Colorado Seed Growers Association
New Certification Database
Online Bulk Sales Certificates

Please Follow These Steps to Print Online Bulk Sales Certificates for Approved and Certified CO Seed Lots:

The CSGA Office will email you a Username and Password for the New Database if you request them. If you have Seed Lots dated pre-2016 to issue Bulk Sales Certificates on, please let the CSGA Office know that they need to be entered (email Linda Munk). Likewise, updated Germinations will need to be entered (Carryover Seed).

You can run the New Database in all commonly used browsers, but we have found that **Google Chrome** works the fastest.

Once you have logged into the system, follow these steps (use the Menu along the left hand side of the screen):

1) Certification Certificate.
2) Identify the Seed Lot.
3) Click on New Sales Cert Button.
4) Your Seed Lot information should appear in the top portion of the Certificate (not editable).
5) Complete the Buyer, Address and Weight sections and Click on Create Bulk Sales Certificate Button.
6) Review the Pop-Up.
7) Review the Bulk Sales Cert.
8) Right Click (mouse) on the Bulk Sales Certificate and Print.
9) Please Print **Two** Copies (Buyer and Seller/You).
10) To Save the Bulk Cert, Right Click (mouse) on the Bulk Sales Certificate, Change the Destination to PDF and then Save somewhere on your pc or a flash drive.
11) You can revisit Created Bulk Sales Certificates by looking at the Bulk Sales Certificates on the Menu (left hand side of screen).

If you have any questions, please call or email Linda Munk. Likewise, if you have any suggestions for improvements of the New Database (Online Bulk Sales Certificates) please feel free to email Linda Munk (linda.munk@colostate.edu).

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