United States Department of Agriculture

Farmers.gov Conservation User Guide for Producers

Accessing Resources Within the User Portal

Version Acorn Release 1

Table of Contents

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

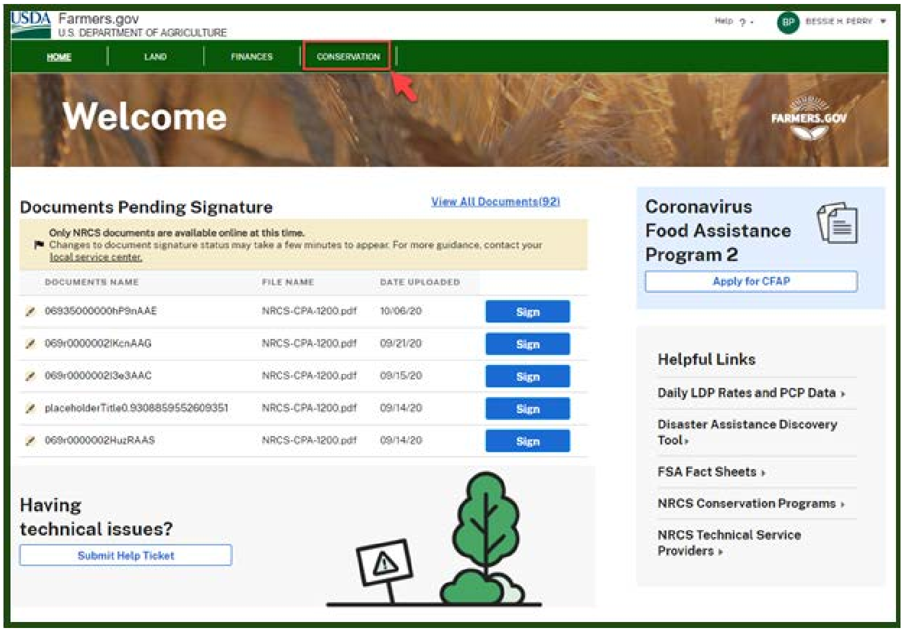
Log in to View Practice Documents and Receive Technical Assistance

FARMERS.GOV

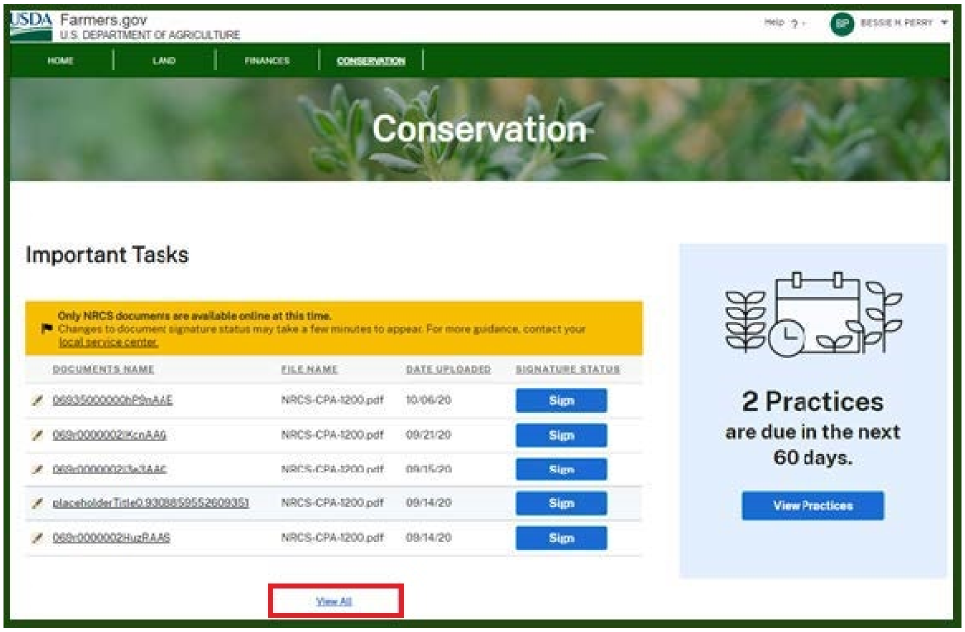
To reach the **Conservation Landing Page**, follow the instructions below:

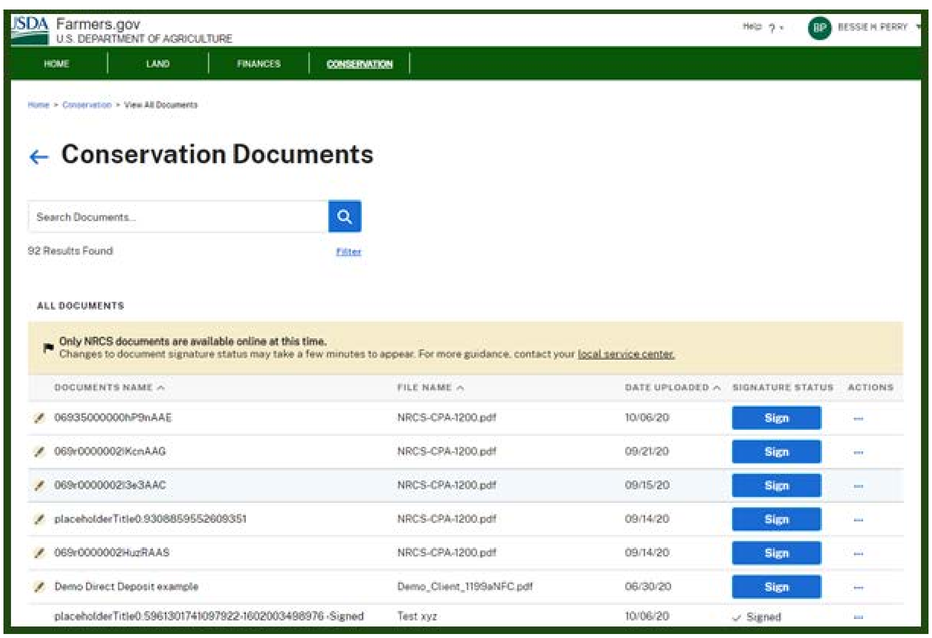
1. Access Farmers.gov from your browser. The recommended browsers to use are Google Chrome, Mozilla Firefox, or Microsoft Edge.
2. Select **Sign In I Sign Up** from the upper right-hand corner of the screen to access your Farmers.gov Dashboard. If you do not have a Farmers.gov account, follow the instructions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

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

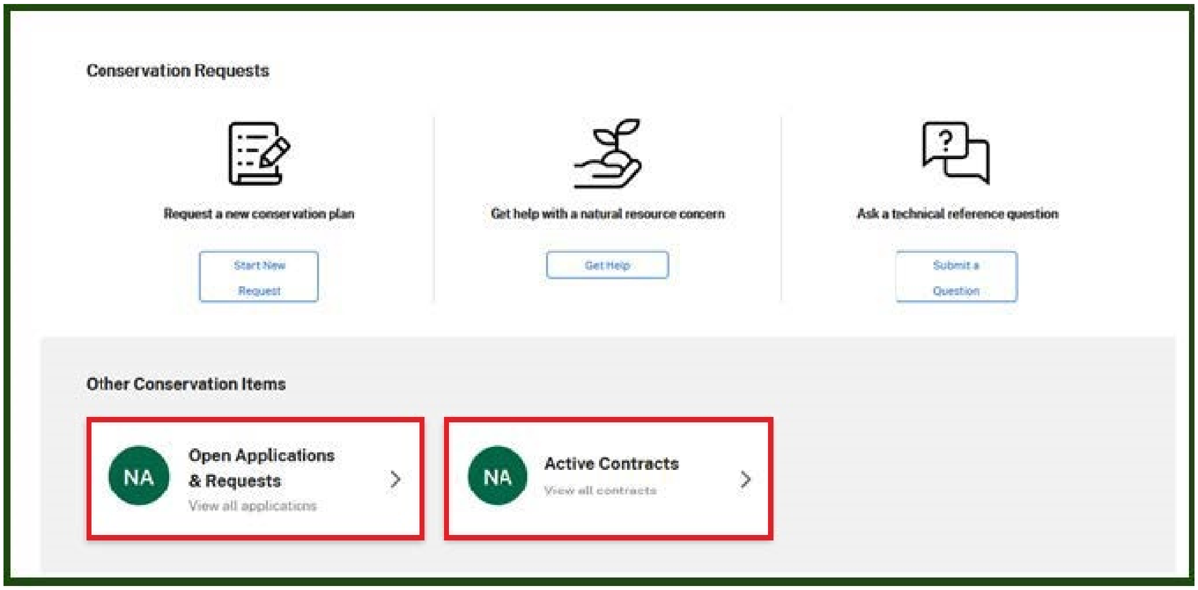


4. The **Conservation Landing Page** allows you to make conservation assistance requests, including requesting financial assistance, and view all conservation documents related to your plans and practices. Important conservation tasks — such as documents that need to be signed — will be displayed, as 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.

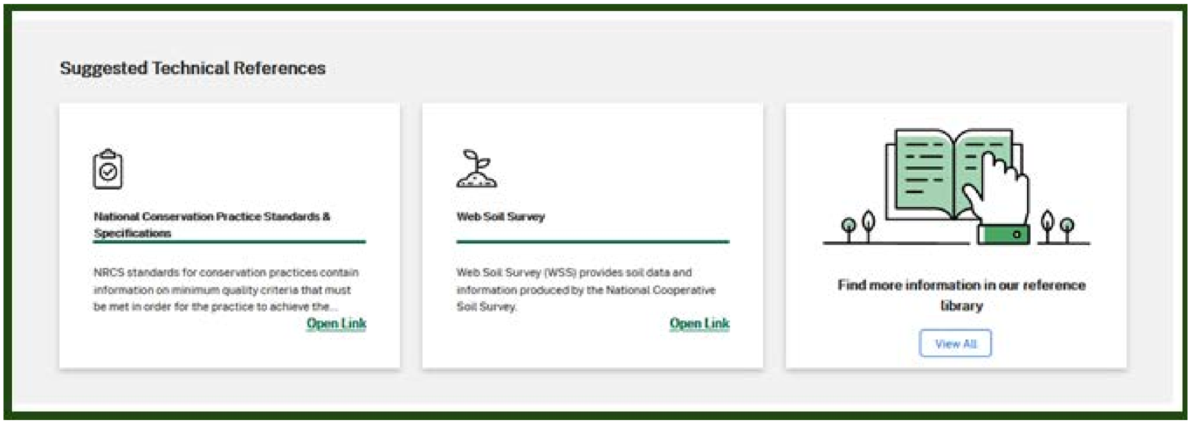




5. In addition to making conservation requests, you can navigate to the **View All Applications & Requests** page, as well as the **View All Contracts** page.



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

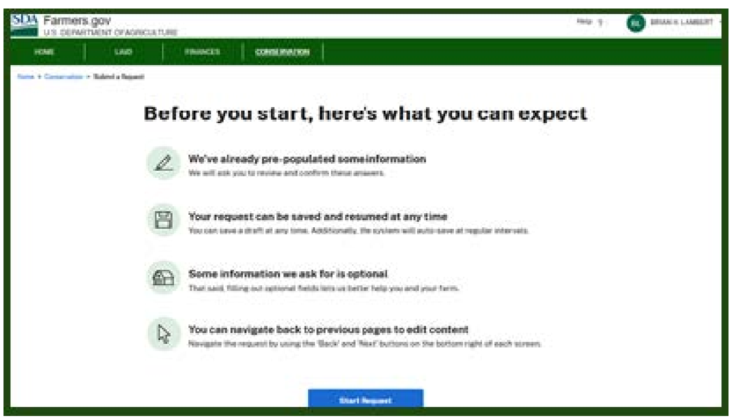
View and Submit Conservation Requests With Mapping Capability

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

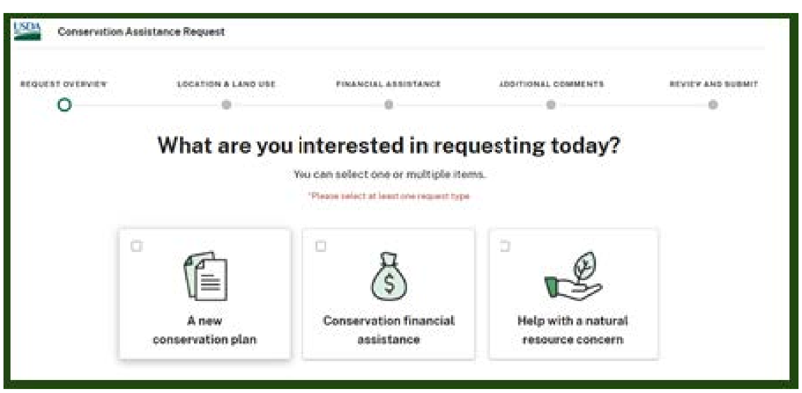
To access this page and submit a request, follow the instructions below:

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

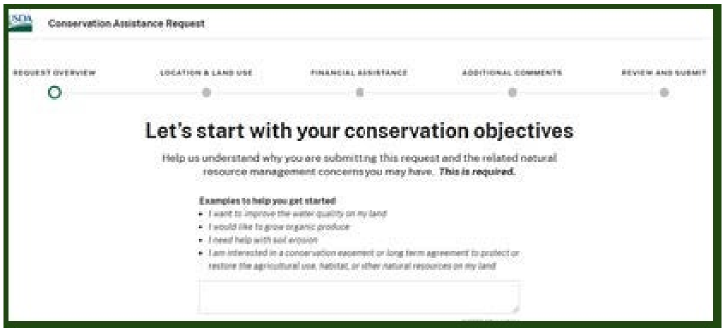
2. This screen gives you a quick overview about what you can expect as you make your **Conservation Assistance Request**. Your request can be saved and resumed at any time by navigating to the **Open Applications & Requests** button on the **Conservation Landing Page**.



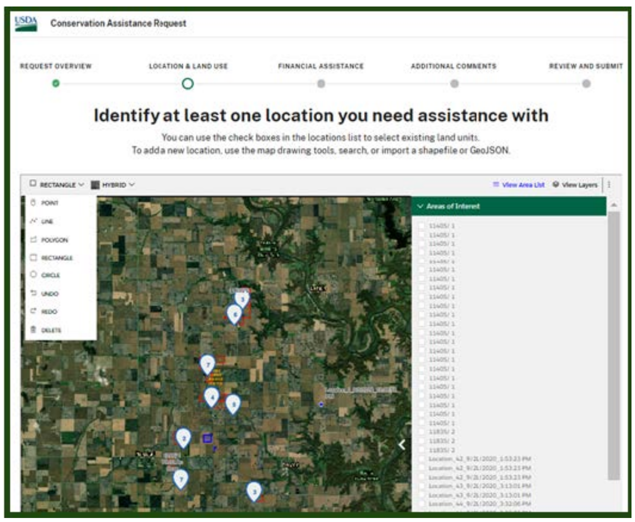
3. You can select either a new conservation plan, conservation financial assistance, or help with a natural resource concern -- or any combination of the three.



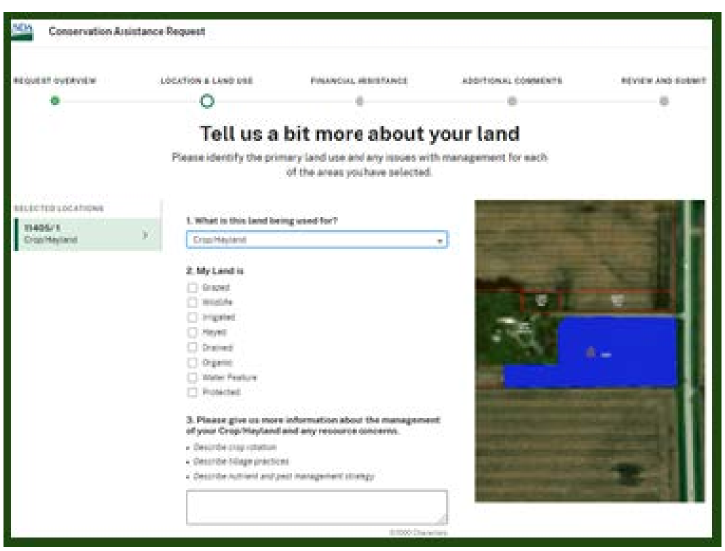
4. You can enter some of your conservation objectives. This information will go directly to the NRCS planner and give the planner some initial information to work from.



