



Maryland
OneStop

Maryland Department of Agriculture

Wine and Grape Promotion Fund | 2021 End User Guide

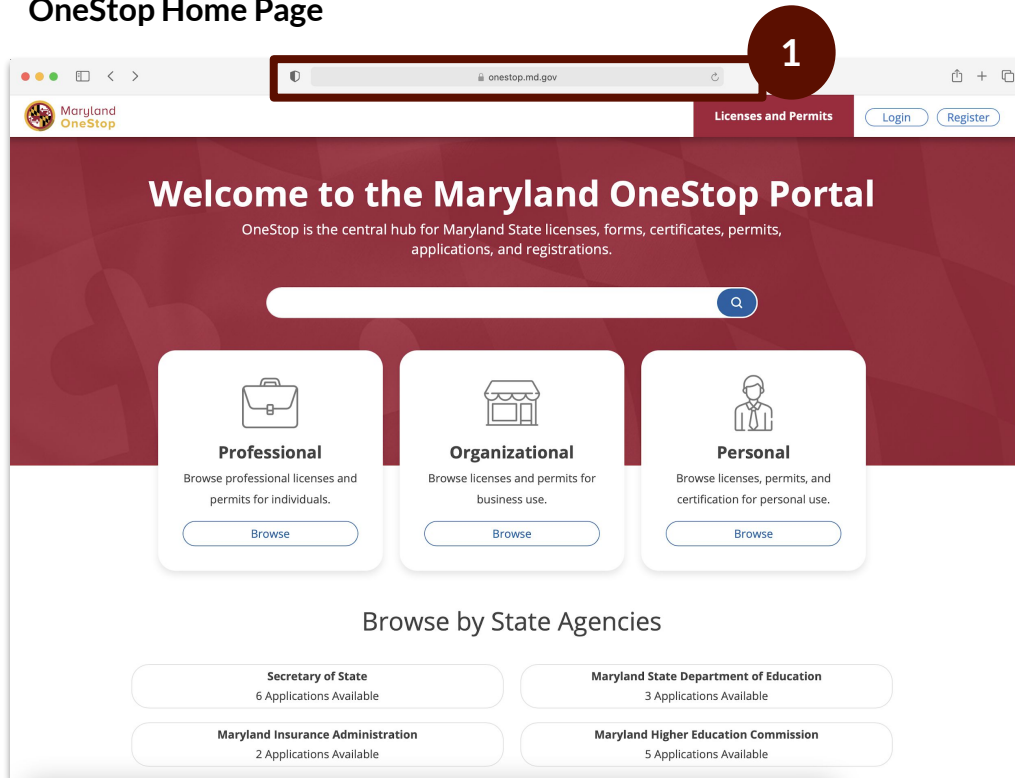
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Accessing OneStop

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 form. A red circle with the number 2 highlights the 'Register' button in the top right corner. A red circle with the number 3 highlights the 'Register' button at the bottom of the form. The form includes fields for First Name, Last Name, Email, Password, and Confirm Password. Below the password fields, there is a list of password requirements: 'Your password needs to: Not include your name, email address. Include at least one number or symbol. Include both lower and upper case characters (a-z). Be at least 8 characters long.' The 'Register' button is highlighted in blue.

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 the email verification process. A red circle with the number 2 highlights the 'Verify Your Email Address: OneStop' email in the inbox. A red circle with the number 3 highlights the 'Verify Your Email' button in the email body. The email body includes the Maryland OneStop logo, a 'Welcome Mda' message, and a link to verify the email address. The 'Verify Your Email' button is highlighted in red.

