USDA United States Department of Agriculture

FARMERS.GOV

Farmers.gov Conservation User Guide for Producers

Accessing Resources Within the User Portal

United States Department of Agriculture

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About This Guide

Farmers.gov provides farmers, ranchers, and forest landowners with online self-service applications, educational materials, engagement opportunities, and business tools to increase efficiency and productivity while preserving and fostering long-held traditional relationships between local USDA offices and producers. With feedback from customer and field employees who serve those customers, farmers.gov delivers digital resources built around the needs of 21st-century agriculture through a streamlined, farmer-centered approach — bringing the most usable information together in a new way *for farmers, by farmers*.

The conservation resources highlighted in this guide will join additional customer-focused, data-driven features available on farmers.gov. For our NRCS customers, please be aware that any conservation assistance requests made via Conservation Client Gateway (CCG) will not disappear — they will be available on both CCG and farmers.gov. In the coming months, all CCG content will be 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 Level 2 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.

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Create a Farmers.gov Account

How to Create an eAuth Login to Access Your Farmers.gov Account

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For more information on your farmers.gov account or to access your account, go to the **Sign-In** page on farmers.gov.

Follow the instructions below to create your farmers.gov account:

1. Contact your local service center to confirm you have a USDA customer record with a primary email address. Use our **Service Center Locator** to find your local office.

2. Navigate to the **eAuth Account Registration** page.

3. Select "Customer" on the registration page.

4. Enter your primary email address, which should match what USDA has on your customer record. You will receive an email from eAuth asking you to confirm your email address. Click the “Continue Registration” link in this email to continue the registration process. *Note: When you log in, your User ID will be your email address.*

5. Next, enter your name and set a password.

6. Finally, you will need to verify your identity to access your farmers.gov account. You will be taken to a page where you will need to provide information, such as your date of birth and residential address, and then can either verify your identity online or in person at a Local Registration Authority (LRA).

7. You’re ready to log in!

Conservation Landing Page

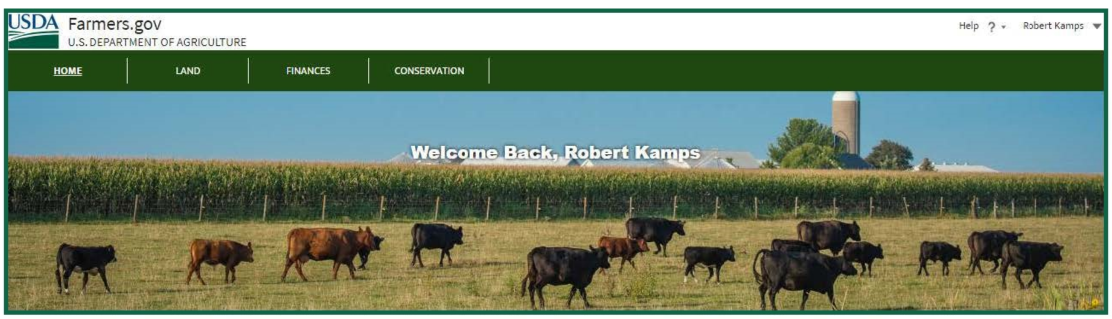
Log in to View Practice Documents and Receive Technical Assistance

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

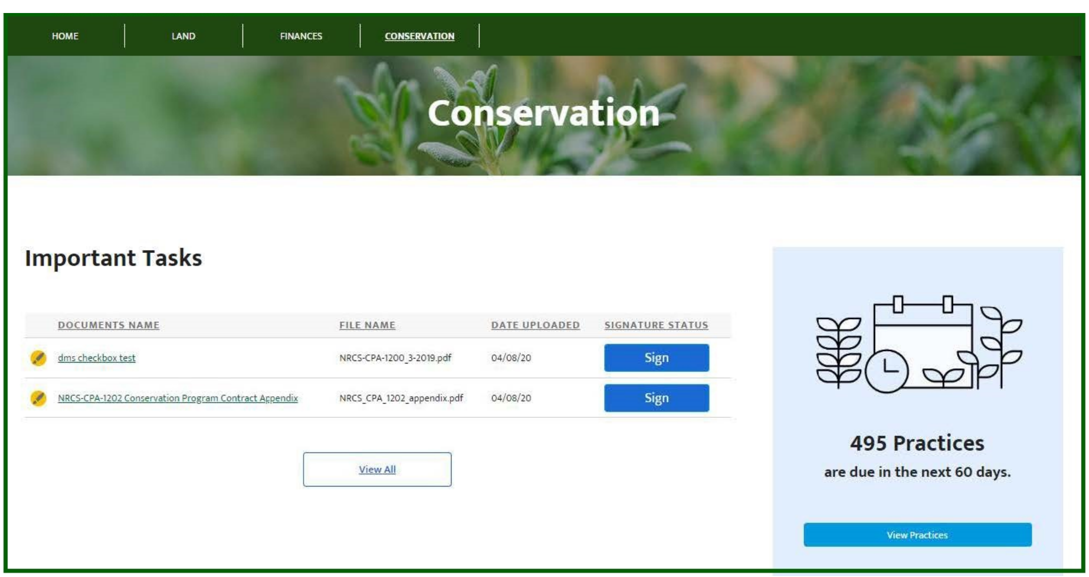
1. Access farmers.gov from your browser. The recommended browsers to use are Google Chrome, Mozilla Firefox, or Microsoft Edge.

2. Select **Sign In 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. Select the **Conservation** tab at the top of your screen.



The **Conservation Landing Page** allows you to access conservation assistance requests, technical references, and 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.



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. Producers will have the ability to select the area of concern with its new mapping feature.

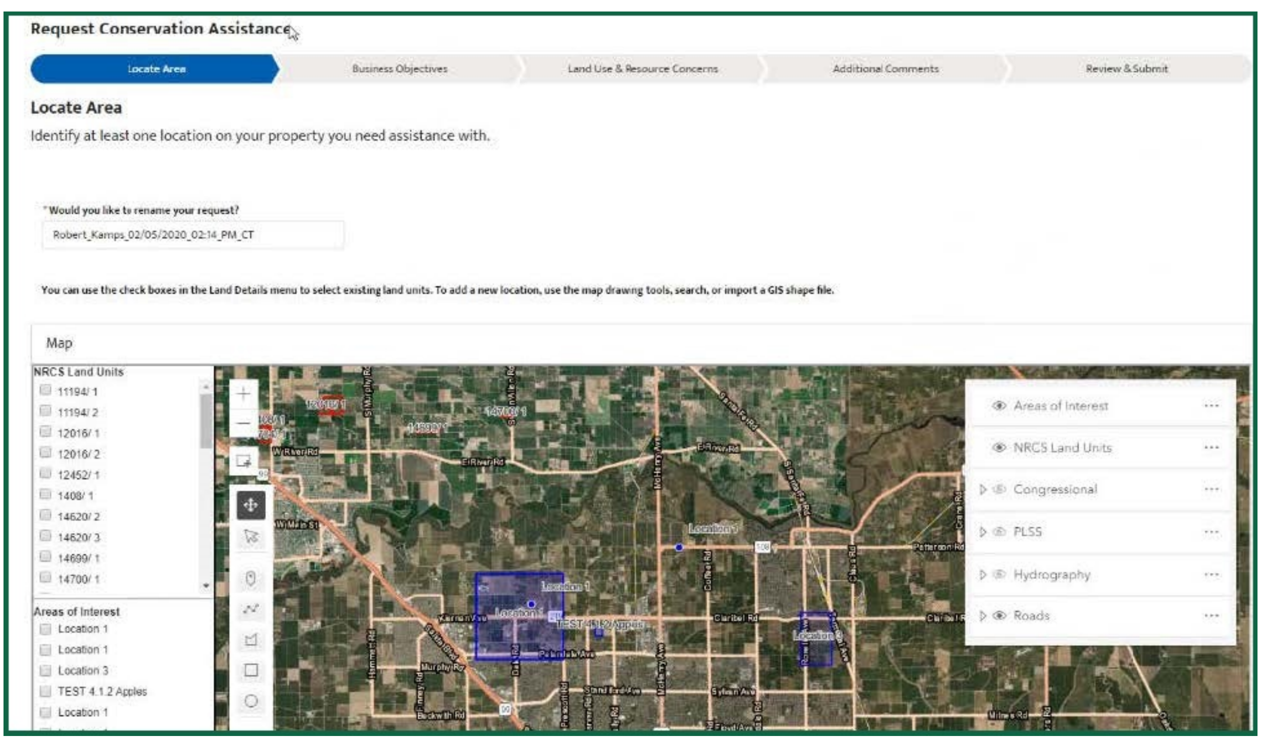
To access this page and submit a request, follow the instructions below:

1. From the **Conservation Landing Page**, under "Request a new conservation plan," select **Start New Request**.

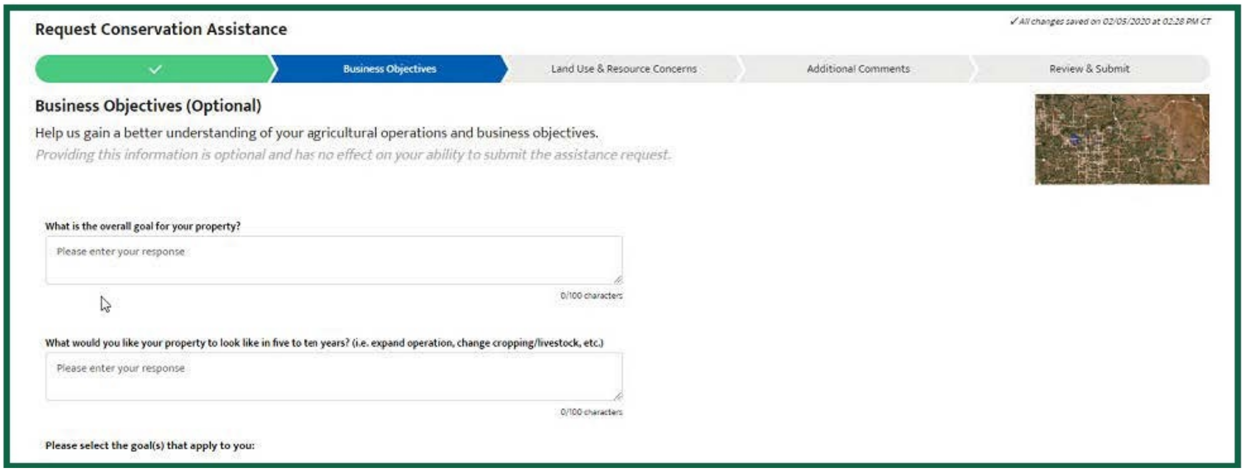
Step 1: Locate Area

Identify the area on your property you would like assistance with. This can be done by selecting from the list on the left-hand side or by drawing the region on the map. The list contains established NRCS land units and previously mapped areas of interest. You also will have the ability to rename your request in the text box located above the map.

