AMS Domestic Hemp Production Program

Hemp eManagement Platform (HeMP) User Guide for USDA Licensed Producers
# Table of Contents

## Log In to HeMP
- Log In to HeMP for the First Time ................................................................. 4
- Log In to HeMP .............................................................................................. 15

## Modify My Profile
- Modify Contact Information ........................................................................ 17
- Modify Account Information ........................................................................ 19
- Update Account Contacts ........................................................................... 21
- Invite a Colleague to the Account .............................................................. 27
- Add a Sub-Account to My Profile ............................................................... 29

## Navigate HeMP
- Find Helpful Links ...................................................................................... 32
- Contact DHPP for Help ............................................................................. 33

## Submit a Producer License Application
- Submit a Producer License Application ..................................................... 35
- Make Requested Revisions to a Reviewed Producer License Application ... 41
- Withdraw a License Application ................................................................. 44

## Manage an Approved Producer License
- View License Information ........................................................................... 46
- Amend License ........................................................................................... 48
- Surrender License .................................................................................... 52

## Submit Required Reporting
- Submit a Disposal/Remediation Report (AMS-27) .................................... 54
- Submit an Annual Report (AMS-28) ......................................................... 59

## View Testing Results
- View Testing Results .................................................................................. 64

## View Audits and Compliance Flags
- View Audit Results ..................................................................................... 66
- View Compliance Flags ........................................................................... 68
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 11)

If you have sent any hemp regulation forms 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” link provided 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. Alternatively, if a colleague from your hemp organization/business has already logged in to HeMP, reach out to that individual for an invitation to join.

   ![Email Invitation Example]

   **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.
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”.

  ![Message 1 Image]

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

  C. **Click** “My Profile” from the dropdown.
Log In to HeMP for the First Time (3 of 11)

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.

![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. 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.

![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 testing lab Account using the email provided). You will need to create a second eAuth Account with a different email address to access your USDA producer 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-url)
Log In to HeMP for the First Time (6 of 11)

If you have never sent hemp regulation forms to USDA’s Domestic Hemp Production Program (DHPP), you can follow these steps to log in. If you have sent forms 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 11)

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

8. Once you receive the confirmation email indicating that your account has been created, you will be able to get started with HEMP. Thank you for your patience.
7. Once you are on the “Account Type” page, **click** “Individual”, “Business Entity”, or “Research Institution”.

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

9. Once you are on the “Account Details” page, **enter** the requested information. Note: Account Name should be the name of your Business Entity or Research Institution (e.g., University of Hemp) and **click** “Next”.

---

If you represent a Business Entity or Research Institution, continue with the following steps. If you are an Individual Producer, go to Page 14.
10. Once you are on the “Add Team Members to Your Account” page, you can invite colleagues from your Business Entity or Research Institution to the Account. Note: The Account sign up process should only be used once per Business Entity or Research Institution. Additional users should access the Account through an invitation and should not go through the first time log in 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 steps A and B until you have entered information for each of your colleagues you would like to have access to the Account. 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 during this step.
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 for the First Time (11 of 11)

If you are an individual producer, continue with these following steps:

9. **Enter** the requested information on the “Account Details” page. Once you have provided your information, **click** “Next”.

![Add Account Details](image)

10. Once you see the “Your account has been successfully created!” message, your account is ready and you can begin using HeMP! **Click** “Home” to access your homepage. You can now **log in** to HeMP any time by going to [https://hemp.ams.usda.gov/s/](https://hemp.ams.usda.gov/s/) and logging in using your eAuth username and password.

![Your account has been successfully created!](image)

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
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”.
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](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 Screenshot]

   - **Account Name**: Harry’s Hemp LLC.
   - **Email**: harrys Hemp@email.com
   - **Other Phone**: (321) 676-5683
   - **Shipping Address**: 1 Ritz Carlton Dr, Kapalua, Hawaii 96741, United States
   - **I Intend to grow hemp as a(n) Individual / Non-Business Entity”**
   - **Account Type**: USDA Producer
   - **Phone**: (808) 669-6200
   - **Additional Contact Information**: Example of additional contact information
   - **EIN**
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.
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”.

