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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.

![Image of email with instructions]

```
Hello,

You have been invited to join the Hempty LLC USDA Hemp eManagement Platform (HeMP) account.

In the HeMP system, you will be able to view and manage information on behalf of Hempty LLC.

Register for access to the account at [this link](mailto:https://account.hemp.usda.gov) using your USDA eAuthentication (eAuth) account login information. If you do not have a USDA eAuth account, you will first need to [create an eAuth account](https://account.hemp.usda.gov) then [verify your identity](https://account.hemp.usda.gov) before accessing HeMP.
```

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.

![Image of login interface with User ID and Password fields]
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”.

  ![Invitation to join an account](image1)

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

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

  ![My Profile dropdown](image2)
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”.

![Edit My Profile](image)

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**.

![Edit My Profile](image)

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.

  ![Invitation to join an account](image)

  **Uh oh! Your invitation link has expired...**
  
  Please reach out to the person at your organization who invited you, or contact AMS to request a new invitation to the account you were trying to join. An invitation link is only valid for 20 days. You can contact AMS at (202) 720-2491 or 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.

  ![Invitation to join an account](image)

  **Uh oh! Your email address doesn’t match...**
  
  The email address associated with your eAuth account did not match the email address that was invited to join the account. Please reach out to the person at your organization who invited you to provide them with your current eAuth email address and request a new invitation.
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)

**Uh Oh! You’re not that kind of user...**

It looks like your email is already associated with a particular HeMP account type. HeMP does not allow you to use the same email address for multiple account types. If you are associated with more than one account type, you will need to get a second eAuthentication account with a different email address. At that point, you can ask your colleagues to re-send the invitation using the alternate email address. Please reach out to AMS if you have questions or need to request special accommodations. You can contact AMS at (202) 720-2491 or farmbill.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.


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.
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”**.

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”.
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


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
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”.

4. **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**.
5. Click “Save Changes” at the bottom of “Edit My Profile”.

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.
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”.

- USDA will review your submission and updates can be found in the “Sampling Agent Information” section on the homepage, such as your Certification Status and the USDA Review Status, which indicates whether USDA has reviewed your submission.

- All related files can be found in the “Files” section on the homepage. 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”.

   Copy of your new certificate before the expiration date.

   If applicable, your Business Name can be updated in the system by clicking to your Account Name below and then updating the updates (e.g., Certification Date) must be requested by clicking “Contact Us” in the Helpful Links section.

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.

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**Modify My Sampling Location (1 of 2)**

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.
4. **Upload** relevant documentation, if necessary.

5. **Click** the checkbox to certify the above statement.

6. **Click** “Submit”.

![Upload Files]

<table>
<thead>
<tr>
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<th>Created Date</th>
</tr>
</thead>
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<tr>
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</tr>
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<td>Official USDA Certification 2021_Sally Sample</td>
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<tr>
<td>Maryland State_Sampling Agent Certification</td>
<td>08/23/2021 1:36 PM</td>
</tr>
</tbody>
</table>
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.

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