AMS Domestic Hemp Production Program

Hemp eManagement Platform (HEMP) User Guide for States and Tribes

Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE
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Log In to HeMP

- Create a HeMP Account
- Log In to HeMP
- Log In to HeMP Through an Account Invitation Email
Create a HeMP Account (1 of 5)

If your State/Tribe has NOT submitted any hemp regulation forms or hemp regulatory plans (including drafts) to 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 10.


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.
Create a HeMP Account (2 of 5)

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”.
Create a HeMP Account (3 of 5)

7. Once you are on the “Account Type” page, click “State Government” or “Tribal Government” depending on if you represent a State or Tribal Government.

8. **Scroll down** and click “Next”.

9. Once you are on the “Account Details” page, **enter** the requested information about your State or Tribe. Note: “Account Name” should be the name of your State or Tribe (e.g., Doe Department of Agriculture, Doe Tribe).

10. Once you have provided your State or Tribe information, **click “Next”**.
Create a HeMP Account (4 of 5)

11. Once you are on the “Add Team Members to Your Account” page, you can invite colleagues from your State/Tribe to the Account. Note: The Account sign up process should only be used once per State/Tribe. Additional users should access the Account through an invitation and should not go through the Account sign up process detailed in steps 1-9.

A. **Enter** the name and email address of your colleague(s). The email address provided should be the one associated with the individual’s eAuth account.

B. After you have entered your colleague’s information, **click “Add Team Member”**.

C. **Repeat** step A and B until you have entered information for each colleague. If you need to invite additional colleagues in the future, you will be able to do so later.

D. **Review the list of invitation recipients**. Note: If the contact information for any of your colleagues is incorrect or you want to delete a recipient, click the trash icon to delete the contact.

E. When you are done reviewing the invitation recipients, **click “I’m Done Adding Emails”** at the bottom of the page. Note: You will be able to send additional Account invitations later. You can skip sending Account invitations by clicking “No, I’ll Do This Later”, however it is recommended that you send invitations here first.
12. 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.

13. 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.

14. 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.
Log In to HeMP Through an Account Invitation Email (1 of 5)

If your State/Tribe has submitted any hemp regulation forms or hemp regulatory plans (including drafts) to 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 4.

1. You should have received an email with the subject “USDA HeMP Account Invitation”. Open that email and click the URL provided to access your State or Tribe HeMP Account.
   - If you do not have an email invitation, send an Account invitation request to DHPP via email at farmbill.hemp@usda.gov specifying the State or Tribe you represent. Alternatively, if a colleague from your State/Tribe has already logged in to HeMP, reach out to that individual for an invitation to join.

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”**.

     ![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.
Log In to HeMP through an Account Invitation Email (3 of 5)

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. If a colleague invited you to your organization’s Account, **have them resend an Account invitation**. You can also **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. If a colleague invited you to your organization’s Account, **have them resend an Account invitation to the email address associated with your eAuth Account**. You can also **request a new invitation** by emailing DHPP at [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov).
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 Producer Account using the email provided). You will need to create a second eAuth Account with a different email address to access your State or Tribe Account. After your new eAuth Account is created, have your colleague resend an Account invitation to the email address associated with your new eAuth Account. You can also request a new invitation by emailing DHPP at farmbill.hemp@usda.gov.

![Invitation to join an account](image)

**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.
Modify My Profile

- Modify Contact Information
- Modify Account Information
- Update Account Contacts
- Invite a Colleague to Account
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. **Click** the “Edit My Profile” tab on the left of the page.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td><a href="mailto:jane@hemp.com">jane@hemp.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Other Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>202-123-4567</td>
<td></td>
</tr>
</tbody>
</table>
5. **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)

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

![Save Changes Button](image)
Modify Account Information (1 of 2)

1. Click your account dropdown on the righthand corner of HeMP.

2. Click “My Profile” from the dropdown.

3. Click the “Manage My Account(s)” tab on the left of the page.

4. Review your account details listed under “Account Information” to identify the information you would like to update and click “Edit”.

   Account Information
   Account Name
   State Test Account 1
   State/ Tribe Name
   Rhode Island
   Email
   stateag@hemp.com
   Other Phone
   Phone
   328-555-8901
   Additional Contact Information
   Shipping Address
   4554 Los Ranchitos Street
   San Antonio, Texas 78233
   United States

   Account Membership
5. **Review** and **update** your account information by clicking into any of the fields listed under “Account Information”.

