Pesticide Submission Portal
Quick Reference Guide - FPAS

As of August 13, 2021, a new submission type is available in the Pesticide Submission Portal (PSP). This quick guide is an introduction on how to make Foreign Purchaser Acknowledgement Statements (FPAS) submissions.

With these new *features*, you will:

○ Be able to upload Cover Letters, Annual Summaries, and FPAS Documents
○ Validate your submission to ensure all required data is included
○ Electronically sign and submit directly to EPA
○ Review your submission's status and download the copy of record

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New Feature!	FPAS Submissions - Access

Did you know...?

PSP users can now submit Foreign Purchaser Acknowledgement Statements through PSP.

On the **PSP Landing** screen, select the **Foreign Purchaser Acknowledgement Statement** option in the **Submissions and Tools** panel. Review the burden statement and select the **Create Submission** button to access the application.

On the **Create Passphrase** screen, enter and confirm a passphrase that will be used to encrypt and secure your submission. Select the optional **Create Passphrase Hint** link to launch a popup where you can create a hint to be used later in the event you forget your passphrase.

PSP Landing Screen – Create Submission Button

Create Passphrase Page – Passphrase and Optional Hint

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FPAS Submissions Continued – Fields & Documents

On the **FPAS Submission** screen, enter a required **Package Name**, fill in the optional **Description**, and upload a PDF **Cover Letter** as appropriate. If you upload a cover letter, set the **document's confidential business information (CBI) designation**.

In the **Add FPAS** section, select the **Add New** button to open an FPAS entry window. Make a selection in the **FPAS Type** dropdown, enter a **product name**, upload a **PDF document**, and select a **CBI designation** for the document.

Select the **Save** button to add the FPAS entry to the table. Add additional entries as appropriate and select the **Next** button at the bottom of the screen when finished.

On the **Submitter Information** page, the contact information from the logged in user's CDX account is prepopulated. Verify the data is correct and press the **Submit** button.

FPAS Submission Page – Package Information Section

Package Information

*Package Name	Package 1
Description	

Upload Cover Letter

Uploaded: Cover Letter 1.pdf
Drop a file to attach, or browse.

*Does the Cover Letter File Contain CBI?   No

FPAS Submission Screen – Add FPAS Section

Add Foreign Purchaser Acknowledgement Statements

Add New   **Save** **Cancel**

Show 10 entries   Search: _____

FPAS Type	Product Name	Action(s)
Annual Summary	Product Name	Edit / Delete
Foreign Purchaser Acknowledgement Statement	Product Name	Edit / Delete

Showing 1 to 2 of 2 entries   Previous 1 Next

*FPAS Type   --Please Select--

*Product Name

*Select File for Upload   Drop a file to attach, or browse.

*Does the selected file contain CBI?   Select a CBI Designation

Submitter Information Screen – Confirm Contact Information

Submitter Information
The information below has been pre-populated from CDX registration. If the information listed is incorrect please make the appropriate edits to your user information in CDX registration.

*First Name:	John	*Address 1:	123 Any Street
*Last Name:	Doe	Address 2:	
*Organization Name:	CDX TESTING COMPANY	*City:	Crystal City
*Phone Number:	3435345345	*State:	VA
*Email Address:	test@test.com	*Country:	US
		*ZIP Code:	22202

Previous Submit

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FPAS Submission Process

On the **Submission Process** screen, select the **View PDF** button to review the submission PDF. Select the **Sign, Encrypt, Submit** button to launch the **CDX eSignature Widget** to electronically sign, encrypt, and submit the package to EPA.

In the **eSignature Widget,** follow the on-screen steps to certify and electronically sign the submission.

When EPA successfully receives the submission, the **PSP Landing** screen will display the submission as Successfully Submitted to EPA in the **View Recent Packages** panel and on the **Pesticide Registration Packages** screen.

Submission Process Screen

Validation
Click an error link to navigate to the page containing the validation issue. All errors must be fixed before submission can occur.

No validation errors were found.

PDF Generation
Select the 'PDF Preview' button to preview the submission PDF. Please do not send a copy of the PDF to EPA. Select the 'Sign, Encrypt, Submit' button to launch the CDX eSignature Widget to electronically sign and complete the submission. Select the 'Cancel' button to stop the submission process and return to the submission.

[PDF Preview] [Sign, Encrypt, Submit] [Cancel]

eSignature Widget

eSignature Widget

1. Authentication
Log into CDX
User:
USERGUIDE12

Password:
●●●●●●●
Show Password ☐

Welcome John Doe

2. Verification
Question:
What is your favorite song?
Answer:
●●●●
Show Answer ☐

Correct Answer

3. Sign File
[Sign]

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FPAS Submission Status & Copy of Record

When EPA successfully receives the submission, the **PSP Landing** screen will display the submission as **Successfully Submitted to EPA** in the **View Recent Packages** panel and on the **Pesticide Registration Packages** screen.

On the **Pesticide Registration Packages** screen, select the green **Download** icon in the **Action(s)** column to download the PDF copy of record.

PSP Landing Screen – View Recent Packages

View Recent Packages   Collapse

View All Packages.

Package ID	Package Name	Modification Date	Status
00000	Test FPAS Submission	08/12/2021	Successfully Transmitted to OPP

Showing 1 to 1 of 1 entries

PSP Landing Screen – View Recent Packages

Submission Type: ALL   Submission Status: ALL

Show 20 entries   Search:

Package ID	Type	Package Name	Application(s)	Modification Date	Submission Date	Status	Action(s)
EP-00000	FPAS	Test FPAS Submission	2	08/12/2021	08/12/2021	Successfully Transmitted to OPP	⬇

Showing 1 to 1 of 1 entries

Previous   1   Next