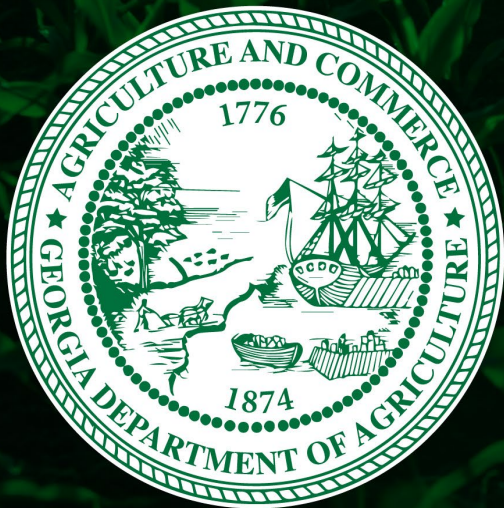


GEORGIA DEPARTMENT OF AGRICULTURE

Commissioner Tyler Harper

Applying for State Phytosanitary Certificates through PCIT

(Phytosanitary Certificate Issuance & Tracking System)





Steps for applying for a State Phytosanitary Certificate through PCIT

- The next few slides will show the steps for creating an account through E-Authentication and applying for a State Phytosanitary Certificate through PCIT
- Please follow the slides in order to create your account and apply for a State Phytosanitary Certificate.
- Below is the web address to begin the process and the web address for PCIT once you have created your account.
- <https://www.eauth.usda.gov/eauth/b/usda/home>
- <https://pcit.aphis.usda.gov/pcit/faces/signIn.jsf>





E-Authentication Home- Choose “CREATE ACCOUNT”



eAuthentication

U.S. DEPARTMENT OF AGRICULTURE



[HOME](#)

[CREATE ACCOUNT](#)

[MANAGE ACCOUNT](#) ▾

[HELP](#) ▾

eAuth Home

Delivering easy to obtain,
secure and private online
access to USDA programs
and services.

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Choose “No” on this screen

 An official website of the United States government [Here's how you know](#) ▾

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HOME CREATE ACCOUNT MANAGE ACCOUNT ▾ HELP ▾

Account Registration ?

Do you have a working PIV or CAC card with reader?

Quick Links
[Home](#)
[Create Account](#)

Other Links
[Accessibility Statement](#)
[Privacy Policy](#)

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Choose “Continue to Login.gov”

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eAuthentication

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[HOME](#)

[CREATE ACCOUNT](#)

[MANAGE ACCOUNT](#) ▾

[HELP](#) ▾

Non-USDA without PIV - Use Login.gov ?

eAuth is now using Login.gov for non-USDA federal employees and contractors who do not have a PIV or CAC. Please click the Continue to Login.gov button to create your account.

[Continue to Login.gov](#)

[Cancel](#)

Quick Links

[Home](#)

[Create Account](#)

Other Links

[Accessibility Statement](#)

[Privacy Policy](#)

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Choose “Create an Account”- this is where you will create a username and password.

LOGIN.GOV USDA

USDA eAuthentication is using Login.gov to allow you to sign in to your account safely and securely.

Sign in Create an account

Sign in for existing users

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Once you have created an E-Authentication account, go to the PCIT website at bottom right. Choose “Log In”

- <https://pcit.aphis.usda.gov/pcit/faces/signIn.jsf>

Attention VEHCS users: The VEHCS application can no longer be accessed at this URL. To export live animals and germplasm, log into VEHCS at (<https://vehcs.aphis.usda.gov/>). Remember to add this page to favorites.



