



Managing Organizations in PCIT

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Revision History

Version Number	Revision Summary	Date
1	<p>Initial version for 2008. Updates made for Release 3.3 include the following:</p> <ul style="list-style-type: none">• Changed the document title from <i>"PCIT Management"</i> to <i>"Managing Organizations in PCIT"</i>.• Replaced screen prints as needed where the Org ID now displays and the left menu options have changed.	August 2008

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1.0 PCIT Management

1.1 Managing External Organizations

What	This section shows you how to manage your organization account. This function is only available to users with organization administration privileges (that is, Org Admins).
When	To make changes to your organization/company information including updating organization member information.
How	Complete the following steps:

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

If you...	Then...
Are an Org Admin	<ul style="list-style-type: none">■ The <i>Manage Account</i> page appears.■ Select the <u>Organization account information for...</u> and click the Next button.■ The <i>Manage Organization Profile</i> page appears.
Are not an Org Admin	<ul style="list-style-type: none">■ The <i>Manage Profile</i> page appears.■ You do not have the required administrative privileges to perform this function.■ Click the Cancel button to return to the <i>Welcome</i> page.

Welcome Elizabeth Burton of Alaska Plant World (Org ID 13604) [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:*

Street Address:*

City:*

State/Territory:*

Zip Code:*

Phone:* **Fax:**

Organization Members:

First Name	M.I.	Last Name	Admin Privileges
Elizabeth		Burton	Y
Chris		Wilson	N <input type="button" value="Grant"/> <input type="button" value="Delete"/>

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3. Use the following chart to proceed to the desired action:

If you want to...	Then...
Update your organization/company information	Proceed to Step 4.
Update your organization member information	Proceed to Step 6.

4. Complete the fields you wish to change on the *Manage Organization Profile* page according to the following field chart:

Field	Notes
Organization/Company Name	■ Name of your organization/company.
Street address	■ Your organization/company's street address.
City	■ Your organization/company's city.
State/Territory	■ State/Territory in which your organization/company is located.
Zip code	■ The Zip code of your organization/company's address. ■ The Zip code can be five-digits or nine-digits.
Phone	■ Ten-digit organization/company telephone number includes the area code.
Fax	■ Your organization/company's fax number. ■ This is an optional field.

5. Click the **Save** button to keep the changes to your organization/company’s information.
 RESULT: The *Welcome* page appears and your changes have been saved.

OR

Click the **Cancel** button to abandon the changes to your organization/company’s information.
 RESULT: The *Welcome* page appears and your changes have *not* been saved.

OR

Continue to Step 6 to update your organization member information.

6. Use the following chart to update your organization member information.

If you want to...	Then...
Remove administration privileges from a user who has been granted those rights	<ul style="list-style-type: none"> ■ Click the Deny button next to the member.
Add (grant) administration privileges for a user who currently does not have these rights	<ul style="list-style-type: none"> ■ Click the Grant button next to the member.
Delete a member from the organization	<ul style="list-style-type: none"> ■ Click the Delete button next to the member. ■ When you choose this function, the <i>Delete Confirmation</i> page appears. Click the Yes button to confirm the deletion. The user will no longer be a member of your organization, and therefore will not have access to your information in the PCIT system.
Add a member to the organization	<ul style="list-style-type: none"> ■ Click the Add Member to the Organization button and follow the procedures in <i>Section 4.4 Adding Members to an External Organization</i> in the Getting Started with PCIT document.

7. Click the **Save** button to keep the changes to your organization information.
 RESULT: The *Welcome* page appears and your changes have been saved.

OR

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

1.2 Managing Internal (USDA) Organizations

What	This section shows, an internal user how to manage your organization. This function is only available to internal users with organization administration privileges (that is, Org Admins).
When	If you wish to make changes to your organization or its members.
How	Complete the following steps:

1. If you are not already signed in to PCIT, sign in to PCIT.
RESULT: The *Welcome* page appears.
2. Select the Manage Account link in the upper right corner of the screen.
RESULT: If you have administrative privileges, three selections are available:
 - Organization Account Information For: (with a drop-down list).
 - My Own Profile Information.

Welcome **Zaida Ortiz of Orlando (PPQ)**
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(s), including adding members and managing member roles and locations. You can create and manage applicant organizations to create applications on behalf of applicants who do not have access to the PCIT web application. You can also update your own profile information.

Organization Account Information For:

My Own Profile Information

Back Next

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3. Select the appropriate Organization Account Information For the specific organization you will be updating. Click the **Next** button.
RESULT: The *Manage Your Organization* page appears showing the members with the chosen organization listed as one of their locations.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

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[Sign Out](#)



Manage Your Organization

PCIT Home

Manage Account

Manage Org. Members

Add Existing User

Add New User

ACO Accred. Search

Chosen Organization: Florida ECS

To find and update members in your organization, enter a last name and/or select a location and/or a role and select Search. Once the search is complete, you can update their information, or quickly reset their password. Members listed in *red italics* are inactive and can be reactivated by updating their information. For any search, a maximum of 1000 users are shown.

To add a member to your organization, select either Add Existing User or Add New User from the left hand navigation bar.

