

USDA

Trade and Foreign Agricultural Affairs

Foreign Agricultural Service

Dairy Import Licensing Program

Agricultural Trade License Administration

Service (ATLAS)

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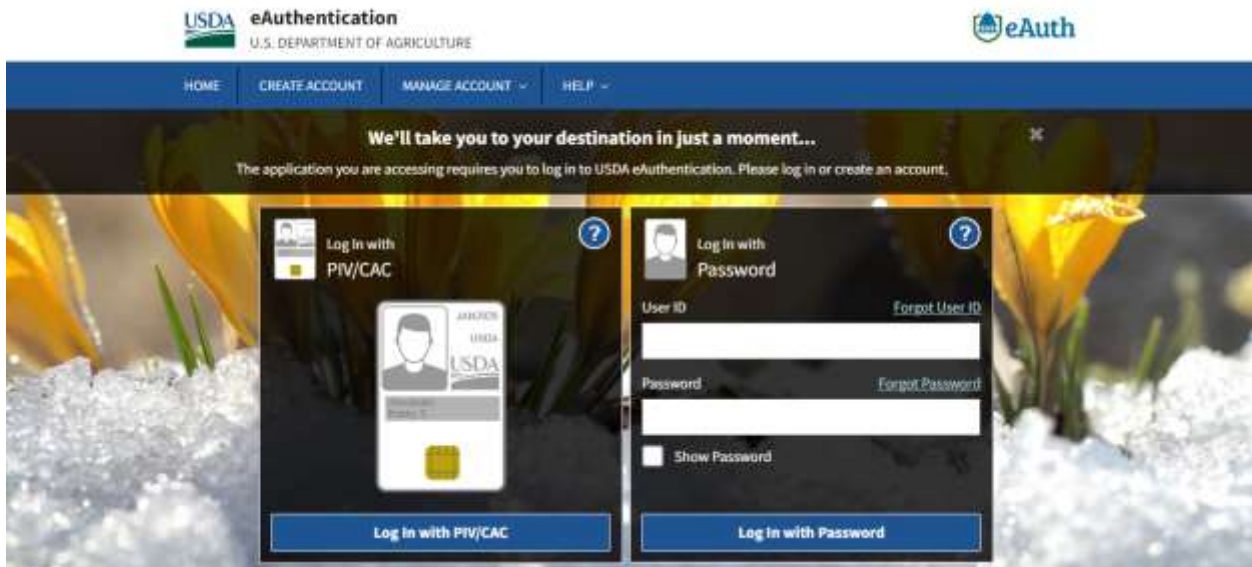
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New Member Registration

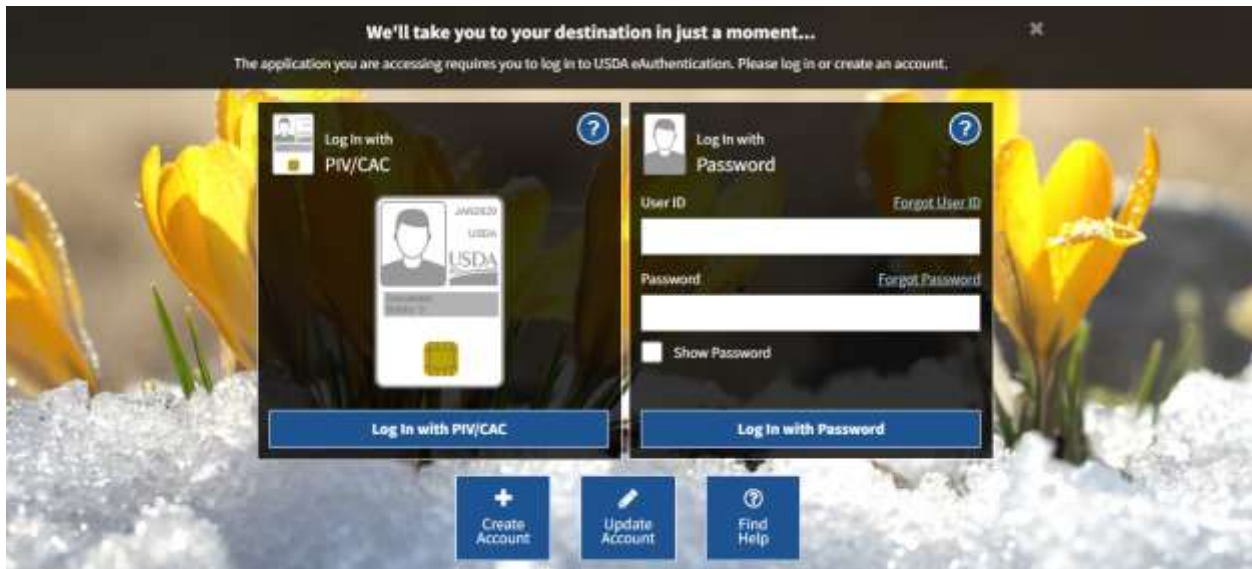
How do I log in to ATLAS with eAuth?

