



United States Department of Agriculture

Agricultural Marketing Service

Creating Opportunities for American Farmers & Businesses





ATLAS Quick Reference Guide



A T L A S

eAuth Setup

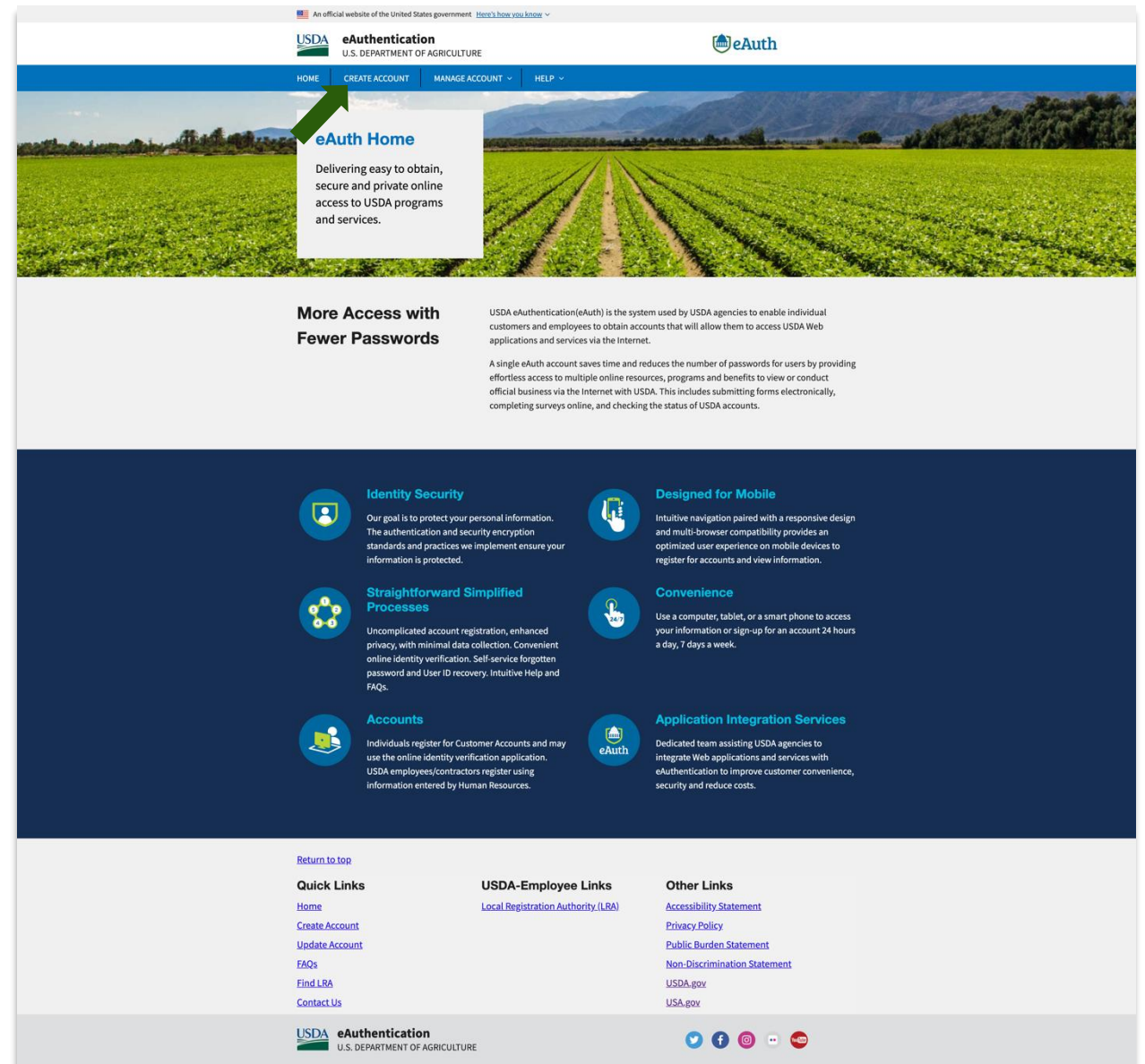
eAuth Setup

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.





A T L A S

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.

The screenshot shows the USDA ATLAS website interface. At the top left is the USDA ATLAS logo with the text "U.S. Department of Agriculture". To the right of the logo are navigation links: "Home", "USDA.gov", "Verify Certificate", and "Contact Support". Further right are a notification bell icon and a user profile icon labeled "TEST ENTITYEMP...".

The main content area is titled "User Registration" and contains a form with the question "Are you importing or exporting goods from the U.S.?" Below this question is a sub-heading "*Import or Export?" and two radio button options: "Import" and "Export". A blue "Next" button is located at the bottom right of the form.

At the bottom of the page, there is a footer with several links: "Accessibility Statement", "FOIA", "Information Quality", "Privacy Policy", "USDA.gov", and "Veterans". The USDA ATLAS logo and "U.S. Department of Agriculture" text are repeated at the bottom left of the page.

User Registration (Entity Admin)

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

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

The screenshot shows the USDA ATLAS user registration interface. At the top left is the USDA ATLAS logo with the text "U.S. Department of Agriculture". To the right of the logo are navigation links: "Home", "USDA.gov", "Verify Certificate", and "Contact Support". A user profile icon labeled "TEST ENTITYEMP..." is in the top right corner. The main content area is titled "User Registration" and contains the question "Are you importing or exporting goods from the U.S.?" followed by the label "*Import or Export?". Below this are two radio button options: "Import" and "Export". A green arrow points to the "Export" radio button. At the bottom right of the form is a blue "Next" button, also indicated by a green arrow. The footer contains links for "Accessibility Statement", "FOIA", "Information Quality", "Privacy Policy", "USDA.gov", and "Veterans". The USDA ATLAS logo and "U.S. Department of Agriculture" text are repeated at the bottom left of the page.

User Registration (Entity Admin)

Step 1: **Select** no.

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

The screenshot shows the 'User Registration' form on the USDA ATLAS website. The form is titled 'User Registration' and contains the following text: 'Are you a broker?' followed by a definition: 'In ATLAS, a Broker would export products they do not own on behalf of another organization. An organization is defined as a single entity and all of its associated subsidiaries.' Below this is a section for 'Yes or No?' with two radio button options: 'Yes' and 'No'. A green arrow points to the 'No' radio button. At the bottom right of the form, there are two buttons: 'Previous' and 'Next'. A green arrow points to the 'Next' button. The page header includes the USDA ATLAS logo and navigation links: Home, USDA.gov, Verify Certificate, Contact Support, and a user profile dropdown labeled 'TEST ENTITYEMP...'. The footer contains links for Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans, along with the USDA ATLAS logo and 'U.S. Department of Agriculture' text.

User Registration (Entity Admin)

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

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

The screenshot shows the 'User Registration' form in the USDA ATLAS system. The form is titled 'User Registration' and contains the following elements:

- Header: USDA ATLAS U.S. Department of Agriculture
- Navigation: Home, USDA.gov, Verify Certificate, Contact Support, and a user profile icon labeled 'TEST ENTITYAD...'
- Form Content:
 - Question: 'Are you exporting goods for a new or existing entity?'
 - Section: '*New or Existing Entity?'
 - Options: New, Existing
 - Buttons: 'Previous' and 'Next' (highlighted with a green arrow)
- Footer: Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans.
- Bottom Logo: USDA ATLAS U.S. Department of Agriculture

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.

The screenshot shows the USDA ATLAS User Registration page. The header includes the USDA ATLAS logo and navigation links: Home, USDA.gov, Verify Certificate, Contact Support, and a user profile dropdown for 'TEST ENTITYEMP...'. The main content area is titled 'User Registration' and contains the following form fields:

- Name: Test EntityEmployeeOne
- Email: test-entityemployeeone-usda-mrp-project@steampunk.com
- *Work Name (required) [Green arrow pointing to the field]
- *Work Street Address 1 (required) [Green arrow pointing to the field]
- Work Street Address 2
- *Work City (required) [Green arrow pointing to the field]
- *Work State/Province (required) [Green arrow pointing to the field]
- *Work Zip/Postal Code (required) [Green arrow pointing to the field]
- *Work Country (required) [Green arrow pointing to the field]

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.

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.

The screenshot shows a registration form with the following fields and sections:

- * Commodity Type**: A dropdown menu with options: Almond, Dairy, Egg, Meat and Poultry, Peanut. A green arrow points to this field.
- Please provide your billing address information.**: A section header.
- Check if Billing Information is Same as Entity Information.: A checkbox with a green arrow pointing to it.
- * Billing Street**: A text input field with a green arrow pointing to it.
- * Billing City**: A text input field with a green arrow pointing to it.
- * Billing State/Province**: A text input field with a green arrow pointing to it.
- * Billing Zip/Postal Code**: A text input field with a green arrow pointing to it.
- * Billing Country**: A text input field with a green arrow pointing to it.
- * Billing US Phone**: A text input field with a green arrow pointing to it.
- * Billing US Mobile**: A text input field with a green arrow pointing to it.
- * Billing US Fax**: A text input field with a green arrow pointing to it.
- * Federal Tax ID Number**: A text input field.

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.

The screenshot shows a registration form with the following elements:

- A text input field for the Federal Tax ID Number, marked with an asterisk as required.
- A section titled "Please provide your physical billing address information." containing four required fields:
 - Physical Billing Street
 - Physical Billing City
 - Physical Billing State/Province
 - Physical Billing Zip/Postal Code
- A section titled "Please provide any additional comments to your user registration request." with a "Comments" label and a text area.
- Navigation buttons: "Previous" and "Next". The "Next" button is highlighted in blue and has a green arrow pointing to it.

