



United States Department of Agriculture

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**APHIS eFile Create Application  
Overview**

Animal Plant Health Inspection Service (APHIS)

Version 1

April 2018



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## 1.0 Overview

Applicants logging into APHIS eFile will be presented with an Applicant ‘Dashboard.’ The Dashboard provides the following services:

- Question and Answer workflow to determine if a Permit is required
- Management of Associated Contacts
- Permit application creation and submittal
- Application tracking
- Permit copy for printing

The process outlined in this document reflects the creation of an APHIS eFile application for the purpose of requesting a Permit for importation of a commodity, otherwise known as a regulated article, into the Continental United States.

## 2.0 Assumptions

### Account credentials to login to APHIS eFile

All APHIS eFile Applicants are required to obtain a USDA eAuthentication ID and Password to gain access to the system. If not already completed, please review the following procedure:

- Navigate to the USDA eAuthentication registration website
  - <https://www.eauth.usda.gov>
- Locate and click the **Create an Account link**
- From the *Create an Account – getting Started page*, locate and click the ‘**Register for a Level 2 Account**’
  - *Note:* It is important that you select the Level 2 account link, not the Level 1 or Internet Account option.
- Follow the procedure to complete the registration process
- Once you have been notified of your eAuthentication ID and Password, please go to **efile.aphis.usda.gov** to login to APHIS eFile.
  - *Note:* For first time login, the response time may appear to be slow. Please be patient while the account setup process completes.
  - If assistance is necessary, please send an email to [help@aphis.usda.gov](mailto:help@aphis.usda.gov)

### Supported desktop operating systems

- Windows 7 and above, Mac OS

### Supported Internet browsers

- Microsoft Edge, Chrome, Firefox, and Safari



### 3.0 Dashboard Walkthrough

Once logged in to APHIS eFile, the user is presented with what is referenced as a 'Dashboard.' This is simply the front page of APHIS eFile, offering many functional components to create and manage applications for importation permits.

For a walkthrough of the APHIS eFile Dashboard please reference the APHIS eFile Dashboard Overview document.

### 4.0 Application Overview

An Application is defined as a request for a permit, or permits, for regulated articles being imported into the Continental United States.

When creating an Application for import, any number of regulated articles may be included on a single application. Based on the Application details provided, APHIS eFile will automatically determine how many permits are required to fulfill the Application request.

A key term to be familiar with is an Application Line Item. A line item represents a single regulated article. Specific to the importation of live dogs, each dog will be represented on a single line item. If 10 dogs are being imported, then 10 line items will be detailed on the Application.

As each line item is created, unique characteristics of each dog are requested, including required documentation such as health and rabies certificates.

### 5.0 Create an Application for Import

This section will emphasize the various components of the Application creation process specific to the importation of Live Dogs into the Continental United States.

#### 5.1 Is a permit required for all live dog imports?

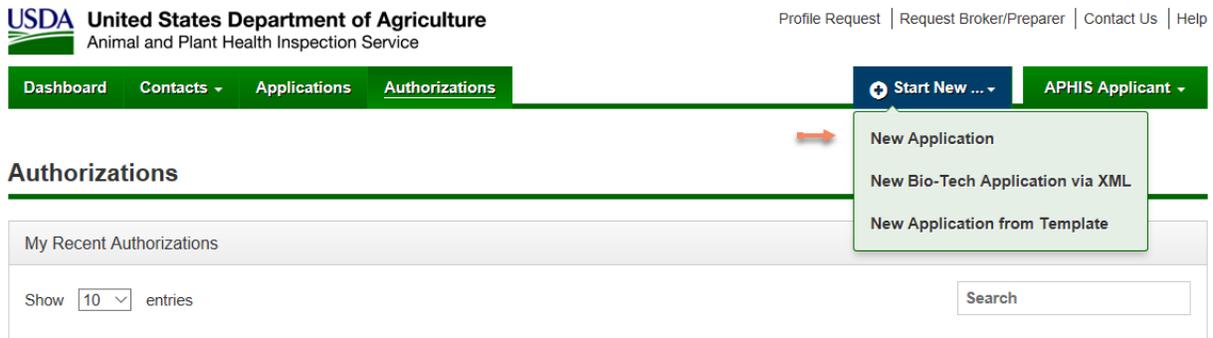
The following summary is a high level overview of permit requirements. Additional information can be found on [www.aphis.usda.gov](http://www.aphis.usda.gov). In the Search field located in the upper right-hand corner of the web page, type 'import live dog.'

