USDA United States Department of Agriculture
Rural Development

BioPreferred®

Company Tools Tutorial

November 2023

Table of Contents

Getting Started **3**

- Glossary 4
- Obtain a Login.gov User ID and Password 5
- Register Your Company 22
- Request Access to Existing Company 26

Registering Your Products **32**

- What type of product do I have? 34
- Enter Product Information for a Stand-alone Product 36
  - Apply for Certification for a Stand-alone Product 53
- Create a Product Family, Enter Products in Family 61
  - Apply for Certification for Product Family 79

Other Information **86**

- What happens next? 87
- Troubleshooting 90

Getting Started

Glossary

Stand-alone Product: A product that may come in different variations (size, color, scent, etc.) but does not have the same formulation or biobased raw material ingredients as other products that are marketed for different purposes.

Product Family: A group of products with the same formulation that are marketed for different purposes. Example: A window cleaner and an all-purpose cleaner.

Product Variations: Versions of a stand-alone product that can differ in size, volume, scent, color, etc. but are marketed for the same use.

Certified Product: A product that has gone through the application process, has been tested for biobased content, and has met or exceeded the biobased content percentage requirements for the product category that said product belongs to.

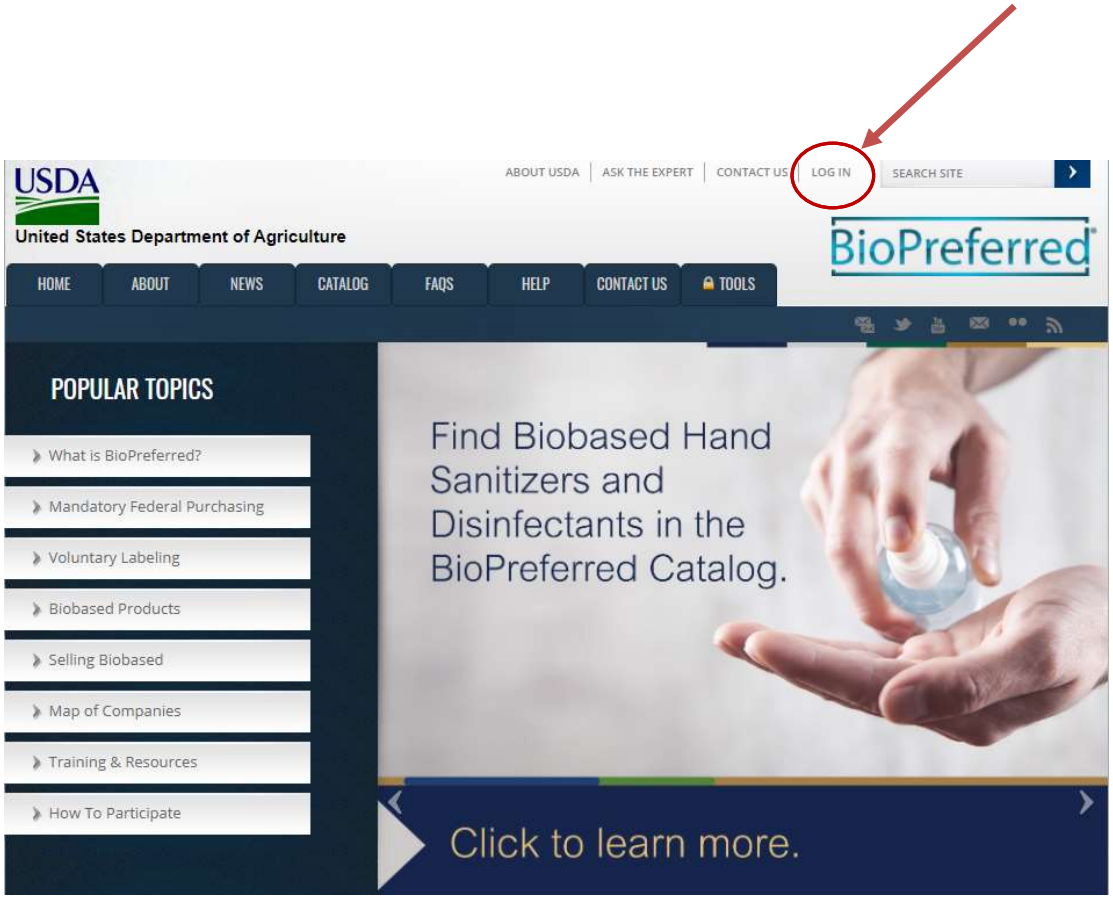
Qualified Product: A product that meets the requirements for one or more product categories identified by USDA as part of the Mandatory Federal Purchasing Initiative.

Obtain a Login.gov User ID and Password

To get started:

- Access www.biopreferred.gov
- Next, obtain a Login.gov User ID and password by clicking on the "Login" link at the top.

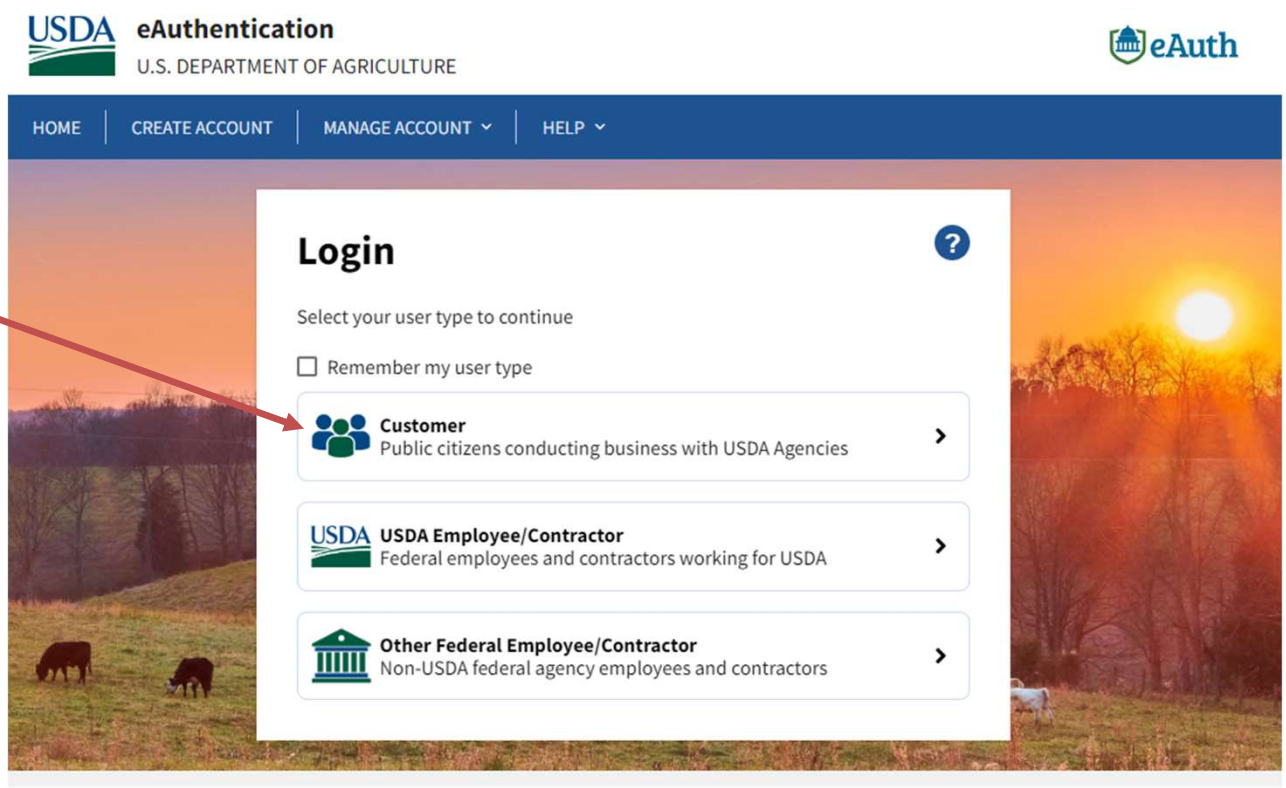
Note: The "Tools" Tab is your entry point into the BioPreferred Program for purposes of registering your company, entering products, applying for certification, managing issued labels, etc.



Obtain a Login.gov Account

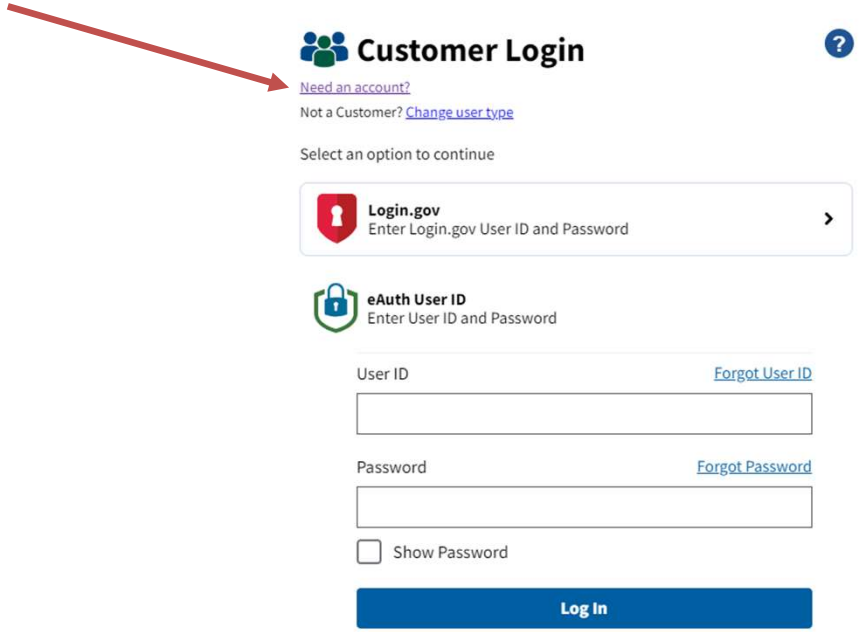
- If you do not already have an account, you will be automatically redirected to this page.
- Click “Customer” and follow the steps to create a Customer Login.gov account.

Note: DO NOT register for a USDA Employee/Contractor or Other Federal Employee/Contractor account. This is for USDA and federal employees and is not necessary to participate in the Program.



Obtain a Login.gov Account

- Select “Need an account?”



Obtain a Login.gov Account

- Click “Customer” and follow the steps to create a Customer Login.gov account.

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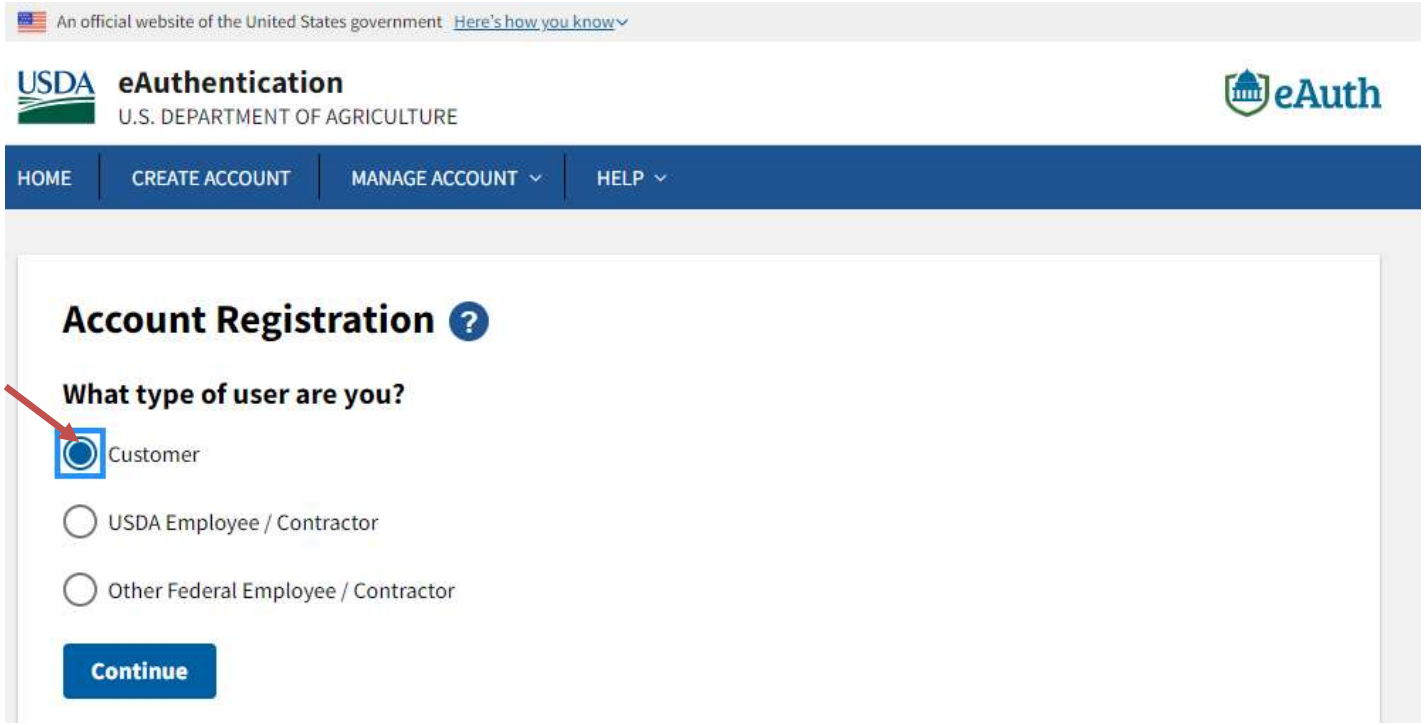
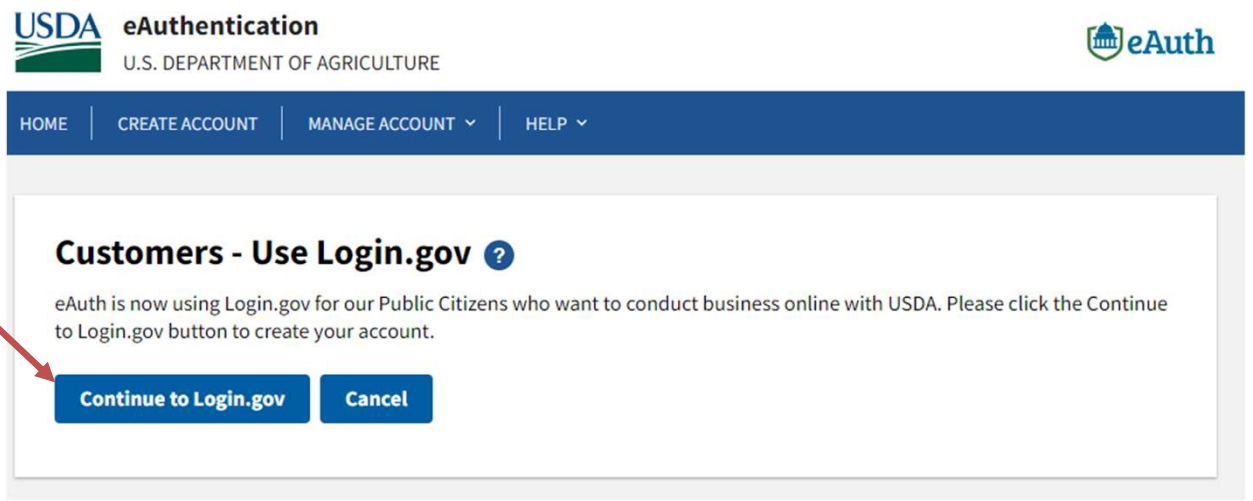


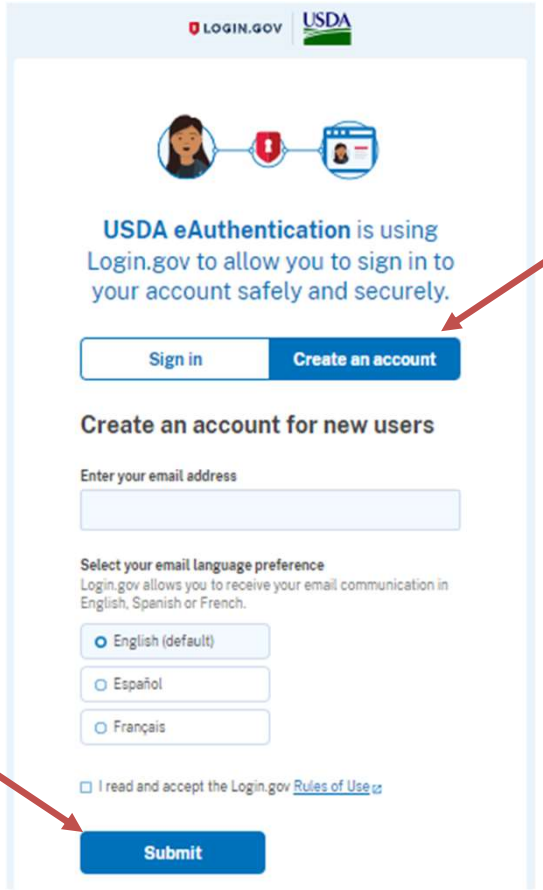
Obtain a Login.gov Account

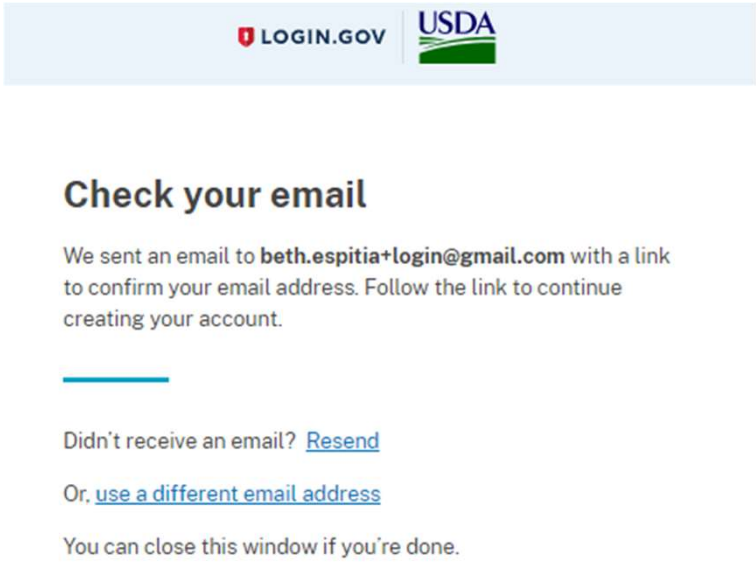
- Select “Continue to Login.gov”



Obtain a Login.gov Account

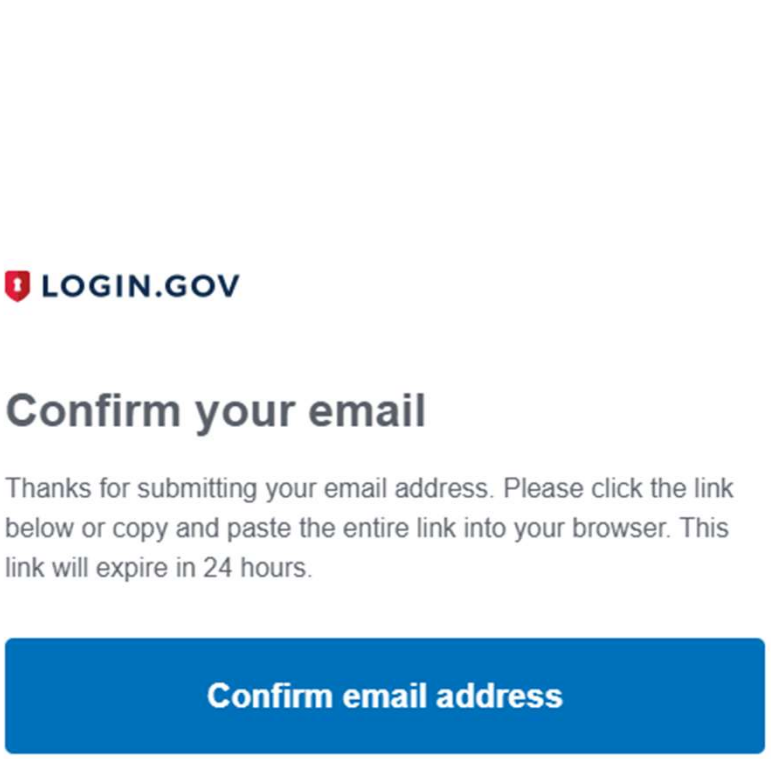
- Select “Create an account”
- Enter your email address.
- Select your email language preference.
- Check the box “I read and accept the Login.gov Rules of Use.”
- Select “Submit.”
- You will be instructed to check your email.

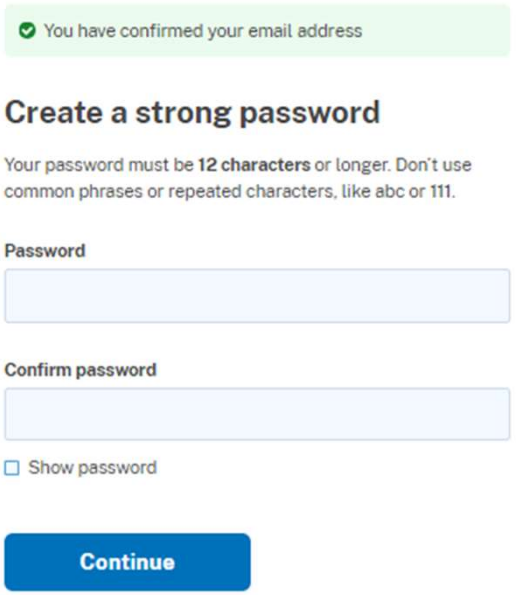




Obtain a Login.gov Account

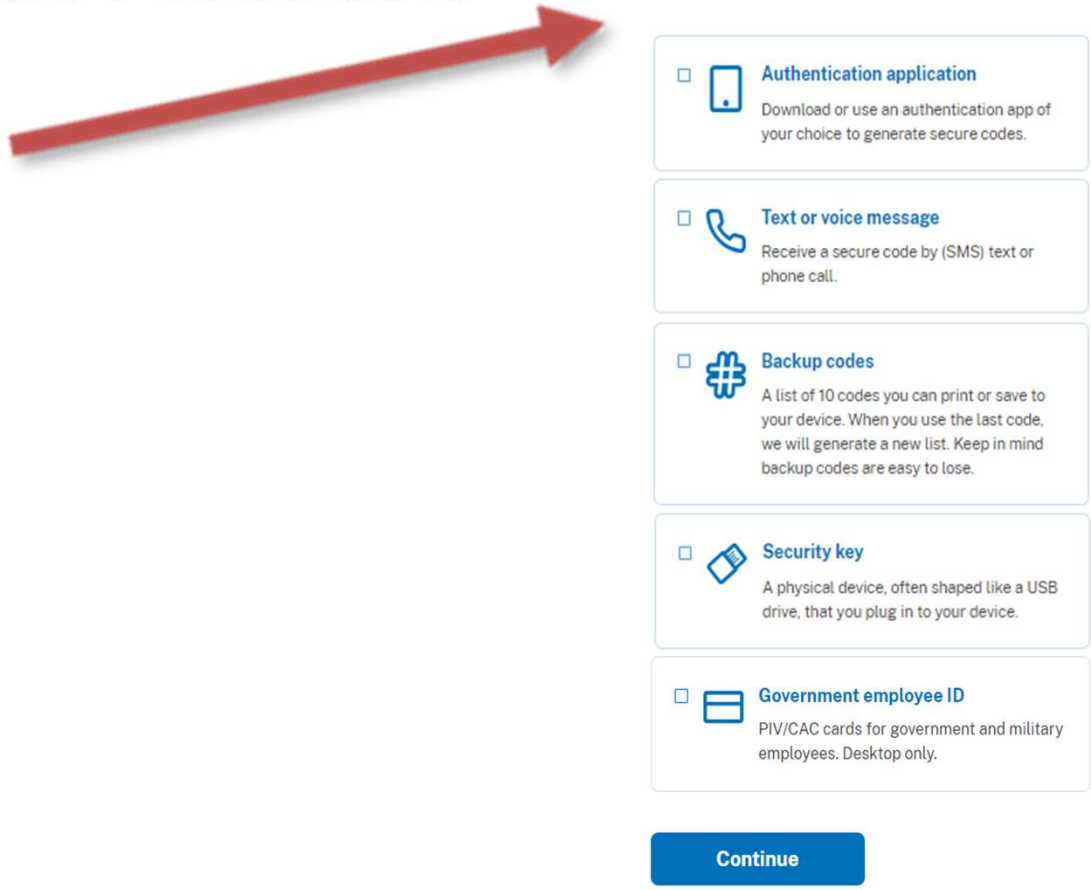
- Open email from no-reply@login.gov and select “Confirm email address.” This link will expire in 24 hours.
- You will be directed to a website where you can create a password.





