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# NCAH Portal User Guides

Last Modified:

These user guides are designed to be used individually or together to show you how to use the NCAH Portal for different tasks related to CVB submissions. Answers to some common questions are addressed in the additional information found in these guides. Each guide can be printed individually.

| <b>Title</b>                                                                                                            | <b>Related APHIS Form</b> | <b>Doc ID</b> | <b>Publication Date</b> |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------|-------------------------|
| <a href="#">Logging In and IT Security Awareness Training</a> (874.36 KB)                                               | NA                        | 1             | 3/20/2024               |
| <a href="#">Description of Portal Roles and Privileges</a> (1.04 MB)                                                    | NA                        | 2             | 12/29/2020              |
| <a href="#">Submission History (CVB) and Account Details (previously titled "How to use Account Details")</a> (3.63 MB) | NA                        | 3             | 2/8/2021                |
| <a href="#">Qualifications of Veterinary Biologics Personnel</a> (632.84 KB)                                            | 2007                      | 4             | 3/31/2025               |
| <a href="#">General Guide for Submission of Veterinary Biologics Production and Test Report</a> (836.08 KB)             | 2008                      | 5             | 1/7/2025                |

| <b>Title</b>                                                                                                                          | <b>Related APHIS Form</b> | <b>Doc ID</b> | <b>Publication Date</b> |
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| <a href="#">EXAMPLE of the NCAH Portal generated Veterinary Biologics Production and Test Report after CVB processing</a> (132.87 KB) | 2008                      | NA            | NA                      |
| <a href="#">Submitting Routine Biologics Samples</a> (2.31 MB)                                                                        | 2020                      | 6             | 10/21/2020              |
| <a href="#">Submitting Special Request Biologics Samples</a> (1.65 MB)                                                                | 2020                      | 7             | 10/21/2020              |
| <a href="#">How to Generate Packing Slips for Biologics Samples</a> (815.57 KB)                                                       | 2020                      | 8             | 1/4/2017                |
| <a href="#">General Guide for E-Submission of General Correspondence to CVB-Inspection and Compliance</a> (2.58 MB)                   | 2048                      | 9             | 1/17/2020               |
| <a href="#">General Guide for E-Submissions to CVB-Policy, Evaluation and Licensing</a> (1.58 MB)                                     | 2049                      | 10            | 10/09/2024              |
| <a href="#">Submitting Labels to CVB-Policy, Evaluation and Licensing</a> (575.18 KB)                                                 | 2049                      | 11            | 3/22/2024               |
| <a href="#">Working with Digital Signatures</a> (1.37 MB)                                                                             | NA                        | 12            | 10/25/2017              |
| <a href="#">Using the CVB Template for a Label Mounting Sheet</a> (5.57 MB)                                                           | 2049                      | 13            | 6/2/2020                |
| <a href="#">Word Label Template</a> (44.74 KB)                                                                                        | 2049                      | A             | 6/2/2020                |
| <a href="#">PDF Label Template</a> (177.93 KB)                                                                                        | 2049                      | C             | 6/2/2020                |
| <a href="#">Definition of a Policy, Evaluation and Licensing (PEL) Submission</a> (1.33 MB)                                           | 2049                      | 14            | 8/8/2016                |
| <a href="#">Formatting Documents for Policy, Evaluation and Licensing (PEL) Submissions</a> (1.06 MB)                                 | 2049                      | 15            | 6/18/2020               |

| <b>Title</b>                                                                                                                                 | <b>Related APHIS Form</b> | <b>Doc ID</b> | <b>Publication Date</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------|-------------------------|
| <a href="#">CVB Data Guide (how to submit data to PEL) *applies to non-Portal users too</a> (1.64 MB)                                        | NA                        | 16            | 5/20/2019               |
| <a href="#">Creating and Revising Electronic Outlines</a> (495.34 KB)                                                                        | 2049                      | 18            | 3/31/2025               |
| <a href="#">Versioning Electronic Outlines</a> (293.77 KB)                                                                                   | 2049                      | 19            | 4/16/2018               |
| <a href="#">Submitting Outlines to Policy, Evaluation and Licensing (PEL)</a> (309.18 KB)                                                    | 2049                      | 20            | 1/7/2025                |
| <a href="#">Outline Templates</a> (769.11 KB)                                                                                                | 2049                      | B             | 6/18/2020               |
| <a href="#">Requesting Confirmatory Testing of Product Serials (Prelicense, Outline Change, or Technology Transfer)</a>                      | 2008/2049/2072            | 21            | 8/9/2017                |
| <a href="#">Biologics Export Certification - APHIS Form 2017</a> (1.14 MB)                                                                   | 2017                      | 22            | 12/27/2019              |
| <a href="#">Biologics Export Certification - APHIS Form 2046 and 2046-S</a> (1.42 MB)                                                        | 2046/2046-S               | 23            | 3/15/2018               |
| <a href="#">Biologics Export Certification - APHIS Form 2047 and 2047-S</a> (1.36 MB)                                                        | 2047/2047-S               | 24            | 3/15/2018               |
| <a href="#">Biologics Export Certification - Stand Alone Attestations and Ingredients of Animal Origin (English and Spanish)</a> (741.73 KB) | NA                        | 25            | 3/15/2018               |
| <a href="#">Submitting Facility Documents to Inspection and Compliance (IC)</a> (566.82 KB)                                                  | 2048                      | 26            | 8/1/2018                |
| <a href="#">Application for United States Veterinary Biological Product Permit - RESEARCH AND EVALUATION</a> (1.8 MB)                        | 2005                      | 27            | 3/22/2021               |
| <a href="#">Application for United States Veterinary Biological Product Permit - TRANSIT SHIPMENT ONLY</a> (1.88 MB)                         | 2005                      | 28            | 3/22/2021               |

| Title                                                                                                                         | Related APHIS<br>Form | Doc<br>ID | Publication<br>Date |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|---------------------|
| <a href="#">Application for United States Veterinary<br/>Biological Product Permit - SALES AND<br/>DISTRIBUTION</a> (1.86 MB) | 2005                  | 29        | 3/22/2021           |
| <a href="#">Print</a>                                                                                                         |                       |           |                     |