

Welcome Farmers

2023 Farmers' Market Nutrition Program (FMNP) Training Materials



Introducing a New Check Redemption Solution for 2023

- Farmers will now have the option to redeem participant checks electronically through the TPS RapidFMNP mobile app or can choose to mail in checks to the processing center for redemption.
- This solution provides a gradual transition to a fully electronic redemption model, allowing both farmers and participants time to adjust.
- This year farmers will not have the option to deposit the checks into the bank. Farmers must use one of the redemption options mentioned above.

Setting up Your Account

TPS FMNP Web Portal

Electronic Check Redemption

We will now dive deeper into how electronic redemption will work for the 2023 season.

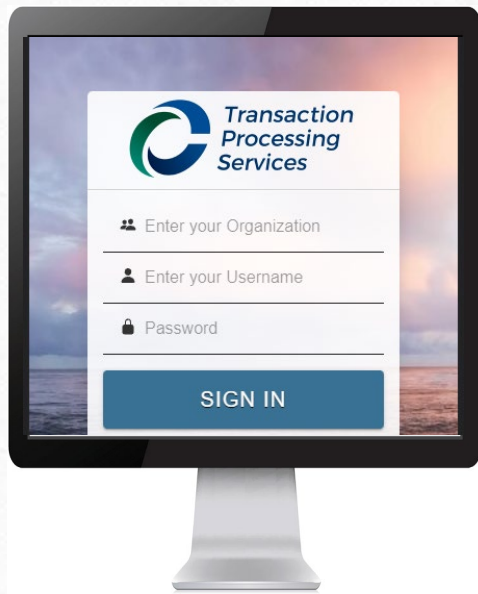
Setting up your Account:

- Each farmer will be sent an email before the season starts inviting you to set up an online account.
- You can then click on the link in your email to reach your account activation page.
- At this point, you will create a password for the account.
- Next, you will be prompted to enter your bank account information so that the check funds can be deposited directly into your account via electronic payment weekly.
- A “micro-payment” will then be deposited into your account. After you confirm the amount of the “micropayment” received in your account, your account will be verified and ready to receive funds.

Electronic Check Redemption

- If you need assistance during the account set up process, RP Solutions' customer support representatives will be available to support you.
 - 607-252-4866
 - fmnp@rpsolutions.com

Electronic Check Redemption



- Once your bank account is verified, you can begin using your account.
- You can utilize the **user manager** to create additional users. Anyone who will be accepting payments at farmers markets should be added.
 - Restrictions are in place so added users have no access to bank information.
- All added users will receive an activation email inviting them to download the mobile app and set up an account.
- You can now download the mobile app that will be used to accept the checks at the farmers market.

Simply search and download the TPS RapidFMNP
App from the App Store (iPhone) or Google Play
store (Android)



Use the credentials you already created to login to the mobile app. 7

Electronic Check Redemption

Testing and Training

- The mobile app comes with a training mode to ensure you and your staff are comfortable electronically redeeming checks prior to the start of the season.
 - You will be provided with a sample training check to print out and provide to your staff to practice using the app to scan checks.
 - These training checks will work up until you scan your first “real” check. Training data will stay in the app for a day then will be automatically deleted.

Accepting Payments at the Market

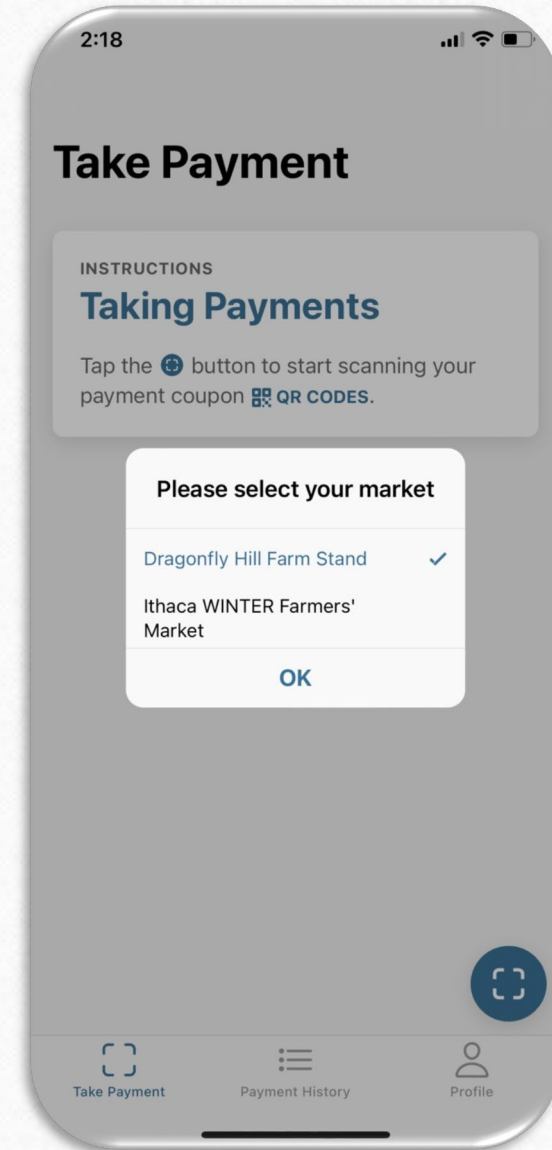
TPS RapidFMNP Mobile App

Accepting Checks at the Market

- Stamp the check with your ID number or write the ID number in the appropriate box.
 - If redeeming electronically, the app will not accept the check unless there is a mark in the vendor ID box.
 - If you choose to mail your checks, our processing partner will use your vendor ID to determine where to release the funds.

