



# Web Portal User Guide

## Heart-Check Food Certification Program



The Heart-Check Food Certification Program Web Portal is where all products submitted for certification are managed. In the portal you can:

- Submit new products for certification.
- Renew currently certified or expired products.
- Add additional sizes to currently certified products.
- View all your products that are in process, submitted for review, or currently certified.
- Upload updated packaging for your products.
- Deactivate products you no longer wish to certify.

Once you have completed the company set-up process, you will receive a username and password for the Web Portal from your Business Development Manager. If you don't have a username and password, contact Kim Pruitt at 214-706-1233 or [Kimberly.Pruitt@heart.org](mailto:Kimberly.Pruitt@heart.org).

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## Getting Started

To access the web portal, navigate to <http://certification.heartcheckmark.org> and enter your username and password to login.

**Please note: In order to be most efficient when entering your products via the web portal, please have the following information ready:**

- Product name
- UPC of product (if applicable)
- Package size
- Serving size and unit of measure (ex: 28g)
- Credit card (if using)
- Nutrition Facts label for your product
- PDF of your product packaging
- Type of product:
  - Branded Product
  - Brand Form Variation
  - Variety Pack
  - Branded Commodity
- Guideline that best matches your product:
  - Individual Non-Meat/Non-Seafood
  - Individual Meat/Seafood
  - Main Dish
  - Meal
- Certification requested:
  - Standard
  - Whole Grain
  - Nuts
  - Omega-3
- FDA/USDA product subcategory code (RACC category)

## Product Homepage

After logging into the Web Portal, you will be routed to your Product Homepage.

From the Product Homepage you may:

- Click the “Add a Product” button to submit a new product for certification.
- Click the “Renew All” button to renew all products that are available for renewal.
- Click the “Add Additional Size” button to add an additional size package for a product that has already been submitted or certified.
- View “Products in Progress.”
  - The second table on the homepage shows all the products currently needing action from you to finish submission for certification or renewal. Click the “Renew” or “Continue” box from the Action Needed column to complete the submission.
  - If you need information about your product’s current status, refer to the table at the top of the page.
- View “Submitted and Completed Products.”
  - The third table on the homepage shows all products currently submitted to the Heart-Check team for certification review or currently certified products.
  - Click “View Product Details” to see information on your product or to upload updated packaging for review.

See image on the next page for a sample of what your homepage will look like.

# Product Homepage

[Add a Product](#)
[Renew All](#)
[Add Additional Sizes](#)

Click these buttons to add a new product, renew all expiring products, or add new additional sizes.

**Welcome!**

Hello John,

We recently made some updates to our web portal to make the product submission process easier and quicker. The main change is that we removed the invoicing/payment process. One of our team members will be in touch with you to send an invoice to you after you submit your products.

From this homepage, you can:

- Add New Products and/or New Additional sizes
- Renew Products
- View your Submitted and Certified products and upload updated packaging PDFs for them

**Important Messages**

- You have products ready for renewal. Click the "Renew All" button above to renew multiple products at once, or choose an individual product below in the "Products In Progress" table.

**QUESTIONS?**

Please Contact:

Kim Pruitt at 214-708-1233 or Kimberly.pruitt@heart.org

[Web Portal User Guide](#)

Product Status Details	
<b>Certified</b>	Completed and currently certified. Will be available for renewal 90 days prior to expiration date. Click "View Product Detail" to see product details and upload revised packaging.
<b>Expired</b>	Product certification expire date has passed. Click "Renew" to renew or deactivate the product.
<b>In Progress</b>	Product submission is not complete. Click "Continue" to finish entering the product's nutrition and packaging information.
<b>Submitted</b>	Product is currently under review by the Heart-Check program staff for certification. You will receive notification from your Account Services Manager when this process is complete. Click "View Product Detail" to see product details and upload revised packaging.

