MN HPAI EMRS 2.0 Login and Maneuvering Procedures

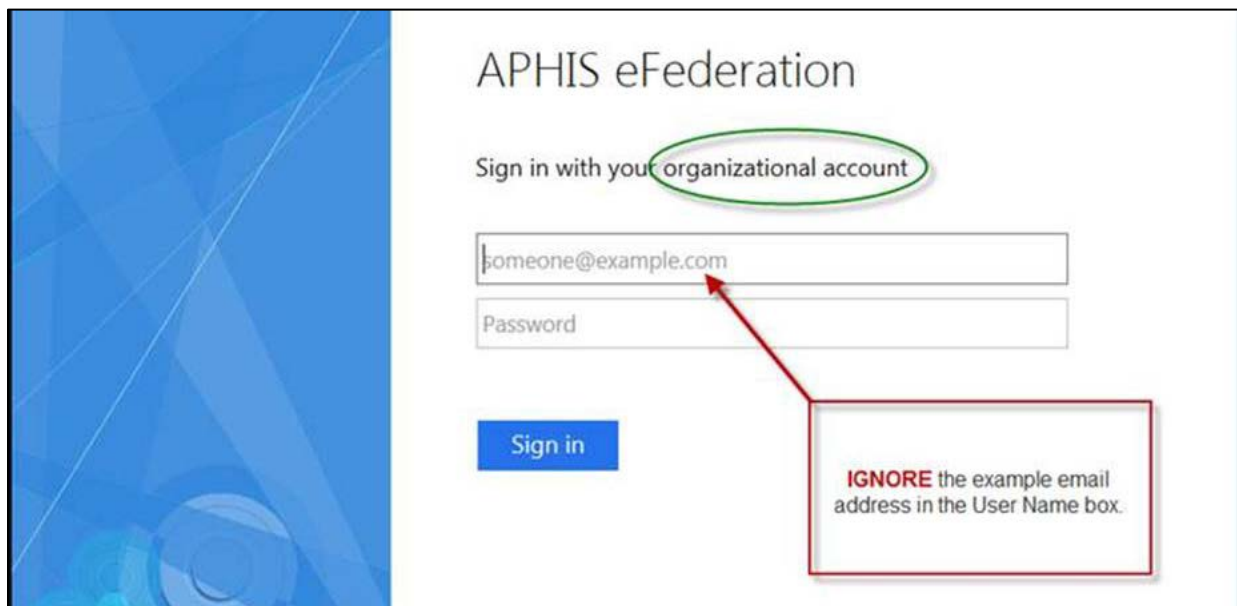*Production site:* *https://emrs2.aphis.usda.gov*
Training site: https://emrs2t.aphis.usda.gov

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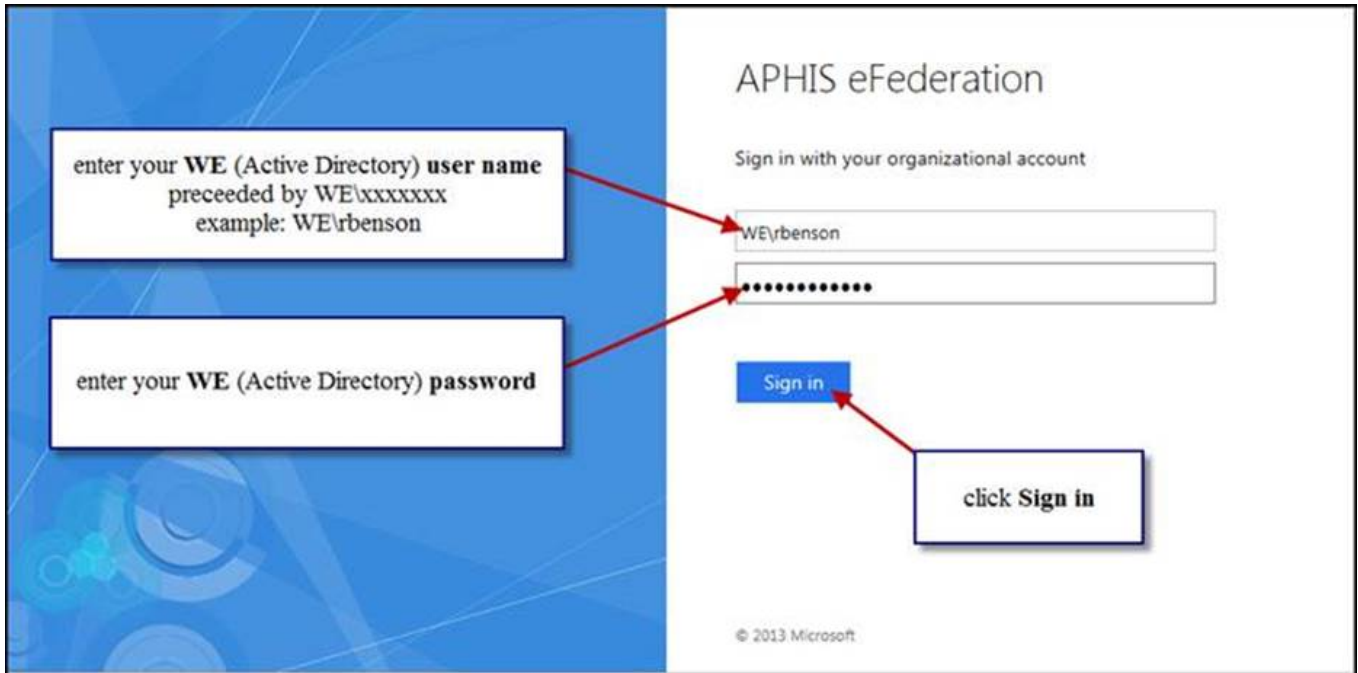
The EMRS 2.0 login screen:

