



# **AMS Domestic Hemp Production Program**

## **Hemp eManagement Platform (HeMP) User Guide for Sampling Agents**



**Agricultural Marketing Service**  
U.S. DEPARTMENT OF AGRICULTURE

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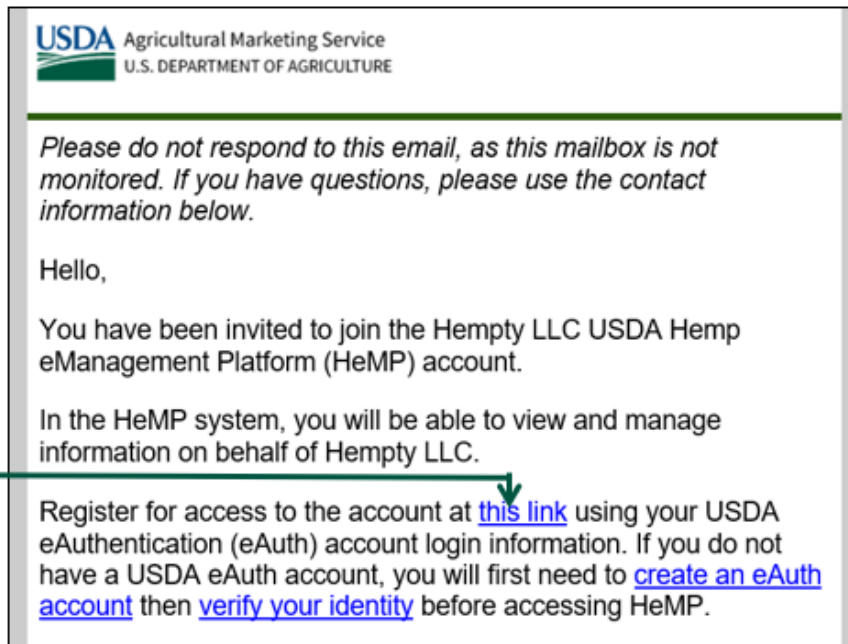
# Log In to HeMP

- Log In to HeMP for the First Time**
- Log In to HeMP**

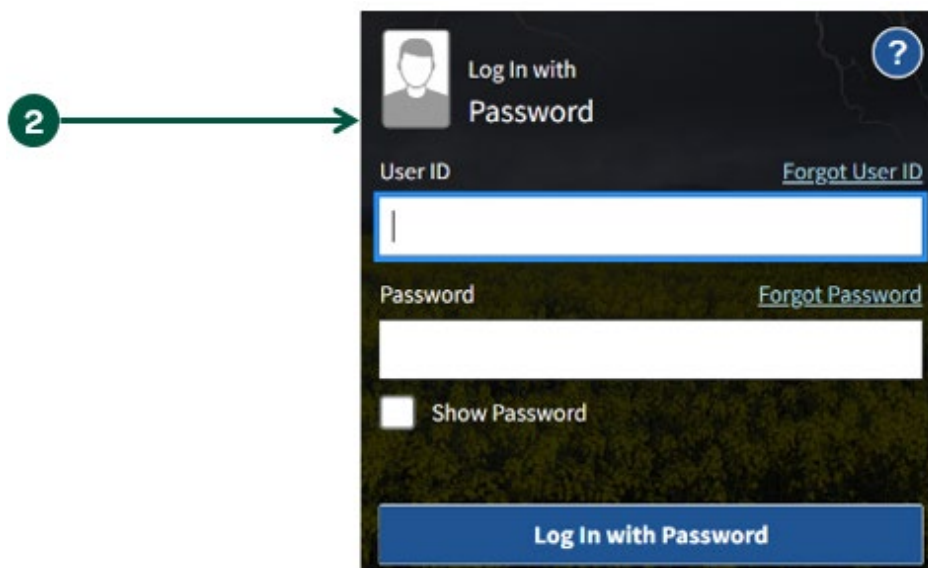
## Log In to HeMP for the First Time (1 of 9)

If you have worked with USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have not submitted to DHPP in the past, go to [Page 9](#).

1. You should have received an email with the subject "USDA HeMP Account Invitation". **Open** that email and **click** the "this link" linked text to access your HeMP Account.
  - If you do not have an email invitation, send an Account invitation request to DHPP via email at [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov).



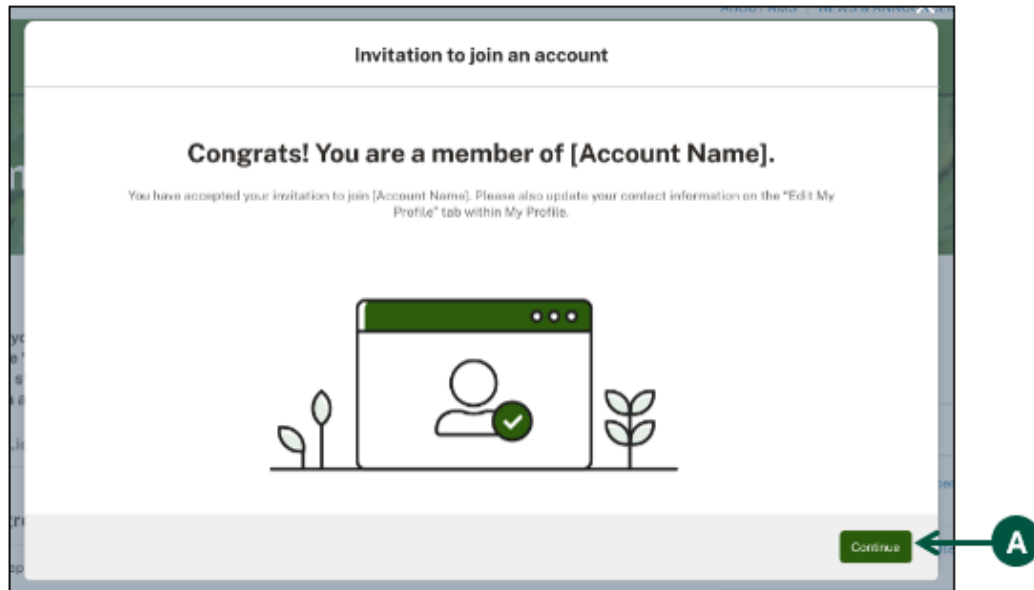
2. You will be directed to log into HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** "Log In with Password" to log in.



## Log In to HeMP for the First Time (2 of 9)

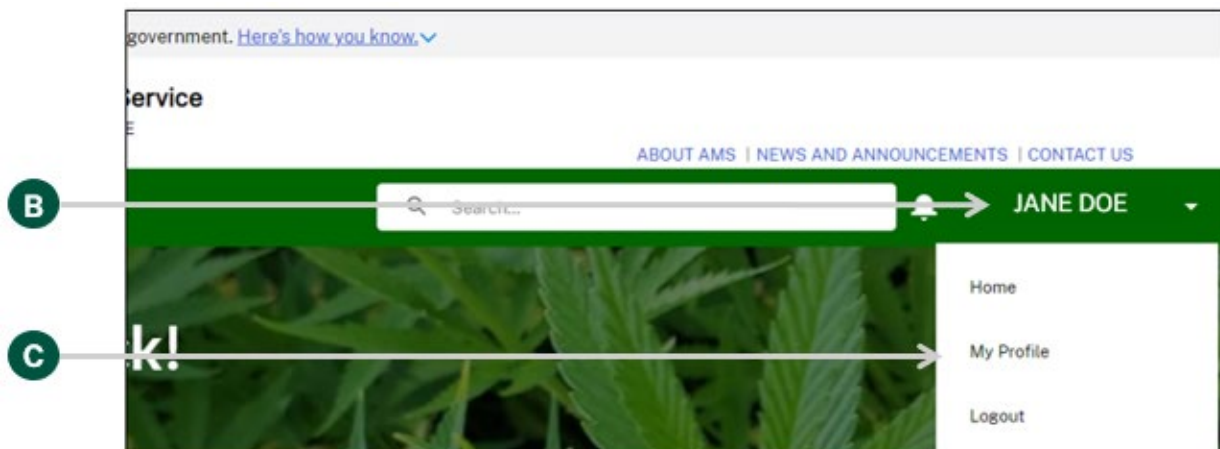
3. After logging in, you will receive one of the four following messages.

- **Message 1:** If you see the “Congrats! You are a member of [Account Name]” message below, you have successfully accepted your Account invitation.
  - A. After seeing this message, **click** “Continue”.



