



Dairy Export Certification

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

User Guide

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Background

To request EU Health Certificates exporters must register to use the Electronic Trade Document Exchange System (eTDE). eTDE provides a secure environment for sharing trade documentation with governments and businesses across the supply chain.

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

- Users located within the United States must obtain level 2 eAuthentication
- Users located outside of the United States must obtain level 1 eAuthentication
- Companies must be registered in eTDE
- First time users must go to eTDE - www.eTDE.usda.gov and will be directed to a profile page to request party and role association.
- New users must also sign up for an eTDE/eDocs training session with USDA AMS Information Technology Services (ITS) once level 2 eAuthentication is obtained. Training sessions are offered Thursdays at 4pm EST (days and times are subject to change). Registration for a consulting session will be first-come, first-served and spots in each session are limited.
- Please allow time for eTDE registration; it may take up to 2 weeks to complete due to availability of training sessions with AMS ITS.

EAuthentication – What is an Account?

An eAuthentication account is a way for you to interact with USDA websites online. It gives you the ability to identify yourself to the USDA via your User ID and password. It permits you to access a wide range of USDA applications across the many USDA agencies and their services. You gain the convenience of transacting business with USDA online at any time and from any computer, with internet access, that is convenient to you. Currently, USDA offers Accounts with Level 1 Access and Accounts with Level 2 Access for the general public and USDA customers.

Your eAuthentication account consists of a User ID, a password and your customer profile which contains information about you that will permit USDA applications to identify if you have the correct permissions to view the website you attempted to access.

Level 1 eAuthentication Access

An account with Level 1 access allows the user to enter USDA Web site portals and applications that have been determined to have minimum security requirements or restrictions.

Note: Level 1 access is limited to certain areas of the USDA agency websites and does not allow you to conduct official electronic business transactions with the USDA via the internet. Please check the website for the application you wish to use. Many indicate whether a Level 1 or Level 2 is required. Registering for an account with Level 1 access is easy. You will create a brief customer profile, User ID and password for your USDA account. You will then receive a confirmation email from the USDA asking you to respond to the email to confirm your account within seven (7) days. If you do not respond to the

email asking you to confirm your account within seven (7) days, you will have to restart the registration process by creating another profile and will need to select a new User ID.

Once you have confirmed your online registration, you will have immediate access to USDA portals and applications that accept accounts with Level 1 access.

A Level 1 Access account is NOT required before you may apply for a Level 2 Access Account. If you already have a Level 1 Account, please log into your profile and select "Apply for Customer Level 2 Authentication".

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

Level 2 eAuthentication Access

An account with Level 2 access allows the user to enter USDA Web site portals and applications that have been determined to have the need of higher security requirements or restrictions and the need of a verified identity for each User ID and profile.

Registering for an account with Level 2 access is easy but requires a few more steps than Level 1. You will create a customer profile with your name, personal contact information, a User ID and a password for your USDA account. You will then receive a confirmation email from the USDA asking you to respond to the email to confirm your account within seven (7) days. If you do not respond to the email asking you to confirm your account within seven (7) days, you will have to restart the registration process by creating another profile and will need to select a new User ID.

Hints:

- Once you create a User ID, it cannot be changed.
- Your first and last names must be entered in your profile exactly as they appear on the identification you will be taking to the Service Center to prove your identity.
- Create a password that you will be able to remember.

Once you have registered for your Level 2 eAuthentication account, you will need to complete the identity verification process. This can either be done online, or by presenting your government issued photo ID in person at a USDA Service Center. You will receive additional instructions for verifying your identity after you have registered for your Level 2 eAuthentication account.

eAuthentication - Registering for Level 1 or 2 eAuthentication Account

1. To begin the registration process please visit the eTDE Website at: <http://www.etde.usda.gov/> and select the option for users that are not registered in the system as highlighted below.