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Choose “Customer”

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USDA **eAuthentication**
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HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▾ | HELP ▾

Login

Select your user type to continue

- Customer**
Public citizens accessing USDA agency resources online >
- USDA Employee/Contractor**
Federal employees and contractors working for USDA >
- Other Federal Employee/Contractor**
Non-USDA federal agency employees and contractors >

<https://www.eauth.usda.gov/eauth/b/usda/registration?targetUrl=https:%2F%2Fwww.eauth.usda.gov%2Feauth%2Fb%2Fusda%2Flogin%2F%3Fshowmobileinc%3Dtrue%26TRYIWA%3DTRUE%26TYPE%3D33554433%26REALMOID%...>

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Choose “Login.gov”

 **eAuthentication**
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HOME | CREATE ACCOUNT | MANAGE ACCOUNT ▾ | HELP ▾

 **Customer Login** 

[Need an account?](#)

Not a Customer? [Change user type](#)

Select an option to continue

 **Login.gov** >
Enter Login.gov User ID and Password

 **eAuth User ID** >
Enter User ID and Password

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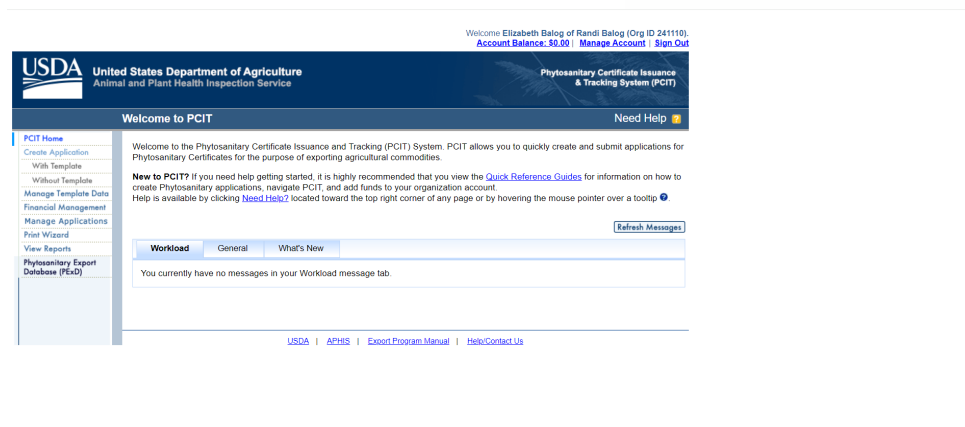
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Choose “Create Application”

At the beginning, you will need to create a template. You will also be able to save consignees and exporters when needed.



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Once logged in, this will be your home screen.

Welcome Elizabeth Balog of Randi Balog (Org ID 241110).
[Account Balance: \\$0.00](#) | [Manage Account](#) | [Sign Out](#)

**United States Department of Agriculture**
Animal and Plant Health Inspection Service

Phytosanitary Certificate Issuance
& Tracking System (PCIT)

Welcome to PCITNeed Help ?

[PCIT Home](#)
[Create Application](#)
 [With Template](#)
 [Without Template](#)
[Manage Template Data](#)
[Financial Management](#)
[Manage Applications](#)
[Print Wizard](#)
[View Reports](#)
[Phytosanitary Export Database \(PExD\)](#)

Welcome to the Phytosanitary Certificate Issuance and Tracking (PCIT) System. PCIT allows you to quickly create and submit applications for Phytosanitary Certificates for the purpose of exporting agricultural commodities.

New to PCIT? If you need help getting started, it is highly recommended that you view the [Quick Reference Guides](#) for information on how to create Phytosanitary applications, navigate PCIT, and add funds to your organization account. Help is available by clicking [Need Help?](#) located toward the top right corner of any page or by hovering the mouse pointer over a tooltip ?

Refresh Messages

WorkloadGeneralWhat's New

You currently have no messages in your Workload message tab.

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

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To Create an Application, first choose a certificate type.

[PCIT Home](#)
[Application Step by Step](#)
[Certificate Type](#)
[General](#)
[Export & Shipping](#)
[Commodities](#)
[Attachments](#)
[Summary/Submit](#)
[Phytosanitary Export Database \(PExD\)](#)

Application for a Certificate

Need Help ?

