AMS Domestic Hemp Production Program

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

Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE

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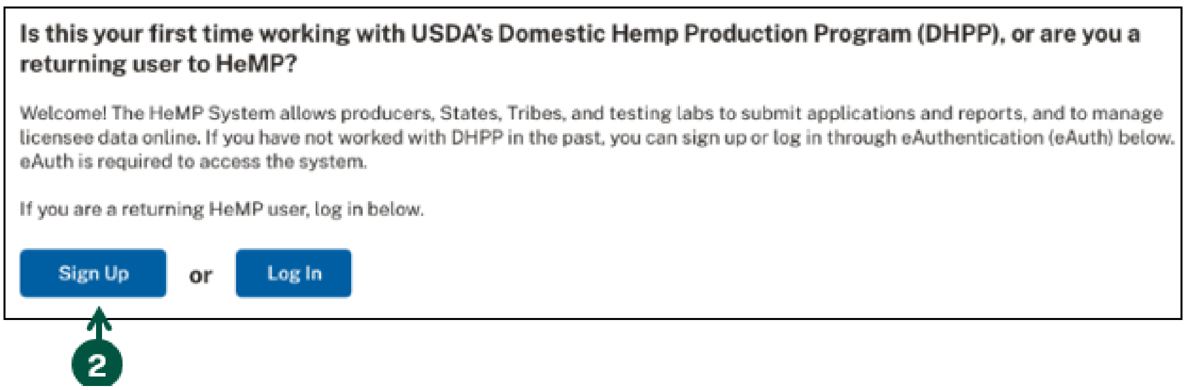
Create a HeMP Account (1 of 5)

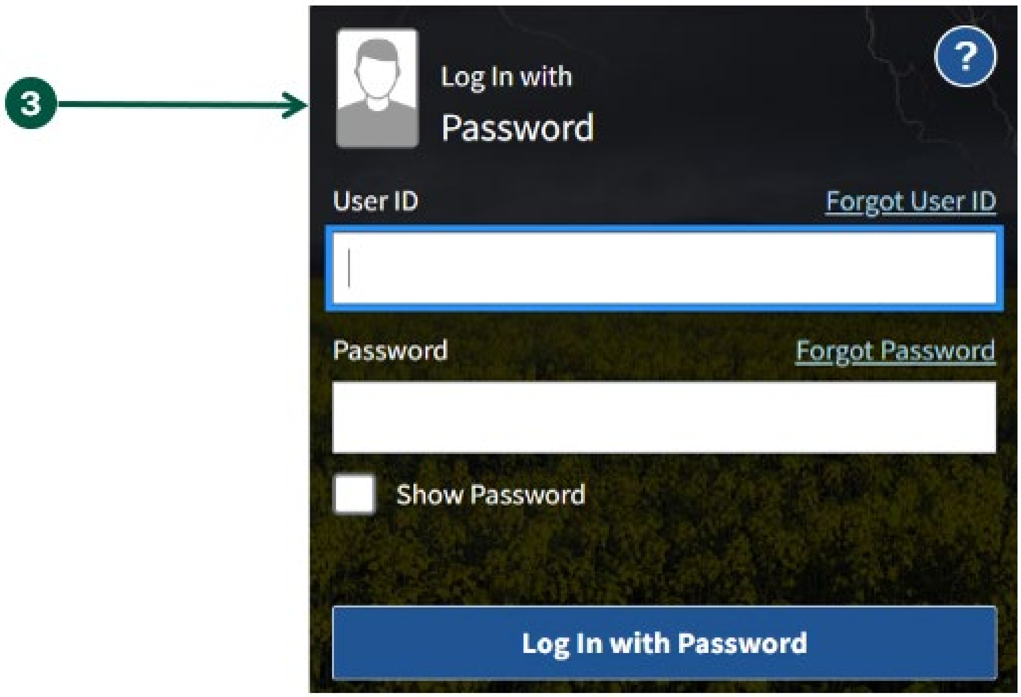
If your State/Tribe has NOT submitted any hemp regulation forms or hemp regulatory plans (including drafts) to USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have submitted to DHPP in the past, **go to** Page 11.

1. **Go to** https://hemp.ams.usda.gov/s/.

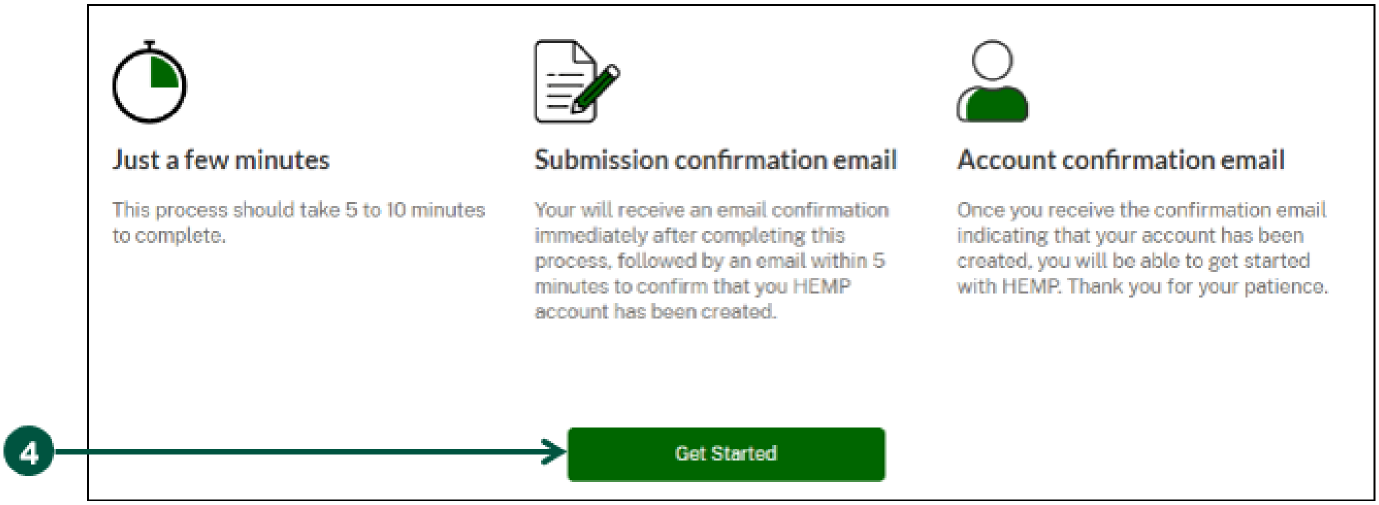
2. Under the "Is this your first time working with USDA's Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?" **click** "Sign Up".



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.

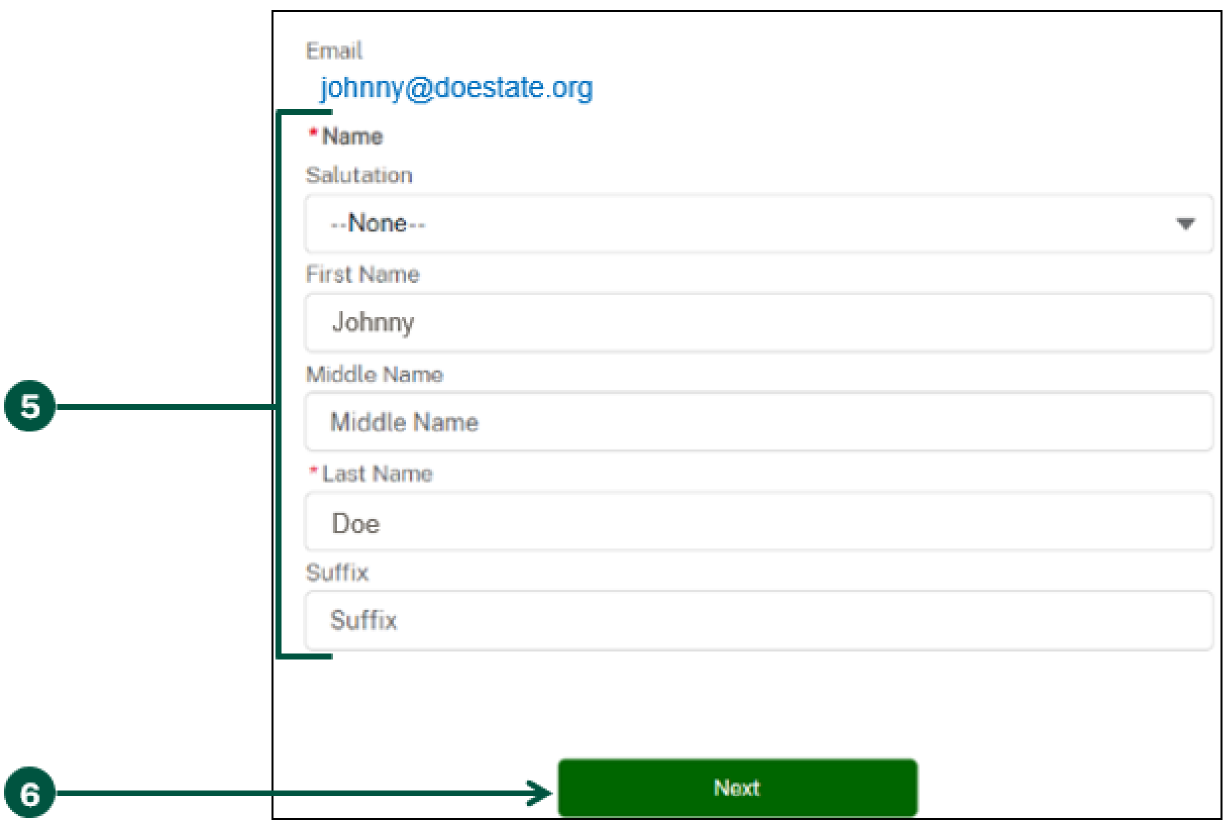


4. You will be directed to begin the Account sign up process, **click** "Get Started".



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.

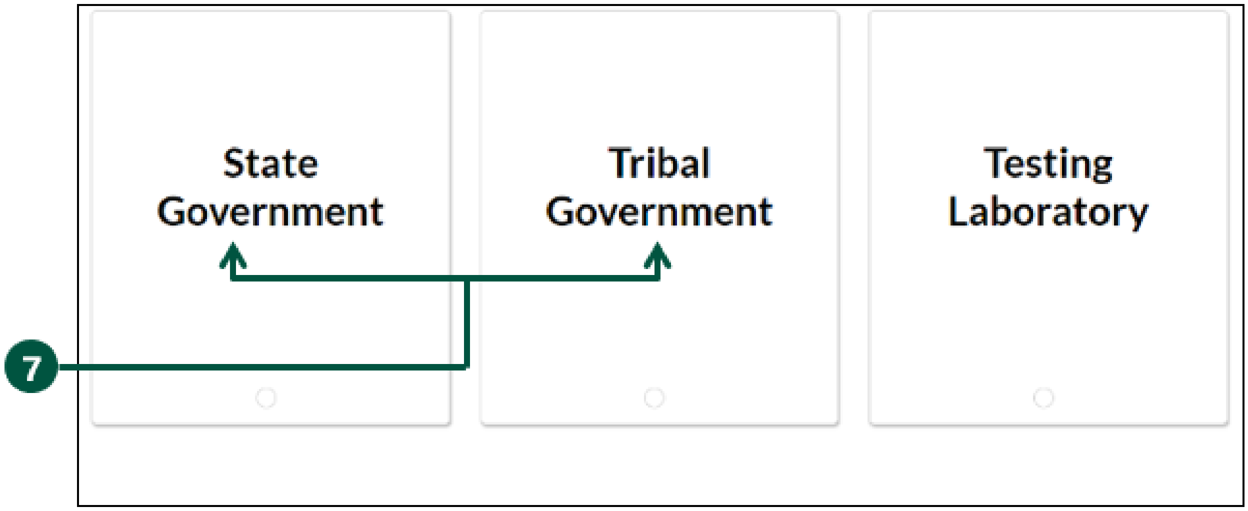
6. Once you have reviewed and/or updated your contact information, **click** "Next".



Create a HeMP Account (3 of 5)

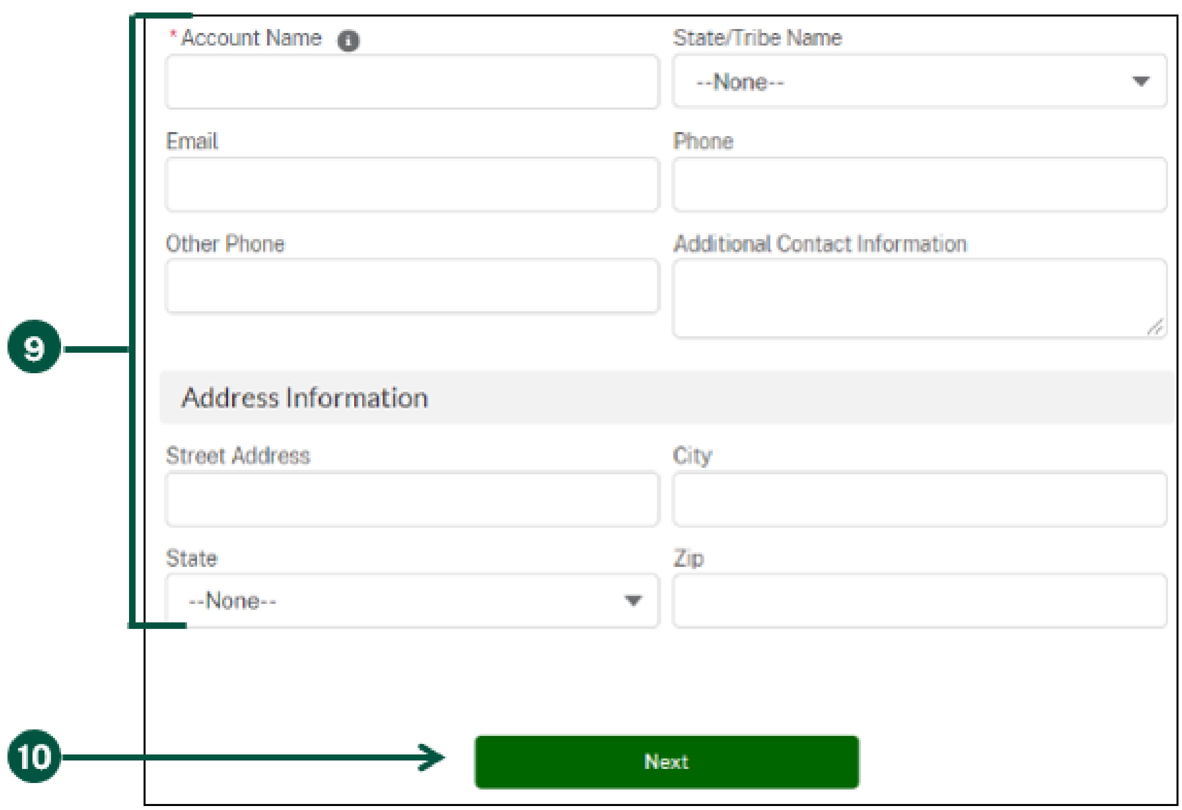
7. Once you are on the “Account Type” page, **click** “State Government” or “Tribal Government” depending on if you represent a State or Tribal Government.

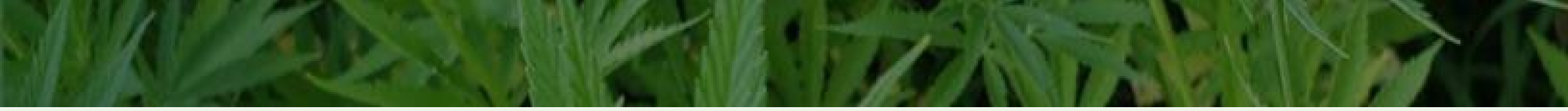
8. **Scroll down** and **click** “Next”.



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

10. Once you have provided your State or Tribe information, **click “Next”**.



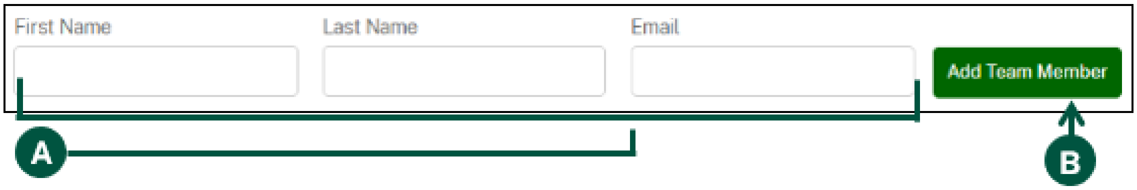


Create a HeMP Account (4 of 5)

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

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

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



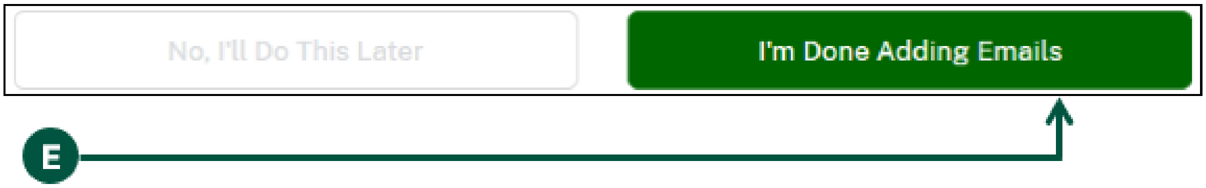
    C. **Repeat** step A and B until you have entered information for each colleague. If you need to invite additional colleagues in the future, you will be able to do so later.

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

Invitations are being sent to:

FIRST NAME	LAST NAME	EMAIL
Chris	Franklin	chris@doestate.org
Sherry	Johnson	sherry@doestate.org
Jane	Smith	jane@doestate.org

    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.



Create a HeMP Account (5 of 5)

12. Once you are on the “Your account creation request has been received!” page, your Account request has been received by USDA. You will also receive an email confirming your Account request has been received.

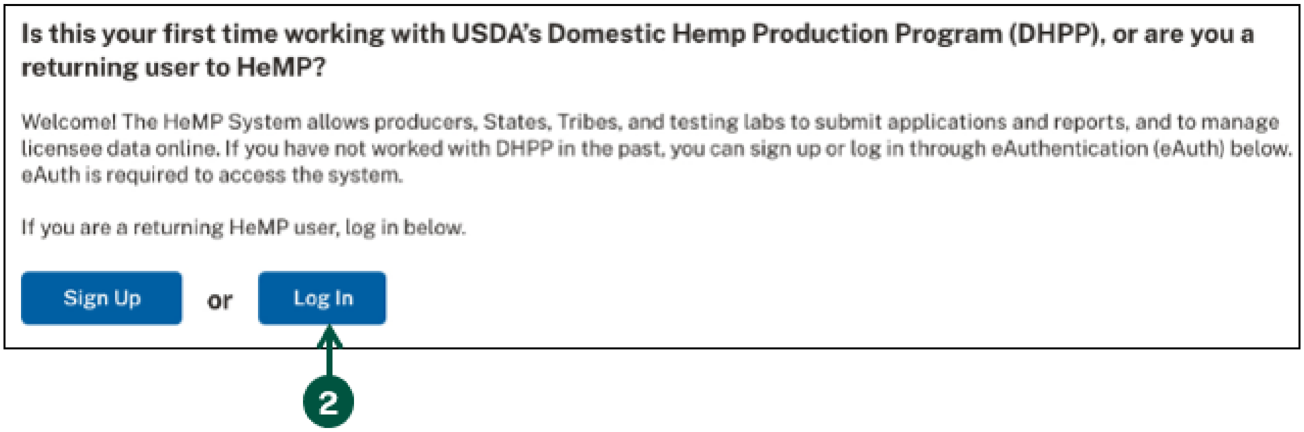
13. Within 5 minutes of completing the Account sign up process, you will receive an email with the subject “USDA HeMP Account is Ready” indicating that you can now use your new Account.

14. You can now **log in** to HeMP any time by going to https://hemp.ams.usda.gov/s/ and logging in using your eAuth username and password.

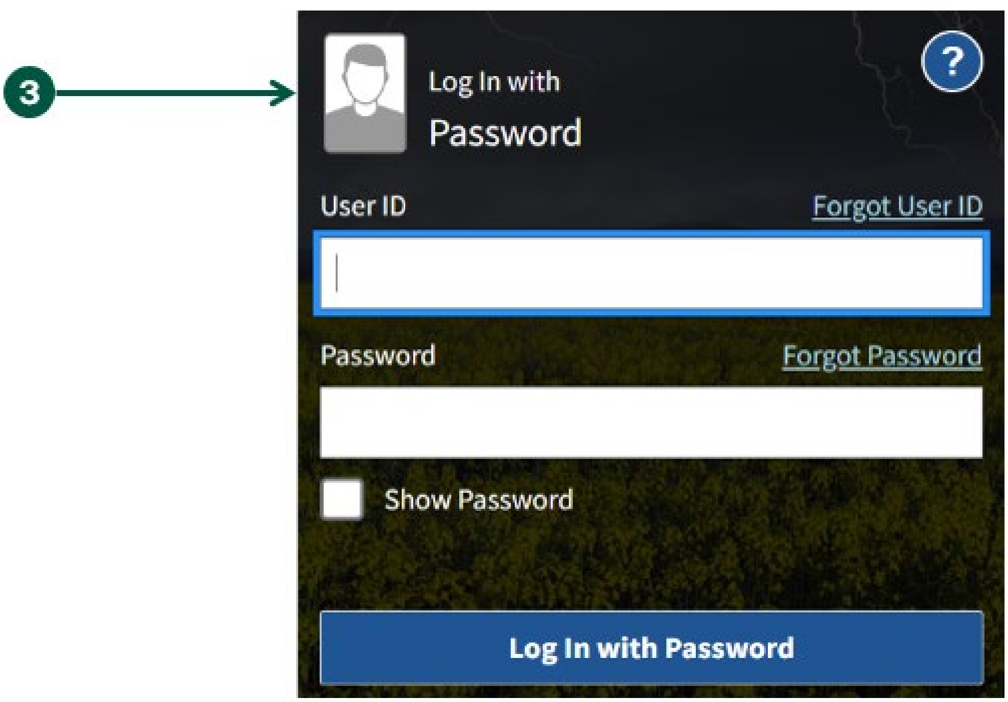
Log In to HeMP (1 of 1)

1. **Go to** https://hemp.ams.usda.gov/s/.

2. Under the "Is this your first time working with USDA's Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?" **click** "Log In".



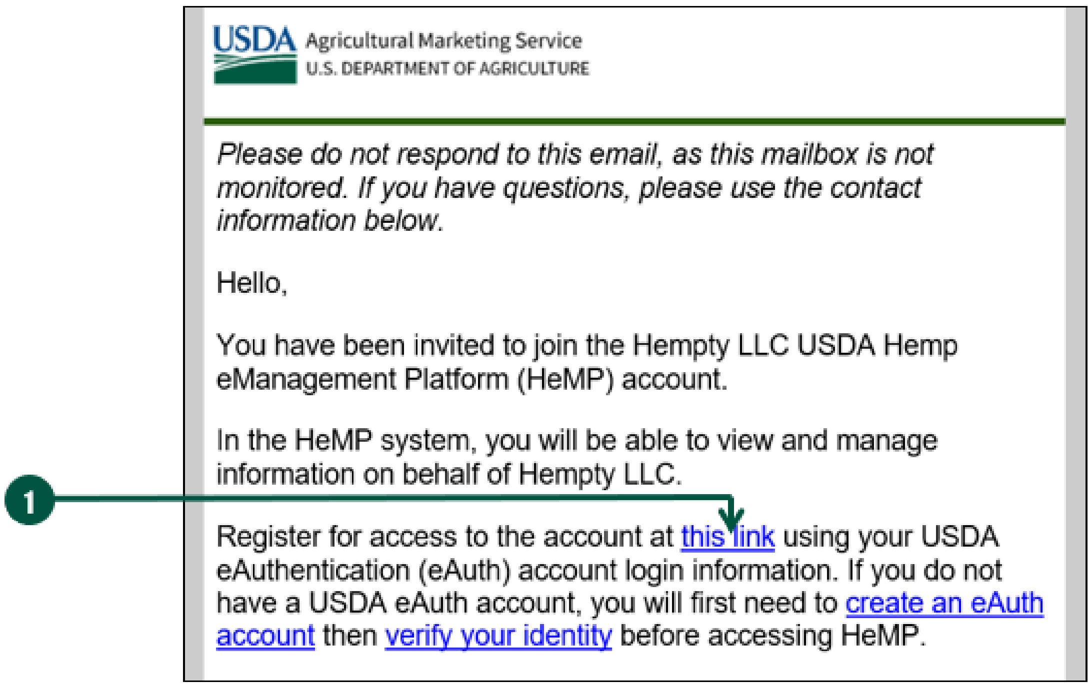
3. You will be directed to login to HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** "Log In with Password" to log in.



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

If your State/Tribe has submitted any hemp regulation forms or hemp regulatory plans (including drafts) to USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have not submitted to DHPP in the past, **go to** Page 5.

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

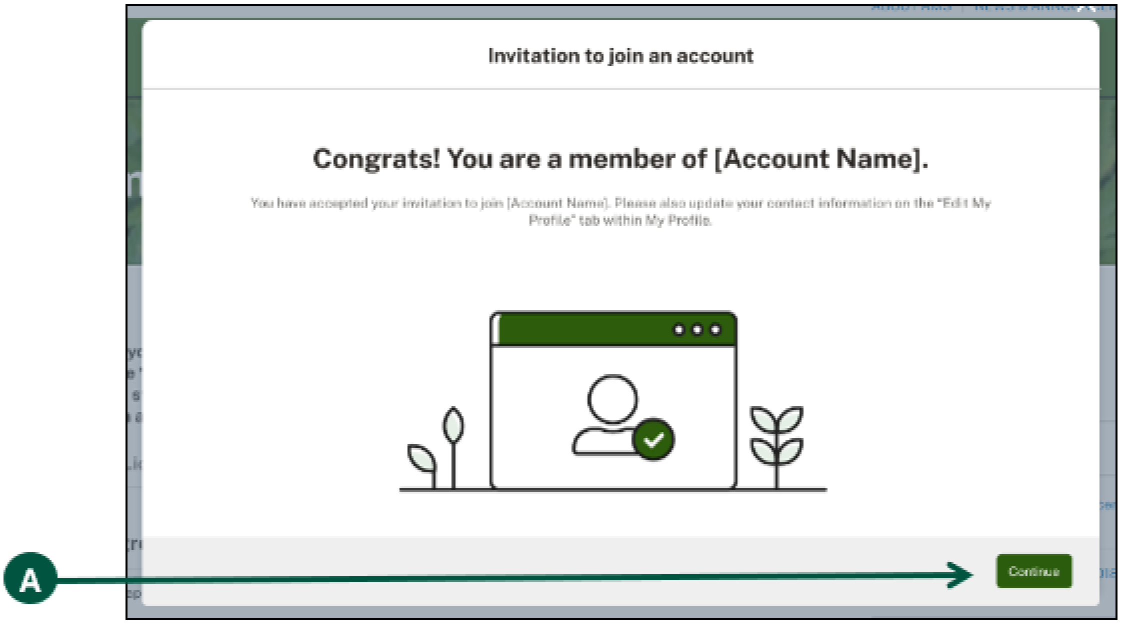


2. You will be directed to log into HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** "Log In with Password" to log in.

3. After logging in, you will receive one of the four following messages.

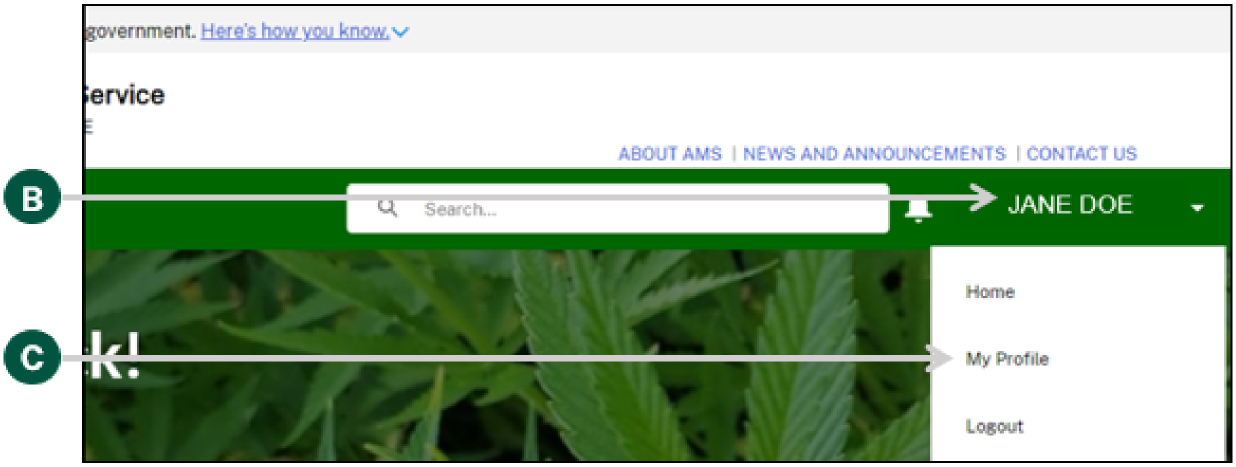
   - **Message 1:** If you see the "Congrats! You are a member of [Account Name]" message below, you have successfully accepted your Account invitation.

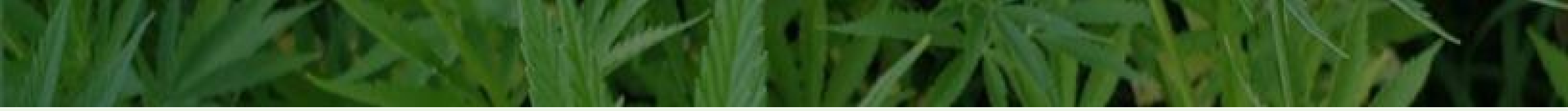
     A. After seeing this message, **click** "Continue".



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

     C. **Click** "My Profile" from the dropdown.



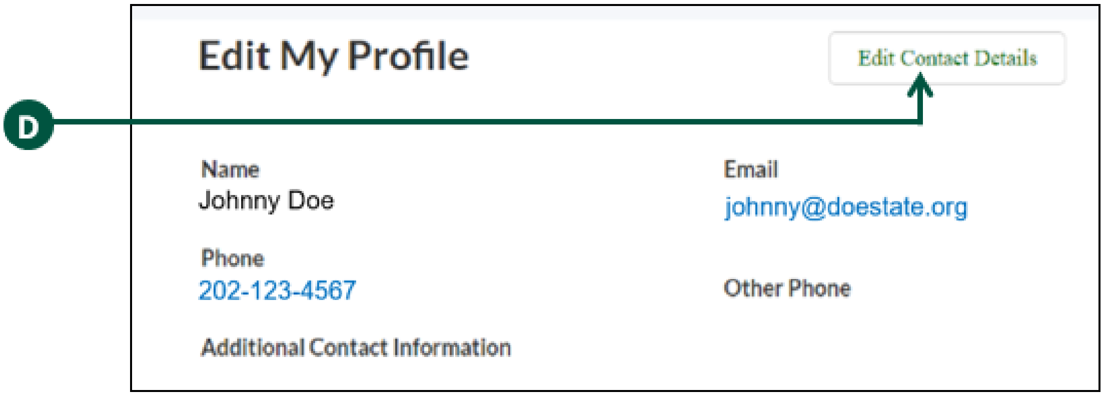


Log In to HeMP through an Account Invitation Email (3 of 5)

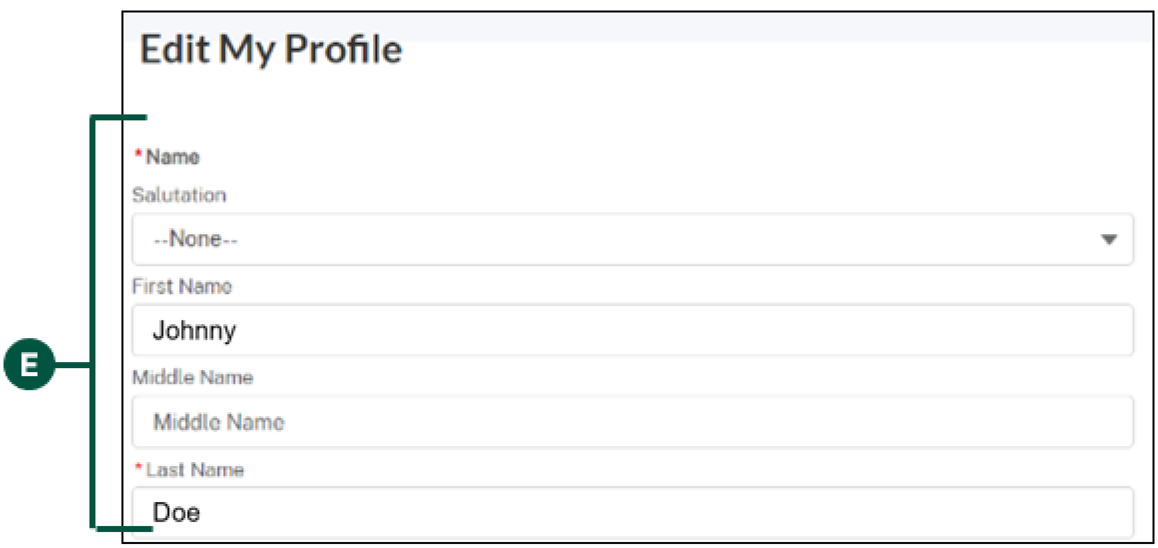
3. Continued: After logging in, you will receive one of the four following messages.

- Continued: **Message 1**

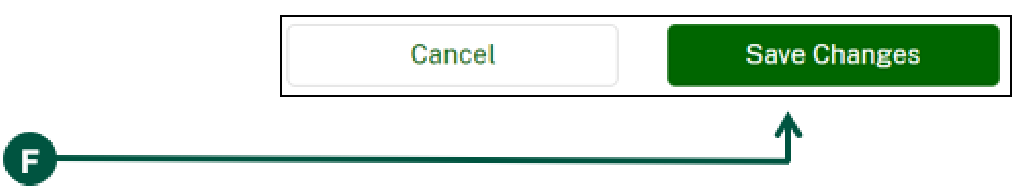
    D. You will be directed to your “Edit My Profile” tab, **click** “Edit Contact Details”.



    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.



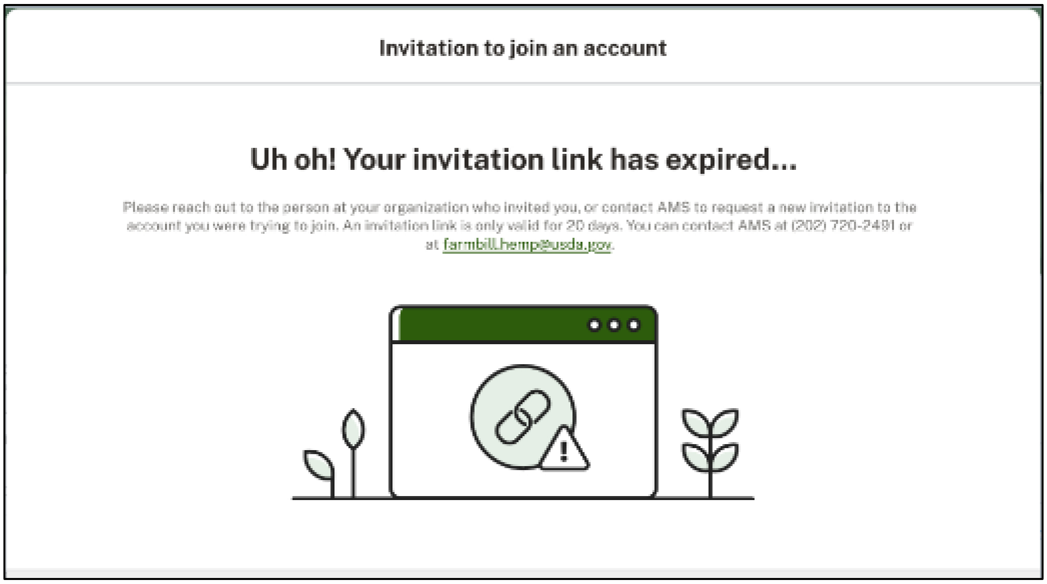
    F. **Click** “Save Changes” at the bottom of “Edit My Profile”. Congratulations, your HeMP Account is now complete. You may now begin using your HeMP Account.



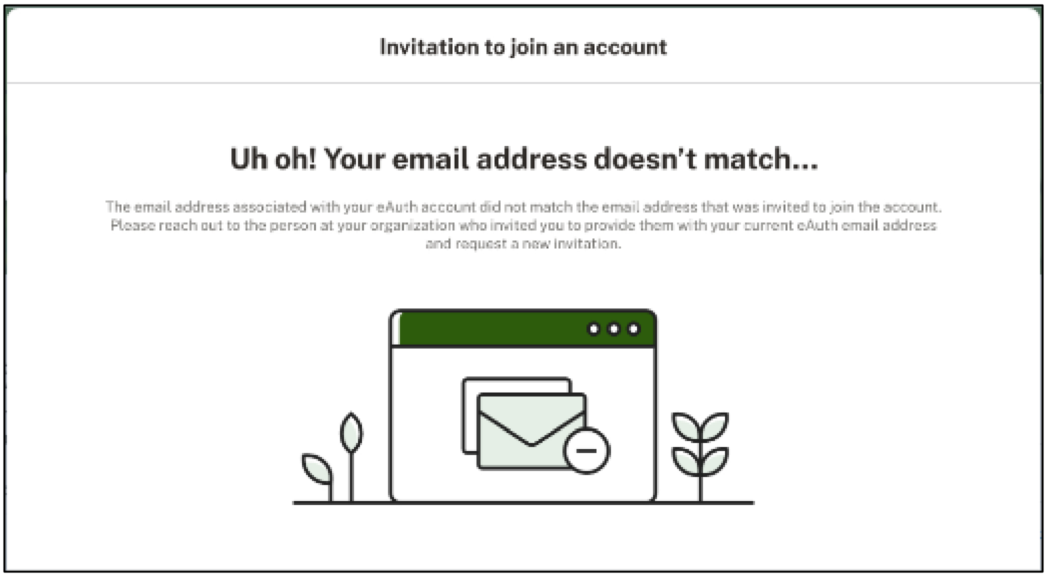
Log In to HeMP through an Account Invitation Email (4 of 5)

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.



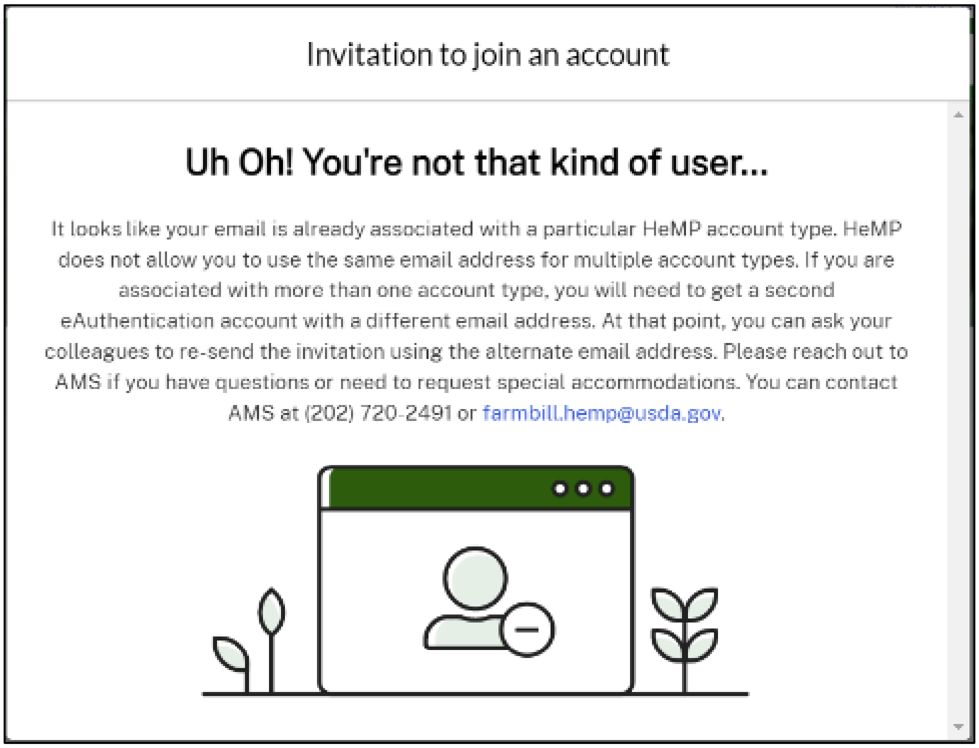
- **Message 3:** If you see the "Uh oh, Your email address doesn't match" message below, the email address associated with your eAuth Account does not match the email address invited to join the Account. If a colleague invited you to your organization's Account, **have them resend an Account invitation to the email address associated with your eAuth Account**. You can also **request a new invitation** by emailing DHPP at farmbill.hemp@usda.gov.



Log In to HeMP through an Account Invitation Email (5 of 5)

3. Continued: After logging in, you will receive one of the four following messages.

- **Message 4:** If you see the “Uh Oh! You are not that kind of user” message below, your email address is being used for another Account type (e.g., you have a Producer Account using the email provided). **You will need to create a second eAuth Account with a different email address to access your State or Tribe Account.** After your new eAuth Account is created, **have your colleague resend an Account invitation to the email address associated with your new eAuth Account**. You can also **request a new invitation** by emailing DHPP at farmbill.hemp@usda.gov.



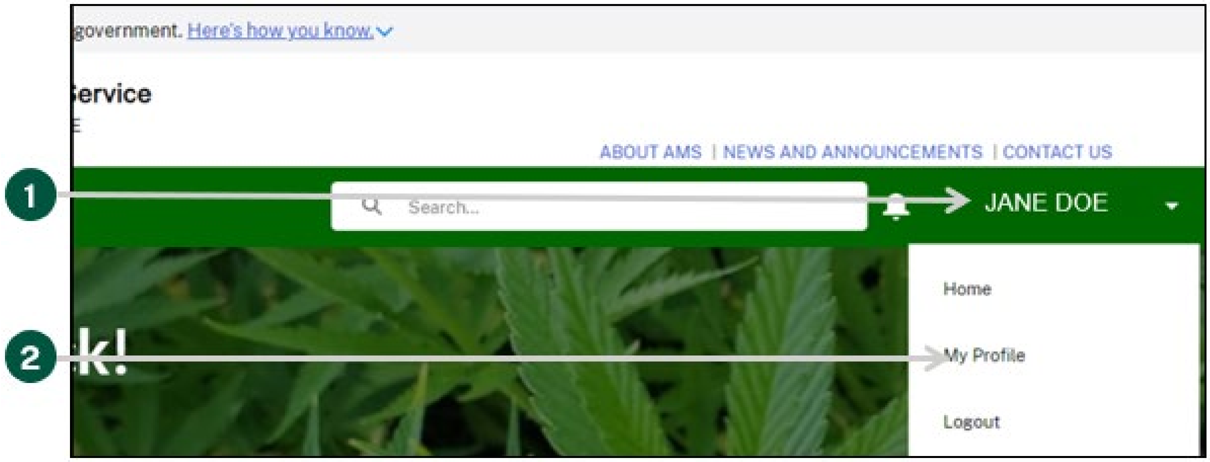
Modify My Profile

- ☐ **Modify Contact Information**
- ☐ **Modify Account Information**
- ☐ **Update Account Contacts**
- ☐ **Invite a Colleague to Account**

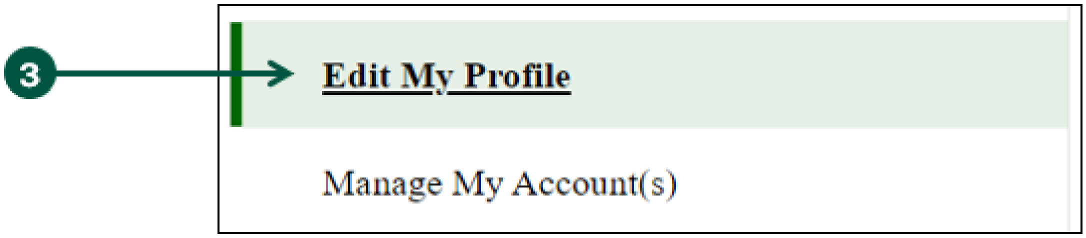
Modify Contact Information (1 of 2)

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

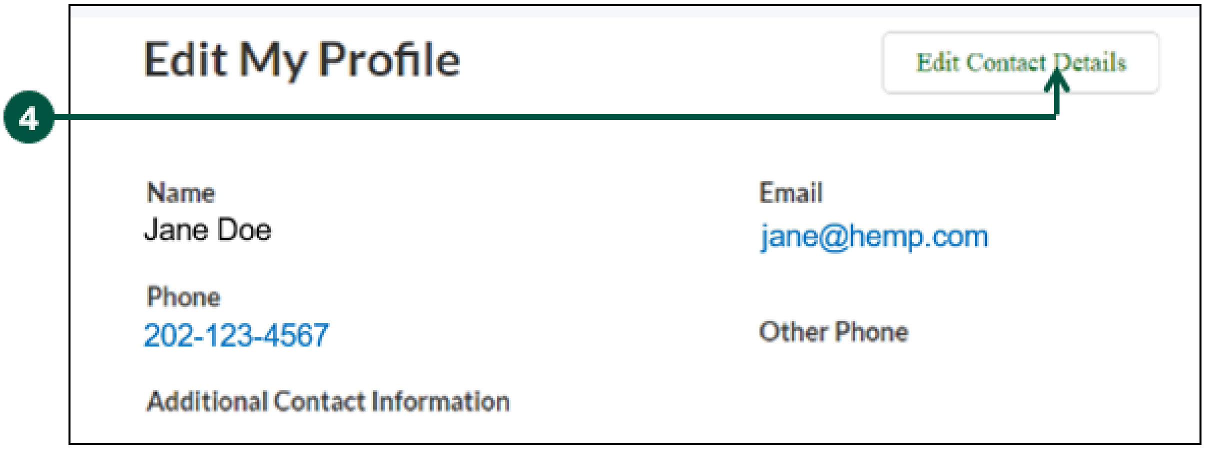
2. **Click** "My Profile" from the dropdown.



