WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 526 Applications for Pest Permits. This user guide will take you through the process of applying and how to request and amendment or cancel an issued permit if needed.

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 526 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 526 permit application, there are several things to note when applying in eFile.

**eFile PPQ 526 Application:**
- Each application has a unique application number, labeled with A - #######

**Post Application Submission:**
- You will receive email notifications once a permit or letter has been issued. You will also be able to access your permit or letter directly in eFile.
- You will still be able to access your permits in the Automated Commercial Environment (ACE) system.
- In eFile there are two different permit numbers:
  1. **System Generated Permit Record Number Example: A-00123456**
     - 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: 526-20-201-00015**
     - 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 Permit Prefix indicates the type of permit.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete and Submit Your Application</td>
<td>5</td>
</tr>
<tr>
<td>Respond to Applicant Questionnaire</td>
<td>20</td>
</tr>
<tr>
<td>Respond to Draft Permit Conditions</td>
<td>23</td>
</tr>
<tr>
<td>View Outcomes (Permits, Letter, Labels)</td>
<td>26</td>
</tr>
<tr>
<td>Cancel Permit</td>
<td>33</td>
</tr>
<tr>
<td>Transfer Permit</td>
<td>36</td>
</tr>
</tbody>
</table>
**I AM THE APPLICANT**

- **Step 1**: Sign into APHIS eFile & Create a New Application  
  *Page 6*
- **Step 2**: Complete Setup Assistant Form  
  *Page 8*
- **Step 3**: Identify Responsible Parties  
  *Page 10*
- **Step 4**: Add Articles  
  *Page 12*
- **Step 5**: Add Destination Details  
  *Page 15*
- **Step 6**: Add Document Details  
  *Page 16*
- **Step 7**: Review and Submit  
  *Page 18*
- **Step 8**: Submission Confirmation  
  *Page 19*
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-526 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

Determine if this is the correct application for you. If it is, select Proceed to the PPQ-526 Screening Questions.
Step 2: Complete Setup Assistant Form

A Once you have created your new application, you will land on the PPQ 526 Setup Assistant part of the application. Answer the questions to proceed.

B Select your Intended Use.

C Select your Movement Type and Claim as CBI by selecting the checkbox (If Applicable).

Note: These answers cannot be changed after you start the application.
Confidential Business Information (CBI) Information

How to Claim CBI: If you indicate your application will contain CBI, you will see shield icons next to all fields available that can be claimed as containing CBI on the application.

To claim information as CBI, you will either use square brackets [ ] or a Claim as CBI checkbox. On CBI applications, you will be able to denote CBI data in most text fields by typing square brackets [ ] around the confidential business information. Certain fields with restricted input types, such as numeric fields, email addresses, and drop-down list have a corresponding “Claim as CBI” checkbox under the field if it may be claimed as CBI.
Step 3: Identify Responsible Parties

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 article(s).

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 3: Identify Responsible Parties

My Details

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.

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.

Hand Carrier Details

Note: Depending on your Movement Type, you may not have this section.

A Answer the required question, “Do you want to request permission to hand carry articles in personal baggage?”.

• If you select Yes, answer the follow up question. Depending on your answer, use the Hand Carrier IDs table to add your hand carrier contact information.
Step 4: Add Articles

**Article Details**

A. Specify the **Pest Article Type** and **Equipment Access** by selecting an option from each drop-down. You can select multiple answers for both.

B. Select **Add Articles** to begin adding your articles and complete all the required fields in the pop-up window.

1. **Search for and select your article.** If you can’t find your article in the search, select the “I can’t find my article” checkbox. You will be prompted to enter the article name in a free-text field.

2. Enter all required information about your article and select **Add** to finish adding your article.

   **Note:** Repeat these steps to add multiple articles.

C. Each article you add will have its own tab and associated fields. Use the **Save and Next Article** button to save the current article’s details and move to the next article.
Step 4: Add Articles

Article Details

Complete all required fields and Shipping and Transport information for each article.

