



Maryland
OneStop

Maryland Department of Agriculture

Specialty Crop Block Grant Program | 2021 End User Guide

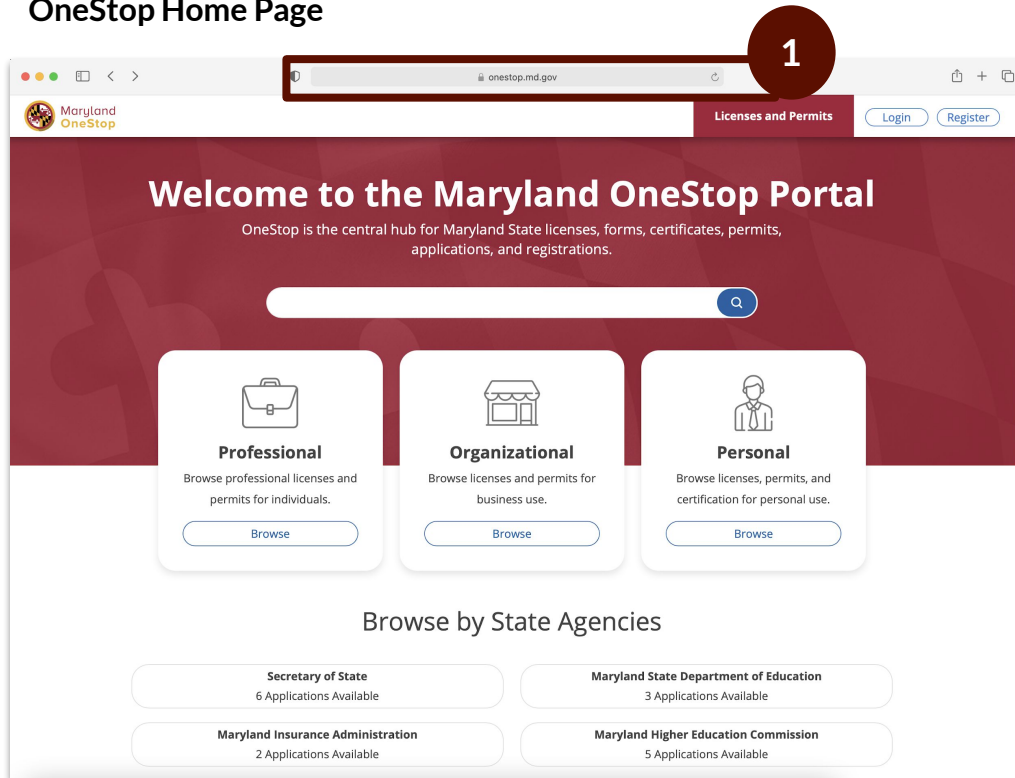
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Accessing OneStop

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 fields include: 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 a blue button with white text.

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 a red button with white text.

