



Animal and Plant Health Inspection Service  
U.S. DEPARTMENT OF AGRICULTURE

# APHIS eFile

## **Guidance for Requesting an Animal Care (AC) Live Dog Import Permit**

**Version 4.0**  
**March 2022**

# WELCOME!

USDA APHIS Animal Care (AC) has an online system to request Live Dog import permits.

This user guide will take you through the process of creating and submitting a request for a permit, responding to the AC Live Dog Import team's requests for clarification, and accessing your issued permit.





If you need help with your application, contact:

Animal Care

(816) 737-4223 or

[ac.dogimport.mailbox@usda.gov](mailto:ac.dogimport.mailbox@usda.gov)

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# I AM AN APPLICANT

## I want a permit to import a live dog into the United States.

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# Step 1: Sign into APHIS eFile

Navigate to <https://efile.aphis.usda.gov/s/> in **Google Chrome** (APHIS eFile is not supported by Internet Explorer).

**A** Log in to APHIS eFile using your eAuthentication credentials.

- If you do not already have an eAuthentication Account, select **Create an Account** and follow the steps to become eAuthenticated. **You must be eAuthenticated to apply in APHIS eFile.**
- If your eAuthentication is not **Verified**, you will be prompted with various questions to upgrade your eAuth (Example question: What is your Social Security number?). **Complete these questions in order to proceed.**

**B** Under the Ready to Apply section, choose the **Live Dog Perm application** and then select **Get Started or select option C.**

**C** You can also use the **Live Dog Information Card** to begin the application process.

The screenshot shows the APHIS eFile website interface. At the top, there are navigation links for HOME, GUIDE ME, and MY ACTIVITY. Below this is a banner with sunflowers and the text "Welcome to APHIS eFile" and "Apply and manage your APHIS applications, registrations, permits and licenses." The main content area is titled "Ready to Apply?" and includes a sub-header "Start here if you already know what license, registration or permit type you need." There is a "Select an option" dropdown menu with a "Get started" button. A dropdown menu is open, showing options like "out the VS Permitting Assistant and application" and "Live Dogs Permit Permit for importation of live dogs for resale, research, or veterinary treatment". A red box highlights the "Live Dogs Permit" option, with a red circle containing the letter "B" next to it. Below the dropdown, there are two boxes: "Applicant Action Required 86" and "1380". A "View All Activity" button is also visible. At the bottom, there is a section titled "Is this your first time using APHIS eFile? Let us help you find what you need..." with four cards. The first card, "Do you import live dogs for adoption or resale?", is highlighted with a red box and a red circle containing the letter "C".

## Step 2: Complete the Animal Care (AC) Permitting Assistant

- A** Select the box under “**Please select an Organization**”
- Your Organization (previously called Account) is a name that you provided when you signed into APHIS eFile the first time. For most people, this name is “First Name Last Name Account” (e.g., Joe Smith Account). For others, it may be the name of the company they work for (e.g., JS Rescues).
  - Search for your name or organization and select it.
- B** Select **Responsible Person** to locate and then select your name.
- C** With your "Organization" and "Responsible Party" selected, select **Proceed with Application** to begin the application process.
- D** **Show Conditions** will take you to a conditions list that presents a baseline requirement to bring Live Dogs into the United States based on the type of permit.

The screenshot displays the APHIS eFile Community web application. The header includes the USDA logo, the text "United States Department of Agriculture Animal and Plant Health Inspection Service eFile", and links for "Contact Us", "Glossary", and "Help". Navigation buttons for "My Home" and "Restart Application" are visible. The main content area contains the following text: "You need a permit for this request. Please click on show conditions to see if you meet the regulatory requirements for importation. To continue your application click on the proceed with application button." Below this text are two form fields: "Please select an Organization" (marked with a circled 'A') and "Please select the Responsible Person" (marked with a circled 'B'). Below the form fields are two buttons: "Proceed with Application" (marked with a circled 'C') and "Show Conditions" (marked with a circled 'D'). At the bottom of the main content area are "Back" and "Cancel" buttons. A "Lookup" modal window is open, showing a search bar with "Search..." and a "Go!" button. Below the search bar are radio buttons for "Name" (selected) and "All Fields". The modal also displays "Recently Viewed Accounts".

**Note:** If this is your first time here, you will not have any “Recently Viewed Accounts” and will need to complete a search to make a selection.

## Step 2: Complete the Animal Care (AC) Permitting Assistant (cont'd)

After completing the Animal Care (AC) Permitting Assistant, you will be able to view the questions and outcomes you provided and decide if you will need to go back and change your answers.

| # | Question   | Answer  |
|---|--|---|
| 1 | Select one of the options below to begin the first phase of the application process.   | Import  |
| 2 | What are you importing?  | Live Animals, Embryos, Semen and Cloning Tissue |
| 3 | What are you importing?  | Dogs  |
| 4 | Please select the Country of Origin  | Afghanistan                                     |
| 5 | Please select the US state/province of destination   | Alabama (AL)                                    |
| 6 | Please select the applicable option  | For resale or adoption.                         |
| 7 | Is the dog imported for resale or adoption for a fee?  | Yes   |
| 8 | Will the dog be 6 months or older by the date of arrival?  | Yes   |
| 9 | You need a permit for this request. Please click on show conditions to see if you meet the regulatory requirements for importation. To continue your application click on the proceed with application button. |   |