At the bottom of the page, there are three columns of links:

- Accessibility Statement, FOIA
- Information Quality, Privacy Policy
- USDA.gov, Veterans

User Registration (Entity Admin)

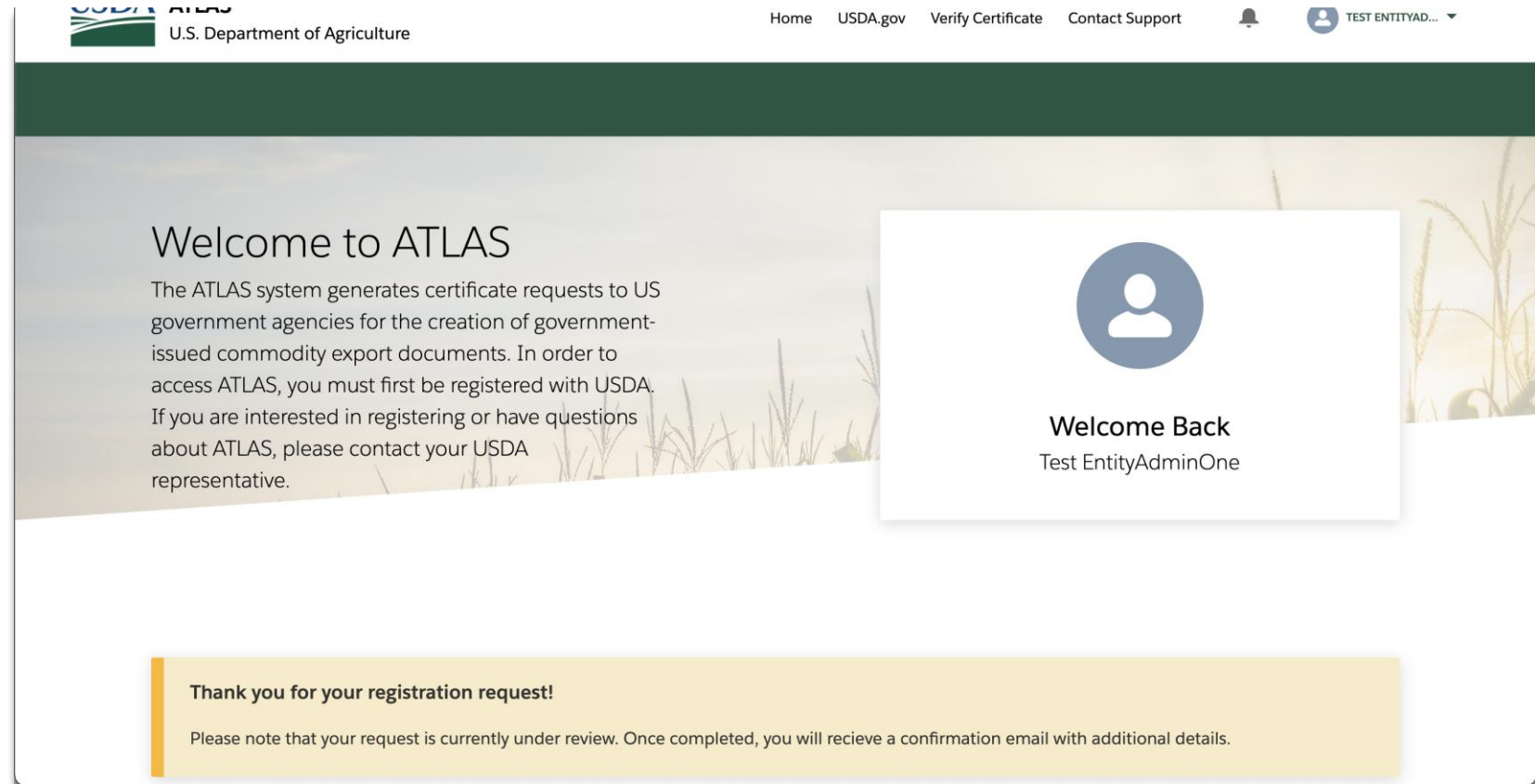
Upon finishing your User registration, a USDA Internal Admin will then review and approve/deny your account.

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.



The screenshot shows the USDA ATLAS user registration confirmation page. At the top left is the USDA ATLAS logo and "U.S. Department of Agriculture". The top right navigation bar includes links for Home, USDA.gov, Verify Certificate, Contact Support, a notification bell, and a user profile dropdown labeled "TEST ENTITYEMP...". The main content area has a header "User Registration" and a confirmation message: "You have successfully submitted your user registration request. Here is your confirmation ID: 00007260". Below this, it states: "Upon completion of your user registration request, you will receive a confirmation email with additional details." A note follows: "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." A blue "Next" button is located at the bottom right of the message box. The footer contains links for Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans, along with the USDA ATLAS logo and "U.S. Department of Agriculture".

User Registration (Entity Admin)




The screenshot shows the ATLAS user registration confirmation page. At the top left is the USDA logo and 'U.S. Department of Agriculture'. The top right navigation bar includes 'Home', 'USDA.gov', 'Verify Certificate', 'Contact Support', a notification bell, and a user profile dropdown labeled 'TEST ENTITYAD...'. The main content area features a 'Welcome to ATLAS' heading and a paragraph explaining that the system generates certificate requests to US government agencies and that users must be registered with USDA. A 'Welcome Back' message for 'Test EntityAdminOne' is displayed in a white box on the right. At the bottom, a yellow banner contains a 'Thank you for your registration request!' message and a note that the request is under review and a confirmation email will be sent.

USDA ATLAS
U.S. Department of Agriculture

Home USDA.gov Verify Certificate Contact Support   TEST ENTITYAD... ▾

Welcome to ATLAS

The ATLAS system generates certificate requests to US government agencies for the creation of government-issued commodity export documents. In order to access ATLAS, you must first be registered with USDA. If you are interested in registering or have questions about ATLAS, please contact your USDA representative.



Welcome Back
Test EntityAdminOne

Thank you for your registration request!

Please note that your request is currently under review. Once completed, you will receive a confirmation email with additional details.

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.

The screenshot shows the USDA ATLAS website interface. At the top left is the USDA ATLAS logo with the text "U.S. Department of Agriculture". To the right of the logo is a navigation menu with links for "Home", "USDA.gov", "Verify Certificate", and "Contact Support". Further right are a notification bell icon and a user profile icon labeled "TEST ENTITYEMP...".

The main content area is titled "User Registration" and contains a form with the question "Are you importing or exporting goods from the U.S.?" Below this question is a sub-heading "*Import or Export?" and two radio button options: "Import" and "Export". A blue "Next" button is located at the bottom right of the form.

At the bottom of the page, there is a footer with several links: "Accessibility Statement", "FOIA", "Information Quality", "Privacy Policy", "USDA.gov", and "Veterans". The USDA ATLAS logo and "U.S. Department of Agriculture" text are repeated at the bottom left of the footer.

User Registration (Entity Employee)

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

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

USDA ATLAS
U.S. Department of Agriculture

Home USDA.gov Verify Certificate Contact Support TEST ENTITYAD...

User Registration

Are you importing or exporting goods from the U.S.?

* Import or Export?

Import

Export

Next

Accessibility Statement Information Quality USDA.gov
FOIA Privacy Policy Veterans

USDA ATLAS
U.S. Department of Agriculture

User Registration (Entity Employee)

Step 1: **Select** no.

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

USDA ATLAS
U.S. Department of Agriculture

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

User Registration

Are you a broker?
In ATLAS, a Broker would export products they do not own on behalf of another organization. An organization is defined as a single entity and all of its associated subsidiaries.

*Yes or No?
 Yes
 No

Previous **Next**

Accessibility Statement Information Quality USDA.gov
FOIA Privacy Policy Veterans

USDA ATLAS
U.S. Department of Agriculture

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

The screenshot shows the USDA ATLAS User Registration page. At the top, the USDA ATLAS logo and "U.S. Department of Agriculture" are on the left, and navigation links for Home, USDA.gov, Verify Certificate, and Contact Support are on the right. A user profile icon labeled "TEST ENTITYEMP..." is also present. The main content area is titled "User Registration" and contains the question "Are you exporting goods for a new or existing entity?". Below this question are two radio button options: "New" and "Existing". The "Existing" option is selected, indicated by a blue dot and a green arrow pointing to it. At the bottom right of the form, there are two buttons: "Previous" and "Next". A green arrow points to the "Next" button. The footer of the page includes links for Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans, along with the USDA ATLAS logo and "U.S. Department of Agriculture" text.

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.

USDA ATLAS
U.S. Department of Agriculture

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

User Registration

Please provide your work/contact information.

Name: Test EntityEmployeeOne

Email: test-entityemployeeone-usda-mrp-project@steampunk.com

*Work Name

*Work Street Address 1

Work Street Address 2

*Work City

*Work State/Province

*Work Zip/Postal Code

*Work Country

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.

The screenshot shows a registration form with the following fields and labels:

- *Work State/Province
- *Work Zip/Postal Code
- *Work Country
- *Work US Phone Number
- Work US Mobile Number
- Work US Fax Number
- Alternate Email (with pre-filled text: you@example.com)
- *ATLAS User Registration Token ⓘ
- Please provide any additional comments to your user registration request.
- Comments

At the bottom right, there are two buttons: "Previous" and "Next". A green arrow points to the "Next" button.

