

Plant Management

Submit an Enrollment Request for Plant Management Role

The screenshot shows the USDA eAuthentication interface. At the top, it displays the USDA logo and the text "United States Department of Agriculture Food Safety and Inspection Service". Below this is a navigation bar with links for "Home", "Help", "Contact Us", and "Logout eAuth". The main heading is "Submit an Enrollment Request for Plant Management Role". To the left of the main content is a list of steps with checkboxes:

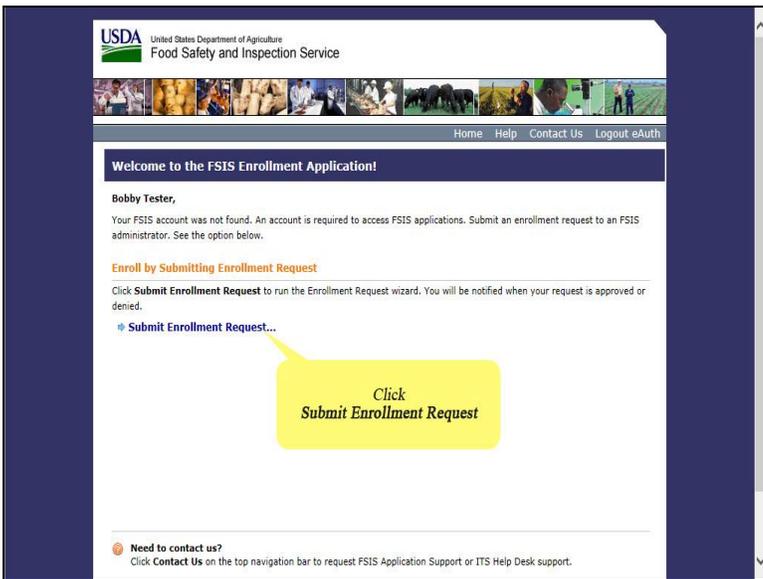
- Login to PHIS as using your eAuth User ID and password
- Click **Submit Enrollment Request**
 - The FSIS Enrollment Request Wizard page appears
- Read content and click **Next**
- Select **Account Type** from drop-down list and click **Next**
- Select **Role** from drop-down list and click **Next**
- Select **Domestic Establishment Name or Number** and click **Find**
- Click **Select** for desired establishment and click **Next**
- Enter additional information (optional) and click **Next**
- Add comments (optional) and click **Next**
- Review information for accuracy
- Click **Finish**
- Log out

To the right of the list is a small inset image showing a screenshot of the "FSIS Enrollment Request Wizard" page.

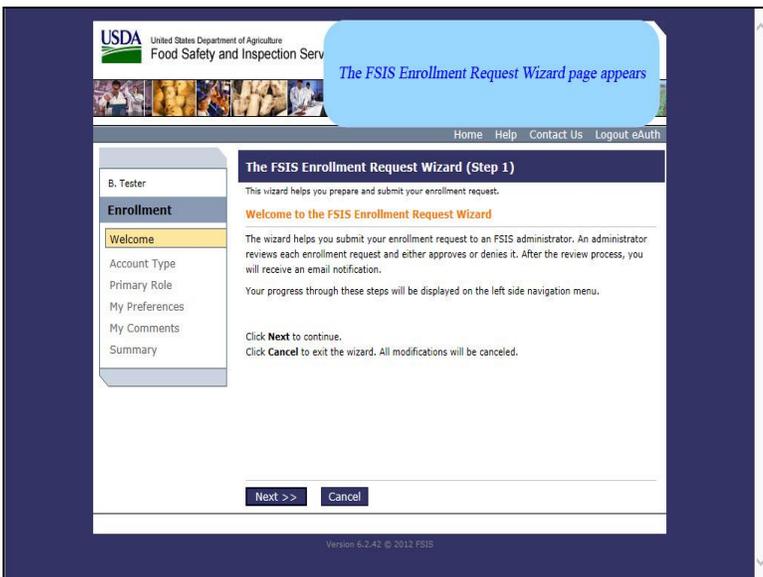
Welcome to the Public Health Information System. In this demonstration, you will learn how to submit an enrollment request for Plant Management. I'll guide you through the steps of accomplishing this task.

