

The Washington State Crop Improvement Association has recently launched an update to our online system for submitting applications for field inspections.

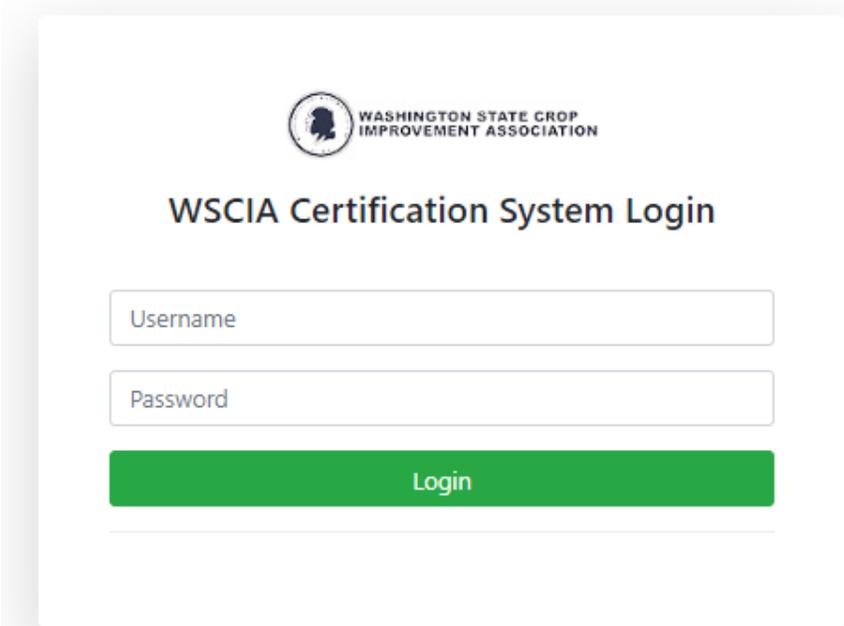
Please use the following guide as you make your way through the online application system, and do not hesitate to call WSCIA (509-334-0461) if you need assistance. We are constantly working to update the application to make it easier to use, so you may find that the forms you encounter look different than those contained in this guide.

### Inside you will find:

Creating an account- .....	2
Starting a new Application - Contractor .....	3
Step 1: Grower and Variety Information .....	3
Summary of Step 1 - Contractor .....	6
Step 2: Field Data and Seed Stock Verification - Contractor.....	7
Entering Field Data .....	7
Step 3: Creating a Map using Google Maps- .....	7
Uploading Seed Stock Verification .....	11
Summary of Field Data Input - Contractor.....	13
The Submitted Contractor Application .....	14
How to Delete or Edit a Field .....	14
Your Live Applications .....	15
Account Information.....	16
Editing Your Login Information.....	16
Contractor - Editing Grower Information.....	17

To get started, please visit [wscia.co](http://wscia.co) using your web browser.

## Creating an account-



The image shows a login form for the WSCIA Certification System. At the top, there is a circular logo of a person's head in profile, followed by the text "WASHINGTON STATE CROP IMPROVEMENT ASSOCIATION". Below this is the title "WSCIA Certification System Login". The form consists of three main elements: a text input field labeled "Username", a text input field labeled "Password", and a green rectangular button labeled "Login".

In order to use WSCIA's online field inspection application for certification, you must first have a user account. The current system does not allow individuals to make their own account. In order to have an account made please contact [office@washingtongcrop.com](mailto:office@washingtongcrop.com), or call 509-334-0461.

# Starting a new Application - Contractor

From your homepage, click the 'Start New Application' button to begin a new field application.

**Start New Application**

## Step 1: Grower and Variety Information

1. Once the application opens, you will be asked to select a grower from your saved list using the drop down. If you have never filled out an application, or haven't worked with this grower before proceed to the next step. At this point, you will be asked to indicate who WSCIA will be billing for the inspection/application of the field. Your choices are the contractor, or grower. Please choose accordingly.

Select Grower From Saved List

Sweet Farm

Send Bill To

Contractor

2. If you haven't entered grower information previously, you will need to enter grower information before going any further. If you will have multiple applications for a grower you can save them to your contractor account by checking the box below the grower address. Please provide as much information as possible. The information supplied will be used when WSCIA needs to make contact regarding the field inspection. This information is also used when sending field inspection results to growers.

