



United States Department of Agriculture

Agricultural Marketing Service

Creating Opportunities for American Farmers & Businesses





User Guide

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eAuth Setup

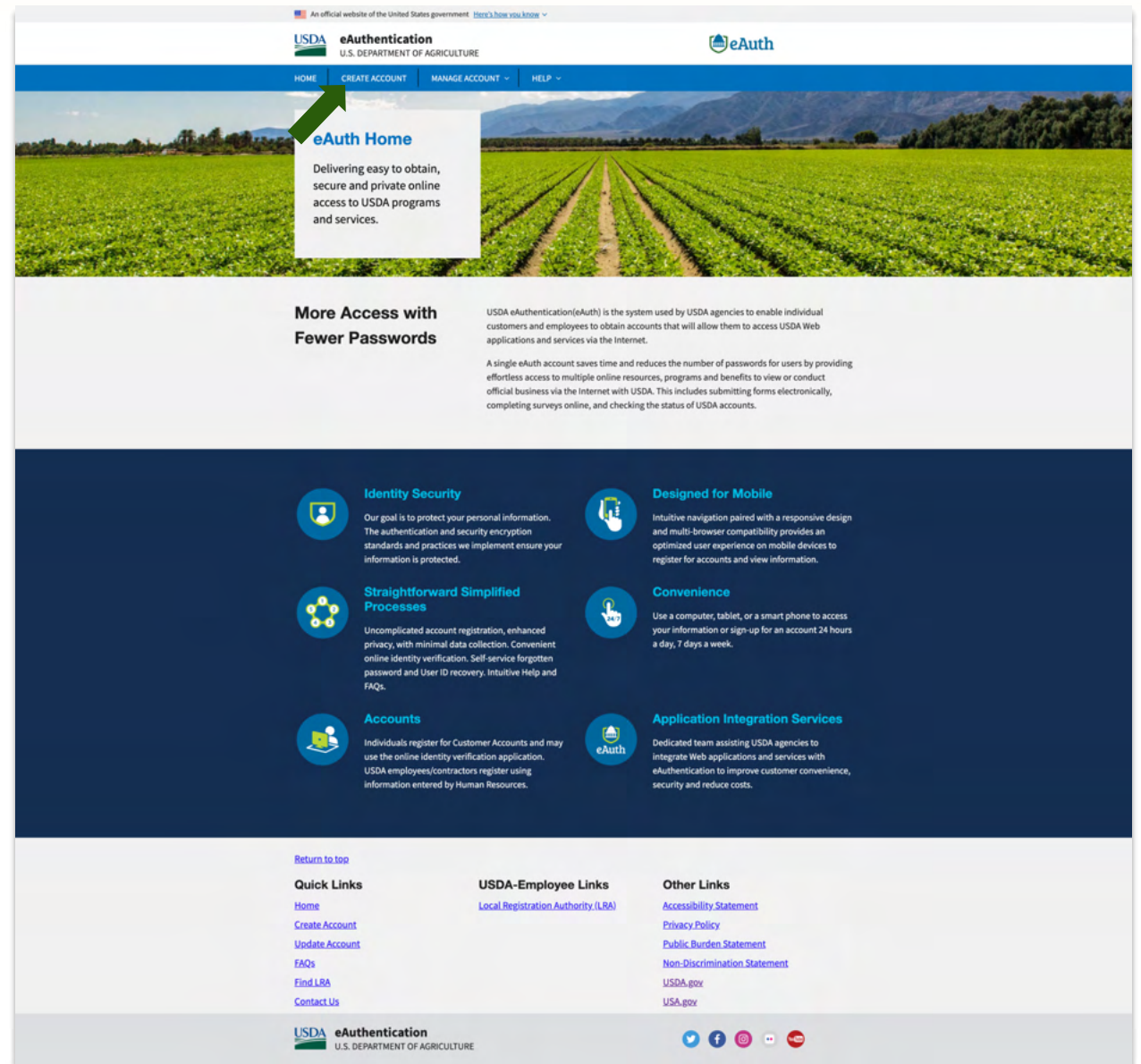
eAuth Setup

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.

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 is a notification bell icon and a user profile icon labeled "TEST ENTITYEMP...".

The main content area is titled "User Registration". Below this title is a form with the question "Are you importing or exporting goods from the U.S.?" and a sub-question "• Import or Export?". There are 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 the following 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, the USDA ATLAS logo and 'U.S. Department of Agriculture' are displayed 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 importing or exporting goods from the U.S.?' followed by a required field '*Import or Export?' with two radio button options: 'Import' and 'Export'. A blue 'Next' button is located at the bottom right of the form. Green arrows point to the radio buttons and the 'Next' button. The footer 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 Admin)

Step 1: **Select** no.

Step 2: Click **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 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 USDA ATLAS User Registration 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 ENTITYAD...'. The main content area is titled 'User Registration' and contains the question 'Are you exporting goods for a new or existing entity?'. Below this is a section for 'New or Existing Entity?' with two radio button options: 'New' (which is selected) and 'Existing'. A green arrow points to the 'New' radio button. To the right of the form are two buttons: 'Previous' and 'Next'. 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 and '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 the U.S. Department of Agriculture. Navigation links for Home, USDA.gov, Verify Certificate, and Contact Support are present, along with a notification bell and a user profile dropdown menu labeled 'TEST ENTITYEMP...'. The main content area is titled 'User Registration' and contains the instruction 'Please provide your work/contact information.' The form fields are as follows:

- Name: Test EntityEmployeeOne
- Email: test-entityemployeeone-usda-mrp-project@steampunk.com
- * Work Name (required, indicated by a red asterisk and a help icon)
- * Work Street Address 1 (required, indicated by a red asterisk)
- Work Street Address 2
- * Work City (required, indicated by a red asterisk)
- * Work State/Province (required, indicated by a red asterisk)
- * Work Zip/Postal Code (required, indicated by a red asterisk)
- * Work Country (required, indicated by a red asterisk)

Green arrows on the left side of the form point to the input fields for Work Name, Work Street Address 1, Work City, Work State/Province, Work Zip/Postal Code, and Work Country.

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 green arrow points to this checkbox.
- * Billing Street**: A text input field. A green arrow points to this field.
- * Billing City**: A text input field. A green arrow points to this field.
- * Billing State/Province**: A text input field. A green arrow points to this field.
- * Billing Zip/Postal Code**: A text input field. A green arrow points to this field.
- * Billing Country**: A text input field. A green arrow points to this field.
- * Billing US Phone**: A text input field. A green arrow points to this field.
- * Billing US Mobile**: A text input field. A green arrow points to this field.
- * Billing US Fax**: A text input field. A green arrow points to this field.
- * 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.

* 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.

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 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 'ATLAS 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 ENTIT...'. The main content area features a 'Welcome to ATLAS' heading and a paragraph explaining that the system generates certificate requests to US government agencies for commodity export documents, 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 ENTIT...

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 User Registration interface. At the top left is the USDA ATLAS logo with the text "U.S. Department of Agriculture". The top right navigation bar includes links for "Home", "USDA.gov", "Verify Certificate", "Contact Support", a notification bell icon, and a user profile icon labeled "TEST ENTITYEMP...". The main content area is titled "User Registration" and contains a question: "Are you importing or exporting goods from the U.S.?" Below the 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. 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 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, Contact Support, and a user profile dropdown (TEST ENTITYEMP...) are on the right. 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. To the right of the radio buttons are "Previous" and "Next" buttons. The "Next" button is highlighted in blue and has a green arrow pointing to it. 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 also present at the bottom left.

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.

The screenshot shows the USDA ATLAS User Registration page for an Entity Employee. The page 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 information and form fields:

- Please provide your work/contact information.**
- Name: Test EntityEmployeeOne
- Email: test-entityemployeeone-usda-mrp-project@steampunk.com
- * Work Name (required) [input field]
- * Work Street Address 1 (required) [input field]
- Work Street Address 2 [input field]
- * Work City (required) [input field]
- * Work State/Province (required) [input field]
- * Work Zip/Postal Code (required) [input field]
- * Work Country (required) [input field]

Green arrows on the left side of the form point to the Work Name, Work Street Address 1, Work City, Work State/Province, Work Zip/Postal Code, and Work Country fields, indicating they are required.

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 elements:

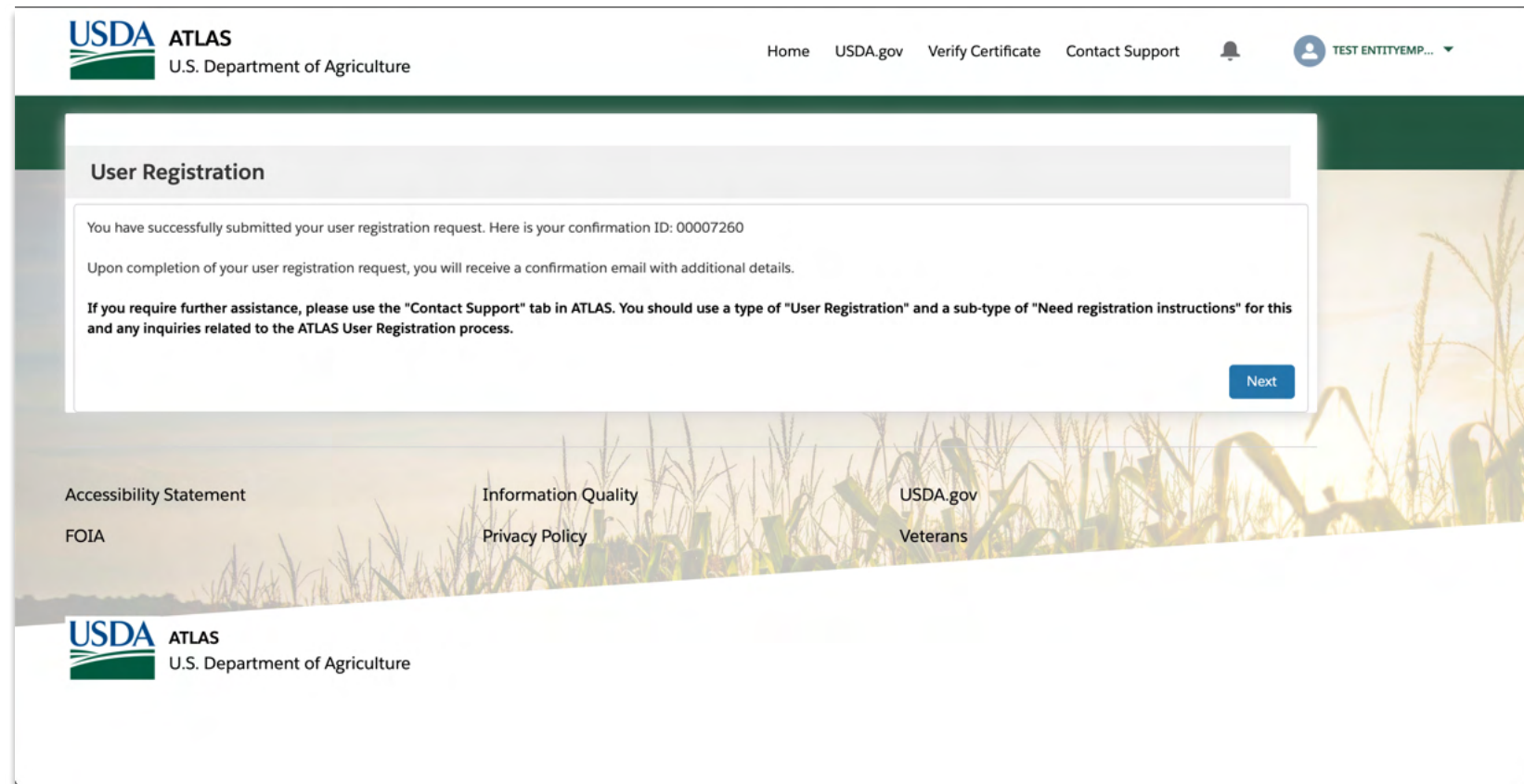
- Work State/Province**: Required field, indicated by a red asterisk. A green arrow points to the input field.
- Work Zip/Postal Code**: Required field, indicated by a red asterisk. A green arrow points to the input field.
- Work Country**: Required field, indicated by a red asterisk. A green arrow points to the input field.
- Work US Phone Number**: Required field, indicated by a red asterisk. A green arrow points to the input field.
- Work US Mobile Number**: Optional field.
- Work US Fax Number**: Optional field.
- Alternate Email**: Optional field, pre-filled with "you@example.com".
- ATLAS User Registration Token**: Required field, indicated by a red asterisk and an information icon. A green arrow points to the input field.
- Comments**: A text area for providing additional comments, with the prompt "Please provide any additional comments to your user registration request." above it.
- Navigation**: "Previous" and "Next" buttons at the bottom right. 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.



User Registration (Entity Employee)

The screenshot shows the USDA ATLAS user registration page. The header includes the USDA logo and 'ATLAS U.S. Department of Agriculture' on the left, and navigation links for Home, Certificates, Invoices, Reports, Verify Certificate, and Contact Support on the right. A user profile icon is visible in the top right corner with the text 'TEST ENTITYEMP...'. The main content area features a 'Welcome to ATLAS' heading and a paragraph explaining that the ATLAS system generates certificate requests to US government agencies for commodity export documents, and that users must be registered with USDA. A 'Welcome Back' message is displayed for the user 'Test EntityEmployeeOne'.

USDA ATLAS
U.S. Department of Agriculture

Home Certificates Invoices Reports Verify Certificate Contact Support

TEST ENTITYEMP...

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 EntityEmployeeOne

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.

