Organic and Transitional Education and Certification Program (OTECP)
APPLICATION INSTRUCTIONS FOR LEVEL 2 EAUTHENTICATED USERS
November 8, 2021 V 1.0
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# Version History

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<th>Date</th>
<th>Version</th>
<th>Description of Change</th>
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1 Creating A New OTECP Application from Home

1.1 Basic Information

The OTECP application was developed to be accessed by customers with Level 2 eAuthentication access. The OTECP application allows applicants to:

- create/submit a new OTECP application
- view/modify an existing OTECP application
- print an OTECP application.

County offices will receive notification when OTECP applications have been submitted or modified.

1.2 Create OTECP Application

The OTECP Application can be accessed by navigating to the following link:

https://apps.fsa.usda.gov/otecp/index.jsp

- CLICK “Login”. The “My Application Screen” is displayed.

![Welcome to OTECP](image)
• Enter EAuth User ID and Password and click “Log In with Password”.

Applicant Selection Screen is displayed, which includes the user themselves and any other applicant for which the user has representative capacity.

• SELECT the ratio button next to the applicable applicant

• CLICK “Add/Edit Application”. The OTECP Application will display for the selected applicant.
2 Entering and Submitting OTECP Information

2.1 Overview
User will be able to record OTECP information for expenses and other reimbursement for expenses received for each program year.

OTECP application will always default to the Part A & Part B Screen.

2.2 Part A & Part B Screen

- Select the “Yes” or “No” radio button for if the user has participated in FSA programs?

- Enter the Certified Operation Name

  - Required if user has expenses for any of the following category of expenses:
    - Crops
    - Wild Crops
    - Livestock
    - Processing/Handling
    - State Organic Program Fee (California Operations Only)

- Enter the Number/Certifier Client ID

  - Required if user has expenses for any of the following category of expenses:
    - Crops
    - Wild Crops
    - Livestock
    - Processing/Handling
    - State Organic Program Fee (California Operations Only)

- Enter the value of the eligible expenses for each category of expenses.

- Enter the value of the other reimbursement for expenses received (exclude OCCSP payments).

- CLICK “Save and Continue” to move to the next screen.

  - If the user wants to skip directly to another screen, CLICK “Save” before clicking the applicable tab.
### Part A - Producer Information

Have you participated in FSA programs?
- [ ] YES
- [ ] NO

**Administrative State:** Arkansas (06)
**Administrative County:** Madison (087)

### Part B - Certification Information & Expenses

<table>
<thead>
<tr>
<th>Category of Expenses</th>
<th>Source</th>
<th>Expenses</th>
<th>Other Reimbursement for Expenses Received (Excluding OCCP Payments)</th>
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<tbody>
<tr>
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<td>Education</td>
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</tbody>
</table>

1 of 2 Steps
2.3 Summary Screen

The Summary Screen will summarize all revenue information recorded within the OTECP Application and allow the applicant to electronically sign the application.

3 Enrolling OTECP Application

3.1 Overview

The user will be able to record an electronic signature on their OTECP Application.

By recording an electronic signature, the user is confirming the OTECP Application is ready for COC Action.
3.2 Recording Electronic Signature

To record the user’s electronic signature, the user must navigate to the Summary Screen of the OTECP Application.

To enroll the OTECP application,

- CLICK the checkbox
- CLICK “Save and Continue”.

4 Editing a OTECP Application

4.1 Overview

A OTECP application can be edited up until a COC Determination has been recorded. When COC Determination information has been recorded, the application information will be view-only.

To modify an application with COC Determination information recorded the user must contact their local FSA office for assistance.

When OTECP production information has been modified or added to an application the electronic signature will automatically be removed from the application. The user must electronically sign the application every time an application is modified.
5 Printing a OTECP Application

5.1 Overview

The user can print the OTECP application from the Applicant’s Selection Screen.

- SELECT the ratio button
- CLICK “View Form” button.

FSA-883 will display in a PDF format and can be printed.

The form can be printed by:

- Selecting “Print” from the File Menu.
- Selecting the Print Icon
Once “Print” has been selected a “Print” window will display

- CLICK “Print” to print the FSA-883

**Note:** Printing options can be different for a variety of reasons. The above screenshot may not match what displays on the user’s computer.

6 Notifications

6.1 County Office Notifications

Email notifications will be sent to the recording county office when:

- an online application is created.
- an online application is modified.
- an online application has been electronically signed.