Member's Last Name: Note: Blank lists all members. Can use [wildcards](#): *

and

Location: Include Subordinates

and

Role:

Current Organization Members: 4 total

Name	Roles	Primary Location	
Castaneda, Rodolfo	Authorized Certification Official, Export Certification Specialist	Miami-Inspection Station (PPQ)	<input type="button" value="Update"/>
George, Wellington	Authorized Certification Official	Florida ECS	<input type="button" value="Update"/>
Hornby, Paul L	ACO Admin Support, Federal Regulatory Official	Florida ECS	<input type="button" value="Update"/>
Ortiz, Zaida	Authorized Certification Official, Export Certification Specialist	Orlando (PPQ)	<input type="button" value="Update"/>

- To retrieve all the subordinate members (members of the selected organization’s children) along with the members of the selected organization, check the **Include Subordinates** checkbox and click the **Search** button.

RESULT: The subordinate members will be included in the result list.

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Manage Your Organization

PCIT Home
Manage Account
Manage Org. Members
Add Existing User
Add New User
ACO Accred. Search

Chosen Organization: Florida ECS

To find and update members in your organization, enter a last name and/or select a location and/or a role and select Search. Once the search is complete, you can update their information, or quickly reset their password. Members listed in *red italics* are inactive and can be reactivated by updating their information. For any search, a maximum of 1000 users are shown.

To add a member to your organization, select either Add Existing User or Add New User from the left hand navigation bar.

Member's Last Name: Note: Blank lists all members. Can use [wildcards](#): *

and

Location: Florida ECS Include Subordinates

and

Role: All

Current Organization Members: 195 total

Name	Roles	Primary Location	
Aco Admin, Test	Authorized Certification Official, State Regulatory Official	Gainesville (State)	<input type="button" value="Update"/>
ACO2, Super	Authorized Certification Official, Export Certification Specialist	Long Beach (PPQ)	<input type="button" value="Update"/>
Acosta, Maria	Authorized Certification Official	Miami (State)	<input type="button" value="Update"/>
ACOSTateTester, Christine M	Authorized Certification Official	Wichita (State)	<input type="button" value="Update"/>
Adminrole, Test	ACO Admin Support	Hialeah (State)	<input type="button" value="Update"/>
Allain, Oscar	Authorized Certification Official	Miami-Inspection Station (PPQ)	<input type="button" value="Update"/>

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5. Use the following chart to proceed to the desired action:

If you want to...	Then...
View and update current users within your organization	■ Go to Step 6
Add existing PCIT users to your organization	■ Go to Step 13 (<i>Section 1.2.1, Add Existing PCIT Users to Your Organization</i>).
Add a New PCIT user	■ Go to Step 19 (<i>Section 1.2.2, Add a New PCIT User</i>).

6. Enter search criteria according to the following field chart.

Field	Notes
Member's Last Name	<ul style="list-style-type: none"> ■ An Internal user's last name or part of a last name. ■ Can also be left blank.
Location	<ul style="list-style-type: none"> ■ Duty Station or other Internal location. <p>NOTE: All locations associated with the user logged in display.</p>
Roles	<ul style="list-style-type: none"> ■ The PCIT role to search on. ■ Identified roles within the PCIT system. <p>NOTE: All the Roles within the purview of the user logged in display.</p>

RESULT: Users meeting the specified search criteria are displayed in the Current Organization Members block.



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Manage Your Organization

[PCIT Home](#)

[Manage Account](#)

[Manage Org. Members](#)

[Add Existing User](#)

[Add New User](#)

[ACO Accred. Search](#)

Chosen Organization: Florida ECS

To find and update members in your organization, enter a last name and/or select a location and/or a role and select Search. Once the search is complete, you can update their information, or quickly reset their password. Members listed in *red italics* are inactive and can be reactivated by updating their information. For any search, a maximum of 1000 users are shown.

To add a member to your organization, select either Add Existing User or Add New User from the left hand navigation bar.

Member's Last Name: Note: Blank lists all members. Can use [wildcards](#): *

and

Location:

and

Role:

Current Organization Members: 2 total

Name	Roles	Primary Location	
Florida, Fred	Authorized Certification Official	Jacksonville (PPQ)	<input type="button" value="Update"/>
Purvis, William M	Authorized Certification Official	Cape Canaveral (PPQ)	<input type="button" value="Update"/>

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7. The following information is displayed in the fields in the **Current Organization Members** block.
NOTE: The member's block column headings will not appear unless users have been added to the organization.

Field	Notes
Name	■ First Name, Middle Initial, and Last Name of the user.
Roles	■ Identified roles within the PCIT system.
Primary Location	■ Identified primary duty station assigned to.

8. Next to each user name is an **Update** button

If you want to...	Then...
Update the profile information for an existing user in your organization	<ul style="list-style-type: none"> ■ Click the Update button next to the appropriate user name on the list. ■ You will be taken to the <i>User Details</i> page. Continue to the next step for more information.

9. The following fields appear on the *User Details* page:

Field	Notes
Name	First Name, Middle Initial, and Last Name for the user.
User Status	Active or Inactive.
ACO ID Number	The ACO's identification number.
Accreditation Expiration Date	The expiration date of the accreditation.
Education And Experience	The users number of years of education, their major, the number of years of work experience, and free text details of their work experience.
Assigned Roles	The user's Current Roles. (PCIT Administrator, Export Services, Export Trade Specialist, Export Certification Specialist, Federal Regulatory Official, State Regulator Official, ACO Admin Support, and Personnel Development Center).
Assigned Locations	The user's current locations.

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USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

User Details

PCIT Home
 Manage Account
 Manage Org. Members
 Add Existing User
 Add New User
 ACO Accred. Search

Please add or change the user's information, including roles and locations. The 'ACO ID Certificate' button opens the user's ACO ID Certificate in a new window for printing purposes. To save your changes, click the 'Save' button. To cancel and return to the previous screen, click the 'Cancel' button.