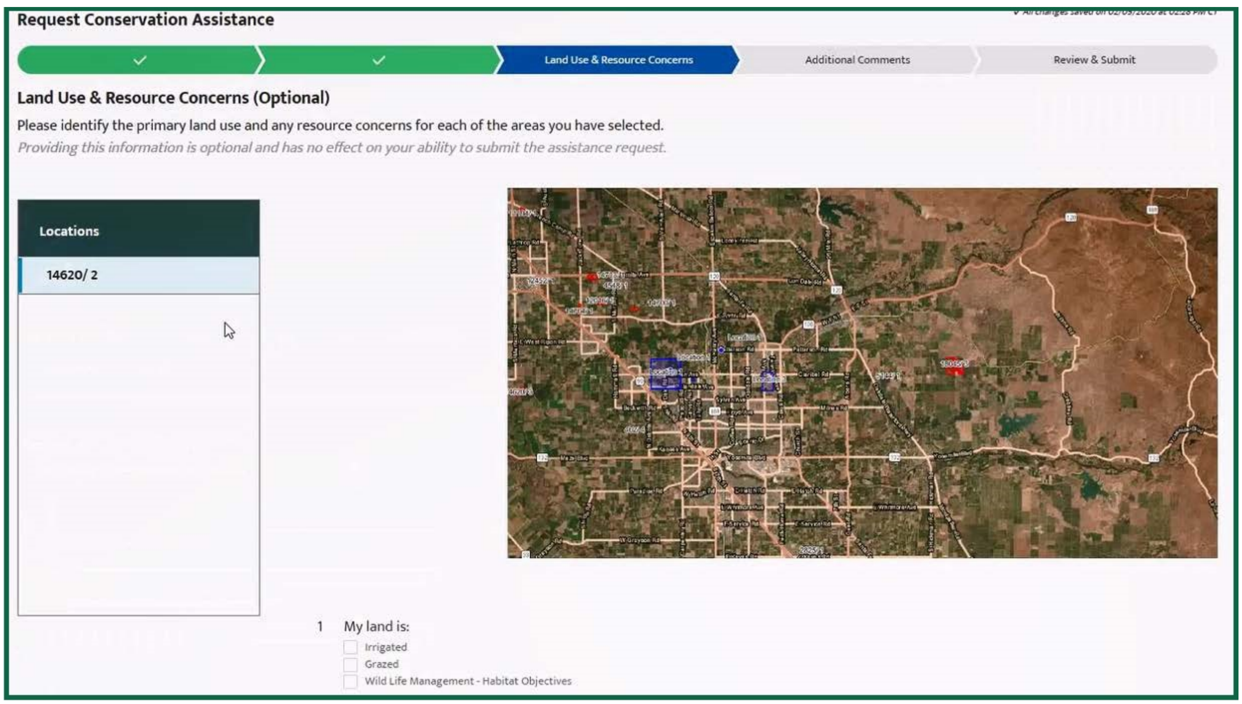
For additional information on the mapping tool, view pages 20-23 of this guide.



Step 2: Business Objectives
This is an optional step to go into greater depth about your agricultural operations and business goals. Answering these questions assists us in knowing the best conservation methods for you and your property.

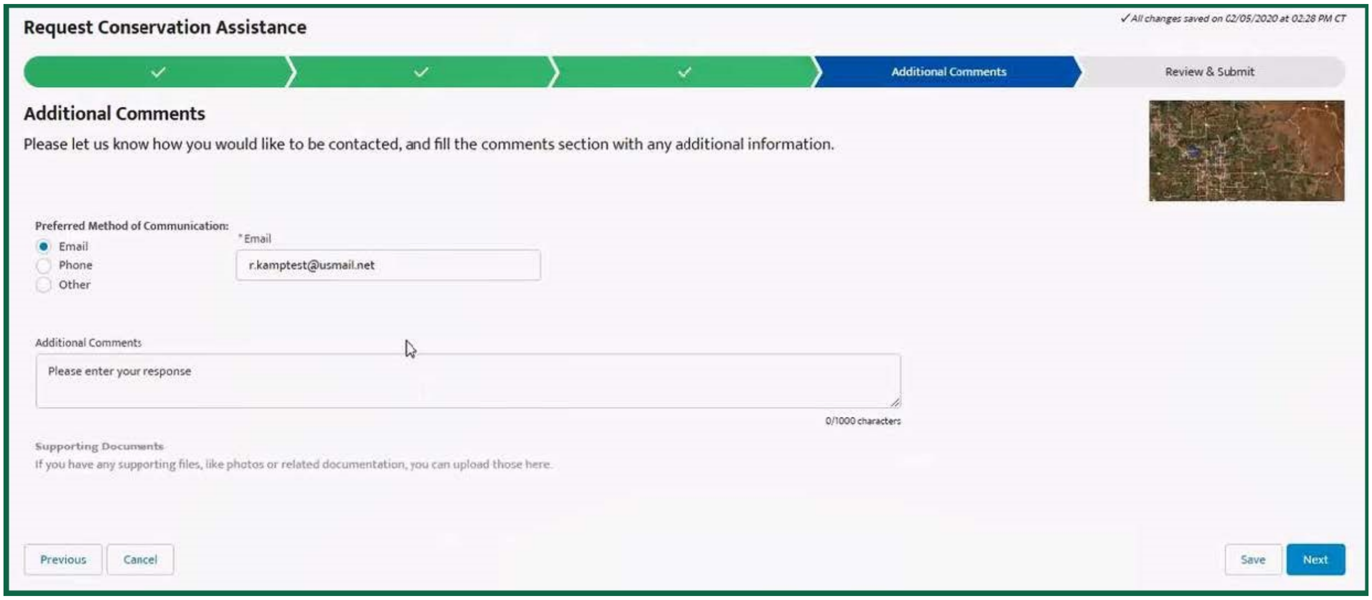


Step 3: Land Use & Resource Concerns
This is an optional step to identify your primary land use and include any additional concerns you have for other areas of your property. The "Locations" box will display the area you chose in Step 1.



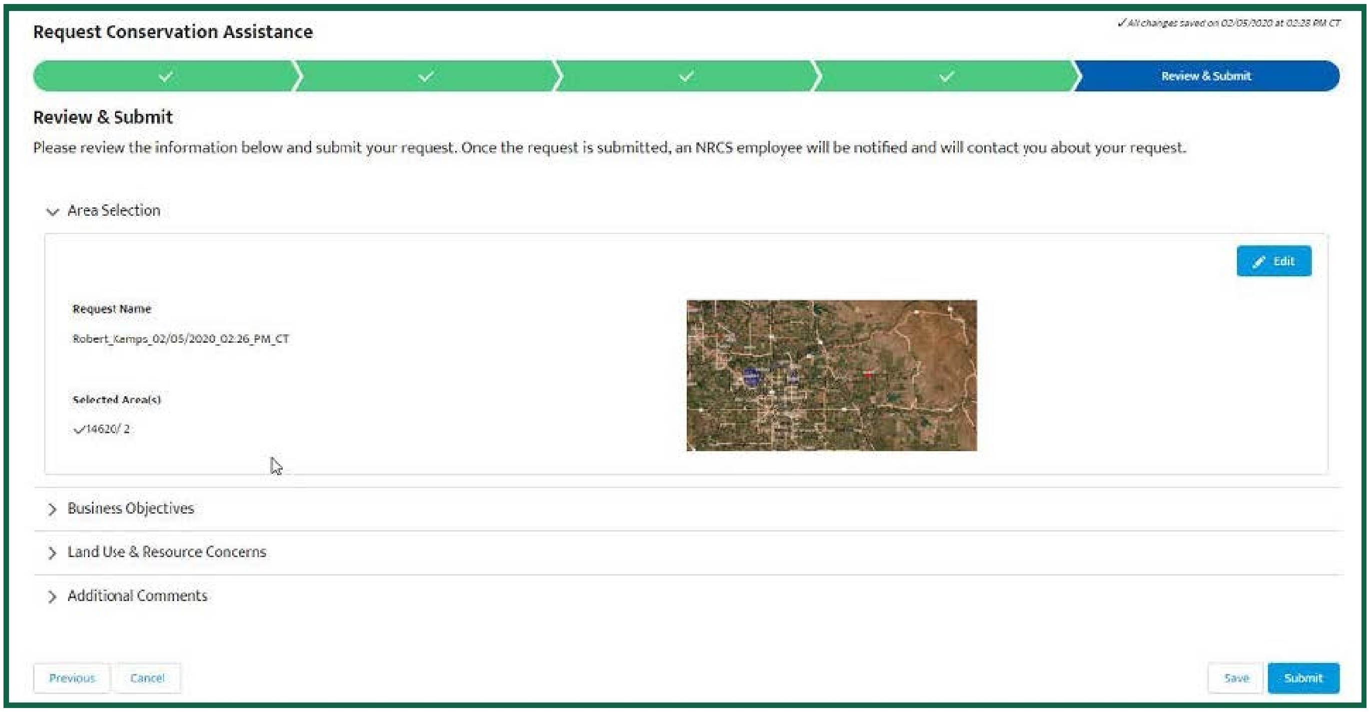
Step 4: Additional Comments

Include the best way you can be contacted so an NRCS representative can reach out to you directly to address your request. If you have any additional questions or comments, you may put them in the text box provided.



Step 5: Review and Submit

Review the information you provided in the previous steps and submit. Once submitted, your request will be sent to an NRCS representative, and he/she will contact and assist you directly.



