

Getting Started Guide

Welcome to the FarmerPortal

This Getting Started Guide will walk you through the process of setting up your account, adding your farm(s) and participating in a Sustainability Assessment. The process is laid out in a step-by-step fashion with helpful images to ensure you can quickly begin your first assessment.

1. Registering a new account

The first step in working with the FarmerPortal is to create an account. This is done by pointing your browser to the Registration page provided to you:

<https://portal.fieldrise.com/register/SHP>

The Registration page collects the basic information about you and your organization, while letting you set up a username and password to access the site securely.

The **Username** and **Password** are used to access your account when signing in to the FarmerPortal. The **Username** must be unique, so that we don't confuse you with someone else.

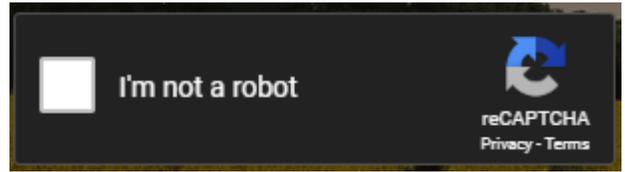
The **Password** should be as long as you can remember, and we recommend that it include special characters, upper and lowercase letters, and numbers.

- A. Simply Fill out the form and click or tap on the 'Register Today!' button at the bottom.
- B. Once you do this, ***we will immediately send you an email to verify that we have the correct email address.*** This helps us ensure that you entered the correct email address and that we aren't sending your information to someone else. Simply find the email (make sure to look in your SPAM or Junk folder if you don't see it in your Inbox), and click on the link inside.
- C. Now your account is verified and you can sign into your new account.
(<https://portal.fieldrise.com/login>)



What's with all the Robots?

Hackers are everywhere, trying to break into systems to steal your private information. One way they do this is by using programs that simply try to log into someone's account by trying every possible password. We help prevent this and other attacks by using what's called a reCaptcha (a service provided by Google) that tries to determine if you are a human sitting at the keyboard, or some hacker's automated thief looking to steal confidential information.

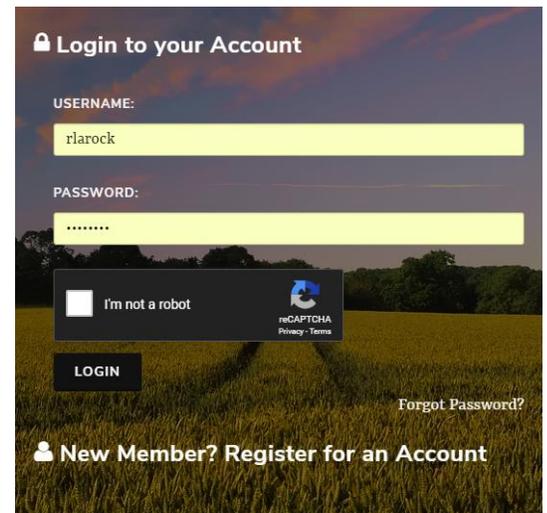


All you need to do is click on the box, and follow the prompts.

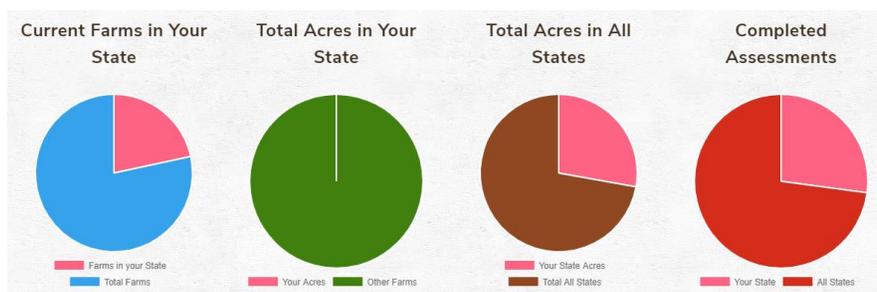
2. Signing In

To sign in, simply enter the Username and Password you created when you registered your account. If you've misplaced your Password or Username, you can simply click the link "Forgot Password" and you will be able to enter your email address and have the information emailed to you to help you reset it so that you can sign in.