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". Below the title is a form with the question "Are you importing or exporting goods from the U.S.?" and a sub-question "• Import or Export?". There are 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 the following 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 in the bottom left corner.

User Registration (Broker Admin)

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

Step 2: Click **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 (Broker Admin)

Step 1: **Select** yes.

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 and 'U.S. Department of Agriculture'. The top right contains navigation links: Home, USDA.gov, Verify Certificate, Contact Support, a notification bell, and a user profile icon labeled 'TEST ENTITYAD...'. The main content area is titled 'User Registration' and contains the question 'Are you a broker?'. Below the question is a sub-question: '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.' Underneath, it says 'Yes or No?' and has two radio button options: 'Yes' (which is selected) and 'No'. A green arrow points to the 'Yes' 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 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 (Broker 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 USDA ATLAS user registration interface. At the top left is the USDA ATLAS logo and 'U.S. Department of Agriculture'. The top right contains navigation links: Home, USDA.gov, Verify Certificate, Contact Support, a notification bell, and a user profile dropdown labeled 'TEST ENTITYAD...'. The main content area is titled 'User Registration' and contains the question 'Are you exporting goods for a new or existing entity?'. Below this is a section for '* New or Existing Entity?' with two radio button options: 'New' (which is selected) and 'Existing'. A green arrow points to the 'New' radio button. To the right of the form are 'Previous' and 'Next' buttons, with a green arrow pointing 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 and 'U.S. Department of Agriculture' text.

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.

The screenshot shows the USDA ATLAS User Registration page. The header includes the USDA ATLAS logo and the U.S. Department of Agriculture. Navigation links for Home, USDA.gov, Verify Certificate, and Contact Support are present. A user profile dropdown menu is visible in the top right corner.

The main content area is titled "User Registration" and contains the following information and form fields:

- Please provide your work/contact information.**
- Name: Test EntityEmployeeOne
- Email: test-entityemployeeone-usda-mrp-project@steampunk.com
- * Work Name (required) [input field]
- * Work Street Address 1 (required) [input field]
- Work Street Address 2 [input field]
- * Work City (required) [input field]
- * Work State/Province (required) [input field]
- * Work Zip/Postal Code (required) [input field]
- * Work Country (required) [input field]

Green arrows on the left side of the form point to the input fields for Work Name, Work Street Address 1, Work City, Work State/Province, Work Zip/Postal Code, and Work Country.

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.

* Commodity Type
Almond
Dairy
Egg
Meat and Poultry
Peanut

Please provide your billing address information.

Check if Billing Information is Same as Entity Information.

* Billing Street

* Billing City

* Billing State/Province

* Billing Zip/Postal Code

* Billing Country

* Billing US Phone

* Billing US Mobile

* Billing US Fax

* Federal Tax ID Number

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.

* 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 (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.

The screenshot shows the USDA ATLAS user registration confirmation page. 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 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 is a note: "Upon completion of your user registration request, you will receive a confirmation email with additional details." A bolded instruction 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" text are repeated at the bottom left.

User Registration (Broker Admin)

The screenshot shows the ATLAS user registration confirmation page. At the top left is the USDA logo and 'ATLAS 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 for '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 for commodity export documents, 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 (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.

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". Below this title is a question: "Are you importing or exporting goods from the U.S.?" followed by a sub-question: "* Import or Export?". There are two radio button options: "Import" and "Export". A blue "Next" button is located at the bottom right of the form area.

At the bottom of the page, there is a footer with the USDA ATLAS logo and "U.S. Department of Agriculture" on the left. In the center, there are links for "Accessibility Statement", "FOIA", "Information Quality", and "Privacy Policy". On the right, there are links for "USDA.gov" and "Veterans".

User Registration (Broker 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 (Broker Employee)

Step 1: Select Yes.

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

The screenshot shows the USDA ATLAS user registration interface. At the top left is the USDA ATLAS logo and 'U.S. Department of Agriculture'. The top right contains navigation links: Home, USDA.gov, Verify Certificate, Contact Support, a notification bell, and a user profile icon labeled 'TEST ENTITYAD...'. The main content area is titled 'User Registration' and contains the question 'Are you a broker?' with a subtext: '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, there are radio buttons for 'Yes' (selected) and 'No'. A green arrow points to the 'Yes' radio button. At the bottom right of the form, there are 'Previous' and 'Next' buttons, with a green arrow pointing 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 and 'U.S. Department of Agriculture'.

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

USDA ATLAS
U.S. Department of Agriculture

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

User Registration

Are you exporting goods for a new or existing entity?

*New or Existing Entity?

New

Existing

Previous Next

Accessibility Statement Information Quality USDA.gov
FOIA Privacy Policy Veterans

USDA ATLAS
U.S. Department of Agriculture

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.

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 fields:

- Name: Test EntityEmployeeOne
- Email: test-entityemployeeone-usda-mrp-project@steampunk.com
- * Work Name (indicated by a green arrow)
- * Work Street Address 1 (indicated by a green arrow)
- Work Street Address 2
- * Work City (indicated by a green arrow)
- * Work State/Province (indicated by a green arrow)
- * Work Zip/Postal Code (indicated by a green arrow)
- * Work Country (indicated by a green arrow)

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.

*Work State/Province

*Work Zip/Postal Code

*Work Country

*Work US Phone Number

Work US Mobile Number

Work US Fax Number

Alternate Email
you@example.com

*ATLAS User Registration Token ⓘ

Please provide any additional comments to your user registration request.

Comments

Previous Next

User Registration (Broker Employee)

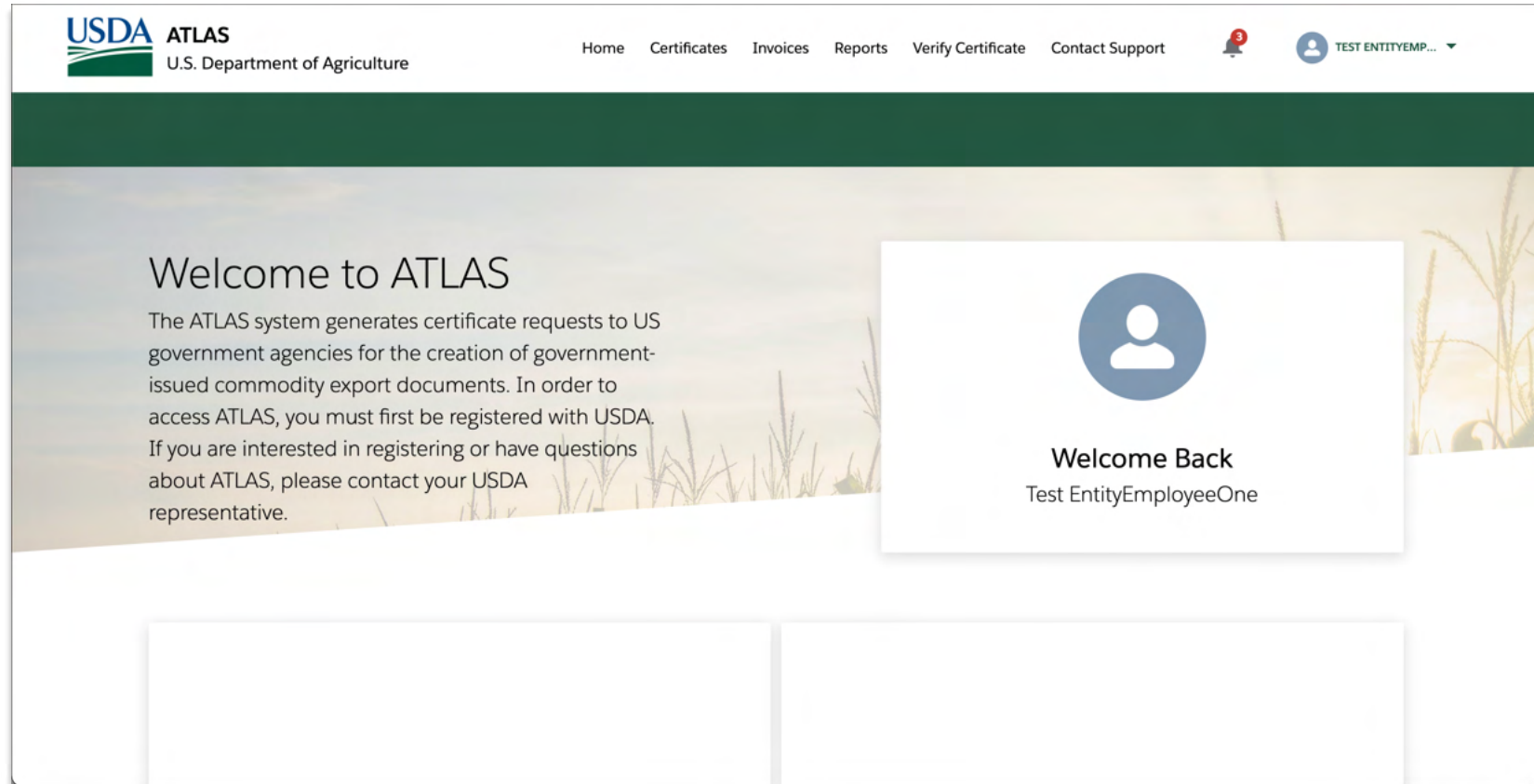
Upon finishing your User registration, your account will be automatically approved.

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.

The screenshot shows the USDA ATLAS user registration confirmation page. 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", along with a notification bell icon and a user profile icon labeled "TEST ENTITYEMP...". The main content area has a heading "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 bolded instruction 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", and the USDA ATLAS logo again.

User Registration (Broker Employee)



The screenshot shows the USDA ATLAS website interface. At the top left is the USDA logo and the text "ATLAS 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 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." To the right of this text is a white box containing a blue circular user icon and the text "Welcome Back Test EntityEmployeeOne".

Below the main content area, there are two empty white rectangular boxes, likely placeholders for additional information or links.



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.

The screenshot shows the ATLAS web interface. At the top, the USDA ATLAS logo and 'U.S. Department of Agriculture' are on the left. The navigation bar includes 'Home', 'Certificates', 'Invoices', 'Admin' (highlighted with a green arrow), 'Reports', 'Verify Certificate', and 'Contact Support'. On the right, there is a user profile 'TEST ENTITY...' and a notification bell. Below the navigation, the 'Account Information' tab is selected, showing details for 'Francine's Cheese LLC'. Action buttons include '+ Follow', 'Generate New Token', 'Request Entity Association', and 'Remove Entity Association'. The account details are organized into two columns:

Field	Value
Account Name	Francine's Cheese LLC
Parent Account	Francine's Cheese - GPA
Federal Tax ID Number	
Approved Commodity Types	Dairy
COMC User Registration Token	G78SLR5968332Q
Broker Setup Token	Z9AF979PH76ZHF
Entity Fax Number	614-636-6736
Entity Phone Number	435-778-0744
Entity Mobile Number	208-223-5541
Entity Street Address 1	367 Williams Circle
Entity Street Address 2	Floor 3
Entity City	Palmetto
Entity State / Province	MD
Entity Zip / Postal Code	

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.

The screenshot shows the USDA ATLAS Admin Management interface for the account 'Francine's Cheese LLC'. The top navigation bar includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. The main content area is divided into tabs: Account Information, User Management, Entity Association, and Billing Ledgers. The 'Account Information' tab is active, displaying various fields for the account. Two green arrows point to the 'COMC User Registration Token' and 'Broker Setup Token' fields.

Field	Value
Account Name	Francine's Cheese LLC
Parent Account	Francine's Cheese - GPA
Federal Tax ID Number	
Approved Commodity Types	Dairy
COMC User Registration Token	G78SLR5968332Q
Broker Setup Token	Z9AF979PH76ZHF
Entity Fax Number	614-636-6736
Entity Phone Number	435-778-0744
Entity Mobile Number	208-223-5541
Entity Street Address 1	367 Williams Circle
Entity Street Address 2	Floor 3
Entity City	Palmetto
Entity State / Province	MD
Entity Zip / Postal Code	

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.

The screenshot shows the USDA ATLAS Admin Management interface for the account 'Francine's Cheese LLC'. The top navigation bar includes 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificate', and 'Contact Support'. The main content area has tabs for 'Account Information', 'User Management', 'Entity Association', and 'Billing Ledgers'. The 'Generate New Token' button is highlighted with a green arrow. Below the account name, there are buttons for '+ Follow', 'Generate New Token', 'Request Entity Association', and 'Remove Entity Association'. The account details are displayed in a grid format:

Phone	Billing Address	Website	Account Owner
	8 North Bayport St. Flint, MI 48504 USA		John Daniel

Account Name	Francine's Cheese LLC	Entity Fax Number	614-636-6736
Parent Account	Francine's Cheese - GPA	Entity Phone Number	435-778-0744
Federal Tax ID Number		Entity Mobile Number	208-223-5541
Approved Commodity Types	Dairy	Entity Street Address 1	367 Williams Circle
COMC User Registration Token	G78SLR5968332Q	Entity Street Address 2	Floor 3
Broker Setup Token	Z9AF979PH76ZHF	Entity City	Palmetto
		Entity State / Province	MD
		Entity Zip / Postal Code	

Admin Management

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

The screenshot shows the USDA ATLAS Admin Management interface for the account 'Francine's Cheese LLC'. The top navigation bar includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. A user profile dropdown is visible with the text 'TEST ENTITY...'. Below the navigation bar, there are tabs for Account Information, User Management, Entity Association, and Billing Ledgers. The 'Request Entity Association' button is highlighted with a green arrow. The account details section includes fields for Account Name, Parent Account, Federal Tax ID Number, Approved Commodity Types, COMC User Registration Token, and Broker Setup Token. The entity details section includes fields for Entity Fax Number, Entity Phone Number, Entity Mobile Number, Entity Street Address 1, Entity Street Address 2, Entity City, Entity State / Province, and Entity Zip / Postal Code.

