User Guide

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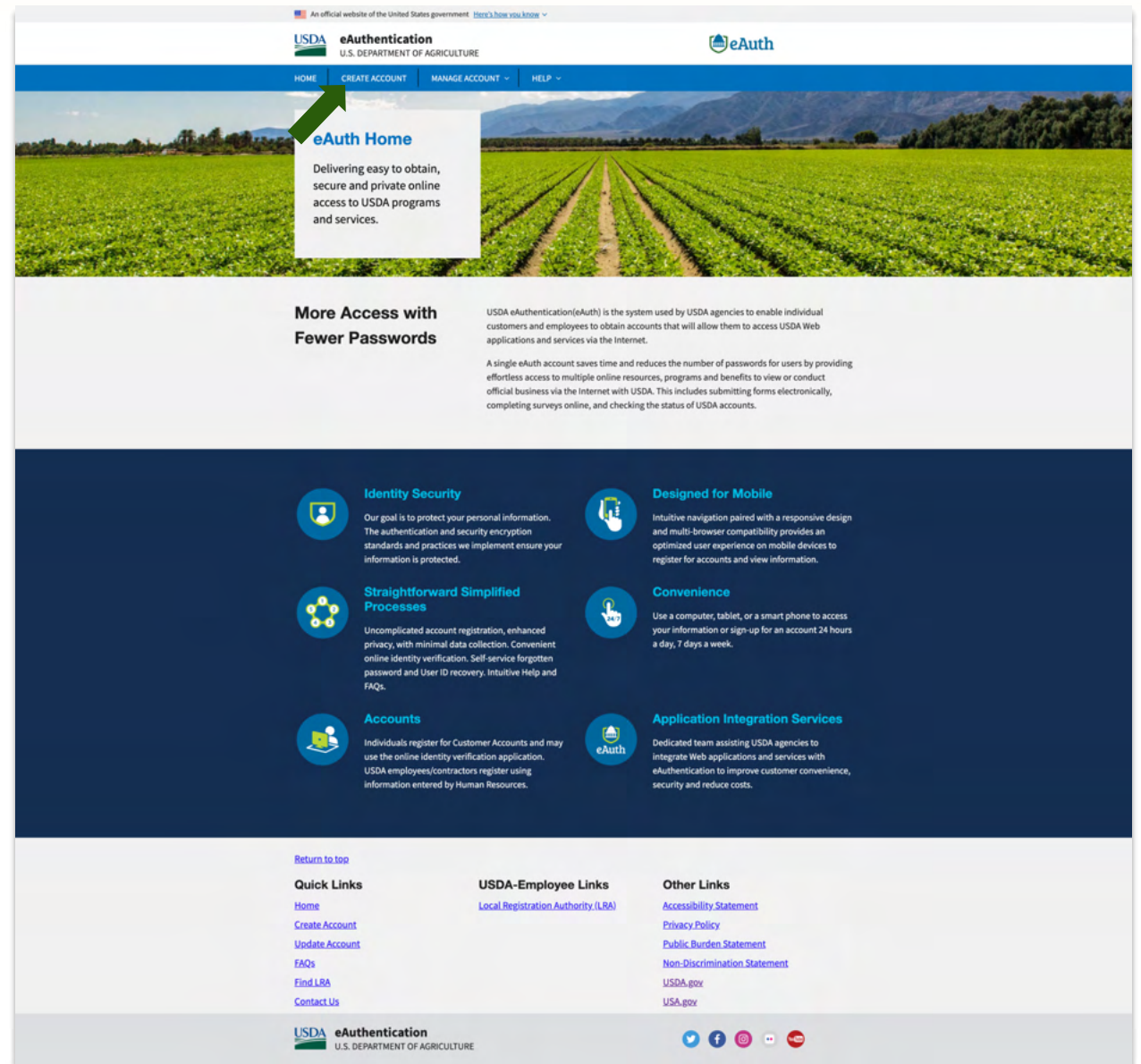# Agricultural Marketing Service

ATLAS

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 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.

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

Previous   Next

Accessibility Statement   Information Quality   USDA.gov

FOIA   Privacy Policy   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.

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.

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.

USDA ATLAS
U.S. Department of Agriculture

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.

