



Farmers.gov Conservation User Guide for Producers

Accessing Resources Within the User Portal

Conservation Release 11.1

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About This Guide

NRCS's Conservation Client Gateway has moved to Farmers.gov – enabling USDA customers to access multiple conservation features through a platform that provides a customer-centric digital experience. Farmers.gov provides a secure, single desktop- and mobile device-accessible authenticated portal for FSA, NRCS, and RMA customer-facing features.

As we've continued to add more content and capabilities, Farmers.gov has quickly become the premier online hub for customers to find resources, submit applications and assistance requests, and make connections.

The Farmers.gov portal enables you to: view, upload, download, and e-sign documents; request financial assistance, including submitting a program application; view and submit conservation requests; view technical references and submit questions; access information on current and past conservation practices and plans; report practice completion and request practice certification; view detailed information on all previous and ongoing contracts; receive email notifications to let you know that an NRCS document needs your signature; and have the authority as an FSA and/or NRCS customer to work in the portal and act on behalf of your active power-of-attorney entitlements and your current authorities for business entities.

These conservation features join several others already available through the Farmers.gov portal, including the ability to view farm loan information. **We'll continue to update you about new** features as they become available.

You will need a USDA eAuthentication (eAuth) account to access the Conservation tab in the Farmers.gov user portal. If you do not have an eAuth account, go to the Create a Farmers.gov Account section on page 4 for steps on how to gain access.

Help and Support

The Conservation User Guide gives you step-by-step instructions on how to navigate the features on Farmers.gov, and these how-to video instructions explain some of the most popular features. If you need additional help, personal assistance is available at the Farmers.gov Service Desk by **selecting the "Help" link located at the top of all** authenticated portal pages and submitting a **"Contact Us" request. In addition, NRCS field office staff are always** available to assist you with your conservation questions and other needs.

Note: This content is being continuously developed and improved to meet customer needs. When new content is released, this guide will be updated to reflect the new functionality.

Create a Farmers.gov Account

How to Create an eAuth Login to Access Your Farmers.gov Account



To access your Farmers.gov account, you will need an individual customer USDA eAuthentication (eAuth) account linked to your USDA Business Partner (BP) customer record. USDA eAuth is the system used by USDA agencies to enable individual customers to obtain accounts that will allow them to securely access USDA web applications and services via the internet. A USDA BP customer record includes basic customer information including name, main address, primary communication data, legal representative authority relationships, and notes.

1. Confirm you have a BP record. Contact your local USDA Service Center to confirm that you have a current USDA Business Partner customer record. Your USDA Business Partner Customer Record must include a standard email address that matches the email address you will use to create your eAuthentication account. If you need a new record, your local Service Center will help you to create one.

2. Visit the login page. Once you have the new or updated Business Partner record, visit the Farmers.gov login page and select **“Create Account.”** Visit the eAuth Frequently Asked Questions if you have any eAuth account questions.

3. Follow the steps and verify your identity. Select Create Account as a "Customer" on the eAuthentication account registration page and follow the directions on the site. Use the Help **“?”** for guidance during the registration process. To keep your personal information protected and secure, you have two options to verify your identity:

Option 1 (Recommended): Verify your identity online during the registration process using the USDA self-service Online Identity Verification Application.

Option 2: Visit a USDA Service Center for in-person identity verification. You can schedule an appointment to visit a Local Registration Authority (LRA) in-person at a USDA Service Center office.

4. Log In to Farmers.gov. Once your identity is verified and your eAuthentication account is linked to your USDA BP customer record, you can securely log in to Farmers.gov and other customer-facing **FSA and NRCS systems using your new eAuthentication account login and password. To “Act-on-Behalf” of one of your USDA registered Power of Attorney or Business Entity relationships in Farmers.gov, you must first log in to Farmers.gov with your individual account and then use the “Switch Profile” menu option to access other authorized accounts.**

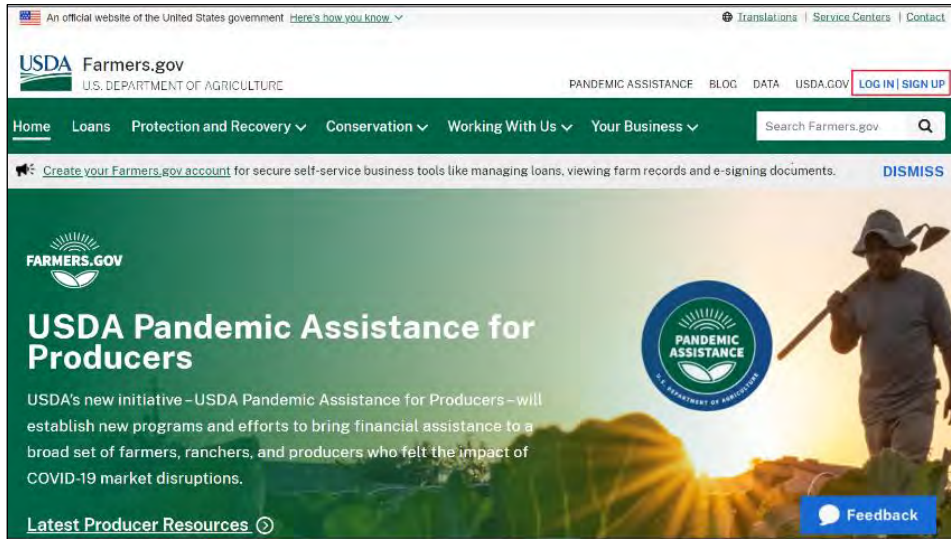
Conservation Landing Page

Log in to View Practice Documents and Receive Technical Assistance

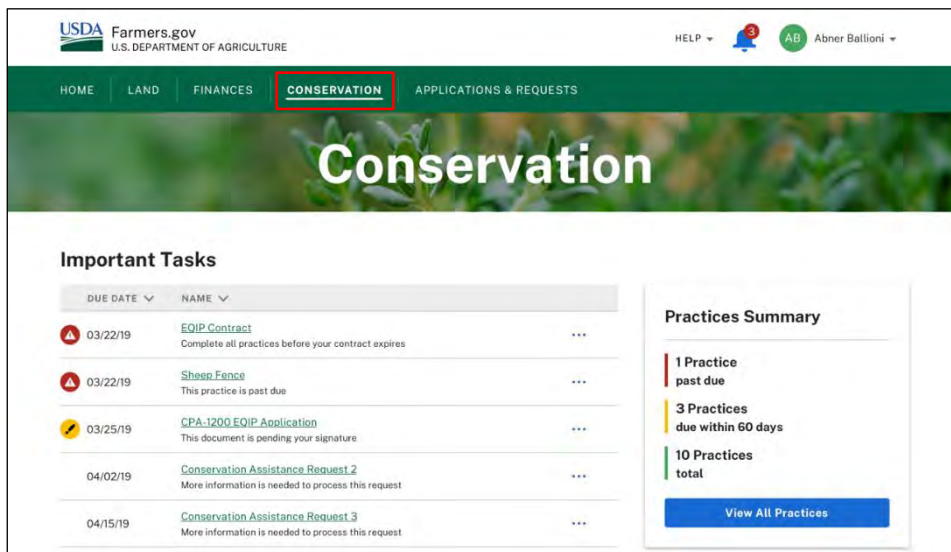


To reach the Conservation Landing Page, follow the instructions below:

1. Access Farmers.gov from your browser. The recommended browsers to use are Google Chrome, Mozilla Firefox, or Microsoft Edge.
2. Select Sign In | Sign Up from the upper right-hand corner of the screen to access your Farmers.gov Dashboard. If you do not have a Farmers.gov account, follow the instructions on page 3 of this guide to sign up.



3. From the Global Home Page, select the Conservation tab.



Conservation Landing Page

4. The Conservation Landing Page allows you to make conservation assistance requests, including requesting financial assistance, and View All Documents related to your plans and practices. Important conservation tasks – such as Documents Pending Signature – will be displayed, as well as a Practices Summary alerting you to how many practices are past due, how many practices are due within 60 days, and your total number of practices. By selecting View All Practices, you will be able to see all of your conservation practices.

Important Tasks

DUE DATE	NAME	
03/22/19	EQIP Contract	Complete all practices before your contract expires
03/22/19	Sheep Fence	This practice is past due
03/25/19	CPA-1200 EQIP Application	This document is pending your signature
04/02/19	Conservation Assistance Request 2	More information is needed to process this request
04/15/19	Conservation Assistance Request 3	More information is needed to process this request

Practices Summary

- 1 Practice past due
- 3 Practices due within 60 days
- 10 Practices total

[View All Practices](#)

View All Practices

59 Practices [Filter/Sort](#) [Select](#)

AT RISK DUE 04/2022

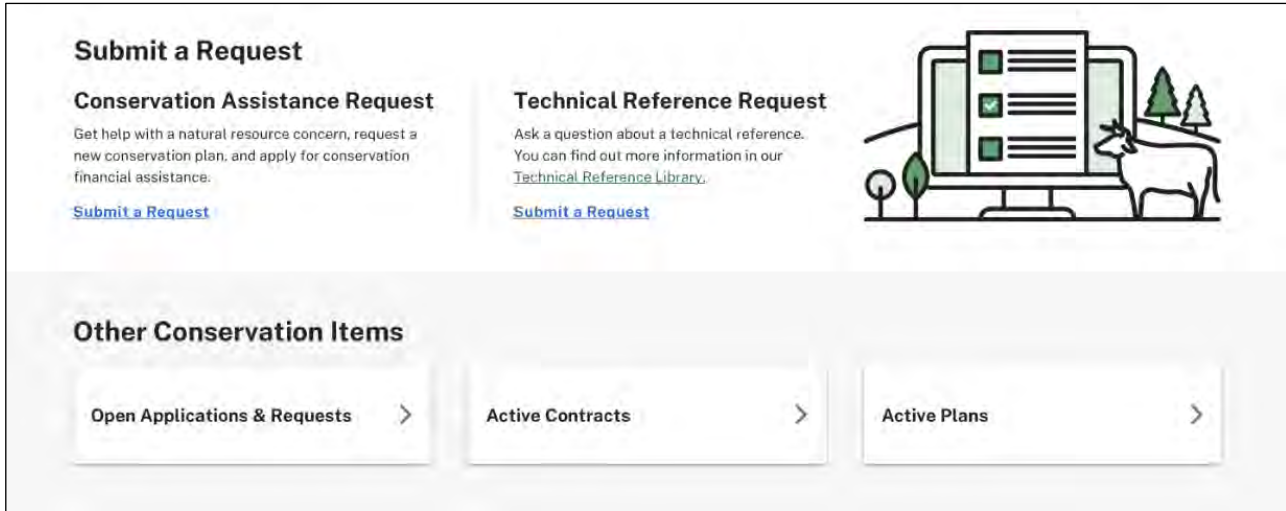
Fence (329)
OBLIGATION AMOUNT \$2,343.82 • CONTRACT #9486612152UGO • CONTRACT ITEM #1
Construct a fence for use as a barrier to wildlife, livestock, or people.

PENDING SIGNATURE DUE 06/2022

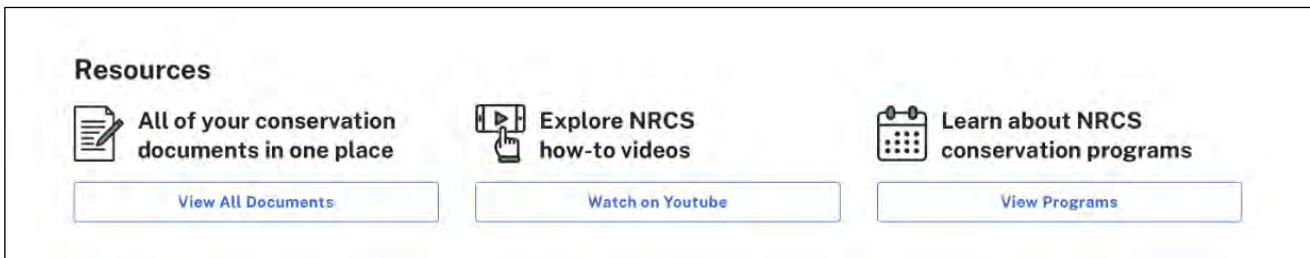
Tree/Shrub Site Preparation (329)
OBLIGATION AMOUNT \$4,118.216 • CONTRACT #1932837483KML • CONTRACT ITEM #4
Prepare land for establishing woody species by controlling weeds, removing slash and debris, or otherwise site...

Conservation Landing Page

5. In addition, the Conservation Landing Page allows you to submit a Conservation Assistance Request or a Technical Reference Request, and you can navigate to the View All Applications & Requests page, the View All Contracts page, and the View All Plans page.



6. You also can access links to helpful resources such as the View All Documents page, videos that explain how to navigate some of the conservation features (such as E-signing a Document or Filtering Content on a Page), and additional NRCS conservation programs that are available to you.



Conservation Assistance Request

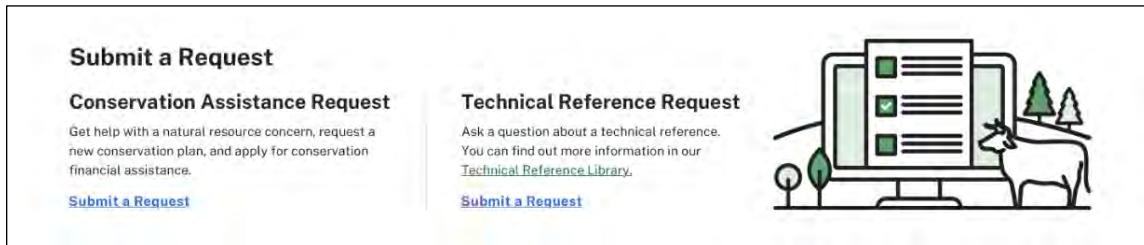
View and Submit Conservation Requests With Mapping Capability



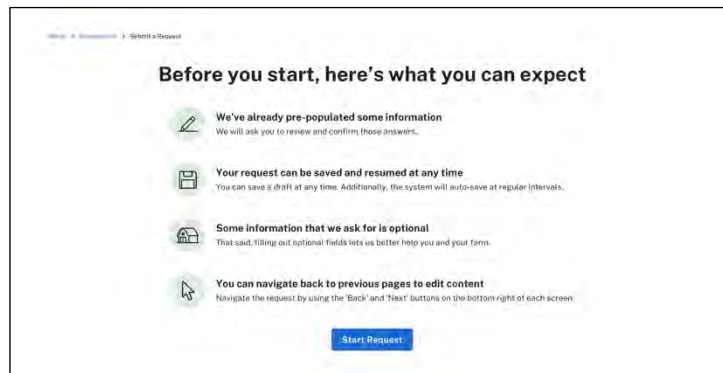
The Conservation Assistance Request page allows producers to submit a request for conservation assistance for their operation in a streamlined, user-friendly format.

To access this page and submit a request, follow the instructions below:

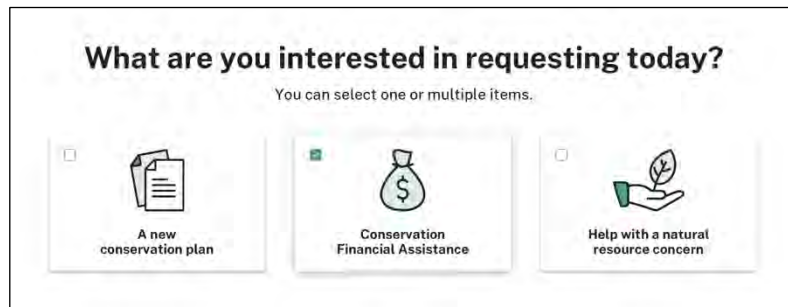
1. From the Conservation Landing Page, under Submit a Request, select Conservation Assistance Request.



