

Online Crop Signups: A Primer

- Point your web browser (Firefox, Safari, or Opera) to <http://web.oscs.orst.edu/online/> **DO NOT USE INTERNET EXPLORER.**
- There are two scenarios for E-Certification users:
 1. Use your e-mail address and PIN to log in and **leave the “For OSCS USE” line blank.** Click [Login](#).
 2. If you have never used E-Certification or do not know if you have a PIN and password, go to <http://seedcert.oregonstate.edu> to [register](#). You must wait for the pin to proceed.
- Click on **Signup Eligible Certified Fields for Crop Inspection**
- Confirm that the grower’s address is correct (click on [Edit](#) if changes need to be made)
- From the **Type of Fields** line, click the drop-down menu to select the field type. You may have to come back to this screen and repeat the process if the grower has more than one field type to sign up.
- A list showing all of the grower’s fields of that type should appear
- Verify that the field locations are correct for each field number
- Select the **Signup Status** for each field (explained below)
- Adjust **acres** as needed for each of these options
- Press **Check/Submit Signup** at any time to see if your changes are going to go through. If you click the button and end up on the next page, simply press the “Back” button on your browser to return to the editing page. You can go forward and back like this as many times as necessary: *we cannot process the information until we receive the paperwork in the Seed Certification office.*



S: Signup entire field; D: Remove field from Certification; N: Not to be Certified this year; T/T: Transferred To; T/F: Transfer From
S/N: Signup only a portion of the field; S/D: Signup a portion of the field, remove the rest permanently; S/P: Split Field and Signup
S/C: Combine Fields and Signup; S/S: Signup Unlisted Field for which application was submitted Online

Row	Field No.	Location	Variety & Crop	Generation	Acres	Field No.	Signup Status	Row Trans.	Transferred To/From
1	08-01	SW corner Maple x Oak	Linn Perennial ryegrass	Certified	50	08-01	Choose	0	
2	08-02	E side I-5, N of offramp	Fawn Tall fescue	Foundation	100	08-02	Choose	0	
3	08-03	Cherry St, W side of orchard	Kenland Red clover	Certified	20	08-03	Choose	0	
4	08-04	Hwy 1 at milepost 16, E side	Highland Colonial bentgrass	Certified	200	08-04	Choose	0	
5	08-05	circle 4 behind barn	Potomac Orchardgrass	Certified	20	08-05	Choose	0	
6	08-06	SW corner Maple x Oak	Potomac Orchardgrass	Certified	10	08-06	Choose	0	

Check/Submit Signup Add Row for Split Field Add Row for Transfer From Add Row for New Field Signup

Signup Status Key:

S: Signup entire field: the grower’s field is entirely eligible for certification and no changes need to be made to acres, generation, or ownership

- Set the field’s **Signup Status** to “S” and make no other changes on that line

D: Remove field from certification permanently: the field has been plowed out, sprayed out, heavily flooded, or otherwise will not be certified

- Set the field’s **Signup Status** to “D” and make no other changes on that line

N: Not to be Certified this year: the field is eligible for certification, but the grower chooses not to certify it this year. However, the field may still be eligible next year, and the grower may choose to certify the field in the future.

- Set the field’s **Signup Status** to “N” and make no other changes on that line

S/N: Sign up only a portion of the field: only a portion of the field is to be certified *this year*

- Set the field’s **Signup Status** to “S/N” and specify how many **acres remain** 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: this would be applicable if the field’s acreage is to be reduced permanently

- Set the field's **Signup Status** to "S/D" and specify how many **acres** will *remain* in certification. The acres to be removed will not be eligible for certification again.

S/P: Split field and signup: If the grower has a field that needs to be split into two fields:

- Click the **Add Row for Split Field** button
- Give the new field a new, unique **field number**
- Specify the new field's **acres** and reduce the original field's **acres** so that they total what the field's original acreage was
- In the **Row/Trans** line, enter the line number for the field that is to be split
- Make the original field's line read "S/D" for the **Signup Status**
- Change the split field's **generation** if necessary

S/C: Combine Fields and Signup: The fields must be next to each other with nothing dividing them (except perhaps an adjacent field lane), and they must be the same variety.

- Set the newest field's **Signup Status** to "D" (do not change the **acres**!)
- Set the other field's **Signup Status** to "S/C" and add the total **acres** from both fields to this field
- Enter the *row number* from the row set as "D" in the **Row/Trans** box of the row set as "S/C" so that the computer will know which fields are being combined. Do not enter anything in the **Row/Trans** box of the line marked "D."

S/S: Signup Unlisted Field for which application was submitted online: This status applies to situations where the seedling and crop applications are being submitted electronically at the same time. Please make sure the seedling application has been submitted first.

If you have the seedling application with computer printout in your possession:

- Use the transaction number at the top of the seedling application page in the **Row/Trans** line
- There is no need to fill in anything else for this field

T/T: Transfer to: Transfer field(s) to another grower

- Set the field's **Signup Status** to "T/T" and type in the name of the grower in the **Transfer To/From** column that you're giving the field to. If the grower grows under a business or farm name, please provide the correct name.
- There is no need to fill in anything else for this field

T/F: Transfer from: Use this option for a field that has been transferred to you and needs to be signed up

- Click the **Add Row for Transfer From** button
- Type in the field **number, location** (approximate), **variety and crop, generation, acres**, and the field's current owner in the **Transfer To/From** box
- There is no need to fill in the **Row/Trans** box

Almost done! At any point, you can:

- Click Check/Submit Signup to check the status of your work or submit your signup at the end. If you click the button and end up on the next page but still have changes to make, simply click the "back" button on your browser and continue filling out your signup information. ***We cannot process the information until we receive the paperwork in the mail.***
- If you see red text, that means one or more lines (which have also turned red) have an error that needs to be addressed before you can finish your signup. Verify that the field number, acreage, generation, and other information are correct.
- Questions can be directed to the Oregon Seed Certification Service office at (541) 737-4513.

Once you have pressed the Check/Submit Signup and are satisfied that all of the grower's fields have the correct status, you will be taken to the next page. *Read ALL directions carefully*, and then press Send Crop Signup. The computer will generate a PDF of the crop signup form and will give a total amount due. Print the PDF, sign and date it, and make a copy for your records. Attach a check with the total amount due (NO CASH), attach any additional maps if necessary, and then mail the form, check, and other materials to:

Oregon Seed Certification Service
31 Crop Science Building
Corvallis, OR 97331