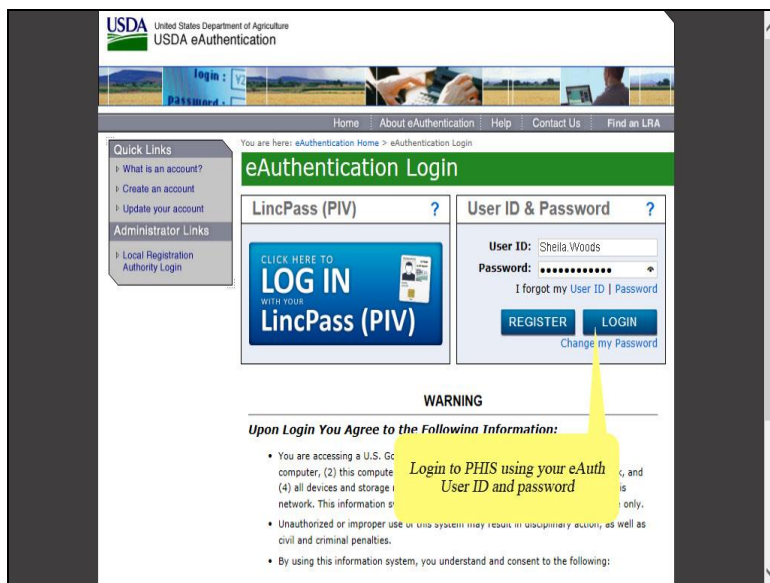


# Export Applicant

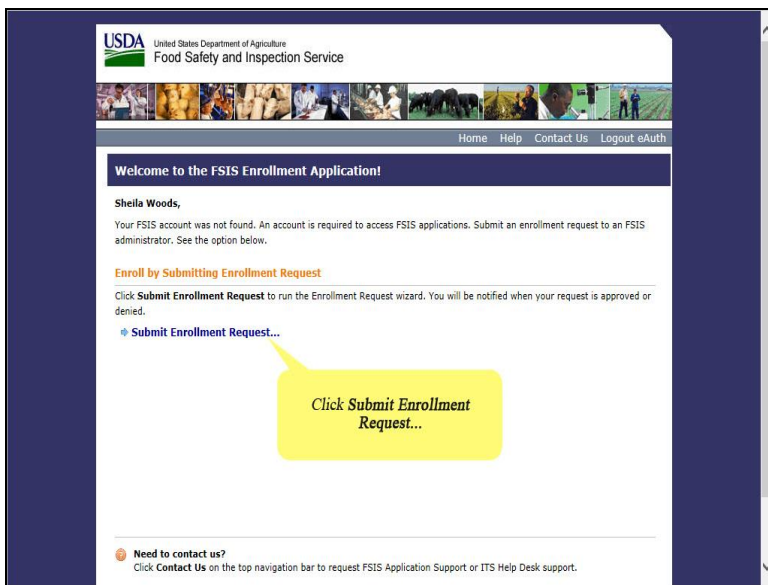
## Submit an Enrollment Request for an Export Applicant



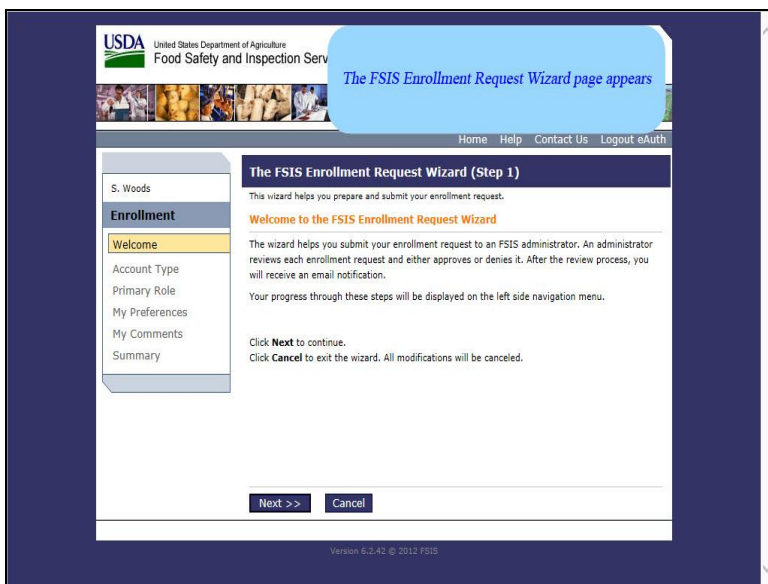
Welcome to the Public Health Information System. In this demonstration, you will learn how to submit an enrollment request for an Export Applicant. I'll guide you through the steps of accomplishing this task.



