

How-To Guide to Digital Seed Crop Certificates

Replacing the hardcopy-based certificate, digital seed crop certificates are now generated within [CSGA's SeedCert](#) platform, where users are able to manage their certificates directly in the platform.

Introduction

CSGA's digital crop certificates replace the traditional salmon-colored hardcopy certificates. Hardcopy certificates will no longer be sent by regular mail. Instead, when a certificate is ready, an email will be automatically sent to the most recent email address provided to CSGA. You will receive an email every time a certificate is issued and is ready for you in SeedCert.

We encourage you to keep your email address and contact information up to date in your CSGA account, to ensure you receive crop certificate notices. To update your information, visit the My Account tab in SeedCert or contact the office. If you do not have an email address and do not conduct business online, please call the office to discuss options.

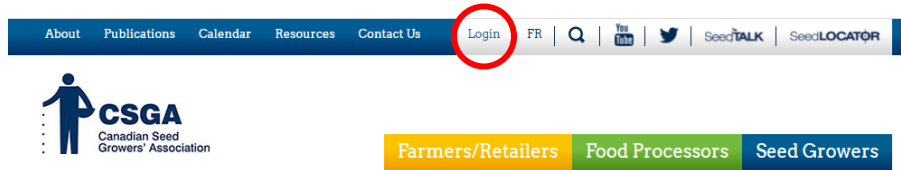
Digital certificates were designed to improve processes for members and assignees in several ways, including:

- Faster delivery of a crop certificate to the grower or assignee compared to regular mail
- Streamlining and digitizing the last seed crop paper process, helping us move towards a single window
- Reducing the risk of transcription errors
- Providing easy electronic shareability of the crop certificate with other parties
- Enhancing traceability and verification of the certificate via a QR code that displays the status and all updates to a certificate
- Increasing overall integrity of the seed system with more accurate data

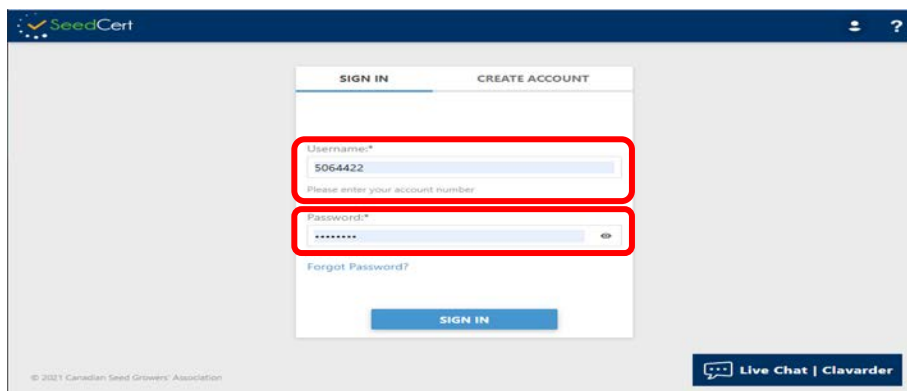
Please take time to explore the SeedCert space and review this document. If you have questions or require assistance accessing your crop certificates for the first time, please contact us at support@seedgrowers.ca or call (613) 236-0497 ext. 8803.

Where to Access Your Digital Certificate

To access your digital crop certificates, you will need to log into SeedCert. The login page can be found by going to seedgrowers.ca and selecting 'Login' as seen in the image below.



Upon clicking 'Login', you will be navigated to the SeedCert Sign In/Create Account page.



Enter in your account number in the 'Username' field and your associated password in the 'Password' field, then click 'Sign In'. If you do not have an account, select 'Create Account' and follow the prompts in order to set up an account to access your digital crop certificates.

Navigating Digital Certificates

You will find certificates issued under the 'Crop Certificates' tab (shown in red below) in SeedCert. Each crop certificate issued to you or your Assignee, or assigned to you, will be seen as a single row in the grid (in blue).

