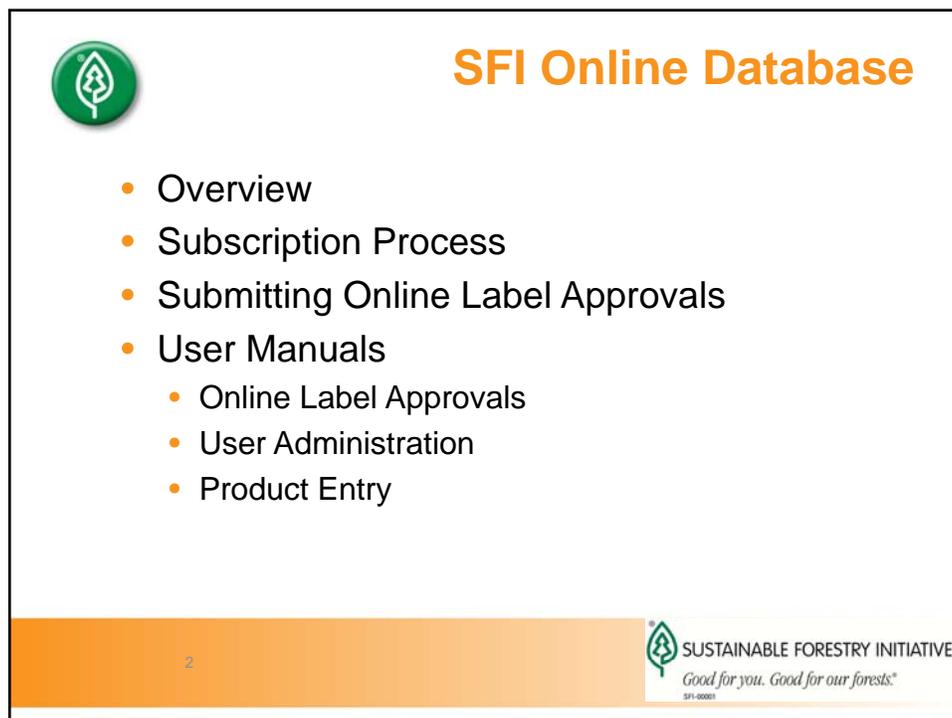




  
  
  
**SFI Database:  
Online Label  
Approvals**  
  


May 20, 2011

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**SFI Online Database**

- Overview
- Subscription Process
- Submitting Online Label Approvals
- User Manuals
  - Online Label Approvals
  - User Administration
  - Product Entry

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## Current versus New System

Current System	Online System (June 1 <sup>st</sup> )
Email to SFI Office of Label Use & Licensing staff with file and product details	Select and enter relevant details and upload label use file for approval
24 hours or less turnaround	24 hours or less turnaround
SFI staff support & availability	SFI staff support & availability

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## Advantages of the New System

- Central storage location for all label approvals (uploaded files and details)
- Secure system
- Decreased email traffic
  - All relevant details required for label approval requests, i.e. no missing information

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**Request Subscription Code**  
**URL: [www.sfiprogram.org/sfidatabase/login](http://www.sfiprogram.org/sfidatabase/login)**

- One time setup
- Request Subscription code
- Ensure 'Company User' is selected
- Enter information

**Request Subscription Code**

\* indicates required fields

User Type:  Company User  Certification Body User  SIC User

Select Organization: \*

To: \*

CC:

Email address: \*

Subject: \*

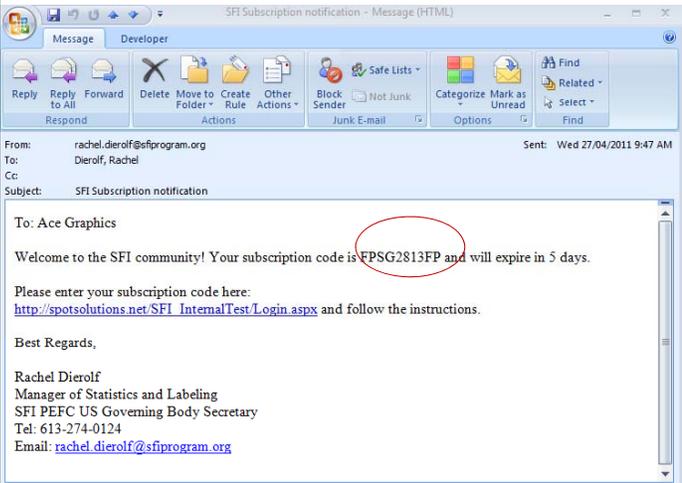
First Name \*

Last Name \*

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## Email with Subscription Code