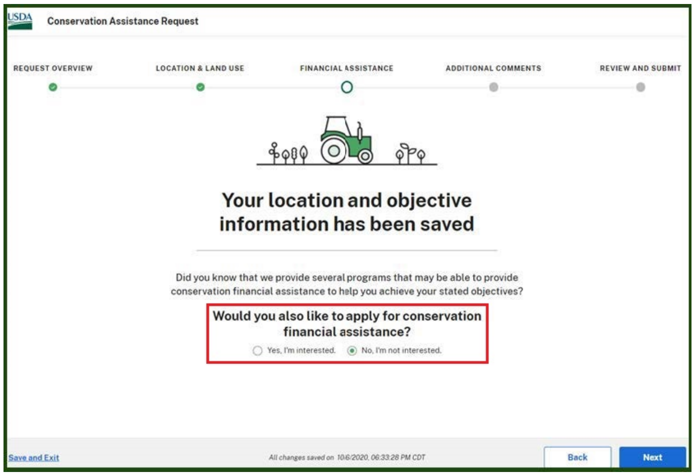
5. You can select an area of interest based on existing planning land units you have with NRCS. Or you also have the opportunity to draw your own if you have a new section that you haven't worked with NRCS before on. Just pick the appropriate geometric tool, draw a spot on the map, and the software will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



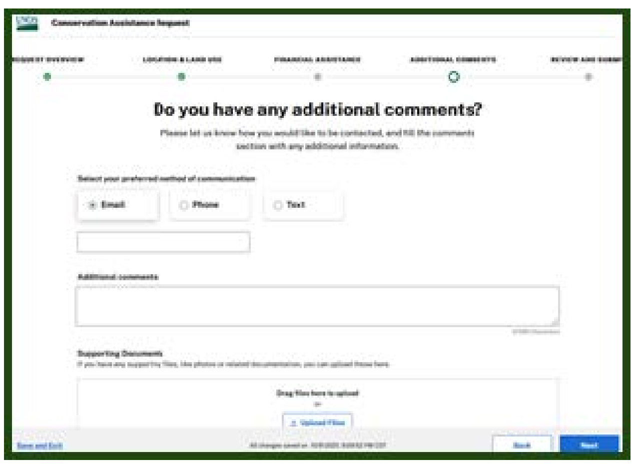
6. This page asks you for additional information about your land. If the software has information about your land already, it will populate the screen with that information. However, you can change that information if you wish. You also have optional fields that you can complete to give more information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



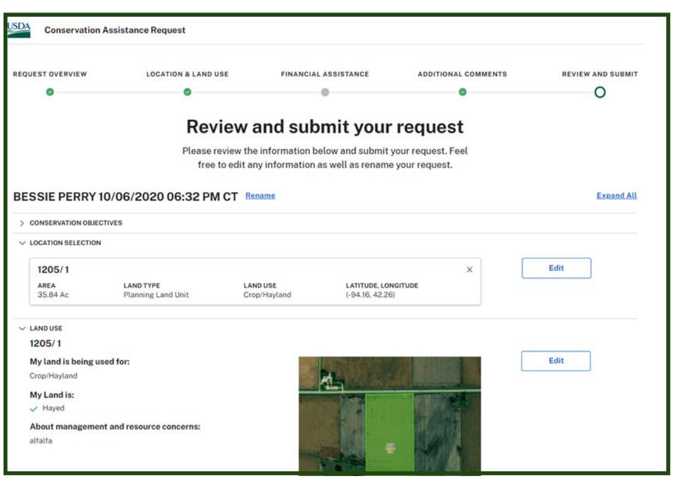
7. At this point, even though you may not have selected financial assistance in the beginning, the software gives you the opportunity to apply for conservation financial assistance if you want.



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.

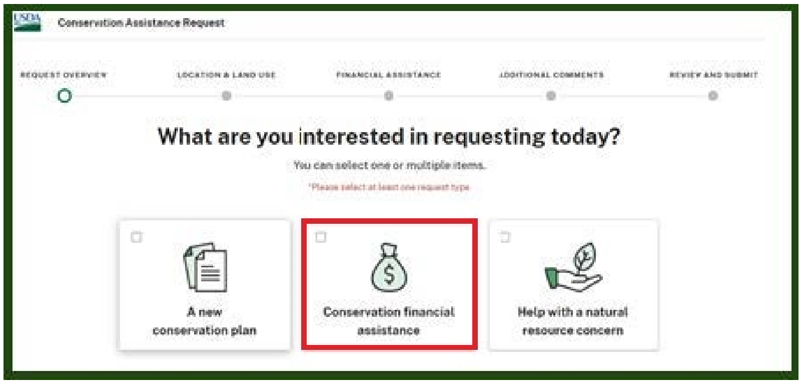


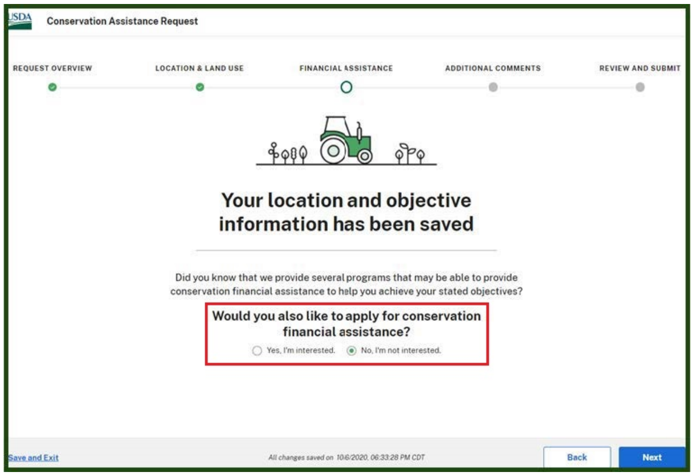
9. This last screen gives you an opportunity to review your conservation objectives, location selection, land use, and additional comments. It also will show an image of the land area you chose. You are now ready to submit your conservation assistance request.



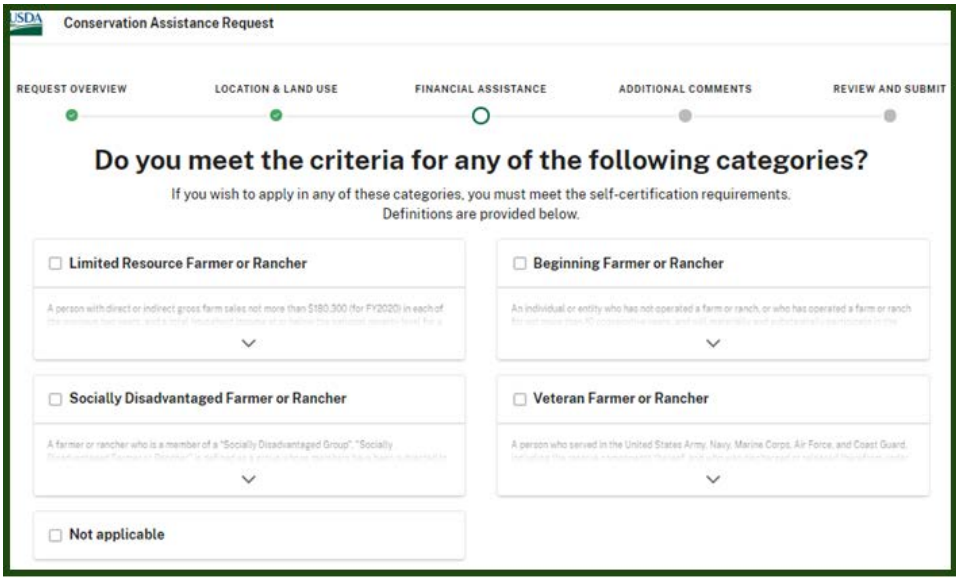
Conservation Assistance Request with Financial Assistance

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

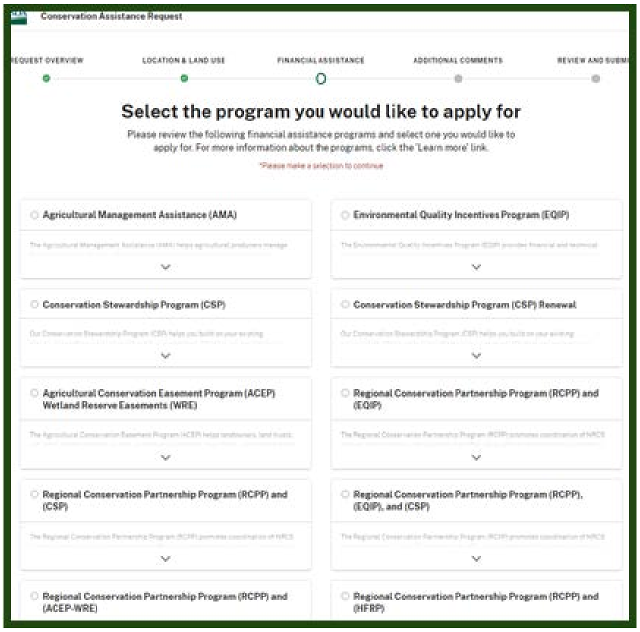




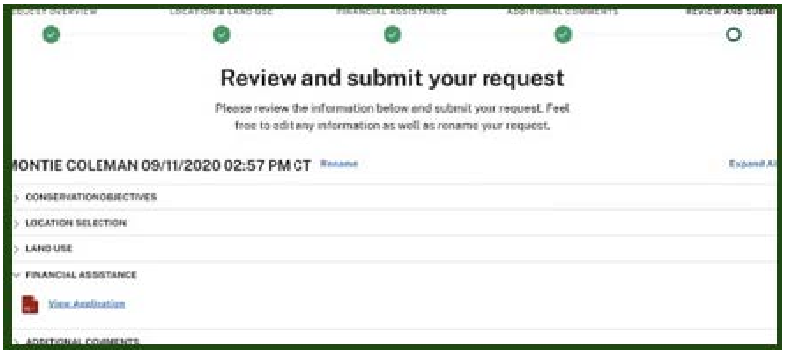
2. If you wish to apply in any of the categories listed in the image below, you must meet the self-certification requirements. Drop-down definitions are provided.



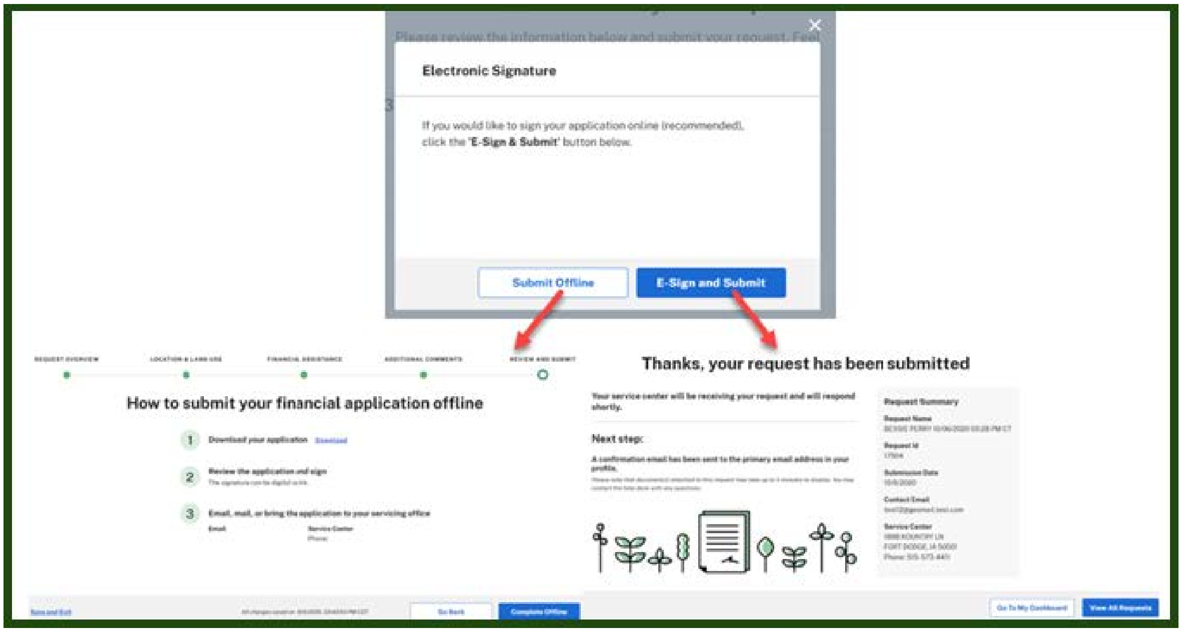
3. This screen enables you to make a selection on which program you are interested in. Each choice also has a drop-down option that contains additional information on each program.



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.



Conservation Technical References

View Technical Reference Information and View All Applications & Requests

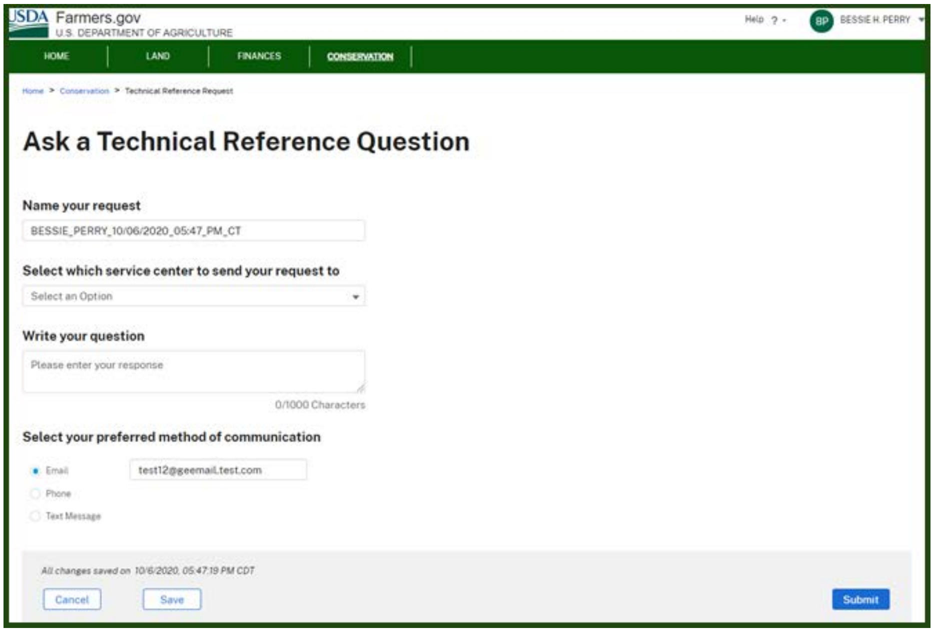
FARMERS.GOV

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**.

