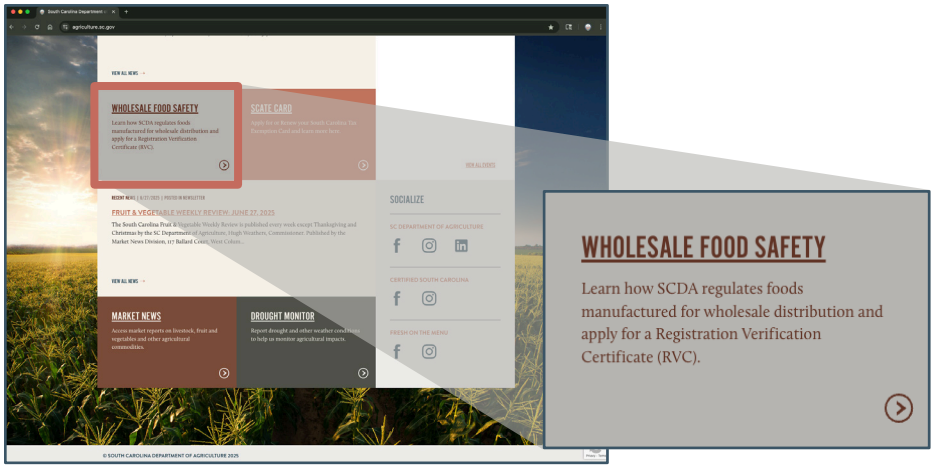
South Carolina
DEPARTMENT OF AGRICULTURE
WHOLESALE FOOD SAFETY DEPARTMENT
123 Ballard Court, West Columbia, SC 29172

Hugh E. Weathers, Commissioner

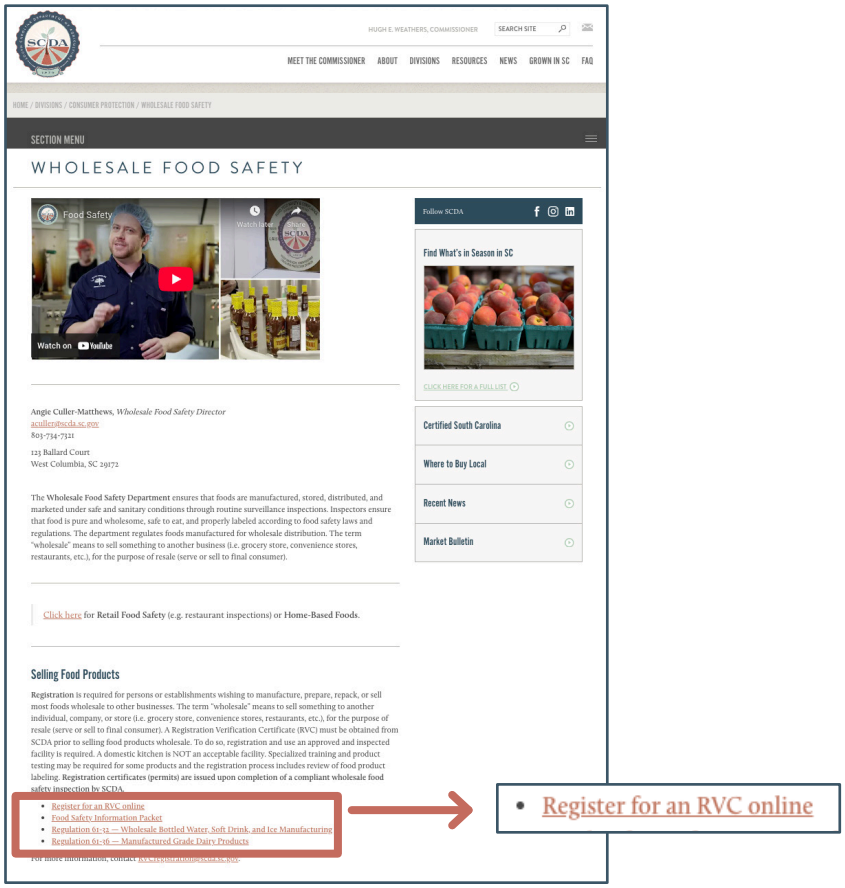
ONLINE REGISTRATION PORTAL GUIDANCE FOR THE REGISTRATION VERIFICATION CERTIFICATE (RVC)

Visit our website at agriculture.sc.gov, then scroll down and click on the gray box that says **Wholesale Food Safety**.



