

MyCCOF FAQ's:

[How do I login to my account?](#)

[Forget your Username or Password?](#)

[Where can I view the contact information for my operation?](#)

[Where can I view the authorized contacts for an operation?](#)

[How do I update my contact information or Contacts?](#)

[How do I get copies of my Certificates?](#)

[How do I get a copy of my Inspection Report?](#)

[How do I get a copy of my CCOF letters?](#)

[How do I get contact information for my upcoming Inspection?](#)

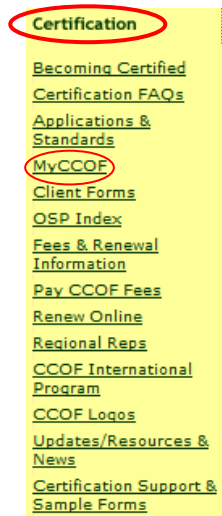
[Can I view my outstanding balances with CCOF and pay online?](#)

[I can't login to my account](#)

How do I login to my account?

There are 2 ways to login to your MyCCOF account.

- 1) Visit the CCOF [homepage](http://www.ccof.org) (www.ccof.org) and click on the 'Certification' tab. From here click the 'MyCCOF' link and login.



Certification

- Becoming Certified
- Certification FAQs
- Applications & Standards
- MyCCOF**
- Client Forms
- OSP Index
- Fees & Renewal Information
- Pay CCOF Fees
- Renew Online
- Regional Reps
- CCOF International Program
- CCOF Logos
- Updates/Resources & News
- Certification Support & Sample Forms

Your online portal for managing your organic certification.

If you have already received your login credentials from CCOF, log in below using your username and password.

Username:

Password:

Don't have a MyCCOF login?
To [request a MyCCOF login](http://www.ccof.org/loginrequest.php) from CCOF, visit www.ccof.org/loginrequest.php. CCOF will confirm your credentials and email you a link to get started within 2 days.

Forgot Password or User Name? Please email myccof@ccof.org with your name, client code, and operation name.

If you are new to CCOF, you will receive login information when your application is processed.

- 2) Navigate to the MyCCOF Website <http://www.myccof.org>

Forget your Username or Password?

If you forget your Username or Password for MyCCOF navigate to the MyCCOF login page and click the link 'Forgot your password?'

From this screen, enter one of the following: **Username, Email or Client ID.**

In order for us to recover your password we need to confirm your identity. Please enter your user name, Email address or Client ID and click on "OK". If the entered data matches with an existing account, you will get an email to register again. This action will be logged.

User

E-mail

Client ID



If the entered data matches with an existing account, **you will get an email to register again.** Follow the link sent to your email and reset your Username and Password.

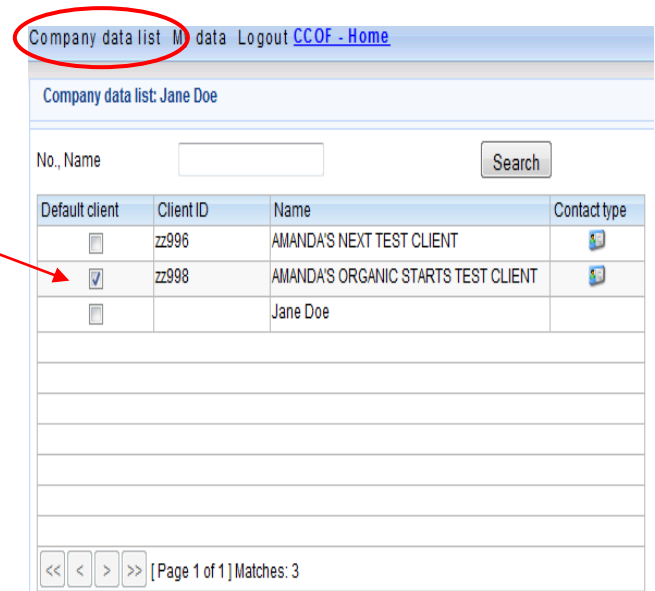
*For additional help email myccof@ccof.org

Where can I view the contact information for my operation?

