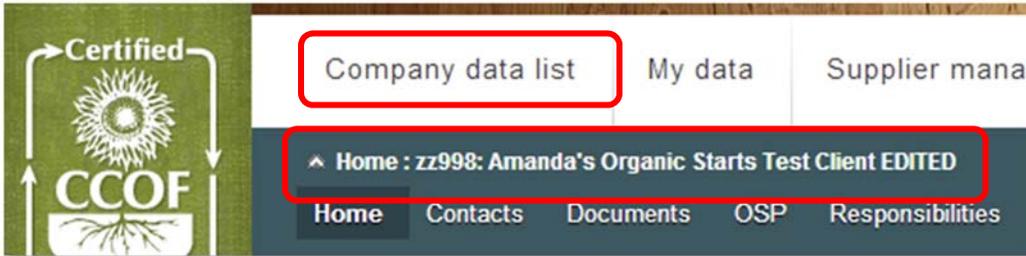




# MyCCOF User Guide

Log in to your MyCCOF account from [www.ccof.org/myccof](http://www.ccof.org/myccof)

MyCCOF will open to your Home page. Here you will see the contact information for your default operation. If you wish to switch which operation you are looking at, click on your **Company data list** at the top of the page:



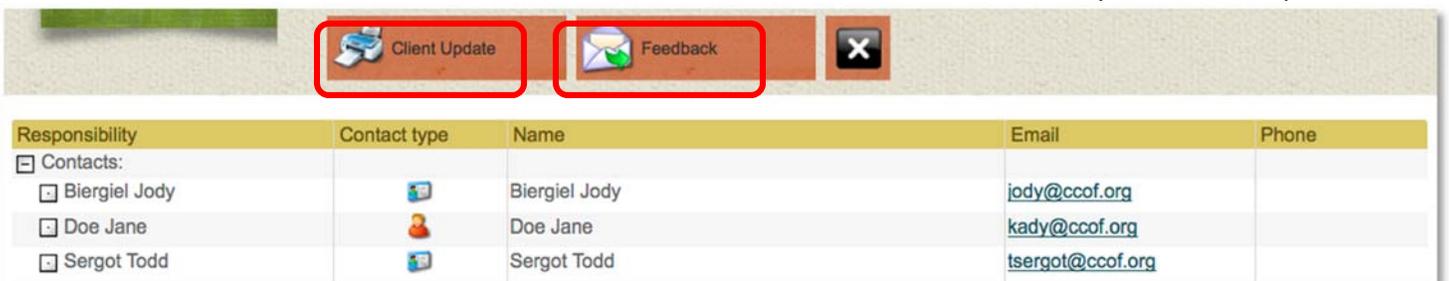
Here you can choose which operation you want to open automatically upon login and toggle between operations you are connected to. Click on an operation to open its home screen.

Default client	Client ID	Name
<input checked="" type="checkbox"/>	zz998	Amanda's Organic St
<input type="checkbox"/>	zz994	IO TEST CLIENT
<input type="checkbox"/>	zz996	AMANDA'S TEST PER
<input type="checkbox"/>		Doe Jane

Your dashboard directs you to different elements of your certification:



- Click on **Contacts** to view all your authorized contacts and their contact information. If you find any information that is not correct on this page, please let CCOF know immediately in one of two ways:
  - Click the **Client Update** button to print out a copy of your contact data, which you can update and send in to the home office.
  - Click the **Feedback** button and send CCOF an email with the details of your contact update.



- Click on **Documents** to view all correspondence between your operation and CCOF. Here you can find and download all CCOF letters. You can also search for letters by **Date**, **File Subject**, and **File type**.

Date from/to:  Subject:  File type:

Select	Date of change	File Type	Subject	File Name
<input type="checkbox"/>	4/4/2013	Correspondence - Mail Out	Business Letter on Letterhead	<a href="#">cs-n-08 business letter on letterhead.pdf</a>
<input type="checkbox"/>	10/31/2012	Correspondence - Mail Out	test 2 for pdf	<a href="#">cs-n-08 business letter on letterhead.pdf</a>

- Click on **OSP** to view your operation's Organic System Plan. This is a live version of your plan that can be viewed and downloaded at any time, but it is NOT editable – to submit updates please email [ccof@ccof.org](mailto:ccof@ccof.org) or send updates to the home office by mail or fax.