6. Once you have updated your account information, **click “Save Changes”** at the bottom of the “Account Information” section.
Update Account Contacts (1 of 6)

1. **Click** your Account dropdown on the righthand corner of HeMP.

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

3. **Click** the “Manage My Account(s)” tab on the left of the page.

4. **View** your Account’s Contacts under “Account Membership”.

To add an Account Contact:

A. Click the “Menu” dropdown above “Account Information” and then click “Add New Contact”.

B. Once you see the “Step 1: Select Contact” pop-up, enter your new Contact’s information into the pop-up fields.

C. Once you have entered all of you new Contact’s information, click “Next”.

![Step 1: Select Contact Pop-Up]

---

**Update Account Contacts (2 of 6)**

[Image of Pop-Up]

**Edit**  **Menu ▼**

**Add New Contact**

---

**Step 1: Select Contact**

- **Salutation**: [Options]
- **First Name**: [Field]
- **Middle Name**: [Field]
- **Last Name**: [Field]
- **Suffix**: [Field]
- **Email**: [Field]
- **Phone**: [Field]
- **Other Phone**: [Field]
- **Additional Contact Information**: [Field]

---

**Cancel**  **Next**
• Continued: To add an Account Contact:
  D. Once you see the “Step 2: Add Contact to this Account” pop-up, you can select a title for the contact under “Title”. If none of the titles provided fit for your Contact, you can select “Other” and enter a title under “Title (if “Other”).

![Step 2: Add Contact to this Account](image)

E. Optional: Under “Hemp Account Role”, you can remove the Account Administrator permissions for the contact. All Contacts are automatically defaulted as Account Administrators, this enables them to edit all HeMP Account information. If you would like to remove these permissions, click “Account Administrator” and then click the arrow pointing to the left.

![Hemp Account Role](image)

F. Click “Save & Close” at the bottom of the pop-up to add the new Contact to your Account.
• To remove an Account Contact:
  A. **Find** the Contact you would like to remove under “Account Membership”.

  B. **Click** “Remove” on the Contact card of the Contact you would like removed from the Account.

  C. Once you see the “Remove from Account” pop-up, **click** “Save”.

---

**Remove from Account**

Click “Save” if you would like to remove this contact from your account. The contact will remain listed on all relevant submissions but they will no longer be able to access the account or submit information on behalf of the account.

The contact will not be notified of their removal. If you would like to add the contact back in the future, you will need to invite them to join the account again.
• To edit an Account Contact’s information:
  A. **Find** the Contact you would like to edit under “Account Membership”.
  B. **Click** “Edit” on the Contact that you would like to update.
  C. Once you see the “Step 1: Edit Contact” pop-up, **enter** the updated Contact information into the selected fields and then **click** “Next”.

![Update Account Contacts](image)
Update Account Contacts (6 of 6)

- Continued: To edit an Account Contact’s information
  D. Once you see the “Step 2: Edit Relationship Between Contact and Account” pop-up, you can select a title for the Contact under “Title”. If none of the titles provided fit your Contact, you can select “Other” and enter a title under “Title (if “Other”).

![Step 2: Add Contact to this Account](image)

E. Optional: Under “Hemp Account Role”, you can remove the Account Administrator permissions for the Contact. All Contacts are automatically defaulted as Account Administrators, this enables them to edit all HeMP Account information. If you would like to remove these permissions, click “Account A...” and then click the arrow pointing left.

![HeMP Account Role](image)

F. Click “Save & Close” to save the updated Contact information.

![Save & Close](image)
Invite a Colleague to Account (1 of 2)

To invite a colleague to your testing lab HeMP account, you will first need to add their contact information, see Page 21 to view steps on adding their Account information.

1. **Click** your Account dropdown on the righthand corner of HeMP.

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

3. **Click** the “Manage My Account(s)” tab on the left of the page.

4. **Find** the contact you would like to invite under “Account Membership”, then **click** “Invite” to send your colleague an invitation to create a HeMP Account.
5. In the following “Invite” pop-up, click “Save”. Your colleague will then receive an invitation to the HeMP Account via email. Your colleague should use the instructions provided in the invitation to access the HeMP account. Note: Account invitations will expire 20 days after they are sent.

6. If at any time you would like to cancel the invitation, click “Cancel Invitation” next to the Contact information of the person whose invite you would like to cancel.
Navigate HeMP

- Find Helpful Links
- Contact DHPP for Help
Find Helpful Links

Helpful links are available to easily provide resources relating to using HeMP and the Domestic Hemp Production Program. The following instructions describe where to find the Helpful Links section and how to use them.

