

Overview of the USDA Online Procedures for European Union (EU) Health Certificates Electronic Trade Document Exchange System (eTDE) and Electronic Document Creation System (eDocs)

November 2014

To request EU Health Certificates exporters must register to use the Electronic Trade Document Exchange System (eTDE).

eTDE provides a secure environment for sharing trade documentation with governments and businesses across the supply chain.

To work within this security framework, there are a number of actions that new users and companies must take:

- Individuals must obtain level 2 eAuthentication
 - Companies must be registered in eTDE
 - First time users must go to eTDE - www.eTDE.usda.gov and will be directed to a profile page to request party and role association.
- More information regarding eTDE registration and Frequently Asked Questions is available at http://www.etde.usda.gov/eTDEHelpCenter_Dairy.aspx

Home Profile Reports Contact Us Help Logout

Electronic Trade Document Exchange System

Guidelines for new users and companies

The USDA Electronic Trade Document Exchange (eTDE) system provides a secure environment for sharing trade documentation with governments and businesses across the supply chain. To work within this security framework, there are a number of actions that new users and companies must take before using eTDE.

1. Obtain a USDA e-authentication account for each user that will access the eTDE system. Users located in the US need a Level 2 account, while users outside of the US need a level 1 account. After submitting a request for a Level 2 account, users will need to be identify-proofed by presenting authoritative identification documents to a USDA Local Registration Authority. If you do not already have an e-Authentication user account, please follow the links below for instructions related to eAuthentication registration.
 - [Register for eAuthentication account](#)
 - [Find the nearest Local Registration Authority \(LRA\)](#)
 - [Get help regarding eAuthentication](#)
2. Learn how to finalize eTDE registration, establish a company as an entity in eTDE, associate other staff to the entity, and more. Please note that the screen prints in the document are generic and refer to "Peanuts" commodity. ~~You will need to select your commodity (Dairy).~~
 - [eTDE Dairy Owner User Guide](#)
 - [Frequently Asked Questions Regarding eTDE and eDocs](#)
 - 3. If you need eTDE technical support contact the eTDE system administrator at etdeadmin@usda.gov. For other questions visit the [EU Certificates Contact Page](#)
 - [eTDE Glossary](#)

1. Go to eTDE home – <http://www.etde.usda.gov/>
2. Select <http://www.eauth.egov.usda.gov/>

Electronic Trade Document Exchange System Help

Welcome to the Electronic Trade Document Exchange System (eTDE)!

The eTrade Document Exchange (eTDE) System supports the trade of US agricultural commodities domestically and internationally. This system makes trade documents, including official certificates, available via the internet to facilitate foreign and domestic trade of US agricultural products.

USDA provides this information as a service to the supply chain. The certificates available in the repository are provided by a variety of document providers. Some certificates are provided by USDA, some by programs under USDA certification, and some from commercial sources that operate independently of USDA. USDA validates the identity of each document provider and has security controls in place to ensure that certificate data obtained from document providers remains unaltered once it is posted onto the site. Certificates downloaded from eTDE contain statements reminding users that certificates printed from the eTDE system are not considered authentic copies, and that some documents are provided by sources that operate independently of USDA.

In order to access eTDE certificate information you must be registered through the USDA e-Authentication system.

If you are not a registered user of the eAuthentication system please go to <http://www.eauth.egov.usda.gov/>

International users should apply for Level 1 eAuthentication. They must notify the eTDE System Administrator when they have requested eAuthentication by sending an email to ETDEAdmin@usda.gov. The user's name and organization should be included in the email. The eTDE System Administrator must approve new international users before access to the eTDE system will be available. Domestic (U.S.) users need to apply for a Level 2 eAuthentication account, but do NOT need to send an email to the System Administrator.

If you are a registered user of eAuth System, click here [Login to eTDE](#)

Version: 1.0.26 Date: 08/07/2012

3. Select Create an Account

You are here: eAuthentication Home > Site Map

Site Map

Links to eAuthentication Services and Information

The eAuthentication Service has new web pages. Please use one of the links below to locate the service you are trying to reach.

