

Hello! Thank you for choosing to sign your agreements through AgCelerate! This guide will show you how to register on AgCelerate. Please keep in mind that signing the Agreements and getting the license numbers is a separate step. Please see the additional Signing Agreements - Quick Guide for that process.

Why Register?

Registration with AgCelerate allows you to coordinate your licenses and control the information on all licenses with one account. As it stands now, if you move, change business names, add additional properties, etc. and you have licenses with more than one manufacturer, you have to call each one separately to make the updates. Registering and connecting your licenses means that all you need to do is login to AgCelerate, make the necessary updates and you are done! Your license numbers will be in one convenient place for easy access, no need to keep searching for cards or old papers.

Step 1 – Grower Information

Tell us about yourself. Don't worry, we won't share your information with anyone except for the manufacturers you sign agreements for, and we won't use your information for any purpose other than getting you the license you need!

1. Go to www.AgCelerate.com
2. Click "Growers Click Here to Register"



3. **Email Address** – This is required and should be yours. If you don't have one, you will need to get one. There are several free services. We added a link to Yahoo!, but you can get one anywhere. We do not email you past the initial "Welcome to AgCelerate" email.
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. The system will try to verify your identity by asking you questions based on your history. If it can't pull the questions, you may not be able to electronically sign agreements.

Account Setup * = Required Input

A valid email address is required as your AgCelerate username.
 Don't have an email address? Get one here: Yahoo!

* Email Address

* Confirm Email Address

Passwords must be between 4 and 20 characters long.

* Create Password

* Confirm Password

Fill in the fields below with your name, not the name of your farm businesses.
 Farm business names can be added to your profile later in the registration process.

Title

* First Name

Middle Name

* Last Name

Suffix

* Last 4 of SSN

Last 4 of SSN is required for us to verify who you are and that no one else signs a grower technology license agreement on your behalf.

7. **Telephone Numbers** – At least one must be entered. We suggest a mobile number, especially if you have a smartphone: it makes resetting your password easier when you're on the go!
8. **Physical Address*** – This should be the address where you reside. This is typically what is on your driver's license or government issued ID, and cannot be a PO Box. Don't worry if the farm address is different. You can add that in step 2.
9. **Mailing Address*** – Check the box if your home address and mailing address are the same. If not, enter your USPS mailing address. This can be a PO Box.
10. **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.
11. **Click the box to accept the Terms of Service and Conditions of Use** – Click the link to open and read the full Terms of Service.
12. **Click Continue to Next Step**

Telephone Numbers (At least one contact number must be provided)

Office Phone

Mobile Phone

Fax Number

Physical Address

* Address Line 1

* Zip / Postal Code

Validate ← Click here to validate

Pending Validation

Mailing Address

My mailing address is the **SAME** as my physical address

* Address Line 1

* Zip / Postal Code

Validate ← Click here to validate

***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 hit validate again. If it does not validate, click the box next to “I affirm this address is valid.” and continue. Do NOT click “Validate” again. You will then 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. If the farms shown are the ones for which you need coverage, or they were your farm at one time and do not belong to anyone else, 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 must be the physical address where your farm is located. PO Boxes will not be accepted here. You can update the information by clicking the grey “Edit Farm” button if necessary. If necessary, the business mailing address can be entered as the account mailing address after registration is complete.

This is your farm.

This is not your farm.

Edit Farm

AGCELERATE FARM
FarmBusiness
3385 4TH ST SW
MASON CITY, IA 50401

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.

* Farm Type

* Business Name

* Address Line 1

* Zip / Postal Code

Validate

Save **Cancel**

If you don't farm under a different name, have done the above steps 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)! Continue to the final step, then contact support after your registration is complete for assistance.

Step 3 – Supplier Information

Select all of the seed suppliers you do business with from the list provided. The list shows all suppliers within 100 mile radius of you. 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.

Name

Zipcode **Search**

AGCELERATE SUPPLIER 03
2008 4TH ST SW
MASON CITY, IA 50401 **Add Supplier**

Previous **1** 2 3 4 5 ... 11 Next

Complete Registration

Your registration is complete! Don't forget to sign your agreements!

Registration Complete! Now sign your agreements...

Thank you for completing your AgCelerate registration. If you require a new technology license agreement:

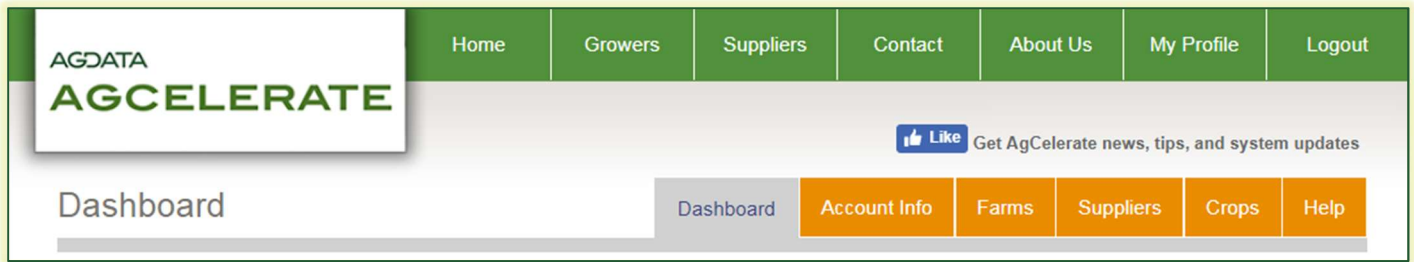
1. Continue to the next page
2. Click on the "Sign New Agreements" tab
3. Select the agreement(s) you would like to sign
4. Click the "Sign Selected Agreements" button
5. Follow the on-screen prompts to complete the license agreement signing process

Your completed agreements will be active once you complete the steps above and see the license information on the Current Agreements tab.