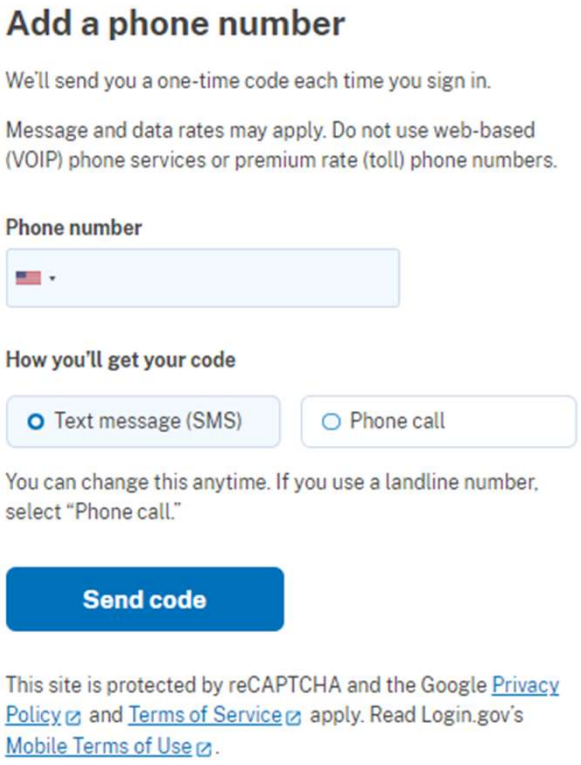
Obtain a Login.gov Account

- Select an authentication method that works best for you. Then select “Continue.”



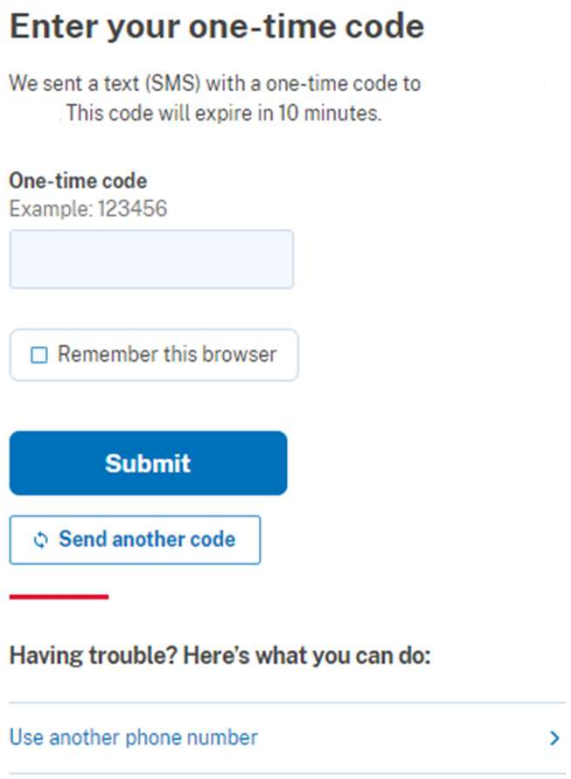
Obtain a Login.gov Account

- If you choose “Text or voice message” as your authentication method, you must add a phone number.
- Then select how you’ll get your code – either by Text message (SMS) or Phone call.
- Then select “Send code.”
- You may also choose a different authentication method at this point.



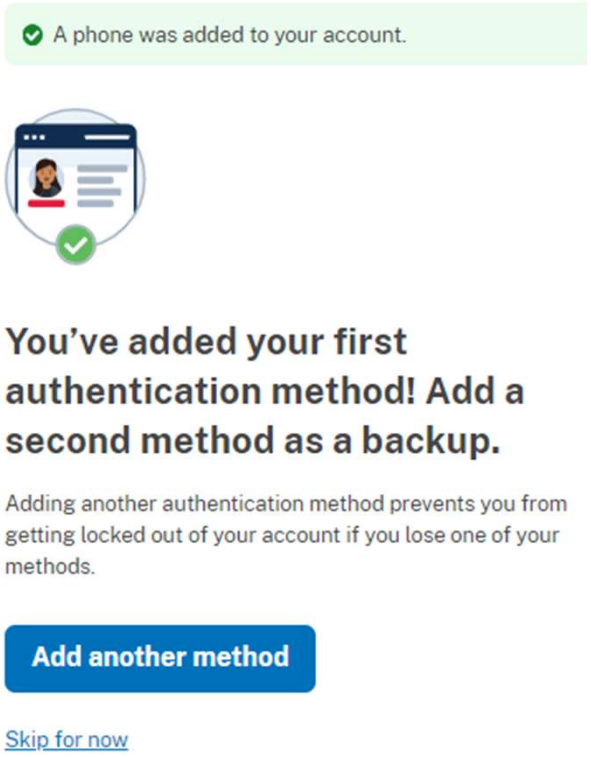
Obtain a Login.gov Account

- Enter your one-time code sent via email or phone call. This code expires in 10 minutes from time of receipt.



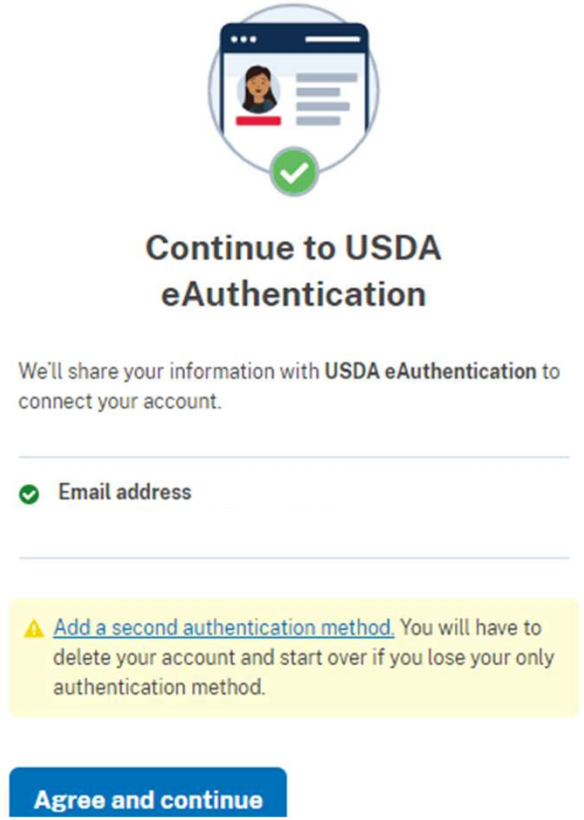
Obtain a Login.gov Account

- You may Add another authentication method or “Skip for now.”



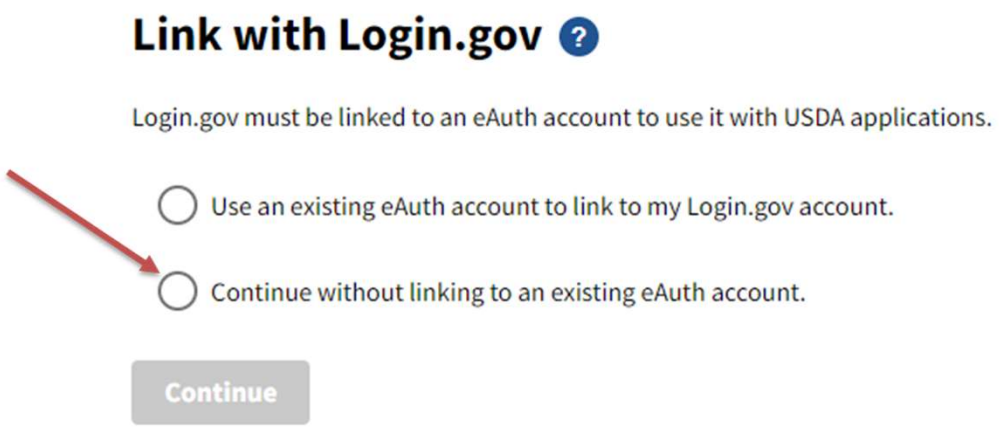
Obtain a Login.gov Account

- Select “Agree and continue.”



Obtain a Login.gov Account

- If you are creating an account for the first time, you will not have an existing eAuth account.
- Select “Continue without linking to an existing eAuth account.”
- Select “Continue.”

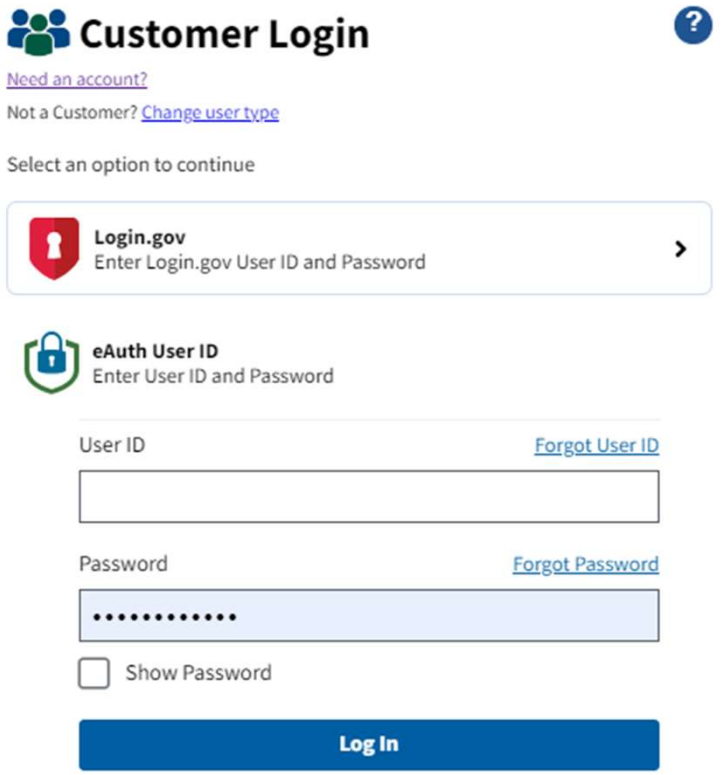


Obtain a Login.gov Account

- Enter First and Last name.
- Select “Submit.”

Obtain a Login.gov Account

- Once you have created your account, you will be redirected to the “You Appear to be a New User” screen found on page 26 of this tutorial.



Decision Point

- Register Your Company
- Request Access to an Existing Company
- Reset your eAuthentication Account

Register Your Company

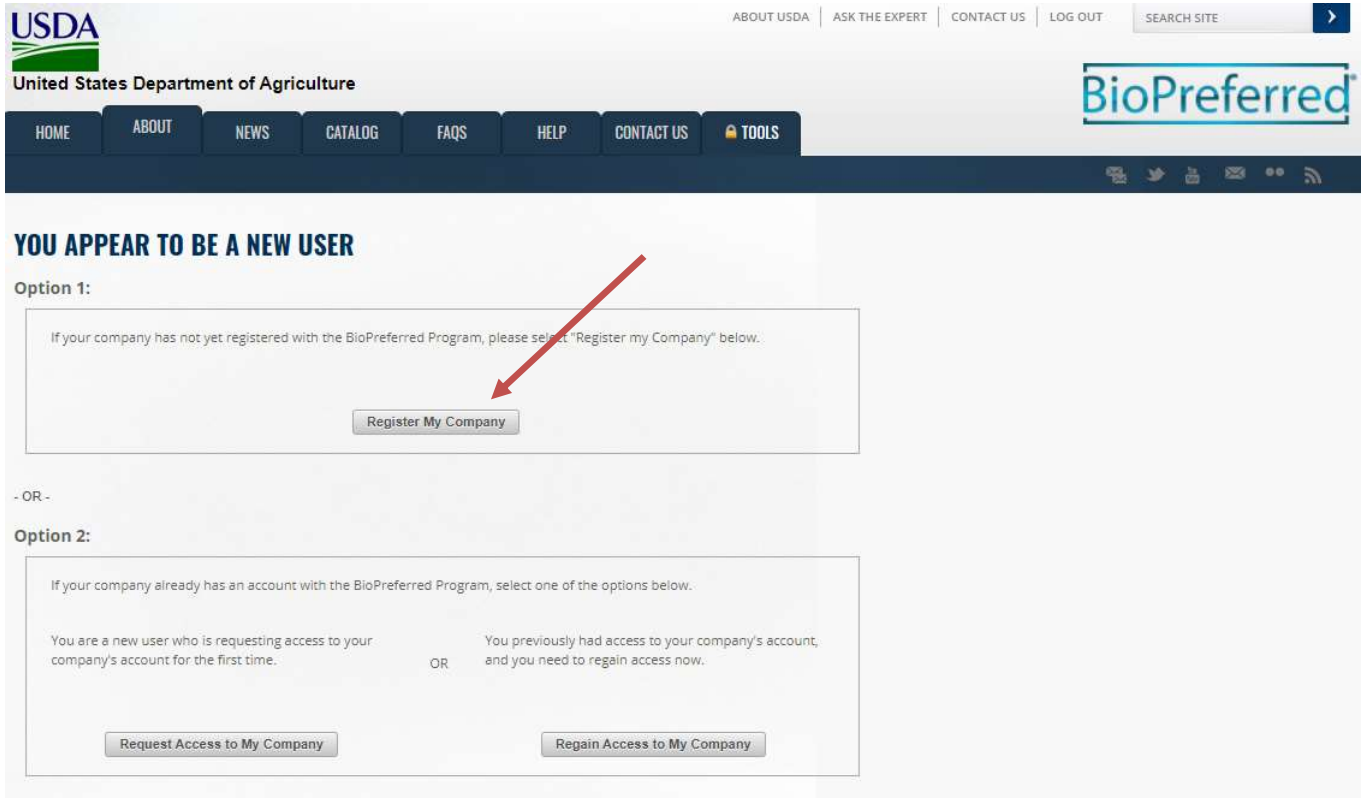
Register Your Company

- Select “Register My Company”

Note: Once you begin the process of Registering a Company, you must complete all the steps. The system will time-out if left idle for 10 minutes and all data will be lost.

Note: If additional individuals within your company need access to the company account, see page 26.

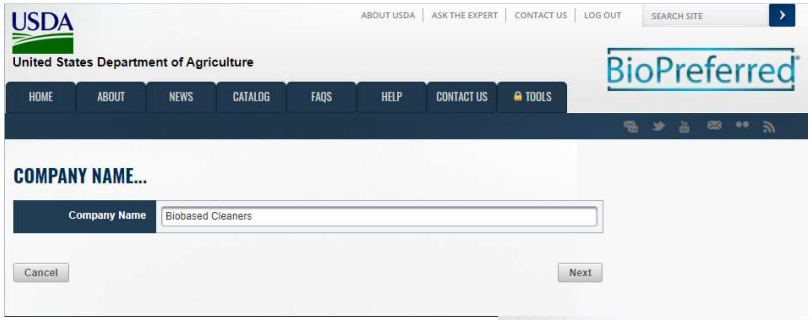
As the individual initially registering company information, you will be the “administrator” for your company and will approve account access for others in your company.



Register Your Company

- Enter Company Name and select “Next.”

Note: If you receive an error message, try clicking “Next” again.



- After entering Company name, you will have the option to enter Equal Employment Opportunity and Civil Rights (EEOCR) information.

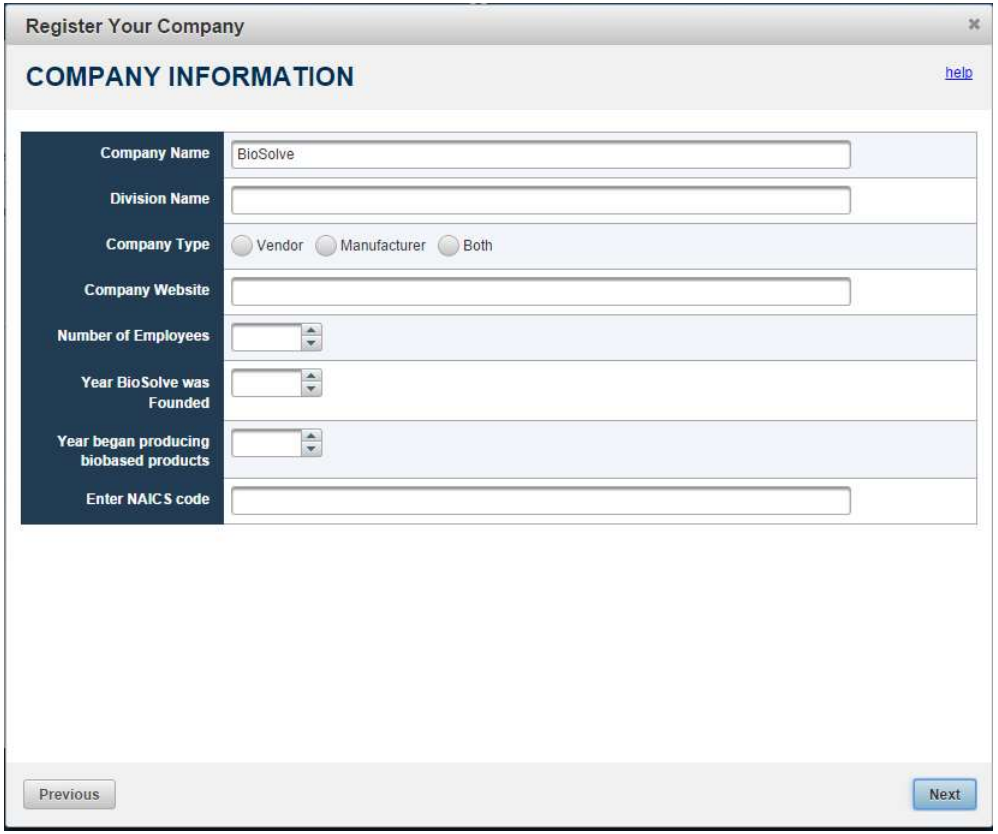
Note: If the EEOCR Titles box does not appear after you click “Yes,” try clicking “No” and then “Yes” again.

Register Your Company

- You will enter additional company information on a series of screens. Select “Next” to move from one screen to the next.

Note: If you are unsure of what your NAICS code is, you can look it up here:
https://www.census.gov/eos/www/naics/

Note: Listing a working company website will save time during the application process later.

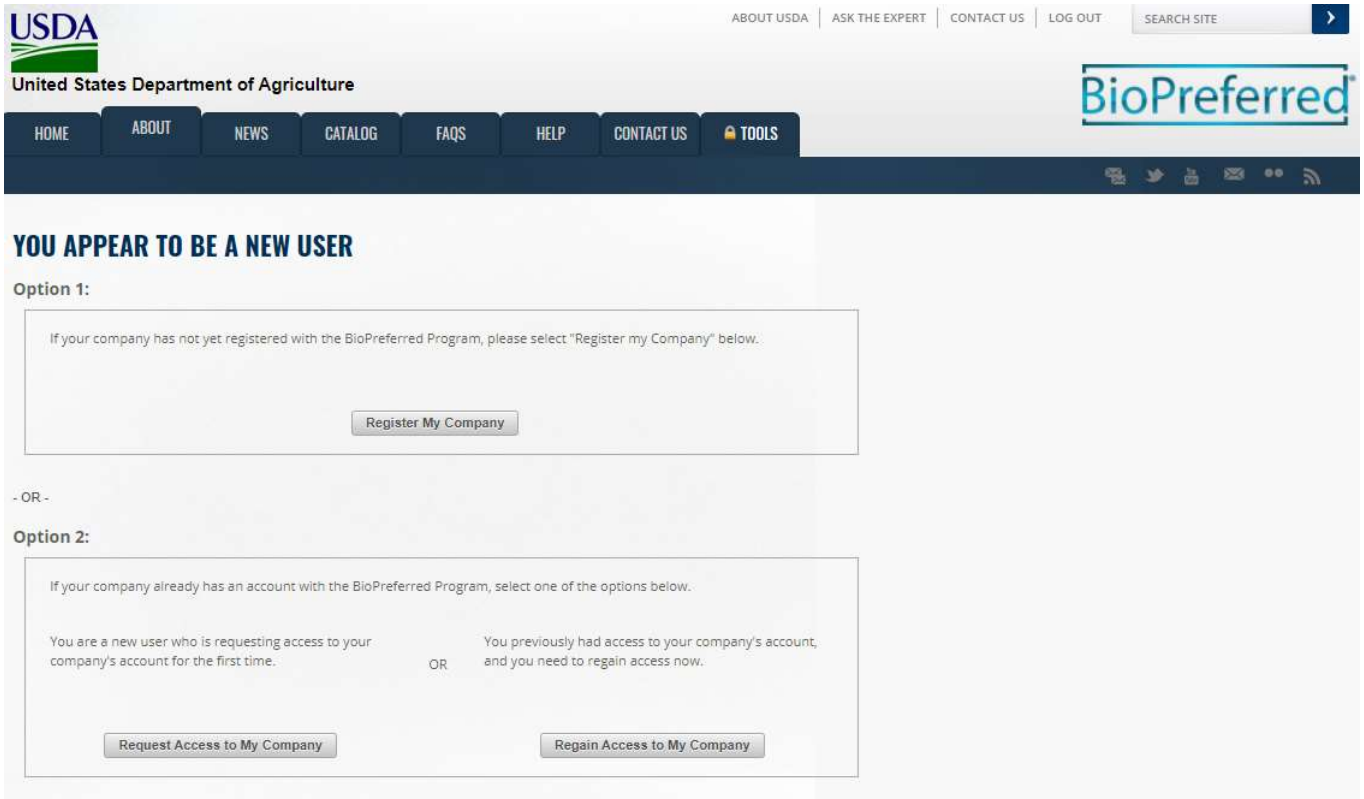


Request Access to an Existing Company

Request Access to an Existing Company

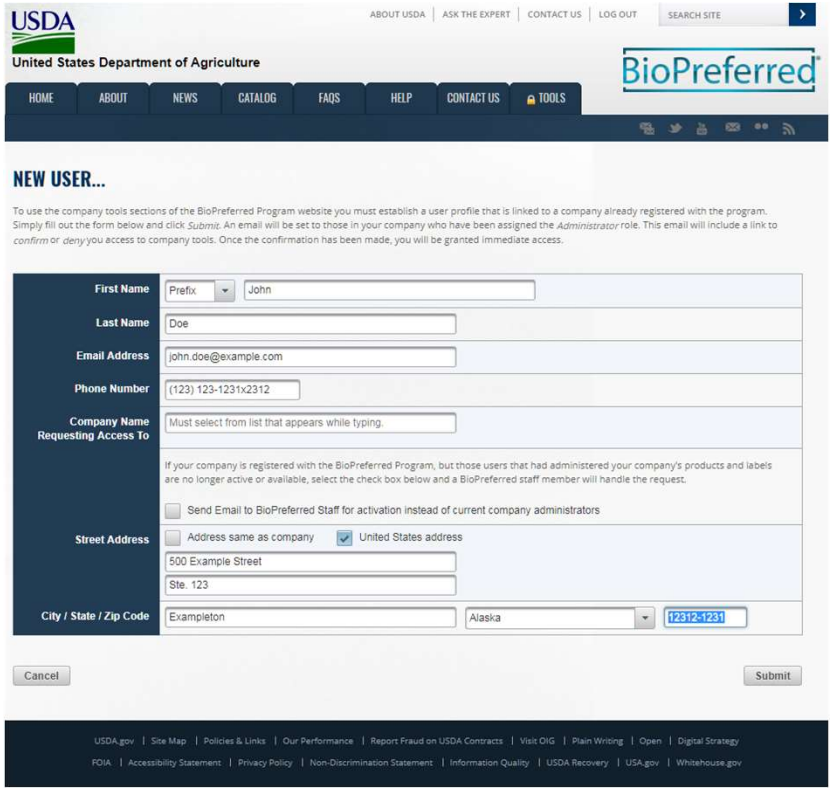
- Select “Request Access to My Company.”

Note: If your company account does not have an active user to approve your access request, BioPreferred Program Staff will need to approve the request. See more information on the next slide.



Request Access to an Existing Company

- If you are trying to become a secondary user on an account that has an active administrator, please fill out all fields. Do not check the box next to “Send Email to BioPreferred Program Staff for activation instead of current company administrators.”
- If you are trying to gain access to a company that no longer has an active administrator, please *check* the box next to “Send Email to BioPreferred Program Staff for activation instead of current company administrators.”
- Your company’s account manager or a member of the BioPreferred Program’s staff (depending which box you checked) will approve your request, and you will be able to access your company account. Contact the BioPreferred Program at help@usdabiopreferred.net if you are still unable to access your company account.

