



MOFGA CERTIFICATION SERVICES, LLC.

Instructions for using the MOFGA Certification Online Update System

1. If you have used the online updating process in the past, please go to:
<https://www.mofgacertification.org/cert/>
Enter your email and password. If you do not remember your password you can request a new password (by clicking the “Forgot my Password” link.) You must use the primary email we have on file at MCS for your operation.
2. If you are new to the online updating system, an email invitation has been sent to your primary email address. Please check your spam or junk folders if you don’t see it, as it sometimes ends up there. Please contact us if you have not received the invitation email. You will need to create an account with a login (your email) and a password. Once you have registered, you will receive a confirmation email. Follow the instructions in the email.
3. Once logged into the system, you will be taken to a page which lists your operation. Select “Update” to begin updating your information.
4. You MUST use the “Save/Continue” button at the bottom of the page to SAVE your information.
5. Each form is broken up into sections. You must press “Save/Continue” to advance to the next section.
Warning: If your session times out and you haven’t saved your information, your information will be lost.
6. Please review and update all the online forms appropriate to your operation:
 - a. Producer Information
 - b. Farm Plan or Blueberry Supplement
 - c. Crop Supplement
 - d. Field and Greenhouse Histories
 - e. Material List
 - f. On-Farm Processor Supplement/Product Profiles
 - g. Organic Handling Plan/Product Profiles
 - h. **All:** Fee sheet (with link to online payment portal)*
 - i. **All:** Producer Endorsement – signed electronically
7. When finished with the online update, please mail any supplements you may have completed manually (mushroom, wild crop, livestock, etc.) **If you wish to mail a check for your fees please make your check payable to MOFGA Certification Services (or MCS) and send to:*

MOFGA Certification Services, LLC, PO BOX 170, Unity, ME 04988

8. Once your update is completed we will capture your update and email a PDF for your records. At that point you will not be able to log back into the system. Please note that late fees may apply if we do not receive both your online update and the paper forms by the due date listed in your update letter. Please contact your specialist if you have changes to your Organic System Plan (OSP) or Organic Handling Plan (OHP) during the year.

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