The screenshot shows the USDA eAuthentication Login page. At the top, it displays the USDA logo and the text "United States Department of Agriculture USDA eAuthentication". Below this is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA". The main heading is "eAuthentication Login". To the left of the main content is a "Quick Links" section with links for "What is an account?", "Create an account", and "Update your account". Below this is an "Administrator Links" section with links for "Local Registration" and "Authority Login". The main content area has two columns: "LincPass (PIV)" and "User ID & Password". The "User ID & Password" column contains a "User ID" field with the value "Bobby.Tester", a "Password" field with masked characters, and a "Forgot my User ID | Password" link. Below the password field are "REGISTER" and "LOGIN" buttons, and a "Change my Password" link. Below the login fields is a "WARNING" section with the text "Upon Login You Agree to the Following Information:" and a list of terms and conditions. A yellow callout box points to the "LOGIN" button with the text "Login to PHIS using your eAuth User ID and password".

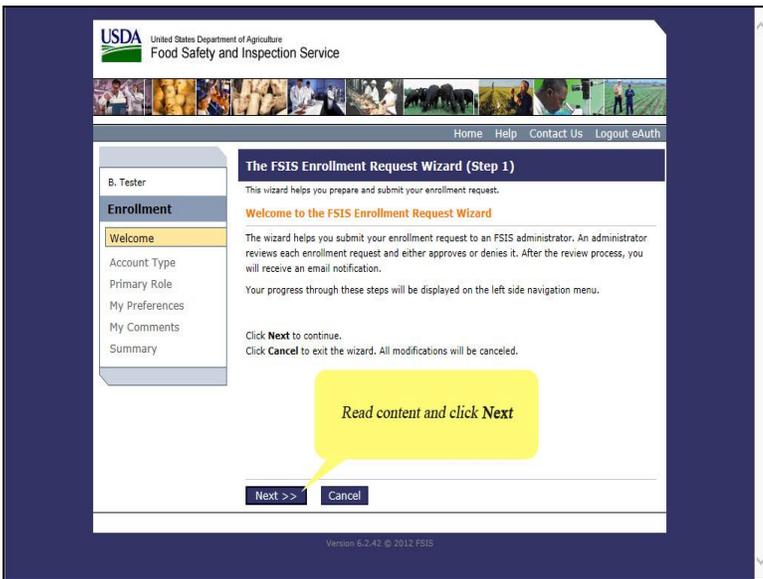
Login to PHIS using your eAuth User ID and password and then click the Login button.



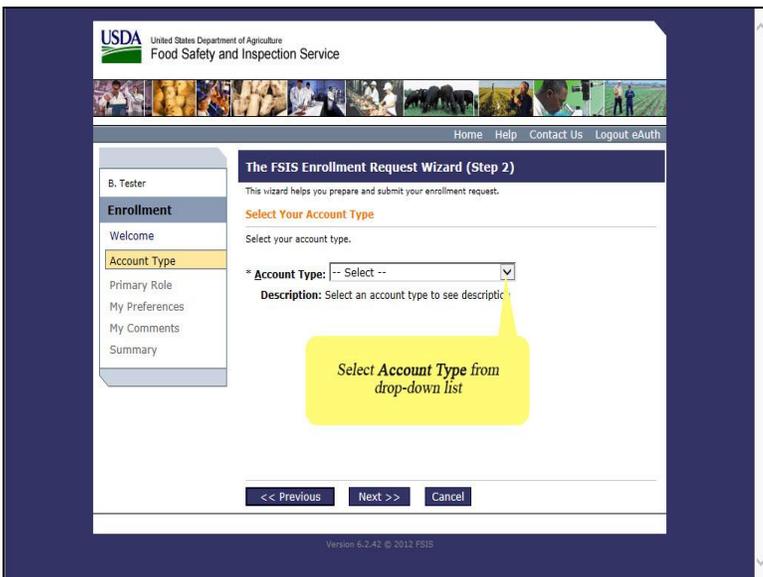
First, click Submit Enrollment Request.