- eAuthentication Home
 - Site Map
 - Login or Update Your Account
- Account Information
 - What is an Account?
 - **Create an Account**
 - Create a Level 1 Customer Account
 - Create a Level 2 Customer Account
 - Find an LRA
 - Find an Agency Registration Lead
 - Register an Internal Account
- General Information
 - About eAuthentication
 - Contact Us
 - eAuthentication Help
 - Frequently Asked Questions
 - User Guides & Documentation
- Self-Service
 - Change Password
 - Forgotten Password
 - Forgotten User ID
- Administration Links

4. Create an Account

The screenshot shows the USDA eAuthentication Home page. At the top left is the USDA logo with the text "United States Department of Agriculture" and "USDA eAuthentication". At the top right is the EARS logo. Below the logos is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. A breadcrumb trail reads "You are here: eAuthentication Home". The main heading is "eAuthentication Home" in a green banner. Below this is a "Welcome" section. The text explains that USDA eAuthentication is used by USDA agencies to enable customers to obtain accounts for accessing USDA Web applications and services. It lists activities like submitting forms, completing surveys, and checking account status. A note states that only individuals can create accounts, not businesses or corporations. A link for "Create an Account" is circled in red. On the left side, there are "Quick Links" (What is an account?, Create an account, Update your account) and "Administrator Links" (Local Registration, Authority Login).

USDA United States Department of Agriculture
USDA eAuthentication

EARS

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home

eAuthentication Home

Welcome

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account](#) Page.

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration
- Authority Login

5. Select Register for a level 2 Account.

The screenshot shows the "Create an Account - Getting Started" page. The breadcrumb trail is "You are here: eAuthentication > Account Creation". The main heading is "Create an Account - Getting Started" in a green banner. Below this is a section for "USDA Federal Employees, Contractors, & Affiliates" with a "Register for an Internal Account" button. The next section is "USDA Customers - What Level of Access Do You Need?". Under "Request Level 1 Access to:", there are three bullet points and a "Register for a Level 1 Account" button. Under "Request Level 2 Access to:", there are three bullet points and a "Register for a Level 2 Account" button, which is circled in red. The final section is "Changing from Level 1 Access to Level 2 Access" with a list item "1. Log into your profile". On the left side, there are "Quick Links" and "Administrator Links" similar to the previous page.

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication > Account Creation

Create an Account - Getting Started

USDA Federal Employees, Contractors, & Affiliates

If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.

[Register for an Internal Account](#)

USDA Customers - What Level of Access Do You Need?

Request Level 1 Access to:

- Visit a USDA web page that indicates a Level 1 account is necessary
- Obtain general information about the USDA or its agencies
- Participate in public surveys for a USDA agency

[Register for a Level 1 Account](#)

Request Level 2 Access to:

- Submit official business transactions via the Internet
- Enter into a contract with the USDA
- Submit forms or applications for the USDA via the Internet

[Register for a Level 2 Account](#)

Changing from Level 1 Access to Level 2 Access

If you already have a Level 1 account and require Level 2 access:

- Log into your profile

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration
- Authority Login

Once fully registered in eTDE, exporters must go to the Electronic Document Creation System (eDocs) to apply for European Union (EU) Health Certificates.

6. Go to - <http://etde.usda.gov/edocs> to request export certificates.

The screenshot shows the USDA eDocs system interface. At the top, the USDA logo and "United States Department of Agriculture" are displayed. Below this is a navigation bar with "Home" and "Login" links. The main content area features a green header with the text "Welcome to the Electronic Document Creation System (eDocs)!". Below the header, there is a paragraph explaining the eDocs system: "The eDocs system generates certificate requests to US government agencies for the creation of government-issued trade documents disseminated through the USDA electronic Trade Document Exchange (eTDE) system." Another paragraph follows: "In order to access eDocs, you must first be registered with USDA. If you are interested in registering or have questions about eDOCS, please contact: eTDEAdmin@usda.gov or please go to <http://www.eauth.egov.usda.gov>". A third paragraph states: "Registered users can click here to login to eDocs" with a blue link "Login to eDocs" circled in red. At the bottom left, the text "Version: 1.1" is visible.

7. Select 'Login to eDocs'. Enter User ID and Password

The screenshot shows the USDA eAuthentication Login page. At the top, the USDA logo and "United States Department of Agriculture" are displayed, along with "USDA eAuthentication" and the "EASD" logo. Below this is a navigation bar with "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA" links. The main content area features a green header with the text "eAuthentication Login". Below the header, there are two tabs: "LincPass (PIV)" and "User ID & Password". The "User ID & Password" tab is selected, and its input fields for "User ID:" and "Password:" are circled in red. Below the input fields, there is a link "I forgot my User ID | Password" and two buttons: "REGISTER" and "LOGIN". At the bottom, there is a link "Change my Password". On the left side, there is a "Quick Links" section with links: "What is an account?", "Create an account", and "Update your account". Below this is an "Administrator Links" section with links: "Local Registration" and "Authority Login".