3. **Click** the "Edit My Profile" tab on the left of the page.

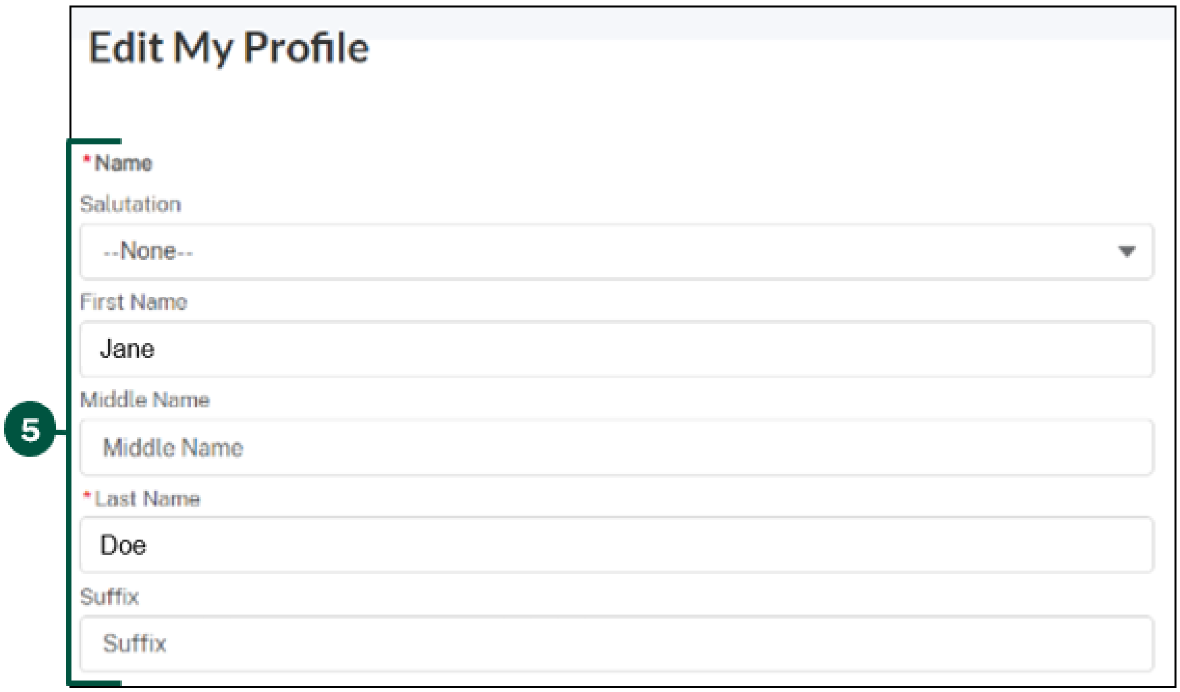


4. Once you are on the "Edit My Profile" page, **click** "Edit Contact Details".

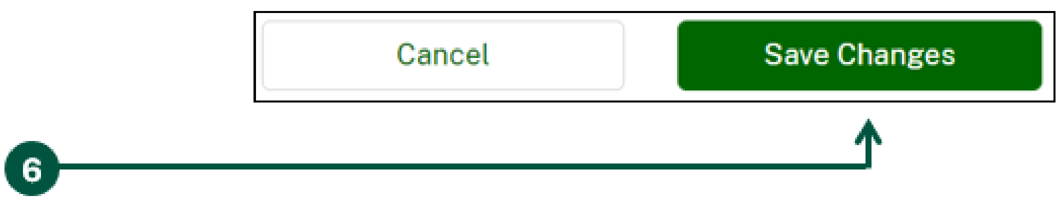


Modify Contact Information (2 of 2)

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](#).



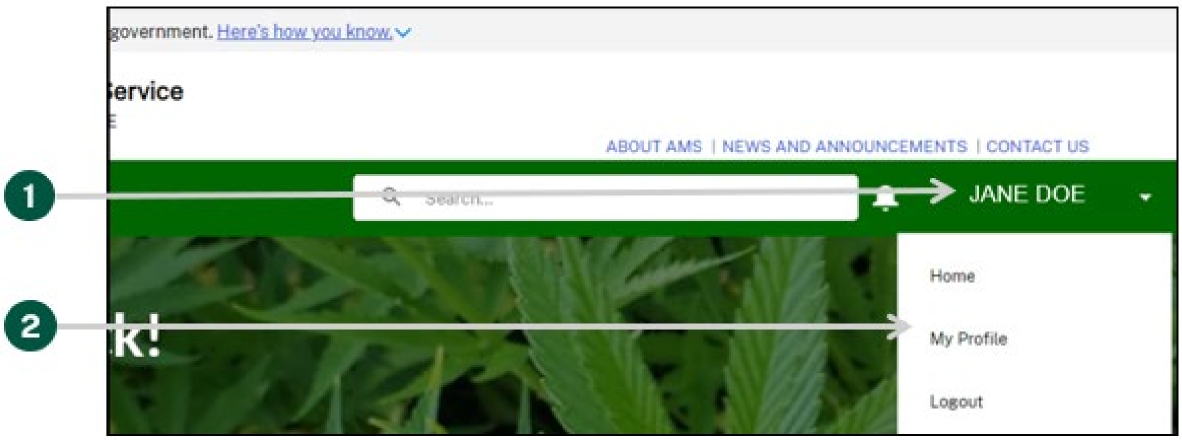
6. **Click** "Save Changes" at the bottom of "Edit My Profile".



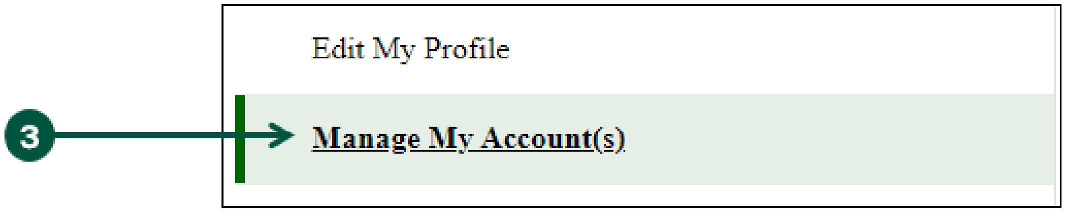
Modify Account Information (1 of 2)

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

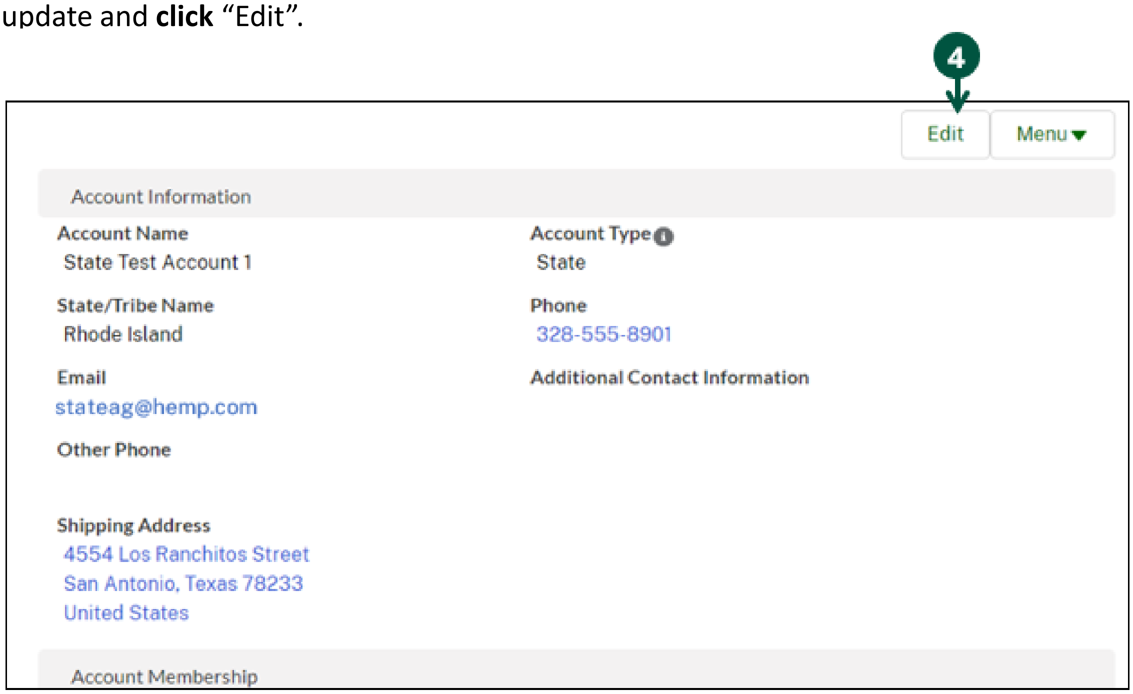
2. **Click** “My Profile” from the dropdown.



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

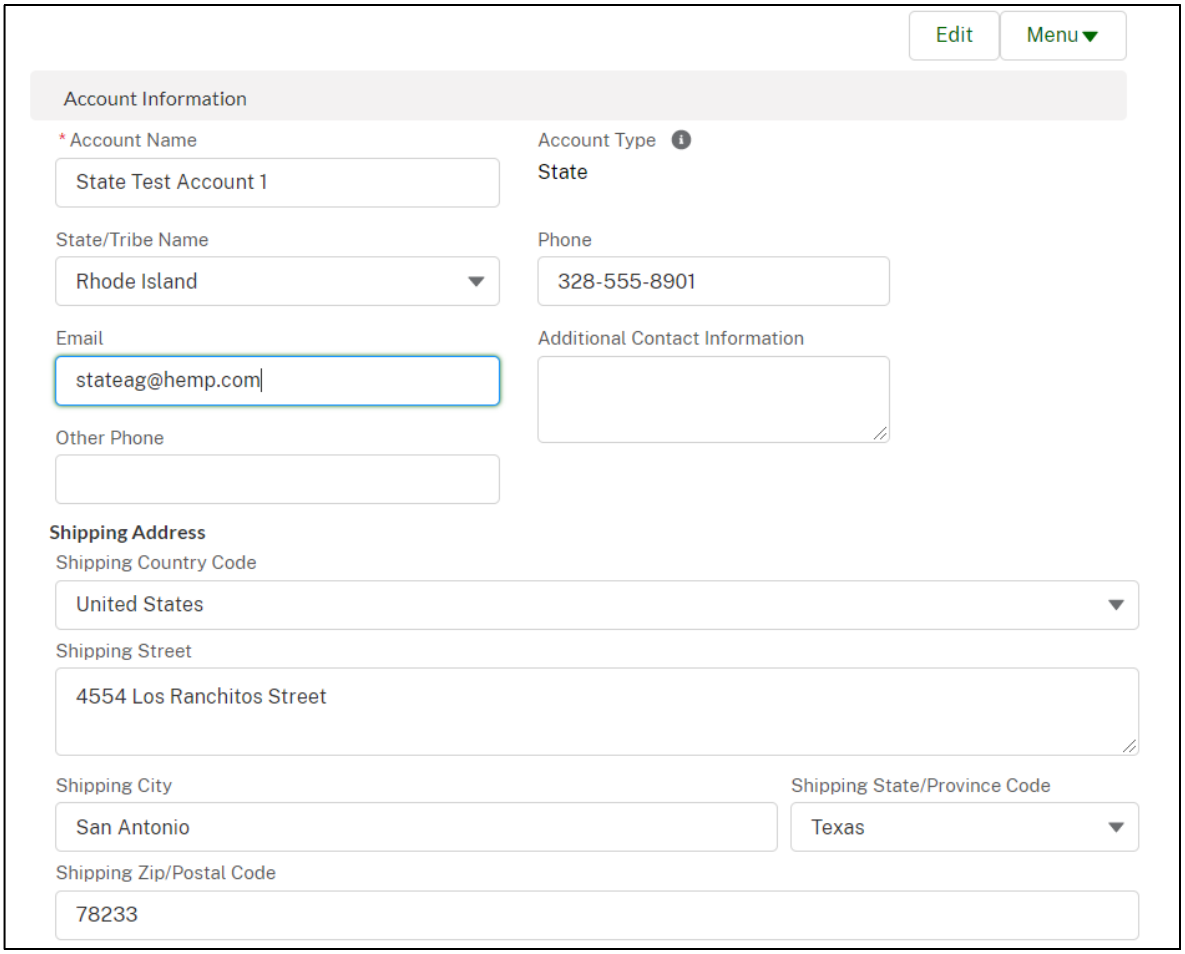


4. **Review** your account details listed under “Account Information” to identify the information you would like to update and **click** “Edit”.



Modify Account Information (2 of 2)

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

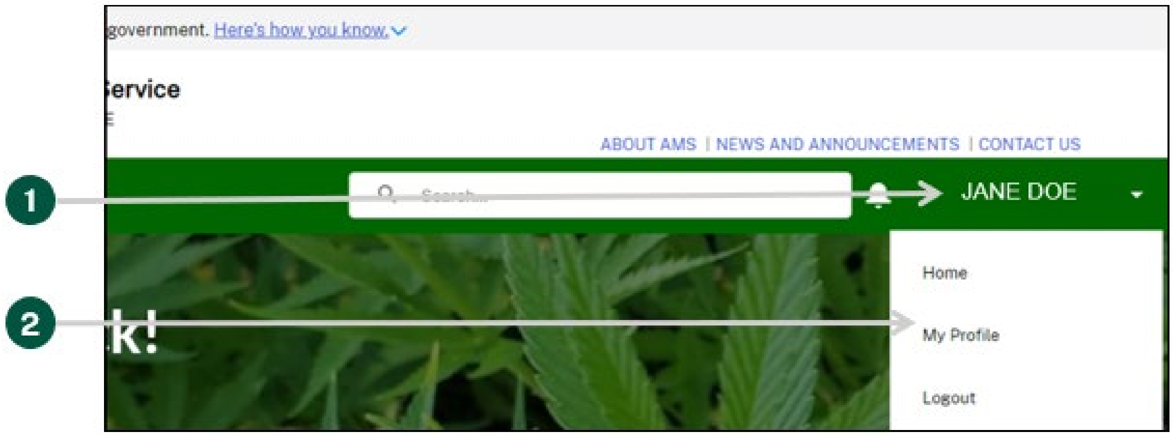


6. Once you have updated your account information, **click** “Save Changes” at the bottom of the “Account Information” section.

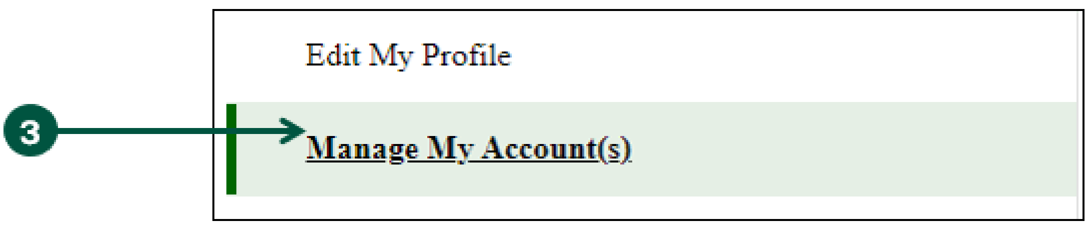
Update Account Contacts (1 of 6)

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

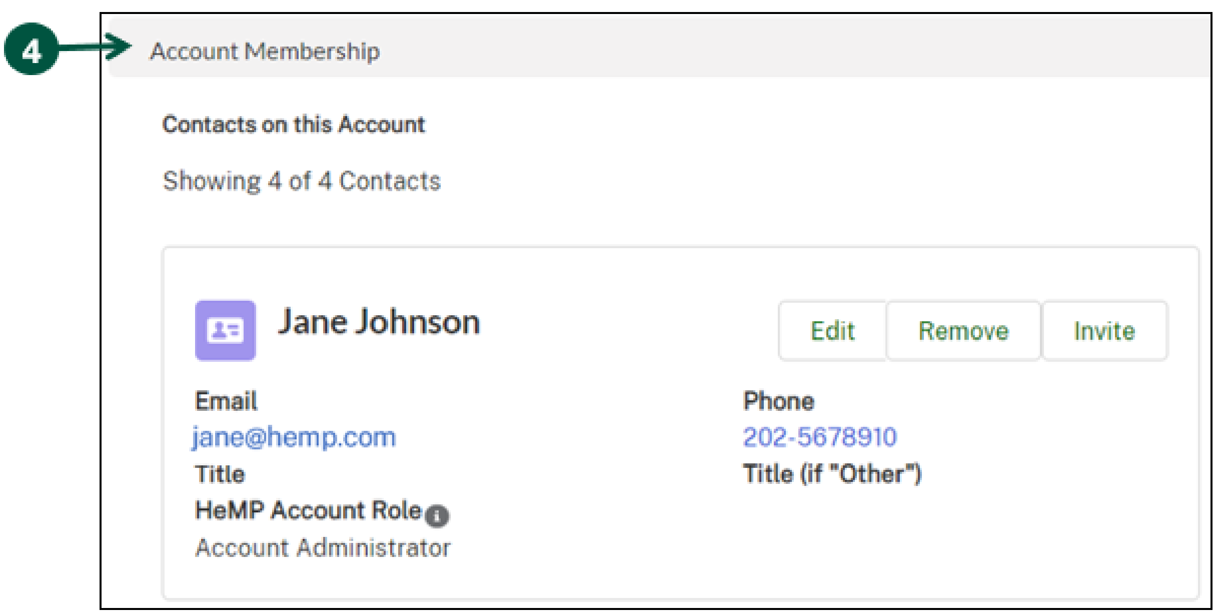
2. **Click** “My Profile” from the dropdown.



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



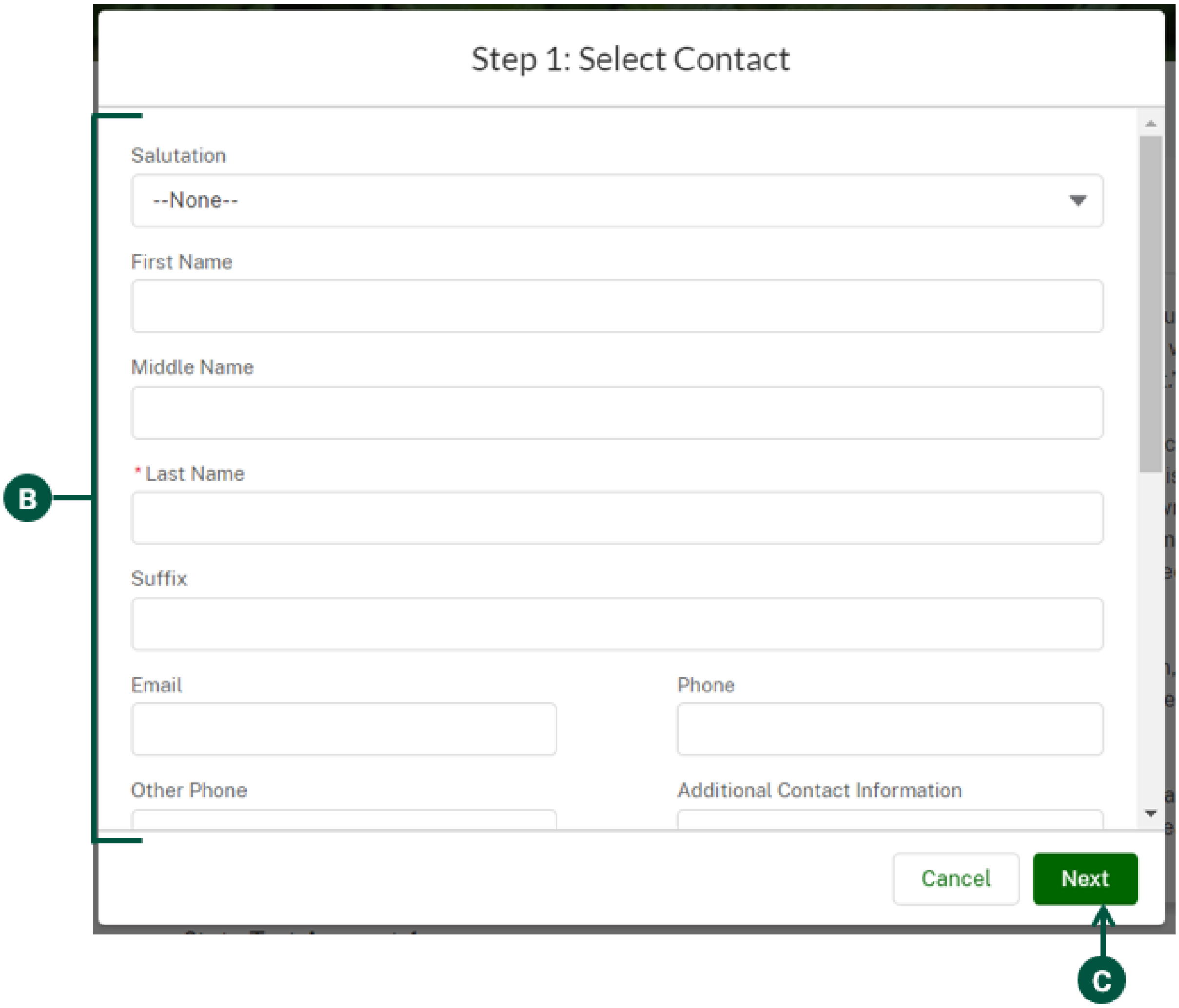
4. **View** your Account’s Contacts under “Account Membership”.



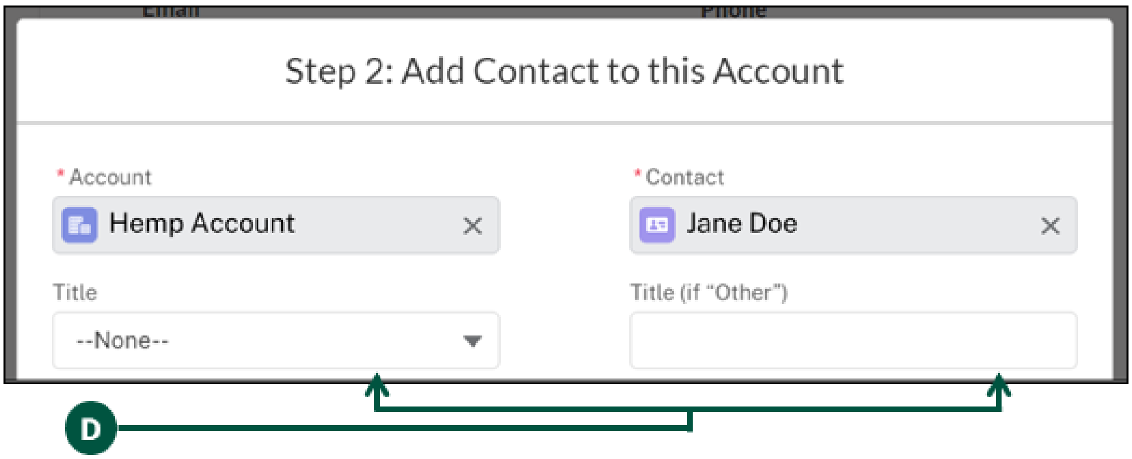
- To add an Account Contact:
  A. **Click** the "Menu" dropdown above "Account Information" and then **click** "Add New Contact".

  B. Once you see the "Step 1: Select Contact" pop-up, **enter** your new Contact's information into the pop-up fields.

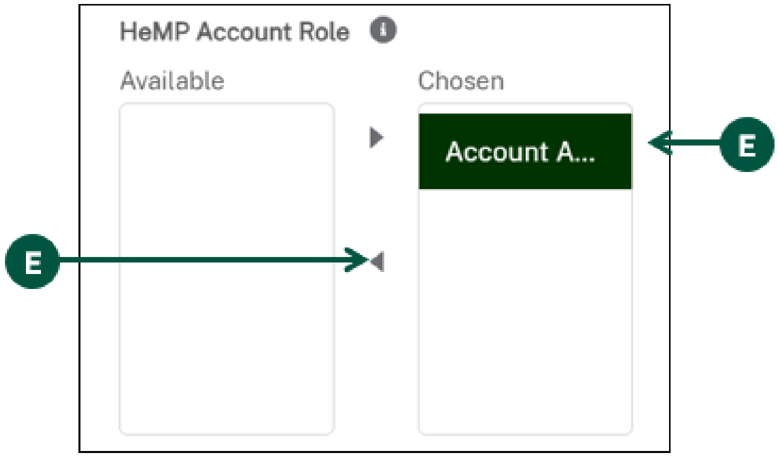
  C. Once you have entered all of you new Contact's information, **click** "Next".



- 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").



    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.

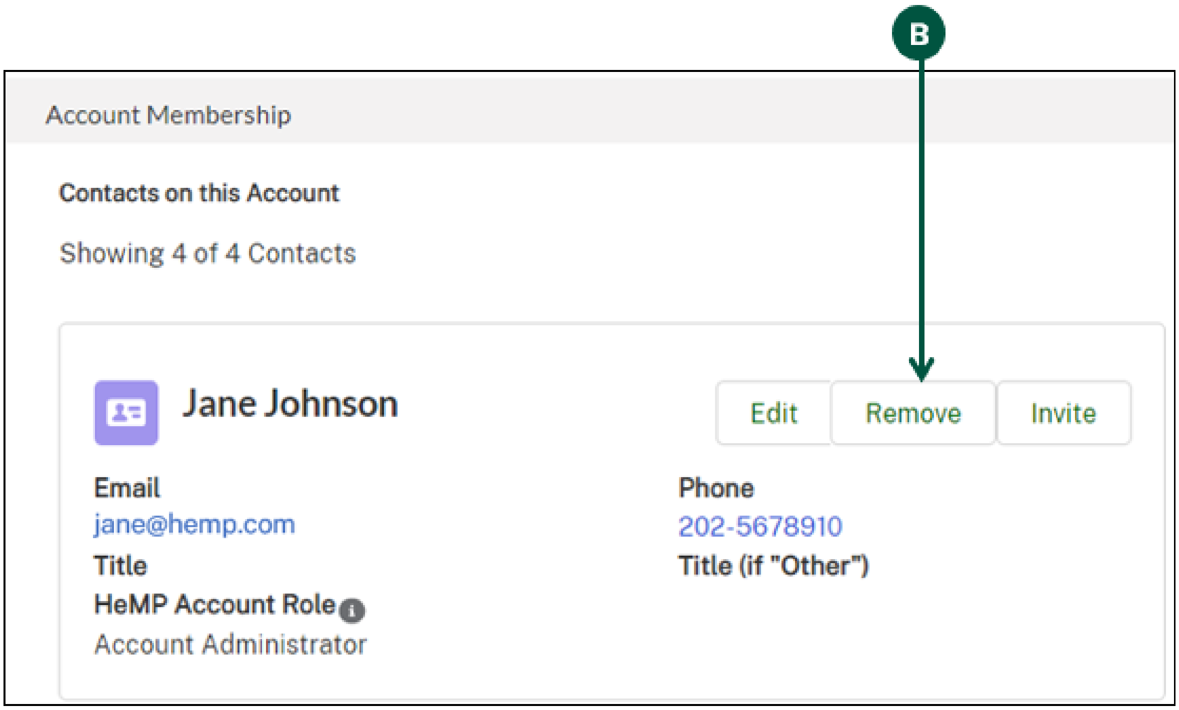


    F. **Click** "Save & Close" at the bottom of the pop-up to add the new Contact to your Account.

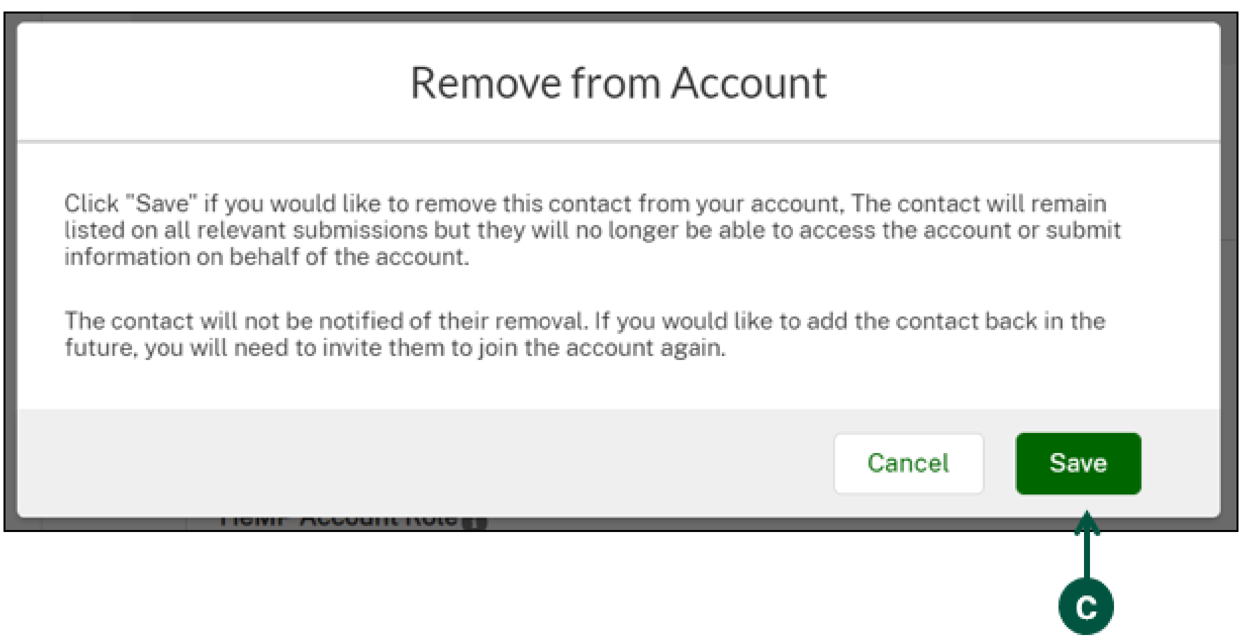
Update Account Contacts (4 of 6)

- <u>To remove an Account Contact:</u>
  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.



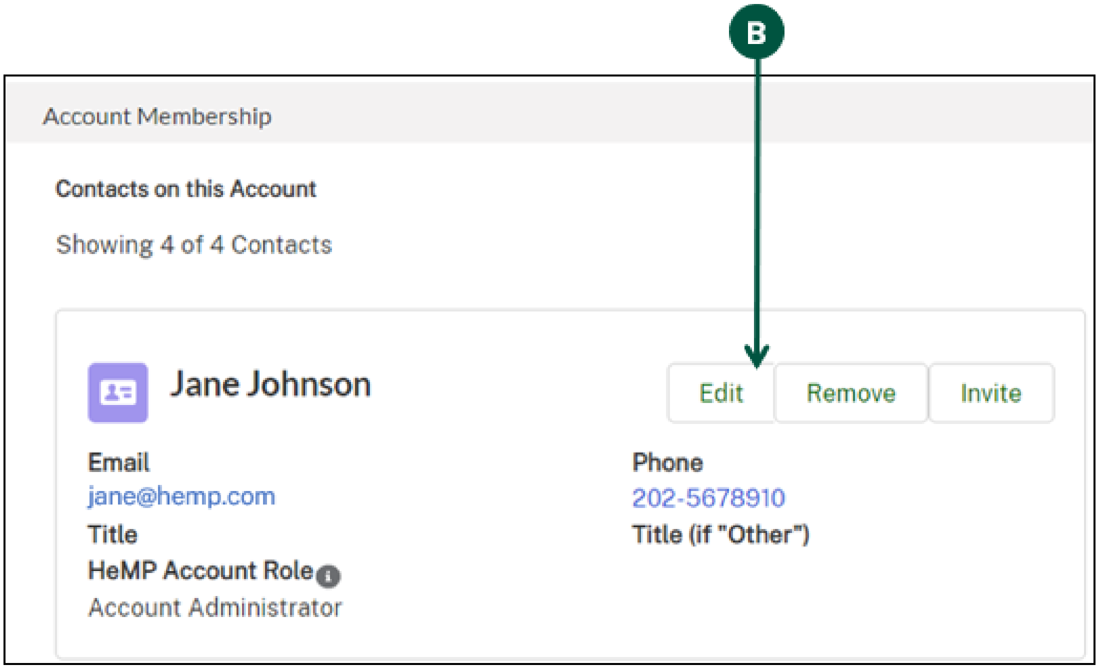
  C. Once you see the “Remove from Account” pop-up, **click** “Save”.



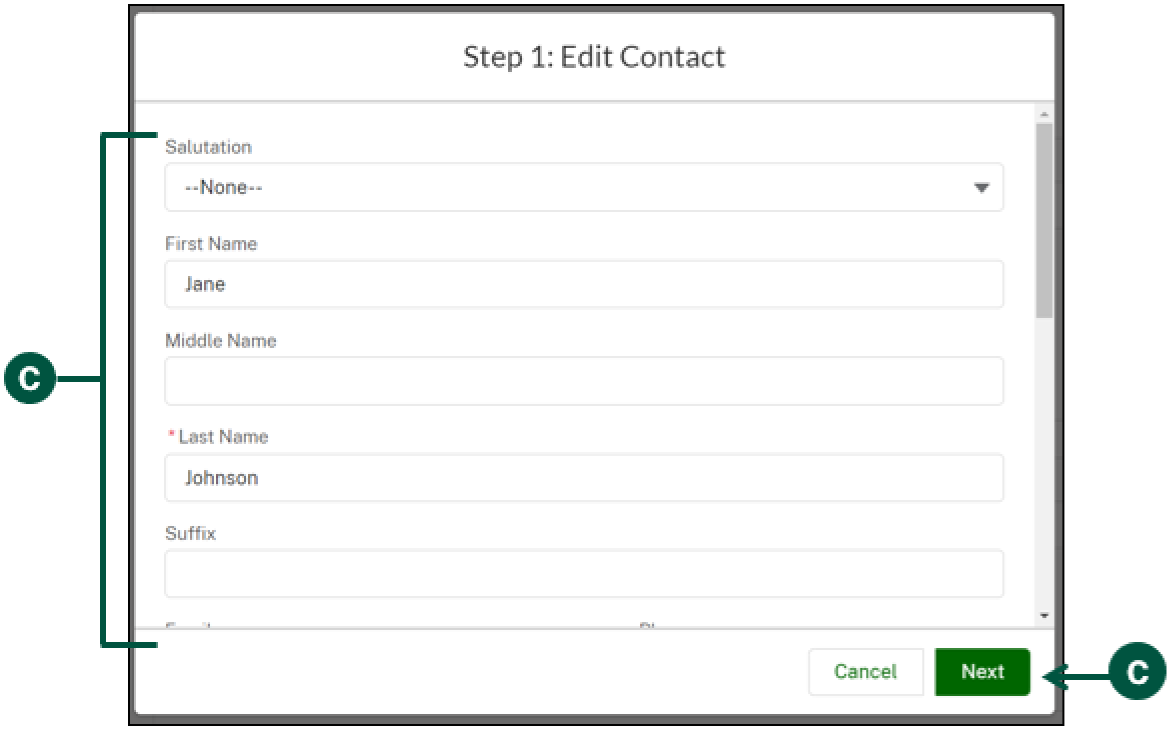
Update Account Contacts (5 of 6)

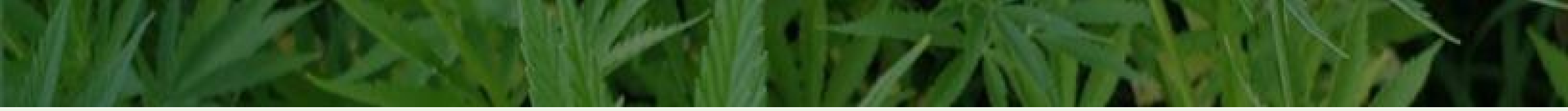
- <u>To edit an Account Contact's information:</u>
  A. **Find** the Contact you would like to edit under "Account Membership".

  B. **Click** "Edit" on the Contact that you would like to update.



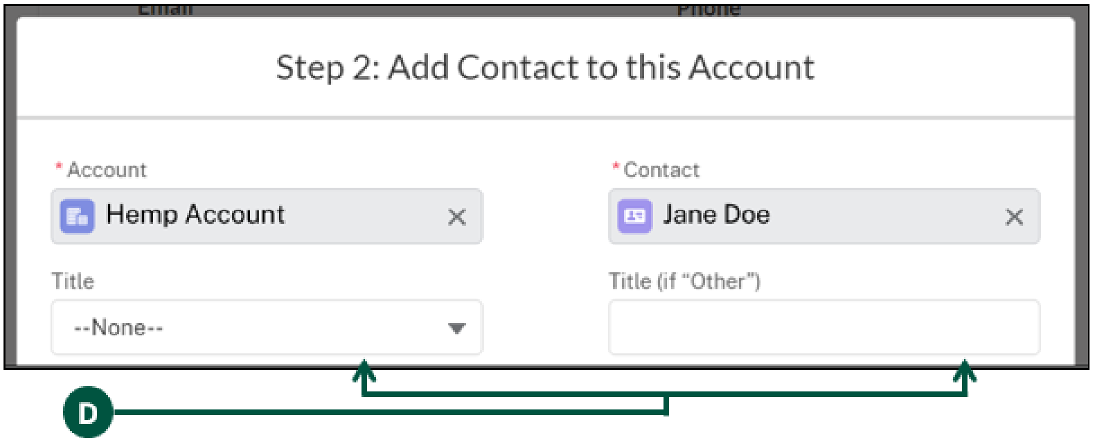
  C. Once you see the "Step 1: Edit Contact" pop-up, **enter** the updated Contact information into the selected fields and then **click** "Next".



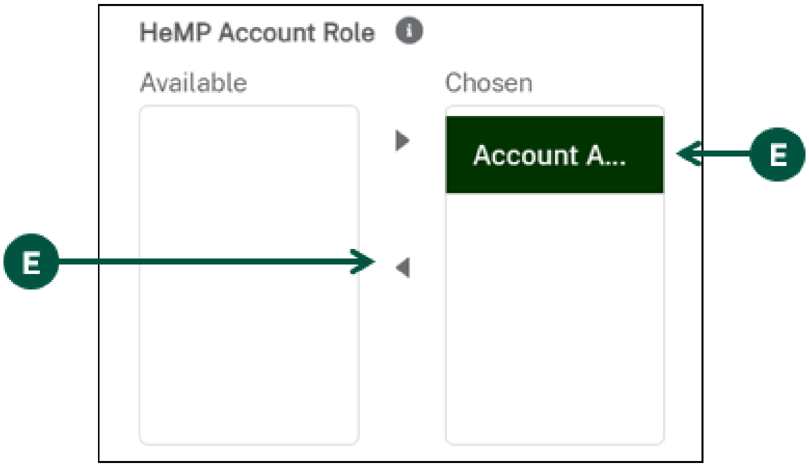


Update Account Contacts (6 of 6)

- 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”).



  - 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.



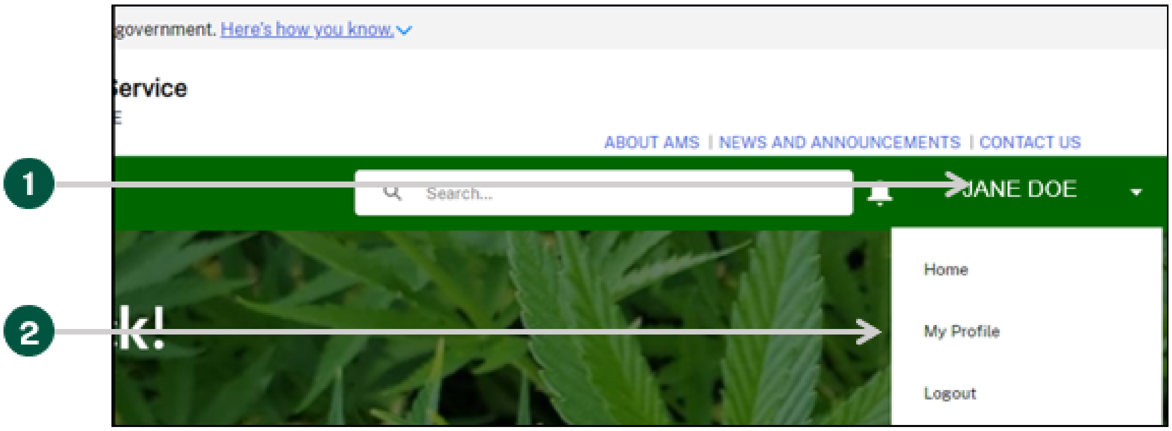
  - F. **Click** “Save & Close” to save the updated Contact information.

Invite a Colleague to Account (1 of 2)

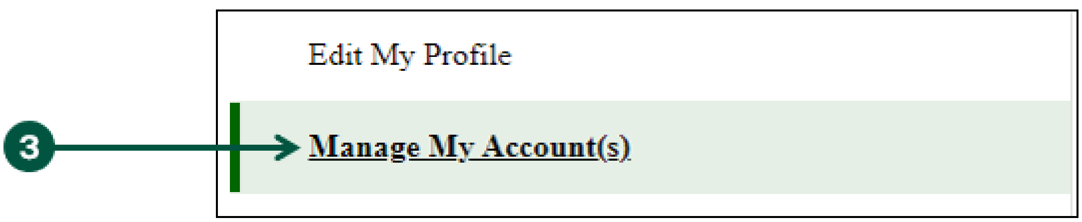
To invite a colleague to your State or Tribal HeMP account, you will first need to add their contact information, see Page 22 to view steps on adding their Account information.

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

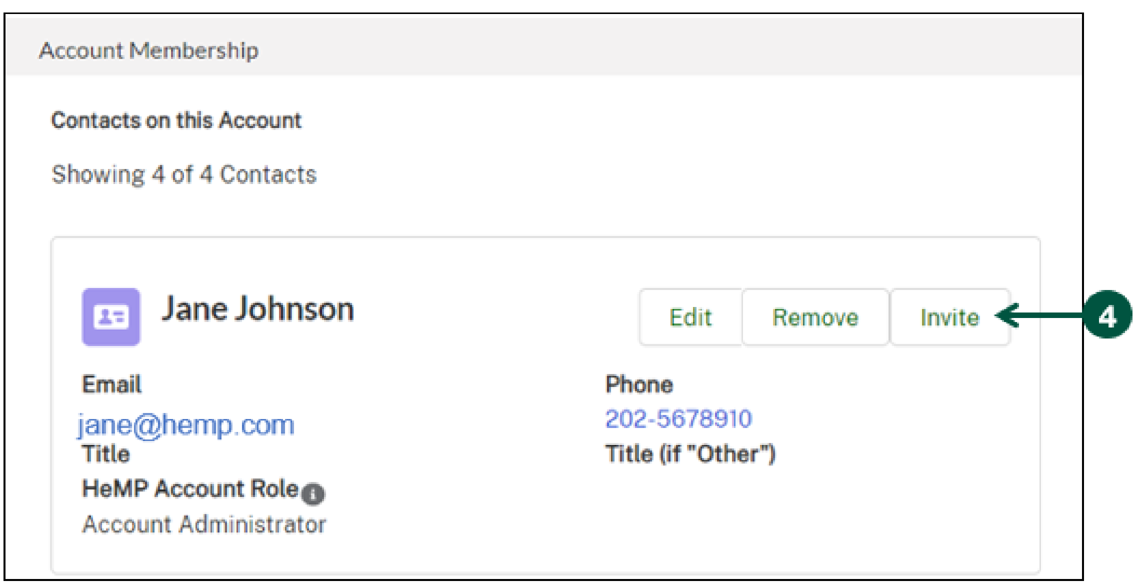
2. **Click** “My Profile” from the dropdown.