Task Steps

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

Login to OneStop

OneStop Login Page

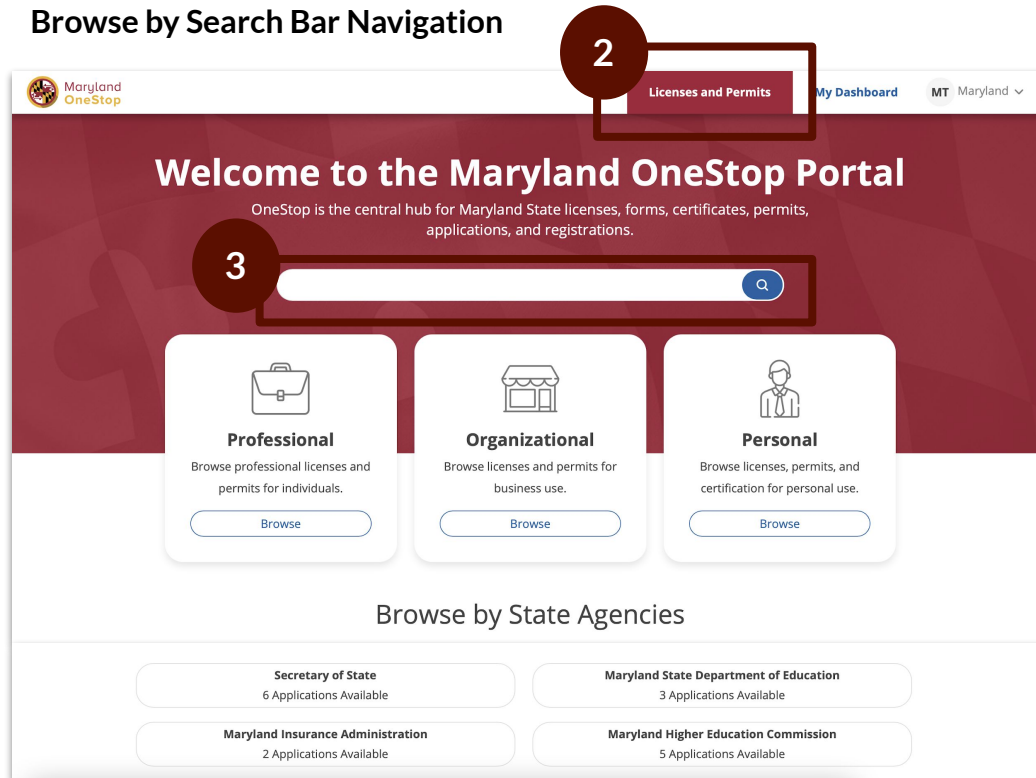
The screenshot shows the Maryland OneStop Portal homepage. At the top right, there is a navigation bar with 'Licenses and Permits', 'Login', and 'Register' buttons. A red circle with the number '2' highlights the 'Login' button. Below the navigation bar, the main heading is 'Welcome to the Maryland OneStop Portal'. Underneath, it states: 'OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.' A search bar is visible. In the center, there is a 'Login' modal window. A red circle with the number '3' highlights the 'Email' input field, and another red circle with the number '4' highlights the 'Log in' button within the modal. The modal also contains a 'Password' input field, a 'Forgot Your Password?' link, and links for 'Don't have an account? Register' and 'Didn't receive confirmation instructions?'. Below the modal, there are sections for 'Professional' and 'Personal' browsing, and a 'Browse by State Agencies' section with links to the 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. 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