Crop Certificate	Grower of Record	Variety	Kind	Date Issued	Estimated (kg)	Harvested (kg)	Harvested Class	Allow Uncompleted
21506442186	CSGA TEST ACCOUNT (PARENT)	MARY WASHINGTON	ASPARAGUS	2021-10-19	23,366.00	267,135.57	UNKNOWN	<input checked="" type="checkbox"/>
215064422505	CSGA TEST ACCOUNT (PARENT)	ALBENGA	SOYBEANS	2021-11-04	1,200.00	12,414.00	BREEDER	<input checked="" type="checkbox"/>
215064422104	CSGA TEST ACCOUNT (PARENT)	KRUSTIAN	SOYBEANS	2021-09-14	0.00	3.23	FOUNDATION	<input checked="" type="checkbox"/>
215064422083	CSGA TEST ACCOUNT	G1901	BUCKWHEAT	2021-09-29	0.00	2.00	REGISTERED	<input checked="" type="checkbox"/>
215064422483	CSGA TEST ACCOUNT (PARENT)	A1TF AKASU	ALKALIGRASS		65.00	0.00	CERTIFIED	<input checked="" type="checkbox"/>
215064422481	CSGA TEST ACCOUNT (PARENT)	WAVE	WHEAT	2021-08-13	0.00	675.00	CERTIFIED	<input type="checkbox"/>
215064422280	CSGA TEST ACCOUNT (PARENT)	NEW ZEALAND BROWNTOP	BENTGRASS	2021-09-24	6,500.00	65,000.00	REGISTERED	<input checked="" type="checkbox"/>
215064422182	CSGA TEST ACCOUNT (PARENT)	DAWN	BIRDSFOOT TREFOLI	2021-09-24	0.00	25.00	FOUNDATION	<input checked="" type="checkbox"/>

Using the filters

Filters are located on the left side of the grid. Filters allow you to view your crop certificates by year, certificate status, assignee and grower. Clicking a filter will show only those crop certificates that meet the filter criteria.

Filters can be used to show:

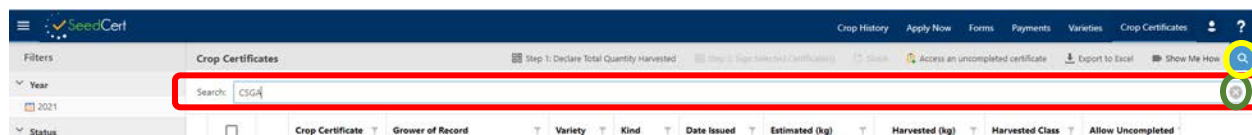
- Crop certificates from a specific year.
- Any certificates without harvested quantity.
- Certificates that have not been signed.
- Certificates that have been signed.

For example, clicking 'Not Signed' will show only crop certificates waiting for a signature. To clear an applied filter, click 'Show All' to see all your crop certificates again.

The Top Navigation Menu

At the top of the grid, you will find options to help you manage the information in the grid. You can choose to search, declare the quantity of seed harvested, sign the crop certificate declaration, share a crop certificate, export the data to Excel, or view a useful [How-To video](#) on digital crop certificates.

Anything present in the grid can be typed in the search field, such as variety name, to pull records. If you have used a filter feature on the left, certificates that don't meet those filter criteria will not show when using this search tool. To access the search field, click on the magnification glass icon (circled in yellow in the image above and below). Once clicked, a search bar will appear (red in the image below).



When you are done searching, clear the search bar by clicking on the 'x' on the far right (circled in green in the image above) to see all the certificates again. To close the search tool, click the magnifying glass a second time.

