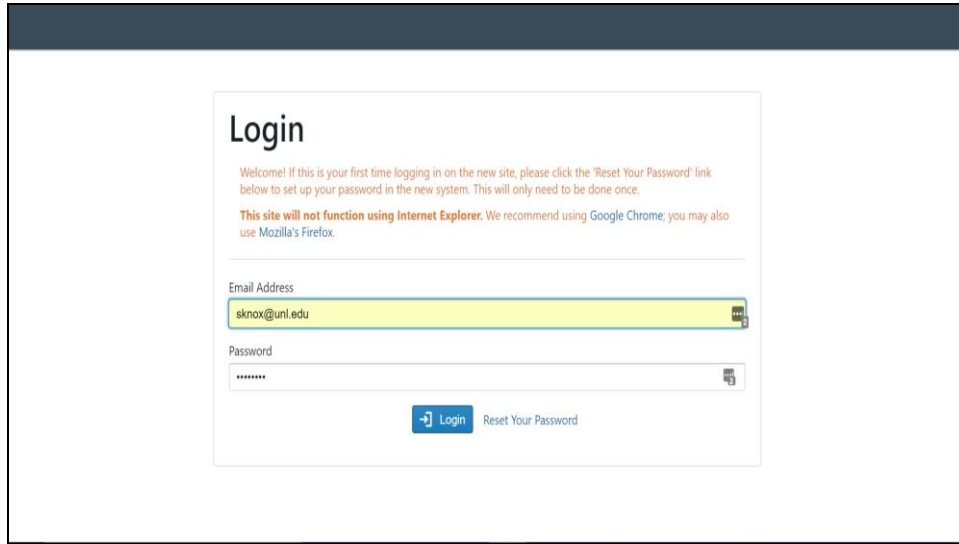


Slide 1



Login

Welcome! If this is your first time logging in on the new site, please click the 'Reset Your Password' link below to set up your password in the new system. This will only need to be done once.

This site will not function using Internet Explorer. We recommend using Google Chrome; you may also use Mozilla's Firefox.

Email Address

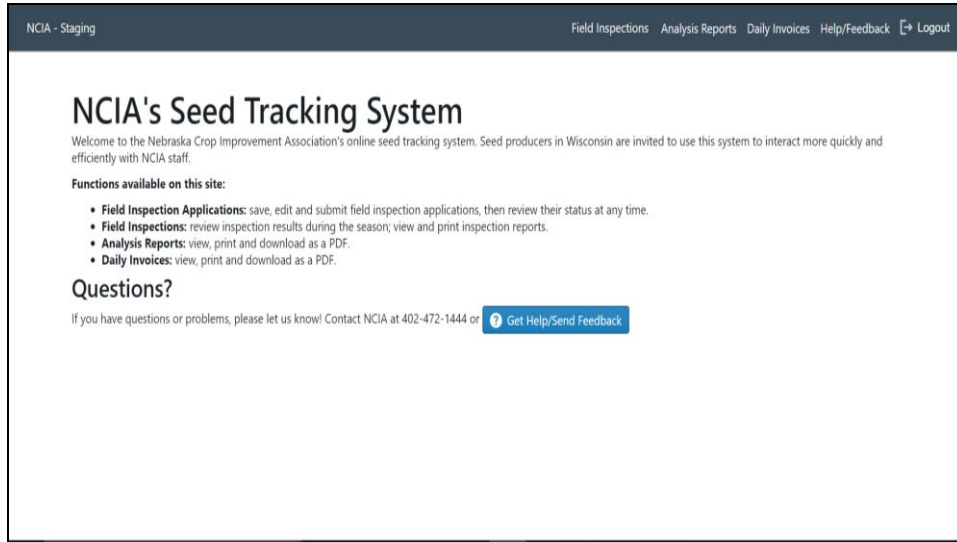
sknox@unl.edu

Password

[Login](#) [Reset Your Password](#)

Login using your email address and your password.

