



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.

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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.

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 214-706-1233 or Kimberly.pruitt@heart.org

[Web Portal User Guide](#)

Product Status Details					
Certified	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.				
Expired	Product certification expire date has passed. Click "Renew" to renew or deactivate the product.				
In Progress	Product submission is not complete. Click "Continue" to finish entering the product's nutrition and packaging information.				
Submitted	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 these buttons to add a new product, renew all expiring products, or add new additional sizes.



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

Product Homepage

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

Click the "Add a Product" Tab.

Add Products

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.

Initial Product Info

Welcome to your product management tool!

Product has a UPC code?*

☐ Yes ☒ No

Select the reason:*

Please select
Bulk Product
Random Weight

Save and Continue

Indicate if your product has a UPC or not. If it does not, please indicate the reason.

Click "Save and Continue"

Before you begin, have the following information ready:

- ✓ 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
- ✓ Whole Grain Certification Information (if applicable)

Initial Product Info

Product Details

Enter your product information.

UPC Code* 654161265849

Product Name* Whole Almonds

Package Size* 12 oz

Serving Size (Numeric only)* 28

Unit of Measure* Grams

Type of Product*
What is this?

Branded Product
Brand/Form Variation
Variety Pack

*Required Field

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.

Click "Save and Continue"

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

Proceed to Add Product Information

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 +

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

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".

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

Once you add additional sizes, they will appear here.

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.

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
Saturated Fat 1 g 6
Trans Fat (rounded) 0 g
Trans Fat (unrounded) 0.01 g
Mono Unsaturated Fat 4 g
Poly Unsaturated Fat 9 g

Cholesterol 0 mg 0
Sodium 0 mg 0
Total Carbohydrate 5 g 2
Fiber 3 g 12
Soluble Fiber g
Total Sugars 1 g
Add Sugars g
Natural Sugars g
Protein 6 g
Protein Daily % 6

Vitamin A 0 %
Vitamin C 0 %
Calcium 8 %
Iron 6 %

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

Not required to disclose

QUESTIONS?
Please Contact:
✓ Kim Pruitt at 214-708-1233 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

* Required Field

Save Save and Continue

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

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 Nutritional Facts

Amount Per Serving

Potassium 200 mg

Vitamin D IU % Daily Value

Omega 3 g EPA g DHA

Omega 6 g

Omega 9 g

Not required to disclose

☐

☒

☒

☒

☒

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

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.

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

Nutritional Facts

Serving Size 28

Unit of Measure Grams

Servings Per Container 20

Amount Per Serving

Calories 170 Calories from Fat 125

% Daily Value*

Total Fat 15 25

Saturated Fat 6 12

Not required to disclose

☐

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

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."

✓ 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

QUESTIONS?

Please Contact:

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

✓ Web Portal User Guide

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."

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The screenshot shows the 'Finish' step of the product submission process. At the top, there are four tabs: 'Product Info', 'Nutritional', 'Packaging', and 'Finish'. The 'Finish' tab is active. The main content area says: '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'. There are two yellow callout boxes. One points to the 'Submit' button and says: 'You have entered all the required information. Click "Submit" to finalize your submission and start the review process.' The other points to the payment options and says: 'Select a payment method so we know how your payment will be sent.'

✓ 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.

Submit

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.

The screenshot shows the 'Thank you' screen after product submission. At the top, there are four tabs: 'Product Info', 'Nutritional', 'Packaging', and 'Finish'. The 'Finish' tab is active. The main content area says: '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.' There are two buttons: 'Add Another Product' and 'Go To Product Home'. A yellow callout box points to these buttons and says: '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.'

✓ 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.

Add Another Product **Go To Product Home**

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.

The screenshot shows the 'Product Homepage' with a navigation bar containing 'Add a Product', 'Renew All', and 'Add Additional Sizes' buttons. A yellow arrow points to the 'Renew All' button with a callout box stating: 'Option 1: Click “Renew All” to renew all products due for renewal.'

The main content area includes a 'Welcome!' message to 'John', a 'QUESTIONS?' section with contact information for Kim Pruitt, and an 'Important Messages' section. The 'Important Messages' section contains a bullet point: '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.'