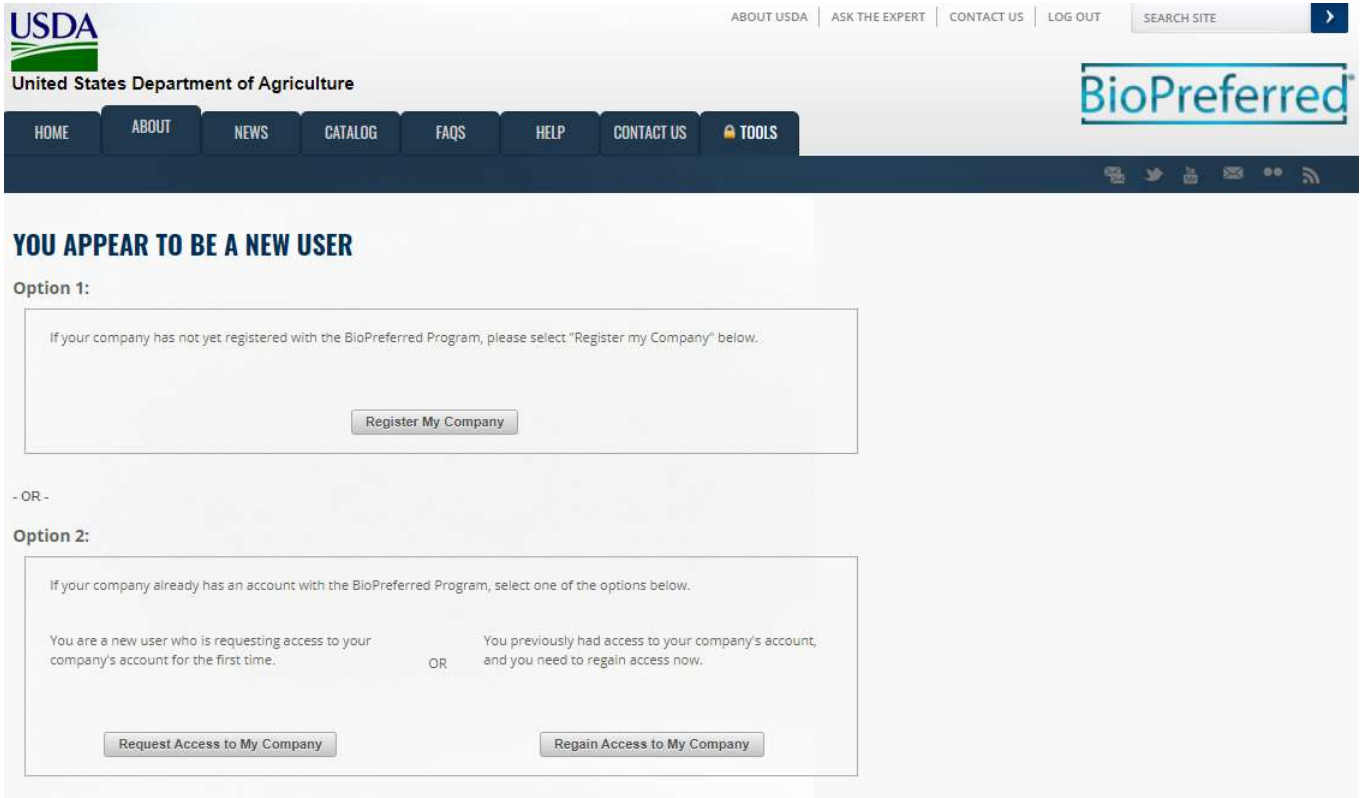


Reset Your eAuthentication Account

Reset Your eAuthentication Account

- Select “Regain Access to My Company.”

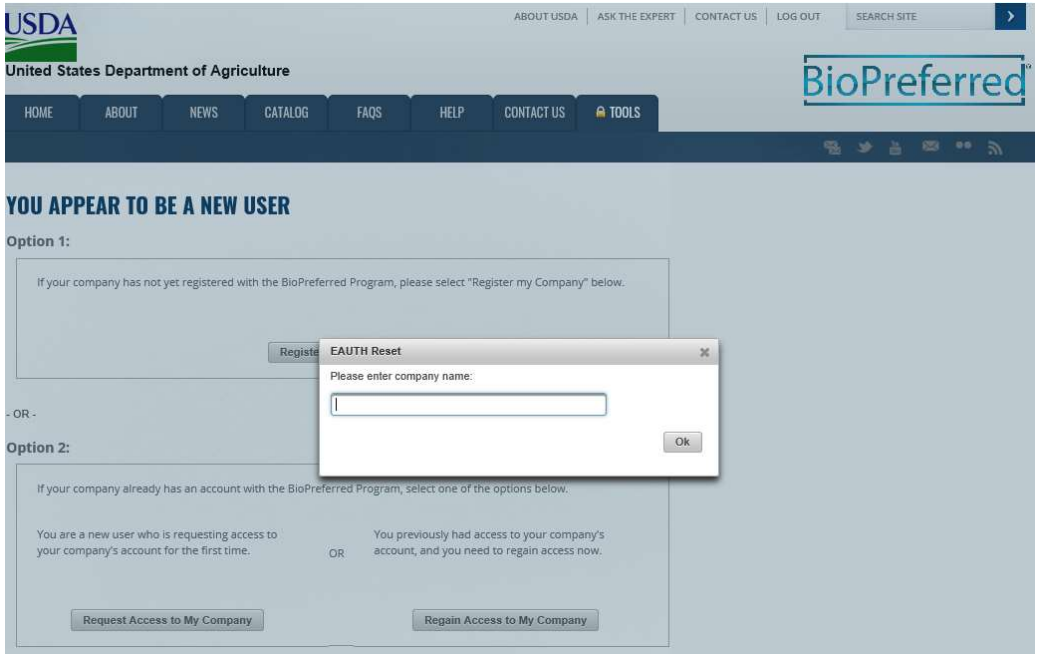
Note: An eAuth account is inactivated after a year of inactivity. The eAuth system is USDA-wide and if your account is disabled, you will need to contact the eAuth Help Desk at eAuthHelpDesk@usda.gov to reactivate your account.



Reset Your eAuthentication Account

- A text box will appear prompting you for the company name that you are requesting access to.
- Once the request has been submitted, you will reach a screen notifying you that “eAuth Reset Email Sent.”
- BioPreferred Program staff will reset your eAuth and you will be able to access your company account.

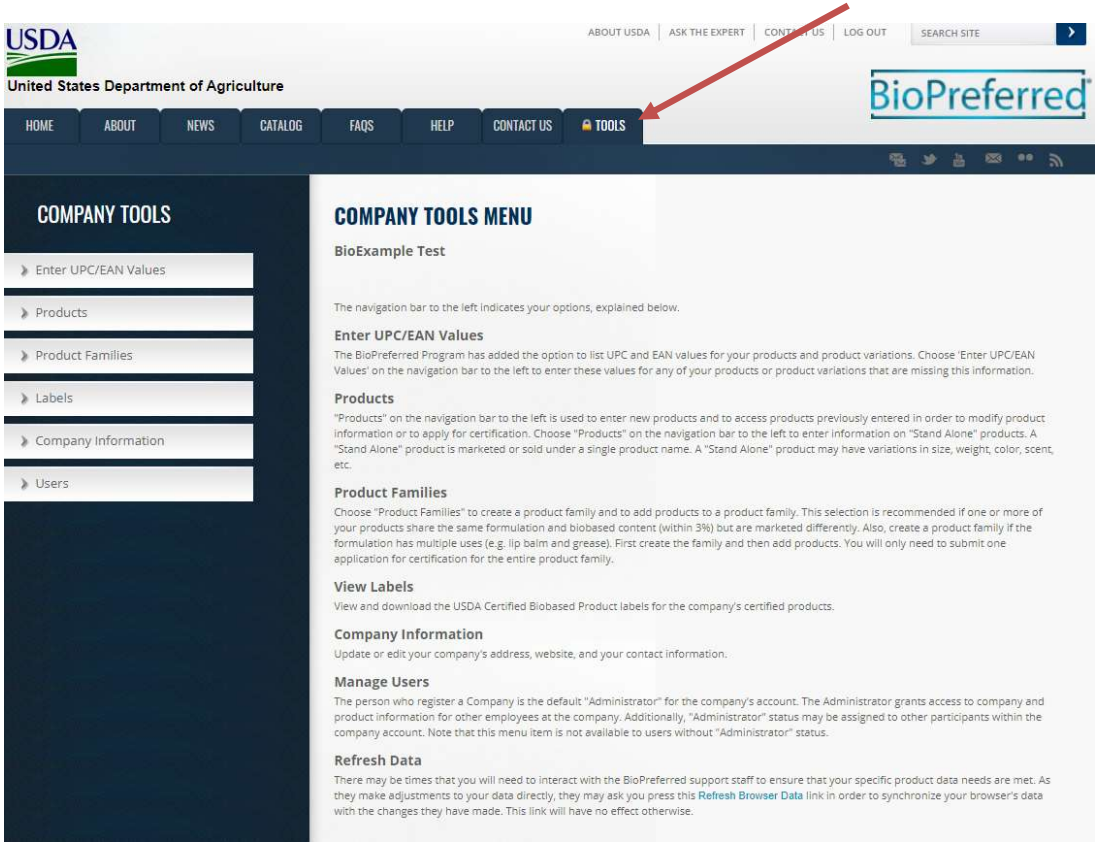
Note: Contact help@usdabiopreferred.net if you are still unable to access your company account.



Registering Your Products

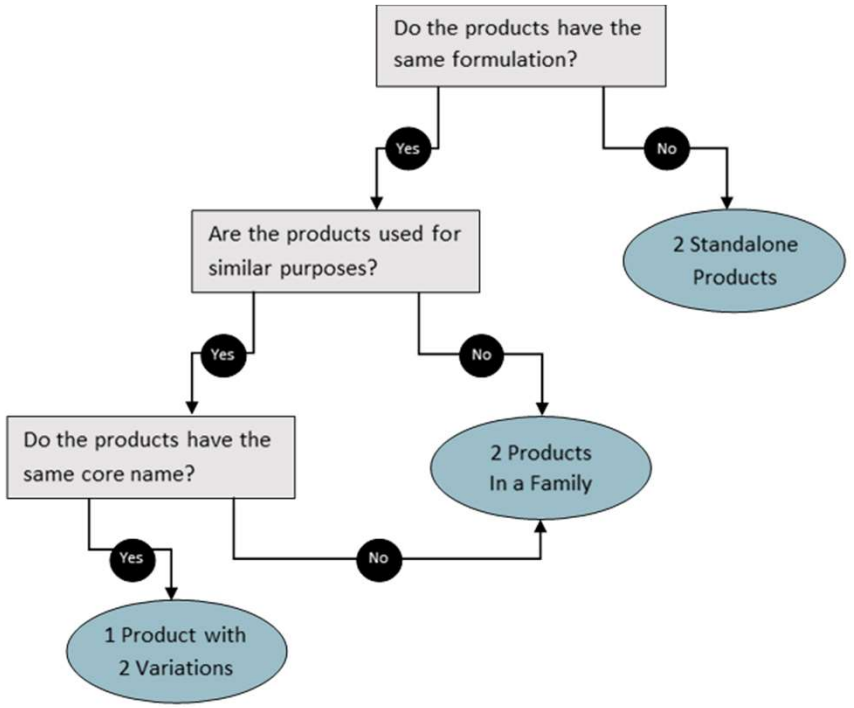
Company Tools Main Menu

- Once you have registered your company, you will be directed to the Company Tools menu. This menu allows you to enter new products, apply for certification, and manage labels for certified products. The navigation bar to the left allows you to move within Company Tools.



Deciding between a Stand-alone Product and a Product Family

- A stand-alone product is marketed or sold under a single product name. This type of product may have variations in size, weight, color, scent, etc.
- Product families have products that share the same formulation and biobased content (within 3%) but are marketed differently. Also, a product family is used for a single formulation when the products have more than one use (e.g., lip balm and grease). *Product family information will not be displayed in the Catalog and is for internal purposes only.*
- Products that are qualified and/or certified will be included in the BioPreferred Program Catalog.



Decision Point

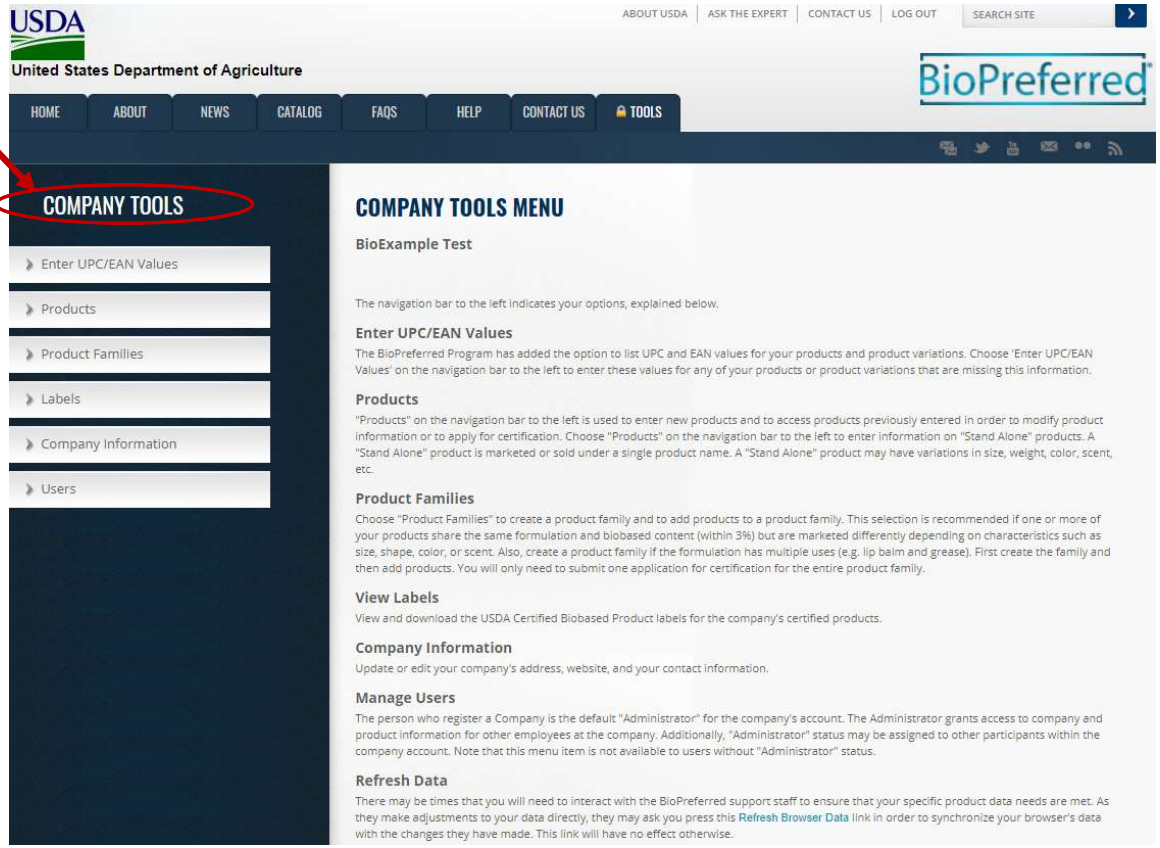
Using the previous slide as your guide, please select an option below to proceed.

- Enter Product Information for a Stand-alone Product
- Enter Product Information for a Product Family

Enter Product Information for a Stand-alone Product

Add a Stand-alone Product

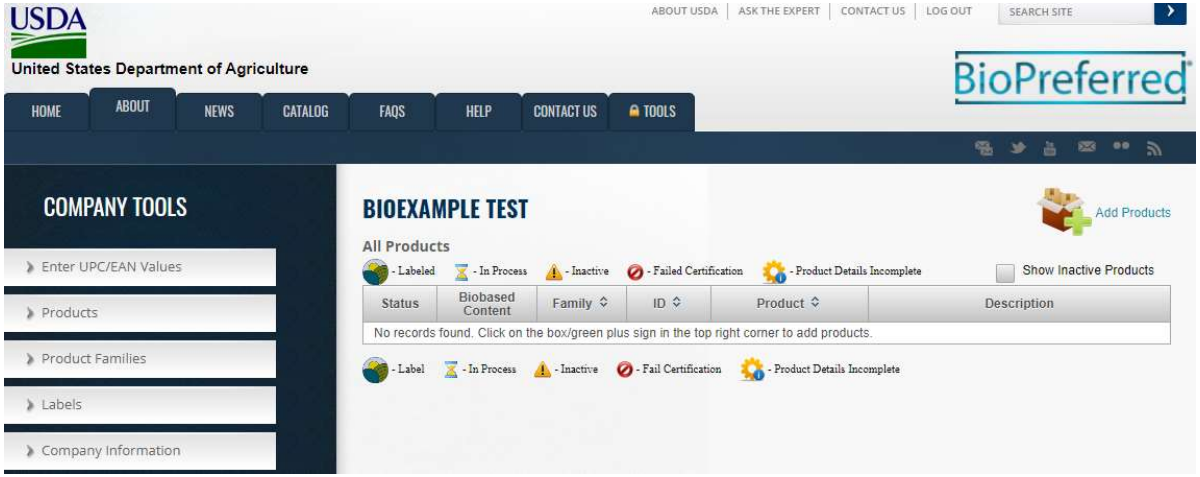
- Select “Products” (in the navigation bar to the left) to enter information for a stand-alone product. See the definition under Products in the Company Tools Menu to determine if you have a stand-alone product.



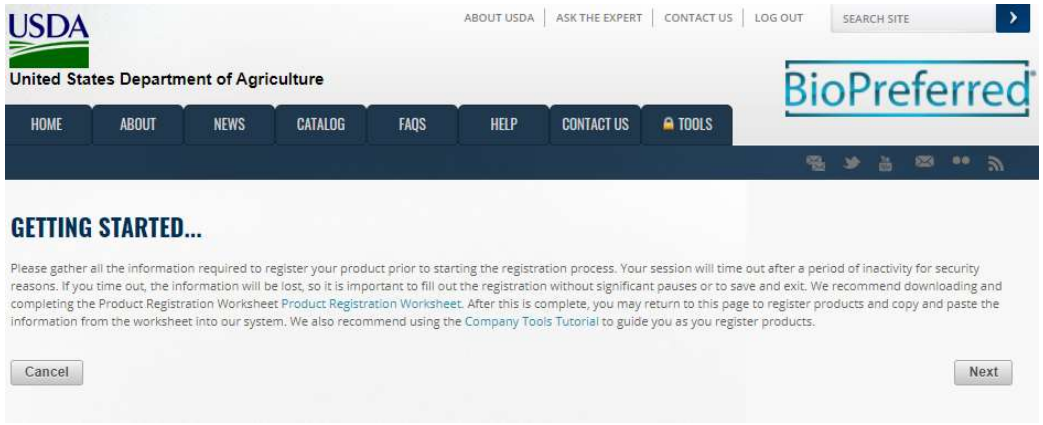
Enter Stand-alone Product Information

- Select the "Add Products" icon.

Note: The symbols below are a legend for the status of your products once entered.



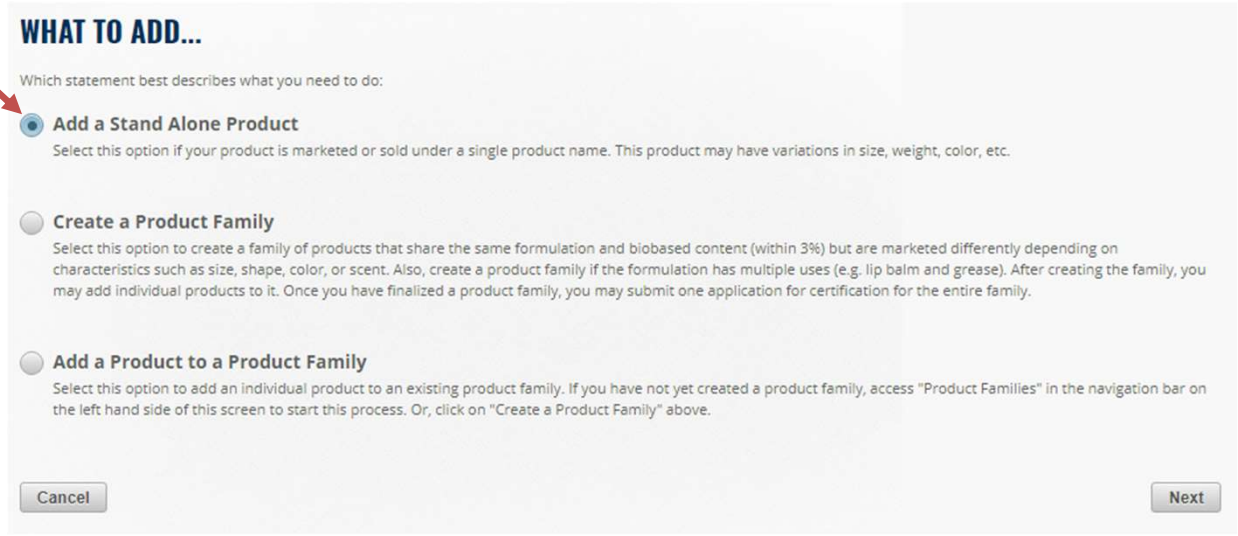
- Select "Next" on the "Getting Started…" page.



Enter Stand-alone Product Information

- Select “Add a Stand-alone Product.”
- Select “Next.”

Note: If selecting the Next button does not work, please wait a moment and try again.



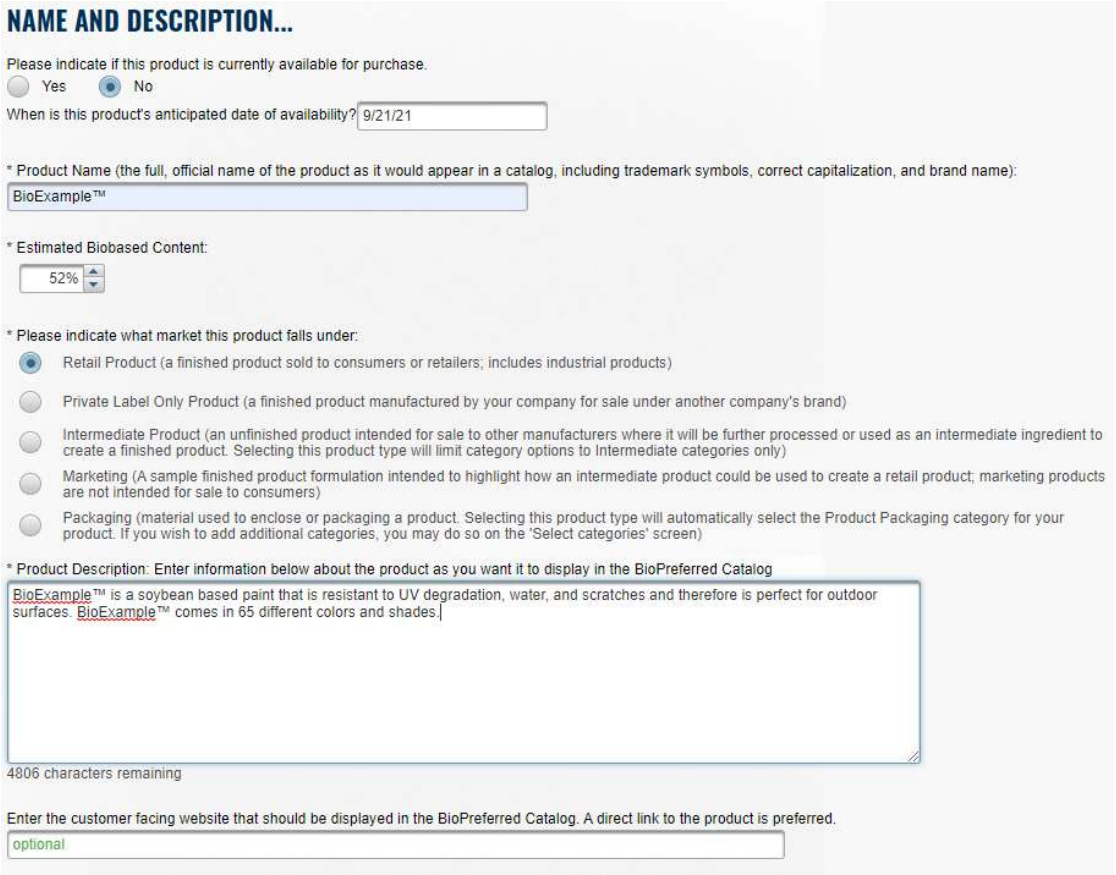
Enter Stand-alone Product Information

- Complete all the fields on this page, where applicable.
- If you select “No” to product currently available, a box will prompt you to add the anticipated date of availability.

Note: The product name, estimated biobased content, product description, and website will be displayed in the catalog.

Important: The product name should match how it appears on its packaging, company website, and company marketing materials. Please include any brand names or symbols ®, ™, etc.

For assistance with determining the product’s Estimated Biobased Content, please refer to the document “Understanding Biobased Content.”



