WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 585 import permit applications. This user guide will take you through the process of submitting a permit application, and how to amend, renew, and cancel permits.

If you have not logged into APHIS eFile yet, please refer to the APHIS eFile First Time User Guide. If you’ve already gone through the first time user process and are an organization admin, refer to the APHIS eFile Organization Accounts User Guide.

For more APHIS eFile PPQ Form 585 support materials:
Check out our "How to" playlist on the APHIS YouTube Channel
Review this and other User Guides online on the APHIS eFile Training Page
Before you apply for your PPQ 585 permit application, there are several things to note when applying in eFile.

**Permit Numbers:**

- In eFile there are two different permit numbers:
  
  1. **System Generated Permit Record Number Example:** P-00001234
     - This number is the Record ID number that is autogenerated when a permit has been created. This is not a smart number, and does not represent the year, permit type, or any additional information.
  
  2. **APHIS Permit Number Example:** 540-21-156-98493
     - This number will be on your permit and the number that CBP will reference when importing your articles into the U.S.
     - The format of this number is: Permit Prefix-Calendar Year-Ordinal Day-Sequential Number
     - The Program Prefix indicates the type of permit.
**I AM THE APPLICANT**

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Step 1: Sign into APHIS eFile & Create a New Application

A Navigate to https://efile.aphis.usda.gov/s/ in Google Chrome, Firefox, Edge, or Safari (eFile is not supported by Internet Explorer).

B Select Login and sign in using your eAuthentication username and password. If you are not eAuthenticated, select Create an Account and follow the steps to become eAuthenticated. You must be eAuthenticated to apply in APHIS eFile.

C Under the Ready to Apply section, select the PPQ-585 Application.

D Select Get Started to begin your application.

Note: If you have more than one account in APHIS eFile, use the drop-down to select your Sharing Organization.
Step 1: Sign into APHIS eFile & Create a New Application

Read through the PPQ-585 application welcome pop-up and select Proceed to the PPQ 585 Application.
Once you have created your new application, you will land on the Applicant/Permittee Contacts section of the application. In this section you will identify the responsible parties for your import commodity(ies).

Types of responsible parties include:

- **Applicant** – The individual is who is applying for a PPQ permit.
- **Permittee** – The individual who is the permit holder or responsible party and whose name will be on the permit.
Step 2: Identify Responsible Parties

Applicant Information

A Confirm that your information on your Contact Card is up to date. If you are a first-time user, you may need to provide additional contact information such as your business and/or mailing address and phone number.

- To update your contact information, select Edit, then update the information in the appropriate fields.

B Answer the required question, “Will you be the Permittee?” to indicate whether you will be the permit holder.

- If you select No, you will need to provide the Permittee’s contact information in an additional section of the page.

Note: that to provide company information, input your company name into the Organization field on the contact.
Step 2: Identify Responsible Parties

Permittee Details

Please note you will only see this section if you, the applicant, have indicated that you will not be the permit holder. If you are a first-time user, you will need to create a new Permittee contact.

F Use the Contact Card section to select the Permittee.

G Answer the required question, “What is your relationship to the permittee?”. If you select “Other”, enter a response in the Relationship Explanation required field.

H Select Add New File to attach supporting documentation, such as a Power of Attorney Agreement, to prove that you have permission from the Permittee to fill out and submit this application on their behalf.

Note: It is not required for you to upload supporting documentation.

If this is a contact you have never used before, select Create New Contact.

Review the certification statement and then select the checkbox.
Step 3: Select Commodities

Find and Add Commodities

A. Select the Timber Type.

B. Answer the question, How much bark will be included?

C. Find a commodity by typing the common or scientific name into the lookup. Select it when it displays. If the commodity you are searching for is not in the list, select the Not found using common or scientific name checkbox and enter the “Other” commodity name.

   Note: If you add a “Other” commodity it may delay the processing of your application.

D. Enter the Country of Origin of the article(s) you wish to import into the lookup and select it when it displays.

E. Select Add to Application.

   Note: All country and article combinations of your selections will display in the selected articles table.
Step 3: Select Commodities

Review and Refine Application Commodities

Review the Application Commodities table. This lists the commodities that will be submitted as part of your application.

F When you are done reviewing the application commodities, select Save and Next.