Items marked * are required.

Name: * Fred Florida
First Name M.I. Last Name

User Status: * Active Inactive

ACO ID Number: 20071007

Accreditation Expiration Date: 09/11/2010 [ACO ID Certificate](#)

Education And Experience: [Details](#)

Assigned Roles [Update](#)
 Authorized Certification Official

Assigned Locations	Primary	Admin
Jacksonville (PPQ)	Y	
Cape Canaveral (PPQ)		
Davie (PPQ)		
Gainesville (PPQ)		

[Cancel](#) [Save](#)

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10. Use the following chart to select the desired action:

If you want to...	Then...
Assign a role to a new or existing user	<ul style="list-style-type: none"> ■ Click the Update button next to Assigned Roles from the <i>User Details</i> page. ■ Select the Role desired. ■ Click the Add button. ■ The selected role will be displayed under the Current Roles selection. <p>NOTE: The Roles drop-down will include all roles that can be assigned to the logged-in user.</p>
Remove a role from a user	<ul style="list-style-type: none"> ■ Click the Update button next to Assigned Roles from the <i>User Details</i> page. ■ Click the Delete button next to the role you would like to delete. ■ Click the Yes button to confirm the deletion. ■ The Role is no longer displayed under Current Roles. <p>NOTE: The Delete button will not display next to the Authorized Certification Official role. To remove the ACO role, the user's ACO rights must be revoked through the ACO Accreditation Search page.</p>
Nominate an ACO Admin Support user	<ul style="list-style-type: none"> ■ Click the Nominate button next to the ACO Admin Support title. <p>RESULT: The <i>Education and Experience Details</i> page appears.</p> <ul style="list-style-type: none"> ■ Enter education and experience details about the nominee and click the Save button. <p>RESULT: The <i>User Details</i> page reappears with additional fields displayed. The new Details button will display the nominee's education and experience.</p> <p>NOTE: If you are an ECS user, you can add refresher training by clicking the Add button.</p>
Assign a duty station to a user	<ul style="list-style-type: none"> ■ Click the Update button next to Assigned Locations from the <i>User Details</i> page. ■ Select the Location/Duty Station from the drop-down list. ■ Click the Add button. ■ The Duty Station selected will be displayed under Locations. <p>NOTE: The Assigned Locations drop-down will include all locations that can be assigned to the logged-in user.</p>
Update the primary duty station associated with a user	<ul style="list-style-type: none"> ■ Click the Update button next to Assigned Locations from the <i>User Details</i> page. ■ Click the Select button located under the Primary Location label and next to the duty station you would like to be the primary location. ■ A "Y" replaces the Select button. <p>NOTE: Only one duty station may be designated as a primary duty station for a particular user.</p>
Add administrative privileges to a user for a particular duty station	<ul style="list-style-type: none"> ■ Click the Update button next to Assigned Locations from the <i>User Details</i> page. ■ Click the Grant button located under Admin Privileges and next to the duty station for which you would like the user to have administrative privileges. ■ "Granted" displays under Admin privileges. <p>NOTE: Users with the ACO Admin Support role only will not have a Grant button displayed.</p>
Deny administrative privileges to a user for a particular duty station	<ul style="list-style-type: none"> ■ Click the Update button next to Assigned locations from the <i>User Details</i> page. ■ Click the Deny button located under Admin Privileges and next to the duty station for which you would like to have the administrative privileges removed for the particular user. ■ The Grant button displays under Admin privileges.
Delete a location from the list of locations for a particular user	<ul style="list-style-type: none"> ■ Click the Update button from the <i>User Details</i> page. ■ Click the Delete button located on the right side of the location to delete the location from the users' list. ■ Click the Yes button to confirm the deletion. ■ The Location is no longer displayed under Locations. <p>NOTE: The primary location will not have a Delete button.</p>

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Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Roles

Please choose a role and select 'Add' to assign a role to this user. To delete a role, select the 'Delete' button next to the member's added role. Click the 'Back' button to return to the User Details screen. Any updates will be saved by clicking the 'Save' button on the User Details screen.

Role:

Current Roles

Authorized Certification Official

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Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Locations

Please choose a location and select 'Add' to assign a location to this user. Once a location has been added, you can set it as the members primary location and/or grant the member administrative rights to that location. You can also delete previously added locations but you cannot delete a primary location. Click the 'Back' button to return to the User Details screen. Any updates will be saved by clicking the 'Save' button on the User Details screen.

Location:

Location	Primary Location	Admin Privileges
Jacksonville (PPQ)	Y	<input type="button" value="Grant"/>
Cape Canaveral (PPQ)	<input type="button" value="Select"/>	<input type="button" value="Grant"/> <input type="button" value="Delete"/>
Davie (PPQ)	<input type="button" value="Select"/>	<input type="button" value="Grant"/> <input type="button" value="Delete"/>
Gainesville (PPQ)	<input type="button" value="Select"/>	<input type="button" value="Grant"/> <input type="button" value="Delete"/>
Miami-Inspection Station (PPQ)	<input type="button" value="Select"/>	Granted <input type="button" value="Deny"/> <input type="button" value="Delete"/>
Miami-Maritime (PPQ)	<input type="button" value="Select"/>	<input type="button" value="Grant"/> <input type="button" value="Delete"/>
Orlando (PPQ)	<input type="button" value="Select"/>	<input type="button" value="Grant"/> <input type="button" value="Delete"/>
Palmetto (PPQ)	<input type="button" value="Select"/>	<input type="button" value="Grant"/> <input type="button" value="Delete"/>
Seaside (PPQ)	<input type="button" value="Select"/>	<input type="button" value="Grant"/> <input type="button" value="Delete"/>

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- From the *Roles* page or the *Locations* page, click the **Back** button to return to the *User Details* page.
- Update the user's information. Click the **Save** button on the *User Details* page. To abandon changes click the **Cancel** button.
RESULT: The *Manage Your Organization* page appears.