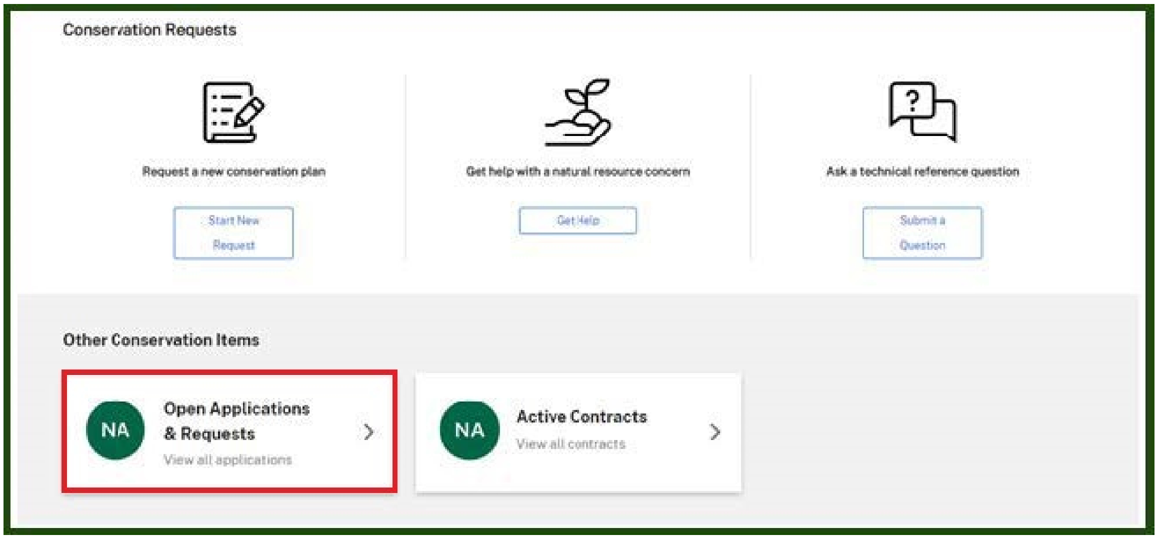


View All Applications & Requests

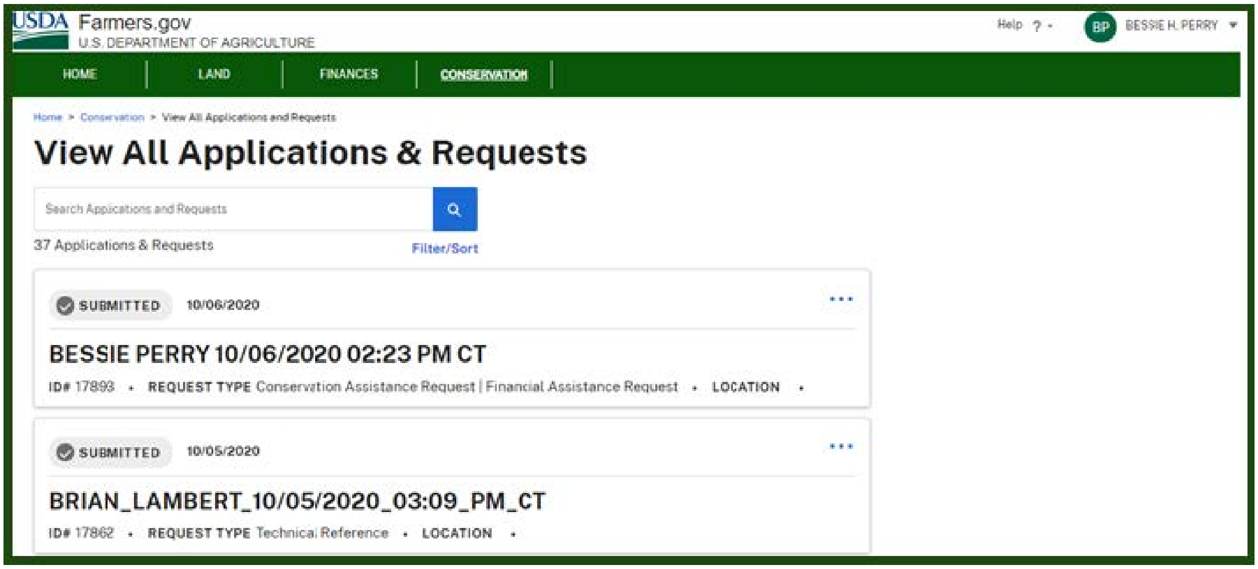
The **View All Applications & Requests** page allows producers to access all of their active applications and requests in one location.

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

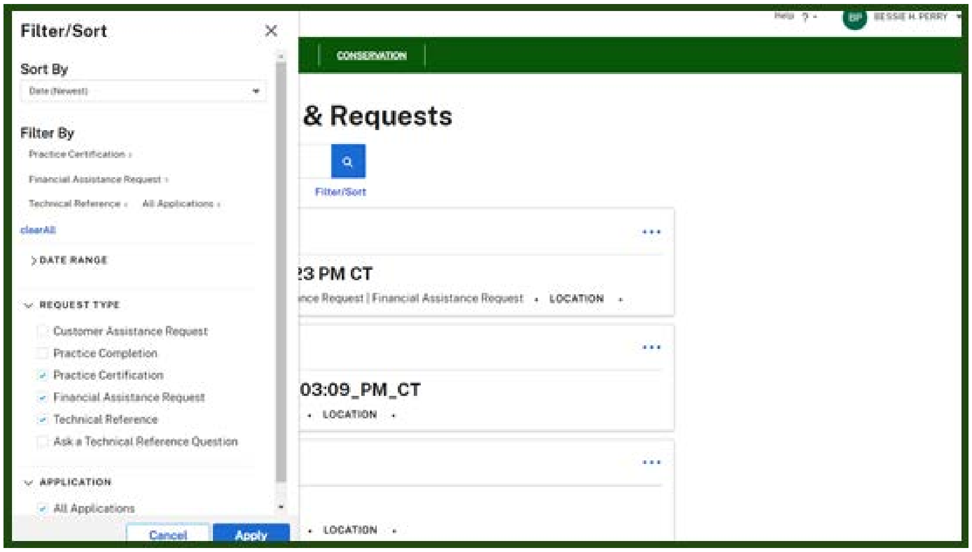
1. From the **Conservation Landing Page**, under **Other Conservation Items**, select **Open Applications & Requests.**



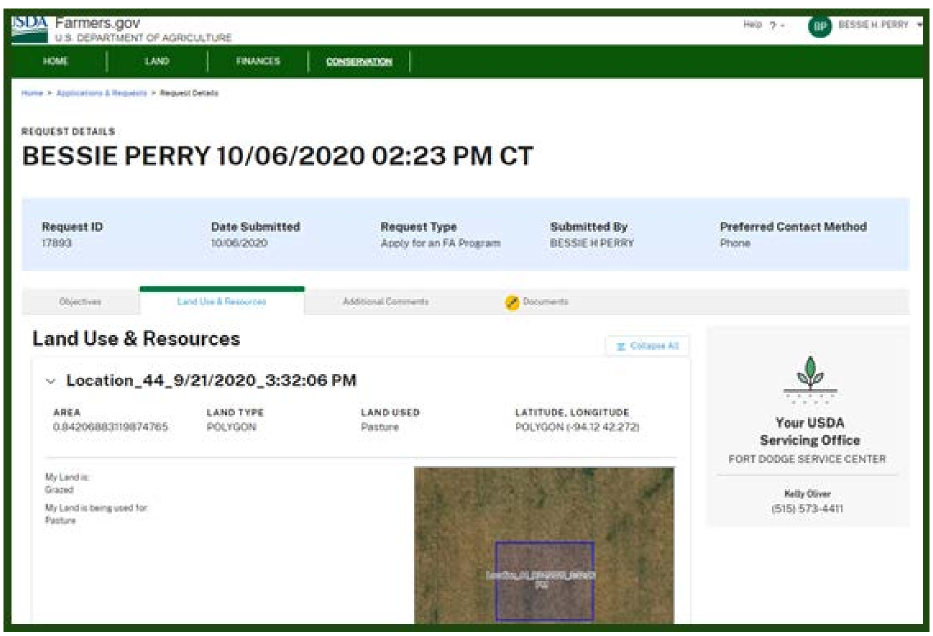
2. On this page you can view requests that are in their draft or submitted status. You also will be able to view accepted applications that are making their way through the contract process.



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.

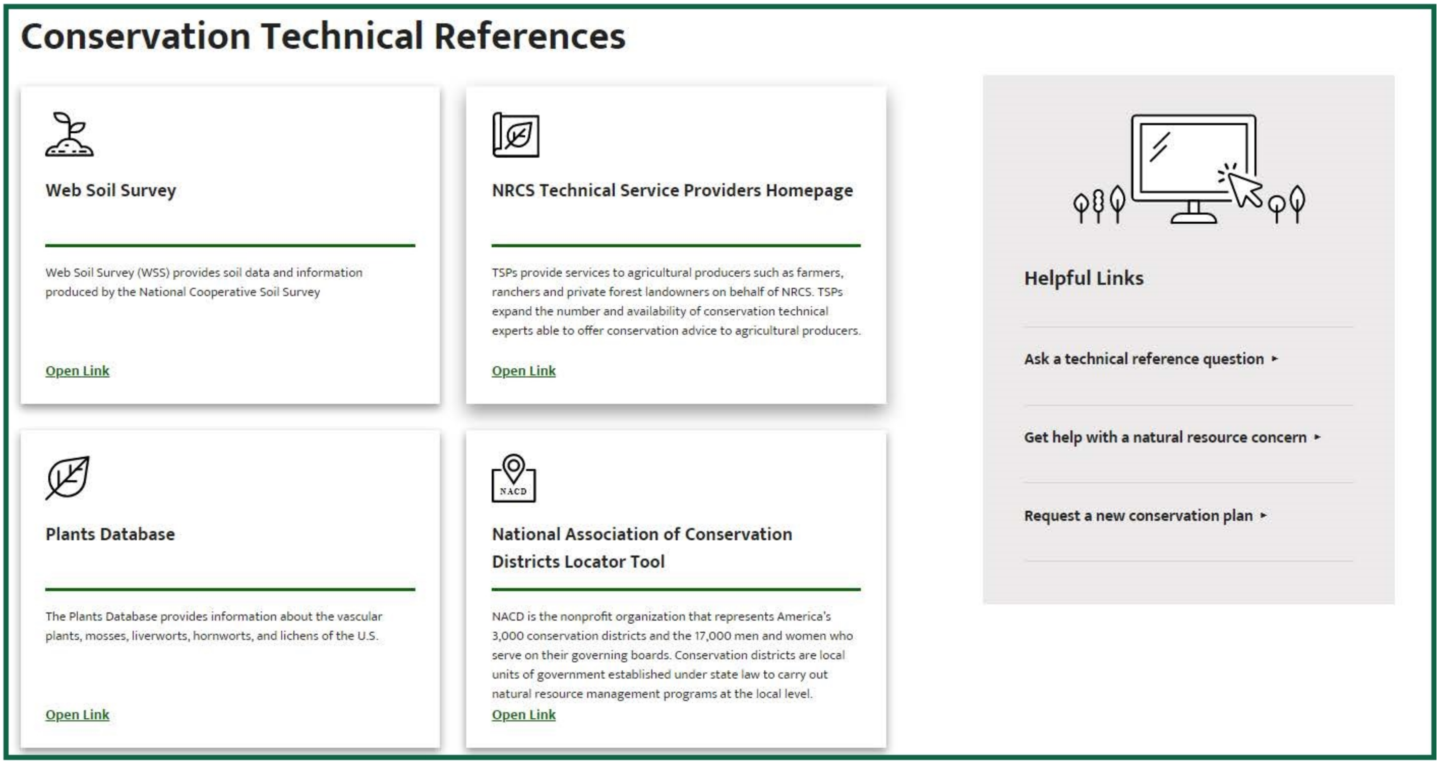


Technical Reference Library

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

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.



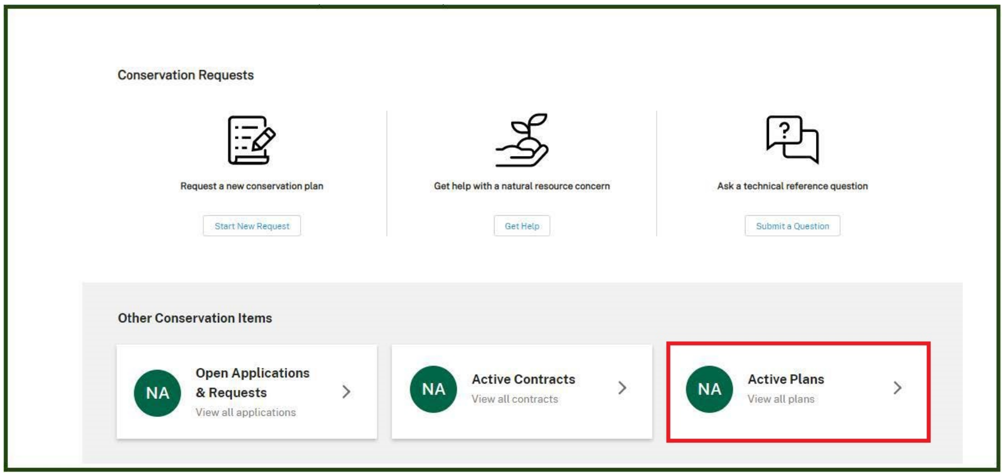
View All Plans

View All Plans with Filtering and Sorting Capabilities

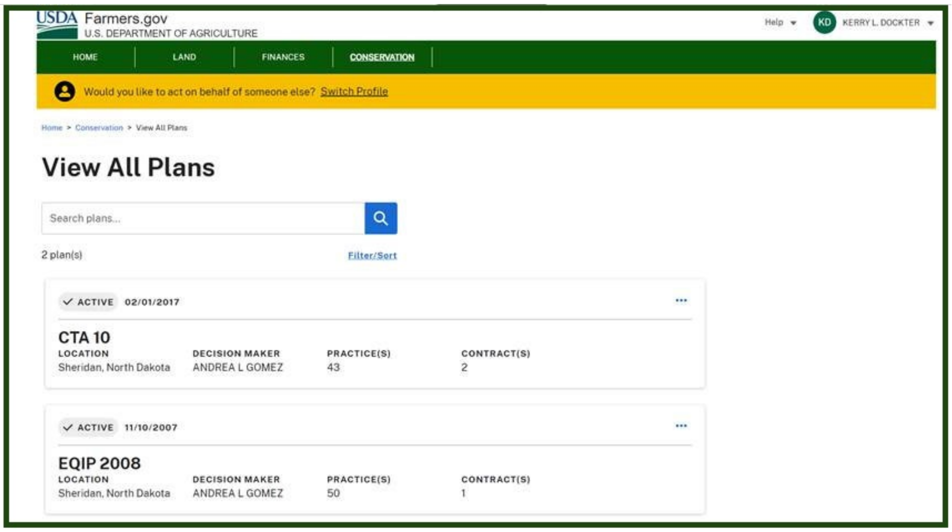
The **View All Plans** page allows producers to access all of their active conservation plans, including the plan name, location, decision maker name, practices associated with the plan, and contracts associated with the plan.

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

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

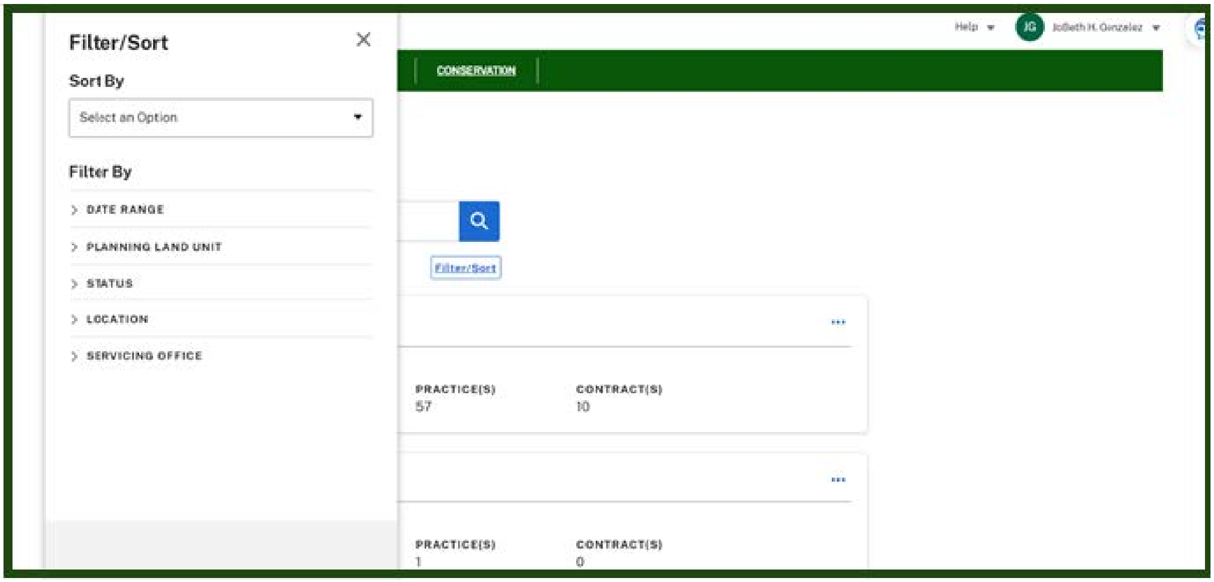


2. On the **View All Plans** page, you can see all of your conservation plans in one location. The plan name, location, decision maker name, number of practices, and number of contracts are highlighted for each plan. Note: Mapping functionality also will be added in the coming months.