To download OSP files, check the box next to the file and click the download icon. The file will be saved in a zip folder. Click multiple boxes to download multiples files at once.

Date from/to:  Subject:  File type:

Select	Date of change	File Type	Subject
<input checked="" type="checkbox"/>	7/11/2013	OSP - Organic System Plan	OSP
<input type="checkbox"/>	4/25/2013	OSP - Application & Agreement	test.doc

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Select all Maximum file size allowed: 50,000 KB

- Click on **Responsibilities** to view the people assigned to your operation. Here you will see your **Primary Service Contact** and his/her contact information – this person is your first point of contact for certification questions, and his/her contact information also appears at the bottom of all letters from CCOF. You will also see your **Inspection Supervisor's** information – this is the person who will schedule your annual inspection.

Responsibility	Employee
Inspection Supervisor	Lamendella Amy
Primary Service Contact	Lewin Jake



- Click on **Programs** to view the Certification Programs your operation is enrolled in and the certification status of each. Here you can also see your operation's assigned annual fee, and during renewals you can track whether or not we have received your Renewal Contract and payment.
- Click on **Inspection Status** to view your operation's inspection information.

Inspection are arranged by year. You can search for an inspection using any of these criteria:

The search form contains the following fields and controls:

- Inspection No. (text input)
- Inspection date from/to (date range selector)
- Workflow step (dropdown menu)
- Inspector (dropdown menu)
- Facility (text input)
- Scheduled Date (date range selector)
- Review Result (dropdown menu)
- Season (dropdown menu)
- SEARCH (button)

Highlight an inspection to select it. At the bottom of the page you can see **Journal**, **Documents**, and **Assigned Facilities** for this inspection.

The **Journal** tab shows you the status of the inspection. The most current status is on top.

JOURNAL   DOCUMENTS   ASSIGNED FACILITIES			
Journal			
Date	Name	Action	Workflow step
3/18/2013	Lewin Jake	Accept	Inspection order accepted
3/18/2013	Lewin Jake	Move inspection order to Infoportal	Inspector's Infoportal
3/14/2013	Lewin Jake	Create collective order	Inspection order created

The **Documents** tab shows you documents from your inspection – here you will find your Inspection Report once it's been completed by the inspector.

JOURNAL   DOCUMENTS   ASSIGNED FACILITIES					
Select	Mail No.	File Name	Access right	File Type	
<input type="checkbox"/>		<a href="#">Chlorine Use on Farm- Notice to RSR &amp; Inspectors 6.9.11.doc</a>		Inspection - Inspection Report	
<input type="checkbox"/>		<a href="#">SOP - Conflict of Interest A001 3-37-12.docx</a>		Inspection - Inspection Report	
<input type="checkbox"/>		<a href="#">DSC_0596.jpg</a>		Inspection - Photo	
<input type="checkbox"/>		<a href="#">NOP_appeal_summaries2.06.pdf</a>		Inspection - OSP Updates	

The **Assigned Facilities** tab shows which of your operation's facilities are part of the inspection, and whether they have been assigned and inspected.

JOURNAL   DOCUMENTS   ASSIGNED FACILITIES							
Assigned	Inspected	Facility	Last inspection on	Client ID	ID Other	Activities	Types
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amanda's Organic Starts Test Client		zz998			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amanda's Organic Starts Test Client		zz998		Blending, Canning	Primary PR Facility



- Click on **Certificates** to view all of your operation’s current certificates and the dates they were issued. Click on a Certificate to download it.

Certificate No.	Description	Year	Date
<a href="#">2013-43967</a>	<a href="#">NOP Certificate With Border</a>	2013	5/8/2013
<a href="#">2013-43968</a>	<a href="#">Client Profile- for clients includes brands</a>	2013	5/8/2013

- Click on **Certification** to view the certification status of each of your operation’s parcels, products, services, and livestock certification.