Slide 2



The screenshot shows the homepage of the NCIA's Seed Tracking System. At the top, there is a dark navigation bar with the text "NCIA - Staging" on the left and "Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout" on the right. The main content area has a white background with a large heading "NCIA's Seed Tracking System". Below the heading is a welcome message: "Welcome to the Nebraska Crop Improvement Association's online seed tracking system. Seed producers in Wisconsin are invited to use this system to interact more quickly and efficiently with NCIA staff." This is followed by a section titled "Functions available on this site:" which contains a bulleted list of features: "Field Inspection Applications: save, edit and submit field inspection applications, then review their status at any time.", "Field Inspections: review inspection results during the season; view and print inspection reports.", "Analysis Reports: view, print and download as a PDF.", and "Daily Invoices: view, print and download as a PDF." Below this list is a "Questions?" section with the text "If you have questions or problems, please let us know! Contact NCIA at 402-472-1444 or" followed by a blue button with a question mark icon and the text "Get Help/Send Feedback".

NCIA - Staging

Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

NCIA's Seed Tracking System

Welcome to the Nebraska Crop Improvement Association's online seed tracking system. Seed producers in Wisconsin are invited to use this system to interact more quickly and efficiently with NCIA staff.

Functions available on this site:

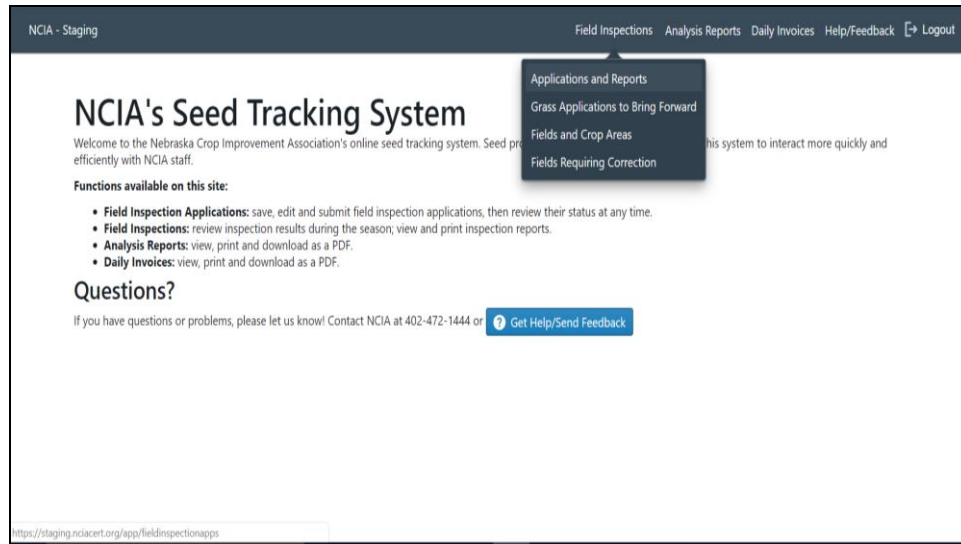
- **Field Inspection Applications:** save, edit and submit field inspection applications, then review their status at any time.
- **Field Inspections:** review inspection results during the season; view and print inspection reports.
- **Analysis Reports:** view, print and download as a PDF.
- **Daily Invoices:** view, print and download as a PDF.

Questions?

If you have questions or problems, please let us know! Contact NCIA at 402-472-1444 or [Get Help/Send Feedback](#)

This is the homepage that will be seen once you successfully login.

Slide 3



The screenshot shows the NCIAC's Seed Tracking System website. The top navigation bar includes links for "Field Inspections", "Analysis Reports", "Daily Invoices", "Help/Feedback", and "Logout". A dropdown menu is open under "Field Inspections", listing "Applications and Reports", "Grass Applications to Bring Forward", "Fields and Crop Areas", and "Fields Requiring Correction". The main content area features the title "NCIA's Seed Tracking System" and a list of functions available on the site: "Field Inspection Applications", "Field Inspections", "Analysis Reports", and "Daily Invoices". A "Questions?" section provides contact information and a "Get Help/Send Feedback" button. The URL at the bottom is "https://staging.nciacert.org/app/fieldinspectionapps".

NCIA - Staging

Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

NCIA's Seed Tracking System

Welcome to the Nebraska Crop Improvement Association's online seed tracking system. Seed pr
efficiently with NCIA staff.

his system to interact more quickly and

Functions available on this site:

- **Field Inspection Applications:** save, edit and submit field inspection applications, then review their status at any time.
- **Field Inspections:** review inspection results during the season, view and print inspection reports.
- **Analysis Reports:** view, print and download as a PDF.
- **Daily Invoices:** view, print and download as a PDF.

Questions?

