

AgCelerate Stewardship Mobile Users Guide

This Users Guide provides an overview of the AgCelerate Stewardship mobile application in our demonstration environment. The document begins with the steps for creating a Supplier account in AgCelerate and then goes on to describe in detail the process for registering a grower and signing agreements using the AgCelerate Stewardship mobile application. Should you need assistance please feel free to call Pam Wilson at Pamela.wilson@agdata.net or 704-367-4697.

This version of AgCelerate Stewardship includes the ability to sign Technology Licenses and look up grower license status for the following suppliers (and more):

- Bayer CropScience
- Dow AgroSciences
- Pioneer
- Monsanto WestBred Wheat
- Terral Seeds

1. Downloading the AgCelerate Stewardship Mobile App

AgCelerate Stewardship mobile is a free application for the iPad available via the App Store. You can search for the application by keyword “AgCelerate” or select category Business and scroll through the list of options. Select the AgCelerate application, which pops up some additional information along with a button “Free.” Tapping this button updates the text to read “Install App.” Again, tap the button. You will be prompted to provide your Apple Id Password. After selecting OK, the installation will begin.



2. Registering in AgCelerate Online

To get started using the AgCelerate Stewardship mobile application you must first complete the registration process via the online AgCelerate application. If you have an AgCelerate invite code please visit www.agcelerate.com, select the Register tab, and follow the instructions for registering as a Crop Input Supplier. If you do not have an invite code, contact the AgCelerate help desk at (866) 784-4630. The online registration process establishes your login credentials: email address and password, which you will use to access the AgCelerate Stewardship mobile application.


Once registered, you can manage your grower list via the AgCelerate online application. Select the Login link at the top right of the page and enter the email address and password you set up




during registration. Note, you will use this same email and password to login to AgCelerate Stewardship.



Once logged in, the system will direct you to the Supplier dashboard. Click on the “Growers” tab which displays a list of all the growers associated with your account. You can search for a grower within the list and view license information.

You can add new growers to your list via the New Grower Search link  [New Grower Search](#). Simply search for a grower that is not already in your list by entering a last name/ zip code combination, grower phone number or license number. The system returns a list of matches; select the Add Grower link to have the grower added to the Growers tab.

The Upload Grower List link  [Upload Grower List](#) provides a way to add multiple growers to your list with one simple file upload. Use the template provided to enter grower data. The file name must remain as RetailerGrowerListTemplate.xls

Grower data will sync upon logging into the mobile app. You can also force the synchronization of data between the online and mobile app by selecting the sync icon, illustrated by two arrows, and located at the top right corner of the mobile app (details below). The sync is a two way process: any grower registered in the AgCelerate Stewardship mobile application will be visible in the online application and vice versa, if a grower signs agreements online, you can see the data in the mobile application.

Once synced, each grower listed under the Growers tab will appear in the mobile app, displayed under the Registered tab or Not Registered tab, depending on their status within AgCelerate.