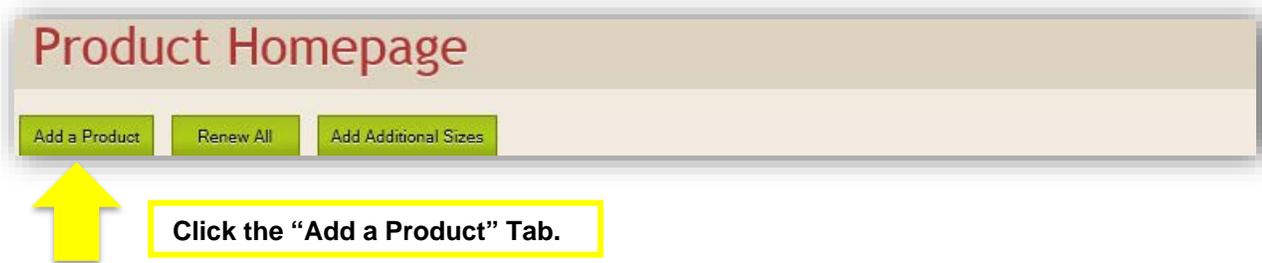
Products in Progress					
Action Required	Name	UPC	Status	Days At Current Status	Expire Date [+]
Renew	Potato - Yellows	000000000200	Certified	N/A	01-Sep-2015
Renew	Potato - Reds	000000000169	Certified	N/A	01-Sep-2015

Submitted & Certified Products				
Action	Name	UPC	Status	Expire Date [+]
View Product Detail	Potato - Fingerlings	000000000201	Submitted	01-Sep-2015
View Product Detail	Potato - Russets	000000000181	Submitted	01-Sep-2015



Click one of the options in the first column to start or continue your submission or view details on your submitted and certified products.

## Submit a New Product



The screenshot shows the 'Add Products' form. At the top, it says 'Add Products' and 'Let's get started! First, we need you to tell us a little about your product. After this, we'll ask you to enter your nutrition and packaging info.' Below this is the 'Initial Product Info' section. A message box says 'Welcome to your product management tool!'. The form asks 'Product has a UPC code?\*' with radio buttons for 'Yes' and 'No'. A yellow arrow points to the 'No' button. Below this is a dropdown menu for 'Select the reason:\*' with options 'Bulk Product' and 'Random Weight'. A yellow arrow points to the dropdown. A yellow box next to the arrow says 'Indicate if your product has a UPC or not. If it does not, please indicate the reason.' Below the dropdown is a 'Save and Continue' button. A yellow arrow points to the button, and a yellow box next to it says 'Click "Save and Continue"'. On the right side of the form, there is a list of requirements: 'Before you begin, have the following information ready:' followed by a checklist: '✓ UPC Code(12-digit)', '✓ Product Name (as it appears on the product package)', '✓ Package Size', '✓ Serving Size', '✓ Unit of Measure', '✓ Nutrition Facts Panel', '✓ Packaging PDF', and '✓ Whole Grain Certification Information (if applicable)'.

Initial Product Info

**Product Details** Enter your product information.

UPC Code\*

Product Name\*

Package Size\*

Serving Size (Numeric only)\*

Unit of Measure\*

Type of Product\* What is this? Branded Product  
Brand/Form Variation  
Variety Pack

\*Required Field

Click "Save and Continue"

For information on the options for "Type of product" click "What is this?" above the "Next" button or contact your Business Development Manager.

Initial Product Info

Thanks for telling us a little about your product!  
We're ready for you to give us the details of the product's nutrition and packaging info now. Click the button below to continue.

\* Required Field

Click "Proceed" to finish entering your product information.

# New Product Submission

Tell us about your product. The following questions will give us the information needed to complete the review of your product for certification.

Product Info

Nutritional

Packaging

Finish

## Whole Almonds

Product Information Form, Step 1 of 2

Enter the information as instructed.



Reminder: Please click "Save" if you need to close your browser or your work will not be saved.