2. This screen gives you a quick overview about what you can expect as you make your Conservation Assistance Request. Your request can be saved and resumed at any time by navigating to the Open Applications & Requests button on the Conservation Landing Page.



3. You can select either a new conservation plan, conservation financial assistance, or help with a natural resource concern -- or any combination of the three.



Conservation Assistance Request

4. You can enter some of your conservation objectives. This information will go directly to the NRCS planner and give the planner some initial information to work from.

Let's start with your conservation objectives

Help us understand why you are submitting this request and the related natural resource management concerns you may have. **This is required.**

Examples to help you get started

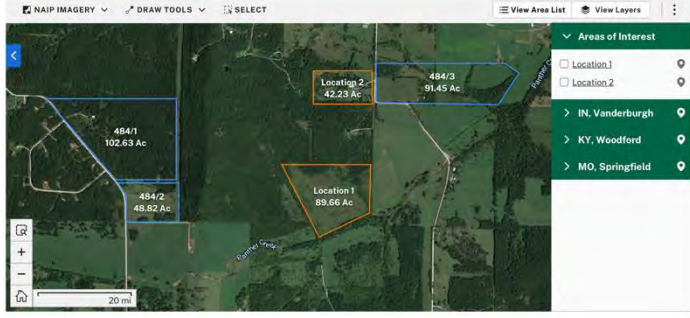
- I want to improve the water quality on my land
- I would like to grow organic produce
- I need help with soil erosion

0/1000 Characters

5. You can select an area of interest based on existing planning land units you have with NRCS. Or you also have the opportunity to draw your own if you have a new section that you haven't worked with NRCS before on. Just pick the appropriate geometric tool, draw a spot on the map, and the software will identify the appropriate office where that needs to go to based on where it is being selected.

Identify at least one location you need assistance with

You can use the check boxes in the locations list to select existing land units. To add a new location, use the map drawing tools, search, or import a shapefile or GeoJSON.



6. This page asks you for additional information about your land. If the software has information about your land already, it will populate the screen with that information. However, you can change that information if you wish. You also have optional fields that you can complete to give more information to the planner.

Tell us a bit more about your land

Please identify the primary land use and any issues with management for each of the areas you have selected.

SELECTED LOCATIONS

- Land Unit 484/1
Rangeland
- Location 1
Irrigated
- Location 2
Crop/Hayland
- Field #333**
Land Use Undefined

What is this land being used for?

Crop/Hayland


My land is

- Grazed
- Wildlife
- Irrigated
- Hayed
- Drained
- Organic
- Water Feature
- Protected

Please give us more information about the management of your Crop and any resource concerns.

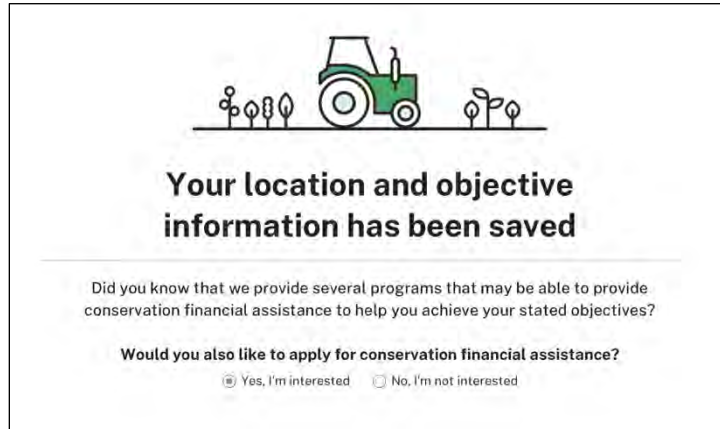
- Describe crop rotation
- Describe tillage practices
- Describe nutrient and pest management strategies
- Describe any resource concerns

0/1000 Characters



Conservation Assistance Request

7. At this point, even though you may not have selected financial assistance in the beginning, the software gives you the opportunity to apply for conservation financial assistance if you want.



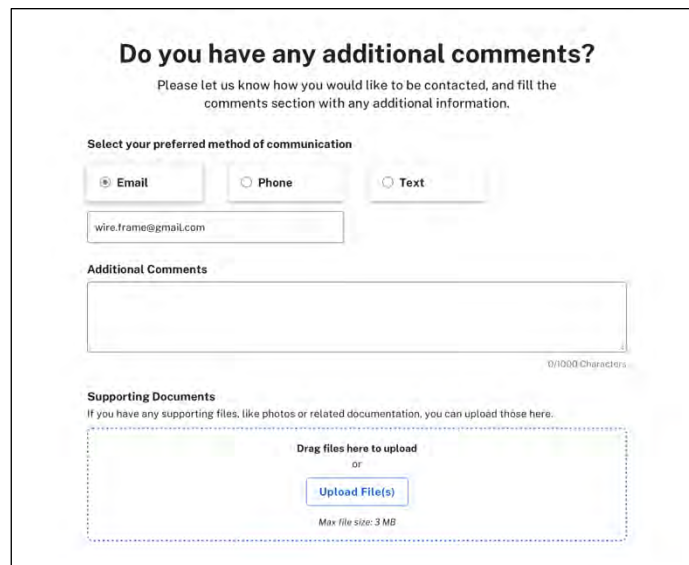
Your location and objective information has been saved

Did you know that we provide several programs that may be able to provide conservation financial assistance to help you achieve your stated objectives?

Would you also like to apply for conservation financial assistance?

Yes, I'm interested No, I'm not interested

8. If you do not select financial assistance, the next screen will give you the opportunity to make additional comments and upload any documents that support what you are trying to accomplish such as a map or an image of a practice that you are interested in.



Do you have any additional comments?

Please let us know how you would like to be contacted, and fill the comments section with any additional information.

Select your preferred method of communication

Email Phone Text

wire.frame@gmail.com

Additional Comments

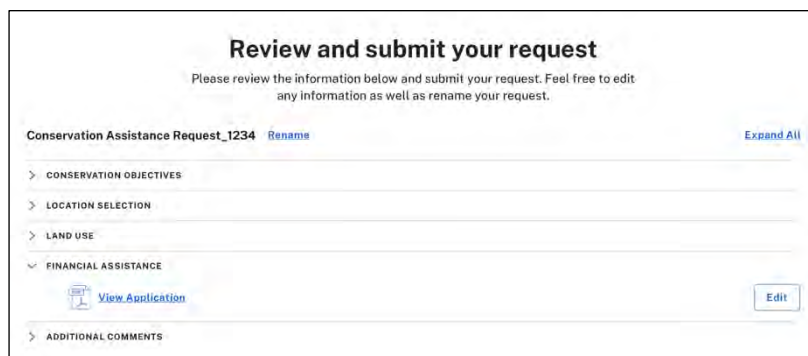
0/1000 Characters

Supporting Documents

If you have any supporting files, like photos or related documentation, you can upload those here.

Drag files here to upload
or
[Upload File\(s\)](#)
Max file size: 3 MB

9. This last screen gives you an opportunity to review your conservation objectives, location selection, land use, and additional comments. It also will show an image of the land area you chose. You are now ready to submit your conservation assistance request.



Review and submit your request

Please review the information below and submit your request. Feel free to edit any information as well as rename your request.

Conservation Assistance Request_1234 [Rename](#) [Expand All](#)

> CONSERVATION OBJECTIVES

> LOCATION SELECTION

> LAND USE

> FINANCIAL ASSISTANCE

[View Application](#) [Edit](#)

> ADDITIONAL COMMENTS

Conservation Assistance Request with Financial Assistance

1. If during the Conservation Assistance Request process, you select financial assistance (on either of the two screens below), you will be asked additional questions so the software can complete an NRCS CPA-1200 program application for you to e-sign or submit offline.

What are you interested in requesting today?
You can select one or multiple items.

A new conservation plan

Conservation Financial Assistance

Help with a natural resource concern

Your location and objective information has been saved

Did you know that we provide several programs that may be able to provide conservation financial assistance to help you achieve your stated objectives?

Would you also like to apply for conservation financial assistance?

Yes, I'm interested No, I'm not interested

2. If you wish to apply in any of the categories listed in the image below, you must meet the self-certification requirements. **Definitions are provided in the 'Learn More' link.**

Applicant Information

Enter the legal name, tax identification number, and business structure for all applicants who will be participants on the contract or agreement.

ABNER BALLIONI

Applicant's Legal Name (decision maker) **Abner Ballioni**

Tax ID (last four) ********

Business Structure

Individual Entity

Do you meet the criteria for any of the following categories? (optional) [Learn More](#)

Limited Resource Farmer or Rancher Beginning Farmer or Rancher

Socially Disadvantaged Farmer or Rancher Veteran Farmer or Rancher

Add Applicant

Conservation Assistance Request with Financial Assistance

3. This screen enables you to make a selection on which program you are interested in. Each choice also has a drop-down option that contains additional information on each program.

Select the program(s) you'd like to apply for

Please review the following financial assistance programs and select all you would like to apply for. For more information about the programs, click the 'Learn more' link.

- Agricultural Conservation Easement Program-Wetland Reserve Easements (ACEP-WRE)**
The Agricultural Conservation Easement Program (ACEP) protects the
- Environmental Quality Incentives Program (EQIP)**
The Environmental Quality Incentives Program (EQIP) provides financial
- Agricultural Management Assistance (AMA)**
The Agricultural Management Assistance (AMA) helps agricultural producers manage financial risk, through diversification, marketing or natural resource conservation practices. NRCS administers the conservation provisions while Agricultural Marketing Service and Risk Management Agency implement the production diversification and marketing provisions.
[Learn More](#)
- Regional Conservation Partnership Program (RCPP)**
The Regional Conservation Partnership Program (RCPP) promotes
- Conservation Stewardship Program (CSP)**
Our Conservation Stewardship Program (CSP) helps you build on your

4. This page gives you an opportunity to review and submit your request. Your completed 1200 will be available to review on this screen. You also can e-sign your 1200 on the next screen if financial assistance was requested. If not, you will simply submit your conservation assistance request.

Review and submit your request

Please review the information below and submit your request. Feel free to edit any information as well as rename your request.

Conservation Assistance Request_1234 [Rename](#) [Expand All](#)

- > CONSERVATION OBJECTIVES
- > LOCATION SELECTION
- > LAND USE
- > FINANCIAL ASSISTANCE
[View Application](#) [Edit](#)
- > ADDITIONAL COMMENTS

Conservation Assistance Request with Financial Assistance

8. Once you select sign and submit, you will have two options. You can select E-Sign and Submit which will send the e-signed 1200 application to the appropriate service center based on your location. An email also is sent to the service center where the application will be processed and a confirmation email is sent to your primary email address. Or if you select Submit Offline, you will see a confirmation screen which allows you to view your 1200 application, print it, sign it, and return it to the appropriate service center.

Electronic Signature

If you would like to sign your application online (recommended), click the 'E-Sign & Submit' button below.

Tax ID Number

*Please re-enter your tax ID number to submit.

[Submit Offline](#) [E-Sign & Submit](#)

How to submit your financial application offline

- 1 Download your application** [Download](#)
- 2 Review the application and sign**
The signature can be digital or ink.
- 3 Email, mail, or bring the application to your service center**

Email wire.frame@gmail.com	Service Center 98 Alexandria Pike Ste. 12 Warrenton, VA 20186 Phone: (540) 347-4402
--------------------------------------	---

Thanks, your request has been submitted

Your service center will be receiving your request and will respond shortly.

Next step:
A confirmation has been sent to your email.
Please note that documents attached to this request may take up to 5 minutes to display. You may contact [the Help Desk](#) with any questions.

Request Summary
Request Name DefaultRequestName_1234
Request ID 9812763450
Submission Date 07/23/2019
Email wire.frame@gmail.com
Preferred Communication Email
Service Center 98 Alexandria Pike Ste. 12 Warrenton, VA 20186 Phone: (540) 347-4402

Conservation Technical References

View Technical Reference Information and View All Applications & Requests

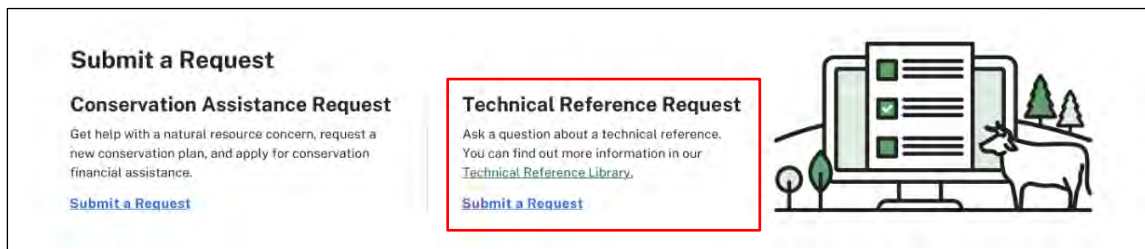


The Conservation Technical References page allows producers to access a variety of resources to begin and improve conservation practices on their land.

Technical Reference Request

To make a technical reference request, follow the instructions below:

1. Return to the Conservation Landing Page.
2. Under Technical Reference Request, select Submit a Request.
3. On the Ask a Technical Reference Question page, name your technical reference request in the Name your request text box.
4. Select the service center location where you would like your question to be sent.
5. Write your question in the text box to include additional information as necessary.
6. Select your preferred method of communication.
7. Save all changes and select Submit.



USDA **Technical Reference Request**

Request name Required

DefaultRequestName_1234

Select the service center to send your request to

Select an Option ▼

Ask a question

0/1000 Characters

Select your preferred method of communication

Email
 Phone
 Text

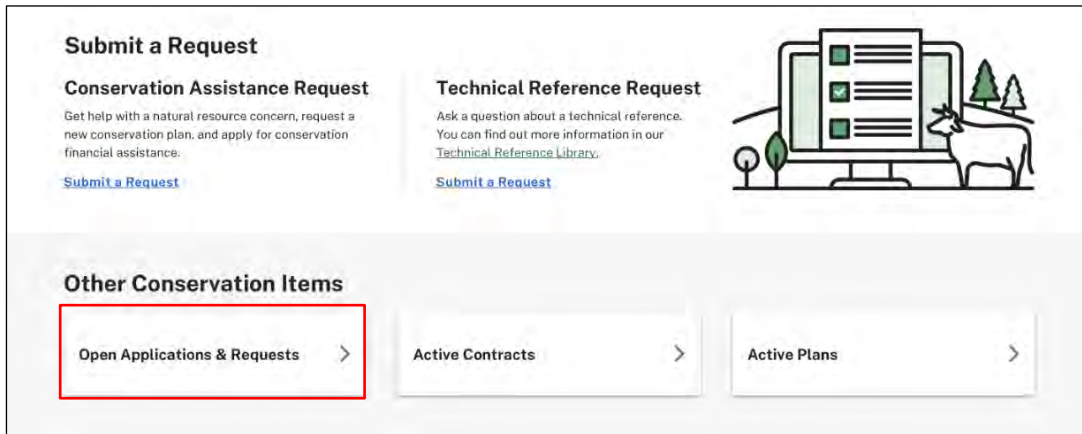
first.last@gmail.com

View All Applications & Requests

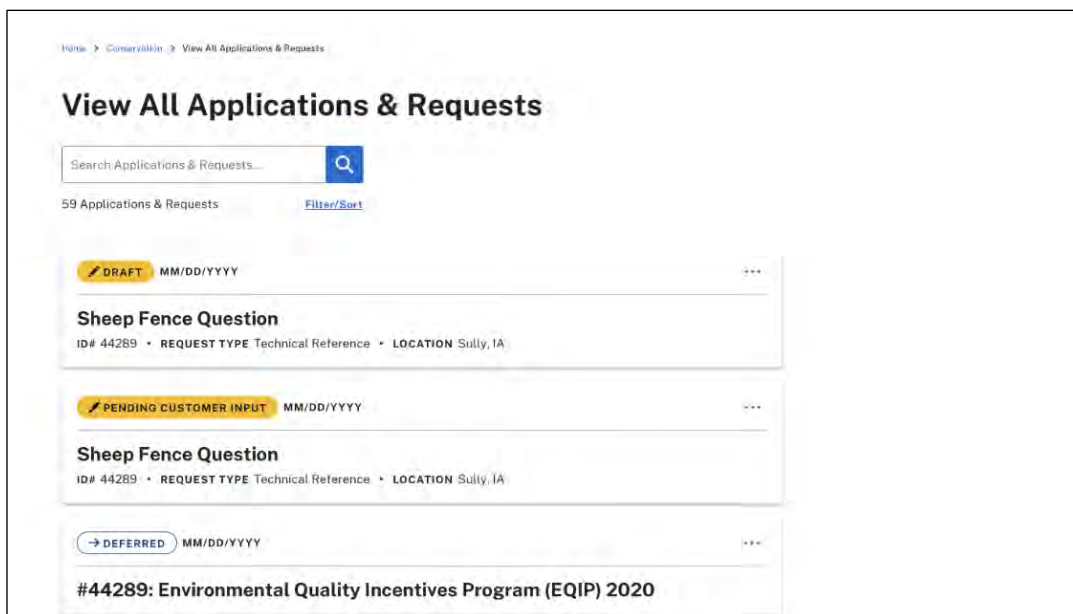
The View All Applications & Requests page allows producers to access all of their active applications and requests in one location.