Select Your Certificate Type

Please enter the required information on each of the Application Step by Step pages. You may enter the information in any order. When complete, go to Summary/Submit to submit the application. If you would like to finish the application at a later time, you may save the application as a work in progress. You may also save the application as a template.

Please choose your certificate type and click 'Next'.

	Used for:	Available at:
PPQ Form 577	US origin commodities going to a foreign consignee or a foreign origin commodity lacking a foreign phytosanitary certificate.	All PPQ offices or check with individual state/county agriculture department.
PPQ Form 579	Foreign origin commodities reexported from the US to a foreign consignee. Note: To be eligible for a PPQ Form 579 a foreign phytosanitary certificate must be presented. If a foreign phytosanitary certificate is not available the user should apply for a PPQ Form 577.	All PPQ offices or check with individual state/county agriculture department.
State Certificate	Interstate movement of commodities. Note: Foreign consignees can be used when the certificate will be converted to a federal certificate at a PPQ duty station (e.g., handling CITES).	Arizona, California, Colorado, Connecticut, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Utah, Washington and Wisconsin State offices.

PPQ Form 577

Next

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Click on dropdown box on the bottom of the screen

Choose “Georgia State Certificate”

Choose “Next”

Application for a Certificate

PCIT Home
Application Step by Step
Certificate Type
General
Export & Shipping
Commodities
Attachments
Summary/Submit
Physiostory Export Database (PED)

Select Your Certificate Type

Please enter the required information on each of the Application Step by Step pages. You may enter the information in any order. When complete, go to Summary/Submit to submit the application. If you would like to finish the application at a later time, you may save the application as a work in progress. You may also save the application as a template.

Please choose your certificate type and click 'Next'.

	Used for:	Available at:
PPQ Form 577	US origin commodities going to a foreign consignee or a foreign origin commodity lacking a foreign origin phyto sanitary certificate.	All PPQ offices or check with individual state/county agriculture department.
PPQ Form 578	Foreign origin commodities to foreign consignee.	PPQ offices or check with individual state/county agriculture department.
State Certificate	Interstate movement of commodities. Note: Foreign consignees can be converted to a federal certificate handling (FLES).	Alabama, California, Colorado, Connecticut, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Utah, Washington and Wisconsin state offices.

Next

Application for a Certificate

PCIT Home
Application Step by Step
Certificate Type
General
Export & Shipping
Commodities
Attachments
Summary/Submit
Physiostory Export Database (PED)

Select Your Certificate Type

Please enter the required information on each of the Application Step by Step pages. You may enter the information in any order. When complete, go to Summary/Submit to submit the application. If you would like to finish the application at a later time, you may save the application as a work in progress. You may also save the application as a template.

Please choose your certificate type and click 'Next'.

	Used for:	Available at:
PPQ Form 577	US origin commodities going to a foreign consignee or a foreign origin commodity lacking a foreign origin phyto sanitary certificate.	All PPQ offices or check with individual state/county agriculture department.
PPQ Form 578	Foreign origin commodities reexported from the US to a foreign consignee.	All PPQ offices or check with individual state/county agriculture department.
State Certificate	Interstate movement of commodities. Note: Foreign consignees can be used when the certificate will be converted to a federal certificate at a PPQ duty station (e.g., handling OFES).	Alabama, California, Colorado, Connecticut, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Rhode Island, South Dakota, Tennessee, Texas, Utah, Washington and Wisconsin state offices.

Georgia State Certificate

Next

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Once you have created templates, applying will be much faster. You will also be able to save multiple consignees and exporters.

Welcome Elizabeth Balog of Randi Balog (Org ID 241110).
[Account Balance: \\$0.00](#) | [Sign Out](#)

**United States Department of Agriculture**
Animal and Plant Health Inspection Service

Phytosanitary Certificate Issuance
& Tracking System (PCIT)

Manage Application TemplatesNeed Help ?