Account Information	User Management	Entity Association	Billing Ledgers
Account Information for Francine's Cheese LLC			
+ Follow Generate New Token Request Entity Association Remove Entity Association			
Phone	Billing Address 8 North Bayport St. Flint, MI 48504 USA	Website	Account Owner John Daniel
Account Name Francine's Cheese LLC		Entity Fax Number 614-636-6736	
Parent Account Francine's Cheese - GPA		Entity Phone Number 435-778-0744	
Federal Tax ID Number		Entity Mobile Number 208-223-5541	
Approved Commodity Types Dairy		Entity Street Address 1 367 Williams Circle	
COMC User Registration Token G78SLR5968332Q		Entity Street Address 2 Floor 3	
Broker Setup Token Z9AF979PH76ZHF		Entity City Palmetto	
		Entity State / Province MD	
		Entity Zip / Postal Code	

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.

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 navigation links: Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. A user profile icon labeled 'TEST ENTITY...' and a notification bell are in the top right. The main content area shows the 'Account Information' tab for 'Francine's Cheese LLC'. The account owner is listed as 'John Daniel'. A modal dialog box titled 'Request Entity Association' is open in the center. The dialog contains the instruction: 'Please Enter the ATLAS Broker Setup Token for the entity you wish to associate with'. Below this is a text input field with a red asterisk and the label '* ATLAS Broker Setup Token'. A green arrow points to this input field. At the bottom right of the dialog is a blue 'Next' button, also indicated by a green arrow. The background account information includes fields for 'Parent Account' (Francine's Cheese - GPA), 'Federal Tax ID Number', 'Approved Commodity Types' (Dairy), 'COMC User Registration Token' (G78SLR5968332Q), and 'Broker Setup Token' (Z9AF979PH76ZHF). Address information is partially visible at the bottom right of the account details.

Admin Management

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

The screenshot displays the USDA ATLAS interface for account management. The top navigation bar includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. The user profile is identified as 'TEST ENTITY...'. The main content area is titled 'Account Information' and shows details for 'Francine's Cheese LLC'. A green arrow points to the 'Remove Entity Association' button in the top right of the account details section.

USDA ATLAS
U.S. Department of Agriculture

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

Account Information User Management Entity Association Billing Ledgers

Account: Francine's Cheese LLC [+ Follow](#) [Generate New Token](#) [Request Entity Association](#) [Remove Entity Association](#)

Phone: [redacted] Billing Address: 8 North Bayport St., Flint, MI 48504, USA Website: [redacted] Account Owner: John Daniel

Account Name	Francine's Cheese LLC	Entity Fax Number	614-636-6736
Parent Account	Francine's Cheese - GPA	Entity Phone Number	435-778-0744
Federal Tax ID Number	[redacted]	Entity Mobile Number	208-223-5541
Approved Commodity Types	Dairy	Entity Street Address 1	367 Williams Circle
COMC User Registration Token	G78SLR5968332Q	Entity Street Address 2	Floor 3
Broker Setup Token	Z9AF979PH76ZHF	Entity City	Palmetto
		Entity State / Province	MD
		Entity Zip / Postal Code	[redacted]

Admin Management

Step 1: Select the entity you wish to disassociate from

Step 2: Then, press **Next**

Your removal will be in effect.

The screenshot displays the USDA ATLAS interface for account management. The main page shows account details for 'Francine's Cheese LLC', including the account owner 'John Daniel' and various tokens. A modal dialog box titled 'Remove Entity Association' is open, prompting the user to 'Please select the entity below that you wish to be disassociated from:'. A dropdown menu in the dialog shows 'Billy Brokerage East' as the selected option. A green arrow points to this dropdown, and another green arrow points to the 'Next' button in the dialog. The background page is dimmed, showing navigation tabs like 'Account Information', 'User Management', 'Entity Association', and 'Billing Ledgers'.

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 desired **Contact Name**.

The screenshot shows the USDA ATLAS interface for User Management. The breadcrumb trail is 'Accounts > Francine's Cheese LLC > Contacts'. The table below lists four contacts, sorted by last name. A green arrow points to the 'Contact Name' column header.

	Contact Name	Access Level	Email	Phone	
1	Test EntityAdminOne	Entity Admin	test-entityadminone-usda-mrp-project@steampunk.com	333-444-5555	▼
2	Test EntityEmployeeOne	Entity Employee	test-entityemployeeone-usda-mrp-project@steampunk.com	3	▼
3	Test EntityEmployeeTwo	Entity Employee	test-entityemployeetwo-usda-mrp-project@steampunk.com	3	▼
4	Francine Farmer	Entity Admin	francine-farmer-usda-mrp-project@steampunk.com	435-778-0744	▼

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.

The screenshot displays the USDA ATLAS Admin Management interface for a contact named "Test EntityEmployeeOne". The interface includes a navigation bar with links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. The contact's details are shown in a form with the following fields:

- Account Name: Francine's Cheese LLC
- Phone: (703) 615-1032
- Email: test-entiteyemployeeone-usda-mrp-project@steampunk.com
- Name: Test EntityEmployeeOne
- Mobile: (703) 615-1032
- Fax: (703) 615-1032
- Access Level: Entity Employee
- Address Information: 345 rainbow ave, apt 777, springfield, va 22155, United States

A green arrow points to the Secondary Email field, which is currently set to jose.canchan@steampunk.com. The interface also includes buttons for + Follow, Change Access Level, Disassociate, and Edit, and a sidebar with Cases (0) and Activity History (0).

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**.

The screenshot displays the USDA ATLAS Admin Management interface. At the top, the USDA ATLAS logo and 'U.S. Department of Agriculture' are visible. The navigation menu includes Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. The user profile is 'TEST ENTITY...'. The main content area shows a contact named 'Test EntityAdminOne' with the following details:

- Account Name: Francine's Cheese LLC
- Phone: 333-444-5555
- Email: test-entityadminone-usda-mrp-project@steampunk.com

Below this, there are two columns of contact information:

Name	Phone
Test EntityAdminOne	333-444-5555

Account Name	Mobile
Francine's Cheese LLC	443-502-8549

Email	Fax
test-entityadminone-usda-mrp-project@steampunk.com	803-232-7112

Additional fields include Secondary Email, Access Level (Entity Admin), and Address Information (7 High St, Suite 7, Woodbridge, VA 20112, United States).

On the right side, there is a 'Cases (3)' section with a table:

Case	Case Record ...	Status	Date Opened
00007265	COMX User R...	New	3/24/2021 4...
00007264	COMX User R...	Closed - Reje...	3/24/2021 1...
00007261	COMX User R...	New	3/16/2021 3...

Below the cases is an 'Activity History (0)' section. At the top right of the contact details, there are four buttons: '+ Follow', 'Change Access Level', 'Disassociate', and 'Edit'. Two green arrows point to the 'Change Access Level' and 'Disassociate' buttons.

Admin Management

Step 1: Click on **Next**.

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

The screenshot shows the USDA ATLAS Admin Management interface. At the top, the USDA ATLAS logo and 'U.S. Department of Agriculture' are visible. The navigation menu includes Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. The user profile is 'TEST ENTITY...'.

The main content area displays the profile for 'Test EntityAdminOne' with the following details:

- Account Name: Francine's Cheese LLC
- Phone: 333-444-5555
- Email: test-entityadminone-usda-mrp-project@steampunk.com
- Name: Test EntityAdminOne
- Account Name: Francine's Cheese LLC
- Email: test-entityadminone-usda-mrp-project@steampunk.com
- Secondary Email: (none)
- Access Level: Entity Admin
- Address Information: 7 High St, Suite 7, Woodbridge, VA 20112, United States

A modal dialog box titled 'Change Access Level' is open, asking: 'Are you sure you want to proceed with updating Test EntityAdminOne's access level?'. A blue 'Next' button is highlighted with a green arrow pointing to it.

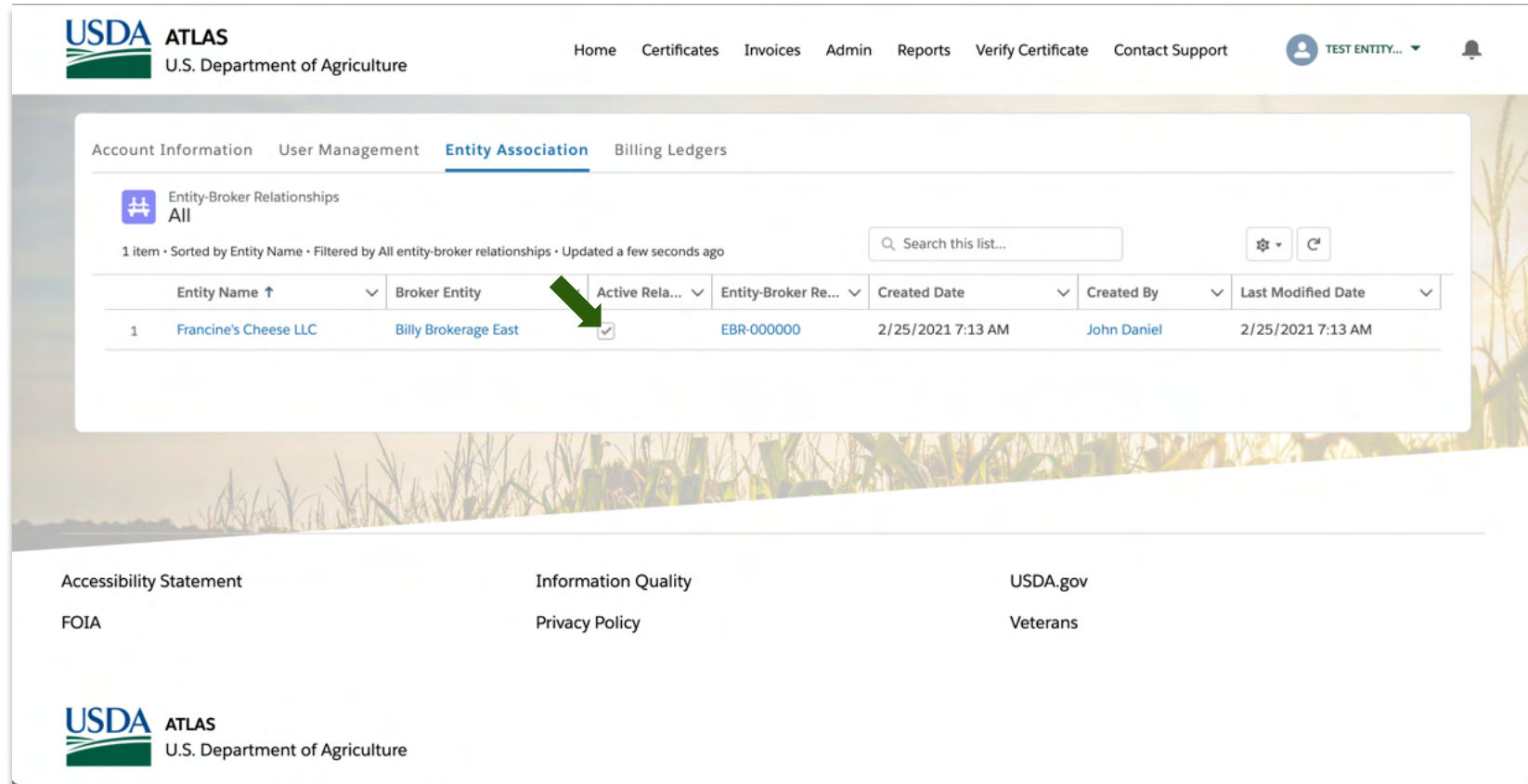
In the background, a table of records is partially visible:

Record ...	Status	Date Opened
User R...	New	3/24/2021 4...
User R...	Closed - Reje...	3/24/2021 1...
User R...	New	3/16/2021 3...

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.



The screenshot displays the USDA ATLAS Admin Management interface. The top navigation bar includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. The main content area is titled "Entity Association" and shows a table of "Entity-Broker Relationships". A green arrow points to the "Active Relationship" checkbox in the first row, which is checked. The table columns include Entity Name, Broker Entity, Active Relationship, Entity-Broker Relationship ID, Created Date, Created By, and Last Modified Date.

Entity Name	Broker Entity	Active Relationship	Entity-Broker Relationship ID	Created Date	Created By	Last Modified Date
Francine's Cheese LLC	Billy Brokerage East	<input checked="" type="checkbox"/>	EBR-000000	2/25/2021 7:13 AM	John Daniel	2/25/2021 7:13 AM

Footer links include Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans.

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.

The screenshot displays the USDA ATLAS interface for managing billing ledgers. The top navigation bar includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. The main content area is titled 'Billing Ledgers' and shows a list of two items. A green arrow points to the 'Active?' checkbox in the second row, which is checked.

<input type="checkbox"/>	Billing Ledger Name ↑	Account	FMMI Billing Account ID	Active?
1	<input type="checkbox"/> BL-0000000043	Francine's Cheese LLC	3285235	<input checked="" type="checkbox"/>
2	<input type="checkbox"/> BL-0000000044	Francine's Spiced Cheese	1111113	<input checked="" type="checkbox"/>

Footer links include Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans.

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.

The screenshot displays the USDA ATLAS user interface for an account named "Francine's Cheese LLC". At the top, the USDA logo and "ATLAS U.S. Department of Agriculture" are visible. A navigation bar includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificates, and Contact Support. The user's name "FRANCINE F..." and a notification bell are in the top right corner.