1.2.1 Add Existing PCIT Users to Your Organization

13. Select the [Add Existing User](#) link from the menu at the left side of the screen.
RESULT: The *User Search* page appears.
14. Enter the last name and click the **Search** button.
RESULT: Users that meet the search criteria are listed in alphabetical order.

Welcome Zaida Ortiz of Orlando (PPQ).
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

User Search

PCIT Home
Manage Account
Manage Org. Members
Add Existing User
Add New User
ACO Accred. Search

Please enter a full or partial last name to search for a user who already exists in PCIT. Select a User Name from the resulting list to update. Users listed in *red italics* are inactive. For any search, a maximum of 1000 users are shown.

User's Last Name: Note: Blank lists all members. Can use [wildcards](#): *

Search Results: 6 total users

Name	Primary Location	
Davidson, Jeffrey A	Peoria (PPQ)	<input type="button" value="Update"/>
<i>Davis, Ann</i>	Tulare County-Dinuba	<input type="button" value="Update"/>
Davis, Gena	Miami-Inspection Station (PPQ)	<input type="button" value="Update"/>
Davis, Mary	Skagway (PPQ)	<input type="button" value="Update"/>
Davis, Rick T	Ashmore (State)	<input type="button" value="Update"/>
Davis, Stephen E	Savannah (PPQ)	<input type="button" value="Update"/>

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- Click the **Update** button beside the desired name from the search results.
RESULT: The user's information will display on the *User Details* page.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

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User Details

[PCIT Home](#)

[Manage Account](#)

[Manage Org. Members](#)

[Add Existing User](#)

[Add New User](#)

[ACO Accred. Search](#)

Please add or change the user's information, including roles and locations. The 'ACO ID Certificate' button opens the user's ACO ID Certificate in a new window for printing purposes. To save your changes, click the 'Save' button. To cancel and return to the previous screen, click the 'Cancel' button.

Items marked * are required.

Name:*
First Name M.I. Last Name

User Status:* Active Inactive

ACO ID Number: 20071001

Accreditation Expiration Date: 09/28/2010 [ACO ID Certificate](#)

Education And Experience: [Details](#)

Assigned Roles [Update](#)

Authorized Certification Official	
-----------------------------------	--

Assigned Locations [Update](#)

	Primary	Admin
Skagway (PPQ)	Y	
Fairbanks (State)		

[Cancel](#) [Save](#)

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16. Click the **Update** button in the Assigned Locations box to view the *Locations* page and add the user to your duty station.

Welcome Zaida Ortiz of Orlando (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Locations

Please choose a location and select 'Add' to assign a location to this user. Once a location has been added, you can set it as the members primary location and/or grant the member administrative rights to that location. You can also delete previously added locations but you cannot delete a primary location. Click the 'Back' button to return to the User Details screen. Any updates will be saved by clicking the 'Save' button on the User Details screen.

Location:

Location	Primary Location	Admin Privileges
Skagway (PPQ)	Y	<input type="button" value="Grant"/>
Fairbanks (State)	<input type="button" value="Select"/>	<input type="button" value="Grant"/> <input type="button" value="Delete"/>

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17. Click the **Back** button to return to the *User Details* page.
18. Click the **Save** button to save all your changes. To abandon changes, click the **Cancel** button.

1.2.2 Add a New PCIT User

19. Select the [Add New User](#) link.

RESULT: A blank *User Details* page appears.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Zaida Ortiz** of **Orlando (PPQ)**.
[Sign Out](#)





User Details

[PCIT Home](#)

[Manage Account](#)

[Manage Org. Members](#)

[Add Existing User](#)

[Add New User](#)

[ACO Accred. Search](#)

Please add or change the user's information, including roles and locations. To save your changes, click the 'Save' button. To cancel and return to the previous screen, click the 'Cancel' button.

Items marked * are required.

Name:*

First Name M.I. Last Name

PCIT User ID:*

PCIT Password:*

Confirm PCIT Password:*

User Status:* Active Inactive

Assigned Roles [Update](#)

No roles have been assigned.

Assigned Locations [Update](#) **Primary** **Admin**

No locations have been assigned.

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

20. Complete all required fields.

Field	Notes
Name	<ul style="list-style-type: none"> First Name, Middle Initial, and Last Name.
PCIT User ID	<ul style="list-style-type: none"> The ID used to sign in to PCIT. The standard to be used is First Initial, Middle Initial, and Last Name. The user ID is a one-time requirement for the user to synchronize their eAuthentication account with their PCIT account within the appropriate organization.
PCIT Password	<ul style="list-style-type: none"> The password must be at least eight characters long, include one number, and one special character. A special character is defined as ! @ # \$ % ^ & * () . Password is case sensitive. When entered, the password appears as dots (.....). The password is a one-time requirement for the user to synchronize their eAuthentication account with their PCIT account within the appropriate organization.
Confirm PCIT Password	<ul style="list-style-type: none"> Reenter your Password <i>exactly</i> as you did in the Password field. When reentered, your password appears as dots (.....).
User Status	<ul style="list-style-type: none"> Select Active or Inactive as appropriate.

