



Farmers.gov Conservation User Guide for Producers

Accessing Resources Within the User Portal

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About This Guide

Farmers.gov provides farmers, ranchers, and forest landowners with online self-service applications, educational materials, engagement opportunities, and business tools to increase efficiency and productivity while preserving and fostering long-held traditional relationships between local USDA offices and producers. With feedback from customer and field employees who serve those customers, farmers.gov delivers digital resources built around the needs of 21st-century agriculture through a streamlined, farmer-centered approach – bringing the most usable information together in a new way *for farmers, by farmers*.

The conservation resources highlighted in this guide will join additional customer-focused, data-driven features available on farmers.gov. For our NRCS customers, please be aware that any conservation assistance requests made via Conservation Client Gateway (CCG) will not disappear – they will be available on both CCG and farmers.gov. In the coming months, all CCG content will be migrated to farmers.gov.

Enhanced consistency and intuition are the key drivers behind this shift. Farmers.gov provides a platform to build a user-friendly, accessible, and intuitive digital experience from the ground up – capturing Secretary Perdue's vision of a unified online resource where customers can interact with all agencies under the FPAC Mission Area. While the look and feel may be different, the functionality remains the same.

Farmers.gov is still growing. You may notice some menu options are grayed-out as they are still being developed; these functionalities will be available soon. The most popular features of CCG, such as viewing, downloading, and e-signing documents, are currently available, with much more to come!

You will need a Level 2 USDA eAuthentication (eAuth) account to access the Conservation tab in the farmers.gov user portal. If you do not have an eAuth account, go to the **Create a Farmers.gov Account** section of this user guide for steps on how to gain access.

Note: This content is being continuously developed and improved to meet customer needs. When new content is released, this guide will be updated simultaneously to reflect the new functionality.

Create a Farmers.gov Account

How to Create an eAuth Login to Access Your Farmers.gov Account



For more information on your farmers.gov account or to access your account, go to the **Sign-In** page on farmers.gov.

Follow the instructions below to create your farmers.gov account:

1. Contact your local service center to confirm you have a USDA customer record with a primary email address. Use our **Service Center Locator** to find your local office.
2. Navigate to the **eAuth Account Registration** page.
3. Select "Customer" on the registration page.
4. Enter your primary email address, which should match what USDA has on your customer record. You will receive an email from eAuth asking you to confirm your email address. Click the "Continue Registration" link in this email to continue the registration process. *Note: When you log in, your User ID will be your email address.*
5. Next, enter your name and set a password.
6. Finally, you will need to verify your identity to access your farmers.gov account. You will be taken to a page where you will need to provide information, such as your date of birth and residential address, and then can either verify your identity online or in person at a Local Registration Authority (LRA).
7. You're ready to log in!

Conservation Landing Page

Log in to View Practice Documents and Receive Technical Assistance



To reach the **Conservation Landing Page**, follow the instructions below:

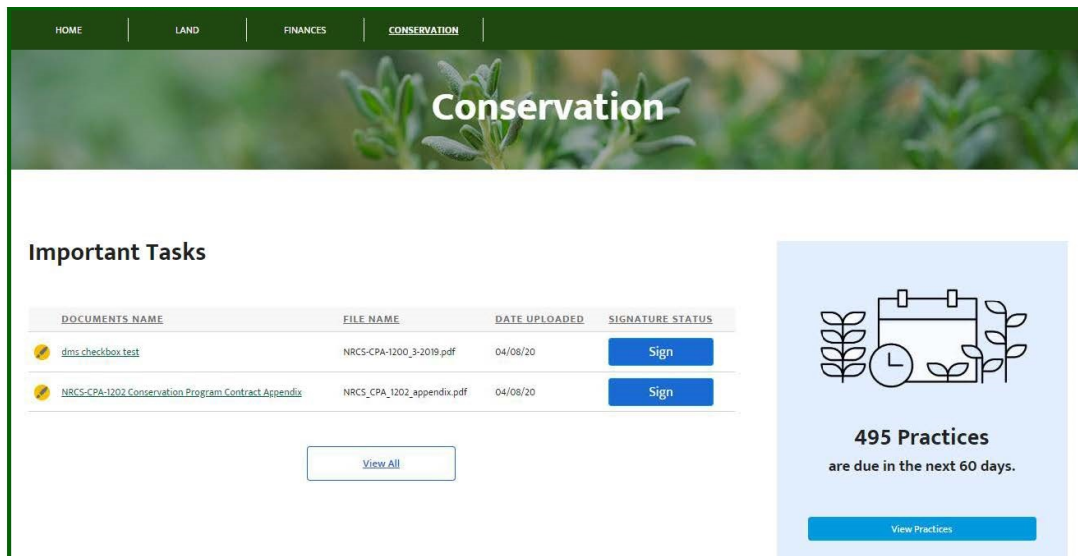
1. Access farmers.gov from your browser. The recommended browsers to use are Google Chrome, Mozilla Firefox, or Microsoft Edge.
2. Select **Sign In | Sign Up** from the upper right-hand corner of the screen to access your Farmers.gov Dashboard. If you do not have a farmers.gov account, follow the instructions on page 3 of this guide to sign up.



3. Select the **Conservation** tab at the top of your screen.



The **Conservation Landing Page** allows you to access conservation assistance requests, technical references, and all conservation documents related to your plans and practices. Important conservation tasks — such as documents that need to be signed — will be displayed, as well as a reminder alerting customers to any practices that are due in the next 60 days.



Conservation Assistance Request

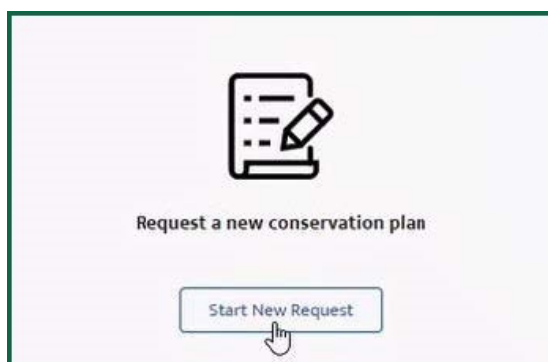
View and Submit Conservation Requests With Mapping Capability



The **Conservation Assistance Request** page allows producers to submit a request for conservation assistance for their operation in a streamlined, user-friendly format. Producers will have the ability to select the area of concern with its new mapping feature.

To access this page and submit a request, follow the instructions below:

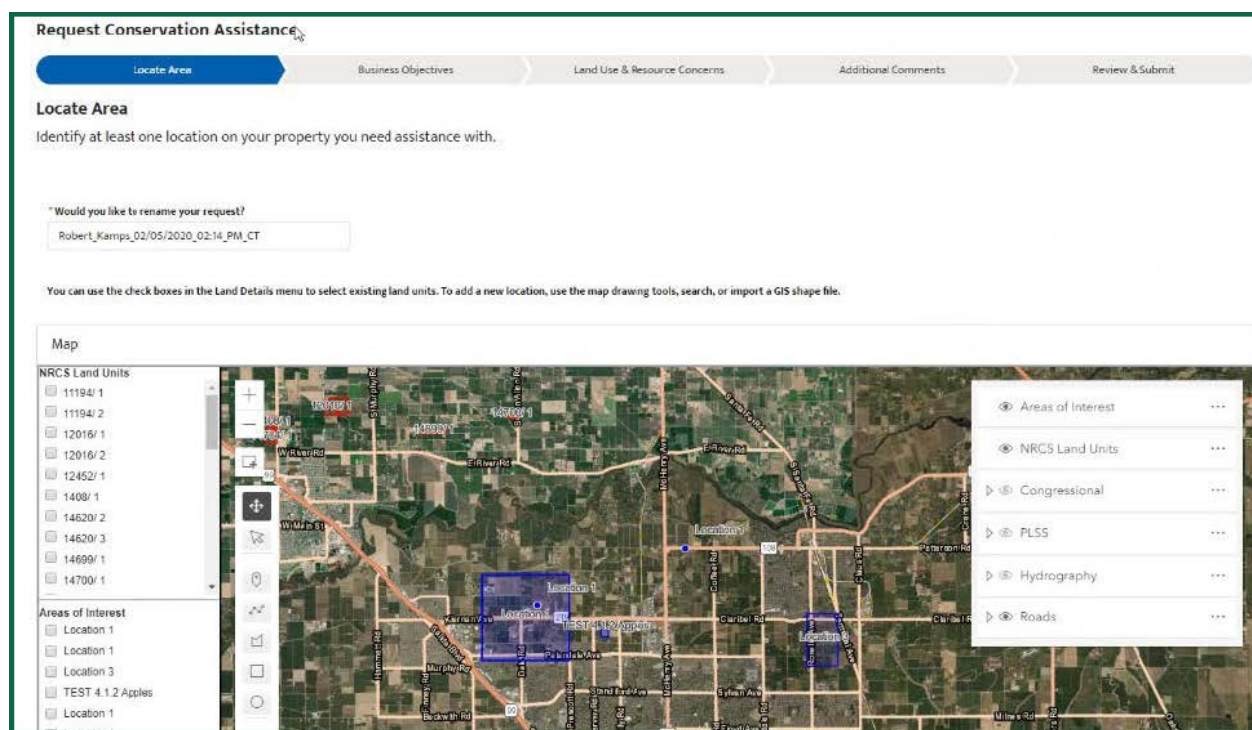
1. From the **Conservation Landing Page**, under "Request a new conservation plan," select **Start New Request**.



Step 1: Locate Area

Identify the area on your property you would like assistance with. This can be done by selecting from the list on the left-hand side or by drawing the region on the map. The list contains established NRCS land units and previously mapped areas of interest. You also will have the ability to rename your request in the text box located above the map.

For additional information on the mapping tool, view pages 20-23 of this guide.



Conservation Assistance Request

Step 2: Business Objectives

This is an optional step to go into greater depth about your agricultural operations and business goals. Answering these questions assists us in knowing the best conservation methods for you and your property.

Request Conservation Assistance ✓ All changes saved on 02/05/2020 at 02:28 PM CT

Business Objectives

Business Objectives (Optional)
Help us gain a better understanding of your agricultural operations and business objectives.
Providing this information is optional and has no effect on your ability to submit the assistance request.

What is the overall goal for your property?

Please enter your response

0/100 characters

What would you like your property to look like in five to ten years? (i.e. expand operation, change cropping/livestock, etc.)

Please enter your response

0/100 characters

Please select the goal(s) that apply to you:

Step 3: Land Use & Resource Concerns

This is an optional step to identify your primary land use and include any additional concerns you have for other areas of your property. The "Locations" box will display the area you chose in Step 1.