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

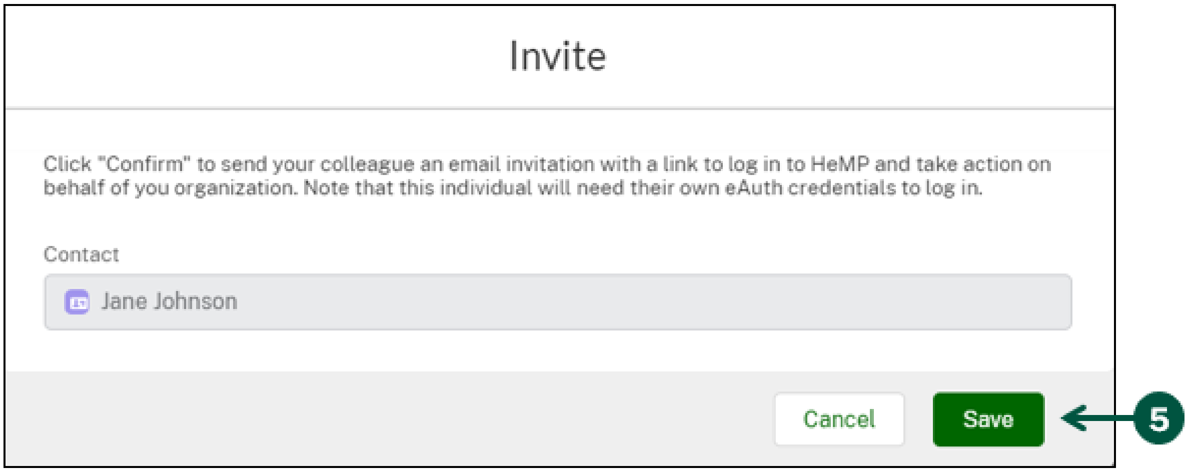


4. **Find** the contact you would like to invite under “Account Membership”, then **click** “Invite” to send your colleague an invitation to create a HeMP Account.

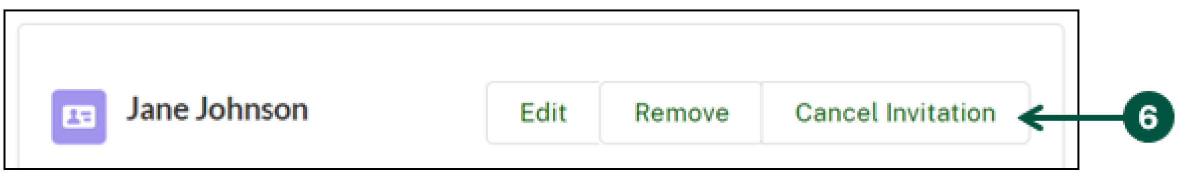


Invite a Colleague to Account (2 of 2)

5. In the following “Invite” pop-up, **click** “Save”. Your colleague will then receive an invitation to the HeMP Account via email. Your colleague should use the instructions provided in the invitation to access the HeMP account. Note: Account invitations will expire 20 days after they are sent.



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



Navigate HeMP

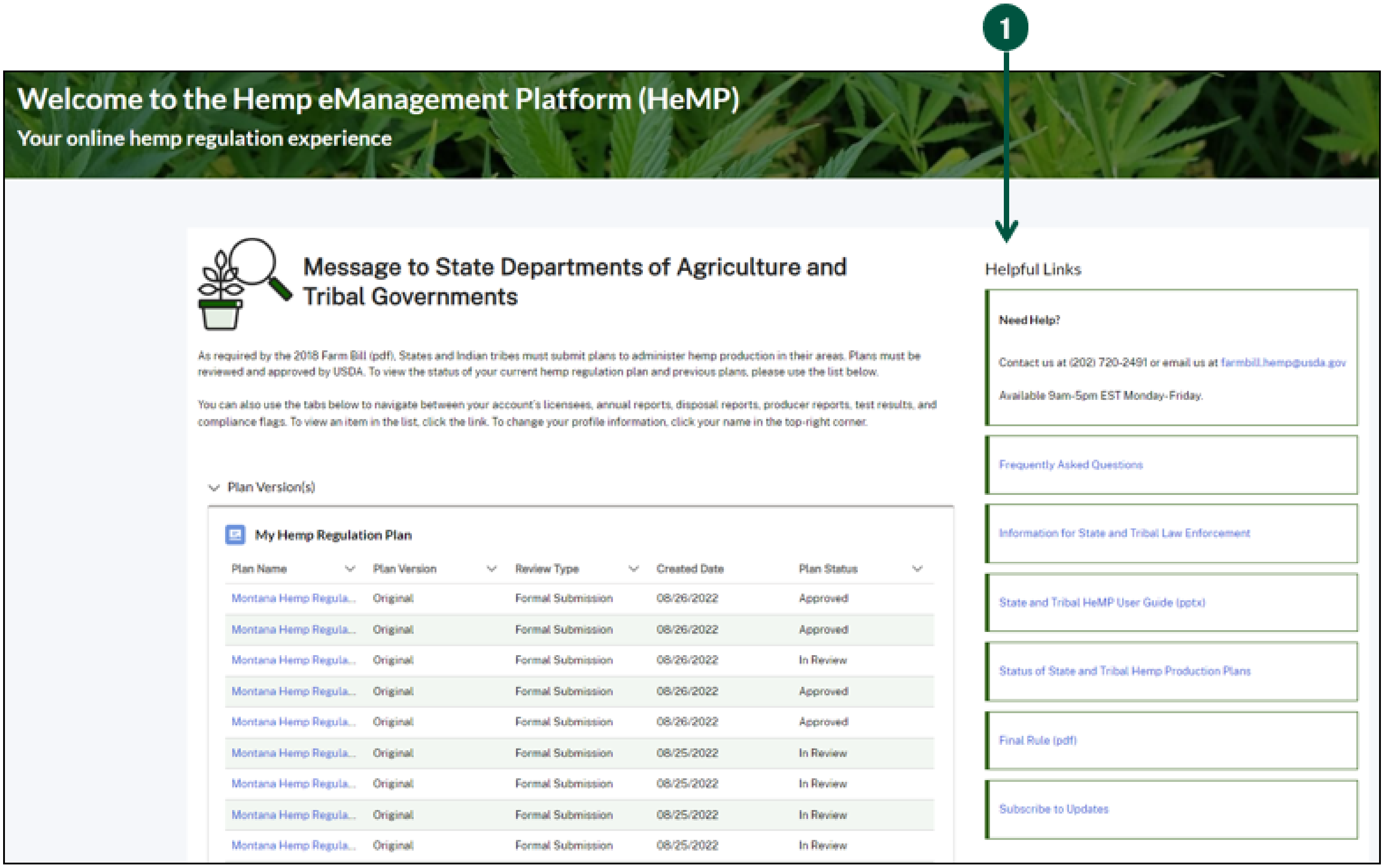
- [ ] **Find Helpful Links**
- [ ] **Contact DHPP for Help**
- [ ] **Email Notifications**

Find Helpful Links

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

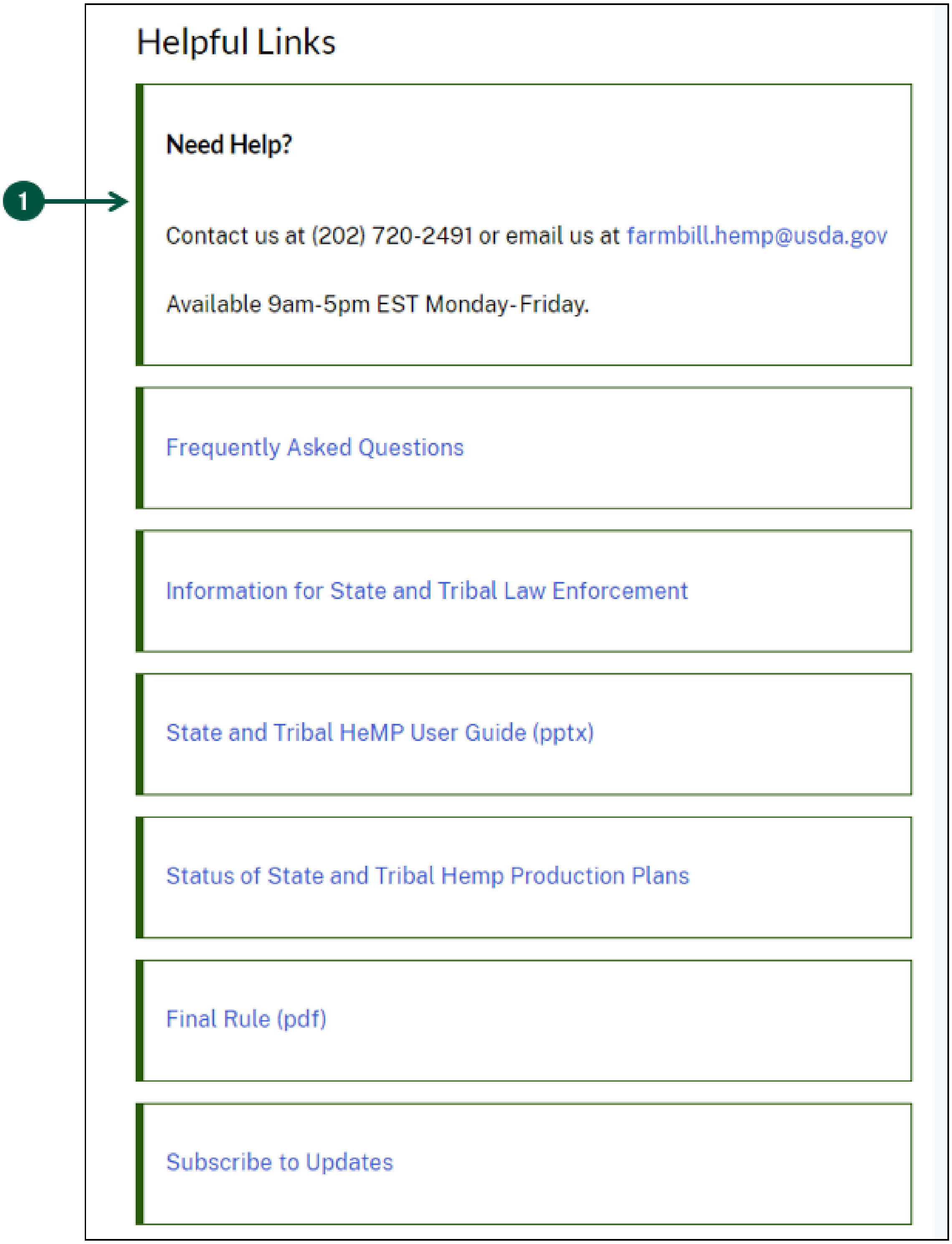
1. **Navigate** to your homepage and **find** the Helpful Links bar located along the right side of the page to view a list of helpful resources.

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



Contact DHPP for Help

1. Under the “Need Help” card, you can use the information provided to contact the Domestic Hemp Production Program.



Email Notifications (1 of 3)

HeMP uses notifications (email and in-application notifications) to provide confirmation of completion, notification of a status change, and reminders. For example, an email may be sent when your Annual Report is due, or when a deadline has passed. An email notification will be sent to the Primary Contact your HeMP account. See below for a list of emails you may receive.

Onboarding Emails

Email Subject	Recipient(s)	Email Trigger
Invite to HeMP Account	Invitee	When a user is invited to an account within the HeMP system.
Account Creation	Account Requestor	When a new HeMP user requests a State or Tribe account.
Account Creation	Account Requestor	When a HeMP user requests a State or Tribe account, and the request is processed by DHPP.
New Contact Added to Account	Inviter/Creator of the Invitation	When a HeMP user has invited a contact within the HeMP system, and they have accepted their email invitation.
Email for New Account Member	Invitee	When an Account Admin invites a new account member and that invitee has successfully logged in to accept the invitation, then has been added to the account.

State/Tribe Plan and Reporting Emails

Email Subject	Recipient(s)	Email Trigger
New Plan Submitted	Plan Signatory	When a State/Tribe representative submits a State/Tribe Hemp Plan, and the Plan Status is "In Review“.
Plan Revisions Requested	Plan Signatory	When a State/Tribe Hemp Plan is returned for revisions by an AMS staff member.
Plan Submission Reminder	Primary contact on Account	When a State/Tribe Account was created 60 days ago and has no S/T Plan records associated with the account.
New Plan Approved	Plan Signatory	When an S/T plan has been approved.

Email Notifications (2 of 3)

State/Tribe Plan and Reporting Emails Continued

Email Subject	Recipient(s)	Email Trigger
Plan Amendment Submitted	Plan Signatory	When a S/T has an active State/Tribe Hemp Plan and presses the "Amend" button, proceeding to submit an Amended Hemp Plan.
Plan Amendment Approved	Plan Signatory	When an AMS employee approves a plan amendment.
Plan Waived or Withdrawn	Plan Signatory	When a State/Tribe either withdraws their existing Hemp Plan or waives the ownership of their State or Tribe's Hemp Plan to USDA.
Late ST Producer Report	Account Primary Contact	When a State/Tribe Producer Report is 5 business days past the due date.
Late ST Disposal Remediation Report	Account Primary Contact	When a State/Tribe Disposal/Remediation Report is 5 business days past the due date.
Late ST Annual Report	Account Primary Contact	When a State/Tribe Annual Report is 5 business days past the due date.
ST Annual Report Early Reminder	Account Primary Contact	When a State/Tribe Annual Report is 2 weeks before the due date.
ST Audit Results Available	Contact listed on the Audit in Auditee information	When an AMS employee resolves an audit of a S/T account, and those results are available.

Email Notifications (3 of 3)

Corrective Action Plan Emails

Email Subject	Recipient(s)	Email Trigger
USDA Hemp Production Program: Respond to your Corrective Action Plan	Resolution Plan Contact	When a S/T has been put on a Corrective Action Plan that requires a response in HeMP.
USDA Hemp Production Program: Reminder to Respond to your Resolution Plan	Resolution Plan Contact	When a S/T has not responded to their Corrective Action Plan, and it is 10 calendar days before the response deadline.
USDA Hemp Production Program: Draft your Corrective Action Plan	Resolution Plan Contact	When a S/T has accepted their Corrective Action Plan and must submit a draft of their Corrective Action Plan in HeMP.
USDA Hemp Production Program: USDA Has Uploaded a Corrective Action Plan Draft	Resolution Plan Contact	When USDA has uploaded a Corrective Action Plan draft that the S/T needs to review and respond to in HeMP.
USDA Hemp Production Program: Your Resolution Plan is Now Active	Resolution Plan Contact	When the S/T Corrective Action Plan is active.
USDA Hemp Production Program: Resolution Plan Has Been Enhanced	Resolution Plan Contact	When a S/T Corrective Action Plan has been enhanced due to additional Violations/Corrective Actions and the end date of the Plan has been updated.
USDA Hemp Production Program: Resolution Plan Has Been Resolved	Resolution Plan Contact	When a S/T has successfully completed their Corrective Action Plan and no further action needs to be taken.
USDA Hemp Production Program: Failed Resolution Plan	Resolution Plan Contact	When a S/T has failed their Corrective Action Plan

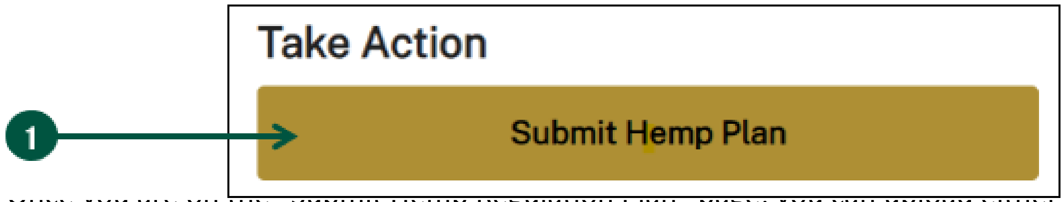
Submit or Waive a Hemp Regulatory Plan

- [ ] Submit a Formal or Informal Draft of a Hemp Regulatory Plan
- [ ] Submit a Formal Hemp Regulatory Plan After Informal Review
- [ ] Waive a Hemp Regulatory Plan
- [ ] Make Requested Revisions to a Reviewed Hemp Regulatory Plan

Submit a Formal or Informal Draft of a Hemp Regulatory Plan (1 of 2)

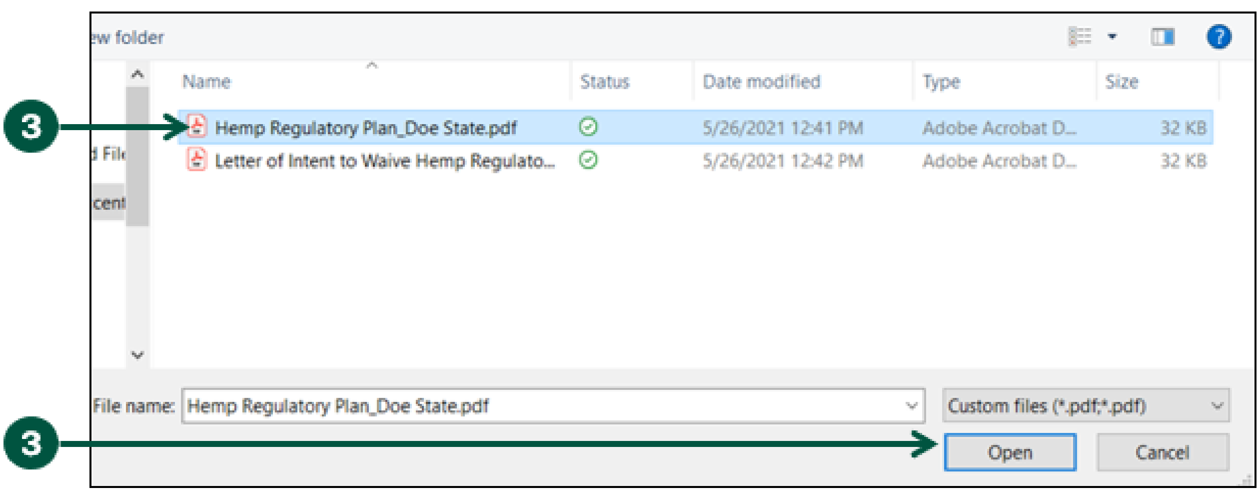
The following instructions detail how to submit a formal or informal hemp regulation plan. Submitting a hemp regulatory plan for informal review is an opportunity for you to receive AMS feedback on all or part of your drafted hemp plan. This is an optional step you may take and will not begin the congressionally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

1. **Click** "Submit Hemp Plan" under "Take Action" on the right side of HeMP.

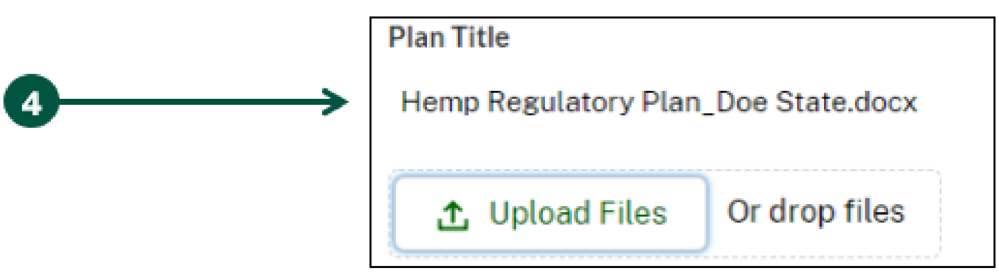


2. Once you are on the "Submit Hemp Regulation Plan" page, you can upload either a PDF (.pdf) or Microsoft Word (.doc) of your hemp regulatory plan. **Click** "Upload Files".

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

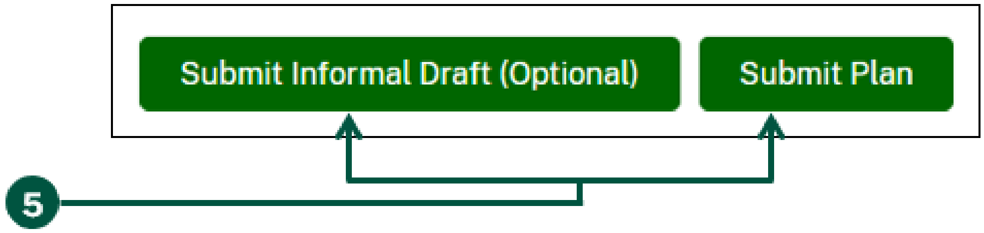


4. Your file name should appear under "Plan Title". If you need to replace the file shown, go through steps 4 and 5 again.



Submit a Formal or Informal Draft of a Hemp Regulatory Plan (2 of 2)

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

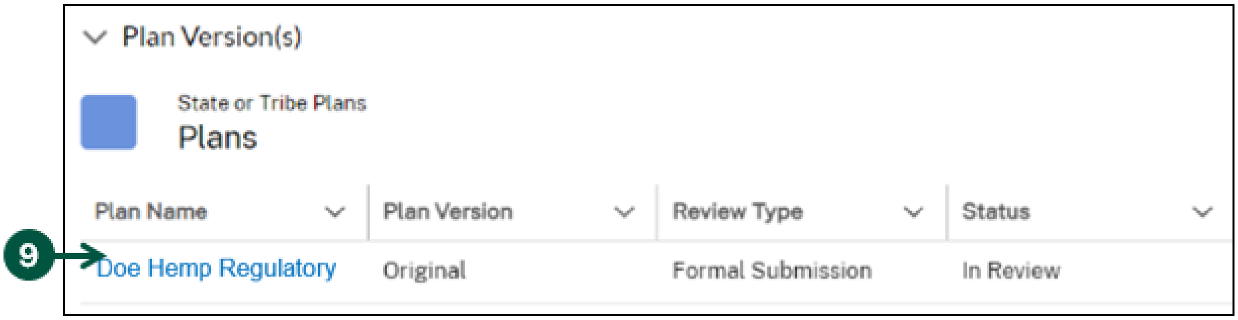


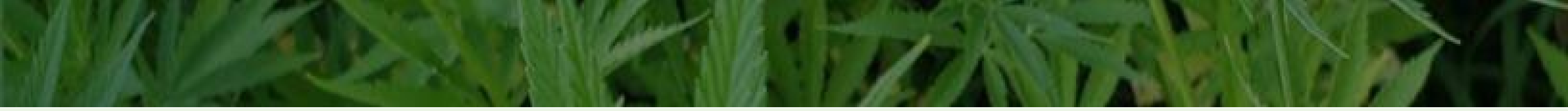
6. Once you see the Sign & Submit pop-up, **click** the box to the left of “I certify the above statement” then **click** “Submit” to submit your plan.

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

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

9. **Click** your plan under “Plan Name” to view additional details about your hemp regulatory plan submission.



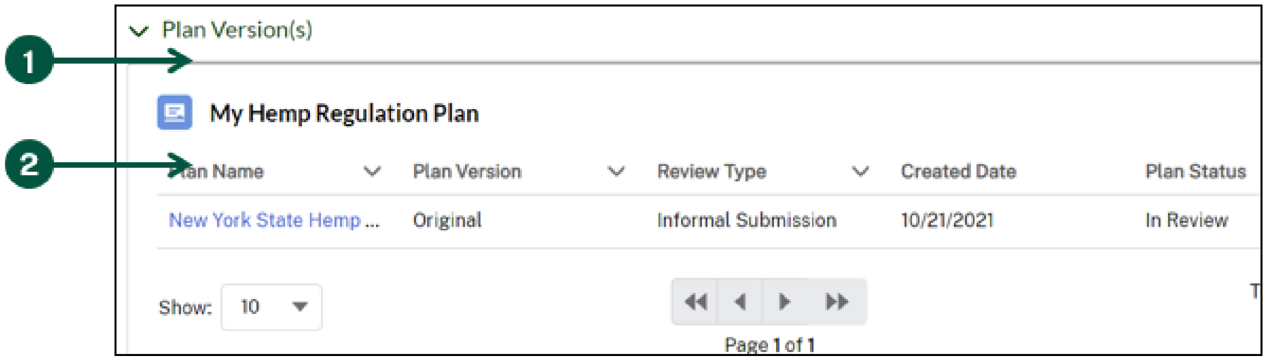


Submit a Formal Hemp Regulatory Plan After Informal Review (1 of 3)

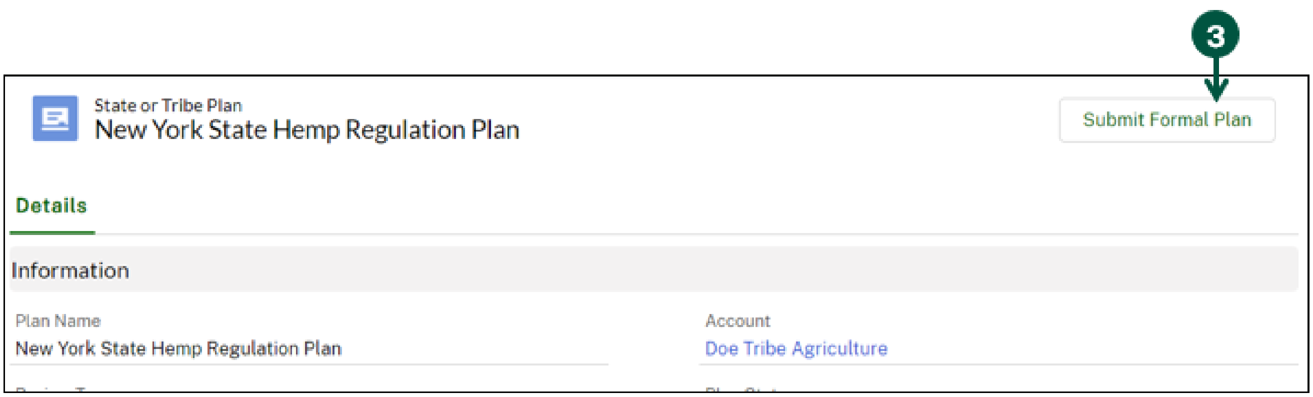
Submitting a hemp regulatory plan for informal review is an opportunity for you to receive AMS feedback on all or part of your drafted hemp plan. For instructions on submitting an informal draft, see Page 36. Once your informal draft has been submitted and USDA has reviewed the draft, you can submit a formal plan by using the following steps.

1. From your homepage, **navigate** to "My Hemp Regulatory Plan".

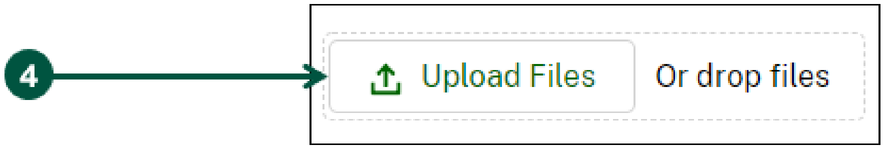
2. **Find** and **click** the blue "Plan Name" link of the informal draft you previously submitted to USDA.



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

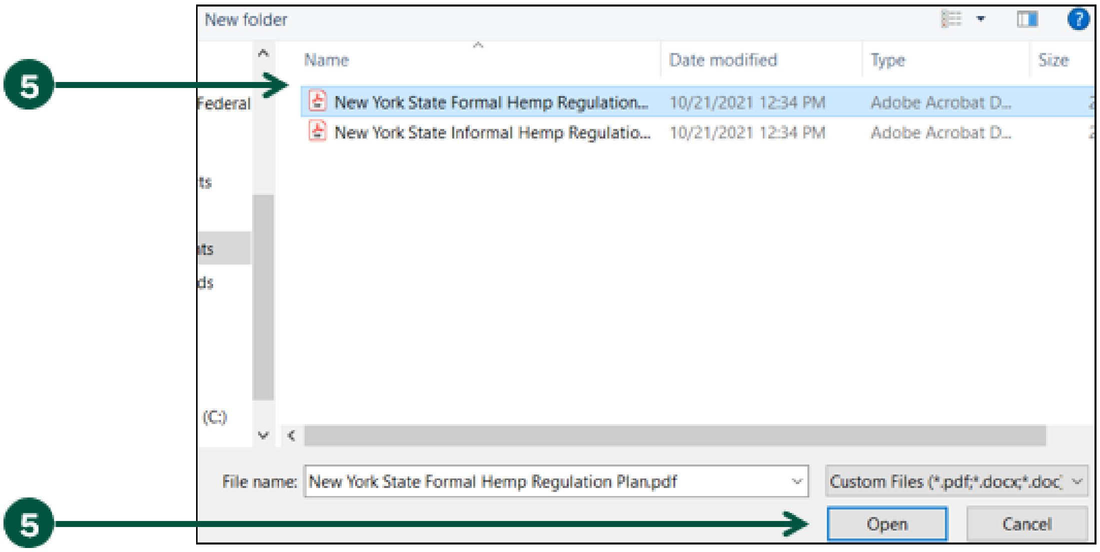


4. Once you are on the "Submit Formal Plan" page, you can upload either a PDF (.pdf) or Microsoft Word (.doc) of your formal plan. **Click** "Upload Files".

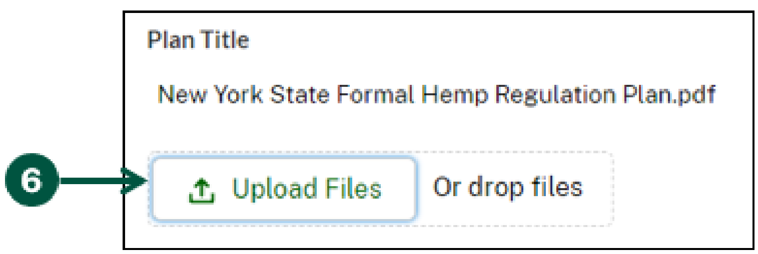


Submit a Formal Hemp Regulatory Plan After Informal Review (2 of 3)

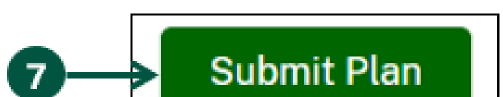
5. From your documents, **find** the file you would like to upload. **Click** the file and then **click** “Open”.



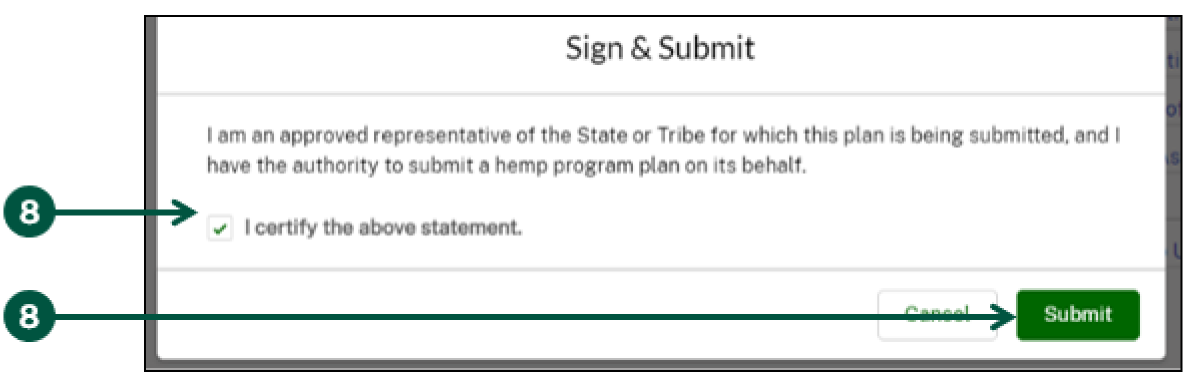
6. Your file name should appear under “Plan Title”. If you need to replace the file shown, go through steps 4 and 5 again.



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



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

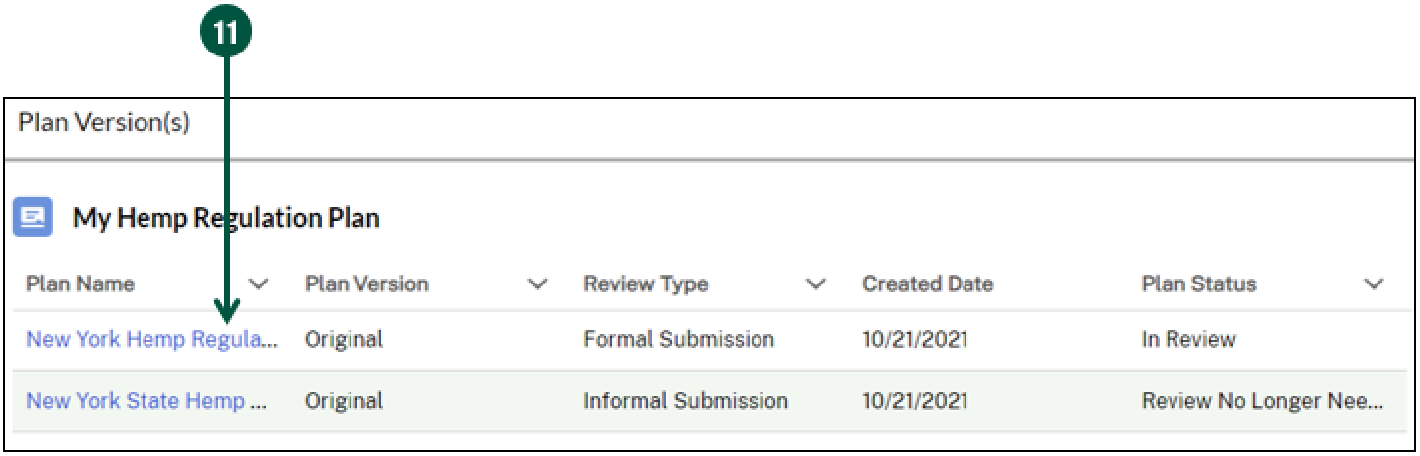


Submit a Formal Hemp Regulatory Plan After Informal Review (3 of 3)

9. You will then see a notification at the top of your screen indicating that your plan was successfully uploaded.

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

11. **Click** your plan under "Plan Name" to view additional details about your hemp regulatory plan submission. Note: You should now see both your informal and formal hemp regulation plan in this section.

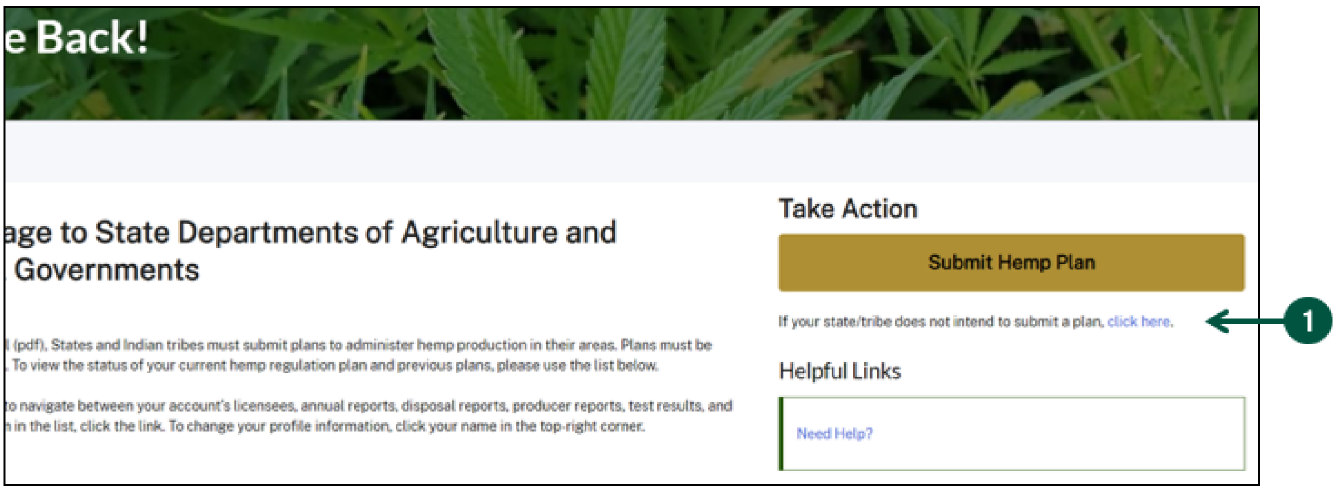


Plan Name	Plan Version	Review Type	Created Date	Plan Status
New York Hemp Regula...	Original	Formal Submission	10/21/2021	In Review
New York State Hemp ...	Original	Informal Submission	10/21/2021	Review No Longer Nee...

Waive a Hemp Regulatory Plan (1 of 2)

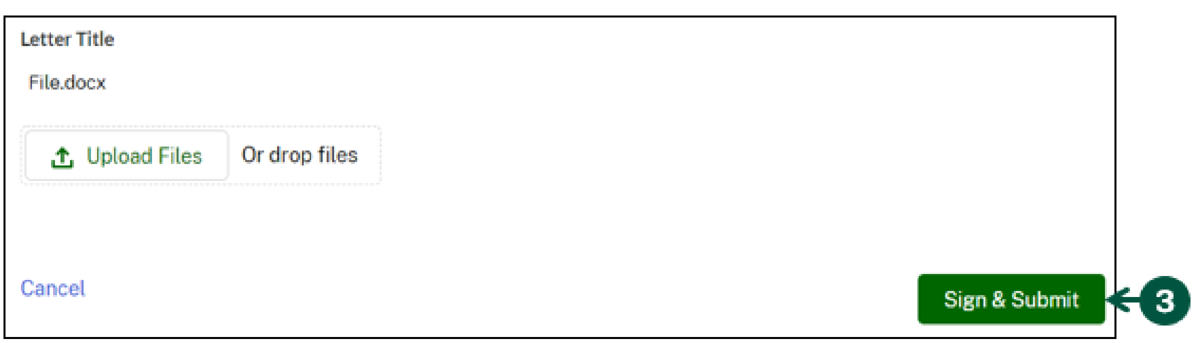
If you do not intend to submit a hemp regulatory plan for review and approval by the USDA, use the following steps to waive your plan. Before beginning these instructions, you must finalize a document that describes your intent to waive your plan and have it saved to your computer.

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



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

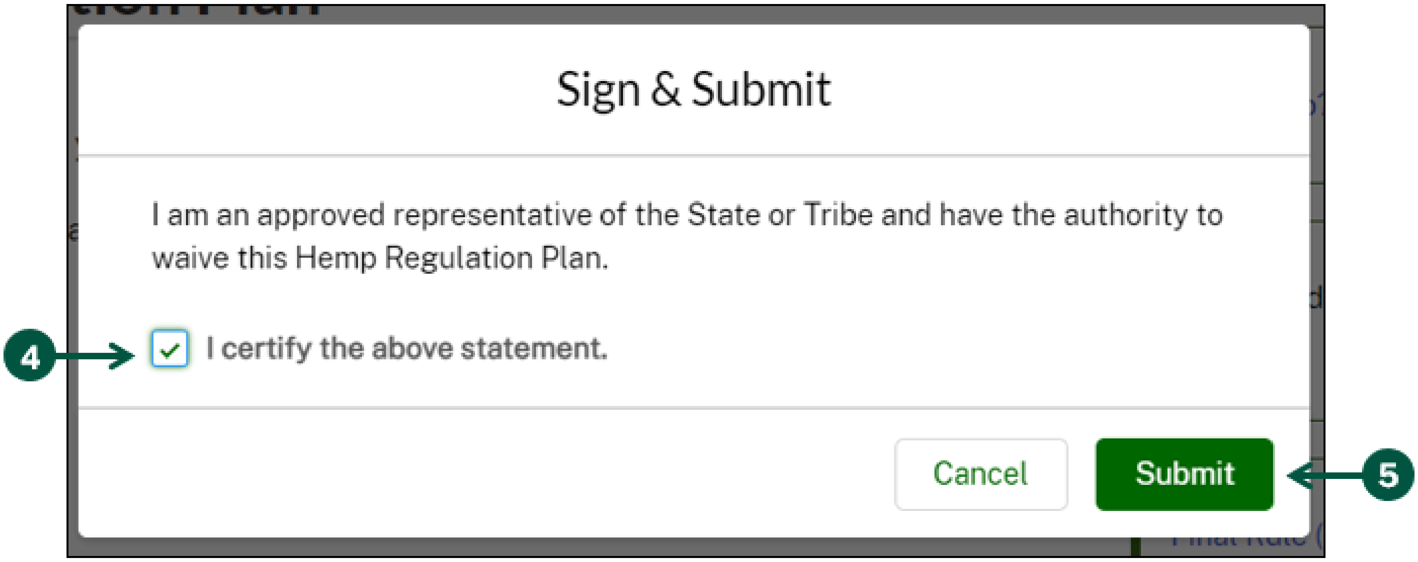
3.

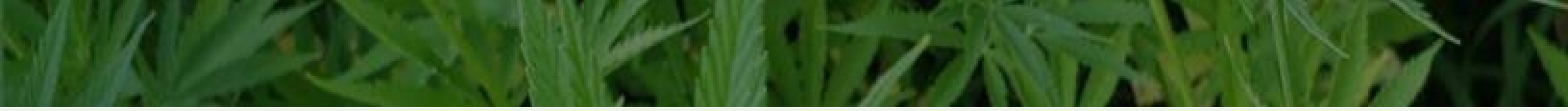


Waive a Hemp Regulatory Plan (2 of 2)

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

5. **Click** “Submit”.



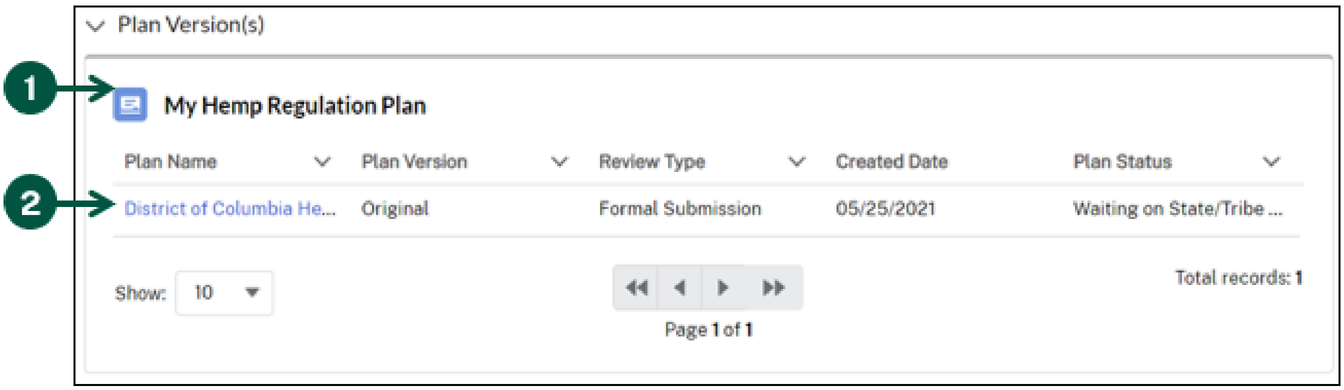


Make Requested Revisions to a Reviewed Hemp Regulatory Plan (1 of 3)

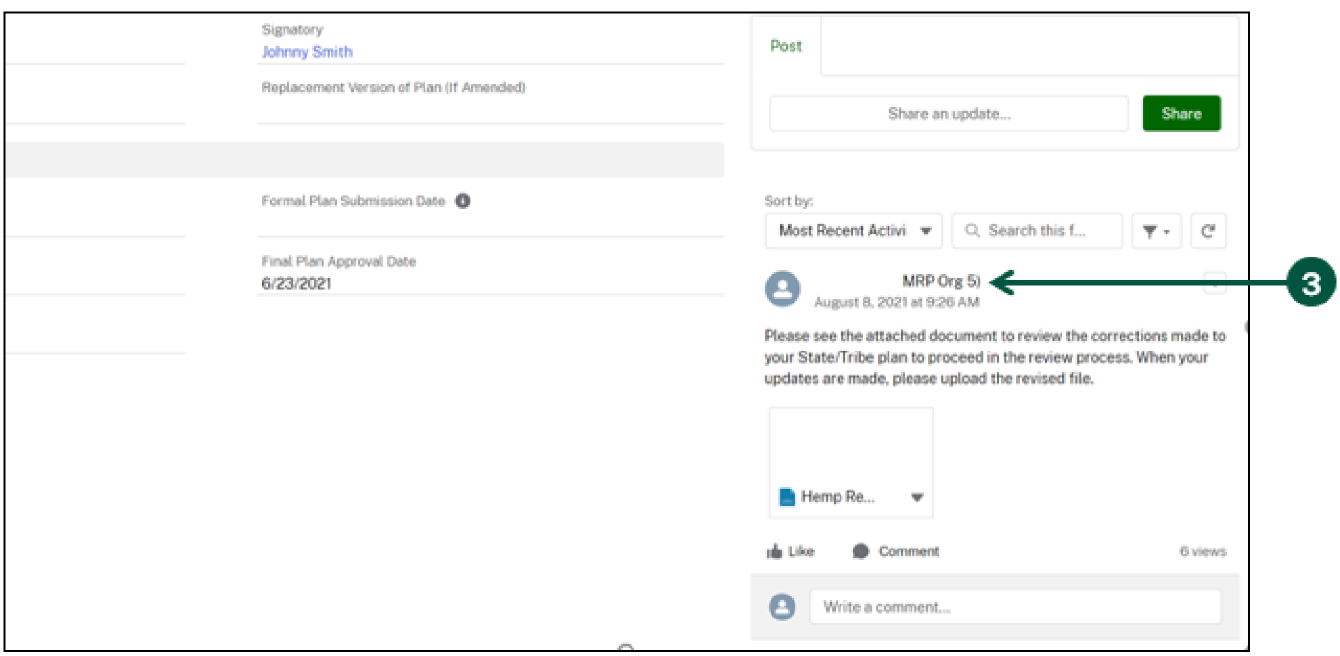
After USDA reviews your submitted hemp regulatory plan or informal draft and determines that corrections must be made, you will receive an email notifying you that the requested revisions are available. You can either access the corrections by clicking the link in the email or logging into HeMP directly.

