Lower Platte North Natural Resources District
Job Aid

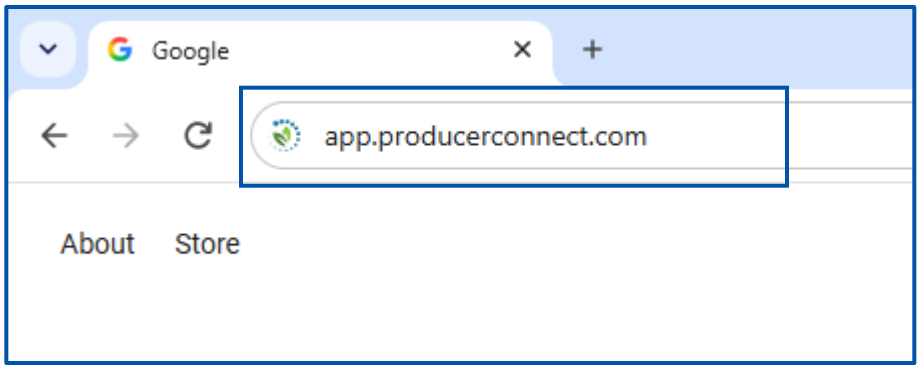
Topic: Register for and Utilize ProducerConnect for Reporting

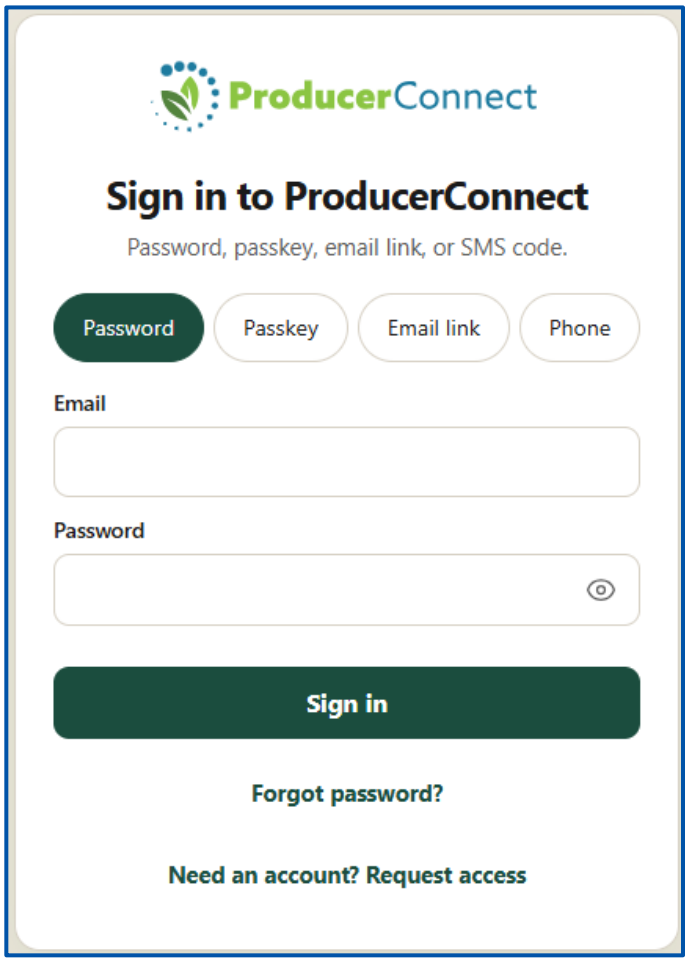
Purpose: Provide clear instructions on how to utilize ProducerConnect in your web browser to conduct reporting required by the Lower Platte North Natural Resources District (LPNNRD).

Table of Contents:

1. Navigate to ProducerConnect in Web Browser 1
2. Register New Account on ProducerConnect 2
3. Submit Water Use (Flowmeter) Report 10
4. Submit Nitrogen Use Report 15
5. Submit Soil Report 29
6. Upload Required Files in ProducerConnect 34
7. Review and Submit Report 35

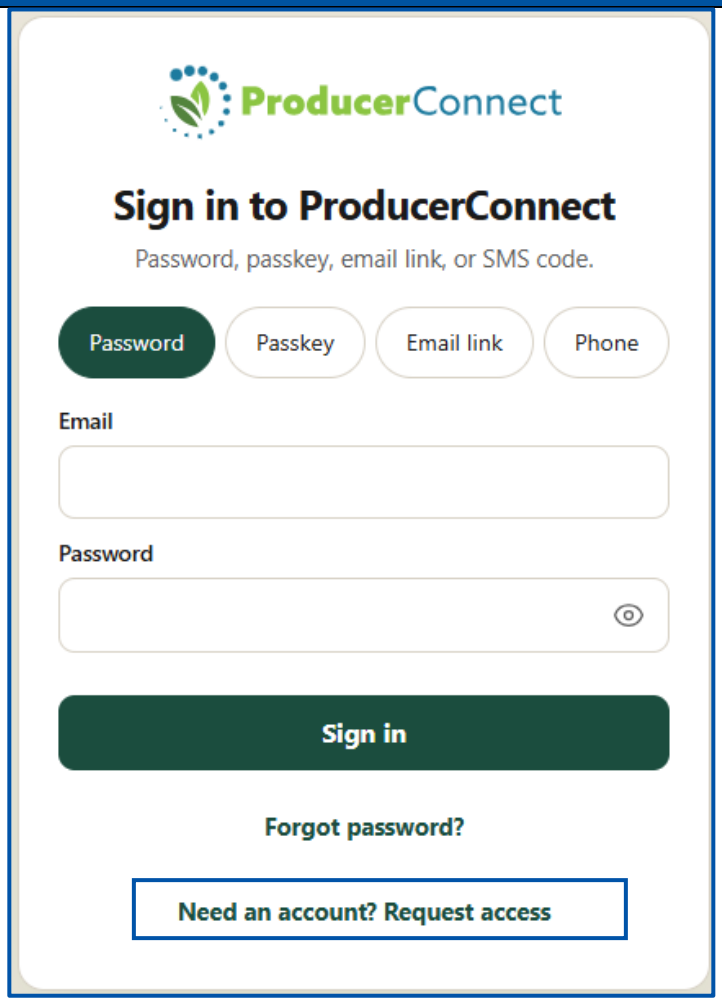
1. Navigate to ProducerConnect in Web Browser

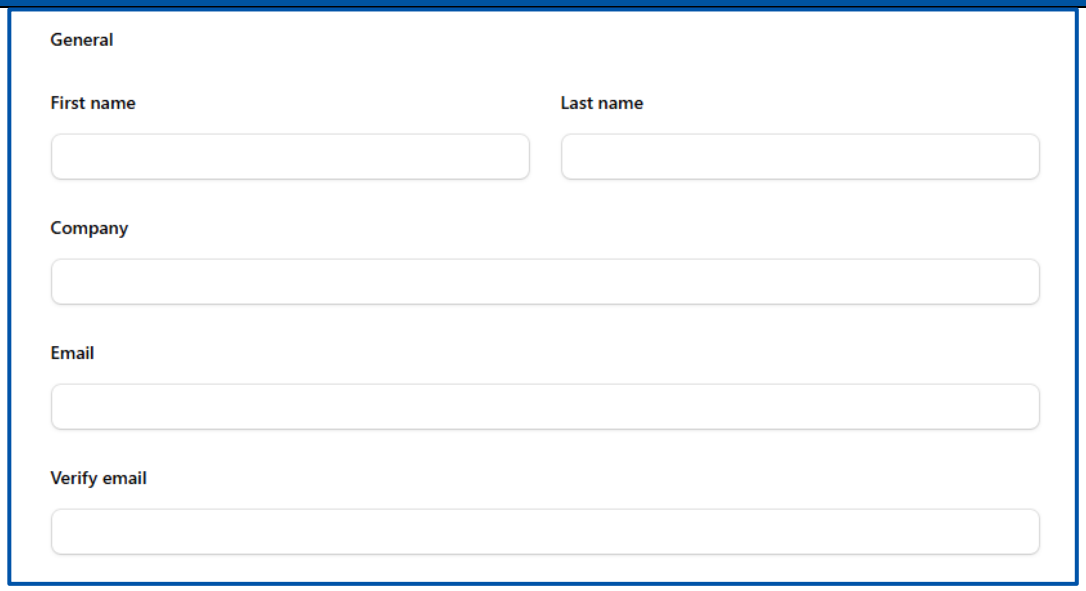
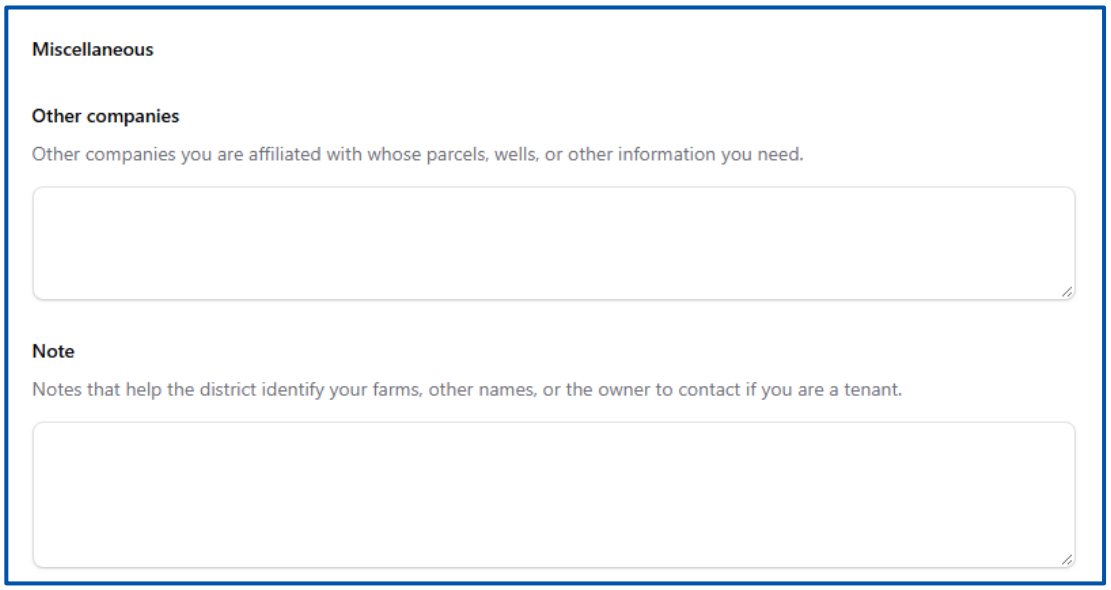
Step	Action
1.	Navigate to ProducerConnect in a web browser by inputting the following web address in the search bar: app.producerconnect.com 
2.	From the ProducerConnect home screen you can: • **Sign in**- If you have an account, input your email address and password in the **Email** and **Password** boxes, respectively, then click the **Sign In** button.

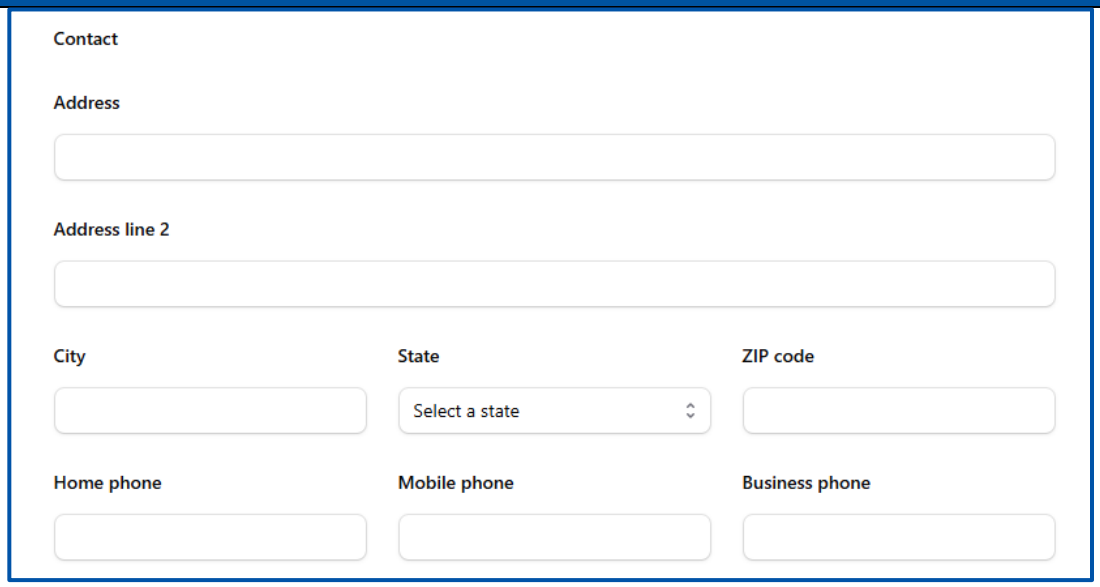
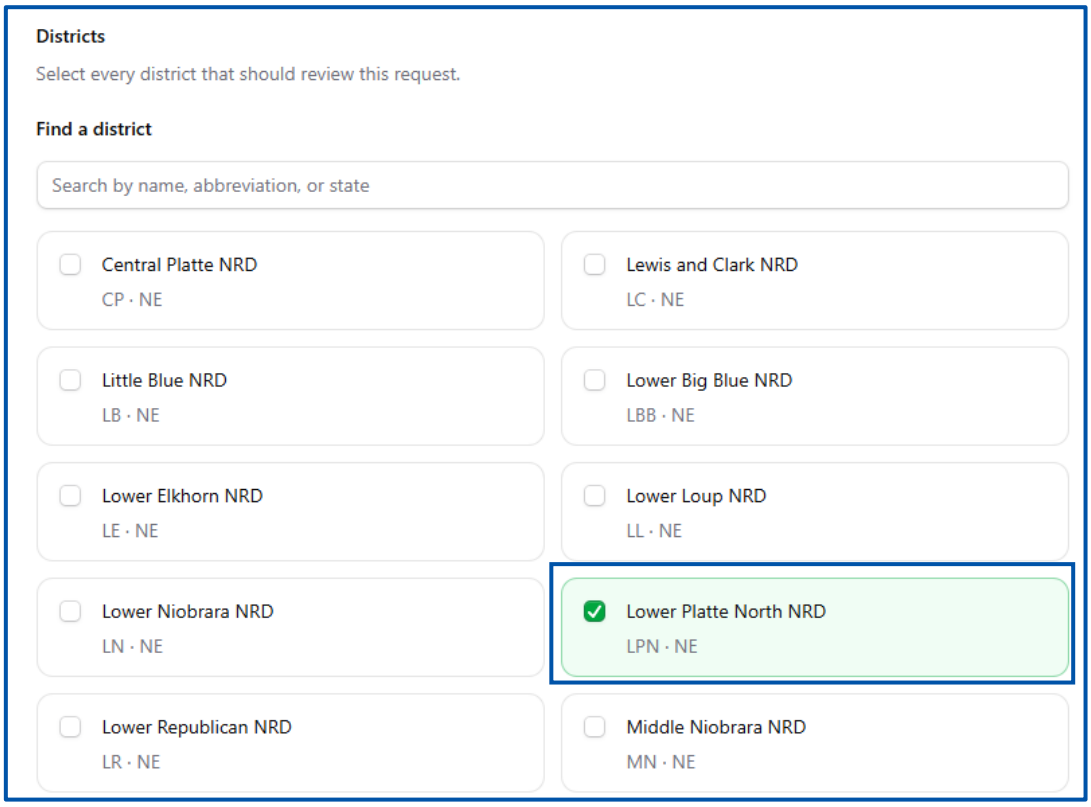
	• **Recover your account**- If you forgot your password, click the **Forgot password?** button to begin the account recovery process. • **Register a new account**- Click the **Need an account? Request access** button to create a new account. Details of this process can be found in section 2 of this job aid. 