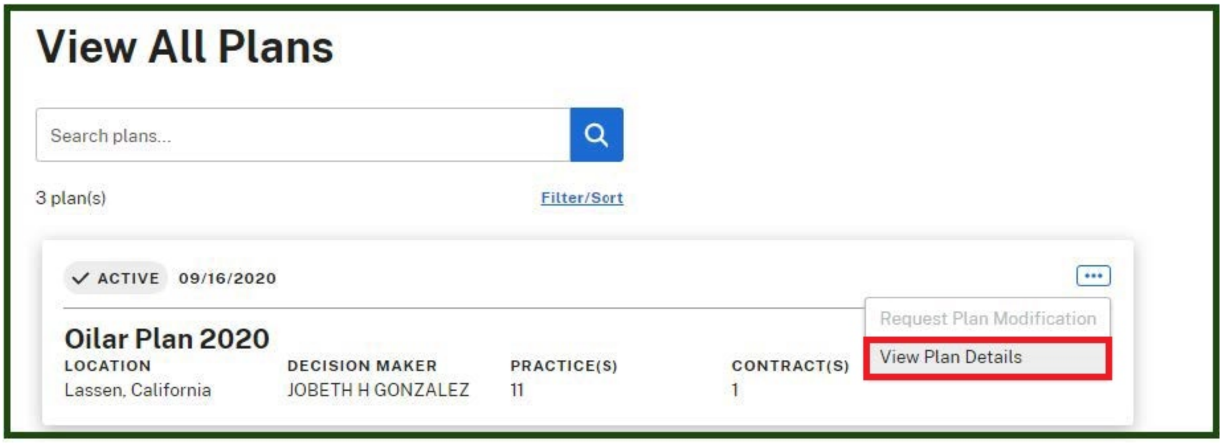


View All Plans

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

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.

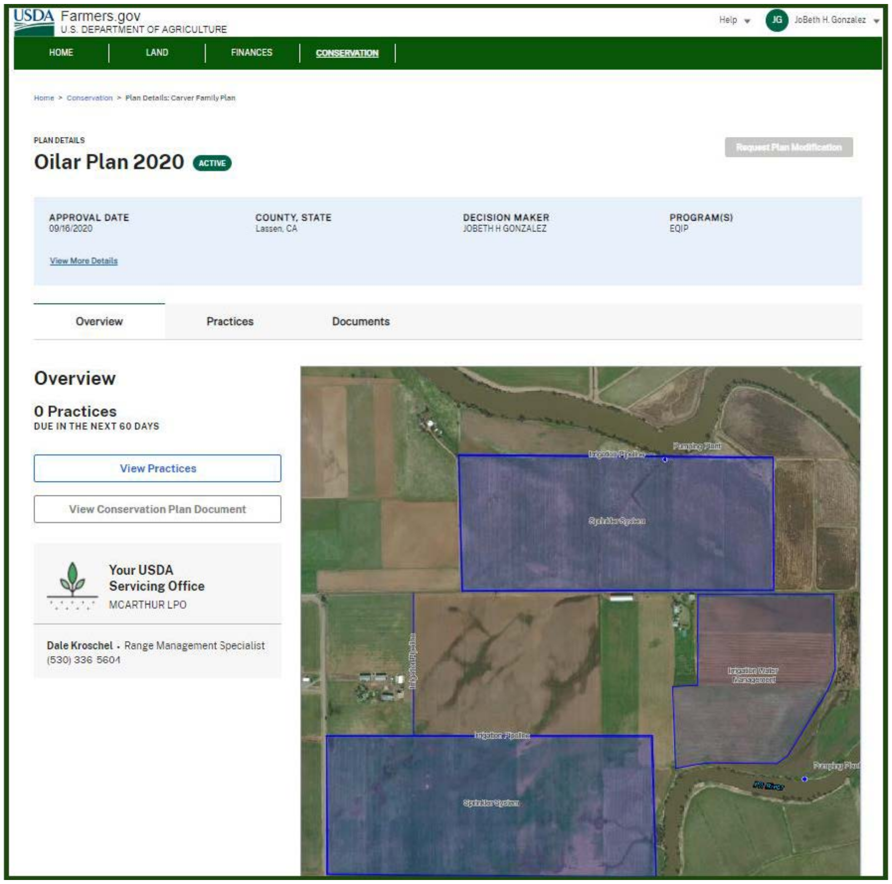
To access **Plan Details**, follow the instructions below:

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:

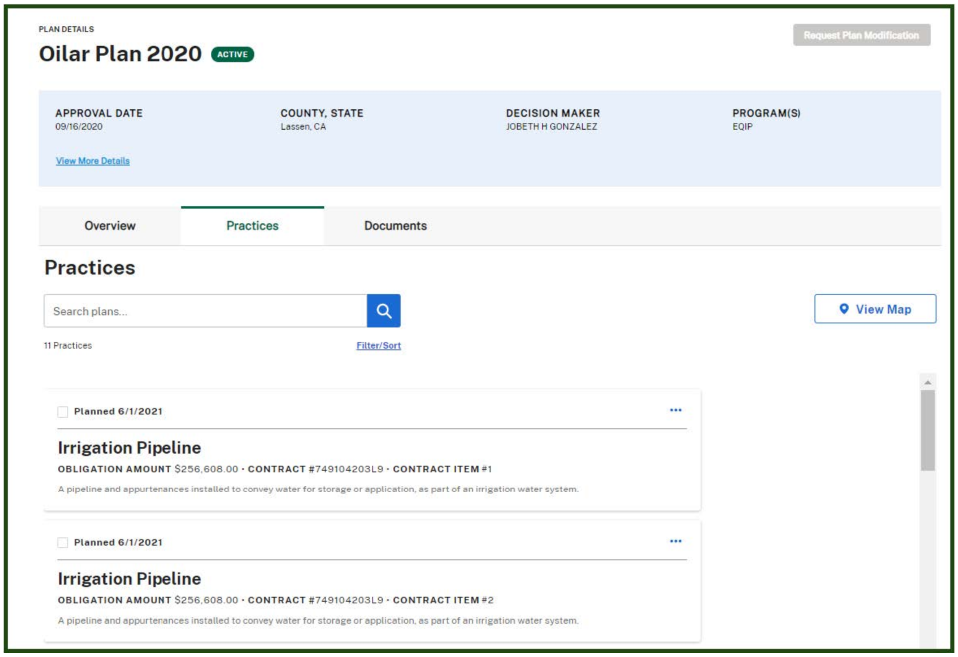
- Plan status
- Approval date
- County and state
- Decision maker
- Program(s)
- Service center and contact information

You can select the **Practices** tab or **View Practices** button to see the practices associated with a particular plan.

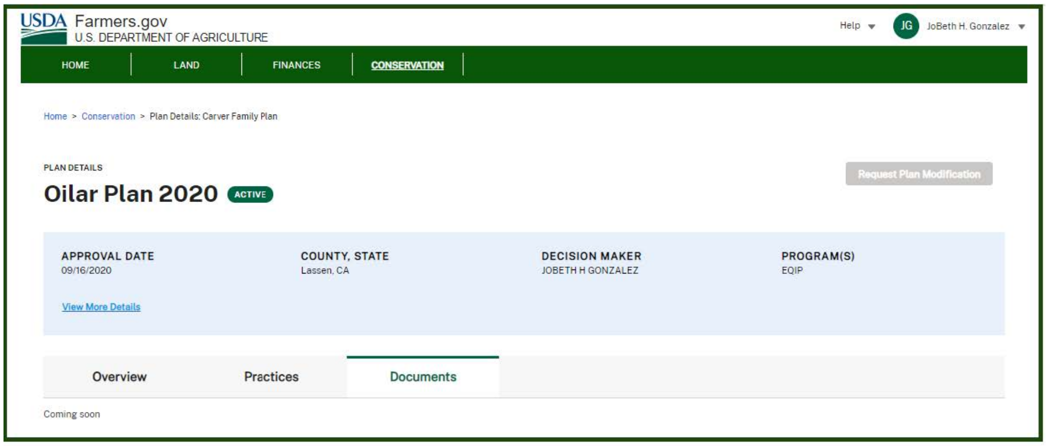


Plan Details

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.



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.



View All Contracts

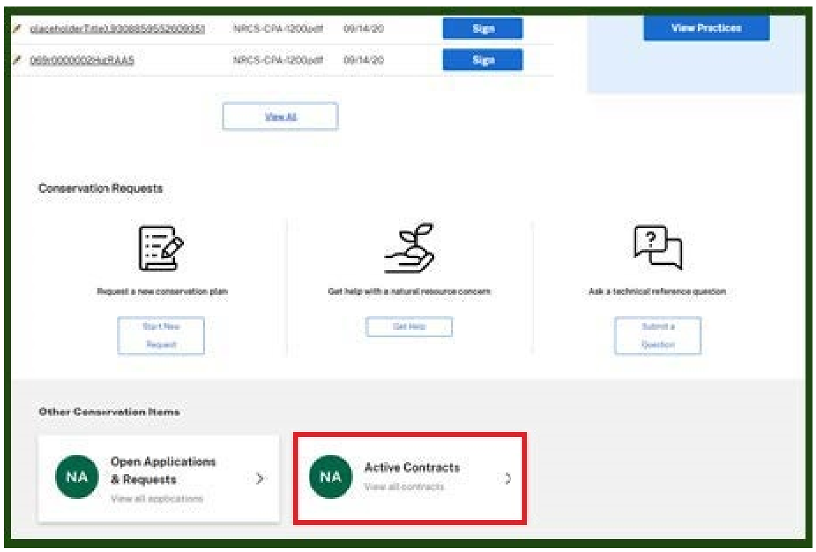
View All Contracts with Sorting and Mapping Capabilities

FARMERS.GOV

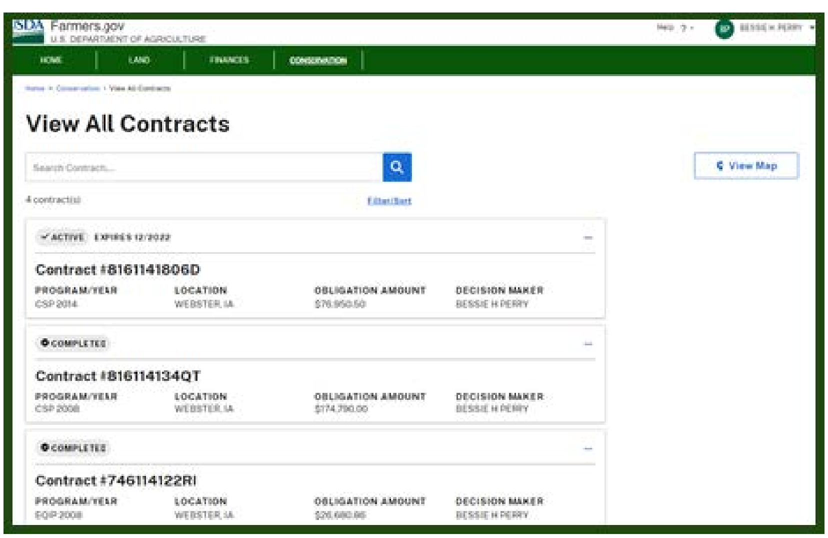
The **View All Contracts** page allows producers to access all of their active contracts in one location.

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

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

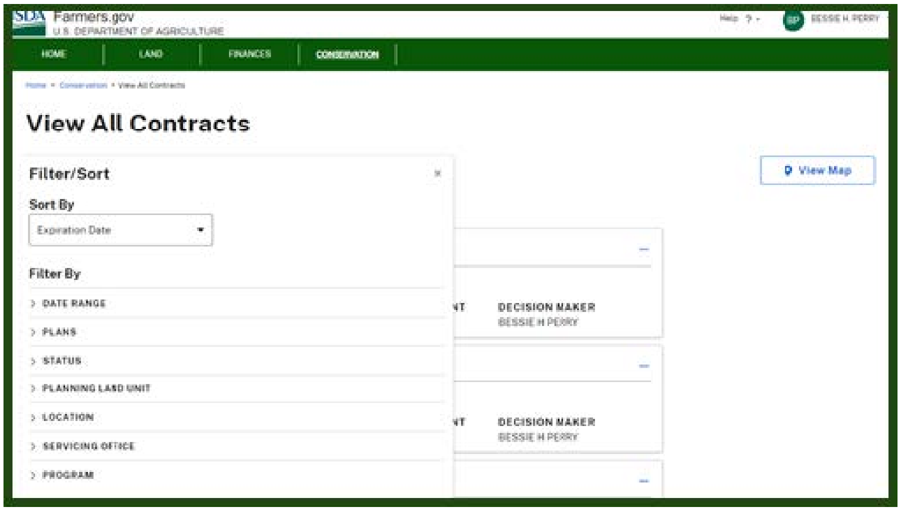


2. On the **View All Contracts** page, you can see all of your conservation contracts in one location.

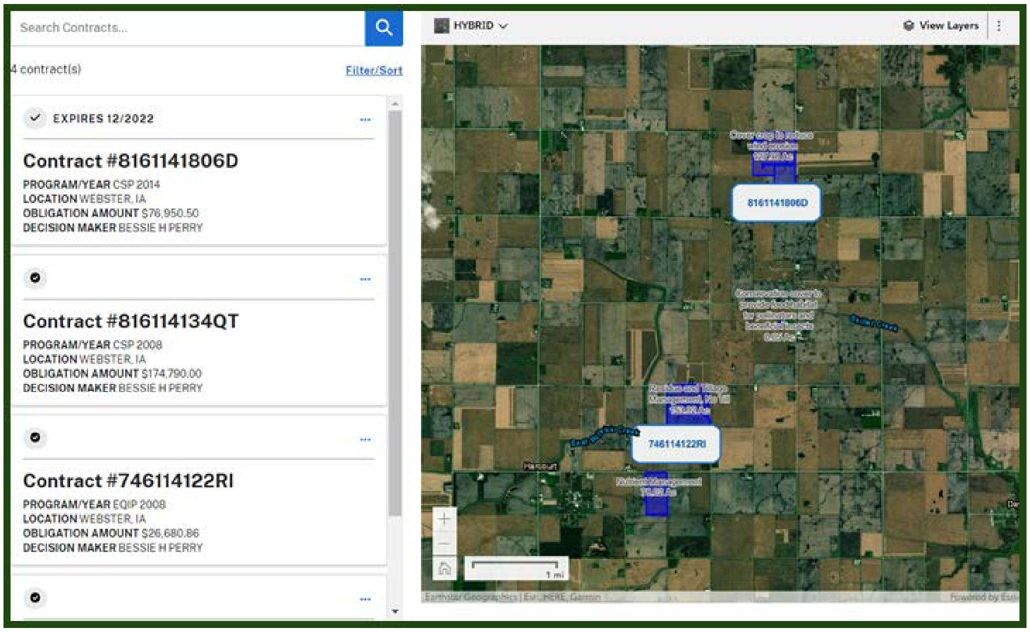


View All Contracts

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

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.

