CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE

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DIVISION OF MEASUREMENT STANDARDS REGISTERED SERVICE AGENCY (RSA) PROGRAM

RSA PORTAL USER GUIDE March 18, 2025

Table OF Contents

RSA Port	rtal User Guide	1
•	Purpose	4
•	Agency Functions	5
•	Login to Online Account	5
•	Change Password	6
•	View Agency Profile	7
•	Update Contact Info	8
•	View/Print Updated Registration	9
•	Upload Standard Certification	9
•	View Associated Agent Information	10
•	Add Agent	11
٠	Delete Agents	12
٠	Add Location	13
٠	View Payment Activity	14
•	Make Payment	14
٠	Contact RSA Program Staff	16
•	Registration Renewal Submission	17
٠	Business Information section	17
•	Location Information Section	17
٠	Change Primary location	18
•	To Delete Location	
•	Agent(s) Information Section	19
•	To Delete Agent	19
•	Types of Device(s) Serviced Section	20
•	Upload Standard Certifications/ Calibration reports	20
•	To Delete Uploaded Files	21
•	Declarations and Proof of Standards Certification/Calibration Section	21
•	Fees and Payment Information Section	22
•	Sign Up as a New Agency	24
•	Agent Functions	28
•	Login to Online Account	28

3 RSA PORTAL USER GUIDE

•	Change Password	. 29
•	View Personal Profile	.31
•	Update Contact Information	.31
•	View/Print Updated License	. 32
•	Add/Delete Associated Agencies	. 32
•	Contact RSA Program Staff	. 33

Purpose

This Registered Service Agency (RSA) User Guide has been developed to provide a walkthrough of the new RSA system for Agencies and Agents.

Below are the detailed functionalities available for Agencies and Agents.

Agency Functions

- Login to Online Account
- Change Password
- View Agency Profile
- Update Contact Information
- View/Print Updated Registration
- Upload Standard Certification
- View Associated Agent Information
- Add/Delete Agents/Locations
- View Payment Activity
- Contact DMS
- Registration Renewal Submission

Agent Functions

- Login to Online Account
- Change Password
- View Personal Profile
- Update Contact Information
- View/Print Updated License
- Add/Delete Associated Agencies
- Contact DMS

Agency Functions

- Login to Online Account
 - Go to: https://rsaportal.cdfa.ca.gov/s/login/
 - Enter Username and Password
 - Click Log in

Note: Password must include numbers, uppercase and lowercase letters, and at least one of these special characters: minimum 15 characters: $!@#$\%^&*0_+={[]\];:',?/\sim><"}$

$\leftarrow \rightarrow$	C	https://cdfa.force.com/rsaportal/s/login/	D AN CO
Print Print	THE REAL	CA DEPT OF FOOD & AGRICULTURE DIVISION OF MEASUREMENT STANDARDS	
· 5ª	4. T	▲ anirudh.reddy@cdfa.ca.goy	
- State	i a		
	1.45	â	
	1.8	Log in	
		Forgot your password?	
1		For Agencies or Agents who need assistance, please contact the RSA Program	
- Ti-		LDOI	

• Upon successful entry of Username and Password, a message appears to enter a verification code that is sent to the registered email address. Enter the verification code into the box and click the blue Verify Me button:



CA DEFT OF FOOD & AGRICULTURE DIVISION OF MEASUREMENT STANDARDS

We received a request to log into The Registered Service Agency Portal and your privacy is important to us.

We ask that you validate your identity by entering the verification code on the portal.

Your verification code is: 198240

This code expires in 1 hour

If you feel you received this message in error, please contact us at rsa@cdfa.ca.gov

CA DERI OF FOOD & AGACONTOLE
DIVISION OF MEASUREMENT STANDARDS
zbagencytest@mailinator.com Log Out
To ensure the security of your account, we need to verify your identity.
We have sent a verification code to the email account you registered on this system.
Please retrieve the email and enter the code in the space below.
If you require assistance, contact RSA@cdfa.ca.gov.
*VerificationCode
Verify Me

• Change Password

On top right, select the User Profile Icon - My Settings to see change password options.

