



FSC Certified Area Submittal

Motion 61/2021

August 2025

Version 1



FSC Certified Area Submittal:
areas.fsc.org



FSC certified forests public map:
connect.fsc.org/certified-forests



Questions and support:
maps@fsc.org

Steps

Visual guide

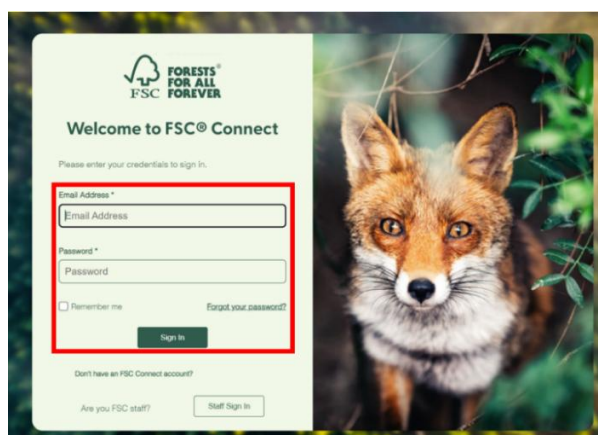
1

To access the FSC Certified Area Submittal, **you need to log in with your FSC Connect account.**

Go to FSC Connect and click on **Sign in > enter your email and password > click on Sign In**

Or look for the invitation email sent from maps@fsc.org

**Initially, only the primary contact will receive the invitation and have access to the tool.*

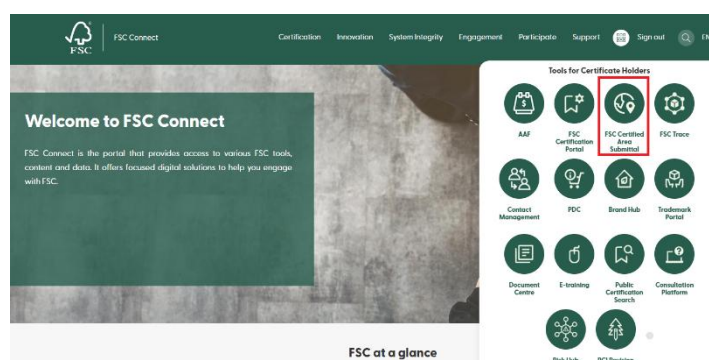


1.1

Locate the Certified Area Submittal

Once logged in, click on the app menu to expand it and click the FSC Certified Area Submittal application.

**The app is only visible to the primary and designated secondary contacts. If it is not visible to you, reach out to your primary contact or FSC for support.*



1.2

Accept the Terms & Conditions

If this is the first time you are accessing Certified Area Submittal you will need to read and accept the Terms & Conditions before continuing to the application.

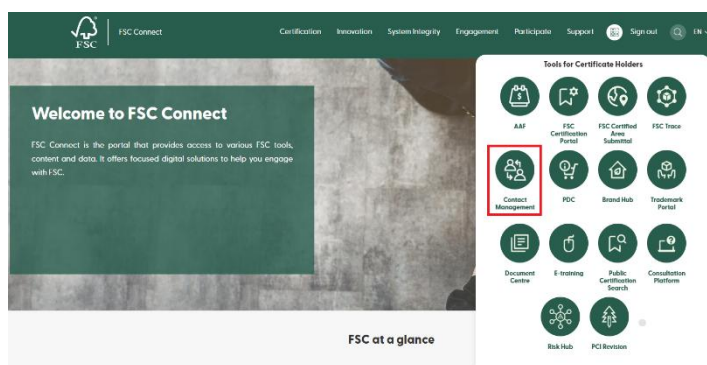


1.3

Invite additional users

If you are the **primary contact**, you can invite a **secondary contact** within your organization to submit the certified area on your behalf.

To invite a colleague, use **the “Contact Management”** tool in FSC Connect. After adding their details, you can give them access to the FSC Certified Area Submittal application.

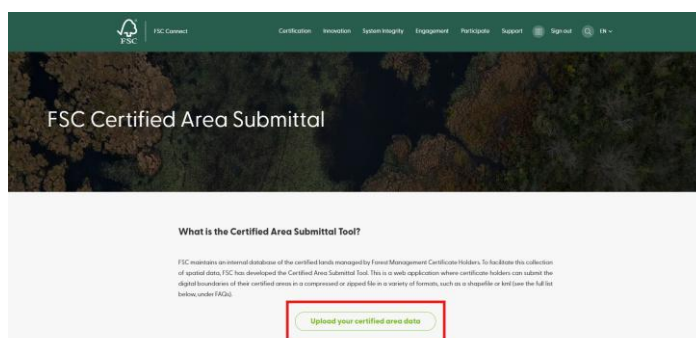


2

The FSC Certified Area Submittal application homepage

Once on the homepage page, you will see different sections containing important information and FAQs related to the application.