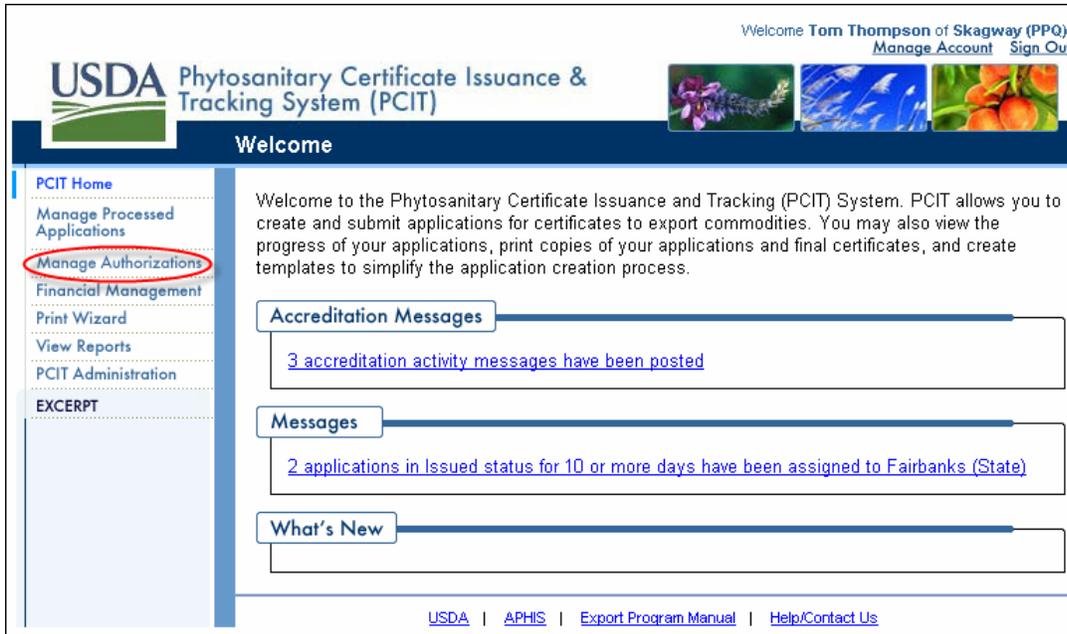
21. Assign roles and locations to the new user. For details about the fields on the *User Details* page, see Step 9.

22. Update the user's information. Click the **Save** button on the *User Details* page. To abandon changes click the **Cancel** button.

1.3 Creating Authorized Entity Organizations

What	This section shows Export Services (ES), Export Certification Specialist (ECS) and State Regulatory Official (SRO) users how to manage authorized entity organizations.
When	If you wish to allow an applicant organization to enter treatment information and additional declarations and print Original certificates.
How	Complete the following steps:

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



- Select the Manage Authorizations link located at the left side of the screen.
RESULT: The *Manage Authorizations* page appears.

Welcome **Tom Thompson** of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Authorizations

PCIT Home
 Manage Processed Applications
Manage Authorizations
 Financial Management
 Print Wizard
 View Reports
 PCIT Administration
 EXCERPT

Authorizations apply to an entire organization. To find and update organizations, enter the name of the organization for review and click the 'Search' button. You may also search by Org ID. Click here for [search tips](#).

Enter Organization Name:

Or

Org ID:

No matches were found at this time.

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NOTE: You must be an ES, ECS, or SRO to have the authority to manage authorized entity organizations.

- To search an applicant organization, enter the organization’s name (or part of the name) and click the **Search** button or enter the Org ID.
RESULT: A list of applicant organizations that meet the search criteria appear below the search text.

Welcome **Tom Thompson** of Skagway (PPQ). [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Authorizations

PCIT Home
 Manage Processed Applications
Manage Authorizations
 Financial Management
 Print Wizard
 View Reports
 PCIT Administration
 EXCERPT

Authorizations apply to an entire organization. To find and update organizations, enter the name of the organization for review and click the 'Search' button. You may also search by Org ID. Click here for [search tips](#).

Enter Organization Name:

Or

Org ID:

Organization	Location	Contact Name	Contact Number	
Alaska Plant World (Org ID 10952)	Juneau, AK	Elizabeth Burton	907-555-1234	<input type="button" value="Update"/>
Alaskan Lumber Warehouse (Org ID 10953)	Juneau, AK	Matt Elliott	907-564-5641	<input type="button" value="Update"/>

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

NOTE: You can use wildcards (*) to search for applicant organizations. Use the search tips link for information and examples.

4. Locate the desired applicant organization; click the corresponding **Update** button.
RESULT: The *Authorization Details* page displays the Organization's name and address, Contact Name, and Contact Number.

Welcome **Tom Thompson** of Skagway (PPQ).
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Authorization Details

[PCIT Home](#)
[Manage Processed Applications](#)
[Manage Authorizations](#)
[Financial Management](#)
[Print Wizard](#)
[View Reports](#)
[PCIT Administration](#)
EXCERPT

You may select new authorizations to the organizations by using the 'Add' button. To remove authorizations from the organization's list click the 'Delete' button or to edit select authorizations use the 'Update' button.

Organization: Alaskan Lumber Warehouse (Org ID 10953)
 93045 Wilson Blvd.
 Juneau, AK 12345

Contact Name: Matt Elliott

Contact Number: 907-564-5641

Current Authorization Level [Add](#)

No authorization levels have been assigned to this applicant.