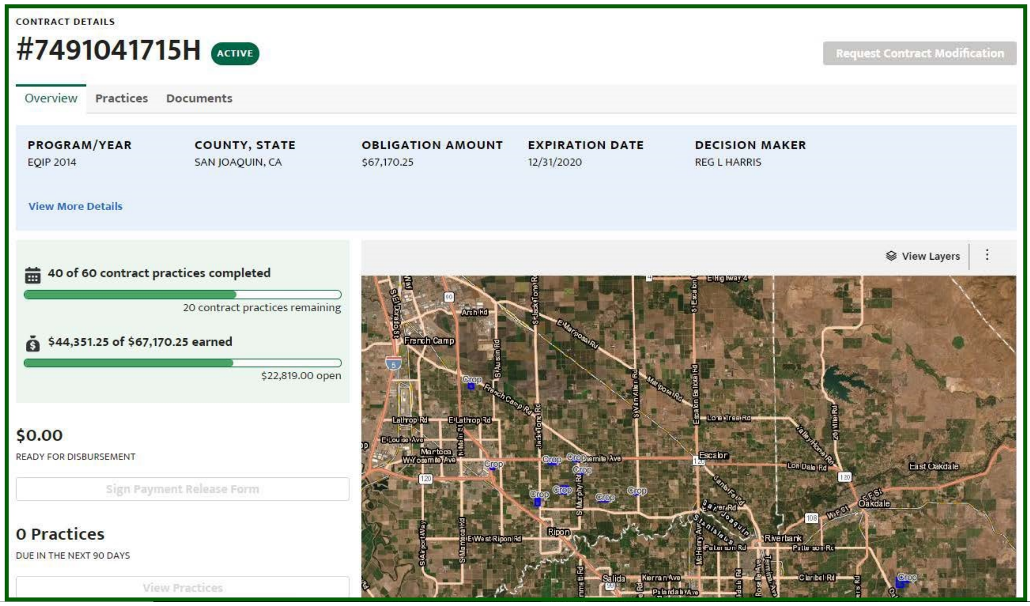
To access **Contract Details**, follow the instructions below:

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:

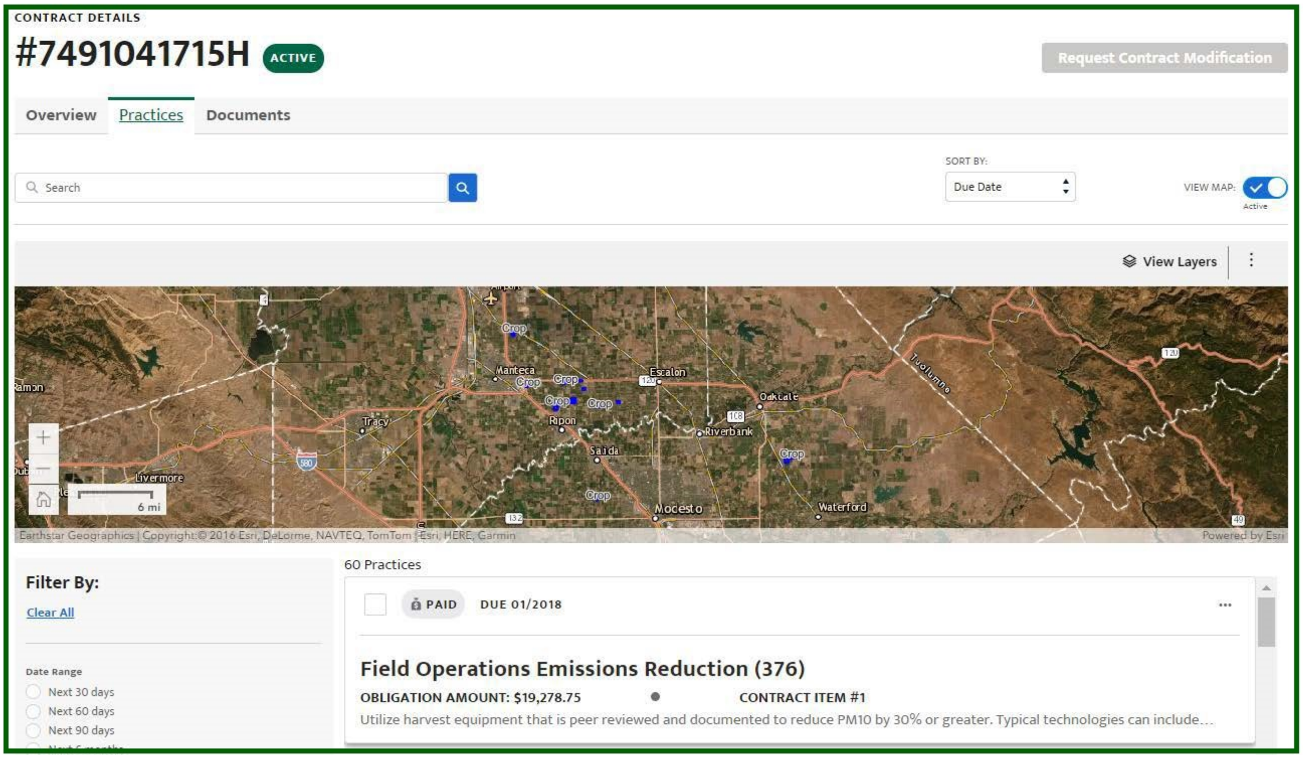
- Status
- Program and year
- County and state that it is being applied to
- Obligation amount
- Expiration date
- Decision maker

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



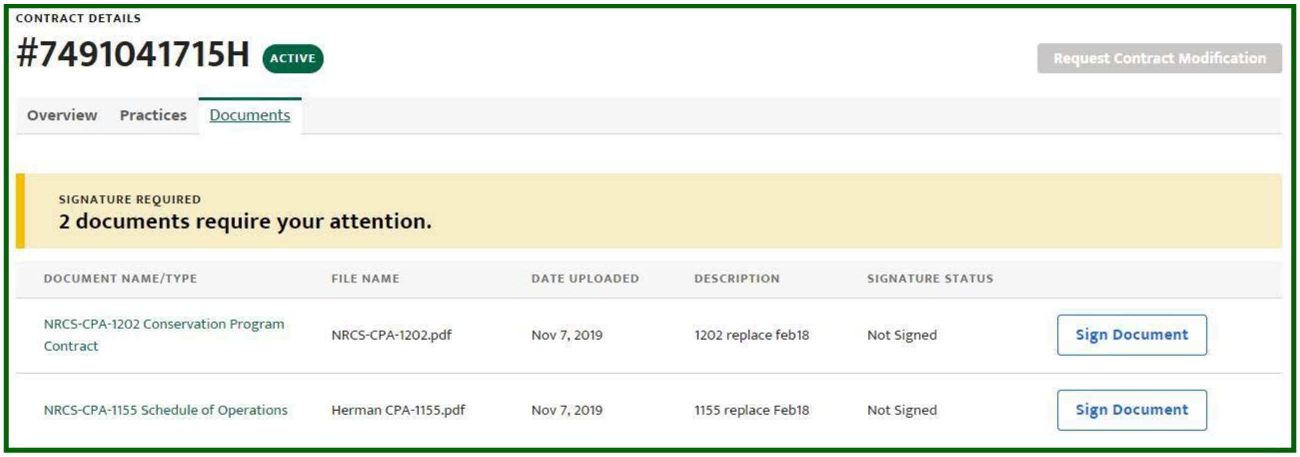
Contract Details

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 **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**.

View All Practices

Access Information on Current and Past Conservation Practices

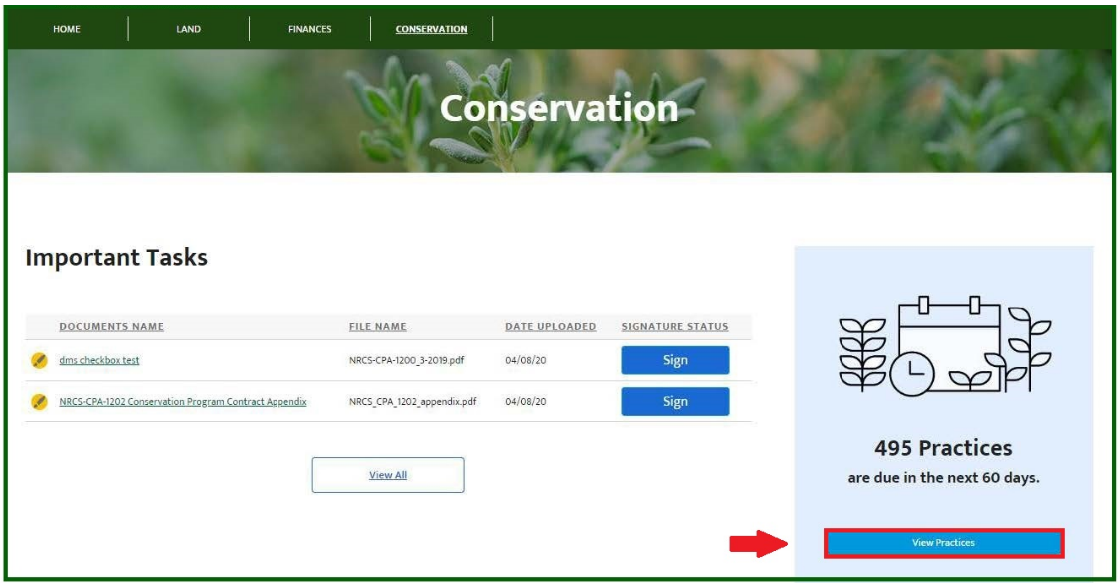
FARMERS.GOV

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

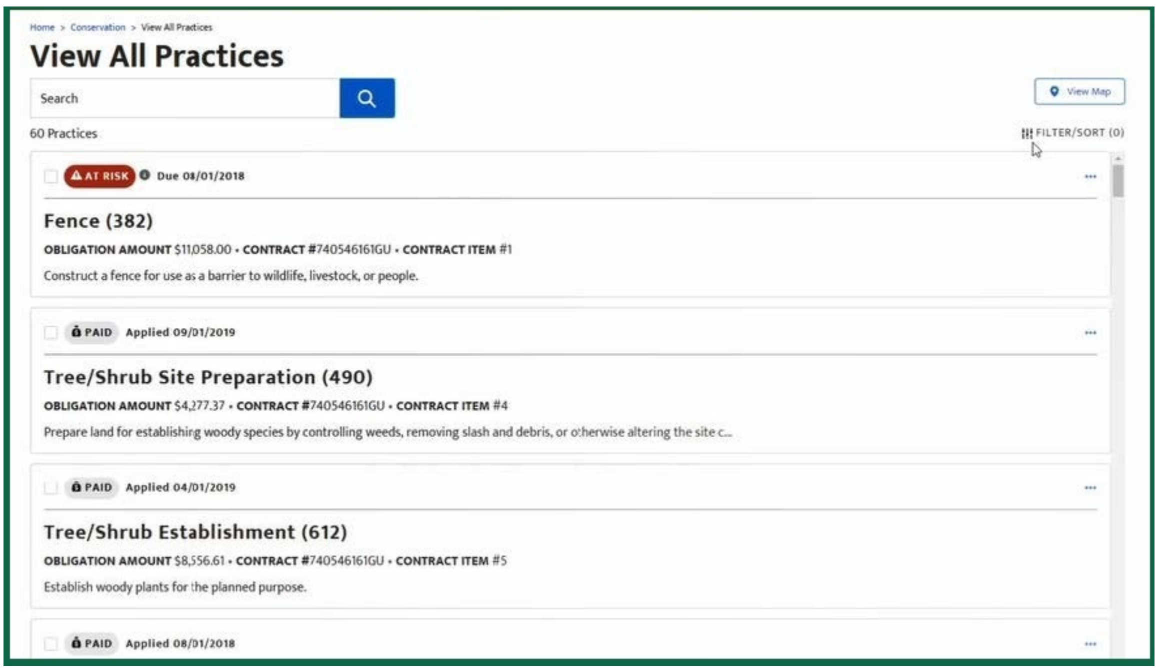
E-signing document capabilities are now available. For additional information on e-sign, visit page 30 of this guide.

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

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



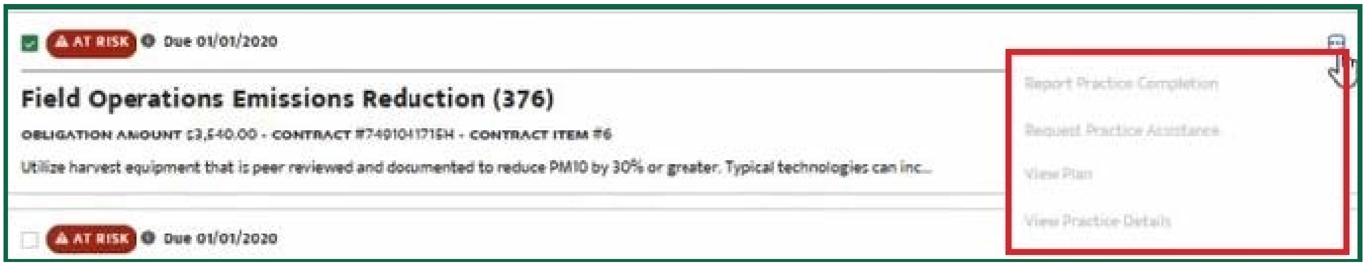
2. On the **View All Practices** page, you will be able to search for completed, ongoing, and submitted practices based on the title and contracts associated with the practice.



View All Practices

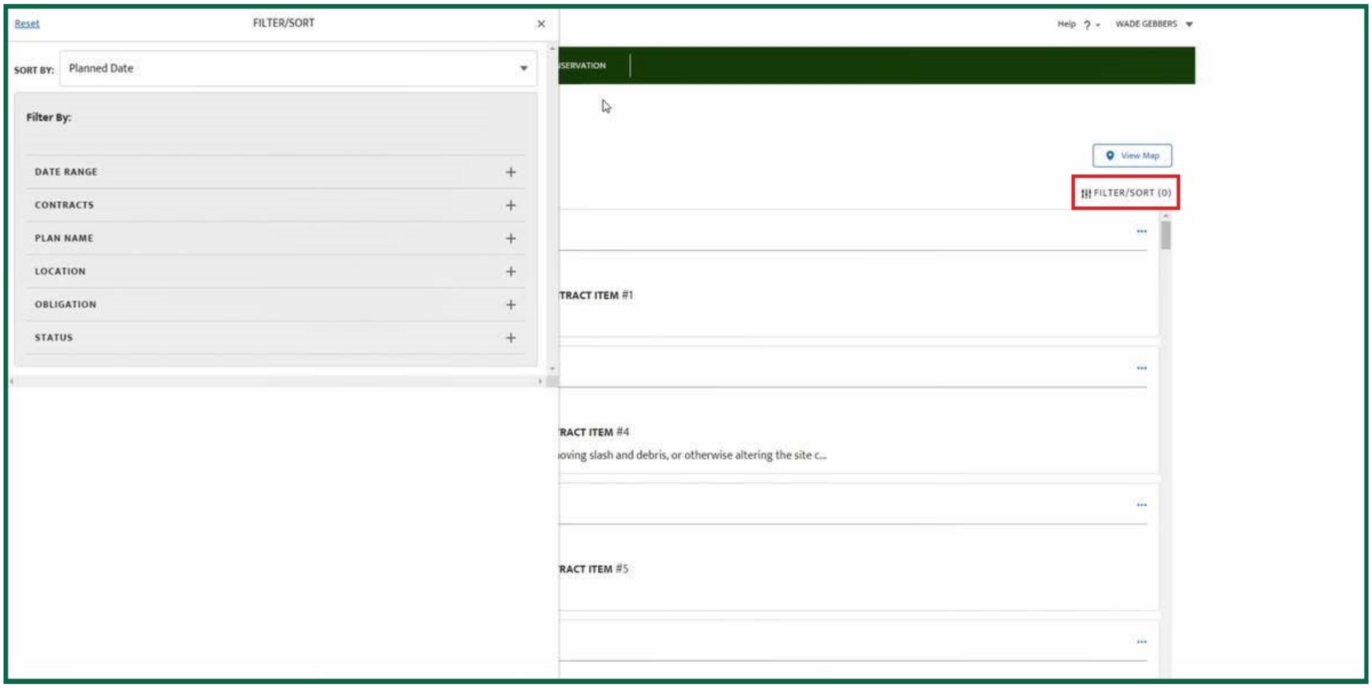
The ellipsis on the right side of each practice opens a drop-down menu, displaying the following options:

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



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

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



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

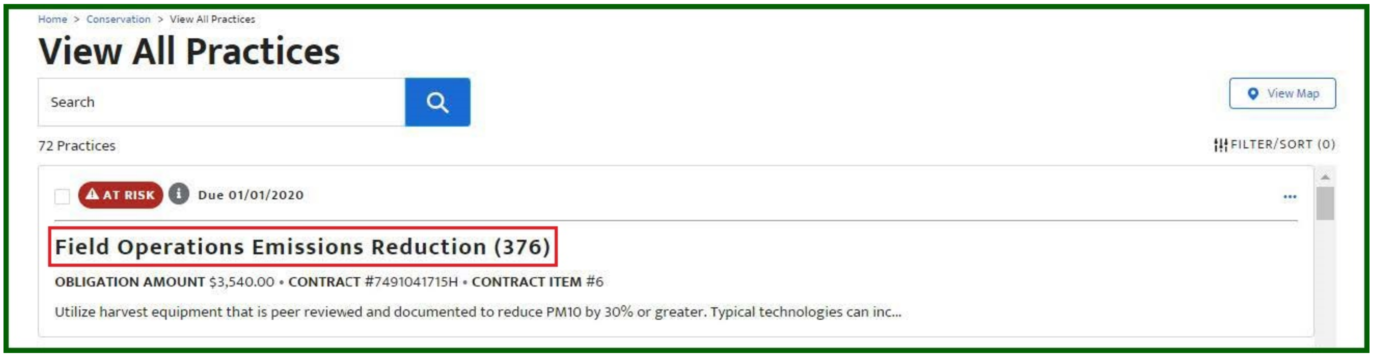
To learn more about the updated mapping feature, view page 36 of this guide.