The main content area shows the account name "Francine's Cheese LLC" with a "+ Follow" button and three action buttons: "Generate New Token", "Request Entity Association", and "Disassociate from Entity".

Account details are organized into two columns:

- Account Owner:** Fidel Lopez
- ATLAS User Registration Token:** 8R9478RV6C7D86
- ATLAS Broker Setup Token:** BXM44HHC5PG8FM

Entity information is listed in two columns:

- Account Name:** Francine's Cheese LLC
- Entity Fax Number:** 333-434-4434
- Parent Account:** Francine's Cheese - GPA
- Entity Phone Number:** 281-330-8004
- Federal Tax ID Number:** [Redacted]
- Entity Mobile Number:** 434-443-4452
- Approved Commodity Types:** Almond; Dairy; Egg; Meat and Poultry; Peanut; Seed
- Entity Street Address 1:** 1400 Independence Ave., S.W.
- ATLAS User Registration Token:** 8R9478RV6C7D86
- Entity Street Address 2:** Suite 400
- ATLAS Broker Setup Token:** BXM44HHC5PG8FM
- Entity City:** Washington
- Billing Account ID:** BAC1234
- Entity State / Province:** DC
- Active?:**
- Entity Zip / Postal Code:** 20250
- Inactivation Reason:** [Redacted]
- Entity Country:** [Redacted]

On the right side, there is a "Sort by:" dropdown set to "Most Recent Acti...", a search bar "Search thi...", and a "Collaborate here!" prompt with the text "Here's where you start talking with your colleagues about this". Below the prompt is a stylized illustration of a landscape with mountains, trees, and a sun.

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.

The screenshot displays the 'System Information' section of an account page. It includes a map of the location, creation and last modification details, and a list of consignees. A green arrow points to the 'New' button in the 'Consignees (6+)' section.

System Information

Created By: [Sachi Khemka](#), 5/28/2020 6:41 PM

Last Modified By: [Francine Farmer](#), 10/19/2020 1:56 PM

Consignees (6+) [New](#)

Consignee	Address	Phone	City	State	Zip
Consign...	streettest Suite 400	(571) 395...	20112		
Test	test street	72987947	29528		
Test	6 Street	(444) 555...	44450		
Kristi Co...	500 East Road	(333) 444...	20781		
Bob's Dai...	8th Street, Manassas, VA	(571) 395...	20112		
Bo's Exp...	442 Bottesford Dr	(404) 514...	30144		

[View All](#)

Cases (6+)

Case	Status	Contact ...	Subject
00007464	New	Francine F...	
00007463	New	Francine F...	test



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.

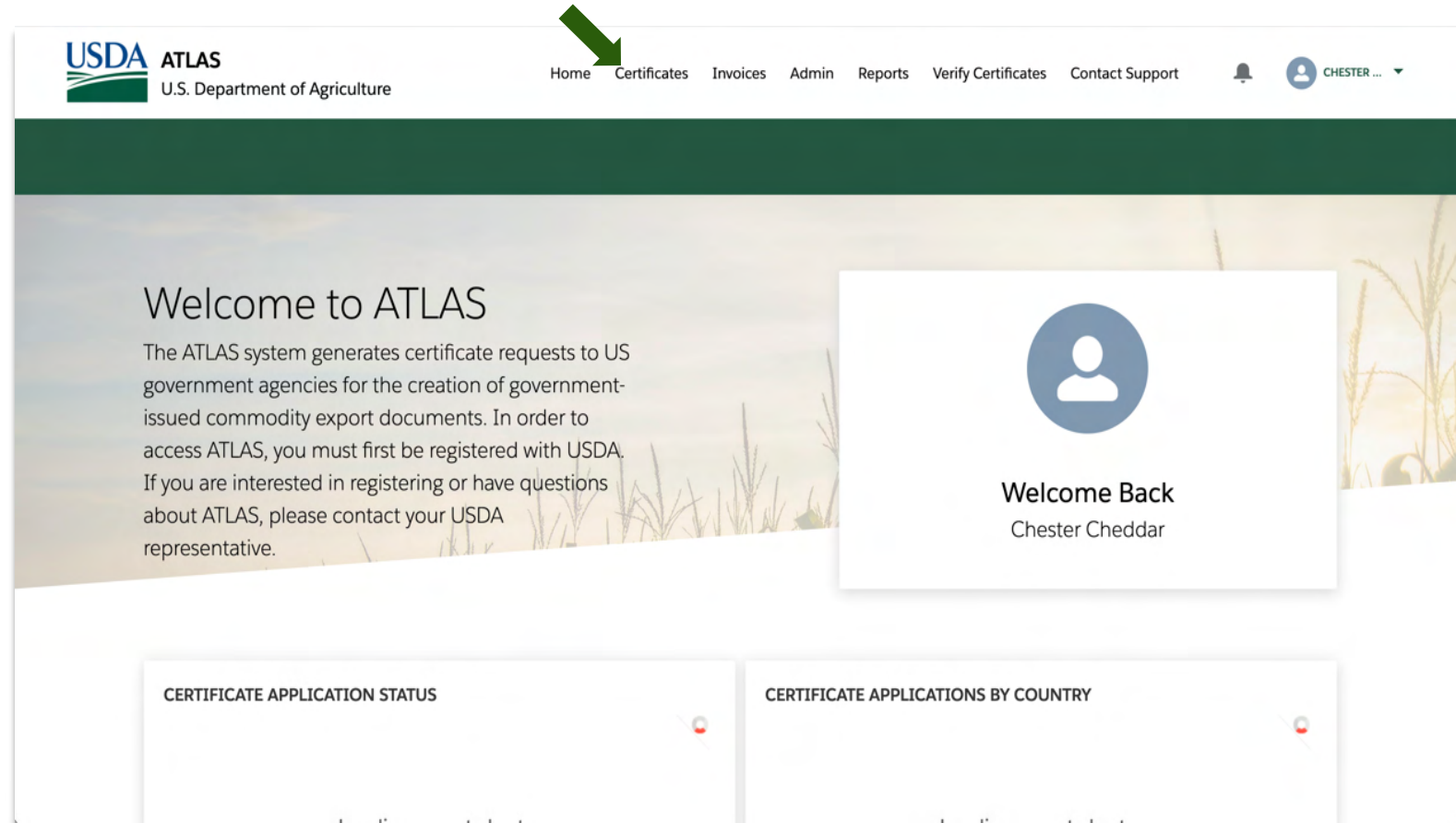
The screenshot displays the USDA ATLAS web application interface. At the top left is the USDA ATLAS logo with the text "U.S. Department of Agriculture". To the right of the logo is a navigation menu with links for Home, Certificates, Invoices, Admin, Reports, Verify Certificates, and Contact Support. Further right are a notification bell icon and a user profile icon labeled "CHESTER ...". Below the navigation is a dark green horizontal bar. The main content area features a large "Welcome to ATLAS" heading and a paragraph explaining that the system generates certificate requests to US government agencies for commodity export documents, and that users must be registered with USDA. To the right of this text is a white box containing a blue circular user icon and the text "Welcome Back Chester Cheddar". At the bottom of the page, there are two white boxes with titles: "CERTIFICATE APPLICATION STATUS" and "CERTIFICATE APPLICATIONS BY COUNTRY".

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 visible. The navigation menu includes 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificates', and 'Contact Support'. The user profile 'CHESTER C...' is shown in the top right corner.

The main content area is titled 'Certificates' and has a sub-tab 'Shipping Groups' selected, indicated by a green arrow. Other sub-tabs include 'Create Certificate', 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voided Certificates'.

Below the sub-tabs, 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 present. Below it, there is a 'Shipping Groups' section with a purple envelope icon and the text 'ATLAS Shipping Groups (Community LV)'. A green arrow points to a 'New' button next to a 'Printable View' button.

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.

The screenshot displays a 'New Shipping Group' form with the following fields:

- Shipping Group Name
- *Account (Search Accounts...)
- *Number of Certificates
- *Anticipated Ship Date
- *Shipping Address
- Mail Type (Dropdown menu, currently set to --None--)
- Tracking Number
- Shipping Comments

Buttons at the bottom: Cancel, Save & New, Save.

Shipping Grou...	Acco						Created Date ↓	
1	SG-000000014	Jen					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

Certificates

Shipping Groups Create Cer

Use the "Search this list..." box below to

for a Dairy certificate, type in Dai* and hit

New Shipping Group

Information

Shipping Group Name

*Account ⓘ
Francine's Cheese LLC

*Number of Certificates ⓘ
5

*Anticipated Ship Date ⓘ
10/23/2020

*Shipping Address ⓘ
123 b st

Mail Type ⓘ
FedEx Express

Tracking Number ⓘ
12345678987654321

Shipping Comments ⓘ

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 ¹
5

Anticipated Ship Date ¹
10/23/2020

Shipping Address ¹
123 b st

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

Account ¹
Francine's Cheese LLC

Mail Type ¹
FedEx Express

Tracking Number ¹
12345678987654321

Shipping Comments ¹

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



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 displays the USDA ATLAS web application interface. At the top, the USDA ATLAS logo and "U.S. Department of Agriculture" are visible. A navigation bar includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. A green arrow points to the "Certificates" link. Below the navigation bar, the "Certificates" section is active, showing a breadcrumb trail: Shipping Groups > **Create Certificate** > Incomplete > Pending Edits > Submitted > Rejected > Approved Certificates > Voided Certificates. A green arrow points to the "Create Certificate" link. Below the breadcrumb trail, a progress bar shows steps: Comm..., Billing an..., Contact ..., Consigno..., Shipping ..., Shipping ..., Addition..., Plant Inf..., General ..., Fees, Review a..., Attestati..., and Confirm... The "Commodity and Country Information" section contains three dropdown menus: "* Commodity" (Dairy), "* Region" (Turkey), and "* Certificate Type" (Dairy Turkey Certificate). Green arrows point to each of these dropdowns. At the bottom of the form, there is a "Pause" button and a "Next" button, with a green arrow pointing to the "Next" button. The footer contains links for Accessibility Statement, Information Quality, USDA.gov, FOIA, Privacy Policy, and Veterans.

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 tabbed interface with "Create Certificate" selected. A progress bar below the tabs shows the current step: "Billing an..." (highlighted with a green checkmark). The "Billing and Shipping Information" form contains a dropdown menu for "Billing Ledger" (with a green arrow pointing to it), a search field for "Related Shipping Group" (with a green arrow pointing to it), and a "Pause" button (with a green arrow pointing to it). "Previous" and "Next" buttons are located at the bottom right of the form. 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 in the bottom left corner.

Certificate Application

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

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 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... (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' as the current selection. 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, along with the USDA ATLAS logo and 'U.S. Department of Agriculture'.

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. 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 the breadcrumb 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 a "Billing Ledger" dropdown menu with the value "XXX6303 - BL-0000000043". Below it is a "Related Shipping Group" dropdown menu with a search bar containing "Search Shipping Groups...". A green arrow points to this search bar. Underneath the search bar is a "Recent Shipping Groups" section with one entry: "SG-000000007 Francine's Cheese LLC". At the bottom of the page, there are links for Accessibility Statement, Information Quality, USDA.gov, FOIA, Privacy Policy, 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.

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

✓ Billing an... Contact ... Consigno... Shipping ... Shipping ... Addition... Plant Inf... General ... Fees Review a... Attestati... Confirm...

Billing and Shipping Information

* Billing Ledger
XXX6303 - BL-0000000043

* Related Shipping Group ⓘ
SG-0000000007

Pause Previous **Next**

Accessibility Statement Information Quality USDA.gov
FOIA Privacy Policy Veterans

USDA ATLAS
U.S. Department of Agriculture

Certificate Application

Verify your **contact information**.

Please make sure all required fields are filled in.

Continue down page.

USDA ATLAS
U.S. Department of Agriculture

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

Certificates

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

✓ ✓ **Contact I...** Consigno... Shipping ... Shipping ... Addition... Commod... Plant Inf... General ... Fees Review Attestati... Confirm

Contact Information

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

Contact:

* Contact Name ⓘ
Test EntityAdminOne

* Email Address ⓘ
test-entityadminone-usda-mrp-project@steampunk.com

* Phone Number ⓘ
333-444-5555

Fax Number ⓘ
803-232-7112

Additional Contacts:

Additional Contact 1 ⓘ

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 with "Francine's Cheese LLC" selected. The "Consignor:" section has a dropdown menu with "Francine's Cheese LLC" selected. At the bottom of the form are three buttons: "Pause", "Previous", and "Next". Green arrows point to the Phone Number, Requesting Entity, and Consignor Name fields. The footer contains links for Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans, along with the USDA ATLAS logo and the text "U.S. Department of Agriculture".

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.

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 Name ⓘ

*Consignee Address ⓘ

*Consignee Postal Code ⓘ

*Consignee Phone ⓘ

Do you want to store this Consignee information for use in other applications?

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 dropdown menu shows a search result: 'Bill's cheese 12345'. At the bottom of the page, there are links for 'Accessibility Statement', 'FOIA', 'Information Quality', 'Privacy Policy', 'USDA.gov', and 'Veterans'. The footer includes the USDA ATLAS logo and the text 'U.S. Department of Agriculture'.

