



## Issues Uploading Your Files

Cody Wilson

Last July, the Bee Friendly Farming (BFF) Team launched our BFF Account Site. This new accounts system allows you to make any necessary changes to your farm account information, renew your certification, and view, download, and print your certificate at your request. In order to renew or apply for BFF certification, file uploads are required. These files include photos of bee forage, habitat, and clean drinking water provided for pollinators, as well as a farm map which clearly labels where on the farm property these features are located. These file uploads are currently set with a limit of five MB file size for upload. With a limited file size capacity, additional steps may be required to prepare your files for upload. These additional steps can include:

1. Compress your files by saving them as a PDF.
2. Zip your files: A zip file is a file format that can contain multiple files combined and compressed into one file. Files that are zipped have a file extension of . zip. Since it's a type of compressed file, a zip file can be smaller in size than the files it contains. This makes the zip file easier and faster to download.
3. Use external file reduction sites to reduce file sizes.
4. Send additional photos and files to [bff@pollinator.org](mailto:bff@pollinator.org) to be uploaded on your behalf. Please be sure to label your files and provide adequate details in your email including farm name.

At this time, we are working on upgrades to the Account Site to allow for smoother user uploads. For more information, or additional assistance with the BFF Account Site, reach out to [bff@pollinator.org](mailto:bff@pollinator.org).

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600 Montgomery Street, Suite 440 San Francisco, CA 94111