



United States Department of Agriculture

NRCS Registry

User Guide

Business Certification

Office of the Chief Information Officer

Natural Resources Conservation Service

Washington, D.C.



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1. REVISION HISTORY

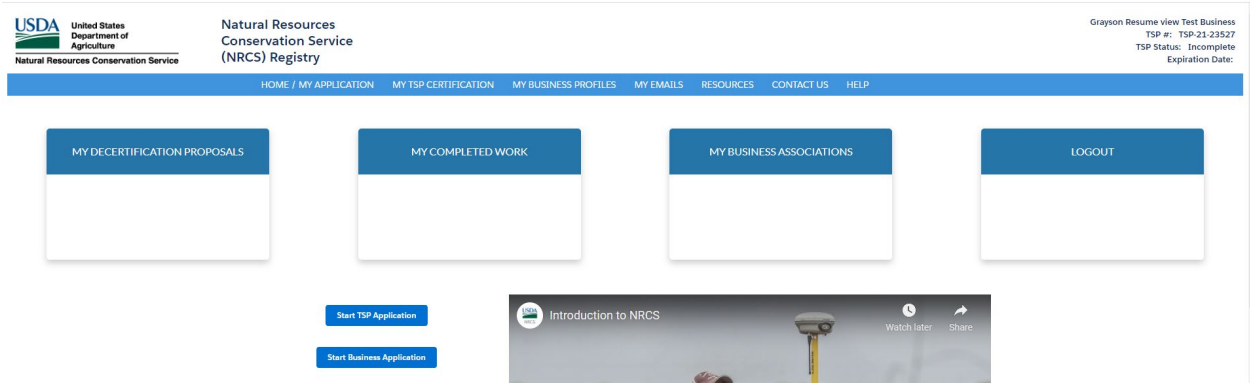
Version #	Implemented by:	Revision Date	Approved by:	Approval Date	Description of Change
1.0	Shreya Ghoshal	09/07/2018			Includes steps for Business certification
2.0	Keith Harmon	07/23/2021			Updated the guide to include changes made for NRCS Registry 2.0

2. NAVIGATING OBR (OFFICIAL BUSINESS REPRESENTATIVE) USERS

2.1 BUSINESS

2.1.1 New Business Profile

1. Select Start Business Application



2. Click the [New Business Profile](#) to create a new business profile

Legal Business Name*

Business Contact Information is Same as Mine?

Address 1* Address 2

City* State*

Zip Code*

Business Phone* Cell Phone

Email* Website

Select “Same as mine” to populate the fields with the contact information entered for the individual.

3. Click the button to save the business profile information and the user becomes the OBR (Official Business Representative) for the new business; the business status is set to “incomplete”

MY BUSINESS PROFILES [New Business Profile](#)

Show 10 entries Search:

TSP BUSINESS #	LEGAL BUSINESS NAME	CITY	STATE	EXPIRATION DATE	STATUS
TSP-B-18-00023	Shreya Test Business	Chugach National Forest	Virginia		Incomplete

4. Click **Cancel** button to cancel out of the section. Any information entered will not be saved
5. After creating a new business profile and associating at least one TSP with the business, a workbasket item is created on the homepage. See the Add TSPs to Business section below for instructions on how to associate a TSP.

TASKS

Show entries Search:

Action	Subject	TSP Name	Business Name	Description	Associated URL	created Date
Close Task	Apply for Business Certification	Shreya Test Business	Shreya Test Business	One or more TSPs have been associated with your business. Please submit a business application if you wish to add these TSPs to your business certification agreement.	Click to open link	08/06/18

Showing 1 to 1 of 1 entries Previous Next

6. On the TSP Associations sub tab for the business profile, click **Create or Update My Business Application** to submit the business application

TSP-B-18-00023 - SHREYA TEST BUSINESS

APPLICATION SUMMARY

CONTACT INFORMATION

Legal Business Name: Shreya Test Business Address 1: 29847 Seward Hwy, Seward, AK 99664 City: Chugach National Forest Zip Code: 12334 Business Phone: (907) 000-0000	Website: test.com Address 2: State: Virginia Email: shreya.ghoshal@creativesyscon.com Cell phone: (907) 000-0000
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NEW TSP ASSOCIATIONS

TSP #	FULL NAME	CITY	STATE	TSP STATUS	TSP EXPIRATION DATE	TSP LICENSES
TSP-18-11984	Shreya Ghoshal	Chugach National Forest	Virginia	Certified	08/06/20	View

7. Click the **Continue** button to continue to My Agreement section of the Business
8. Click the **Cancel** button to cancel out of the application
9. Confirmation Statement: Click the **Yes** button to agree to the confirmation statement. Click the **No** button to exit the application

CONFIRMATION STATEMENT

I understand that the information provided in this application is subject to the review and verification by United States Department of Agriculture (USDA) Natural Resources Conservation Service as part of the administration of the Technical Service Provider certification process.

