Please follow the steps to amend an already submitted phytosanitary certificate application on the Plant Health Exports Service (PHES):

NB:

- you cannot amend any re-forwarding application, or any PHEATS, Seeds, Grain or Processed Plant Products applications

- you will only be able to amend an application still in progress, you cannot amend an application which is at the 'Certificate Issued' stage

- dependant on application type and status (e.g. if the application is pre or post inspection), you will only be able to amend certain fields, these will be indicated on the application when you follow the steps below. Typically, post inspection you will only be able to amend the final weight(s) and consignee details for example.

Step 1: Log into your Government Gateway Account

1. Enter your Government Gateway ID and password at https://exporter.apply-phytosanitary-certificate.defra.gov.uk/.

Step 2: Locate Application

2. From the dashboard, locate the application you wish to amend.

3. Click on the application reference hyperlink to open. Click the hyperlink 'Update this application'.

Step 3: Update Application

4. The 'Update your answers' page opens. Anything with a 'Change' hyperlink to the right can be amended. Scroll down to locate the item(s) you wish to change.

5. When you have made your amendments, scroll to the bottom of the page and click 'Save and continue'. Continue to amend as required.

6. When all amendments have been made, scroll to the bottom of the 'Update your answers' page and click 'Continue. The date you need

the certificate is retained from your original application. Amend if required, then click 'Continue'.

7. Tick the exporter declaration then click 'Submit application'.

8. Your amended application has been successfully submitted.