Guideline (choose one)\*

- Individual Non Meat / Non Seafood
- Individual Meat/Seafood
- Main Dish
- Meal

Certification Requested (choose one)\*

- Standard
- Whole Grain
- Nuts
- Omega 3

FDA/USDA Products Subcategory Code\*

Nut/seed - Nuts and seeds

List any Non-GRAS (Generally Recognized as Safe) Ingredients (complete disclosure required):\*

None

Grocery Store Primary Location\*

Snacks-Nuts-XX

Does this product compete with or position itself as a Supplement, Meal Replacement or Weight-Loss Product? :\*

- Yes  No
- If yes, choose all that apply:
  - Supplement
  - Meal Replacement
  - Weight Loss Product

\* Required Field

Save

Save and Continue



Click "Save and Continue" to move forward, or click "Save" to save your work and come back later.

### QUESTIONS?

Please Contact:

- ✓ Kim Pruitt at 214-706-1233 or Kimberly.pruitt@heart.org
- ✓ Web Portal User Guide

You are currently working on this product:

UPC: 654161265849  
Package: 12 oz  
Serving Size: 28  
Unit of Measure: Grams

# New Product Submission

Tell us about your product. The following questions will give us the information needed to complete the review of your product for certification.

Product Info
Nutritional
Packaging
Finish

## Whole Almonds

Product Information Form, Step 2 of 2

Primary Product Information\*

Package Size	Serving Size	Unit of Measure
12 oz	28	Grams ▼

Does your product come in more than one size?  
If so, please add the information for your additional sizes below and click "Add+" for each size.

UPC Code (12 digits)	No UPC Code assigned	Package Size	Serving Size	Unit of Measure
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Grams ▼

**Add +**

UPC Code (12 digits)	Package Size	Serving Size	Unit of Measure	Deactivate
Current Additional Size Product(s):				

Action	UPC Code (12 digits)	Package Size	Serving Size	Unit of Measure	Cancel
Pending Changes to Additional Size Product(s):					
New Product	651321968463	24 oz	28	Grams	

\* Required Field

**Save and Continue**

**QUESTIONS?**

Please Contact:

- ✓ Kim Pruitt at 214-706-1233 or Kimberly.pruitt@heart.org
- ✓ [Web Portal User Guide](#)

**You are currently working on this product:**

UPC: 654161265849  
 Package: 12 oz  
 Serving Size: 28  
 Unit of Measure: Grams

If you have additional sizes of this product to submit, enter the information now and click "Add+."

Once you add additional sizes, they will appear here.

When you finished added all the additional sizes, or if you don't need to enter additional sizes at this time, click "Save and Continue".

Product Info | **Nutritional** | Packaging | Finish

Whole Almonds  
Nutritional Form, Page 1 of 2

**Enter your product's nutrition information as it appears on the Nutrition Facts Panel. If you are not required to disclose a nutrient, click the box for "Not Required to Disclose."**

Reminder: Please click "Save" if you need to close your browser or your work will not be saved.

**QUESTIONS?**  
Please Contact:  
✓ Kim Pruitt at 214-706-1233 or Kimberly.pruitt@heart.org  
✓ Web Portal User Guide

You are currently working on this product:  
UPC: 654161265849  
Package: 12 oz  
Serving Size: 28  
Unit of Measure: Grams

Main Product  
UPC: 654161265849  
Additional Size Products:  
UPC: 651321968463  
✓ = Information Entered for this Size

### Nutritional Facts

Serving Size: 28  
Unit of Measure: Grams  
Servings Per Container: 12

Amount Per Serving

Calories 170      Calories from Fat 125

% Daily Value\*

Total Fat	15	25	<input type="checkbox"/>
Saturated Fat	1 g	6	<input type="checkbox"/>
Trans Fat (rounded)	0 g		<input type="checkbox"/>
Trans Fat (unrounded)	0.01 g		<input type="checkbox"/>
Mono Unsaturated Fat	4 g		<input type="checkbox"/>
Poly Unsaturated Fat	9 g		<input type="checkbox"/>
Cholesterol	0 mg	0	<input type="checkbox"/>
Sodium	0 mg	0	<input type="checkbox"/>
Total Carbohydrate	5 g	2	<input type="checkbox"/>
Fiber	3 g	12	<input type="checkbox"/>
Soluble Fiber			<input checked="" type="checkbox"/>
Total Sugars	1 g		<input checked="" type="checkbox"/>
Add Sugars			<input checked="" type="checkbox"/>
Natural Sugars			<input checked="" type="checkbox"/>
Protein	6 g		<input type="checkbox"/>
Protein Daily %		6	<input type="checkbox"/>
Vitamin A	0 %		<input type="checkbox"/>
Vitamin C	0 %		<input type="checkbox"/>
Calcium	8 %		<input type="checkbox"/>
Iron	6 %		<input type="checkbox"/>