After clicking on the ATLAS link, you will be directed to an eAuth login page.

If you already have an eAuth account, log in with your username and password.



If you do not have an eAuth account, click *Create Account*.



Follow the prompts on the screen to create your eAuth account. Once you obtain your eAuth credentials, you will be able to log in to the ATLAS portal.

To be associated with a company, users must create a new company or join an existing company.

What is the difference between an Access Manager and a Member?

An Access Manager is the user that can approve other user's requests to join an existing company, as well as remove members. Both Access Managers and Members can complete all other licensing activities.

How do I join an existing company?

To join an existing company in the system, complete the following steps:

1. Click the **Create/Join Company** tab.
2. Click the Existing button.
3. Search for the company you would like to join by entering the company's Tax ID, control number, SSN, or name.
4. The company name will appear at the bottom of the screen. Click Select to select the company. If the company does not appear at the bottom of the screen after you have searched by Tax ID, SSN, and Name, then you will have to create a new company in the system.
5. Enter your email as an agent for the company. Additionally, you may also select your desired role for the company and enter any comments. Click Submit Request. Once your request is approved, you will be able to act on behalf of the company in the portal.

Note: The red strip on the left side of each text box indicates that the field is required.

Search... Brian Swiss

HOME MY COMPANIES MY TASKS CREATE / JOIN COMPANY QUERIES FAQ RESOURCES

Identify Company Check Company Join Company Request to Join Request Submitted

25% complete

Do you want to be connected with a company that already exists in this system or does the company need to be created in this system?

Existing Create

How do I create a new company?

To create a new company, complete the following steps:

1. Click the **Create/Join Company** tab.
2. To verify that the company does not exist in the system, click the Existing button.
3. Search for the company you would like to join by entering the company's Tax ID, control number, SSN, or name.
4. If the company you are looking for is not displayed, click the **Create/Join Company** tab and click the Create button.
5. Enter the Tax ID or SSN associated with the company you would like to create and click Next.
6. Enter the Company Name, the first and last name of a company contact, and your email as an agent for the company. Additionally, you may enter any address information for the company. Click Create New Company.

Note: The red strip on the left side of each text box indicates that the field is required.



25% complete

Do you want to be connected with a company that already exists in this system or does the company need to be created in this system?



40% complete

Enter tax id of the organization or SSN:

Tax ID: or SSN:

Identify Company **Create Company**

70% complete

Enter company information

Company Information

Company Name Email

Company Address

Street City

State Country

Postal Code

Company Contact

First Name Last Name

Agent Email

Your Email As A Contact Email For New Company

[Create New Company](#)

How do I approve a request to join my company?

As an access manager for a company, you can approve or reject user requests to join your company. To approve or reject a request, click the **My Tasks** tab. A list of pending requests will appear. Click the text that reads “Click to Approve or Reject the Request.” To approve the request, select the agent type for the user, provide any comments, and then click the Approve Request button. To reject the request, provide any comments and then click the Reject Request button.

Search... Mike Smith

HOME MY COMPANIES MY TASKS CREATE / JOIN COMPANY QUERIES TAG RESOURCES

Pending Requests

Request Information	Action
Submitted request from Brian Swais to join Test Co.	Click to Approve or Reject the request

Search... Mike Smith

HOME | MY COMPANIES | MY TASKS | CREATE / JOIN COMPANY | QUERIES | TAG | RESOURCES

Request

Request Information	Submitted request from Brian Swiss to join Test Co.	Requested User Type	Member
Requester Email	brian.swiss@creativesteps.com	Requester Phone	
Comments on Request		Request Submitted On	4/26/2021

Request Escalation

Request Escalation Comments

Request Escalated to FAS On

Approve Request

Please Provide Your Comments

Set the agent type: Member

Approve Request

Reject Request


Please Provide Your Comments

Reject Request

How can I escalate my request to join a company?

If you have submitted a request to join a company and the company's access manager has yet to approve or reject your request, you will have the ability to escalate your request. To escalate your request to an FAS administrator, click the **Create/Join Company** tab. Provide any comments and then click the Escalate Request button.

*Note: The red strip next to the text box indicated that it is a required field.



100% complete

You submitted request to join "Test Co." company.
Usually it takes a few days to approve or reject the request, you will receive a confirmation email on your request approval or rejection.

You can escalate your request to FAS

Please Provide Your Comments

Escalate Request

Home Page Overview

Where does each tab take me?