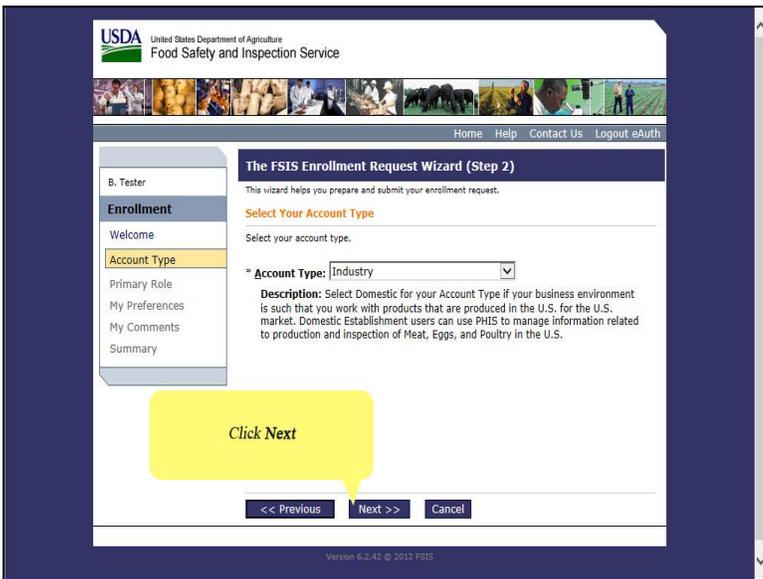
The FSIS enrollment request wizard page appears.



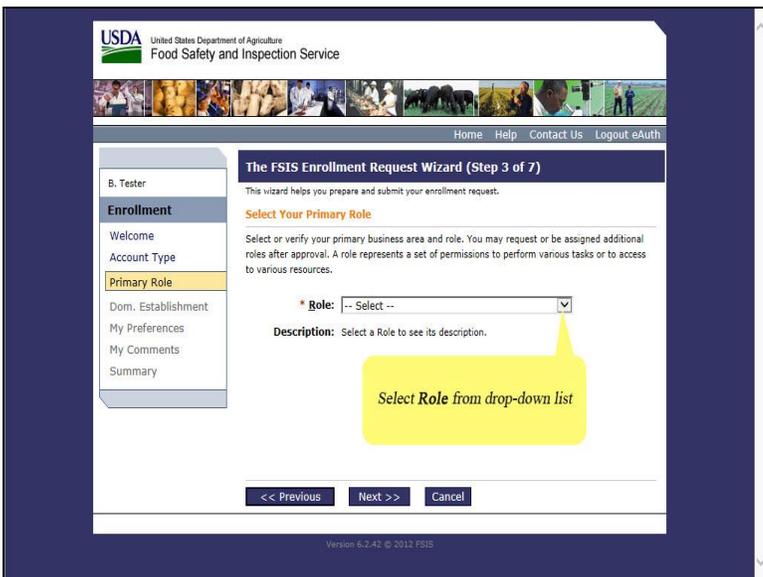
Read the content on the Enrollment Request page and click Next.



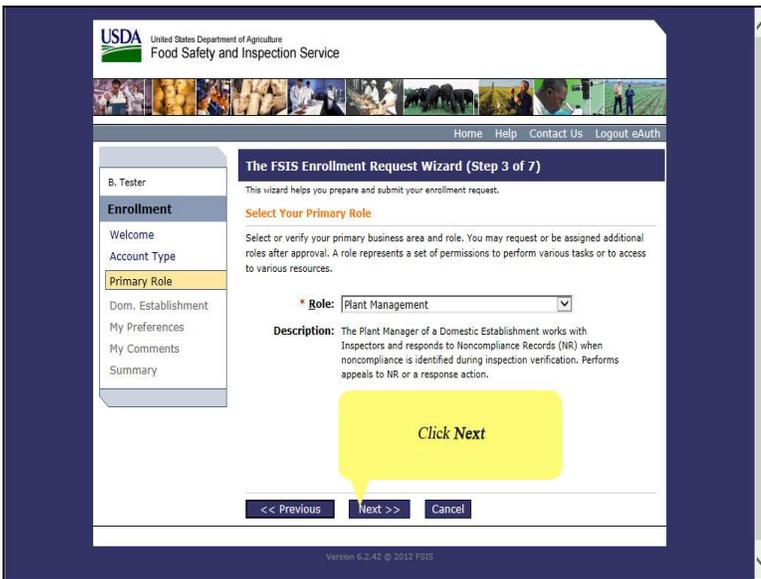
Select the appropriate Account Type from the drop-down.