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.

The screenshot shows the USDA ATLAS user registration confirmation page. At the top left is the USDA ATLAS logo and "U.S. Department of Agriculture". The top right navigation bar includes links for Home, USDA.gov, Verify Certificate, Contact Support, a notification bell, and a user profile icon labeled "TEST ENTITYEMP...". The main content area has a header "User Registration" and a confirmation message: "You have successfully submitted your user registration request. Here is your confirmation ID: 00007260". Below this, it states: "Upon completion of your user registration request, you will receive a confirmation email with additional details." A note follows: "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." A blue "Next" button is located at the bottom right of the confirmation box. The footer contains links for Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans. The USDA ATLAS logo and "U.S. Department of Agriculture" are repeated at the bottom left.

User Registration (Entity Employee)

The screenshot shows the USDA ATLAS user interface. At the top left is the USDA ATLAS logo with the text "U.S. Department of Agriculture". To the right is a navigation menu with links for Home, Certificates, Invoices, Reports, Verify Certificate, and Contact Support. Further right are a notification bell icon with a red "3" and a user profile icon labeled "TEST ENTITYEMP...".

The main content area features a "Welcome to ATLAS" heading followed by a paragraph: "The ATLAS system generates certificate requests to US government agencies for the creation of government-issued commodity export documents. In order to access ATLAS, you must first be registered with USDA. If you are interested in registering or have questions about ATLAS, please contact your USDA representative." Below this text are two empty white rectangular boxes.

On the right side, a white pop-up box displays a blue circular profile icon, the text "Welcome Back", and the username "Test EntityEmployeeOne".



A T L A S

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.

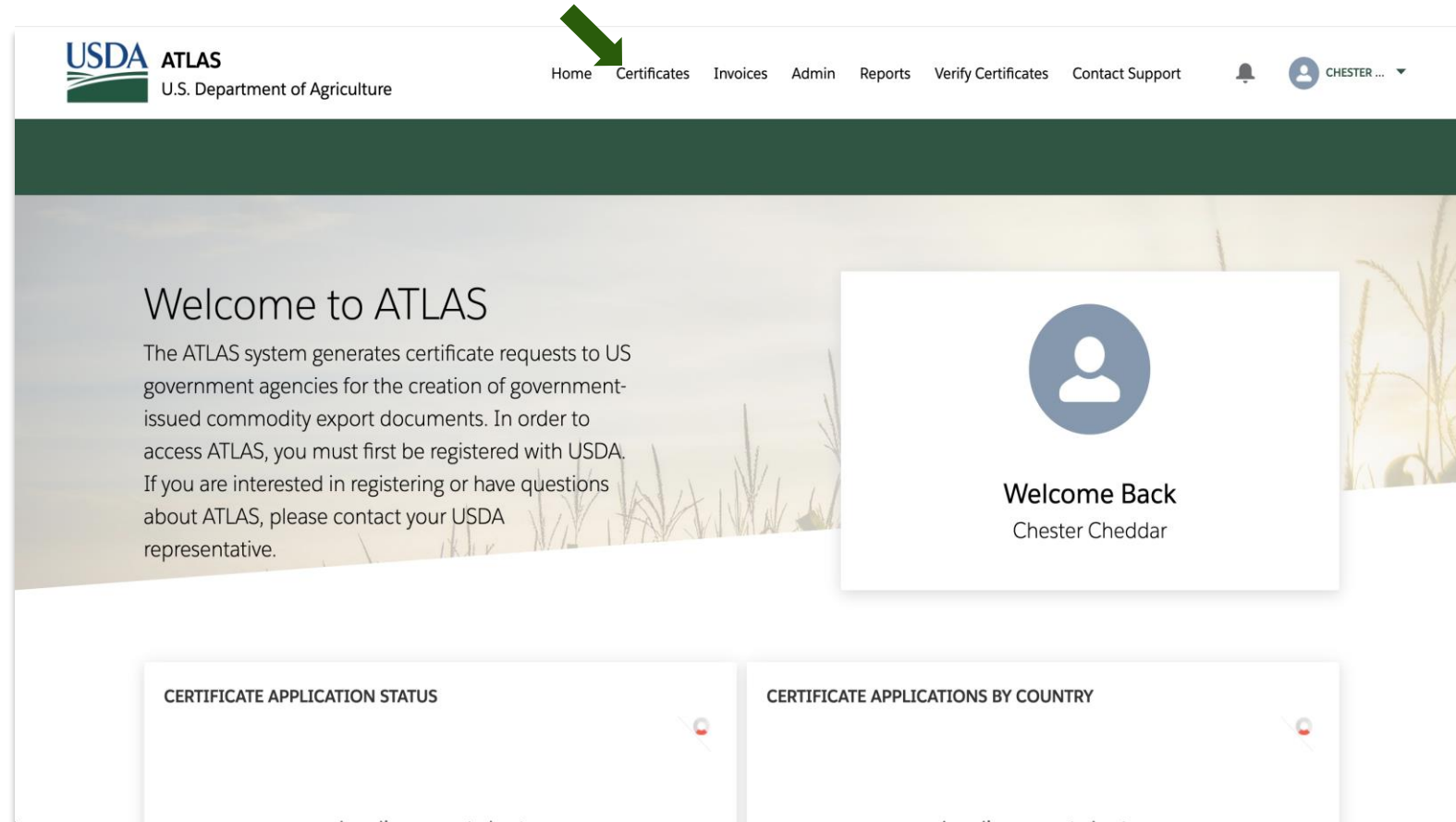
The screenshot displays the USDA ATLAS web application interface. At the top left is the USDA ATLAS logo with the text "U.S. Department of Agriculture". To the right of the logo is a navigation menu with links for Home, Certificates, Invoices, Admin, Reports, Verify Certificates, and Contact Support. Further right are a notification bell icon and a user profile icon labeled "CHESTER ...". Below the navigation is a dark green header bar. The main content area features a large "Welcome to ATLAS" heading, followed by a paragraph explaining that the system generates certificate requests for government agencies and that users must be registered with USDA. Below this is a "Welcome Back" message for "Chester Cheddar" with a user profile icon. At the bottom, there are two data visualization cards: "CERTIFICATE APPLICATION STATUS" and "CERTIFICATE APPLICATIONS BY COUNTRY", each with a small map icon.

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

The screenshot shows the USDA ATLAS web application interface. At the top, the USDA ATLAS logo and 'U.S. Department of Agriculture' are displayed. The navigation menu includes 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificates', and 'Contact Support'. A user profile for 'CHESTER C...' is visible in the top right corner.

The main content area is titled 'Certificates' and features a sub-tab menu with 'Shipping Groups' (highlighted with a green arrow), 'Create Certificate', 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voided Certificates'.

Below the sub-tab menu, there is a search instruction: 'Need help searching? Use the "Search this list..." box below to find what you are looking for. Optionally, you can use a wildcard (asterisk) to find all search results supported by ATLAS. For example, if you are searching for a Dairy certificate, type in Dai* and hit enter.' A search box labeled 'Search this list...' is provided.

Below the search box, there is a section for 'Shipping Groups' with a purple envelope icon and the text 'ATLAS Shipping Groups (Community LV)'. A green arrow points to a 'New' button located to the right of this section. A 'Printable View' button is also visible.

Below the buttons is a table with the following columns: Shipping Gr..., Account, N..., Anticipate..., Mail Type, Tracking Number, Created By, and Created Date. The table contains six rows of data:

	Shipping Gr...	Account	N...	Anticipate...	Mail Type	Tracking Number	Created By	Created Date
1	<input type="checkbox"/> SG-000000002	Francine's Cheese LLC	3	9/23/2020	FedEx Express	123456	Francine Farmer	9/22/2020 2:51 PM
2	<input type="checkbox"/> SG-000000004	Francine's Cheese LLC	3	10/5/2020	FedEx Express	23133223	Mustapha Aitbenda...	9/30/2020 1:19 PM
3	<input type="checkbox"/> SG-000000007	Francine's Cheese LLC	1	10/8/2020	FedEx Express		Francine Farmer	10/1/2020 9:32 AM
4	<input type="checkbox"/> SG-000000008	Francine's Cheese LLC	1	10/31/2020			Francine Farmer	10/1/2020 11:42 AM
5	<input type="checkbox"/> SG-000000009	Francine's Cheese LLC	3	10/17/2020			Test EntityEmployee...	10/1/2020 11:47 AM
6	<input type="checkbox"/> SG-000000012	Francine's Cheese LLC	3	10/30/2020	UPS Express	22222	Test EntityEmployee...	10/2/2020 12:27 PM

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 Grou...	Acco						Created Date ↓	
1	SG-000000014	Jef					10/13/2020 1:05 PM	
2	SG-000000013	Fran					10/7/2020 3:16 AM	
3	SG-000000012	Fran					10/2/2020 12:27 PM	
4	SG-000000009	Fran					10/1/2020 11:47 AM	
5	SG-000000008	Fran					10/1/2020 11:42 AM	
6	SG-000000007	Fran					10/1/2020 9:32 AM	
7	SG-000000004	Francine's Cheese LLC	3	10/5/2020	FedEx Express	23133223	Mustapha Aitbendawad (Sys Admin)	9/30/2020 1:19 PM
8	SG-000000002	Francine's Cheese LLC	3	9/23/2020	FedEx Express	123456	Francine Farmer	9/22/2020 2:51 PM

Shipping groups

Be sure to verify all information

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

New Shipping Group

Information

Shipping Group Name

*Account **i**
Francine's Cheese LLC

*Number of Certificates **i**
5

*Anticipated Ship Date **i**
10/23/2020

*Shipping Address **i**
123 b st

Mail Type **i**
FedEx Express

Tracking Number **i**
12345678987654321

Shipping Comments **i**

Cancel Save & New **Save**

Shipping Grou...	Acco	Created Date ↓
1 SG-0000000014	Jeff	10/13/2020 1:05 PM
2 SG-0000000013	Franc	10/7/2020 3:16 AM
3 SG-0000000012	Franc	10/2/2020 12:27 PM
4 SG-0000000009	Franc	10/1/2020 11:47 AM
5 SG-0000000008	Franc	10/1/2020 11:42 AM
6 SG-0000000007	Franc	10/1/2020 9:32 AM
7 SG-0000000004	Francine's Cheese LLC	9/30/2020 1:19 PM
8 SG-0000000002	Francine's Cheese LLC	9/22/2020 2:51 PM

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.

