USDA
United States Department of Agriculture

Agricultural Marketing Service
Creating Opportunities for American Farmers & Businesses
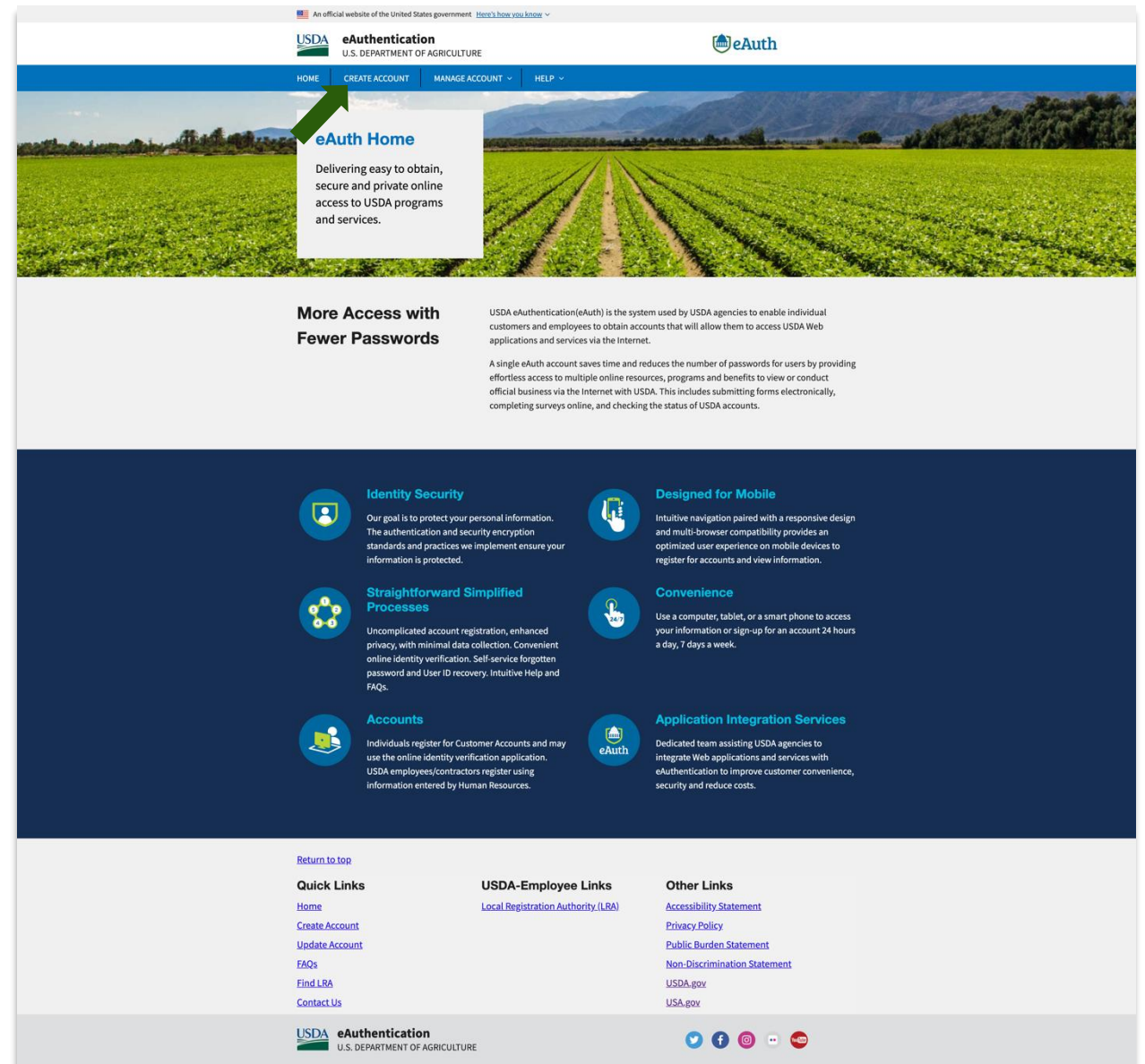
ATLAS Quick Reference Guide

eAuth Setup

eAuth Setup

In order to use the ATLAS system, you **MUST** have Level 2 eAuth access.

