



MOFGA CERTIFICATION SERVICES, LLC.

Instructions for using the MOFGA Certification Portal

Organic System Plan Update and Application 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. Be sure to 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 primary email) and a password. Once you have registered, you will receive a confirmation email. Follow the instructions in the email.
3. Once you are logged into the system, you'll see your operation/business name and a link entitled "Go To My Forms." Click this link 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 and/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. Mushroom Supplement
 - i. Poultry Supplement
 - j. Wild Crop Supplement
 - k. Hemp Supplement
 - l. Maple Supplement
 - m. Sea Vegetable Supplement & Sea Veg Harvest Area
 - n. **All:** Fee sheet (with link to online payment portal)*
 - o. **All:** Producer Endorsement – signed electronically
7. When you are finished with the online update, please mail any supplements you may have completed manually (Dairy, Ruminant Livestock, Non-Ruminant Livestock). *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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