



United States Department of Agriculture



## LAWGS – Importer and broker screen shots

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Prepared by



May 7th, 2021

**Table of Contents**

<b>1</b>	<b>Executive Summary</b> .....	<b>3</b>
<b>2</b>	<b>Introducing LAWGS</b> .....	<b>3</b>
<b>3</b>	<b>E-Authentication for Importer Org</b> .....	<b>3</b>
<b>4</b>	<b>LAWGS Home Screen</b> .....	<b>7</b>
<b>5</b>	<b>Creation of Importer User for Filer Org</b> .....	<b>8</b>
<b>6</b>	<b>Manage Importer/Broker Relationship</b> .....	<b>26</b>
<b>7</b>	<b>E-Authentication for Broker Org:</b> .....	<b>28</b>
<b>8</b>	<b>Creation of Broker user for Broker Org</b> .....	<b>33</b>
<b>9</b>	<b>Versions</b> .....	<b>53</b>

# 1 Executive Summary

The purpose of this document is to provide screenshots regarding including LAWGS introduction, Creation of customer eAuth login, Importer and Broker user orgs, Declaration forms and the connection to Importer and Broker users. This document outlines an overview of LAWGS.

# 2 Introducing LAWGS

USDA United States Department of Agriculture  
Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

\*\*Notice\*\* LAWGS uses the USDA eAuthentication security portal for application access. If you have problems logging into LAWGS, you must call the APHIS eAuthentication Help Desk at 1-866-794-2827 for assistance.

Log In

New to LAWGS? Click here.  
[Click here to add LAWGS to your favorites.](#)

The purpose of the Lacey Act is to combat trafficking in "illegal" wildlife, fish, and plants. The Lacey Act was amended in 2008. Under the Act now, among other things, it is unlawful to 1) import, export, transport, sell, receive, acquire, or purchase in interstate or foreign commerce any plant, with some limited exceptions, in violation of the laws of the United States, a State, Indian tribe, or any foreign law; 2) import certain plants and plant products without an import declaration; or 3) make or submit any false record, account, or label for, or any false identification of, any plant covered by the Act. APHIS oversees the collection and enforcement of Lacey Act declarations as part of an effort to combat illegal timber imports and protect global natural resources.

For more information click the Lacey Act link below.

OMB APPROVED  
0579-0349  
xx/xxxx

According to the Paperwork reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0349. The time required to complete this information collection is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

USDA | APHIS | Lacey Act | Import and Export Information | Help/Contact Us

# 3 E-Authentication for Importer Org

**Step 1:** All Users must be e-Authenticated to gain access to USDA APHIS sites.

**Link:** <https://www.eauth.usda.gov>

USDA eAuthentication  
U.S. DEPARTMENT OF AGRICULTURE

eAuth

HOME CREATE ACCOUNT MANAGE ACCOUNT HELP

Account Registration ?

What type of user are you?

Customer


USDA Employee / Contractor


Other Federal Employee / Contractor

Continue

**Step 2:** Please enter email address.

An official website of the United States government [Here's how you know](#)

 **eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE



HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

### Customer Account Registration ?


Please enter your email address


Email Address

**Submit**

**Step 3:** The confirmation has sent to your email address. Follow the link to complete the registration process.

An official website of the United States government [Here's how you know](#)

 **eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE



HOME | CREATE ACCOUNT | MANAGE ACCOUNT | HELP

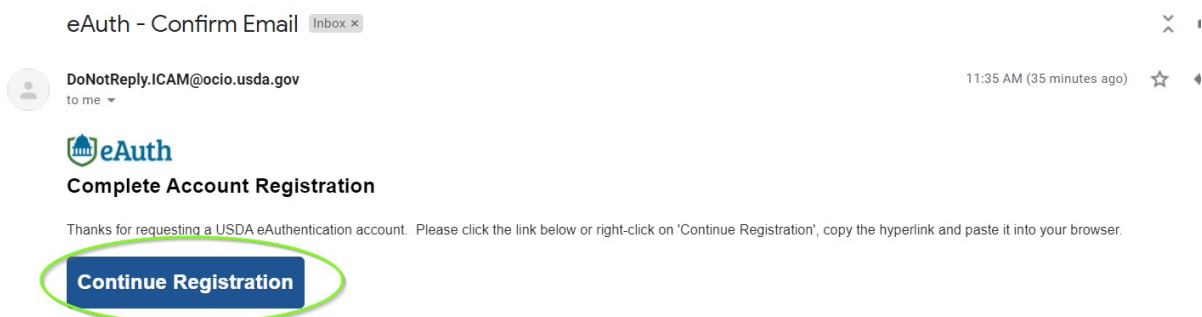
### Registration Email Sent ?

We have sent an email to the address listed below. Follow the link in the email to complete the registration process.

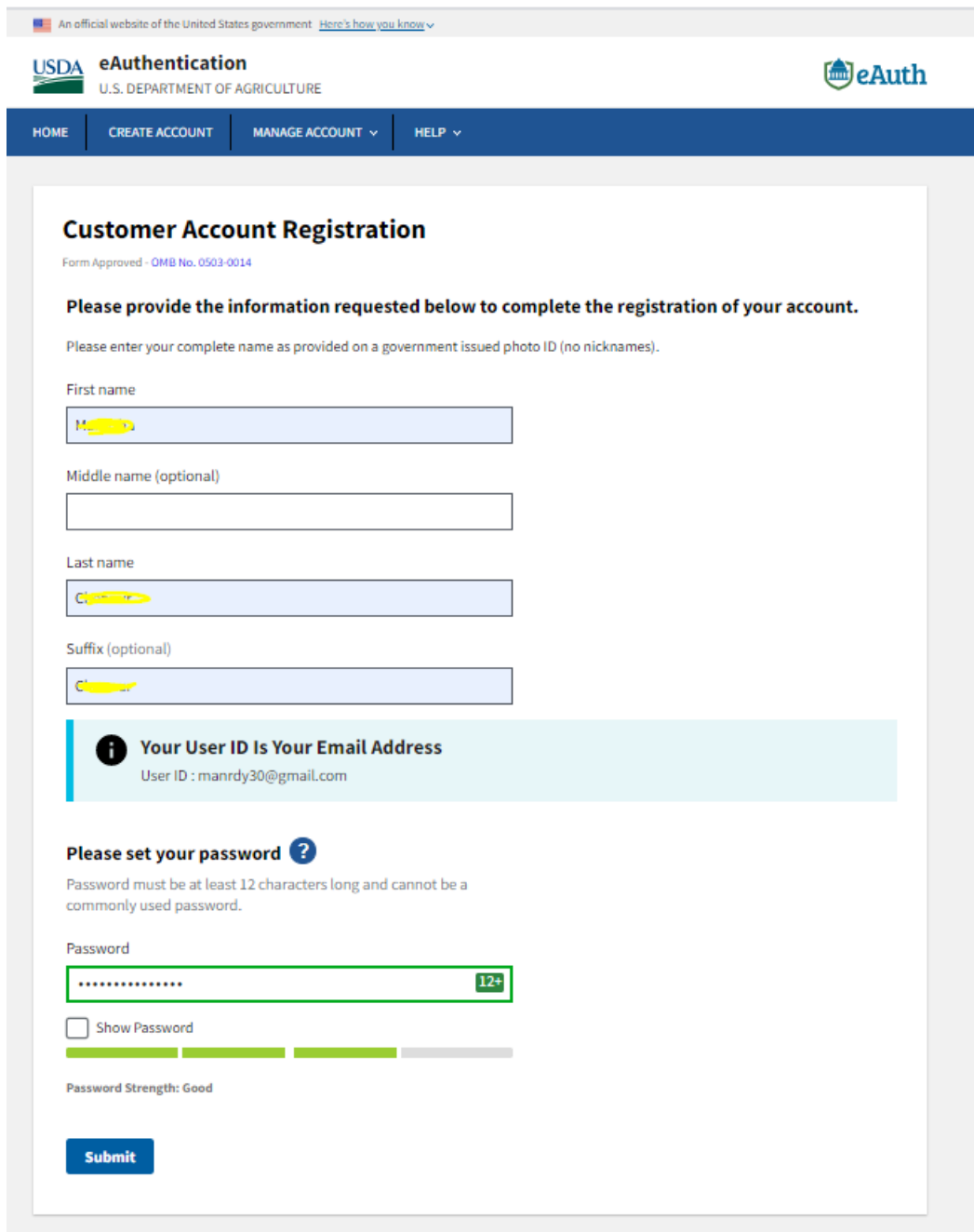
[redacted\\_email@gmail.com](mailto:redacted_email@gmail.com)

**Resend Email** | **Use A Different Email**

**Step 4:** Click “Continue Registration” from your email.



**Step 5:** It will open the link with USDA eAuthentication Customer Account Registration form. Please fill out and click “Submit” button.



**Step 6:** Once you submit the form, it will direct you to the window called “Account Registration complete”. Click “Log in to your application” button or use the below link to login to LAWGS using your eAuth user id and Password.

[https://lawgs-training.aphis.usda.gov/lawgs/faces/login\\_initial.jsf](https://lawgs-training.aphis.usda.gov/lawgs/faces/login_initial.jsf)

## Customer Account Registration

### Account Registration Complete

You have completed the account registration process and your account is ready for use.

We have sent a confirmation email for your records.

Your User ID is : m...@gmail.com

Log in to your application

**Step 7:** Login to your application using the below link:

Link: [https://lawgs-training.aphis.usda.gov/lawgs/faces/login\\_initial.jsf](https://lawgs-training.aphis.usda.gov/lawgs/faces/login_initial.jsf)

Please use your eAuth login credentials to “**Log in with your password**”.

**We'll take you to your destination in just a moment...** ✕

The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

The screenshot shows a login screen with a background image of a green field. At the top, there's a dark banner with the text "We'll take you to your destination in just a moment..." and a close button. Below this, a message states: "The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account." The main content area is split into two panels. The left panel is titled "Log In with PIV/CAC" and shows a sample PIV/CAC card for "Alexander, Bobby S." with a "Log In with PIV/CAC" button. The right panel is titled "Log In with Password" and contains a form with "User ID" and "Password" fields. The "User ID" field contains "m...@gmail.com" and has a "Forgot User ID" link. The "Password" field is masked with dots and has a "Forgot Password" link and a "Show Password" checkbox. A red rectangular box highlights the "User ID" and "Password" fields. At the bottom of the login area, there are three buttons: "Create Account", "Update Account", and "Find Help".

## 4 LAWGS Home Screen

USDA eAuth login window will direct you to the LAWGS Home Screen. Click “Log In”.

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Lacey Act Web Governance System (LAWGS)

**Log In**

[New to LAWGS? Click here.](#)  
Click here to add LAWGS to your favorites.

\*\*Notice\*\* LAWGS uses the USDA eAuthentication security portal for application access. If you have problems logging into LAWGS, you must call the APHIS eAuthentication Help Desk at 1-866-794-2827 for assistance.

The purpose of the Lacey Act is to combat trafficking in "illegal" wildlife, fish, and plants. The Lacey Act was amended in 2008. Under the Act now, among other things, it is unlawful to 1) import, export, transport, sell, receive, acquire, or purchase in interstate or foreign commerce any plant, with some limited exceptions, in violation of the laws of the United States, a State, Indian tribe, or any foreign law; 2) import certain plants and plant products without an import declaration; or 3) make or submit any false record, account, or label for, or any false identification of, any plant covered by the Act. APHIS oversees the collection and enforcement of Lacey Act declarations as part of an effort to combat illegal timber imports and protect global natural resources.

For more information click the Lacey Act link below.

