United States Department of Agriculture
Foreign Agricultural Service

Export Sales Reporting and Query System (ESRQS)

User Registration Manual

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1. Objectives

By the end of this manual, you will be able to submit user registrations to ESRQS application using the same login method currently used in the production ESRMS application – either an e-Auth or login.gov account.

- Log in to application using a login method
- Register as an Exporter primary Contact user and/or additional user

2. Role Description

The table below outlines all the roles associated with this application and their permissions.

Role	DESCRIPTION
Exporter Primary Contact User (Logged in user with Exporter Primary Contact user role)	• Can maintain Exporter information/profile • Can manage his/her user profile and the profiles of additional users that belong to the same Exporter • Can add/submit Weekly Data Entry transactions and Export vessel information • Can add FAS99 information • Can add Export Adjustments
Exporter Additional User (Logged in user with Exporter Additional user role)	• Can manage his/her user profile • Can add/submit Weekly Data Entry transactions and Export vessel information • Can add FAS99 information

	• Can add Export Adjustments
ESR Public user (Non logged in user)	• Can access ESR Query • Can access Reports

3. ESRQS Application URL

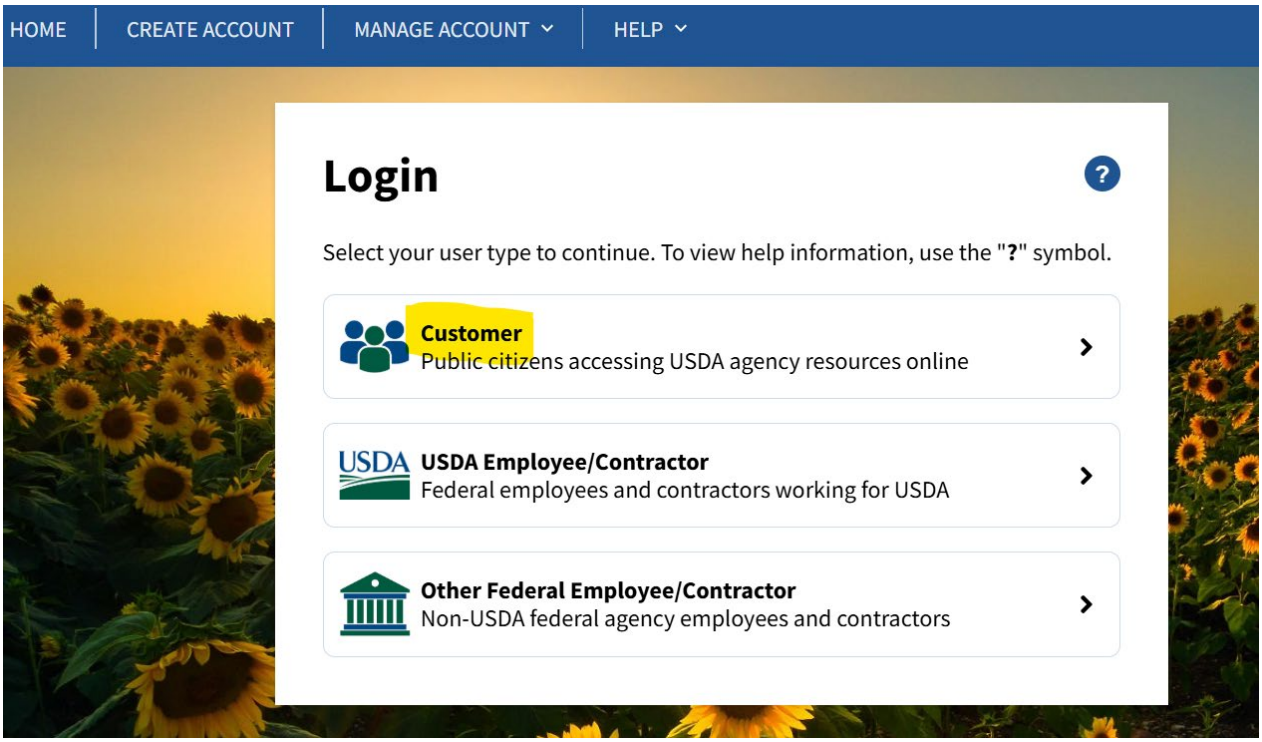
To access the ESRQS application, select the following URL address: https://stgapps.fas.usda.gov/esrqs.

4. How to Log-in

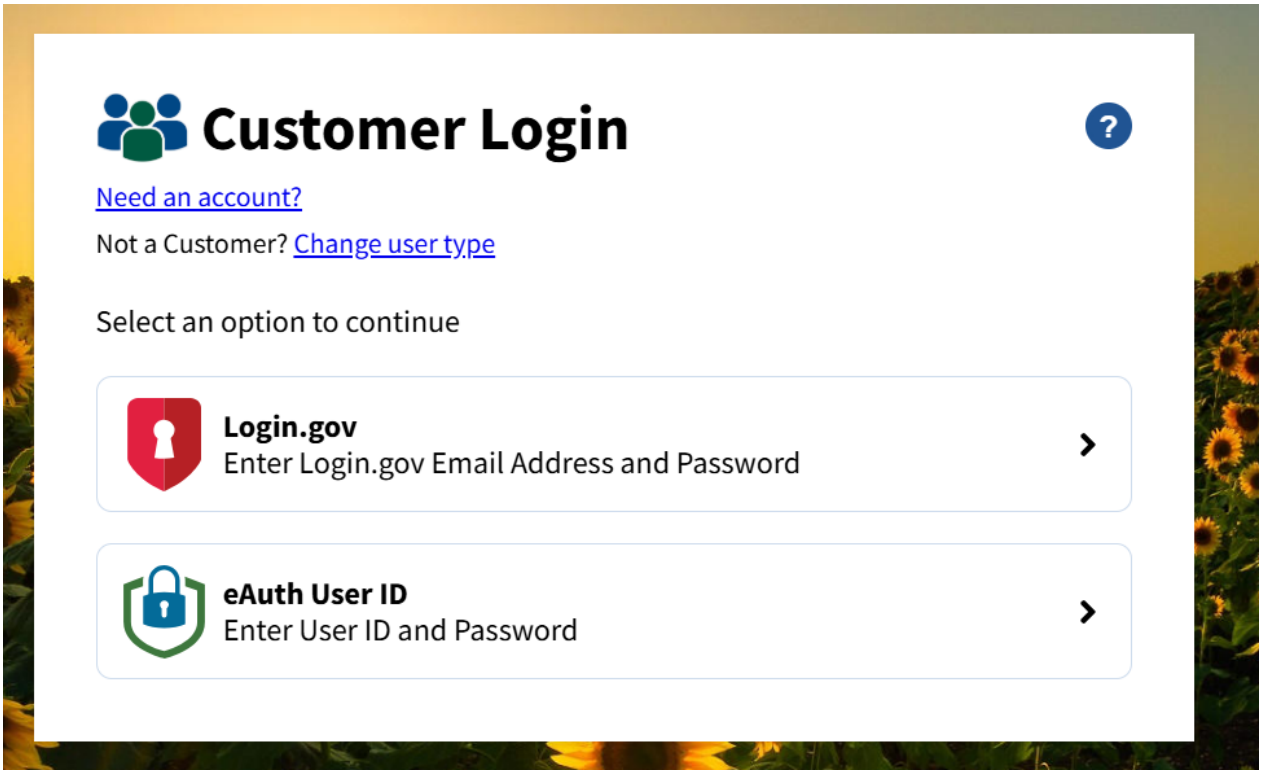
If you are already an active user in ESRQS application, access the application using the URL - https://stgapps.fas.usda.gov/esrqs.

