

Producer Portal Guide for Producer Users

Version 1.2
12/15/2020

Contents

1.	Login Page	3
2.	First Time User Registration.....	4
3.	Getting Started.....	7
	Menu Options	7
	Home.....	7
	My Profile.....	7
	Change Password.....	7
	Help	7
	FAQ.....	7
	Logout	7
	Session Options.....	8
4.	Home Page	9
5.	NOI Summary	10
6.	NOI Documents.....	12
7.	My Profile.....	13
8.	Change Password	14

1. Login Page

A User ID and Password are required to access the Producer Portal. The User ID is the email associated with the NOI producer contact on file in the Office of Agricultural Water Policy's (OAWP). One User ID can be associated with multiple producers and NOIs. If you are unsure of the email, contact OAWP Help at agbpmphelp@FDACS.gov or call (863) 467-3250 Monday-Friday 8:00 AM-5:00 PM EST.

The screenshot shows the login page for the Office of Agricultural Water Policy (OAWP) Best Management Practices Portal. At the top left is the Florida Department of Agriculture and Consumer Services logo. The header includes the name of Commissioner Nileole "Nikki". The main heading is "Office of Agricultural Water Policy (OAWP) Best Management Practices Portal". Below this are links for "Login", "Frequently Asked Questions", and "Help with this Page". A central instruction reads "Please enter your credentials to log in". A note states: "You must use an email on file for your Notice of Intents (NOIs). If your letter says 'no email provided' and you would like to set up an email login, or you are unsure of the email, contact OAWP Help at agbpmphelp@FDACS.gov or call (863) 467-3250 [Mon. - Fri. 8 a.m. - 5 p.m. EST].". The login form contains two input fields: "User ID (Email Address):" with the value "erinmlevin@gmail.com" and "Password:". Below the fields are three buttons: "Log in", "First Time User", and "Exit". A link "Forgot your password?" is positioned below the buttons. The footer contains navigation links: "Home", "Employment", "FAQ", "Public Notices", "Contracts", and "Privacy Policy". Social media icons for Facebook and Twitter are also present. Copyright information for 2019-2020 Florida Department of Agriculture and Consumer Services is provided, along with contact details for the Florida Capitol and a "LIVE CHAT" link.

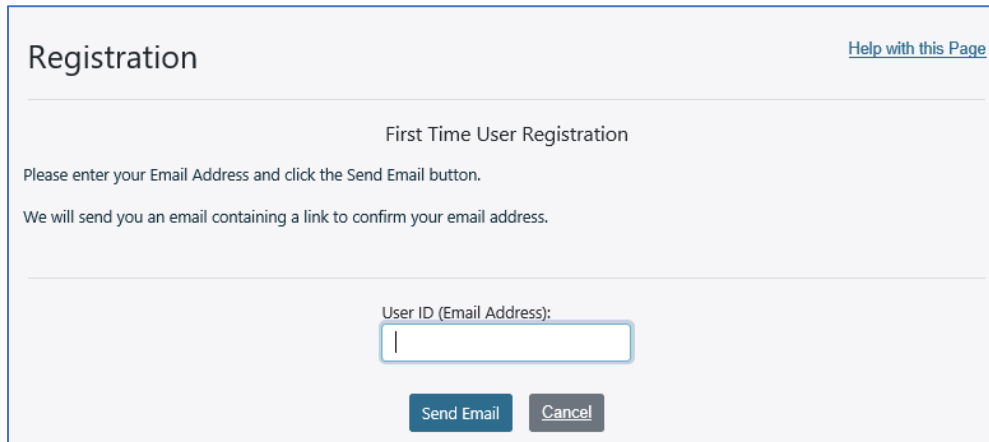
If you are a first-time producer user, you must click the "First Time User" button to set up your account.

2. First Time User Registration

Click the First Time User button.

If you entered your User ID (Email Address) on the login page, it will appear in the User ID (Email Address) on the "First Time User Registration" page.

