USDA
Trade and Foreign Agricultural Affairs
Foreign Agricultural Service
Dairy Import Licensing Program
Agricultural Trade License Administration Service (ATLAS)
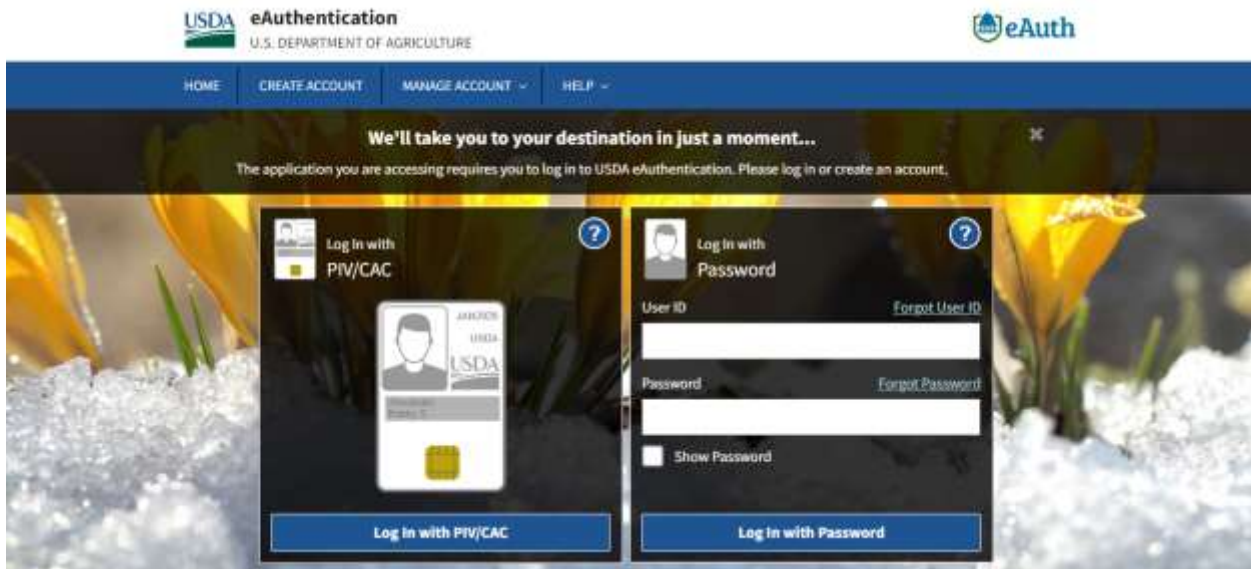
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New Member Registration

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.

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.

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

Identify Company > Create 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

Identify Company > Create Company > Join Company > Request to Join > Request Submitted

40% complete

Enter tax id of the organization or SSN:

Tax ID: [   ]   or SSN: [   ] [   ] [   ]

Next

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.

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.

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.
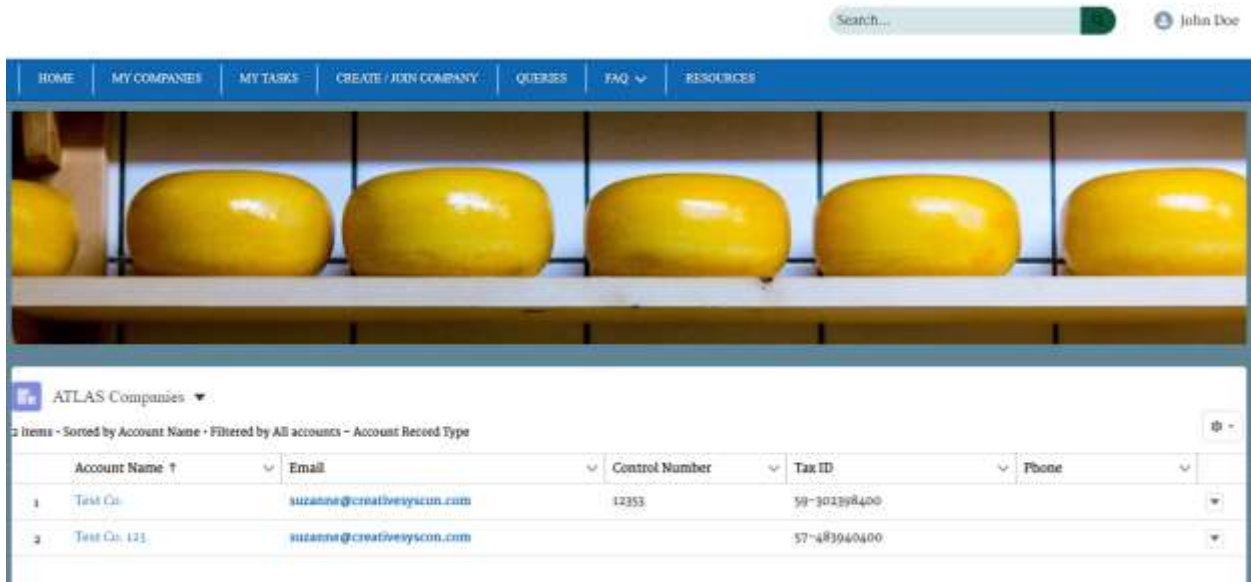
How do I certify and check my company's eligibility?