	Series Me Pager	
Division of Measurement Standards: Registered Service Agency Welcome to the new RSA Portal	RS	Home
The Registered Service Agency Program is responsible for registering service agencies and their employees who, for hire or payment of any kind, repair commercial weighing and measuring devices.	POR	My Settings
		Logout

Select Change Password

	Settings
	User Information
	Username cyndi.reimer@cdfa.ca.gov.agency.rsaclone
$\mathbf{\mathbf{C}}$	Password Change Password

 Enter Current Password, New Password, and Verify New Password. Choose 'Save' to save new password or 'Cancel' to proceed without changing your existing password.

Home	Agency Profile 🗸	Main Contact Profile 🗸	Contact RSA Program	RSA Program 💙	<
		Change My Passwo	ord		
You mu * Your p	st adhere to the following passv assword must be at least 15 ch	word rules: arecters long.			
* Your p !@#\$%	assword must include numbers o^&*()_+-={{[]\ ;;',?/`-><"	, uppercase and lowercase letters, an	d at least one of these special cha	racters:	
•	Current Password				
•	New Password				
•	Verify New Password				
				Cancel Save	

- View Agency Profile
- Select Agency Profile \rightarrow View Account

Home	Agency Profile 🗸	Main Contact Profile 🗸	Contact RSA Program	RSA Program
Account				
INTEGRATED PE	TROLEUM SOLUTIONS 123			
Status Legal Entity Active Corporatio	'n			
Account Name INTEGRATED PETROLEUM S	OLUTIONS 123	DBA Name DBA: INTEGRATED PETRO	ii (ii)	Associated Locations(2+)
Account Number 1234567890		DBA Name Expiration Date		Location ID Type Empire state location Oth
Status Active		Parent Account		Address Stati 1 Apple street, Big Apple, , 19989
Legal Entity Corporation				Edit
 Address Information 	1			
Billing Address Hello street 1223 San Jose, CA 95128				Location ID Type testing 2 Oth
United States				Address State test street, NY, NY, 01111 Inac

• Scroll down to see all the details on the right-hand side of the page.

• Update Contact Info

 Select Main Contact Profile → View Contact, to see your Email, Phone, Name, Account Name, Title

Home	Agency Profile 🗸	Main Contact Profile 🗸	Contact RSA Program	RSA Program

• Select the Pencil (highlighted below) to edit details. To change your Email Address, you must change it in two places: The View Contact Section and the My Settings Section.

							۲
	Home	Agency Profile 🗸	Main Contact Profile 🗸	Contact RSA Program	RSA Program		
Contact Anirudh Reddy Emall anirudh.reddy@cdfa.ca.gov							
Details					Dpen Activities (4)		
Anirudh Reddy					Subject	Status	
Email anirudh reddy@cdfa ca goy				-	Please approve Anirudh Re	Pending Approval	¥
Account Name				-	Please approve Madhukar	Pending Approval	T
LOS ANGELES ELECTRIC					Please approve Madhukar	Pending Approval	*
Title					Please approve Madhukar	Pending Approval	¥
Phone							View All

- 1. Change it in the Section above: View Contact
- 2. Additionally, select the User Profile Icon to open the drop-down menu, then navigate to **My Settings** and edit the email address.

	SUREMON OF						
Home		Home	Agency Profile 🗸	Main Contact Profile 🗸	Contact RSA Program	RSA Program	
	Settings						
My Settings						* = Required Information Cancel Save	
	User Information			Email Address			
Logout							

• After changing the email address in these two places, an email will be sent to the original email on file with DMS **AND** the new email address with a link that must be clicked to complete the change request.

• View/Print Updated Registration

 Click on Agency Profile → Print Registration to view and print your Active Registration.



• Upload Standard Certification



 Click on Agency Profile → View Account on the right side of the page, scroll down to find "Files" section at the bottom right of the page.

VERSION 4.0 | RSA Self-Service Portal

Ľ	Files (3	Add Files			
Title		Owner	Last Modifi	Size	
	Tes	Madhukar R	5/23/2022,	5KB	
	UA	Madhukar R	5/17/2022,	4KB	
	UA	Madhukar R	5/17/2022,	4KB	
					View All





- Select "Upload Files" then select a standard certification file from your computer.
- Then Click on "Add".

View Associated Agent Information

Home	Agency Profile 🗸	Main Contact Profile 🗸	Contact RSA Program	RSA Program

 Select Agency Profile → View Account, scroll down, and on the right side, find Agents section, which lists any agents associated with your Agency. Click on View All to see all Agents associated with your agency.