---

**Account Membership**

**Contacts on this Account**

Showing 4 of 4 Contacts

- **Jane Johnson**
  - **Email**: jane@hemp.com
  - **Title**: Account Administrator
  - **Phone**: 202-5678910

---

**Edit**  **Remove**  **Invite**
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 your new Contact’s information, click “Next”.

![Add New Contact Button]

![Step 1: Select Contact Pop-up]
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)

  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.

  ![Save & Close](image)
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”.

---

**Account Membership**

**Contacts on this Account**

Showing 4 of 4 Contacts

- **Jane Johnson**
  - Email: jane@hemp.com
  - Phone: 202-5678910
  - Title: Account Administrator

- **Remove**
- **Edit**
- **Invite**
• 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 (5 of 6)**
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: Edit Relationship Between Contact and 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.
Invite a Colleague to Account (1 of 2)

To invite a colleague to your HeMP account, you will first need to add their contact information, see Page 22 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 USDA hemp producer licenses associated with your HeMP Account, 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 licenses. For example, if a Research Institution has multiple departments that each have a hemp license, that Institution may choose to create sub-Accounts for each department.

1. **Click** your account dropdown on the righthand corner of the page and **click** “My Profile” from the dropdown. Important Note: Only Business Entities and Research Institutions can create sub-Accounts, and only those users, within a Business entity and research institution, listed as account administrators can add sub-accounts. Individual producers cannot create sub-accounts. An example of when to use a sub-account would be when separating departments within a research institution.

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”.

---

**Image:**
- **Step 1:** Account dropdown menu with “My Profile” selected.
- **Step 2:** “Manage My Account(s)” tab highlighted.
- **Step 3:** Account information with “Add Sub Account” button.
- **Step 4:** Menu button with “Add Sub Account” option.
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

- 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 menu located along the right side of the page.

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>USDA Producer HeMP User Guide (pdf)</td>
</tr>
<tr>
<td>Crop Acreage Reporting (pdf)</td>
</tr>
<tr>
<td>Contact Us</td>
</tr>
<tr>
<td>All USDA Programs</td>
</tr>
<tr>
<td>Final Rule (pdf)</td>
</tr>
<tr>
<td>Subscribe to Updates</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
</tr>
<tr>
<td>Resources for Licensed Hemp Growers</td>
</tr>
<tr>
<td>Need Help?</td>
</tr>
</tbody>
</table>
1. From your 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 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).
Submit a Producer License Application

☐ Submit a Producer License Application

☐ Make Requested Revisions to a Reviewed Producer License Application

☐ Withdraw a License Application
Submit a Producer License Application (1 of 6)

1. From your homepage, **click** the “New” icon next to “My Applications” to start a new USDA producer license application.

   ![Image of Applications Section]

2. Using the “Account” dropdown, **select** the Account for which you would like to submit a license to grow hemp.

3. Using the “State/Territory where you intend to grow” dropdown, **select** the State/Territory where you intend to grow hemp. Note: If you intend to grow hemp in a State that is not listed in the dropdown, **click** the “click here” link listed in the second paragraph of the “Start Application” pop-up to find contact information for each approved State and Tribal hemp program.

4. **Click** “Start Application”.

   ![Image of Step 1: Start Application]

   If the land on which you intend to grow hemp is located in the state of Hawaii, New Hampshire, or Mississippi, or the tribal land of the Assiniboine and Sioux Tribes of the Fort Peck Reservation, the Confederated Salish & Kootenai Tribes of the Flathead Reservation, or the Lower Brule Sioux Tribe, please select whether you are seeking a license for a business entity or for yourself as an individual, then click the “Start Application” button below.

   If you do not intend to grow in one of these states or tribes, or if you intend to grow on tribal land, please **click here** to find contact information for each approved state and tribal hemp program.

   - **Account**
     - Harry's Hemp LLC.

   - **State/Territory where you intend to grow**
     - New Hampshire
5. In the following pop-up, **complete** all fields. Note: All required information is marked by a red asterisk. Then, **click** “Save”.

