# ADD A THIRD PART (CC) TO A TEST

*Note: If at any point in the process buttons do not populate after selecting from a drop down menu, try hitting the "Tab" key on your keyboard.*

Growers and warehouses automatically receive reports and have access to test information. Two other parties can be added to each test as CCs so they also have access. **Adding a third part as a CC allows them to access sample data and test results, and allows them to request changes or additional testing.**

Access your Online Services account at: https://w3.oscs.orst.edu/online/

Pins are case sensitive. Make sure to click the CAPTCHA check box that says "I am not a robot"



Scroll to section **"C. Seed Test Information"** and select option **"2. Add CC to Seed Lab Seed Sample Records"**



Enter the test number for your sample into the **"Test Number"** field. If you do not know the test number, you can find it using the Lot Number by clicking the underlined "Test Number" link.

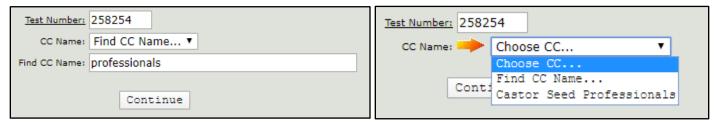Select **"Find CC Name…"** from the drop down menu. Then enter part of the name of the CC you would like to add. Less is more when searching for a CC; any entry entered in full must match our system exactly, so it is best to use only part of a name (last name, key word, etc.) and then select from the search results.
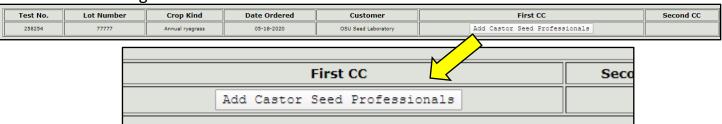
In the below example, we want to add Castor Seed Professionals as a CC to a test. That company may be listed in the database any number of ways, so trying to match it exactly may mean we don't turn up search results. The way to best ensure an accurate search result is to keep it vague: we could search "Castor", "Professional", or "Professionals", for example, then select the appropriate name from the search results.



After entering a search term in the **"Find CC Name:"** field and clicking **"Continue"**, an orange arrow will appear to direct you to the search results drop-down list. Select the desired CC from the drop down and click **"Continue"**.



A table will appear that lists the sample information for the test number you entered, along with boxes showing the two available CC slots for the test.

| Test No. | Lot Number | Crop Kind | Date Ordered | Customer | First CC | Second CC |
|---|---|---|---|---|---|---|
| 258254 | 77777 | Annual ryegrass | 05-18-2020 | OSU Seed Laboratory | Add Castor Seed Professionals | |



Click the **"Add"** button to add the interested party as a CC to the test. The relevant CC column will then change from a button to text to reflect the CC addition.



To remove a CC from a test, please contact the Seed Lab via email or fax, as this request must be made in writing.