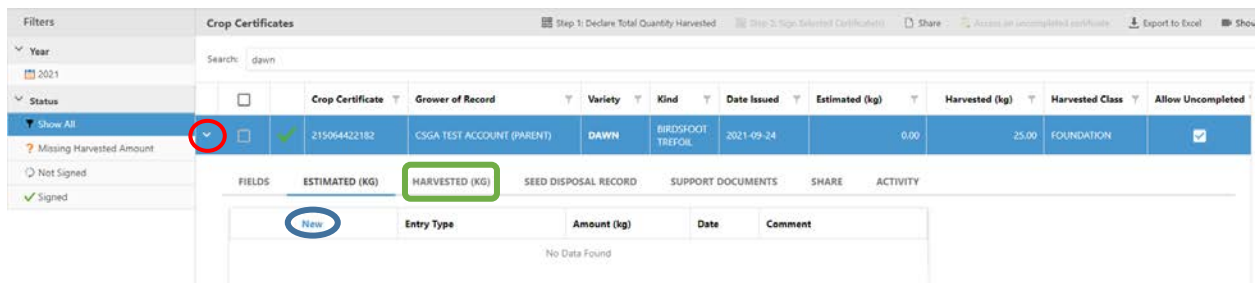
Finalizing a Certificate

As with the hard copy crop certificate, the digital crop certificates must also include two key components: the total quantity of seed (before cleaning) and a signed grower declaration. The completion of both these steps finalizes the crop certificate and makes it official.

As new fields complete the certification process, a crop certificate may be updated. As such, we recommend signing a crop certificate only once you are sure that the certification on all fields of that variety and certification class are complete to avoid needing to sign it multiple times.

Entering the Amount Harvested

The harvested quantity is necessary to maintain a credible and verifiable seed certification system and prevent fraud.



Before the grower declaration on the crop certificate can be signed, first enter the total harvested quantity of seed harvested, before cleaning, in kilograms. To enter a harvested quantity, click on the arrow at the beginning of the row you wish to update (seen in the image above in red), then click on the 'Harvested (KG)' tab (shown in green) to navigate to that section and select 'New' (circled in blue). Once selected, a new box will appear.

Fields	ESTIMATED (KG)	HARVESTED (KG)	SEED DISPOSAL RECORD	SUPPORT DOCUMENTS	SHARE	ACTIVITY
		<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray;"> New Entry Type Amount (kg) Date Comment </div> <div style="padding: 5px;"> <div style="border: 2px solid yellow; padding: 2px; margin-bottom: 5px;"> Entry Type:* <input type="text"/> Amount (kg):* <input type="text"/> Date:* <input type="text"/> </div> Comment: <input type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Update Cancel </div> </div>				

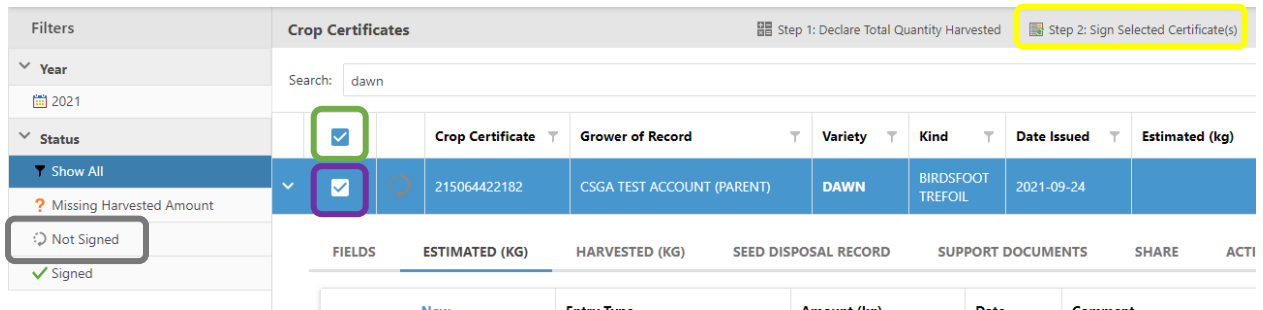
Required information (shown in yellow above) includes the 'Entry Type', 'Amount (kg)' and 'Date'. Under 'Entry Type', select 'Initial Amount' then complete the other 2 fields and click 'Update' to save the change. To increase the quantity, repeat this process however select 'Add-on Amount' for the Entry Type. Alternatively, if you've made a mistake, you can choose 'Remove Amount' as the Entry Type.

The Estimated Quantity tab is provided as a voluntary tool to keep track of your quantities before they are finalized. This tab works the same as the Harvested KG tab does.

While the amount harvested can be updated at any time, if it is updated after the crop certificate is signed, you will have to re-sign the crop certificate. Please be sure that this value is final before signing. Once a harvested amount is entered, the declaration on the crop certificate can be signed.