Conservation Technical References

View Technical Reference Information and Submit Questions

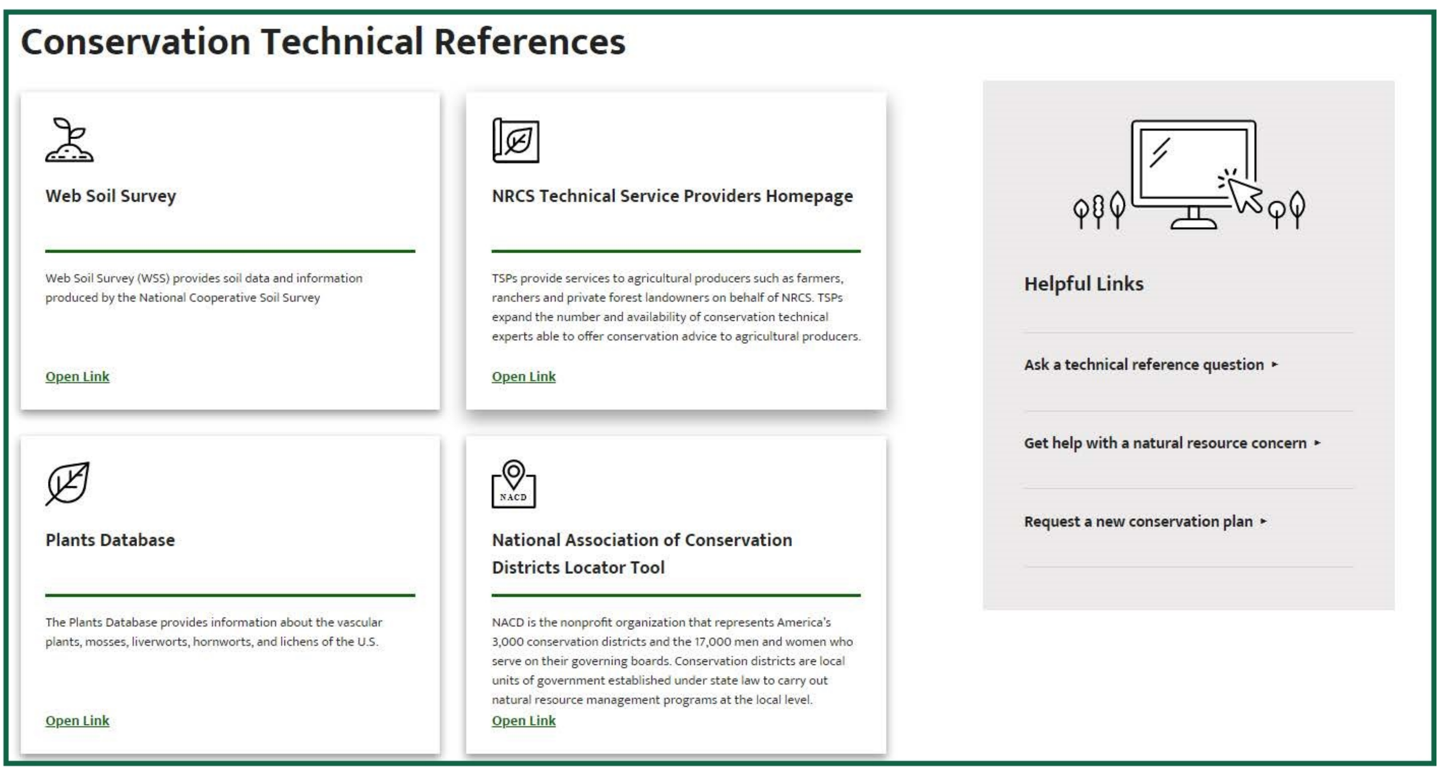
The **Conservation Technical References** page allows producers to access a variety of resources to begin and improve conservation practices on their land.

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.

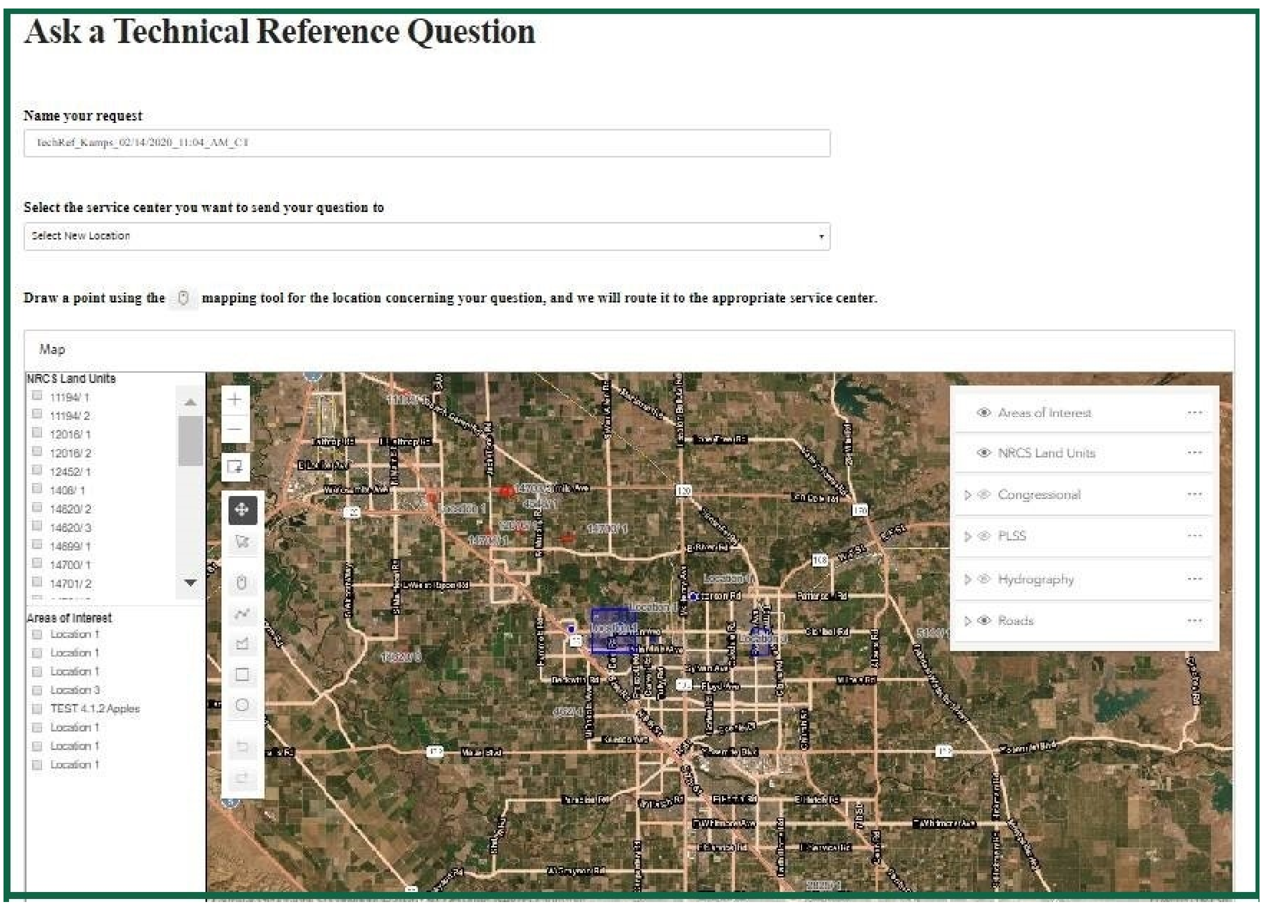


Technical Reference Request

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. If you need further assistance selecting a service center, drop a pin on the map for your location to be routed to the appropriate service center.
6. Write your question in the text box below the map to include additional information.



View All Practices

Access Information on Current and Past Conservation Practices

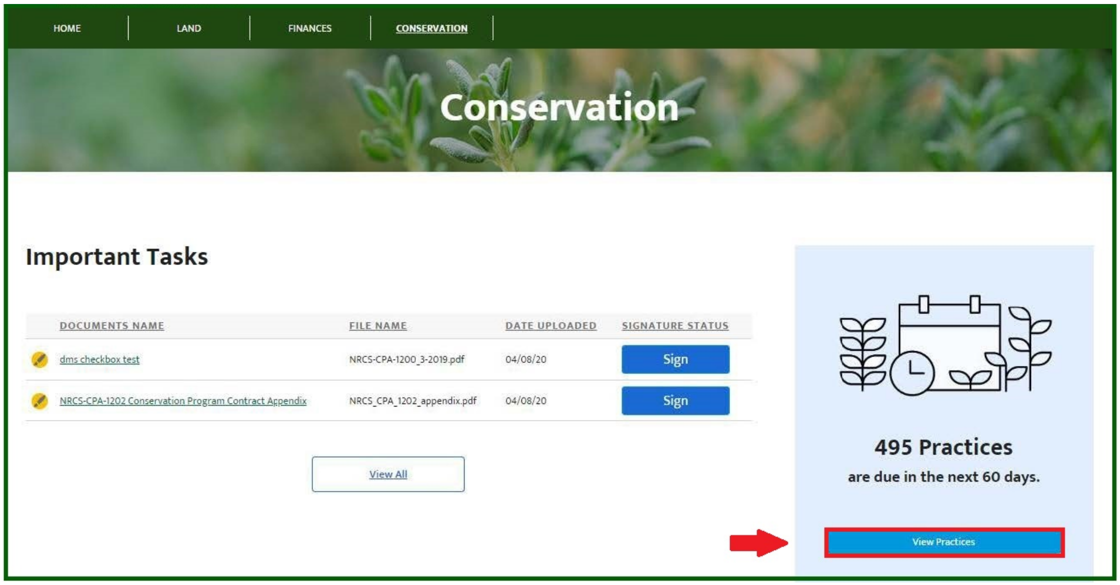
FARMERS.GOV

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.

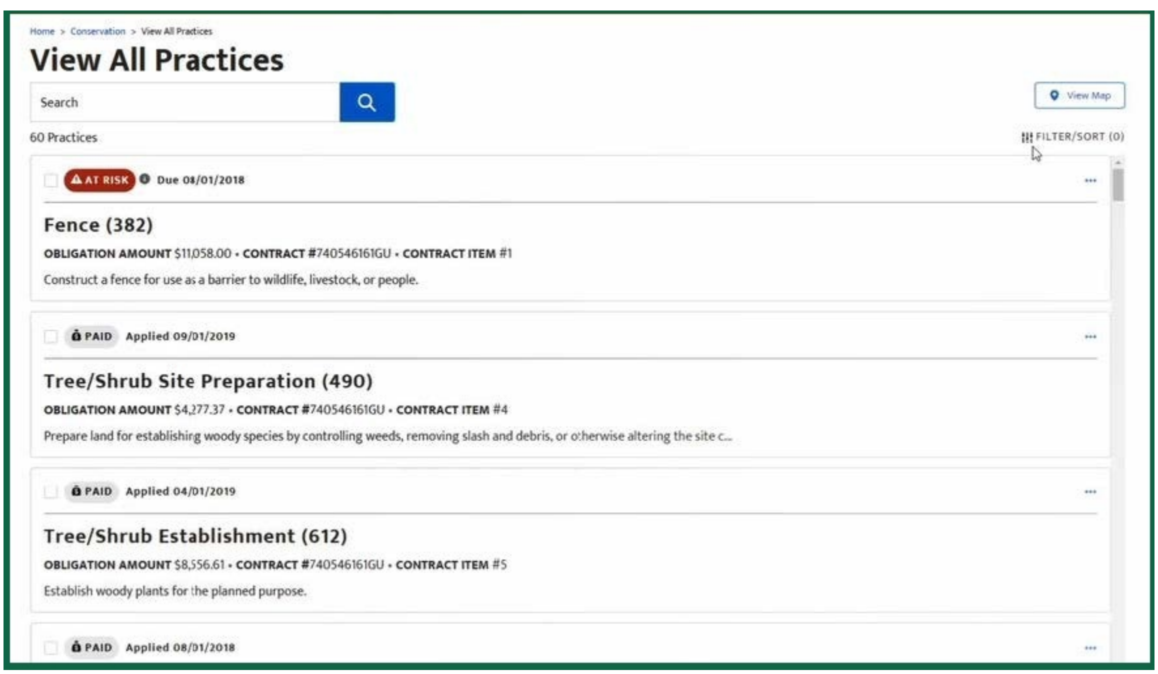
E-signing document capabilities are now available. For additional information on e-sign, visit pages 18-19 of this guide.

