

WISCONSIN DEPARTMENT
of HEALTH SERVICES

Activating Your TPS RapidFMNP 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 TPS RapidFMNP 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 checks in for processing.
- For assistance setting up your account, please call 607-252-4866 or email fmnp@rpsolutions.com.

TPS RapidFMNP Account Activation Resource Guide

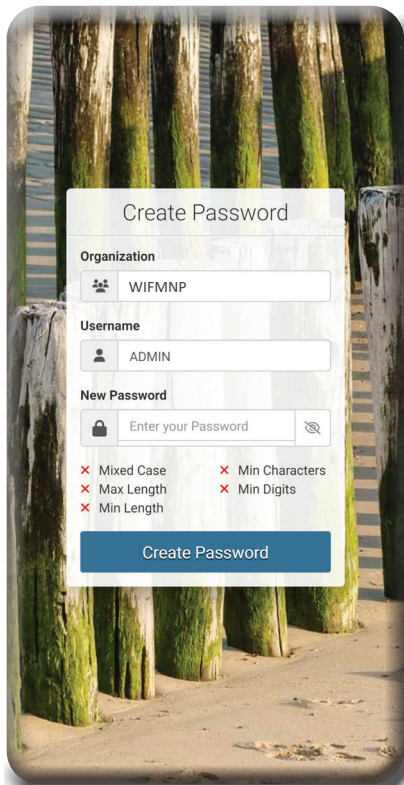
Follow these simple steps to set up your TPS RapidFMNP account

- 1** Open the email from Wisconsin FMNP Merchant Services (merchantservices@secureoptserver.com), select **create password link**.
- 2** Create your password, enter it into the new password field, and select **create password**. Now you can login to your account by entering your new password. Please make note of your organization name (WIFMNP) and username (ADMIN) for future logins.
- 3** Complete your farm profile by entering the requested information into the blank fields. Select **save profile and continue**.
- 4** 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. Select **connect bank account**.
- 5** Watch for a small deposit in your bank account in one to three business days. You will need to enter the four digit verification code from the statement line of the deposit and select **verify account** to complete your bank account set-up.
- 6** Select all the farmers markets, or local farmstand, that you participate in and select **save assigned markets**.
- 7** Download the TPS RapidFMNP mobile app from the farm dashboard. Follow your standard App download process, login, and enjoy easy FMNP processing!

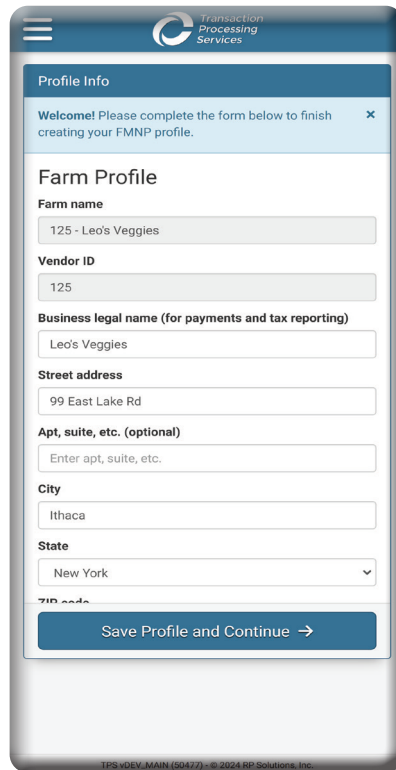
Please see the reverse side for a visual guide of these steps

A Visual Guide to Activating Your Account

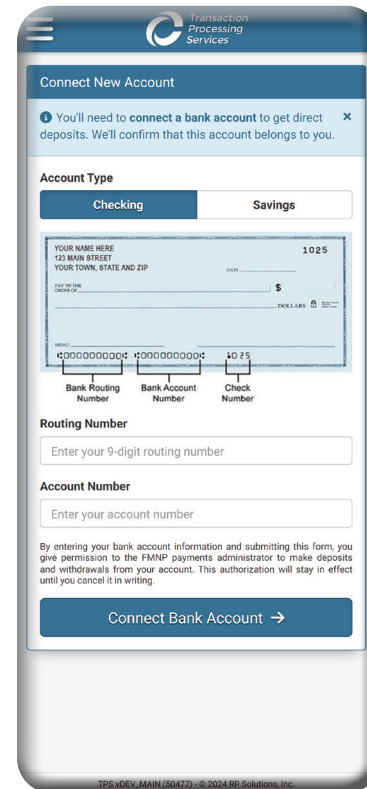
2. Enter your password



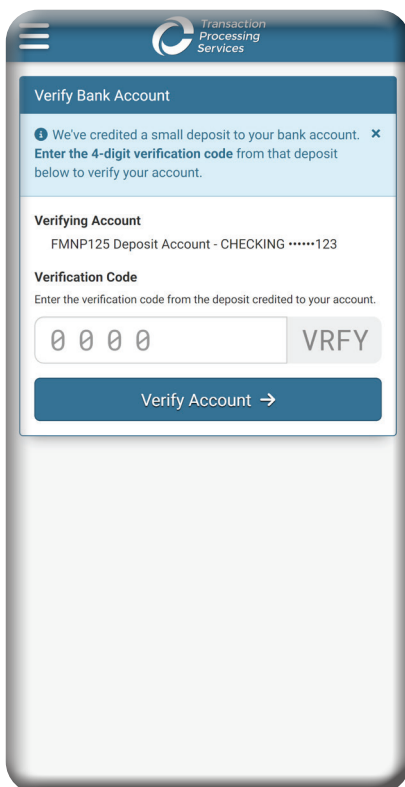
3. Complete your profile



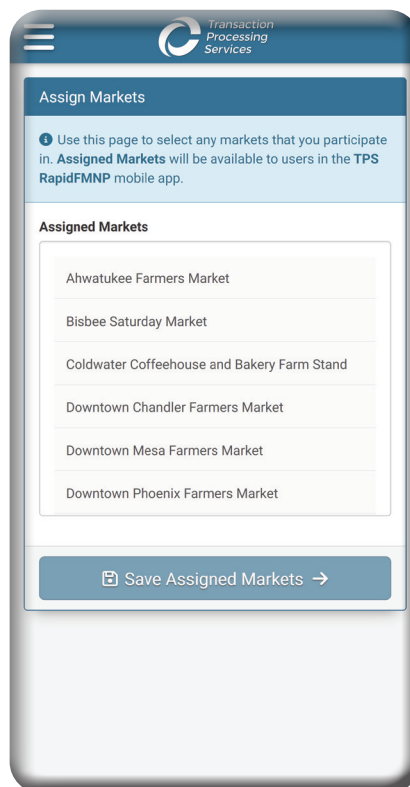
4. Enter bank account info



5. Enter verification code



6. Select your markets



7. Download the mobile app