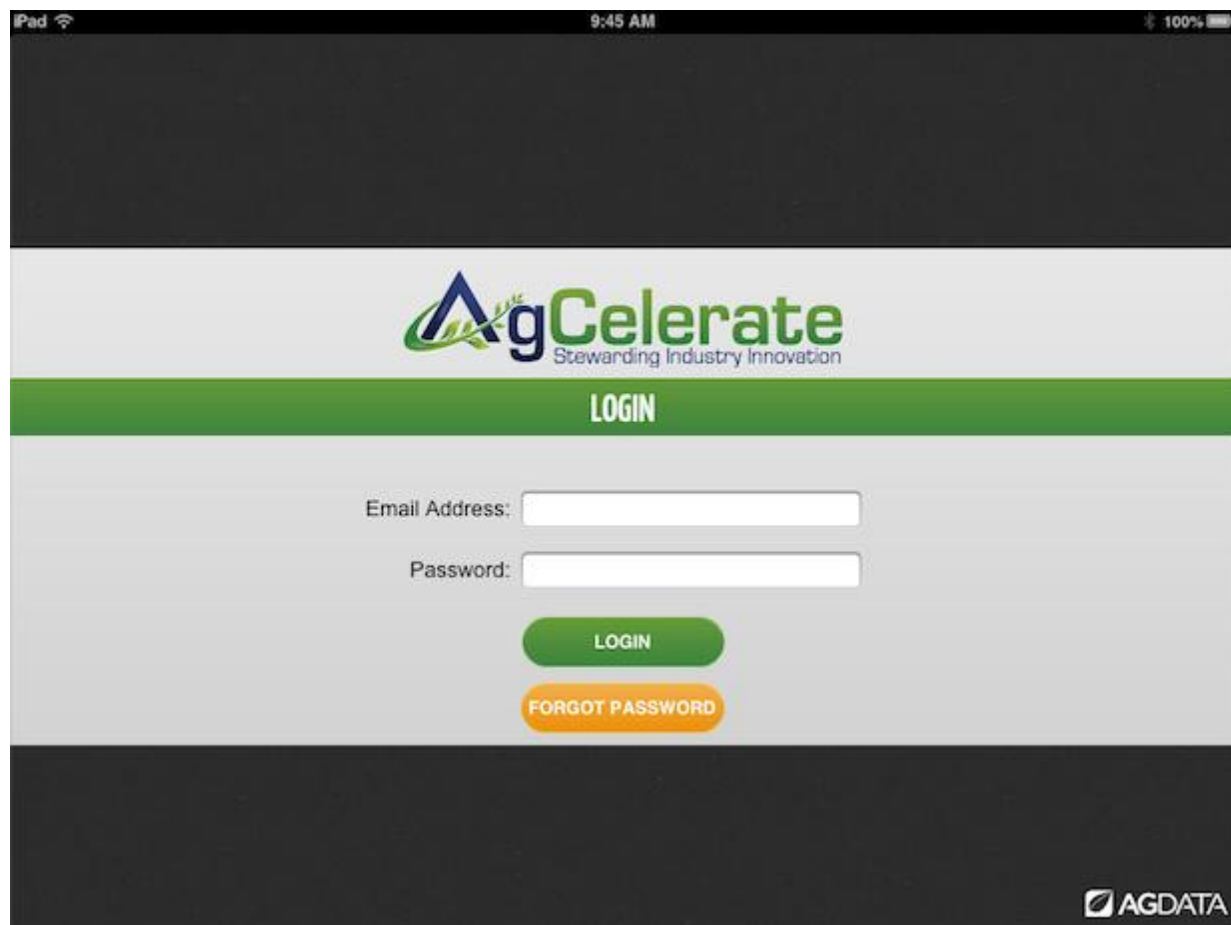


3. Using the AgCelerate Stewardship Mobile App

3.1 Log In

Suppliers are required to login to access the mobile application. You will use the email and password combination that you set up during the AgCelerate online registration process. The system will validate the email and password. The system also provides a Forgot Password button which initiates the password reset process.

Once you are logged into the mobile application, the system will not automatically log you out unless a new version of the application is released. You must have an Internet connection to login to the application; however, once logged in, you can use the application in online or offline mode.



3.2 Password Reset

The password recovery page allows the user to reset their password. To ensure the identity of the logged in individual, the application requires that you correctly answer two security questions (these were initially set up when registering in AgCelerate).



Passwords must contain between 6 and 12 characters, including at least one number, one lowercase letter, and one uppercase letter.

3.3 Home Screen

After successfully logging in, the system will direct to your home screen, where you will see growers displayed across several tabs.

If you have limited access to the application, you will see two tabs: Registration Incomplete and Sync Pending. By default, the system will display the Sync Pending tab at login.

If you have full access to the application, you will see four tabs: Registered, Sync Pending, Not Registered, and Registration Incomplete. By default, the system will display the Registered tab at login.

Next to the name of each tab, you will see in parenthesis the total number of growers displayed within that view. For each grower, the system will display the name and mailing address; agreements that have been signed and the corresponding license number; and any required



action. You can view the specific data within each tab by selecting that tab with your finger or stylus.

Along the top of the page are some additional features. A search box displays at the top left of the screen. The system will search for matching data within the page displayed; it does not search across the various tabs. As such, if you do not see your expected search results, be sure to submit the search across the various tabs.

The “+ Grower” button at the top right of the page initiates the registration process for a new grower.

The sync icon, illustrated by two arrows moving in a circle, triggers a data sync, but only if an internet connection is present. The sync process involves sending data to and retrieving data from the online AgCelerate system. A “Last Synced:” label at the top of the page displays the date and time of the most recent successful sync. If more than 24 hours have passed since your last sync, the date and time will display in red as a visual reminder that a sync is recommended. Logging into the mobile application, automatically triggers the system to sync the data; however, the system does not automatically log you out of the application unless a new release of the application is published. We advise that you sync on a frequent basis to ensure you have the most up-to-date information.

An options icon, indicated by a cog, when selected displays two items: 1. Sync Reminders and 2. Log Out.

1. Sync Reminders enable you to set up reminders to encourage regularly scheduled sync operations. The app displays a brief interface. An on/off switch allows you to activate/deactivate notifications. If the notification is set to “on”, a day(s) selector displays allowing you to select one or more days of the week and the time when you would like to be reminded. The system sends alerts via local notification on your mobile device with the text “Sync your AgCelerate data now!” After setting up your sync notifications, select the back button to return to the home page.
2. The log out button directs you to the login page.



GROWER	LICENSE #	REQUIRED ACTION
BRIAN ALDERTON 510 W EXCHANGE ST. KAHOKA, MO 63445-1531	BAYER CROPSCIENCE GROWER TRAIT LICENSE 8743865335663431 DOW AGROSICENCES TECHNOLOGY USE AGREEMENT 3691282503128	None
GARY ALEXANDER 1950 PATRICIA LN PACIFIC, MO 63069-5513	DOW AGROSICENCES TECHNOLOGY USE AGREEMENT 3691282502008	Sign Agreements
DAVID ANSELL 34333 KESTREL AVE MACON, MO 63552-4935	BAYER CROPSCIENCE GROWER TRAIT LICENSE 2944825509051264 DOW AGROSICENCES TECHNOLOGY USE AGREEMENT 3691282503079	None
GEORGE BAILEY 17906 PIKE 459 CURRYVILLE, MO 63339-2306	BAYER CROPSCIENCE GROWER TRAIT LICENSE 7161352403521219 DOW AGROSICENCES TECHNOLOGY USE AGREEMENT	None

Registered Tab:

This tab lists growers, sorted by last name, who are registered within the AgCelerate system.

