APHIS eFile First-Time User Set Up

- Individual Account
- Shared Organization Account
- State Reviewer Account
- Access Your Profile
- Change to a Shared Organization Account

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WELCOME!

USDA APHIS has a new permitting system called APHIS eFile. This user guide will walk you through how to get set up in APHIS eFile if you're a first-time user.

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
To set up your account in APHIS eFile, log in using your USDA eAuthentication credentials.

1. Navigate to [https://efile.aphis.usda.gov/s/](https://efile.aphis.usda.gov/s/) and select SIGN IN | SIGN UP
First-Time User Set Up – Log in to APHIS eFile

2. Log in using your USDA eAuthentication username and password. If you do not already have a USDA eAuthentication Account, select **Create an Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to register in APHIS eFile.**
First-Time User Set Up

When you log into APHIS eFile for the first time, your name, mailing address, email, and business phone information will be pulled from your USDA eAuthentication account.

1. If needed, edit your Contact Details and then Confirm Contact Details to proceed to the next step.
First-Time User Set Up

Once you have confirmed your information, there are three different account options for you to choose from. Read the descriptions about each option and choose the option that works best for you:

1. Individual Account
2. Shared Organization Account *Note Organization is the same as your Company
3. State Reviewer Account
4. Plant Inspection Station Account

Note: Option 3 and 4 are NOT applicable for APHIS Applicants or Registrants. Only select option 3 or 4 if you work for a State Department of Agriculture.
Individual accounts are for people who **will not share applications with other APHIS eFile users from their organization.**

When you are starting an application for the first time, you will need to take additional steps to ensure the organization name displays on your permit.

1. To associate your organization information with your account, select **Edit Organization Details** and fill out the appropriate fields.

2. Select **Confirm Organization Details** to proceed.

Note: You can join or create Shared Organization Accounts in the future if you select this option. Proceed to page 17 for instructions.
Individual Account

Your Individual Account has been set up! Read the Next Steps and then select Continue to begin applying for APHIS-issued permits, registrations, and licenses.
Shared Organization Account

Shared Organization Accounts are for people whose team also logs into APHIS eFile or has a broker/preparer relationship.

A. If you are the first person to set up your Organization Account, select Create New Shared Account.

B. Join the Shared Organization Account by entering the Organization Unique ID if your colleague has already created an organization account
   - The Unique ID is a 6-digit number, automatically generated by APHIS eFile when your colleague created the account
   - The Unique ID is not the same as the ePermits Unique ID and USDA cannot share this ID or create one for you
   - Your colleague will have to share the Unique ID with you separately, outside APHIS eFile. USDA Admins cannot share this ID or create one for you.
   - After entering the ID, a request will be sent to your colleague to grant you access to the account. Your set-up process is complete.

See steps for how to Create a New Shared Account on the next slide.
Shared Organization Account – Create a New Shared Account

1. Enter your Organization information and select **Save Organization Details**

2. Select **Confirm Organization Details**
3 Add Members to your Organization Account to send them invitations to join the new shared account

- You may add multiple team members to by selecting Add Team Member
- Select I’m Done Adding Emails to proceed

To skip this step and send invitations later, select “No, I’ll do this later”
4 Review and Accept the responsibilities for being an Organization Administrator.
   • By default, the first person to create the Shared Organization Account becomes the Organization Administrator. This role can be switched as more users enter the account.

5 Select Continue.

Note: To learn more about Organization Accounts and Organization Administrator abilities, please access the APHIS eFile Organization Accounts Guide below:
Your Shared Organization Account has been set up! Read the Next Steps and then select Continue to begin applying for APHIS-Issued permits, registrations, and licenses.

Note: To ensure your request has time to process, APHIS recommends waiting approximately 15 minutes before starting your first application, license, or registration in APHIS eFile.
State Reviewer Accounts are for people who are employed by a State Department of Agriculture to review applications or complete site inspections for permit-required activities.

1. Use the dropdown and select the State you work with
2. Select the activities you complete as part of your work and Confirm Work Activities
State Reviewer Account

Your State Reviewer Account request is being processed. Please read the Next Steps. You will receive an email when your access has been approved.

Your state account request is being processed.
A confirmation email has been sent to the email address associated with your account.

Next Steps:

- To ensure our emails reach your inbox, we recommend you add aphis.efile@usda.gov and support@salesforce.com to your address book.
- You will receive an email when your state access has been approved, with a link to the State Collaborator portal.
- You will begin to receive notifications from eFile as they are assigned by APHIS.

Continue
Plant Inspection Station Accounts are for people who are employed by a State Department of Agriculture to inspect imported plants or seeds.

1 Select Confirm.

By clicking confirm you will be submitting a plant inspection station request.
Your inspection station request is being processed. Please read the Next Steps. You will receive an email when your access has been approved.
Accessing Your Profile

You can view or update your contact and organization information anytime by going to My Profile.

1. Select your name on the top right of the homepage
2. Select My Profile
Change to a Shared Organization Account

You always have the option to change your account type from Individual to a sharing Organization Account. Follow the steps below to join or create an Organization Account after you have completed the first-time user set-up process.

1. Select your name on the top right of the homepage
2. Select My Profile
3. Select Associated Organizations
4. If you would like to create a new organization account, select Create Organization.
   - Enter your Organization details and Continue.

If you would like to join an existing organization account, select Join Organization.
   - Enter the Organization Unique ID. Your colleague will have to share the Unique ID with you separately, outside APHIS eFile. USDA Admins can not share this ID create one for you.