If you have questions or problems, please let us know! Contact NCIA at 402-472-1444 or [Get Help/Send Feedback](#)

<https://staging.nciacert.org/app/fieldinspectionapps>

Go to Field Inspection at the top of the page and then select Applications and Reports.

Slide 4

The screenshot displays the NCIA Staging application interface. At the top, there is a navigation bar with links for "Field Inspections", "Analysis Reports", "Daily Invoices", "Help/Feedback", and "Logout". Below the navigation bar, the breadcrumb "Home > Field Inspection Applications" is visible. A prominent green button labeled "Create New Field Inspection Application" is located at the top left of the main content area. The main content area features a table with the following columns: Year, Variety, Species, Field, Cert, #Stocks, Status, Inspector, Your Comments, Inspection Report, Deleted, and View/Edit Application. Two records are listed in the table, both for the year 2018 and the species Triticum aestivum (Winter Wheat). The first record has Variety ZENDA and Field F1B, while the second has Variety SY WOLF and Field F1A. Both records have a status of "Certified" and "#Stocks" of 1. The status for both is "Application Submitted". Each record has a blue "Edit" button to its right. Below the table, there are pagination controls showing "Previous", "1", and "Next", with "2 record(s)" displayed below. On the right side of the interface, there is a "Filter & Sort" panel. This panel includes input fields for "Year", "Species (any part)", "Variety (any part)", and "Field (any part)". It also features dropdown menus for "Cert Requested", "Inspection Status", and "Deleted", each with a "- Select C" option. At the bottom of the panel, there are dropdown menus for "Sort Field" and "Sort Direction", both with "- Select One" options.

Year	Variety	Species	Field	Cert	#Stocks	Status	Inspector	Your Comments	Inspection Report	Deleted	View/Edit Application
2018	ZENDA	Triticum aestivum (Winter Wheat)	F1B	Certified	1	Application Submitted					Edit
2018	SY WOLF	Triticum aestivum (Winter Wheat)	F1A	Certified	1	Application Submitted					Edit

Select the green box—Create New Field Inspection Application.

Slide 5

NCIA - Staging Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

Home > Field Inspection Applications > #new

Status: **Application Started, NOT SAVED.** Once you save information on this first tab, you may close this application and complete it later.

[Basic Information](#) > [Seedstocks](#) > [Transgenic Traits](#) > [Review/Submit to NCIA](#)

Basic information

Who is growing this crop? We are Another grower

- Select contact from your company;
- Add new contact with your company;

Specify the Field/Crop Area An existing field--select it:
 A new field--create it below:

Should the inspector call before arriving at the inspection site? Yes
 No

Select who is growing the crop.

Slide 6

NCIA - Staging Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

Home > Field Inspection Applications > #new

Status: **Application Started, NOT SAVED.** Once you save information on this first tab, you may close this application and complete it later.

[Basic Information](#) > [Seedstocks](#) > [Transgenic Traits](#) > [Review/Submit to NCIA](#)

Basic information

Who is growing this crop? We are Another grower

Select contact from your company:

Add new contact with your company:

Specify the Field/Crop Area An existing field--select it:

A new field--create it below:

Should the inspector call before arriving at the inspection site? Yes

No

Select contact from your company or Add new contact with your company.

Slide 7

NCIA - Staging Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

Home > Field Inspection Applications > #new

Status: **Application Started, NOT SAVED.** Once you save information on this first tab, you may close this application and complete it later.

[Basic Information](#) > [Seedstocks](#) > [Transgenic Traits](#) > [Review/Submit to NCIA](#)

Basic information

Who is growing this crop? [We are](#) [Another grower](#)

Select contact from your company: Add new contact with your company:

Specify the Field/Crop Area An existing field--select it: A new field--create it below:

Should the inspector call before arriving at the inspection site? Yes No

-- Select One --
-- Select One --
Steve Know

Within the drop down menu select the grower who is growing the crop.

Slide 8

NCIA - Staging Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

Basic Information > Seedstocks > Transgenic Traits > Review/Submit to NCIA

Basic information

Who is growing this crop? We are Another grower

Select contact from your company:


Add new contact with your company:

Specify the Field/Crop Area


An existing field--select it:

A new field--create it below:

Pointers for using the map function

- **Find a Field by Address:** Jump to a location on the map by entering the address for/near the field in the textbox in the lower left.
- **Zooming:** Zoom in and out with the +/- buttons, or scrolling your mouse wheel. Drag to move the map.
- **Add a New Field Shape:**
 - **Starting a Shape:** Click the  button in the upper right.