B. **Click** your Account dropdown on the righthand corner of the page.

C. **Click** “My Profile” from the dropdown.

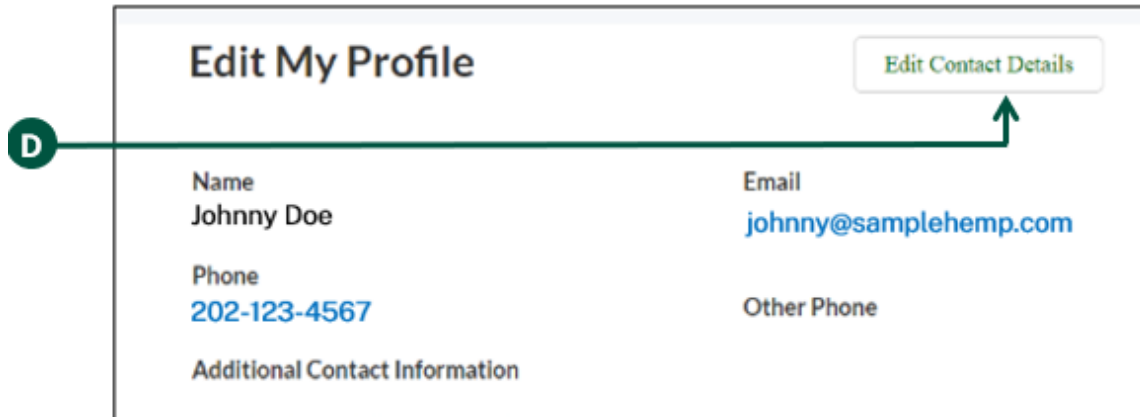


## Log In to HeMP for the First Time (3 of 9)

3. Continued: After logging in, you will receive one of the four following messages.

- Continued: **Message 1**

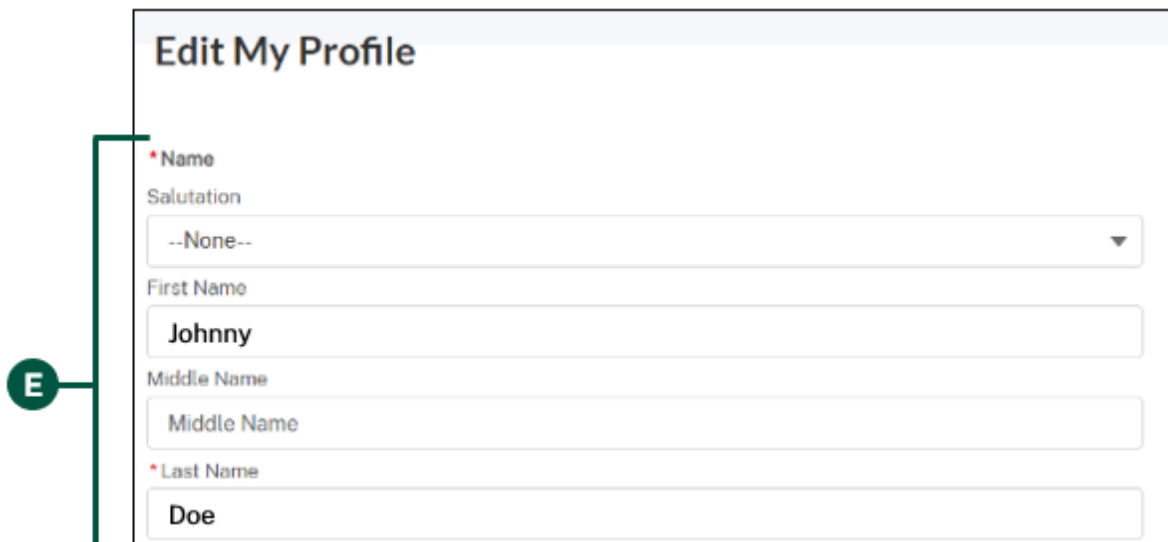
D. You will be directed to your “Edit My Profile” tab, **click** “Edit Contact Details”.



The screenshot shows the "Edit My Profile" page. At the top right, there is a button labeled "Edit Contact Details". A green circle with the letter "D" is positioned to the left of the page, with a line extending from it to the "Edit Contact Details" button. The profile information is as follows:

Name	Johnny Doe	Email	johnny@samplehemp.com
Phone	202-123-4567	Other Phone	
Additional Contact Information			

E. **Review** and **update** your contact details by clicking into any of the fields listed on the page including “Name” and “Contact Information”. Note: You cannot update your email address from the “Edit My Profile” page. Your HeMP Account is linked to your eAuth Account. If you need to update your email address, you will need to do it through your eAuth Account in [Update Account page](#).



The screenshot shows the "Edit My Profile" page with form fields for name and contact information. A green circle with the letter "E" is positioned to the left of the page, with a line extending from it to the "Name" field. The fields are:

- \* Name
- Salutation: --None--
- First Name: Johnny
- Middle Name: Middle Name
- \* Last Name: Doe

F. **Click** “Save Changes” at the bottom of “Edit My Profile”. Congratulations, your HeMP Account is now complete. You may now begin using your HeMP Account.

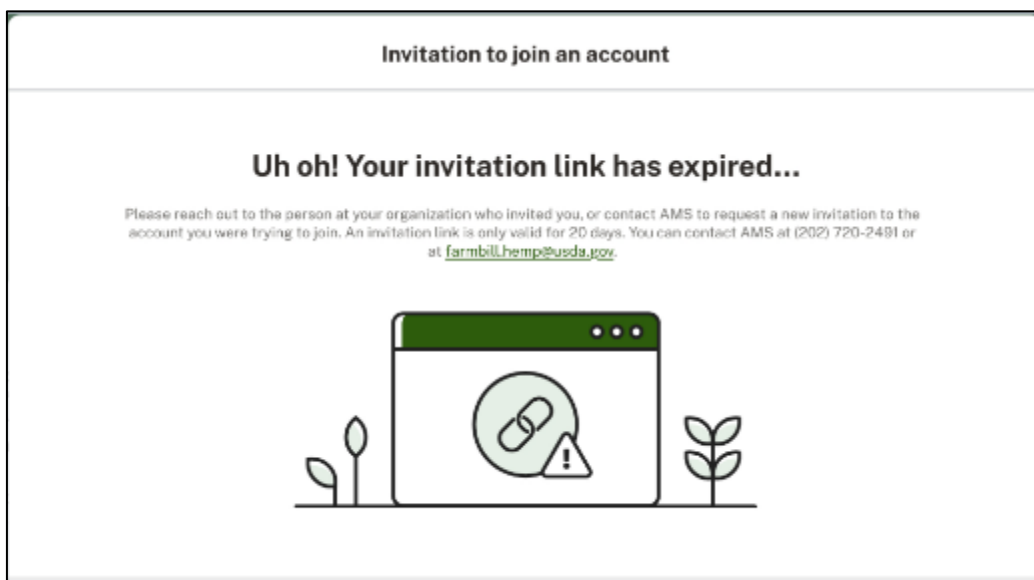


The screenshot shows two buttons at the bottom of the page: "Cancel" and "Save Changes". A green circle with the letter "F" is positioned to the left of the page, with a line extending from it to the "Save Changes" button.

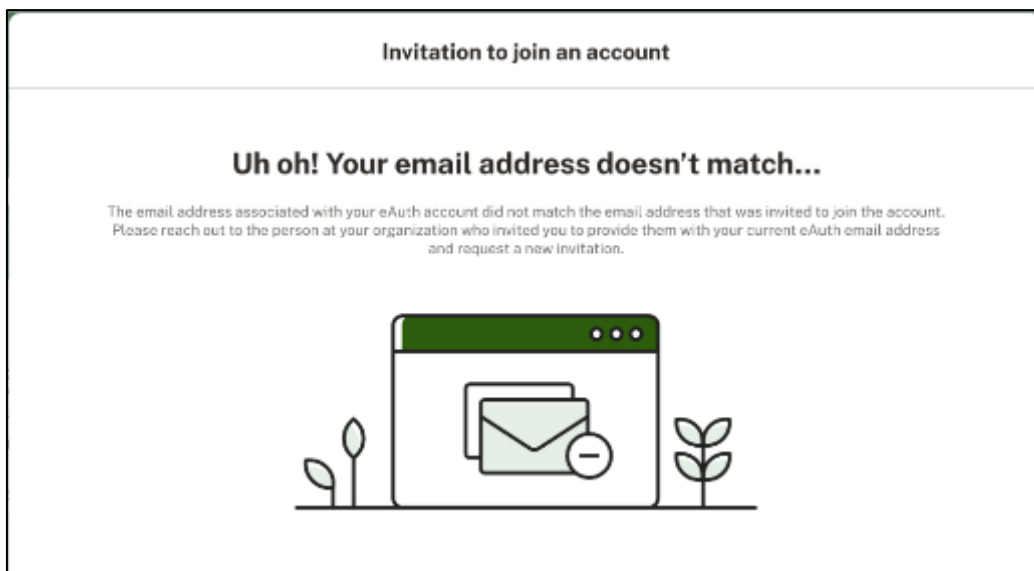
## Log In to HeMP for the First Time (4 of 9)

3. Continued: After logging in, you will receive one of the four following messages.

- **Message 2:** If you see the “Uh oh! Your invitation link has expired” message below, your invitation link has expired. **Request a new invitation** by emailing DHPP at [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov).



- **Message 3:** If you see the “Uh oh, Your email address doesn’t match” message below, the email address associated with your eAuth Account does not match the email address invited to join the Account. **Request a new invitation** by emailing DHPP at [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov).