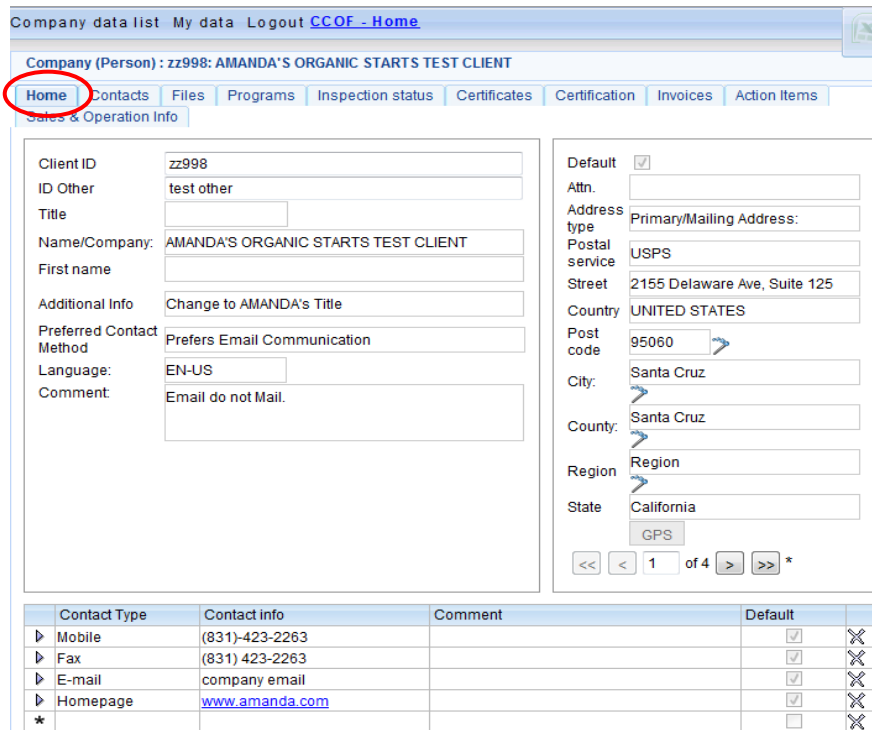
Once logged in, to view contact information for your operation, navigate to the desired Company Record from the 'Company Data List'.

The 'Company Data List' will show all Operations that you are currently a contact for. From here you can choose which company record will automatically open when you sign into your MyCCOF account by clicking the box 'Default client'*

*To change the 'Default client' simply check the box for another operation in your Company Data List. This can be changed at any time.



Once in the Company record, the 'Home' tab will display contact information for the operation*.



Information includes; address, phone, fax, homepage, Client ID and Operation Name.

*to change contact information refer to FAQ: "How do I update my contact information or Contacts?"

Where can I view the authorized contacts for an operation?

To view the authorized contacts for an operation navigate to the 'Contacts' tab.


Under the title 'Has these certification contacts' you can view the listed contacts for the operation as well as their individual information (phone, fax, email)









Contacts designated with a Red Shirt in the 'Contact type' column indicate this person is the Main Contact for the operation.

Highlight an individual to view their contact information at the bottom of the screen

Contacts : zz998: AMANDA'S ORGANIC STARTS TEST CLIENT

Home **Contacts** Files Programs Inspection status Certificates Certification Invoices Action Items
Sales & Operation Info

Client Update ?  ?

Responsibility	Contact type	Name	E-mail	Phone
[-] Has these Certification Contacts:				
<input type="checkbox"/> Administrator Intact		Administrator Intact	b.suppan@intact.at	
<input type="checkbox"/> Cullen Mallorie		Cullen Mallorie	kadylee8@gmail.com	831-999-9999
<input type="checkbox"/> Jane Doe		Jane Doe	kady@ccof.org	
<input type="checkbox"/> Lewin Jake		Lewin Jake	jake@ccof.org	831-426-0694
<input type="checkbox"/> Paulson Amanda		Paulson Amanda	amanda@ccof.org	test number
[-] Policy, Program & NonCertification Contacts				
<input type="checkbox"/> Allan Robin		Allan Robin	robin@ccof.org	
<input type="checkbox"/> Cosentino Tina		Cosentino Tina	tina@ccof.org	
<input type="checkbox"/> Lewin Jake		Lewin Jake	jake@ccof.org	831-426-0694
[+] Has these facilities:				
[+] Has CARs linked to:				
[+] Processes for these brand owners:				