Click on the **“Upload your certified area”** button to proceed to the main application and submit your geographical boundaries.



3

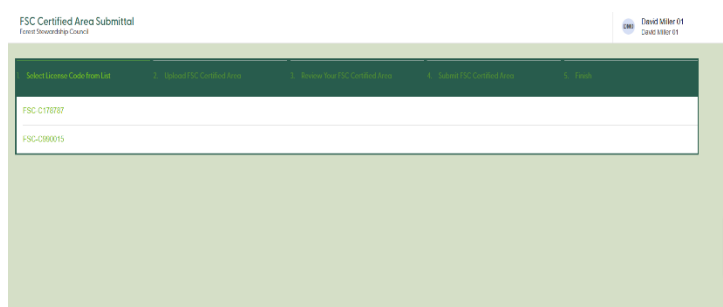
Select your license code

Once on the FSC Certified Area Submittal application you will see the license code(s)* related to you.

**If manage multiple licenses, all codes will appear here.*

Click on the **FSC License Code** to upload the boundary related to that code.

At this stage you can either “Accept or Reject” the cookies policy.



4

Submit your certified area

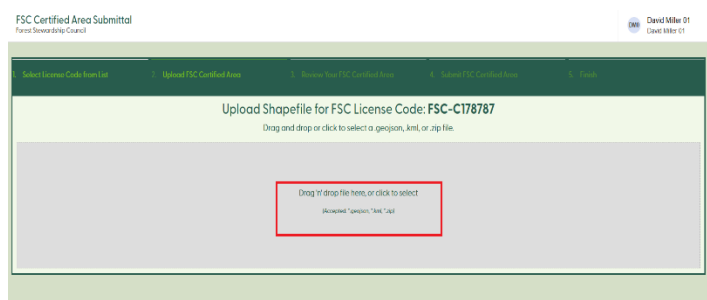
The accepted format is a **shapefile zipped* into a folder, KML, GeoJSON**.

The zipped file must include these **four file types**:

***.shp, *.dbf, *.shx, and *.prj.**

For your file, please use the **World Geodetic System 1984 – WGS 84** (coordinate system).

**Please prepare your boundary data before starting the submission process. If you have any question regarding how to prepare your data, please contact support team via the Feedback widget.*

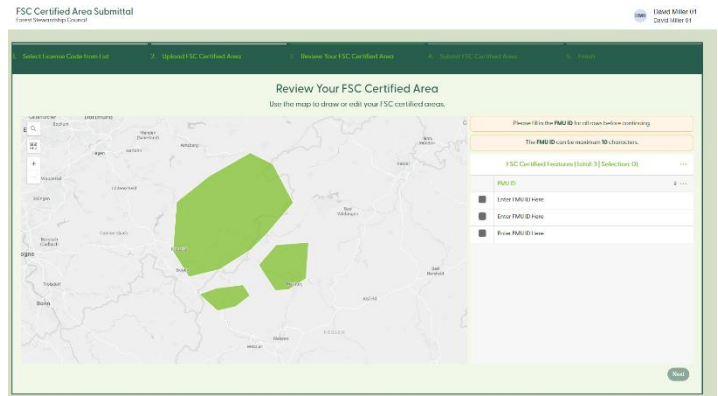


4.1 Upload for single certificates

To upload your file, you can either **click and select the file** or use the **“Drag and Drop”** option.

You can have one certificate having multi-polygon data (multiple FMU IDs).

After uploading, you can **review and confirm** your certified area.



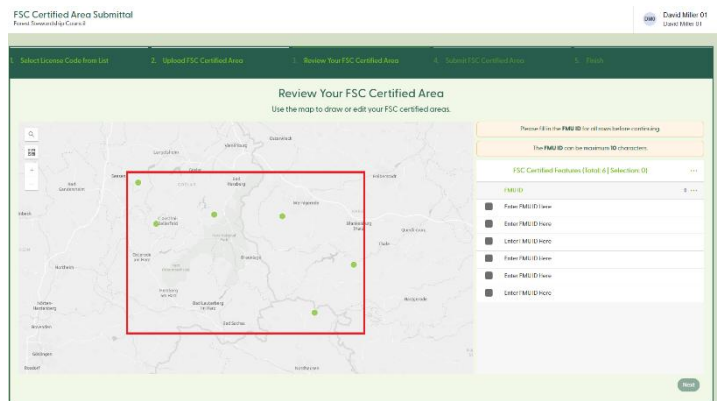
4.2 Upload for group certificates

Follow the same steps as for the single certificate. The difference is that you must **save the boundaries separately and repeat the upload process for each certificate** with its respective boundary*.