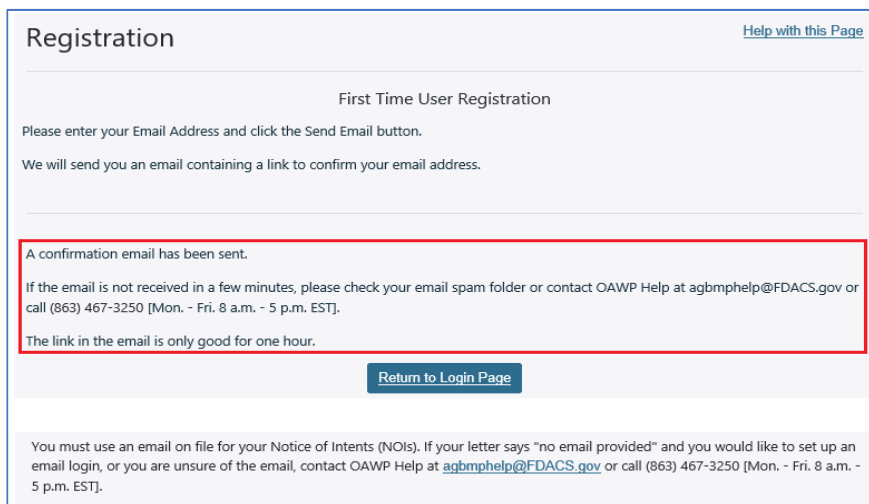
Enter User ID (Email Address) if it is not already entered.



The screenshot shows a web page titled "Registration" with a "Help with this Page" link in the top right. The main heading is "First Time User Registration". Below this, there are two lines of instructional text: "Please enter your Email Address and click the Send Email button." and "We will send you an email containing a link to confirm your email address." Below the text is a text input field labeled "User ID (Email Address):" with a vertical cursor. At the bottom of the form are two buttons: "Send Email" and "Cancel".

Click Send Email.

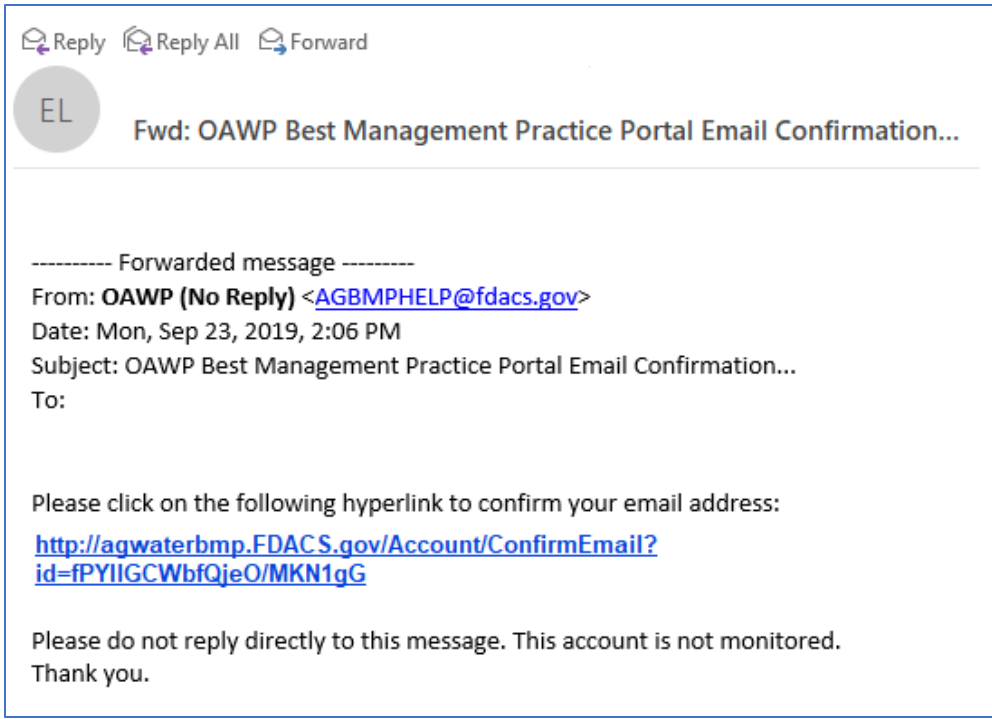
The page will be redisplayed showing the message in the red box below ("A confirmation email has been sent. If the email is not received in a few minutes, please check your email spam folder or contact OAWP Help at agbmphelp@FDACS.gov or call (863) 467-3250 Monday-Friday 8:00 AM-5:00 PM EST. The link in the email is only good for one hour.").