[Back](#)

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5. To add an authorization level, click the **Add** button.
 RESULT: The *Authorization Level* page appears.

Welcome Tom Thompson of Skagway (PPQ).
 Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Authorization Level

Authorization Level:

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

6. In the Authorization Level drop-down list, select **Authorized Entity** and click the **Next** button.
 RESULT: The *Authorization Entity* page appears.

Welcome Tom Thompson of Skagway (PPQ).
 Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Authorized Entity

PCIT Home
 Manage Processed Applications
 Manage Authorizations
 Financial Management
 Print Wizard
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 PCIT Administration
 EXCERPT

You may add to the organizations list of authorized duty stations by selecting from the drop-down list and clicking the 'Add' button. You may remove a duty station from the organization's list by clicking the 'Delete' button. The 'Revoke All' button removes all authorization rights.

Organization: Alaskan Lumber Warehouse
 93045 Wilson Blvd.
 Juneau, AK 12345

Contact Name: Matt Elliott

Contact Number: 907-564-5641

Duty Station:

No Duty Stations have been assigned as authorized.

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

7. Use the following chart to select the desired action:

If you want to...	Then...
Add an Authorized Duty Station	<ul style="list-style-type: none"> ■ Select the Duty Station from the drop-down list. ■ Click the Add button. ■ RESULT: The duty station appears in the Authorized Duty Stations list.
Delete an Authorized Duty Station	<ul style="list-style-type: none"> ■ Locate the duty station in the Authorized Duty Stations list. ■ Click the corresponding Delete button. ■ Click the Yes button to confirm. ■ RESULT: The duty station is removed from the Authorized Duty Stations list.
Delete all Authorized Duty Stations	<ul style="list-style-type: none"> ■ Click the Revoke All button. ■ Click the Yes button to confirm. ■ RESULT: No Duty Stations have been assigned as authorized' appears in place of the Authorized Duty Stations list. <p>NOTE: If an ECS 'revokes all' of an applicant organization's authorized entity privileges, a SRO will not be able to grant that organization authorized entity privileges until an ECS reverses the revocation. To reverse a revocation, an ECS must grant that applicant organization authorized entity privilege to at least one duty station.</p>



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Tom Thompson** of **Skagway (PPQ)**.
[Sign Out](#)

Authorized Entity

[PCIT Home](#)

[Manage Processed Applications](#)

[Manage Authorizations](#)

[Financial Management](#)

[Print Wizard](#)

[View Reports](#)

[PCIT Administration](#)

EXCERPT

You may add to the organizations list of authorized duty stations by selecting from the drop-down list and clicking the 'Add' button. You may remove a duty station from the organization's list by clicking the 'Delete' button. The 'Revoke All' button removes all authorization rights.

Organization: Alaskan Lumber Warehouse
 93045 Wilson Blvd.
 Juneau, AK 12345

Contact Name: Matt Elliott

Contact Number: 907-564-5641

Duty Station:

Authorized Duty Stations	Revoke All
Skagway (PPQ)	Delete

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

- Click the **Save** button when you are finished.
RESULT: The *Authorization Details* page appears.

Welcome **Tom Thompson** of **Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Authorization Details

You may select new authorizations to the organizations by using the 'Add' button. To remove authorizations from the organization's list click the 'Delete' button or to edit select authorizations use the 'Update' button.

Organization: Alaskan Lumber Warehouse (Org ID 10953)
 93045 Wilson Blvd.
 Juneau, AK 12345

Contact Name: Matt Elliott

Contact Number: 907-564-5641

Current Authorization Level

Authorized Entity

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

- Click the **Back** button to return to the *Manage Authorizations* main page.

Welcome **Tom Thompson** of **Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Authorizations

Authorizations apply to an entire organization. To find and update organizations, enter the name of the organization for review and click the 'Search' button. You may also search by Org ID. Click here for [search tips](#).

Enter Organization Name:

Or

Org ID:

Organization	Location	Contact Name	Contact Number	
Alaska Plant World (Org ID 10952)	Juneau, AK	Elizabeth Burton	907-555-1234	<input type="button" value="Update"/>
Alaskan Lumber Warehouse (Org ID 10953)	Juneau, AK	Matt Elliott	907-564-5641	<input type="button" value="Update"/>

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

1.4 Creating US-NCP Organizations

What	This section shows Export Services (ES) and Export Certification Specialist (ECS) users how to manage US-NCP organizations.
When	If you wish to allow a US-NCP organization the ability to create, submit, process, and issue certificates.
How	Complete the following steps:

ES and ECS users can search for and grant/revoke Nursery Authorizations to applicant organizations. To authorize an organization the ability to process nursery applications, complete the following steps:

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

Welcome **Tom Thompson of Skagway (PPQ)**.
[Manage Account](#) [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome

[PCIT Home](#)
[Manage Processed Applications](#)
[Manage Authorizations](#)
[Financial Management](#)
[Print Wizard](#)
[View Reports](#)
[PCIT Administration](#)
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.

Accreditation Messages
[3 accreditation activity messages have been posted](#)

Messages
[2 applications in Issued status for 10 or more days have been assigned to Fairbanks \(State\)](#)

What's New

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

- Select the [Manage Authorizations](#) link at the left side of the screen.
RESULT: The *Manage Authorizations* page appears.

Welcome **Tom Thompson** of **Skagway (PPQ)**.
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Authorizations

Authorizations apply to an entire organization. To find and update organizations, enter the name of the organization for review and click the 'Search' button. You may also search by Org ID. Click here for [search tips](#).

Enter Organization Name:

Or

Org ID:

No matches were found at this time.