Step 1: Sign up for eAuth by going to the following URL https://www.eauth.usda.gov/

Step 2: Create an eAuth Account

Step 3: Once approved, you will be able to use your eAuth credentials to log into ATLAS.
For help, please email your USDA admin.

User Registration

User Registration (Entity Admin)

ATLAS User Registration is a guided walk-through. For this path, you will learn the steps in submitting a user registration request as an Entity Admin.

Note: An admin is the first person who registered for the entity, or someone who was given administrator privileges by another admin.

User Registration (Entity Admin)

Step 1: Select if you will be importing or exporting.

Step 2: Click **next** and continue the registration.

User Registration (Entity Admin)

Step 1: **Select** no.

Step 2: Click **next** and continue the registration

User Registration (Entity Admin)

Step 1: If your entity is **new** to ATLAS, please select new.

Step 2: Click **next** and continue the registration.

User Registration (Entity Admin)

Step 1: Fill in all **required** information specific to your account.

Based on your entity you may need to provide more information.

Step 2: **Verify** information before moving on.

Step 3: Continue with registration process by moving down the page.

User Registration (Entity Admin)

Step 1: Fill in all **required** information specific to your Entity.

Based on your entity you may need to provide more information.

Tip: You can check the box if the information for your Entity is the same as your account.

Step 2: Verify information before moving on.

Step 3: continue with registration process by moving down the page.

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you@example.com

Please provide your new entity information.

☐ Check if Entity Information is Same as Work Information

* Entity Name

* Entity Street Address 1

Entity Street Address 2

* Entity City

* Entity State/Province

* Entity Zip/Postal Code

* Entity Country

* Entity US Phone

Entity US Mobile

Entity US Fax

User Registration (Entity Admin)

Step 1: Specify the **commodity type** you will be exporting in this section.

Step 2: Fill in all **required** information specific to your Entity.

Based on your entity you may need to provide more information.

Tip: You can check the box if the Billing information is the same as your Entity.

Step 3: Verify information before moving on.

Step 4: Continue with registration process by moving down the page.

User Registration (Entity Admin)

Step 1: Provide your entity's **Federal tax ID.**

Step 2: Fill in all **required** information specific to your Entity.

Based on your entity you may need to provide more information.

Step 3: Verify information before moving on.

Step 4: Click **next** to submit your registration request.

* Federal Tax ID Number

Please provide your physical billing address information.

* Physical Billing Street

* Physical Billing City

* Physical Billing State/Province

* Physical Billing Zip/Postal Code

Please provide any additional comments to your user registration request.

