

# MYFIELDS ONLINE PROGRAM

**Step 1** – Create an Account

**Step 2** – Create a field


**Step 3** – Submit application for certification

**Step 4** – Viewing your applications

## STEP 1: HOW TO CREATE AN ACCOUNT WITH MYFIELDS

- First go to [www.myfields.info](http://www.myfields.info) to create your account
- To create an account click the tab at the top of the screen “Sign Up”
- Fill in the blanks to include a user name and email address. Please use the same user name as on file with OCIA. Your email is needed in order to receive notifications. You will then receive an email from myfields [notify@myfields.info](mailto:notify@myfields.info) with a link to set up your password. Follow the link and create your password.
- Log back in to your account to become a certified grower. To do this go to:
  - \* My Account
  - \* Roles
  - \* Go to the “Apply” tab.....then click on the button for “Certified Grower” and then click the button for your Certification Agency (Oklahoma Crop Improvement)
  - \* Next click “Apply” button below. Once you hit “apply” an email will be sent to OCIA for approval. Once OCIA has approved your account, you will then receive an approval email as a certified grower. Next step will be to enter your field(s).

## STEP 2: HOW TO CREATE A FIELD

- First you must log into your account.
- There will be two tabs “Applications” and “Fields”
  - click on the “Fields” tab
  - click on “Add a Field” tab
  - Fill in the blanks: Field Site Name
  - Size (acres)
  - Soil type – not required
  - Tillage system – not required
  - Irrigation type – not required
- Location (required). This can be done 2 ways. **(1)** You can enter the Latitude and Longitude. You must enter the minus sign before the Longitude. Then click the tab “Center map using Coordinates field”. This will center the map right on the field and that’s all you need to do. Or **(2)** If you don’t know the coordinates click tab “find my location”. Then click tab “Center map using coordinates field”. Drag the map by zooming in and out to find your field. You will need to pinpoint the field. To do that click on circle icon  at the bottom on the map. When you hover over the icon it will say “draw a point”. You then can put the circle where you field is located, double click and save. At this point you are merely pin pointing the field. You will outline the field when you go to apply for certification. When you are creating a field you don’t need to outline.
- Next will be Step 3 – Submit an application for certification.

### Step 3: How to Submit an Application for Certification

- You must be logged in to your account
- Click on “Fields” tab
- Find the field you have created that you want to submit for Certification. On the right is an “Action” button. Below the “Action” button are several tabs:

View  
Plant  
Scout  
Map  
Apply

- Click on “Apply” button. That will take you to a form where you will apply for certification on that field. Fill in the form with:


Crop Type  
Variety  
Variety Type  
Number of Acres  
Class being produced  
Seed Source  
Upload a picture of the tag or bulk certificate – (not required if planting your own seed)  
Seed class planted  
Planting date  
Previous crop  
Answer question: Was there a small grain on this field in last 12 months?  
If yes, what crop?  
Contract Grower  
Contract Grower phone number

Click continue or save draft if you need to complete this later. If you click “Continue” tab it will take you to page 2.

Next enter: Qtr  
Sec  
Twp  
Range

Next step is to outline the area of the field you want inspected. To do this follow the instructions below:

On a desktop or laptop (not a touch screen device):

- Press and hold the left mouse button to move the map, use the mouse scroll wheel or the zoom in-out buttons on the left to zoom.
- To draw a feature, select the polygon icon  (first icon at bottom center). Click the mouse to set each corner. Double click to indicate the last corner of the polygon. Multiple polygon features may be added.
- To edit a polygon: select the edit icon (second icon), select a polygon, press and hold the mouse along an edge, then move the mouse to change the edge.
- To move a polygon: select the move icon (third icon), select a polygon, move the polygon with the mouse.
- To delete a polygon: select the delete icon (fourth icon) and select a polygon.
- To clear all polygons: select the clear icon (fifth icon).

On a touch screen device:

- Move and zoom the map with finger gestures.
- To draw a feature, select the polygon icon (first icon at bottom center). Tap the screen to set each corner. Double tap to indicate the last corner of the polygon. Multiple polygon features may be added.
- To edit a polygon: select the edit icon (second icon), select a polygon, press and hold a finger along an edge, then move the finger to change the edge.
- To move a polygon: select the move icon (third icon), select a polygon, move the polygon with a finger gesture.
- To delete a polygon: select the delete icon (fourth icon) and select a polygon.
- To clear all polygons: select the clear icon (fifth icon).

Finish this page by filling in the “Driving Directions” with any specific instructions on how to get to the field you want inspected for certification.

Once you have completed that hit “Continue” button. It will then take you to a finishing step. You can review your application at this point. Once you have reviewed the application and verified it is being submitted to the Oklahoma Crop Improvement Association, click the “Finish” button.

Once your application has been reviewed and assigned to an inspector you will receive an email notification. Any changes you might need to make to your application can be done until OCIA reviews it. Once OCIA has reviewed your application you will need to call the office if you wish to make changes.

Final step is “Viewing Your Applications.”

## Step 4: Viewing Your Applications

- Make sure you are logged into your account.
- Click on “Applications” tab from the homepage. Here you will get an overview of all your existing applications. Looking from left to right you will find your application number. Looking right you will see “Status” column. Until the “Status” column says “Reviewed” you can edit the application to make any changes. You can do this by clicking on the “Edit” button. Remember to click the “Finish” button on page 2 if you make changes. Once your application has been assigned an inspector you will receive an email notification. You will also receive an email notification when the inspector has checked your field. The “Status” column will then be changed to either approved or denied for certification.
- There is an “Inspection” column. Once the field has been inspected you may click on the link in the “Inspection” column and see the inspector’s comments.