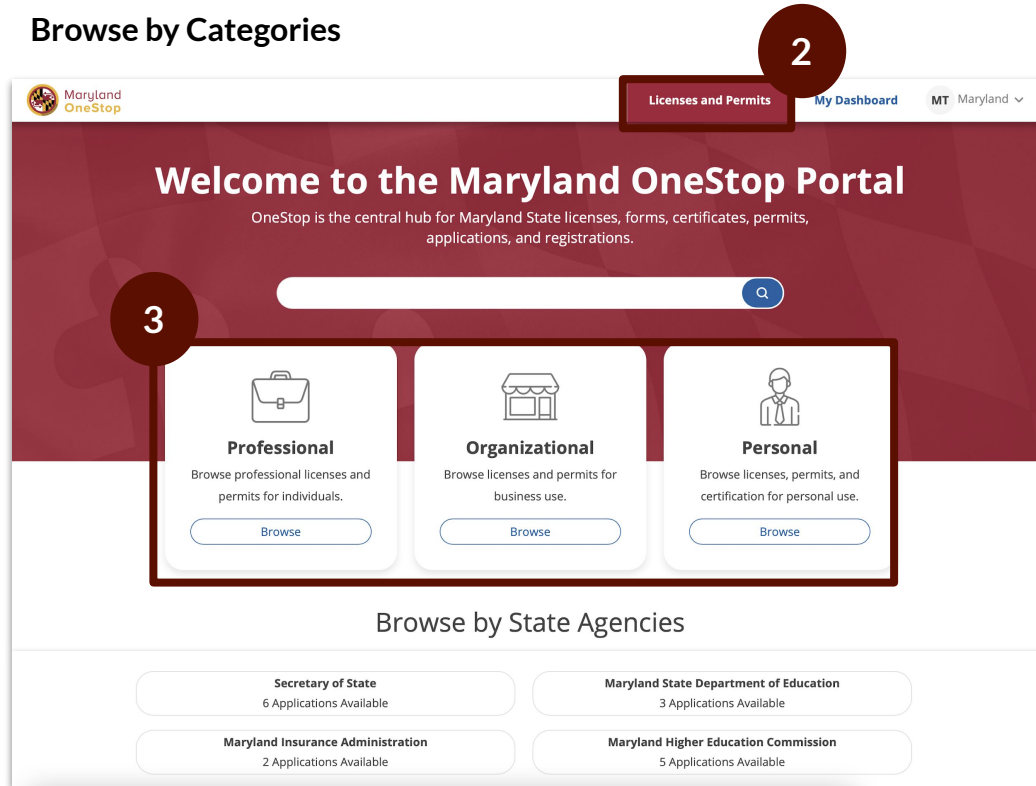


Task Steps

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



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. A red circle with the number '2' highlights the 'Licenses and Permits' tab in the top navigation bar. A red circle with the number '3' highlights the 'Browse by State Agencies' section at the bottom of the page. The page features a search bar, three category cards (Professional, Organizational, Personal), and a list of state agencies with the number of applications available for each.

Professional
Browse professional licenses and permits for individuals.
Browse

Organizational
Browse licenses and permits for business use.
Browse

Personal
Browse licenses, permits, and certification for personal use.
Browse

Browse by State Agencies

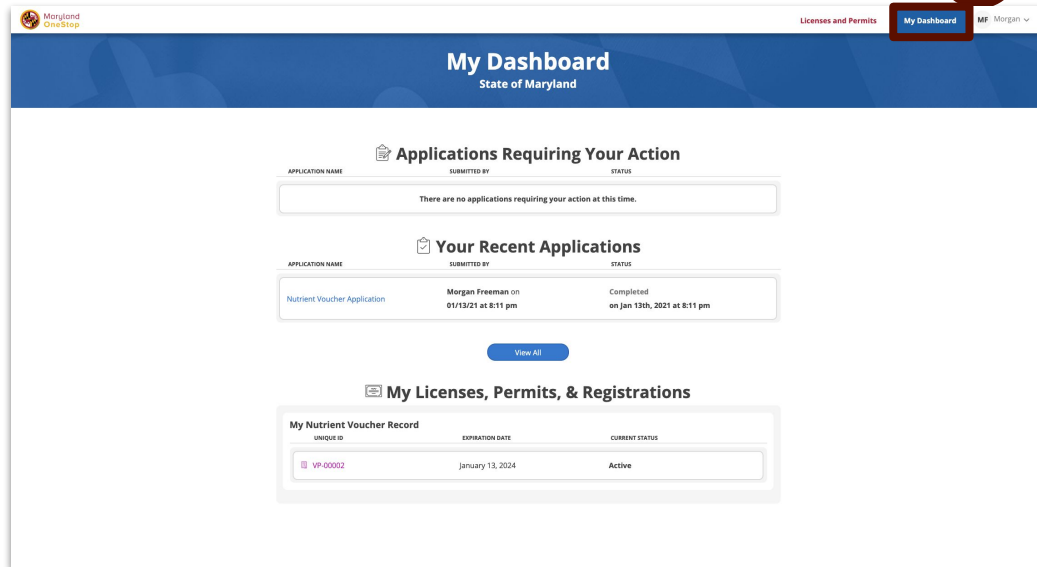
Secretary of State 6 Applications Available	Maryland State Department of Education 3 Applications Available
Maryland Insurance Administration 2 Applications Available	Maryland Higher Education Commission 5 Applications Available