# Step 3: Enter Animal Transportation Information

**A** Complete the Animal Transportation Information section of your application.

**Note:** Required fields are noted with a red asterisk. Responses to these fields are required before you may proceed.

**B** After entering the transportation information Select **Save and Next**.

The screenshot shows a multi-step application interface. The top navigation bar includes 'Animal Transportation', 'Importer/Exporter/Delivery Recipient', 'Animal Information', and 'Line Item Review'. The current step is 'Animal Transportation Information'. Below the title is an 'Instructions' section: 'Please enter your transportation information. If your Airline or land Transport Company is not listed, please select "Other" from the drop down and enter your transporter in the Transporter if Not Listed field. If you select "Air" you will also be required to provide your flight number.' The form contains the following fields: 'Departure Date' (2/4/2022), 'Proposed Date of Arrival' (2/6/2022), 'Departure Time' (01:00), 'Arrival Time' (02:30), 'Airline or Land Transport Company' (Aeroflot), 'Mode of Transport' (Air), 'Airline Flight Number' (aa32599), 'Port of Entry' (CHICAGO MIDWAY INT'L AIRPORT, IL), and 'Port of Export' (Dominica (Roseau) [Melville Hall]). There is also a checkbox for 'My Port is not listed'. At the bottom right, there are two buttons: 'Save' and 'Save and Next', with the latter being highlighted by a red box and a 'B' callout.



## Step 4: Enter Importer, Exporter, and Delivery Recipient Information

Complete the Importer/Exporter and Delivery Recipient section of your application.

- A Select the “Yes” or “No I will add another contact as the Importer” radio button for the “Are you the Importer?” question.
- B Select the “Yes” or “No I will add another contact as the Exporter” radio button for the “Are you the Exporter?” question.
- C Select the “Yes” or “No I will add another contact as the Delivery Recipient” radio button for the “Are you the Delivery Recipient?” question.
- D Once you’ve answered the questions, scroll down to input the Importer, Exporter, and Delivery Recipient contact details.

**Applicant Details**

At least one Importer, one Exporter, and one Delivery Recipient must be added to an application.

**Test BRS eFile**  
tester Edit

**Mailing Address**  
123 test dr  
Dublin, Ohio (OH) 43017  
United States of America  
12312312324  
maclane.nugent@accenturefederal.com

**A** \* Are you the Importer?  
 Yes  
 No, I will add another contact as the Importer

**B** \* Are you the Exporter?  
 Yes  
 No, I will add another contact as the Exporter

**C** \* Are you the Delivery Recipient?  
 Yes  
 No, I will add another contact as the Delivery Recipient

**Note:** One Importer, Exporter, and Delivery Recipient must be added to the application.

## Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

The **Importer** and **Delivery Recipient** must be within the **United States**. The **Exporter** cannot have an **address within the United States**.

There are two options to enter in data for the Importer/Exporter/Delivery Recipient if you selected the "No I will add another contact" option.

**A** Using the search bar, enter the name, organization, or email to search for your Importer/Exporter/Delivery recipient contact that you've used in the past. Then select the **Select as Importer** button.

**B** Enter the Importer/Exporter/Delivery recipient contact information manually by selecting the **Create New Contact** button.

The screenshot shows a form titled "Importer Details". Under "Instructions", it says "Choose from your contact list the individual who is the Importer, OR create a new contact to use instead." Below this is a section for "Importer" with a search bar labeled "Find a Importer" containing the placeholder text "Enter name, organization, or email". To the right of the search bar is a button labeled "Or Create New Contact". Below the search bar, a contact card for "karen smith" (supplier) is displayed, including a mailing address and an email address. A "Select as Importer" button is at the bottom of the contact card. A green box highlights the search bar and the "Select as Importer" button, labeled with a circled "A". Another green box highlights the "Or Create New Contact" button, labeled with a circled "B".

**Note:** If you are the Importer and are completing this application, use this option to copy your information automatically.

## Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

To Create a new contact, select the **Create New Contact** button.

- C** Enter your Importer/Exporter/Delivery recipient contact information.
- D** Select **Save and Select** once completed.

**Note:** Required fields are marked with a red asterisk.

The screenshot shows a web form titled "Add New Associated Contact". The form is divided into two columns of input fields. A green box labeled 'C' highlights the first column, which contains fields for "First Name", "Last Name", "Organization Name", and "Country". The second column contains fields for "Email Address", "Phone", "Title", "Fax", and "Street Address". A green box labeled 'D' highlights the "Save & Select" button at the bottom right of the form. The "Save & Select" button is green with white text, and the "Cancel" button is white with grey text. The form has a light green header and footer. The "Country" field has a search icon. The "Street Address" field has a small icon at the end. The "City" field is partially visible at the bottom.

## Step 4: Enter Importer, Exporter, and Delivery Recipient Information (cont'd)

When creating or selecting an existing contact for Exporter and Delivery Recipient, repeat steps on pages 9-11.