A. Your name will be auto-populated in the “Primary Contact” section as the individual submitting the application.

B. You can **select** a “Primary Contact Title” for the Primary Contact. If none of the titles provided fit, you can **select** “Other” and enter a title under “Title (if “Other”).

C. The “Account Information” section fields will pre-populate, review the information before submitting.

D. Use the “Only complete if applying as or growing on behalf of a research institution” if you are applying for a hemp license as a research institution.
6. You will be directed to an application page, use this page to add key participants. Key participants are persons who have a direct or indirect financial interest in the entity producing hemp, such as an owner or partner in a partnership. A key participant also includes persons at executive levels including chief executive officer, chief operating officer and chief financial officer. Each Key Participant must include a completed FBI Identity History Summary. The Primary Contact will be auto-populated as a Key Participant on the application. To add additional Key Participants, click the “New” button under the “Key Participants” section.

7. Once you see the “Add Key Participant” pop-up, fill out the pop-up fields. Note: If the key participant is already associated with your account, use the “Existing Contact” field to select them. If this individual is not already associated with your account, choose “None” for this field.

8. Click “Save”.

Submit a Producer License Application (3 of 6)
9. You must upload a criminal history report for each key participant. To do this, click the drop-down arrow to the right of their name and click “Add/Edit Criminal History Report”.

10. Once you see the “FBI Identity History Upload” pop-up, click upload and upload the criminal history report for the key participant.

11. Once the criminal background checks are uploaded, there should be a check mark to the left of each key participant under the “Complete?” section.
12. You may add additional documentation in the “Supporting Documents” section. Note: All FBI background checks should be submitted under the Key Participants section.

13. Once you’ve confirmed all information is accurate and correct, click the “Sign & Submit” icon in the top, right-hand corner of your page to complete your application.

14. In the proceeding screen, select the checkbox next to “I certify the above statement.”

15. Click “Submit” to complete your USDA producer license application. The “Application Status” will change to “Submitted” on the Producer Homepage. Once your USDA producer license application is approved you will receive an email from the Domestic Hemp Producer Program (DHPP) outlining your responsibilities as a license holder.
16. To create a PDF copy of your submitted license application, **click** the “Generate PDF” button from the top right of the license application page.

```
| Withdraw | Generate PDF |
```

17. 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 to be generated. You may need to also refresh your page.

18. **Scroll down** to find the “Supporting Documents (Optional)” section of the licensee application page. **Click** the blue File Name link to download the copy of your license application.

```
<table>
<thead>
<tr>
<th>File Name</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA Hemp License Application and Renewal (AMS-26) APP-000000...</td>
<td>10/26/2021 7:37 AM</td>
</tr>
</tbody>
</table>
```
Make Requested Revisions to a Reviewed Producer License Application (1 of 3)

After USDA reviews your submitted application 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. Note, this process is identical for submitted license amendments.

1. From your homepage, **navigate** to the “My Applications” section to view your hemp applications.

2. **Choose** the previously submitted application from the “Applications” tab of your homepage. You can see that the status is “With Applicant for Revisions”.

3. **Review** the required revisions. Then, **click** “Edit” in the top, right-hand corner of the page to make the revisions.

4. After completing the revisions, **click** “Sign & Submit” in the top, right-hand corner of the page.

5. **Certify** that all information you submitted is accurate and truthful, then **click** “Submit”.

---

**Applications**

- Licenses
- Test Results
- Disposal/Remediation Reports
- Annual Reports
- Compliance

**My Applications**

- Application ID: APP-0000001923
- Account: Hempster LLC
- Signatory: Susan Manager
- Status: With Applicant for Revisions
- Submitted Date: 08/20/2021

---

**Sign & Submit**
6. Once you have submitted your required revisions:

   A. You will receive a message at the top of your page confirming your submission.

   B. Your application will be returned to AMS for review, and your application status will change to “Submitted”.

   ![Confirmation Message]
   ![Application Status Change]
7. To create a PDF copy of your revised license application, click the “Generate PDF” button from the top right of the license application page.