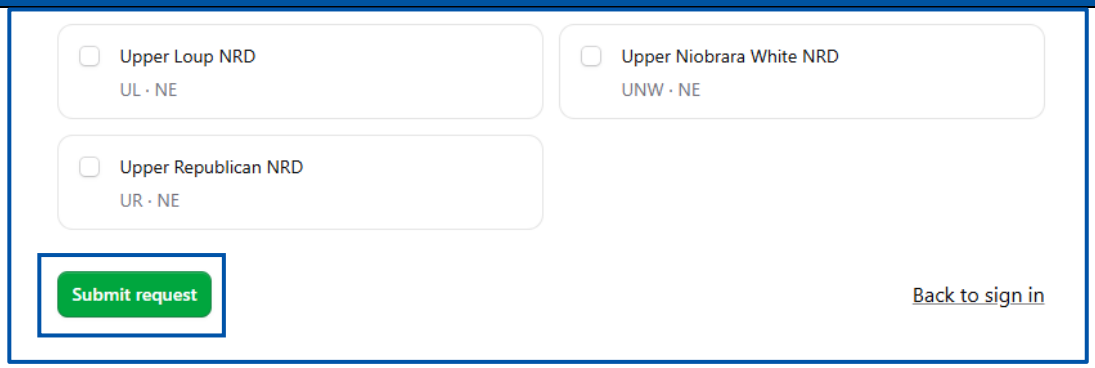
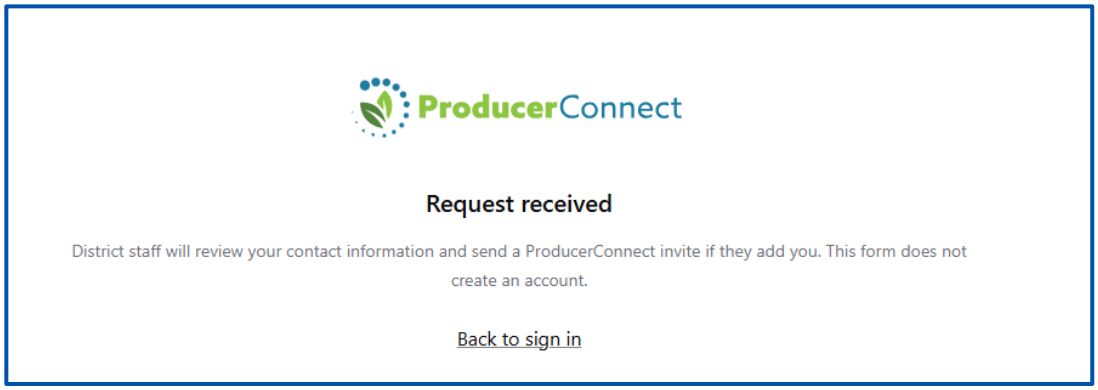
2. Register New Account on ProducerConnect

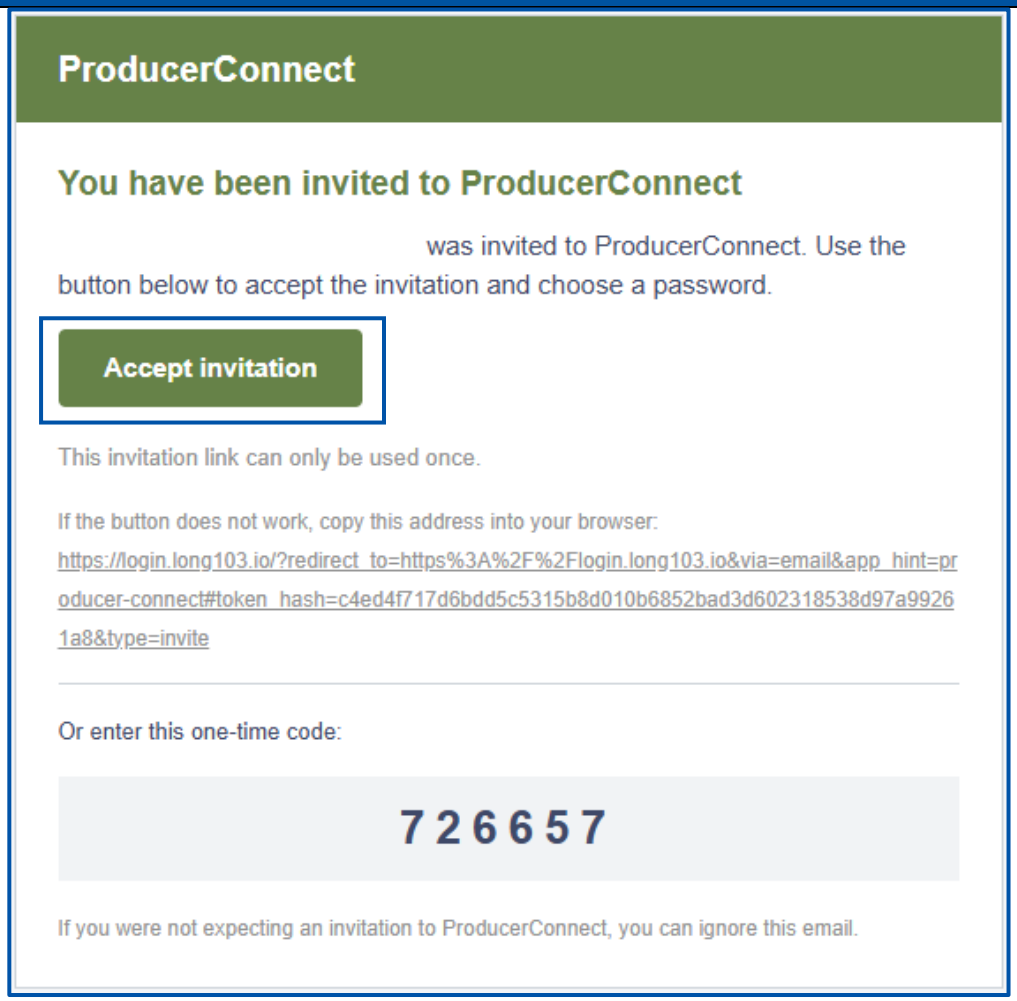
Step	Action
1.	From the ProducerConnect home screen, click the **Need an account? Request access** button.

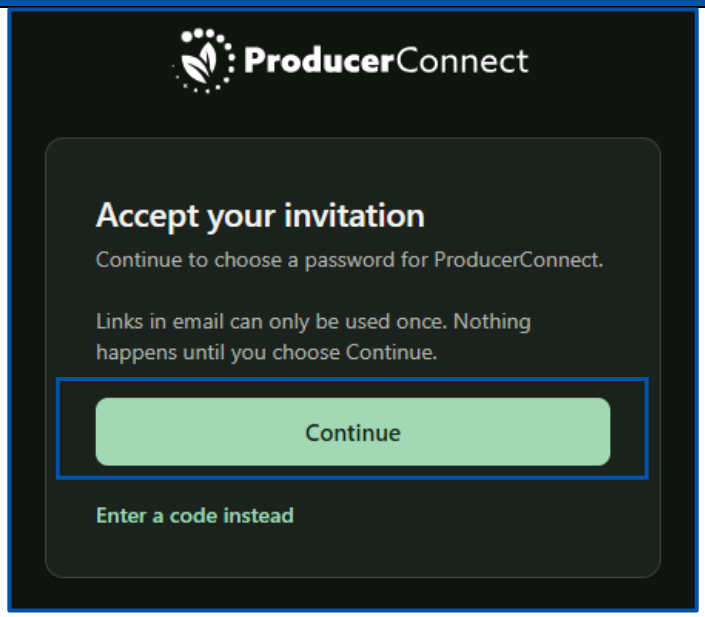
Step	Action
	
2.	In the **General** section, input required information such as: • First and Last name • Company • Email

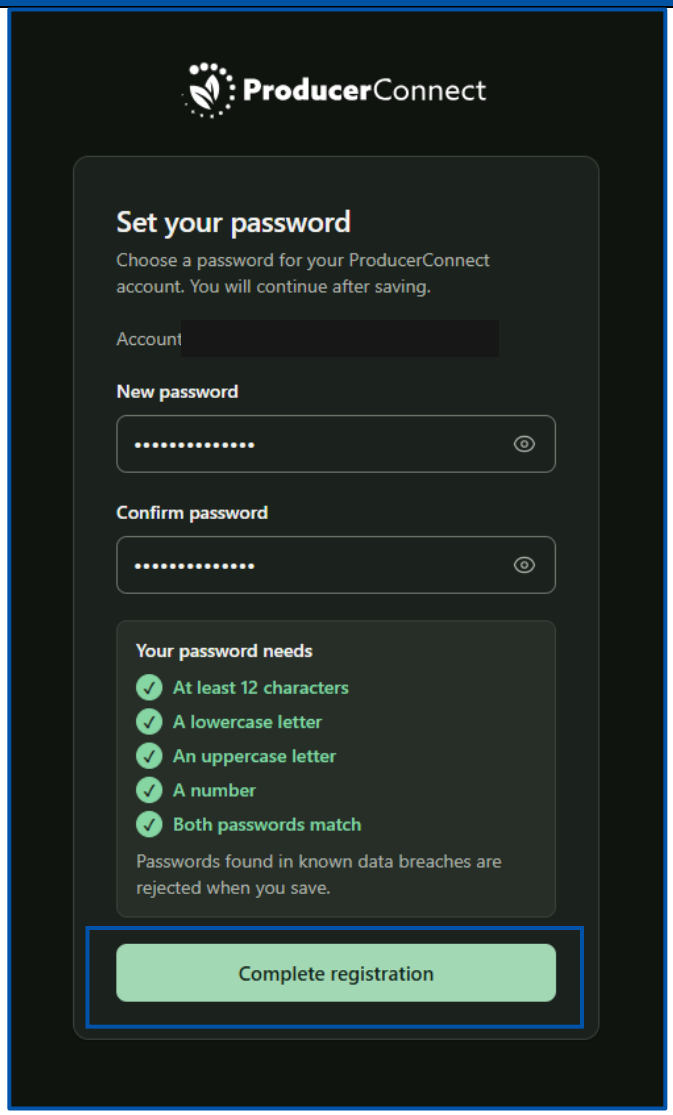
Step	Action
	
3.	If applicable, input miscellaneous information in the **Miscellaneous** section. This may include adding details in the: • **Other Companies** box- information about other companies you're associated with. • **Notes** box- notes that will help the NRD associate your account correctly. 
4.	In the **Contact** section, input required contact information, such as: • Address • Phone numbers

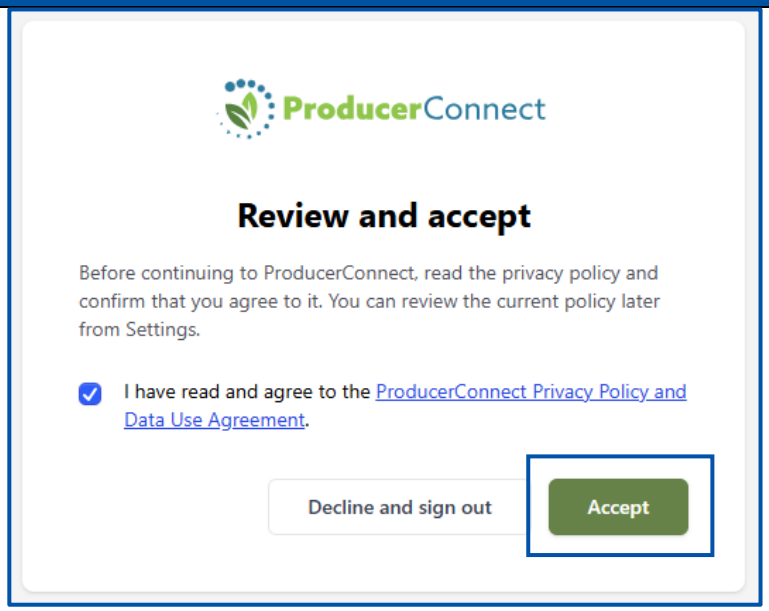
Step	Action
	
5.	In the **Districts** section, select the check boxes for the district(s) you work with. 
6.	Click the **Submit request** button to submit your registration.

Step	Action
	
7.	A notification displays, informing you that the registration has been successfully submitted, and is being reviewed by LPNNRD staff. **Note**: Please allow up to 48 hours for your registration to be reviewed by NRD staff. You will receive an email when your account is approved. 
8.	Once your account is approved, you will receive an email. In the email, click the **Accept invitation** button. **Note:** Be sure to check your **Junk Email** folder in case your email provider filtered it out.

Step	Action
	
9.	In the new window that opens, click the **Continue** button to accept the invitation.

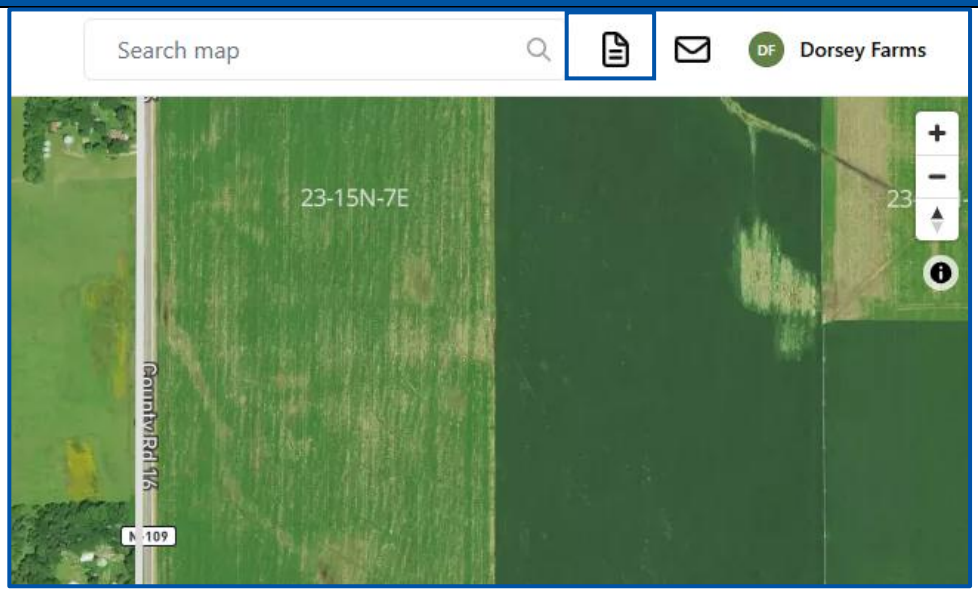
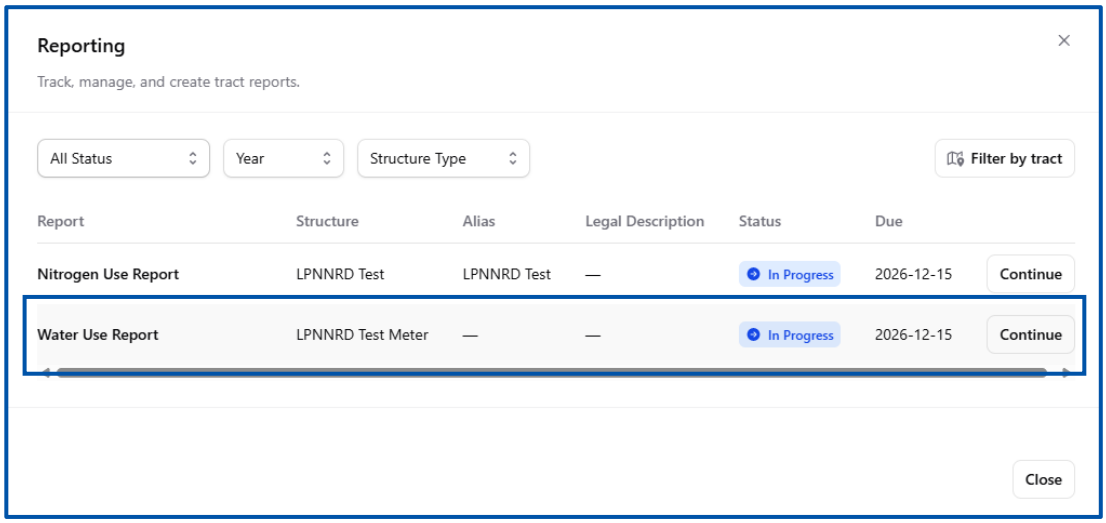
Step	Action
	
10.	Input a new password in the **New Password** box, input the new password again in the **Confirm password** box, then, click the **Complete registration** button. **Note**: It is recommended to keep track of your password for future use.