Field/Crop Area Name	Total Acres	County Where Field is Located	Comments
<input type="text" value="Field Name"/>	<input type="text"/>	<input type="text" value="-- Select One --"/>	<input type="text" value="Comments"/>



Select “A new field—create it below”.

Slide 9

NCIA - Staging Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

Pointers for using the map function

- **Find a Field by Address:** Jump to a location on the map by entering the address for/near the field in the textbox in the lower left.
- **Zooming:** Zoom in and out with the +/- buttons, or scrolling your mouse wheel. Drag to move the map.
- **Add a New Field Shape:**
 - **Starting a Shape:** Click the polygon button in the upper right, then click the corners of your field on the map to draw lines.
 - **Completing a Shape:** Click on the shape's starting point or 'Finish' menu on the polygon button.
 - **For Non-Contiguous Fields:** Repeat the steps above to draw multiple shapes.
 - **Delete the Last Point Added:** Click the polygon menu's 'Delete' item.
 - **Abort the Current Shape Being Drawn:** Click the polygon menu's 'Cancel' item.
- **Edit Existing Field Shape(s):**

Field/Crop Area Name	Total Acres	County Where Field is Located	Comments
<input type="text" value="Name your field"/>	<input type="text" value="100"/>	<input type="text" value="Lancaster"/>	<input type="text" value="any thing that helps you or us"/>

Name your field, enter total acres, and the county it is located in the spaces provided.


Slide 10

NCIA - Staging

Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

textbox in the lower left.

- **Zooming:** Zoom in and out with the +/- buttons, or scrolling your mouse wheel. Drag to move the map.
- **Add a New Field Shape:**
 - **Starting a Shape:** Click the polygon button in the upper right, then click the corners of your field on the map to draw lines.
 - **Completing a Shape:** Click on the shape's starting point or 'Finish' menu on the polygon button.
 - **For Non-Contiguous Fields:** Repeat the steps above to draw multiple shapes.
 - **Delete the Last Point Added:** Click the polygon menu's 'Delete' item.
 - **Abort the Current Shape Being Drawn:** Click the polygon menu's 'Cancel' item.
- **Edit Existing Field Shape(s):**
 - **Begin Editing:** Click the edit button in the upper right.
 - **Change Shape:** Move handles to change shape. Add a new



you or us

Finish Delete last point Cancel

Click to start drawing shape.

Enter a location

Google

Map data ©2018 Google Imagery ©2018 DigitalGlobe, U.S. Geological Survey, USDA Farm Service Agency Terms of Use Report a map error

Vantage Pointe Homes

Logout

Find your field. Enter a location in the space provided to aid in locating the field.


Slide 11

NCIA - Staging

Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

textbox in the lower left.

- **Zooming:** Zoom in and out with the +/- buttons, or scrolling your mouse wheel. Drag to move the map.
- **Add a New Field Shape:**
 - **Starting a Shape:** Click the polygon button in the upper right, then click the corners of your field on the map to draw lines.
 - **Completing a Shape:** Click on the shape's starting point or 'Finish' menu on the polygon button.
 - **For Non-Contiguous Fields:** Repeat the steps above to draw multiple shapes.
 - **Delete the Last Point Added:** Click the polygon menu's 'Delete' item.
 - **Abort the Current Shape Being Drawn:** Click the polygon menu's 'Cancel' item.
- **Edit Existing Field Shape(s):**
 - **Begin Editing:** Click the edit button in the upper right.
 - **Change Shape:** Move handles to change shape. Add a new



you or us

Finish Delete last point Cancel

Enter a location

Google

Map data ©2018 Google Imagery ©2018, Corona/Google, U.S. Geological Survey, USDA Farm Service Agency Terms of Use Report a map error

Vantage Pointe Homes

Draw your field shape. Once you are happy with your drawing hit the Finish icon.