		Agents(1)		Add Agent			
		Contact ID Conta Madhukar Reddy - Agent 3 3421 Status Conta Pending Payment Active	ct License Numb 5 ct Status ?	er View All			
Accounts > INTEGRATED PETROLEUM SOLUTIONS 123 Related Contacts 2 Items • Sorted by Last Name • Updated a minute ago							Add Relationship
Contact Name	\sim	Status	✓ License No	, ,	~	License To Date	\sim
1 Madhukar Reddy - Agent 3		Pending Payment	34215			1/10/2023	
2 Madhukar Agency Reddy Main Ctc							

• Add Agent



- Type Agent Name in Contact, Select the Agent
- Choose Save

Delete Agents



• Click Remove Relationship from the pop-up dialog box to confirm the selection. The page will refresh after the agent is removed.

Remove Account Contact Relationship

Are you sure you want to remove this contact's re	elationship wit	th this account?
	Cancel	Remove Relationship

Add Location

me	Agency Profile 🗸	Main Contact Profile 🗸	Contact RSA Program	RSA Program
				6.1
•	Associated Location	le → View Account and section.	and on the right side	e of the page, i
	Associated Lo	ocations(2)	New)
•	Choose New			
		Create Associated Loca	tion	
	Account Name			
	Address ()		X	
	*Street			-
	*Clty		*State	lo q
	*ZIp Code		*Country	1 1 1
	* County			
	Select an Option		•	
			Cancel	lo na

- Complete the form, including the location address and county.
- Select Verify
- Addresses entered are validated by the United States Postal Service (USPS). If there are misspellings or incorrect numbers, you will be presented with a suggested address. Correctly entered addresses will suggest an address that is in ALL CAPS. Proceed by selecting the radio button for your entered address or the USPS suggested address and click *Use Selected Address*.

Create Associated Location						
O Address entered 1220 N St Sacramento CA 95814	Suggested Address 1220 N ST SACRAMENTO CA 95814					
	Edit Address Use Selected Address					

• View Payment Activity



• Click Agency Profile → View Account, scroll down and on the right side of the page, find Regulatory Transaction Fees to see all payment activities.

FEE-000000007	Total Fee Amount \$675.00	
Status Paid	Paid Amount \$400.00	
Regulatory Transaction Fee Id	Total Fee Amount	
Status Due	Paid Amount S0.00	
Regulatory Transaction Fee Id FEE-000000006	Total Fee Amount \$525.00	
Status Paid	Paid Amount \$25.00	

• Make Payment

Home	Agency Profile 🗸	Main Contact Profile 🗸	Contact RSA Program	RSA Program

 Select Agency Profile → Make Payment to see a list of any transactions that need to be paid. Select associated transaction(s) by clicking individual check boxes or click the check box next to Name to select all, then click Make Payment.

				٩
Home Agenc	y Profile 🔨	Main Contact Profile V Contact RSA Progra	n RSA Program	
Make a Payment for Locations and /or Agen Select the Locations and Agents you need to make a payment for Print	Account Registration	Make Payment		Make Payment
Name	✓ Status	~	Amount	~
New Location - testing 2	Due			\$100.00
New Location - Blank address test	Due			\$100.00
-				Total Amount : \$200.00

• Choose Make Payment again after verifying the transaction value.

NORTH CALEGORIA									۲
		Agency Profile	~	Main Contact Profile 🗸	Contact RSA P	ogram	RSA Program		
Make a Payment for Select the Locations and Agents	Locations a you need to make	a payment for	ts						
								Cancel	Make Payment
Name		~ !	Status		~	Amount			~
New Agent - becca Agent			Pending						\$25.00
								T	Fotal Amount : \$25.00

• Proceed with either electronic check or Credit Card and follow screens to complete payment.

Food and Agriculture	CDFA Paymer					
yment Method						
	* Indicates required field Payment Information					
	Description: Anirudh Reddy Amount Due: \$25					
	Choose method of payment					
	Pay by electronic check * Account Type: Personal					
	Pay by credit card					

 Following successful payment, you will receive an email confirmation, and a success message will appear – select Click to Continue to return to your agency information page.

> Your Payment Processed successfully. Please <u>Click To Continue</u>.