Below the messages is a 'Product Status Details' table:

Product Status Details	
Certified	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.
Expired	Product certification expire date has passed. Click “Renew” to renew or deactivate the product.
In Progress	Product submission is not complete. Click “Continue” to finish entering the product's nutrition and packaging information.
Submitted	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.

Below the status table is the 'Products in Progress' table:

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

A yellow arrow points to the 'Renew' button in the first row of the 'Products in Progress' table with a callout box stating: 'Option 2: Click “Renew” to submit each individual product for renewal.'

Renew Products

Let's get started! First, tell us which products you'd like to renew. After this, we'll ask you to review and update your nutrition and packaging info.

Initial Product Info

Select Products for Renewal and/or Deactivation

The following products are up for renewal or deactivation:

[Renew All](#)[Remind All](#)[Deactivate All](#)

Potato - Reds (Expiration Date: [01-Sep-2015]) ☒ Renew ☐ Remind Me Later ☐ Deactivate

Potato - Yellows (Expiration Date: [01-Sep-2015]) ☐ Renew ☒ Remind Me Later ☐ Deactivate

Save and Continue

All products eligible for renewal will be displayed here. Select "Renew," "Remind Me Later," or "Deactivate" for each product, then click "Save and Continue."

Note: Selecting an option other than "Renew" may affect your pricing. See note at the beginning of this section.

Initial Product Info

Product Type

Please review the following information about your product types.

Note: If you notice any errors or need to make any changes, please contact your Business Development Manager (BDM). If you don't know who your BDM is, please [click here for more information](#).

Potato - Reds

Branded product (CPG-STD)

Save and Continue

Review the product type of all your product(s) and click "Next." If you see an error, contact your Business Development Manager.

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

Product Info

Nutritional

Packaging

Finish

Potato - Reds

Product Information For

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="checkbox"/>			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	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 your session.

☒ I agree that all nutritional information is accurate

Nutritional Facts

Serving Size 148

Unit of Measure Grams

Servings Per Container 1

Amount Per Serving

Calories 150

Calories from Fat 0

	% Daily Value*
Total Fat 0	0
Saturated Fat 0 g	0
Trans Fat (rounded) 0 g	
Trans Fat (unrounded) g	
Mono Unsaturated Fat g	
Poly Unsaturated Fat g	
Cholesterol 0 mg	0
Sodium 0 mg	0
Total Carbohydrate 30 g	0
Fiber 3 g	12
Soluble Fiber g	
Total Sugars 1 g	
Add Sugars g	
Natural Sugars 1 g	
Protein 2 g	
Protein Daily %	4
Vitamin A 0 %	
Vitamin C 60 %	
Calcium 2 %	
Iron 6 %	

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

Not required to disclose

☐

☐

☒

☒

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☒

☐

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

Main Product

UPC: 000000000169

Additional Size Products:

UPC: 111111111111

✓ = Information Entered for this Size

* Required Field

Save

Save and Continue

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.

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

Potato - Reds
Nutritional Form Page 2 of 2

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

☒ I agree that all nutritional information is accurate

Other Nutritional Facts

Amount Per Serving

Potassium mg

Vitamin D IU % Daily Value

Omega 3 g EPA g DHA

Omega 6 g

Omega 9 g

Not required to disclose

☐

☒

☒

☒

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

Main Product

UPC: 000000000169

Additional Size Products:

UPC: 111111111111

✓ = 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."

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

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

Potato - Reds
Packaging

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

UPC Code: 000000000169 | Package Size: RW | Serving Size: 148 | 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 prod1401023_1.pdf	

* Required Field

Finish

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.

Submit

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 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.

Add Another Product

Go To Product Home

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					
Certified	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.				
Expired	Product certification expire date has passed. Click “Renew” to renew or deactivate the product.				
In Progress	Product submission is not complete. Click “Continue” to finish entering the product’s nutrition and packaging information.				
Submitted	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 [+]
 View Product Detail	Potato - Reds	000000000169	Submitted	01-Sep-2015
 View Product Detail	Potato - Fingerlings	000000000201	Submitted	01-Sep-2015
 View Product Detail	Potato - Russets	000000000181	Submitted	01-Sep-2015
 View Product Detail	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	Whole Almonds
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

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.