Any statements or information provided on any web data entry screen are true, correct to the best of my knowledge and belief, and are made in good faith. I understand that a knowing and willing false statement may be punished by a fine or imprisonment or both. (See, e.g., 18 USC §1001.)

Your application will next get reviewed by NRCS staff in the states and territories in which you wish to offer your technical services. We will inform you of the results of our review through email within 60 calendar days.

If you do not receive a determination notice within 60 days, please contact your states coordinator for the Technical Service Provider process.

Do you understand these terms?

Yes No

10. Self-Certification Statement: Select an option and click the **Save & Continue** button to continue with the application or click the **Cancel** button to exit the Application

TSP-B-18-00023 - SHREYA TEST BUSINESS

SELF CERTIFICATION STATEMENT

Please read the following and select the appropriate option:

- I hereby certify that I do not need any professional or business licensing, certification, or registration under Federal, State, Tribal, or local law to provide lawfully the specific technical services for which I seek certification; or
- I hereby certify that I possess and will keep current all the licensing, certifications, and registrations required under applicable Federal, State, Tribal, or local law for in order to provide lawfully the specific technical services for which I seek certification

Save & Continue Cancel

11. Certification Statement: The agreement displays the language selected by the user for Self-Certification Statement and a list of practices submitted in application. Read the agreement and click the **Sign & Submit** button to submit the application or click **Cancel** the button to exit out of the application
12. Access the civil right links on the certification statement page

Civil Rights Links

[USDA Anti-Harrasment Policy](#)

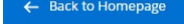
[USDA Civil Rights Policy Statement](#)

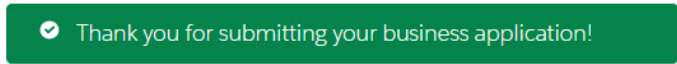
[FPAC Limited English Proficiency Poster - FPAC Limited English Proficiency contact information](#)

[USDA "And Justice for All" Poster\(s\)](#)


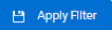
[USDA Non-Discrimination Statement](#)

13. Click the **Print Agreement** button to print the submitted business agreement


- Click the  button to go back to the homepage




2.1.2 Add TSPs to Business

- On the **Business Profile** page, navigate to the TSP Associations sub-tab and click the  button
- Enter/Select the TSP filters and click on  button to view the TSPs matching the filter criteria (use at least one filter to generate search results)

Business Contact Info | Business Licenses | **TSP Associations** | TSP Certified Practices | Business Agreements

TSP # First Name Last Name Resident State 

TSP #	FIRST NAME	LAST NAME	RESIDENT STATE	TSP STATUS
<input type="checkbox"/> TSP-1234	Kelly	Naylor TSP	Virginia	Certified
<input type="checkbox"/> OBR-TSP-18-11986	Kelly	Test TSP Spot Check	Virginia	Certified
<input type="checkbox"/> OBR-TSP-18-11989	Kelly	Naylor	Virginia	Certified

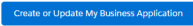

- Select the checkbox besides TSP # and click the  button to add the TSP to the business profile
- On the TSP Associations tab, the TSPs will be listed under “Pending-Sent” section

Current Associations

ACTIONS	TSP #	FULL NAME	CITY	STATE	TSP STATUS	STATUS	TSP EXPIRATION DATE	CERTIFIED PRACTICES	LICENSES/CERTIFICATIONS	CREATED DATE
In Progress										
Delete	TSP-18-11984	Shreya Ghoshal	Chugach National Forest	Virginia	Certified	Ready to Sign	08/06/20	Click to View	Click to View	08/06/18
Pending - Received										
Pending - Sent										
Delete	TSP-1234	Kelly Naylor TSP	Gainesville	Virginia	Certified	Pending	07/12/21	Click to View	Click to View	08/06/18
Delete	OBR-TSP-18-11986	Kelly Test TSP Spot Check	Gainesville	Virginia	Certified	Pending	01/01/21	Click to View	Click to View	08/06/18

