

Dealer Seed Inventory Program User Guide

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New User Enrollment and Account Registration:

1. Click on the link to apply



2. Fill in the “Account Registration” portion of the application and then continue filling out the rest of the application. A couple things to remember, if you already have an account with us you must login before filling out an enrollment application. Also all of the fields in the application marked with an * are required to be filled out before an application can be submitted. If you are receiving an error upon trying to submit, please look back over your application as the most likely issue is that one of these fields has not been filled in and will be highlighted in red.

The image shows two sections of a web form. The first section, titled '1. Account Registration', contains two input fields: 'Dealer Email*' with the value 'Johndoe@test.com' and 'Password*' with a masked password '.....'. The second section, titled '2. Seed Advisor/Location Information', contains four input fields: 'Dealer Number*' (empty), 'Dealer Owner First Name*' (empty), 'Last Name*' (empty), and 'Authorized Dealer's Business Name*' (empty). Each field has a question mark icon to its right.

Field highlighted with an error:

This is a close-up of the '2. Seed Advisor/Location Information' section. The 'Dealer Number*' field contains '1235'. The 'Last Name*' field contains 'Doe'. The 'Authorized Dealer's Business Name*' field contains 'John's Seeds'. The 'Dealer Owner First Name*' field is highlighted in red, indicating an error, and is currently empty.

3. Fill out your location and sub dealer location information. Simply click the “Add Location” button in either section to add your first location and subsequently any additional locations. Once a

location is added, click the “Add Brand” button to begin filling in your inventory at that particular location.

4. Once you have completed adding all of your locations and inventory, complete the application by checking the warranty check box and typing your name in the name and signature fields along with ensuring the date is correct. Once this is completed you may click “submit”.
5. After submission you will automatically be logged into your account. You will be able to view your instant quote by clicking on the locations tab at the top of your screen.

COVERAGE DETAILS APPLY **LOCATIONS** LEGAL ABOUT  LOGOUT

6. Next select the view button on the tab next to your name.



7. Click on coverage information to view you quote.
8. On your quote you will see your account details and the invoice for your balance. Details include: Effective dates of the policy, Location(s), Current year premium deposit, Administrative fee, Prior year premium adjustment, total premium and total balance. If everything looks correct to you, you may click on “Pay Bill Now” to bind your coverage for the current year.
9. Once your policy has been bound you will receive an automated email containing a certificate of insurance for each location listed on your policy. Additionally, you will be able to generate your own certificate of insurance by location from this same “Locations” screen. Then click on the certificates tab and select the location you would like to generate a certificate for. Click submit and your certificate will be generated and downloaded to your computer.

Anthony Hide

▶ COVERAGE INFORMATION

▼ CERTIFICATES

GENERATE LOCATION EO(S):

9051 Jackson Ave. Lexington Minnesota 55014

1234 Test way Minneapolis Minnesota 55402

Existing User Forgot Password - If you are an existing member of the Dealer Seed Inventory Program and haven't visited our new site before, we will need you to reset your password. Additionally, if you have been on our site before but forgotten your password please follow the same steps. **Remember you must log in first before you fill out an enrollment form if you are an existing user.**

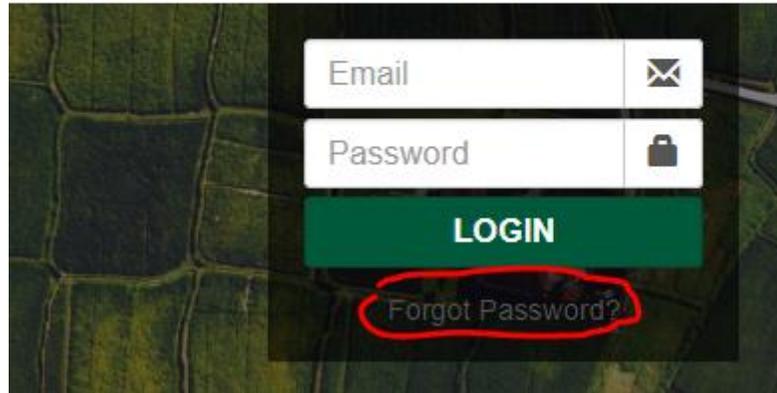
1. Navigate to the home page and click on the login link.