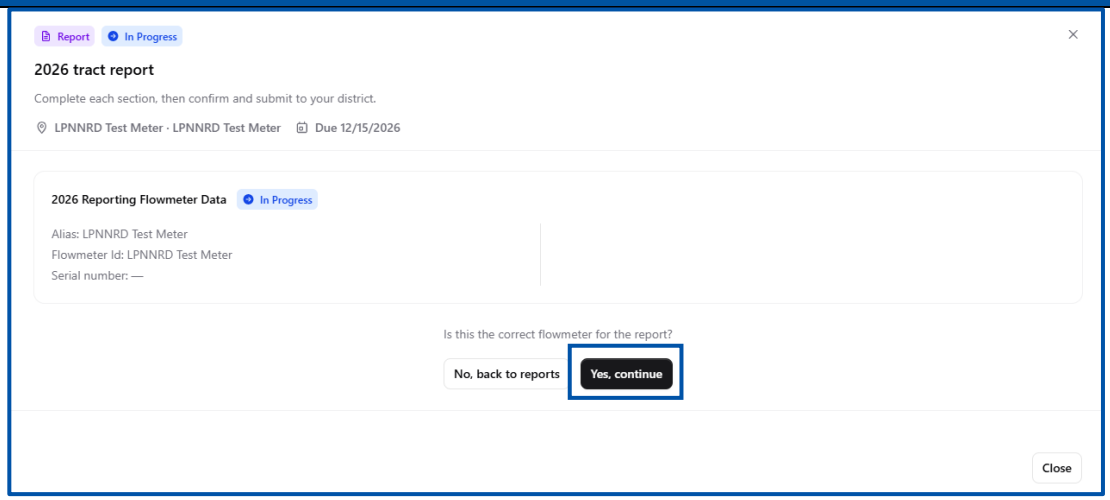
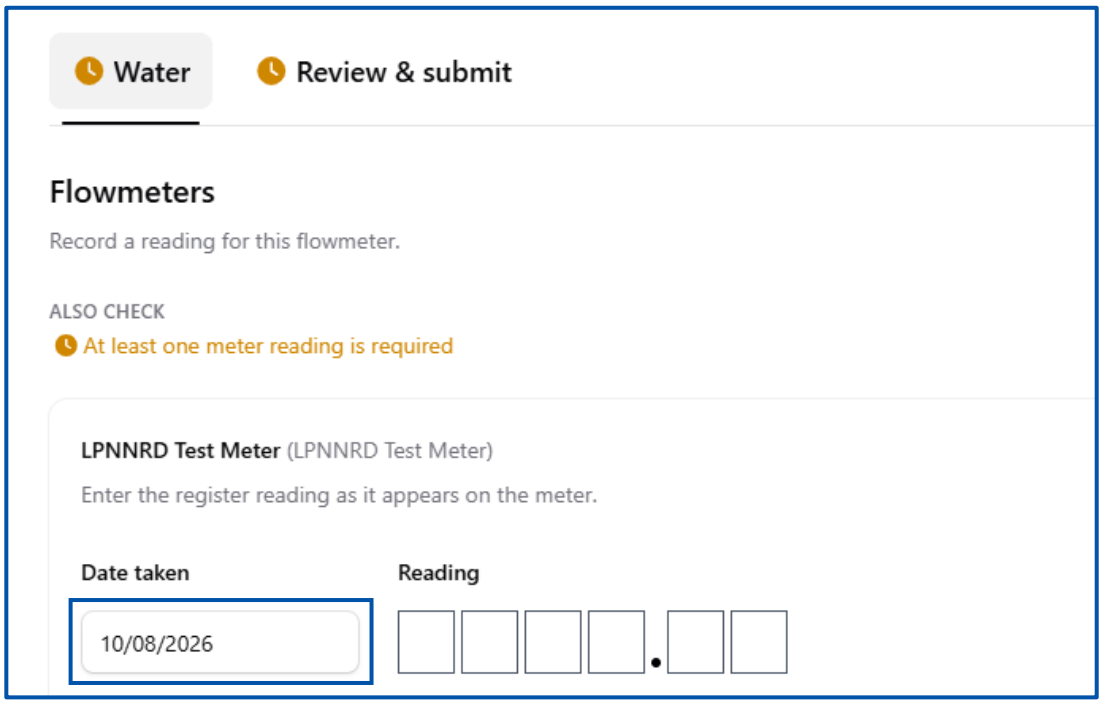
Step	Action
	
	Click the **I have read and agree to the ProducerConnect Privacy Policy and Data Use Agreement** check box then click the **Accept** button.

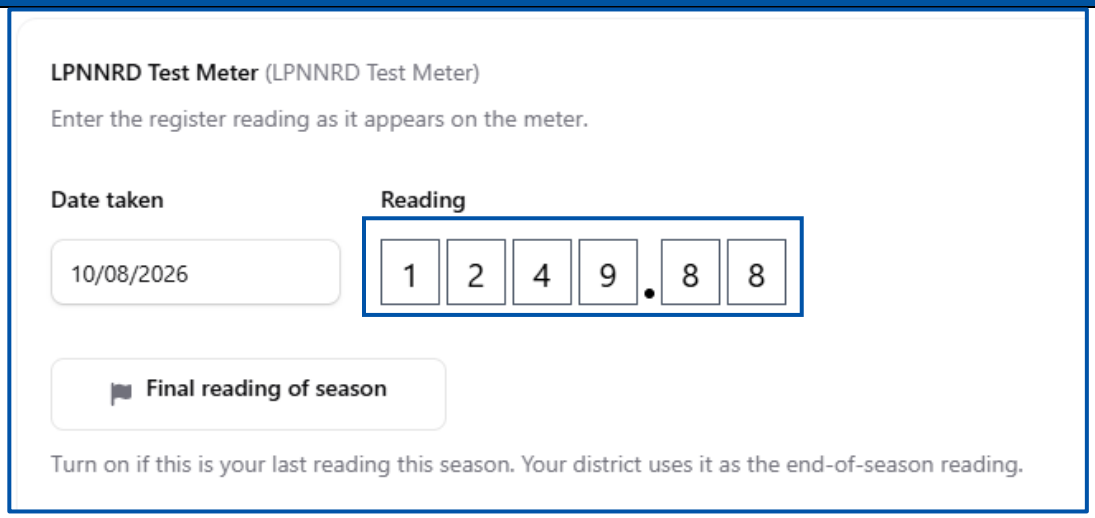
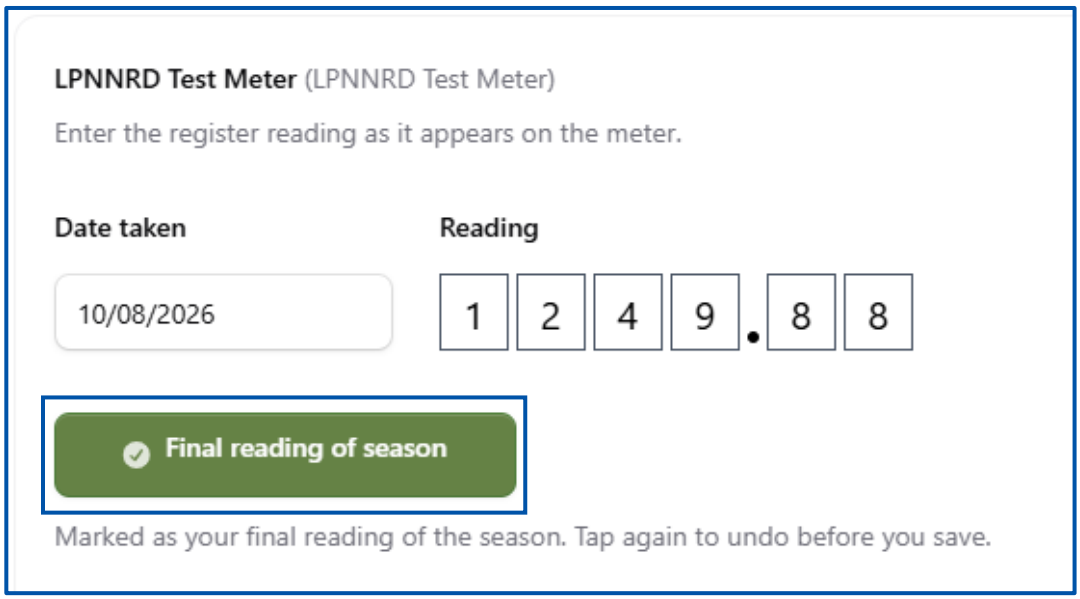
Step	Action
	
11.	You are now logged in to ProducerConnect. 

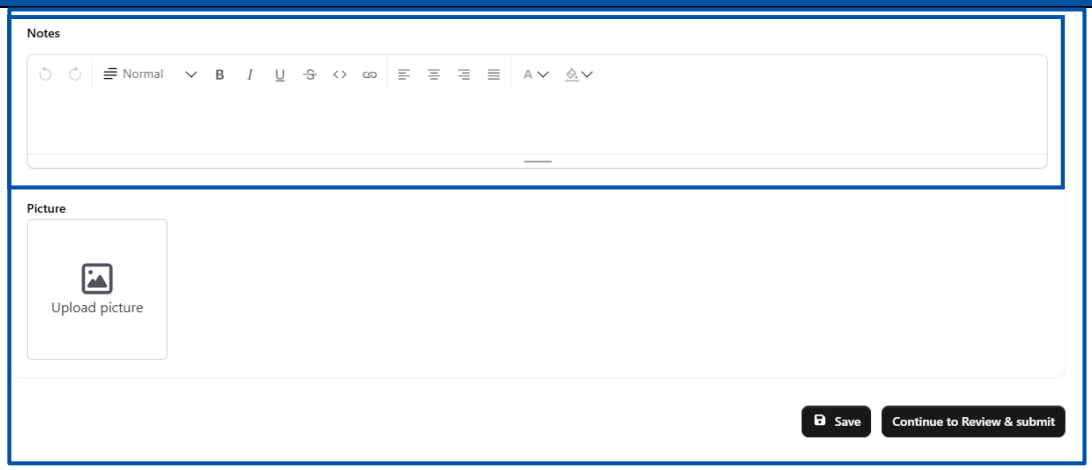
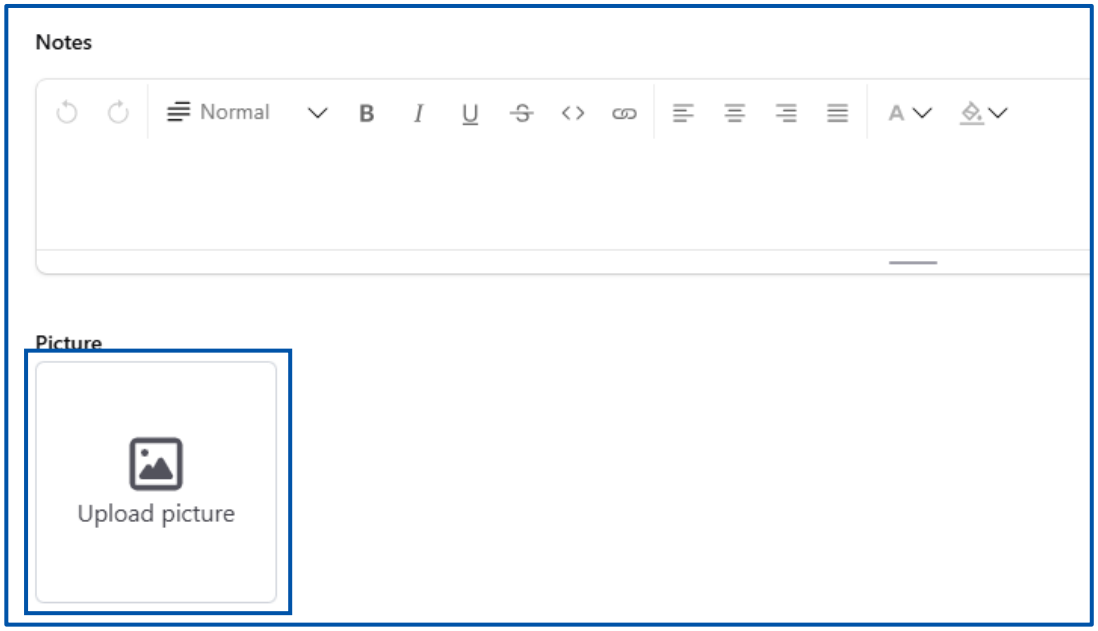
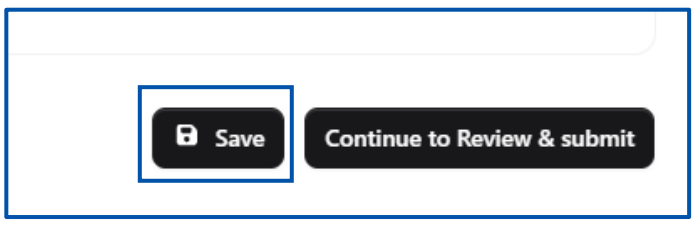
3. Submit Water Use (Flowmeter) Report

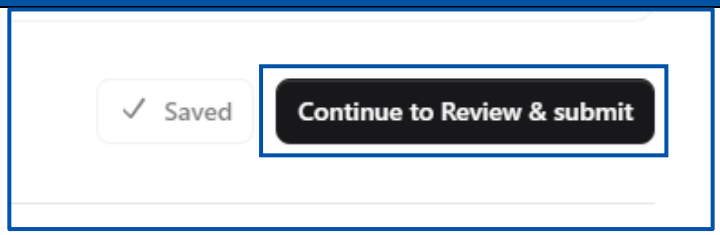
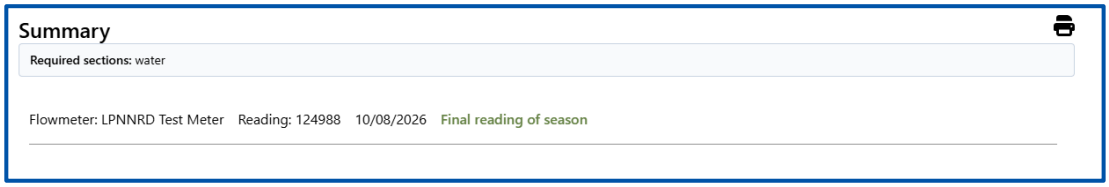
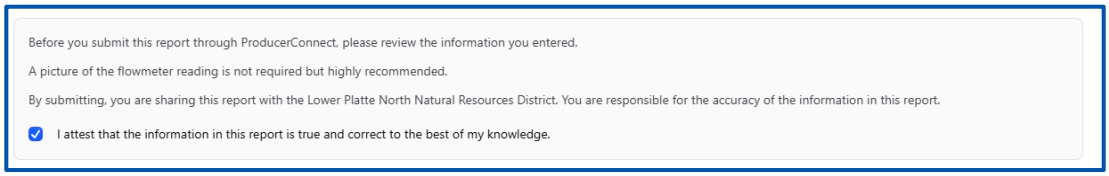
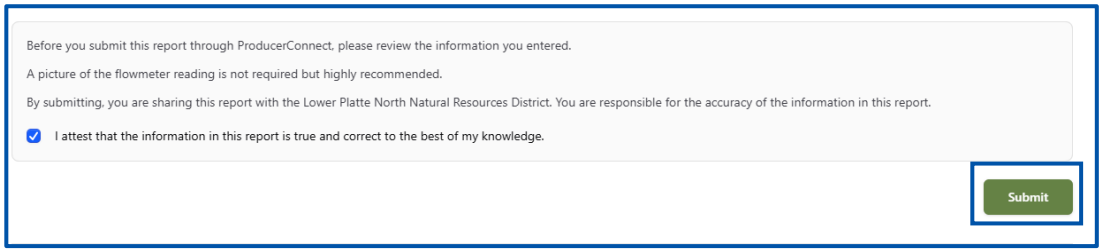
Step	Action
1.	From the ProducerConnect homepage, click the **Reports** button.