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.



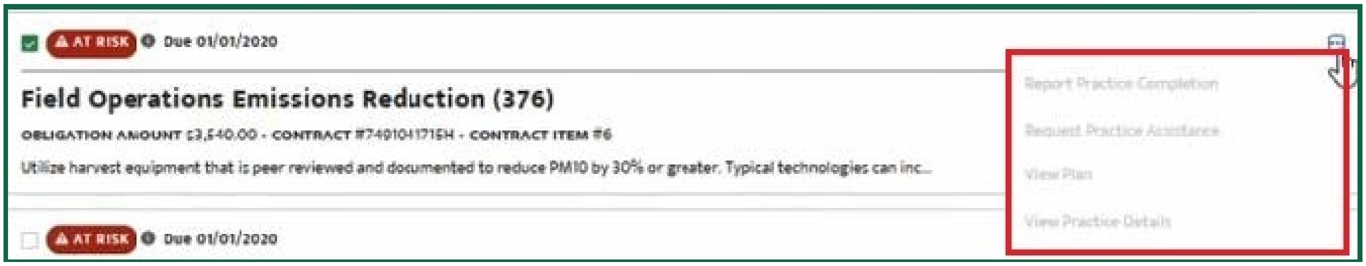
2. On the **View All Practices** page, you will be able to search for completed, ongoing, and submitted practices based on the title and contracts associated with the practice.



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

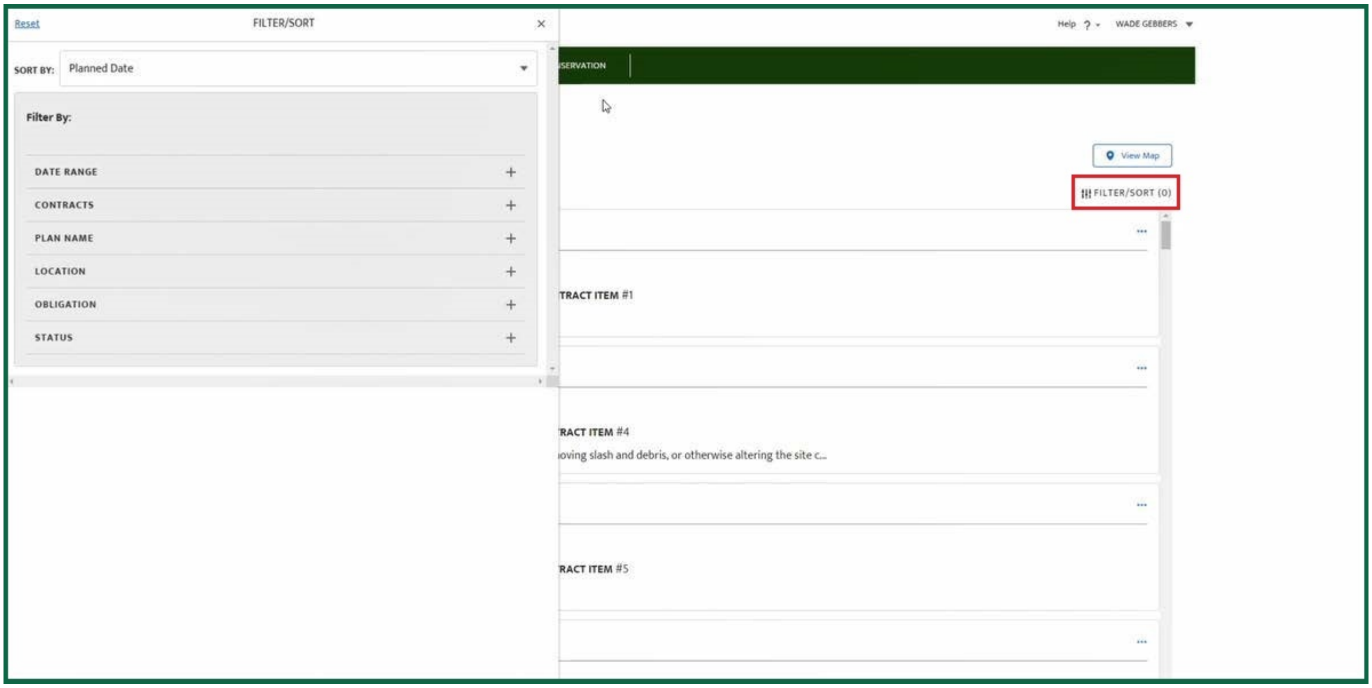
- Report Practice Completion
- Request Practice Assistance
- View Plan
- View Practice Details

These options are currently unavailable but will gain functionality in early fall 2020.



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.

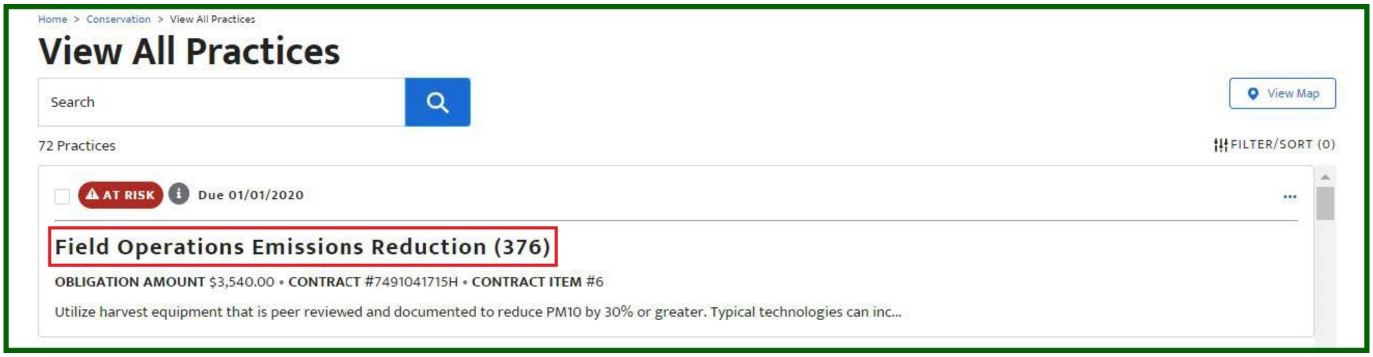
To learn more about the updated mapping feature, view pages 20-23 of this guide.

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.

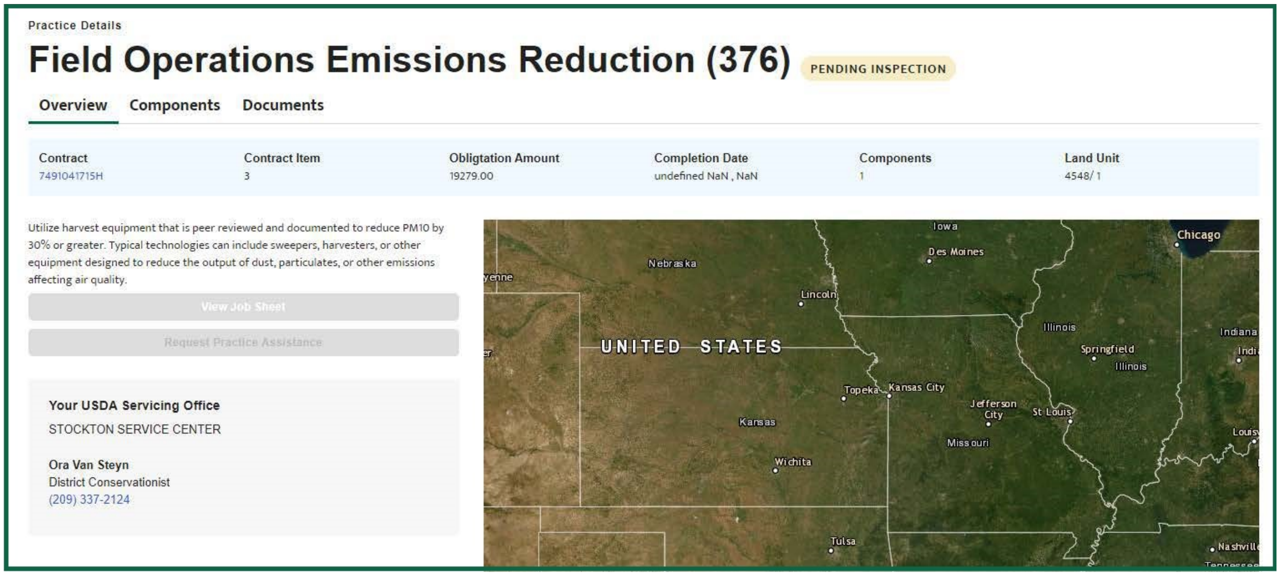
To access **Practice Details**, follow the instructions below:

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.

