Farmers.gov Conservation User Guide for Producers

Accessing Resources Within the User Portal

Conservation Release 8.3

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About This Guide

NRCS’s Conservation Client Gateway has moved to Farmers.gov — enabling USDA customers to access multiple conservation features through a platform that provides a customer-centric digital experience. Farmers.gov provides a secure, single desktop- and mobile device-accessible authenticated portal for FSA, NRCS, and RMA customer-facing features.

As we’ve continued to add more content and capabilities, Farmers.gov has quickly become the premier online hub for customers to find resources, submit applications and assistance requests, and make connections.

The Farmers.gov portal enables you to: view, upload, download, and e-sign documents; request financial assistance, including submitting a program application; view and submit conservation requests; view technical references and submit questions; access information on current and past conservation practices and plans; report practice completion and request practice certification; view detailed information on all previous and ongoing contracts; receive email notifications to let you know that an NRCS document needs your signature; and have the authority as an FSA and/or NRCS customer to work in the portal and act on behalf of your active power-of-attorney entitlements and your current authorities for business entities.

These conservation features join several others already available through the Farmers.gov portal, including the ability to view farm loan information. We’ll continue to update you about new features as they become available.

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 on page 4 for steps on how to gain access.

Help and Support

The Conservation User Guide gives you step-by-step instructions on how to navigate the features on Farmers.gov, and these how-to video instructions explain some of the most popular features. If you need additional help, personal assistance is available at the Farmers.gov Service Desk by selecting the “Help” link located at the top of all authenticated portal pages and submitting a “Contact Us” request. In addition, NRCS field office staff are always available to assist you with your conservation questions and other needs.

Note: This content is being continuously developed and improved to meet customer needs. When new content is released, this guide will be updated to reflect the new functionality.
To access your Farmers.gov account, you will need an individual customer **USDA eAuthentication (eAuth) account** linked to your **USDA Business Partner (BP) customer record**. USDA eAuth is the system used by USDA agencies to enable individual customers to obtain accounts that will allow them to securely access USDA web applications and services via the internet. A USDA BP customer record includes basic customer information including name, main address, primary communication data, legal representative authority relationships, and notes.

1. **Confirm you have a BP record.** Contact your local USDA Service Center to confirm that you have a current USDA Business Partner customer record. Your USDA Business Partner Customer Record must include a standard email address that matches the email address you will use to create your eAuthentication account. If you need a new record, your local Service Center will help you to create one.

2. **Visit the login page.** Once you have the new or updated Business Partner record, visit the Farmers.gov login page and select “Create Account.” Visit the eAuth Frequently Asked Questions if you have any eAuth account questions.

3. **Follow the steps and verify your identity.** Select Create Account as a “Customer” on the eAuthentication account registration page and follow the directions on the site. Use the Help “?” for guidance during the registration process. To keep your personal information protected and secure, you have two options to verify your identity:

   **Option 1 (Recommended):** Verify your identity online during the registration process using the USDA self-service Online Identity Verification Application.

   **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.

4. **Log in to Farmers.gov.** Once your identity is verified and your eAuthentication account is linked to your USDA BP customer record, you can securely log in to Farmers.gov and other customer-facing FSA and NRCS systems using your new eAuthentication account login and password. To “Act-on-Behalf” of one of your USDA registered Power of Attorney or Business Entity relationships in Farmers.gov, you must first log in to Farmers.gov with your individual account and then use the “Switch Profile” menu option to access other authorized accounts.
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 I 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.
4. The Conservation Landing Page allows you to make conservation assistance requests, including requesting financial assistance, and View All Documents related to your plans and practices. Important conservation tasks — such as Documents Pending Signature — will be displayed, as well as a Practices Summary alerting you to how many practices are past due, how many practices are due within 60 days, and your total number of practices. By selecting View All Practices, you will be able to see all of your conservation practices.
5. In addition, the Conservation Landing Page allows you to submit a Conservation Assistance Request or a Technical Reference Request, and you can navigate to the View All Applications & Requests page, the View All Contracts page, and the View All Plans page.

6. You also can access links to helpful resources such as the View All Documents page, videos that explain how to navigate some of the conservation features (such as E-signing a Document or Filtering Content on a Page), and additional NRCS conservation programs that are available to you.
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 Submit a Request, select Conservation Assistance Request.

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.
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.
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.
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.
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.

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.
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.
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 Technical Reference Request, select **Submit a Request**.
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.
7. Save all changes and select **Submit**.
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.
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

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


2. On the Conservation Technical References page, you will find links to popular technical reference resources, such as the Web Soil Survey, NRCS Technical Service Providers Homepage, Plants Database, and more. Farmers.gov has brought the most frequently accessed sites to a single location for your convenience.
The View All Plans page allows producers to access all of their active conservation plans, including the plan name, location, decision maker name, practices associated with the plan, and contracts associated with the plan.

To access the View All Plans page, follow the instructions below:

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

2. On the View All Plans page, you can see all of your conservation plans in one location. The plan name, location, decision maker name, number of practices, and number of contracts are highlighted for each plan. Note: Mapping functionality also will be added in the coming months.
3. You can filter and sort your plans 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, including plan name and location.

4. The ellipsis on the right side of each plan opens a drop-down menu which allows you to view plan details. You also can view plan details by selecting the link for the plan name.
Plan Details

The Plan Details page on Farmers.gov allows individual producers to view detailed information on all active plans, as well as a map of the associated practices.

To access Plan Details, follow the instructions below:

1. On the Plan Details page, you will be able to access an overview of individual plans, as well as practices associated with those plans.

The Overview tab displays various conservation plan details, including:

- Plan status
- Approval date
- County and state
- Decision maker
- Program(s)
- Service center and contact information

You can select the Practices tab or View Practices button to see the practices associated with a particular plan.
The **Practices** tab or **View Practices** button lists all practices associated to a particular plan, including the obligation amount, contract number, and a brief description of the practice. You will be able to navigate to each of the practice details from this screen, and you will be able to use filter and sort options to easily find the practice you’re looking for.

![Plan Details](image)

Note: The contextual view of plan **Documents** will be coming soon. For now, customers can find all their documents through the **View All Documents** page, as well as the **Contract Details** and **Practice Details** pages.

![Plan Details](image)
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.
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

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 **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 34 of this guide.

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**.
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 34 of this guide.

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

1. From the Conservation Landing Page, select View All 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.
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 also will 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 36 of this guide.
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.
The **Components** tab lists all components of the practice, including the amount, unit cost, and estimated total cost share for each.

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 34 of this guide.

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

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.
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 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 Documents.

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

- Details
- Download
- Print
- Sign
The most popular features on the Conservation Client Gateway — 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, you can e-sign any documents in the Documents Pending Signature section. 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.
3. Review your document for accuracy. If the document looks correct, scroll to the bottom to e-sign.

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.”

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 Unified Mapping Feature to Request Conservation Assistance

Producers can now use a 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.
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.
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.
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.
The conservation content in Farmers.gov has been enabled with email notifications that will confirm submissions and notify customers regarding documents pending signature.

Anytime you submit a request you will receive a submission successful confirmation similar to the one pictured below. Your NRCS office also will receive an email notification to alert it to your action.
1. You will receive an email notification when you have a document pending signature and can electronically sign the document by logging into your Farmers.gov account. You will be able to sign documents from the Global Home Page, Conservation Landing Page, View All Documents page, or the document tabs of any Practice Details and Contract Details page. For more information on e-signing documents, visit page 34 of this guide. If you have multiple documents pending signature in the same day, those documents will be grouped into one summary email.
2. Entity members with signatory authority will be notified when there is an entity document that is pending for signature. Additionally, other signatory authorities such as FSA-211 Power of Attorney also will receive document pending signature notifications if they have obtained a Farmers.gov login. When you have representative authority profiles available, you can act on behalf of other individuals and entities, including signing and viewing documents in Farmers.gov. For more information on representative authority for producers, visit page 40 of this guide.