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

- To search an applicant organization, enter the organization's name (or part of the name) and click the **Search** button.
RESULT: A list of applicant organizations that meet the search criteria appear below the search text.

Welcome **Tom Thompson** of **Skagway (PPQ)**.
Sign Out

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Authorizations

Authorizations apply to an entire organization. To find and update organizations, enter the name of the organization for review and click the 'Search' button. You may also search by Org ID. Click here for [search tips](#).

Enter Organization Name:

Or

Org ID:

Organization	Location	Contact Name	Contact Number	
Last Frontier Nursery (Org ID 10954)	Juneau, AK	Lee Rivers	907-111-1111	<input type="button" value="Update"/>

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

NOTE: You can use wildcards (*) to search for organizations. Use the search tips link for information and examples.

4. Locate the desired applicant organization; click the corresponding **Update** button.
 RESULT: The *Authorization Details* page displays the Organization's name and address, Contact Name, and Contact Number.

Welcome **Tom Thompson of Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Authorization Details

PCIT Home
 Manage Processed Applications
 Manage Authorizations
 Financial Management
 Print Wizard
 View Reports
 PCIT Administration
 EXCERPT

You may select new authorizations to the organizations by using the 'Add' button. To remove authorizations from the organization's list click the 'Delete' button or to edit select authorizations use the 'Update' button.

Organization: Last Frontier Nursery (Org ID 10954)
 4454 Cold Highway
 Juneau, AK 12345

Contact Name: Lee Rivers

Contact Number: 907-111-1111

Current Authorization Level

No authorization levels have been assigned to this applicant.

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5. To add an authorization level for a nursery, click the **Add** button.
 RESULT: The *Authorization Level* page appears.

Welcome **Tom Thompson of Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Authorization Level

Authorization Level: Nursery Certification Program ▼

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6. In the Authorization Level drop-down list, select **Nursery Certification Program** and click the **Next** button.

RESULT: The *Nursery Certification Program* page appears.



USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Tom Thompson** of **Skagway (PPQ)**.
[Sign Out](#)





Nursery Certification Program

To authorize the organization, enter Responsible Party and Agreement Number. Then add destination countries by selecting from the Destination Country drop-down list and clicking 'Add'. Click 'Save' to save the authorization.

To update authorization information, make the desired edits and click the 'Save' button.

To remove a country, click the corresponding 'Delete'. Note: If no Destination Country is selected, the authorization will be removed upon 'Save'.

Items marked * are required.

Organization: Last Frontier Nursery
4454 Cold Highway
Juneau, AK 12345

Responsible Party:*

Agreement Number:*

Destination Country: Canada ▾

No countries have been added.

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

7. To authorize the organization, enter the **Responsible Party, Agreement Number, and Destination Country** and click the **Add** button.

RESULT: The *Nursery Certification Program* page reappears with the information displayed.

NOTE: Currently, the Nursery Program only includes Canada as a destination country. More countries may be added in the future.



Phytosanitary Certificate Issuance & Tracking System (PCIT)

Welcome **Tom Thompson** of **Skagway (PPQ)**.
[Sign Out](#)

Nursery Certification Program

To authorize the organization, enter Responsible Party and Agreement Number. Then add destination countries by selecting from the Destination Country drop-down list and clicking 'Add'. Click 'Save' to save the authorization.

To update authorization information, make the desired edits and click the 'Save' button.

To remove a country, click the corresponding 'Delete'. Note: If no Destination Country is selected, the authorization will be removed upon 'Save'.

Items marked * are required.

Organization: Last Frontier Nursery
4454 Cold Highway
Juneau, AK 12345

Responsible Party:*

Agreement Number:*

Destination Country:

Destination Country

Canada

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

8. Click the **Save** button to save the authorization.
 RESULT: The *Authorization Details* page appears.

The screenshot displays the 'Authorization Details' page in the USDA PCIT system. At the top right, it says 'Welcome Tom Thompson of Skagway (PPQ)' with a 'Sign Out' link. The main header includes the USDA logo and the system name. A navigation menu on the left lists options like 'PCIT Home', 'Manage Processed Applications', 'Manage Authorizations', 'Financial Management', 'Print Wizard', 'View Reports', and 'PCIT Administration'. The main content area contains instructions on how to manage authorizations and lists the following details:

- Organization:** Last Frontier Nursery (Org ID 10954)
4454 Cold Highway
Juneau, AK 12345
- Contact Name:** Lee Rivers
- Contact Number:** 907-111-1111

Below the details is a table for 'Current Authorization Level' with an 'Add' button. The table has one row: 'Nursery Certification Program' with 'Update' and 'Delete' buttons. A 'Back' button is located below the table. At the bottom, there are links for 'USDA', 'APHIS', 'Export Program Manual', and 'Help/Contact Us'.

