APHIS eFile Quick Reference

Guidance for Submitting a VS 16-3 Permit Application
Application for 16-6A permit to import or transport animal products, organisms and vectors

Version 1.0
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WELCOME!

USDA APHIS Veterinary Services has a new online website to request Animal Products and Organisms and Vectors permits.

This user guide will take you through the process of creating and submitting a request for a permit.

For more APHIS eFile VS 16-3 support materials:

Check out our "How to" playlist on the [APHIS YouTube Channel](https://www.youtube.com/playlist)

Review this and other User Guides online on the [APHIS eFile Training Page](https://www.aphis.usda.gov/aphs-efile-training)
Step 1: Log 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.
   • 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. Complete these questions to proceed.

B If you are amending or renewing an eFile permit, proceed to the How to Amend and Renew eFile Permits section of this guide.

C If you are starting a new application, under the Ready to Apply section, choose the VS 16-3 application and then select Get Started.
   • The VS 16-3: Application for 16-6A permit to import or transport animal products, organisms and vectors.
Step 2: Complete the VS Permitting Assistant (VSPA)

The VS Permitting Assistant is the first step of the application process. Complete the Permitting Assistant to begin your application.

A. Select the tab associated with the material you would like to add to your application summary (Animal Products or Organisms & Vectors).

B. Enter your material’s details into the appropriate fields and Search.

C. Select the Attribute Filters to refine your material search results.

D. To add a material as a single material, select Add Material. To add a material as an ingredient of a multi-ingredient product, select Add to Product Ingredient List.

Note: Add all the materials on the application and the VSPA will split them for you. Once your materials have been added, they will be automatically organized into the appropriate applications.
Step 2: Complete the VS Permitting Assistant (VSPA)

You can renew permits issued from ePermits in eFile. To do this, you will need to complete the VS Permitting Assistant and then indicate that your application is an ePermits renewal. Next you will complete and submit your application in eFile. Make sure to add all the materials on your ePermits permit to your Applications Summary and attach a copy of your ePermits permit as part of the application.

A To indicate that this application is a renewal enter your ePermits Permit Number on the Request Summary page and select Save.

B Please note, your Estimated Processing Fee will be updated accordingly.
Step 3: Proceed to Application(s) from VSPA

A Once you have reviewed all your VSPA results, select Proceed to Applications.

If your Request Summary resulted in more than one application, you will see the Split Application Notice that lists each resulting application and its associated materials.

B Select I Understand & Continue to proceed to the application.

Note: If you are not already logged in, you will be prompted to log in with your eAuthentication credentials.
**Step 3: Proceed to Application(s) from VSPA**

After you click “I Understand & Continue”, you will be sent to the **My Activity** page that lists all applications associated with your account, the applications are sorted by Newest to Oldest. Your most recent application(s) will be at the top of the list.

To navigate to your application, select one of the following three options:

1. Reference #
2. Go to Draft
3. Draft

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![My Activity page](image-url)
Step 4: Complete your Application

The application is divided into several sections based on the application type and number of materials listed on your application.

Complete each section of your application then select the checkbox in the Confirm Information & Submit section. Select the proceed to payment button to pay for your application.
Step 5: Pay for your Application

After you’ve completed the application you will need to pay the application fee. Review your **application processing fee** and then select your method of payment.

Payment Methods:

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

After you have paid, your application will be submitted. You will receive an email with payment receipt once VS has processed the payment.
Step 1: Sign into APHIS eFile and find your permit on the My Activity page

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

1. Log in to eFile using your eAuthentication credentials.
2. Select the My Activity tab and use the search bar or filters to find the permit you want to amend or renew.
3. 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. For example, if you’ve applied to amend your permit, you are not able to renew until the amendment is processed.
Step 2: Amend Your Permit

A If you selected Amend Permit, read the pop-up window and select I understand & Continue.

- You will be taken to a new, amendment application. All data from your previous application will be copied into the amendment application.
- **Edit your information** as needed and then on the Review and Submit page, certify and proceed to payment.
- **Pay** to complete and submit your application.

Note: If approved, your amended permit will keep the same APHIS permit number (610-20-205-1234).
Step 2: Renew your Permit

If you selected Renew Permit, read the pop-up window and select one of the radio options:

1. **Renew with no changes** when you do not need to edit any of the permit information and only wish to renew the effective and expiration dates.
   - **Select I Understand & Continue.** You will be taken to a new, renewal application. All data from your previous application will be copied into the renewal application.
   - On the Review and Submit page, certify and proceed to payment.
   - Pay to complete and submit your application.

2. **Renew with changes** when you need to edit information and renew the effective and expiration dates.
   - **Select I Understand & Continue.** You will be taken to a new, renewal application. All data from your previous application will be copied into the renewal application.
   - **Edit your information** as needed and then on the Review and Submit page, certify and proceed to payment.
   - Pay to complete and submit your application.

Note: If approved, your renewed permit will keep the same APHIS permit number (610-20-205-1234).
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:

**Veterinary Services**
(301) 851 3300
APIE@usda.gov

If you require technical assistance, please contact:

**Help Desk**
help@usda.gov