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.

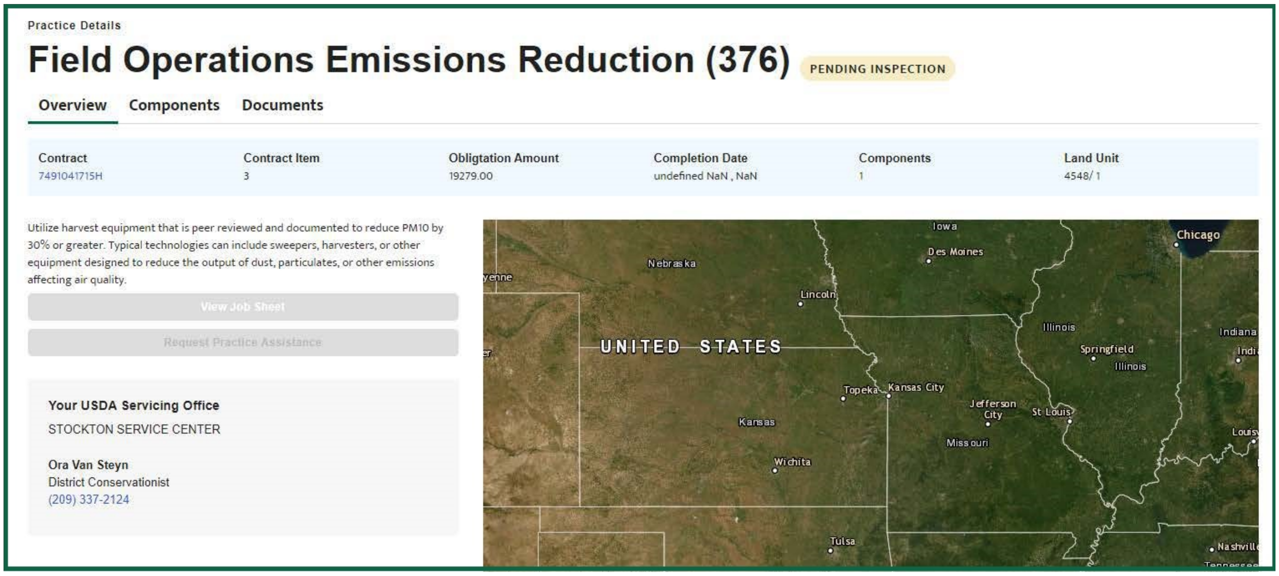
To access **Practice Details**, follow the instructions below:

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.

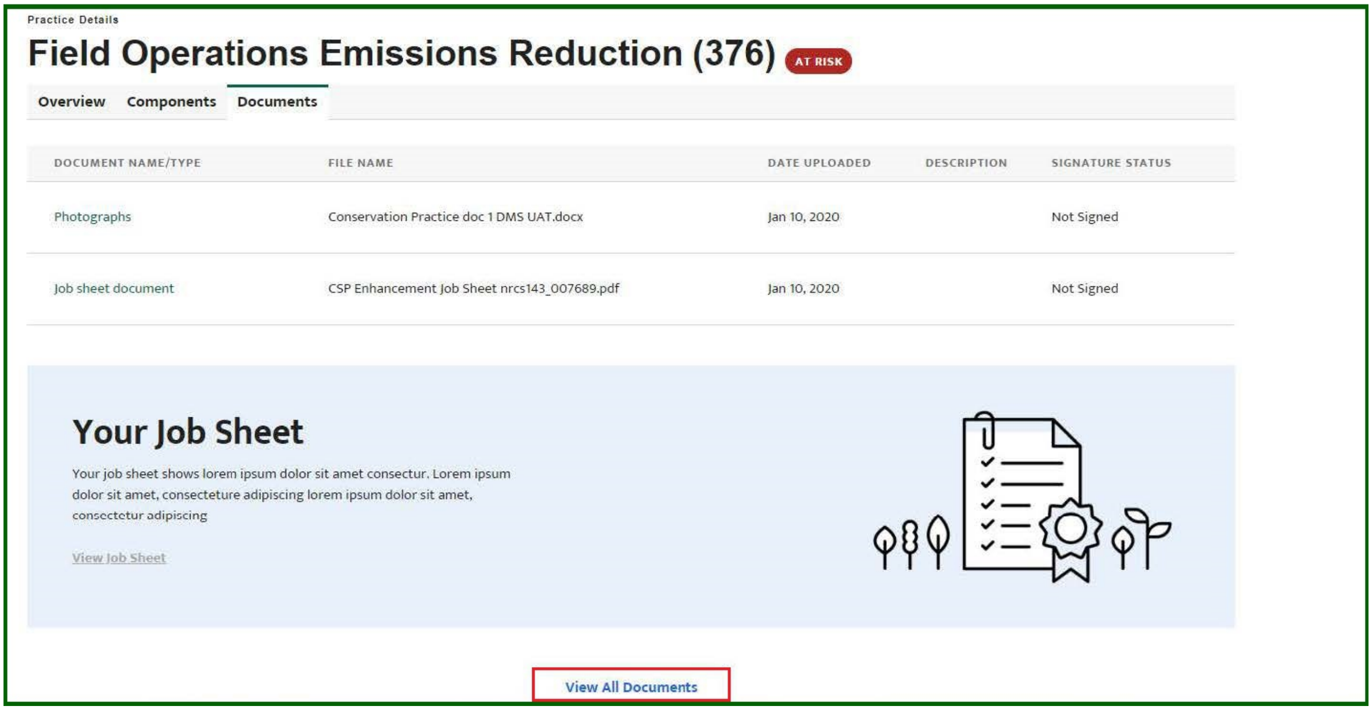
The **Overview** tab displays a practice's current status, its contract file code, contract items, obligation amount, completion date, amount of components, and the area where it is being applied. A map of the practice area, as well as a description of the practice and its USDA Servicing Office and officer,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

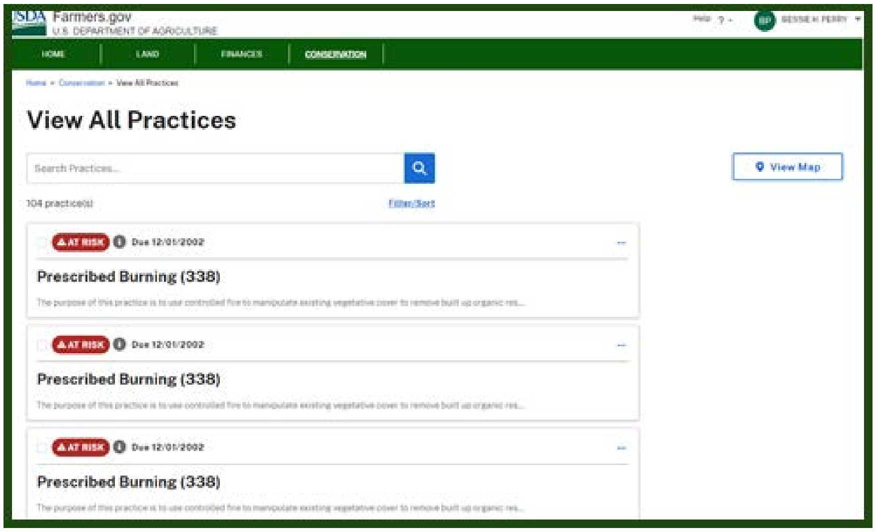
Report Practice Completion/Request Practice Certification

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.

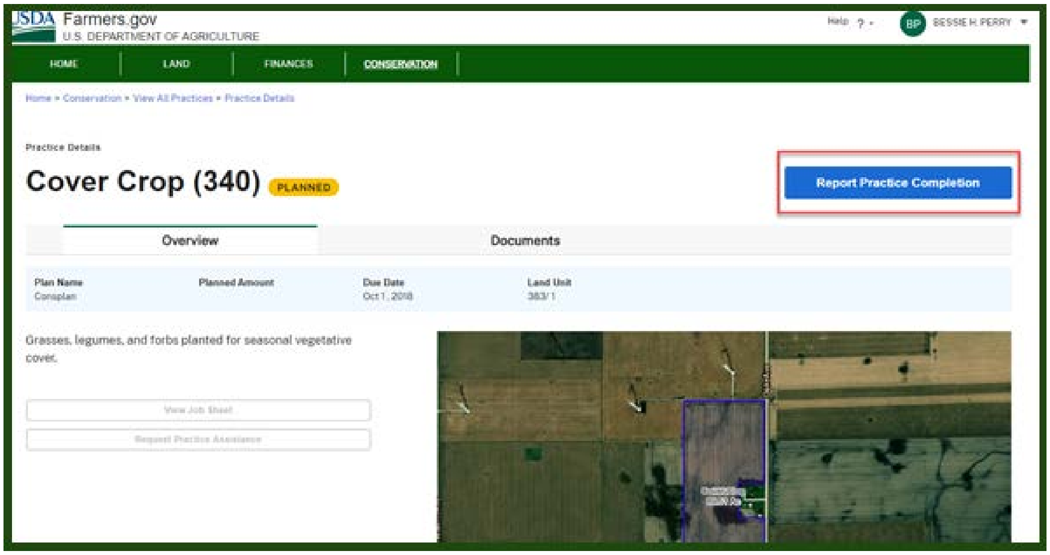
Note: The practice completion button will appear on the practice details screen for practices that are not part of an obligated contract. A request practice certification button will appear as part of obligated contracts that have cost-share associated to them.

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

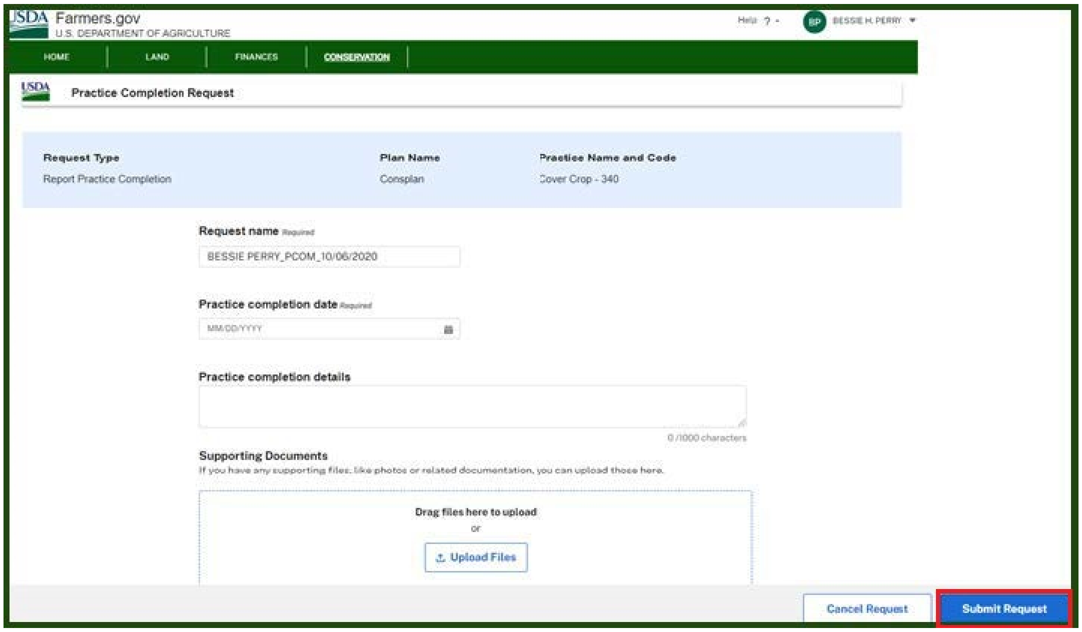
1. From the **View All Practices** page, select a practice that you want to request certification/report completion on by clicking on the name of the practice.



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!



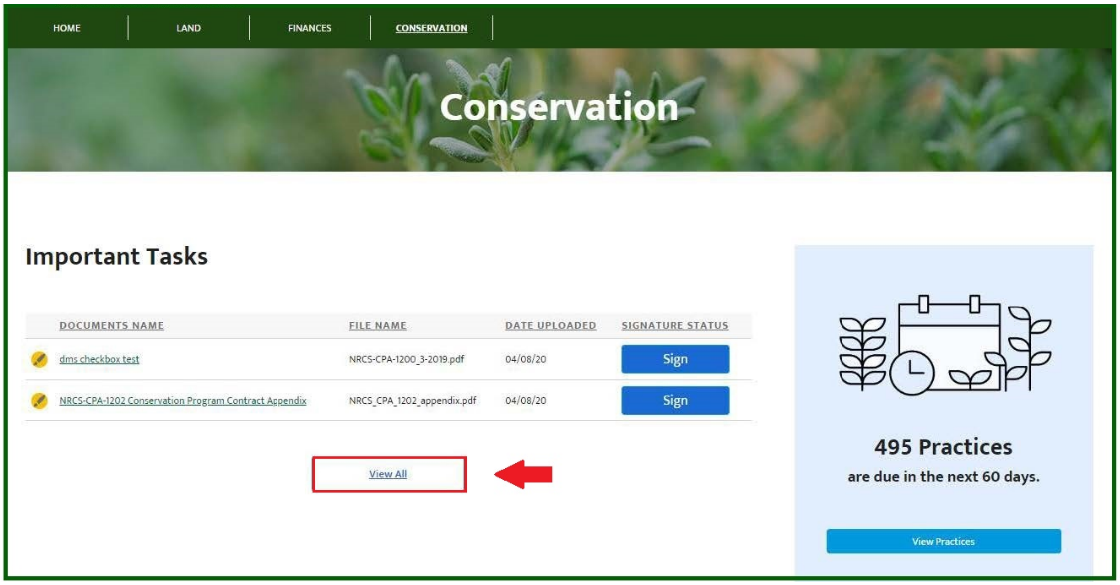
View All Documents

Access Documents Associated With Your Contracts and Practices

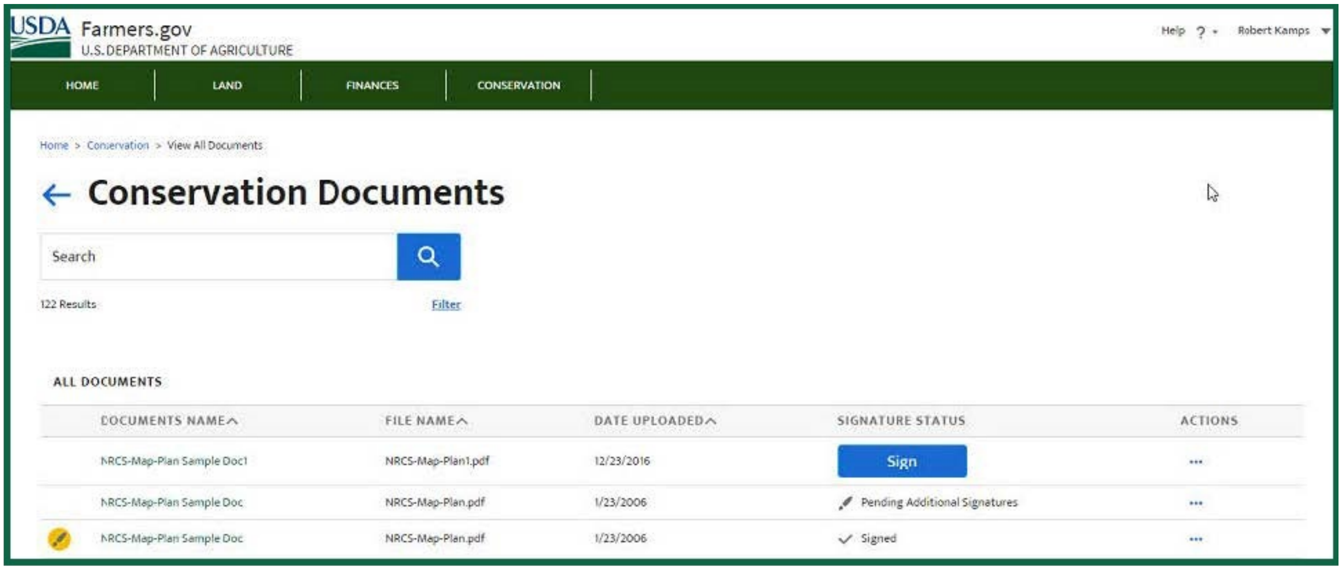
The **View All Documents** page allows producers to view, upload, and e-sign documents related to their current or past contracts and practices. This page is accessible from the **Conservation Landing Page**, or by selecting the **View All Documents** option at the bottom of the document tabs of any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