A  Enter shipment details by selecting Add Shipment Details.
   1  Add Shipment Details by answering all required questions and selecting Add. In the first question, you can apply shipment details to all articles on your application.

B  After adding shipment details, select Save and Next Article to navigate to the next article and enter information.

C  After adding all articles to your application, select Save and Next to move to the next section of the application.

Note: A checkmark next to the Article name indicates all required fields are complete.
You have the option to copy your shipment details from one article to other articles on your application.

A. Select the article actions drop-down on the article you want to copy shipment details from and select **Copy Shipment Details to additional articles**.

B. Select the article that you would like to copy shipment details to by selecting the checkbox associated with the article.

C. Select **Copy Shipment Details to Selected Article**.
Step 5: Add Destination Details

Destination Details

Use the destination cards to search for and select your destination location/facility. Depending on your application’s intended use, you may be able to select more than one destination.

A. After searching for a destination, choose one by selecting the Select as Destination button. If you do not see your location listed, select Create New Destination.

B. You can add multiple destinations to your application by selecting Add Another Destination and repeating these steps.

C. Answer the required question, “Is this a release?”. If you answer yes, you’ll be required to enter the release address information.

Note: Facilities that have already been approved by PPQ will have a green “Containment Facility” banner.
Step 6: Add Document Details

Document Details

In the documents section, if you indicated that there is Confidential Business Information (CBI) on your application, you are required to provide justification:

1. Enter CBI Justification as text by selecting the checkbox and entering information in the free-text field.

OR

2. Upload CBI Justification documents by selecting Add New File. When adding a file that contains CBI you are required to also upload a CBI deleted copy of the file.
Step 6: Add Document Details

**Document Details**

**B** To upload CBI Justification or additional documents to support your application, select the Add New File button and answer the required questions.

**C** Enter any additional information for your application.

**D** Select Save and Next.
Step 7: Review and Submit

**Certify and Submit**

A Read through each section to make sure the information entered is correct and then **Confirm Information Accuracy & Accept Regulations** by checking the two boxes.

B Select Submit Application.

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**Confirm Information Accuracy & Accept Regulations**

Check the box below to confirm that you agree that the information you have entered is accurate. Then, click the “Submit Application” button to submit your application and view your results.

- [ ] I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.

WARNING: Any alteration, forgery, or unauthorized use of this document is subject to civil penalties of up to $250,000 (7 U.S.C. 7734(b)) or punishable by a fine of not more than $10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
Step 8: Submission Confirmation

Congratulations! You have submitted your application. You will receive an email from APHIS eFile once your application has been processed. You will also receive an email whenever a Permit or Letter is issued and when there are additional actions you need to take.

**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.
I want to respond to an applicant questionnaire.

- **Step 1**: Sign into APHIS eFile and navigate to your application details page
  
  *Page 21*

- **Step 2**: Respond to questionnaire questions
  
  *Page 22*
Step 1: Sign into APHIS eFile and Navigate to Your Application Details Page

A. Navigate to https://efile.aphis.usda.gov/s/, select Sign Up | Sign In, and log in using your eAuthentication username and password.

B. Select the My Activity tab.

C. Update the Display Recent filter to All Time.

D. Either search for your application using the A-000 number or use the filters on the left to find it.

E. Select the View Details button to navigate to the application details page.
Step 2: Respond to Questionnaire Questions

A. Select the Applicant Questionnaire tab.

B. Read the instructions.

C. Answer all the questions. Red asterisks indicate required answer types.

D. If you need to upload your Standard Operating Procedure (SOP), select Add New File, add a file description, and select Upload Files to select your document.

E. To send the questionnaire back to PPQ, select Save and Submit Questionnaire.
I want to respond to draft permit conditions.

- **Step 1:** Sign into APHIS eFile and navigate to your application details page
  
  *Page 24*

- **Step 2:** Respond to the draft permit conditions
  
  *Page 25*
Step 1: Sign into APHIS eFile and Navigate to Your Application Details Page

A. Navigate to https://efile.aphis.usda.gov/s/, select Sign Up | Sign In, and log in using your eAuthentication username and password.