\* Percent Daily Value are based on a 2,000 calorie diet

\* Required Field

Save      Save and Continue

Click "Save and Continue" to move forward, or click "Save" to save your work and come back later.

This box shows the product and additional sizes for which you will be entering information. When you have entered nutrition information for a size, a checkmark will appear next to it.

Product Info | **Nutritional** | Packaging | Finish

Whole Almonds  
Nutritional Form Page 2 of 2

Reminder: Please click "Save" if you need to close your browser or your work will not be saved.

**Other** ↓ Enter the remaining nutrition information. Note: if applying for certification under the Omega-3 guideline, DHA and EPA information must be provided for nutrition approval.

Amount Per Serving		Not required to disclose	
Potassium	200 mg	<input type="checkbox"/>	
Vitamin D	<input type="text"/> IU <input type="text"/> % Daily Value	<input checked="" type="checkbox"/>	
Omega 3	<input type="text"/> g EPA <input type="text"/> g DHA	<input checked="" type="checkbox"/>	
Omega 6	<input type="text"/> g	<input checked="" type="checkbox"/>	
Omega 9	<input type="text"/> g	<input checked="" type="checkbox"/>	

Back Save Save and Continue

**QUESTIONS?**

Please Contact:

- ✓ Kim Pruitt at 214-706-1233 or Kimberly.pruitt@heart.org
- ✓ Web Portal User Guide

You are currently working on this product:

UPC: 654161265849  
Package: 12 oz  
Serving Size: 28  
Unit of Measure: Grams

Main Product

UPC: 654161265849

Additional Size Products:

UPC: 651321968463

✓ = Information Entered for this Size

↑ Click "Save and Continue" to move forward, or click "Save" to save your work and come back later. If you need to go back to the previous page, click "Back."

If you entered additional sizes on the Product Information Form Step 2 of 2, you will be asked to enter the nutrition information for them at this time. If you did not add additional sizes, skip to next step.

Product Info | **Nutritional** | Packaging | Finish

Whole Almonds  
Nutritional Form, Page 1 of 2

Reminder: Please click "Save" if you need to close your browser or your work will not be saved.

Same as Main Product UPC ←

Enter nutrition information for the additional size(s) as you did for the main product. If the nutrition information is the same as the main product, check the box "Same as Main Product UPC" and the information will auto-populate. Enter the Servings Per Container and click "Save and Continue."

Amount Per Serving		Not required to disclose	
Serving Size	28	<input type="checkbox"/>	
Unit of Measure	Grams		
Servings Per Container	20		
Amount Per Serving			
Calories	170	Calories from Fat	125
		% Daily Value*	
Total Fat	15		25

**QUESTIONS?**

Please Contact:

- ✓ Kim Pruitt at 214-706-1233 or Kimberly.pruitt@heart.org
- ✓ Web Portal User Guide

You are currently working on this product:

UPC: 651321968463  
Package: 24 oz  
Serving Size: 28  
Unit of Measure: Grams

Main Product

UPC: 654161265849

Additional Size Products:

UPC: 651321968463

✓ = Information Entered for this Size

Product Info Nutritional **Packaging** Finish

**Whole Almonds Packaging**

Reminder: Your packaging files will be saved after each upload, to continue later if you close your browser

UPC Code: 654161265849 | Package Size: 12 oz | Serving Size: 28 | Unit of Measure: Grams

Upload Packaging PDF File\* (must include Nutritional Facts Panel)  
You can upload multiple PDF files for each product.

