

Overview:

- <https://portal.georgiaproducesafety.com/Registration/>
 - Create an account
 - Add or find your farm to claim the business
 - ALL farms must complete a Registration application
 - If eligible for a Produce Safety Rule Exemption, complete Exemption application.
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1. Select Sign In
 - a. First time users will need to select 'Create Account' on the Sign In page.
 - b. Note that the password must be at least 14 characters.
 2. Confirm your email
 - a. Check your email to confirm your email address.
 - b. This will take you back to sign in page, this time enter existing user account info.
 - c. There will be 2 factor authentication via email or text.
 3. Once signed in, search for your farm
 - a. If you are a BRAND NEW farm, search for your name and then select 'Add NEW Business'
 - b. If you are an existing farm,
 - i. Use WWGID number provided to you; or;
 - ii. Search for your farm. If you do not find your farm name, search again and add more information, such as address.
 - iii. Once you find your farm, select and click "Proceed with Selection"
 4. When adding a new business please note:
 - a. Name of Business vs Alias
 - i. Name of Business should be the name of the location (DBA).
 - ii. If you have a legal name, such as an LLC, enter that in Alias textbox.
 - b. Physical and mailing address
 - i. Business Physical Address is where your farm is located and where an inspection would occur.
 - ii. Enter Mailing Address.
 5. Complete your application by selecting '+ Apply for Registration'
 - a. This step is needed for existing and new farms to capture your current information.
 - b. Fill in required information.
 - c. You will get an email with status changes of your registration application.
 6. If you would like to apply for an exemption
 - a. Click on the Exemption tab (left side bar) and '+Apply for Exemption.'
 - b. Fill in required information
 - c. You will get an email with status changes of your exemption application.
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Please note:

- You can log in at any time to see your status or obtain a copy of your Registration and/or Exemption certificate.
- Email reminders will be sent 30 days prior to due date to renew information.