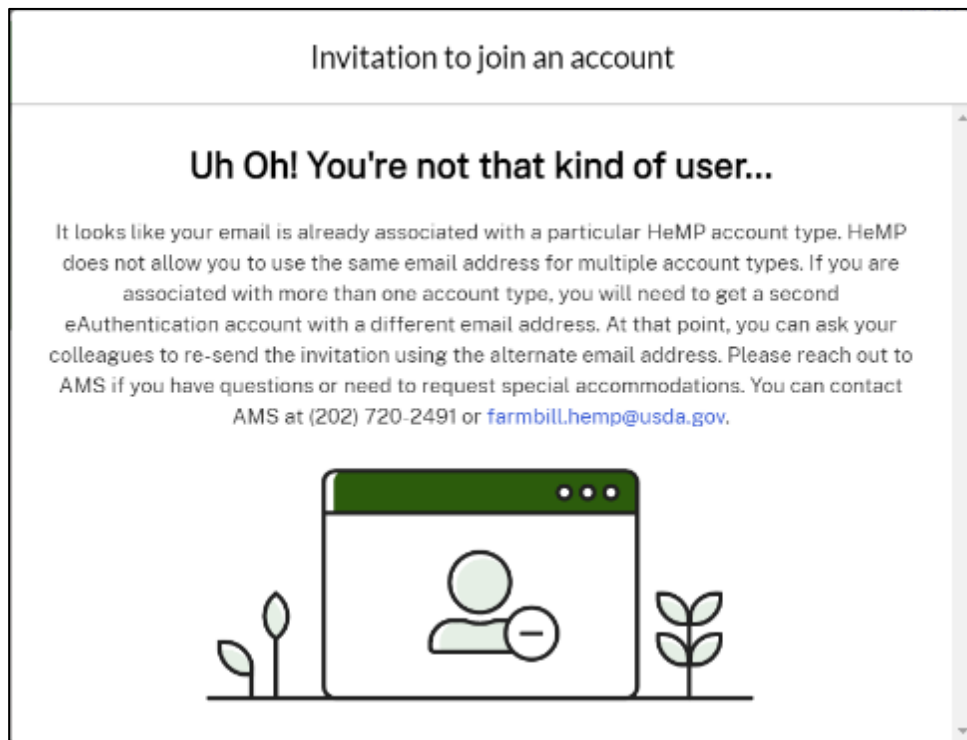




## Log In to HeMP for the First Time (5 of 9)

3. Continued: After logging in, you will receive one of the four following messages.

- **Message 4:** If you see the “Uh Oh! You are not that kind of user” message below, your email address is being used for another Account type (e.g. you have a State/Tribe Account using the email provided). **You will need to create a second eAuth Account with a different email address to access your sampling agent Account.** After your new eAuth Account is created. **Request a new invitation** by emailing DHPP at [farbill.hemp@usda.gov](mailto:farbill.hemp@usda.gov).





## Log In to HeMP for the First Time (6 of 9)

If you have not worked with USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have submitted to DHPP in the past, go to [Page 4](#).

1. Go to <https://hemp.ams.usda.gov/s/>.
2. Under the “Is this your first time working with USDA’s Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?” **click** “Sign Up”.



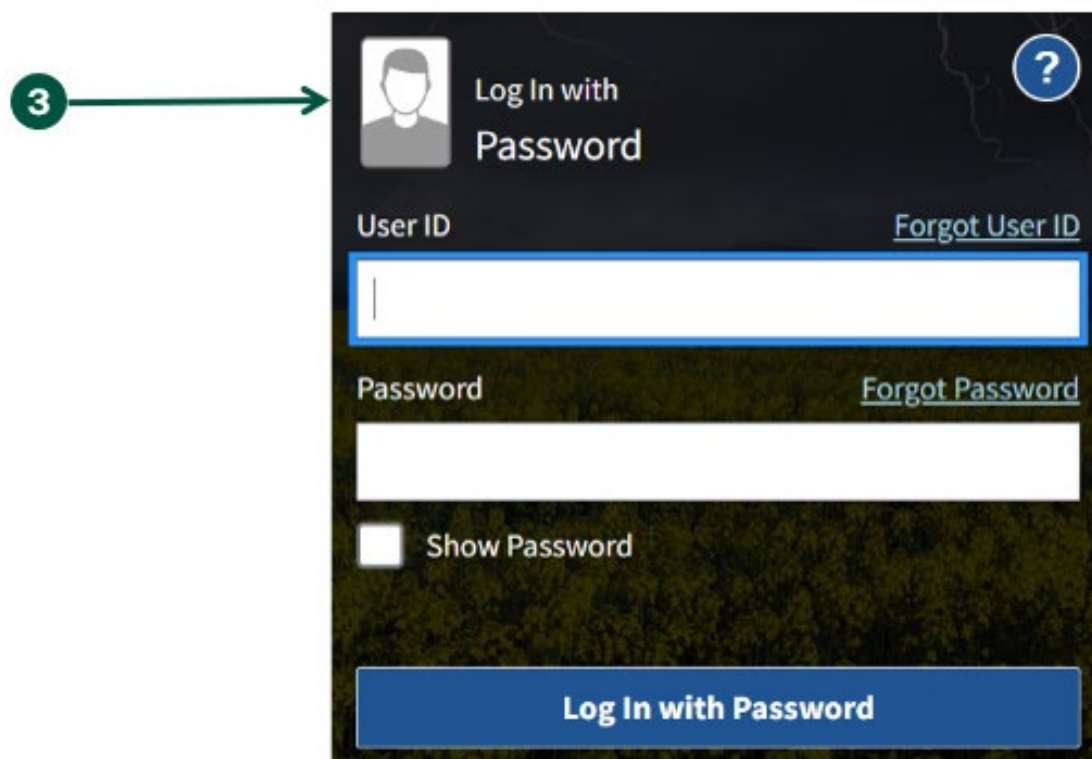
Is this your first time working with USDA's Domestic Hemp Production Program (DHPP), or are you a returning user to HeMP?

Welcome! The HeMP System allows producers, States, Tribes, and testing labs to submit applications and reports, and to manage licensee data online. If you have not worked with DHPP in the past, you can sign up or log in through eAuthentication (eAuth) below. eAuth is required to access the system.

If you are a returning HeMP user, log in below.

**2** →  or

3. You will be directed to login to HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** “Log In with Password” to log in.



**3** →

Log In with Password

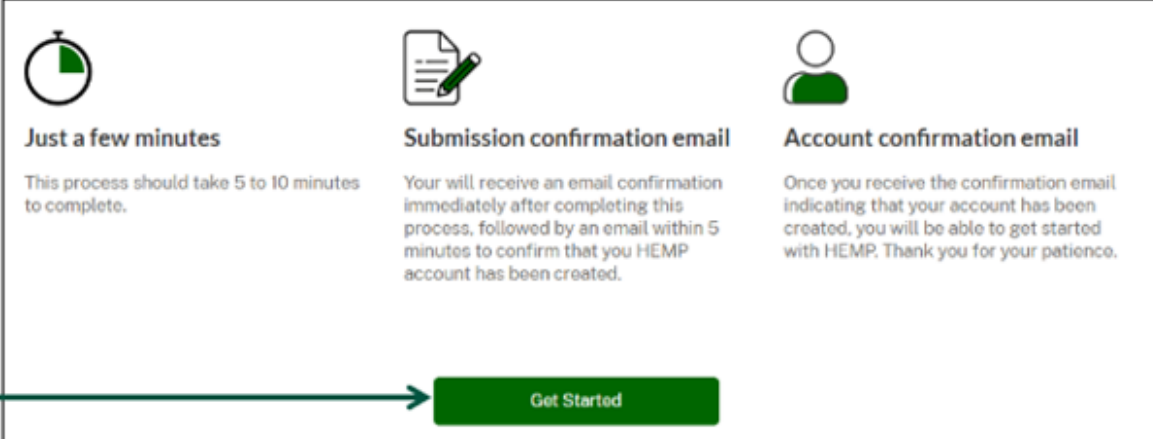
User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

## Log In to HeMP for the First Time (7 of 9)

4. You will be directed to begin the Account sign up process, **click** “Get Started”.



The screenshot shows a three-step process overview for account creation. Step 1, 'Just a few minutes', is indicated by a clock icon and states the process takes 5 to 10 minutes. Step 2, 'Submission confirmation email', is indicated by a document icon and states an email confirmation will be received immediately. Step 3, 'Account confirmation email', is indicated by a person icon and states a confirmation email will be received once the account is created. A green arrow labeled '4' points from a circle containing the number 4 to a green 'Get Started' button at the bottom of the overview.