Task Steps

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

Login to OneStop

OneStop Login Page

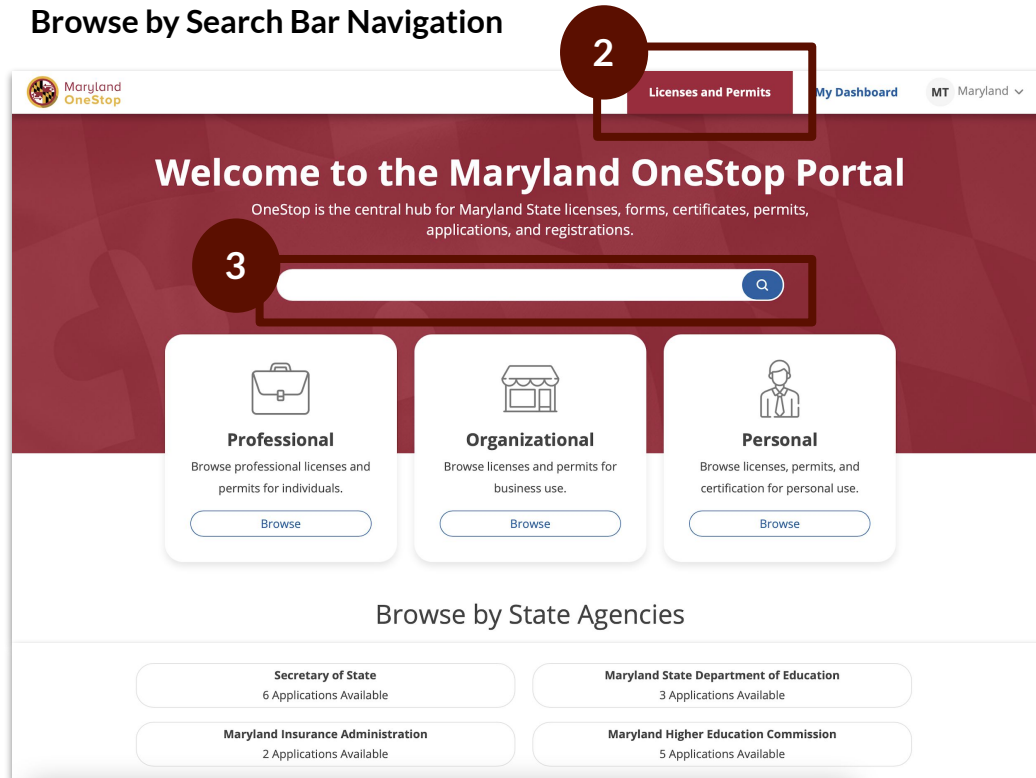
The screenshot shows the Maryland OneStop Portal homepage. At the top right, there is a navigation bar with 'Licenses and Permits', 'Login', and 'Register' buttons. A red circle with the number '2' highlights the 'Login' button. Below the navigation bar, the main heading reads 'Welcome to the Maryland OneStop Portal' with a subtext: 'OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.' Below this, there are two main sections: 'Professional' (Browse professional licenses permits for individuals) and 'Personal' (Browse licenses, permits, and certification for personal use). A red circle with the number '3' highlights the 'Login' button in the top right corner of the 'Professional' section. Below the 'Professional' section, there is a 'Browse by State Agencies' section 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). A red circle with the number '4' highlights the 'Log in' button in the bottom right corner of the 'Professional' section.

