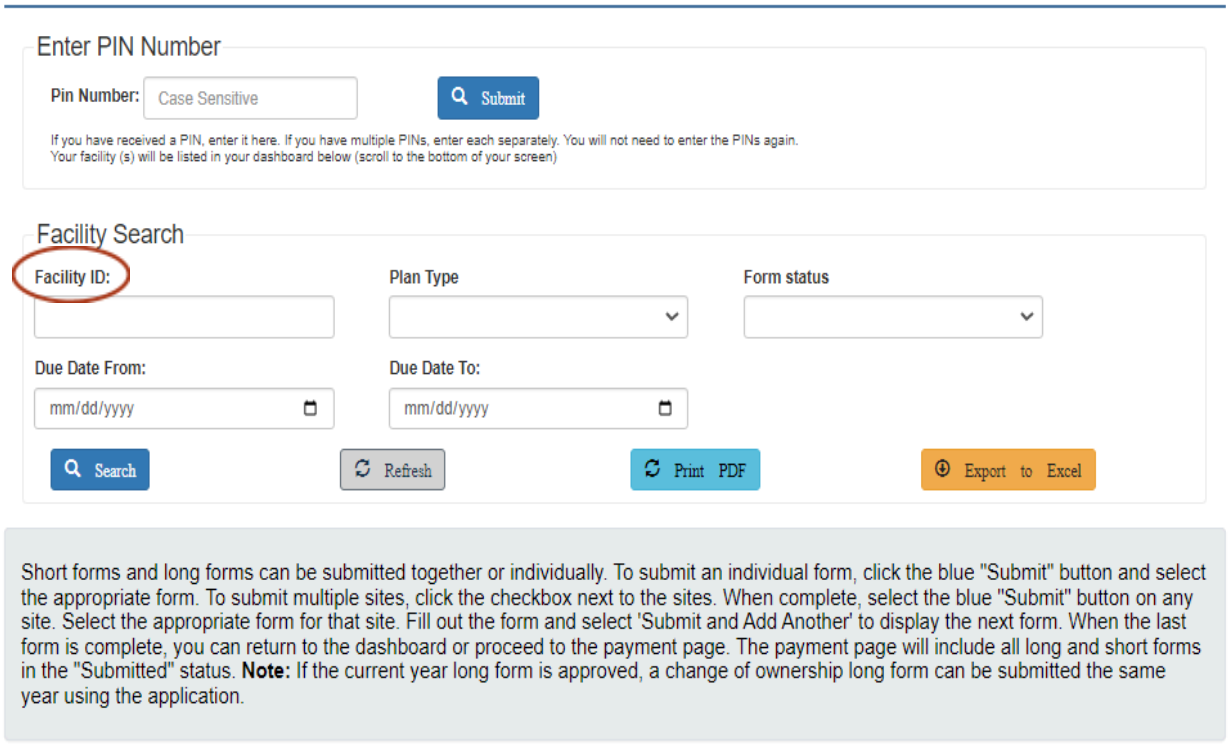
Long Form Submission – Owner/Consultant Role

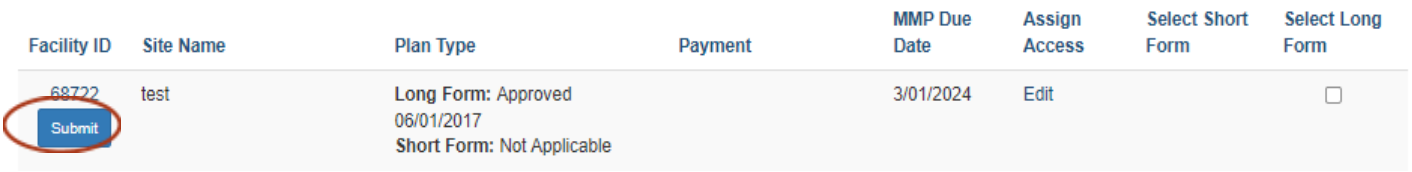
If you don't already have an Okta account, please create one. See 'How do I create an OKTA account' document on the Help tab.

1. Log into the application to view the Owner/Consultant Dashboard

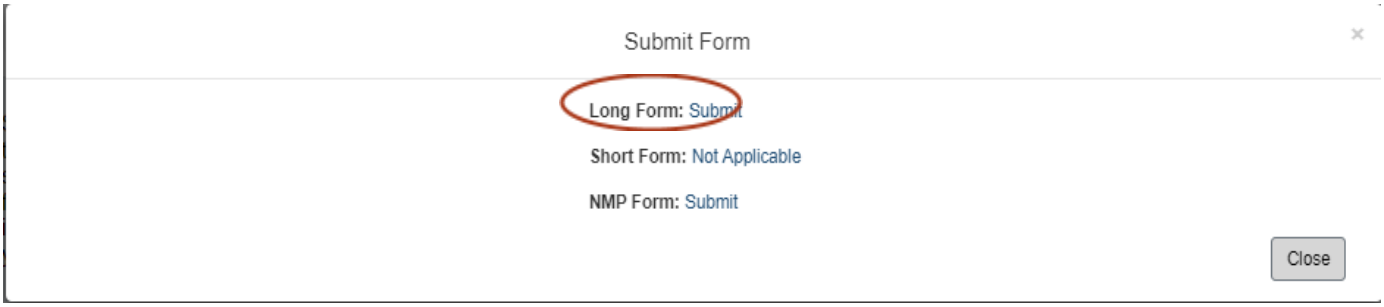
2. If Dashboard is populated, skip to #3. To search for the site you wish to submit, enter the Facility ID in the Facility ID field and click the blue 'Search' button. See 'Entering a Pin' if you need to populate your Dashboard.