Request Conservation Assistance ✓ All changes saved on 02/05/2020 at 02:28 PM CT

Land Use & Resource Concerns

Land Use & Resource Concerns (Optional)
Please identify the primary land use and any resource concerns for each of the areas you have selected.
Providing this information is optional and has no effect on your ability to submit the assistance request.

Locations

14620/ 2

My land is:

☐ Irrigated

☐ Grazed

☐ Wild Life Management - Habitat Objectives

Conservation Assistance Request

Step 4: Additional Comments

Include the best way you can be contacted so an NRCS representative can reach out to you directly to address your request. If you have any additional questions or comments, you may put them in the text box provided.

The screenshot shows the 'Request Conservation Assistance' form at Step 4: Additional Comments. The progress bar at the top has four green checkmarks and a blue 'Additional Comments' button. The 'Review & Submit' button is also visible. The main heading is 'Additional Comments'. Below it, a message says: 'Please let us know how you would like to be contacted, and fill the comments section with any additional information.' To the right is a map thumbnail. Under 'Preferred Method of Communication:', there are radio buttons for 'Email' (selected), 'Phone', and 'Other'. An email field contains 'r.kamptest@usmail.net'. Below is a large text area for 'Additional Comments' with a placeholder 'Please enter your response' and a character count '0/1000 characters'. At the bottom, there is a 'Supporting Documents' section with a message: 'If you have any supporting files, like photos or related documentation, you can upload those here.' Navigation buttons at the bottom include 'Previous', 'Cancel', 'Save', and 'Next'.

Step 5: Review and Submit

Review the information you provided in the previous steps and submit. Once submitted, your request will be sent to an NRCS representative, and he/she will contact and assist you directly.

The screenshot shows the 'Request Conservation Assistance' form at Step 5: Review and Submit. The progress bar at the top has four green checkmarks and a blue 'Review & Submit' button. The main heading is 'Review & Submit'. Below it, a message says: 'Please review the information below and submit your request. Once the request is submitted, an NRCS employee will be notified and will contact you about your request.' Under 'Area Selection', there is a map thumbnail and an 'Edit' button. Below the map, the 'Request Name' is 'Robert_Kamps_02/05/2020_02:26_PM_CT'. The 'Selected Area(s)' is '✓14620/ 2'. Below this are three expandable sections: 'Business Objectives', 'Land Use & Resource Concerns', and 'Additional Comments'. Navigation buttons at the bottom include 'Previous', 'Cancel', 'Save', and 'Submit'.

Conservation Technical References

View Technical Reference Information and Submit Questions



The **Conservation Technical References** page allows producers to access a variety of resources to begin and improve conservation practices on their land.

Technical Reference Library

To access the **Technical Reference Library**, follow the instructions below:

1. From the **Conservation Landing Page**, under "Get help with a natural resource concern," select **Get Help**.



2. On the **Conservation Technical References** page, you will find links to popular technical reference resources, such as the Web Soil Survey, the NRCS Technical Service Providers Homepage, the Plants Database, and more. Farmers.gov has brought the most frequently accessed sites to a single location for your ease of use.

Conservation Technical References

Web Soil Survey

Web Soil Survey (WSS) provides soil data and information produced by the National Cooperative Soil Survey

[Open Link](#)

NRCS Technical Service Providers Homepage

TSPs provide services to agricultural producers such as farmers, ranchers and private forest landowners on behalf of NRCS. TSPs expand the number and availability of conservation technical experts able to offer conservation advice to agricultural producers.

[Open Link](#)

Plants Database

The Plants Database provides information about the vascular plants, mosses, liverworts, hornworts, and lichens of the U.S.

[Open Link](#)

National Association of Conservation Districts Locator Tool

NACD is the nonprofit organization that represents America's 3,000 conservation districts and the 17,000 men and women who serve on their governing boards. Conservation districts are local units of government established under state law to carry out natural resource management programs at the local level.

[Open Link](#)

Helpful Links

[Ask a technical reference question >](#)

[Get help with a natural resource concern >](#)

[Request a new conservation plan >](#)

Conservation Technical References – Reference Request

Technical Reference Request

To make a technical reference request, follow the instructions below:

1. Return to the **Conservation Landing Page**.
2. Under "Ask a technical reference question," select **Submit a Question**.



3. On the **Ask a Technical Reference Question** page, name your technical reference request in the **Name your request** text box.
4. Select the service center location where you would like your question to be sent.
5. If you need further assistance selecting a service center, drop a pin on the map for your location to be routed to the appropriate service center.
6. Write your question in the text box below the map to include additional information.

Ask a Technical Reference Question

Name your request

TechRef_Kump_02/14/2020_11:04_AM_CIT

Select the service center you want to send your question to

Select New Location

Draw a point using the mapping tool for the location concerning your question, and we will route it to the appropriate service center.

Map

NRCS Land Units

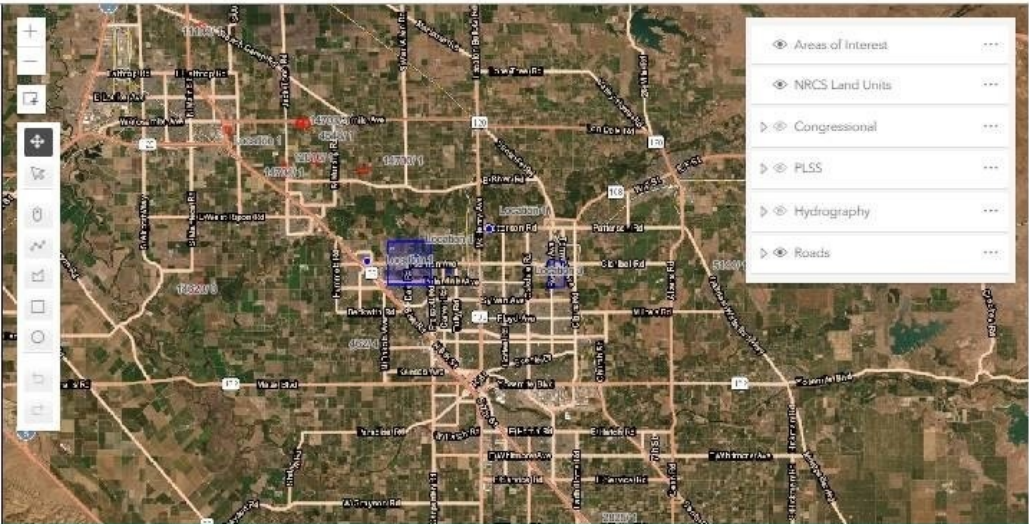
- 11194/ 1
- 11194/ 2
- 12016/ 1
- 12016/ 2
- 12450/ 1
- 1408/ 1
- 14620/ 2
- 14620/ 3
- 14699/ 1
- 14700/ 1
- 14701/ 2

Areas of Interest

- Location 1
- Location 1
- Location 1
- Location 3
- TEST 4.1.2 Apples
- Location 1
- Location 1
- Location 1

Areas of Interest

- Areas of Interest
- NRCS Land Units
- Congressional
- PLSS
- Hydrography
- Roads



View All Practices

Access Information on Current and Past Conservation Practices

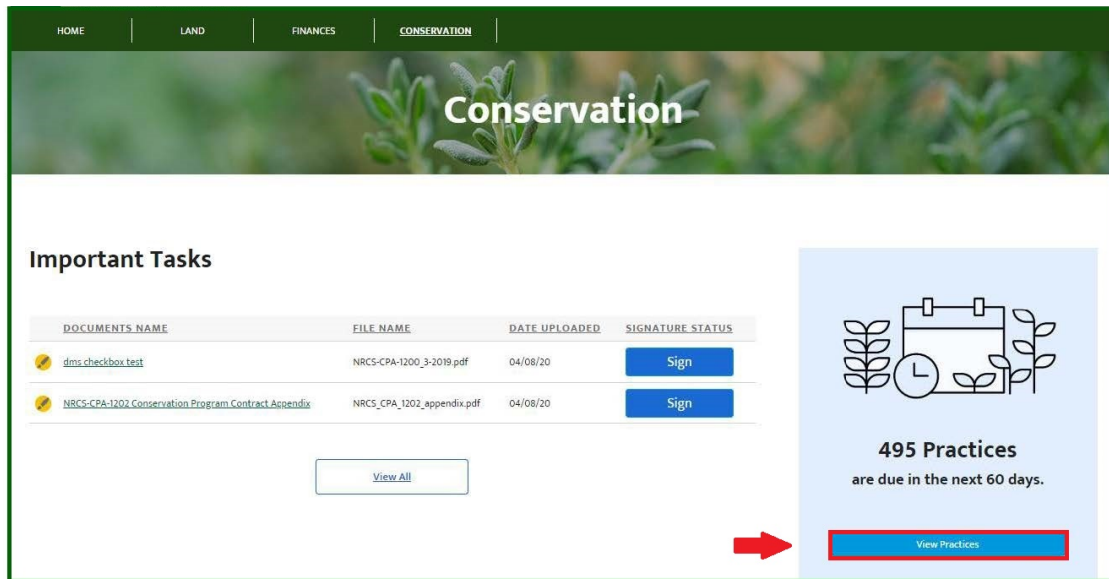


Agricultural producers conducting conservation practices with USDA can now view active and past contracts on farmers.gov. The **View All Practices** page allows you to easily access current and past practices, practice and contract details, due dates, and contract modification requests.

E-signing document capabilities are now available. For additional information on e-sign, visit pages 18-19 of this guide.