8. 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 to be generated. You may need to also refresh your page.

9. Scroll down to find the “Supporting Documents (Optional)” section of the licensee application page. Click the blue File Name link to download the copy of your license application.
Withdraw a Producer License Application

The following instructions detail how to withdraw your USDA producer license applications. License applications should be withdrawn when you have determined you no longer want to apply to grow hemp.

1. From your homepage, select the previously submitted application from the “Applications” tab.

   ![Applications Tab](image)

2. Click “Withdraw” in the top, right-hand corner to withdraw the previously submitted USDA producer license application.

   ![Withdrawal Option](image)

3. Choose the reason for your withdrawal from the drop-down menu. Then, click “Confirm”.

   ![Confirm Withdrawal](image)

4. You will receive an email and message in the system confirming your license application withdrawal.

   ![Application Withdrawn Message](image)
Manage an Approved Producer License

☐ View License Information
☐ Amend License
☐ Surrender License
1. From your homepage, **click** the “Licenses” tab to view your license information.

2. Then, **click** your License Number to view license details.

3. Once you are on the License page, you can view your license details which includes your license number, status, and issue date. You can also view the account information, key participants, files, lots, and hemp test results associated with your license.
4. To create a PDF copy of your license certificate, select the “Generate PDF” button from the top right of the license page.

5. 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 to be generated. You may need to also refresh your page.

6. Click the “Files” tab of the license page.

7. Click the blue File Name link to download the copy of your license certificate.
Amend License (1 of 4)

The following instructions detail how to amend your USDA producer license. Please note that licenses are not transferable. As such, you are not able to edit the account that owns the license. All other information is editable and, once submitted, will be sent to USDA for review. Additionally, if you are adding new key participants to your license or updating criminal history reports, have them saved to your computer before starting these steps,

1. From your homepage, **click** the “ Licenses” tab.

2. Then, **click** your license number to view license details.

3. Once you are on the License page, **click** “Amend”. This will create an amendment application for you to use to make updates to your current license. Note: An amendment is not final until it is approved by the USDA.

4. **Click** “Edit” to change information you would like to include in your amendment.

5. Once those changes are complete, **click** “Save”.

---

![Image of License Page]

**My Licenses**

- **License Number**: USDA_28_0003
- **Account**: Hempty LLC
- **Status**: Active
- **Issued Date**: 08/20/2021

---

![Image of Amendment Application]

**Application**

- **Application ID**: APP-0000002172
- **Application Status**: Draft
- **License Amendment**: I intend to grow hemp as a business
- **Primary Contact**: Hempty LLC
- **EIN**: 23-2323232
- **Account Information**: 18980 West Memorial Drive, Hollywood, Florida

**Edit APP-0000002172**

**Save**
6. If you have new key participants to add to your amended license, **navigate** to the “Key Participants & FBI Identity History Summary” section. **Click** the “New” button to add a new key participant.

![](image)

7. Once you see the “Add Key Participant” pop-up, **fill out** the pop-up fields. Note: If the key participant is already associated with your account, use the “Existing Contact” field to select them. If this individual is not already associated with your account, choose “None” for this field.

8. **Click “Save”**.
9. Once your new key participant is added, upload a criminal history report for them. Click the drop-down arrow to the right of their name and click “Add/Edit Criminal History Report”.

10. Once you see the “FBI Identity History Upload” pop-up, click upload and upload the criminal history report for the key participant.

11. If you would like to edit any of the key participants listed, click the drop-down arrow to the right of their name and click “Edit” to edit their information and “Add/Edit Criminal History Report” to upload a new report.
12. Once you’ve confirmed all information is accurate and correct, **click** the “Sign & Submit” icon in the top, right-hand corner of your page to complete your application.

13. **Select** the checkbox next to “I certify the above statement”.

14. **Click** “Submit” to complete your application edits. The “Application Status” will change to “Submitted” on your homepage.
The following instructions detail how to surrender your USDA producer license. Licenses should be surrendered when you have determined you no longer want to grow hemp.