E-sign Capabilities

View, Download, and E-sign Documents in Minutes

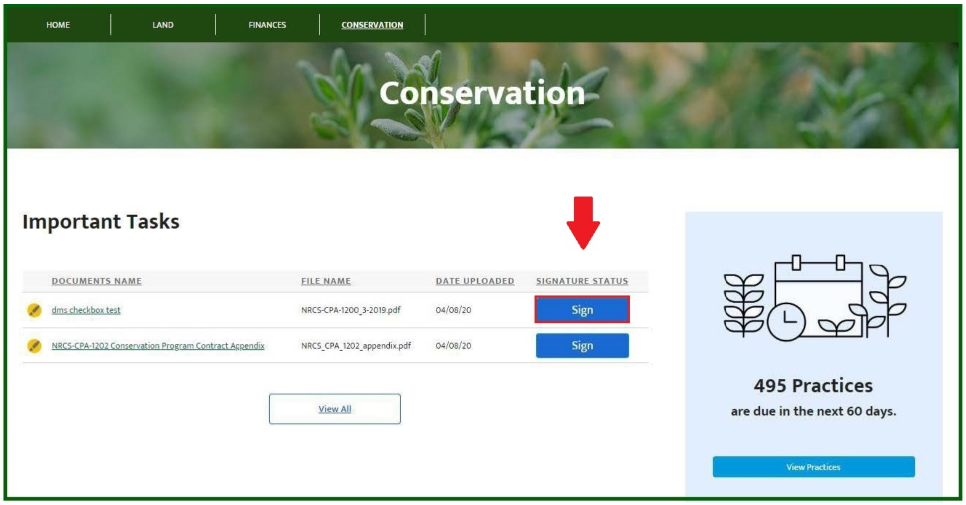
FARMERS.GOV

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

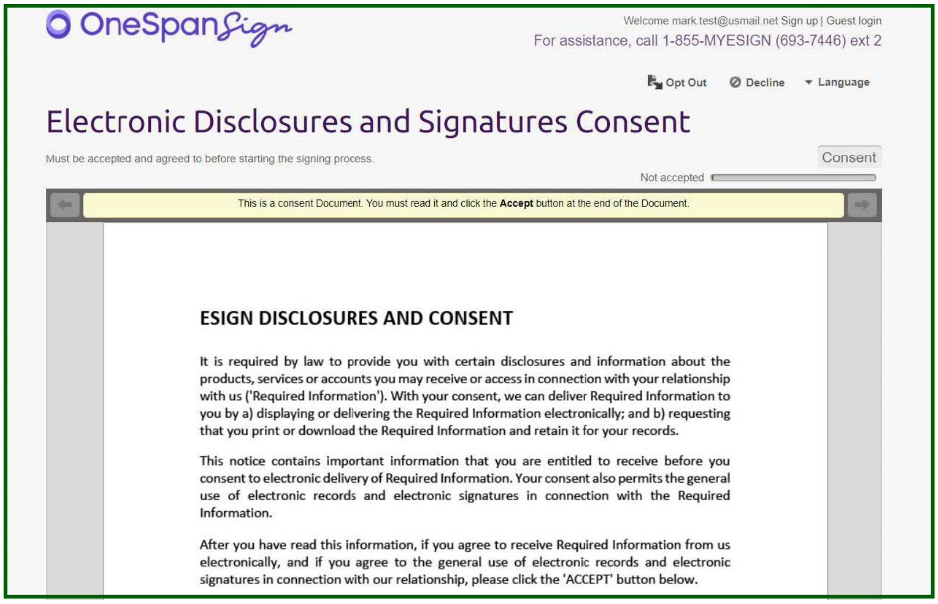
You will be able to sign documents from the **Conservation Landing Page**, the **View All Documents** page, or the document tabs of any **Practice Details** and **Contract Details** page.

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

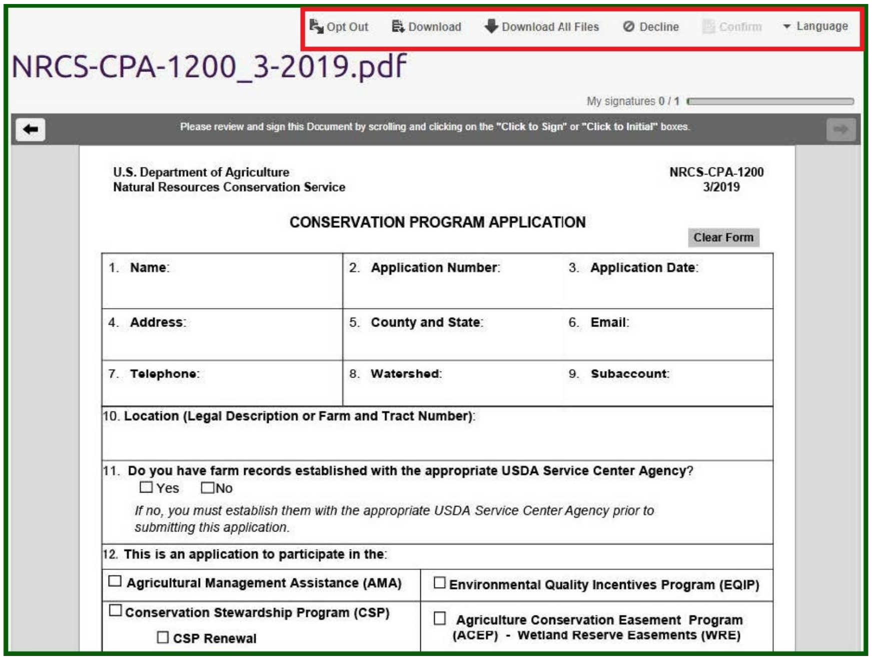
1. From the **Conservation Landing Page**, there will be documents listed under the **Important Tasks** section; there will be an option to sign each document under the **Signature Status** column. Select **Sign** for the document you would like to e-sign.



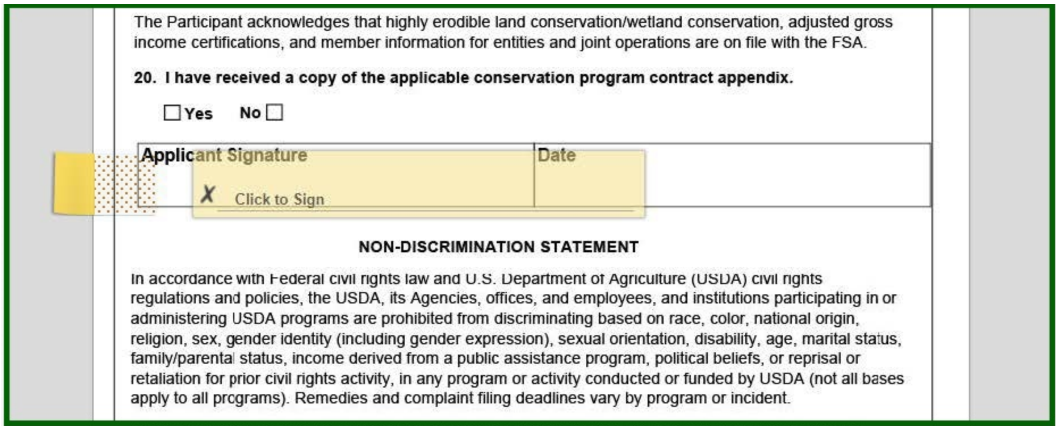
2. Before e-signing a document, you will be prompted to sign an **Electronic Disclosures and Signatures Consent** form. Once you have completed reading, you will have the option to opt out or accept at the bottom of the form. If you accept, you will be able to e-sign your conservation document. If you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



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.

United States Department of Agriculture

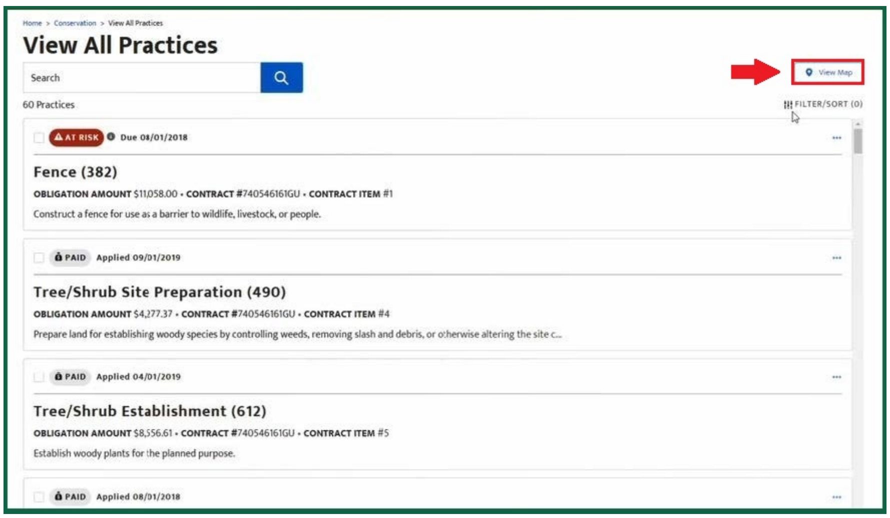
Mapping Tool

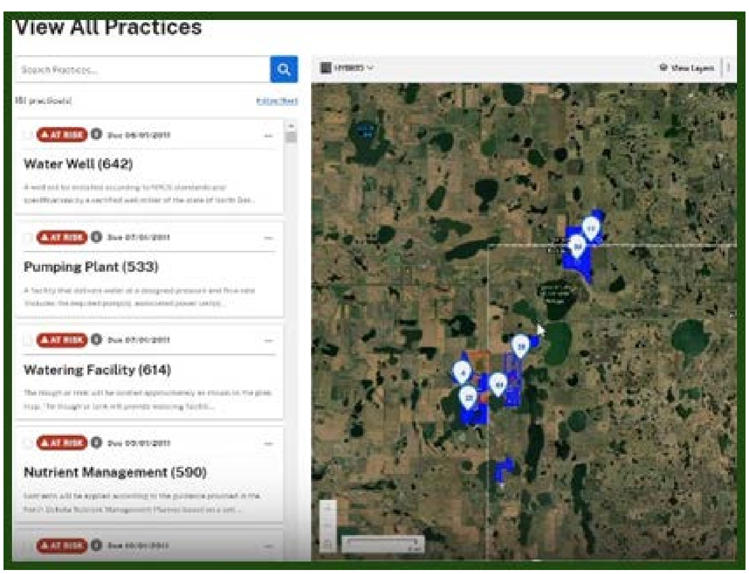
Use the New Mapping Feature to Request Conservation Assistance

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.

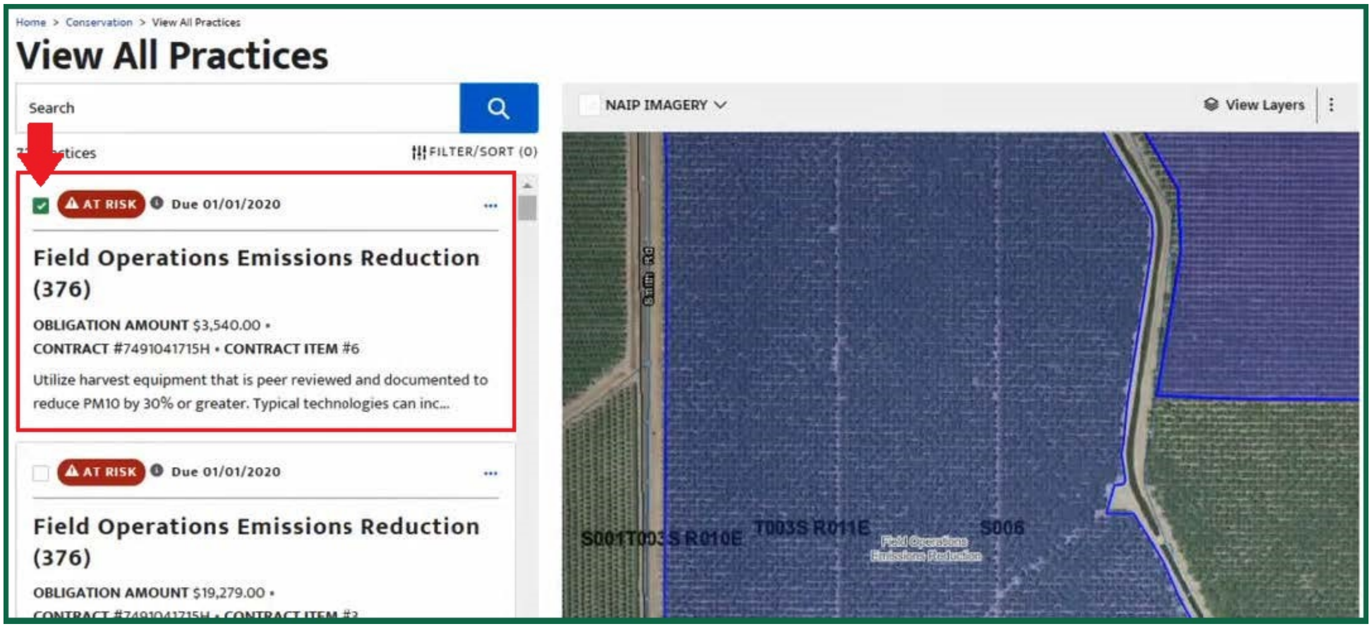
To learn how to use the mapping tool, follow the instructions below:

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.

