simply type their name in the **Enter contact name:** field and click **Search**. Select the person's name from the list. When complete, click **Close**.

Maybe you don't have an Associated Contact created for someone yet and you know you may use them again in the future. Simply click the **New Associated Contact** tab and begin filling in the information. When complete, click **Save**. You will see the new contact listed, select then click **Close**.

Tip: Remember that fields marked in red are required fields before you can click Save.

After designating the Importer, click **Save** to be returned back to the **Importer/Exporter/Delivery Recipient** page. Notice the Record Type column that shows the Importer information has been entered. (*See next page for example view*).

Repeat the above steps to designate the Delivery Recipient and the Exporter.



Importer/Exporter/Delivery Recipient

i Importer: Please enter the information for the individual or the organization who is importing the dog(s) into the United States.
 Exporter: Please enter the information for the individual or the organization who is sending the dog(s) from the foreign country.
 Delivery Recipient: Please enter the information for the individual or organization who will be receiving the dog(s) upon arrival in the United States.

							Add Importer/Exporter/Recipient
First Name	Last Name	Record Type	Organization Name	City	State/Province	Country	Actions
eFile	Applicant	Importer	eFile Applicant Account	Ashburn	Virginia (VA)	United States of America	

Tip: The Importer and Delivery Recipient addresses must be designated as within the United States. The Exporter address cannot have United States as their designated country, only a foreign country.

When complete, click the **Next** button to proceed to the **Animal Information** section.

4.3 Animal Information

You may enter as many dogs as you need by clicking the **Add a Dog** button to begin the process.

Animal Information

i Please enter all dogs that will be included in this application by using the "Add" button.

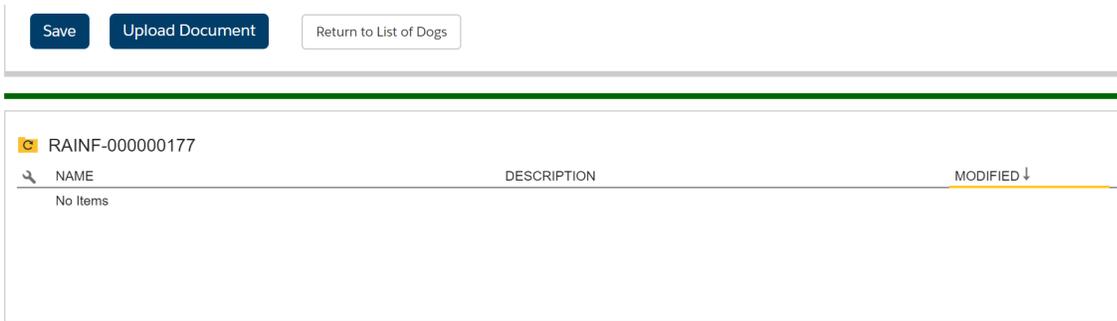
							Add a Dog
Dog Name	Breed	Color	Age	Sex	Document Status	Actions	
No entries have been added to this section, select 'Add a Dog' to add an entry.							

Animal Details

Dog Name	Date Of Birth *
<input type="text"/>	<input type="text"/>
Color *	Breed *
<input type="text"/>	<input type="text"/>
Sex *	Tattoo Number
<input type="text" value="--None--"/>	<input type="text"/>
Breed Description and Other Information	Microchip Number
<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Upload Document"/>
<input type="button" value="Return to List of Dogs"/>	