Comments

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User Registration (Entity Admin)
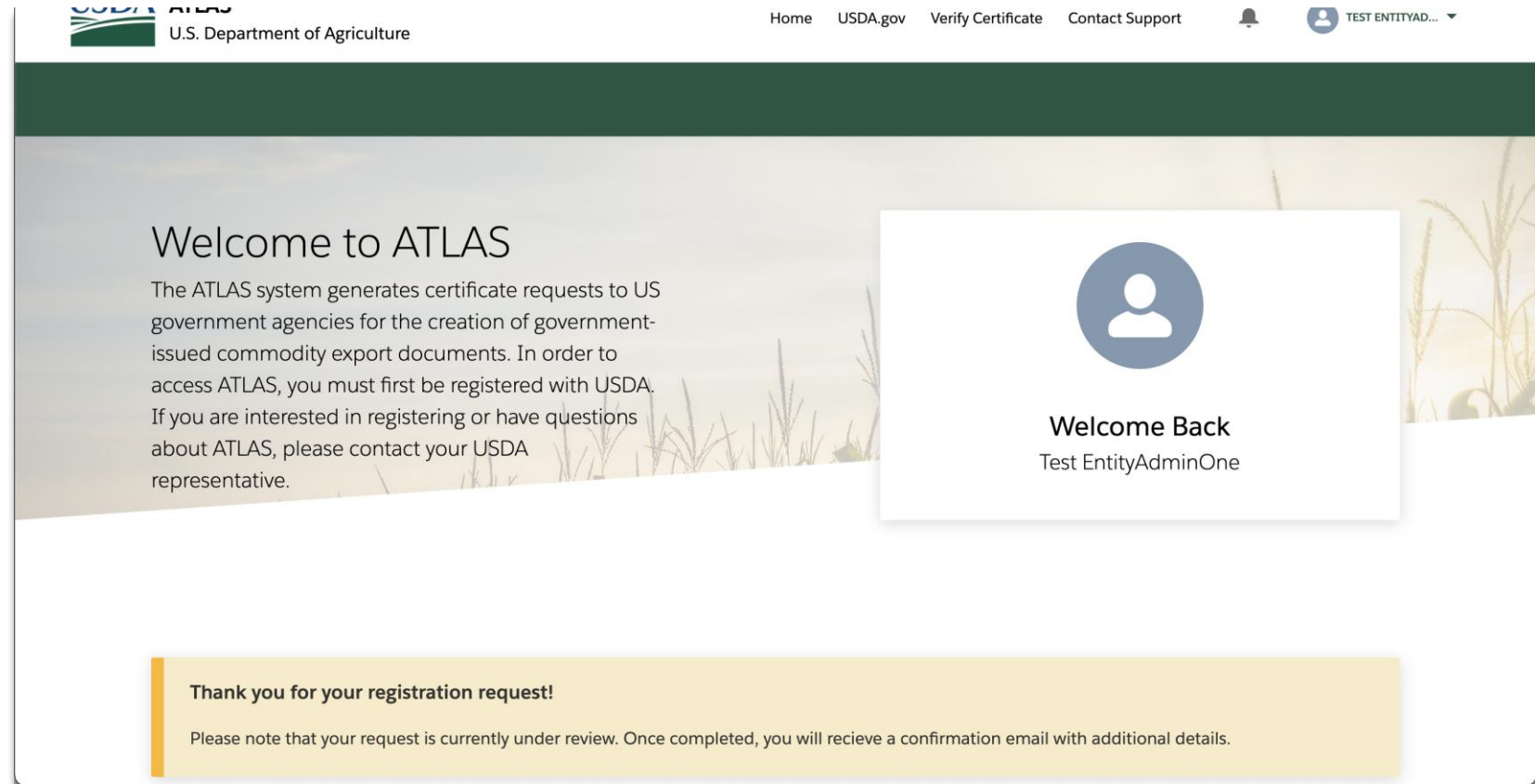
Upon finishing your User registration, a USDA Internal Admin will then review and approve/deny your account.

Step 1: Click **Next**, so that the page refreshes to the home screen.

If you have any further questions regarding this process, please contact your USDA Admin.

User Registration (Entity Admin)

User Registration (Entity Employee)

ATLAS User Registration is a guided walk-through. For this path, you will learn the steps in submitting a user registration request as an Entity Employee for an existing entity.

User Registration (Entity Employee)

Step 1: Select if you will be importing or exporting

Step 2: Press **next** and continue the registration

User Registration (Entity Employee)

Step 1: Select no.

Step 2: Press **next** and continue the registration

User Registration (Entity Employee)

Step 1: Select **existing** if your entity is already established and has an account within ATLAS.

Step 2: If your entity already exists within ATLAS you will be prompted to enter the **ATLAS User registration token** on the following screen. This ID is provided by your administrator.

Step 3: Click **next** and continue the registration

User Registration (Entity Employee)

Step 1: Fill in all **required** information specific to your account.