Electronic Trade Document Exchange System

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

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

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

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

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

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

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

Version: 1.1.2 Date: 05/15/2015

Select the "Create an Account" link (blue text)

You are here: eAuthentication Home

eAuthentication Home

Welcome

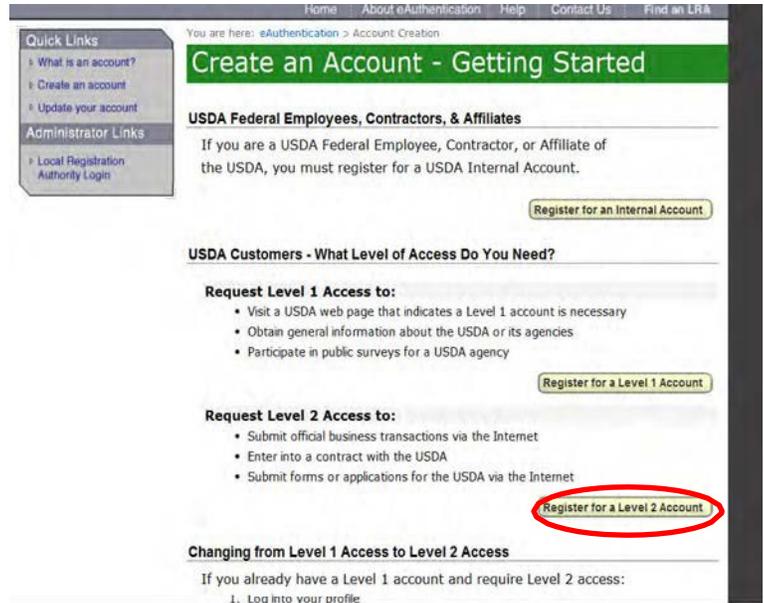
USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your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

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

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

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

- Based on your Level requirement select either Level 1 – users outside of the United States or Level 2 – Users within the United States.



- Complete all information requested in the registration request form. Section highlighted in red and marked with an (*) are required fields.

User Information

Required Field*

First Name*

Middle Initial

Last Name*

Suffix

Home Address*

Home City*

Home State*

Home Zip/Postal Code*

Home Country*

Birth Date*

Contact Information

Home Phone

Email*

Confirm Email*

Login Information

User ID*

Password*

Confirm Password*

Security Questions

Please select and answer four distinct questions from the selections below. This information will be used to assist you in using our eAuthentication Self Service options and various other services.

The Security Questions and Answers that you provide may be the ONLY method available to validate your identity if your USDA accounts become inaccessible. Please select Questions and Answers that are easily memorable to you and hard for anyone else to guess. Each question may only be used once. For additional assistance, click the [?] above.

1*

2*

3*

4*

Hit "Continue" once you have completed all required fields

- The system will request that you verify all information submitted is correct. Hit Submit once all information has been verified.
- Once you have verified all of your information and it has been submitted through the system you will then be provided instructions on completing the final two steps to complete your registration.

Step 3 of 5 - Print Confirmation email

Account Created:

Your account has been created but you have two more steps required to complete your registration!

Your confirmation email with the subject line, "**eAuthentication - Action Required - Instructions to Activate Your USDA Account With Level 2 Access**", should arrive within 1 hour. Please follow the instructions in the email to complete step 4 of your registration.

eAuthentication Account Information:

User ID:

Email:

Level 2 access activation process:

- Click the ACTIVATE MY ACCOUNT link in the confirmation email
- Select an option for identity verification. You will be prompted to select one of the following:
 - Online identity verification
 - In-person identity verification at a USDA Service Center

Note: You will NOT be able to use your account to conduct official electronic business transactions with the USDA until you have completed the identity verification process.

If after 24 hours you do not receive the confirmation email:

- Check the email "junk" folder, as some email applications may place this email there.
- Search for the following subject line in your email application: "eAuthentication - Action Required - Instructions to Activate Your USDA Account With Level 2 Access"

Once you have located the confirmation email:

- Follow the instructions in the email to complete step 4 of your registration.

For additional information click [here](#) to review our Frequently Asked Questions.

Please print this page for future reference.

- Locate your confirmation e-mail and follow the instruction in the e-mail to complete step 4 of your registration.