Electronic Check Redemption

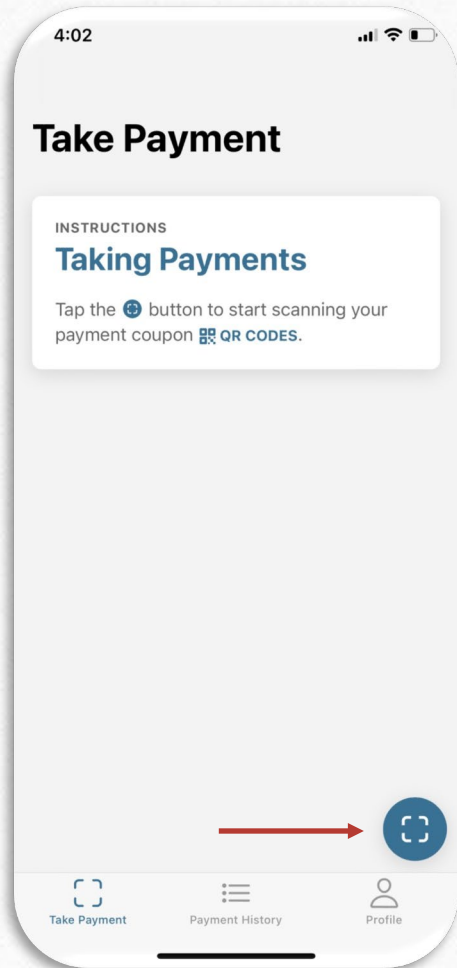
- The mobile app was designed to be extremely easy to use.
- When you or your staff arrive at the farmers market, to get started simply open the app, select which market you are attending, and you are ready to start accepting and scanning payments!



Electronic Check Redemption

Using Your App at the Market

Next, when a participant hands you a check and you ensure you have stamped it simply select the Take Payment icon and position your cell phone over the QR code and the app will capture the code!



Electronic Check Redemption

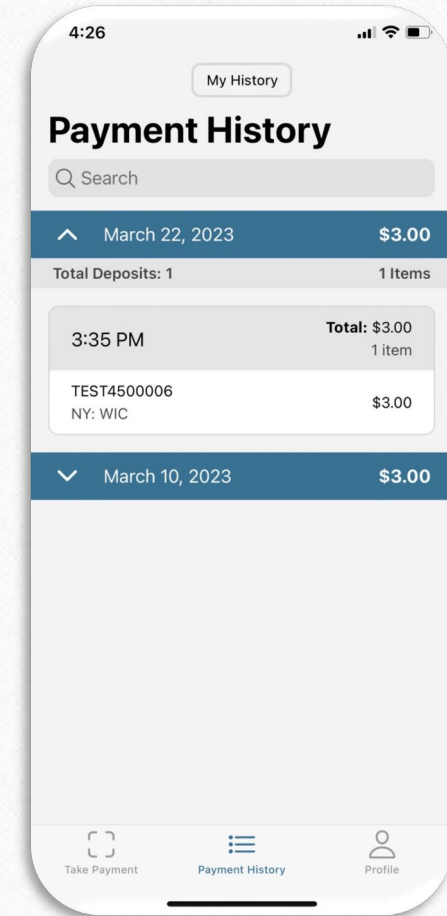
Using Your App at the Market

- You can scan a single check or a stack of checks at once.
 - The mobile app will provide a notification that the check was successfully scanned.
- When you are done, just select “Finish Scanning”.
- The app will display a transaction summary screen, which shows the details of each item scanned. The **total count** of items and **total amount** for the transaction are displayed at the bottom of the screen.
- After you review the information, click "Submit" to complete the process of uploading the transaction. It is now ready to be processed so your funds can be dispersed by the end of the week.
 - Once the check has been processed, there is no need to retain them as checks can only be used once.

Electronic Check Redemption

History Screen

- As an added bonus with the electronic redemption model your app has a built-in history.
- The screen will display a history of items that have been scanned on the device for the account that is currently logged-in.
- This history screen will show the date, total count/amount for the day, transaction time stamp, and transaction count/amount.
 - The primary account (account associated with the bank set-up) will be able to see a full history of all transactions through the web portal.



Traditional Check Redemption

Mail-in Option

Traditional Check Redemption



- If you choose not to utilize the electronic redemption option, you can mail your checks into our processing center.
- Farmers who select this option can receive electronic payment or mailed paper check payment.
- Be sure to stamp or enter your vendor code on the check at the market.
- After the market, you can mail all the FMNP checks you receive into the processing center, include the 'Wisconsin FMNP Deposit Form'.
- Our representatives will upload your checks and submit them for payment.
- After processing, payment will:
 - Be deposited directly into your bank account weekly based upon the information provided at the start of the season.
 - Be mailed to you monthly.

Mail Checks to:

RP Solutions
ATTN: FMNP Processing
99 Eastlake Rd
Ithaca, NY 14859