Certificate Application

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

The screenshot displays the 'Certificates' section of the USDA ATLAS application. A progress bar at the top shows steps: Shipping Groups, Create Certificate (active), Incomplete, Pending Edits, Submitted, Rejected, Approved Certificates, and Voided Certificates. Below this, a detailed progress bar shows steps: Consign... (active), Shipping..., Shipping..., Addition..., Plant Inf..., General..., Fees, Review a..., Attestati..., and Confirm... The main content area is titled 'Consignor / Consignee Information' and is divided into two sections: 'I.1 Consignor' and 'I.5 Consignee'. Under 'I.1 Consignor', the name is 'Francine's Cheese LLC', the address is '367 Williams Circle, Floor 3, Palmetto, MD 20852, USA', and the phone is '435-778-0744'. 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 bar for 'Consignee' with the entry 'Bill's cheese' and a close button. At the bottom of the form are 'Pause', 'Previous', and 'Next' buttons. A green arrow points to the 'Next' button. The footer contains links for Accessibility Statement, Information Quality, USDA.gov, FOIA, Privacy Policy, and Veterans, along with the USDA ATLAS logo and '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 'Voiced Certificates'. A progress bar shows steps: 'Shipping' (active), 'Shipping ...', 'Addition...', 'Plant Inf...', 'General ...', 'Fees', 'Review a...', 'Attestati...', and 'Confirm...'. The 'Shipping Origin Information' section 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. Four green arrows on the left side of the form point to the 'Place of Loading', 'Name', 'Address', and 'Approval Number' fields, indicating they are required for completion.

Certificate Application

Verify all information entered.

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

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, a 'Certificates' section contains a sub-menu with 'Shipping Groups', 'Create Certificate', 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voiced Certificates'. A progress bar shows steps: 'Shipping' (active), 'Shipping ...', 'Addition...', 'Plant Inf...', 'General ...', 'Fees', 'Review a...', 'Attestati...', and 'Confirm...'. The main content area is titled 'Shipping Origin Information' and 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, there 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. 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 sub-menu with 'Shipping Groups', 'Create Certificate', 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voided Certificates'. A progress bar below the sub-menu shows several steps with checkmarks, followed by 'Shipping ...' which is highlighted in blue. Below the progress bar, the section is titled 'Shipping Destination Information'. It displays '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...
- I.24**
 - * Type of Packaging: [Empty field]

Green arrows on the left side of the form point to the 'Date of Departure', 'Estimated Date of Arrival', 'Means of Transport', and 'Port of Entry' fields, corresponding to the steps listed on the left of the slide.

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

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 'Voided 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 contains several form fields. A modal window titled 'Enter Container/Seal Numbers' is open, showing a table with two columns: 'Container Number' and 'Seal Number'. The table has one row with empty input fields. To the right of the table are buttons for 'Add Row' and 'Not Applicable'. Below the table is a trash icon. In the background, there are other form fields, including 'Date of Departure' (Mar 19, 2021), 'Estimated Date of Arrival', 'Port of Entry (BIP)' (Istanbul New Airport), and 'Container/Seal Number' (Enter Container/Seal number combinations...). Green arrows point to the 'Add Row' button, the 'Add Row' button, and the 'Enter Container/Seal number combinations...' input field.

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 contains several form fields. 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. Other visible form fields include 'Date of Departure' (Mar 19, 2021), 'Port of Entry (BIP)' (Istanbul New Airport), and 'Border Inspection Post (BIP)'. The bottom of the screen shows a field 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

The screenshot displays a web form for a Certificate Application. The form is divided into several sections, each with a heading and a required field:

- I.15**
 - *Estimated Date of Arrival: Mar 26, 2021
 - *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: 1 Combination(s) Entered. Click here to view.
- I.24**
 - *Type of Packaging: Cardboard box (highlighted with a green arrow)
 - Name/ # of Ship / Airplane used to transport items (If available): (empty field)
 - Condition for Transport and Storage: (empty field)

At the bottom of the form, there are three buttons: "Pause", "Previous", and "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

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

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

Commodity Codes

Commodity Selection

1 (0401) Fluid Milk & Cream, Not Conc, No Sug or Sw MLK&CRM, <1% FAT + Add

[Click here for more information about HS Codes](#)

Pause Previous Next

Accessibility Statement Information Quality USDA.gov
FOIA Privacy Policy Veterans

USDA ATLAS
U.S. Department of Agriculture

Certificate Application

This section deals with the manufacturing of the product.

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

The screenshot shows 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 12 steps, each with a checkmark. The current step is 'Plant Inf...' (Plant Information), which is highlighted in blue. Other steps include 'General ...', 'Fees', 'Review', 'Attestati...', and 'Confirm...'. The main content area is titled 'Plant Information' and contains the instruction: 'Please identify the commodities below. Note: you may identify up to 6 commodities per certificate.' Below this is a section for 'Commodity 1' with several fields: 'Manufacturing Plant - Commodity 1' (a dropdown menu with '99999999 | EU Plant |' selected, indicated by a green arrow), 'Commodity 1 Batch Number (if multiple, please use a semicolon to separate the different batch numbers.)', 'Number of Packages - Commodity 1', 'Species - Commodity 1' (a dropdown menu with 'Bovine' selected), and 'Net Weight - Commodity 1'. At the bottom, there is a section for 'Commodity 1 was produced between these two dates:' with a 'Produced Start Date' field.

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 shows a web application interface for creating a certificate. At the top, there are navigation tabs: 'Shipping Groups', 'Create Certificate' (highlighted), 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voided Certificates'. Below the tabs is a progress bar with 10 steps, each with a checkmark. The current step is 'Plant Inf...', which is highlighted in blue. Other steps include 'General ...', 'Fees', and 'Review'. The main section is titled 'Plant Information' and contains the instruction: 'Please identify the commodities below. Note: you may identify up to 6 commodities per certificate.' Underneath, there is a section for 'Commodity 1' with several required fields, each marked with a red asterisk and a help icon. Green arrows point to these fields from the left. The fields are: 'Manufacturing Plant - Commodity 1' (dropdown menu with '99999999 | EU Plant |' selected), 'Commodity 1 Batch Number (if multiple, please use a semicolon to separate the different batch numbers.)' (text input with '1234'), 'Number of Packages - Commodity 1' (text input with '1'), 'Species - Commodity 1' (dropdown menu with 'Bovine' selected), and 'Net Weight - Commodity 1' (text input with '3'). Below these fields are two date selection sections: 'Commodity 1 was produced between these two dates:' with 'Produced Start Date' and 'Produced End Date' fields, and 'Commodity 1 expires between these 2 dates:' with two empty date fields. Each date field has a calendar icon on the right.

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 application interface for a Certificate of Marketing Excellence (COMX). The page title is "COMX_CertApp". A progress bar at the top shows several steps completed with green checkmarks, and the current step is "General ...". Below the progress bar, the section "General Commodity Information" is visible. It includes several required fields marked with a red asterisk and a help icon:

- I.18** *Description of Commodity: A text input field containing the word "miik". A green arrow points to this field.
- Kind of Processing Treatment: An empty text input field.
- I.21** *Temperature of Product: A dropdown menu currently set to "Ambient". A green arrow points to this dropdown.
- Additional Storage Information: An empty text input field.
- Produced between**
 - Produced from: (mm/dd/yyyy): An empty date input field with a calendar icon.
 - Produced to: (mm/dd/yyyy): An empty date input field with a calendar icon.
- Expires between**
 - Expires From: (mm/dd/yyyy): An empty date input field with a calendar icon.

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

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 "Home", "Certificates", "Invoices", "Admin", "Reports", "Verifv Certificate", and "Contact Support". The form contains the following sections and fields:

- I.21**
- *Temperature of Product**: A dropdown menu with "Ambient" selected.
- Additional Storage Information**: A text input field.
- Produced between**:
 - Produced from: (mm/dd/yyyy)**: A date input field.
 - Produced to: (mm/dd/yyyy)**: A date input field.
- Expires between**:
 - Expires From: (mm/dd/yyyy)**: A date input field.
 - Expires To: (mm/dd/yyyy)**: 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**: 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, and another green arrow points to the "Gross Weight" input field.

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

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.

The screenshot shows the USDA ATLAS COMX_CertApp interface. At the top, there is a navigation bar with links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. Below the navigation bar is a progress indicator with 12 steps, all marked with green checkmarks, and a 'Review a...' button. The main content area is divided into four sections:

- 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:

At the bottom of the page, the text 'U.S. Department of Agriculture' is visible.

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 form is divided into several sections:

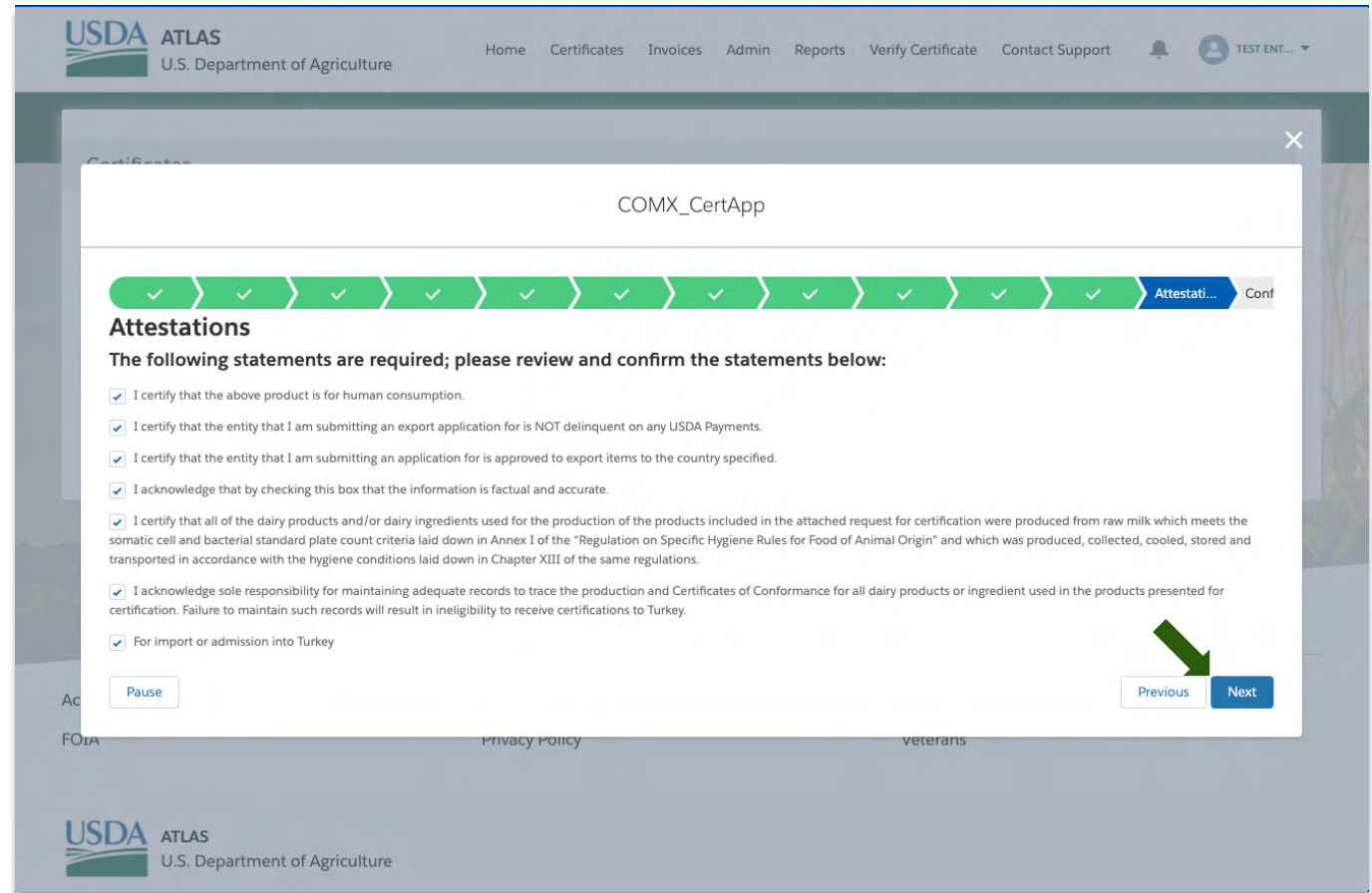
- Commodity Codes:** Commodity Codes: [0401100000]
- Plant Information (Commodity 1):** Manufacturing Plant Name: LAND O'LAKES, Address: (blank), Product Description: (blank), Validity Date: (blank), Commodity Batch/Lot Numbers: 1234, Number of Packages: 1, Species: Bovine, Net Weight: 3.00, Units: Pounds, Nature of Commodity - Commodity 1: (blank), Commodity 1 was produced between: -, Commodity 1 expires between: -
- General Commodity Information:** Type of Commodity: (blank), Description of Commodity: milk, Kind of Processing Treatment: (blank), Temperature of Product: Ambient, Additional Storage Information: (blank), Produced Between: -, Expires Between: -, Country of Product: (blank), Establishment Number: (blank), 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, TotalFees: 381.00

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

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 icon labeled "TEST ENT..." is in the top right. 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:" is listed as "AP-000000031". A green arrow points to a blue "Finish" button in the bottom right corner of the modal. 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.

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 'TEST ENT...' is in the top right. Below the navigation, the 'Certificates' section is active, with a green arrow pointing to the 'Submitted' tab. Other tabs include Shipping Groups, Create Certificate, Incomplete, Pending Edits, Rejected, Approved Certificates, and Voided Certificates. A search instruction reads: '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.' Below this is a search box and a table of 'Submitted Applications'.

	Certificate ...	Record Type	Created Date	Appl...	USDA Revi...	Contact Name	Cus...	Consignor Name	Last Modified D...
1	AP-0000000031	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-0000000029	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-0000000027	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-0000000026	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-0000000021	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-0000000014	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.