1. Import a live dog for personal use. No permit is required
2. Import a live dog(s) for research purposes. A permit is required.
3. Import a live dog(s) for veterinary treatment. A permit is required.
4. Import a live dog(s) for resale or adoption. A permit is required.



## 5.2.1 Start New

Locate the blue tab in the upper right-hand portion of the Dashboard and click **Start New...**



Of the three options presented, click **New Application** to begin the questionnaire.

By initiating the *New Application* process, a series of questions will be presented to confirm whether or not a permit is required. Based on the answers provided, the system will provide information regarding the need for a permit or whether the specified request is denied.

## 5.2.2 Application Questionnaire

The creation of an application does not occur until after the questionnaire is complete. The option to start the questionnaire over will be offered indefinitely until the **'Proceed to Application'** button is selected.

For the purpose of requesting an Import Permit, please locate and click the green **Import** button. This will initiate the questionnaire process.

**Note:** Multiple options are presented onscreen that represent future APHIS eFile services. As of April, 2018, a majority of the presented options are not complete.



← My Dashboard

↻ Restart Application

APHIS Applicant ▾

## Welcome to the APHIS eFile

Select one of the options below to begin the first phase of the application process. You will be guided through a series of questions to help determine if you need a permit. If you do need a permit, this system will guide you through the application process.

Select an Option Below



### Import

Bring animals, animal products, plants, plant products, soil, organisms (i.e. bacteria, fungi, insects, etc.) or genetically engineered organisms into the United States from another country.

Import



### Export

Send or take plants or plant products from the United States to another country. Note: Animal exports do not usually need a permit. See Animal and Animal Products to learn more.

Export



### Transit

Move items from one foreign country to another foreign country through the United States or its territories.

Transit



### Interstate Movement/Transport

Move items within the United States or its territories.

Interstate Movement

**Question 1:** From the **What are you importing?** screen, locate and click **Live Animals, Embryo's, Semen and Cloning Tissue**. Click **Next**.

← My Dashboard

↻ Restart Application

APHIS Applicant ▾

## What are you importing? ?

- Animal Products
- Genetically Engineered Organism
- Live Animals, Embryos, Semen and Cloning Tissue
- Organisms and Vectors
- Plants or Plant Products
- Soil and Substrates
- Veterinary Biological Products

Back

Next

OR

Cancel



**Question 2:** From the second **What are you importing?** screen, locate and click **Dogs**. Click **Next**.

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What are you importing? ?

- Aquatic Animals
- Avian and Avian Hatching Eggs
- Bovine
- Caprine/Ovine
- Cervids and Camelids
- Dogs
- Elephants, Hippopotamus, Rhinoceros & Tapirs
- Embryos, Semen and Cloning Tissue
- Equine
- Hedgehogs & Tenrecs
- Others
- Reptiles & Amphibians
- Swine

Back Next OR Cancel

Continue through the series of questions presented until APHIS eFile provides a final outcome of the questionnaire. Outcomes will reflect one of the following on-screen displays:

- 1. Import request denied.** Based on the answers provided, regulations prevent the importation.

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The United States does not permit the importation of this dog. For additional information, please see Animal Welfare Regulations, Part 2, Subpart J – Importation of Live Dogs (§2.150 to §2.153), located [here](#). For additional questions, please [visit our website](#) or contact us at [ac.dogimport.mailbox@aphis.usda.gov](mailto:ac.dogimport.mailbox@aphis.usda.gov)

Back OR Cancel



2. **Request requires a Permit.** Based on the answers provided, regulations require a permit to import.

← My Dashboard [Restart Application](#) APHIS Applicant ▾

You need a permit for this request. Please click on show conditions to see if you meet the regulatory requirements for importation. To continue your application click on the proceed with application button.

[Proceed With Application](#) [Show conditions](#)  
[Back](#) OR [Cancel](#)

3. **Request does not require a permit.** Based on the answers provided, a permit will not be required to import a dog for personal use.

← My Dashboard [Restart Application](#) APHIS Applicant ▾

You do not need a permit from APHIS Animal Care to import this dog, but you must meet the requirements of the Centers for Disease Control, APHIS Veterinary Services, other federal requirements and the requirements of the state of import.

