

The Washington State Crop Improvement Association has recently launched an online system to submit applications for field inspections. A handful of companies used this system in 2016, and found it simplified the application process.

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:

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To get started, please visit wscia.co using your web browser.



WSCIA Certification System

Username

Password

LOGIN

In order to apply for certification, you must have an account. If you do not already have an account, please create an account

CREATE ACCOUNT

Creating an account

In order to use WSCIA's online field application for certification, you must first create a user account. On the login screen at wscia.co, please click the "Create Account" button and fill in the following fields:

NEW ACCOUNT SETUP

Account Type:

Company Name:

First Name:

Last Name:

Address:

City: State: Zip:

Office Phone: Cell:

Email:

Username:

Password:

CREATE ACCOUNT

- It is recommended that one login be used by the entire company, as this will create one listing of all fields you are producing.
- Please provide a mailing address when creating an account.
- The email address assigned to the account will receive a pdf copy of any completed field inspection applications, and will also receive field inspection reports.
- Passwords can be recovered in the future by contacting the WSCIA office, but it is recommended that you record your password for future use.

Starting a New Application

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. You will need to enter grower information **once**, and it will be saved in the database for future use (i.e., other varieties and fields, and future crop years). Please provide as much information as possible. The information supplied will be used when WSCIA needs to make contact regarding the field inspection.

ADD GROWER -- Your Grower Lists -- Clear Fields

Grower: Farm Name:

Address: Phone: Cell:

City: State: Zip: Email: Contact:

IE: WA

If you have entered the grower information previously, you can select the farm from the dropdown of your grower lists. *If you use the list to fill the grower information fields, and then make a change to the information (i.e., changing email address), it will be changed only on this application. To make changes to the grower profile, see page X in this guide.

ADD GROWER -- Your Grower Lists -- Clear Fields

Grower: Farm Name:

Address: Phone:

City: State: Zip: Email: Contact:

IE: WA

List of growers saved to my account. Selecting an existing grower will automatically fill the grower and farm information.

2. The next section on this page asks that you indicate who the invoice should be sent to: Grower or Contractor. Please select accordingly.

Send Bill To: --Select--

--Select--
Contractor
Grower

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.

Crop To Be Certified: Variety: Crop County:

Clearfield: The Stated Clearfield Variety **HAS** Been Sprayed:

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

Save this grower to my grower profiles

NEXT > Step 1 of 2 | Review Terms

- 4941026
- 4951893
- 4972951
- Alum
- Alzada Durum
- AP604 CL**
- B04-1418
- BONUS
- Breaker
- Buck Pronto
- Bullseye
- Cabernet
- Chet
- Express
- Expresso
- Glee
- Hank
- Hollis
- Jedd
- Jefferson

The selected variety, AP604CL, is a Clearfield variety, requiring that it be selected in the lower boxes indicating variety, and that it has been sprayed or not.

Crop To Be Certified: Variety: Crop County:

Clearfield: The Stated Clearfield Variety **HAS** Been Sprayed:

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

Save this grower to my grower profiles

NEXT > Step 1 of 2 | Review Terms

- Select--
- Select--
- Yes**
- No

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. If the grower is producing other varieties, or if you anticipate production from him in future years, check the box to save the grower to your grower profiles.

If you selected this grower from your dropdown grower list when starting the application, you should not check this box, as that will result in duplicate entry in the dropdown list.

Save this grower to my grower profiles

- Review the terms of the application. When done reviewing, click the [X] Close icon—**do not use the back button on your browser**, as this will cause the information you have input to be lost.

The seed grower is required to have knowledge of the officially accepted standards and procedures for identity of seed harvested and/or farm stored.

The seed conditioner is responsible for and required to have knowledge of the officially accepted standards for condition, sampling, and final certification. It is the conditioner's responsibility to maintain the purity

Save this grower to my grower profiles for future use

NEXT >> Step 1 of 2 | Review and Agree to Terms

- 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.

