



Getting Started with PCIT

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Revision History

Version Number	Revision Summary	Date
1	Initial version for 2008. Release 3.1 updates include the following: <ul style="list-style-type: none">• Updated screen prints as necessary due to Org ID listed in upper right hand corner of pages.• Added references to PPQ Form 579, Phytosanitary Certificate for Reexport in the User Functions section.• Updated the User Functions section as appropriate.• Added the Accessing PCIT Training Site section.	February 2008
2	Release 3.2 updates include the following: <ul style="list-style-type: none">• Updated the Scope section with Release 3.2 changes.• Added steps for the Registration Wizard when creating a new external organization or joining an existing organization.• Added a note about the newly added System Error page.	April 2008
3	Release 3.3 updates include the following: <ul style="list-style-type: none">• Updated the screen print for the <i>Welcome</i> page due to menu option changes.• Removed the Accessing the PCIT Training Site section.	August 2008

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1.0 Introduction

1.1 Introduction

The Phytosanitary Certificate and Issuance Tracking (PCIT) system automates the issuance of a Phytosanitary Certificate, including collection and tracking of its related information, for an eligible agricultural commodity being exported to foreign countries. The Web-based PCIT application is developed to meet the following objectives:

- Enable the creation of electronic Phytosanitary Certificates.
- Provide data standards to facilitate data integrity for reporting and interfacing with foreign governments.
- Protect the PCIT data by incorporating defined security requirements.

1.2 Purpose

The purposes of the *United States Department of Agriculture (USDA) PCIT User Guide documents* are to:

- Provide PCIT users with a step-by-step procedure to complete tasks to create an application, add inspection and treatment results, and issue a Phytosanitary Certificate.
- Provide PCIT users with a step-by-step procedure to set up user accounts and templates and support PCIT system administrative processes.

1.3 Structure

The USDA PCIT User Guide is divided into the following separate documents:

- *Getting Started with PCIT*
- *Creating Phytosanitary Applications in PCIT*
- *Processing Applications in PCIT*
- *Combining and Splitting Certificates in PCIT*
- *Managing Processed Applications and Certificates in PCIT*
- *PCIT Payment Processing and Financial Management*
- *Printing and Report Generating in PCIT*
- *Managing ACO Accreditations*

- *Managing Organizations in PCIT*
- *PCIT Appendix*

The procedures explained in each document follow a process in the PCIT system. System users are given roles based on their job function. Some users may have multiple roles. These roles have specific rights that allow them to execute particular functions in specific areas of the application.

NOTE: For definitions of PCIT's user roles, see *Section 2.0, User Roles*.

1.4 Scope

This document is in support of PCIT Version 3.3. PCIT 3.3 provides new and enhanced functionality to improve the Phytosanitary Certificate Issuance & Tracking System. This functionality includes:

- Added Certificate Split/Combine functionality.
- For industry users, replaced the View Certificate feature with Manage Processed Applications feature.
- For non-industry users, combined the View Certificate and View Processed Applications feature into the Manage Processed Applications.
- Enable ACO's to easily work with Applicant exporter and consignee information.
- For non-industry users, added a certificate type and applicant name filter under the Workload screens.
- Provided several new reports and report enhancements.
- On search screens, removed the necessity to clear the search form when searching for specific applications or certificates.
- Miscellaneous application updates and fixes.

Every effort has been made to make this document as accurate and up-to-date as possible. Future releases of this document will be updated to reflect new capabilities.

2.0 User Roles

2.1 PCIT User Roles

The PCIT system is structured by user roles within an organization. User roles contain functionality in support of activities executed by the specific user for the creation of a Phytosanitary Certificate. Users may have multiple roles, and additional roles will be acquired with future releases in support of new capabilities.

Identified user roles include the following *external* users:

- Applicant
- Authorized Entity (AE) Applicant
- Nursery Applicant

Identified user roles include the following *internal* users:

- ACO Admin Support
- Authorized Certification Official (ACO)
- Export Certification Specialist (ECS)
- Export Services
- Federal Regulatory Official (FRO)
- Regional Export Trade Specialist (ETS)
- State Regulatory Official (SRO)
- Personnel Development Center (PDC)

2.2 User Functions

The following are high-level descriptions of functions associated with PCIT user roles. These descriptions are dynamic and will be enhanced as further functionality is added as the system develops.

NOTE: All user roles can generate reports for viewing and printing within their purview.

2.2.1 Applicant Functions

All applicants may:

- a) Submit 572 applications for 577 Phytosanitary Certificates and 579 Phytosanitary Certificates for Reexport.
- b) Save an ongoing application entry as a “work in progress” (WIP) before submitting it. Applications saved as WIP are available to the applicant for further editing and input. In addition, data may be entered in any order before review of a summary/submit of application information.
- c) Edit an existing application, depending on its current status. Applicants can only edit Work in Progress applications and Returned applications.
- d) Recall submitted and/or deletes a work in progress application.
- e) Save an application as a template. This process allows the applicant to use that template to begin the application submission process for a subsequent application. A template is used to populate many of the fields in the application that may be routine for certain exports, such as Exporter, Consignee, or Commodity (ies).
- f) Create templates for Exporters and Consignees. This allows the applicant to create a list of Exporters and Consignees from which to choose when creating an application. These lists are available only to a specific user or users in the same organization.
- g) View progress of a specific application. Applicants can monitor the progress of an application that is specific to their organization to its final status.
- h) View and Print copies of applications and issued certificates associated with their organization.
- i) Submit Split and Combine certificate requests.

2.2.2 Authorized Entity Applicant

Authorized Entity (AE) Applicants may:

- a) Perform all applicant functions stated above.
- b) Enter treatment information and additional declarations for the organization’s applications.
- c) Print Original certificates for the organization.
- d) Re-use a certificate to create additional similar certificates.
- e) Generate the Certificate Manifest report.
- f) Return or cancel a submitted application.
- g) Submit Split and Combine certificate requests.

2.2.3 Nursery Applicant

Nursery Applicants may:

- a) Perform all applicant and AE functions stated above.
- b) Issue and Print Original Certificates sent to countries authorized in the Nursery Certificate Program.

2.2.4 ACO Admin Support

ACO Admin Support Assistants may:

- a) Perform the entire applicant functions stated above on behalf of an ACO.
- b) Enter inspection information, treatment information, and additional declarations on behalf of an ACO.
- c) Print Original certificates on behalf of an ACO.
- d) Generate reports for viewing and printing.
- e) Submit and process Split and Combine certificate requests.

2.2.5 Authorized Certification Official

Authorized Certification Officials (ACOs) may:

- a) Perform all applicant and AE applicant functions stated above.
- b) Enter inspection, treatment, and infestation data into current applications and certify the results.
- c) Assign a submitted application to a member of the current workforce for the assigned duty station, including themselves.
- d) Issue, return, or cancel a submitted application.
- e) Reissue a Phytosanitary Certificate.
- f) Supersede a Phytosanitary Certificate.
- g) Void a Phytosanitary Certificate.
- h) View lists of certificates within their purview for a range of dates or by specific Federal Phytosanitary Certificate (FPC) number.
- i) View a list of applications via “My Workload” that are currently assigned to themselves.
- j) View a list of applications via “My Duty Station Workload” that have been submitted for that particular duty station by date range.
- k) Select an application from a list and perform application-related functions.
- l) Cut and paste the Additional Declaration (AD) from EXCERPT.
- m) Update an application submitted by an applicant.
- n) Reassign an application to another duty station.
- o) Batch process applications.
- p) Submit and process Split and Combine certificate requests.

