The USDA APHIS Application Access website provides access to either PCIT (Phytosanitary Certificate Issuance and Tracking System) or VEHCS (Veterinary Export Health Certificate System).

Before you can access the PCIT or VEHCS system, you must create a USDA eAuthentication user account. USDA eAuthentication is the security portal for all USDA applications, and the user account allows you to login to USDA websites, such as PCIT and VEHCS.

Please Note: Without a valid eAuthentication account you will not be able to create your new PCIT or VEHCS account.

Action One: Logging into PCIT or VEHCS

1. Access the website https://pcit.aphis.usda.gov/pcit/.

2. Click **Log In**. The *eAuthentication Login* page displays.

3. Choose one of the following paths:

    a. If you do not have a USDA eAuthentication Account, proceed to **Action Two: Creating a USDA eAuthentication Account.**

    b. If you are logging into PCIT or VEHCS for the first time and already have an eAuthentication account, proceed to **Action Three: Linking Your New eAuthentication Account to PCIT or VEHCS**.

Action Two: Creating a USDA eAuthentication Account

1. On the *eAuthentication Login* page, Click the **Create an account** link under the Quick Links box in the upper left hand corner.

2. Click the **Register for Level 1 Account** link in the middle of the page.
   NOTE: If you sign up for a Level 2 account, it will revert back to a Level 1 account.

3. Follow the instructions provided on the USDA eAuthentication website to Register for a Level 1 Account.

4. On the *Step 1 of 4 – Level 1 Access Account Registration* page, complete required fields and click **Continue**.

5. On the *Step 2 of 4 – Level 1 Access Account Verification* page, review the information and click **Submit**.

6. The *Step 3 of 4 – Print Confirmation email* page displays. Your confirmation email should arrive within 1 hour.

7. From the confirmation email, click the ACTIVATE MY ACCOUNT link.

8. The *Step 4 of 4 – Account Activated* page displays that your account has been activated with Level 1 Access. Please wait 20 minutes from the time of activation before using your account.

9. After your account has been activated, return to the website https://pcit.aphis.usda.gov/pcit/ and click **Log In**. Proceed to **Action Three: Linking Your New eAuthentication Account to PCIT or VEHCS**.

> For user ID/password assistance and technical support regarding eAuthentication, you must contact the APHIS eAuthentication Helpdesk.
> 1-866-794-2827 or aehd@aphis.usda.gov

Action Three: Linking Your New eAuthentication Account to PCIT or VEHCS

1. On the *eAuthentication Login* page, enter your eAuthentication User ID and password and click **Login**.

   a. LincPass is the HSPD-12 Personal Identity Verification (PIV) card issued by USDA. If you have a card reader attached to your workstation, you can use your LincPass card to log in to eAuthentication.

      i. Verify that your LincPass card is inserted into the card reader for your computer.

      ii. Click **Login with your LincPass (PIV)** button.
          RESULT: A pop-up box "Select a Certificate" may appear.

      iii. Select your **PIV Authentication** certificate and click **OK**.

      iv. Try your first certificate. If your login fails, try again and change your selection to your second certificate.

      v. The certificate (first or second) that works for you will be the same for future logins.

      vi. If prompted, enter your **PIN**.

   b. Enter your user ID and password by completing the following steps:

      i. Enter your eAuthentication User ID in the User ID field.

      ii. Enter your eAuthentication Password in the Password field.

      iii. Click the **Login** button.

         o If you entered your credentials incorrectly, you will be taken to a "Login Failed" error page. Click the "Back" button and try again.

         o If you are not authorized to access the URL that you have requested, you will be taken to an "Access Denied" error page.

         o If you entered your credentials correctly and you are authorized, you will be taken to the URL that you requested.

2. The *APHIS Application Access* page should appear showing your successful login to eAuthentication. If this is the case, your eAuthentication ID is working correctly. Now you can choose to either continue to PCIT or VEHCS.