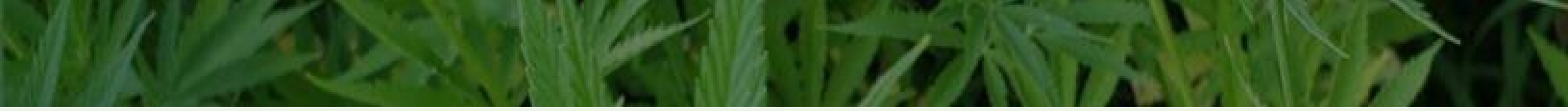
1. From your homepage, **navigate** to the “My Hemp Regulatory Plan” section to view your hemp regulatory plans.

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



3. **Scroll down** the State or Tribe Plan page to find where USDA has made comments. Review those comments and **click** any of the files included with the requested revisions. Note: If you would like to write a response back to USDA, use the “Write a comment…” section.

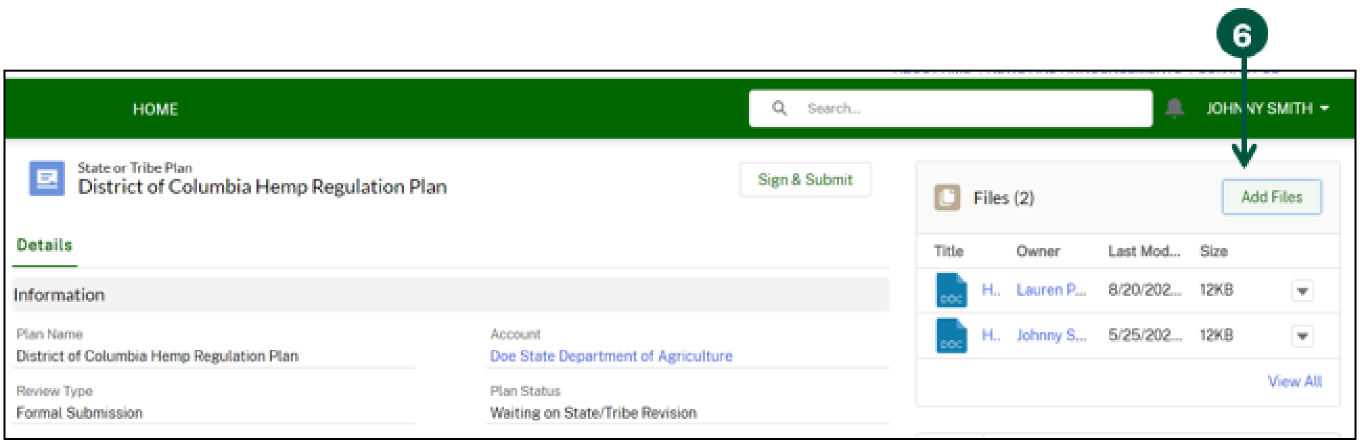




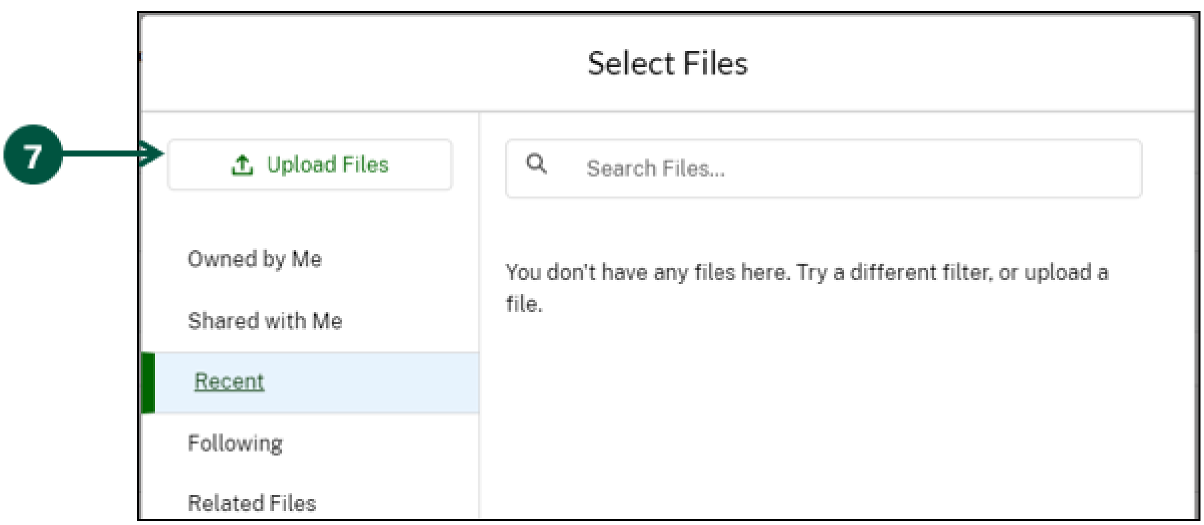
4. Based on the required revisions, make the updates to your plan and **save** that document to your computer.

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

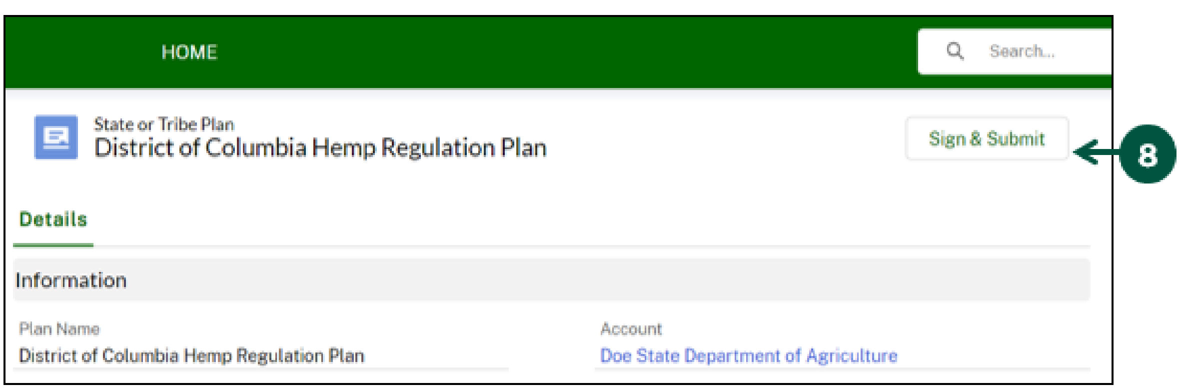
6. **Click** “Add Files”.



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



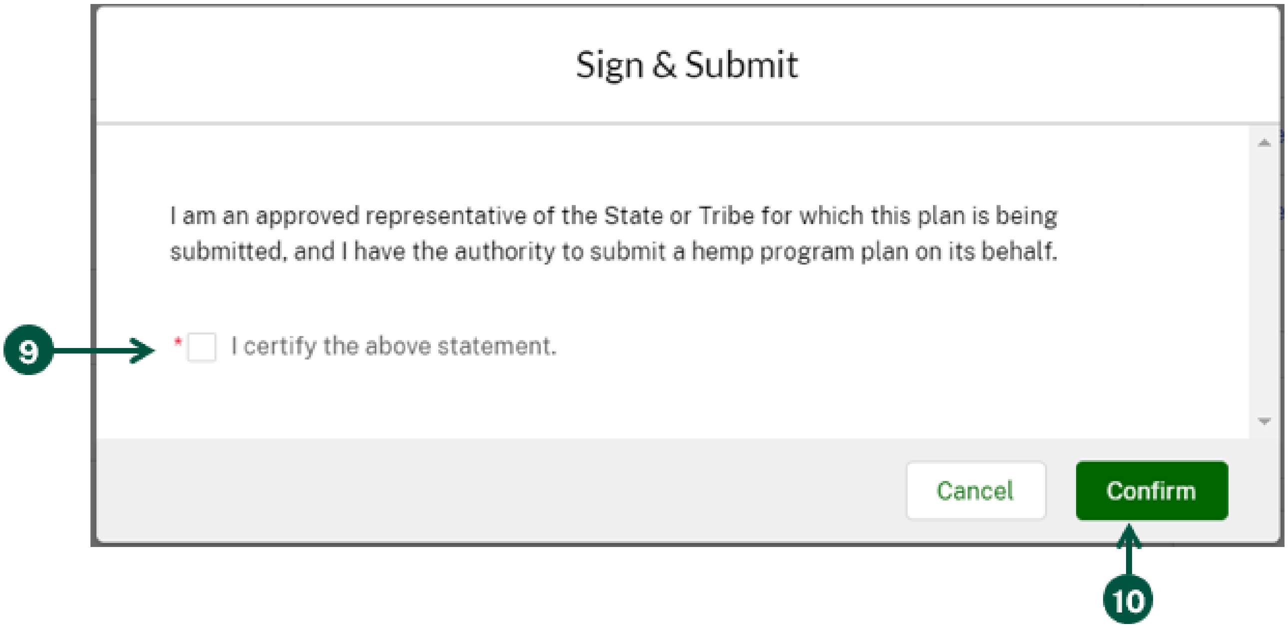
8. Once your new plan is uploaded for review, **click** “Sign & Submit”.



Make Requested Revisions to a Reviewed Hemp Regulatory Plan (3 of 3)

9. Once you see the “Sign & Submit” pop-up, **check** the box to certify the statement.

10. **Click** “Submit” at the bottom right to submit your revised plan.



Manage Approved Hemp Regulatory Plan

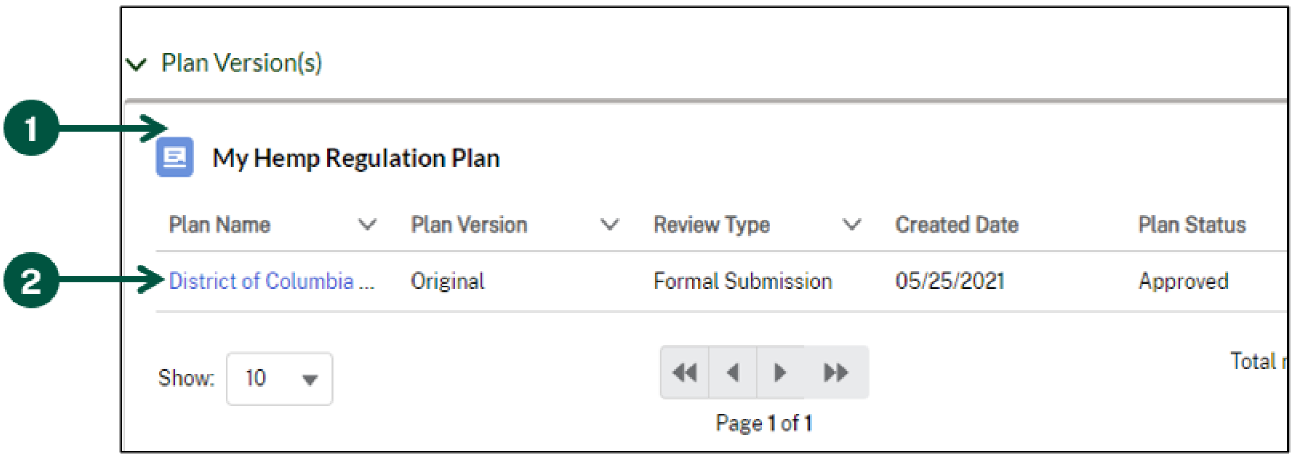
- [ ] **View Hemp Regulatory Plan Certificate**
- [ ] **Amend a Hemp Regulatory Plan**
- [ ] **Withdraw a Hemp Regulatory Plan**

View Hemp Regulatory Plan Certificate (1 of 2)

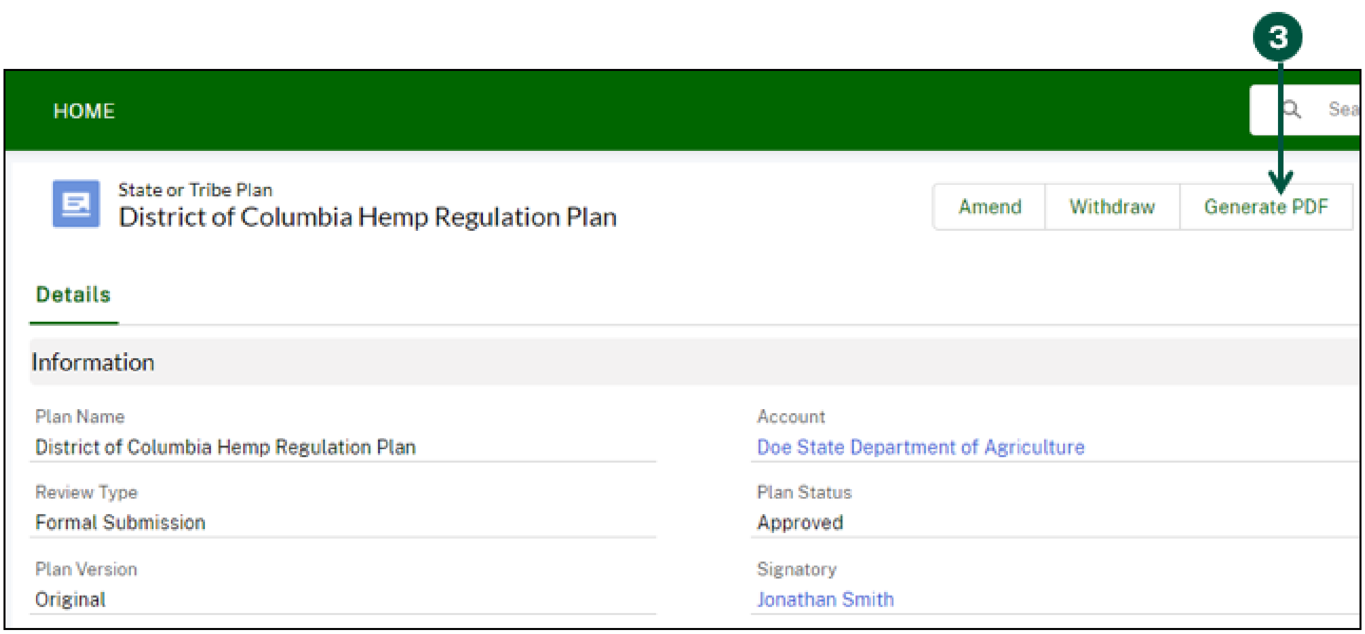
Once a hemp plan has been approved, you can access your hemp regulatory plan certificate by taking the following steps.

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

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



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

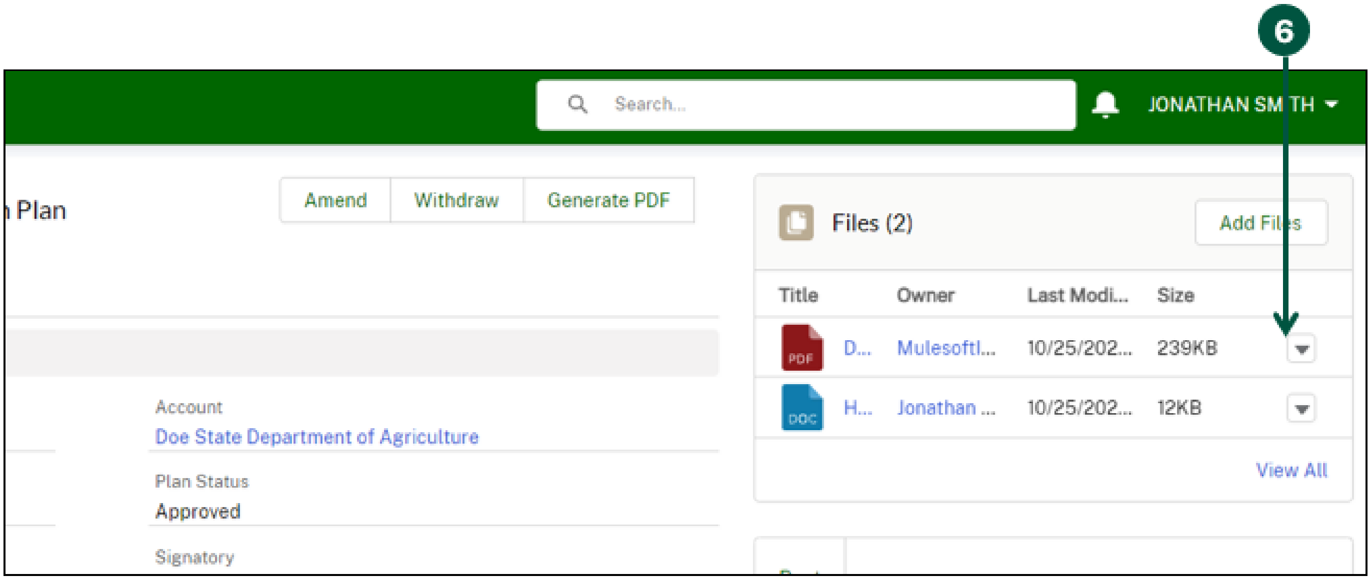


4. A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF of your certificate to be generated. You may need to also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

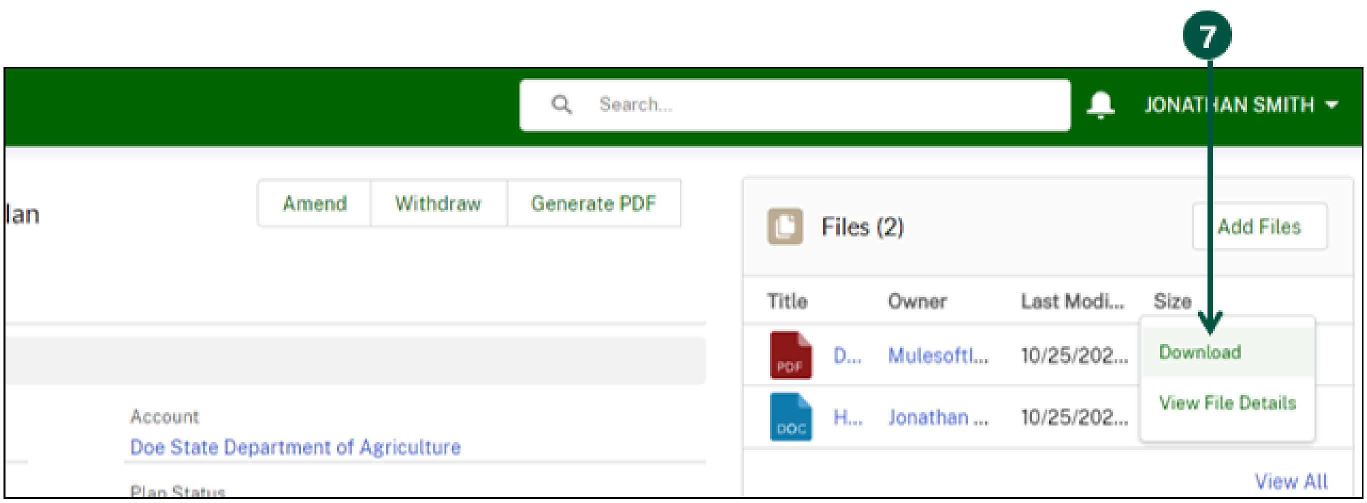
View Hemp Regulatory Plan Certificate (2 of 2)

5. Once the PDF is generated, it will be available as a PDF in the “Files” section.

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



7. **Click** “Download” to download a copy of the plan certificate.

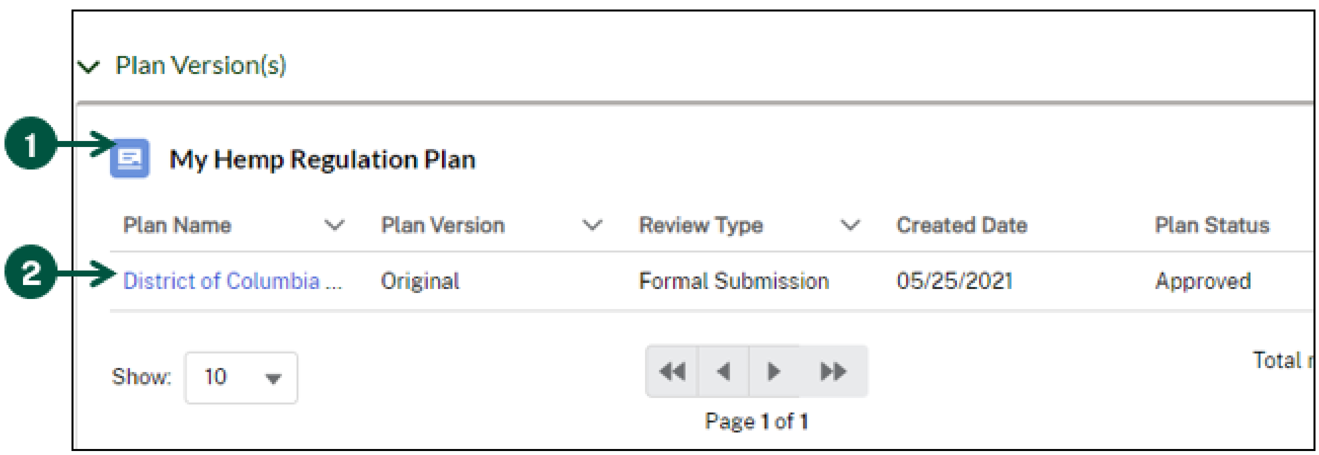


Amend a Hemp Regulatory Plan (1 of 3)

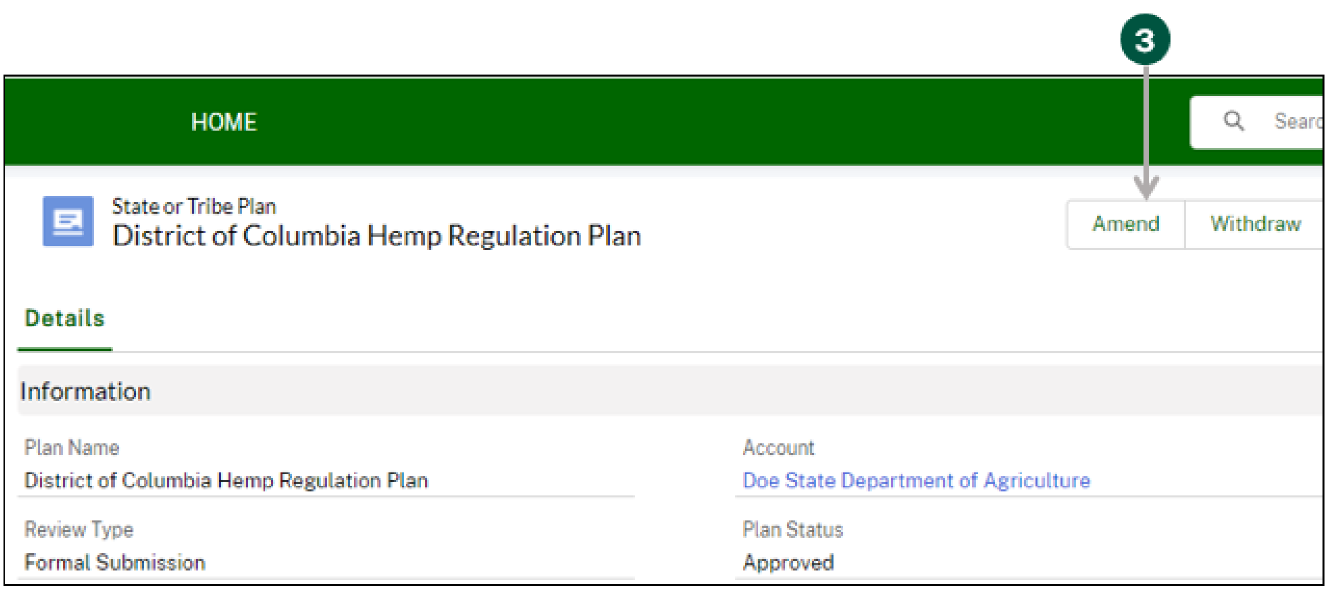
A hemp plan should be amended if a State or Indian Tribe makes substantive revisions to its plan or its laws which alter the way the plan meets the requirements of the Final Rule, a State or Tribal government must re-submit the revised plan for USDA approval. Such re-submissions should be provided to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

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

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

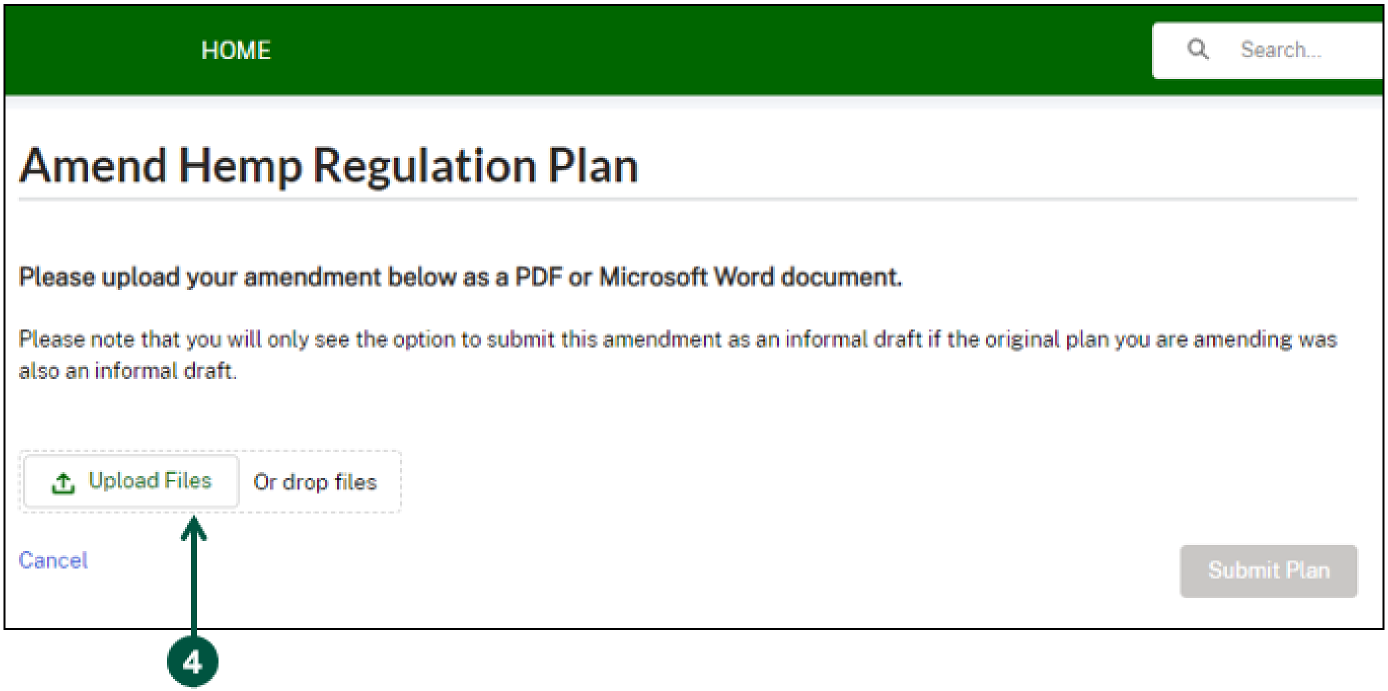


3. **Click** “Amend” on the right side of the page.

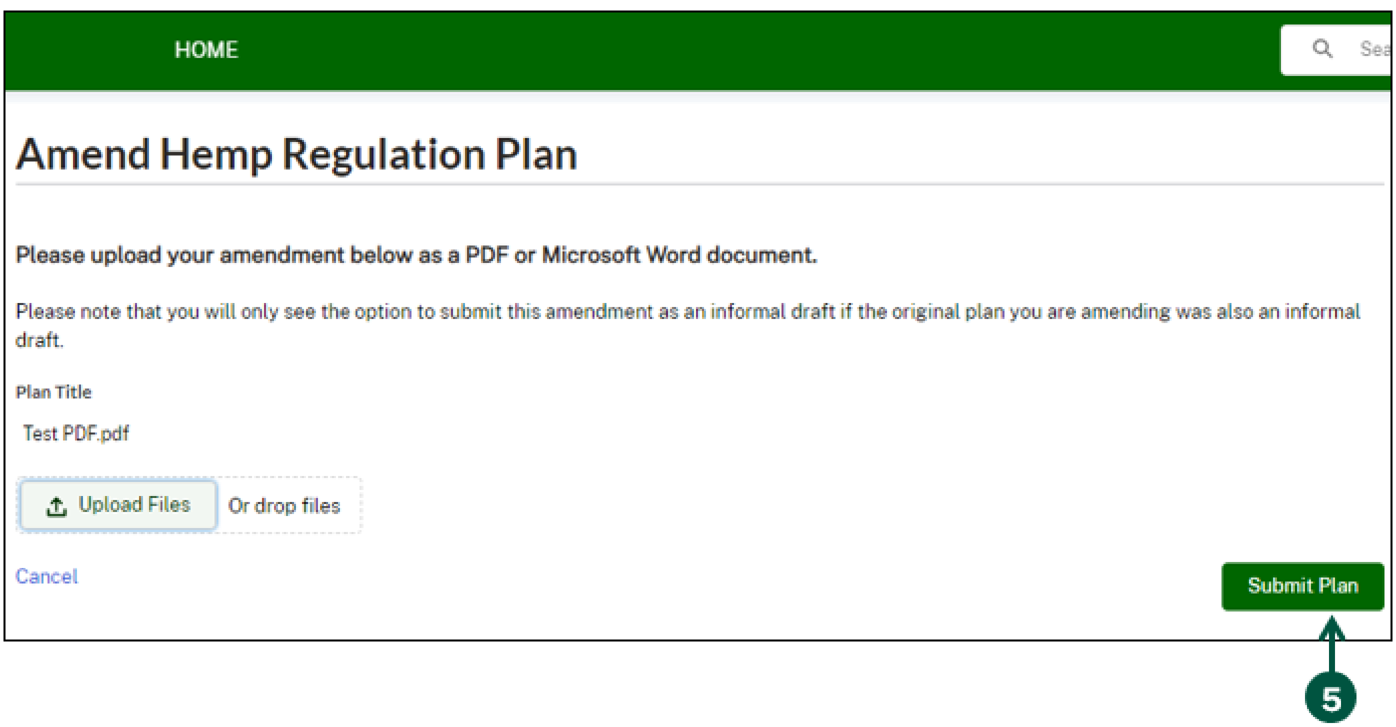


Amend a Hemp Regulatory Plan (2 of 3)

4. **Click** “Upload Files” to upload your amendment as a PDF or Microsoft Word document.



5. After you have successfully uploaded your amended plan, you will see the file name under “Plan Title”. **Click** “Submit Plan” to the right to submit your amended plan.



6. Once you see the “Sign & Submit” pop-up, **check** the box to certify the statement.

7. **Click** “Submit” at the bottom right to submit your amended hemp regulatory plan.

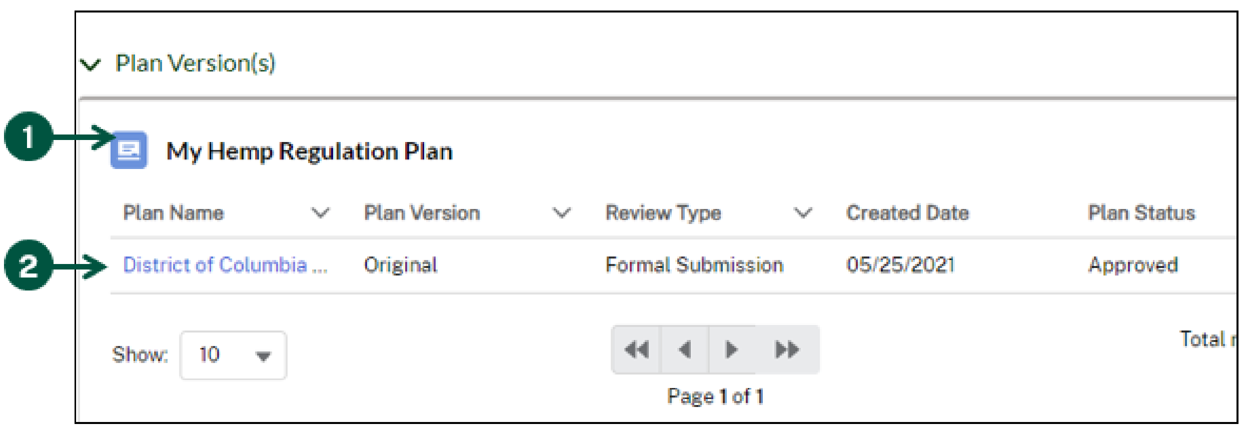
Withdraw a Hemp Regulatory Plan (1 of 3)

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

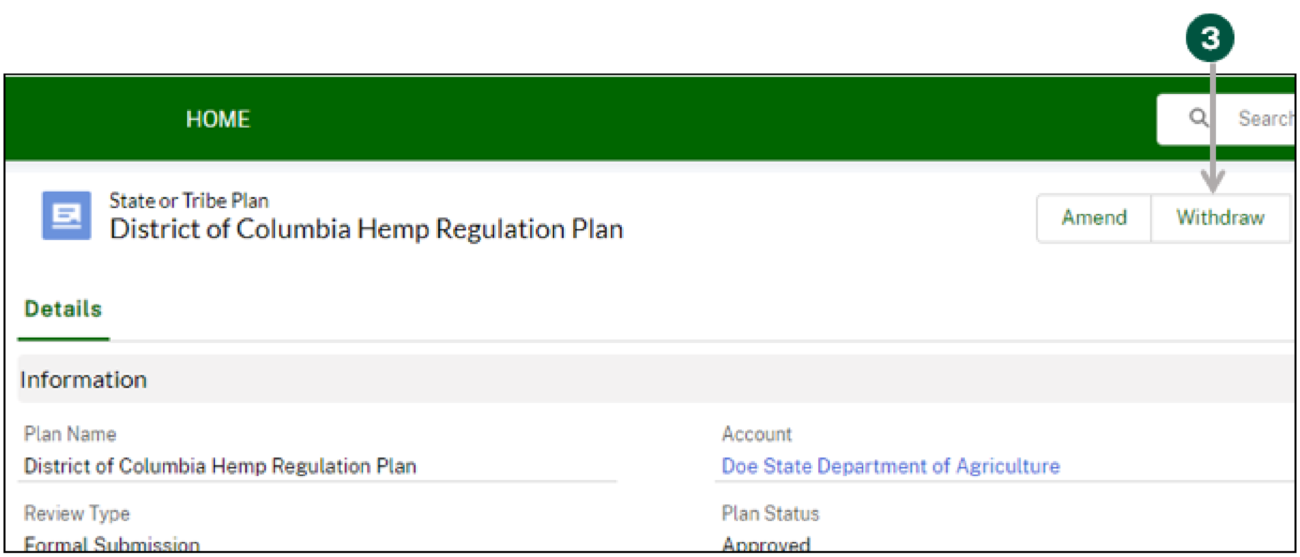
Before proceeding with these steps, please ensure the producers in your State or Tribal territory have applied for a license with USDA through the HeMP system. Upon completing the withdrawal process, your hemp plan will be waived immediately and all licenses under your plan will be inactivated.

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

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

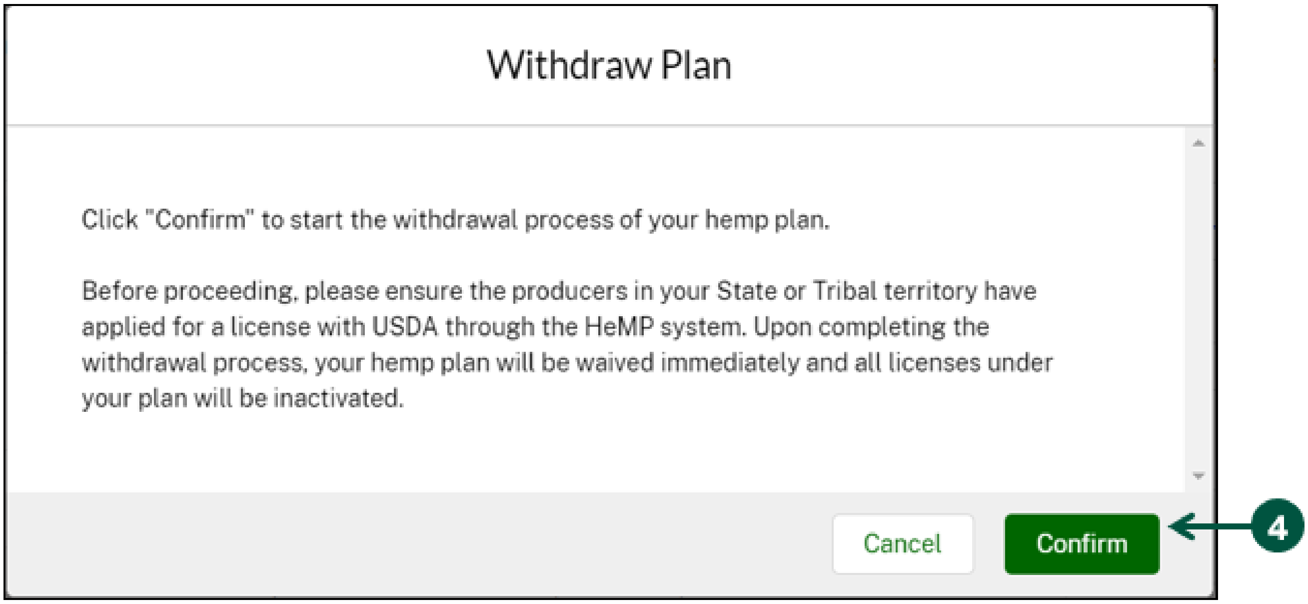


3. **Click** “Withdraw” on the right side of the page.



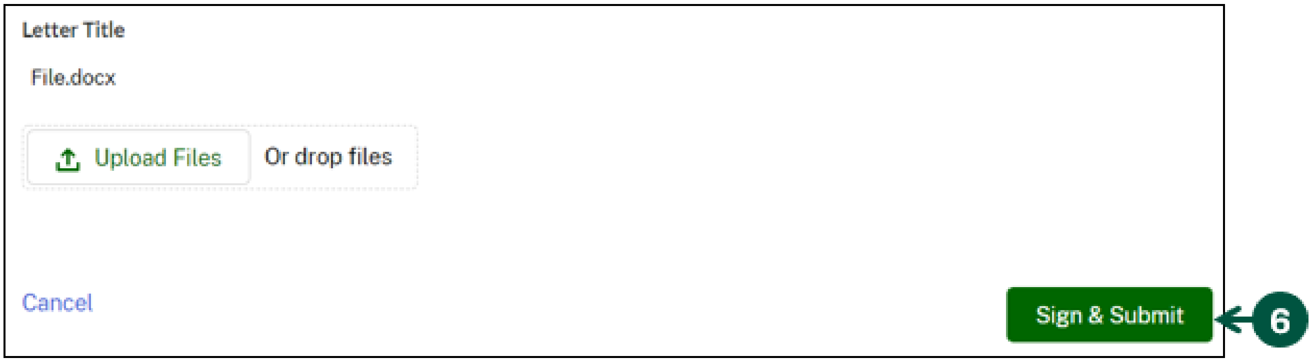
Withdraw a Hemp Regulatory Plan (2 of 3)

4. Once you see the “Withdraw” pop-up, **click** “Confirm”.



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

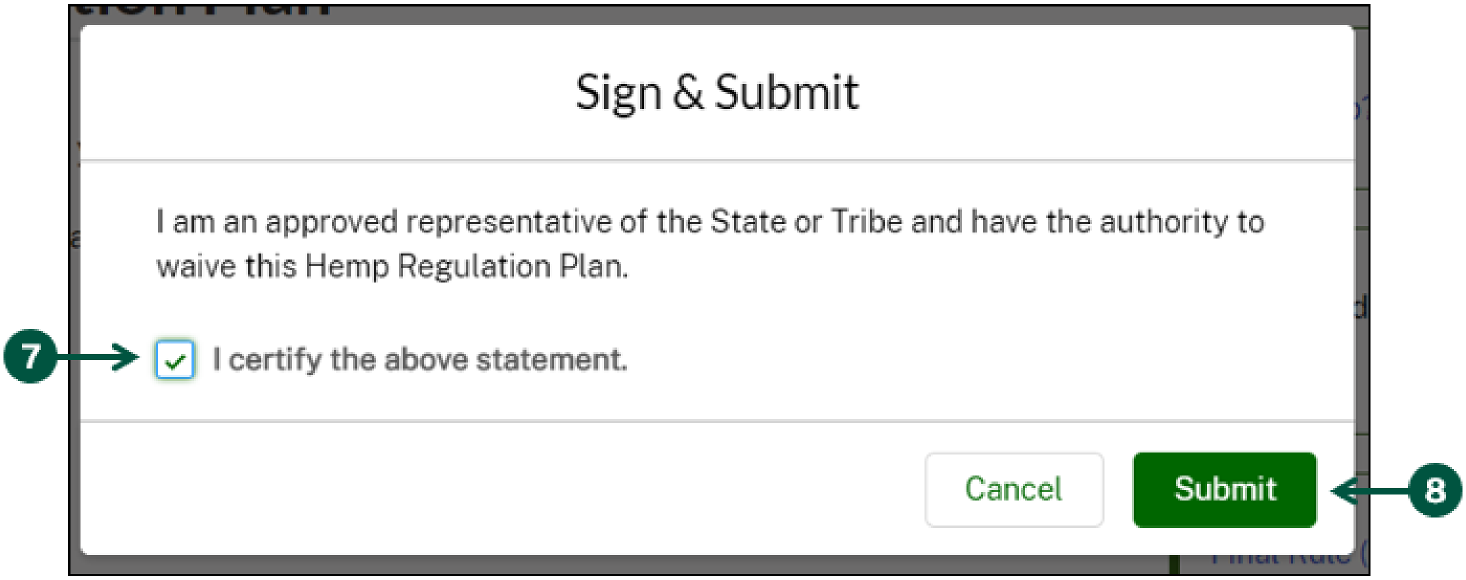
6. Once your file is uploaded, **click** “Sign & Submit” .



Withdraw a Hemp Regulatory Plan (3 of 3)

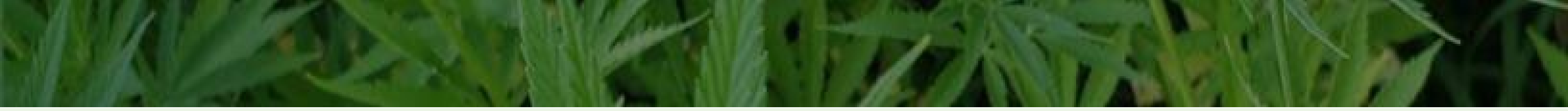
7. Once you see the “Sign & Submit” pop-up, **click** the checkbox next to “I certify the above statement.”.

8. **Click** “Submit”.