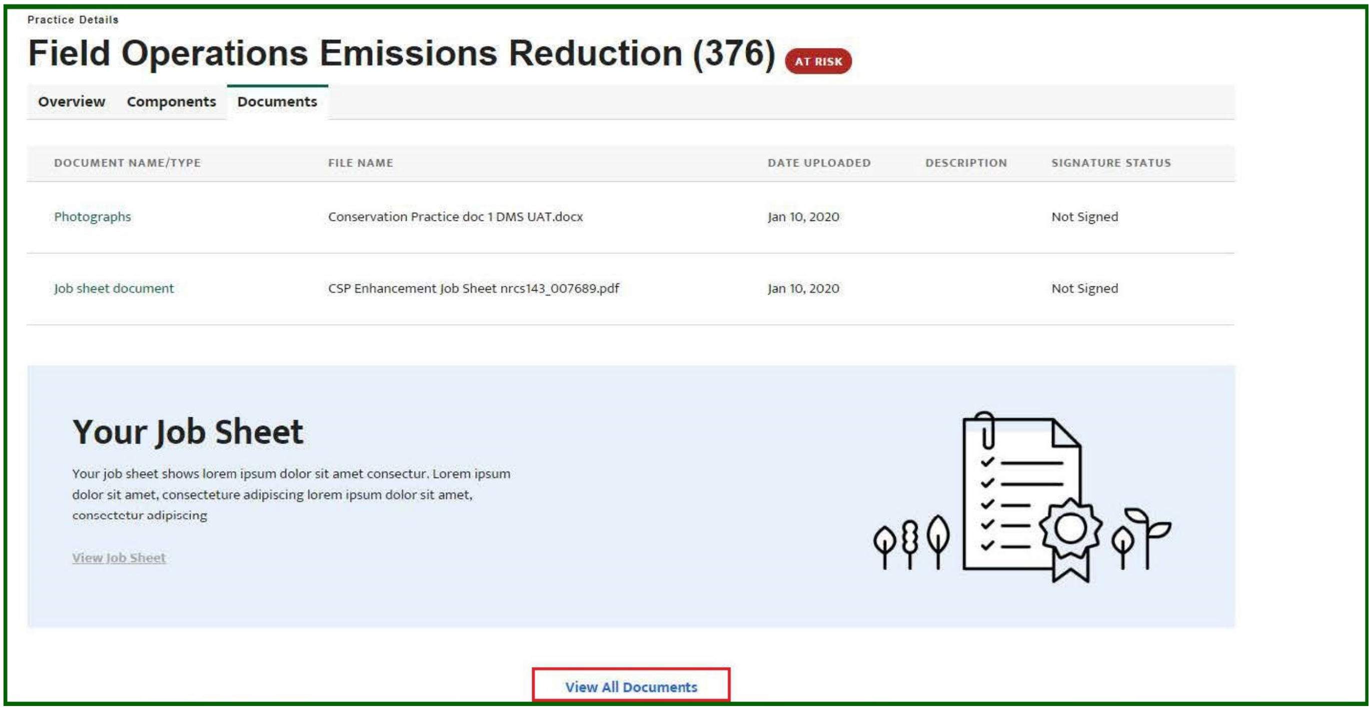


View All Practices — Practice Details

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 pages 18-19 of this guide.



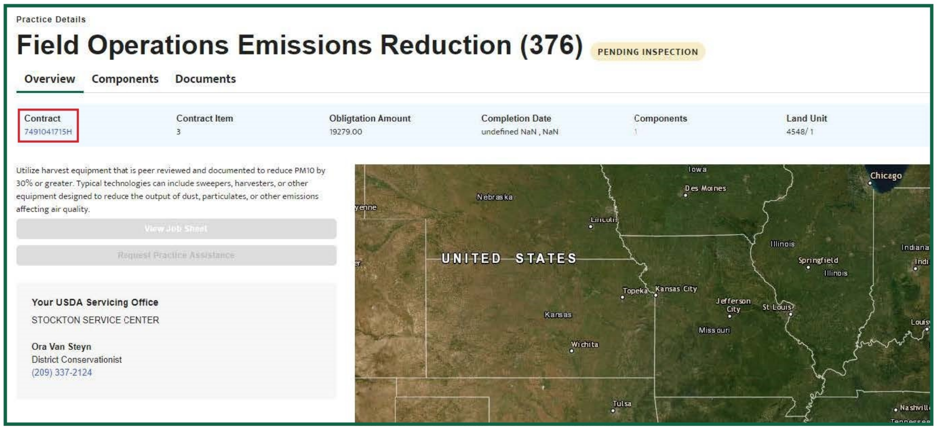
If you are unable to find a document or want to view all documents related to your conservation practices, go to the bottom of the page and select **View All Documents**.

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 **Practice Details** page, you will be able to view individual contracts and the practices under them by selecting the contracts listed in the blue description box. This will take you to that contract's details page.

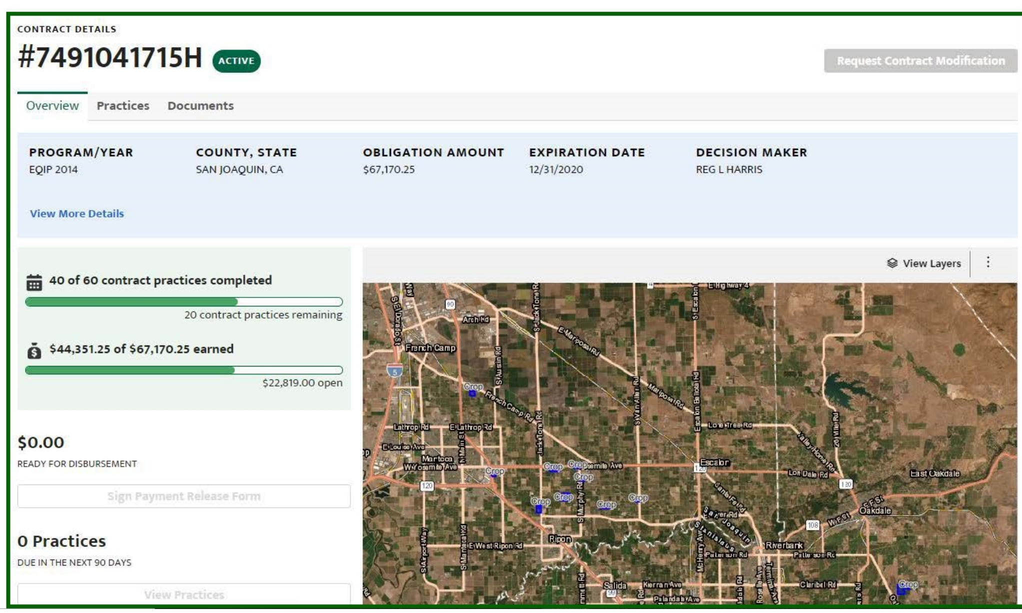


2. On the **Contract Details** page, you will be able to access an overview of individual contracts, practices associated with those contracts, contract-related documents with ongoing status updates, contract modification requests, and more.

The **Overview** tab displays various contract details, including:

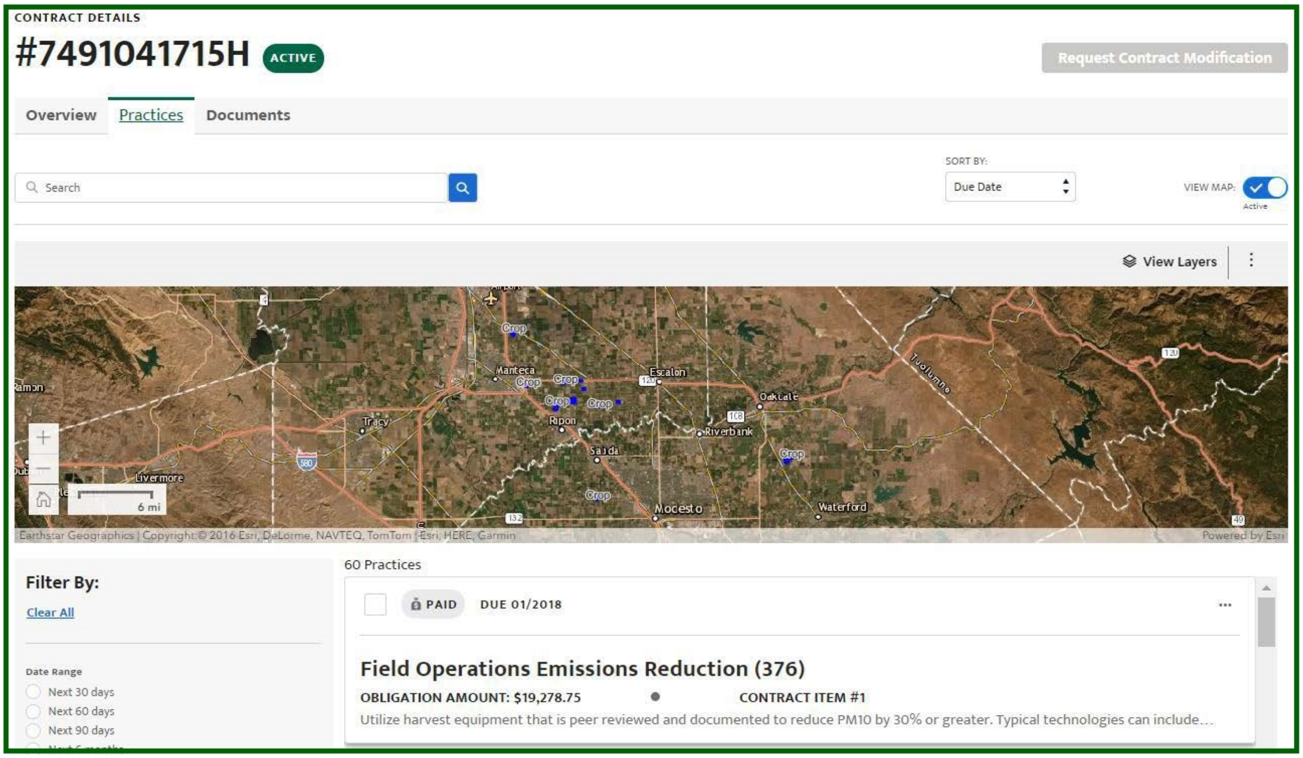
- Status
- Program and year
- County and state that it is being applied to
- Obligation amount
- Expiration date
- Decision maker

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



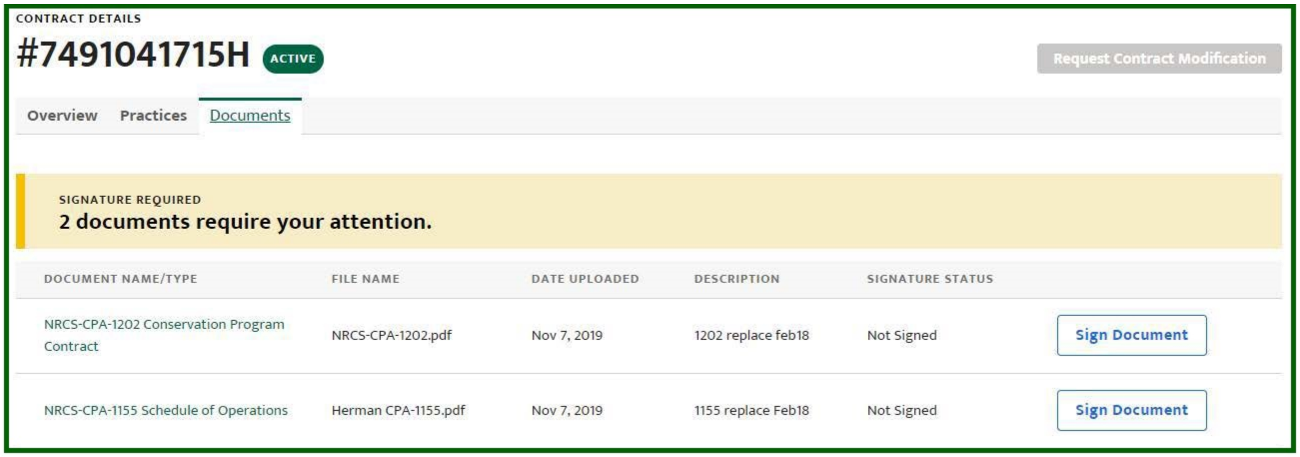
View All Practices — Contract Details

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 pages 18-19 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 Documents