   If you are exporting plants and/or plant products, click **Continue to PCIT**.

   If you are exporting live animals and/or live animal products, click **Continue to VEHCS** and click **Yes** to confirm this selection.

   NOTE: Your eAuthentication ID can access PCIT or VEHCS, not both. It's very important that you make the correct selection.

3. Now that you've accessed PCIT or VEHCS, you can create a new organization or join an existing one. These systems are organization based, meaning that you will belong to an organizational group that can share data in these systems. At this point you can create a new organization, or join an existing one. To join an organization, the organization administrator would have provided you a PIN. Make a selection based on the options below:

   a. Creating a New Organization in PCIT – Proceed to Action Four.

   b. Joining an Existing Organization in PCIT – Proceed to Action Five.

   c. Creating a New Organization in VEHCS – Proceed to Action Six.

   d. Joining an Existing Organization in VEHCS – Proceed to Action Seven.

Action Four: Creating a New Organization in PCIT

1. To create a PCIT account for your organization, click the **Create Applicant Organization** button on the left.

2. The *Registration Wizard – User Information* page appears. Enter your Name and Phone, and then click **Next**.

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3. The *Registration Wizard – Choose a Path* page appears. Select the Create a New Organization Account within PCIT option and click **Next**.

4. The *Registration Wizard – Create New Organization* page, enter your company's information and click **Submit**.

    NOTE: Only one profile per applicant organization is needed. As the organization administrator, you are responsible for adding and maintaining other PCIT user accounts for your company or organization. When entering additional user accounts to your applicant organization, you should also designate at least one other user as an administrator.

5. The *Registration Wizard – Create Successful* page appears. Click **Continue** to start using PCIT.

6. Your eAuthentication account is now synchronized with your organization's new PCIT account and you are now logged into the system.

7. The next time you access the PCIT website, simply enter your eAuthentication User ID and password and click Login. This will log you all the way into PCIT.

Action Five: Joining an Existing Organization in PCIT

1. Your organization's account administrator should provide you with a unique personal identification number (PIN) to connect to the organization's account. Under Option 2, enter this information and click **Join**.

2. Your eAuthentication account is now synchronized with your organization's PCIT account and you are now logged into PCIT.

For PCIT questions or further assistance, contact the PCIT Help Desk 1-866-HLP-PCIT (457-7248) or pcithelpdesk@aphis.usda.gov

Action Six: Creating a New Organization in VEHCS

1. To create a VEHCS account for your organization, click the **Create Business Organization** button on the left.

2. The *Registration – User Information* page appears. Enter your Name, E-mail Address, and select either Veterinary Clinic or Exporter as Organization Type. Then select a User Role. Click **Next**.

   NOTE: If you select Accredited Veterinarian, you will need to provide your License and Accreditation information.

3. The *Registration Wizard – Create New Organization* page appears. Complete the required fields to create a profile for your business organization and click **Submit**.

   NOTE: Only one profile per business organization is needed. As the organization administrator, you are responsible for adding and maintaining other VEHCS user accounts for your company or organization. When entering additional user accounts to your business organization, you should also designate at least one other user as an administrator.

4. The *Registration Wizard – Create Successful* page appears. Click **Continue** to start using VEHCS.

5. Your eAuthentication account is now synchronized with your organization's new VEHCS account and you are now logged into the system.

6. The next time you access the VEHCS website, simply enter your eAuthentication User ID and password and click Login. This will log you all the way into VEHCS.

Action Seven: Joining an Existing Organization in VEHCS

1. Your organization's account administrator should provide you with a unique personal identification number (PIN) to connect to the organization's account. Under Option 2, enter this information and click **Join**.

2. Your eAuthentication account is now synchronized with your organization's VEHCS account and you are now logged into VEHCS.

For VEHCS questions or further assistance,
contact the PCIT Help Desk
1-866-HLP-PCIT (457-7248) or pcithelpdesk@aphis.usda.gov