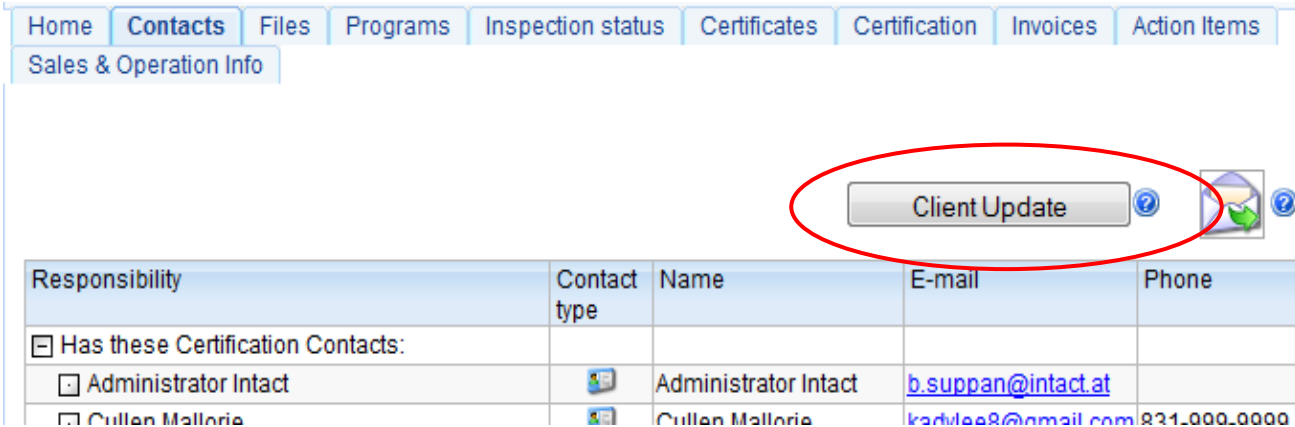
Contact Type | **Contact info**

E-mail | kady@ccof.org

<< < > >> [Page 1 of 1] Matches: 1

How do I update my contact information or Contacts?

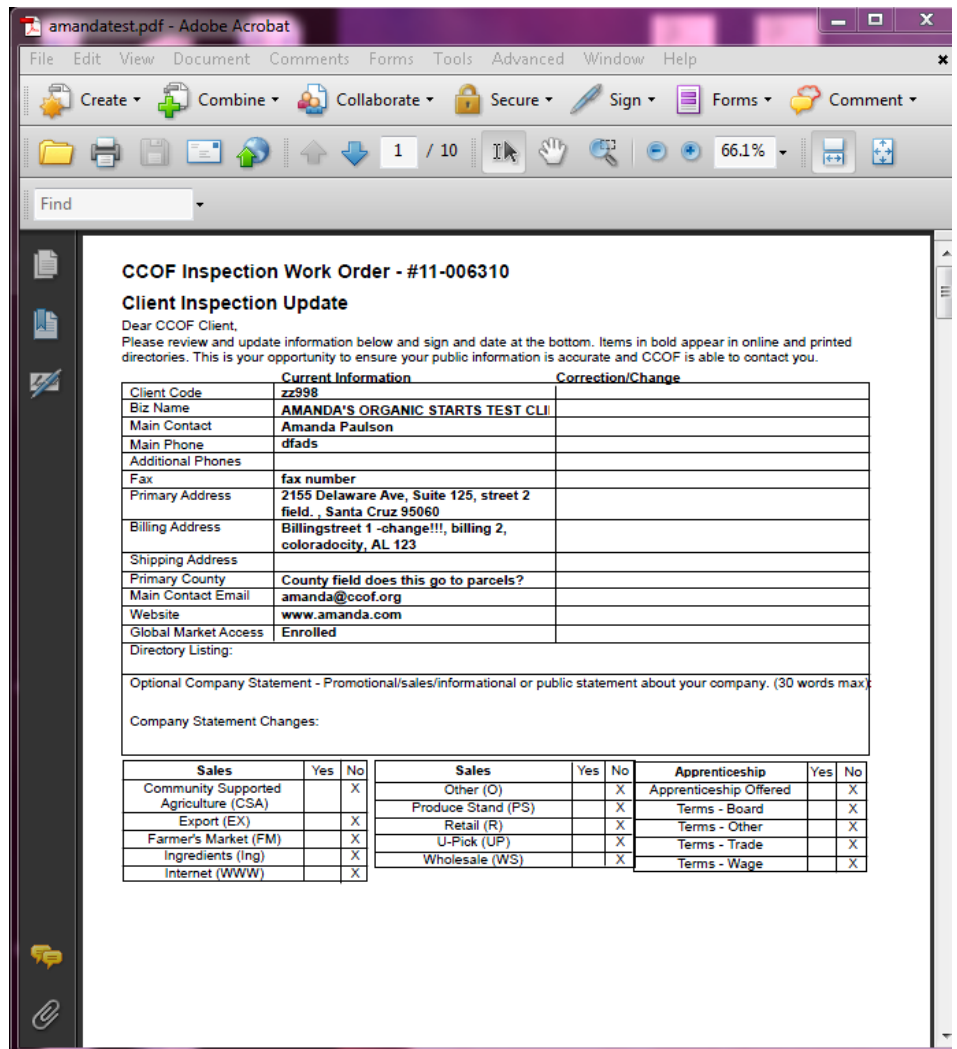
To update information regarding the operation including contacts click the 'Client Update' button in the 'Contacts' tab.