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

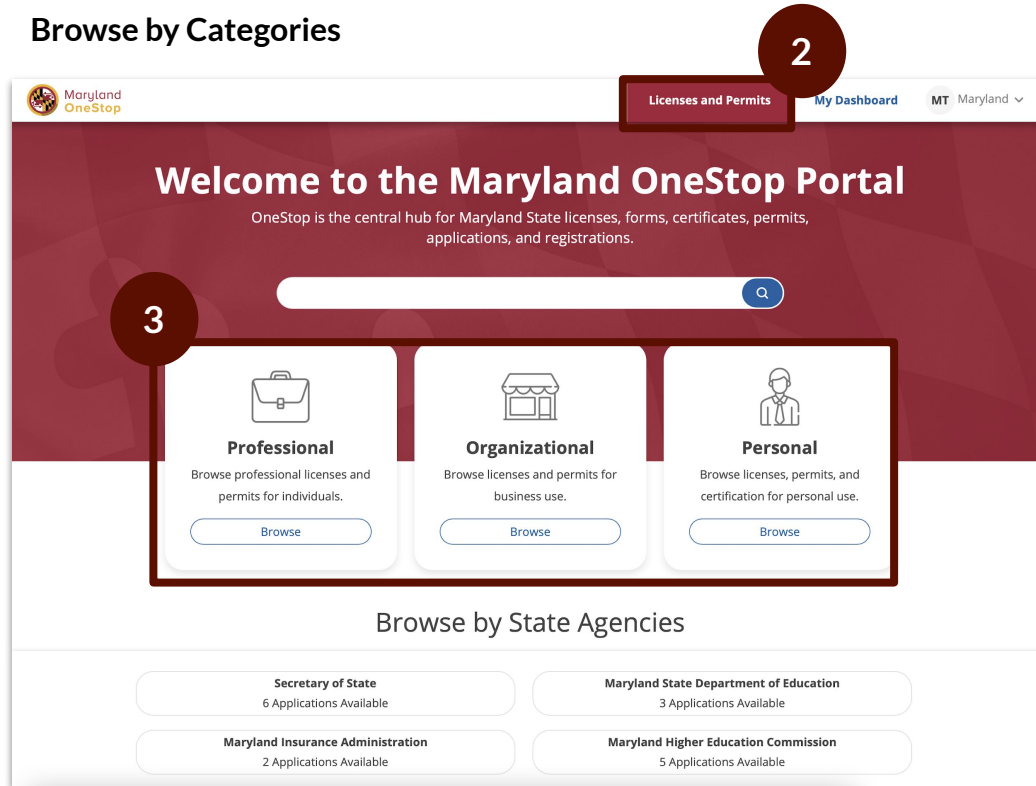


Task Steps

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.

2

Maryland OneStop

Licenses and Permits My Dashboard MT Maryland

Welcome to the Maryland OneStop Portal

OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations.