Grower Name	Farm Name		
Hannah Sweet	Sweet Farm		
Grower Phone	Grower Cell		
(509) 334-0461	307-334-0461		
Grower Email			
hannah@washingtoncrop.com			
Address	City	State	Zip
2575 NE Hopkins Ct	Pullman	WA	99163

Save this as a **NEW** grower to my grower profiles for future use

If you have entered the grower information previously, you can select the farm from the dropdown of -- Your Grower Lists --, located at the top of the page. Note: If you select a grower from the list to fill the grower information fields, and then make a change to some of the information (i.e., changing email address), it will be changed only on this application. To make changes to the grower profile, see the Contractor – Editing Grower Information section in this guide.

3. Select the crop and variety to be certified. If a variety is not found in the list, it likely means that it has **NOT** been accepted into certification. Please contact the WSCIA office at 509-334-0461 for more information about how to bring a new variety into our certification program.

\*Only one grower and one variety may be listed on each application. Specific field information will be entered in step 2.

Clearfield varieties require that you indicate if the field has been sprayed at the time the application is being filled.

4. Check the box if you DO NOT wish to have the crop listed in the WSCIA Seed Source List. Varieties are listed by company and class produced—no grower information is shared.

IF YOU **DO NOT** WISH TO HAVE THIS CROP LISTED IN THE WSCIA SEED SOURCE LIST PLEASE CHECK BOX

5. Review the terms of the application. The terms have been updated, and are now printer friendly. If you would like a copy to keep, click 'View Terms'. This will open the terms in a new window, where you can download, or print them.

6. After reviewing the information on the first page of the application, and reviewing the terms and checking the box, you can click the red NEXT>> box to proceed to Step 2, entering field data. You will not be able to return to Step 1 after the information has been submitted.

Tip: if you have submitted the grower and variety in step 1, and clicked Next to proceed to step 2, your application data will have been saved in the system. You can return to this application at a later time by clicking "Home" at the top of the screen, and viewing your Live Applications. An application marked Not Submitted can be revisited and finished by clicking on the Application ID.

- HOME
- Account Information >
- Bulk Sales >

## MY ACCOUNT

wscia | Company ID: WSC341C6F9 | [Edit Profile](#) \

APPLICATIONS BY CROP YEAR: 2020 ▾

### Live Applications

[Start New Application](#)

Application List

Show 50 entries Search:

Application ID	Grower	Crop	Variety	Date	Status
010620-001		Buckwheat	Koma	01-06-2020	Not Submitted
Application ID	Grower	Crop	Variety	Date	Status

Showing 1 to 1 of 1 entries Previous **1** Next

See Summary of Step 1 on next page for more information about entering information in Step 1.

# Summary of Step 1 - Contractor

Application ID: 010720-008

Contractor ID: WSC341C6F9

Date: 01-07-2020

2. Enter grower information, or select existing grower from dropdown list.

1. Select who WSCIA should invoice for field inspection.

Select Grower From Saved List

Sweet Farm

Send Bill To

Contractor

Grower Name

Hannah Sweet

Farm Name

Sweet Farm

Grower Phone

(509) 334-0461

Grower Cell

307-334-0461

Grower Email

hannah@washingtongrow.com

Address

2575 NE Hopkins Ct

City

Pullman

State

WA

Zip

99163

Save this as a **NEW** grower to my grower profiles for future use

5. If this is a new grower, check the box to save grower profile to your account.

Crop To Be Certified

Soft White Winter Wheat

Crop Variety

UI Magic

ClearField

UI Magic

All acres of the stated variety have been sprayed

NO

NO

YES

3. Select crop to be certified, and then variety. Indicate county of production. For Clearfield varieties, select variety and indicate spraying status.

IF YOU **DO NOT** WISH TO HAVE THIS CROP LISTED IN THE WSCIA SEED SOURCE LIST PLEASE CHECK BOX

4. Check the box if you DO NOT want the crop to be included in the WSCIA seed source list.

**NEXT >>** Step 1 of 2 |  You must agree to terms | **View Terms**

7. Click NEXT>> to move to Step 2

6. Review application terms and check the box.

## Step 2: Field Data and Seed Stock Verification - Contractor

### Entering Field Data

1. Step 2 requires you to enter in specific information about the field this crop was grown in, and attach a map of that field.