After clicking a CCOF Client Update pdf will be available for you to save to your computer.

Here you can update information including; adding a contact, changing contacts, Sales and operations information, Directory listings and much more*.

*After changes are made email, mail or fax to the CCOF Home office for approval!



How do I get copies of my Certificates?

To locate copies of your Certificates click on the 'Certificates' tab.

Here you will be able to view, download and print copies of your Certificates and Client Profiles.

The 'Description' column will tell you the Certificate type

The 'Year' column will tell you which year the Certificate was issued.

The Certificates located in this tab will always be the most recent

Certificate No.	Description	Year
2010-20025	GMA Certificate Web	2010
2010-20026	GMA Certificate Web	2010
2010-20097	GMA Certificate Web	2010

How do I get a copy of my Inspection Report?

Click on the 'Inspection Status' tab. This will show all current and past inspections for the operation

Season	Inspection No.	Inspection date	File Delivery	Insp due	Inspection type	Priority	Workflow step
2010							
2010							
2010			4/4/2004	4/4/2004	Annual	Normal	Inspection order created

Inspection status : zz998: AMANDA'S ORGANIC STARTS TEST CLIENT

Home | Contacts | Files | Programs | **Inspection status** | Certificates | Certification | Invoices | Action Items | Sales & Operation Info

From: 1/1/2008 To: 12/31/2011 Search

Season	Inspection No.	Inspection date	Inspection type	Priority	Workflow step	Program	Inspector	Reviewer	Review Date	Review Result	Scheduled Date
2011	11-006381	12/9/2010	Annual	Normal	Certification finished	1.1 Grower	Paulson Amanda	Lewin Jake	12/9/2010	Compliant	12/9/2010
2011	11-006377	12/7/2010	Annual	Normal	Certification finished	1.1 Grower	Paulson Amanda	Lewin Jake	12/7/2010	Compliant	12/7/2010
2010	10-005366	6/22/2010	Follow-up	Normal	Certification finished	1.1 Grower	Paulson Amanda	Lewin Jake	11/11/2010		6/24/2010
2010	10-005366	6/22/2010	Follow-up	Normal	Certification finished	1.2 Handler	Paulson Amanda	Lewin Jake	11/11/2010		6/24/2010
2010	10-005366	6/22/2010	Follow-up	Normal	Certification finished	1.3 Livestock	Paulson Amanda	Lewin Jake	11/11/2010		6/24/2010
2010	10-005366	6/22/2010	Follow-up	Normal	Certification finished	1.4 Retail	Paulson Amanda	Lewin Jake	11/11/2010		6/24/2010
2010	10-005366	6/22/2010	Follow-up	Normal	Certification finished	1.5 Wild Harvest	Paulson Amanda	Lewin Jake	11/11/2010		6/24/2010

To get a copy of your inspection report, click on the inspection you wish to view in the grid to highlight it.

Journal Documents

Date	Name	Action	Workflow step	Status
8/25/2010	Lewin Jake	Create collective order	Inspection order created	
8/25/2010	Lewin Jake	Move inspection order to Infoportal	Inspector's Infoportal	
8/25/2010	Lewin Jake	Accept	Inspection order accepted	
8/25/2010	Lewin Jake	CCOF Office Only (Edit Inspection Order)	Inspection in progress	
12/9/2010	Lewin Jake	Finish inspection	Inspection finished - Certification pool	Certification pool
12/9/2010	Lewin Jake	Accept responsibility	Certification order accepted	
12/9/2010	Lewin Jake	Edit certification order	Certification in progress	
12/9/2010	Lewin Jake	Finish certification	Certification finished	Certification finished

<< < > >> [Page 1 of 1] Matches: 8

Journal **Documents** Corrective actions

Mail No.	Filename	File type	Status of document	Date
	CCOF_InspectionFailure.pdf	Inspection report		7/14/2010
	CCOF_InspectionCoverSheet.pdf	Inspection report		7/14/2010

Maximum file size allowed: 1,000,000 KB

Scroll to the bottom of the screen. Click the 'Documents' tab. Here you can download PDF versions of your Inspection Reports by clicking on the link.