2.2.6 Export Certification Specialist

Export Certification Specialists (ECS') may:

- a) View the number of assigned ACOs needing re-certification within the next 6-12 months, 3-6 months, 1-3 months, and 1-30 days
- b) View and print copies of applications and certificates within their jurisdiction.
- c) Generate reports for viewing and printing.
- d) Update user profiles for specific ACOs including entering test results, granting administrative rights, and assigning an ACO to additional duty stations.
- e) Create user accounts for Administrative Support personnel.
- f) Grant Authorized Entity status to applicant organizations.
- g) Review ACO nominations submitted by the FRO or SRO.
- h) Submit ACO nominations to ES

2.2.7 Export Services / Regional Export Trade Specialist

Export Services/Regional Export Trade Specialists may:

- a) View and print copies of applications and certificates.
- b) Generate reports for viewing and printing.
- c) Create user accounts for ECS' and Administrative Support personnel.
- d) Grant Nursery Certification Program authorization to applicant organizations.

2.2.8 Federal Regulatory Official

Federal Regulatory Officials (FROs) may:

- a) View and print copies of applications and certificates within their jurisdiction.
- b) Generate reports for viewing and printing.
- c) Submit ACO nominations to the ECS.

2.2.9 State Regulatory Official

State Regulatory Officials (SROs) may:

- a) View and print copies of applications and certificates within their jurisdiction.
- b) Generate reports for viewing and printing.
- c) Grant Authorized Entity status to applicant organizations.
- d) Submit ACO nominations to the ECS.

2.2.10 Personnel Development Center

- a) Enters ACO accreditation data, such as test dates and pass/fail results for Nominees and ACOs.
- b) Generate and view the ACO Training Data Report.

3.0 System Overview

3.1 Specifications

PCIT version 3.3 consists of the following system components:

- PCIT applications software – Consisting of the approved, detailed requirements for versions 2.0, 2.1 and 2.2, 2.2.1, 2.2.2, 2.3, 2.3.1, 2.3.2, 2.3.5, 2.4, 2.5, 2.5.1, 2.5.2, 3.1, 3.2 and 3.3 from the PCIT Project database.
- PCIT database – Oracle 9i.
- Application Platform – Oracle Application Server (AS) 10G.

3.2 Accessing PCIT

Users may access the PCIT application via the Internet using a web browser. Refer to *Section 4.0, Create Accounts* of this guide for information on logging in to PCIT. When you are logging into PCIT, you will be initially directed to an eAuthorization server and once validated, you will be re-directed to the PCIT server. The eAuthentication (eAuth) is a new feature beginning with PCIT Release 2.5 as a result of a federal government mandate that access to all government systems require eAuth. This process is administrated by the agencies with oversight and cooperation from General Services Administration (GSA). eAuth is a tiered registration process where persons wanting or requiring access to government systems must register as a user of government systems.

If you are an initial internal PCIT user, you will be directed to create a new eAuth ID and password. Once validated, you will be re-directed back to the PCIT server where the eAuthorization has provided PCIT with a unique credential. When the credential is matched in PCIT, you will be allowed to access your organization. If no match is found, it is assumed that you are new to PCIT and you can create a new organization (and thus become its administrator), or if you have an organization Personal Identification Number (PIN), you will be directed to enter the PIN that will be used to link you to the assigned organization.

3.3 Assumptions

The following assumptions were made in the development of this document:

- Users possess a basic level of computer proficiency such as:
 - Entering, deleting, and modifying text.
 - Using radio buttons and checkboxes.
 - Scrolling and tabbing from field to field.
- Users have a basic understanding of the Phytosanitary Certificate business process.
- Users have Internet access using Internet Explorer 5.0 (or above) or Netscape 5.0 (or above).
- Users have access to Adobe Acrobat Reader 5.1 (or above).

3.4 Terminology

When you see this term ...	You should ...
Scroll	<ul style="list-style-type: none"> ■ Select the arrows of a scroll bar. <ul style="list-style-type: none"> – Scrolling enables you to show more of a record or move to the next record.
Select	<ul style="list-style-type: none"> ■ Single click with the mouse on the object.
Press	<ul style="list-style-type: none"> ■ Press a keyboard key.
Enter	<ul style="list-style-type: none"> ■ Type text in a field.
Date	<ul style="list-style-type: none"> ■ A calendar pop up is provided next to any date text field. You can select a specific date by clicking on the calendar icon and selecting a date in the new calendar window.

3.5 Using a Drop-Down List

Drop-down lists:

- Enable users to select information from a searchable list of items that corresponds to a specific input box.
- Are easily detected. To the immediate right of a column or data block is a small square box that contains a black, downward-pointing arrow. This button, when selected, engages the appropriate list.
- Include a search window in which a list may be searched by the first column shown in the list. Users simply type the first letter in the search field, and the list displays the matching options.
- Are displayed alphabetically.

3.6 Using User-Created Lists

Lists of user-selected or entered items such as commodity inspections and commodity treatments are presented by displaying the first list items.

Commodities

Use the buttons to add individual, [mixed](#), or [cross](#) commodities to the application. Commodities that have been added to the application are listed below. You may update or delete the commodities listed.

Common Name	Botanical Name	Quantity	Unit		
Lime	Citrus aurantifolia			<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Lemon	Citrus limon			<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Grapefruit	Citrus paradisi			<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Tangerine	Citrus reticulata			<input type="button" value="Update"/>	<input type="button" value="Delete"/>

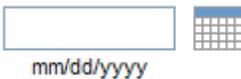
3.7 Using Scroll Lists

In Release 2.3.5 and above, User Created Lists are being replaced by Scroll Lists. List items such as applications, application commodities and organization members are presented in windows. A scroll bar appears when the list items do not fit in the available window.

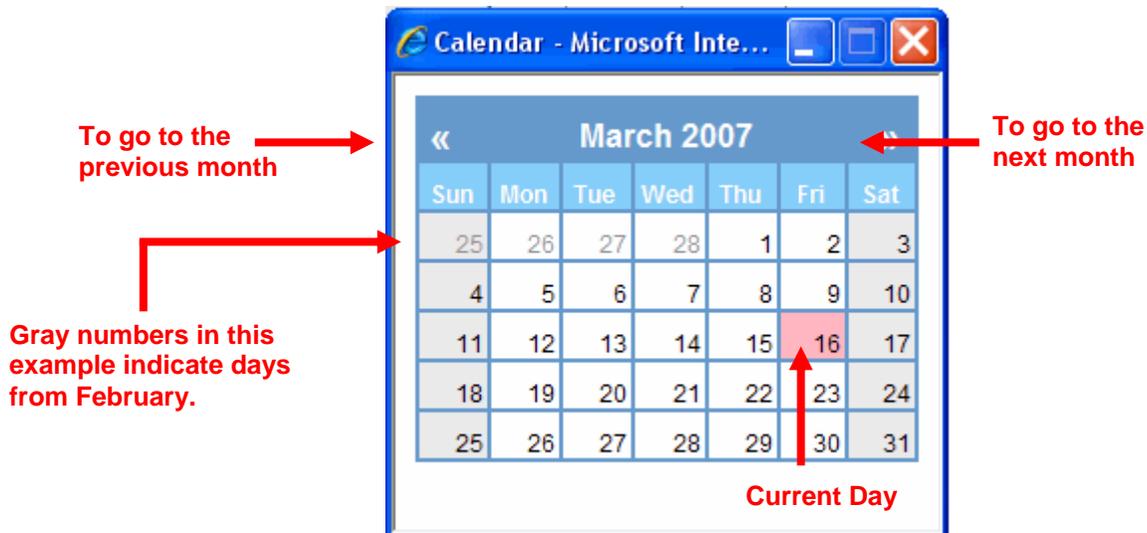
Common Name	Botanical Name	Quantity	Unit		
Lime	Citrus aurantifolia	1000	Cartons	Update	Delete
Orange	Citrus aurantium	1000	Cases	Update	Delete
Bitter orange	Citrus limetta	100	Boxes	Update	Delete
Lemon	Citrus limon	1000	Boxes	Update	Delete
Mandarin lime	Citrus limonia	10	Crates	Update	Delete
Tangelo	Citrus manderin	100	Boxes	Update	Delete
Citron	Citrus medica	100	Bushels	Update	Delete
Grapefruit	Citrus paradisi	10	Cases	Update	Delete
Tangerine	Citrus reticulata	1000	Cartons	Update	Delete

