

# Foreign Purchaser Acknowledgement Statement (FPAS) Quick Guide

The United States Environmental Protection Agency (EPA) Office of Pesticide Programs (OPP) developed the Foreign Purchaser Acknowledgment Statement (PFAS) application to provide registrants an electronic option to create and submit 'EPA Form 9600-026 – FPAS via the Pesticide Submission Portal (PSP) in the Central Data Exchange (CDX).

This quick reference guide explains how to electronically submit a FPAS using the PSP. This guide assumes a user has a CDX account and is registered for the PSP program service. Please refer to the [PSP Registration Guide](#) for information on how to obtain a CDX account and register for PSP.

**Exhibit 1 -1** shows a screen capture of the 'My CDX' screen:

The screenshot shows the EPA MyCDX interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the CDX Central Data Exchange header, including a 'Contact Us' link and a 'Logged in as' status with a 'Log out' link. A secondary navigation bar contains buttons for MyCDX, Inbox, My Profile, Reg Maint, Role Sponsorship, Submission History, and Payment History. The main content area is divided into two columns. The left column, titled 'Services', contains a table with columns for Status, Program Service Name, and Role. Two rows are listed, both for 'PSP: Pesticide Submission Portal (Company Number Requests)'. The 'Role' column for the first row is 'Authorized Agent' and for the second row is 'Primary Submitter', both highlighted with a red box. Below the table are buttons for 'Add Program Service' and 'Manage Your Program Services'. The right column, titled 'CDX Service Availability', contains a link to 'See the status for all program services'. Below that is a 'News and Updates' section with the text 'No news/updates.'

Status	Program Service Name	Role
	PSP: Pesticide Submission Portal (Company Number Requests)	Authorized Agent
	PSP: Pesticide Submission Portal (Company Number Requests)	Primary Submitter

**Exhibit 1-1: 'MyCDX' Screen – PSP Program Services**

**Navigation:** Upon logging into the Central Data Exchange (CDX), users are navigated to the 'MyCDX' screen. Select either the 'Primary Submitter' or 'Authorized Agent' role for the 'PSP: Pesticide Submission Portal (Company Number Requests)' Program Service to access the Pesticide Submission Portal (PSP).

**Note:** If the selected role is associated with multiple organizations, chose the correct organization and select the 'Proceed' button. Otherwise, navigation directly into PSP will occur.

**Exhibit 1 -2** shows a screen capture of how to navigate the PSP 'Home' screen to access the FPAS application:

**Submissions and Tools**

Registration Actions ▶ Submit Foreign Purchaser Acknowledgement Statements

Registration Review ▶ Paperwork Reduction Act Notice

Foreign Purchaser Acknowledgement Statements ▶

Pre-Submission Tools ▶

**View Recent Packages**

Package ID	Package Name	Modification Date	Status
236756	pack	05/28/2021	Awaiting User Completion
236054	ghdftgh	05/25/2021	Awaiting User Completion
236028		05/24/2021	Awaiting User Completion
230669		05/07/2021	Failed Validation

**PSP Alerts**

12-10-2020  
0987654321

12-09-2020  
12345

11-19-2020  
wow great

11-19-2020  
The Pesticide Submission Portal (PSP), located within the EPA's Central Data Exchange (CDX) will be unavailable from Thursday December 3, 2020 @ 6:30PM EST and extending through Monday, December 7, 2020 @ 11:59PM EST. Any submission packages in the process of being assembled will be unaffected and can continue once the PSP is back operational. This outage is necessitated by an infrastructure relocation occurring that weekend as part of the EPA's Data Center consolidation effort. We regret this inconvenience and will work to ensure the Pesticide Submission Portal is back operational by start of business, Tuesday, December 8.

11-19-2020  
ALL The Pesticide Submission Portal (PSP), located within the EPA's Central Data Exchange (CDX) will be unavailable from Thursday December 3, 2020 @ 6:30PM EST and extending through Monday, December 7, 2020 @ 11:59PM EST.

## Exhibit 1-2: Pesticide Submission Portal 'Home' Screen – Create FPAS Submission Option

**Navigation:** In the 'Submissions and Tools' panel, select the 'Foreign Purchaser Acknowledgment Statement' option in the first column, review the Paperwork Reduction Act Notice in the second column, and finally select the 'Create Submission' button to navigate to the 'Create Passphrase' screen and create a package.

**Exhibit 1 -3** shows a screen capture of the ‘Create Passphrase’ screen:

**Create Passphrase**

Please create a passphrase that is at least 6 characters in length and does not exceed 20 characters. To protect your account, your passphrase should contain a combination of letters and numbers. The passphrase you create may include spaces but should not contain special characters (for example, +, 7, and \*). Passphrases are also case sensitive. You can associate the same passphrase with multiple submissions.

