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 <a href="mailto:aeehd@aphis.usda.gov">aehd@aphis.usda.gov</a>

## 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 <u>does not</u> 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.
  - 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 <a href="mailto:pcithelpdesk@aphis.usda.gov">pcithelpdesk@aphis.usda.gov</a>