The available tabs on the ATLAS Portal are highlighted below.

Home - This tab will take you back to the home page.

My Companies - This tab will bring you to a list of companies with which you are associated.

My Tasks - This tab will bring you to a list of user requests to join your company. From here, if you are the access manager of a company, you will be able to approve or reject these requests.

Create/Join Company - In this tab, you will be able to create a new company in the system or request to join an existing company.

Queries - In this tab, you will be able to submit queries to an FAS administrator.

FAQ - In this tab, you will find frequently asked questions about the program and the portal, along with their respective answers.

Resources - In this tab, you will find additional resources pertaining to the program, including FAS contact information and a link to the dairy import licensing program website.



How do I view Notices?

On the home page, the section titled “Notices” contains any notices posted by an FAS administrator pertaining to the dairy import licensing program.

To view the details of a notice, click the View button.

To view older notices, click the “Next” button.



NOTICES		
New!	New Globalization Event	Dec 3, 2020 View
New!	New Globalization Event	Dec 3, 2020 View
New!	New Globalization Event	Dec 3, 2020 View
New!	Hi y'all!	Dec 1, 2020 View
New!	Test	Nov 12, 2020 View

[< Prev](#) [Next >](#)

How do I view the Base Appendix?

To view the base appendix for a given year, first select the year of the base appendix which you would like to view (you will be able to select the previous year, current year, or next year). Once you have selected a year, click the View Base Appendix button. The base appendix for the selected year will appear in a new tab.

How do I view the Globalization Table?

To view the list of globalization events for the current year, click the View Globalization Table button. A table with all globalization events for the current year will appear in a new tab.

How do I view the Buffer?

To view the buffer for the current year (available quantities for each country-commodity pair), click the View Buffer button. A table with all country-commodity pairs and their available quantities will appear in a new tab.

Note: The view buffer button will be available only when it has been published by the Dairy Import Licensing Program.

View Company Information

To view information for any company with which you are associated, click the **My Companies** tab. This will take you to a list of all your associated companies. Click on the company name to view further details about that company.

HOME / FOR COMPANY | QUESTIONS | FAQ | RESOURCES

Certify And Check Eligibility

COMPANY INFORMATION

* Company Name:

* Company email:

* Tax ID Number or SSN (masked):

Parent company information:

COMPANY ADDRESS

Note: only USA address is allowed. P.O. is not allowed.

* Street:

* City:

* State:

* Country:

* Postal Code:

REGISTERED AGENT

* Agent First Name:

[Cancel](#)

Click the “Certify and Continue” button to check the eligibility. The system will check for qualifying imports or exports and will verify the eligibility status. If the company has evidence to support further eligibility than what is determined, that can be submitted by clicking “Provide Additional Information.”

USDA Foreign Agricultural Service
U.S. DEPARTMENT OF AGRICULTURE

Certify And Check Eligibility

THE COMPANY IS ELIGIBLE FOR MIN-CHEESE ONLY YOU CAN START YOUR MIN-CHEESE APPLICATION

WOULD YOU LIKE TO CONTACT YOUR CHEESE LICENSE ELIGIBILITY STATUS?

[Provide Additional Information](#)

ELIGIBLE IMPORT AND EXPORT RECORDS

[Eligible Cheese Import Records](#) |
 [Eligible Non-Cheese Import Records](#) |
 [Eligible Export Records](#)

Entry #	Import Entry Date	Import HTS # & digit	Import Quantity
	2/5/2018	0470	25,000
	3/3/2018	0470	25,000
	4/10/2018	0470	24,000

Showing 3 of 3 records

[Cancel](#)

How do I review my eligibility evidence?

To review a company's eligibility details and the entries that determined the eligibility status, navigate to the **Eligibility** tab of that company's information page. Click on the **Annual Eligibility Number** of a specific year.

The screenshot shows the 'My Imports' page with the 'Eligibility' tab selected. The page header includes a search bar and the user name 'Brian Test'. The navigation menu contains: HOME, MY COMPANIES, MY TASKS, CREATE / JOIN COMPANY, QUEUES, FAQ, and RESOURCES. The main content area shows the company name 'My Imports' and a 'Certify And Check Eligibility' button. Below this is a table with columns: Year, Status, Certification Status, and Annual Eligibility Number. The table contains three rows of data for the years 2021, 2021, and 2020.

Year	Status	Certification Status	Annual Eligibility Number
2021		Certified	AEI-000031
2021	Eligible for Non-Cheese	Certified	AEI-000034
2020	Not Eligible	Certified	AEI-000048

From the Eligibility Detail tab, click on **Qualifying Imports**, **Qualifying Exports** or **Attachments** to review the evidence that determined the company's eligibility status.