Based on your entity you may need to provide more information.

Step 2: **Verify** information before moving on.

Step 3: Continue with registration process by moving down the page.

User Registration (Entity Employee)

Step 1: Fill in all **required** information specific to your account.

Step 2: Verify information before moving on.

Step 3: Provide your entity's **ATLAS User registration token.**

Note: The **ATLAS User registration token** is accessible by your entity admins and can be found on the admin page within their accounts.

Step 4: Click **next** to submit your registration request.

* Work State/Province

* Work Zip/Postal Code

* Work Country

* Work US Phone Number

Work US Mobile Number

Work US Fax Number

Alternate Email

you@example.com

* ATLAS User Registration Token

Please provide any additional comments to your user registration request.

Comments

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User Registration (Entity Employee)

Upon finishing your User registration, your account will be automatically approved.

Step 1: Click **Next**, so that the page refreshes to the home screen.

If you have any further questions regarding this process, please contact your USDA Admin.

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Home   USDA.gov   Verify Certificate   Contact Support   TEST ENTITYEMP... ▼

User Registration

You have successfully submitted your user registration request. Here is your confirmation ID: 00007260

Upon completion of your user registration request, you will receive a confirmation email with additional details.

If you require further assistance, please use the "Contact Support" tab in ATLAS. You should use a type of "User Registration" and a sub-type of "Need registration instructions" for this and any inquiries related to the ATLAS User Registration process.

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User Registration (Entity Employee)

Shipping Groups

Shipping groups

Whenever you would like to submit a certificate application, you must associate it to a shipping group.

A shipping group is a way to bundle up certificates to be shipped out to the same destination.

A shipping label is required in order to get Certificates shipped out appropriately.

Shipping groups

To navigate to the shipping groups tab, follow these steps:

Step 1: Select the **Certificates** tab on the navigation bar at the top of the screen