**ADD FIELD TO APPLICATION**

Field Name  Acreage

This Field Is  Class Planted

Lot # of Seed  State of Parent Seed Certification

Seed Class To Be Produced  Application Due Date

You must indicate the field location in Google Maps. If only using a pin, upload a pdf file that clearly shows the borders of the field as well.

**Add Map With Google Maps**

**Upload Your Own Map**

**Field History**

Year 1	Crop	Year 2	Crop	Year 3	Crop	Year 4	Crop
<input type="text"/>							

**SAVE FIELD TO APPLICATION**

2. Enter the necessary field information. The field name that you are entering is for your records only. **See the next page for a summary of the required information.** Each field will be assigned a unique field number once you save the field to your application. All future certification will be based on the field number assigned by WSCIA.

## Step 3: Creating a Map using Google Maps-

3. New in 2020 is the ability to map your field within the application using Google maps. Creating a map with Google Maps is a requirement, and must be done before you can save a field to your application. If using only a pin to mark the location of the field you must also attach a field map showing the borders of the field, as well as any nearby roads/landmarks. When uploading a map please be sure it is saved as a pdf on your computer to avoid any error messages.

\*At least one of the maps you provide MUST show the field borders.

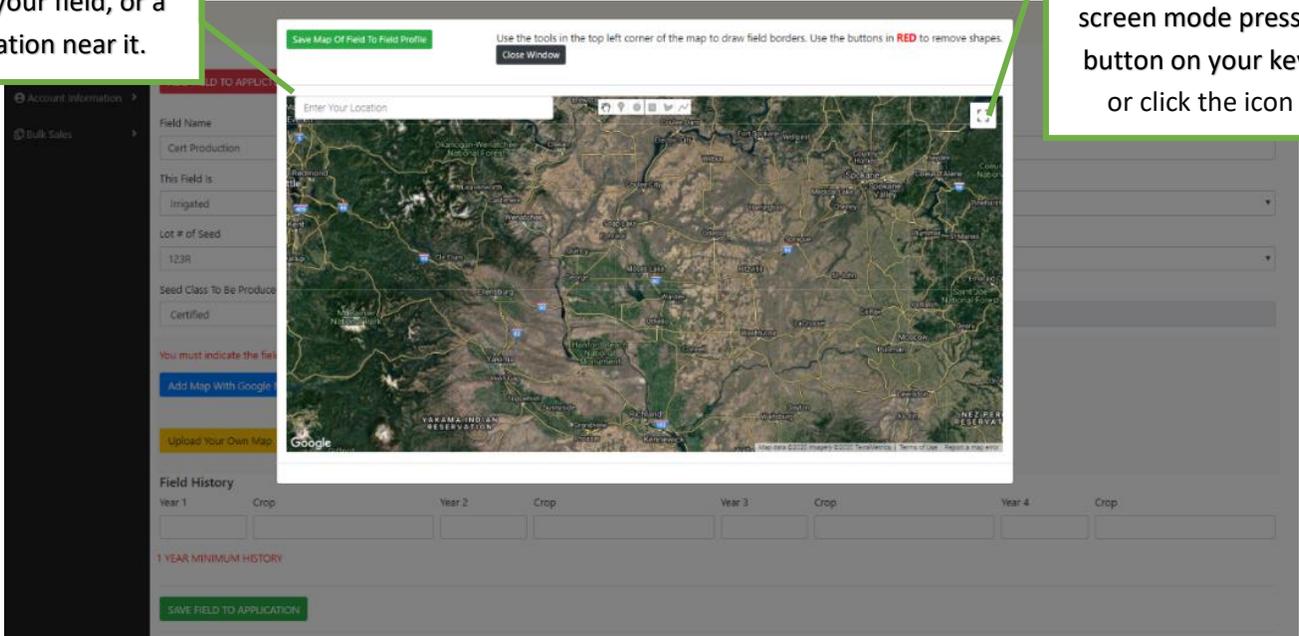
- a. To map a field using Google Maps, click the blue 'Add Map with Google Maps' button.