1. If you see the screen below, select **APHIS eFederation Certification** (you may or may not see this screen first).
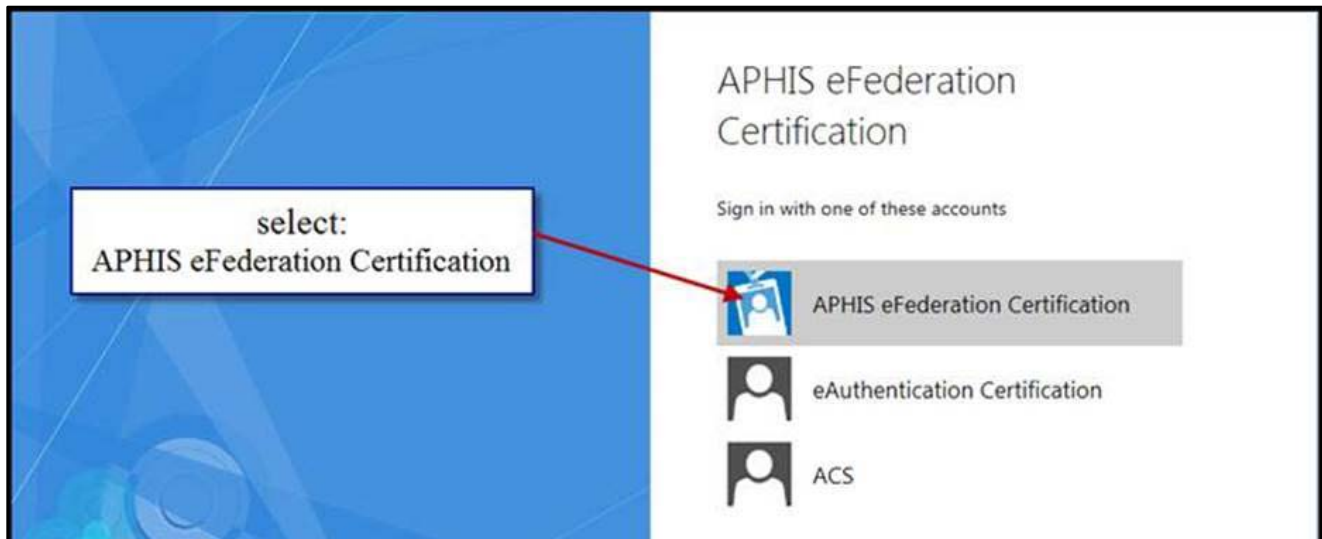
2. Enter your **WE User Name** preceded by "WE\" (Example: **WE\rbenson).** This is **not your eAuthentication** user name and password **nor your eMail address**.

