

MyASC user-guide

For Feed Mills

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Document Owner:	Sergey Sergeev	Version:	1.1	Last reviewed:	07/10/2025
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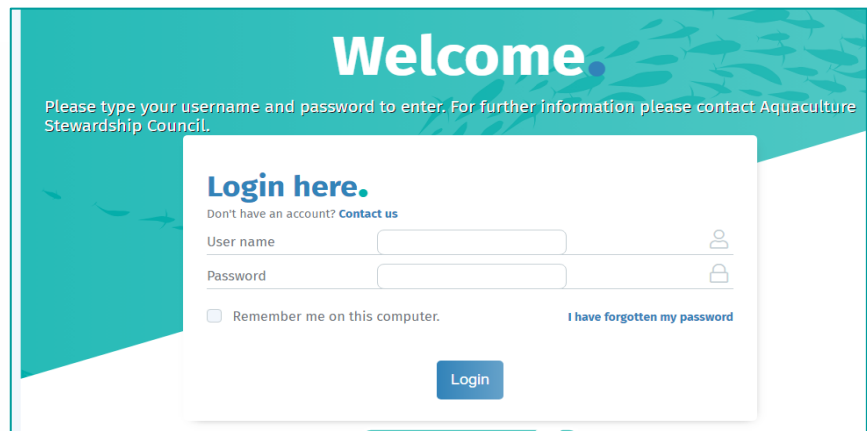
Logging in

MyASC is the ASC audit and certification platform can be reached at <https://myasc.asc-aqua.org/>

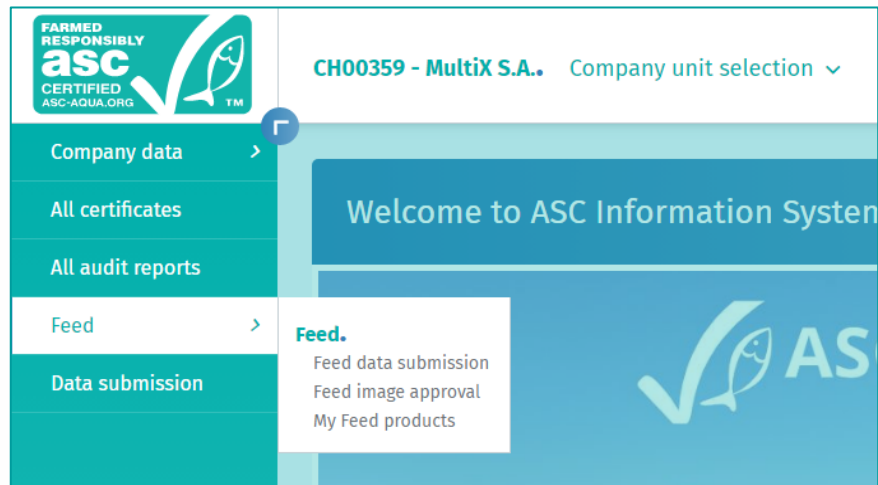
If you do not have an account and your CAB (Conformity Assessment Body) has announced your first audit, please contact myasc@asc-aqua.org.

Once ASC has created your account you will receive an email with your username and a link which will take you to MyASC form where you can set up your password.

Once you have done this you can log in:



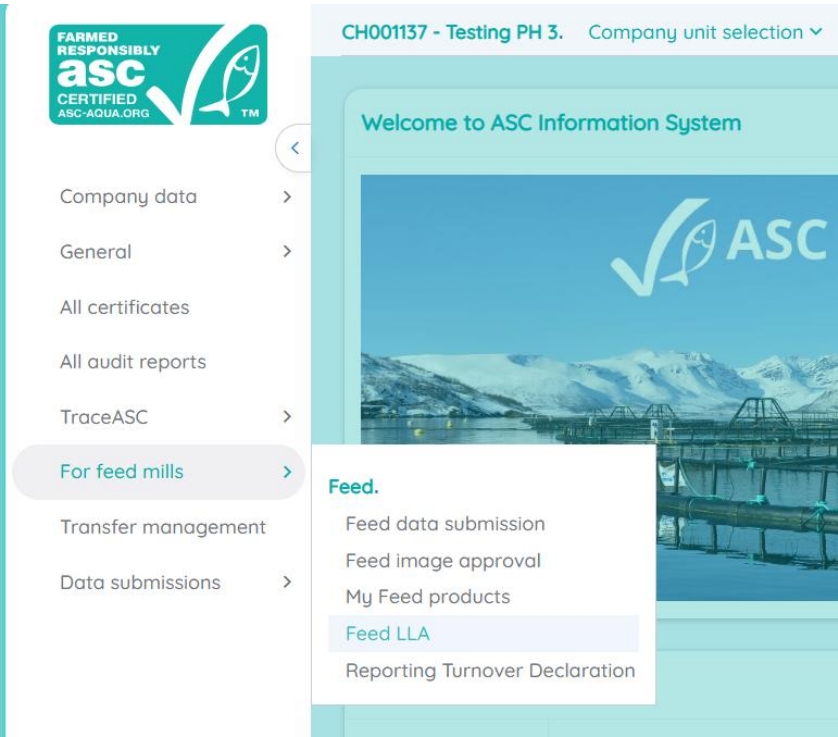
Once you are logged in, click on the Feed section from the Navigation bar on the left. All current and future feed specific forms will be located there.



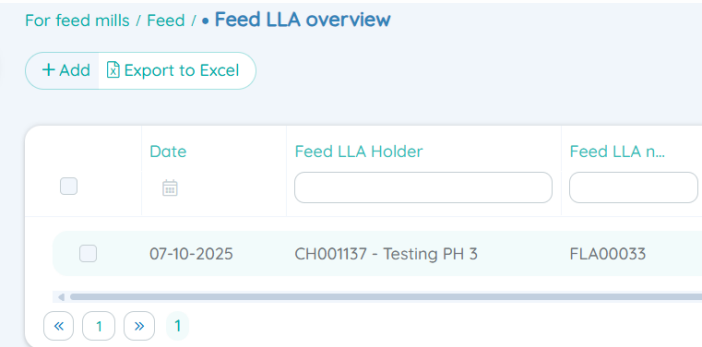
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Feed Licensing

From the dedicated Feed menu, please select **'Feed LLA'**



You will then see your Feed LLA overview. To start the Licensing process press the **+Add** button, located at the top left part of the screen.



After pressing the +Add button you will see the creating screen, here all you need to do is, using the **'+Add Feed-mills'** button, select your Feed mills from the list.

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If you have more than one feed mill, please use the button again, until you have added all of them. Everything else will be filled automatically based on your log in. If you need to attach any related documents, please use the last section by pressing the **'+Add LLA document'** button.

LLA Documents Add LLA document

Once you are finished, press '**Save**' button on the top left of the screen. This will provide you with two choices pop-up, you can either keep the record as a draft for yourself, or if you are ready to request your Feed Licence Agreement select '**Submit to ASC (Request Agreement for signature)**' and press '**Ok**' at the bottom.

Review.

What do you want to do?

☐ Save as Draft

☒ Submit to ASC (Request Agreement for signature)

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A











OK

Cancel

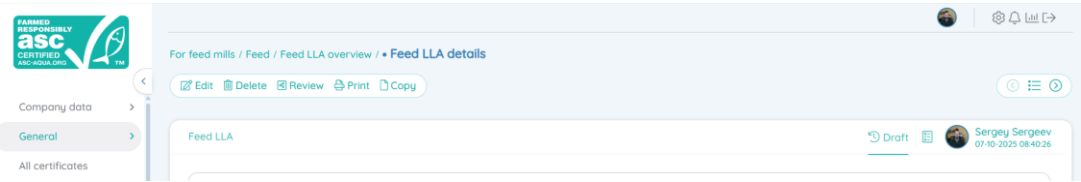
This will notify our Licensing Team and when they will attach the Feed LLA documents to the record MyASC system will send you an email. There are several

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steps until the agreement is signed and for each step you will receive a system email and will need to go back to this record and follow the instructions from our Licensing Team.