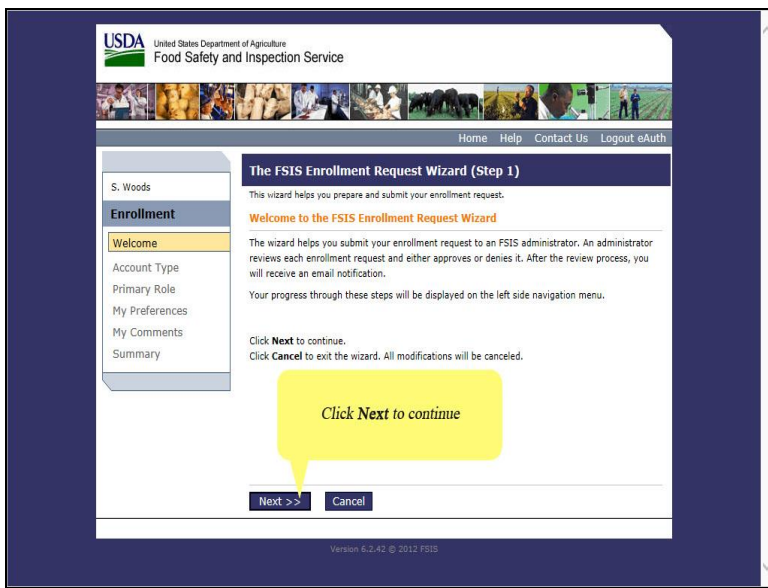
Login to PHIS using your eAuth User ID and password and then click the Login button.



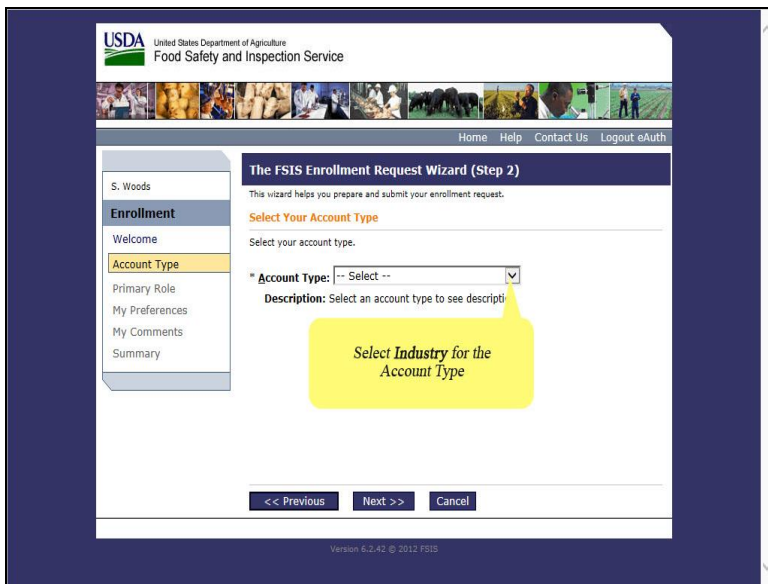
First, click Submit Enrollment Request.



The FSIS enrollment request wizard page appears.



Click, Next to continue.



Select Industry for the Account Type.

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Home Help Contact Us Logout eAuth

S. Woods

**Enrollment**

Welcome

**Account Type**

Primary Role

My Preferences

My Comments

Summary

### The FSIS Enrollment Request Wizard (Step 2)

This wizard helps you prepare and submit your enrollment request.

**Select Your Account Type**

Select your account type.

\* **Account Type:**

**Description:** Select Domestic for your Account Type if your business environment is such that you work with products that are produced in the U.S. for the U.S. market. Domestic Establishment users can use PHIS to manage information related to production and inspection of Meat, Eggs, and Poultry in the U.S.

*Click Next to continue*

<< Previous Next >> Cancel

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Click, Next to continue.

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S. Woods

**Enrollment**

Welcome

Account Type

**Primary Role**

Dom. Establishment

My Preferences

My Comments

Summary

### The FSIS Enrollment Request Wizard (Step 3 of 7)

This wizard helps you prepare and submit your enrollment request.

**Select Your Primary Role**

Select or verify your primary business area and role. You may request or be assigned additional roles after approval. A role represents a set of permissions to perform various tasks or to access to various resources.

\* **Role:**

**Description:** Select a Role to see its description.

*Select Export Applicant for the primary role*

<< Previous Next >> Cancel

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Select Export Applicant for the Primary Role.