Choose File  
Browse...  
Add PDF File

File(s) Uploaded:

File	Remove?
 Download PDF File prod2650101_1.pdf	

UPC Code:651321968463 | Package Size:24 oz | Serving Size:28 | Unit Of Measure:Grams

Upload Packaging PDF File\* (must include Nutritional Facts Panel)

Choose File  
Browse...  
Add PDF File

PDF Files Uploaded:

File	Remove?
 Download PDF File rel_prod2650102_1.pdf	

\* Required Field

Finish

Upload packaging files for your product and any additional sizes.

**QUESTIONS?**  
Please Contact:  
✓ Kim Pruitt at 214-706-1233 or kimberly.pruitt@heart.org  
✓ Web Portal User Guide

To upload a file, click "browse" to find the correct file on your PC, then click "Add PDF File." Uploaded files will show below. Click the red circle to remove uploaded files.

When done, click "Finish."

Product Info   
  Nutritional   
  Packaging   
 Finish

**Your product is ready to submit!**

You have provided all the information needed to submit Whole Almonds for certification review. Click "Submit" to send your product information to the review team.

Your product will not be reviewed until you have clicked the "Submit" button.

**PLEASE NOTE:** We cannot certify your product until all product information and certification fees are received.

Please let us know how you would prefer to pay your certification fees:  Mail in a check  Mail in ACH form

Once the product is submitted, someone from our team will reach out to you to provide an invoice for payment of the certification fees.

**You have entered all the required information. Click "Submit" to finalize your submission and start the review process.**

**Select a payment method so we know how your payment will be sent.**

Product Info   
  Nutritional   
  Packaging   
 Finish

**Thank you!**

Your product Whole Almonds has been submitted for Heart-Check Food Certification. We will be in touch shortly to provide an invoice and you will be notified when certification is granted, denied, or if lab testing is required.

**Your product submission is complete! You can click "Add Another Product" to enter a new product or "Go to Product Home" to return to your homepage.**

**Congratulations!** You have completed your product submission. The review process takes 4-6 weeks from the time all information and fees are received. You will receive an email notification from your Account Services Manager when the review is complete. Your submitted products are available for you to view on the Product Homepage in the "Submitted and Certified Products" table. From there you can also upload updated packaging for your product as needed.

## Renew a Product

Ninety (90) days before your product expires, you will receive an expiration notice via email. At that time your products will show in the “Products in Progress” table on the Product Homepage as available for renewal.

**Please note: In order to receive the best possible per product rate, it is important to renew products in groups when possible as the tier pricing is calculated on the number of *currently* certified plus products you are *currently* adding/renewing. Contact your Business Development Manager if you have any questions about tier pricing.**

### Product Homepage

Add a Product
Renew All
Add Additional Sizes

**Welcome!**  
Hello John,

We recently made some updates to our web portal to make the product submission process easier and quicker. The main change is that we removed the invoicing/payment process. One of our team members will be in touch with you to send an invoice to you after you submit your products.

From this homepage, you can:

- Add New Products and/or New Additional sizes
- Renew Products
- View your Submitted and Certified products and upload updated packaging PDFs for them

**Important Messages**

- You have products ready for renewal. Click the "Renew All" button above to renew multiple products at once, or choose an individual product below in the "Products in Progress" table.

**QUESTIONS?**

Please Contact:

Kim Pruitt at 214-706-1233 or Kimberly.pruitt@heart.org

[Web Portal User Guide](#)

Product Status Details	
<b>Certified</b>	Completed and currently certified. Will be available for renewal 90 days prior to expiration date. Click "View Product Detail" to see product details and upload revised packaging.
<b>Expired</b>	Product certification expire date has passed. Click "Renew" to renew or deactivate the product.
<b>In Progress</b>	Product submission is not complete. Click "Continue" to finish entering the product's nutrition and packaging information.
<b>Submitted</b>	Product is currently under review by the Heart-Check program staff for certification. You will receive notification from your Account Services Manager when this process is complete. Click "View Product Detail" to see product details and upload revised packaging.