1. From your homepage, **click** the “Licenses” tab to view your current license and license history.

2. **Find** your current license and **click** the “License Number” associated with that license.

3. Once you are on your current license details page, **click** “Surrender” at the top right of the page.

4. You will then see the following pop-up where the license status displays as “Surrendered”. **Click** “Save” to surrender the license application. You will receive an email confirmation of the action and the status on your license will display as “Surrendered”.

Surrender License
Submit Required Reporting

☐ Submit a Disposal/Remediation Report (AMS-27)

☐ Submit an Annual Report (AMS-28)
USDA licensed producers that have produced cannabis testing above the acceptable delta-9 tetrahydrocannabinol (THC) level, must dispose of or remediate that material to be in accordance with the Controlled Substances Act (CSA) and the Drug Enforcement Administration (DEA) regulations. A Disposal/Remediation Report (AMS-27) must be filed no later than 30 days after the disposal or remediation is completed.

1. From your homepage, click the “Disposal/Remediation Reports” tab.

2. Click “New” to create a new Disposal/Remediation Report.

3. Once you see the “New Disposal Report” pop-up, fill out the fields. Note the following when filling out the fields:
   
   A. Producer Account: Select the Account associated with the Disposal/Remediation report you are submitting.

   B. License Number: Select the license associated with the Disposal/Remediation report you are submitting.

   C. Primary Street Address, City, Zip Code, State: Enter the license details related to your license.
Submit a Disposal/Remediation Report (AMS-27) (2 of 5)

4. **Click** “Save” at the bottom of the “New Disposal Report” pop-up.

5. You will be directed to a new “Producer Disposal/Remediation Report” page. You must document each instance of a disposal or remediation as a separate line in the report. To do this, scroll down to find the “Disposals/Remediations” section and **click** “New”.

6. Once you see the “New Disposal/Remediation” pop-up, **fill out** the pop-up fields and note the following fields:

   A. **Lot Number**: **Select** the lot associated with the disposal or remediation. The lot number is provided by the USDA Farm Service Agency (FSA) and will be in this format: Farm Number-Tract Number-Field/Subfield Number. Note: If the relevant lot number is not shown in the list, use the “Complete if unable to enter a “Lot Number” above section and see steps I-N.

   B. **Action Taken**: **Select** this if you disposed of or remediated the material.

   C. **Start Date of Action**: **Select** the date when you started the remediation or disposal.

   D. **End Date of Action**: **Select** the date when you completed the disposal or remediation.

   E. **Location Type**: **Indicate** whether this material was grown indoors or outdoors.

   F. **Unit of Measurement**: **Select** the unit of measurement used to report the size of the remediation or disposal in the “Size” field.
6. Continued: Once you see the “New Disposal/Remediation” pop-up, fill out the pop-up fields and note the following fields:

G. Method: Select the method used to dispose or remediate the material. Note: If the method is not listed, choose “Other” and use the “Method (if “Other”)” field.

H. Size: Enter the total growing area that was disposed of or remediated.

If your lot number was not listed in the pop-up, follow steps I-N.

I. FSA State Code: Enter the State Code provided to the licensee by the USDA Farm Service Agency (FSA).

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

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

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

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

N. Subfield: Enter the Subfield Letter provided to the licensee by the USDA Farm Service Agency (FSA). This may be blank if the producer’s field is not divided into subfields.
7. **Click** “Save” at the bottom of the “New Disposal/Remediation” pop-up.

8. You will then be directed to the new disposal or remediation you created. Review the information provided. Note: You can edit the information of the disposal or remediation using the “Edit” button on the top, right of the page.

9. For each disposal and remediation reported, you must attach a Certificate of Analysis (COA). For a disposal, attach an official COA that shows a non-compliant test result. For a remediation, attach an official COA that shows the initial non-compliant test result and one that shows the follow-up compliant test result of the remediated material. **Go to the files section and click** “Upload Files” to **import** documents from your computer.

10. **Confirm** your file uploaded successfully, then **click** “Done”.

