

You can render an existing certificate as split (void) by the process of dividing it into two to five new certificates. The Split process enables you to select commodity and quantity for each resulting certificate, carries forward the appropriate application/certificate data, tracks all edits, performs standard application processing validations (CITES checks), updates the AD as required, generates new certificate numbers for each resulting certificate, and maintains a link between the original and new certificates. The resulting certificate will trigger the print process and finance process.

**NOTE:** Form 579 Phytosanitary Certificate for Reexport, State, and Nursery certificates; as well as certificates with multiple units or package descriptions are not eligible for the split process.

### Step One: Initiate the Split

1. Click **Manage Applications**. The *Manage Application* page displays.
2. Search for the Certificate you wish to Split.
3. Click the **Manage** button next to the desired Certificate to be split. The *Manage Certificate* page displays.
4. In the **Process** drop-down list, select the **Split** option. The **Split** option is only available on the drop-down list for "Issued" or "Printed" certificates.
5. Click **Select**. The *Split Wizard – Shared Certificate Information* page appears.

### Step Two: Review and Update the Application

1. Under the Split Information section, select the appropriate number from the **Split into How Many Certificates** drop-down list.
2. You can change the Exporter for all resulting certificates using the dropdown of existing exporters. To add a new Exporter, click **Add**, enter the required data, and click **Save & Back**.
3. You can also change the Consignee for all resulting certificates using the dropdown of existing consignees. To add a new Consignee, click **Add**, enter the required data, and click **Save & Back**. **Note:** You can select a different consignee for each certificate on the next page.
4. You can change the Requested Issuing Duty Station.
5. After making the desired changes, click **Next**. The *Split Wizard - Individual Certificate* Information page appears.
6. If you wish to change the Consignee for a specific certificate, use the dropdown of existing consignees or add a new Consignee by clicking **Add**, entering the required data, and clicking **Save & Back**.
7. If you wish to edit the certificate details for a specific certificate, click on the **Edit Certificate** button for the corresponding certificate, make the desired updates and click **Save**. The *Split Wizard - Individual Certificate* Information reappears.
8. After making the desired changes, click **Next**. The *Split Wizard - Commodity Quantities* page appears.
9. Split the original certificate commodity quantities amongst the new certificates and click **Next**. The *Split Wizard – Shipping Details* page appears.
10. Click on the **Edit Details** button for each of the corresponding certificates to enter Number of Packages and update any desired data, then click **Save**. The *Split Wizard – Shipping Details* page reappears. Continue to edit details until all certificates have been updated.
11. Click **Next**. The *Split Wizard – Summary* page appears.

### Step Three: Submit for Approval the Split Certificates (Industry Users)

1. Click **Submit for Approval**. The *Split Wizard – Confirmation* page appears; the split requests have been submitted to the duty station for processing.
2. Click **OK**. The *Welcome to PCIT* page appears.