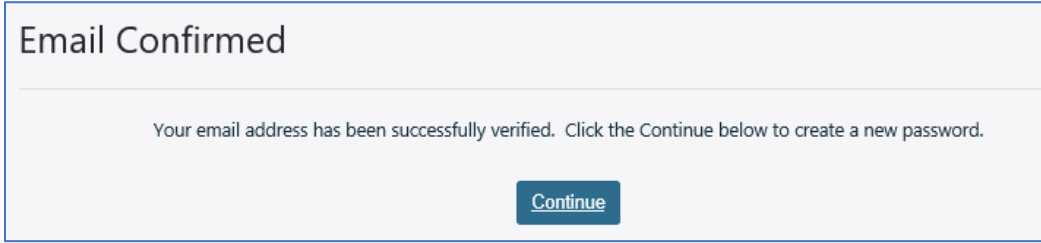
The screenshot shows the same "Registration" page as above, but with a red-bordered box highlighting a confirmation message. The message text is: "A confirmation email has been sent. If the email is not received in a few minutes, please check your email spam folder or contact OAWP Help at agbmphelp@FDACS.gov or call (863) 467-3250 [Mon. - Fri. 8 a.m. - 5 p.m. EST]. The link in the email is only good for one hour." Below the red box is a "Return to Login Page" button. At the bottom of the page, there is a footer note: "You must use an email on file for your Notice of Intent (NOIs). If your letter says 'no email provided' and you would like to set up an email login, or you are unsure of the email, contact OAWP Help at agbmphelp@FDACS.gov or call (863) 467-3250 [Mon. - Fri. 8 a.m. - 5 p.m. EST]."

Click the Return to Login Page

Check your email inbox for the User ID (Email Address) for a confirmation email. You should receive an email like the one shown below.



Click the link in the email. This will open the Producer Portal and will display a message that your User ID (Email Address) has been confirmed.



Click Continue. This will display the Create Password page.

Create Password

Please enter a password below that you would like to use.

Password Complexity Rules:

- Password must be at least eight characters
- Password must start with a letter (English A - Z and a - z)
- Password must contain at least one digit (base 10 digits 0 - 9)
- Password must contain at least one special character consisting of:
 - ~ ! ^ * () _ - = [] { } | : ; ? , \$, @ , & , or .
- Password must be different from the previous password used
- Password must not be the same as the user-id
- Maximum password length is 120 characters.

Password:

Re-Enter Password:

Submit

Cancel

Enter a password that meets the password rules shown in the “Password Complexity Rules” section of the page into the “Password” and “Re-Enter Password” boxes.

Once the password has been entered in both boxes, click the Submit button.

If the password you enter does not meet the password rules, you will receive errors like the following messages.

- Password must be at least 8 characters long
- Password must contain at least one special character (see list above)
- The password you re-entered doesn't match your new password
- Password must start with a letter

If the password you entered meets the password rules, you will receive the following confirmation message.