Step	Action
	
2.	Click on the **Water Use Report**. 
3.	Review the information that displays to ensure that it's the correct flowmeter. If everything is correct, click the **Yes, continue** button.

Step	Action
	
4.	The reporting workflow begins on the **Water** tab. Input the date of your flowmeter reading in the **Date taken** box. 
5.	Input your flowmeter reading directly from the face of the flowmeter in the **Reading** boxes. **Note**: Do not include decimal points or multiply by the conversion factor on the flowmeter. ProducerConnect is configured to automatically calculate water usage based on your flowmeter model.

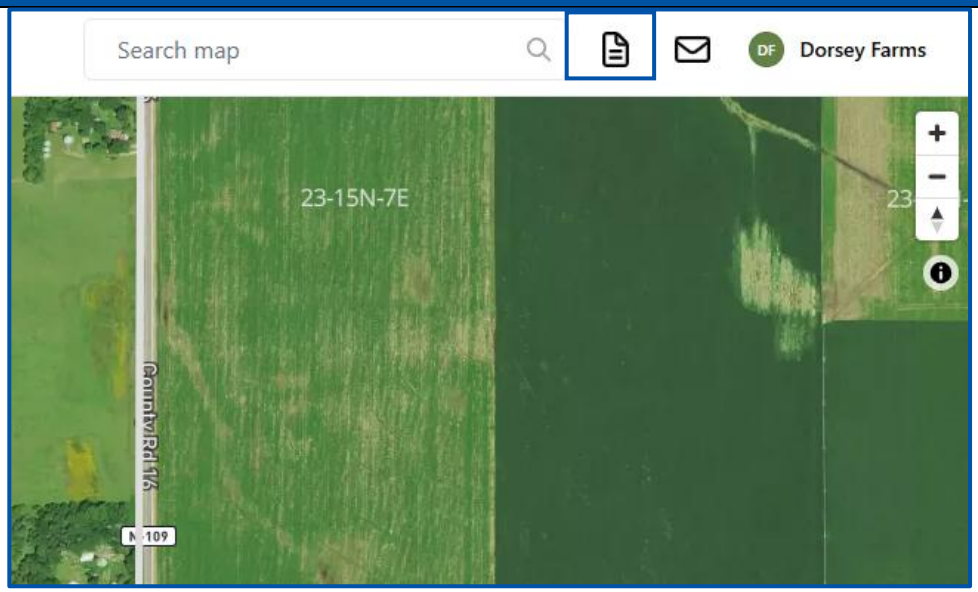
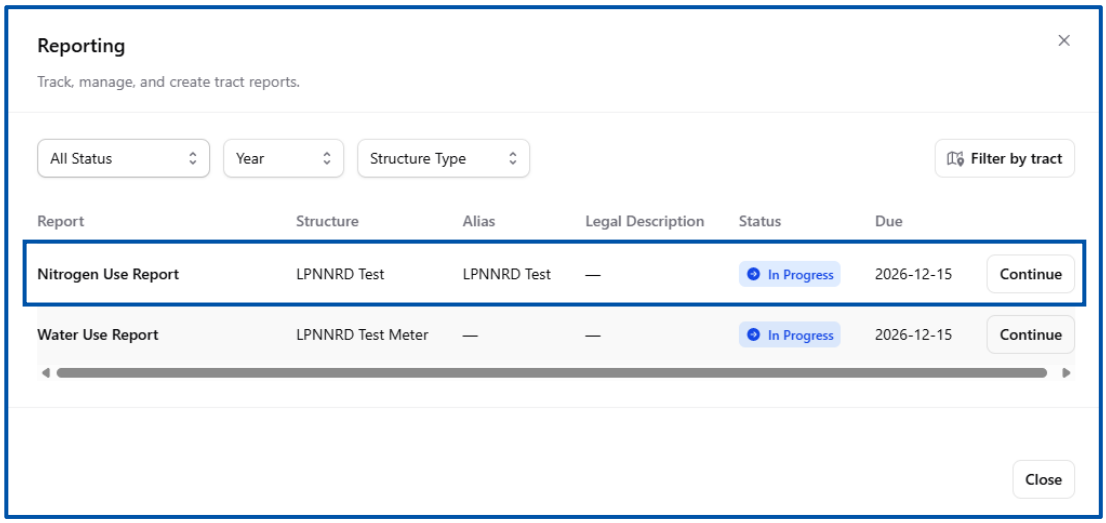
Step	Action
	
6.	If this is the final reading of the season, click the **Final reading of season** button. 
7.	Optionally, you can input notes in the **Notes** box.

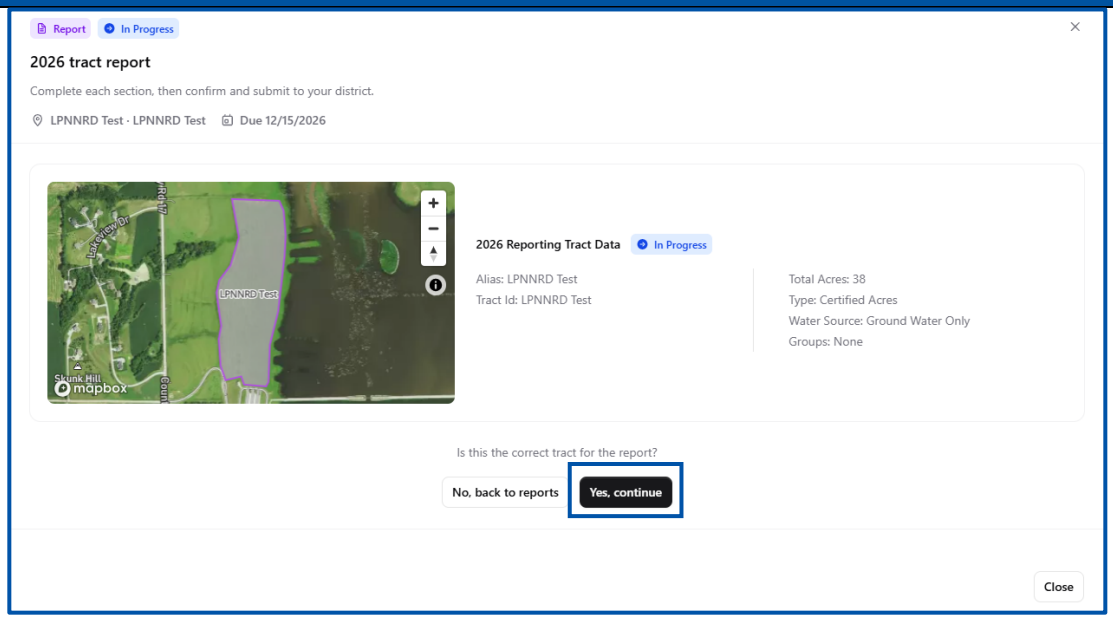
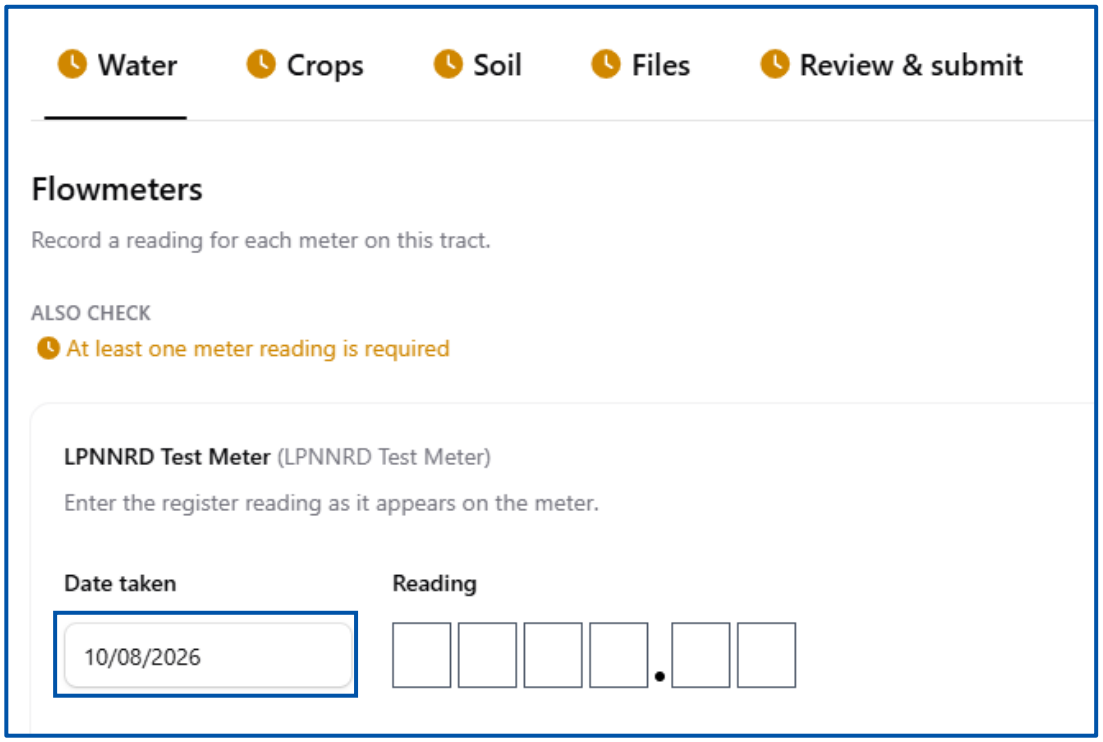
Step	Action
	
8.	Optionally, you can upload a picture of the face of the meter by clicking on the **Upload picture** button. 
9.	After all the required information is input, click the **Save** button. 
10.	Once saved, click the **Continue to Review and submit** button.

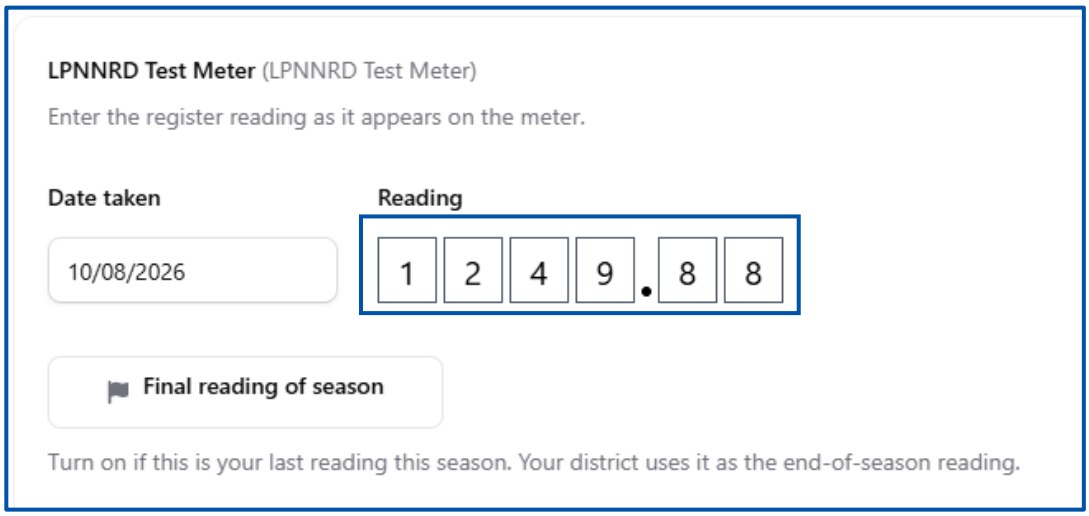
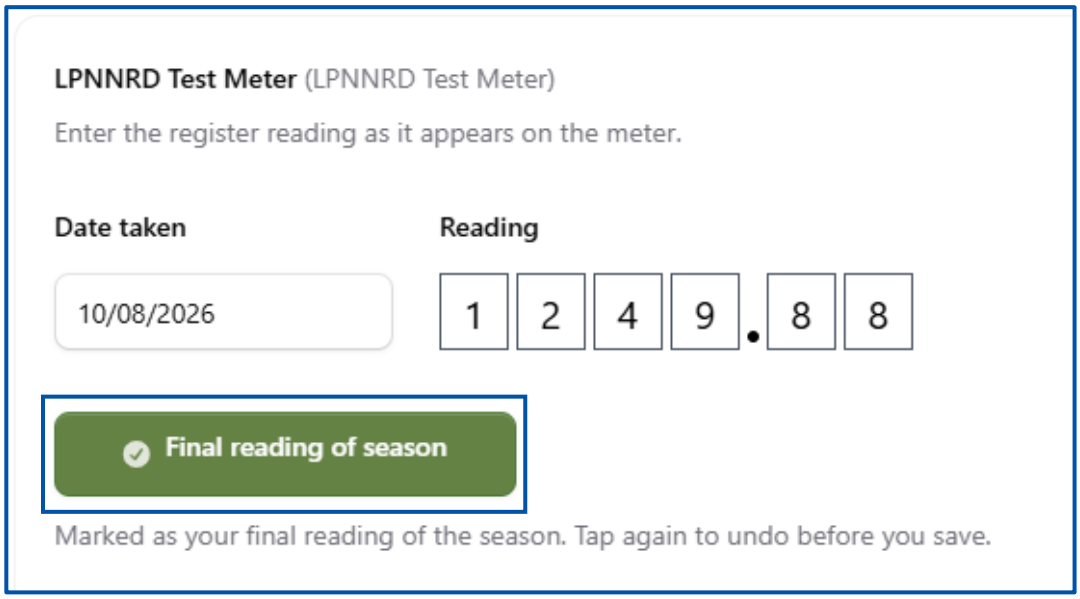
Step	Action
	
11.	Review the information in the **Summary** section to ensure that it's correct. 
12.	If the information is correct, click the **I attest that the information in this report is true and correct to the best of my knowledge** check box. 
13.	Click the **Submit** button to submit the report to the Lower Platte North Natural Resources District. 