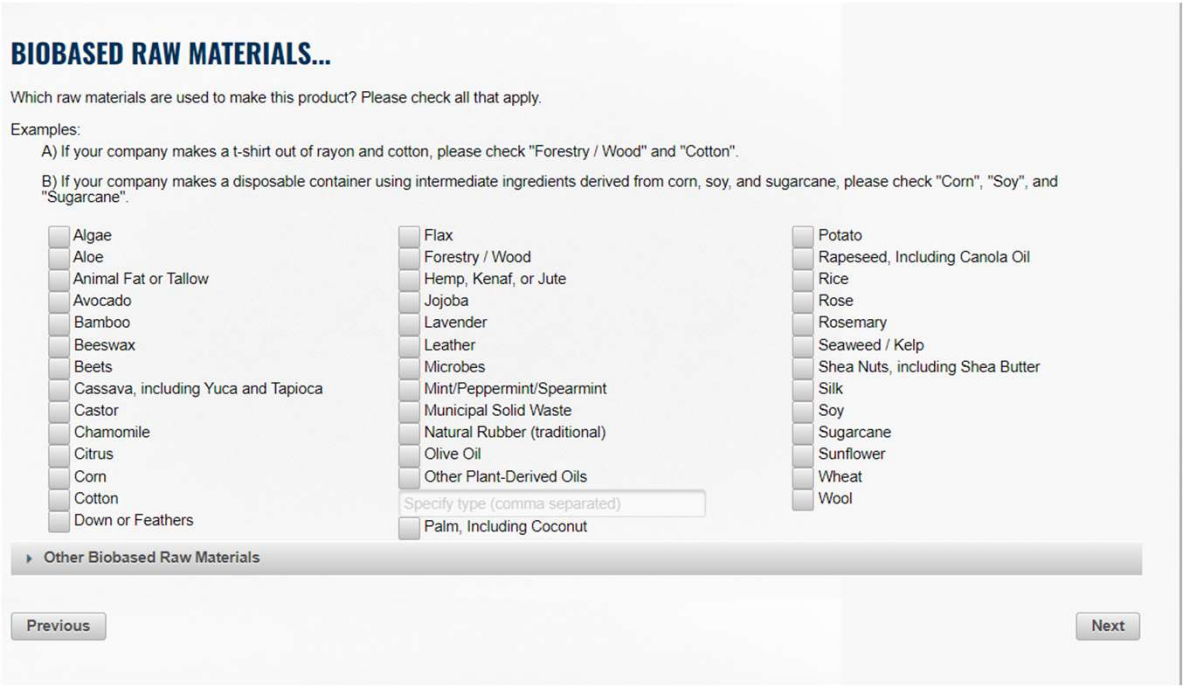
Enter Stand-alone Product Information

- Select the biobased raw materials that are used in the product formulation.

Note: Before selecting "Other," please check that the raw material is not listed in the drop-down list "Other Biobased Raw Materials." For instance, "Coconut" is listed as "Palm, Including Coconut." If "Other" is selected, a biobased raw material source must be specified before continuing.

USDA began collecting raw material information about products in 2016, in part, because it allows USDA to estimate the number of products made from a certain raw material. This information is helpful in determining the impact of our Program on various agricultural economies and to inform our Program's interactions with various agricultural associations.

***Important Note:** While this information is required for all Program participants, it is not included in our online catalog or made available to the general public.*



Enter Stand-alone Product Information

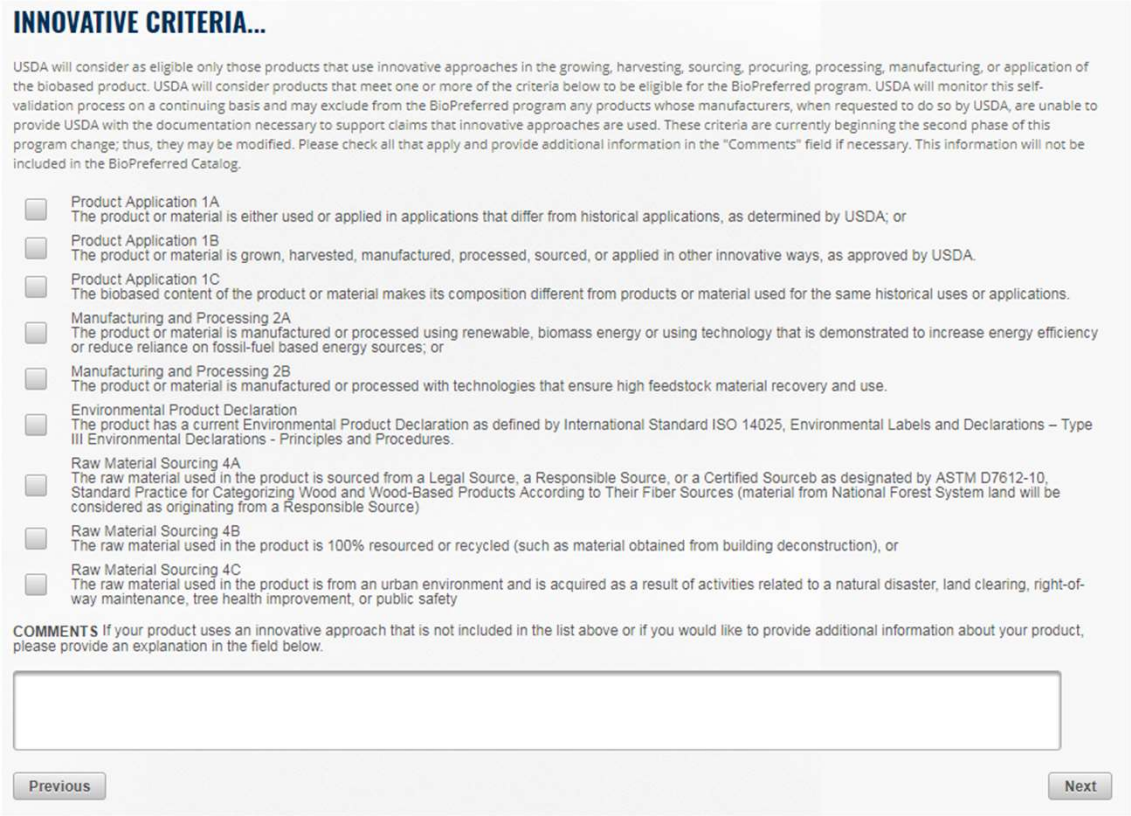
According to Program policy, all products must demonstrate an innovative approach to growing, harvesting, sourcing, procuring, processing, manufacturing, or application of the biobased product.

- Select the option or options that apply to this product.
- Please provide comments to help BioPreferred Program staff understand the rationale behind your selection and to screen your product more quickly.
- Select “Next”.

Example #1: A product that uses plant-based materials in place of petroleum-based materials would meet criterion 1C.

Example #2: A product that is manufactured or processed using solar or wind energy would meet criterion 2A.

Note: Criterion 4A is exclusively for forestry derived products and as such, forestry/wood must be included as a biobased raw material ingredient.



INNOVATIVE CRITERIA...

USDA will consider as eligible only those products that use innovative approaches in the growing, harvesting, sourcing, procuring, processing, manufacturing, or application of the biobased product. USDA will consider products that meet one or more of the criteria below to be eligible for the BioPreferred program. USDA will monitor this self-validation process on a continuing basis and may exclude from the BioPreferred program any products whose manufacturers, when requested to do so by USDA, are unable to provide USDA with the documentation necessary to support claims that innovative approaches are used. These criteria are currently beginning the second phase of this program change; thus, they may be modified. Please check all that apply and provide additional information in the "Comments" field if necessary. This information will not be included in the BioPreferred Catalog.

- ☐ Product Application 1A
  The product or material is either used or applied in applications that differ from historical applications, as determined by USDA; or
- ☐ Product Application 1B
  The product or material is grown, harvested, manufactured, processed, sourced, or applied in other innovative ways, as approved by USDA.
- ☐ Product Application 1C
  The biobased content of the product or material makes its composition different from products or material used for the same historical uses or applications.
- ☐ Manufacturing and Processing 2A
  The product or material is manufactured or processed using renewable, biomass energy or using technology that is demonstrated to increase energy efficiency or reduce reliance on fossil-fuel based energy sources; or
- ☐ Manufacturing and Processing 2B
  The product or material is manufactured or processed with technologies that ensure high feedstock material recovery and use.
- ☐ Environmental Product Declaration
  The product has a current Environmental Product Declaration as defined by International Standard ISO 14025, Environmental Labels and Declarations – Type III Environmental Declarations - Principles and Procedures.
- ☐ Raw Material Sourcing 4A
  The raw material used in the product is sourced from a Legal Source, a Responsible Source, or a Certified Sourceb as designated by ASTM D7612-10, Standard Practice for Categorizing Wood and Wood-Based Products According to Their Fiber Sources (material from National Forest System land will be considered as originating from a Responsible Source)
- ☐ Raw Material Sourcing 4B
  The raw material used in the product is 100% resourced or recycled (such as material obtained from building deconstruction), or
- ☐ Raw Material Sourcing 4C
  The raw material used in the product is from an urban environment and is acquired as a result of activities related to a natural disaster, land clearing, right-of-way maintenance, tree health improvement, or public safety

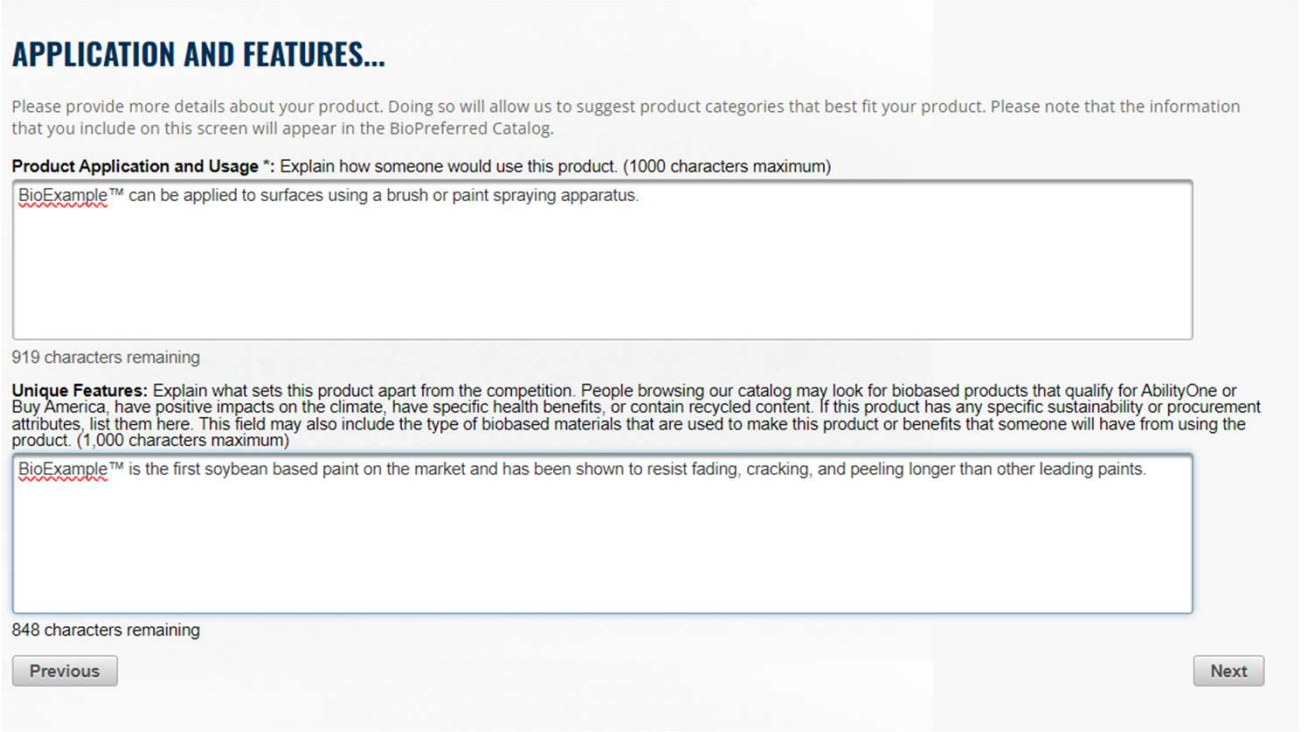
COMMENTS If your product uses an innovative approach that is not included in the list above or if you would like to provide additional information about your product, please provide an explanation in the field below.

Previous Next

Enter Stand-alone Product Information

- Add product application details and unique features of this product. This information will be useful to consumers and will help determine the most appropriate product category or categories for the product.
- Select “Next.”

Note: The Application Details field should describe how the product is used by the consumer. For example, the Application Details for a laundry detergent might say “Use one capful per load of laundry after pre-soaking any items with stains. Wash on cold and enjoy the fresh citrus scent!”

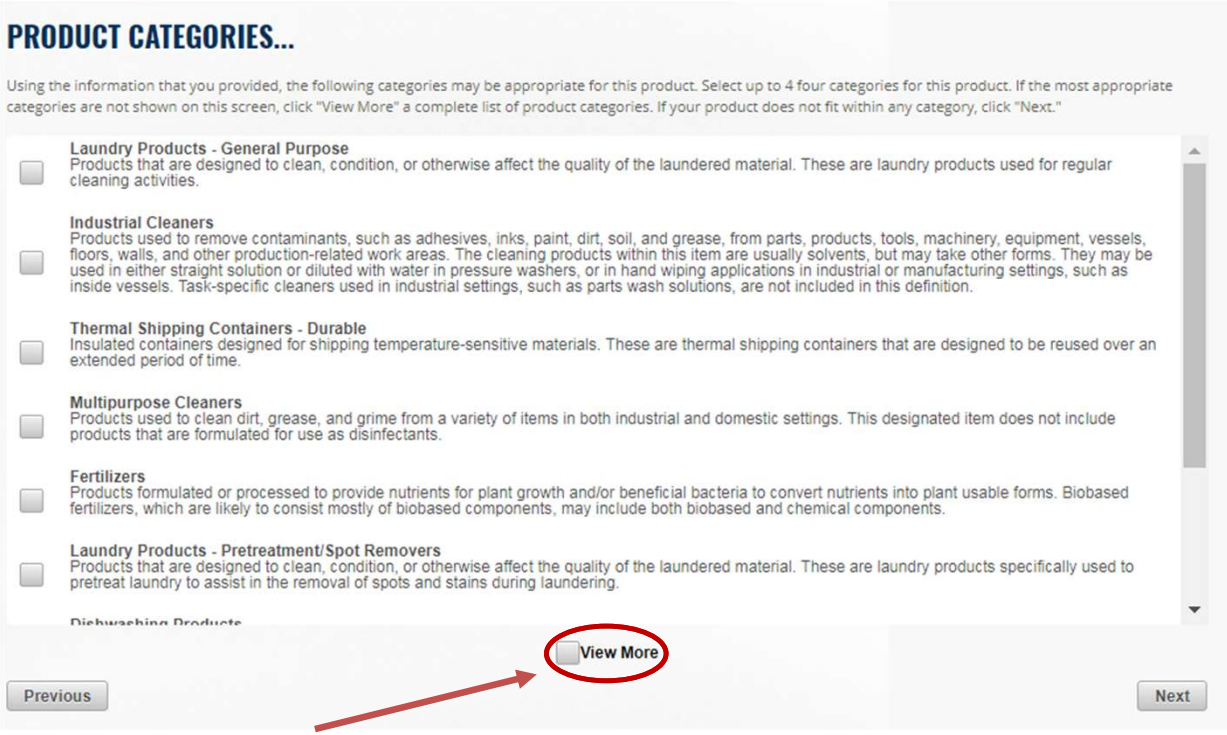


Enter Stand-alone Product Information

Based on the information you entered for this product, potential product categories are displayed.

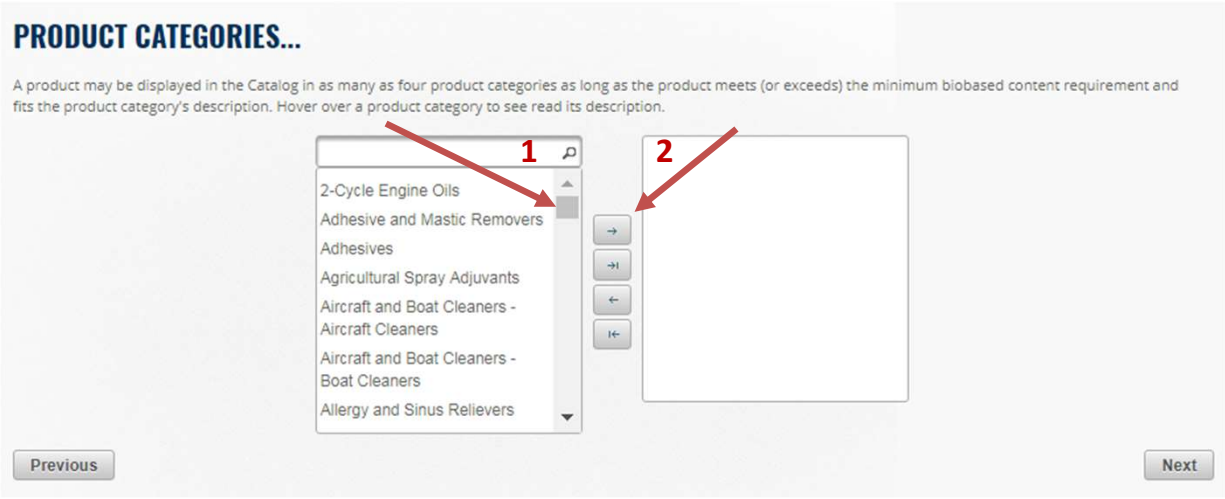
- Use the scroll bar to view potential options.
- If the appropriate option(s) is not displayed, select “View More.”
- Select one or more product categories (4 categories maximum) based on the way your company markets this product, and then select “Next.”

Note: If your product could be used in multiple ways but is primarily marketed for one use, please select just that category. One of the most frequent delays in processing applications comes from reconciling product categories with product marketing.



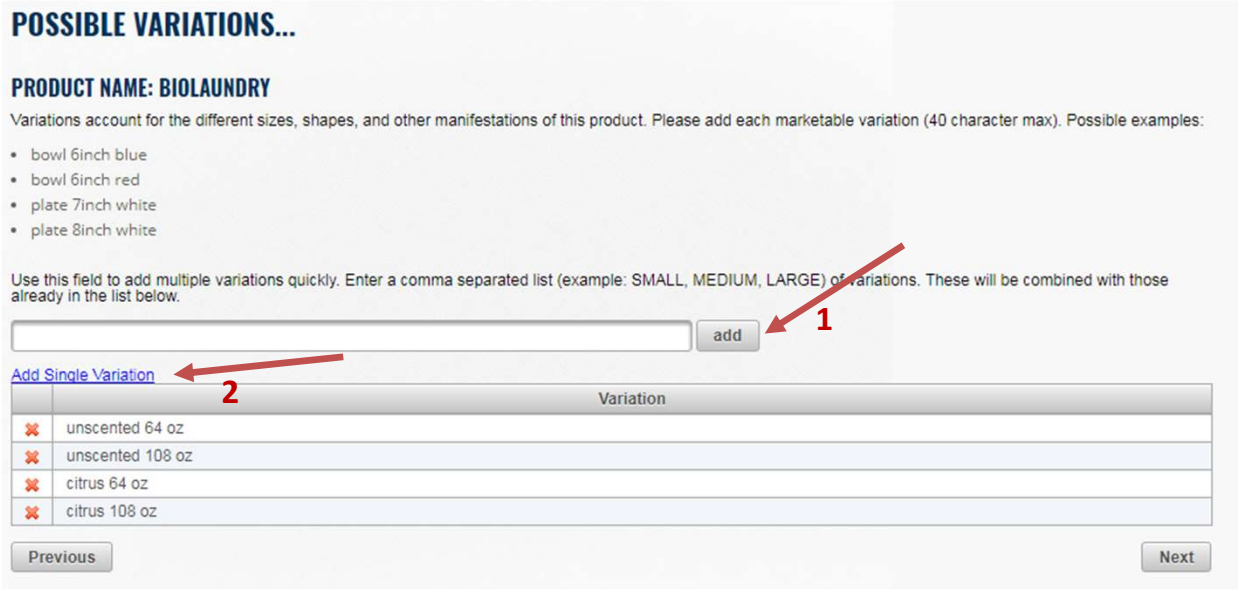
Enter Stand-alone Product Information

- If you chose “View More” on the previous screen, additional product categories will be displayed as pictured on this slide.
- Use the scroll bar from the left box to view additional categories. (1)
- To choose a category, highlight that category on the menu to the left and then click on the right arrow (2) to add the category. *(The cursor can also be used to drag categories from one pane to the other.)*



Enter Stand-alone Product Information

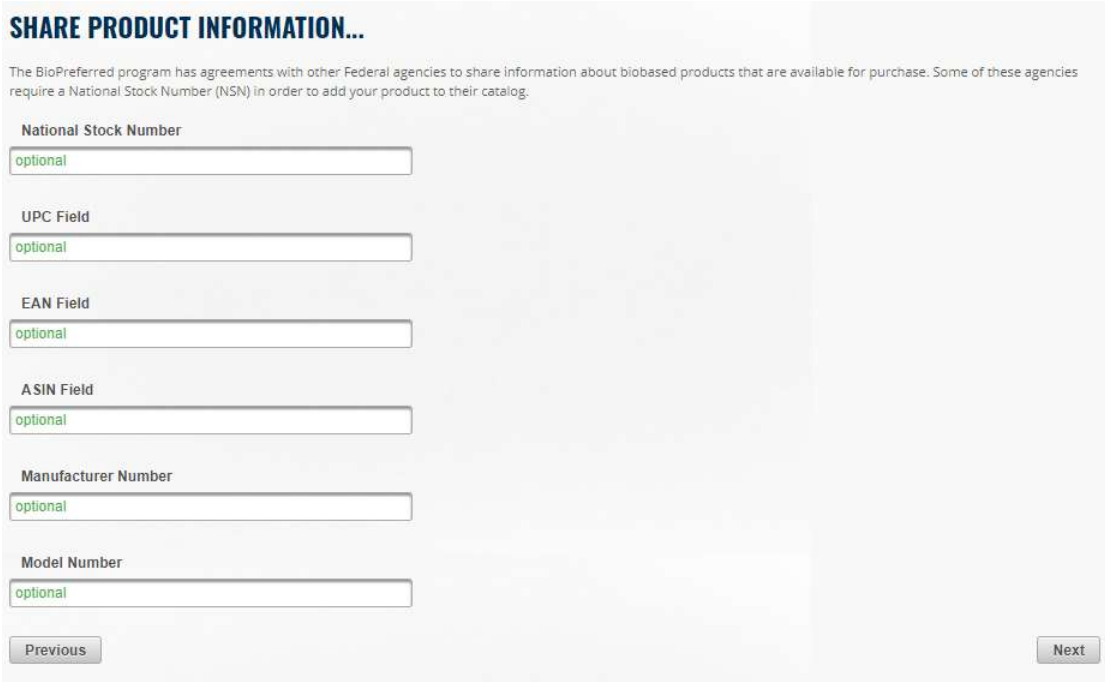
- If your stand-alone product has variations in scent, size, color, shape, etc., list them here.
- Add multiple variations by listing them in the blank field, separated by commas, and then selecting “add” (1).
- Variations can be added one at a time by selecting “Add Single Variation” (2).
- Select “Next.”
- If there are no variations, select “Next.”



Enter Stand-alone Product Information

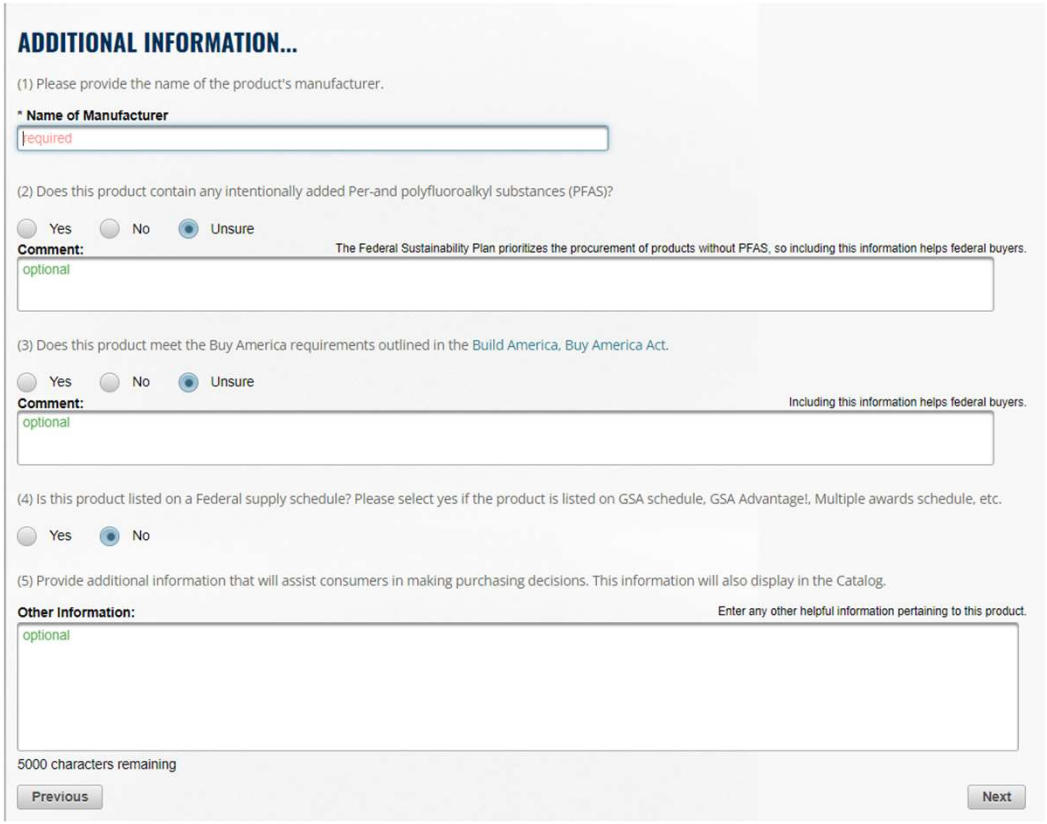
- If applicable, please provide the information displayed on this page. This information is optional and not required.
- Select “Next” when complete or if the information is Not Applicable.

