



# Public Health Information System (PHIS)

March 9, 2011



# *User Enrollment*



## Topics Covered

- What are eAuth and PHIS user accounts?
- Industry Invitation
- The PHIS Enrollment process



## eAuthentication User Accounts

A USDA eAuthentication (eAuth) account allows a PHIS user to access the system.

A PHIS user account allows the user to be granted authorization to access PHIS resources and do business transactions.

A PHIS User Account consists of the following sections: **General Information, Roles and Work Areas, and Miscellaneous**



## General Information

- Name
- Email
- Phone
- Account type
- Account status



# Roles and Work Areas

- Assigned roles
- Role's work areas

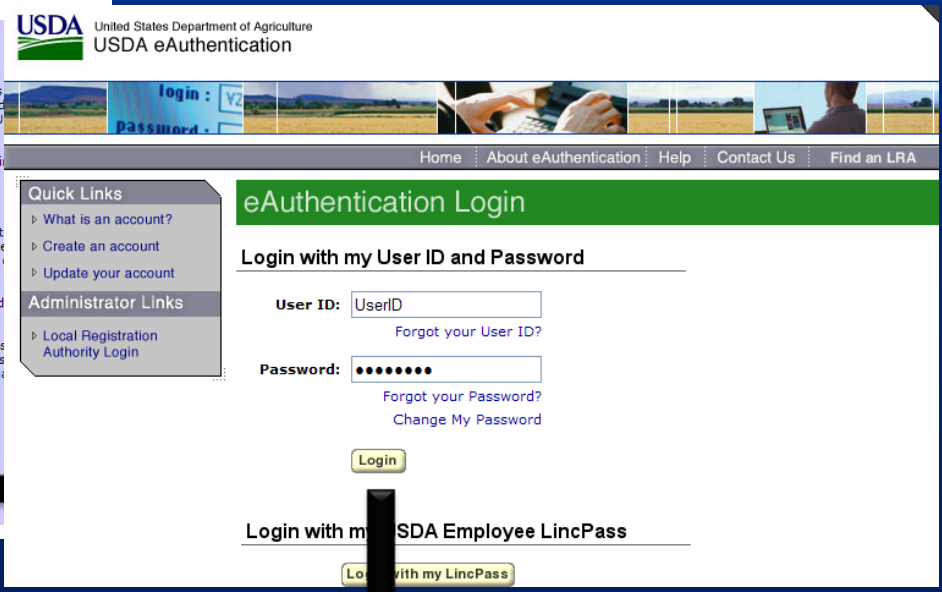
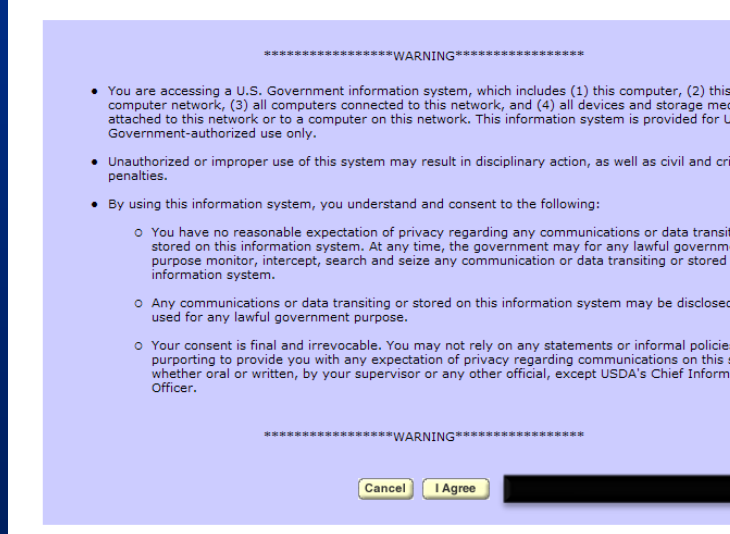
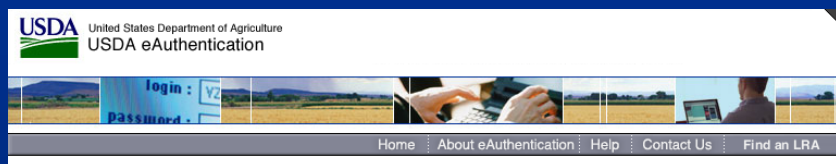


