

The Replace process is used when a processed Certificate (in Issued or Printed status) has errors and needs to be replaced with a new, corrected Certificate. When a Certificate is replaced, the original Certificate is considered Void and a new one is created with the same data which can then be corrected as necessary.

Note that the AE organization can only Replace a certificate issued by a Duty Station where they have AE privileges.

Step One: Initiate the Replacement

1. Click **Manage Processed Applications**. The *Manage Processed Application* page displays.
2. Search for the Certificate you wish to Replace.
3. Click the **Manage** button next to the desired Certificate. The *Manage Certificate* page displays.
4. In the **Process** drop-down list, select the **Replace** option.
5. Click **Select**. The *Application for Phytosanitary Certificate – Application Details* page displays, showing the new application with a new tracking number.

Step Two: Review and Update the Application

6. Review all the information in the Application by clicking the **Edit** button next to each section of the Application. Make the necessary updates/corrections and click the **Save** button at the bottom of each screen. (Click Cancel if no changes were made to the screen.)
7. Enter the **Reason for Replacement** at the bottom of the *Application for Phytosanitary Certificate – Application Details* page.
8. Click the **Issue/Print Certificate** link in the left side Navigation Menu. The *Certificate Adjustment* page displays.
9. Enter any Adjustments as necessary. If you wish to preview the Certificate, click the **Save Current Adjustments** button, then click the **Preview Certificate** button.
10. Click the **Submit for Replacement** button. This displays the *Print Certificate* page.

Step Three: Generate the Replacement Certificate

11. Click the **Generate Original Certificate** button and Print the Certificate.
12. Verify that the Certificate was successfully printed and click the **Printed** button.
13. The Replacement Certificate is now complete and available to the Duty Station to complete the processing.
14. Click the **PCIT Home** link in the Navigation Bar to return to the Welcome screen to continue using PCIT or click the **Sign Out** link in the top right corner to log out of PCIT.

For additional details regarding the Replace process, please see the PCIT on-line Help topic "Replace a Certificate."