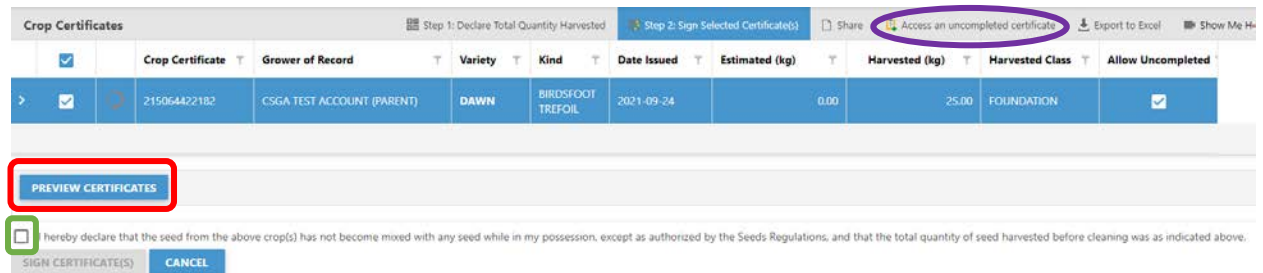
Signing the Crop Certificate

The declaration presented on the crop certificate must be signed for the certificate to be finalized and considered official. To do so, click on the tick box (shown in purple in the image below) to select which certificate(s) you wish to sign. Multiple crop certificates can be signed at the same time by manually ticking off each box or click the tick box in the column header (shown in green) to sign them all. Then click the 'Step 2: Sign Selected Certificate(s)' button in the top menu (shown in yellow).



Tip: help identify certificates that require a signature using the “Not Signed” filter (shown in grey above).

You can then preview the certificates being signed by clicking ‘Preview Certificates’ (shown in red in the image below).



If there are multiple certificates, you can look through each of them. If no further changes are needed and no issues noted, click the tick boxes next to the declaration(s) below the images (seen in green in the image above). Add your signature, and your certificates are now completed and ready to be downloaded, printed or shared with other parties.

Accessing an Interim Copy

To support the transition to digital crop certificates for 2021, you may access an interim copy of the crop certificate and bypass the steps to declare the harvested quantity of seed and sign the declaration. This allows you to access a certificate faster and to return to the platform at a later stage to complete the information. Click ‘Access an Uncompleted Certificate’ in the top menu (seen circled in purple in the image above). You will need to agree to the declaration, then click ‘Update.’ Once processed, you may click on the crop certificate number to access a copy.

View Your Crop Certificate

To view a signed certificate, click on the crop certificate number in the grid. See Appendix 1 on where to find various pieces of info on your Digital Crop Certificate.

Digital crop certificates feature a QR (Quick Response) code, a scannable barcode that points to a website – in this case, the crop certificate validation page in SeedCert. By clicking on the QR code in the upper right corner of your PDF version of your certificate, or by using the camera on a smartphone to scan a hard copy certificate, this scannable feature enhances the traceability and verification of the certificate.

The certificate link is also available from the Crop History page.

Printing and Sharing

With digital crop certificates, there is no need to print hard copies. However, for those who still prefer paper versions, the digital certificates can be easily printed when you populate or view the PDF version.

Growers and Assignees have automatic access to their crop certificates, but you can choose to share crop certificates with others; with a Registered Seed Establishment (RSE) as an example. To share a certificate, select the certificate row and click 'Share' in the top bar (circled in green in the image below), then click 'New' (in purple). Crop certificates can be shared with either a grower-authorized third-party account or by inserting a separate email address. When sharing with an account, the certificate will be sent to the email addresses that CSGA has associated with that account.

