Maryland Department of Agriculture
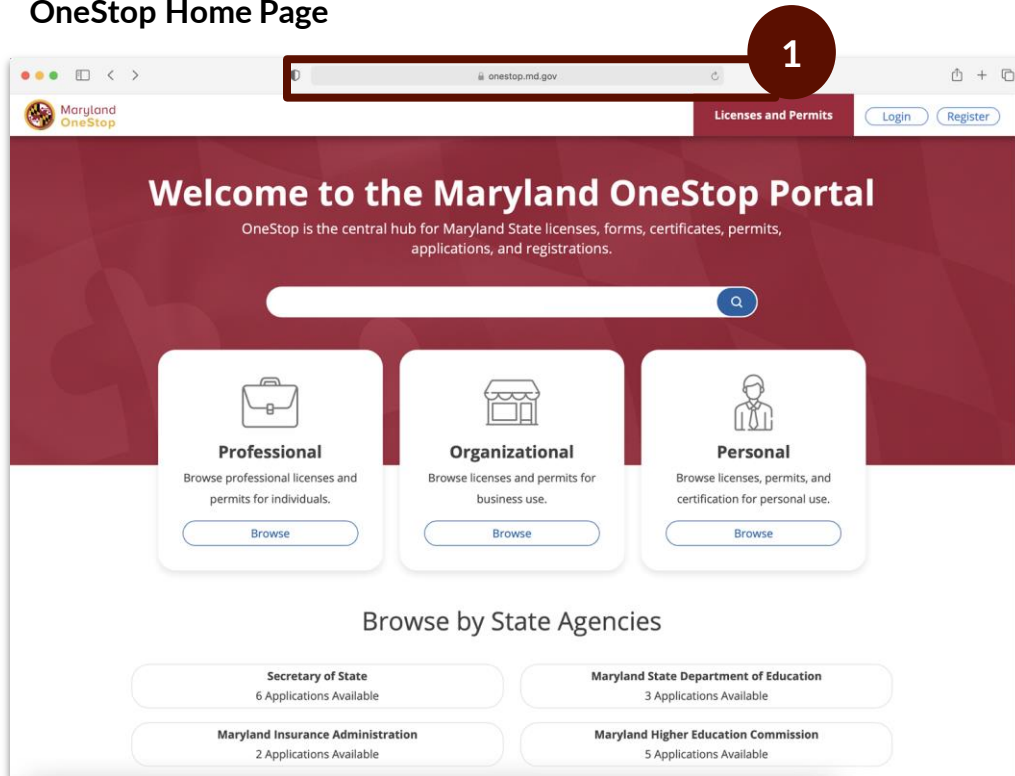
Specialty Crop Block Grant Program | *End User Guide*