3.8 Using Pop-Up Calendars

In Release 2.4 and above, a calendar pop up is provided next to all date text fields. You can either manually enter a date in the field, or select a date using a calendar pop-up.



When the calendar icon is clicked, a new pop up window will display the current calendar month. The current date will be highlighted in red *only* if no date has been entered in the text field prior to clicking on the icon. If there is already a date entered in the text field, the calendar will display that date's month and highlight the day from the entered date. You can select any day by clicking on the number or you can navigate to the previous or next month by clicking on the top arrows. Days from the previous/next month could also display if the current month does not start on a Sunday or end on a Saturday. Those numbers will be gray to indicate it's from another month but can still be selected. See the diagram below.



Once you select the date by clicking on the number, the calendar pop up will close and you will return to the page where you originally began and the selected date will appear in the date text box.



3.9 Additional Features

PCIT has several features to assist users to obtain information for processing Phytosanitary Certificates:

- An asterisk at the end of a field name indicates that an entry is required in that field.
- Function buttons located at the bottom of the screen or in the side navigation menu bars enable navigation between tasks.
- Context Help is included in PCIT on key fields to assist in identifying the type of information to be entered in the associated field.
- Links to other Web pages:

On the *Sign In* page, users can access the following:

- USDA Accessibility Statement
- Privacy and Security Policy
- Nondiscrimination Statement
- FOIA
- USDA

Within the PCIT application, users can access the following links to Web pages for business policy information:

- EXCERPT
- USDA
- APHIS
- Export Certification Manual

- A *Help/Contact Us* page with:

a link to Export Services

- for specific information concerning verification or interpretation of regulations.
- ECS', for information concerning export regulations, commodities, and application processing.
- PCIT technical support for technical information about using the PCIT system.

a link to download the USDA PCIT User's Guide

- a complete copy of the entire user's guide, or
- a specific section that pertains to your general usage of PCIT.

a link to PCIT Industry Webinar Q&A

- <https://pcit.aphis.usda.gov/pcit/faces/webinarQA.html>

a link to PCIT Release Notes

a link to PCIT Accessibility Guidelines

- For technical support regarding the PCIT system, contact the PCIT Help Desk:

E-mail: pcithelpdesk@aphis.usda.gov

Phone: 1-866-HLP-PCIT (1-866-457-7248)

- For technical support regarding USDA eAuthorization, contact the USDA Help Desk:

E-mail: eAuthHelpDesk@ftc.usda.gov

Phone: 800-457-3642

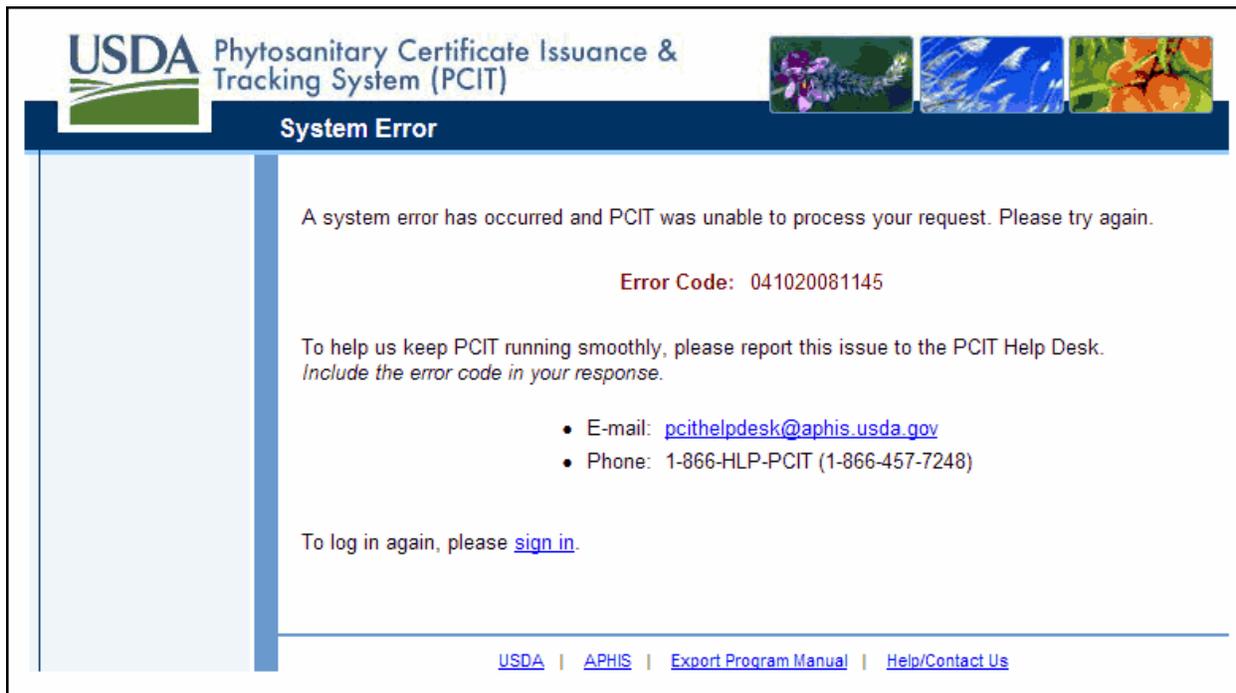
- For technical support regarding Payments, contact the Pay.Gov Customer Support:

Email: pay.gov.clev@clev.frb.org

Phone: 800-624-1373 (toll free, Option #2) or 216-579-2112 (Option #2)

Hours (EST): 6:00 AM - 8:00 PM

NOTE: If a system error occurs during your use of the PCIT application, the following *System Error* page will appear.



USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

System Error

A system error has occurred and PCIT was unable to process your request. Please try again.

Error Code: 041020081145

To help us keep PCIT running smoothly, please report this issue to the PCIT Help Desk. *Include the error code in your response.*

- E-mail: pcithelpdesk@aphis.usda.gov
- Phone: 1-866-HLP-PCIT (1-866-457-7248)

To log in again, please [sign in](#).

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

Please report this error to the PCIT Help Desk and include the error code in your response. To log in again, you can click the **sign in** link.