Submit Reports

- [ ] Add Producers to a Producer Report (AMS-23)
- [ ] Submit a Producer Report (AMS-23)
- [ ] Submit a Disposal/Remediation Report (AMS-24)
- [ ] Submit an Annual Report (AMS-25)
- [ ] Access Submitted Report PDF



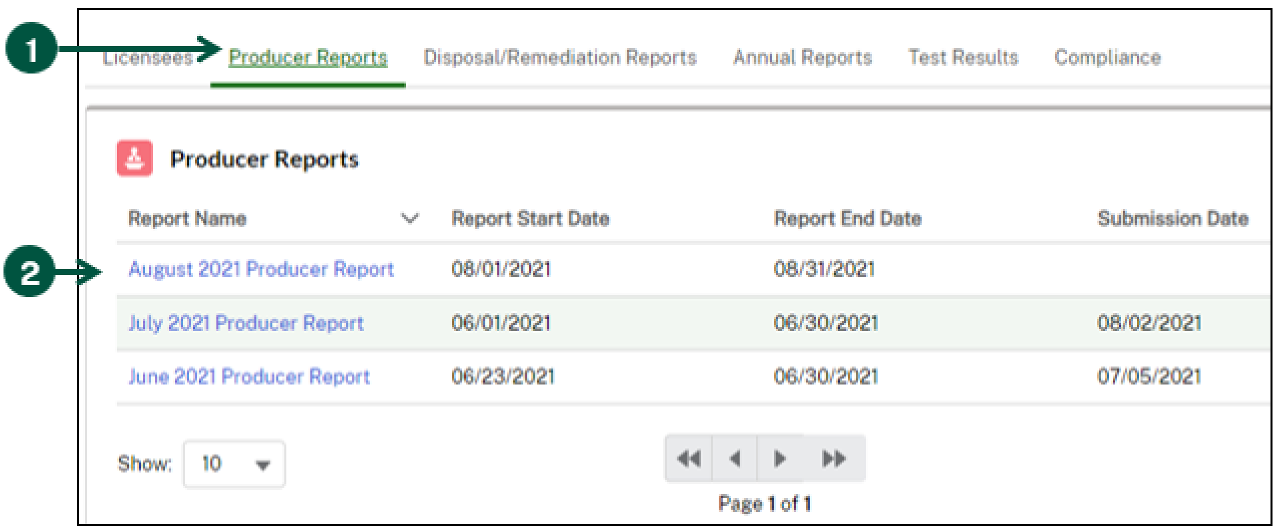
Add Producers to a Producer Report (AMS-23): Add Individually (1 of 3)

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

To add new producers, you will have the option to add them individually or upload producers in bulk. If you would like to add producers individually, use the following instructions. If you would like to bulk upload producers, **go** to Page 59.

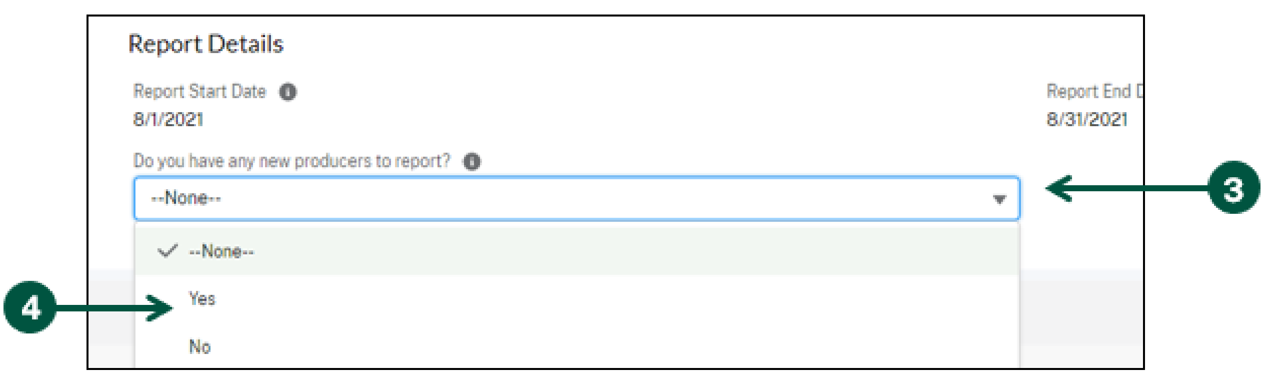
1. From the homepage, **scroll down** to find and **click** the “Producer Reports” tab.

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



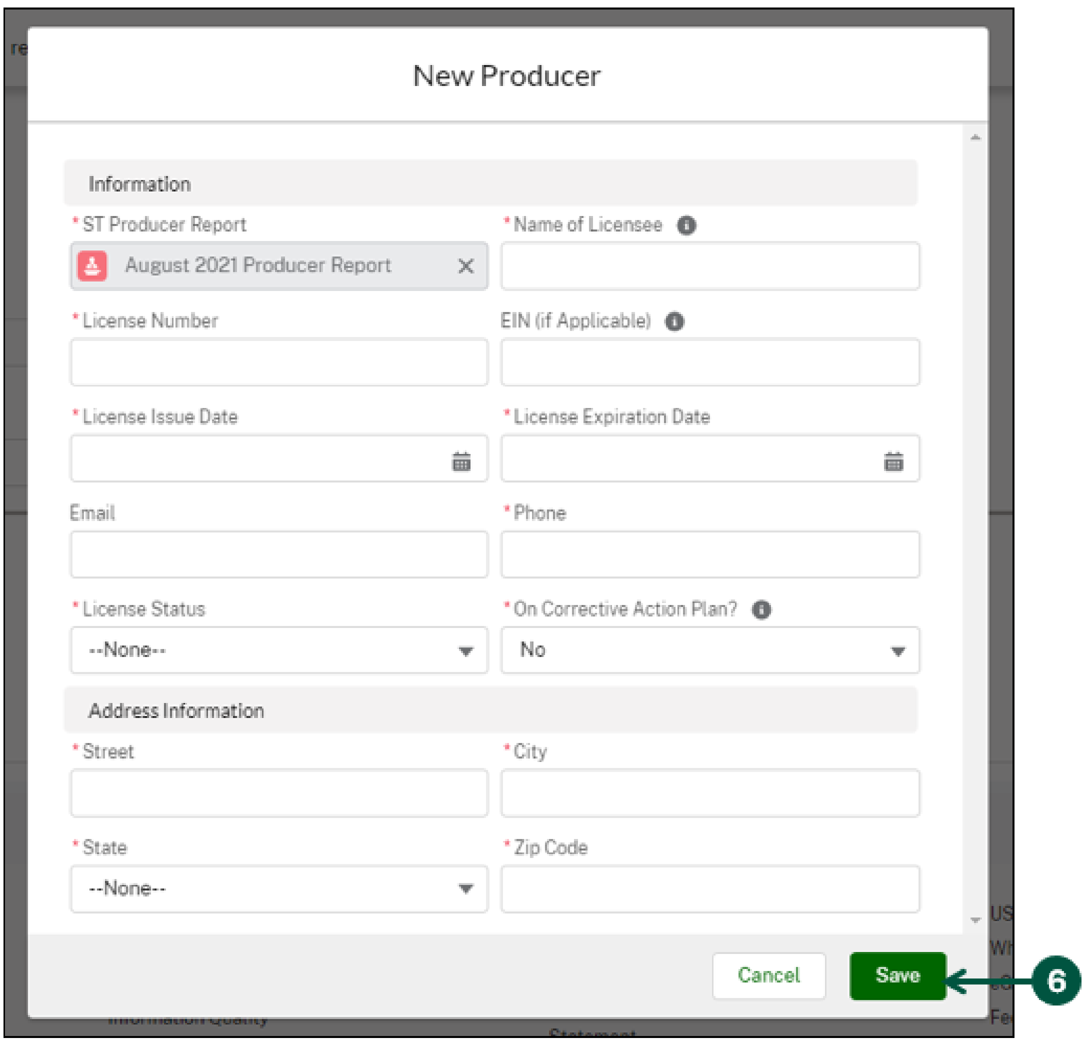
3. ” drop-down menu.

4. **Select** “Yes” or “No”. Note: If you would like to bulk upload multiple producers, **skip** to Step 5 on Page 59. Note: If you do not have any new producers to report, choose “No” and click “Submit” on the right side of the page. You are done completing the report and do not have to complete the remaining instructions.



5. **Select** “Add Producer Individually”.

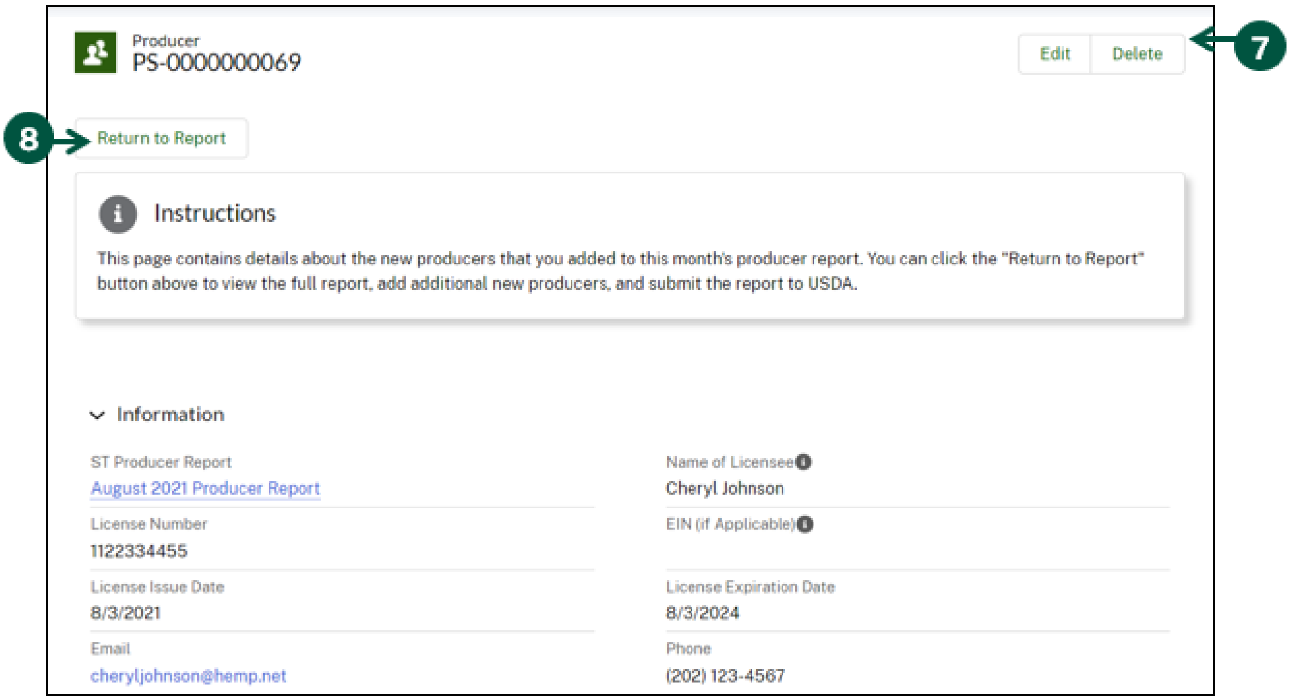
6. Once you see the “New Producer” pop-up, **enter** all requested information about the new producer you are reporting then **select** “Save”.



Add Producers to a Producer Report (AMS-23): Add Individually (3 of 3)

7. You will be directed to the “Producer” page of the license you just entered, **review** the information you entered. If you would like to edit the producer information, **click** “Edit”. If you would like to delete this producer, **click** “Delete”.

8. Once you are done reviewing the producer information, **click** “Return to Report”.



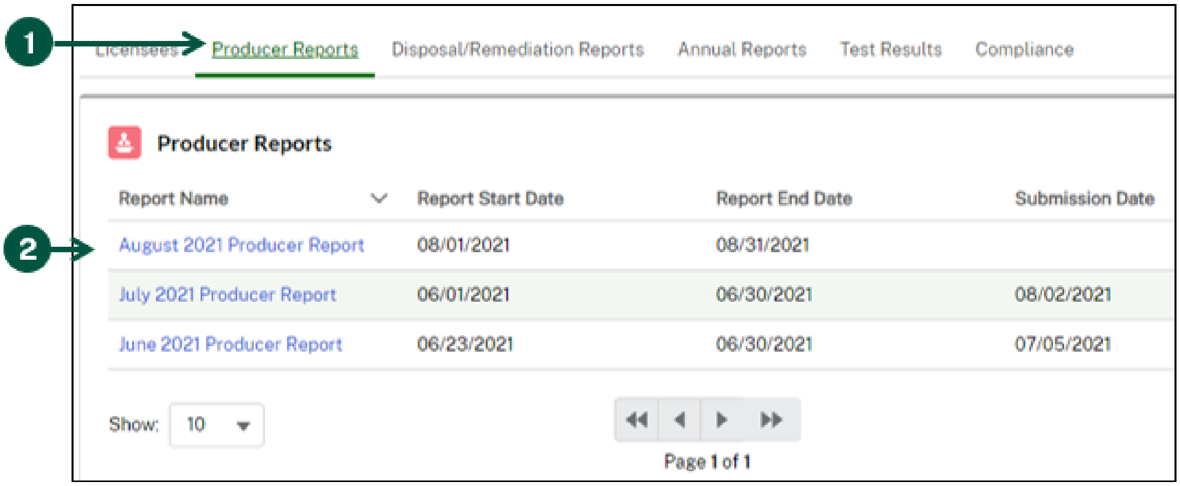
9. You will be directed back to the “Producer Report” page, **repeat** Steps 5-8 for each new producer you would like to report individually. Note: You can click “Save” on the right side of your screen at any time to save and come back to your Producer Report at a later time.

Note: If you would like to bulk upload producers **see** Step 5 on Page 59. If you have finished adding all your new producers, **skip** to Step 1 on Page 66.

Add Producers to a Producer Report (AMS-23): Bulk Upload (1 of 7)

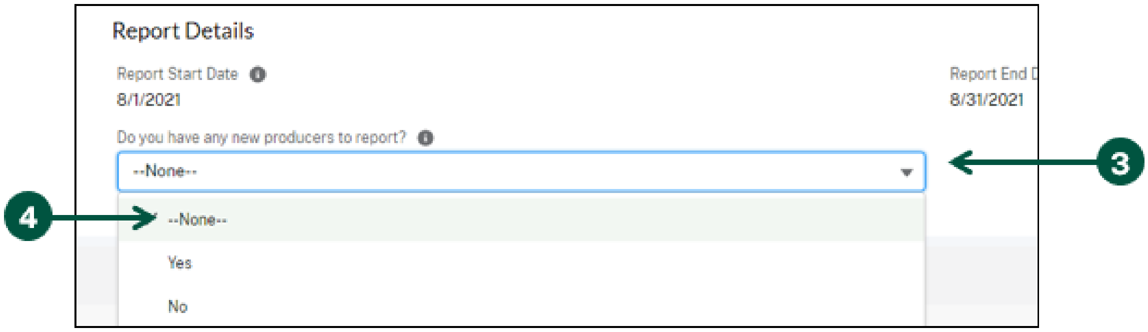
1. From the homepage, **scroll down** to find and **click** the "Producer Reports" tab.

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

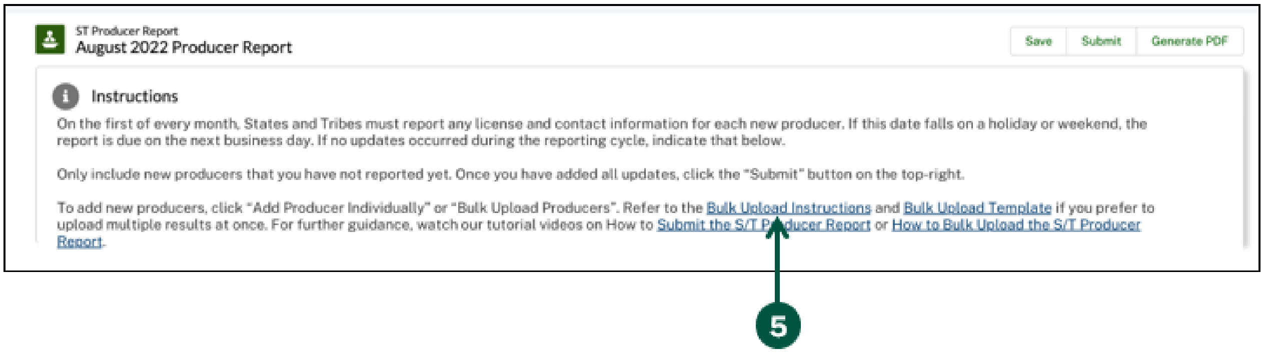


3. Once you are on the "ST Producer Report" page, **click** the "Do you have any new producers to report?" drop-down menu.

4. **Select** "Yes" or "No". Note: If you do not have any new producers to report, choose "No" and click "Submit" on the right side of the page. You are done completing the report and do not have to complete the remaining instructions.



5. **Click** the "Bulk Upload Instructions" link which explains how to populate the "Bulk Upload Template".



Add Producers to a Producer Report (AMS-23): Bulk Upload (2 of 7)

6. **Review** the template field definitions for each column to ensure that you are entering the information in the correct format.

Template field definitions:

Field Label	Field Descriptions	Instructions
Name of Licensee	The producer's full name or the name of the business entity that is licensed.	Include the full name of the producer or business entity as listed on their license.
License Number	The producer's license or authorization number as assigned by the State or Indian Tribe.	Use the producer's license or authorization number as assigned by the State or Tribe. • A license number must be between 1-20 characters; dashes and underscores are accepted. • E.g., 24_0001
EIN (If Applicable)	Employer Identification Number (Tax ID).	Fill in the producer's Employer Identification Number as issued by the Internal Revenue Service. This is for business entities only. **Do not** provide Social Security numbers. Leave this column blank if not applicable. • EIN must be in the format XX-XXXXXXX • E.g., 12-3456789
License Issue Date	Indicates the date when the license was provided.	Ensure that the format of the date is one of the following: • MM/DD/YYYY • YYYY-MM-DD

Template field definitions continued:

Field Label	Field Descriptions	Instructions
License Expiration Date	Indicates the date when the license is no longer valid.	Ensure that the format of the date is one of the following: • MM/DD/YYYY • YYYY-MM-DD
Email	The producer's email.	Fill in the producer's email and ensure that it is in the following format: • Email must be between 1-80 characters • Email must include @ character • E.g., example@example.com
Phone	The producer's primary contact number.	Fill in the producer's primary phone number and ensure it is in the following format: • Must be between 1-40 characters • Numbers, dashes, and parentheses, and spaces are accepted • "Ext:", "ext:", "Ext.", "ext.", "Ext", "ext", and "x" are accepted to denote extensions
License Status	Indicates the current status or standing of the license.	Fill in the current status or standing of the license. Must be an exact match to one of the following values: • Active • Suspended • Revoked • Inactive
On a Corrective Action Plan?	Indicates whether the producer is operating under a Corrective Action Plan as defined under 7 CFR Part 990.	Indicate whether the producer is operating under a Corrective Action Plan. Must be an exact match to one of the following values: • Yes • No

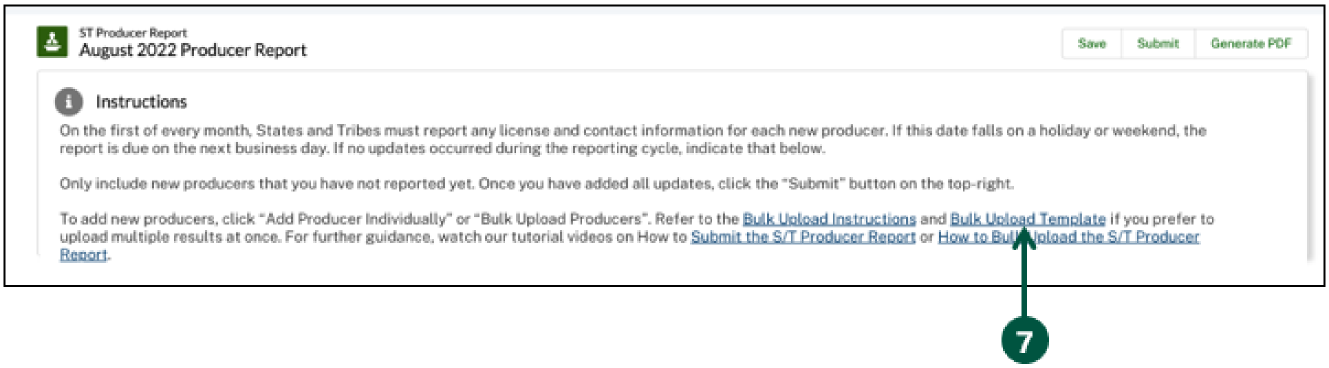
Add Producers to a Producer Report (AMS-23): Bulk Upload (4 of 7)

Template field definitions continued:

Field Label	Field Descriptions	Instructions
Street	The producer's primary shipping street.	Fill in the producer's primary street address and ensure it is in the following format: • Address must be between 1-100 characters; numbers and letters are accepted. • **No commas will be accepted**
City	The producer's primary shipping city.	Fill in the producer's primary city and ensure it is in the following format: • City must be between 1-50 characters; numbers and letters are accepted.
State	The producer's primary State or Territory.	Fill in the producer's primary State or Territory and ensure it is in the following format: • Must be exact State or Territory name. • No abbreviations
Zip Code	The producer's primary zip code.	Fill in the producer's primary zip code and ensure it is in the following format: • Zip code must be between 1-20 characters; numbers and dashes are accepted.

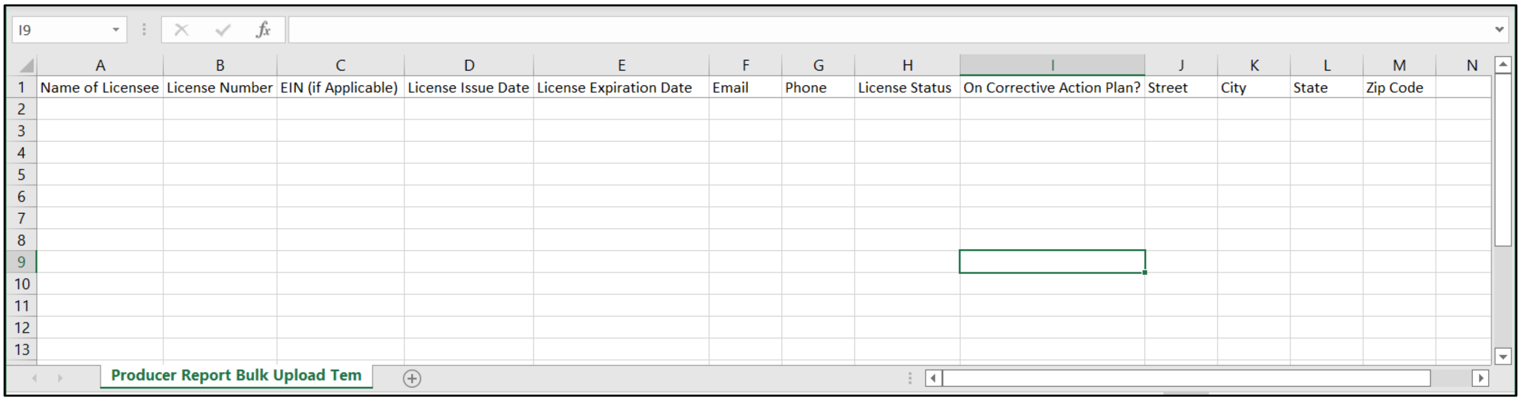
Add Producers to a Producer Report (AMS-23): Bulk Upload (5 of 7)

7. When you have complted reviewing the “Bulk Upload Instructions”, **click** the “Bulk Upload Template” link to download a copy. **Save** as a .csv copy to your computer. Note: only a .csv file will be accepted for uploading. There is a maximum file size allotment of 2 MB or 2,000 rows.



8.

Note: Each single producer should be entered on its own row (e.g., if you have 11 producers to report, there should be 11 rows of information on the template). As you enter in your data, it is recommended you save the file to your computer to avoid losing any important information.

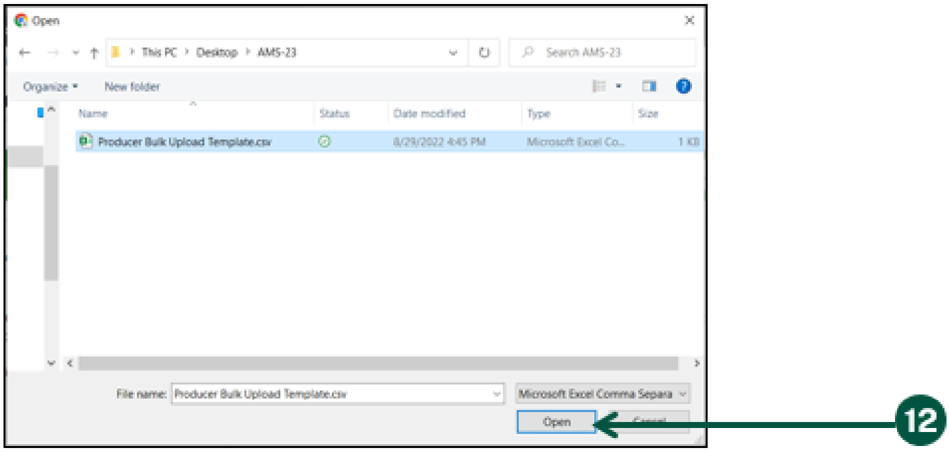


9. When you have completed your data entry, **click** “Save”.

10. **Navigate** back to the HeMP “Producer Report” page and **select** “Bulk Upload Producers”.

11. **Select** "Upload Files"

12. **Choose** your completed producer bulk upload template and **click** "Open".

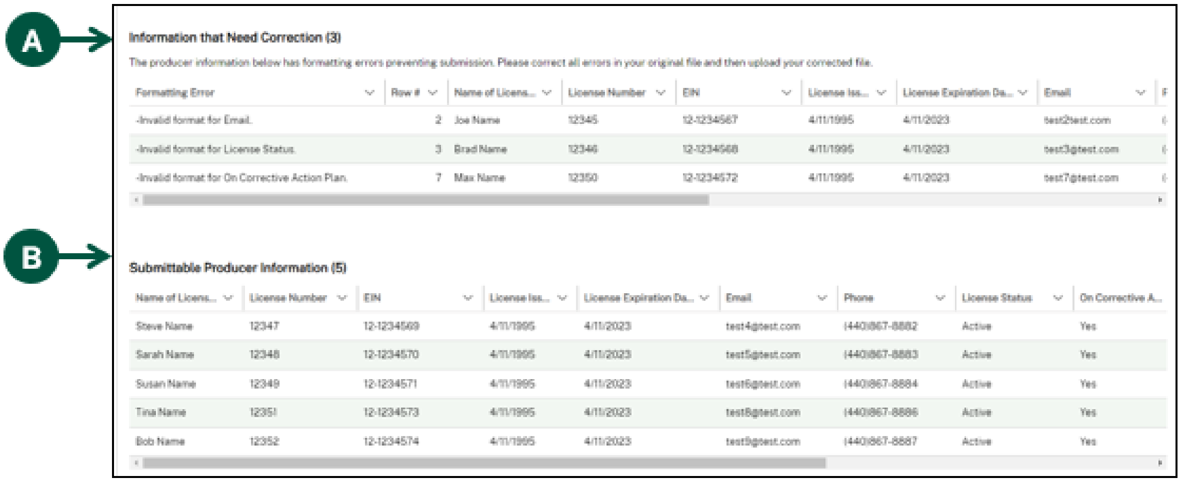


13. Next, the producer information will be separate into either one or two tables:

   A. Information That Needs Correction: Indicates producer information has formatting errors that will need to be addressed before they can be submitted. Brief error explanations will be provided in the first column of the table, and you can refer to the field instructions on Page 60-62 for more specifics on formatting requirements.

   B. Submittable Producer Information: Indicates the producer information was error-free and that it is ready to be submitted.

Note: If all your producer information populates in the "Submittable Producer Information", **skip** to Step 18.



14. If your producer bulk upload template contains errors, **open** your original file, **make** the necessary formatting error corrections, and **save** your corrected file.

15. **Re-upload** your corrected producer bulk upload template using the instructions outlined in Steps 11-12 on Page 64.

16. **See** updated "Information That Needs Correction" and "Submittable Producer Information" sections and **make** additional corrections as needed.

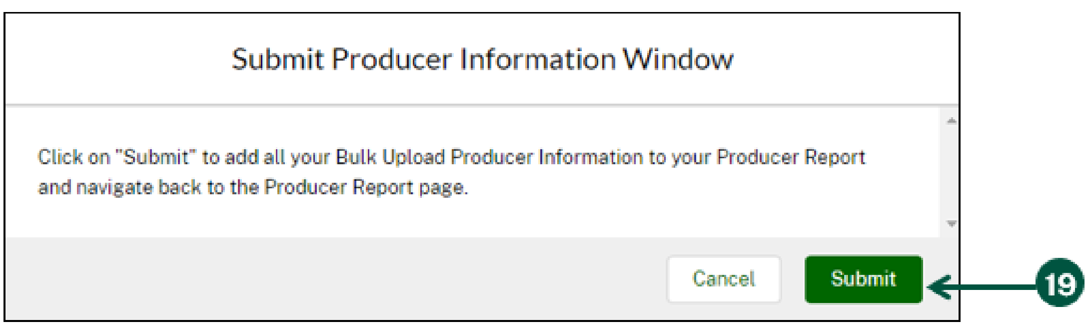
17. Once all producer information is valid and acceptable, all the producer information will populate in the "Submittable Producer Information" section and the "Information That Needs Correction" section will no longer show results.

Submittable Producer Information (8)

Name of Licens...	License Number	EIN	License Iss...	License Expiration Da...	Email	Phone	License Status	On Corrective A...
Joe Name	12345	12-1234567	4/11/1995	4/11/2023	test2@test.com	(440)867-8880	Active	Yes
Brad Name	12346	12-1234568	4/11/1995	4/11/2023	test3@test.com	(440)867-8881	Active	Yes
Steve Name	12347	12-1234569	4/11/1995	4/11/2023	test4@test.com	(440)867-8882	Active	Yes
Sarah Name	12348	12-1234570	4/11/1995	4/11/2023	test5@test.com	(440)867-8883	Active	Yes
Susan Name	12349	12-1234571	4/11/1995	4/11/2023	test6@test.com	(440)867-8884	Active	Yes
Max Name	12350	12-1234572	4/11/1995	4/11/2023	test7@test.com	(440)867-8885	Active	Yes
Tina Name	12351	12-1234573	4/11/1995	4/11/2023	test8@test.com	(440)867-8886	Active	Yes
Bob Name	12352	12-1234574	4/11/1995	4/11/2023	test9@test.com	(440)867-8887	Active	Yes

18. Once all your producer information is listed as submittable, **click** " Submit Producer Information"

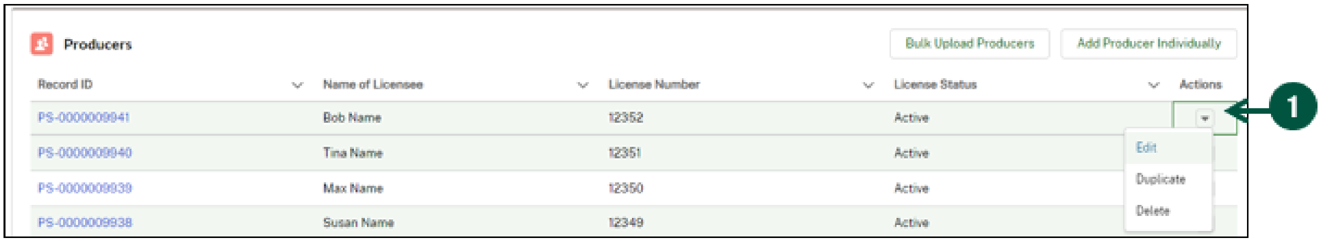
19. **Click** "Submit" on the pop-up window.



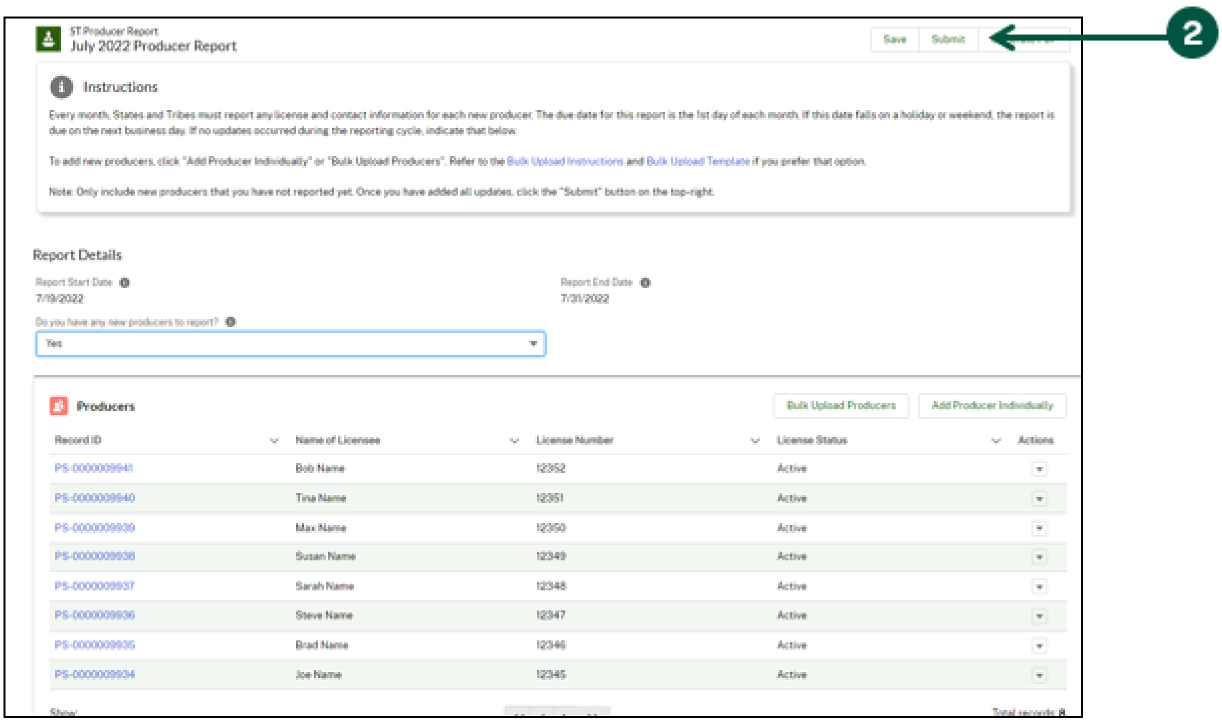
20. You will see a toast message on your "Producer Report" page confirming that you have successfully added the producer information to your Producer Report and the producer information will populate under the "Producers" list on your Producer Report.

Submit a Producer Report (AMS-23)

1. If you need to edit, duplicate, or delete a producer from the "Producers" list, **select** the drop-down under "Actions" and **click** the applicable task you wish to complete.

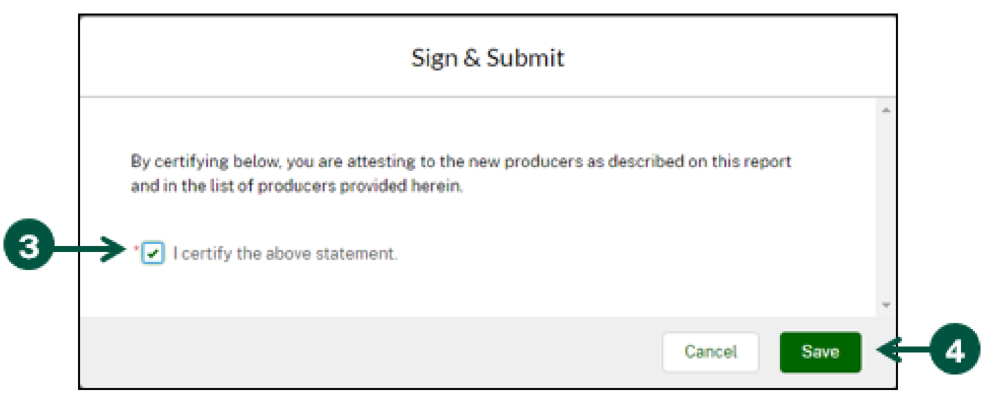


2. Once you have confirmed that all the new producers you wish to add are populated under the "Producers" list on the "Producer Report" page, the producer information is correct, and there are no additional producers you wish to add, **click** "Submit".



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

4. **Click** "Save".

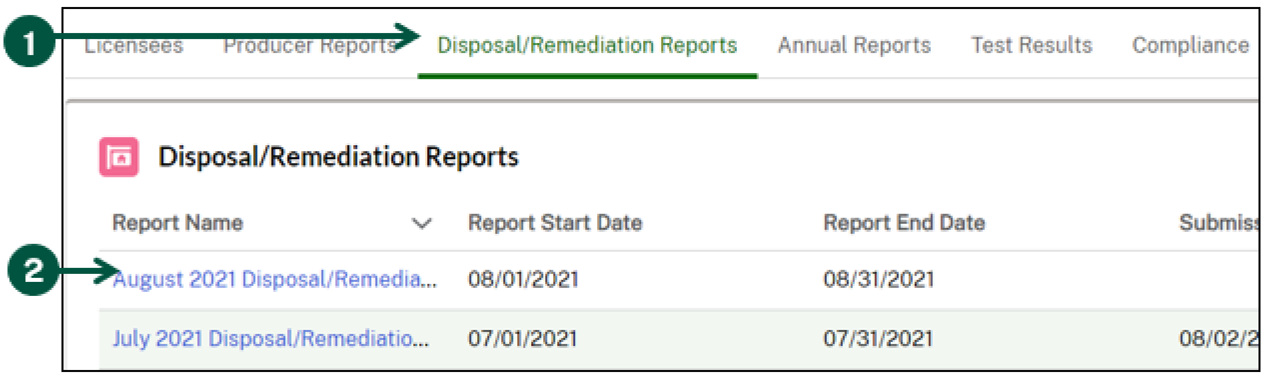


Submit a Disposal/Remediation Report (AMS-24) (1 of 4)

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

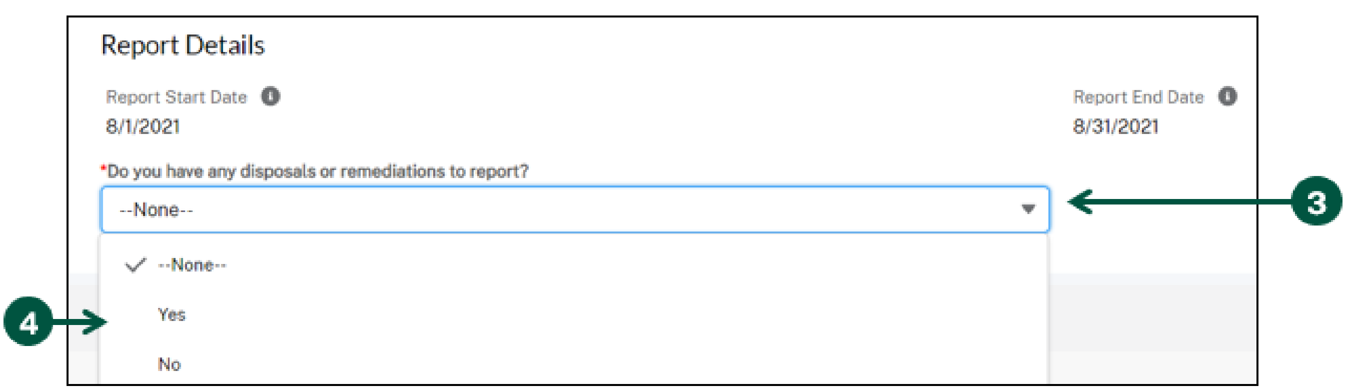
1. From the homepage, **scroll down** to find and **click** the “Disposal/Remediation Reports” tab.

2. **Click** on the Report Name of the report you would like to submit. Note: Disposal/Remediation Report Names can be searched on your homepage search bar.



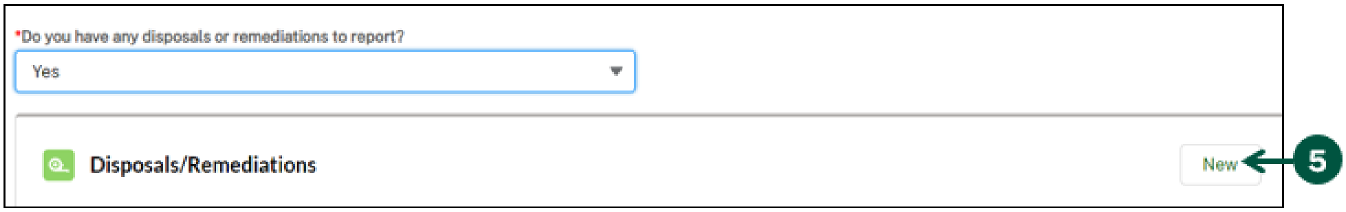
3. Once you are on the “ST Disposal/Remediation Report” page, **click** the “Do you have any disposals or remediations to report?” drop-down menu and **select** your response from the menu.

4. **Select** “Yes” or “No”. Note: If you do not have disposals or remediations to report, choose “No” and click “Submit” on the right side of the page. You are then done completing the report and do not have to complete the remaining instructions.



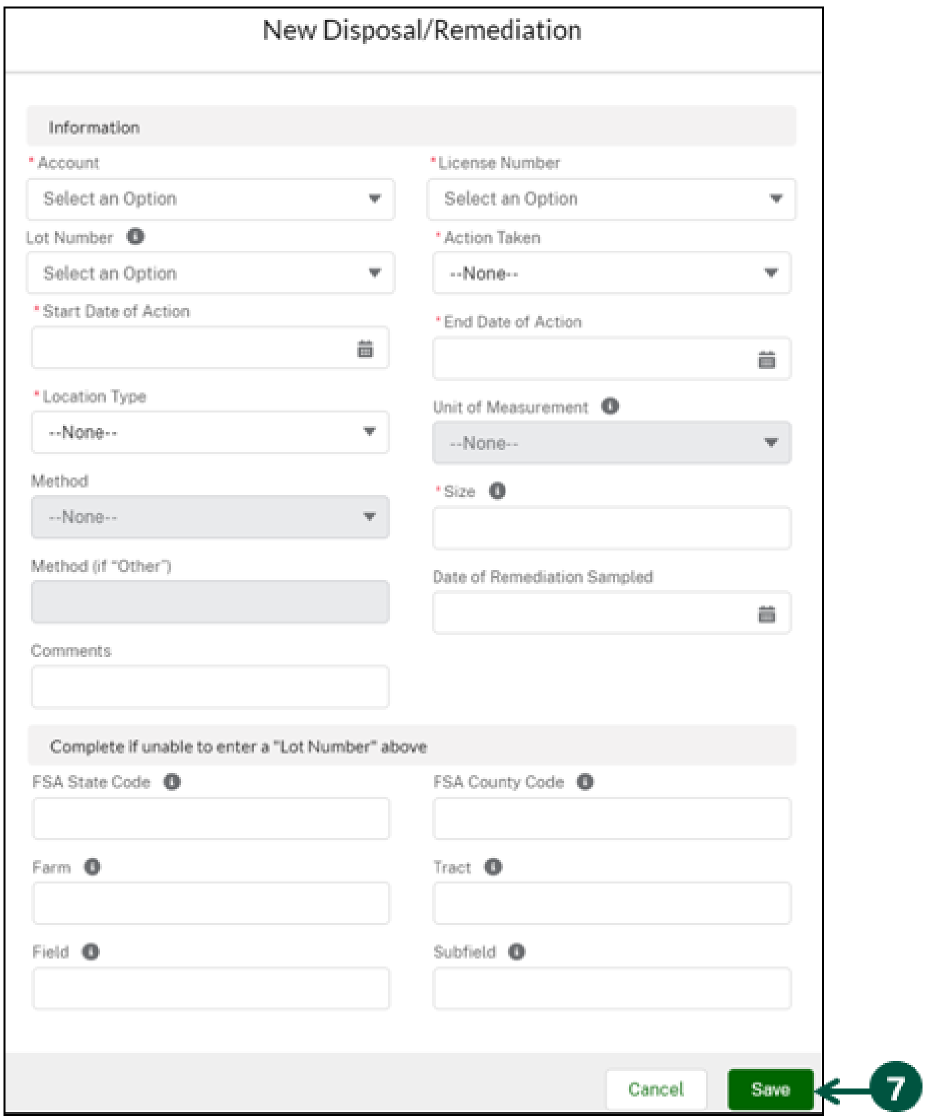
Submit a Disposal/Remediation Report (AMS-24) (2 of 4)

5. **Click** the "New" button to the top right corner of the "Disposals/Remediation" section. This is where you will enter each of the disposals and remediations that occurred this month. You will need to create a line item for each disposal or remediation that occurred this month.