You will be directed to the screen as shown below.

Select Login on the application homepage. The e-Authentication login page will appear as shown below. Click on ‘Customer’ in the User Type selection.

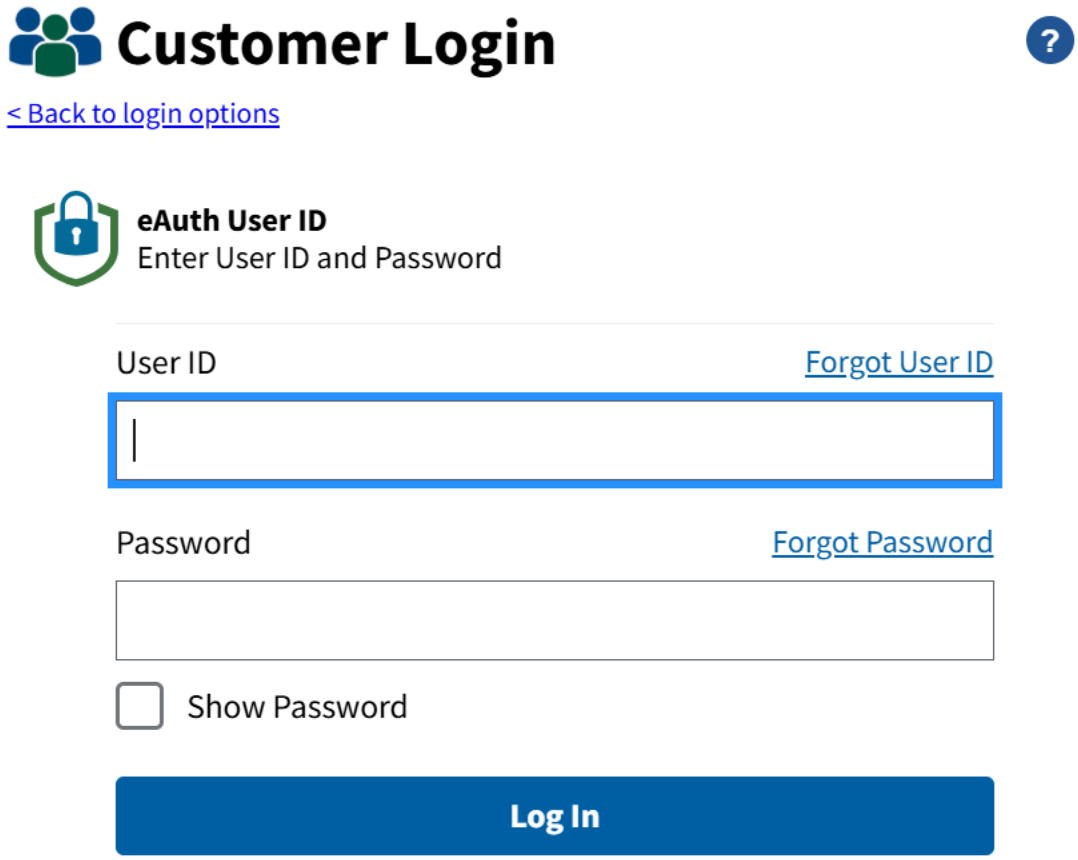


You will be directed to the screen below.



e-Auth Account Login:

If you use e-Auth ID option to login to current ESRMS application, proceed to choose 'e-Auth user ID' option in this screen. You will be directed to the screen below where you can enter your e-Auth user id and password.

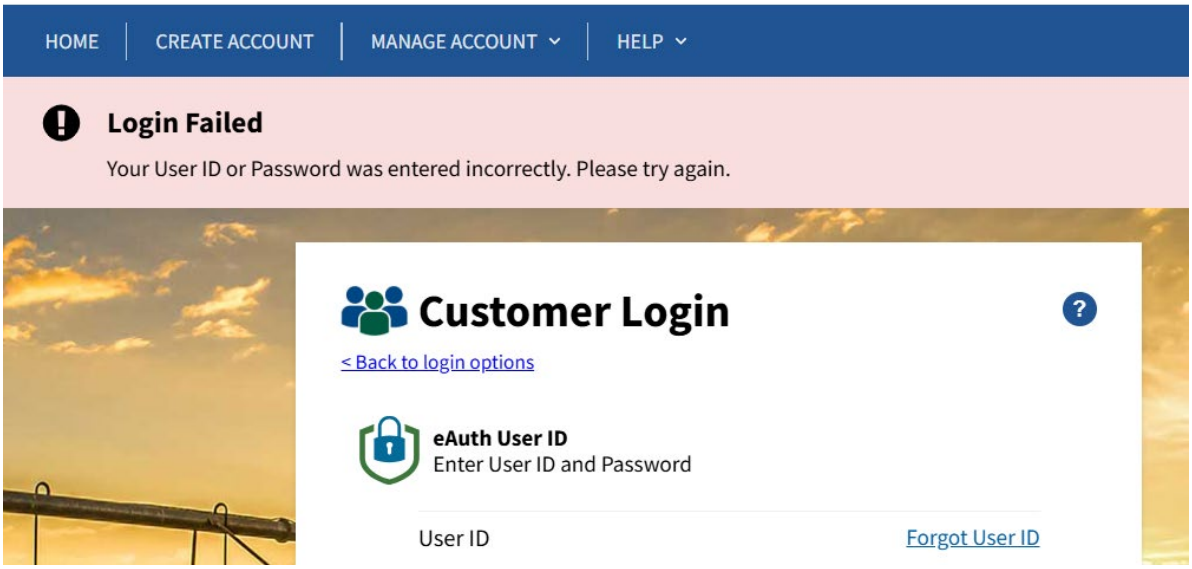


Enter your e-Auth account user id and password and click on 'Log In' button.