3.10 Welcome Page

What	This section shows you how to navigate through PCIT.
When	You sign on to the PCIT system or select the PCIT Home link from the left side menu.
How	Sign-on to PCIT

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The Welcome page appears.

Welcome **Elizabeth Burton** of **Alaska Plant World (Org ID 10952)**.
[Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

PCIT Home
[Create Application](#)
 With Template
 Without Template
[View Applications](#)
[Manage Processed Applications](#)
[Manage Template Data](#)
[Financial Management](#)
[Print Wizard](#)
[View Reports](#)
 EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages

[Pre-Purchase Account Balance: \\$52432](#)

What's New

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- To navigate PCIT, select the options located on the left side menu. For Industry users, the options in this menu will not change. For Internal users, the available links will depend on the assigned roles.

Industry and AE Applicant**Internal ACO and ACO Admin support**

NOTE: For internal users with other administrative roles; such as Export Trade Specialist (ETS), Export Certification Specialist (ECS), Federal Regulatory Officials (FRO), State Regulator Official (SRO), or Personnel Development Center (PDC), the menu options will include items related to the assigned role. For more detailed information on roles refer to *Section 2.2 User Functions*.

3. The **Accreditation Messages** section contains notices of upcoming training and re-certification needs. Only Export Services and ECS users can view the Accreditation Messages. ECS' must be assigned the Responsible ECS in PCIT for ACOs before they will be shown. Alerts will be displayed daily and will stay on the ECS' screen until each ACO is re-certified or is put into an inactive status. Refer to the *Managing ACO Accreditation* section for further details.

Accreditation Messages



4. The **Messages** section contains general information notices from USDA to all users such as system availability and system-wide messages. The messages can be reviewed by organization and/or user role. This section will also contain links to applications that have been submitted, returned, or issued within the past seven days.

Messages



5. The **What's new** section contains links to release updates. When the PCIT application is updated, this box will display a link to the New Release document.

What's new



4.0 Create Accounts

4.1 Sign In

What	This section shows you how to sign in to PCIT.
When	To access PCIT, you must first obtain a USDA eAuthentication Account. After being registered, you can enter your PCIT User ID and Password to access PCIT.
How	Complete the following steps:

NOTE FOR ALL USERS: If you have not already obtained a USDA eAuthentication Account, it is recommended that you do so before connecting to PCIT. To register with eAuth, go to the USDA website at <http://www.eauth.egov.usda.gov> and click the [Create Account](#) link. Follow the instructions provided on the USDA eAuth site to complete your account creation. There are two security account levels (Level 1 and Level 2); Level 1 is all that is required by PCIT. USDA employees must create a USDA employee account. If you have an existing eAuth account, you do not need to create a new one.

If you have any issues registering with eAuth, please contact the USDA eAuthentication support:

- Visit the USDA eAuthentication Website.
- Contact the USDA eAuthentication Helpdesk at 800-457-3642 or email them at eAuthHelpDesk@ftc.usda.gov. Put the word “PCIT” in the Subject line for priority support.
- Federal employees can contact the ATAC Helpdesk for assistance.
- REMEMBER: Only a Level-1 eAuthentication account is required to access PCIT.

4.1.1 Creating USDA eAuth IDs

Each new PCIT member must create a USDA eAuthentication ID.

1. Connect to the *PCIT Log In* page using the Web address: <https://pcit.aphis.usda.gov/pcit/>.
2. Click the **Log in** button.
RESULT: The *eAuthentication Warning* page displays.
3. Click **Continue**.
RESULT: The *eAuthentication Login* page displays.

4. Click the [Create an account](#) link under the Quick Links box in the upper left hand corner.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Quick Links

- What is an account?
- Create an account**
- Update your account

Administrator Links

- Local Registration Authority Login

eAuthentication Login

User ID:

Password:

Login

I Want To...

- Change My Password
- Reset My Forgotten Password
- Retrieve My Forgotten User ID

What's New

Important! Employees and Contractors:

- Please update your business email and phone in your profile. Click [here](#) for additional details.

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

5. Choose Level 1 Access. **NOTE:** Level 1 is all that is required by PCIT.
6. Follow the instructions provided on the USDA eAuthentication website to complete your account.

NOTE: You will receive an activation email. You must activate this account before you can connect to PCIT.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Create an Account

What Level of Access do you need?

If you are a USDA Federal Employee, you should visit the [USDA Employee Create an Account](#) page to create a USDA eAuthentication Employee Account.

If you are a customer (non USDA Federal Employee) of USDA, you should answer the following questions to determine the type of account you will need:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Submitting forms electronically via the Internet with a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with [Level 2 Access](#).

If you already have an account with Level 1 Access, [log into your profile](#) and apply for Level 2 Access.

Would you like to interact with the USDA doing the following?

- Customizing a Web portal page for specific information about USDA agencies?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with [Level 1 Access](#).

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

4.1.2 Linking Your New eAuth Account to PCIT

1. Connect to the *PCIT Log In* page using the Web address: <https://pcit.aphis.usda.gov/pcit/>.
2. Click the **Log in** button.
RESULT: The *eAuthentication Warning* page displays.
3. Login using your new eAuthentication ID.
RESULT: The *PCIT Log In* page displays.
4. Enter the Initial Access ID and password provided by the Organization Admin in the PCIT User ID and Password fields.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Success! You have successfully signed into eAuthentication.
Before you can use PCIT, please choose one of the following options:
(Note: You only need to do this once)

I have never accessed PCIT before and do not have a PCIT User ID and Password.

AND

My industry (applicant) organization does not have a PCIT account.

[Register External Organization](#)

I have accessed PCIT before and have a PCIT User ID and Password.*

OR

I'm joining an existing organization and my organization administrator has provided me with a PCIT User ID and Password.*

PCIT User ID:

PCIT Password: [Sign In](#)

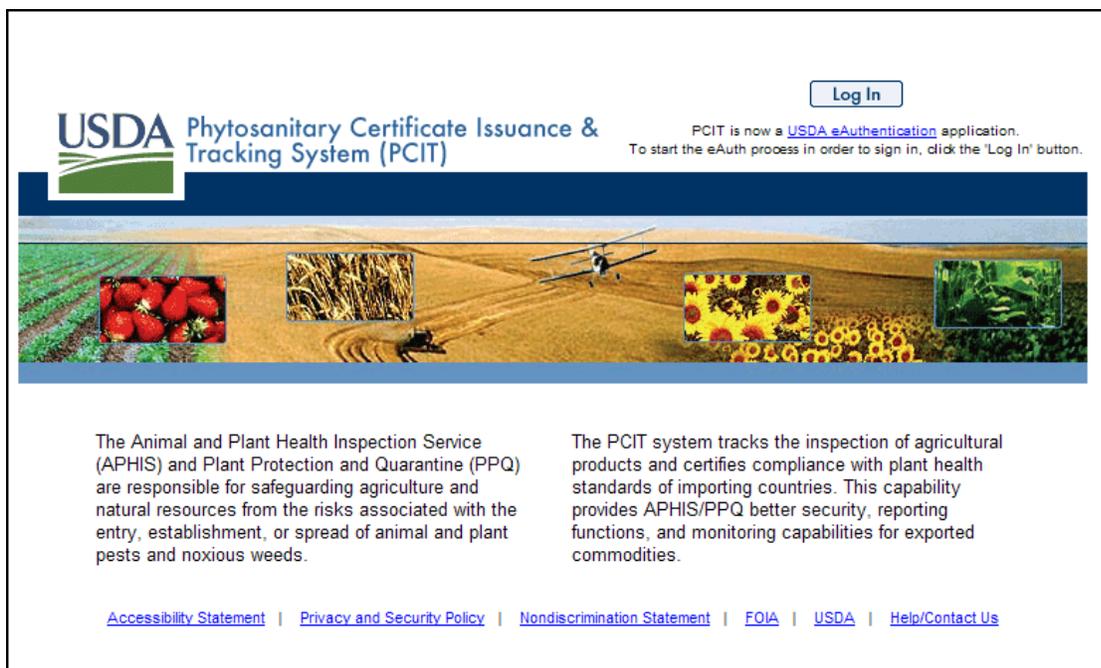
*Currently, your eAuthentication User ID is not linked to your PCIT User Account. Once you have completed this step and successfully logged into PCIT, your eAuthentication userid will log you directly into PCIT. If you have forgotten your PCIT User ID or Password, please contact the [PCIT Help Desk](#).