Task Steps

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

My Dashboard

My OneStop Dashboard



3

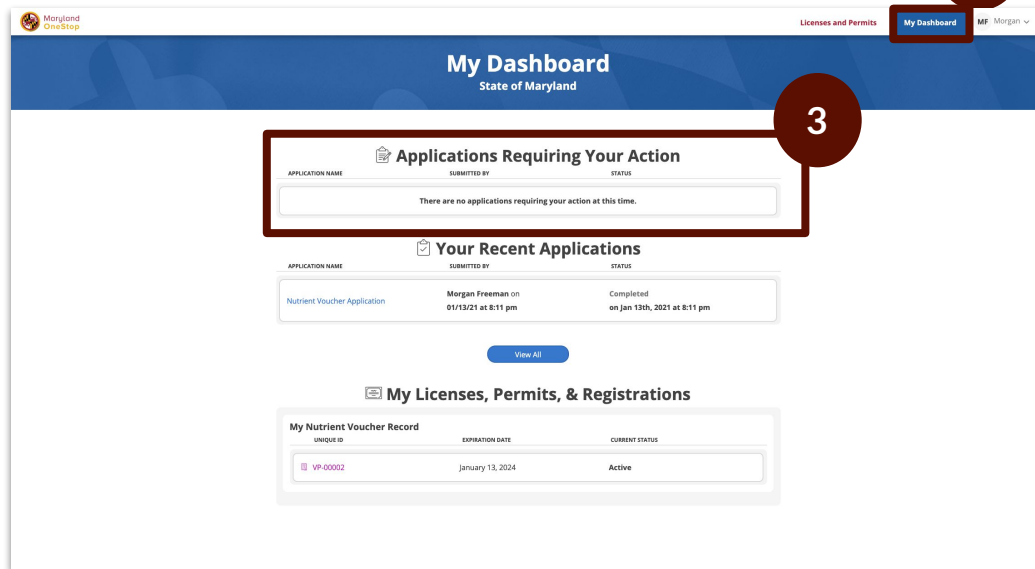
Task Steps

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

This is an example image of a dashboard

Applications Requiring your Actions

Applications Requiring Your Action



This is an example image of a dashboard

Task Steps

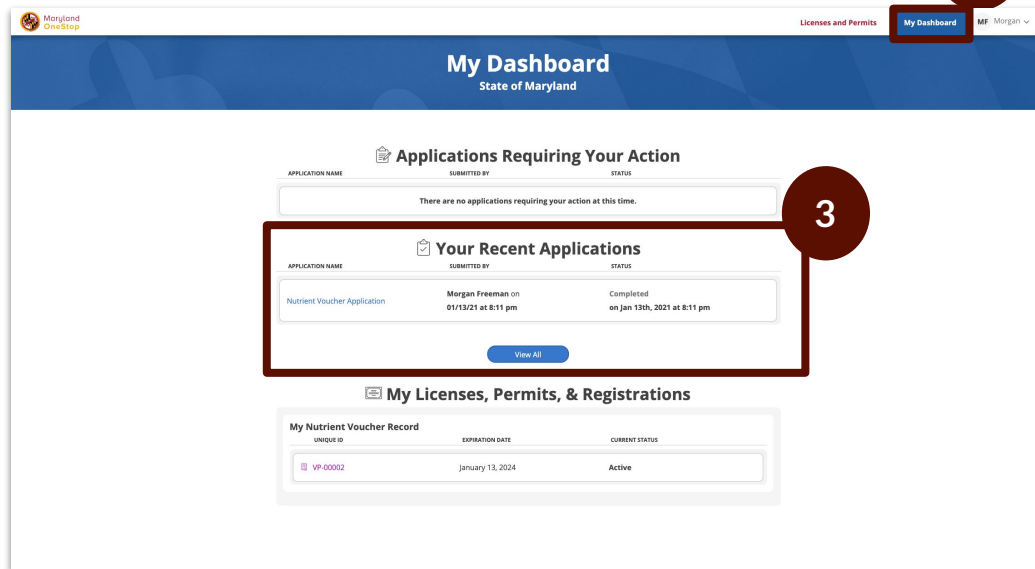
1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Applications Requiring Your Action*
 - a. View application statuses
 - b. You will be able to view applications that are in review and pending further action from you