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

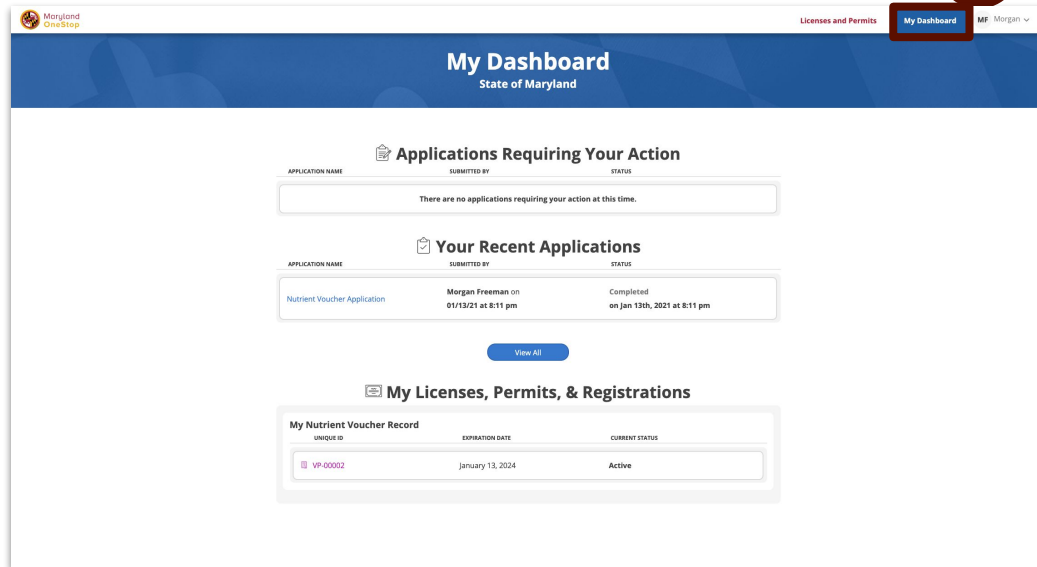
3

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

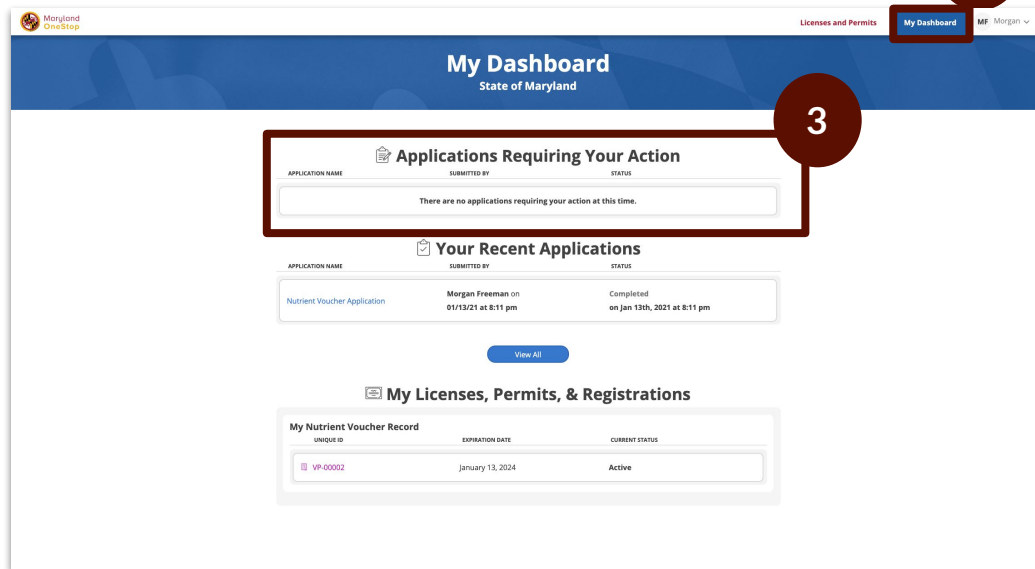
Task Steps

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

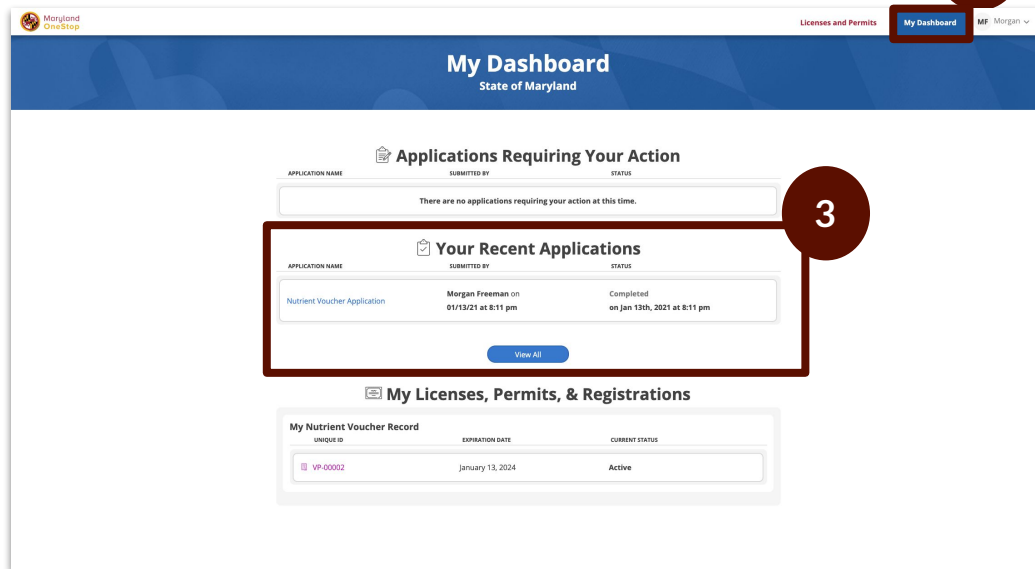
1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Applications Requiring Your Action*
 - a. View application statuses
 - b. You will be able to view applications that are in review and pending further action from you