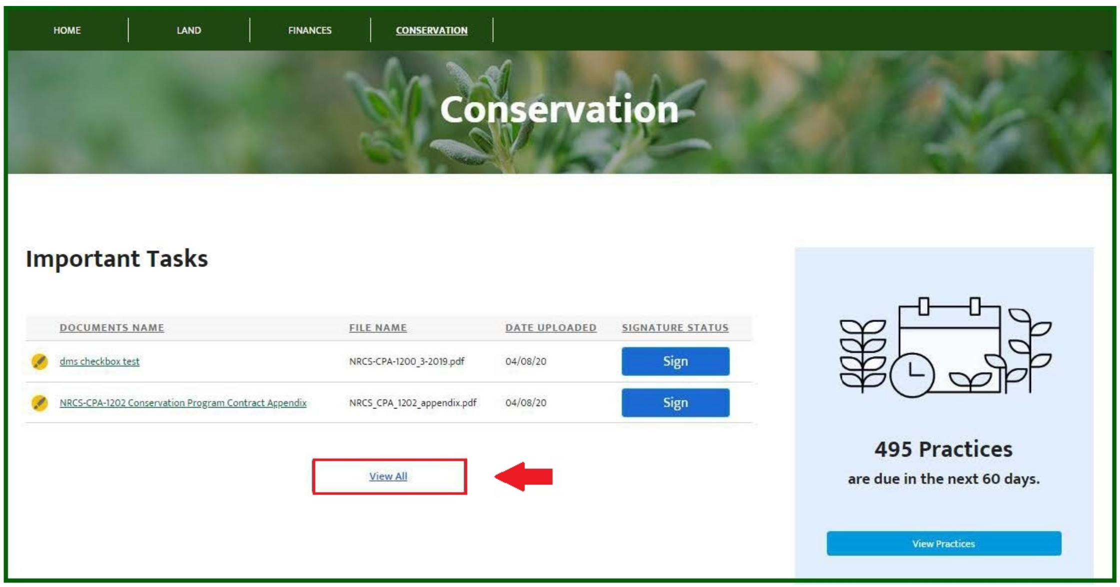
Access Documents Associated With Your Contracts and Practices

FARMERS.GOV

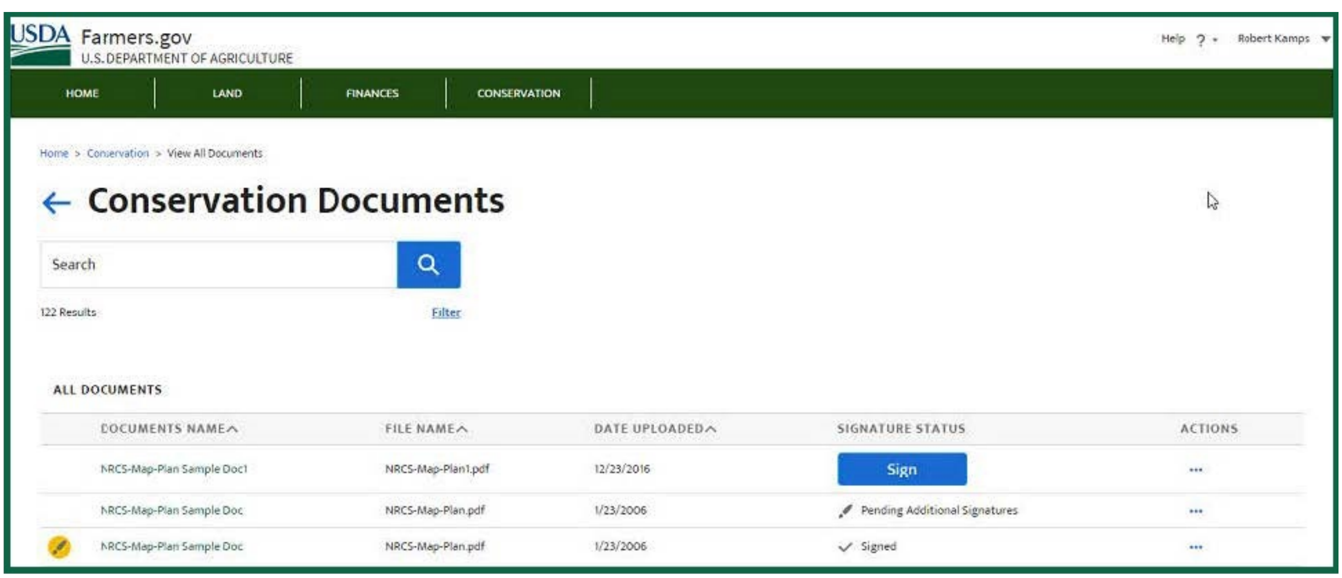
The **View All Documents** page allows producers to view, upload, and e-sign documents related to their current or past contracts and practices. This page is accessible from the **Conservation Landing Page**, or by selecting the **View All Documents** option at the bottom of the document tabs of any **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 pages 18-19 of this guide.



View All Documents

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

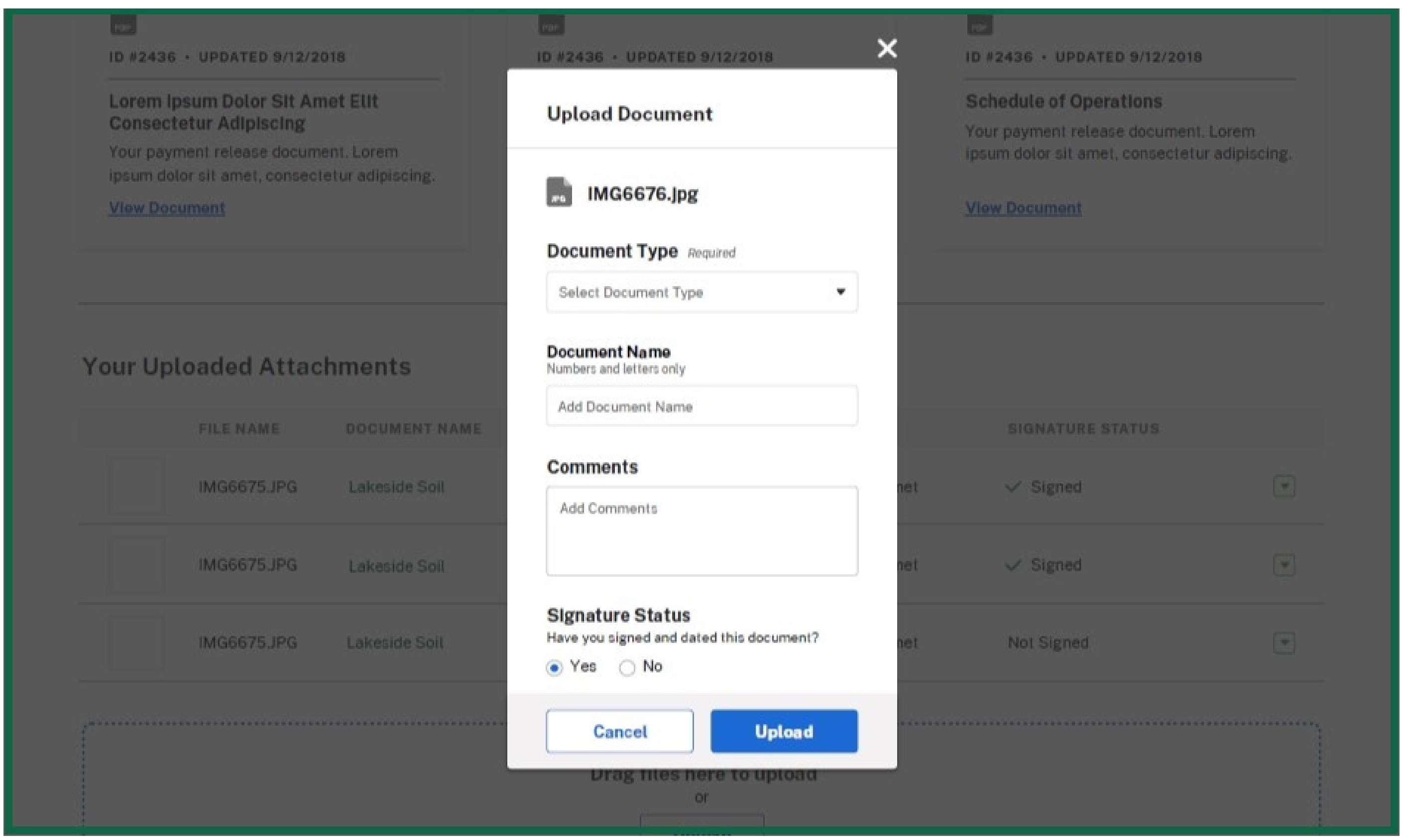
- Details
- Download
- Print
- Sign

3. To upload a document, select **Upload File(s)** to the right of **All Contract Documents**.

4. A window will appear prompting you to fill out information regarding the document(s) you are uploading.

5. Fill in all required fields, then select **Upload**.

A bulk upload option is available. Please note that a maximum of 10 files can be uploaded at a time.



Uploading feature will be available in fall 2020.

