**Please follow the steps to copy a phytosanitary certificate application 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, decide which application you would like to copy.

**Step 2: Copy Application**

1. You can copy any application regardless of status. Click ‘Copy’ next to your chosen application.
2. Select ‘Yes’ to ‘Are you sure you want to copy this application?’ and then click ‘Continue’.
3. Select ‘No’ to ‘Do you want to reuse the same application reference?’, enter a new reference then click ‘Save and continue’.
4. You are now taken straight to the ‘Make changes to your application’ page. The information input into the original application has been copied across to the new application. Note that any attachments on the original *will not* be copied across, and for seeds applications, the commodities *will not* be copied across.
5. Click‘Change’next to any commodity you wish to amend, or ‘Delete’ next to the commodity to remove it entirely. To add new commodities to your copy, click ‘Add more’under ‘Your commodities’. Enter the commodity details as usual, then click ‘Save and continue’. You are returned to the ‘Review your answers’ page.
6. Check the rest of the details on the review page and click ‘Change’ next to any which require amendment (e.g. date of inspection, value of consignment). Overtype to make the change, then click ‘Save and continue’. Once all is correct, click ‘Continue’ at the bottom of the page.
7. Enter the date the certificate is required by and click ‘Continue’.
8. Tick the exporter declaration and then click ‘Submit application’.
9. The copied application has now been submitted. Click ‘View your applications’ to return to the dashboard.