To access the **View All Practices** page, follow the instructions below:

1. From the **Conservation Landing Page**, select **View Practices** on the right side of your screen.



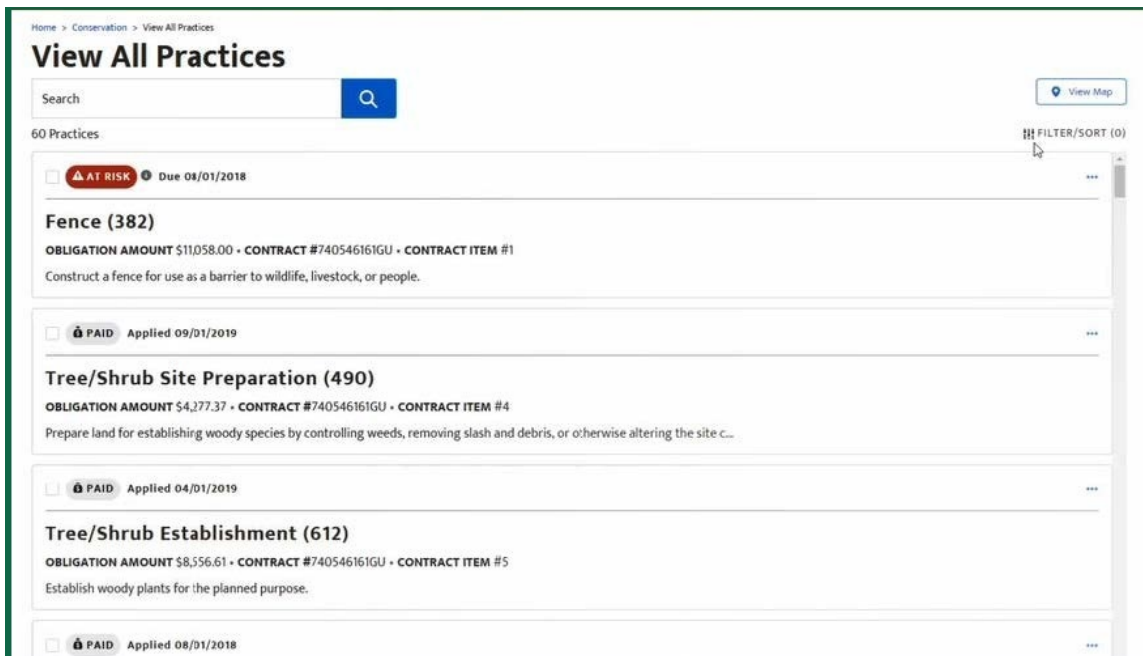
DOCUMENTS NAME	FILE NAME	DATE UPLOADED	SIGNATURE STATUS
dms checkbox test	NRCS-CPA-1200_3-2019.pdf	04/08/20	Sign
NRCS-CPA-1202 Conservation Program Contract Appendix	NRCS_CPA_1202_appendix.pdf	04/08/20	Sign

[View All](#)

495 Practices
are due in the next 60 days.

[View Practices](#)

2. On the **View All Practices** page, you will be able to search for completed, ongoing, and submitted practices based on the title and contracts associated with the practice.



Home > Conservation > View All Practices

View All Practices

Search

60 Practices

FILTER/SORT (0)

☐ **AT RISK** Due 08/01/2018

Fence (382)
OBLIGATION AMOUNT \$11,058.00 • CONTRACT #740546161GU • CONTRACT ITEM #1
Construct a fence for use as a barrier to wildlife, livestock, or people.

☐ **PAID** Applied 09/01/2019

Tree/Shrub Site Preparation (490)
OBLIGATION AMOUNT \$4,277.37 • CONTRACT #740546161GU • CONTRACT ITEM #4
Prepare land for establishing woody species by controlling weeds, removing slash and debris, or otherwise altering the site c...

☐ **PAID** Applied 04/01/2019

Tree/Shrub Establishment (612)
OBLIGATION AMOUNT \$8,556.61 • CONTRACT #740546161GU • CONTRACT ITEM #5
Establish woody plants for the planned purpose.

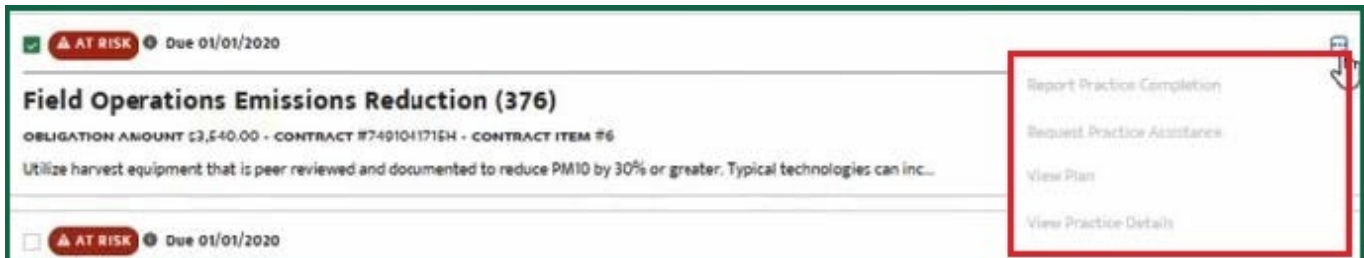
☐ **PAID** Applied 08/01/2018

View All Practices

The ellipsis on the right side of each practice opens a drop-down menu, displaying the following options:

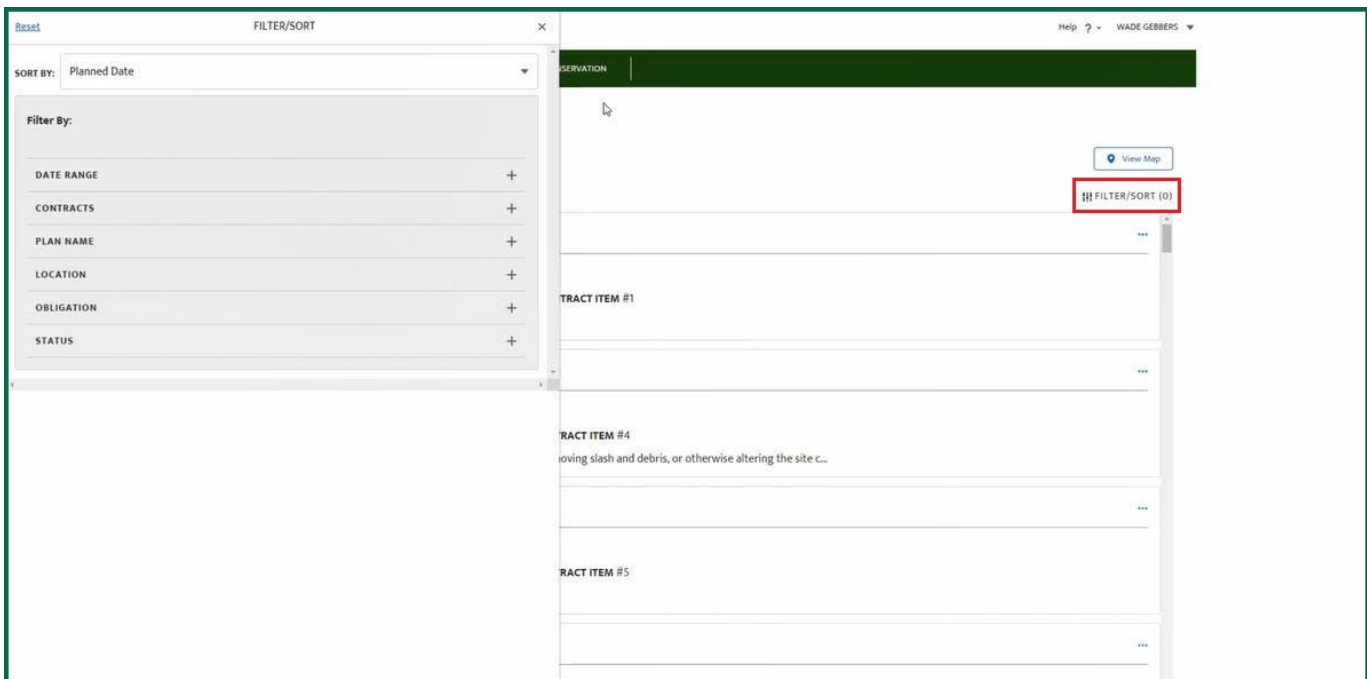
- Report Practice Completion
- Request Practice Assistance
- View Plan
- View Practice Details

These options are currently unavailable but will gain functionality in early Fall 2020.



Selecting "filter/sort" opens a window on the left of your screen, allowing you to sort and filter through the listed practices based on the following:

- Date Range
- Contracts
- Plan Name
- Location
- Obligation
- Status



Selecting a practice will take you to its **Practice Details** page where you will be able to view specific practice information such as practice map, the obligation amount, due date, contact information for the district conservationist, and more. You will also be able to access the contract details page by clicking on the contract number hyperlink.

To learn more about the updated mapping feature, view pages 20-23 of this guide.

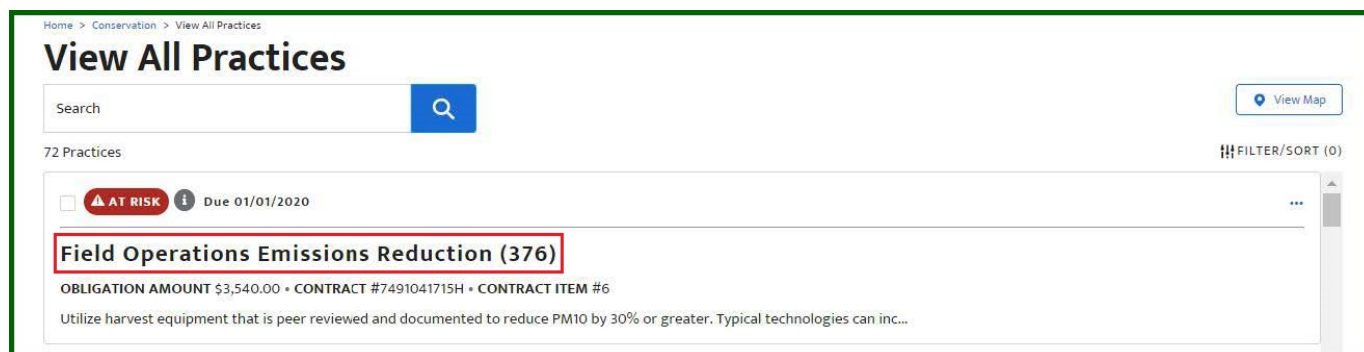
View All Practices – Practice Details

Practice Details

The **Practice Details** page allows individual producers to view detailed information on previous and ongoing practices, sign payment release forms, and access relevant documents.