Next

Accessibility Statement   Information Quality   USDA.gov

FOIA   Privacy Policy   Veterans

USDA ATLAS
U.S. Department of Agriculture

User Registration (Entity Employee)

User Registration (Broker Admin)

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

User Registration (Broker Admin)

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

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

User Registration (Broker Admin)

Step 1: **Select** yes.

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

User Registration (Broker Admin)

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

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

User Registration (Broker 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 (Broker 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 (Broker 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 (Broker 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.

User Registration (Broker 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 (Broker Admin)

User Registration (Broker Employee)

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

User Registration (Broker Employee)

Step 1: Select if you will be importing or exporting

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

User Registration (Broker Employee)

Step 1: Select Yes.

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

User Registration (Broker 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 (Broker 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 (Broker 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 Broker Admin and can be found on the admin page within their accounts.

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

User Registration (Broker 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.

User Registration (Broker Employee)

Admin Management/Account

Admin Management

Admin management is only available to admins within entities. Regular employees do not have access to the admin tab.

To navigate to the admin page within ATLAS, please select the admin tab at the top of the screen.

Admin Management

You can associate your entity to a Broker entity by providing your entity's **Broker Setup Token**, or vice versa.

Setting up an entity association allows a broker to submit applications on behalf of a producer, with the producer listed as the consignor.

You are also able to provide the **ATLAS User Registration token** to employees going through the User Registration Process.

Admin Management

You may generate a new token for both the **Broker Setup** and the **ATLAS User Registration Token**

Step 1: Click **Generate New Token.**

Step 2: Choose which token you would like to change.

Note: When a new token is generated it will update on the page and must be shared by the admins when needed.

Admin Management

Step 1: To request entity association, click the **Request Entity Association.**

Admin Management

Step 1: If you are requesting association status, enter the **Broker Setup Token** provided by the other entity.

Step 2: Then, press **Next**

You will be automatically associated.

Admin Management

Step 1: To remove an entity association, click the **Remove Entity Association**.

Admin Management

Step 1: Select the entity you wish to disassociate from

Step 2: Then, press **Next**

Your removal will be in effect.

Admin Management

Under the User Management section of the Admin tab, you can see all the users associated with your entity.

You may also change the access levels of these users and disassociate them from your entity.

Step 1: Click on the desire **Contact Name**.

Admin Management

If any employee wishes to update their email, they must get their admin to do this for them.

Employees are not able to edit their own email address stored in the system.

Admin Management

To change the access level or to disassociate a Contact from your entity, you can do so on this screen.

Step 1: Click on **Change Access Level.**

Admin Management

Step 1: Click on **Next.**

Note: Once you click this command, the access level will be immediately changed.

Admin Management

Within the Entity Association tab, you can see the various entities associated with yours.

You can also see whether the relationship is active or not.

Admin Management

Within the **Billing Ledgers** tab, you will see a list of all Billing Ledger records you have access to.

While viewing these ledgers you can see if they are currently active or inactive. This determines whether you can bill to this account or not.

Account

Within the accounts page, you can see all information associated with your specific account.

When scrolling down the page, you will see other records related to this Account such as; **Contacts**, **Consignees**, **Cases**, and **Billing Ledgers**.

You can edit any of your account information from this page by clicking the pencil tool next to the field desired.

Account

A consignee is stored information about the entity responsible for the export that you can use to quickly populate the related information on a certificate application.

You can edit and create new consignees associated with your account.

Step 1: Click **New**

Step 2: Follow prompt to create consignee

You can also select on existing consignees to edit their information.