Table of Contents

Accessing OneStop

OneStop Home Page

Task Steps

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

Register OneStop account

Verify your Email

Task Steps

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

2. Fill in the required fields

3. Select the register button
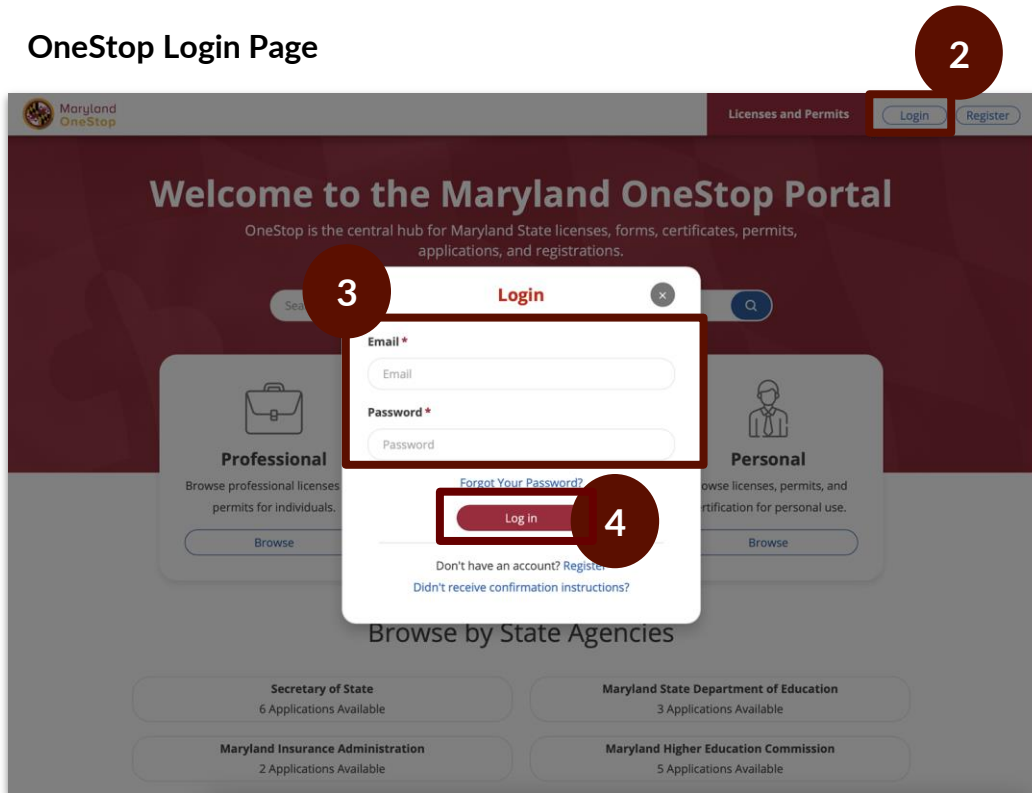
Task Steps

1. Access your email inbox

2. Locate the OneStop email

3. Select verify your email button

OneStop Login Page

Task Steps

1. Go to https://onestop.md.gov/
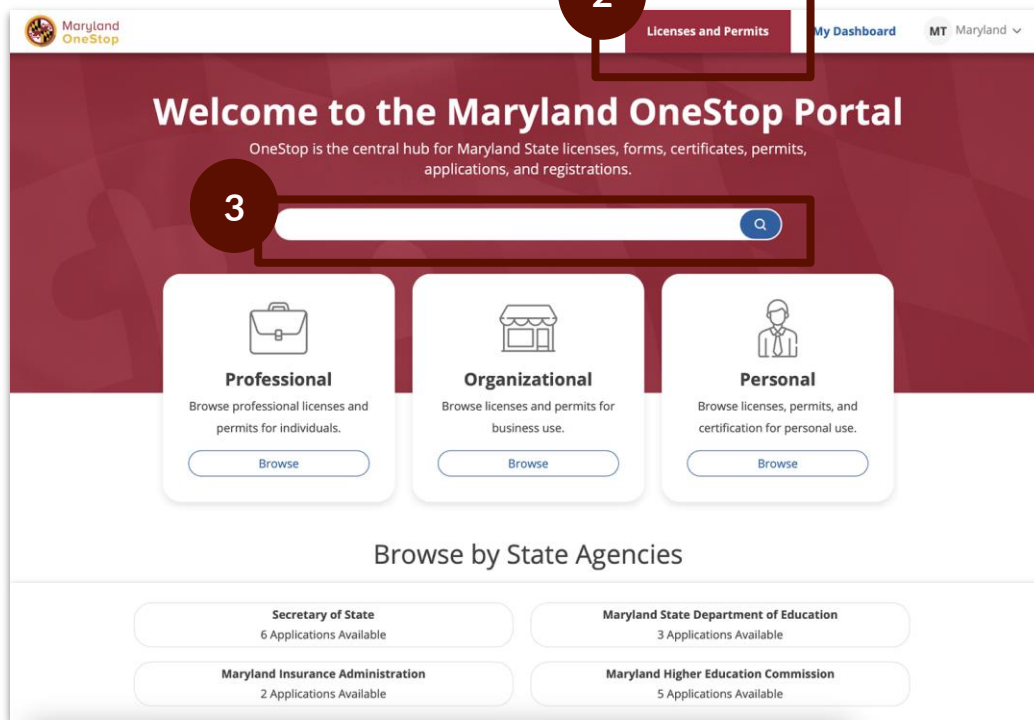
2. Select the login button at the top right

3. Enter required fields