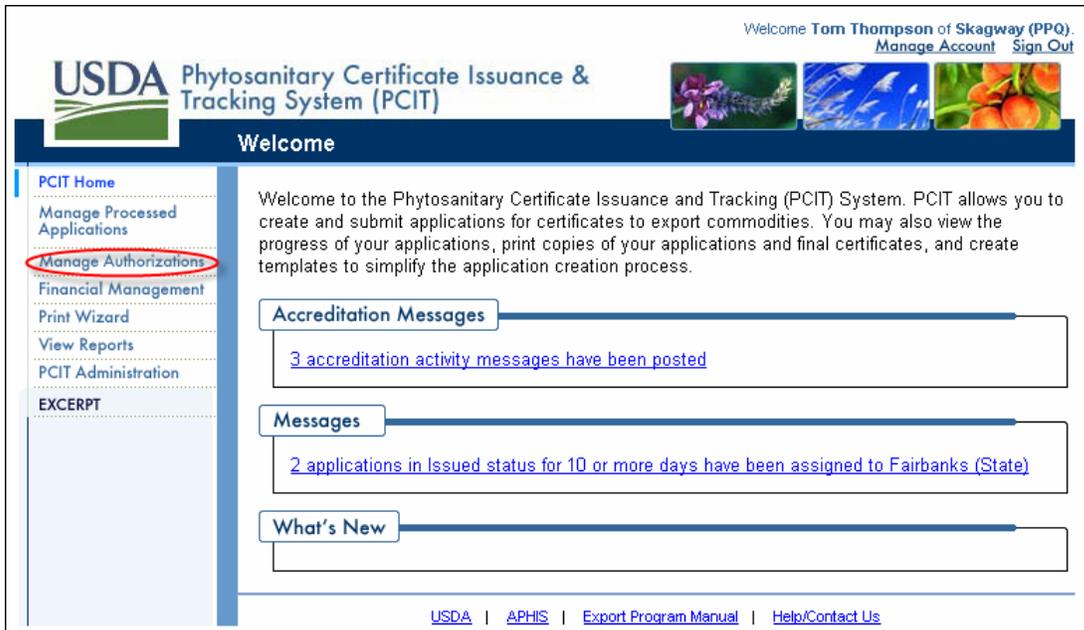
9. Click the **Back** button to return to the *Manage Authorizations* main page.

1.5 Creating Interagency Agreements

What	This section shows Export Services (ES) and Export Certification Specialist (ECS) users how to manage Interagency Agreements (IA).
When	If you wish to identify an external organization as an IA organization.
How	Complete the following steps:

The payment method for government agencies that have an Interagency Agreement (IA) with PPQ will automatically default to IA. The number of certificates and the dollars related to issuing IA certificates will be tracked by PCIT. The payment for these certificates will happen at the end of the fiscal year outside of the PCIT system.

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



- Select the [Manage Authorizations](#) link at the left side of the screen.
RESULT: The *Manage Authorizations* page appears.

Welcome **Tom Thompson** of **Skagway (PPQ)**. [Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Authorizations

[PCIT Home](#)
[Manage Processed Applications](#)
[Manage Authorizations](#)
[Financial Management](#)
[Print Wizard](#)
[View Reports](#)
[PCIT Administration](#)
EXCERPT

Authorizations apply to an entire organization. To find and update organizations, enter the name of the organization for review and click the 'Search' button. You may also search by Org ID. Click here for [search tips](#).

Enter Organization Name:

Or

Org ID:

Organization	Location	Contact Name	Contact Number	
Glacier Lumber (Org ID 10955)	Juneau, AK	Eric Wilson	907-222-2222	<input type="button" value="Update"/>

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

NOTE: You must be an ES or ECS to have the authority to manage interagency agreement organizations.

- To search an applicant organization, enter the organization's name (or part of the name) and click the **Search** button.
RESULT: A list of applicant organizations that meet the search criteria appear below the search text.

NOTE: You can use wildcards (*) to search for applicant organizations. Use the search tips link for information and examples.

4. Locate the desired applicant organization; click the corresponding **Update** button.
 RESULT: The *Authorization Details* page displays the Organization's name and address, Contact Name, and Contact Number.

Welcome **Tom Thompson** of **Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Authorization Details

PCIT Home
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 Print Wizard
 View Reports
 PCIT Administration

EXCERPT

You may select new authorizations to the organizations by using the 'Add' button. To remove authorizations from the organization's list click the 'Delete' button or to edit select authorizations use the 'Update' button.

Organization: Glacier Lumber (Org ID 10955)
 1784 West Road
 Juneau, AK 12345

Contact Name: Eric Wilson

Contact Number: 907-222-2222

Current Authorization Level

No authorization levels have been assigned to this applicant.

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

5. To add an authorization level, click the **Add** button.
 RESULT: The *Authorization Level* page appears.

Welcome **Tom Thompson** of **Skagway (PPQ)**.
[Sign Out](#)

USDA Phytosanitary Certificate Issuance & Tracking System (PCIT)

Authorization Level

Authorization Level:

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

6. In the Authorization Level drop-down list, select **Interagency Agreement** and click the **Next** button.
 RESULT: The *Authorization Details* page appears.

The screenshot displays the USDA Phytosanitary Certificate Issuance & Tracking System (PCIT) interface. At the top right, it says "Welcome Tom Thompson of Skagway (PPQ). Sign Out". The main header is "Authorization Details".

On the left is a navigation menu with the following items: PCIT Home, Manage Processed Applications, Manage Authorizations (highlighted), Financial Management, Print Wizard, View Reports, PCIT Administration, and EXCERPT.

The main content area contains the following text:

You may select new authorizations to the organizations by using the 'Add' button. To remove authorizations from the organization's list click the 'Delete' button or to edit select authorizations use the 'Update' button.

Organization: Glacier Lumber (Org ID 10955)
 1784 West Road
 Juneau, AK 12345

Contact Name: Eric Wilson

Contact Number: 907-222-2222

Below this information is a table with the following structure:

Current Authorization Level	Add
Interagency Agreement	Delete

At the bottom of the table is a "Back" button.

At the bottom of the page are the following links: [USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

7. Click the **Back** button to return to the *Manage Authorizations* main page.