**Add Map With Google Maps**

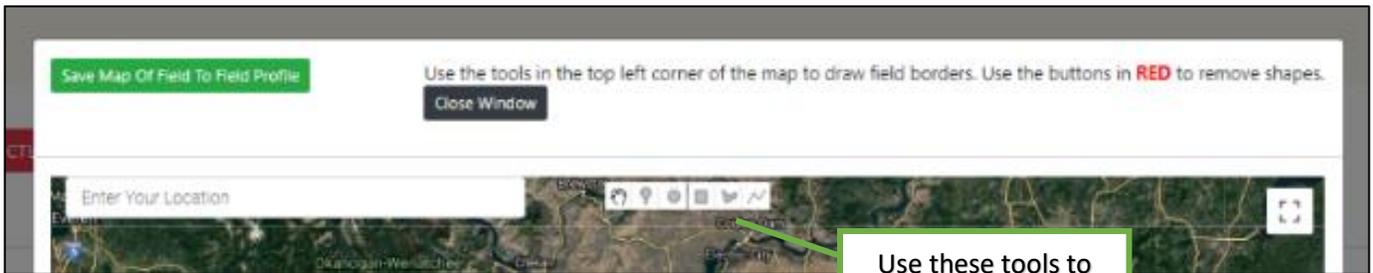
- b. The button will open a small window in Google Maps for you. Use the search bar in the upper left corner of the map to search for road names, towns, and specific addresses. If you would like to view the map as a full screen click the small icon in the upper right corner of the map.

Use the search bar to find your field, or a location near it.

Click this icon to enter full-screen mode. To exit full-screen mode press the Esc button on your keyboard, or click the icon again



- c. Once you have located your field, use the icons in the top middle of the screen to map it. You can do this by placing a single pin in the field location, and then uploading an additional map showing borders, or by drawing the field borders with one of the tools provided for you.

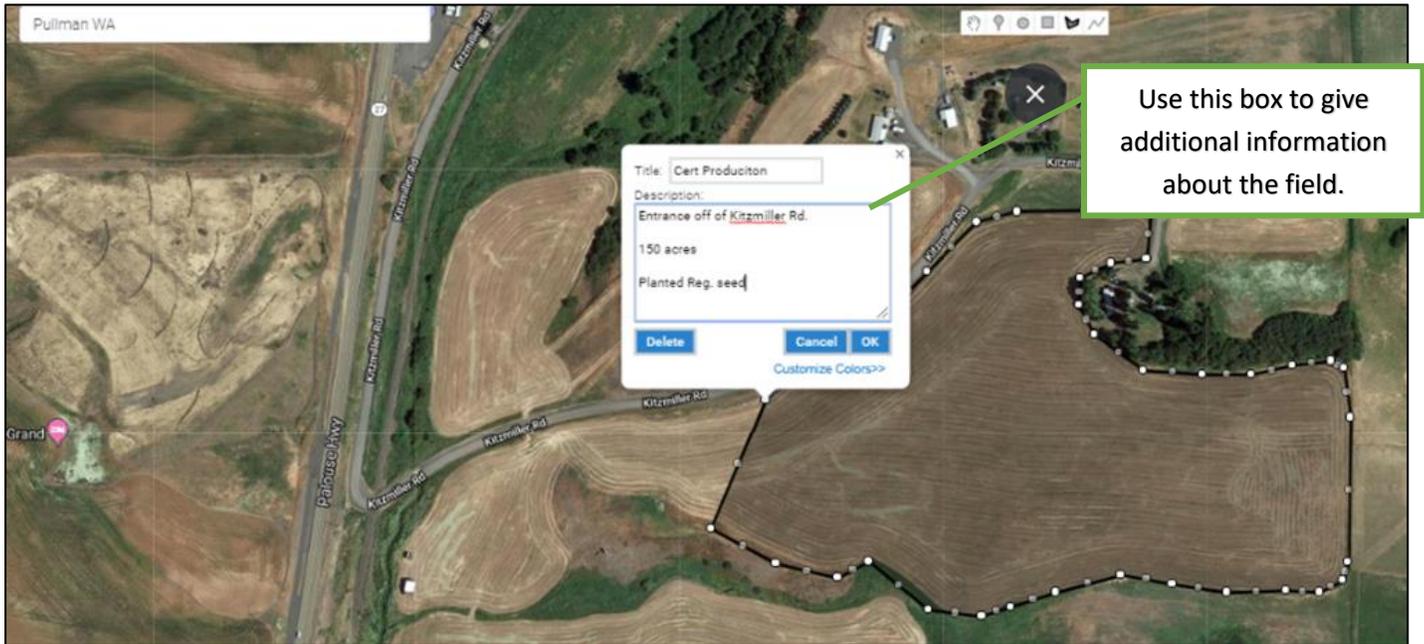


Use these tools to map your field.

