
Accessing PCIT for the First Time – Industry & Internal Users

The USDA APHIS Application website provides access to **PCIT (Phytosanitary Certificate Issuance and Tracking System)**. Logging into PCIT requires a login credential. As of September 2024, USDA will transition from eAuth accounts to Login.gov as the login option for doing business with USDA online ([more information here](#)).

New users who need to login to USDA systems should utilize Login.gov credentials.

Existing eAuth account users can transition to using login.gov credentials. If you need additional help with obtaining login credentials, visit: [USDA Login Credentials Contact Us](#)

Please Note: Without valid login credentials, you will not be able to create your new PCIT account.

Below are the instructions to login to the PCIT application.

- If you login as an **Applicant, or State or Country Cooperator**, please follow the **Actions from One to Five**.
- If you login as an **PPQ staff or other APHIS stakeholder**, please follow the **Action Six**.

Action One: Logging into PCIT as an Applicant, or State or County Cooperator

1. Access the website <https://pcit.aphis.usda.gov/pcit/faces/signIn.jsf>.
2. Click **Log In**. The eAuthentication Login page displays.
3. Select Customer user type.
4. As of September 2024, USDA will transition from eAuth accounts to Login.gov as the login option for doing business with USDA online. Choose one of the following paths:
 - a. Customers who don't have an existing eAuth account or Login.gov account, proceed to **Action Two: Creating a Login.gov Account**.
 - b. Customers that have an existing eAuth account but not a Login.gov account should create a Login.gov account, then link the two accounts to retain relationships with USDA. Proceed to **Action Two: Creating a Login.gov Account**.
 - c. Customers who already have a Login.gov account, proceed to **Action Three: Linking your Login.gov Account to PCIT**.

Action Two: Creating a Login.gov Account

There are additional step-by-step instructions for creating a Login.gov account on the Login.gov website at: <https://www.login.gov/help/get-started/create-your-account/>

0. Continued from Action One, Steps 4a and 4b.
1. Select Login.gov.
2. Click the **Create an account** button.
3. Enter your email address. Then click **Submit**. The Check your email page displays.

NOTE: State/County users should enter their "**official email addresses**".
4. Access your email and locate the 'Confirm your email' message from Login.gov. Click **Confirm email address** in the message. You are returned to the Login.gov website. **NOTE:** The link in the email will expire soon in 24 hours.
 - a. Enter Password and click **Continue**. Authentication method setup page displays.
 - b. Select the multi-factor authentication methods to be used. Add at least two different options in case you lose one of your methods.
 - c. Click **Agree and Continue**. Link with Login.gov displays. Choose below options to proceed.

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- i. If you have an existing eAuth account, click **Yes** to link your existing USDA eAuth account with Login.gov.
 1. If you previously accessed PCIT the PCIT Home page displays. You have successfully logged into PCIT.
 2. If you have not previously accessed PCIT, PCIT Initial Registration page displays. Proceed to **Action Three, step 4.**

Please visit the [eAuth Login.gov](https://login.gov) for [FAQs](#) information on Login.gov account registration or account issues

- ii. If you don't have an existing USDA eAuth account, click **No/Continue**. PCIT Initial Registration page displays. Proceed to **Action Three, step 4.**

Action Three: Linking Your New Login.gov Account to PCIT

0. Continued from Action One, Step 4c.
1. Select Login.gov. The Login.gov Sign in page displays.
2. Enter your Email address (i.e. Login.gov User ID) and Password, and click **Sign in**. The Enter your authentication app code page displays.
3. Retrieve an authentication code using a multi-factor authentication method selected when you created the Login.gov credentials. Enter the code and click Submit. The PCIT Initial Registration page displays.
4. PCIT is organization based, meaning that users that belong to an organization share the organization's data, templates, and funds. On the PCIT Initial Registration page you choose to create a new organization or join an existing one. Before joining an organization, that organization's administrator must provide you a Unique PIN. **Make a selection based on the options below:**
 - c) Creating a New Organization in PCIT – Proceed to Action Four. OR
 - d) Joining an Existing Organization in PCIT – Proceed to Action Five.

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**. **NOTE:** To log in to PCIT, you'll need to use **USA or P.O. Box address**.
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 Login.gov 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 Login.gov User ID and password and enter authentication code click Submit. This will log you all the way into PCIT.

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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 join the organization. Under Option 2, enter the PIN and click **Join**.
NOTE: If you are the only users on this account then please email the PCIT helpdesk to ask for the unique PIN.
2. Your Login.gov account is now synchronized with your organization's PCIT account, and you are now logged into PCIT.
3. The next time you log into PCIT website, you will be taken directly into PCIT.

For PCIT questions or further assistance,
contact the PCIT Help Desk at
[\[pcithelpdesk@usda.gov\]](mailto:pcithelpdesk@usda.gov)

Please follow the instructions below to login to PCIT as a **PPQ staff or other APHIS stakeholder**.

Action Six: Joining PCIT

1. Before proceeding you must have a unique personal identification number (PIN). Please contact your Export Certification Specialist or backup so they can add you in PCIT and provide you a PIN.
2. Access the website <https://pcit.aphis.usda.gov/pcit/faces/signIn.jsf>, once you receive the PIN.
3. Select USDA Employee/Contractor user type. USDA Federal Login page displays.
4. Click Login and link your PIV/CAC or USDA Mobile Linc or USDA work account or eAuth to PCIT application. You are now logged into PCIT.
5. Once you login to PCIT, use the PIN Under Option 2, and click **Join**.
6. Your Federal Login credentials are now synchronized with your organization's PCIT account, and you are now logged into PCIT.
7. The next time you access the PCIT website, simply connect with your federal login credentials. This will log you all the way into PCIT.

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