Welcome to the Public Health Information System. In this demonstration, you will learn how to replace a 9060-5 certificate or approved application. I’ll guide you through the steps of accomplishing this task.

Login to PHIS using your eAuth User ID and password and then click the Login button.
First, click on 9060 in the left menu of Export Applicant.

Next, click Create Application.
The Select Establishment page appears.
Click the house icon in the left column of the desired establishment.

The Select 9060-6 Export Application page appears.
Select the Shipment Type from the dropdown.
From the Application Type dropdown, select Replacement.

From the “Why are you replacing these certificates?” dropdown, select the reason Replacement.
In the “Which certificates are you replacing?” field, enter the application number you want to replace.

If replacing an electronic certificate with an electronic application, the certificate number will be six numbers, for example, 000061.
If replacing a paper certificate with an electronic application, the certificate number will be three letters and six numbers, for example, MPL123456.
Click Next.

The Exporter page appears with prepopulated information. Scroll to the bottom of the page.
Click Next.

The Importer page appears with prepopulated information.
Change the Importer address in the required fields. Required fields are marked with a red asterisk.

Click Next.
The Products Summary page appears. Scroll to the bottom of the page.

Check the “Under penalty of law” check box.
Click Next at the bottom of the page.

The 9060-6 Shipment Information page appears. Click Next.
The Access Control page appears.
Click Next.

The Submit 9060-6 Application page appears.
Scroll to the bottom of the page.
Check the Remarks check box.

Scroll to the bottom of the page.
Click Submit Application.

After clicking Submit, scroll to the top of the page.
A window appears asking if you want to continue replacing the original certificate. Click Yes to confirm.

The Export Application 9060-6 has been submitted successfully. Click Exit Menu on the left menu.
The replacement application appears in the Submitted status.

Click Sign Out.
This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.