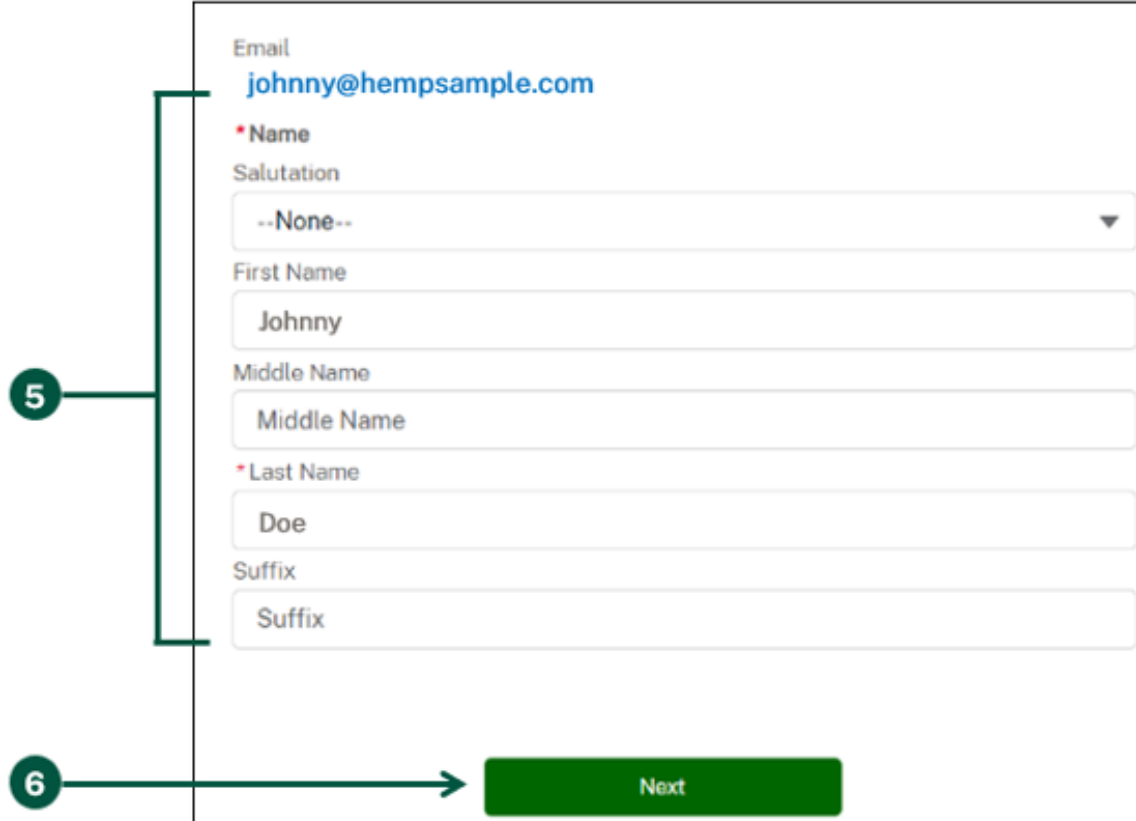
**Just a few minutes**  
This process should take 5 to 10 minutes to complete.

**Submission confirmation email**  
You will receive an email confirmation immediately after completing this process, followed by an email within 5 minutes to confirm that your HEMP account has been created.

**Account confirmation email**  
Once you receive the confirmation email indicating that your account has been created, you will be able to get started with HEMP. Thank you for your patience.

4 → **Get Started**

5. Once you are on the “Your Information” page, **review** your contact information and **enter** additional details directly into the information field if needed. Note: HeMP is linked to your eAuth Account. If you need to update your email, username, or password, you will need to do so through your eAuth Account.
6. Once you have reviewed and/or updated your contact information, **click** “Next”.



The screenshot shows a form titled 'Your Information' with the following fields: Email (johnny@hempsample.com), \* Name (redacted), Salutation (dropdown menu with --None-- selected), First Name (Johnny), Middle Name (Middle Name), \* Last Name (Doe), and Suffix (Suffix). A green arrow labeled '5' points to the form fields, and another green arrow labeled '6' points to a green 'Next' button at the bottom.

Email  
johnny@hempsample.com

\* Name

Salutation  
--None--

First Name  
Johnny

Middle Name  
Middle Name

\* Last Name  
Doe

Suffix  
Suffix

5 →

6 → **Next**

## Log In to HeMP for the First Time (8 of 9)

7. Once you are on the “Account Type” page, **click** “Sampling Agent”.

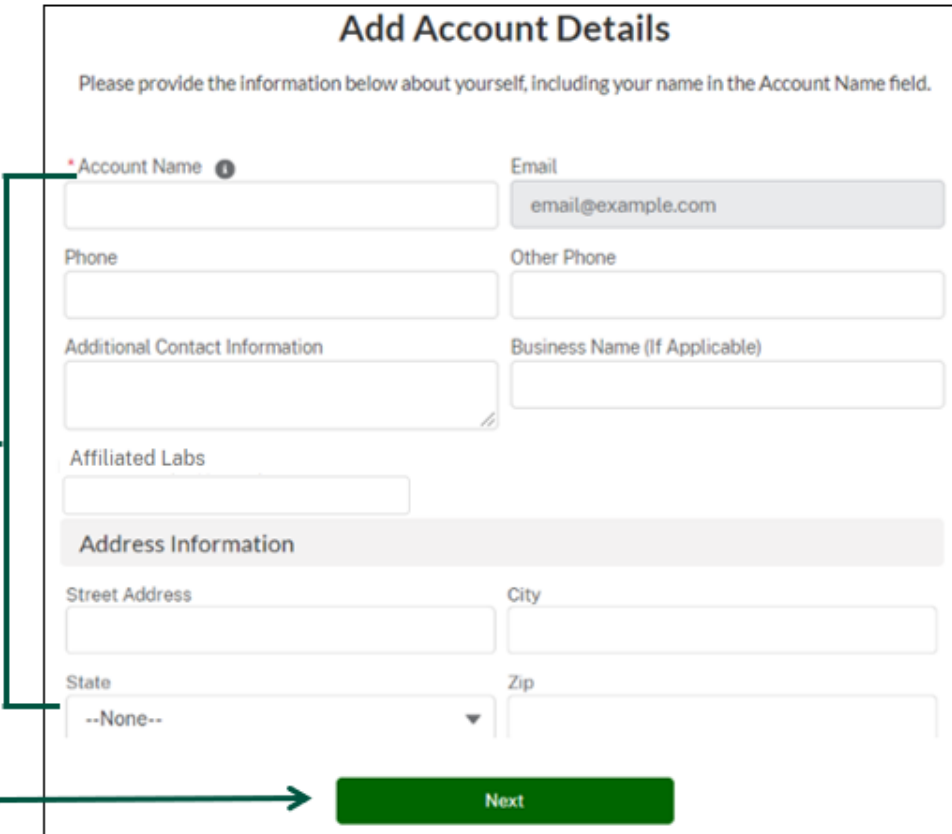
8. **Scroll down** and **click** “Next”.



The screenshot shows a form with three radio button options. The middle option, labeled "Sampling Agent", is selected. A green arrow labeled "7" points to the selected radio button. Below the options is a green button labeled "Next". A green arrow labeled "8" points to the "Next" button.

9. Once you are on the “Add Account Details” page, **enter** the requested information.

10. Once you have provided your information, **click** “Next”.



The screenshot shows the "Add Account Details" page. The title is "Add Account Details" and the instruction is "Please provide the information below about yourself, including your name in the Account Name field." The form includes the following fields:

- Account Name (required, with an information icon)
- Email (pre-filled with "email@example.com")
- Phone
- Other Phone
- Additional Contact Information
- Business Name (If Applicable)
- Affiliated Labs
- Address Information section containing:
  - Street Address
  - City
  - State (dropdown menu, currently set to "--None--")
  - Zip

A green arrow labeled "9" points to the "Account Name" field. A green arrow labeled "10" points to the "Next" button at the bottom of the form.

## Log In to HeMP for the First Time (9 of 9)

11. Once you are on the “Your account creation request has been received!” page, your Account request has been received by USDA. You will also receive an email confirming your Account request has been received.
12. Within 5 minutes of completing the Account sign up process, you will receive an email with the subject “USDA HeMP Account is Ready” indicating that you can now use your new Account.
13. You can now **log in** to HeMP any time by going to <https://hemp.ams.usda.gov/s/> and logging in using your eAuth username and password.

## Log In to HeMP (1 of 1)

1. Go to <https://hemp.ams.usda.gov/s/>.
2. Under the “Is this your first time working with USDA’s Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?” **click** “Log In”.

**Is this your first time working with USDA’s Domestic Hemp Production Program (DHPP), or are you a returning user to HeMP?**

Welcome! The HeMP System allows producers, States, Tribes, and testing labs to submit applications and reports, and to manage licensee data online. If you have not worked with DHPP in the past, you can sign up or log in through eAuthentication (eAuth) below. eAuth is required to access the system.

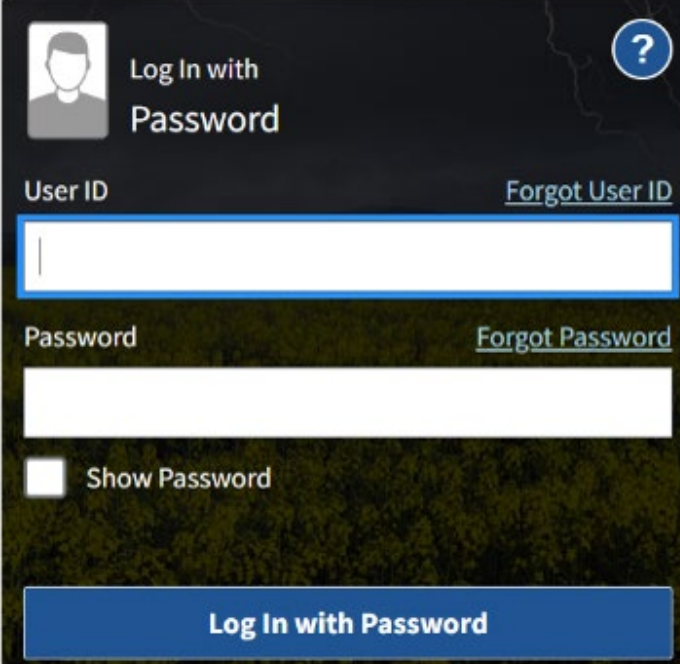
If you are a returning HeMP user, log in below.