Products in Progress					
Action Required	Name	UPC	Status	Days At Current Status	Expire Date [+]
Renew	Potato - Yellows	000000000200	EXPIRED		01-Sep-2015
Renew	Potato - Reds	000000000169	EXPIRED		01-Sep-2015

**Option 1: Click “Renew All” to renew all products due for renewal.**

**Option 2: Click “Renew” to submit each individual product for renewal.**



# Product Certification Renewal

Complete these forms to submit products for certification renewal.

Product Info

Nutritional

Review product information, update information as needed, then click "Save and Continue."

## Potato - Reds

Product Information Form, Step 1 of 2

Reminder: Please click "Save" if you need to close your browser or your work will not be saved.

Current Guideline: Individual Non Meat/Seafood

Certification: Standard

FDA/USDA Products Subcategory Code: pot\_fresh/frozen

**Please note:** If you need to change the above values for Guideline, Certification, or Subcategory Code, please contact your Business Development Manager (BDM). If you don't know who your BDM, please [click here for more information](#).

List any Non-GRAS (Generally Recognized as Safe) Ingredients (complete disclosure required):\*

n/a

Grocery Store Primary Location\*

Fresh-Produce-Vegetables

Does this product compete with or position itself as a Supplement, Meal Replacement or Weight-Loss Product? :\*

Yes  No  
If yes, choose all that apply:

- Supplement  
 Meal Replacement  
 Weight Loss Product

\* Required Field

Save

Save and Continue

### QUESTIONS?

Please Contact:

✓ Kim Pruitt at 214-706-1233   
or Kimberly.pruitt@heart.org

✓ [Web Portal User Guide](#)

You are currently working on this product:

UPC: 00000000169  
Package: RW  
Serving Size: 148  
Unit of Measure: Grams

Product Info
Nutritional
Packaging
Finish

---

## Potato - Reds

Product Information Form

**If you have additional sizes of this product to submit, enter the information and click "Add+."**

Primary Product Information\*

Package Size	Serving Size	Unit of Measure
RW	148	Grams

Here are the current additional sizes we have on file for this product (if applicable). If you'd like to add or remove any pack sizes, please do so below.

UPC Code (12 digits)	No UPC Code assigned	Package Size	Serving Size	Unit of Measure
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Grams <input type="button" value="v"/>

**Add +**

UPC Code (12 digits)	Package Size	Serving Size	Unit of Measure	Deactivate
Current Additional Size Product(s):				

Action	UPC Code (12 digits)	Package Size	Serving Size	Unit of Measure	Cancel
Pending Changes to Additional Size Product(s):					
New Product	111111111111	5 lb	128	Grams	

\* Required Field

**Save and Continue**

**QUESTIONS?**

Please Contact:

- ✓ Kim Pruitt at 214-706-1233 or Kimberly.pruitt@heart.org
- ✓ [Web Portal User Guide](#)

**You are currently working on this product:**

UPC: 000000000169  
 Package: RW  
 Serving Size: 148  
 Unit of Measure: Grams

**Additional sizes added prior to this renewal will show here. You can remove them by selecting the graphic in the "deactivate" column.**

**Once you add additional sizes, they will appear here.**

**Once you finish entering the necessary information or if you don't need to enter additional sizes at this time, click "Save and Continue."**