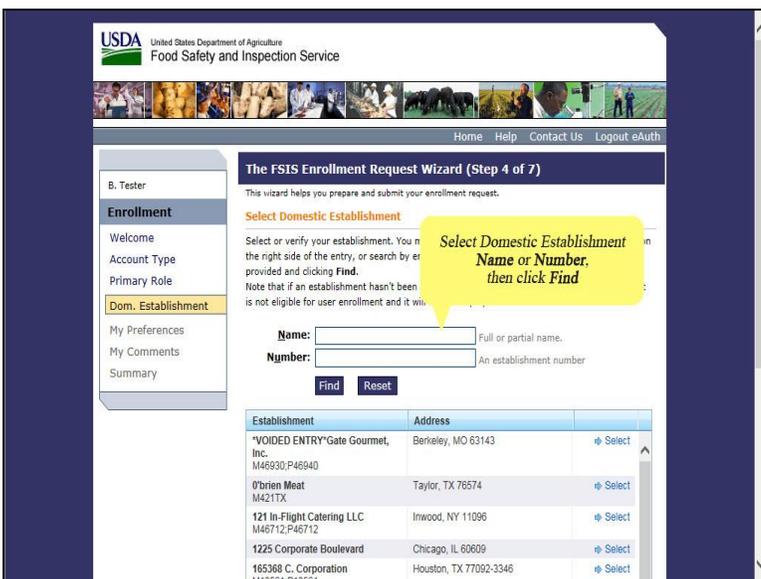
Click Next to continue.



Select Plant Management from the Role drop-down.



Click Next to continue.



Select the Domestic Establishment name or number, then click Find.

USDA United States Department of Agriculture
Food Safety and Inspection Service

Home Help Contact Us Logout eAuth

B. Tester

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

| Establishment | Address | |
|--|------------------|--|
| Open Beef and Poultry 1 M10000;P10000 | Miami, FL 33127 | <input checked="" type="button" value="Select"/> |
| Open Gate Custom Meats M101IL | Anna, IL 62906 | <input type="button" value="Select"/> |
| Open Range Beef, LLC M46407 | Gordon, NE 69343 | <input type="button" value="Select"/> |

Click Select for the desired establishment

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USDA United States Department of Agriculture
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Home Help Contact Us Logout eAuth

B. Tester

Enrollment

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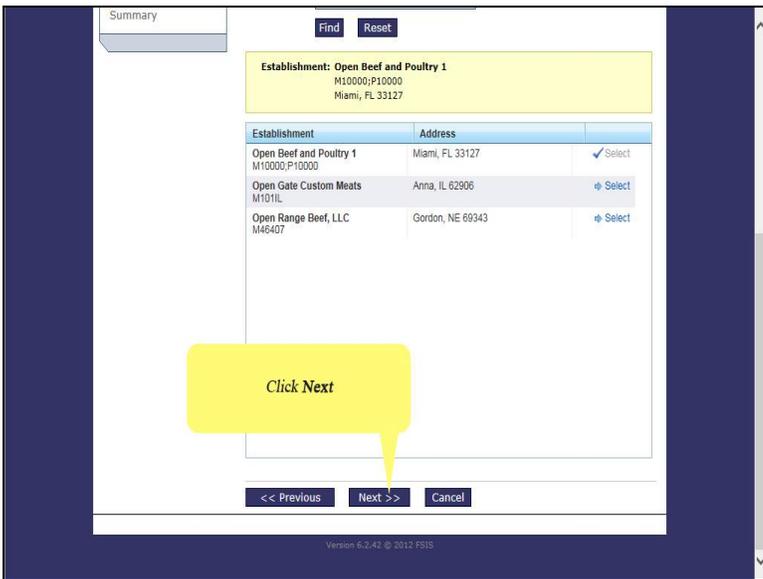
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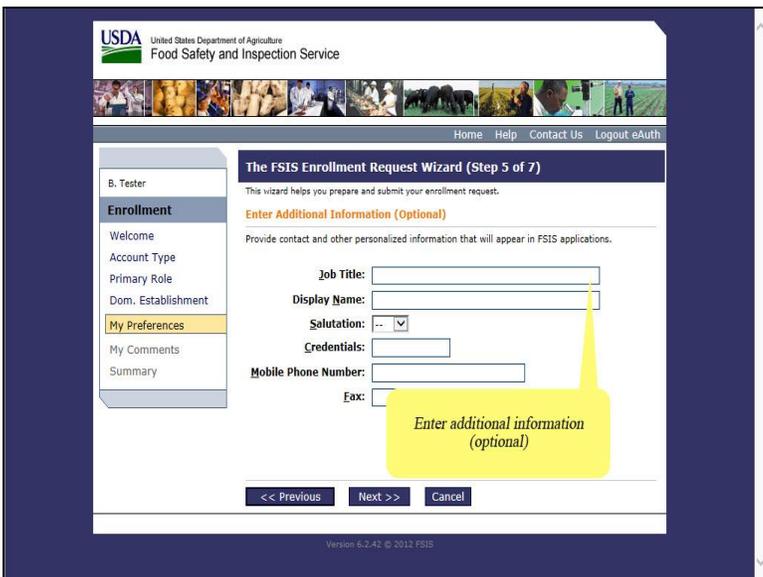
Establishment: Open Beef and Poultry 1
M10000;P10000
Miami, FL 33127