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S. Woods

**Enrollment**

Welcome  
Account Type  
Primary Role  
Dom. Establishment  
My Preferences  
My Comments  
Summary

### The FSIS Enrollment Request Wizard (Step 3 of 7)

This wizard helps you prepare and submit your enrollment request.

**Select Your Primary Role**

Select or verify your primary business area and role. You may request or be assigned additional roles after approval. A role represents a set of permissions to perform various tasks or to access to various resources.

\* Role:

**Description:** The Applicant Proxy role is authorized to create and submit an Establishment Application for Export (9080-3) and the Application for Export Certification (9060-6) for approved species and types of operation. The Applicant Proxy also provides additional information when needed by the Inspector In Charge (IIC).

Click Next to continue

<< Previous Next >> Cancel

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Click, Next to continue.

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S. Woods

**Enrollment**

Welcome  
Account Type  
Primary Role  
Dom. Establishment  
My Preferences  
My Comments  
Summary

### The FSIS Enrollment Request Wizard (Step 4 of 7)

This wizard helps you prepare and submit your enrollment request.

**Select Domestic Establishment**

Select or verify your establishment. You must select an establishment from the right side of the entry, or search by establishment name or number provided and clicking **Find**.  
Note that if an establishment hasn't been registered, it will not be displayed here.

Name:  Full or partial name.  
Number:  An establishment number

Find Reset

Establishment	Address	
JWest Liberty Foods, LLC M19821/P19821	West Liberty, IA 52776	Select
165368 C. Corporation M13561/P13561	Houston, TX 77092-3346	Select
18th Street Deli Inc. M22061/P22061	Hamtramck, MI 48211	Select
1st Original Texas Chili Company, Inc. M7067/P7067	Fort Worth, TX 76164	Select
212 Nussay Dackinn, LLC	Forest City, NC 28043	Select

Enter establishment Name or Number, then click Find

Enter Establishment Name or Number, then click Find.

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S. Woods

**Enrollment**

Welcome  
Account Type  
Primary Role  
**Dom. Establishment**  
My Preferences  
My Comments  
Summary

**The FSIS Enrollment Request Wizard (Step 4 of 7)**

This wizard helps you prepare and submit your enrollment request.

**Select Domestic Establishment**

Select or verify your establishment. You may choose from the list below by clicking the **Select** on the right side of the entry, or search by entering your establishment's information in the boxes provided and clicking **Find**.  
Note that if an establishment hasn't been rolled out yet or it has inactive status in the system, it is not eligible for user enrollment and it will not be displayed here.

Name:  Full or partial name.  
Number:  An establishment number

**Find** **Reset**

Establishment	Address	
Open Beef01, Inc. M45325	Petaluma, CA 94954	<a href="#">Select</a>

*Click Select to choose*

Click Select to choose.

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S. Woods

**Enrollment**

Welcome  
Account Type  
Primary Role  
**Dom. Establishment**  
My Preferences  
My Comments  
Summary

**The FSIS Enrollment Request Wizard (Step 4 of 7)**

This wizard helps you prepare and submit your enrollment request.

**Select Domestic Establishment**

Select or verify your establishment. You may choose from the list below by clicking the **Select** on the right side of the entry, or search by entering your establishment's information in the boxes provided and clicking **Find**.  
Note that if an establishment hasn't been rolled out yet or it has inactive status in the system, it is not eligible for user enrollment and it will not be displayed here.

Name:  Full or partial name.  
Number:  An establishment number

**Find** **Reset**

**Establishment: Open Beef01, Inc.**  
M45325  
Petaluma, CA 94954

Establishment	Address	
Open Beef01, Inc. M45325	Petaluma, CA 94954	<a href="#">✓ Select</a>

*The selected establishment appears*

The selected establishment appears.  
Scroll down to the bottom of the page.

Summary

Find Reset

**Establishment: Open Beef01, Inc.**  
M45325  
Petaluma, CA 94954

Establishment	Address	
Open Beef01, Inc. M45325	Petaluma, CA 94954	✓ Select

Click Next to continue

<< Previous Next >> Cancel

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Click, Next to continue.

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Enter additional information (optional)

**The FSIS Enrollment Request Wizard (Step 5 of 7)**

This wizard helps you prepare and submit your enrollment request.

**Enter Additional Information (Optional)**

Provide contact and other personalized information that will appear in FSIS applications.

Job Title:

Display Name:

Salutation: -- ▾

Credentials:

Mobile Phone Number:

Fax:

<< Previous Next >> Cancel

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Entering additional information is optional.