OMB APPROVED  
0579-0349  
XXXXXX

According to the Paperwork reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0349. The time required to complete this information collection is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

## 5 Creation of Importer User for Filer Org

**Step 1:** Use option 1 to create Applicant Organizations.

**Step 2:** Fill the mandatory fields and click next.

**Step 3:** Please make sure to click “Create a New Organization’s Account within LAWGS and click “Next”.

**Step 4:** Select one Account type “Importer Organization”, fill the rest and click “Submit”

**Step 5:** Importer user organization has created and click “Continue” to start using LAWGS.

**Step 6: LAWGS Home Screen for Importer**

Click “With out Template” File a declaration form.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

**USDA** United States Department of Agriculture  
 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

Welcome

Need Help ?

LAWGS Home  
 Create Form  
 With Template  
**Without Template**  
 Manage Template Data  
 View Forms

Welcome to the LAWGS System (LAWGS). LAWGS allows you to quickly create and submit the PPQ Form 505: Plant and Plant Product Declaration for the purpose of satisfying the Lacey Act requirements.

New to LAWGS? Online help is always a click away - just click [Need Help?](#) located toward the top right corner of any page.

Refresh Messages

Messages What is New User Startup Important Links

USDA | APHIS | Lacey Act | Import and Export Information | Help/Contact Us | Contact Lacey

**Step 7: Enter the Entry Number (3 Alphanumeric and 8 Numbers) and click next.**

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[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

Creation of a Plant and Plant Product Declaration Form

Need Help ?

LAWGS Home  
 Form Step By Step  
**Entry Number**  
 General  
 Shipment Information  
 Merchandise  
 Summary/Submit

OMB: According to the Paperwork reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0349. The time required to complete this information collection is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Note: The above OMB statement will not print on the electronically generated PPQ Form 505.

**Entry Number**

Items marked \* are required.

\*Entry Number: MAC11111111

Important: The Entry Number cannot be changed for this declaration form after clicking the 'Next' button. If the Entry Number needs to be corrected, the Declaration Form must be deleted and a new one created with the correct Entry Number.

Cancel Next

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**Step 8: Create a Consignee.**

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

Creation of a Plant and Plant Product Declaration Form

Need Help ?

LAWGS Home  
 Form Step By Step  
 Entry Number  
 General  
 Shipment Information  
 Merchandise  
 Summary/Submit

Tracking #: 7151

Save as Work in Progress Save as Template View Form Draft Close Delete

**General**

**Importer**

Importer Organization: Filer Org (Org ID 2851)  
 Importer Address: 211 Ellicott VA 22567 Colombia Phone: 987654321

**Consignee**

Please select the Consignee for the products that you are importing into the United States. If the Consignee is not in the dropdown list, please select "Create Consignee" and provide the required information. Items marked \* are required.

\*Consignee: Select Update **Create Consignee**

Previous Next

USDA | APHIS | Lacey Act | Import and Export Information | Help/Contact Us | Contact Lacey

**Step 9:** Fill the Consignee details and click “Save & Back” button.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

### Consignee Details

Need Help ?

Please enter the required information for a consignee. Please note: If the Consignee Alias Name, which is the consignee name represented in a dropdown, is left empty, the first 40 characters from Consignee Name will be copied to it on save. Items marked \* are required.

\*Consignee Name:

Consignee Alias Name:

Consignee Contact Person Name:

\*Street Address:

\*City:

\*State/Territory:

\*Zip Code:

Country: USA

Phone:

Fax:

E-Mail:

**Step 10:** You can see the Consignee information in the drop down. Select the Consignee for the products that you are importing into the United States and click “Next”.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

### Creation of a Plant and Plant Product Declaration Form

Tracking #: 7151

**General**

**Importer**

Importer Organization: Filer Org (Org ID 2851)  
Importer Address: 211 Ellicott VA 22567 Colombia  
Phone: 987654321

**Consignee**

Please select the Consignee for the products that you are importing into the United States. If the Consignee is not in the dropdown list, please select "Create Consignee" and provide the required information. Items marked \* are required.

\*Consignee:

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**Step 11:** Please fill the Shipment information and click “Next”.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

**Step 12: Merchandise Information**

Please add the “Description of Merchandise” and Choose Option 1 or Option 2 to provide Merchandise information.

**Click Option 1:** Enter Merchandise Manually, fill the fields and click “Enter Row Details”.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

**Step 13: Select Special Use Designation and click “Generate rows”.**

Welcome Manusha Test Importer of Filer Org (Org ID 2851).  
[Manage Account](#) | [Sign Out](#)

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 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

Need Help

**Merchandise Details**

The Lacey Act requires that you declare each species in a shipment with its country of harvest and quantity. APHIS does not permit the use of common names. In cases where the species is unknown, the Lacey Act requires that you list all of the species that could be in the shipment.

APHIS has developed a set of [Special Use Designations](#) for products which present difficulty in the identification of the component species. These are used in rare occasions and should not be considered the first choice for a declaration.

Enter the scientific name for the article/component. If the species of plant used to produce the product varies and the species used to produce the product is unknown, enter each species that may have been used to produce the product.

Note: You must generate rows for Species and Special Use Designation separately.

**Select Species**

Please enter a common name or a botanical name to search for a commodity. From the Commodity search results, enter the number of rows to be added to the form for each commodity and click Generate Rows. The corresponding Scientific name (botanical name) will be added to the List of Articles. Click here for [search tips](#). Any search will return a maximum of 1000 results.

Search By:  Common Name  Botanical Name


Commodity Search Results		
Common Name	Botanical Name	Number of Rows
No commodities found		

- OR -

**Select Special Use Designation**

If the product was manufactured prior to the Amendment and you cannot determine species, you can select the applicable Special Use option.

Please select the appropriate Special Use Designation (SUD). Use of a SUD is permitted only after the exercise of due care to determine the species present in a shipment. [Please see the SUD guidance on the APHIS website for more instructions.](#)

Special Use: Select ▼

Note: You may only add 100 rows at a time.

List of Articles/Components of Articles						
Row #	Plant Scientific Name	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	<input type="button" value="Delete"/> <input type="button" value="Select All"/>
No articles have been added.						

Note: If no rows have been added and you click the 'Save' button, the Article/Component of Article will not be added to the form. If you are editing an existing Article/Component of Article and you delete all the rows, the Article/Component of Article will be removed from this form once you click the 'Save' button.

**Step 14: Click “Save”**

List of Articles/Components of Articles						
Row #	Plant Scientific Name	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	<input type="button" value="Delete"/> <input type="button" value="Select All"/>
1	Special Composite	Cambodia - KH	1	kg	<input type="text"/>	<input type="checkbox"/>
2	Special PreAmendment	Albania - AL	4	g	<input type="text"/>	<input type="checkbox"/>
3	Special SPF	Aruba - AW	2	kg	<input type="text"/>	<input type="checkbox"/>

Note: If no rows have been added and you click the 'Save' button, the Article/Component of Article will not be added to the form. If you are editing an existing Article/Component of Article and you delete all the rows, the Article/Component of Article will be removed from this form once you click the 'Save' button.

**Step 15: Click “Next”**

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form** Need Help ?

Tracking #: 7151 Save as Work in Progress | Save as Template | View Form Draft | Close | Delete

**Merchandise**

Once you have used the template to create an XML (.xml) file you may continue to use the Excel spreadsheet or you can use the XML file as a template to create additional XML files. Items marked \* are required.

\*Description of Merchandise:  (200 character limit)

There are two ways to enter your merchandise. Option 1 allows you to manually enter your merchandise information while with Option 2 you can upload your merchandise list from an Excel XML document. You can choose one option or complete both of them. To continue, click on one of the Option text below.

**Option 1: Enter Merchandise Manually**

**Option 2: Upload Merchandise From An Excel Spreadsheet**

List of Articles/Components of Articles													
Row #	Line #	HTSUS Number	*Entered Value	*Article/Component of Article	Plant Scientific Name	*Country of Harvest	*Quantity of Plant Material	*Unit	Percent Recycled	MID	BOL	Container Number	(Delete) Select All
1		6602000000	12.00	121	Special Composite	Cambodia - KH	1	kg					<input type="button" value="Edit"/> <input type="checkbox"/>
2					Special PreAmendment	Albania - AL	4	g					
3					Special SPF	Aruba - AW	2	kg					

**Step 16: Summary/Submit window**

Please review the information that you have provided for the form. Select “Edit” to make changes to the associated part of the form. Carefully review and click “Submit Form” button.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form**

Tracking #: 7151 Need Help ?

Save as Work in Progress | Save as Template | View Form Draft | Close | Delete

**Summary/Submit**

Please review the information that you have provided for the form. Select 'Edit' to make changes to the associated part of the form. Carefully review your form and then click the 'Submit Form' button.

<b>Importer Organization:</b>	Filer Org (Org ID 2851)	<a href="#">Edit</a>
<b>Importer Address:</b>	211 Ellicott, VA 22567 Colombia Phone: 987654321 Fax: E-Mail:	
<b>Consignee:</b>	LAWGS Consignee (East Office)	
<b>Consignee Address:</b>	2163 San Maritz Circle 303 Herndon, Virginia 20170	

<b>Estimated Date of Arrival:</b>	05/07/2021	
<b>Entry Number:</b>	MAC11111111	
<b>Container Number:</b>	<input type="text"/>	<a href="#">Edit</a>
<b>Bill of Lading:</b>		
<b>MID (Manufacturer Identification Code):</b>		

Description of Merchandise: Hibiscus											
List of Articles/Components of Articles											
Line #	HTSUS Number	Entered Value	Article/Component of Article	Plant Scientific Name	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	MID	BOL	Container Number
	6602000000	12.00	121	Special Composite	Cambodia	1	kg				
				Special PreAmendment	Albania	4	g				
				Special SPF	Aruba	2	kg				

By submitting this form, I certify under penalty of perjury that, to the best of my knowledge and belief, the information furnished is true and correct. Knowingly making a false statement in this Declaration for importation may subject the declarant to criminal penalties in accordance with 16 U.S.C. 3373(g).

By submitting this form, I am legally signing the Declaration.

[Previous](#) [Submit Form](#)

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 17:** Your Plant and Plant Production Declaration Form has been submitted and please save the tracking number for future reference. To speed up the creation of future forms, click “Save as Template” button to do so.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form**

Need Help ?

LAWGS Home  
 Create Form  
 With Template  
 Without Template  
 Manage Template Data  
 View Forms

Your Plant and Plant Product Declaration Form has been submitted on Thursday May 6, 2021 at 15:44

For any future communication about this form, please use the tracking number 7151.

To speed up the creation of future forms, you can save this form as a template. Click the 'Save as Template' button below to do so. Otherwise, click an option on the left navigation to continue using LAWGS.

[Save as Template](#)

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 18:** Click “Manage Template Data” from the left navigation menu. There is a message displayed in red colour “Template titled “your file name” was successfully saved.”

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form** Need Help ?

LAWGS Home  
 Create Form  
 With Template  
 Without Template  
**Manage Template Data**  
 View Forms

Template titled Filer Org Plant importer file - MAC was successfully saved.

Your Plant and Plant Product Declaration Form has been submitted on Thursday May 6, 2021 at 15:44

For any future communication about this form, please use the tracking number 7151.

To speed up the creation of future forms, you can save this form as a template. Click the 'Save as Template' button below to do so. Otherwise, click an option on the left navigation to continue using LAWGS.

[Save as Template](#)

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 19: Manage Form Templates**

You can see your template that you have saved under “List of Templates”.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**Manage Form Templates** Need Help ?

LAWGS Home  
 Create Form  
 With Template  
 Without Template  
**Manage Template Data**  
   Manage Form Templates  
   Manage Consignees  
 View Forms

A form template simplifies creating a new form by reusing existing information, such as consignees and merchandise. You may add, update, or delete form templates at any time. To start a new declaration form based on a template, find the template and select 'Start New Form'.