11. **Click** “Return to Report” to submit your report or add another instance of a disposal/remediation. To add another instance of disposal/remediation, use steps 4-10.
Submit a Disposal/Remediation Report (AMS-27) (5 of 5)

12. Once you are done entering your disposal and/or remediation line items, click “Submit” from the Producer Disposal/Remediation Report details page.

13. **Certify** your submission, then click “Save” to complete your Disposal/Remediation Report submission. You will receive a message at the top of your screen and an email from DHPP confirming your submission.

14. To create a PDF copy of your Disposal/Remediation Report, **select** the “Generate PDF” button from the top right of the report page.

15. 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 to be generated. You may need to also refresh your page.

16. **Scroll down** to find the “Files” section of the report page. **Click** the blue File Name link to download the copy of your submitted report.
Submit an Annual Report (AMS-28) (1 of 4)

Hemp producers licensed by the U.S. Department of Agriculture (USDA) must submit an Annual Report (AMS-28) to USDA by December 15th of each calendar year. This report encompasses data from all production areas and harvest cycles throughout the year.

1. From your homepage, click the “Annual Reports” tab.

2. A blank Annual Report will be available to you to submit your report each year. To complete the Annual Report, click the Report ID associated with the reporting year. Note: Use the “Report Year” column to determine the appropriate report.

3. You will be directed to the Producer Annual Report page, where you will report data on hemp planted, disposed, and harvested under a USDA (not State or Tribal) license. To start documenting this data, scroll to the “Annual Report Line Items” section and click “New”. An Annual Report Line Item should be created for each lot under your license.
4. Once you see the “New Annual Report Line Item” pop-up, fill out the requested information. Note the following fields:

   A. Lot Number: Select the lot number that consists of 4 pieces of information provided to the licensee by the USDA Farm Service Agency (FSA) during the registration process. It will display in this format: Farm Number–Tract Number–Field/Subfield Number. Note: If the lot number does not appear in the list, use the “Complete if unable to enter “Lot Number” above”.

   B. Total Disposal for Non-Compliance: Enter the total area composed for non-compliant THC expressed for this lot in acres if measuring outdoor production or square feet if measuring indoor production.

5. Once you have completed the pop-up, click “Save” at the bottom of the pop-up.

6. You will be directed to a page detailing the line item you just created. To edit or delete this line item, click the “Edit” or “Delete” buttons in the top, right corner of the page.
7. If you have multiple lots, you must create a line item for each lot. To add an additional annual report line, click the “Return to Report” button at the top left of the page. Then, repeat steps 4-7. Otherwise, select “Return to Report” to complete your submission, and move to step 8.

8. Once you have added all line items and are ready to submit the Annual Report, click the “Submit” button at the top, right-hand corner of your screen.

9. Once you see the “Sign & Submit” pop-up, click the checkbox to certify the accuracy of the information provided. Then click “Save” to submit the Annual Report. You will receive a confirmation message at the top of your screen and a confirmation email after submitting your report.
10. To create a PDF copy of your Annual Report, select the “Generate PDF” button from the top right of the report page.

11. 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 to be generated. You may need to also refresh your page.

12. Scroll down to find the “Files” section of the report page. Click the blue File Name link to download the copy of your submitted report.
View Testing Results
View Testing Results

Testing labs that submit hemp test results associated with your license to USDA will be automatically populated into HeMP for you to view. Use the following steps to view the test results submitted for your license.

1. From your homepage, **click** the “Test Results” tab.

2. From here, you can see a list of all test results submitted associated with your Account’s license(s). **Click** on any Report ID to **view** more details about a test result.

3. Once you see the “Test Result” page, you can **view** more details about the selected test result.
View Audits and Compliance Flags

☐ View Audit Results

☐ View Compliance Flags
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 Account will receive an email notifying them that the audit results are available. The following instructions detail how you can access your audit results.

1. From your homepage, click the “Compliance” tab.

2. Choose the Audit results in this section.

   ![Audits Section]

3. To see the details of a particular audit, choose the associated Record ID.

   ![My Audits Table]

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.