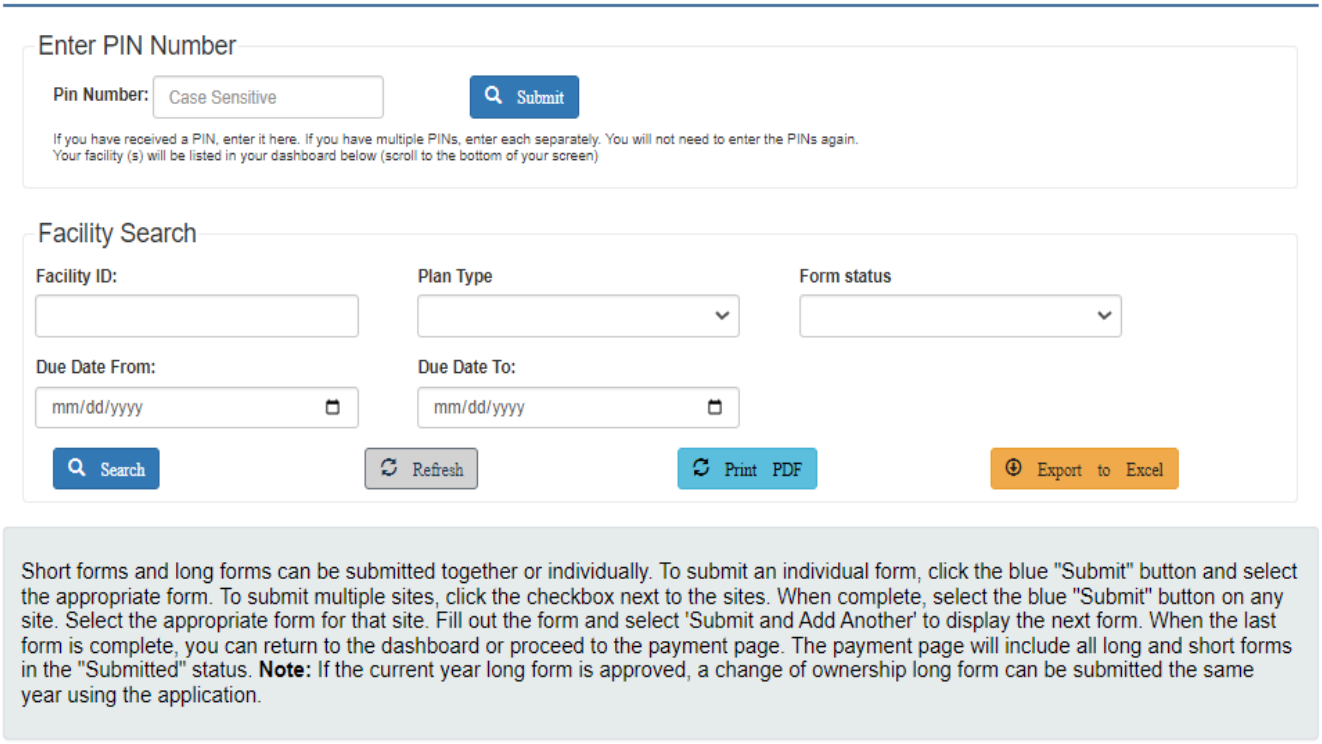
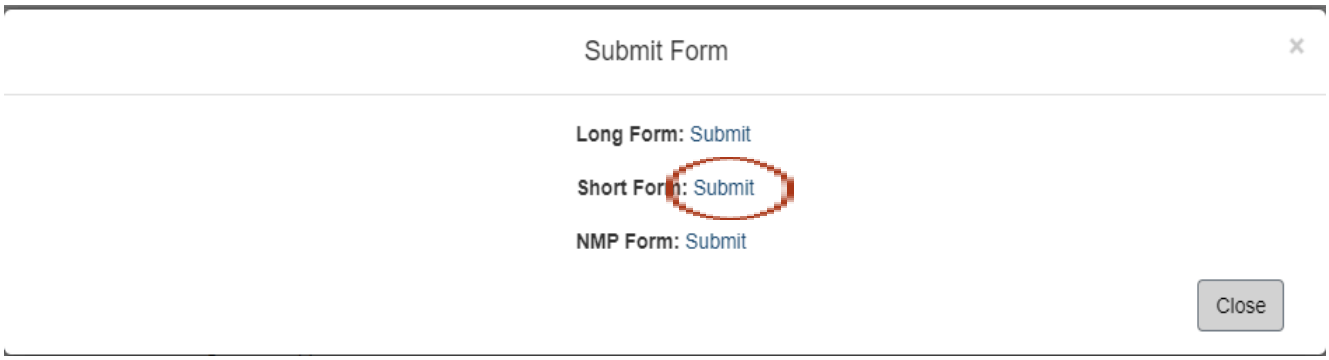
Short Form Submission – Owner-Consultant

