

Breadcrumb

1. [Home](#)
2. Print
3. Pdf
4. Node
5. Entity Print

NCAH Portal User Guides

Last Modified:

These user guides are designed to be used individually or together to show you how to use the NCAH Portal for different tasks related to CVB submissions. Answers to some common questions are addressed in the additional information found in these guides. Each guide can be printed individually.

Title	Related APHIS Form	Doc ID	Publication Date
Logging In and IT Security Awareness Training (874.36 KB)	NA	1	3/20/2024
Description of Portal Roles and Privileges (235.25 KB)	NA	2	7/15/2025
Submission History (CVB) and Account Details (previously titled "How to use Account Details") (1.12 MB)	NA	3	7/15/2025
Qualifications of Veterinary Biologics Personnel (632.84 KB)	2007	4	3/31/2025
General Guide for Submission of Veterinary Biologics Production and Test Report (836.08 KB)	2008	5	1/7/2025

Title	Related APHIS Form	Doc ID	Publication Date
EXAMPLE of the NCAH Portal generated Veterinary Biologics Production and Test Report after CVB processing (132.87 KB)	2008	NA	NA
Submitting Routine Biologics Samples (387.06 KB)	2020	6	7/15/2025
Submitting Special Request Biologics Samples (505.29 KB)	2020	7	7/15/2025
How to Generate Packing Slips for Biologics Samples (658.62 KB)	2020	8	7/15/2025
General Guide for E-Submission of General Correspondence to CVB-Inspection and Compliance (1.24 MB)	2048	9	7/15/2025
General Guide for E-Submissions to CVB-Policy, Evaluation and Licensing (1.58 MB)	2049	10	10/09/2024
Submitting Labels to CVB-Policy, Evaluation and Licensing (575.18 KB)	2049	11	3/22/2024
Working with Digital Signatures (814.09 KB)	NA	12	7/15/2025
Using the CVB Template for a Label Mounting Sheet (1.17 MB)	2049	13	7/15/2025
Word Label Template (44.74 KB)	2049	A	6/2/2020
PDF Label Template (177.93 KB)	2049	C	6/2/2020
Definition of a Policy, Evaluation and Licensing (PEL) Submission (1.33 MB)	2049	14	8/8/2016
Formatting Documents for Policy, Evaluation and Licensing (PEL) Submissions	2049	15	7/15/2025

Title	Related APHIS Form	Doc ID	Publication Date
CVB Data Guide (how to submit data to PEL) *applies to non-Portal users too (1.64 MB)	NA	16	5/20/2019
Creating and Revising Electronic Outlines (495.34 KB)	2049	18	3/31/2025
Versioning Electronic Outlines (193.9 KB)	2049	19	7/15/2025
Submitting Outlines to Policy, Evaluation and Licensing (PEL) (309.18 KB)	2049	20	1/7/2025
Outline Templates (769.11 KB)	2049	B	6/18/2020
Requesting Confirmatory Testing of Product Serials (Prelicense, Outline Change, or Technology Transfer)	2008/2049/2072	21	8/9/2017
Biologics Export Certification - APHIS Form 2017 (1.14 MB)	2017	22	12/27/2019
Biologics Export Certification - APHIS Form 2046 and 2046-S (1.42 MB)	2046/2046-S	23	3/15/2018
Biologics Export Certification - APHIS Form 2047 and 2047-S (1.36 MB)	2047/2047-S	24	3/15/2018
Biologics Export Certification - Stand Alone Attestations and Ingredients of Animal Origin (English and Spanish) (741.73 KB)	NA	25	3/15/2018
Submitting Facility Documents to Inspection and Compliance (IC) (566.82 KB)	2048	26	8/1/2018
Application for United States Veterinary Biological Product Permit - RESEARCH AND EVALUATION (1.8 MB)	2005	27	3/22/2021
Application for United States Veterinary Biological Product Permit - TRANSIT SHIPMENT ONLY (1.88 MB)	2005	28	3/22/2021

Title	Related APHIS Form	Doc ID	Publication Date
Application for United States Veterinary Biological Product Permit - SALES AND DISTRIBUTION (1.86 MB)	2005	29	3/22/2021
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