How do I get a copy of my CCOF letters?

To get a copy of your letter from CCOF navigate to the 'Files' tab.

Here you can view outgoing correspondence from CCOF regarding your Operation.

The 'Date' column will match the date on a specific letter. The 'Subject' column will tell you the type of correspondence.

Ref No.	File Name	File Type	Date	Subject	File Size
A105056-2010	cs-b-04 application accepted 1.doc	Outgoing mail	11/1/2010	Application Accepted	152,576
103460-2010	Scan001.PDF	Outgoing mail	10/21/2010	FW: Scan from a Xerox WorkCentre Pro	4,206
A102512-2010	cs-f-01 new member certified organic 1.doc	Outgoing mail	10/18/2010	New Member Certified Organic	39,936
A102058-2010	qs-07-c-05 inspection evaluation form 1.doc	Outgoing mail	10/13/2010	Inspection Evaluation	36,352
*					

Maximum file size allowed: 1,000,000 KB

Cancel

To get a copy of a letter click on the link in the 'File Name' column and download/print/save to your computer

Company data list My data Logout [CCOF - Home](#)

Files : zz998: AMANDA'S ORGANIC STARTS TEST CLIENT

Home Contacts **Files** Programs Inspection status Certificates Certification Invoices Action Items Sales & Operation

Ref No.	File Name	File Type	Date	Subject
A105056-2010	cs-b-04 application accepted 1.doc	Outgoing mail	11/1/2010	Application Accepted
103460-2010	Scan001.PDF			FW: Scan from a Xerox
A102512-2010	cs-f-01 new member certified organic 1.doc			
A102058-2010	qs-07-c-05 inspection evaluation form 1.doc			
*				

Maximum file size allowed: 1,000,000 KB

Opening cs-b-04_application_accepted_1.doc

You have chosen to open

cs-b-04_application_accepted_1.doc
which is a: Microsoft Office Word 97 - 2003 Document
from: <https://myccof.org>

What should Firefox do with this file?

Open with Microsoft Office Word (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

How do I get contact information for my upcoming inspection?

To locate information on inspections navigate to the 'Inspection Status' tab.

Here you can view all past and present inspections for the operation as well as Season, Inspection Type and Inspector.

Company data list My data Logout [CCOF - Home](#)

Inspection status : zz998: AMANDA'S ORGANIC STARTS TEST CLIENT

Home Contacts Files Programs **Inspection status** Certificates Certification Invoices Action Items Sales & Operation Info

From: 1/1/2008 To: 12/31/2011 Search

Season	Inspection No.	Inspection date	Inspection type	Priority	Workflow step	Program	Inspector	Reviewer	Review Date	Review Result	Scheduled Date
2011											
2011			Investigation	Normal	Inspection order created	3.1 BioSuisse					
2011			Investigation	Normal	Inspection order created	3.2 JAS					
2011			Investigation	Normal	Inspection order created	3.4 Contract Inspection					
2011			Investigation	Normal	Inspection order created	3.6 COR Compliance					
2011	11-006387	12/10/2010	Annual	Normal	Certification finished	1.1 Grower	Paulson Amanda	Lewin Jake	12/14/2010	Non Compliant	12/10/2010
2011	11-006385	12/10/2010	Annual	Normal	Certification finished	1.1 Grower	Paulson Amanda	Lewin Jake	12/10/2010	Compliant	12/10/2010
2011	11-006381	12/9/2010	Annual	Normal	Certification finished	1.1 Grower	Paulson Amanda	Lewin Jake	12/9/2010	Compliant	12/9/2010
2011	11-006377	12/7/2010	Annual	Normal	Certification finished	1.1 Grower	Paulson Amanda	Lewin Jake	12/7/2010	Compliant	12/7/2010
2010											
2010	10-005366	6/22/2010	Follow-up	Normal	Certification finished	1.1 Grower	Paulson Amanda	Lewin Jake	11/11/2010		6/24/2010
2010	10-005366	6/22/2010	Follow-up	Normal	Certification finished	1.2 Handler	Paulson Amanda	Lewin Jake	11/11/2010		6/24/2010
2010	10-005366	6/22/2010	Follow-up	Normal	Certification finished	1.3 Livestock	Paulson Amanda	Lewin Jake	11/11/2010		6/24/2010
2010	10-005366	6/22/2010	Follow-up	Normal	Certification finished	1.4 Retail	Paulson Amanda	Lewin Jake	11/11/2010		6/24/2010
2010	10-005366	6/22/2010	Follow-up	Normal	Certification finished	1.5 Wild Harvest	Paulson Amanda	Lewin Jake	11/11/2010		6/24/2010

