



Maryland  
OneStop

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## Maryland Department of Agriculture

*Certified Local Farm and Fish Program | End User Guide*

# Table of Contents

[Accessing OneStop—Slide 3](#)

[Sign up for OneStop—Slide 4](#)

[Log into OneStop—Slide 5](#)

[Searching for License and Permits—Slides 6-8](#)

[My Dashboard—Slide 9](#)

[Applications Requiring your Action—Slide 10](#)

[Recent Applications—Slide 11](#)

[Your Licenses, Permits, and Registrations—Slide 12](#)

[Account Settings—Slide 13](#)

[Applying to the Certified Local Farm and Fish Program—Slide 14](#)

[Application Public Profile Page— Slide 15](#)

[Completing an Application as a Chesapeake Certified Invasive Species Provider—Slide 16](#)

[Completing an Application as a Farm—Slide 17](#)

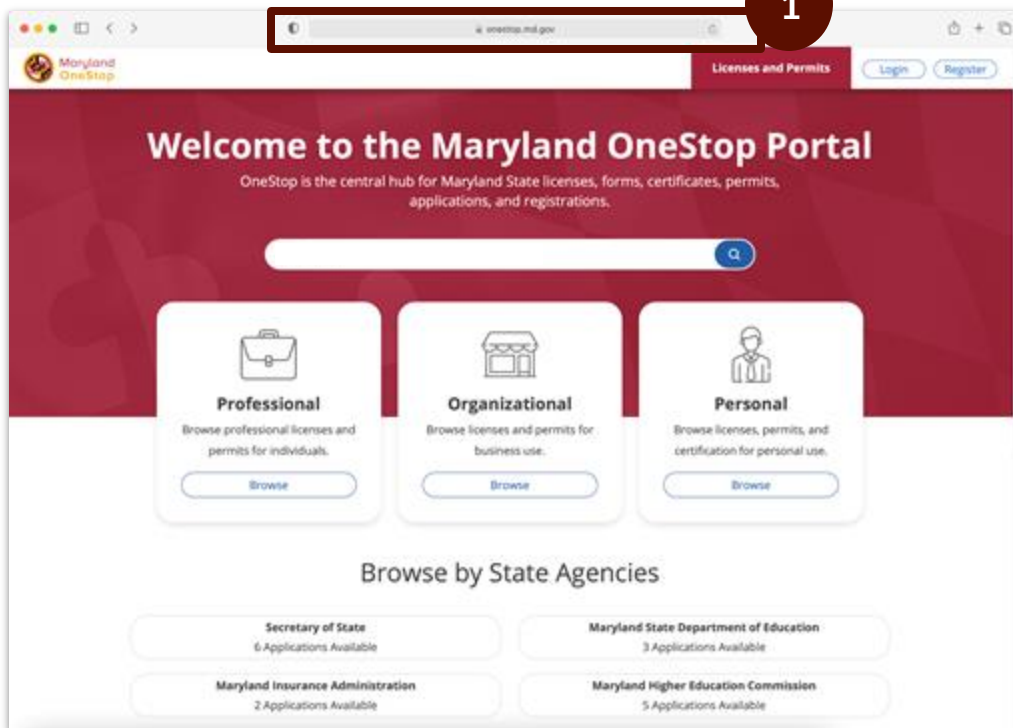
[Submission Confirmation—Slide 18](#)

[Save and Print your Form Submission—Slide 19](#)

[View your Approved Certification—Slide 20](#)

[Update your Certification—Slide 21](#)

## OneStop Home Page



## Task Steps

1. Go to <https://onestop.md.gov/>

# Sign Up to OneStop

## Register OneStop account

The screenshot shows the Maryland OneStop Portal registration page. A dark red banner at the top contains the text "Welcome to the Maryland OneStop Portal" and a "Register" button. Below the banner is a "Register" form with the following fields: "First Name\*", "Last Name\*", "Email\*", "Password\*", and "Confirm Password\*". A "Register" button is located at the bottom of the form. A "3" in a dark red circle highlights the "Register" button. A "2" in a dark red circle highlights the "Email\*" field. Below the form, there are links for "Secretary of State", "Maryland State Department of Education", "Maryland Insurance Administration", and "Maryland Higher Education Commission".