**F** When complete, select the **Save and Next** button to proceed to the next step, **Animal Information**.

The screenshot shows a web form with two main sections: "Importer Details" and "Exporter Details".

**Importer Details:**

- Instructions: "Choose from your contact list the individual who is the Importer, OR create a new contact to use instead."
- Field: "\* Importer"
- Search: "Find a Importer" with a search box containing "Enter name, organization, or email" and a "Create New Contact" button.
- Result: A contact card for "karen smith" (supplier) with an "Edit" button. The mailing address is "United States of America, charlotte, North Carolina (NC) 28213" and the email is "sssss@aol.com". A "Select as Importer" button is at the bottom.

**Exporter Details:**

- Field: "\* Exporter"
- Results: Two contact cards, each with an "Edit" button. The first card has a mailing address in the "United Kingdom" and email "aa@aol.com", with a "Remove Exporter" button. The second card has a similar mailing address and email, also with a "Remove Exporter" button.

At the bottom of the form, there are three buttons: "Back", "Save", and "Save and Next". The "Save and Next" button is highlighted with a red box and a red circle containing the letter "F".

Select the "edit" icon to make changes.

F

## Step 5: Enter Animal Information

In the **Animal Information** section, you can enter as many dogs as you intend to import.

- A** Select the **Add a Dog** button to begin the process.
- B** In the **Animal Details** section, enter in all required information.
- C** Select **Add**.
- D** After adding this dog's information, the **Upload Document** button will become available.

**Animal Information**

**Instructions**  
Please enter all dogs that will be included in this application by using the 'Add' button.

**Animal Details**

\* No entries have been added to this section, select 'Add a Dog' to add an entry.

Back Save Save and Next

**A**

**Files**

No records to display

Upload Document

**D**

**New Animal Information**

You must click Save to enable document uploads.

**Animal Details**

Dog Name  \* Date Of Birth

\* Color  \* Breed

\* Sex  Tattoo Number

Breed Description and Other Information  Microchip Number

Cancel Add

**B**

**C**

## Step 6: Upload Additional Documents

- A** Selecting the **Upload Documents** button will open a new browser tab.
- B** Select **Document Type** drop-down to display a list of options to upload for the dog you are importing:
- **Health and Rabies Certificate** – Meaning both are in one file; select this document type (APHIS 7041 Form).
  - **Health Certificate** – Separate file; select appropriate document type for the file you upload.
  - **Rabies Certificate** – Separate file; select appropriate document type for the file you upload.
  - **Optional:** Any additional documents that you provide unrelated to the two required documents.
- C** Select the **Upload Files** button to upload documents.