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

2

3

Task Steps

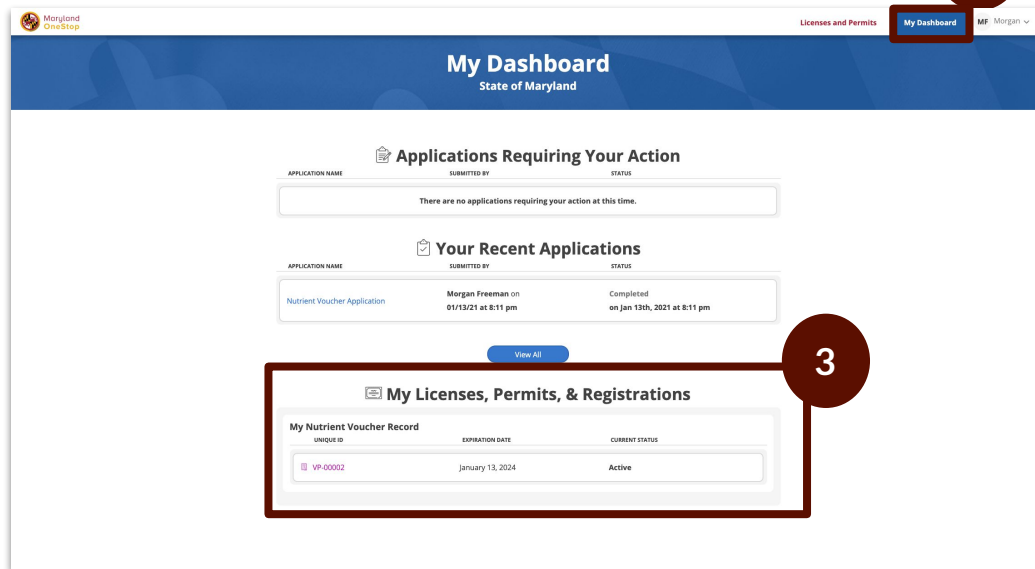
1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Your Recent Applications*
 - a. You will be able to view all applications that you have ever submitted.

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

3

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

Click the Unique ID to navigate to the record detail view

Account Settings

Your Account Settings Page

The screenshot shows the 'Account Settings' page for Maryland OneStop. The page layout includes a blue header bar with the 'Account Settings' title. In the top right corner, there is a navigation menu with the following items: 'Licenses and Permits', 'My Dashboard', 'MF Morgan', 'Account Settings' (highlighted with a red box), 'Claim Records', 'Switch Accounts', and 'Log out'. The main content area is titled 'Profile' and contains three input fields: 'Name', 'Email', and 'Password'. Each field has an 'Edit' button next to it. The footer of the page includes links for 'Contact Us', 'Privacy', and 'Accessibility', as well as social media icons and a copyright notice for 2020 Maryland OneStop.

