

PHIS Quick Reference Guide for Corporate and Establishment Management

This guide provides step-by-step instructions regarding PHIS registration by establishment personnel and corporate entities associated with establishments. Before proceeding, please read the System Requirements and explanation of each role. The graphic on the right provides a high-level overview of the basic phases of enrollment and user management.

System Requirements

PHIS requires the following access, equipment, and software prior to users gaining access to the system:

- eAuthentication Assurance Level 2 account
- High-speed Internet access
- Internet Explorer/Edge 11 or later
- Firefox 11 (Windows) 51 or later
- Google Chrome
- Adobe Acrobat Reader

Compatibility mode is not required. The supported operating system is Windows 10.

User Administrator Roles

The following roles are used for managing user enrollment and account requests. These user administrator roles vary only by whom they can manage.

- The **Establishment Administrator** role allows the user to manage accounts for users associated with a particular establishment.
- The **Corporate Administrator** role allows the user to manage accounts for users associated with the same corporation.

Establishment Roles

The following roles are specific to the system's features regarding export certification and domestic inspection:

- The **Export Applicant** lets users submit export applications in PHIS, but only for the establishment(s) that granted the role.
- The **Plant Management** role allows users to respond to NRs and MOIs, view reports, add establishment-specific contacts, and link the establishment to a corporate entity.

Add Establishment Administrator

This is the first step in gaining access to PHIS as an Establishment Administrator. These steps should be completed by an FSIS employee with a CSI or PHV role.

1. The FSIS employee opens the Establishment Profile > Contacts page for your establishment.
2. Clicks Add new Contact.
3. For the Type field, selects Establishment Administrator.
4. Enters the First Name, Last Name, Email Address, and Phone Number.
5. Clicks Save.
The Establishment Administrator then finishes creating his/her account by logging on to PHIS (using eAuthentication Assurance Level 2 account) and following the Accept Invitation process.

Invitation Process

These steps should be completed by a new user who wants to obtain the Establishment Administrator role.

1. Go to the PHIS URL and log on using an eAuthentication user name and password.

Invite

IPP enters the Establishment Administrator contact for each establishment that the user will manage. This is the initial industry invitation.

Accept

The designated Establishment Administrator logs on to PHIS and completes his/her account activation by accepting the invitation. At this point, FSIS personnel have completed their role in the process. Going forward, establishment personnel handle all industry account requests.

Enroll

Other establishment personnel submit enrollment requests, which are then reviewed by whoever has the Establishment Administrator user role. At this point, establishment users can select any of the three industry roles that are available. Establishment Administrators need to maintain the user roles and accounts for their establishment.

Monitor

User Administrators, whether establishment or corporate, are responsible for maintaining the roles and accounts associated with their establishment. They should review requests and monitor accounts to make sure users who leave plants no longer have access.

2. On the Enrollment page, click Accept Invitation. This link only appears if the First Name, Last Name, and Email Address in the establishment profile match (*case sensitive*) the user's eAuthentication information.
3. Review the Disclaimer, check the I Agree box, and click Continue.
4. Type the establishment number in the field.
5. Click Create Account.
Note: If you are associated with multiple establishments, you will need to run through this process for each establishment you need access to.

Submit Enrollment Request

These steps should be completed by new users at establishments with active Establishment Administrators.

1. Go to the PHIS URL and log on.
2. On the Enrollment page, click Submit Enrollment Request.
3. Navigate through the pages and provide the necessary information.
4. At the end of the process, review the information and submit the enrollment request. At this point the enrollment request is in the hands of an Establishment Administrator.

Manage Enrollment Requests

Enrollment and other account requests are managed by Establishment Administrators or Corporate Administrators using the FSIS User Administration module.

Run PHIS Data Feed

The administrator roles must ensure that the profile information they change updates in the system. From the My Profile page, select Run PHIS Data Feed to synchronize the updated profile information.

Add Corporate Administrator

These steps should be completed by a user with the Plant Manager role.

1. Log on to PHIS.
2. Click My Establishments > Select Establishment.
3. Select the establishment to which you are adding a Corporate Administrator.
4. Click Establishment Contacts.
5. Enter the required information. The First Name, Last Name, and Email Address must match the user's eAuthentication information.
6. For Type, select Corporate Administrator.
7. Click Save.

Add Corporate Profile

These steps must be completed by a user with the Plant Management role.

1. Log on to PHIS.
2. Click My Establishments > Select Establishment.
3. Select the establishment.
4. Click Corporate Profile.
5. Click Search and Associate to find and select the Corporate Profile. After you select the profile, the system creates the association. If you cannot find the profile, go to the next step.
6. Click Add New Corporate Profile.
7. Enter the Corporate Profile details: Name, Address, and Phone Number.
8. Click Add.

Notice that the establishment is listed on the Corporate Profile's page. When this process is repeated for other establishments, they will appear in the grid as well.

Remove Establishment from the Corporate Profile

*These steps must be completed by a user with **both** the Corporate Administrator and Plant Manager roles.*

1. Log on to PHIS with the Plant Manager role.
2. Click My Establishments > Select Establishment.
3. Select an establishment.
4. Click Corporate Profile.
5. In the Establishments Associated to Corporate section, find the establishment that needs to be removed.
6. Click Delete.
7. If asked to confirm, do so.

If the delete button does not appear, please verify the following:

- ✓ The user completing the process has both the Corporate Administrator and Plant Manager roles.
- ✓ The user completing the process is logged in to the system under the Plant Management role.
- ✓ A Corporate Administrator has accepted the invitation.

**FOR TECHNICAL ASSISTANCE WITH PHIS,
PLEASE CONTACT THE FSIS SERVICE
DESK AT 1-800-473-9135.**