1. **Navigate** to your homepage and **find** the Helpful Links bar located along the right side of the page to view a list of helpful resources.

2. To access a link, **click** the box of that link you would like to access.

<table>
<thead>
<tr>
<th>Helpful Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need Help?</td>
</tr>
<tr>
<td>State and Tribal HeMP User Guide (pdf) - To Be Provided</td>
</tr>
<tr>
<td>Final Rule (pdf)</td>
</tr>
<tr>
<td>State and Tribal Government Plan Requirements (pdf)</td>
</tr>
<tr>
<td>Status of State and Tribal Hemp Production Plans</td>
</tr>
<tr>
<td>Information for State and Tribal Law Enforcement</td>
</tr>
</tbody>
</table>
Contact DHPP for Help

1. From the Homepage, **navigate** to the Helpful Links section on the right side of the page.

   ![Helpful Links]

   **Helpful Links**

   - Need Help?
   - State and Tribal HeMP User Guide (pdf) - To Be Provided
   - Final Rule (pdf)

2. From the list of Helpful Links, **find** and **click** “Contact Us”.

   ![Contact Us]

   **Contact Us**

3. You will then be directed to a Contact Information page on the Agricultural Marketing Service USDA website. From this page, you can use the contact information provided for the U.S. Domestic Hemp Production Program (DHPP).

   ![Contact Information]

   Members of the industry with questions about the U.S. Domestic Hemp Production Program should contact the Agricultural Marketing Service (AMS) at (202) 720-2491 or farmbill.hemp@usda.gov.

   Media with questions about the U.S. Domestic Hemp Production Program should contact AMS Public Affairs at press@usda.gov or (202) 720-8998.
Submit or Waive a Hemp Regulatory Plan

- Submit a Formal or Informal Draft of a Hemp Regulatory Plan
- Submit a Formal Hemp Regulatory Plan After Informal Review
- Waive a Hemp Regulatory Plan
- Make Requested Revisions to a Reviewed Hemp Regulatory Plan
Submit a Formal or Informal Draft of a Hemp Regulatory Plan (1 of 2)

The following instructions detail how to submit a formal or informal hemp regulation plan. Submitting a hemp regulatory plan for informal review is an opportunity for you to receive AMS feedback on all or part of your drafted hemp plan. This is an optional step you may take and will not begin the congressionally mandated 60-day plan review process AMS abides by when formally reviewing plan submissions.

1. Click “Submit Hemp Plan” under “Take Action” on the right side of HeMP.

2. Once you are on the “Submit Hemp Regulation Plan” page, you can upload either a PDF (.pdf) or Microsoft Word (.doc) of your hemp regulatory plan. Click “Upload Files”.

3. From your documents, find the file you would like to upload. Click the file and then click “Open”.

4. Your file name should appear under “Plan Title”. If you need to replace the file shown, go through steps 4 and 5 again.
Submit a Formal or Informal Draft of a Hemp Regulatory Plan (2 of 2)

5. Click “Submit Plan” to submit your formal hemp regulatory plan or “Submit Informal Draft (Optional)” to submit your informal hemp regulatory plan. Note: Submitting an informal hemp regulatory plan is optional and will not result in an approved hemp regulatory plan.

6. Once you see the Sign & Submit pop-up, click the box to the left of “I certify the above statement” then click “Submit” to submit your plan.

7. Click “Home” in the top left of your page.

8. Once you are on your Home page, you can view the details of your submission under “Plans”.

9. Click your plan under “Plan Name” to view additional details about your hemp regulatory plan submission.
Submit a Formal Hemp Regulatory Plan After Informal Review (1 of 3)

Submitting a hemp regulatory plan for informal review is an opportunity for you to receive AMS feedback on all or part of your drafted hemp plan. For instructions on submitting an informal draft, see Page 32. Once your informal draft has been submitted and USDA has reviewed the draft, you can submit a formal plan by using the following steps.

1. From your homepage, navigate to “My Hemp Regulatory Plan”.

2. Find and click the blue “Plan Name” link of the informal draft you previously submitted to USDA.

3. Once you are on the “State or Tribe Plan” page, click “Submit Formal Plan” to submit your formal hemp regulatory plan.

4. Once you are on the “Submit Formal Plan” page, you can upload either a PDF (.pdf) or Microsoft Word (.doc) of your formal plan. Click “Upload Files”.

