



APHIS eFile Overview

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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

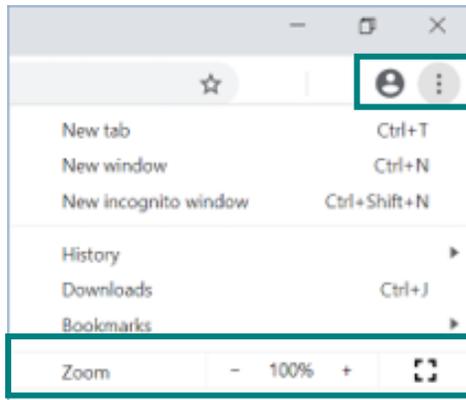
- [Animal Care \(AC\) videos](#)
- [Plant Protection and Quarantine \(PPQ\) videos](#)
- [Veterinary Services \(VS\) videos](#)

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 an organization 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, 'Showing 115 of 115 items', and a 'Sort by' dropdown. Below are activity cards for various permits and applications, each with a 'View Details' button. Callouts highlight the search bar, the 'Sort by' dropdown, and the filter sidebar.

Search for specific activity

Sort your activity

Filter by recent time-periods

Select the checkboxes to filter your activity

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 organization 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 22203
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

Edit

Business Address

2947 Business Street
Ojai, California 78203
United States
(293) 847-5610

Mailing Address

2947 Business Street
Ojai, California 78203
United States



Josh Added Me Jus...

Edit

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 Organizations

Join Organization

Create Organization

> PPQVS Test Account 2

Edit

> USDA EAuthTester.c Account

> My New Org

Edit

More

> PPQVS Test Account 2

Edit

More

> testing 7 6

Edit

More

> PPQVS Test Account 2

Edit

More

> PPQVS Test Account 2

Edit

More

> PPQVS Test Account 2

Edit

More

Associated Organization

View and manage all your organizations. Organization Administrators may invite members to their accounts, approve or revoke access requests. You may also join an organization and create an organization 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 an organization. Manage Organization Accounts from the Associated Organizations 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 Organizations

Associated Organizations Join Organization Create Organization

▼ PPQVS Test Account 2 Edit

Organization Members

| Member | Title | Email | Organization Admin |
|----------------------|-------|----------------------|--------------------|
| PPQVS Applicant Jr. | | ✉ thisismynewem... | ▼ |
| USDA EAuthTester.... | | ✉ kms@afs.com.te... | ▼ |
| USDA EAuthTester.c | | ✉ marcella.reyes@... | ▼ |

Doing Business As eFile Organization Number

Organization Type Customer Number

Applicant EIN

Organization Type (If Other)

Create Organization

- If during the First Time User process you did not create a shared account, you can now create one by selecting **Create Organization**.
- The Organization Administrator can create subaccounts that can have distinct members, allowing you to subdivide your sharing.

Join an Existing Organization

- Join an existing organization by selecting Create Organization and then entering the unique organization ID. This will add you to the organization, allowing you to see records associated with that organization. The unique organization ID must be requested by contacting your Organization Administrator.

Managing your Organization

Manage your Organization Account on the Associated Organizations page.

Inviting New Members

- As an Organization Administrator, you can invite new members to your 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.

The screenshot shows the 'PPQVS Test Account 2' card with an 'Invite Member' button highlighted. Below it is a modal window titled 'Invite member to this organization' with fields for 'Member Full Name' and 'Member Email', and a 'Send Invitation' button highlighted.

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 Organization to create a sharing account and invite members.**

Adding a Sub-Division

- As an Organization Administrator, you can create sub-divisions within your Organization 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.

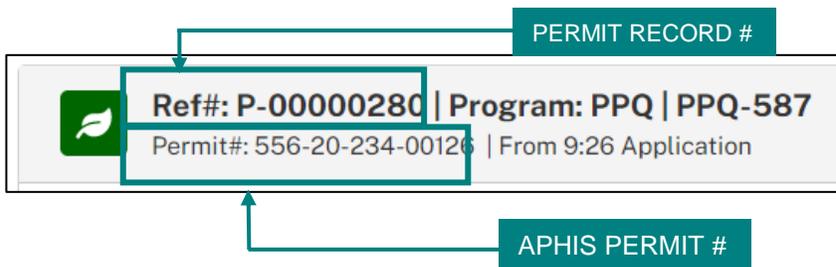
The screenshot shows the 'PPQVS Test Account 2' card with an 'Add Sub-division' button highlighted. Below it is a modal window titled 'Add Sub-division' with fields for 'Organization Information' and 'Address Information', and a 'Save' button highlighted.