Once you have signed in, (<https://portal.fieldrise.com/login>), you will be taken automatically to your Dashboard.



The Dashboard is the launching pad for many of your FarmerPortal activities, and includes a summary of the Farm(s) you've set up, Assessments you've participated in and any Assessment reports that are available. You will also see some statistics of other growers that have/are participating on the FarmerPortal.



3. Adding Your Farm(s)

To begin using the FarmerPortal, you will first need to add your Farm(s) to your account. You can add just one or several farms to your account. Each farm will be allowed to participate in an assessment separately and reports will be generated for each farm's assessment.

To add a farm, begin by going to the **My Farms** page. You can get there by clicking on the account menu, or going to: (https://portal.fieldrise.com/my_farms).

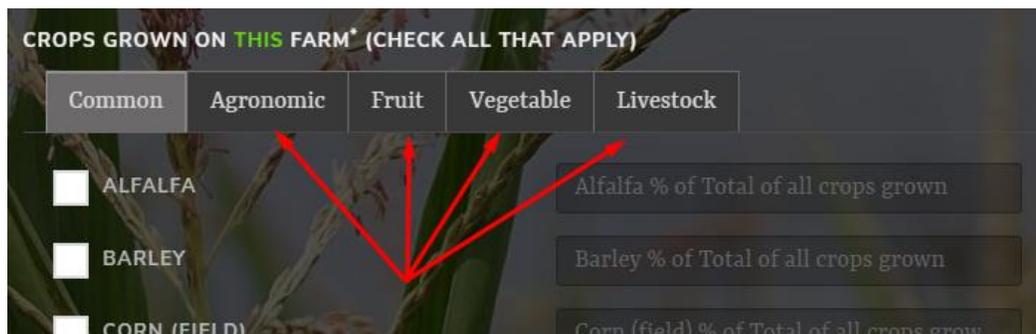


On the **My Farms** page you will see all the farms you've added to your account. You can also change or add new farms.

To add a new farm, just click on the '**Add a New Farm**' button. That will open a new page where you can enter your farm information, including its name, address and the size and crops grown on that farm.



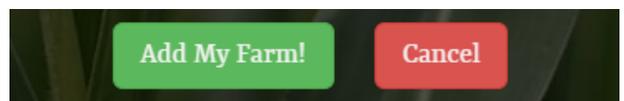
A farm can grow one or more crops, so be sure to check all the crops that apply, even if they aren't grown every year. The crops are organized on several tabs, so if you do not see the crop on the **Common** crop tab, try one of the others.



Once you select a crop, enter the percentage of that crop relative to the other crops grown on that farm.

For example, you may grow corn and soybean, but only 20% of your total crops are corn, while the remaining 80% of the crops you grow are soybean.

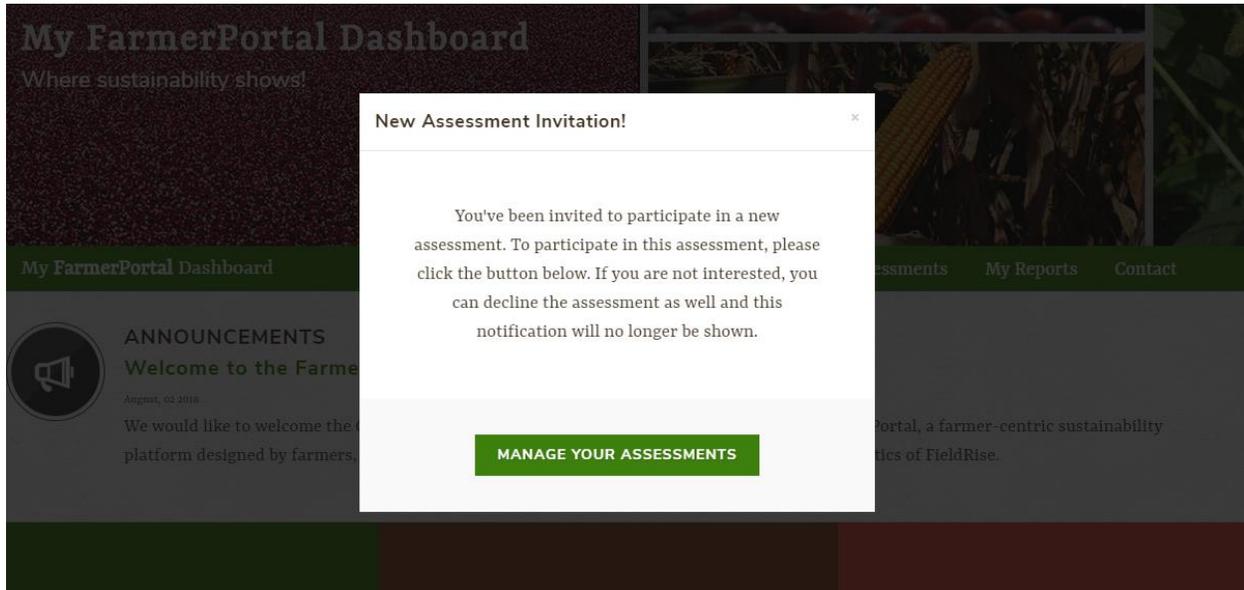
When you're done, click the '**Add My Farm**' button to complete the process, or '**Cancel**' to discard your entry and return to the 'My Farms' page.



