APHIS eFile

Guidance for Submitting a VS 16-79 On-Hold Application

Request assistance for shipments placed on agricultural hold by CBP

Version 1.0
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WELCOME!

USDA APHIS Veterinary Services has a new online website to submit VS 16-79 On-Hold applications. This user guide will take you through the process of creating and submitting a 16-79 application for a permit.

For more APHIS eFile VS 16-79 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
I want to Submit a VS 16-79 On-Hold Application

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Step 1: Sign in to eFile

Navigate to https://efile.aphis.usda.gov/s/ in Google Chrome (eFile is not supported by Internet Explorer).

A  Log in to eFile using your eAuthentication credentials.
   • 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.
   • 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 in order to proceed.

B  Under the Ready to Apply section, choose the VS 16-79 On-Hold Application and then select Get Started.
   • The VS 16-79: Only for shipments of animal products, organisms, and vectors. Request assistance for shipments placed on hold by CBP because they do not meet APHIS VS requirements.
Step 2: Complete the VS 16-79 On-Hold Setup Assistant

VS 16-79 On-Hold Setup Assistant

To start a VS 16-79 On-Hold Application, read the requirements and additional information in the pop-up window.

Read the Information You Need section:

A If you do not have the permit or application number of your shipments permit, select Here to view your options.

B If you do have the permit or application number of your shipments permit, select Start Application.

Note: You will need to submit a VS 16-79 for each on-hold shipment you have.
VS 16-79 On-Hold Setup Assistant

Answer the required question, “Was your shipment issued an Emergency Action Notification (EAN) PPQ 523 form?”

- **If you select Yes**, you are not eligible for on-hold assistance and can not continue.
- **If you select No**, link your on-hold shipment’s eFile permit or application.
  - Select the drop-down to choose Permit or Application and enter the **Permit Number** (610-## or 639-##) or **Application Number** (A-####) and proceed to the On-Hold Application.
  - If you do not have an eFile permit or application, select here to view your options.
  - If your On-Hold shipment does not need a permit, mark the checkbox and proceed to the On-Hold Application.
Step 2: Complete the VS 16-79 On-Hold Setup Assistant

VS 16-79 On-Hold Setup Assistant

If you belong to more than one Organization, or Sharing Organization/Account, within eFile, you will be prompted to select the organization you would like to share this record with.

Choose your organization from the drop-down and select Proceed.

Sharing Organization

You belong to more than one organization. Please choose the organization you would like to share this record with. As a reminder, other customers can only view/access data that is shared within an organization they belong to.

If you do not want your application to be visible to any other customers, you can select your personal account, which will have "(Personal)" at the end of its name, e.g. John Doe Account (Personal).

Sharing Organization

PPQVS Test Account 31

Back Cancel Proceed
Step 3: Enter Details for On-Hold Shipment

Shipment Details

In this section, enter the details about your shipment placed on Agricultural hold by Customs and Border Protection (CBP).

A Answer the question, “Why was your shipment placed on-hold?”
   • Select all the checkboxes that apply.

B Select the checkbox to confirm your understanding of health certificates and proceed to next section.
Step 4: Identify Responsible Parties

Applicant, Importer/Consignee, and Broker Details

A. Confirm that your information on the Contact Card is correct.

   Note: If the applicant belongs to an organization (company), you must edit and add them to the Applicant and/or Importer/consignee contact cards.

B. Answer the required question, “Will you be the importer/consignee?”
   - If you select no, you will need to provide the importer/consignee contact information in an additional section of the page.

C. If using a Broker, enter your Broker’s contact information in the Broker Details section.
Step 4: Identify Responsible Parties

Specialist/Inspector and Port Details

D Enter the Specialist/Inspector name.

E Identify the port details for your on-hold shipment.

Note: All the fields are required in these sections.
Step 5: Enter Shipment Information

Shipment Details

In this section, enter the shipment information for your on-hold shipment. **You will be prompted to enter additional information based on your mode of transport.**

**Note:** All the fields are required in this section.
Step 6: Enter Materials

Material(s) Details

In this section of the application, you will **indicate all the materials in your on-hold shipment**. The materials displaying on this page are those listed in your linked eFile application or permit (if applicable).

**A** Use the **Select Material button** to select all the materials in your shipment.

**B** If there are materials in your shipment that were not listed on your original application or permit, use the **Add a Material button** to add the additional materials to the application.
Step 7: Upload Documents

Required Documentation

In this section of the application, you will upload the **required documentation** for your on-hold application.

- To upload files, **select Add New File**.
- If you do not have some or all the required files, **select the checkbox**.

![Diagram of supporting documentation and check box for required documentation]
Step 8: Review and Submit

In this section, you will review your complete application. Certify that the information you have entered is correct and proceed to payment. Please note, once you pay for your application you are not able to change any of the information.

A Review your data in each of the sections.

- To edit your data in a specific section of the application, select the Edit button associated with that section. You will be taken back to that page of the application to edit your data.

B Once you are ready to submit your application, read the certification statement, select the “I certify…” checkbox and select Proceed to Payment.
Step 9: Payment

After selecting Proceed to payment, select your method of payment and follow the associated steps to complete the application payment.

Payment Methods:

A. Online via Pay.gov
B. Mail-in Payment
C. APHIS User Fee Account
Step 9: Payment

Congratulations!

• Once you have successfully completed your payment, you will see the confirmation message below.
• You will receive a receipt of payment via email once your application has been processed.

Congratulations, your application has been submitted and it is being reviewed!

Once your application has been processed, you will receive a confirmation email. You can also log back in to review your application status at a later time. To ensure our emails reaches your inbox, we recommend you add APIE@usda.gov and support@salesforce.com to your address book.
System Setup

- **Compatible browser** – For the best user experience, please use **Google Chrome**. 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](mailto:aphis.efile@usda.gov) and [support@salesforce.com](mailto: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: **Veterinary Services**

(301) 851 3300, Option 4

[APIE@usda.gov](mailto:APIE@usda.gov)

If you require **technical assistance**, please contact: **Help Desk**

[help@usda.gov](mailto:help@usda.gov)