

INSTRUCTIONS FOR ENTERING FFIS

Step 1: Double <click> on the **NFC-FFIS.Ink** Icon on your desktop.



Step 2: <Type> your **AP number** and <type> in the **password**.

Remember: You must enter your AP number in all capital letters. It will not accept it otherwise.

The password is your agency (34) and the zip code of your location. For example: Riverdale, MD would be 3420737. Press <enter>.



VPN-1 SecureClient Authentication

Secured by
VPN-1™ SecureClient

Please authenticate yourself to site:
199.130.206.218

Use Certificate

User name:

Password

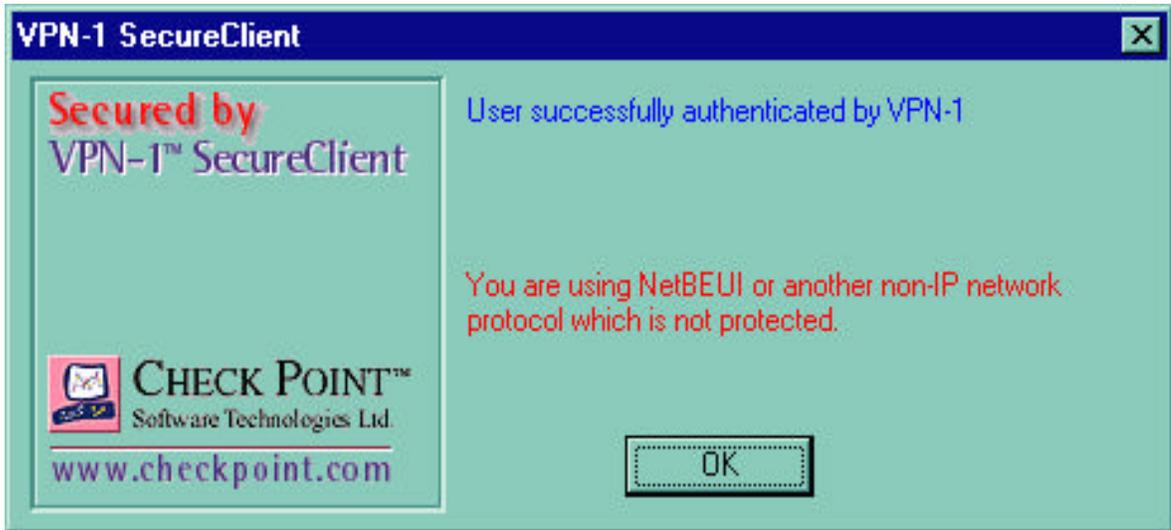
Enter password later

Type in password now:

 **CHECK POINT™**
Software Technologies Ltd.
www.checkpoint.com

The image is a screenshot of a Windows-style dialog box titled 'VPN-1 SecureClient Authentication'. The dialog has a blue title bar with a close button (X) in the top right corner. The main area has a light green background. On the left side, there is a logo for 'Secured by VPN-1™ SecureClient' and the Check Point logo with the text 'CHECK POINT™ Software Technologies Ltd.' and the website 'www.checkpoint.com'. The right side contains the authentication fields: 'Please authenticate yourself to site: 199.130.206.218', a checkbox for 'Use Certificate', a 'User name:' label followed by a text input field, a 'Password' label followed by a group box containing two radio buttons: 'Enter password later' (unselected) and 'Type in password now:' (selected), which is followed by another text input field. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'.

Step 3: <Click> **enter** or **ok** through this screen. If the wording is **blue** with the above message you are in the system. If it is **red** you are not in the system. If you do not connect quickly enough you will have to reconnect. Go to the Reconnect to FFIS page for an example.

