United States Department of Agriculture

APHIS eFile Dashboard Overview

Animal Plant Health Inspection Service (APHIS)

Version 2

July 2019

Contents

1.0 Overview

This user guide provides an introductory walk-thru of the APHIS eFile Dashboard. The Dashboard provides the following services:
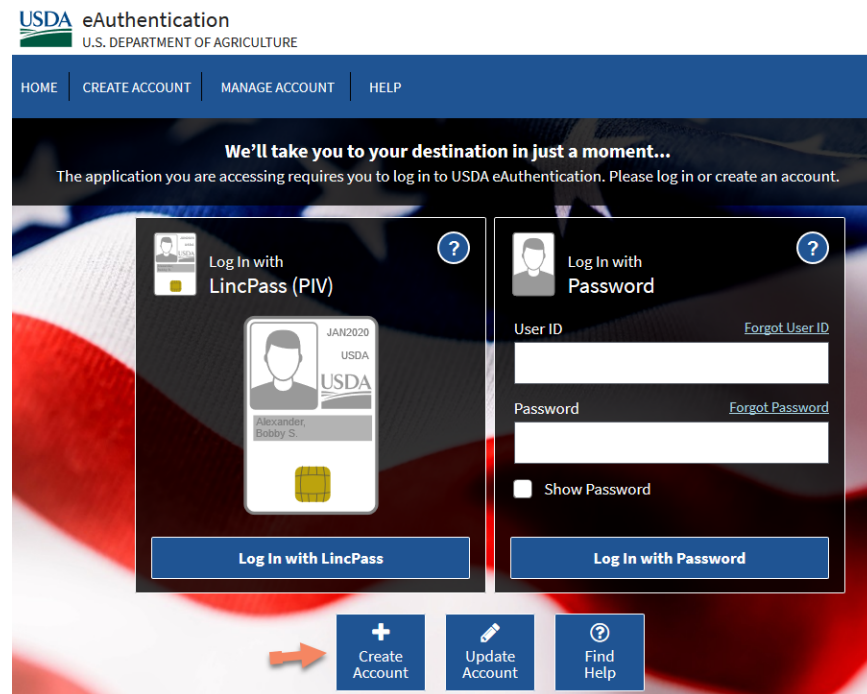
- Question and Answer workflow to determine if a Permit is needed
- Management of Associated Contacts
- Permit application creation and submittal
- Items requiring your attention
- Application tracking
- Permit copy for printing

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

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 APHIS eFIle High Level Walkthrough

This section will emphasize the various components of the Dashboard to better explain available features and functionality.

3.1 Contact Us and Help

First things first! There are two options available for support services. Located in the upper right-hand corner of the Dashboard, two links are provided, **Contact Us** and **Help**.

- The **Contact Us** link provides contact information for subject matter questions relating to Permit Applications and related issuance.

- The **Help** link provides contact information for technical support such as product support should you experience a program error.

3.2 My eFile Home

The Home page represents the default landing page displayed every time you log into APHIS eFile. The '**Welcome to APHIS eFile**' section provides some quick tips for moving around the Home page, highlighting the '**I want to..**' actions as well as the '**Requiring Your Attention**' section on the lower half of the page.

3.3 Tabs

Based on your preferred navigation style, there are multiple paths to find the same information on the Home page. Similar to the 'I want to..' section, which enables access to Applications and Authorizations as well as begins the application process, you may also use tabs located at the top of the page.

3.3.1 Home Tab

As you move around APHIS eFIle by clicking various tabs or action buttons, you can always return back to the 'My eFile Home' page by clicking **Home**.


3.3.2 Contacts Tab

Selecting the Contacts tab presents you with two options, Contacts and Associated Contacts.