[Sign Up](#) or [Log In](#)

2

3. You will be directed to login to HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** “Log In with Password” to log in.

3



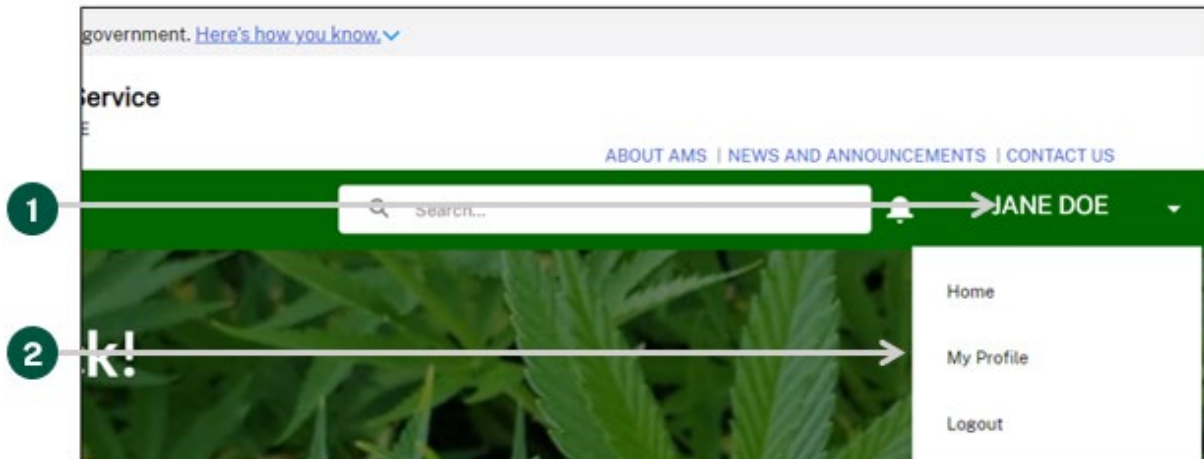
The screenshot shows a dark-themed login interface. At the top, it says "Log In with Password" next to a user icon and a help icon. Below this are two input fields: "User ID" and "Password". The "User ID" field is highlighted with a blue border. To the right of the "User ID" field is a link that says "Forgot User ID". To the right of the "Password" field is a link that says "Forgot Password". Below the password field is a checkbox labeled "Show Password". At the bottom of the form is a large blue button labeled "Log In with Password". A green arrow points from the number "3" to the "Log In with Password" button.

# Modify My Profile

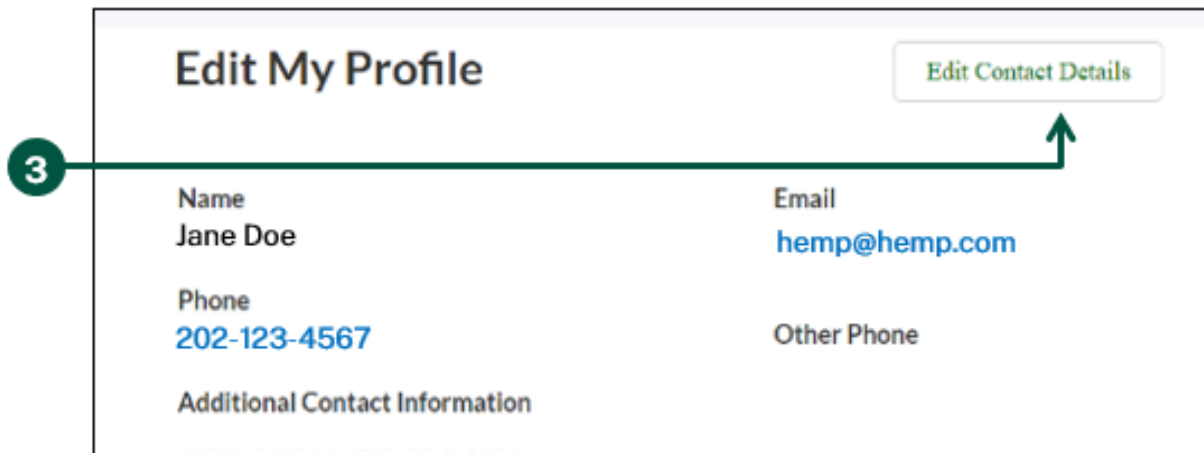
**Modify Contact Information**

## Modify Contact Information (1 of 2)

1. **Click** your account dropdown on the righthand corner of HeMP.
2. **Click** “My Profile” from the dropdown.



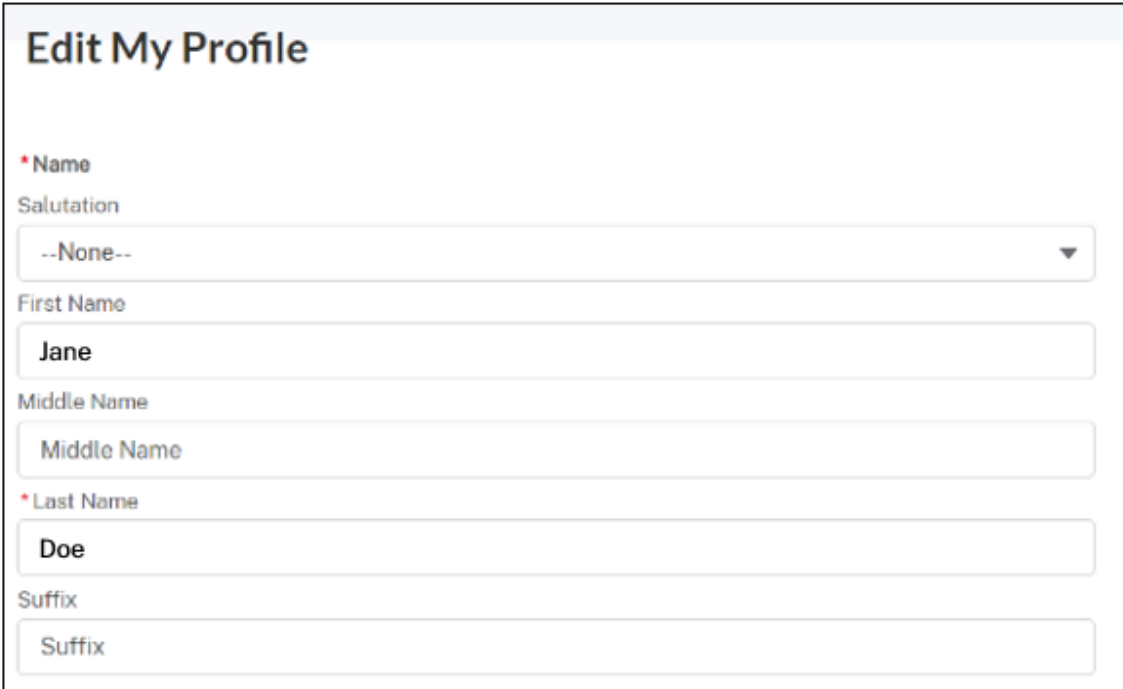
3. Once you are on the “Edit My Profile” page, **click** “Edit Contact Details”.





## Modify Contact Information (2 of 2)


- Review** and **update** your contact details by clicking into any of the fields listed on the page including Name, Contact Information, Address Information, and Certification Information. Note: You cannot update your email address from the “Edit My Profile” page. Your HeMP account is linked to your eAuth account. If you need to update your email address, you will need to do it through your eAuth account in [Update Account page](#).



The screenshot shows the 'Edit My Profile' form. A green callout box with the number '4' is positioned to the left of the form, with a line pointing to the name fields. The form contains the following fields:

- \* Name**
- Salutation: --None-- (dropdown menu)
- First Name: Jane
- Middle Name: Middle Name
- \* Last Name**: Doe
- Suffix: Suffix

- Click** “Save Changes” at the bottom of “Edit My Profile”.



The screenshot shows two buttons: 'Cancel' and 'Save Changes'. A green callout box with the number '5' is positioned to the left, with an arrow pointing to the 'Save Changes' button.

