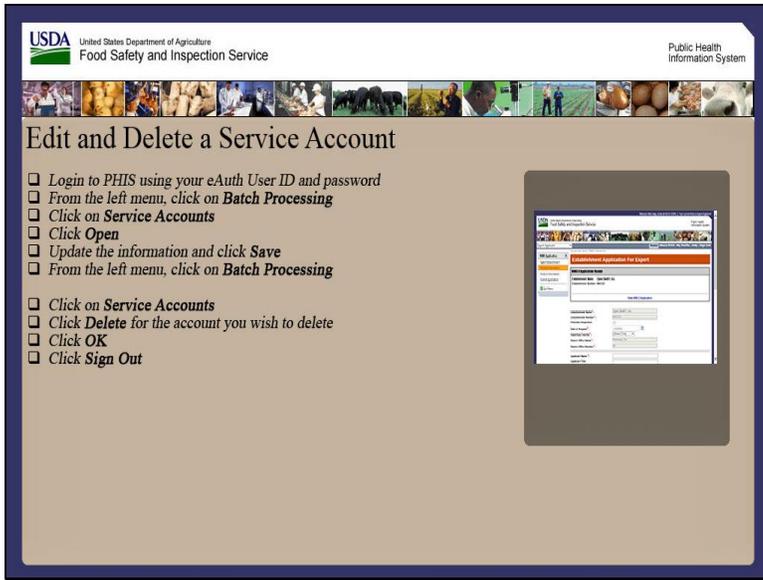


Export Applicant

Edit and Delete a Service Account



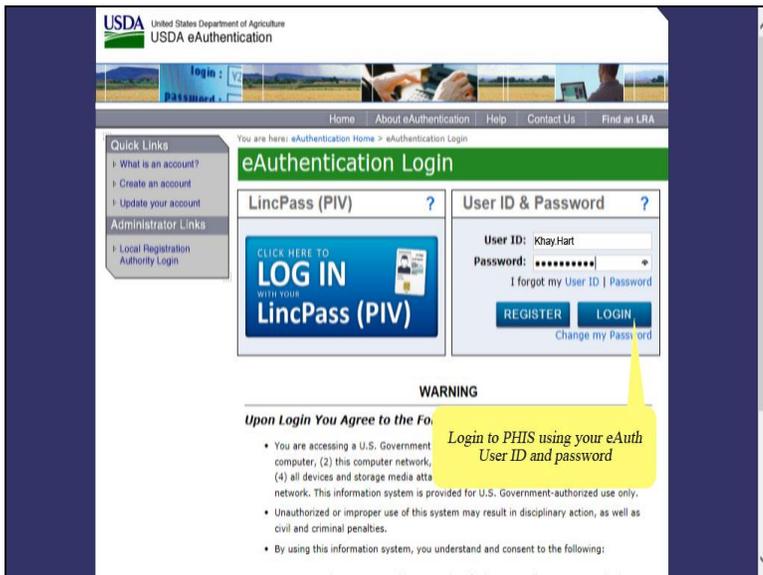
USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Edit and Delete a Service Account

- Login to PHIS using your eAuth User ID and password
- From the left menu, click on **Batch Processing**
- Click on **Service Accounts**
- Click **Open**
- Update the information and click **Save**
- From the left menu, click on **Batch Processing**
- Click on **Service Accounts**
- Click **Delete** for the account you wish to delete
- Click **OK**
- Click **Sign Out**

Welcome to the Public Health Information System. In this demonstration, you will learn how to edit and delete a service account. I'll guide you through the steps of accomplishing this task.



USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home > eAuthentication Login

eAuthentication Login

LincPass (PIV) ? User ID & Password ?

CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)

User ID: KhayHart
Password: [REDACTED]

