



# 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) have not disappeared. All CCG content has been 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 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*



**Before you start, please contact your local USDA Service Center to confirm you have:** a USDA customer record in Business Partner (BP) and a standard email address recorded in BP that matches the email address you plan on using to create your eAuth account. The eAuth system will not allow you to use the same email address that your spouse has already used for his/her eAuth account. If you have multiple email addresses in your BP record, the one you want to use to create your eAuth account must be marked as “Standard” in BP. In the future, when you log in to Farmers.gov, your User ID will be your standard email address. Note: If you do not know the address or phone number of your local USDA Service Center, use our **Service Center Locator** to find your local office.

**Navigate to the eAuth Account Registration page.** The eAuth Frequently Asked Questions (FAQs) might be of assistance should you have any questions or run into any issues during this process.

**Select “Customer” on the registration page.** Enter your standard email address that is also recorded in your BP customer record. You will receive an email from eAuth asking you to confirm your email address. Click the “Continue Registration” link in the email to continue the registration process. Complete the account registration form and follow the prompts to continue with the identity verification process, including entering your name and password.

**Your identity must be verified to prevent unauthorized access to your data.** You will need to add information to your eAuth account profile such as your date of birth, residential address, and phone number. You have two options to verify your identity:

**Option 1:** Verify your identity online (*recommended*) using the USDA Online Identity Verification Application. A) The option to verify online should automatically appear during the eAuth account creation process. Enter your personal data and answer a few questions known only to you to verify your identity. If you encounter issues with the online identity verification process, see Option 2 below. B) Once your identity is successfully verified, the eAuth system will attempt a link of your eAuth account to your USDA BP customer record. Upon successful completion of both A and B, you will be able to login to customer-facing FSA and NRCS systems. If you encounter issues with logging in to customer-facing FSA and NRCS systems, see Option 2 below.

**Option 2:** Visit a USDA Service Center for in-person identity verification. You can schedule an appointment to visit a Local Registration Authority (LRA) in-person at a USDA Service Center office to verify your identity. Click **here** to find the nearest Local Registration Authority (LRA) office. Be sure to call ahead and schedule an appointment to ensure that an LRA will be in the office when you visit. You will need to take your government-issued picture ID (e.g., state-issued driver’s license). After verifying your identity, the LRA will link your USDA BP customer record to your eAuth Account. Once your identity is verified and your eAuth account is linked to your USDA BP customer record, you can login to customer-facing FSA and NRCS systems.

**Visit the farmers.gov login page and log in with your new eAuth account.**

# Conservation Landing Page

Log in to View Practice Documents and Receive Technical Assistance

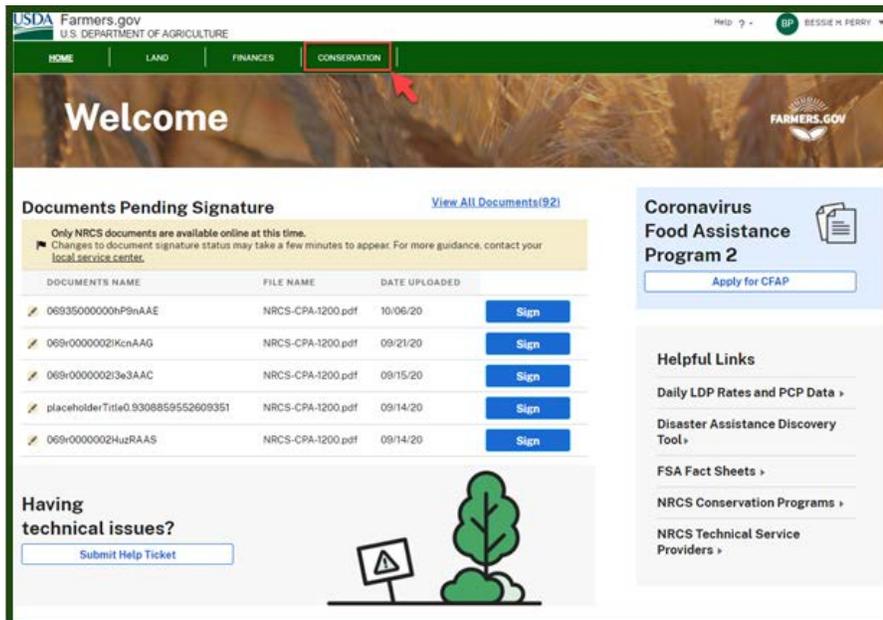


To reach the **Conservation Landing Page**, follow the instructions below:

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. From the **Global Home Page**, select the **Conservation** tab.



# Conservation Landing Page

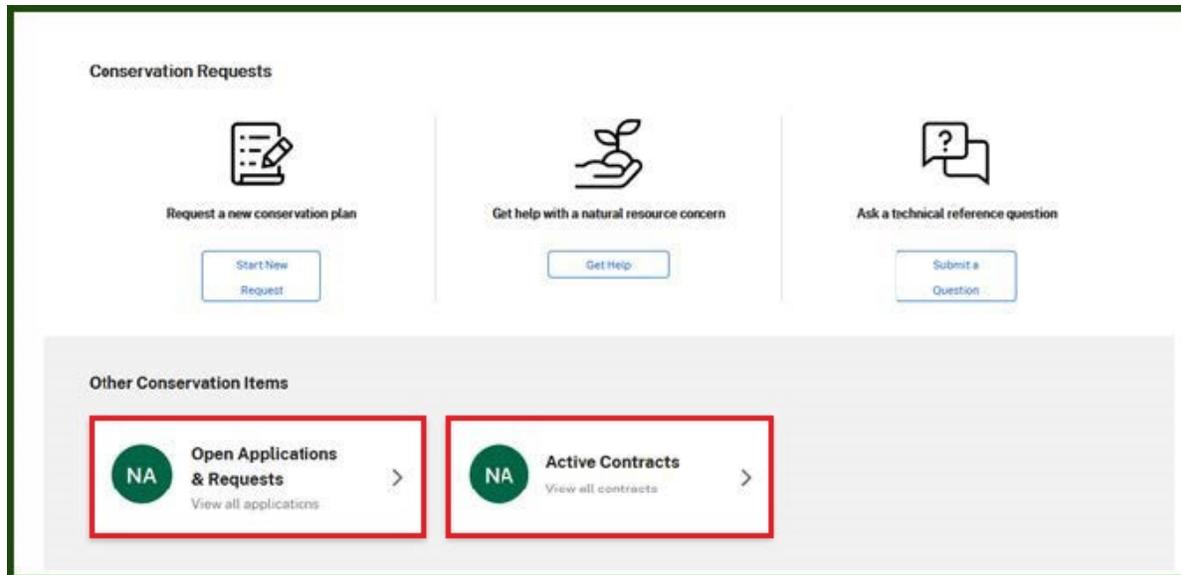
4. The **Conservation Landing Page** allows you to make conservation assistance requests, including requesting financial assistance, and view all conservation documents related to your plans and practices. Important conservation tasks – such as documents that need to be signed – will be displayed, as well as a reminder alerting customers to any practices that are due in the next 60 days. By selecting **View All**, you will be able to see all of your conservation documents.

DOCUMENTS NAME	FILE NAME	DATE UPLOADED	SIGNATURE STATUS
06935000000hP9nAAE	NRCS-CPA-1200.pdf	10/06/20	Sign
069r0000002KcnAAG	NRCS-CPA-1200.pdf	09/21/20	Sign
069r00000023e3AAC	NRCS-CPA-1200.pdf	09/15/20	Sign
placeholderTitle0.9308859552609351	NRCS-CPA-1200.pdf	09/14/20	Sign
069r0000002HuzRAAS	NRCS-CPA-1200.pdf	09/14/20	Sign

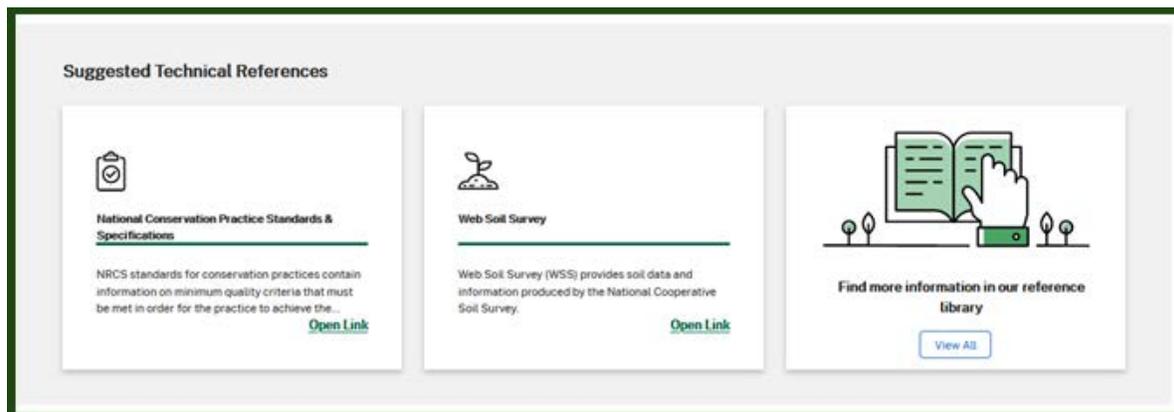
DOCUMENTS NAME	FILE NAME	DATE UPLOADED	SIGNATURE STATUS	ACTIONS
06935000000hP9nAAE	NRCS-CPA-1200.pdf	10/06/20	Sign	...
069r0000002KcnAAG	NRCS-CPA-1200.pdf	09/21/20	Sign	...
069r00000023e3AAC	NRCS-CPA-1200.pdf	09/15/20	Sign	...
placeholderTitle0.9308859552609351	NRCS-CPA-1200.pdf	09/14/20	Sign	...
069r0000002HuzRAAS	NRCS-CPA-1200.pdf	09/14/20	Sign	...
Demo Direct Deposit example	Demo_Client_1199aNFC.pdf	06/30/20	Sign	...
placeholderTitle0.5961301741097922-1602003498976-Signed	Test xyz	10/06/20	✓ Signed	...

# Conservation Landing Page

5. In addition to making conservation requests, you can navigate to the **View All Applications & Requests** page, as well as the **View All Contracts** page.



6. You also can access links to helpful NRCS resources such as the National Conservation Practice Standards & Specifications, Web Soil Survey, and technical reference library.



# Conservation Assistance Request

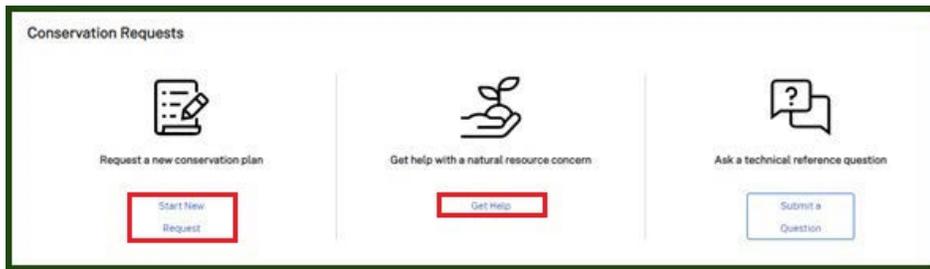
View and Submit Conservation Requests With Mapping Capability



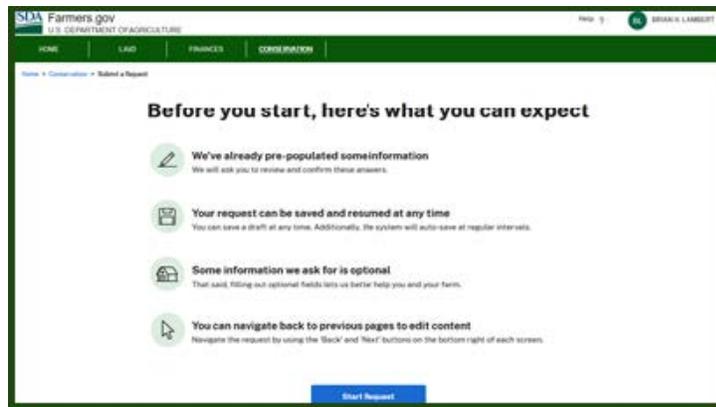
The **Conservation Assistance Request** page allows producers to submit a request for conservation assistance for their operation in a streamlined, user-friendly format.

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

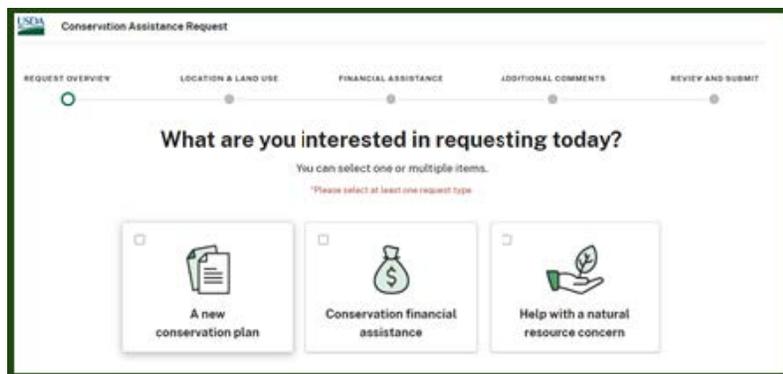
1. From the **Conservation Landing Page**, under **Conservation Requests**, select either **Start New Request** or **Get Help**.



2. This screen gives you a quick overview about what you can expect as you make your **Conservation Assistance Request**. Your request can be saved and resumed at any time by navigating to the **Open Applications & Requests** button on the **Conservation Landing Page**.

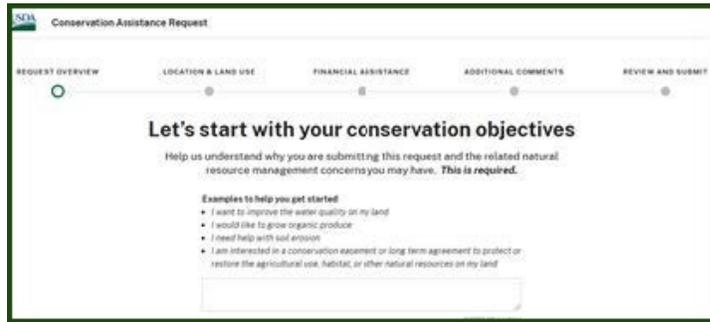


3. You can select either a new conservation plan, conservation financial assistance, or help with a natural resource concern -- or any combination of the three.

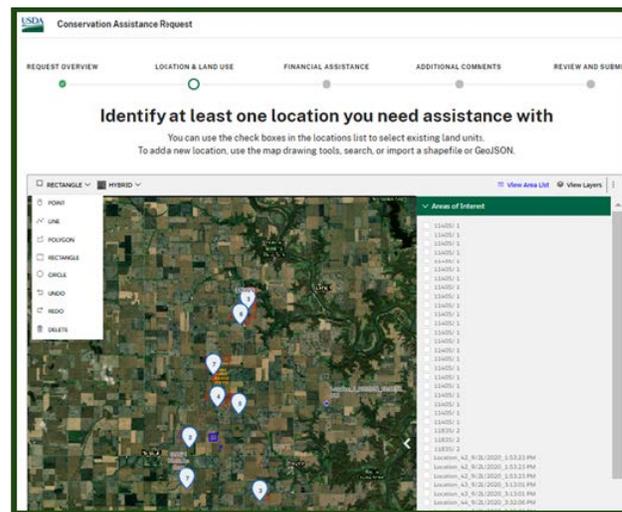


# Conservation Assistance Request

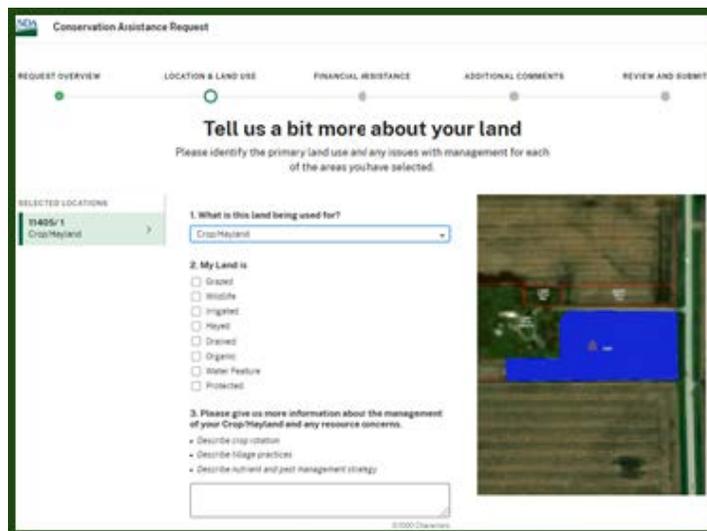
4. You can enter some of your conservation objectives. This information will go directly to the NRCS planner and give the planner some initial information to work from.



5. You can select an area of interest based on existing planning land units you have with NRCS. Or you also have the opportunity to draw your own if you have a new section that you haven't worked with NRCS before on. Just pick the appropriate geometric tool, draw a spot on the map, and the software will identify the appropriate office where that needs to go to based on where it is being selected.

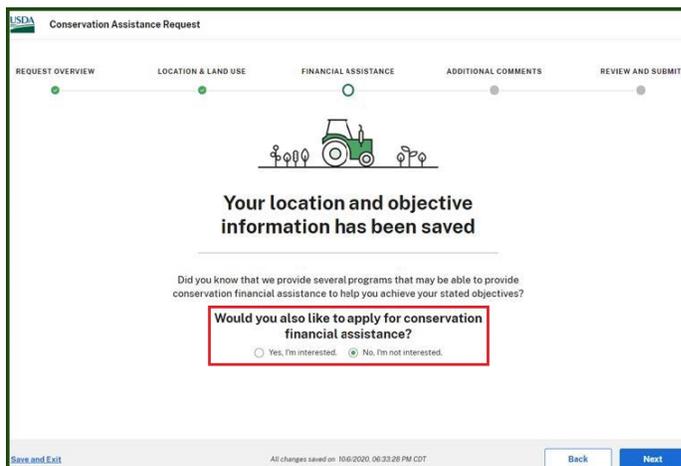


6. This page asks you for additional information about your land. If the software has information about your land already, it will populate the screen with that information. However, you can change that information if you wish. You also have optional fields that you can complete to give more information to the planner.

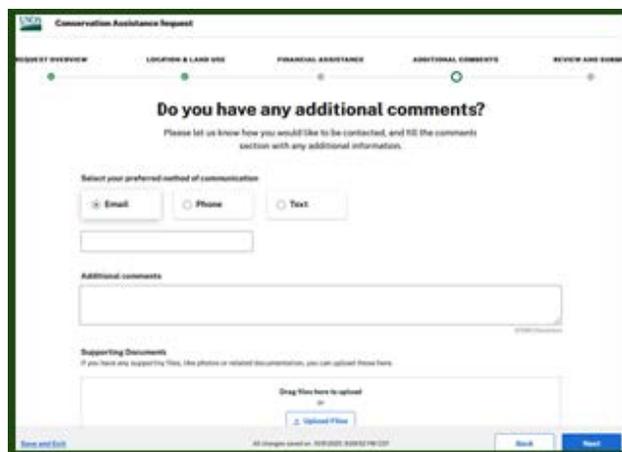


# Conservation Assistance Request

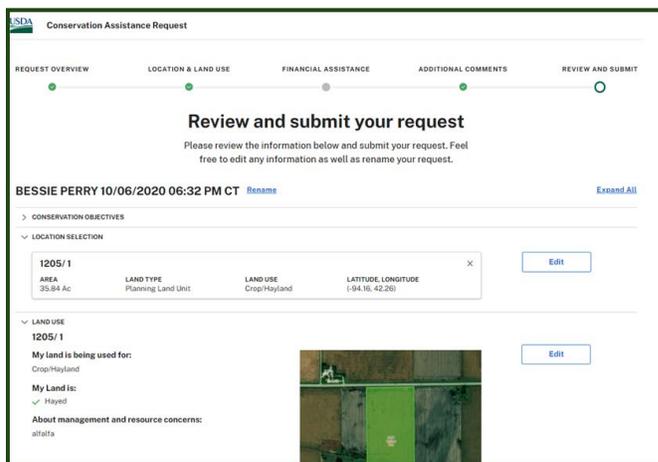
7. At this point, even though you may not have selected financial assistance in the beginning, the software gives you the opportunity to apply for conservation financial assistance if you want.



8. If you do not select financial assistance, the next screen will give you the opportunity to make additional comments and upload any documents that support what you are trying to accomplish such as a map or an image of a practice that you are interested in.

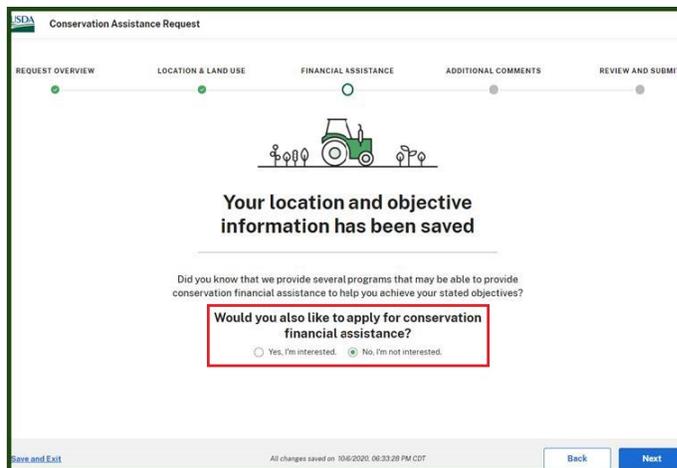
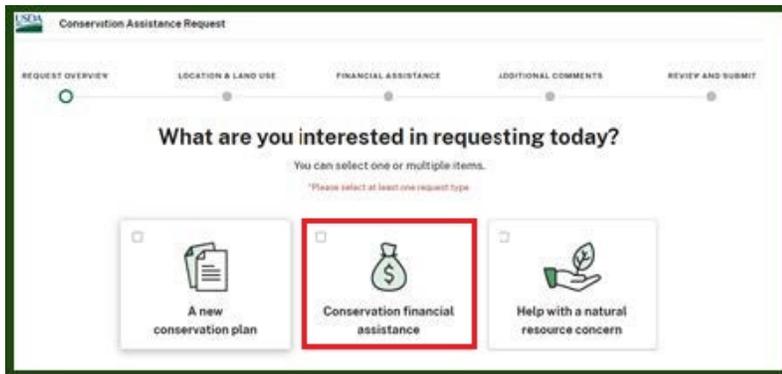


9. This last screen gives you an opportunity to review your conservation objectives, location selection, land use, and additional comments. It also will show an image of the land area you chose. You are now ready to submit your conservation assistance request.

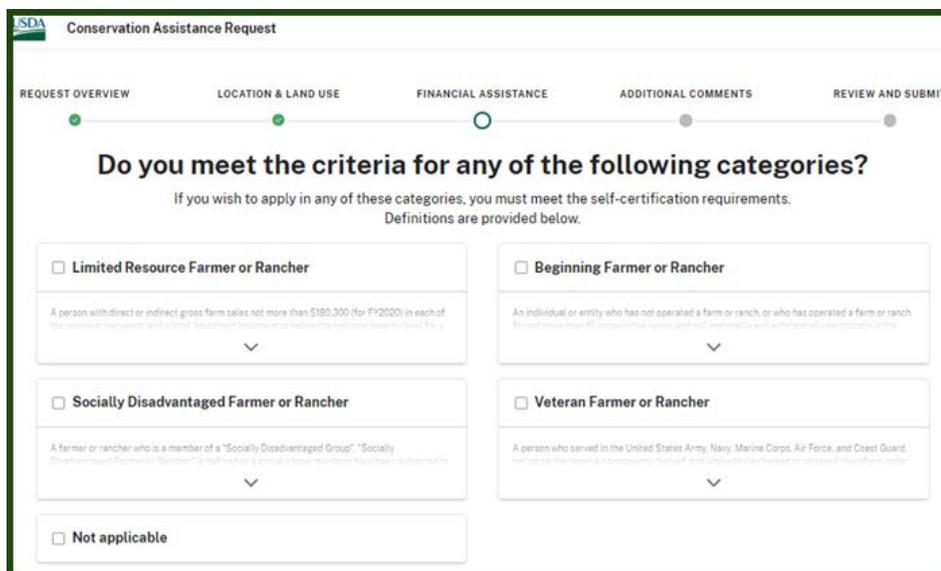


# Conservation Assistance Request with Financial Assistance

1. If during the **Conservation Assistance Request** process, you select **financial assistance** (on either of the two screens below), you will be asked additional questions so the software can complete an NRCS CPA-1200 program application for you to e-sign or submit offline.



2. If you wish to apply in any of the categories listed in the image below, you must meet the self-certification requirements. Drop-down definitions are provided.



# Conservation Assistance Request with Financial Assistance

3. This screen enables you to make a selection on which program you are interested in. Each choice also has a drop-down option that contains additional information on each program.

The screenshot shows a web interface titled "Conservation Assistance Request". At the top, there is a progress bar with five steps: "REQUEST OVERVIEW", "LOCATION & LAND USE", "FINANCIAL ASSISTANCE", "ADDITIONAL COMMENTS", and "REVIEW AND SUBMIT". The "FINANCIAL ASSISTANCE" step is currently active. Below the progress bar, the main heading is "Select the program you would like to apply for". A sub-heading reads: "Please review the following financial assistance programs and select one you would like to apply for. For more information about the programs, click the 'Learn more' link." Below this, there are ten program options, each with a radio button and a brief description, followed by a downward-pointing arrow indicating a drop-down menu:

- Agricultural Management Assistance (AMA)  
The Agricultural Management Assistance (AMA) helps agricultural landowners manage...
- Environmental Quality Incentives Program (EQIP)  
The Environmental Quality Incentives Program (EQIP) provides financial and technical...
- Conservation Stewardship Program (CSP)  
Our Conservation Stewardship Program (CSP) helps you build on your existing...
- Conservation Stewardship Program (CSP) Renewal  
Our Conservation Stewardship Program (CSP) helps you build on your existing...
- Agricultural Conservation Easement Program (ACEP) Wetland Reserve Easements (WRE)  
The Agricultural Conservation Easement Program (ACEP) helps landowners, land trusts...
- Regional Conservation Partnership Program (RCPP) and (EQIP)  
The Regional Conservation Partnership Program (RCPP) promotes coordination of NRCS...
- Regional Conservation Partnership Program (RCPP) and (CSP)  
The Regional Conservation Partnership Program (RCPP) promotes coordination of NRCS...
- Regional Conservation Partnership Program (RCPP), (EQIP), and (CSP)  
The Regional Conservation Partnership Program (RCPP) promotes coordination of NRCS...
- Regional Conservation Partnership Program (RCPP) and (ACEP-WRE)  
The Regional Conservation Partnership Program (RCPP) promotes coordination of NRCS...
- Regional Conservation Partnership Program (RCPP) and (IFERP)  
The Regional Conservation Partnership Program (RCPP) promotes coordination of NRCS...

4. This page gives you an opportunity to review and submit your request. Your completed 1200 will be available to review on this screen. You also can e-sign your 1200 on the next screen if financial assistance was requested. If not, you will simply submit your conservation assistance request.

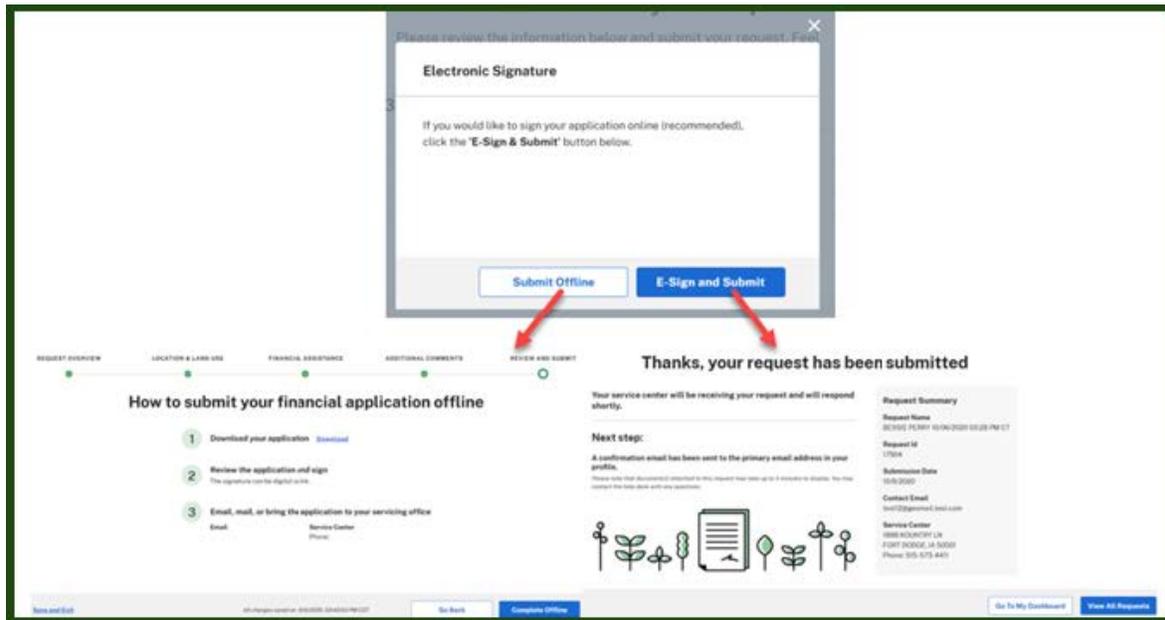
The screenshot shows a web interface titled "Review and submit your request". At the top, there is a progress bar with five steps: "REQUEST OVERVIEW", "LOCATION & LAND USE", "FINANCIAL ASSISTANCE", "ADDITIONAL COMMENTS", and "REVIEW AND SUBMIT". The "REVIEW AND SUBMIT" step is currently active. Below the progress bar, the main heading is "Review and submit your request". A sub-heading reads: "Please review the information below and submit your request. Feel free to edit any information as well as rename your request." Below this, there is a summary of the request:

FONTIE COLEMAN 09/11/2020 02:57 PM CT [Rename](#) [Expand All](#)

- CONSERVATION OBJECTIVES
- LOCATION SELECTION
- LAND USE
- FINANCIAL ASSISTANCE
  - [View Analysis](#)
- ADDITIONAL COMMENTS

# Conservation Assistance Request with Financial Assistance

8. Once you select sign and submit, you will have two options. You can select **E-Sign and Submit** which will send the e-signed 1200 application to the appropriate service center based on your location. An email also is sent to the service center where the application will be processed and a confirmation email is sent to your primary email address. Or if you select **Submit Offline**, you will see a confirmation screen which allows you to view your 1200 application, print it, sign it, and return it to the appropriate service center.



# Conservation Technical References

View Technical Reference Information and View All Applications & Requests



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

## 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. Write your question in the text box to include additional information as necessary.
6. Select your preferred method of communication.
7. Save all changes and select **Submit**.



The screenshot shows the 'Ask a Technical Reference Question' page on the USDA Farmers.gov website. The page includes a navigation bar with 'HOME', 'LAND', 'FINANCES', and 'CONSERVATION'. The main content area has the following sections:

- Name your request:** A text input field containing 'BESSIE\_PERRY\_10/06/2020\_05:47\_PM\_CT'.
- Select which service center to send your request to:** A dropdown menu with 'Select an Option'.
- Write your question:** A text area with a placeholder 'Please enter your response' and a character count '0/1000 Characters'.
- Select your preferred method of communication:** Radio buttons for 'Email' (selected), 'Phone', and 'Text Message'. The 'Email' field contains 'test12@gmail.test.com'.

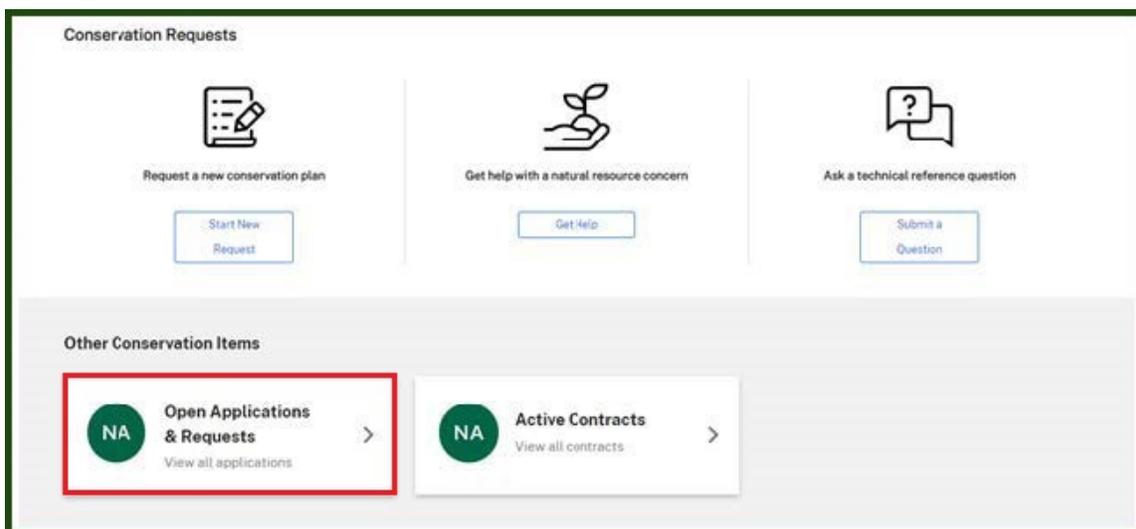
At the bottom, there is a status bar: 'All changes saved on 10/6/2020, 05:47:19 PM CDT'. Below this are 'Cancel', 'Save', and 'Submit' buttons.

# View All Applications & Requests

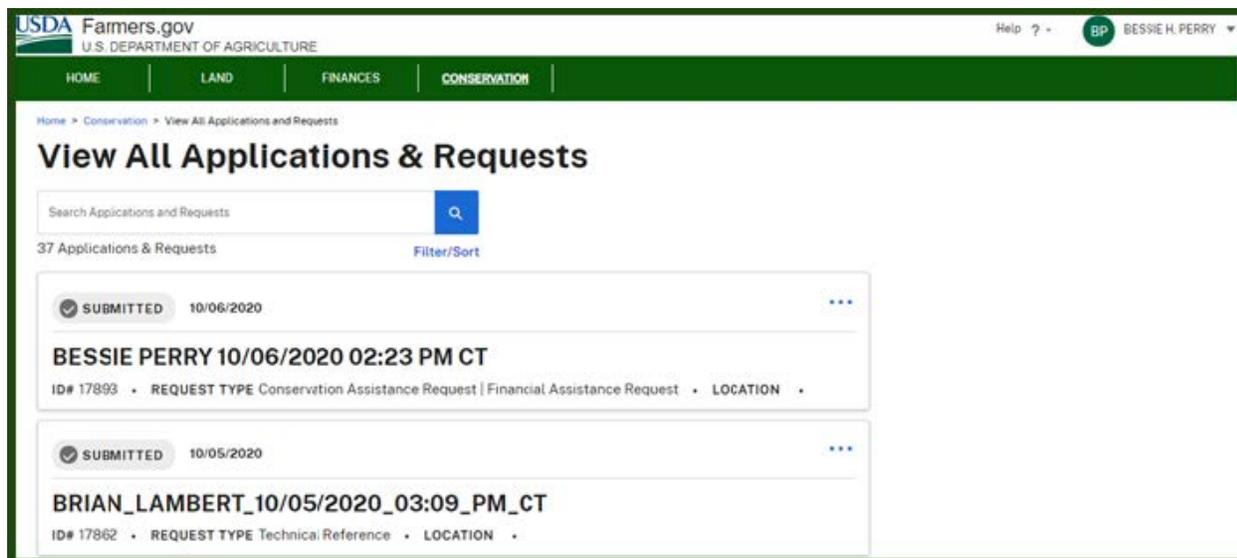
The **View All Applications & Requests** page allows producers to access all of their active applications and requests in one location.

To access the **View All Applications & Requests** page, follow the instructions below:

1. From the **Conservation Landing Page**, under **Other Conservation Items**, select **Open Applications & Requests**.

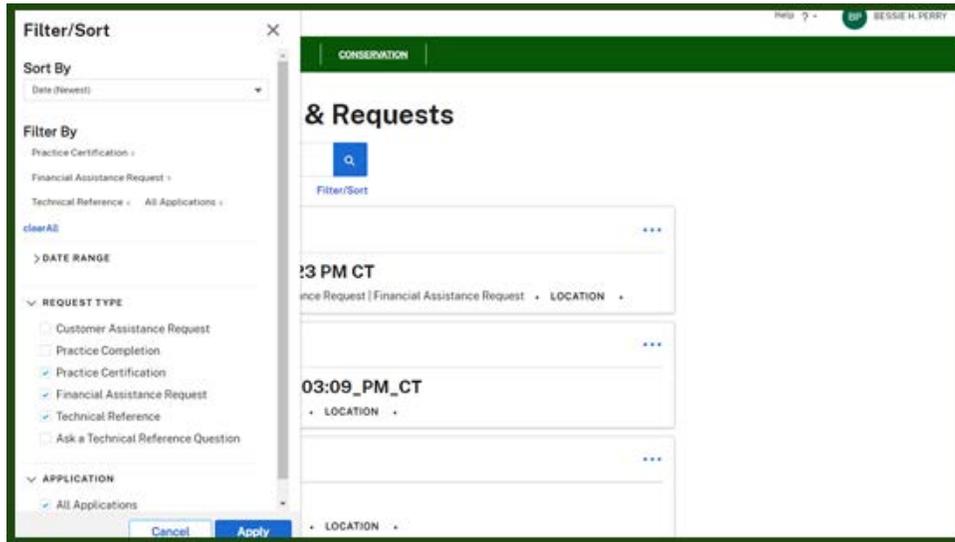


2. On this page you can view requests that are in their draft or submitted status. You also will be able to view accepted applications that are making their way through the contract process.

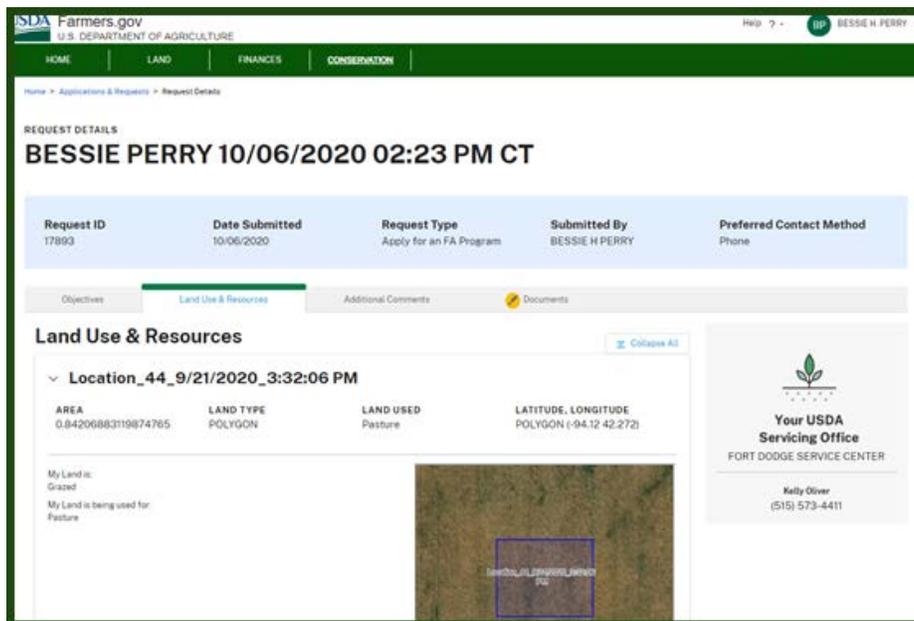


# View All Applications & Requests

3. You also have numerous options for sorting and filtering the applications.



4. And you can **View Request Details** such as objectives, land use & resources, additional comments, and documents.



# Technical Reference Library

## 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

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

[Open Link](#)



#### NRCS Technical Service Providers Homepage

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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

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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

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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

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[Ask a technical reference question >](#)

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

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[Request a new conservation plan >](#)

# View All Contracts

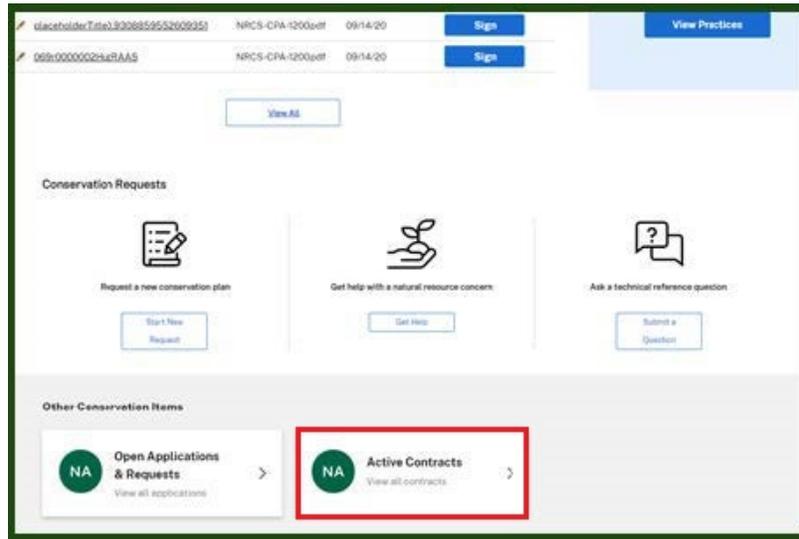
View All Contracts with Sorting and Mapping Capabilities



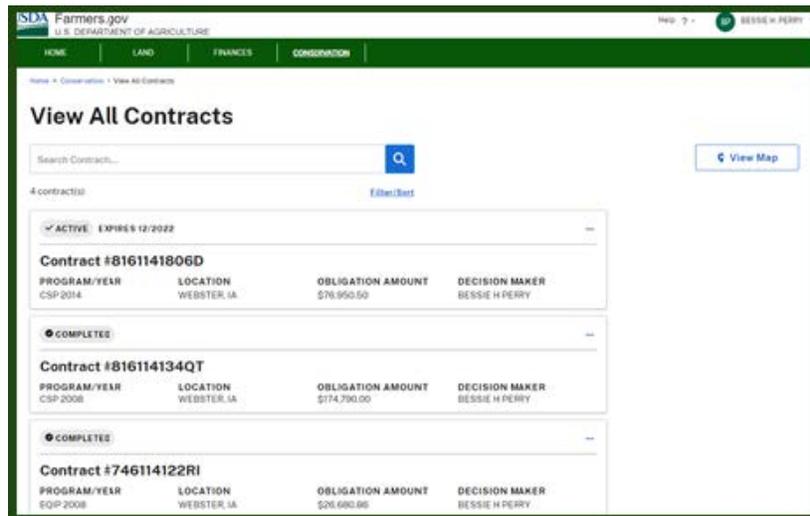
The **View All Contracts** page allows producers to access all of their active contracts in one location.

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

1. From the bottom of the **Conservation Landing Page**, select **Active Contracts**.

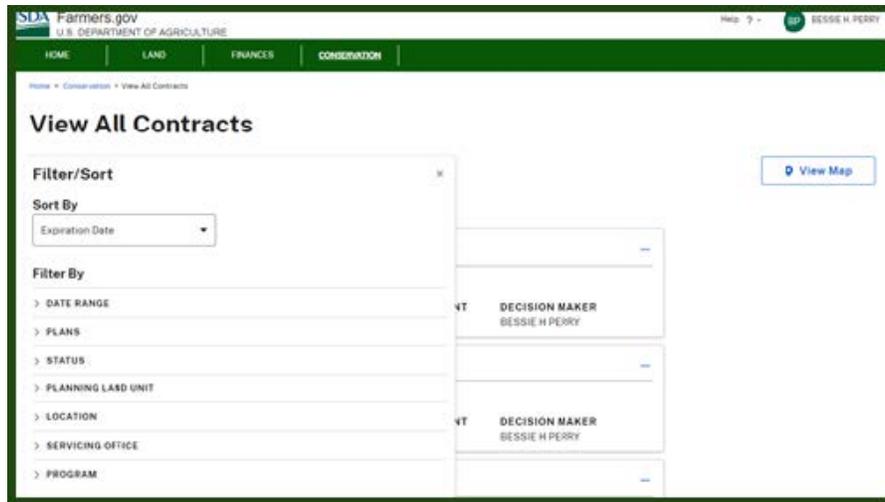


2. On the **View All Contracts** page, you can see all of your conservation contracts in one location.

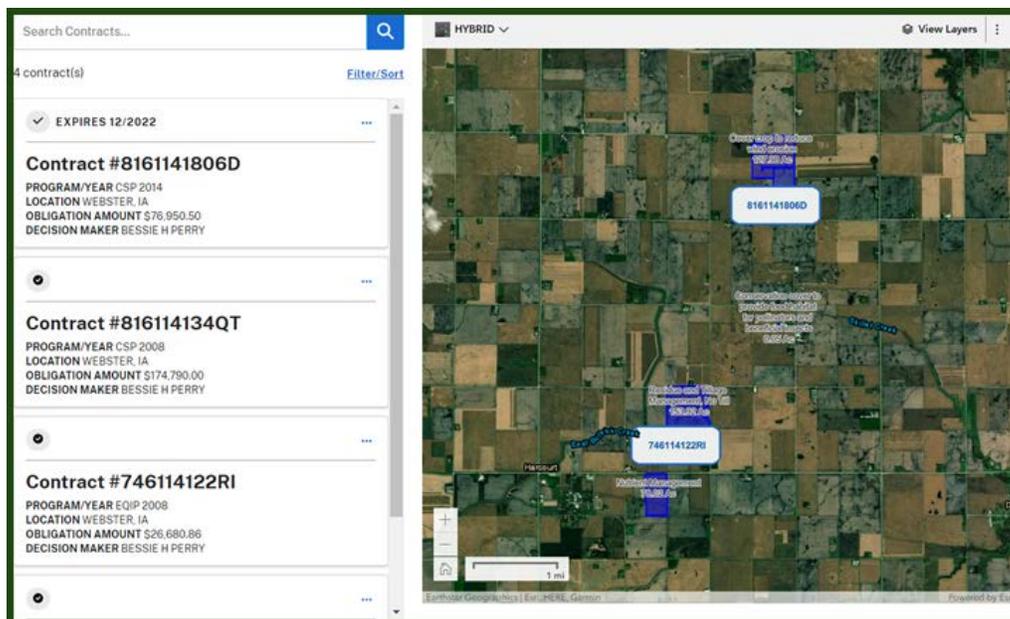


# View All Contracts

3. You can filter and sort this list based on a number of different filter criteria. It also has dynamic search so you can search the list based on other documentation or parameters that you may have.



4. It also has a dynamic map that shows all the active contracts in a particular location and will zoom in based on the contract that you select or are trying to locate on the map.



# 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 **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 displays the 'CONTRACT DETAILS' page for contract #7491041715H, which is marked as 'ACTIVE'. The page includes a 'Request Contract Modification' button and navigation tabs for 'Overview', 'Practices', and 'Documents'. A summary table provides the following information:

PROGRAM/YEAR	COUNTY, STATE	OBLIGATION AMOUNT	EXPIRATION DATE	DECISION MAKER
EQIP 2014	SAN JOAQUIN, CA	\$67,170.25	12/31/2020	REG L HARRIS

Below the table is a 'View More Details' link. The left sidebar features two progress bars: one for '40 of 60 contract practices completed' (with 20 remaining) and another for '\$44,351.25 of \$67,170.25 earned' (with \$22,819.00 open). Below these are sections for '\$0.00 READY FOR DISBURSEMENT' with a 'Sign Payment Release Form' button, and '0 Practices DUE IN THE NEXT 90 DAYS' with a 'View Practices' button. The main content area shows a satellite map of the San Joaquin region with a 'View Layers' control.

# 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 search bar, a 'SORT BY: Due Date' dropdown, and a 'VIEW MAP' toggle. A map displays the geographic area with various practice locations marked. Below the map, a 'Filter By:' section includes a 'Clear All' link and a 'Date Range' filter with options for 'Next 30 days', 'Next 60 days', and 'Next 90 days'. A list of 60 practices is shown, with the first entry being 'Field Operations Emissions Reduction (376)', which has an obligation amount of \$19,278.75 and is identified as 'CONTRACT ITEM #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 page 30 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 with the following data:

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	<a href="#">Sign Document</a>
NRCS-CPA-1155 Schedule of Operations	Herman CPA-1155.pdf	Nov 7, 2019	1155 replace Feb18	Not Signed	<a href="#">Sign Document</a>

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

Access Information on Current and Past Conservation Practices

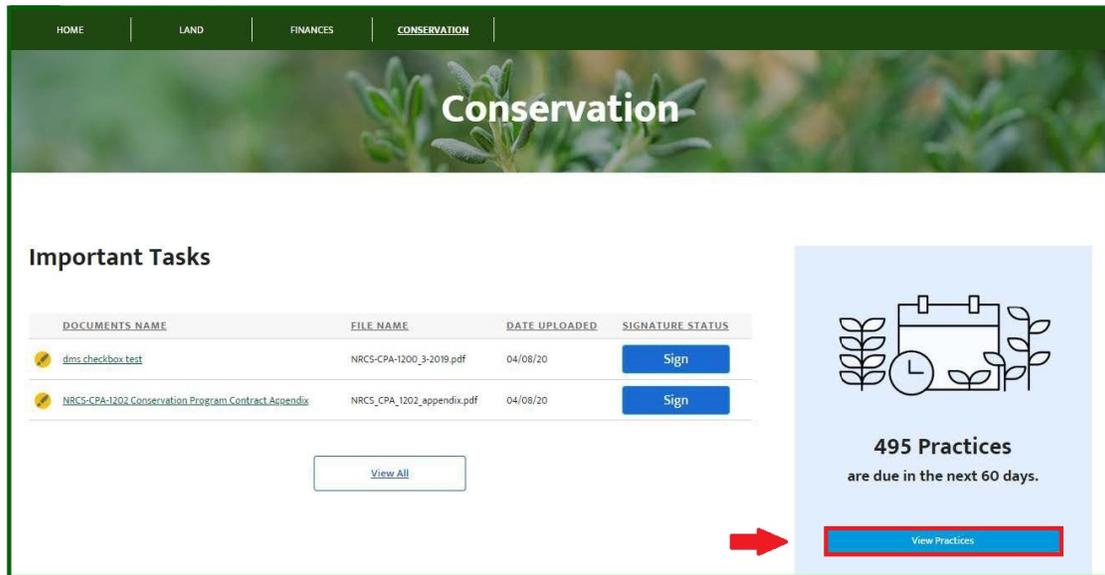


Agricultural producers conducting conservation practices with USDA can now view active and past contracts on farmers.gov. The **View All Practices** page allows you to easily access current and past practices, practice and contract details, due dates, and contract modification requests.

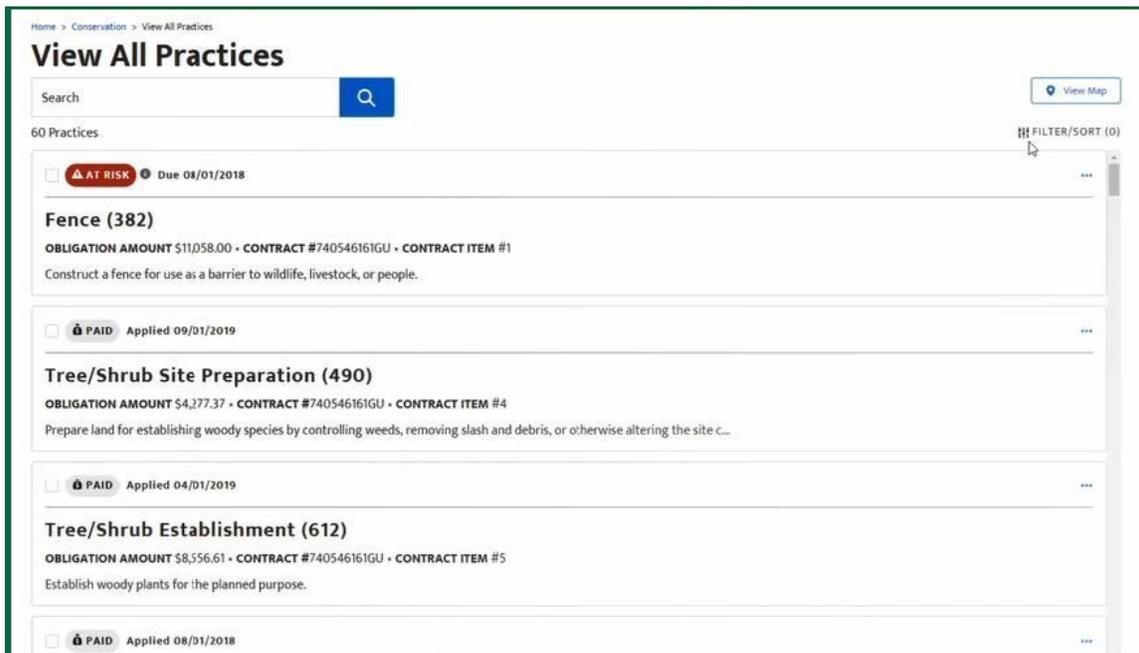
E-signing document capabilities are now available. For additional information on e-sign, visit page 30 of this guide.

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.



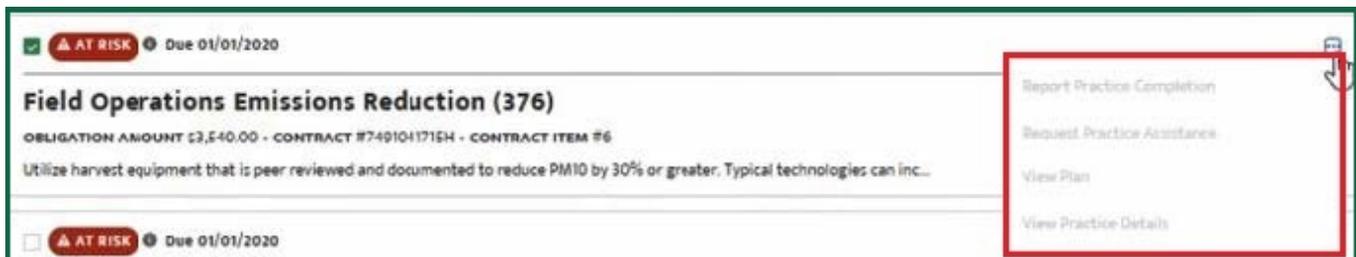
2. On the **View All Practices** page, you will be able to search for completed, ongoing, and submitted practices based on the title and contracts associated with the practice.



# View All Practices

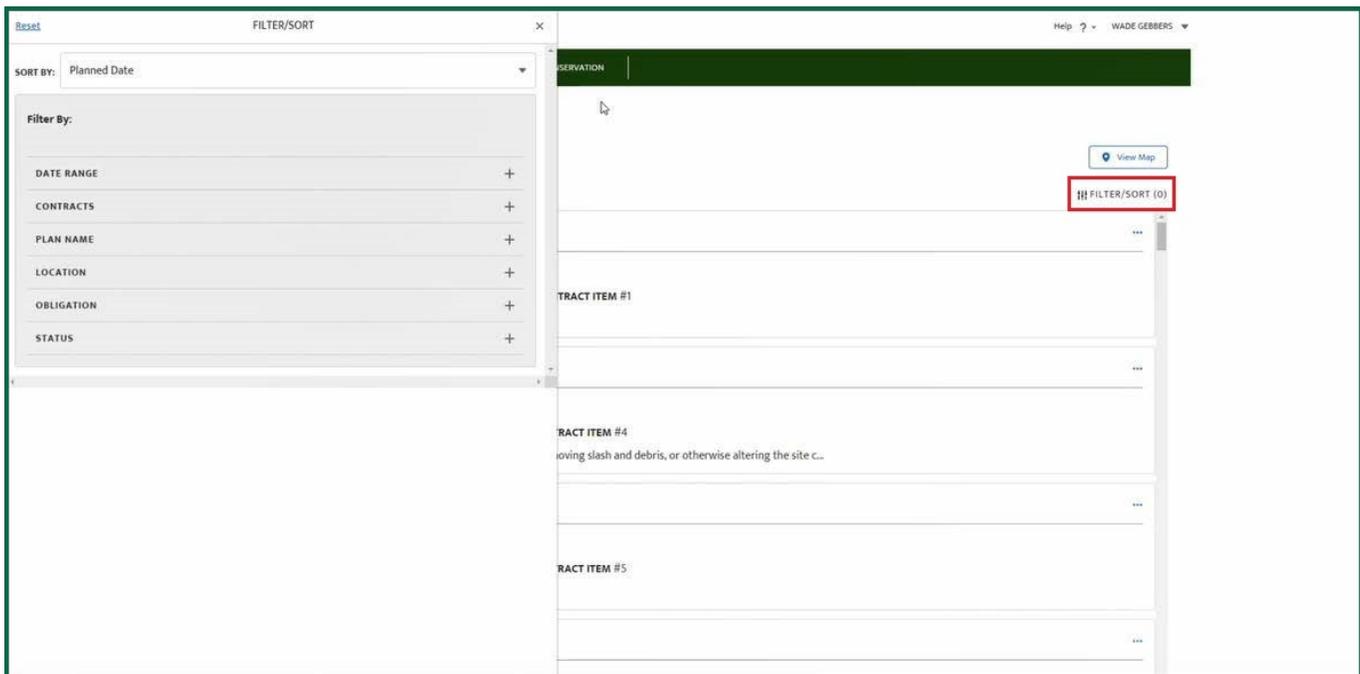
The ellipsis on the right side of each practice opens a drop-down menu, displaying the following options:

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



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 page 32 of this guide.

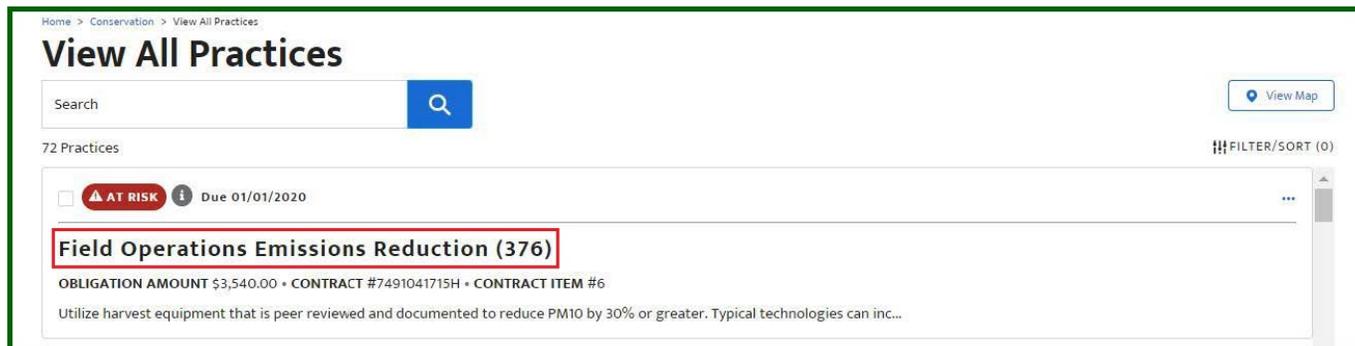
# Practice Details

## 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.



# 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	Contract Item	Obligation Amount	Completion Date	Components	Land Unit
7491041715H	3	19279.00	undefined NaN, NaN	1	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 page 30 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

### Your Job Sheet

Your job sheet shows lorem ipsum dolor sit amet consectetur. Lorem ipsum dolor sit amet, consectetur adipiscing lorem ipsum dolor sit amet, consectetur adipiscing

[View Job Sheet](#)



[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**.

# Report Practice Completion/Request Practice Certification

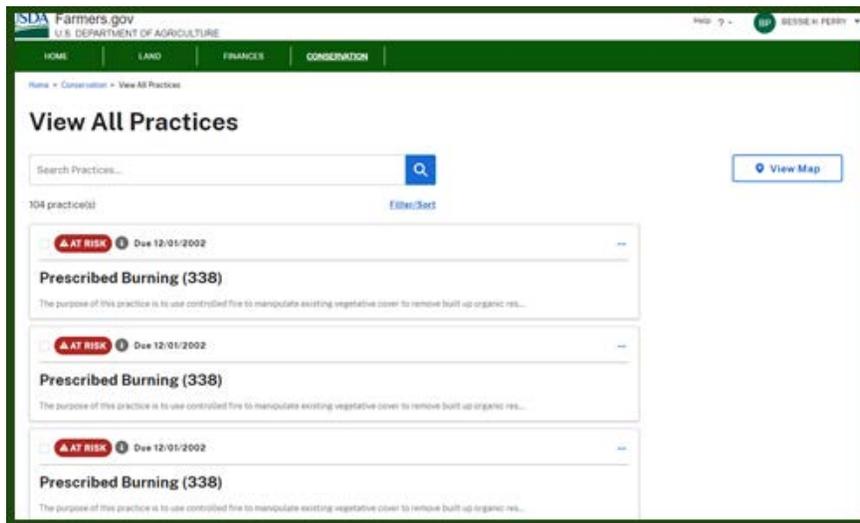
## Report Practice Completion/Request Practice Certification

The **Report Practice Completion/Request Practice Certification** page allows users to submit a practice completion and a practice certification request. When you have completed the conservation practice, you can report practice completion or request practice certification through Farmers.gov.

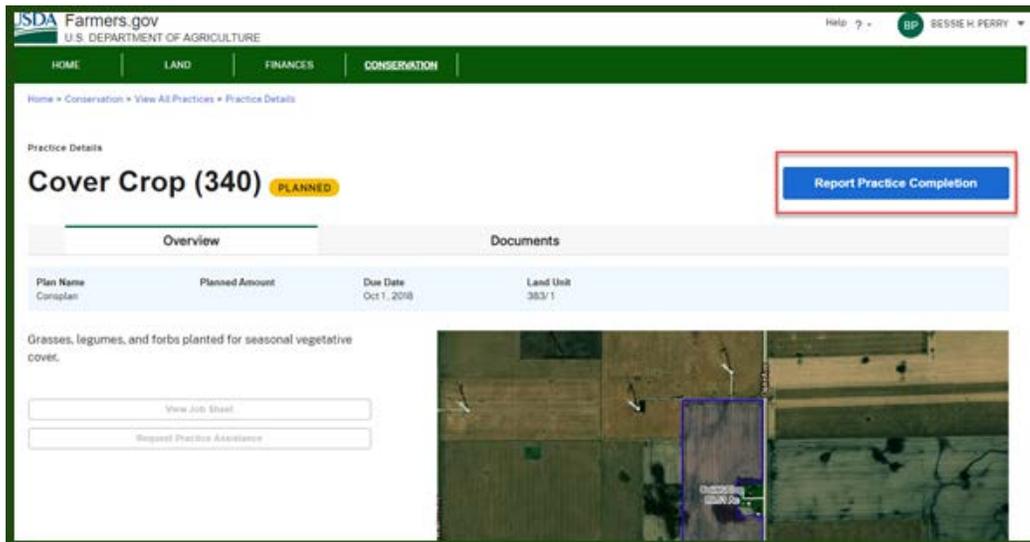
Note: The practice completion button will appear on the practice details screen for practices that are not part of an obligated contract. A request practice certification button will appear as part of obligated contracts that have cost-share associated to them.

To access **Report Practice Completion/Request Practice Certification**, follow the instructions below:

1. From the **View All Practices** page, select a practice that you want to request certification/report completion on by clicking on the name of the practice.



2. Report Practice Completion/Request Practice Certification by selecting the blue button pictured below.



# Report Practice Completion/Request Practice Certification

3. From the **Practice Completion Request/Practice Certification Request** screen you can tell NRCS a bit more about the conservation practice that you have finished. You can name the request if you wish, report the date that you completed the practice, and give additional details that may be helpful for your NRCS planner. You also can upload files, including supporting documents such as receipts, pictures, or seed tags. Click the **Submit Request** button in the bottom right-hand corner, and your request will be submitted to NRCS for processing!

The screenshot shows the 'Practice Completion Request' form on the USDA Farmers.gov website. The page header includes the USDA logo, 'Farmers.gov', and 'U.S. DEPARTMENT OF AGRICULTURE'. The user is logged in as 'BESSIE H. PERRY'. The navigation menu includes 'HOME', 'LAND', 'FINANCES', and 'CONSERVATION'. The form title is 'Practice Completion Request'. Below the title, there is a table with the following information:

Request Type	Plan Name	Practice Name and Code
Report Practice Completion	Consplan	Cover Crop - 340

Below the table, there are several input fields:

- Request name** (Required): A text input field containing 'BESSIE PERRY\_PCOM\_10/08/2020'.
- Practice completion date** (Required): A date picker field showing 'MM/DD/YYYY'.
- Practice completion details**: A large text area for providing additional information, with a character count of '0 /1000 characters'.
- Supporting Documents**: A section with the instruction 'If you have any supporting files, like photos or related documentation, you can upload those here.' Below this is a file upload area with the text 'Drag files here to upload or' and an 'Upload Files' button.

At the bottom right of the form, there are two buttons: 'Cancel Request' and 'Submit Request'.

# View All Documents

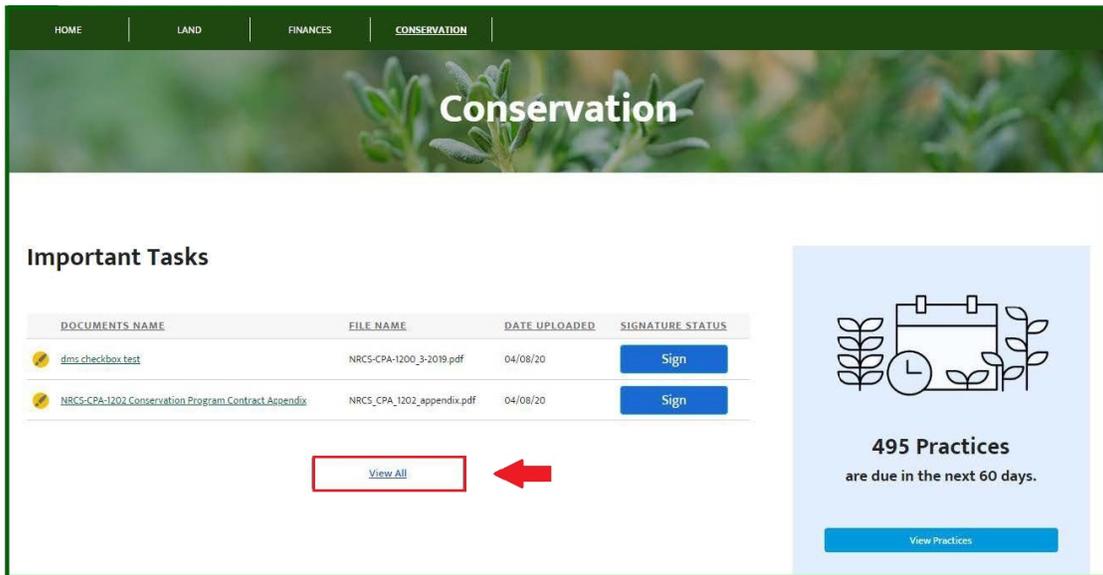
Access Documents Associated With Your Contracts and Practices



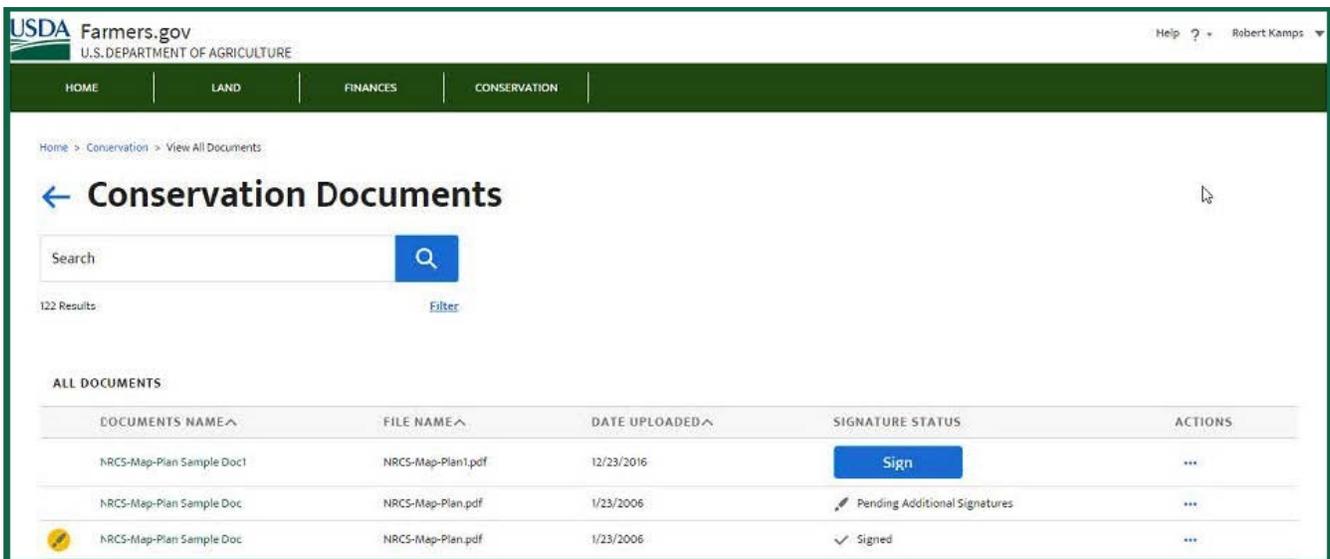
The **View All Documents** page allows producers to view, upload, and e-sign documents related to their current or past contracts and practices. This page is accessible from the **Conservation Landing Page**, or by selecting the **View All Documents** option at the bottom of the document tabs of any **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 page 30 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



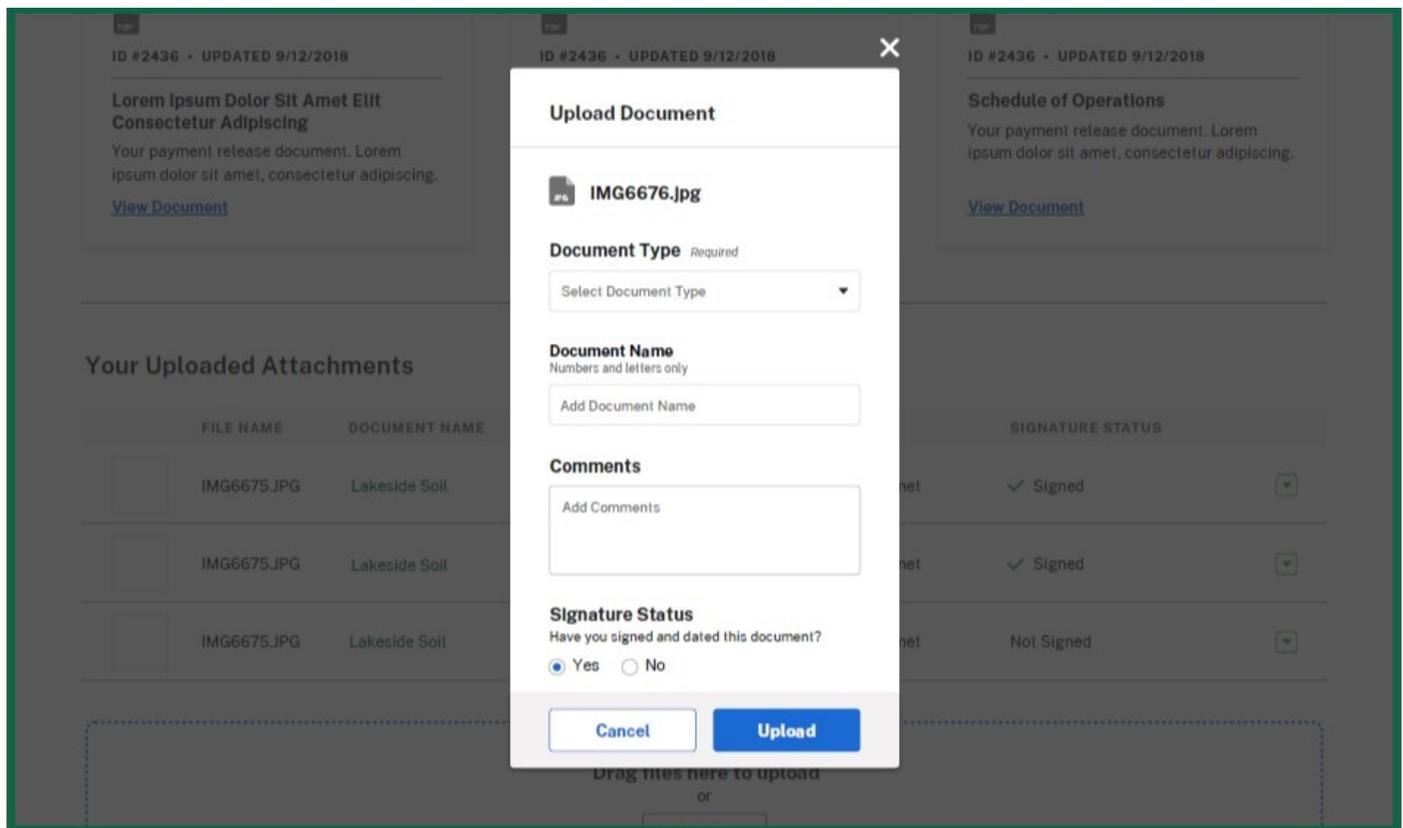
DOCUMENTS NAME ^	FILE NAME ^	DATE UPLOADED ^	SIGNATURE STATUS	ACTIONS
<a href="#">NRCs-CPA-1202 Conservation Program Contract Appendix</a>	CPA-1202-A.pdf	04/10/20	Sign	⋮
<a href="#">NRCs-CPA-1245 Practice Approval and Payment Application</a>	CPA-1245 Signed by participant technical approving official.pdf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



**Upload Document**

IMG6676.jpg

**Document Type** Required

Select Document Type

**Document Name** Numbers and letters only

Add Document Name

**Comments**

Add Comments

**Signature Status** Have you signed and dated this document?

Yes  No

Cancel Upload

*The uploading feature will be available in Fall 2020.*

# E-sign Capabilities

View, Download, and E-sign Documents in Minutes

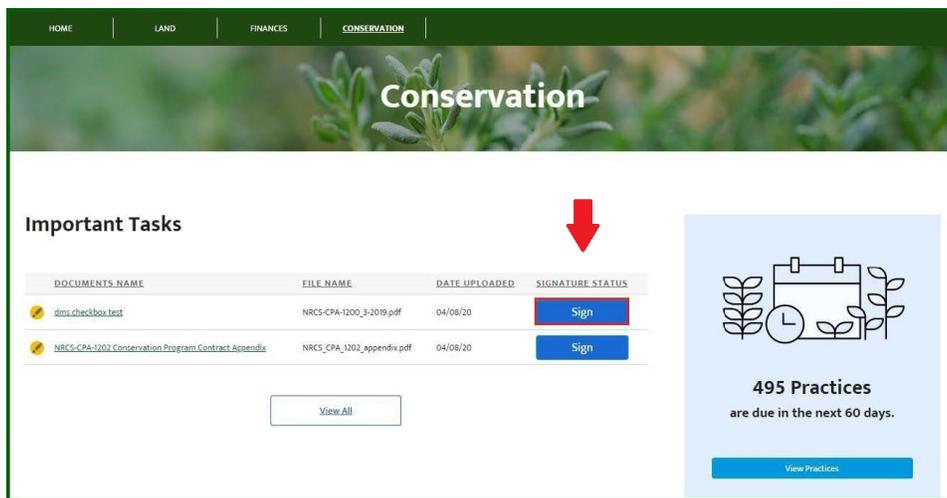


The most popular features on CCG – viewing, downloading, and signing documents online – are now available on Farmers.gov.

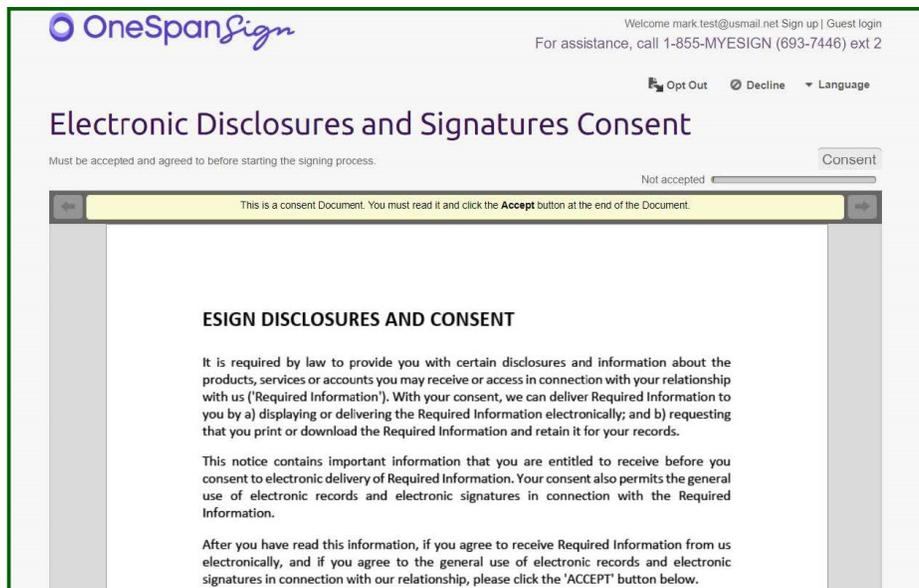
You will be able to sign documents from the **Conservation Landing Page**, the **View All Documents** page, or the document tabs of any **Practice Details** and **Contract Details** page.

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.

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?  
 Yes  No  
*If no, you must establish them with the appropriate USDA Service Center Agency prior to submitting this application.*

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"/> CSP Renewal	<input type="checkbox"/> Agriculture Conservation Easement Program (ACEP) - Wetland Reserve Easements (WRE)

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
X Click to Sign	

**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

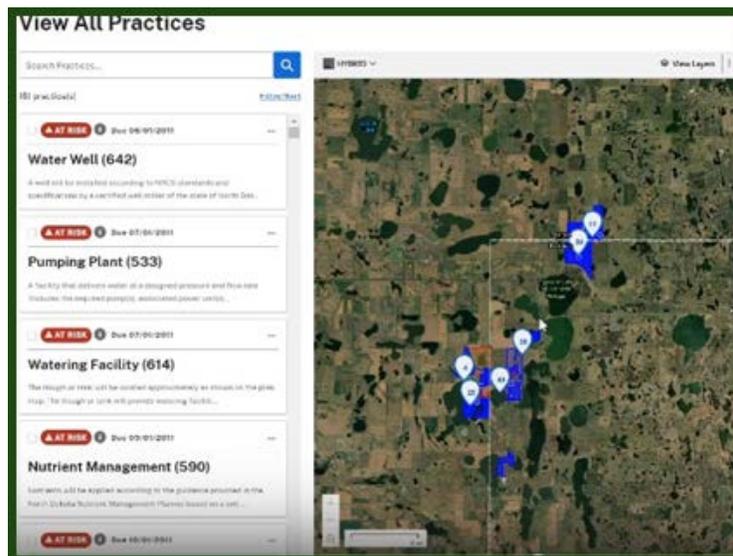
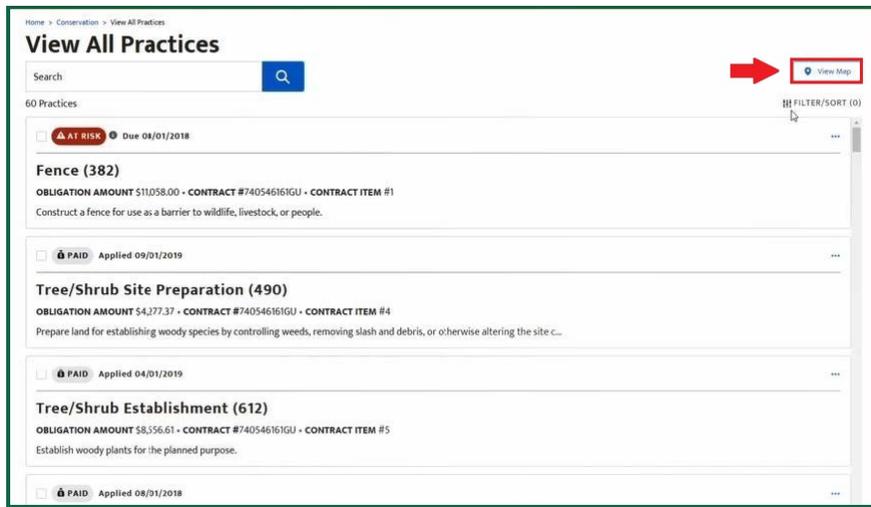
Use the New Mapping Feature to Request Conservation Assistance



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**, **View All Contracts**, and **Conservation Assistance Request** pages.

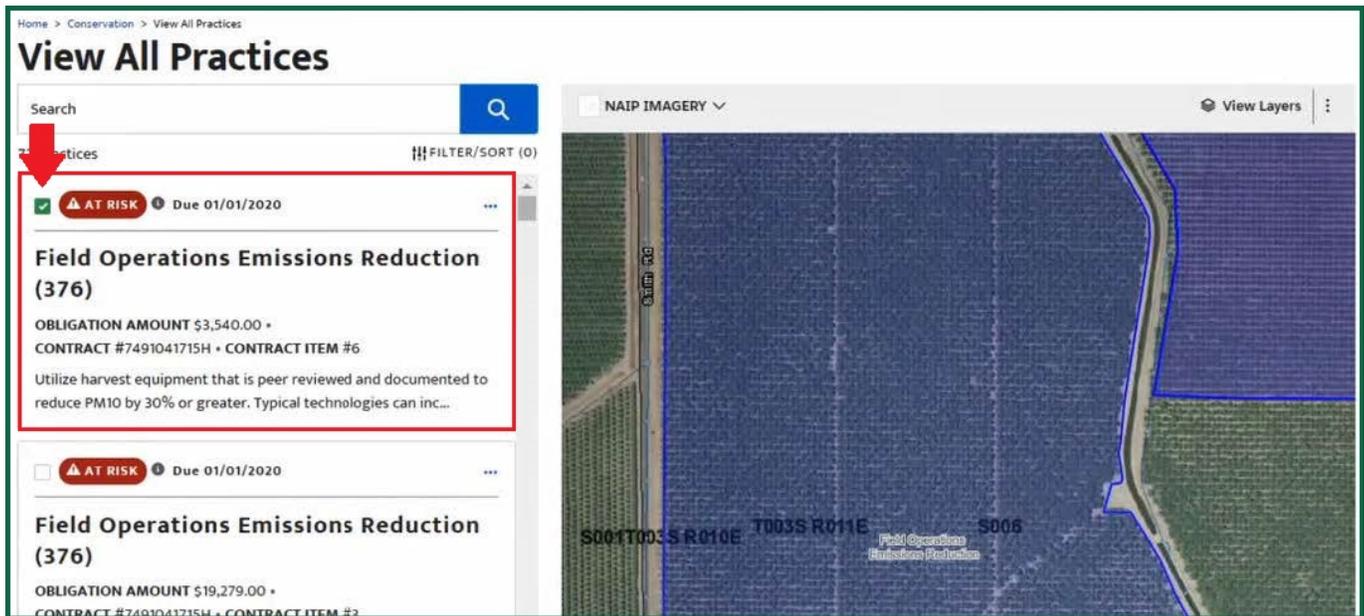
To learn how to use the mapping tool, follow the instructions below:

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. Pin clustering is used to show where your practices are located and concentrated. By zooming in on a cluster of pins, you will be able to see the names and exact locations of each practice.

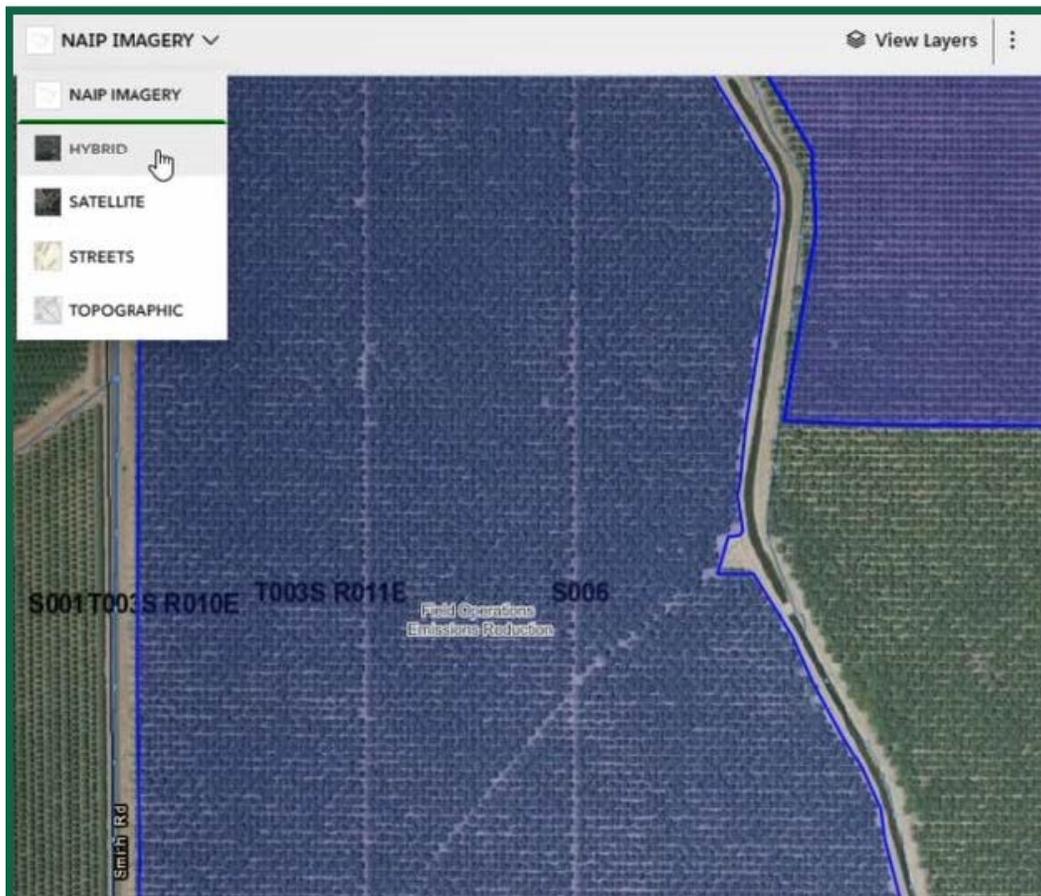


# Mapping Tool

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

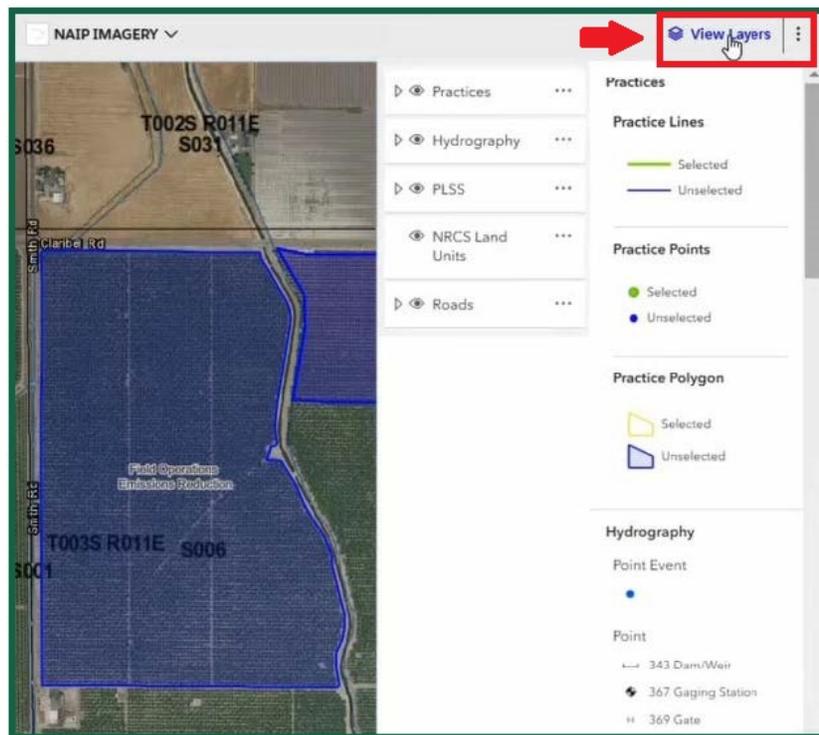


3. Select **NAIP IMAGERY** to view a drop-down menu of terrain display options. The default setting is hybrid, with satellite, streets, and topographic options also available.

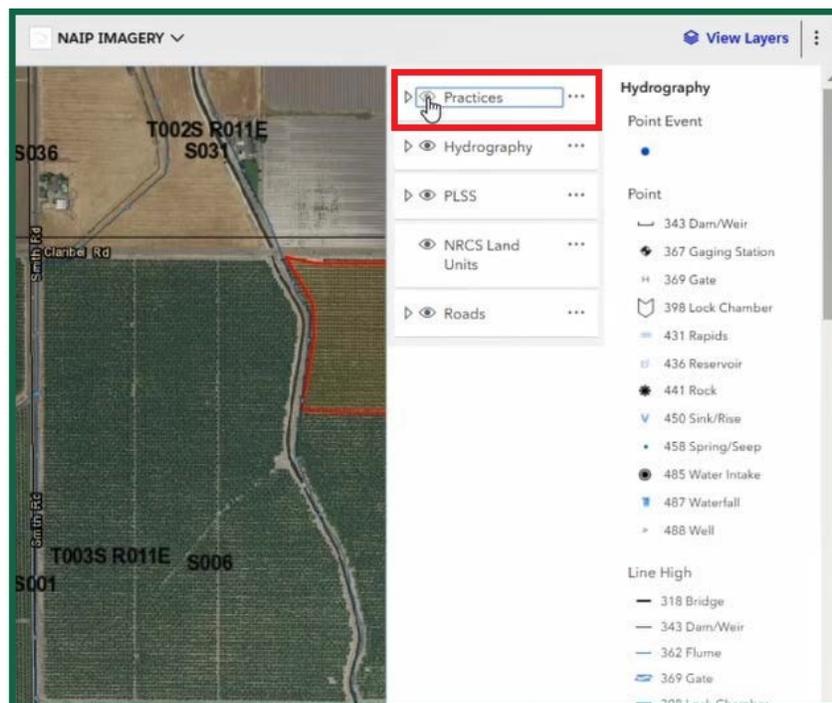


# Mapping Tool

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

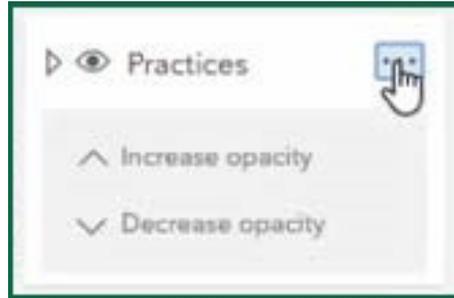


Select the eye icon next to the listed layers on the left-hand menu to add or remove that layer's visibility on the map. For example, if you select the eye icon next to Practices, all practices will be removed from the map.

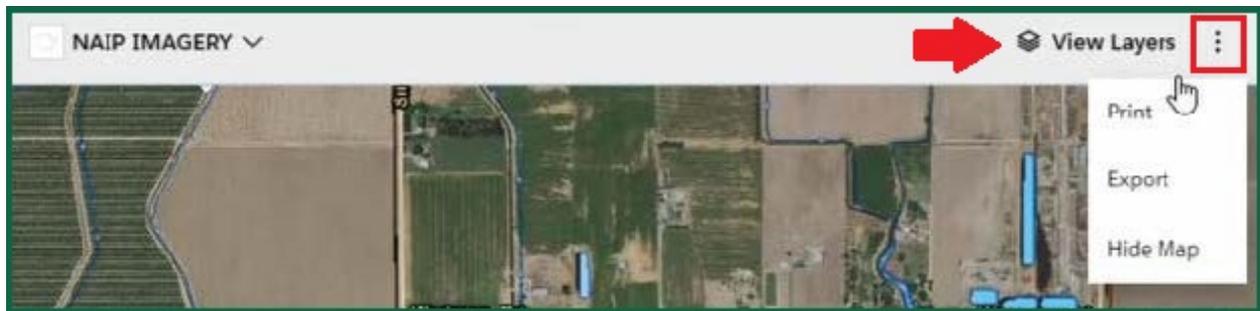


# Mapping Tool

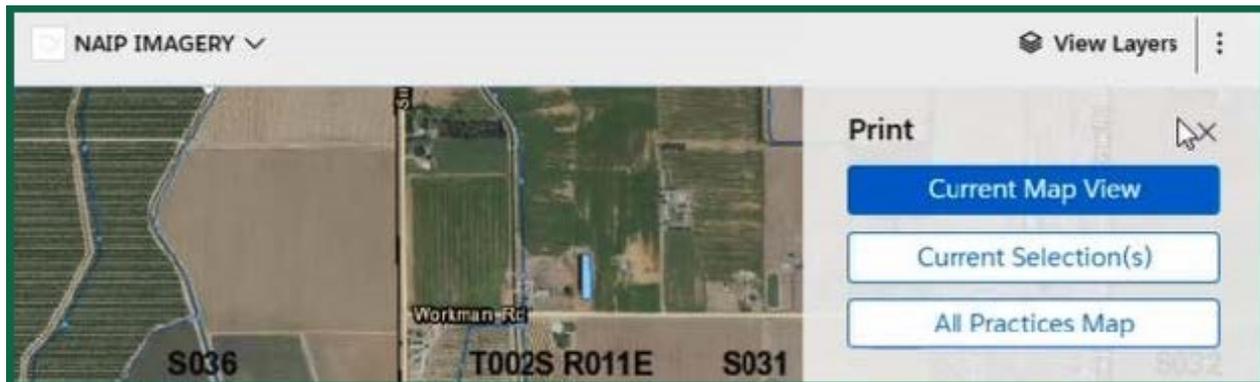
Select the ellipsis next to a layer to open a menu to adjust that layer's opacity on the map. Increasing opacity will make the color of the practices less transparent, while decreasing opacity will make the color of the practices more transparent.



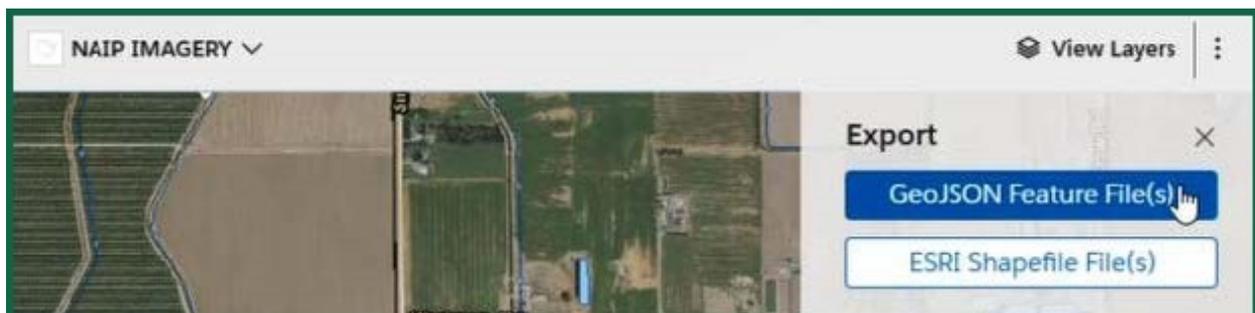
5. Select the ellipsis to the right of **View Layers** to open a drop-down menu. This allows you to print, export, or hide the map to return to the **View All Practices** default view.



**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

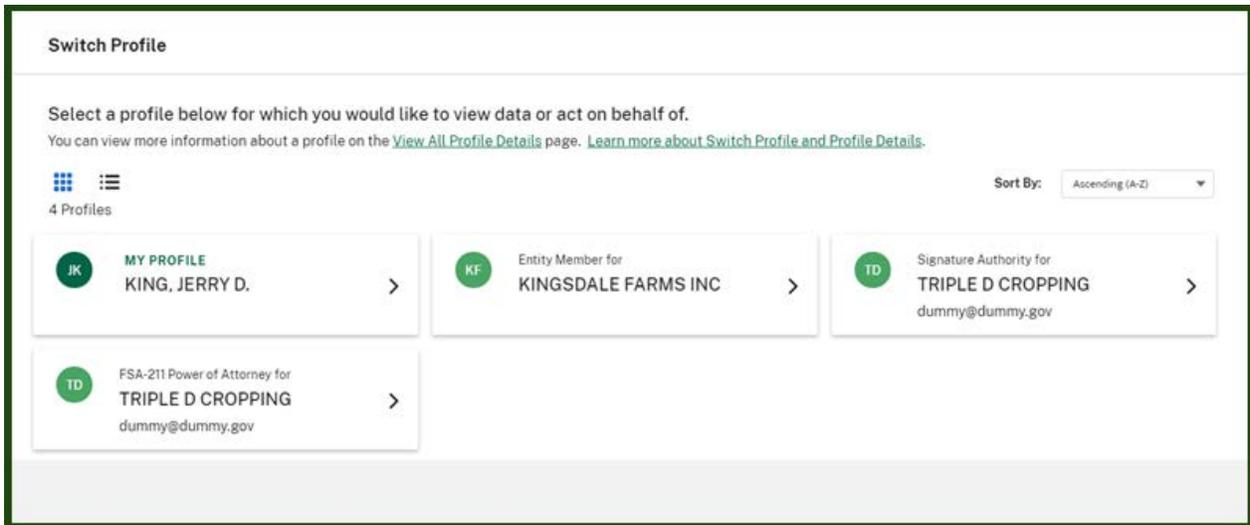


The conservation content in Farmers.gov has been enabled with representative authority profiles. This means that users can act on behalf of other individuals and entities, including signing and viewing documents in Farmers.gov. When you have representative authority profiles available, a yellow banner 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.

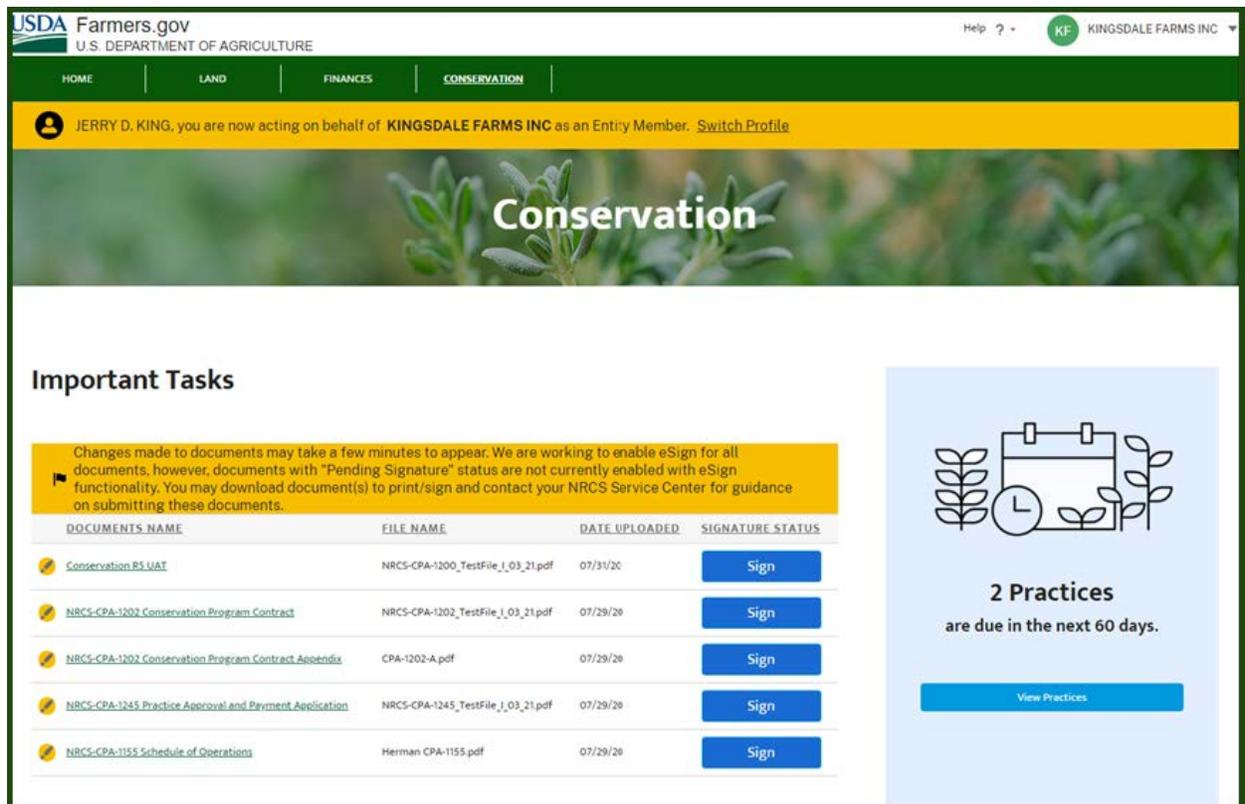


# Representative Authority for Producers

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

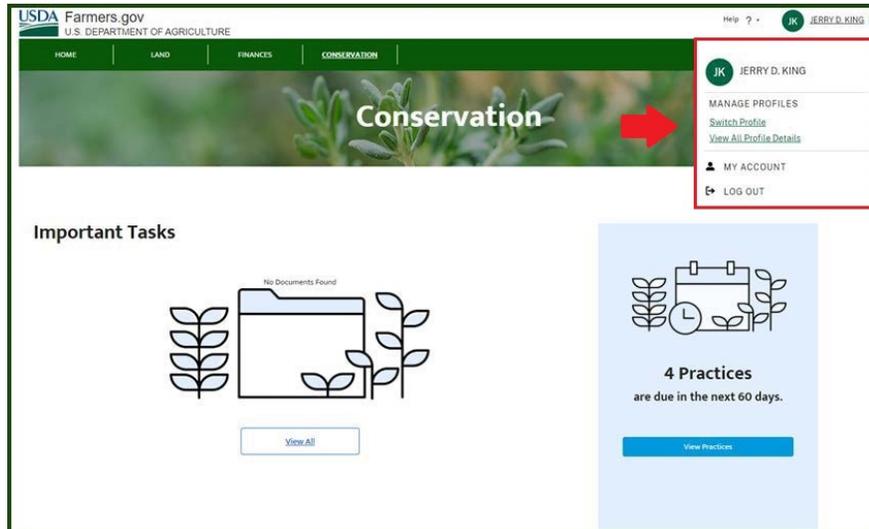


3. You can then navigate within the portal viewing information and signing documents on behalf of the selected representative authority profile. Documents that you sign will indicate that you are signing in a representative capacity.



# 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 Home Page. Once you navigate off the Global Home 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.