Password Saved

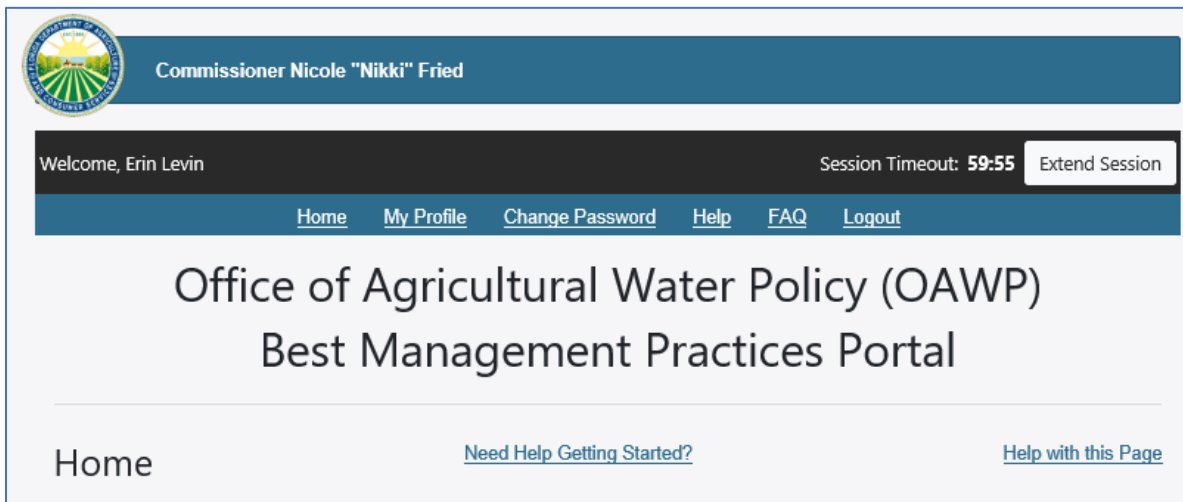
Your password has been successfully saved. Click the Continue button below to go to the Portal Home page.

Continue

Click Continue. This will display the Producer Portal Home page.

3. Getting Started

The following section talks about the navigation and other options available in the Producer Portal.



Menu Options

There are menu options in the bar under the "OAWP Best Management Practices Portal" title. These options will display distinctive features of the Portal.



Home

Displays NOI information associated with the logged in user.

My Profile

This option allows the user to view and update their user profile (contact) information. This does not change the producer information associated with an NOI.

See the My Profile section for details.

Change Password

This option allows the user to change their password.

See the Change Password section for details.

Help

This option opens the Portal user guide.

Each page in the Portal has a "[Help with this Page](#)" link at the top right that will present the section of the Portal user guide for the displayed page.

FAQ

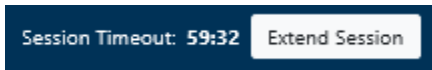
This option presents Frequently Asked Questions (FAQ) about the Producer Portal. If you have a question you would like to add, please contact OAWP Help agbpmphelp@FDACS.gov or call (863) 467-3250 Monday-Friday 8:00 AM-5:00 PM EST.

Logout

Clicking Logout ends the user session and returns to the Login page.

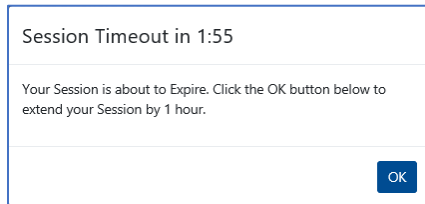
Session Options

When you log into the Portal the system tracks the time between the actions you take. Each time you click a button the system restarts a 60-minute clock.



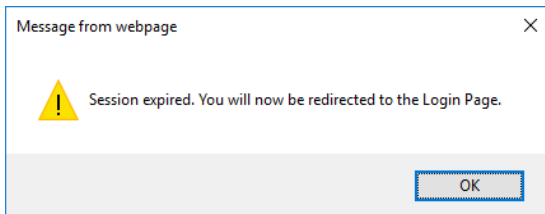
If you do not do anything for 60 minutes, the system will end your session and you will have to log back into the Portal.

Two minutes before your session will time out, the system will display a reminder that will allow you to refresh your session.



Clicking OK will restart the 60-minute clock.