This step also involves identity verification. You will have the option of verifying your identity on-line or in person at a USDA Service Center.

USDA Local Registration Authority (LRA) locations are found at:

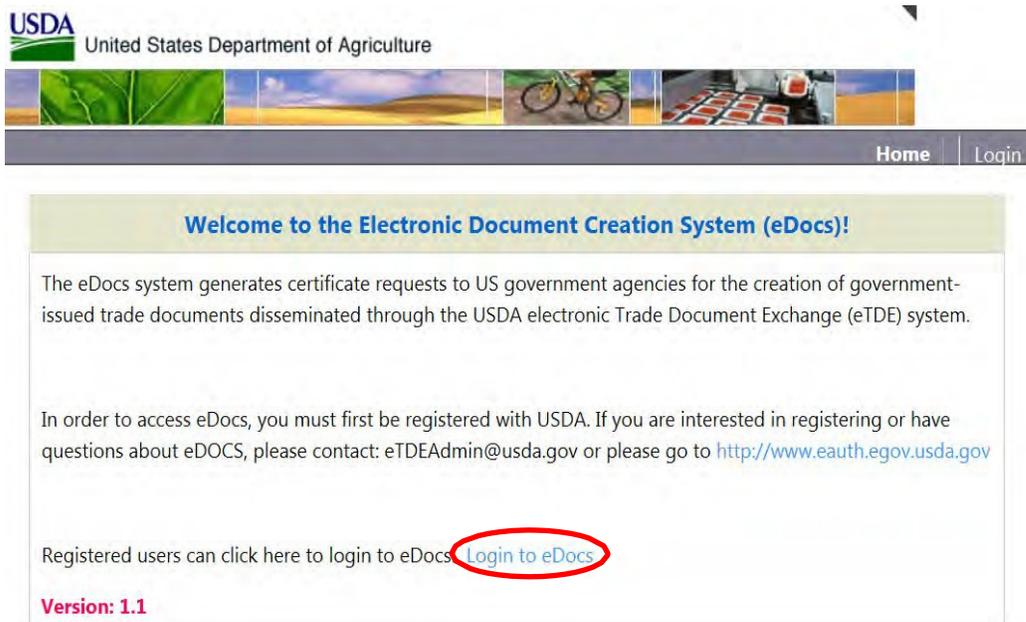
<http://offices.sc.egov.usda.gov/locator/app?type=lra>

- Level 2 eAuthentication allows you access to complete your registration in eTDE. Once you have

level 2 eAuthentication you can request a training session with USDA ITS. Please contact DairyNFO@ams.usda.gov to register for a training session with USDA ITS.

Apply for European Union (EU) Health Certificates

Creating a Certificate



The screenshot shows the USDA eDocs system home page. At the top left is the USDA logo and the text "United States Department of Agriculture". Below this is a horizontal banner with four images: a green leaf, a yellow field, a person on a bicycle, and a person in a white coat. To the right of the banner are "Home" and "Login" links. The main content area has a green header that says "Welcome to the Electronic Document Creation System (eDocs!)". Below this is a paragraph: "The eDocs system generates certificate requests to US government agencies for the creation of government-issued trade documents disseminated through the USDA electronic Trade Document Exchange (eTDE) system." Another paragraph follows: "In order to access eDocs, you must first be registered with USDA. If you are interested in registering or have questions about eDOCS, please contact: eTDEAdmin@usda.gov or please go to <http://www.eauth.egov.usda.gov>". A third paragraph says: "Registered users can click here to login to eDocs" with a blue link "Login to eDocs" circled in red. At the bottom left, it says "Version: 1.1".

1. Go to - <http://etde.usda.gov/edocs> to request export certificates and select "Login to eDocs"

2. Select European Union from the drop down list



The screenshot shows the USDA eDocs system Certificates page. At the top left is the USDA logo and the text "United States Department of Agriculture". Below this is a horizontal banner with four images: a green leaf, a yellow field, a person on a bicycle, and a person in a white coat. To the right of the banner are "Home", "Certificates", "Endorsements", "Derogation", "Help", "USDA AMS DGB - CARRIE SAYASITHSENA", and "Logout" links. Below the banner is the text "eDocs > Certificates". The main content area has a blue header that says "Please Select Product Export Country". Below this is a dropdown menu with the text "Please Select a Region" and a downward arrow, circled in red.