The screenshot shows an email titled "SFI Subscription notification" from Rachel Dierolf. The body of the email says: "Welcome to the SFI community! Your subscription code is **FPSG2813FP** and will expire in 5 days." The code "FPSG2813FP" is circled in red. Below this, it says "Please enter your subscription code here: [http://spotsolutions.net/SFI\\_InternalTest/Login.aspx](http://spotsolutions.net/SFI_InternalTest/Login.aspx) and follow the instructions." The email is signed by Rachel Dierolf, Manager of Statistics and Labeling, SFI PEFC US Governing Body Secretary.

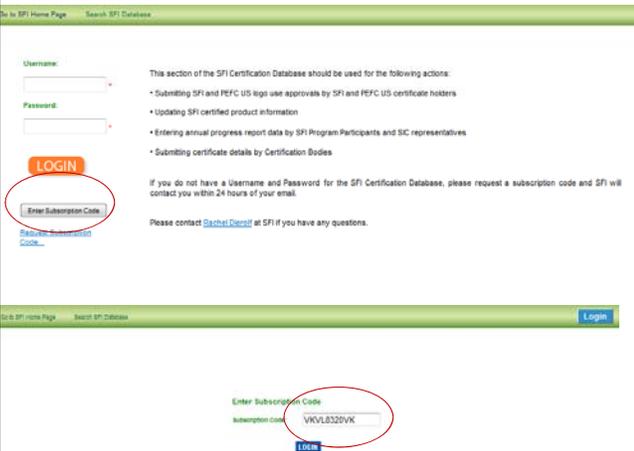
- Email from SFI with your unique code
- Click the link in the email from SFI



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## Use Subscription Code



The screenshot shows the SFI Certification Database login page. It has fields for Username and Password, and a LOGIN button. Below these is a button labeled "Enter Subscription Code" which is circled in red. Below that is a text input field for the subscription code, containing "WVLE22VVK", which is also circled in red. There is a "Login" button below the code field.

- Enter Subscription Code
- Copy and Paste Code from Email
- Login



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## Set up Username & Password

Hello, you are temporarily logged in with a Subscription Code. [Logout](#)

[Home Page](#)   [Search SFI Database](#)   [Admin](#)   [Return to Submitt Data](#)

**User Management**

Create Company User - Organization Name: testcompany

\* Indicates required fields

User Name \*

Email \*

First Name \*

Last Name \*

Password \*

Confirm Password \*

- Enter information you would be associated with the account
- Specify your username & password
- One-time account setup now complete

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## SUBMITTING LABEL APPROVALS



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## Logging in

**URL:** [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.

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## Requesting Label Approval

first steps for both on and off-product requests

Go to SFI Home Page   Search SFI Database   Organization   Progress Report Data   Admin   [Return to Submit Data](#)

### SFI Company Users

Welcome to the Internal SFI Certification Database. Select one of the options below to enter or revise information in the SFI database.

- [Submit Request for SFI Logo Use](#)
- [Submit SFI Certified Product Information](#)

To request assistance or if you have any questions, please [email](#) us.

Go to SFI Home Page   Search SFI Database   Organization   Progress Report Data   Admin   [Return to Submit Data](#)

### Logo Approval Requests

**Company:**  
testcompany

**Request Summary**

Sort by FileName

There are currently no logo requests for that company.

[Add New Request](#)

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## Requesting Off-Product Label Approval

- Image proof of label use (pdf, jpg, gif and tiff. File size limit is 10 MB);
- General description of product;
- Main Audience;
- Enter any email addresses of people that should receive any correspondence on the logo approval request;
- Submit your request.

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## Requesting Off-Product Label Approval

Home | Home Page | Search | Database | Organization | Progress Report Data | [Return to Submit Data](#)

### Request Logo Approval

Upload artwork image. Upload proof of label use. Accepted file formats: pdf, jpg, gif and tiff. File size limit: 10 MB. [Browse...](#) [Upload](#)

Please be patient. Your file may take a few moments to upload.