List of Templates				
Template Name	Consignee			
Filer Org Plant importer file - MAC	LAWGS Consignee (East Office)	<a href="#">Start New Form</a>	<a href="#">Update</a>	<input type="checkbox"/> <a href="#">Delete</a> <a href="#">Select All</a>

[Create Template](#)

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 20: View Forms**

There are multiple options to view forms.

View Form with “Status”

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

**United States Department of Agriculture**  
 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

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**View Forms**
Need Help ?

LAWGS Home

Create Form

  With Template

  Without Template

Manage Template Data

**View Forms**

Please enter search criteria to view a list of forms. From the resulting list, you will have the option to view, edit, and delete certain forms. You may also manage the submitted by clicking on the 'Manage' button.

Status: All

and

Date Range: 04/26/2021 to 05/10/2021

Create Date  
 Estimated Arrival Date  
 Submitted Date

or

Display Forms With New Notes Only

or

Tracking Number:

or

Entry Number:

List of Forms							Search Results Total: 2	
Tracking Number	Entry Number	FTZ E214 Number	Status	Submission Date	Estimated Arrival Date			
7151	MAC11111111		Submitted	05/06/2021	05/07/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>	
7152	MAC22222222		Submitted	05/06/2021	05/07/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>	

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**Step 21:** View forms with “Tracking Number”.

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[Manage Account](#) | [Sign Out](#)

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**View Forms**
Need Help ?

LAWGS Home

Create Form

  With Template

  Without Template

Manage Template Data

**View Forms**

Please enter search criteria to view a list of forms. From the resulting list, you will have the option to view, edit, and delete certain forms. You may also manage the submitted by clicking on the 'Manage' button.

Status: Submitted

and

Date Range: 04/26/2021 to 05/10/2021

Create Date  
 Estimated Arrival Date  
 Submitted Date

or

Display Forms With New Notes Only

or

Tracking Number:

or

Entry Number:

List of Forms							Search Results Total: 1	
Tracking Number	Entry Number	FTZ E214 Number	Status	Submission Date	Estimated Arrival Date			
7151	MAC11111111		Submitted	05/06/2021	05/07/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>	

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 22: View Forms with “Entry Number”**

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**View Forms** Need Help ?

LAWGS Home  
 Create Form  
 With Template  
 Without Template  
 Manage Template Data  
 View Forms

Please enter search criteria to view a list of forms. From the resulting list, you will have the option to view, edit, and delete certain forms. You may also manage the submitted by clicking on the 'Manage' button.

Status:

and

Date Range:  to   
mm/dd/yyyy mm/dd/yyyy

Create Date  
 Estimated Arrival Date  
 Submitted Date

or

Display Forms With New Notes Only

or

Tracking Number:

or

Entry Number:

List of Forms Search Results Total: 1

Tracking Number	Entry Number	FTZ E214 Number	Status	Submission Date	Estimated Arrival Date		
7151	MAC11111111		Submitted	05/06/2021	05/07/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 23: Click “View” button from the resulting list.**

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**View Forms** Need Help ?

LAWGS Home  
 Create Form  
 With Template  
 Without Template  
 Manage Template Data  
 View Forms

Please enter search criteria to view a list of forms. From the resulting list, you will have the option to view, edit, and delete certain forms. You may also manage the submitted by clicking on the 'Manage' button.

Status:

and

Date Range:  to   
mm/dd/yyyy mm/dd/yyyy

Create Date  
 Estimated Arrival Date  
 Submitted Date

or

Display Forms With New Notes Only

or

Tracking Number:

or

Entry Number:

List of Forms Search Results Total: 1

Tracking Number	Entry Number	FTZ E214 Number	Status	Submission Date	Estimated Arrival Date		
7151	MAC11111111		Submitted	05/06/2021	05/07/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>

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**Step 24:** Under “Reviewer/Applicant Notes”, you can add the notes that you want to make communications with Reviewer. Click “Add”.

Welcome Manusha Teet Importer of Filer Org (Org ID 2851).  
[Manage Account](#) | [Sign Out](#)

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 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

---

**Form Details** Need Help ?

Tracking #: 7151 View Form Cancel

Submitted On 05/06/2021 Submitted By: Manusha Teet Importer

**General Information**

Importer Organization:	Filer Org (Org ID 2851)
Importer Address:	211 Ellicott, VA 22567 Colombia Phone: 987654321 Fax: E-Mail:
Consignee:	LAWGS Consignee (East Office)
Consignee Address:	2163 San Moritz Circle 303 Herndon, Virginia 20170

**Shipment Information**

Estimated Date of Arrival:	05/07/2021
Entry Number:	MAC11111111
Container Number:	
Bill of Lading:	
MID (Manufacturer Identification Code):	

**Merchandise Information**

Description of Merchandise:	Hibiscus
-----------------------------	----------

List of Articles/Components of Articles

Line #	HTSUS Number	Entered Value	Article/Component of Article	Plant Scientific Name	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	MID	BOL	Container Number
	8802000000	12.00	121	Special Composite	Cambodia	1	kg				
				Special PreAmendment	Albania	4	g				
				Special SPF	Aruba	2	kg				

**Reviewer/Applicant Notes**

Reviewer/Applicant Notes are a means of communication between applicants and reviewers and do not count towards the declaration requirement. All corrections to declarations must be made through the declaration replace process. **You must click Save to save any changes to notes, including newly added notes, updates to notes, and deleted notes.**

**New Note:** Reviewer/Applicant Notes are a means of communication between applicants and reviewers and do not count towards the declaration requirement. All corrections to declarations must be made through the declaration replace process.

List of Existing Reviewer/Applicant Notes

Date Added	Note Author	Note	Reviewed	Response Required
No Reviewer/Applicant Notes have been added.				

**Step 25:** Click “Delete” if it is not necessary and then click “Save”.

Welcome Manuaha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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 Animal and Plant Health Inspection Service
 Lacey Act Web Governance System (LAWGS)

**Form Details** Need Help

Tracking #: 7151 [View Form](#) [Cancel](#)

Submitted On 05/06/2021 Submitted By: Manuaha Test Importer

**General Information**

<b>Importer Organization:</b>	Filer Org (Org ID 2851)
<b>Importer Address:</b>	211 Ellicott, VA 22567 Colombia Phone: 967654321 Fax: E-Mail:
<b>Consignee:</b>	LAWGS Consignee (East Office)
<b>Consignee Address:</b>	2163 San Moritz Circle 303 Herndon, Virginia 20170

**Shipment Information**

<b>Estimated Date of Arrival:</b>	05/07/2021
<b>Entry Number:</b>	MAC11111111
<b>Container Number:</b>	
<b>Bill of Lading:</b>	
<b>MID (Manufacturer Identification Code):</b>	

**Merchandise Information**

<b>Description of Merchandise:</b>	Hibiscus
------------------------------------	----------

List of Articles/Components of Articles											
Line #	HTSUS Number	Entered Value	Article/Component of Article	Plant Scientific Name	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	MID	BOL	Container Number
	8802000000	12.00	121	Special Composite	Cambodia	1	kg				
				Special PreAmendment	Albania	4	g				
				Special SPF	Aruba	2	kg				

**Reviewer/Applicant Notes**

Reviewer/Applicant Notes are a means of communication between applicants and reviewers and do not count towards the declaration requirement. All corrections to declarations must be made through the declaration replace process. **You must click Save to save any changes to notes, including newly added notes, updates to notes, and deleted notes.**

**New Note:**  [Add](#)

List of Existing Reviewer/Applicant Notes					
Date Added	Note Author	Note	Reviewed	Response Required	
05/10/2021	Manuaha Test Importer	Reviewer/Applicant Notes are a means of communication between applicants and reviewers and do not co			<a href="#">Delete</a>

[Cancel](#) [Save](#)

**Step 26:** Click “Manage” button to manage the submitted form.

Welcome Manusha Test Importer of Filer Org (Org ID 2851).  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**View Forms** Need Help ?

LAWGS Home  
 Create Form  
 With Template  
 Without Template  
 Manage Template Data  
 View Forms

Please enter search criteria to view a list of forms. From the resulting list, you will have the option to view, edit, and delete certain forms. You may also manage the submitted by clicking on the 'Manage' button.

Status:

and

Date Range:  to   
mm/dd/yyyy mm/dd/yyyy

Create Date  
 Estimated Arrival Date  
 Submitted Date

or

Display Forms With New Notes Only

or

Tracking Number:

or

Entry Number:

List of Forms						Search Results Total: 1	
Tracking Number	Entry Number	FTZ E214 Number	Status	Submission Date	Estimated Arrival Date	<input type="button" value="View"/>	<input type="button" value="Manage"/>
7151	MAC11111111		Submitted	05/06/2021	05/07/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>

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**Step 27:** Choose the desired process “Generate Excel” and click “Select”.  
 The Declaration form of Excel sheet will be generated.

Welcome Manusha Test Importer of Filer Org (Org ID 2851).  
[Manage Account](#) | [Sign Out](#)

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 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**Manage Form** Need Help ?

Please choose the desired process and click the 'Select' button.

Current Form Status: Submitted  
 Tracking Number: 7151  
 Entry Number: MAC11111111  
 Prepared By: Manusha Test Importer

Process:

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 30:** Choose the desired process “Generate PDF” and click “Select”.  
 The Declaration form of PDF will be generated.

Welcome Manusha Test Importer of Filer Org (Org ID 2851).  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**Manage Form** Need Help ?

Please choose the desired process and click the 'Select' button.

Current Form Status: Submitted  
Tracking Number: 7151  
Entry Number: MAC11111111  
Prepared By: Manusha Test Importer

Process: Generate PDF ▼

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**Step 31:** Choose the desired process “Replace Declaration Form” and click “Select”.

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[Manage Account](#) | [Sign Out](#)

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Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**Manage Form** Need Help ?

Please choose the desired process and click the 'Select' button.

Current Form Status: Submitted  
Tracking Number: 7151  
Entry Number: MAC11111111  
Prepared By: Manusha Test Importer

Process: Replace Declaration Form ▼

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 32:** Do you want to replace the declaration form?  
Click “Do not Replace”, if you choose not to replace.

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[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**Confirmation** Need Help ?

If you choose to replace the declaration form, all information from the original will be copied to the replacement. You will be able to make changes/additions and submit the declaration form. The entire shipment must be on the declaration form. The replacement will have a new Tracking ID. The original will be marked as replaced and will no longer be accessible. If the replacement is deleted, the original will be restored. Do you want to replace the declaration form?

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 33:** Click “Cancel”

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[Manage Account](#) | [Sign Out](#)

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 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**Manage Form** Need Help ?

Please choose the desired process and click the 'Select' button.

Current Form Status: Submitted  
 Tracking Number: 7151  
 Entry Number: MAC11111111  
 Prepared By: Manusha Test Importer  
 Process:

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 33:** You will be directing to the “View Forms” window.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**View Forms** Need Help ?

LAWGS Home  
 Create Form  
   With Template  
   Without Template  
 Manage Template Data  
 View Forms

Please enter search criteria to view a list of forms. From the resulting list, you will have the option to view, edit, and delete certain forms. You may also manage the submitted by clicking on the 'Manage' button.

Status:

and

Date Range:  to   
mm/dd/yyyy mm/dd/yyyy

Create Date  
 Estimated Arrival Date  
 Submitted Date

or

Display Forms With New Notes Only

or

Tracking Number:

or

Entry Number:

List of Forms							Search Results Total: 1	
Tracking Number	Entry Number	FTZ E214 Number	Status	Submission Date	Estimated Arrival Date			
7151	MAC11111111		Submitted	05/06/2021	05/07/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>	

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 34:** Click “Replace” button to replace the declaration form.

**Note:** The replacement will have the new Tracking ID. The original will be marked as replaced and will be no longer accessible.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**Confirmation** Need Help ?