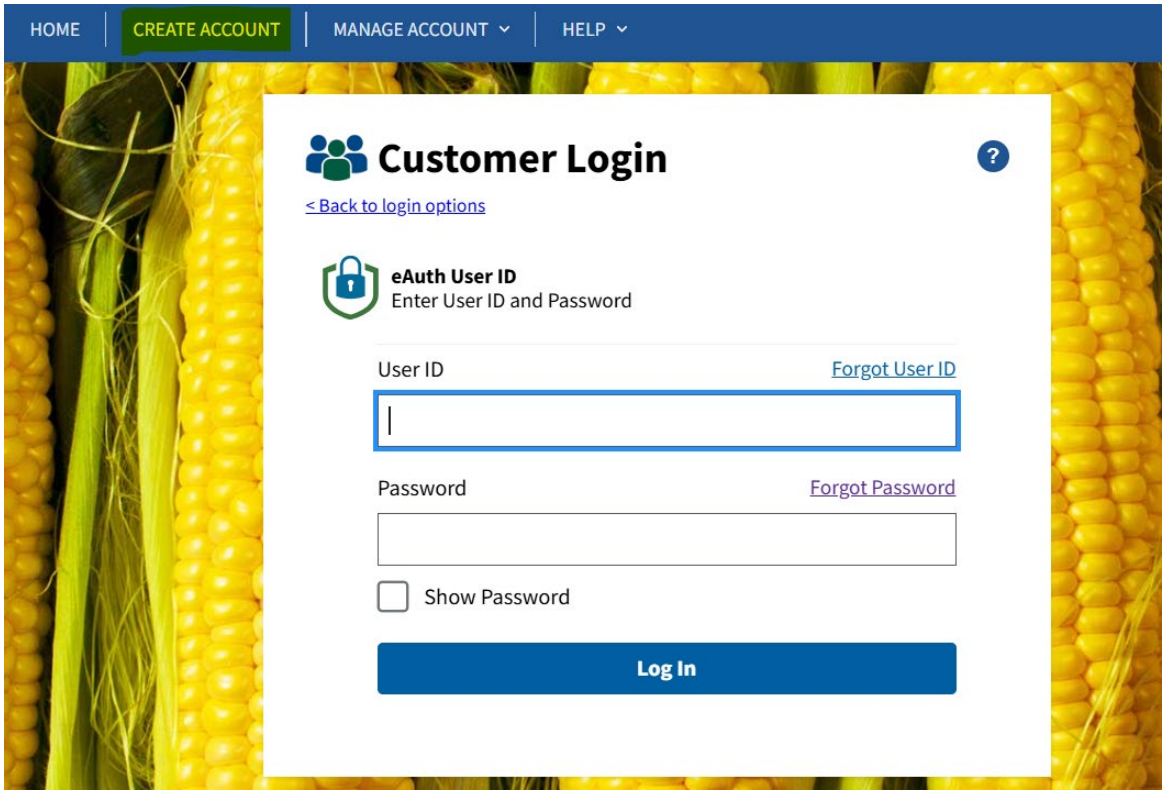
Login Issues:

You will have to 'create a new account', if:

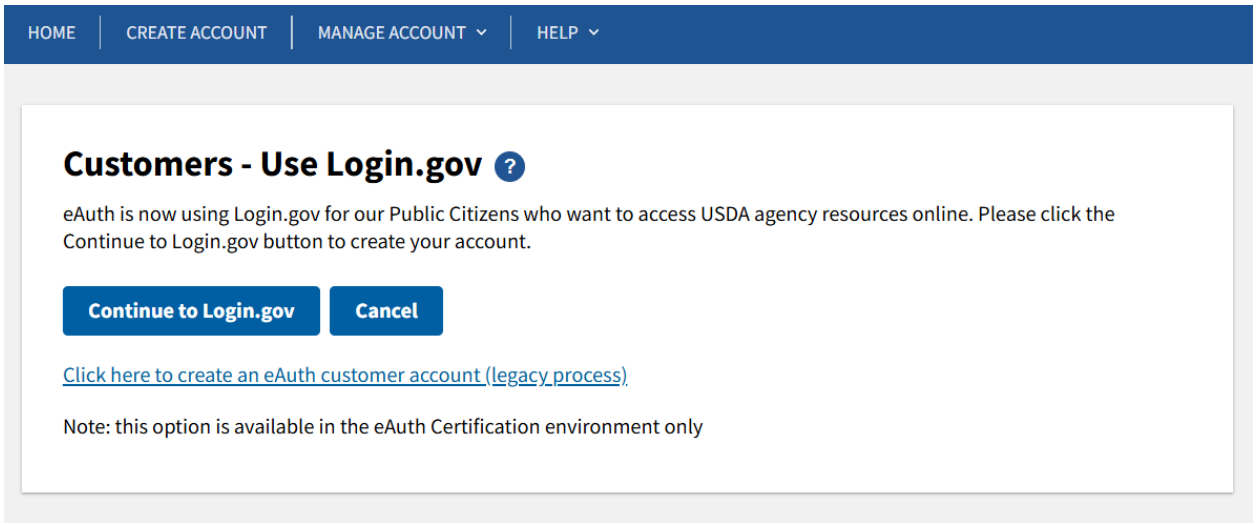
- You don't have any e-Auth account in production environment.
- You receive an error that your account doesn't exist.
- Your email address or password is incorrect as shown below. (In this case, you may want to first try resetting your password as listed here: https://www.login.gov/help/trouble-signing-in/forgot-your-password/). If you are unable to reset the password or if you get an email that your account doesn't exist, you need to create a new account.



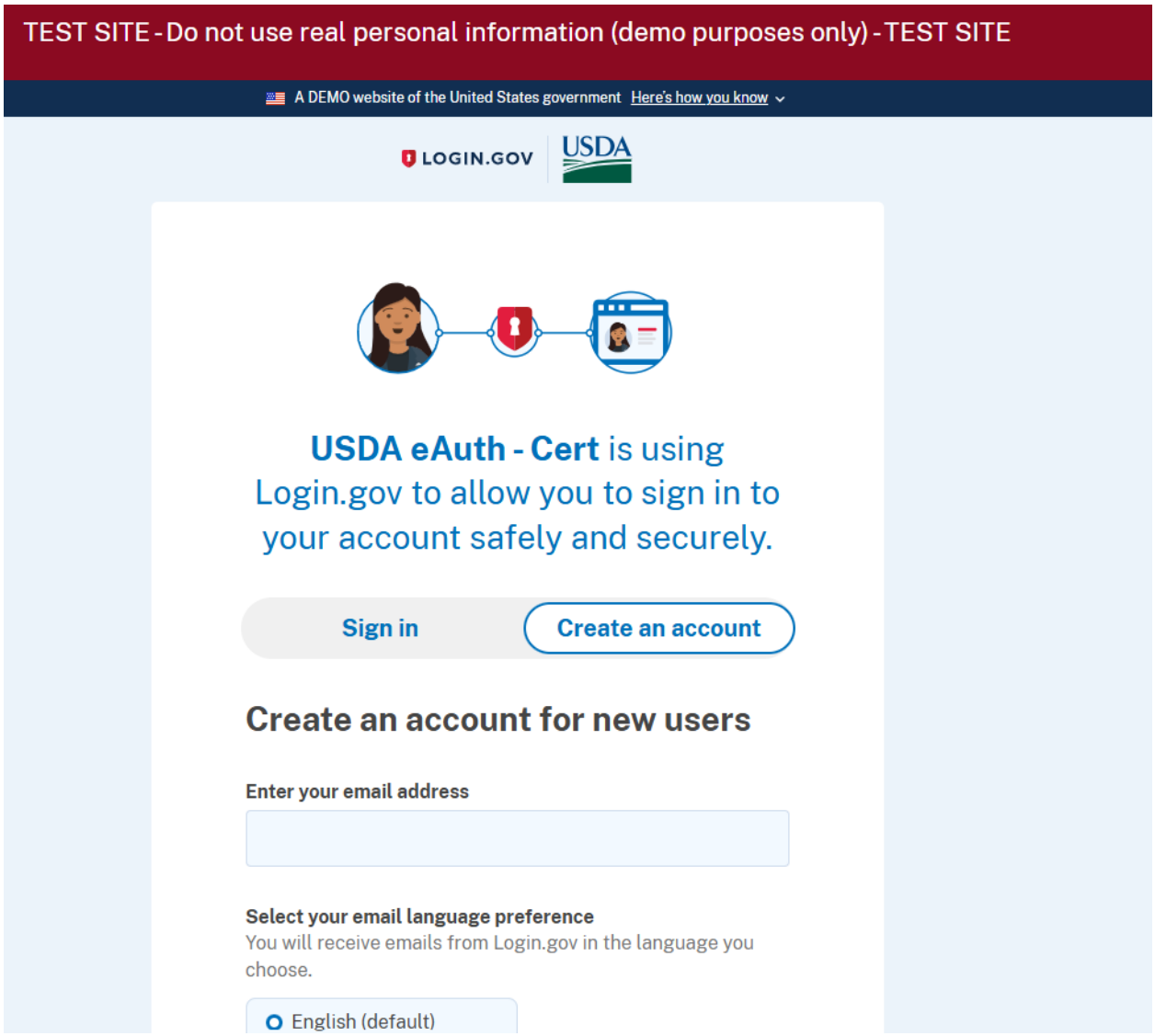
In all the above cases, please click on ‘Create an account’ to create a new account to use in training environment.



