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.

Select the “Create an Account” link (blue text)

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 eAuthentication 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

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

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

Hit “Continue” once you have completed all required fields
4. The system will request that you verify all information submitted is correct. Hit Submit once all information has been verified.

5. 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.

6. 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

7. 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

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
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

<table>
<thead>
<tr>
<th>Certificate Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dairy EU Health</td>
<td>Milk HTB Health Certificate for consignments of Milk and Milk Based products shipping directly to the EU.</td>
</tr>
<tr>
<td>Dairy EU Transit</td>
<td>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.</td>
</tr>
<tr>
<td>EU Composite Health</td>
<td>Dairy Composite Health Certificate for milk and milk based composite products shipping directly to the EU.</td>
</tr>
<tr>
<td>EU Composite Transit/Storage</td>
<td>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.</td>
</tr>
<tr>
<td>EU Raw Milk Products Health</td>
<td>is the EU RMP Health Certificate for products made</td>
</tr>
</tbody>
</table>

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.

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”.

![Custom Certificate Templates](image-url)
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”.

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.
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.

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:

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Carrie.Sayasithsena@ams.usda.gov

MD McWilliams
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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:
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