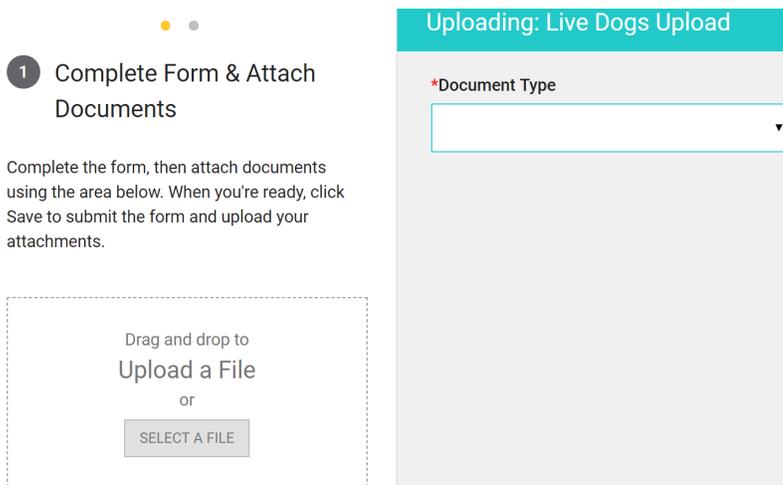
Tip: From the **Animal Details** page, note that once again required fields are marked with a red ***** and must be completed before you click **Save**.

Once you have entered the appropriate information and have clicked **Save**, the **Upload Document** button becomes enabled for action plus a new document section becomes visible for document tracking. Click **Upload Document** to attach required documents associated with the dog information you just entered.



Once you click the Upload Document button, a new web session (e.g., tab) will open within your browser. Click the **Document Type** field to display a list of options as follows:

- Health Certificate
- Rabies Certificate
- Health and Rabies Certificate
- Other





For each dog added to the application, both a Health and a Rabies Certificate are required before you can submit your application for processing.

- If the Health and Rabies certificates are two separate files, select the appropriate document type for the file you are uploading.
- If the Health and Rabies certificates are one file, meaning you scanned them into one document, select the **Health and Rabies Certificate** document type.

Next, click **SELECT A FILE**. Select your file of choice then click **Open**. Scroll down, click **Save**. You will receive a 'Thanks!' message to demonstrate that the upload is complete.

Live Dogs Upload

*Document Type

Health Certificate

Thanks! Your document has been successfully uploaded. X

After a couple of seconds the browser session will change to the following. Feel free to close the session tab.

Success! You're all set.

Your changes have been saved and your task has been completed, so it looks like you're all done here.

You'll notice right away that the document does not display automatically within the document section. Locate and click the yellow icon located to left side of 'RAINF-000000XXX.' This is a refresh button which will then display the uploaded document for confirmation of success.

Before:

RAINF-000000177

NAME	DESCRIPTION	MODIFIED ↓
No Items		

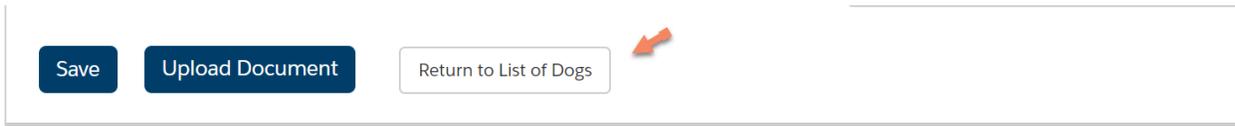
After:

RAIN-000000177		
NAME	DESCRIPTION	MODIFIED ↓
Health cert.docx	Health Certificate	7/22/2019 10:19 PM

Repeat the document upload steps to add the Rabies Certificate.

Tip: What is RAINF-000000000? Regulated Article Information! Yes, we realize this is a bit techie however this record identifier helps tie the uploaded documents to the correct dog so that APHIS reviewers can ensure everything is in order.

Want to add another dog? Great question! Locate and click the **Return to List of Dogs** button, rinse and repeat the above step for each dog.



Notice the screenshot below which demonstrates the list of dogs added to the application along with some identifying information about each dog.

Locate the Document Status column and notice that there's a notation of **'Please upload'** for the dog named Blanca. This is a check point that one or both certificate files have yet to be uploaded for Blanca, something that will prevent you from submitting the application.