5. From your documents, find the file you would like to upload. Click the file and then click “Open”.

Page 1 of 1

Submit Formal Plan

New York State Hemp Regulation Plan

Details

Information

Plan Name
New York State Hemp Regulation Plan

Account
Doe Tribe Agriculture

Upload Files
Or drop files
6. Your file name should appear under “Plan Title”. If you need to replace the file shown, go through steps 4 and 5 again.

7. Click “Submit Plan” to submit your formal hemp regulatory plan.

8. Once you see the Sign & Submit pop-up, click the box to the left of “I certify the above statement” then click “Submit” to submit your plan.
9. You will then see a notification at the top of your screen indicating that your plan was successfully uploaded.

![Notification: Your plan was successfully uploaded.]

10. You will be directed back to the homepage. **Navigate to** the “My Hemp Regulation Plan” section where you can **view** the details of your submission.

11. **Click** your plan under “Plan Name” to view additional details about your hemp regulatory plan submission. Note: You should now see both your informal and formal hemp regulation plan in this section.
Waive a Hemp Regulatory Plan (1 of 2)

If you do not intend to submit a hemp regulatory plan for review and approval by the USDA, use the following steps to waive your plan. Before beginning these instructions, you must finalize a document that describes your intent to waive your plan and have it saved to your computer.

1. From your homepage, find the “Take Action” section of the homepage and click the blue “here” link found in the statement “If your state/tribe does not intend to submit a plan, click here”.

2. Click “Upload Files” and upload your letter confirming your intention to waive plan submission.

3. Once your file is uploaded, click “Sign & Submit”.

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**Image 1:**
- The image shows a webpage with a section titled “Take Action.”
- The page provides links and options for submitting hemp plans or waiving the submission.

**Image 2:**
- The image is a screenshot of a webpage with a section titled “Submit Hemp Plan.”
- It features a button labeled “Submit Hemp Plan” and a link labeled “If your state/tribe does not intend to submit a plan, click here.”

**Image 3:**
- The image is a screenshot of a form titled “Waive Hemp Regulation Plan.”
- It includes a field to upload a letter confirming the intention to waive plan submission and a button labeled “Sign & Submit.”

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Waive a Hemp Regulatory Plan (2 of 2)

4. Once you see the “Sign & Submit” pop-up, **click** the checkbox next to “I certify the above statement.”.

5. **Click** “Submit”.

![Sign & Submit Pop-Up](image)
After USDA reviews your submitted hemp regulatory plan or informal draft and determines that corrections must be made, you will receive an email notifying you that the requested revisions are available. You can either access the corrections by clicking the link in the email or logging into HeMP directly.

1. From your homepage, **navigate** to the “My Hemp Regulatory Plan” section to view your hemp regulatory plans.

2. **Find** and **click** the Plan Name link associated with the hemp regulatory plan that is in review.

3. **Scroll down** the State or Tribe Plan page to find where USDA has made comments. Review those comments and **click** any of the files included with the requested revisions. Note: If you would like to write a response back to USDA, use the “Write a comment...” section.
4. Based on the required revisions, make the updates to your plan and **save** that document to your computer.

5. Once the updates are made, **go to** the plan page using steps 1-2 and find the Files section to the right of the page.

6. **Click** “Add Files”.

7. Once you see the “Select Files” pop-up, **click** “Upload Files” and **upload** your revised plan.

8. Once your new plan is uploaded for review, **click** “Sign & Submit”. 
9. Once you see the “Sign & Submit” pop-up, check the box to certify the statement.

10. Click “Submit” at the bottom right to submit your revised plan.
Manage Approved Hemp Regulatory Plan

☐ View Hemp Regulatory Plan Certificate

☐ Amend a Hemp Regulatory Plan

☐ Withdraw a Hemp Regulatory Plan
Once a hemp plan has been approved, you can access your hemp regulatory plan certificate by taking the following steps.

1. From your homepage, **navigate** to the “My Hemp Regulatory Plan” section to view your hemp regulatory plans.

2. **Find** and **click** the Plan Name link associated with your approved plan.

3. **Click** “Generate PDF” on the right side of the page.

4. A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF of your certificate to be generated. You may need to also refresh your page.
5. Once the PDF is generated, it will be available as a PDF in the “Files” section.

6. **Click** the down arrow to the right of the PDF file.

7. **Click** “Download” to download a copy of the plan certificate.
A hemp plan should be amended if a State or Indian Tribe makes substantive revisions to its plan or its laws which alter the way the plan meets the requirements of the Final Rule, a State or Tribal government must re-submit the revised plan for USDA approval. Such re-submissions should be provided to USDA within 60 days from the date that the State or Tribal laws and regulations are effective. Amending your current hemp plan, includes submitting a PDF or Microsoft Word document of your amended plan. Before starting these steps, have the amended plan saved to your computer files. The following instructions detail how to amend your currently approved plan.