[Back](#) OR [Cancel](#)

**Note:** The questionnaire may be restarted at any time by locating the blue **Restart Application** button in the upper right-hand corner of the Dashboard. Remember that an Application record hasn't been created yet therefore restarting will always be an option.

← My Dashboard [Restart Application](#) APHIS Applicant ▾



### 5.2.3 Proceed With Application

Upon completion of the questionnaire and you are ready to move forward with the Application creation process, locate and click the blue **Proceed With Application** button.

*Note:* At this point, APHIS eFile has created a new Application record that can now be tracked from the Dashboard.

All Application record numbers reflect the following format: A-0000000000.

Application Number	A-0000022084	Applicant	APHIS Applicant
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### 5.2.4 Complete Application Details

From the **Application Details** page, there are a series of sections containing pertinent information about the regulated article being imported.

Each section can be completed in whatever order by either clicking the green **Continue** button or simply click the header name of each section.

#### 5.2.4.1 Notes for each Section

**Permit Questionnaire.** This section reflects the questionnaire responses for the first regulated article specified in the questionnaire. Nothing can be changed in this section as all subsequent sections are based off the information provided in the questionnaire.

**Animal Description and Animal Transportation.** Note that not all fields are required. A required field is notated by a red asterisk, \*.

Several fields function as a 'lookup' field meaning when clicking the field, a pop-up window will appear.



Examples of lookup fields:

- Calendar
- Breed
- Port of Export
- Port of Entry

In the following example for Breed, click the Breed field and a pop-up window will appear. Type in 'shepherd' then click **Go**. All breeds containing Shepherd appear as selectable options.

The screenshot shows a web interface titled "Lookup". At the top, there is a search input field containing the text "shepherd" and a "Go!" button. Below the input field, there are radio buttons for "Search" (selected), "Name", and "All Fields". A link "< Clear Search Results" is visible. The main section is titled "Search Results" and contains a sub-section for "Breeds [8]" with a "Hide Filters" link. Below this, there are filter fields: "Breed Name" (empty) and "Record Type" (set to "--None--"). There are "Apply Filters" and "Search Filters Help" buttons. A table displays the search results:

Breed Name	Record Type
<a href="#">Anatolian Shepherd</a>	Live Dogs
<a href="#">Australian Shepherd</a>	Live Dogs
<a href="#">Belgian Sheepdog (Belgian Shepherd)</a>	Live Dogs
<a href="#">Central Asian Shepherd Dog</a>	Live Dogs

**Importer/Exporter/Delivery Recipient.** All three sections are similar in that the information being requested is name and address information. There are two available processes for populating the information automatically.

1. **Importer.** If the person who is logged in to APHIS eFile, creating the Application, is also the Importer, locate and click the checkbox next to '**Populate Applicant Information.**' The system will populate the Importer information with the contact information of the person logged in.





Another form of validation checking occurs when the system checks the logic of what has been entered. For example, the system will display an error if the specified Departure Date is later than the Arrival Date.

### Confirmation of Save

Once the Save action has completed, the system will display a success message along with an Application Details Summary.

#### Application Details

[← Return to Application](#)

Application Number	A-0000022084	Line Item	LN-0000027454
Movement Type	Import	Line Item Status	Saved

✓ Success: Line Item Successfully Saved.

### Additional Sections

Once the Save action has completed, two additional sections will display on-screen.

1. **Add Required Documents.** The Add Required Documents section facilitates the upload of required documents such as health and rabies certificates.
2. **Add Photos.** The Add Photos section is optional and is not required for Application completion.

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+ 7. Add Required Documents

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+ 8. Add Photos

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Save [Print Preview](#)

### Add Required Documents

There are three steps to adding required documents

1. Select **Document Type**
2. Click **Browse** and upload the document
3. Click the green **Upload Documents** button



**Note:** The **Document Type** must be selected along with the respective document. If the target document contains a copy of all certificates and required info (rather than individual files), please select all Document Types that apply then click **Upload Documents**.

In the example below, the Health certificate has already been uploaded, leaving the Rabies Certificate as a final required document to be uploaded.