MY ACCOUNT

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

APPLICATIONS BY YEAR: 2017 ▾

Live Applications

[Start New Application](#)

Show 50 ▾ entries

Search:

Application ID	Grower	Crop	Variety	Date	Status	DELETE
013117-001	Disney Farms	Hard Red Spring Wheat	Alum	01-31-2017	Not Submitted	<input type="checkbox"/>
012617-001	Smith Family Farms	Emmer	Lucile	01-26-2017	Received	<input type="checkbox"/>
012617-002	Smith Family Farms	Triticale	Bobcat	01-26-2017	Received	<input type="checkbox"/>

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

Summary of Step 1

APPLICATION AND AGREEMENT FOR SEED CERTIFICATION

Application ID: 012417-001

Contractor: WSCIA Foundation Seed

Contractor ID: WSC2B47CFC

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

ADD GROWER

IAREC-Othello

Clear Fields

Grower: IAREC-Othello

Farm Name: IAREC-Othello

Address: 1471 West Cox Rd

Phone: (509) 335-4365

Cell: (509) 336-9536

City: Othello

State: WA

Zip: 99344

Email: darryl@washingtoncrop.coi

Contact: Darryl

IE: WA

Send Bill To: Contractor

2. Select who WSCIA should invoice for field inspection.

Crop To Be Certified: Soft White Winte

Variety: Rosalyn

Crop County: Adams

Clearfield: -Select-

The Stated Clearfield Variety **HAS** Been Sprayed: --Select--

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.

Save this grower to my grower profiles for future use

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

NEXT >> Step 1 of 2 | Review and Agree to Terms

6. Review application terms, and check the box.

7. Click NEXT>> to move to Step 2

Step 2: Field Data and Seed Stock Verification

Entering Field Data

1. In Step 2, the screen shows the basic information that you have entered so far, including the farm name, crop, and variety.

WSCIA Certification System

ADD Field Data: Smith Family Farms

Crop: Hard Red Spring Wheat Variety: AP604 CL

-- SELECT THIS TO ADD NEW FIELD -- New Field

Field Name:

Acreage:

Attach Map: No file chosen
(Accepted Format: jpg, jpeg, gif, png, pdf)

This field is:

Class Planted:

Lot # of Seed:

State of Parent Seed:

Certification:

Seed Class To Be:

Produced:

SAVE FIELD TO YOUR 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 after your application has been received. All future certification will be based on the field number assigned by WSCIA.
3. You must also attach a field map at this point in the application process. Accepted file formats are jpg, gif, png, and pdf. Please remember that all maps should have at least two road names, and as many landmarks as possible. Images from Google earth, or well-drawn maps that have been scanned to a digital format are both acceptable. Maps must show field borders.

WSCIA Certification System

ADD Field Data: Smith Family Farms

Crop: Hard Red Spring Wheat Variety: AP604 CL

-- SELECT THIS TO ADD NEW FIELD -- New Field

Field Name:

Acreage:

Attach Map: us2.png
(Accepted Format: jpg, jpeg, gif, png, pdf)

This field is:

Class Planted:

Lot # of Seed:

State of Parent Seed:

Certification:

Seed Class To Be:

Produced:

SAVE FIELD TO YOUR APPLICATION

4. When all necessary fields have been completed, click the command button to Save Field to Your Application. This will advance the application to the next step: supplying field history information.

Summary of Field Data Input

Field Data provided in Step 1:
Grower (Smith Family Farms)
Crop (Hard Red Spring Wheat)
Variety (AP604CL)



Your in-house name for the field

Field Name: Smith1

Acreage: 34

Attach Map: Choose File us2.png

(Accepted Format: jpg, jpeg, gif, png, pdf)

File to upload

This field is: Dryland

SAVE FIELD TO YOUR APPLICATION

A map file must be uploaded in order to complete the 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 others. The map is not uploaded until you click save, so there will be a short pause as the file is saved.