4. Select the login button

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

Browse by Categories

Task Steps

1. Go to https://onestop.md.gov/
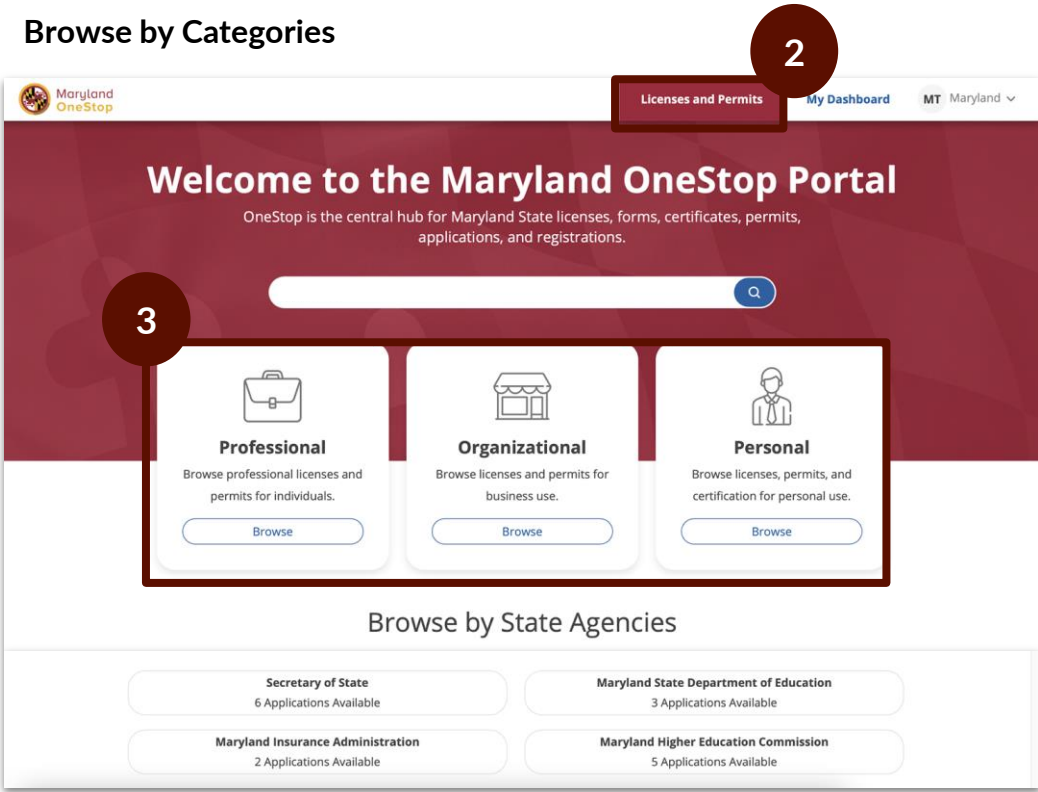
2. Locate the *Licenses and Permits* tab

3. Locate Categories

   a. *Professional*

   b. *Organizational*

   c. *Personal*

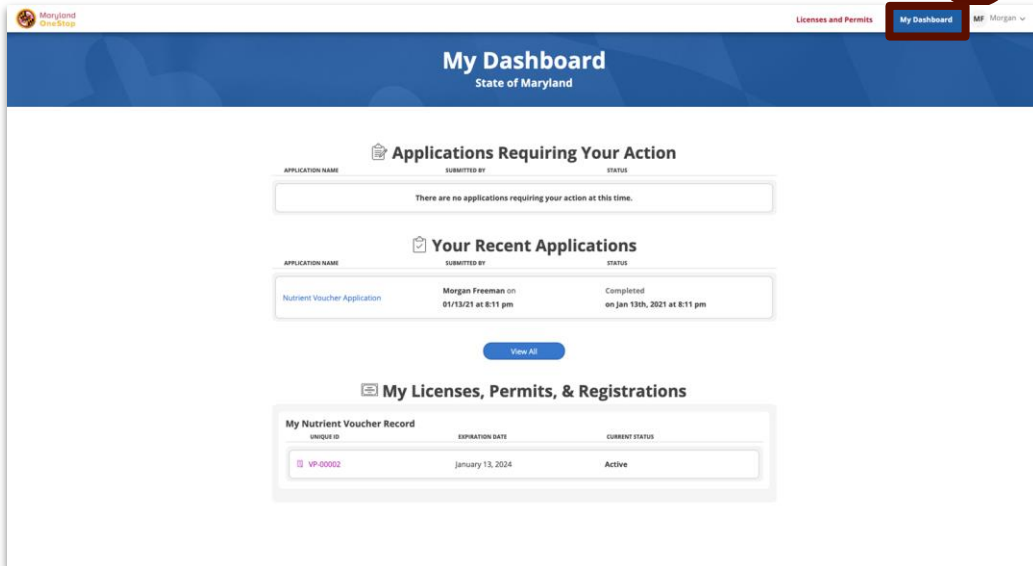**Browse by State Agencies**

Task Steps

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

2. Select *Licenses and Permits* tab

3. Locate *State Agencies*

My OneStop Dashboard

3

This is an example image of a dashboard

Task Steps