Note: Your product will be listed in the BioPreferred Program’s catalog and visible to other federal agencies even if you don’t have a National Stock Number.



Enter Stand-alone Product Information

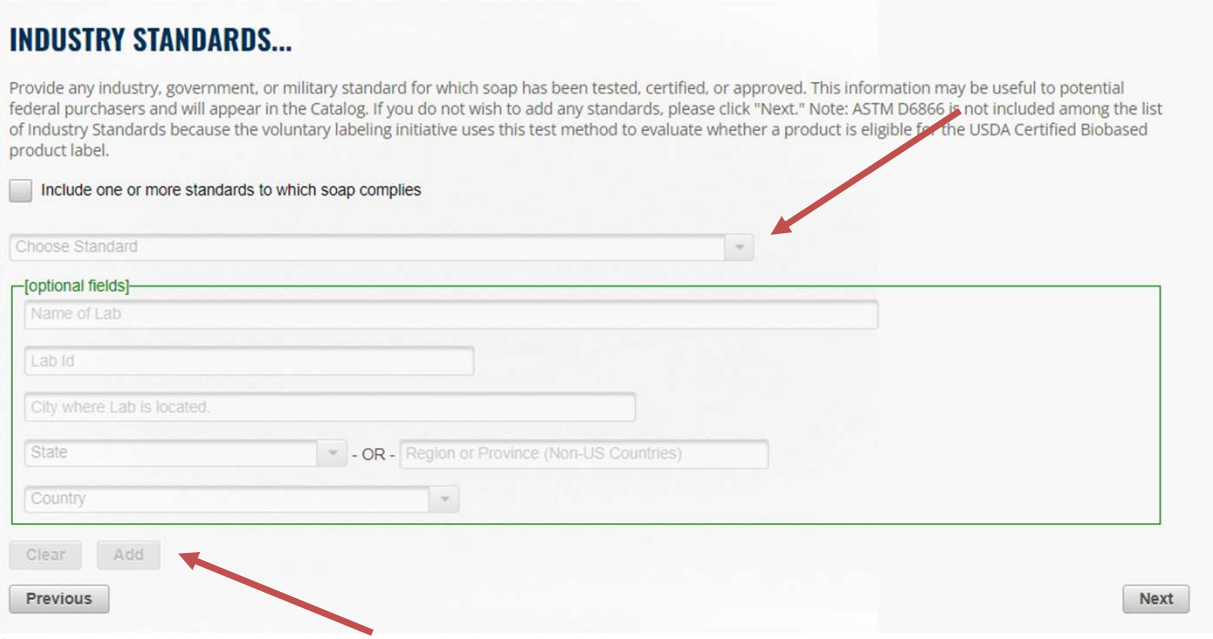
- Enter the name of the product's manufacturer. This information will not be displayed in the Catalog.
- Select the appropriate response for the supplemental questions. *(Responses to the PFAS and Buy America questions are for internal use only.)*
- Select "Next."



Enter Stand-alone Product Information

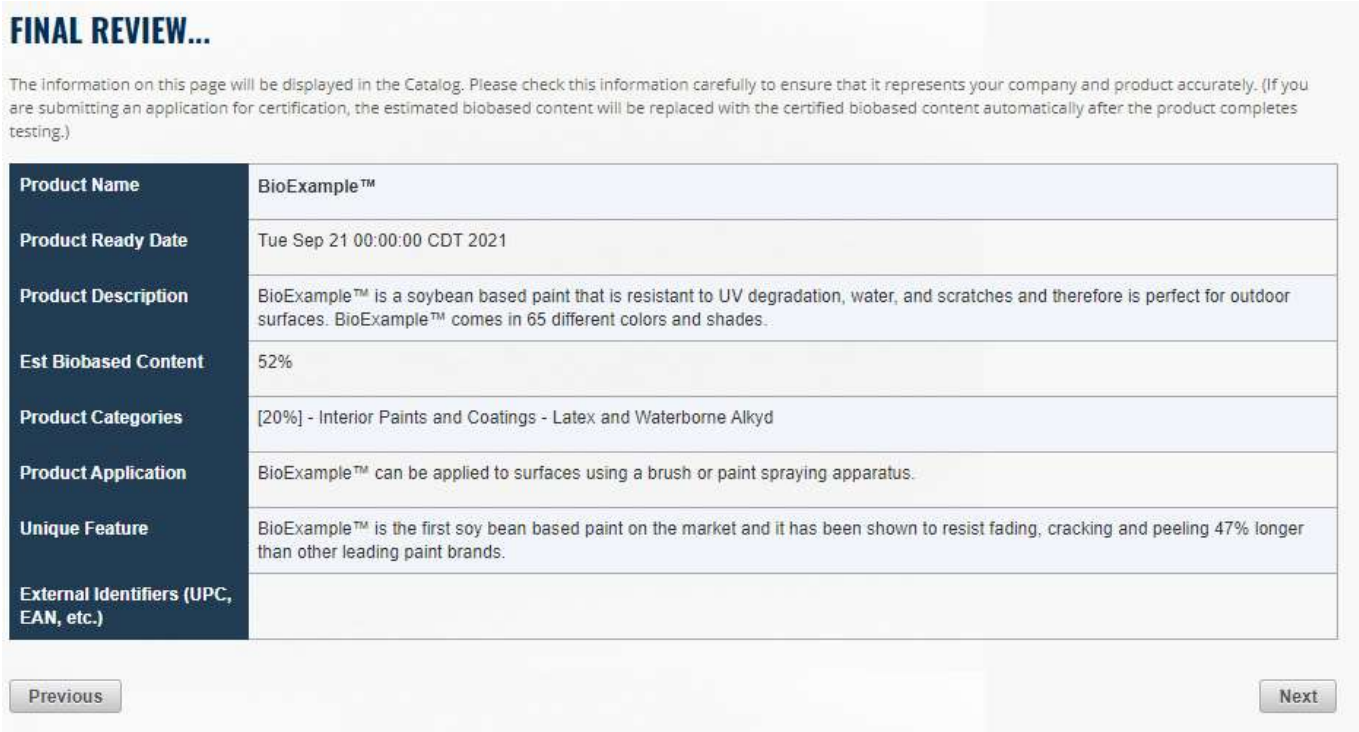
- To include standards for which your product has been tested, certified, or approved, select “Include one or more standards to which [Product Name] complies.”
- Use the drop-down menu to select the first standard.
- Use the “Add” button to include additional standards.
- Select “Next.”

Note: Including applicable standards may be useful to potential federal purchasers, and any standards added to your product will appear in the Catalog.



Enter Stand-alone Product Information

- Review previously entered information. You may use the “Previous” button to amend any additional information.
- This information will appear in the BioPreferred® Program Catalog, so please be sure the information is how you want it to appear.
- If an application will be submitted for participation in the voluntary labeling initiative, the estimated biobased content will be replaced with the certified biobased content after the product is tested.



FINAL REVIEW...

The information on this page will be displayed in the Catalog. Please check this information carefully to ensure that it represents your company and product accurately. (If you are submitting an application for certification, the estimated biobased content will be replaced with the certified biobased content automatically after the product completes testing.)

Product Name	BioExample™
Product Ready Date	Tue Sep 21 00:00:00 CDT 2021
Product Description	BioExample™ is a soybean based paint that is resistant to UV degradation, water, and scratches and therefore is perfect for outdoor surfaces. BioExample™ comes in 65 different colors and shades.
Est Biobased Content	52%
Product Categories	[20%] - Interior Paints and Coatings - Latex and Waterborne Alkyd
Product Application	BioExample™ can be applied to surfaces using a brush or paint spraying apparatus.
Unique Feature	BioExample™ is the first soy bean based paint on the market and it has been shown to resist fading, cracking and peeling 47% longer than other leading paint brands.
External Identifiers (UPC, EAN, etc.)	

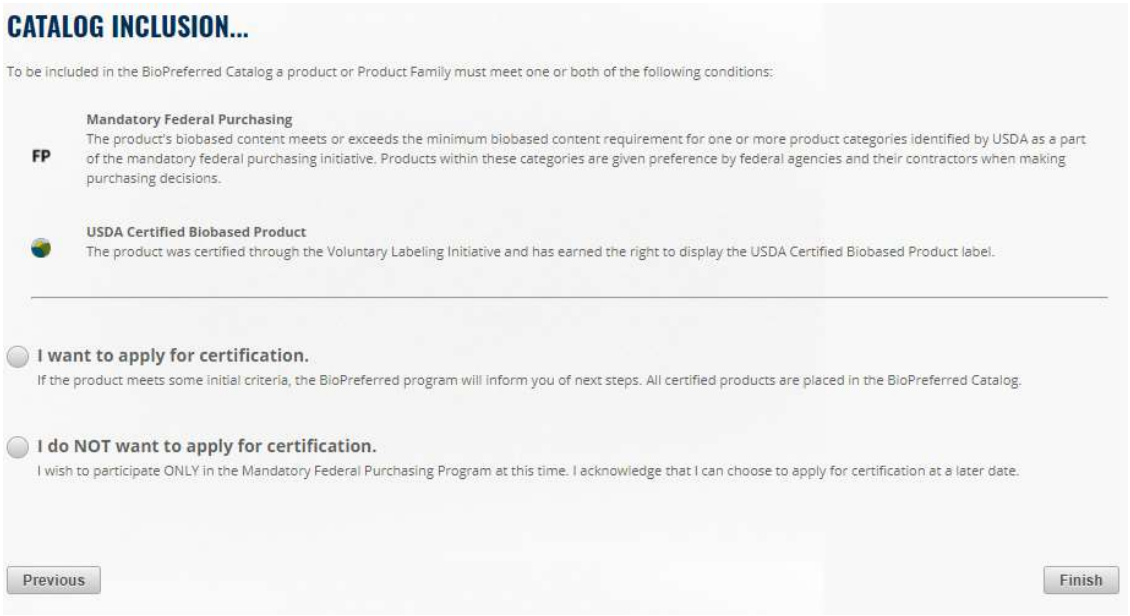
Previous Next

Note: Once a product is submitted for certification, no additional edits may be made except by BioPreferred Program Staff Members. Please contact us if you need to make a change.

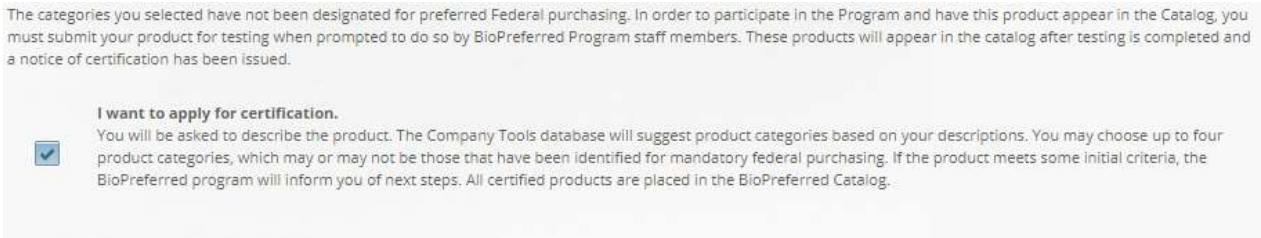
Enter Stand-alone Product Information

DECISION POINT!

- If you wish to apply for certification/label at this time, select “I want to apply for certification” and then click “Finish.” You may choose to apply for certification at a later time.
- If you wish to register a product for participation in the mandatory federal purchasing initiative only, select “I do NOT want to apply for certification” and then click “Finish.”



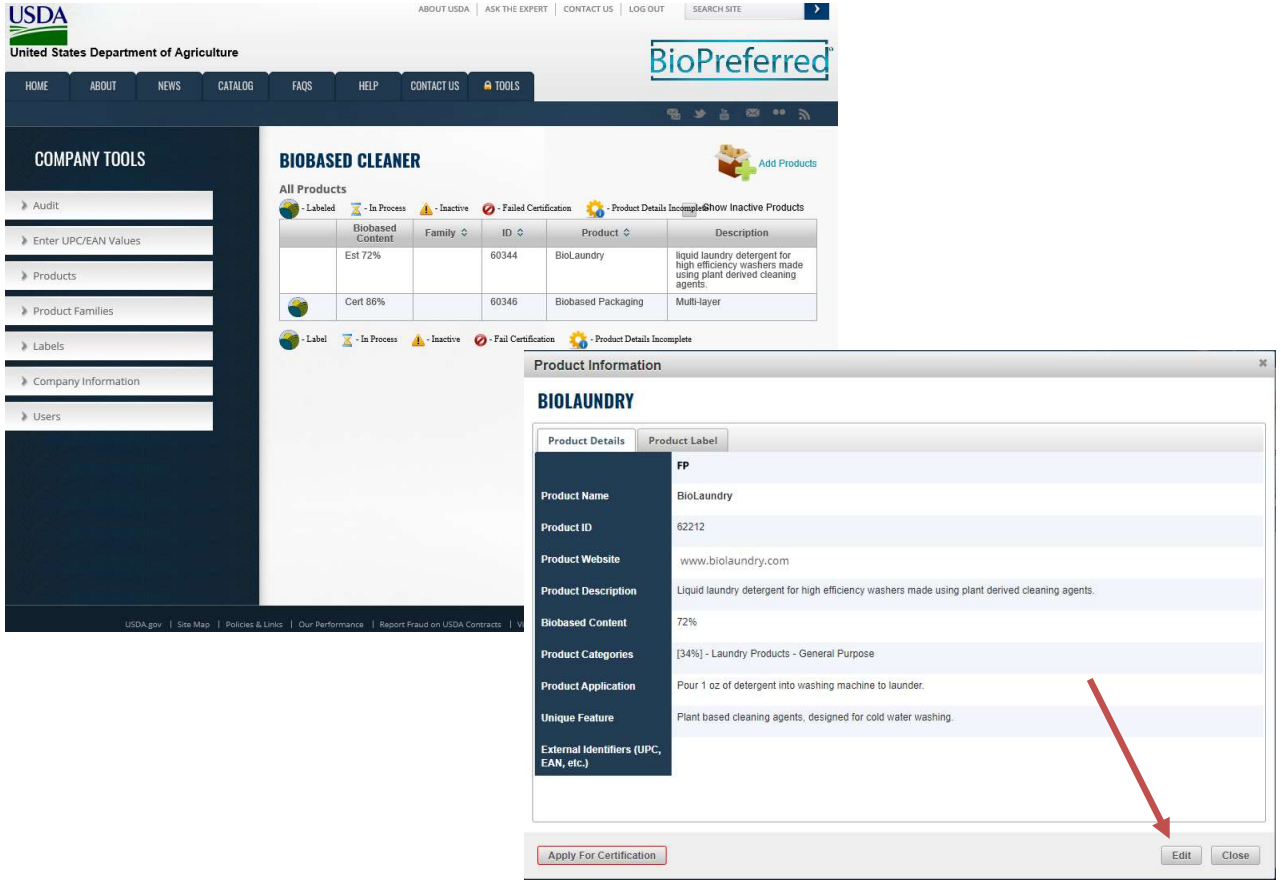
Note: If your product is in a category that does not qualify for Mandatory Federal Purchasing, the only option will be “I want to apply for certification.”



Enter Stand-alone Product Information

- Congratulations, you have successfully added a product!
- The product you entered and any other products in your account will be displayed on the Product screen.
- You are able to edit product information by clicking on the product for any products that have not been submitted for certification.

Note: Once a product is submitted for certification, it is shielded from the Catalog until the certification process is complete.

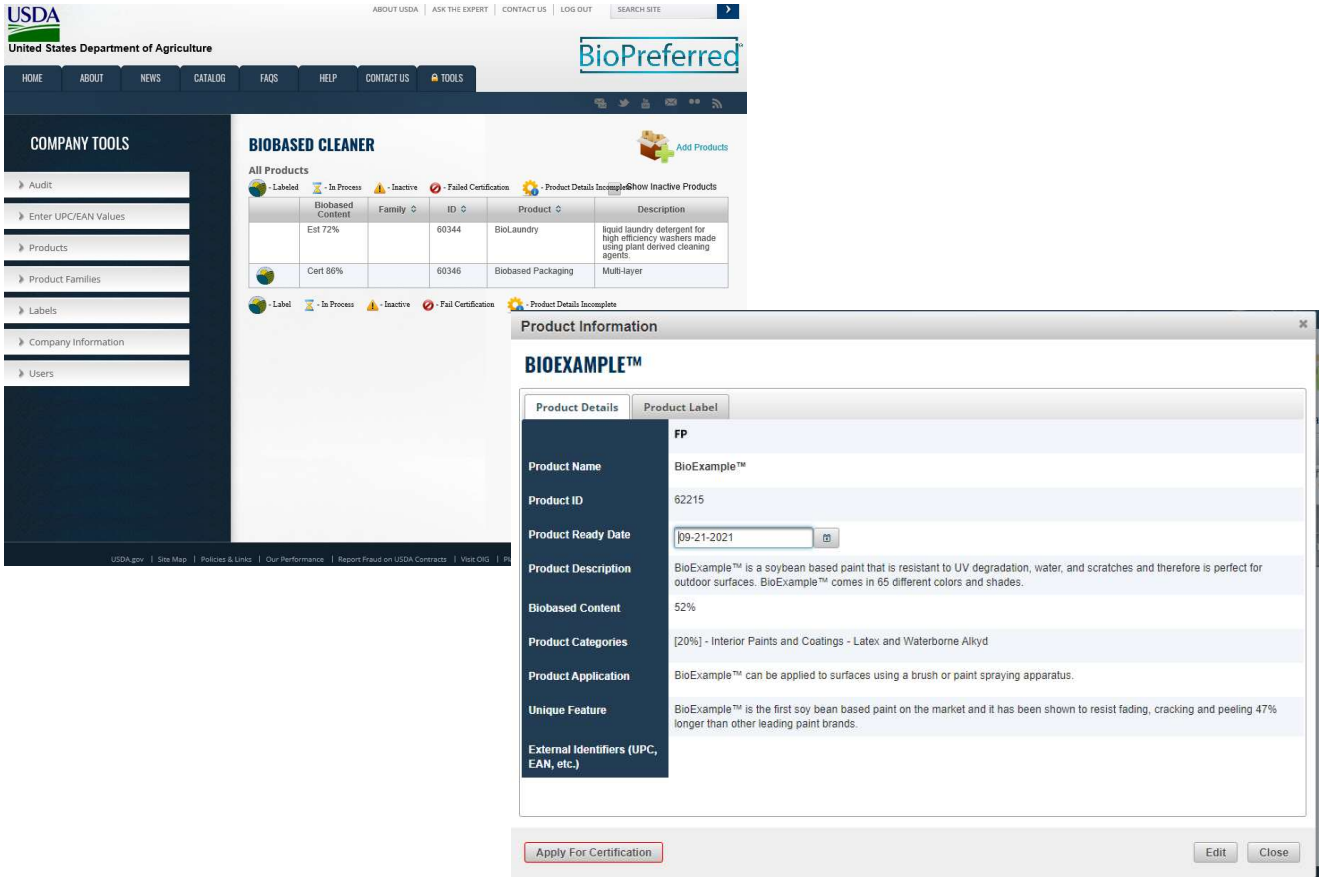


Apply for Stand-alone Product Certification

Applying for Certification

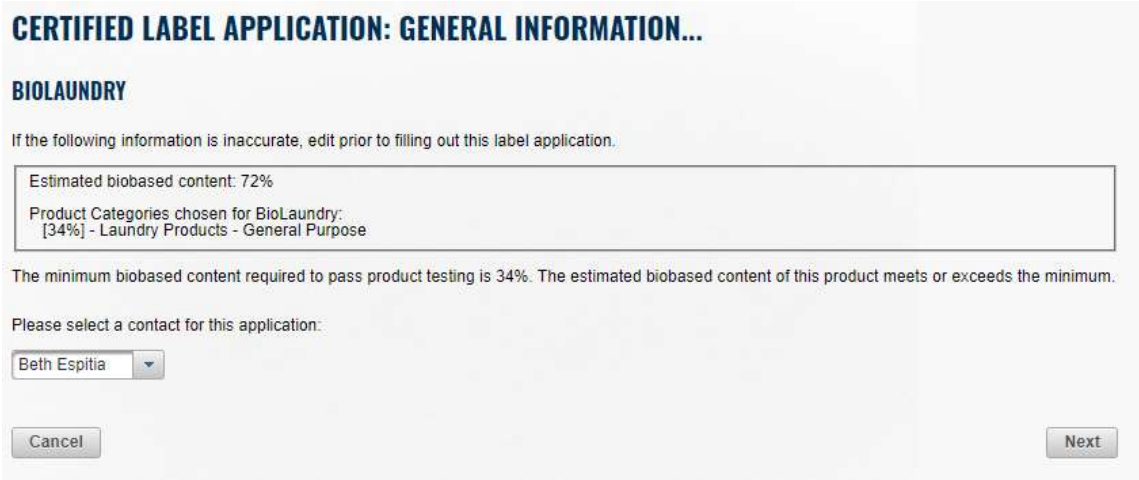
If you did not select the checkbox (as seen on Slide #51) “I want to apply for Certification,” you may choose to do so at a later time.

- Select a product.
- Select “Apply For Certification.”



Applying for Certification

- This screen summarizes the initial determination of whether the product qualifies for the selected categories. In this example, the product's estimated biobased content meets the minimum established for the selected category and qualifies it for the certification process.
- A list of users identified with your company is available in the drop-down box.



Note: A product becomes eligible to display the USDA Certified Biobased Product label only after you receive the Notice of Certification from USDA. Displaying the USDA Certified Biobased Product label without certification is a violation of the BioPreferred Program Brand Guidelines.

Applying for Certification

- If this product has the same formulation and biobased content (within 3%) of a USDA Certified Biobased Product belonging to another company in your supply chain (such as your manufacturer or your customer), you may request their label ID, and your product will not have to be tested. Select the Test Exempt Box and then enter the Label ID of the certified product (the Label ID is not the same as the Product ID).
- Select “Next.”

Note: Exemptions such as this are not a common occurrence and will prompt BioPreferred Program staff to request more information regarding the relationship between your company and the company with the certified label.

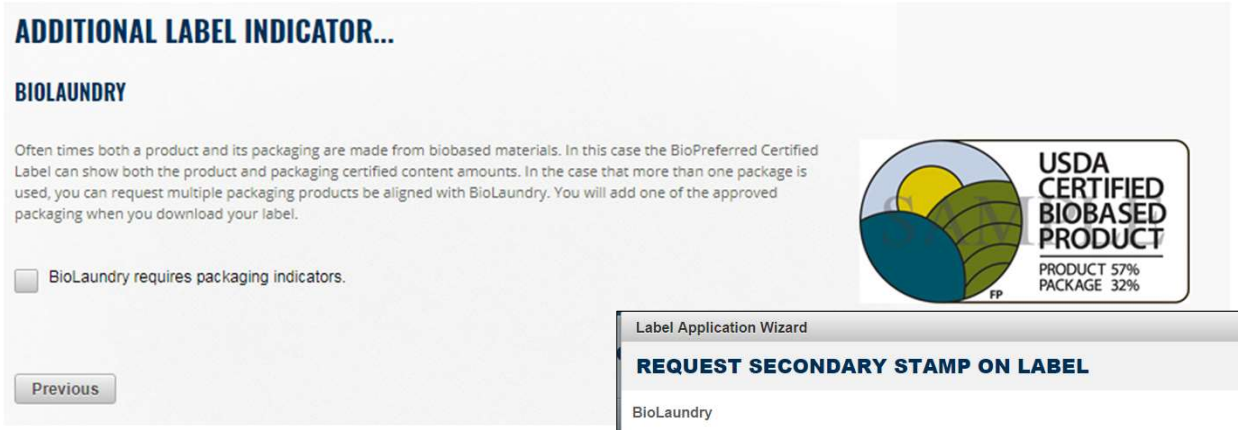
Applying for Certification

Note: You will only see this screen if a pesticide or disinfectant category is selected.