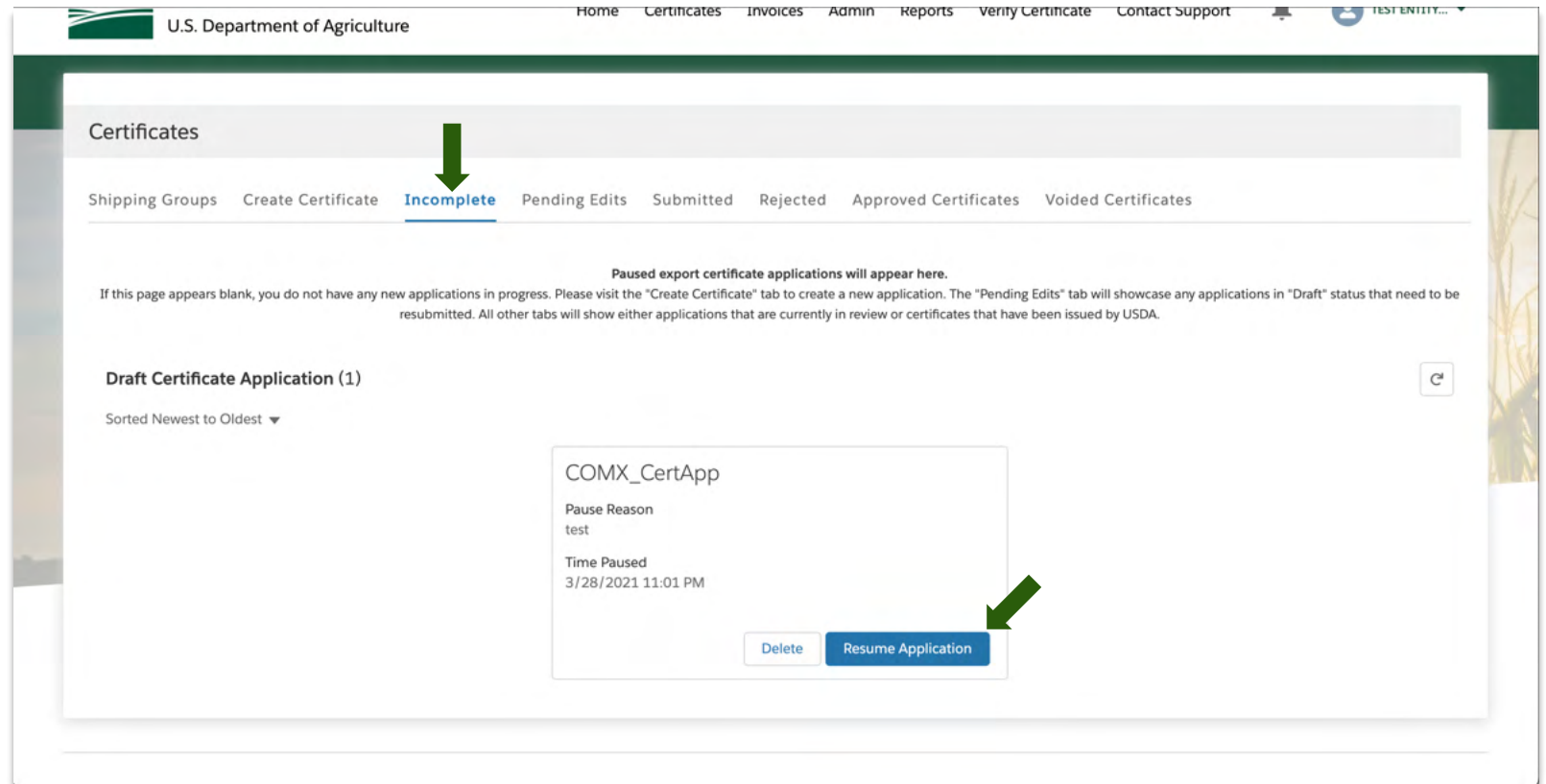
Certificate Statuses

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.

The screenshot shows the USDA ATLAS interface. At the top, there is a navigation bar with the USDA logo and 'ATLAS U.S. Department of Agriculture'. The main content area is titled 'Certificates' and has several sub-tabs: 'Shipping Groups', 'Create Certificate', 'Incomplete', 'Pending Edits', 'Submitted' (highlighted with a green arrow), 'Rejected', 'Approved Certificates', and 'Voiced Certificates'. Below the sub-tabs, 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 present. Below the search box, there is a section for 'Certificate Applications Submitted Applications'. A table lists several applications with columns for 'Certificate ID', 'Record Type', 'Created Date', 'Applicant', 'USDA Reviewer', 'Contact Name', 'Customer ID', 'Consignor Name', and 'Last Modified Date'. A green arrow points to the first row of the table.

	Certificate ...	Record Type	Created Date	Appl...	USDA Revi...	Contact Name	Cus...	Consignor Name	Last Modified D...
1	AP-0000000031	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-0000000029	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-0000000027	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-0000000026	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-0000000021	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-0000000014	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'.

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.

The screenshot shows the USDA ATLAS 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 ENTITY...' is in the top right. The main content area is titled 'Certificates' and features a horizontal navigation bar with tabs: 'Shipping Groups', 'Create Certificate', 'Incomplete', 'Pending Edits' (highlighted with a green arrow), 'Submitted', 'Rejected', 'Approved Certificates', and 'Voided Certificates'. Below the tabs 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 is a table of 'Certificate Applications Pending Edits' with the following columns: Certificate Application Name, Applica..., Record Type, Last Modified D..., Contact Name, Created Date, Cus..., and Consignor Name. The table contains six rows of data, all with a status of 'Draft (Recalled)' and a consignor of 'Francine's Cheese LLC'.

	Certificate Application Name	Applica...	Record Type	Last Modified D...	Contact Name	Created Date	Cus...	Consignor Name
1	AP-0000000002-A2	Draft (Recalled)	Colombia Dairy Sanitary ...	3/8/2021 12:20 PM	Francine Farmer	2/26/2021 8:39 AM	23	Francine's Cheese LLC
2	AP-0000000003	Draft (Recalled)	Turkey Dairy Certificate ...	3/16/2021 10:25 AM	Billy Broker	2/26/2021 9:13 AM	23	Francine's Cheese LLC
3	AP-0000000004-A1	Draft (Recalled)	Turkey Dairy Certificate ...	3/4/2021 2:32 PM	Francine Farmer	3/2/2021 12:23 PM	1234	Francine's Cheese LLC
4	AP-0000000005-A1	Draft (Recalled)	Turkey Dairy Certificate ...	3/2/2021 11:35 PM	Francine Farmer	3/2/2021 3:42 PM	3234	Francine's Cheese LLC
5	AP-0000000006-A1	Draft (Recalled)	Turkey Dairy Certificate ...	3/15/2021 4:57 PM	Francine Farmer	3/2/2021 3:55 PM	1234	Francine's Cheese LLC
6	AP-0000000007-A1	Draft (Recalled)	Turkey Dairy Certificate ...	3/30/2021 2:29 PM	Francine Farmer	3/3/2021 2:01 PM	23	Francine's Cheese LLC

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.

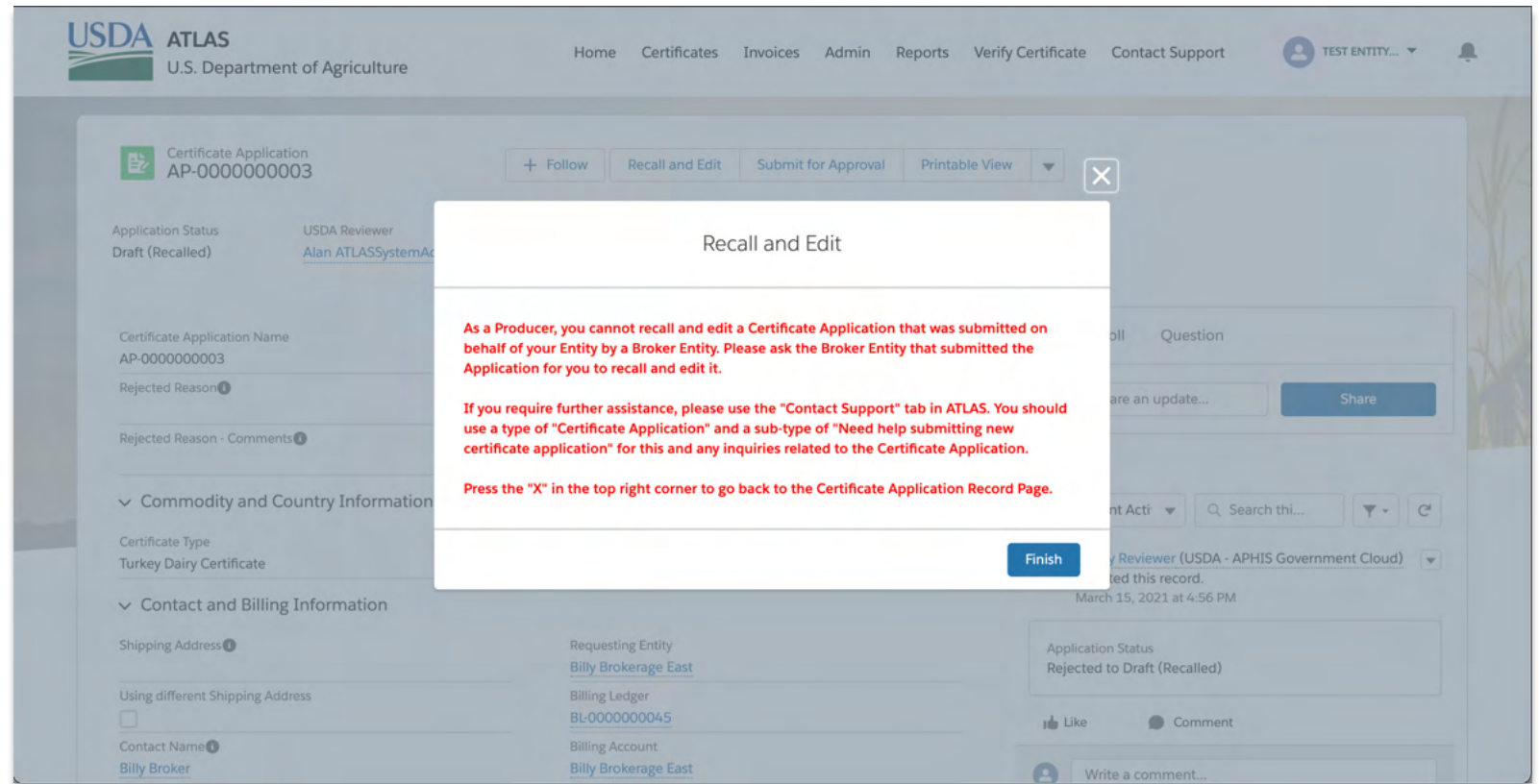
The Status of the specific application will also be listed here.

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

The screenshot displays the USDA ATLAS web application interface. At the top, the header includes the USDA ATLAS logo and navigation links: Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. A user profile dropdown for 'TEST ENTITY...' is visible on the right. The main content area shows a 'Certificate Application' for ID 'AP-0000000003'. A green arrow points to the 'Recall and Edit' button in the top navigation bar. Below the application title, a green arrow points to the 'Draft (Recalled)' status. The application details are organized into sections: 'Commodity and Country Information' (Certificate Type: Turkey Dairy Certificate) and 'Contact and Billing Information' (Shipping Address, Contact Name: Billy Broker). The right sidebar contains social media sharing options (Post, Poll, Question) and a notification from 'Randy Reviewer'.

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.

The screenshot displays the USDA ATLAS web interface. At the top, the USDA logo and 'ATLAS U.S. Department of Agriculture' are visible. The navigation bar includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. A user profile dropdown shows 'TEST ENTITY...'. The main content area shows a 'Certificate Application' for 'AP-0000000001-A1'. The application status is 'Draft (Recalled)'. A dialog box titled 'Recall and Edit' is overlaid on the page, containing the following text: 'When clicking the "Next" button below, you are confirming recalling a submitted Certificate Application, where the "Application Status" will be updated to "Draft (Recalled)".' and a 'NOTE: Do not click out of the screen until you reach the end to successfully submit all your updates.' A green arrow points to the 'Next' button in the dialog box. The background page shows various fields for the application, including 'Certificate Application Name', 'Rejected Reason', 'Commodity and Country Information', 'Contact and Billing Information', and 'Requesting Entity' (Francine's Cheese LLC).

Certificate Statuses (Recall and Edit)

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

The screenshot shows 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 dropdown shows 'TEST ENTITY...' and a notification bell icon.

The main content area displays a 'Certificate Application' for 'AP-0000000001-A1'. Action buttons include '+ Follow', 'Recall and Edit', 'Submit for Approval', and 'Printable View'. A progress bar shows steps: Billing an..., Contact I..., Consigno..., Shipping ..., Shipping ..., Addition..., Commod..., Plant Inf..., General ..., Fees, Review, Attestati..., and Con. The 'Billing and Shipping Information' section is active, showing a 'Billing Ledger' dropdown with 'XXX5235 - BL-0000000043' and a 'Related Shipping Group' dropdown with 'SG-0000000001'. A 'Pause' button is on the left, and 'Previous' and 'Next' buttons are on the right. A green arrow points to the 'Next' button.

Below the main form, a section titled 'Contact and Billing Information' is partially visible, showing fields for 'Shipping Address', 'Using different Shipping Address', 'Contact Name' (Francine Farmer), 'Requesting Entity' (Francine's Cheese LLC), 'Billing Ledger' (BL-0000000043), and 'Billing Account' (Francine's Cheese LLC). The 'Application Status' is 'Approved to Draft (Recalled)', and the 'Certificate Application Name' is 'AP-0000000001 to AP-0000000001-A1'. A 'Show All Updates' link is at the bottom right.

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**.