- After the TSP accepts the business association, the TSP will be listed under “In- Progress” section

TSP Associations

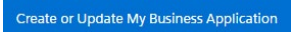
 

Certified - This TSP is part of your business's certified agreement | **Submitted** - This TSP is part of your business's submitted application | **Ready to Sign** - Your business is associated with this TSP but you have not submitted an updated application for your business | **Pending** - An association request has been sent and is pending acceptance/denial

Current Associations

ACTIONS	TSP #	FULL NAME	CITY	STATE	TSP STATUS	STATUS	TSP EXPIRATION DATE	CERTIFIED PRACTICES	LICENSES/CERTIFICATIONS	CREATED DATE
In Progress										
Delete	TSP-18-11984	Shreya Ghoshal	Chugach National Forest	Virginia	Certified	Ready to Sign	08/06/20	Click to View	Click to View	08/06/18
Delete	TSP-1234	Kelly Naylor TSP	Gainesville	Virginia	Certified	Ready to Sign	07/12/21	Click to View	Click to View	08/06/18

- A workbook item will be created for the OBR to create or update their business application.

Click the  button to start/update the business application

- After the business is certified, the certified TSPs will be listed under “Current associations”

Current Associations

ACTIONS	TSP #	FULL NAME	CITY	STATE	TSP STATUS	STATUS	TSP EXPIRATION DATE	CERTIFIED PRACTICES	LICENSES/CERTIFICATIONS	CREATED DATE
Delete	TSP-18-11984	Shreya Ghoshal	Chugach National Forest	Virginia	Certified	Certified	08/06/20	Click to View	Click to View	08/06/18
Delete	TSP-1234	Kelly Naylor TSP	Gainesville	Virginia	Certified	Certified	07/12/21	Click to View	Click to View	08/07/18

2.1.3 Add Business Association

1. As a TSP, navigate to **My Business Associations** tab

Certified - You are part of this business's certified agreement | **Submitted** - You are part of this business's submitted application | **Ready to Sign** - You are associated with this business but the business has not submitted an updated application | **Pending** - An association request has been sent and is pending acceptance/denial

MY BUSINESS ASSOCIATIONS Add Business

Current Associations							
ACTIONS	TSP BUSINESS #	LEGAL BUSINESS NAME	CITY	STATE	OFFICIAL BUSINESS REPRESENTATIVE(OBR) NAME	STATUS	CREATED DATE
Delete	TSP-B-18-00010	VSG Corp	Washington	District of Columbia	Priya OBR	Certified	05/01/18
Delete	TSP-B-18-00015	test BDS	test	California	Priya OBR	Certified	07/07/18
Delete	TSP-B-18-00011	Priya Business Profile new	City	Virginia	Priya Srikanth	Certified	07/08/18
Delete	TSP-B-18-00022	a1br000000pDte			Kelly Naylor TSP	Certified	07/31/18

In Progress							
ACTIONS	TSP BUSINESS #	LEGAL BUSINESS NAME	CITY	STATE	OFFICIAL BUSINESS REPRESENTATIVE(OBR) NAME	STATUS	CREATED DATE
Delete	TSP-B-18-00012	Tatiana business	Chugach National For...	Virginia	Shreya Ghoshal	Ready to Sign	07/06/18

Pending - Received							
ACTIONS	TSP BUSINESS #	LEGAL BUSINESS NAME	CITY	STATE	OFFICIAL BUSINESS REPRESENTATIVE(OBR) NAME	STATUS	CREATED DATE

Pending - Sent							
ACTIONS	TSP BUSINESS #	LEGAL BUSINESS NAME	CITY	STATE	OFFICIAL BUSINESS REPRESENTATIVE(OBR) NAME	STATUS	CREATED DATE

2. Click the Add Business button to add a business association

3. Enter/Select the Business filters and click on Apply Filters button to view the Businesses matching the filter criteria (use at least one filter to generate search results)

TSP Business # Legal Business Name City State Official Business Representative(OBR) Apply Filters

