

# Label Submission and Approval System (LSAS) Enrollment Process

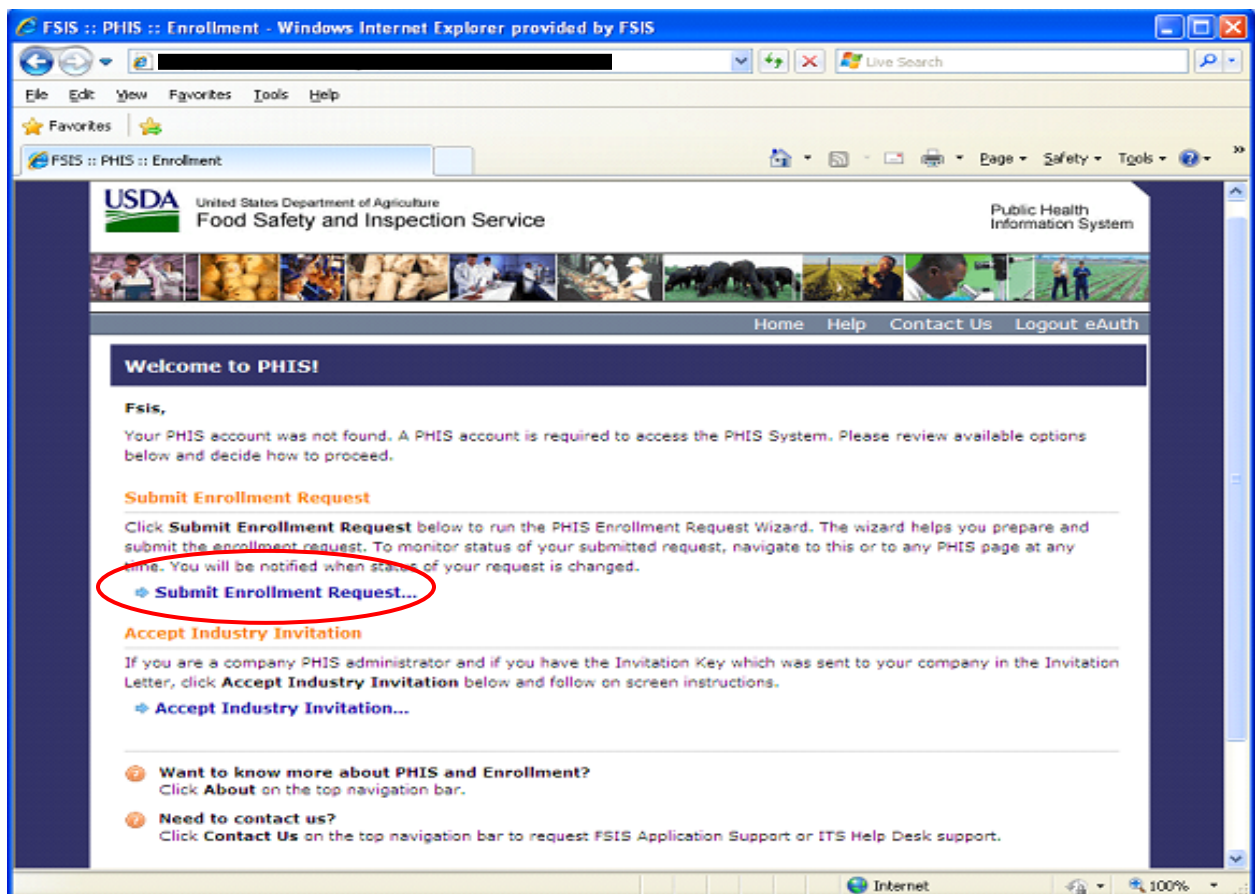
The following screen shots will help guide you through the enrollment process to activate your account with LSAS. The enrollment process is only required once to activate your account for the first time.