If you do not take any action before 60-minutes has passed, you will receive a "Session Expired" message.



Clicking OK in the "Session Expired" message will return you to the Login page.

4. Home Page

The Home page displays NOI information associated with the user account of the person who is currently logged in. At the top of the page, there are two help links. The "[Need Help Getting Started?](#)" link provides basic information about using the Portal. The "[Help with this Page](#)" link provides information as the Home page.

Home [Need Help Getting Started?](#) [Help with this Page](#)

NOI(s) associated with your user account:

NOI #	Producer Name	Site Name	Sign Date	Submitted	Acres	County	Forms	View Summary
20021	Test Producer	Test Site	10/27/2015		212.10	Walton	Vegetables & Agronomic Crops (2015)	View Summary

Producers associated with the current user's NOI(s):

Producer Name	Address	City	State	Zip	Phone
Test Producer	123 Main Ave	Anywhere	FL	32088	(850) 123-4567

Verify the correct NOIs are listed. If not all your NOIs are listed or there is some other issue with the list, please contact OAWP Help at agbmphelp@FDACS.gov or call (863) 467-3250 Monday-Friday 8:00 AM-5:00 PM EST for assistance.

The first list on the page contains NOIs associated with your user account.

NOI(s) associated with your user account:

NOI #	Producer Name	Site Name	Sign Date	Submitted	Acres	County	Forms	View Summary
20021	Test Producer	Test Site	10/27/2015		212.10	Walton	Vegetables & Agronomic Crops (2015)	View Summary

The View Summary button may be used to view the NOI information.

The second list on the page contains the list of Producers associated with the current user account.

Producers associated with the current user's NOI(s):

Producer Name	Address	City	State	Zip	Phone
Test Producer	123 Main Ave	Anywhere	FL	32088	(850) 123-4567

[View Summary](#)

The View Summary button for an NOI will display the NOI Summary page for the NOI. The summary page displays all information about the NOI.

5. NOI Summary

Clicking the View Summary button on the Home page for an NOI will display the NOI Summary page.

This page displays all information for a NOI.

This information should be carefully reviewed. If any of the information needs to be changed, please use the contact information at the top of the page to request the change.

Notice of Intent #41452
Return to Home Page

[Scroll to the Common Practices Status Report \(CPSR\)](#)

Print Summary Report

Please review the information below carefully. If any of the information needs to be updated, contact Barton Wilder at Barton.Wilder@FDACS.gov or (850) 688-0142.

Status:	Active	County:	Bradford
Status2:		Site Name:	Test Site
NOI Acres:	44.40	Site Description:	
Received Date:	8/11/2016	Address:	
Assisted By:	Barton Wilder	Address 2:	
Assigned To:	Barton Wilder	City, State, Zip:	
Signed By:	Test Producer	Country:	
Original Signature Date:	7/11/2016	BMAP Area(s):	Santa Fe River
		WMD(s):	Suwannee River WMD
		Other Area(s):	Springs Protection Area
		Priority Focus Area(s):	NONE

Producer Information

Producer:	Test Producer	Phone:	(850) 123-4567
Address:	123 Main Ave	Fax:	
City, State Zip:	Anywhere, FL 32088	Email:	aandmrecovery@gmail.com

Are there equivalent programs that are active and in compliance that cover the entire NOI? No

Other Contact Information

Type	Contact Name	Address	City	State	Zip	Phone
Contact	Test Producer	123 Main Ave	Anywhere	FL	32088	(850) 123-4567

NOI Form/Manual

Form Name	Status	Form Signature
Vegetables & Agronomic Crops (2015)	Active	7/11/2016

Parcel Information

Parcel Number	Township	Range	Section	Parcel Name	Owner Name	Owner Address	Owner City	Status	Confirmed
06S82000000	06S	20E	28					Active	

Cost Share Applications

Application Number	Fiscal Year	Application Date	Program Status Type	Sub Category	Total Anticipated Cost	Amount Reimb Paid	Field Staff Contact	Environ Mgr	FDA Con
No info found									