- The first tool is a hand, you can use this to drag the map around a
- Then second tool is a flag. When you click on it the flag becomes active, so the next time you click the screen the pin will drop.
- The third tool is a circle, you can use this to easily map the borders of pivots.
- The fourth tool is a square, use it to map the borders of fields that are rectangular, or square.
- The fifth tool is used to map the borders of irregular shaped fields. It can also be used to map artificial borders if you have multiple fields within one large one.

- The final tool can be used to draw a line, if you are marking artificial borders within the field it can be especially useful.

- d. Once you have located your field, and mapped its borders you can add notes about it. These notes are not required, but may be helpful to our inspectors. These can include field entrances, how many acres are in the field, and the location of any artificial borders.



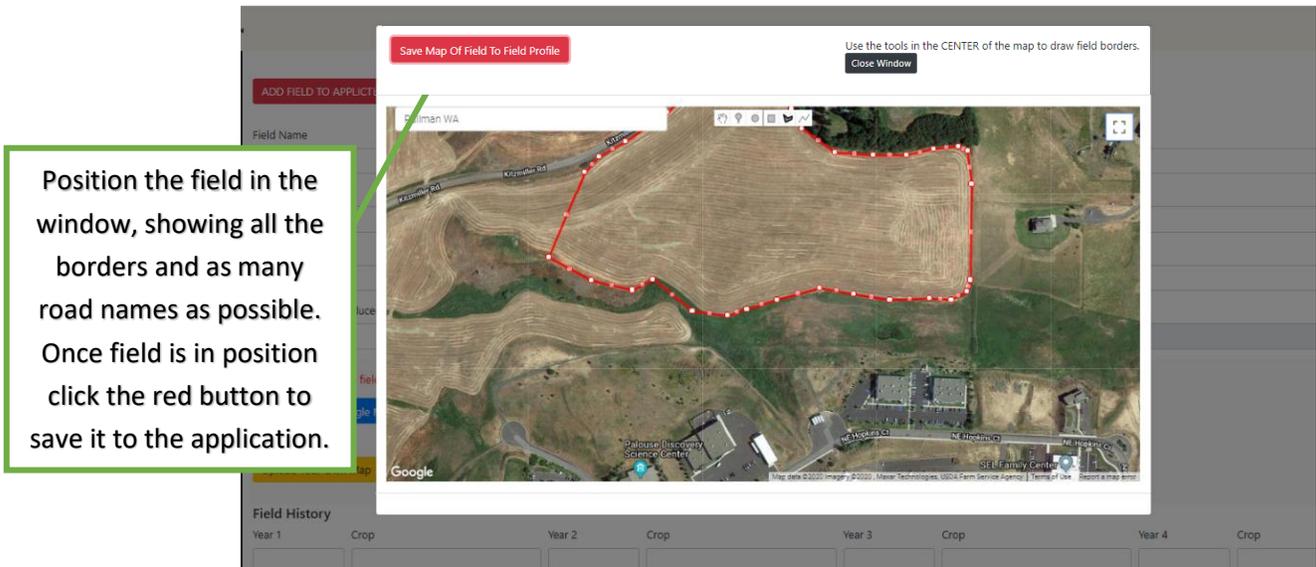
- e. Once you click 'OK' the outline will turn red, and the dialogue box will disappear. To edit this box, click anywhere on the red outline, and it will reappear.



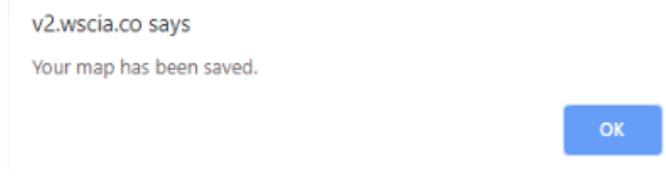
- f. If you are using the map in full-screen mode you will need to exit to save the field to your map to the application. You may exit full-screen mode by pressing the 'Esc' key on your keyboard, or by clicking on the icon in the upper right corner of the screen.