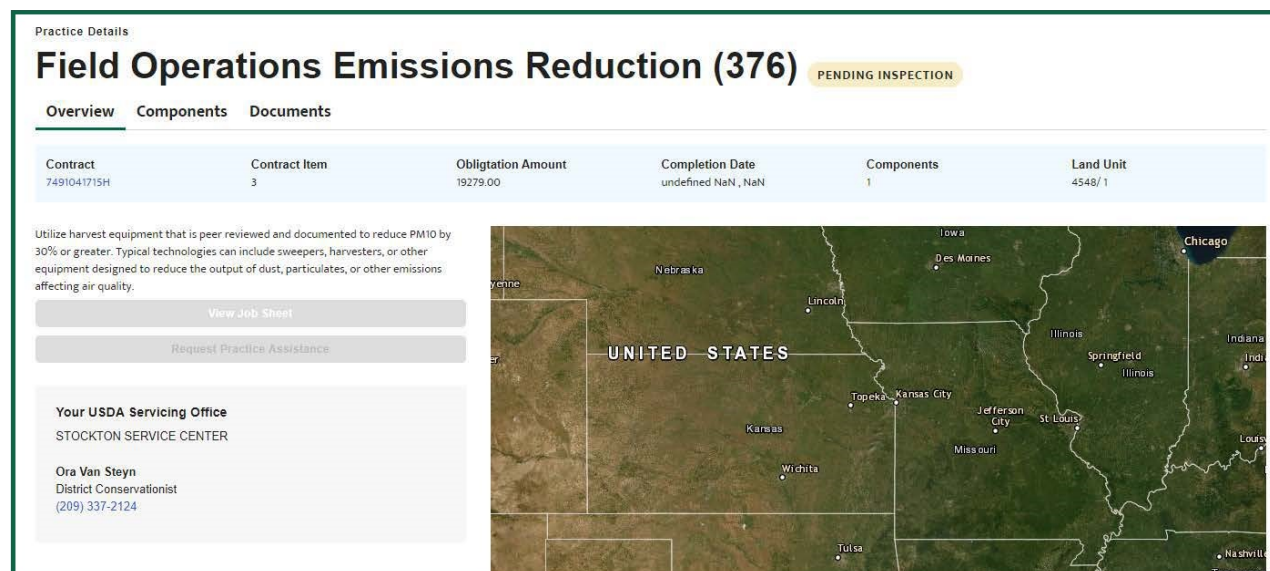
To access **Practice Details**, follow the instructions below:

1. From the **View All Practices** page, select a practice.



2. On the **Practice Details** page, you will be able to access an overview of individual practices, components within each practice, relevant documents with ongoing status updates, and more.

The **Overview** tab displays a practice's current status, its contract file code, contract items, obligation amount, completion date, amount of components, and the area where it is being applied. A map of the practice area, as well as a description of the practice and its USDA Servicing Office and officer, is also available.




View All Practices – Practice Details

The **Components** tab lists all components of the practice, including the amount, unit cost, and estimated total cost share for each.

Practice Details					
Field Operations Emissions Reduction (376) PENDING INSPECTION					
Overview	Components	Documents			
Contract 7491041715H	Contract Item 3	Obligation Amount 19279.00	Completion Date undefined NaN, NaN	Components 1	Land Unit 4548/1
COMPONENT		PLANNED AMOUNT	UNIT COST	ESTIMATED TOTAL COST SHARE	
Clean Harvest Technology		514.1	37.5000	19279.0000	

The **Documents** tab shows all practice-related documents, their file name, the date they were uploaded, their signature status, and additional actions (such as download, print, or delete file).

Users now have the ability to sign documents online by selecting **Sign**, under **Signature Status**. Once completed, the status of the document will change to **Signed**. For additional information on this e-sign feature, visit pages 18-19 of this guide.

Practice Details				
Field Operations Emissions Reduction (376) AT RISK				
Overview	Components	Documents		
DOCUMENT NAME/TYPE	FILE NAME	DATE UPLOADED	DESCRIPTION	SIGNATURE STATUS
Photographs	Conservation Practice doc 1 DMS UAT.docx	Jan 10, 2020		Not Signed
Job sheet document	CSP Enhancement Job Sheet nrcs143_007689.pdf	Jan 10, 2020		Not Signed
<div><div><h3>Your Job Sheet</h3><p>Your job sheet shows lorem ipsum dolor sit amet consectetur. Lorem ipsum dolor sit amet, consectetur adipiscing lorem ipsum dolor sit amet, consectetur adipiscing</p><p>View Job Sheet</p></div><div></div></div>				
View All Documents				

If you are unable to find a document or want to view all documents related to your conservation practices, go to the bottom of the page and select **View All Documents**.

View All Practices – Contract Details

Contract Details

The **Contract Details** page on farmers.gov allows individual producers to view detailed information on all ongoing and previous contracts, request contract modifications, and access all relevant documentation for each contract.

To access **Contract Details**, follow the instructions below:

1. On the **Practice Details** page, you will be able to view individual contracts and the practices under them by selecting the contracts listed in the blue description box. This will take you to that contract's details page.

The screenshot shows the 'Practice Details' page for 'Field Operations Emissions Reduction (376)'. The page has a header with the title and a 'PENDING INSPECTION' status. Below the header are tabs for 'Overview', 'Components', and 'Documents'. The 'Overview' tab is active, showing a table with columns: Contract, Contract Item, Obligation Amount, Completion Date, Components, and Land Unit. The table lists one contract with ID 7491041715H, 3 contract items, an obligation amount of 19279.00, and 4548/1 land units. Below the table, there is a description of the practice: 'Utilize harvest equipment that is peer reviewed and documented to reduce PM10 by 30% or greater. Typical technologies can include sweepers, harvesters, or other equipment designed to reduce the output of dust, particulates, or other emissions affecting air quality.' There are buttons for 'View Job Sheet' and 'Request Practice Assistance'. On the left, there is a section for 'Your USDA Servicing Office' with contact information for the STOCKTON SERVICE CENTER, including Ora Van Steyn, District Conservationist, and a phone number. On the right, there is a map of the United States with a red dot indicating the location of the practice in California.

2. On the **Contract Details** page, you will be able to access an overview of individual contracts, practices associated with those contracts, contract-related documents with ongoing status updates, contract modification requests, and more.

The **Overview** tab displays various contract details, including:

- Status
- Program and year
- County and state that it is being applied to
- Obligation amount
- Expiration date
- Decision maker

It also shows a progress bar for the amount of completed contract practices and the amount of money you have earned with that contract.

The screenshot shows the 'Contract Details' page for contract #7491041715H, which is marked as 'ACTIVE'. The page has a header with the contract number and a 'Request Contract Modification' button. Below the header are tabs for 'Overview', 'Practices', and 'Documents'. The 'Overview' tab is active, showing a table with columns: PROGRAM/YEAR, COUNTY, STATE, OBLIGATION AMOUNT, EXPIRATION DATE, and DECISION MAKER. The table lists one contract with ID #7491041715H, EQIP 2014 program, in San Joaquin, CA, with an obligation amount of \$67,170.25, an expiration date of 12/31/2020, and a decision maker of REG L HARRIS. Below the table, there is a section for 'View More Details'. On the left, there is a progress bar showing '40 of 60 contract practices completed' and '\$44,351.25 of \$67,170.25 earned'. Below the progress bar, there is a section for 'Sign Payment Release Form' with a button labeled 'Sign Payment Release Form'. On the right, there is a map of the area with a red dot indicating the location of the practice. The map shows a grid of roads and fields.

View All Practices – Contract Details

The **Practices** tab lists all practices related to the contract, as well as where the practice is located and when it is due. You will be able to use filter and sort options to easily find the practice you're looking for, or search for a specific practice by typing in the search bar above the map.

The screenshot shows the 'Practices' tab for contract #7491041715H. It features a map of the Central Valley region with various practice locations marked. Below the map, there are filter and sort options. The 'Filter By' section includes a 'PAID' checkbox and a 'DUE 01/2018' filter. A specific practice is highlighted: 'Field Operations Emissions Reduction (376)' with an obligation amount of \$19,278.75 and a contract item number of #1. The description for this practice is: 'Utilize harvest equipment that is peer reviewed and documented to reduce PM10 by 30% or greater. Typical technologies can include...'

The **Documents** tab lists all contract documents, their file name, the date they were uploaded, their signature status, and additional actions (such as download, print, or delete the file).

Users now have the ability to sign documents online by selecting **Sign**, under **Signature Status**. Once completed, the status of the document will change to **Signed**. For additional information on e-signing, view pages 18-19 of this guide.

The screenshot shows the 'Documents' tab for contract #7491041715H. A yellow banner at the top states 'SIGNATURE REQUIRED' and '2 documents require your attention.' Below this is a table listing the documents:

DOCUMENT NAME/TYPE	FILE NAME	DATE UPLOADED	DESCRIPTION	SIGNATURE STATUS	
NRCS-CPA-1202 Conservation Program Contract	NRCS-CPA-1202.pdf	Nov 7, 2019	1202 replace feb18	Not Signed	Sign Document
NRCS-CPA-1155 Schedule of Operations	Herman CPA-1155.pdf	Nov 7, 2019	1155 replace Feb18	Not Signed	Sign Document

If you are unable to find a document or want to view all documents related to your conservation practices, go to the bottom of the page and select **View All Documents**.

View All Documents

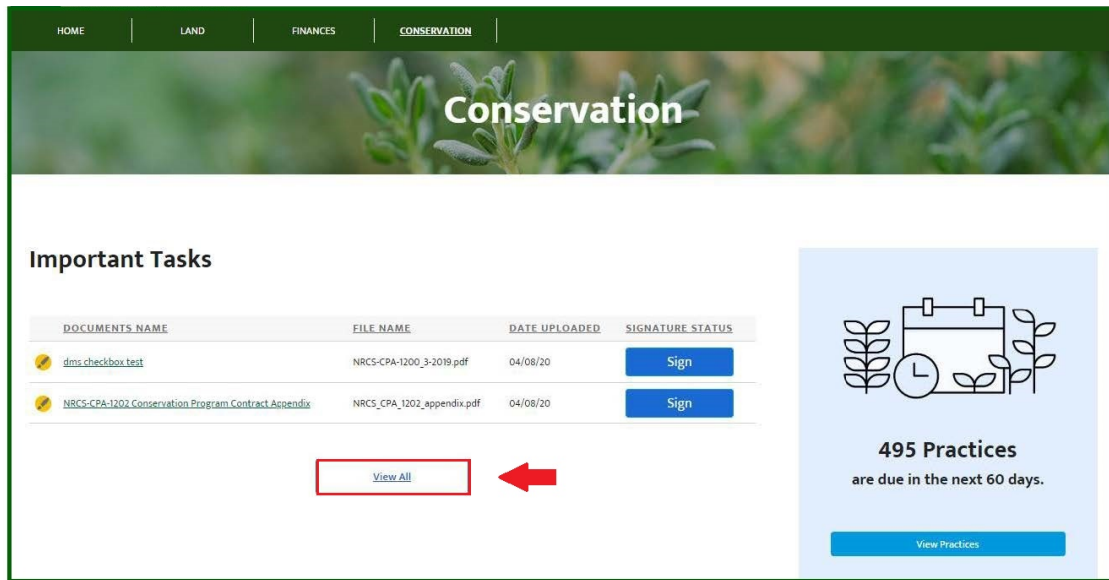
Access Documents Associated With Your Contracts and Practices