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

Task Steps

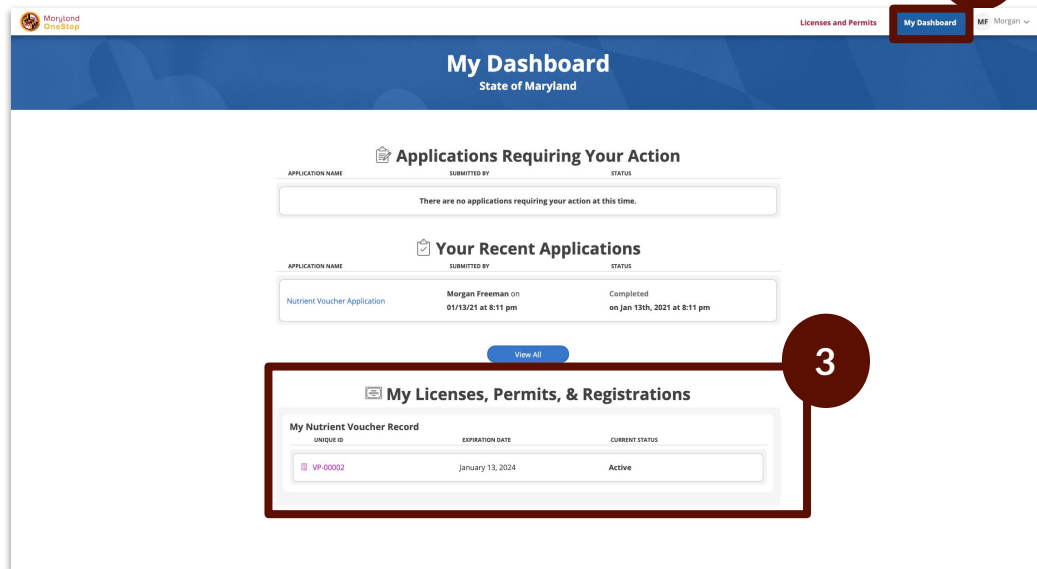
1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Your Recent Applications*
 - a. You will be able to view all applications that you have ever submitted.

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

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', '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 Specialty Crop Block Grant Application

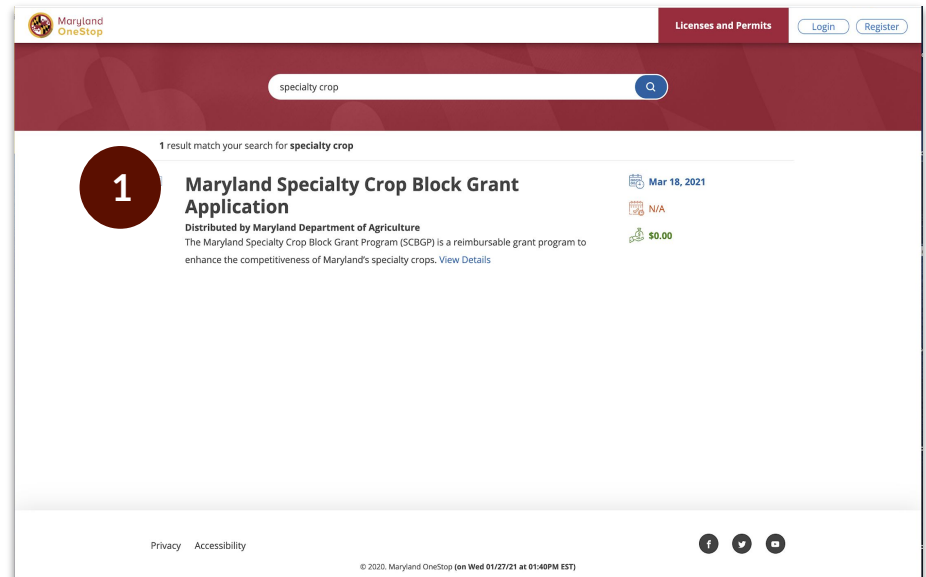
Navigating to Maryland Specialty Crop Block Grant Application