If you choose to replace the declaration form, all information from the original will be copied to the replacement. You will be able to make changes/additions and submit the declaration form. The entire shipment must be on the declaration form. The replacement will have a new Tracking ID. The original will be marked as replaced and will no longer be accessible. If the replacement is deleted, the original will be restored. Do you want to replace the declaration form?

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**Step 35:** Follow the same process of Creation of Plant and Plant production form submission.



**United States Department of Agriculture**  
Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form** Need Help ?

LAWGS Home

Form Step By Step

Entry Number

**General**

Shipment Information

Merchandise

Summary/Submit

Tracking #: 7201

Save as Work in Progress   Save as Template   View Form Draft   Close   Delete

**General**

**Importer**

Importer Organization: Filer Org (Org ID 2851)

Importer Address: 211 Ellicott VA 22567 Colombia Phone: 987654321

**Consignee**


Please select the Consignee for the products that you are importing into the United States. If the Consignee is not in the dropdown list, please select "Create Consignee" and provide the required information. Items marked \* are required.

\*Consignee: LAWGS Consignee (East Office) Update Create Consignee

Previous
Next

[USDA](#) | 
 [APHIS](#) | 
 [Lacey Act](#) | 
 [Import and Export Information](#) | 
 [Help/Contact Us](#) | 
 [Contact Lacey](#)

**Step 36:** Make changes where you would like to update or replace the information, check the box and then click “Submit Form”.



**United States Department of Agriculture**  
Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form** Need Help ?

LAWGS Home

Form Step By Step

Entry Number

General

Shipment Information

Merchandise

**Summary/Submit**

Tracking #: 7201

Save as Work in Progress   Save as Template   View Form Draft   Close   Delete

**Summary/Submit**

Please review the information that you have provided for the form. Select 'Edit' to make changes to the associated part of the form. Carefully review your form and then click the 'Submit Form' button.

Importer Organization: Filer Org (Org ID 2851)

Importer Address: 211 Ellicott, VA 22567 Colombia Phone: 987654321 Fax: E-Mail:

Consignee: LAWGS Consignee (East Office)

Consignee Address: 2163 San Moritz Circle 303 Herndon, Virginia 20170

Edit

Estimated Date of Arrival: 05/11/2021

Entry Number: MAC11111111

Container Number:

Bill of Lading:

MID (Manufacturer Identification Code):

Edit

Description of Merchandise: Hibiscus

List of Articles/Components of Articles											
Line #	HTSUS Number	Entered Value	Article/Component of Article	Plant Scientific Name	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	MID	BOL	Container Number
	6802000000	12.00	121	Special Composite	Cambodia	1	kg				
				Special PreAmendment	Albania	4	g				
				Special SPF	Aruba	2	kg				

Edit

By submitting this form, I certify under penalty of perjury that, to the best of my knowledge and belief, the information furnished is true and correct. Knowingly making a false statement in this Declaration for Importation may subject the declarant to criminal penalties in accordance with [16 U.S.C 3373\(d\)](#).

By submitting this form, I am legally signing the Declaration.

Previous
Submit Form

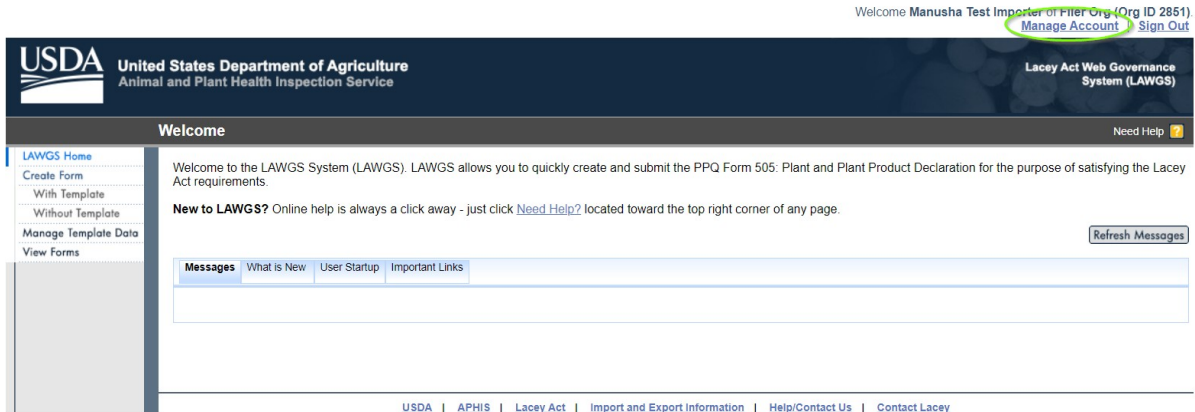
**Step 37:** The new tracking number has created and click “Save as Template” to save for future reference.

**Step 38:** Click “View Forms” to view the replaced form. Below you can see the form with update tracking number and the submission date as Today.

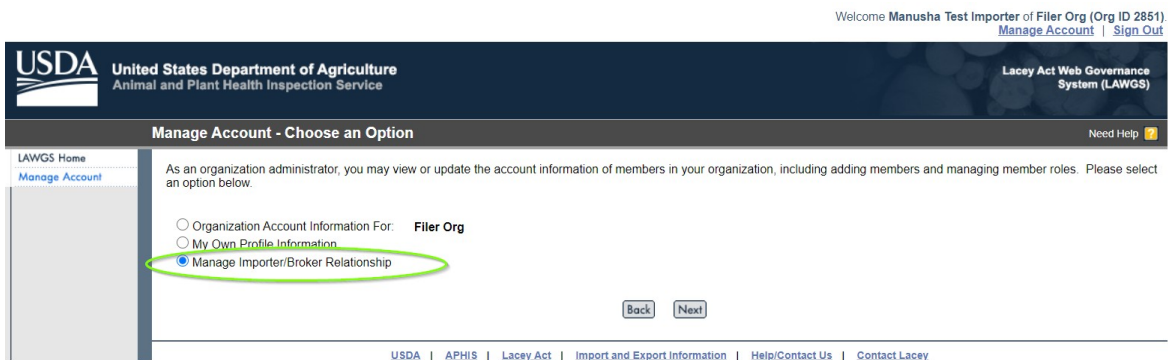
Tracking Number	Entry Number	FTZ E214 Number	Status	Submission Date	Estimated Arrival Date		
7152	MAC2222222		Submitted	05/06/2021	05/07/2021	<a href="#">View</a>	<a href="#">Manage</a>
7201	MAC1111111		Submitted	05/10/2021	05/11/2021	<a href="#">View</a>	<a href="#">Manage</a>

# 6 Manage Importer/Broker Relationship

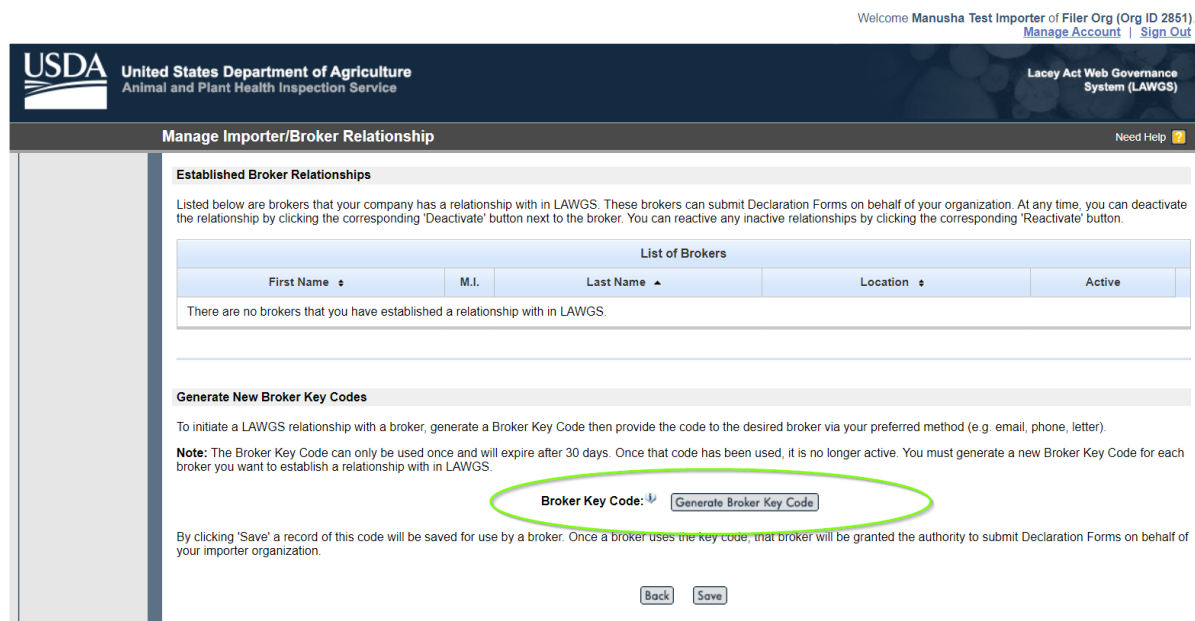
## Step 1: LAWGS Home Screen



## Step 2: Click “Manage Account” on top Right corner and click Manage Importer/Broker Relationship and click “next”.



## Step 3: Click “Generate New Broker Key Code”



**Step 4:** Click “Save” button to save the Broker Key code.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**Manage Importer/Broker Relationship** Need Help ?

**Established Broker Relationships**

Listed below are brokers that your company has a relationship with in LAWGS. These brokers can submit Declaration Forms on behalf of your organization. At any time, you can deactivate the relationship by clicking the corresponding 'Deactivate' button next to the broker. You can reactive any inactive relationships by clicking the corresponding 'Reactivate' button.

List of Brokers				
First Name	M.I.	Last Name	Location	Active
There are no brokers that you have established a relationship with in LAWGS.				

**Generate New Broker Key Codes**

To initiate a LAWGS relationship with a broker, generate a Broker Key Code then provide the code to the desired broker via your preferred method (e.g. email, phone, letter).

**Note:** The Broker Key Code can only be used once and will expire after 30 days. Once that code has been used, it is no longer active. You must generate a new Broker Key Code for each broker you want to establish a relationship with in LAWGS.

Broker Key Code: 90387301

By clicking 'Save' a record of this code will be saved for use by a broker. Once a broker uses the key code, that broker will be granted the authority to submit Declaration Forms on behalf of your importer organization.

**Step 5:** A message will be displayed saying that the Broker Key Code has been successfully saved. You can send this code to the broker of your choice.

Welcome Manusha Test Importer of Filer Org (Org ID 2851)  
[Manage Account](#) | [Sign Out](#)

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 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**Manage Importer/Broker Relationship** Need Help ?

A record of the Broker Key Code 90387301 has been successfully saved. It is your responsibility to send this Key Code to the broker of your choice.

**Established Broker Relationships**

Listed below are brokers that your company has a relationship with in LAWGS. These brokers can submit Declaration Forms on behalf of your organization. At any time, you can deactivate the relationship by clicking the corresponding 'Deactivate' button next to the broker. You can reactive any inactive relationships by clicking the corresponding 'Reactivate' button.

List of Brokers				
First Name	M.I.	Last Name	Location	Active
There are no brokers that you have established a relationship with in LAWGS.				

**Generate New Broker Key Codes**

To initiate a LAWGS relationship with a broker, generate a Broker Key Code then provide the code to the desired broker via your preferred method (e.g. email, phone, letter).

**Note:** The Broker Key Code can only be used once and will expire after 30 days. Once that code has been used, it is no longer active. You must generate a new Broker Key Code for each broker you want to establish a relationship with in LAWGS.


Broker Key Code:


By clicking 'Save' a record of this code will be saved for use by a broker. Once a broker uses the key code, that broker will be granted the authority to submit Declaration Forms on behalf of your importer organization.