Note that growers in the list will never appear in any of the other tabs at the same time. Each list is mutually exclusive.

The Required Actions column can display the following based on the data on file for the grower:

- **None:** This is displayed if the grower has signed active agreements for all available trait providers. If you tap the grower cell, the system will direct you to the Farm Profile page to review and edit information; however, unless you change crop data, the Sign Agreements page will list all of the agreements with a status of current. In other words, no agreements will be available for signing.
- **Sign Agreements:** This is displayed if the grower does not have a signed agreement for one or more available agreements. Tapping the grower cell, also directs you to the Farm Profile page. You can continue through the filing and once reaching the Sign Agreements page, the system will display the list of agreements available for signing.

Sync Pending Tab:

This tab lists two types of growers, sorted by last name:



1. Those who have completed the registration process but have not yet been synced over to AgCelerate. This includes growers added through the “+ Grower” button on the home page and those formerly listed in the Not Registered and Registration Incomplete tabs that have completed their registration. Please note that “completing” registration means the grower has completed steps 1 – 5b of the registration process and tapped done on the agreement list (with or without signing an agreement).
2. Existing registered growers (from the Registered tab) who have edited their information and/or signed an agreement. The app assumes that if a Registered grower is selected from the Registered Tab and the user taps “Save & Exit” on any page that changes may have been made and moves the grower to Sync Pending.

Growers in this list will never appear in any of the other tabs at the same time. The only Required Action for this tab is “**Sync Data**”.

You can delete growers from this tab by swiping the cell from left to right to reveal a “Delete” button. Once confirming the delete, you will not be able to recover this data. However, if the grower was previously listed under the Registered tab, that record will reappear under this tab. Also, the grower will still be visible in the online grower dashboard.

Not Registered Tab

This tab lists growers, sorted by last name, who are associated with your Supplier account. This list reflects the growers you added via the Supplier Dashboard in the AgCelerate application.

Growers in this list will never appear in any of the other tabs at the same time. The only Required Action for this tab is “**Register**”. Note that grower records listed under this tab will not refresh during the sync process.

Tapping the grower cell initiates the start of the grower registration process. Once you complete the registration process, the grower record is moved to the Sync Pending tab. If you do not complete the registration process, but exit the application before finishing all the required steps, the grower record is moved to the Registration Incomplete tab. All entered data is saved and displayed upon re-accessing the filing.

Registration Incomplete Tab

This tab lists growers, sorted by last name, who have not yet completed the registration process. This includes growers added through the “+ Grower” button on the home page and those formerly listed in the Not Registered and Registration Incomplete tabs that have begun but not yet completed their registration. A “completed” registration means the grower has completed steps 1 – 5b of the registration process and tapped done on the agreement list (with or without signing an agreement).



The only Required Action for this tab is **“Complete Registration”**. Note that registered growers who add or edit data will never appear under this tab.

Tapping the grower cell directs the user to the beginning of the registration process to review, edit, and complete the information required for the registration process. Once you complete the registration process, the grower record is moved to the Sync Pending tab.

You can delete growers from this tab by swiping the cell from left to right to reveal a “Delete” button. Once confirming the delete, you will not be able to recover this data.

3.4 Registering a Grower

To begin the registration process, either select the “+ Grower” button at the top right of the page (this will initiate the registration process for a new grower) or select a grower from the Not Registered tab.

Step 1 – Create Account

The Create Account page collects the email address and password for the grower. The system requires a valid email address that is less than 100 characters. The email address and password provided is what the grower will use to access the online AgCelerate application. Passwords must contain between 6 and 12 characters, including at least one number, one lowercase letter, and one uppercase letter.

You must provide answers to two security questions. Tap the “Choose a Security Question” field to see a drop down of possible questions; provide an answer for each question. These are the questions that the grower will answer if he/she needs to reset their password.

You must provide information in all data fields on this page before continuing. If you decide to cancel the filing, the data will not be saved nor will the filing appear under the Registration Incomplete tab. Selecting “Save & Continue” saves the data and directs you to Step 2.