Repeat this process for each farm you wish to assess.

4. Accepting an Assessment Invitation

When a new assessment is available for you to participate in, you will receive notice once you sign into the FarmerPortal in the form of a pop-up message.



When this occurs, all you need to do is go to the 'My Assessments' page by clicking the button on the pop-up, or clicking on the account menu. This will take you to the central control point for all your assessments.



The 'My Assessments' page is broken down into two sections. The top is where all your assessment invitations will be shown (where you were invited to participate in an assessment).



The bottom section shows all the assessments you've already participated in or are currently participated in.

Assigned Assessments by Farm

Each of your farms is listed below with any assigned assessments listed. From this list you can view the current status of each assigned assessment and perform various actions on the assessment.

Open Assessments | Completed Assessments

Pleasant Valley Ranch

Sponsor: Soil Health Partnership
Start Date: 10/01/2018
End Date: 12/31/2018
Crop Focus: Corn (field)
Website: <http://soilhealthpartnership.org/>
Status: Not Started



Description:
The Soil Health Partnership Corn Assessment. Join SHP in demonstrating Sustainability success.

Take the Assessment | Decline

To assign a new Assessment Invitation, click on the **'Assign Farms'** button next to the assessment invitation you want to participate in:

New Invitations | Previous Invitations

Soil Health Partnership Corn Assessment

Sponsor: Soil Health Partnership
Start Date: 12/27/2017
End Date: 12/31/2018
Crop Focus: Corn (field)
Website: <http://soilhealthpartnership.org/>



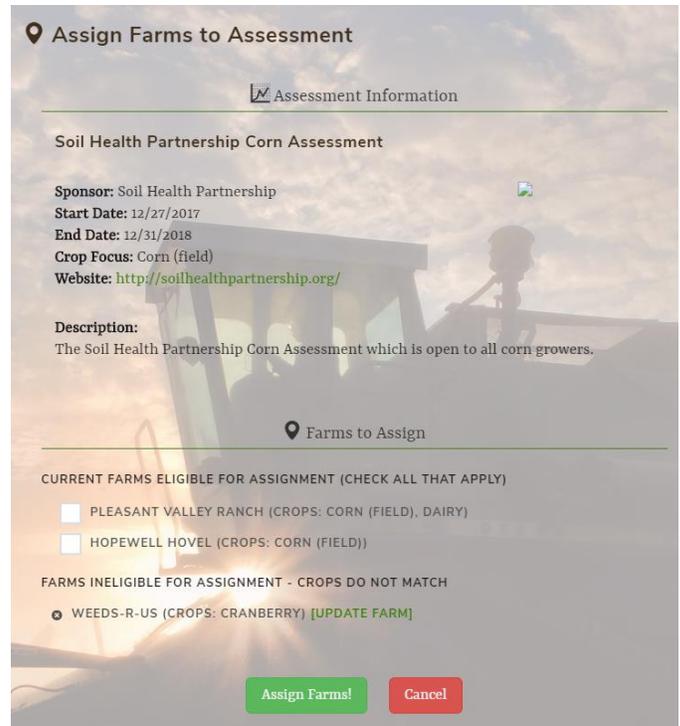
Description:
The Soil Health Partnership Corn Assessment which is open to all corn growers.