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
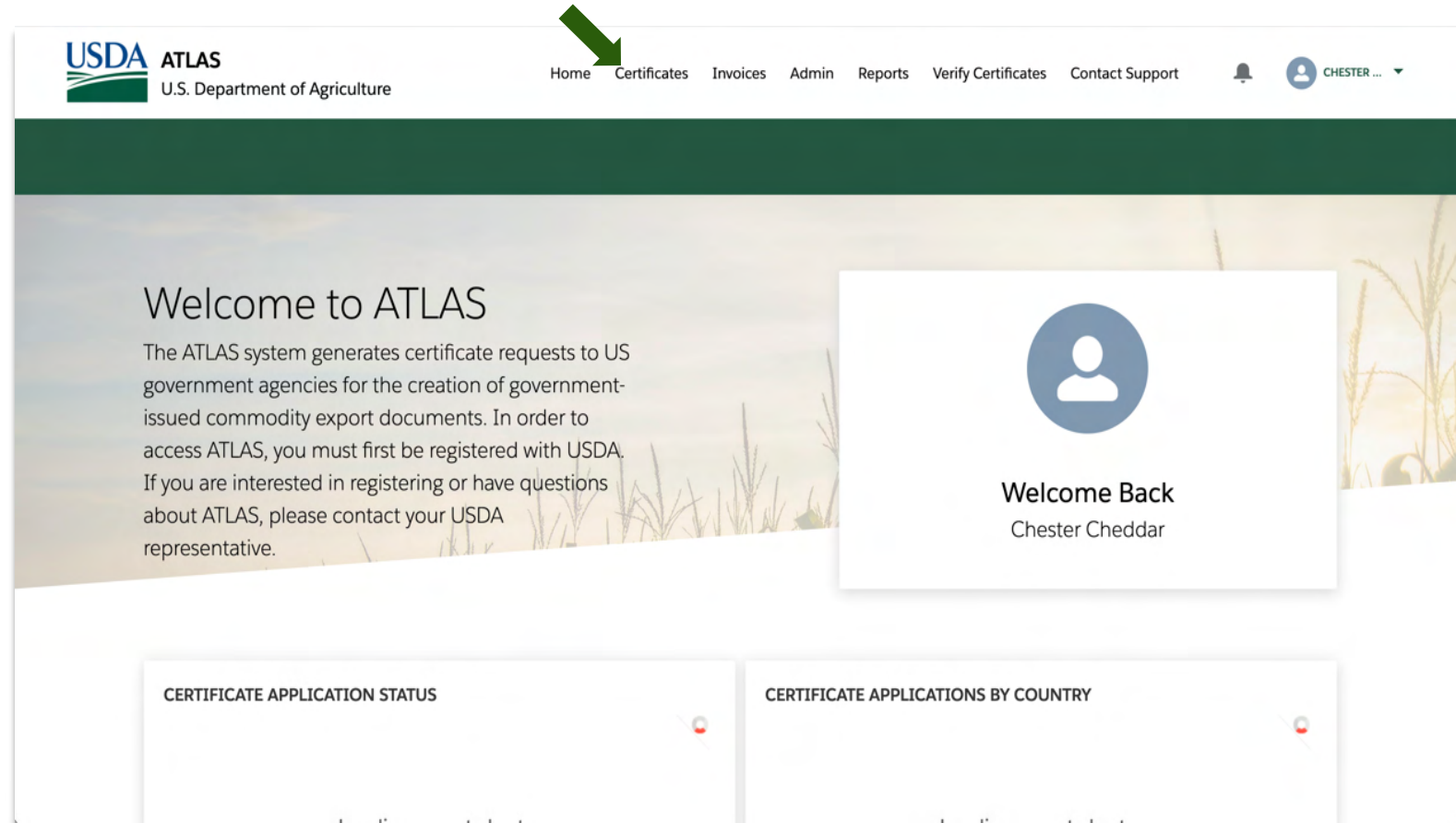
Shipping groups