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S. Woods

**Enrollment**

Welcome  
Account Type  
Primary Role  
Dom. Establishment  
**My Preferences**  
My Comments  
Summary

**The FSIS Enrollment Request Wizard (Step 5 of 7)**

This wizard helps you prepare and submit your enrollment request.

**Enter Additional Information (Optional)**

Provide contact and other personalized information that will appear in FSIS applications.

Job Title:   
Display Name:   
Salutation: --   
Credentials:   
Mobile Phone Number:

*Click Next to continue*

<< Previous Next >> Cancel

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Click, Next to continue.

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S. Woods

**Enrollment**

Welcome  
Account Type  
Primary Role  
Dom. Establishment  
My Preferences  
**My Comments**  
Summary

**The FSIS Enrollment Request Wizard (Step 6 of 7)**

This wizard helps you prepare and submit your enrollment request.

**Add Comments (Optional)**

Enter any questions, comments, or additional information that would assist with your enrollment request.

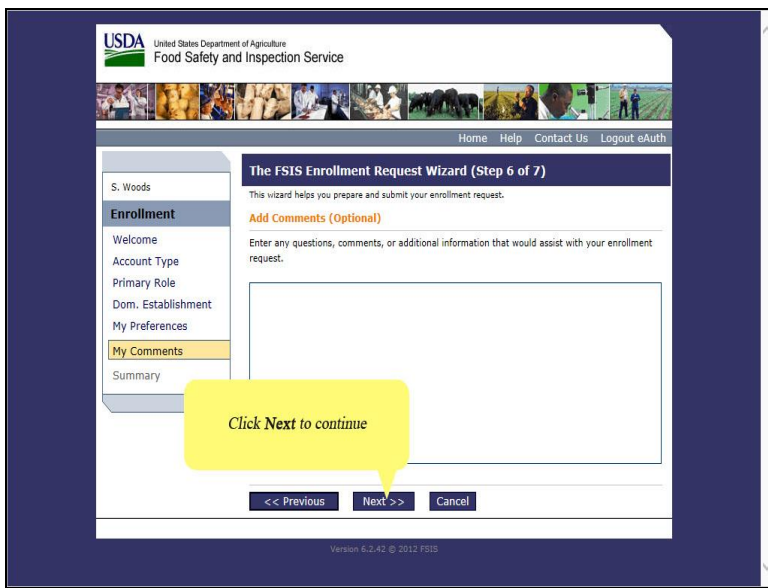
*Enter any questions, comments, or additional information (optional)*

<< Previous Next >> Cancel

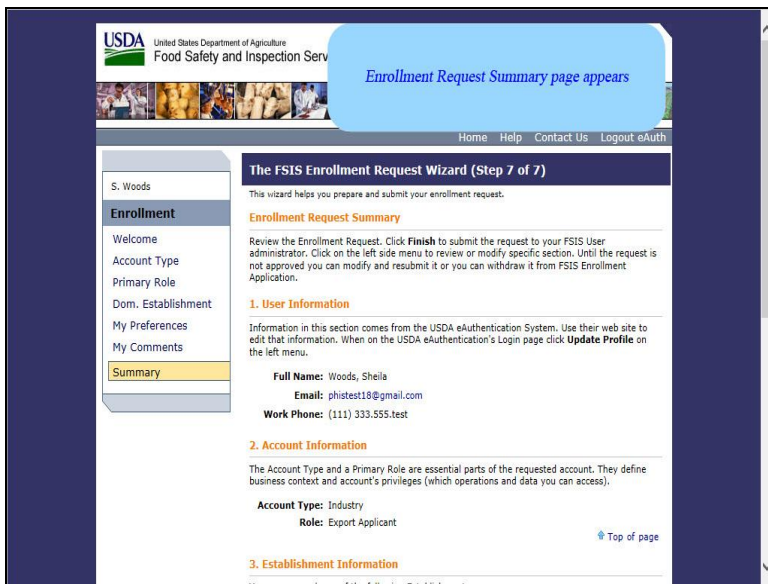
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Entering any questions, comments, or additional information is optional.





Click, Next to continue.



The enrollment request summary page appears.  
Scroll down to the bottom of the page.

Account Type: Industry  
Role: Export Applicant [Top of page](#)

### 3. Establishment Information

You are an employee of the following Establishment:

**Establishment:** Open Beef01, Inc.  
M45325  
Petaluma, CA 94954 [Top of page](#)

### 4. Additional User Information

This section contains your additional contact information and information which could personalize how your name is displayed on FSIS application pages, documents, or email notifications.