To access the View All Applications & Requests page, follow the instructions below:

1. From the Conservation Landing Page, under Other Conservation Items, select Open Applications & Requests.

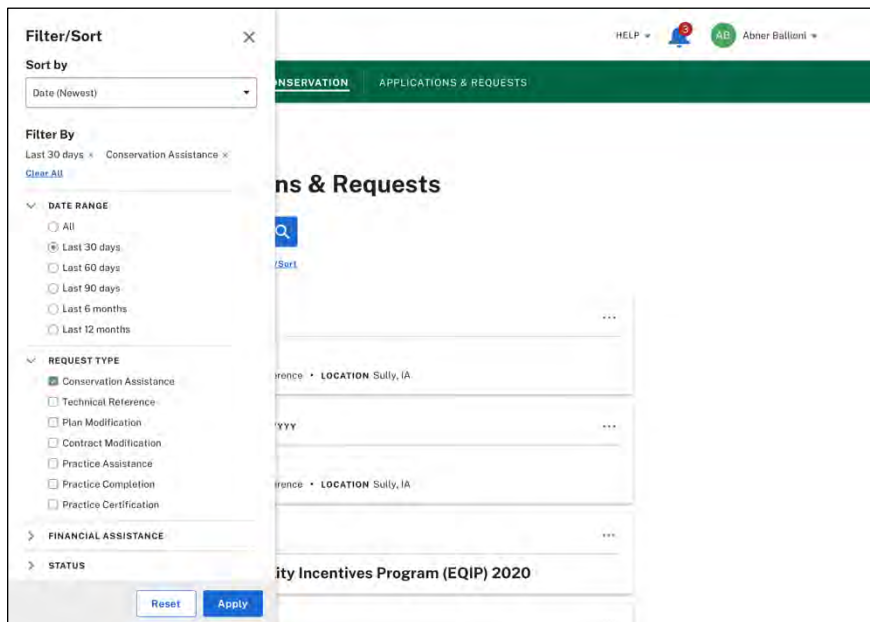


2. On this page you can view requests that are in their draft or submitted status. You also will be able to view accepted applications that are making their way through the contract process.

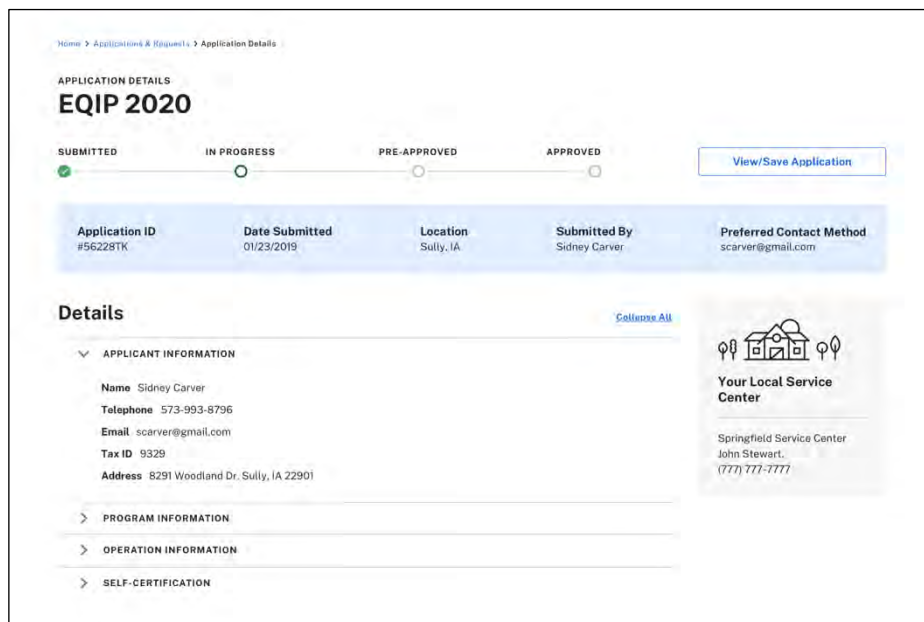


View All Applications & Requests

3. You also have numerous options for sorting and filtering the applications.



4. And you can View Request Details such as objectives, land use & resources, additional comments, and documents.

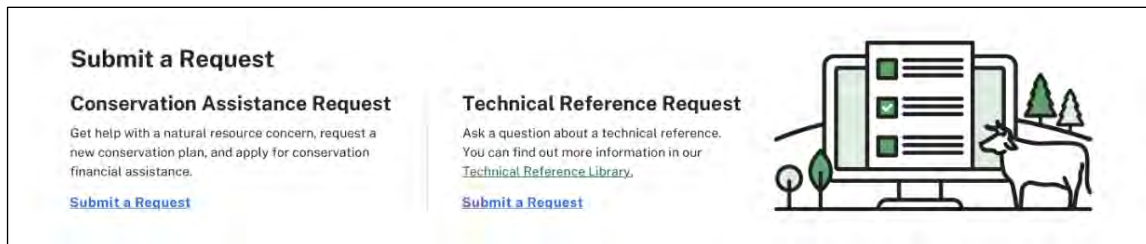


Technical Reference Library

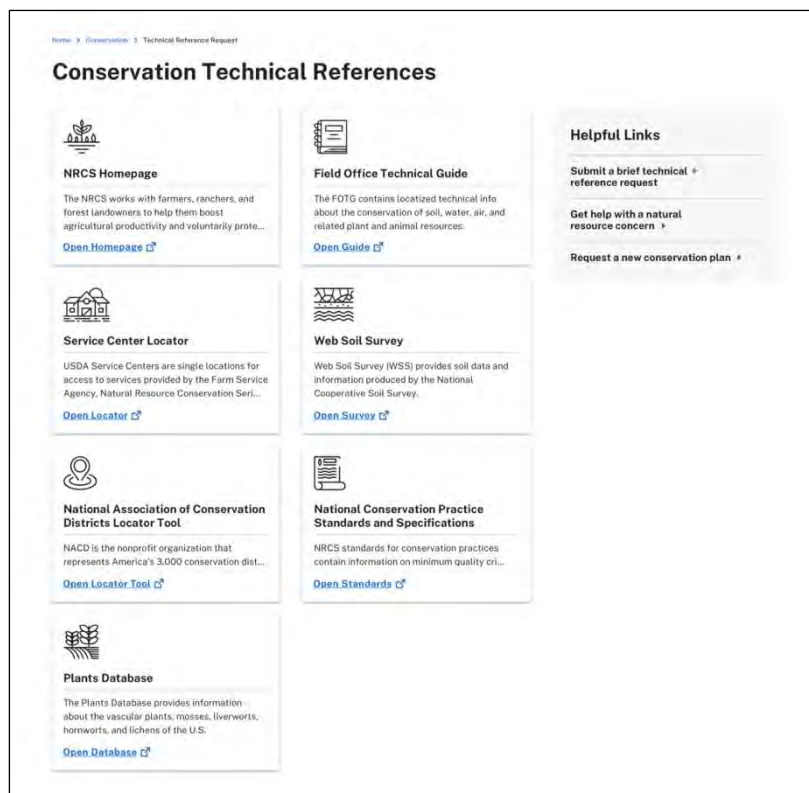
Technical Reference Library

To access the Technical Reference Library, follow the instructions below:

1. From the Conservation Landing Page, under Technical Reference Request, select Technical Reference Library.



2. On the Conservation Technical References page, you will find links to popular technical reference resources, such as the Web Soil Survey, NRCS Technical Service Providers Homepage, Plants Database, and more. Farmers.gov has brought the most frequently accessed sites to a single location for your convenience.



View All Plans

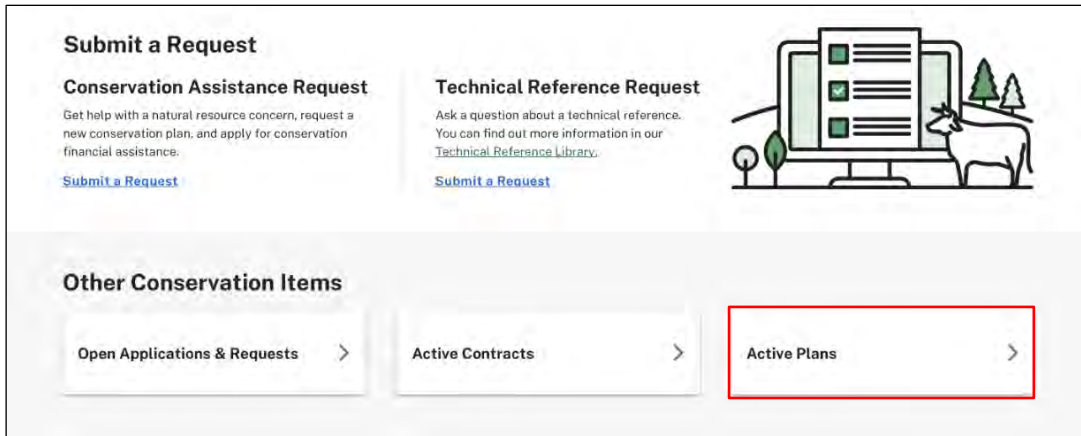
View All Plans with Filtering and Sorting Capabilities



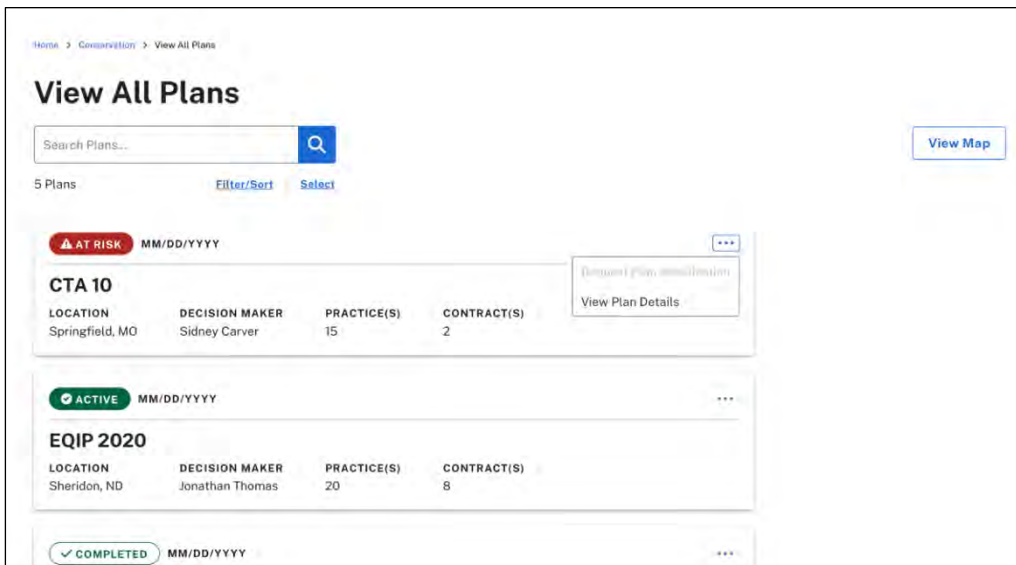
The View All Plans page allows producers to access all of their active conservation plans, including the plan name, location, decision maker name, practices associated with the plan, and contracts associated with the plan.

To access the View All Plans page, follow the instructions below:

1. From the bottom of the Conservation Landing Page, select Active Plans.

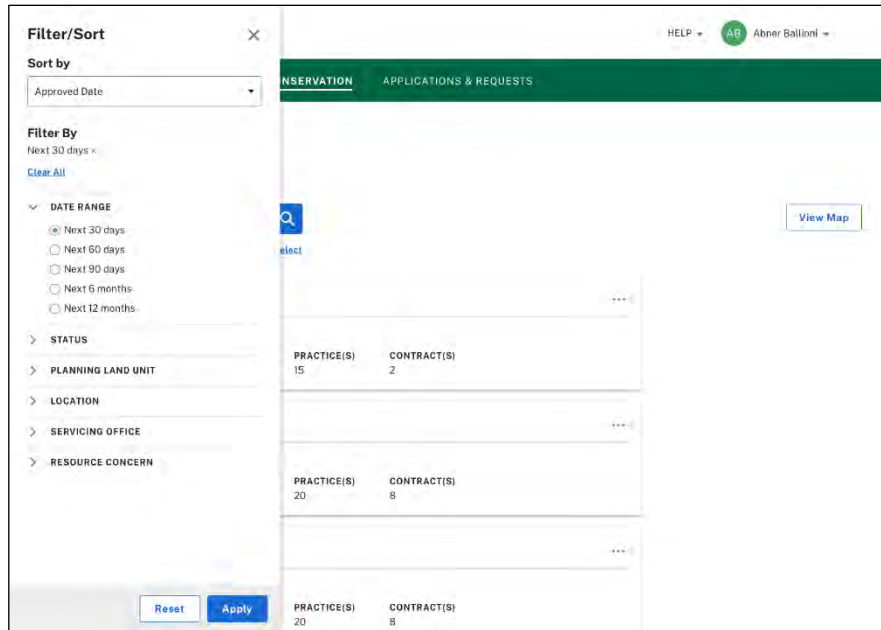


2. On the View All Plans page, you can see all of your conservation plans in one location. The plan name, location, decision maker name, number of practices, and number of contracts are highlighted for each plan. Note: Mapping functionality also will be added in the coming months.

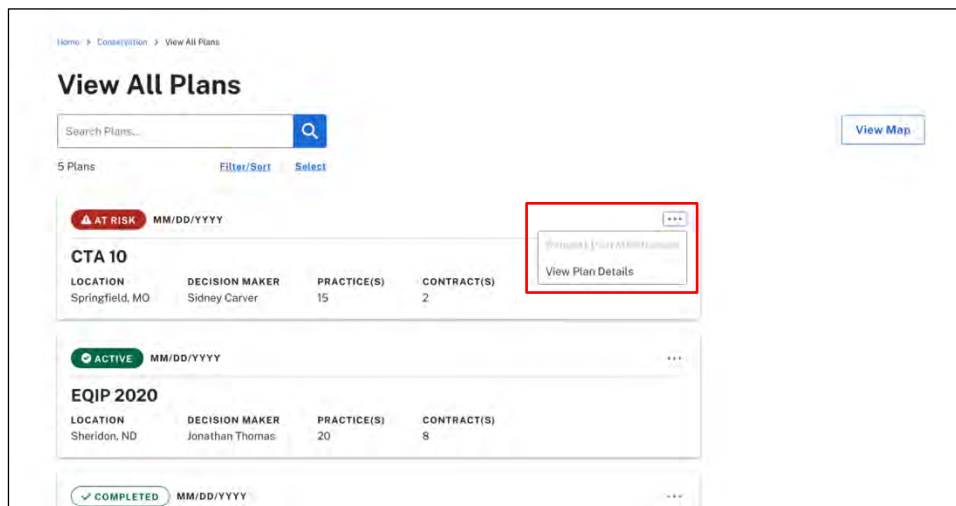


View All Plans

3. You can filter and sort your plans based on a number of different filter criteria. It also has dynamic search so you can search the list based on other documentation or parameters that you may have, including plan name and location.