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
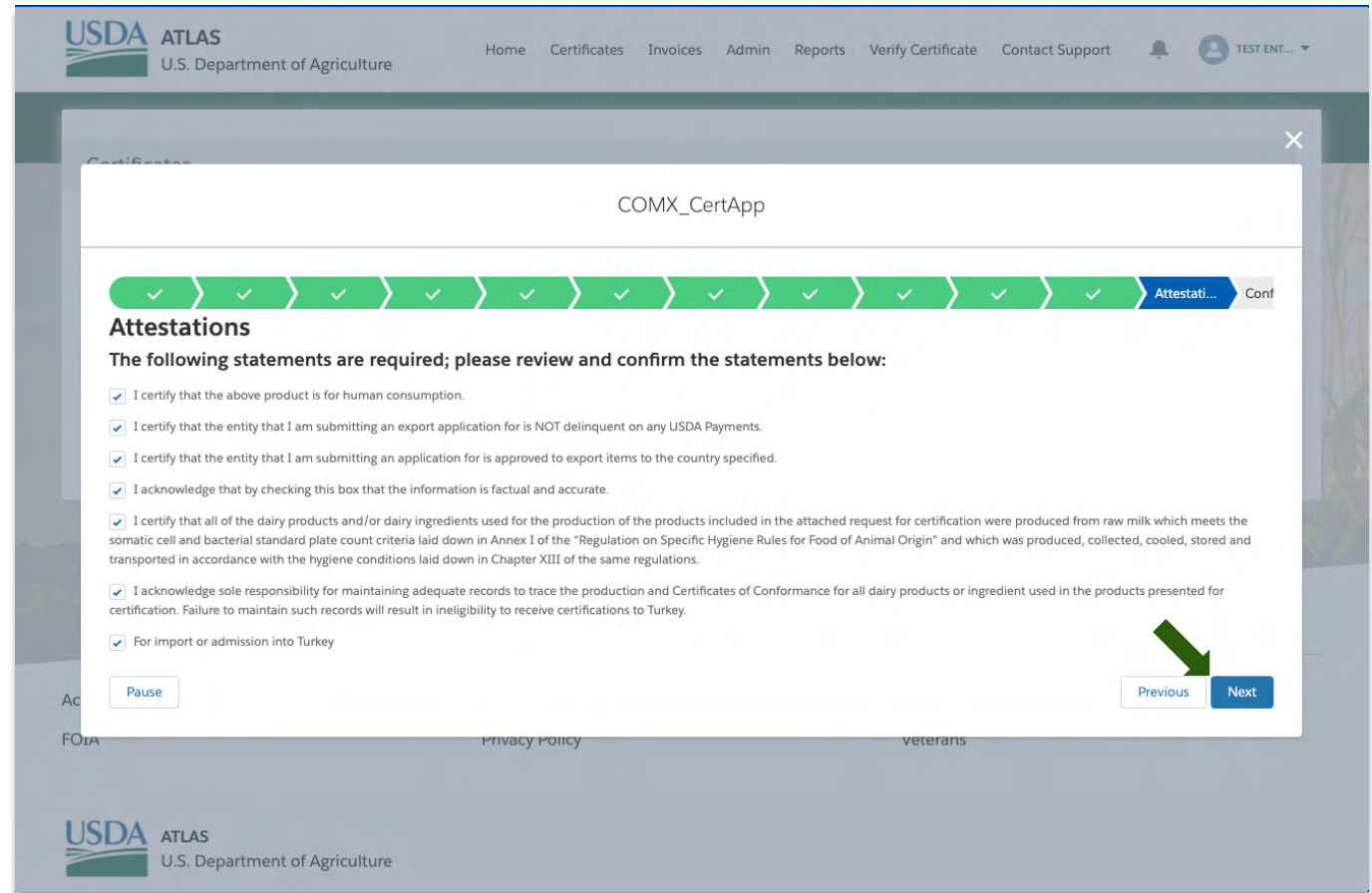
Certificate Application

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.

Certificate Statuses

Certificate Statuses (Incomplete)

During the certificate application, if you used the **pause** function, the application in question will be saved here.

Step 1: Click on the **Incomplete** sub tab.