To certify a company's information and to check its eligibility to apply for licenses, click the "Certify and Check Eligibility" button in the top right corner of the company screen. A form will be displayed to certify company information. This button will only be available during the application period.
Note: Any red asterisk indicates that the field is required.
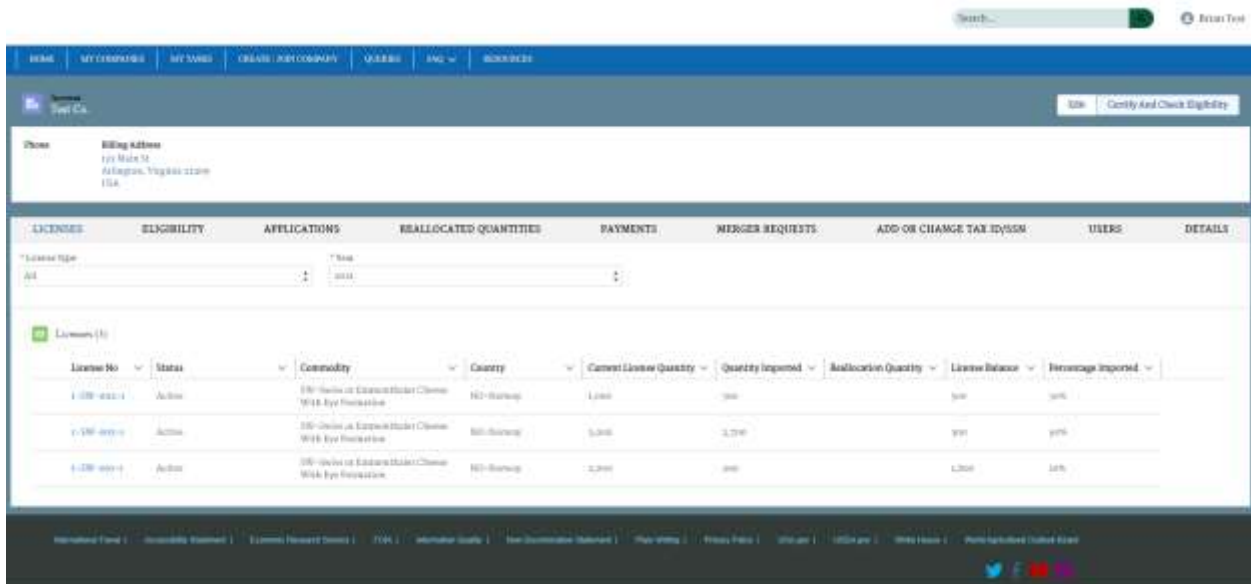
Click the "Certify and Continue" button to check the eligibility. The system will check for qualifying imports or exports and will