[PCIT Home](#)
[Create Application](#)
[With Template](#)
[Without Template](#)
[Manage Template Data](#)
[Manage Application Templates](#)
[Manage Exporters](#)
[Manage Consignees](#)
[Financial Management](#)
[Manage Applications](#)
[Print Wizard](#)
[View Reports](#)
[Phytosanitary Export Database \(PExD\)](#)

NOTICE: All 578 templates have been deleted. The 578 was discontinued in January 2022.

An application template simplifies creating a new application by reusing existing information, such as exporters and commodities. You may add, update, or delete application templates at any time. To start a new application based on a template, find the template and select 'Start New App'.

List of Templates						
Template Name	Template Type	Exporter	Consignee			Delete Selected Select All
Blueberry State Certificate Test	Standard	ABC123 Blueberry	California Blueberry	Start New App	Update	☐

To create a PPQ 577, PPQ 579, or State Certificate Template: [Create Standard Template](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

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You will be able to choose a template, consignees and exporters. Bottom left is the beginning of an application.

Welcome Elizabeth Balog of Randi Balog (Org ID 241116)
[Account Balance: \\$0.00](#) | [Sign Out](#)

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Phytosanitary Certificate Issuance & Tracking System (PCIT)

Manage Application Templates [Need Help](#)

PCIT Home
Create Application
With Template
Without Template
Manage Template Data

NOTICE: All 578 templates have been deleted. The 578 was discontinued in January 2022.

An application template simplifies creating a new application by reusing existing information, such as exporters and commodities. You may add, update, or delete application templates at any time. To start a new application based on a template, find the template and select 'Start New App'.

Template Name	Template Type	Exporter	Consignee		Delete Selected
Blueberry State Certificate Test	Standard	ABC123 Blueberry	California Blueberry	Start New App Update	☐

To create a PPQ 577, PPQ 579, or State Certificate Template: [Create Standard Template](#)

[USDA](#) | [APHIS](#) | [Export Program Manual](#) | [Help/Contact Us](#)

Application for Phytosanitary Certificate [Need Help](#)

PCIT Home [Save as Work in Progress](#) [Save as Template](#) [View Application](#) [View Certificate Draft](#) [Close](#) [Delete](#)

Application Step by Step
Certificate Type
General
Export & Shipping
Commodities
Attachments
Summary/Submit
Phytosanitary Export Database (PED)

Tracking #: 12167684
Certificate Type: Georgia State Certificate

General

Items marked * are required.

Applicant Name:

Applicant Address:

*Exporter Name: [Update](#) [Create Exporter](#)

*Consignee Name: [Update](#) [Create Consignee](#)

*Requested Issuing Duty Station:

Reference Information:

Import Permit Number:
Note: Please use a comma to separate multiple import permit numbers.

Comments:

[Previous](#) [Next](#)

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Continue to finish the application by choosing “Next” after each page.

Once the application is submitted, we will review and issue as long as all requirements have been met.

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OCPA (Original Certificate Print Authorization)

- To print your certificate directly from PCIT please fill out the OCPA form and send to the email on the form. You can save and then print the document to fill out.
- PCIT recently transitioned from watermarked paper to QC marks on the certificate. You do not need to order paper.

Original Certificate Print Authorization (OCPA) Role in Phytosanitary Certificate Issuance & Tracking (PCIT)

What is the OCPA Role in PCIT?

OCPA is a role which organizations may be granted in the PCIT system. This role allows an organization to print original certificates after approval by an Authorized Certification Official (ACO). The ACO must have a signature image on file in PCIT. Export Services grants the role, audits the organization, and distributes the paper for use by the organization via PCIT. If all paper is not accounted for, the role will be removed from the organizations.

How do I obtain the OCPA Role in PCIT?

- Organizations must determine if the duty stations they are applying to have ACOs with a signature image on file.
- Organizations must apply by email to Export Services for the role and supply the information listed below to receive PCIT 577/579 and/or PCIT 578 security paper.
- Each member of the organization must indicate acceptance of the terms of the 'printing agreement' in PCIT before being able to print original certificates. This is a onetime acceptance.