### Task Steps

1. Go to <https://onestop.md.gov/>
2. Fill in the required fields
3. Select the register button

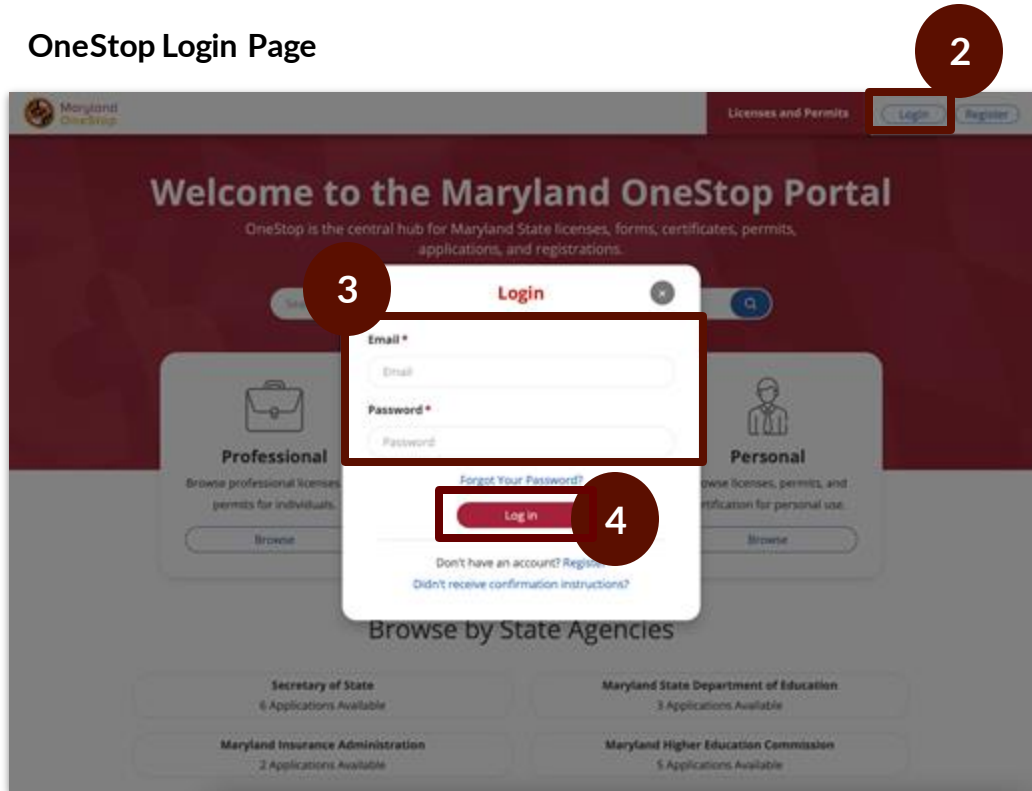
## Verify your Email

The screenshot shows an email inbox with a message from "onestop.support@maryland.gov". The message subject is "Verify Your Email Address: OneStop". A "2" in a dark red circle highlights the email header. Below the message is a "Welcome Mda" card with the text "Thank you for creating a user account for the Maryland OneStop Portal, your all-in-one solution for form submission and license management. Before you log in to the system, please verify your email address by clicking the link below." A "Verify Your Email" button is highlighted with a "3" in a dark red circle. Below the card is an "Email Us" link with the address "onestop.support@maryland.gov".

### Task Steps

1. Access your email inbox
2. Locate the OneStop email
3. Select verify your email button

## OneStop Login Page



## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select the login button at the top right
3. Enter required fields
4. Select the login button

# Searching for Licenses and Permits | Search by Search Bar Navigation

## Browse by Search Bar Navigation



## Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the *Licenses and Permits* tab
3. Use the search bar tab to find forms and application

# Searching for Licenses and Permits | Categories to Search by

## Browse by Categories

The screenshot shows the Maryland OneStop Portal interface. At the top, there is a navigation bar with the Maryland OneStop logo on the left, a 'Licenses and Permits' tab highlighted in a red box with a circled '2', and 'My Dashboard' and 'MT Maryland' on the right. Below the navigation bar is a large red banner with the text 'Welcome to the Maryland OneStop Portal' and a sub-header 'OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.' A search bar is located below the banner. Underneath the search bar are three category buttons: 'Professional' (with a briefcase icon), 'Organizational' (with a storefront icon), and 'Personal' (with a person icon). These three buttons are enclosed in a red box with a circled '3'. Below the category buttons is a section titled 'Browse by State Agencies' with four buttons: 'Secretary of State' (6 Applications Available), 'Maryland State Department of Education' (3 Applications Available), 'Maryland Insurance Administration' (2 Applications Available), and 'Maryland Higher Education Commission' (5 Applications Available).