## **Submit Certification of Completion**

- Submit Proof of Certification**
- Modify My Sampling Location**
- Cancel My Certification**

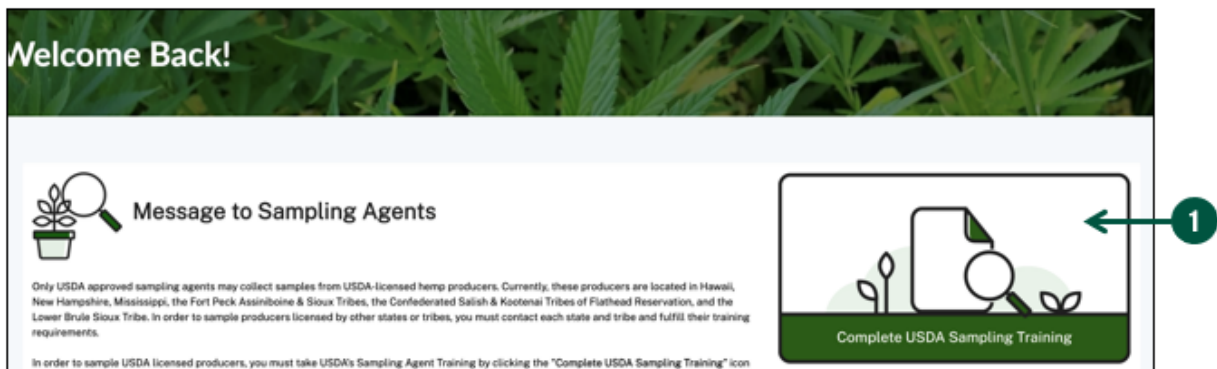
## Submit Proof of Certification (1 of 3)

In order to sample USDA licensed producers, you must take USDA's Sampling Agent Training. To become a sampling agent for producers licensed by States or Tribes, you must contact each State and Tribal hemp program and fulfill their training requirements. States and Indian Tribes with an approved plan may require the sampling agents used by their licensed producers to take the USDA training, or they may develop their own custom training. **Licensed hemp producers may not act as sampling agents.**

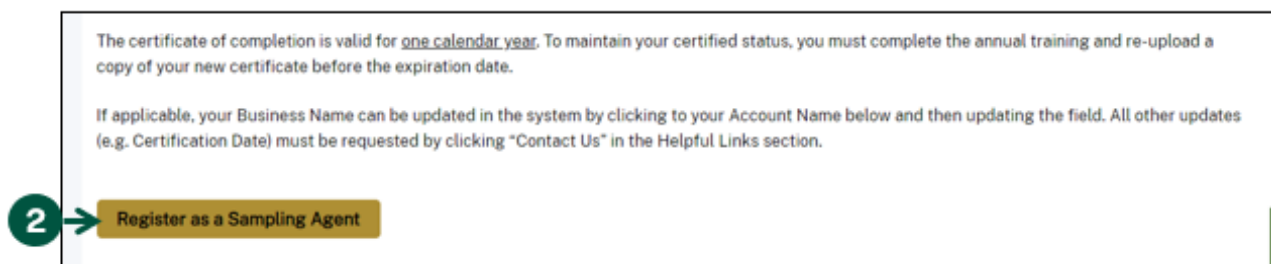
After completing USDA's Sampling Agent Training, you will receive a certification of completion, which must be uploaded into the HeMP system and verified by USDA. Note: This is not your official certification, which is only provided after USDA has successfully verified your training certification of completion. Your official certification will contain your unique sampling agent ID number and be provided to you in the Files column on the HeMP homepage.

Your account's certification status will be updated in the HeMP system after USDA verifies your training certification. USDA-licensed producers can view contact information for all certified sampling agents qualified to sample hemp for USDA-licensed producers on the AMS website.

1. **Click** "Complete USDA Sampling Training" on the right of the homepage to navigate to the formal USDA sampling agent training program website. Note: You will receive a certification of completion after successfully completing the training.



2. **Navigate back** to the HeMP system and **click** "Register as a Sampling Agent" to start your request to become a certified sampling agent. A pop-up will appear.



## Submit Proof of Certification (2 of 3)

3. Once you see the “Update Certification Status” pop-up, **fill out** the following fields:

- A. **Select** one of the “Submission Reasons”. Note: To register as a sampling agent in a State or Tribe that directly regulates hemp producers in its jurisdiction, register as a non-USDA approved sampling agent and upload any documentation that would support your attestation.
  - I am submitting a new or updated USDA sampling agent training certificate of completion
  - I am self-reporting as a non-USDA approved sampling agent
  - My sampling locations have changed
  - I would like to upload additional supporting documents
- B. **Select** the State(s) or Tribe(s) in which you intend to sample hemp in the “Sampling Location(s)” field.
- C. **Type** additional comments or explanations in the “Supporting Documentation” field. Note: Comments should refer to letters of approval, Sampling Agent IDs, a signed attestation statement, or other certifications required to sample in the selected State(s) or Tribe(s).
- D. **Upload** relevant documentation, including a copy of your certification of completion.

The screenshot shows a form titled "Update Certification Status" with four main sections. Each section is annotated with a letter in a green circle and an arrow pointing to it:

- A** points to the "Submission Reason" section, which has a "Available" list on the left and a "Chosen" box on the right. The available options are: "I am submitting a new or updated USD...", "I am self-reporting as a non-USDA app...", "My sampling locations have changed", and "I would like to upload additional suppor...".
- B** points to the "Sampling Location(s)" section, which has a "Available" list on the left and a "Chosen" box on the right. The available options are: "Alabama", "Alaska", "Arizona", and "Arkansas".
- C** points to the "Supporting Documentation" section, which is a large text input field.
- D** points to the "Upload Files" button, which is located below the text field and includes the text "Or drop files".

## Submit Proof of Certification (3 of 3)

4. **Click** the checkbox to certify that you are attesting that the information provided is accurate to the best of your knowledge provided herein.

5. **Click** “Submit”.

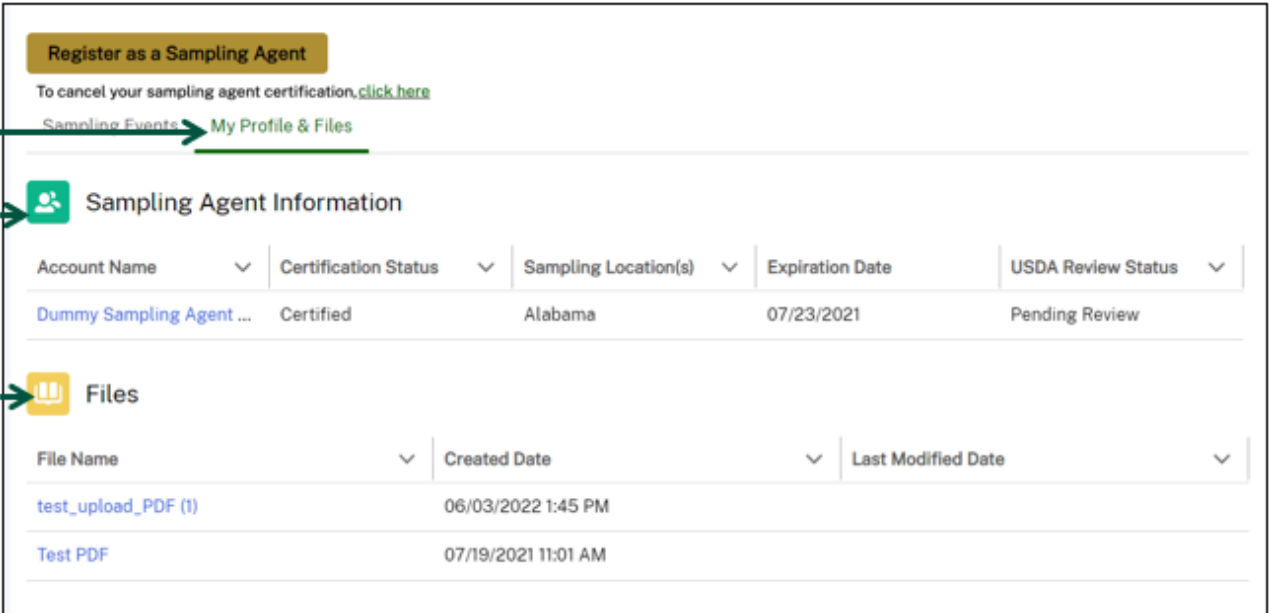


A screenshot of a web form. On the left, a green circle with the number '4' has an arrow pointing to a checkbox. The text next to the checkbox is "I certify the above statement." Below the checkbox area is a grey bar containing two buttons: a white "Cancel" button and a green "Submit" button. On the right, a green circle with the number '5' has an arrow pointing to the "Submit" button.

6. USDA will review your submission; updates and all related files can be found under the “My Profile & Files” tab on the homepage.

A. In the “Sampling Agent Information” section **view** your Certification Status and the USDA Review Status, which indicates whether USDA has reviewed your submission.

B. All related files can be found in the “Files” section. Note: A copy of your official certification as a certified sampling agent will be uploaded to the Files section after your submission is successfully verified.



A screenshot of a web application interface. At the top, there is a yellow button labeled "Register as a Sampling Agent" and a link "To cancel your sampling agent certification, click here". Below this, there are two tabs: "Sampling Events" and "My Profile & Files", with the latter being selected. A green circle with the number '6' has an arrow pointing to the "My Profile & Files" tab. Below the tabs, there are two main sections: "A" and "B". Section "A" is titled "Sampling Agent Information" and contains a table with columns: Account Name, Certification Status, Sampling Location(s), Expiration Date, and USDA Review Status. The table has one row with the following data: Dummy Sampling Agent ..., Certified, Alabama, 07/23/2021, Pending Review. Section "B" is titled "Files" and contains a table with columns: File Name, Created Date, and Last Modified Date. The table has two rows: test\_upload\_PDF (1) with Created Date 06/03/2022 1:45 PM, and Test PDF with Created Date 07/19/2021 11:01 AM.