1. Log into the application to view the Owner/Consultant Dashboard.
2. If the Dashboard is populated, skip to #3. To search for the site, 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.

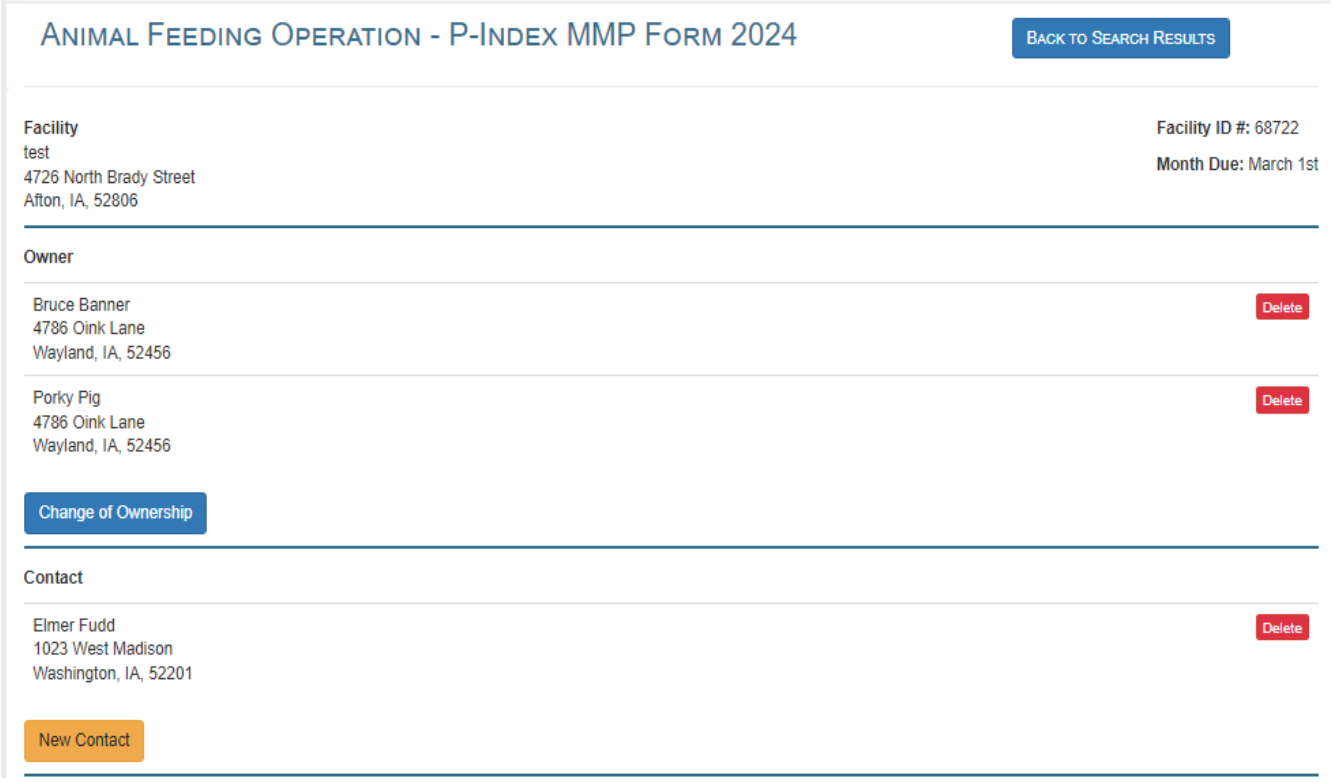


3. When results are returned, the 'Plan Type' column will display Long Form: Approved with Approval Date. The Short Form will say 'Short Form Due'. Click the blue 'Submit' button under the Facility Id#.

