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. Click the **Create Account** link in the blue banner toward the top left of the screen.

2. Click the **Customer** radio button. Then click **Continue**. The Customer Account Registration page displays.

3. Enter your email address. Then click **Submit**. The Registration Email Sent page displays.

4. Access your email to follow the instructions provided on the **eAuth – Confirm Email** to complete the account registration. **NOTE:** The link in the email will expire soon.

   a   Click **Continue Registration**. The Customer Account Registration page displays.

   b   Enter your First Name, Last Name and any optional fields. Enter a Password. Then click **Submit**. The Customer Account Registration/Account Registration Complete page displays.

   c   Click **Log in to your application**. The What Are You Exporting? page displays.

      NOTE: Depending on your browser you may need to enter your Password and click **Log In with Password**. Then the What Are You Exporting? page displays.

   d   Proceed to **Action Three, step 2**.

> Please visit the USDA eAuthentication FAQs for information on eAuth
> account registration or account issues

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 **Log In with Password**. The What Are You Exporting? page displays.

2. The What Are You Exporting? page indicates a successful login to eAuthentication. Now you will choose to continue to PCIT or to 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**.

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@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@usda.gov