Your passphrase will be used as an encryption key to protect the contents of your data. Your data cannot be accessed without this passphrase. As a Primary Submitter, you are responsible for remembering your passphrase and distributing it to only authorized agent(s).

You may also create an optional 'Passphrase Hint' that will be associated with this submission. When trying to access this submission in the future, this 'Passphrase Hint' may aid in remembering the passphrase. Please **do not** enter the actual passphrase as the 'Passphrase Hint.'

Or, you can click "Cancel" to return to Home page.

New Passphrase  Create Passphrase Hint (Optional)

Confirm Passphrase

Cancel Next

**Do Not Forget Your Passphrase!**  
For security reasons, the system administrator does not have access to your passphrase and cannot retrieve it or reset it to a new one. If you have forgotten your passphrase, you must create a new submission.

### Exhibit 1-3: ‘Create Passphrase’ Screen

**Navigation:** Enter a passphrase in the ‘New Passphrase’ field that is at least eight (8) characters long and does **not** contain special characters. Next, enter the same passphrase in the ‘Confirm Passphrase’ field. Finally, select the ‘Next’ button to navigate to the ‘Package Information’ screen.

**Important:** The user who creates a submission is responsible for remembering the passphrase and only distributing it to authorized persons. **OPP is unable to retrieve a passphrase or unlock a package if the passphrase is lost or forgotten.** A new submission will need to be created when a passphrase is lost or forgotten. OPP suggests that each organization use the same passphrase for all submissions. A shared passphrase ensures that someone from the same organization can retrieve and/or complete the submission when the package creator is unavailable. A ‘Passphrase Hint’ may be created to assist with passphrase recall.

**Exhibit 1 -4** shows a screen capture of the ‘Package Information’ screen:

The screenshot displays the 'Package Info' screen. The form includes the following elements:

- Package Name:** FPAS Package
- Description:** (Empty text area)
- Company Name:** CDI TESTING COMPANY
- Buttons:** Save (highlighted with a red box), Cancel
- Instructions:** After entering information, please click the 'Save' button to create application(s), or please click the 'Cancel' button to discard them.
- Application Selections:**
  - Foreign Purchaser Acknowledgment Statements
  - Foreign Purchaser Acknowledgment Statement (with a spinner box set to 1)
  - Annual Summary (with a spinner box set to 1)
- Next Button:** A blue button labeled 'Next' is located below the application selection area.

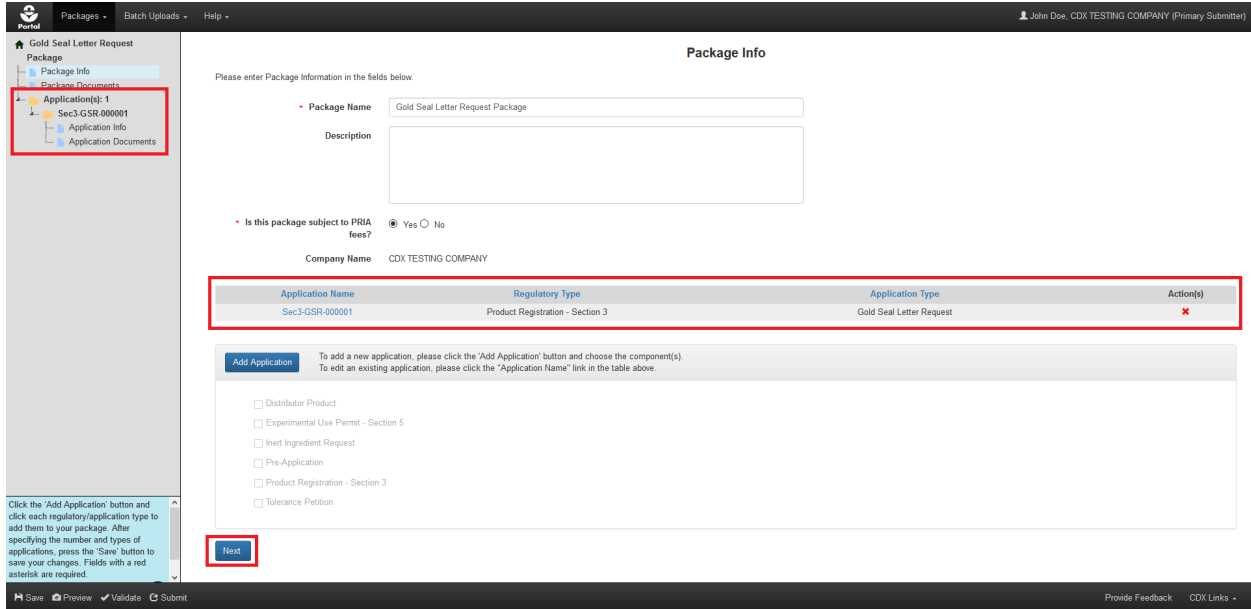
A footer bar at the bottom of the screen contains the following elements: Save, Preview, Validate, Submit, Provide Feedback, and CDI Links.