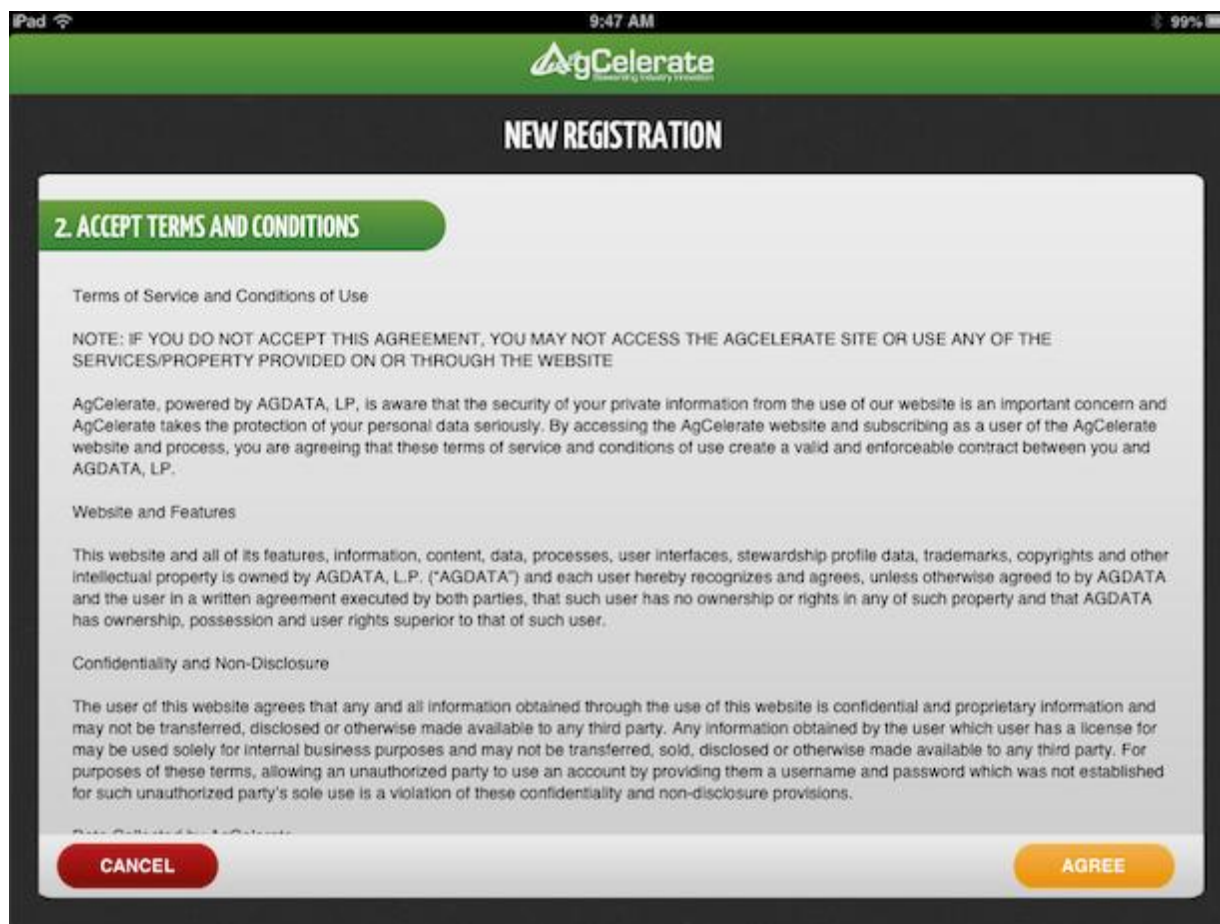
The screenshot shows the 'NEW REGISTRATION' screen for the AgCelerate application. The header is green with the AgCelerate logo and the text 'NEW REGISTRATION'. Below the header, there is a green button labeled '1. CREATE ACCOUNT'. The main content area is divided into two columns. The left column contains four input fields: 'Email Address: *', 'Confirm Email Address: *', 'Password: *', and 'Confirm Password: *'. The right column contains two 'Select Security Questions' dropdown menus, each with a 'Choose a security question' button and a text input field. At the bottom, there are two buttons: 'CANCEL' (red) and 'SAVE & CONTINUE' (orange).

Step 2 – Accept Terms and Conditions

This page explains the terms of service and conditions of use for the AgCelerate application. You can scroll down to read all the information on the page. You must agree to the terms of service to continue with the registration.

Selecting the “Cancel” button, returns you to Step 1; selecting the “Agree” button directs you to Step 3.





Step 3 – Contact Information

This page collects name and address information for the grower. If you initiated the registration from the Not Registered tab, the system will prefill any name and address information already on file for the grower. The system allows you to overwrite any data that may be incorrect; as such, we recommend reviewing the data for accuracy and updating accordingly. Any changed data will sync over to the online application. If you initiated a new grower registration, this page will not contain any data.

Required fields are noted with an asterisk and include: First Name, Last Name, Street, City, Zip, State, County, Country, Last 4 of SSN, and at least one phone number (office or mobile). The system will not accept a PO Box in the Physical Address street field; however, this is allowed as the Mailing Address Street.

If your iPad is online when entering a physical and mailing address, the system will verify the address when the "Save and Continue" button is selected. If you do not have an internet connection, the mobile app will skip the address validation for completion after data sync. The address validation mirrors the online validation checks. If the system is able to validate the address and finds a more complete address, the app will see a pop-up box asking if you would like to use the address entered or the one found by the system.



If the system is unable to validate the address, you will see a message that the address could not be validated and to try again. By selecting “Save and Continue” a second time, you will see a new message that will allow you to bypass the address validation and continue on to Step 4.

Selecting the “Save & Exit” button directs you to the homepage. The filing is now saved and available under the Registration Incomplete tab. Selecting “Save and Continue” directs you to Step 4.