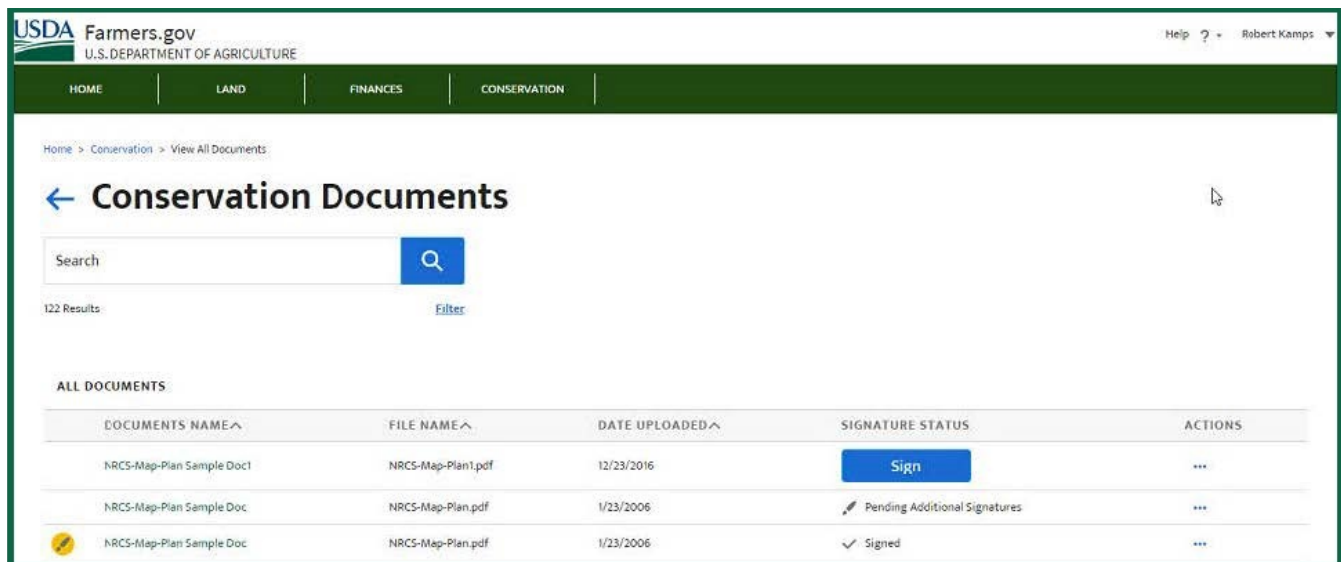
The **View All Documents** page allows producers to view, upload, and e-sign documents related to their current or past contracts and practices. This page is accessible from the **Conservation Landing Page**, or by selecting the **View All Documents** option at the bottom of the document tabs of any **Practice Details** and **Contract Details** page.

To access the **View All Documents** page, follow the instructions below:

1. From the **Conservation Landing Page**, select **View All**.



2. Access additional details for a contract or practice by selecting a document name. For more information on how to sign a document, visit pages 18-19 of this guide.



View All Documents

The ellipsis on the right side of each document opens a drop-down menu, displaying the following options:

- Details
- Download
- Print
- Sign

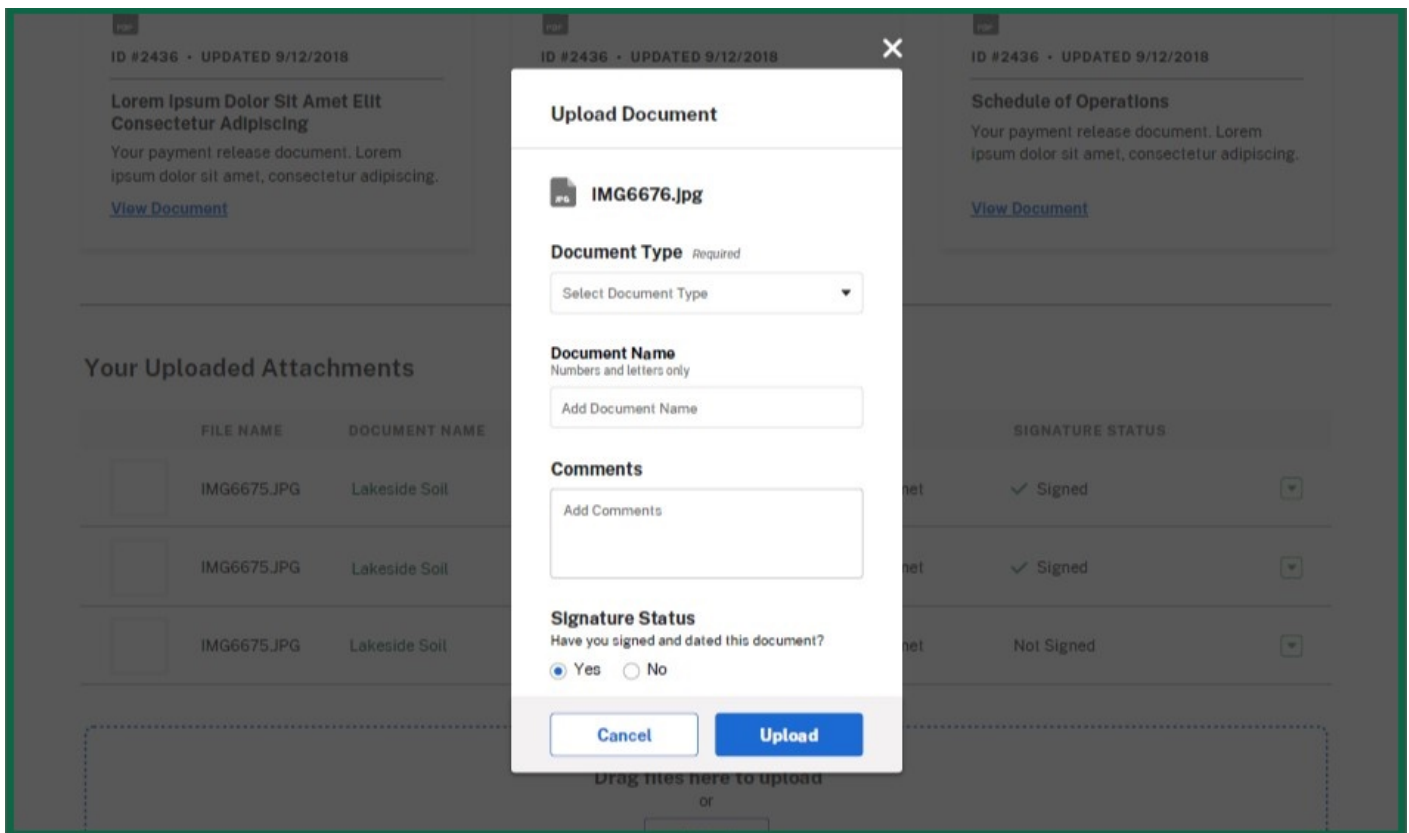
ALL DOCUMENTS				
DOCUMENTS NAME ^	FILE NAME ^	DATE UPLOADED ^	SIGNATURE STATUS	ACTIONS
 NRCs-CPA-1202 Conservation Program Contract Appendix	CPA-1202-A.pdf	04/10/20	Sign	
 NRCs-CPA-1245 Practice Approval and Payment Application	CPA-1245 Signed by participant technical approving official.pdf	04/10/20	Sign	
NRCs-CPA-1155 Schedule of Operations	Herman CPA-1155.pdf	04/16/20	N/A	
NRCs-CPA-1202 Conservation Program Contract	NRCs-CPA-1202_TestFile_1_03_21.pdf	04/10/20	N/A	

3. To upload a document, select **Upload File(s)** to the right of **All Contract Documents**.

4. A window will appear prompting you to fill out information regarding the document(s) you are uploading.

5. Fill in all required fields, then select **Upload**.

A bulk upload option is available. Please note that a maximum of 10 files can be uploaded at a time.



The uploading feature will be available in Fall 2020.

E-sign Capabilities

View, Download, and E-sign Documents in Minutes

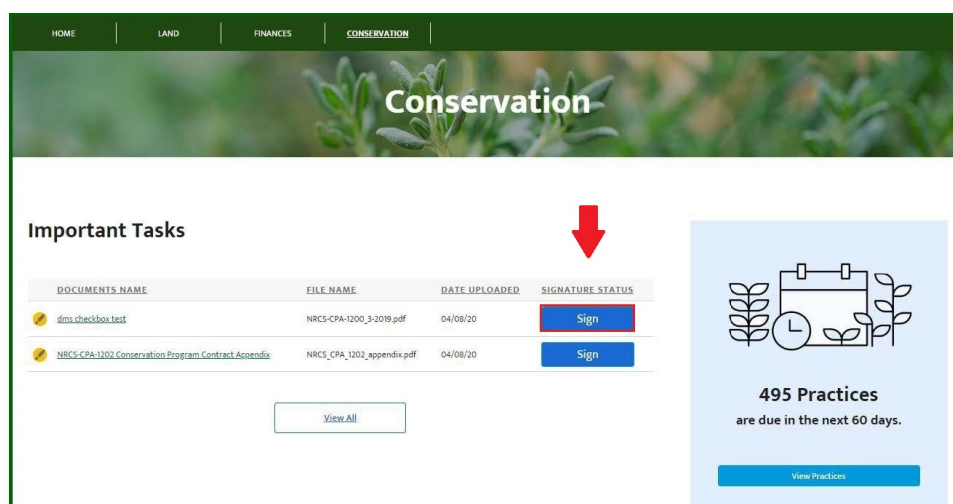


The most popular features on CCG — viewing, downloading, and signing documents online — are now available on farmers.gov.

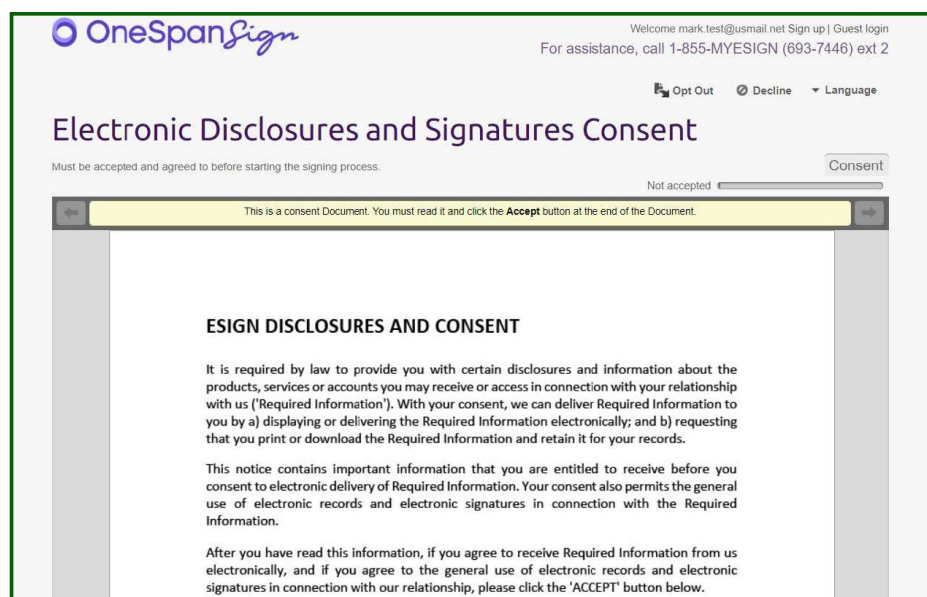
You will be able to sign documents from the **Conservation Landing Page**, the **View All Documents** page, or the document tabs of any **Practice Details** and **Contract Details** page.

