TRUTERRA

TRUTERRA SUSTAINABILITY PROGRAMS

MyPortal Retailer Workflow

Updated 2.22.23

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Getting Started

How to enroll a farmer who already has fields added

How to enroll a farmer who doesn't have fields added



Truterra MyPortal landing page Comprehensive list of all fields connected to your retail business.

	e Information Needed ds need more information before we can fully recommend	programs. Click here to fill in the missing information.				Search f	for farmer	
Q Sear	rch 🔽 Filters	Filter for farmer						+ Add Lar
		Status	Opportunities			Fa	armer	Last Updated $ \psi$
: :	+ Rexwinkel 160 Sioux, IA 150 acres	Et Needs Info				Ar	mber Test	6 minutes ago
	+ Mary Jane 80 Sioux, IA 70 acres	Carbon Premium				Ar	mber Test	3 hours ago
] :	+ Kuiken 120 Sioux, IA 167 acres	Carbon Premium				Ar	mber Test	3 hours ago
] :	+ Newkirk Sioux, IA 59 acres	Carbon Premium				Ar	mber Test	3 hours ago
] :	+ Dons 80 Sioux, IA 72 acres	Carbon Premium				Ar	mber Test	3 hours ago
] :	+ Genes 120 Sioux, IA 112 acres	Carbon Premium				Ar	mber Test	3 hours ago
	+ Verns 120 Sioux, IA 120 acres	-	Carbon Standard up to \$39			Ar	mber Test	5 hours ago
] :	+ South Perkins Sioux, IA 78 acres	-	Carbon Standard up to \$210	 Market Access Premium up to \$622 	 Market Access Standard up to \$155 	Ar	mber Test	5 hours ago
	+ Nursery Sioux, IA	-	 Carbon Standard up to \$197 	 Market Access Premium up to \$618 	 Market Access Standard up to \$155 	Ar	mber Test	5 hours ago

Upon logging into MyPortal, you'll see the status dashboard and available views: Program, Field and Farmer



Fields view – filter by farmer



You will initiate enrollment for one farmer at a time. Simply click on the filter button and select or search for the farmer you wish to start enrollment for.



Fields view – filter by farmer

All fields for the selected farmer will be in this view.

TRUTERDA		Fields Map Progra	ams Enrollments				All Growers
		formation Needed leed more information before we can f	fully recommend programs. Click here to	fill in the missing information			
Q 5	earch	≂ Filters					+ Add Land
				Status	Opportunities	Farmer	Last Updated 🗸
	:	+ Rexwinkel 160 Sioux, IA 150 acres		Meeds Info		Amber Test	24 minutes ago
	:	+ Mary Jane 80 Sioux, IA 70 acres		Carbon Premium up to \$161		Amber Test	4 hours ago
	•	+ Kuiken 120 Sioux, IA 167 acres		Carbon Premium up to \$894		Amber Test	4 hours ago
	:	+ Newkirk Sioux, IA 59 acres		Carbon Premium up to \$235		Amber Test	4 hours ago
	:	+ Dons 80 Sioux, IA 72 acres		Carbon Premium up to \$179		Amber Test	4 hours ago
	:	+ Genes 120 Sioux, IA 112 acres		Carbon Premium up to \$524		Amber Test	4 hours ago
	:	+ Verns 120 Sioux, IA			Carbon Standard	Amber Test	5 hours ago

Once you select a farmer, you can see all fields for that farmer. The fields will automatically disqualify for programs outside the field's geography.



Review field information

	Fields Map Programs Enrollments		All Growers
	More Information Needed 5 fields need more information before we can fully recommend programs. Click here to fill in the missing information.		
	Q Search		+ Add Land
	Status Opportunities	Farmer	Last Updated 🗸
	Rexwinkel 160 Soux, IA 150 acres	Amber Test	27 minutes ago
Select 🚦 to	Add Information	Amber Test	4 hours ago
edit field	□ ² / ₂ Edit Boundaries	Amber Test	4 hours ago
information, boundaries,	Assign Farmer	Amber Test	4 hours ago
assign to a	Delete up to \$179	Amber Test	4 hours ago
farmer or delete the	L + Soux, IA 112 acres Verge 120	Amber Test	4 hours ago
field.	Carbon Standard 120 acres Up to \$39	Amber Test	5 hours ago
	Image: Source Farming Source Farmi	Amber Test	5 hours ago
	Image: Head of the second s	Amber Test	5 hours ago