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

Class Planted: Foundation

Lot # of Seed: WA604FDN15

State of Parent Seed Certification: WA

Seed Class To Be Produced: Registered

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

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.

Seed class to be produced will affect how many years of land history must be provided in the next step.

Reporting Field History

Field Profiles Assigned To Application

Field Name	Acres	Lot Num. of Seed	Class Planted	Seed Class Produced
Rosalyn AB(ROS115CA 40)	1 DELETE FIELD	WW1114-1BR	Breeder	Foundation

History Needed: 2 Year Minimum

Year	Crop	<input type="button" value="Save Field History"/>
<input type="text"/>	<input type="text"/>	

After you "Save Field to Your Application" the field profile will appear in the lower half of the page. You may need to *scroll down* to view it.

No History Records

Based on the crop and seed class being produced, you will be asked to supply 1-5 years of field history. In this example for foundation Rosalyn winter wheat, two years of history are required.

At this step you are entering information, the application is NOT checking to make sure that history is acceptable. Validation is completed by WSCIA staff.

Field Profiles Assigned To Application

Field Name	Acres	Lot Num. of Seed	Class Planted
Rosalyn AB(ROS115CA 40)	1 DELETE FIELD	WW1114-1BR	Breeder

History Needed: 2 Year Minimum

Year	Crop	<input type="button" value="Save Field History"/>
2016	beans	

Provide the necessary information in the boxes for Year and Crop, and click Save Field History to save this information to your application.

Uploading Seed Stock Verification

Below field history is the upload box for Seed Stock Verification. You MUST provide a file to verify the seed that was planted. Invoices for the sale or transfer of seed from to the grower are the preferred documentation. 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. A lab report or certificate of certification issued by WSCIA are NOT acceptable seed stock verification documents.

If the seed stock was certified outside of Washington, you must provide tags or a bulk sales/transfer certificate that clearly states variety and lot number, in addition to the invoice to grower.

The screenshot shows a web interface titled "Stockseed Verification File" with a sub-section "Upload Stockseed". Under "Stockseed FILE:", there is a "Choose File" button, the text "No file chosen", and a message "There is no stockseed verification in the database." To the right is a blue "Add Stockseed" button. Two green callout boxes provide instructions: the first points to the "Choose File" button, and the second points to the "Add Stockseed" button.

Stockseed Verification File

Upload Stockseed

Stockseed FILE:

Choose File No file chosen

There is no stockseed verification in the database.

Add Stockseed

1. Click **Choose File** to select the pdf or jpg saved to your computer.

2. Click **Add Stockseed** to attach the file to your application.

To add a second field to the application, return to step 2 in Entering Field Data. Remember that you **MUST** save all information that is input into the form by using the command buttons to **Save Field to Your Application**, and **Save Field History**.

Click **Finish and Submit Application** when application is complete. You will **NOT** be able to return to this application to add or remove fields.

The Submitted 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. 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 with the field numbers after the application has been processed.

After June 1, the program will automatically apply a late fee of \$50.00 to each application.

WSCIA Certification System

APPLICATION

Application ID: 052316-002
 Contractor: wscia Contractor ID: WSC341C6F9 Crop: Hard Red Spring Wheat Variety: AP604 CL

[Download Application Details](#)

Pure Harvest	Farm Name	Crop	Variety	County	Acres	Field ID	Cost
John Smith - SMI50CF55A PH: (509) 555-5555							
NOT SET	Smith Family Farms	Hard Red Spring Wheat	AP604 CL	Whitman	34	Smith1	\$107.10
							Application Fee: \$25.00
							Total: \$132.10

WSCIA field number will be assigned later.

After your application has been reviewed at the WSCIA office, a Pure Harvest field number will be assigned. When you return to your field application details you will find the Pure Harvest number has been added to the application.

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 date, or status.