E-sign Capabilities

View, Download, and E-sign Documents in Minutes

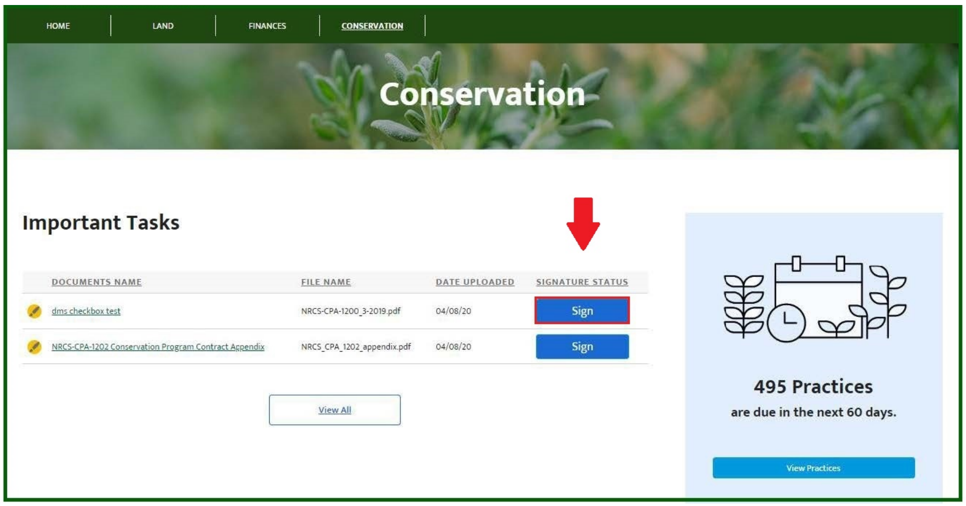
FARMERS.GOV

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

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

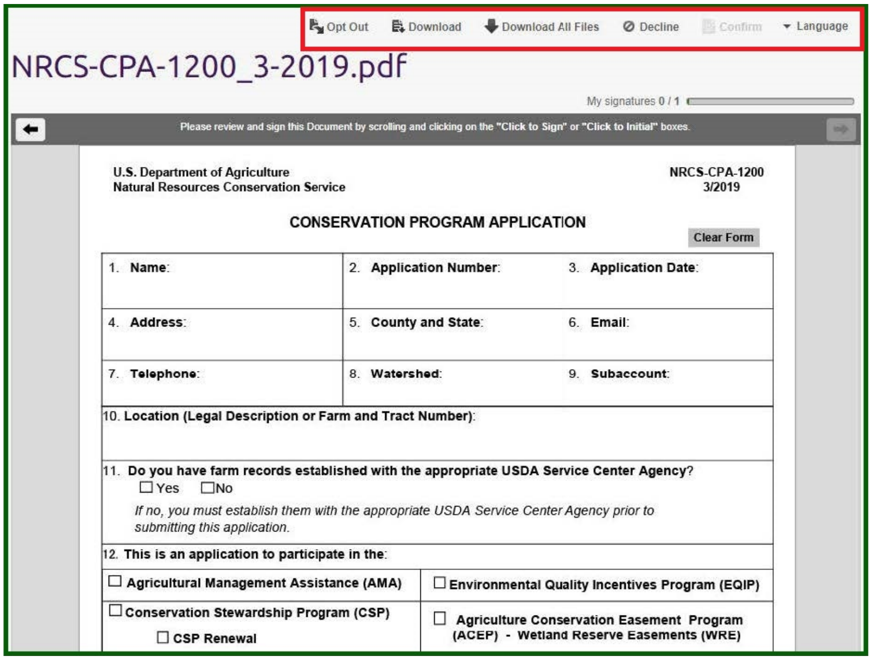
Follow the instructions below to learn how to e-sign your conservation documents:

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

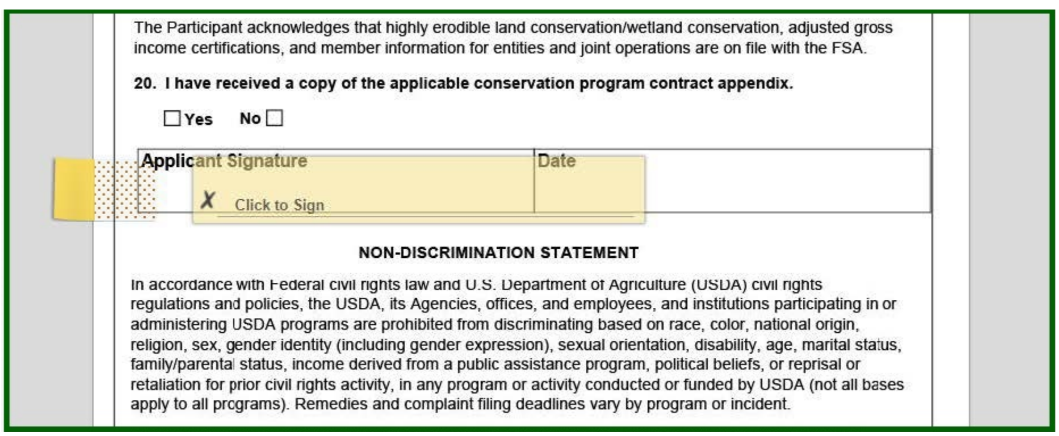


2. Before e-signing a document, you will be prompted to sign an **Electronic Disclosures and Signatures Consent** form. Once you have completed reading, you will have the option to opt out or accept at the bottom of the form. If you accept, you will be able to e-sign your conservation document. If you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

3. Review your document for accuracy. If the document looks correct, scroll to the bottom to e-sign.



4. Once you scroll down, you will see an e-signature prompt (in yellow) labeled "Click to Sign." Clicking inside the yellow box will sign and date the document. Your document will now be labeled as "Signed."



5. Your document will automatically be sent to an NRCS representative, and you will now see your signed document in the **View All Documents** section.

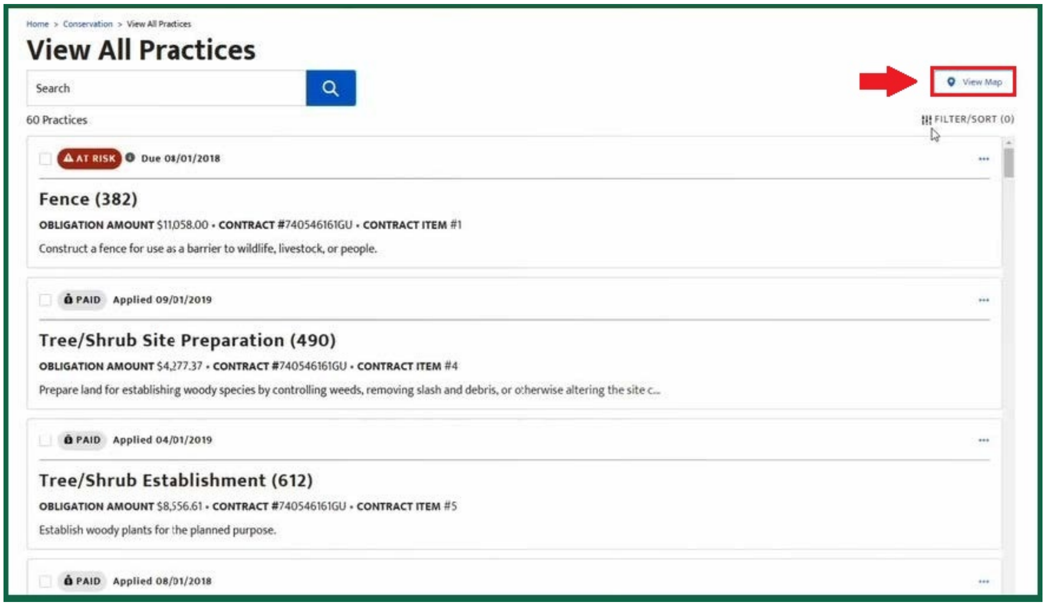
Mapping Tool

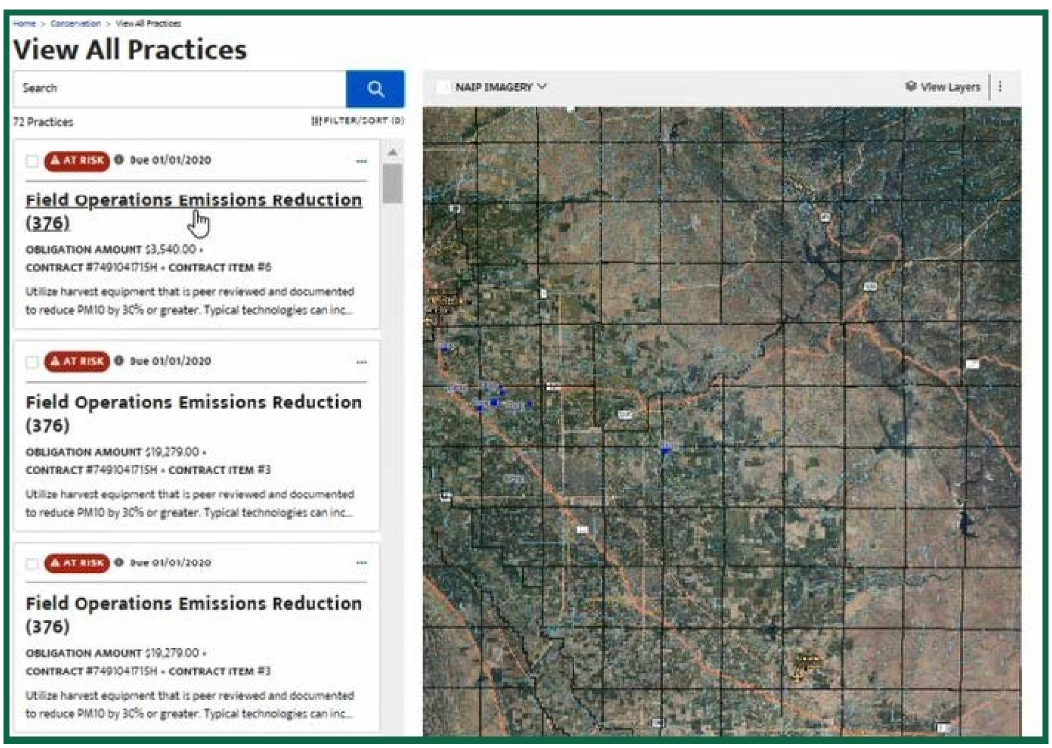
Use the New Mapping Feature to Request Conservation Assistance

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**, **Technical Reference Request**, and **Conservation Assistance Request** pages.

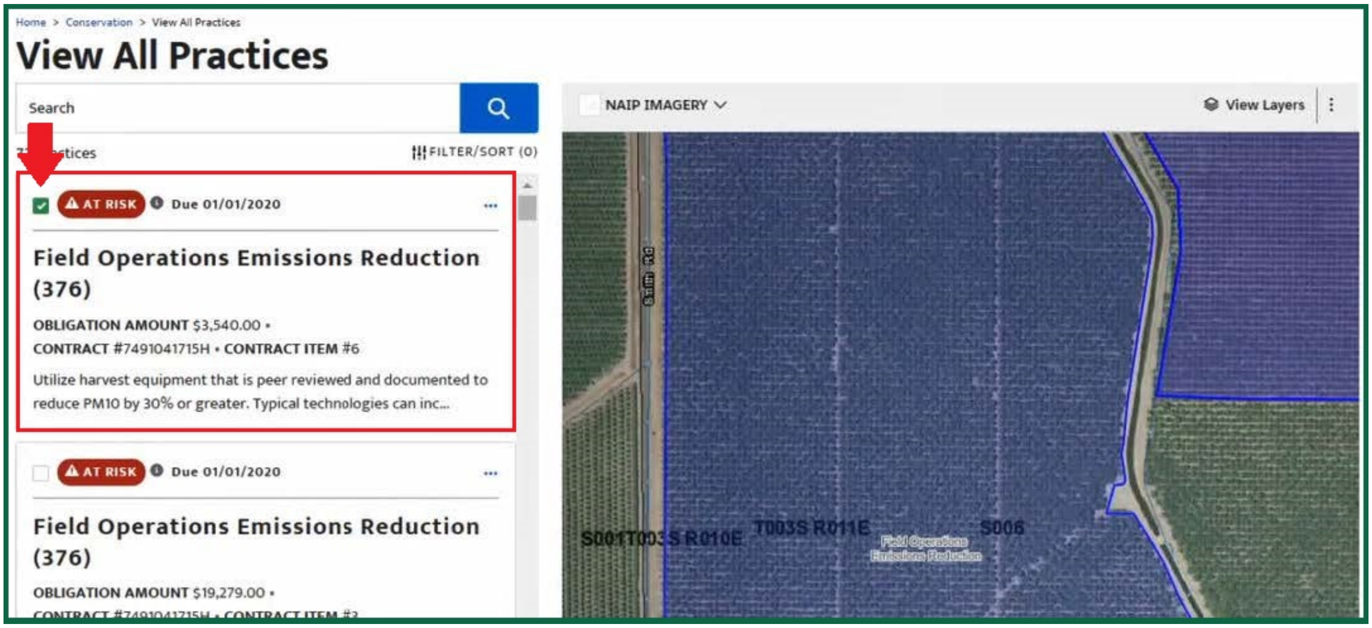
To learn how to use the mapping tool, follow the instructions below:

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.