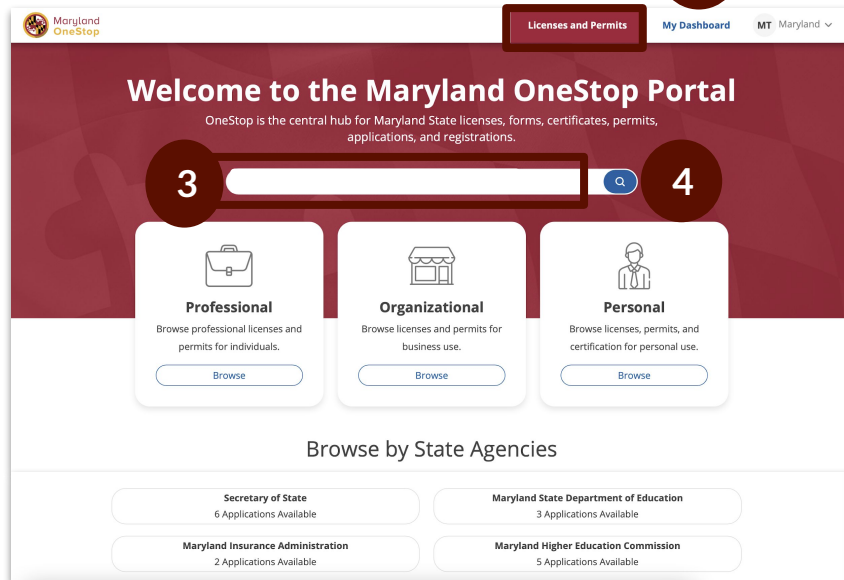
Task Steps

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 for a Maryland Wine and Grape Promotion Fund Application

Navigating to Maryland Wine and Grape Promotion Fund Proposal Application

2

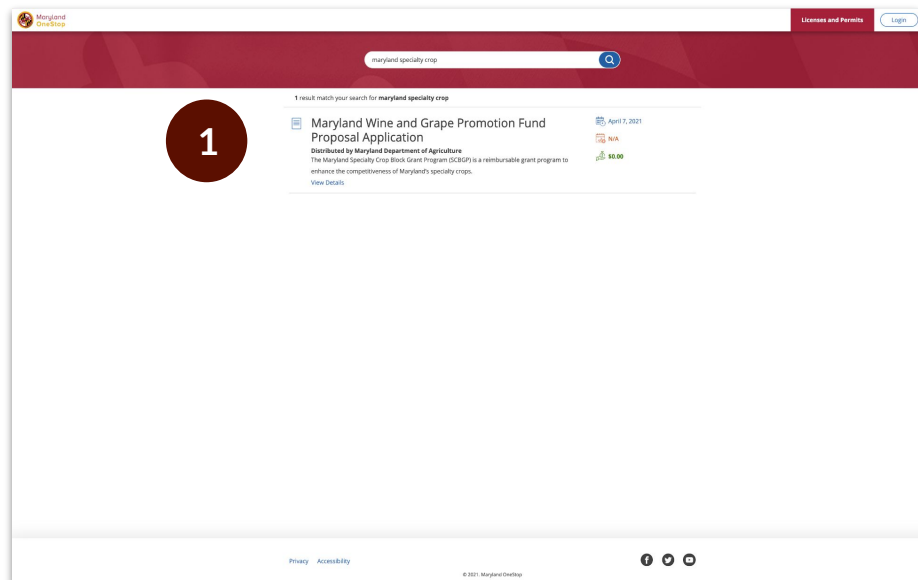


Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the Licenses and Permits tab
3. Use the search bar to find **Maryland Wine and Grape Promotion Fund Proposal Application**
4. Select the blue search icon

Search Results for Maryland Wine and Grape Promotion Fund Proposal Application

1



Task Steps

1. Select **Maryland Wine and Grape Promotion Fund Proposal Application**

Application Public Profile Page

Maryland Wine and Grape Promotion Fund Proposal Application Public Profile

The screenshot shows the public profile for the Maryland Wine and Grape Promotion Fund Proposal Application. The page has a dark red header with the Maryland OneStop logo and navigation links for 'License and Permit', 'Log In', and 'Register'. The main title is 'Maryland Wine and Grape Promotion Fund Proposal Application Details'. Below this, a white box contains the application title and a brief description of the Maryland Security Crop Block Grant Program (SCBGP). It also shows the application deadline as 'April 7, 2021' and the application fee as '\$0.00'. A large red circle with the number '2' is overlaid on the page. Below the application details, there is a section for 'Apply or Register' with a button labeled 'Apply Online' and a sub-button 'Apply Online'. The 'Instructions' section is also visible, listing five steps: 01 Create a Maryland OneStop Account, 02 Verify Your Maryland OneStop Account Email, 03 Click Apply Online, 04 Submit your grant application by Wednesday, April 7, 2021, and 05 Notifications.

Application Instructions

The screenshot shows the 'Instructions' page for the application. It lists five steps: 01 Create a Maryland OneStop Account, 02 Verify Your Maryland OneStop Account Email, 03 Click Apply Online, 04 Submit your grant application by Wednesday, April 7, 2021, and 05 Notifications. Below the instructions, there is a section for 'Resources and Links' with a link to 'MD SCBGP Website'. At the bottom, there is a section for 'What Happens After Submission'.