B. Select the My Activity tab.

C. Update the Display Recent filter to All Time.

D. Either search for your application using the A-000 number or use the filters on the left to find it.

E. Select the View Details button to navigate to the application details page.
Step 2: Respond to Draft Permit Conditions

A. Select the **Conditions Review tab**.

B. Read the **instructions and any notes from PPQ**.

C. Read and respond to all conditions.

D. Read the authorization statement. If you indicate that the statement needs edits, enter them in the free-text field.

E. Select **Save and Send Conditions Draft Back to PPQ**.
Access Permits and Labels
Page 27

Access Letters
Page 29
View Outcomes – Permits and Labels

When a permit is issued, you will receive an email with the permit PDF attached. To access the permit in eFile:

A. Select the My Activity tab.
B. Use the search bar or filters on the left to find your permit. The email you received will include your APHIS permit number, but if you are unable to find your permit, you can also search for your related application (A-000) and navigate to the permit (P-000) from there.
C. Select View Details.
D. Select View Permit PDF.
E. To view associated labels, scroll to the labels section and download all labels, or each label individually.
View Outcomes – Permits and Labels

Shipping Labels

To generate shipping labels for your issued permit:

A. Navigate to your permit details page (see the previous slide for help).
B. Scroll to the Labels section and select Generate Labels.
C. In the pop-up window, select the port you’d like to generate labels for.
D. Enter the number of labels you’d like and then Generate Labels.
E. Repeat the process to generate additional labels.
F. Download an individual label by selecting the associated download icon. Download all labels by using the Download All Labels button.
If your application results in a letter of denial or no permit required, you will receive an email with the letter PDF attached. If you would like to access the letter in eFile:

A. Select the **My Activity tab**.

B. Use the search bar or filters on the left to find your application (A-000).

C. Select **View Details**.

D. Scroll to the **Files** section and select the **File Name hyperlink** to open the letter.
I want to amend or renew an eFile permit.

- **Step 1:** Sign into APHIS eFile and find your permit on the My Activity page
  
  Page 31

- **Step 2:** Amend or renew your Permit
  
  Page 32
Step 1: Sign into APHIS eFile and find your permit on the My Activity page

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

A. Log in to eFile using your eAuthentication credentials.
B. Select the **My Activity** tab and update the Display recent drop-down to View All.
C. Use the search bar or filters to find the permit you want to amend or renew.
D. Select the **More Actions** drop-down and choose **Amend Permit or Renew Permit**.

- All issued and active permits are eligible to be amended.
- All issued permits that are within 90 days of expiration or expired are eligible to be renewed.
- You can only complete one of these actions at a time. E.g., if you’ve applied to amend your permit, you are not able to renew until the amendment is processed.

**Note:** APHIS eFile amendments and renewals have an “A” and “R” added to the end of the permit number, A1 = amendment 1, A2 = amendment 2, etc. and R1 = renewal 1, R2 = renewal 2, etc. (e.g., 526-22-165-03442A1).
Step 2: Amend or Renew Your Permit

A. Read the pop-up window and select I understand & Continue. You will be taken to a new, amendment or renewal application. All data from your previous application will be copied into the amendment application.

B. Edit your information as needed.

C. If this is an amendment, on the Review and Submit page, add your reason for amendment. This is not applicable for renewals.

D. Certify and Submit.
Step 1: Navigate to My Activity Page and Search for your Permit

Step 2: Select Cancel Permit, Add Cancellation Explanation, and Submit
Step 1: Navigate to My Activity page and search for your Permit

A. Navigate to the My Activity tab.

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 588-numbers.
Step 2: Select Cancel Permit, Add Cancellation 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**.

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.
For guidance on how to transfer for your permit, reference the *How to Transfer Your PPQ Permit user guide*. 
**APPENDIX**

**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 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
pest.permits@usda.gov

If you require technical assistance, please contact:

**Help Desk**
help@usda.gov