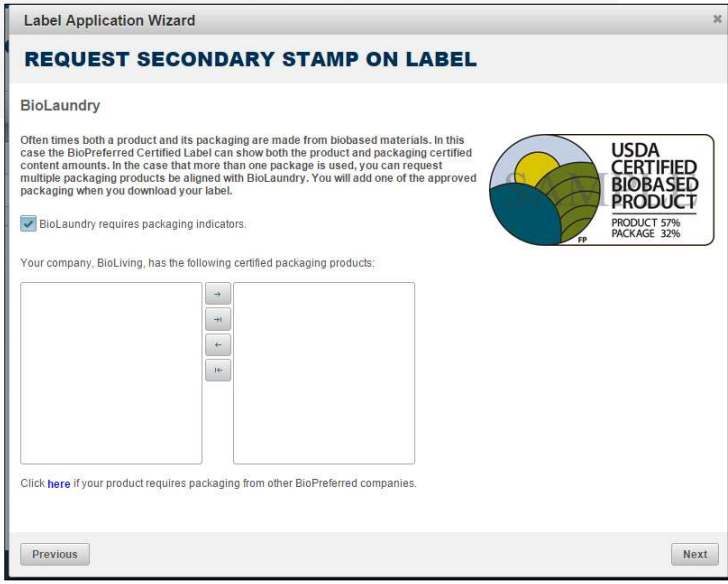
- If your product is a pesticide or disinfectant, and if your product has been registered with EPA, select the first box. You will then be prompted to enter the Registration Number and Signal word. *Note: If you are waiting for a Registration Number from the EPA, please enter "0."*
- Select "Next."

Applying for Certification

- If both the product and its packaging are biobased, you may choose to have the label indicate the percentage of biobased content for both. To do so, select the box that states, “[Product Name] requires packaging indicators.”
- Previously certified products for your company will be listed. Select the certified product that applies, then select the → arrow.
- Select “Next.”

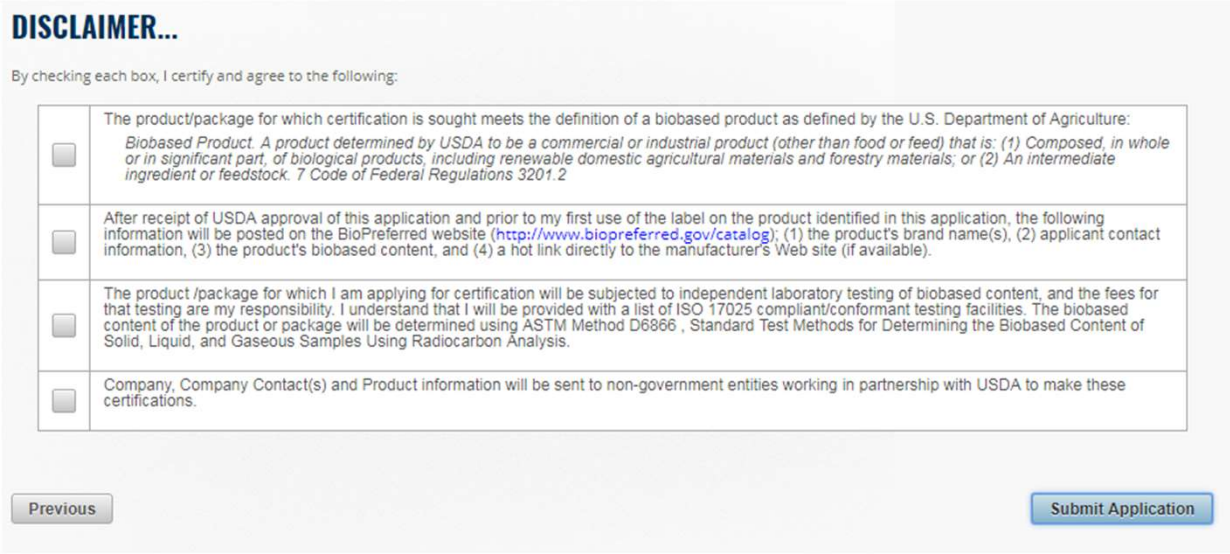


Note: If the packaging has not yet been certified, you must first add it as a stand-alone product in the Product Packaging category and apply for certification.



Applying for Certification

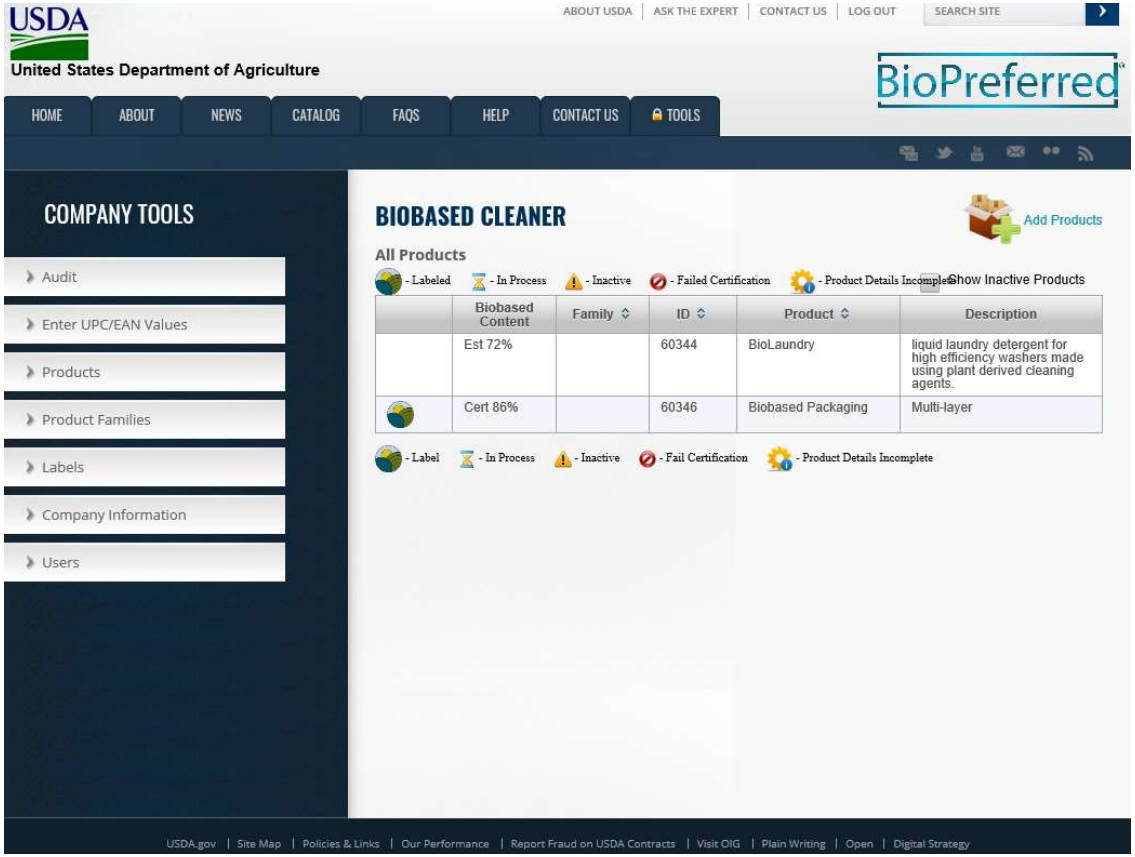
- Read and check each box certifying and agreeing to the following disclaimers.
- Select “Submit Application.”



Add Additional Stand-alone Products

- Congratulations! You have successfully applied for certification for this product.

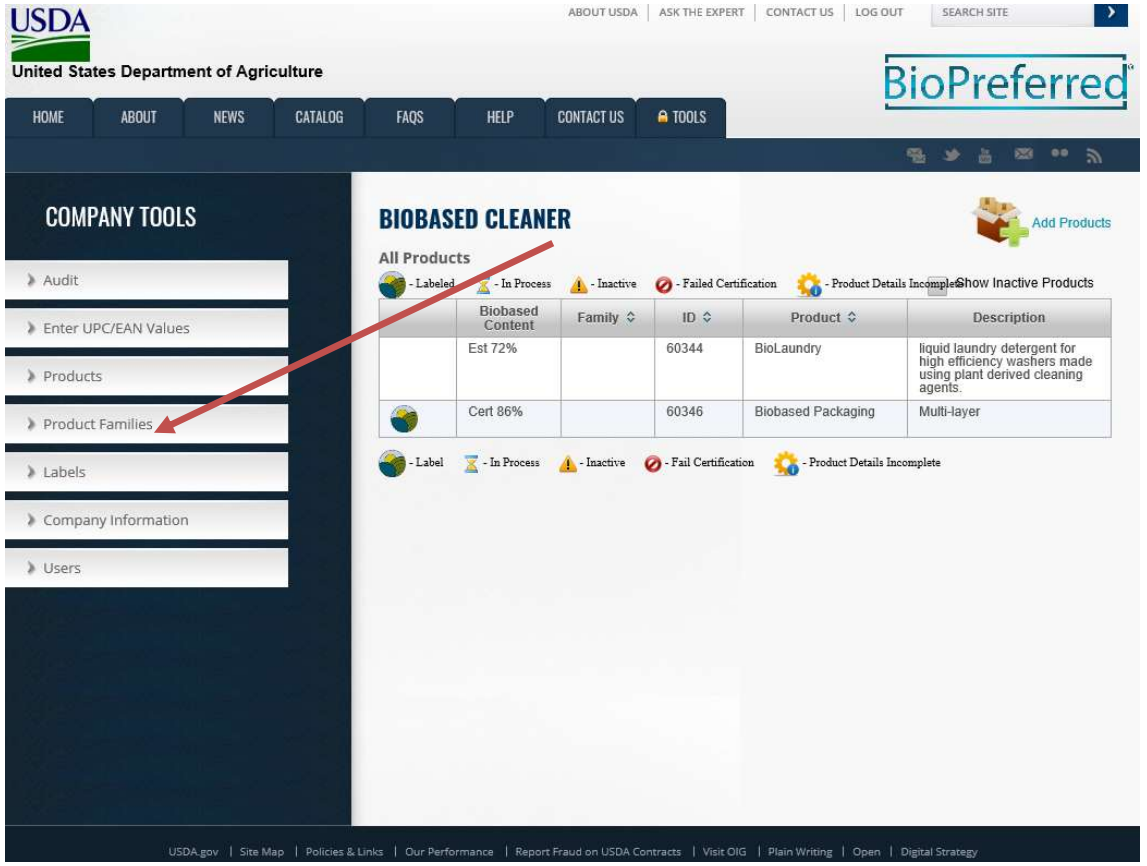
- **Do not proceed until you have been contacted by the BioPreferred Program.**
- If you are finished entering products, please read about What Happens Next?
- If not, use the left navigation menu to enter information for additional products, apply for certification for registered products, or manage existing labels. Add products by selecting the icon



Create a Product Family

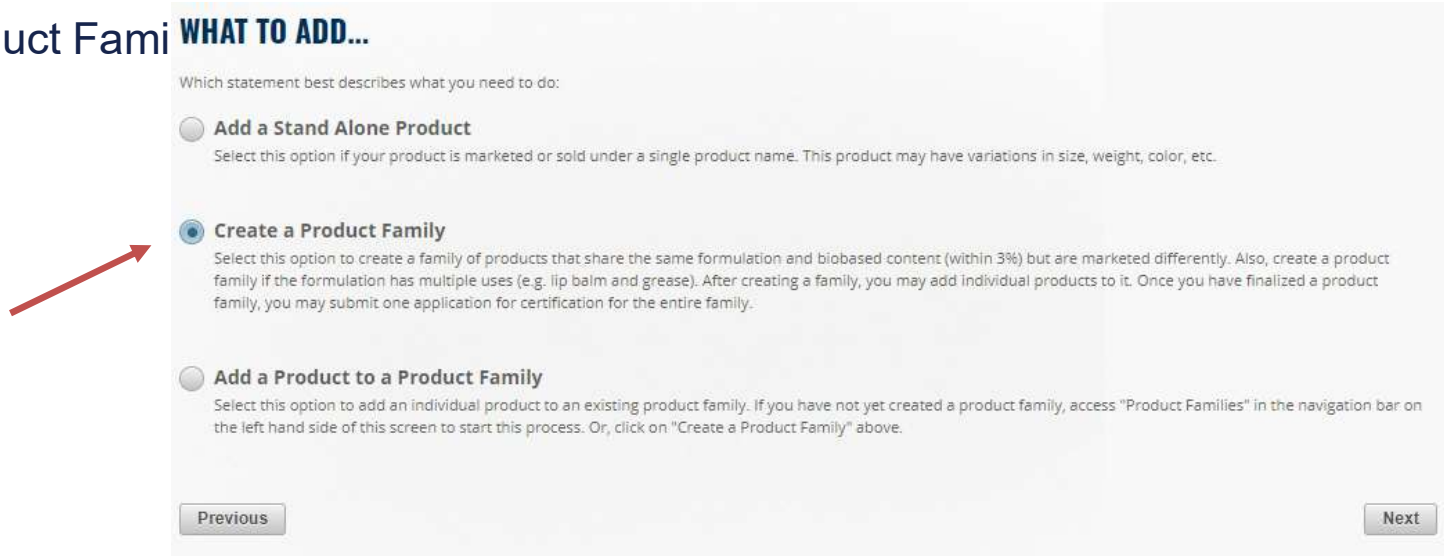
Create a Product Family

- Creating a product family allows you to apply for a single certification/label for a family of products, saving you time and effort!
- Product families include multiple products that share the same formulation and biobased content (within 3%) but are marketed differently. A product family includes a single formulation with varying uses (e.g. lip balm and grease).
- To create a product family, select “Product Families” from the left navigation menu.
- Select the icon.



Create a Product Family

- Select “Create a Product Fami
- Then select “Next.”

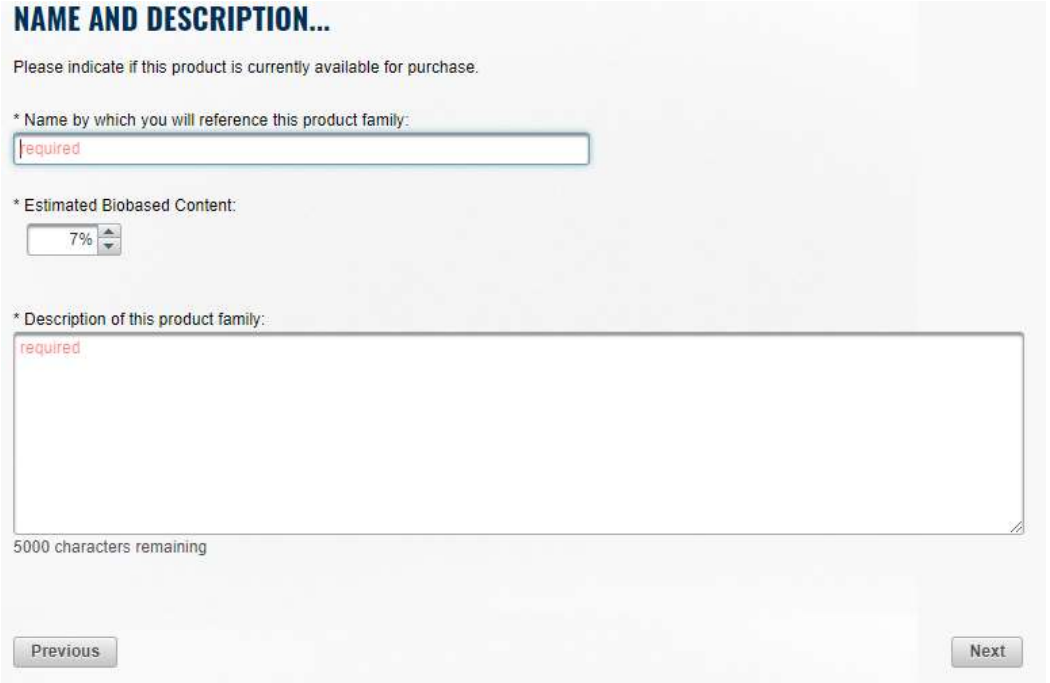


Create a Product Family

- Complete all the information on this page.

For assistance with determining the product family's Estimated Biobased Content, please refer to our document "Understanding Biobased Content."

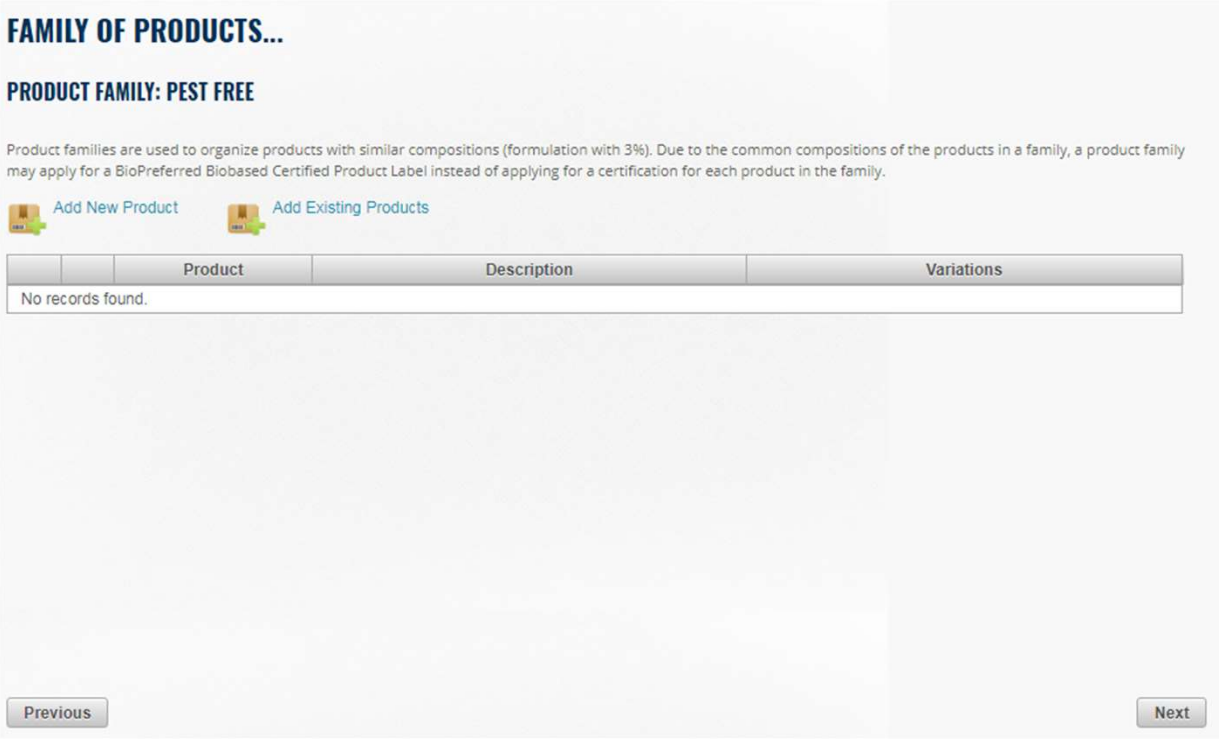
Note: Product family information will not be displayed in the Catalog and is for internal purposes only.



Create a Product Family

- Congratulations! You have created a product family.
- You will now enter products with the same formulation (within 3% biobased content) that are marketed differently or have different uses. Please enter all products in the family.
- Select “Add New Product.” You may also select, “Add Existing Products” if the product has already been entered.

Note: If you are adding a product to an already certified family, please notify BioPreferred Program staff by emailing help@usdabiopreferred.net. Program staff will need to review the new product before it can be certified. The entire family of products will be shielded from the Catalog until that time.



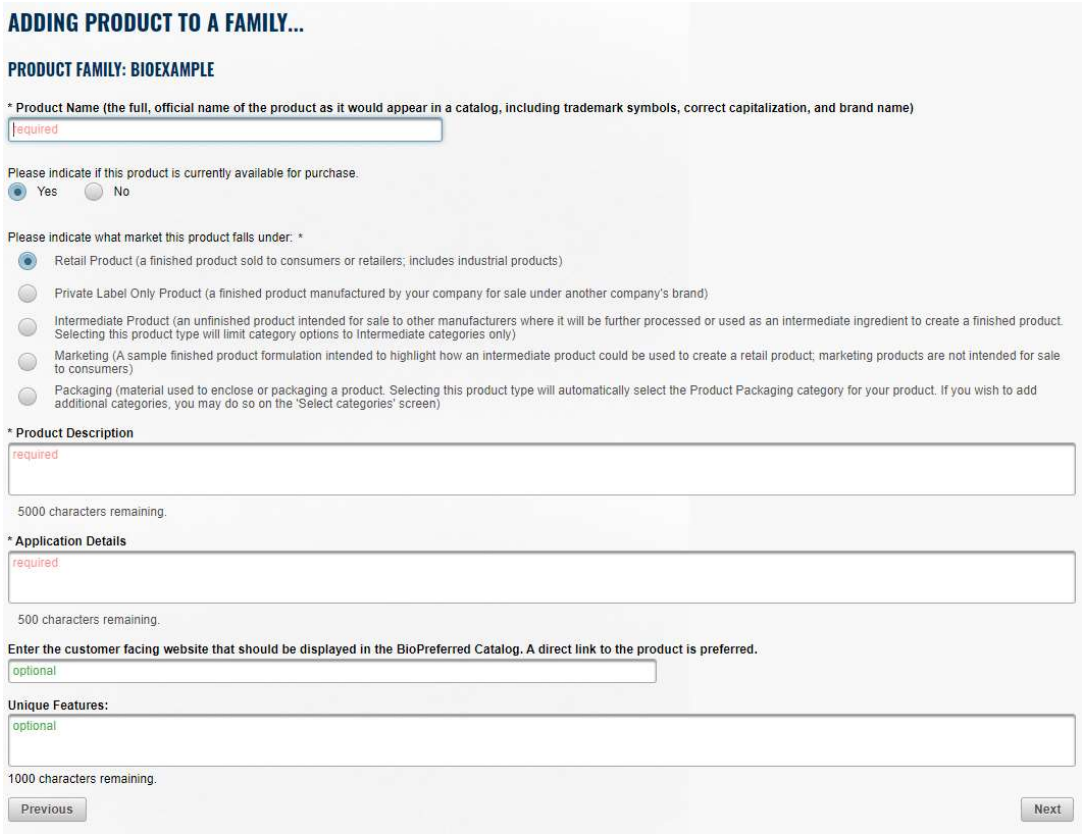
Add Products to a Product Family

- Complete all the information on this page.

If you select “No” to product currently available, a box will prompt you to add the anticipated date of availability.

Note: The product name, estimated biobased content, product description, and website will be displayed in the Catalog.

Important: The product name should match how it appears on its packaging, company website, and company marketing materials. Please include any brand names or symbols ®, ™, etc.

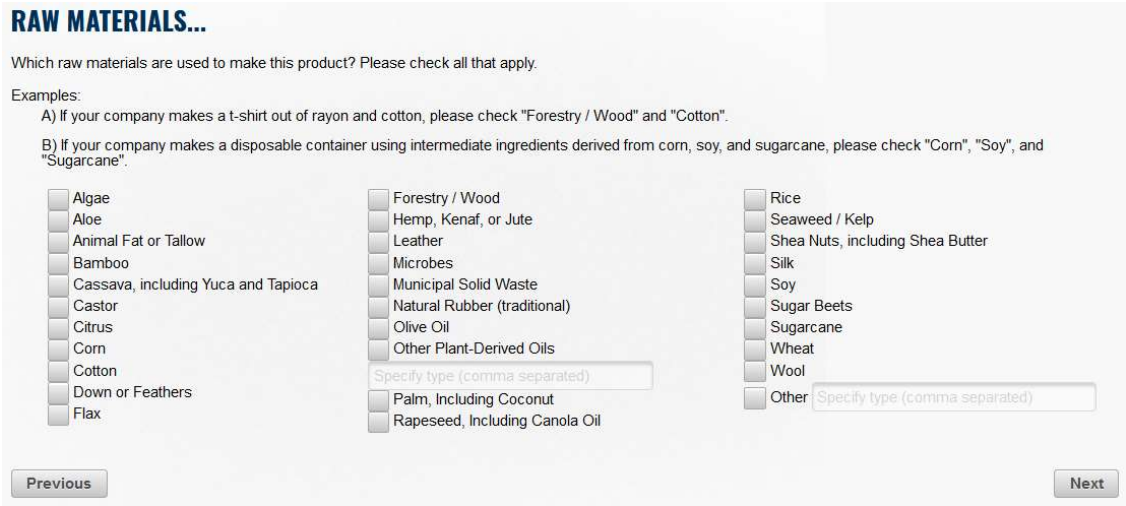


Add Products to a Product Family

Select the raw materials that are used in your product formulation.

Note: Before selecting "Other," please check that the raw material is not listed in the drop-down list "Other Biobased Raw Materials." For instance, "Coconut" is listed as "Palm, Including Coconut." If "Other" is selected, a biobased raw material source must be specified before continuing.

USDA began collecting raw material information about products in 2016, in part, because it allows USDA to estimate the number of products made from a certain raw material. This information is helpful in determining the impact of our Program on various agricultural economies and to inform our Program's interactions with various agricultural associations.