4. The ellipsis on the right side of each plan opens a drop-down menu which allows you to view plan details. You also can view plan details by selecting the link for the plan name.



Plan Details

The Plan Details page on Farmers.gov allows individual producers to view detailed information on all active plans, as well as a map of the associated practices.

To access Plan Details, follow the instructions below:

1. On the Plan Details page, you will be able to access an overview of individual plans, as well as practices associated with those plans.

The Overview tab displays various conservation plan details, including:

- Plan status
- Approval date
- County and state
- Decision maker
- Program(s)
- Service center and contact information

You can select the Practices tab or View Practices button to see the practices associated with a particular plan.

The screenshot shows the 'Plan Details' page for 'Carver Family Farm' (ACTIVE). The page includes a navigation breadcrumb: Home > Conservation > Practice Details: Residue Management (329) > Plan Details: Carver Family Plan. Key information is displayed in a light blue box: Approval Date (11/19/2018), County, State (Springfield, MO), Decision Maker (Sidney Carver), and Program(s) (CTA; EQIP; CSP). A 'Request Plan Modification' button is visible. Below this is a tabbed interface with 'Overview', 'Practices', and 'Documents' tabs. The 'Overview' tab is active, showing '3 Practices DUE IN THE NEXT 90 DAYS' with 'View Practices' and 'View Conservation Plan Document' buttons. A 'Your Local Service Center' section lists the Springfield Service Center, John Stewart, and contact number (777) 777-7777. A satellite map on the right shows the farm's location with three practice areas highlighted in blue: 484/1 (102.63 Ac), 484/2 (102.63 Ac), and 484/3 (102.63 Ac). Highway 22 and 23 are also labeled on the map.

Plan Details

The Practices tab or View Practices button lists all practices associated to a particular plan, including the obligation amount, contract number, and a brief description of the practice. You will be able to navigate to each of the practice details from this screen, and you will be able to use filter and sort options to easily find the practice you're looking for.

Note: The contextual view of plan Documents will be coming soon. For now, customers can find all their documents through the View All Documents page, as well as the Contract Details and Practice Details pages.

Home > Conservation > Practice Details: Residue Management (329) > Plan Details: Carver Family Plan

PLAN DETAILS

Carver Family Farm ACTIVE

[Request Plan Modification](#)

Approval Date 11/19/2018 View More Details	County, State Springfield, MO	Decision Maker Sidney Carver	Program(s) CTA, EQIP, CSP
--	----------------------------------	---------------------------------	------------------------------

Overview **Practices** Documents

Practices

 [View Map](#)

27 Practices [Filter/Sort](#)

- AT RISK DUE MM/YYYY [...](#)
Residue Management (329)
Practice narrative substract. Limited to this amount of characters and cut off when character limit is reached...
- PENDING SIGNATURE DUE MM/YYYY [...](#)
Residue Management (329)
OBLIGATION AMOUNT \$2,343.82 • CONTRACT #1932837483KML • CONTRACT ITEM #4
Practice narrative substract. Limited to this amount of characters and cut off when character limit is reached...

Schedule of Operations

[View Document](#)

Signature Required

2 documents require your attention.

All Plan Documents

12 documents

DOCUMENT TYPE	FILE NAME	DATE UPLOADED	SIGNATURE STATUS	ACTIONS
NRCS-CPA-1236 Assignment of Payment	CCC-36.pdf	03/22/19	Sign Document	...
Conservation Plan & Map	Plan-Map.pdf	03/22/19	Sign Document	...
NRCS-CPA-1236 Assignment of Payment	CPA-1236.pdf	03/22/19	Pending Additional Signature(s)	...
NRCS-CPA-1202 Conservation Program Co...	ProgramContract3.pdf	03/22/19	Pending Additional Signature(s)	...
NRCS-CPA-1236 Assignment of Payment	1236_Payment.pdf	03/22/19	<input checked="" type="checkbox"/> Signed	...

View All Contracts

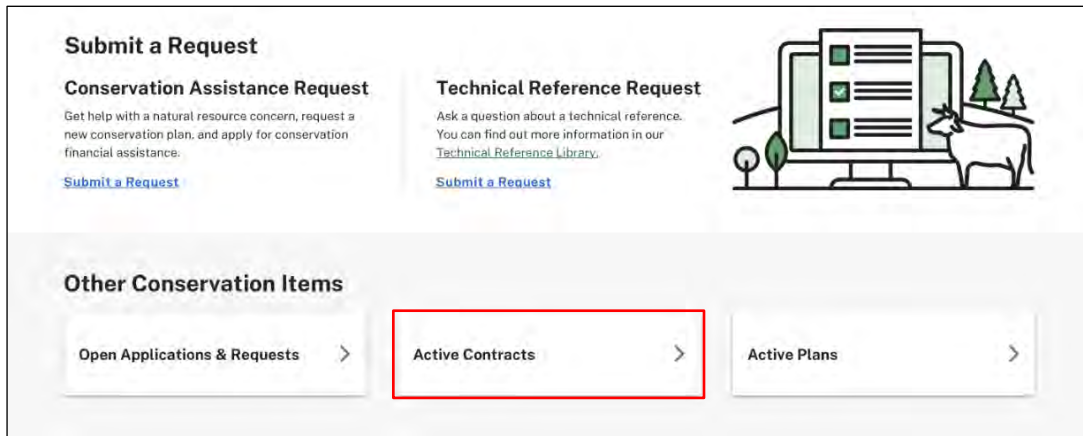
View All Contracts with Sorting and Mapping Capabilities



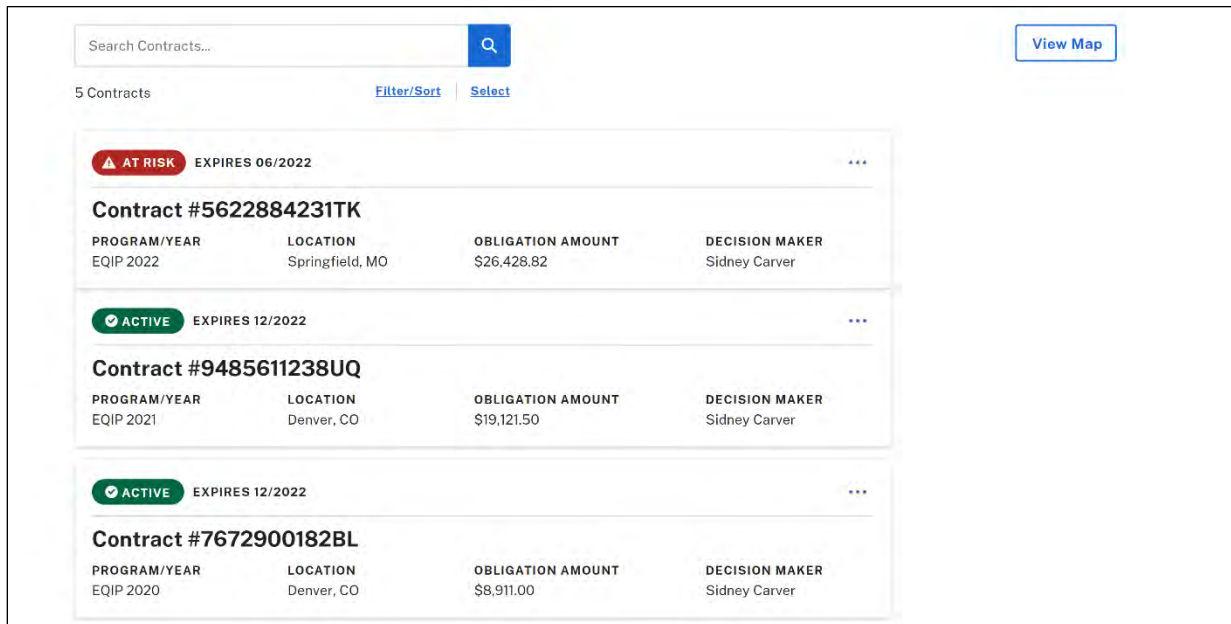
The View All Contracts page allows producers to access all of their active contracts in one location.

To access the View All Contracts page, follow the instructions below:

1. From the bottom of the Conservation Landing Page, select Active Contracts.

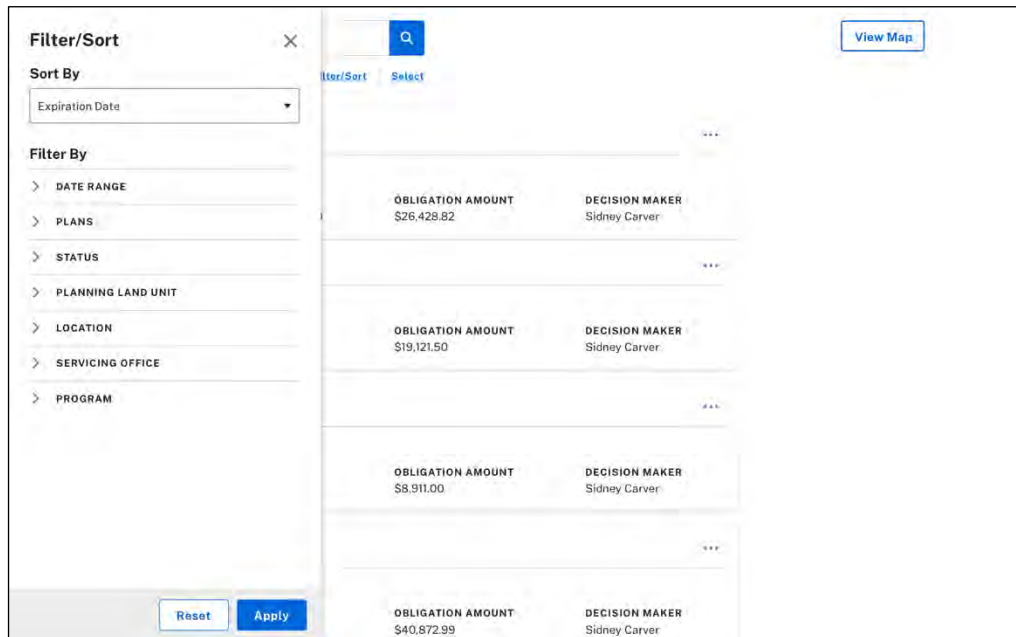


2. On the View All Contracts page, you can see all of your conservation contracts in one location.

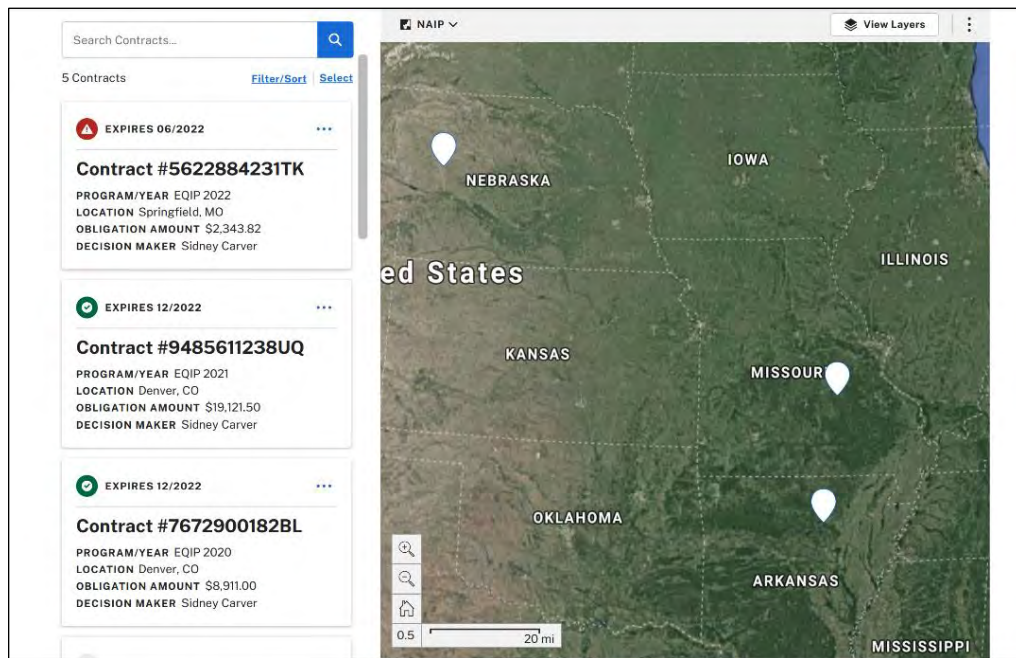


View All Contracts

3. You can filter and sort this list based on a number of different filter criteria. It also has dynamic search so you can search the list based on other documentation or parameters that you may have.



4. It also has a dynamic map that shows all the active contracts in a particular location and will zoom in based on the contract that you select or are trying to locate on the map.



Contract Details

Contract Details

The Contract Details page on Farmers.gov allows individual producers to view detailed information on all ongoing and previous contracts, request contract modifications, and access all relevant documentation for each contract.

To access Contract Details, follow the instructions below:

1. On the Contract Details page, you will be able to access an overview of individual contracts, practices associated with those contracts, contract-related documents with ongoing status updates, contract modification requests, and more.

The Overview tab displays various contract details, including:

- Status
- Program and year
- County and state that it is being applied to
- Obligation amount
- Expiration date
- Decision maker

It also shows a progress bar for the amount of completed contract practices and the amount of money you have earned with that contract.