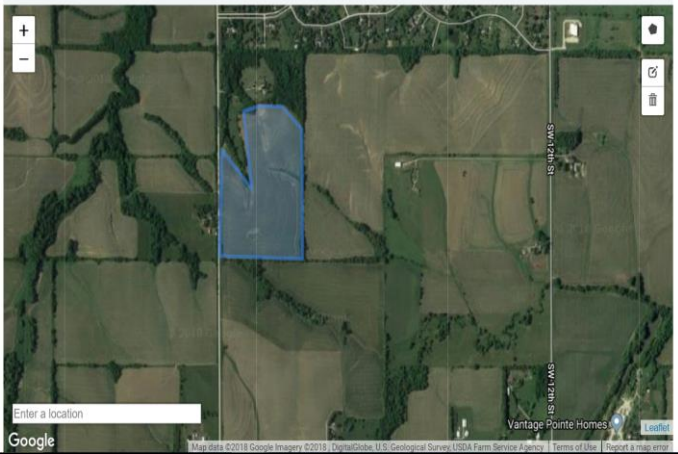
Slide 12

NCIA - Staging

Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

textbox in the lower left.

- **Zooming:** Zoom in and out with the +/- buttons, or scrolling your mouse wheel. Drag to move the map.
- **Add a New Field Shape:**
 - **Starting a Shape:** Click the polygon button in the upper right, then click the corners of your field on the map to draw lines.
 - **Completing a Shape:** Click on the shape's starting point or 'Finish' menu on the polygon button.
 - **For Non-Contiguous Fields:** Repeat the steps above to draw multiple shapes.
 - **Delete the Last Point Added:** Click the polygon menu's 'Delete' item.
 - **Abort the Current Shape Being Drawn:** Click the polygon menu's 'Cancel' item.
- **Edit Existing Field Shape(s):**
 - **Begin Editing:** Click the edit button in the upper right.
 - **Change Shape:** Move handles to change shape. Add a new



Enter a location

Google

Map data ©2018 Google Imagery ©2018 DigitalGlobe U.S. Geological Survey USDA Farm Service Agency Terms of Use Report a map error

Review your field one more time then scroll down to continue.

Slide 13

NCIA - Staging Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

Click the white square to delete the point.

- **Save Changes!** You must click the polygon button's 'Finish' menu, or your changes will be lost.
- **Undo All Changes:** Click the polygon button's 'Cancel' menu.
- **Delete Shapes:** Click the trash can button, then the shape(s) you wish to delete, then 'save'. Delete all shapes using the 'Clear All' menu.

Should the inspector call before arriving at the inspection site? Yes No

What crop are you growing? Corn/Sunflowers Small Grains/Beans/Grasses

Small Grains/Beans/Grasses Information

Indicate if the field inspector should call before arriving at the inspection site.

Then indicate which crop you are growing.

Slide 14

NCIA - Staging Field Inspections Analysis Reports Daily Invoices Help/Feedback [X] Logout

What crop are you growing?
 Corn/Sunflowers
 Small Grains/Beans/Grasses

Small Grains/Beans/Grasses Information

Variety you will harvest THIS year
 Select existing variety:
 Create new variety:

Inspection Class/Type THIS year
-- Select One --

Crop planted on this field/crop area LAST year
-- Select One --

Planting Dates (type manually or click button to add from calendar)

Selecting additional dates adds them to the end of the list.

Move down to the Small Grains/Beans/Grasses Information.

Slide 15

NCIA - Staging Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

What crop are you growing?
 Corn/Sunflowers
 Small Grains/Beans/Grasses

Small Grains/Beans/Grasses Information

Variety you will harvest THIS year
 Select existing variety:
 Create new variety:

Inspection Class/Type THIS year

Crop planted on this field/crop area LAST year

Planting Dates (type manually or click button to add from calendar)

Selecting additional dates adds them to the end of the list.

Select if you will harvest an existing variety or create a new variety.

Slide 16

The screenshot shows a web application interface for 'Small Grains/Beans/Grasses Information'. The top navigation bar includes 'NCIA - Staging', 'Field Inspections', 'Analysis Reports', 'Daily Invoices', 'Help/Feedback', and 'Logout'. The main heading is 'Small Grains/Beans/Grasses Information'. Below this, there are several input fields:

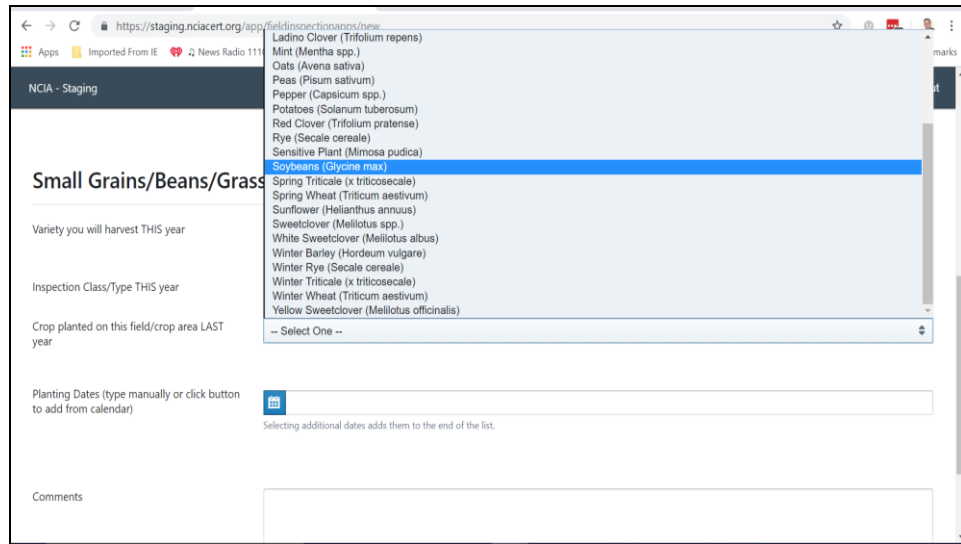
- Variety you will harvest THIS year:** Includes radio buttons for 'Select existing variety:' (selected) and 'Create new variety:'. A dropdown menu is open, showing 'Winter Wheat (Triticum aestivum) var. HUSKER GENETICS FREEMAN BRAND'.
- Inspection Class/Type THIS year:** A dropdown menu is open, showing options: 'Registered', '-- Select One --', 'Foundation', 'Registered' (highlighted), 'Certified', 'Quality Assurance', 'Service Only', and 'NuPride'.
- Crop planted on this field/crop area LAST year:** A text input field.
- Planting Dates (type manually or click button to add from calendar):** A text input field with a small calendar icon.
- Comments:** A large text area for notes.

Below the planting dates field, there is a small note: 'Selecting additional dates adds them to the end of the list.'

Select the variety from the drop down menu.

Move to the Inspection Class/Type THIS year and select from drop down menu.

Slide 17



The screenshot shows a web browser window with the URL <https://staging.nciacert.org/app/fieldinspectionanns/new>. The page title is "NCIA - Staging". The main heading is "Small Grains/Beans/Grass". Below this heading, there are several form fields: "Variety you will harvest THIS year", "Inspection Class/Type THIS year", "Crop planted on this field/crop area LAST year", "Planting Dates (type manually or click button to add from calendar)", and "Comments". A dropdown menu is open, displaying a list of crop names. The selected item is "Soybeans (Glycine max)".

Drop down menu items:

- Ladino Clover (*Trifolium repens*)
- Mint (*Mentha* spp.)
- Oats (*Avena sativa*)
- Peas (*Pisum sativum*)
- Pepper (*Capsicum* spp.)
- Potatoes (*Solanum tuberosum*)
- Red Clover (*Trifolium pratense*)
- Rye (*Secale cereale*)
- Sensitive Plant (*Mimosa pudica*)
- Soybeans (*Glycine max*)**
- Spring Triticale (*x triticosecalle*)
- Spring Wheat (*Triticum aestivum*)
- Sunflower (*Helianthus annuus*)
- Sweetclover (*Melilotus* spp.)
- White Sweetclover (*Melilotus albus*)
- Winter Barley (*Hordeum vulgare*)
- Winter Rye (*Secale cereale*)
- Winter Triticale (*x triticosecalle*)
- Winter Wheat (*Triticum aestivum*)
- Yellow Sweetclover (*Melilotus officinalis*)
- Select One --

Indicate the Crop planted on this field/crop area Last year by selecting from the drop down menu.

Slide 18

NCIA - Staging Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

Small Grains/Beans/Grasses

Small Grains/Beans/Grasses Information

Variety you will harvest THIS year Select existing variety: Create new variety:

Inspection Class/Type THIS year

Crop plant year

Planting D to add fro

Comment

< December 2018 >

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Selecting additional dates adds them to the end of the list.

Indicate the date the field was planted.

Slide 19

NCIA - Staging Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

Create new variety:

Inspection Class/Type THIS year

Crop planted on this field/crop area LAST year

Planting Dates (type manually or click button to add from calendar)
Selecting additional dates adds them to the end of the list.

