Instructions for using the MOFGA Certification Online Update System

1. If you have used the online updating process in the past, please go to:
    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 email we have on file at MCS for your operation.

2. If you have **not** used the online updating process yet, you will need a registration invitation from MCS. You will need to register 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 in, you will be taken to a page which lists your operation. Select "Edit" to begin updating your information.

4. You MUST use the "Continue" button at the bottom of the page to SAVE your information.

5. Each form is broken up into sections. You must " 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. Certification Update
    b. Farm Plan or Blueberry Supplement
    c. Crop Supplement
    d. Field and Greenhouse Histories
    e. Material List
    f. On-Farm Processor Supplement/ Product Profiles

7. When finished with the online update, please mail your Fee Sheet, your signed Producers Endorsement, any supplements you have manually completed, and a check for your certification fees to the address below:

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

8. *When we receive your fees and producer endorsement, we will capture your changes and email a PDF of your update for your records. After we have captured your changes, you will no longer be able to make further changes online. **MCS will not consider your online update complete until we receive your fees and the forms outlined above.***