Account Name	Certification Status	Sampling Location(s)	Expiration Date	USDA Review Status
Dummy Sampling Agent ...	Certified	Alabama	07/23/2021	Pending Review

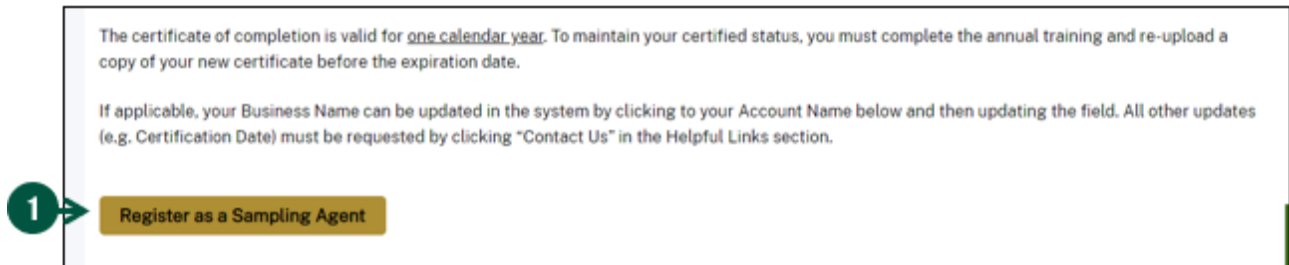
  

File Name	Created Date	Last Modified Date
test_upload_PDF (1)	06/03/2022 1:45 PM	
Test PDF	07/19/2021 11:01 AM	

## Modify My Sampling Location (1 of 2)

You can modify your sampling agent information at any time, such as your sampling location. Updates to your sampling location do not require review by USDA. USDA only reviews new or updated USDA sampling agent training certificates of completion.

1. **Click** “Register as a Sampling Agent”.



2. **Select** “My sampling locations have changed” in the *Submission Reason* field.
3. **Select** the updated State(s) or Tribe(s) in the *Sampling Location(s)* field.

**Update Certification Status**

\* Submission Reason ⓘ

Available

- I am submitting a new or updated USD...
- I am self-reporting as a non-USDA app...
- I would like to upload additional suppor...

Chosen

- My sampling locations have changed ← 2

\* Sampling Location(s) ⓘ

Available

- Massachusetts
- Michigan
- Minnesota
- Mississippi

Chosen

- Maryland ← 3

Supporting Documentation ⓘ

## Modify My Sampling Location (2 of 2)

4. **Upload** relevant documentation, if necessary.
5. **Click** the checkbox to certify the above statement.
6. **Click** “Submit”.

4 →

[Upload Files](#) Or drop files

File Name	Created Date	
<a href="#">Sally Sample_USDA Blackboard Certific...</a>	08/23/2021 12:44 PM	
<a href="#">Official USDA Certification 2021_Sally S...</a>	08/23/2021 1:16 PM	
<a href="#">Maryland State_Sampling Agent Certific...</a>	08/23/2021 1:36 PM	

5 →  I certify the above statement.

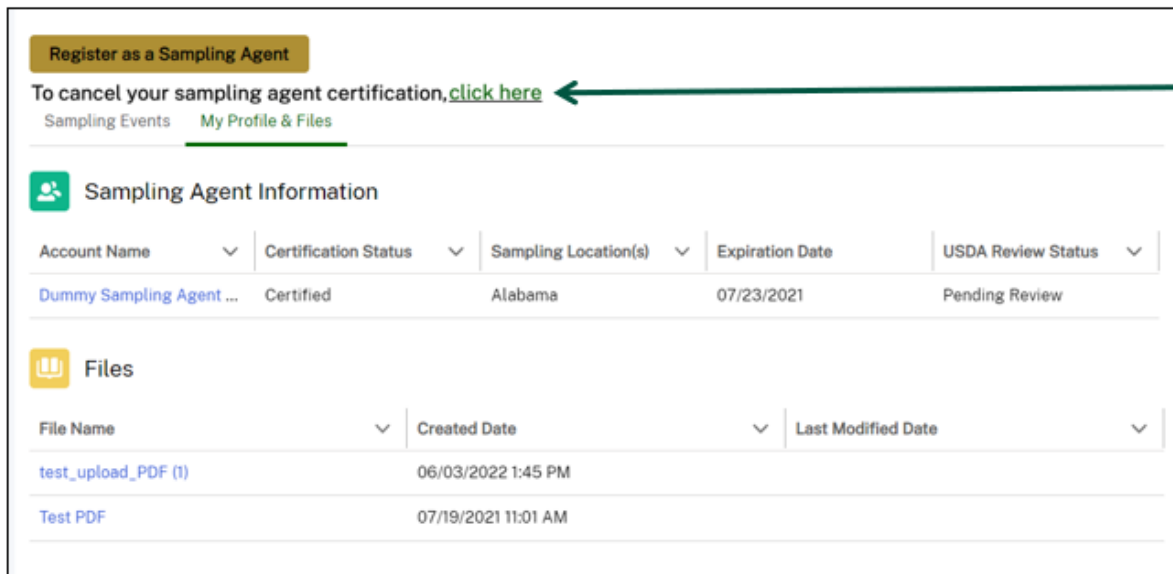
6 →



## Cancel My Certification

You can cancel or withdraw your certification to be a USDA-approved sampling agent. Your certification status will automatically update to “Canceled”. If you would like to recertify as a USDA-approved sampling agent in the future, you will retain your unique sampling agent ID number.

1. **Click** the “click here” text below on the homepage.



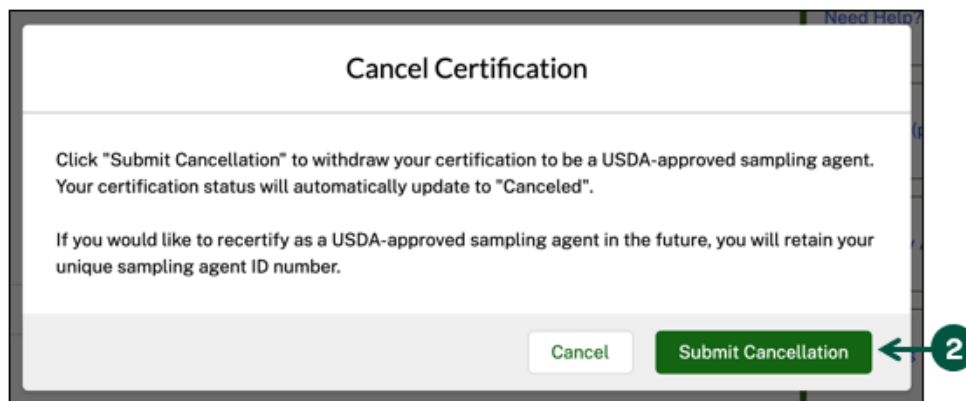
The screenshot shows a user profile page with a navigation bar at the top containing a button labeled "Register as a Sampling Agent" and two links: "Sampling Events" and "My Profile & Files". Below the navigation bar, there is a section titled "Sampling Agent Information" with a table of account details. Below that is a "Files" section with a table of uploaded files. A green callout arrow labeled "1" points to the text "To cancel your sampling agent certification, [click here](#)".

Account Name	Certification Status	Sampling Location(s)	Expiration Date	USDA Review Status
Dummy Sampling Agent ...	Certified	Alabama	07/23/2021	Pending Review

File Name	Created Date	Last Modified Date
test_upload_PDF (1)	06/03/2022 1:45 PM	
Test PDF	07/19/2021 11:01 AM	

2. **Click** “Submit Cancellation” in the pop-up.



The screenshot shows a "Cancel Certification" pop-up dialog. The dialog contains the following text: "Click 'Submit Cancellation' to withdraw your certification to be a USDA-approved sampling agent. Your certification status will automatically update to 'Canceled'." and "If you would like to recertify as a USDA-approved sampling agent in the future, you will retain your unique sampling agent ID number." At the bottom of the dialog, there are two buttons: "Cancel" and "Submit Cancellation". A green callout arrow labeled "2" points to the "Submit Cancellation" button.

# Manage Sampling Events

- Manage Active Sampling Events**
- View Past Sampling Events**

## Manage Active Sampling Events (1 of 3)

A Sampling Event represents an instance of sampling for a Producer. For each Sampling Event, you will have the opportunity to document sample details for each lot you sample.

1. After a Producer has identified you as their Sampling Agent, you will receive a “New Sampling Event Assigned to You” email notification. You will also see a new Sampling Event on your profile under the “Active Sampling Events” list. To manage your active Sampling Events, **click** the “Sampling Events” tab on the homepage.
2. **Click** the “Active Sampling Events” subtab. Note: If you do not see a Sampling Event on your profile, call the Producer to ensure he/she has created a Sampling Event or call USDA for support.
3. **Click** on the “Sampling Event ID” to log sampling details and to view the Producer and Testing Lab details. Note: You must log your sampling details within 1 week of sampling and will receive a “Reminder to Submit Sample Information” email notification 5 days after the requested sample date.

The screenshot shows the 'Active Sampling Event Details' page. At the top, there is a 'Register as a Sampling Agent' button and a link to cancel certification. Below this are two tabs: 'Sampling Events' (highlighted with a green underline and a callout '1') and 'My Profile & Files'. The main heading is 'Log your Sampling Event Details', followed by a paragraph of instructions. Below that are two sub-tabs: 'Active Sampling Events' (highlighted with a green underline and a callout '2') and 'Past Sampling Events'. The 'Active Sampling Events' section contains a table with the following data:

Sampling Event ID	Producer Account	Phone Number	Requested Sample Date
SE-000000119	Producer Test Account 1-Busin...	239-555-1122	06/14/2022

Below the table is a 'Show:' dropdown menu, navigation arrows, and 'Page 1 of 1'. A callout '3' points to the 'SE-000000119' ID in the table.

4. Once you are on the “Sampling Event Details” Page, **scroll down** to the “Growing Lot Samples” section and **click** the “Growing Lot Sample ID”.