The shipping groups section is found in this section of the application
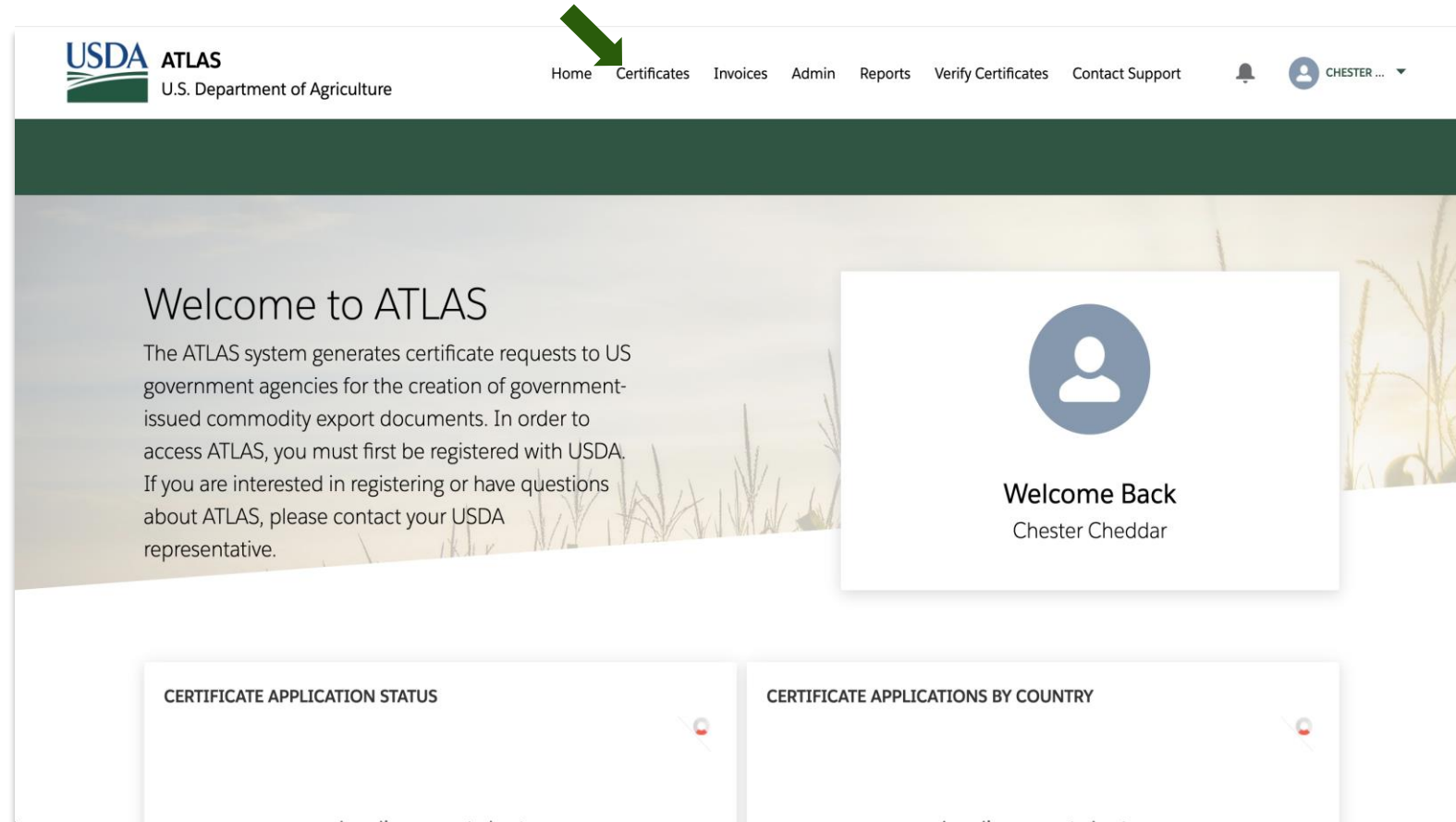
Shipping groups

To create a Shipping Group record, you must complete the following steps:

Step 1: Ensure you are on the **Shipping Groups** sub-tab

Step 2: Select **New** towards the middle of the shipping group page.

A popup will appear on the screen to now create a shipping group

Shipping groups

In this window, we will provide the information needed in order to create a shipping group.

Step 1: Fill in all **required fields**

Note: Indicate the number of certificates you would like to associate with each shipping group.

All information can be edited later, when needed.

Shipping groups

Be sure to verify all information

Step 1: Click **save** to create the shipping group

Shipping groups

After the Shipping Group record is created, you can then upload your Shipping Label in the Files section.

Step 1: Click the **Upload Files** button in the Files section and attach your Shipping Label.

Shipping groups

You can then edit shipping groups after you have created them by selecting the shipping group desired.

You can get PDF's of all approved certificate applications that were associated to each shipping group if they were manually generated by an internal USDA reviewer.

Certificate Application

Certificate Application

The certificate application process is step by step within ATLAS.

A certificate application is the application submitted by the user.

Certificate Application

After the shipping group has been created you can now create a Certificate application

Step 1: Select the **Certificates** tab on the navigation bar at the top of the screen

The Create Certificate section is located near the top of the screen.

Step 2: Select the **Commodity** that will be exported.

Step 3: Select the **Region** the export will be going to.

Step 4: Select the **Certificate Type** desired.

Press **Next** to continue the process.

Certificate Application

You will need to select the **Billing Ledger** you would like to associate to this certificate application. Make sure that it is an active ledger.

The **Shipping group** that you would like to have associated with this application will also be needed at this time.

Note: You may pause a certificate application at any time by clicking the **Pause** button towards the bottom of the screen. This allows you to put the application on hold at any point and come back to it when ready. It will be located under the **Incomplete** tab.

Note: you click your browser's back button, the refresh button, or exit the process without pressing the "pause" button, all your progress will be lost.