Step 2: Click on **Resume Application** on the desired application.
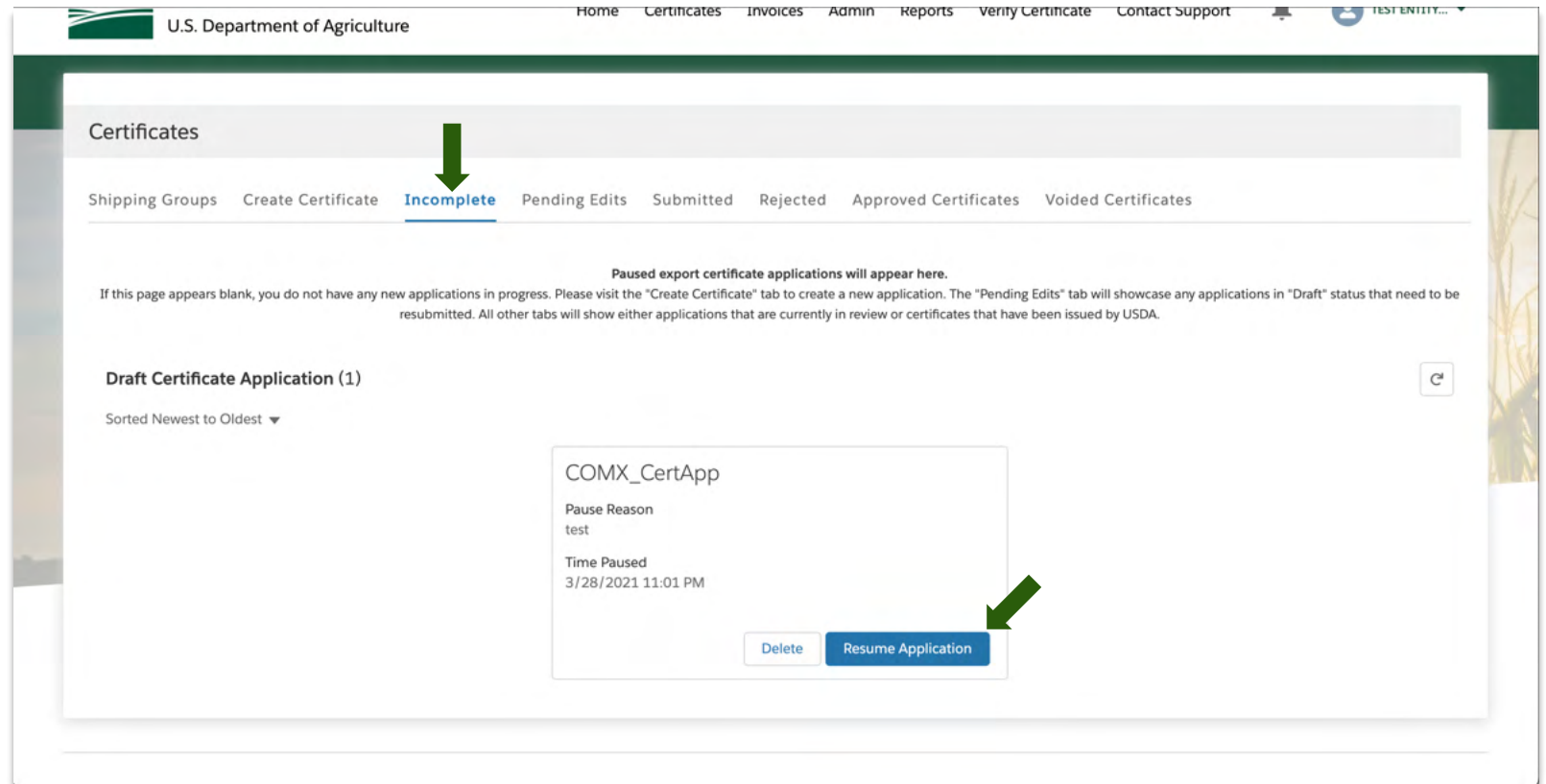
Certificate Statuses

A certificate is the record that only gets created upon the approval of that certificate application.

Under the sub-tabs you will see the certificate applications listed.

You may edit these after they have been submitted or rejected.

Step 1: Click the **sub-tab** desired.

Step 2: Click the **application** desired.

Certificate Statuses

Pending edits tab holds any certificate application with a status of Draft (Recalled).

These are certificate applications that were either recalled and edited or certificate applications which were approved but needed an amendment after the fact.

In both cases, they are not yet submitted for approval.

When you click on a record, you will be able to see the details of an application that you have access to.

Certificate Statuses (Recall and Edit)