You can use the text box (pictured above) to ask questions or leave comments, before pressing the 'Ok'.

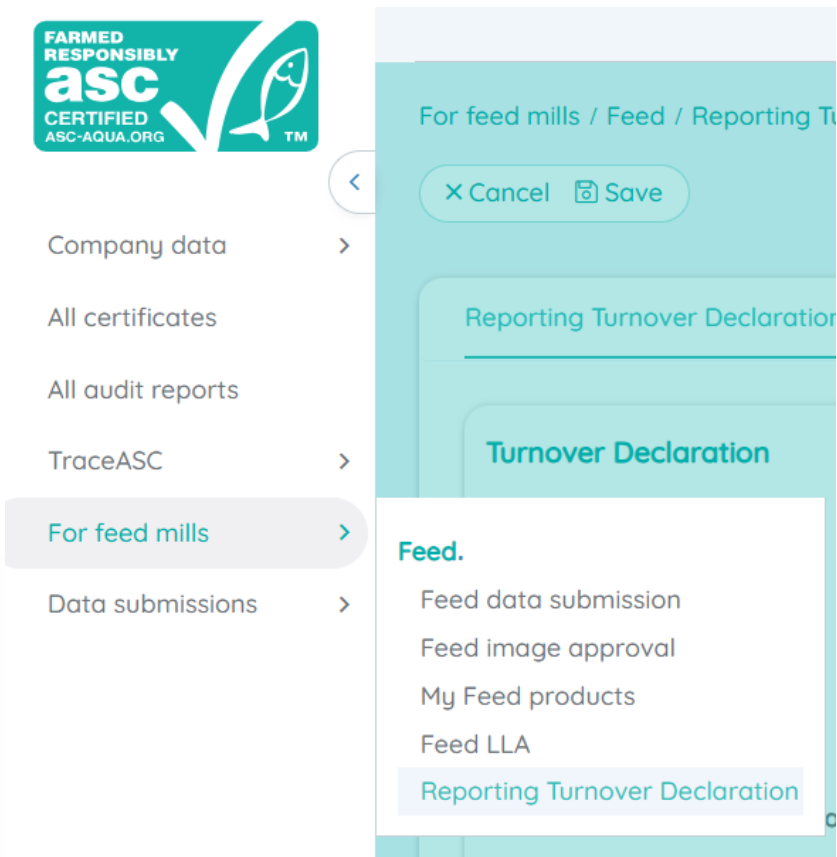
All the status changes (process steps) along with your questions/comments and the answers from Licensing will be available via the 'Status' button, on the top right – in the picture below it says **'Draft'**, but it will change as you progress.



For any other questions please contact them on licensing@asc-aqua.org

Reporting Turnover Declaration

Every year in January, you need to report your sales of ASC conforming feed. Once you have your Feed LLA number, from the dedicated Feed menu, press **'Reporting Turnover Declaration'**



Then use the ‘+Add’ button at the top left of your screen. This will take you to the creation form. First of all select your Feed LLA code from the list – it will connect to your Feed LLA and fill in your Feed mills from there automatically. Then fill in all other details accurately as they will be used for your invoice.

For feed mills / Reporting Turnover Declaration overview / • Add Reporting Turnover Declaration

X Cancel Save

Reporting Turnover Declaration

Turnover Declaration

Feed LLA code ⓘ * Select a value

Feed LLA Holder ⓘ Type some text to search...

Year 2023 X

Currency * Select a value

Email address of Client Finance department *

ASC Invoice number

VAT Number

Billing address: Street name and number *

Feed-mills in scope

+ Add row

	Feed-mill name	TD Mass balance /in tons/	TD Segregation /in tons/
✖	Select a value		
✖	Select a value		
✖	Select a value		

Review.