Certificate Application

Please select the dropdown menu to find the desired **Billing Ledger** to associate to this certificate application.

Certificate Application

Please begin typing the desired **Shipping group** to associate to this application. As you type, the field will bring up relevant shipping groups.

Certificate Application

After you have filled in the required fields, please press **next** to continue the application process.

Certificate Application

Verify your **contact information.**

Please make sure all required fields are filled in.

Continue down page.

Certificate Application

Verify your **contact information.**

Please make sure all required fields are filled in.

Select the appropriate **Requesting Entity**

Select the appropriate **Consignor Name**

Note: Some fields are drop down search fields.

Certificate Application

Please fill in all required information.

Tip: If you have a previously saved **Consignee**, you may check the box and search for them.

Press **next** and continue when finished.

Certificate Application

Start typing to find the specific consignee, the field will then populate possible matches. This is only in the case that you are using a stored consignee.

Certificate Application

Press **next** to continue the application process.

Certificate Application

Fill in all required information pertaining to the shipping origin.

Certificate Application

Verify all information entered.

Press **next** to continue the application process.

Certificate Application

Verify the country of destination is correct.

Press **next** to continue the application process.

Note: Depending the type of certificate, more information may be needed here.

Certificate Application

Please insert all information about the shipping details of the export needed to complete the application.

Certificate Application

Step 1: Select the **Date of Departure**

Step 2: Select the **Date of Arrival**

Step 3: Select the **Means of Transportation** (Boat, Airplane, etc.)

Step 4: Select the **Port of Entry**, begin filling in the field and the search will give relevant options.

Continue down the page.

Certificate Application

Step 1: Select the **Container/Seal Number** field**.**

Step 2: Gather the relevant information

Note: You can also add more rows if needed

Note: You may also select Not Applicable
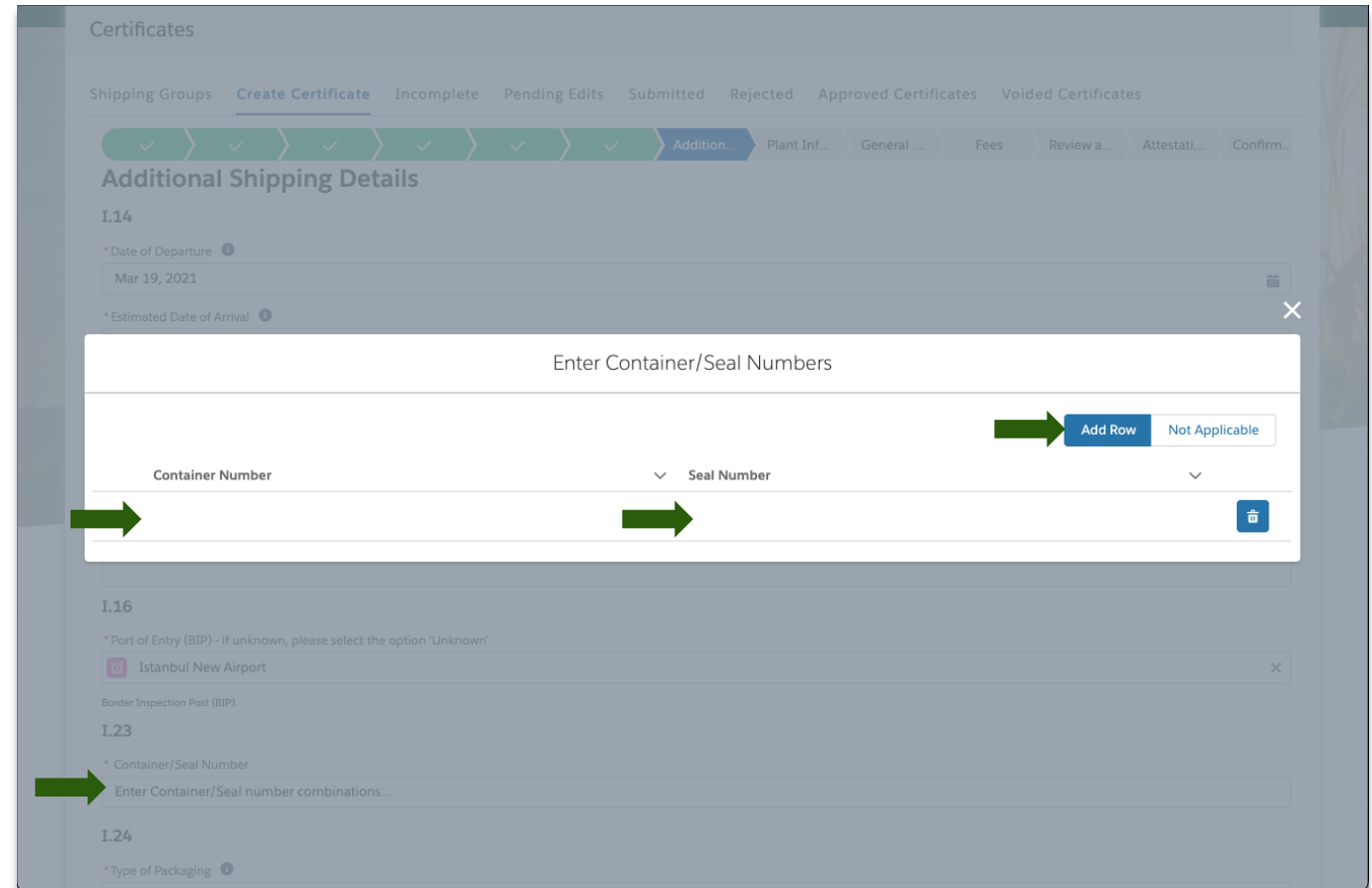
Certificate Application