[Accessibility Statement](#) | [Privacy and Security Policy](#) | [Nondiscrimination Statement](#) | [FOIA](#) | [USDA](#) | [Help/Contact Us](#)

5. Click the **Sign In** button.
RESULT: The *PCIT Welcome* page displays.

4.1.3 Connecting to PCIT

1. Connect to PCIT using the Web address: <https://pcit.aphis.usda.gov/pcit/>.
RESULT: The following page displays:



The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) homepage. At the top left is the USDA logo and the title "Phytosanitary Certificate Issuance & Tracking System (PCIT)". To the right is a "Log In" button and a message: "PCIT is now a USDA eAuthentication application. To start the eAuth process in order to sign in, click the 'Log In' button." Below this is a large banner image of a field with various crops (tomatoes, corn, sunflowers) and a biplane. Underneath the banner are two columns of text describing the system's purpose and the agencies involved. At the bottom, there is a navigation bar with links for "Accessibility Statement", "Privacy and Security Policy", "Nondiscrimination Statement", "FOIA", "USDA", and "Help/Contact Us".

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

[Log In](#)

PCIT is now a [USDA eAuthentication](#) application.
To start the eAuth process in order to sign in, click the 'Log In' button.

The Animal and Plant Health Inspection Service (APHIS) and Plant Protection and Quarantine (PPQ) are responsible for safeguarding agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests and noxious weeds.

The PCIT system tracks the inspection of agricultural products and certifies compliance with plant health standards of importing countries. This capability provides APHIS/PPQ better security, reporting functions, and monitoring capabilities for exported commodities.

[Accessibility Statement](#) | [Privacy and Security Policy](#) | [Nondiscrimination Statement](#) | [FOIA](#) | [USDA](#) | [Help/Contact Us](#)

2. Click the **Log In** button.

RESULT: The *USDA eAuthentication Warning* page appears.

The screenshot shows the USDA eAuthentication Warning page. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Service Centers. The main content area is a light blue box containing a warning message. The message is framed by two lines of asterisks: "*****WARNING*****". The text of the warning reads: "This is a United States Department of Agriculture computer system, which may be accessed and used only for official Government business (or as otherwise permitted by regulation) by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms." Below the text are two buttons: "Cancel" and "Continue". At the bottom of the page, there is a footer with links: "eAuthentication Home | USDA.gov | Site Map" and "Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov".

3. Read the Warning message and click the **Continue** button.
RESULT: The *eAuthentication Login* page appears.

The screenshot shows the USDA eAuthentication Login page. At the top left is the USDA logo with the text "United States Department of Agriculture" and "USDA eAuthentication". A navigation bar includes links for "Home", "About eAuthentication", "Help", "Contact Us", and "Service Centers".

The main content area is titled "eAuthentication Login" in a green header. Below this, there are two input fields: "User ID:" and "Password:". A yellow "Login" button is positioned below the password field.

On the left side, there is a "Quick Links" sidebar with the following items:

- What is an account?
- Create an account
- Update your account
- Administrator Links
 - Local Registration
 - Authority Login

On the right side, there is a "I Want To..." sidebar with the following links:

- Change My Password
- Reset My Forgotten Password
- Retrieve My Forgotten User ID

Below the login form is a "What's New" section with the following content:

Important! Employees and Contractors:

- Please update your business email and phone in your profile. Click [here](#) for additional details.

At the bottom of the page, there are several footer links: "eAuthentication Home | USDA.gov | Site Map", "Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov".

NOTE: If you have an existing eAuth account but have forgotten your password, click the [Retrieve My Forgotten Password](#) link. After 5 unsuccessful attempts to login, you will be unable to login to your eAuth account for 60 minutes.

4. Enter your USDA eAuthentication Login user ID and password and click the **Login** button.
RESULT: You will be redirected to the *PCIT Login* page.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Success! You have successfully signed into eAuthentication.
Before you can use PCIT, please choose one of the following options:
(Note: You only need to do this once)

I have never accessed PCIT before and do not have a PCIT User ID and Password.

AND

My industry (applicant) organization does not have a PCIT account.

[Register External Organization](#)

I have accessed PCIT before and have a PCIT User ID and Password.*

OR

I'm joining an existing organization and my organization administrator has provided me with a PCIT User ID and Password.*

PCIT User ID:

PCIT Password: [Sign In](#)

*Currently, your eAuthentication User ID is not linked to your PCIT User Account. Once you have completed this step and successfully logged into PCIT, your eAuthentication userid will log you directly into PCIT. If you have forgotten your PCIT User ID or Password, please contact the [PCIT Help Desk](#).

[Accessibility Statement](#) | [Privacy and Security Policy](#) | [Nondiscrimination Statement](#) | [FOIA](#) | [USDA](#) | [Help/Contact Us](#)

5. If you already have access to PCIT then you will be required to enter your original PCIT user ID and password and click the **Sign In** button.

NOTE: This is a one time requirement - when logging into PCIT after initial login, you will log in with only the USDA eAuthentication ID and password.

NOTE: If you have forgotten your PCIT User ID or Password, please contact the PCIT Helpdesk.

RESULT: The *Welcome* page appears.

The screenshot shows the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) Welcome page. The page is titled "Welcome" and features a navigation menu on the left side. The main content area displays a welcome message and a "Pre-Purchase Account Balance" of \$52432. The footer contains links for USDA, APHIS, Export Program Manual, and Help/Contact Us.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) .
[Manage Account](#) [Sign Out](#)

Welcome

[PCIT Home](#)
[Create Application](#)
 With Template
 Without Template
[View Applications](#)
[Manage Processed Applications](#)
[Manage Template Data](#)
[Financial Management](#)
[Print Wizard](#)
[View Reports](#)
 EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages

[Pre-Purchase Account Balance](#): \$52432

What's New

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

4.2 Sign Out

What	This section shows you how to sign out of PCIT.
When	Each time you need to sign out of PCIT
How	Complete the following steps:

1. Select the Sign Out link in the upper right corner of the screen.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952)

[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Exporters

PCIT Home

[Create Application](#)

- With Template
- Without Template

[View Applications](#)

[Manage Processed Applications](#)

[Manage Template Data](#)

- Manage Application Templates
- Manage Exporters**
- Manage Consignees

[Financial Management](#)

[Print Wizard](#)

[View Reports](#)

EXCERPT

Creating a list of exporters allows anyone in your organization to select an exporter from a list when creating an application eliminating the need to type the exporter information for each application. You may add, update, or delete exporters at any time.

