Instructions to Enter Electronic MMP (eMMP) Short Form Annual Update and Make Payment

1. You must have an A & A account. If you do not, see the document titled "Creating an A & A Account". Once an account is created or if you already have an A & A account, continue on.
2. Have your A & A account ID and password and PIN letter at your computer. Navigate to the eMMP Website https://programs.iowadnr.gov/afoemmp and click the blue "Log In" button.

3. Enter the A & A Account ID and password, click green "Sign In". This will open a page titled "My Facilities". Forgotten ID and password help is located in upper right corner of page.

4. "Enter Pin Here" box: Enter the PIN as it appears on the PIN letter (case sensitive). Click blue "Submit" button. If you have multiple PINs you may enter them now. The facility(s) will populate on the "My Facilities" page. Click on the work "Dashboard" at the top of the page at any time to return to the My Facilities page.

5. Scroll to the bottom of the page; Select "Yes" or "No" button to receive email notifications from the application (60 day reminder, etc). Scroll to the top of the page to start at the top of the Dashboard.

My Facilities

Enter PIN Here...   🔍 Submit

Case Sensitive

If you have received a PIN for your facility, enter it here, then click submit
If you have multiple PINs, enter each separately. Your facilities will be added to the list below.

Due Date From...   Due Date To...   🔍 Search

Would you like to continue receiving email notifications?   ○ Yes ● No

6. If you wish to grant access (for a consultant to submit a Short Form on your behalf), in the right hand column labeled "Assign Access", click the word "Edit". If not, skip to Item #7. This will take you to a page that requires you to enter an email address (consultants) and click the "Grant Access" button. Entering an email address will allow the party the ability to submit the MMP and make payment. If you wish to grant access to all of your facilities on the Dashboard page, to one email, click the checkbox under the email address box. This will grant access to the email address to all the facilities listed on your Dashboard page. Review the list and delete contacts by clicking the "x" under "Remove Access" heading. Once completed, click on the word "Dashboard" near the top (left center) of the page. See "Help – Assigning Access" for more detailed instructions.

My Facilities

Enter PIN Here...   🔍 Submit

Case Sensitive

If you have received a PIN for your facility, enter it here, then click submit
If you have multiple PINs, enter each separately. Your facilities will be added to the list below.

Due Date From...   Due Date To...   🔍 Search

Facility ID	Site Name	Status	Payment	Plan Type	MMP Due Date	Assign Access
58723	Beulah Valley Farms Inc.	Submit	Pay	Pindex MMP -short form	01/01/2017	Edit
58900	Curt Garret Farm	Submit	Pay	Pindex MMP -short form	01/01/2017	
65695	PI-302	Not Applicable		Pindex MMP -short form	01/01/2017	
69191	Brennan Lorack	Not Applicable		Pindex MMP -short form	01/01/2017	
56238	Corey Agr Inc of Lytton	Submit	Pay	Pindex MMP -short form	06/01/2017	
64420	JJ Pork	Submit	Pay	Pindex MMP -short form	12/01/2017	Edit

7. Under the heading "Status"; click the blue word 'Submit' to open the Short Form Annual Update. You can narrow due dates by searching the date range

8. Review Facility, Owner and Contact information for accuracy. If ownership has changed, please contact the local DNR Field Office to ensure an Original MMP and correct fees are submitted. If you need to add a contact, see item #28.
9. Click one or more of the boxes that reflect the changes that occurred during the previous year. If selected SAFO option, do not proceed and contact the appropriate Field Office. If selecting "other changes", complete text box.

10. **Sales of Manure:** If you sell all or a portion of your dry manure, see item #25.
11. **County Notifications:** The facility county location is auto populated. Ensure **all** counties, where manure is applied, are selected to receive a copy of the Short Form Annual Update. You can add or remove counties. Click the blue "Add County" button to select applicable county(s). Once all counties are selected click "Save and Exit" button. Click the "blue box with an x in the center" to remove a county.

County Notifications
Each county in which manure will be applied needs to be notified. When you submit this form and complete payment, the AFO system will notify the counties that you specify below:

☒ Henry
⊕ Add County

12. **Animal Units/Payment Table:** Review the animal units and fees table to ensure the information is correct. If not, please contact the local Field Office.

Animal Unit Capacity / Payment Summary

Animal Types	Total AUC	Total Amount
Swine Grow to Finish	1284.00	$192.60
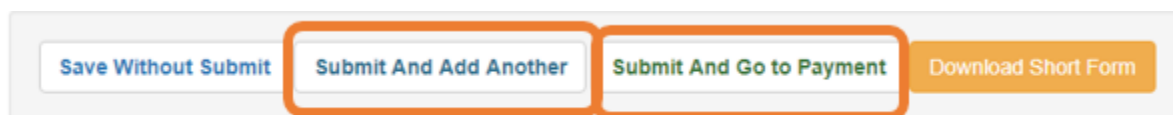
13. **Consent:** Enter your name in the consent box and "check" the box at the end of the statement. Ensure a check mark shows in the box.

Consent

I, [_____] , attest that the information indicated above is accurate and complete. ☐

14. **Submitting multiple sites:** See Items #26-27.
15. **Submitting only one site**: Click "Submit and Go to Payment". This will open the Payment page.