Select the arrow associated with a column header to sort alphabetically.

Use the trashcan icon to delete a single article from the table.

Remove multiple articles at once by selecting the associated checkboxes and then Remove Selection(s) from Application button.

Total records: 3
Step 4: Upload Files

Document Details

In certain instances, you can upload files to supplement your application. This file upload is an optional step. If you do not have any files to add, you can click the checkmark to indicate that you have no additional documentation.

A. Select **Add New File** to attach supporting documentation such as a SOPs, technical documentation, pictures of commodities, etc.

B. If you don’t have any files to upload, select the **I don’t have any files to upload** checkmark.

**Note:** It is not required for you to upload supporting documentation.
Step 5: Certify & Submit

Confirm Information and Accept Regulations

A. Review the Applicant/Permittee Contacts and Commodities sections to confirm your information is correct.

B. Review the certification statements and select both of the “I hereby certify…” checkboxes.

Note: To see allowed imports and conditions, check ACIR at https://acir.aphis.usda.gov/s/.

C. Once you have confirmed all data is correct, select Submit Application.

Note: Once you have submitted your application, you cannot make any changes.
Submission Confirmation

Congratulations! You have submitted your application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued.

Note: Check your junk mailbox if you don’t see an email from aphis.efile@usda.gov in your inbox.

Select Download Application PDF to save a PDF copy of your application.

Add the APHIS eFile emails aphis.efile@usda.gov and support@salesforce.com to your address book to prevent any automatic emails are not sent to junk.
Pending APHIS Review
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Permits
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No Permit Required
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Prohibited
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View Outcomes

Your application has been processed and each application line item, or article-country combination, has been sorted to its appropriate outcome category. The different outcome categories include:

- Pending APHIS Review
- Permits
- No Permit Required
- Prohibited

The next pages review what each Outcome section means and any actions you can or should take.
Application line items that require additional APHIS review will appear in the Pending APHIS Review section. You do not need to take any action on the items in this section.
Issued permits will appear in the Permits section. Please note one application may result in multiple permits.

Select **View Permit PDF** to see your issued permit and conditions.

**Note:** If any commodities from this application still require APHIS review and are later approved by APHIS, you will receive additional permits for those articles.
View Outcomes – No Permit Required

No Permit Required

Articles that are **allowed** for importation and **do not require a permit** will appear in the No Permit Required section. You will receive a letter that states you do not require a permit for these articles. To view the letter:

Select **View Letter PDF**

Note: At this point a letter has been issued and does not require further review by APHIS.
Articles that are not allowed for importation will appear in this section. You will receive a letter that states that these articles are inadmissible. The letter may contain additional information regarding allowed importation with a Compliance Agreement. To view the letter:

A Select View Letter PDF
AMEND PERMIT

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Step 1: Navigate to My Activity page and search for your Permit

A. Navigate to My Activity Page.

B. Search for your permit by using the search bar or the filters on the left.

You can search for your permit number using P- or 5XX-numbers.
Step 2: Amend Permit

A Select the dropdown arrow in the Permit card and select Amend Permit.

B Select I Understand & Continue.
Step 3: Edit or Update Application Information

After selecting I Understand & Continue, your original permit application will be copied, and you will be directed to the first section of the application. You can edit your address information and delete or add commodities to your application by going to the Commodities section.

Please note you cannot change the permittee. Submit a new application if the permittee has changed.
Step 4: Certify & Submit Amendment Application

A Review the sections to confirm your information is correct.

B Enter your Amendment Reason in the free-text field.

C Review the certification statements and select both of the “I hereby certify…” checkboxes.

Note: To see allowed imports and conditions, check ACIR at https://acir.aphis.usda.gov/s/.

D Once you have confirmed all data is correct, select Submit Application.

Note: Once you have submitted your application, you cannot make any changes.
Submission Confirmation

Congratulations! You have submitted your amendment application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued.

Note: Check your junk mailbox if you don’t see an email from aphis.efile@usda.gov in your inbox.

Add the APHIS eFile emails aphis.efile@usda.gov and support@salesforce.com to your address book to prevent any automatic emails are not sent to junk.