Review field information

		NUTSORA)	Fields	Map Progra	ms Enrollments						All Growers	- 4
	2		Information N s need more inf		illy recommend programs	5. Click here to fill in the missing	information.					
		Q Searc	:h	∓ Filters		۲						+ Add Land
	C		I			Status	Opportunities			Farmer		Last Updated \downarrow
			+	Rexwinkel 160 Sioux, IA 150 acres		الله Needs Inf				Amber Test		27 minutes ago
Select + to	C	:	Ownershi	p 			-			Amber Test		4 hours ago
quickly view		: :	Year	Cash Crop	Cover Crop	Tillage	Irrigation			Amber Test		4 hours ago
field baseline information.	C		2023		None None	Reduced Tillage Conventional				Amber Test		4 hours ago
	C	:	2021 2020	Soybeans	None None	Conventional				Amber Test		4 hours ago
	C	:	2019 2018	left Soybeans	(None	Reduced Tillage Conventional				Amber Test		4 hours ago
	C	:	2017	🧬 Soybeans	None	Conventional	Standard i39			Amber Test		5 hours ago
	C	:	+	South Perkins Sioux, IA 78 acres			- Carbon Standard up to \$210	 Market Access Premium up to \$622 	 Market Access Standard up to \$155 	Amber Test		5 hours ago
	C	:	+	Nursery Sioux, IA 77 acres			Carbon Standard up to \$197	 Market Access Premium up to \$618 	 Market Access Standard up to \$155 	Amber Test		5 hours ago



Fields view – map



Fields are color-coded for enrollment status: **Orange** – Needs Info **Green** – Enrolled Blue – Ready for

enrollment

Select map points to zoom into locations.

You're able to toggle between LIST and MAP views. When filtered for one farmer, you can see their field on a map.



HOW TO BEGIN ENROLLMENT FOR A FARMER WHO ALREADY HAS FIELDS ADDED



Enroll fields for farmer Programs View



Limited to select counties in Kansas, Nebraska



Enroll fields for farmer Programs View



TRUTERRA

Enroll fields for farmer Programs View

Enrollments Eligible [®] About		Enrollments includes fields that h and need final enrollment from t are pending farmer action to ac MyPortal and 'commit and	the farmer. All fi dvance. Farmer	elds in this tab must log into	
Program Open Enrollments	Fields Map Programs Enrol	lments			
-	Enrolled Enrollmen Eligible [®] About				
	Select one or more fields below to begin an e		Opportunities	Farmer	Last Updated
	Rursery Sloux, IA 77 acres Maurice 120		 Market Access Premium up to \$618 	Amber Test	6 hours ago
Eligible includes fields	Sioux LA Sioux LA Sioux LA Sioux LA Sioux LA Sioux LA		Market Access Premium up to \$918 Market Access Premium up to \$238	Amber Test	6 hours ago 6 hours ago
that are ready for enrollment.	30 acres IA Field 2 Mils, IA 19 acres		Market Access Premium up to \$154	Derrick Test	4 days ago
	EremerTestField Bremer, A 162 acres		 Market Access Premium up to \$1,293 	Grower Demo (Grower) Rows per page: 10 v	February 10th



Enroll fields for farmer Selecting Fields

	Enrolled Enrollments Eligible About Program Eligible Fields Enroll in Market Access Premium	Navigate to Eligible tab		
elect fields for one	■ I Nursery Sibux, IA 77 acres	Opportunities Market Access Premium up to \$618	Farmer Amber Test	Last Updated
farmer at a time.	Maurice 120 Sioux, IA 115 acres	Market Access Premium up to \$918	Amber Test	6 hours ago
Select Enroll in Program	Moss 40 Sioux, IA 30 acres	- Market Access Premium up to \$238	Amber Test	6 hours ago
	IA Field 2 MRIs, IA 19 acres	Market Access Premium up to \$154	Derrick Test	4 days ago
-	BremerTestField Bremer, IA 162 acres	Market Access Premium up to \$1,293	Grower Demo (Grower)	February 10th
	3 rows selected		Rows per page: 1	10 🕶 1−5 of 5 <