The screenshot shows the 'NEW REGISTRATION' form on an iPad. The header is green with the 'AgCelerate' logo. The title 'NEW REGISTRATION' is in white. Below it, a green bar indicates '3. CONTACT INFORMATION'. The form is divided into two main sections: 'CONTACT INFORMATION' and 'ADDRESS'. The 'CONTACT INFORMATION' section includes fields for Title, First Name, Middle Name, Last Name, Suffix, Last 4 of SSN, Office Phone, Mobile Phone, and Fax Number. A note states 'Note: Office or Mobile phone number is required'. The 'ADDRESS' section is split into 'PHYSICAL ADDRESS' and 'MAILING ADDRESS'. Both sections have fields for Street, City, Zip, State, County, and Country. The 'MAILING ADDRESS' section has a checkbox for 'Same as Physical Address'. At the bottom, there are two buttons: 'SAVE & EXIT' (red) and 'SAVE & CONTINUE' (orange).

Step 4 – Confirm Farm Profile

The Farm Profile page collects the farms or entities that you have responsibility for so the system can associate them with the Seed Technology Use Agreements. The system will identify any farms that might be associated with the grower and display them on the page. These pre-populated farms will display “**Action Required**”. You must either confirm or deny each farm record before continuing to the next step. To update the action required, tap the farm record. This will display a pop up box with several options: Confirm Farm, Deny Farm, Edit Farm, or View/Edit Absentees. Note: if the Required Action is “Denied”, the View/Edit Absentee option will not be available.

Adding a New Farm:



You can add a farm by selecting the “+ Farm” button at the top right of the page. The system provides the option to populate the farm address with the physical address. You must provide a Farm Name, select the Role, and provide all required address data. A “?” icon to the right of the Role drop down provides a description of each option available for selection.

Selecting the “Cancel” button returns you to the Farm Profile page without saving the new farm data; the “Save” button prompts the system to validate the address if an Internet connection is present, just as in Step 3. The system then returns you to the Farm Profile page, this time listing the newly added farm.

If you need to modify farm data, tap the record, which will display a pop up box with several options: Confirm Farm, Deny Farm, Edit Farm, or View/Edit Absentees. Note: if the Required Action is “Denied”, the View/Edit Absentee option will not be available.

Adding Absentees:

Selecting the “View/Edit Absentees” option from the pop up box, directs you to the Add Absentees page where you can add Absentee Land Owners (i.e. partners, landlords, farm management services) associated with each farm on your profile. Select the “+ Absentee” button at the top right of the page. Enter data in all the required fields, as noted with an asterisk. The system does not prefill the address information on this page; however, the system does use the same address validation as in Step 3 and the Add New Farm page.

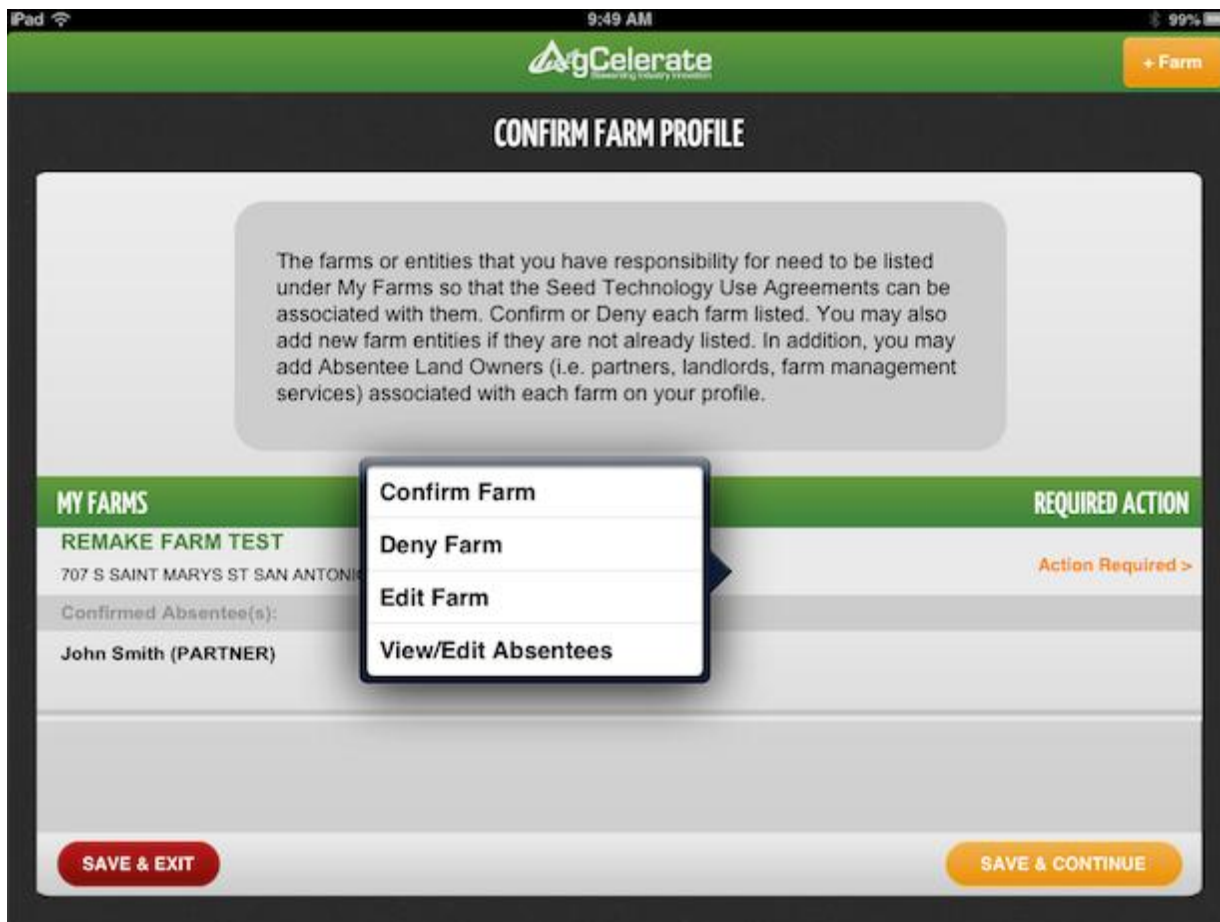
Selecting the “Cancel” button returns you to the View Absentee Entity page without saving any information. The “Add” button prompts the system to validate the address. The system then returns you to the View Absentee Entity page with the newly added data displayed.