## Miscellaneous

- Salutation
- Credentials
- Additional contact information



# Logging Into PHIS

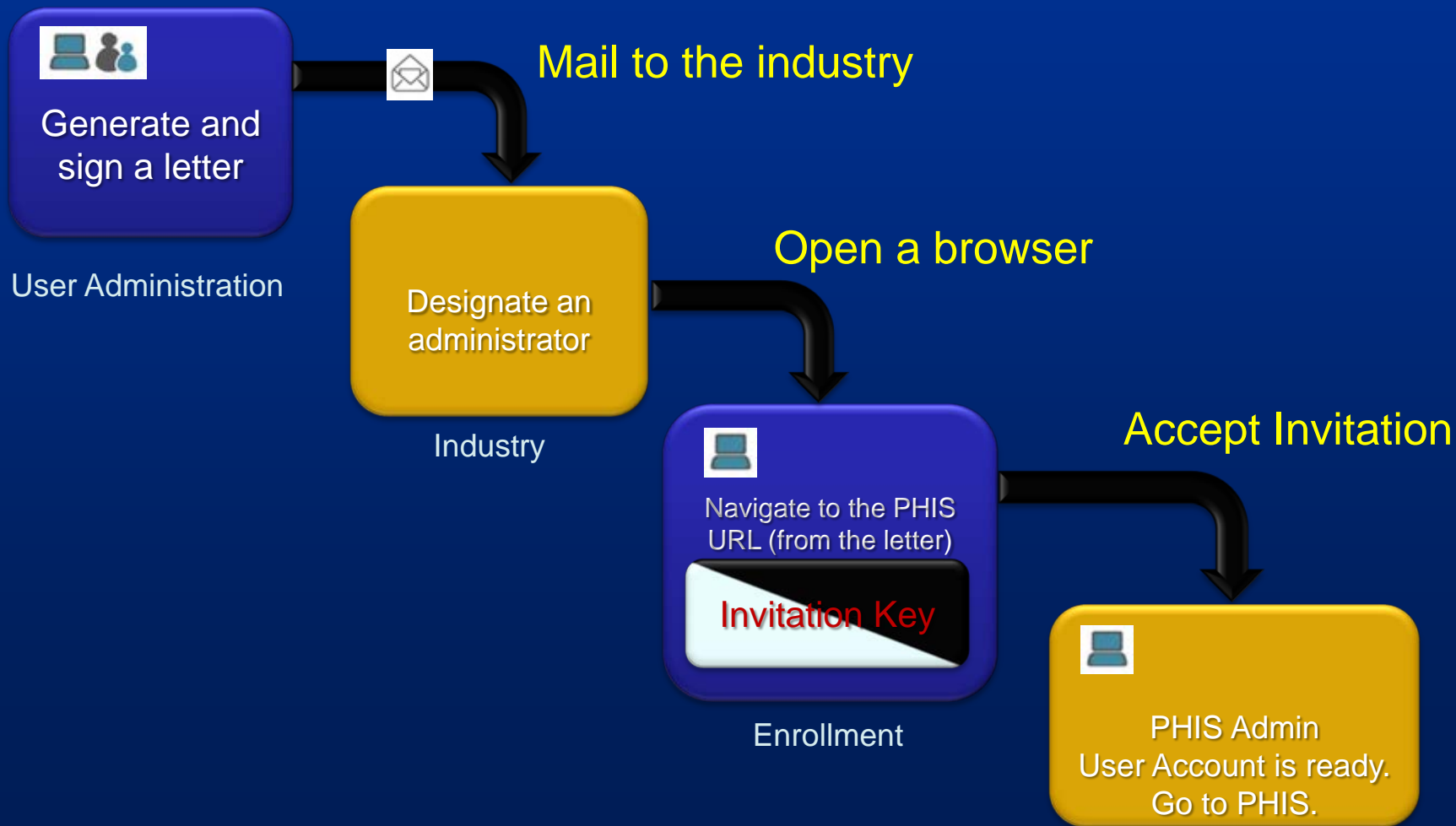


PHIS



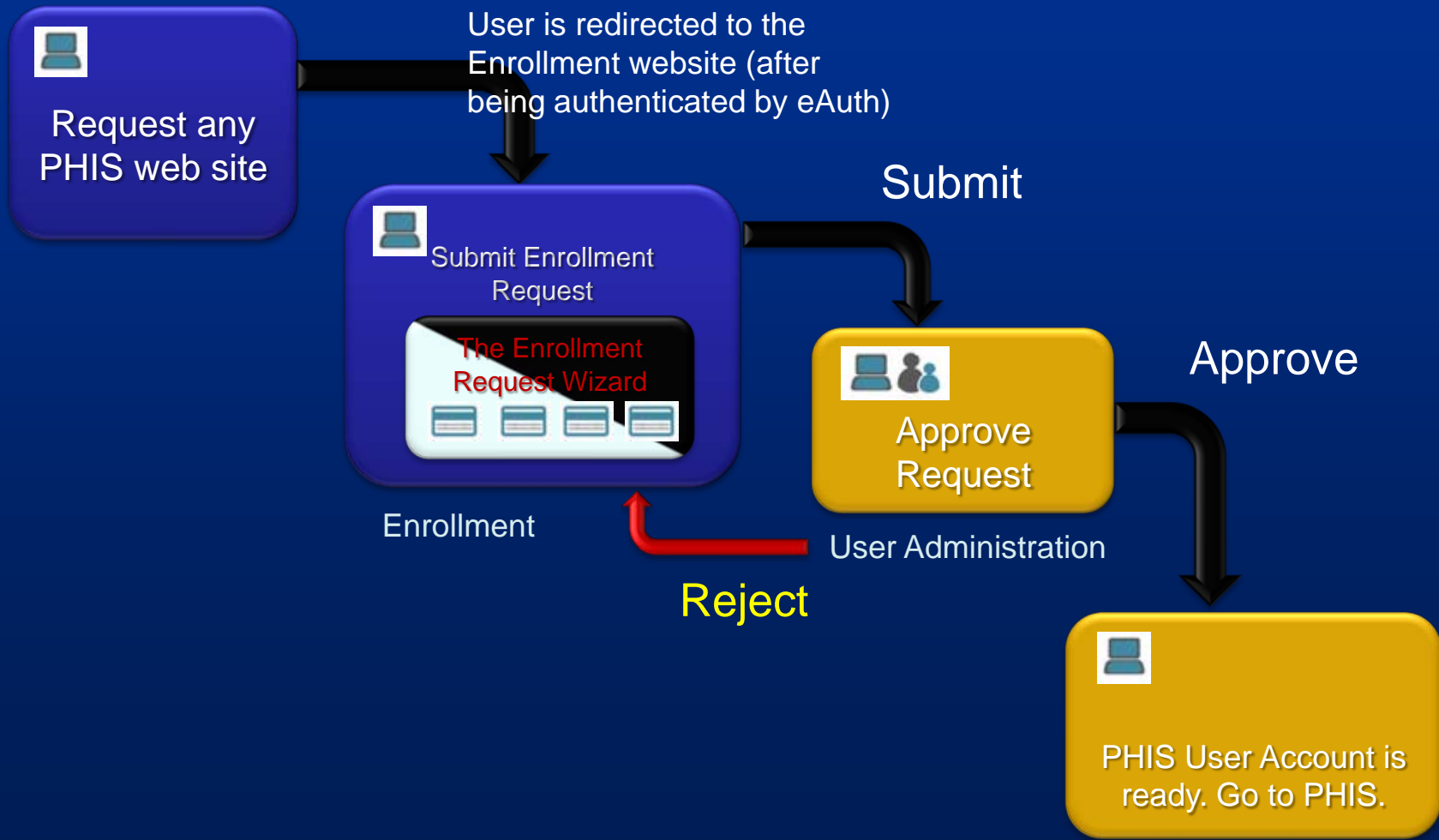


# Industry Invitation





# Industry Enrollment





## Welcome to PHIS!

Holly,

Your PHIS account was not found. A PHIS account is required to access the PHIS System. Please review available options below and decide how to proceed.

### Submit Enrollment Request

Click **Submit Enrollment Request** below to run the PHIS Enrollment Request Wizard. The wizard helps you prepare and submit the enrollment request. To monitor status of your submitted request, navigate to this or to any PHIS page at any time. You will be notified when status of your request is changed.

[Submit Enrollment Request...](#)

#### Want to know more about PHIS and Enrollment?

Click **About** on the top navigation bar.