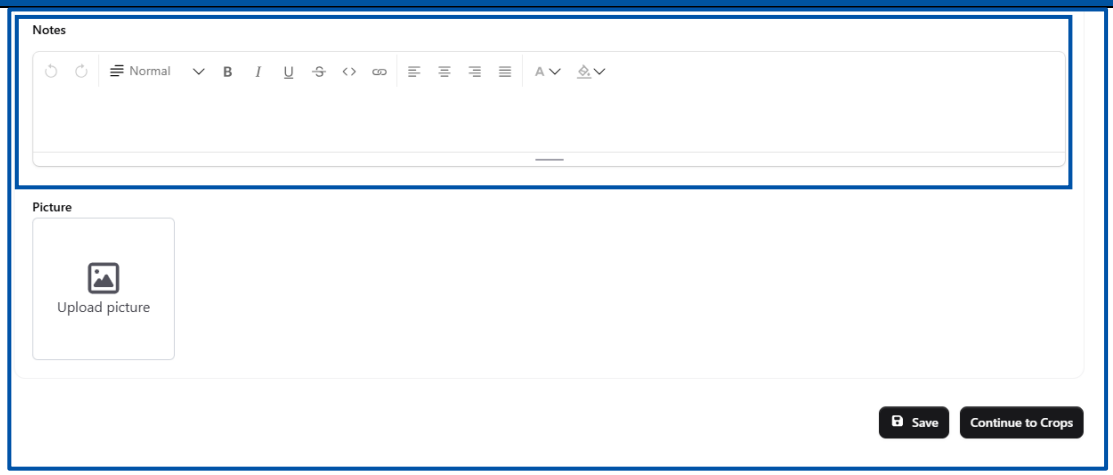
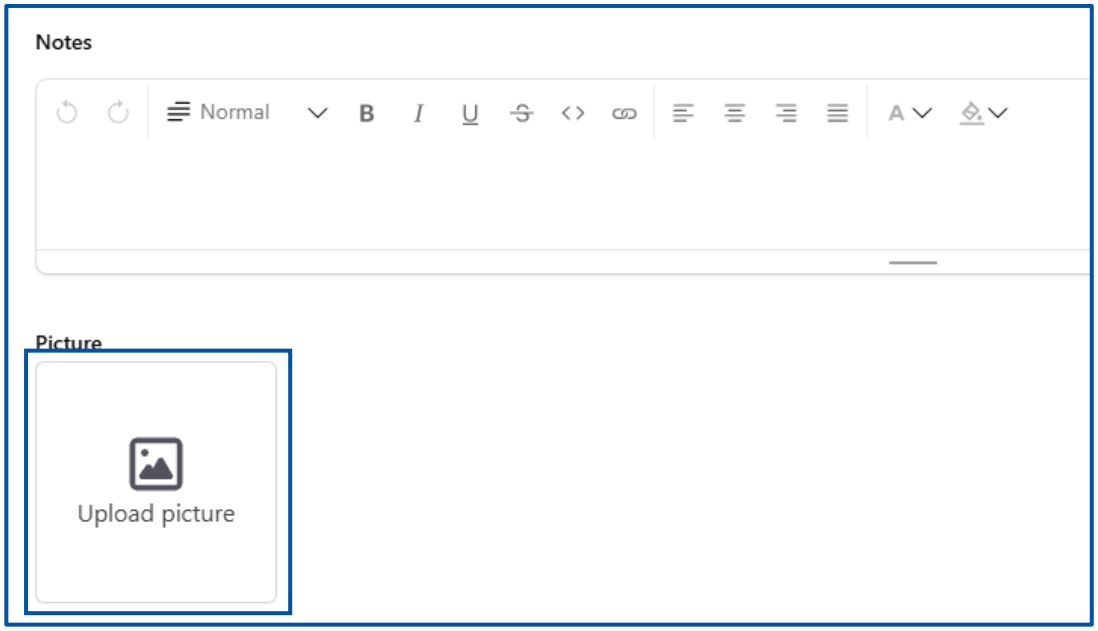
4. Submit Nitrogen Use Report

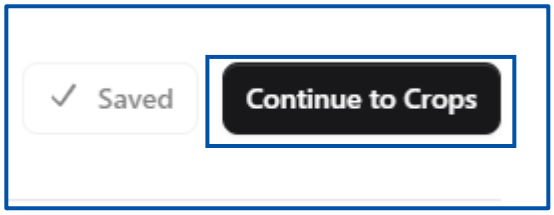
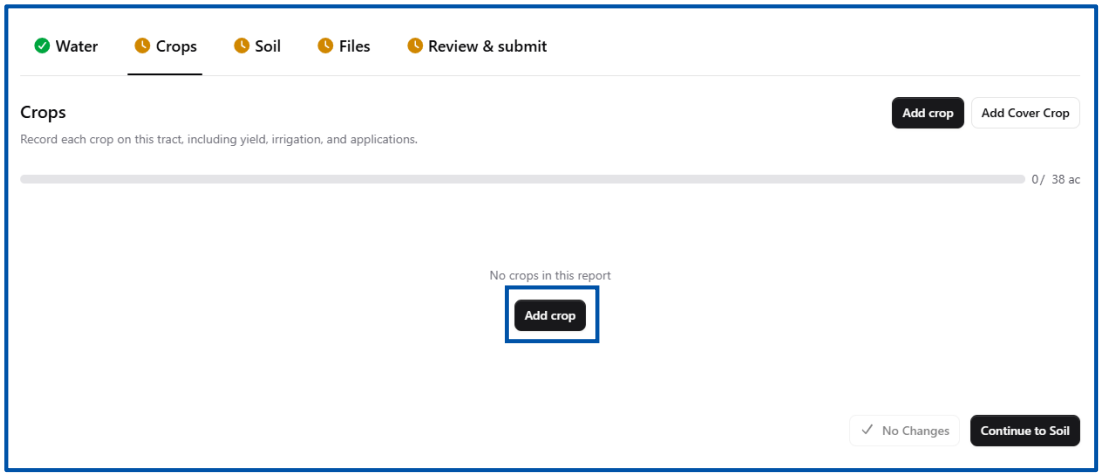
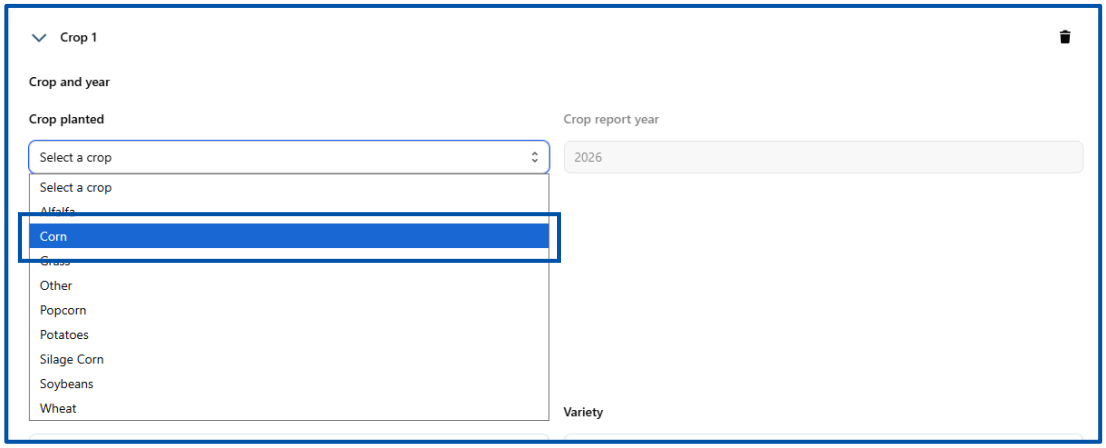
Step	Action
1.	From the ProducerConnect homepage, click the **Reports** button.

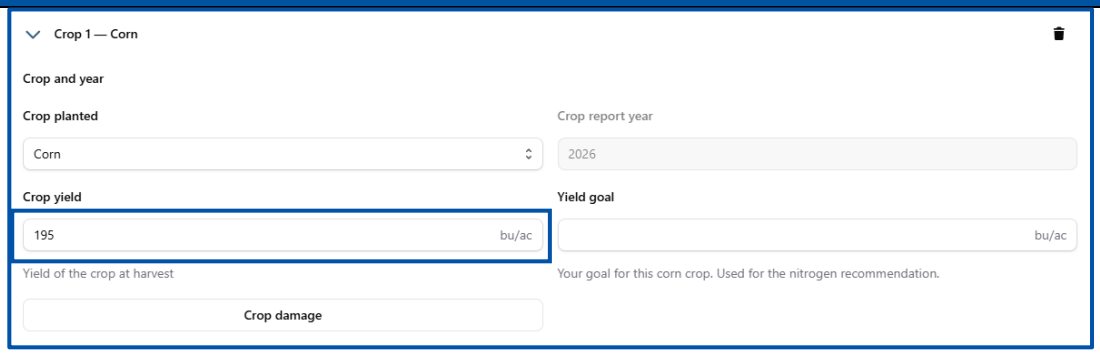
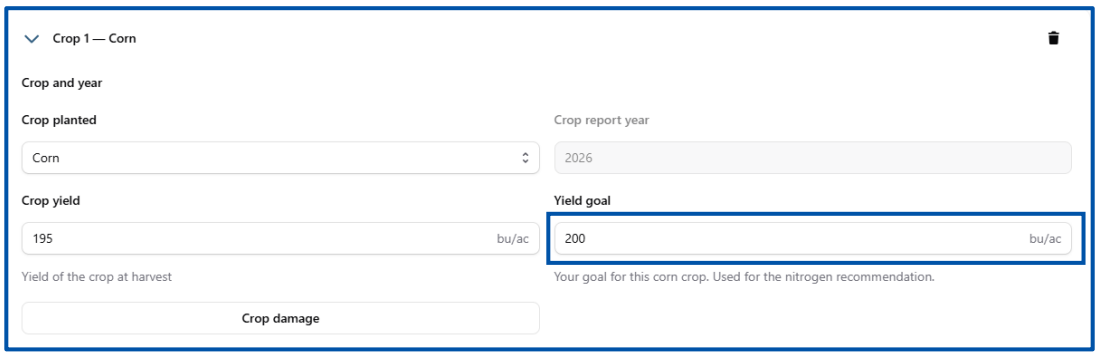
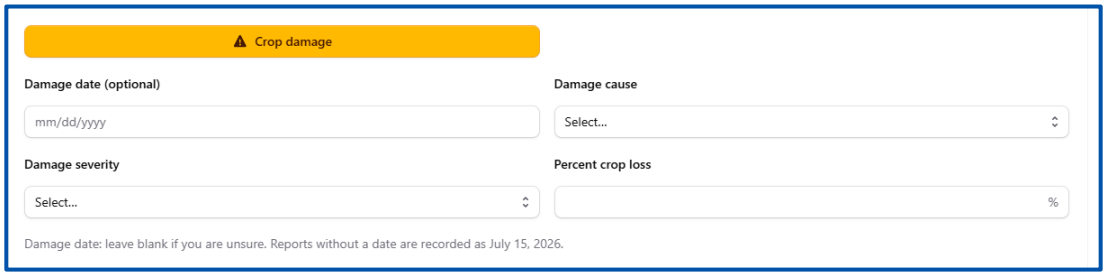
Step	Action
	
2.	Click on the **Nitrogen Use Report**. 
3.	Review the information that displays to ensure that it's the correct flowmeter. If everything is correct, click the **Yes, continue** button.

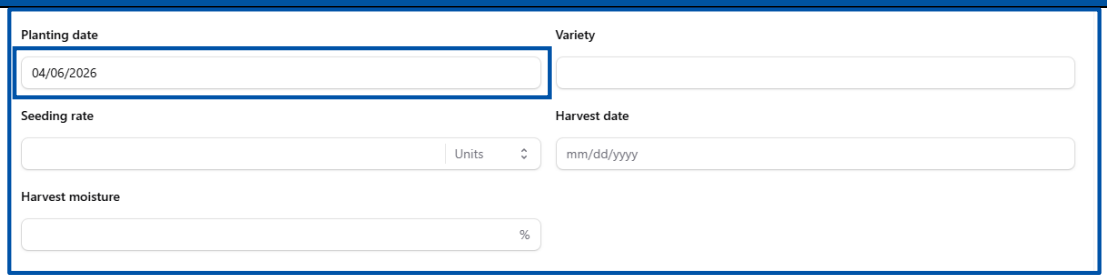
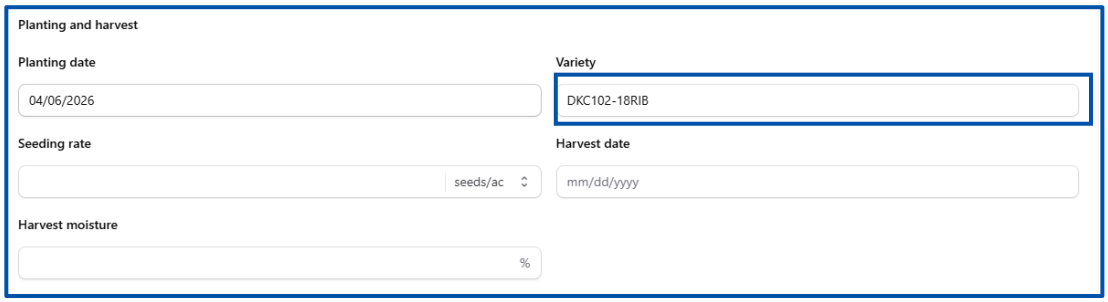
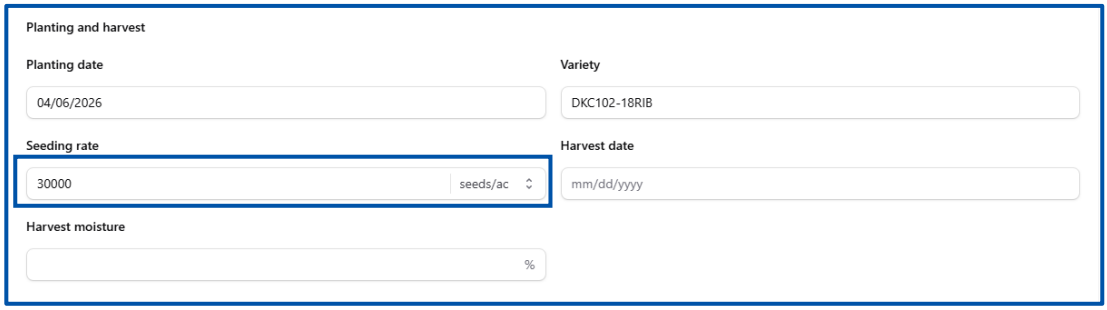
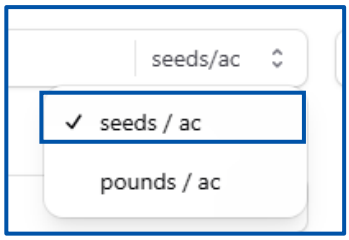
Step	Action
	
4.	The reporting workflow begins on the **Water** tab. Input the date of your flowmeter reading in the **Date taken** box. 
5.	Input your flowmeter reading directly from the face of the flowmeter in the **Reading** boxes.

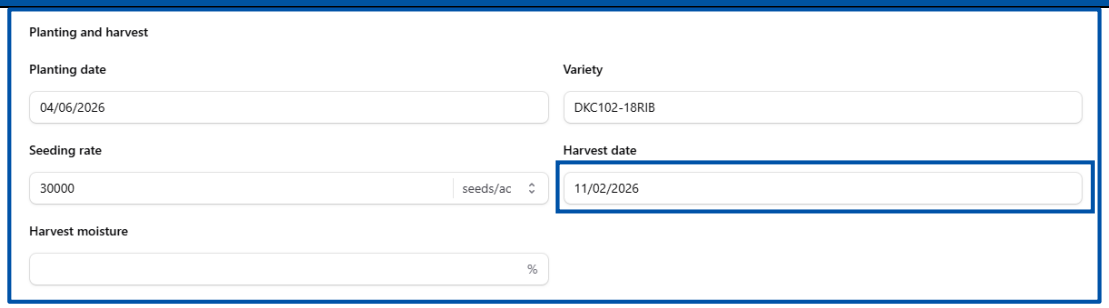
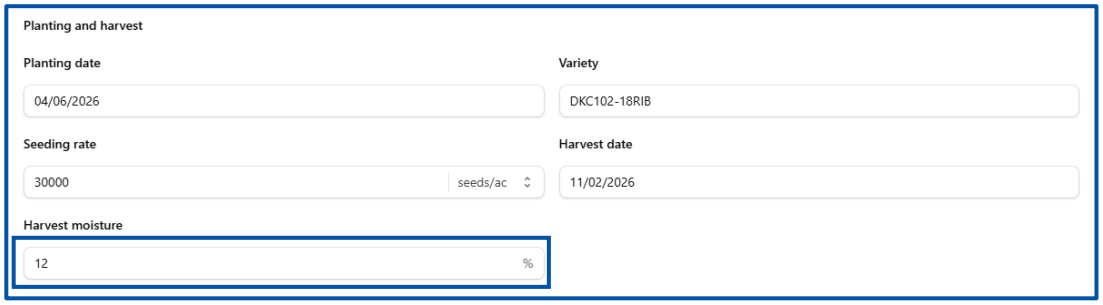
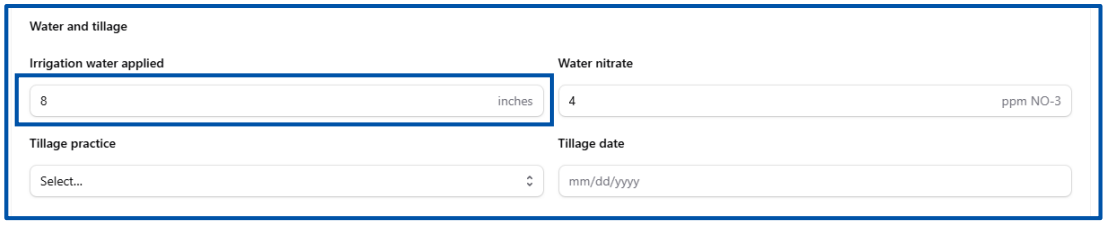
Step	Action
	Note: Do not include decimal points or multiply by the conversion factor on the flowmeter. ProducerConnect is configured to automatically calculate water usage based on your flowmeter model. 
6.	If this is the final reading of the season, click the **Final reading of season** button. 
7.	Optionally, you can input notes in the **Notes** box.

