



Registration and Password Setup

Before logging into the online Export Document Application (EDA), an online account will need to be created for each user who wishes to apply for California Department of Public Health – Food and Drug Branch-issued Export documents. To request an online account, please send an e-mail to FDBExports@cdph.ca.gov with the subject:

Request for New EDA Account

The e-mail must contain the following information:

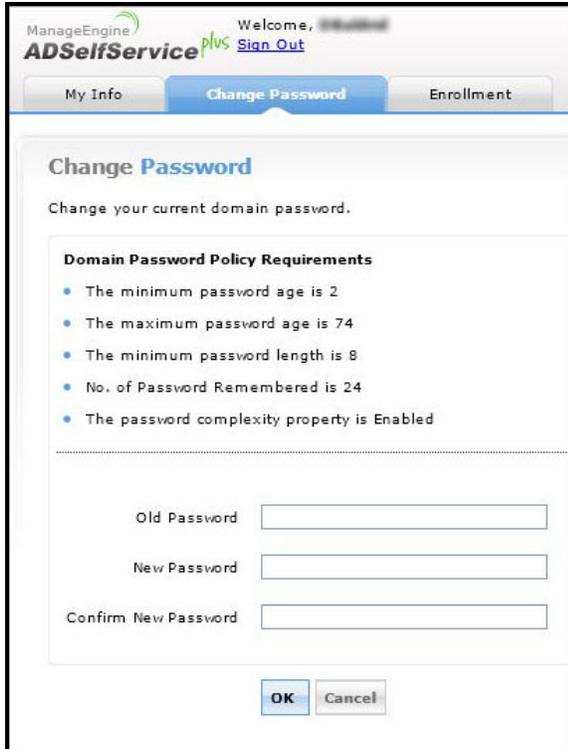
- **Requestor's Name**
- **Requestor's Address**
- **Requestor's Email**
- **Requestor's Phone Number**
- **Requestor's Role (e.g., Manufacturer, Distributor, or Broker)**
- **California Department of Public Health issued Manufacturer's License or Registration Number(s) for the Export Document Applications that the requestor plans to submit**
- **Manufacturer's Product Type (e.g., Food, Drug, Medical Device, Cosmetic, Pet Food, and Seafood)**

Due to CDPH Security policies, a minimum of two working days is required for a new user account to be established. At the end of the waiting period, the requestor will receive a username and temporary password, and the link to reset the password and manage the online account prior to logging onto EDA.

Please note: The "Requestor's Email" will be set as the contact point for all notifications and correspondence regarding Export Document Applications submitted from that account.

Setting Account Password

Before a user can access EDA, they must first set their account password.



The screenshot shows the ADSelfService plus web interface. At the top, there is a navigation bar with three tabs: "My Info", "Change Password" (which is selected and highlighted in blue), and "Enrollment". Below the navigation bar, the page title is "Change Password". The main content area contains the instruction "Change your current domain password." followed by a section titled "Domain Password Policy Requirements" with a bulleted list of five requirements: "The minimum password age is 2", "The maximum password age is 74", "The minimum password length is 8", "No. of Password Remembered is 24", and "The password complexity property is Enabled". Below the requirements, there are three input fields labeled "Old Password", "New Password", and "Confirm New Password". At the bottom of the form, there are two buttons: "OK" and "Cancel".

Please Note: For security reasons, users will not be able to log into EDA with their temporary password.

To set the password, navigate to the self-service account management tool at <https://selfservice.cdph.ca.gov> and log in using the temporary password provided by Food and Drug Branch - Export Document Program Staff (Export Program Staff).

Once logged into the self-service tool, click the "Change Password" tab at the top of the screen, provide the temporary password and enter the desired password. The desired password must meet the Domain Password Policy Requirements listed on this page.

Logging into EDA



The screenshot shows the login interface for the EDA system. At the top left is the California Department of Public Health logo. Below the logo are two input fields: one labeled 'USER ID' and one labeled 'PASSWORD'. Below these fields is a blue button labeled 'LOG IN'. At the bottom of the form area, there is a link that says 'Click here to manage your user account, reset password, and update applicant information.'

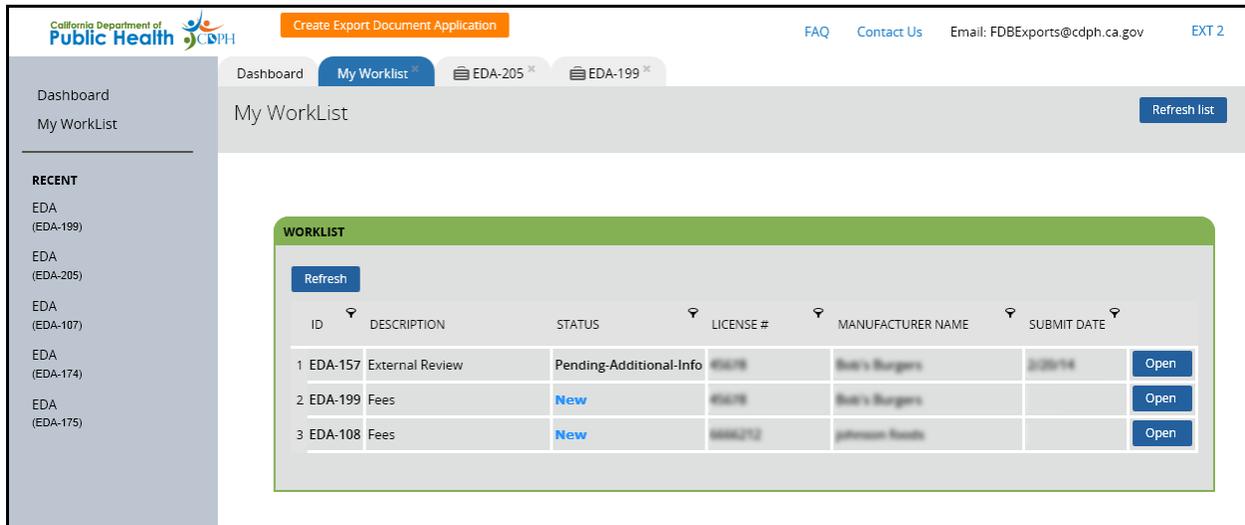
To login to EDA, click on the login button from [FDB Export's homepage](#), or navigate the browser to <https://pubhealthapps.cdph.ca.gov/ceh/export/>. Requestor will be prompted to enter account username and password.