USDA ATLAS
U.S. Department of Agriculture

Home Certificates Invoices Admin Reports Verify Certificates Contact Support

FRANCINE F...

Shipping Group
SG-0000000015

+ Follow New Note Edit Get Approved Certificate PDFs

Shipping Group Name
SG-0000000015

Number of Certificates
5

Anticipated Ship Date
10/23/2020

Shipping Address
123 b st

Created By
Francine Farmer , 10/19/2020 9:17 AM

Account
Francine's Cheese LLC

Mail Type
FedEx Express

Tracking Number
12345678987654321

Shipping Comments

Last Modified By
Francine Farmer , 10/19/2020 9:17 AM

Files (0) Add Files

Upload Files

Or drop files

Certificate Applications (0)

Shipping Group History (2)

Date	Field	User	Origin...	New V...
10/1...	Created	Francin...		
10/1...	Shippi...	Francin...		SG-000...

View All

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.

USDA ATLAS
U.S. Department of Agriculture

Home Certificates Invoices Admin Reports Verify Certificates Contact Support

FRANCINE F...

Shipping Group
SG-0000000015

+ Follow New Note Edit Get Approved Certificate PDFs

Shipping Group Name
SG-0000000015

Number of Certificates
5

Anticipated Ship Date
10/23/2020

Shipping Address
123 b st

Created By
Francine Farmer , 10/19/2020 9:17 AM

Account
Francine's Cheese LLC

Mail Type
FedEx Express

Tracking Number
12345678987654321

Shipping Comments

Last Modified By
Francine Farmer , 10/19/2020 9:17 AM

Files (0) Add Files

Upload Files

Or drop files

Certificate Applications (0)

Shipping Group History (2)

Date	Field	User	Origin...	New V...
10/1...	Created	Francin...		
10/1...	Shippi...	Francin...		SG-000...

View All



A T L A S

Certificate Application

Certificate Application

The certificate application process is step by step within ATLAS.

A certificate application is the application submitted by the user.

USDA ATLAS
U.S. Department of Agriculture

Home **Certificates** Invoices Admin Reports Verify Certificate Contact Support

TEST ENTL...

Welcome to ATLAS

The ATLAS system generates certificate requests to US government agencies for the creation of government-issued commodity export documents. In order to access ATLAS, you must first be registered with USDA. If you are interested in registering or have questions about ATLAS, please contact your USDA representative.

Welcome Back
Test EntityAdminOne

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.

The screenshot shows the USDA ATLAS web interface for creating a certificate. At the top, the navigation bar includes 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificate', and 'Contact Support'. A green arrow points to the 'Certificates' tab. Below the navigation bar, the 'Certificates' section is active, with a sub-menu containing 'Shipping Groups', 'Create Certificate', 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voided Certificates'. A green arrow points to the 'Create Certificate' link. A progress bar below the sub-menu shows steps: 'Comm...', 'Billing an...', 'Contact ...', 'Consigno...', 'Shipping ...', 'Shipping ...', 'Addition...', 'Plant Inf...', 'General ...', 'Fees', 'Review a...', 'Attestati...', and 'Confirm...'. The main form area is titled 'Commodity and Country Information' and contains three dropdown menus: '* Commodity' (selected: Dairy), '* Region' (selected: Turkey), and '* Certificate Type' (selected: Dairy Turkey Certificate). Green arrows point to each of these dropdowns. At the bottom of the form, there is a 'Pause' button on the left and a 'Next' button on the right, with a green arrow pointing to the 'Next' button. The footer of the page contains links for 'Accessibility Statement', 'FOIA', 'Information Quality', 'Privacy Policy', 'USDA.gov', and 'Veterans', along with the USDA ATLAS logo.

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.

The screenshot shows the USDA ATLAS web application interface. At the top, the USDA ATLAS logo and 'U.S. Department of Agriculture' are displayed. A navigation menu includes 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificate', and 'Contact Support'. A user profile icon labeled 'TEST ENTI...' is in the top right. The main content area is titled 'Certificates' and features a breadcrumb trail: 'Shipping Groups' > 'Create Certificate' > 'Incomplete' > 'Pending Edits' > 'Submitted' > 'Rejected' > 'Approved Certificates' > 'Voided Certificates'. Below this is a progress bar with steps: 'Billing an...' (checked), 'Contact ...', 'Consigno...', 'Shipping ...', 'Shipping ...', 'Addition...', 'Plant Inf...', 'General ...', 'Fees', 'Review a...', 'Attestati...', and 'Confirm...'. The current step is 'Billing and Shipping Information'. It contains a dropdown menu for '* Billing Ledger' with the text 'Select Billing Ledger', a search input for '* Related Shipping Group' with the text 'Search Shipping Groups...', and a 'Pause' button. At the bottom right of the form are 'Previous' and 'Next' buttons. The footer contains links for 'Accessibility Statement', 'FOIA', 'Information Quality', 'Privacy Policy', 'USDA.gov', and 'Veterans', along with the USDA ATLAS logo and 'U.S. Department of Agriculture'.

Certificate Application

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

The screenshot displays the USDA ATLAS web application interface. At the top, the USDA logo and 'ATLAS U.S. Department of Agriculture' are visible, along with navigation links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. A user profile icon labeled 'TEST ENT...' is in the top right corner. The main content area is titled 'Certificates' and includes a breadcrumb trail: Shipping Groups > **Create Certificate** > Incomplete > Pending Edits > Submitted > Rejected > Approved Certificates > Voided Certificates. Below this is a progress bar with steps: Billing an... (active), Contact ..., Consigno..., Shipping ..., Shipping ..., Addition..., Plant Inf..., General ..., Fees, Review a..., Attestati..., and Confirm... The current step is 'Billing and Shipping Information'. A dropdown menu labeled '* Billing Ledger' is open, showing 'Select Billing Ledger' with a downward arrow. Two options are listed: 'XXX6303 - BL-0000000043' and 'XXX1113 - BL-0000000044'. A green arrow points to the dropdown menu. At the bottom of the form are 'Pause', 'Previous', and 'Next' buttons. The footer contains links for Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans, and the USDA ATLAS logo.

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.

The screenshot shows the USDA ATLAS web application interface. At the top, the USDA ATLAS logo and "U.S. Department of Agriculture" are displayed. A navigation menu includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. A user profile icon labeled "TEST ENT..." is visible in the top right corner.

The main content area is titled "Certificates" and features a sub-menu with options: Shipping Groups, **Create Certificate**, Incomplete, Pending Edits, Submitted, Rejected, Approved Certificates, and Voided Certificates. Below this is a progress bar with steps: Billing an..., Contact ..., Consigno..., Shipping ..., Shipping ..., Addition..., Plant Inf..., General ..., Fees, Review a..., Attestati..., and Confirm....

The "Billing and Shipping Information" section contains the following fields:

- * Billing Ledger: A dropdown menu showing "XXX6303 - BL-0000000043".
- * Related Shipping Group: A search field with the placeholder text "Search Shipping Groups...". A green arrow points to this field. Below the search field, a dropdown menu titled "Recent Shipping Groups" is open, showing a single entry: "SG-000000007 Francine's Cheese LLC".

At the bottom of the page, there are three columns of links: "Accessibility Statement", "FOIA", "Information Quality", "Privacy Policy", "USDA.gov", and "Veterans". The USDA ATLAS logo and "U.S. Department of Agriculture" are repeated at the bottom left.

Certificate Application

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

The screenshot displays the USDA ATLAS web application interface. At the top, the USDA ATLAS logo and 'U.S. Department of Agriculture' are visible, along with a navigation menu including Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. A user profile icon labeled 'TEST ENT...' is in the top right. The main content area is titled 'Certificates' and features a progress bar with steps: Shipping Groups, **Create Certificate** (active), Incomplete, Pending Edits, Submitted, Rejected, Approved Certificates, and Voided Certificates. Below the progress bar, a series of steps are shown: Billing an... (active), Contact..., Consigno..., Shipping..., Shipping..., Addition..., Plant Inf..., General..., Fees, Review a..., Attestati..., and Confirm... The 'Billing and Shipping Information' section contains a 'Billing Ledger' dropdown menu with the value 'XXX6303 - BL-0000000043' and a 'Related Shipping Group' field with a value 'SG-0000000007'. A 'Pause' button is on the left, and 'Previous' and 'Next' buttons are on the right. A green arrow points to the 'Next' button. The footer includes links for Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans, and the USDA ATLAS logo.