3. When results are returned, The Plan Type column will display Long Form: Approved with Approval Date. This will help determine if a long form is due. The Short Form will say 'Not Applicable'. Click the blue 'Submit' button under the Facility Id#.

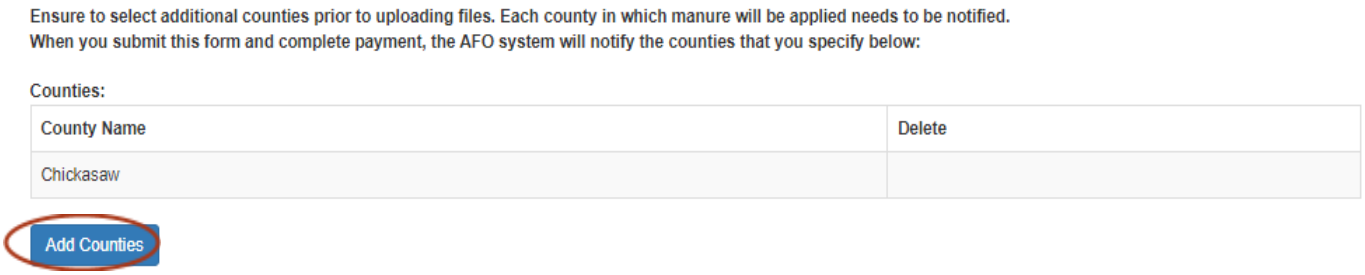


4. A pop-up window is displayed. Click 'Submit' on the long form row.

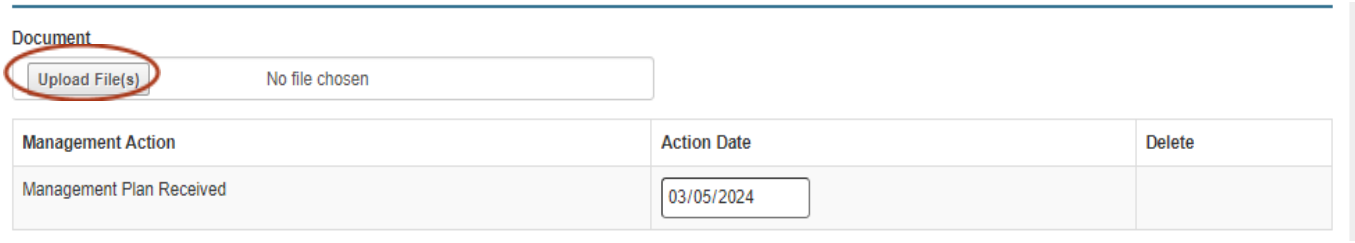


5. You will land on the P-Index MMP Form screen. Review the Owner and/or Contact are current. A new Contact or Change or Ownership can be completed from this screen also. If you select either of these buttons you will be redirected to a new screen to complete that action.

6. Add any additional counties that receive manure by clicking the blue 'Add Counties' button. The application predicates manure application will occur in the county the building resides in. Be sure to add County(s) **PRIOR** to uploading the Long Form. Select the checkbox(s) of the applicable counties in the pop-up window, click 'Save'.