Select Download Application PDF to save a PDF copy of your application.
Step 1: Navigate to My Activity Page and Search for your Permit
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Step 2: Renew Permit
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Step 3: Review Application Information
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Step 4: Certify & Submit Renewal Application
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**Step 1: Navigate to My Activity page and search for your Permit**

**A** Navigate to My Activity Page.

**B** Search for your permit by using the **search bar** or the **filters** on the left.

You can search for your permit number using P- or 5XX-numbers.
Step 2: Select Renew Permit

Select the dropdown arrow next to the Permit card and select **Renew Permit**.

Select **I understand & Continue**.
Step 3: Review Application Information

After selecting **I Understand & Continue**, your original permit application will be copied, and you will be navigated to the first section of the application. Review the information on your application to ensure it’s accurate. You can edit your address information and delete or add commodities to your application by going to the Commodities section.

Please note you cannot change the permittee. Submit a new application if the permittee has changed.
Step 4: Certify & Submit Renewal Application

A. Review the sections to confirm your information is correct.

B. Review the certification statements and select both of the “I hereby certify…” checkboxes.

Note: To see allowed imports and conditions, check ACIR at https://acir.aphis.usda.gov/s/.

C. Once you have confirmed all data is correct, select Submit Application.

Note: Once you have submitted your application, you cannot make any changes.

Use the Edit button to update information in the appropriate sections.
Submission Confirmation

Congratulations! You have submitted your renewal application. You will receive an email from APHIS eFile once your application has been processed. At that point you can view your application outcomes. You will also receive an email whenever a Permit or Letter is issued.

Note: Check your junk mailbox if you don’t see an email from aphis.efile@usda.gov in your inbox.

Select Download Application PDF to save a PDF copy of your application.

Add the APHIS eFile emails aphis.efile@usda.gov and support@salesforce.com to your address book to prevent any automatic emails are not sent to junk.
Step 1: Navigate to My Activity Page and Search for your Permit
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Step 2: Cancel Permit, Add Explanation, and Submit
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Step 1: Navigate to My Activity page and search for your Permit

A. Navigate to My Activity Page.

B. Search for your permit by using the search bar or the filters on the left.

You can search for your permit number using P- or 5XX-numbers.
Step 2: Cancel Permit, Add Explanation, and Submit

A Select the dropdown arrow next to the Permit card and select **Cancel Permit**.

B Enter the reasoning behind your permit cancellation request in the Explanation field and select **Submit**.
After Cancelling Your Permit

Your permit cancellation request will be reviewed by APHIS. Once it has been reviewed and approved by APHIS you will see a cancellation banner on the permit details page.
Cloning an Application

Before you decide to cloned an application, it is important to note that applications MUST be cloned from the application detail page or the My Activity page. As an applicant, you can clone applications in statuses **except for applications in “Draft” status**. All new, cloned applications will have an application status of Draft, an application type of New Application, and the Initial Application field will be populated with the A-000 number the cloned application was copied from.

Applications can be cloned from the following statuses:
- Submitted
- Processed
- Applicant Action Required
- Pending Aphis Review

Items that will be cloned and added to the new draft application:
- Applicant/Permittee Contacts
- Application details
- Application line items

Items that will NOT be cloned to the new draft application:
- Application PDFs - any attachments related to the application
Cloning an Application

A After logging into eFile, navigate to My Activity page and search for the application you want to clone.

B Select Clone Application.

Note: You will automatically be taken to a draft application after you select the Clone Application button. The application sections will have information on it from the previous application and you will be able to modify these as needed.

Note: If you would like to view the application details before you clone, select View Details. You will be able to clone the application from the Details page as well.
APPENDIX

System Setup

- **Compatible browser** – For the best user experience, please use [Google Chrome](https://www.google.com). Other available browsers include Firefox, Safari, and Edge. **eFile is NOT supported by Internet Explorer.**

- **Emails** – Add the APHIS eFile email at aphis.efile@usda.gov and support@salesforce.com to your address book so that any automatic emails are not sent to junk.

- **Zoom** – 100%

Contact

If you require assistance with your applications, please contact:

**PPQ Permit Services**
(301) 851 2046
[Wood.permits@usda.gov](mailto:Wood.permits@usda.gov)

If you require technical assistance, please contact:

**Help Desk**
[help@usda.gov](mailto:help@usda.gov)