For group certificates with boundaries being less than 5 Ha, submitting point data is sufficient.

You can have one certificate having multi-point data (multiple FMU IDs).

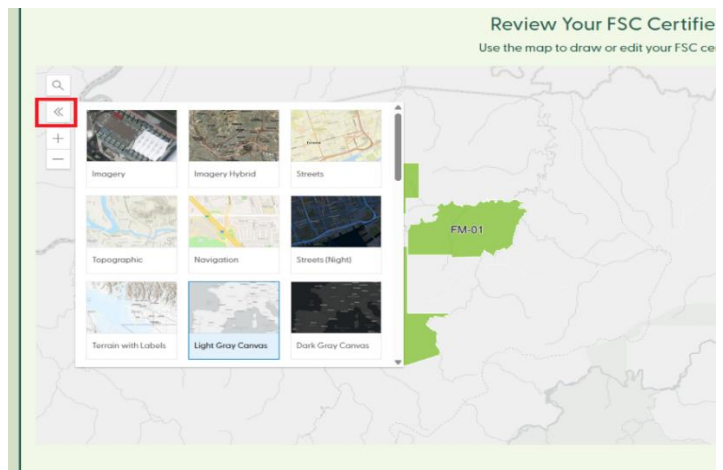
**Ensure each license code corresponds to its unique datasets uploaded.*



5 Review your FSC certified area

After uploading it, your certified area will be displayed automatically in a web map.

You can change the map's background (basemap) to help you review the area. Review and confirm that the boundary appears as expected and that it falls within the exact geo-location on the map. Then **click 'Next' to continue**.



5.1 Assign FMU IDs in the certified area

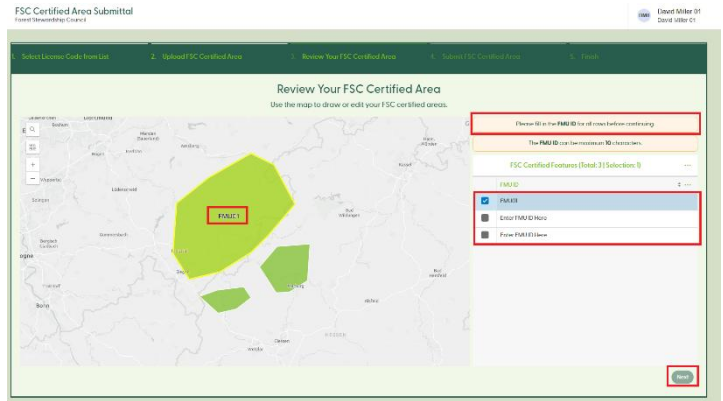
Each polygon needs a **unique identification** from the other polygons referred to as **FMU ID**.

On the right, under **FSC certified features table**, a blank table will appear corresponding to the number of polygons/points uploaded.

To edit your boundary, double click on an empty row and the respective polygon will be highlighted with a yellow outline. Click on the empty row and assign unique values to each polygon.

Assigning FMU IDs is **mandatory** therefore the submission cannot be completed unless all polygons have a unique FMU ID. 'Next' button is greyed out until all FMU IDs are assigned.

**A FMU ID is a unique identifier for each polygon/point data for multi-polygon or multi-point boundary data.*



FSC Certified Area Submittal
Forest Stewardship Council®

1. Select License Code from List 2. Upload FSC Certified Area 3. Review Your FSC Certified Area 4. Submit FSC Certified Area 5. Finish

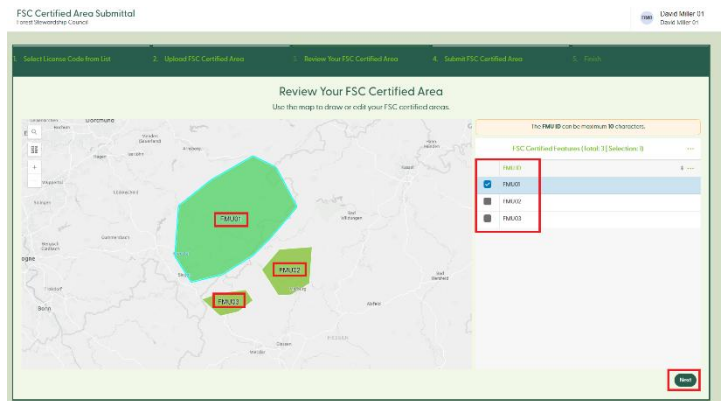
Review Your FSC Certified Area
Use the map to draw or edit your FSC certified areas.

