



## OPENING AND MAINTAINING A VDACS ACCOUNT FOR VIRGINIA FERTILIZER APPLICATOR CERTIFICATION

1. To set up your VDACS account, use the following link: <https://oars.vdacs.com/Account/logon?Prog=CFA> (This link will take you to the log-on page whenever you need to upload your training documents or check your information.) *The email address you use to set up your account will be your user name.*
2. Enter the email address you used to set up your account and your password. **If your email address has changed, DO NOT SET UP ANOTHER ACCOUNT!** If you can remember the old email address, try to log in using it. Once into your account, you can change your email on the Personal Information page (see #4 below). If you're unsuccessful, let us know the email you wish to use and we will make the change for you.
3. If you do not remember your password, click on **request a temporary password**. A temporary password will be sent to your email address. Copy the temporary password, go back to the log-on page and paste it into the password space (or write it down and type it into the password space). Click on **change password**, and it will take you to the page to set up a new password for your account. **(Your password should consist of a number, a capital letter, 8 more letters and a symbol).**
4. To upload your **original certification document**, go to the far right side of the page and click on **edit**. This will take you to your **Personal Information** where you can change your address or email information if necessary. Once your information is approved, an email notification will be sent and your certificate issued.
5. To upload your **recertification documents**, click on **amend** for the first recertification training document and click on **revise** for your second recertification training document. You will also receive email notifications for these uploads.
6. On the bottom right of that page, click **next**. Click on **upload document** (bottom left). Click on **browse**, find your saved document and click on it. Your document will appear in the box. Click on **upload now**, then click on **submit**. Your document should now be uploaded.
7. Once you have uploaded your document to the screen, click **next**. This will bring you to a response page. Type in the reason for your account edit and click **next**. You should now be looking at a final submission page, click **submit** and **verify** your submission. Your account edit has now been submitted to us and will be processed.
8. Once all your recertification training requirements have been met and your documents have been uploaded into your VDACS account, you will be able to renew your certification. *Approximately 30 days prior to your certification expiration date, log on to your VDACS account. Click on "renew". You must answer questions 4-7 and submit your renewal request.* This "renew" option will not show up until closer to the expiration date. An updated certificate with the dates of the new four-year certification period will be issued shortly thereafter.

### **Questions or Problems? VDACS contact information:**

| <b><u>Name</u></b> | <b><u>Email Address</u></b>  | <b><u>Phone Number</u></b> |
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