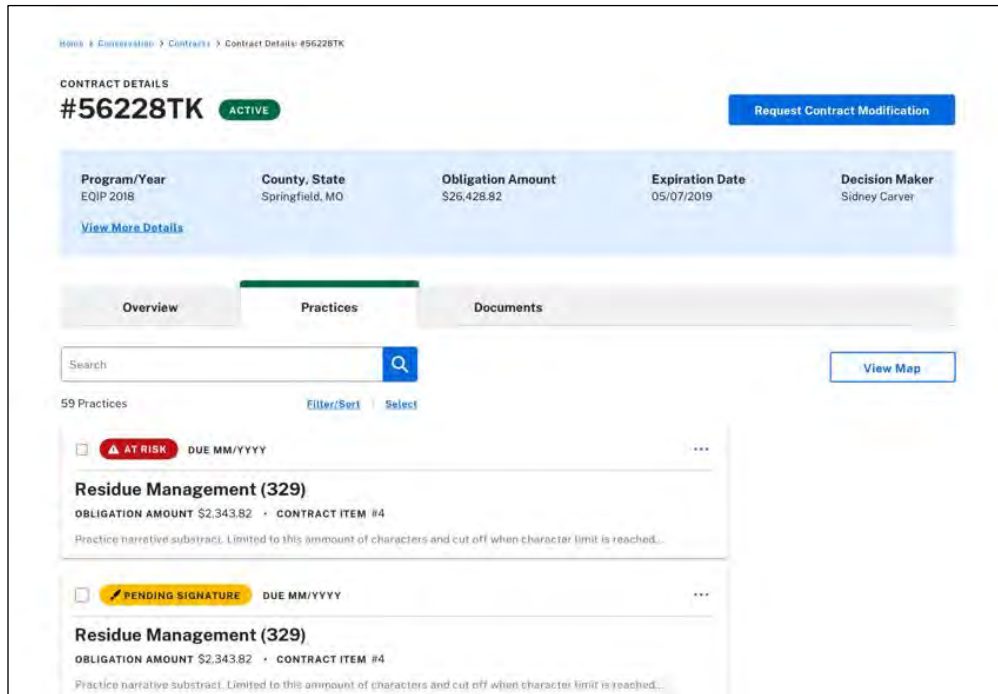
The screenshot shows the 'Contract Details' page for contract #56228TK, which is in an 'ACTIVE' status. The page includes a navigation breadcrumb (Home > Conservation > Contracts > Contract Details: #56228TK) and a 'Request Contract Modification' button. A summary table provides the following information:

Program/Year	County, State	Obligation Amount	Expiration Date	Decision Maker
EQIP 2018	Springfield, MO	\$26,428.82	05/07/2019	Sidney Carver

Below the table is a 'View More Details' link. The page features three tabs: 'Overview' (selected), 'Practices', and 'Documents'. The 'Overview' tab displays two progress bars: one for '8 of 11 contract practices completed' (with 3 remaining) and another for '\$16,904 of \$26,428 earned' (with \$9,524 open). A section for '\$2,004.00 READY FOR DISBURSEMENT' includes a 'Sign Payment Release Form' button. Below that, '3 Practices DUE IN THE NEXT 90 DAYS' has a 'View Practices' button. At the bottom left, the 'Your Local Service Center' is identified as the Springfield Service Center, with contact information for John Stewart (777) 777-7777. On the right, an aerial map shows four practice areas (484/1, 484/2, 484/3, 484/4) each covering 102.63 acres.

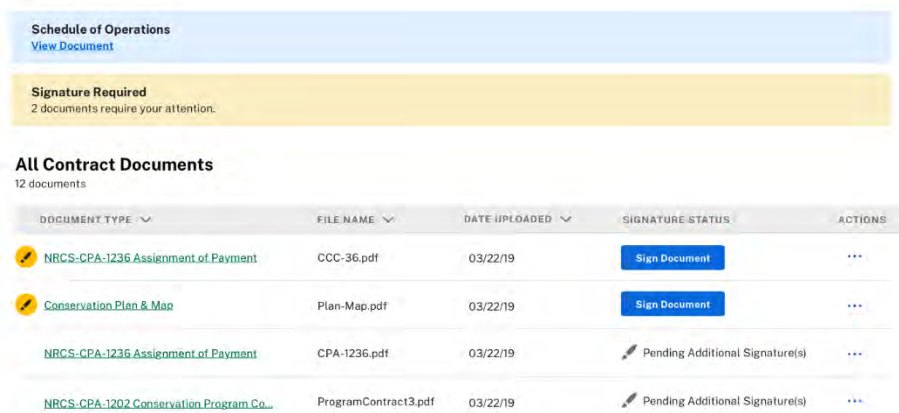
Contract Details

The Practices tab lists all practices related to the contract, as well as where the practice is located and when it is due. You will be able to use filter and sort options to easily find the practice you're looking for, or search for a specific practice by typing in the search bar above the map.



The Documents tab lists all contract documents, their file name, the date they were uploaded, their signature status, and additional actions (such as download, print, or delete the file).

Users now have the ability to sign documents online by selecting Sign under Signature Status. Once completed, the status of the document will change to Signed. For additional information on e-signing, view page 34 of this guide.



If you are unable to find a document or want to view all documents related to your conservation practices, go to the bottom of the page and select View All Documents.

View All Practices

Access Information on Current and Past Conservation Practices

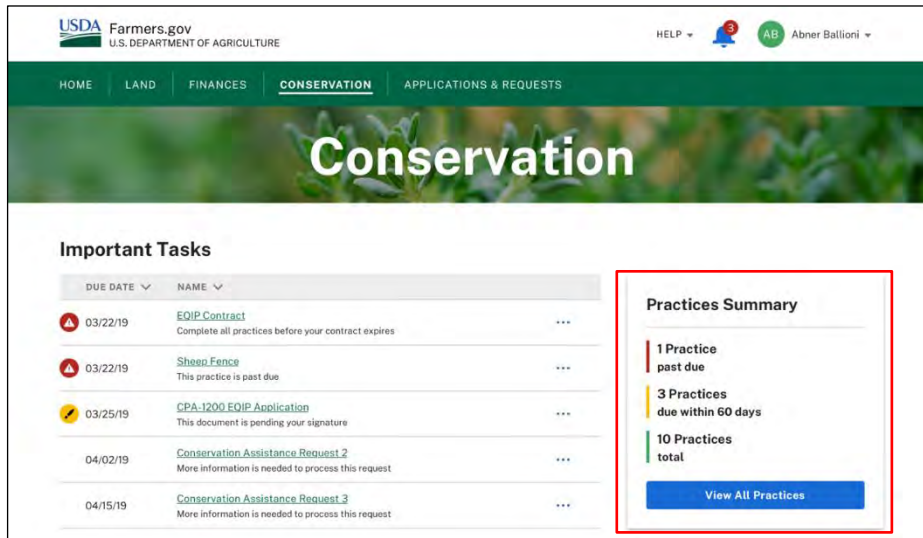


Agricultural producers conducting conservation practices with USDA can now view active and past contracts on Farmers.gov. The View All Practices page allows you to easily access current and past practices, practice and contract details, due dates, and contract modification requests.

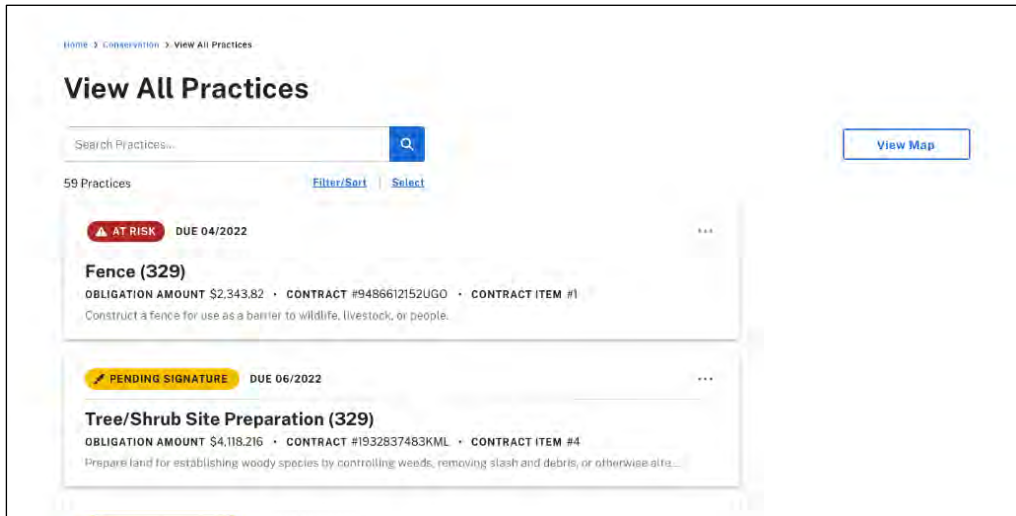
E-signing document capabilities are now available. For additional information on e-sign, visit page 34 of this guide.

To access the View All Practices page, follow the instructions below:

1. From the Conservation Landing Page, select View All Practices on the right side of your screen.



2. On the View All Practices page, you will be able to search for completed, ongoing, and submitted practices based on the title and contracts associated with the practice.



View All Practices

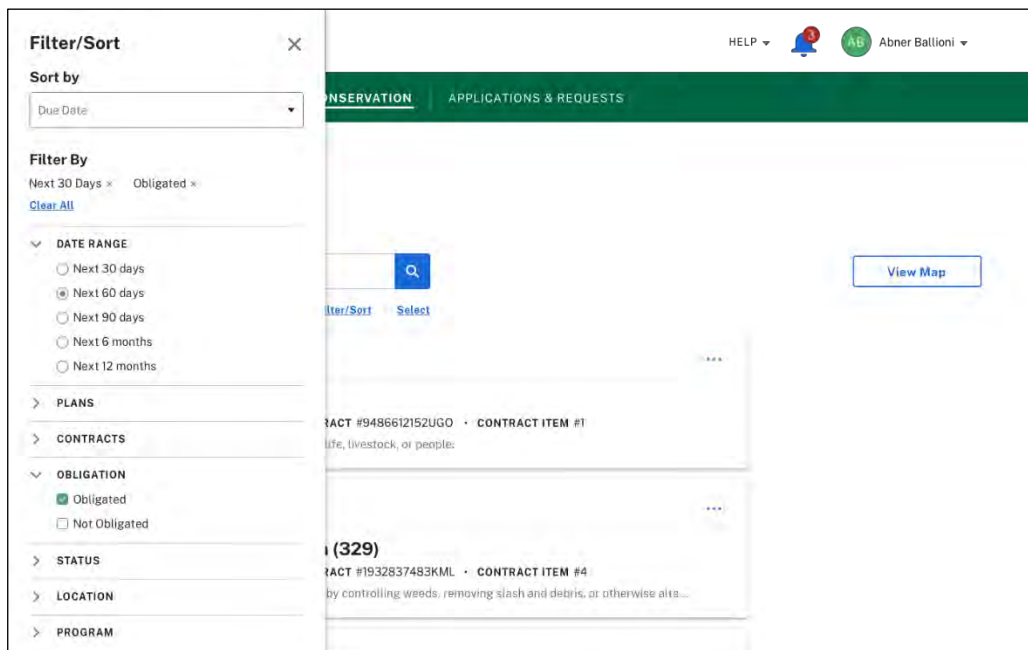
The ellipsis on the right side of each practice opens a drop-down menu, displaying the following options:

- Report Practice Completion
- Request Practice Assistance
- View Plan
- View Practice Details



Selecting "filter/sort" opens a window on the left of your screen, allowing you to sort and filter through the listed practices based on the following:

- Date Range
- Contracts
- Plan Name
- Location
- Obligation
- Status



Selecting a practice will take you to its Practice Details page where you will be able to view specific practice information such as practice map, the obligation amount, due date, contact information for the district conservationist, and more. You also will be able to access the Contract Details page by clicking on the contract number hyperlink.

To learn more about the updated mapping feature, view page 36 of this guide.

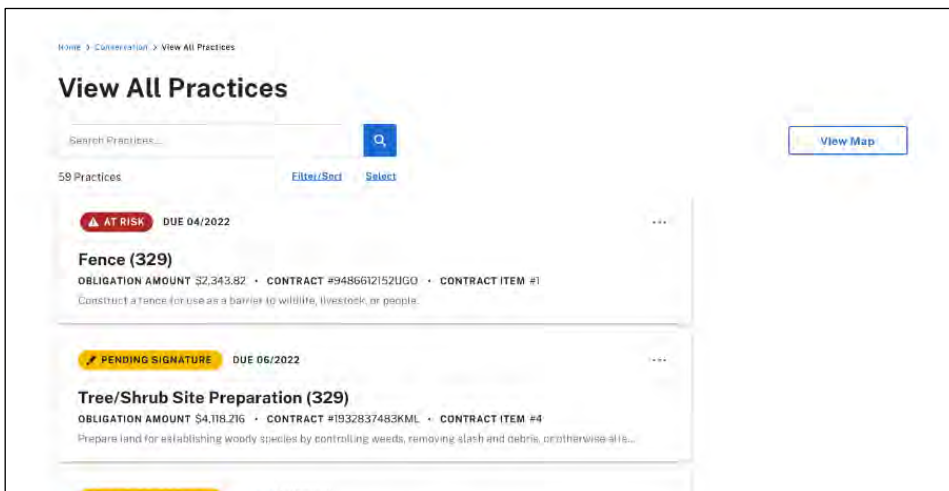
Practice Details

Practice Details

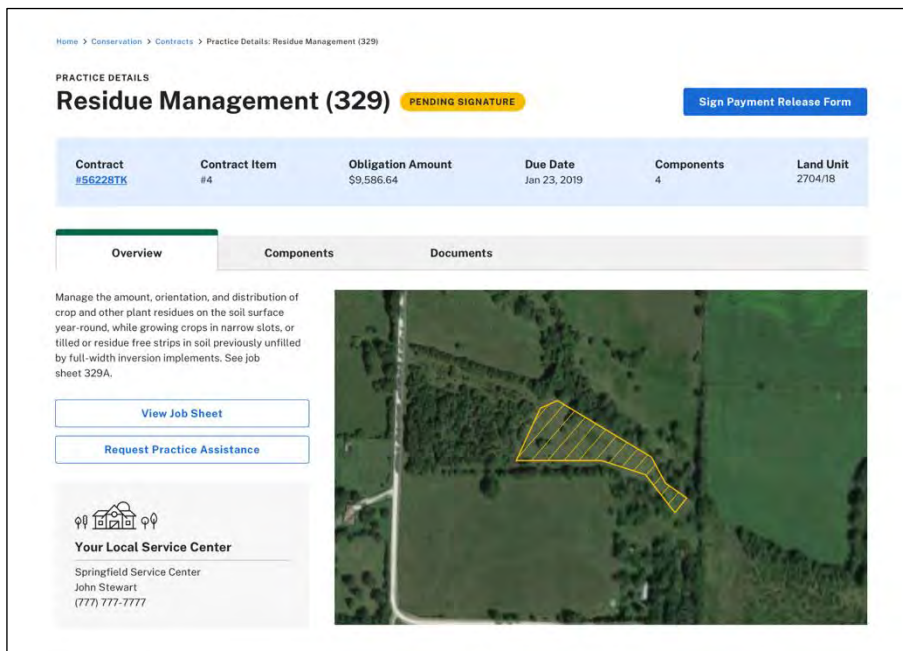
The Practice Details page allows individual producers to view detailed information on previous and ongoing practices, sign payment release forms, and access relevant documents.

To access Practice Details, follow the instructions below:

1. From the View All Practices page, select a practice.
2. On the Practice Details page, you will be able to access an overview of individual practices, components within each practice, relevant documents with ongoing status updates, and more.



The Overview tab displays a practice's current status, its contract file code, contract items, obligation amount, completion date, amount of components, and the area where it is being applied. A map of the practice area, as well as a description of the practice and its USDA Servicing Office and officer, is also available.



Practice Details

The Components tab lists all components of the practice, including the amount, unit cost, and estimated total cost share for each.

Home > Conservation > Contracts > Practice Details: Residue Management (329)

PRACTICE DETAILS
Residue Management (329) PENDING SIGNATURE Sign Payment Release Form

Contract	Contract Item	Obligation Amount	Due Date	Components	Land Unit
#56228TK	#4	\$9,586.64	Jan 23, 2019	4	2704/18

Overview **Components** Documents

COMPONENT NAME	PLANNED AMOUNT	UNIT COST	ESTIMATED TOTAL COST SHARE
Drain Pipe	323 ft	\$7.42/lf	\$2,396.66
Vegetative Barriers	455	\$4050/lf	\$45,000

The Documents tab shows all practice-related documents, their file name, the date they were uploaded, their signature status, and additional actions (such as download, print, or delete file).

Users now have the ability to sign documents online by selecting Sign under Signature Status. Once completed, the status of the document will change to Signed. For additional information on this e-sign feature, visit page 34 of this guide.

Co

Overview Components **Documents**

Schedule of Operations
[View Document](#)

Signature Required
 2 documents require your attention.

