Farm Service Agency

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

Table of Contents

Version History

Date	Version	Description of Change
11-08-2021	1.0	Issued

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
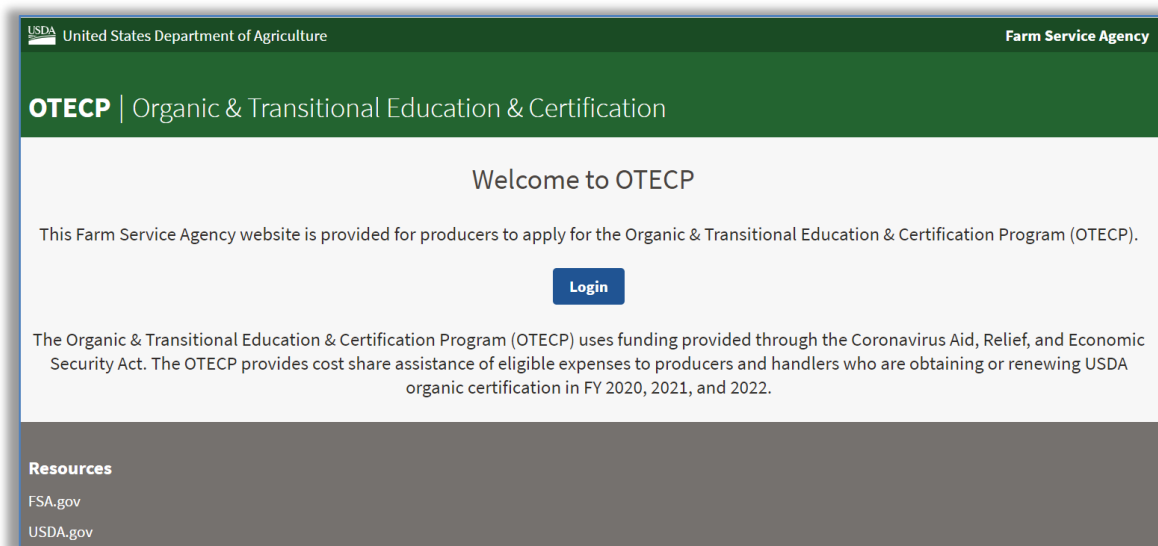- print an OTECP application.

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

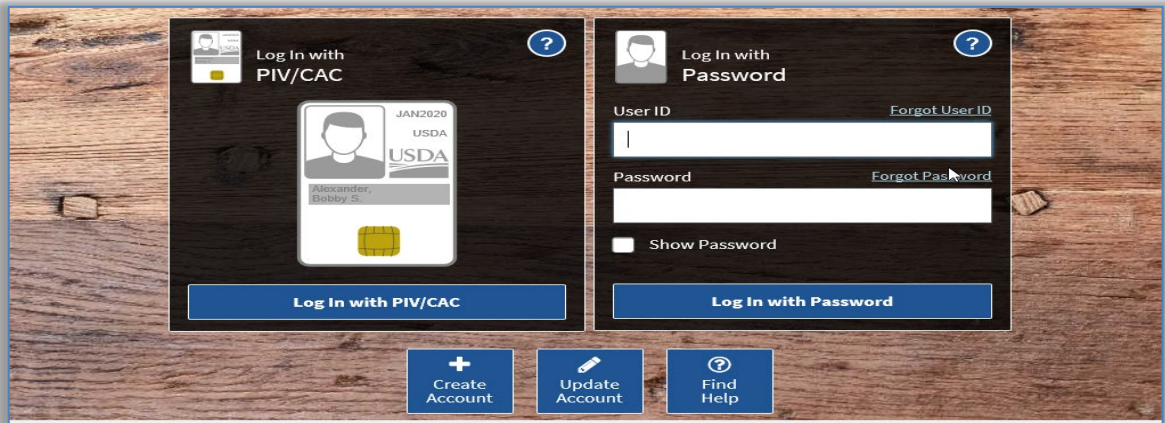## 1.2   Create OTECP Application

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.

- 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 & Part B	Summary

Program Year: **2020** State: **Arkansas (05)** County: **Madison (087)** Application Status: **Not created**
Producer: Ima Producer Administrative State: **Arkansas (05)** Administrative County: **Madison (087)** Application ID: **Unassigned**

PART A - PRODUCER INFORMATION

Have you participated in FSA programs? ☐ YES ☐ NO
*(If **"NO"**, please fill out AD-2047 and SF-3881)*

PART B - CERTIFICATION INFORMATION & EXPENSES

Certified Operation Name (if applicable)	
Certification Number/Certifier Client ID (if applicable)	

Category of Expenses	Source	Expenses	Other Reimbursement for Expenses Received *(Excluding OCCSP payments)*
Crops (certified organic)	PRODUCER		
	COC USE ONLY		
Wild Crops (certified organic)	PRODUCER		
	COC USE ONLY		
Livestock (certified organic)	PRODUCER		
	COC USE ONLY		
Processing/Handling (certified organic)	PRODUCER		
	COC USE ONLY		
State Organic Program Fees (CA only)	PRODUCER		
	COC USE ONLY		
Transitional	PRODUCER		
	COC USE ONLY		
Soil Testing	PRODUCER		
	COC USE ONLY		
Education	PRODUCER		
	COC USE ONLY		

1 of **2** Steps [Exit] [Save] [Continue] [**Save and Continue**]

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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.

Part A & Part B	Summary

Program Year: **2020**
Producer: **Ima Producer**

State: **Arkansas (05)**
Administrative State: **Arkansas (05)**

County: **Madison (087)**
Administrative County: **Madison (087)**

Application Status: **Initiated**
Application ID: **1102**

PART A - PRODUCER INFORMATION

Have you participated in FSA programs? **YES**
(If "NO", please fill out AD-2047 and SF-3881)

PART B - CERTIFICATION INFORMATION & EXPENSES

Certified Operation Name (if applicable)	Organic Comp.
Certification Number/Certifier Client ID (if applicable)	CA890989

Category of Expenses	Source	Expenses	Other Reimbursement for Expenses Received *(Excluding OCCSP payments)*
Crops (certified organic)	PRODUCER	100.00	
	COC USE ONLY		
Soil Testing	PRODUCER	700.00	100.00
	COC USE ONLY		

PRODUCER CERTIFICATION

1. The above information provided by me or my legal representative is true and correct.
2. I understand that failure to provide true and correct information may result in the invalidation of this application, a determination of noncompliance or ineligibility, or other remedies or sanctions. By signing this form, I further acknowledge and understand that any false representation or claims are subject to civil and criminal penalties including, but not limited to, those under 18 U.S.C. 1001.
To put your electronic signature on the application for **BOATRIGHT, A C** check this box. ☐

2 of 2 Steps   Exit Back **Save and Continue**

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".**

PRODUCER CERTIFICATION

1. The above information provided by me or my legal representative is true and correct.

2. I understand that failure to provide true and correct information may result in the invalidation of this application, a determination of noncompliance or ineligibility, or other remedies or sanctions. By signing this form, I further acknowledge and understand that any false representation or claims are subject to civil and criminal penalties including, but not limited to, those under 18 U.S.C. 1001.

To put your electronic signature on the application for   Ima Producer   check this box. ☑

2 of 2 Steps   Exit   Back   **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.