



Activating Your fmVendor Account

IMPORTANT: In order to receive funds, all farmers must set up an online account.

- Setting up your account will allow you to download the fmVendor mobile app to accept payments electronically right at the market.
- Setting up your account will also allow funds to be deposited directly into your bank account, so it is important to complete this step even if you plan to mail your coupons in for processing.
- For assistance setting up your account, please call (607) 252-4866 or email support@fmvendor.com

fmVendor account activation resource guide

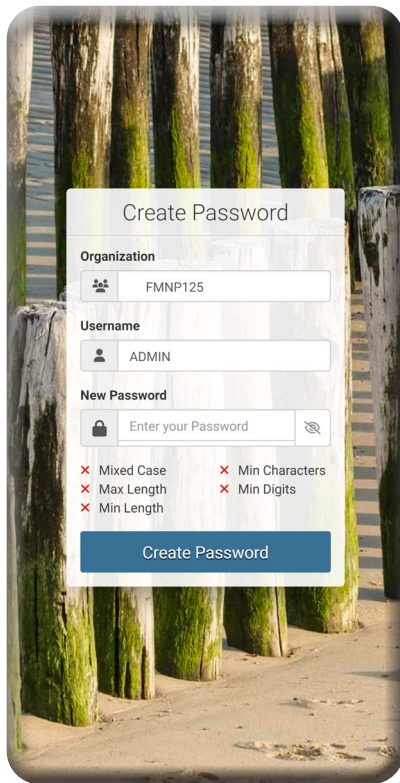
Follow these simple steps to set up your fmVendor account:

- 1** Open the email from FMNP fmVendor (notifications@fmvendor.com) then simply click on the create password link to reach your account activation page.
- 2** Next, create your password, enter it into the new password field, and click the create password button. Now you will see that your password has been reset and you can login to your account by entering your new password. Please make note of your org name for future logins.
- 3** Next, complete your farm profile by entering the requested information into the blank fields that have not been auto-populated. When you have finished, click the save profile and continue button.
- 4** Next, you will need to connect a bank account to receive direct deposits. Enter your routing and account number, both of which can be found on one of your personal or business checks. When you are finished, click the connect bank account button.
- 5** After this step, your bank account information has been submitted. A small deposit will be made into your bank account in 1-3 business days. Once this occurs, you will need to enter the 4 digit verification code from the statement line of the deposit and click the verify account button to complete your bank account set-up. This is for your security to ensure money is deposited into the correct bank account.
- 6** You will now be able to select all the farmer's markets that you participate in. These selections will become your assigned markets that you will be able to select from each time you use your mobile app.
- 7** Finally, you will be brought to your farmer dashboard and be directed to download the fmVendor mobile app. Just follow your standard App download process, login, and enjoy easy FMNP processing!

Please see the reverse side for a visual guide of these steps

A Visual Guide to Activating Your Account

Enter Your Password



The screen shows a 'Create Password' form with the following fields:

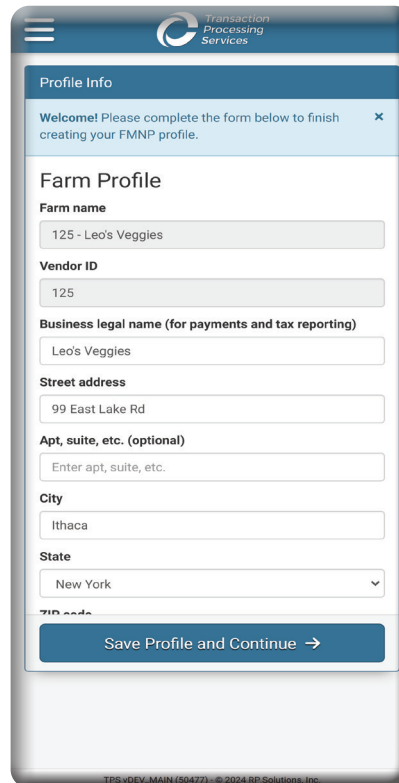
- Organization: FMNP125
- Username: ADMIN
- New Password: Enter your Password

Below the password field, there are four error messages:

- ✗ Mixed Case
- ✗ Max Length
- ✗ Min Length
- ✗ Min Characters
- ✗ Min Digits

A 'Create Password' button is at the bottom.

Complete Your Profile

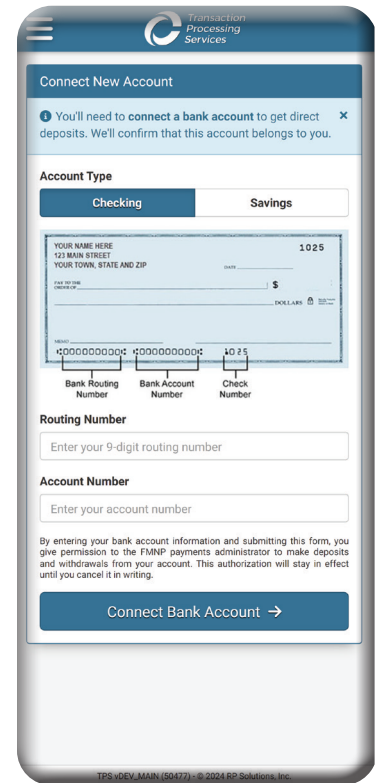


The screen shows a 'Farm Profile' form with the following fields:

- Farm name: 125 - Leo's Veggies
- Vendor ID: 125
- Business legal name (for payments and tax reporting): Leo's Veggies
- Street address: 99 East Lake Rd
- Apt, suite, etc. (optional): Enter apt, suite, etc.
- City: Ithaca
- State: New York

A 'Save Profile and Continue' button is at the bottom.