Certificate Application

Verify your **contact information**.

Please make sure all required fields are filled in.

Continue down page.

The screenshot displays the USDA ATLAS web application interface for creating a certificate. The top navigation bar includes the USDA logo, 'ATLAS U.S. Department of Agriculture', and various menu items like Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. A user profile icon labeled 'TEST ENTIT...' is visible in the top right.

The main content area is titled 'Certificates' and features a progress bar with steps: Shipping Groups, Create Certificate (active), Incomplete, Pending Edits, Submitted, Rejected, Approved Certificates, and Voided Certificates. Below the progress bar, a series of steps are shown as arrows: a green arrow with a checkmark, another green arrow with a checkmark, a blue arrow labeled 'Contact I...', and several grey arrows labeled 'Consigno...', 'Shipping ...', 'Shipping ...', 'Addition...', 'Commod...', 'Plant Inf...', 'General ...', 'Fees', 'Review', 'Attestati...', and 'Confirm'.

The 'Contact Information' section is highlighted. It shows the following details:
Commodity: Dairy
Country: Turkey
Certificate Type: Turkey Dairy Certificate

Under the 'Contact:' heading, there are four input fields, each with a red asterisk indicating a required field:
* Contact Name: A dropdown menu with 'Test EntityAdminOne' selected. A green arrow points to this field.
* Email Address: A text input field containing 'test-entityadminone-usda-mrp-project@steampunk.com'. A green arrow points to this field.
* Phone Number: A text input field containing '333-444-5555'. A green arrow points to this field.
Fax Number: A text input field containing '803-232-7112'.
Below these fields is an 'Additional Contacts:' section with a label 'Additional Contact 1' and a red asterisk.

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.

The screenshot shows a web form for a Certificate Application. At the top, there is a text input field containing the email address "test-entitlyemployeeone-usda-mrp-project@steampunk.com". Below this are two required fields: "Phone Number" with the value "713-820-8529" and "Fax Number" with the value "650-779-5592". A section titled "Additional Contacts:" contains two dropdown menus for "Additional Contact 1" and "Additional Contact 2", both currently set to "Select Contact". The "Requesting Entity:" section has a dropdown menu set to "Francine's Cheese LLC". The "Consignor:" section has a dropdown menu also set to "Francine's Cheese LLC". At the bottom of the form are three buttons: "Pause", "Previous", and "Next". Green arrows point to the email field, the Phone Number field, the Requesting Entity dropdown, and the Consignor dropdown. The "Next" button is highlighted in blue.

[Accessibility Statement](#)

[FOIA](#)

[Information Quality](#)

[Privacy Policy](#)

[USDA.gov](#)

[Veterans](#)

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.

The screenshot shows a web application interface for creating a certificate. At the top, there's a navigation bar with tabs: Shipping Groups, **Create Certificate**, Incomplete, Pending Edits, Submitted, Rejected, Approved Certificates, and Voided Certificates. Below this is a progress indicator with steps: Consigno... (active), Shipping ..., Shipping ..., Addition..., Plant Inf..., General ..., Fees, Review a..., Attestati..., and Confirm... Each step is represented by a chevron icon, with the active step highlighted in blue.

Consignor / Consignee Information

I.1 Consignor
Consignor Name: Francine's Cheese LLC
Consignor Address: 367 Williams Circle, Floor 3, Palmetto, MD 20852, USA
 Check this box if the Consignor Address is different
Consignor Phone: 435-778-0744
 Check this box if the Consignor Phone is different

I.5 Consignee
 Do you want to use a stored Consignee?
*Consignee Name
*Consignee Address
*Consignee Postal Code
*Consignee Phone
 Do you want to store this Consignee information for use in other applications?

Buttons: **Pause**, **Previous**, **Next**

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.

The screenshot displays the 'Certificates' application interface. At the top, there are navigation tabs: 'Shipping Groups', 'Create Certificate' (highlighted), 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voided Certificates'. Below these is a progress bar with steps: 'Consigno...', 'Shipping ...', 'Shipping ...', 'Addition...', 'Plant Inf...', 'General ...', 'Fees', 'Review a...', 'Attestati...', and 'Confirm...'. The main section is titled 'Consignor / Consignee Information'. Under 'I.1 Consignor', it shows 'Consignor Name: Francine's Cheese LLC' and 'Consignor Address: 367 Williams Circle, Floor 3, Palmetto, MD 20852, USA'. There are checkboxes for 'Check this box if the Consignor Address is different' and 'Check this box if the Consignor Phone is different'. Under 'I.5 Consignee', there is a checked checkbox for 'Do you want to use a stored Consignee?'. Below this is a search box labeled '* Consignee' with the text 'bill' entered. A green arrow points to this search box. A dropdown menu is open below the search box, showing 'Show All Results for "bill"' and a search result for 'Bill's cheese' with the ID '12345'. At the bottom of the page, there are links for 'Accessibility Statement', 'FOIA', 'Information Quality', 'Privacy Policy', 'USDA.gov', and 'Veterans'. The USDA ATLAS logo and 'U.S. Department of Agriculture' are at the bottom left.

Certificate Application

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

Certificates

Shipping Groups **Create Certificate** Incomplete Pending Edits Submitted Rejected Approved Certificates Voided Certificates

✓ ✓ ✓ **Consigno...** Shipping ... Shipping ... Addition... Plant Inf... General ... Fees Review a... Attestati... Confirm...

Consignor / Consignee Information

I.1 Consignor

Consignor Name: Francine's Cheese LLC

Consignor Address: 367 Williams Circle, Floor 3, Palmetto, MD 20852, USA

Check this box if the Consignor Address is different

Consignor Phone: 435-778-0744

Check this box if the Consignor Phone is different

I.5 Consignee

Do you want to use a stored Consignee?

*Consignee ⓘ

Bill's cheese

Pause Previous **Next**

Accessibility Statement Information Quality USDA.gov
FOIA Privacy Policy Veterans

USDA ATLAS
U.S. Department of Agriculture

Certificate Application

Fill in all required information pertaining to the shipping origin.

The screenshot shows the USDA ATLAS web application interface. At the top, the USDA logo and 'ATLAS U.S. Department of Agriculture' are displayed. A navigation menu includes 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificate', and 'Contact Support'. A user profile icon labeled 'TEST ENT...' is in the top right. Below the navigation is a 'Certificates' section with tabs for 'Shipping Groups', 'Create Certificate', 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voided Certificates'. A progress bar shows steps: 'Shipping' (active), 'Shipping ...', 'Addition...', 'Plant Inf...', 'General ...', 'Fees', 'Review a...', 'Attestati...', and 'Confirm...'. The main form area is titled 'Shipping Origin Information' and contains the following fields:

- I.7**
Country of Origin: United States of America
ISO Code: US
- I.13**
* Place of Loading [?]
- I.11 Place of Origin**
 - * Name [?]
 - * Address [?]
 - * Approval Number [?]

At the bottom of the form are 'Pause', 'Previous', and 'Next' buttons.

Certificate Application

Verify all information entered.

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

The screenshot displays the USDA ATLAS web application interface. At the top, the USDA logo and 'ATLAS U.S. Department of Agriculture' are visible. A navigation menu includes 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificate', and 'Contact Support'. A user profile icon labeled 'TEST ENT...' is in the top right. The main content area is titled 'Certificates' and features a breadcrumb trail: 'Shipping Groups' > 'Create Certificate' > 'Incomplete' > 'Pending Edits' > 'Submitted' > 'Rejected' > 'Approved Certificates' > 'Voided Certificates'. Below this is a progress bar with steps: 'Shipping' (active, highlighted in blue), 'Shipping ...', 'Addition...', 'Plant Inf...', 'General ...', 'Fees', 'Review a...', 'Attestati...', and 'Confirm...'. The 'Shipping' step is expanded to show 'Shipping Origin Information'. This section includes the following fields:

- I.7** Country of Origin: United States of America
ISO Code: US
- I.13** Place of Loading: Savannah, Ga
- I.11 Place of Origin**
 - Name: Chester's Cheese
 - Address: 123 cheese st. 31314
 - Approval Number: 123456

At the bottom of the form are 'Pause', 'Previous', and 'Next' buttons. A green arrow points to the 'Next' button.

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.

The screenshot displays the USDA ATLAS web application interface. At the top, the USDA logo and 'ATLAS U.S. Department of Agriculture' are visible, along with a navigation menu including 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificate', and 'Contact Support'. A user profile icon labeled 'TEST ENT...' is in the top right corner. Below the navigation, a 'Certificates' section contains a sub-menu with 'Shipping Groups', 'Create Certificate', 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voided Certificates'. A progress bar shows several steps with checkmarks, followed by 'Shipping ...' which is highlighted in blue. Below the progress bar, the 'Shipping Destination Information' section is active, showing 'I.9' and 'Country of Destination: Turkey' with 'ISO Code: TR'. A 'Pause' button is on the left, and 'Previous' and 'Next' buttons are on the right. A green arrow points to the 'Next' button. The footer contains links for 'Accessibility Statement', 'FOIA', 'Information Quality', 'Privacy Policy', 'USDA.gov', and 'Veterans', along with the USDA ATLAS logo.

Certificate Application

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

USDA ATLAS
U.S. Department of Agriculture

Home Certificates Invoices Admin Reports Verify Certificate Contact Support TEST ENT...