3. Enter your EMRS Password and then click **Sign In**.

4. The below is what you will see once you log in. Click on "Disease Management" option on left margin (see arrow).
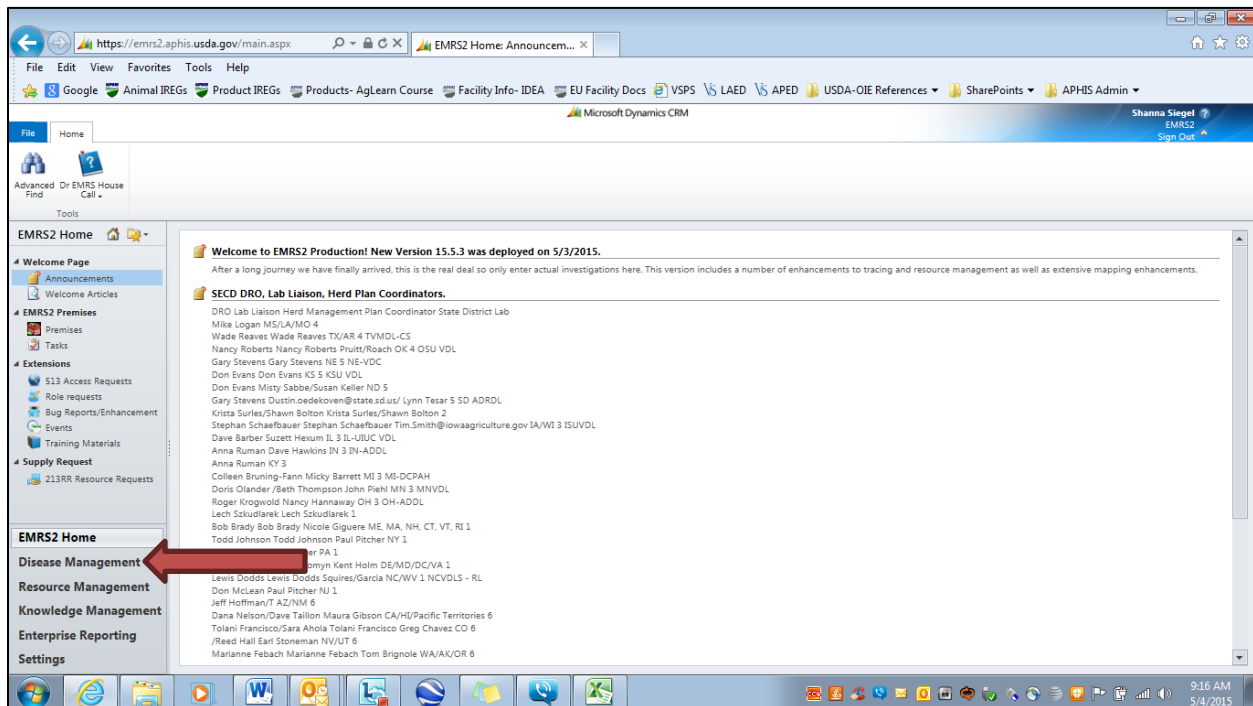
5. You will now see a **Disease Management** heading in the left column (see gold star below). Scroll down on this portion of page until you see the **Investigations** heading. Click on **Premises Status** (see arrow below). <u>Please note</u>: In this column (scroll down from **Premises Status**) you will find **Appraisals**, **Euthanasia and Disposal**, and **Cleaning and Disinfection** headings. This guidance document does not walk you through accessing those sections of EMRS, but it is a similar procedure from the below.