1. From your homepage, **navigate** to the “My Hemp Regulatory Plan” section to view your hemp regulatory plans.

2. **Find** and **click** the Plan Name link associated with the current hemp regulatory plan that you would like to amend.

3. **Click** “Amend” on the right side of the page.
4. Click “Upload Files” to upload your amendment as a PDF or Microsoft Word document.

5. After you have successfully uploaded your amended plan, you will see the file name under “Plan Title”. Click “Submit Plan” to the right to submit your amended plan.
6. Once you see the “Sign & Submit” pop-up, check the box to certify the statement.

7. Click “Submit” at the bottom right to submit your amended hemp regulatory plan.
Withdraw a Hemp Regulatory Plan (1 of 3)

A hemp regulatory plan should be withdrawn when your State/Tribe no longer wants to regulate hemp production under its jurisdiction. Before withdrawing your plan, please contact USDA at farmbill.hemp@usda.gov.

Before proceeding with these steps, please ensure the producers in your State or Tribal territory have applied for a license with USDA through the HeMP system. Upon completing the withdrawal process, your hemp plan will be waived immediately and all licenses under your plan will be inactivated.

1. From your homepage, **navigate** to the “My Hemp Regulatory Plan” section to view your hemp regulatory plans.

2. **Find** and **click** the Plan Name link associated with the current hemp regulatory plan that you would like to withdraw.

3. **Click** “Withdraw” on the right side of the page.
4. Once you see the “Withdraw” pop-up, click “Confirm”.

5. Click “Upload Files” and upload your letter confirming your intention to withdraw your plan.

6. Once your file is uploaded, click “Sign & Submit”.
7. Once you see the “Sign & Submit” pop-up, **click** the checkbox next to “I certify the above statement.”.

8. **Click** “Submit”.

![Sign & Submit pop-up]

I am an approved representative of the State or Tribe and have the authority to waive this Hemp Regulation Plan.

I certify the above statement.

[Submit button]
Submit Reports

☐ Submit a Producer Report (AMS-23)

☐ Submit a Disposal/Remediation Report (AMS-24)

☐ Submit an Annual Report (AMS-25)

☐ Access Submitted Report PDF
Submit a Producer Report (AMS-23)

Every month, States and Tribes with approved hemp plans must report the license and contact information for each new producer licensed during the reporting period. The due date for this report is the 1st day of each month. If this date falls on a holiday or weekend, the report is due on the next business day. If no updates occurred during the reporting cycle, a report must still be submitted in HeMP to indicate that there were no new licensed producers during the reporting period.

To add new producers, you will have the option to add these one at a time or use a spreadsheet template to enter and upload into HeMP. The spreadsheet option should only be used if you have more than 10 producers to report this month.

If you have less than 10 producers, use the following instructions. If you have more than 10 producer to report, follow steps 1-5 then go to Page 57.

1. From the homepage, scroll down to find and click the “Producer Reports” tab.
2. Click on the Report Name link of the report you would like to submit.

3. Once you are on the “ST Producer Report” page, click the “Do you have any new producers to report?” drop-down menu.
4. Select “Yes” or “No”. Note: If you do not have any new producers to report, choose “No” and click “Submit” on the right side of the page. You are then done completing the report and do not have to complete the remaining instructions.
5. **Click** the “How would you like to complete this report?” drop-down menu.

If you have more than 10 producers to report this month, go to Page 57. If you have less than 10 new producers to report, continue following these instructions.

6. **Select** “Add one producer at a time” from the dropdown.

7. **Click** the “New” button to the top right corner of the “Producers” section.
8. Once you see the “New Producer” pop-up, enter all requested information about the new producer you are reporting.

9. Once you are done entering the information, click “Save”.

10. You will be directed to the producer page of the license you just entered, review the information you entered. If you would like to edit the producer information, click “Edit”. If you would like to delete this producer, click “Delete”.
11. Once you are done reviewing the producer information, click “Return to Report”.

12. You will be directed back to the Producer Report, repeat steps 7-11 for each new producer you would like to report. Note: You can click “Save” on the right side of your screen at any time to save and come back to your Producer Report.

13. Once you are done entering all of the new producers, click “Submit” on the right side of the page.
14. Once you see the “Sign & Submit” pop-up, click the checkbox next to “I certify the above statement.”.

