

California Department of Food & Agriculture Registered Service Agency (RSA) Online Portal

It's time to RENEW

Below are three (3) easy steps to complete your RSA renewal online:

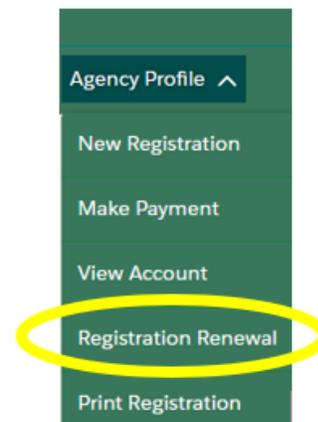
1. Visit:

<https://www.cdfa.ca.gov/rsaportal>

and log in with your AGENCY credentials (if you haven't logged in yet, email RSA@cdfa.ca.gov for your new User Name and Password to be sent)



2. Access your Agency Profile and select Registration Renewal



3. Complete the following sections to renew

- Business Information Section** – update mailing address & phone number
- Location Information Section** – change your primary location, add, or remove locations
- Agent Information Section** – add or remove agents
- Device Serviced Section** – select devices you service, upload calibration certificates (this is a required step)
- Declarations** - make a selection, enter your first and last name
- Make an electronic payment**
- View your receipt** – verify receipt in the email account registered with the RSA Program

Once you've completed the above steps, the RSA Program will review your renewal submission. Once approved, you will receive an email notification. Then, revisit the online portal to print your new registration. **Note:** RSA Program staff no longer have access to print and mail registration certificates. Questions?? Please email RSA@cdfa.ca.gov.