Journal Documents

Company data list My data Logout [CCOF - Home](#)

Inspection status : zz998: AMANDA'S ORGANIC STARTS TEST CLIENT

Home Contacts Files Programs **Inspection status** Certificates Certification Invoices Action Items Sales & O

From: 1/1/2008

Season	Inspection No.
2011	
2011	
2011	11-006514
2011	11-006513
2011	11-006512
2011	11-006387
2011	11-006385

Contact type	Contact data	Comment
Phone	707-544-2233	NC Office
Mobile	707-540-4967	CCOF Mobile
Fax	707-544-2233	
E-mail	elizabeth@ccof.org	

<< < > >> [Page 1 of 1] Matches: 4

OK

Inspector Re

Whitlow Elizabeth

Whitlow Elizabeth

Whitlow Elizabeth

Paulson Amanda

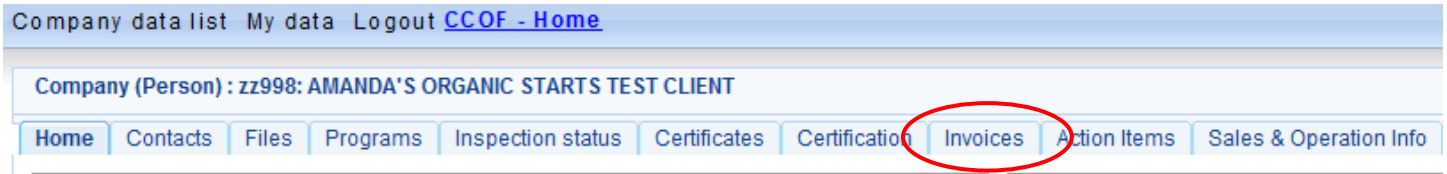
Paulson Amanda

To Locate Inspector Contact information click on the icon next to the Inspector name. A window will appear with the contact information.

Can I view my outstanding balances with CCOF and pay online?

Your MyCCOF account allows you to view invoice descriptions and outstanding balances for your operation!

Navigate to the 'Invoices' tab for the operation and view past and present balances.



Once in the 'Invoices' tab you can view your Account Status, Description of an Invoice as well as any outstanding balances.*

*Note: hard copies of invoices are not available on MyCCOF. To get a hard copy of an invoice contact the CCOF Accounting Department

Account status	Balance	Imported on	
Good Standing	0.00	12/17/2010	Pay now

Credit note	Number	Date	Due date	Description	Total	Amount paid	Balance	Imported on
<input type="checkbox"/>	52247	1/1/2011	1/1/2011	2011 Annual Certification Service Fee(1,\$3000.00), Additional Facilities: Full Belly Farm Flour Mill, Riverdog Farm Almond Huller & Sheller(2,\$200.00)	3400.00	3400.00	0.00	12/17/2010
<input type="checkbox"/>	40752	1/1/2010	1/1/2010	2010 Annual Certification Fee(1,\$3000.00), Additional Facilities: Full Belly Farm Flour Mill, Riverdog Farm Almond Huller & Sheller, Cache Creek Orchard Services(3,\$200.00)	3600.00	3600.00	0.00	12/17/2010
<input type="checkbox"/>	35847	9/28/2009	9/28/2009	- Inspection preparation(0.5,\$55.00), - Inspection Time for Inspector CHERNOH 9/11/09(6,\$55.00), - Report Preparation(3,\$55.00), - Travel Time(2.1,\$41.25), - Mileage (@ \$0.55/mile) & Expenses(1,\$54.10)	663.23	663.23	0.00	12/17/2010
<input type="checkbox"/>	35598	9/11/2009	9/11/2009	Add Acreage - CCOF PARCEL #21 KANE PROPERTY, 2815 RUMSEY CANYON RD(1,\$50.00)	50.00	50.00	0.00	12/17/2010

<< < > >> [Page 1 of 1] Matches: 4

Highlight all visible rows



To pay your balance online click the 'Pay Now' button and you will be redirected to the CCOF payment processing page. Here you can fill in the information for your operation and your payment will be submitted directly to the CCOF Accounting Department.



I can't login to my MyCCOF account

If you are experiencing problems logging into your account or have further questions about MyCCOF please contact myccof@ccof.org for any questions or concerns!