Permits, Certifications and Agreements (PCA) Information

PCA Type	Sub Type	Number	Expiration Date	Status	As Of Dates(s)	Description
No info found						

Documents

Type	Form	Date	Status	Created By	Certified By	View Report
Common Practices Status Report		3/22/2018	Complete	wilderb2		View
Enrollment	Vegetables & Agronomic Crops (2015)	8/11/2016	Complete	walkers2		View

Practices Information for Common Practices Status Report 3/22/2018

1.0 Nutrient Management		
Do you apply nutrients in any form (e.g., commercial fertilizer, organic material) in the operation associated with this NOI?	Yes	
1.1 Right Source		
1. Prior to application, determine the nitrogen, phosphorus, and potassium content in commercial fertilizer using the guaranteed analysis on the label.	In Use	Comment:
2. If using fertilizer plant floor sweepings, reclaimed water, manures, poultry litter, compost, or biosolids, account for the nutrient content of those materials prior to application. Acceptable alternatives to laboratory analysis include supplier analysis or NRCS guidelines.	NA	Comment:
3. Keep records of all nutrient applications that contain Nitrogen or Phosphorus.	In Use	Comment:
1.2 Right Rate		

6. NOI Documents

The Documents section at the bottom of the NOI Summary, allows you to view the practices associated with your NOI documents.

Documents						
Type	Form	Date	Status	Created By	Certified By	View Report
Common Practices Status Report		3/22/2018	Complete	wilderb2		View
Enrollment	Vegetables & Agronomic Crops (2015)	8/11/2016	Complete	walkers2		View

Practices Information for Common Practices Status Report 3/22/2018	
1.0 Nutrient Management	
Do you apply nutrients in any form (e.g., commercial fertilizer, organic material) in the operation associated with this NOI?	Yes
1.1 Right Source	

The buttons in the Documents list may be used to view the practices for a Document (View).

7. My Profile

Clicking the “My Profile” option allows you to view and update your user profile (contact) information. This does not change the producer information associated with an NOI.

Edit Profile [Help with this Page](#)

Fields with asterisks (*) are required.

If you would like to change your email address, contact agbpmphelp@FDACS.gov or call (850) 617-1727 [Mon. - Fri. 8 a.m. - 5 p.m. EST].

Prefix	First Name*	Middle Name	Last Name*	Suffix
- select - v	Erin		Levin	- select - v

Company Name	Email
	erinmlevin@gmail.com

Address Line 1*	Address Line 2
123 Main	

City*	State*	Zip*	Country
Tallahassee	FL v	32399	

Phone Type*	Area Code*	Phone Number*	Extension	Allow Text Messages?
Phone v	850	617-1714		<input type="checkbox"/>

Changes made on this page do not change information on your NOI(s).

If you make a change and click Submit, a confirmation message will be displayed.

Your Profile been successfully updated.

Click Continue below to return to the Home page.

Clicking Continue will display the Home page.

8. Change Password

This page allows the user to change their password.

The user must know their current password to change their password.

Enter the current password into the “Current Password” box.

Enter the new password in the “New Password” and “Re-enter New Password” boxes.

Change Password [Help with this Page](#)

Please enter a new password below which meets the following requirements:

- Password must be at least eight characters.
- Password must start with a letter (English A - Z and a - z).
- Password must contain at least one digit (numbers 0 - 9).
- Password must contain at least one special character consisting of:
 - ~ ! ^ * () _ - = [] { } | : ; ? , \$, @ , & , or .
- Password must be different from the previous password used.
- Password must not be the same as the email address.
- Maximum password length is 120 characters.

Current Password:

New Password:

Confirm New Password:

If the password information is entered and Submit is clicked, a confirmation message will be displayed.

Password Updated

Your password has been successfully updated.

Click Continue below to return to the Home page.

When Continue is clicked the Home page will be displayed.