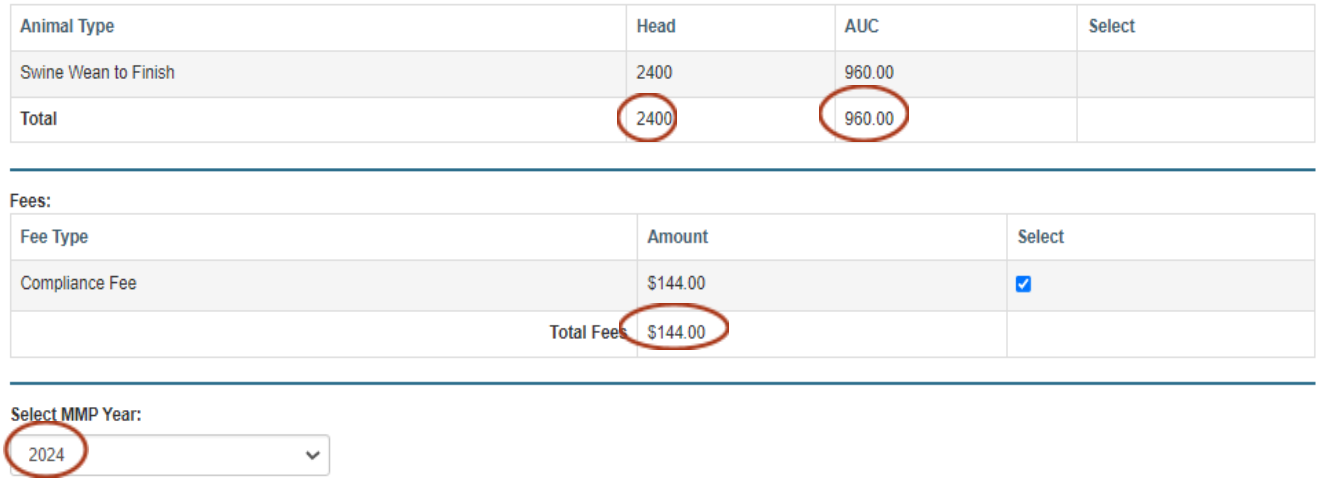


7. Upload a PDF version of the long form. The application will accept single or multiple attachments(attach at the same time). The Management Plan received date will auto-populate with today's date. The application will not let you submit unless a PDF is attached to the page. Ensure ALL Long Form documents are attached (MMP, PIndex, RUSLE2, Agreements, Maps, etc) to expedite the approval process. If the documents are not attached, the plan will not be approved.

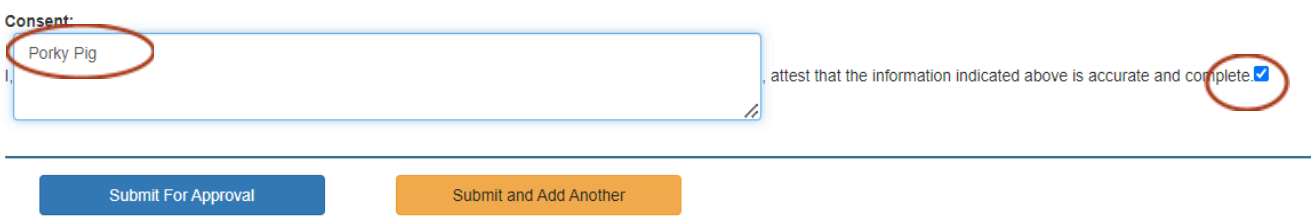


8. If applicable, enter any comments in the 'Comments' field.

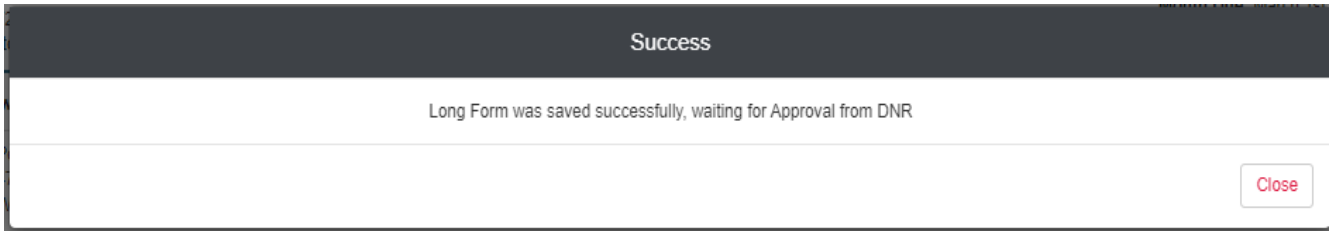
9. Review the animal units, compliance fee, and MMP Year are correct. The MMP Year can be selected for the applicable year if you are submitting for the previous/upcoming year. If the animal units or compliance fee is incorrect, contact your local DNR Field Office to discuss the change.



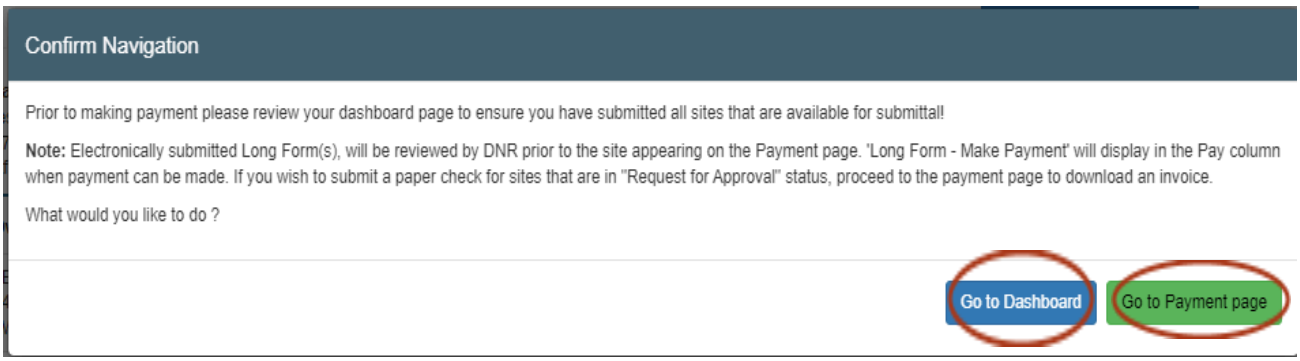
10. To complete the form, add your signature, complete the checkbox on the far right and click the blue 'Submit for Approval' button. If submitting another MMP, select 'Submit and Add Another'.