Exporter Name	Alias Name	City	State		
Alaska Plant World	Alaska Plant World	Juneau	AK	Update	Delete
Alaska Plant World	APW - Anchorage	Anchorage	AK	Update	Delete
Alaska Plant World	APW-Anchorage	Anchorage	AK	Update	Delete

[Add Exporter](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

RESULT: The *eAuthentication Status* page will display.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

Quick Links

- › What is an account?
- › Create an account
- › Update your account

Administrator Links

- › Local Registration
- › Authority Login

eAuthentication Status

You are now logged off the USDA eAuthentication system.

You will be forwarded to <https://pcit.aphis.usda.gov/pcit/> in 5 seconds.
If you do not get forwarded click [here](#)

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Within 5 seconds The *PCIT Log In* page appears. You are signed out of PCIT.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Log In

PCIT is now a [USDA eAuthentication](#) application.
To start the eAuth process in order to sign in, click the 'Log In' button.

The Animal and Plant Health Inspection Service (APHIS) and Plant Protection and Quarantine (PPQ) are responsible for safeguarding agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests and noxious weeds.

The PCIT system tracks the inspection of agricultural products and certifies compliance with plant health standards of importing countries. This capability provides APHIS/PPQ better security, reporting functions, and monitoring capabilities for exported commodities.

[Accessibility Statement](#) | [Privacy and Security Policy](#) | [Nondiscrimination Statement](#) | [FOIA](#) | [USDA](#) | [Help/Contact Us](#)

4.3 Registering an External Organization

What	This section shows you how to create a new applicant organization.
When	To access PCIT to submit applications for Phytosanitary Certificates.
How	Complete the following steps:

Non-Government users must create a new applicant organization. Registering your organization creates a profile for yourself and your company/organization. Only one profile per company/organization is needed. The person who registers the organization becomes the Organization Administrator. As the Organization Administrator, you are responsible for adding and maintaining other PCIT user accounts for your company/organization. Individual members of an organization will have a separate profile, but will be able to share application templates, applications, and exporter and consignee lists.

NOTE FOR ALL USERS: If you have not already obtained a USDA eAuthentication Account, it is recommended that you do so before connecting to PCIT. To register with eAuth, go to the USDA website at <http://www.eauth.egov.usda.gov> and click the [Create Account](#) link. Follow the instructions provided on the USDA eAuth site to complete your account creation. There are two security account levels (Level 1 and Level 2); Level 1 is all that is required by PCIT. USDA employees must create a USDA employee account. If you have issues registering with eAuth, please contact the USDA help desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.

NOTE FOR INTERNAL USERS: You do not need to register an organization. You will receive your user ID and initial password from your ECS or the PCIT Helpdesk.

1. Connect to the *PCIT Log In* page using the Web address: <https://pcit.aphis.usda.gov/pcit/>.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

[Log In](#)

PCIT is now a [USDA eAuthentication](#) application.
To start the eAuth process in order to sign in, click the 'Log In' button.

The Animal and Plant Health Inspection Service (APHIS) and Plant Protection and Quarantine (PPQ) are responsible for safeguarding agriculture and natural resources from the risks associated with the entry, establishment, or spread of animal and plant pests and noxious weeds.

The PCIT system tracks the inspection of agricultural products and certifies compliance with plant health standards of importing countries. This capability provides APHIS/PPQ better security, reporting functions, and monitoring capabilities for exported commodities.

[Accessibility Statement](#) | [Privacy and Security Policy](#) | [Nondiscrimination Statement](#) | [FOIA](#) | [USDA](#) | [Help/Contact Us](#)

2. Click the **Log In** button.

RESULT: The *USDA eAuthentication Warning* page appears.

USDA United States Department of Agriculture
USDA eAuthentication

login : YZ
password :

Home | About eAuthentication | Help | Contact Us | Service Centers

*****WARNING*****

This is a United States Department of Agriculture computer system, which may be accessed and used only for official Government business (or as otherwise permitted by regulation) by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

*****WARNING*****

Cancel Continue

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

3. Read the Warning message and click the **Continue** button.
 RESULT: The *eAuthentication Login* page appears.

USDA United States Department of Agriculture
 USDA eAuthentication

Home About eAuthentication Help Contact Us Service Centers

eAuthentication Login

User ID:

Password:

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration Authority Login

I Want To...

- [Change My Password](#)
- [Reset My Forgotten Password](#)
- [Retrieve My Forgotten User ID](#)

What's New

Important! Employees and Contractors:

- Please update your business email and phone in your profile. Click [here](#) for additional details.

[eAuthentication Home](#) | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [www.FirstGov.gov](#)

4. Enter your USDA eAuthentication Login user ID and Password and click the **Login** button.
NOTE: If you have not created the USDA eAuthentication account, you should create it now. You will be unable to register your organization in PCIT until you have activated your eAuth account.

Once you have successfully completed the USDA eAuthentication Login, the *PCIT Login* page appears.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Success! You have successfully signed into eAuthentication.
 Before you can use PCIT, please choose one of the following options:
 (Note: You only need to do this once)

I have never accessed PCIT before and do not have a PCIT User ID and Password.

AND

My industry (applicant) organization does not have a PCIT account.

Register External Organization

I have accessed PCIT before and have a PCIT User ID and Password.*

OR

I'm joining an existing organization and my organization administrator has provided me with a PCIT User ID and Password.*

PCIT User ID:

PCIT Password:

*Currently, your eAuthentication User ID is not linked to your PCIT User Account. Once you have completed this step and successfully logged into PCIT, your eAuthentication userid will log you directly into PCIT. If you have forgotten your PCIT User ID or Password, please contact the [PCIT Help Desk](#).

[Accessibility Statement](#) | [Privacy and Security Policy](#) | [Nondiscrimination Statement](#) | [FOIA](#) | [USDA](#) | [Help/Contact Us](#)

6. To create a new external organization, click the **Register External Organization** button. The *Registration Wizard- User Information* page appears.

4.3.1 Creating a New Organization

7. To register a new organization, enter your name and phone number and click the **Next** button.
NOTE: The name and phone information will already be entered from information obtained from eAuthentication. You may change or correct it here before proceeding.



USDA PhytoSanitary Certificate Issuance & Tracking System (PCIT)

Registration Wizard - User Information

To begin your registration within the PCIT system, first enter the following information about yourself and click the 'Next' button.
Items marked * are required.

Name:*
First Name M.I. Last Name

Phone:*

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

RESULT: The *Registration Wizard –Choose a Path* page appears.

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Registration Wizard - Choose a Path

In PCIT, user accounts belong to an Industry Organization. You can join an existing organization in PCIT, or create your own.

To proceed, please choose an option:

Create a New Organization Account within PCIT

Choose this option if you meet at least one of the following requirements:

1. No one within your organization has created a PCIT account.
2. No one within your organization has accessed PCIT previously.

Join an Existing Organization's Account within PCIT ⁺

Choose this option if you meet at least one of the following requirements:

1. Someone within your organization has created a PCIT account.
2. Someone within your organization has accessed PCIT previously.
3. Someone has provided you with a user id and password to join the organization.