15. Click “Save”.

By certifying below, you are attesting to the new producers as described on this report and in the list of producers provided herein.

I certify the above statement.

Save
Submit a Producer Report (AMS-23): More Than 10 New Producers (1 of 2)

If you have more than 10 new producers to report, you can use the spreadsheet option to complete your Producer Report. The following instructions start with steps 1-5 on Page 52 and continue below.

6. **Select** “Upload a spreadsheet of all new producers” from the dropdown.

7. Under the “Instructions” section of the Producer Report page, find the second paragraph and **click** the blue “template” link. Note: If you would like to come back to this report later, you can click “Save” to save your progress.

8. **Fill out the template and save** it to your computer as an excel file.

9. **Click** “Upload Files” to **upload** your completed template.
10. Once you see the green check mark on the “Upload Files” pop-up, your file has been successfully uploaded. **Click “Done”**.

11. Once your file is uploaded, **click “Submit”** on the right side of the page.

12. Once you see the “Sign & Submit” pop-up, **click the checkbox next to “I certify the above statement.”**.

13. **Click “Save”**.
Submit a Disposal/Remediation Report (AMS-24) (1 of 4)

Every month, States and Tribes must report any on-farm disposals or remediations by producers in their jurisdiction resulting from non-compliant test results exceeding the acceptable hemp THC level for that reporting period. The due date for this report is the 1st day of each month. If this date falls on a holiday or weekend, the report is due on the next business day. If no disposals or remediations occurred during the reporting cycle, a report must still be submitted in HeMP to indicate that there were no new disposals or remediations during the reporting period. You must attach a Certificate of Analysis (COA) for each disposal/remediation that you report. Before starting these instructions, have the COAs saved to your computer. The following instructions detail how to submit a Disposal/Remediation Report.

1. From the homepage, scroll down to find and click the “Disposal/Remediation Reports” tab.

2. Click on the Report Name link of the report you would like to submit.

3. Once you are on the “ST Disposal/Remediation Report” page, click the “Do you have any disposals or remediations to report?” drop-down menu and select your response from the menu.

4. Select “Yes” or “No”. Note: If you do not have disposals or remediations to report, choose “No” and click “Submit” on the right side of the page. You are then done completing the report and do not have to complete the remaining instructions.
5. **Click** the “New” button to the top right corner of the “Disposals/Remediation” section. This is where you will enter each of the disposals and remediations that occurred this month. You will need to create a line item for each disposal or remediation that occurred this month.

6. Once you see the “New Disposal/Remediation” pop-up, **enter** all requested information about the new disposal or remediation you are reporting. Note: If you are unable to fill out the “Lot Number” field, use the “Complete if unable to enter a “Lot Number” above section.

7. **Click** “Save”.

Submit a Disposal/Remediation Report (AMS-24) (2 of 4)
8. You will be directed to the disposal/remediation you just entered, **review** the information you entered. If you would like to edit the information, **click** “Edit”. If you would like to delete this disposal/remediation, **click** “Delete”.

9. Scroll down to the bottom of the page to find the “Files” section. **Click** “Add Files”.

10. Once you see the “Select Files” pop-up, **click** “Upload Files” and **upload** the COA associated with the disposal or remediation.
11. Once the COA is uploaded, click “Return to Report” to return to the Disposal/Remediation Report and report additional disposals or remediations, repeating steps 4-10.

12. Once you are done entering the disposals and remediations, click “Submit” on the Disposal/Remediation.

13. Once you see the “Sign & Submit” pop-up, click the checkbox next to “I certify the above statement.”.

14. Click “Save”.
Submit an Annual Report (AMS-25)

States and Tribes with approved hemp plans must submit an annual report to the USDA by December 15th of each year. In this report, States and Tribes will include the total acreage planted, harvested and disposed under their jurisdiction.

To report information on each of your licensees, you will have the option to report one at a time or use a spreadsheet template to enter the report information and upload to HeMP. The spreadsheet option should only be used if you have more than 10 producers to report this year.

If you have less than 10 producers, use the following instructions. If you have more than 10 producers to report, follow steps 1-5 then go to Page 67.

1. From the HeMP homepage, scroll down to find and click the “Annual Reports” tab.

2. Click on the Report Name link of the report you would like to submit.

3. Once you are on the “ST Annual Report” page, click the “Do you have anything to report?” dropdown to view your submission options.

