**Please follow the steps to apply for a Grain 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**

1. Click the radio button next to the required commodity (grain) and click ‘Continue’.
2. Enter the country exporting to and click ‘Continue’. NB Phytos are not required for grain exports to the EU.
3. 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’.
4. Enter your own choice of reference then click ‘Save and Continue’. You could use the vessel name or container number for example. Note this does not appear on the phyto but will appear on your invoice.
5. Complete section 1 ‘Tell us about your consignment’. ‘Create a reference’ is completed, click the hyperlink to open ‘What’s in your consignment?’
6. Start to enter the details of your commodity either by botanical name…
7. …or by description (use this if you cannot locate the botanical name, or if your commodity is made up of multiple species).
8. Enter the country of origin, quantity, unit of measurement, number of packages, and type of packaging, then click ‘Continue’.
9. Select yes or no to add another commodity, then click ‘Save and continue’. If yes is selected, repeat steps 8 – 11.
10. Click the ‘How will the consignment be transported?’ hyperlink and enter the value, port of export, point of entry and transport details, then ‘Save and continue’.
11. Click the hyperlink ‘Who will receive this consignment?’, then enter the consignee’s details….
12. …and the import permit number, plus any further information (for example, bill of lading information, container numbers, dates of inspection) then click ‘Save and continue’.
13. Section 2 allows you to upload additional documents. Dependant on destination and commodity, this should always include the application signed by the inspector, plus any import certificates, fumigation certificates, and test results from NIAB/FERA. Click the hyperlink to open.
14. To upload a document, click ‘Browse’, select the document from your computer and ‘open’, add a file name and click ‘upload’.
15. The document can then be viewed or deleted. Click ‘Save and continue’.
16. The ‘Check and submit’ section 3 hyperlink is live once section 1 is completed. Click to open.
17. The ‘Review your answers’ page opens, you can change any data if required using the ‘Change’ hyperlinks on the right. When reviewed, click ‘Continue’.
18. Add the date when the certificate is required and click ‘Continue’.
19. Tick to confirm the exporter declaration and click ‘Submit application’.
20. The application has been submitted. Click the ‘View your applications’ hyperlink to return to the dashboard.
21. You can monitor the status of your applications via the dashboard.