- g. Once you have exited full-screen mode you can save the map. To do this click the red 'Save Map Of Field To Field Profile' button in the top left corner of the map window.

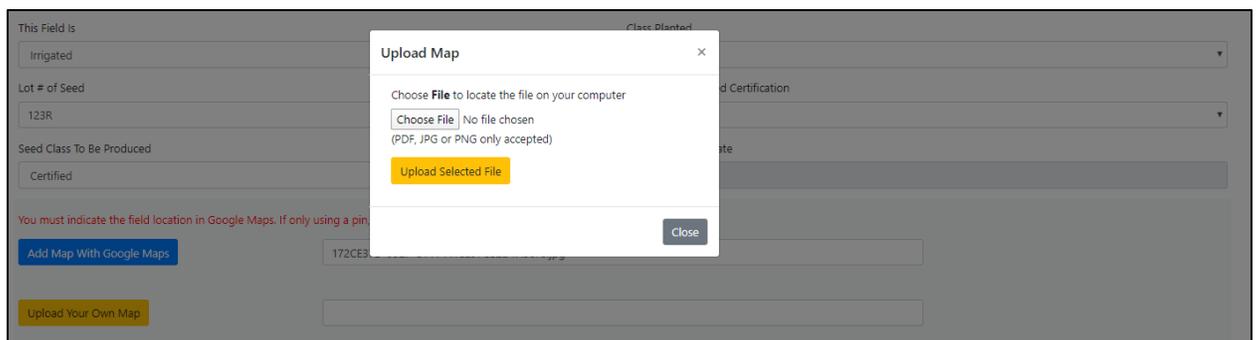
\*Please be sure the whole field is visible in the window, as this will be the image saved to the application.



- h. You will receive confirmation that the map has been saved to the profile. If you do not receive confirmation of this the map has not been saved to the application. Click 'OK' to proceed.



- i. If you did not map the field's borders in Google Maps you will need to attach an additional map, that shows the borders of the field. To attach a map, click the yellow 'Upload Your Own Map' button. This will open another box, in this box click the 'Choose File' button. Select a file from your computer, and the file path will show up in the Upload Map box. The file won't attach until you click the yellow 'Upload Selected File' button.



- j. When you have finished with the maps you will need to add the field history to the application. Depending on the class you may need 2-5 years of history. Once the history has been entered please click the green 'SAVE FIELD TO APPLICATION' button.

Field History

Year 1	Crop	Year 2	Crop	Year 3	Crop	Year 4	Crop
<input type="text"/>							

## Uploading Seed Stock Verification

- k. Below field history is the upload box for Seed Stock Verification. You MUST provide a file to verify the seed that was planted.
  - a. Invoices for the sale or transfer of seed from to the grower are the preferred documentation.
  - b. The invoice must include: name of grower, name of shipper, pounds sold/transferred, class of seed (foundation, registered, certified), variety, and lot number. The lot number must be the lot number that the seed was certified under in WSCIA's system. This is the lot number that is listed on your certification certificate.
  - c. A lab report or certificates of certification issued by WSCIA are NOT acceptable seed stock verification documents.
  - d. If the seed stock was certified outside of Washington, you must provide tags or a bulk sales/transfer certificate that clearly states variety, class and lot number, in addition to the invoice to grower.

Stockseed File(s)

**Choose File** to locate the PDF on your computer

Choose File

 Test seed stock.pdf  
(PDF only accepted)

There are no stockseed files associated with this application.

1. Click **Choose File** to select the pdf from your computer.

2. Click **Upload Selected File** to save the pdf to your application.

- l. Once the document is attached it will show below, the computer software will change the name of the document. To view the document just click on the name. It will open in a separate window so you can review the seedstock document. If you accidentally attached the wrong document you can delete it by clicking the trashcan icon on the right side of the screen.

Stockseed Files	Delete
<a href="#">C7E2EC7_01072020-008.pdf</a>	<input type="button" value="🗑️"/>

- m. When you have added all of the fields to your application, and uploaded the necessary maps and seedstock documents click the red Continue -> button at the bottom of the screen. This will take you to a review page, where you can see the full details of your application. If changes need to be made in any section you may do so by clicking the small notepad/pen icon on the right side of the screen.