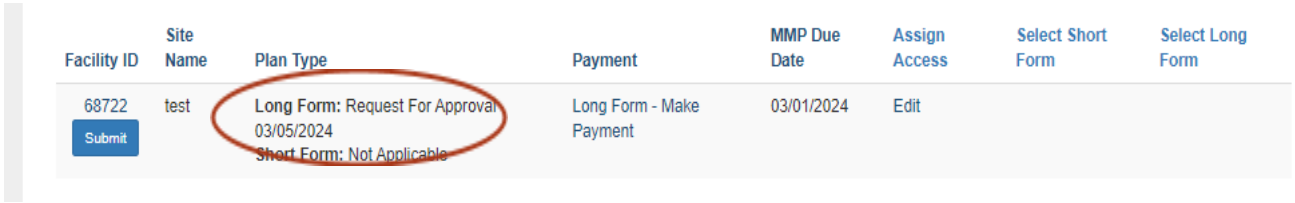
11. If you completed the page successfully, a pop-up window will be displayed. Close this window.



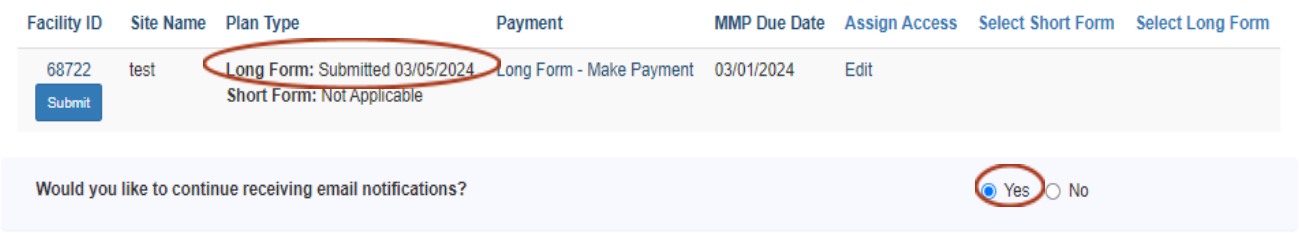
12. Decision Point: A second window will be displayed asking you to select 'Go to Dashboard' for electronic payment - see Step 13 OR 'Go to Payment' to download an invoice to send a paper check - See Step 20.)



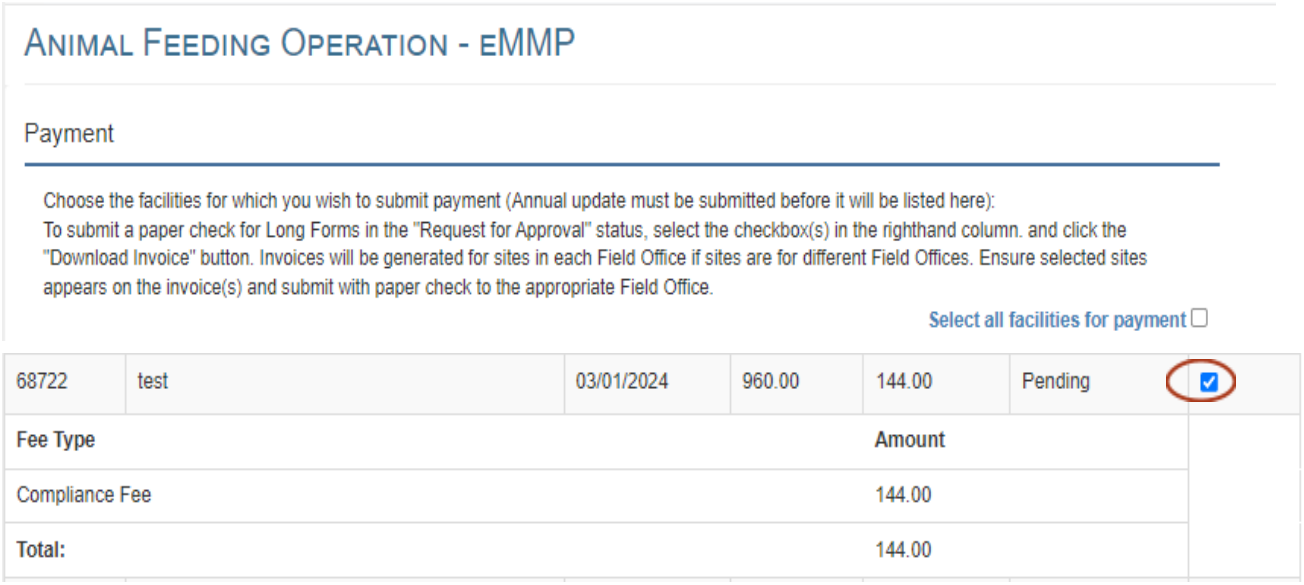
13. The status of the Long Form after submittal will be 'Request for Approval with a date'. The DNR has received your MMP and will have approximately 5 days to review the MMP for completeness. If you wish to pay electronically, see step 14. If you wish to make a paper payment, you can download the invoice and mail a check, see Step 20.