All Practice Documents
 12 documents

DOCUMENT TYPE	FILE NAME	DATE UPLOADED	SIGNATURE STATUS	ACTIONS
NRCS-CPA-1236 Assignment of Payment	CCC-36.pdf	03/22/19	Sign Document	...
Conservation Plan & Map	Plan-Map.pdf	03/22/19	Sign Document	...
NRCS-CPA-1236 Assignment of Payment	CPA-1236.pdf	03/22/19	Pending Additional Signature(s)	...
NRCS-CPA-1202 Conservation Program Co...	ProgramContract3.pdf	03/22/19	Pending Additional Signature(s)	...

If you are unable to find a document or want to view all documents related to your conservation practices, go to the bottom of the page and select View All Documents.

Report Practice Completion/Request Practice Certification

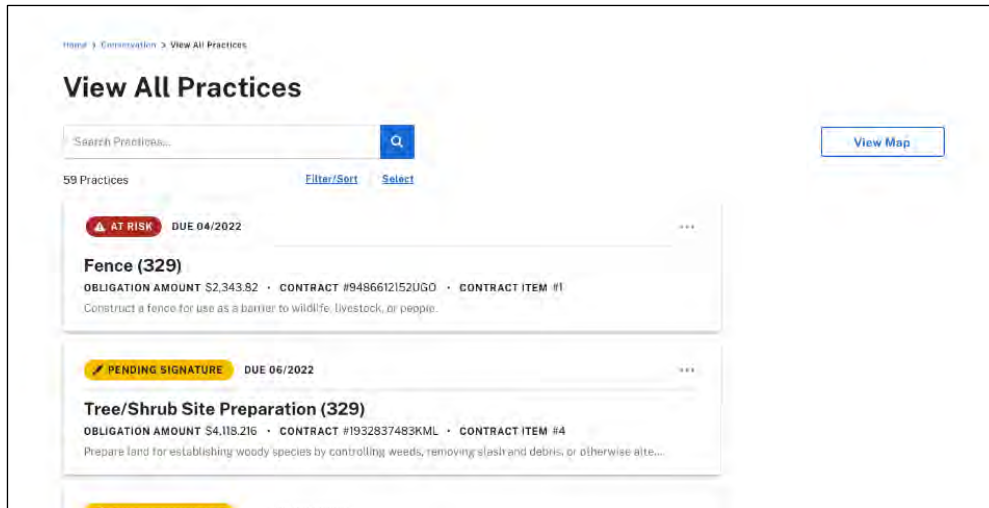
Report Practice Completion/Request Practice Certification

The Report Practice Completion/Request Practice Certification page allows users to submit a practice completion and a practice certification request. When you have completed the conservation practice, you can report practice completion or request practice certification through Farmers.gov.

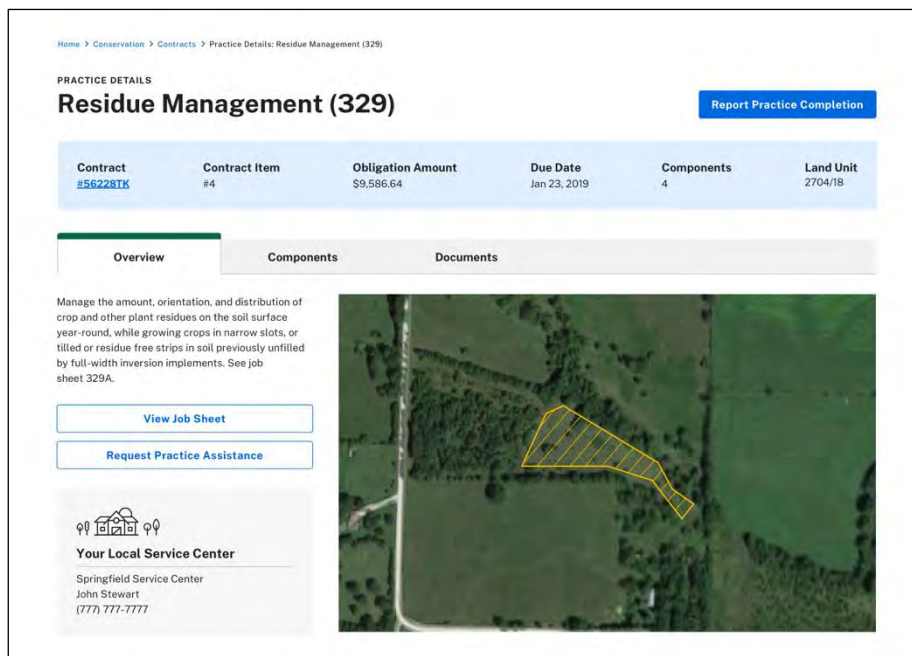
Note: The practice completion button will appear on the practice details screen for practices that are not part of an obligated contract. A request practice certification button will appear as part of obligated contracts that have cost-share associated to them.

To access Report Practice Completion/Request Practice Certification, follow the instructions below:

1. From the View All Practices page, select a practice that you want to request certification/report completion on by clicking on the name of the practice.



2. Once you are on the practice details page, you may report practice completion/request practice certification by selecting the blue 'Report Practice Completion' button pictured below.



Report Practice Completion/Request Practice Certification

3. From the Practice Completion Request/Practice Certification Request screen you can tell NRCS a bit more about the conservation practice that you have finished. You can name the request if you wish, report the date that you completed the practice, and give additional details that may be helpful for your NRCS planner. You also can upload files, including supporting documents such as receipts, pictures, or seed tags. Click the Submit Request button in the bottom right-hand corner, and your request will be submitted to NRCS for processing!

The screenshot shows the 'Practice Completion Request' form on the USDA website. At the top left is the USDA logo. The form title is 'Practice Completion Request'. Below the title is a summary table:

Request Type	Plan Name	Practice Name and Code
Report Practice Completion	Consplan	Residue Management (329)

Below the table are three main sections:

- Request name** (Required): A text input field containing 'Residue Management Completion'.
- Practice completion date** (Required): A date input field showing 'MM/DD/YYYY' with a calendar icon.
- Practice completion details**: A large text area for additional information, currently empty. A character count '0/1000 Characters' is visible at the bottom right of the text area.

Below these sections is the **Supporting Documents** section, which includes the instruction: 'If you have any supporting files, like photos or related documentation, you can upload those here.' Below this is a dashed box containing the text 'Drag files here to upload' and 'or' with a blue arrow pointing to the right.

At the bottom right of the form are two buttons: 'Cancel Request' and 'Submit Request'.

View All Documents

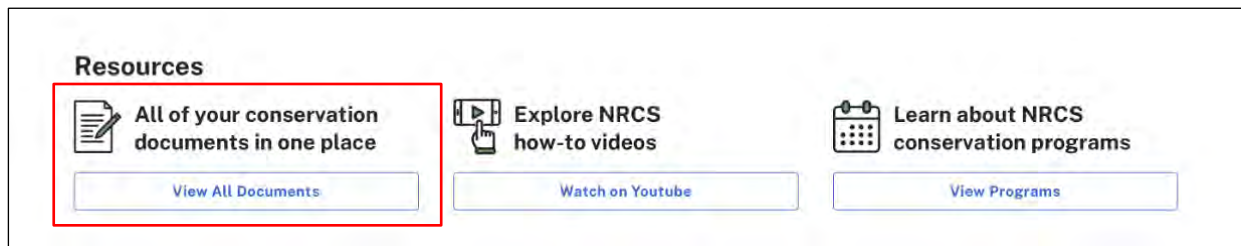
Access Documents Associated With Your Contracts and Practices



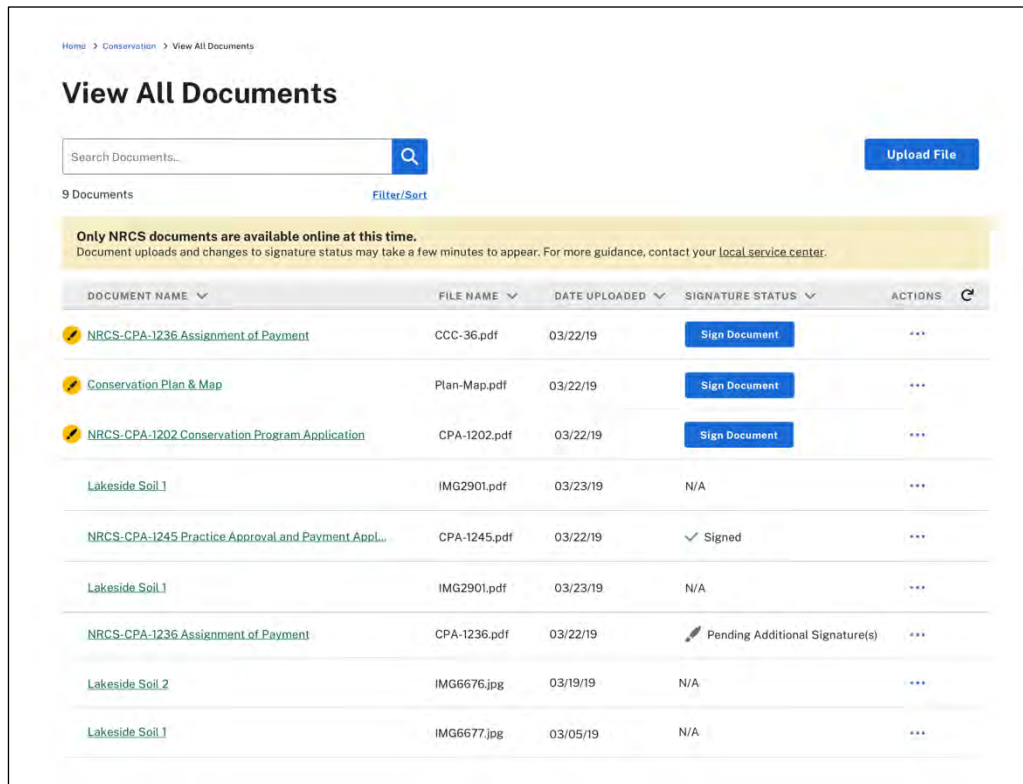
The View All Documents page allows producers to view, upload, and e-sign documents related to their current or past contracts and practices. This page is accessible from the Conservation Landing Page, or by selecting the View All Documents option at the bottom of the document tabs of any Practice Details and Contract Details page.

To access the View All Documents page, follow the instructions below:

1. From the Conservation Landing Page, select View All Documents.









2. Access additional details for a contract or practice by selecting a document name. For more information on how to sign a document, visit page 34 of this guide.



View All Documents

The ellipsis on the right side of each document opens a drop-down menu, displaying the following options:

- Details
- Download
- Print
- Sign

DOCUMENT NAME	FILE NAME	DATE UPLOADED	SIGNATURE STATUS	ACTIONS
 NRCS-CPA-1236 Assignment of Payment	CCC-36.pdf	03/22/19	Sign Document	
 Conservation Plan & Map	Plan-Map.pdf	03/22/19	Sign Document	
 NRCS-CPA-1202 Conservation Program Application	CPA-1202.pdf	03/22/19	Sign Document	

Details

Download

Print

Sign

E-sign Capabilities

View, Download, and E-sign Documents in Minutes

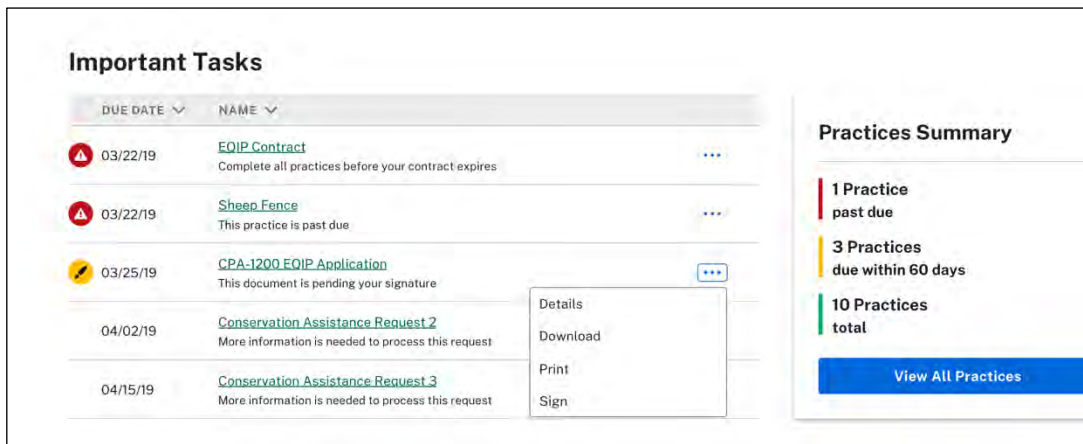


The most popular features on the Conservation Client Gateway – viewing, downloading, and signing documents online – are now available on Farmers.gov.

You will be able to sign documents from the Conservation Landing Page, the View All Documents page, or the document tabs of any Practice Details and Contract Details page.

Follow the instructions below to learn how to e-sign your conservation documents:

1. From the Conservation Landing Page, you can e-sign any documents in the Important Tasks Table. Select the action menu and click sign for the document you would like to e-sign.

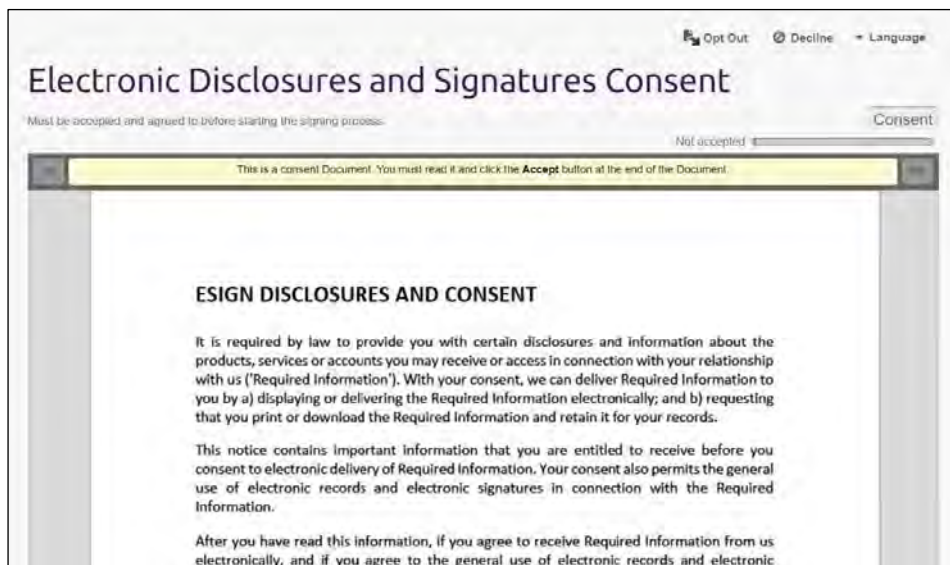


DUE DATE	NAME	
03/22/19	EQIP Contract	Complete all practices before your contract expires
03/22/19	Sheep Fence	This practice is past due
03/25/19	CPA-1200 EQIP Application	This document is pending your signature
04/02/19	Conservation Assistance Request 2	More information is needed to process this request
04/15/19	Conservation Assistance Request 3	More information is needed to process this request

Details
 Download
 Print
 Sign

Practices Summary
 1 Practice past due
 3 Practices due within 60 days
 10 Practices total
[View All Practices](#)

2. Before e-signing a document, you will be prompted to sign an Electronic Disclosures and Signatures Consent form. Once you have completed reading, you will have the option to opt out or accept at the bottom of the form. If you accept, you will be able to e-sign your conservation document. If you do not accept or you decline, your document will have to be printed and signed manually.