Inspection services	Information 1	Information 2	Certification	Certification status	Current Status Since
▶ <input type="checkbox"/> 1.0 NOP			<input checked="" type="checkbox"/>	New Applicant	5/2/2013
▶ <input type="checkbox"/> 1.1 Grower			<input checked="" type="checkbox"/>	New Applicant	5/2/2013
▶ <input type="checkbox"/> Parcels			<input checked="" type="checkbox"/>	New Applicant	5/2/2013
▶ <input type="checkbox"/> (0.00 acres)	Santa Cruz, California		<input checked="" type="checkbox"/>	New Applicant	5/2/2013
▶ <input type="checkbox"/> 01 (2.00 acres)	Side yard: 2155 Delaware Avenue, Santa Cruz, California	Sunflower (2.00 ac)	<input checked="" type="checkbox"/>	Certified	2/13/2013
▶ <input type="checkbox"/> 04 (2.00 acres)	04 location new, Santa Cruz, California	Celery (2.00 ac), Grapefruits (0.00 ac)	<input checked="" type="checkbox"/>	Pending	6/27/2013
▶ <input type="checkbox"/> Processed Products			<input checked="" type="checkbox"/>	New Applicant	5/2/2013
▶ <input type="checkbox"/> Products			<input checked="" type="checkbox"/>	New Applicant	5/2/2013
▶ <input type="checkbox"/> Beet Seed			<input checked="" type="checkbox"/>	Pending	6/27/2013

- Click on **Invoices** to see your operation’s finances with CCOF. Here you can see at the top of the page if you are in “Good Standing” with payment, and your operation’s outstanding balance. Invoices sent to your operation are listed by date issued. You can also click the **Pay Now** button to be redirected to the CCOF website’s payment form, where you can pay your bills.



- Click on **Public Profile** to view information that is displayed publicly in your operation’s Directory listing (found at [www.ccof.org/directory](http://www.ccof.org/directory)). Here you can update your profile information – online presences you may want to list, Sales Methods, Apprenticeships Offered, and your Company Statement, as well as some other options.
- Click on **Action Items** to view all open issues regarding your certification. Use the **Action Type** filter to find action items for which you are responsible – types beginning with “Client” require some attention on your part. From here you can also see when items you submit are due to be reviewed and by which Reviewer. Action Types beginning with “Cert Staff” are assigned for review by our Certification Staff, and you can track the “Due Date” to figure out when your item is due to be reviewed.



- Click on **Facilities/Locations** to view all facilities your operation is using. At the bottom of the page you can view the **Activities** performed at each facility, as well as the facility **Type** and **Inspection Orders** that include that facility.



- Click on **Materials** to view all materials approved for use by your operation. Here you can see the status of each material, as well as applicable restrictions to each material’s use.

From here you can click the **Printer** icon to print a copy of your OSP Materials List. You can also click the box next to a material and click the **Recycling Bin** icon to remove that material from your list.

To add materials to your list, click on the “Materials Search” button. You will be redirected to CCOF’s search tool that contains all materials approved for use by the Organic Materials Review Institute (OMRI), the Washington State Department of Agriculture (WSDA) and materials internally reviewed by CCOF. Follow instructions on this page to search for and add materials to your list in minutes.

Scope	Material	General name	Manufacturer	Client material status	Status	Inspection service	Restriction
<input type="checkbox"/> Crop	John Doe's test material 1		John Doe's Enhanced Materials!	Approved	Allowed- CCOF reviewed	1.0 NOP	
<input type="checkbox"/> Crop	John Doe's test material 2		John Doe's Materials	Approved-Existing Supplies Only	Allowed- CCOF reviewed	1.0 NOP	

**More questions?** For additional help with MyCCOF, visit [www.ccof.org/myccofhelp](http://www.ccof.org/myccofhelp) or contact [myccof@ccof.org](mailto:myccof@ccof.org).