**GENERAL DETAILS**

Product Description \* (e.g. pamphlet, book, lumber, website approval, etc)

Main Audience \*

United States  
 Canada  
 North America  
 UK  
 Europe  
 Asia  
 Other

Enter your SFI Label ID number:

Enter any email addresses in addition to the email address associated with your log-in account that should receive label approval correspondence (separate addresses with semi-colons):

Applying for:  On Product Label Use  Off Product Label Use

NOTE: If applying for Off Product Label Use, please go directly to 'Save' button at the bottom of this page.

[Clear](#) [Save](#) [Submit](#)

Save your request to edit at a later date  
Submit your final request for approval

Any questions? Please don't hesitate to [contact us](#)

Need to download labels? Visit the [Member's Section on the SFI website](#)

- Approval requests cannot be edited once the Submit button has been clicked.
- Save to come back and submit at a later date.



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## Requesting On-Product Label Approval

- Image proof of label use (pdf, jpg, gif and tiff. File size limit is 10 MB);
- General description of product;
- Main Audience;
- Enter any email addresses of people that should receive any correspondence on the logo approval request;

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## Requesting On-Product Label Approval

- Select the applicable product category;
- Enter the company name of your supplier;
- Enter the certificate number of your supplier;
- Select label type for approval;
  - If SFI Chain of Custody, select physical separation, Volume Credit or Average % label type;
- Paper manufacturer same for the entire job? Tagline, if not?
- Submit request.

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Applying for:  On Product Label Use  Off Product Label Use  
 NOTE: If applying for Off Product Label Use, please go directly to 'Save' button at the bottom of this page.

**ON PRODUCT USE DETAILS**  
 Please select the applicable product category \*

Product Category: Print, Paper & Packaging	Product Category: Wood
<input type="radio"/> Book	<input type="radio"/> Composite Product
<input type="radio"/> Catalog	<input type="radio"/> Construction Product
<input type="radio"/> Brochure/Flyer	<input type="radio"/> Logs
<input type="radio"/> Directory	<input type="radio"/> Lumber
<input type="radio"/> Magazine	<input type="radio"/> Pallets
<input type="radio"/> Retail Insert	<input type="radio"/> Wood Packaging
<input type="radio"/> Office Supplies	<input type="radio"/> Finished Product
<input type="radio"/> Envelopes	<input type="radio"/> Exterior Product
<input type="radio"/> Newsprint	<input type="radio"/> Other
<input type="radio"/> Household & Sanitary Paper	
<input type="radio"/> Paperboard & Packaging	
<input type="radio"/> Labels	
<input type="radio"/> Other	

Your Supplier Information: Paper, Packaging or Wood Manufacturer (i.e. company name) \*

Your Supplier Information: Certificate number of Paper, Packaging or Wood Manufacturer \*

Label Type for Approval:  SFI Chain of Custody  SFI Certified Sourcing  PEFC Chain of Custody  
 If SFI Chain of Custody:  Physical Separation  Promoting Sustainable Forestry (Volume Credit)  X% label (Average %)

Is the paper manufacturer the same for the entire job (e.g. book cover stock is SFI, text stock is not)? \*  Yes  No

If not, what part is using SFI label approved stock (include your tagline under the label clarifying what part is certified)?

Additional Comments to SFI (e.g. Paper Brand Name, specify if second set of details following, blanket approval request, suggestions, etc):

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Save your request to edit at a later date

- Approval requests cannot be edited once the Submit button has been clicked.
- Save to come back and submit at a later date.



## Approval Email

SFI Logo Approval Request - Message (Plain Text)

Message Developer

From: rachel.dierolf@sfi-program.org  
 To: Dierolf, Rachel  
 Cc:  
 Subject: SFI Logo Approval Request  
 Sent: Fri 13/05/2011 7:42 AM

To: Yann Dierolf

Date: 5/13/2011

Your SFI logo use request for 'United Graphics SFI COC.pdf' is approved.

Thanks, Rachel Dierolf



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## Label Approval Summary

**Logo Approval Requests**

Company: testcompany

**Request Summary**

[Sort by FileName](#)

Request ID Details	Submitted Date	Submitted By	Submitted By Email	Status	Approved / Denied Date	FileName
3	May 13, 2011	Rachel Dierolf	rachel.dierolf@sfiprogram.org	Approved	May 13, 2011	<a href="#">Williamson PrintingSFI- COC- Certificate_pd</a>
2	May 02, 2011	Rachel Dierolf	rachel.dierolf@sfiprogram.org	Pending		<a href="#">Guide ENG.pdf</a>
1	May 02, 2011	Rachel Dierolf	rachel.dierolf@sfiprogram.org	Pending		<a href="#">Smith Litho SFI CoC.pdf</a>

