

Spot Market Hog Pandemic Program
(SMHPP)
APPLICATION INSTRUCTIONS
FOR LEVEL 2 eAUTHENTICATED USERS
December 14, 2021
V 1.0

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Version History

Date	Version	Description of Change
12-14-21	1.0	Issued

1 Creating an Application

1.1 Basic Information

This software was developed to be accessed by customers with Level 2 eAuthentication access.

This software allows producers to:

- create and submit an application
- view and modify an existing application
- print an application.

The producer's recording county office will receive an email notification when an application has been created, submitted for approval, or modified.

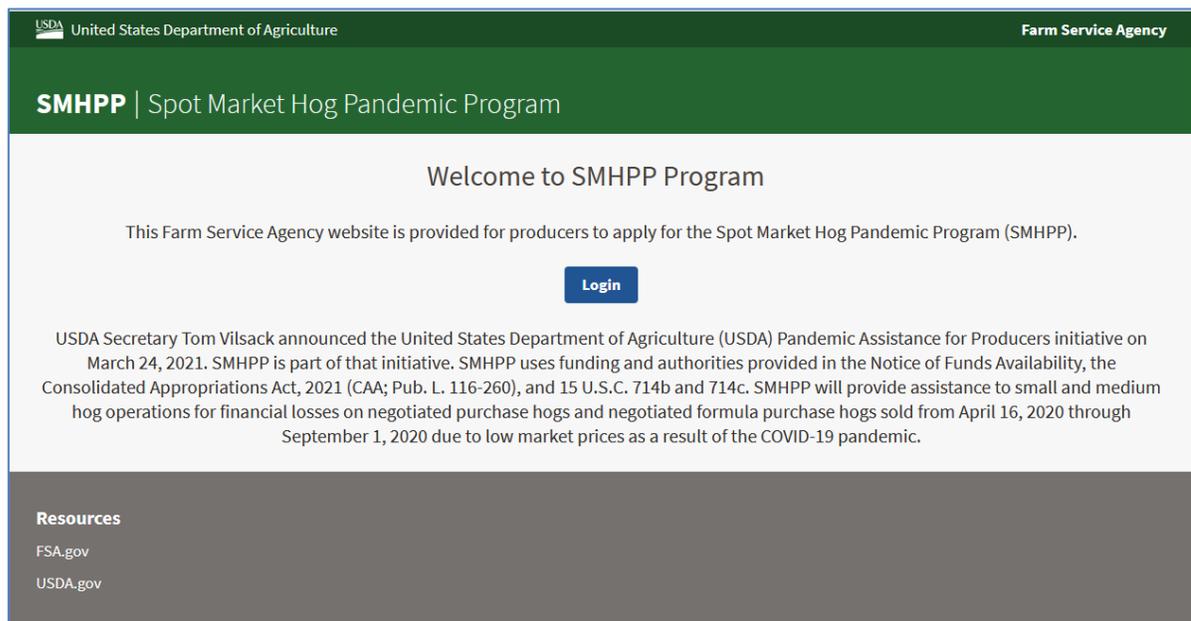
The producer will receive an email notification when an application has been created, submitted for approval, or a COC determination recorded.

1.2 Creating an Application

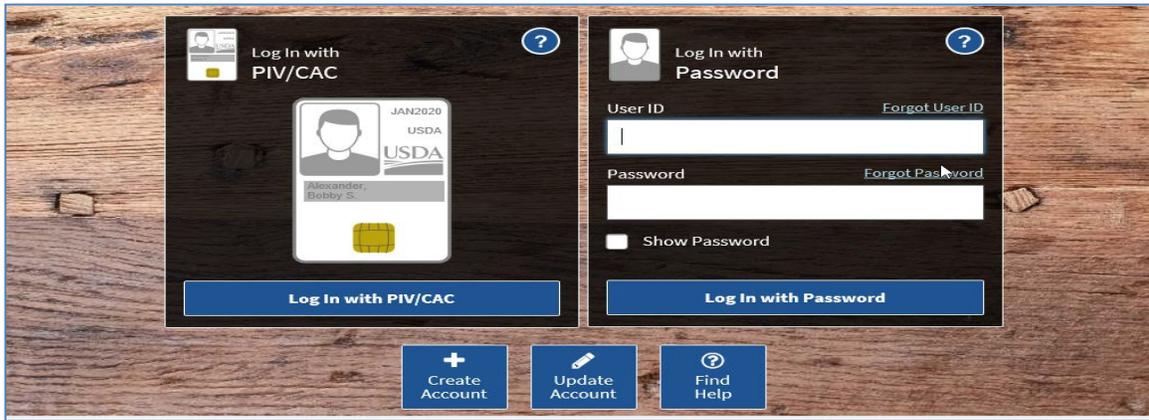
SMHPP software may be accessed by navigating to the following link:

<https://apps.fsa.usda.gov/smhpp/index.jsp>

- CLICK the “**Login**” button. The USDA eAuthentication login screen will be displayed

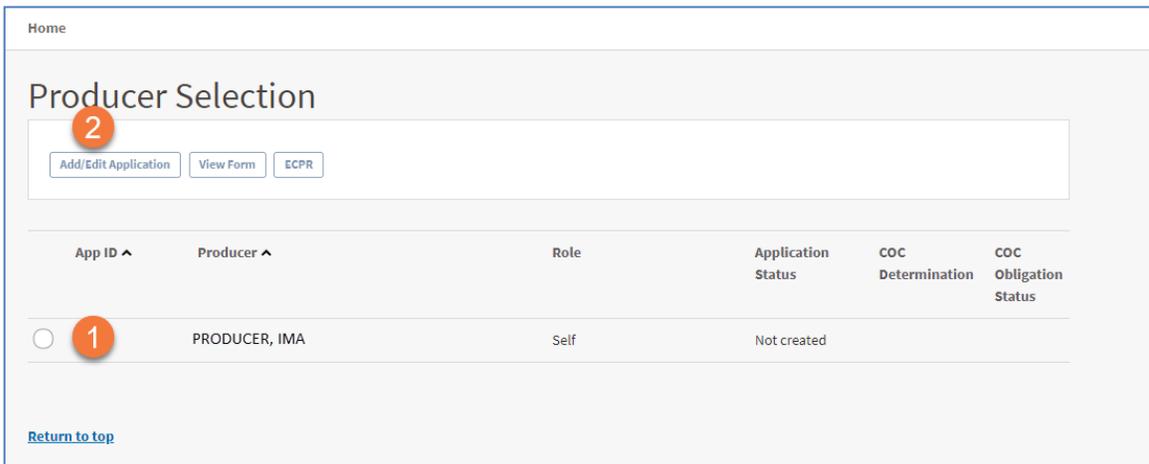


- Enter your eAuth User ID and Password and CLICK the “**Log In with Password**” button.



The Application Selection screen is displayed, which lists you and/or any other producer for which you have representative capacity

- CLICK the radio button next to the applicable producer
- CLICK the **“Add/Edit Application”** button.



The Part C – Hogs Sold screen is displayed, along with previously saved data, if an active application already exists for the selected producer; otherwise, a new application is created.

2 Recording and Submitting an Application

2.1 Overview

Application software allows you to record information for hogs sold through a negotiated sale from April 16, 2020 through September 1, 2020.

Application software will always default to the Part C – Hogs Sold screen.

2.2 Part C – Hogs Sold Screen

- Record the applicable number of Hogs Sold through a Negotiated Sale from April 16, 2020 through Sept. 1, 2020.

Source	Total Number of Producer Sold Hogs through a Negotiated Sale from April 16, 2020 through Sept. 1, 2020 (Excluding Breeding Stock)
PRODUCER	1555
COC USE ONLY	

- After number has been recorded, CLICK the “**Save and Continue**” button.

The Summary screen will display.

2.3 Summary Screen and Electronically Signing the Application

A summary of the information recorded on the application is displayed. If all required data has been recorded on the application, the software will allow you to electronically sign the application.