The screenshot shows the 'Eligibility Detail' page for 'My Imports' with the 'Qualifying Imports' tab selected. The page header includes a search bar and the user name 'Brian Test'. The navigation menu contains: HOME, MY COMPANIES, MY TASKS, CREATE / JOIN COMPANY, QUEUES, FAQ, and RESOURCES. The main content area shows the company name 'My Imports' and the 'Annual Eligibility Number' 'AEI-000034'. Below this is a table with columns: DETAIL, QUALIFYING IMPORTS, QUALIFYING EXPORTS, and ATTACHMENTS. The 'QUALIFYING IMPORTS' section shows fields for Company, Year, and Company Type. The 'QUALIFYING EXPORTS' section shows fields for Status, Eligibility Type, Remarks from FAS, Last Eligibility Check, Last Eligibility Check Made by, Certification Status, Date of Certification, and a checkbox for 'On behalf of an authorized person?'. The 'ATTACHMENTS' section is currently empty.

Search... Brian Test

HOME MY COMPANIES MY TASKS CREATE / JOIN COMPANY QUESTIONS FAQ BOOKMARKS

Account Eligible AER-0000124

DETAIL QUALIFYING IMPORTS QUALIFYING EXPORTS ATTACHMENTS

ACE Imports (3)

Entry #	Import Entry Date	Imports Quantity	Import Quarter
00001	10/27/2010	25,000	4
00002	10/27/2010	25,000	4
00003	01/27/2011	21,000	1

View All

International Trade | Accessibility Statement | Economic Research Service | FOIA | Information Quality | Non-Discretionary Statement | Plain Writing | Privacy Policy | USA.gov | USDA.gov | White House

How do I apply for licenses?

When the application period is open for new quantities access managers and members can use the following steps to apply for new and additional quantities.

1. From the list of associated companies, select the company (deemed eligible and certified) to apply on behalf of.
2. After selecting a company, the user must select the **Applications** tab and click the “Apply for Licenses” button.
3. Based on the eligibility status of the company, applications can be made for cheese and/or non-cheese quantities.
4. The form contains a list of country-commodity pairs which can be ranked.
5. The rankings can be changed and saved using the “Save” button on the bottom of the form.
6. Once an application is created, a link with “Application Number” will be available on the Applications tab to access the application.
7. Changes can continue to be made to the application using the link until the application deadline. The Save button will have to be used to register changes.
8. Once the application deadline ends the application will be automatically submitted.

HOME | MY COMPANIES | MY TASKS | CREATE / JOIN COMPANY | QUEUES | FAQ | RESOURCES

Account: Test Co. Edit Certify And Check Eligibility

Phone: Billing Address: 123 Main St, Arlington, Virginia 22209, USA

LICENSES | ELIGIBILITY | APPLICATIONS | REALLOCATED QUANTITIES | PAYMENTS | MERGER REQUESTS | ADD OR CHANGE TAX ID/SSN | USERS | DETAILS

Apply For Licenses Apply For Historical Licenses

Applications For Licenses (1) ⊞ ☰

1 item • Updated a few seconds ago

Application Number	Reallocation	Created By	Last Modified Date	Last Modified By	Year
AL-0000023	First Reallocation	Demo Woman	10/28/2020 11:10 AM	Suzanne Gillespie	2020

[View All](#)

APPLY FOR LICENSES

Please rank country-commodity pairs to apply for non-historical non-cheese/cheese licenses. Please refer the the Dairy Tariff Rate Quota Import Licensing-Program Information for detailed instructions for the application process.

NON-CHEESE LICENSES | CHEESE LICENSES

Year / Commodity / Country	Rank
2022-Dried Skim Milk-Any Country	Select
2022-Dried Whole Milk-New Zealand	Select
2022-Dried Whole Milk-Any Country	Select
2022-Dried ButterMilk/Whey-Canada	Select

Save Changes And Apply For Licenses Exit

APPLY FOR LICENSES

Please rank country-commodity pairs to apply for non-historical non-cheese/cheese licenses. Please refer the the Dairy Tariff Rate Quota Import Licensing-Program Information for detailed instructions for the application process.

NON-CHEESE LICENSES CHEESE LICENSES

Year / Commodity / Country	Rank
2021-Dried Skim Milk-Any Country	2
2022-Dried Whole Milk-New Zealand	1
2022-Dried Whole Milk-Any Country	Select
2022-Dried ButterMilk/Whey-Canada	1


Save Changes And Apply For Licenses Exit

How do I view my company's licenses and their utilization?

To view a company's licenses, click on the company name from the **My Companies** tab.