**Note:** You must upload a Health and Rabies Certificate for each dog added to an application.

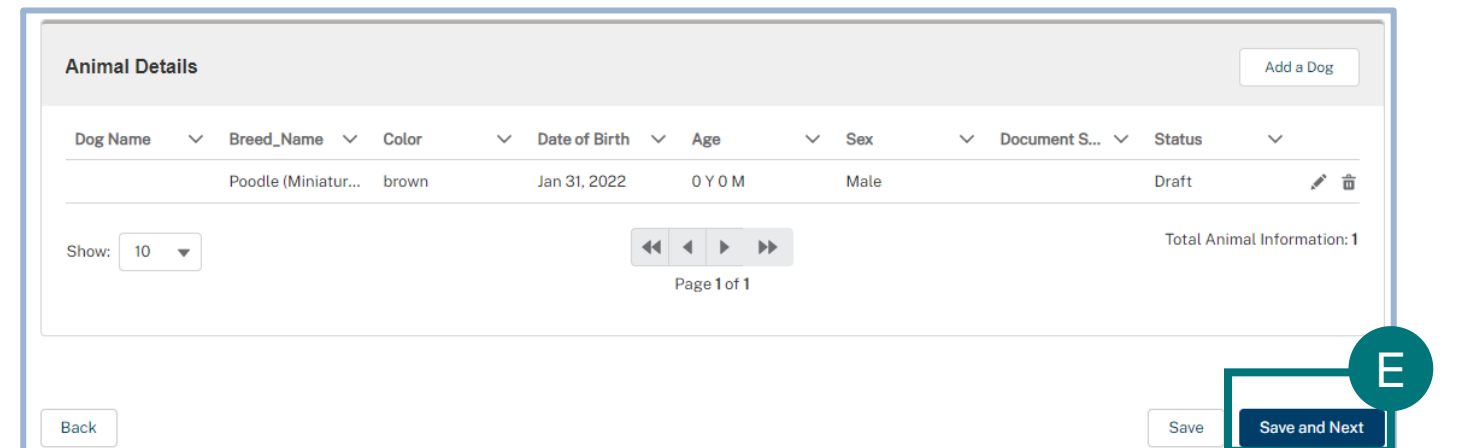
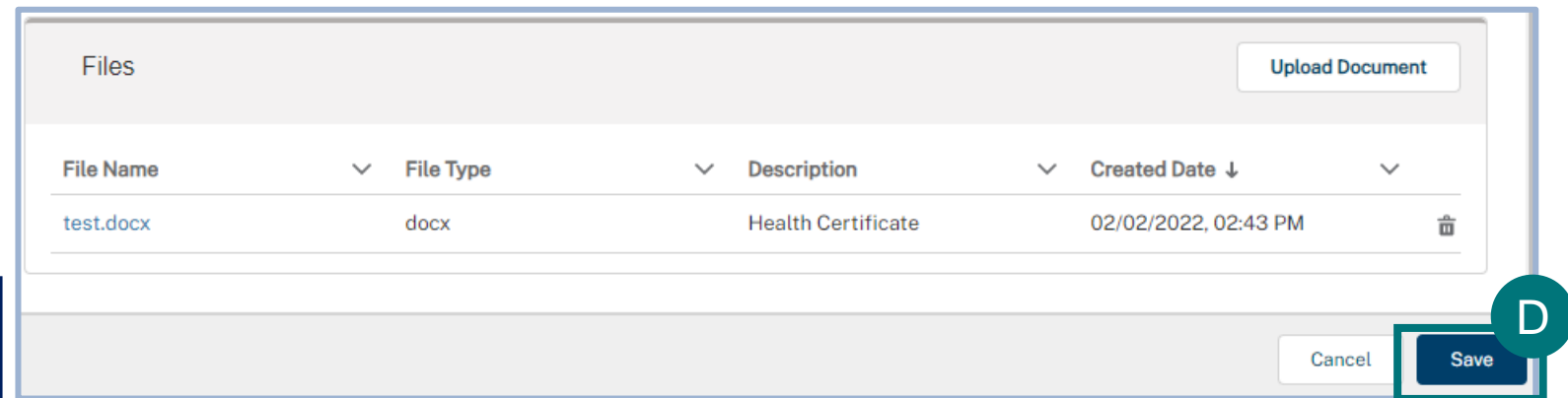
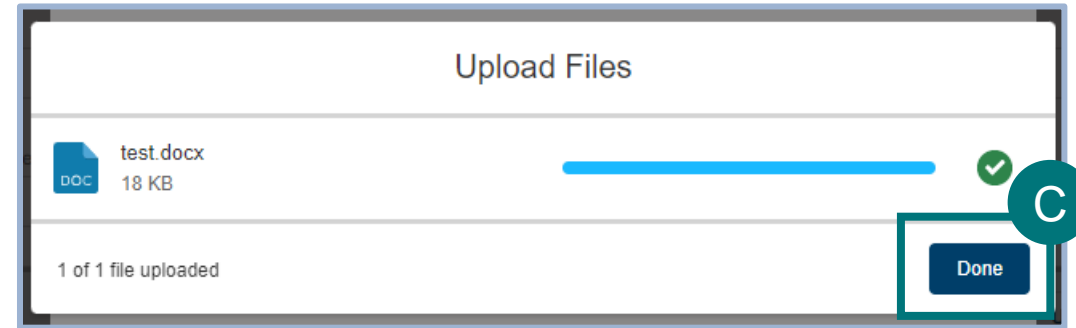
The image contains three screenshots of a web application interface. The first screenshot, labeled 'A', shows a 'Files' section with a table containing 'No records to display' and an 'Upload Document' button in the top right corner. The second screenshot, labeled 'B', shows a modal window titled 'Add Document' for a 'Poodle (Miniature Poodle)'. It features an 'Attachment Type' dropdown menu with options: 'Health Certificate', 'Rabies Vaccination Certificate', 'Health Certificate & Rabies Vaccination Certificate', and 'Optional'. 'Cancel' and 'Add File' buttons are at the bottom. The third screenshot, labeled 'C', shows the same 'Add Document' modal with 'Health Certificate' selected in the dropdown and the 'Upload Files' button highlighted with a red box.

## Step 6: Upload Additional Documents (cont'd)

- A** Choose the file from your desktop that corresponds to the Document Type you've chosen.
- B** After your file has been successfully uploaded, a green checkmark will appear next to the uploaded file.
- C** Select **Done**.
  - To upload any additional documents, select the **Upload Document** button.

**Note:** To delete an uploaded document, select the trash can icon.

- D** Once all documents have been uploaded, select **Save**.
- E** To add an additional dog, repeat step 5. Once you're finished adding animal details, select **Save and Next**.



## Step 7: Review Line Items

Check the Line Item Review box to ensure all necessary actions are completed before submitting your application. Then return to each section of the application that the system tells you to update.

- A Click on the error hyperlink, which will bring you to the direct page of the missing information.

The screenshot shows a progress bar at the top with four stages: 'Animal Transportation' (green, checked), 'Importer/Exporter/Delivery Recipient' (grey), 'Animal Information' (grey), and 'Line Item Review' (dark blue, active). Below the progress bar is a red banner with a white error icon and the text 'You have 2 Errors'. A callout box labeled 'A' points to the error messages. The error messages are:

- Importer/Exporter/Delivery Recipient**
  - This page is missing required information.
- Animal Information**
  - This page is missing required information.

**Note:** A message will display for any missing information that you must provide before submitting the application.



# Step 7: Review Line Items (cont'd)

- A** Once complete, the Line Item status will change to **“Ready to Submit”** at the top of the page.
- B** Select **Save and Submit**.