WSCIA Certification System

MY ACCOUNT

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

APPLICATIONS BY YEAR: 2017 ▾

Applications are listed by YEAR.

Live Applications

[Start New Application](#)

Show 50 ▾ entries

Search:

Application ID	Grower	Crop	Variety	Date	Status	DELETE
010417-001	2017 Season	Soft White Winter Wheat	WB1376CLP	01-04-2017	Received	<input type="checkbox"/>
010417-002	Port Farm	Soft White Spring Wheat	WB-1035 CL+	01-04-2017	Received	<input type="checkbox"/>
012517-002	Disney Farms	Soft White Winter Wheat	WB 1020M	01-25-2017	Received	<input type="checkbox"/>

You can also search your applications. A search of “windy,” for example, displays all of your applications for Windy Ridge Farm.

SCIA Certification System

MY ACCOUNT

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

APPLICATIONS BY YEAR: 2016 ▾

Live Applications

[Start New Application](#)

Show 50 ▾ entries

Search:

Application ID	Grower	Crop	Variety	Date	Status	DELETE
033016-001	Windy Ridge Farm	Soft White Winter Wheat	Curiosity CL+	03-30-2016	Received	<input type="checkbox"/>
040116-002	Windy Ridge Farm	Soft White Spring Wheat	JD	04-01-2016	Received	<input type="checkbox"/>
050616-003	Windy Ridge Farm	Lentil	Crimson	05-06-2016	Received	<input type="checkbox"/>

Showing 1 to 3 of 3 entries (filtered from 22 total entries)

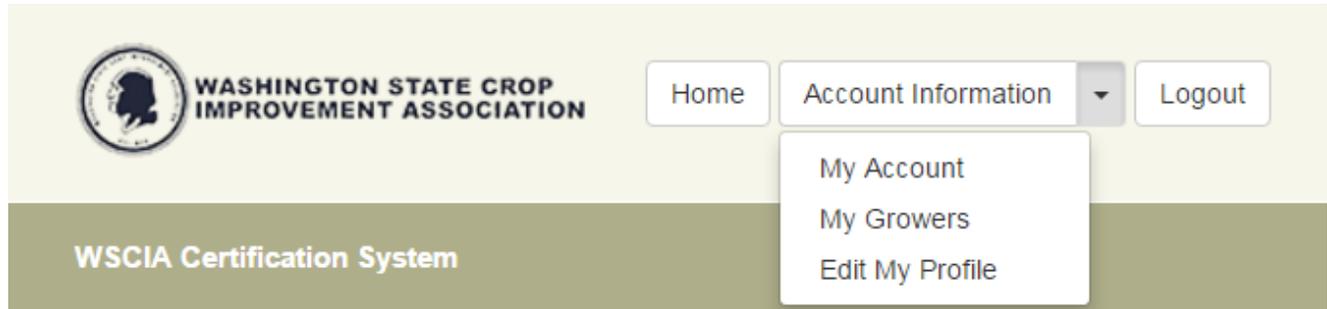
Previous Next

Account Information

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 top bar, select the drop down list associated with Account Information.