When you tap the absentee on the View Absentee page, the system displays a pop up box with several options: Confirm Absentee, Deny Absentee, or Edit Absentee.

Continue to add absentees to the selected farm by clicking the “+ Absentee” button. When all absentees have been added, select the “Back” button to return to the Farm Profile page. You will see all the farms and added absentees.

Complete this process for each farm that needs to be associated with a grower. Selecting the “Save & Exit” button directs you to the homepage. The filing is now saved and available under the Registration Incomplete tab. Selecting “Save and Continue” directs you to Step 5.





Step 5a – My Crops

The My Crops page allows you to indicate which crops are currently grown. Since some agreements are crop-specific, the system requires at least one selection before continuing.

Selecting the “Save & Exit” button directs you to the homepage. The filing is now saved and available under the Registration Incomplete tab. Selecting “Save and Continue” directs you to Step 5b.



GROWER REGISTRATION

5. MY CROPS

Please indicate which crops you currently grow by checking the appropriate box(es) below. You must select at least one crop to continue.

<input type="checkbox"/> Cotton	<input type="checkbox"/> Corn	<input type="checkbox"/> Soybeans	<input type="checkbox"/> Wheat
<input type="checkbox"/> Rice	<input type="checkbox"/> Alfalfa	<input type="checkbox"/> Canola	<input type="checkbox"/> Commercial Vegetables
	<input type="checkbox"/> Roundup	<input type="checkbox"/> Roundup	<input type="checkbox"/> Squash
	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