I forgot my User ID | Password

REGISTER LOGIN

Change my Password

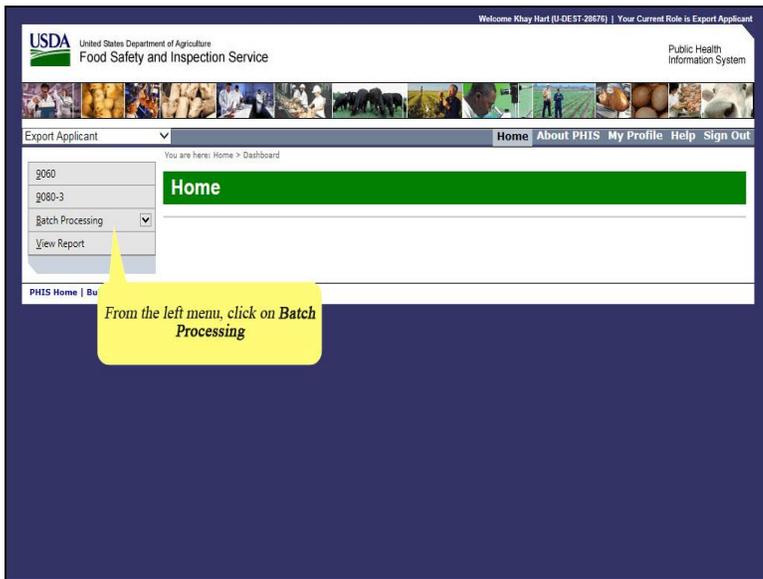
WARNING

Upon Login You Agree to the Fo

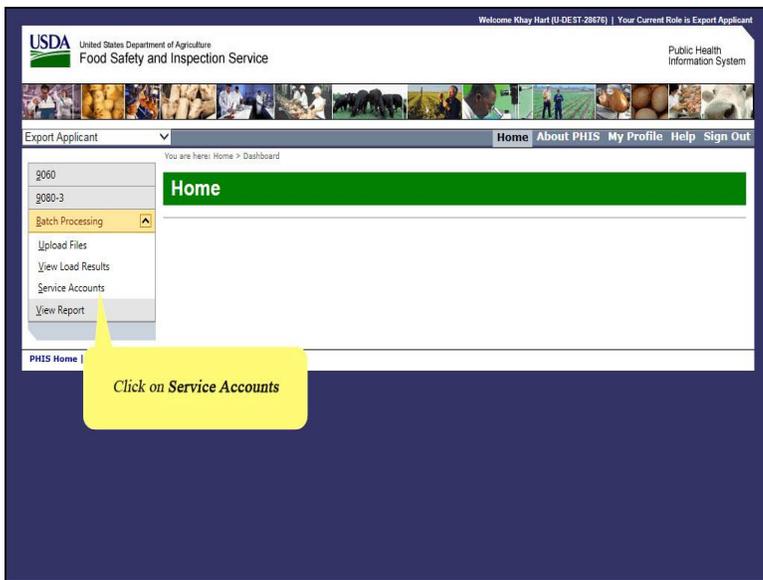
- You are accessing a U.S. Government computer, (2) this computer network, (4) all devices and storage media attached to this computer network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:

Login to PHIS using your eAuth User ID and password

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



First, click on Batch Processing in the left menu of Export Applicant.



Next, click Service Accounts.

USDA United States Department of Agriculture
Food Safety and Inspection Service

Welcome Khay Hart (U-DEST-28676) | Your Current Role is Export Applicant

Public Health Information System

Export Applicant

Home | About PHIS | My Profile | Help | Sign Out

You are here: Home > Manage Service Accounts

Manage Service Accounts

Organization: Open Beef and Poultry 1 (M10000; P10000) • [NDA/ISA Agreement](#)

Accounts Configuration Service Call Logs Service Update Log

Active (1) Inactive (0) All (1)

Add New Service Account

Account	Roles	Status		
Khay Hare [S-FCLT-396-28680]	Export Batch Submitter	Active	Open	Delete

Page size: 10 items in 1 pages

PHIS Home | Build# PHIS PHIS Training 6.02.07.026

Click Open

Click Open for the account you want to edit.

USDA United States Department of Agriculture
Food Safety and Inspection Service

Welcome Khay Hart (U-DEST-28676) | Your Current Role is Export Applicant

Public Health Information System

Export Applicant

Home | About PHIS | My Profile | Help | Sign Out

You are here: Home > Manage Service Accounts > Service Account

Service Account

Organization: Open Beef and Poultry 1 (M10000; P10000) •

General Information

Account Name: Khay Hare
Description: Responsible for submitting batched application
Status: Active [\[Deactivate\]](#)
Last updated by Khay Hart on 4/17/2018

[\[Edit\]](#)

Credentials

Reset before: 7/16/2018
User Name: F72B89492970467F9671D70299515F9E
Password: C7DA94A1BCF8BD4A5D02269BE5389C68
[\[Generate Credentials\]](#) [\[Hide Credentials\]](#)

Roles

Available Roles: No more roles to assign

Click Edit to update the information

Click Edit to update the information.

