AGDATA

TRAIT LICENSE MANAGEMENT: U.S. GROWER REGISTRATION GUIDE

AgCelerate

2020

AgCelerate

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Register a New Account

Hello! Thank you for choosing to sign your agreements through AgCelerate!

This guide will show you how to register for and use AgCelerate.

Why Register?

Registration with AgCelerate allows you to coordinate your licenses and control the information on all licenses with one account.

Step 1 – Grower Information

Tell us about yourself! Don't worry, we don't share your information with anyone except for the manufacturers
with whom you sign agreements.

1. Go to www.AgCelerate.com
2. Click *Growers Click Here to Register*
3. **Email Address** – This is required.
4. **Password** – Can be any combination of letters, numbers and special characters.
    It also needs to be at least 4 but no more than 20 characters long.
5. **Name** – Fill this in with your Legal First, Middle and Last names, adding the suffix if applicable.
    Please remember, the licenses are issued to a person, NOT a business. The business can be covered under your license,
    and can be added in step 2.
6. **Last 4 of SSN** – This should be your personal SSN, not the Business EIN. This will be used to verify your identity before
    signing agreements through AgCelerate.
7. **Telephone Numbers** – At least one must be entered.
8. **Physical & Mailing Address*** – Please see Address Best Practices section below.
9. **Crops which you farm** – This helps determine which agreements we offer for you to sign. Since we work with many
    manufacturers and retailers, we try to cater to your needs.
10. **Click the box to accept the Terms of Service** and Conditions of Use – to open and read the full Terms of Service,
    click the link.
11. **Click** *Continue to Next Step*

Address Entry – Best Practices

Physical Address Line 1 should contain a street address.

1. Street address in the format of: Building Number, Road name, Street suffix.
    (Example: 1234 Main St. – where "1234" is your building number, "Main" is the road name, and "St" is the street suffix.)

    • The street suffix can be either the long name or abbreviated. (Example: "Street" and "St" are both acceptable.)

Home Mailing Address Line 1 should contain either a street address or a Post Office box.

1. Street address in the format of: Building Number, Road name, Street suffix.
    (Example: 1234 Main St. – where "1234" is your building number, "Main" is the road name, and "St" is the street suffix.)

    • The street suffix can be either the long name or abbreviated. (Example: "Street" and "St" are both acceptable.)

2. Post Office boxes should follow the format of "PO Box NNN," or "PO Box NNN STN XXX."
    (Example: "PO Box 4107" –OR– "PO Box 4107 STN Main" will both validate.)

3. Route and Box number in the format of "RR NN Box NN" or "RR NN STN XXX"
    (Example: "RR 1 Box 47" –OR– "RR 3 STN Main" will both validate.)

    • You may also use Address Line 1 for Route Number and Address Line 2 for Box Number.

    • A Box Number without the "PO" or "RR" will not validate. PO or RR is needed to further identify the mailing address.

*Validating Addresses – When you enter an address on AgCelerate, you enter the Street Address and Zip Code and hit the validate button. If we can find the address, the rest of the information will pop up. If the boxes are empty, fill out the rest of the information, and validate again. If it does not validate, click the box next to "I affirm this address is valid" and Continue. Do NOT validate again. You will be directed to contact support; please do so after step 3.

Step 2 – Farm Information

The farms or entities you need covered under your licenses must be listed under "My Farms" so the seed license agreements can be associated with them. AgCelerate may display farms that match your registration information. For all farms that you are associated with, click the orange *This is your farm* button. If it is not your farm or you are no longer associated with it, click the grey *This is not your farm* button.

This address can be a physical address where your farm is located, or a mailing address with a PO Box. You can update the information by clicking the grey *Edit Farm* button. If your physical address cannot be validated, try entering your mailing address instead. *Important Note: If your farm has an invalid address, you will not be able to sign agreements. This can be bypassed by removing your farm and adding it later, or by correcting the address.*

If none of your farms are listed, then manually add them by clicking *Add a Farm*. Fill out the required fields and validate the address. Click *Save* when done. Repeat to add multiple farm businesses as needed. See validation note from step 1 for address issues.