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

2. Login

3. Select My Dashboard tab

Applications Requiring your Actions

Applications Requiring Your Action
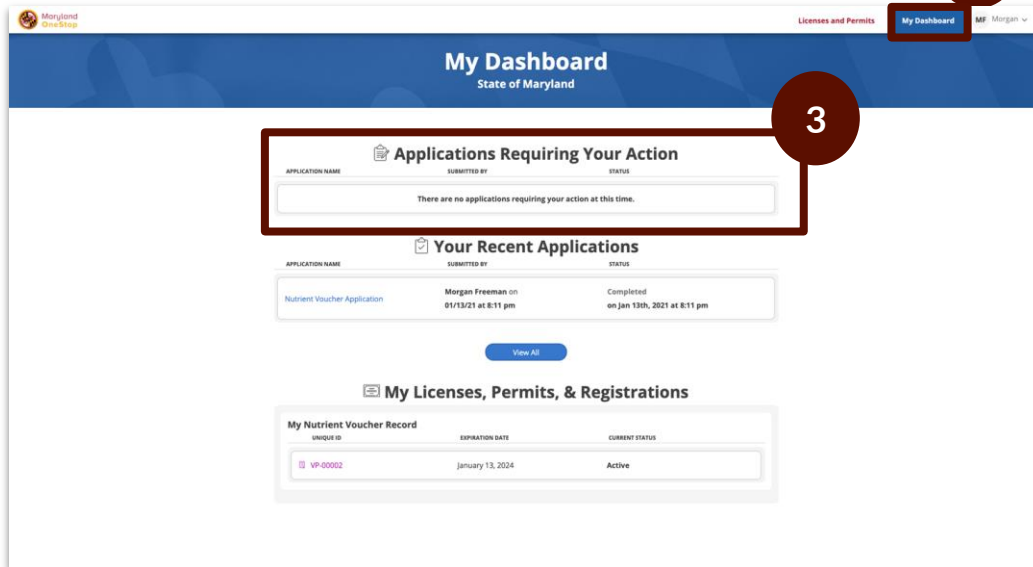
This is an example image of a dashboard

Task Steps

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

2. Select *My Dashboard* tab

3. Locate *Applications Requiring Your Action*

   a. View application statuses

   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

- Submit 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/
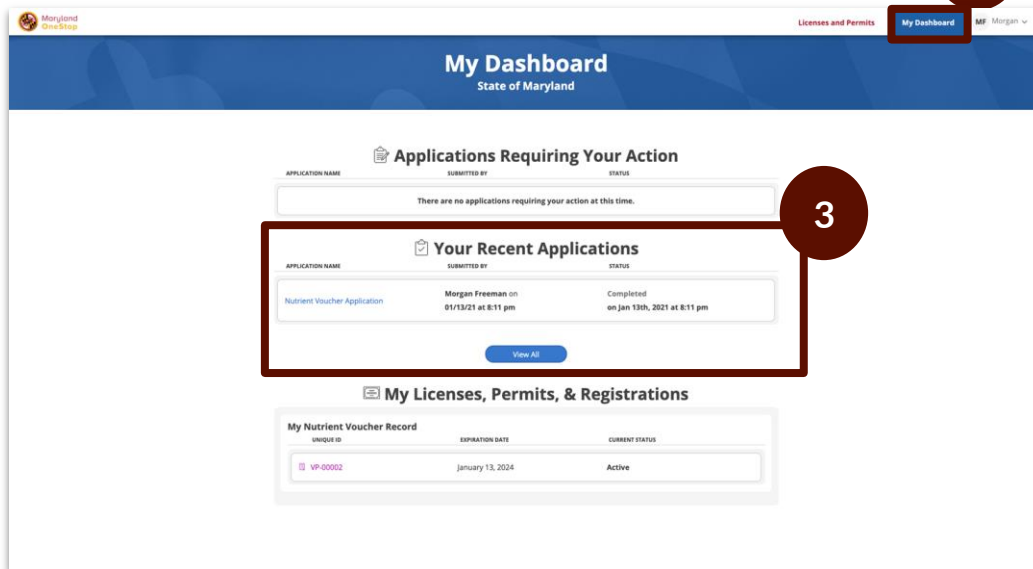
2. Select *My Dashboard* tab