Task Steps

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

Completing a Maryland Wine and Grape Promotion Fund Proposal Application

Maryland Wine and Grape Promotion Fund Proposal Application

Organization Information | Project Information | Budget Narrative | Final Acknowledgements | All Pages

2021 Maryland Wine and Grape Promotion Fund Proposal Application

Department of Agriculture

Applicant Information

Organization Name *

Street Address *

City * State Zip Code *

Federal Tax ID Number or EIN *
XX-XXXXXX
0/10 max characters

Is the organization in "Good Standing" with the State? *

☐ Yes
☐ No

Please verify your active status by visiting the [Maryland State Department of Assessments and Taxation website](#).

Point of Contact

Primary Point of Contact

Name * Phone Number * Email Address *

Financial Point of Contact

Name * Phone Number * Address *

Next

Task Steps

1. The application has a total of **4** pages. Navigate through the pages by clicking "Previous" and "Next" at the bottom of each page.
2. Read instructional information carefully and use examples provided to assist in answering questions.
3. Complete the form by filling out all required fields
 - a. Required fields have red asterisks (*) next to them

Important Tips

- **Formula fields.** The Budget Narrative contains fields that are not editable by you. These fields are calculated by the system based on other information that you have inputted into the form.
- **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.

Submitting a Maryland Wine and Grape Promotion Fund Proposal Application

Organization Information Project Information Budget Narrative Final Acknowledgements All Pages

2021 Maryland Wine and Grape Promotion Fund Proposal Application

Department of Agriculture

Applicant Information

Organization Name *

Street Address *

City * State Zip Code *

Federal Tax ID Number or EIN *

0/10 max characters

Please check each statement below to acknowledge that you have read them: *

☒ I understand that failure to provide all the information requested in this application may disqualify me from funding consideration. I have therefore checked all sections for completeness.

☒ I acknowledge that all information provide in this application is true and accurate.

Signatures provided by electronic means shall be deemed to be original.

Authorized Representative's Signature *

Text Draw Your Name

☐ I agree to be legally bound by this document.

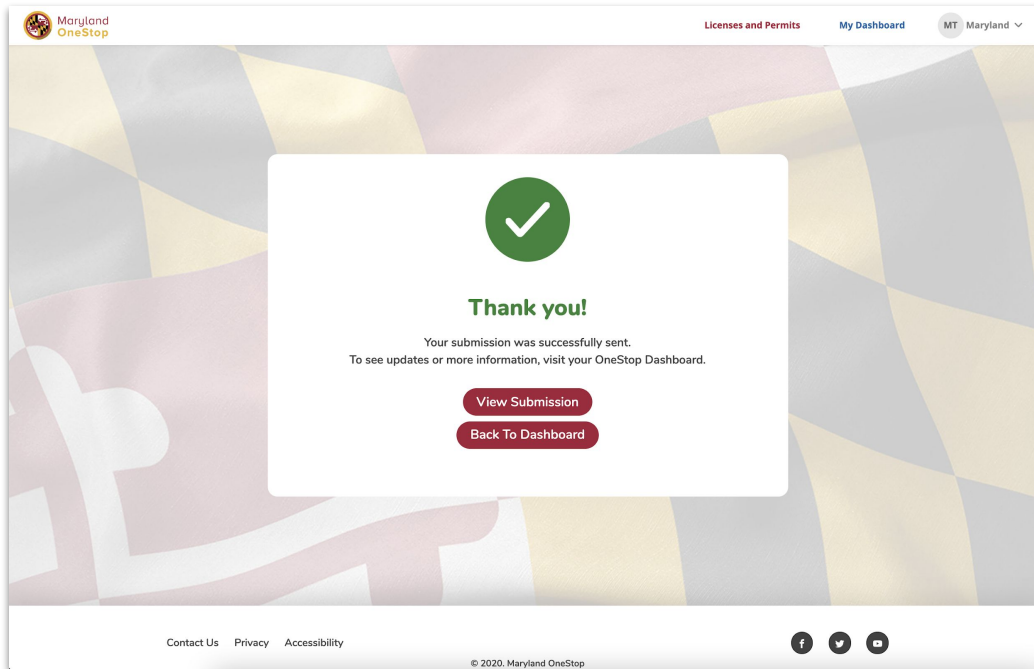
Previous Submit

Task Steps

1. After completing the application, you will land on the final, all pages tab. Review the entire application by scrolling through until you reach the bottom of the page.
2. Click the green Submit button to submit.
3. If you did not complete all required fields, you will be prompted to do so before you can submit. Fields that need your attention will be denoted by red validations.