PART C - HOGS SOLD Summary

Program Year: 2020 State: Pennsylvania (42) County: Adams (001) Application Status: Enrolled
Producer: PRODUCER, IMA Recording State: Pennsylvania (42) Recording County: Adams (001) Application ID: 40

Source	Total Producer Sold Hogs through a Negotiated Sale from April 16, 2020 through Sept. 1, 2020 (Excluding Breeding Stock)
PRODUCER	1522
COC USE ONLY	

Is the producer identified in Part B an individual person that is a US Citizen or Resident Alien; or a legal entity, including corporation, LLC, LP, trust, estate, general partnership or joint venture, or similar type entity, comprised solely of persons who are US Citizens or Resident Aliens; or is an Indian Tribe or Tribal organization, as defined in section 4 (b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304)?
 YES NO 1

Is the producer identified in Part B a contract grower, Federal, State, or local government (including public school), or a processor or packer?
 YES NO 2

PRODUCER CERTIFICATION
I hereby sign and acknowledge under penalty of perjury in accordance with 28 U.S.C. § 1746 and 18 U.S.C. § 1621 that the foregoing is true and correct.
To put your electronic signature on the application for PRODUCER, IMA check this box. 3

2 of 2 Steps Exit Back Save and Continue 4

- After reading the citizenship certification question, check the applicable answer (Step 1)
- After reading the type of producer question, check the applicable answer (Step 2)
- After reading and agreeing to the Producer Certification statement, electronically sign the application by clicking “check this box” (Step 3)
- CLICK the “Save and Continue” button (Step 4).

The application will be electronically transferred to the producer’s recording county office.

3 Modifying an Application

3.1 Overview

An application can be modified up until a COC Determination has been recorded. After COC Determination information has been recorded, the application information will be view-only.

To modify an application with COC Determination information recorded, contact your FSA recording county office for assistance.

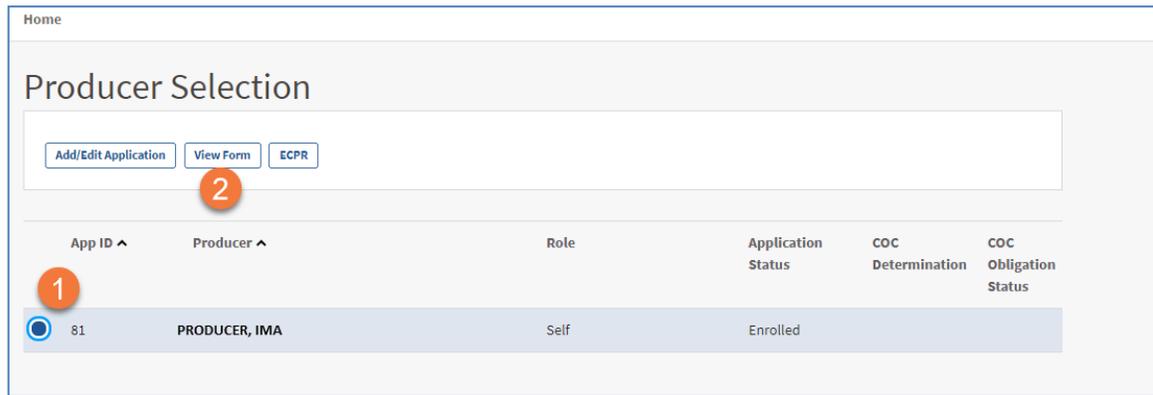
Upon modifying and/or adding application information, the electronic signature will automatically be removed from the application. You must electronically sign the application every time it is modified.

4 Printing an Application

4.1 Overview

Application can be printed from the Application Selection screen.

- CLICK the radio button next to the applicable producer.
- CLICK the “**View Form**” button.



An automated FSA-940 form will display in a PDF format, which may be saved and/or printed.

The form can be printed by:

- Selecting “**Print**” from the File Menu
- Selecting the Print icon.

Once “**Print**” has been selected, a “Print” window will display.

- CLICK “**Print**” to print the FSA-940.

Note: Printing options may be different for a variety of reasons.

5 Application Process Notifications

5.1 County Office Notifications

Email notifications will be sent to subscribed recording county office users when:

- a producer creates/saves an online application
- a producer submits/enrolls an online application for approval
- a producer modifies an online application, which was previously submitted/enrolled.

- a non-recording county creates/saves an application
- a non-recording county submits/enrolls an application for approval
- a non-recording county modifies an application, which was previously submitted/enrolled.

5.2 Producer Notifications

Email notifications will be sent to a producer when,

- the producer creates/saves an online application
- the producer submits/enrolls an online application for approval
- an online application has been approved/disapproved.