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

- Submit the application again

Your Licenses, Permits and Registrations
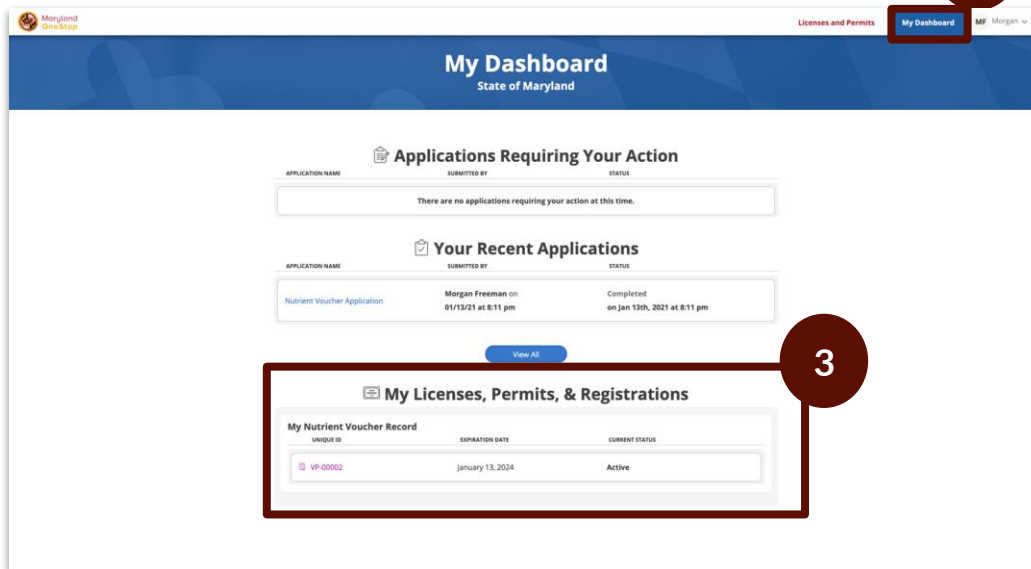
2