						Add a Dog
Dog Name	Breed	Color	Age	Sex	Document Status	Actions
Rex	Retriever (Labrador)	Black	1 Y 0 M	Male	Ready to Submit	
Lola	Retriever (Labrador)	Chocolate	0 Y 11 M	Female	Ready to Submit	
Blanca	Retriever (Labrador)	Yellow	0 Y 11 M	Female	Please upload	

[Back](#) [Next](#)



Locate the **Actions** column, click the **edit** icon to go back to Blanca’s information then upload the missing documents. **Ready to Submit** is a good sign that all requirements have been met!

When done, click **Next** to move on the **Line Item Review**!

Tip: Gentle reminder that you can move through the progress bar by clicking your preferred section. No need to click Next to move from one section to another!

4.4 Line Item Review

The Line Item Review page will provide a summary of all the information provided in the application. This is a great opportunity to review your work before submission.

Notice in the screenshot below that a notice is displayed right below the progress bar. It appears the application has missing information related to the Importer/Exporter/Delivery Recipient.

The screenshot shows a progress bar with four sections: Animal Transportation, Importer/Exporter/Recipient, Animal Information, and Line Item Review. The Line Item Review section is currently active. Below the progress bar, the following information is displayed:

- Application Number: A-0000044593
- Line Item Number: LN-0000051518
- Decision Type: Standard Permit
- Line Item Status: Saved
- Introduction Type: Import

Line Item Review

Please complete necessary actions before continuing to application submission.

- At least one Importer, one Exporter, and one Delivery Recipient must be added to an application.

Animal Transportation

Transporter Name	AA	Transporter Type	Air
Port of Entry	Los Angeles International Airport	Air Transporter Flight Number	AA123
Departure Date	7/29/2019	Proposed date of arrival	7/30/2019
Departure Time	07:30	Arrival Time	09:30
Port of Export	Port Augusta, South Australia	My Port is not listed	<input type="checkbox"/>

No problem, using the progress bar, simply click the **Importer/Exporter/Recipient** section to return back to the designation page and complete the required entries. When complete, click the **Line Item Review** section to review the application contents.

Tip: A message will display on the Line Item Review page for any missing information you are required to provide (e.g., missing documents) before submitting the application.



4.5 Application Readiness

When all required information has been entered, the Line Item Review page will display 'Line item is read to submit.' at the top of the page. Scroll down to the bottom of the review page, click **Continue**.

Animal Transportation | Importer/Exporter/Recipient | Animal Information | **Line Item Review**

Application Number: A-0000044593 Decision Type: Standard Permit Introduction Type: Import
 Line Item Number: LN-0000051518 Line Item Status: Ready to Submit

Line Item Review

Line item is ready to submit.

Animal Transportation

Transporter Name	AA	Transporter Type	Air
Port of Entry	Los Angeles International Airport	Air Transporter Flight Number	AA123
Departure Date	7/29/2019	Proposed date of arrival	7/30/2019
Departure Time	07:30	Arrival Time	09:30
Port of Export	Port Augusta, South Australia	My Port is not listed	<input type="checkbox"/>

5.0 Submit Application

From the **Application Details** page, you may once again review your work before submitting your application. To return back to the application information, click the line item record number listed under the Name column.

Information

Once you've finished entering the required information for all the Line Items you wish to import, select the "Submit for Approval" button to submit your application for processing.

Application Line Items

Name	Regulated Article	Status	Action
LN-0000051518	Dogs	✓ Ready to Submit	Item Details Delete

Authorizations

Name	Auth Type	Status

Application Details

Application Number:	A-0000044593
Application Type:	New
Application Name:	eFile Applicant
Application Email:	springcmtesuser17@gmail.com
Application Phone:	(432) 345-4321
Application Fax:	
Organization:	eFile Applicant Account
Shared With:	eFile Applicant Account
Status:	Open
Withdrawn By:	
Withdrawn Date/Time:	
Applicant Address:	1100 P ST NW, Ashburn, Virginia, 20148, United States



If you are good to go with all information and the Status column says 'Ready to Submit,' scroll down to read the 'I certify' statement. When done click the checkbox to acknowledge the agreement then click **Submit**.