The first screen shows two tabs: 'In Progress' and 'Submitted' – these queues show you what certificates you have submitted and which ones you are still working on 'in progress'.

8. Select “Create Certificate” link in the top right hand corner of the page to begin a new request.

The screenshot shows the USDA United States Department of Agriculture website. At the top, there is a navigation bar with links for Home, Certificates, Endorsements, Derogation, Help, and a user profile for USDA AMS DGB - CARRIE SAYASITSENA. Below the navigation bar, there is a section titled "My Certificate Requests:" with a yellow button labeled "Create Certificate" circled in red. The page also displays filters for "In progress" and "Submitted" certificates, date range selection, and search options. A note at the bottom indicates that clicking on an ID opens the certificate, and the page number is 1 of 0.

9. Select European Union from the drop down list.

The screenshot shows the USDA United States Department of Agriculture website. Below the navigation bar, there is a section titled "Please Select Product Export Country". A dropdown menu is visible with the text "Please Select a Region" and a downward arrow, which is circled in red. The page also displays the same navigation bar and user profile as the previous screenshot.

This is the view when European Union is selected:

Please Select Product Export Country

European Union ▼

System Certificate Templates

| | | | |
|---|---|--|---|
| <p>Dairy EU Health</p> <p>Dairy EU Health Certificate</p> <p>Version: 1.0</p> <p>Created On: 8/22/2011</p> <p>Create</p> | <p>Dairy EU Transit</p> <p>Dairy EU Transit Certificate</p> <p>Version: 1.0</p> <p>Created On: 8/22/2011</p> <p>Create</p> | <p>EU Composite Health</p> <p>Veterinary certificate to EU</p> <p>Version: 1.0</p> <p>Created On: 8/22/2011</p> <p>Create</p> | <p>EU Composite Transit/Storage</p> <p>Veterinary certificate to EU (Transit/Storage)</p> <p>Version: 1.0</p> <p>Created On: 8/22/2011</p> <p>Create</p> |
| <p>EU Raw Milk Products Health</p> <p>Version: 1.0</p> <p>Created On: 7/22/2014</p> <p>Create</p> | <p>Dairy EU Storage</p> <p>Dairy Storage Certificate</p> <p>Version: 1.0</p> <p>Created On: 7/22/2014</p> <p>Create</p> | | |

Choose the appropriate template for the specific type of EU Health Certificate for which you wish to apply.

- Dairy EU Health - is the Milk HTB Health Certificate for consignments of Milk and Milk Based products shipping directly to the EU.
- Dairy EU Transit - is the Milk T/S Health Certificate for Milk and Milk Based products shipping through the EU to a 3rd non-EU country, cruise vessel or US Military Installation.
- EU Composite Health - is the Dairy Composite Health Certificate for milk and milk based composite products shipping directly to the EU.
- EU Composite Transit/Storage – is for milk and milk based composite products shipping through or being stored in the EU before shipping through to a 3rd non-EU country, cruise vessel or US Military Installation.
- EU Raw Milk Products Health – is the EU RMP Health Certificate for products made from unpasteurized, raw milk i.e. aged raw milk cheeses shipping directly to the EU.
- Dairy EU Storage – is the Milk T/S Health Certificate for milk and milk based products being stored in the EU prior to shipping to a non-EU country, cruise vessel or US Military Installation.

Exporters can create custom templates for regular shipments. Each company can store up to 60 templates.

Custom Certificate Templates

Help: You can open a system certificate template or any certificate and modify the field values as they are needed and click on 'Save As Template' button.

| | |
|---|--|
| <input type="text"/> System Template Name: Dairy EU Health Created By: CARRIE SAYASITSENA Created On: 9/16/2014 1:34 PM <input type="button" value="Create"/> <input type="button" value="Delete"/> | <input type="text"/> System Template Name: Dairy EU Health Created By: CARRIE SAYASITSENA Created On: 6/24/2013 11:26 AM <input type="button" value="Create"/> <input type="button" value="Delete"/> |
|---|--|

There are three sections on the request forms.

- Billing Details
- Part I for consignment details
- Applicant Certifications where you attest your information is accurate

There are three tabs for each request.

- The actual form tab
- A Comments tab where you can add comments or USDA adds comments if a request is rejected
- An Attachment tab where you attach your self-addressed courier label if you wish to receive the certificate via courier service

This is an example of the tabs in the EU Certificate form:

Edit Dairy EU Health

Dairy EU Health | Comments | Attachments

Save | Save As Template | Close

* indicates required.