This will take you to our main Wholesale Food Safety page.

Scroll down to the **Selling Food Products** section and click on the **Register for an RVC online** link.



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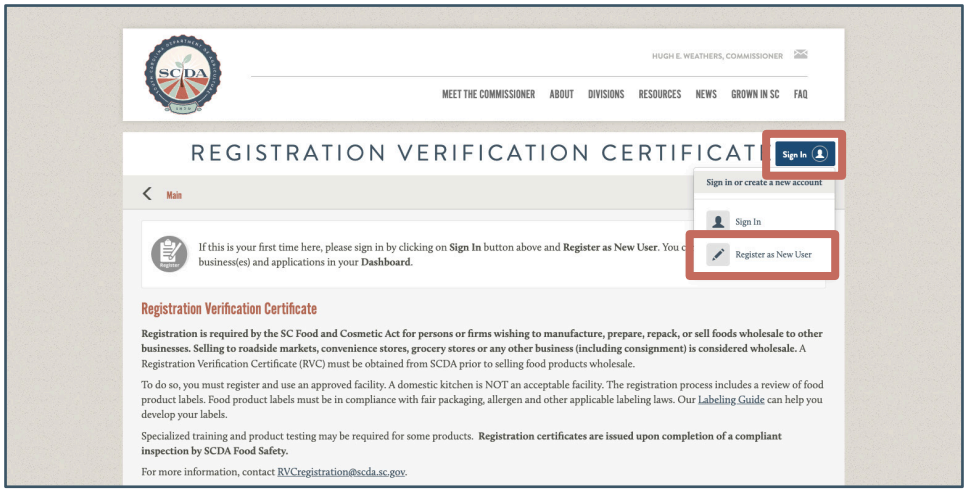
Alternatively, visit the Online Registration Portal (ORP) directly at rvcfoodfacilityregistration.agriculture.sc.gov/Registration/.

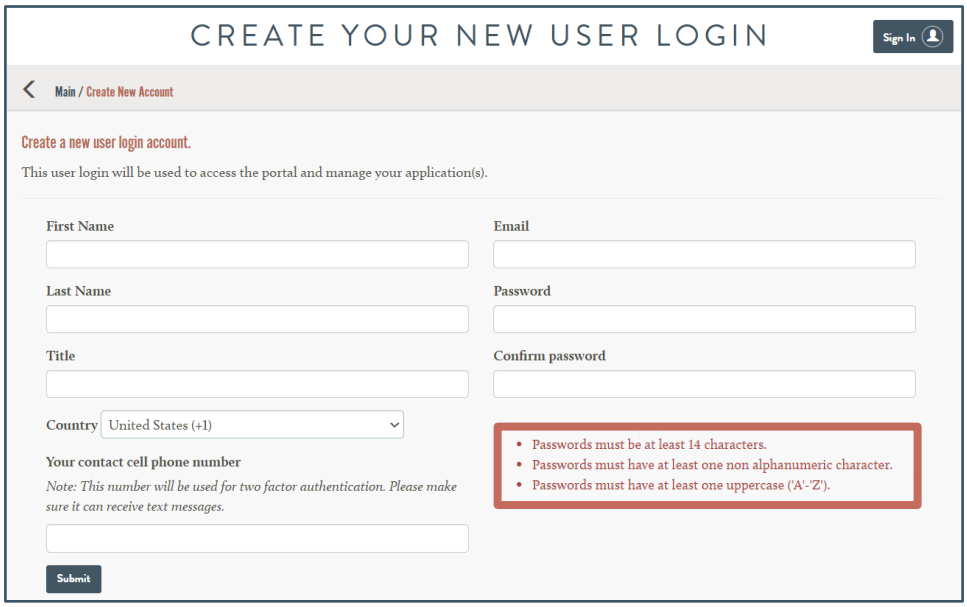
Begin by clicking on **Sign In** button and **Register as New User.**



Create your **New User Login.**

Passwords must contain as least 14 characters; a mixture of letters, numbers and special characters.