#### Need to contact us?

Click **Contact Us** on the top navigation bar to request FSIS Application Support or ITS Help Desk support.

To return to this screen click **Home** on the top navigation bar on any page.

[PHIS Home](#) | [FSIS Home](#) | [USDA Intranet](#) | [USDA Internet](#)  
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Info](#)

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H. Preston

### Wizard Steps

Welcome

Account Type

Primary Role

My Preferences

My Comments

Summary

Click on the links above to access previously entered data.

# 1. Run the PHIS Enrollment Request Wizard.

## The PHIS Enrollment Request Wizard (Step 1)

The wizard helps you prepare and submit the enrollment request.

### Welcome to the PHIS Enrollment Request Wizard

The wizard helps you prepare your PHIS Enrollment Request and submit it to a PHIS administrator. The enrollment request must be verified and approved by a PHIS administrator. The administrator can modify some attributes (e.g., role) if required. Once status of your request is changed you will receive an email notification.

Your progress will be displayed on the left side navigation menu. A grayed menu item indicates that no data was entered for the section. Click a non-grayed left menu item to access previously entered data.

Click **Next** to continue.

Click **Cancel** to leave the wizard. All modifications will be canceled.

Click **Finish** on the last page to submit your request.

Next >>

Cancel



## 2. Specify Account Type.

**The PHIS Enrollment Request Wizard (Step 2)**

The wizard helps you prepare and submit the enrollment request.

**Select Your Account Type**

TODO: Account type indicates your business environment...

\* **Account Type:** -- Select --  
**Description:** -- Select --  
 Domestic Establishment  
 Export Trader  
 Importer

Wizard Steps: Welcome, **Account Type**, Primary Role, My Preferences, My Comments, Summary

Click on the links above to access previously entered data.

**The PHIS Enrollment Request Wizard (Step 3 of 7)**

The wizard helps you prepare and submit the enrollment request.

**Select Your Primary Role**

TODO: A PHIS role represents a set of permissions to perform various PHIS tasks or to access to various PHIS resources. Select or verify the primary role you need to be assigned. An administrator can overwrite your selection or more roles could be assigned. After your request is approved, you can request more roles from your Profile page.

\* **Role:** Product Administrator  
**Description:** -- Select --  
 Establishment Administrator  
 Product Administrator

to electronically perform tasks in lieu of the PHIS export user interface. The Product Administrator maintains the product list and assigns programs for particular establishments through the PHIS export user interface. The Product Administrator maintains the product list and assigns programs for particular establishments through the PHIS export user interface. These products appear in the AMS EV Approver.

Wizard Steps: Welcome, Account Type, **Primary Role**, Dom. Establishment, My Preferences, My Comments, Summary

Click on the links above to access previously entered data.

<< Previous    Next >>    Cancel

## 3. Request a role.

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

The wizard helps you prepare and submit the enrollment request.

**Select Domestic Establishment**

TODO: Select or verify a Domestic Establishment you are working for. Select the company from the list below or enter establishment's Name or Number (or both) in the text boxes below and click **Find** to narrow search. Click **Select** on the left to select the company, then click **Next**.

**Name:**  Full or part name.  
**Number:**  Company's number

**Find**    **Reset**

**Establishment: 2nd Best I-House**  
 138540  
 Philadelphia, PA 19111

Establishment	Address	
2 SISTERS FOOD GROUP, INC. M34193; P34193	Corvallis, OR 97302	Select
2 Sisters Food Group, Inc. M34566; P34566	Los Angeles, CA 900112228	Select
2222 M34791	rrrr, OR 22222	Select
2nd Best I-House I38540	Philadelphia, PA 19111	Select

Change page: < 1 2 3 4 5 6 7 8 9 10 ... >    Displaying page 1 of 431, items 1 to 15 of 6451.

<< Previous    Next >>    Cancel

## 4. Select "my" organization.



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

The wizard helps you prepare and submit the enrollment request.

**Enter Additional Information (Optional)**

TODO: Enter additional contact information or information to personalize how your name will appear on PHIS views.

**Job Title:** SUPERVISOR

**Display Name:**

**Salutation:** Mr.

**Credentials:**

**Mobile Phone Number:** 333.555.7777

**Fax:**

<< Previous   Next >>   Cancel

5. Add preferences.

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

The wizard helps you prepare and submit the enrollment request.