6. Change the **Active Premises Status** to **MN HPAI Positive Premises** OR **MN HPAI Positives**. If you do not see one of these views, you will need to request access.

7. If you click on **Status Referral ID** (see arrow below) it will alphabetize the list of premises. Please not there are multiple pages of premises. See the red circle below for where to click to see additional pages of results.
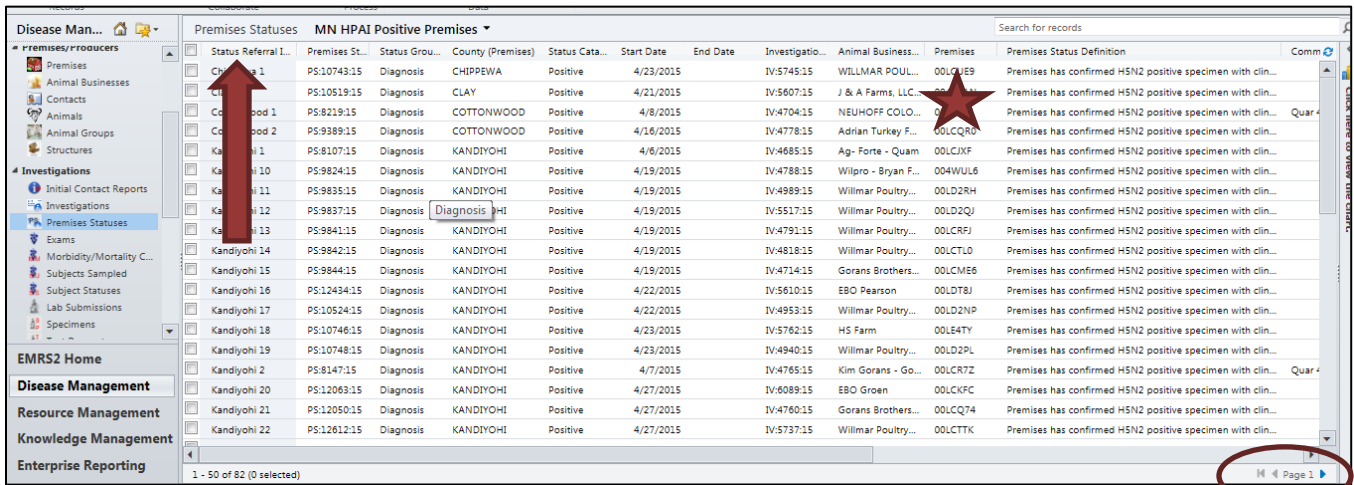

8. Find the premises you are interested in on the list and click on the **Premises** (see star <u>above</u>).

9. After you click on the **Premises** as described above, a new window will open up. Click on the **Premises Statuses** option on the left side on the page (see circle below).