✔ Product Info
Nutritional
Packaging
Finish

**Potato - Reds**

Nutritional Form, Page 1 of 2

Reminder: Please click "Save" if you need to close your browser or you

I agree that all nutritional information is accurate

## Nutritional Facts

Serving Size  Not required to disclose

Unit of Measure

Servings Per Container

---

**Amount Per Serving**

Calories  Calories from Fat

% Daily Value\*

Total Fat <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Saturated Fat <input type="text" value="0"/> g	<input type="text" value="0"/>	<input type="checkbox"/>
Trans Fat (rounded) <input type="text" value="0"/> g	<input type="text" value="0"/>	<input type="checkbox"/>
Trans Fat (unrounded) <input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
Mono Unsaturated Fat <input type="text" value=""/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>
Poly Unsaturated Fat <input type="text" value=""/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>
Cholesterol <input type="text" value="0"/> mg	<input type="text" value="0"/>	<input type="checkbox"/>
Sodium <input type="text" value="0"/> mg	<input type="text" value="0"/>	<input type="checkbox"/>
Total Carbohydrate <input type="text" value="30"/> g	<input type="text" value="0"/>	<input type="checkbox"/>
Fiber <input type="text" value="3"/> g	<input type="text" value="12"/>	<input type="checkbox"/>
Soluble Fiber <input type="text" value=""/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>
Total Sugars <input type="text" value="1"/> g	<input type="text" value=""/>	<input type="checkbox"/>
Add Sugars <input type="text" value=""/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>
Natural Sugars <input type="text" value="1"/> g	<input type="text" value=""/>	<input type="checkbox"/>
Protein <input type="text" value="2"/> g	<input type="text" value=""/>	<input type="checkbox"/>
Protein Daily % <input type="text" value="4"/>	<input type="text" value=""/>	<input type="checkbox"/>
Vitamin A <input type="text" value="0"/> %	<input type="text" value=""/>	<input type="checkbox"/>
Vitamin C <input type="text" value="60"/> %	<input type="text" value=""/>	<input type="checkbox"/>
Calcium <input type="text" value="2"/> %	<input type="text" value=""/>	<input type="checkbox"/>
Iron <input type="text" value="6"/> %	<input type="text" value=""/>	<input type="checkbox"/>

\* Percent Daily Value are based on a 2,000 calorie diet

\* Required Field

Save
Save and Continue

QUESTIONS?

Please Contact:

- Kim Pruitt at 214-706-1233, [Kimberly.pruitt@heart.org](mailto:Kimberly.pruitt@heart.org)
- [Web Portal User Guide](#)

You are currently working on this product:

UPC: 000000000169  
Package: RW  
Serving Size: 148  
Unit of Measure: Grams

Main Product

UPC: 000000000169

Additional Size Products:

UPC: 111111111111

✔ = Information Entered for this Size

Nutrition Information will auto-populate from the data entered during the prior year's submission. Review the information, make edits as needed, then check the box to agree that the data is accurate.



After reviewing the information and checking the box at the top, click "Save" to save your work and come back later or click "Save and Continue" to move forward.

Click "Save and Continue" to move forward, or click "Save" to save your work and come back later. If you need to go back to the previous page, click "Back."

**Note:** If you have additional sizes, you will be asked for the nutrition information at this time. Refer to page 14 for more information.

Upload packaging files for your product and any additional sizes.

To upload a file, click "browse" to find the correct file on your PC, then click "Add PDF File." Uploaded files will show below. Click the red circle to remove uploaded files.

When done, click "Finish."

Product Info   
  Nutritional   
  Packaging   
 Finish

**Your product is ready to submit!**

You have provided all the information needed to submit **Potato - Reds** for certification review. Click "Submit" to send your product information to the review team.

Your product will not be reviewed until you have clicked the "Submit" button.

**PLEASE NOTE:** We cannot certify your product until all product information and certification fees are received.

Please let us know how you would prefer to pay your certification fees:  ▼

Once the product is submitted, someone from our team will reach out to you to provide an invoice for payment of the certification fees.

**Select a payment method so we know how your payment will be sent.**

**You have entered all the required information. Click "Submit" to finalize your submission and start the review process.**

Product Info   
  Nutritional   
  Packaging   
 Finish

**Thank you!**

Your product **Potato - Reds** has been submitted for renewal of Heart-Check Food certification. We will be in touch shortly to provide an invoice and you will be notified when certification is granted, denied, or if lab testing is required.

**Your product submission is complete! You can click "Add Another Product" to enter a new product or "Go to Product Home" to return to your homepage.**

**Congratulations!** You have completed your renewal submission. The review process takes 4-6 weeks from the time all information and fees are received. You will receive an email notification from your Business Development Manager when the review is complete. Your submitted products are available for you to view on the Product Homepage in the "Submitted and Certified Products" table. From there you can also upload updated packaging for your product as needed.