Opt Out Decline Language
Electronic Disclosures and Signatures Consent
 Must be accepted and agreed to before starting the signing process. Consent Not accepted
 This is a consent Document. You must read it and click the **Accept** button at the end of the Document.
ESIGN DISCLOSURES AND CONSENT
 It is required by law to provide you with certain disclosures and information about the products, services or accounts you may receive or access in connection with your relationship with us ("Required Information"). With your consent, we can deliver Required Information to you by a) displaying or delivering the Required Information electronically; and b) requesting that you print or download the Required Information and retain it for your records.
 This notice contains important information that you are entitled to receive before you consent to electronic delivery of Required Information. Your consent also permits the general use of electronic records and electronic signatures in connection with the Required Information.
 After you have read this information, if you agree to receive Required Information from us electronically, and if you agree to the general use of electronic records and electronic

E-sign Capabilities

3. Review your document for accuracy. If the document looks correct, scroll to the bottom to e-sign.

The screenshot shows a web browser window displaying a PDF document titled "NRCS-CPA-1200_3-2019.pdf". The browser's address bar shows the document name. Below the browser window, the PDF content is visible. At the top of the PDF, it says "U.S. Department of Agriculture Natural Resources Conservation Service" and "NRCS-CPA-1200 3/2019". The main title is "CONSERVATION PROGRAM APPLICATION" with a "Clear Form" button. The form consists of several numbered fields: 1. Name, 2. Application Number, 3. Application Date, 4. Address, 5. County and State, 6. Email, 7. Telephone, 8. Watershed, 9. Subaccount, 10. Location (Legal Description or Farm and Tract Number), 11. Do you have farm records established with the appropriate USDA Service Center Agency? (Yes/No), and 12. This is an application to participate in the: (AMA, EQIP, CSP, Agriculture Conservation Easement Program).

4. Once you scroll down, you will see an e-signature prompt (in yellow) labeled "Click to Sign." Clicking inside the yellow box will sign and date the document. Your document will now be labeled as "Signed."

The screenshot shows a section of the PDF document. It starts with question 20: "I have received a copy of the applicable conservation program contract appendix." with "Yes" and "No" checkboxes. Below this is a yellow box for the e-signature prompt, containing "Applicant Signature" and "Date" labels, and a "Click to Sign" button with a cursor icon. Below the signature box is a "NON-DISCRIMINATION STATEMENT" section with the following text: "In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident."

5. Your document will automatically be sent to an NRCS representative, and you will now see your signed document in the View All Documents section.

Mapping Tool

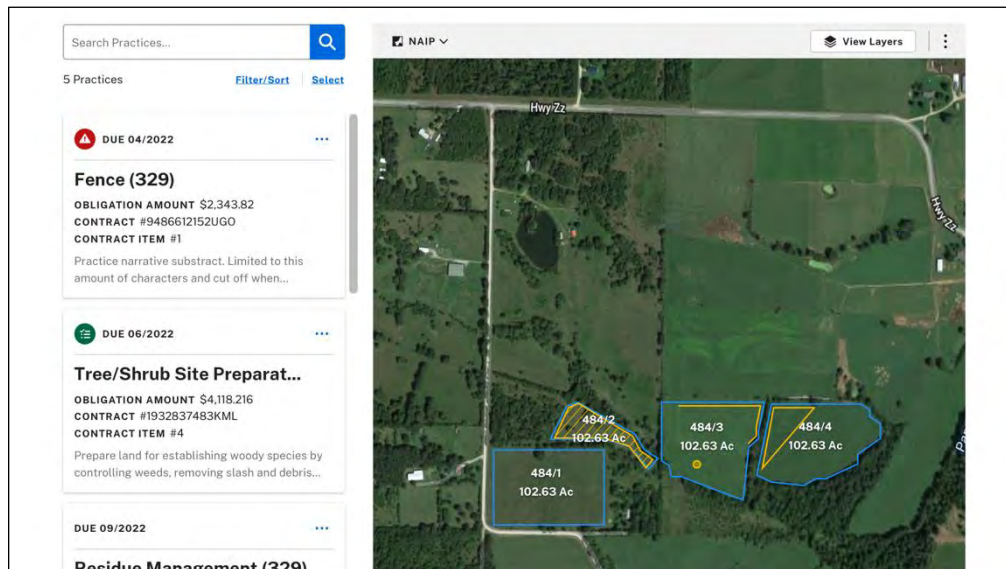
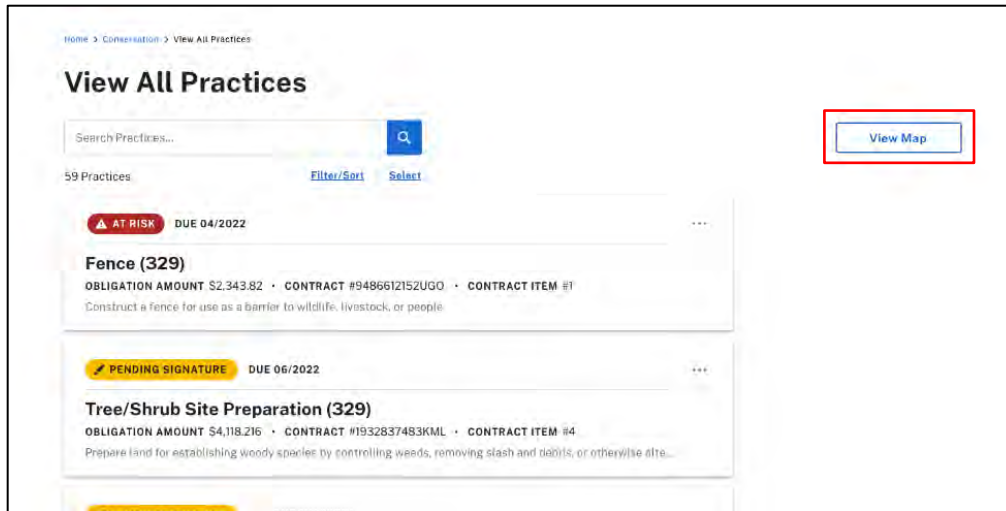
Use the Unified Mapping Feature to Request Conservation Assistance



Producers can now use a unified mapping tool to locate areas of interest in minutes with high-resolution aerial imagery and multi-layered display functionality. This feature is accessible from the View All Practices, View All Contracts, and Conservation Assistance Request pages.

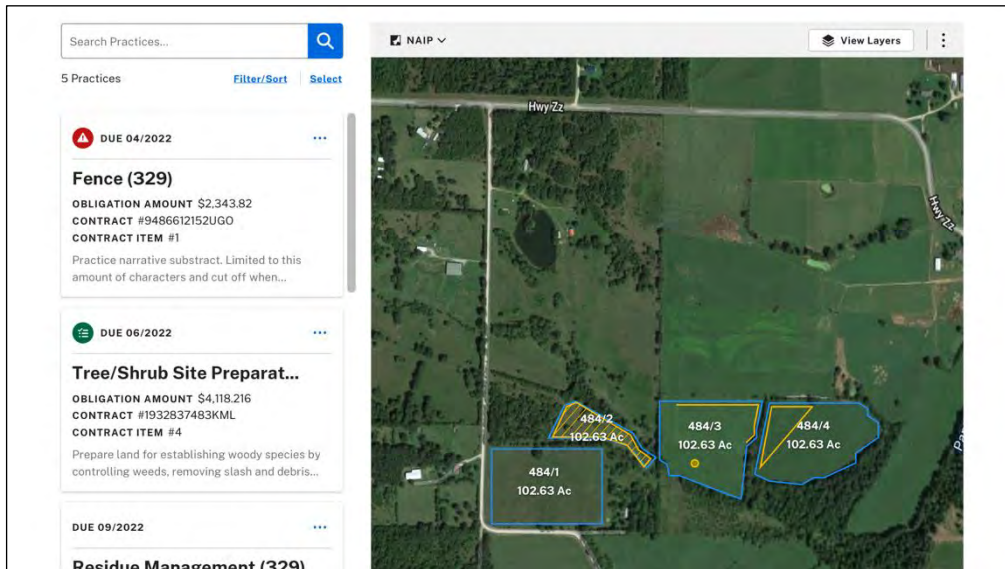
To learn how to use the mapping tool, follow the instructions below:

1. From the View All Practices page, select View Map on the top right of your screen. This will open an aerial-view map of the United States to the right of your practices. Pin clustering is used to show where your practices are located and concentrated. By zooming in on a cluster of pins, you will be able to see the names and exact locations of each practice.



Mapping Tool

2. Select a practice card to view its location on the map.

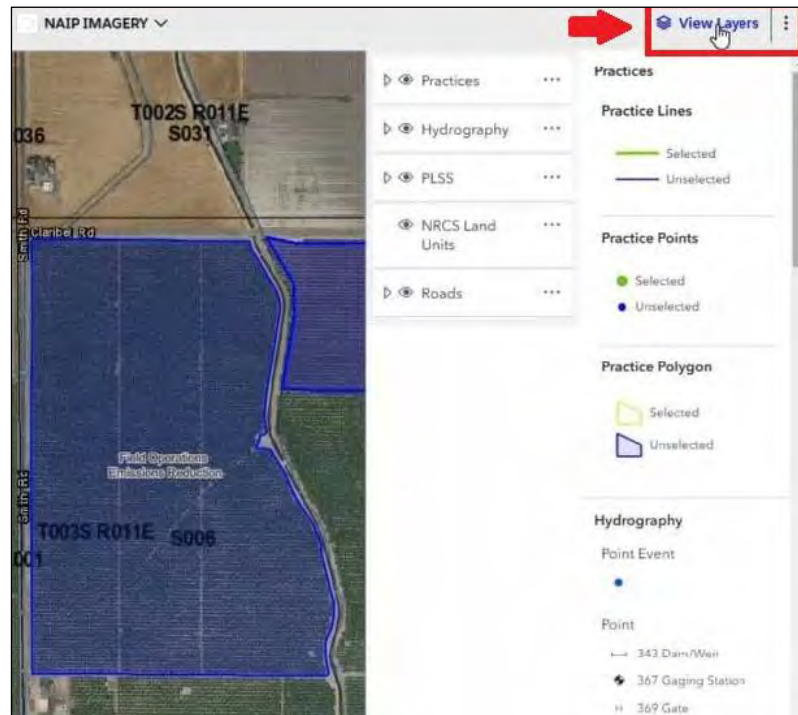


3. Select NAIP IMAGERY to view a drop-down menu of terrain display options. The default setting is hybrid, with satellite, streets, and topographic options also available.

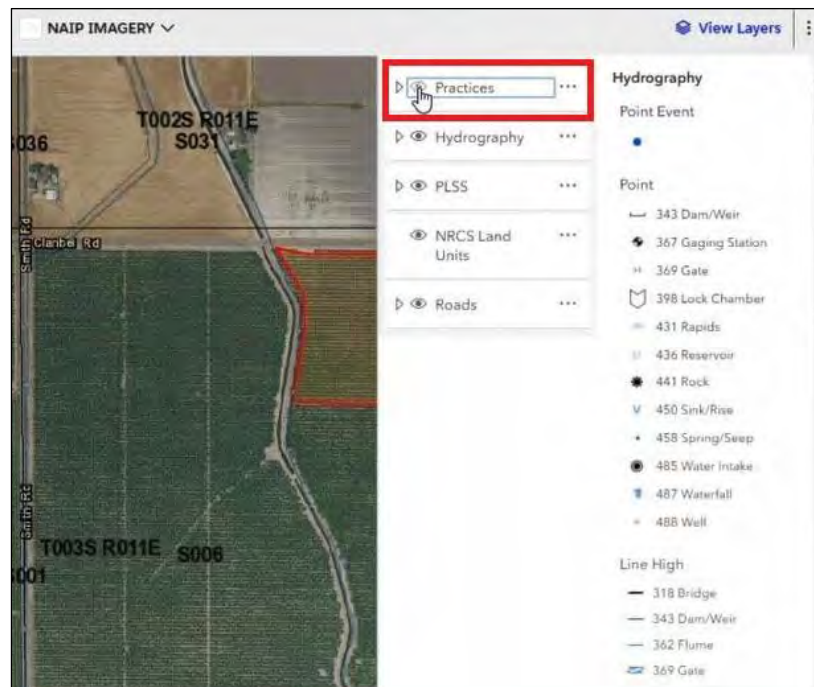


Mapping Tool

4. Select View Layers to open an extensive menu of additional features to display on your map.

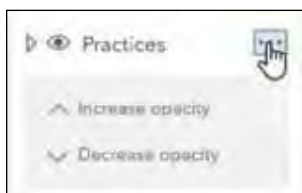


Select the eye icon next to the listed layers on the left-hand menu to add or remove that layer's visibility on the map. For example, if you select the eye icon next to Practices, all practices will be removed from the map.

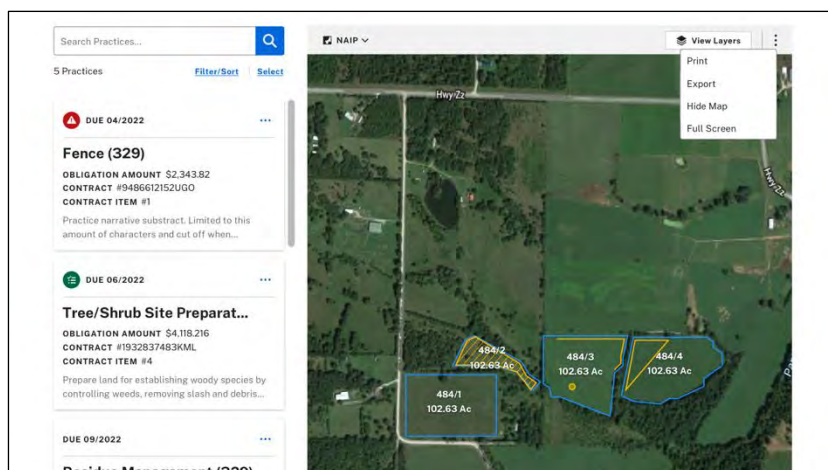


Mapping Tool

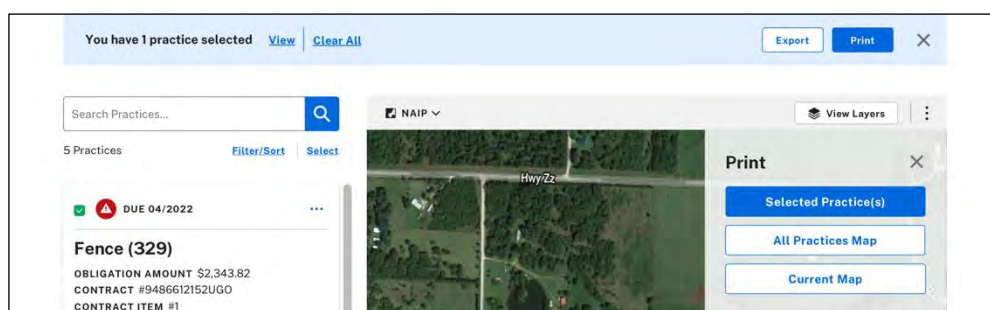
Select the ellipsis next to a layer to open a menu to adjust that layer's opacity on the map. Increasing opacity will make the color of the practices less transparent, while decreasing opacity will make the color of the practices more transparent.



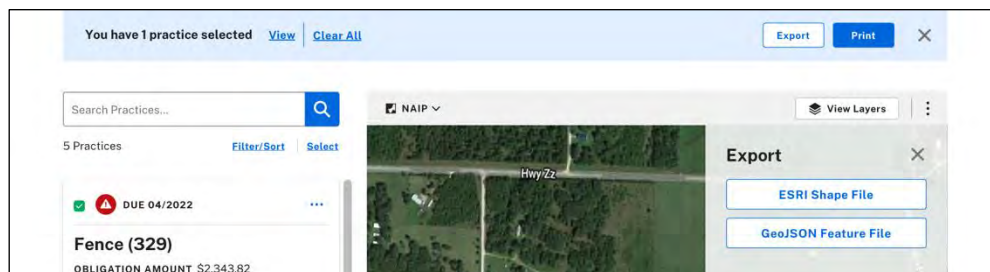
5. Select the ellipsis to the right of View Layers to open a drop-down menu. This allows you to print, export, or hide the map to return to the View All Practices default view.



