Login using your email address and your password.
This is the homepage that will be seen once you successfully login.
Go to Field Inspection at the top of the page and then select Applications and Reports.
Select the green box—Create New Field Inspection Application.
Select who is growing the crop.
Select contact from your company or Add new contact with your company.
Within the drop down menu select the grower who is growing the crop.
Select “A new field—create it below”.
Name your field, enter total acres, and the county it is located in the spaces provided.
Find your field. Enter a location in the space provided to aid in locating the field.
Draw your field shape. Once you are happy with your drawing hit the Finish icon.
Review your field one more time then scroll down to continue.
Indicate if the field inspector should call before arriving at the inspection site.

Then indicate which crop you are growing.
Move down to the Small Grains/Beans/Grasses Information.
Select if you will harvest an existing variety or create a new variety.
Select the variety from the drop down menu.

Move to the Inspection Class/Type THIS year and select from drop down menu.
Indicate the Crop planted on this field/crop area Last year by selecting from the drop down menu.
Indicate the date the field was planted.
Add any comments needed. Then review what has been entered. Save and Continue if everything is correct.
You will be at “Seedstocks” screen. Click on the “Create” button.
Enter the lot number and harvest year of the seedstock used to plant your seed field in the areas indicated.

Enter bushels planted, if available, in the # Bushels Planted space.

Enter Country of Origin if it is not USA.

Click the browse button and find the scanned image of your seed tag and choose this file.

Review and save this by clicking on the Blue Save button.

Click on blue Continue button.
Select any Transgenic Traits associated with your field by finding it on the drop down menu. If you are planting small grains simply ignore and move past this page by clicking on the Blue Continue button in the lower right corner.
Your application is saved and ready for submittal. First, please check the following:

- If you added a new variety, did you spell the variety name correctly (including spaces and dashes), and in the case of corn, select the correct corn species (dent vs. flint, etc.)?
- Is your map drawn accurately? If not, please return to the Basic Information breadcrumbs above and update your drawing.
- Are your tag images uploaded? While not required, it is appreciated:
  1. Scan each tag into a separate file, no larger than 1MB each. Allowed formats include PDF, JPG and PNG (if possible, please scan only the tag, removing any surrounding whitespace e.g., the entire scanner bed).
  2. Click the “Seed Stocks” breadcrumbs above.
  3. Click ‘Edit’ on the record to which you wish to add a tag image.
  4. Under the ‘Add new tag image’ column, click the ‘Browse’ button and upload your image.
  5. Save the record.
  6. Please maintain uploaded seed stock tags for one year.

When you are confident everything is correct and complete in your application, click the checkbox below indicating you agree, and press the “Submit application to NCUA” button. Until NCUA staff begins working with the application, you will be able to cancel your application to make additional changes.
Checkmark the box next to the verification statement.

Click on the Blue Submit Application to NCIA box.

Click on the “Get Started” button if you have other fields to enter.
This is what will appear when your application is successfully submitted.