TRUTERRA SUSTAINABILITY PROGRAMS

MyPortal farmer workflow

Updated 2.22.23

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Step 1: Truterra MyPortal landing page

Select **Add Your Fields** to begin enrollment

Choose method of adding fields: **Draw** or **Upload** boundaries

Step 2: Adding field boundaries
Option 1 – Uploading field boundaries

Select individual .kml or .kmz files; or zipped shapefile files up to 20 MB

Select all fields to upload or
Rename field(s), if desired

Select **Import Fields**

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Step 2: Adding field boundaries
Option 2 – Drawing field boundaries

Select 'hand' icon to pan search area

Search for your land using city, county, zip, etc.

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Drawing field boundaries continued

Choose method of boundary creation

Create Field

Name*
Testing

Labels
Add labels (Hit Enter to Save)

91 Acres

Cancel   Save

Save + create another field

Polygon
Rectangle
Circle
Freeform Shape

Save for one field or Save + create another field

Drawing field boundaries continued

We're detecting and modeling this field's details. Once remote sensing is complete, you can confirm those details.

Finish Later

Remote sensed 21 details ✓

Finish Later   Confirm Info for 1 Field

Confirm Info for field to continue enrollment

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Step 3: Complete field information

Tip: If you are not automatically placed on this field details page, you can select the **Fields tab and "Click here"** which will navigate you to the field details view to add/edit field information

Confirm/edit/add field details for each field.

Complete crop year 2023 (and any missing field data) - select each blank data box to make a selection.

Remote-sensed data is highlighted in blue – if correct, no action needed. If changes are needed, select data point to change.

Select **Continue** to proceed through cash crop, winter crop and tillage information

Information Needed
Add information to these fields to determine program eli

| Required Information |
| Cash Crop |
| Winter Crop |
| Tillage |

⚠ **More Information Needed**

The field **Rexwinkel 160** needs more information before we can fully recommend programs. **Click here** to fill in the missing information.

Remote Sensed   Info Needed

Edit selected fields

Field ↑	2017	2018	2019	2020	2021	2022	2023
Bruinsma leusinkmom@gmail.com	Corn	Soybeans	Corn	Corn	Corn	Soybeans	
Center Fresh Egg leusinkmom@gmail.com	Alfalfa	Alfalfa	Alfalfa	Corn	Corn	Corn	
Donnas 80 leusinkmom@gmail.com	Soybeans	Corn	Soybeans	Corn	Soybeans	Corn	
Dons 80 leusinkmom@gmail.com	Soybeans	Corn	Soybeans	Corn	Soybeans	Corn	
Genes 120 leusinkmom@gmail.com	Soybeans	Corn	Soybeans	Corn	Soybeans	Corn	
Kuiken 120 leusinkmom@gmail.com	Soybeans	Corn	Soybeans	Corn	Soybeans	Corn	
Mary Jane 80 leusinkmom@gmail.com	Soybeans	Corn	Soybeans	Corn	Soybeans	Corn	
Maurice 120 leusinkmom@gmail.com	Soybeans	Corn	Soybeans	Corn	Soybeans	Corn	
Moss 40 leusinkmom@gmail.com	Soybeans	Soybeans	Corn	Corn	Corn	Corn	
Newkirk leusinkmom@gmail.com	Soybeans	Corn	Soybeans	Corn	Soybeans	Corn	

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Previous   Continue

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Step 4: Review/edit field data

Review Field Details to modify field information.

Select **See Program Opportunities** to continue with enrollment.

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Step 5: Program enrollment
Begin enrollment once all fields are uploaded and field data is complete

All uploaded fields have been reviewed for program eligibility.

Select **Programs** to begin enrollment.

Step 5: Program enrollment
Begin enrollment once all fields are uploaded and field data is complete

Fields that are not ready for enrollment need more information to evaluate eligibility.

Select **Needs Info** to review field and complete field information.
(*See step 3*)

Step 5: Program enrollment
Begin enrollment once all fields are uploaded and field data is complete

In the **Programs** view, select each program with **Potential Rewards** (blue highlighted bar)**.**

On each program view, select **See Eligible Fields** to continue enrollment.

Select **See Eligible Fields** to continue enrollment

Step 5: Program enrollment
Begin enrollment once all fields are uploaded and field data is complete

Select all fields you wish to enroll and select **Enroll in Program**

Step 6: Finalize and confirm enrollment

Complete field **Ownership** and **Irrigation** information.
Select **Continue** to proceed with enrollment.

Step 6: Finalize & confirm enrollment

Congratulations! These 5 fields look like good candidates for Carbon Premium.

	Name	Recommendation ↓	Dollars	Location	Acres
☑	Newkirk Sioux, IA	⊘ Eligibility Confirmed	$235	Sioux IA	59 acres
☑	Kuiken 120 Sioux, IA	⊘ Eligibility Confirmed	$894	Sioux IA	167 acres
☑	Mary Jane 80 Sioux, IA	⊘ Eligibility Confirmed	$161	Sioux IA	70 acres
☑	Genes 120 Sioux, IA	⊘ Eligibility Confirmed	$524	Sioux IA	112 acres
☑	Dons 80 Sioux, IA	⊘ Eligibility Confirmed	$179	Sioux IA	72 acres

⊗ Deselect 5 rows   Rows per page: 40 ▾   1–5 of 5   ‹ ›

Eligibility is confirmed. Select **Commit** to continue.

Cancel   Commit

Commit 5 fields to Carbon Premium

You are committing to participate in the program.

