PCIT membership is organization-based; in that all user accounts are members of a larger industry organization that have access to the same resources (i.e. applications, application templates, certificates, available funds). Please Note: No matter what you read on the eAuthentication website, you only need a Level 1 eAuthentication account to access PCIT. If you signup for a Level 2 account, it will revert back to a Level 1 account.

Step One: Logging into PCIT

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

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

3. Click **I Agree**. The eAuthentication Login page displays.

4. Choose one of the following paths:

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

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

Step Two: Creating a USDA eAuthentication Account (PCIT requires only Level 1 Access)

1. Click the **Create an account** link under the Quick Links box in the upper left hand corner.

2. Click the **Level 1 Access** link at the bottom of the page. **NOTE: Only Level 1 Access is required for PCIT.**

3. Follow the instructions provided on the USDA eAuthentication website and a confirmation e-mail will be sent to you. Follow the instructions in the e-mail to complete and activate your eAuthentication account. Then return to **Step One** to log in to PCIT again.

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

Step Three: Linking Your New eAuthentication Account to PCIT

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

2. The Initial PCIT Registration page appears. (This page will display only during the linking process and is only done once.) Choose either **Item 3** or **Item 4** below.

3. **If** your organization already has an account within PCIT:

   a. Your organization's PCIT account administrator should provide you with a unique personal identification number (PIN) to connect to the organization's account. Enter this information and click **Join**.

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

4. or **If** your organization does not have an account within PCIT:

   a. Click the **Create Applicant Organization** button on the left to create a PCIT account for your organization.

   b. The Registration Wizard – User Information page appears. Enter your name and phone number and click **Next**.

   c. Select the **Create a New Organization Account within PCIT** option and click **Next**.

   d. On the Registration Wizard – Create New page, enter your company's information and click **Submit**.

   e. The Registration Wizard – Create Successful page appears. Click **Continue** 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.

5. 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.

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

Step 1: Choose to Create an Application

From the left navigation under Create Application, click on the Without Template link.

Step 2: Select Your Certificate Type

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 From 577** or any **State Certificate** form, proceed to Step 4: General.

Step 3: Foreign Certification Information

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

Step 4: General

1. 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.

     b. In the Requested Issuing Duty Station drop list, choose **WI: Madison (State)**

2. When you have completed entering your information, click the **Next** button.

Step 5: Export & Shipping Details

1. 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.

2. When you have completed entering your information, click the **Next** button.

Step 6: Commodities

1. 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.

2. When you have completed entering your information, click the **Next** button.

Step 7: Attachments

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

Step 8: Summary/Submit

1. Review your completed application. To make any changes, click on the corresponding **Edit** button next to the section you want to edit.

2. When your application is ready for submission, click on the **Submit Application** button.

Step 9: Confirmation & Save as Template

1. Once your application has been successfully submitted, you will be sent to the Confirmation page.

2. 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.

Wisconsin Duty Station Contact Information:

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