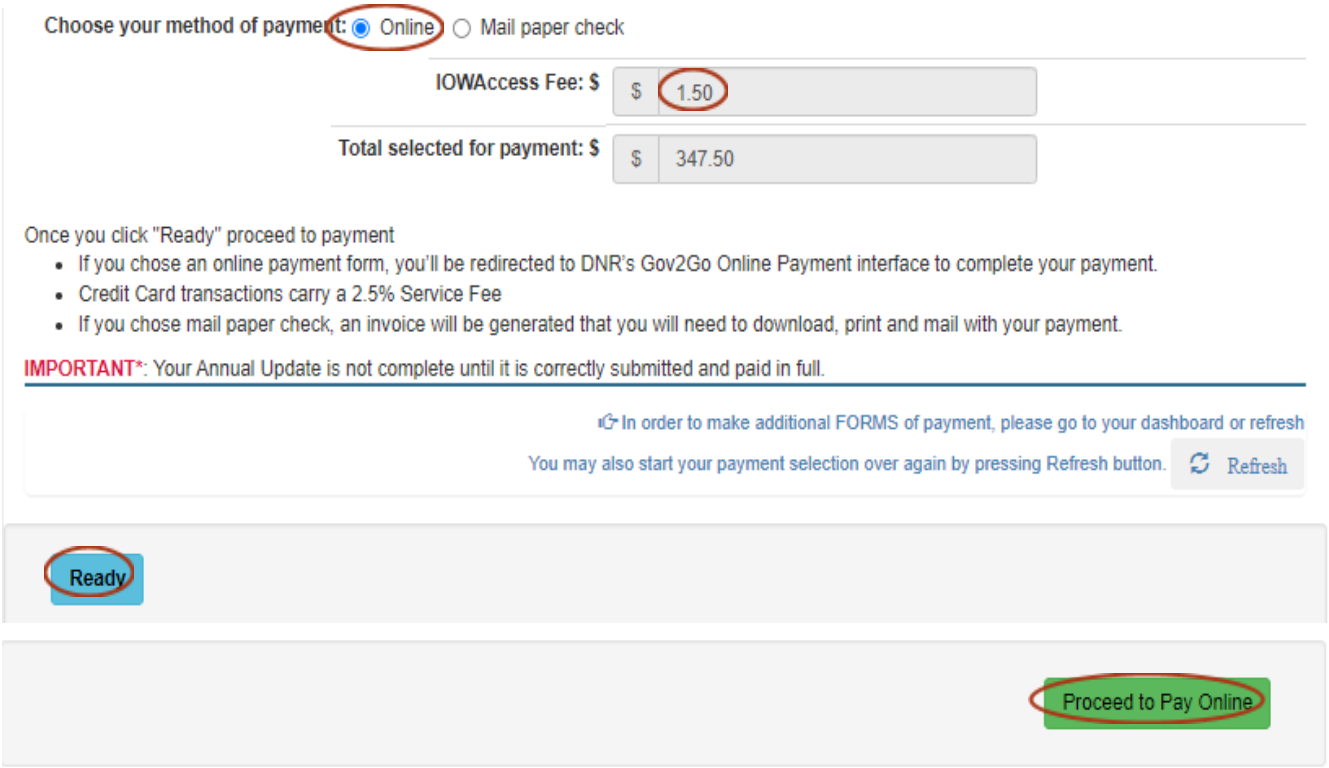
14. **ELECTRONIC PAYMENT:** Once the DNR has reviewed and deems the Long Form complete, an email will be sent and the MMP status changes to 'Submitted with a date'. In the Payment column, 'Long Form -Make Payment' is now active for electronic payment. Select 'Long Form – Make Payment' to make electronic payment.



