WELCOME!

USDA APHIS Plant Protection and Quarantine (PPQ) has a new option to submit PPQ 588 Applications for Controlled Import permits. This user guide will take you through how to complete all actions related to the PPQ 588 application.

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 588 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 588 permit application, there are several things to note when applying in eFile.

**eFile PPQ 588 Application:**
- Each application has a unique application number, labeled with **A-00001234**

**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: P-00001234**
     - This number is the Reference 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: 588-22-201-00015**
     - 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.
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**I AM THE APPLICANT**

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Step 1: Navigate to APHIS eFile and Sign In

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 Sign in | Sign Up and log 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.
Step 2: Create a New Application

A. In the Ready to Apply drop-down, select the **PPQ-588 Application** and then **Get Started**.

B. Review the pop-up window and select **Proceed to the PPQ-588 Screening Questions**.
Step 3: Complete PPQ 588 Setup Assistant

A. **Answer the questions** and select **Continue**.

B. Select your **Intended Use**.

C. **Describe your reason** for importing your plant material and what you plan to do with it, then select **Continue**.

**Note:** These answers cannot be changed after you start the application.
Step 4: Identify Responsible Party

Once you have created your new application, you will land on the Responsible Party section of the application. In this section you will identify the responsible parties involved in your import.

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 4: Identify Responsible Party

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

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.

Note: Hand carry requests are evaluated on a case-by-case basis and are usually not approved.
Step 5: Add Articles

Article Details

Select Add Articles and complete all fields in the pop-up window to add an article to your application. There are three ways to add your genera and species:

1. Choose an option from the list that has a genera and species.
2. Choose an option from the list that is only a genera, and then use the Species free text field to type in the species or use the Hybrid checkbox.
3. Select the I can't find my article checkbox and type in your articles name in the Article’s Scientific Name field.

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. Navigating between articles using the tabs will not save your information.
Step 5: Add Articles

Article Details

A. Complete all required fields for each article.

The required sections will vary depending on your application details and intended use. The possible sections include Intended Use (not-editable), Growing Location, Shipping and Transport, Shipment Information, Release Details, Contamination, Accession Numbers, Proposed Measures, etc.

Note: A checkmark next to the Article name indicates all required fields are complete.
Step 6: Add Destination Details

Destination Details

A Use the destination cards to **search for and select your destination location/facility.**

The instruction text at the top of the page will indicate if your application requires a destination location or a containment facility.

**Note:** Facilities that have already been approved by PPQ will have a green “Containment Facility” banner.

Plant Health Specialist Details

B Use the contact cards to **search for and select your Plant Health Specialist.**

- If this is a new contact, use the Create New Contact button to add your new Plant Health Specialist details.
Step 7: Inspection Station Details

Note: This section of the application will only appear if your application requires containment.

Use the search field to find and select your Plant Inspection Station(s).
Step 8: Document Details

Document Details

A Use the **Add New File button** to upload your Standard Operating Procedure (SOP) and any additional files you feel would support this application.

**Note:** It is required to upload a Standard Operating Procedure (SOP)

B If you do not have some or all of the required documentation, select the checkbox and enter your reason in the description field.

Additional Information

C Enter any additional information you feel would be beneficial for your application.
Step 9: Certify and Submit

Confirm Information Accuracy & Accept Regulations

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.

Confirmation

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.

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

B  I hereby certify I have read, understood, and accept the requirements for the importation into the United States and its Territories of the regulated commodities listed on the application as given in the ACIR Database. Note: requirements are subject to change without notice.

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 9: Certify and Submit

Congratulations! You have submitted your application. **You will receive an email from APHIS eFile when there is additional actions for you to take regarding your application.**

**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 from being sent to junk.

If you have any questions regarding admissibility, please visit https://acir.aphis.usda.gov/s/ or email acidatabase.comments@usda.gov.
I want to respond to an applicant questionnaire.

- **Step 1**: Sign into APHIS eFile and navigate to your application details page
  
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- **Step 2**: Respond to questionnaire questions
  
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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.

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- Respond to Draft Permit Conditions if you do not have an eFile Account (Non eAuth Users)
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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**.
Step 1: Navigate to Your Email and View the Draft Permit Conditions

A. Navigate to your inbox and find the email sent from review@clm.docusign.net. The email's subject will be APHIS eFile: Permit Condition Review.

B. As the email explains, to review the permit conditions, you first must select the Review Online hyperlink.

C. Review the pop-up window on how to Complete Your Review, and then select Got it.

D. In the review section, use the download icon to save a copy to your computer.
Step 2: Save and Send Conditions Back to the PPQ Permitting Team

Once the copy is downloaded, then edit the word document and add your responses. **Manually type “Agree” or “Disagree” for each condition. If you disagree, please add an explanation or some suggested changes.**

Save your document once you are done editing the conditions and the select next to land in the edit section of the page. **Use the Select File button to upload the saved word document with your response.**

After you upload the file, **select next in the edit section** which will bring you to the comments section.

**Add any comments,** and then once you are done, **select finish.** Your review is now complete and sent back to the PPQ team.
Access Permits and Labels
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Access Letters
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When a permit is issued, you will receive an email with the permit PDF attached. To access the permit in eFile:

1. Select the **My Activity** tab.
2. 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.
3. Select **View Details**.
4. Select **View Permit PDF**.
5. 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 you’d like and then Generate Labels.
F. Download an individual label by selecting the associated download icon. Download all labels by using the Download All Labels button.
View Outcomes – Accessing Letters

Letters

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
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Step 2: Amend or renew your Permit
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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., 588-22-203-00123A1).
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
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Step 2: Select Cancel Permit, Add Cancellation Explanation, and Submit
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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](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:  
**Controlled Import Permits PPQ form 588**  
(301)-851-2046  
[controlled.import.permits@usda.gov](mailto:controlled.import.permits@usda.gov)

If you require technical assistance, please contact:  
**Help Desk**  
[help@usda.gov](mailto:help@usda.gov)