### Exhibit 1-4: ‘Package Information’ Screen

**Navigation:** Perform the following steps on the ‘Package Information’ screen:

1. First, enter a value in the ‘Package Name’ field.
2. Select the ‘Add Application’ button (not pictured) to enable the applications panel.
3. Select the ‘Foreign Purchaser Acknowledgment Statement’ checkbox to display the available applications.
4. Select the ‘Foreign Purchaser Acknowledgment Statement’ and/or ‘Annual Summary’ checkbox(es) to display a number box for the application type(s).
5. Select the number of each ‘Foreign Purchaser Acknowledgment Statement’ and/or ‘Annual Summary’ to be included in the submission.
6. Select the ‘Save’ button.

Exhibit 1 -5 shows a screen capture of the 'Package Information' screen with one FPAS application added:



**Exhibit 1-5: 'Package Information' Screen Displaying FPAS Application**

**Navigation:** Confirm that the correct number of 'Foreign Purchaser Acknowledgment Statement' applications were added to the package and then select the 'Next' button to navigate to the 'Package Documents' screen.

Exhibit 1 -6 shows a screen capture of the ‘Package Documents’ screen:

FPAS Package

Package Info

Package Documents

Application(s): 1

Sec3.New.000001

Application Info

Application Documents

Documents for the Package

Please submit package-level Document(s) in the following fields.

Total Submission Package File Count: 0, Total Submission Package File Size: 0.0 bytes

Document Type	File Name	Document Date	CBI	Admin No.	Action(s)
No entries have been added.					

Save Cancel

After entering information, please click the 'Save' button to save changes, or please click the 'Cancel' button to discard them.

Package Name: FPAS Package

Document Type: Submission Cover Letter

Document Upload: Uploaded: Test Letter.pdf  
Drop a file to attach, or browse

Contains CBI?  Yes  No

Previous Next

Click the 'Add' button to upload documents and enter data about the uploaded documents. Click 'Save' to save your changes, and the added documents will be displayed in the table at the top of the screen.

Save Preview Validate Submit Provide Feedback CDI Links

### Exhibit 1-6: ‘Package Documents’ Screen

**Navigation:** Perform the following steps on the ‘Package Documents’ screen to include an **optional** cover letter that applies to all ‘Foreign Purchaser Acknowledgment Statement’ applications included in the submission:

1. Select the ‘Add’ button (not pictured).
2. Upload a file by searching local drives or dragging and dropping the file into the upload area.
3. Indicate whether the file contains Confidential Business Information (CBI).
4. Select the ‘Save’ button to attach the uploaded file to the package. A file is attached when it is displayed in the table at the top of the screen.
5. Finally, select the ‘Next’ button to navigate to the ‘Application Info’ screen for the first application in the package.

**Exhibit 1 -7** shows a screen capture of the ‘Application Information’ screen:

Application Info

Please enter Application Information in the fields below:

Application Name: FPAS-AS-000001

Regulatory Type: Foreign Purchaser Acknowledgement Statements

Application Type: Annual Summary

Product Name: [Empty]

Mark for Registrant Review:

Next

To identify an Application for Consideration to be included on the List N. Disinfectants for Use Against SARS-CoV-2, Select "Yes" for Emerging Pathogens.

Click the 'Copy Description' icon next to the 'Description' text box to copy the description text that was entered for this...

Save Preview Validate Submit Provide Feedback CDX Links

### Exhibit 1-7: ‘Application Information’ Screen

**Navigation:** Perform the following steps on the ‘Application Information’ screen:

1. Update the ‘Application Name,’ if necessary.
2. Enter the ‘Product Name’ of the exported product.
3. Finally, select the ‘Next’ button to navigate to the ‘Application Documents’ screen.