If you don't farm under a different name and are ready to move on, click *Continue to Final Step*. If there are any issues adding a farm, simply hit cancel and do not add it at this time. The Farm information can be added/updated at any time, even AFTER agreements are signed (one of the perks of registration)! If you need assistance adding farms, please contact customer support after you have completed registration.

Step 3 – Supplier Information

Select all of the seed suppliers you do business with from the list provided. The list shows all suppliers within a 100 mile radius of the center of the zipcode. You can change the zip code to search for others outside of this range if necessary or type in the name of the supplier to search by name. When done, or if your supplier isn't listed, click the *Complete Registration* button.

Your registration is complete!

Sign Agreements

Why Electronically Sign Agreements?

With traditional paper licenses, you had to fill out a new license with manufacturer, mail them and wait a couple weeks for a license number. If you forgot to complete part of it, it was returned to you and you'd have to fill it out and wait again. Plus, those forms only allowed for one business to be covered under your license.

With AgCelerate, all you need to do is sign up, choose the agreements you wish to sign and follow the steps below. Signing your agreements electronically on AgCelerate allows you to obtain your license numbers almost immediately.* All of your license numbers will also be in one convenient place for easy access.

*Monsanto license numbers normally take about 3 hours to receive, but can take up to 3 business days.

Step 1 – Login

If you previously registered, you will need to login. If you are doing the registration and signing together, first register using the Grower Registration - Quick Guide, then skip to Step 2.

1. Go to www.AgCelerate.com
2. Click *Login* (located in the upper right hand corner). Login with your credentials.
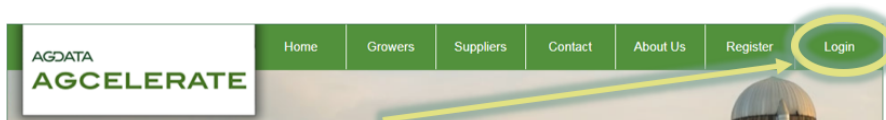
Step 2 – Select Agreements

Based on your geographic location and the crops you selected during registration, only certain agreements will be visible to you. Your crop selection does not affect past or current agreements, just the new ones offered to you for new agreements.

1. **Determine which Agreements you need to sign** – The agreements you need to sign are dependent on what seed you purchased. If you are unsure, contact your seed dealer. You can also hover over the words *Technologies/Varieties Covered* under each manufacturer's banner. A window will appear with the logos of the traits associated with each license. If you are unable to contact your dealer or determine the correct agreements, contact our Support Team.

2. **Select Agreements** – Once you have selected the agreements you need to sign, the banner for the agreement will be highlighted in orange. Then click *Sign Selected Agreements*.

3.

    Information – A small window should appear that will ask for any additional information that may be needed based on the agreements selected. Answer the question(s) and click continue.

    Note: If you do not get a popup, you may need to check if you have pop-ups or redirects blocked in your internet browser settings.

4. **ID Questions** – In this next step, you will be asked a minimum of 3 multiple choice questions based on your background, using the information that you entered during the registration process. If any of your registration information is not your personal information, these questions will not populate and you will have to call the Support line for assistance.

    These questions are how we verify your identity and offer the ability to sign your legal agreement(s) online. The questions and answers are NOT provided to the manufacturer nor to the Support Staff. You will only be asked these questions the first time you sign agreements through AgCelerate.