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the *Licenses and Permits* tab
3. Locate Categories
  - a. *Professional*
  - b. *Organizational*
  - c. *Personal*

## Browse by State Agencies

The screenshot shows the Maryland OneStop Portal interface. At the top, the 'Licenses and Permits' tab is selected and highlighted with a red box and a circled '2'. Below the navigation bar, the main heading reads 'Welcome to the Maryland OneStop Portal' with a subtext: 'OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.' A search bar is present below the heading. Three main categories are displayed: 'Professional' (Browse professional licenses and permits for individuals), 'Organizational' (Browse licenses and permits for business use), and 'Personal' (Browse licenses, permits, and certification for personal use). Each category has a 'Browse' button. Below these categories, the section 'Browse by State Agencies' is highlighted with a red box and a circled '3'. This section contains four agency cards: 'Secretary of State' (6 Applications Available), 'Maryland State Department of Education' (3 Applications Available), 'Maryland Insurance Administration' (2 Applications Available), and 'Maryland Higher Education Commission' (5 Applications Available).

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *Licenses and Permits* tab
3. Locate *State Agencies*



## My OneStop Dashboard



This is an example image of a dashboard

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Login
3. Select My Dashboard tab

# Applications Requiring your Actions

## Applications Requiring Your Action



This is an example image of a dashboard

## Task Steps

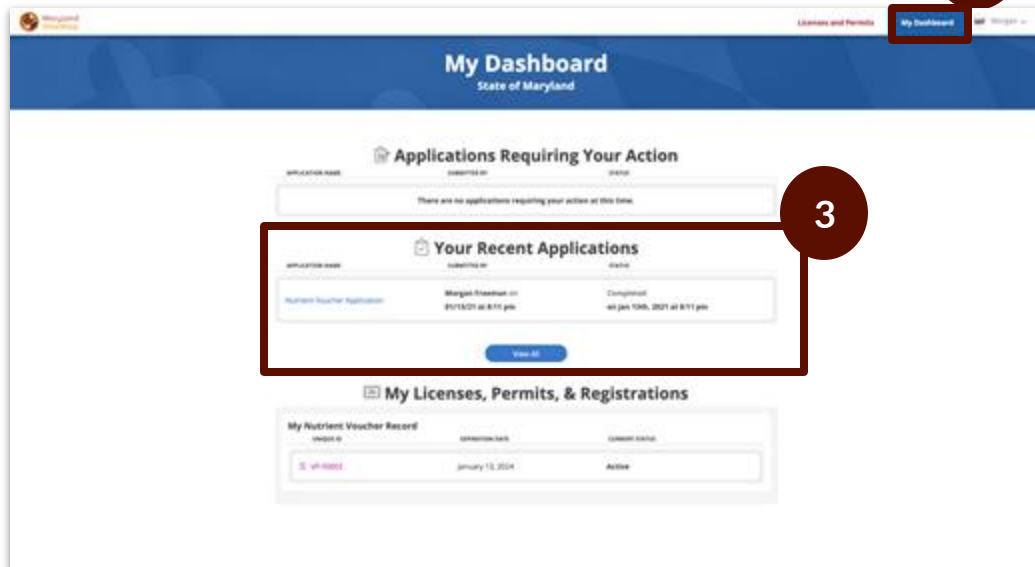
1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Applications Requiring Your Action*
  - a. View application statuses
  - a. You will be able to view applications that are in review and pending further action from you

## Making Revision Steps

- Make revisions by clicking into the application
- Make your revisions
- Submitting the application again