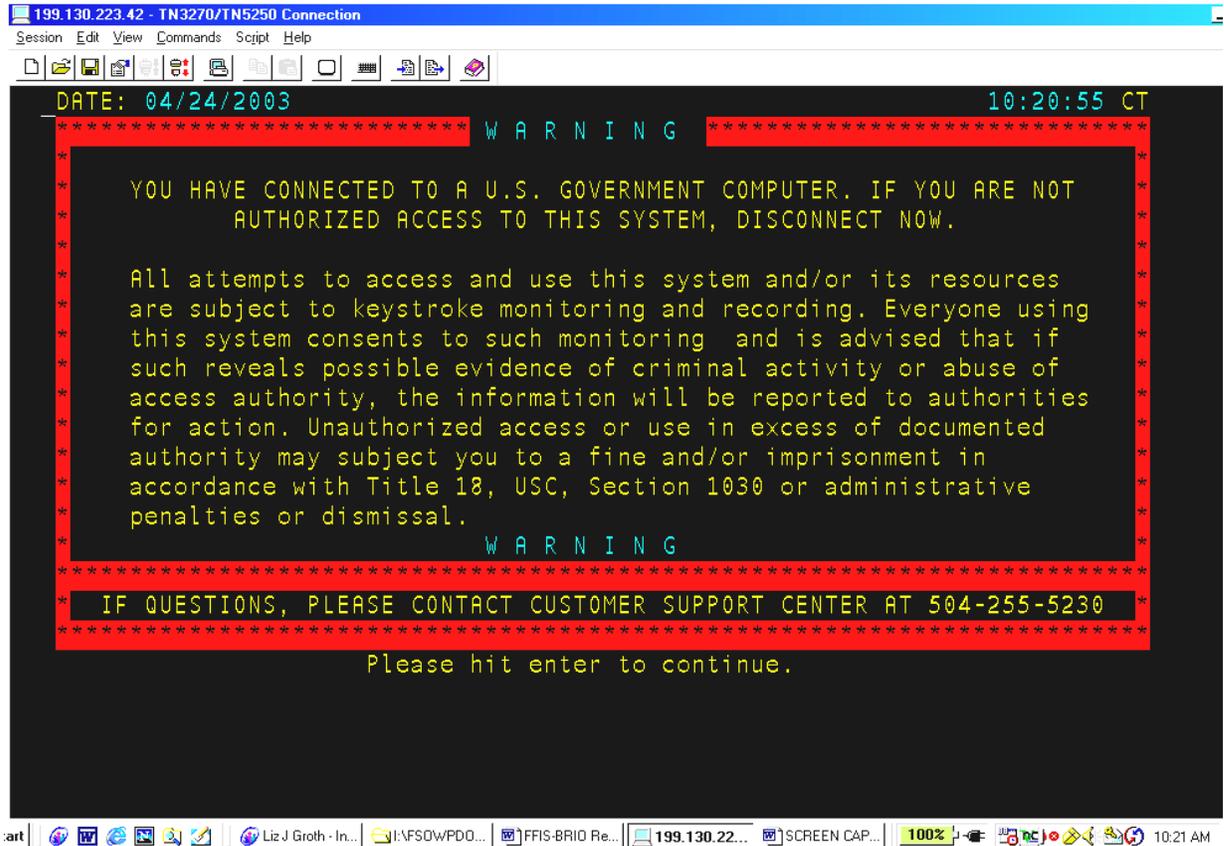


NOTE:

If you were unsuccessful entering the system you will be taken back to Step 2.