Click "Log In" to continue to EDA.

Please note: users will NOT be able to log in using the temporary password first assigned to them.

Before logging in for the first time, users will need to set their password using the self-service account management tool, located at <https://selfservice.cdph.ca.gov>. Below the login button on the login screen is a link to the account management tool.

Requestor's WorkList:



The screenshot displays the 'My WorkList' page. On the left is a sidebar with 'RECENT' items: EDA (EDA-199), EDA (EDA-205), EDA (EDA-107), EDA (EDA-174), and EDA (EDA-175). The top navigation bar includes 'Dashboard', 'My Worklist', and tabs for 'EDA-205' and 'EDA-199'. The main area shows a 'WORKLIST' table with the following data:

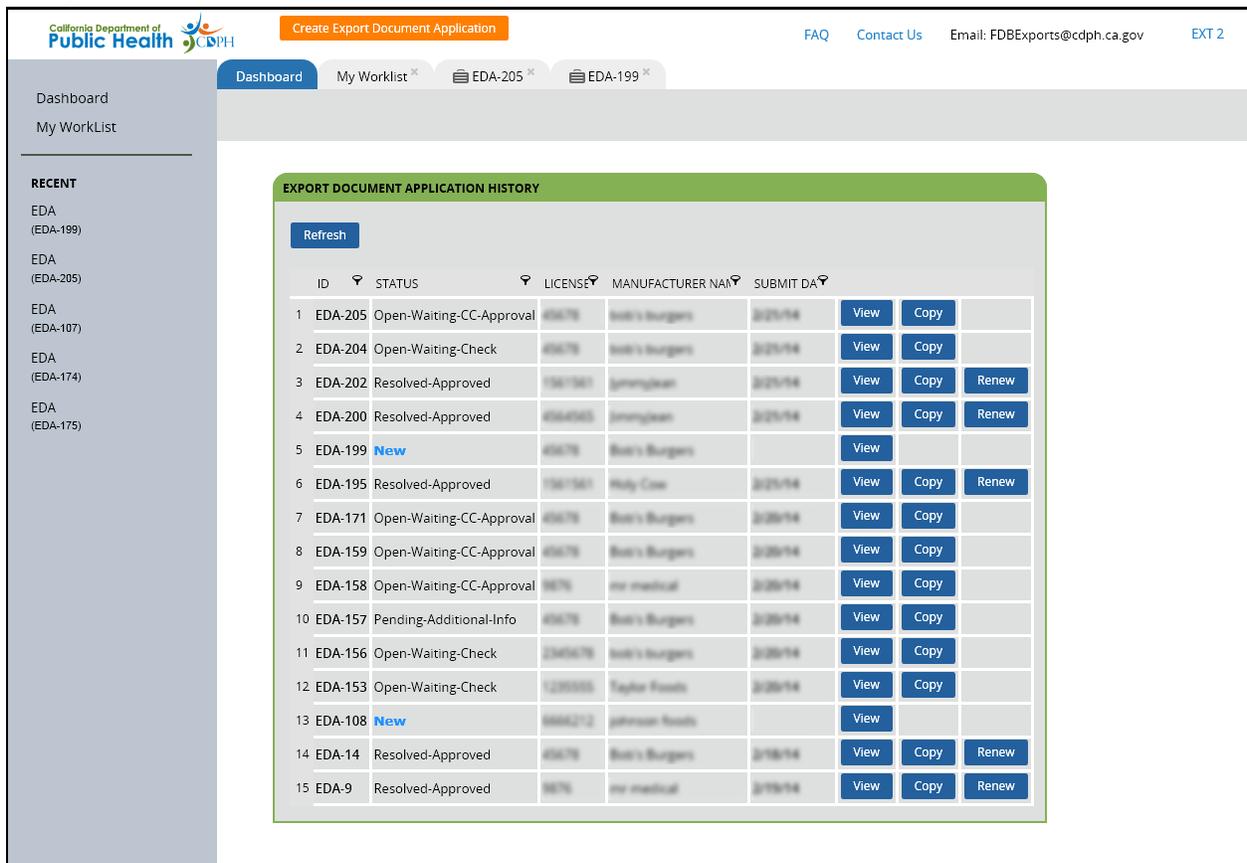
ID	DESCRIPTION	STATUS	LICENSE #	MANUFACTURER NAME	SUBMIT DATE	
1 EDA-157	External Review	Pending-Additional-Info	45578	Beit's Burgers	2/26/14	Open
2 EDA-199	Fees	New	45578	Beit's Burgers		Open
3 EDA-108	Fees	New	45578	Johnson Foods		Open

Once logged in, the first screen a user sees is their WorkList. There is also a link to the WorkList in the left panel, underneath the Dashboard link.

This is a list of applications that are pending action from the requestor, such as applications that have not yet been submitted (these applications will have a status of “New”), and completed applications that are pending additional information or payment.

Click the blue “Open” button next to an application on this panel to edit/complete a new application or supply information requested by the Export Program.

Requestor's Dashboard:



The screenshot shows the Requestor's Dashboard interface. At the top, there is a navigation bar with the CDPH logo, a 'Create Export Document Application' button, and links for 'FAQ', 'Contact Us', 'Email: FDBExports@cdph.ca.gov', and 'EXT 2'. Below the navigation bar, there are tabs for 'Dashboard', 'My Worklist', 'EDA-205', and 'EDA-199'. The main content area is titled 'EXPORT DOCUMENT APPLICATION HISTORY' and features a 'Refresh' button. The table below lists 15 applications with the following columns: ID, STATUS, LICENSE, MANUFACTURER NAME, and SUBMIT DATE. Each row includes 'View', 'Copy', and 'Renew' buttons.