# Your Recent Applications

## Your Recent Applications



This is an example image of a dashboard

## Task Steps

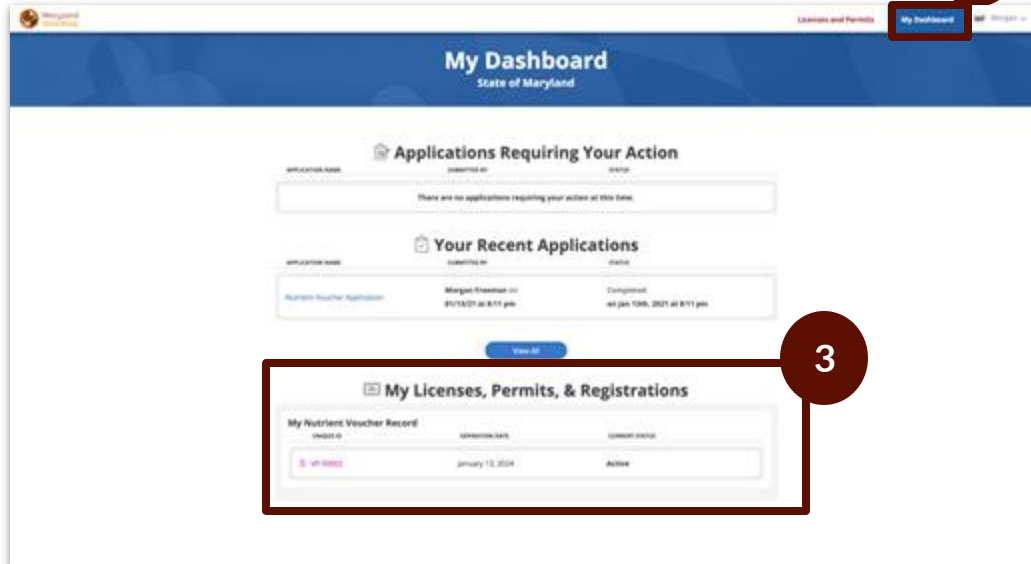
1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Your Recent Applications*
  - a. You will be able to view all applications that you have ever submitted.

## Making Revision Steps

- Make revisions by clicking into the application
- Make your revisions
- Submitting the application again

# Your Licenses, Permits and Registrations

## Your Licenses, Permits and Registrations



This is an example image of a dashboard

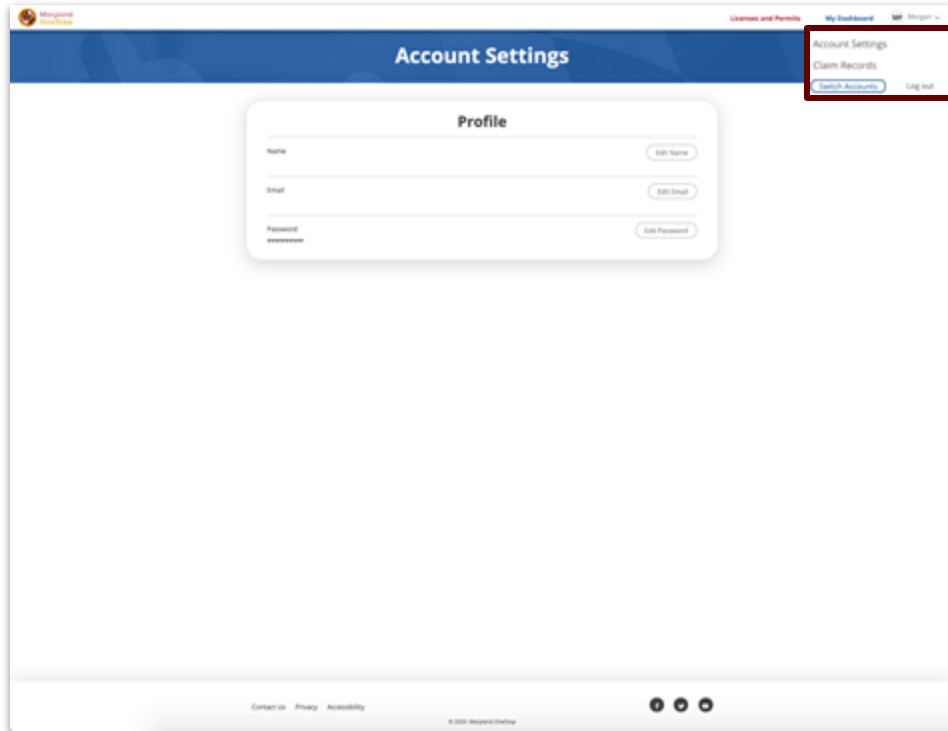
2

## Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *My Licenses, Permits and Registrations*
  - a. You will be able to view all Licenses, Permits and Registrations that you own
  - b. [Click the Unique ID](#) to navigate to the record detail view

# Account Settings

## Your Account Settings Page



## Task Steps

1. Locate to the main menu navigation in the top right hand corner
2. Select account settings
3. Edit Options
  - a. Name
  - b. Email
  - c. Password