Enroll fields for farmer Complete field information

and diverse in the selected field. In the sel	er to enroll the selected fie	lds in this program,	we need to know more about Amber Test's management practices					+ Add Fields
Cope Image: Cope Feed Remote Selected Feed Remote Selected Feed or Feed Selected Selected Image: Cope X or Feed Selected Selected Image: Cope X or Feed Selected Selected Image: Cope X or Feed Selected Image: Cope X X or Feed Selected Image: Cope X X or Image: Cope Image: Cope Image: Cope X X or Image: Cope Image: Cope Image: Cope X X X Image: Cope Image: Cope Image: Cope Image: Cope Image: Cope X X X Image: Cope Image: Cope Image: Cope Image: Cope Image: Cope Image: Cope X			Please enter ownership details for the selected fields.					
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Please provide ownership details. Complete field ownership How many years has this field been operated?							Sioux, IA	Total Rows: 4
Complete field ownership How many years has this field been operated?			Previous				Please provide ownership details.	Finish Later Continue
ownership How many years has this field been operated?							The operator of this field owns the field	ld.
ownership							How many years has this field been operate	d?
information								
				i	nforn	nation		



Enroll fields for farmer Complete field information





Enroll fields for farmer Notify farmer





Enroll fields for farmer Farmer enrollment next steps

Tutera Torre Torre Tor	🗴 m :	
program(s) and has finished submitting all the preliminary program information on your behalf available in your Truterra™ MyPortal account.		
Next up?	Q Search = Fitters [leusinkmom@gmail.com (2)]	
 Create your Truterra MyPortal account if you haven't already. Your Truterra MyPortal account is where you will manage your participation in the Truterra sustainability program(s) and track progress; 		Status Opportun
 Confirm your data in your Truterra MyPortal account; and Once steps 1 and 2 are complete, sign the Truterra Program Master Agreement and applicable Schedule(s) that you will receive via DocuSign 	In the second se	up to \$618
CREATE YOUR ACCOUNT	In the second se	up to \$238
	I i Maurice 120 Sioux, IA 115 acres	up to \$918
Select Finish Enrollment to complete enrollment	South Perkins Sioux, IA 78 acres	up to \$622



Enroll fields for farmer Farmer enrollment next steps

Market Access Prer	nium - New Enrol	llment		
rder to enroll the selected fie	elds in this program, v	we need to know more about your management practices.		+ Add F
equired Information		Please enter ownership details for the selected fields.		
wnership	~	Prease enter ownership details for the selected fields.		Info Nee
ash Crop	~			
Vinter Crop	~	Edit selected fields		Remove Selected Field
llage	~	Field	Status	
rigation	~	South Perkins	✓ Owned ✓ 10 years	>
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		Moss 40 leusinkmom@gmail.com	✓ Owned ✓ 10 years	2
				Total Rows: 4
		Previous		Finish L ter Continue
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			Select Continue to review all fie information – ownership, cash cu	rop,
			winter crop, tillage and irrigation. any data box to edit informatio	



Enroll fields for farmer Farmer enrollment next steps



TRUTERRA

Upon enrollment completion, the farmer will receive an email confirming their participation in Truterra Program(s).

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

Once program agreements and applicable schedules are signed, the Truterra retailer or Truterra Data Coordinator (if applicable) will be in contact with the farmer to begin data collection.

Truterra Support:

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



Farmer completes enrollment

TRUTERRA

TΜ

Amber

Amber Test has confirmed their participation in the Carbon Premium program within their Truterra MyPortal Account.

We encourage you to follow up with Amber Test to assist in answering questions they may have about their Truterra agreements. Farmers must sign all Truterra agreements by March 17. 2023 to be considered in this round of Truterra sustainability programs.

Please contact your Truterra Account Manager or Truterra Field Data Specialist if you or your farmer have questions or need support.