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.

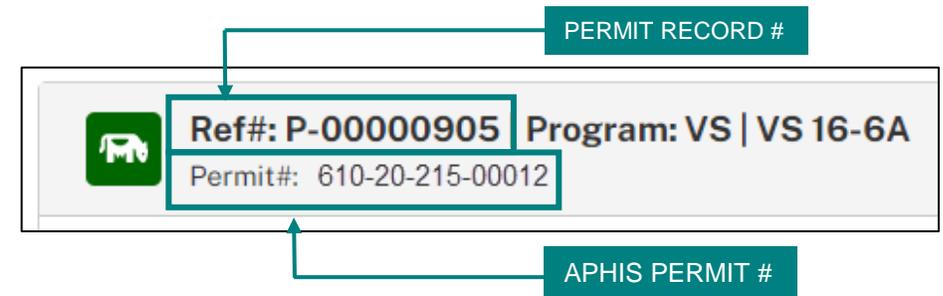
Plant Protection and Quarantine (PPQ)

- 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

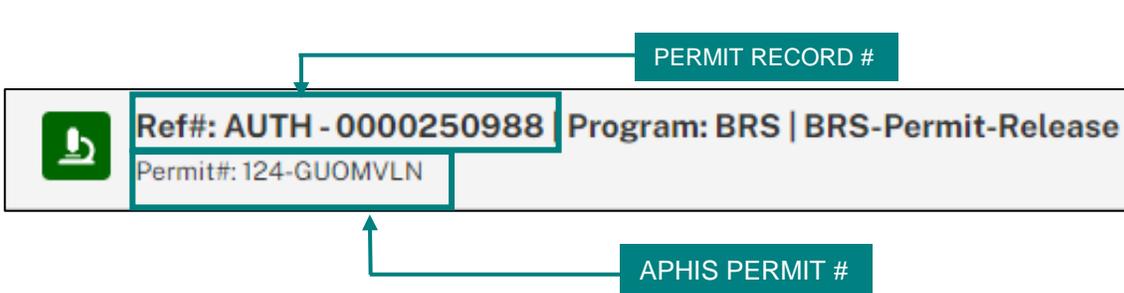


Record Numbers

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)

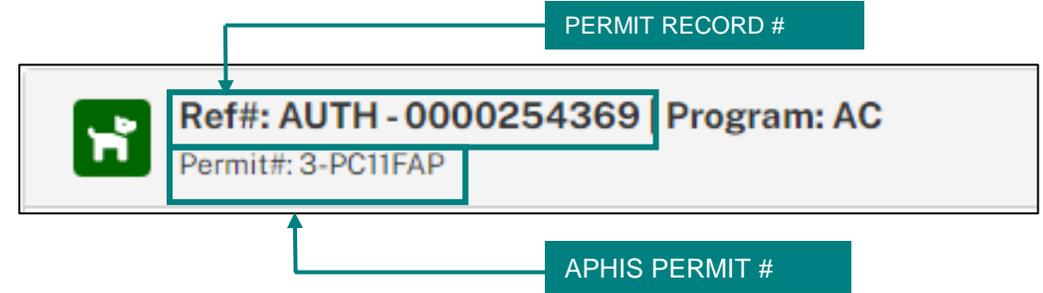
- Application: A – 0000012345
- Authorization: Auth – 0000012345
- Permits
 - Permit Record Number (Ref #): AUTH - 0000250988
 - APHIS Permit Number (Permit #): 124 - GUMVLN
 - This number will be on the permit and the number that CBP will reference.
 - The format of this number is: Program Prefix-Calendar 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 number is A-0000336177. The application name is 'Test USDAeFile Applicant-2'. The application email is kimberley.schubnell@accenturefederal.com. The application phone is 3235551114. The organization is 'self'. The status is 'Submitted'. The applicant address is 330 Lurgan, SOUTH SAN FRANCISCO, California, 94080, United States. The U.S. address is 330 Lurgan, SOUTH SAN FRANCISCO, California, 94080, United States. The application was created by 'USD AeFile Applicant 2' on 12/15/2021. The last modified date is also 12/15/2021. There are buttons for 'Edit Sharing' and 'Withdraw Application'.

Two callout boxes provide instructions: 'Select the text box to enter your message. Click Share once complete.' points to the 'Write something...' text box in the Chatter Feed. 'Select the Chat icon to begin using chatter.' points to the 'Chat' button in the bottom right corner of the application details page.

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
- DO NOT include any CBI in your Chatter posts

NOTE: Chatter is only available for BRS Application and Authorization records.