SAVE & EXIT **SAVE & CONTINUE**

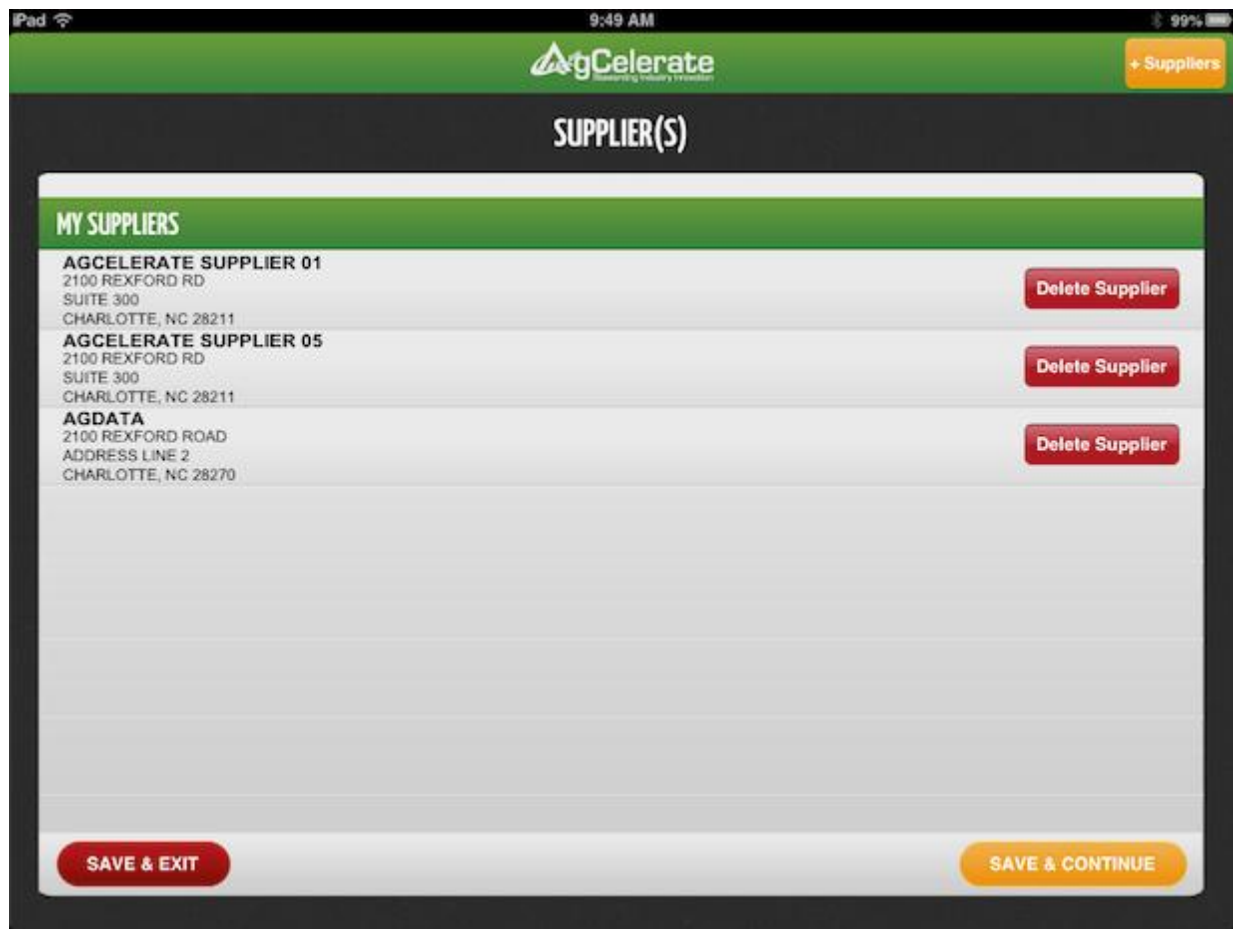
Step 5b – Add Suppliers

This page allows the grower to identify their crop input suppliers. You can add a supplier to the list by selecting the “+ Suppliers” button at the top right. This will direct you to a page where you will see a list of suppliers available for selection. This list includes only those suppliers that are currently registered in AgCelerate. You can search for a supplier or scroll through the page. To add a supplier, simply select the “+ Supplier” button. To return back to the My Supplier page, select the “Back” button. You can delete any erroneously added suppliers via the “Delete Supplier” button.

The system does not require suppliers to be added to the registration; however, we advise adding them if they are available in the list because it allows AgCelerate to communicate to the respective crop input supplier your Seed Technology Use Agreement status. When adding a supplier, the system will automatically create an association between the supplier and the grower in AgCelerate. The grower will appear on the supplier dashboard under the My Growers tab and the supplier will display on the grower dashboard under the My Crop Input Providers tab.



Selecting the “Save & Exit” button directs you to the homepage. The filing is now saved and available under the Registration Incomplete tab. Selecting “Save and Continue” directs you to Step 5b.





Sign Agreements

The Sign Agreements page displays all the agreements that the grower has available to sign. This list is dynamically generated based on the crops selected in Step 5a and the geographic location of the grower. The mobile application currently includes the following agreements:

- BAYER CROPSCIENCE: GROWER TRAIT LICENSE
- DOW AGROSCIENCES: TECHNOLOGY USE AGREEMENT
- PIONEER: HI-BRED SEED AND TECHNOLOGY AGREEMENT
- PIONEER: HI-BRED TECHNOLOGY AGREEMENT FOR ALFALFA
- WESTBRED: SEED AGREEMENT
- TERRAL SEED: SEED AND TECHNOLOGY USE AGREEMENT

This page lists the name of the agreement, the license number, and the status. If the agreement has not been signed, the license number will be null. Additionally, if the agreement has been signed but the filing has not been “synced” with the database, the license number will be null. If the agreement has been signed and the filing has been “synced”, the system will display the license number. Similarly, the status column will display either Current, Required, or Pending Sync. Current indicates that the grower has a current, signed agreement on file.



Required signifies that the grower is able to sign the agreement. Pending sync means the grower has signed the agreement but the filing has not been “synced” with the database.

You can begin the signing process for any agreement where the status is required by tapping the agreement record.

If you prefer to sign agreements at a later time, select the “Done” button to exit the filing without signing any agreements. This will direct you to the home page and the registration will be listed under the Sync Pending tab.

Additional Data Required

This page collects additional information needed for the agreement. The system only displays this page the first time an agreement is initiated during your filing session. Note that if you exit the filing and re-access it at a later day, you will see this page again; if you sign multiple agreements in succession, you will only see this page once. The data collected on this page dynamically displays based on the farm information provided in Step 4.

The application requires the title of the person signing the agreement. The page displays a drop down with options for selection. An “?” icon next to the drop down launches a glossary. If the farm to be used to populate the agreement has a role of Corporation, Partnership, or Limited Liability Corporation, the app will also require the last 4 digits of business tax id. If the farm to be used to populate the agreement has a role of anything other than Corporation, Partnership, or Limited Liability Corporation, the app will require farming or doing business as (d/b/a) name.

If the user has not provided data for each required field before tapping “Save & Continue”, the system will display an error.

Selecting “Save & Exit” directs you to the home page and the registration will be listed under the Sync Pending tab. Selecting “Save & Continue” directs you to the PDF agreement.