| Establishment | Address | |
|--|------------------|--|
| Open Beef and Poultry 1 M10000;P10000 | Miami, FL 33127 | <input checked="" type="button" value="Select"/> |
| Open Gate Custom Meats M101IL | Anna, IL 62906 | <input type="button" value="Select"/> |
| Open Range Beef, LLC | Gordon, NE 69343 | <input type="button" value="Select"/> |

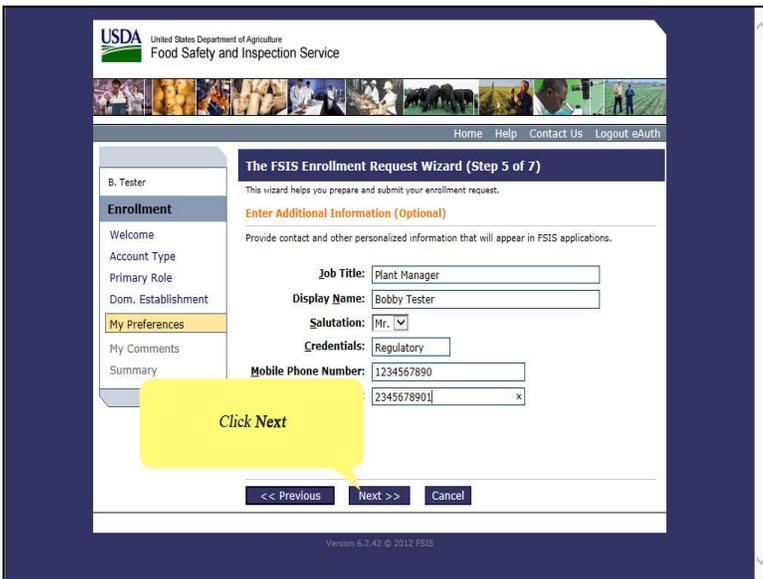
Scroll down to the bottom of the page.



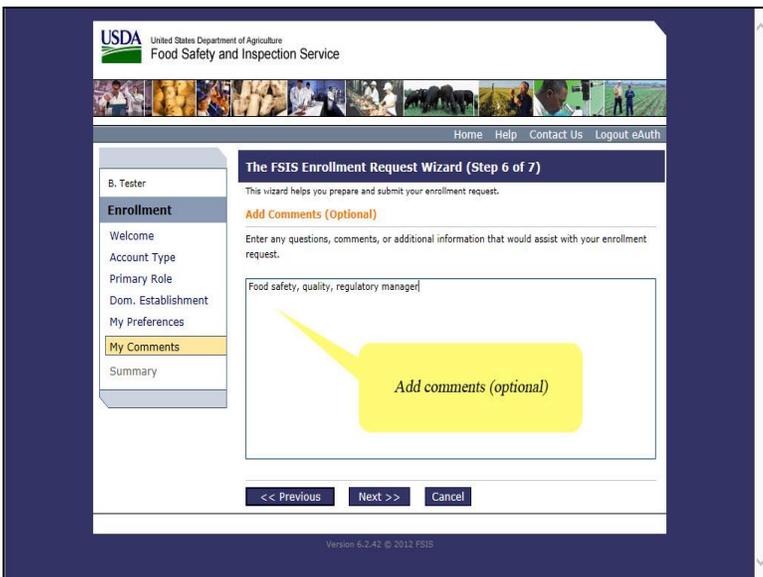
Click Next to continue.



