

# NCAH PORTAL news for CVB



## Extra! Extra! Changes are coming to the NCAH Portal

An updated version of the NCAH Portal will be deployed on the evening of Wednesday, March 21. The system will be unavailable from approximately 10pm –12am.

This version expands functionality of the NCAH Portal to include more APHIS Forms that can be submitted via the NCAH Portal.

## What's new?

Starting on Thursday, March 22, 2018 you will be able to submit **Biologics Export Certification** document types, including APHIS Forms 2017, 2046, 2046-S, 2047 and 2047-S, as well as **Attestation and Ingredients of Animal Origin** via the NCAH Portal.

There will be a CVB Notice coming out soon, as well as an update to [VS Memo 800.52](#). Be sure to [check the Newly Published page](#) on the CVB website frequently to see what's new.

What you need to know to get started:

- **Access to the Biologics Export Certifications module in NCAH Portal is restricted based on the users role.** Establishment employees with the role of Liaison, Alternate Liaison and/or Export Contact **AND** a USDA eAuth Level 2 account username entered into CVB's LSRTIS database **AND** an APHIS 2007 on file with the CVB will have access to the Biologics Export Certification module in the NCAH Portal. Review [User Guide #2 - Description of Portal Roles and Privileges](#) to see the functions each role can use.
- **Your official certificate will still be mailed.** Submission, correspondence, etc. will be done via the NCAH Portal and you will receive an example of the final certificate in the NCAH Portal, but you will receive your official certificate hard copy with a wet signature and USDA embossed seal via the mail or prepaid carrier you have selected.
- **New section on NCAH Portal notification emails.** If you are submitting Biologics Export Certification documents, you will notice a new section for these types of submissions on the notification emails you receive regarding status changes of NCAH Portal submissions.

## Ready to learn how to do it?

There are four new user guides on the CVB website that provide you with step-by-step instructions and screenshots for handling Biologics Export Certification documents via the NCAH Portal.

- [User Guide #22 - APHIS Form 2017](#)
- [User Guide #23 - APHIS Forms 2046 and 2046-S](#)
- [User Guide #24 - APHIS Forms 2047 and 2047-S](#)
- [User Guide #25 - Stand Alone Attestations and Ingredients of Animal Origin \(English and Spanish\)](#)

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## Updated User Guides

[User Guide #1 - Logging In and IT Security Awareness Training](#)

**ATTENTION!**

## Important Reminder

Items **MUST** be retrieved from the NCAH Portal and saved within **60 calendar** days after completion of the Mail Log Item. The NCAH Portal is designed to be a *transmission* tool, not a *retention* tool. This is a security feature in place to protect your confidential business information.



Contact CVB Program and Information Management and Security (PIMS) at: [CVB.PIMS@aphis.usda.gov](mailto:CVB.PIMS@aphis.usda.gov)