• Contact RSA Program Staff



- Click on Contact RSA Program to send an email to RSA Program for any questions or comments you may have.
- The To Address is auto populated with the RSA Program email address.
- Subject: Enter a relevant subject for this email.
- Body: Provide a brief description for the purpose of this email.
- Select Send Email button to send an email to RSA Program.
- A pop-up will appear indicating the message was sent.

B							
		HORM	Agency Profile 🗸	Main Contact Profile 🐱	Contact RSA Program	MA Pogan	
				Contact Supp	oort		
5Address							
officiency and a second	r ca goa						
ubject							
Satesforce Sans . w	12	0 1 2 0	2 2 0 0 E	3 3 0 B L			
				Send Em	ail		

Registration Renewal Submission



• Select Agency Profile \rightarrow Registration Renewal to start the Renewal form.

Business Information section

• You will have the option to update your mailing address, phone number, and e-mail address.

	Home /	Agency Profile 🔨	- Main Contact Pr	rome V Conta	t RSA Progra	m	RSA PIOgraffi	
BUSINESS INFORMATION	OCATION INFORMATIO	DN AG	SENT(S) INFORMATION	TYPES OF DEVICE(S)	SERVICED		DECLARATION	PAYMENT
tration Number: 100								
Business Information								
If you wish to change your Business Type/ Business, or DBA Name please contact th	/Structure, Name of On ne RSA Program	wner, Name of	• Mailing Address: ① • Street					$\mathbf{r}_{i} = \mathbf{r}_{i}$
* Business Type/Structure			7416 Lindsay Road test 2					
Corporation							le le	
Name of Owner (Name of Sole Owner or Par as shown on the Secretary of State website)	rtners/ Name of LP, LLC o	or Corporation	* City		* State / Provir	ce		
* First Name						-		
Madhukar			* Zip/Postal Code		Country			
*Last Name			93313		United Sta	tes		
Reddy			* Phone					
* Name of Business (If using a DBA "Doing Bu	usiness As" name. list the	Fictitious	7326590011					
Business Name (FBN) statement which is file	ed with the County Clerk	Recorder)	* E-mail					
Madhukar Agency			madhukar.reddy@cdfa.ca	gov				
DBA Name								
Madhukar Baddy 8 Co								
Maunukar Reduy & CO.								

Select Save and Next.

• Location Information Section

- Optionally you can Add, Delete, or change Primary location.
- To Add New Location.
 - Click New Address.
 - Give new address and click Verify. Addresses entered are validated by the United States Postal Service (USPS). If there are misspellings or incorrect numbers, you will be presented with a suggested address. Correctly entered addresses will suggest an address that is in ALL CAPS. Proceed by selecting the radio button for your entered address or the USPS suggested address and click Use Selected Address to add the new location to the form.

	Address Information
Address ① *Street	
201 Nebula Road	
*City	*State
Sacramento	CA
*Zip Code	*Country
96568	US
	Cancel
С	reate Associated Location
O Address entered 1220 N St Sacramento CA 95814	Suggested Address 1220 N ST SACRAMENTO CA 95814
	Edit Address Use Selected Address

• Change Primary location

• Select radio button under Make Primary.

Q Search					Add Location	New Address	
Make Primary	~	Туре	\sim	Address			\sim
		Other		201 Nebula Road, Piscataway, CA, 08854			
•		Primary		5691 Vía Ceresa, Yorba Linda, CA, 92886			
		Other		Pending location st, Piscataway, CA, 08854			

• To Delete Location

Click on Trash bin icon on the same line as address.
 <u>Note</u>: Deleting Primary location is prohibited. You always need one primary location for renewal.

tion Information					Add Location	Now Address	
Make Primary	~	Туре	~	Address	Add Location	New Address	~
۲		Primary		201 Nebula Road, Piscataway, CA, 08854			a
		Other		5691 Via Ceresa, Yorba Linda, CA, 92886			
		Other		Pending location st, Piscataway, CA, 08854			
Back						Sav	e and Next

Click Save and Next.

• Agent(s) Information Section

- Add, Delete Agents.
 - To Add an Agent, use the Agent search by typing in the Agent's name.
 - Use the Agent's First Name first. If this does not work, try using the Agent's Last Name.