Continue

After completing the one-time registration, you will be directed to your Grower Dashboard, which is your homepage when you are logged into AgCelerate. The Grower Dashboard is 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.



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 that can include agreements you've already signed, the crops you selected during registration, and in some cases 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 us 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); however, your updated information will be shared for the current licenses with the trait providers. 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. During registration you may have been asked to confirm or deny farms that appeared to be associated with the information you entered. 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**. If you are no longer associated with the business, simply click **Deny** located under **Confirmed**. If you or your business do not own the land you farm on 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 hand side of the page.

Suppliers

The Suppliers page is where you may add seed suppliers that you do business with from a provided list. 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 zip

code entered (the closest suppliers are 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 hand 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. The crop selection will help determine what agreements are available to sign. Hit **Save Crops** when finished.

Should you run into any issues updating your information, our Customer Service Analysts can assist by phone or email using the information located at the bottom of each page of this guide.

Hello! Thank you for choosing to sign your agreements through AgCelerate. This guide will show you how to electronically sign Technology Agreements on AgCelerate. Registration is a separate step; if you have not yet registered, please see the Grower Registration - Quick Guide for that process.

Why Electronically Sign Agreements?

With traditional paper licenses, you had to fill out a new license with manufacturer, then mail them and wait a couple weeks for a license number. If you forgot to complete part of it, it was be 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.

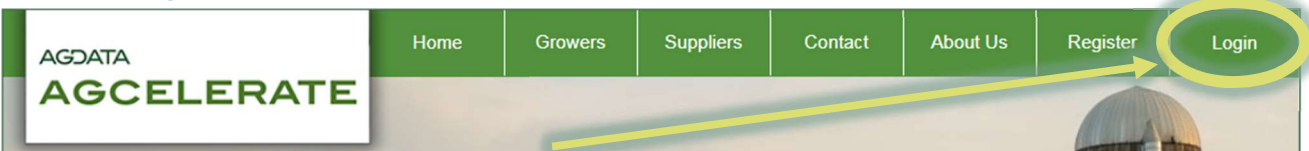
With AgCelerate, all you need to do is sign up, choose the agreements you wish to sign and follow the steps below. Signing your agreements electronically on AgCelerate allows you to obtain your license numbers almost immediately.* All your license numbers will also be in one convenient place for easy access, no need to keep searching for cards or old papers.

*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



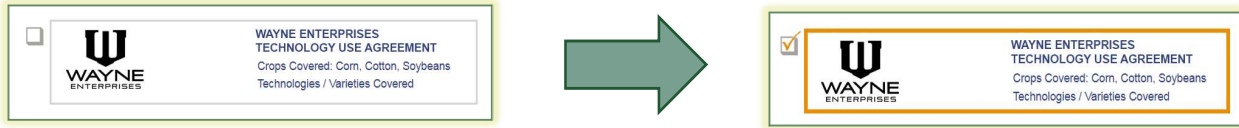
2. Click "Login" (located in the upper right hand corner). Login with your credentials.

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 AgCelerate Support.

2. **Select Agreements** – Once you have selected the agreements you need to sign, the banner for the agreement will be highlighted in orange. Next, click on the orange oval at the top of the agreements list that says “Sign Selected Agreements”.



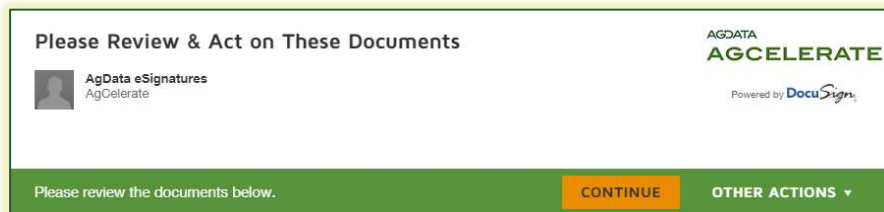
3. **Additional Information** – A small window should appear that will ask for any additional information that may be needed, based on the agreements selected. Answer the question(s) and click continue.

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.

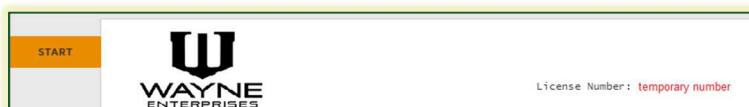
4. **ID Questions** – In this next step, you will be asked a minimum of 3 multiple choice questions based on your background, using the information that you during the registration process. If any of your registration information is not your personal information, these questions will not populate and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

5. **Signing the Agreements** – Finally there! In this step you will use DocuSign to sign the actual agreement(s). You will want to be sure your computer or device 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.

- a. **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. In either case, the agreements are still considered valid, since we verified your identity in step 4. 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, contact AgCelerate Support.