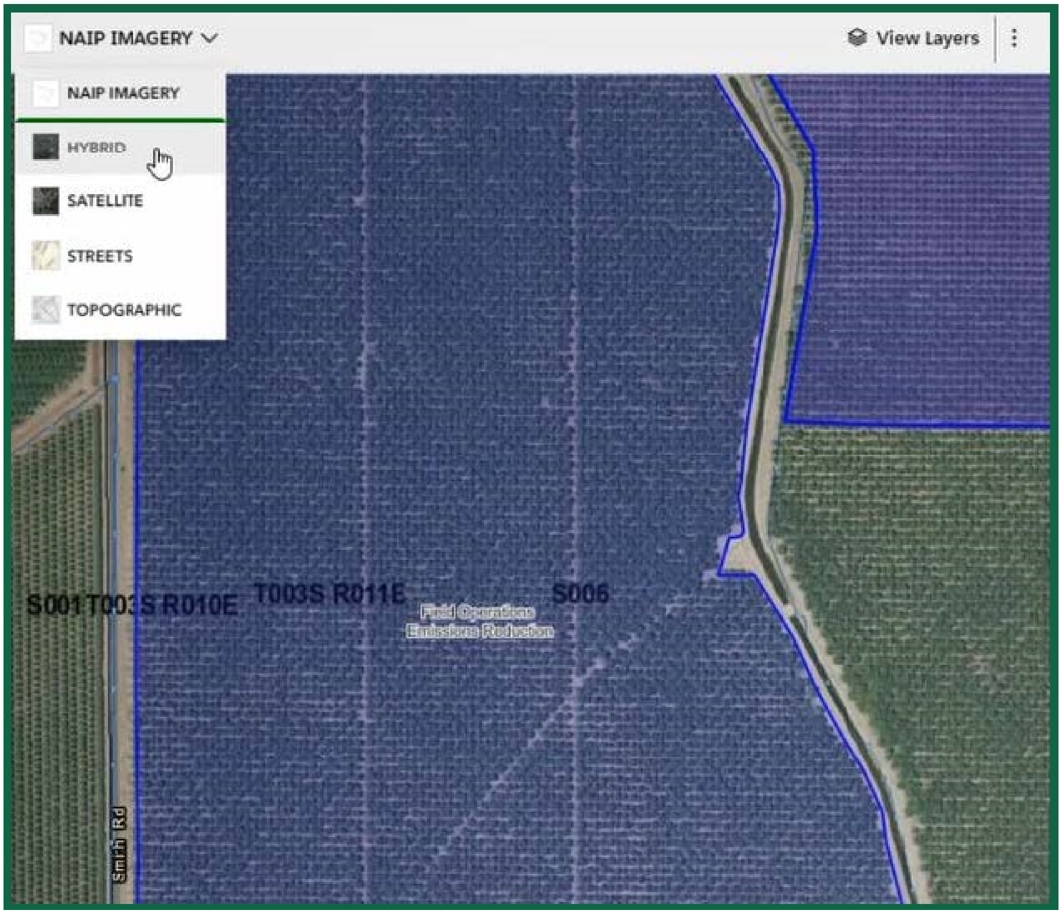




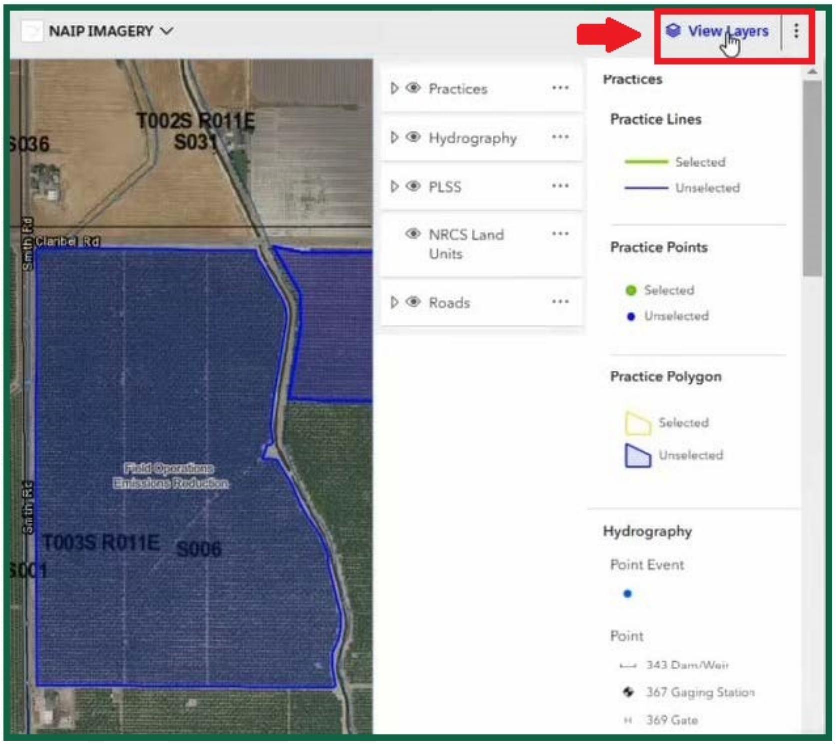
2. Select the box next to the status of a practice to view its location on the map.



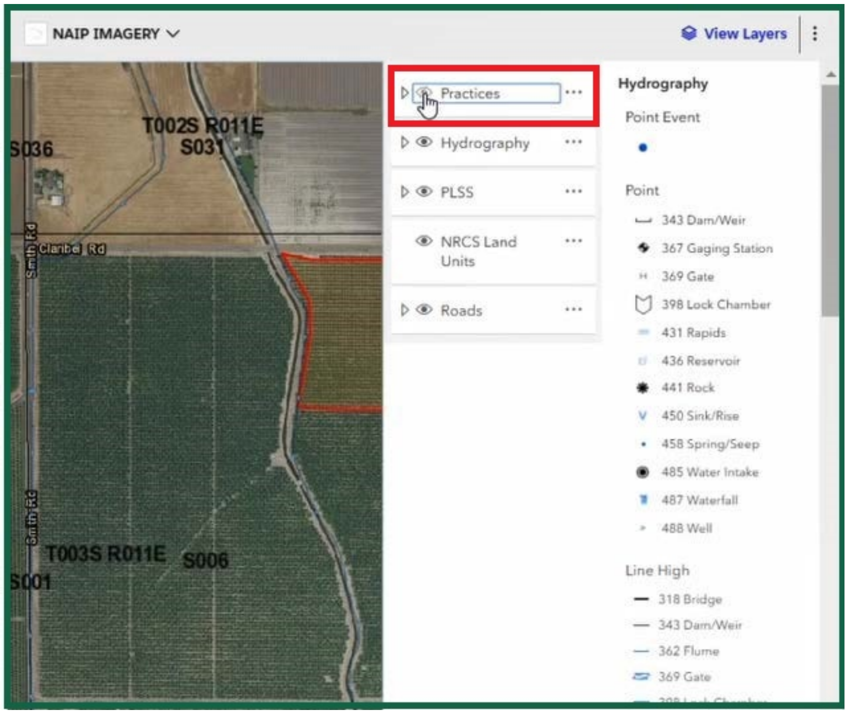
3. Select **NAIP IMAGERY** to view a drop-down menu of terrain display options. The default setting is hybrid, with satellite, streets, and topographic options also available.



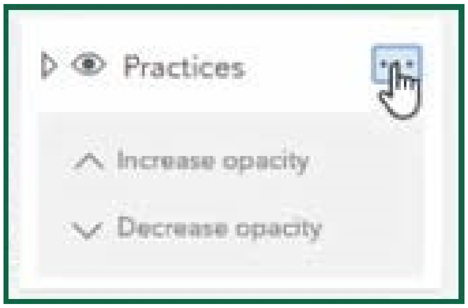
4. Select **View Layers** to open an extensive menu of additional features to display on your map.



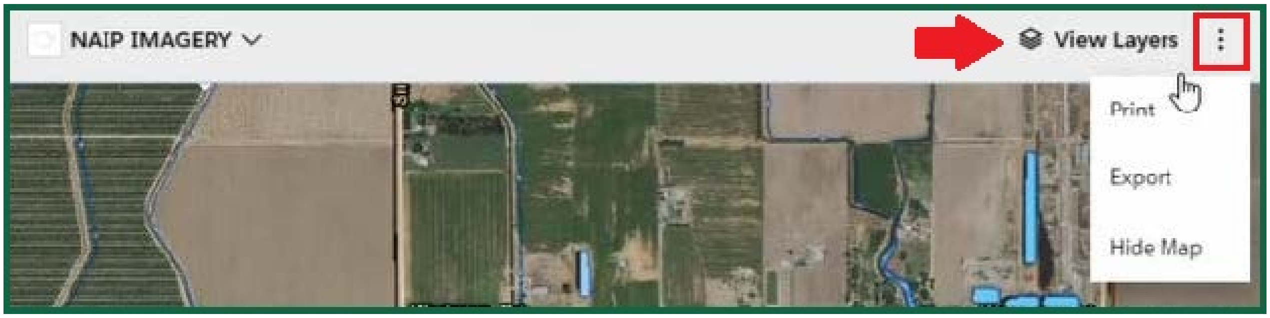
Select the eye icon next to the listed layers on the left-hand menu to add or remove that layer's visibility on the map. For example, if you select the eye icon next to Practices, all practices will be removed from the map.



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.