## View Product Details and Upload Updated Packaging

To view information and/or upload updated packaging for on your currently submitted and certified products, go to the “Submitted & Certified Products” table on the Product Homepage.

John Smith | [Update Password](#) | [Product Homepage](#) | [Log Out](#) | [Return to Admin](#)

### Product Homepage

Add a Product
Renew All
Add Additional Sizes

**Welcome!**  
Hello John,

We recently made some updates to our web portal to make the product submission process easier and quicker. The main change is that we removed the invoicing/payment process. One of our team members will be in touch with you to send an invoice to you after you submit your products.

From this homepage, you can:

- Add New Products and/or New Additional sizes
- Renew Products
- View your Submitted and Certified products and upload updated packaging PDFs for them

**Important Messages**

- You have products ready for renewal. Click the “Renew All” button above to renew multiple products at once, or choose an individual product below in the “Products In Progress” table.

**QUESTIONS?**

Please Contact:

Kim Pruitt at 214-708-1233 or Kimberly.pruitt@heart.org

[Web Portal User Guide](#)

Product Status Details	
<b>Certified</b>	Completed and currently certified. Will be available for renewal 90 days prior to expiration date. Click “View Product Detail” to see product details and upload revised packaging.
<b>Expired</b>	Product certification expire date has passed. Click “Renew” to renew or deactivate the product.
<b>In Progress</b>	Product submission is not complete. Click “Continue” to finish entering the product’s nutrition and packaging information.
<b>Submitted</b>	Product is currently under review by the Heart-Check program staff for certification. You will receive notification from your Account Services Manager when this process is complete. Click “View Product Detail” to see product details and upload revised packaging.

Products in Progress					
Action Required	Name	UPC	Status	Days At Current Status	Expire Date [+]
Renew	Potato - Yellows	000000000200	EXPIRED		01-Sep-2015

Submitted & Certified Products				
Action	Name	UPC	Status	Expire Date [+]
<a href="#">View Product Detail</a>	Potato - Reds	000000000169	Submitted	01-Sep-2015
<a href="#">View Product Detail</a>	Potato - Fingerlings	000000000201	Submitted	01-Sep-2015
<a href="#">View Product Detail</a>	Potato - Russets	000000000181	Submitted	01-Sep-2015
<a href="#">View Product Detail</a>	Whole Almonds	654161265849	Submitted	

Click “View Product Details.”

# View Product

Home

Product Detail

## View Product Detail

- The following product is not yet due for renewal, this page is to view the current product information : \*

UPC	654161265849
Name	Whole Almonds
Type	STD - Branded
Package Size	12 oz
Serving Size	28
Servings Per Container	12
Certification Start Date	
Certification End Date	
Brand Manager Name	John Smith
Brand Manager Email	foodcert@heart.org
Company	IBP, Inc.
Invoice URL	
Last Modified Date	12/08/2015 09:22:08 CST
Last Modified By	
Additional Sizes:	
Name	<a href="#">Whole Almonds</a>
UPC	651321968463
Status	SUBMITTED - Submitted Product Status
Type	STD-ADD - Additional Size Product
Package Size	24 oz
Serving Size	28
Servings Per Container	20

From this page, you can see many details about your product, including the certification end date (expire date) and any additional sizes associated with the product.

All associated product names are shown in blue. If you click on the name, you will be taken to the product detail for that product.

## Whole Almonds Packaging

UPC Code: 654161265849 | Package Size: 12 oz | Serving Size: 28 | Unit of Measure: Grams

Upload Packaging PDF File\*

(must include Nutritional Facts Panel)

You can upload multiple PDF files for each product.

Choose File

Add PDF File

To upload updated packaging for review, click "Browse" to find the correct file on your PC, then click "Add PDF File." Uploaded files will show below.

Note: If the product you are viewing has associated additional sizes, they will be shown here so that you may upload packaging for them if desired.