# Applying to the Certified Local Farm and Fish Program

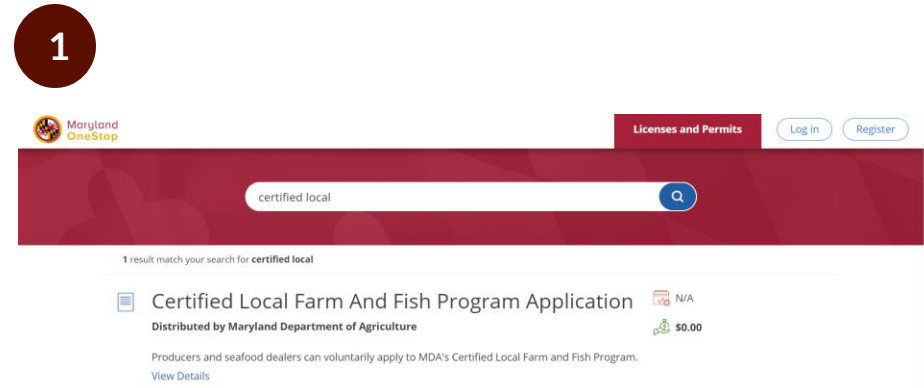
## Navigating to Maryland Certified Local Farm and Fish Program Application



### Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the Licenses and Permits tab
3. Use the search bar to find **Certified Local Farm and Fish Program Application**
4. Select the blue search icon

## Search Results for Maryland Certified Local Farm and Fish Program Application



### Task Steps

1. Select **Certified Local Farm and Fish Program Application**

# Application Public Profile Page

## Maryland Certified Local Farm and Fish Program Application Public Profile

Certified producers and Chesapeake invasive species providers are automatically listed in the online directory upon receiving certification. The directory will be used by Maryland state agencies, universities and other institutions interested in buying from businesses listed in the Maryland Certified Local Farm and Fish Directory. For more information, please contact [local.food@maryland.gov](mailto:local.food@maryland.gov).

[Show less](#)



**5 - 10 min**  
Completion Time



**\$0.00**  
Application Fee

### Apply or Register

Ready to apply?






#### Online Application

Complete the form

Apply Online

### Instructions


Review the steps - **read carefully**

- 01**  **Create a Maryland OneStop Account**  
If you do not have a Maryland OneStop account click Register in the upper right hand corner of the screen. Enter your first name, last name, email address, and create a password, then click Register.
- 02**  **Verify Your Maryland OneStop Account Email**  
Once you have submitted your information to create an account you will receive an email from [onestop.support@maryland.gov](mailto:onestop.support@maryland.gov). Click the "Verify Your Email" button in the email.
- 03**  **Click Apply Online**

### Task Steps


1. Read the application's public profile
2. Select 'Apply Online' button

# Completing a CLFF Program Application as a Seafood Dealer

First Name\*   
Testing


Last Name\*  
McTest

Suffix  
\_\_\_\_\_

Are you applying as a Farm or as a Seafood Dealer?\*   
 Farm  
 Seafood Dealer

Are you applying on behalf of the Farm or Seafood Dealer?\*


Yes  
 No

Does the Seafood Dealer have a Tidal Fish Dealer license with the Maryland Department of Natural Resources?\*   
 Yes  
 No

If Yes, please take a screenshot of your license and upload.\*

Ways to Purchase (Check all that apply)

<input type="checkbox"/> Customer Pick-Up	<input type="checkbox"/> Online Sales for Customer Pick-Up
<input type="checkbox"/> Online Sales for Local Delivery	<input type="checkbox"/> Phone Orders
<input type="checkbox"/> Distributor	

Food Safety 

<input type="checkbox"/> Global GAP	<input type="checkbox"/> Maryland Certified Poultry and Rabbit Processing Farms
<input type="checkbox"/> MDA GAP/IGHP Certification	<input type="checkbox"/> USDA GAP Mushroom
<input type="checkbox"/> USDA GAP/IGHP	<input type="checkbox"/> USDA Harmonized GAP Plus
<input type="checkbox"/> USDA Inspection	

Does your business carry and maintain general commercial liability insurance?\*

Yes  
 No

Any other details or information you'd like to provide about your products, farm, or team?  
\_\_\_\_\_  
0/200 max characters

**3**

## Task Steps

1. Read instructional information carefully and use examples provided to assist in answering questions
2. When prompted, select that you are applying as a Seafood Dealer
3. Complete the form by filling out all required fields
  - a. Required fields have red asterisks (\*) next to them
4. Click the green Submit button to submit

## Important Tips

- **Hidden Fields.** The application contains fields that are may not immediately be visible by you. The Products You Sell fields will expand with specific products depending on your selection.
- **Saving Your Application.** You can click out of an application and come back to it at anytime. The submission information will automatically save as a draft. This draft will live in your dashboard until you submit the application.
- **Minimum Requirements.** You will be unable to submit an application of you do not have a DNR license.