Comments

[Save and Continue >](#)

Add any comments needed. Then review what has been entered. Save and Continue if everything is correct.

Slide 20

The screenshot shows the NCIA - Staging application interface. At the top, there is a navigation bar with links for 'Field Inspections', 'Analysis Reports', 'Daily Invoices', 'Help/Feedback', and 'Logout'. Below the navigation bar, the breadcrumb trail reads 'Home > Field Inspection Applications > #1757'. A status message indicates 'Application Incomplete, Saved'. The main content area features a breadcrumb trail: 'Basic Information > Seedstocks > Transgenic Traits > Review/Submit to NCIA'. An information icon and text prompt the user to 'Add Seed Stock records by clicking the green "Create" button at right, specifying the information and clicking "Save"'. Below this is a table header with columns: 'Seed Stock', '# Bushels Planted', 'Country of Origin', 'Add/Replace Tag Image', 'Deleted', and a green 'Create' button. The table body is empty, and a large grey area below contains a magnifying glass icon and the text 'No results found. No records found -- either your search has no results or no records exist.'

You will be at “Seedstocks” screen. Click on the “Create” button.

Slide 21

NCIA - Staging Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

Status: **Application Incomplete, Saved.** You may close this application and complete it later, if you wish.

[Basic Information](#) > **Seedstocks** > Transgenic Traits > Review/Submit to NCIA

i Add Seed Stock records by clicking the green "Create" button at right, specifying the information and clicking "Save".

Seed Stock	# Bushels Planted	Country of Origin	Add/Replace Tag Image	Deleted	Create
------------	-------------------	-------------------	-----------------------	---------	--------

Last Year Planted, Variety, Seed Lot Deleted

- No Options - (Optional) Leave blank for USA

Select one above, or enter a new one below

Producer Lot #

Harvest Year

If unknown, enter last year

Only PDF, PNG and JPG up to 1MB allowed. Before uploading, please crop the image to include only the tag without surrounding whitespace.

Previous Next

Enter the lot number and harvest year of the seedstock used to plant your seed field in the areas indicated.

Enter bushels planted, if available, in the # Bushels Planted space.

Enter Country of Origin if it is not USA.

Click the browse button and find the scanned image of your seed tag and choose this file.

Review and save this by clicking on the Blue Save button.

Click on blue Continue button.

Slide 22

The screenshot displays the NCIA Staging application interface. At the top, the navigation bar includes "NCIA - Staging" and links for "Field Inspections", "Analysis Reports", "Daily Invoices", "Help/Feedback", and "Logout". The breadcrumb trail shows "Home > Field Inspection Applications > #1757". A status message reads: "Status: **Application Incomplete, Saved.** You may close this application and complete it later, if you wish." Below this, a breadcrumb trail indicates the current section: "Basic Information > Seedstocks > **Transgenic Traits** > Review/Submit to NCIA". The main form area is titled "Genetic Trait" and "Deleted?". It features a dropdown menu labeled "- Select One -" and a checkbox labeled "Deleted". Action buttons include "Create" (green), "Save" (blue), and "Cancel" (white). At the bottom, there are "Previous" and "Next" navigation links, a "0 record(s)" indicator, and a "Continue" button with a right-pointing arrow.

Select any Transgenic Traits associated with your field by finding it on the drop down menu. If you are planting small grains simply ignore and move past this page by clicking on the Blue Continue button in the lower right corner.

Slide 23

The screenshot shows a web application interface for NCIA Staging. At the top, there is a navigation bar with links for 'Field Inspections', 'Analysis Reports', 'Daily Invoices', 'Help/Feedback', and 'Logout'. Below this is a breadcrumb trail: 'Basic Information' > 'Seedstocks' > 'Transgenic Traits' > 'Review/Submit to NCIA'. The main content area contains a bold heading: 'Your application is saved and ready for submittal. First, please check the following:'. This is followed by a bulleted list of three items: 1. A question about variety name spelling and corn species selection. 2. A question about map accuracy and a return instruction to 'Basic Information'. 3. A question about tag image uploads, followed by a numbered list of six steps: scanning tags (max 1MB, PDF/JPG/PNG), clicking 'Seed Stocks' breadcrumb, clicking 'Edit' on a record, using 'Browse' to upload images, saving records, and a one-year retention policy. Below the list is a paragraph explaining that clicking a checkbox and the 'Submit Application to NCIA' button will lock the application for changes until staff review.