## 7 E-Authentication for Broker Org:

**Step 1:** All Users must be e-Authenticated to gain access to USDA APHIS sites.

**Link:** <https://www.eauth.usda.gov>

 An official website of the United States government [Here's how you know](#) ▾

 **eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE



HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▾ | HELP ▾

### Account Registration ?

**What type of user are you?**


Customer


USDA Employee / Contractor


Other Federal Employee / Contractor

**Continue**

**Step 2:** Please enter email address.

 An official website of the United States government [Here's how you know](#) ▾

 **eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE



HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▾ | HELP ▾

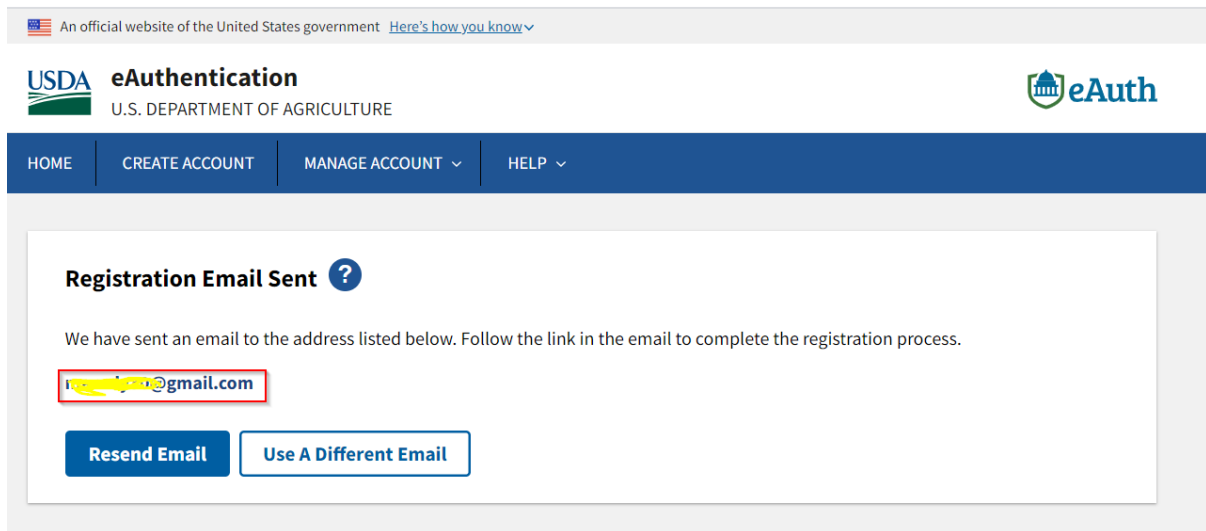
### Customer Account Registration ?

**Please enter your email address**

Email Address

**Submit**

**Step 3:** The confirmation has sent to your email address. Follow the link to complete the registration process.



An official website of the United States government [Here's how you know](#)

**USDA eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE

**eAuth**

HOME CREATE ACCOUNT MANAGE ACCOUNT HELP

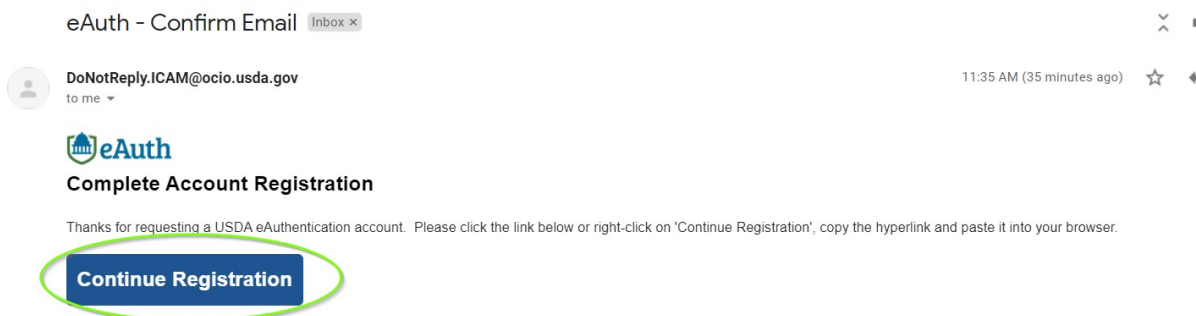
**Registration Email Sent** ?

We have sent an email to the address listed below. Follow the link in the email to complete the registration process.


[reg@usda.gov@gmail.com](mailto:reg@usda.gov)


[Resend Email](#) [Use A Different Email](#)

**Step 4:** Click “Continue Registration” from your email.



eAuth - Confirm Email Inbox x

 DoNotReply.ICAM@ocio.usda.gov 11:35 AM (35 minutes ago) ☆ ◀  
to me

 **eAuth**

**Complete Account Registration**

Thanks for requesting a USDA eAuthentication account. Please click the link below or right-click on 'Continue Registration', copy the hyperlink and paste it into your browser.

[Continue Registration](#)

**Step 5:** It will open the link with USDA eAuthentication Customer Account Registration form. Please fill out and click “Submit” button.

## Customer Account Registration

Form Approved - OMB No. 0503-0014

Please provide the information requested below to complete the registration of your account.

Please enter your complete name as provided on a government issued photo ID (no nicknames).

First name

Middle name (optional)

Last name

Suffix (optional)



### Your User ID Is Your Email Address

User ID : manrdy30@gmail.com

### Please set your password ?

Password must be at least 12 characters long and cannot be a commonly used password.


Password


 12+ Show Password

Password Strength: Good

**Step 6:** Once you submit the form, it will direct you to the window called “Account Registration complete”. Click “Log in to your application” button or use the below link to login to LAWGS using your eAuth user id and Password.

[https://lawgs-training.aphis.usda.gov/lawgs/faces/login\\_initial.jsf](https://lawgs-training.aphis.usda.gov/lawgs/faces/login_initial.jsf)

 **eAuthentication**  
U.S. DEPARTMENT OF AGRICULTURE

 eAuth

HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▾ | HELP ▾

### Customer Account Registration

#### Account Registration Complete

You have completed the account registration process and your account is ready for use.

We have sent a confirmation email for your records.

Your User ID is : m...@gmail.com

Log in to your application

**Step 7:** Login to your application using the below link:

Link: [https://lawgs-training.aphis.usda.gov/lawgs/faces/login\\_initial.jsf](https://lawgs-training.aphis.usda.gov/lawgs/faces/login_initial.jsf)

Please use your eAuth login credentials to “**Log in with your password**”.

USDA eAuthentication U.S. DEPARTMENT OF AGRICULTURE eAuth

HOME CREATE ACCOUNT MANAGE ACCOUNT HELP

We'll take you to your destination in just a moment...

The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

Log In with PIV/CAC

Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

Log In with PIV/CAC Log In with Password

Create Account Update Account Find Help

## 8 Creation of Broker user for Broker Org

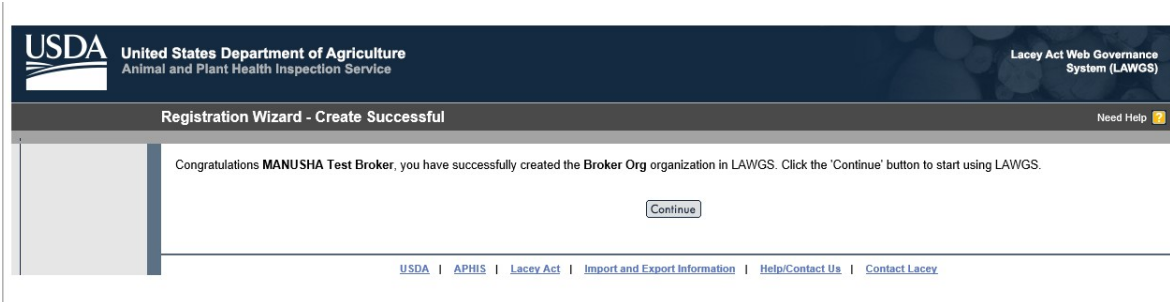
**Step 1:** Use option 1 to create Applicant Organization for Broker Org

**Step 2:** Fill the mandatory fields and click next.

**Step 3:** Please make sure to click “Create a New Organization’s Account within LAWGS and click “Next”.

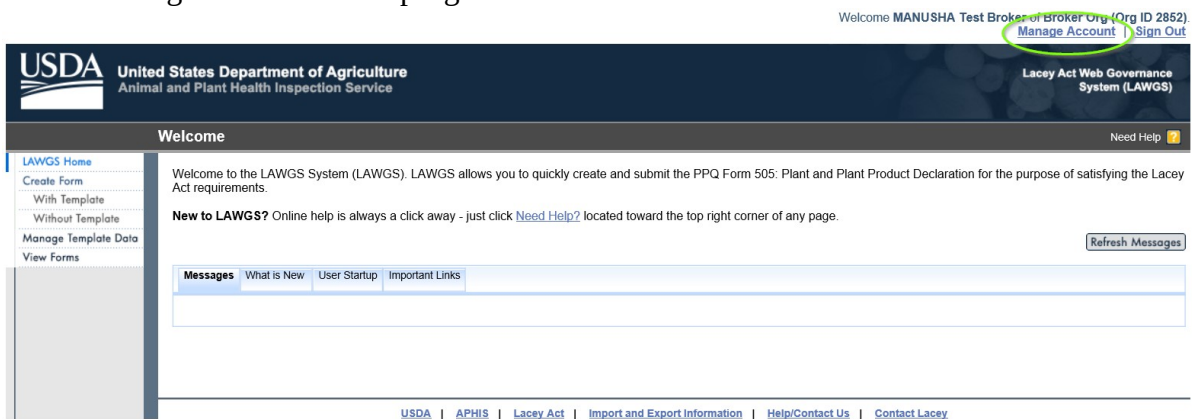
**Step 4:** Select one Account type “Broker Organization”, fill the rest, and click “Submit”.

**Step 5:** Broker user organization has created and click “Continue” to start using LAWGS.

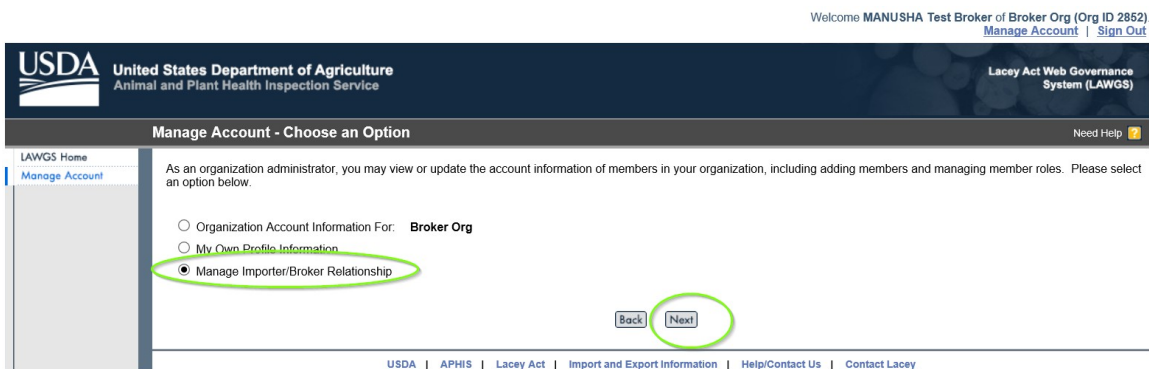


**Step 6: Manage Broker/Importer Relationship**

Click “Manage Account” on top right corner.



**Step 7: Click “Manage/Broker Relationship” and click “Next”.**



**Step 8: Establish New Importer Relationship**

Use the Broker Key Code which is supplied by the importer organizations and click “Save”. Please make sure to save the Key code.