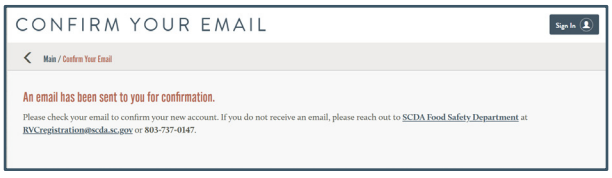
Please make sure that your email address is spelled correctly.

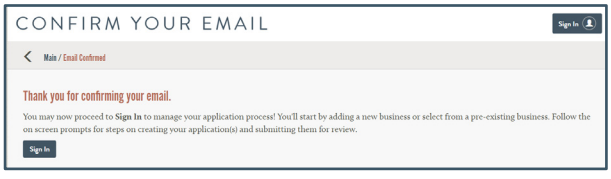


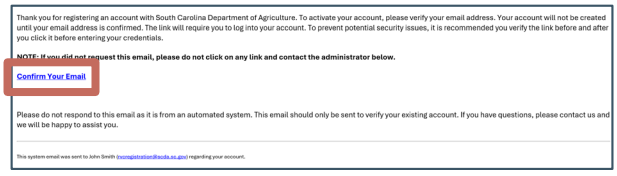
After you create your new user login, you will be sent an auto-generated email.

In that email, click on the **Confirm Your Email** link.

This will bring you back to the login page for the next step.







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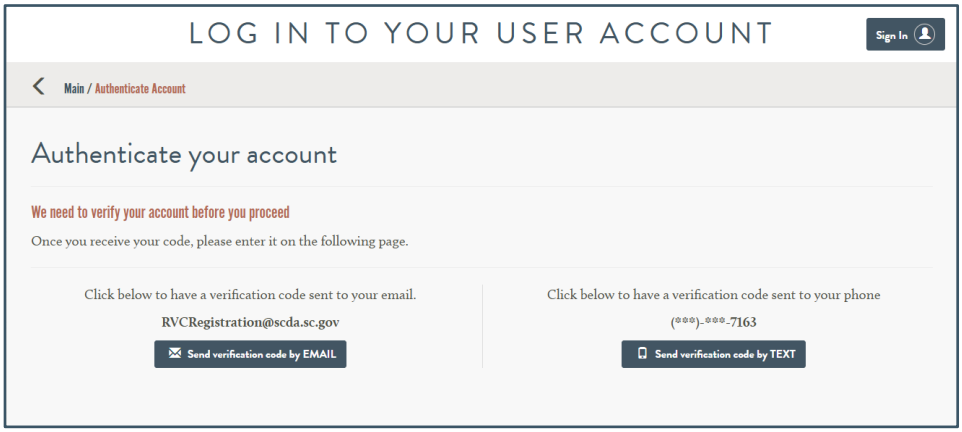
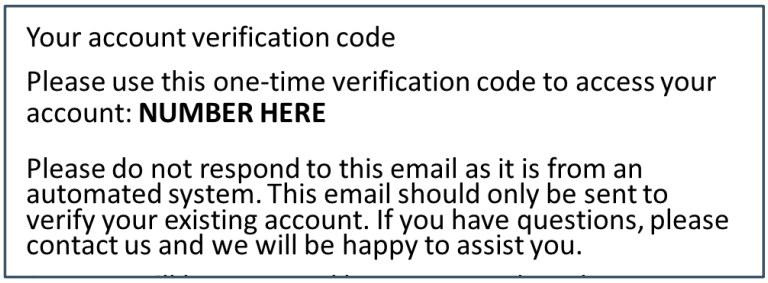
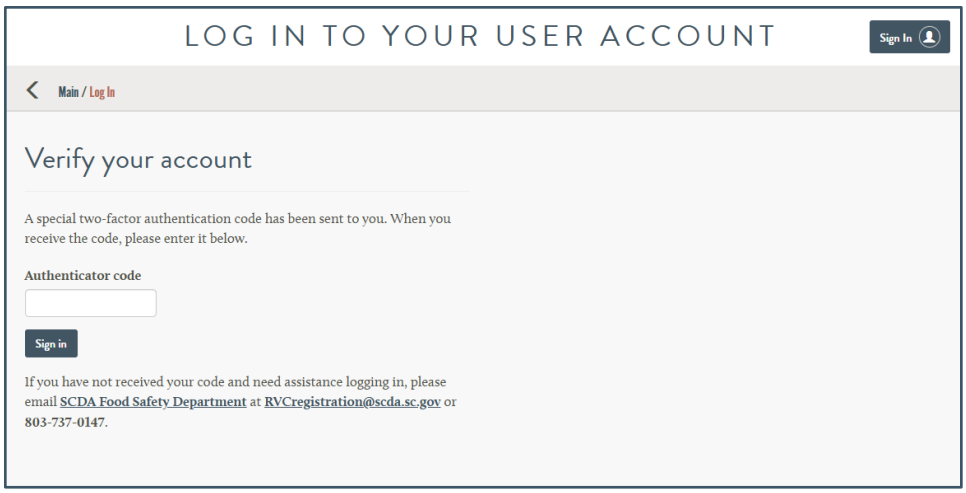