**Animal Care Live Dogs Import Application**  
Application Number: A-0000239544      Line Item Number: LN-0000237400

**A** Line Item Status: Ready to Submit

✓ Animal Transportation    ✓ Importer/Exporter/Delivery Recipient    ✓ Animal Information    **Line Item Review**

### Animal Information

**Instructions** Edit  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

#### Animal Details

| Regulated...    | Dog Name | Breed_Name | Color | Date of Birth | Age     | Sex  | Document ...    | Status |
|-----------------|----------|------------|-------|---------------|---------|------|-----------------|--------|
| RAINF-000035... | d1       | Canaan Dog | aa    | May 29, 2021  | 0 Y 8 M | Male | Ready to Submit | Draft  |

Show: 10      Page 1 of 1      Total Animal Information: 1

### Documents

**Instructions** Edit  
Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

#### Files

| File Name    | Parent Name     | File Type | Description   | Created Date         |
|--------------|-----------------|-----------|---|----------------------|
| test (7).txt | RAINF-000035677 | txt       | Health Certificate & Rabies Vaccination Certificate | 02/08/2022, 02:55 PM |

Back      **B** Save and Submit

# Step 8: Submit Application

The **Application Detail** page is another summary page to review all information before submitting for approval.

- A** If you would like to return to your application, select the **Line Item Record Number (LN-0000...)** located under the Name column.
- B** Agree to the statement by selecting the **“I Certify”** checkbox.
- C** Select **Submit for Approval**.

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Animal and Plant Health Inspection Service eFile

Home Contacts Applications Authorizations Start New ... Leslie Knope

Information

Once you've finished entering the required information for all the Line Items you wish to import, select the "Submit for Approval" button to submit your application for processing.

| Name          | Regulated Article | Status          | Action                |
|---------------|-------------------|-----------------|-----------------------|
| LN-0000087869 | Dogs              | Ready to Submit | Item Details   Delete |

Authorizations

| Name | Auth Type | Status |
|------|-----------|--------|
|------|-----------|--------|

Application Details

Application Number: A-0000074906  
Application Type: New  
Application Name: Leslie Knope  
Application Email: jaida.brooks@accenturefederal.com  
Application Phone: (432) 345-4321  
Application Fax:  
Organization: Parks and Rec  
Shared With: Parks and Rec  
Status: Open  
Withdrawn By:  
Withdrawn Date/Time:  
Applicant Address: 64 test dr, Boston, Alaska, 34112, United States  
U.S. Address: United States  
Created By: Leslie Knope  
Created Date: 02/03/2021  
Last Modified By: Leslie Knope  
Last Modified Date: 02/03/2021

I certify as the applicant or as an authorized representative of the individual/organization listed on this application, that the information in this application is true and accurate to the best of my knowledge, and as a condition of its issuance, the restrictions/permit conditions/performance standards and precautions/safeguards specified in the permit or in the notification acknowledgement will be followed. I further understand that providing false information is a violation of U.S. Federal Laws.

Submit for Approval

# I AM AN APPLICANT

## I want to access and respond to the AC Live Dog Import team's feedback on my application.

- Step 1:** Checking Status and Resubmission of Applications  
*Page 20*
- Step 2:** View and Take Action  
*Page 21*
- Step 3:** Review Line Items  
*Page 22*
- Step 4:** Resubmit Application  
*Page 23*

# Step 1: Checking Status and Resubmission of Applications

Your application is now **Submitted**, and you want to be able to track its status or address Applicant Action Required changes from an email you received.

- A Select the **Applicant Action Required** button to easily access the application needing updates.
- B Search for your application.
- C Select the **View Details** button on the application.

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Animal and Plant Health Inspection Service

HOME | GUIDE ME | MY ACTIVITY

## Welcome to APHIS eFile

Apply and manage your APHIS applications, registrations, permits and licenses.

### Ready to Apply?

Start here if you already know what license, registration or permit type you need.

Select an option

### Your Activity

Applicant Action Required 7

USDA United States Department of Agriculture  
Animal and Plant Health Inspection Service

HOME | GUIDE ME | MY ACTIVITY

## My Activity

Search your activity

Filter

Filters Applied (2)

Showing 7 of 226 items

| Applicant    | Regulated Article | Started    | Status              |
|--------------|-------------------|------------|---------------------|
| Leslie Knope | Dogs              | 03/02/2021 | Waiting on Customer |
| Leslie Knope | Dogs              | 02/01/2021 | Waiting on Customer |
| Leslie Knope | Dogs              |            |                     |

# Step 2: View and Take Action

- A Under the Line Item Review tab, review the **Action Required** section, review overall application instructions.
  - Updates for these notes are made on the Animal Information section of the application.
- Under **Importer/Exporter/Delivery**, note where the status is “Waiting on Customer.”
  - Detailed instructions are on the **Importer/Exporter/Delivery** section of the application for each record type (e.g., Importer).
- Under **Animal Information**, note which dogs have the status “Waiting on Customer.”
  - Detailed instructions are on the **Animal Information** section of the application for each dog (e.g., Dog ID).
- Having noted where the Animal Care team has requested updates:
  - For **Action Required**, navigate to Animal Transportation and make updates.
  - For **Importer/Exporter/Delivery** and **Animal Information**, navigate to each section, and select each record to review instructions and make updates.