You may be directed to the screen below:



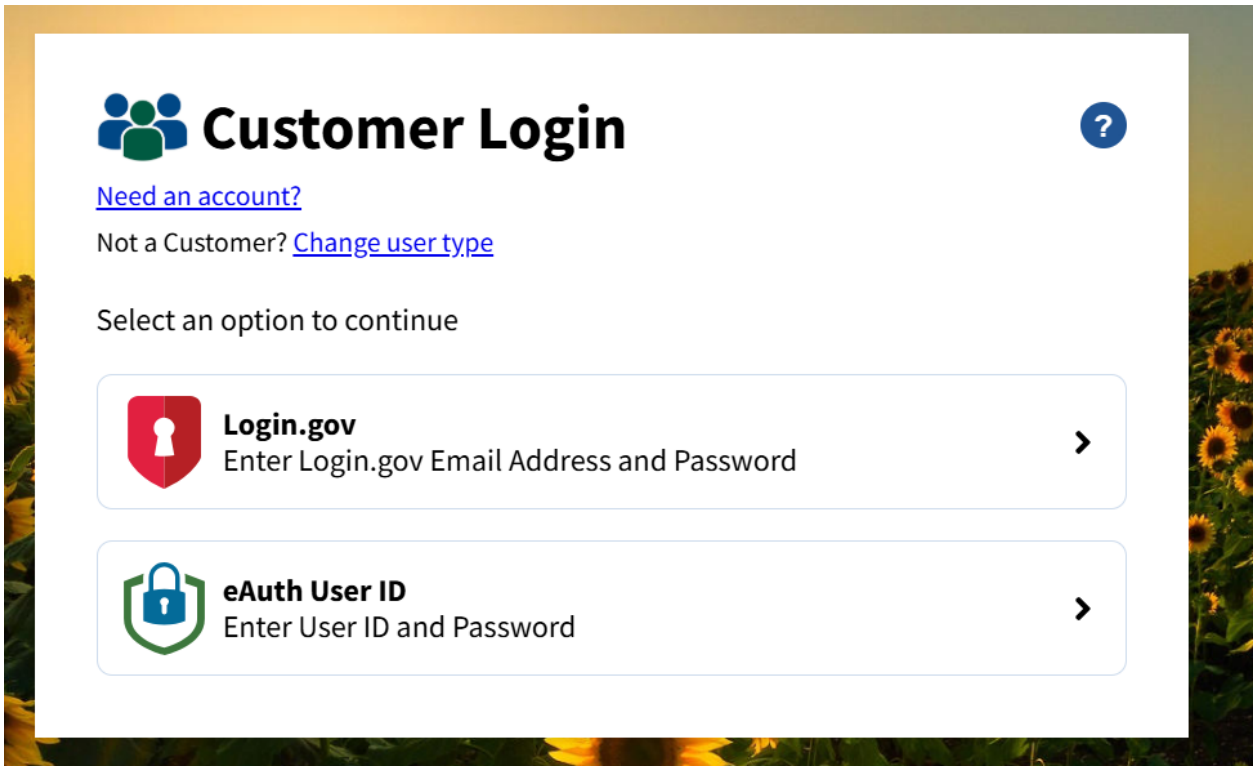
You can either continue to Login.gov or click on ‘Click here to create an eAuth customer account)’. We recommend that you create a Login.gov account.



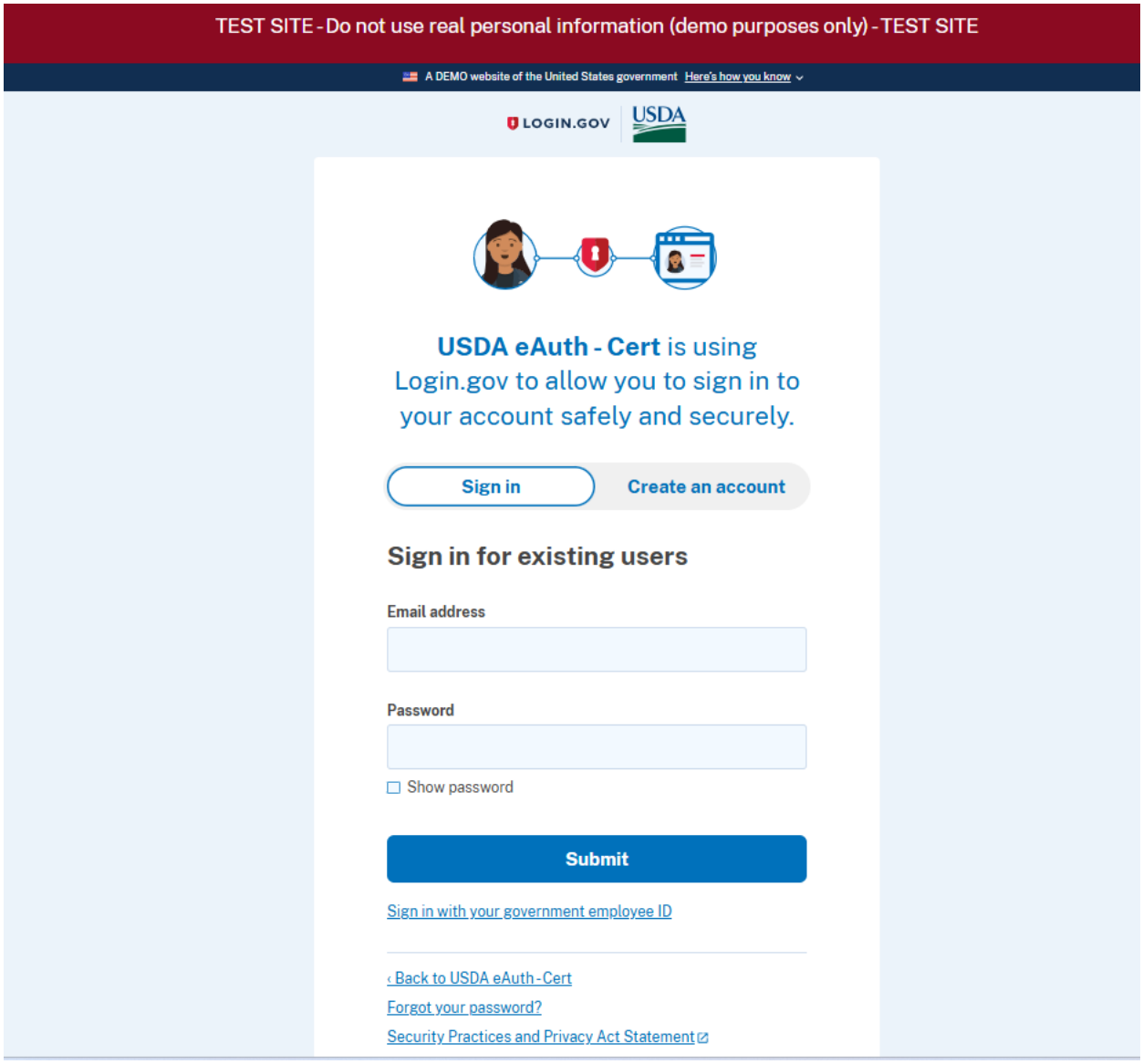
If you have any trouble in creating a new account, you may have to reach out to login.gov support at