2



Search Results for Maryland Specialty Crop Block Grant Application

1



Task Steps

1. Go to <https://onestop.md.gov/>
2. Locate the Licenses and Permits tab
3. Use the search bar to find Maryland Specialty Crop Block Grant Application
4. Select the blue search icon

Task Steps

1. Select Maryland Specialty Crop Block Grant Application

Application Public Profile Page

Maryland Specialty Crop Block Grant Application Public Profile

Maryland Specialty Crop Block Grant Application Details

Maryland Specialty Crop Block Grant Application


last revised 01/28/21 at 2:11 pm

The Maryland Specialty Crop Block Grant Program (SCBGP) is a reimbursable grant program to enhance the competitiveness of Maryland's specialty crops.

Specialty crops are defined as fruits, vegetables, culinary herbs and spices, honey, hops, grapes, maple syrup, Christmas trees and nursery crops.

The Maryland Department of Agriculture (MDA) administers the program with funding made available from the Farm Bill through the U.S. Department of Agriculture's (USDA) Agricultural Marketing Service.


[show less](#)

**Apr 06, 2021**
Due Date

**\$0.00**
Application Fee

Apply or Register

Ready to apply?

**Apply Online**
Complete the form






Apply Online

2

Application Instructions

Instructions

Review the steps - [read carefully](#)

-  **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.
-  **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. Click the "Verify Your Email" button in the email.
-  **Click Apply Online**
Click the button above to navigate to the online application. Complete all required fields.
-  **Submit your grant application by Wednesday, April 7, 2020**
Log in using the email and password you created and click the "Apply Online" button. Fill out the application and click the "Submit" button to submit the grant application.
-  **Notifications**
You will be notified through OneStop of the status of your grant application.

Resources and Links

Good to know - [Find helpful information](#)

- [MD SCBGP Website](#)

What Happens After Submission

[Read carefully](#)

Task Steps

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

Completing a Maryland Specialty Crop Block Grant Application

Maryland Specialty Crop Block Grant Application

The screenshot shows the 'Maryland Specialty Crop Block Grant Application' form. At the top, there's a header with the Maryland OneStop logo and navigation links like 'Licenses and Permits', 'My Dashboard', and 'MT Maryland Ag'. Below the header, a blue button labeled 'Print' is visible. The form is divided into sections by tabs: 'Grant Application' (selected), 'Project Information', 'Outcomes and Indicators', 'Budget Narrative', 'Applicant Certification', and 'All Pages'. The main content area is titled 'Maryland Specialty Crop Block Grant Program Application' and 'Department of Agriculture'. A note says 'Please use the Grant Manual for reference when filling out this application.' The 'Applicant Information' section includes fields for 'Organization Name *', 'Street Address *', 'City *', 'State' (a dropdown menu showing 'Maryland'), 'Zip *', 'Federal Tax ID Number or EIN *' (with a placeholder 'XX-XXXXXXX'), and 'DUNS Number *'. Below these are two questions: 'Is your DUNS Number active on SAM.gov?' and 'Is the organization in "Good Standing" with the State?'. The 'Point of Contact' section has fields for 'Program Point of Contact Name', 'Phone Number', and 'Email Address', repeated for 'Financial Point of Contact'. At the bottom, there are 'Next' and 'Discard' buttons. Three red circles with white numbers are overlaid on the form: '3' is over the 'Organization Name' field, '2' is over the 'Is the organization in "Good Standing" with the State?' question, and '1' is over the 'Next' button.