ID	STATUS	LICENSE	MANUFACTURER NAME	SUBMIT DATE	View	Copy	Renew
1 EDA-205	Open-Waiting-CC-Approval	45678	Bob's Burgers	2/25/14	View	Copy	
2 EDA-204	Open-Waiting-Check	45678	Bob's Burgers	2/25/14	View	Copy	
3 EDA-202	Resolved-Approved	1234567	Johnson Foods	2/25/14	View	Copy	Renew
4 EDA-200	Resolved-Approved	4567890	Johnson Foods	2/25/14	View	Copy	Renew
5 EDA-199	New	45678	Bob's Burgers		View		
6 EDA-195	Resolved-Approved	1234567	Hoty Cow	2/25/14	View	Copy	Renew
7 EDA-171	Open-Waiting-CC-Approval	45678	Bob's Burgers	2/26/14	View	Copy	
8 EDA-159	Open-Waiting-CC-Approval	45678	Bob's Burgers	2/26/14	View	Copy	
9 EDA-158	Open-Waiting-CC-Approval	9876	Hot medical	2/26/14	View	Copy	
10 EDA-157	Pending-Additional-Info	45678	Bob's Burgers	2/26/14	View	Copy	
11 EDA-156	Open-Waiting-Check	12345678	Bob's Burgers	2/26/14	View	Copy	
12 EDA-153	Open-Waiting-Check	1234567	Taylor Foods	2/26/14	View	Copy	
13 EDA-108	New	9894212	Johnson Foods		View		
14 EDA-14	Resolved-Approved	45678	Bob's Burgers	2/16/14	View	Copy	Renew
15 EDA-9	Resolved-Approved	9876	Hot medical	2/16/14	View	Copy	Renew

On the left panel is a link to the user Dashboard that lists all the account's applications (including new, completed, and resolved applications) and displays the status of each one. Clicking the "View" button will bring up a read-only view of that application.

Applications with a status of "New" have not yet been submitted, and may still be edited from the WorkList. Once submitted, the user will no longer be able to edit an application, but from the Dashboard they will be able to view it, or copy a submitted application and make edits to the new copy. Applications that have been approved without any deficiencies can be renewed when the certificate expires, provided there are no changes to the application information or labels.

Clicking on a column header name will sort the list by that column alphabetically. Clicking it again will reverse the sort order. Next to each column header in the dashboard is a "filter" icon. These filters give the ability to sort and search applications submitted by the requestor.

Dashboard
My WorkList

RECENT

EDA
(EDA-199)

EDA
(EDA-205)

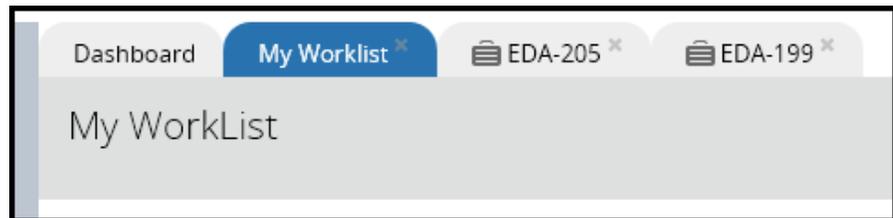
EDA
(EDA-107)

EDA
(EDA-174)

EDA
(EDA-175)

Recent Items and Tabs

The persistent bar on the left side of the screen contains quick links to open the Dashboard and WorkList, and shows a list of the applications that were recently opened to allow the user to quickly go back to them.



As the Dashboard, WorkList and applications are opened, tabs will appear to allow the user to quickly switch between these views without reloading the page. These tabs can be closed by clicking the “x” next to the title.



Create Export Document Application

Creating a New Application

To start a new application, click the big orange button labeled “Create Export Document Application” at the top of the page, and follow the on-screen instructions to complete an Application. In addition to the information needed for the form, the following items will be needed for each application submittal:

- Legible, English product labels for each of the products planned to be shipped (*unless the requestor applies for Manufacturer certificates only*)
- Pre-paid shipping label identifying the name and address where the requestor would like the certificates returned

Copying an Application

This option allows the user to save time by not needing to retype data for similar applications. Once an application has been submitted, it can be “copied” to create a new application with the fields already filled out, and the requestor can make the necessary edits to the new application.

From the Dashboard, search for an application similar to the one needed and click the “Copy” button. This will create a new EDA application but populate all the fields with the copied form. The user can then make the appropriate changes, upload new product and shipping labels, and submit the new application. This feature will make it easier to submit multiple applications without copying and pasting one field at a time.

