Online Crop Signup
Step by Step How To

If you have not used our eCertification website or do not have a **Log-in ID** or **PIN**, please go to http://seedcert.oregonstate.edu/, at the top right corner, under the Login button click on "Get an account here" to request access.

Safari, Chrome or Firefox are the web browsers our online service is known to work with. **Do NOT use Internet Explorer.**

NOTE: Due to confidentiality purposes, we are not able to email PIN's. If you do not select "Yes" to receive a call, we will send your PIN in a letter through the US Postal service.

Once you have logged into eCertification:

1) Under the first section, **Field Information**, choose number 8. Signup Eligible Certified Fields for Crop Inspection.

2) Confirm the grower's address is correct, if changes are needed click the Edit link.

3) Type of Fields: Make the appropriate selection from the dropdown box:

    Grass, Legume, or Misc. Crops Field / Small Grains Field / PVG Native Plants Field

    a. If you have more than one field TYPE (listed above) you must complete the process for each Field Type.

4) Once a Field Type is selected, a list of fields for ONLY that type will appear.

5) Verify that Field Number, Variety & Crop, and Acres are correct for each line.

6) Choose the Signup Status for each field, explained on Signup Status Key page (included below).

    ➢ For Seed Stock use the **Add Row for Split Field** button as explained on the Signup Status Key page.

    ➢ Field Transfers conducted at the time of crop signup are explained on the Signup Status Key page.

    ➢ If you have missing fields:

        ▪ **IF** application(s) were previously mailed to Seed Certification please contact the office.

        ▪ **IF** application(s) have not been completed follow the **Add Row for New Field Signup** on the Signup Status Key page.

7) Choose the Check/Submit signup button when the form is completed.

    a. If **RED** text appears those lines have errors that need correcting before signup can be completed.

    b. If there are no errors a PDF will be generated.

8) Include an updated *map* if the Signup Status is **S/N**, **S/D** or **S/C**

YOU MUST: Print the PDF, sign and date it, and make a copy for your records. Attach a check with the total amount due (NO CASH), and include any additional maps if necessary.

9) If you have more than one Field Type start over and choose the next type stated in number 3.

    a. ONE check can be written for the total amount due for all Field Types.

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Mail all items to: **Oregon Seed Certification Service**
31 Crop Science Building
Corvallis, OR 97331

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Signup Status Key

S = Signup entire field: Set the field's **Signup Status** to "S". Make no other changes on that line if the grower's field is entirely eligible for certification and no changes need to be made to acres, generation, or ownership.

S/N = Sign up only a portion of the field: Set the field's **Signup Status** to "S/N". Specify how many **acres** *remain* to be certified this year if only a portion of the field is to be certified *this year*. The other acres automatically return to the original acreage in future years.

S/D = Sign up a portion of the field, remove the rest permanently: Set the field's **Signup Status** to "S/D". Specify how many **acres** will *remain* in certification if the field's acreage is to be reduced permanently. The acres to be removed will not be eligible for certification again.

D = Remove field from certification permanently: Set the field's **Signup Status** to "D". Make no other changes on that line if the field has been plowed out, sprayed out, heavily flooded, or otherwise unable to be certified.

N = Not to be Certified this year: Set the field's **Signup Status** to "N". Make no other changes on that line if the field is eligible for certification, and the grower chooses not to certify it this year. The field may still be eligible next year, and the grower may choose to certify this field in the future.

T/T = Transfer to: Set the field's **Signup Status** to "T/T". Type in the name of the grower in the **Transfer To/From** column of the field(s) you are giving to another grower. Please provide the correct business, farm or grower name of who the field is transferring to. There is no need to fill in anything else for this field.
  ➤ Remember to contact the grower receiving field(s) to ensure they have the information stated below in **Add Row for Transfer From**.

S/C = Combine Fields and Signup: Set the newest field's **Signup Status** to "D" (**do not change the acres!**). Do not enter anything in the **Row/Trans** box of this row. Set the other field's **Signup Status** to "S/C" and combine the total **acres** from both fields and record it in the acres of this row. Enter the *row number* from the row set as "D" in the **Row/Trans** box. The computer will know which fields are being combined. These fields **MUST** be located next to each other with nothing dividing them (except an adjacent field lane), and they **MUST** be the same variety.

Click the **Add Row for Split Field** button if the grower has a field that needs to be split into two fields. Give the new field a new unique **field number**. Change the field's **generation** if necessary. Specify the **acres** of this field. Reduce the acres from the original field. The sum of both fields should total the original acreage. In the **Row/Trans** box, enter the row number that is listed to the left of the corresponding field that is to be split. Make the original field's **Signup Status** "S/D".

Click the **Add Row for Transfer From** button to sign up a field not listed and is being transferred *to you*. Type in the **Field Number**, **Location** (approximate), **Variety & Crop**, **Generation** and **Acres**. In the **Transfer To/From** box please provide the correct business, farm or grower name of who is transferring the field *to you*. There is no need to fill in the **Row/Trans** box.

Click the **Add Row for New Field Signup** For situations where the seedling and crop applications are being submitted electronically at the same time. Please make sure the seedling application has been completed first. Enter the transaction number found at the top of the seedling application page in the **Row/Trans** box. There is no need to fill in anything else for this field.