verify the eligibility status. If the company has evidence to support further eligibility than what is determined, that can be submitted by clicking "Provide Additional Information."
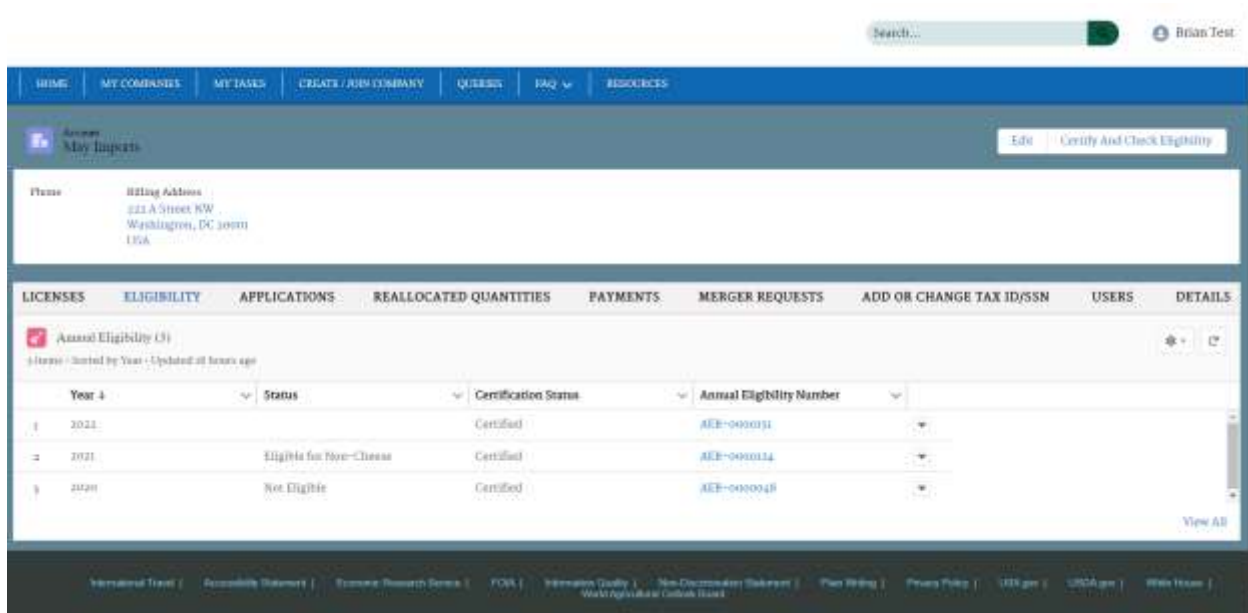
How do I review my eligibility evidence?
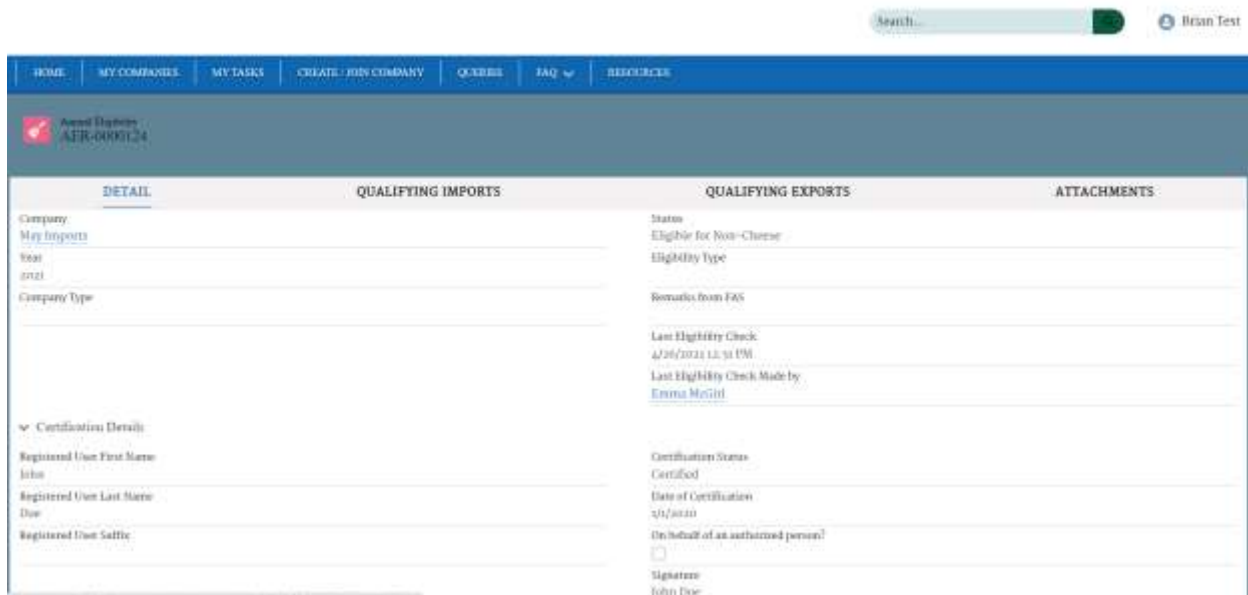
To review a company's eligibility details and the entries that determined the eligibility status, navigate to the **Eligibility** tab of that company's information page. Click on the **Annual Eligibility Number** of a specific year.