Agent(s) Information		
Q search		Add Agent
AGENT NAME	LICENSE NUMBER	ACTION
becca Agent	1234567890	ä
Kiel Agent	234590	ä
Back		Save and Next

o Select Agent

AGENT NAME LICENSE NUMBER ACTION becca Agent 1234567890 (kiel Agent (234590) (a) (kiel Agent (a) 	tt(s) Information		Add Agent
Kiel Agent 123456/890	AGENT NAME		ACTION
	becca Agent Kiel Agent	234590	

- Click Add Agent
- To Delete Agent
 - Click on Trash bin in the same row with Agent name.

Q, search		Add Agent
AGENT NAME	LICENSE NUMBER	ACTION
becca Agent	1234567890	
Kiel Agent	234590	d
Cyndi Agent	987654	d

• Click Save and Next.

Types of Device(s) Serviced Section

 Select the types of devices that your Agency will service and upload all related calibration certificates for your standards. To select or unselect, click on the check box next to device name.



• Upload Standard Certifications/ Calibration reports

 Click Upload Files -> Select the Certification/ Report files from your device.

Types of Device(s) Serviced	← → ` ↑ ■ > Th	is PC > Pictures		~	Ö 🔎 Search Pi	ctures	
leasuring Devices	Organize 👻 New folde	er				• •	?
CNG Meters	RSA Project	Name	Status	Date modified	Туре	Size	
Cryogenic Liquid Measuring	Timesheets	Camera Roll	~	0/14/2022 8-35 AM	File folder		
Electric Meter (Watthour)	UAT	Swed Picturer	0	4/9/2022 12:03 PM	File folder		
Electric Vehicle Charging Stations		Screenshots	õ	9/14/2022 8:35 AM	File folder		
Generic Retail Meters	OneDrive - Launcl	Calibration Report MilkMeter.ndf	0	5/17/2022 4:38 AM	Microsoft Edge P	5 KF	ł
Grain Moisture Meters	This PC	Calibration Report TimingDevice.pdf	Ø	5/17/2022 4:38 AM	Microsoft Edge P	5 KE	3
Hydrocarbon Gas vapor Meters	3D Objects	Test Image.jpg	0	5/17/2022 4:36 AM	JPG File	6 KE	3
Hydrogen Dispensers	Deskton						
LPG Meters	Desuments						
Measuring System Software	Documents						
Milk Meters	Downloads						
Multi-Dimension Measuring Device	s Music						
Retail Motor Fuel Dispensers	Pictures						
Taximeters and Odometers	Videos						
Timing Devices	🎬 Local Disk (C:)						
Vehicle Tank Meters	- Network						
Water Meter (Submeter)	- Hermony				11.02 000		
Wholesale Liquid Meters	File n	ame: "Calibration_Report_TimingDevice.pdf" "C	alibration_Repo	ort_MilkMeter.pdf"	All files (^.^)		~
Other Measuring Devices					Open	Cancel	

Select Open after selecting the correct file.

o Choose Done.

	υριο	ad Files	
PDF	Calibration_Report_MilkMeter.pdf 4 KB		- 0
PDF	Calibration_Report_TimingDevice.pdf 4 KB		- 0
2 of 2	files uploaded	-	Done

• Click Save and Next.

• To Delete Uploaded Files

• Click on Trash bin Icon on certification/ report file name

Upload Document(s)	,		
1 Upload Files Or	drop files		
	¹		
Calibration	n_Report_TimingDevice	4	
Calibratio	on_Report_MilkMeter	*	1

Click 'Save and Next'

Note: The Renewal process could be delayed if you do not submit all upto-date Standard certifications/ calibration reports of the devices included in the Renewal. Please include all up-to-date certifications/calibrations reports related to the devices serviced. Calibration Certificates expire two years after the certification date, but there are exceptions. If you have any questions, please email the RSA Admin at <u>rsa@cdfa.ca.gov</u>.

- Declarations and Proof of Standards Certification/Calibration Section
 - Check all that apply
 - Select by clicking on the Check box

Declarations and Proof of Standards Certification/Calibration	
Check all that apply.	
My business owns the standards used by my Agency/Agents.	
Submit Certification/Calibration Reports for all standards used.	
My business uses certified standards owned by county weights and measures officials.	
Submit county Certification/Calibration Reports for all standards except for the following device type	s: Taximeters, Vapor Meters, Water M
My business uses certified standards owned by a third-party.	
Submit Certification/Calibration Reports from whomever owns the standards.	
Back	Save and Next

Click Save and Next.