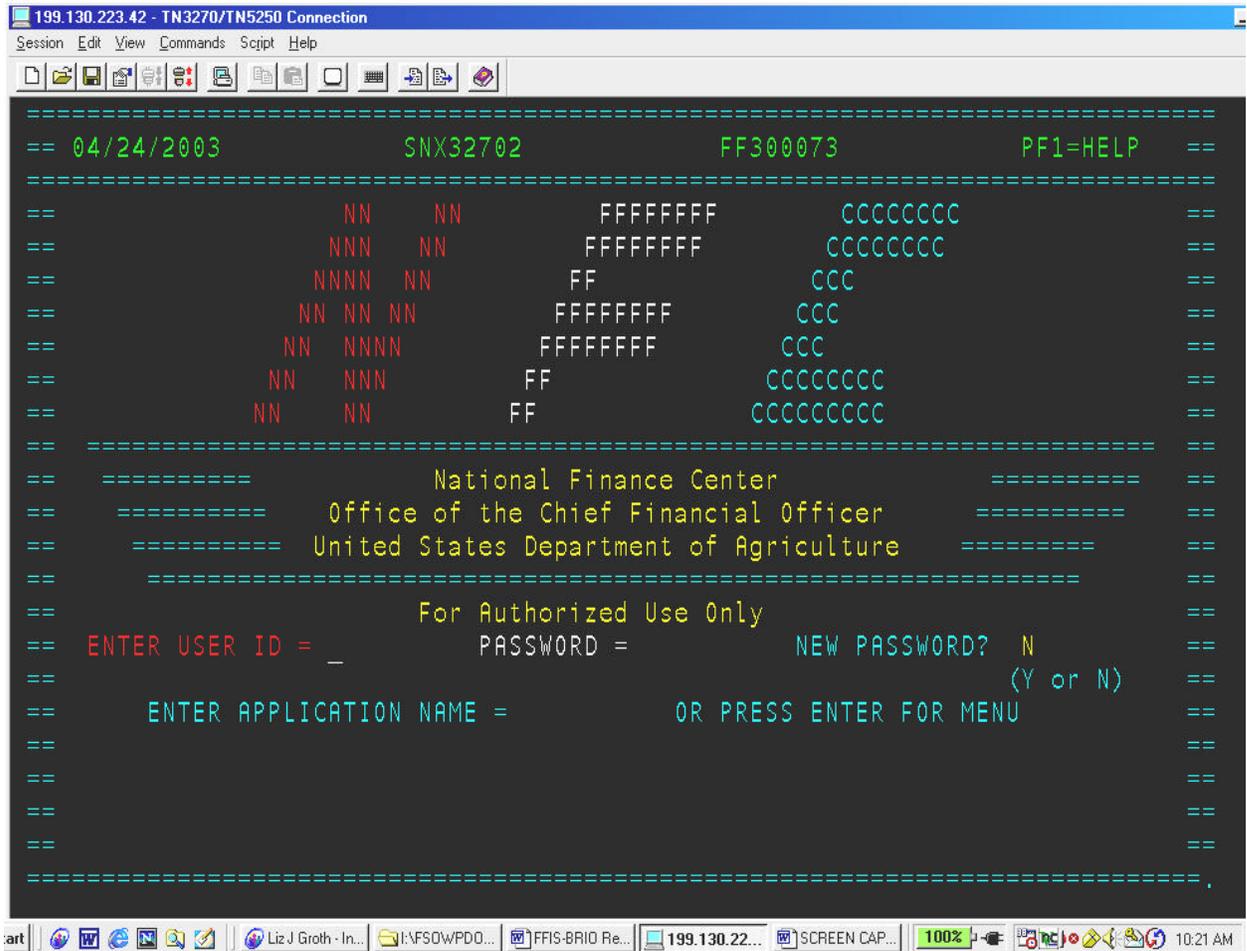
- Check to make sure your AP number is all in CAPS and double check that you used the correct password.
- If it still does not work call security because you may not be set up, or you may be using the wrong AP number, or your AP number may be deactivated.
- To keep your AP number active you must use it every month. If you don't, NFC will deactivate it after 90 days and reassign it to another user.
- The security contact person is Darlene Stephens at 301-734-5742.

Step 4: Helpful Hint: When you are at this screen, click anywhere on the screen with your mouse and then <click> **Enter**. You will automatically go to the NFC banner screen.