Print allows you to choose from printing the current map view, multiple selected practices, or all of your practices on one map.



Export allows you to download your map as a GeoJSON or ESRI file.



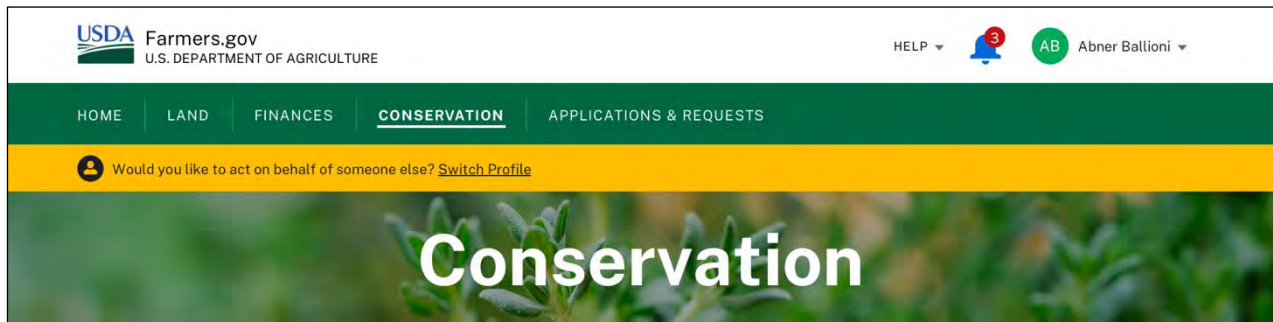
Representative Authority for Producers (RAP)

Enables Available Representative Authorities for a Producer

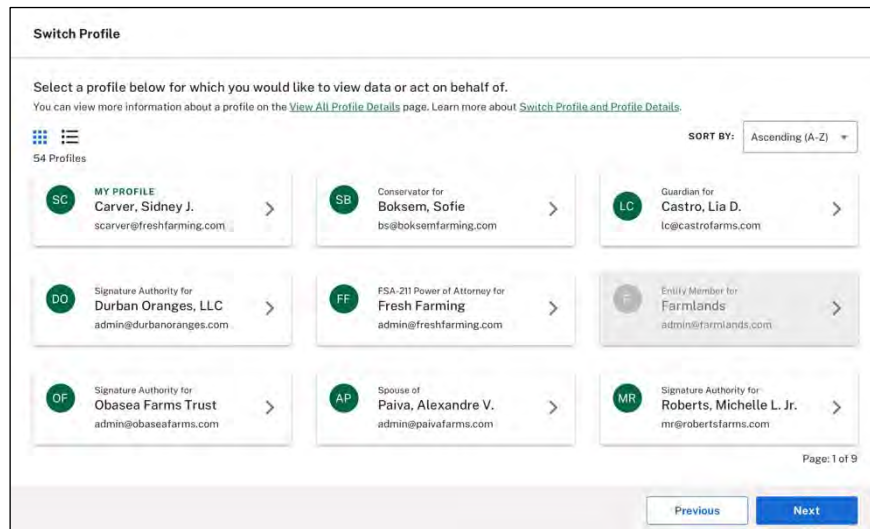


The conservation content in Farmers.gov has been enabled with representative authority profiles. This means that users can act on behalf of other individuals and entities, including signing and viewing documents in Farmers.gov. When you have representative authority profiles available, a yellow banner will appear inviting you to switch profiles. You can simply select Switch Profile to act on behalf of one of your available representative authorities.

Follow the instructions below to learn how to access your representative authority profiles:

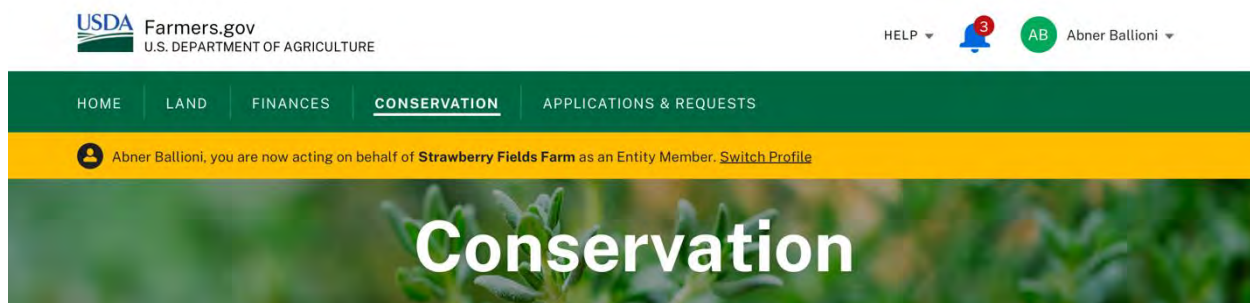


1. The profiles available are based on entity paperwork and FSA-211s that you have filed with a USDA Service Center and will automatically be available to you in Farmers.gov as soon as you file an FSA-211 or entity paperwork with your service center.



Representative Authority for Producers

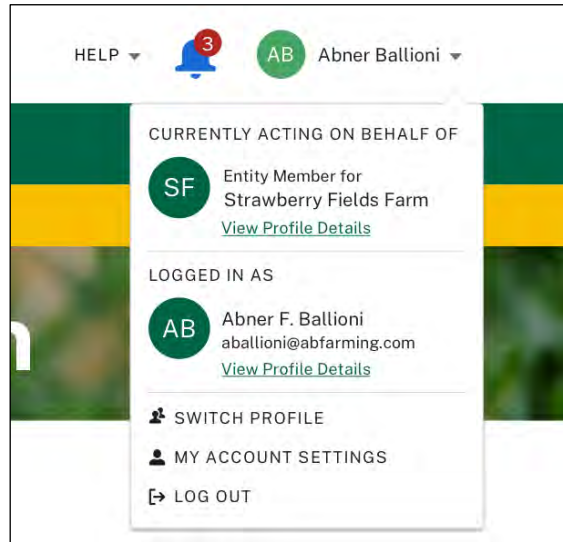
2. After you select a representative authority profile, the yellow banner now indicates that you are acting on behalf of another entity or individual.



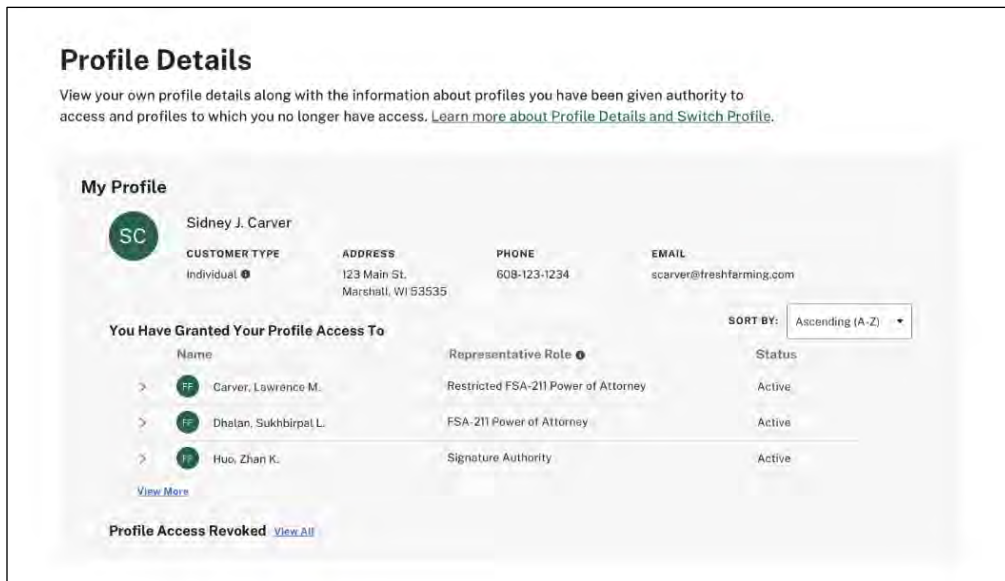
3. You can then navigate within the portal viewing information and signing documents on behalf of the selected representative authority profile. Documents that you sign will indicate that you are signing in a representative capacity.

Representative Authority for Producers

4. You can always switch back to your own profile by selecting the Switch Profile link. This step redirects you to the Global Home Page. Once you navigate off the Global Home Page to the Conservation Landing Page, you will see that you are logged in to your own profile and the yellow banner has gone away. You can always access your representative authority profiles by using the customer account menu in the upper right corner and selecting the Switch Profile link.



5. You also can view additional details about the representative profiles that you have access to by selecting View All Profile Details from the customer account menu.



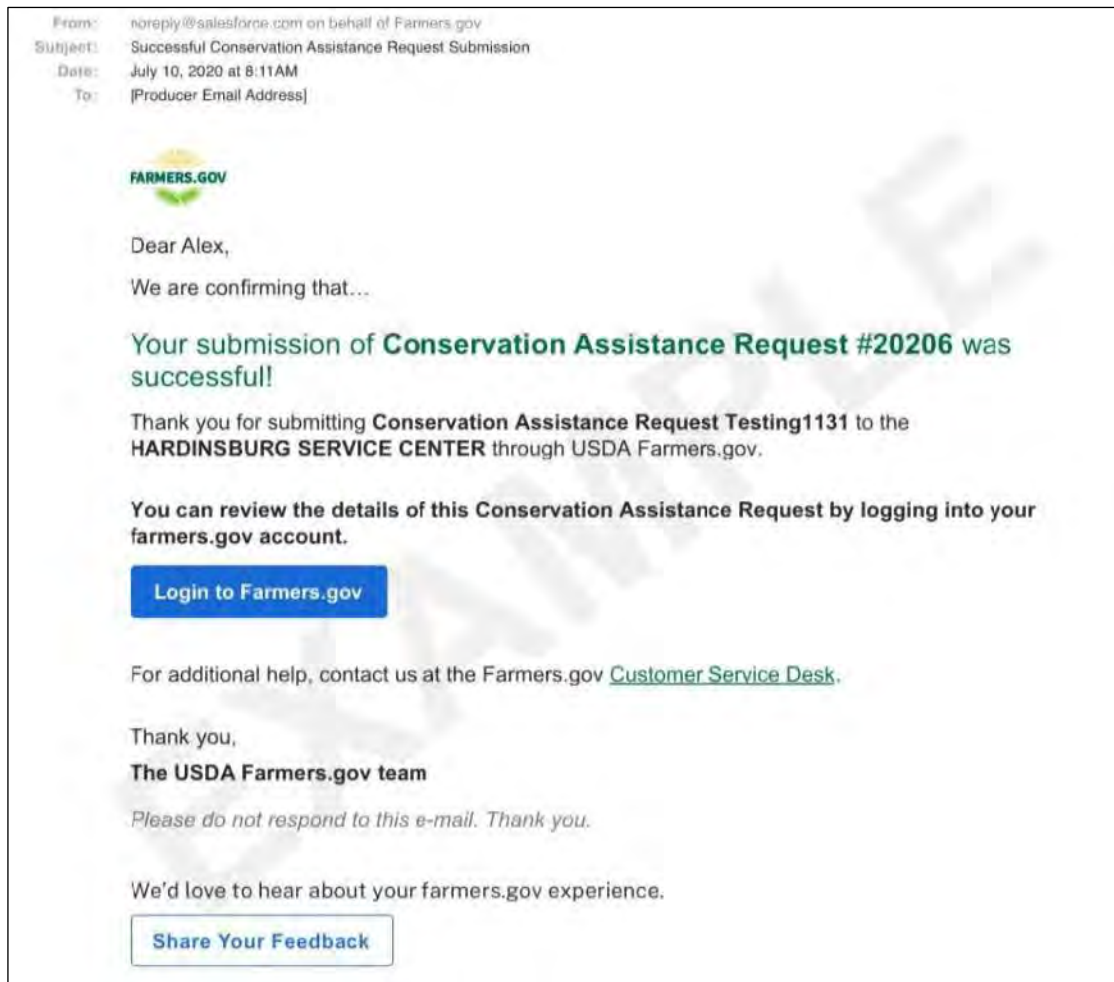
Notifications

*Confirms Submissions and Notifies Customers Regarding Documents
Pending Signature*



The conservation content in Farmers.gov has been enabled with email notifications that will confirm submissions and notify customers regarding documents pending signature.


Anytime you submit a request you will receive a submission successful confirmation similar to the one pictured below. Your NRCS office also will receive an email notification to alert it to your action. You will receive a reminder after 3 business days if the signature is still pending.



Documents Pending Signature

1. You will receive an email notification when you have a document pending signature and can electronically sign the document by logging into your Farmers.gov account. You will be able to sign documents from the Global Home Page, Conservation Landing Page, View All Documents page, or the document tabs of any Practice Details and Contract Details page. For more information on e-signing documents, visit page 34 of this guide. If you have multiple documents pending signature in the same day, those documents will be grouped into one summary email.

From: USDA - Farmers.gov <farmers.govno-reply@usda.gov>
Sent: Wednesday, March 24, 2021 2:34 PM
To: Test.gov
Subject: Documents Pending Signature



Dear JOSHUA,

The ConservationPlanMap-NonPT document was posted on 03/22/2021 and is pending your signature.


You can electronically sign this ConservationPlanMap-NonPT document by logging into your Farmers.gov account.

[Login to Farmers.gov](#)


For additional help, contact us at the Farmers.gov [Customer Service Desk](#).

Thank You,
The USDA Farmers.gov team

Please do not respond to this e-mail. Thank you.

 **Farmers.gov**
U.S. DEPARTMENT OF AGRICULTURE

From: "USDA - Farmers.gov" <farmers.govno-reply@usda.gov>
Date: Wednesday, March 24, 2021 at 11:14 AM
To: Test.gov
Subject: Documents Pending Signature



Dear BRIAN,

The following documents are pending your signature:

Agency	Type	Date Uploaded
NRCS	NRCS-CPA-1155-NonPT	03/23/2021
NRCS	NRCS-CPA-1202	03/23/2021


You can electronically sign these documents by logging into your Farmers.gov account.

[Login to Farmers.gov](#)

For additional help, contact us at the Farmers.gov [Customer Service Desk](#).

Thank You,
The USDA Farmers.gov team


Please do not respond to this e-mail. Thank you.

 **Farmers.gov**
U.S. DEPARTMENT OF AGRICULTURE

Documents Pending Signature

2. Entity members with signatory authority will be notified when there is an entity document that is pending for signature. Additionally, other signatory authorities such as FSA-211 Power of Attorney also will receive document pending signature notifications if they have obtained a Farmers.gov login. When you have representative authority profiles available, you can act on behalf of other individuals and entities, including signing and viewing documents in Farmers.gov. For more information on representative authority for producers, visit page 40 of this guide.

From: USDA - Farmers.gov <farmers.govno-reply@usda.gov>
Sent: Wednesday, March 24, 2021 2:34 PM
To: Test.gov
Subject: Documents Pending Signature



Dear JOSH,

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The NRCS-CPA-1155 document was posted on 03/11/2021 and is pending your signature.


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Thank You,
The USDA Farmers.gov team

Please do not respond to this e-mail. Thank you.



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From: USDA - Farmers.gov <farmers.govno-reply@usda.gov>
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Sent: Wednesday, March 24, 2021, 12:51:07 PM EDT
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Dear DALE,

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The following documents are pending your signature:

Agency	Type	Date Uploaded
NRCS	NRCS-CPA-1155-NonPT	03/23/2021
NRCS	NRCS-CPA-1202	03/23/2021


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Thank You,
The USDA Farmers.gov team

Please do not respond to this e-mail. Thank you.



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