You may now proceed to **Sign In** to manage your application process.

Authenticate Your Account: Choose either email or text to receive the one-time verification code. It's important to complete the authentication process on a single device because switching devices may cause the system to think that the verification is coming from a different location, resulting in a failure.

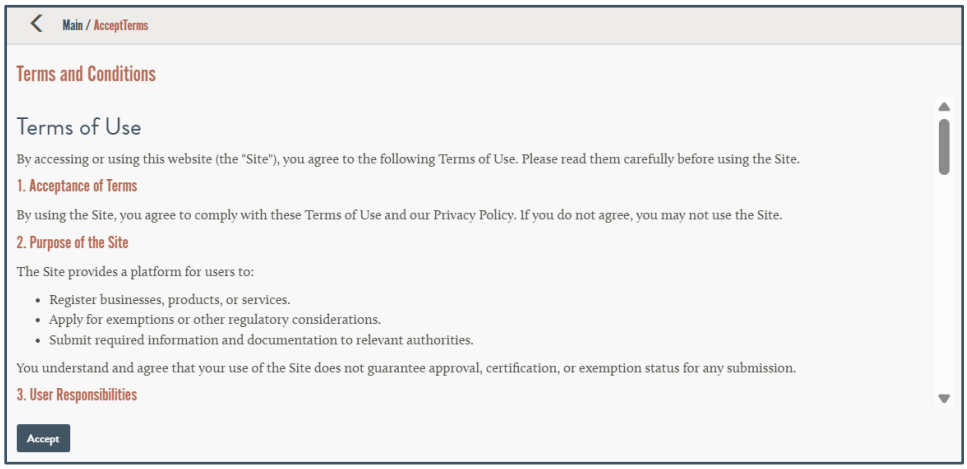




Accept the Terms and Conditions.

You have now successfully created your user account.

This alone does NOT register your business. It only creates your user account needed to access the RVC portal.