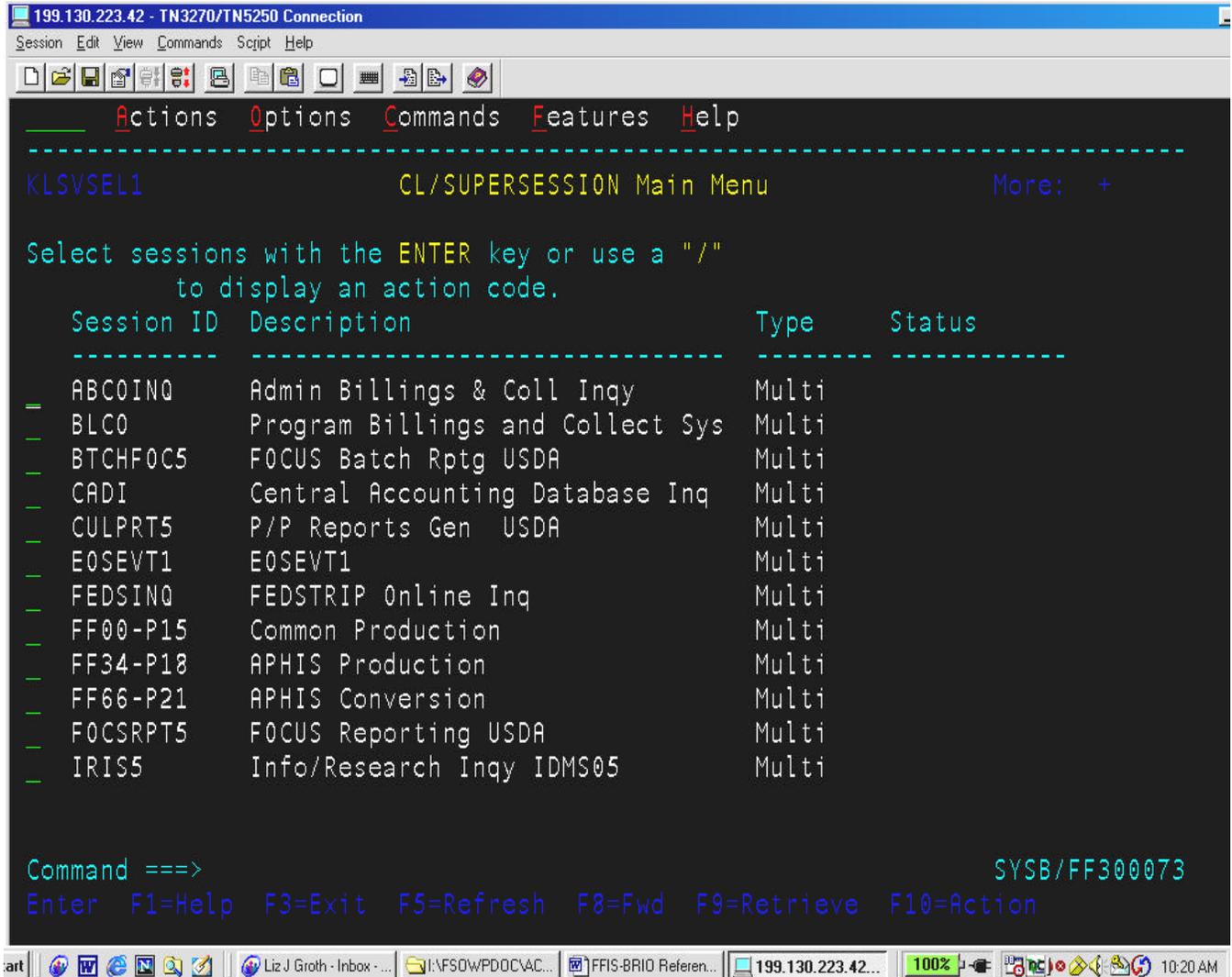


Please hit enter to continue

Step 5: At the banner screen <type> your **AP number** and your 6-8 digit **password** and <press> **enter**. If you reach this screen and the screen says password suspended, call Security, Darlene Stephens at 301-734-5742.
See Appendix 1 for creating an effective password.