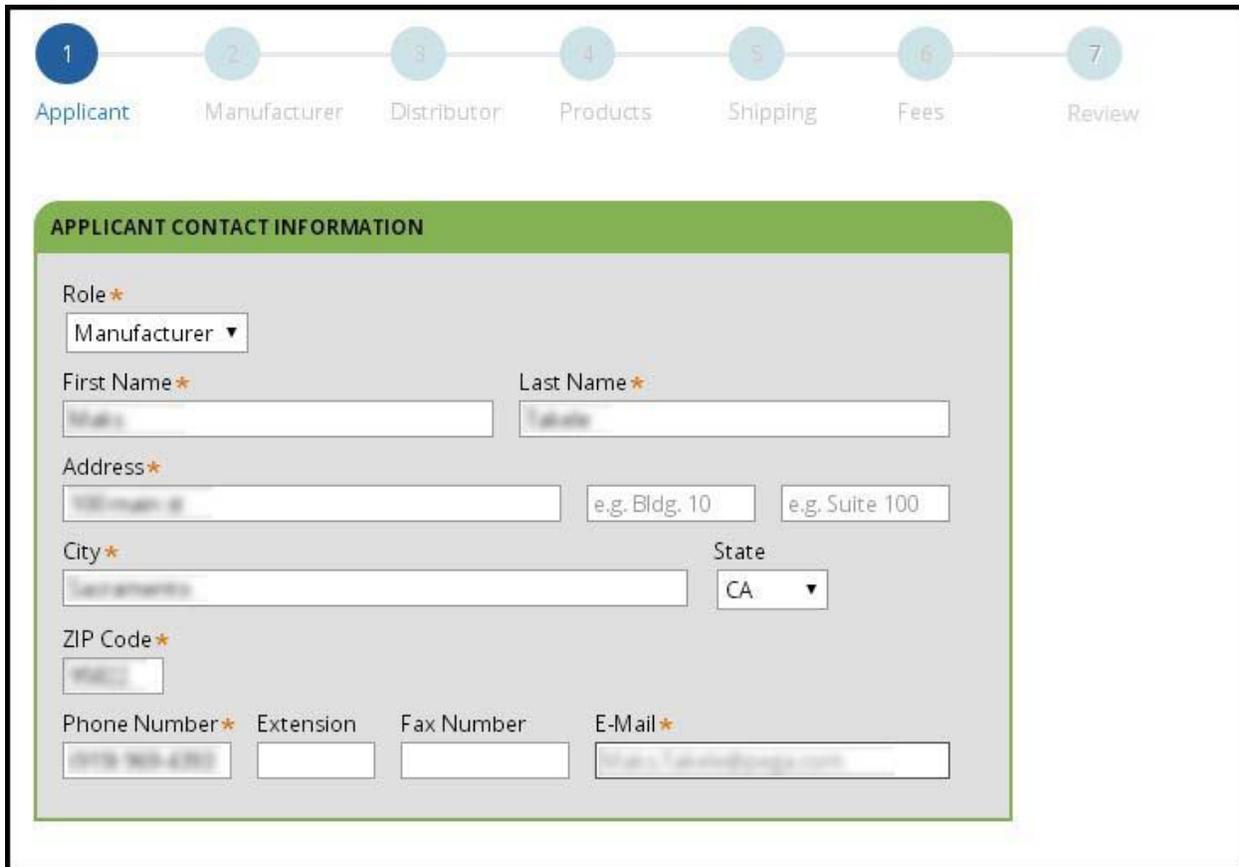
Renewing an Application

This option allows the user to easily request more copies of an application that has already been approved. By clicking the “Renew” button from the Dashboard, a user will simply be prompted to upload a new shipping label and submit payment. This process assumes that no changes to the product or its labels have been made since they were last approved. Renewed certificates will be valid for one year starting from the renewal date (not the original date of issue)

Completing an Application

When creating a New or Copied Application, follow the on-screen instructions and complete all the required fields in each section.

Applicant:



The screenshot displays a progress bar at the top with seven steps: 1. Applicant (highlighted), 2. Manufacturer, 3. Distributor, 4. Products, 5. Shipping, 6. Fees, and 7. Review. Below the progress bar is a green header for the 'APPLICANT CONTACT INFORMATION' section. The form fields include:

- Role * (Dropdown menu: Manufacturer)
- First Name * (Text field: Mike)
- Last Name * (Text field: Tule)
- Address * (Text field: 100 Main St., e.g. Bldg. 10, e.g. Suite 100)
- City * (Text field: Sacramento)
- State (Dropdown menu: CA)
- ZIP Code * (Text field: 95811)
- Phone Number * (Text field: 916-555-4321)
- Extension (Text field)
- Fax Number (Text field)
- E-Mail * (Text field: mike.tule@cdph.ca.gov)

As the submitter of the application, please enter the requestor's information here. This information is used to identify the requestor as the point of contact for this application if the Export Program needs to follow up or request further information.

The E-Mail field is automatically populated with the e-mail address associated with the requestor's EDA login account. All correspondence from EDA (requests for additional information, notice of denial, etc.) will be sent to this e-mail address.

(Pro Tip: Whenever possible, avoid entering data using all capital letters due to possible character field size limitations. It is recommended to save your work before advancing to a new screen.)

Manufacturer:

1 Applicant 2 **Manufacturer** 3 Distributor 4 Products 5 Shipping 6 Fees 7 Review

Enter information here exactly as you wish it to appear ON THE CERTIFICATE.

MANUFACTURER CONTACT INFORMATION

License/Registration Information is subject to CDPH review and approval.

CDPH License/Registration Number *

Manufacturer Name *

Doing Business As (DBA) name, if other than above and you wish this name to appear on the export certificate