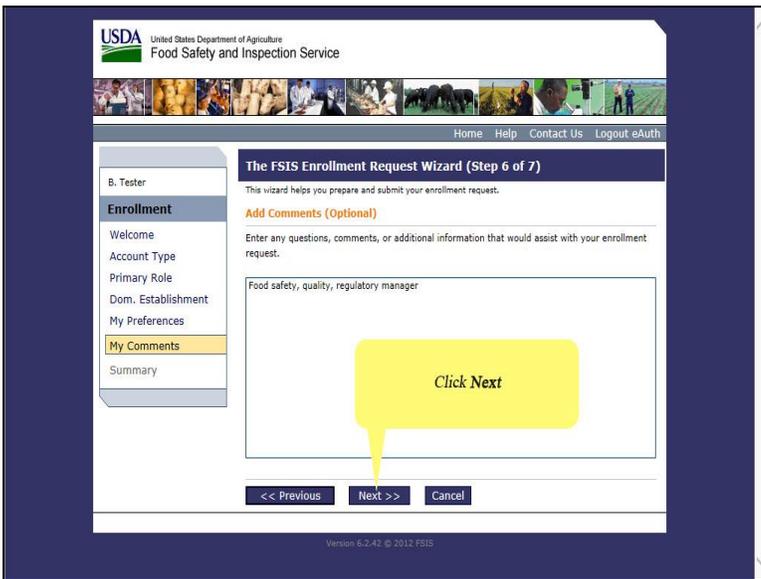
Entering additional information is optional.



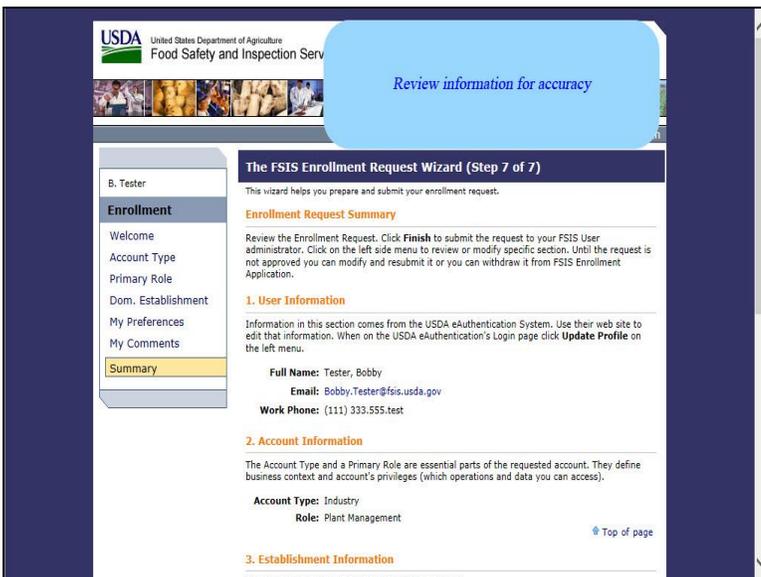
Click Next to continue.



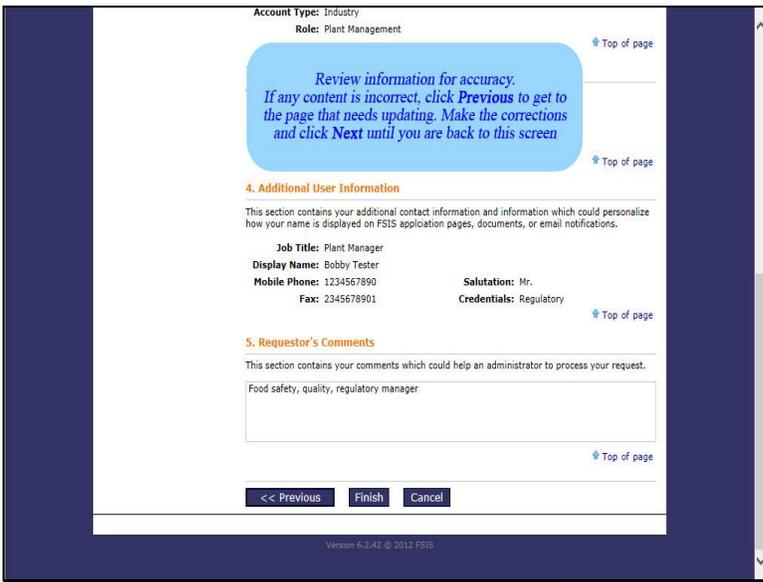
Adding comments is optional.