Login.gov Account Login:

If you use Login.gov option in current ESRMS application, please proceed to choose 'Login.gov' option on the screen below.


Customer Login
Need an account?
Not a Customer? Change user type
Select an option to continue
Login.gov
Enter Login.gov Email Address and Password
eAuth User ID
Enter User ID and Password

You will be directed to the screen as shown below.



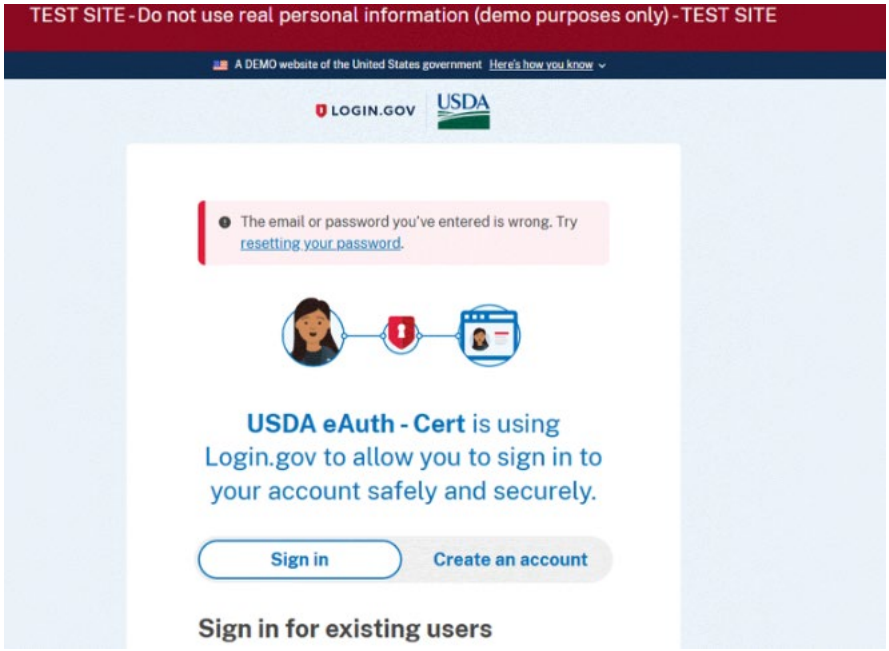
If you have an existing Login.gov account that you use for the current ESRMS application, use the same credentials to login in the Email address and password fields.

Login Issues:

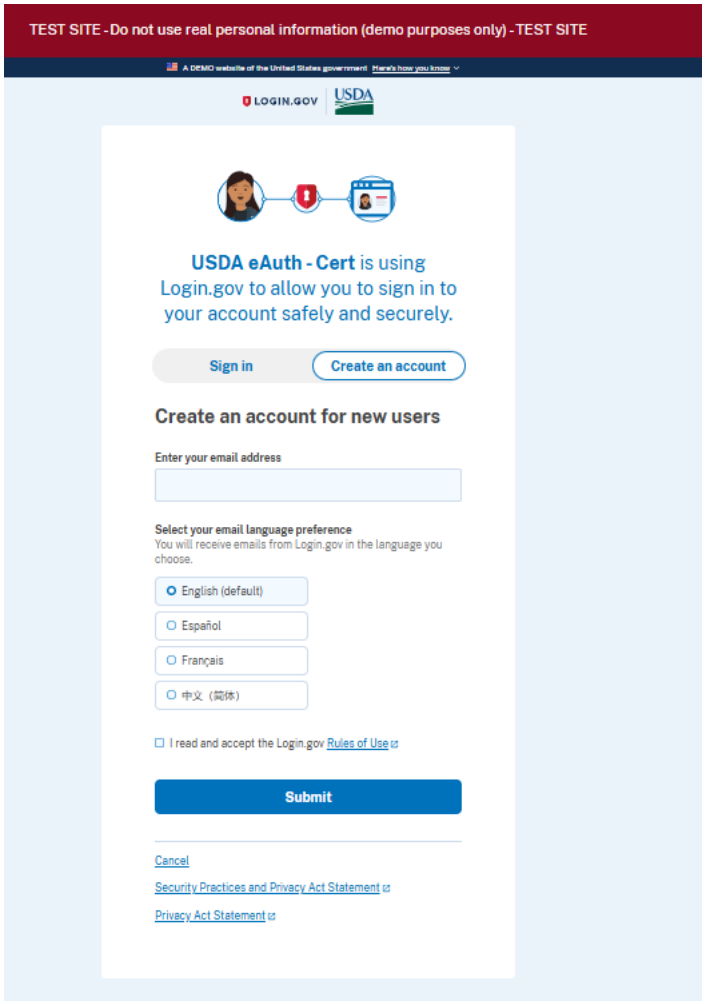
You will have to 'create a new account', if:

- You don't have any e-Auth account in production environment.
- You receive an error that your account doesn't exist.
- Your email address or password is incorrect as shown below. (In this case, you may want to first try resetting your password as listed here: https://www.login.gov/help/trouble-signing-in/forgot-your-password/). If you are

unable to reset the password or if you get an email that your account doesn't exist, you need to create a new account.



In all the above cases, please click on 'Create an account' to create a new account to use in training environment.



If you have any trouble accessing your e-Auth or Login.gov credentials, please send an email to us at esr@usda.gov.