Task Steps

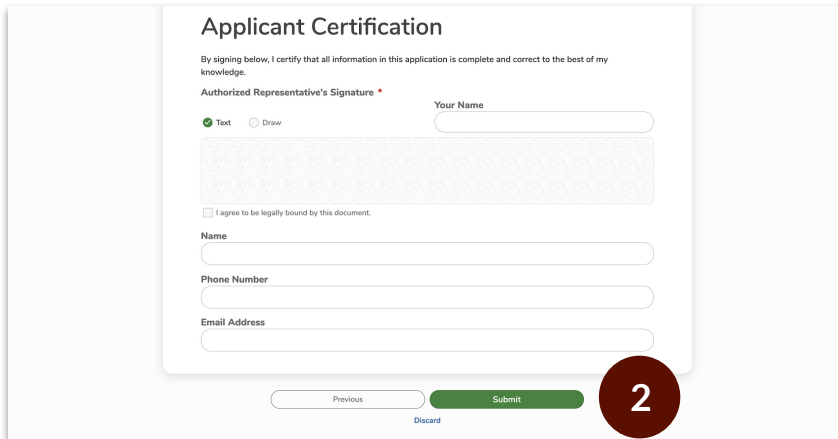
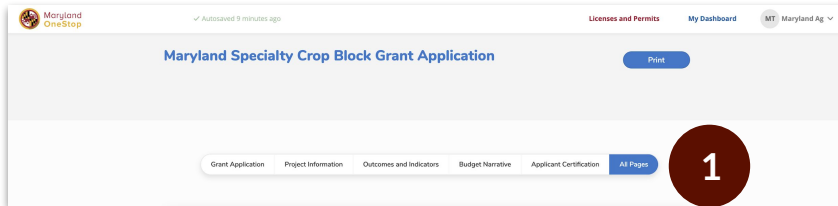
1. The application has a total of 5 pages. Navigate through the pages by clicking "Previous" and "Next" at the bottom of each page.
2. Read instructional information carefully and use examples provided to assist in answering questions.
 - a. Instructional information will take the form of blue hyperlinks, plain text, and help text (?)
3. Complete the form by filling out all required fields
 - a. Required fields have red asterisks (*) next to them

Important Tips

- **Formula fields.** This form contains many 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.
- **Conditional questions.** Additional questions may appear based on how you answer previous questions in 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 Specialty Crop Block Grant Application