Manufacturer only Manufacturer with DBA Manufacturer's DBA only

First Name * Last Name *

Address *

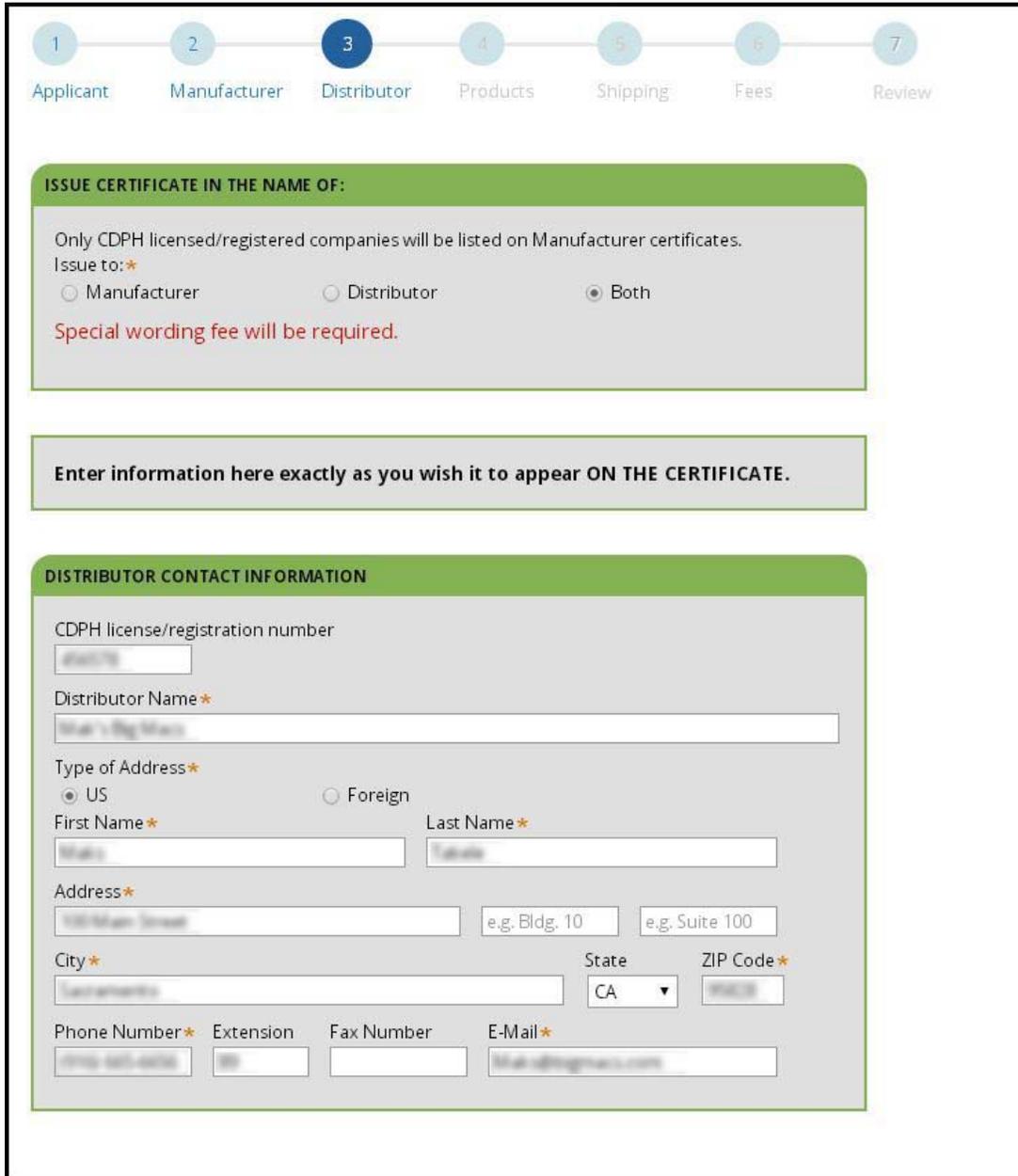
City * State ZIP Code *

 CA

Phone Number * Extension Fax Number E-Mail *

The product Manufacturer will be identified in this screen. Enter the manufacturer's CDPH License/Registration number and contact information related to the Manufacturer's CDPH License/Registration number. The requestor may also specify a Doing Business As (DBA) name, and whether that name is to be displayed in place of or in addition to the Manufacturer name on the certificate.

Distributor:



1 Applicant 2 Manufacturer 3 **Distributor** 4 Products 5 Shipping 6 Fees 7 Review

ISSUE CERTIFICATE IN THE NAME OF:

Only CDPH licensed/registered companies will be listed on Manufacturer certificates.
Issue to: *

Manufacturer Distributor Both

Special wording fee will be required.

Enter information here exactly as you wish it to appear ON THE CERTIFICATE.

DISTRIBUTOR CONTACT INFORMATION

CDPH license/registration number

Distributor Name *

Type of Address *
 US Foreign

First Name * Last Name *

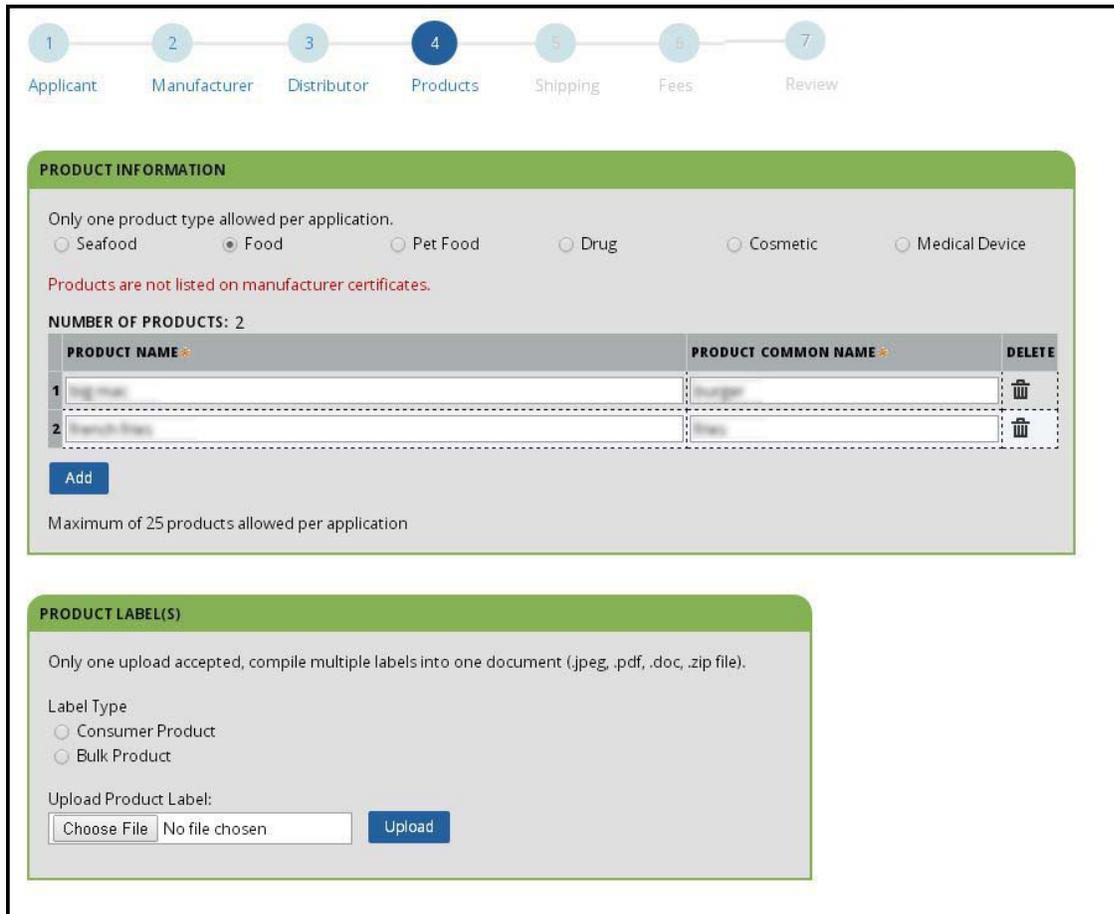
Address *
 e.g. Bldg. 10 e.g. Suite 100

City * State ZIP Code *

Phone Number * Extension Fax Number E-Mail *

Select whether the certificate(s) will be issued in the Manufacturer's, Distributor's or both names. If "Distributor" (or "both") is selected, requestor will be prompted to enter the Distributor's information. If "both" are selected, the special wording fee will be applied automatically.

Select Products:



1 Applicant 2 Manufacturer 3 Distributor 4 Products 5 Shipping 6 Fees 7 Review

PRODUCT INFORMATION

Only one product type allowed per application.

Seafood Food Pet Food Drug Cosmetic Medical Device

Products are not listed on manufacturer certificates.

NUMBER OF PRODUCTS: 2

	PRODUCT NAME *	PRODUCT COMMON NAME *	DELETE
1	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
2	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Maximum of 25 products allowed per application

PRODUCT LABEL(S)

Only one upload accepted, compile multiple labels into one document (.jpeg, .pdf, .doc, .zip file).