What do you want to do?

☐ Save as Draft

☒ Request Invoice from ASC

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OK

Cancel

Feed data submission

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Company data

All certificates

All audit reports

Feed

Data submission

Feed data submission overview.

+

Add

Export to Excel

Type of submiss...

Certificate holder

Cert

Select a value

Se

No records

You can add new ones by clicking the **Add +** button. Once you press it, a new form will appear and you can create a new record, choose the type of submission, and follow the flow of the form, until finally you upload your excel data template.

Add Feed data submission.

×

Save

Save & Next

Feed data submission

Properties

Report type

Please download the latest reporting templates from this page [Feed reporting templates](#)

Type of submission

☐ Water Consumption Report

☐ Waste Disposal Report

☐ Effluent Report

☐ Energy Consumption Report

☐ GHG Emissions Report

☐ Due Diligence, Pathways and Low risk plant report

☐ Sectoral/fishery Assessment or Ingredient Manufacturer Assessment Summary Report

☐ Volume of Product Sold (Mass Balance & Segregation) Report

☐ Volume of Marine Ingredients and MSL Report

Submission details

Certificate holder

MultiX S.A. (CH00359)

Certificate

* Select a value

Report file upload

Drop file(s) or click to upload

Press Save and select 'Submit to ASC' to save. You can also leave a comment for clarification or save as Draft if the form is not yet ready, but you want to save your work. The form will not be saved unless all Mandatory fields marked with a * are completed.

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Review.

What do you want to do?

☐ Save as Draft

☐ Submit to ASC

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Feed product Register

To access the Feed product register, select the appropriate option in the navigation bar on the left. This will provide you with an overview of all your registered products, and the option to add new ones.

Company data

All certificates

All audit reports

Feed

Data submission

Feed product register overview.

+

Add

Export to Excel

Feed.

Feed data submission

Feed image approval

My Feed products

product na...

Date

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To add a feed product, press the **Add +** button and fill in the details as per picture below. Certificate Holder (CH) field is auto-populated with your Company based on your log-in. The Product ID will be automatically generated by MyASC once the form is saved.

Feed product register

Properties

Feed products register

ASC Product ID

Certificate holder

*

Type some text to search...

Certificates

*

Select a value

Feed production model

*

☐ Mass Balance

☐ Segregation

☐ Both

Product name

*

Start date

*

Delisting date

Producer product name or ID

Contains GMO

☐ No

☐ Yes

Medicated

☐ No

☐ Yes

Step by step guide for label approval MyASC process

Step 1

Open the Label approval overview in the feed section of the navigation bar on the left to see all your requests and to check their statuses.

Label approval portal for Feed overview.			
+ Add Export to Excel			
Date 	Status Select a value ▾	Person entered	Certificate holder
09-02-2023	Submitted to ASC	Sergey Sergeev	CH00469 - ACCION ACUACULT
● 08-02-2023	Submitted to ASC	St Andrews	CH00331 - Mowi Scotland
07-02-2023	Approved by ASC	Sergey Sergeev	CH00205 - AGRICOLA Y PISICO
30-01-2023	Submitted to ASC	M. Heide	CH00244 - Heidefisch
25-01-2023	Rejected	Sergey Sergeev	CH000601 - Abalıoğlu Balık v
24-01-2023	Draft	Sergey Sergeev	CH000601 - Abalıoğlu Balık v
24-01-2023	Draft	Sergey Sergeev	CH000601 - Abalıoğlu Balık v
24-01-2023	Approved by ASC	Sergey Sergeev	CH000601 - Abalıoğlu Balık v

Step 2

In the Overview page, click on the + button located top left under the title, to create a new request.

Then you can fill in the details, including uploading the image/s to be reviewed by ASC – see image below. One or more additional images can be uploaded, with selected type and description for each – this was added to save time on both sides by combining a group of related images to be reviewed in one request.

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Step 3

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