[Add New Request](#)



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## Label Approval Summary

**Logo Approval Requests**

Company: testcompany

**Request Summary**

Request ID Details	Submitted Date	Submitted By	Submitted By Email	Status	Approved / Denied Date	FileName
3	May 13, 2011	Rachel Dierolf	rachel.dierolf@sfiprogram.org	Approved	May 13, 2011	<a href="#">Williamson PrintingSFI- COC- Certificate_pd</a>
2	May 02, 2011	Rachel Dierolf	rachel.dierolf@sfiprogram.org	Pending		<a href="#">Guide ENG.pdf</a>
1	May 02, 2011	Rachel Dierolf	rachel.dierolf@sfiprogram.org	Pending		<a href="#">Smith Litho SFI CoC.pdf</a>

[Add New Request](#)

**Upload Artwork Image:** Upload proof of label use. Accepted file formats: pdf, jpg, gif and tiff. File size limit - 10 MB.  
[Browse...](#) [Upload](#)

Please be patient. Your file may take a few moments to upload.  
[Guide ENG.pdf](#) was uploaded into the database.

**GENERAL DETAILS**

**Product Description \*** (e.g. pamphlet, book, lumber, website approval, etc):

**Main Audience \***

United States  
 Canada  
 North America  
 UK  
 Europe  
 Asia  
 Other

Company SFI Label ID Number:

Enter any email addresses in addition to the email address associated with your log-in account that should receive label approval correspondence (separate address with semi-colons):

Applying for: \*  On Product Label Use  Off Product Label Use

NOTE: If applying for Off Product Label Use, please go directly to 'Save' button at the bottom of this page.

[Edit](#)

Any questions? Please don't hesitate to [contact us](#)  
Need to download labels? Visit the [Member's Section](#) on the SFI website

[Add New Request](#)



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MAY 2011

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### SFI® Inc. Online Label Approvals

**Who Should Use This Manual**

- Any representatives of organizations certified to SFI Forest Management, Certified Sourcing and Chain of Custody Certification Standards using on or off-product SFI labels
- Any representatives of organizations certified to PEFC Chain of Custody in the US using the PEFC on or off product labels

**Before You Start**

The SFI program owns all right, title and interest in the foregoing marks and exercises legitimate control over the use of the SFI on-product labels. All SFI on-product labels are registered with both the U.S. Patent and Trademark Office and the Canadian Intellectual Property Office, and each label must be individually accompanied by an IS to indicate that the on-product label is associated with the SFI program. Only SFI certified organizations may use the SFI on-product label.

All projects with the SFI label must be [submitted online](#) to the SFI Office of Label Use and Licensing prior to press. The Office of Label Use and Licensing evaluates and approves applications for use of all SFI label use. Approval for use of any SFI on-product labels will become effective upon authorization issued by the Office of Label Use and Licensing, and remains in effect for one year. SFI label graphics are available to certified companies in the Members' section of the SFI website upon certification. Please contact SFI if you require access to the artwork.

**Refer to Annex I in this document for more details on SFI label use**

**If you have not yet set up your username and password, follow the steps outlined in the SFI® Inc. Online Database Account Setup User Manual.**

[Add New Request](#)

Approved / Denied Date	FileName
May 13, 2011	<a href="#">Williamson PrintingSFI-COC-Certificate_pd</a>
	<a href="#">Guide ENG.pdf</a>
	<a href="#">Smith Litho SFI CoC.pdf</a>

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# USER MANUALS

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## More Admin Features

- Update your company contact details
- View certificate information
- Manage additional company users
- Add/Update Product information (Manufacturers)

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## User Manuals

- User Manuals :
  - Online Label Approvals (includes new label use guide)
  - User Administration
  - Product Data Entry (Wood Building Products and Paper, Print & Packaging Products)
- Available on the SFI Website, Members' Area

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## Any Questions?

### Contact SFI's Office of Label Use & Licensing

Rachel Dierolf  
Manager of Statistics and Labeling  
613-274-0124, [rachel.dierolf@sfiprogram.org](mailto:rachel.dierolf@sfiprogram.org)

Jason Metnick  
Senior Director, Market Access and Product Labeling  
602-374-6539, [jason.metnick@sfiprogram.org](mailto:jason.metnick@sfiprogram.org)