Label Type

Consumer Product Bulk Product

Upload Product Label:

No file chosen

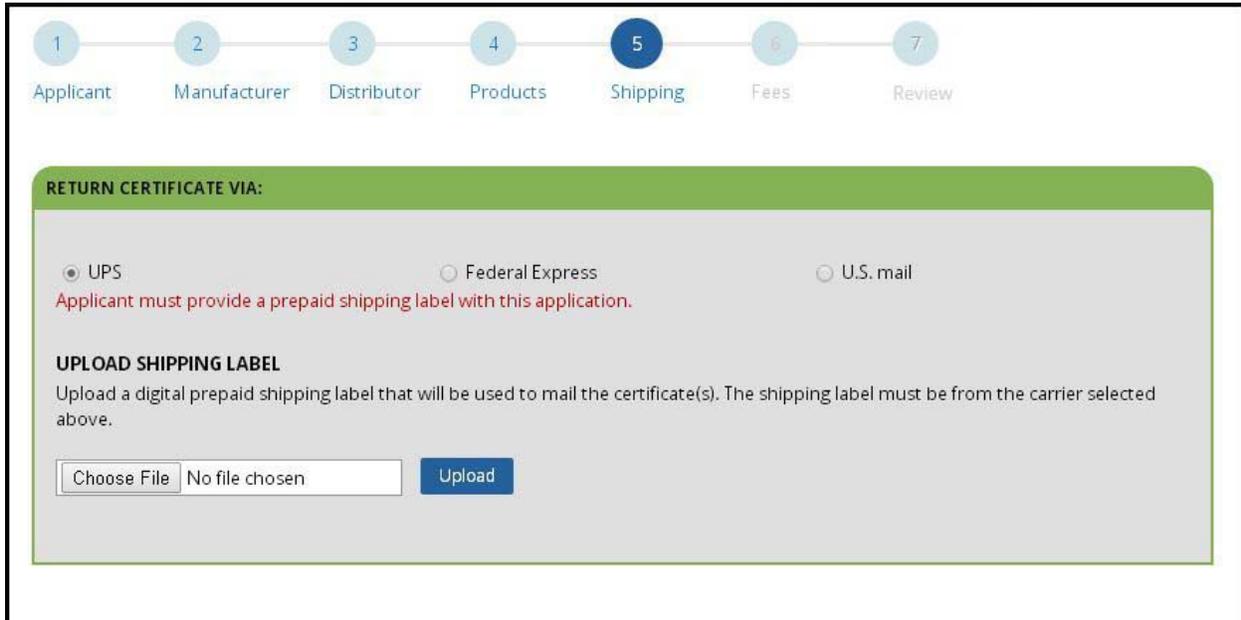
Select one product type per application and individually add each product to be shipped, or upload a two-column .CSV file (no header rows) with Product Names and Common Names. **A maximum of 25 products may be added under one application.**

(Pro tip: Users will need to submit additional applications if certificates for more than 25 products are needed. Use the “copy application” feature to save time when submitting multiple applications.)

Use the “Product Labels” upload dialog to provide digital copies of labels for the products listed. If the application contains more than one product to be shipped, all product labels must be compiled and uploaded into a single .ZIP or .PDF file.

(Pro tip: To expedite processing, please name each product label file in the .ZIP file in a way that makes it easy to match to the product list, such as numbering the labels to correspond to the product list or changing the filenames to match the product names.)

Shipping:



The screenshot shows a progress bar at the top with seven steps: 1. Applicant, 2. Manufacturer, 3. Distributor, 4. Products, 5. Shipping (highlighted in blue), 6. Fees, and 7. Review. Below the progress bar is a form titled "RETURN CERTIFICATE VIA:" with three radio button options: UPS (selected), Federal Express, and U.S. mail. A red note below the options states: "Applicant must provide a prepaid shipping label with this application." Underneath is a section titled "UPLOAD SHIPPING LABEL" with the instruction: "Upload a digital prepaid shipping label that will be used to mail the certificate(s). The shipping label must be from the carrier selected above." At the bottom of this section is a file upload interface with a "Choose File" button, a text box containing "No file chosen", and an "Upload" button.

Requestor will need to provide a digital shipping label from the delivery service of their choice. Applications will not be processed without a valid shipping label. Export Program will provide envelopes for certificates.

Fees:

1 Applicant
2 Manufacturer
3 Distributor
4 Products
5 Shipping
6 FEES
7 Review

CERTIFICATE INFORMATION

Name of country(ies) where product(s) are to be shipped
(A separate certificate is required for each country.)

COUNTRY NAME *	EXPORT	DISTRIBUTOR	FREE SALE	MANUFACTURER
USA	1	1	Quantity	Quantity

Add Maximum of 4 countries allowed per application

Has the one-time fee been paid? * Date when one-time fee was paid

Yes No

Separate certificate for each product? *

Yes No

Should the certificates be notarized? *

Yes No

Payment Method *

Credit Check

Is special wording required? *

Yes No

FEES CALCULATION

	Quantity	Fees	Subtotal
Export	1	\$25.00	\$25.00
Distributor	1	\$25.00	\$25.00
FreeSale	0	\$25.00	\$0.00
Manufacturer	0	\$15.00	\$0.00
Notary Fee	0	\$10.00	\$0.00
Special Wording Fee	1	\$80.00	\$80.00
One-time Fee	0	\$100.00	\$0.00

Amount Due: **\$130.00**

ALL FEES ARE NON-REFUNDABLE.
Once the application is submitted, a link will be provided for credit card payment processing. Checks shall be received within five business days of submittal.

This is the fee calculator page. Up to four countries may be submitted per application (only one country may be listed on each certificate). Indicate the certificate type and quantity of each type of certificate for each country.

Please note: A Manufacturer certificate is a document that may be used to demonstrate license or registration status within CDPH. Products are not listed on Manufacturer certificates. If no products are added in the “Products” screen, only Manufacturer certificates may be requested and all other certificate types will be greyed out.

Respond to each of the questions included on the screen.

Has the one-time fee been paid?

A one-time fee must be paid for the first application submitted for a particular license number. If one-time fee has previously been paid, enter the date that the fee was paid. This will be verified by Export Program Staff.

Separate certificate for each product?

To submit a request with multiple products with only one product to be printed on each certificate, select “yes.”

Should the certificates be notarized?

To request all the certificates to be notarized, please select “yes.” This is an “all or none” option, and a \$10 notary fee will be applied to each certificate issued for the application.