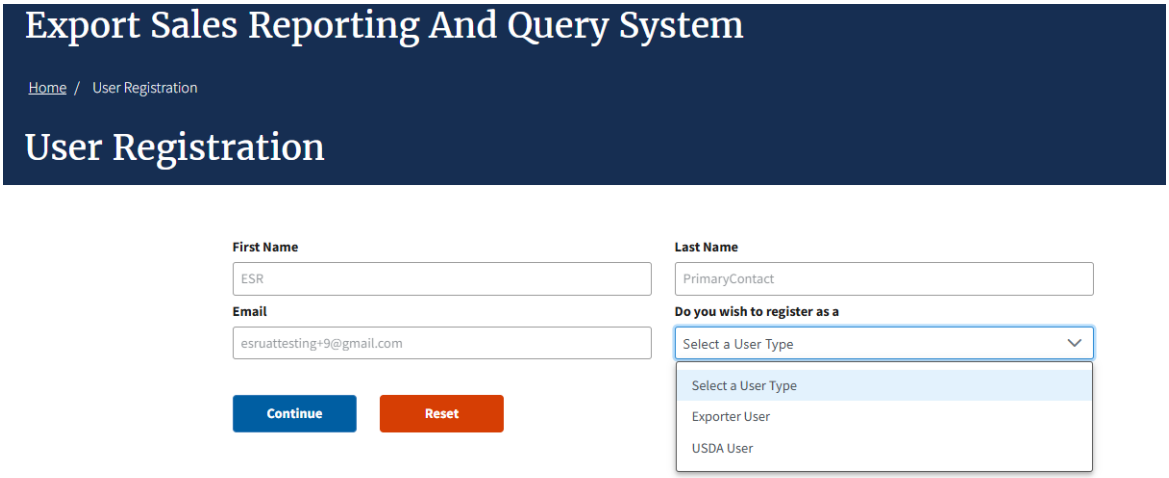
Note: Please ignore the message on the login.gov account screen about the test site. It is to inform the users that you are in the training environment and not the actual production environment.

5. How to Register as an Exporter User

If you are a new user and need to gain access to the application, please follow the below steps to gain access to the application.

1. Please make sure you have an e-Auth or login.gov account. If you do not have one already, please create an account using this link: e-Auth (eAuthentication (usda.gov)) or login.gov (login.gov account).
2. Please send an email with your details to the following email address: 'esr@usda.gov' - first name, last name, email address, e-Auth ID and Exporter name you belong to in current ESRMS application.
3. You will then receive an email with an Exporter number that you need to use during your user registration process.
4. Once you get confirmation from ESR team with your Exporter number, please proceed to register to the application using the URL.
5. Once you login to the application using your eauth credentials, you will need to register to the application by submitting the user registration form.
6. The registration process needs to be completed only one time per Exporter.
7. On completion, you will be able to access specific screens in the application based on your role.

When you log into the application for the first time, you will be automatically directed to the "User Registration" page as shown below:



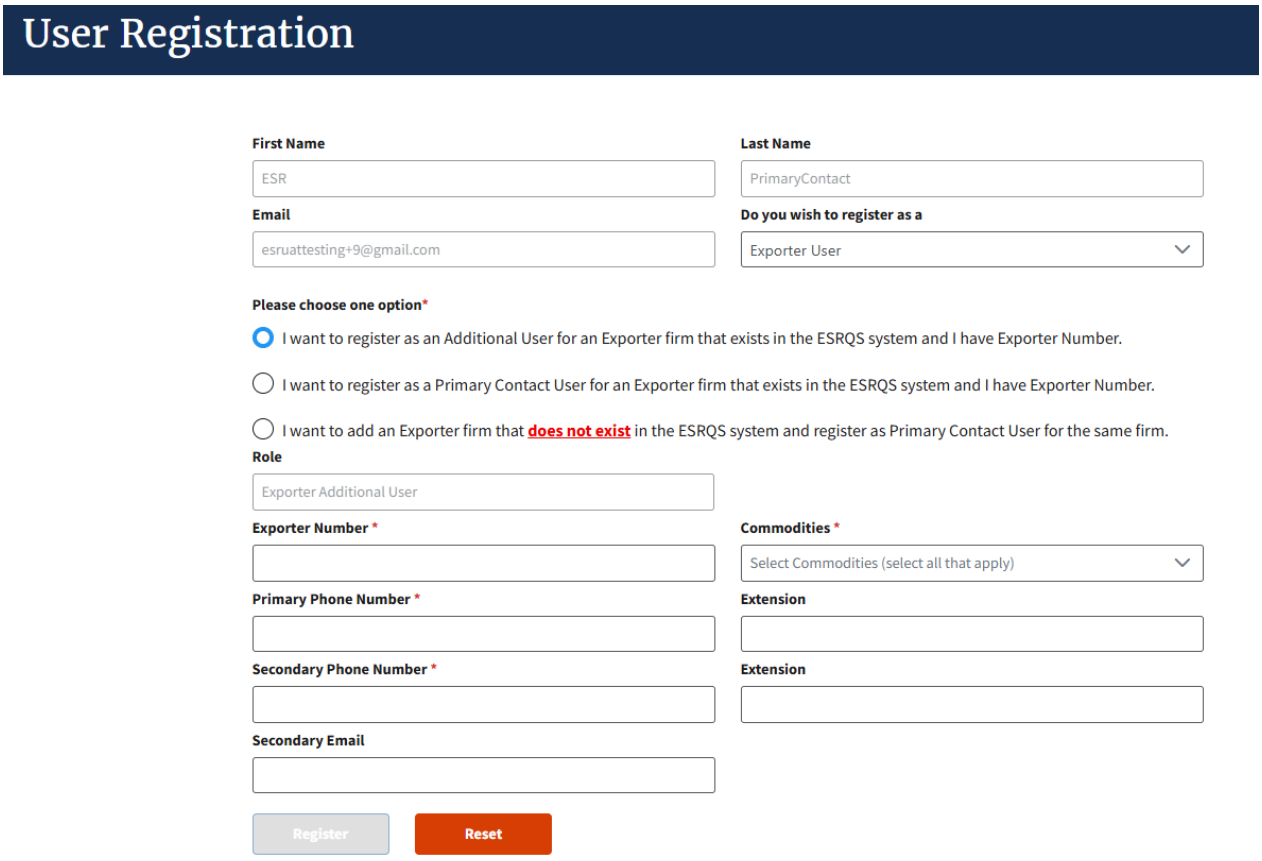
Choose 'Exporter User' option in 'Do you wish to register as a' dropdown. You will be then directed to the screen below.

3.1 Registering as an Exporter Additional User

Your First Name and Last Name will auto populate, and this information is based on your login credentials.

If you wish to register as an additional user to an existing Exporter within ESRQS application and you have already received your Exporter number, choose the following option on the Exporter registration screen: “I want to register as an Additional User for an Exporter firm that exists in the ESRQS system and I have Exporter Number. “

After doing so, additional fields will appear as shown below:



- Role – Exporter Additional User role is already populated
- Exporter Number* – Enter the number of the Exporter company you belong to
- Commodities* – select all the commodities you would like to have your company to add data entry submissions for
- Primary Phone Number* - Enter a valid phone number that ESR admin can reach you at
- Extension
- Secondary Phone Number* - Enter a valid alternate phone number that ESR admin can reach you at
- Extension
- Secondary Email Address – Enter an alternate email address that ESR admin can reach you at

All the required fields are marked with Asterisk. Please enter all the required fields and click on "**Register**" button. Once your registration is successfully submitted, a pop-up message will appear as shown below.

