

USDA APHIS Electronic Permits

Many of the APHIS permits are available as electronic permits (e-permits) through the APHIS website. E-permitting is recommended over conventional mail-in forms because it can cut days or weeks off of the permit approval process.

To use APHIS e-permitting, each investigator must follow the below steps to meet eligibility requirements. This process takes approximately one week.

Register for an e-permits Level 2 Account

1. Go to <https://identitymanager.eems.usda.gov/Registration/index.aspx> and click on **Register for a Level 2 Account**.

The screenshot shows a web page titled "Create an Account - Getting Started". It is divided into three main sections:

- USDA Federal Employees, Contractors, & Affiliates:** A section for those who are USDA Federal Employees, Contractors, or Affiliates. It states that they must register for a USDA Internal Account. A button labeled "Register for an Internal Account" is visible.
- USDA Customers - What Level of Access Do You Need?:** This section provides options for different levels of access:
 - Request Level 1 Access to:** Includes options for visiting USDA web pages, obtaining general information, and participating in public surveys. A button labeled "Register for a Level 1 Account" is present.
 - Request Level 2 Access to:** Includes options for submitting official business transactions, entering into contracts, and submitting forms or applications via the Internet. A button labeled "Register for a Level 2 Account" is present and circled in red.
- Changing from Level 1 Access to Level 2 Access:** A section for those who already have a Level 1 account and need Level 2 access. It lists three steps: 1. Log into your profile, 2. Fill in and submit the required information, and 3. Visit your Local Registration Authority (LRA). A button labeled "Log into Your Profile" is visible.

2. Complete all fields to request a Level 2 Account.
3. You will receive a confirmation email with “eAuthentication” in the subject line. Click **Activate My Account** in the confirmation email.
4. The online instructions will ask you to present your government issued photo ID to a USDA Local Registration Authority (LRA) to complete your registration. **Skip this step.**

5. Send an email to ePermitsHelp@aphis.usda.gov with the words “Self Certify” in the subject line and include your preferred contact phone number in the body of the email.
6. An APHIS representative will call you and ask a series of questions to verify your identity. Once you answer the questions correctly, your ePermits account will be activated.

You will you be able to login to the ePermits system to submit APHIS permits.

eAuthentication Account Restrictions

- After 180 days with no login, your USDA eAuthentication password will expire. To use the system again, contact ATAC to unlock your password.

Email: ePermitshelp@aphis.usda.gov

Phone: ATAC Helpdesk 1-866-794-2827

- After 400 days with no login, you USDA eAuthentication account will be disabled. To unlock your account, contact the eAuthentication Helpdesk.

Email: eAuthHelpDesk@ftc.usda.gov

Phone: 800-457-3642

Additional helpful information can be found in the [ePermits FAQ Guide](#).