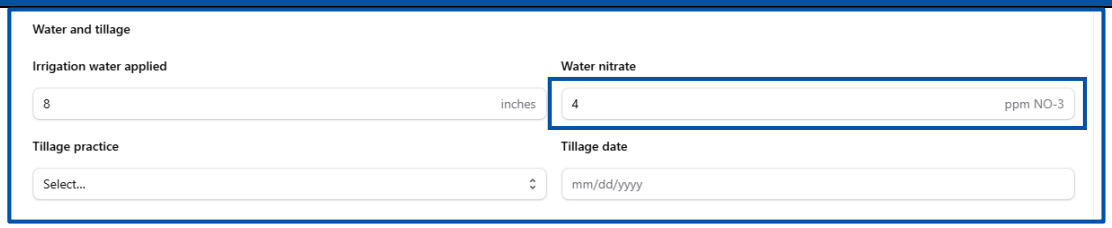
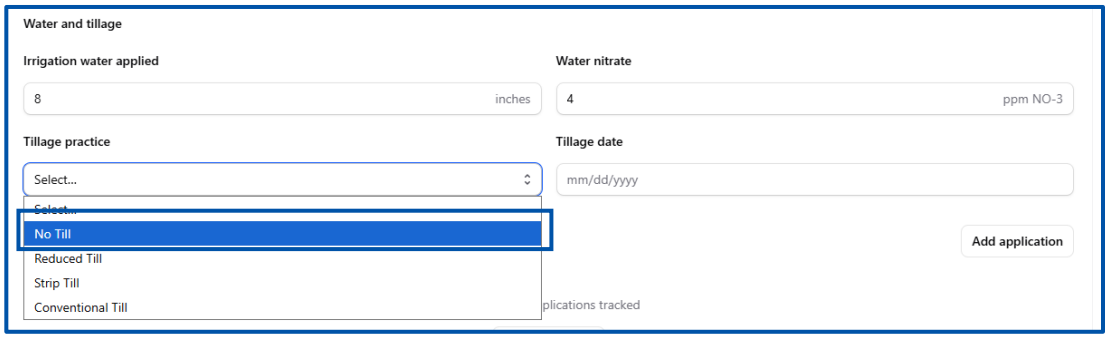
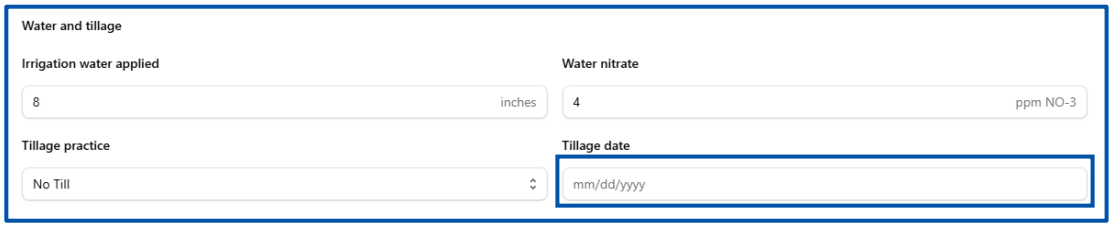
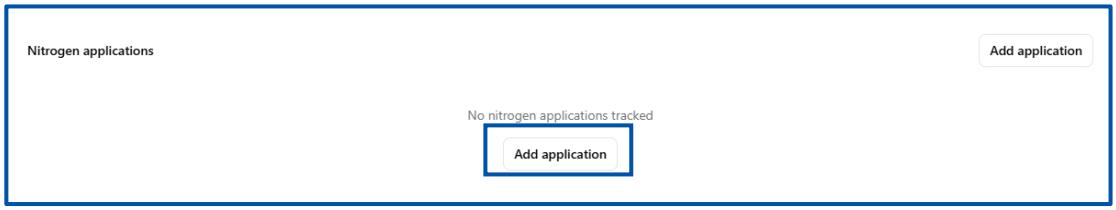
Step	Action
	
8.	Optionally, you can upload a picture of the face of the meter by clicking on the **Upload picture** button. 
9.	After all the required information is input, click the **Save** button. 
10.	Once saved, click the **Continue to Crops** button.

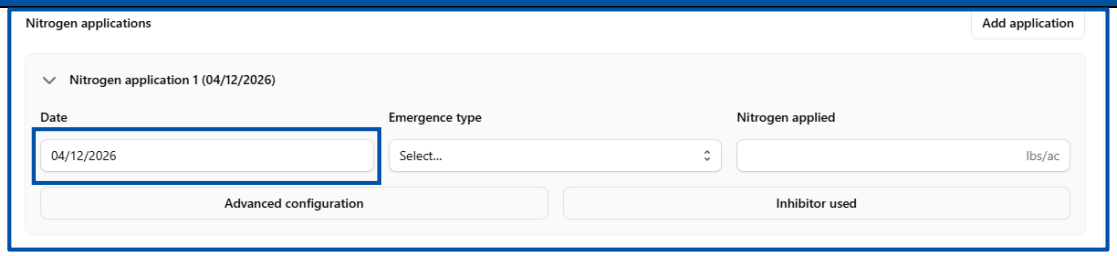
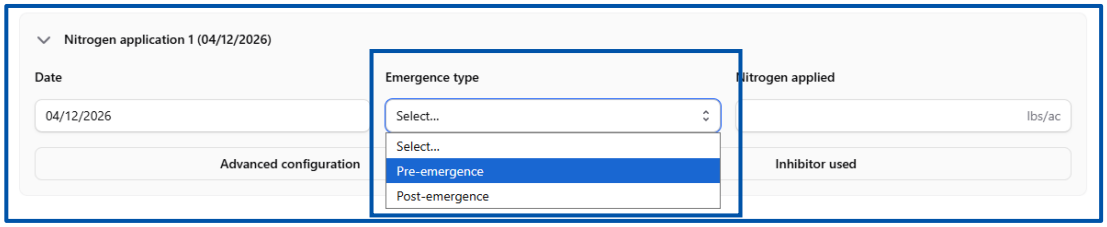
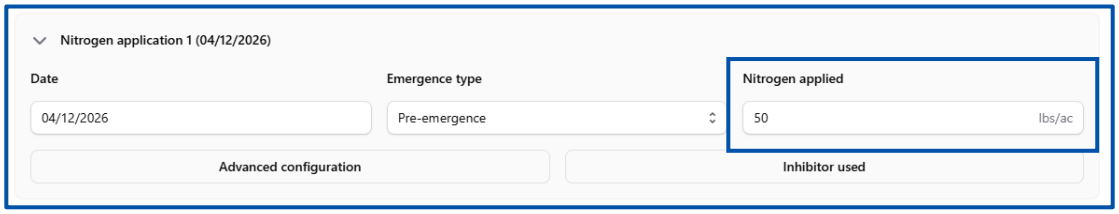
Step	Action
	
11.	On the **Crops** tab, you will add crop information as well as your nitrogen application and manure application information. To begin, click the **Add Crop** button. 
12.	Click the **Crop Planted** drop-down button and select the appropriate crop from the list. 
13.	In the **Crop Yield** box, input the crop yield at harvest for this tract.

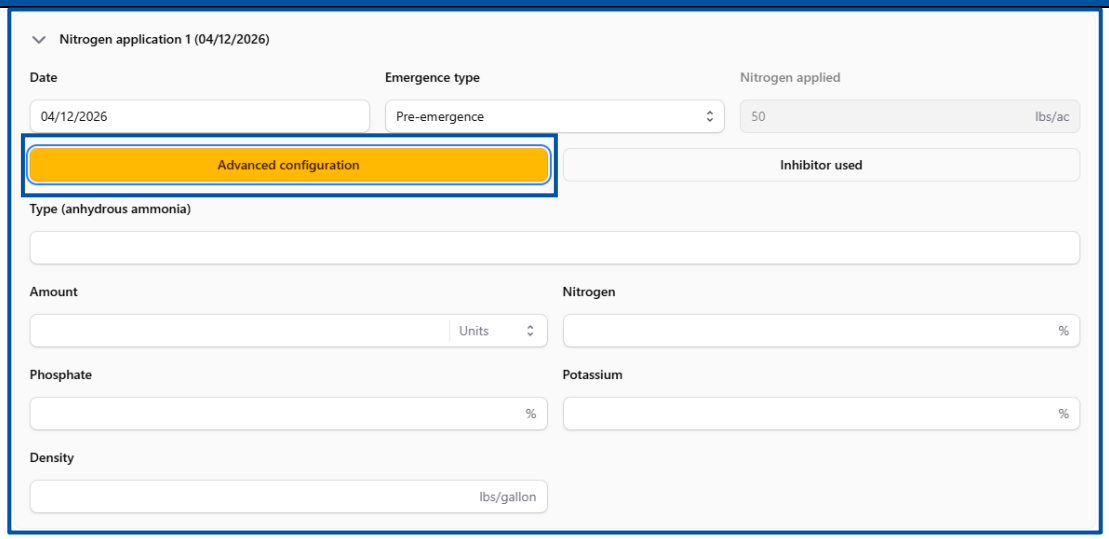
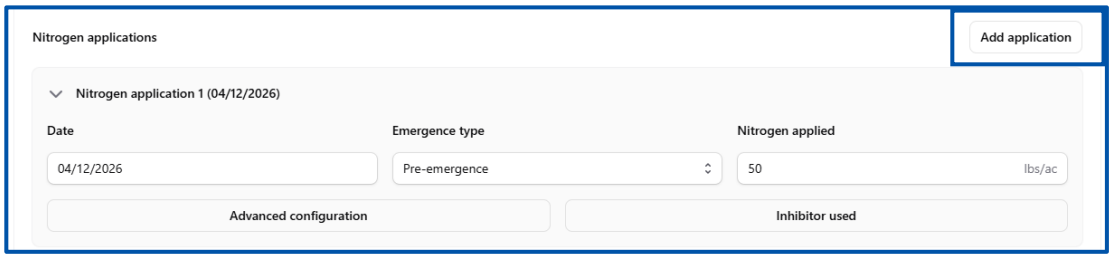
Step	Action
	
14.	Input the yield goal in the **Yield Goal** box. 
15.	**Optional:** If there was crop damage in this field, click the **Crop Damage** button and input required information in the following boxes: • **Damage date** • **Damage cause** • **Damage severity** • **Percent crop loss** 
16.	In the **Planting and harvest** section input the planting date in the **Planting date** box.

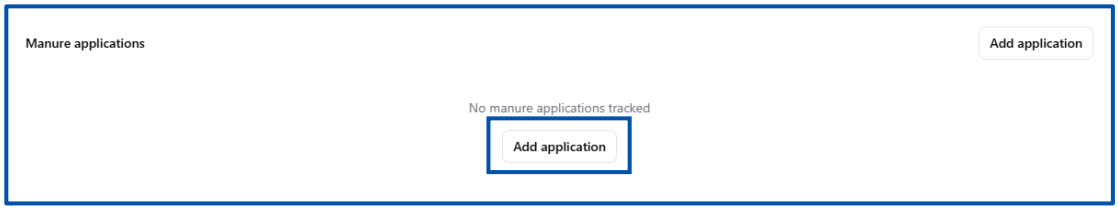
Step	Action
	
17.	Input a seed variety name in the **Variety** box. 
18.	Input the seed rate for the crop in the **Seeding rate** box.  **Note:** Ensure that the units for the seeding rate are correct. To change the units, click the **Units** drop down and select the correct option. 
19.	Input the date the crop was harvested in the **Harvest date** button.

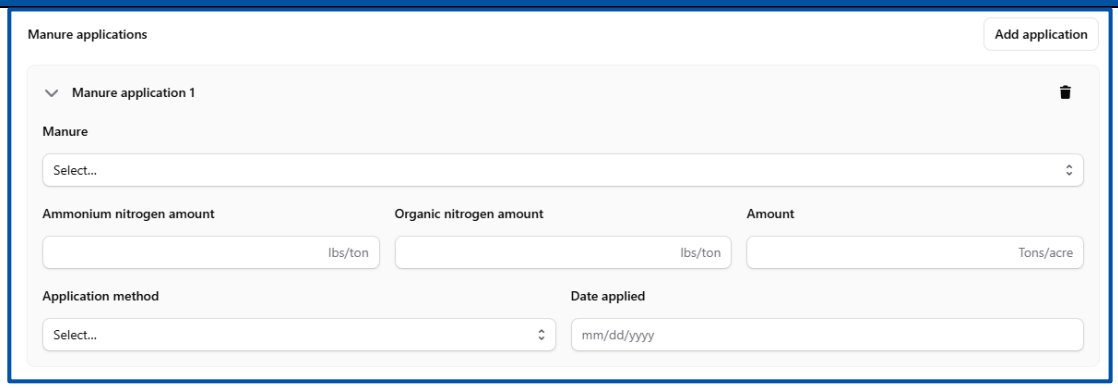
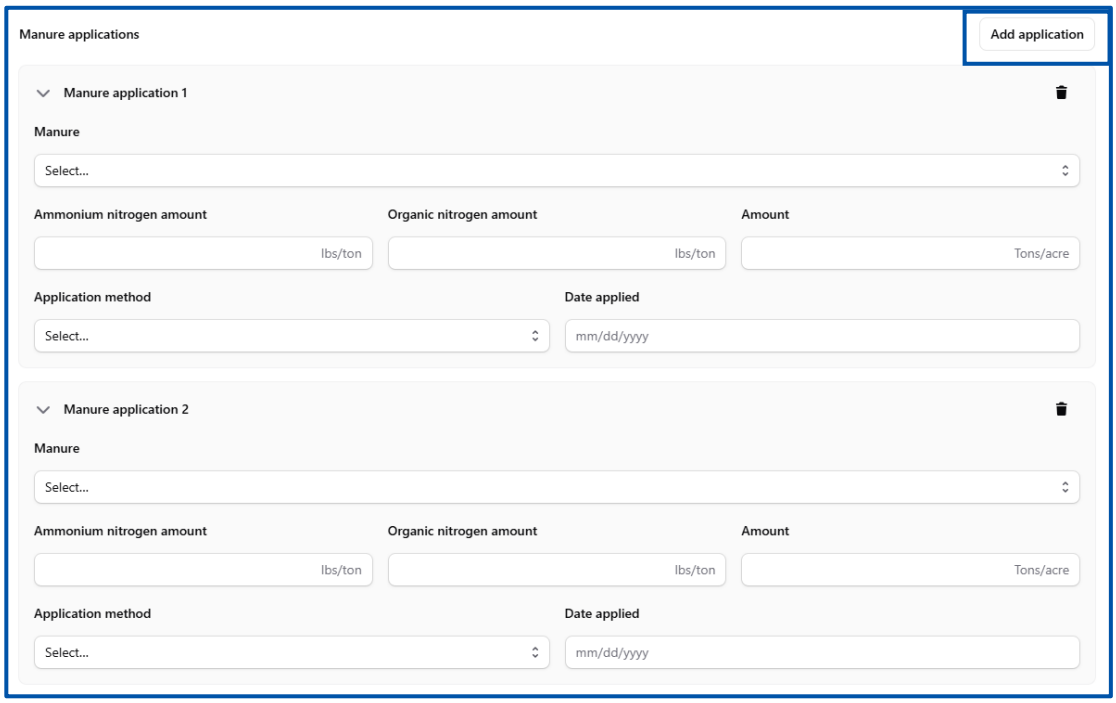
Step	Action
	
20.	Input the moisture percentage in the **Harvest moisture** box. 
21.	In the **Acres** section, input the number of acres being irrigated by sprinkler, flood, or other (such as subsurface drip), in the **Sprinkler Acres**, **Flood Acres**, or the **Other Acres** boxes, respectively. 
22.	In the **Water and tillage** section, input the number of inches of water applied as irrigation in the **Irrigation water applied** box. 
23.	Input the amount of nitrate in your groundwater in parts per million (ppm) based on water testing results in the **Water nitrate** box. **Note:** The box defaults to 4 ppm NO-3 but can be adjusted accordingly. If you do not know your nitrate level, you can leave the default value.