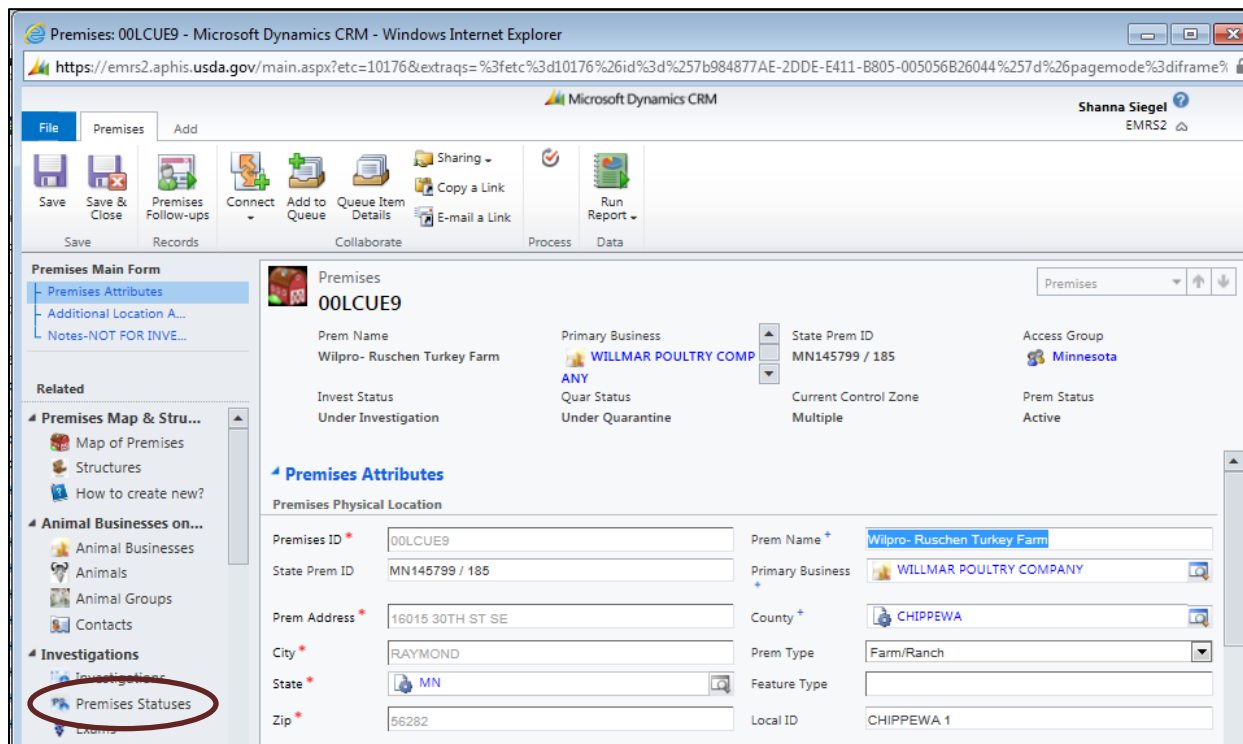
10. Locate the **Status Group** and **Premises Status Definition** associated with the document you are looking for. Shown here is a screen shot for accessing a **Stage 1- Pending Flock Plan** (see rectangle below). To access the uploaded files within a given **Premises Status Definition**, click on the **Premises Status Name** (has the letters "PS" followed by a series of numbers) associated with the **Premises Status Definition** you are interested in (see arrow below).