Locate and click on the link for Accessing LSAS from the FSIS webpage at: [www.fsis.usda.gov/Regulations\\_& Policies/Label Submission Approval System](http://www.fsis.usda.gov/Regulations_&Policies/Label_Submission_Approval_System)

You will be prompted to Log in with your e-Auth Level 2 account

Next, you will be presented with the PHIS Welcome Screen and enrollment. *Note: PHIS and LSAS share the Enrollment Wizard, so it is important that you follow the instructions specific for LSAS selections.* Because your PHIS/LSAS account can not be found, you will need to submit an enrollment request specific for LSAS.

## Welcome to PHIS - Enrollment Screen: **Select Submit Enrollment Request**



## Welcome to PHIS Enrollment Request Wizard: **Select Next**

The screenshot shows a web browser window titled "FSIS :: PHIS :: Enrollment - Windows Internet Explorer provided by FSIS". The address bar is empty. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The "Favorites" bar shows "FSIS :: PHIS :: Enrollment". The browser's status bar at the bottom indicates "Done" and "Internet" with a 100% zoom level.

The main content area features the USDA logo and "United States Department of Agriculture Food Safety and Inspection Service" on the left, and "Public Health Information System" on the right. A navigation bar includes "Home", "Help", "Contact Us", and "Logout eAuth".

The central content is titled "The PHIS Enrollment Request Wizard (Step 1)". It includes the following text:

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.

At the bottom of the wizard, there are two buttons: "Next >>" and "Cancel". The "Next >>" button is circled in red.

On the left side, there is a navigation menu titled "F. Test" and "Wizard Steps". The "Wizard Steps" menu includes: "Welcome" (highlighted), "Account Type", "Primary Role", "My Preferences", "My Comments", and "Summary". Below the menu, it says: "Click on the links above to access previously entered data."

**Account Type: Select LSAS Submitter from Drop Down Menu, then Select Next**

The screenshot shows a web browser window titled "FSIS :: PHIS :: Enrollment - Windows Internet Explorer provided by FSIS". The page is the "The PHIS Enrollment Request Wizard (Step 2)". The header includes the USDA logo and "United States Department of Agriculture Food Safety and Inspection Service". The main content area is titled "The PHIS Enrollment Request Wizard (Step 2)" and contains the following text:

The wizard helps you prepare and submit the enrollment request.

**Select Your Account Type**

Select your business environment (account type).

\* **Account Type:**  ←

**Description:** Select LSAS Submitter for your Account Type if you are an industry user (includes establishments, expeditors, label consultants, and small businesses) that will be accessing LSAS to submit label request to the Labeling and Program Delivery Division (LPDD) and/or Agricultural Marketing Service (AMS) for evaluation of a meat, poultry, or egg products. LPDD and AMS ensure that all labels are truthful and not misleading. Labeling includes all forms of product identification, claims, net weight, species identification and nutrition related to meat, poultry, and egg products.

At the bottom of the wizard, there are three buttons: "<< Previous", "Next >>" (circled in red), and "Cancel".

## LSAS User Orientation: **Select Finish to Complete Your Enrollment**

The screenshot displays a web browser window titled "FSIS :: PHIS :: Enrollment - Windows Internet Explorer provided by FSIS". The address bar shows the URL "http://www.fsis.usda.gov/PHIS/Enrollment/LSAS/LSASInfo.aspx". The page header includes the USDA logo, "United States Department of Agriculture", "Food Safety and Inspection Service", and "Public Health Information System". A navigation bar contains links for "Home", "Help", "Contact Us", and "Logout eAuth".

The main content area is titled "The PHIS Enrollment Request Wizard (Step 3 of 3)". It contains the following text:

The wizard helps you prepare and submit the enrollment request.