3

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

Your Account Settings Page
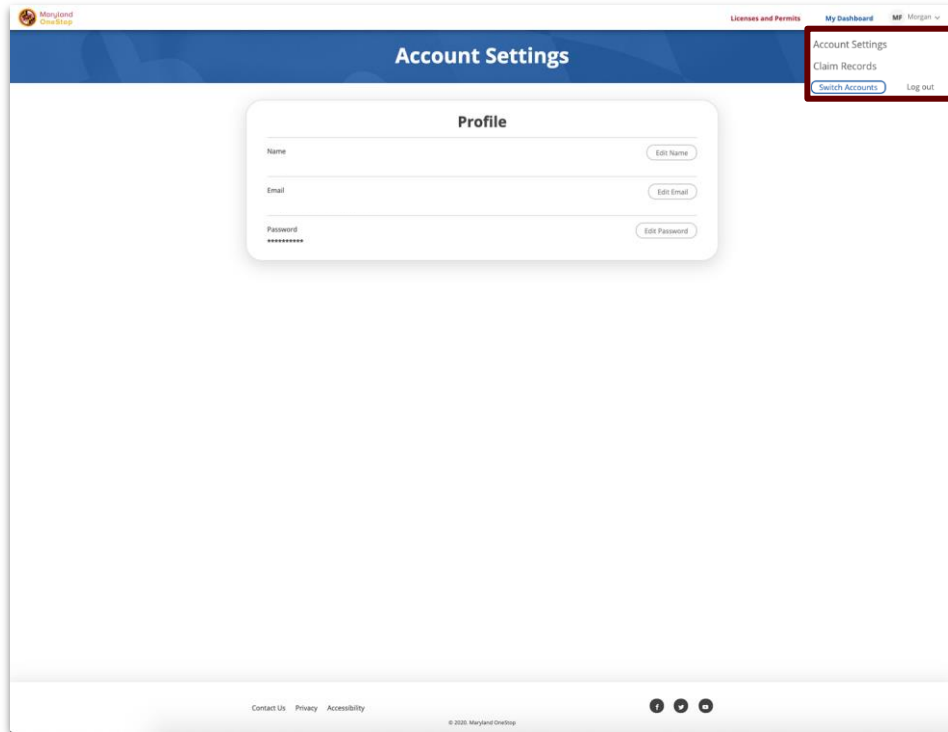
Task Steps

1. Locate to the main menu navigation in the top right hand corner

2. Select account settings

3. Edit Options

   a. Name

   b. Email

   c. Password

Navigating to Maryland Specialty Crop Block Grant Application
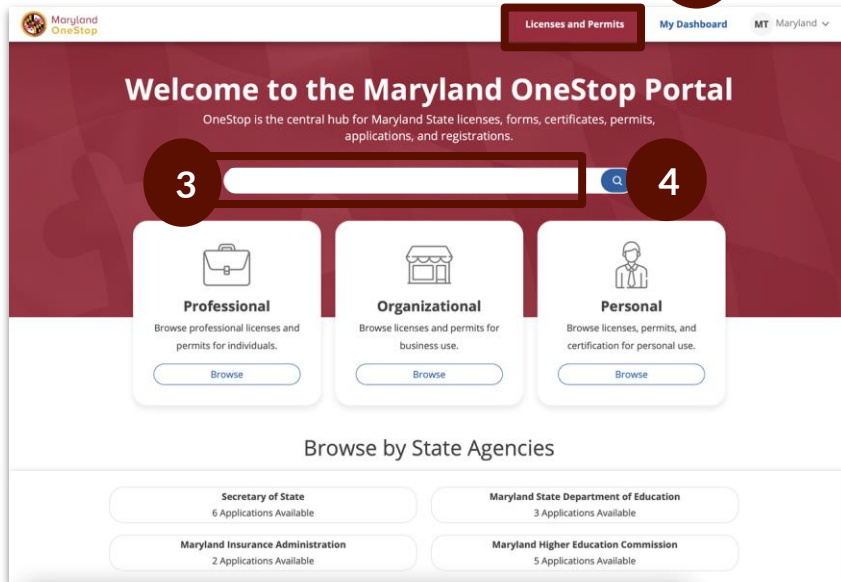
Search Results for Maryland Specialty Crop Block Grant Application