Search... Brian Test

HOME MY COMPANIES MY DASH CREATE / JOIN COMPANY QUEUES FAQ RESOURCES



ATLAS Companies

1 item - Sorted by Account Name - Filtered by All accounts - Account Record Type

Account Name	Email	Control Number	Tax ID	Phone
1 Test Co.	szarone@creativeep.com	12345	50-902398400	

The company's licenses will be displayed. Licenses can be filtered by License Type and Year. The Quantity Imported, License Balance, and Percentage Imported columns will be updated to reflect license utilization.

Search... Brian Test

HOME MY COMPANY MY TABLES CREATE / JOIN COMPANY (HUBS) FAQ RESOURCES

Account Test Co. Edit | Verify And Check Eligibility

Phone: Billing Address
143 Main St
Arlington, Virginia 22209
USA

LICENSES ELIGIBILITY APPLICATIONS REALLOCATED QUANTITIES PAYMENTS MERGER REQUESTS ADD OR CHANGE TAX ID/SSN USERS DETAILS

License Type: All Year: 2023

Licenses (3)

License No.	Status	Commodity	Country	Current License Quantity	Quantity Imported	R	License Balance	Percentage Imported
1-5W-002-1	Active	SW-Swiss or Emmentaler Cheese With Eye Formation	NO-Norway	1,000	500		500	50%
1-5W-003-1	Active	SW-Swiss or Emmentaler Cheese With Eye Formation	NO-Norway	3,000	2,700		300	90%
1-5W-001-1	Active	SW-Swiss or Emmentaler Cheese With Eye Formation	NO-Norway	2,000	200		1,800	10%

Click on a License No. to view further details of a license and its utilization.

Search... Brian Test

HOME MY COMPANY MY TABLES CREATE / JOIN COMPANY QUERIES FAQ RESOURCES

License 1-5W-000000204

License Information

License No. 1-5W-0002-1	Year 2023
Category Biscuitical	Start Date 5/5/2023
Company Test Co.	End Date 12/31/2023
Commodity Name SW-Swiss or Emmentaler Cheese With Eye Formation	Status Active
Country NO-Norway	Current License Quantity (kg) 1,000
Annual Country/Commodity 2023-Swiss or Emmentaler Cheese With Eye Formation-Norway	Surrendered Quantity -
	Redeemable Quantity -

Details from ACE Report

Quantity Imported (kg) 500	Percentage Imported 50.00%
License Balance (kg) 500	

How do I surrender license quantities?

During the surrender period companies can surrender quantities by following the below steps:

1. Select the company for which license quantities are going to be surrendered.
2. On the **Licenses** tab, a "Surrender" button will be available during the surrender period.
3. Upon selecting the button, quantities which can be surrendered will be populated in a form.
4. Click on the pencil icon in the Surrender Quantity (kgs) column to enter quantities to be surrendered.
5. Once the quantity to be surrendered is entered, click "Confirm" to confirm the surrender quantity.
6. The surrendered quantity will be deducted from the license quantity.

7. This process can be repeated any number of times during the surrender period.

HOME MY COMPANIES MY TASKS CREATE / JOIN COMPANY QUERIES FAQ RESOURCES

Account Test Co. Edit Certify And Check Eligibility

Phone Billing Address
121 Main St
Arlington, Virginia 22209
USA

LICENSES ELIGIBILITY APPLICATIONS REALLOCATED QUANTITIES PAYMENTS MERGER REQUESTS ADD OR CHANGE TAX ID/SSN USERS DETAILS

* License Type: All * Year: 2021 Surrender

Licenses (3)

License No	Status	Commodity	Country	Current License Quantity	Quantity Imported	Reall:
1 1-SW-002-1	Active	SW-Swiss or Emmentaler Cheese With Eye Formation	NO-Norway	1,000	500	
2 1-SW-001-1	Active	SW-Swiss or Emmentaler Cheese With Eye Formation	NO-Norway	1,000	1,700	

Surrender Form
INSTRUCTIONS:
*Please click on pencil icon to enter surrender quantity.

License No	Commodity/Country	Current License Quantity	License Balance (Kgs)	Surrender Quantity (Kgs)
1 1-SW-002-1	2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	1,000	500	
2 1-SW-001-1	2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	2,000	1,800	
3 1-SW-001-1	2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	1,000	300	

Cancel Confirm

Surrender Form
INSTRUCTIONS:
*Please click on pencil icon to enter surrender quantity.

License No	Commodity/Country	Current License Quantity	License Balance (Kgs)	Surrender Quantity (Kgs)
1 1-SW-002-1	2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	1,000	500	<input type="text" value="500"/>
2 1-SW-001-1	2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	2,000	1,800	
3 1-SW-001-1	2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	1,000	300	

Cancel Confirm

How do I apply for additional license quantity?

