

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.