5. **Signing the Agreements** – Finally there! In this step you will use DocuSign to sign the actual agreement(s). Make sure your browser will allow pop-ups and has a current PDF reader installed.

        a. Please Review & Act on These Documents – Below the green stripe you should see your first agreement, though it will be grayed out. To get started, click *Continue*.

        b. The agreement should now be fully visible. Click the orange *Start* button in the upper left hand corner of that document.

c. The window will automatically scroll to the first required signature. You will see an orange Sign arrow on the left and a smaller yellow square with: Sign, a red arrow pointing down, and a line inside it. Click the yellow box to sign the document.

    i. Adopt Your Signature – If you haven't signed a document with DocuSign before, you may be asked to select a signature. You can draw your own or select from a list of styles. To continue, click *Adopt & Sign*.

d. Sign Additional Agreements – If you have chosen more than one agreement to sign, you should then see a *Next* button appear. Clicking *Next* will generate your next agreement; click the *Sign* button as you did for the previous agreement. Repeat this process for any additional agreements.

e. Finish – When you are finished signing the agreement(s) you need, click the *Finish* button. This should be located in the same place *Continue* was in Step A. You must click *Finish* to send the agreement(s) off for processing. Once the button is clicked, you will be brought back to the "Sign New Agreements" page. To view your new license numbers, click on the orange *Current Agreements* tab. If your license number says "Processing" please allow up to 3 business days and check back. If you haven't received a license number after 3 days, please contact our Support Team.

Grower Dashboard

The Grower Dashboard is your homepage when you are logged into AgCelerate. It serves as your one stop shop for all of your technology use agreements.

From the Grower Dashboard you can sign agreements, review your account information, update your farm information, review your crop suppliers, and maintain your crop selection. Below, we'll walk through what you can do on each of the tabs.
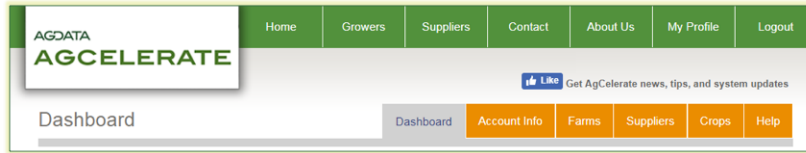
Dashboard

You will see three sections to this page.

- **Sign new Agreements.** Lists all available agreements that you are eligible to sign. Availability and eligibility are determined by multiple factors including agreements you've already signed, the crops you have selected, and your geographic location.

- **Current Agreements.** Lists your license numbers and active agreements that you have signed electronically through AgCelerate, filled out and submitted a paper form, or were provided to AgData by the trait providers. If available, you can also see the date you signed the agreement and an electronic copy of the agreement.

- **Historical Agreements.** Lists agreements that were once valid but have since been replaced with a newer agreement.

Account Info

The Account Info page allows you to make updates to your name, contact numbers, email, and addresses on file. If you already have licenses in the system prior to updating your account information, the changes will not be reflected on the agreement document(s). Any agreements signed after updating your account information will reflect the latest information. You can also reach this information by clicking on Update / View Account Info on the left hand side of the page.

Farms

Your Farms page shows all the farms that you have indicated responsibility for, either through registration or through adding the property manually. If you change the name you do business as, or the farm moves to a new address, you can update the information by clicking *Edit Farm*. This will update all your farms accordingly. If you are no longer associated with a farm, simply click *Deny* located under *Confirmed*. If you or your business do not own the land you farm, you can add the person or business entity as an Absentee Landowner. You can also reach this information by clicking on *Update / View Farms* on the left side of the page.

Suppliers

The Suppliers page is where you can add seed suppliers with whom you do business. By selecting these suppliers, you allow AgCelerate to communicate your Technology Use Agreement status to these retailers. Occasionally you will be asked to confirm or deny a connection with a supplier that sends you a request. To add a new Supplier to your profile, enter the name and zip code of the supplier and click the *Search* button. We will return any Suppliers within a 100 mile radius of the center of the zip code entered, with the closest suppliers listed first. Simply click *Add Supplier* next to the Supplier indicated and they will be added under the *My Suppliers* list. To remove a Supplier from your list, simply click *Remove* next to the Supplier in your list. You can also reach this information by clicking on *Update / View Suppliers* on the left side of the page.

Crops

The Crops page allows you to identify the crops you plant which might require a Stewardship Agreement. You can add or delete different crops that you farm by simply clicking on the crop image. The selected crops have an orange background, unselected crops do not. Click *Save Crops* when finished. If you have any challenges updating your information, please contact our Support Team.

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