If you want to make edits to an application after it has been submitted, but before it is approved, you need to recall and edit it. This stops any USDA reviewers from looking at the application while you make your edits.
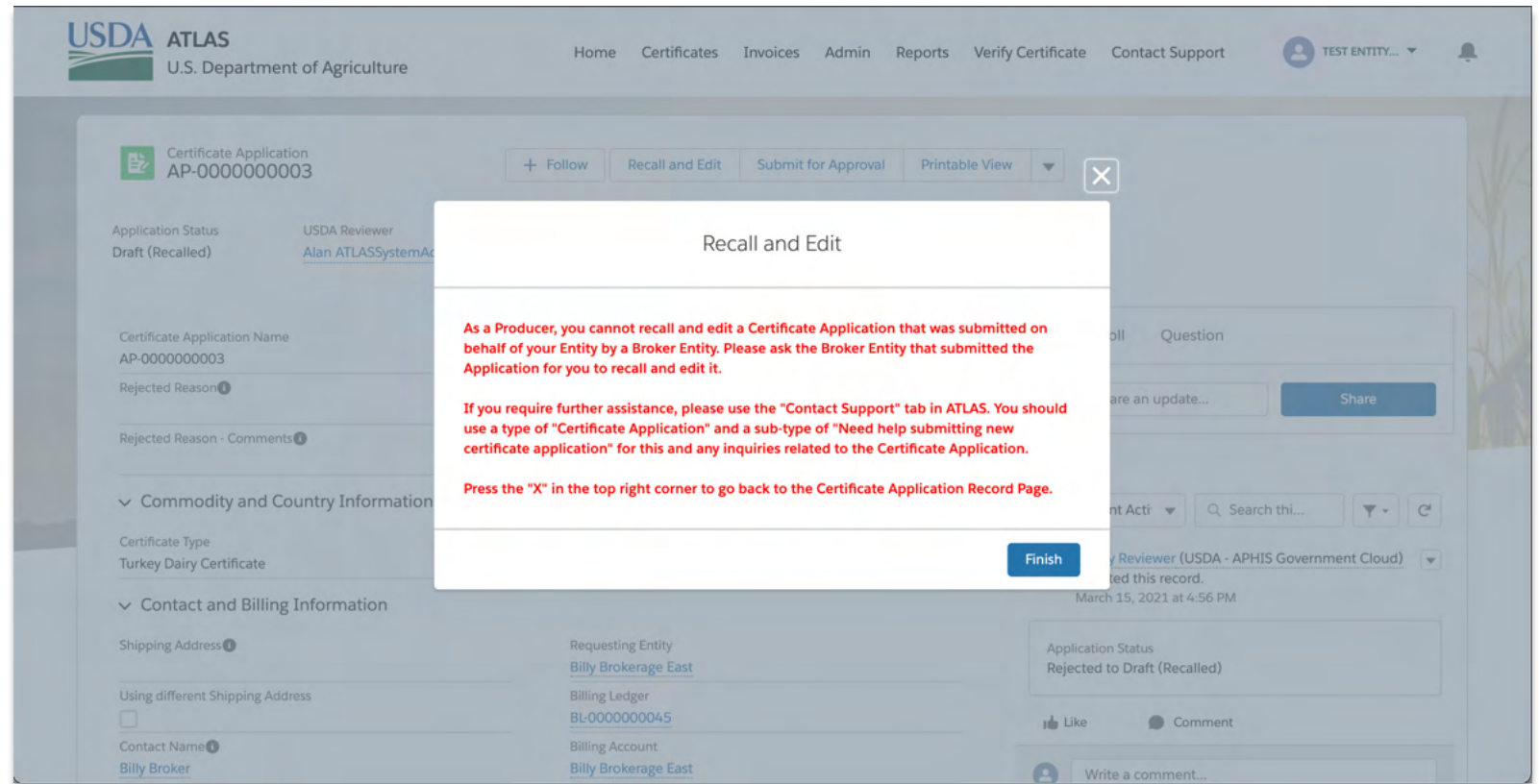
The Status of the specific application will also be listed here.

Step 1: Click the **Recall and Edit** button.

Certificate Statuses (Recall and Edit)

Note: When a broker submits a certificate application on your behalf, you can see the application, but not make edits.

Certificate Statuses (Recall and Edit)

Step 1: Click the **Next** button.

Certificate Statuses (Recall and Edit)

Go through the Certificate application to make the desired or necessary changes.

Certificate Statuses (Recall and Edit)

After you have made your changes to the Certificate Application, you must submit it for approval.

Step 1: Click **Submit for Approval.**

Certificate Statuses (Recall and Edit)

Step 1: Click **Next** to submit.

Certificate Statuses (Recall and Edit)

Click **Finish** to refresh the page after submitting the application.