- **Contacts**. There will be one Contact record displayed when you select the Contacts option. This represents your account information (e.g., address, phone, email) as an Applicant user in eFile. Please ensure that all information is correct within your Contact record.
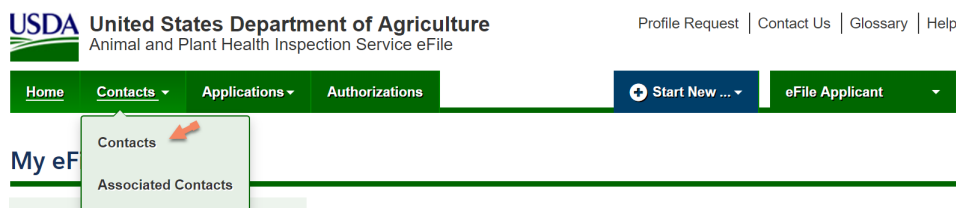
Select **Contacts**, then click **Edit**. Make necessary changes then click **Save**.

Contacts

First Name	Last Name	Phone	Mobile Phone	Email	Action
eFile	Applicant	(432) 345-4321	(432) 345-4321	springcmtesuser17@gmail.com	Edit

- **Associated Contacts**. Think of this as a handful of business cards that represent all potential Importers, Exporters and Delivery Recipients that you reference on an Application. The general idea here is to create these associated contacts ahead of time so that you can simply import the information into each application as needed without having to enter the same information over and over.
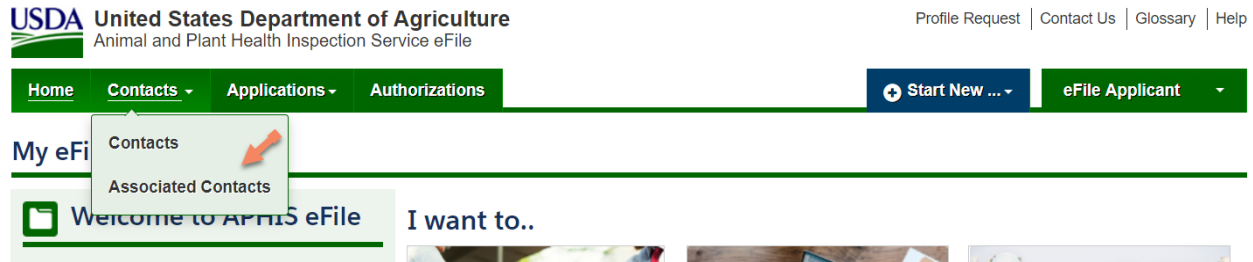
Select **Associated Contacts** then click **Create New Associated Contact**. After all required information has been entered, click **Save**.
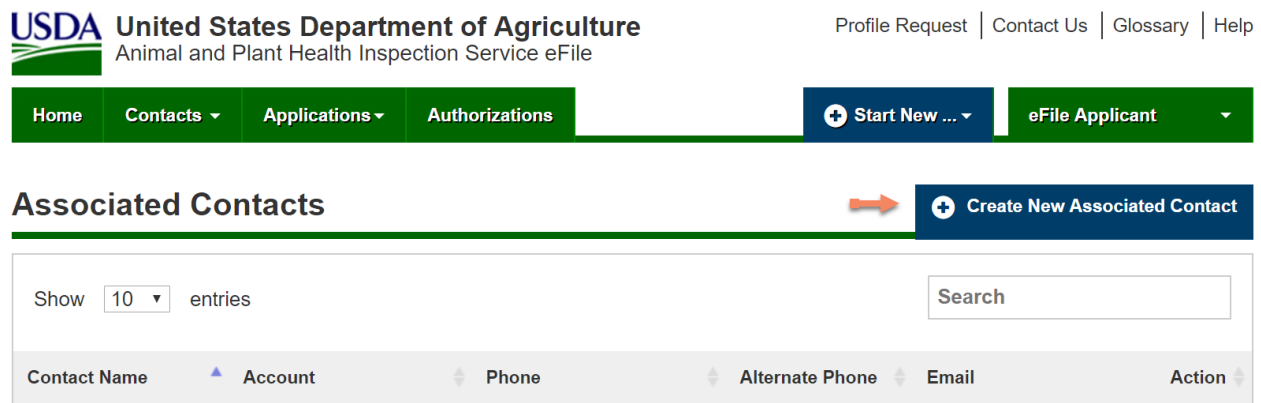
Note: as with other aspects of eFile, there are multiple ways to accomplish the same goal. Know that you can also create Associated Contacts during the Application creation process and have them saved for future use.