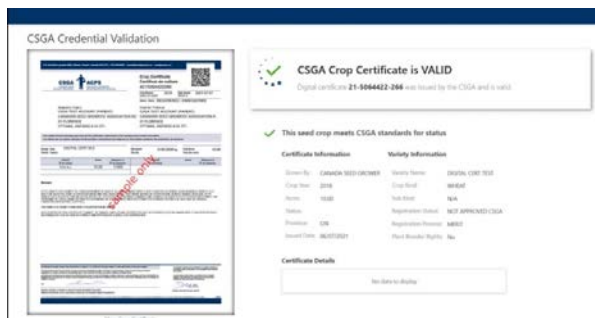
The screenshot shows the 'Crop Certificates' interface. At the top, there are tabs for 'Step 1: Declare Total Quantity Harvested' and 'Step 2: Sign Selected Certificate(s)'. Below the tabs is a table with columns: Crop Certificate, Grower of Record, Variety, Kind, Date Issued, Estimated (kg), Harvested (kg), Harvested Class, and Allow Uncompleted. A row is selected with the following data: 2150644221B2, CSGA TEST ACCOUNT (PARENT), DAWN, BIRDSFOOT TREFOIL, 2021-09-24, 0.00, 25.00, FOUNDATION, and a checked box. Below the table, there are tabs for 'FIELDS', 'ESTIMATED (KG)', 'HARVESTED (KG)', 'SEED DISPOSAL RECORD', 'SUPPORT DOCUMENTS', 'SHARE', and 'ACTIVITY'. The 'SHARE' tab is active and circled in green. A modal window is open with the following fields: 'Account Number' (with a dropdown menu), 'Date Shared', 'Share with This Email', 'Disable Share', 'Message (Share)', and 'Message (Unshare)'. The 'New' button is circled in purple. The 'Share with Email Recipient' option is circled in red. The 'Share with This Email' field is circled in yellow. The 'Update' button is circled in orange. The 'Edit' button is circled in grey.

To share to an email address, select 'Share with Email Recipient' (circled in red in the image above) in the 'Account Number' field, and then type an email address in the 'Share with This Email' field (circled in yellow). You also have the option to include a short message. Click 'Update' (circled in orange) to share the certificate.

An email with a link to the validation page for that crop certificate will be automatically sent to the recipient. Everyone you have shared the certificate with will have access only to the validation page and the most current version of that crop certificate.

If you accidentally share a certificate or need to withdraw access, click 'Edit' (circled in grey in the image above) on the left-hand side. Click the checkbox next to 'Share Disabled' (circled in blue), then click 'Update' to cancel the share. The row will remain, but the email link will be rendered invalid. If the recipient clicks the email link, they will no longer see the crop certificate validation page.

Validation Page



The validation page provides information on the crop certificate and confirms that it is current and valid in CSGA's records. If the certificate has been updated, you will see the current version of the certificate on the left. The image on the left can be clicked to access and download the most current version of the certificate.

Using the Management Tools

As on the Crop History page, each row has an arrow on the left-hand side (circled in red in the image below). Once clicked, more information is available for you to manage your crop certificates. The other tabs not covered in the earlier portion of this document include 'Fields', 'Seed Disposal Record', 'Support Documents' and 'Activity' (each being circled in green).

	Crop Certificate	Grower of Record	Variety	Kind	Date Issued	Estimated (kg)
	215064422182	CSGA TEST ACCOUNT (PARENT)	DAWN	BIRDSFOOT TREFOIL	2021-09-24	0.00

FIELDS ESTIMATED (KG) HARVESTED (KG) **SEED DISPOSAL RECORD** **SUPPORT DOCUMENTS** SHARE **ACTIVITY**

Fields Tab

This tab provides a list of all fields included on that crop certificate and any applicable message codes. Only fields with a green checkmark in the Crop History tab appear in this section. If you believe a field is missing, please find it on the Crop History tab to see its status in the certification process.

Seed Disposal Record Tab

The digital Seed Disposal Record section functions the same way as on the back of a hardcopy crop certificate – to track the distribution of the seed as lots are created. To enter data, click 'New' and then enter the data from the pedigreed seed declarations that have been issued for the seed. Entering this data is voluntary and is for your use. You can also download a blank copy of the Seed Disposal Record from this tab to send to your RSE.

Support Documents Tab


The Support Documents tab allows you to keep all your documentation associated with the crop certificate in one digital place. Pedigreed Seed Declarations, Grading Reports, or other materials can be uploaded here voluntarily for your convenience and reference.

Activity Tab

The Activity tab gives you complete control over your crop certificates by tracking all updates, shares, modifications, and previews for each crop certificate. It also tracks the account or email address associated with that activity.