***Important Note:** While this information is required for all Program participants, it is not included in our online catalog or made available to the general public.*

Add Products to a Product Family

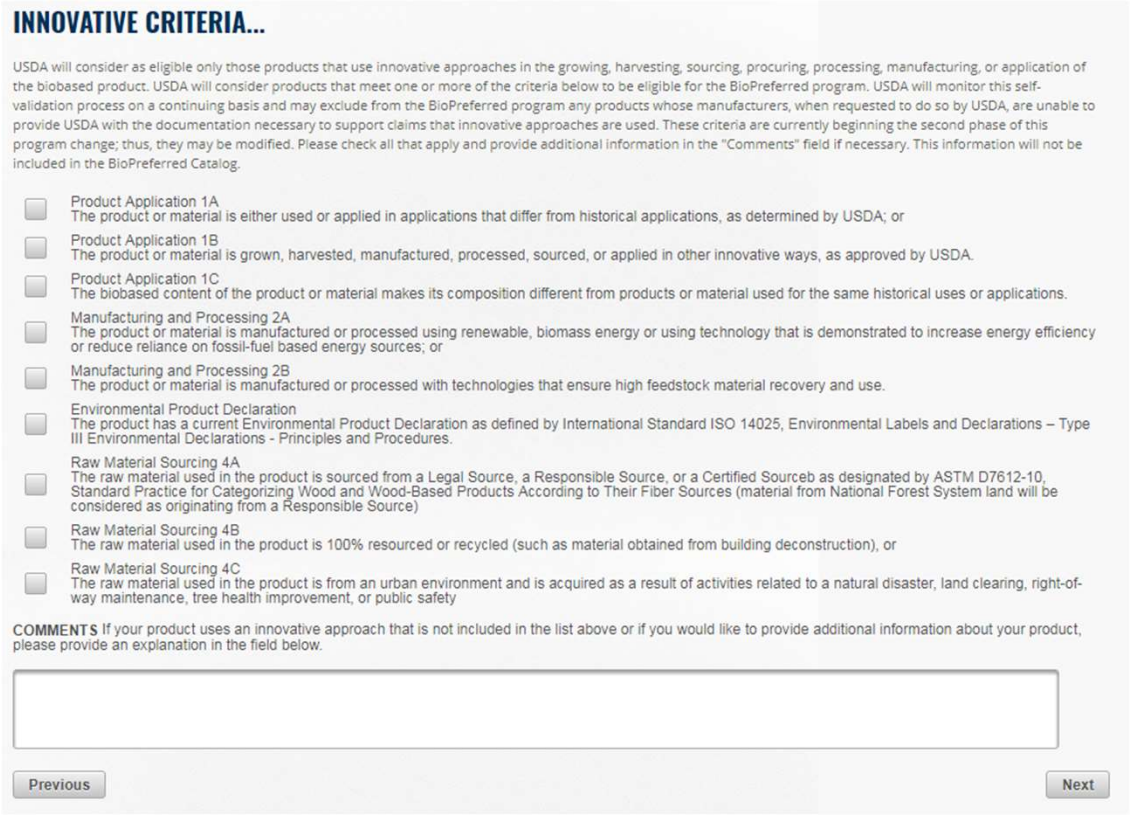
According to Program policy, all products must demonstrate an innovative approach to growing, harvesting, sourcing, procuring, processing, manufacturing, or application of the biobased product.

- Select the option or options that apply to this product.
- Please provide comments to help BioPreferred Program staff understand the rationale behind your selection and to screen your product more quickly.
- Select “Next”.

Example #1: A product that uses plant-based materials in place of petroleum-based materials would meet criterion 1C.

Example #2: A product that is manufactured or processed using solar energy would meet criterion 2A.

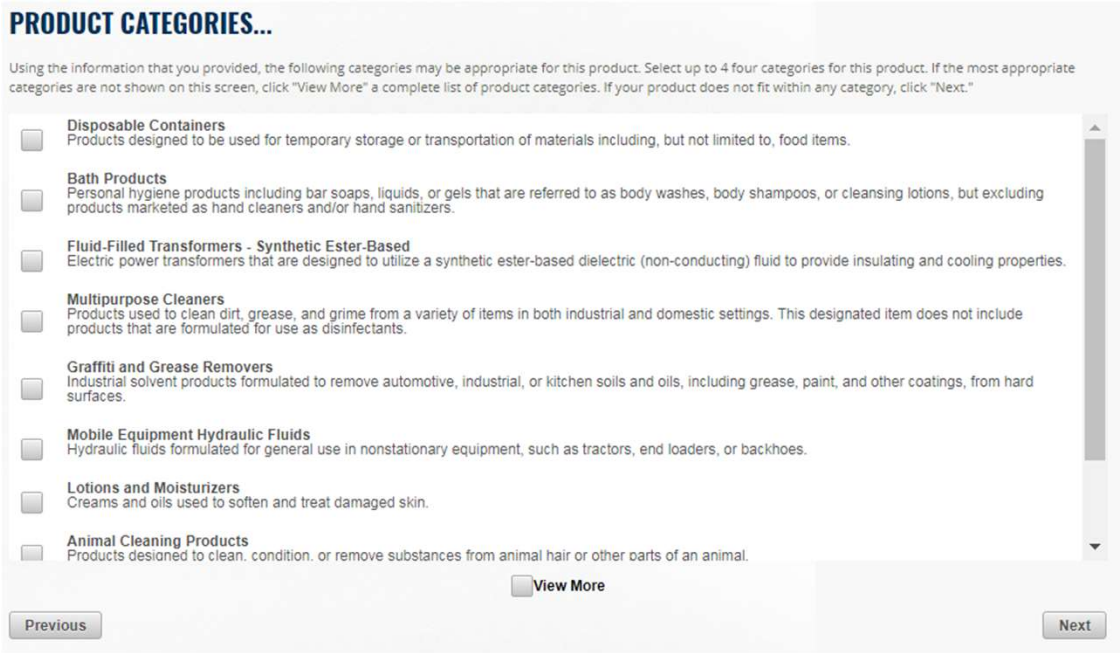
Note: Criterion 4A is exclusively for forestry derived products.



Add Products to a Product Family

Based on the information you entered for this product, potential product categories are displayed.

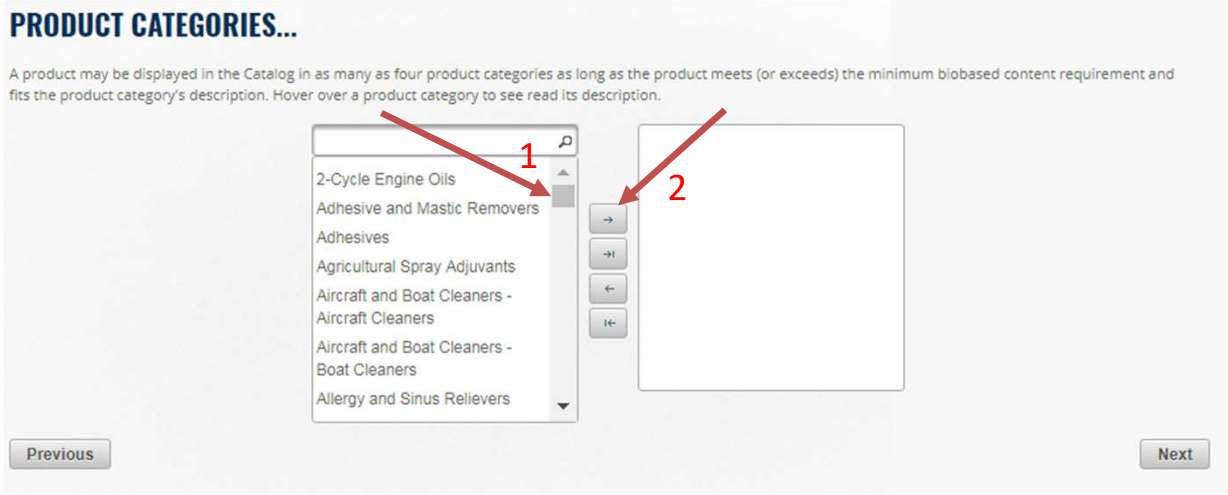
- Use the scroll bar to view potential options.
- If the appropriate option(s) is not displayed, select “View More.”
- Select one or more product categories (4 categories maximum) based on the way your company markets this product, and then select “Next.”



Note: If your product could be used in multiple ways but is primarily marketed for one use, please select just that category. One of the most frequent delays in processing applications comes from reconciling product categories with product marketing.

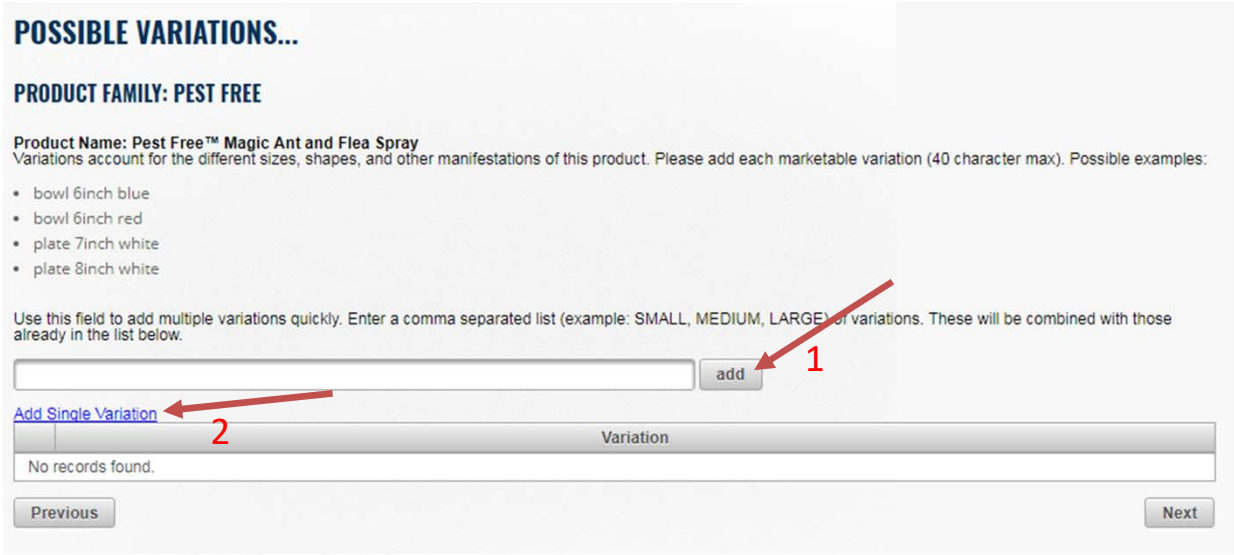
Add Products to a Product Family

- If you chose “View More” on the previous screen, additional product categories will be displayed as pictured on this slide.
- Use the scroll bar from the left menu box to view additional categories. (1)
- To choose a category, highlight that category on the menu to the left and then select the right arrow (2) to add the category.



Add Products to a Product Family

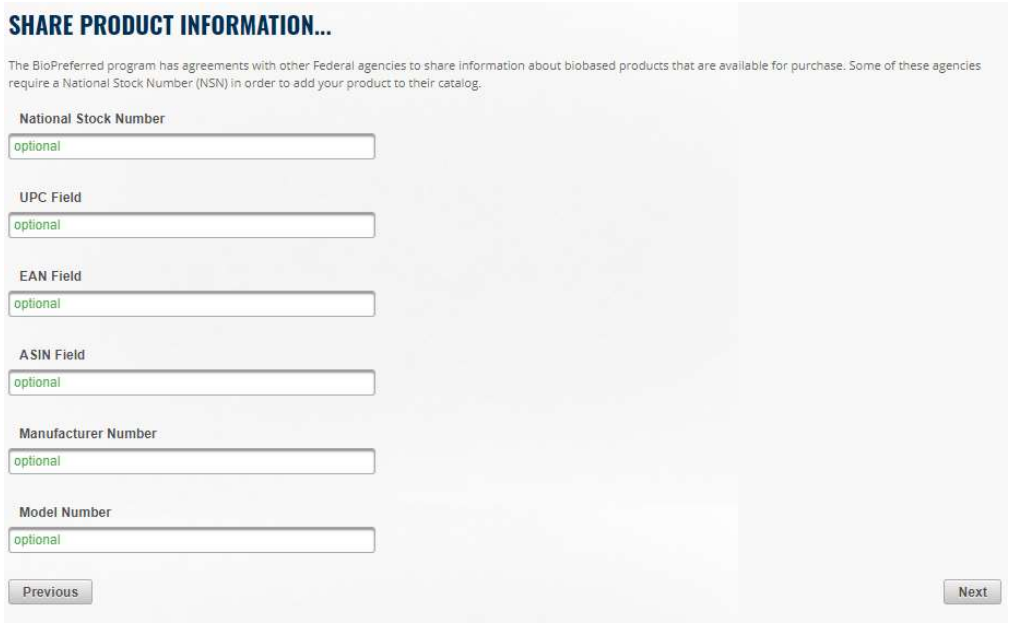
- If your product has variations in scent, size, color, shape, or other, list them here.
- Add multiple variations by listing them in the blank field, separated by commas, and then selecting “add” (1).
- Add variations one at a time by clicking “Add Single Variation” (2).
- When finished with this page, select “Next.”



Add Products to a Product Family

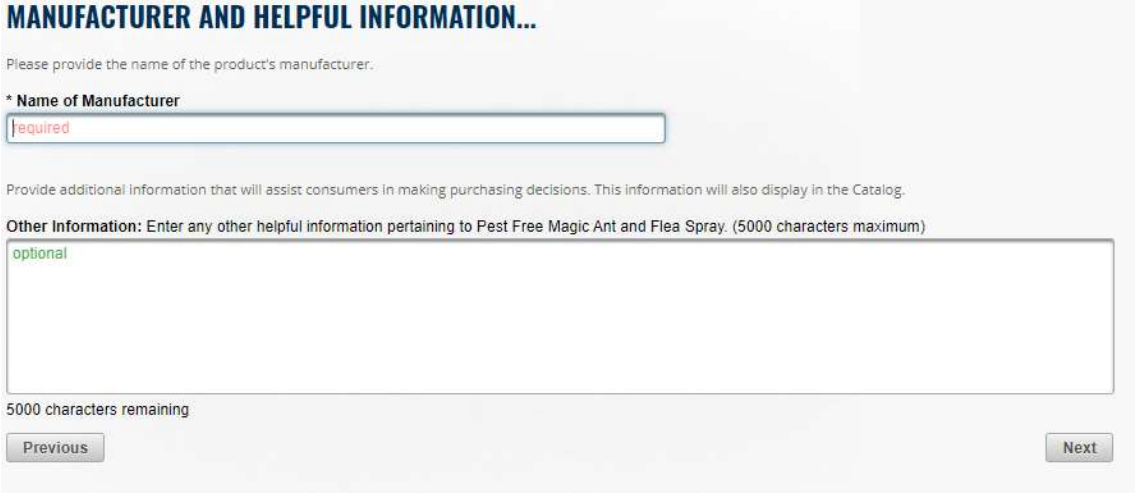
- If applicable, please provide the information displayed on this page. This information is optional and not required.
- Select “Next” when complete or if the information is not applicable.

Note: Your product will be listed in the BioPreferred Program’s catalog and visible to other federal agencies even if you don’t have a National Stock Number.



Add Products to a Product Family

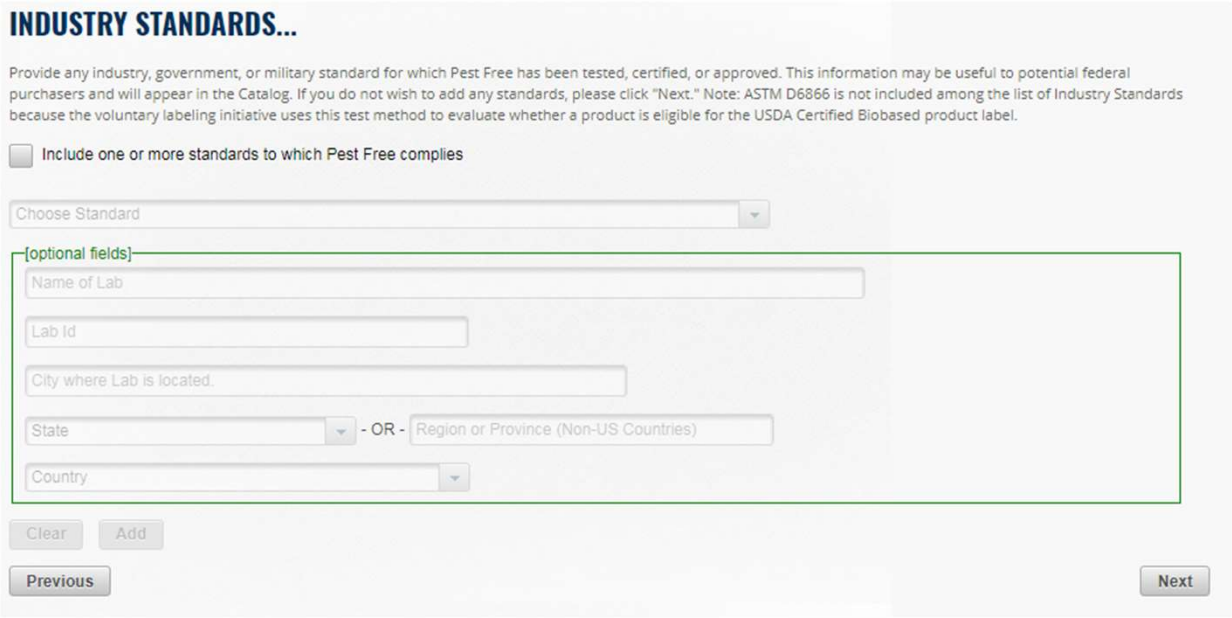
- Enter the name of the product's manufacturer. This information will not be displayed in the Catalog.
- Select "Next."



Add Products to a Product Family

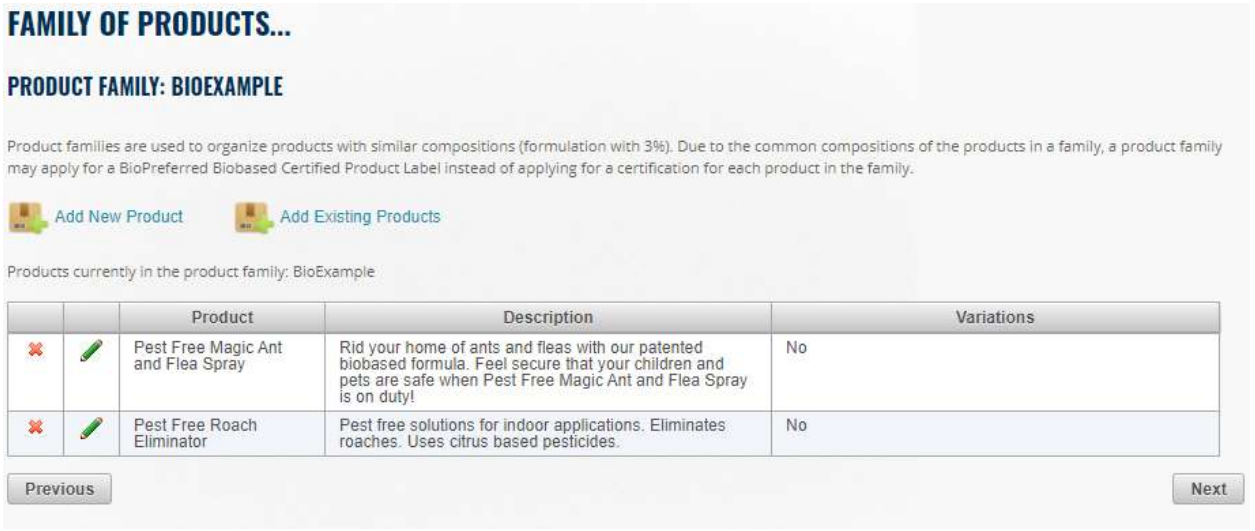
- To include standards for which your product has been tested, certified, or approved, select “Include one or more standards to which [Product Name] complies.”
- Use the drop-down menu to select the first standard.
- Use the “Add” button to include additional standards.
- Select “Next.”

Note: Including applicable standards may be useful to potential federal purchasers, and any standards added to your product will appear in the Catalog.



Add Products to a Product Family

- Enter all additional products in the family. Select the icon to add products.
- When you have added all products, select “Next.”



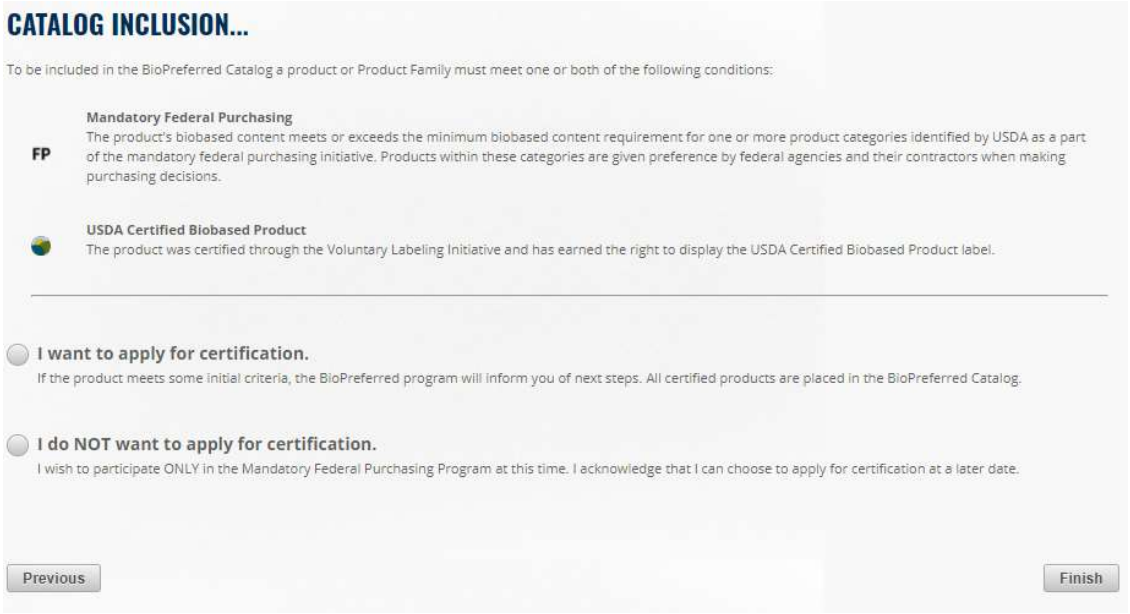
Add Products to a Product Family

- The products you have created in the product family will be displayed. If this is correct, select “Next.”

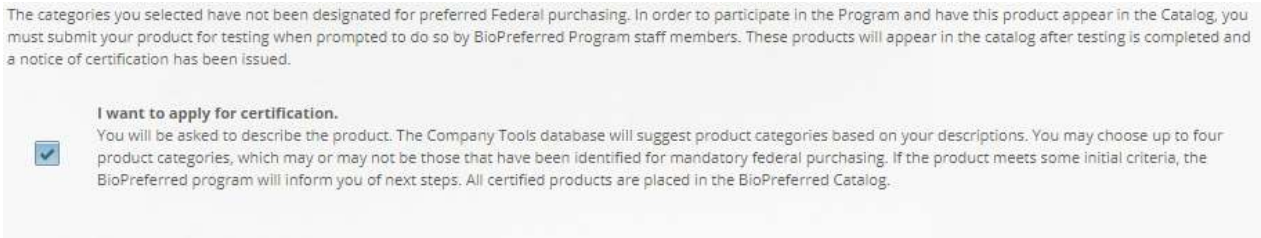
Add Products to a Product Family

DECISION POINT!

- If you wish to apply for certification/label, select “I want to apply for certification” and then select “Finish.” You may also apply for certification at a later time.
- If you wish to register a product for participation in the mandatory federal purchasing initiative only, select “I do NOT want to apply for certification” and then select “Finish.”

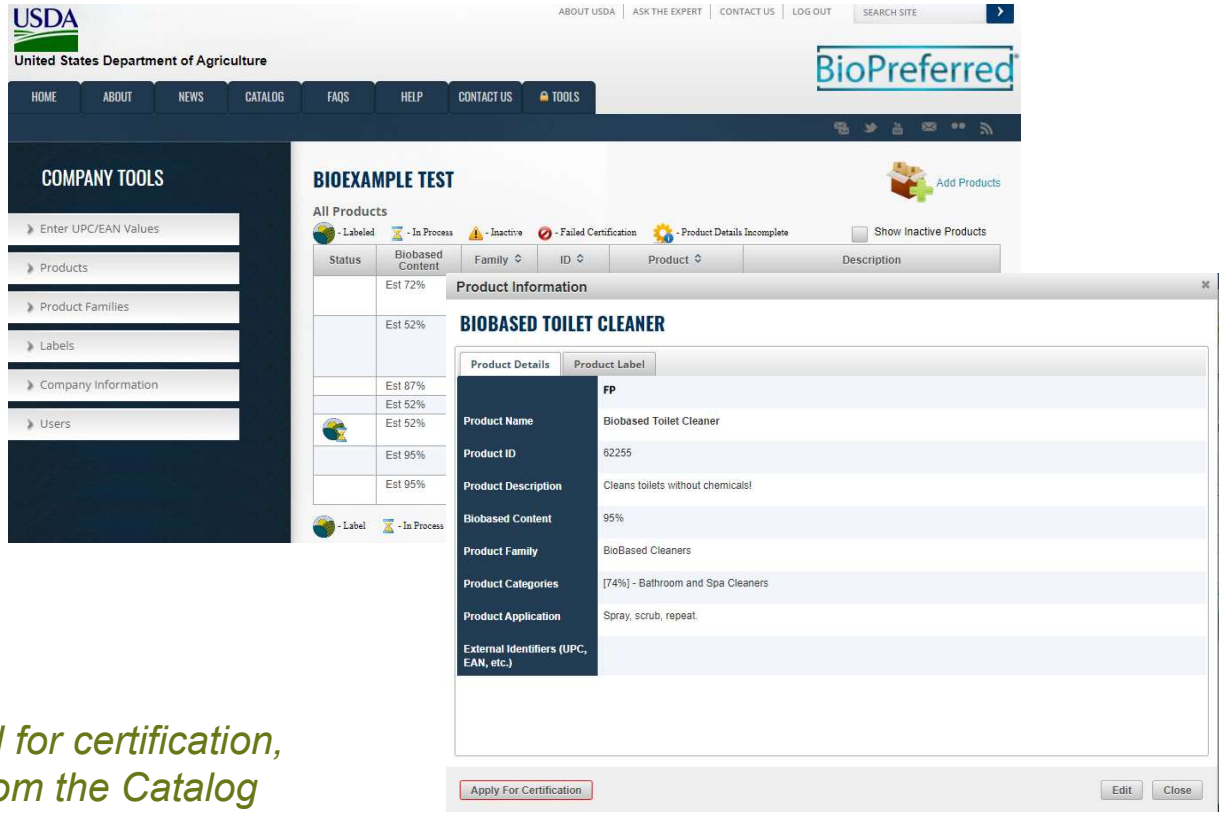


Note: If your product is in a category that does not qualify for Mandatory Federal Purchasing, the only option will be “I want to apply for certification.”