Step 1: Fill in the fields with the various numbers

Step 2: Verify information

Step 3: Press **Save** and continue the application

Certificate Application

Step 1: Specify the type of packaging of the export.

Step 2: Verify all information provided

Step 3: Press **next** and continue the application

Certificate Application

For this section you will need the information on the commodity codes of the export.

Step 1: Select the commodity code from the drop-down list.

Certificate Application

Step 1: Select the **commodity code** from the drop-down list.

Step 2: Select the specific type of commodity from the second list if desired.

Note: you can also add more rows if there are multiple commodities in this export.

Press **next** to continue the application process

Certificate Application

This section deals with the manufacturing of the product.

Step 1: Search for the **Manufacturing plant field** from the list.

Certificate Application

Collect all information needed

Step 1: Fill in all **required** information.

Note: You may need to add more information

Verify information provided

Move down page to continue application process

Certificate Application

Collect all information needed

Step 1: Fill in all **required** information.

Note: You may need to add more information

Verify information provided

Move down page to continue application process

Certificate Application

Collect all information needed

Step 1: Fill in all **required** information.

Note: You may need to add more information

Verify information provided

Press **next** to continue application

Certificate Application

Within the Fees section you will specify the number and types of certificates you would like to receive as well as prices for each.

Step 1: Fill in all **required** information.

Note: You will need to provide a reference number that you will remember

Verify information provided

Press **next** to continue application

Certificate Application

On the review screen you will review all information you have provided in reference to this application.

Continue down page to finish review.

Certificate Application

Verify information provided.

Note: Click previous if you want to go to previous pages to make edits.

Press **next** to continue application

Certificate Application

Review and acknowledge all attestations.

