Retail registration guide for Rainforest Alliance 2020 Certification Program

How to create your RACP (Rainforest Alliance Certification Platform) account*

1 Submit your registration request

- **Register your account** by starting on the RACP login page

- Click on 'Retailer' and choose that you want to get certified

- Provide basic organizational details

- Specify crops you will work with (in the near future). Define basic retail activities for crops as 'other' (unless you perform other activities)

- Accept the Terms & Conditions and submit your participation

- If approved, you receive an activation e-mail. This will take a couple of days

- If not approved, your request is rejected/pending. You are informed about the reason

2 Provide location/site information

- Follow the link in the activation mail. Create a password on the RACP dashboard

- Answer NO to 'do you want to certify farms'?

- If registering 1 site (location), this is your central management location. Add additional sites when you register for a multi-site certificate

- Add information on your site. Define crops you work with and select 'retail/brand owner' as activity for your site(s)

- Define input/output products. These are RA certified finished products and fresh fruits and are the same for retail. Include traceability levels

- Submit site information and push the button 'Continue'

3 Confirm scope, view requirements and verification

- Push the button **Confirm your scope and view requirements**

- Download the mandatory requirements for each site via the drop-down menu 'All entities'.

- Open the tab 'Certification Overview' -> click edit (your site) -> push the green button '**Calculate your verification level(s)**'

- Make sure all information is correct before you 'start verification'

- Once the Rainforest Alliance has reviewed your site(s), you will receive your verification level and next steps

4 Sign a legal agreement

- Open the tab > 'Legal' → push the button. **'request your legal agreement'.** If applicable, add the legal hierarchy by adding organizations

- Please note the Rainforest Alliance uses the DocuSign signature process. If not allowed in your country, please print, manually sign and upload the legal agreement

- Once signed, submit the legal agreement by pushing the button 'Send to the Rainforest Alliance'.

- The Rainforest Alliance will review your submission. This will take a couple of days

- You can see your legal agreement status at any time in the Legal Agreement status overview

* For further guidance look on the 'How to page' on our website or at the retailer certification decision tree

Updates to your organization that impact your certification scope? Follow steps 2-3.

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