A

| Section                              | Name                   | Instructions                                | Go To                            |
|--------------------------------------|------------------------|---|----------------------------------|
| Importer/Exporter/Delivery Recipient | *First Name *Last Name | you should only have one delivery recipient | <a href="#">More Information</a> |

# Step 3: Review Line Items

- A** Once you have addressed all comments, review all Line Item changes for completeness and adherence to requirements from the Line Item Review page.
- B** Select **Continue**.

Progress bar: ✓ Animal Transportation | ✓ Importer/Exporter/Delivery Recipient | ✓ Animal Information | **Line Item Review**

**Action Required**

| Section                              | Name                   | Instructions                                | Go To                            |
|--------------------------------------|------------------------|---|----------------------------------|
| Importer/Exporter/Delivery Recipient | *First Name *Last Name | you should only have one delivery recipient | <a href="#">More Information</a> |

**Animal Transportation**

**Instructions** Edit

Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

|                |                          |
|----------------|--------------------------|
| Departure Date | Proposed Date of Arrival |
| 2022-03-09     | 2022-03-09               |
| Departure Time | Arrival Time             |
| 01:00          | 02:00                    |

**Animal Information**

**Instructions** Edit

Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

**Animal Details**

| Regulated...    | Dog Name   | Breed Name        | Color   | Date of Birth | Age      | Sex  | Document ...    | Status    |
|-----------------|------------|-------------------|---------|---------------|----------|------|-----------------|-----------|
| RAINF-000008... | juan       | Poodle (Miniat... | brown   | Mar 7, 2006   | 16 Y 0 M | Male | Ready to Submit | Draft     |
| RAINF-000008... | yabdadadoo | Cane Corso (Ca... | rainbow | Feb 5, 2002   | 20 Y 1 M | Male | Ready to Submit | Submitted |

**Documents**

**Instructions** Edit

Confirm that the following information is correct. Click on "Edit" if you need to edit the information.

**Files**

| File Name                | Parent Name     | File Type | Description   | Created Date ↓       |
|--------------------------|-----------------|-----------|---|----------------------|
| health & rabies TEST.pdf | RAINF-000008332 | pdf       | Health Certificate & Rabies Vaccination Certificate | 03/04/2022, 12:52 PM |
| health & rabies TEST.pdf | RAINF-000008303 | pdf       | Health Certificate & Rabies Vaccination Certificate | 03/02/2022, 04:16 PM |

Back **Continue**

# Step 4: Resubmit Application

The **Application Detail** page is another summary page to review all information before submitting for approval.

- A** Scroll down on the Application Details page.
- B** Agree to the statement by selecting the **“I Certify”** checkbox.
- C** Select **Submit for Approval**. Your application will be resubmitted for approval.

USDA United States Department of Agriculture  
Animal and Plant Health Inspection Service eFile

Home Contacts Applications Authorizations Start New ... Leslie Knope

Information

Once you've finished entering the required information for all the Line Items you wish to import, select the "Submit for Approval" button to submit your application for processing.

| Name          | Regulated Article | Status          | Action                |
|---------------|-------------------|-----------------|-----------------------|
| LN-0000087869 | Dogs              | Ready to Submit | Item Details   Delete |

Authorizations

| Name | Auth Type | Status |
|------|-----------|--------|
|------|-----------|--------|

Application Details

Application Number: A-0000074906  
Application Type: New  
Application Name: Leslie Knope  
Application Email: jaida.brooks@accenturefederal.com  
Application Phone: (432) 345-4321  
Application Fax:  
Organization: Parks and Rec  
Shared With: Parks and Rec  
Status: Open  
Withdrawn By:  
Withdrawn Date/Time:  
Applicant Address: 64 test dr, Boston, Alaska, 34112, United States  
U.S. Address: United States  
Created By: Leslie Knope  
Created Date: 02/03/2021  
Last Modified By: Leslie Knope  
Last Modified Date: 02/03/2021

I certify as the applicant or as an authorized representative of the individual/organization listed on this application, that the information in this application is true and accurate to the best of my knowledge, and as a condition of its issuance, the restrictions/permit conditions/performance standards and precautions/safeguards specified in the permit or in the notification acknowledgement will be followed. I further understand that providing false information is a violation of U.S. Federal Laws.