When the period is open to apply for additional quantities, access managers and members can follow the below steps to apply for additional quantities depending on the round of reallocation in progress .

How do I apply for First Round Reallocation?

1. Select the company (deemed eligible and certified) to apply on behalf of.
2. After selecting the company, an “Apply for Additional Quantities” button will be available for selection.
3. Once the button is clicked, users will be able to access the Cheese and/or Non-cheese tabs (based on eligibility).
4. Once within the tab, the form will contain existing licenses of the respective company along with columns to rank and enter “Additional Amount” desired.
5. The same rank cannot be provided to more than one country-commodity pair.
6. The rest of the country-commodity pairs will be available below the existing licenses.
7. Based on need, users can rank and request additional quantities from the list.

Application Number	Reallocation	Created By	Last Modified Date	Last Modified By	Year
AL-0000021	First Reallocation	Dennis Woman	8/28/2020 11:20 AM	Suzanne Gillespie	2020

Apply for Additional Quantities for 2021

Please select the licenses you would like to apply for, by order of preference

NON-CHEESE LICENSES CHEESE LICENSES

Year / Commodity / Country	Current License Type	Current License Amount	Additional Amount	Rank
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	1000	<input type="text"/>	Select ▼
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	2000	<input type="text"/>	Select ▼
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	3000	<input type="text"/>	Select ▼
2021-Cheese and Substitutes for Cheese-EU			<input type="text"/>	Select ▼

Exit **Save**

Apply for Additional Quantities for 2021

Please select the licenses you would like to apply for, by order of preference

NON-CHEESE LICENSES CHEESE LICENSES

Year / Commodity / Country	Current License Type	Current License Amount	Additional Amount	Rank
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	1000	<input type="text"/>	Select ▼
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	2000	<input type="text"/>	Select ▼
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	3000	1,000	3 ▼
2021-Cheese and Substitutes for Cheese-EU			1,000	4 ▼

Exit **Save**

How do I accept First Round Reallocated quantities?

During the first round of reallocation, companies will have to accept additional quantities allocated within a time period stipulated in email.

1. Navigate to the **Reallocated Quantities** tab in the company selected.
2. A list will appear with the additional quantities that have been allocated.
3. An "Accept" and "Reject" button will be available next to each commodity.
4. Users will be able to accept the entire quantity allocated or propose and accept a quantity lesser than the reallocated quantity within the stipulated time period.
5. Alternatively users will be able to use the "Reject" button to reject the additional quantity allocated.
6. If no action is taken, the entire reallocated quantity will be considered accepted.

Account: Test Co. Edit Certify And Check Eligibility

Phone: Billing Address
123 Main St
Arlington, Virginia 22209
USA

LICENSES ELIGIBILITY APPLICATIONS REALLOCATED QUANTITIES PAYMENTS MERGER REQUESTS ADD OR CHANGE TAX ID/SSN USERS DETAILS

INSTRUCTIONS:
Please accept or reject your reallocated quantity.
If you choose to accept the reallocated quantities, please refer to the Dairy Tariff Rate Quota Import Licensing-Program Information document for detailed instructions for the reallocation process.
If you choose to reject the allocation, the full reallocated quantity will be rejected.

Country Commodity P...	Quantity Requested	Reallocated Quantity		
2021-Cheese and Substita...	1000		Accept	Reject
2021-Swiss or Emmentha...	1000		Accept	Reject

Confirm

Enter proposed quantity to Accept

Confirm

[Cancel](#)

How do I apply for Second Round Reallocation?

During this round, users will be able to view the quantities available for reallocation on the portal home page.

1. Select the company (deemed eligible and certified) to apply on behalf of.
2. After selecting the company, an "Apply for Additional Quantities" button will be available for selection.
3. Once the button is clicked, users will be able to access the Cheese and/or Non-cheese tabs (based on eligibility).
4. Once within the tab, the form will contain existing licenses of the respective company along with columns to rank and enter quantity.
5. The rest of the country-commodity pairs will be available below the existing licenses.

6. Based on need, users can rank and request additional quantities by selecting Save.
7. Quantities will be allocated based on availability.