Cancel   Agree

Select **Agree** to confirm enrollment.

Enrollment Confirmation

Congratulations!

Thank you for submitting the preliminary program information in your Truterra MyPortal account.

Next up? It's time to sign the Truterra Program Master Agreement which will be sent via DocuSign. The agreement is the same for every Truterra™ sustainability program in which you enrolled.

We wrote our master agreement with you in mind, providing a farmer-favorable program that meets and supports you where you are in your sustainability efforts.
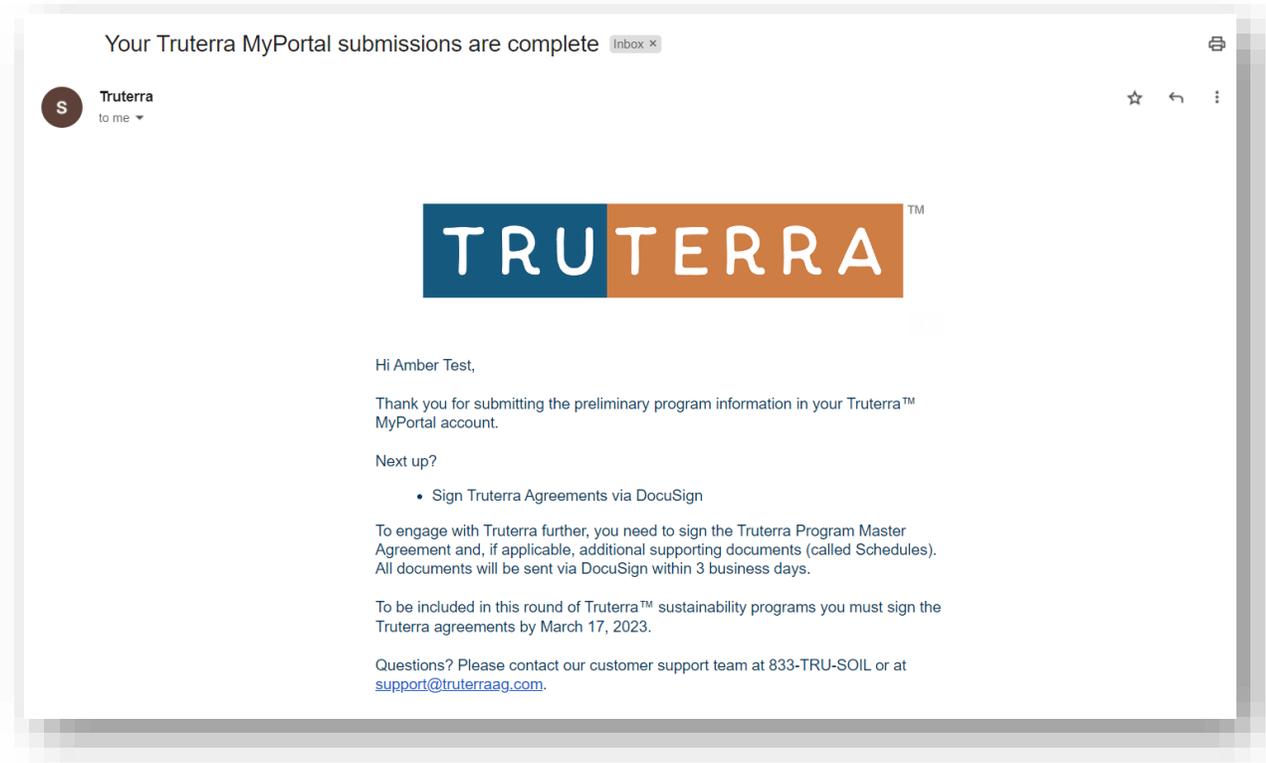
This is the final step to enrolling in your Truterra program(s) and must be completed by March 17. Once the Truterra Program Master Agreement has been signed, you will be released for full data collection.

Questions? Please contact our customer support team at 833-TRU-SOIL or at support@truterraag.com.

Finish

Enrollment is complete and a confirmation email will be delivered.

A program enrollment confirmation email will be sent for each enrolled program.

Your Truterra MyPortal submissions are complete   Inbox ×

Truterra
to me ▾

Hi Amber Test,

Thank you for submitting the preliminary program information in your Truterra™ MyPortal account.

Next up?

- Sign Truterra Agreements via DocuSign

To engage with Truterra further, you need to sign the Truterra Program Master Agreement and, if applicable, additional supporting documents (called Schedules). All documents will be sent via DocuSign within 3 business days.

To be included in this round of Truterra™ sustainability programs you must sign the Truterra agreements by March 17, 2023.

Questions? Please contact our customer support team at 833-TRU-SOIL or at support@truterraag.com.

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Step 7: Sign program agreements via DocuSign before 3/17/2023

Upon enrollment, you will receive an email confirming your participation in Truterra Program(s).

Within 3 business days, you will receive an email from DocuSign with the necessary program agreement and applicable schedules.

Once program agreements and applicable schedules are signed, your Truterra retailer will be in contact with you to begin data collection. If you are not working with a Truterra retailer, you will be assigned a dedicated Truterra Data Coordination Specialist to assist you through data collection.

Truterra Support:

Phone: (833) TRU-SOIL (833-878-7645)
Email: support@truterraag.com

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Program Enrollment for additional fields – if applicable

Continue with enrollment for any remaining fields.

Green **Enrolled** program status shows program enrollment complete.

Blue **Potential Rewards** status shows program availability for remaining fields.