

eTDE Entity Registration Request

1. As the first user of your company registering in eTDE, enter your user demographic information under “eTDE User Registration Request” section.
2. To register your company as an entity in eTDE, click on the Check box “Register as the New Entity and become Entity Administrator”.
3. Enter data for your entity under the section “eTDE Entity Registration Request” and click on the Button “Request Registration”.

USDA United States Department of Agriculture

Electronic Trade Document Exchange System

eTDE > Request Registration

Please fill in required fields (*)

eTDE User Registration Request

* First Name	John	* Last Name	Smith
* Work Name	John	* Work Street Addr1	Enter Address
* Work Country	USA	Work Street Addr2	
* Work City	Enter City	Work State / Province	
* Work Phone	703-222-1234	* Work Zip / Postal Code	20151
* Primary Email	John.Smith@CompanyA.	Work Fax	
		Mobile Phone	
		Alternate Email	

Register New Entity and Become Entity Administrator
 Entity Information same as Work Information

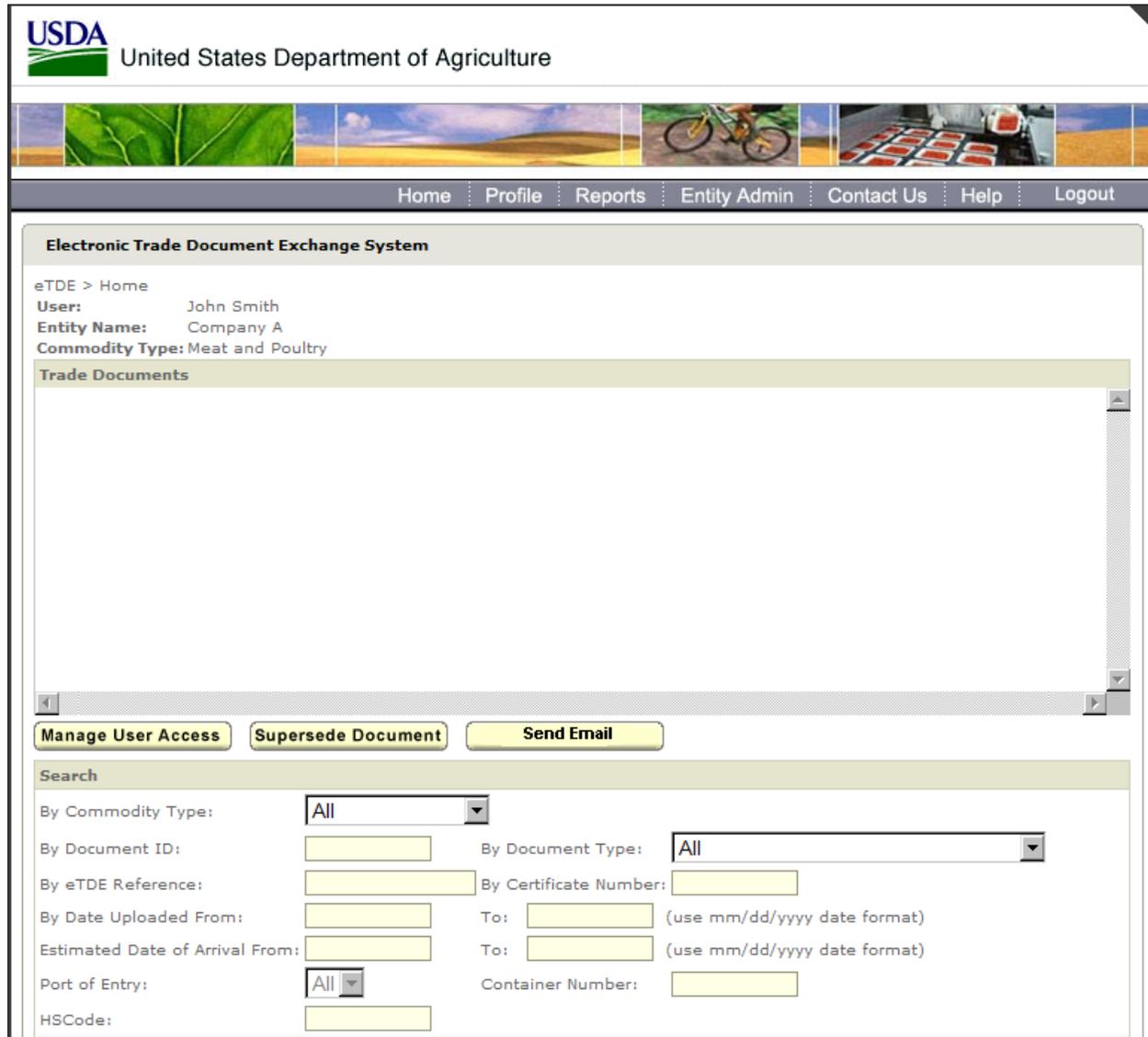
eTDE Entity Registration Request

* Entity Name	Company A	Commodity Type	Meat and Poultry
* Entity Street Addr 1	Enter Address	Entity Street Addr 2	
* Entity City	Enter City	Entity State / Province	
* Entity Phone	Enter Phone	* Entity Zip / Postal Code	20151
* Entity Country	USA	Entity Fax	
		Mobile Phone	

Comment

Request Registration **Cancel**

4. You will see a confirmation message indicating "Transaction Successful". Your request will be approved by eTDE System Administrator. You will be notified via email that the approval is complete. You will now be able to go to home page of eTDE and view the certificates uploaded to eTDE system.



The screenshot shows the USDA eTDE System Home Page. At the top left is the USDA logo and the text "United States Department of Agriculture". Below this is a horizontal banner with four images: a green leaf, a yellow field, a person on a bicycle, and a person in a white shirt. A navigation bar contains links for Home, Profile, Reports, Entity Admin, Contact Us, Help, and Logout. The main content area is titled "Electronic Trade Document Exchange System" and displays user information: "eTDE > Home", "User: John Smith", "Entity Name: Company A", and "Commodity Type: Meat and Poultry". A large, empty "Trade Documents" table is shown. Below the table are three buttons: "Manage User Access", "Supersede Document", and "Send Email". A search section follows with various filters: "By Commodity Type" (All), "By Document ID" (text input), "By Document Type" (All), "By eTDE Reference" (text input), "By Certificate Number" (text input), "By Date Uploaded From" (text input), "To" (text input with date format note), "Estimated Date of Arrival From" (text input), "To" (text input with date format note), "Port of Entry" (All), "Container Number" (text input), and "HSCode" (text input).