Welcome MANUSHA Test Broker of Broker Org (Org ID 2852)  
[Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**Manage Importer/Broker Relationship** Need Help ?

**Established Importer Relationships**

Listed below are the importer organizations that you have a relationship with in LAWGS. You can submit Declaration Forms on behalf of these importer organizations.

List of Importer Organizations	
Organization Name ▾	Location ▾
There are no importer organizations that you have established a relationship with in LAWGS.	

**Establish New Importer Relationship**

To establish a LAWGS relationship with an importer organization, you must use the Broker Key Code supplied by that importer organization. Enter the Broker Key Code and click the 'Display Importer' button to verify the importer organization information. If this information is correct, click 'Save' to establish the relationship between you and the organization. The organization will then appear in the List of Importer Organizations above. Note: If you are unable to use the Broker Key Code supplied or the Importer Organization Information is incorrect, please contact the Importer.

**Note:** A Broker Key Code will expire 30 days after being generated by an Importer.

Broker Key Code:

**Step 9:** A message will be displayed in red colour. You may now create and submit Declaration forms on behalf of the Filer Org which is the importer organization. You can also see the List of import organizations that you have a relationship with in LAWGS. Click “Back” to LAWGS Home screen.

Welcome MANUSHA Test Broker of Broker Org (Org ID 2852)  
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Lacey Act Web Governance System (LAWGS)

**Manage Importer/Broker Relationship** Need Help ?

The save was successful. You may now create and submit Declaration Forms on behalf of the Filer Org (Org ID 2851) Importer Organization.

**Established Importer Relationships**

Listed below are the importer organizations that you have a relationship with in LAWGS. You can submit Declaration Forms on behalf of these importer organizations.

List of Importer Organizations	
Organization Name ▾	Location ▾
Filer Org (Org ID 2851)	Ellicot, VA Colombia

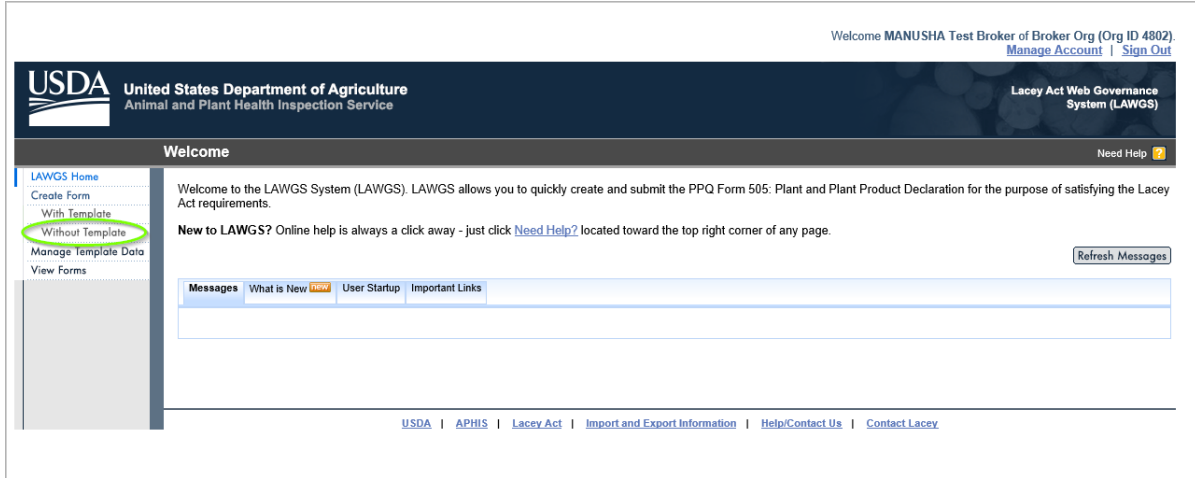
**Establish New Importer Relationship**

To establish a LAWGS relationship with an importer organization, you must use the Broker Key Code supplied by that importer organization. Enter the Broker Key Code and click the 'Display Importer' button to verify the importer organization information. If this information is correct, click 'Save' to establish the relationship between you and the organization. The organization will then appear in the List of Importer Organizations above. Note: If you are unable to use the Broker Key Code supplied or the Importer Organization Information is incorrect, please contact the Importer.

**Note:** A Broker Key Code will expire 30 days after being generated by an Importer.

Broker Key Code:

**Step 10: Creation of Plant and Plant Production Declaration Form**  
Click “Without Template”



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Lacey Act Web Governance System (LAWGS)

Welcome

Need Help ?

LAWGS Home  
Create Form  
With Template  
**Without Template**  
Manage Template Data  
View Forms

Welcome to the LAWGS System (LAWGS). LAWGS allows you to quickly create and submit the PPQ Form 505: Plant and Plant Product Declaration for the purpose of satisfying the Lacey Act requirements.

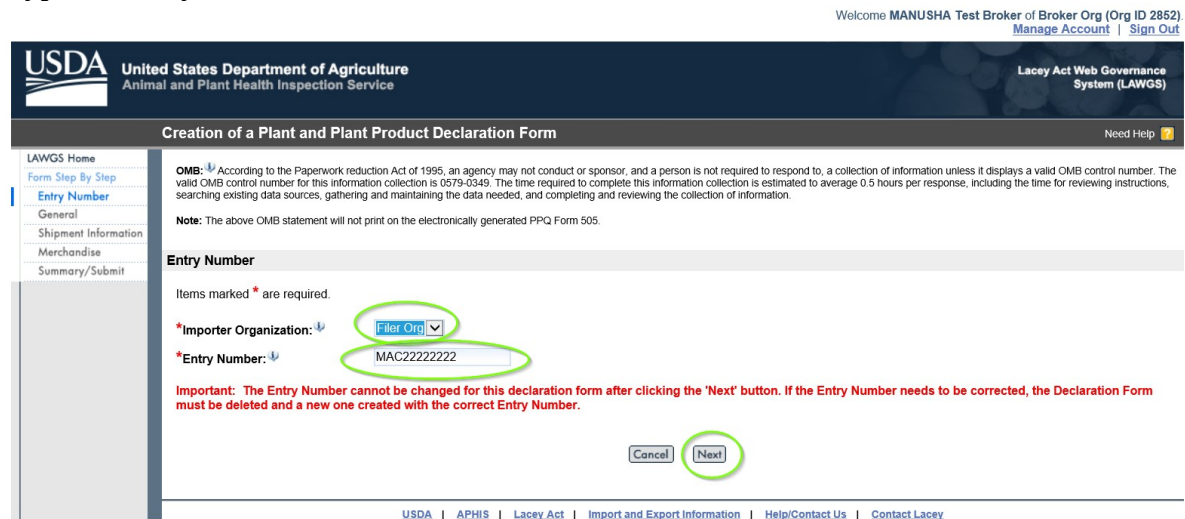
New to LAWGS? Online help is always a click away - just click [Need Help?](#) located toward the top right corner of any page.

Refresh Messages

Messages What is New **Now** User Startup Important Links

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**Step 11: Select the Importer Organization from the dropdown menu.**  
Type the Entry number and click “Next”.



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Lacey Act Web Governance System (LAWGS)

Creation of a Plant and Plant Product Declaration Form

Need Help ?

LAWGS Home  
Form Step By Step  
**Entry Number**  
General  
Shipment Information  
Merchandise  
Summary/Submit

OMB: According to the Paperwork reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0349. The time required to complete this information collection is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Note: The above OMB statement will not print on the electronically generated PPQ Form 505.

**Entry Number**

Items marked \* are required.

\*Importer Organization:

\*Entry Number:

**Important: The Entry Number cannot be changed for this declaration form after clicking the 'Next' button. If the Entry Number needs to be corrected, the Declaration Form must be deleted and a new one created with the correct Entry Number.**

Cancel **Next**

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**Step 12: Create a Consignee**

Welcome MANUSHA Test Broker of Broker Org (Org ID 2852)  
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 Animal and Plant Health Inspection Service

**Lacey Act Web Governance System (LAWGS)**

**Creation of a Plant and Plant Product Declaration Form** Need Help ?

Tracking #: 7152 Save as Work in Progress | Save as Template | View Form Draft | Close | Delete

**General**

**Broker**

Broker: MANUSHA Test Broker of Broker Org (Org ID 2852)  
 Broker Address: 211 Ellicot, IN 345343160:United States  
 Phone: 987654321  
 Fax:  
 E-Mail:

**Importer**

Importer Organization: Filer Org (Org ID 2851)  
 Importer Address: 211 Ellicot VA 22567 Colombia  
 Phone: 987654321

**Consignee**

Please select the Consignee for the products that you are importing into the United States. If the Consignee is not in the dropdown list, please select "Create Consignee" and provide the required information. Items marked \* are required.

\*Consignee:

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**Step 13:** Enter the Consignee details and click “Save & Back” button.

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**Lacey Act Web Governance System (LAWGS)**

**Consignee Details** Need Help ?

Please enter the required information for a consignee. Please note: If the Consignee Alias Name, which is the consignee name represented in a dropdown, is left empty, the first 40 characters from Consignee Name will be copied to it on save. Items marked \* are required.

\*Consignee Name:   
 Consignee Alias Name:   
 Consignee Contact Person Name:   
 \*Street Address:   
 \*City:   
 \*State/Territory:   
 \*Zip Code:   
 Country: USA  
 Phone:   
 Fax:   
 E-Mail:

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**Step 14:** Select the Consignee for the product that you are importing to the United States and click “Next”.

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Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form** Need Help ?

LAWGS Home | Form Step By Step | Entry Number | **General** | Shipment Information | Merchandise | Summary/Submit

Tracking #: 7152 Save as Work in Progress | Save as Template | View Form Draft | Close | Delete

**General**

**Broker**

Broker: MANUSHA Test Broker of Broker Org (Org ID 2852)  
 Broker Address: 211 Ellicot, IN 345343160:United States  
 Phone: 987654321  
 Fax:  
 E-Mail:

**Importer**

Importer Organization: Filer Org (Org ID 2851)  
 Importer Address: 211 Ellicot VA 22567 Colombia  
 Phone: 987654321

**Consignee**

Please select the Consignee for the products that you are importing into the United States. If the Consignee is not in the dropdown list, please select "Create Consignee" and provide the required information. Items marked \* are required.

\* Consignee: LAWGS Consignee (West Office) Update Create Consignee

Previous Next

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 15:** Enter the Shipment information and click “Next”

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Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form** Need Help ?

LAWGS Home | Form Step By Step | Entry Number | General | **Shipment Information** | Merchandise | Summary/Submit

Tracking #: 7152 Save as Work in Progress | Save as Template | View Form Draft | Close | Delete

**Shipment Information**

Please enter the shipment information below. You are required to supply the Container Number(s), Bill(s) of Lading, and [Manufacturer Identification Code](#). Items marked \* are required.

**Note:** Container Number, Bill of Lading, and MID may be entered on this page or on the Merchandise page as part of the merchandise data.

\*Estimated Date of Arrival: 05/07/2021  
mm/dd/yyyy

Entry Number: MAC2222222

Container Number:   
Note: Please use a comma to separate multiple container numbers.

Bill of Lading:

MID (Manufacturer Identification Code):

Previous Next

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 16:** Merchandise Information

Please add the “Description of Merchandise” and Choose Option 1 or Option 2 to provide Merchandise information.

**Click Option 1:** Enter Merchandise Manually, fill the fields and click “Enter Row Details”.

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Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form** Need Help ?

LAWGS Home Tracking #: 7152 Save as Work in Progress Save as Template View Form Draft Close Delete

Form Step By Step  
 Entry Number  
 General  
 Shipment Information  
**Merchandise**  
 Summary/Submit

**Merchandise**

Once you have used the template to create an XML (.xml) file you may continue to use the Excel spreadsheet or you can use the XML file as a template to create additional XML files. Items marked \* are required.