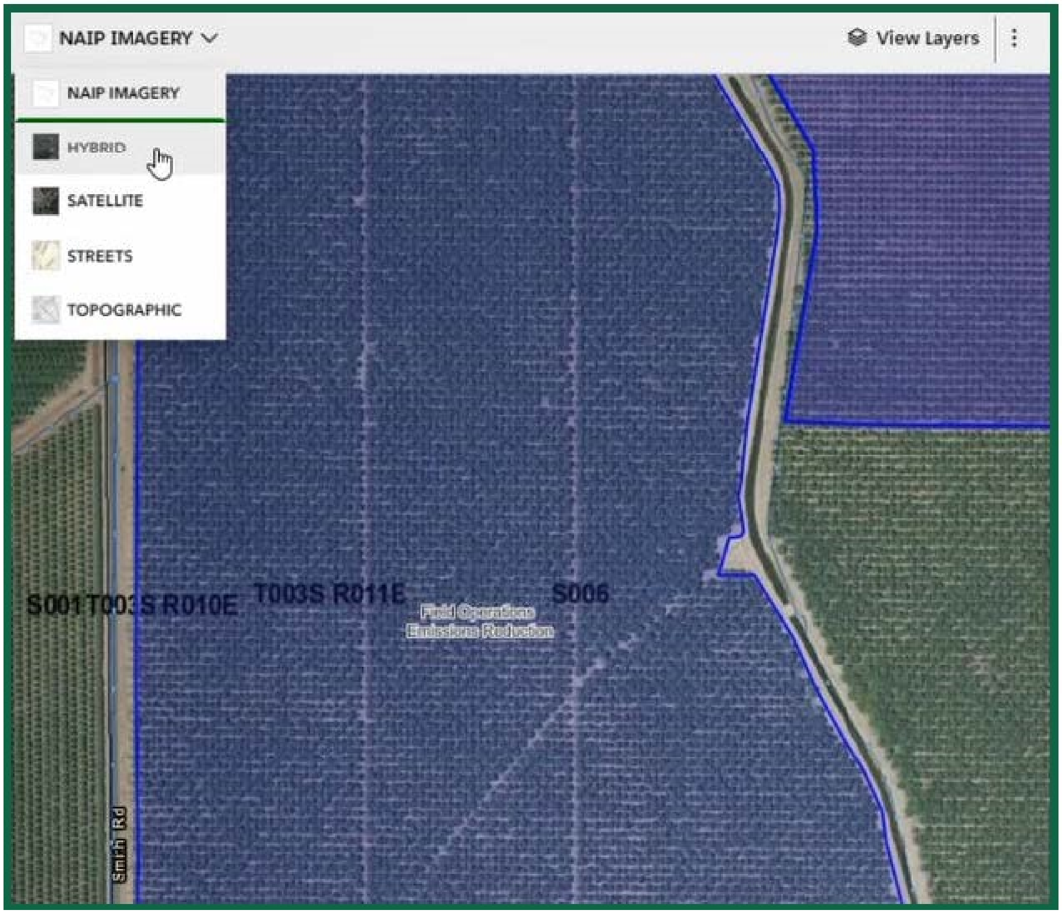




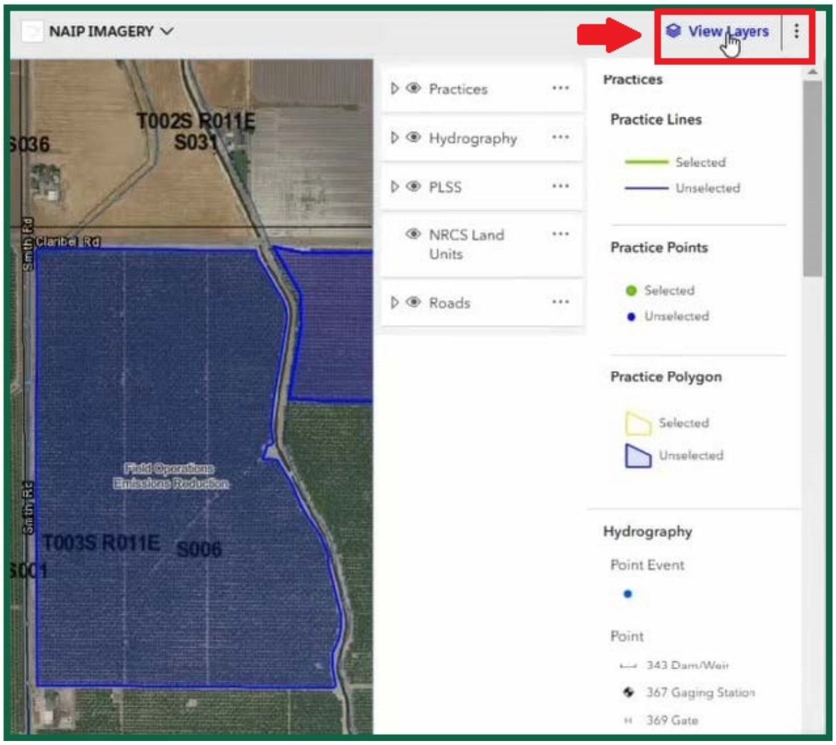
2. Select the box next to the status of a practice to view its location on the map.



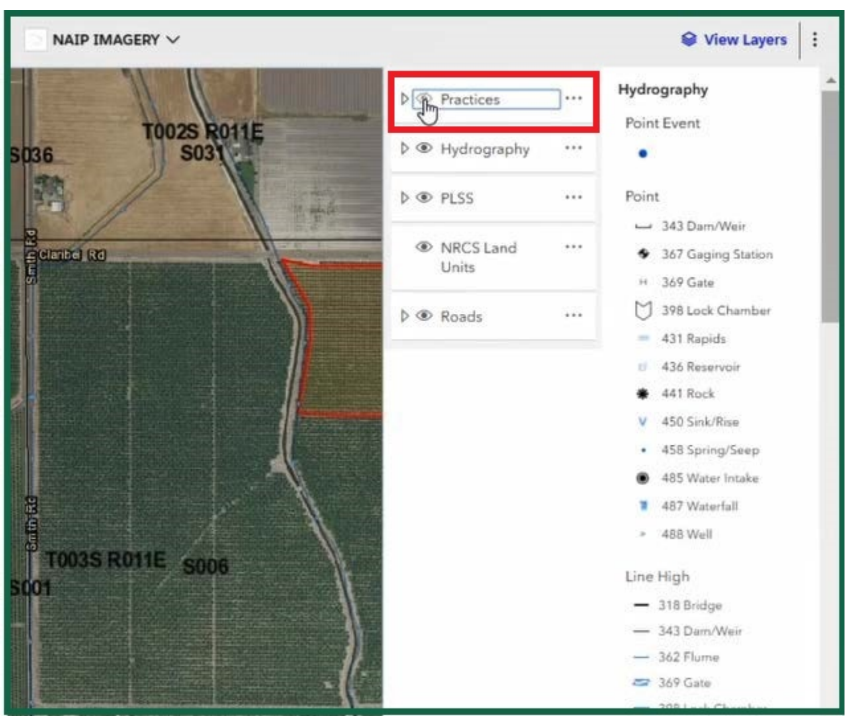
3. Select **NAIP IMAGERY** to view a drop-down menu of terrain display options. The default setting is hybrid, with satellite, streets, and topographic options also available.



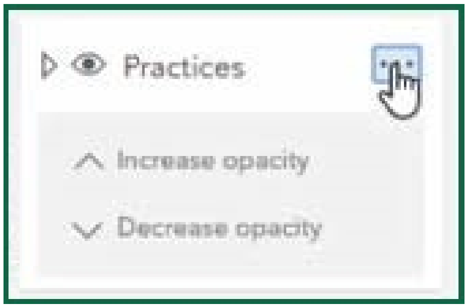
4. Select **View Layers** to open an extensive menu of additional features to display on your map.



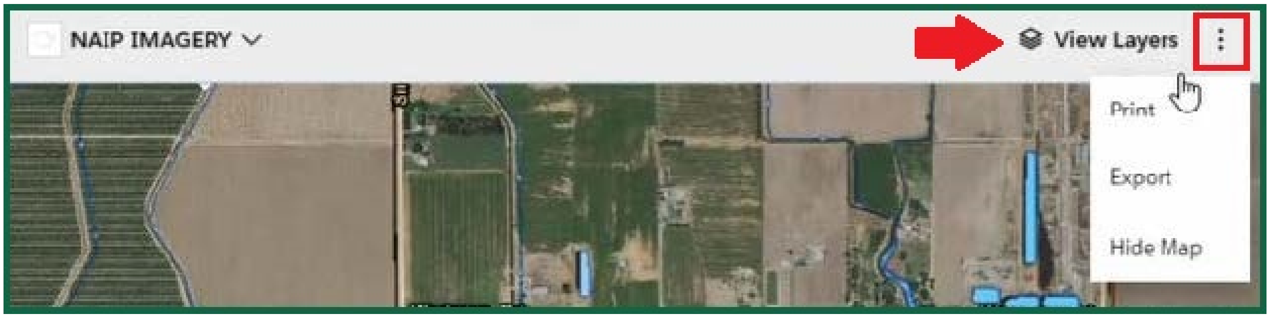
Select the eye icon next to the listed layers on the left-hand menu to add or remove that layer's visibility on the map. For example, if you select the eye icon next to Practices, all practices will be removed from the map.



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)

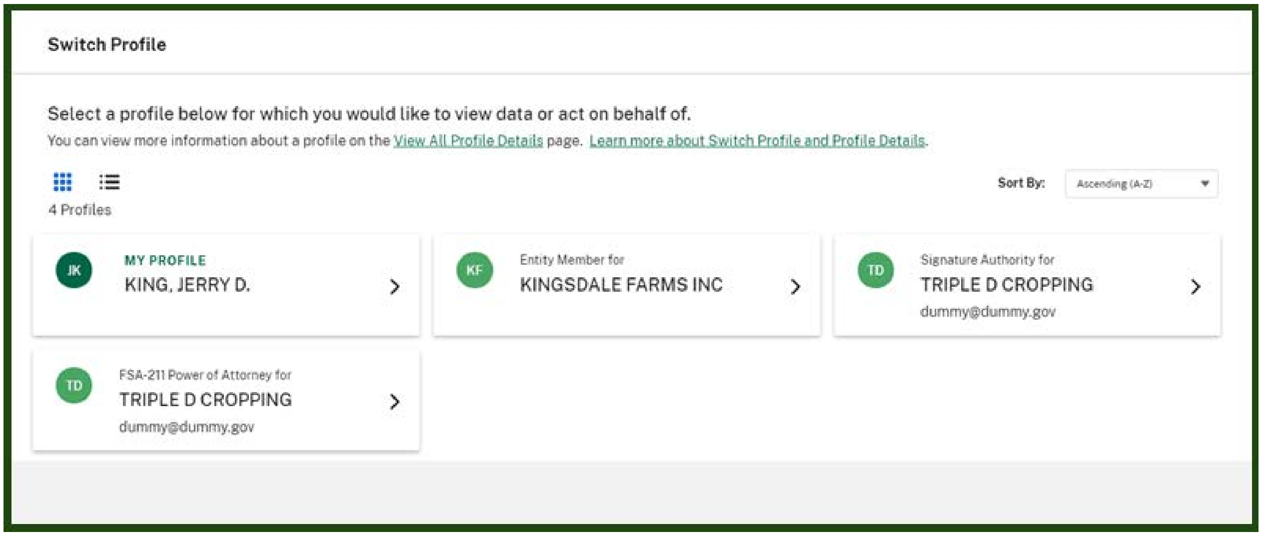
Enables Available Representative Authorities for a Producer

FARMERS.GOV

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:

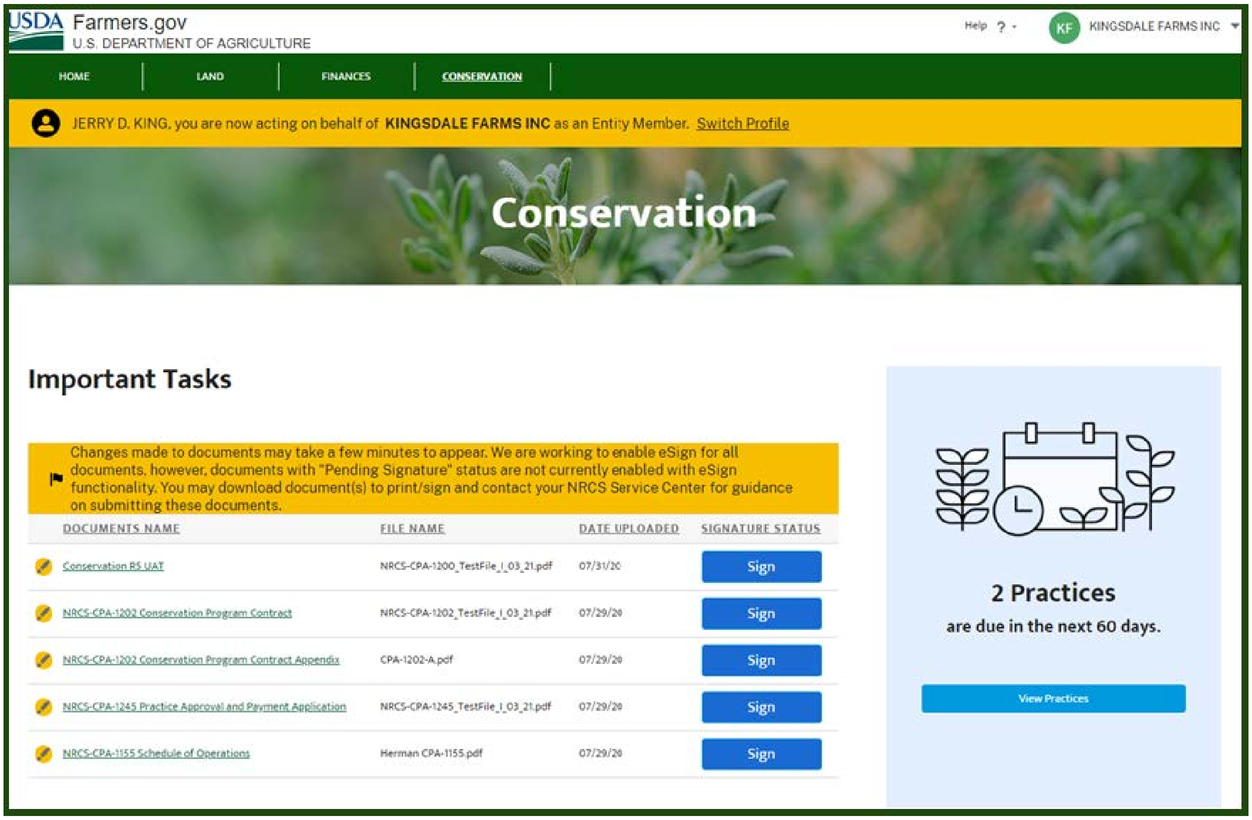
1. The profiles available are based on entity paperwork and FSA-211s that you have filed with a USDA Service Center and will automatically be available to you in Farmers.gov as soon as you file an FSA-211 or entity paperwork with your service center.



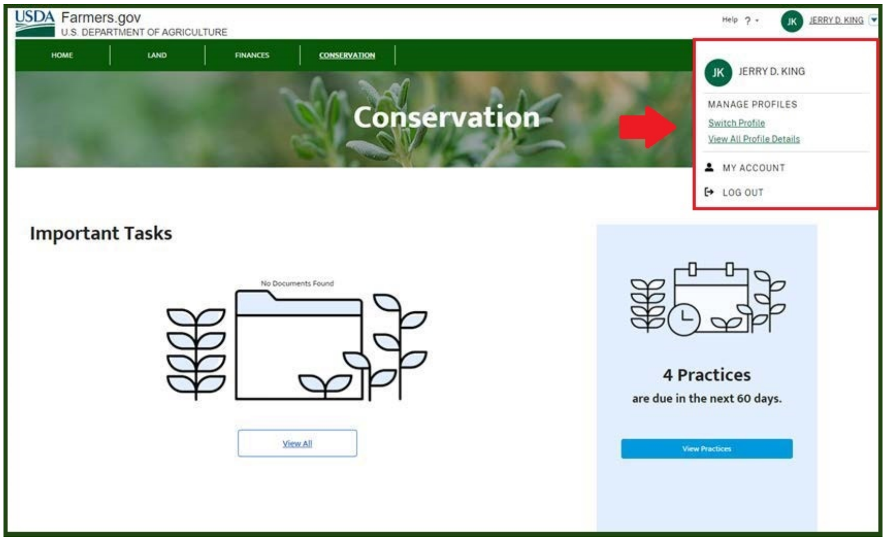
Representative Authority for Producers

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.