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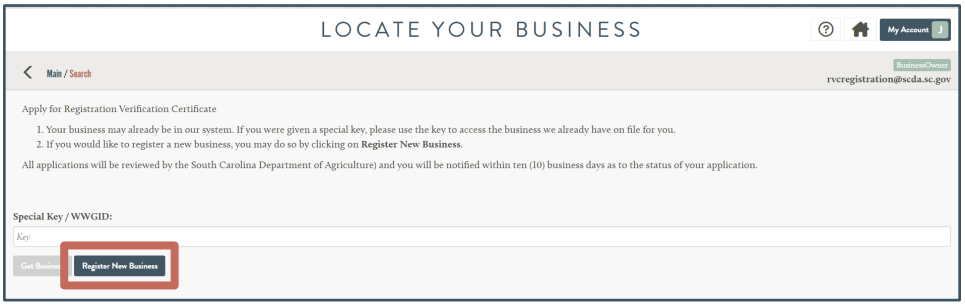
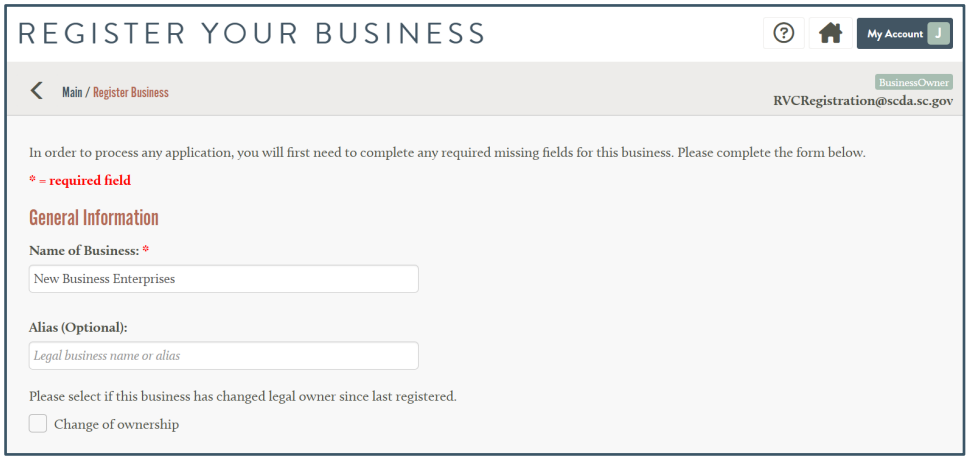
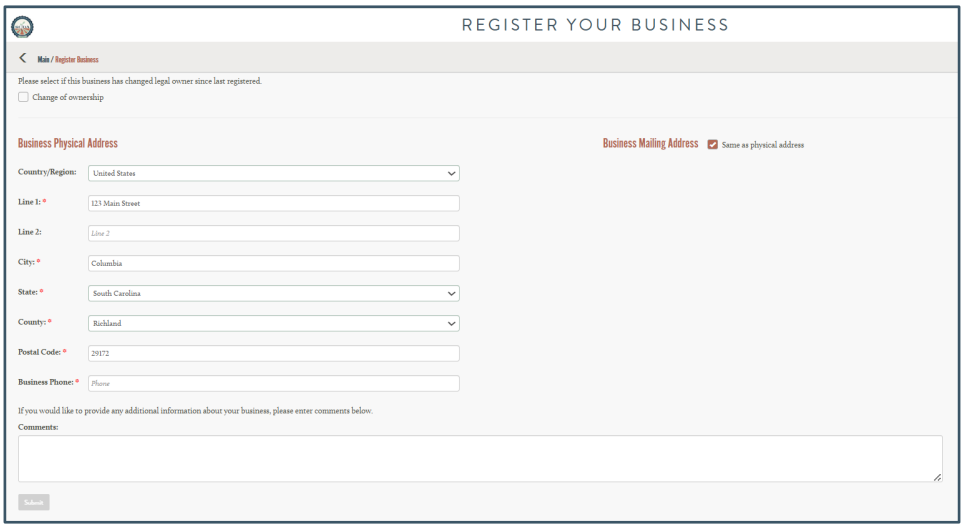
Use the **Register Your Business** page to provide your business demographics.

Note: The **Business Physical Address** is the address of the food processing establishment or warehouse.

The Registration Verification Certificate (RVC) registers your facility.

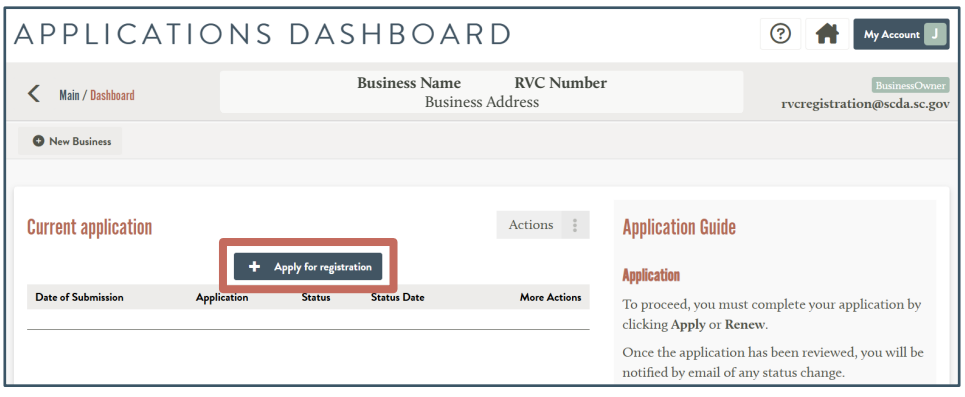






Access the RVC application by clicking on **Apply for registration**, followed by **No, Start Fresh**.