\*Description of Merchandise: Hibiscus  
(200 character limit)

There are two ways to enter your merchandise. Option 1 allows you to manually enter your merchandise information while with Option 2 you can upload your merchandise list from an Excel XML document. You can choose one option or complete both of them. To continue, select one of the Options below.

**Option 1: Enter Merchandise Manually**

**Compliance with Lacey Act Requirements (16 U.S.C. 3373(d))**

To add rows for each article or component of an article, enter the HTSUS Number, Article/Component, and Value and click the 'Enter Row Details' button to select the scientific name and enter row specific data.

If you need to add more rows after returning from adding row details, enter the additional HTSUS Number, Article/Component and Value and click Enter Row Details. After saving the row details the new rows will appear at the end of the existing table. Previously entered data will not be lost.

\*HTSUS Number:      
(no dashes/symbols)

\*Article/Component of Article:

Line Number:

\*Value:

**Option 2: Upload Merchandise From An Excel Spreadsheet**

To upload merchandise using an Excel spreadsheet you must use the Excel spreadsheet linked below as your template. The template requires Microsoft Excel 2010 or later. Enter your data in the spreadsheet and then use 'save as' to save the file as an XML (.xml) file. The maximum number of rows allowed is 10000. To upload the resulting XML file, click the 'Upload Spreadsheet' button below.

Once you have used the template to create an XML (.xml) file you may continue to use the Excel spreadsheet or you can use the XML file as a template to create additional XML files.

Spreadsheet Template: [Merchandise\\_Template.xls](#)  
**Important: You must use the supplied template to avoid errors in uploading your merchandise list.**

Row #	Line #	HTSUS Number	*Entered Value	*Article/Component of Article	Plant Scientific Name	*Country of Harvest	*Quantity of Plant	Unit	Percent Recycled	MID	BOL	Container Number	<input type="button" value="Details"/> <input type="button" value="Select All"/>
No articles have been added.													

**Step 17:** Select Special Use Designation and click “Generate rows”.

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Lacey Act Web Governance System (LAWGS)

**Merchandise Details** Need Help?

The Lacey Act requires that you declare each species in a shipment with its country of harvest and quantity. APHIS does not permit the use of common names. In cases where the species is unknown, the Lacey Act requires that you list all of the species that could be in the shipment.

APHIS has developed a set of [Special Use Designations](#) for products which present difficulty in the identification of the component species. These are used in rare occasions and should not be considered the first choice for a declaration.

Enter the scientific name for the article/component. If the species of plant used to produce the product varies and the species used to produce the product is unknown, enter each species that may have been used to produce the product.

Note: You must generate rows for Species and Special Use Designation separately.

**Select Species**

Please enter a common name or a botanical name to search for a commodity. From the Commodity search results, enter the number of rows to be added to the form for each commodity and click Generate Rows. The corresponding Scientific name (botanical name) will be added to the List of Articles. Click here for [search tips](#). Any search will return a maximum of 1000 results.

Search By:  Common Name  Botanical Name

**Commodity Search Results**

Common Name	Botanical Name	Number of Rows
No commodities found		

- OR - **Select Special Use Designation**

If the product was manufactured prior to the Amendment and you cannot determine species, you can select the applicable Special Use option.

Please select the appropriate Special Use Designation (SUD). Use of a SUD is permitted only after the exercise of due care to determine the species present in a shipment. [Please see the SUD guidance on the APHIS website for more instructions.](#)

Special Use:

Note: You may only add 100 rows at a time.

**List of Articles/Components of Articles**

Row #	Plant Scientific Name	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	<input type="button" value="Delete"/>
No articles have been added.						

Note: If no rows have been added and you click the 'Save' button, the Article/Component of Article will not be added to the form. If you are editing an existing Article/Component of Article and you delete all the rows, the Article/Component of Article will be removed from this form once you click the 'Save' button.

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**Step 18: Click “Save”**

List of Articles/Components of Articles						
Row #	Plant Scientific Name	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	<input type="button" value="Delete"/>
1	Special Composite	Algeria - DZ	2	cm		<input type="checkbox"/>
2	Special PreAmendment	Anguilla - AI	2	kg		<input type="checkbox"/>
3	Special Recycled	Argentina - AR	2	cm3		<input type="checkbox"/>

Note: If no rows have been added and you click the 'Save' button, the Article/Component of Article will not be added to the form. If you are editing an existing Article/Component of Article and you delete all the rows, the Article/Component of Article will be removed from this form once you click the 'Save' button.

**Step 19: Click “Next”**

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**Creation of a Plant and Plant Product Declaration Form** Need Help ?

Tracking #: 7152 Save as Work in Progress | Save as Template | View Form Draft | Close | Delete

**Merchandise**

Once you have used the template to create an XML (.xml) file you may continue to use the Excel spreadsheet or you can use the XML file as a template to create additional XML files. Items marked \* are required.

\*Description of Merchandise:  (200 character limit)

There are two ways to enter your merchandise. Option 1 allows you to manually enter your merchandise information while with Option 2 you can upload your merchandise list from an Excel XML document. You can choose one option or complete both of them. To continue, click on one of the Option text below.

**Option 1: Enter Merchandise Manually**

**Option 2: Upload Merchandise From An Excel Spreadsheet**

List of Articles/Components of Articles													
Row #	Line #	HTSUS Number	Entered Value	Article/Component of Article	Plant Scientific Name	Country of Harvest	Quantity of Plant	Unit	Percent Recycled	MID	BOL	Container Number	Actions
1		8211928000	23.00	23	Special Composite	Algeria - DZ	2	cm					<input type="button" value="Edit"/> <input type="checkbox"/>
2					Special Pre-Announcement	Anguilla - AI	2	kg					
3					Special Recycled	Argentina - AR	2	cm3					

**Step 20: Check the “box” and Click “Submit Form”.**

**United States Department of Agriculture**  
Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form**

Need Help ?

LAWGS Home

- Form Step By Step
- Entry Number
- General
- Shipment Information
- Merchandise
- Summary/Submit

Tracking #: 7152

[Save as Work in Progress](#) | [Save as Template](#) | [View Form Draft](#) | [Close](#) | [Delete](#)

**Summary/Submit**

Please review the information that you have provided for the form. Select 'Edit' to make changes to the associated part of the form. Carefully review your form and then click the 'Submit Form' button.

**Broker:** MANUSHA Test Broker of Broker Org (Org ID 2852)

**Broker Address:** 211 Ellicott, IN 345343 United States  
Phone: 987654321  
Fax: E-Mail:

**Importer Organization:** Filer Org (Org ID 2851)

**Importer Address:** 211 Ellicott, VA 22667 Colombia  
Phone: 987654321  
Fax: E-Mail:

**Consignee:** LAWGS Consignee (West Office)

**Consignee Address:** 3435 Annapolis, Illinois 34356

Edit

**Estimated Date of Arrival:** 05/07/2021

**Entry Number:** MAC22222222

**Container Number:**

**Bill of Lading:**

**MID (Manufacturer Identification Code):**

Edit

**Description of Merchandise:** Hibiscus

List of Articles/Components of Articles											
Line #	HTSUS Number	Entered Value	Article/Component of Article	Plant Scientific Name	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	MID	BOL	Container Number
	8211928000	23.00	23	Special Composite	Algeria	2	cm				
				Special PreAmendment	Anguilla	2	kg				
				Special Recycled	Argentina	2	cm3				

Edit

By submitting this form, I certify under penalty of perjury that, to the best of my knowledge and belief, the information furnished is true and correct. Knowingly making a false statement in this Declaration for Importation may subject the declarant to criminal penalties in accordance with [16 U.S.C. 3373\(d\)](#).

By submitting this form, I am legally signing the Declaration.

[Previous](#) | [Submit Form](#)

**Step 21: Save as Template**

Please save it for your future templates also save the tracking number.

**United States Department of Agriculture**  
Animal and Plant Health Inspection Service

Welcome MANUSHA Test Broker of Broker Org (Org ID 2852)  
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**Creation of a Plant and Plant Product Declaration Form**

Need Help ?

LAWGS Home

- Create Form
- With Template
- Without Template
- Manage Template Data
- View Forms

Your Plant and Plant Product Declaration Form has been submitted on Thursday May 6, 2021 at 17:14

**For any future communication about this form, please use the tracking number 7152.**

To speed up the creation of future forms, you can save this form as a template. Click the 'Save as Template' button below to do so. Otherwise, click an option on the left navigation to continue using LAWGS.

[Save as Template](#)

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 22:** Write the file name and Click “Save”.

**Step 23:** A message will be displayed in red colour that your Template was created successfully. Click “Manage Template Data”

**Step 24:** Click “Manage Form Templates”

You can see the templates that you have created under List of Templates.

Template Name	Consignee	Start New Form	Update	Delete
Filer Org Plant importer file - MAC	LAWGS Consignee (East Office)	Start New Form	Update	<input type="checkbox"/>
Test Broker - Manusha	LAWGS Consignee (West Office)	Start New Form	Update	<input type="checkbox"/>

**Step 25:** Click “View Forms”

Please enter search criteria with Importer Organization to view a list of forms.

Welcome MANUSHA Test Broker of Broker Org (Org ID 2852).  
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Lacey Act Web Governance System (LAWGS)

**View Forms** Need Help ?

LAWGS Home  
 Create Form  
 With Template  
 Without Template  
 Manage Template Data  
**View Forms**

Please enter search criteria to view a list of forms. From the resulting list, you will have the option to view, edit, and delete certain forms. You may also manage the submitted by clicking on the 'Manage' button.

**Status:** All

**Date Range:** 04/26/2021 to 05/10/2021  
mm/dd/yyyy mm/dd/yyyy

Create Date  
 Estimated Arrival Date  
 Submitted Date

**Importer Organization:** Filer Org

Display Forms With New Notes Only

**Tracking Number:** \_\_\_\_\_

**Entry Number:** \_\_\_\_\_

**List of Forms** Search Results Total: 1

Tracking Number	Entry Number	FTZ E214 Number	Importer Organization	Status	Submission Date	Estimated Arrival Date		
7152	MAC22222222		Filer Org	Submitted	05/06/2021	05/07/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>

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**Step 27:** Click “View” button to add notes.

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Lacey Act Web Governance System (LAWGS)

**View Forms** Need Help ?

LAWGS Home  
 Create Form  
 With Template  
 Without Template  
 Manage Template Data  
**View Forms**

Please enter search criteria to view a list of forms. From the resulting list, you will have the option to view, edit, and delete certain forms. You may also manage the submitted by clicking on the 'Manage' button.

**Status:** All

**Date Range:** 04/26/2021 to 05/10/2021  
mm/dd/yyyy mm/dd/yyyy

Create Date  
 Estimated Arrival Date  
 Submitted Date

**Importer Organization:** Filer Org

Display Forms With New Notes Only

**Tracking Number:** \_\_\_\_\_

**Entry Number:** \_\_\_\_\_

**List of Forms** Search Results Total: 1

Tracking Number	Entry Number	FTZ E214 Number	Importer Organization	Status	Submission Date	Estimated Arrival Date		
7152	MAC22222222		Filer Org	Submitted	05/06/2021	05/07/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>

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**Step 28:** Add notes and then click “Save”.

Welcome MANUSHA Test Broker of Broker Org (Org ID 2852)  
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**United States Department of Agriculture**  
 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**Form Details** Need Help ?