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 dropdown shows 'TEST ENTITY...' and a notification bell icon. The main content area shows a 'Certificate Application' for 'AP-0000000001-A1'. A toolbar at the top of the application details includes '+ Follow', 'Recall and Edit', 'Submit for Approval' (highlighted with a green arrow), and 'Printable View'. The application status is 'Draft (Recalled)' with a 'USDA Reviewer' of 'Alan ATLASSystemAdmin'. Key dates are 'Date of Departure: 3/31/2021' and 'Estimated Date of Arrival: 4/3/2021'. The page is divided into sections: 'Commodity and Country Information' (Certificate Type: Turkey Dairy Certificate) and 'Contact and Billing Information' (Shipping Address, Contact Name: Francine Farmer). A right-hand sidebar contains a 'Post' section with 'Share an update...' and 'Share' buttons, a 'Sort by' dropdown set to 'Most Recent Acti...', a search bar, and a user notification for 'Randy Reviewer (USDA - APHIS Government Cloud)' who updated the record on March 8, 2021. A summary box at the bottom right shows the application status as 'Approved to Draft (Recalled)' and the application name range.

Certificate Statuses (Recall and Edit)

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

The screenshot displays the USDA ATLAS web 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 dropdown shows 'TEST ENTITY...' and a notification bell icon.

The main content area shows a 'Certificate Application' for 'AP-0000000001-A1'. It includes buttons for '+ Follow', 'Recall and Edit', 'Submit for Approval', and 'Printable View'. Below this, a table lists application details:

Application Status	USDA Reviewer	Date of Departure	Estimated Date of Arrival
Draft (Recalled)	Alan ATLASsystemAdmin	3/31/2021	4/3/2021

A modal dialog box titled 'Submit for Approval' is open, asking: 'Are you sure you want to submit Certificate Application AP-0000000001-A1 for approval?'. A blue 'Next' button is located at the bottom right of the dialog, with a green arrow pointing to it.

Below the dialog, the application details are shown:

- Certificate Type: Turkey Dairy Certificate
- Region Associated with Application: Turkey
- Contact and Billing Information:
 - Shipping Address: [Redacted]
 - Using different Shipping Address:
 - Contact Name: Francine Farmer
 - Requesting Entity: [Francine's Cheese LLC](#)
 - Billing Ledger: [BL-0000000043](#)
 - Billing Account: [Francine's Cheese LLC](#)
- Application Status: Approved to Draft (Recalled)
- Certificate Application Name: AP-0000000001 to AP-0000000001-A1
- Updated by: [Randy Reviewer \(USDA - APHIS Government Cloud\)](#) on March 8, 2021 at 12:18 PM

Certificate Statuses (Recall and Edit)

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

The screenshot displays the USDA ATLAS interface for a certificate application. At the top, the USDA ATLAS logo and navigation menu are visible. The main content area shows the application details for 'Certificate Application AP-0000000001-A1'. A modal dialog box titled 'Submit for Approval' is open, displaying a success message: 'Application AP-0000000001-A1 has been successfully submitted for approval.' and a blue 'Finish' button. A green arrow points to the 'Finish' button. The background shows application details for 'Turkey Dairy Certificate'.

Application Status	USDA Reviewer	Date of Departure	Estimated Date of Arrival
Draft (Recalled)	Alan ATLASSystemAdmin	3/31/2021	4/3/2021

Submit for Approval

Application AP-0000000001-A1 has been successfully submitted for approval.

Finish

Certificate Type: Turkey Dairy Certificate

Region Associated with Application: Turkey

Requesting Entity: [Francine's Cheese LLC](#)

Billing Ledger: [BL-0000000043](#)

Billing Account: [Francine's Cheese LLC](#)

Contact Name: [Francine Farmer](#)

Application Status: Approved to Draft (Recalled)

Certificate Application Name: AP-0000000001 to AP-0000000001-A1

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

USDA ATLAS
U.S. Department of Agriculture

Home Certificates Invoices Admin Reports Verify Certificate Contact Support

Certificates

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

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.

Search this list...

	Certificate Name	Record Type	Consignor Name	Contact Name	Date of ...	Approver	Cert...	Associated Certi...
1	EX-000000001-A1	Colombia Dairy Sanitary Certificate	Francine's Cheese LLC	Francine Farmer	3/8/2021	Alan ATLASSystemAdmin	Void	AP-000000002-A2
2	EX-000000002	Turkey Dairy Certificate	Francine's Cheese LLC	Francine Farmer	3/2/2021	Randy Reviewer	Void	AP-000000004-A1
3	EX-000000003	Turkey Dairy Certificate	Francine's Cheese LLC	Francine Farmer	3/2/2021	Alan ATLASSystemAdmin	Void	AP-000000005-A1
4	EX-000000004	Turkey Dairy Certificate	Francine's Cheese LLC	Francine Farmer	3/25/2021	Mustapha Aitbendawad	Void	AP-000000007-A1
5	EX-000000005	Turkey Dairy Certificate	Francine's Cheese LLC	Francine Farmer	3/3/2021	Randy Reviewer	Void	AP-000000008-A1
6	EX-000000007	Turkey Dairy Certificate	Francine's Cheese LLC	Test EntityAdminOne	3/5/2021	Randy Reviewer	Void	AP-000000009-A1

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.

The screenshot shows the USDA ATLAS interface. At the top, there's a navigation bar with 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificate', and 'Contact Support'. The 'Certificates' section is active, with sub-tabs: 'Shipping Groups', 'Create Certificate', 'Incomplete', 'Pending Edits', 'Submitted', 'Rejected', 'Approved Certificates', and 'Voided Certificates'. Three green arrows point to the 'Rejected', 'Approved Certificates', and 'Voided Certificates' tabs. Below the tabs is a search bar with the text '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.' Below the search bar is a table of 'Approved Certificates'.

	Certificate Na...	Record Type	Consignor Name	Contact Name	Date o...	Approver	Certi...	Associated Certi...
1	EX-0000000054	Turkey Dairy Certificate	Francine's Cheese LLC	Francine Farmer	3/31/2021	Randy Reviewer	Active	AP-0000000082
2	EX-0000000055	EU Certificate	Francine's Cheese LLC	Test EntityEmployeeOne	3/31/2021	Randy Reviewer	Active	AP-0000000045
3	EX-0000000056	EU Certificate	Francine's Cheese LLC	Test EntityEmployeeOne	3/31/2021	Randy Reviewer	Active	AP-0000000094
4	EX-0000000057	Chile Dairy Sanitary Certificate	Francine's Spiced Cheese	Francine Farmer	3/31/2021	Mustapha Aitbendawad	Active	AP-0000000087
5	EX-0000000058	China Dairy Sanitary Certificate	Francine's Cheese LLC	Francine Farmer	3/31/2021	Randy Reviewer	Active	AP-0000000088
6	EX-0000000059	Colombia Dairy Sanitary Certificate	Francine's Cheese LLC	Francine Farmer	3/31/2021	Randy Reviewer	Active	AP-0000000089

Certificate Statuses (Amend)

Step 1: Click **Amend Certificate**

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 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificate', and 'Contact Support'. A user profile 'TEST ENTITY...' is in the top right. The main content area shows a certificate detail for 'EX-0000000041'. A green arrow points to the 'Amend Certificate' button in the top right of the certificate detail section. Below the button are sections for 'Certificate Information', 'Commodity and Country Information', 'Contact and Billing Information', and 'Consignor / Consignee Information'. A right-hand sidebar contains a 'Sort by:' dropdown, a search box, a user notification from 'Alan ATLASystemAdmin', a 'Certificate Name' input field with a warning message, and a 'Certificate History (1)' table.

Date	Field	User	Origin...	New V...
3/26...	Created.	Alan AT...		

Certificate Statuses (Amend)

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

The screenshot shows the USDA ATLAS web application interface. At the top, the USDA logo and 'ATLAS U.S. Department of Agriculture' are visible. The navigation menu includes Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. The user profile is 'TEST ENTITY...'. The main content area displays a certificate details page for 'Certificate EX-0000000041'. A modal dialog box titled 'Amend Certificate' is open in the center, containing the following text:

Amend Certificate

When clicking the "Next" button below, you are confirming amending an approved Certificate Application, where the "Application Status" on the Certificate Application will be updated to "Draft (Recalled)".

The amendment process will not change the status on the Certificate until the Certificate Application gets approved.

Any further edits and submission for approval will be done on the related Certificate Application, and not on the Certificate.

NOTE: Do not click out of the screen until you reach the end to successfully submit all your updates.

At the bottom right of the dialog box, there is a blue button labeled 'Next', which is highlighted with a green arrow. The background shows certificate details such as 'Certificate Name: EX-0000000041', 'Associated Certificate Application: AP-0000000059', 'Commodity and Country Information: Dairy China Sanitary', and 'Certificate History (1)' table.

Certificate Statuses (Amend)

Step 1: Go through the Certificate Application

Step 2: Make any necessary or desired edits.

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

USDA ATLAS U.S. Department of Agriculture

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

Certificate EX-0000000041 + Follow Amend Certificate Printable View

Amend Certificate

✓ Billing and Shipping Information Contact Information Consignor Information Shipping Information Addition Information Commodity Information Plant Information General Information Fees Review Attestation Information

Billing and Shipping Information

* Billing Ledger
XXX1113 - BL-0000000044

* Related Shipping Group
SG-0000000007

Pause Previous Next

✓ Contact and Billing Information
Contact Name
Test EntityEmployeeOne

✓ Consignor / Consignee Information
Consignor Name
Consignee Name

Certificate History (1)

Date	Field	User	Origin...	New V...
3/26...	Created.	Alan AT...		

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.

The screenshot displays the USDA ATLAS interface for amending a certificate. At the top, the USDA logo and 'ATLAS U.S. Department of Agriculture' are visible. The navigation menu includes Home, Certificates, Invoices, Admin, Reports, Verify Certificate, and Contact Support. The user profile is 'TEST ENTITY...'. The main content area shows a modal window titled 'Amend Certificate' for certificate EX-0000000041. The modal contains a progress bar with 15 green checkmarks, indicating completion. Below the progress bar, it says 'Thank you for submitting your application.' and 'Please keep the reference number below for your records: Certificate Application Number: AP-0000000059-A1'. A blue 'Finish' button is located at the bottom right of the modal, with a green arrow pointing to it. The background shows a partially visible form with sections for 'Dairy China Sanitary', 'Contact and Billing Information', and 'Consignor / Consignee Information'.



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.

The screenshot shows the USDA ATLAS web interface. The top navigation bar includes 'Home', 'Certificates', 'Invoices', 'Admin', 'Reports', 'Verify Certificates', and 'Contact Support'. The 'Invoices' tab is highlighted with a green arrow. Below the navigation bar, there is a search bar and a settings icon. The main content area displays a table of invoices with the following columns: Invoice Name, Invoice Type, Related Certificate App..., Billing Account, Invoice Amount, and Created Date. The first row of the table is highlighted with a green arrow pointing to the invoice name 'INV-0129'.

	Invoice Name	Invoice Type	Related Certificate App...	Billing Account	Invoice Amount	Created Date
1	INV-0129	Entry	AP-0000000320	Joseph's Dairy Farm484848	\$168.00	8/20/2020 2:47 PM
2	INV-0130	Entry	AP-0000000320	Joseph's Dairy Farm484848	\$168.00	8/20/2020 2:56 PM
3	INV-0133	Modification	AP-0000000320	Joseph's Dairy Farm484848	\$0.00	8/20/2020 3:45 PM
4	INV-0068	Entry		Joseph's Dairy Farm Plaza	\$123.00	8/18/2020 10:13 AM
5	INV-0092	Modification		Joseph's Dairy Farm Plaza	\$0.00	8/19/2020 3:57 PM
6	INV-0093	Modification		Joseph's Dairy Farm Plaza	\$0.00	8/19/2020 3:57 PM
7	INV-0175	Entry	AP-0000000236	Joseph's Dairy Farm Plaza	\$123.00	8/27/2020 12:16 PM
8	INV-0286	Entry	AP-0000000240	Joseph's Dairy Farm Plaza	\$123.00	8/29/2020 6:19 PM
9	INV-0313	Entry	AP-0000000220	Joseph's Dairy Farm Plaza	\$336.00	8/30/2020 3:43 PM
10	INV-0314	Modification	AP-0000000220	Joseph's Dairy Farm Plaza	\$0.00	8/30/2020 3:46 PM
11	INV-0315	Entry	AP-0000000220	Joseph's Dairy Farm Plaza	\$336.00	8/30/2020 3:46 PM
12	INV-0316	Modification	AP-0000000220	Joseph's Dairy Farm Plaza	\$0.00	8/30/2020 3:51 PM

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.

The screenshot shows the USDA ATLAS web interface. At the top, there is a navigation menu with links for Home, Certificates, Invoices, Admin, Reports, Verify Certificates, and Contact Support. The user is logged in as FRANCINE F... with a notification bell icon. The main content area displays an invoice for INV-0129. A green arrow points to the 'Printable View' button. Below the invoice summary, there are two tabs: 'DETAILS' and 'RELATED'. The 'DETAILS' tab is active, showing fields for Invoice Name (INV-0129), Invoice Amount (\$168.00), Refund Amount (\$0.00), Billing Account (Joseph's Dairy Farm484848), Billing Document Number (I000000129), Certificate Application (AP-000000320), Related Certificate Application (AP-000000320), and All Fees Previously Waived. A green arrow points to the 'Certificate Application' field. The 'RELATED' tab shows fields for Original Invoice, Invoice Type (Entry), Modification Type, Customer Reference Number (344222), Invoice Date (8/20/2020), Last Updated Invoice (checkbox), and Date sent to FMMI. A message at the bottom right states 'Chatter isn't enabled or the user doesn't have Chatter access.'