Certificates

Shipping Groups **Create Certificate** Incomplete Pending Edits Submitted Rejected Approved Certificates Voided Certificates

Additional Shipping Details

I.14

* Date of Departure

* Estimated Date of Arrival

I.15

* Means of Transport

Identification

Documentary Reference

I.16

* Port of Entry (BIP) - if unknown, please select the option 'Unknown'

Search Ports...

Border Inspection Post (BIP).

I.23

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.

The screenshot shows a web application interface for 'Certificates'. At the top, there are navigation tabs: 'Shipping Groups', 'Create Certificate', 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voided Certificates'. Below these is a progress bar with several green checkmarks and a blue 'Addition...' button. The main section is titled 'Additional Shipping Details' and contains several form fields:

- I.14**
 - * Date of Departure: Mar 19, 2021
 - * Estimated Date of Arrival: Mar 26, 2021
- I.15**
 - * Means of Transport: Airplane
 - Identification: (empty field)
 - Documentary Reference: (empty field)
- I.16**
 - * Port of Entry (BIP) - if unknown, please select the option 'Unknown': Istanbul New Airport
 - Border Inspection Post (BIP): (empty field)
- I.23**
 - * Container/Seal Number: Enter Container/Seal number combinations... (empty field)
- I.24**
 - * Type of Packaging: (empty field)

Green arrows on the left side of the form point to the Date of Departure, Date of Arrival, Means of Transport, and Port of Entry fields.

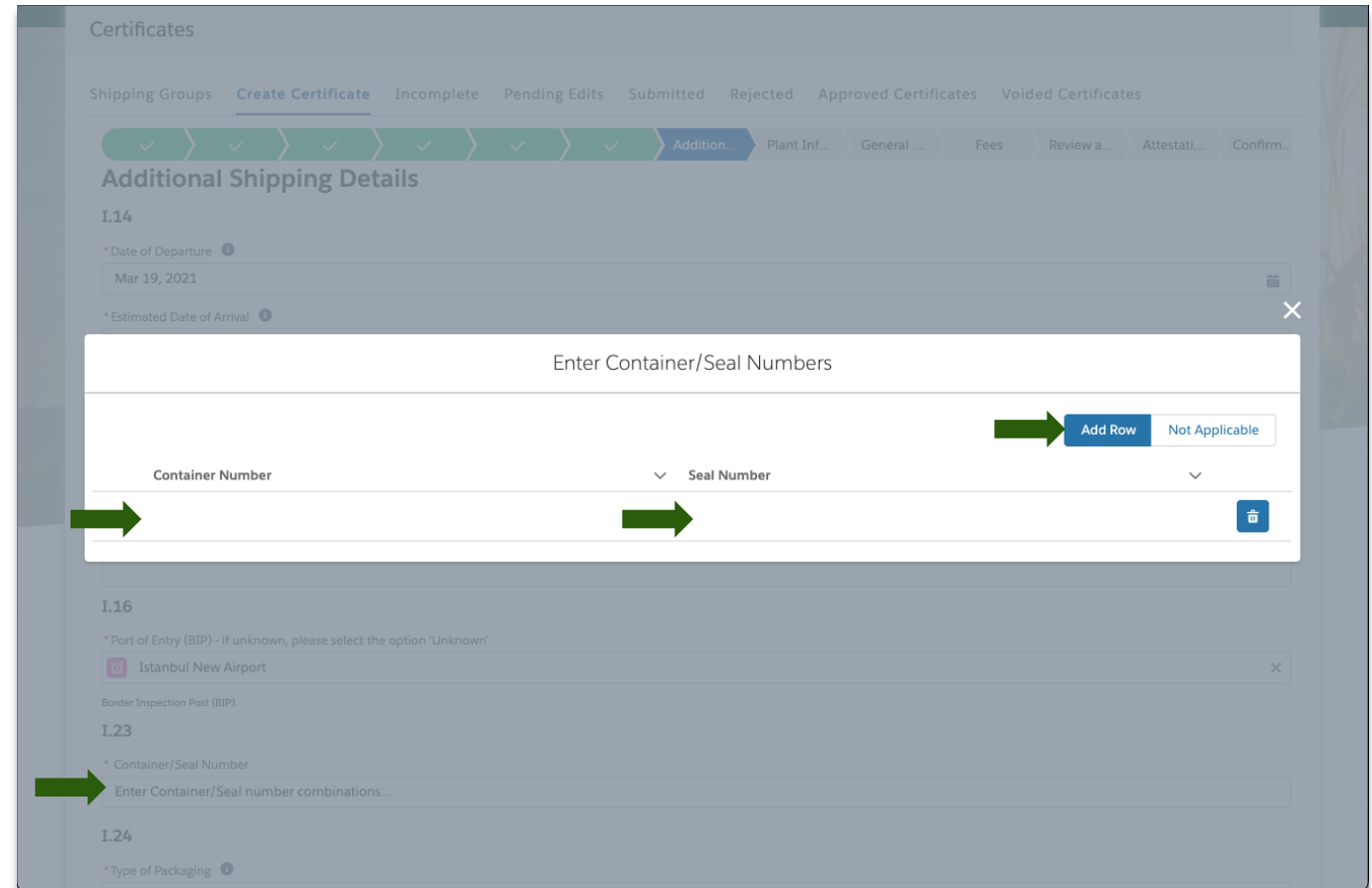
Certificate Application

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

The screenshot shows the 'Certificates' application interface. At the top, there are tabs for 'Shipping Groups', 'Create Certificate', 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voiced Certificates'. Below these is a progress bar with steps: 'Addition...', 'Plant Inf...', 'General...', 'Fees', 'Review a...', 'Attestati...', and 'Confirm...'. The main section is titled 'Additional Shipping Details' and includes a sub-section 'I.14' with a 'Date of Departure' field set to 'Mar 19, 2021'. A modal window titled 'Enter Container/Seal Numbers' is open, showing a table with the following data:

Container Number	Seal Number
12345	12345

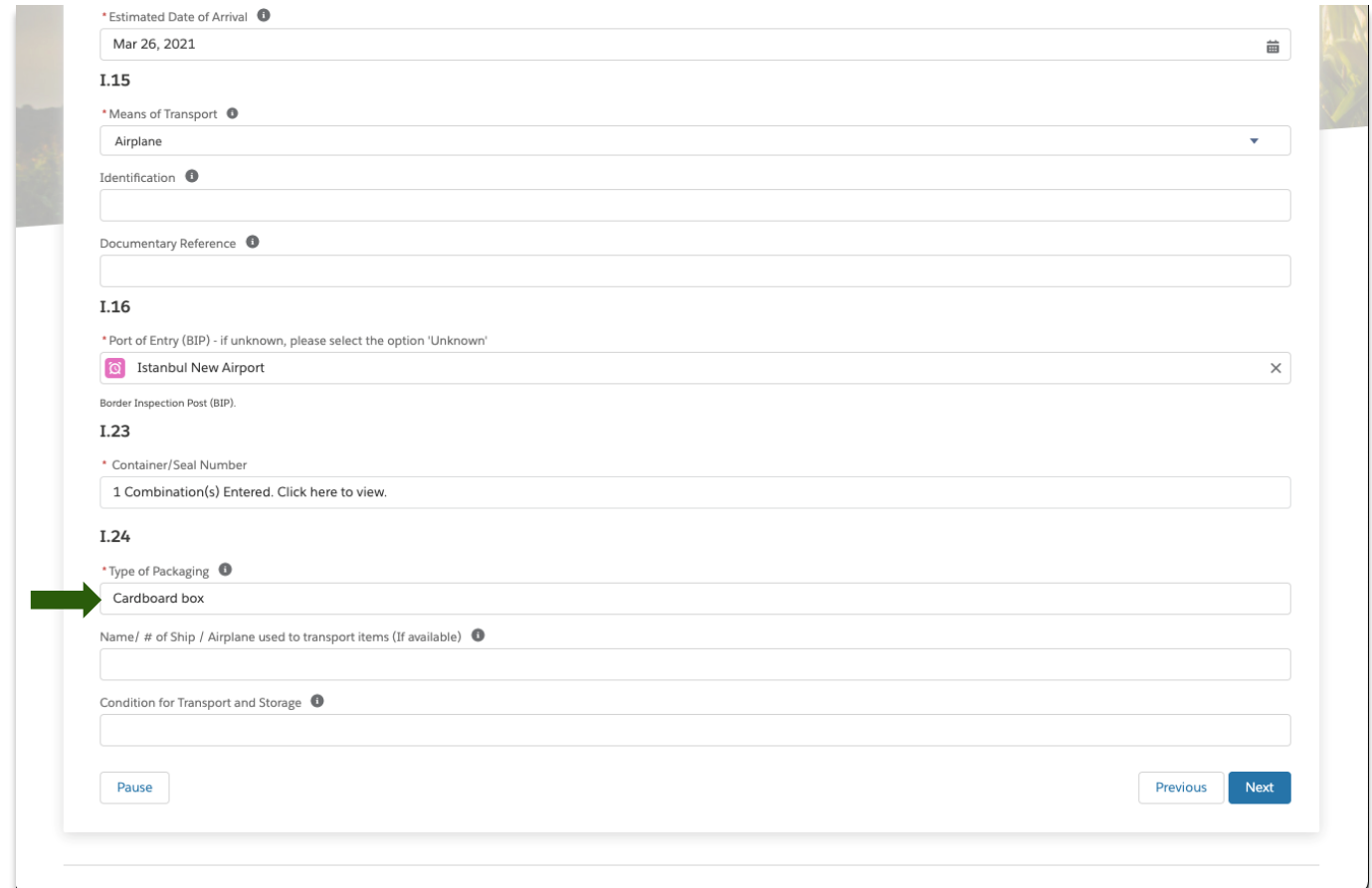
Below the table are 'Cancel' and 'Save' buttons. Green arrows in the image point to the '12345' entries in the table and the 'Save' button. Below the modal, there is a section 'I.16' for 'Port of Entry (BIP)' with a dropdown menu showing 'Istanbul New Airport'. Below that is a section 'I.23' for 'Container/Seal Number' with a text input field containing 'Enter Container/Seal number combinations...'. At the bottom, there is a section 'I.24' for 'Type of Packaging'.