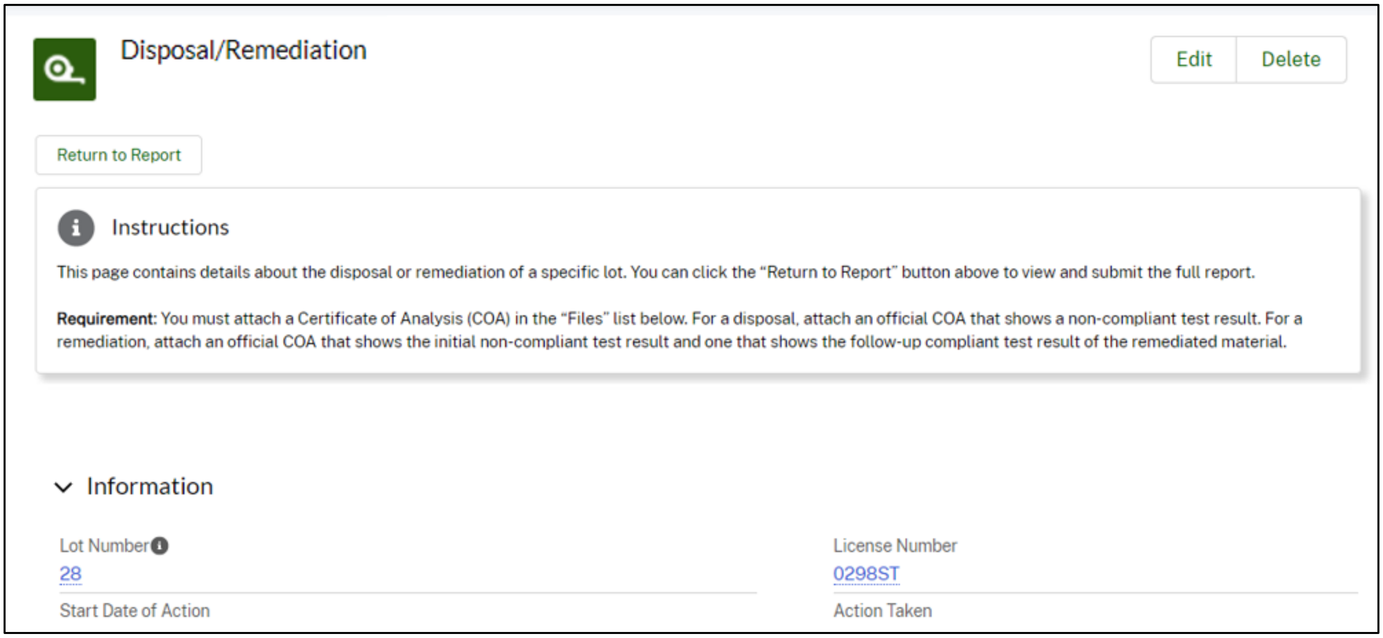
6. Once you see the "New Disposal/Remediation" pop-up, **enter** all requested information about the new disposal or remediation you are reporting. Note: If you are unable to fill out the "Lot Number" field, use the "Complete if unable to enter a "Lot Number" above section.

7. **Click** "Save".

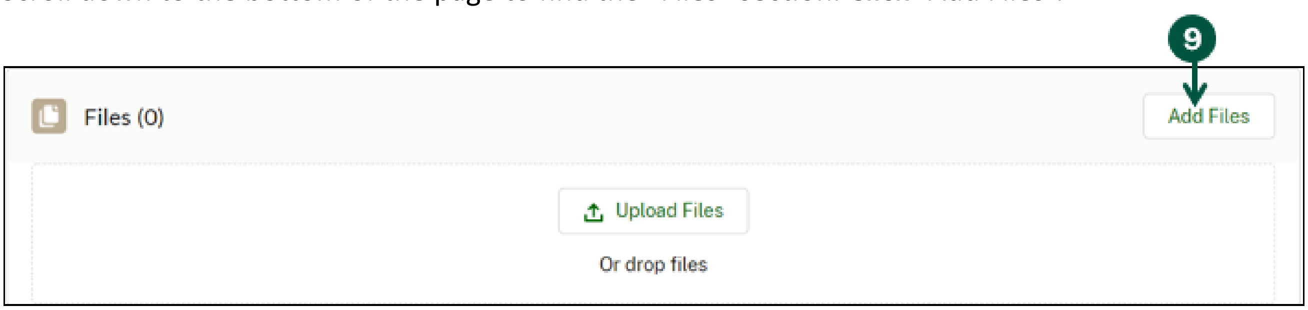


Submit a Disposal/Remediation Report (AMS-24) (3 of 4)

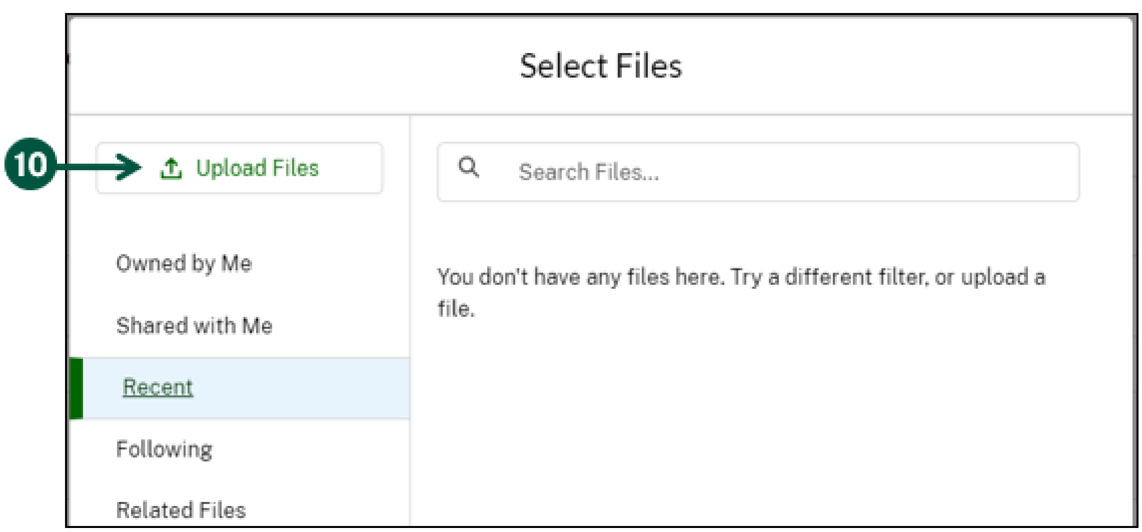
8. You will be directed to the disposal/remediation you just entered, **review** the information you entered. If you would like to edit the information, **click** “Edit”. If you would like to delete this disposal/remediation, **click** “Delete”.



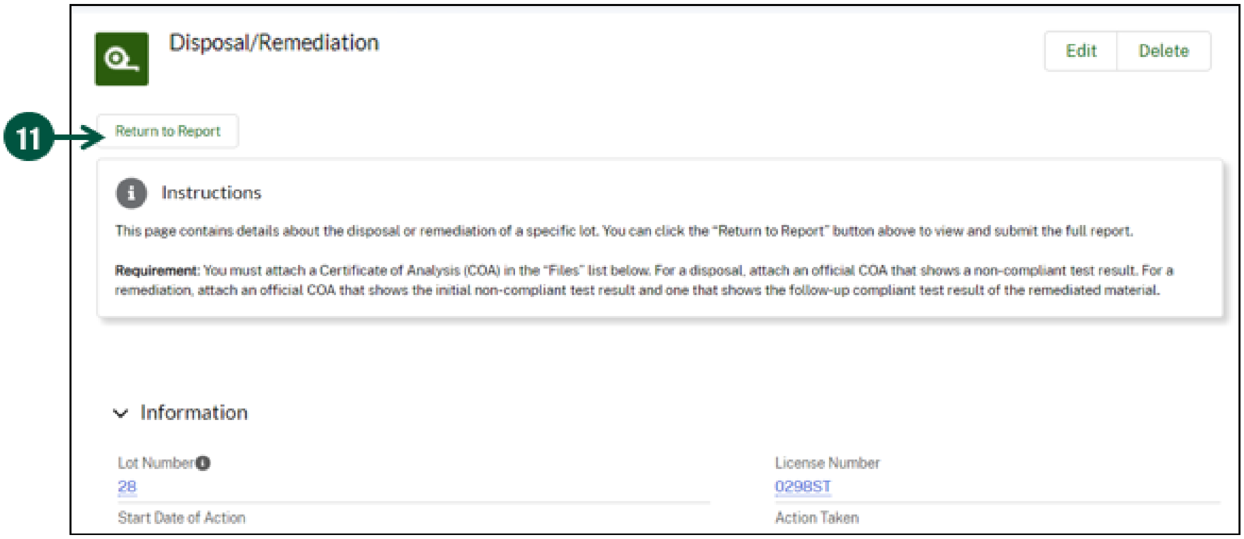
9. Scroll down to the bottom of the page to find the “Files” section. **Click** “Add Files”.



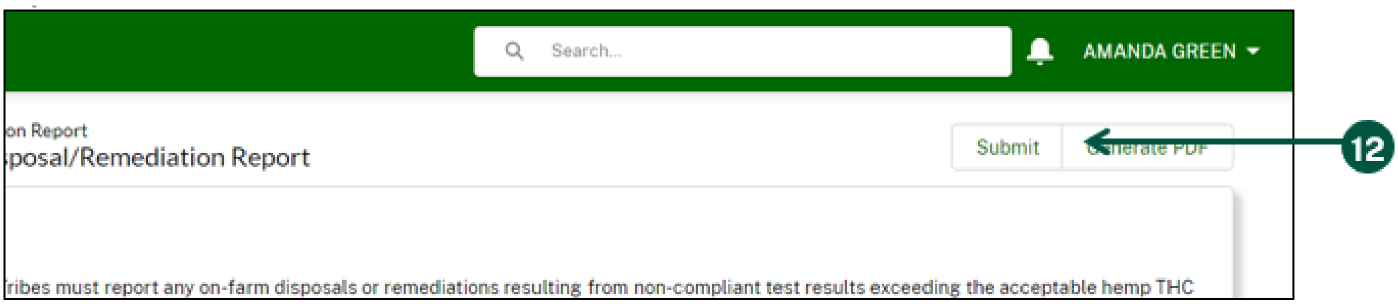
10. Once you see the “Select Files” pop-up, **click** “Upload Files” and **upload** the COA associated with the disposal or remediation.



11. Once the COA is uploaded, **click** “Return to Report” to return to the Disposal/Remediation Report and report additional disposals or remediations, **repeating** Steps 4-10.

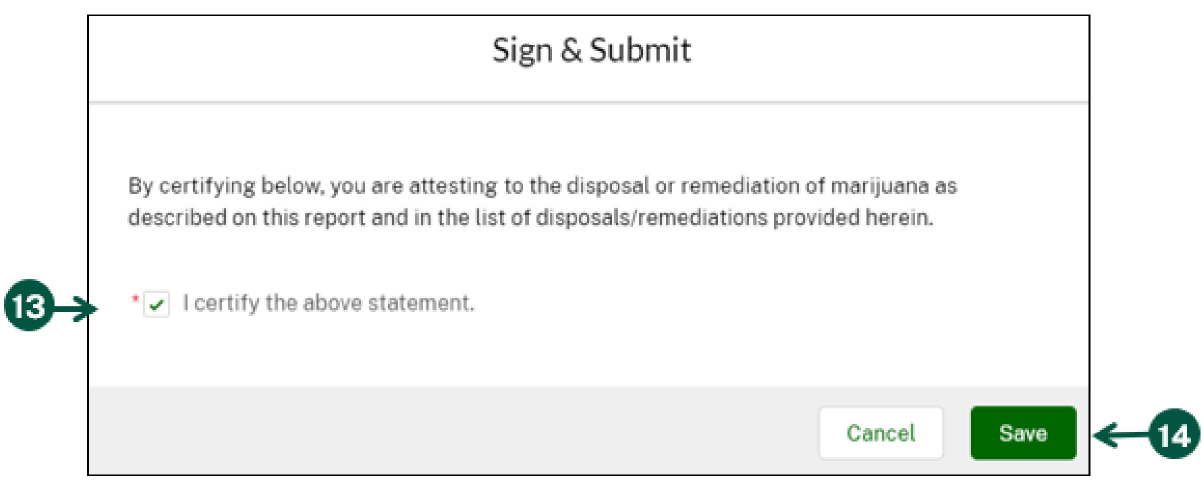


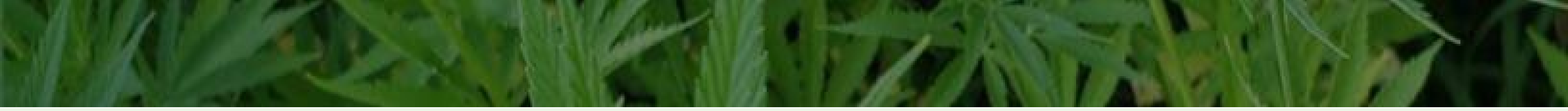
12. Once you are done entering the disposals and remediations, **click** “Submit” on the Disposal/Remediation.



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

14. **Click** “Save”.





Submit an Annual Report (AMS-25)

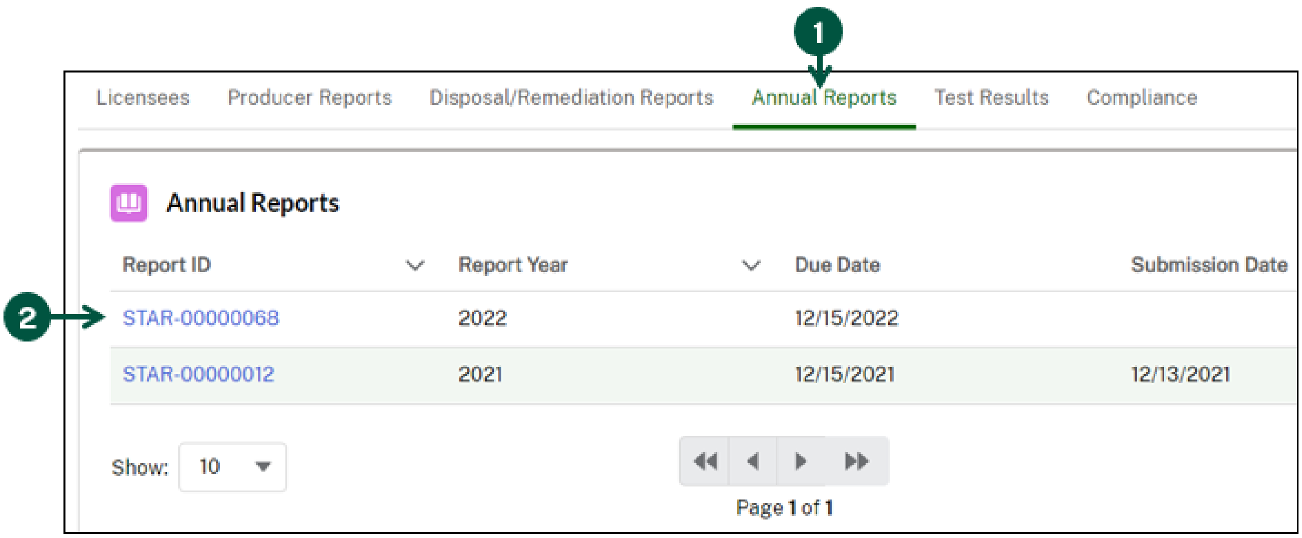
States and Tribes with approved hemp plans must submit an annual report to the USDA by December 15th of each year. In this report, States and Tribes will include the total acreage planted, harvested and disposed under their jurisdiction.

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

If you have less than 10 producers, use the following instructions. If you have more than 10 producer to report, follow Steps 1-5 then go to Page 75.

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

2. **Click** on the Report ID of the report you would like to submit. Note: Annual Report IDs can be searched in your homepage search bar.



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

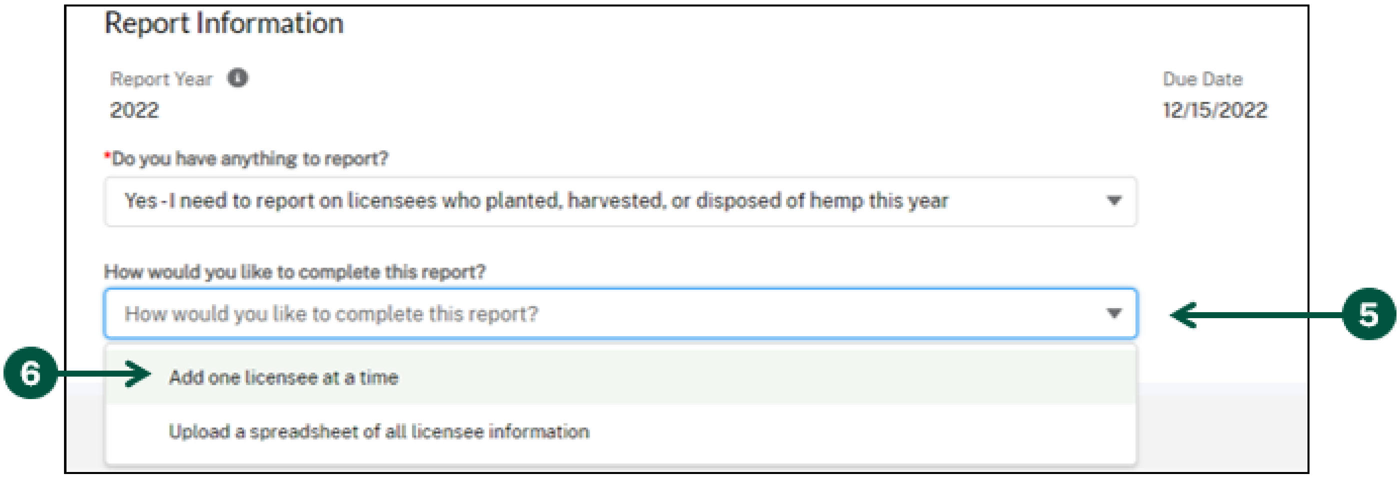
4. **Select** if you have licensees to report. If you do not have licensees to report, you are done with the report and can click “Submit” at the top right of the page.

Submit an Annual Report (AMS-25): Less Than 10 Licensees (1 of 3)

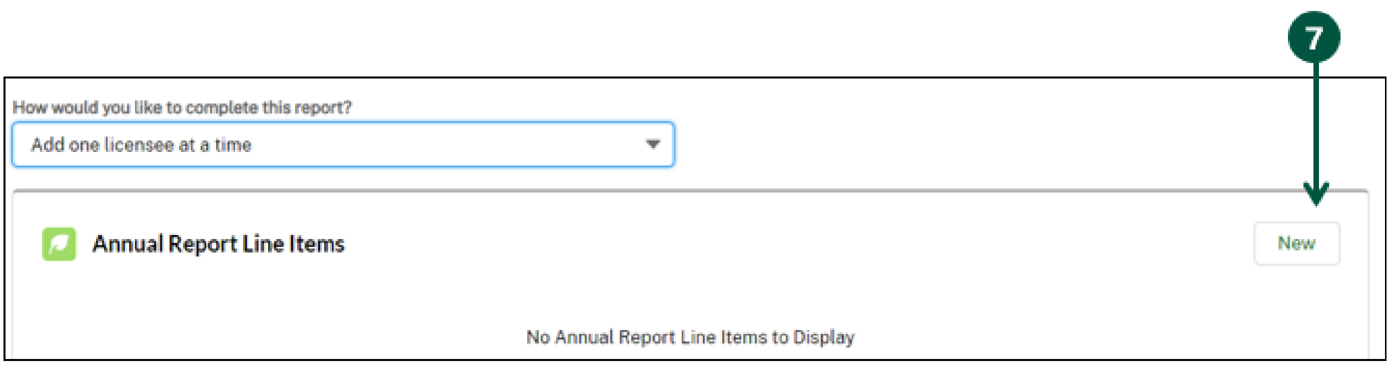
5. **Click** the “How would you like to complete this report?” drop-down menu.

If you have more than 10 licensees to report, go to Page 75. If you have less than 10 licensees to report, continue following these instructions.

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



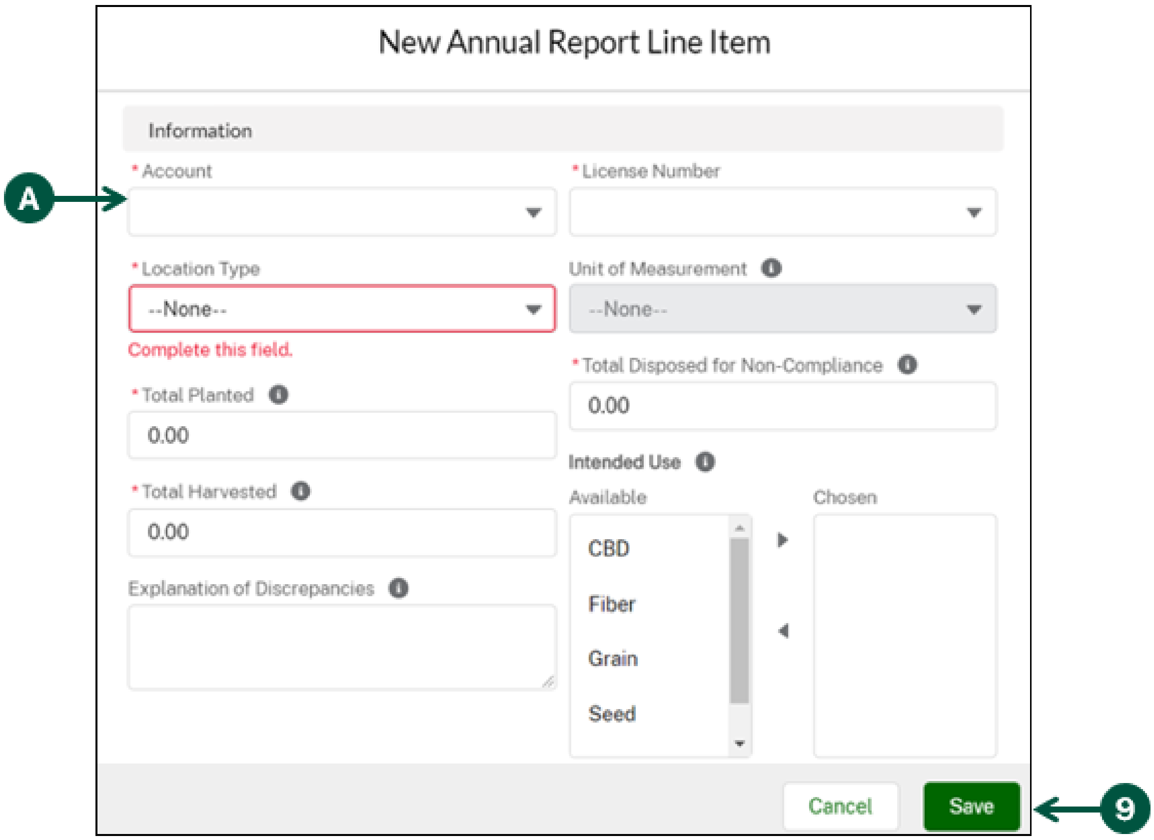
7. **Click** the “New” button to the top right corner of the “Annual Report Line Items” section.



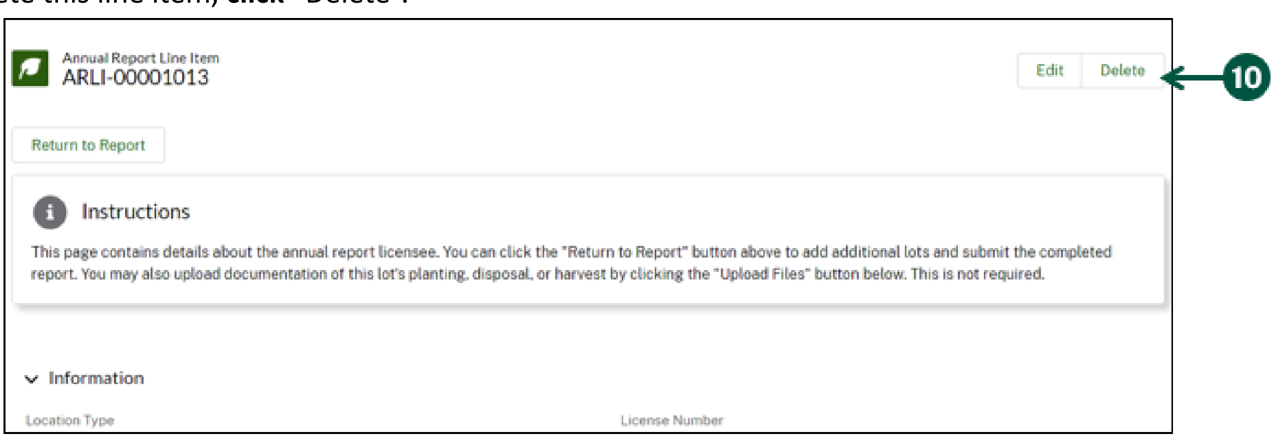
8. Once you see the “New Annual Report Line Item” pop-up, **fill out** the pop-up fields. Note the following fields:

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

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



10. be directed to the Annual Report Line-Item page of the licensee you just entered, **review** the information you entered. If you would like to edit the information, **click** “Edit”. If you would like to delete this line item, **click** “Delete”.

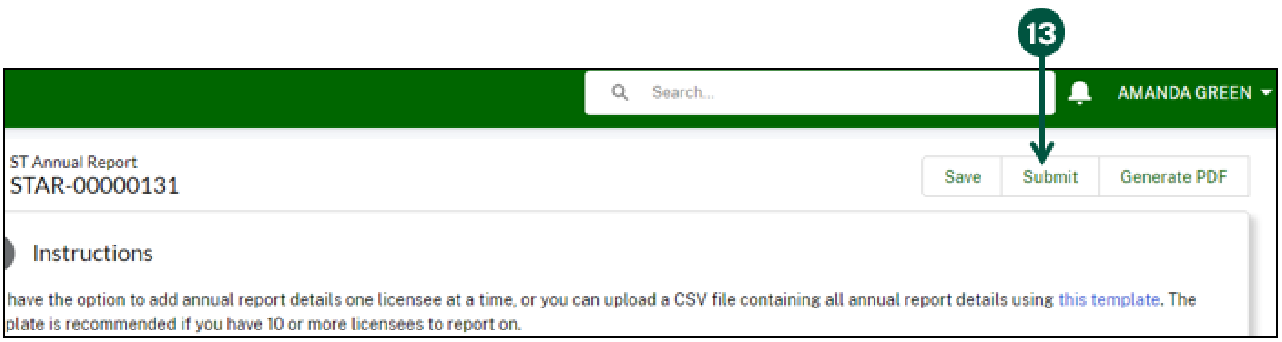


Submit an Annual Report (AMS-25): Less Than 10 Licensees (3 of 3)

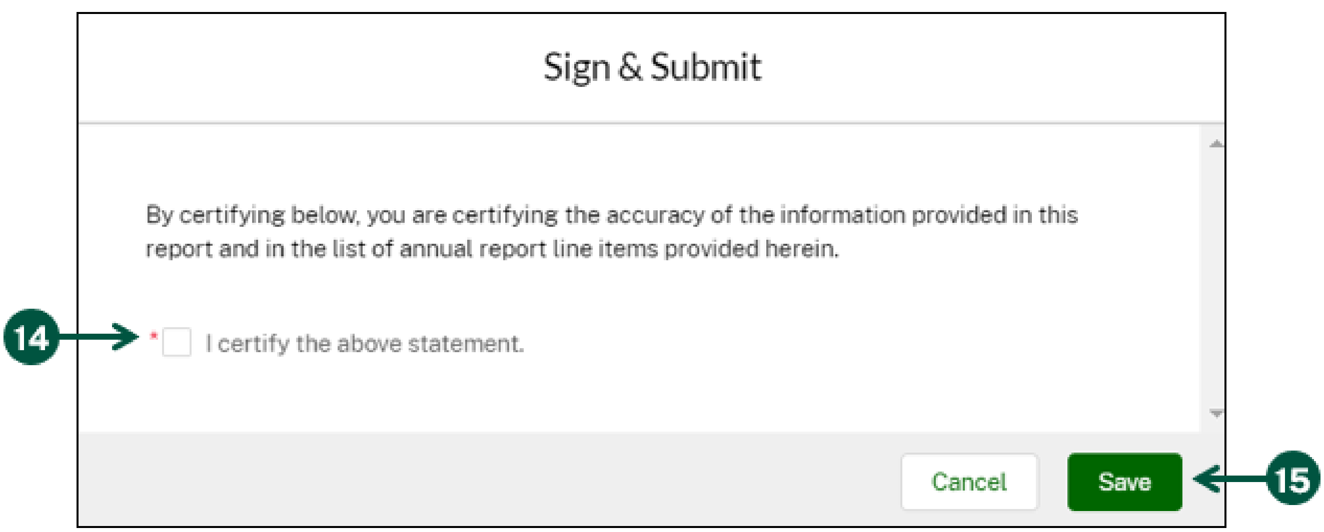
11. Once you are done reviewing the line item, **click** “Return to Report”.

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

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



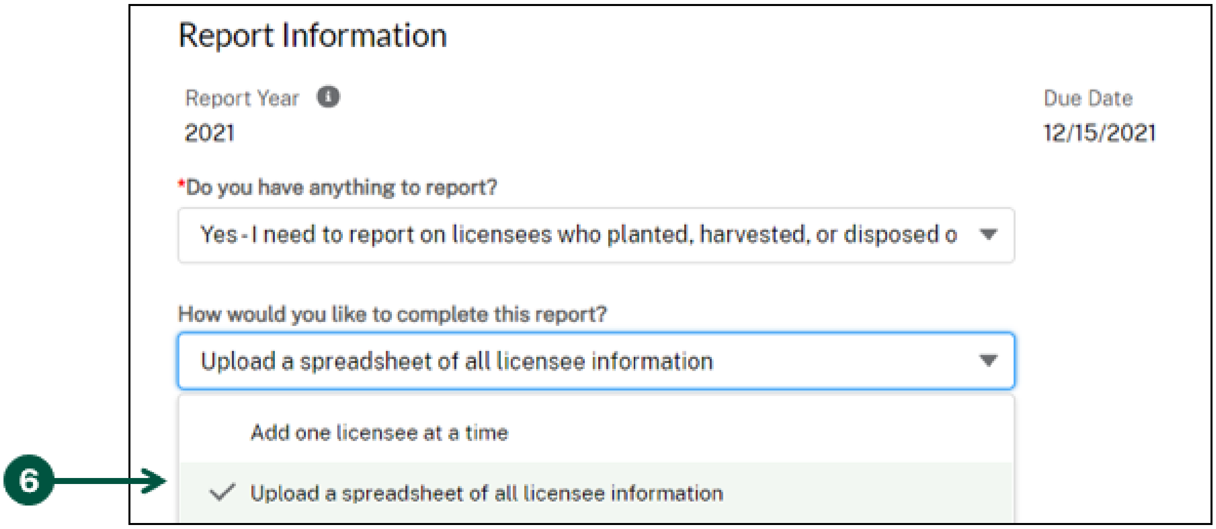
15. **Click** “Save”.



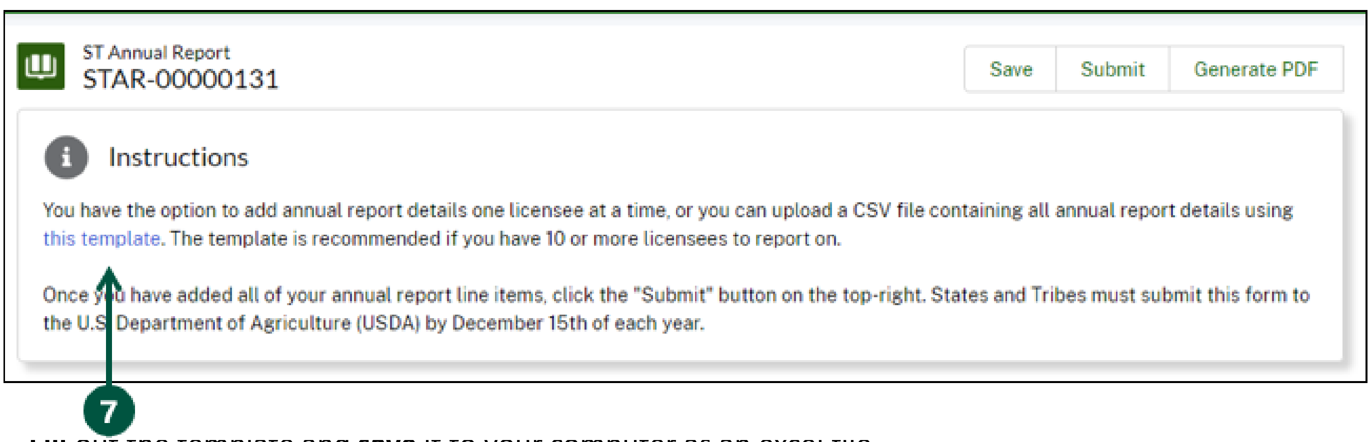
Submit an Annual Report (AMS-25): More Than 10 Licensees (1 of 2)

If you have more than 10 licensees to report, you can use the spreadsheet option to complete your Annual Report. The following instructions start with Steps 1-5 on Page 71 and continue below.

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

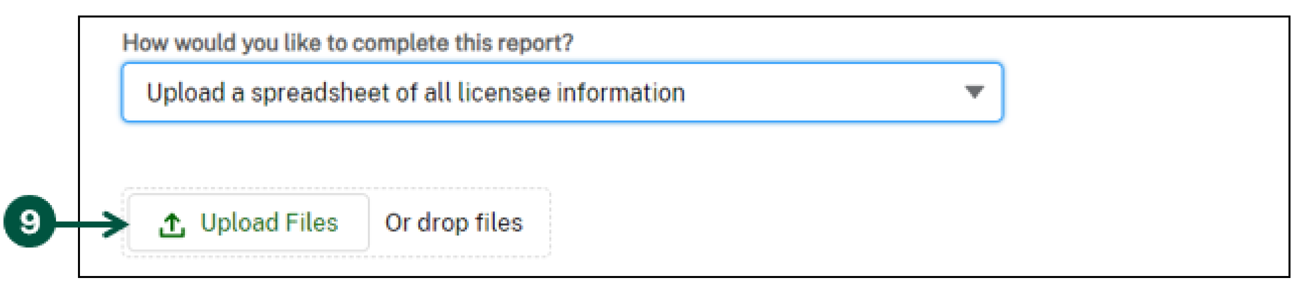


7. Under the "Instructions" section of the ST Annual Report page, find the first paragraph and **click** the blue "this template" link. Note: If you would like to come back to this report later, you can click "Save" to save your progress .



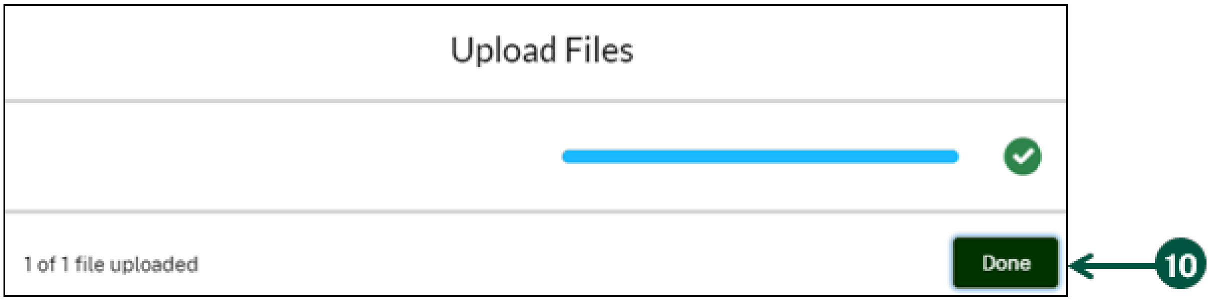
8. **Fill** out the template and **save** it to your computer as an excel file.

9. **Click** "Upload Files" to **upload** your completed template.

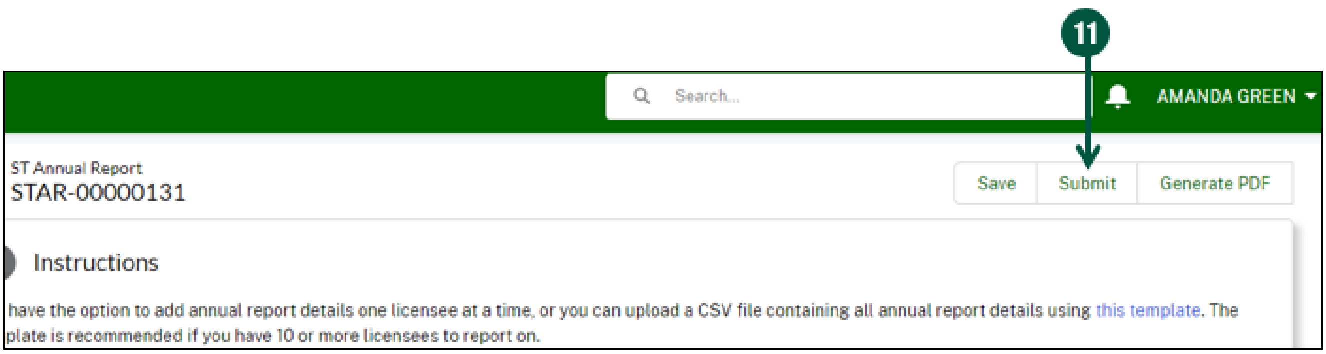


Submit an Annual Report (AMS-25): More Than 10 Licensees (2 of 2)

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

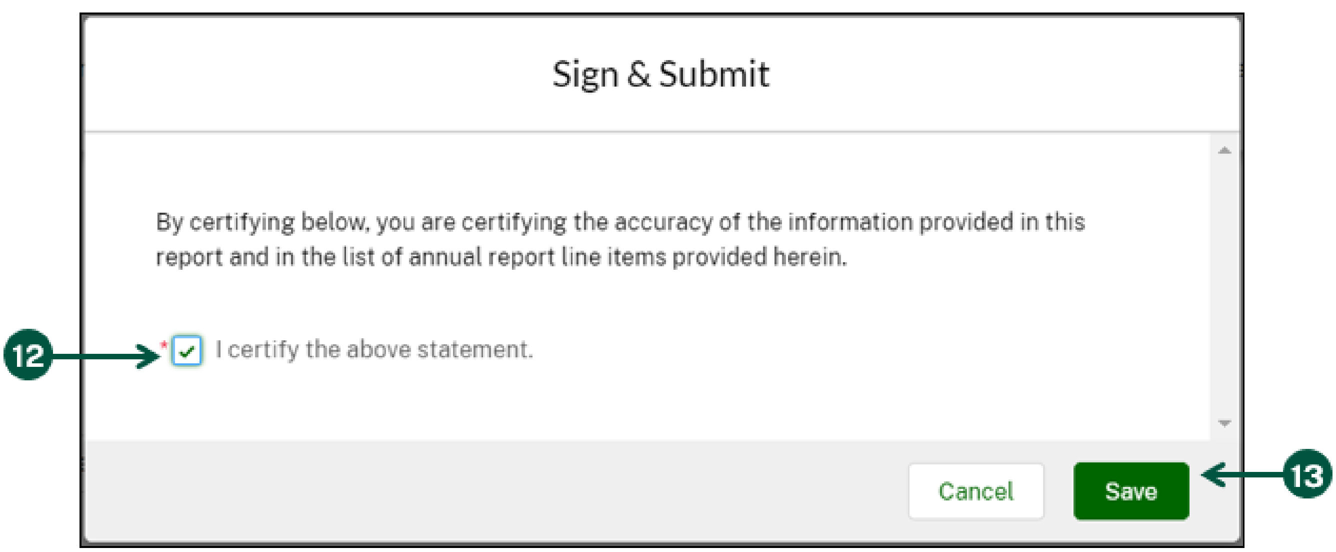


11. Once your file is uploaded, **click** "Submit" on the right side of the page.



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

13. **Click** "Save".

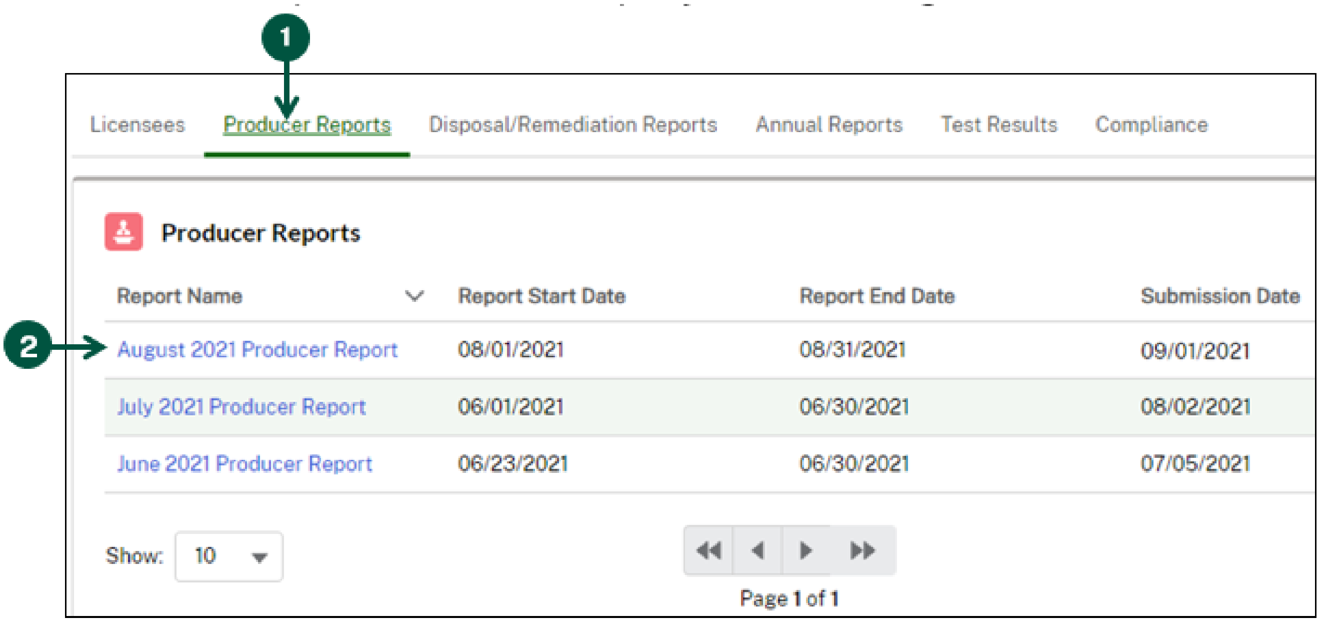


Access Submitted Report PDF (1 of 2)

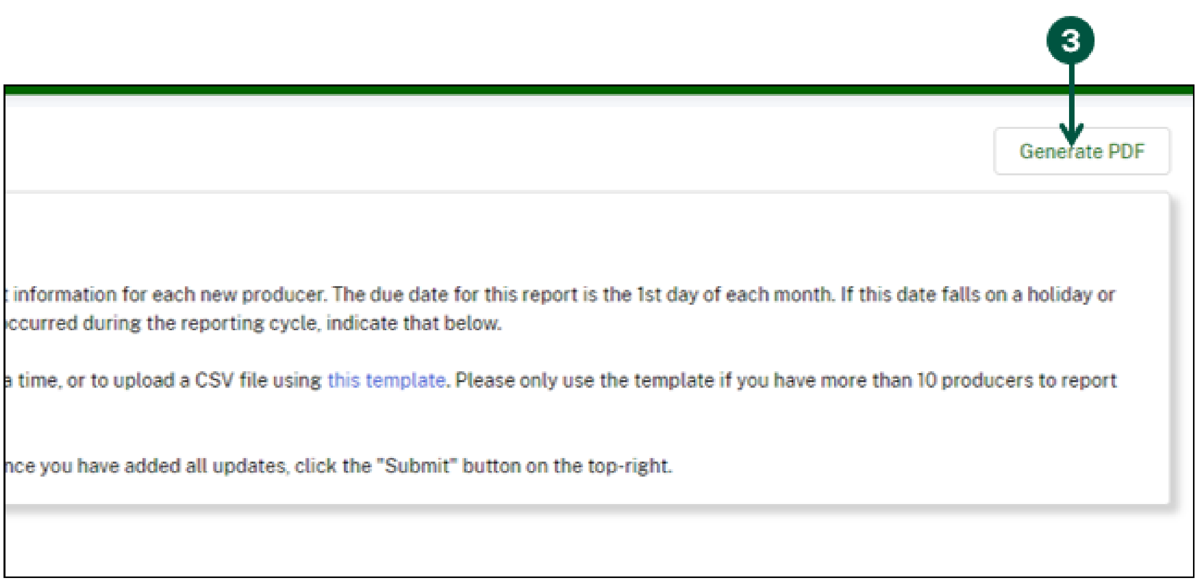
Once you have successfully submitted a report using HeMP, you can generate a PDF version of that report for your records. The following instructions detail how to access the PDF copy.

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

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



3. **Click** “Generate PDF” at the top of the report page.

