You can render an existing certificate as split (void) by the process of dividing it into two to five new certificates. The Split process enables you to select commodity and quantity for each resulting certificate, carries forward the appropriate application/certificate data, tracks all edits, performs standard application processing validations (CITES checks), updates the AD as required, generates new certificate numbers for each resulting certificate, and maintains a link between the original and new certificates. The resulting certificate will trigger the print process and finance process.

NOTE: Form 579 Phytosanitary Certificate for Reexport, State, and Nursery certificates; as well as certificates with multiple units or package descriptions are not eligible for the split process.

Step One: Initiate the Split

1. Click **Manage Applications**. The *Manage Application* page displays.

2. Search for the Certificate you wish to Split.

3. Click the **Manage** button next to the desired Certificate to be split. The *Manage Certificate* page displays.

4. In the **Process** drop-down list, select the **Split** option. The **Split** option is only available on the drop-down list for "Issued" or "Printed" certificates.

5. Click **Select**. The *Split Wizard – Shared Certificate Information* page appears.

Step Two: Review and Update the Application

1. Under the Split Information section, select the appropriate number from the **Split into How Many Certificates** drop-down list.

2. As an Internal user you can change the applicant information by clicking the **Update** button. The *Search Applicant Organizations* page appears. You may search for an organization to be assigned as the applicant. The selected applicant will be charged the federal fee associated with the application.

3. On the *Search Applicant Organization page*, enter the organization/applicant's name (or a part of the name using wildcards *) in the text box and click the **Search** button. You may also search by Org ID. Once you search and if no matches are found, you will have the opportunity to add an account for new applicants. Under the Organization Search Results, select the appropriate organization**.** The *Split Wizard – Shared Certificate* Information page reappears.

4. You can change the Exporter for all resulting certificates using the dropdown of existing exporters. To add a new Exporter, click **Add**, enter the required data, and click **Save & Back**.

5. You can also change the Consignee for all resulting certificates using the dropdown of existing consignees. To add a new Consignee, click **Add**, enter the required data, and click **Save & Back**.

6. Note: You can select a different consignee for each certificate on the next page.

7. You can change the requested Issuing Duty Station.

8. After making the desired changes, click **Next**. *The Split Wizard - Individual Certificate* Information page appears.

9. If you wish to change the Consignee for a specific certificate, use the dropdown of existing consignees or add a new Consignee by clicking **Add**, entering the required data, and clicking **Save & Back**.

10. If you wish to edit the certificate details for a specific certificate, click on the **Edit Certificate** button for the corresponding certificate, make the desired updates and click **Save**. The *Split Wizard - Individual Certificate* Information reappears.

11. After making the desired changes, click **Next**. The *Split Wizard - Commodity Quantities* page appears.

12. Split the original certificate commodity quantities amongst the new certificates and click **Next**. The *Split Wizard – Shipping Details* page appears.

13. Click the **Edit Details** button for each of the corresponding certificates to enter Number of Packages and update any desired data then click **Save**. The *Split Wizard – Shipping Details* page reappears. Continue to edit details until all certificates have been updated.

14. Click **Next**. The *Split Wizard – Summary* page appears.

Step Three: Submit & Process the Split Certificates

1. To continue processing the split request, click **Submit & Process**. The Split Wizard – Summary page reappears with the **Issue Certificate & Deduct Charges** button displayed.

2. To apply the same ACO to all the certificates, select the ACO and click the **Apply to All Certificates** button.

3. Note: To apply a different ACO to each certificate, use its corresponding **Add Certificate and Fee Adjustments** button.

4. To update Additional Declarations, Additional Official Phytosanitary information, Country of Transit, select an ACO, or update fee information for a certificate, click its corresponding **Add Certificate and Fee Adjustments** button.   The *Add Certificate Adjustments* appears. Make the desired changes and click **Save**. The *Split Wizard – Summary* page reappears.

5. Click the **Issue Certificate & Deduct Charges** button. The *Split Wizard – Confirmation* appears.

6. If you are the selected ACO, have a signature image in PCIT and would like to apply it, click the respective check box. You may also send a message to the applicant organization notifying them to print the originals by clicking that checkbox. **Note:** Clicking Select All will check all applicable checkboxes. You can unselect any as needed.

7. Click **Next**. The *Split Wizard – Confirmation* page refreshes. A message will be displayed if the applicant organization has been notified to print.

8. To print original certificates not sent to the applicant for printing, click the **Generate Original Certificates** button. Once successfully generated, click the Printed button.   The *Split Wizard – Confirmation* page refreshes.

9. To print a copy of the certificate(s), click the **Generate Certificate Copy** button. **Note**: To print copies later, use the **Print Wizard**.

10. The Split Certificate is now complete.

11. Click the **PCIT Home** link in the Navigation Bar to return to the Welcome screen to continue using PCIT or click the **Sign Out** link in the top right corner to log out of PCIT.

For additional details regarding the Split process, please see the PCIT on-line Help topic "Submit Split Certificates."