3.3.3 Applications Tab

Similar to the View My Applications '**Go >>**' link, selecting the clicking the **Applications** tab will present you with a list existing Applications.

From this page you may perform two actions:

1. From the Applications column, click the ➕ image to view line items specified within the application.
2. From the Actions column, click **View** to view the Application Details.

Note: The Applications tab presents a drop-down list of actions for which only '**Applications**' is applicable to the importation of Live Dogs. '*Constructs*' applies only to those Applicants looking to import Genetically Engineered Organisms.
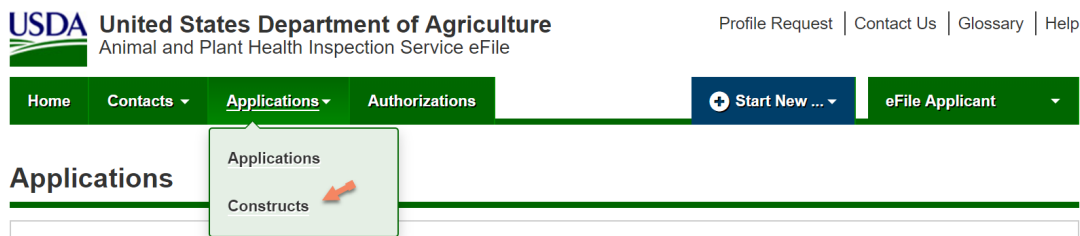
3.3.4 Authorizations Tab

Similar to clicking the Check My Authorizations '**Go >>**' link, clicking the Authorizations tab will present you a list existing Authorizations. Locate the Authorization of interest then click View to the far right under the Action column.


This will be helpful when seeking to print the issued permit .pdf!

3.3.5 Start New Tab

Similar to clicking the Identify My Needs '**Go >>**' link, clicking the '**Start New …**' tab will present you with will begin the Application process.

Note: The Start New tab presents a drop-down list of actions for which only '**New Application'** is applicable to the importation of Live Dogs. **'New Application via XML'** applies only to those Applicants looking to import Genetically Engineered Organisms.
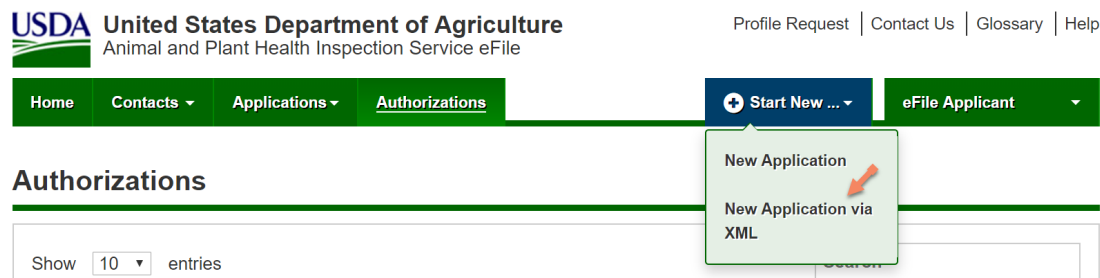
3.3.6 Logoff

Although not explicitly labeled as 'Logoff', locate and click your name in the upper right-hand corner of the page next to Start New. By selecting your name, the drop-down will present the option to logout of APHIS eFile.

Thank you for taking the time to read through this material. For a detailed walk-through on how to create an Application in APHIS eFile, please review the '**APHIS eFile Create Application**' training document.