Enter ID in the FMU ID to all rows before continuing.
The FMU ID can be maximum 10 characters.

FSC Certified Features (Total: 1) Selection: 0

FMU ID
FMU01

Next



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1. Select License Code from List 2. Upload FSC Certified Area 3. Review Your FSC Certified Area 4. Submit FSC Certified Area 5. Finish

Review Your FSC Certified Area
Use the map to draw or edit your FSC certified areas.

The FMU ID can be maximum 10 characters.

FSC Certified Features (Total: 2) Selection: 0

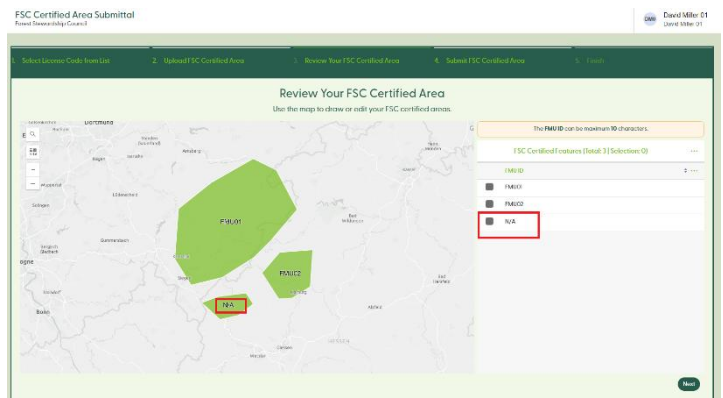
FMU ID
FMU01
FMU02

Next

5.2 FMU ID Exceptional Case

In exceptional cases where ID is unknown or cannot be determined, input **N/A** on the table and click **enter**.

Click **next** to complete the submission.



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1. Select License Code from List 2. Upload FSC Certified Area 3. Review Your FSC Certified Area 4. Submit FSC Certified Area 5. Finish

Review Your FSC Certified Area
Use the map to draw or edit your FSC certified areas.

The FMU ID can be maximum 10 characters.

FSC Certified Features (Total: 2) Selection: 0

FMU ID
FMU01
N/A

Next

6

Accept the privacy policy and manage public visibility

Next you have the chance to manage your privacy preferences. Click on each document to open and read the document.

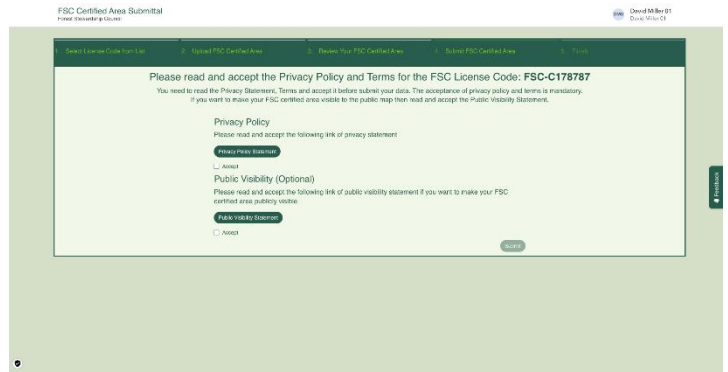
The privacy policy statement* is mandatory, you need to accept it before submitting your data.

**This statement describes how FSC will store and use the data collected.*

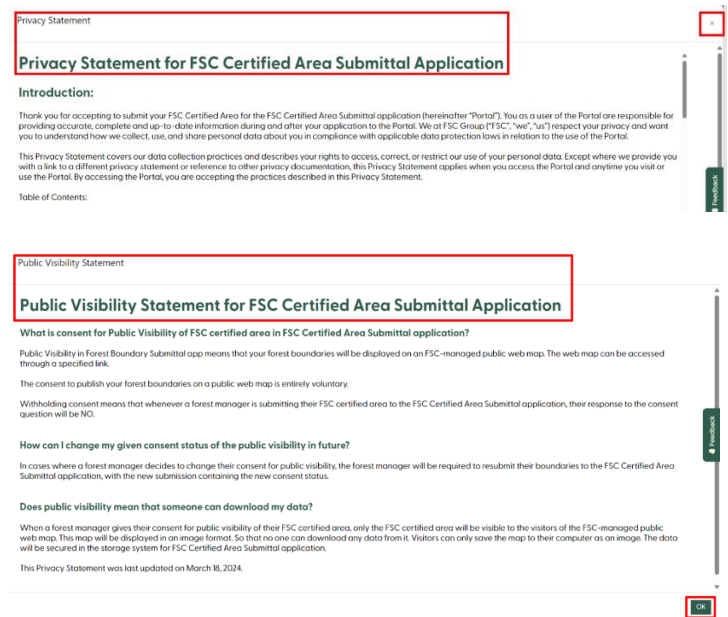
The public visibility statement is optional. If you'd like your certified area to be visible on [a public map*](#), accept this statement. If you choose not to accept it, your boundary data will not be visible in the public web map.