# Completing a CLFF Program Application as a Farm

## Certified Local Farm and Fish Program

The Maryland Department of Agriculture (MDA) established the Certified Local Farm and Fish Program to encourage state agencies, including public four-year universities, to achieve an overall goal of purchasing 20% of their food from Certified Local Farms and Chesapeake Invasive Species Providers.

Fill out this application if you're interested in becoming certified with the program. It'll take approximately 10 minutes to complete the application and there's no fee. A farm that has a nutrient management plan or meets the nutrient management requirements, i.e. apiarists or aquaculturists, with the Maryland Department of Agriculture can be eligible to become a Certified Local Farm. A seafood dealer that is licensed as a Tidal Fish Dealer with the Maryland Department of Natural Resources can be eligible to become a Certified Chesapeake Invasive Species Provider.

Certified producers and Chesapeake invasive species providers are automatically listed in the online directory upon receiving certification. The directory will be used by Maryland state agencies, universities and other institutions interested in buying from businesses listed in the Maryland Certified Local Farm and Fish Directory. For more information, please contact [local.food@maryland.gov](mailto:local.food@maryland.gov).

Note: The application will automatically save itself as a draft until the application is submitted. Please access draft applications on your OneStop dashboard.

### Name

First Name\*

Testing

Last Name\*

Amidala

Suffix

Are you applying as a Farm or as a Seafood Dealer?\*

Farm

Seafood Dealer

### Ways to Purchase (Check all that apply)

- Customer Pick-Up  
 Online Sales for Local Delivery  
 Distributor  
 Online Sales for Customer Pick-Up  
 Phone Orders

### Food Safety

- Global GAP  
 MDA GAP/IGHP Certification  
 USDA GAP/IGHP  
 USDA Inspection  
 Maryland Certified Poultry and Rabbit Processing Farms  
 USDA GAP Mushroom  
 USDA Harmonized GAP Plus

Does your business carry and maintain general commercial liability insurance?\*

- Yes  
 No

Any other details or information you'd like to provide about your products, farm, or team?

9200 max characters

Submit

1

2

3

## Task Steps

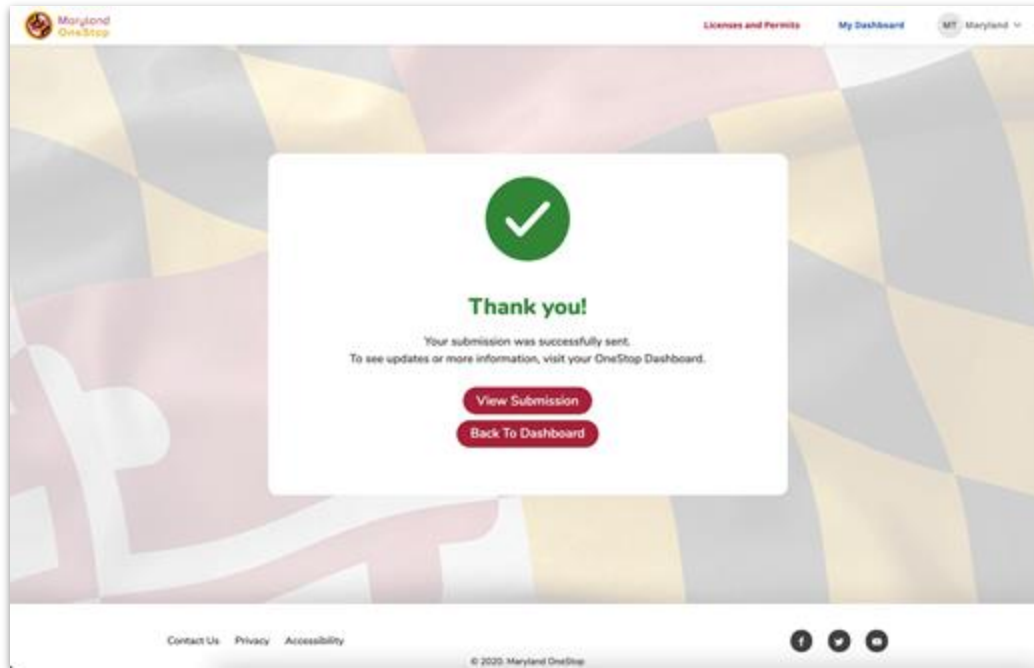
1. Read instructional information carefully and use examples provided to assist in answering question.
2. When prompted, select that you are applying as a farm.
3. Complete the form by filling out all required fields.
  - a. Required fields have red asterisks (\*) next to them
4. Submit using the green button.