The pre-fill option can be used during the annual RVC renewal.



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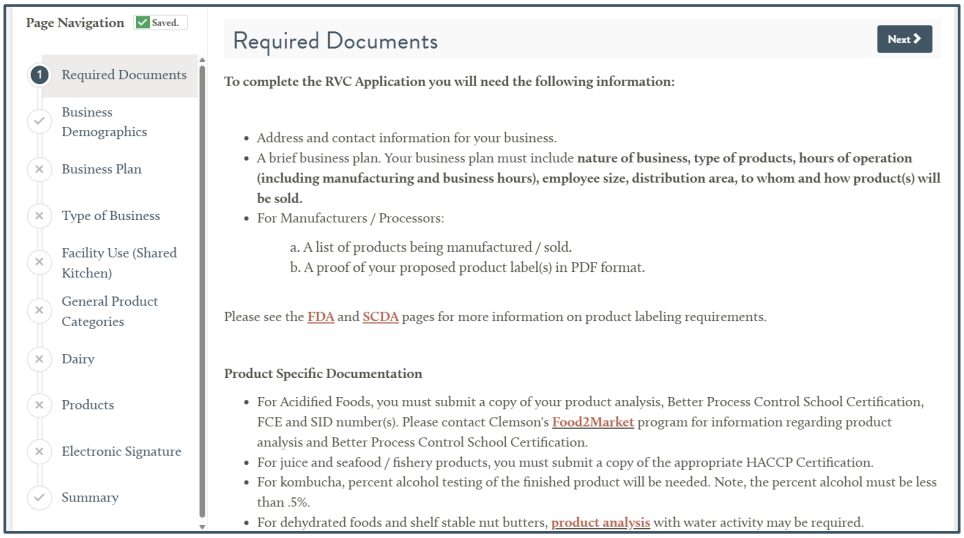
The **Required Documents** page outlines documents needed to complete the RVC application.

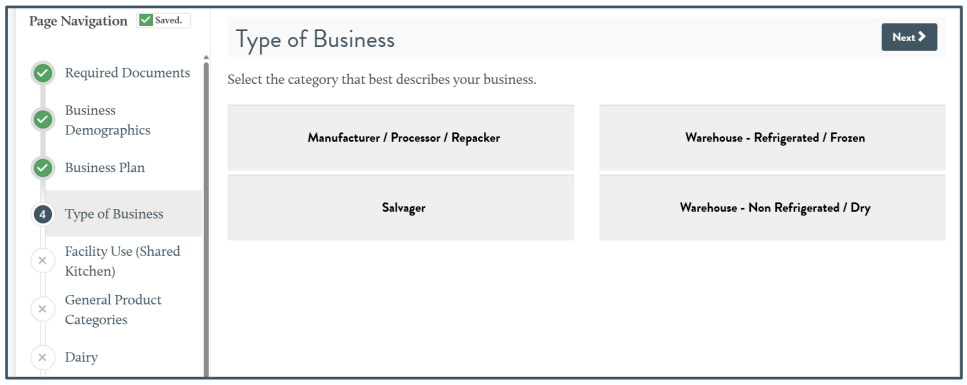
The required supporting documents vary depending on the nature of the product: shelf stable, acidified, seafood, juice, dehydrated etc.



The **Business Plan** captures information about the nature of your business, products, distribution area and hours of operation.

Select the **Type of Business**.

If you are registering a Warehouse, *you will now go to the Electronic Signature tab and submit the application.*



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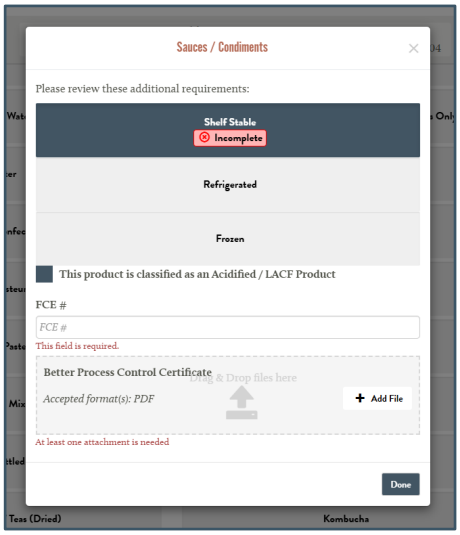
Facility Use (Shared Kitchen)

Firms **operating in a Shared or Commercial kitchen will upload the agreement** with the facility.