The screenshot shows the 'Growing Lot Samples' section. It includes an 'Instructions' block and a table of growing lots. A callout '4' points to the 'Growing Lot Sample ID' column in the table.

Growing Lot Sample ID	Growing Lot Number	Sampling Acreage	Harvest Date Range	Date Sampled	Status
SMPL-0000000094	0001970-8036-1A	12	7/15/2022 - 7/21/2022		New

## Manage Active Sampling Events (2 of 3)

### 5. Click “Edit”.

Growing Lot Sample  
SMPL-000000094

Return to Sampling Event

Instructions

Fill in the following information about each Growing Lot you sample.

Sample ID instructions: Write a 12 digit Sample ID on each package you ship. Must format as Year-Sampling Agent Number-Four Digit Sample Number. Example: 2022-1234-1234.

Tracking Number Instructions: Enter the tracking number for each package you send to the Testing Lab. For multiple tracking numbers, separate each with a comma. Example: 11-123456, 12-34567.

Edit

### 6. Fill out the informational fields in the “Add or Edit Sample Details” pop-up including:

- A. Date Sampled: When you sampled the intended lot.
- B. Sampling Status: **Choose** either “Completed” or “Did Not Sample”. Note: If you did not sample the growing lot, **select** “Did Not Sample” and **skip** to Step 7.
- C. Number of Clippings: Number of clippings from the lot sampled.
- D. Material Sampled: **Choose** either “Live Plant”, “Shredded Biomass”, or “Stems and Leaves”.
- E. Sample ID: **Write** a 12-digit Sample ID on each package you ship. Must format as Year-Sampling Agent Number-Four Digit Sample Number (e.g., 2022-1234-5678).
- F. Tracking Number: **Enter** the tracking number for each package you send to the Testing Lab. For multiple tracking numbers, separate each with a comma (e.g., 11-123456, 12-34567).

### 7. Click “Save”.

Add or Edit Sampling Details

Sample Details

\*Date Sampled

\*Sampling Status

\*Number of Clippings

\*Material Sampled

Sample ID and Tracking Number

\*Sample ID

\*Tracking Number

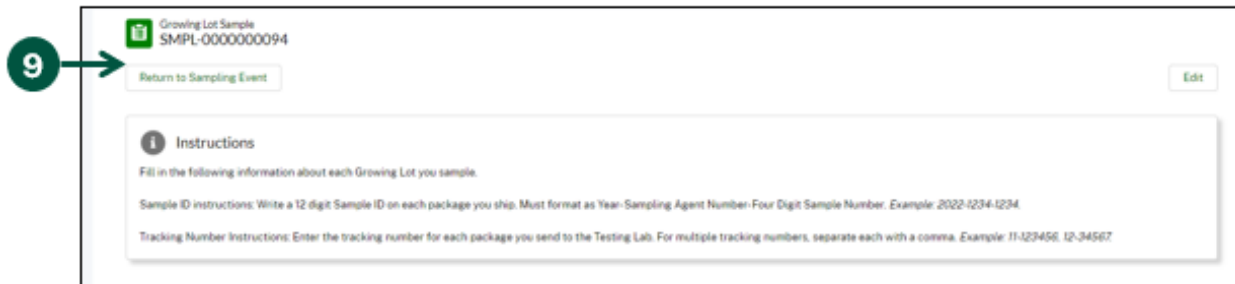
Cancel Save

## Manage Active Sampling Events (3 of 3)

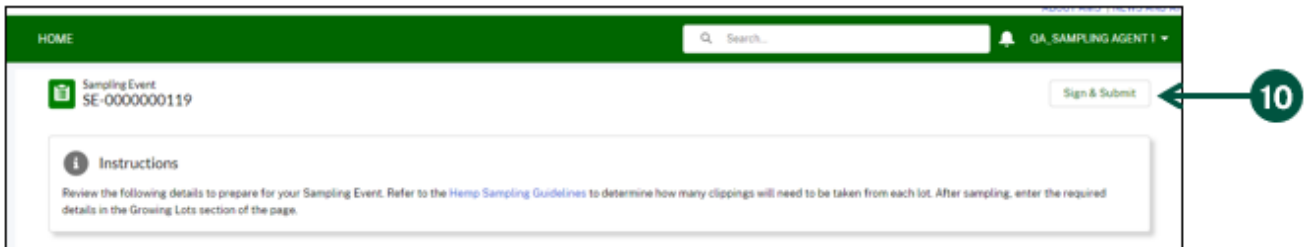
8. Click “Add Files” to upload any necessary files to the Sample Record, if applicable.



9. Click “Return to Sampling Event” once you are finished editing the details of this sample.

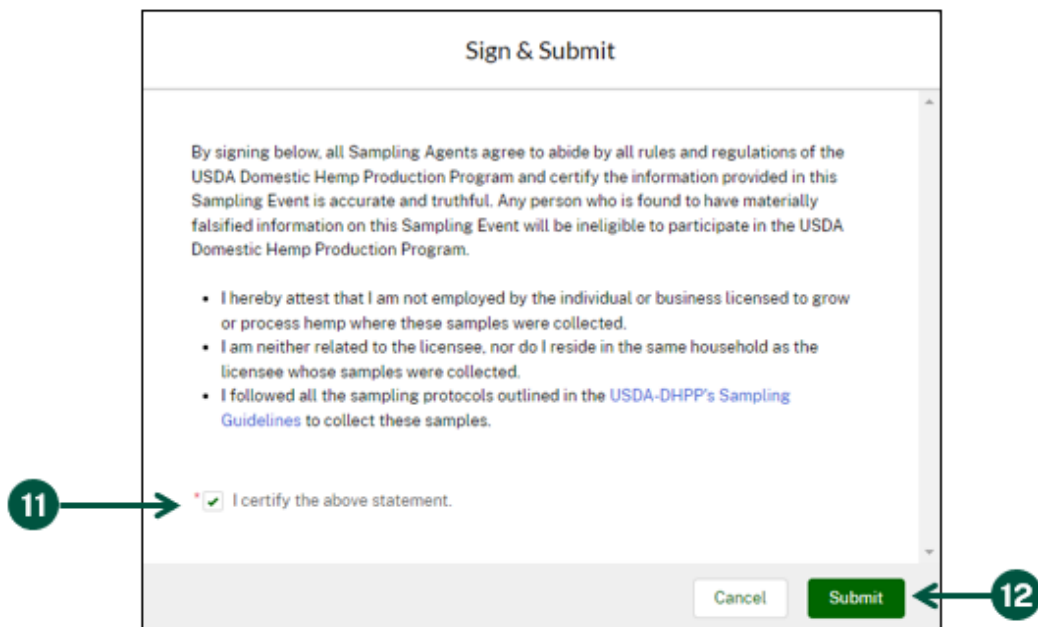


10. Click “Sign and Submit” to verify that the information you provided is accurate and truthful.



11. Read the “Sign & Submit” pop-up and **check** the box next to “I certify the above statement”.

12. Click “Submit”.



## View Past Sampling Events (1 of 1)

1. To view your past sampling events, **click** the “Sampling Events” tab on the homepage.
2. **Click** the “Past Sampling Events” subtab.
3. **Click** on the “Sampling Event ID” to view additional sampling details.

The screenshot shows a web interface with a navigation bar at the top containing 'Sampling Events' and 'My Profile & Files'. Below the navigation bar is a heading 'Log your Sampling Event Details' followed by a paragraph of text. A sub-tab bar below that has 'Active Sampling Events' and 'Past Sampling Events', with the latter being selected. A table titled 'Past Sampling Events' is displayed below, with columns for 'Sampling Event ID', 'Producer Account', 'Requested Sample Date', and 'Submitted On'. The table contains four rows of data. A green circle with the number '1' points to the 'Sampling Events' tab. A green circle with the number '2' points to the 'Past Sampling Events' subtab. A green circle with the number '3' points to the first 'Sampling Event ID' in the table.

Sampling Event ID	Producer Account	Requested Sample Date	Submitted On
SE-0000000129	New Super New Producer Acco...	06/08/2022	06/08/2022
SE-0000000125	New Super New Producer Acco...	06/08/2022	06/08/2022
SE-0000000123	New Super New Producer Acco...	06/08/2022	06/08/2022
SE-0000000121	New Super New Producer Acco...	06/08/2022	06/08/2022

4. Once you click into a “Sampling Event ID” from the screenshot above, **scroll down** to the “Growing Lot” sample section and **click** the “Growing Lot Sample ID” to view specific sample details.

The screenshot shows a detailed view of a sampling event. At the top, it says 'Sampling Event SE-0000000154'. Below this are sections for 'Sampling Dates', 'Producer Details', and 'Testing Lab', each with a dropdown arrow. The 'Growing Lots' section is expanded, showing a table with columns for 'Growing Lot Sample ID', 'Growing Lot Number', 'Sampling Acreage', 'Harvest Date Range', 'Date Sampled', and 'Status'. The table contains two rows of data. A green circle with the number '4' points to the first 'Growing Lot Sample ID' in the table.

Growing Lot Sample ID	Growing Lot Number	Sampling Acreage	Harvest Date Range	Date Sampled	Status
SMPL-0000000122	123456	10		06/08/2022	Completed
SMPL-0000000123	777888999-A	120	7/4/2022-7/7/2022		New