Certificate Statuses

Voided certificates are certificates that are no longer valid even though they were already generated. Their status gets updated to "Void" and any PDF document that was generated for them is deleted. Also, the user is refunded any fees that they paid for them

Certificate Statuses

Once an application is approved, you can only **Amend** it, you can't edit the related certificate application.

If a certificate application is rejected, you can recall and edit it to make the necessary changes.

The sub-tabs that show approved certificates are **Approved Certificates and Voided Certificates.**

Amendments are considered new certificates. You will not get the fees reimbursed from the original application and will be billed again for the new application.

Certificate Statuses (Amend)

Step 1: Click **Amend Certificate**

Certificate Statuses (Amend)

Step 1: Click **Next** to continue amending the certificate

Certificate Statuses (Amend)

Step 1: Go through the Certificate Application

Step 2: Make any necessary or desired edits.

Step 3: Click **Next** to continue.

Certificate Statuses (Amend)

After making edits to the certificate, you will need to go to the application associated in order to **submit for approval**.

Step 1: Click **Finish** to complete the application.

Invoice

Invoice

After a certificate has been approved you can view the invoice associated with it in the **Invoices** tab located at the top of the screen.

Step 1: To view a specific invoice, select the **invoice name** you desire.

Invoice

While you can not pay through ATLAS, you can view charges for services rendered.

The certificate associated with the invoice will be listed here as well.

It is also possible to have a printable view of the invoice if desired.

Step 1: Click **Printable View** near the top of the page. A pop-up with your pdf will be opened.

Invoice

Further down the page, you can see the invoice line items listed. This is to give further detail of services rendered and the charges associated with them.

Modification invoices are invoices related to amended or voided certificates. These are additional invoices that are generated after a cert app goes through an amendment (user pays extra fees) or when a certificate is voided (user gets their fees payment refunded).

Invoice
INV-0129

New Note | Printable View

Invoice Type	Related Certificate Application	Customer Reference Number	Invoice Date	Invoice Amount
Entry	AP-0000000320	344222	8/20/2020	$168.00

Chatter isn't enabled or the user doesn't have Chatter access.

DETAILS   RELATED

Invoice Line Items (4)

Invoice Line Item Name	Invoice Line Item Amo...	Refund Amount	Description	
ILI-00000252	$82.00		Certificate Fee	▼
ILI-00000253	$41.00		Certified Copies Fee	▼
ILI-00000254	$4.00		Fax Copies Fee	▼
ILI-00000255	$41.00		Electronic Copies Fee	▼

View All

Modification Invoices (1)

| Invoice Name	Invoice Date	Invoice Type	Invoice Amount	
INV-0133	8/20/2020	Modification	$0.00	▼

View All

Verify Certificate

Verify Certificate

The verify certificate functionality is accessible by any user, regardless if they are logged in or not. It allows parties such as, Foreign Port Officials to go into the system and check if a certificate is current and valid.