General Product Categories

Select the applicable food product(s).

Depending on the nature of the product, you will be prompted to upload supporting documents, such as **HACCP certificates**.



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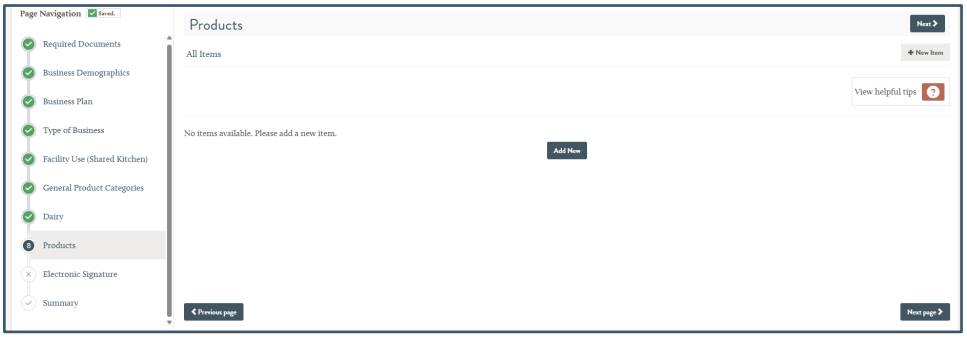
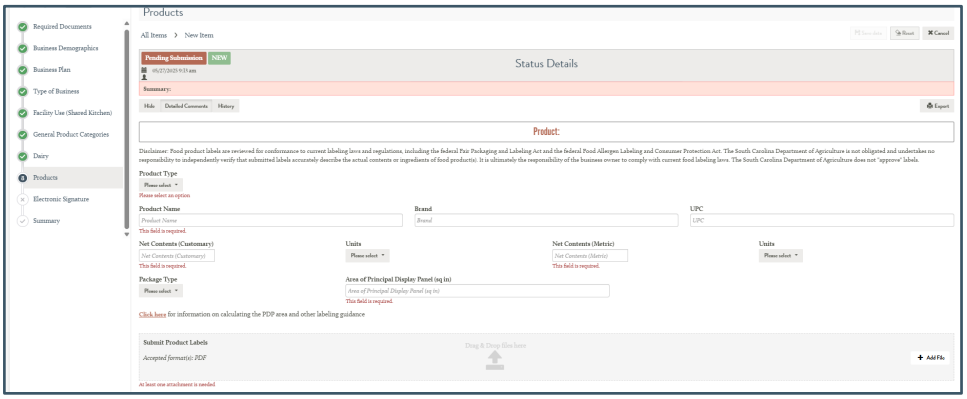
Products

Upload up to 10 proposed product labels in PDF format for the highest risk/volume products.

Depending on the nature of the product, you will be prompted to upload supporting documents, such as **Process Letters or Shared Honey House forms**.

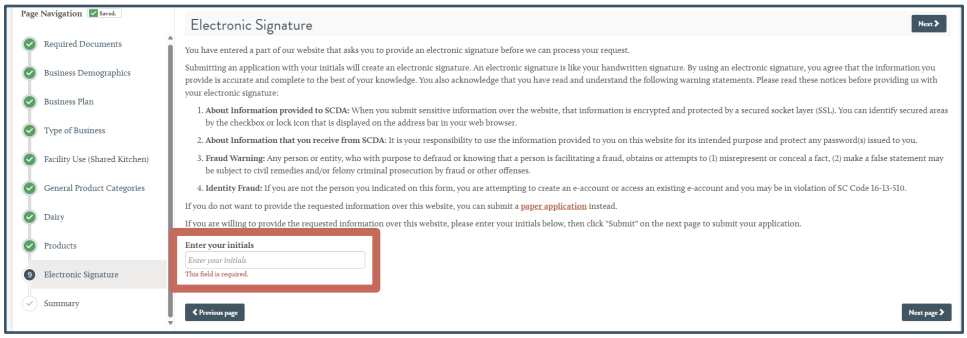
Note: SCDA offers a one-time courtesy label review prior to receiving the application. View the SCDA Labeling Guidance.