Almond
Test Co.
Edit Certify And Check Eligibility

Phone Billing Address
123 Main St
Arlington, Virginia 22209
USA

LICENSES
ELIGIBILITY
APPLICATIONS
REALLOCATED QUANTITIES
PAYMENTS
MERGER REQUESTS
ADD OR CHANGE TAX ID/SSN
USERS
DETAILS

Apply for Additional Quantities
Apply For Licenses
Apply For Historical Licenses

Applications For Licenses (1)

1 item • Updated a few seconds ago

Application Number	Reallocation	Created By	Last Modified Date	Last Modified By	Year
AL-0000021	First Reallocation	Dennis Woman	10/28/2020 11:20 AM	Suzanne Gillespie	2020

[View All](#)

Apply for Additional Quantities for 2021

Please select the licenses you would like to apply for, by order of preference

NON-CHEESE LICENSES
CHEESE LICENSES

Year / Commodity / Country	Current License Type	Current License Amount	Additional Amount	Rank
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	1000	<input type="text"/>	Select
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	2000	<input type="text"/>	Select
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	3000	<input type="text"/>	Select
2021-Cheese and Substitutes for Cheese-IL1			<input type="text"/>	Select

Exit
Save

Apply for Additional Quantities for 2021

Please select the licenses you would like to apply for, by order of preference

NON-CHEESE LICENSES CHEESE LICENSES

Year / Commodity / Country	Current License Type	Current License Amount	Additional Amount	Rank
2021-Swiss or Emmenthaler Cheese With Eye Formation-Norway	Historical	1000	<input type="text"/>	Select <input type="button" value="v"/>
2021-Swiss or Emmenthaler Cheese With Eye Formation-Norway	Historical	2000	<input type="text"/>	Select <input type="button" value="v"/>
2021-Swiss or Emmenthaler Cheese With Eye Formation-Norway	Historical	3000	<input type="text" value="1,000"/>	3 <input type="button" value="v"/>
2021-Cheese and Substitutes for Cheese-EU			<input type="text" value="1,000"/>	4 <input type="button" value="v"/>

How do I claim quantities during First Come First Serve Reallocation?

During this round users will be able to view the quantities available for reallocation on the portal home page.

1. Select the company (deemed eligible and certified) to apply on behalf of.
2. After selecting the company, an “Apply for Additional Quantities” button will be available for selection.
3. Once the button is clicked, users will be able to access the Cheese and/or Non-cheese tabs (based on eligibility).
4. Each form contains the list of country-commodity pairs along with the available buffer.
5. The access manager/member can enter the required quantity in the “Additional Amount” column and click “Save” to submit the request.
6. Once the request is approved, a notification email will be sent and approved quantities will be added to a license.

Account: **Test Co.**

Phone: Billing Address: 123 Main St, Arlington, Virginia 22209, USA

LICENSES **ELIGIBILITY** **APPLICATIONS** **REALLOCATED QUANTITIES** **PAYMENTS** **MERGER REQUESTS** **ADD OR CHANGE TAX ID/SSN** **USERS** **DETAILS**

Applications For Licenses (1)

1 item • Updated a few seconds ago

Application Number	Reallocation	Created By	Last Modified Date	Last Modified By	Year
AL-0000021	First Reallocation	Dennis Woman	10/28/2020 11:10 AM	Suzanne Gillespie	2020

Apply for Additional Quantities for 2021

Please select the licenses you would like to apply for, by order of preference

NON-CHEESE LICENSES CHEESE LICENSES

Year / Commodity / Country	Current License Type	Current License Amount	Additional Amount	Available Buffer
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	1000	<input type="text"/>	6874000
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	2000	<input type="text"/>	6874000
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	3000	<input type="text"/>	6874000
2021-Cheese and Substitutes for Cheese-EU			<input type="text"/>	2385000

Apply for Additional Quantities for 2021

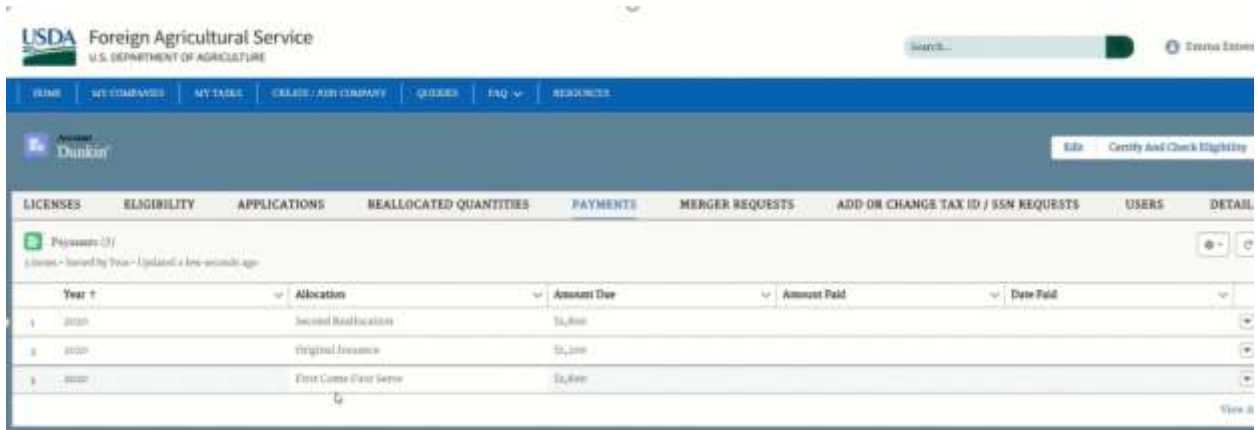
Please select the licenses you would like to apply for, by order of preference