Follow the instructions below to learn how to e-sign your conservation documents:

1. From the **Conservation Landing Page**, there will be documents listed under the **Important Tasks** section; there will be an option to sign each document under the **Signature Status** column. Select **Sign** for the document you would like to e-sign.



2. Before e-signing a document, you will be prompted to sign an **Electronic Disclosures and Signatures Consent** form. Once you have completed reading, you will have the option to opt out or accept at the bottom of the form. If you accept, you will be able to e-sign your conservation document. If you do not accept or you decline, your document will have to be printed and signed manually.



E-sign Capabilities

3. Review your document for accuracy. If the document looks correct, scroll to the bottom to e-sign.

NRCS-CPA-1200_3-2019.pdf

My signatures 0 / 1

Please review and sign this Document by scrolling and clicking on the "Click to Sign" or "Click to Initial" boxes.

U.S. Department of Agriculture
Natural Resources Conservation Service

NRCS-CPA-1200
3/2019

CONSERVATION PROGRAM APPLICATION

Clear Form

1. Name:	2. Application Number:	3. Application Date:
4. Address:	5. County and State:	6. Email:
7. Telephone:	8. Watershed:	9. Subaccount:
10. Location (Legal Description or Farm and Tract Number):		
11. Do you have farm records established with the appropriate USDA Service Center Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, you must establish them with the appropriate USDA Service Center Agency prior to submitting this application.</i>		
12. This is an application to participate in the:		
<input type="checkbox"/> Agricultural Management Assistance (AMA)	<input type="checkbox"/> Environmental Quality Incentives Program (EQIP)	
<input type="checkbox"/> Conservation Stewardship Program (CSP)	<input type="checkbox"/> Agriculture Conservation Easement Program (ACEP) - Wetland Reserve Easements (WRE)	
<input type="checkbox"/> CSP Renewal		

4. Once you scroll down, you will see an e-signature prompt (in yellow) labeled "Click to Sign." Clicking inside the yellow box will sign and date the document. Your document will now be labeled as "Signed."

The Participant acknowledges that highly erodible land conservation/wetland conservation, adjusted gross income certifications, and member information for entities and joint operations are on file with the FSA.

20. I have received a copy of the applicable conservation program contract appendix.

☐ Yes ☐ No

Applicant Signature	Date

NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

5. Your document will automatically be sent to an NRCS representative, and you will now see your signed document in the **View All Documents** section.

Mapping Tool

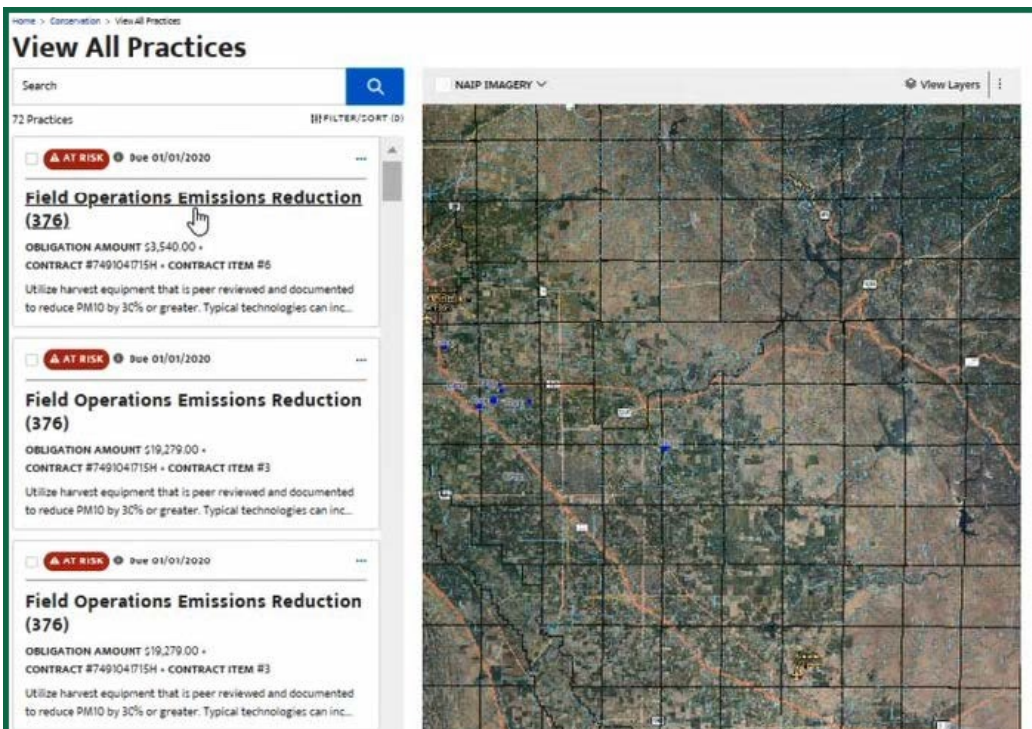
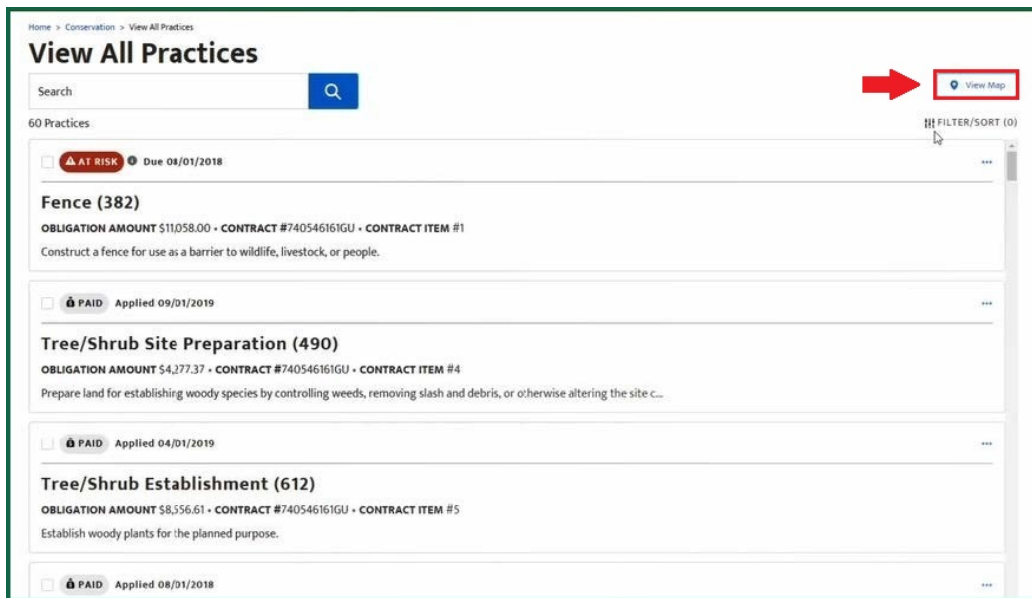
Use the New Mapping Feature to Request Conservation Assistance



Producers can now use a new unified mapping tool to locate areas of interest in minutes with high-resolution aerial imagery and multi-layered display functionality. This feature is accessible from the **View All Practices**, **Technical Reference Request**, and **Conservation Assistance Request** pages.

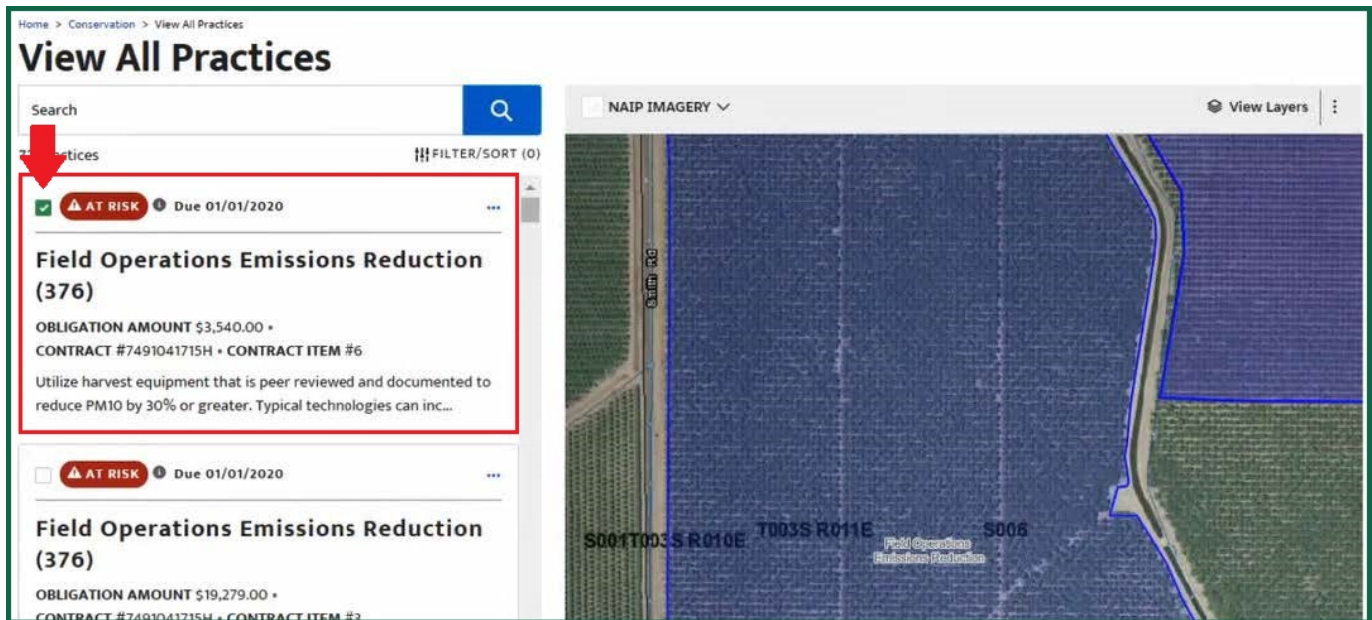
To learn how to use the mapping tool, follow the instructions below:

1. From the **View All Practices** page, select **View Map** on the top right of your screen. This will open an aerial-view map of the United States to the right of your practices.

