

Industry users must create an organization account to use PCIT. The organization account is a single organization that is shared between multiple user accounts. This allows for the sharing of funds, applications, templates, etc. The person who creates the organization account becomes the Organization Administrator (Org Admin). The Org Admin is responsible for adding user accounts, or members, to the organization. Each member of an organization must have a separate USDA eAuthentication user id and password, and will join the organization account via a personal identification number (PIN) that is created by the Organization Administrator. To add members to the organization, the following steps must be performed by the Org Admin.

Step 1: PCIT Home

- I. From *PCIT Home*, click on the [Manage Account](#) link on the top right corner of the page.

Step 2: Manage Account

- I. Select the **Organization Account Information For: *Organization Name*** and click the **Next** button.

NOTE: Only PCIT Organization Administrators have this option.

Step 3: Manage Organization Profile

- I. On this page, you will see the list of organization members for your organization's PCIT account.
- II. To add a new member, click the **Add Member to Organization** button.

Step 4: Add Member

- I. Enter the member's first and last name.
- II. Create a **Unique PIN** number or click the **Generate PIN** button to have PCIT automatically create a unique PIN. The new member will use this PIN to join your organization.
- III. If you would like the member to have administrative privileges, select **Yes** for the 'Org Admin Rights?' option. This will give them the ability to add new members or delete existing ones.
- IV. **IMPORTANT:** You must provide the new member with the **Unique PIN** so the member can join your organization when logging in to PCIT for the first time.
- V. When you have completed entering all the required information, click the **Save** button.

Note: All users who use PCIT must obtain a USDA eAuthentication Level 1 account. Please reference the Industry Users Quick Reference Guide [Accessing PCIT for the First Time](#) for more information.