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 Package Status & Copy of Record 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:

- O Be able to upload Cover Letters, Annual Summaries, and FPAS Documents
- O Validate your submission to ensure all required data is included
- **O** Electronically sign and submit directly to EPA
- \bigcirc 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

Submissions and Tools			Collapse		
Registration Actions		Submit Foreign Purchaser Acknowledgement Statements			
Registration Review		Paperwork Reduction Act Notice	Submit Foreign Purchaser Acknowledgement Statements (FPAS) and Annual Summaries		
Reregistration Foreign Purchaser Acknowledgemen Statements Pre-Submission Tools	► nt ►	This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2070-0027). Responses to this collection of information are mandatory for certain persons, as specified at 40 CFR 168.75. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1.62 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.	Create Submission		
		EPA Form 9600-026			
Create Passphrase Page – Passphrase and Optional Hint					
Please create a passphrase that is at least 8 characters in length contain special characters (for example, +,?, and *). Passphrases	and does no are also cas	t exceed 20 characters. To protect your account, your passphrase should contain a combination of letters and numbers. The e sensitive. You can associate the same passphrase with multiple submissions.	e passphrase you create may include spaces but should not		
Your passphrase will be used as an encryption key to protect the authorized agent(s).	contents of y	our data. Your data cannot be accessed without this passphrase. As a Builder Pilot Registrant, you are responsible for reme	imbering your passphrase and distributing it to only		
You may also create an optional 'Passphrase Hint' that will be ass	ociated with	this submission. When trying to access this submission in the future, this 'Passphrase Hint' may aid in remembering the pas	ssphrase. Please do not enter the actual passphrase as the		

rou can click "Cancel" to return to Home page. ew Passphrase onfirm Passphrase	Create Passphrase Hint (Optional)
	Cancel Next Create Passphrase Hint ×
	Create a passphrase hint to be associated with this submission. The passphrase hint should be a short reminder that will help you to remember the passphrase. Please do not use the actual submission passphrase as the passphrase hint.
	ie 56 hr Passphrase Mint 67
	Confirm Passphrase Hint
	Once you click 'Save' this hint will be accessible via the 'Enter Passphrase' screen for this submission. Save Cancel Create Passphrase Hint (Optional)

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 Info	ormation			
*Package Name	Package 1	Upload Cover Letter	Uploaded: Cover Letter 1.pdf	
Description				
		*Does the Cover Letter File Contain CBI?	No	~

FPAS Submission Screen – Add FPAS Section

cknowledger	nent Sta	ements		
		Save		
Search:		*FPAS Type	Please Select	~
Product Name 10	Action(s)	*Product Name		
Product Name	Edit / Delete	*Select File for Upload		
t Product Name	Edit / Delete		Ct Drop a file to attach, or browse.	
Previous 1	Next	*Does the selected file contain	CBI? Select a CBI Designation	~
1	Search: Product Name () Product Name Product Name Previous 1	Acknowledgement Stat Search: Search: Product Name * Action(s) Product Name Edit / Delete NT Product Name Edit / Delete Nt Previous 1 Next	Search: Save Cancel 1 Product Name 4 Action(s) - FPAS Type Product Name Edit / Delete - Product Name Product Name Edit / Delete - Select File for Upload Previous 1 Next - Does the selected file contain	Search: Save Cancel 1 Product Name Action(s) •FPAS Type •Please Select 1 Product Name Edit / Delete •Product Name • Product Name Edit / Delete •Select File for Upload •Drop a file to attach, or browse. Previous 1 Next •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						

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 Car

eSignature Widget

2. Verification Question: What is your favorite song? Answer:	3. Sign File
••••	
Show Answer	
Correct Answer	
	2. Verification Question: What is your favorite song? Answer: •••• Show Answer Correct Answer

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.								
Packag	je ID	L1 Package	Name 👔	Modification Da	ate <u>↓</u> ≣		Status	11
000	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: Sub	Submission Type: Submission Status:							
ALL V Show 20 v entries Search:								
Package ID	Type î.∳	Package Name	Application(s)	Modification Date	Submission Da	ate î≑	Status î l	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	Showing 1 to 1 of 1 entries Previous 1 Next							