

# **Redeeming Checks and Using the fmVendor App at the Market and Farmstand**

**IMPORTANT:** You must mark the white box on your check with an X, checkmark, your vendor stamp, or write your grower number in the designated area.

- 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.
- If you are mailing in your checks, your vendor number **must be present** in order for the FMNP check money to be transferred into your bank account.

### FMNP check redemption made easy

Follow these simple steps at the market to accept and redeem FMNP checks



Be sure you have downloaded the fmVendor Mobile App by clicking the link provided in the activation email and log in if you have not done so already.





Simply open the app and select which market or Local farmstand you are attending that day, you will only need to make this selection once per day. If you attend multiple markets in one day, simply click on the profile icon to change your market.



Next, when a participant hands you a check, after you ensure you have marked the box, simply select the take payment icon and position your cell phone over the QR code, and the app will capture the code!







When you are done, just select "Finish Scanning", and the app will display a transaction summary screen, which shows the details of each item scanned. The total count of items and the total amount for the transaction are displayed at the bottom of the screen.



The transaction is now complete and is ready to be processed, so funds can be dispersed by the end of the week. Please do not hand checks back to participants at the market. However, once the check has been processed, there is no need to retain the checks as they can only be used once.

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

## **A Visual Guide to Electronic Redemption**



### **Click Finish Scanning**



### **Verify Payment Success**