**The public map will be published by FSC on its website(s).*

Once ready, **click 'Submit' to continue.**



The screenshot shows the 'FSC Certified Area Submittal' portal. The user is at the 'Privacy Policy' step. The page title is 'Please read and accept the Privacy Policy and Terms for the FSC License Code: FSC-C178787'. There are two sections: 'Privacy Policy' and 'Public Visibility (Optional)'. Both sections have a 'Read Policy Statement' button. The 'Public Visibility' section also has a 'Public Visibility Statement' button. A 'Submit' button is at the bottom right.



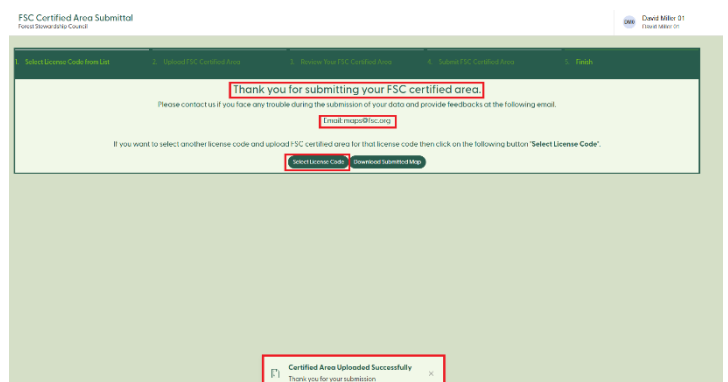
The screenshot shows two documents. The first is the 'Privacy Statement for FSC Certified Area Submittal Application'. It includes an 'Introduction' and a 'Table of Contents'. The second is the 'Public Visibility Statement for FSC Certified Area Submittal Application'. It includes sections on 'What is consent for Public Visibility of FSC certified area in FSC Certified Area Submittal application?', 'How can I change my given consent status of the public visibility in future?', and 'Does public visibility mean that someone can download my data?'. Both documents have a 'Close' button in the top right corner.

7

Upload confirmation

On the final page, you'll see a message confirming that your data has been **successfully submitted**.

If you have more certificates to submit, click the **"Select License Code"** button to return to the main page and submit another FSC certified area by clicking on a different license code. (Step 3).

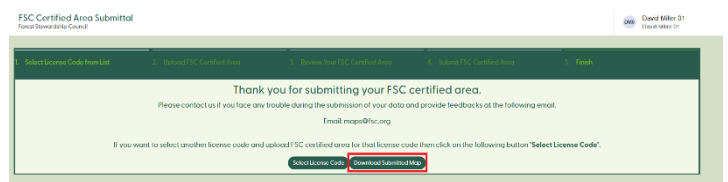


The screenshot shows the 'FSC Certified Area Submittal' portal. The user is at the 'Thank you for submitting your FSC certified area' page. The page title is 'Thank you for submitting your FSC certified area'. There is a message: 'Please contact us if you face any trouble during the submission of your data and provide feedbacks at the following email: Email: map@fsc.org'. There are two buttons: 'Select License Code' and 'Download Submitted Map'. A 'Certified Area Uploaded Successfully' message is shown at the bottom.

8

Download a copy of your certified area

To validate the submission, you can **download a copy of your certified area on a PDF file**, by clicking on **"Download Submitted Map"**.



The screenshot shows the 'FSC Certified Area Submittal' portal. The user is at the 'Thank you for submitting your FSC certified area' page. The page title is 'Thank you for submitting your FSC certified area'. There is a message: 'Please contact us if you face any trouble during the submission of your data and provide feedbacks at the following email: Email: map@fsc.org'. There are two buttons: 'Select License Code' and 'Download Submitted Map'. A 'Certified Area Uploaded Successfully' message is shown at the bottom.

9

Giving feedback

On the right side of the screen, there's a feedback widget* where you can share any issues, bugs, or ideas. Your input helps us improve the application – please let us know what you think!

To take screenshots directly with the widget, you must **accept the functional cookies**. You can manage the cookie options in the bottom left corner.

If you don't wish to accept the cookies, you can take screenshots using the tool of your chose and send us your feedback via email.

If you have any questions, we're here to help. Reach out to us at maps@fsc.org

