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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.

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.
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.
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”.

  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**.

  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.
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.

![Uh oh! Your invitation link has expired...](image)

- **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.

![Uh oh! Your email address doesn’t match...](image)
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 farmbill.hemp@usda.gov.

![Invitation to join an account](image-url)
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”.

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.
4. You will be directed to begin the Account sign up process, click “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”.
7. Once you are on the “Account Type” page, **click** “Sampling Agent”.

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

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

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

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**Add Account Details**

Please provide the information below about yourself, including your name in the Account Name field.

- **Account Name**
- **Email**
- **Phone**
- **Other Phone**
- **Additional Contact Information**
- **Business Name (If Applicable)**
- **Affiliated Labs**
- **Address Information**
- **Street Address**
- **City**
- **State**
- **Zip**
- **Other Address Information**

**Next**
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)


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”.

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.
Modify My Profile

Modify Contact Information
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”.

4.
4. **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**.

5. **Click** “Save Changes” at the bottom of “Edit My Profile”.
Submit Certification of Completion

☐ Submit Proof of Certification
☐ Modify My Sampling Location
☐ Cancel My Certification
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.
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”.

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.
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.
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”.

![Upload Files]

![Checkbox to certify]

![Submit button]
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.

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

- Manage Active Sampling Events
- View Past Sampling Events
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.

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”.

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**Register as a Sampling Agent**
To cancel your sampling agent certification, [click here](#).

**Log your Sampling Event Details**
After a Producer has identified you as their sampling agent, you’ll see a Sampling Event on your profile. If you do not see a Sampling Event on your profile close to your agreed Sampling Date, call the producer or USDA for support.

**Active Sampling Events**
Producer Test Account 1 - Business 2
239-555-1122
06/14/2022

**Growing Lot Samples**
Click on Growing Lot Sample ID and enter required details within one week of sampling. Refer to the sampling guidelines to determine the minimum number of clippings needed per lot. It’s suggested you take more than the minimum number of clippings when sampling hemp crop.
5. Click “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”.
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.

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.