Welcome Khay Hart (U-DEST-28376) | Your Current Role is Export Applicant

USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Export Applicant

You are here: Home > Manage Service Accounts > Service Account

Service Account

Organization: Open Beef and Poultry 1 (M10000; P10000) ▶

General Information

Account Name: Status: ✔ Active [\[Deactivate\]](#)
Description: Last updated by [Khay Hart](#) on 4/17/2018.
[\[Save\]](#) [\[Cancel\]](#)

Credentials

Reset before: 7/16/2018
User Name: F72BB9492970467F9671D70299515F9E
Password: C7DA94A1BCF8BD4A5D02269BE5389C68
[\[Generate Credentials\]](#) [\[Hide Credentials\]](#)

Roles

Make any corrections needed

Make any corrections needed.

Welcome Khay Hart (U-DEST-28376) | Your Current Role is Export Applicant

USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Export Applicant

You are here: Home > Manage Service Accounts > Service Account

Service Account

Organization: Open Beef and Poultry 1 (M10000; P10000) ▶

General Information

Account Name: Status: ✔ Active [\[Deactivate\]](#)
Description: Last updated by [Khay Hart](#) on 4/17/2018.
[\[Save\]](#) [\[Cancel\]](#)

Credentials

Reset before: 7/16/2018
User Name: F72BB9492970467F9671D70299515F9E
Password: C7DA94A1BCF8BD4A5D02269BE5389C68
[\[Generate Credentials\]](#) [\[Hide Credentials\]](#)

Roles

Click Save

Click Save.

USDA United States Department of Agriculture Food Safety and Inspection Service Public Health Information System

Welcome Khay Hart (U-DEST-28276) | Your Current Role is Export Applicant

Export Applicant Home About PHIS My Profile Help Sign Out

You are here: Home > Manage Service Accounts > Service Account

Service Account

The Account information was updated and saved successfully

Organization: Open Beef and Poultry 1 (M10000; P10000)

Account name was updated.
Account and description were updated successfully.

General Information

Account Name: Khay Hart Status: ✔ Active [\[Deactivate\]](#)
Description: Responsible for submitting batched application Last updated by Khay Hart on 4/18/2018.
[\[Edit\]](#)

Credentials

Reset before: 7/16/2018
User Name: F72BB9482970467F9671D70299515F9E
Password: C7DA94A1BCF8BD4A5D02269BE5389C68
[\[Generate Credentials\]](#) [\[Hide Credentials\]](#)

The account information was updated and saved successfully.

USDA United States Department of Agriculture Food Safety and Inspection Service Public Health Information System

Welcome Khay Hart (U-DEST-28276) | Your Current Role is Export Applicant

Export Applicant Home About PHIS My Profile Help Sign Out

You are here: Home > Manage Service Accounts > Service Account

Service Account

Click Sign Out

Organization: Open Beef and Poultry 1 (M10000; P10000)

Account name was updated.
Account and description were updated successfully.

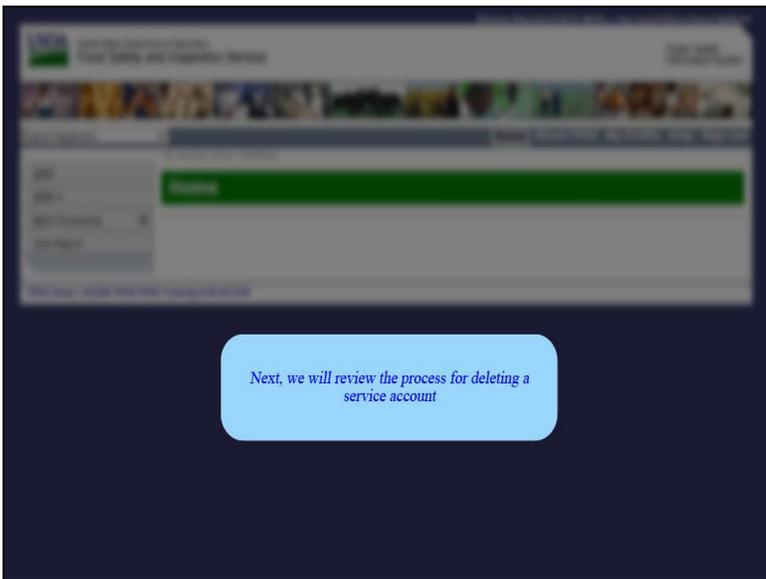
General Information

Account Name: Khay Hart Status: ✔ Active [\[Deactivate\]](#)
Description: Responsible for submitting batched application Last updated by Khay Hart on 4/18/2018.
[\[Edit\]](#)