Add Products to a Product Family

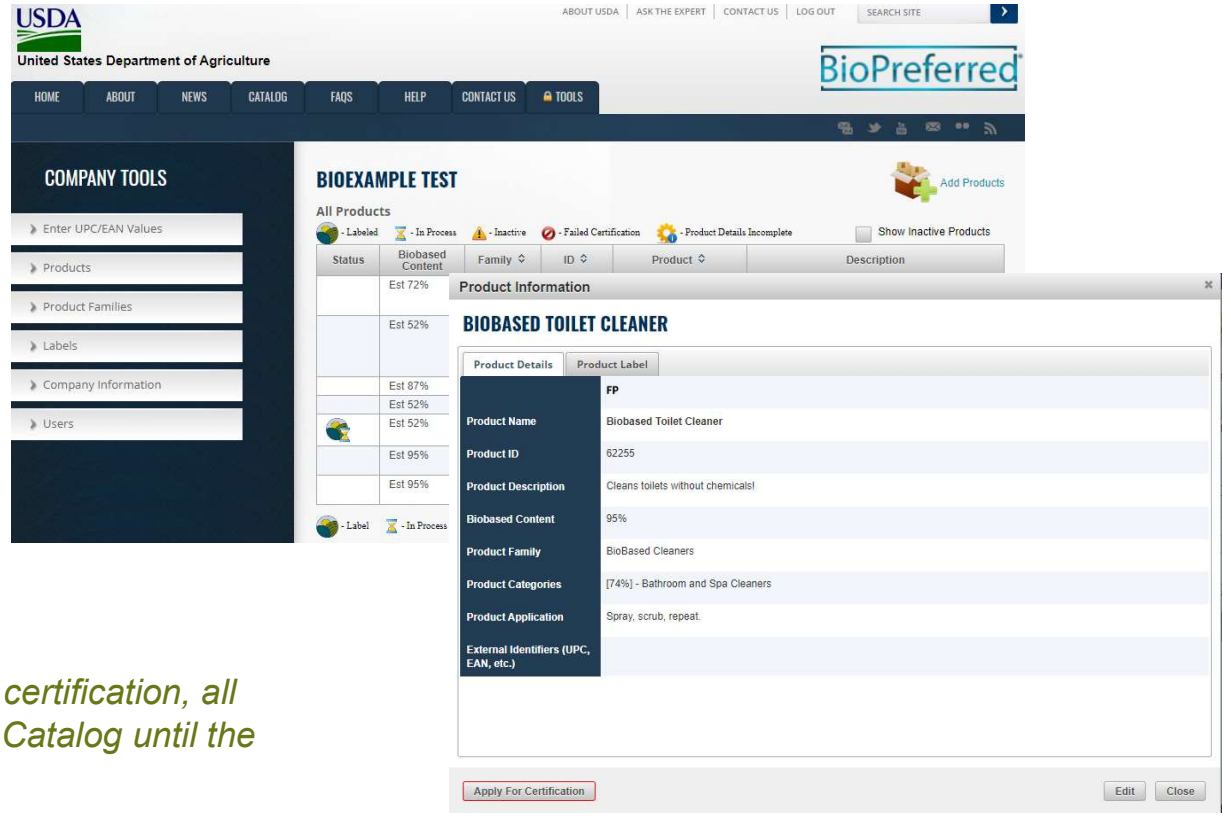
- Congratulations, you have successfully created a family and added a product to it!
- All entered products will be displayed on this screen.
- If you select a product, you can edit product information for any products that have not been submitted for certification. If you wish to apply for certification, select the “Apply For Certification” button.



Note: Once a product family is submitted for certification, all products in that family are shielded from the Catalog until the certification process is complete.

Apply for Certification for a Product Family

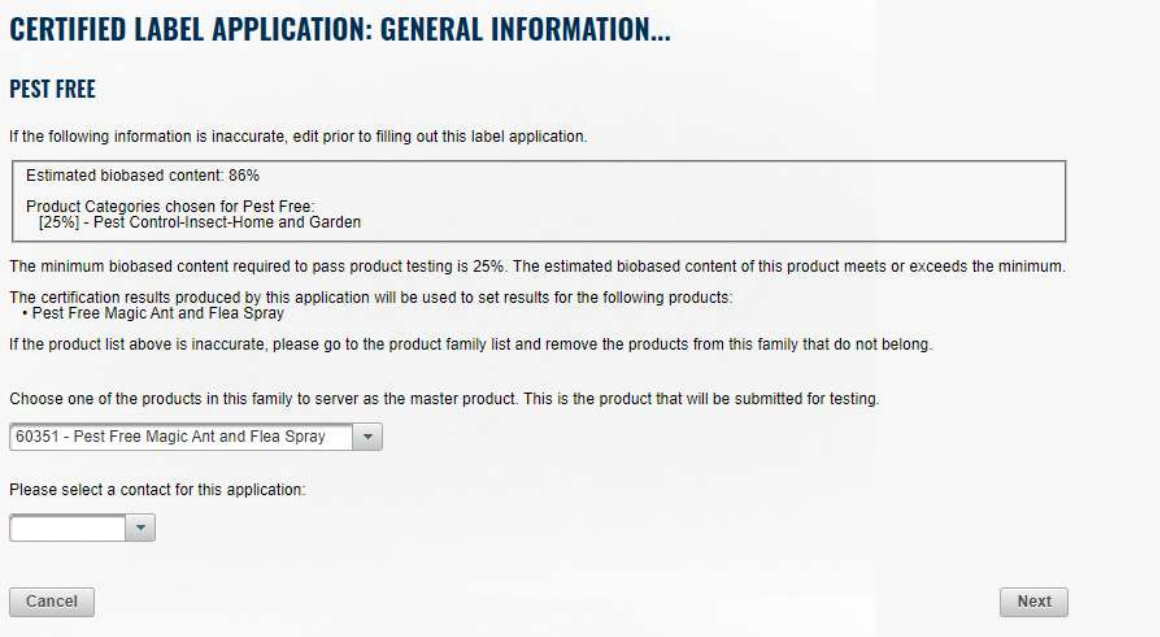
- If you select a product, you can edit product information for any products that have not been submitted for certification. If you wish to apply for certification now or later, select the “Apply For Certification” button.



Note: Once a product family is submitted for certification, all products in that family are shielded from the Catalog until the certification process is complete.

Apply for Certification for a Product Family

- The information displayed on this screen provides an initial determination of whether the products in this family qualify for the selected product categories. In the example to the right, this family's estimated biobased content meets the minimum established for its selected category and qualifies it for the certification process.
- Choose the product that will be submitted for testing. The product and variation with the lowest biobased content should be selected and submitted for testing.
- Select a contact for this application. A list of users identified with your company is available in the drop-down box.



Note: A product becomes eligible to display the USDA Certified Biobased Product label only after you receive the notice of certification from USDA. Displaying the USDA Certified Biobased Product label without certification is a violation of the BioPreferred Program Brand Guidelines.

Apply for Certification for a Product Family

- If this product is within a 3% variation in biobased content of a USDA Certified Biobased Product belonging to another company, you may request their label ID and your product will not have to be tested. Select the Test Exempt Box (Note: this happens infrequently). You will then enter the Label ID of the certified product (the Label ID is not the same as the Product ID).
- Select “Next.”

Note: Exemptions such as this are not a common occurrence and will prompt BioPreferred Program staff to request more information regarding the relationship between your company and the company with the certified label.

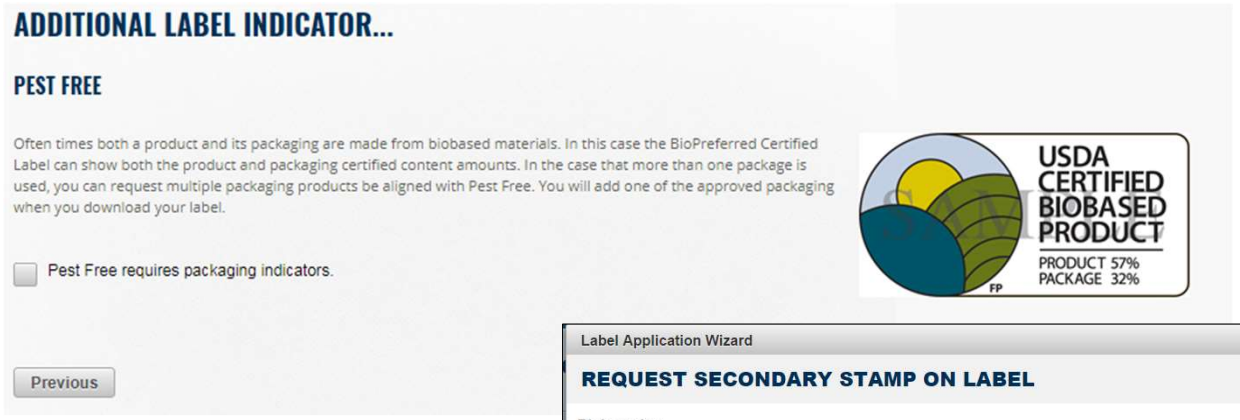
Apply for Certification for a Product Family

Note: You will only see this screen if a pesticide or disinfectant is selected as the product category.

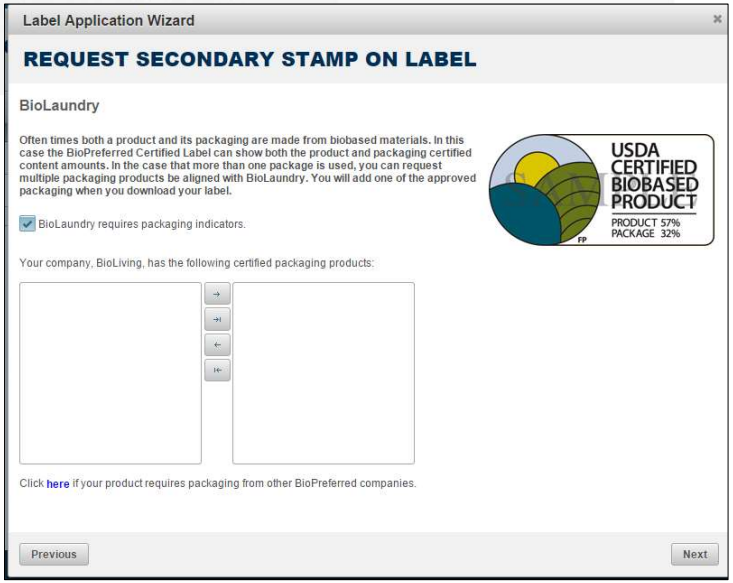
- If your product is a pesticide or disinfectant, and if your product has been registered with EPA, select the first box. You will then be prompted to enter the Registration Number and Signal word. *Note: If you are waiting for a Registration Number from the EPA, please enter "0."*
- Select "Next."

Apply for Certification for a Product Family

- If both the product and its packaging are biobased, you may choose to have the label indicate the percentage of biobased content for both. To do so, select the box that states, “[Product Name] requires packaging indicators.”
- Previously certified products for your company will be listed. Select the certified product that applies and select the → arrow.
- Select“Next.”

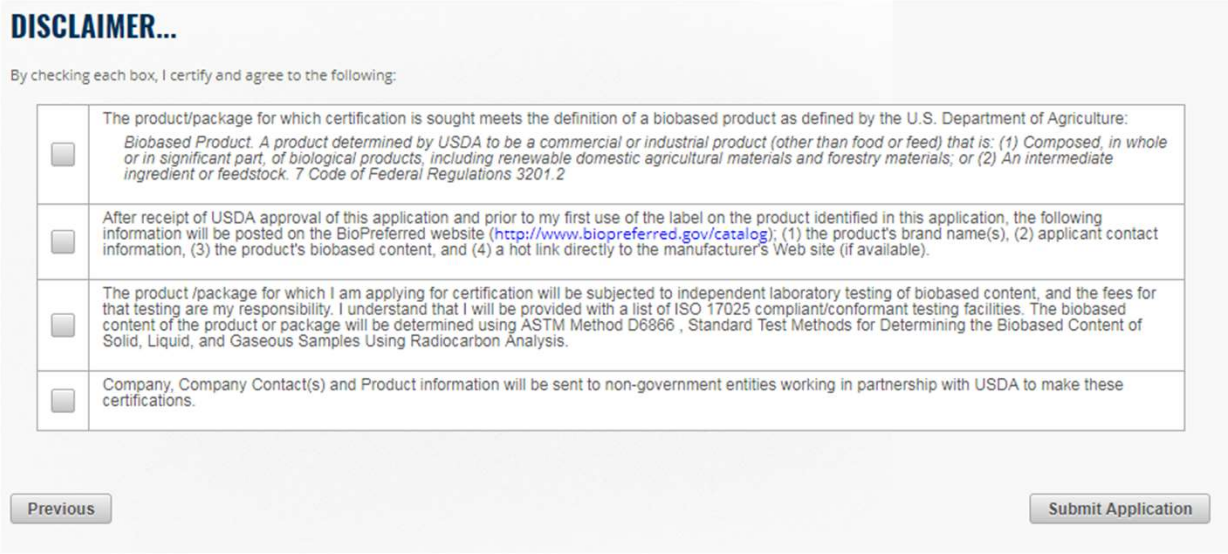


Note: If the packaging has not yet been certified, you must first add it as a stand-alone product in the Product Packaging category and apply for certification.



Apply for Certification for a Product Family

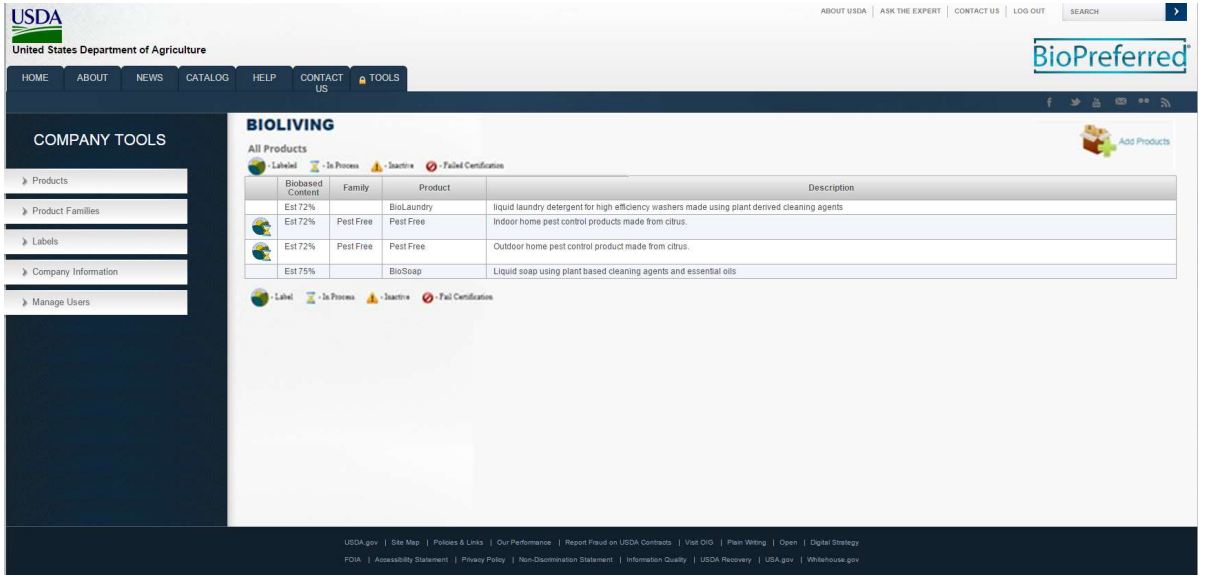
- Read and select each box certifying and agreeing to the disclaimers.
- Select “Submit Application.”



Apply for Certification for a Product Family

- Congratulations, you have successfully applied for certification for this product family.

- **Do not proceed until you have been contacted by the BioPreferred Program.**
- If you are finished entering products, please read about What Happens Next?
- If not, use the left navigation menu to enter information for additional products, apply for certification for registered products, or manage existing labels. Add products by selecting the icon



Note: The hourglass indicates that the label application has been submitted and is under review. Certified products do not display an hourglass over the certification symbol.

Other Information

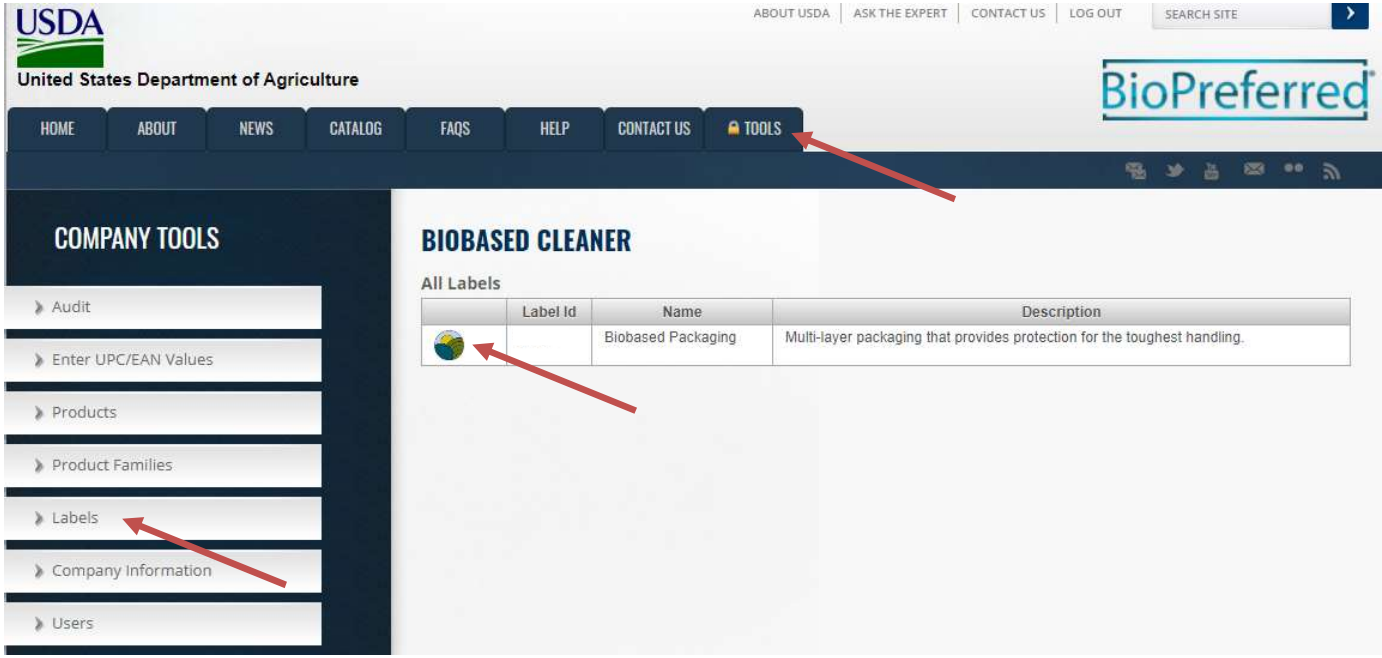
What happens next?

- After you submit an application, the USDA will send a “Notice that Application has been received” email within 24 hours.
- BioPreferred Program staff will review your application and contact you with any questions via email. Applications are processed in the order they are received; most are completed within 60 days. It is not possible to expedite this stage of the certification process.
- After any questions are resolved, you will receive a notification from USDA that your application has met the initial criteria and will be directed to contact USDA for the next stage in the product certification process. An overview of this process is available on the BioPreferred Program's website here.

Note: To preserve the integrity of the Program, all steps in this process must be completed in sequential order.

How do I download my certification label?

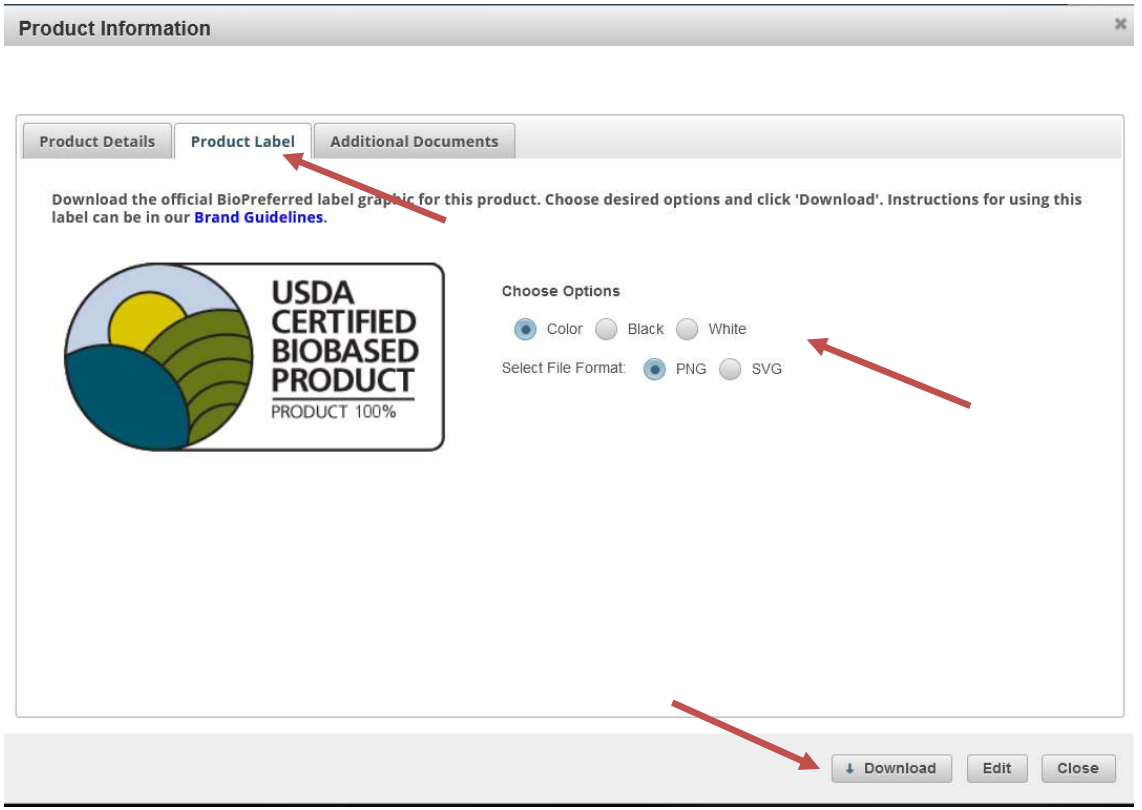
- After you receive a notification email from the USDA stating that your product has been certified, return to www.biopreferred.gov, select “Tools” and log into your company account.
- Once you are logged in, select “Labels” from the menu on the left.
- Select your product from the list displayed.



How do I download my certification label?

- After selecting a product, a window will pop-up with three options.
- Select the “Product Label” Tab.
- Choose which version of the label you would like and select “Download”.

Note: The “Additional Documents” tab contains other important information such as a copy of your certification letter.



Troubleshooting

- **Q: I am having trouble accessing my account.**
  A: Please follow the instructions in the Company Account Access Tutorial.
- **Q: If there is no product category already established for my product, what do I do?**
  A: You can still submit an application for certification in the "Other" product category, but your product will not be eligible for Mandatory Federal Purchasing. Products for which there is no minimum biobased content already established must be at least 25% biobased. You may also fill out this form if you wish to suggest a new category. Suggestions will be considered in future product category designations, and if selected, may be designated for Mandatory Federal Purchasing.
- For additional Frequently Asked Questions, refer to the BioPreferred Program's website.