Applicant users with the OCPA role can:

- Submit PCIT Form 572 applications for PPQ Form 577, Phytosanitary Certificates, PPQ Form 578, Export Certificate, Processed Plant Products, and PPQ Form 579, Phytosanitary Certificates for Reexport in PCIT
- Print original certificates with an authorized ACO signature image
- Receive PCIT 577/578/579 Security paper only from Export Services

Applicant users with the OCPA role cannot:

- Use PCIT 577/578/579 Security paper issued from State, County, or PPQ duty station inventories
- Violate the terms of use agreement

In order to obtain the role, the following information must be filled out completely and emailed to ppqexportservices@aphis.usda.gov

- PCIT Org ID number:
- Company name:
- Contact name:
- Contact email:
- Company mailing address (NO P.O. BOXES):
- Company phone:
- Shipment company (FedEx or UPS):
- FedEx or UPS account number:
- Shipment speed (Overnight, 2 day, etc.):
- Ground service and shipping via U.S. mail ARE NOT available

Paper requested:

Paper Type	# of packs*
PPQ Form 577/579 (100 sheets/pack)	
PPQ Form 578 (25 sheets/pack)	

*Please do not request more than a 2-3 month supply of paper at one time

UPDATED: November 11, 2015

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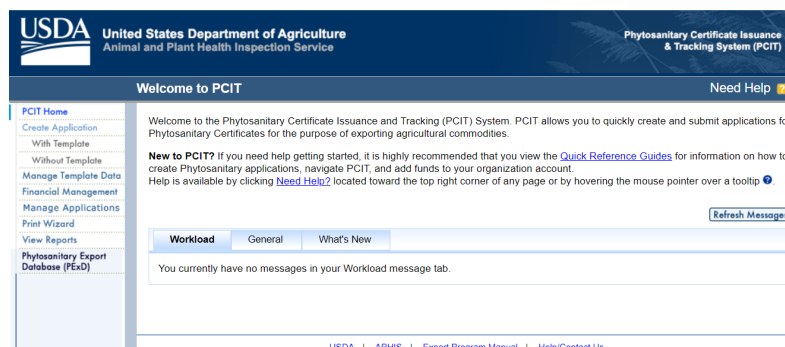




Payment for Certificates

Payment for certificates will be much easier.

You can load money into the Pay.gov sight per certificate or have a balance to pay for many certificates.



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Choose “Financial Management” in the left menu board.

Add the amount desired

Choose “Continue to Pay.gov”

Welcome Elizabeth Balog of Randi Balog (Org ID 241110)
Account Balance: \$0.00 | [Sign Out](#)

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Phytosanitary Certificate Issuance & Tracking System (PCIT)

Financial Management Need Help

PCIT Home
Create Application
With Template
Without Template
Manage Template Data
Financial Management
Manage Applications
Print Wizard
View Reports
Phytosanitary Export Database (PEd)

The Financial Management feature of PCIT is used to deposit money into your [pre-purchase](#) account. Your pre-purchase account is used to pay for fees associated with issuing certificates. PCIT uses Pay.gov as a fast and secure means of depositing funds into your pre-purchase account. To add to your account balance through Pay.gov, enter the 'Deposit Amount' and click the 'Add to Balance' button.

States and Counties also have the option of collecting their fees via PCIT. [A list of participating States and Counties is provided.](#) Please verify that the duty station(s) you submit to participate in PCIT fee collection before depositing funds to cover their fees.

Please note that if your balance is \$50,000 or more, the 'Add to Balance' button will be temporarily removed and you will no longer be able to add funds to your account.

Items marked * are required.

Balance: \$0.00

*Deposit Amount: [Add to Balance](#)

[View Debit Transaction Report](#)

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eAuth is now using Login.gov for non-USDA federal employees and contractors who do not have a PIV or CAC. Please click the Continue to Login.gov button to create your account.

[Continue to Login.gov](#) [Cancel](#)

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