Task Steps

1. Go to https://onestop.md.gov/
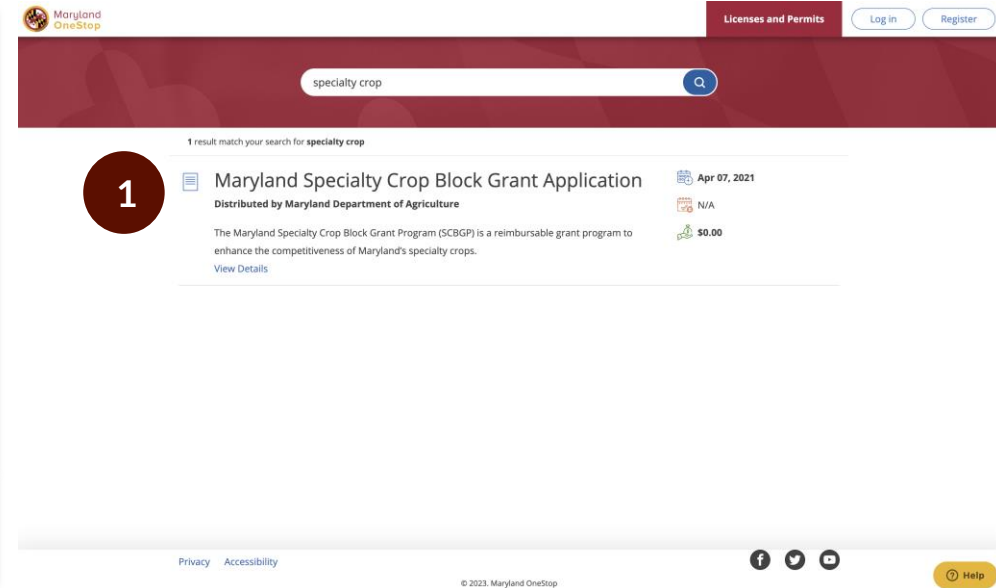
2. Locate the Licenses and Permits tab

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

**Maryland Specialty Crop Block Grant Application
 Public Profile**

Application Instructions

Task Steps

1. Read the application's public profile

2. Select 'Apply Online' button

Maryland Specialty Crop Block Grant Application

Task Steps

1. The application has a total of **6** 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.

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 Submission Confirmation
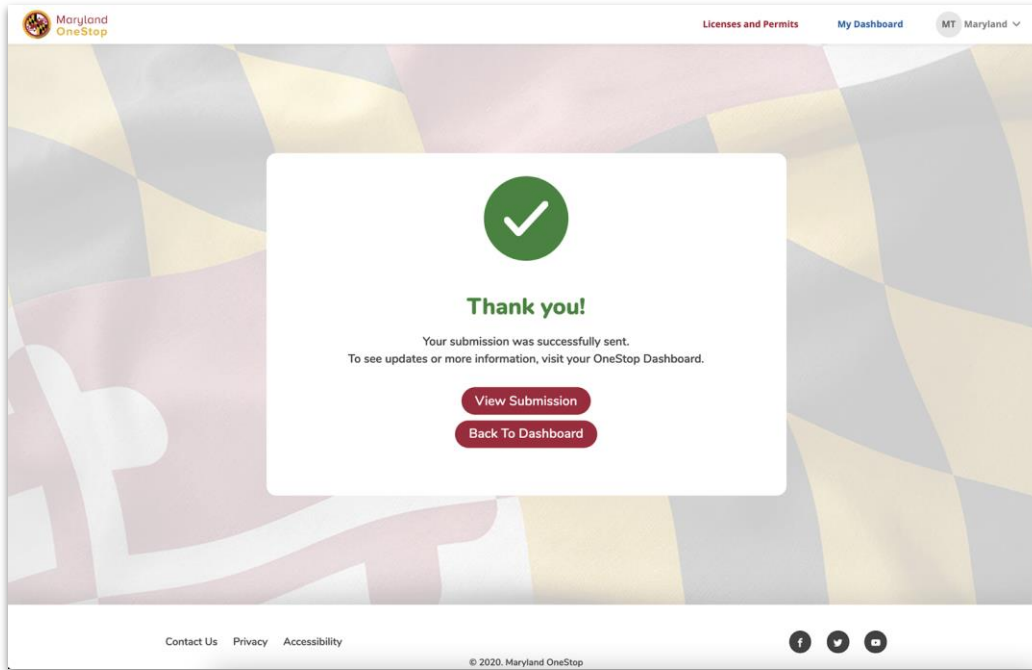
Task Steps