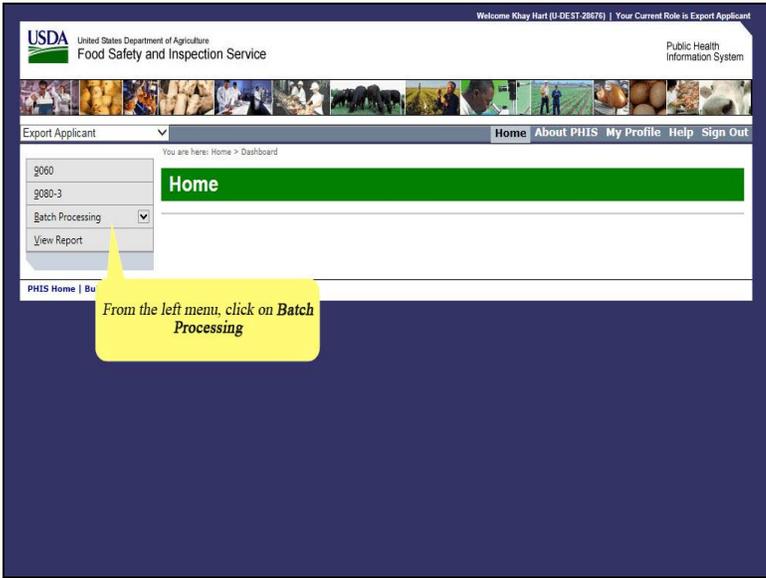
Credentials

Reset before: 7/16/2018
User Name: F72BB9482970467F9671D70299515F9E
Password: C7DA94A1BCF8BD4A5D02269BE5389C68
[\[Generate Credentials\]](#) [\[Hide Credentials\]](#)

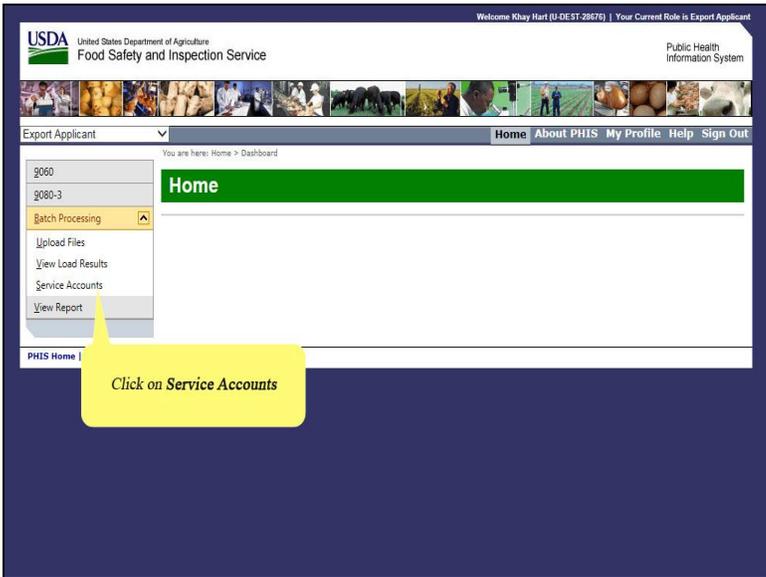
Click Sign Out.



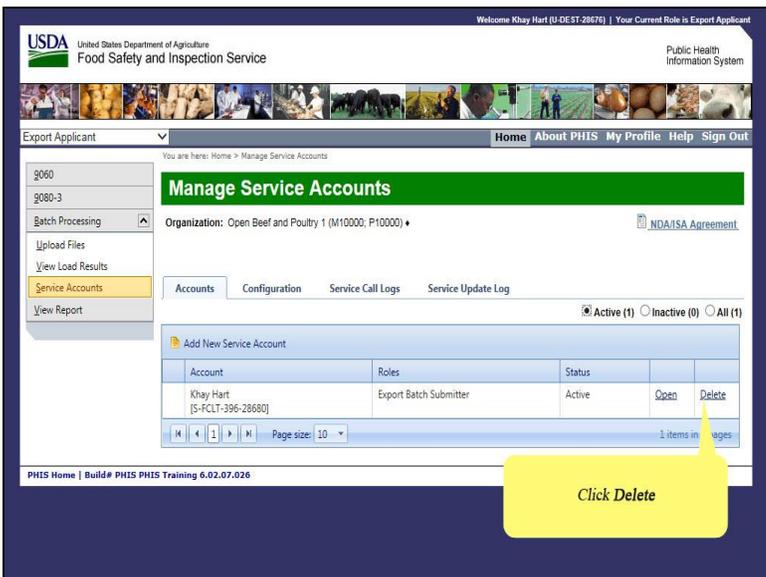
Next, we will review the process for deleting a service account.