Appendix 1: The Digital Certificate

P.O. Box/Case postale 8455, Ottawa, Ontario, Canada K1G 3T1 • 613-236-0497 • seeds@seedgrowers.ca • seedgrowers.ca




CSGA ACPS
Canadian Seed Growers' Association / Association canadienne des producteurs de semences

Crop Certificate
Certificat de culture
#215064422266

Crop Season / Saison de culture: 2018
Date issued / Délivré le: 2021-07-07

Status / statut: **REGISTERED / ENREGISTRÉE**



Assigned to / Code à: CSGA TEST ACCOUNT (PARENT)
CANADIAN SEED GROWERS' ASSOCIATION RO
21 FLORENCE
OTTAWA, ONTARIO K1G 3T1

Grown by / Produit par: CSGA TEST ACCOUNT (PARENT)
CANADIAN SEED GROWERS' ASSOCIATION R
21 FLORENCE
OTTAWA, ONTARIO K1G 3T1

This certifies that the following crops have met the certification requirements of the Canadian Seed Growers' Association
Ceci atteste que les cultures suivantes ont été produites conformément aux exigences de l'Association canadienne des producteurs de semences

Variety / Kind Variété / Espèce	Harvested Récolté	Total Acres Total des acres
DIGITAL CERT BLE	6100.0000 kg	10.00

Field ID ID du champ	Acres	Sequence # N° de séquence	Field ID ID du champ	Acres	Sequence # N° de séquence
TEST A 4	10.00	11925			

Messages

CETTE VARIÉTÉ EST EXEMPTÉE DE L'ENREGISTREMENT DE VARIÉTÉS AU CANADA. AVANT QUELLE SOIT ÉTIQUETÉE OU VENDUE SOUS UN NOM DE VARIÉTÉ, ELLE DOIT ÊTRE ACCEPTÉE POUR LA CERTIFICATION AUTANT PAR L'ACPS QU'UNE TOUTE AUTRE AGENCE DE CERTIFICATION. VEUILLEZ AVISER L'ACPS QUE CETTE VARIÉTÉ A ÉTÉ ACCEPTÉE PAR UNE AUTRE AGENCE DE CERTIFICATION, AUTREMENT DEMANDER UNE FORMULE D'ÉLIGIBILITÉ À LA CERTIFICATION (FORMULE 300) PROVENANT DE L'ACPS, AVANT D'ÉTIQUETER LA SEMENCE DE CETTE VARIÉTÉ AVEC DES ÉTIQUETTES PÉDIGRÉE OFFICIELLES DE SCÉLAGE DE L'ACPS (I.E. FONDATION, ENREGISTRÉE, CERTIFIÉE).

THIS VARIETY IS EXEMPT FROM VARIETY REGISTRATION IN CANADA.

SEED COVERED BY THIS CERTIFICATE "CANNOT" BE GRADED, LABELLED AND OFFERED FOR SALE AS PEDIGREE SEED IN CANADA UNTIL IT HAS BEEN OFFICIALLY RECOGNIZED BY CFIA OR CSGA AS A VARIETY AND APPROVED AS ELIGIBLE FOR CERTIFICATION.

Declaration & Signature

Certificate is invalid unless this declaration is signed. Le certificat n'est pas valide si cette déclaration n'est pas remplie.

I hereby declare that the seed from this crop has not become mixed with any other seed while in my possession, except as authorized by the Seeds Regulations of Canada, and that the total quantity (kg) of seed harvested from this crop before cleaning is indicated above.

Je déclare par la présente que la semence provenant de cette culture n'a pas été mélangée à d'autres semences en ma possession, sauf avec l'autorisation du Règlement sur les semences du Canada, et que la quantité totale (kg) de semences récoltées provenant de cette culture avant nettoyage est indiquée ci-dessus.

The grower named on this certificate is a regular member in accordance with the By-laws of the Canadian Seed Growers' Association.

Le producteur nommé dans ce certificat est un membre régulier conformément aux règlements de l'Association canadienne des producteurs de semences.

Signature of grower (or assignee if covered by separate declaration from grower) / Signature de producteur (ou du cessionnaire si couvert par une déclaration séparée du producteur)

[Signature]

[Signature: D. Miller]
Executive Director / Directeur exécutif

QR Code

Date

Status

Variety

Field Info

Certification Messages

Declaration & Signature