• Fees and Payment Information Section

- Review your payment
- Enter your first name and last name in the signature area.

	Entensed Agents	323.00	-	00.000
	Renewal Fees Sub Total:			\$550.00
		PENALTY RATE		
	Late Penalty	0%		\$0.00
	Total Due:			\$550.00
Late Penalty Fees apply when rep Fees paid five (5) days after due Fees paid after 30 days will be ch CCR: Title 4, Division 9, Chapter 4 By endorsing this document, you possession of sufficient standard	gistration renewal is overdue. date will be charged a penalty fee of 30%. larged a penalty fee of 50%. 4, <i>Section 4082.</i> I agree to ablde by all provisions of the California Business and is for all agents and locations and the use of certified standard	1 Professions Code, Division 5 is while installing or repairing	and the California Code equipment.	of Regulations, Title 4, Divis
	Signature: Madhukar Roddy		[Enter: First Name and	d Last Name]

- Select Make Payment.
- Proceed with either electronic check or credit card and follow screens to complete payment.

Codfa Food c	nia department of Ind Agriculture	CDFA Payments
Payment Method		
	* Indicates requ	ired field
	Payment Information	
	Description: Madhukar Reddy	
	Amount Due: \$550	
	Choose method of paym	ent
	O Pay by electronic check	
	* Account Type: Persona	· ·
	O Pay by credit card	
	VISA www.	
	Back Nex	t Exit



 Select Click to Continue on the next screen to return to the RSA Portal.

Your Payment Processed successfully. Please <u>Click To Continue</u>.

• You have successfully submitted the Renewal. Email confirmations are sent for receipt of payment and RSA Renewal.

Renewal Process will now display a status of Pending Approval. DMS RSA Program staff will need time to review the submission before approving.

		Home	Agency Profile 🗸	Main Contact Profile 🗸	Contact RSA Program
Mac	^{int} Ihukar Agency				
Status Active	Legal Entity Corporation	Renewal Process Pending Approval			
Account Nar Madhukar J	ne Agency		DBA Name Madhukar R	eddy & Co.	
Account Nu	mber		DBA Name E	xpiration Date	

NOTE: Any updates you make to a registration during the renewal process will not be part of the renewal registration and will need to be submitted after the initial submission is processed.

- Sign Up as a New Agency
 - https://www.cdfa.ca.gov/rsaportal
 - Click Sign Up

CA DEPT OF FOOD & AGRICULTURE DIVISION OF MEASUREMENT STANDARDS	
🐣 Username	
Password	
Log in	4
Forgot your password? Sign Up	
For Agencies or Agents who need assistance, please contact the RSA Program	N

- **NOTE:** Agents should not directly sign up for Account access.
- Agent Accounts will automatically be created upon successfully passing the agent examination, which is located here: https://apps1.cdfa.ca.gov/serviceagentexam/





• When signing up as an Agency, select Agency and then click Next.

- Enter your First Name, Last Name, Business Name, and Agency Email address, then select Register. This email address will become your username.
- IMPORTANT TIP: If you are the owner of an Agency AND will perform work for that Agency as an Agent, it is recommended that *separate* email addresses be used for your Agent Profile and Agency Profile.

	CA DEPT OF FOOD & AGRICULTURE
D	IVISION OF MEASUREMENT STANDARDS
oin the	community to receive personalized informati and customer support
* First N	ame
Servi	ceAgencyFirst
* Last N	ame
Servi	ceAgencyLast
* Busine	ss Name
Test	Agency Name
* Email	
testa	gencyname@email.com
	Register
_	

Registration information will be reviewed by RSA Program.



 Upon confirmation by RSA Program, an email will be automatically sent to the email address entered above. Click the RSA link in the email to set up your password and log in to the RSA system.

Hi ServiceAgencyFirst,	
Welcome to the new Registered Service Agency (RSA)	Portal!
Please join us for a preview of the new California Divisi Standards' system. Click the <u>RSA link</u> to setup your past the new system.	on of Measurement ssword and login to
For future reference, testagencyname@email.com	is your username.
We look forward to seeing you there!	
Regards, RSA Administrator Division of Measurement Standards California Department of Food and Agriculture	

 The RSA system is safeguarded with multi-factor authentication. Upon the first and each subsequent login, you will be provided an email with verification code that **must** be used within **60 minutes**. Check your email for the verification code, enter it into the Verification Code box, and click Verify Me.



