



Phytosanitary Certificate Issuance and Tracking (PCIT) System – Industry Fact Sheet

PCIT is more popular than ever with Industry, State and County users. An initial learning curve is to be expected, however PCIT is a very user friendly system. PCIT was first released in December 2005, since that time over 400 changes have been made based on user feedback. Use and acceptance of the system continues to increase.

System Use Facts:

- December 2005-December 2006
 - 12,200 phytosanitary certificates
- January 2007-December 2007
 - 104,400 phytosanitary certificates
 - Mandatory for USDA-PPQ effective October 2007
- January 2008-December 2008
 - 205,109 phytosanitary certificates and 16,178 Re-Export phytosanitary certificates

Current benefits

- PCIT is secured using the SSL encryption protocol and provides features that will protect business data and assures the confidentiality and integrity of any information sent over the Internet
- Drop down menus and templates may be customized for faster applications.
- Industry can pay for certificates directly through the system. (available in 2009 to State and County locations)
- Industry can submit applications anywhere in the country.
- PCIT is available 24 hours per day, 7 days per week.
- Electronic copies of PCIT certificates can be reviewed online.
- Certificates and attachments are stored electronically.
- When required, supporting documentation can be scanned directly into PCIT.
- Held shipments are handled faster because the information is available electronically.
- PCIT information is being used to retain and expand market access for commodities.
- Up to the minute PCIT reports provide industry users with accurate data for business needs.

Future changes

- All export certificates issued by State and County cooperators through PCIT will have a lower administrative fee. This benefits U.S. exporters and is because of efficiencies PCIT provides to the overall export process.
- If State or County cooperators issue certificates through PCIT, the system can collect the administrative fee directly from the exporter, thus the State or County would not have to deal with the administrative fee directly.
- "State Phytosanitary Certificates" are being added to PCIT. Currently, Florida, Kentucky, Missouri, North Carolina, Texas, and Wisconsin are in PCIT. This provides a "one stop shop" for industry to request both State and Federal phytosanitary certificates.
- Foreign export regulations currently housed in EXCERPT will eventually be housed and accessed within PCIT. This will allow all users to search the database for foreign export requirements themselves and will reduce export questions. It should be noted that the format for this database will be very different from the current EXCERPT database. The new system will be more user friendly, easier to navigate, and work in conjunction with PCIT. Also, no subscription fees will be required.
- Electronic transfer of Federal phytosanitary certificates directly to foreign governments will be added. This will be phased in slowly with our high volume trading partners first. This capability should save time and money for exporters by eliminating lost documents, delayed entry due to missing paperwork, and international document delivery costs.

USDA-PPQ personnel are available to help persons with PCIT. Anyone interested in using the PCIT system should contact local Export Certification Specialists which can be found at the link below.

http://www.aphis.usda.gov/import_export/plants/plant_exports/ecs/index.shtml

PCIT also maintains a helpdesk for technical assistance, which is available Monday-Friday from 8am-8pm EST. The helpdesk may be contacted by calling (888) HLP-PCIT or email at pcithelpdesk@aphis.usda.gov.

Step 1: Logging into PCIT

- I. Connect to the *PCIT Log In* page using the Web address: <https://pcit.aphis.usda.gov/pcit/>.
- II. Click the **Log In** button. The *eAuthentication Warning* page displays.
- III. Click the **Continue** button. The *eAuthentication Login* page displays.
- IV. Choose one of the following paths:
 - a. If you do not have a USDA eAuthentication Account, proceed to Step 2: Creating a USDA eAuthentication Account.
 - b. If you are logging into PCIT for the first time with your eAuthentication account, proceed to Step 3: Linking Your New eAuthentication Account to PCIT.
 - c. If you have logged into PCIT with your eAuthentication account before, proceed to Step 4: Logging into PCIT (From Now On).

Step 2: Creating a USDA eAuthentication Account

- I. Click the [Create an account](#) link under the Quick Links box in the upper left hand corner.
- II. Click the [Level 1 Access](#) link at the bottom of the page.
- III. Follow the instructions provided on the USDA eAuthentication website and confirmation e-mail to complete and activate your account.

Step 3: Linking Your New eAuthentication Account to PCIT

- I. Enter your eAuthentication User ID and password and click the **Login** button.
- II. The *PCIT Log In* page appears. You will access this page only during this initial process.
- III. If your organization already has an account within PCIT:
 - a. Your organization's PCIT account administrator should provide you with a **temporary** PCIT User ID and password to connect to the organization's account. Enter this information and click the **Sign In** button.
 - b. Your eAuthentication account is now synchronized with your organization's PCIT account and you are now logged into PCIT.
- IV. If your organization does not have an account within PCIT:
 - a. To create a PCIT account for your organization, click the **Register External Organization** button on the left.
 - b. The *Registration Wizard – User Information* page appears. Enter or review/update (if pre-populated) the name and phone number and click the **Next** button.
 - c. Select the **Create a New Organization Account within PCIT** option and click the **Next** button.
 - d. On the *Registration Wizard – Create New* page, enter your company's information and click the **Submit** button.
 - e. The *Registration Wizard – Create Successful* page appears. Click the **Continue** button to start using PCIT.
 - f. Your eAuthentication account is now synchronized with your organization's new PCIT account and you are now logged into PCIT.

Step 4: Logging into PCIT (From Now On)

- I. Enter your eAuthentication User ID and password and click the **Login** button. You are now logged into PCIT.

Step 1: Choose to Create an Application

- I. From the left navigation under [Create Application](#), click on the [Without Template](#) link.

Step 2: Select Your Certificate Type

- I. Choose the certificate type from the dropdown and click the **Next** button.
 - a. If you selected **PPQ Form 579**, proceed to Step 3: Foreign Certification Information.
 - b. If you selected **PPQ Form 577** or any **State Certificate** form, proceed to Step 4: General.

Step 3: Foreign Certification Information

- I. Enter the foreign certificate information and click the **Next** button.

Step 4: General

- I. Enter the general information for your application. If the exporter or consignee is not listed, add a new entry by clicking on the corresponding **Add** button.
 - a. After adding the new entry, click the **Save & Back** button to return. Select the entry from the dropdown.
- II. When you have completed entering your information, click the **Next** button.

Step 5: Export & Shipping Details

- I. Select and enter the export and shipping details for your application.
 - a. Under **Default Shipping Values**, you may enter values that will be included in any new commodities.
- II. When you have completed entering your information, click the **Next** button.

Step 6: Commodities

- I. To add a new commodity, click the **Add Commodity**, **Add Mixed Commodity**, or **Add Cross Commodity** button and follow the instructions on the screen.
 - a. To update and delete existing commodities, click the corresponding checkbox next to the commodity and click either the **Update Selected** or **Delete Selected** button.
- II. When you have completed entering your information, click the **Next** button.

Step 7: Attachments

- I. To add an attachment to your application, click the **Add Attachment** button. When complete, click the **Next** button.

Step 8: Summary/Submit

- I. Review your completed application. To make any changes, click on the corresponding **Edit** button next to the section you want to edit.
- II. When your application is ready for submission, click on the **Submit Application** button.

Step 9: Confirmation & Save as Template

- I. Once your application has been successfully submitted, you will be sent to the *Confirmation* page.
- II. If you would like to save the information from your application as a template to make future application creation faster, click the **Save as Template** button.
 - a. On the *Save Application as Template* page, enter a template name and click the **Save** button.