I certify as the applicant or as an authorized representative of the individual/organization listed on this application, that the information in this application is true and accurate to the best of my knowledge, and as a condition of its issuance, the restrictions/permit conditions/performance standards and precautions/safeguards specified in the permit or in the notification acknowledgement will be followed. I further understand that providing false information is a violation of U.S. Federal Laws.

Submit for Approval Withdraw Application Delete Application

Tip: Until you click the checkbox, the Submit for Approval button will not be enabled for action.

6.0 Application Status

Upon confirmation that your application has been successfully submitted (on screen), you will also receive a confirmation email with reference to the application record.

If you're not one to keep emails around, no problem. Locate and click the **Applications** tab at the top of your screen. You can track all existing applications from here!

Home Contacts ▾ **Applications ▾** Authorizations

Start New ... ▾ eFile Applicant ▾

Applications

Show 10 ▾ entries

Application	Status	Application Type	Created Date	Applicant Name	Actions
A-0000044594	Open	New	07/22/2019	eFile Applicant	View

6.1 Returned Application

Part of the review process may be that APHIS returns the application due to incorrect information provided in the application. When this occurs, you will receive an email notifying you that additional information is needed.



Upon logging back into APHIS eFile, you will notice that your application record is now displayed in the lower half of the **My eFile Home** page under **'Requiring Your Attention.'**

Requiring Your Attention					
Show	5	entries	Search		
Authorization	Authorization Type	Regulated Article	Stage	Applicant Name	Last Modified Date
AUTH - 0000029410	AC-Permit-Import	Dogs	Application Review	Christine McCoy - Applicant	07/23/2019
Showing 1 to 1 of 1 entries					Previous 1 Next

To find out what needs to be corrected, click the **AUTH-xxxxxxxxxx** record under the Authorization column.

Locate the **Action** column, click **Item Details**. This will redirect you back to the Application. Referencing the progress bar at the top, click **Line Item Review**. Locate and review the **'Action Required'** information.

Line Item Review

Action Required

This dog's age is incorrect.. Please have vet amend and resubmit. 

Animal Transportation

Transporter Name	AA	Transporter Type	Air
Port of Entry	Miami International Airport	Air Transporter Flight Number	AA123
Departure Date	7/29/2019	Proposed date of arrival	7/30/2019
Departure Time	07:30	Arrival Time	07:30
Port of Export	Buenos Aires	My Port is not listed	<input type="checkbox"/>
		Port If Not Listed	

Once you have addressed the stated corrections, simply resubmit the application using the same process outlined earlier in this document.



7.0 Authorization

The second your application is submitted to APHIS, a related ‘Authorization’ record is created. An Authorization represents the application request for a permit. The outcome of an Authorization is either Denied or Issued.

Let’s break this down a bit further!

- You submit an application for a permit
- The application is then converted into an Authorization which is a request for a permit
- APHIS will review the Authorization and either deny the request for specific reasons or move forward with the issuance of a permit

7.1 Tracking the Authorization

Similar to the Applications tab, you can click the Authorizations tab to track the status of your permit request.

An email will be sent to notify you of the Authorization outcome inclusive of a link that will take you to the Authorization in question. You may otherwise simply log into APHIS eFile, click the Authorizations tab, and view the status.

8.0 Print Permit

Once you receive an email notice that a decision has been rendered, log back into APHIS eFile and click the Authorizations tab. Locate the respective Authorization (*by using the Authorization number or the Application number*). Click ‘**View**’ to be redirected to the Authorization Detail page. If not visible, simply scroll down the page to the Notes and Attachments section.

Notes and Attachments

AUTH - 0000029411			
NAME	DESCRIPTION	MODIFIED ↓	1 ITEM
Permit_AUTH - 0000029411.pdf		7/23/2019 9:24 AM	<input type="checkbox"/>