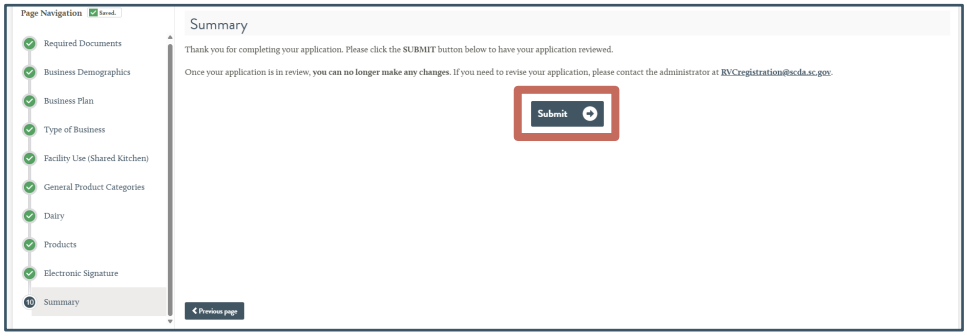
Electronic Signature

Once your application is complete, enter your initials into the field.



Summary

Click the Submit button. You will not be able to make any changes once submitted.



ONLINE REGISTRATION PORTAL FAQS

How long is the application and permitting process?

The RVC application time-frame from the SCDA perspective is that applications are reviewed in the order they are received, and our food safety officers make their schedule a month in advance. Other timeline considerations are dependent on the applicant as it relates to completing the application packet and the label review/ revisions, etc.

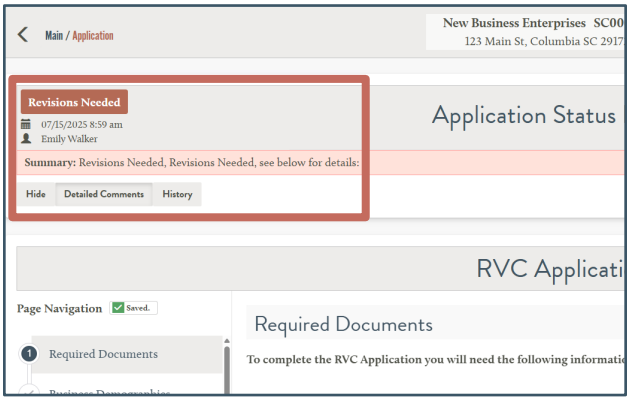
When will the scheduling of the initial inspection occur?

After the application is set to Pending Inspection, the regional food safety officer will contact you to schedule the initial inspection during production.

My application status is Revisions Needed, now what?

View the **Revisions Needed Summary** and **Details** in the upper left-hand corner of the application.

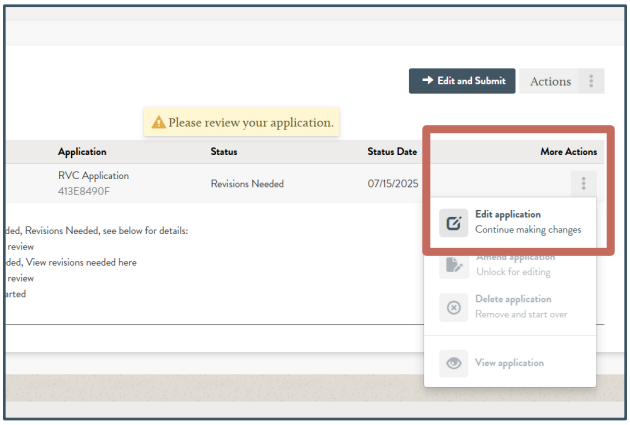
There may also be Label revision notes within the Products tab.



The RVC has been issued and I need to make an update to the application.

Updating information and/ or uploading a new/revised product label after your RVC is issued? Use the **More Actions ellipsis** in the upper right-hand corner to access **Edit Application**.

Note: When the application status is Pending Review or Review In Process, it cannot be edited.



I'm moving to a new facility or opening an additional facility. What do I need to do?

Use the **New Business** tab in the upper left-hand corner of home page to start an RVC application based on the new address.