Submit for Approval



# I AM AN APPLICANT

## I want to access my permit to import live dogs.

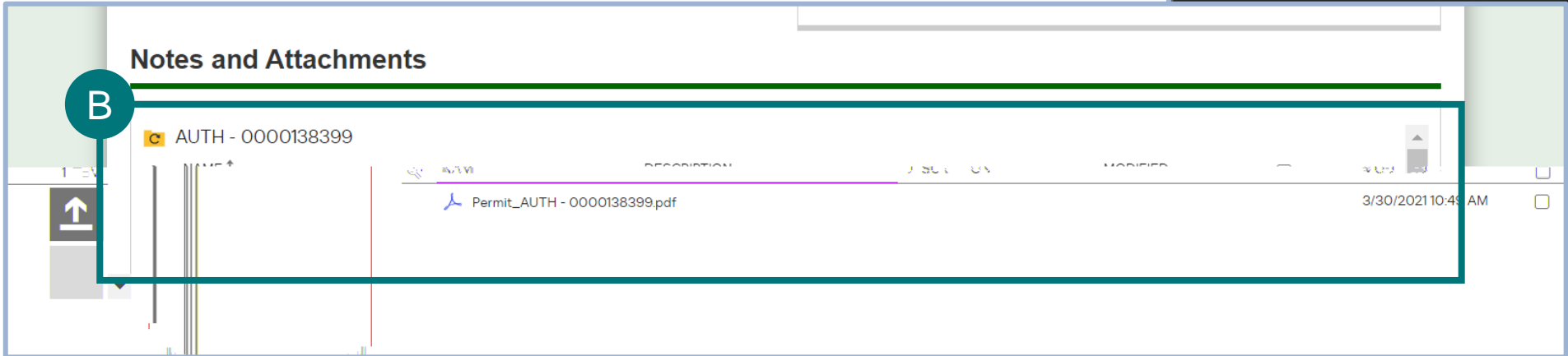
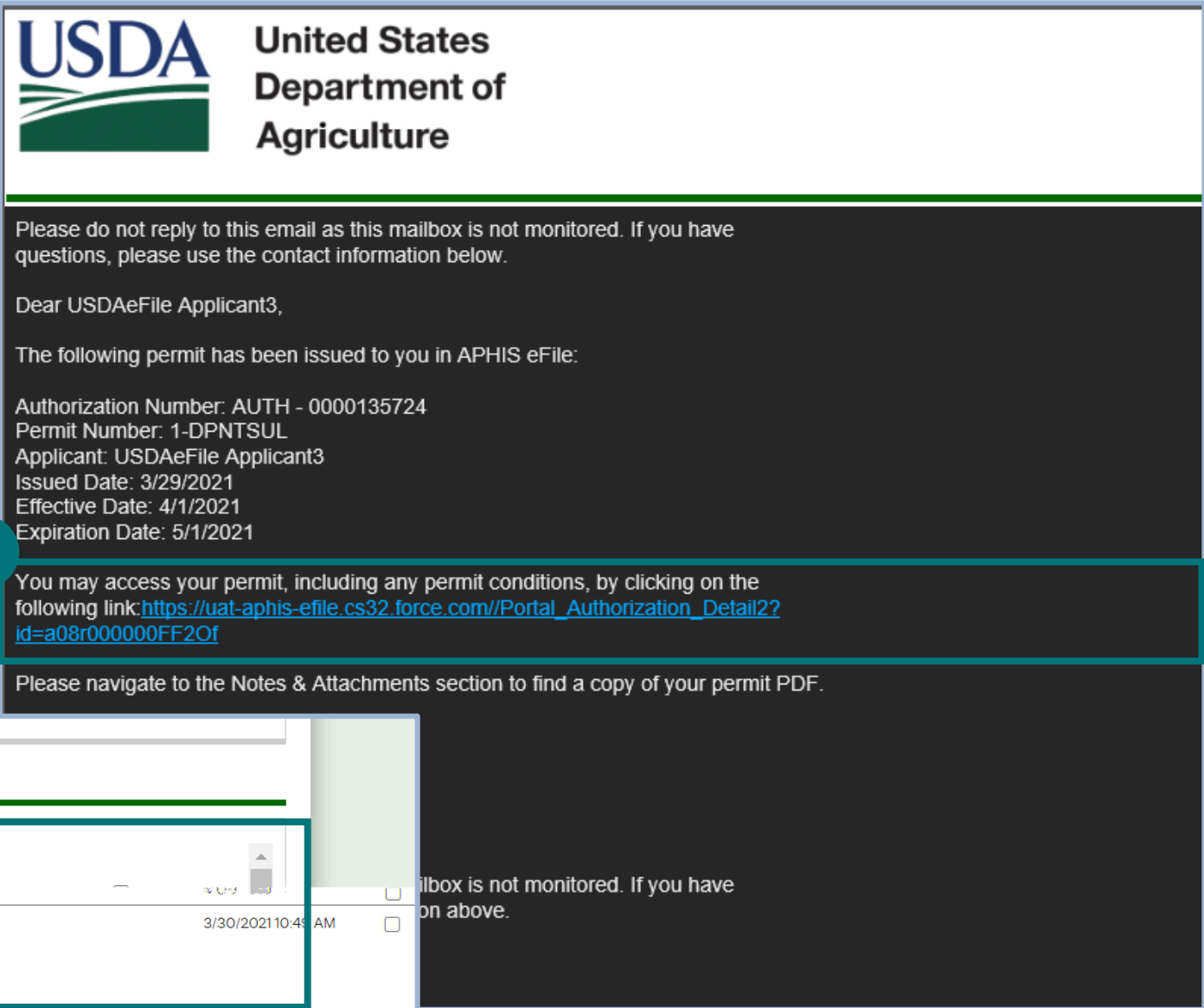
**Option 1:** Access Your Issued Permit From Email  
*Page 25*

**Option 2:** Search for and Access Your Issued Permit  
*Pages 26-27*



# Option 1: Access Your Issued Permit From Email

- A** Once you receive an email that your permit has been Issued, you can locate your issued permit by selecting the **link** from the email.
- B** After logging in with your eAuth account, this will take you directly to your **Application Details** page, where you will find your issued permit within the **Notes and Attachments** section.