Maryland Specialty Crop Block Grant Application

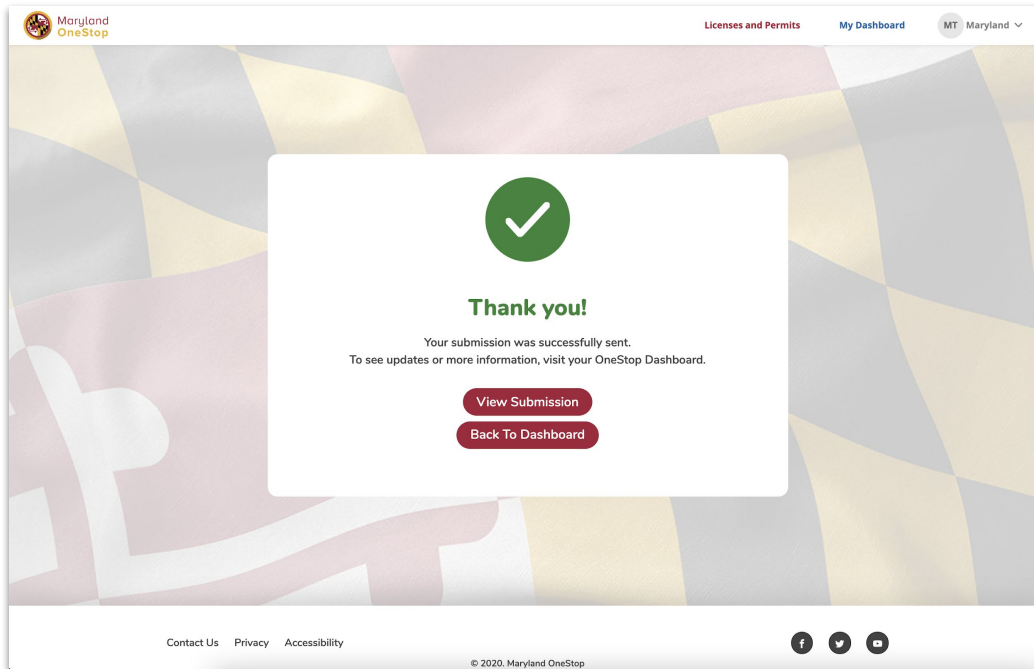


Task Steps

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

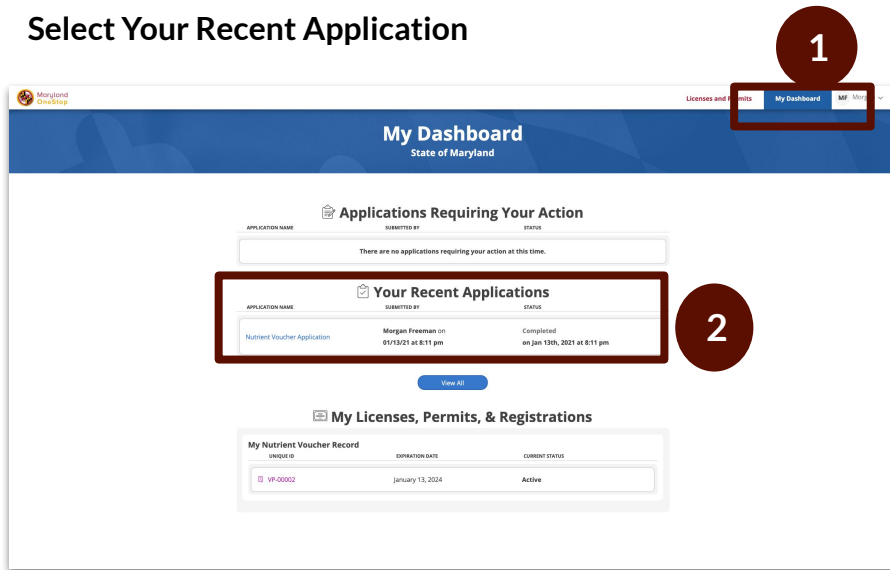


Task Steps

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

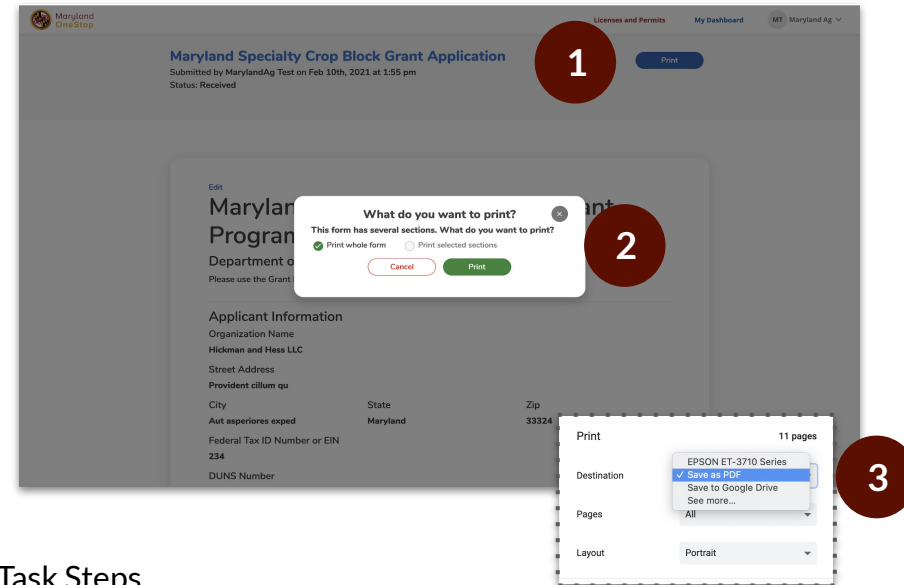
Select Your Recent Application



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