HOW TO BEGIN ENROLLMENT FOR A FARMER WHO HASN'T ADDED ANY FIELDS YET



Add land for farmer

More	Information Needed					
5 fields	Is need more information before we can fully recommend	programs. Click here to fill in the missing information.				
Searc	ch 👳 Filters					+ Add Lan
		Status	Opportunities		Farmer	La Updated 🗸
:	+ Rexwinkel 160 Sioux, IA 150 acres	Et Needs Info			Amber Test	6 minutes ago
:	+ Mary Jane 80 Sioux, IA 70 acres	vp to \$161			Amber Test	3 hours ago
:	+ Kuiken 120 Sioux, IA 167 acres	vp to \$894			Amber Test	3 hours ago
:	+ Newkirk Sioux, IA 59 acres	vp to \$235			Amber Test	3 hours ago
:	+ Dons 80 Sioux, IA 72 acres	vp to \$179			Amber Test	3 hours ago
:	+ Genes 120 Sioux, IA 112 acres	vp to \$524			Amber Test	3 hours ago
:	+ Verns 120 Sioux, IA 120 acres		 Carbon Standard up to \$39 		Amber Test	5 hours ago
:	+ South Perkins Sioux, IA 78 acres		Carbon Standard Market Access up to \$210 up to \$622	s Premium — Market Access Standard up to \$155	Amber Test	5 hours ago
:	+ Nursery Sioux, IA		 Carbon Standard Market Access up to \$197 up to \$618 	s Premium — Market Access Standard up to \$155	Amber Test	5 hours ago



Add land for farmer

Fields Map Programs	Enrollments		All Growers
More Information Needed 5 fields need more information before we can fully r	ecommend programs. Click here to fill in the missing information.		
Q Search 束 Filters			+ Add Land
	Status Opportunities	Farmer	Upload Fields Draw Field on Map
Image: Nursery Sioux, IA 77 acres	(=₹ Finish Enrollment) up to \$618	Amber Test	38 minutes ago
: + Moss 40 Sioux, IA 30 acres	(=: Finish Enrollment) up to \$238	Amber Test	38 minutes ago
Haurice 120 Slowx, IA 115 acres	(=: Finish Enrollment) up to \$918	Amber Test	38 minutes ago
+ South Perkins Sloux, IA 78 acres	(If Finish Enrollment) up to 5622	Amber Test	an hour ago
+ Rexwinkel 160 Sioux, IA 150 acres	Et Needs Info		Add Fields
Hary Jane 80 Sioux, IA 70 acres	vp to S161	Add fie a shap	elds to the platform by drawing boundaries on a map or uploading
+ Kuiken 120 Sioux, IA 167 acres	vp to \$894	· Fields :	added to the platform are digitally surveyed using our proprietary ing capabilities to determine past practices and future potential.
		22	
		Draw	Upload
F		Use your mouse and a variety of to identify your management bo	pundaries. pick the name of your fields out of the file for
	Choose method of adding fields: Draw or Uplo	ad boundaries	you.



Add land for famer - uploading field boundaries



Add land for farmer - drawing field boundaries





Add land for farmer - drawing field boundaries





Add land for farmer - drawing field boundaries





Confirm Info for field to continue enrollment



Add land for farmer – complete field information



TRUTERRA

Review/edit field data + See program opportunities

Field	2017	2018 2019 2020 2021	2022
Verns 120 Leusinkmom@gmail.com	Conventional		age 👻 Redu
South Perkins leusinkmom@gmail.com	Conventi	e Complete Conventional	- Redu
Rexwinkel 160		atulations, we have identified opportunities for 12 of these fields! See the unced Tillage Conventional Conventional	- Conve
Nursery leusinkmom@gmail.com	Conventi	Review Field Details See Program Opportunities Juced Tillage - Conventional	. 👻 Redu

Review Field Details to modify field information.

Select See Program Opportunities to continue with enrollment.



Program enrollment





Program enrollment





Program enrollment



TRUTERRA

Program enrollment Finalize enrollment

order to enroll the selected fields in this program	n, we need to know more about your management practices.		+ Add Fi
Required Information	Please enter ownership details for the selected fields.	Complete field Ownership and Irrigation inform Select Continue to proceed with enrollmer	
Cash Crop 🗸	Edit selected fields	Sciect continue to proceed with enrolline	Remove Selected Field
illage 🗸	Field	Status	
rigation	Newkirk Isucinkmom@gmail.com	0	+
✓ Pass 🕚 Fail	Lusinkmom@gmail.com	0	+
	Mary Jane 80	0	+
	Genes 120	0	+
	Dons 80	0	+
			Total Rows: 5
			Finish Later Continue



Notify farmer