- n. If you have reviewed your application in full, and are ready to submit it scroll to the bottom of the page and click 'SUBMIT APPLICATION'
- a. Please note the default setting is for growers to also receive their field inspection application via email. If you do not want your grower to receive a copy of the field inspection application check the 'Do NOT send a copy of the application to the grower' button.

- Do NOT send a copy of the application to the grower



Check this box if you do not want your grower to receive a copy of the field inspection application.

# Summary of Field Data Input - Contractor

**ADD FIELD TO APPLICATION**

Field Name:  Acreage:

This Field Is:  Class Planted:

Lot # of Seed:  State of Parent Seed Certification:

Seed Class To Be Produced:  Application Due Date:

You must indicate the field location in Google Maps, only using a pin, upload a pdf file that clearly shows the borders of the field as well.

**Add Map With Google Maps**

**Upload Your Own Map**

Your in-house name for the field

Lot # of seed planted – **this must be the lot number that was issued certification, not an in-house code**

Size of field

Indication of what class of seed was planted to produce the current crop

Much of the seed you plant was certified in WA, but this is where you let us know if it came from OR, MT, or other states.

A map file **must** be created in order to complete the application. You may also upload additional maps here.

Seed class to be produced will affect how many years of land history must be provided below.

Add your field history here.

**Field History**

Year 1	Crop	Year 2	Crop	Year 3	Crop	Year 4	Crop
<input type="text" value="2019"/>	<input type="text" value="Canola"/>	<input type="text" value="2018"/>	<input type="text" value="Timothy Seed"/>	<input type="text" value="2017"/>	<input type="text" value="Dry Peas"/>	<input type="text"/>	<input type="text"/>

1 YEAR MINIMUM HISTORY

**SAVE FIELD TO APPLICATION**

Click 'Save Field to Your Application' when all required information has been entered. After this field is saved, you will be able to add other fields, and upload seed stock documents.

## The Submitted Contractor Application

After you submit the field application, an email will be sent to the email address on file with your account to confirm that the application has been received. The email contains a pdf copy of the information provided in your application. A copy of the application will be sent via email to the grower as well, unless you have opted out using the checkbox, before submitting the application. The application information is also accessible in your list of “Live Applications.” **You will not be able to edit the application details.** If you need to make changes to your application, please contact the WSCIA office at 509-334-0461.

The application has automatically calculated the cost of the field inspection using a base \$25.00 application fee and \$3.15/acre. **This screen is not an invoice** – you will be sent an invoice after the application has been processed.

For winter crops the program will automatically apply a late fee of \$50 after April 1, for spring planted crops the \$50 late fee applies after June 1.

## How to Delete or Edit a Field

1. To delete a field, simply click the trash can icon on the right side of the screen. Note that you cannot see the map you submitted in this stage, so as long as you followed the steps above, it should be there. Deleting a field will also delete the map and field history associated with it.
2. If you only need to edit a portion of the field data (history, map, name, lot#, acres, etc.) click the icon under **Edit**.

Field profiles assigned to this application

Show 10 entries

Search:

Field Name	Acres	Lot # of Seed	Seed Class Produced	Edit	Delete
Test1	150	123F	Registered		

Showing 1 to 1 of 1 entries

Previous 1 Next

Click the trash can to remove this Field and its data from your application

Click this icon to change any part of the field data.

## Your Live Applications

Your “homepage” in the online field application system provides a link to start a new application, and a list of all of your applications that are in progress or have been received. You can sort these applications in a variety of ways, by: grower, crop, variety, application ID, date, or status.

### MY ACCOUNT

wscia | Company ID: WSC341C6F9 | [Edit Profile](#)

APPLICATIONS BY CROP YEAR: 2020

#### Live Applications

[Start New Application](#)

Applications are listed by YEAR.

Application ID	Grower	Crop	Variety	Date	Status
<a href="#">01142020-002</a>	XYZ	Pea	Windham	01-14-2020	Received
<a href="#">01102020-004</a>	Sweet Farm	Soft White Winter Wheat	UI Magic	01-10-2020	Not Submitted
<a href="#">01072020-008</a>	Sweet Farm	Soft White Winter Wheat	UI Magic	01-07-2020	Received

Showing 1 to 3 of 3 entries

You can also search your applications. A search of “sweet” for example, displays all of your applications for Sweet Farm.