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

Print or Save Submission

Pop-up Window
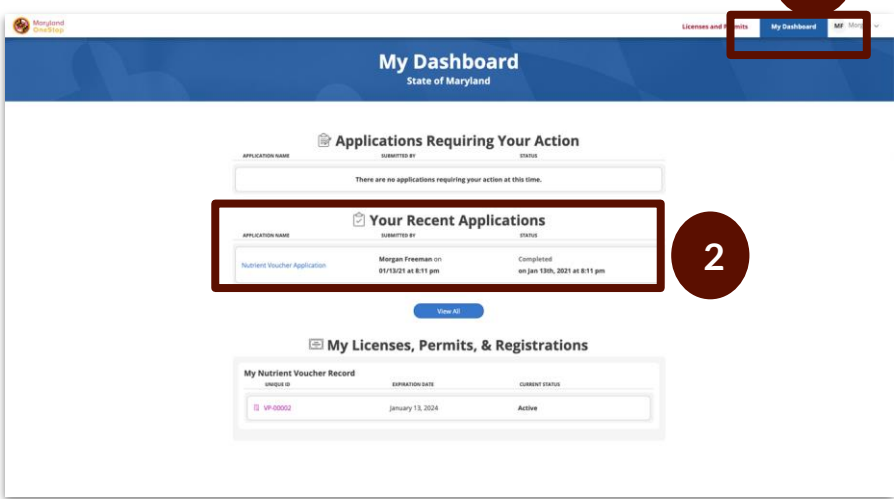
Task Steps

1. Select *My Dashboard* tab

2. Locate *Your Recent Applications*

3. Click the Application Name to view the form submission
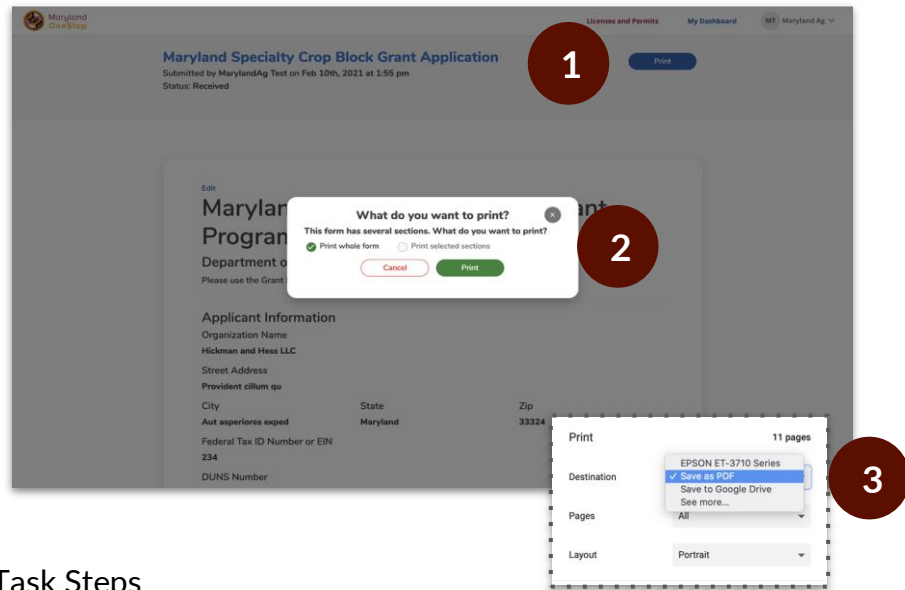
Task Steps

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

⌂

SCBGP Grantee Record & Unique ID

☐ My Licenses, Permits, & Registrations

SCBGP Grantee Record

UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
☐ 201501-11 ③	September 16, 2021	Active

This is an example image of My Licenses, Permits and Registrations

Specialty Crop Block Grant Subrecipient Detail View

Specialty Crop Block Grant Sub-Recipient

Home > My Dashboard > Specialty Crop Block Grant Sub-Recipient

Grant Record for Jane Doe of Dunlap Burks Inc
MDA Grant Number: 201501-11
USDA Grant Number: AM19010XXXXG020

Grant Record | Invoices | Reports | Grant Application | Record History

Grant Record

Organization Name
Dunlap Burks Inc

Project Title
Nihil quo soluta ver

Grant Start Date   Grant End Date
Pending   **Sep 16th, 2021**

Amount Awarded   Amount Paid to Date   Amount Remaining
$50,000.00   **0**   **$50000**

Contact Information

Program Point of Contact   Email   Phone
Jescie Black   pijeb@mailinator.com   +1 (231) 464-7346

Financial Point of Contact   Email   Phone
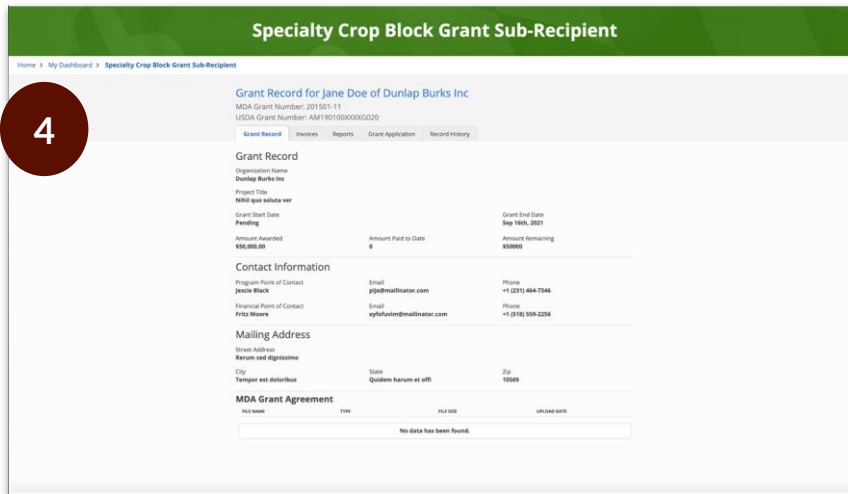**Fritz Moore**   xyfofuvim@mailinator.com +1 (518) 559-3256

Mailing Address

Street Address
Rerum sed dignissimo

City   State   Zip
Tempor est doloribus   **Quidem harum at offi** **10569**

MDA Grant Agreement

FILE NAME   TYPE   FILE SIZE   UPLOAD DATE

No data has been found.

This is an example image of a grant Detail View

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

4. **SCBGP Grantee Record** Record Detail View

Important Tip

If you need to change the account holder's name in OneStop, please contact Karen Fedor at karen.fedor@maryland.gov