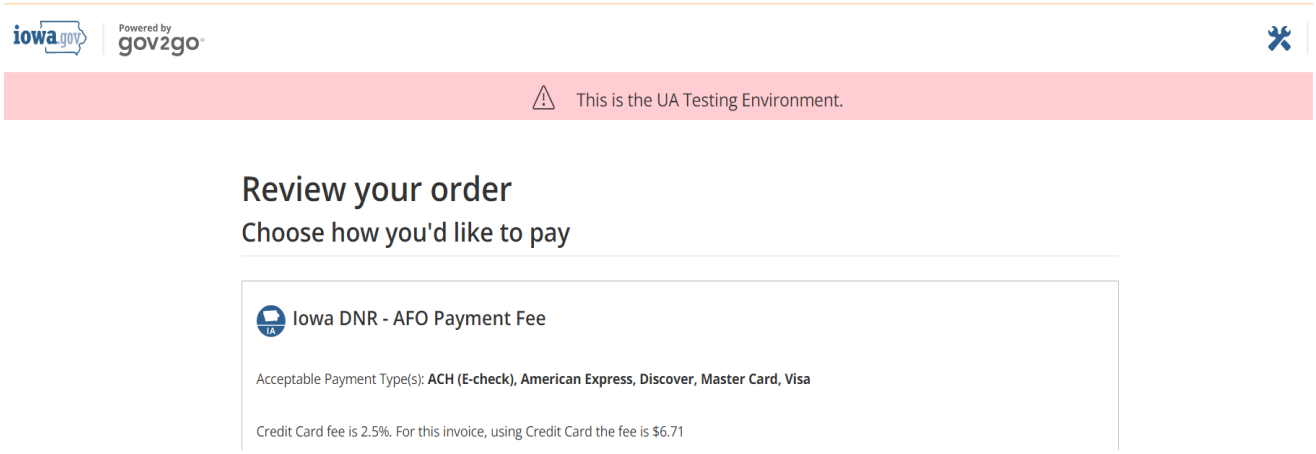
15. The Payment page is displayed. Select the site(s) for payment by checking the checkbox in the right-most column.



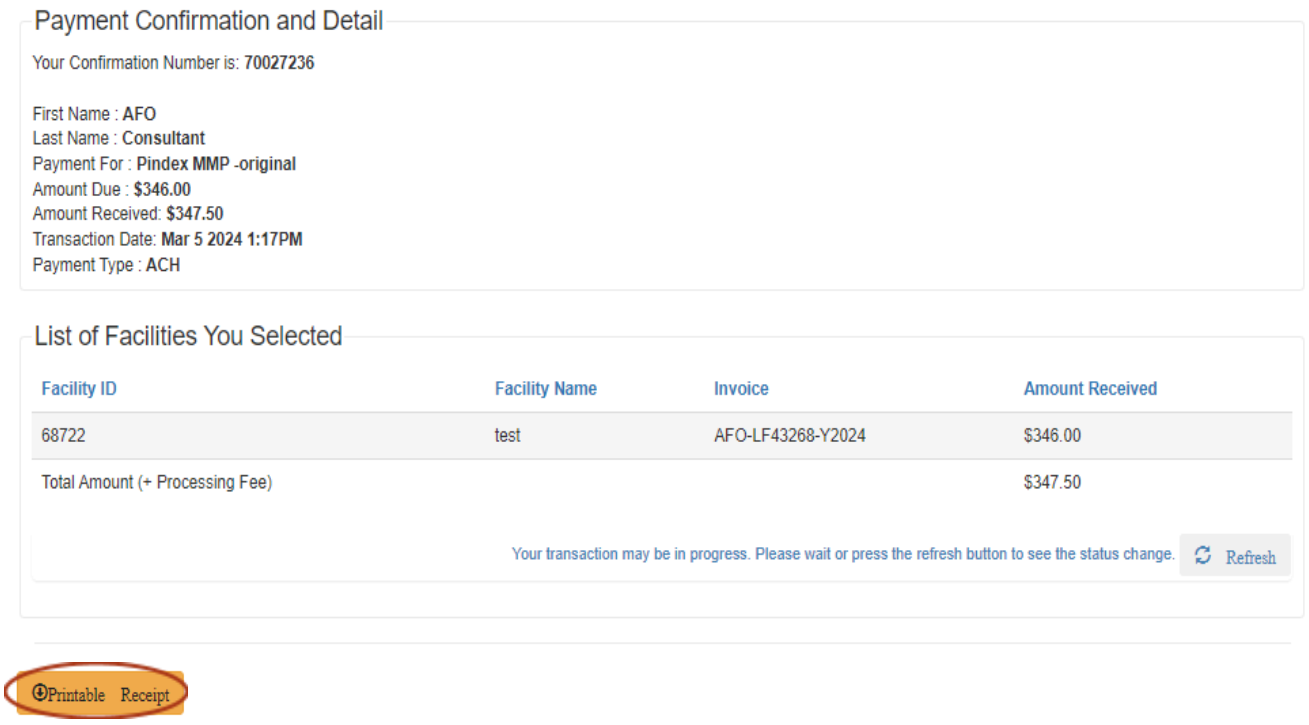
16. At the bottom of the screen select the 'Online' method of payment. Notice a $1.50 IOWAccess fee is added. Select the blue 'Ready' button in the lower left corner. Next, click the green 'Proceed to Pay Online' button in the lower right corner of the screen.



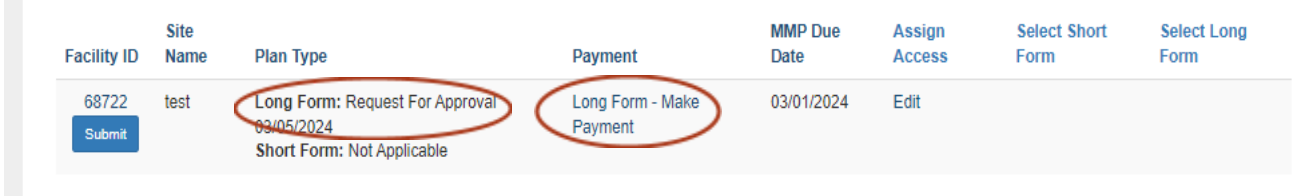
17. You will be directed to ‘Iowa Gov2go’ payment system. Proceed through the payment screens until complete.