Assign Farms | Decline

This will bring up a new 'Assign Farms to Assessment' form where all your farms will be listed that are eligible to participate in the assessment. For instance, if the assessment is specific to farms which grow **corn**, then only your farms for which you've marked '**corn**' as a crop they grow will be eligible.

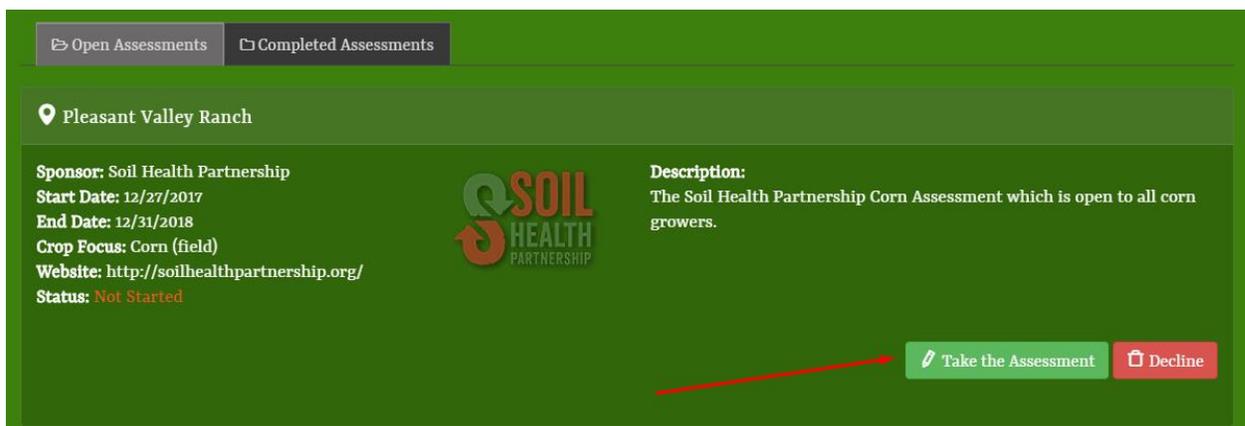
*NOTE: You will also see the farms which you have set up which are **not eligible**. There is a link next to each farm [UPDATE FARM] which will allow you to edit your farm, in case you want to revise its crops so that it will be eligible.*

Once you've selected your farms, just click the green 'Assign Farms' button and you will complete the process.



5. Starting an Assessment

Once you've accepted the assessment invitation for one or more farms, you will now see it in the bottom section of the 'My Assessments' page under the 'Open Assessments' tab.



To start your assessment, simply click on the '**Take the Assessment**' button. And you can return at any time and continue your assessment just by clicking the same button again. The system will have stored your answers from the previous session.

*NOTE: There will be **one entry for EACH farm** you assigned to the Assessment Invitation, so be sure to participate in each.*

Once you complete the assessment, it will be moved from the 'Open Assessments' tab to the 'Completed Assessments' tab.

Up until the assessment is closed, you will still be able to review/change your answers on the assessment, even though you completed it.



6. Assessment Reports

The individual assessment grower reports are prepared once all growers have had a chance to participate in the assessment and the assessment has been closed.

You can view the status of any of these reports on the 'My Reports' page. (https://portal.fieldrise.com/my_reports).



Here you will be able to track the status of your assessment reports and view the reports from past assessments.

Status	Date	Sponsor	Crop	Type	Format
Pleasant Valley Ranch					
	12/27/2017	Soil Health Partnership	Corn (field)	Prepared	PDF

That completes the Getting Started Guide.
If you have any questions or comments, please let us know!

Answers@FieldRise.com

<https://portal.fieldrise.com/contact>