**LSAS User Orientation**

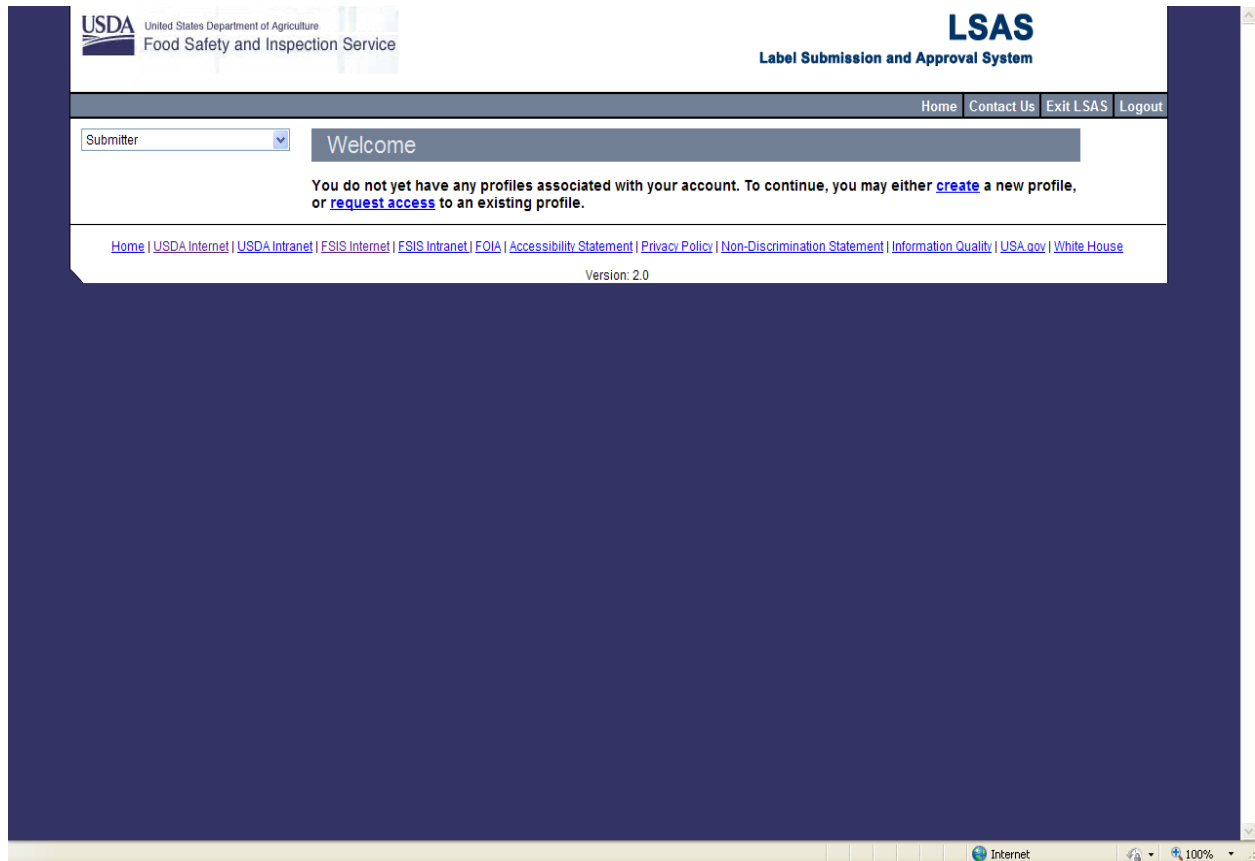
Please review the following information.

Click **Finish** below to complete your LSAS enrollment.  
You will be re-directed to LSAS to create your Profile information.

At the bottom of the page, there are three buttons: "<< Previous", "Finish", and "Cancel". The "Finish" button is circled in red. A red arrow points to the "LSAS Info" link in the left-hand navigation menu.

The browser's status bar at the bottom shows "Internet" and "100%".

**Welcome to LSAS: Setting Up Your Profile in LSAS as a Submitter**  
**For additional information on creating profiles, see the User Guide.**



**For assistance or questions concerning the LSAS enrollment process you may email the administrator at [LSAS@fsis.usda.gov](mailto:LSAS@fsis.usda.gov) or call 301-504-0837.**