TSP BUSINESS #	LEGAL BUSINESS NAME	CITY	STATE	OFFICIAL BUSINESS REPRESENTATIVE(OBR) NAME
<input type="checkbox"/> TSP-B-18-00020	Shreya Test	Chugach National Forest	Virginia	Shreya Ghoshal
<input type="checkbox"/> TSP-B-18-00021	Shreya test	Vienna	Texas	Shreya Ghoshal
<input type="checkbox"/> TSP-B-18-00023	Shreya Test Business	Chugach National Forest	Virginia	Shreya Ghoshal
<input type="checkbox"/> TSP-B-18-00024	Test -Shreya's Business	Chugach National Forest	Virginia	Shreya Ghoshal

Request Association Cancel

4. Select the checkbox besides Business # and click the Request Association button to add the Business to the under the TSP's Business Associations

5. The Businesses are listed under the "Pending-sent" section

Pending - Sent							
ACTIONS	TSP BUSINESS #	LEGAL BUSINESS NAME	CITY	STATE	OFFICIAL BUSINESS REPRESENTATIVE(OBR) NAME	STATUS	CREATED DATE
Delete	TSP-B-18-00020	Shreya Test	Chugach National For...	Virginia	Shreya Ghoshal	Pending	08/07/18
Delete	TSP-B-18-00021	Shreya test	Vienna	Texas	Shreya Ghoshal	Pending	08/07/18
Delete	TSP-B-18-00023	Shreya Test Business	Chugach National For...	Virginia	Shreya Ghoshal	Pending	08/07/18
Delete	TSP-B-18-00024	Test -Shreya's Business	Chugach National For...	Virginia	Shreya Ghoshal	Pending	08/07/18

6. After the business accepts the association, the business is listed under "In-Progress" section of the **My Business Associations** page

In Progress							
ACTIONS	TSP BUSINESS #	LEGAL BUSINESS NAME	CITY	STATE	OFFICIAL BUSINESS REPRESENTATIVE(OBR) NAME	STATUS	CREATED DATE
Delete	TSP-B-18-00012	Tatiana business	Chugach National For...	Virginia	Shreya Ghoshal	Ready to Sign	07/06/18
Delete	TSP-B-18-00024	Test -Shreya's Business	Chugach National For...	Virginia	Shreya Ghoshal	Submitted	08/07/18

7. After the submitted business agreement is certified by the Regional Certifier, the business is listed under "Current Associations" section of the **My Business Associations** page

Current Associations							
ACTIONS	TSP BUSINESS #	LEGAL BUSINESS NAME	CITY	STATE	OFFICIAL BUSINESS REPRESENTATIVE(OBR) NAME	STATUS	CREATED DATE
Delete	TSP-B-18-00024	Test -Shreya's Business	Chugach National For...	Virginia	Shreya Ghoshal	Certified	08/07/18

8. If the business denies the TSP Association, the business name is not listed on the TSP's **My Business Associations** page

- As a TSP, click on delete link to delete a business on the TSP’s **My Business Associations** page

2.1.4 Accept/Deny TSP Association

- After a TSP requests an association, the TSP’s name is listed under “Pending- Received” section on the **TSP Associations** sub tab of the **My Business Profile** page

Pending - Received

ACTIONS	TSP #	FULL NAME	CITY	STATE	TSP STATUS	STATUS	TSP EXPIRATION DATE	CERTIFIED PRACTICES	LICENSES/CERTIFICATIONS	CREATED DATE
Accept Deny	TSP-17-00003	Priya TSP	test	Virginia	Certified	Pending	07/27/21	Click to View	Click to View	08/07/18

- As an OBR, click on [Accept Deny](#) link to accept/ deny a **TSP Association**
- If the TSP association is accepted, the user can click on [Create or Update My Business Application](#) button to update and submit their business application. Once Certified, the TSP association will be displayed under “Current associations”

Current Associations

ACTIONS	TSP #	FULL NAME	CITY	STATE	TSP STATUS	STATUS	TSP EXPIRATION DATE	CERTIFIED PRACTICES	LICENSES/CERTIFICATIONS	CREATED DATE
Delete	TSP-1234	Kelly Naylor TSP	Gainesville	Virginia	Certified	Certified	07/12/21	Click to View	Click to View	08/07/18
Delete	TSP-17-00003	Priya TSP	test	Virginia	Certified	Certified	07/27/21	Click to View	Click to View	08/07/18
Delete	TSP-18-11984	Shreya Ghoshal	Chugach National Forest	Virginia	Certified	Certified	08/06/20	Click to View	Click to View	08/06/18