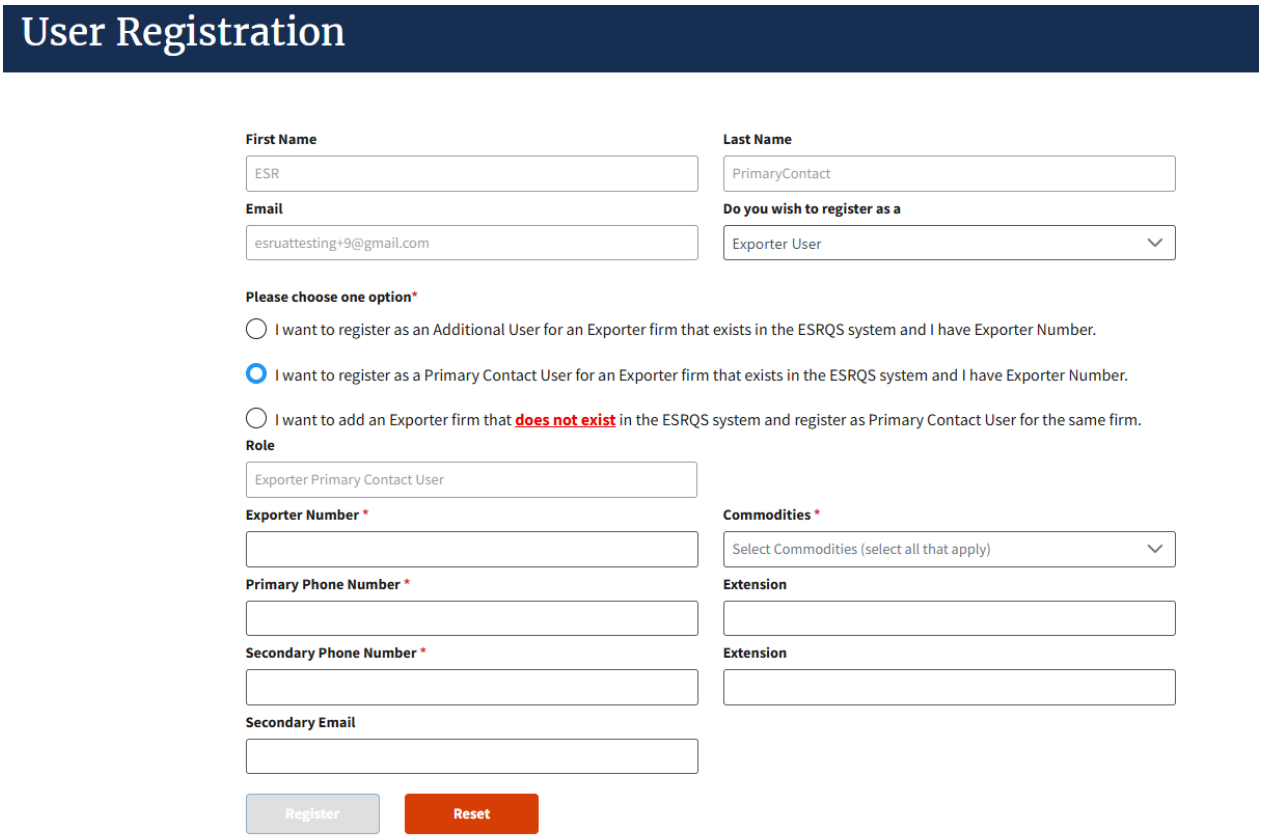
You have registered successfully to the ESRMS application. You will be notified once your account registration is approved.

You will also receive an email about your registration and again when your account has been approved and activated in the ESRQS application.

3.2 Registering as an Exporter Primary Contact User for an Existing Exporter

Your First Name and Last Name will auto populate, and this information is based on your login credentials.
If you wish to register as an primary contact user for an existing Exporter within ESRQS application and you have already received your Exporter number, choose the following option on the Exporter registration screen: “I want to register as a Primary Contact User for an Exporter firm that exists in the ESRQS system and I have Exporter Number. “

After doing so, additional fields will appear:



- Role – Exporter Primary Contact User role is already populated
- Exporter Number* – Enter the number of the Exporter company you belong to
- Commodities* – select all the commodities you would like to have for your company to add data entry submissions for
- Primary Phone Number* - Enter a valid phone number that ESR admin can reach you at
- Extension
- Secondary Phone Number* - Enter a valid alternate phone number that ESR admin can reach you at
- Extension
- Secondary Email Address – Enter an alternate email address that ESR admin can reach you at

All the required fields are marked with Asterix. Please enter all the required fields and click on "**Register**" button. Once your registration is successfully submitted, a pop-up message will appear as shown below.

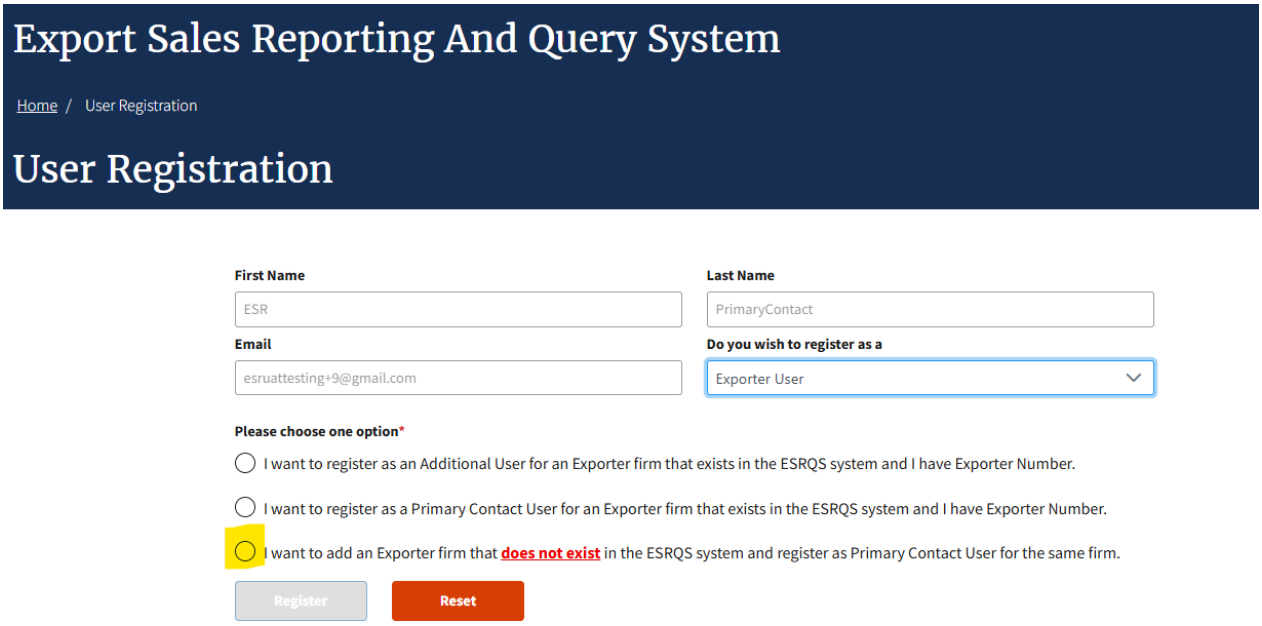
You have registered successfully to the ESRMS application. You will be notified once your account registration is approved.

You will also receive an email about your registration and again when your account has been approved and activated in the ESRQS application.