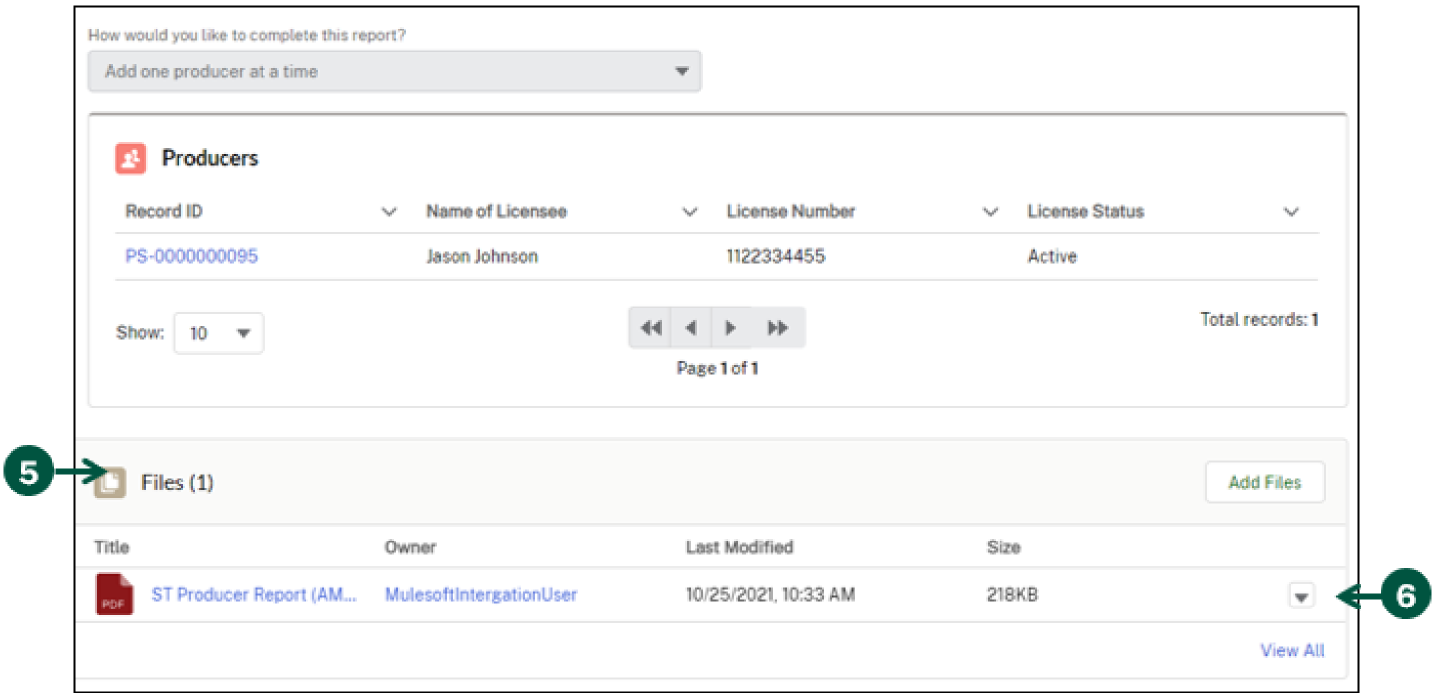


Access Submitted Report PDF (2 of 2)

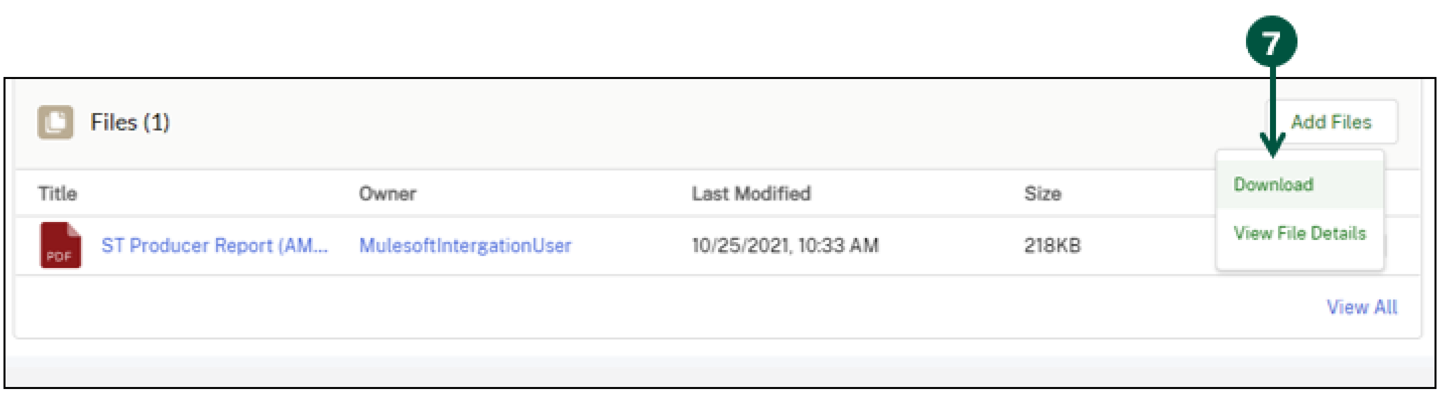
4. A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF of your certificate to be generated. You may need to also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

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

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



7. **Click** download from the dropdown to download the report PDF.



View and Manage Licensee Information

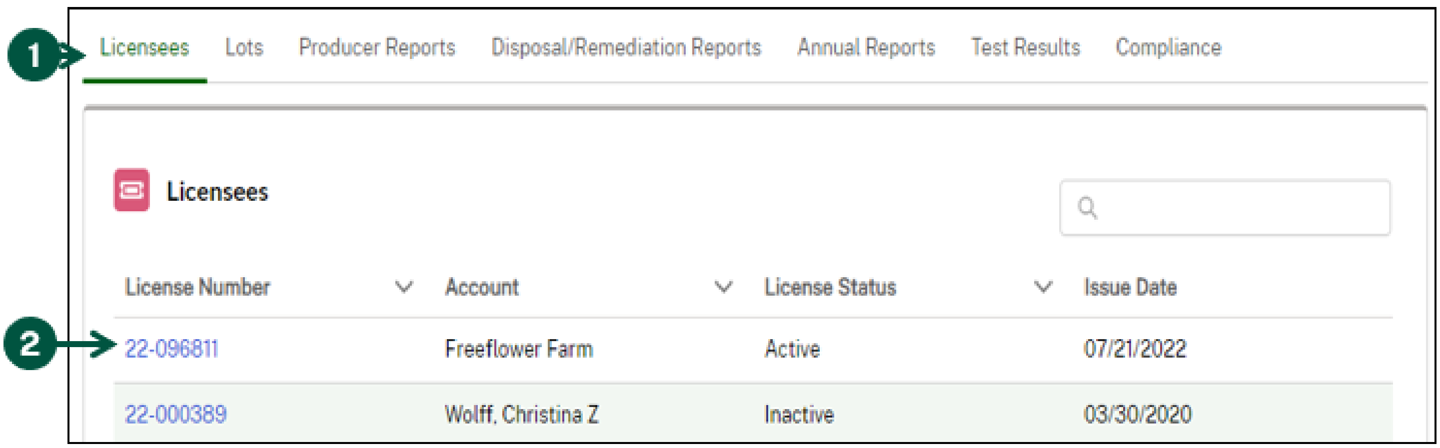
- [ ] **Update Licensee Information**
- [ ] **Edit Licensee Details in List View**
- [ ] **View Licensee Information**

Update Licensee Information (1 of 2)

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

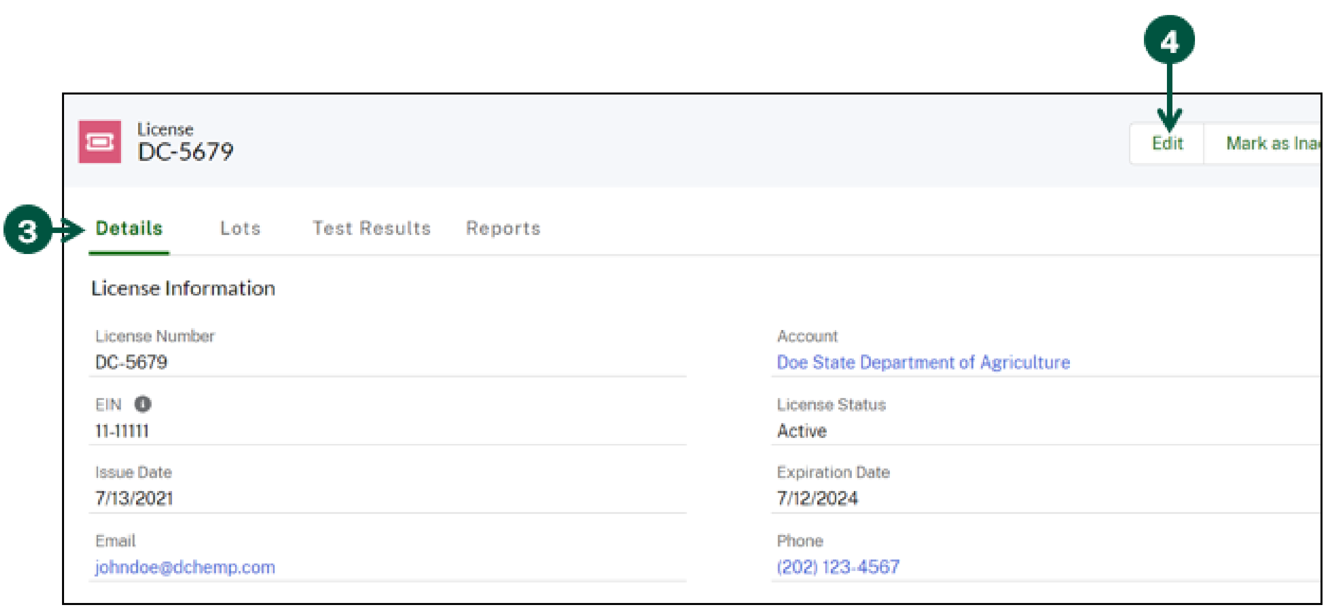
1. From the HeMP homepage, **scroll down** to **find** and **click** the "Licensees" tab.

2. **Click** on any license number to view more information. Note: You can use the search bar to the right of the "Licenses" section to search for a specific license. You can also search for a License Number on your homepage search bar.



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

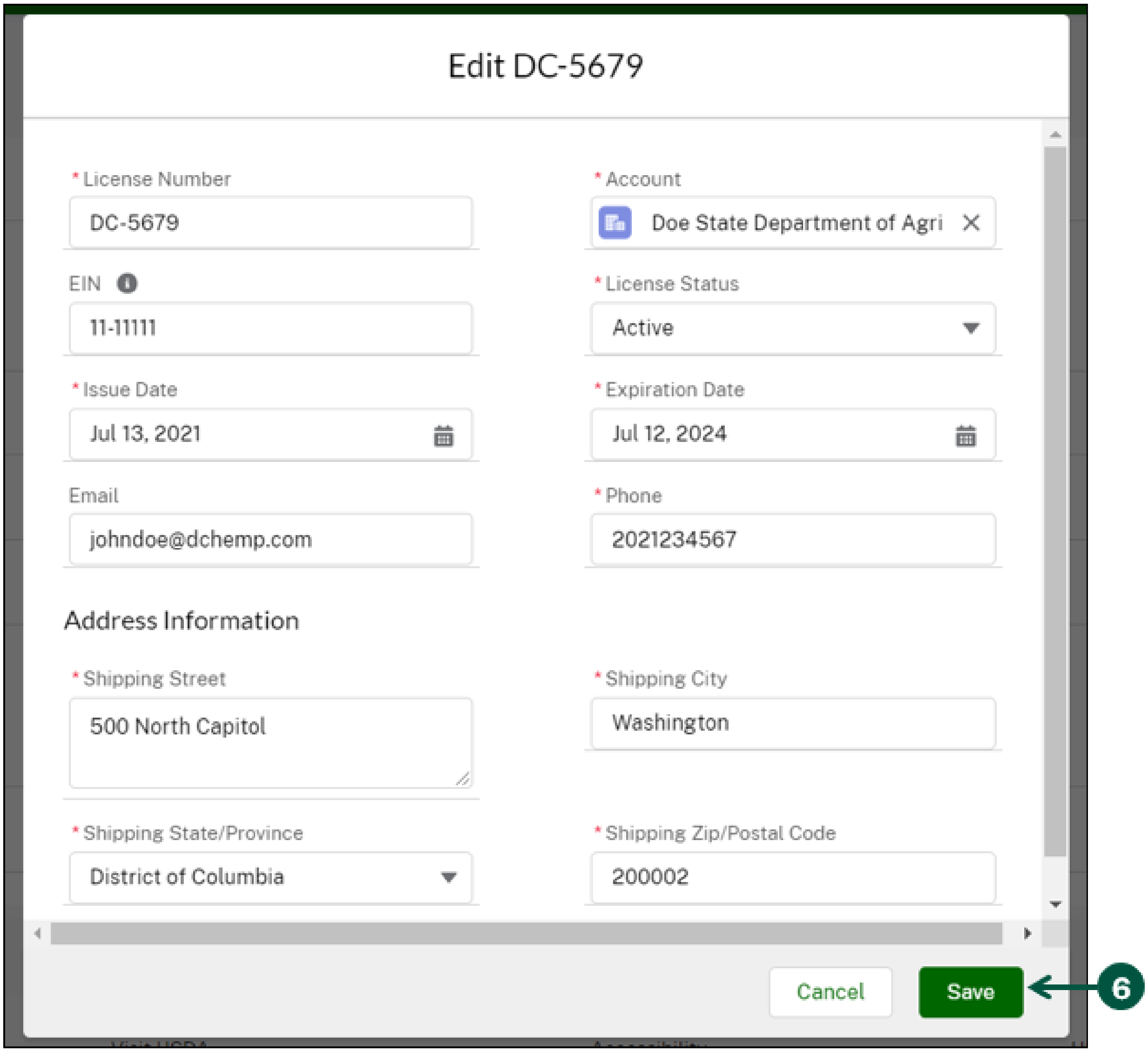
4. **Click** "Edit" to edit the license information.



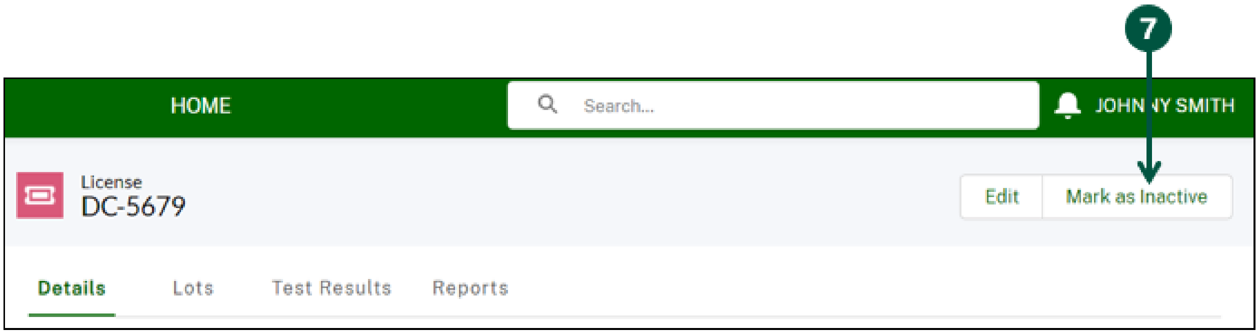
Update Licensee Information (2 of 2)

5. Once you see the “Edit”, **update** any of the fields in the pop-up .

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



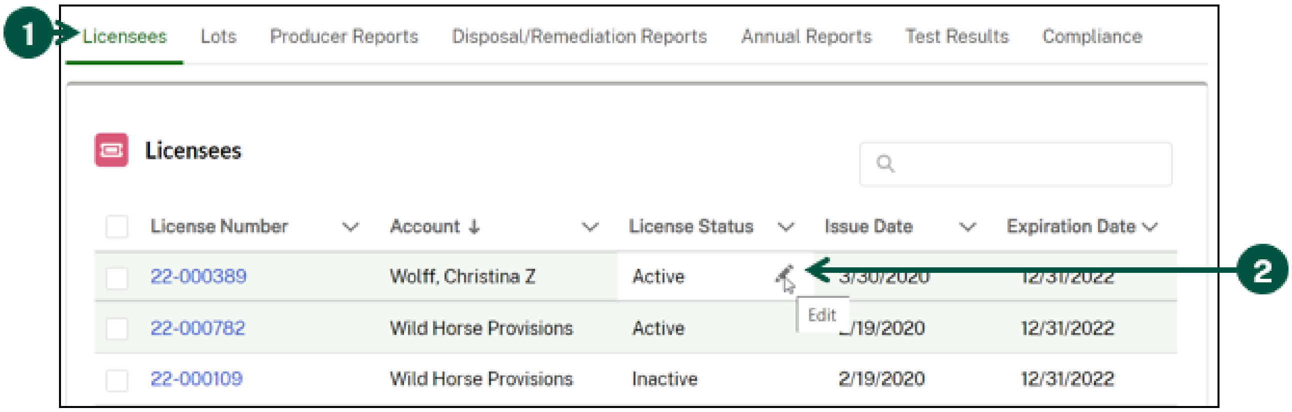
7. From the license page, you can also mark the license as inactive by clicking “Mark as Inactive” on the right side of the page.



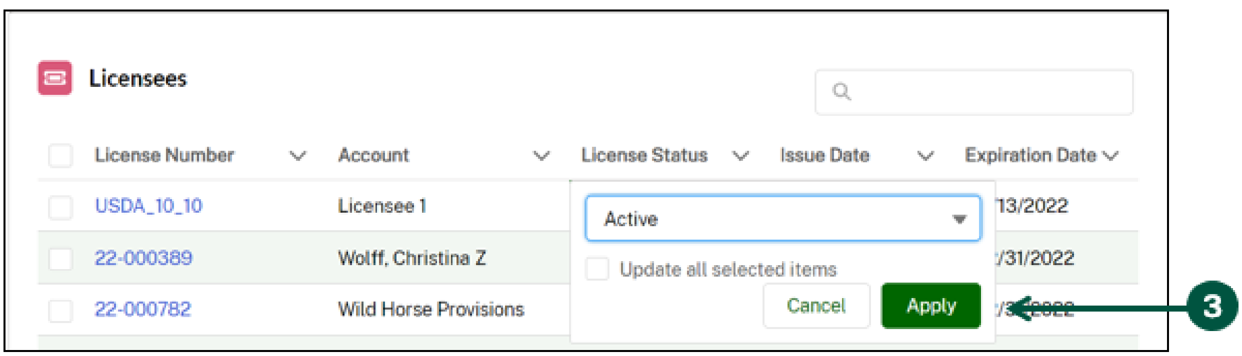
Edit Licensee Details in List View: Single Cell Changes

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

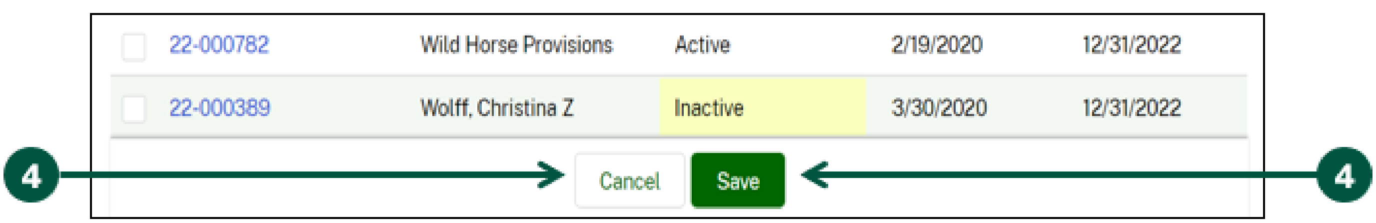
2. **Hover** your mouse over and **click** on the pencil icon on the “License Status”, “Issue Date”, or “Expiration Date” field.



3. **Make** the desired change and **click** “Apply”. **Repeat** these steps for each cell you would like to edit.



4. Pending changes will be highlighted in yellow. One you have made all your desired changes to the applicable field(s), **click** “Save” to confirm the pending changes or **click** “Cancel” to revert the cell(s) back to its previous value.

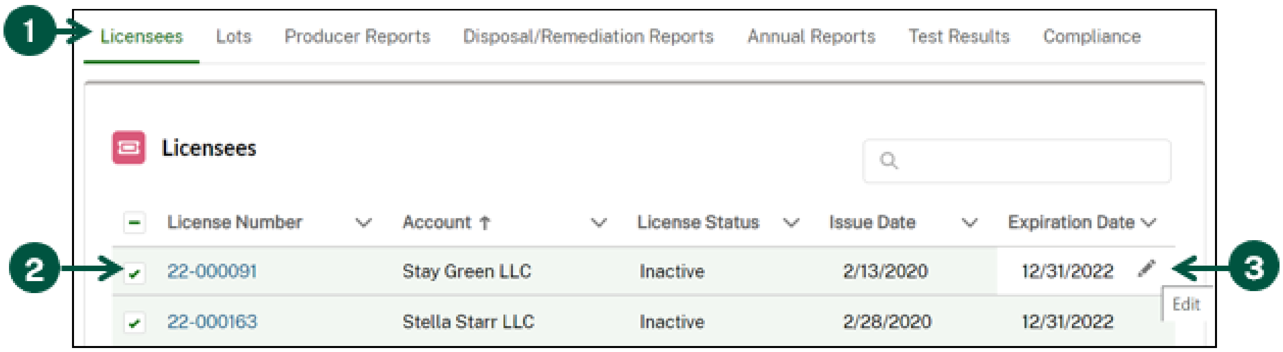


Edit Licensee Details in List View: Bulk Apply Same Change

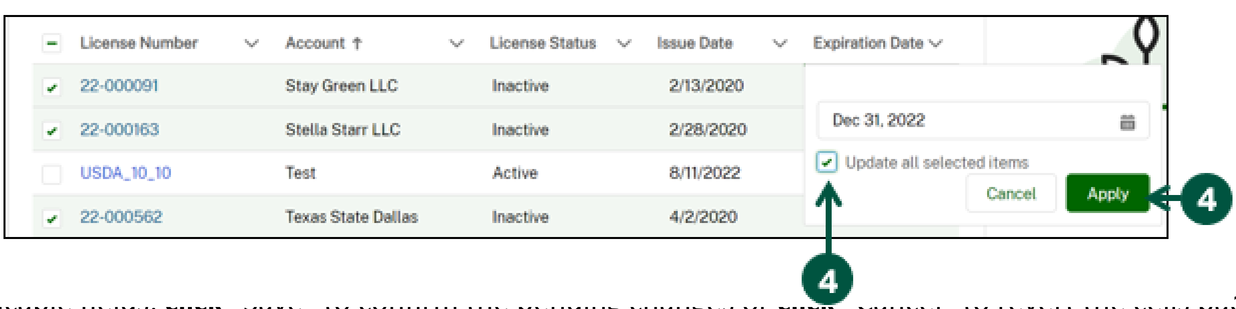
1. From the HeMP homepage, **scroll down** and **click** the "Licensees" tab.

2. **Check** the boxes to the left of the License Numbers you wish to bulk apply the same change to.

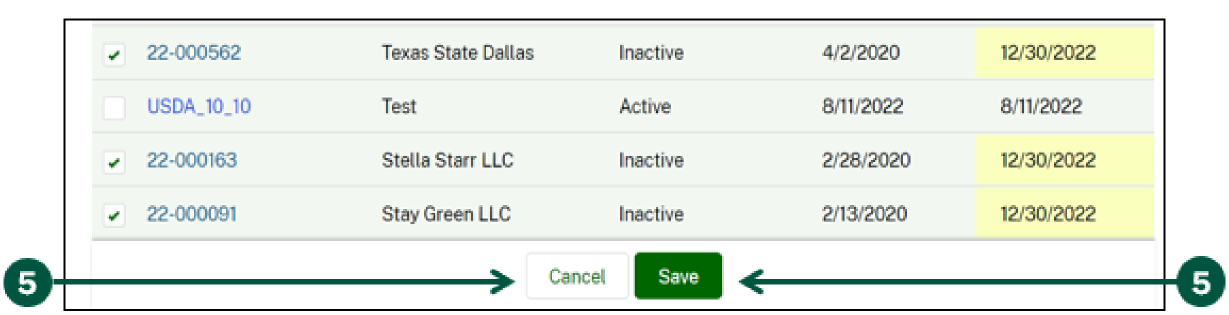
3. **Hover** your mouse over and **click** on the pencil icon on the "License Status", "Issue Date", or "Expiration Date" field you wish to edit.



4. **Make** the desired change to the informational field, **select** the "Update all selected items" checkbox and **click** "Apply". Note: This will apply the same change to all selected records (e.g., In the case shown here, all the expiration dates for the selected records will be changed to Dec 31, 2022).



5. applicable fields, **click** "Save" to confirm the pending changes or **click** "Cancel" to revert the cells back to their previous values.

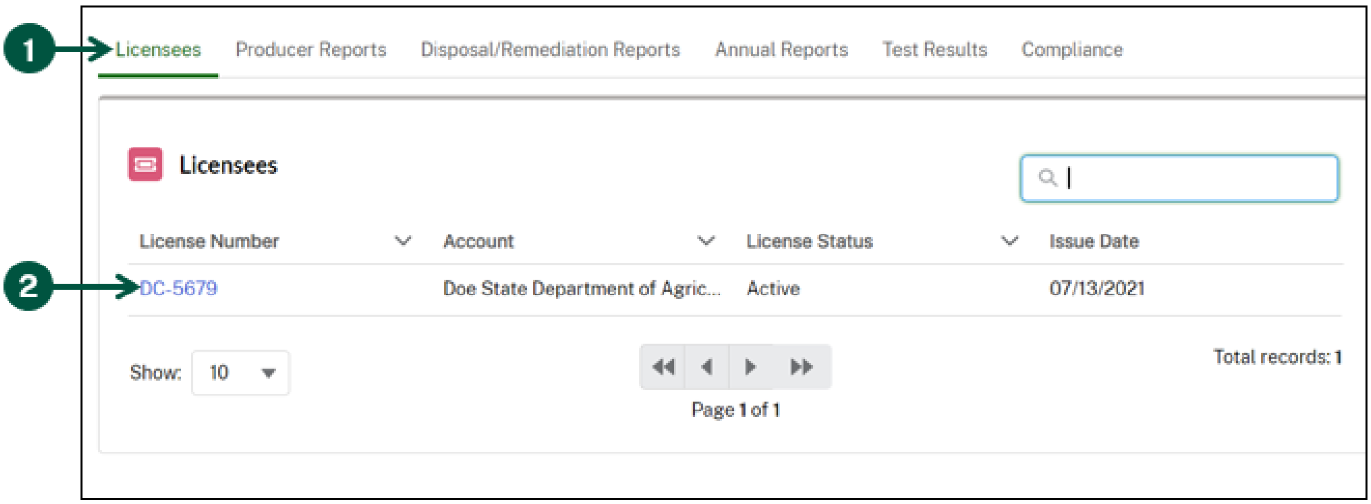


View Licensee Information (1 of 3)

HeMP pulls the licenses reported from your AMS-23 report and makes them available for viewing and updating under the "Licensees" section. From this section, you can see Farm Service Agency (FSA) lot data and hemp test results. You can also see a list of previously submitted Disposal/Remediation Reports (AMS-24) and Annual Reports (AMS-25) that include line items about your licensees.

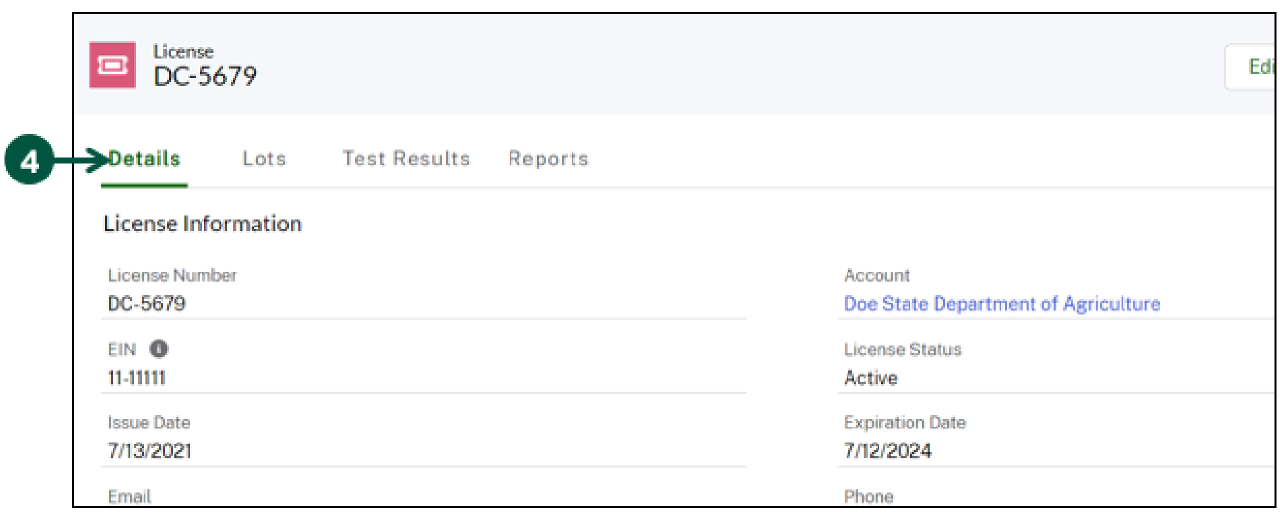
1. From the HeMP homepage, **scroll down** to **find** and **click** the “Licensees” tab.

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



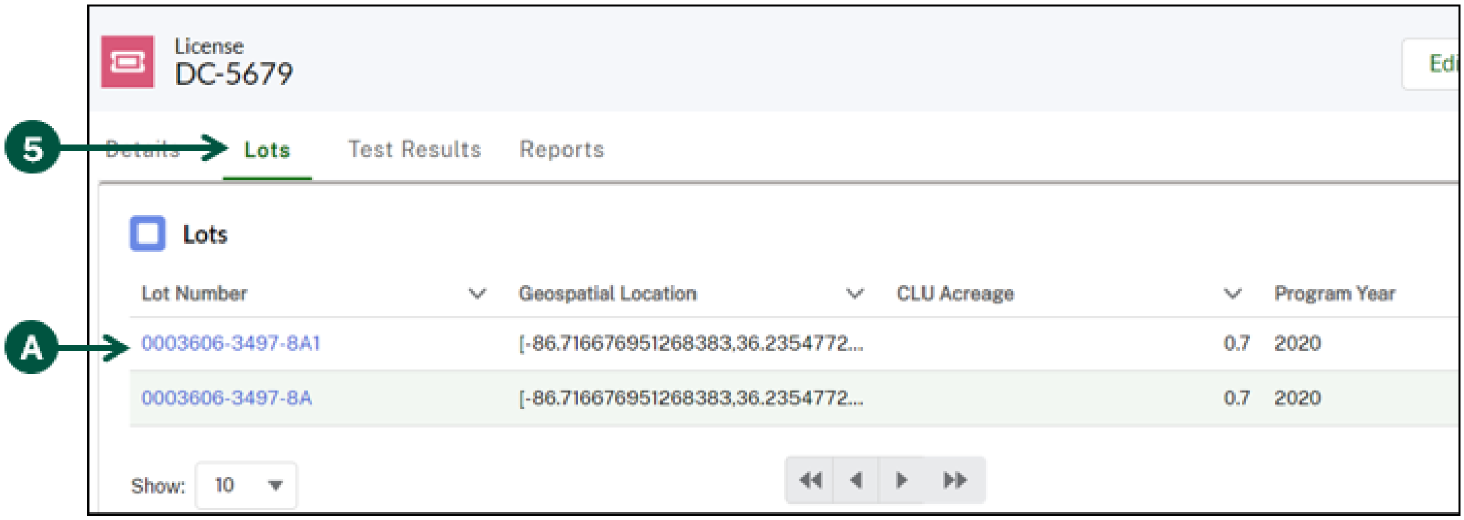
3. Once you are on the license information page, you can view information under the “Details”, “Lots”, “Test Results”, or “Reports” tabs by **clicking** each tab.

4. Details: This tab contains information on the licensee that is pulled from the AMS-23 report. Note: The information in this tab must be kept update. You can edit this information by clicking “Edit” on the right side of the page. This is the only data that can be manually updated.



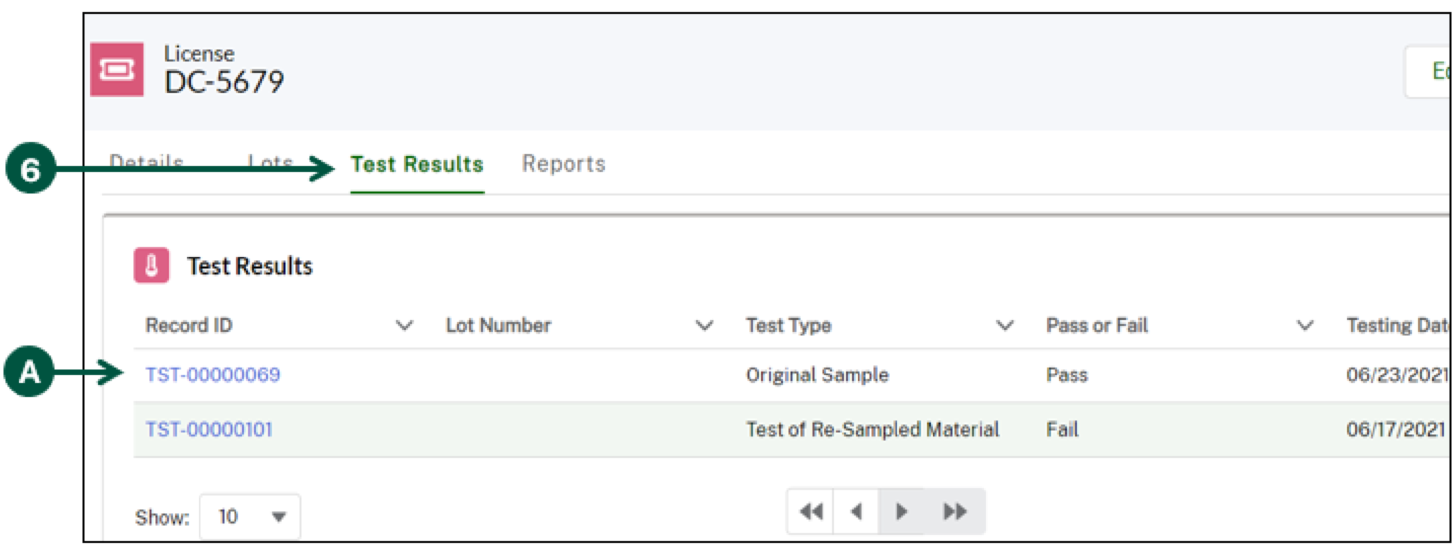
5. Lots: The “Lots” tab displays lot information that comes from FSA. This information includes the FSA reported lot number, geospatial location, CLU acreage, and more.

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



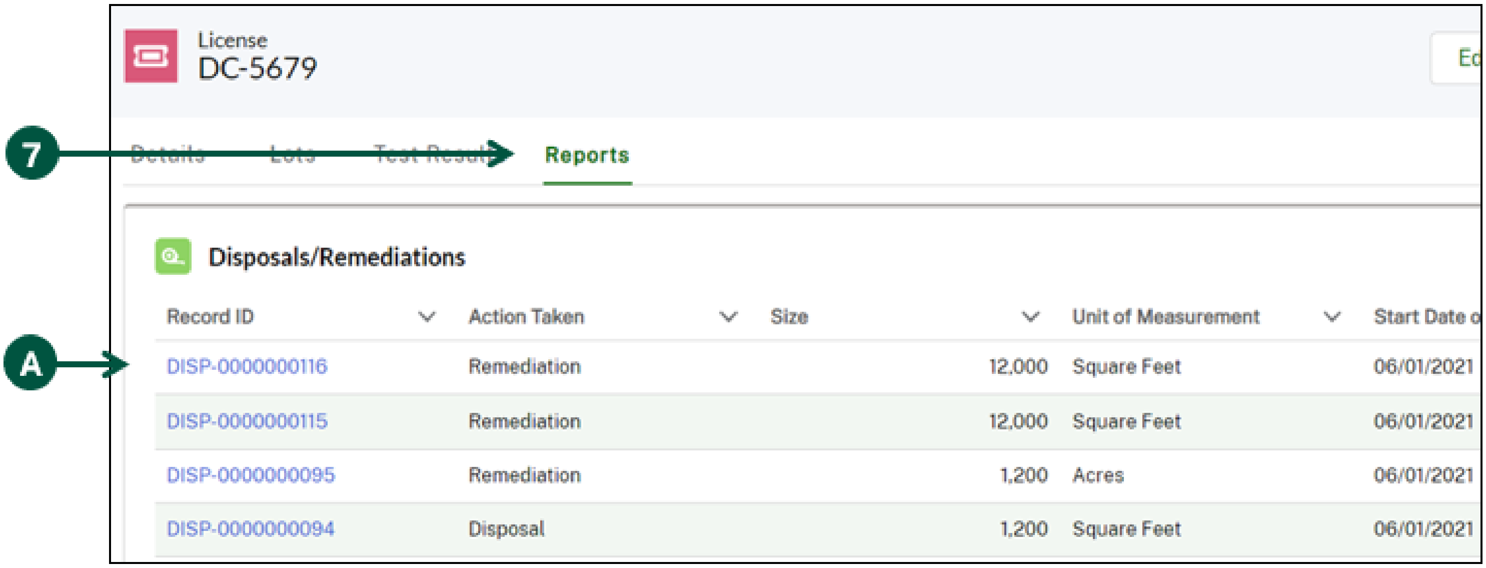
6. Test Results: The “Test Results” tab displays the hemp test results associated with the license. These come directly from results submitted by hemp testing labs.

    A. To see more information about the test result, **click** the Record ID. Note: You can search for a specific Test Result Record ID on your homepage search bar.



7. Reports: The “Reports” tab displays submitted Disposal/Remediation (AMS-24) and Annual Report (AMS-25) line items related to the licensee.

   A. To see more information about the line item, **click** the Record ID.



View and Export Lot information

☐ **View and Export Lot Information**

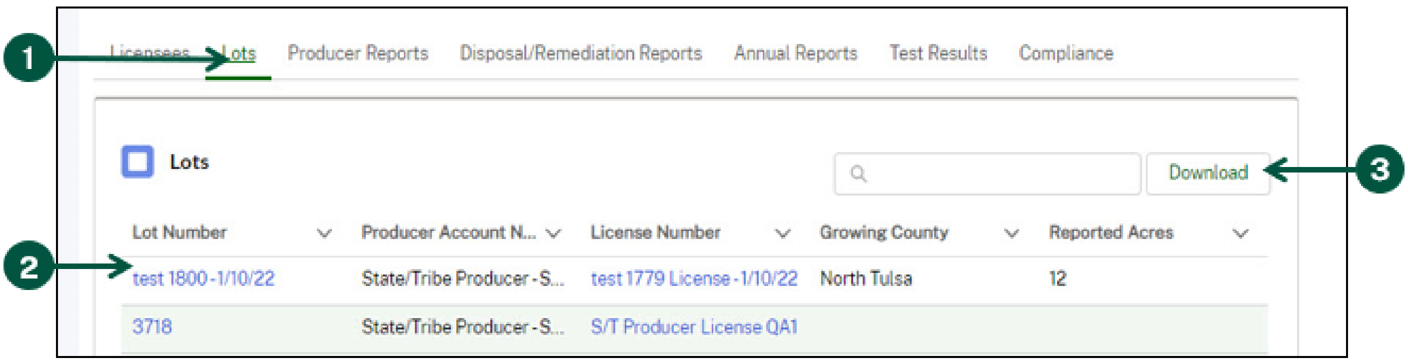
View and Export Lot information (1 of 2)

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

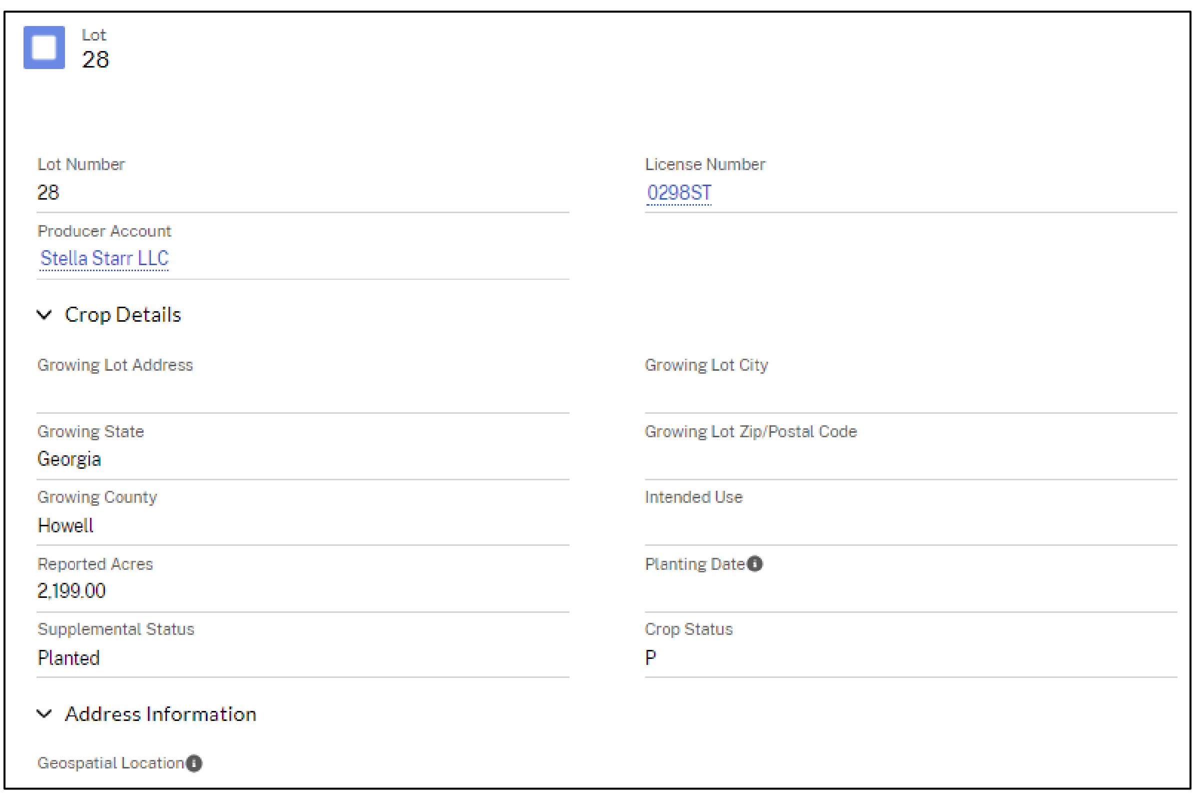
1. From the HeMP homepage, **scroll down** to **find** and **click** the “Lots” tab between “Licensees” and “Producer Reports”.

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

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



4. Once you are on the Lot information page, you can view information under the “Crop Details”, “Address information”, “Test Results”, or “Disposals/remediations” headings.