⁺*You need to have been assigned a user id and password to access your organization's PCIT account. If you do not have a user id and password, please contact your organization's PCIT administrator.*

[Back](#) [Next](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

NOTE: The **Join an Existing Organization's Account within PCIT** option is for users who chose to register an External organization from the *PCIT Login* page but actually want to join an organization that already has a PCIT account.

8. Select **Create a New Organization Account within PCIT** and click the **Next** button.
NOTE: As the creator of the new organization, you will become the Organization Administrator (Org Admin).
RESULT: The *Registration Wizard – Create New* page appears.

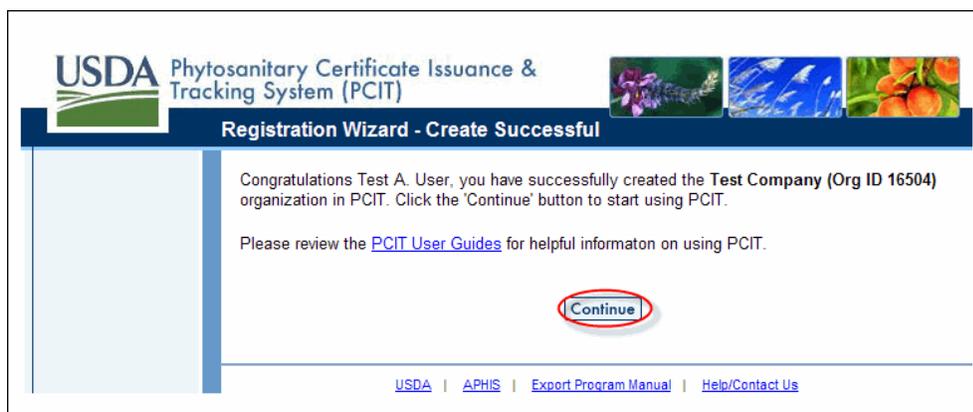
9. To create a profile for your company/organization, complete *all* required fields according to the following field chart. The Company/Org name, address, and phone number information provided will appear on all application forms submitted by the organization's employees.

Field	Notes
Company/Org. Name	<ul style="list-style-type: none"> Name of the organization/company.
Street Address	<ul style="list-style-type: none"> The organization/company street address.
City	<ul style="list-style-type: none"> The organization/company city.
State/Territory	<ul style="list-style-type: none"> State/Territory in which the organization/company is located.
Zip Code	<ul style="list-style-type: none"> Zip code of the organization/company address. Zip code can be five-digits or nine-digits.
Phone	<ul style="list-style-type: none"> Ten-digit organization/company telephone number includes the area code. In addition, you may enter an extension number.
Fax	<ul style="list-style-type: none"> The organization/company fax number. This is an optional field.

10. Review the information you have entered and make any necessary corrections.

11. Click the **Submit** button.

RESULT: The *Registration Wizard – Create Successful* page appears.



12. Click the **Continue** button to start using PCIT.

RESULT: The *PCIT Home* page appears with your name/company in the upper right corner of the *Welcome* page.

4.3.2 Joining an Existing Organization

13. To join an existing organization, enter the **PCIT User ID** and **PCIT Password** that the Org Admin provided you click the **Sign In** button.





Success! You have successfully signed into eAuthentication.
 Before you can use PCIT, please choose one of the following options:
 (Note: You only need to do this once)

I have never accessed PCIT before and do not have a PCIT User ID and Password.

AND

My industry (applicant) organization does not have a PCIT account.

[Register External Organization](#)

I have accessed PCIT before and have a PCIT User ID and Password.*

OR

I'm joining an existing organization and my organization administrator has provided me with a PCIT User ID and Password.*

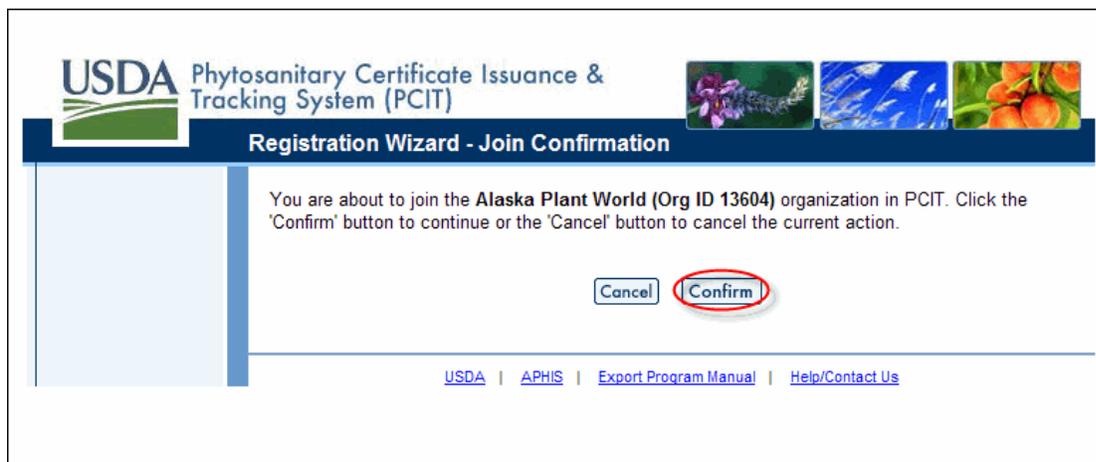
PCIT User ID:

PCIT Password: [Sign In](#)

*Currently, your eAuthentication User ID is not linked to your PCIT User Account. Once you have completed this step and successfully logged into PCIT, your eAuthentication userid will log you directly into PCIT.
 If you have forgotten your PCIT User ID or Password, please contact the [PCIT Help Desk](#).

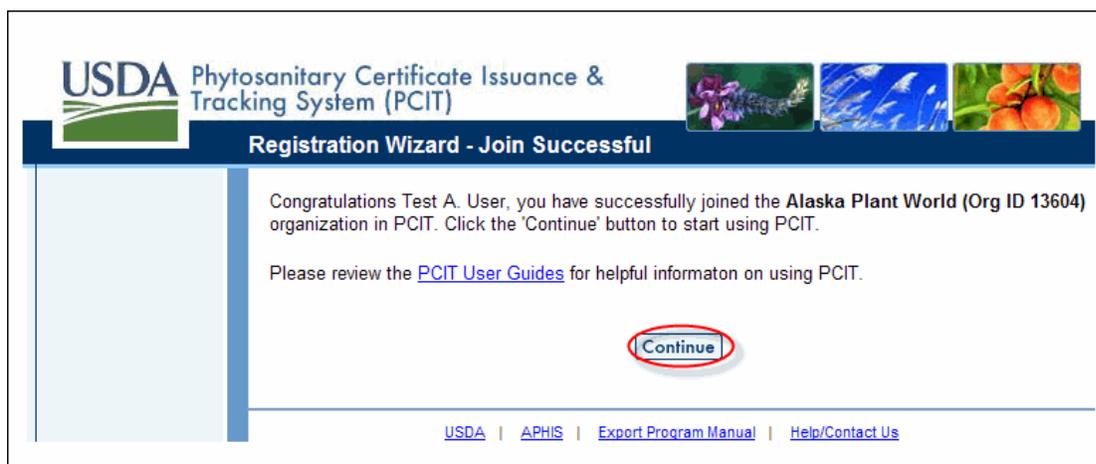
[Accessibility Statement](#) | [Privacy and Security Policy](#) | [Nondiscrimination Statement](#) | [FOIA](#) | [USDA](#) | [Help/Contact Us](#)

RESULT: The *Registration Wizard –Join Confirmation* page appears.