Enter Bank Account Info

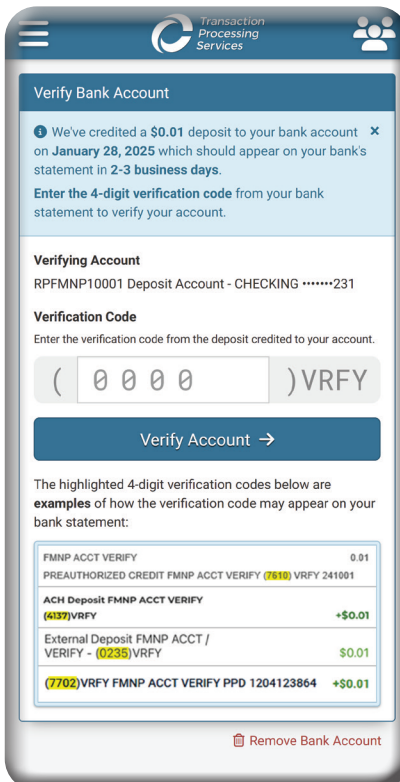


The screen shows a 'Connect New Account' form with the following fields:

- Account Type: Checking (selected), Savings
- Bank Routing Number: 123456789010
- Bank Account Number: 1234567890101010
- Check Number: 1015
- Routing Number: Enter your 9-digit routing number
- Account Number: Enter your account number

A 'Connect Bank Account' button is at the bottom.

Enter Verification Code



The screen shows a 'Verify Bank Account' form with the following fields:

- Verifying Account: RPFMNP10001 Deposit Account - CHECKING *****231
- Verification Code: (0 0 0 0) VRFY

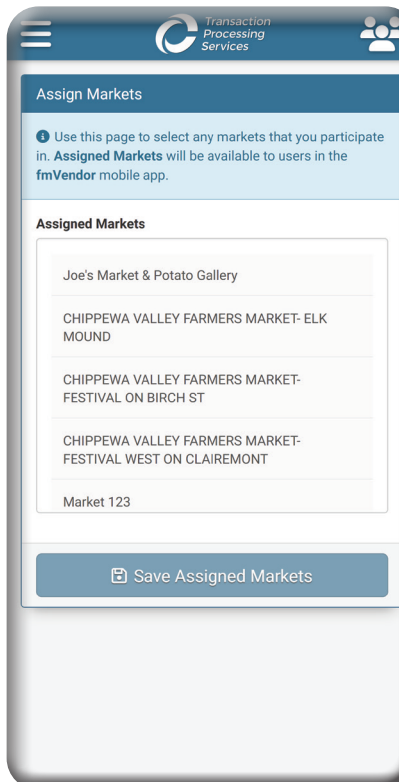
A 'Verify Account' button is at the bottom.

Below the form, there is a table of examples of how the verification code may appear on your bank statement:

Transaction Description	Amount
FMNP ACCT VERIFY	0.01
PREAUTHORIZED CREDIT FMNP ACCT VERIFY (2510) VRFY 241001	
ACH Deposit FMNP ACCT VERIFY (4137) VRFY	+\$0.01
External Deposit FMNP ACCT / VERIFY - (0238) VRFY	\$0.01
(7702) VRFY FMNP ACCT VERIFY PPD 1204123864	+\$0.01

A 'Remove Bank Account' button is at the bottom.

Select Your Markets

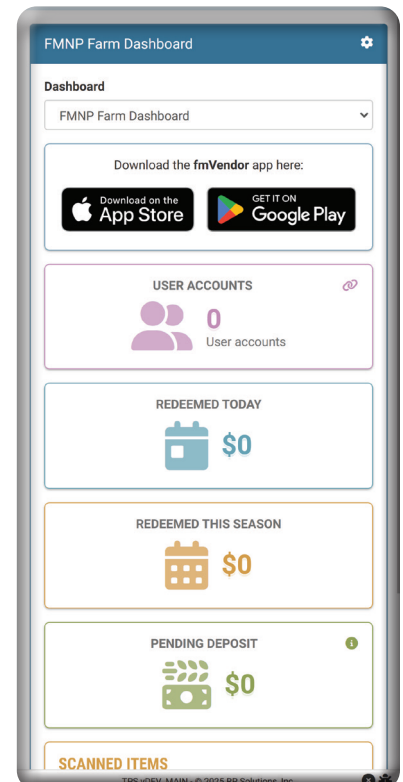


The screen shows an 'Assign Markets' form with the following fields:

- Assigned Markets: Joe's Market & Potato Gallery, CHIPPEWA VALLEY FARMERS MARKET- ELK MOUND, CHIPPEWA VALLEY FARMERS MARKET- FESTIVAL ON BIRCH ST, CHIPPEWA VALLEY FARMERS MARKET- FESTIVAL WEST ON CLAIREMONT, Market 123

A 'Save Assigned Markets' button is at the bottom.

Download The Mobile App



The screen shows the 'FMNP Farm Dashboard' with the following sections:

- Dashboard: FMNP Farm Dashboard
- Download the fmVendor app here: Download on the App Store, GET IT ON Google Play
- USER ACCOUNTS: 0 User accounts
- REDEEMED TODAY: \$0
- REDEEMED THIS SEASON: \$0
- PENDING DEPOSIT: \$0
- SCANNED ITEMS