Click Next to continue.

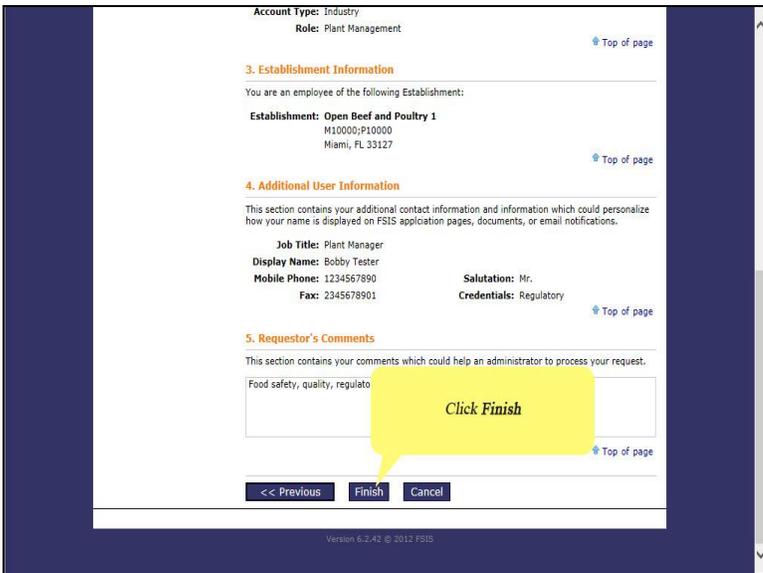


Review information for accuracy.
Scroll down to view entire page.

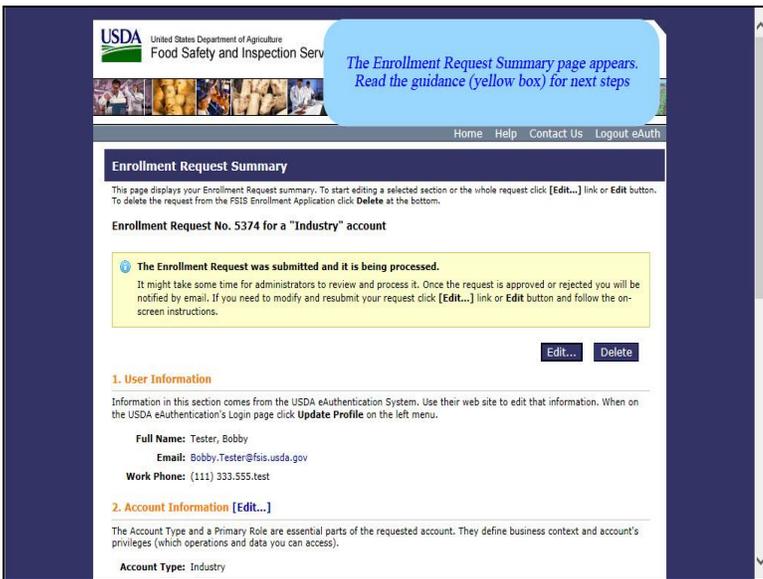


Review information for accuracy.