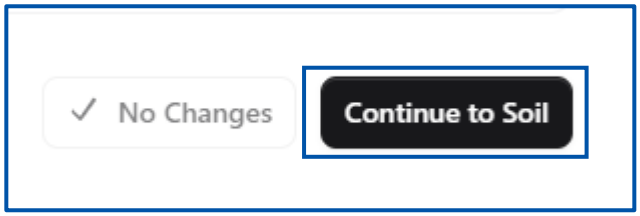
Step	Action
	
24.	Click the **Tillage Practice** drop-down button and select your tillage practice from the list. 
25.	If applicable, input the date tillage took place in the **Tillage date** box. 
26.	In the **Nitrogen Applications** section, click the **Add Application** button. 
27.	For this nitrogen application, input the date the application was made in the **Date** box.

Step	Action
	
28.	Click the **Emergence Type** drop-down box and select whether the application was made pre- or post-emergence. 
29.	Input the amount of nitrogen applied in pounds per acre (lbs/ac) in the **Nitrogen applied** box. 
30.	To add more details about this nitrogen application, click the **Advanced Configuration** button. This will allow you to specify: • **Type**- the fertilizer type that was used for this application, such as anhydrous ammonia, UAN, DAP, etc… • **Amount**- The total amount of fertilizer applied. • The N-P-K percent analysis of the fertilizer in the **Nitrogen**, **Phosphate**, and **Potassium** boxes, respectively. • **Density**- the density of the material

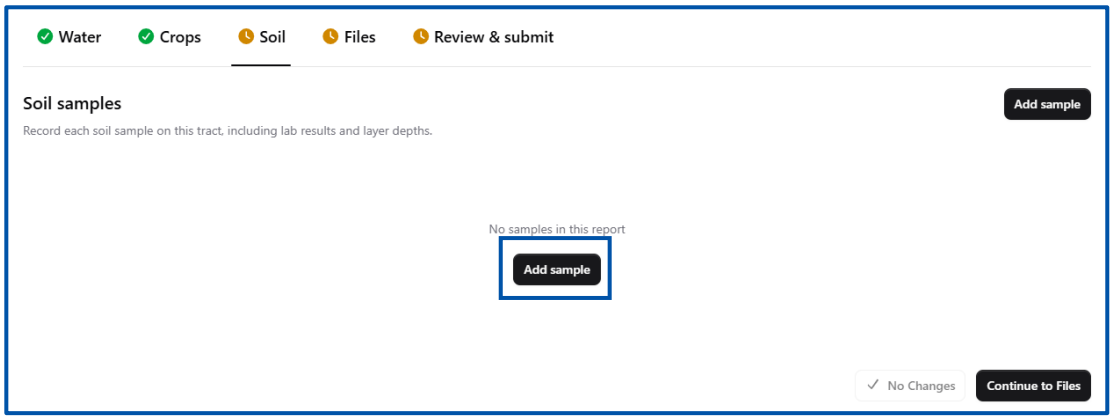
Step	Action
	
31.	If an inhibitor was used for this application, click the **Inhibitor used** button and select the inhibitor used in the **Inhibitor Type** drop-down box. **Note**: Inhibitors are required in the following situations: • **Phase 2 areas**- required for nitrogen applications made between November 1- March 1. • **Phase 3 areas**- required for spring nitrogen applications where split applications will not be utilized in-season. If split applying, inhibitors are required if 50% or more of nitrogen is applied pre-plant. 
32.	To add another application, such as if split applications were utilized, click the **Add application** button. 

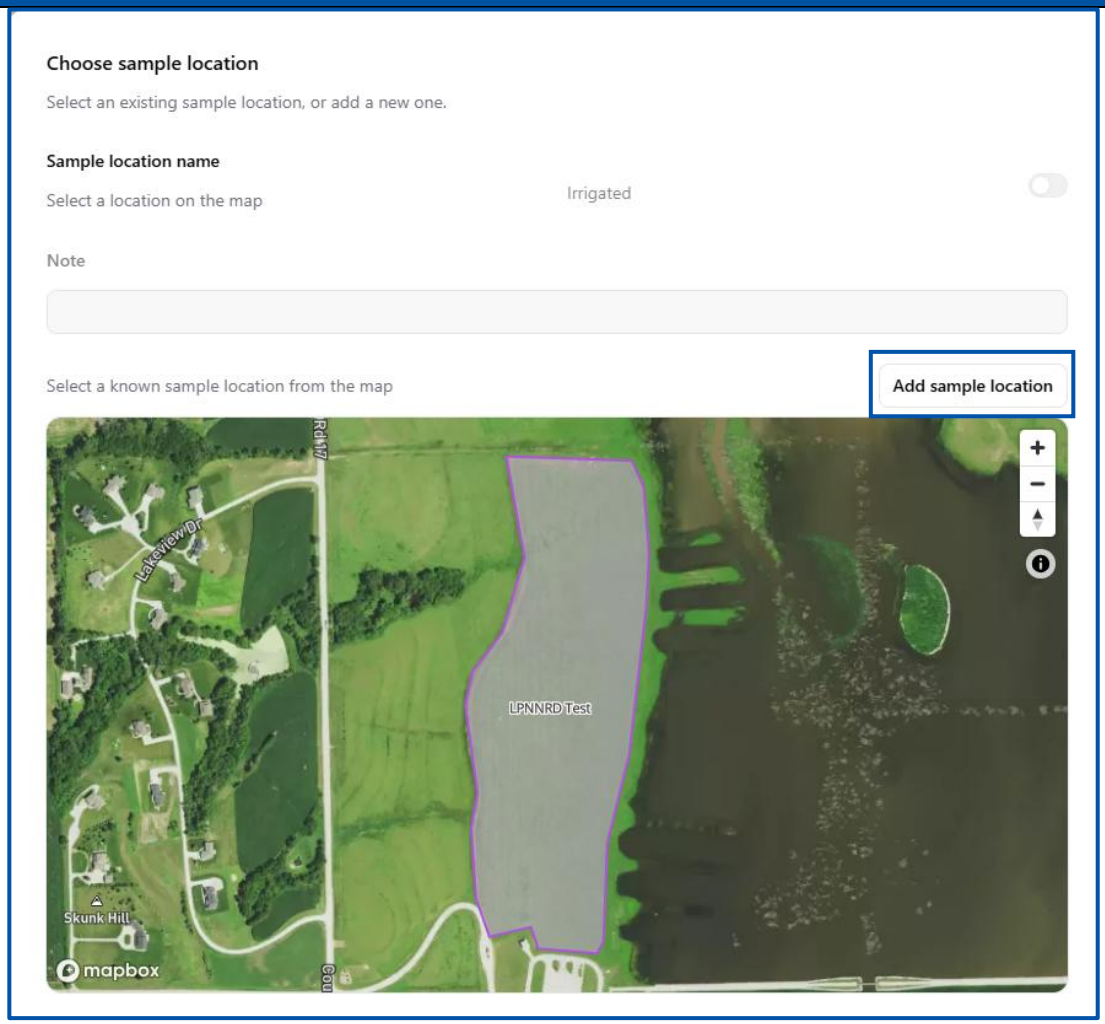
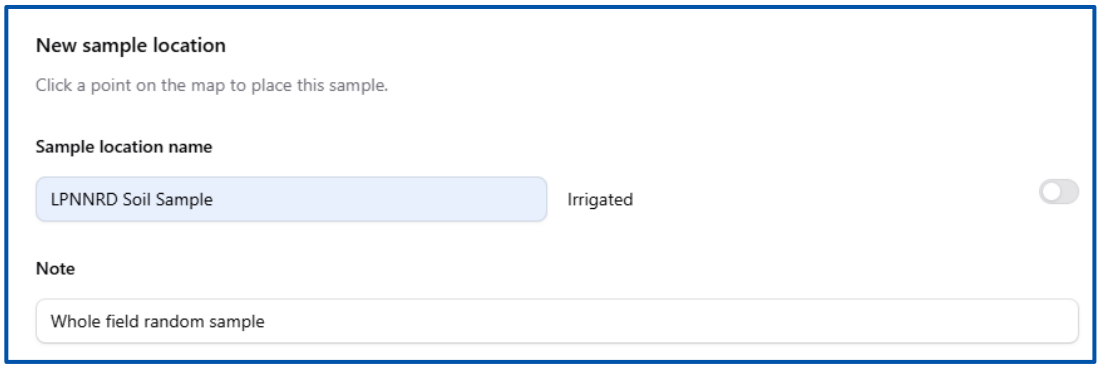
Step	Action
33.	A new nitrogen application box is added. Repeat steps 27-31 as appropriate, until all nitrogen applications are added. 
34.	If manure was applied to this tract, click the **Add application** in the **Manure Applications** section. 
35.	Input required information for the manure application if applicable, such as: • **Manure**- the type of manure that was applied. • **Ammonium nitrogen amount** (lbs/ton)- the amount of ammonium in the manure based on manure analysis. • **Organic nitrogen amount** (lbs/ton)- the amount of organic nitrogen in the manure based on manure analysis. • **Amount** (tons/acre)- the total amount of manure applied. • **Application method**- the timing and method of application. • **Date applied**- the date the manure application was made.

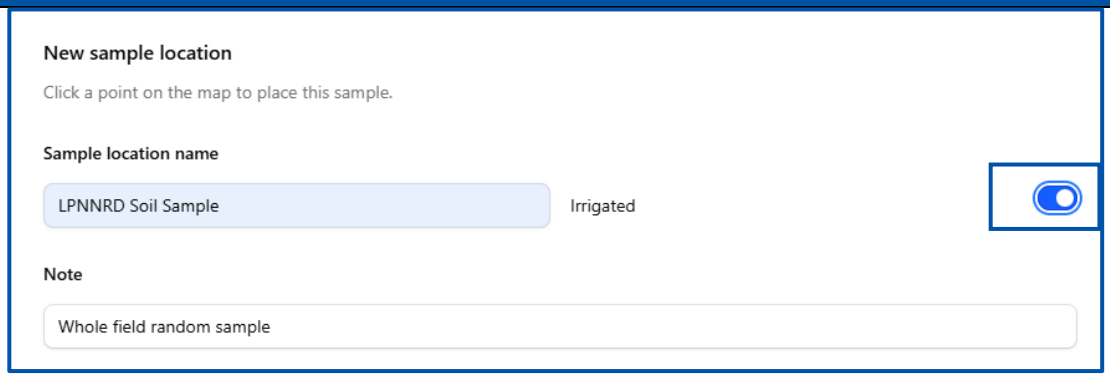
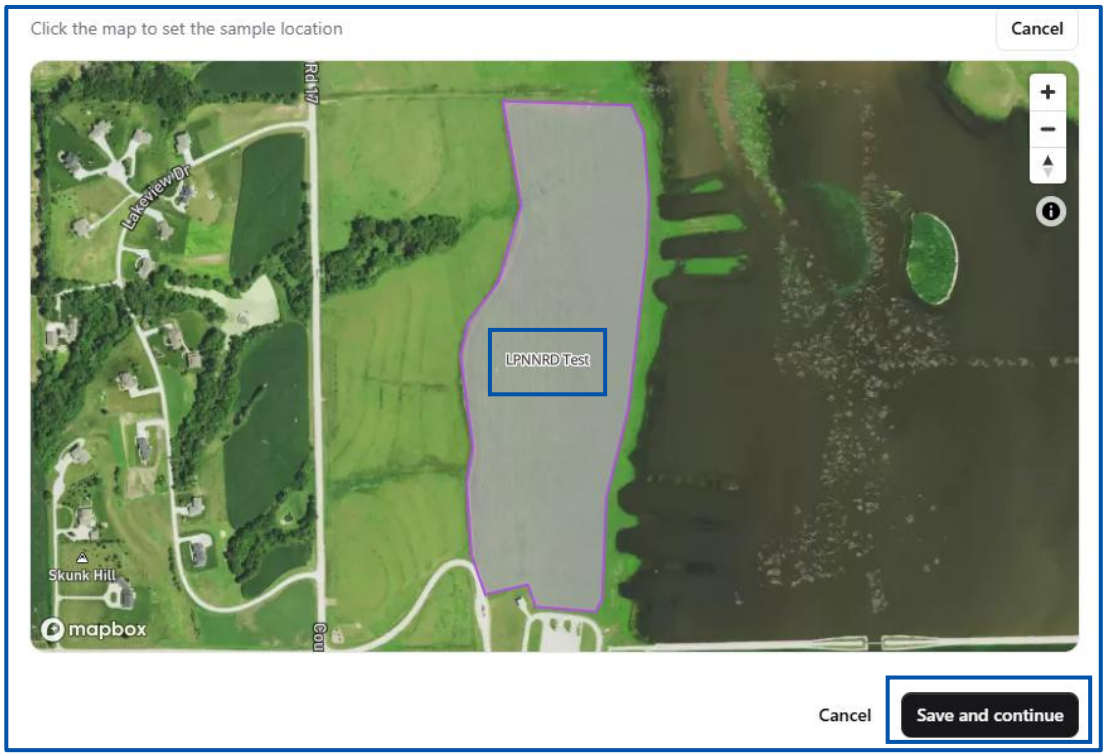
Step	Action
	
36.	If manure was applied multiple times during the season, or another manure type was also applied, click the **Add application** button. Complete the required information referenced in step 19 for the new manure application. 
37.	Once all the crop, nitrogen application, and manure application information is added, click the **Save** button. 
38.	Your progress on the report is saved. Click the **Continue to Soil** button.