Once an application has been submitted, the status will change from Not Submitted to Received. Applications that show a Not Submitted status have not been completed and sent to WSCIA.

A red Not Submitted status indicates WSCIA has not received it

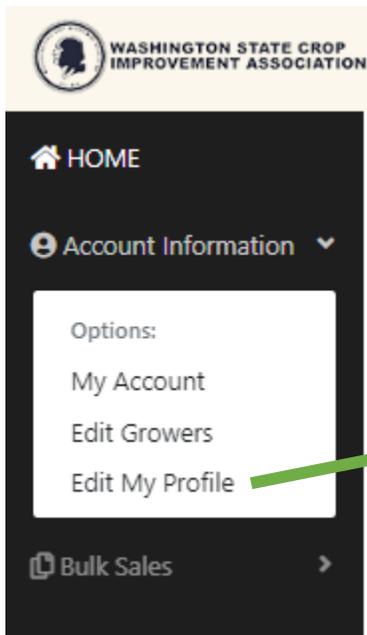
<a href="#">01102020-004</a>	Sweet Farm	Soft White Winter Wheat	UI Magic	01-10-2020	Not Submitted
------------------------------	------------	-------------------------	----------	------------	---------------

Click on the blue Application ID number to continue working on it.

# Account Information

## Editing Your Login Information

Editing account information is the same for Contractors and Growers. If you need to update the address, phone number, or email address associated with your account, select 'Edit My Profile' from the Account Information dropdown list on the left side of your screen.



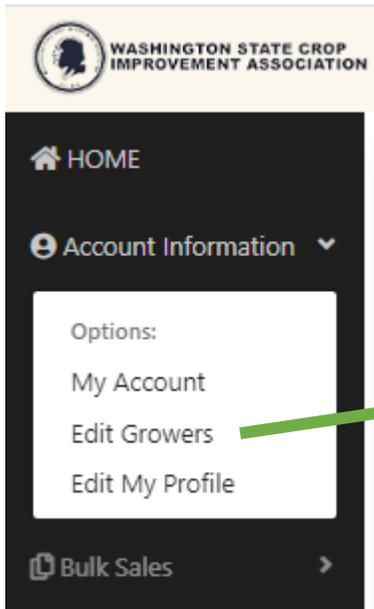
Update the information as needed, and click 'Update Account' to save changes. **Note:** This information will be applied to all *future* field inspection applications; it will not be retroactively applied to applications already submitted to WSCIA.

Click 'Edit My Profile' to make changes to your account, add recipients to the application and inspection report list, as well as update who receives the Bulk Certificates issued from your account

## Contractor - Editing Grower Information

You can edit your account information, and the information stored in the database for growers you have saved to your library.

In the left bar, select the drop down list associated with Account Information, and choose 'Edit Growers.' Here you can see all of your growers, as well as edit their contact information.



Click 'Edit Growers' to view and make changes to your grower profiles

Click 'Delete' to remove this grower from your list

My Grower List

Grower	Farm Name	Phone	Email	Edit/View	Delete
Lauren Port	Port Farm	(555) 555-5555	lauren@washingtongrow.com	<a href="#">Edit/View</a>	<a href="#">Delete</a>
Mickey Mouse	Disney Farms	(111) 111-1111	walt@disney.farms	<a href="#">Edit/View</a>	<a href="#">Delete</a>
February Three	Le Trois	(506) 660-0000	emai@email.com	<a href="#">Edit/View</a>	<a href="#">Delete</a>
Hannah Sweet	Sweet Farm	(509) 334-0461	hannah@washingtongrow.com	<a href="#">Edit/View</a>	<a href="#">Delete</a>
Hannah Sweet	Sweet Farm	(509) 334-0461	hannah@washingtongrow.com	<a href="#">Edit/View</a>	<a href="#">Delete</a>
Jane Doe	XYZ	(777) 777-7777	xyz@webefun.com	<a href="#">Edit/View</a>	<a href="#">Delete</a>

Click 'Edit/View' to make changes to this grower

You can delete growers from this list, or view and edit the grower information. If you need to update a mailing address or emailing address, you would select Edit/View.



After you click update, this notification will appear

Update the grower information accordingly, and click 'Update Grower' to save the changes to your library. Once you've clicked Update, a notification will appear at the top of the screen. Click 'OK' to view your grower information again.