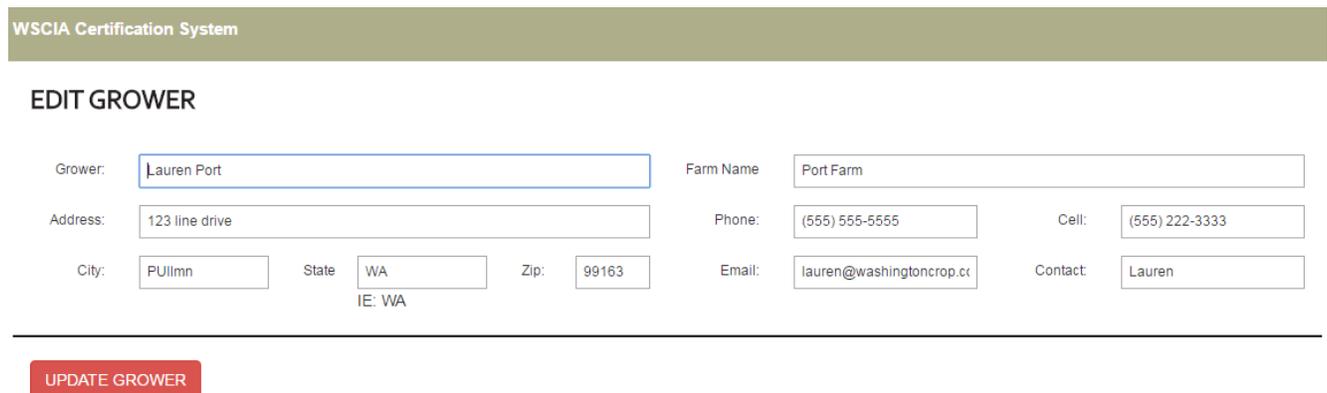
MY ACCOUNT

To view a list of all growers that you have saved to you account, select My Growers.



Grower	Farm Name	Phone	Email	Contact	Edit/View	Delete
Lauren Port	Port Farm	(555) 555-5555	lauren@washingtongrow.com	Lauren	Edit/View	Delete
Mickey Mouse	Disney Farms	(111) 111-1111	walt@disney.farms	Goofy	Edit/View	Delete

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.



WSCIA Certification System

EDIT GROWER

Grower: Farm Name:

Address: Phone: Cell:

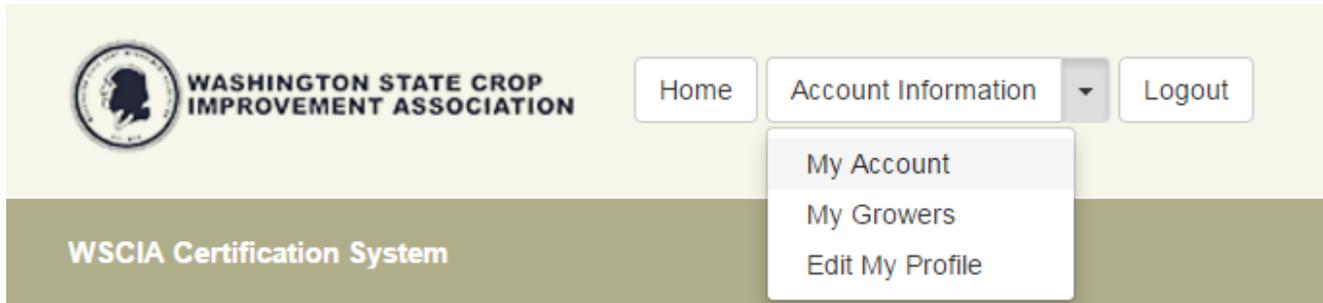
City: State: Zip: Email: Contact:

IE: WA

Update the grower information accordingly, and click Update Grower to save the changes to your library.

Editing Your Login Information

If you need to update the address, phone number, or email address associated with your account, select My Account from the Account Information dropdown list.



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



EDIT ACCOUNT

Account Type	<input type="text" value="Contractor"/>		
Company Name:	<input type="text" value="wscia"/>		
First Name:	<input type="text" value="Lauren"/>		
Last Name:	<input type="text" value="Port"/>		
Address:	<input type="text" value="2575 NE Hopkins Ct"/>		
City:	<input type="text" value="Pullman"/>	State:	<input type="text" value="WA"/>
		Zip:	<input type="text" value="99163"/>
Office Phone:	<input type="text" value="(509) 335-0461"/>	Cell:	<input type="text" value="(509) 335-0461"/>
Email:	<input type="text" value="lauren@washingtoncrop.com"/>		
Username:	<input type="text" value="wscia"/>		
Password:	<input type="password"/>		

UPDATE ACCOUNT