Save Without Submit | Submit And Add Another | Submit And Go to Payment | Download Short Form

16. In the far right column labeled "Pay Now", check the box. Ensure a checkmark shows in the box
17. **Choose your method of payment:** Select your payment method (see 17a, b, or c).
    a. Credit Card – See #18 (a $5 convenience fee will be added)
    b. Online eCheck (ACH) – See #18
    c. Paper check, See #23

Selecting the "Refresh" button will clear any selections to this page.

Click the blue "Ready" button.

18. **Credit Card and Online eCheck (ACH)**: click the green "Proceed with Credit Card" or ""Proceed with eCheck (ACH)". You will be directed to a secure banking site that has partnered with DNR to accept credit card payments and echeck (ACH).
19. Complete the requested information and click "Continue" button at the bottom of the page.
20. Review Payment page: Click "Confirm" button at the bottom of the page. A payment confirmation email will be sent to the email address entered into this site.
21. Confirmation Page: Click "Continue" at the bottom of page. You will be redirected back to the DNR website showing a receipt. Click on gray "Printable Receipt" button and print for your record.

22. Click "Download Short Form" button to print the Short Form Annual Update for your record. You have successfully submitted your Short Form Annual Update. Click "Logout" in the upper right hand corner of the page to exit the application.

Your Confirmation Number is: IOWTST005147898
First Name : AFO
Last Name : Farmer
Payment For : Pindex MMP-Short Form
Selected Amount : $197.60
Transaction Date: Dec 6 2017 8:36AM
Payment Type : Credit/Debit

List of Facilities You Selected

Facility ID	Facility Name	Facility Amount
~~56720~~	~~Beulah Valley Farms Inc~~	$192.60
Total Amount (+ Credit/Debit Fee)		$197.60

Your Transaction may in Progress please wait or press Refresh button to see status change   ↻ Refresh

ⓘ Printable Receipt   **Download Short Form**

23. **Mail Paper check,** Click the orange "Download Invoice" button. A reminder to include invoice with payment pops up, close this window.
24. Print the invoice. **Mail** invoice and check for proper amount to Field Office listed on the invoice. The Short Form Annual Update **will not be approved** until an invoice and check are received. After invoice is printed, return to the eMMP application. Click "Logout" in upper right hand corner of the application.

Payment

Choose the facilities for which you wish to submit payment (Annual update must be submitted before it will be listed here):

Facility ID	Facility Name	MMP Due Date	Total AUCs	Amount Due	Payment Status	Pay Now
~~56720~~	~~Beulah Valley Farms Inc~~	01/01/2018	1284.00	192.60	Pay	✓

Choose your method of payment: ◯ Online credit card   ◯ Online eCheck (ACH)   ◉ Mail paper check

Convenience Fee for Credit Card $ $ 0

Total selected for payment: $ $ 192.60

Once you click Proceed
- If you chose an online payment form, you'll be redirected to DNR's US Bank payment interface to complete your payment.
- If you chose mail paper check, an invoice will be generated that you will need to download, print and mail with your payment.

IMPORTANT*: Your Annual Update is not complete until it is correctly submitted and paid in full.

☞ In order to make additional FORMS of payment, please go to your dashboard or refresh
You may also start your payment selection over again by pressing Refresh button.   ↻ Refresh

Download Invoice

Checking Submission Status

Electronic Payments: Upon completion of printing the receipt and approved Short Form Annual Update, return to the Dashboard. If the Short Form Annual Update was successfully submitted, the "status" column will show "Approved including a date". The "Payment" column will show "cc-credit card; ACH- electronic check and the received payment date".

Mailed Payments: After 14 days, login to the eMMP application. If your Short Form Annual Update was successfully submitted the "Status" column will show "Approved including a date". The "Payment" column will indicate "chk – paper check and the received payment date".

If the "Status" column shows "Submitted including a date" and the "Payment" column shows "Pay", a complete submission has not occurred. Contact your local Field Office to ensure your check has been received.

25. **Sales of Manure:** If you sell all of your manure, click the 200A box and complete the Dealer ID and License expiration boxes. If you sell a portion of your manure **AND** have a MMP, complete the Dealer ID, License expiration boxes and select the boxes that are applicable to the MMP.

Click if applicable to your operation:

☑ I sell all manure with a Chapter 200A license through the Iowa Department of Agriculture and Land Stewardship.

Dealer ID	License Expiration Date

☐ In addition to selling manure as indicated above, I also apply manure to fields using a manure management plan.

26. **Submitting multiple sites:** Click the button "Submit and Add Another". This will automatically populate the Short Form Annual Update for the next available facility on your Dashboard. Repeat items #7-14 (if applicable).
27. On the last form to be submitted, click the button "Submit and Go to Payment". This will take you to the payment page. Select all the facilities you would like to make payment for. Then proceed to Item #17.

28. **Add Contact:** Click the blue "Add Contact" button, a window pops up. If there are existing contacts in the file, they will be populated here and you can select them and click the blue "Save & Exit" button. If you need to add a new contact, click the light blue "Add New Contact" button. Click "Leave this Page" button. Confirm that you want to leave the short form by clicking "Leave this page" button. Enter the complete contact information before finishing the remainder of your Short Form or your work will be lost. You can search for an existing contact by entering a name (or part of a name) in the search box. If present in the system, you can select them as your contact and complete the appropriate information. If not, complete all the boxes on the page. Mail Merge and Primary box must be selected to ensure notifications are received. Once this page is completed click the blue "Save" button. You will automatically land on the Short Form you were working on.