



### Read Applicable Notices

- CVB Notice 16-05
- CVB Notice 16-14
- CVB Notice 17-03

### Review NCAH Portal Roles

- Determine who in your firm will fill the roles (i.e. who will be entering, reviewing and/or submitting information to the CVB?)
- Review the Description of NCAH Portal Roles User Guide to see what the different roles can do in the Portal to help you determine which employees in your firm will fill each role.



### NCAH Portal Required Roles Must be Approved

- Determine if the personnel selected as Liaison/Alternate Liaison and Sampler have been approved by CVB
- If not, submit APHIS Form 2007(s) requesting authorization as Liaison, Alternate Liaison and/or Sampler. *\*This will be routed to your firm's Biologics Specialist for processing.*

### Review 2007s - Submit, if needed

- Determine if all employees that need access to the NCAH Portal have APHIS Form 2007s on file with CVB
- If not, submit APHIS Form 2007(s) to CVB per VS Memo 800.63.



### Employees must have USDA eAuthentication verified identity accounts

- Go to the USDA eAuthentication website to register for an account.
- Still need help? Go to the USDA eAuthentication website for additional materials

### Identify one email address to receive notification emails regarding NCAH Portal actions

- One portal email will be sent with a summary of the actions for that day. If there were no actions that day, no email will be sent
- It is suggested that this be a shared company email account so that more than 1 person receives the information
- If an email address has already been provided for ENSR, that is the one that will be used



### Send email to CVB

- Email CVB.PIMS@usda.gov to request that your firm be enabled to use the NCAH Portal for CVB submissions and correspondence
- Be sure to include applicable employees' full names and their eAuth usernames in the email

### Review Training/Guidance Material

- Review the User Guides and Training Videos on the CVB website to learn how to do tasks in the NCAH Portal and important information regarding recordkeeping



### Receive email notification from CVB that your firm has been enabled

### Log in to the NCAH Portal



### Complete Annual IT Security Awareness Training

- The first time you log in to the NCAH Portal you will need to complete this training and self-certify by clicking the checkbox. *\*This training will be required annually after that.*

END