💥 🗹
CA DEFT OF FOOD & AGR/CUTURE DIVISION OF MEASUREMENT STANDARDS
testagencyname@email.com Log Out
To ensure the security of your account, we need to verify your identity.
We have sent a verification code to the email account you registered on this system. Please retrieve the email and enter the code in the space below. If you require assistance, contact RSA@cdfa.ca.gov.
* VerificationCode
Verify Me

 During this first log in, you must supply a password that meets the minimumsecurity requirements of 15 characters with 1 letter, 1 number, and 1 special character. As these are entered, you will see visual indication you've supplied a valid password, the password strength, and the password confirmation match. After completion, click Change Password to gain immediate access to the RSA Portal.

	15 characters		
	1 letter		
	1 number		
	1 special charact	ter 🕦	
	* New Password		
		Good	
	* Confirm New Password	1	
		Match	
	Chan	ge Password	
Caracomit *	Home Agency Profile 🗸 Main (
Division of Me	acurement Standards: Dedictored Sc	anvica	
Agency	address registered se		
Welco	me to the new		\mathbf{X}
RSA P	ortal		JH _
The Registered for registering who, for hire o weighing and i	Service Agency Program is respons service agencies and their employee r payment of any kind, repair comm	ible es nercial	RTAL
	measuring devices.		

Agent Functions

• Login to Online Account

 Enter your Username and Password and click 'Log in' to login to the RSA Portal.

\leftarrow	\rightarrow	С	Ċ	https://cdfa.force.com/rsaportal/s/login/	P	A	to	٢
大千		A STATE	ないのであるいです。	Codfa		ļ		1
	-		- 51					
1	-	-	教	CA DEPT OF FOOD & AGRICULTURE DIVISION OF MEASUREMENT STANDARDS				8
-		14		anirudh.agent@cdfa.ca.gov				
				1 A A PACE				
				â				
1.4	3			Log III				
- 14				Forgot your password?				
1	5 5			For Agencies or Agents who need assistance, please contact the RSA Program				
				DO CONTRACTOR				

 The RSA system is safeguarded with multi-factor authentication. Upon clicking Log In, you will be provided with an email with verification code that **must** be used within 60 minutes. Check your email for the verification code, enter it into the Verification Code box, and click Verify Me.



CA DEFT OF FOOD & AGRICULTURE DIVISION OF MEASUREMENT STANDARDS

We received a request to log into The Registered Service Agency Portal and your privacy is important to us.

We ask that you validate your identity by entering the verification code on the portal.

Your verification code is: 199279

This code expires in 1 hour

If you feel you received this message in error, please contact us at rsa@cdfa.ca.gov



• Change Password

• On top right, select the User Profile Icon and My Settings to see change password options.



• Select Change Password.



• Enter Current Password, New Password, and Verify New Password. Choose Save to save your new password or Cancel to proceed without changing your existing password.

					×
		Change My Passwor	rd		
You must * Your pa	t adhere to the following passw issword must be at least 15 cha	vord rules: rracters long,			
* Your pa !@#\$%*	ssword must include numbers, `&*()_+-={}[]\ ;;',?/`-><"	uppercase and lowercase letters, and	i at least one of these special char	acters:	
	Current Password				
	New Password				
• v	erify New Password				
				Cancel Save	

• Upon clicking Save, a dialog box will appear at the top of the page indicating a successful change.



• View Personal Profile

o Clic	k Agent Profile 🗄	→ View	Contact	to see pe	ersonal details.	
C 🙃 https://co	dfa.force.com/rsaportal/s/conta	act/0033d00	0007hpR1AAl/	anirudh-agent		A∥
						2
		Home	Agent Profile 🗸	Contact RSA Program	RSA Program	
	Email Status collatester5@gmail.com Active	License No 1234567890	License From Date 5/2/2022	License To Date 5/2/2025		
	Details Name Anirudh Agent		Status Active		Agency(2) Add Agency	
	License No 1234507990 License From Date 5/2/2022		Email cdfatester5@gmail.com Phone 123-456-7890		Account Name Status Antrudh Agency Pending Payment	
	Address Information Malling Advers 123 Nat SL		CA Drivers Ucense Identity No 12345		Account Nume Status Grijalea Agency Pending Payment	
	Modello, CA 98/05 United State Crackels Pari Crackels Pari Modello and Information Additional Information Additional Information Accessed Mark	Google Search			Vriew All Person Examinations (1) Effective From Fflective Tion 5/2/2022, 12:0 5/2/2025, 12:00 View. Times (0) Add Prices	