## Important Tips

- **Hidden Fields.** The application contains fields that are not immediately be visible by you. Several fields will appear once you select you are applying as a Farm. The Products You Sell fields will expand with specific products depending on your selection.
- **Saving Your Application.** You can click out of an application and come back to it at anytime. The submission information will automatically save as a draft. This draft will live in your dashboard until you submit the application.

# Submission Confirmation

## Form Submission Confirmation

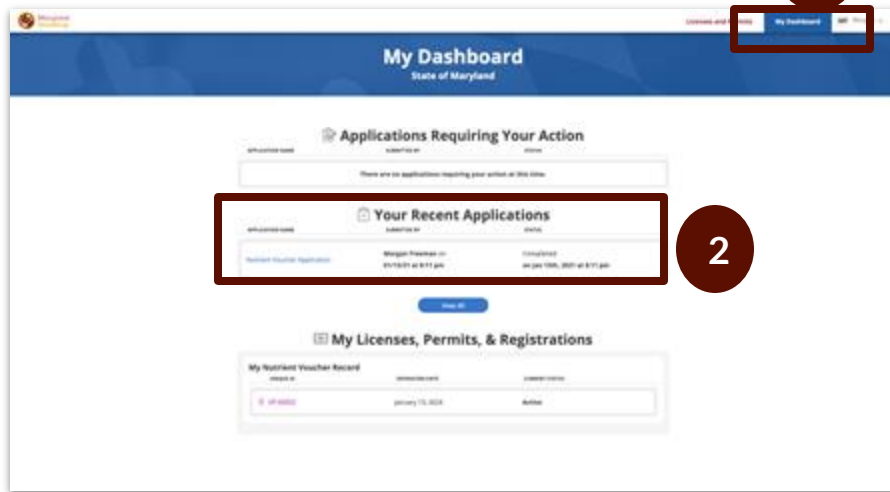


## Task Steps

1. View Submission: Use this button to review your submission
2. Back to Dashboard: Use this button to navigate back to your dashboard

# Save and Print Your Form Submission

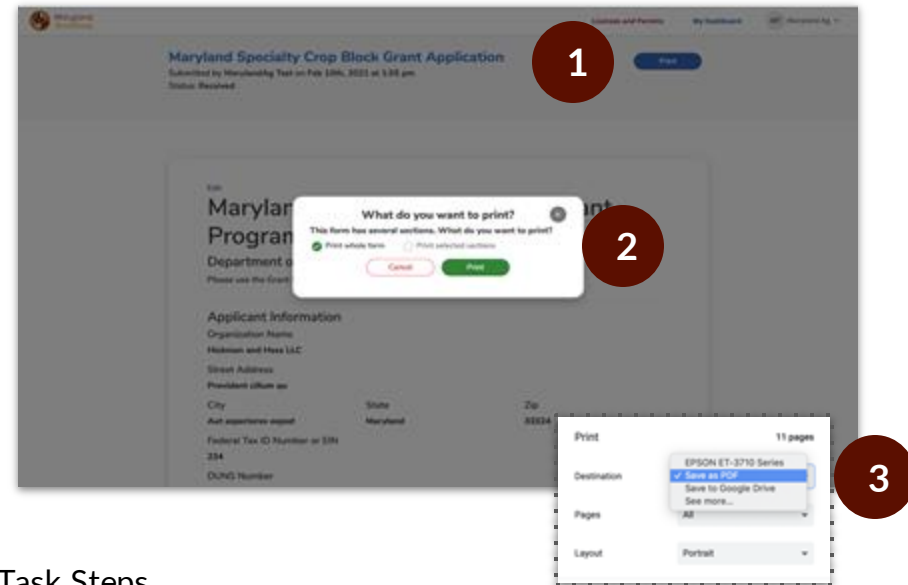
## Select Your Recent Application



### Task Steps

1. Select *My Dashboard* tab
2. Locate *Your Recent Applications*
3. Click the Application Name to view the form submission