[Billing Details](#) | [Part I](#) | [Applicant Certifications](#)

Dairy Health

Health Certificate for dairy products derived from milk of cows, ewes, goats and buffaloes for human consumption from third countries or parts thereof authorised in column B of Annex I to Regulation (EU) No 605/2010 intended for importation into the European Union

Billing Details Top

| | |
|---|---|
| Applicant Number:* <input type="text"/> | Customer Reference:* <input type="text"/> |
| Contact Name:* <input type="text"/> | Contact:* <input type="text"/> |
| Email Address:* <input type="text"/> | Company:* <input type="text"/> |
| Phone Number:* <input type="text"/> | Street:* <input type="text"/> |

- Provide information in all required fields. The individual requesting the document must be associated with the Consignor and the Consignor company name on the application must match exactly how the company name is registered in eTDE.
- Save the request if the information is complete.
- Save as a template if you wish to retain the information for future requests.

Edit Dairy EU Health

Dairy EU Health | Comments | Attachments

Save | Save As Template | Close

* indicates required.

[Billing Details](#) | [Part I](#) | [Applicant Certifications](#)

Dairy Health

Health Certificate for dairy products derived from milk of cows, ewes, goats and buffaloes for human consumption from third countries or parts thereof authorised in column B of Annex I to Regulation (EU) No 605/2010 intended for importation into the European Union

This is the screen view after you select “save”.

ID: 16491 - Dairy EU Health - Status: New

| | | | |
|-----------------------|--------------------|----------------------|----------------------------|
| Owner: | USDA AMS DGB | Submitted By: | Certificate Number: |
| Endorser: | | On: | Superseded Number: |
| Created By: | CARRIE SAYASITSENA | Modified By: | Approved By: |
| On: | 10/22/2014 9:16 AM | On: | On: |
| Superseded On: | | | |

Dairy EU Health Comments Attachments

Save Submit Save As Template Print PDF Close

If you make last second edits, select ‘save’ again.

If you want to preview your document, select ‘Print PDF’

If you are ready to request a document, select ‘submit’.

If you select submit the screen takes you back to the original screen “My Certificate Requests”.

My Certificate Requests: Create Certificate

In progress Submitted

Date from: Date to:

 Search Reset

Documents modified within the past 60 days

| ID | Certificate Type | Status | Created By | Created On | Modified By | Modified On |
|----------------------|------------------|--------|----------------|-------------------|-------------|-------------|
| 2226 | Dairy EU Health | New | Fari Tannukjoi | 8/28/2014 4:58 PM | | |

Note: Click on ID to open the certificate. You are viewing page 1 of 1

Requests in the ‘in progress’ tab are still available for editing.

The requests have not been submitted if they are still in “new” status in the ‘In progress’ tab. These are active request that can still have edits or attachments added.

Submitted requests appear in the 'submitted' tab; they are pending review and approval by USDA. Exporters may still pull back requests in 'submitted' status for editing if USDA has not opened the request for review.

My Certificate Requests: Create Certificate

In progress Submitted

Date from: Date to: Certificate Number Search Reset

Documents modified within the past 60 days

| ID | Certificate Number | Certificate Type | Status | Created By | Created On | Modified By | Modified On |
|------|--------------------|------------------------------|-----------|----------------|--------------------|----------------|--------------------|
| 2279 | | Dairy EU Health | Submitted | Fari Tacoukjou | 8/28/2014 5:07 PM | Fari Tacoukjou | 8/28/2014 5:07 PM |
| 2278 | | Dairy EU Health | Submitted | Fari Tacoukjou | 8/28/2014 5:02 PM | Fari Tacoukjou | 8/28/2014 5:02 PM |
| 2277 | | Dairy EU Health | Submitted | Fari Tacoukjou | 8/28/2014 5:02 PM | Fari Tacoukjou | 8/28/2014 5:02 PM |
| 2272 | DX800301079-8 | EU Composite Transit/Storage | Approved | KEN VORGERT | 8/27/2014 11:34 AM | DIANE LEWIS | 8/27/2014 11:48 AM |

1 2 3

What if I Need an Amendment?

To request an amendment select the document that needs amended from your queue.

Make the necessary changes, select save, attach courier label if you wish, and select submit.

If you have questions please contact Carrie Sayasithsena or Ken Vorgert

- Carrie.Sayasithsena@ams.usda.gov or Ken.Vorgert@ams.usda.gov
- Phone: 202-720-3171 – Carrie or 630-437-5037 – Ken
- <http://www.ams.usda.gov/AMSV1.0/Dairy>