

Please follow the steps to apply for a PHEATS phytosanitary certificate on the Plant Health Exports Service (PHES):

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/>.
2. From the dashboard, click 'Start a new application'.

Step 2: Application

3. Click the radio button next to the required commodity (plants and fresh produce) and click 'Continue'.
4. Select 'Apply for a phytosanitary certificate' and click 'Continue'.
5. Enter the country exporting to and click 'Continue'. The regulations specific to the export destination will appear. Check the regulations, then tick to confirm you have understood and followed the export regulations for this commodity and click 'Continue'.
6. Enter your own choice of reference (this appears on your dashboard and invoice not on any phytosanitary certificates) then click 'Save and Continue'.
7. Complete section 1 'About your application'. 'Create a reference' is completed, click the hyperlink to open 'What is the exporter address?'
8. The organisation address registered to your Defra account will appear. Select yes if this is the correct exporter address, or no to add a different address, then click 'Save and continue'. If no is selected, add the new exporter address' postcode and click 'Continue', select the required address from the drop down, and finally select 'Save and continue'.
9. Click the hyperlink to open 'What's in your consignment?'. You can choose to either add individual commodities or upload a file of commodities. To add individual commodities, select 'Manually, by adding one at a time' and click 'Continue' (go to step 12 to upload a file).
10. Start to enter the details of your commodity by botanical name and select from the list which appears. You can add a variety if required. Enter a description (freetext box) if you cannot locate the botanical

name or the product is mixed. Select the commodity type (produce for a PHEATS application) and complete the (optional) growing season inspection number and soil sampling application number fields. Complete the quantity and number and type of packages and the (optional) packing material and distinguishing marks fields. Select between 1 and 10 countries of origin, then click 'Save and continue'.

11. Select yes or no to add another commodity then click 'Save and continue'. If yes is selected, repeat steps 9 – 11. If no, go to step 13.
12. Download and complete the .csv template with your commodities, save, browse to locate then click 'Upload'.
13. Click the hyperlink 'What are the inspection details?' Select 'yes' to the question 'Do you want to apply under the plant health export audited trader scheme (PHEATS)?' then click 'Save and continue'.
14. If you have an inspection address which has already had a PHEATS inspection carried out and passed, it will be here, select and click 'Continue'. If you need to add a new PHEATS inspection address, add this via the 'manage your addresses' hyperlink then contact your inspector to discuss the next steps required to get a new inspection address PHEATS authorised.
15. Click to confirm you have selected the correct PHEATS inspection address then click 'Continue'.
16. Click the hyperlink 'Who are you sending this consignment to?', then enter the consignee's name, address and optional import permit number then click 'Save and continue'.
17. Click the 'How will the consignment be transported?' hyperlink and enter the value, point of entry (click yes if you know the specifics and search for the relevant point e.g. Calais; select no if you do not know the specifics and enter the country e.g. France) and finally enter the transport details, then click 'Save and continue'. Section 1 is complete.
18. Section 2 allows you to upload additional documents if required (for example, an import permit from your destination country). Click the hyperlink to open. To upload a document, click 'Browse', select the document from your computer and 'open', add a file name and click 'upload'. The document can then be viewed or deleted. Click 'Save and continue'.

19. Section 1 is complete; therefore the Section 3 hyperlink is live. Click 'Check your answers and submit your application'. The 'Review your answers' page opens, review all the information input – you can amend anything with a 'Change' hyperlink. Click 'Continue' when reviewed.
20. Enter the date you need the certificate and click 'Continue'.
21. Tick to confirm the exporter declaration and click 'Submit application'. The application has been submitted.
22. Click the 'View your applications' hyperlink to return to the dashboard. You can monitor the status of your applications via the dashboard, you can view the details of any completed application by clicking onto the APHA reference (number on the left), then by clicking on the 'View this application' hyperlink. This opens a page showing all the details of the completed application (this is not amendable, view only).