

# SFI® Inc. Online Database: User Administration

## Who Should Use This Manual

- Any representatives of organizations certified to the SFI Forest Management standard, SFI Fiber Sourcing standard, and/or SFI Chain of Custody Standard.
- Any representatives of organizations certified to PEFC Chain of Custody in the US.

## What this Manual Covers

- Setting up a Company User Account (Subscription Process)-p1
- Updating Company Details-p4
- Adding Company Users-p5

## Before You Start

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## Setting up a User Account (Subscription Process)

URL: [www.sfiprogram.org/sfidatabase/](http://www.sfiprogram.org/sfidatabase/)

The Subscription Process outlined in this section is a one-time process to set up a username and password for a certification body representative. Representatives that have completed the process have the ability to set up additional company usernames and passwords.

**Step 1:** Select the bottom left tab to initiate the log in process



The screenshot shows the SFI Database website interface. At the top, there are two navigation links: "Go to SFI Home Page" and "Search SFI Database". Below this is a vertical list of search options, each with a magnifying glass icon and a green button:

- Search SFI Certified Forests
- Search SFI and PEFC CoC Certificates
- Search SFI Certified Sourcing Certificates
- Search Wood Building Products
- Search Paper, Print & Packaging Products
- Log In To Submit or Update Information (This button is circled in red in the original image)

To the right of these options is a large heading: "Welcome to the SFI Database!". Below this heading is a paragraph of introductory text, followed by a paragraph explaining the database's purpose, and another paragraph explaining how to find products. At the bottom of this section, it says: "More information about the SFI program, its on-product labels and its standard can be found on the [SFI Inc. website](#). Questions about this product database can be directed to [Rachel Dierolf](#), SFI Manager of Statistics and Labeling."

On the right side of the page, there are two search forms:

**Search for SFI Label User**  
 SFI-   
 Enter 5 digit ID Number from label

**Search for Certificate Holder**  
  
 Enter certificate number

**Step 2:** Select the Request Subscription Code link to set up your username and password the first time you visit the system.

Access the login page directly: [www.sfiprogram.org/sfidatabase/login/](http://www.sfiprogram.org/sfidatabase/login/)

Go to SFI Home Page    Search SFI Database

Username:

Password:

**LOGIN**

Enter Subscription Code

[Request Subscription Code...](#)

This section of the SFI Certification Database should be used for the following actions:

- Submitting SFI and PEFC US logo use approvals by SFI and PEFC US certificate holders
- Updating SFI certified product information
- Entering annual progress report data by SFI Program Participants and SIC representatives
- Submitting certificate details by Certification Bodies

If you do not have a Username and Password for the SFI Certification Database, please request a subscription code and SFI will contact you within 24 hours of your email.

Please contact [Rachel Dierolf](#) at SFI if you have any questions.

**Step 3:** Complete Subscription Code Request:

- Ensure 'User Type' is 'Company User';
- Select your company from the Organization dropdown menu;
- Enter your email address;
- Enter your first and last name;
- Click 'Send' to submit your request.

Go to SFI Home Page    Search SFI Database    **Login**

**Request Subscription Code**

\* indicates required fields

User Type:\*     Company User     Certification Body User     SIC User

Select Organization:\*    -

To:\*    rachel.dierolf@sfiprogram.org

CC:   

Email address:\*   

Subject:\*    Request Subscription Code

First Name \*   

Last Name \*   

**Send**    **Back**

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**Step 6:** Copy and paste your unique subscription code into the field below and log in.



Enter Subscription Code

Subscription Code:

**Step 7:** Create your own username and password for the system and Save.

Hello, you are temporarily logged in with a Subscription Code.

[Logout](#)

[Go to SFI Home Page](#) [Search SFI Database](#) [Admin](#)

## User Management

Create Company User -- Organization Name: testcompany

\* indicates required fields

User Name \*

Email \*

First Name \*

Last Name \*

Password \*

Confirm Password \*

Now you can access the system directly ([www.sfiprogram.org/sfidatabase/login/](http://www.sfiprogram.org/sfidatabase/login/)) with your personal Username and Password to submit label approvals, change your company contact information, and add product details.

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## Entering and Updating Company Details

The database allows company representatives with a username and password to update any necessary company details (see image below).

**Step 1:** Select 'Organization' from the top menu bar and then 'Organization Data Entry' to access the form. Click the 'Edit' button at the bottom of the form.

**Step 2:** Click the 'Save' button when the information has been updated.

Go to SFI Home Page   Search SFI Database   Organization   Progress Report Data   Admin   **Return to Submit Data**

### Organization Details

Organization Name

**Organization Contact Information**   Wood Building Products   Paper, Print & Packaging Products   Certificate Information

\* indicates required fields

Name \*

Address 1 \*

Address 2

Country \*

State/Province \*

City \*

Postal/Zip Code

Telephone

Email

URL

Company SFI Label ID Number SFI-

Organization Type \*  > >> < <<

Organization Contact

Notes

**Edit**

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## Company User Administration

Company Users with access to the system can create additional company users.

**Step 1:** Select 'User Management' under the 'Admin' tab in the top bar to get the screen shown below.

**Step 2:** Click the 'Create Company User' button.

Go to SFI Home Page Search SFI Database Organization Progress Report Data **Admin** Return to Submit Data

### User Management

Company User

Organization: [Dropdown]

**Create Company User**

	Username	First Name	Last Name	Email Address	User Role	Organization Name
<a href="#">Edit</a>	YDierolf	Yann	Dierolf	rachel.dierolf@sfiprogram.org	Company User	

**Step 3:** Complete the form and Save the information.

Go to SFI Home Page Search SFI Database Organization Progress Report Data Admin Return to Submit Data

### User Management

#### Create Company User -- Organization Name: Ace Graphics

\* Indicates required fields

User Name \* [Text Box]

Email \* [Text Box]

First Name \* [Text Box]

Last Name \* [Text Box]

Password \* [Text Box]

Confirm Password \* [Text Box]

**Save** Cancel

**Additional company users can now log in to the system.**

### Contact SFI

Sustainable Forestry Initiative Inc.  
900 17th Street, NW, Suite 700  
Washington, DC 20006  
Phone: 202-596-3450

Online Reporting:  
[www.sfiprogram.org/sfidatabase/login/](http://www.sfiprogram.org/sfidatabase/login/)  
More info: [www.sfiprogram.org](http://www.sfiprogram.org)

### Office of Label Use & Licensing Staff

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### References

[SFI Requirements: Section 2— SFI 2010-2014 Standard](#)  
[SFI Requirements: Section 3 - SFI Chain-of-Custody Standard](#)  
[SFI Requirements: Sections 4 – Rules for Use of On-Product Labels](#)  
[SFI Requirements: Sections 5 – Rules for Use of Off-Product Marks](#)  
[SFI Label ID Numbers](#)