NON-CHEESE LICENSES CHEESE LICENSES

Year / Commodity / Country	Current License Type	Current License Amount	Additional Amount	Available Buffer
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	1000	<input type="text"/>	6874000
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	2000	<input type="text"/>	6874000
2021-Swiss or Emmentaler Cheese With Eye Formation-Norway	Historical	3000	<input type="text"/>	6874000
2021-Cheese and Substitutes for Cheese-EU			<input type="text" value="5,000"/>	2385000

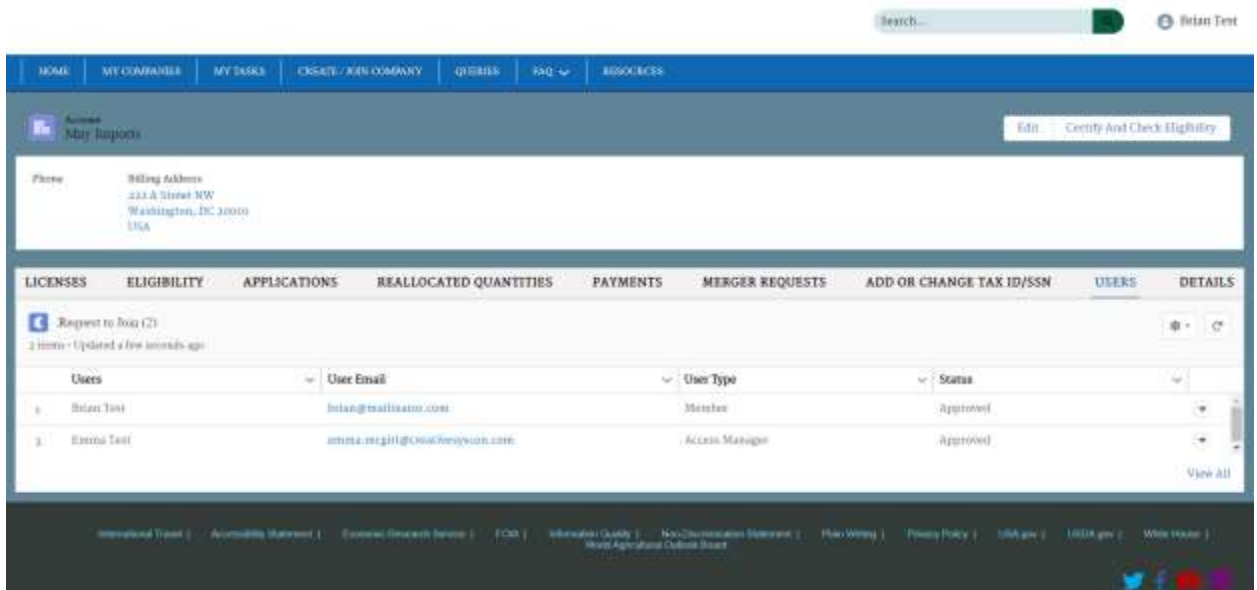
How do I review my license payments?

To review the company's payment history, navigate to the **Payments** tab within the company's information page. The amount paid and date paid will be updated based off payments made in Pay.gov.



How do I view other users associated with my company?

To view the users associated with a company, click on the **Users** tab within the company information page. The name of the user, their email address, the user type, and their status will be displayed.



How do I submit a query?

1. Users can pose questions to the FAS team by using the **Queries** tab on the home page.
2. Once the tab is selected, users can select the “New” button and a form will appear.
Note: Any red asterisk indicates that the field is required.

- Users can then provide the priority, subject, description, and email ID then click “Save” to submit the question.

The screenshot shows a web application window titled "New Case: ATLAS Queries". The form contains the following fields and controls:

- Case Owner:** Brian East
- Case Number:** (empty text input)
- Status:** New (dropdown menu)
- Query Detail:**
 - Priority:** Medium (dropdown menu)
 - Phone:** (empty text input)
 - Email:** (empty text input)
 - Subject:** (empty text input)
 - Description:** (empty text area)
- Response from FAS Admin:** (empty text input)

At the bottom right of the form, there are three buttons: "Cancel", "Save & New", and "Save".

Description is a mandatory field that must be completed to submit the form.

Once the question is submitted a link shall be available in the Queries tab to view the question as well as the response from the FAS team.