• Update Contact Information

- Select Agent Profile → View Contact to see your Name, Email, Phone, address, etc.
- \circ $\;$ Select the Pencil as highlighted to edit details.

CALIPORTIA						
			Agent Profile 🔨	Contact RSA Program	RSA Program	
Contact Ms. Madhukar MI Rev	ddy one		View Contact	Contact		
Email madhukar.reddy@cdfa.ca.gov	Status Active	License No 15520	License From Date 3/1/2018	License To Date 3/1/2023		
Details						
Name Ms. Madhukar MI Reddy one			Status Active		Agency(3+)	Add Agency
License No 15520			Email madhukar.reddy@cdfa.ca.go	v .	If you don't see your Agency, p	please Contact the RSA Program
License From Date 3/1/2018			Phone 732-456-3456		Account Name PRECISION SCALES, INC	Status Inactive
License To Date 3/1/2023			Proof Of Identity CA Drivers LIcense			
			Identity No 863450		Account Name	Status
 ✓ Address Information Mailing Address 1051 Ginger Lane 					LOS ANGELES ELECTRIC	Inactive
Piscataway, CA 08854 United States					Account Name HOBART SALES	Status Pending Payment
Piscataway					Account Name	Status

- View/Print Updated License
 - Click Agent Profile dropdown → Click Print License to view and print your Service Agent License.

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	Home Agent Profile 🗸	Contact RSA Program	RSA Program		
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	Kine of a state of a	f California of the adaption of the Mean adaption of the Mean adaption of the Mean adaption of the Mean adaption of the constraints of the constraints of the Agent (A) has been examine are and in licensed as a Service sessional Code, Chapter 5.5. Issue Data Expiration r than the licensee to use this do	et on the laws and Agent in California e:Date: 08/01/19 n Date: 08/01/24 ecument.		

• Add/Delete Associated Agencies

◦ Click Agent Profile → View Contact, find Agency placeholder on the right side of the page.

						۵	
			Contact RSA Program	RSA Program			
Contact Ms. Madhukar MI Reddy one							
Email Status madhukar.reddy@cdfa.ca.gov Active	License No 15520	License From Date 3/1/2018	License to Date 3/1/2023				
Details							
Name Ms. Madhukar MI Reddy one License No		Status Active Emali		_	Agency(3+)	Add Agency	
15520 License From Date 3/1/2018		madhukar.reddy@cdfa.ca.gov Phone 732-456-3456			Account Name	Status	
License to Date 3/1/2023		Proof Of Identity CA Drivers License Identity No			PRECISION SCALES, INC	inacove	
Address Information Mailing Address 1051 Ginger Lane		863450			Account Name LOS ANGELES ELECTRIC	Status Inactive	
Picataway, CA 08854 United States Piscetaway					Account Name HOBART SALES	Status Pending Payment Status	
Coopie Map cats coope					Certified Scales HQ	Pending Payment	
Account Name Agents						View All	
Google Maps Go	ogle Search					S.	

• Click Add Agency to request association to an Agency.

• Type Agency name to find the Agency and click Save. This will automatically send a request to the Agency.

Account Contact Relationship Information	1	
Account	*Contact	
Los	Q. Madhukar MI Reddy one	×
Q "Los" In Accounts	Status	
LOS ANGELES ELECTRIC	Pending Payment	
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• Contact RSA Program Staff

Home	Agency Profile 🗸	Main Contact Profile 🗸	Contact RSA Program	RSA Program

- Click on Contact RSA Program to send an email to RSA Program for any questions or comments you may have.
- The To Address is auto populated with RSA Program mailbox <u>RSA@CDFA.ca.gov</u>
- Subject: Enter a relevant subject for this email.
- Body: Provide a brief description for the purpose of this email.
- Select Send Email button to send an email to RSA Program.

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