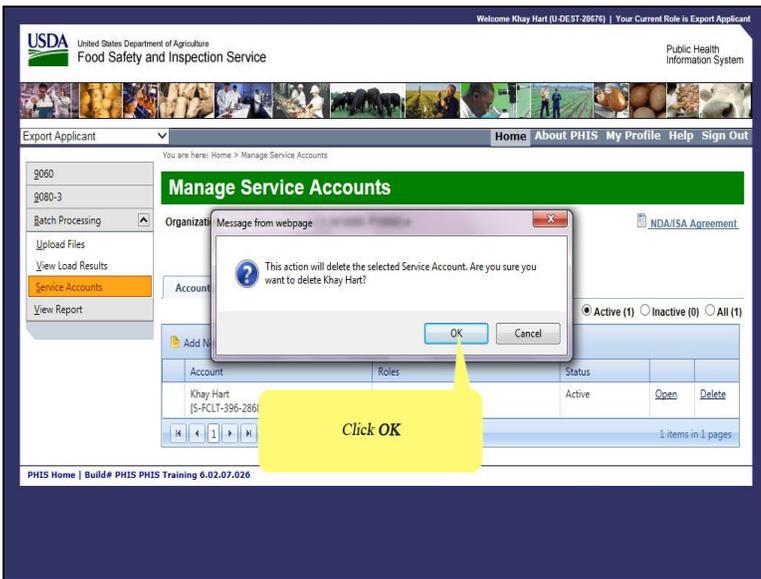
First, click on Batch Processing in the left menu of Export Applicant.



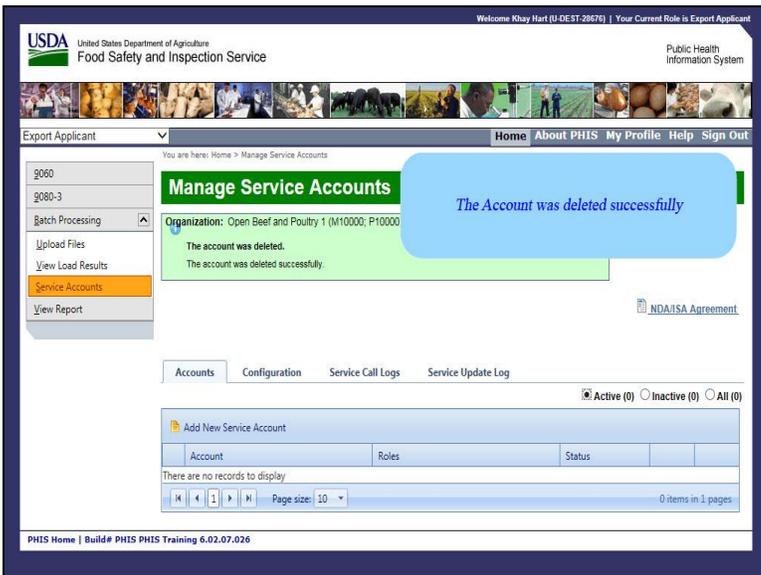
Next, click Service Accounts.



Click, Delete for the account you would like to delete.



A window will pop up asking you to confirm the deletion. Click OK.



The account was deleted successfully.

The screenshot shows the PHIS 'Manage Service Accounts' page. At the top, the USDA logo and 'Food Safety and Inspection Service' are visible. The user is identified as 'Export Applicant' and 'Welcome Khay Hart (U-DEST-28276) | Your Current Role is Export Applicant'. The page title is 'Manage Service Accounts'. A green banner at the top of the main content area contains the text 'Click Sign Out' in a yellow callout box. Below this, the organization is listed as 'Open Beef and Poultry 1 (M10000; P10000)'. A message states 'The account was deleted. The account was deleted successfully.' Below this message is a table with columns for 'Accounts', 'Configuration', 'Service Call Logs', and 'Service Update Log'. At the bottom, there are radio buttons for 'Active (0)', 'Inactive (0)', and 'All (0)'. A table header for 'Add New Service Account' is visible, with columns for 'Account', 'Roles', and 'Status'. The table body is empty, with a message 'There are no records to display'. The footer contains 'PHIS Home | Build# PHIS PHIS Training 6.02.07.026'.

Click Sign Out.

This screenshot is identical to the one above, showing the 'Manage Service Accounts' page. It includes the same header information, organization details, and table structure. The 'Click Sign Out' callout box is absent, and the page content remains the same, including the 'Add New Service Account' table and the footer text 'PHIS Home | Build# PHIS PHIS Training 6.02.07.026'.

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.