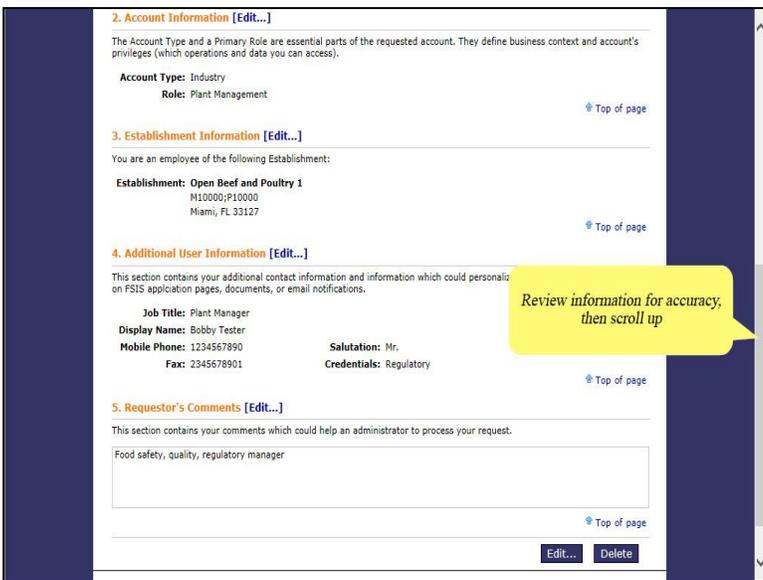
If any content is incorrect, click Previous to get to the page that needs updating. Make the corrections and click Next until you are back to this screen.



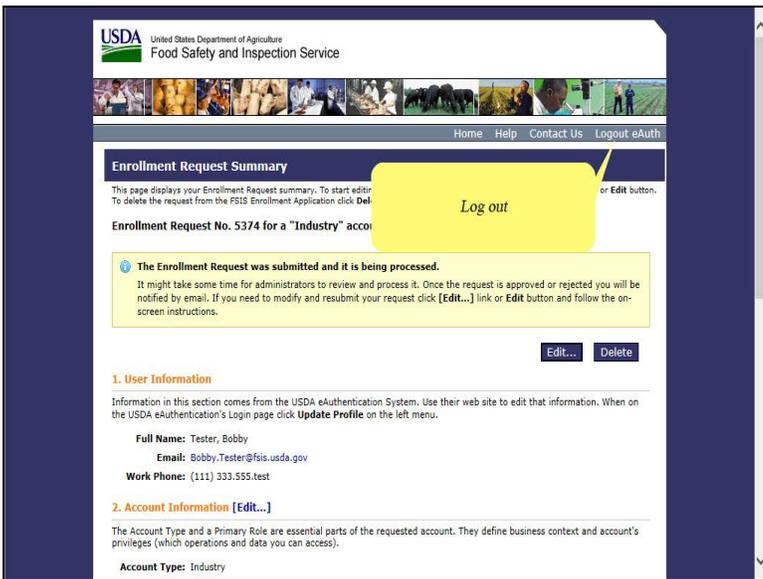
Click Finish.



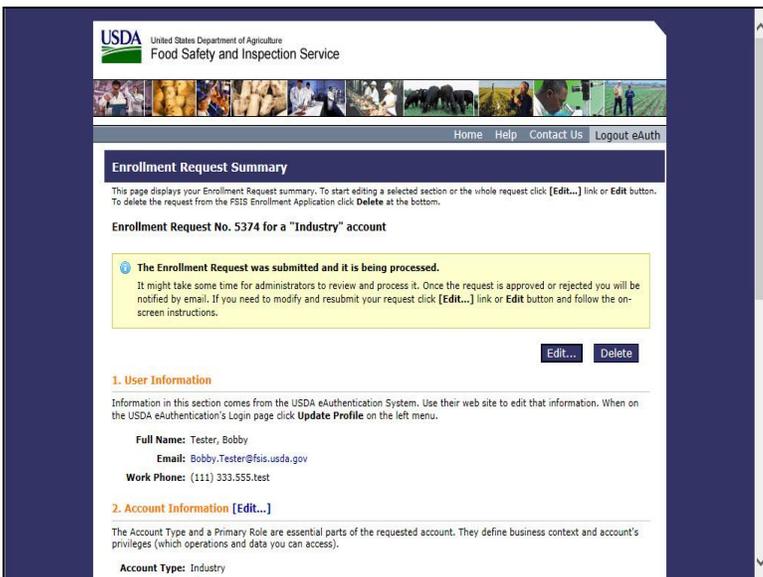
The Enrollment Request Summary page appears. Read the guidance in the yellow box for next steps. Scroll down to view the entire page.



Review the information for accuracy. Then, scroll up to the top of the page.



Click Log out.



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.