## Print or Save Submission



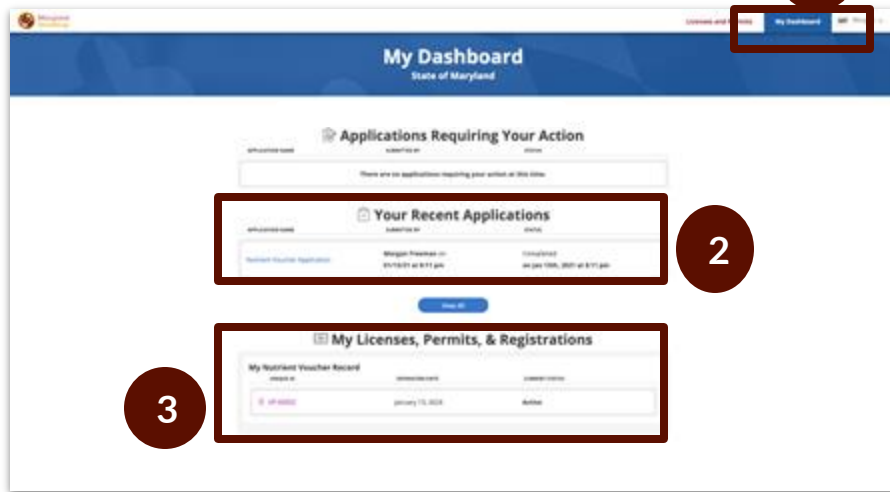
### Task Steps

1. Click the blue *Print* button
2. Select *Print whole form* and *Print*
3. Choose *Save as PDF* as the Print Destination to save to your desktop
4. Choose the name of your connected printer as the Print Destination to print the submission

Pop-up Window

# View Your Approved Certification

## Select your record



## Task Steps

1. Select *My Dashboard* tab
2. Once your application has been approved, the Status of the application will change to Verified
3. My Licenses, Permits, & Registrations will show a new record for the Certified Local Farm Enterprise Program
4. Click the Unique ID to view record details

## View Certification Details

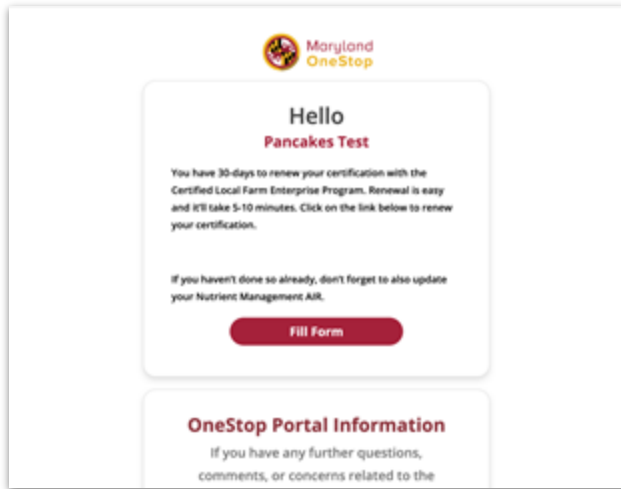


## Task Steps

1. Select *General Information* tab to view details about your farm, contact, and products
  - a. Note: This information is accessible to the public on the [directory](#)
2. Select *Applications* tab to view your associated program applications- future renewal applications will also be available here
3. Select *Record History* tab to view all changes to your record

# Update Your Certification

## Generate Renewal Form



## Task Steps

1. 90 days before your renewal date, you will receive an email prompting you to update your products. You will also receive reminders 7 days before and on the last day of the renewal period.
2. Select the *Fill Form* button to generate your renewal form
3. If you wish to update your products prior to your renewal date, please contact [local.food.maryland.gov](http://local.food.maryland.gov)

## Submit Renewal Form

The screenshot shows the "Certified Local Farm and Fish Program" renewal form. The form is titled "Certified Local Farm and Fish Program" and has a section for "Farm or Seafood Dealer Information". Under this section, there is a question: "Applied as a Farm or as a Seafood Dealer?". There are two radio button options: "Farm" (which is selected) and "Seafood Dealer". Below this, there is a text input field for "Farm or Seafood Dealer Name\*" with the value "Forgotten Farm". There are two text input fields for "Farm/Seafood Dealer Address Line 1\*" and "Farm/Seafood Dealer Address Line 2\*", with the value "123 Main Street" in the first field. There are four dropdown menus for "City\*", "State\*", "County\*", and "Zip Code\*", with values "Baltimore", "Maryland", "Baltimore City", and "39029" respectively. At the bottom, there is a section for "Mailing Address\*" with a radio button option "Same as farm/seafood dealer address".

## Task Steps

1. After clicking the *Fill Form* button, a form will populate with your record information
  - a. Note: If you must exit the application, the draft can be accessed from your Dashboard
2. Carefully review the populated information and make any necessary changes
3. Submit your form
4. Once your renewal is approved, updates will be reflected on your record