**Exhibit 1-8** shows a screen capture of the ‘Application Documents’ screen:

The screenshot displays the 'Documents for the Application' interface. At the top, there's a header with 'Documents for the Application' and instructions: 'Click the 'Add' button to upload documents and enter data about the uploaded documents. Click 'Save' to save your changes, and the added documents will be displayed in the table at the top of the screen.' Below this, a summary line reads: 'Total Submission Package File Count: 0, Total Submission Package File Size: 0.0 bytes'. A table with columns 'Document Type', 'File Name', 'Document Date', 'CBI', 'MRID', and 'Action(s)' is shown, with a note 'No entries have been added.' Below the table are 'Save' and 'Cancel' buttons. A message states: 'After entering information, please click the 'Save' button to save changes, or please click the 'Cancel' button to discard them.' The form below contains fields for 'Package Name' (FPAS Package), 'Application Name' (FPAS-AS-000001), 'Document Type' (Miscellaneous), and 'Document Sub-Type' (FPAS - Annual Summary). There is a 'Document Upload' section with a file upload icon and text 'Drop a file to attach, or browse.' and a 'Contains CBI?' section with radio buttons for 'Yes' and 'No'. At the bottom, there is a 'Mark for Registrant Review' checkbox and 'Previous' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

### Exhibit 1-8: ‘Application Documents’ Screen

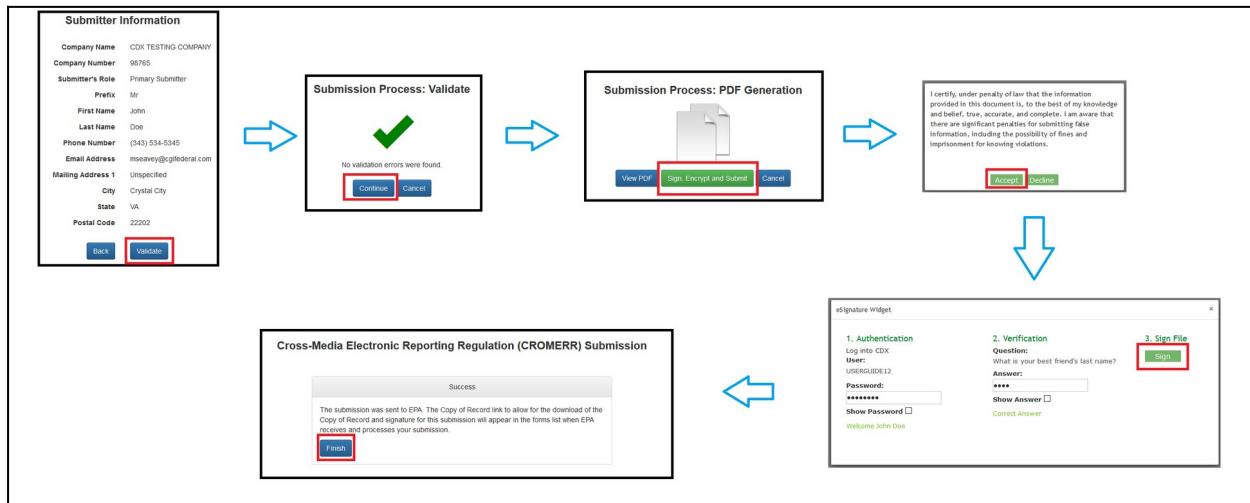
**Navigation:** Perform the following steps on the ‘Application Documents’ screen:

1. Select the ‘Add’ button (not pictured).
2. Confirm that the values in the ‘Document Type’ and ‘Document Sub-Type’ fields are accurate. Note: The ‘Document Sub-Type’ value should always match the application type.
3. Upload a file by searching local drives or dragging and dropping the file into the upload area.
4. Indicate whether the file contains CBI.
5. Select the ‘Save’ button to attach the uploaded file to the application. A file is attached when it is displayed in the table at the top of the screen.
6. Finally, select the ‘Submit’ button to begin the submission process.

**Note:** If there are additional applications in the package a ‘Next’ button will display to navigate to the ‘Application Info’ screen for the next application in the package in lieu of the ‘Submit’ button.



**Exhibit 1-9** shows a screen capture of the screens that comprise the PSP submission process:



**Exhibit 1-9: PSP Submission Process Screen**

**Navigation:** The PSP submission process includes steps to validate that a submission is complete, generate a PDF rendering of submitted data, and electronically sign the package submission. Follow these steps to complete the submission process:

1. Review the information on the 'Submitter Information' screen for accuracy and select the 'Validate' button.
2. If the package submission passes validation, select the 'Continue' button on the 'Validation' screen.
3. Next, review the generated PDF rendering and select the 'Sign, Encrypt, and Submit' button.
4. Enter the required account credentials into the 'eSignature Widget' and select the 'Sign' button.
5. Finally, a message indicating submission success will display. Select the 'Finish' button to return to the PSP 'Home' screen.