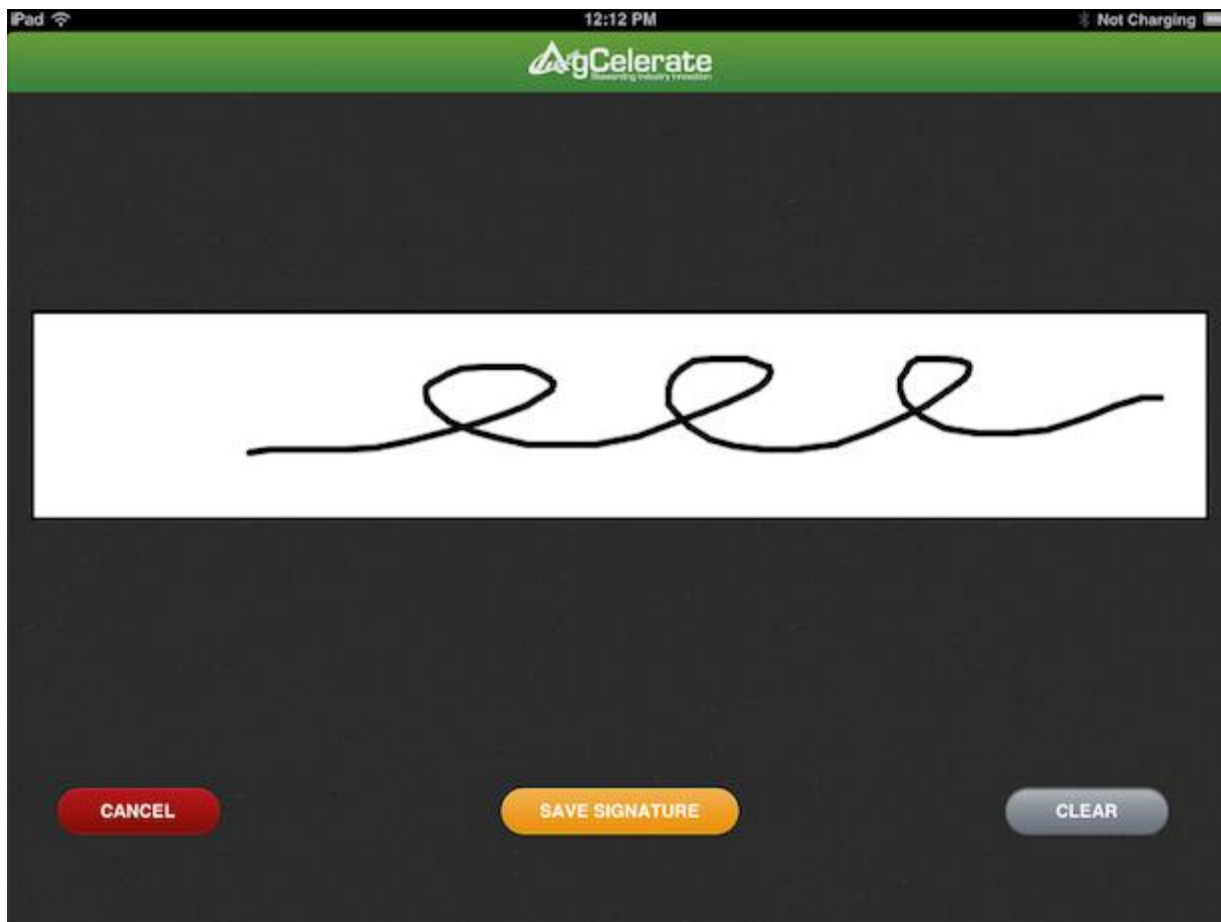
Agreement Display

The system displays a PDF copy of the agreement for review. The information collected in Steps 3-5 is prefilled on the agreement, where appropriate. You can review the agreement and elect to sign the agreement by selecting the “Sign Form” button on the top right. Otherwise, selecting “Cancel” returns you to the previous page, either the Additional Data Required page or the Sign Agreements page.

Sign Form

This page is where the grower will use their finger or stylus to draw their signature directly on the iPad. Selecting “Cancel”, returns you to the Agreement Display page. The “Clear” button erases the signature allowing the grower to re-draw their signature. “Save and Continue” triggers the system to take a “snapshot” of the signature. The system then returns you to the Agreement where the signature automatically displays in the designated field.





Signed Agreement

The signed agreement PDF displays all the entered data from the application along with the drawn signature. From here, select the “Done” button to return to the Sign Agreements page. The agreement you just signed now displays a status of “Pending Sync”.

You can continue through this process, signing all the agreements displayed on the page. When you have completed this process, select the “Done” button. The system will direct you to your Sync Pending tab where the registration will appear.

The last step is to sync the mobile application. Ensure you have an Internet connection and then select the sync icon at the top right. Once the sync process successfully completes, you will see your newly registered grower under the Registered tab. The system will list the license numbers generated for each signed agreement.

This completes the grower registration process using the AgCelerate Stewardship mobile application. Should you need assistance please feel free to call us at 866-784-4630 or send us an email at support@agcelerate.com.