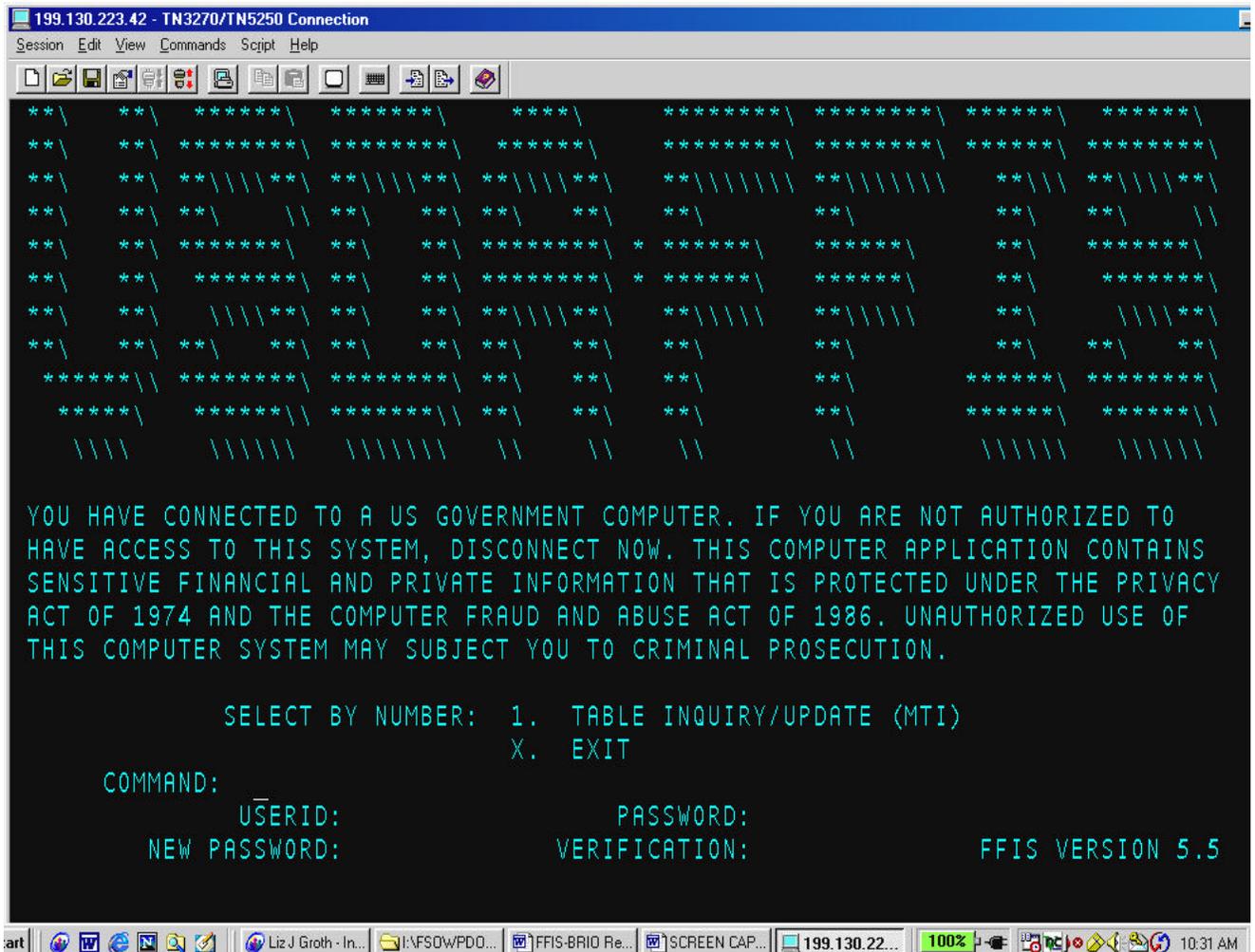


Step 6: After the NFC banner screen you will place your cursor on **FF34 – P18 APHIS Production** and <press> **Enter**. Your default screen may look differently than the above example. You will be able to view only the items you have access to.



Note: If you receive a screen that says “SYSTEM IS NOT READY FOR ONLINE – TERMINATED” it means that FFIS is down. You should try again later. Exiting out of this screen incorrectly can lead to problems entering the FFIS system when it is ready. To exit properly <press> the **End key** on your keyboard and <type> **Bye**.

Step 7: At the USDA FFIS screen you will <type> **1** on the “Command” line, <type> your “User ID” which will begin with a U, and <type> Your 8 character FFIS password. <Press> **Enter**. If you have problems entering the system at this screen, call Darlene Stephens at 301-734-5742 to have your FFIS password set.



Step 8: This screen will be present when you successfully enter the system.