4. Select if you have licensees to report. If you do not have licensees to report, you are done with the report and can click “Submit” at the top right of the page.
5. **Click** the “How would you like to complete this report?” drop-down menu.

If you have more than 10 licensees to report, go to **Page 67**. If you have less than 10 licensees to report, continue following these instructions.

6. **Select** “Add one licensee at a time” from the dropdown.

7. **Click** the “New” button to the top right corner of the “Annual Report Line Items” section.

8. Once you see the “New Annual Report Line Item” pop-up, **fill out** the pop-up fields. Note the following fields:

   A. **Account**: **Select** the name of your State/Tribe Account.

9. Once you are done filling out the pop-up, **click** “Save”.

   ![Diagram](image-url)
10. You will be directed to the Annual Report Line Item page of the licensee you just entered, **review** the information you entered. If you would like to edit the information, **click** “Edit”. If you would like to delete this line item, **click** “Delete”.

---

### New Annual Report Line Item

<table>
<thead>
<tr>
<th>Information</th>
<th>User Input</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>License Number</td>
<td></td>
</tr>
<tr>
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<tr>
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<td>--None--</td>
</tr>
<tr>
<td>Total Planted</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Harvested</td>
<td>0.00</td>
</tr>
<tr>
<td>Explanation of Discrepancies</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intended Use</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBD</td>
<td></td>
</tr>
<tr>
<td>Fiber</td>
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</tr>
<tr>
<td>Grain</td>
<td></td>
</tr>
<tr>
<td>Seed</td>
<td></td>
</tr>
</tbody>
</table>

---

**Instructions**

This page contains details about the annual report licensee. You can click the “Return to Report” button above to add additional lots and submit the completed report. You may also upload documentation of this lot’s planting, disposal, or harvest by clicking the “Upload Files” button below. This is not required.
Submit an Annual Report (AMS-25): Less Than 10 Licensees (3 of 3)

11. Once you are done reviewing the line item, click “Return to Report”.

12. You will be directed back to Annual Report, repeat steps 7-11 for each licensee. Note: You can click “Save” on the right side of your screen at any time to save and come back to your Annual Report.

13. Once you are done entering the line items, click “Submit” on the right side of the Annual Report page.

14. Once you see the “Sign & Submit” pop-up, click the checkbox next to “I certify the above statement.”.

15. Click “Save”.

Submit an Annual Report (AMS-25): More Than 10 Licensees (1 of 2)

If you have more than 10 licensees to report, you can use the spreadsheet option to complete your Annual Report. The following instructions start with steps 1-5 on Page 63 and continue below.

6. **Select** “Upload a spreadsheet of all licensee information” from the dropdown.

![Spreadsheet Selection](image)

7. Under the “Instructions” section of the ST Annual Report page, find the first paragraph and **click** the blue “this template” link. Note: If you would like to come back to this report later, you can click “Save” to save your progress.

![Annual Report Instructions](image)

8. **Fill out the template and save** it to your computer as an excel file.

9. **Click** “Upload Files” to **upload** your completed template.
Submit an Annual Report (AMS-25): More Than 10 Licensees (2 of 2)

10. Once you see the green check mark on the “Upload Files” pop-up, your file has been successfully uploaded. **Click “Done”**.

11. Once your file is uploaded, **click “Submit”** on the right side of the page.

12. Once you see the “Sign & Submit” pop-up, **click the checkbox next to “I certify the above statement.”**.

13. **Click “Save”**.
Once you have successfully submitted a report using HeMP, you can generate a PDF version of that report for your records. The following instructions detail how to access the PDF copy.

1. From the HeMP homepage, **scroll down** to find and **click** any of the tabs related to the report you would like to generate a PDF of. For this example, we will be showing how to generate a PDF from a Producer Report. The process is similar for both Disposal/Remediation Reports and Annual Reports.

2. **Click** on the Report Name link of the report you would like to generate a PDF of.

3. **Click** “Generate PDF” at the top of the report page.
4. A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF of your certificate to be generated. You may need to also refresh your page.

5. The generated PDF will appear under the “Files” section of the report page.

6. **Click** the down arrow next to the generated PDF.

7. **Click** download from the dropdown to download the report PDF.
View and Manage Licensee Information

☐ Update Licensee Information

☐ View Licensee Information
Update Licensee Data (1 of 2)

HeMP pulls the new licenses reported monthly through the Producer Report (AMS-23) and makes them available for viewing and updating under the "Licensees" tab on your homepage. You will use this section regularly to keep your licensee's information up to date. For example, if license 123 has reported a new business address, you must use the "Licensees" section to update license 123. The following instructions detail how to update your licensees' data.