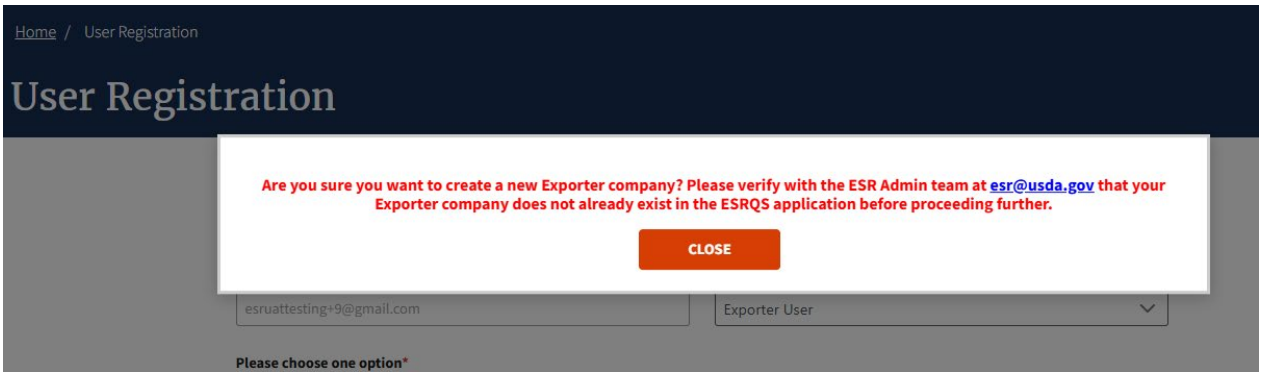
3.3 Registering as an Exporter Primary Contact User for a New Exporter

Your First Name and Last Name will auto populate, and this information is based on your login credentials.

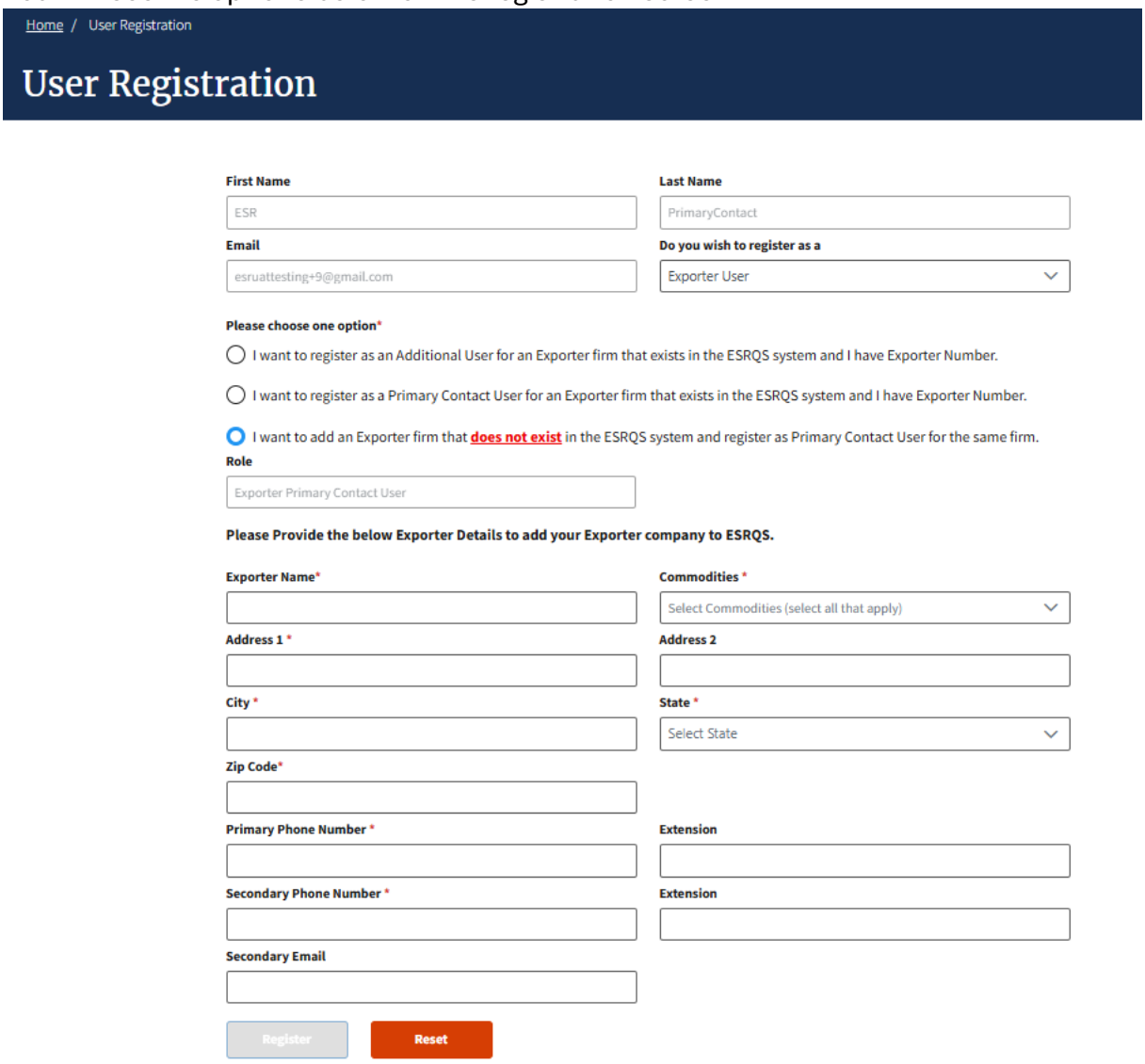
If you wish to register as a primary contact user to a new Exporter, i.e., if you would like to register a new Exporter company into ESRQS application and also register you as the primary contact user for this new Exporter company, choose the following option on the Exporter registration screen: "I want to add an Exporter firm that **does not exist** in the ESRQS system and register as Primary Contact User for the same firm. "



After doing so, you will see popup on the screen as shown below to indicate you are about to add a new company to the ESRQS application. Click on 'close' button to proceed with the new Exporter company registration.



You will see the options below on the registration screen:



- Role – 'Exporter Primary Contact User' role is already populated
- Exporter Name* – Enter the name of the Exporter company you wish to register

- Commodities* – select all the commodities you would like to have for your company to add data entry submissions for
- Address1* - Enter the address of your company
- Address 2 - Enter the address of your company
- City* - Enter the city of your company
- State* - select the state of your company
- Zip Code* - Enter the zip code of your company
- Primary Phone Number* - Enter a valid phone number that ESR admin can reach you at
- Extension
- Secondary Phone Number* - Enter a valid alternate phone number that ESR admin can reach you at
- Extension
- Secondary Email Address – Enter an alternate email address that ESR admin can reach you at

All the required fields are marked with an Asterix. Please enter all the required fields and click on "**Register**" button. Once your registration is successfully submitted, a pop-up message will appear as shown below.

You have registered successfully to the ESRMS application. You will be notified once your account registration is approved.

You will also receive an email about your registration and again when your account has been approved and activated in the ESRQS application.

6. Access ESRQS Application

Once your registration is complete and approved, you will receive an email to your email address provided in the registration. You can then access the application by clicking on login on ESRQS Home page.

Provide your e-Auth details as shown in ‘section 2 How to Log-in’ and enter the application. You will be then directed to Exporter selection screen.