# Option 2: Search for and Access Your Issued Permit

You can also access your Issued permit by using the My Activity page or View All Activity button from your APHIS eFile homepage.

- A Select **View All Activity**.
- B Search for your Authorization.
- C Select **View Details** from your Application card.

The screenshot shows the APHIS eFile homepage. At the top, there is a navigation bar with 'HOME', 'GUIDE ME', and 'MY ACTIVITY'. Below this is a large banner with the text 'Welcome to APHIS eFile' and 'Apply and manage your APHIS applications, registrations, permits and licenses.' Underneath the banner is a 'Ready to Apply?' section with a dropdown menu and a 'Get started' button. The 'Your Activity' section contains three cards: 'Applicant Action Required 7', 'Draft 112', and 'View All Activity'. A filter sidebar is visible on the right, showing filters for Activity Type and Status. A search bar at the top right contains the text '0000278872'. Below the search bar, there is a table of results. The first result is a permit card with the following details:

| Permittee                      | Regulated Article | Issued     | Effective  | Expires    | Status |
|--------------------------------|-------------------|------------|------------|------------|--------|
| Nat Test USDAeFile Applicant-2 | Dogs              | 02/25/2022 | 03/08/2022 | 04/07/2022 | Issued |

## Option 2: Search for and Access Your Issued Permit (cont'd)

You are now on the **Authorization Details** page, and the Line Item status is **Submitted**.

- D Locate your Issued permit within the **Notes and Attachments** section.

The screenshot displays the USDA Animal and Plant Health Inspection Service eFile interface. The top navigation bar includes 'Home', 'Contacts', 'Applications', and 'Authorizations'. The main content is divided into three sections: 'Line Items', 'Authorization Detail', and 'Notes and Attachments'.

**Line Items:** A table with columns for Name, Regulated Article, Status, and Action. One entry is shown: LN-0000185482, Dogs, Submitted, with an 'Item Details' link. Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons.

**Authorization Detail:** A summary of the permit information:

- Decision Type: Permit
- Decision Status: Issued
- Permit Number: 3-H3WSNOA
- Application Number: A-0000182324
- Authorization Number: AUTH - 0000138399
- Authorization Type: Animal Care (AC)
- Issued Date: 03/30/2021
- Expiration Date: 09/04/2021

**Applicant Information:** A section containing:

- Applicant Name: Test USDAeFile Applicant-2
- Organization:
- Applicant Fax:
- Applicant Email: donotuse@email.com
- Applicant Phone: 3235551114

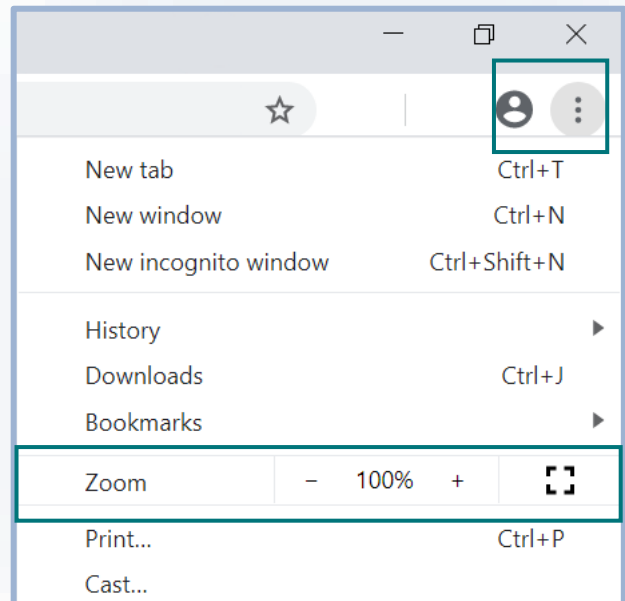
**Notes and Attachments:** A table listing attachments for the authorization. A red box highlights the first entry, which is a PDF file named 'Permit\_AUTH - 0000138399.pdf' uploaded on 3/30/2021 at 10:49 AM. A circular callout 'D' is placed over the 'Notes and Attachments' section header.

# APPENDIX

## System Setup



- **Compatible browser** – For the best user experience, please use **Google Chrome**. Other available browsers include Firefox, Safari, and Edge. **eFile is NOT supported by Internet Explorer.**
- **Emails** – Add the APHIS eFile email at [no-reply.aphis.efile@usda.gov](mailto:no-reply.aphis.efile@usda.gov) and [support@salesforce.com](mailto:support@salesforce.com) to your address book so that any automatic emails are not sent to junk.
- **Zoom** –100%



## Contact

If you need help with your **applications**, contact:

### **Animal Care**

(816) 737-4223

[ac.dogimport.mailbox@usda.gov](mailto:ac.dogimport.mailbox@usda.gov)

If you need **technical assistance**, contact:

### **Help Desk**

[help@usda.gov](mailto:help@usda.gov)