### - 7. Add Required Documents

**Please upload additional attachments,if any.**

*Note: You can upload a file for each required document or combine them and upload a single file.*

**Instructions**

**To Upload a Document**

1. Please choose the Document you want to upload
2. Click on 'Upload Documents' button to save your document

**To Delete a Document**

1. Click on 'Delete' link to remove your documents

**File**

**Document Type**

**Existing Attachments**

Action	Attachment Name	Document Type	System Information
<a href="#">View</a> <a href="#">Delete</a>	Health cert.docx	Health Certificate (AC7041)	Uploaded 2018-04-06 21:53:47

Once all required documents have been uploaded, click the blue **Save** button in the lower left-hand corner of the page.

### Clone

Upon the completion and Save of Section 7, a **Clone** option becomes available. If there is more than one dog with similar Application details (e.g., transportation, Importer/Exporter/Delivery Recipient), the current Line Item can be cloned to create a new Line Item so that only minimal information needs to be changed rather than having to start the process again from scratch.

After clicking the **Clone** button, the system will create a new Line Item.

1. The first six sections will display once again. All information may be changed with the exception of the Permit Questionnaire.
2. Similar to the first Line Item, once the **Save** button is selected, Sections 7 and 8 will reappear for completion.

Cloning may continue indefinitely until all required Line Items have been created.



### 5.2.5 Return to Application

After all Line Items have been created, locate and click the blue Return to Application button in the upper right-hand portion of the screen.

#### New Line Item

Upon review, if another Line Item needs to be added prior to Application submission, locate and click the blue **New Line Item** button. The system will present the questionnaire once again, leading to the process of adding the Line Item detail.

**Why the questionnaire?** APHIS eFile does not want to assume that the same commodity or regulated article is being requested at this stage in the Application process. By prompting questions, the system can better provide the proper guidance for import.

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Dashboard Contacts ▾ Applications Authorizations Start New ... ▾ APHIS Applicant ▾

Application Details [← Return to Application](#)

Application Number	A-0000022084	Line Item	LN-0000027455
Movement Type	Import	Line Item Status	Ready to Submit

✓ Success: Line Item Successfully Saved.

#### 5.2.5.1 Review Application for Submission

Upon returning back the *Application Details* page, locate the section called *Application Line Items*. Listed here are all the Line Items specified in the Application. Click the Line Item number to review the contents of the Line Item if warranted.

#### Status Column

All Line Items must reflect a **'Ready to Submit'** status before the Application can be submitted. If one or more Line Items have a Status of **'Saved,'** this implies that not all required information has been provided.

#### Action Column

If you wish to remove a Line Item before submission, click the **Delete** link.

See example below.



### Application Line Items

[+ New Line Item](#)

Name	Regulated Article	Status	Action
LN-0000027454	Dogs	✓ Ready to Submit	Delete
LN-0000027455	Dogs	✓ Ready to Submit	Delete

### Application Details

**Application Number:** A-0000022084  
**Application Type:** New  
**Application Name:** APHIS Applicant

#### 4.2.5.2 Certify and Submit

To submit the Application request, locate the **I Certify** statement on the right-hand side of the *Application Details* page.

Click the checkbox to agree to the statement, then click **Submit for Approval**.

[Edit](#) [Clone Application](#)

I certify that all information provided on this form is true and accurate. I further understand that providing false information is a violation of the U.S. Federal laws and USDA Animal Welfare Act Regulations and is punishable with a fine of up to \$10,000 USD per violation.

[Submit for Approval](#) [Withdraw Application](#)

**Note:** The option exists to withdraw the entire Application by clicking the **Withdraw Application** button. This can also be done post submission by going to the Dashboard view.

Upon successful submission, the system will provide a link back to the *Application Details* page. An email will be sent by APHIS eFile to confirm receipt of the Application for tracking purposes.



## 5.2.6 Tracking the Application Request

Once an Application has been submitted, an Authorization record is generated on behalf of the application. An Authorization is an APHIS eFile term that represents two possible outcomes of the Application.

1. Issued Permit
2. Letter of Denial

Once the Authorization has been reviewed and an outcome rendered by APHIS personnel, an email will be sent to notify the Applicant of the outcome. For planning purposes, Authorization review can take up to five business days once the Application has been submitted.

### 5.2.6.1 Authorizations Tab

To track the status of the Application, hence the Authorization status, click the **Authorizations** tab.