If the business denies the TSP association, the business will no longer be listed under TSP’s My Business Associations tab and the TSP will no longer be listed under the TSP Association sub-tab on the Business’ Profile

2.1.5 Accept/Deny Business Association

- After a business requests an association, the business’ name is listed under “Pending- Received” section of **My Business Association** page

Pending - Received

ACTIONS	TSP BUSINESS #	LEGAL BUSINESS NAME	CITY	STATE	OFFICIAL BUSINESS REPRESENTATIVE(OBR) NAME	STATUS	CREATED DATE
Accept Deny	TSP-B-18-00023	Shreya Test Business	Chugach National For...	Virginia	Shreya Ghoshal	Pending	08/07/18

- As a TSP, click on [Accept Deny](#) link to accept/ deny a Business Association
- If the TSP accepts the business association, the certified business is listed under “Current Associations” section of **My Business Association** page

Current Associations

ACTIONS	TSP BUSINESS #	LEGAL BUSINESS NAME	CITY	STATE	OFFICIAL BUSINESS REPRESENTATIVE(OBR) NAME	STATUS	CREATED DATE
Delete	TSP-B-18-00024	Test -Shreya's Business	Chugach National For...	Virginia	Shreya Ghoshal	Certified	08/07/18

- If the TSP denies the business association, the TSP will no longer be listed under TSP’s **My Business Associations** tab and the TSP will no longer be listed under the **TSP Association** sub-tab on the **Business’s Profile**

2.1.6 Renew Business Application

- If the Business Status is “Certified” and expiration date is less than 120 days, on the homepage, click the [Renew Agreement](#) button to make changes to all the components of the application form

3. NAVIGATING REGIONAL CERTIFIERS

3.1 BUSINESS CERTIFICATION

1. Navigate to the **TSP Business Applications** tab to view a list of submitted business applications

The screenshot shows the 'TSP Business Applications' page. At the top, there is a search bar and a 'Show' dropdown set to '1 entries'. Below is a table with the following data:

APPLICATION #	LEGAL BUSINESS NAME	TSP BUSINESS #	OBR NAME	OBR TSP #	RESIDENT STATE/TERRITORY	DECISION DUE DATE	STATUS
TSP-B-18-00010	VSO Corp	TSP-B-18-00010	Priya OBR	TSP-18-11985	District of Columbia	09/22/18	Submitted
TSP-B-18-00023	Shreya Test Business	TSP-B-18-00023	Shreya Ghoshal	TSP-18-11984	Virginia	10/05/18	Submitted

Showing 1 to 2 of 2 entries. Navigation buttons: Previous, 1, Next.

2. Click on an application to open the certifier page

The screenshot shows the certifier page for application TSP-B-18-00023, 'Shreya Test Business'. It includes the following sections:

- Application Details:** TSP-B-18-00023, Shreya Test Business, Resident State: Virginia, United States, Certification Region: [blank].
- BUSINESS LICENCES:** A table with columns: LICENSING/CERTIFICATION ORG, TITLE OF LICENSE, LICENSE/CERT TYPE, CERTIFICATION/MEMBERSHIP NUMBER, EXPIRATION DATE, STATES WHERE LICENSED/CERTIFIED, LICENSE DOCUMENTATION (LIST OF ATT...).
- TSP'S BEING ADDED TO BUSINESS AGREEMENT:** A table with columns: TSP STATUS, TSP NAME, TSP #, EXPIRATION DATE, CERTIFIED PRACTICES, LICENSES, PROFILE. One entry is shown: Certified (with a red flag icon), TSP # TSP-18-11984, EXPIRATION DATE 08/29/18, CERTIFIED PRACTICES Click to View, LICENSES Click to View, PROFILE View Profile.
- Decision:** A dropdown menu currently set to '-None-', with buttons for 'Cancel', 'Save', and 'Finalize Decisions'.

On the business application, a list of business licenses and “submitted” associated TSPs are displayed

3. Select the decision from the Decision dropdown list to Certify or Defer the Business Application and Click the **Finalize Decisions** button to finalize decision

Note:

User receives an email for application 15 weekdays before Decision Due Date if:

- Resident state is within user's region
- User has not certified/deferred all associations for application

User receives an email for application 5 weekdays before Decision Due Date if:

- Resident state is within user's region
- User has not certified/deferred all associations for application