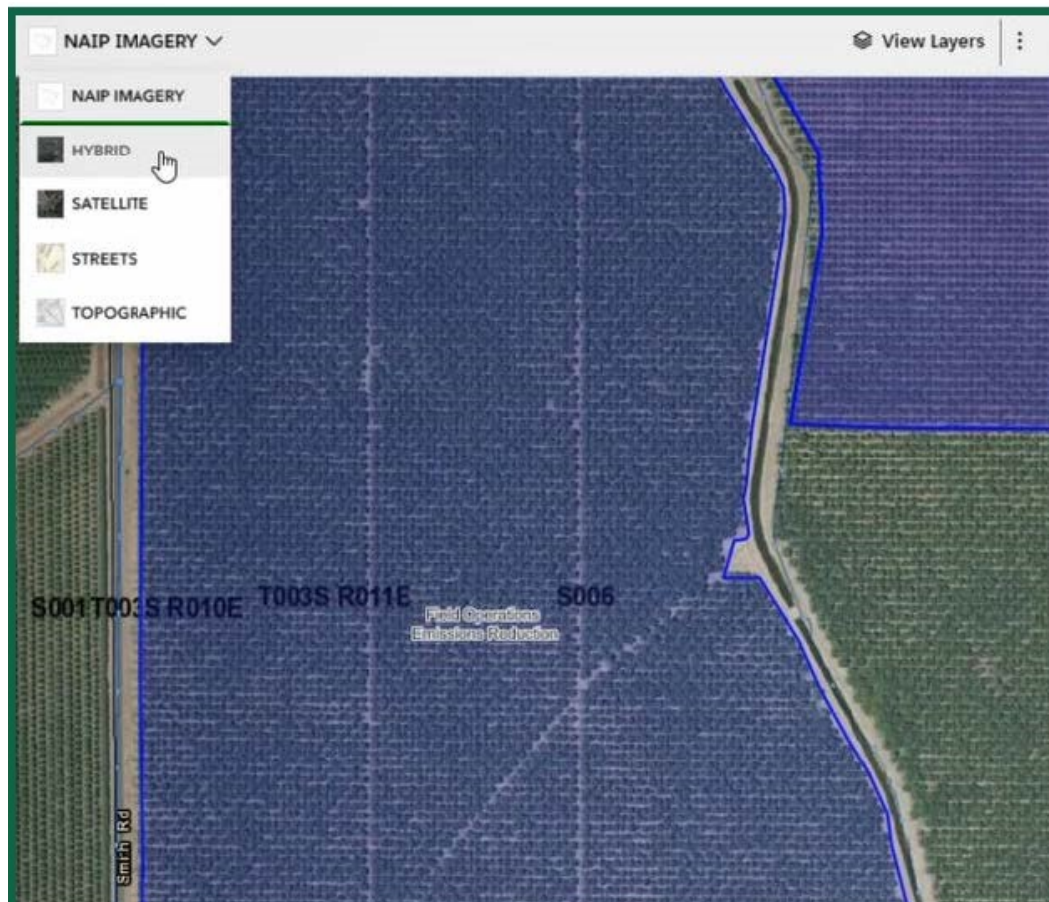


Mapping Tool

2. Select the box next to the status of a practice to view its location on the map.

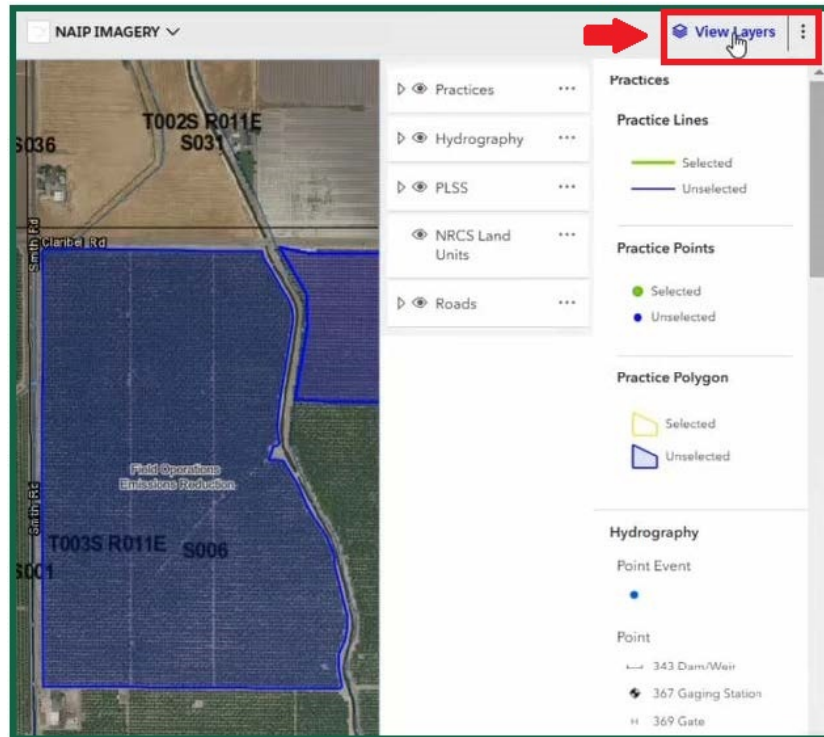


3. Select **NAIP IMAGERY** to view a drop-down menu of terrain display options. The default setting is hybrid, with satellite, streets, and topographic options also available.

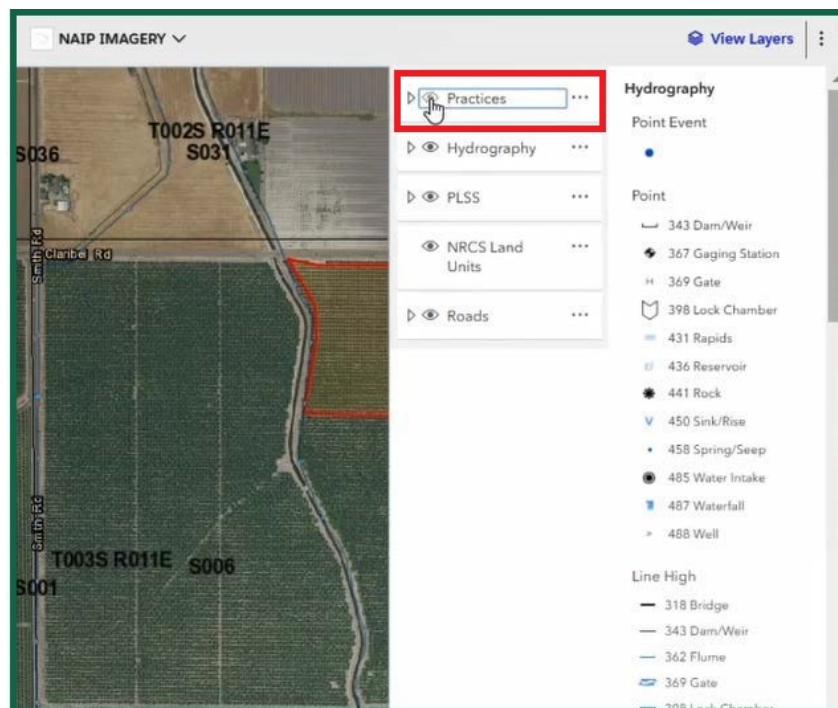


Mapping Tool

4. Select **View Layers** to open an extensive menu of additional features to display on your map.

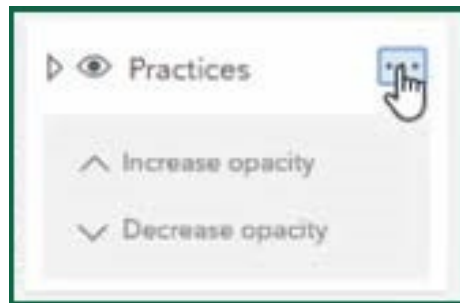


Select the eye icon next to the listed layers on the left-hand menu to add or remove that layer's visibility on the map. For example, if you select the eye icon next to Practices, all practices will be removed from the map.

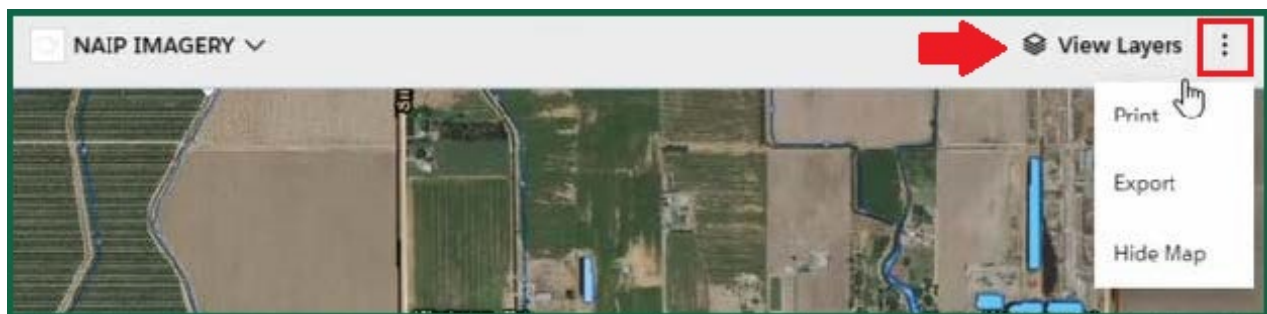


Mapping Tool

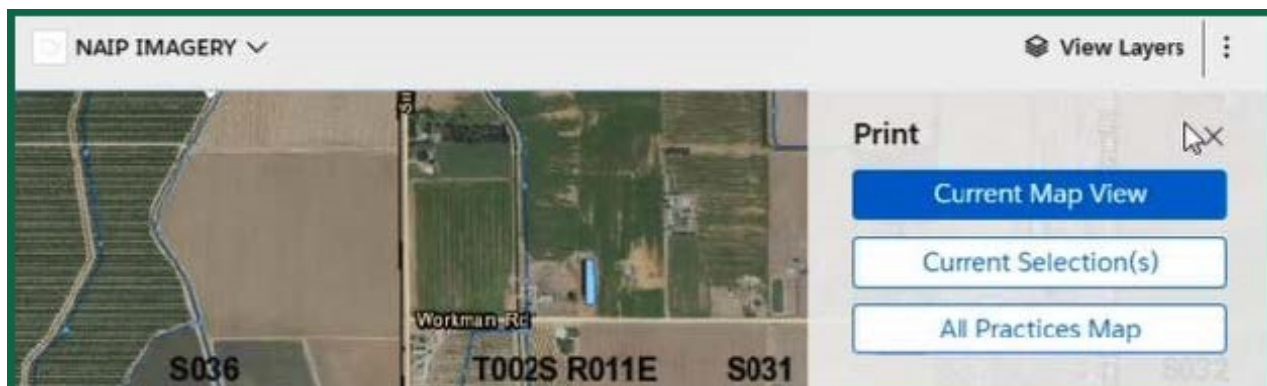
Select the ellipsis next to a layer to open a menu to adjust that layer's opacity on the map. Increasing opacity will make the color of the practices less transparent, while decreasing opacity will make the color of the practices more transparent.



5. Select the ellipsis to the right of **View Layers** to open a drop-down menu. This allows you to print, export, or hide the map to return to the **View All Practices** default view.



Print allows you to choose from printing the current map view, multiple selected practices, or all of your practices on one map.



Export allows you to download your map as a GeoJSON or ESRI file.



Representative Authority for Producers (RAP)

Enables Available Representative Authorities for a Producer

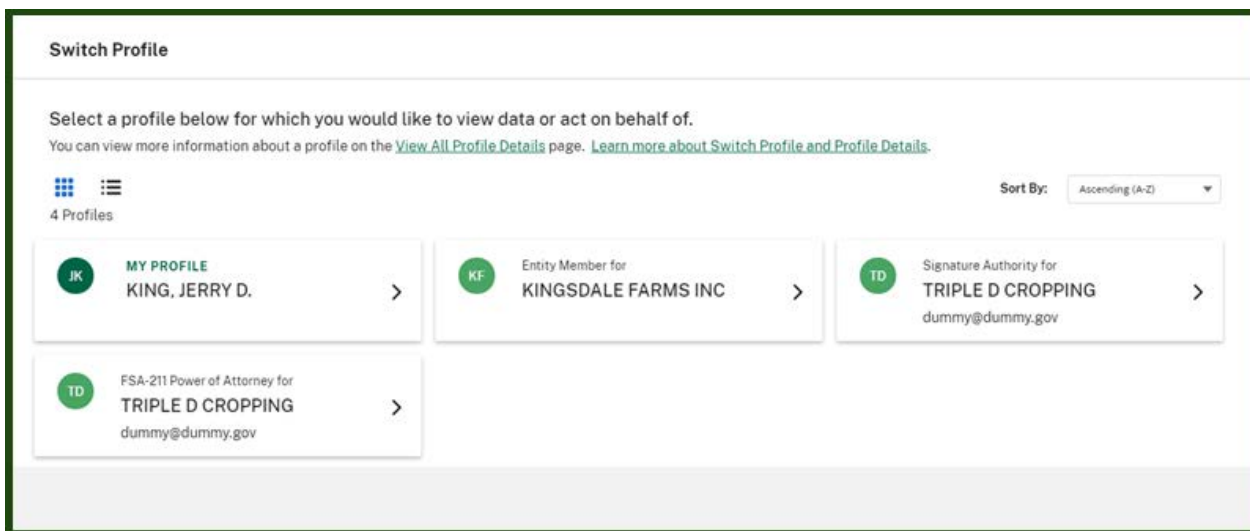


The conservation content in farmers.gov has been enabled with representative authority profiles. This means that users can act on behalf of other individuals and entities, including signing and viewing documents in farmers.gov. When you have representative authority profiles available, a yellow banner will appear inviting you to switch profiles. You can simply select **Switch Profile** to act on behalf of one of your available representative authorities.

Follow the instructions below to learn how to access your representative authority profiles:

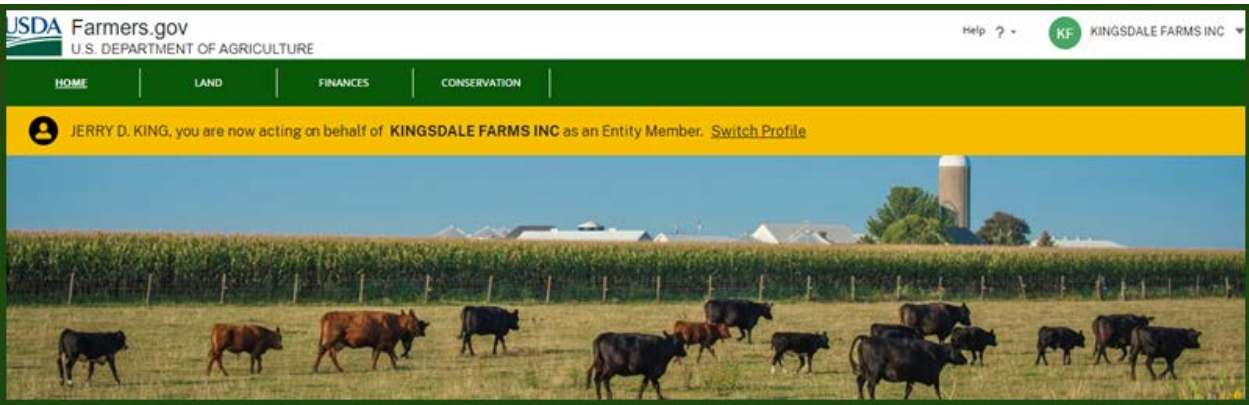


1. The profiles available are based on entity paperwork and FSA-211s that you have filed with a USDA Service Center and will automatically be available to you in farmers.gov as soon as you file an FSA-211 or entity paperwork with your service center.

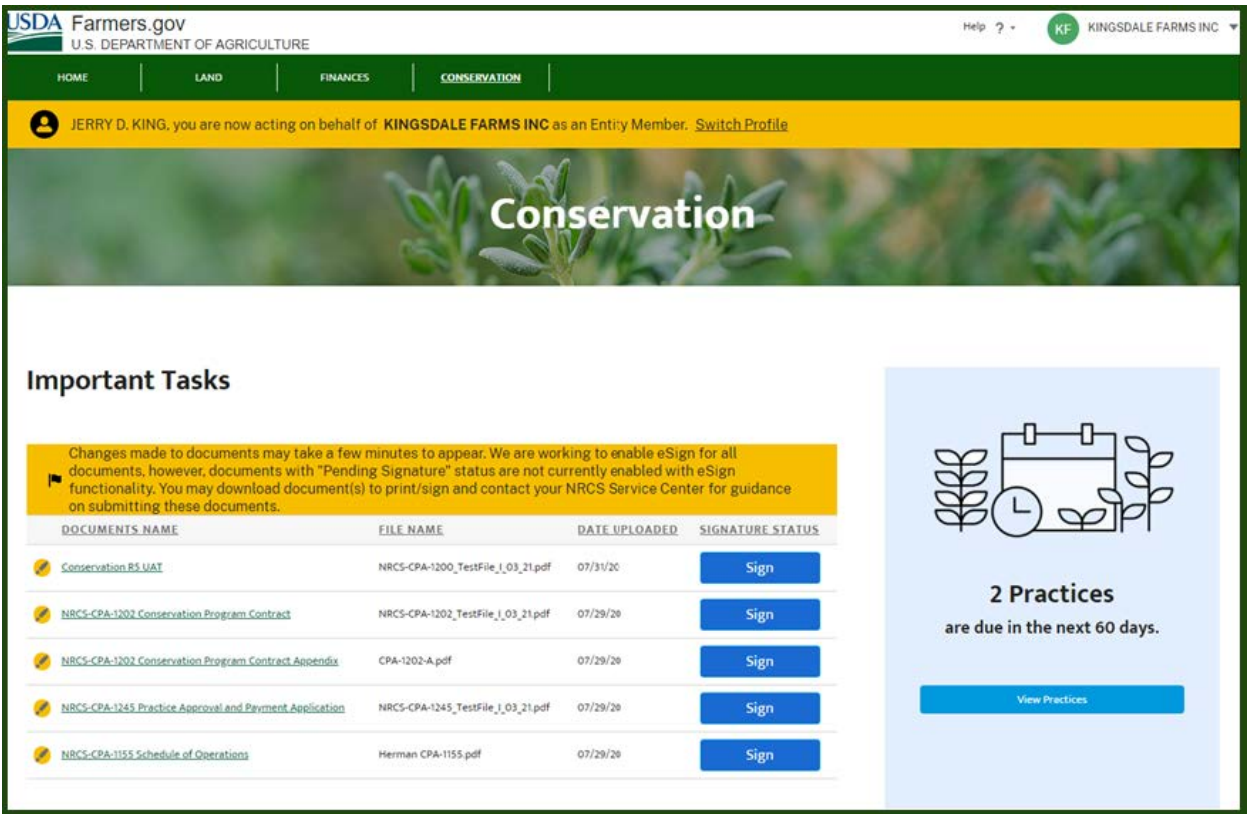


Representative Authority for Producers

2. After you select a representative authority profile, the yellow banner now indicates that you are acting on behalf of another entity or individual.

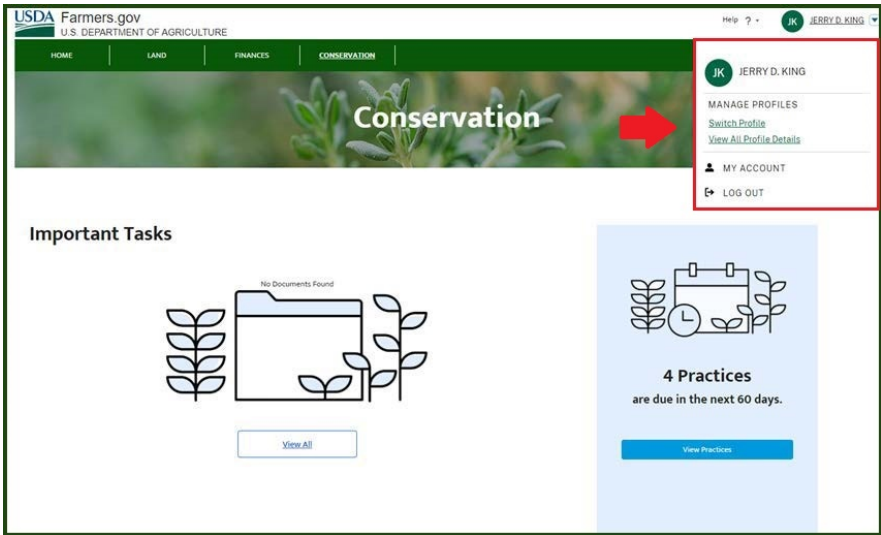


3. You can then navigate within the portal viewing information and signing documents on behalf of the selected representative authority profile. Documents that you sign will indicate that you are signing in a representative capacity.



Representative Authority for Producers

4. You can always switch back to your own profile by selecting the **Switch Profile** link. This step redirects you to the global authenticated landing page. Once you navigate off the global authenticated landing page to the **Conservation Landing Page**, you will see that you are logged in to your own profile and the yellow banner has gone away. You can always access your representative authority profiles by using the customer account menu in the upper right corner and selecting the **Switch Profile** link.



5. You also can view additional details about the representative profiles that you have access to by selecting **View All Profile Details** from the customer account menu.