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

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.

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	∨	
1	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

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.

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.

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

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.

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.

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		Select ▾
2021-Swiss or Emmenthaler Cheese With Eye Formation-Norway	Historical	2000		Select ▾
2021-Swiss or Emmenthaler Cheese With Eye Formation-Norway	Historical	3000		Select ▾
2021-Cheese and Substitutes for Cheese-EU				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		Select ▾
2021-Swiss or Emmenthaler Cheese With Eye Formation-Norway	Historical	2000		Select ▾
2021-Swiss or Emmenthaler Cheese With Eye Formation-Norway	Historical	3000	2,000	2 ▾
2021-Cheese and Substitutes for Cheese-EU			1,000	1 ▾

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.

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.

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.

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.
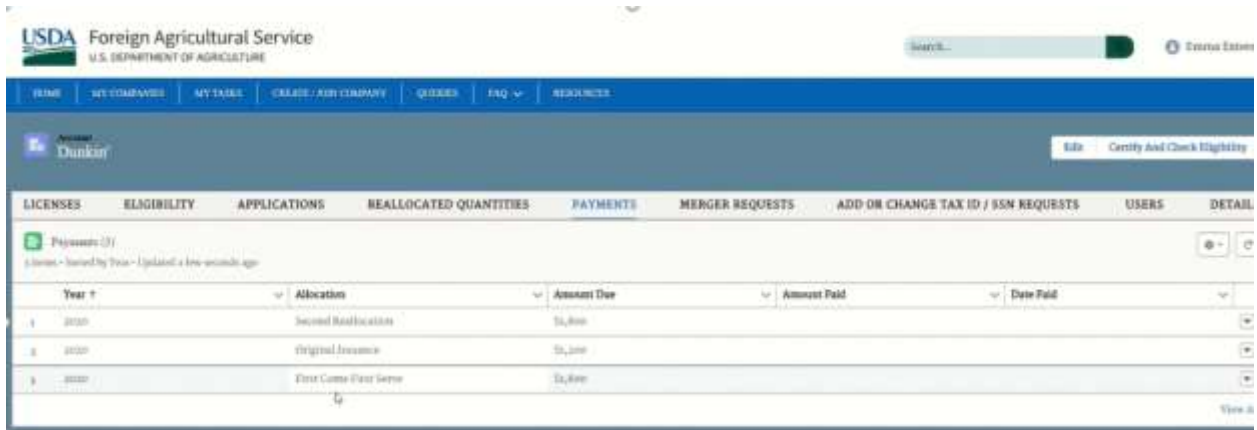
How do I view other users associated with my company?

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.
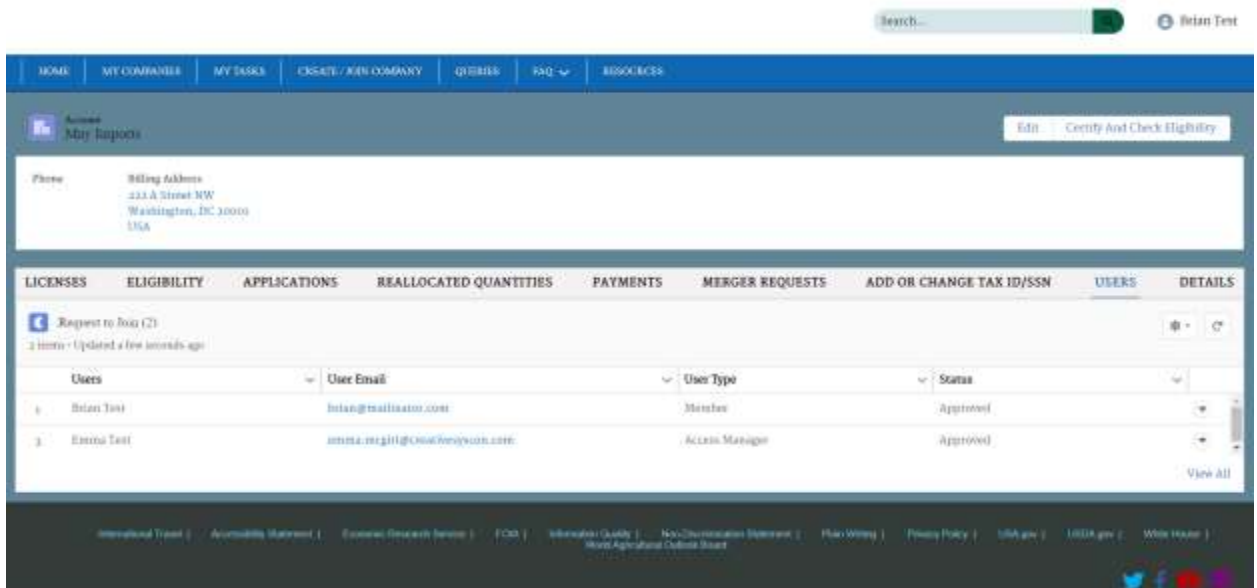
How do I submit a query?

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.

3. Users can then provide the priority, subject, description, and email ID then click "Save" to submit the question.

New Case: ATLAS Queries

Case Owner
Brian Test

Case Number

Query Detail

Priority
Medium

Phone

Email

Response from FAS Admin

* Status
New

Subject

* Description

Cancel   Save & New   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.