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



* Estimated Date of Arrival ⓘ
Mar 26, 2021

I.15
* Means of Transport ⓘ
Airplane

Identification ⓘ

Documentary Reference ⓘ

I.16
* Port of Entry (BIP) - if unknown, please select the option 'Unknown'
Istanbul New Airport

Border Inspection Post (BIP)
I.23
* Container/Seal Number
1 Combination(s) Entered. [Click here to view.](#)

I.24
* Type of Packaging ⓘ
Cardboard box

Name / # of Ship / Airplane used to transport items (If available) ⓘ

Condition for Transport and Storage ⓘ

Pause Previous Next

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.

The screenshot displays the USDA ATLAS web application interface. At the top, the USDA logo and 'ATLAS U.S. Department of Agriculture' are visible. A navigation menu includes 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificate', and 'Contact Support'. A user profile icon labeled 'TEST ENT...' is in the top right. The main content area is titled 'Certificates' and features a breadcrumb trail: 'Shipping Groups' > 'Create Certificate' > 'Incomplete' > 'Pending Edits' > 'Submitted' > 'Rejected' > 'Approved Certificates' > 'Voided Certificates'. A progress bar below the breadcrumb shows several steps with green checkmarks, followed by 'Addition...' (highlighted in blue), 'Plant Inf...', 'General ...', 'Fees', 'Review a...', 'Attestati...', and 'Confirm...'. The 'Commodity Codes' section contains a 'Commodity Selection' box with a dropdown menu labeled 'Select Commodity' and a '+ Add' button. A green arrow points to the dropdown menu. Below the dropdown is a link: 'Click here for more information about HS Codes'. At the bottom of the section are 'Pause', 'Previous', and 'Next' buttons. The footer contains links for 'Accessibility Statement', 'FOIA', 'Information Quality', 'Privacy Policy', 'USDA.gov', and 'Veterans', along with the USDA ATLAS logo.

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

The screenshot shows the USDA ATLAS web application interface for creating a certificate. At the top, the USDA logo and 'ATLAS U.S. Department of Agriculture' are displayed. A navigation menu includes 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificate', and 'Contact Support'. A user profile icon labeled 'TEST ENT...' is in the top right.

The main content area is titled 'Certificates' and features a progress bar with steps: Shipping Groups, **Create Certificate** (active), Incomplete, Pending Edits, Submitted, Rejected, Approved Certificates, and Voided Certificates. Below the progress bar, a series of chevron arrows indicates the current step, with 'Addition...' highlighted in blue.

The 'Commodity Codes' section contains a table for 'Commodity Selection'. The first row is numbered '1' and has two dropdown menus. The first dropdown is set to '(0401) Fluid Milk & Cream, Not Conc, No Sug or Sw'. The second dropdown is set to 'MLK&CRM,<1% FAT'. A green arrow points to the first dropdown, and another points to the second. To the right of the second dropdown is a green '+ Add' button, with a green arrow pointing to it.

Below the table is a link: [Click here for more information about HS Codes](#). At the bottom of the table are three buttons: 'Pause', 'Previous', and 'Next'. A green arrow points to the 'Next' button.

At the bottom of the page, there are links for 'Accessibility Statement', 'FOIA', 'Information Quality', 'Privacy Policy', 'USDA.gov', and 'Veterans'. The USDA logo and 'ATLAS U.S. Department of Agriculture' are repeated at the very bottom.

Certificate Application

This section deals with the manufacturing of the product.

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

Certificates

Shipping Groups [Create Certificate](#) Incomplete Pending Edits Submitted Rejected Approved Certificates Voided Certificates

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ Plant Inf... General ... Fees Review Attestati... Confirm...

Plant Information

Please identify the commodities below. Note: you may identify up to 6 commodities per certificate.

Commodity 1

* Manufacturing Plant - Commodity 1

99999999 | EU Plant |

* Commodity 1 Batch Number (if multiple, please use a semicolon to separate the different batch numbers.) ⓘ

* Number of Packages - Commodity 1 ⓘ

* Species - Commodity 1 ⓘ

Bovine

* Net Weight - Commodity 1 ⓘ

Commodity 1 was produced between these two dates:

Produced Start Date

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

Shipping Groups **Create Certificate** Incomplete Pending Edits Submitted Rejected Approved Certificates Voided Certificates

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ **Plant Inf...** General ... Fees Review

Plant Information

Please identify the commodities below. Note: you may identify up to 6 commodities per certificate.

Commodity 1

* Manufacturing Plant - Commodity 1
999999999 | EU Plant |

* Commodity 1 Batch Number (if multiple, please use a semicolon to separate the different batch numbers.) ⓘ
1234

* Number of Packages - Commodity 1 ⓘ
1

* Species - Commodity 1 ⓘ
Bovine

* Net Weight - Commodity 1 ⓘ
3

Commodity 1 was produced between these two dates:

Produced Start Date
Produced End Date

Commodity 1 expires between these 2 dates:

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

The screenshot displays the USDA ATLAS COMX_CertApp interface. At the top, the USDA ATLAS logo is visible on the left, and navigation links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support are on the right. The main content area is titled 'COMX_CertApp' and features a progress bar with several green checkmarks and a blue 'General ...' tab. Below the progress bar, the 'General Commodity Information' section is shown. It includes a required field for 'Description of Commodity' with the value 'miik', a 'Kind of Processing Treatment' field, and a required dropdown for 'Temperature of Product' set to 'Ambient'. There are also fields for 'Additional Storage Information', 'Produced between' (with 'Produced from' and 'Produced to' sub-fields), and 'Expires between' (with 'Expires From' sub-field). The bottom of the page shows the U.S. Department of Agriculture logo.

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

The screenshot shows the USDA ATLAS web application interface for the COMX_CertApp. The page title is "COMX_CertApp". The navigation bar includes links for Home, Certificates, Invoices, Admin, Reports, Verifv Certificate, and Contact Support. The user is logged in as "TEST ENT...".

The form contains the following sections and fields:

- I.21**
- * Temperature of Product** (required): A dropdown menu with "Ambient" selected.
- Additional Storage Information**: A text input field.
- Produced between**
- Produced from: (mm/dd/yyyy)** (required): A date input field.
- Produced to: (mm/dd/yyyy)** (required): A date input field.
- Expires between**
- Expires From: (mm/dd/yyyy)** (required): A date input field.
- Expires To: (mm/dd/yyyy)** (required): A date input field.
- Unit of Measure chosen for Net Weight and Gross Weight: Pounds**
- Number of Packages: 1**
- Net Weight: 3.00**
- * Gross Weight** (required): A text input field containing the value "4".

At the bottom of the form, there are three buttons: "Pause", "Previous", and "Next". A green arrow points to the "Next" button.

The footer of the page reads "U.S. Department of Agriculture".

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

USDA ATLAS
U.S. Department of Agriculture

Home Certificates Invoices Admin Reports Verify Certificate Contact Support TEST ENT...

COMX_CertApp

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ Fees Review a... Attestati... Conf

Fees

* Customer Reference Number
1234

Certificate Fee: \$82.00
Each Certified Copy Fee: \$41.00
Each Fax Copy Fee: \$4.00
Each Electronic Copy Fee: \$41.00

* Certified Copies
2

* Fax Copies
3

* Electronic Copies
5

Ac
FC

Pause

Previous Next

USDA ATLAS
U.S. Department of Agriculture

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.

USDA ATLAS

Home Certificates Invoices Admin Reports Verify Certificate Contact Support

COMX_CertApp

Review a... Attestati... Conf

Commodity and Country Information

Commodity:	Dairy
Country:	Turkey
Certificate Type:	Turkey Dairy Certificate

Consignor/Consignee Information

Requesting Entity:	Francine's Cheese LLC
Consignor Name:	Francine's Cheese LLC
Consignor Address:	367 Williams Circle, Floor 3, Palmetto, MD 20852, USA
Consignor Tel:	435-778-0744
Consignee Name:	Bill's cheese
Consignee Address:	123
Consignee Zip:	12345
Consignee Phone:	123213214
Central Competent Authority:	USDA AMS Dairy Programs
Local Competent Authority:	Grading Branch

Billing and Shipping Information

Commodity:	Dairy
Country:	Turkey
Certificate Type:	Turkey Dairy Certificate
Billing Account Name:	Francine's Cheese LLC
Billing Ledger:	BL-0000000043
Related Shipping Group:	SG-0000000007
Shipping Address:	24325
Contact Name:	Test EntityAdminOne
Email Address:	test-entityadminone-usda-mrp- project@steampunk.com
Phone Number:	333-444-5555
Fax:	803-232-7112

Shipping Origin Information

Country of Origin:	United States of America
ISO Code:	US
Place of Loading:	Savannah, Ga
Place of Origin Name:	Chester's cheese
Place of Origin Address:	123 cheese st Savannah, Ga 31314
Place of Origin Approval Number:	12345

Additional Shipping Details

Date of Departure:	March 15, 2021
Estimated Date of Arrival:	March 17, 2021
Means of Transport:	Aeroplane
Identification:	
Documentary Reference:	
Entry BIP:	Istanbul New Airport
Reason why ENTRY BIP is unknown, if applicable:	Submitter's Comments:

U.S. Department of Agriculture

Certificate Application

Verify information provided.