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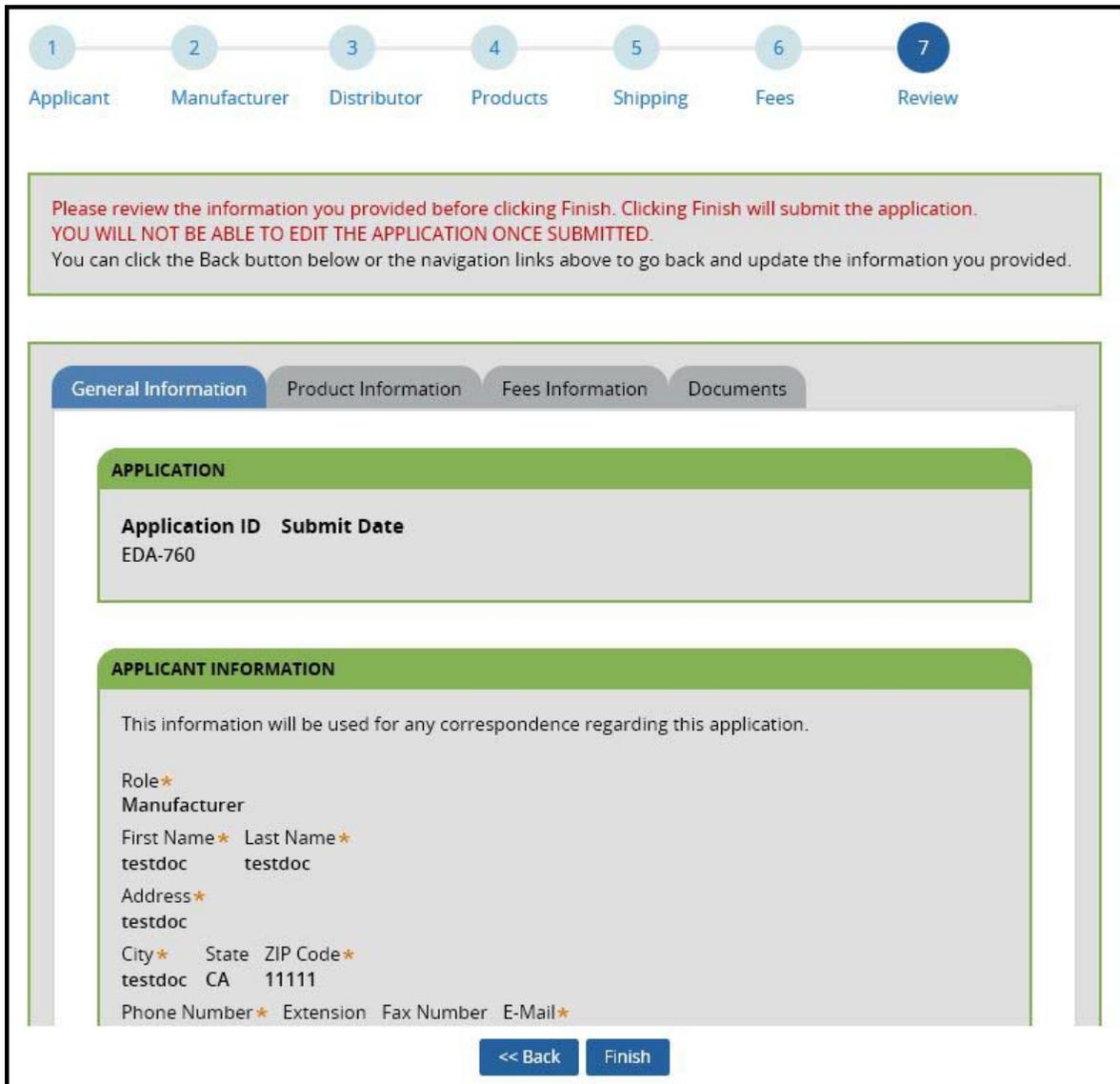
Payment Method:

Select either check or credit card to pay application fees. Electronic payments may be received faster than checks to contribute to a more streamlined application process. All payments must be received within five days of submitting an application and are non-refundable.

Review:

The last screen before submitting an application allows the user to review their entire application, to ensure all the information is included and accurate.

Click “Finish” to submit the application, and a confirmation page will be displayed for your records. Once clicking “Finish,” users will no longer be able to edit their application



The screenshot shows the 'Review' step of a 7-step application process. The steps are: 1. Applicant, 2. Manufacturer, 3. Distributor, 4. Products, 5. Shipping, 6. Fees, and 7. Review (highlighted). A warning message states: 'Please review the information you provided before clicking Finish. Clicking Finish will submit the application. YOU WILL NOT BE ABLE TO EDIT THE APPLICATION ONCE SUBMITTED. You can click the Back button below or the navigation links above to go back and update the information you provided.' The main content area has tabs for 'General Information', 'Product Information', 'Fees Information', and 'Documents'. Under 'General Information', there are two sections: 'APPLICATION' with 'Application ID' (EDA-760) and 'Submit Date', and 'APPLICANT INFORMATION' with a note that the info is for correspondence. The applicant information includes: Role (Manufacturer), First Name (testdoc), Last Name (testdoc), Address (testdoc), City (testdoc), State (CA), ZIP Code (1111), and fields for Phone Number, Extension, Fax Number, and E-Mail. At the bottom are '<< Back' and 'Finish' buttons.

1 Applicant 2 Manufacturer 3 Distributor 4 Products 5 Shipping 6 Fees 7 Review

Please review the information you provided before clicking Finish. Clicking Finish will submit the application. YOU WILL NOT BE ABLE TO EDIT THE APPLICATION ONCE SUBMITTED. You can click the Back button below or the navigation links above to go back and update the information you provided.

General Information Product Information Fees Information Documents

APPLICATION

Application ID Submit Date
EDA-760

APPLICANT INFORMATION

This information will be used for any correspondence regarding this application.

