CCOF

Organic Certification   **Education & Outreach**   **Political Advocacy**   **Promotion**

E-Forms Instructions

Q. What are E-forms?

A. E-forms are versions of frequently used and/or modified documents that are available in electronic format for easy editing. Each form is a Microsoft Word document formatted and locked to allow you to easily enter your information in the provided spaces. Available forms include all OSP forms, material review requests, annual certification contracts, private label profiles, name and seal use agreements, and more. You must have Microsoft Word or another program that allows you to open Microsoft Word Documents, such as Apache OpenOffice.

Q. Where can I find E-forms?

A. E-forms are available 24/7 online at www.ccof.org/documents.They can also be found on CCOF application CDs, available from CCOF at events, or by contacting CCOF at inbox@ccof.org.

Q. How do I use E-forms?

A. Follow these steps

1. **Open the appropriate document**. Online forms can be opened two ways. 1) Right-clicking the appropriate form and choosing "save as". Then save the document to your desired location. Go to your saved location and open the document directly. Or, (2): Click on the desired form. A box should pop up asking if you would like to open the form, or save it. If you choose to open, the document will open and you can save it from there, or you can save it to your desired location and open it from there.
    a. If you are using an open source operating system, such as Linux, you may need to select OpenDocument Text (.odt) in the "Save as type" field in order to activate the fillable form.
2. **Type your answers in the form fields provided.** Simply click on the shaded form fields and type your answers or check the appropriate boxes. You can move easily from one form field to another by hitting the tab key. Simply type into the text field. You can mark or un-mark check boxes by clicking on them or hitting the space bar while they are highlighted. Please be sure to include your operation name in the field at the top of most E-forms.
3. **Save your work frequently and when you are finished.** Keep the completed form on file for your records as a copy of your OSP. You can also go back to your saved copy to edit portions and send in as an update to your OSP.
4. **Submit the E-form to CCOF via email, mail, or fax**. Please note that many documents require supporting documentation or attachments. If you email E-forms to CCOF, you must include appropriate electronic or scanned attachments.

Q. Can I save the document for future use?

A. CCOF's online forms are designed to save you time. Once you have entered your information into the forms, you can save the document and edit it later. This will save time while keeping your information accurate and up-to-date. As your operation or products, etc. change, simply change your E-form and resubmit it to CCOF.

Q. The form isn't working, what should I do?

A. Contact CCOF. The forms should serve your convenience, so please report any problems to CCOF in order to make sure that all forms work properly. Please report any issues with online forms to inbox@ccof.org.

Q. Can I just print out the document and fill it out by hand?

A. If you prefer a print out of the form to fill out, CCOF online forms are designed to be filled out by hand or using a computer. It's up to you!