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Profile Request | Request Broker/Preparer | Contact Us | Help

Dashboard Contacts ▾ Applications Authorizations Start New ... ▾ APHIS Applicant ▾

### Authorizations

My Recent Authorizations

Show 10 ▾ entries Search

Name	Decision Type	Decision Status	Application	Permit Number	Issued Date	Expiration Date	Print Permit	Action
AUTH - 0000014787	Permit	In Review	<a href="#">A-0000022084</a>					<a href="#">Edit  </a>
AUTH - 0000014783	Permit	In Review	<a href="#">A-0000022067</a>					<a href="#">Edit  </a>

Showing 1 to 2 of 2 entries Previous 1 Next

Locate the **Decision Status** column. In the example above, there are two Authorizations in In-Review status. Their respective Application numbers can be found in the Application column. Click the Application number link to go back to the respective Application Details page.



### 5.2.6.2 Notification of Permit Issuance or Denial

Once APHIS has reviewed the Authorization request, a decision will be made as to whether a Permit is issued or a Letter of Denial.

In either scenario, an email notification will be sent containing the appropriate notice. For either outcome, the associated documents (a Permit or a Letter) can be retrieved from the **Authorizations** tab.

#### Authorizations

Name	Decision Type	Decision Status	Application	Permit Number	Issued Date	Expiration Date	Print Permit	Action
AUTH - 0000014868	Permit	Approved	A-0000022265	3-TW63MW7	3/27/2018	4/26/2018		Edit
AUTH - 0000014756	Permit	Issued	A-0000022091	4-TV2ZM3X	3/19/2018	4/18/2018		Edit

In the example above, the *Decision Status* for the first Authorization listed is in **'Approved'** status. Notice there is no Printer icon displayed in the *Print Permit* column. This is because although approved, the Permit has not actually been issued yet. Nor has an email been sent to notify the Applicant.

For the second Authorization listed, the Decision Status is **Issued**. Under the *Print Permit* column, a Printer icon exists to reflect the issued Permit. Click the **Printer** icon to print the respective Permit.

### APHIS eFile Application Overview Conclusion

This concludes the Application overview for APHIS eFile. If problems or errors arise, please click the **Help** link in the upper right-hand corner of the Dashboard to request APHIS support services.



## Appendix A – Glossary

<b>Associated Contact</b>	A record created by the Applicant that represents address information for those specified as an Importer, Exporter or Delivery Recipient.
<b>Application</b>	An Application is a request for a Permit. Once submitted, the application request creates an Authorization for Permit. The outcome is either an issued Permit or a Permit denial.
<b>Application Number</b>	At the point the Application is created, APHIS eFile will create an Application number for tracking purposes. <i>(e.g., A-0000012345)</i>
<b>Application Questionnaire</b>	The questionnaire is a series of questions presented to the Applicant to clarify whether or not a Permit is required for Import.
<b>Authorization</b>	Associated record to the Application. Once the Application is submitted, APHIS eFile automatically creates an associated Authorization record, with an assigned record number.
<b>Authorization Number</b>	Upon Application submission, an associated Authorization record is created. For tracking purposes, an Authorization Number is created. <i>(e.g., AUTH-0000012345)</i>
<b>Contact</b>	The Applicant’s personal contact information
<b>Dashboard</b>	The Dashboard is a base reference to the Applicants home page of APHIS eFile. The Dashboard can be accessed at any time by clicking the green Dashboard tab in the upper left-hand portion of the screen.
<b>Letter of Denial</b>	The potential outcome of an Application request is a Letter of Denial. This occurs if APHIS personnel have reviewed the submitted application and have determined the regulated article is not admissible into the United States.
<b>Line Item</b>	Within an APHIS eFile Application, a Line Item is created for each regulated article
<b>Line Item Number</b>	As each Line Item record is created, an associated Line Item record number is created for tracking purposes. <i>(e.g., LN-0000012345)</i>
<b>Permit</b>	A permit is an approved outcome of an Application request for a Permit that is created and submitted by the Applicant. The applicant can view or print the Permit.
<b>Permit Number</b>	Every issued Permit is assigned a Permit Number. The Permit number is used for tracking purposes by Customs and Border Patrol as well as the Animal Plant Health Inspection Service (APHIS). <i>(e.g., 602-2A56P3C)</i>