Role*
Manufacturer

First Name* Last Name*
testdoc testdoc

Address*
testdoc

City* State ZIP Code*
testdoc CA 1111

Phone Number* Extension Fax Number E-Mail*

<< Back Finish



EDA (Export Document Application) User Guide

Confirmation:

The screenshot displays a confirmation page for an EDA application. At the top, there is a header with application details: Application ID (EDA-792), Status (Open-Waiting-CC-Approval), Manufacturer # (349245), Manufacturer Name (KOSMOS), and Submit Date (3/18/14 7:40 PM). Action buttons for 'Spell check', 'Print', and 'Close' are visible on the right. A green banner contains the message: 'Export Application EDA-792 submitted successfully. You have selected the payment method of credit card. Please click the button below to continue to ePay and complete the transaction.' Below this, there is a link to 'Print this application for your records.' and an 'ePay Now' button. The main content area has tabs for 'Overview' and 'Application'. A progress bar shows 'Apply' (blue), 'Review' (black), and 'Resolved' (blue). Below the progress bar is a 'CASE DETAILS' section with the following information:

CASE DETAILS	
Case ID	Status
EDA-792	Open-Waiting-CC-Approval
Created	Last Update
5 hours ago	less than a minute ago
Created by	Last Updated By
EDWERT 1	EDWERT 1

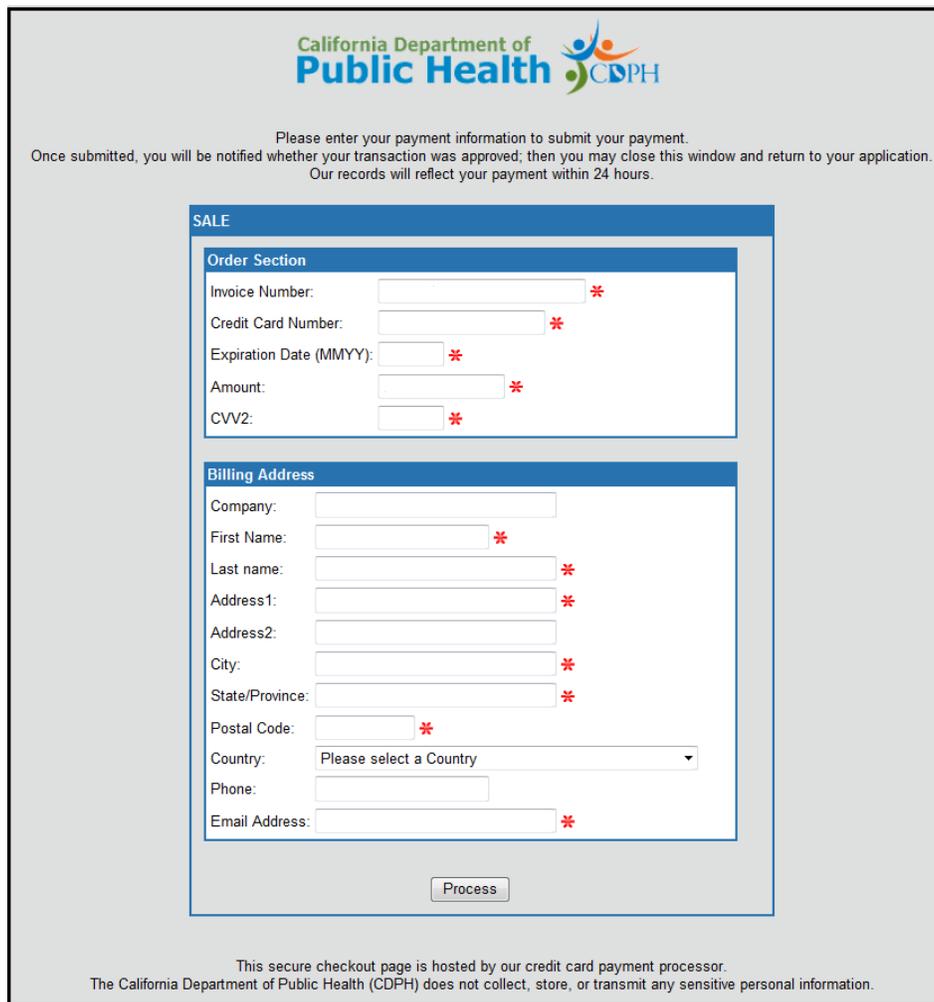
The application has now been submitted for processing. Applications will not be reviewed until payment is received. The confirmation page will look differently, depending on the type of payment you select in the “Fees” screen.

(Pro Tip: It is recommended to only have one application open at a time to avoid confusion.)

Payment:

For Credit Card Payments

An orange “ePay Now” button will appear in the green confirmation bar. Click the “ePay Now” button and a new window will open with a secure payment form to collect the credit card payment information. If this window does not open, please ensure that any pop-up blockers are disabled.



The screenshot shows a payment form titled "SALE" with two main sections: "Order Section" and "Billing Address".

Order Section:

- Invoice Number: *
- Credit Card Number: *
- Expiration Date (MMYY): *
- Amount: *
- CVV2: *

Billing Address:

- Company:
- First Name: *
- Last name: *
- Address1: *
- Address2:
- City: *
- State/Province: *
- Postal Code: *
- Country:
- Phone:
- Email Address: *

A "Process" button is located at the bottom of the form.

Below the form, a disclaimer states: "This secure checkout page is hosted by our credit card payment processor. The California Department of Public Health (CDPH) does not collect, store, or transmit any sensitive personal information."

After submitting payment information, an ePay receipt page will be displayed, notifying the user that their credit card transaction was either Approved or Denied. This window may be closed to return to the EDA application. Close the application and return to the Dashboard.

Please note: it may take up to 24 hours for the transaction status to update in EDA. If the transaction was approved, the application status will be marked “Pending-CC-



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Approved,” and the ePay button will no longer be visible the next time the application is opened from the Dashboard. If the transaction was denied and there is still a balance due on the application, the application status will be marked “Pending-CC-Denied,” and the ePay button will still show up in the confirmation page.

For Check or Money Order Payments

Please remit payment along with a copy of your EDA # Confirmation page to either of the following addresses:

Regular mail:

California Department of Public Health
Food and Drug Branch
PO Box 997435, MS 7602
Sacramento, CA 95899-7435

Overnight mail:

California Department of Public Health
Food and Drug Branch
Export Document Program
1500 Capitol Avenue, MS 7602
Sacramento, CA 95814

Once submitted, the Requestor will be able to review (but not edit) submitted applications from the Dashboard page.

If additional information or documentation is required, requestor will be notified via e-mail and the application in question will appear in the WorkList page. The appropriate actions will be available upon opening the application from the WorkList.