Step 1: Navigate to the **Verify Certificate** tab at the top of the page.
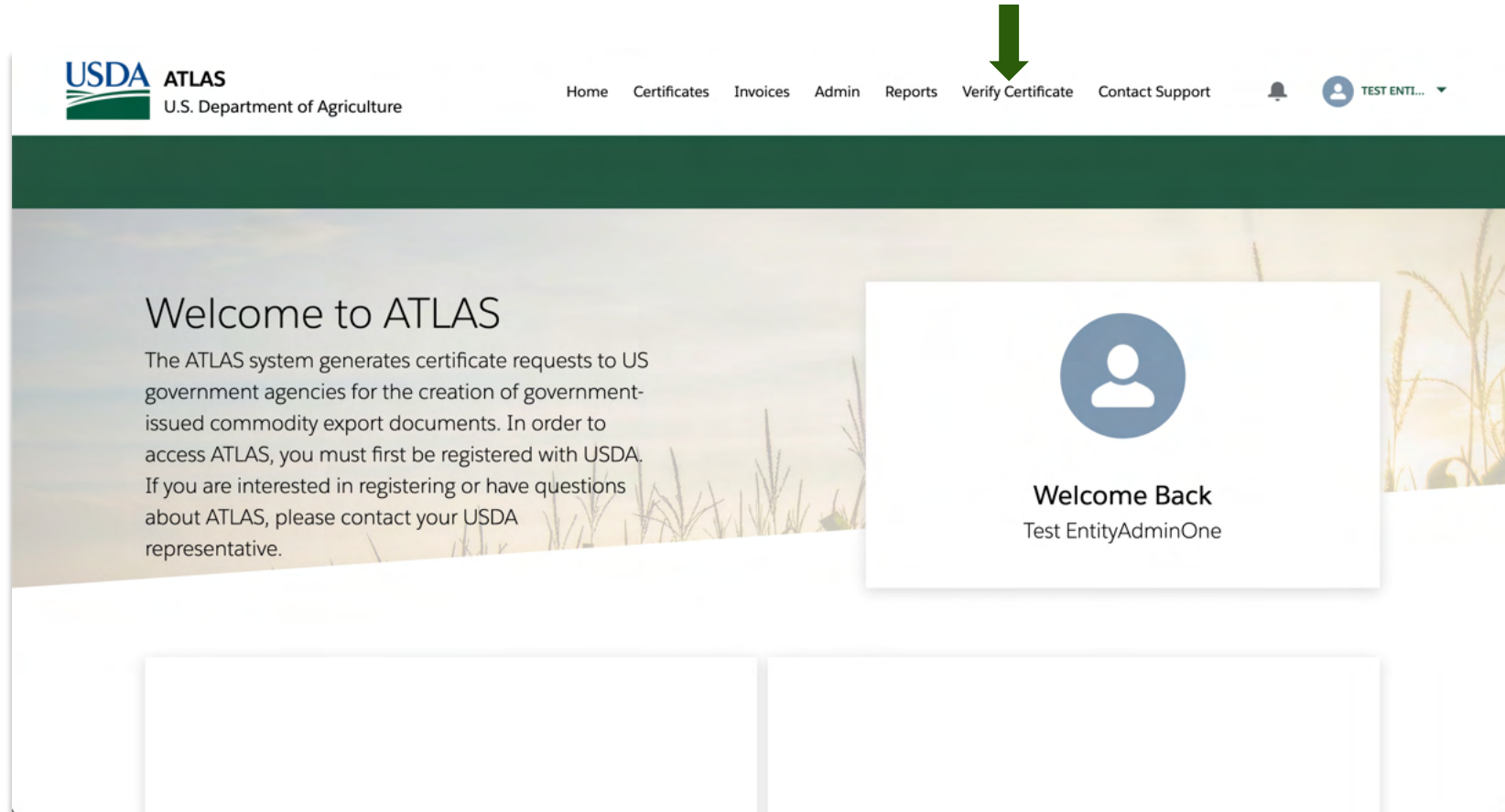
Verify Certificate

Once on the Verify Certificate page, you will need a few items in order to go though the process.

- Certificate number
- Certificate issue date

Verify Certificate

Once you have collected the necessary information, please fill in the corresponding fields

Step 1: Fill in the **Certificate Number** field with the specific certificate you are looking into.

Step 2: Fill in the **Certificate Issue Date** field with the date the certificate was issued by the USDA.

Step 3: Answer the **Captcha** to validate that you are in fact not a bot.

Step 1: Press **next** to continue with the certificate verification.

Verify Certificate

This screen will display any information pertaining to the specific certificate in question.

Once you are finished reviewing the information feel free to press **finish** or navigate as desired.

Contact Support

Contact Support

The **Contact Support** feature allows the ability for ATLAS users to communicate with the USDA Support team on any issues or questions they may have.

Step 1: Click the **Contact support** tab at the top of the page.

Contact Support

Step 1: Choose the **Type** of support you are needing help with.

Contact Support

Step 1: Choose the **Sub-Type** if needed.

Contact Support

Step 1: Select the **Contact** you are requesting support for.

Contact Support

Step 1: If the support that is needed pertains to a specific **Certificate Application**, please select the appropriate record.

Contact Support

Step 1: Fill in the **Subject** line

Step 2: Fill in the **Description** of your support ticket

Step 3: **Attach** a file if needed

Step 4: Click the **Submit** to submit the support request.

Contact Support

After the ticket is submitted, you can view its status in the other tabs on the page.

Other tickets submitted and their statuses will exist here as well.