Using Templates

Below is the next screen that will appear once you have selected your Export Country which in this case would be the European Union. These are system generated template based on this specific country requirements.

Please Select Product Export Country

European Union ▼

System Certificate Templates

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

It is the exporter's responsibility to work with their importer to determine the appropriate certificate the importing country will require for their specific product. Below is just a basic explanation of each certificate type. Choose the appropriate template for the specific type of EU Health Certificate for which you wish to apply.

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

from unpasteurized, raw milk i.e. aged raw milk cheeses shipping directly to the EU.

- Dairy EU Storage – is the Milk T/S Health Certificate for milk and milk based products being stored in the EU prior to shipping to a non-EU country, cruise vessel or US Military Installation.

Custom Templates

By selecting “Create” exporters can create custom templates for regular shipments. Each company can store up to 60 templates.

Custom Certificate Templates

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

<p>System Template Name: Dairy EU Health</p> <p>Created By: CARRIE SAYASITSENA</p> <p>Created On: 9/16/2014 1:34 PM</p> <p>Create Delete</p>	<p>System Template Name: Dairy EU Health</p> <p>Created By: CARRIE SAYASITSENA</p> <p>Created On: 6/24/2013 11:26 AM</p> <p>Create Delete</p>
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[First](#) [Previous](#) [Next](#) [Last](#)

This is an example of the Certificate form. Provide information in all required fields which are marked with an asterisk (*). Once you have completed the form Save the request. If you wish to retain the information for future requests select “Save as Template”.

Edit Dairy EU Health

Dairy EU Health | Comments | Attachments

[Save](#) [Save As Template](#) [Close](#)

* indicates required.

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

Dairy Health

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

Billing Details Top

<p>Applicant Number:* <input type="text"/></p> <p>Contact Name:* <input type="text"/></p> <p>Email Address:* <input type="text"/></p> <p>Phone Number:* <input type="text"/></p>	<p>Customer Reference:* <input type="text"/></p> <p>Contact:* <input type="text"/></p> <p>Company:* <input type="text"/></p> <p>Street:* <input type="text"/></p>
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You will be redirected to the screen below once you hit "Save". To preview your document you would select "Print PDF". Once you are ready to submit your document select "Submit".

ID: 16491 - Dairy EU Health - Status: New

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

Superseded On:

Dairy EU Health
Comments
Attachments

Save
Submit
Save As Template
Print PDF
Close

The system will return to the home screen where you will be able to view the status of your most recent submission. Requests still listed under the "In Progress" tab are still available for editing.

My Certificate Requests: Create Certificate

In progress
Submitted

Date from: Date to:
 Search Reset

Documents modified within the past 60 days

ID	Certificate Type	Status	Created By	Created On	Modified By	Modified On
2276	Dairy EU Health	New	Fari Tacnukjoi	8/28/2014 4:58 PM		

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

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

My Certificate Requests: Create Certificate

In progress Submitted

Date from: Date to: Certificate Number Search Reset

Documents modified within the past 60 days

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

1 2 3

Amendments

To request an amendment select the document that needs amended from your queue. Make the necessary changes, select save, attach courier label if you wish, and select submit.

If you have questions please contact one of the AMS Staff below:

Carrie Sayasithsena
Carrie.Sayasithsena@ams.usda.gov

MD McWilliams
MD.McWilliams@ams.usda.gov

LatoyaV Carr
LatoyaV.Carr@ams.usda.gov

For general export questions you may also e-mail us at:
DairyExportsQuestions@ams.usda.gov

To Request Account Information for Dairy Export Certificates

Phone: 630-437-5045
 Fax: 630-437-5060
 Email: DairyNFO@ams.usda.gov

Or by mail:
 USDA, AMS, Dairy
 2150 Western Court, Suite 100
 Lisle, IL 60532