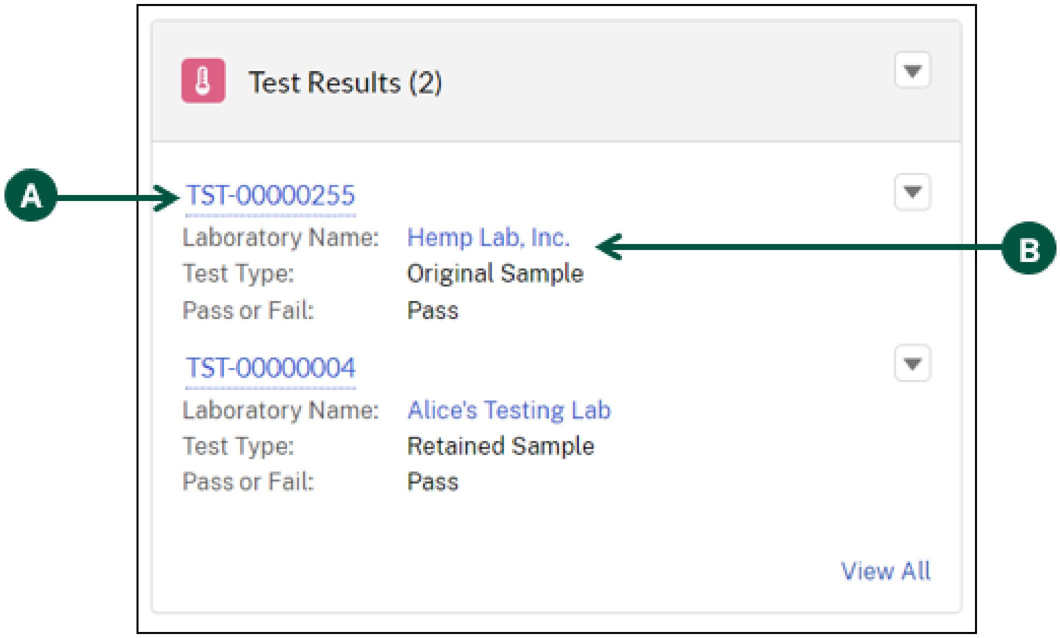


View and Export Lot information (2 of 2)

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

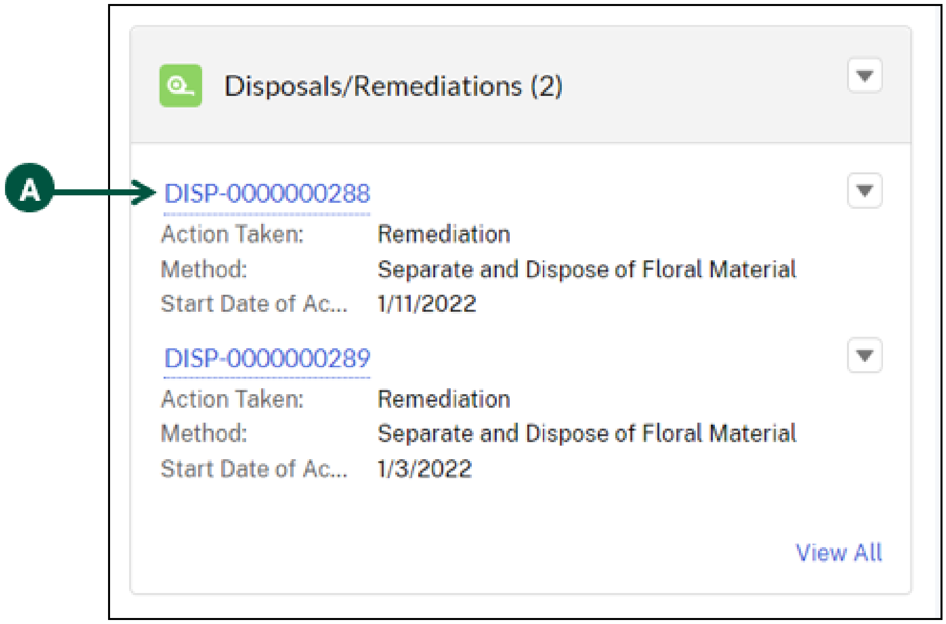
   A. To see more information about any of the test results, **click** on a test result record ID.

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



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

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



Manage Compliance Activities

- [ ] View Audit Results
- [ ] View Violations
- [ ] Manage Corrective Action Plans

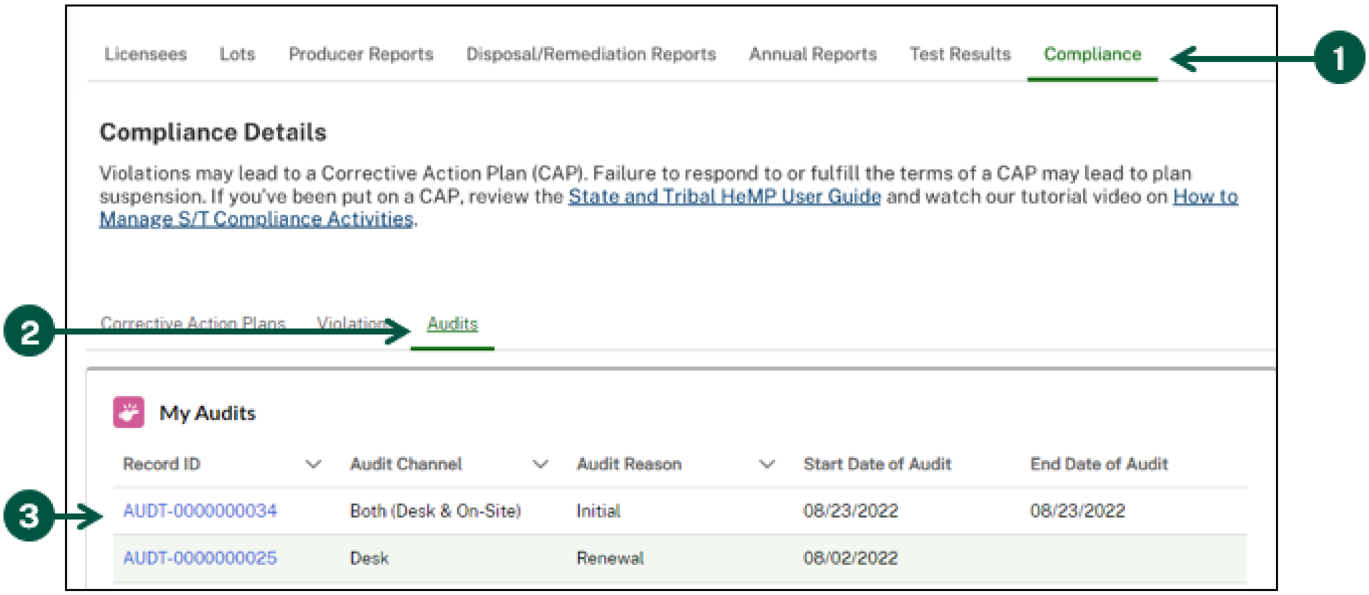
View Audit Results (1 of 2)

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

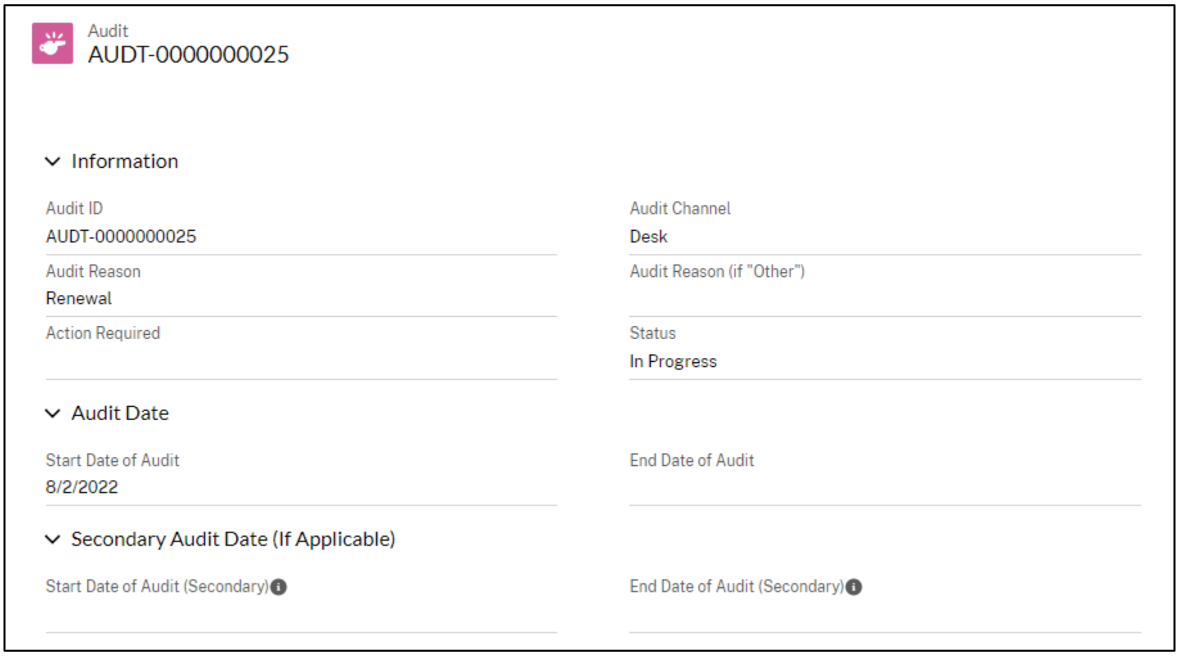
1. From the homepage, **scroll down** to find and **click** the “Compliance” tab.

2. **Click** the “Audits” subtab.

3. **Click** the Audit Record ID to open an audit.



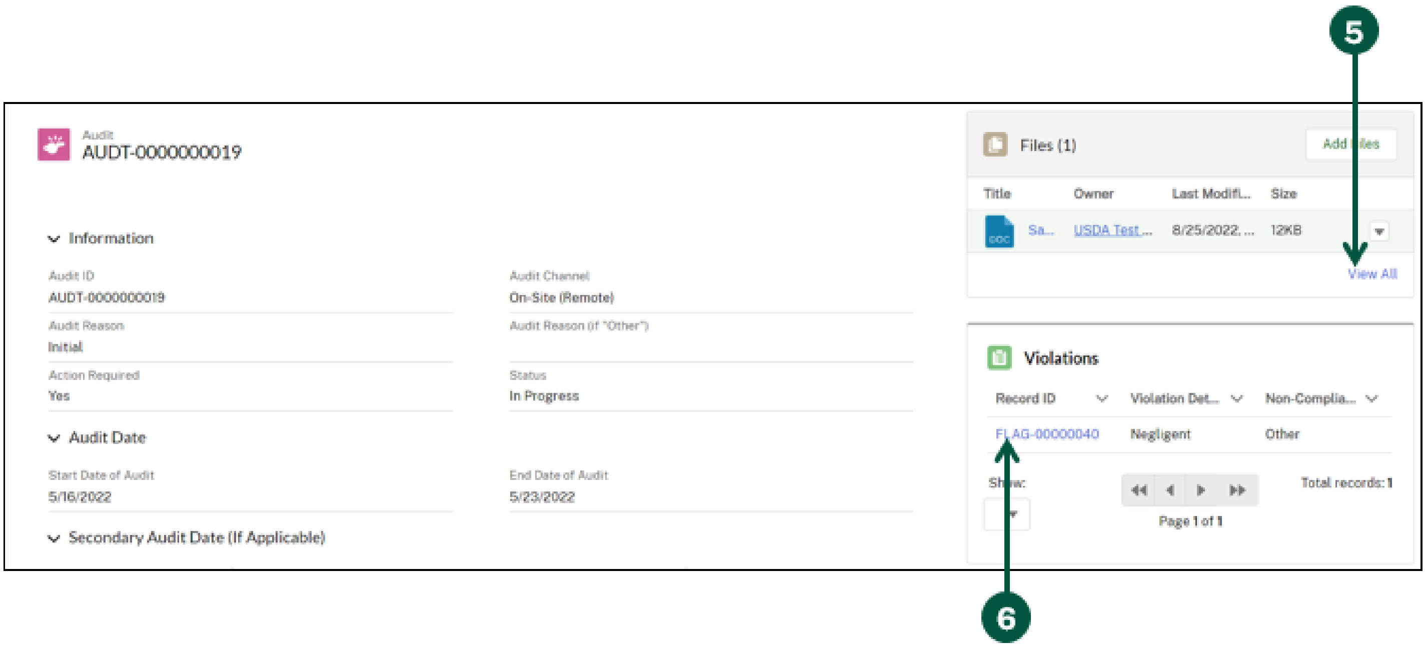
4. You will be directed to the “Audit Details” page where you can review the audit information.



View Audit Results (2 of 2)

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 and access all associated files.

6. If Violations were discovered from your audit, they will populate in the “Violations” section. **Click** on the Violation Record ID to view additional information about the Violation. Note: If there are no Violations associated with your audit, no records will populate in this section.



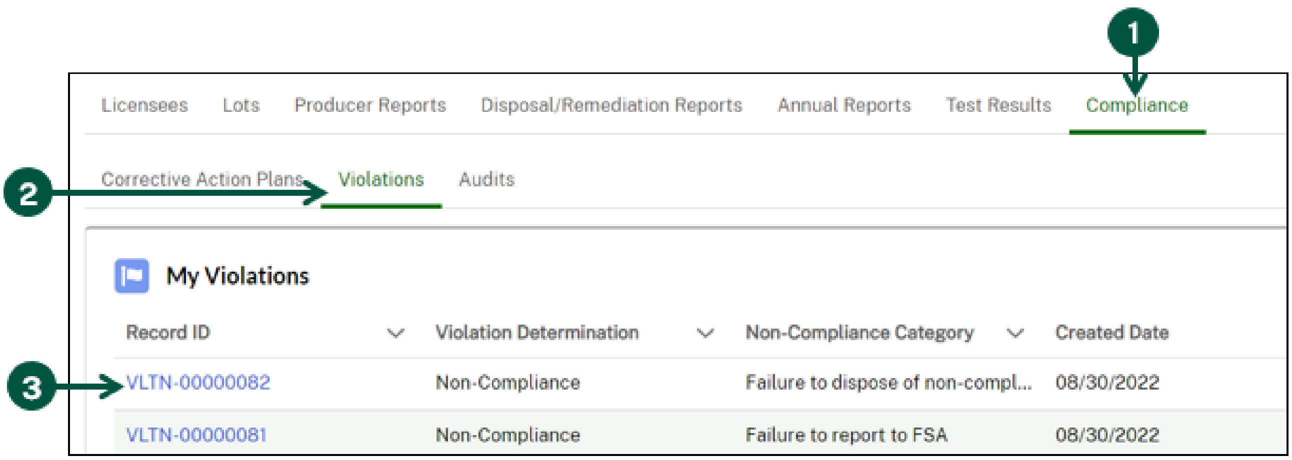
View Violations (1 of 2)

A Violation 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 Volation is entered in HeMP. To view your Violations, use the following instructions.

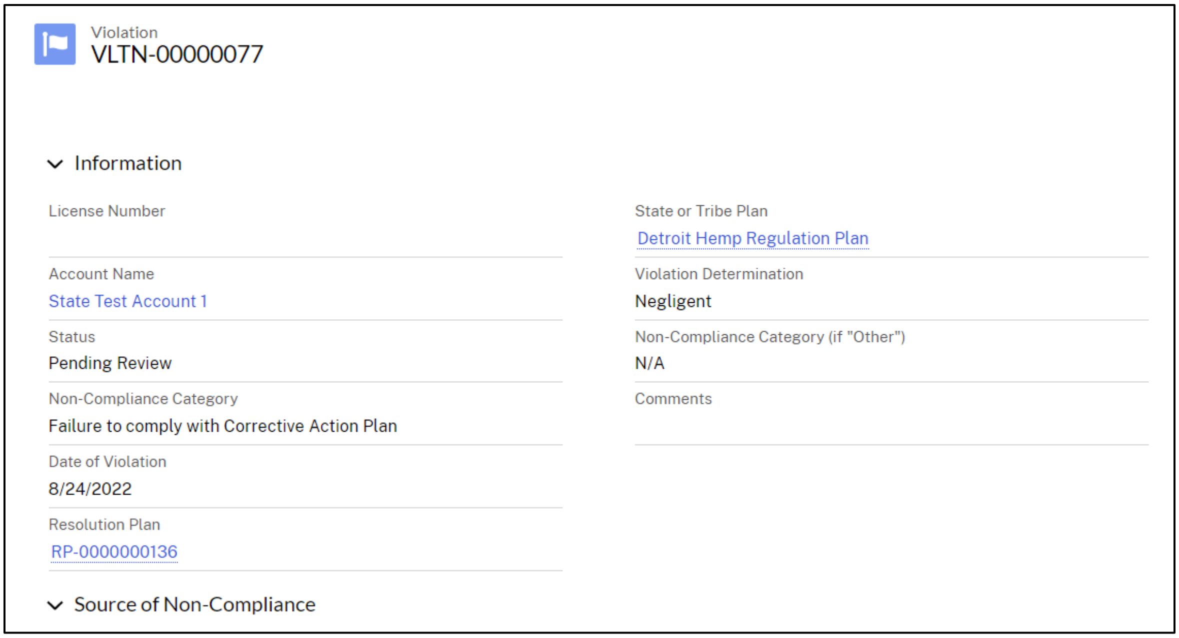
1. From the homepage, **scroll down** to find and **click** the “Compliance” tab.

2. **Click** the “Violations” subtab where you will see the “My Violations” list. Note: If you do not have any Violations, there will be no records populated in this list.

3. **Click** a Violation Record ID to view details about the Violations.

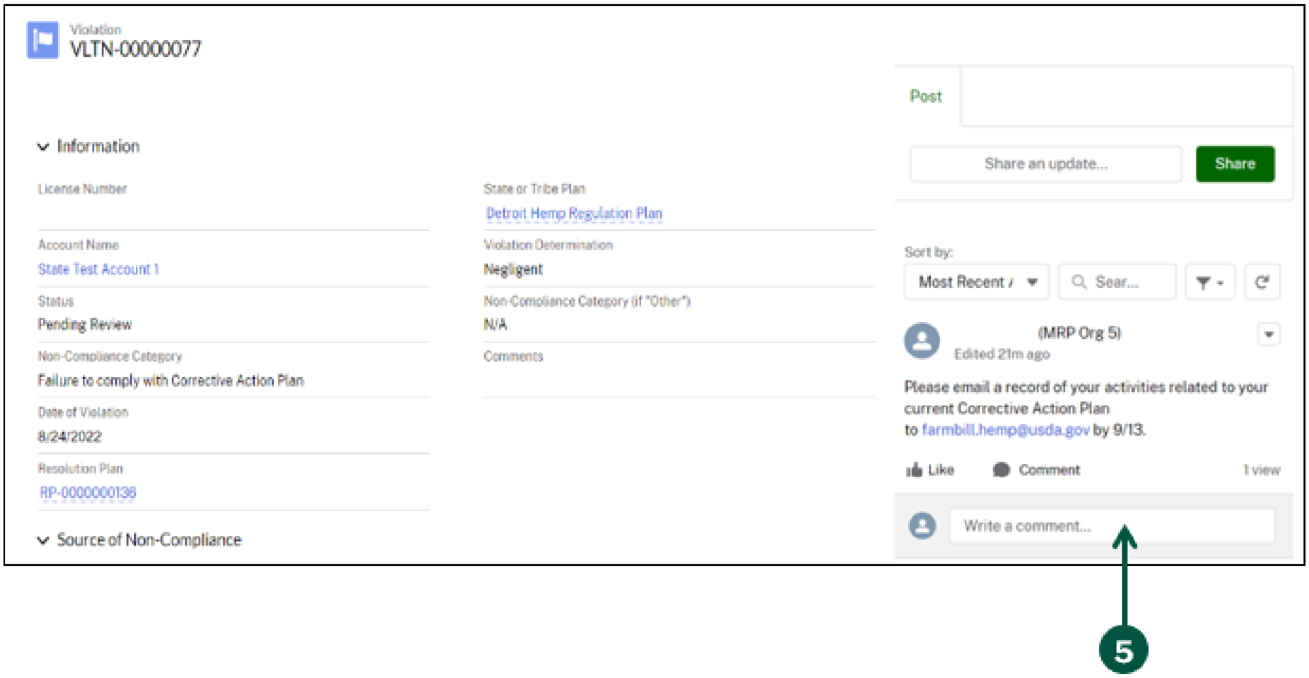


4. You will be directed to the “Violation Details” page where you can review information about the Violation.



View Violations (2 of 2)

5. To the right of the page, you will also be able to **view** if any comments have been left regarding your Violation. Note: You can use the “Write a comment…” field to respond to the comment.



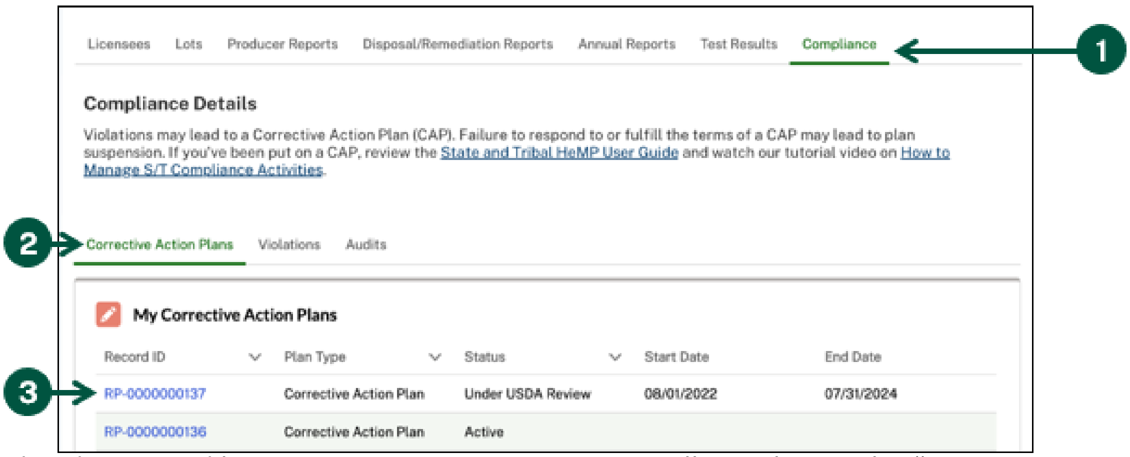
Manage Corrective Action Plans (1 of 5)

If you have been audited, inspected, or if USDA is made aware of a Violation, then you may be put on a Corrective Action Plan and have Corrective Actions you must report on. When you have been put on a Corrective Action Plan, you will receive an email notification letting you know that you must respond to the Corrective Action Plan in HeMP within 30 calendar days or risk suspension of your State or Tribe Plan.

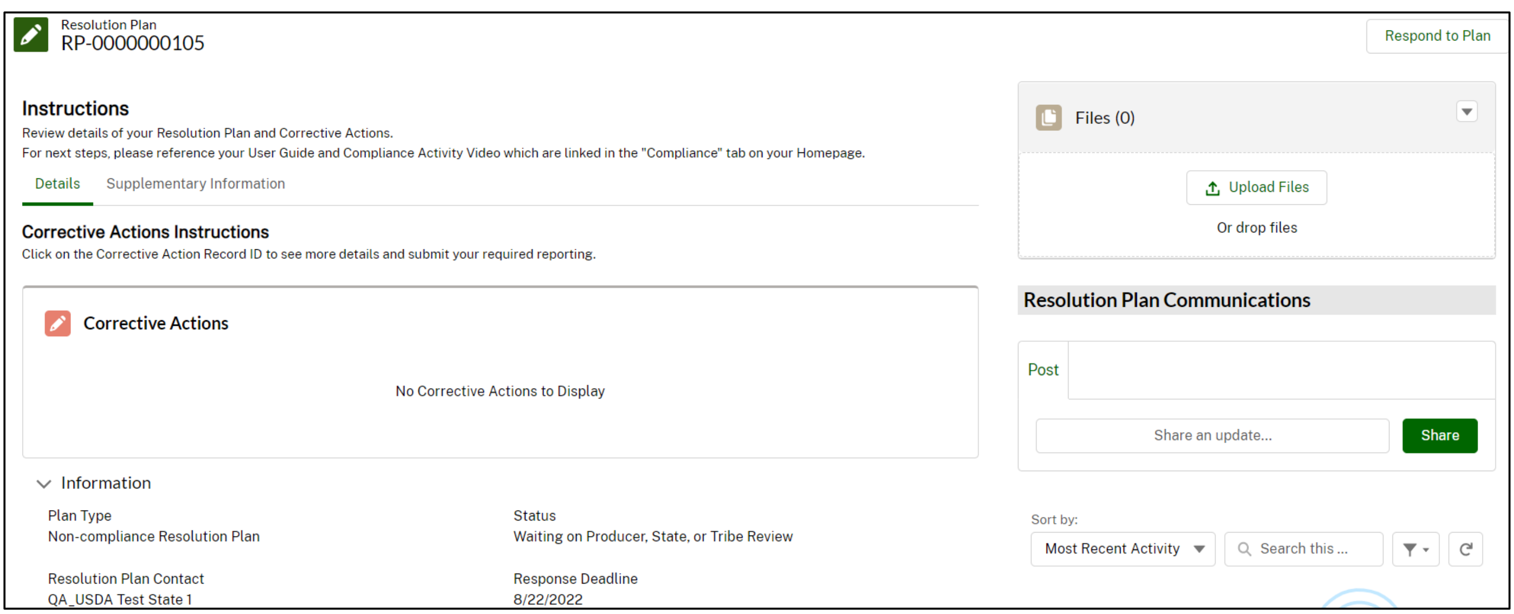
1. From the homepage, **scroll down** to find and **click** the “Compliance” tab.

2. **Click** the “Corrective Action Plans” subtab where you will see the “My Corrective Action Plans” list. Note: If you do not have any Corrective Action Plans, there will be no records populated in this list.

3. **Click** a Corrective Action Plan ID to view details about the Corrective Action Plan.



4. **Scroll** ... n Plan is finalized and approved by DHPP, your Corrective Actions will populate in the “Corrective Actions” list.

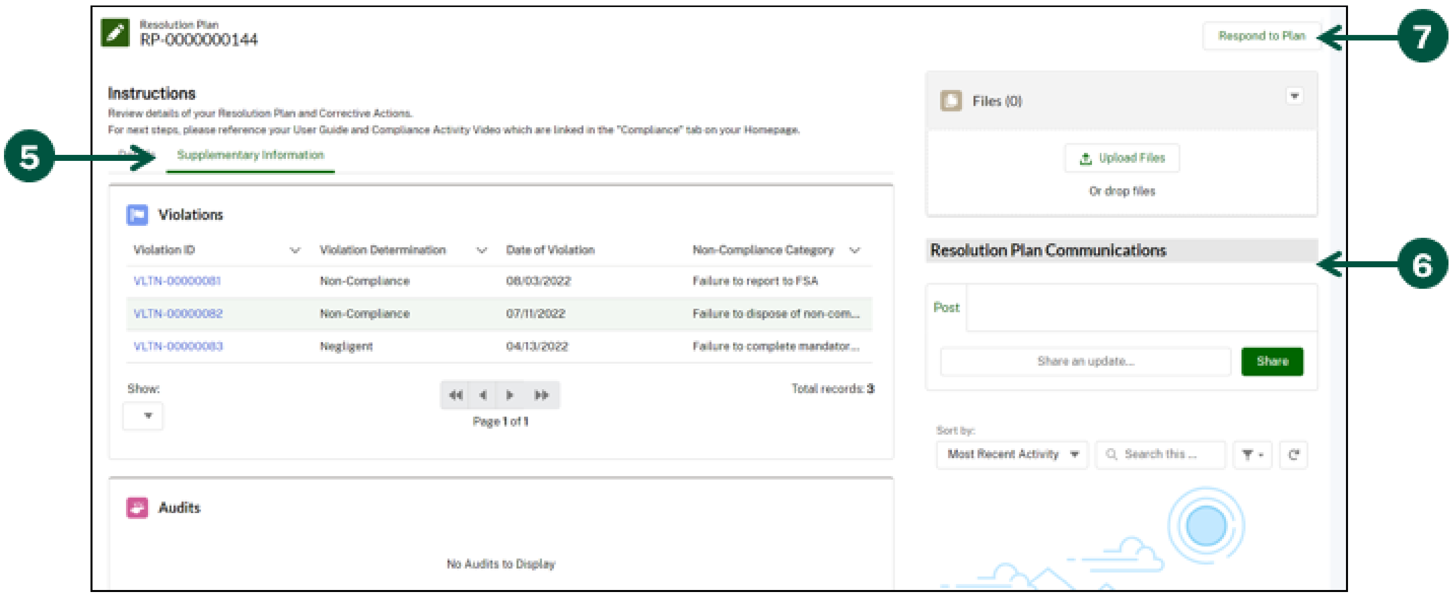


Manage Corrective Action Plans (2 of 5)

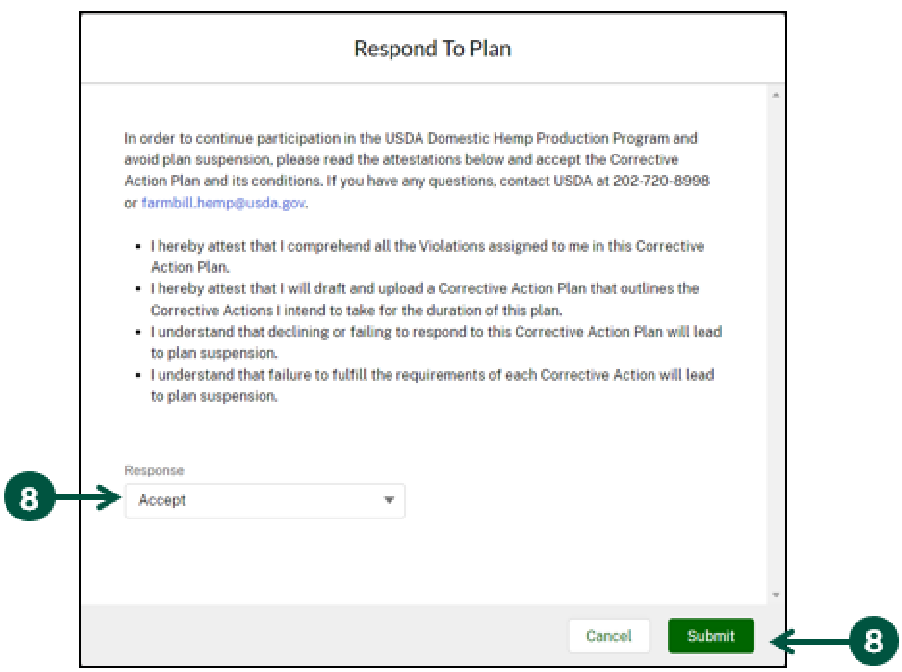
5. **Click** the "Supplementary Information" tab to view the related Violation(s) and Audit(s) associated with the Corrective Action Plan.

6. If you have any questions or comments about your Corrective Action Plan, Corrective Actions, Violations, etc. **Use** "Resolution Plan Communications" to leave a message for USDA staff.

7. Once you have reviewed all the information and understand the conditions of your Corrective Action Plan, **select** "Respond to Plan".



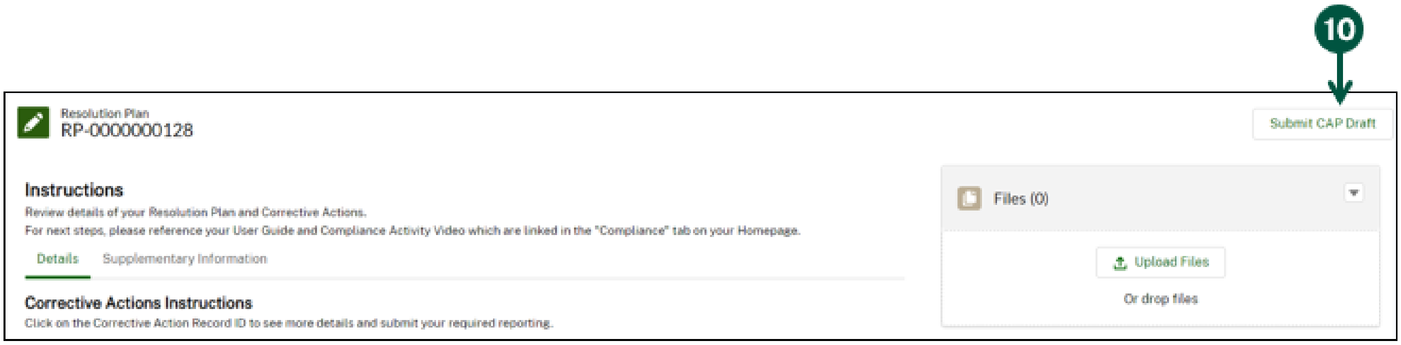
8. **Read** the attestations "Respond to Plan" modal, **select** "Accept" from the dropdown then **click** "Submit". You will receive a toast message confirming the successful response of your Corrective Action Plan.

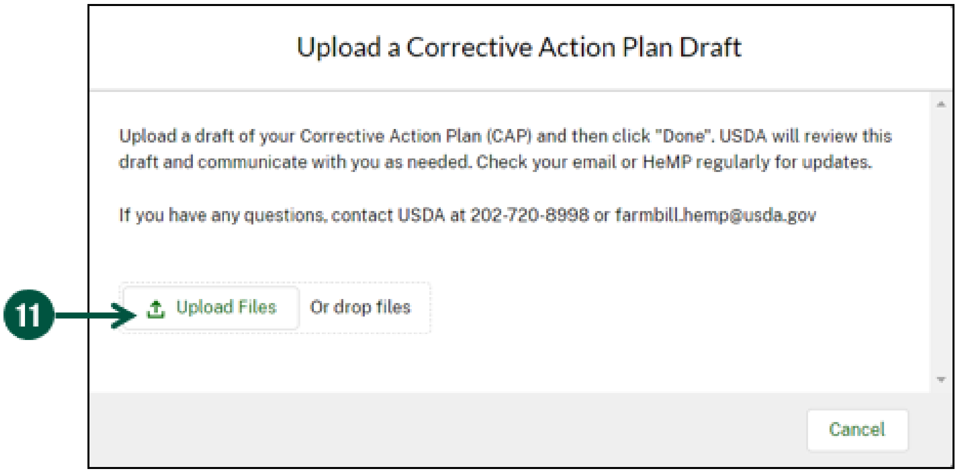


Manage Corrective Action Plans (3 of 5)

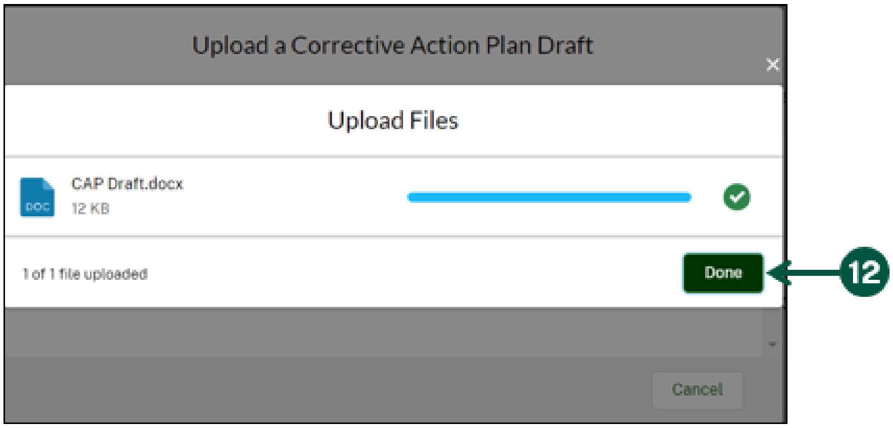
9. You will receive an email notification confirming your acceptance of the Corrective Action Plan and notifying you that you must submit a Corrective Action Plan Draft in HeMP. After you have accepted the Corrective Action Plan, the “Submit CAP Draft” button will appear. This will allow you to submit your plan and outline the Corrective Actions that will be completed in response to the discovered Violations.

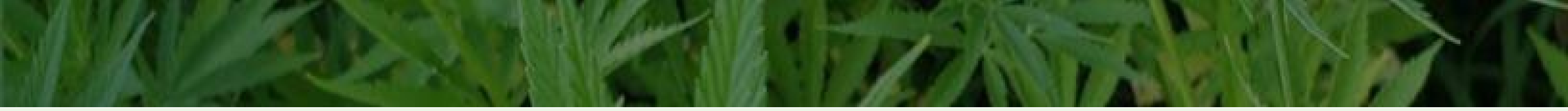
10. **Click** “Submit CAP Draft”.





12. **Upload** your Corrective Action Plan Draft from your files and **select** “Done”. Your uploaded Corrective Action Plan Draft will display in the “Files” section of the “Resolution Plan Details” page and the status of your Corrective Action Plan will change to “Under USDA Review”.



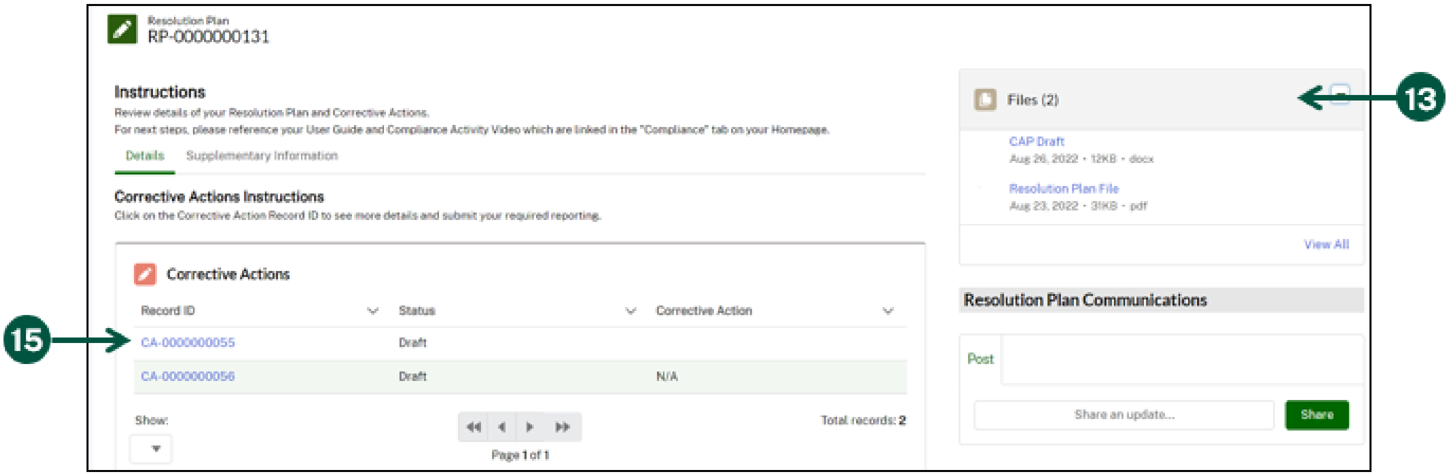


Manage Corrective Action Plans (4 of 5)

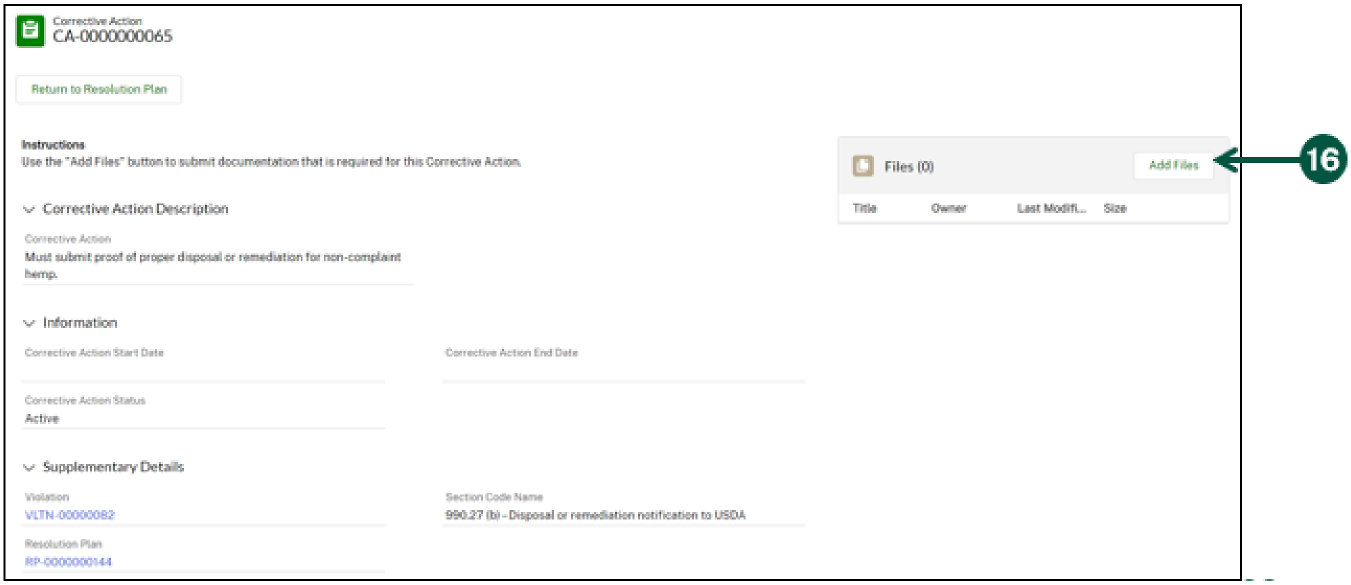
13. USDA will review your Corrective Action Plan Draft and may provide edits. Once USDA reviews your draft, you will receive an email notification that there is a Corrective Action Plan Draft ready for review in HeMP. This updated draft will appear in the “Files” section on the “Resolution Plan Details” page.

14. Corrective Action Plan revisions may go back and forth until a final version is agreed upon by both parties. Once USDA approves and finalizes the Corrective Action Plan, the status of the plan will change to “Active”, and you will receive an email notification.

15. Next, the Corrective Actions that were agreed upon will be assigned to you by USDA and will populate in the “Corrective Actions” list for you to complete. **Click** on a Corrective Action Record ID to view additional details and submit required reporting.

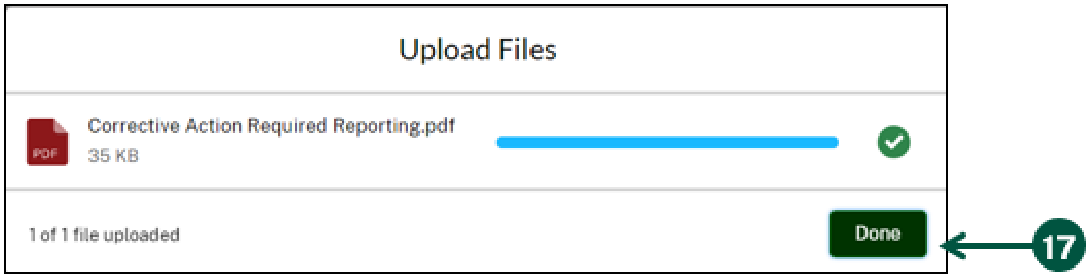


16. Once on the “Corrective Action Details” page, **review** the Corrective Action Description, Information, and Supplementary Details sections. **Select** “Add Files” to upload the applicable file(s) from your computer.

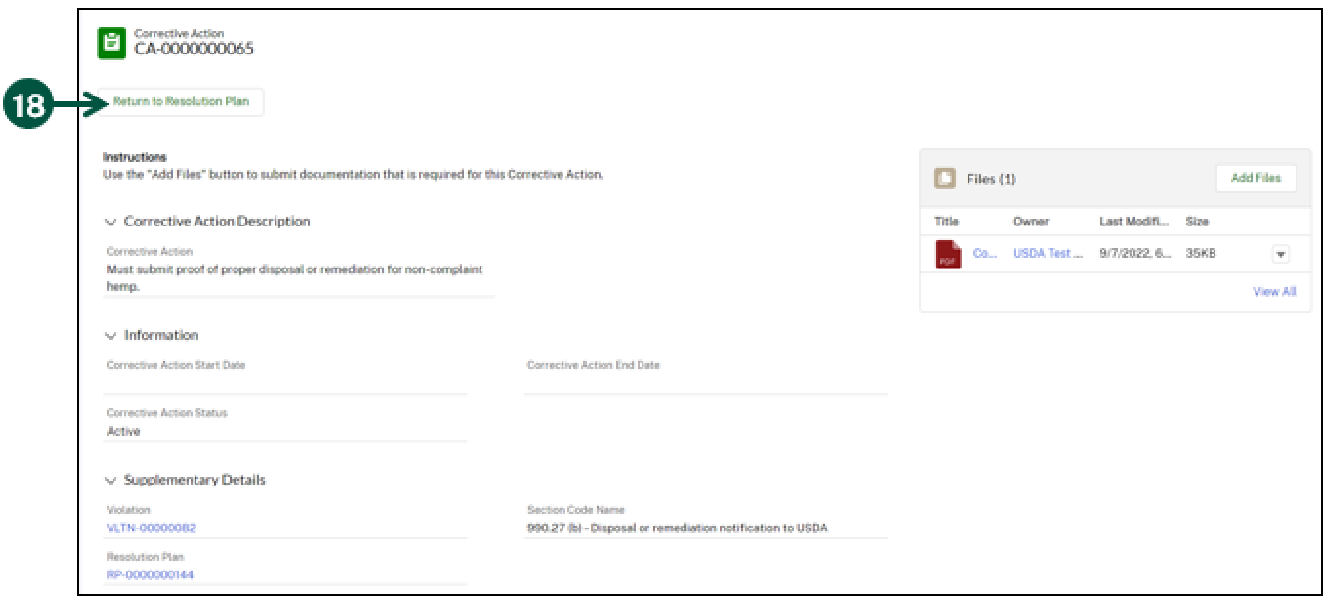


Manage Corrective Action Plans (5 of 5)

17. Once you have uploaded the file(s) from your computer, click “Done” to submit your required reporting.



18. **Click** “Return to Resolution Plan” and **repeat** these steps for each Corrective Action you need to submit required reporting for. Note: You must report on all your Corrective Actions for the entirety of your Corrective Action Plan in order to successfully resolve the plan.



Note: If it is discovered that you have additional Violations and/or Corrective Actions that have been added to your Corrective Action Plan and/or the End Date of your plan has been updated, you will receive an email that your Corrective Action Plan has been enhanced and that you need to go into HeMP to view those updates.

Once all the Corrective Actions have been successfully completed and reported on for the entire duration of your Corrective Action Plan and you have reached the end date of your plan, you will receive an email notification that your Corrective Action Plan has been successfully resolved and that no further action is needed.