NCIA - Staging

Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

[Basic Information](#) > [Seedstocks](#) > [Transgenic Traits](#) > [Review/Submit to NCIA](#)

Your application is saved and ready for submittal. First, please check the following:

- If you added a new variety, did you spell the variety name correctly (including spaces and dashes) and, in the case of corn, select the correct corn species (dent vs flint, etc.)?
- Is your map drawn accurately? If not, please return to the 'Basic Information' breadcrumb above and update your drawing.
- Are your tag images uploaded? While not required, it is appreciated:
 1. Scan each tag into a separate file, no larger than 1MB each. Allowed formats include PDF, JPG and PNG. If possible, please scan only the tag, removing any surrounding whitespace (e.g., the entire scanner bed).
 2. Click the "Seed Stocks" breadcrumb above.
 3. Click "Edit" on the record to which you wish to add a tag image.
 4. Under the "Add/Edit Tag Image" column, click the "Browse" button and upload your image.
 5. Save the record.
 6. Please maintain uploaded seed stock tags for one year.

When you are confident everything is correct and complete in your application, click the checkbox below indicating you agree, and press the "Submit Application to NCIA" button. Until NCIA Staff begins working with the application, you will be able to unsubmit your application to make additional changes.

Review this page. Scroll down to continue.

Slide 24

NCIA - Staging

Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

4. Under the 'Add/Edit Tag Image' column, click the 'Browse' button and upload your image.
5. Save the record.
6. Please maintain uploaded seed stock tags for one year.

When you are confident everything is correct and complete in your application, click the checkbox below indicating you agree, and press the "Submit Application to NCIA" button. Until NCIA Staff begins working with the application, you will be able to unsubmit your application to make additional changes.

Terms: I agree to abide by the By-Laws, Rules, Standards and Regulations of the Association, and pay all fees and charges assessed by the Association. I understand it is the applicant's responsibility to handle certified seed so that its varietal identity is preserved through all stages of production, conditioning and shipping. I understand that all information generated by this service is confidential, except as necessary under USDA, OECD and other regulatory agencies' regulations. All liability for inspection shall be limited to the amount of the fees assessed for the inspection.

I indicate my agreement with the terms shown above and I verify that all information in this field inspection application is true and correct.

Submit Application to NCIA

Create a New Field Inspection Application

Get Started

Checkmark the box next to the verification statement.

Click on the Blue Submit Application to NCIA box.

Click on the "Get Started" button if you have other fields to enter.

Slide 25

The screenshot displays the NCIA - Staging application interface. At the top, a navigation bar includes links for Field Inspections, Analysis Reports, Daily Invoices, Help/Feedback, and a Logout button. The main content area contains instructions regarding the submission process, specifically mentioning the 'Withdraw Submission to Edit Application' button and the requirement to re-submit the application when completed. Below the instructions, there is a button labeled 'Withdraw Submission to Edit Application'. Further down, a section titled 'Create a New Field Inspection Application' features a 'Get Started' button. A green notification banner at the bottom right of the page states 'Field Inspection Application #1757 submitted successfully.' with a close icon.

NCIA - Staging

Field Inspections Analysis Reports Daily Invoices Help/Feedback Logout

the submission to make more changes by clicking the "Withdraw Submission to Edit Application" button above. However, staff can begin working on this application at any time, at which point you will no longer be able to make changes.

Seed stock tags are required in order to approve the field, and therefore required prior to NCIA issuing Certified Seed tags. If you have not already, please upload your tag images:

1. Scan each tag into a separate file, no larger than 1MB each. Allowed formats include PDF, JPG and PNG. If possible, please scan only the tag, removing any surrounding whitespace (e.g., the entire scanner bed).
2. Click the "Seed Stocks" breadcrumb above.
3. Click "Edit" on the record to which you wish to add a tag image.
4. Under the "Add/Edit Tag Image" column, click the "Browse" button and upload your image.
5. Save the record.
6. Please maintain uploaded seed stock tags for one year.

Instead, if you wish to send in the tag stock to NCIA, please feel free to do so.

If you press the button below, you will need to re-submit your application when completed.

Withdraw Submission to Edit Application

Create a New Field Inspection Application

Get Started

Field Inspection Application #1757 submitted successfully. X

This is what will appear when your application is successfully submitted.