AMS Domestic Hemp Production Program

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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 10)

If your testing lab has submitted any testing results 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 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 specifying the testing lab you represent. Alternatively, if a colleague from your testing lab has already logged in to HeMP, reach out to that individual for an invitation to join.

   ![Email Invitation](image)

   *Please do not respond to this email, as this mailbox is not monitored. If you have questions, please use the contact information below.*

   Hello,

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

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

   Register for access to the account at [this link](#) 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](#) then [verify your identity](#) 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.

   ![Login Screen](image)
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”.

  ![Image](image_url)

  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”.

![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).

![Invitation to join an account](image1)

- **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).

![Invitation to join an account](image2)
Log In to HeMP for the First Time (5 of 10)

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 testing lab 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.

![Uh Oh! You're not that kind of user...](image)

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.
If your testing lab has NOT submitted testing results 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 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.
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”**.
6. Once you are on the “Account Type” page, **click** “Testing Laboratory”.

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

8. Once you are on the “Account Details” page, **enter** the requested information about your testing lab. Note: “Account Name” should be the name of your testing lab (e.g. Hemp Labs).

9. Once you have provided your testing lab’s information, **click** “Next”.
Log In to HeMP for the First Time (9 of 10)

10. Once you are on the “Add Team Members to Your Account” page, you can invite colleagues from your testing lab to the Account. Note: The Account sign up process should only be used once per testing lab. 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.

<table>
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<th>Invitations are being sent to:</th>
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<tr>
<td><strong>FIRST NAME</strong></td>
</tr>
<tr>
<td>Chris</td>
</tr>
<tr>
<td>Sherry</td>
</tr>
<tr>
<td>Jane</td>
</tr>
</tbody>
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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.
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 Account Information
- Update Account Contacts
- Invite a Colleague to Account
- Add a Sub-Account to My Profile
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”.

Modify Contact Information (1 of 2)
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.

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

![Edit My Profile form](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 Name**: Testing Lab Account
   - **Account Type**: Phone
     - **Phone**: (123) 123-1231
   - **Email**: email@email.com
   - **Other Phone**: 123-123-1231
   - **Shipping Address**: 123 Main Circle, City, Delaware 12312, United States
   - **Laboratory DEA Registration Number**: 1111111111
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”.

Update Account Contacts (2 of 6)

• 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”.
Update Account Contacts (3 of 6)

- **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)

  **D**

  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)

  **E**

  F. **Click** “Save & Close” at the bottom of the pop-up to add the new Contact to your Account.
Update Account Contacts (4 of 6)

• 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.
Update Account Contacts (5 of 6)

- 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”.

![Image of Account Membership section with a contact named Jane Johnson, showing email, phone, title, and Hemp Account Role. There is a pop-up window labeled Step 1: Edit Contact with fields for Salutation, First Name, Middle Name, Last Name, and Suffix.]
• 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”).

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.

F. Click “Save & Close” to save the updated Contact information.
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.
Add A Sub-Account to My Profile (1 of 2)

If you have multiple labs, you can request to add a sub-Account from your HeMP My Profile page. Sub-Accounts are recommended for larger institutions with multiple employees and can be used to help manage your submissions to USDA.

1. **Click** your account dropdown on the righthand corner of the page and **click** “My Profile” from the dropdown. Note: Only individuals designated as Account administrators can request sub-Accounts.

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

3. **Select** the account for which you would like to add a sub-account.

4. **Click** “Menu”, then **select** “Add Sub Account”.

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[Graphical representations of the steps are shown, including dropdown menus and tab labels.]
5. Once you see the “New Account Request” pop-up, enter your sub-account information into the pop-up fields.

6. Once you’ve entered the sub-account information, click “Save”.

7. Wait about 5 minutes. Then, you will see the newly created account under the “Sub-Accounts” section of your “Manage My Account(s)” page.
Navigate HeMP

☐ Use Helpful Links

☐ Contact DHPP for Help
Use Helpful Links

Helpful links are available to easily provide resources relating to using HeMP and the Domestic Hemp Production Program (DHPP). 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.

![Helpful Links](image)

- Testing Lab HeMP User Guide (pdf)
- Contact Us
- Guidelines for Testing (pdf)
- Final Rule (pdf)
- Subscribe to Updates
- Frequently Asked Questions
- Need Help?
- Lab Registration and Disposal Enforcement Discretion (February 27, 2020)
Contact DHPP for Help

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

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

3. You will 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).
Test Result Reports

- Submit a Test Result Report
- View Previously Submitted Test Result Reports
- View Previously Submitted Test Results
1. Click “Submit Test Results” from your HeMP homepage.