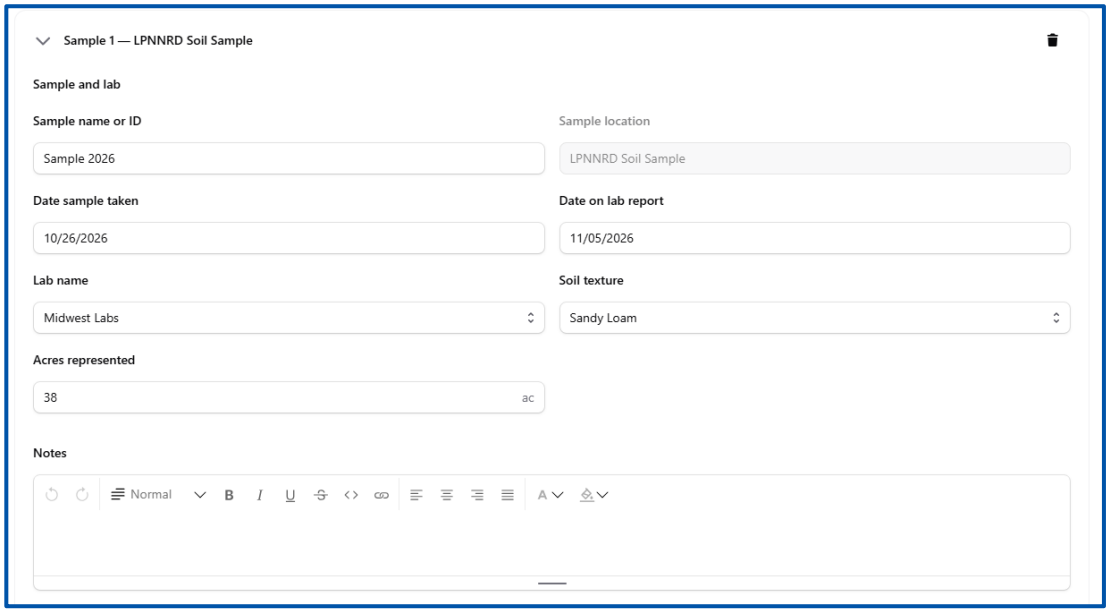
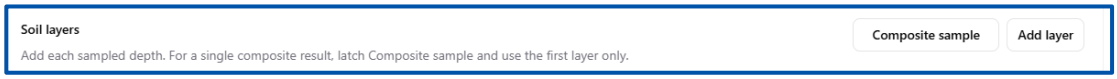
Step	Action
	

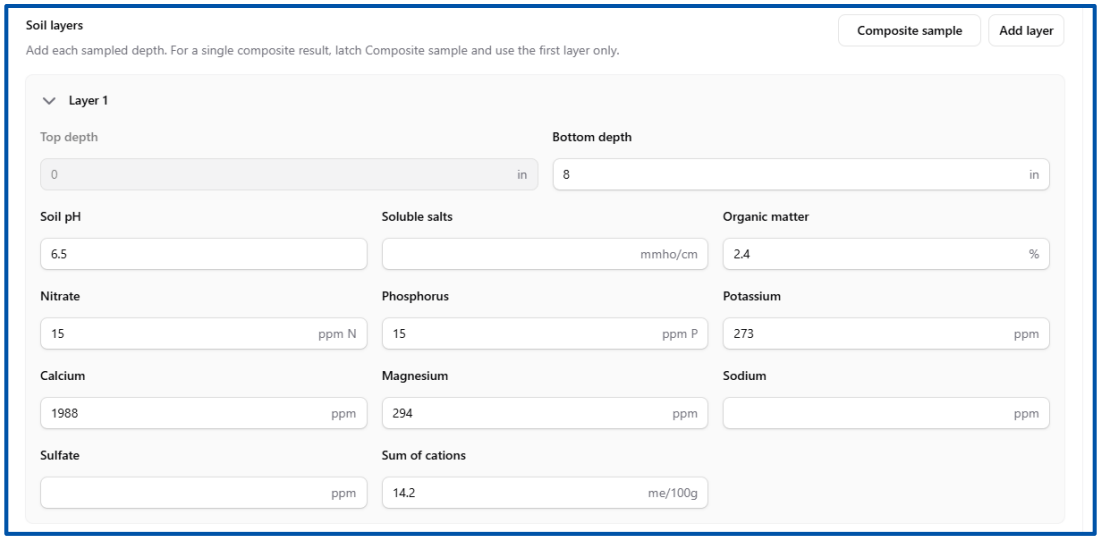
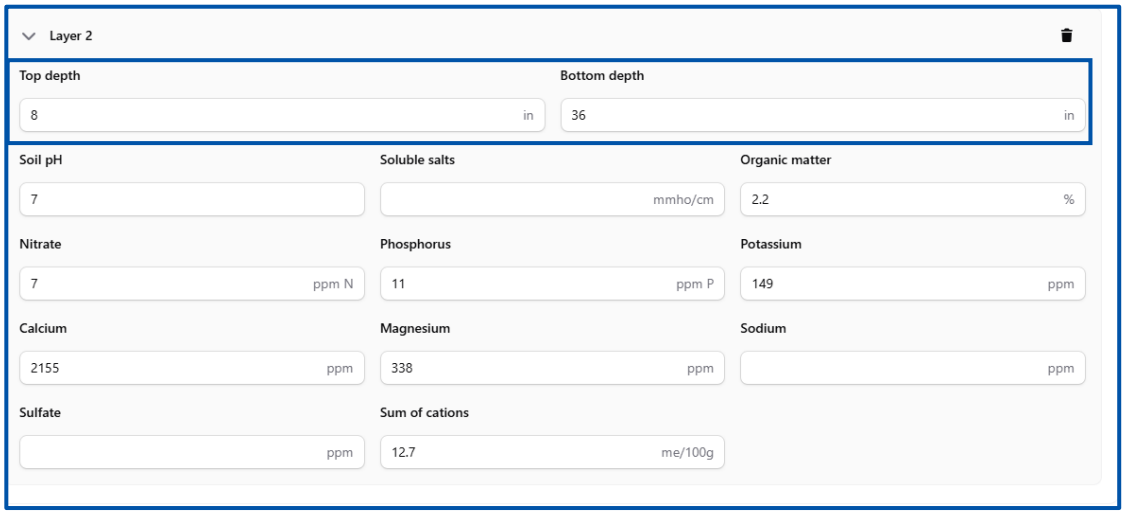
5. Submit Soil Report

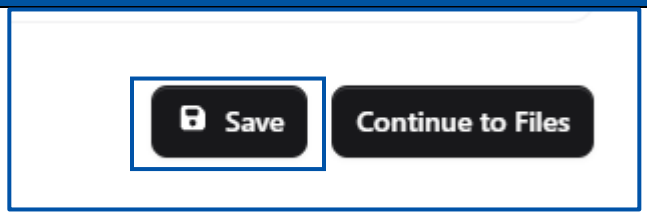
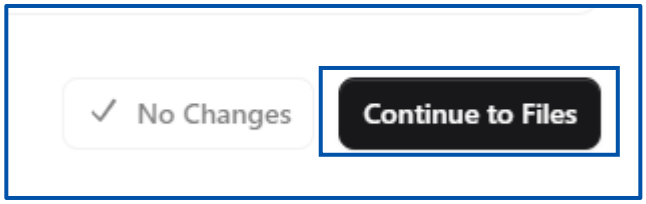
Step	Action
1.	In the **Soils** tab, click the **Add sample** button. **Note:** Soil samples are recommended or required in the following situations: • **Phase 1 areas**- recommended (all LPNNRD is in minimum of Phase 1 area) • **Phase 2-4 areas-** required on fields 40 acres or more. 
2.	Click the **Add sample location** button.

Step	Action
	
3.	Input a name for the sample in the **Sample location name** box and input any notes about the sample in the **Note** box. 
4.	If the field is irrigated, click the **Irrigated** toggle switch button to **On**.

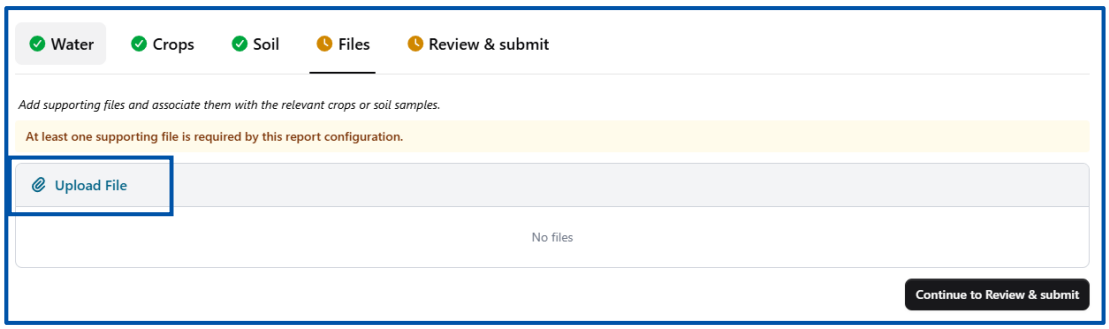
Step	Action
	
5.	Click a point on the map to set the sample location, then click **Save and continue.** 
6.	Using the lab soil sample analysis results, input sample information in the corresponding boxes. • **Sample name or ID**- the sample name or lab sample ID. • **Date sample taken**- the date the sample was taken in the field. • **Date on lab report**- the date the sample was analyzed by the lab. • **Lab name**- the lab that conducted the soil sample analysis. • **Soil texture**- select the soil texture from the drop down. • **Acres represented**- the number of acres the sample represents. • **Notes**- any notes you may want to add about the sample.

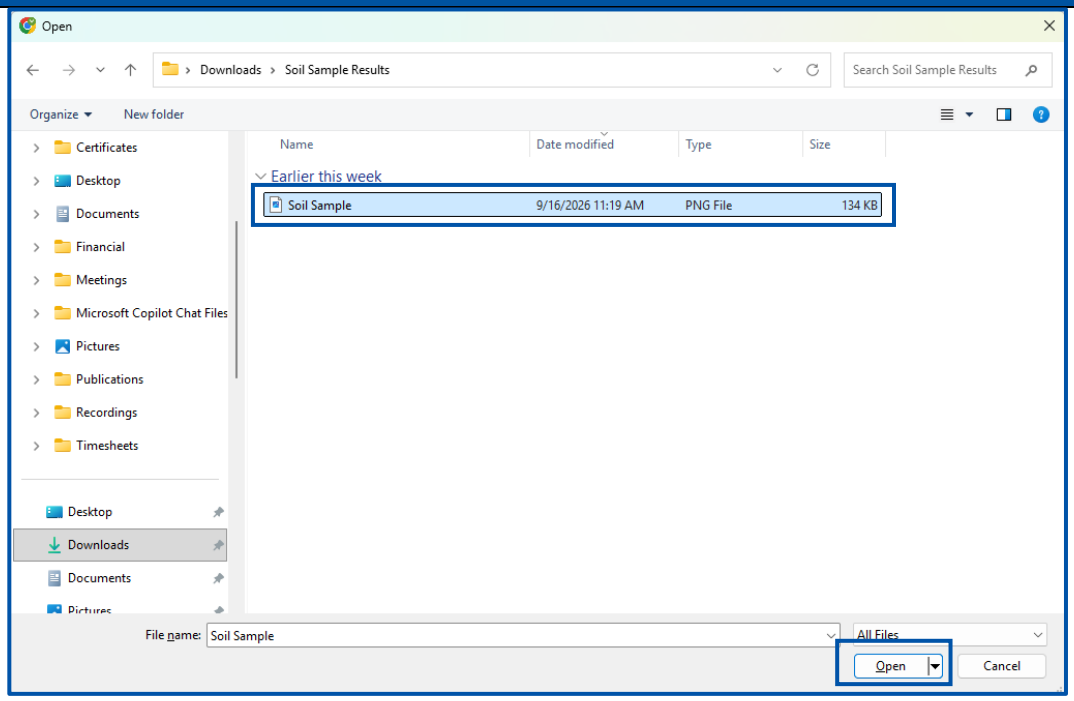
Step	Action
	
7.	In the **Soil layers** section, click the **Composite Sample** toggle button to **ON** if you only have one sample depth, for example, 0-36”. If you have separate results for multiple layers, such as 0-8” and 8-36”, click the **Add Layer** button for each layer to report results separately. **Note**: deep soil sample results are required in the following phase areas: • **Phase 1 areas**- soil samples from 0-36” encouraged. • **Phase 2-4 areas**- soil samples from 0-36” required for fields 40 acres or more. 
8.	Input available results from the soil analysis report, which may include: • **Bottom depth (in)-** input the depth this sample goes down to. • **Soil pH** • **Soluble Salts** • **Organic Matter %** • **Nitrate ppm** • **Phosphorus ppm** • **Potassium ppm** • **Calcium ppm** • **Magnesium ppm** • **Sodium ppm** • **Sulfate ppm**

Step	Action
	• **Sum of Cations-** may also display as cation exchange capacity, or CEC, on your report. 
9.	If your report includes results for another sample depth, navigate to the next layer and input the sample depth range in the **Top Depth (in)** and **Bottom Depth (in)** boxes. Next, input the soil sample results from the soil analysis report in the corresponding boxes. 
10.	After all soil sample results are entered, click the **Save** button.

Step	Action
	
11.	The soil sample results are now saved. Click the **Continue to Files** button to upload any files. 

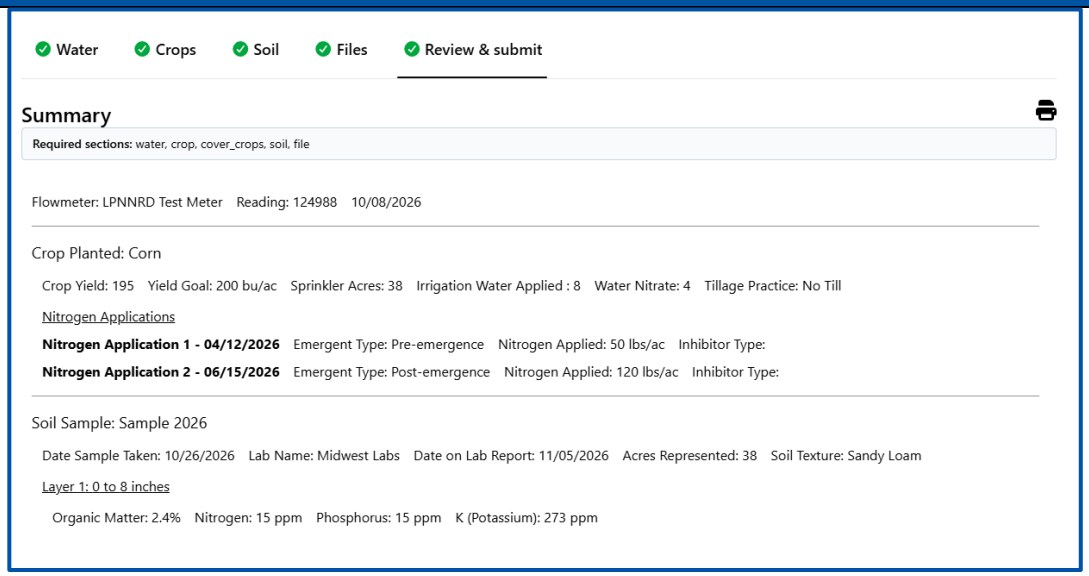
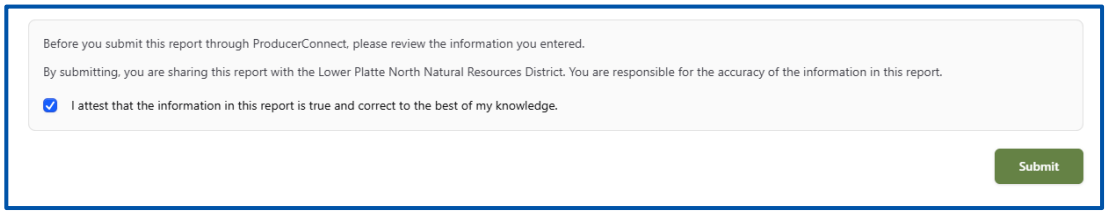
6. Upload Required Files in ProducerConnect

Step	Action
1.	From the **Files** tab of your report, click the **Upload File** button. 
2.	Locate and select the file you wish to upload, then click the **Open** button. Note: Files you may wish to upload include: • Groundwater sample analysis results • Soil sample analysis results • Manure analysis results • Record of application of fertilizer or approved inhibitor

Step	Action
	
3.	Once the file is uploaded, click the check box for the report you wish you link it to. 
4.	Repeat steps 1-3 for any additional files that need to be uploaded and linked.
5.	Click the **Continue to Review & submit** button. 

7. Review and Submit Report

Step	Action
1.	From the **Review & Submit** tab of your report, review the information that displays for accuracy.

Step	Action
	
2.	If the information is correct, click the **I attest that the information in this report is true and correct to the best of my knowledge** check box, then click the **Submit** button. 
3.	The report should now display as **Completed** on the **Reporting** page. You can continue with additional reports or sign out of ProducerConnect. 