1. From the HeMP homepage, scroll down to find and click the “Licensees” tab.

2. Click on any license number to view more information. Note: You can use the search bar to the right of the “Licenses” section to search for a specific license.

3. Once you are on the license information page, review the information under the “Details” section.

4. Click “Edit” to edit the license information.
5. Once you see the “Edit”, **update** any of the fields in the pop-up.

6. Once you are done updating the licensee information, **click** “Save”.

7. From the license page, you can also mark the license as inactive by clicking “Mark as Inactive” on the right side of the page.
HeMP pulls the licenses reported from your AMS-23 report and makes them available for viewing and updating under the “Licensees” section. From this section, you can see Farm Service Agency (FSA) lot data and hemp test results. You can also see a list of previously submitted Disposal/Remediation Reports (AMS-24) and Annual Reports (AMS-25) that include line items about your licensees.

1. From the HeMP homepage, scroll down to find and click the “Licensees” tab.

2. Click on any license number to view more information. Note: You can use the search bar to the right of the “Licenses” section to search for a specific license.

3. Once you are on the license information page, you can view information under the “Details”, “Lots”, “Test Results”, or “Reports” tabs by clicking each tab.

4. Details: This tab contains information on the licensee that is pulled from the AMS-23 report. Note: The information in this tab must be kept update. You can edit this information by clicking “Edit” on the right side of the page. This is the only data that can be manually updated.
5. Lots: The “Lots” tab displays lot information that comes from FSA. This information includes the FSA reported lot number, geospatial location, CLU acreage, and more.

   A. To see more information on the Lot, **click** the blue Lot Number link.

6. Test Results: The “Test Results” tab displays the hemp test results associated with the license. These come directly from results submitted by hemp testing labs.

   A. To see more information about the test result, **click** the blue Record ID link.

   A. To see more information about the line item, **click** the blue Record ID link.
View and Export Lot information

View and Export Lot Information
View and Export Lot information (1 of 2)

From the “Lot” tab on your homepage you can view all Farm Service Agency (FSA) lot data for your producers. You can view further details about any of those lots by clicking the blue Lot Number. You can also export the list of your State or Tribe’s registered lots to Excel.

1. From the HeMP homepage, scroll down to find and click the “Lots” tab between “Licensees” and “Producer Reports”.

2. Click on any Lot Number to view more information. Note: You can use the search bar to the right of the “Licenses” section to search for a specific license.

3. Click “Download” to get an Excel export with the full list of your State or Tribe's lots.

4. Once you are on the Lot information page, you can view information under the “Crop Details”, “Address information”, “Test Results”, or “Disposals/remediations” headings.
5. **Test Results**: The “Test Results” section displays the hemp test results associated with the license. These come directly from results submitted by hemp testing labs.

   A. To see more information about any of the test results, **click** on a test result record ID.

   B. To see more information about a laboratory, **click** the name of the laboratory.

6. **Disposals/Remediations**: This tab displays submitted Disposal/Remediation (AMS-24) line items related to the lot.

   A. To see more information about the line item, **click** the blue Record ID link.
View Audits and Compliance Flags

☐ View Audit Results

☐ View Compliance Flags
View Audit Results (1 of 2)

All audits will be conducted outside of HeMP. A record of the audit will be available in HeMP either while the audit is in progress or after the audit is completed. A member of your State or Tribe Account will receive an email notifying them that the audit results are available. The following instructions detail how you can access your State or Tribe audit results.

1. From the homepage, **scroll down** to find and **click** the “Compliance” tab.

2. **Click** the “Audits” tab.

3. **Click** the blue Record ID link to open an audit.

4. You will be directed to the audit page, this is where you can review the audit information.
5. To view the files associated with the audit, navigate to the “Files” section on the right of the page. Click “View All” to view all associated files and access the files.
A compliance flag captures any non-compliances found related to your State or Tribe Plan. A member of your State or Tribe Account will receive an email when a compliance flag is entered in HeMP. To view your compliance flags, use the following instructions.

1. From the homepage, scroll down to find and click the “Compliance” tab.

2. Click the “Compliance Flags” tab.

3. Click the blue Record ID link to view details about the compliance flag.

4. You will be directed to the compliance flag page, this is where you can review information about the compliance flag.
5. To the right of the page, you will also be able to view if any comments have been left regarding your compliance flag. Note: You can use the “Write a comment...” field to respond to the comment.