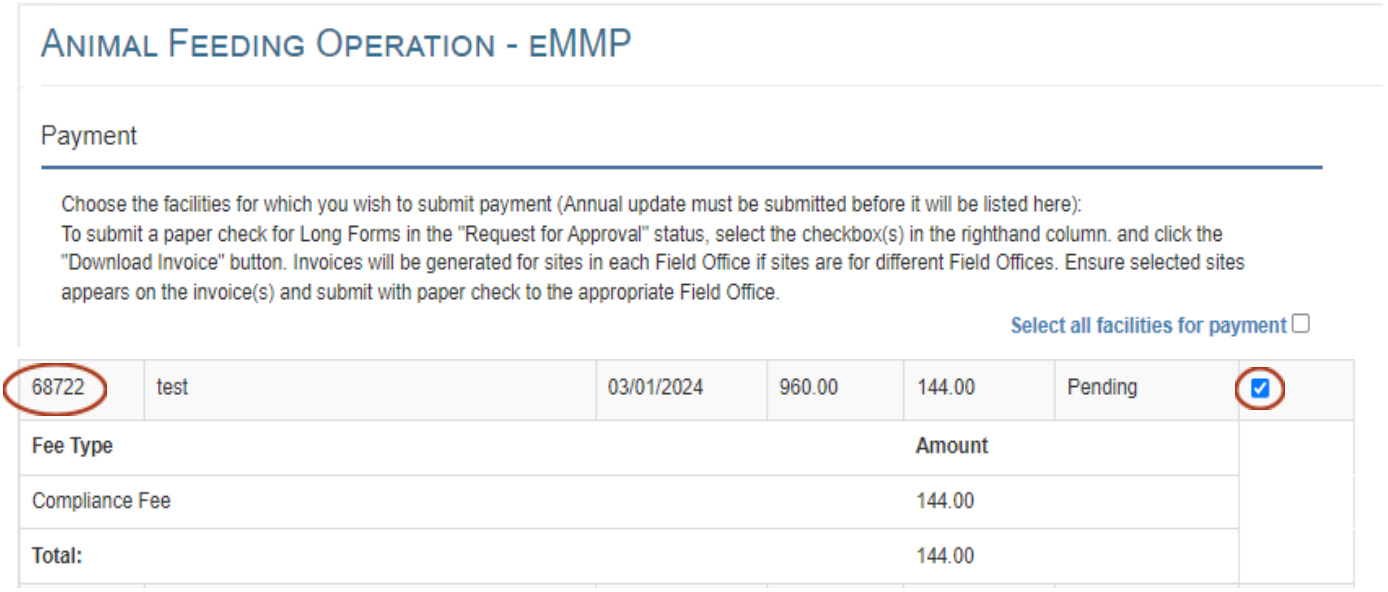
18. When complete, it will return to the DNR AFO application displaying the Payment Confirmation page. For a receipt, click the orange ‘Printable Receipt’ in the lower left corner. This will download a receipt. Step 24 describes the Approval status of the Long Form after payment is received.