**Add Comments (Optional)**

TODO: Enter any additional information that will help assist in processing your request. For example, indicate ...

Additional information that will help assist in processing your request goes here...

<< Previous   Next >>   Cancel

6. Add comments for an administrator.



7. Review the request  
before submission.  
Click Finish to submit it.

H. Preston

**Wizard Steps**

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

Click on the links above to access previously entered data.

### The PHIS Enrollment Request Wizard (Step 7 of 7)

The wizard helps you prepare and submit the enrollment request.

#### Enrollment Request Summary

Review the Enrollment Request. Click **Finish** to submit the request to your PHIS administrator. Click on the left side menu to review or modify specific section. Until the request is not approved you can modify and resubmit it or you can withdraw it from PHIS.

#### 1. User Information

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

**Full Name:** Preston, Holly  
**Email:** 1678@test.gov  
**Work Phone:** (111) 333.555.test

#### 2. Account Information

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:** Domestic Establishment  
**Role:** Product Administrator

[Top of page](#)

#### 3. Establishment Information

You are an employee of the following Domestic Establishment:

**Establishment:** 2nd Best I-House  
I38540  
Philadelphia, PA 19111

[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 PHIS pages, documents, or email notifications.

**Job Title:** SUPERVISOR  
**Display Name:** --  
**Mobile Phone:** 333.555.7777  
**Fax:** --

**Salutation:** Mr.  
**Credentials:** --

[Top of page](#)

#### 5. Requestor's Comments

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

Additional information that will help assist in processing your request goes here...

[Top of page](#)

<< Previous   Finish   Cancel



## 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 PHIS click **Delete** at the bottom.

**i 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 on screen instructions.

Edit...

Delete

### 1. User Information

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

**Full Name:** Preston, Holly

**Email:** 1678@test.gov

**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:** Domestic Establishment

**Role:** Product Administrator

[↑ Top of page](#)

8. The request is submitted and pending approval.

# Questions







# *Preliminary List of Alerts*



# Existing Alert Catalog

- An NR is under appeal
- Confirmed positive E. coli O157:H7
- Confirmed positive LM
- Confirmed positive Salmonella
- De-listed Foreign Countries or Establishments Enabled Archive View Log
- E. Coli suppliers in supplier tracking - Domestic
- Errors from electronic certification transactions Enabled Archive View Log
- Establishments classified as PH1-a
- Estimated arrival time exceeded for products scheduled for reinspection
- Failure to Present lots Enabled Archive View Log
- Follow-up tasks (created due to NR completion) approaching due date
- Ineligible import applications
- Lab samples assigned but not scheduled
- Lots failed APHIS requirements Disabled Archive View Log
- Lots received but not completed
- Lots with disposition due date exceeded Disabled Archive View Log
- New Laboratory Sampling Task Assigned
- NRs for adulterated product potentially entering commerce
- Overdue sample collections tasks
- Potential positive E. coli O157:H7
- Presumptive positive E. coli O157:H7
- Recently Scheduled Laboratory Sampling Tasks -- for HQ
- Routine unassigned tasks with approaching due date
- Scores from Foreign Country Scoring execution
- Unscheduled TOI assigned Disabled Archive View Log



1 / 1



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Find

Noncompliance Report for EstablishmentFrom 08/27/2010 To 01/21/20119 NRs

Date	NR Number	Description	Regulation	Under Appeal?	Status
1/19/11	WIL0612014718N-1	Electrical;stunning or slaughtering with electrical current	313.30	Yes	Closed
1/19/11	WIL0612014718N-1	hazard analysis	417.2(a)(1)	Yes	Closed
1/19/11	WIL2914013519N-1	plan identifies procedures for pre-op	416.12(c)	Yes	Open
1/20/11	WIL1011095422N-1	Grounds and Pest Control	416.2(a)	Yes	Closed
1/21/11	WIL3809010321N-1	Electrical;stunning or slaughtering with electrical current	313.30	Yes	Closed
1/21/11	WIL3809010321N-1	HACCP Plan	417.2(b)	Yes	Closed
1/21/11	WIL3809010321N-1	US Rejected tags shall not be removed by anyone other than an ins	313.50	Yes	Closed
1/21/11	WIL3809010321N-2	hazard analysis	417.2(a)(1)	Yes	Closed
1/21/11	WIL3809010321N-2	Hazard Analysis	417.2(a)	Yes	Closed