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

Press **next** to continue application

The screenshot shows the USDA ATLAS COMX_CertApp interface. The top navigation bar includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. The main content area is divided into several sections:

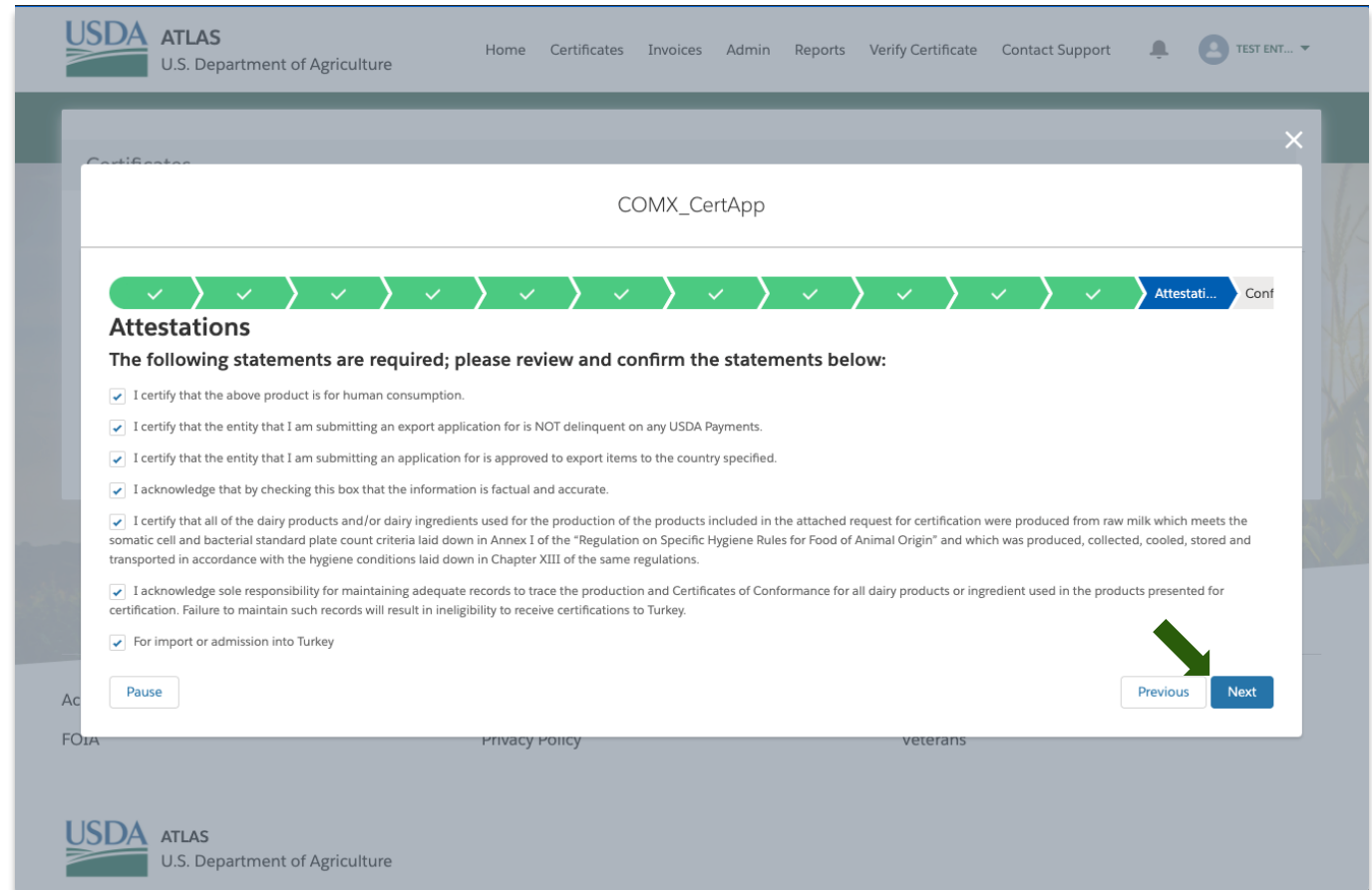
- Commodity Codes:** Commodity Codes: [0401100000]
- Plant Information (Commodity 1):**
 - Manufacturing Plant Name: LAND O'LAKES
 - Address:
 - Product Description:
 - Validity Date:
 - Commodity Batch/Lot Numbers: 1234
 - Number of Packages: 1
 - Species: Bovine
 - Net Weight: 3.00
 - Units: Pounds
 - Nature of Commodity - Commodity 1:
 - Commodity 1 was produced between: -
 - Commodity 1 expires between: -
- General Commodity Information:**
 - Type of Commodity:
 - Description of Commodity: milk
 - Kind of Processing Treatment:
 - Temperature of Product: Ambient
 - Additional Storage Information:
 - Produced Between: -
 - Expires Between: -
 - Country of Product:
 - Establishment Number:
 - Unit of Measure: Pounds
 - Number of Packages: 1.00
 - Net Weight: 3.00
 - Gross Weight: 4.00
- Fees:**
 - Customer Reference: 1234
 - Certified Copies: 2
 - Fax Copies: 3
 - Electronic Copies: 5
 - Total Fees: 381.00

At the bottom of the form, there are two buttons: "Pause" and "Next". A green arrow points to the "Next" button. Red text instructions are present: "If you need to make modifications to your application please press the 'Previous' button below." and "If all details on this page are correct, press 'Finish' to move on to the next screen. On the next screen, you must review the statements prior to your application being officially submitted."

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.

The screenshot displays the USDA ATLAS web application interface. At the top, the USDA ATLAS logo and "U.S. Department of Agriculture" are visible. A navigation menu includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. A user profile dropdown shows "TEST ENT...".

The main content area is titled "Certificates" and features a sub-menu with options: Shipping Groups, Create Certificate, **Incomplete** (highlighted), Pending Edits, Submitted, Rejected, Approved Certificates, and Voided Certificates. A modal window titled "COMX_CertApp" is open, showing a progress bar with 15 green checkmarks and a "Conf" button at the end. Below the progress bar, it says "Thank you for submitting your application." and "Please keep the reference number below for your records:". The "Certificate Application Number: AP-000000031" is displayed. A green arrow points to a blue "Finish" button in the bottom right corner of the modal.

At the bottom of the page, there are links for Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans. The USDA ATLAS logo and "U.S. Department of Agriculture" are repeated at the very bottom.

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.

The screenshot shows the USDA ATLAS interface. At the top, the USDA logo and 'ATLAS U.S. Department of Agriculture' are visible. Navigation links include Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. A user profile icon labeled 'TEST ENT...' is in the top right.

The main content area is titled 'Certificates' and features a horizontal menu with options: Shipping Groups, Create Certificate, Incomplete, Pending Edits, **Submitted** (highlighted with a green arrow), Rejected, Approved Certificates, and Voided Certificates.

Below the menu, there is a search instruction: 'Need help searching? Use the "Search this list..." box below to find what you are looking for. Optionally, you can use a wildcard (asterisk) to find all search results supported by ATLAS. For example, if you are searching for a Dairy certificate, type in Dai* and hit enter.'

The 'Submitted Applications' section includes a search box labeled 'Search this list...'. Below it is a table with the following columns: Certificate ID, Record Type, Created Date, Appl. Status, USDA Reviewer, Contact Name, Cus. ID, Consignor Name, and Last Modified Date.

	Certificate ...	Record Type	Created Date	Appl...	USDA Revi...	Contact Name	Cus...	Consignor Name	Last Modified D...
1	AP-000000031	Turkey Dairy Certificate A...	3/11/2021 2:08 PM	In Review	Randy Reviewer	Test EntityAdminOne	1234	Francine's Cheese LLC	3/11/2021 2:08 PM
2	AP-000000029	China Dairy Sanitary Cert...	3/11/2021 11:30 AM	In Review	Randy Reviewer	Francine Farmer	1234	Francine's Cheese LLC	3/11/2021 11:30 AM
3	AP-000000027	China Dairy Sanitary Cert...	3/11/2021 9:59 AM	In Review	Randy Reviewer	Francine Farmer	2345	Francine's Cheese LLC	3/11/2021 9:59 AM
4	AP-000000026	EU Certificate Application	3/10/2021 9:21 PM	In Review	Randy Reviewer	Francine Farmer	3333333	Francine's Cheese LLC	3/10/2021 11:24 PM
5	AP-000000021	EU Certificate Application	3/10/2021 11:19 AM	In Review	Randy Reviewer	Francine Farmer	3333	Francine's Cheese LLC	3/10/2021 11:19 AM
6	AP-000000014	EU Certificate Application	3/5/2021 4:34 PM	In Review	Randy Reviewer	Billy Broker	111111	Francine's Cheese LLC	3/9/2021 9:56 PM

At the bottom of the page, there are links for Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans.