



Farmers.gov Conservation User Guide for Producers

Accessing Resources Within the User Portal

Version Acorn Release 1

Table of Contents

About This Guide.....	3
Create a Farmers.gov Account.....	4
Conservation Landing Page.....	5
Conservation Assistance Request.....	8
Conservation Technical References.....	14
Technical Reference Request.....	14
View All Applications & Requests.....	15
Technical Reference Library.....	17
View All Plans.....	18
Plan Details.....	20
View All Contracts.....	22
Contract Details.....	24
View All Practices.....	26
Practice Details.....	28
Report Practice Completion/ Request Practice Certification.....	30
View All Documents.....	32
E- sign Capabilities.....	34
Mapping Tool.....	36
Representative Authority for Producers.....	40

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.

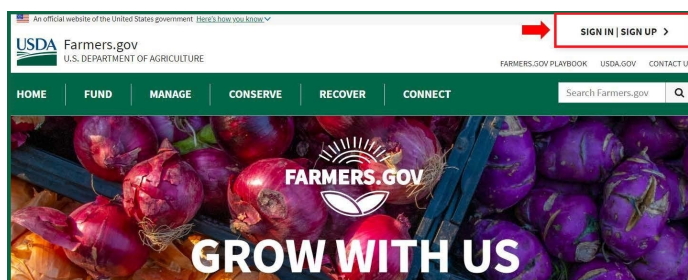
Conservation Landing Page

Log in to View Practice Documents and Receive Technical Assistance

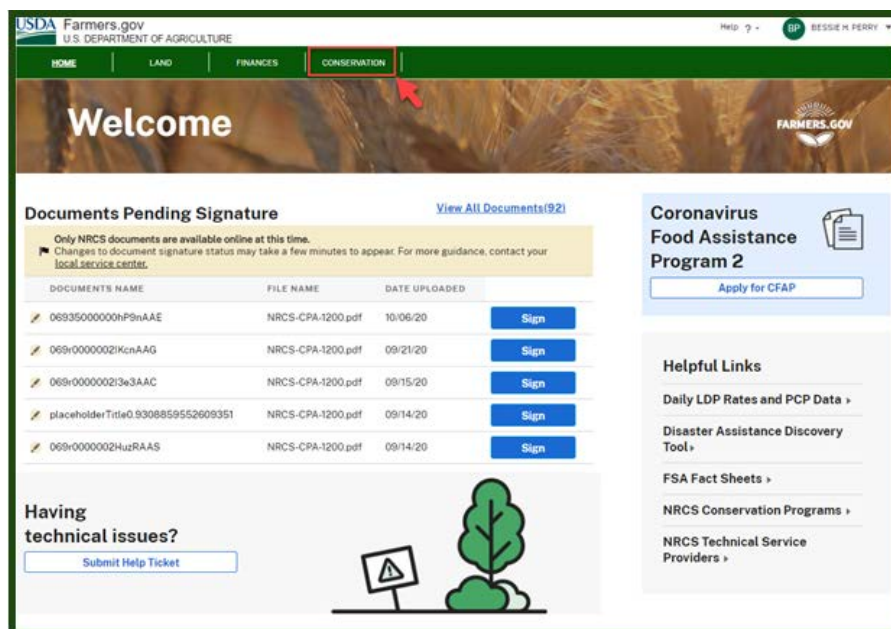


To reach the **Conservation Landing Page**, follow the instructions below:

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.

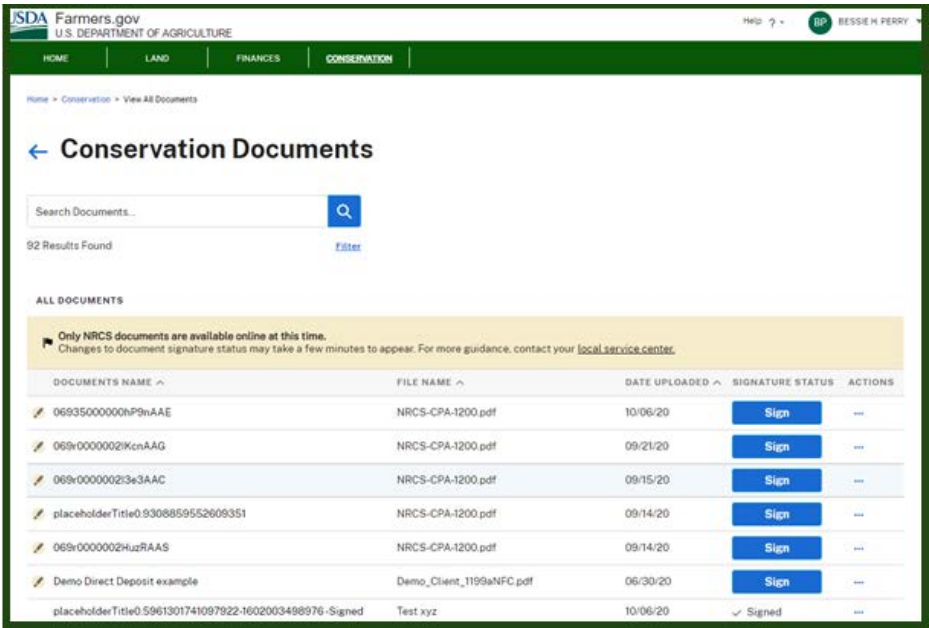
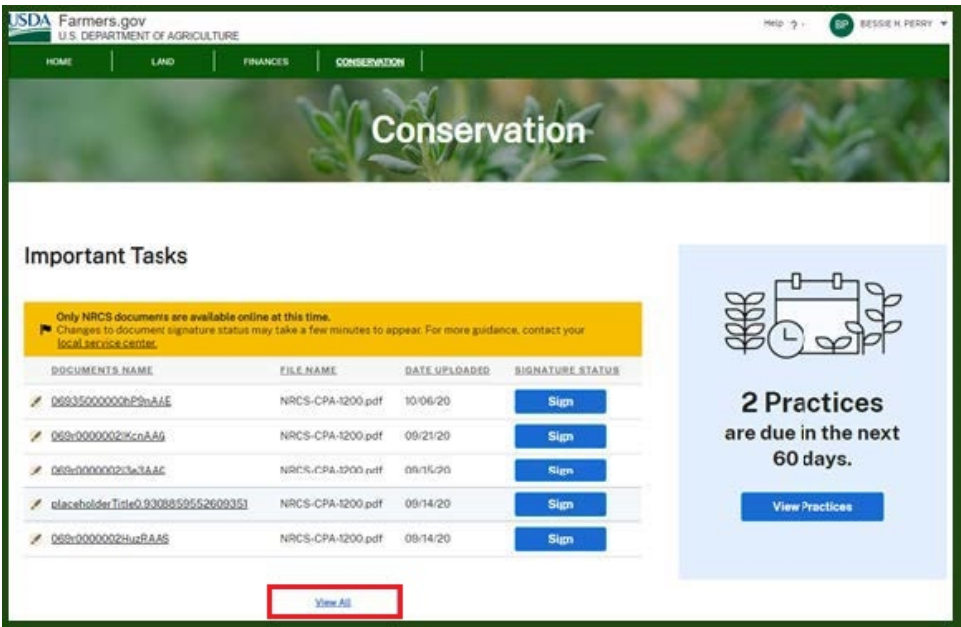


3. From the **Global Home Page**, select the **Conservation** tab.



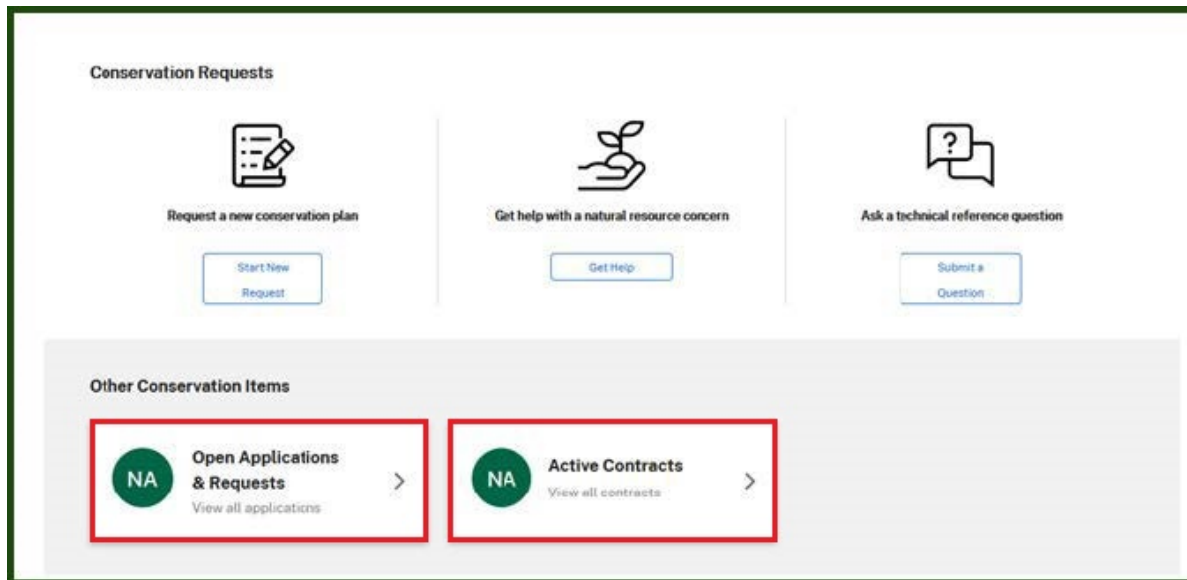
Conservation Landing Page

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.

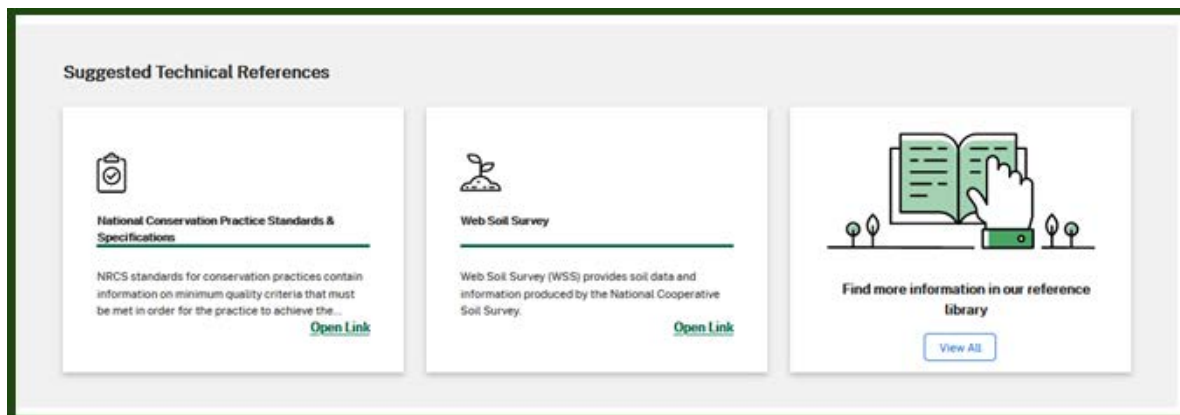


Conservation Landing Page

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

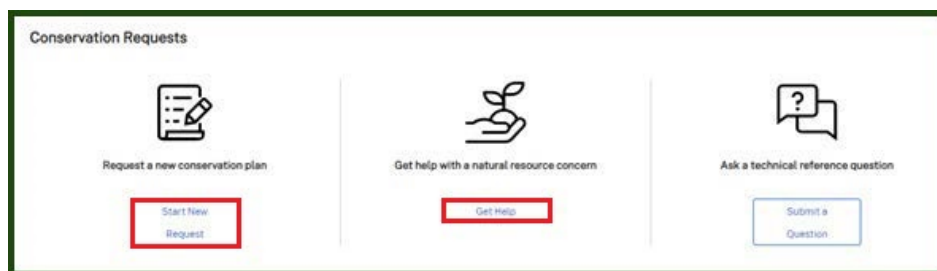
View and Submit Conservation Requests With Mapping Capability



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:

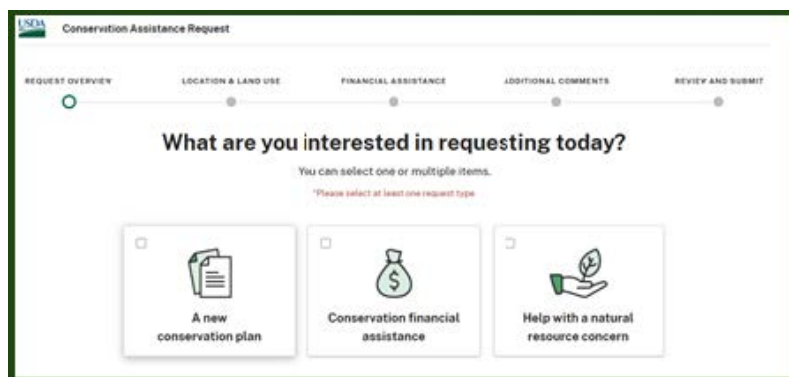
1. From the **Conservation Landing Page**, under **Conservation Requests**, select either **Start New Request** or **Get Help**.



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.

The screenshot shows the 'Conservation Assistance Request' form at the 'REQUEST OVERVIEW' stage. The title is 'Let's start with your conservation objectives'. Below the title, it says 'Help us understand why you are submitting this request and the related natural resource management concerns you may have. This is required.' There are three bullet points under 'Examples to help you get started': 'I want to improve the water quality on my land', 'I would like to grow organic produce', and 'I need help with soil erosion'. Below these is a text input field for the user to enter their own objectives.

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 based on where it is being selected.

The screenshot shows the 'Conservation Assistance Request' form at the 'LOCATION & LAND USE' stage. The title is 'Identify at least one location you need assistance with'. Below the title, it says 'You can use the check boxes in the locations list to select existing land units. To add a new location, use the map drawing tools, search, or import a shapefile or GeoJSON.' There is a map on the left with various geometric tools (POINT, LINE, POLYGON, RECTANGLE, CIRCLE, UNDO, REDO, RESET) and a list of 'Areas of Interest' on the right. The list includes land units like '15400-1', '15400-2', '15400-3', etc., with checkboxes for selection.

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.

The screenshot shows the 'Conservation Assistance Request' form at the 'LOCATION & LAND USE' stage. The title is 'Tell us a bit more about your land'. Below the title, it says 'Please identify the primary land use and any issues with management for each of the areas you have selected.' There is a 'SELECTED LOCATIONS' list on the left with '15400-1 Crop/Mayland' selected. The main form has three sections: '1. What is this land being used for?' with a dropdown menu showing 'Crop/Mayland'; '2. My Land is' with checkboxes for 'Graced', 'Wildlife', 'Irrigated', 'Hayed', 'Drained', 'Organic', 'Water Feature', and 'Protected'; and '3. Please give us more information about the management of your Crop/Mayland and any resource concerns.' with text input fields for 'Describe crop rotation', 'Describe tillage practices', and 'Describe nutrient and pest management strategy'. There is also a small map on the right showing the selected location.

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.

The screenshot shows the 'Conservation Assistance Request' form at the 'FINANCIAL ASSISTANCE' step. The progress bar at the top indicates that 'REQUEST OVERVIEW' and 'LOCATION & LAND USE' are completed, while 'FINANCIAL ASSISTANCE', 'ADDITIONAL COMMENTS', and 'REVIEW AND SUBMIT' are pending. The main heading is 'Your location and objective information has been saved'. Below this, a message asks if the user knows about conservation financial assistance programs. A red box highlights the question 'Would you also like to apply for conservation financial assistance?' with two radio button options: 'Yes, I'm interested.' (selected) and 'No, I'm not interested.' At the bottom, there are 'Save and Exit', 'Back', and 'Next' buttons. A timestamp at the bottom reads 'All changes saved on: 10/6/2020, 06:33:28 PM CDT'.

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.

The screenshot shows the 'Conservation Assistance Request' form at the 'ADDITIONAL COMMENTS' step. The progress bar at the top shows 'REQUEST OVERVIEW', 'LOCATION & LAND USE', and 'FINANCIAL ASSISTANCE' as completed steps. The main heading is 'Do you have any additional comments?'. Below this, a message asks the user to provide additional information. There are three radio button options for preferred communication: 'Email' (selected), 'Phone', and 'Text'. Below these are input fields for 'Additional comments' and 'Supporting Documents'. A 'Drag files here to upload' area is also present. At the bottom, there are 'Save and Exit', 'Back', and 'Next' buttons. A timestamp at the bottom reads 'All changes saved on: 10/6/2020, 06:33:28 PM CDT'.

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.

The screenshot shows the 'Conservation Assistance Request' form at the 'REVIEW AND SUBMIT' step. The progress bar at the top shows all previous steps as completed. The main heading is 'Review and submit your request'. Below this, a message asks the user to review the information and submit the request. The form displays the following information:

- REQUESTOR:** BESSIE PERRY 10/06/2020 06:32 PM CT (with a 'Rename' link)
- CONSERVATION OBJECTIVES:** A section with a 'Expand All' link.
- LOCATION SELECTION:** A table with the following data:

AREA	LAND TYPE	LAND USE	LATITUDE, LONGITUDE
1205/1	Planning Land Unit	Crop/Hayland	(34.16, 42.20)
- LAND USE:** 1205/1. A section titled 'My land is being used for:' with a dropdown menu showing 'Crop/Hayland'. Below this, a section titled 'My Land is:' with a dropdown menu showing 'Hayed'. A section titled 'About management and resource concerns:' with a dropdown menu showing 'alfalfa'.
- Image:** A satellite image of the land area selected.

At the bottom, there are 'Save and Exit', 'Back', and 'Next' buttons. A timestamp at the bottom reads 'All changes saved on: 10/6/2020, 06:33:28 PM CDT'.

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.

The screenshot shows the 'Conservation Assistance Request' interface. At the top, a progress bar indicates the current step is 'FINANCIAL ASSISTANCE'. The main heading is 'What are you interested in requesting today?'. Below this, a subtext says 'You can select one or multiple items.' and a note states 'Please select at least one request type.' There are three selectable options, each with a checkbox and an icon: 'A new conservation plan' (document icon), 'Conservation financial assistance' (money bag icon, highlighted with a red border), and 'Help with a natural resource concern' (hand holding a leaf icon).

The screenshot shows the 'Conservation Assistance Request' interface. The progress bar indicates the current step is 'FINANCIAL ASSISTANCE'. The main heading is 'Your location and objective information has been saved'. Below this, a subtext asks 'Did you know that we provide several programs that may be able to provide conservation financial assistance to help you achieve your stated objectives?'. A red box highlights the question 'Would you also like to apply for conservation financial assistance?' with two radio button options: 'Yes, I'm interested.' and 'No, I'm not interested.' At the bottom, there are 'Save and Exit', 'Back', and 'Next' buttons. A footer note states 'All changes saved on 10/6/2025, 06:33:28 PM CDT'.

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.

The screenshot shows the 'Conservation Assistance Request' interface. The progress bar indicates the current step is 'FINANCIAL ASSISTANCE'. The main heading is 'Do you meet the criteria for any of the following categories?'. Below this, a subtext states 'If you wish to apply in any of these categories, you must meet the self-certification requirements. Definitions are provided below.' There are five categories, each with a checkbox and a drop-down arrow for definitions: 'Limited Resource Farmer or Rancher', 'Beginning Farmer or Rancher', 'Socially Disadvantaged Farmer or Rancher', 'Veteran Farmer or Rancher', and 'Not applicable'. Each category has a brief definition provided below the checkbox.

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 form titled "Conservation Assistance Request" with a progress bar at the top indicating the current step is "FINANCIAL ASSISTANCE". The main heading is "Select the program you would like to apply for". Below this, a subtext says "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." A red asterisk note states "Please make a selection to continue". The form contains ten program options, each with a radio button and a description, followed by a dropdown arrow:

- ☐ Agricultural Management Assistance (AMA)
The Agricultural Management Assistance (AMA) helps agricultural producers 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 (IFRP)
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 form titled "Review and submit your request". The progress bar at the top indicates the current step is "REVIEW AND SUBMIT". The main heading is "Review and submit your request". Below this, a subtext says "Please review the information below and submit your request. Feel free to edit any information as well as rename your request." The form displays a list of sections that can be expanded or collapsed:

- CONSERVATION OBJECTIVES
- LOCATION SELECTION
- LAND USE
- FINANCIAL ASSISTANCE (expanded, showing a "View Application" link)
- 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.

The screenshot displays a web application for submitting a Conservation Assistance Request. A modal window titled "Electronic Signature" is open, asking the user to choose between "Submit Offline" and "E-Sign and Submit". Below the modal, the main page shows a progress bar with steps: REQUEST OVERVIEW, LOCATION & LAND USE, FINANCIAL ASSISTANCE, ADDITIONAL COMMENTS, and REVIEW AND SUBMIT. The "REVIEW AND SUBMIT" step is active. The page is divided into two columns. The left column, titled "How to submit your financial application offline", lists three steps: 1. Download your application (with a download link), 2. Review the application and sign (with a note about digital signatures), and 3. Email, mail, or bring the application to your servicing office (with fields for Email and Service Center Phone). The right column, titled "Thanks, your request has been submitted", provides a confirmation message and a "Next step" section stating that a confirmation email has been sent to the primary email address. Below this, there is a decorative graphic of plants and a document. A "Request Summary" box on the right lists the Request Name, Request ID, Submission Date, Contact Email, and Service Center. At the bottom, there are navigation links: "Home and Help", "Go Back", "Complete Offline", "Go To My Dashboard", and "View All Requests".

Please review the information below and submit your request. ✕

Electronic Signature

If you would like to sign your application online (recommended), click the "E-Sign & Submit" button below.

[Submit Offline](#) [E-Sign and Submit](#)

REQUEST OVERVIEW **LOCATION & LAND USE** **FINANCIAL ASSISTANCE** **ADDITIONAL COMMENTS** **REVIEW AND SUBMIT**

How to submit your financial application offline

- 1 Download your application [Download](#)
- 2 Review the application and sign
The signature can be digital or ink.
- 3 Email, mail, or bring the application to your servicing office
Email: Service Center Phone:

Thanks, your request has been submitted

Your service center will be receiving your request and will respond shortly.

Next step:
A confirmation email has been sent to the primary email address in your profile.
Please note that documents submitted to this request may take up to 4 weeks to process. We will contact the help desk with any questions.

Request Summary
Request Name: 202305_PERRY 03/04/2023 03:28 PM CT
Request ID: 17584
Submission Date: 03/04/2023
Contact Email: 047123@gmail.com
Service Center: 0000000000000000
FORT JACKSON, LA 70501
Phone: 504-575-4401

[Home and Help](#) [Go Back](#) [Complete Offline](#) [Go To My Dashboard](#) [View All Requests](#)

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' form on the USDA Farmers.gov website. The form includes the following fields and options:

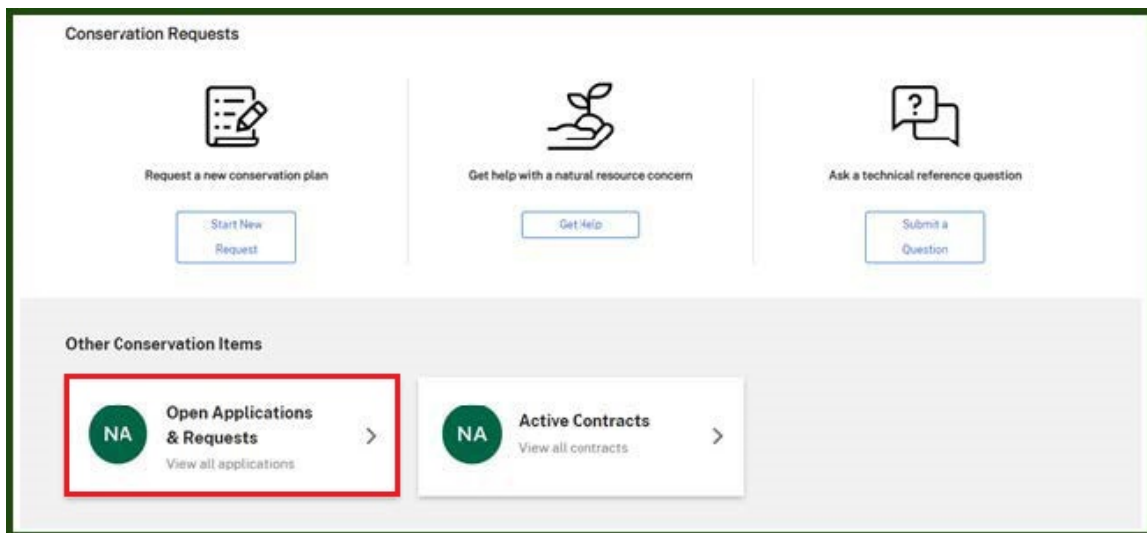
- Name your request:** A text box containing 'BESSIE_PERRY_10/06/2020_05:47_PM_CT'.
- Select which service center to send your request to:** A dropdown menu with 'Select an Option'.
- Write your question:** A text box with the placeholder 'Please enter your response' and a character count '0/1000 Characters'.
- Select your preferred method of communication:** Radio buttons for 'Email' (selected), 'Phone', and 'Text Message'. The email field contains 'test12@gmail.test.com'.
- Footer:** A message 'All changes saved on 10/6/2020, 05:47:19 PM CDT' and buttons for 'Cancel', 'Save', and 'Submit'.

View All Applications & Requests

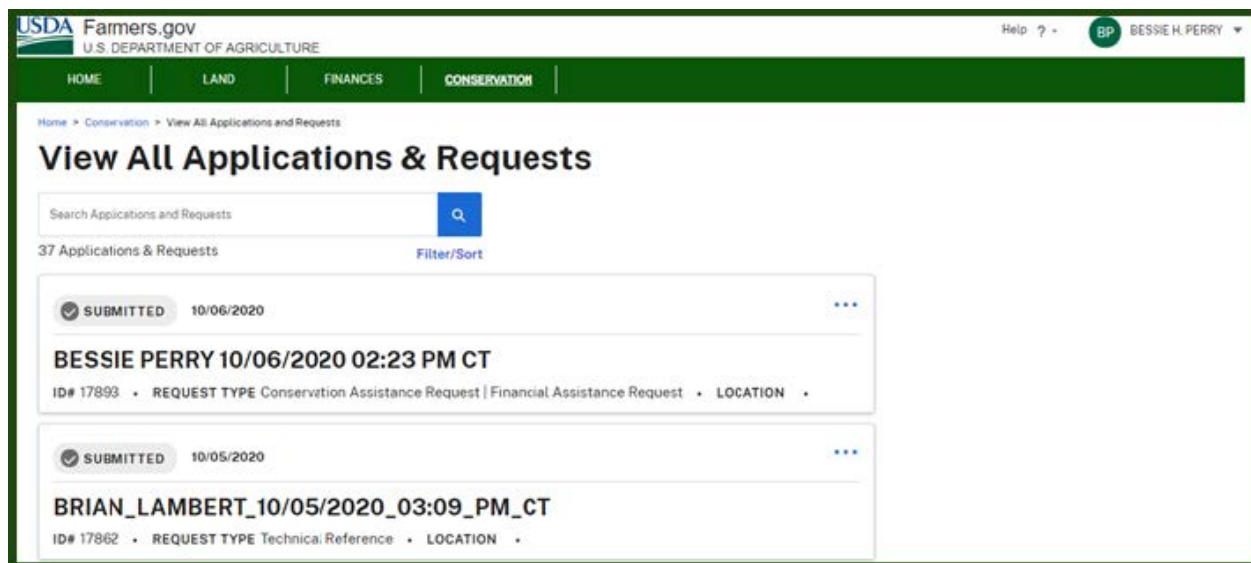
The **View All Applications & Requests** page allows producers to access all of their active applications and requests in one location.

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**.

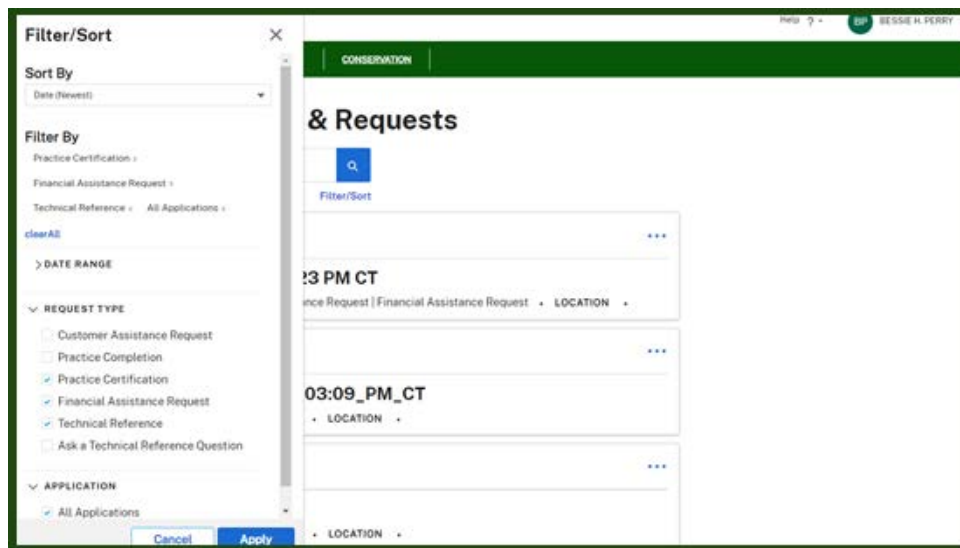


2. On this page you can view requests that are in their draft or submitted status. You also will be able to view accepted applications that are making their way through the contract process.

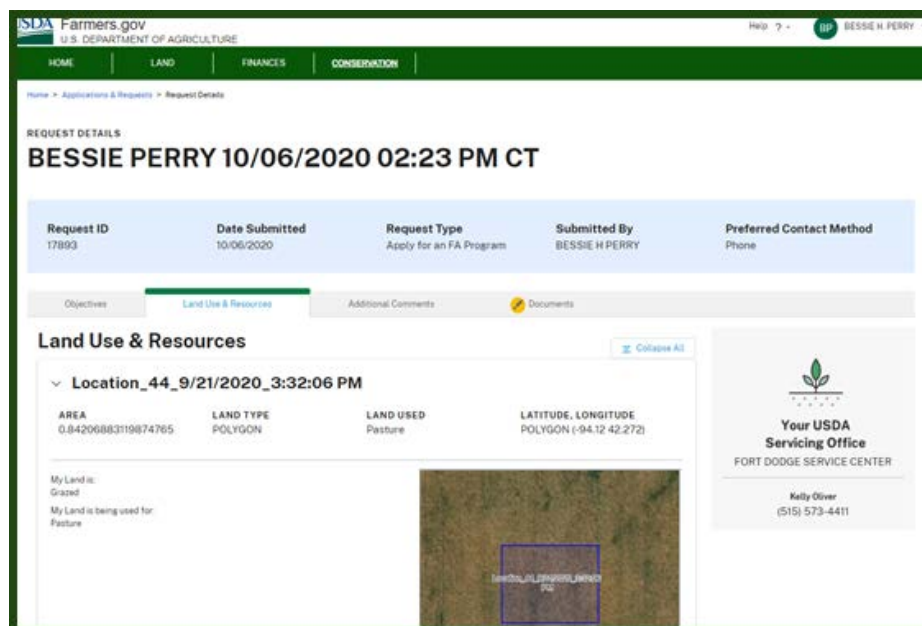


View All Applications & Requests

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

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 >](#)

View All Plans

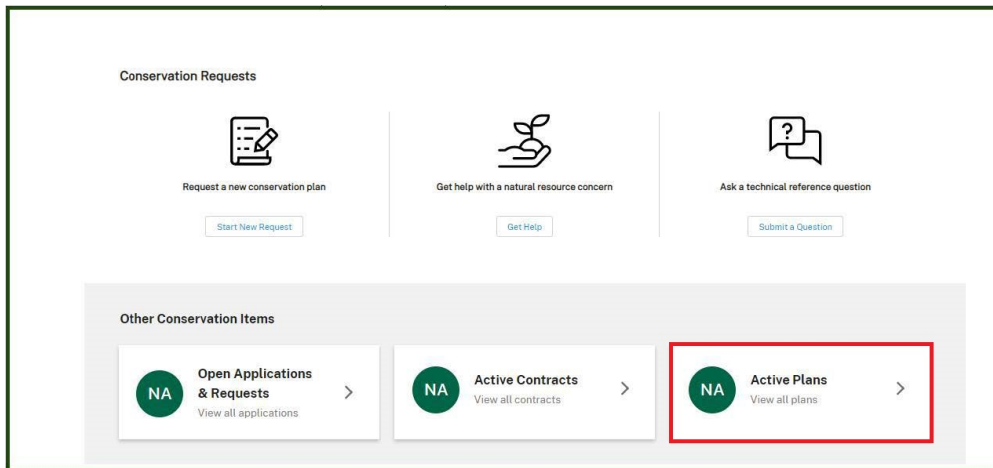
View All Plans with Filtering and Sorting Capabilities



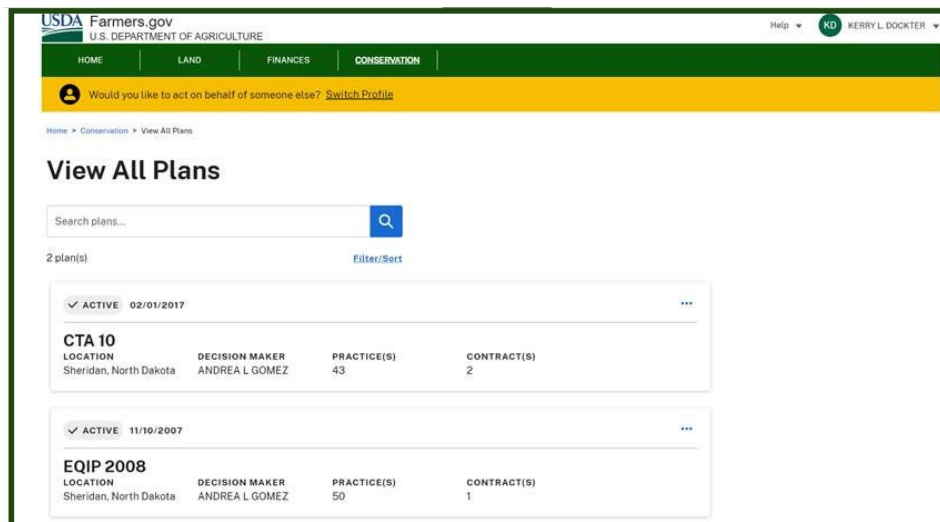
The **View All Plans** page allows producers to access all of their active conservation plans, including the plan name, location, decision maker name, practices associated with the plan, and contracts associated with the plan.

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

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

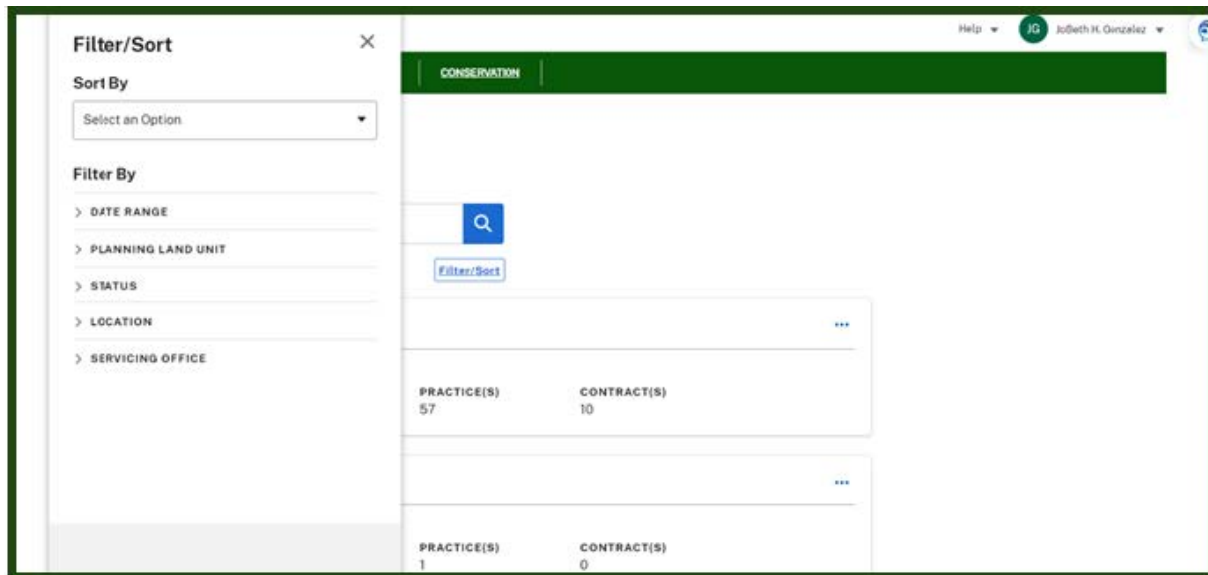


2. On the **View All Plans** page, you can see all of your conservation plans in one location. The plan name, location, decision maker name, number of practices, and number of contracts are highlighted for each plan. Note: Mapping functionality also will be added in the coming months.

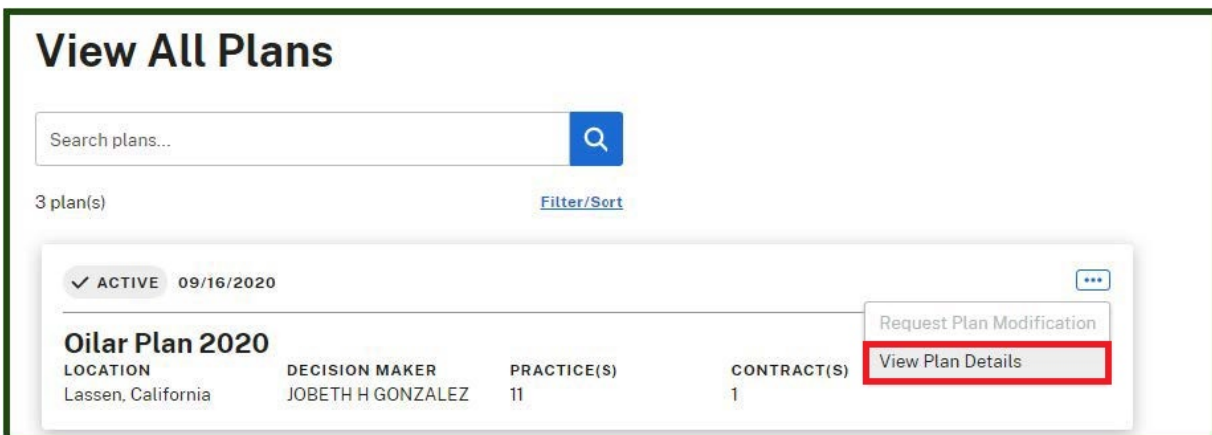


View All Plans

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

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 screenshot shows the USDA Farmers.gov website interface. At the top, there's a navigation bar with 'HOME', 'LAND', 'FINANCES', and 'CONSERVATION'. Below this, the breadcrumb trail reads 'Home > Conservation > Plan Details: Carver Family Plan'. The main heading is 'PLAN DETAILS' followed by 'Oilar Plan 2020' with an 'ACTIVE' status badge. A 'Request Plan Modification' button is visible. A table displays key information: APPROVAL DATE (09/16/2020), COUNTY, STATE (Lassen, CA), DECISION MAKER (JOSEPH H GONZALEZ), and PROGRAM(S) (EQIP). Below the table is a 'View More Details' link. A tabbed interface shows 'Overview', 'Practices', and 'Documents'. The 'Overview' tab is active, showing '0 Practices DUE IN THE NEXT 60 DAYS'. It includes buttons for 'View Practices' and 'View Conservation Plan Document'. A section for 'Your USDA Servicing Office' lists 'MCARTHUR LPO' and 'Dale Krocchel - Range Management Specialist (530) 336-5604'. On the right, a map displays the land area with several 'Easement' labels and a 'Ponding Plan' label.

Plan Details

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.

The screenshot shows the 'Oilar Plan 2020' with an 'ACTIVE' status. At the top, there's a header with 'PLAN DETAILS' and a 'Request Plan Modification' button. Below this is a summary bar with four columns: 'APPROVAL DATE' (09/16/2020), 'COUNTY, STATE' (Lassen, CA), 'DECISION MAKER' (JOBETH H GONZALEZ), and 'PROGRAM(S)' (EQIP). A 'View More Details' link is present. Below the summary bar are three tabs: 'Overview', 'Practices' (selected), and 'Documents'. The 'Practices' section has a search bar with the placeholder 'Search plans...', a 'View Map' button, and a 'Filter/Sort' link. It lists 11 practices. Two practices are visible, both titled 'Irrigation Pipeline'. Each entry includes a checkbox for 'Planned 6/1/2021', an obligation amount of \$256,608.00, and contract details: 'CONTRACT #749104203L9 - CONTRACT ITEM #1' and 'CONTRACT ITEM #2'. A brief description follows: 'A pipeline and appurtenances installed to convey water for storage or application, as part of an irrigation water system.'

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.

The screenshot shows the 'Oilar Plan 2020' with an 'ACTIVE' status. At the top, there's a header with 'USDA Farmers.gov U.S. DEPARTMENT OF AGRICULTURE' and a user profile for 'JoBeth H. Gonzalez'. Below this is a navigation bar with 'HOME', 'LAND', 'FINANCES', and 'CONSERVATION'. A breadcrumb trail shows 'Home > Conservation > Plan Details: Carver Family Plan'. The 'PLAN DETAILS' section is identical to the previous screenshot. Below the summary bar are three tabs: 'Overview', 'Practices', and 'Documents' (selected). The 'Documents' section displays the text 'Coming soon'.

View All Contracts

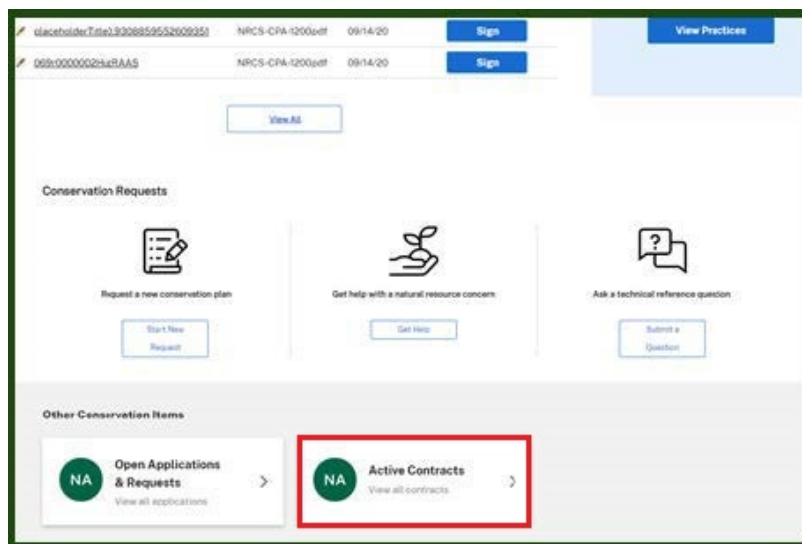
View All Contracts with Sorting and Mapping Capabilities



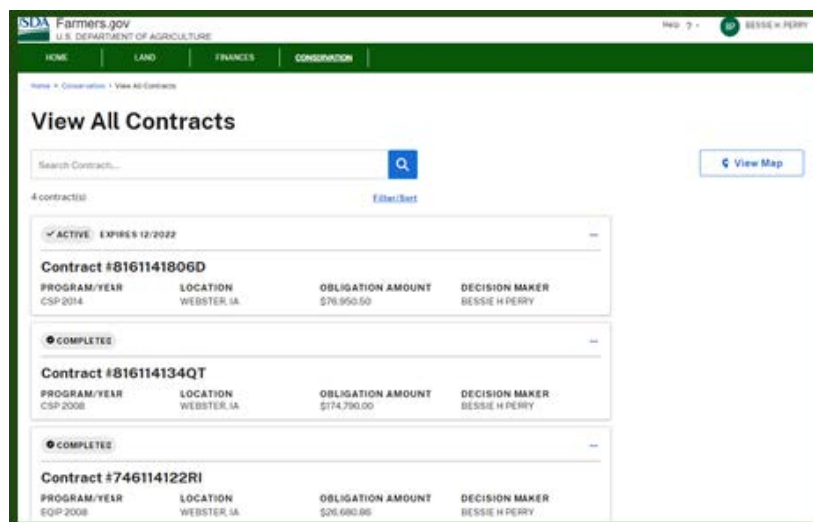
The **View All Contracts** page allows producers to access all of their active contracts in one location.

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

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

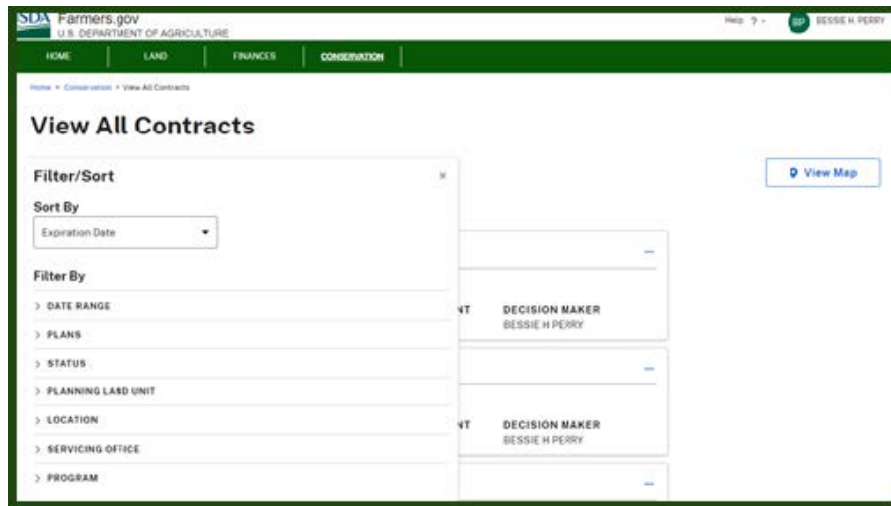


2. On the **View All Contracts** page, you can see all of your conservation contracts in one location.

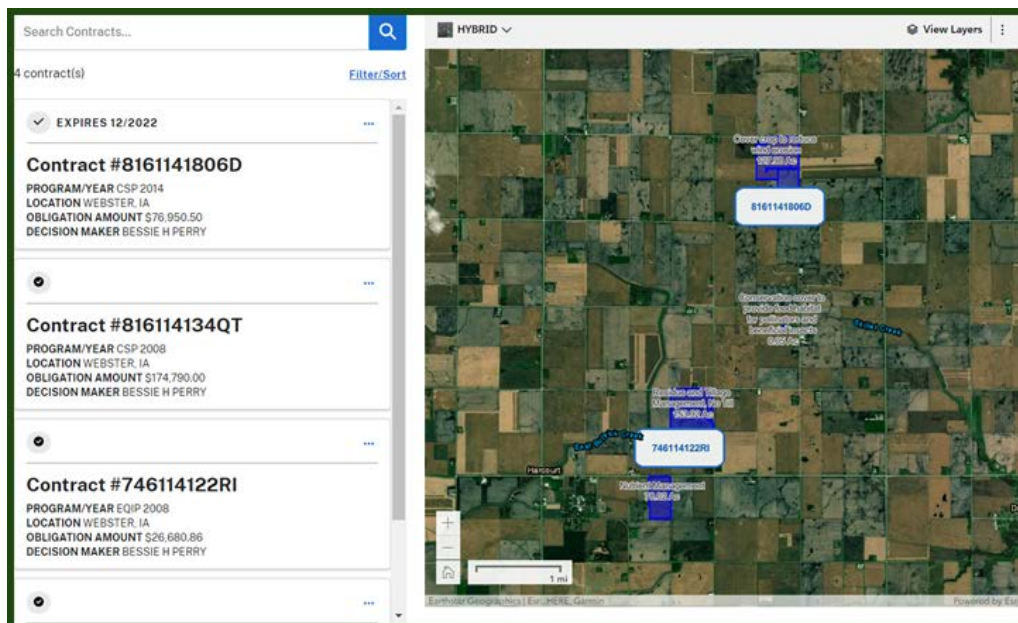


View All Contracts

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.

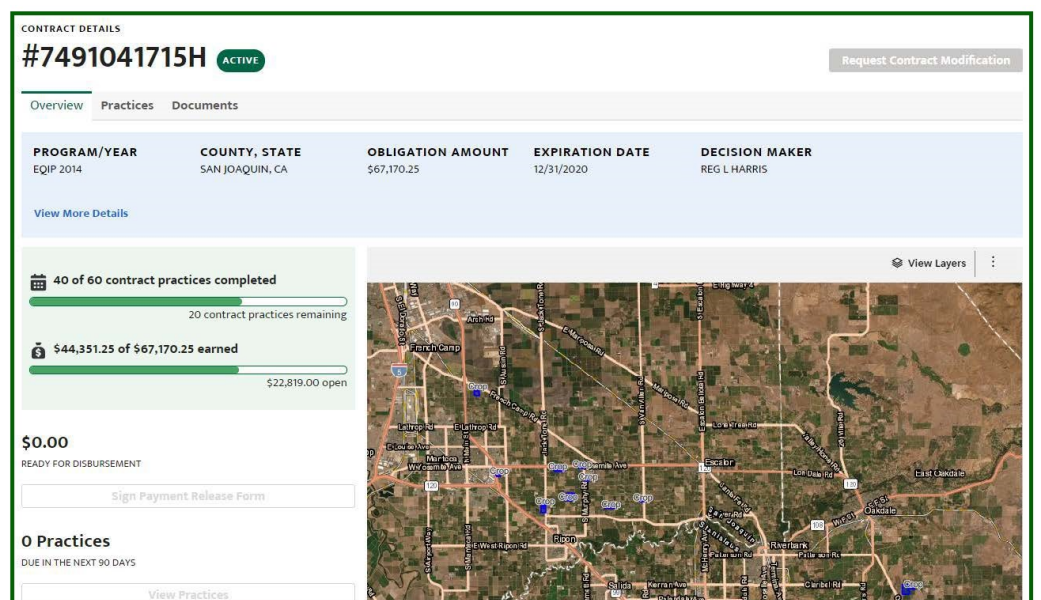
To access **Contract Details**, follow the instructions below:

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.



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 list of 60 practices is shown, with the first one being 'Field Operations Emissions Reduction (376)'. The map includes a scale bar (6 mi) and a 'View Layers' button.

CONTRACT DETAILS
#7491041715H **ACTIVE** [Request Contract Modification](#)

Overview **Practices** Documents

Search [Q](#) SORT BY: Due Date VIEW MAP: ☒ Active

View Layers

Filter By:
[Clear All](#)

Date Range
☐ Next 30 days
☐ Next 60 days
☐ Next 90 days

60 Practices

☐ PAID DUE 01/2018

Field Operations Emissions Reduction (376)
OBLIGATION AMOUNT: \$19,278.75 CONTRACT ITEM #1
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 34 of this guide.

The screenshot shows the 'Documents' tab for contract #7491041715H. It displays a yellow banner indicating that 2 documents require attention. Below this, a table lists the documents with columns for Document Name/Type, File Name, Date Uploaded, Description, and Signature Status. Each document has a 'Sign Document' button next to it.

CONTRACT DETAILS
#7491041715H **ACTIVE** [Request Contract Modification](#)

Overview Practices **Documents**

SIGNATURE REQUIRED
2 documents require your attention.

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
NRCS-CPA-1155 Schedule of Operations	Herman CPA-1155.pdf	Nov 7, 2019	1155 replace Feb18	Not Signed

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.

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

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

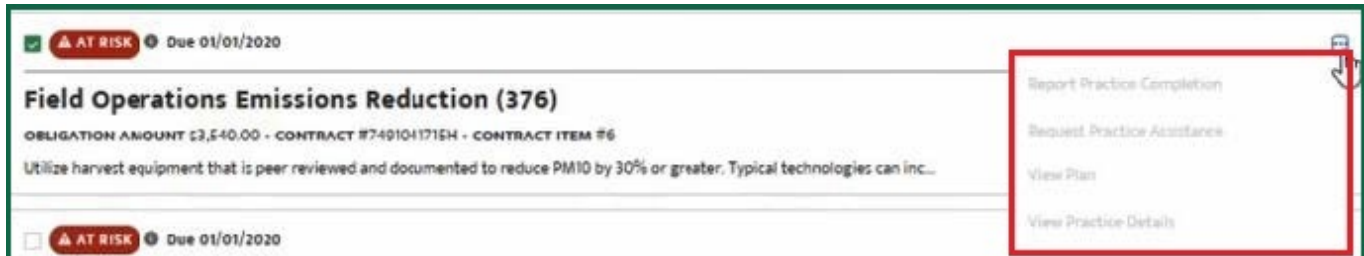
Tree/Shrub Establishment (612)
OBLIGATION AMOUNT \$8,556.61 • CONTRACT #740546161GU • CONTRACT ITEM #5
Establish woody plants for the planned purpose.

PAID Applied 08/01/2018

View All Practices

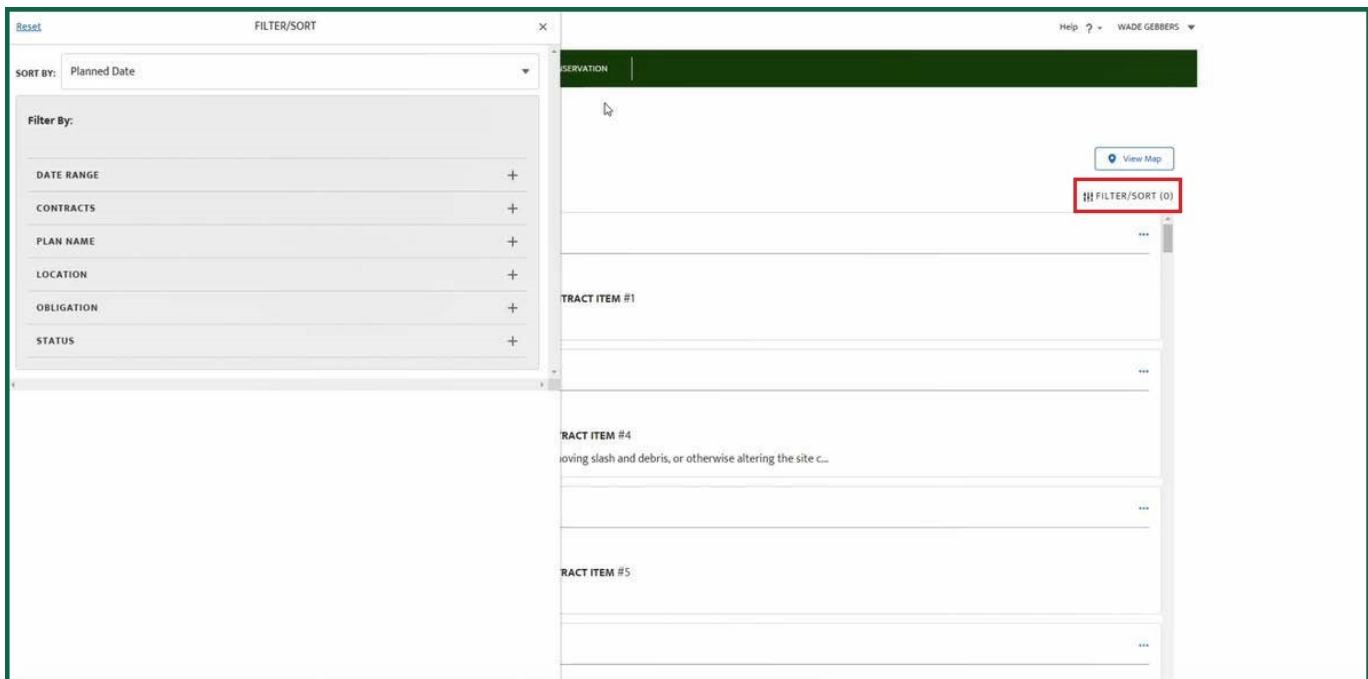
The ellipsis on the right side of each practice opens a drop-down menu, displaying the following options:

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



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 36 of this guide.

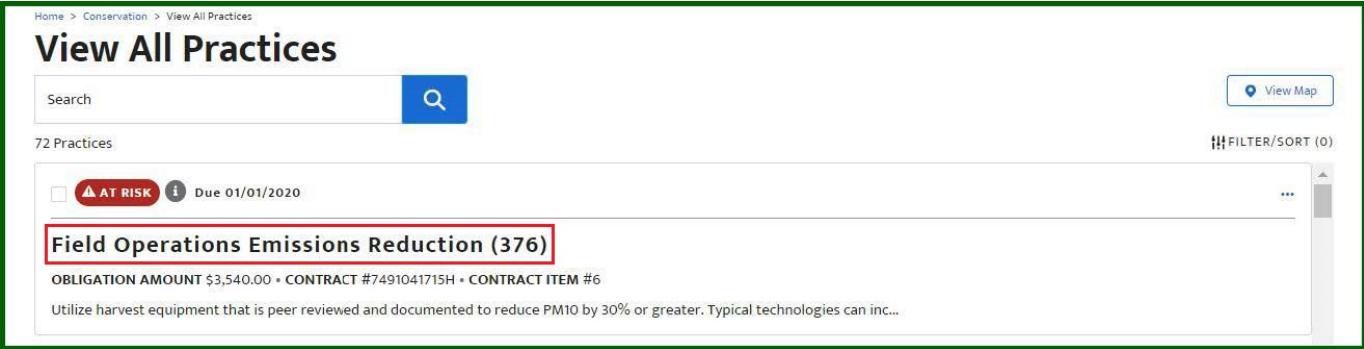
Practice Details

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.

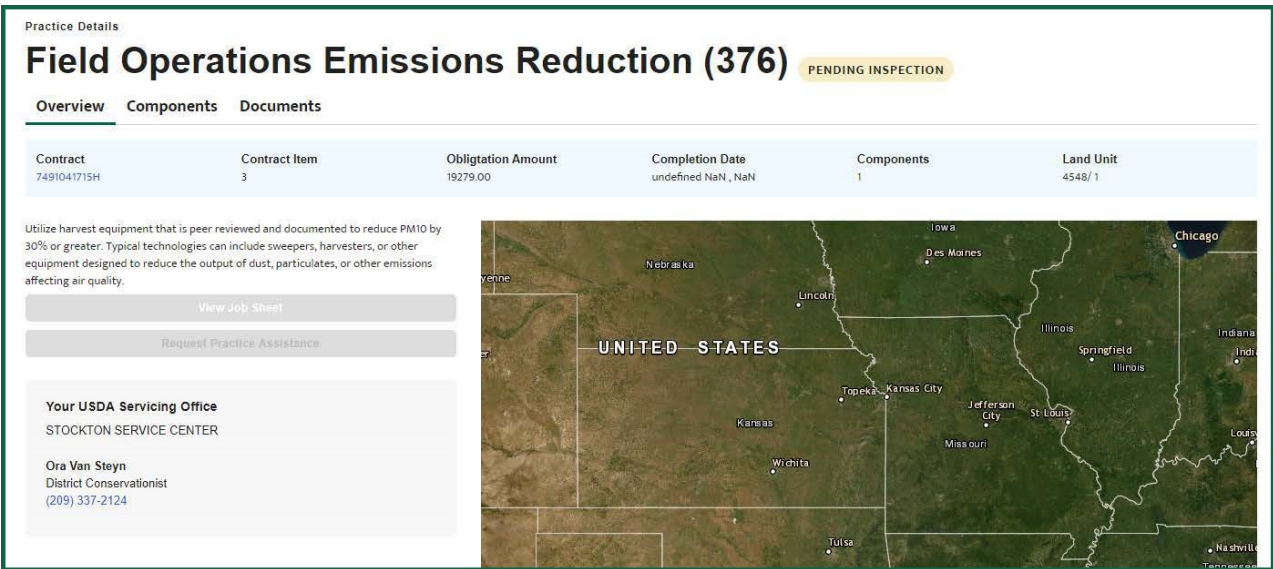
To access **Practice Details**, follow the instructions below:

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 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 page 34 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**.

Report Practice Completion/Request Practice Certification

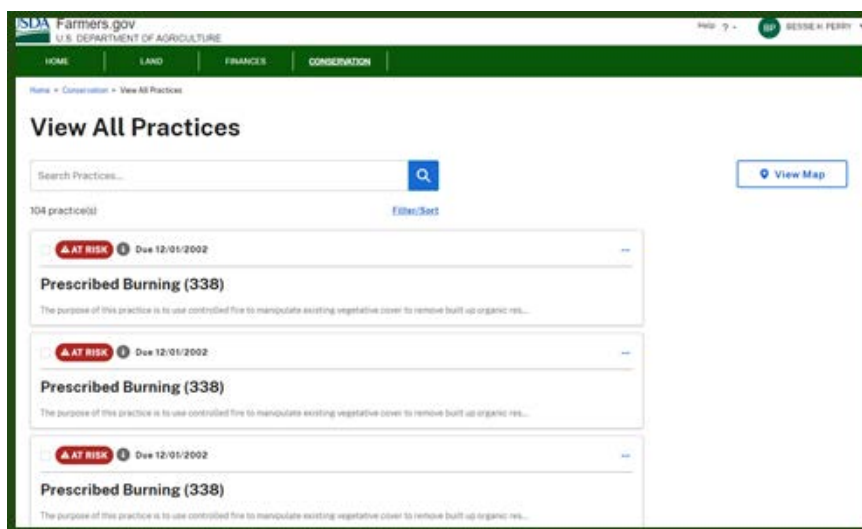
Report Practice Completion/Request Practice Certification

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.

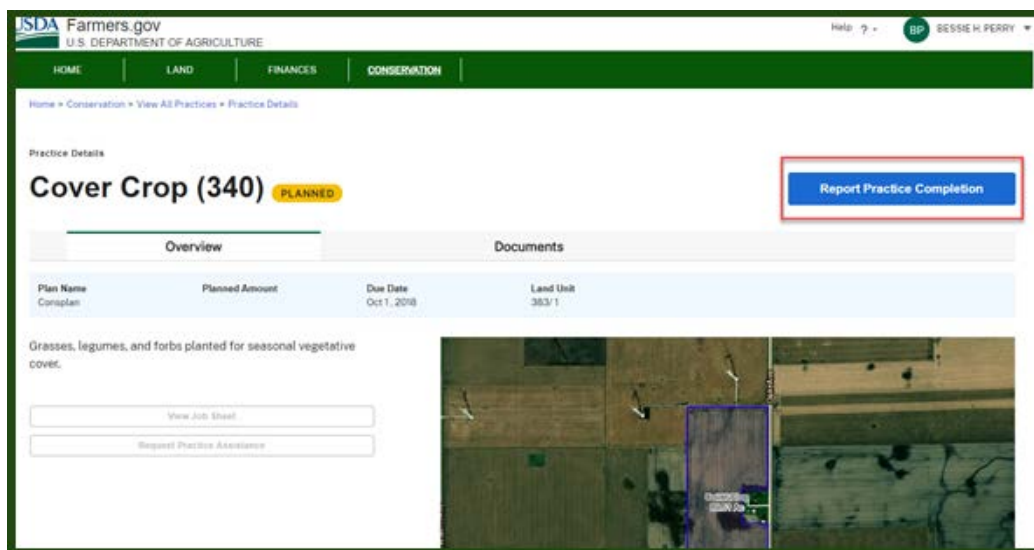
Note: The practice completion button will appear on the practice details screen for practices that are not part of an obligated contract. A request practice certification button will appear as part of obligated contracts that have cost-share associated to them.

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 user is logged in as 'BESSIE H. PERRY'. The form includes a header with navigation links (HOME, LAND, FINANCES, CONSERVATION) and a sub-header 'Practice Completion Request'. Below this is a table with three columns: 'Request Type' (Report Practice Completion), 'Plan Name' (Consplan), and 'Practice Name and Code' (Cover Crop - 340). The form fields include: 'Request name' (Required) with the value 'BESSIE PERRY_PCOM_10/06/2020'; 'Practice completion date' (Required) with a date picker set to 'MM/DD/YYYY'; 'Practice completion details' (0/1000 characters); and 'Supporting Documents' (If you have any supporting files, like photos or related documentation, you can upload those here.) with a file upload area and an 'Upload Files' button. At the bottom right, there are two buttons: 'Cancel Request' and 'Submit Request'.

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

Request name Required
BESSIE PERRY_PCOM_10/06/2020

Practice completion date Required
MM/DD/YYYY

Practice completion details
0/1000 characters

Supporting Documents
If you have any supporting files, like photos or related documentation, you can upload those here.

Drag files here to upload
or
[Upload Files](#)

[Cancel Request](#) [Submit Request](#)

View All Documents

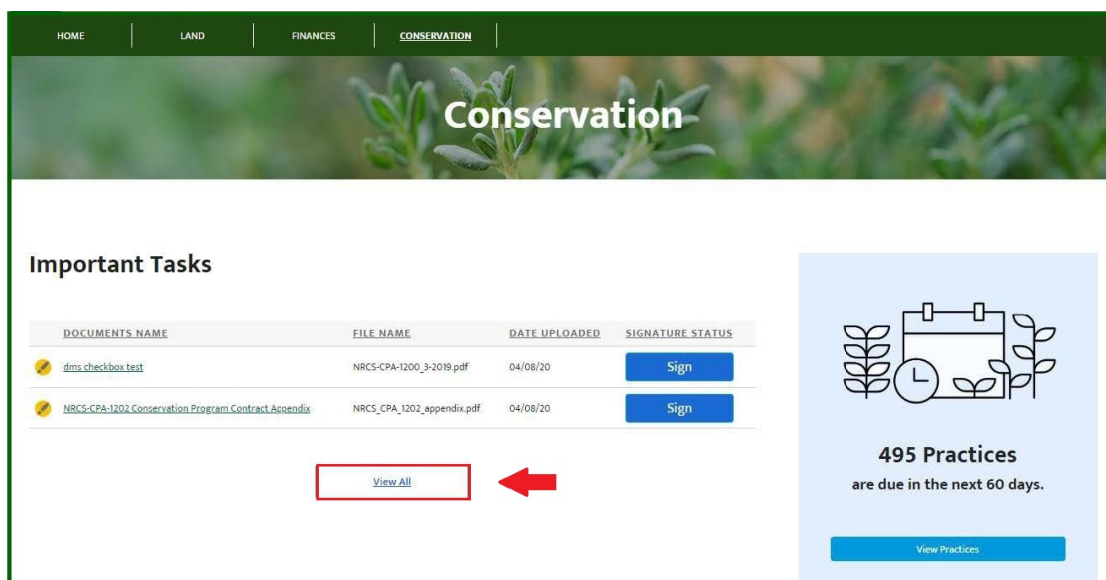
Access Documents Associated With Your Contracts and Practices



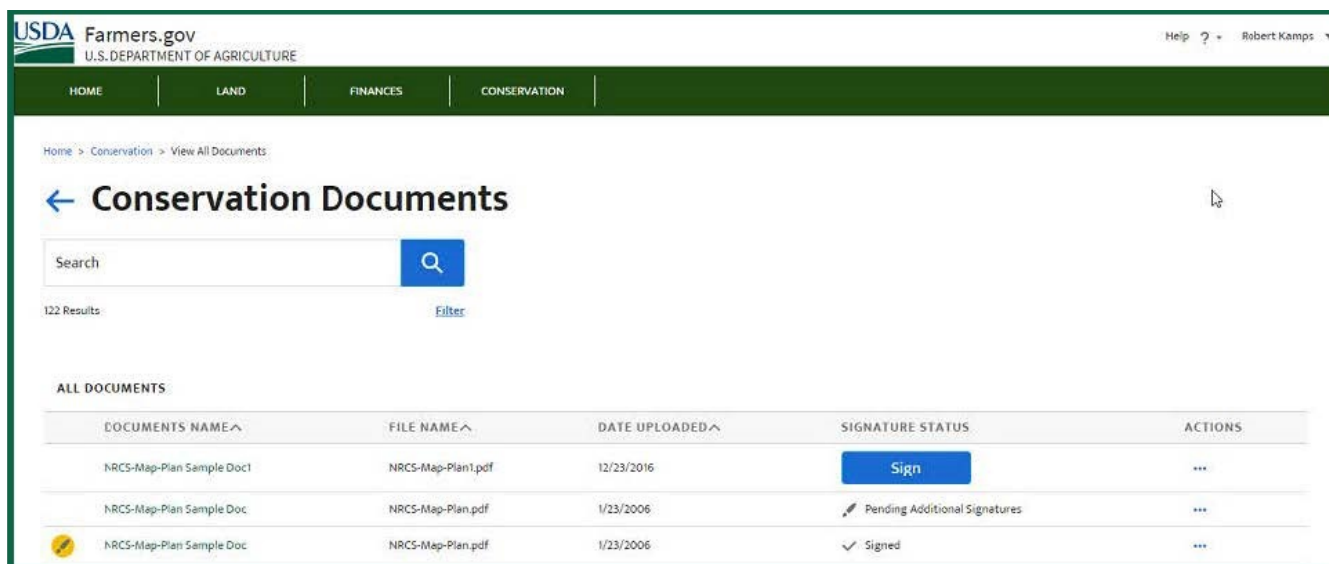
The **View All Documents** page allows producers to view, upload, and e-sign documents related to their current or past contracts and practices. This page is accessible from the **Conservation Landing Page**, or by selecting the **View All Documents** option at the bottom of the document tabs of any **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 34 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	

E-sign Capabilities

View, Download, and E-sign Documents in Minutes

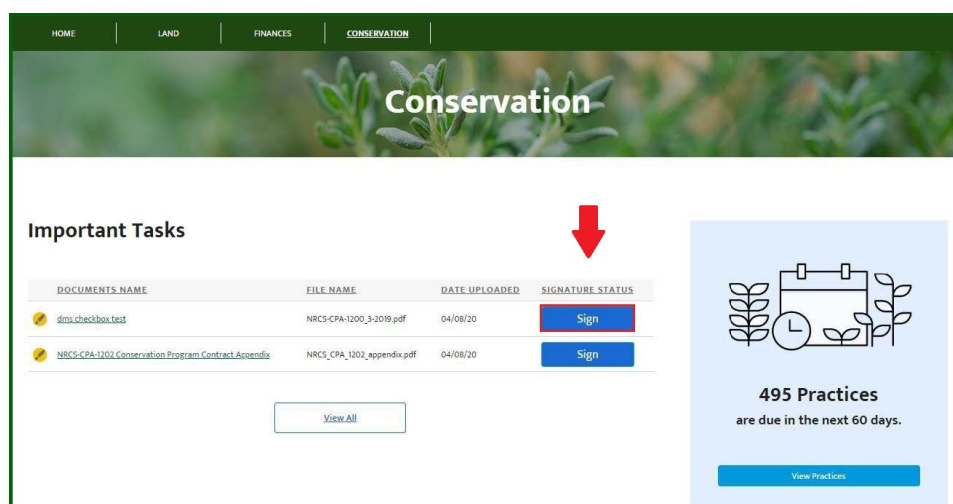


The most popular features on the Conservation Client Gateway – viewing, downloading, and signing documents online – are now available on Farmers.gov.

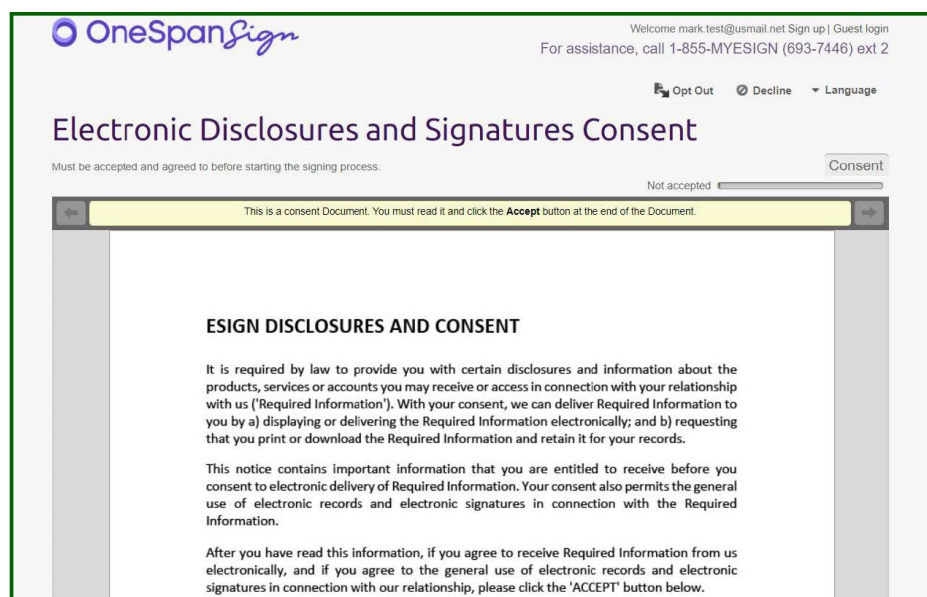
You will be able to sign documents from the **Conservation Landing Page**, the **View All Documents** page, or the document tabs of any **Practice Details** and **Contract Details** page.

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

1. From the **Conservation Landing Page**, 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.

Opt OutDownloadDownload All FilesDeclineConfirmLanguage

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"/> 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
<div>Click to Sign</div>	

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

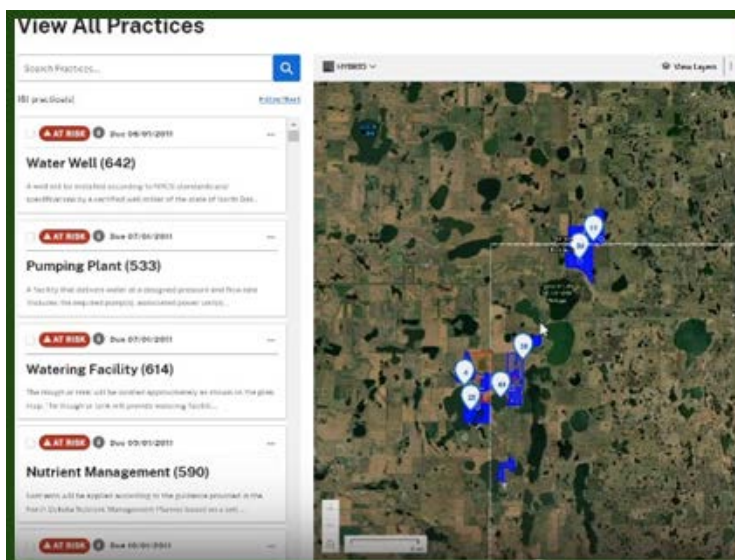
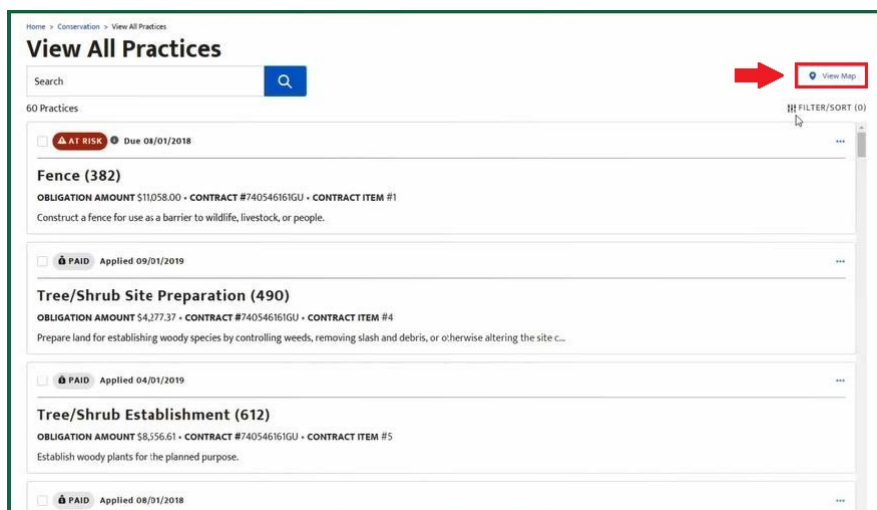
Use the New Mapping Feature to Request Conservation Assistance



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.

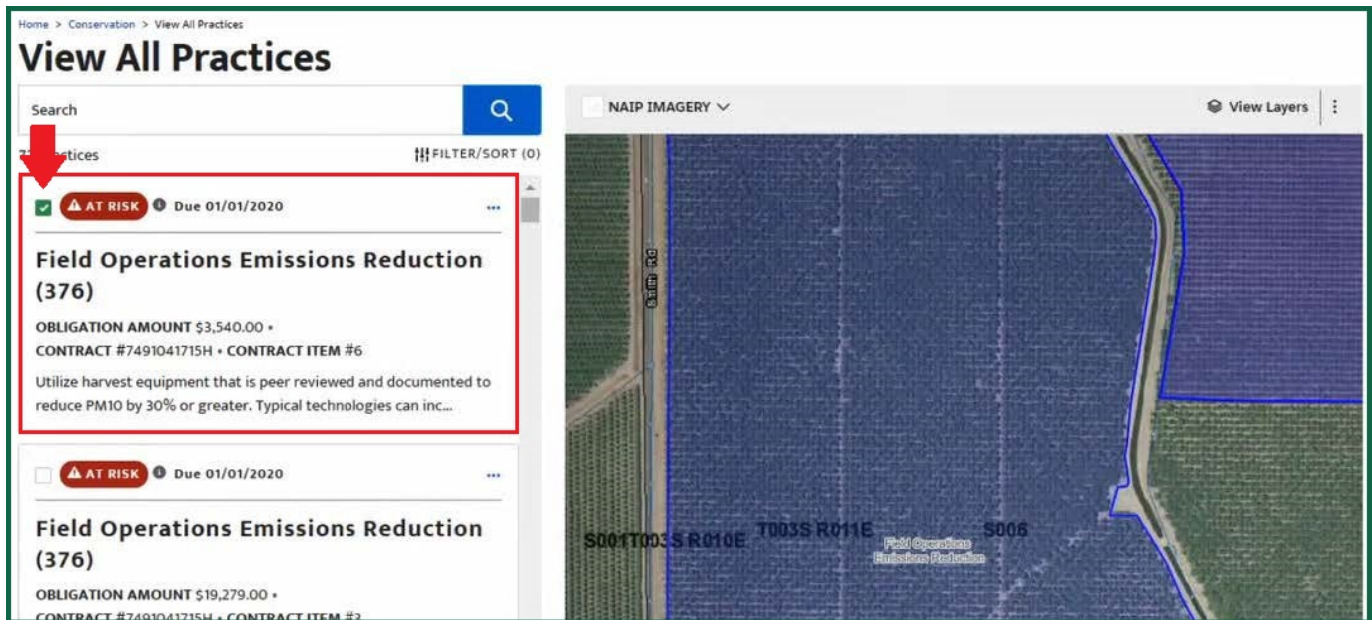
To learn how to use the mapping tool, follow the instructions below:

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.

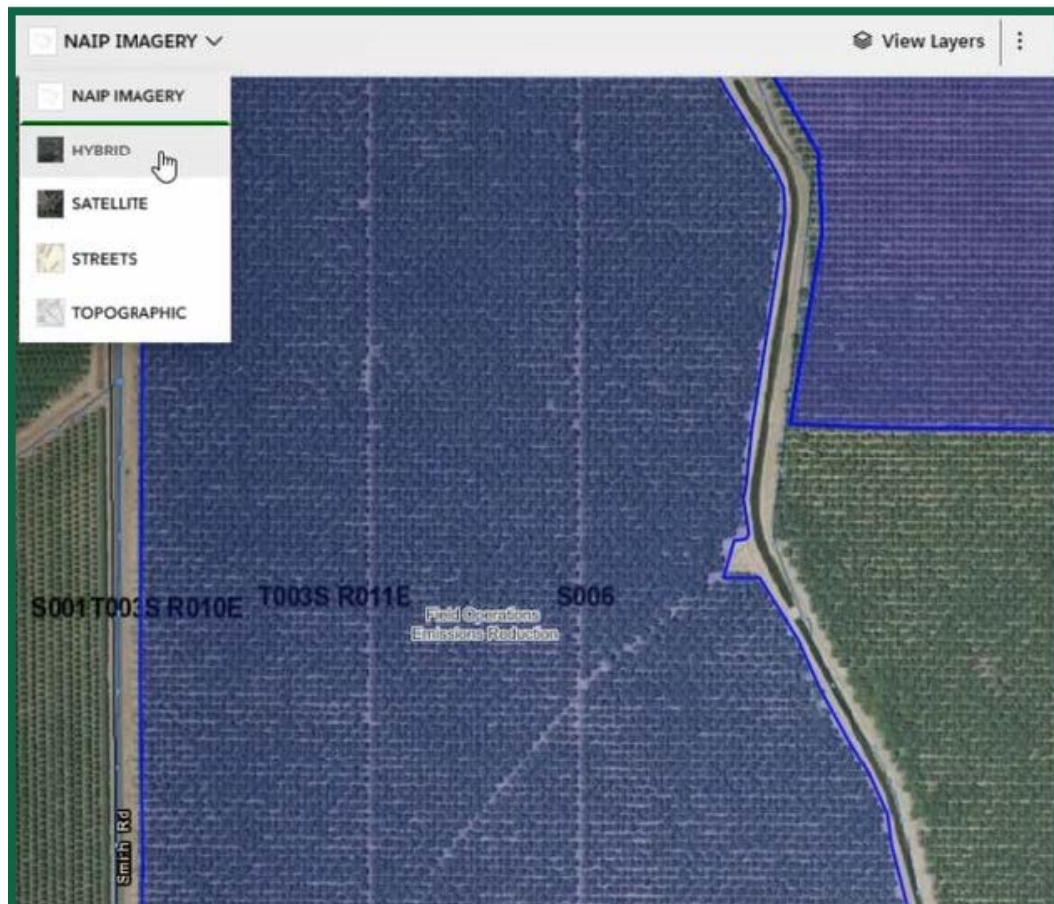


Mapping Tool

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

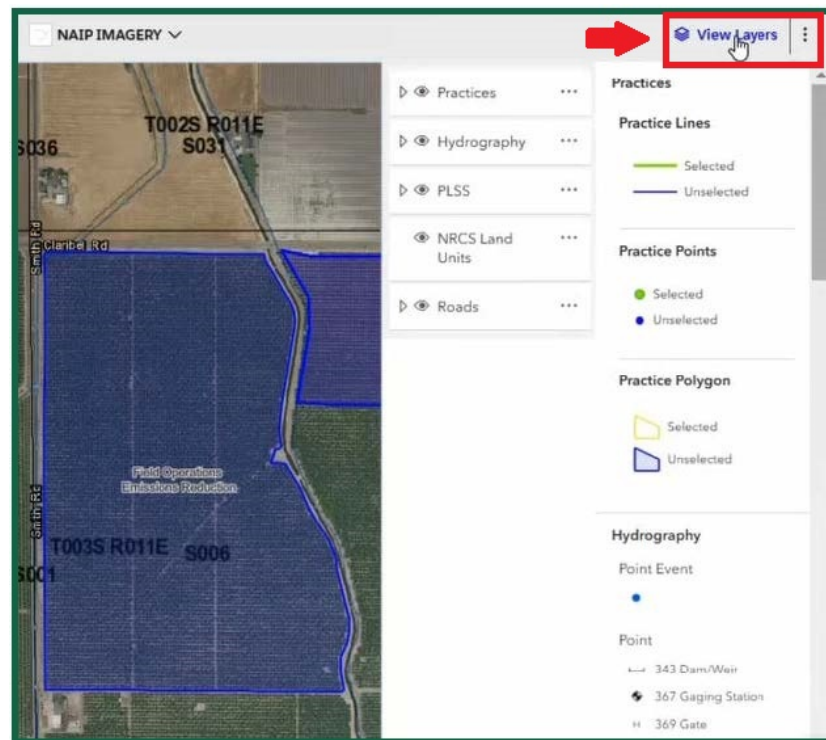


3. Select **NAIP IMAGERY** to view a drop-down menu of terrain display options. The default setting is hybrid, with satellite, streets, and topographic options also available.

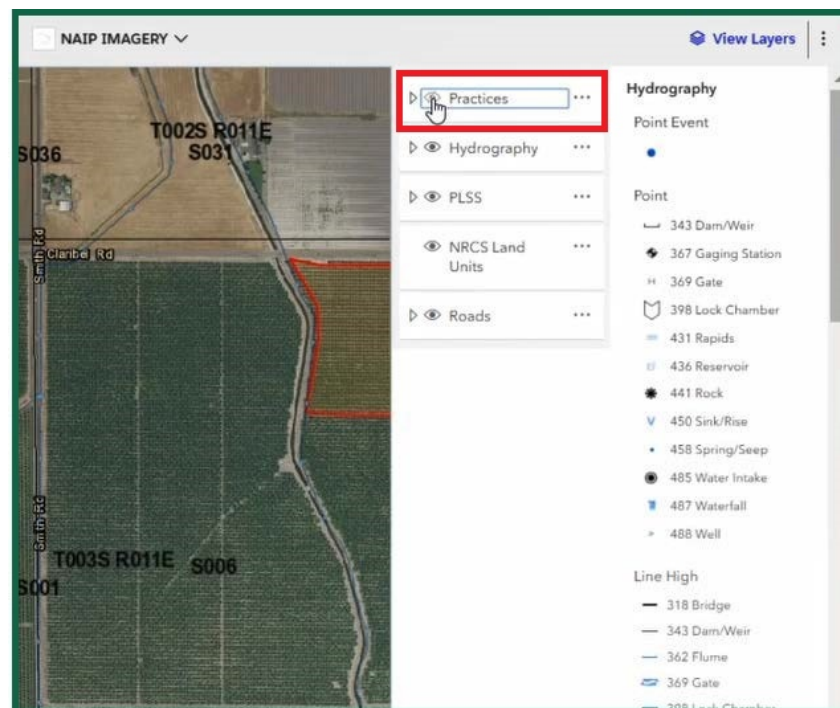


Mapping Tool

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

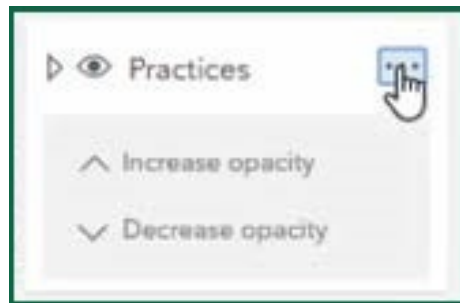


Select the eye icon next to the listed layers on the left-hand menu to add or remove that layer's visibility on the map. For example, if you select the eye icon next to Practices, all practices will be removed from the map.

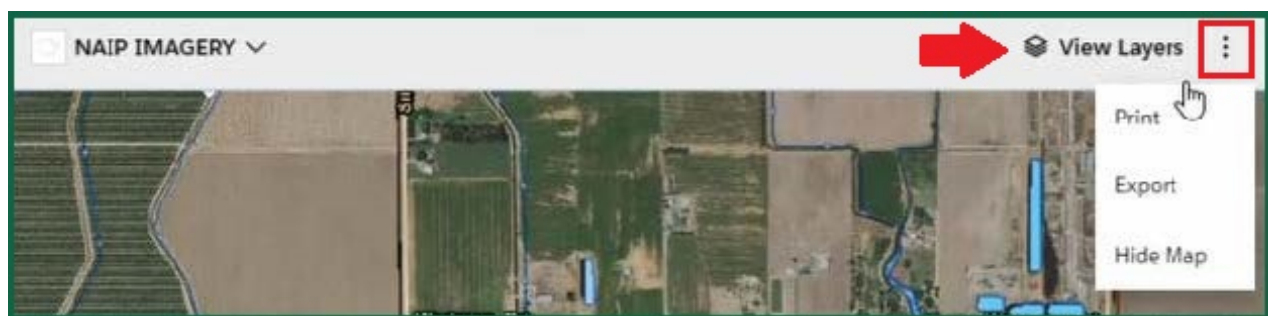


Mapping Tool

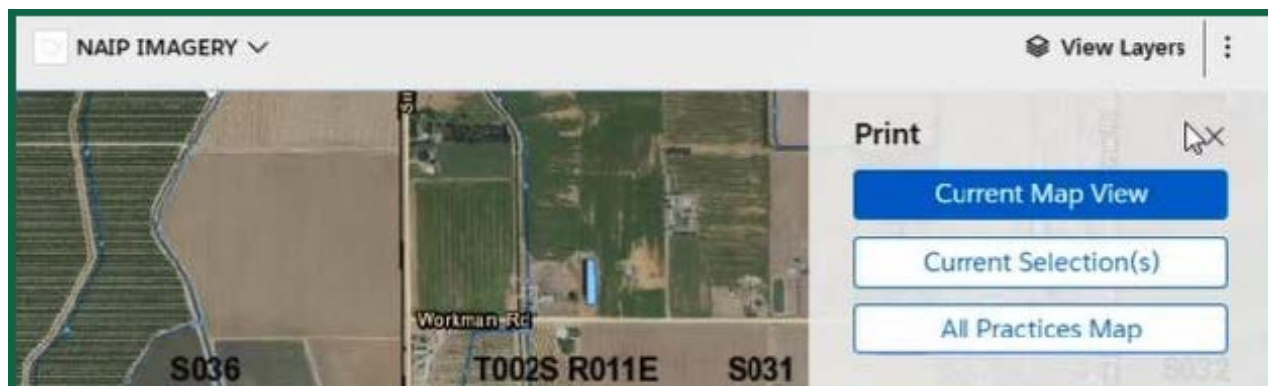
Select the ellipsis next to a layer to open a menu to adjust that layer's opacity on the map. Increasing opacity will make the color of the practices less transparent, while decreasing opacity will make the color of the practices more transparent.



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

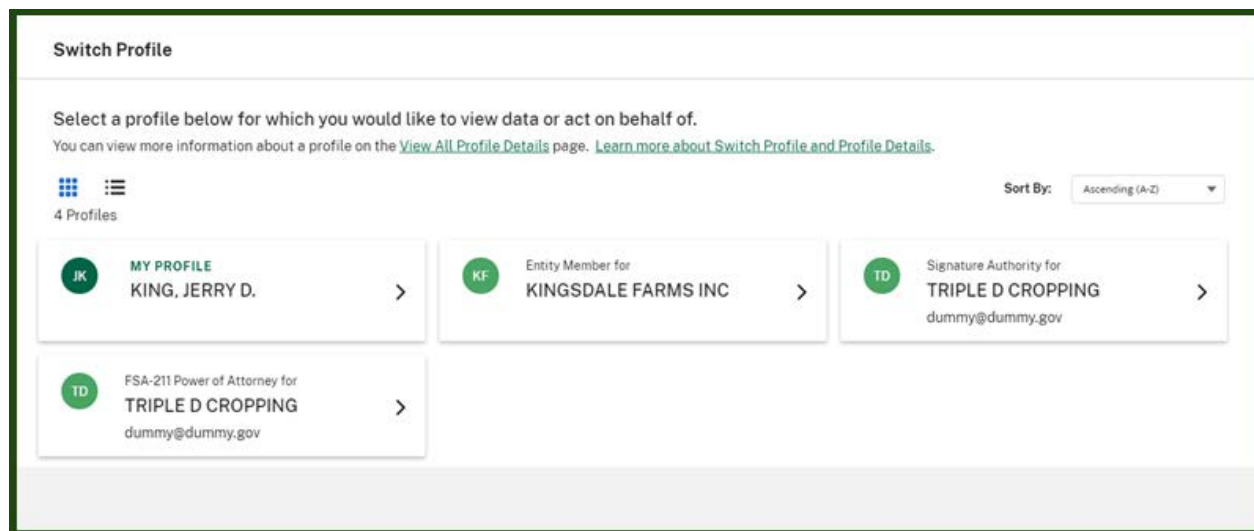


The conservation content in Farmers.gov has been enabled with representative authority profiles. This means that users can act on behalf of other individuals and entities, including signing and viewing documents in Farmers.gov. When you have representative authority profiles available, a yellow banner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

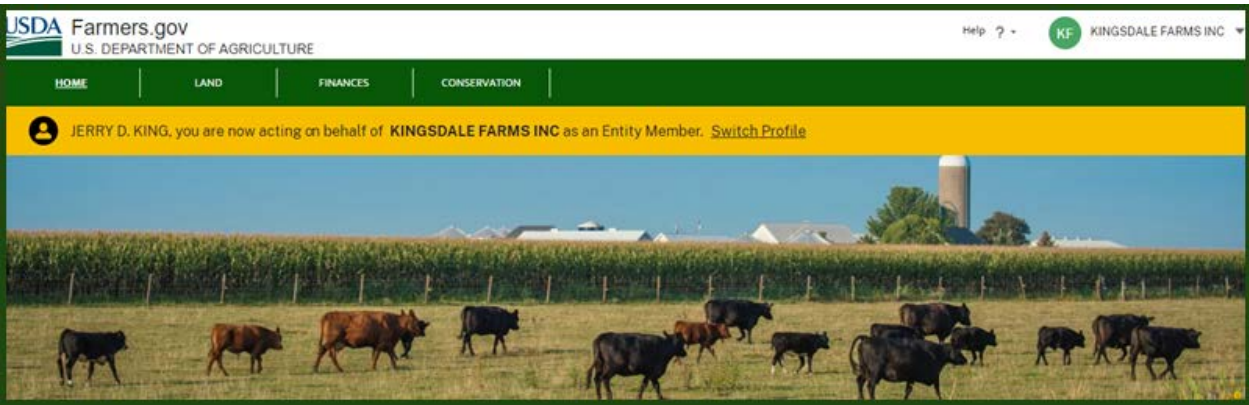


1. The profiles available are based on entity paperwork and FSA-211s that you have filed with a USDA Service Center and will automatically be available to you in Farmers.gov as soon as you file an FSA-211 or entity paperwork with your service center.

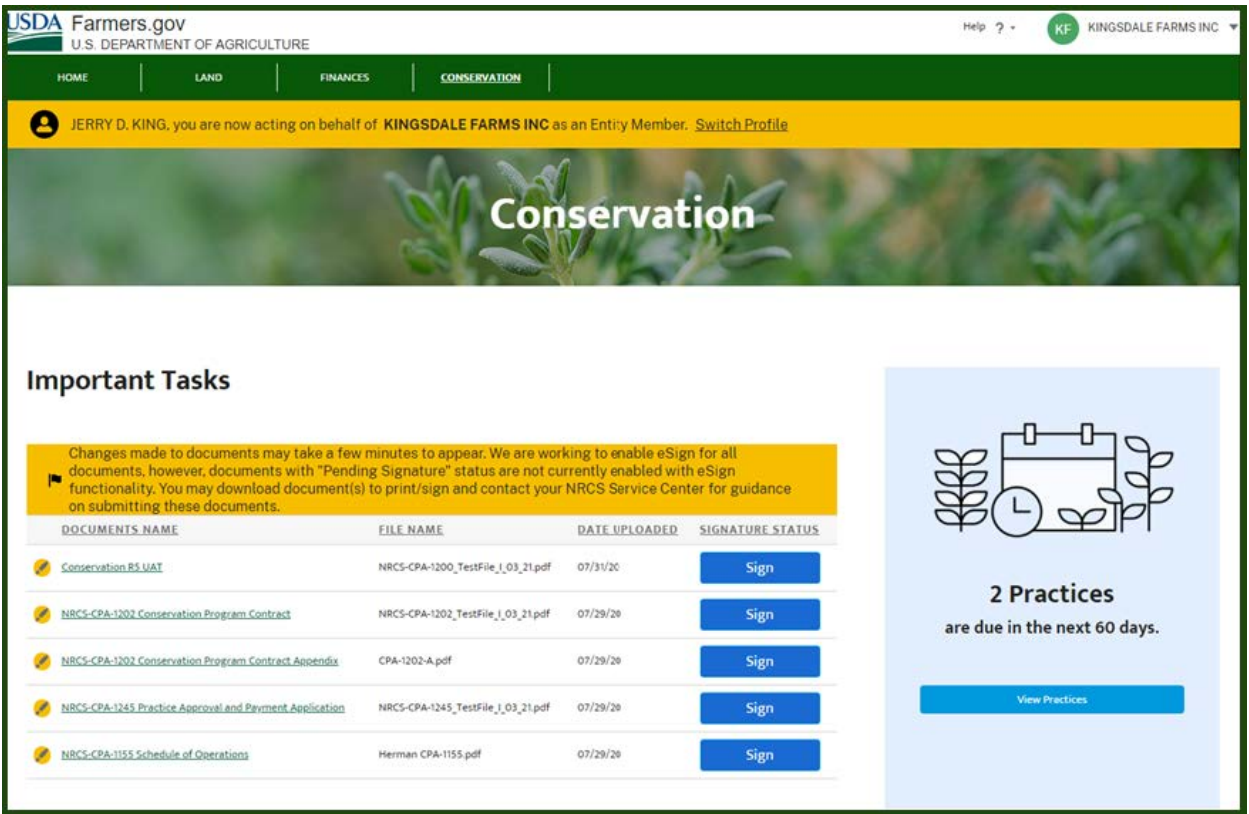


Representative Authority for Producers

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

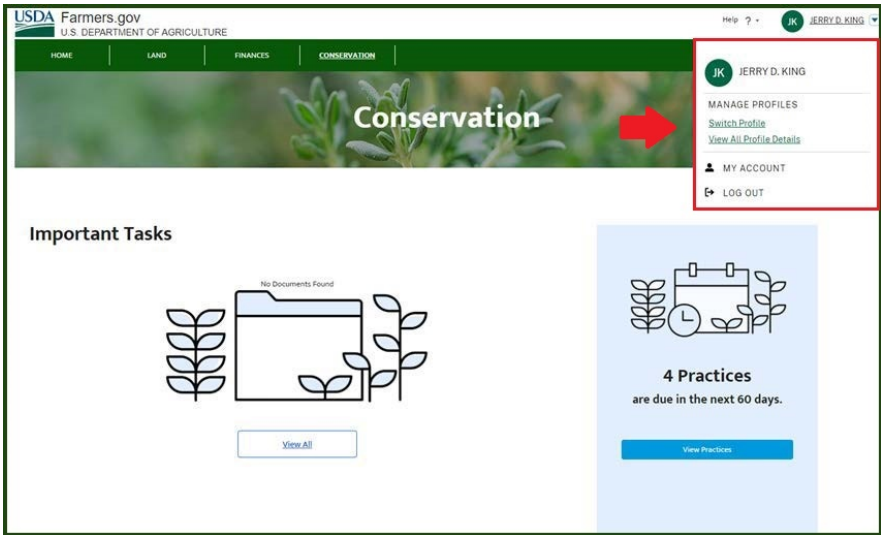


3. You can then navigate within the portal viewing information and signing documents on behalf of the selected representative authority profile. Documents that you sign will indicate that you are signing in a representative capacity.



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.