14. Verify the organization that you are about to join and click the **Confirm** button.

RESULT: The *Registration Wizard – Join Successful* page appears.



15. Click the **Continue** button to start using PCIT.

RESULT: The *PCIT Home* page appears with your name/company in the upper right corner of the *Welcome* page.

NOTE: Once a user is added to an organization, the Org Admin is notified that the user has joined the organization's account. The user name and a reminder to update the user's permissions are displayed under the Messages section of the *Welcome* page.

4.4 Adding Members to an External Organization

What	This section shows you how to add members to your organization in PCIT.
When	If you are the organization administrator and you wish to add members to your organization/company.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT and proceed to Step 2.
RESULT: The *Welcome* page appears.
2. Select the Manage Account link in the upper right corner of the screen.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952). [Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

[PCIT Home](#)
[Create Application](#)
 [With Template](#)
 [Without Template](#)
[View Applications](#)
[Manage Processed Applications](#)
[Manage Template Data](#)
[Financial Management](#)
[Print Wizard](#)
[View Reports](#)
EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages

[Pre-Purchase Account Balance: \\$52432](#)

What's New

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

NOTE: You must be the organization administrator to select Organization account information.
RESULT: The *Manage Account* page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) . [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Account

PCIT Home
[Manage Account](#)

Please select one of the following options. As an organization administrator, you may view or update the account information of members in your organization, including adding and removing members of your organization and granting administrative rights. You can also update your own profile information.

Organization Account Information For: **Alaska Plant World**

My Own Profile Information

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

3. Select Organization account information and click the **Next** button.
RESULT: The *Manage Organization Profile* page appears.

Welcome Elizabeth Burton of Alaska Plant World. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Organization Profile

Please review the organization profile information and list of members. You may update the profile of the organization, grant or remove members' administrative privileges, reset passwords, and add and delete members from the organization.
 Items marked * are required.

Organization/Company Name:* Alaska Plant World

Street Address:* 1234 Main Street
 Suite 500

City:* Juneau

State/Territory:* Alaska

Zip Code:* 55555

Phone:* 907-555-1234 **Fax:** _____

Organization Members:

First Name	M.I.	Last Name	Admin Privileges
Elizabeth		Burton	Y

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

4. Select the **Add Member to Organization** button.
RESULT: The *Add Member* page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) .
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Add Member

Please enter the required information to add a member to your organization/company. All members of an organization have access to the same template, exporter, and consignee lists to create applications.
Items marked * are required.

Name:*
First Name M.I. Last Name

PCIT User ID:*

PCIT Password:*

Confirm PCIT Password:*

Organization Administration Privileges: Yes No

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

5. Complete the fields of the *Add Member* page according to the following field chart:

Field	Notes
Name	<ul style="list-style-type: none"> First Name, Middle Initial, and Last Name for the new member you are adding.
PCIT User ID	<ul style="list-style-type: none"> The ID provided by your organization administrator to synchronize your eAuthentication account with the organization's account in PCIT. This synchronization is a one time event.
PCIT Password	<ul style="list-style-type: none"> The password provided by your organization administrator to synchronize your eAuthentication account with the organization's account in PCIT. This synchronization is a one time event.
Confirm PCIT Password	<ul style="list-style-type: none"> Reenter the Sign In password <i>exactly</i> as you did in the Password field. When reentered, the password appears as dots (.....).
Organization Administration Privileges	<ul style="list-style-type: none"> Select Yes or No to delegate admin privileges to the user. Selecting Yes allows another user to manage an organization's profile, add and delete members, and reset member passwords. It is recommended that this privilege be given sparingly across your organization.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) .
[Sign Out](#)



Phytopathology Certificate Issuance & Tracking System (PCIT)



Add Member

Please enter the required information to add a member to your organization/company. All members of an organization have access to the same template, exporter, and consignee lists to create applications.
Items marked * are required.

Name: *
First Name M.I. Last Name

PCIT User ID: *

PCIT Password: *

Confirm PCIT Password: *

Organization Administration Privileges: Yes No

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

- Click the **Cancel** button to abandon the addition of this new member and return to the previous page, or click the **Save** button to add the new member.

If the new member User ID ...	Then ...
Currently exists in PCIT	<ul style="list-style-type: none"> ■ An error message prompts you to enter a different user ID. ■ Enter a different user ID in the User ID field. ■ Repeat Step 6.
Does not currently exist in PCIT	<ul style="list-style-type: none"> ■ The <i>Manage Organization Profile</i> page reappears. ■ The new member is listed. ■ The procedure is complete.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Organization Profile

Please review the organization profile information and list of members. You may update the profile of the organization, grant or remove members' administrative privileges, reset passwords, and add and delete members from the organization.
Items marked * are required.

Organization/Company Name: * Alaska Plant World

Street Address: * 1234 Main Street
Suite 500

City: * Juneau

State/Territory: * Alaska

Zip Code: * 55555

Phone: * 907-555-1234 **Fax:** *

Organization Members:

First Name	M.I.	Last Name	Admin Privileges
Elizabeth		Burton	Y
Chris		Wilson	N

[Cancel](#) [Save](#) [Add Member to Organization](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

4.5 Managing Your Profile

What	This section shows you how to manage your profile.
When	If you wish to update your name, address, or e-mail address, use the Manage Account link on the <i>Welcome</i> page.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.

RESULT: The *Welcome* page appears.

NOTE: If you are signing into PCIT for the first time, you will be taken directly to the *Manage Profile* page to change your password and select your personal question and answer. Proceed to Step 3.

2. Click the [Manage Account](#) link in the upper right corner of the screen.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) . [Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

PCIT Home
 Create Application
 With Template
 Without Template
 View Applications
 Manage Processed Applications
 Manage Template Data
 Financial Management
 Print Wizard
 View Reports
 EXCERPT

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to create and submit applications for certificates to export commodities. You may also view the progress of your applications, print copies of your applications and final certificates, and create templates to simplify the application creation process.

Messages

Pre-Purchase Account Balance: \$52432

What's New

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If you...	Then...
Are an Org Admin	<ul style="list-style-type: none"> ■ The <i>Manage Account</i> page appears. ■ Select My own profile information. ■ Click the Next button. ■ The <i>Manage Profile</i> page appears.
Are not an Org Admin	<ul style="list-style-type: none"> ■ The <i>Manage Profile</i> page appears.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) .
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Account

PCIT Home
Manage Account

Please select one of the following options. As an organization administrator, you may view or update the account information of members in your organization, including adding and removing members of your organization and granting administrative rights. You can also update your own profile information.

Organization Account Information For: **Alaska Plant World**
 My Own Profile Information

Back Next

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3. Edit your Name as appropriate.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 10952) .
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Profile

Please review your personal information and edit your profile as needed. To save your changes, click the 'Save' button.
Items marked * are required.

Name: * Elizabeth M.I. Burton
First Name M.I. Last Name

Cancel Save

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4. Click the **Save** button to store the changes to your profile.
RESULT: The *Welcome* page appears and your changes have been saved.

OR

- Click the **Cancel** button to abandon the changes to your profile.
RESULT: The *Welcome* page appears and your changes have *not* been saved.