Job Title: --  
Display Name: --  
Mobile Phone: --  
Fax: --  
Salutation: --  
Credentials: -- [Top of page](#)

### 5. Requestor's Comments

This section contains your comments which could help an administrator to process your request.

*Click Finish*

[<< Previous](#) [Finish](#) [Cancel](#)

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Click Finish.

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The confirmation message appears, "The Enrollment Request was submitted and it is being processed."

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### Enrollment Request Summary

This page displays your Enrollment Request summary. To start editing a selected section or the whole request click [\[Edit...\]](#) link or [Edit](#) button. To delete the request from the FSIS Enrollment Application click [Delete](#) at the bottom.

**Enrollment Request No. 693 for a "Industry" account**

**The Enrollment Request was submitted and it is being processed.**  
It might take some time for administrators to review and process it. Once the request is approved or rejected you will be notified by email. If you need to modify and resubmit your request click [\[Edit...\]](#) link or [Edit](#) button and follow the on-screen instructions.

[Edit...](#) [Delete](#)

#### 1. User Information

Information in this section comes from the USDA eAuthentication System. Use their web site to edit that information. When on the USDA eAuthentication's Login page click [Update Profile](#) on the left menu.

**Full Name:** Woods, Sheila  
**Email:** phistest18@gmail.com  
**Work Phone:** (111) 333.555.test

#### 2. Account Information [\[Edit...\]](#)

The Account Type and a Primary Role are essential parts of the requested account. They define business context and account's privileges (which operations and data you can access).

**Account Type:** Industry

The confirmation message appears, "The enrollment request was submitted and it is being processed."

Scroll down to view the entire page and make any necessary edits.

Account Type: Industry  
Role: Export Applicant [Top of page](#)

**3. Establishment Information [Edit...]**

You are an employee of the following Establishment:

**Establishment:** Open Beef01, Inc.  
M45325  
Petaluma, CA 94954 [Top of page](#)

**4. Additional User Information [Edit...]**

This section contains your additional contact information and information which could personalize how your name is displayed on FSIS application pages, documents, or email notifications.

Job Title: --  
Display Name: --  
Mobile Phone: -- Salutation: --  
Fax: -- Credentials: -- [Top of page](#)

**5. Requestor's Comments [Edit...]**

This section contains your comments which could help an administrator to process your request.

--

[Edit...](#) [Delete](#)

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After viewing the entire page, scroll up to the top of the page.

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**Enrollment Request Summary**

This page displays your Enrollment Request summary. To start editing a selected section To delete the request from the FSIS Enrollment Application click **Delete** at the bottom.

**Enrollment Request No. 693 for a "Industry" account** [Log out](#)

**The Enrollment Request was submitted and it is being processed.**  
It might take some time for administrators to review and process it. Once the request is approved or rejected you will be notified by email. If you need to modify and resubmit your request click [\[Edit...\]](#) link or [Edit](#) button and follow the on-screen instructions.

[Edit...](#) [Delete](#)

**1. User Information**

Information in this section comes from the USDA eAuthentication System. Use their web site to edit that information. When on the USDA eAuthentication's Login page click **Update Profile** on the left menu.

**Full Name:** Woods, Sheila  
**Email:** phistest18@gmail.com  
**Work Phone:** (111) 333.555.test

**2. Account Information [Edit...]**

The Account Type and a Primary Role are essential parts of the requested account. They define business context and account's privileges (which operations and data you can access).


**Account Type:** Industry

The enrollment request was submitted and is being processed.  
Click Logout.

USDA

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### Enrollment Request Summary

This page displays your Enrollment Request summary. To start editing a selected section or the whole request click [\[Edit...\]](#) link or [Edit](#) button. To delete the request from the FSES Enrollment Application click [Delete](#) at the bottom.

#### Enrollment Request No. 693 for a "Industry" account



**The Enrollment Request was submitted and it is being processed.**

It might take some time for administrators to review and process it. Once the request is approved or rejected you will be notified by email. If you need to modify and resubmit your request click [\[Edit...\]](#) link or [Edit](#) button and follow the on-screen instructions.

[Edit...](#) [Delete](#)

#### 1. User Information

Information in this section comes from the USDA eAuthentication System. Use their web site to edit that information. When on the USDA eAuthentication's Login page click [Update Profile](#) on the left menu.

**Full Name:** Woods, Sheila  
**Email:** [phitest18@gmail.com](mailto:phitest18@gmail.com)  
**Work Phone:** (111) 333.555.test

#### 2. Account Information [\[Edit...\]](#)

The Account Type and a Primary Role are essential parts of the requested account. They define business context and account's privileges (which operations and data you can access).

**Account Type:** *Industry*

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.