Tracking #: 7152 View Form Cancel

Submitted On 05/06/2021 Submitted By: MANUSHA Test Broker

**General Information**

<b>Broker:</b>	MANUSHA Test Broker of Broker Org (Org ID 2852)
<b>Broker Address:</b>	211 Ellicot, IN 345343 United States Phone: 987654321 Fax: E-Mail:
<b>Importer Organization:</b>	Filer Org (Org ID 2851)
<b>Importer Address:</b>	211 Ellicot, VA 22567 Colombia Phone: 987654321 Fax: E-Mail:
<b>Consignee:</b>	LAWGS Consignee (West Office)
<b>Consignee Address:</b>	3435 Annapolis, Illinois 34356

**Shipment Information**

<b>Estimated Date of Arrival:</b>	05/07/2021
<b>Entry Number:</b>	MAC22222222
<b>Container Number:</b>	
<b>Bill of Lading:</b>	
<b>MID (Manufacturer Identification Code):</b>	

**Merchandise Information**

<b>Description of Merchandise:</b>	Hibiscus
------------------------------------	----------

List of Articles/Components of Articles											
Line #	HTSUS Number	Entered Value	Article/Component of Article	Plant Scientific Name	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	MID	BOL	Container Number
	8211926000	23.00	23	Special Composite	Algeria	2	cm				
				Special PreAmendment	Anguilla	2	kg				
				Special Recycled	Argentina	2	cm3				

**Reviewer/Applicant Notes**

Reviewer/Applicant Notes are a means of communication between applicants and reviewers and do not count towards the declaration requirement. All corrections to declarations must be made through the declaration replace process. **You must click Save to save any changes to notes, including newly added notes, updates to notes, and deleted notes.**

**New Note:** Reviewer/Applicant Notes are a means of communication between applicants and reviewers and do not count towards the declaration requirement. All corrections to declarations must be made through the declaration replace process

List of Existing Reviewer/Applicant Notes				
Date Added	Note Author	Note	Reviewed	Response Required
No Reviewer/Applicant Notes have been added.				

**Step 29:** Click “Manage” to manage the submitted form.

Welcome MANUSHA Test Broker of Broker Org (Org ID 2852)  
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Lacey Act Web Governance System (LAWGS)

**View Forms** Need Help ?

Please enter search criteria to view a list of forms. From the resulting list, you will have the option to view, edit, and delete certain forms. You may also manage the submitted by clicking on the 'Manage' button.

Status:  ▾

and

Date Range:  to   
mm/dd/yyyy mm/dd/yyyy

Create Date  
 Estimated Arrival Date  
 Submitted Date

and

Importer Organization:  ▾

or

Display Forms With New Notes Only

or

Tracking Number:

or

Entry Number:

List of Forms							Search Results Total: 1	
Tracking Number	Entry Number	FTZ E214 Number	Importer Organization	Status	Submission Date	Estimated Arrival Date		
7152	MAC2222222		Filer Org	Submitted	05/06/2021	05/07/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 30:** Choose the desired Process “Generate Excel”.  
 Click “Select”.

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Lacey Act Web Governance System (LAWGS)

**Manage Form** Need Help ?

Please choose the desired process and click the 'Select' button.

Current Form Status: Submitted  
 Tracking Number: 7152  
 Entry Number: MAC2222222  
 Prepared By: MANUSHA Test Broker

Process:  ▾

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**Step 31:** Choose the desired process “Generate PDF”.  
 Click “Select”.

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**USDA** United States Department of Agriculture  
 Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**Manage Form** Need Help ?

Please choose the desired process and click the 'Select' button.

Current Form Status: Submitted  
 Tracking Number: 7152  
 Entry Number: MAC2222222  
 Prepared By: MANUSHA Test Broker

Process:  ▾

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**Step 32:** Choose the desired process “Replace Declaration Form” Click “Select”.

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Animal and Plant Health Inspection Service

Lacey Act Web Governance System (LAWGS)

**Manage Form** Need Help ?

Please choose the desired process and click the 'Select' button.

Current Form Status: Submitted  
Tracking Number: 7152  
Entry Number: MAC2222222  
Prepared By: MANUSHA Test Broker  
Process: **Replace Declaration Form** ▼

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**Step 33:** Do you want to replace the declaration form?  
Click “Do not Replace”, if you choose not to replace.

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**Confirmation** Need Help ?

If you choose to replace the declaration form, all information from the original will be copied to the replacement. You will be able to make changes/additions and submit the declaration form. The entire shipment must be on the declaration form. The replacement will have a new Tracking ID. The original will be marked as replaced and will no longer be accessible. If the replacement is deleted, the original will be restored. Do you want to replace the declaration form?

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**Step 34:** Click “Cancel”

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Lacey Act Web Governance System (LAWGS)

**Manage Form** Need Help ?

Please choose the desired process and click the 'Select' button.

Current Form Status: Submitted  
Tracking Number: 7152  
Entry Number: MAC2222222  
Prepared By: MANUSHA Test Broker  
Process: Select ▼

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**Step 35:** You will be direction to View Forms window.

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**United States Department of Agriculture**  
Animal and Plant Health Inspection Service

**Lacey Act Web Governance System (LAWGS)**

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**View Forms**

Need Help ?

LAWGS Home

Create Form

    With Template

    Without Template

Manage Template Data

[View Forms](#)

Please enter search criteria to view a list of forms. From the resulting list, you will have the option to view, edit, and delete certain forms. You may also manage the submitted by clicking on the 'Manage' button.

**Status:**

and

**Date Range:**  to   
mm/dd/yyyy                      mm/dd/yyyy

Create Date  
 Estimated Arrival Date  
 Submitted Date

and

**Importer Organization:**

or

Display Forms With New Notes Only

or

**Tracking Number:**

or

**Entry Number:**

List of Forms							Search Results Total: 1	
Tracking Number	Entry Number	FTZ E214 Number	Importer Organization	Status	Submission Date	Estimated Arrival Date		
7152	MAC22222222		Filer Org	Submitted	05/06/2021	05/07/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>

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**Step 36:** Click “Replace” button to replace the declaration form.

**Note:** The replacement will have the new Tracking ID. The original will be marked as replaced and will be no longer accessible.

Welcome MANUSHA Test Broker of Broker Org (Org ID 2852).  
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**United States Department of Agriculture**  
Animal and Plant Health Inspection Service

**Lacey Act Web Governance System (LAWGS)**

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**Confirmation**

Need Help ?

If you choose to replace the declaration form, all information from the original will be copied to the replacement. You will be able to make changes/additions and submit the declaration form. The entire shipment must be on the declaration form. The replacement will have a new Tracking ID. The original will be marked as replaced and will no longer be accessible. If the replacement is deleted, the original will be restored. Do you want to replace the declaration form?

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**Step 37:** Follow the same process of Creation of Plant and Plant production form submission.

Welcome MANUSHA Test Broker of Broker Org (Org ID 2852). [Manage Account](#) | [Sign Out](#)

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Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form** Need Help ?

Tracking #: 7202 Save as Work in Progress | Save as Template | View Form Draft | Close | Delete

LAWGS Home  
Form Step By Step  
Entry Number  
General  
Shipment Information  
Merchandise  
Summary/Submit

**General**

**Broker**

Broker: MANUSHA Test Broker of Broker Org (Org ID 2852)  
Broker Address: 211  
Ellicot, IN 345343160;United States  
Phone: 987654321  
Fax:  
E-Mail:

**Importer**

Importer Organization: Filer Org (Org ID 2851)  
Importer Address: 211  
Ellicot VA 22567 Colombia  
Phone: 987654321

**Consignee**

Please select the Consignee for the products that you are importing into the United States. If the Consignee is not in the dropdown list, please select "Create Consignee" and provide the required information. Items marked \* are required.

\*Consignee:

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**Step 38:** Make changes where you would like to update or replace the information, check the box, and then click “Submit Form”.

Welcome MANUSHA Test Broker of Broker Org (Org ID 2852).  
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Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form** Need Help ?

LAWGS Home | Form Step By Step | Entry Number | General | Shipment Information | Merchandise | **Summary/Submit**

Tracking #: 7202 Save as Work in Progress | Save as Template | View Form Draft | Close | Delete

**Summary/Submit**  
 Please review the information that you have provided for the form. Select 'Edit' to make changes to the associated part of the form. Carefully review your form and then click the 'Submit Form' button.

**Broker:** MANUSHA Test Broker of Broker Org (Org ID 2852)  
**Broker Address:** 211 Ellicot, IN 345343 United States  
 Phone: 987654321  
 Fax:  
 E-Mail:  
**Importer Organization:** Filer Org (Org ID 2851)  
**Importer Address:** 211 Ellicot, VA 22567 Colombia  
 Phone: 987654321  
 Fax:  
 E-Mail: Edit

**Consignee:** LAWGS Consignee (West Office)  
**Consignee Address:** 3435 Annapolis, Illinois 34356

**Estimated Date of Arrival:** 05/11/2021  
**Entry Number:** MAC22222222  
**Container Number:**   
Edit

**Bill of Lading:**  
**MID (Manufacturer Identification Code):**

**Description of Merchandise:** Hibiscus

List of Articles/Components of Articles											
Line #	HTSUS Number	Entered Value	Article/Component of Article	Plant Scientific Name	Country of Harvest	Quantity of Plant Material	Unit	Percent Recycled	MID	BOL	Container Number
	8211926000	23.00	23	Special Composite	Algeria	2	cm				
				Special PreAmendment	Anguilla	2	kg				
				Special Recycled	Argentina	2	cm3				

Edit

By submitting this form, I certify under penalty of perjury that, to the best of my knowledge and belief, the information furnished is true and correct. Knowingly making a false statement in this Declaration for Importation may subject the declarant to criminal penalties in accordance with [16 U.S.C. 3373\(d\)](#).

By submitting this form, I am legally signing the Declaration.

Previous Submit Form

**Step 39:** The new tracking number has created and click “Save as Template” to save for future reference.

Welcome MANUSHA Test Broker of Broker Org (Org ID 2852).  
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Lacey Act Web Governance System (LAWGS)

**Creation of a Plant and Plant Product Declaration Form** Need Help ?

LAWGS Home | Create Form | With Template | Without Template | Manage Template Data | View Forms

Your Plant and Plant Product Declaration Form has been submitted on Monday, May 10, 2021 at 14:14

For any future communication about this form, please use the tracking number **7202**.

To speed up the creation of future forms, you can save this form as a template. Click the 'Save as Template' button below to do so. Otherwise, click an option on the left navigation to continue using LAWGS.

Save as Template

[USDA](#) | [APHIS](#) | [Lacey Act](#) | [Import and Export Information](#) | [Help/Contact Us](#) | [Contact Lacey](#)

**Step 40:** Click “View Forms” to view the replaced form. Below you can see the form with update tracking number and the submission date as Today.

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Lacey Act Web Governance System (LAWGS)

**View Forms**

[Need Help ?](#)

- LAWGS Home
- Create Form
- With Template
- Without Template
- Message Template Data
- View Forms**

Please enter search criteria to view a list of forms. From the resulting list, you will have the option to view, edit, and delete certain forms. You may also manage the submitted by clicking on the 'Manage' button.

Status:  ▾

and

Date Range: ▾  to   
mm/dd/yyyy mm/dd/yyyy

Create Date  
 Estimated Arrival Date  
 Submitted Date

and

Importer Organization: ▾  ▾

or

Display Forms With New Notes Only

or

Tracking Number: ▾

or

Entry Number: ▾

**List of Forms** Search Results Total: 1

Tracking Number ▾	Entry Number ▾	FTZ E214 Number ▾	Importer Organization ▾	Status ▾	Submission Date ▾	Estimated Arrival Date ▾		
7202	MAC22222222		Filer Org	Submitted	05/10/2021	05/11/2021	<input type="button" value="View"/>	<input type="button" value="Manage"/>

## 9 Versions

Version	Date	Description	Responsible Party
0.1	05/07/2021	Initial adoption of LAWGS Importer and Broker ORGs Screen shots	Manusha Chennur