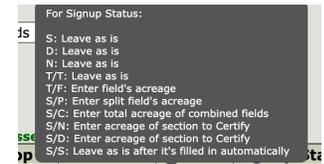
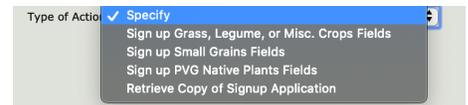


Online Crop Signup Instructions (Signup Status Key on Page 2)

Visit seedcert.oregonstate.edu, choose the eCertification Portal, and log in.

- 1) Under the **Field Information** section, choose Signup Eligible Certified Fields for Crop Inspection.
- 2) Use the dropdown box to specify the field type. Each field type must be processed separately.
- 3) Once a field type is selected, a list of current active fields for that type will appear.
 - Be sure all fields are listed. If not, read the Add Row for New Field Signup section.
- 4) Verify the Field Number(s), Variety & Crop, and Acres are correct for each row.
- 5) Choose the appropriate Signup Status for each field, explained in the Signup Status Key section. Hovering your mouse cursor over the question mark icon will also show the key.
- 6) Click the Check Signup/Calculate Fees button when the form is completed.
 - If **RED** text appears, there are errors that need to be corrected before the Signup can be completed. The areas requiring correction will be outlined in red. Once all corrections are made, click the Check Signup/Calculate Fees button again.

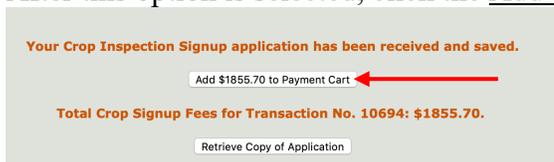


- 7) Double check all field and signup information. If any changes are needed, click the Return to Signup button.
- 8) If all the information is correct, click the Proceed with Signup button.
- 9) If all information is correct, click the Submit Signup button.

Row	Field No.	Location	Variety & Crop	Generation	Acres	Signup Status	Row/Trans.	Transferred To/From - Location
1	03-20	Fawn Tail fescue	Fawn Tail fescue	Certified 1	123	S		
2	10-58	Kentucky 31 Tall fescue	Kentucky 31 Tall fescue	Certified 2	58	S/D		Enter location of Certified section
3	16-75	Shield Perennial ryegrass	Shield Perennial ryegrass	Certified 2	75	T/T		Enter receiving grower's name
4	19-112	Altain Annual ryegrass	Altain Annual ryegrass	Certified 1	112	S/N		Enter location of Certified section
5				Choose...	0	S/P	Row #	
6	Field No.	Enter field location	Choose...	Choose...	0	T/F		Enter transferring grower's name
7					0	S/S	Trans. #	

Payment Options:

- 10) To pay by **credit card** and go paperless:
 - Click the checkbox to accept the terms of a paperless signup.
 - After this option is selected, click the Add \$... to Payment Cart button.



- Click Retrieve Copy of Application if you would like a copy for your records. *Do not mail a copy to our office.*
- Click the Seed Certification Payment Cart button (upper right of the screen). This will take you to TouchNet, our payment processor, where you can pay by credit card.



OR

To pay by **check**:

- a. After application has successfully been submitted; choose the "Retrieve a Copy." You **MUST** print out a copy of the PDF, sign and date the form, and mail it to our main office with a check for the total amount due (no cash accepted).
- b. One check can be written for the total amount due of all applications and sign-ups.

Signup Status Key

S = Sign up entire field: Select generation to be harvested. Set status to “**S**” when 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 a portion of field and leave portion eligible for next year: Select generation to be harvested. Change acres to the amount to be *Certified this year*. Set status to “**S/N**”. In the Transferred To/From – Location specify the portion of the field being certified i.e. Southern 10 acres. Remaining acres will automatically be added to the original acreage prior to next year’s Crop Signup.

S/D = Sign up a portion of the field, and PERMANENTLY remove the rest: Select generation to be harvested. Change acreage to amount *remaining* for certification. Set status to “**S/D**”. In the Transferred To/From – Location specify the portion of the field to be inspected (e.g. Southern 10 acres). Deleted acres will no longer be eligible for certification.

D = Remove entire field from certification PERMANENTLY: Set status to “**D**”, make no other changes. Field will be deleted and no longer eligible for certification.

N = Not to be certified this year: Set status to “**N**”, make no other changes. The field may be eligible to Certify next year.

***NOTE:** IF this field has been or will be out of Certification for 2 or more years, check with the inspector prior to choosing this option again.

T/T = Transfer to: Set status to “**T/T**”, in the Transfer To/From – Location column specify who the field is being transferred to. Be sure to provide the correct name of the grower or business.

***NOTE:** Client receiving the field MUST correctly follow Add Row for Transfer From (below).

S/C = Combine fields and sign up: Set status of OLDEST field to “**S/C**”, and **do not change the acres**. Put the row no. of the newest field in the Row/Trans. box. All further adjustments will automatically update once the Check Signup/Calculate Fees button is clicked.

***NOTE:** Fields **MUST** be located next to each other with nothing dividing them (except an adjacent field lane), and must be the same variety. Example: If newest field planted in 2019 and oldest field planted in 2016, the length of stand will follow the field of oldest 2016 field.

Add Row for Split Field: When a portion of the field is to be inspected for Seed Stock. The added field should have a unique **field no.** similar to the field it is split from. Choose the desired Seed Stock **generation**, and specify the **acres** needed. In the **Row/Trans.** box, enter the row no. that these acres are being split from. Once the Check Signup/Calculate Fees button is clicked the acres of the original field will update.

Add Row for Transfer From: To specify acceptance of field being transferred *to you*. Enter a unique field no., field location, variety & crop, generation and acres. In the Transfer To/From box provide the correct grower or business name of who is transferring the field to you.

Add Row for New Field Signup: (REQUIRES TRANSACTION NO. from field/seedling application)
If field application(s) were previously sent to our office and you need the transaction no., please contact the OSCS office. Otherwise, you must first Create a Field Application (Sect. A, Item 5), to get a transaction no. Use the transaction no. from the top of the field application for the **Row/Trans** box when completing the Crop Signup. When the Check Signup/Calculate Fees button is clicked, the field information will populate.