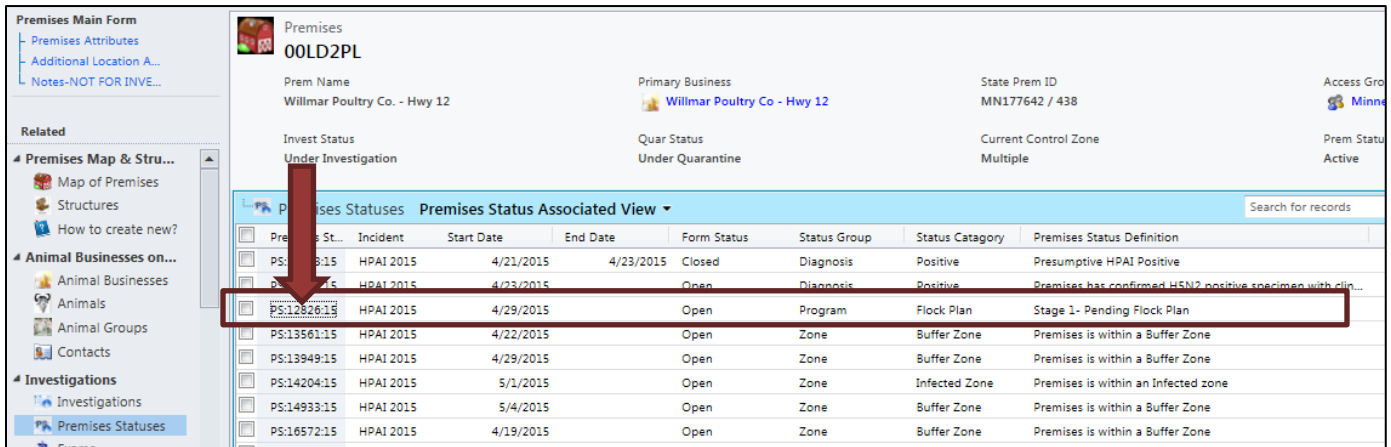
11. Once page opens, scroll down until you see the **Notes** section (see circle below). Click on the arrow next to the word "Notes" to open this section. Scroll down to see the uploaded documents. <u>Please note:</u> There is a scroll bar in the notes section which you will need to use to see all documents. If you scroll with the outermost scroll bar, you will not see all uploaded documents.
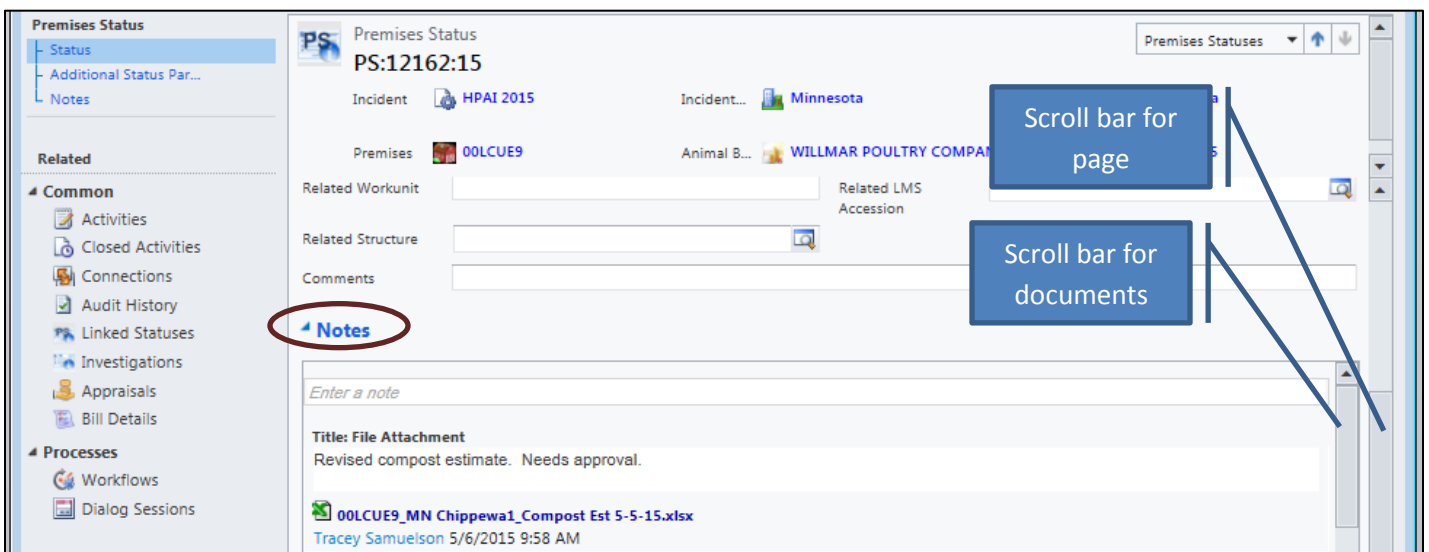
12. Click on the document you want to open/ print and click "open" at the bottom of your computer screen to view.