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

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](#)

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

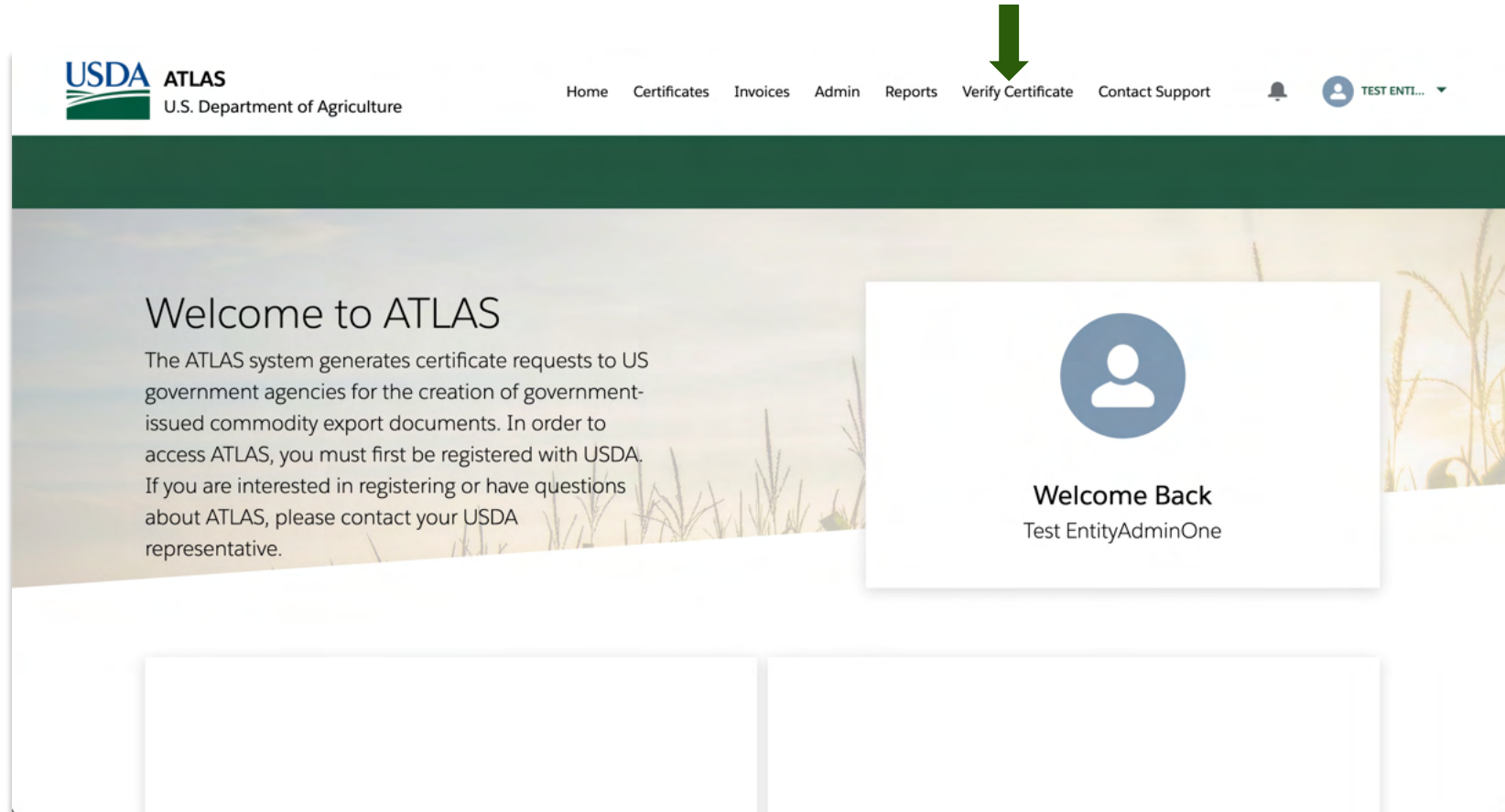


Verify Certificate

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 through the process.

- Certificate number
- Certificate issue date

USDA ATLAS
U.S. Department of Agriculture

Home Certificates Invoices Admin Reports Verify Certificate Contact Support

TEST ENTITY...

To verify the validity of an Export Certificate, please enter the relevant details below and answer the simple Captcha math question:

* Certificate Number:

* Certificate Issue Date:

Captcha:
8 + 9 =

Next

Accessibility Statement Information Quality USDA.gov

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.

USDA ATLAS
U.S. Department of Agriculture

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

To verify the validity of an Export Certificate, please enter the relevant details below and answer the simple Captcha math question:

*Certificate Number:
EX-000000002

*Certificate Issue Date:
Mar 2, 2021

Captcha:
8 + 9 =

17

Next

Accessibility Statement Information Quality USDA.gov

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.


The screenshot displays the USDA ATLAS web interface for verifying a certificate. The header includes the USDA logo and navigation links. The main content area shows a green checkmark and the status 'Valid'. Below this, a table of certificate details is provided. A 'Finish' button is highlighted with a green arrow.

USDA ATLAS
U.S. Department of Agriculture


Home Certificates Invoices Admin Reports Verify Certificate Contact Support

TEST ENTITY... [bell icon]

We have found an export certificate with the information you entered. See details below:


Status: Valid

Certificate Number: EX-000000002	Issue Date: March 2, 2021
Country of Origin: United States of America	ISO Code Origin: US
Place of Loading: PLOL	Port of Entry/Entry BIP: Istanbul
Means of Transportation: Aeroplane	Temperature of Product: Ambient
Net Weight: 1	Gross Weight: 1
Type of Packaging: BOX	Number of Packages: 1
Container/Seal Number: NA NA;	Certificate Application Number: AP-0000000004

 **Finish**

Accessibility Statement Information Quality USDA.gov
FOIA Privacy Policy Veterans



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.

The screenshot displays the USDA ATLAS user interface. At the top, the USDA logo and 'ATLAS U.S. Department of Agriculture' are visible. The navigation bar includes links for Home, Certificates, Invoices, Admin, Reports, Verify Certificates, and **Contact Support**, which is highlighted by a green arrow. The user's name 'FRANCINE F...' and a notification bell are also present. Below the navigation, there are tabs for 'Create New Support Ticket', 'Open Tickets', and 'All Tickets'. The main content area is titled 'CONTACT CUSTOMER SUPPORT' with the subtitle 'TELL US HOW WE CAN HELP.'. The form contains several input fields: 'TYPE' (dropdown menu with '--None--'), 'SUBJECT' (text input), 'DESCRIPTION' (text area), 'SUB-TYPE' (dropdown menu with '--None--'), 'CONTACT NAME' (text input with a search icon), and 'CERTIFICATE APPLICATION' (text input with a search icon). There is an 'Upload File' button with a paperclip icon and a blue 'SUBMIT' button at the bottom right of the form. The footer contains links for Accessibility Statement, Information Quality, FOIA, Privacy Policy, USDA.gov, and Veterans.

Contact Support

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

USDA ATLAS
U.S. Department of Agriculture

Home Certificates Invoices Admin Reports Verify Certificates Contact Support

FRANCINE F...

Create New Support Ticket Open Tickets All Tickets

CONTACT CUSTOMER SUPPORT
TELL US HOW WE CAN HELP.

TYPE ⓘ

--None--

- ✓ --None--
- User Registration
- Certificate Application
- Certificate
- Invoice
- ATLAS Feedback
- Other

SUB-TYPE ⓘ

--None--

CONTACT NAME ⓘ

Search Contacts...

CERTIFICATE APPLICATION

Search Certificate Applications...

SUBMIT

Accessibility Statement Information Quality USDA.gov
FOIA Privacy Policy Veterans

Contact Support

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

USDA ATLAS
U.S. Department of Agriculture

Home Certificates Invoices Admin Reports Verify Certificates Contact Support FRANCINE F...

[Create New Support Ticket](#) Open Tickets All Tickets

CONTACT CUSTOMER SUPPORT
TELL US HOW WE CAN HELP.

TYPE

Certificate Application

SUBJECT

DESCRIPTION

Upload File

SUB-TYPE

--None--

✓ --None--

Need help submitting new certificate application

Follow-up to an existing certificate application

SUBMIT

Accessibility Statement Information Quality USDA.gov
FOIA Privacy Policy Veterans

Contact Support

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

The screenshot shows the USDA ATLAS 'CONTACT CUSTOMER SUPPORT' form. The form is titled 'CONTACT CUSTOMER SUPPORT' and includes the instruction 'TELL US HOW WE CAN HELP.' The form has several sections: 'TYPE' (Certificate Application), 'SUBJECT' (empty), 'DESCRIPTION' (empty), 'SUB-TYPE' (Need help submitting new certificate application), and 'CONTACT NAME' (Search Contacts...). A dropdown menu is open under 'CONTACT NAME', showing a list of contacts: Test EntityEmployeeTwo, Francine Farmer, Bo Javia, Test EntityAdminTwo, and Sachi TestEmployee. A green arrow points to the search input field in the dropdown menu. The form also includes an 'Upload File' button and a 'SUBMIT' button. The footer contains links for Accessibility Statement, FOIA, Information Quality, Privacy Policy, USDA.gov, and Veterans.

Contact Support

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

The screenshot shows the USDA ATLAS Contact Support interface. At the top, the USDA ATLAS logo and "U.S. Department of Agriculture" are displayed. Navigation links include Home, Certificates, Invoices, Admin, Reports, Verify Certificates, and Contact Support. A user profile for "FRANCINE F..." and a notification bell are in the top right.

The main content area is titled "CONTACT CUSTOMER SUPPORT" with the subtitle "TELL US HOW WE CAN HELP." It features three tabs: "Create New Support Ticket" (active), "Open Tickets", and "All Tickets".

The form includes the following fields:

- TYPE:** A dropdown menu with "Certificate Application" selected.
- SUBJECT:** An empty text input field.
- DESCRIPTION:** A larger empty text input field.
- Upload File:** A link with a paperclip icon.
- SUB-TYPE:** A dropdown menu with "Need help submitting new certificate application" selected.
- CONTACT NAME:** A dropdown menu with "Francine Farmer" selected.
- CERTIFICATE APPLICATION:** A search dropdown menu with a magnifying glass icon. A green arrow points to this field. The dropdown list is open, showing the following items:
 - AP-000000603 8EEwww2922
 - AP-000000602 1
 - AP-000000601 1
 - AP-000000600 1
 - AP-000000599 2
 - + New Certificate Application

A blue "SUBMIT" button is located at the bottom right of the form. At the bottom of the page, there are links for "Accessibility Statement", "FOIA", "Information Quality", "Privacy Policy", and "Veterans".

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.

USDA ATLAS
U.S. Department of Agriculture

Home Certificates Invoices Admin Reports Verify Certificates Contact Support

FRANCINE F...

Create New Support Ticket Open Tickets All Tickets

CONTACT CUSTOMER SUPPORT
TELL US HOW WE CAN HELP.

TYPE [?]
Certificate Application

SUB-TYPE [?]
Need help submitting new certificate application

SUBJECT
Need to recall

CONTACT NAME [?]
Francine Farmer

DESCRIPTION

CERTIFICATE APPLICATION
AP-000000603

Upload File

SUBMIT

Accessibility Statement Information Quality USDA.gov
FOIA Privacy Policy Veterans

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.

U.S. Department of Agriculture

Create New Support Ticket Open Tickets **All Tickets**

ATLAS Support - All ▼

24 items • Sorted by Case Number • Filtered by All cases - Case Record Type

Search this list...

	Ca...	Type	Sub-Type	Subject	Status	Contact Na...	Date/Time Ope...	Date/Time Clo...
1	00007446	Certificate Application	Follow-up to an existing certifi...	test 2 for 10/14	New	Francine Farmer	10/14/2020 5:13 PM	
2	00007445	Certificate Application	Follow-up to an existing certifi...	10-14 test	New	Test BrokerAdmin	10/14/2020 5:09 PM	
3	00007431	Certificate Application	Need help submitting new certi...	Test	Closed	Francine Farmer	10/9/2020 1:32 AM	10/9/2020 1:39 AM
4	00007430	Certificate Application	Follow-up to an existing certifi...	testt	New	Francine Farmer	10/8/2020 4:43 PM	
5	00007429	Certificate Application	Follow-up to an existing certifi...	test1082020	New	Francine Farmer	10/8/2020 3:11 PM	
6	00007427	Certificate Application	Follow-up to an existing certifi...	testttt	New	Francine Farmer	10/7/2020 5:23 PM	
7	00007426	Certificate Application	Follow-up to an existing certifi...	testing 1072020	New	Francine Farmer	10/7/2020 5:10 PM	
8	00007414	Certificate Application	Follow-up to an existing certifi...	3	New	Francine Farmer	10/2/2020 1:55 PM	
9	00007372	User Registration	Unable to access ATLAS (eAuth ...	Need User registration help	New	Francine Farmer	9/29/2020 12:44 PM	
10	00007324	Certificate Application	Follow-up to an existing certifi...	Jack Test2	New	Francine Farmer	9/21/2020 9:47 AM	
11	00007295	Certificate Application	Follow-up to an existing certifi...	Certificate Application Pro...	Closed	Francine Farmer	9/8/2020 10:11 AM	9/8/2020 10:25 AM
12	00007289	ATLAS Feedback	Report a technical issue		New	Francine Farmer	9/4/2020 11:43 AM	
13	00007288	Certificate Application	Follow-up to an existing certifi...	Help with Existing Certifica...	Closed	Francine Farmer	9/4/2020 10:34 AM	9/4/2020 10:50 AM