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1. **REVISION HISTORY**

<table>
<thead>
<tr>
<th>Version #</th>
<th>Implemented by:</th>
<th>Revision Date</th>
<th>Approved by:</th>
<th>Approval Date</th>
<th>Description of Change</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Shreya Ghoshal</td>
<td>09/07/2018</td>
<td></td>
<td></td>
<td>Includes steps for Business certification</td>
</tr>
<tr>
<td>2.0</td>
<td>Keith Harmon</td>
<td>07/23/2021</td>
<td></td>
<td></td>
<td>Updated the guide to include changes made for NRCS Registry 2.0</td>
</tr>
</tbody>
</table>
2. NAVIGATING OBR (OFFICIAL BUSINESS REPRESENTATIVE) USERS

2.1 BUSINESS

2.1.1 New Business Profile

1. Select Start Business Application

2. Select the New Business Profile to create a new business profile

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

3. Click the Save 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”
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.

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

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.
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.

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 the **Cancel** button to exit out of the application.

12. **Access the civil right links on the certification statement page**

**Civil Rights Links**

- USDA Anti-Harrassment 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.
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2.1.2 Add TSPs to Business

1. On the Business Profile page, navigate to the TSP Associations sub-tab and click the Add TSP button.

2. Enter/Select the TSP filters and click on the Apply Filter button to view the TSPs matching the filter criteria (use at least one filter to generate search results).

3. Select the checkbox beside TSP # and click the Request Association button to add the TSP to the business profile.

4. On the TSP Associations tab, the TSPs will be listed under “Pending-Sent” section.

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

6. A workbasket item will be created for the OBR to create or update their business application. Click the Create or Update My Business Application button to start/update the business application.

7. After the business is certified, the certified TSPs will be listed under “Current associations.”
2.1.3 Add Business Association

1. As a TSP, navigate to My Business Associations tab
   - Click on the 'Add Business' button to add a business association
   - Enter/Select the Business filters and click on the 'Apply Filters' button to view the Businesses matching the filter criteria (use at least one filter to generate search results)
   - Select the checkbox besides Business # and click the 'Request Association' button to add the Business to the under the TSP’s Business Associations
   - The Businesses are listed under the “Pending-sent” section

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

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

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

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

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

8. If the business denies the TSP Association, the business name is not listed on the TSP’s My Business Associations page
9. 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

1. 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

<table>
<thead>
<tr>
<th>TSP ID</th>
<th>Full Name</th>
<th>State</th>
<th>Status</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSP-123</td>
<td>TSP Name</td>
<td>Virginia</td>
<td>Certified</td>
<td>01/01/2024</td>
</tr>
</tbody>
</table>

2. As an OBR, click on Accept/Deny link to accept/deny a TSP Association

3. 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”

<table>
<thead>
<tr>
<th>Business ID</th>
<th>Full Name</th>
<th>State</th>
<th>Status</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID-1234</td>
<td>Business Name</td>
<td>Virginia</td>
<td>Certified</td>
<td>01/01/2024</td>
</tr>
</tbody>
</table>

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’s Profile

2.1.5 Accept/Deny Business Association

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

<table>
<thead>
<tr>
<th>TSP Business ID</th>
<th>Legal Business Name</th>
<th>State</th>
<th>Status</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID-00001</td>
<td>Legal Business Name</td>
<td>Virginia</td>
<td>Certified</td>
<td>01/01/2024</td>
</tr>
</tbody>
</table>

2. As a TSP, click on Accept/Deny link to accept/deny a Business Association

3. If the TSP accepts the business association, the certified business is listed under “Current Associations” section of My Business Association page

4. 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

1. 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

   ![TSP Business Applications Table]

2. Click on an application to open the certifier page

   ![Certificate Page]

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