**Please follow the steps to apply for a Seeds 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 (seeds) and click ‘Continue’.
2. Enter your choice of application type – we will complete ‘Apply for a phytosanitary certificate’ and click ‘Continue’.
3. Enter the country exporting to and click ‘Continue’.
4. 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’.
5. Enter your own choice of reference then click ‘Save and Continue’. Note this does not appear on the phyto but will appear on your invoice.
6. Complete section 1 ‘About your application’. ‘Create a reference’ is completed, click the hyperlink to open ‘What’s in your consignment?’
7. You can add commodities either one at a time or in bulk. To add individual commodities, select ‘Manually, by adding one at a time’ and click ‘Continue’. Go to step 14 to upload a file.
8. Enter the botanical name of the seeds, and optional variety.
9. Alternatively, enter a description of your seeds, then add the country of origin.
10. Enter the lot reference, sample reference (from your seed sampling report), quantity and unit of measurement, number of packages, plus packaging type 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 – 13. If no, go to step 15**.**
12. Download and complete the .csv template with your commodities, save, browse to locate then click ‘Upload’.
13. Click the hyperlink ‘How will the consignment be transported?’ and enter the value, point of entry and transport details, then click ‘Save and continue’.
14. Click the hyperlink ‘Who will receive this consignment?’ and enter the details then click ‘Save and continue’.
15. Section 2 allows you to upload additional documents if required (e.g., import permit if the number has been entered at step 16). Click the hyperlink to open.
16. To upload a document, click ‘Browse’, select the document from your computer and ‘open’, add a file name and click ‘upload’.
17. The document can then be viewed or deleted. Click ‘Save and continue’.
18. The ‘Check and submit’ section 3 hyperlink is live once section 1 is completed. Click to open.
19. The ‘Review your answers’ page opens, you can change any data if required using the ‘Change’ hyperlinks on the right. When reviewed, click ‘Continue’.
20. Add the date when the certificate is required and click ‘Continue’.
21. Tick to confirm the exporter declaration and click ‘Submit application’.
22. The application has been submitted. Click the ‘View your applications’ hyperlink to return to the dashboard.
23. You can monitor the status of your applications via the dashboard. Locate your application on the dashboard and click the application reference (left). From here, you can view a static version of your application, copy or cancel the application**.**