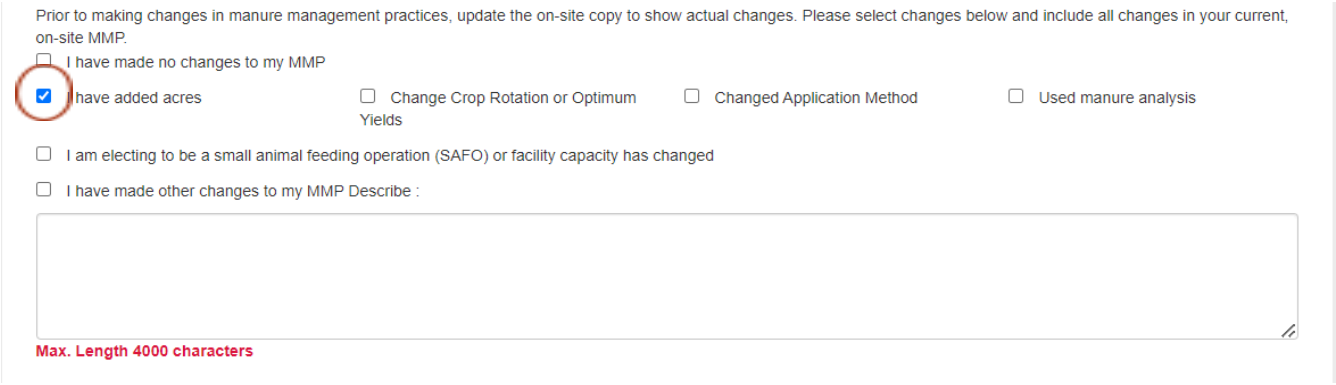
4. A pop-up window is displayed. Click 'Submit' on the Short Form row.



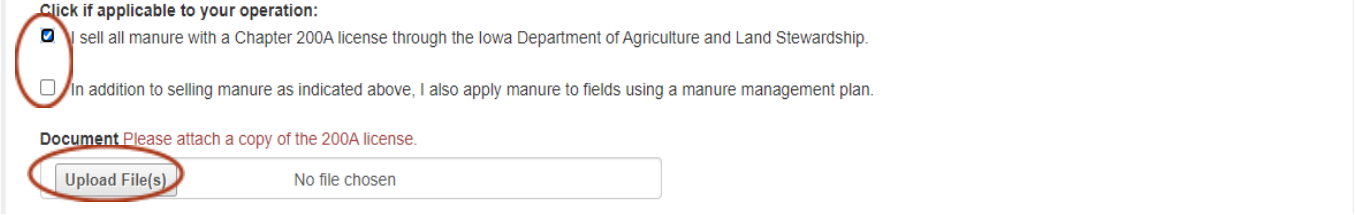
5. Review Facility, Owner, and Contact information for accuracy. If ownership has changed since the last annual update, please contact the appropriate DNR Field Office to ensure an Original MMP and correct fees are submitted. To add a contact, see Item #29.



6. Click one or more of the boxes that reflect the changes that occurred during the previous year. If the small animal feeding operation (SAFO) option is selected, do not proceed. Instead contact the appropriate Field Office. If selecting "other changes," complete the text box. Example: "I have added acres" was selected.

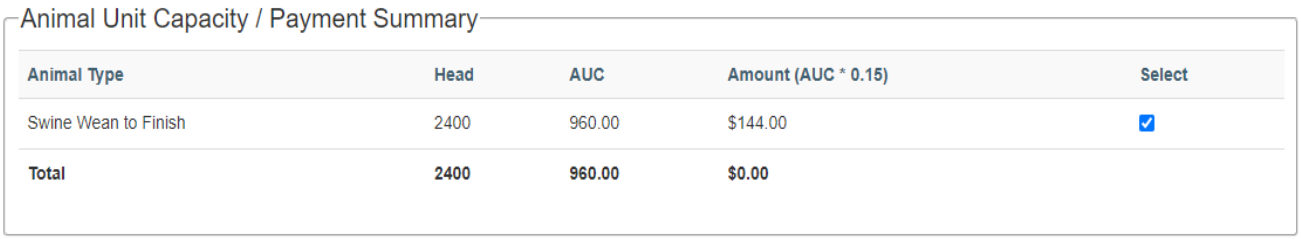


7. Sales of Manure: If you sell all or a portion of your dry manure, see item #23. You must check the appropriate box and upload a copy of your 200A License.