Form Confirmation

Form Submission Confirmation

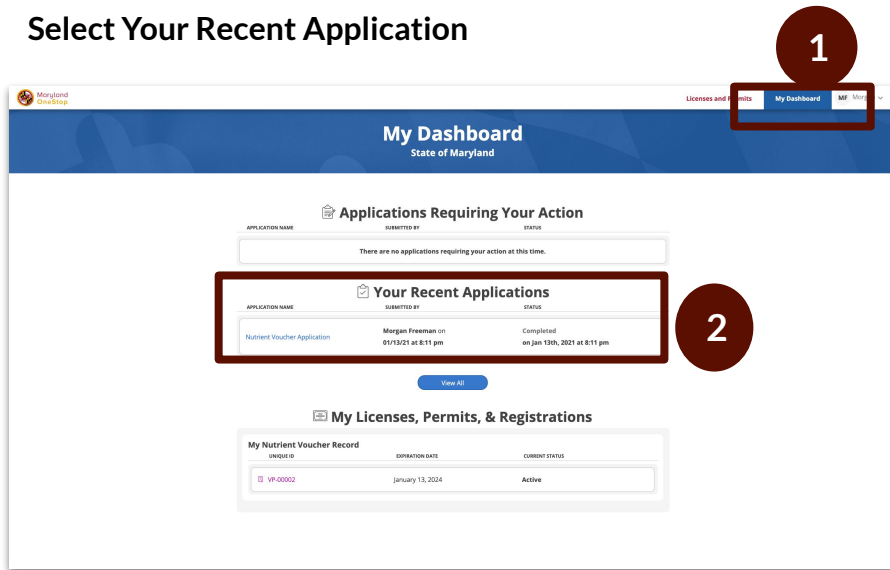


Task Steps

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

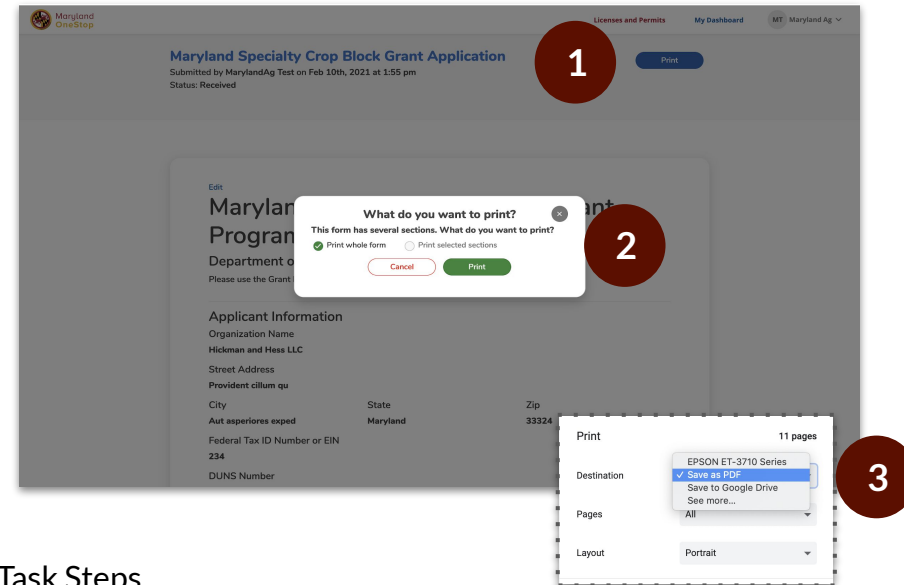
Select Your Recent Application



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