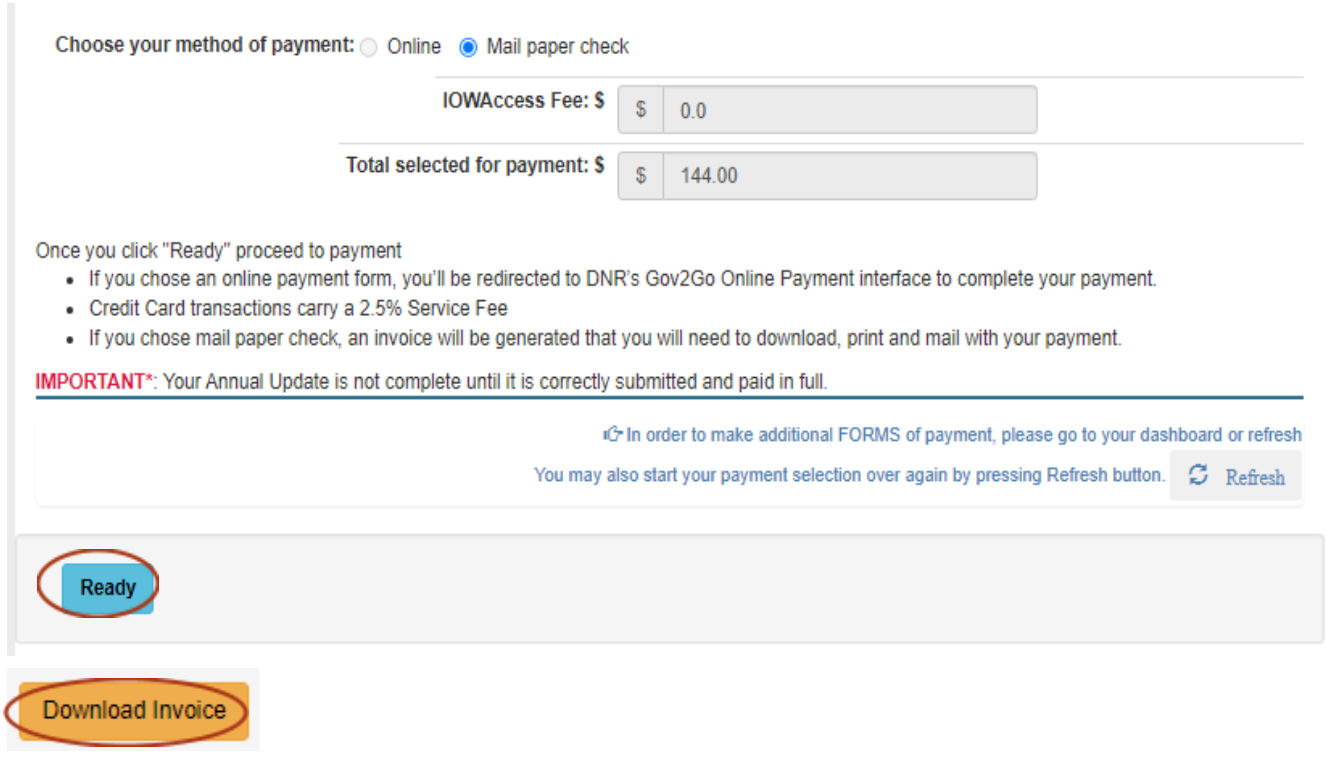
19. **PAPER CHECK:** If you wish to send a paper check prior to the DNR Administrative Review period, click ‘Long Form – Make Payment’ in the Payment column OR ‘Go to Payment Screen’ from the second popup window.



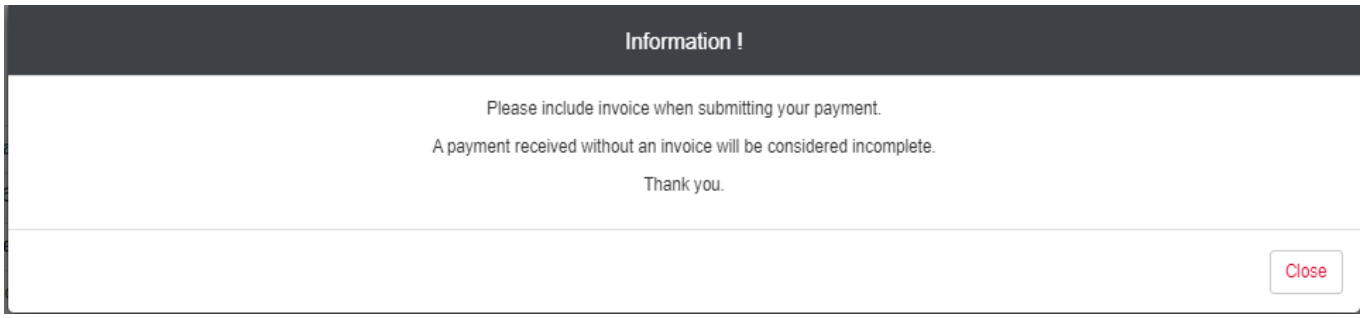
20. The Payment page opens. Scroll to the site you wish to submit a paper check for. Ensure the checkbox(s) in the 'Pay Now' (rightmost column) is checked.



21. At the bottom left of the page, click the blue 'Ready' button. You will not be able to select 'Online' payment. The application will run and the 'Ready' button will be replaced with an orange 'Download Invoice' button. Select this button to generate the invoice.



22. An information pop-up window is displayed reminding you to include the invoice with your paper check. Close this window and open your downloaded invoice (this will vary depending on your computer settings), print and mail with the appropriate compliance fee to the Field Office listed.



IOWA DEPARTMENT OF NATURAL RESOURCES

GOVERNOR KIM REYNOLDS
LT. GOVERNOR ADAM GREGG
DIRECTOR KAYLA LYON

DUE IMMEDIATELY

Cashier's Use Only

MAIL GROUP NUMBER: 28919 Date: 3/5/2024

Send remittance and 1 copy of invoice to:

Mail To:

Iowa Department of Natural Resources
Field Office 1
1101 Commercial Court, Suite 10
Manchester, IA 52057
(563) 927-2640

Manure Management Plan (MMP) Annual Compliance Fee Payment

Facility ID	Facility Name	MMP Due date	Invoice	Amount Due
68722	test	03/01/2024	AFO-LF43267-Y2024	$144.00
			TOTAL DUE	**$144.00**

23. When the Long Form is complete and payment is received, the long form is approved. On your Dashboard screen, the Plan Type column will display the updated status of the Long Form. The status will be 'Approved with date'. At this point a link to the plan is submitted to the Counties listed on the Long Form (no need to drive the plan to county(s). The Payment column also displays the payment method (chk, ach or cc with a date).