8. **County Notifications:** The county where the facility is located will populate automatically. Make sure **all** counties where manure is applied are selected. You can add or remove counties by clicking the blue "Add County" button. Once all counties are selected, click the "Save" button. To remove a county, click the red 'Delete' button.

9. **Animal Units/Payment Table:** Review the Animal Type, Total Animal Unit Capacity (AUC) and Fees to ensure the information is correct. If not, please contact the appropriate Field Office.



10. **Consent:** Enter your name in the consent box and "check" the box at the end of the statement. Make sure a check mark shows in the box.

11. **Submitting multiple sites:** See Items #24 & 25.
12. **Submitting only one site**: Click "Submit and Go to Payment."

Payment Page

13. In the far right column labeled "Pay Now," check the box. Make sure a checkmark shows in the box. If you have submitted multiple facilities and wish to pay for all in one transaction, above the 'Pay Now" column is a checkbox labeled "Select all facilities for payment", check this box. This will place a checkmark in the "Pay Now" column for all facilities on the Payment page.
14. **Choose your method of payment:** Select your payment method below, then click the blue "Ready" button. Electronic payments have a $1.50 IOWAccess feed added.
    a. Credit Card – See #15 (a 2.5% Service fee is added)
    b. Electronic Check (ACH) – See #15
    c. Paper check, See #20
    d. If you made an error, selecting the "Refresh" button (lower right corner of page) will clear selections on this page.
15. **Credit Card and Electronic Check (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 echecks.

16. Complete the requested information and click the “Continue” button at the bottom of the page.
17. 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 the banking webpage.
18. Confirmation Page: Click “Continue” at the bottom of the page. You will be redirected back to the DNR website which shows a receipt. Click on the gray “Printable Receipt” button and print for your records.
19. Click “Download Short Form” button to print the Short Form Annual Update for your records. You have successfully submitted your Short Form Annual Update. Click “Logout” in the upper right hand corner of the page to exit the application.
20. **Mail Paper check:** Click the orange “Download Invoice” button. A reminder to include an invoice with payment pops up. Close this window. The invoice may automatically download or you may have to open it depending on your computer settings.
21. Print the invoice. **Mail** invoice and check for proper amount to the Field Office listed on the invoice. **DNR will not approve** the Short Form Annual Update until an invoice and check are received. After printing the invoice, return to the eMMP application. Click “Logout” in the upper right hand corner of the page to exit the application.

22. Other information

23. **Sales of Manure:** If you sell all of your manure, click the 200A box and attach a PDF copy of the IDALS 200A License . If you sell a portion of your manure **AND** have an MMP, check “In addition to selling manure….” Statement, attach the IDALS 200A License expiration select the boxes that are applicable to the MMP.
24. **Submitting Short Forms for multiple sites:** Click “Submit and Add Another” button. This will automatically populate the Short Form Annual Update for the next available submittal. Repeat items #5-12 (if applicable). 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 facilities you will pay for. Then proceed to Item #13.
25. **Payments for Long and Short Forms:** On the dashboard page, the rightmost column labeled “Pay Multiple Long Form” will have checkboxes populated for the facility **IF** the DNR has received a Long form paper copy. The checkbox can be selected and this will populate the Long Form facility on the payment page to allow for electronic payment.

26. Checking Submission Status

27. **Electronic Payments:** Log into the application. You will land on your Dashboard. If the Short Form Annual Update was successfully submitted, the “status” column will show “Approved with the approval date.” The “Payment” column will show “cc-credit card; ACH- electronic check and the received payment date.”
28. **Mailed Checks:** After 14 days, log into the application. You will land on your Dashboard. If the Short Form Annual Update was successfully submitted the “Status” column will show “Approved including a date” and 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,” the submission is not complete. Contact the appropriate Field Office to ensure your check has been received.

29. **Adding Contact:** Click the blue add contact button. A pop up window will be displayed. This window may contain a contact or may be blank. If the correct name appears with the checkbox, select the checkbox and click “Save and Exit”. If you need to add a new contact, click the light blue button, “Add New Contact”. This will take you to the “AFO-New Contact” page. Search for the contact first by entering the name. If they do not exist in the application, close the “No results found!” window and complete the appropriate fields that are now active. Ensure to enter a role and make the contact current to have them displayed on the short form.