![Submit Test Results](image)

2. Once you see the “New Test Result Report” pop-up, click “Save” at the bottom right. Note: If you have multiple accounts, you can use the “Laboratory Name” dropdown to choose the account that should be associated with the test result report submission.

![New Test Result Report](image)

3. Once you are on the “Test Result Report” page, scroll down to find the “Test Results” section at the bottom of the page, then click “New” on the right.

![Test Results](image)
4. Once you see the “New Test Result” pop-up, **fill out** the pop-up and note the following:

   A. **License Number:** Select the producer’s license number from the dropdown. If you were provided a license number, skip steps C-I. Note: If you have been provided with another identifier in lieu of a license number, leave this field blank and fill out the “If Provided Other Identifier” section.

   B. **Lot Number:** Select the producer’s lot number from the dropdown. If you were provided a lot number, skip steps C-I. Note: if you have been provided with another identifier in lieu of a lot number, leave this field blank and fill out the “If Provided Other Identifier” section.

   C. **Other Identifier:** Enter a control number or other identifier provided to the lab in lieu of a license number.

   D. **FSA State Code:** Enter the State Code provided to the licensee by the USDA Farm Service Agency (FSA).
Submit a Test Result Report (3 of 6)

4. Continued: Once you see the “New Test Result” pop-up, **fill out** the pop-up and note the following:

   E. **FSA County Code:** Enter the County Code provided to the licensee by the USDA Farm Service Agency (FSA).

   F. **Farm:** Enter the numeric Farm Number provided to the licensee by the USDA Farm Service Agency (FSA).

   G. **Tract:** Enter the numeric Tract Number provided to the licensee by the USDA Farm Service Agency (FSA).

   H. **Field:** Enter the numeric Field Number provided to the licensee by the USDA Farm Service Agency (FSA).

   I. **Subfield:** Enter the Subfield Letter provided to the licensee by the USDA Farm Service Agency (FSA). Note: This may be blank if the producer’s field is not divided into subfields.
4. Continued: Once you see the “New Test Result” pop-up, **fill out** the pop-up and note the following:

   J. Testing Date: **Enter** the date the sample was tested by your lab.

   K. Results Report Date: **Enter** the date when the result was reported to the producer and/or State/Tribe by the lab.

   L. Test Type: **Select** the type of sample being tested.

   M. Result Percent of THC: **Enter** the percent of THC on a dry weight basis, reporting to the nearest hundredth.

   N. Measurement of Uncertainty: **Enter** the parameter associated with the accuracy of a result as a percent.

   O. Pass or Fail: **Select** “Pass” if the concentration level of THC is not more than 0.30 percent on a dry weight basis + or – the measurement of uncertainty. **Select** “Fail” if the “concentration level of THC on a dry weight basis of higher than 0.30 percent + or – the measurement of uncertainty”
5. When you have finished entering all requested information, **click** “Save” at the bottom of the pop-up.

6. Once you are on the newly created “Test Result” page, **click** “Return to Report” above the “Instructions” section.

7. **Click** the “New” button above “Actions” to add additional results, **repeat** steps 4-6 to enter the results. Note: If you would like to edit a test result that has been entered, click the Record ID link of the test result you would like to edit.

8. If you would like to duplicate or delete test results, **click** on the dropdown arrow below “Actions”. Note: If you choose to duplicate a result, fill out all requested information in the “Duplicate Test Result” pop-up, repeating steps 4-6 to continue submitting a duplicate test results.

9. Once you are done entering all your results, **click** “Submit” at the top right of the “Test Result Report” page. Note: You can use “Save” to save the information you have submitted and come back to the report later.
10. Once you see the “Sign & Submit” pop-up, click the checkbox next to “I certify the above statement.” and then click “Save”.

![Sign & Submit pop-up](image)
View Previously Submitted Test Result Reports

1. From your homepage, **find** and **click** the “Reports” tab located below the “Submit Test Results” button.

2. You will see a list of test result reports submitted by your testing lab. **Click** on any Report ID to **view** more details about a Test Result Report.

3. Once you see the “Test Result Report” page, you can **view** the test results associated with the selected test result report using the “Test Results” section. Note: For reports that are in “Draft” status, you can edit and submit that report. Submitted reports cannot be edited.

4. To view the details of a specific test result, **click** on the Report ID associated with that result.
View Previously Submitted Test Results

1. From your homepage, **find** and **click** the “Individual Test Results” tab located below the “Submit Test Result” button.

2. You will then see a list of test results submitted by your testing lab. **Click** on any Report ID to view a previously submitted test result.

3. Once you are on the “Test Result” page, you can **view** more details about the selected test result under the “Details” section. To view the full report associated with the test result, **click** “Return to Report” located above the “Instructions” section.