LEGAL ABOUT  LOGIN



2. A login box will drop down on the right hand side of the screen asking for an email address and password combination. Ignore this and click on "Forgot Password"

 HIDE



3. Please enter your email address where prompted and click on the “reset and email password” button.

Sign in to your website

Forgot Your Password?

Enter your email address below. We will send you instructions to reset your password.

RESET AND EMAIL PASSWORD

4. After you have clicked this button, you will need to login to your email and wait for the email to come from us. This should take no longer than 30 minutes, if it does take longer than 30 minutes please give us a call so we can help you work through any issues.

Renewal Instructions

1. Navigate to <https://monsanto.haysprograms.com> and click on login in the upper right hand corner of the screen.
2. If you haven't used this system before or forgot your password, please click the "forgot password" link and follow instructions to reset your password.
3. Once you have successfully logged into your account, select the "My Insurance" tab on the menu at the top of the screen. Note if you don't see the "My Insurance" tab you are not logged in and need to login following steps 1 and 2.
4. Once logged in you will see a black accordion toolbar with your name and view on it. Click on this accordion to expand.

Ryan Test

▶ View

5. After expanding this accordion you will see your details. Effective dates of the policy, your name/business name, dealer number, dealer address, estimated sales your quote is based on and the brand of seed you sell. Please review and ensure this information is correct. Additionally you will see the current year seed deposit amount required based on last year's sales. The prior year premium adjustment, the balance based on last year's actual sales. Total premium due for this year and the total account balance.

Ryan Test

▼ Hide

▼ COVERAGE INFORMATION

INSURANCE COVERAGE(S)

Effective Dates: 08/01/2018 - 08/01/2019

Dealer: Ryan Test Test MCF - MCF Test

Dealer Number: 1111111111

Dealer Address:

407 WOODHAVEN DRIVE
WEXFORD PENNSYLVANIA 15090

Estimated Sales: \$2,800,000.00

Brand: Fontanelle Hybrids

Current Year Seed Deposit: \$2,600.00

Prior Year Premium Adjustment: \$0.00

Total Premium: \$2,600.00

Total Account Balance: \$2,640.00

To apply using last year's same information and "Total Premium" shown above, click "Accept Quote" below. To change information on last years application click "Update Existing Information" below and submit the new application.

Accept Quote

Update Information

6. After reviewing account information there are two options.
 - a. If the quote is acceptable and no changes need to be made, simply click the “Accept Quote” button.
 - b. If information needs to be updated, locations need to be added or changed, brand needs to be changed, etc... click on the “Update Information” button. This will bring you to the application screen where you can enter additional or new information to be taken into consideration for your quote. Once you are completed entering new information in, click submit and navigate back to the “My Insurance” page to view your updated quote.
7. Once information has been updated and the quote has been accepted, the last thing necessary to bind coverage is to pay for the policy. This can be accomplished two ways:
 - a. A payment can be made by clicking on the “Pay Bill Now” button and using a credit card online.
 - b. Or you may pay by check following the pay by check instructions on screen after clicking on the “Pay Bill Now” button.
 - c. You may also print a copy of the invoice for your records from this screen by clicking on the “Print” button.

The screenshot shows a payment interface with a light gray background. At the top left, there is an orange button labeled "PAY BILL NOW". At the top right, there is a green button labeled "Print". Below these buttons, the amount "\$5,240.00" is displayed. Underneath, there is a section for "Pay By Check" with instructions: "When paying by check, coverage will be confirmed upon receipt of payment. Please reference your Dealer or Advisor Number on the check when sending payment. Please do not hesitate to contact us with any questions or concerns 1-877-316-4297." Below this is the "Send Check To:" information: "Hays Companies, MI-88, P.O. Box 1414, Minneapolis, MN 55480-1414". Further down, there is a section for "Pay By Credit Card" with the instruction: "Use the form below to pay by credit card." At the bottom, there are two input fields labeled "First Name*" and "Last Name*".

8. Finally, once payment has been completed and the Total Account Balance equals zero, you will be able to generate your evidence of insurance documents. Stay on the “My Account” tab and once again click on the accordion box with your name on it. Select the insurance document option and click generate. Certificates will automatically generate for any location listed on your account and download as pdf documents to your computer.