Click **next** to Submit application
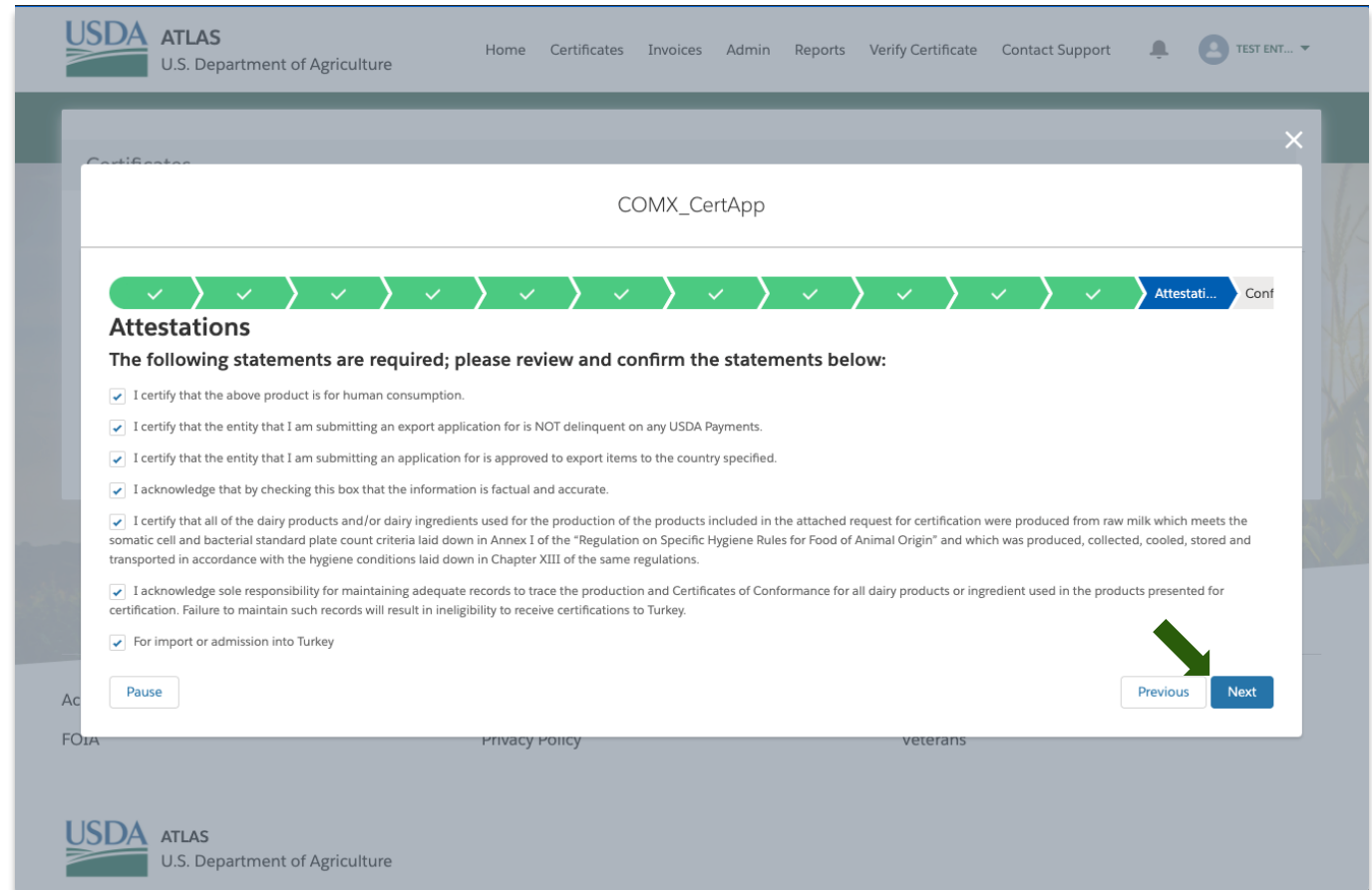
Certificate Application

Your certificate application has now been submitted and sent for review.

Click **Finish** whenever complete.

Certificate Application

After your Certificate application has been submitted, you may go to the **Submitted** section near the top of the screen to see its status.