AGDATA

TRAIT LICENSE MANAGEMENT: CA GROWER USER GUIDE

AgCelerate

————

2022

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Register a New Account

Hello! Thank you for choosing to sign your agreements through AgCelerate!

This section of the user guide will show you how to set up an account on AgCelerate--your one-stop-shop for all seed trait license activity.

Step 1 – Grower Information

Tell us about yourself! Don't worry, we don't share your information with anyone except for the manufacturers

with whom you sign agreements. The retailers with whom you do business with may have access to your

information if you wish to provide it with them (for more information on this, go to Supplier Connection under the

Grower Dashboard section of the user guide).

1. Go to www.agcelerate.ca
2. Click Let's Get Started!
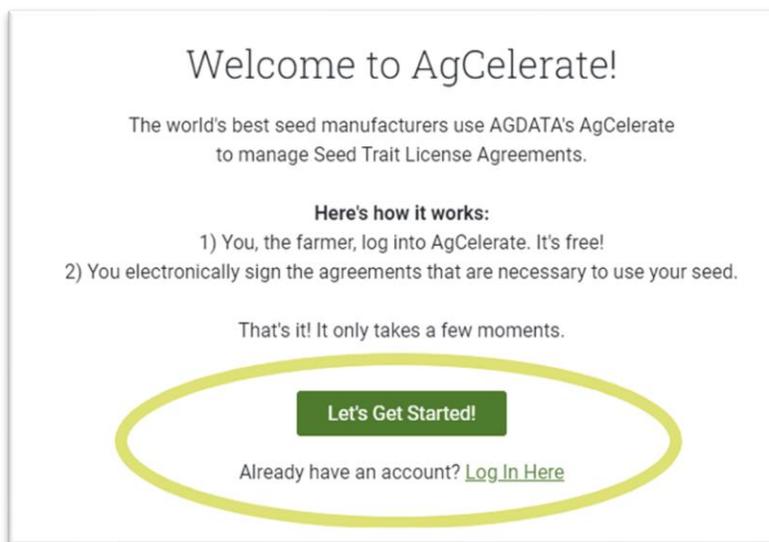
3. Provide either your **Email** or **Phone Number** – *An email address is no longer required to set up an AgCelerate account*, but if you wish to provide one you may do so.

    Note: Once registration is complete, this piece of information (either your phone number or your email) will be used to access your account next time you want to log in. For this reason, mobile phone numbers are recommended as they will simplify the login process, but landline numbers are also acceptable.
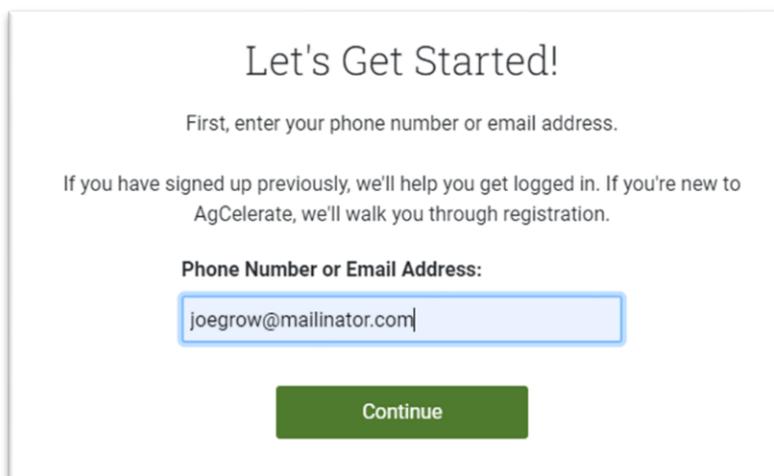
4. If the **Email** or **Phone Number** you provide belongs to an existing account, AgCelerate will display the account(s) information, allowing you to determine if the account is yours.

Note: If you do not remember setting up an account and wish to set up an account with the email/phone number that is already in use, please contact customer support at 866-505-7176. For more information on the account recovery process, go to the 'Log In Process' section of the user guide.

We think we found you...

We found multiple accounts associated with the phone number you entered: (704) 301-1459

Please select your profile and continue.

JOE GROW
1972*** PITTSBORO, NC 27312
J***O@MAILINATOR.COM

MOE GROW
6801*** CHARLOTTE, NC 28211
t***9@gmail.com

Continue

If more than one of these account belong to you, please contact Customer Support at 866-784-4630

Welcome Back to AgCelerate!

We found your account and will help you get logged in.

You do not need a password to log in to AgCelerate. Instead, we can confirm your identity by sending you a 6-digit security code by text, phone call or email. Simply choose your preferred method:

○ Text me at (919) ***-**91
○ Call me at (919) ***-**91
○ Email me at j***o@mailinator.com

Send Me a Code

Your last login was on 1/25/2022

We have obscured the full phone numbers for your account security. If you do not have access to the listed contact methods, or if you believe you've reached this screen in error, please contact Customer Support at 866-784-4630.

5. If the **Email** or **Phone Number** you provide does not belong to an existing account, you will be directed to the next step in the registration process: **Name**.

6. **Name** – Fill this in with your Legal First, Middle and Last names, adding the suffix if applicable.

Note: the licenses are issued to a person, NOT a business/farm. Any businesses/farms that you need covered under your license can be added to your account once the registration process is complete. For more information about adding a farm, go to the 'Grower Dashboard' section of the user guide.

Register for AgCelerate

It looks like you don't have an existing account. Let's create one!
If at any point you have questions, click the yellow "i" circle for information.

To get started, please enter your full name. Your legal name, not a nickname ⓘ

First Name:	Middle Name (Opt):	Last Name:	Suffix:
FirstName		LastName	

Continue

7. **Physical & Mailing Address** – Please see **Address Best Practices** section of the user guide.

8. **Phone Number or Email** – If you provided your email in step 1, then you will be asked to provide your phone number in step 8. If you provided your phone number in step 1, then you will be asked to provide your email in step 8.

   a   **Phone Number** – Mobile phone numbers are recommended as they will simplify the login process next time you need to access your account, but landline numbers are also accepted.

   b   **Email** – *Email is no longer a requirement to set up an AgCelerate account*, but if you wish to provide one you may do so.

9. **Birthday** – This will be used to verify your identity before signing agreements through AgCelerate.

> Next, we need to collect a couple pieces of private information. This is to verify your information and ensure nobody else signs agreements in your name. We keep this information secure and private.
>
> **Birthday**
>
> | 1 ∨ | 1 ∨ | 1971 ∨ |
>
> [Continue]

10. **Accept the Terms of Service and Conditions of Use** –Click the checkbox and press the `Continue to Verification` button. If you wish to open and read the full **Terms of Service**, click the link on the lower left corner of the page.

> The final step of registration is to accept the Terms of Service and verify your identity.
>
> To verify your identity, we ask you three questions that only you should know - they may be questions about previous addresses, cars, or other financial history. We do not store any of this information.
>
> ☑ I accept the Terms of Service
>
> [Continue to Verification]

11. **ID Verification** – The last step of registration is to confirm your identity by answering a minimum of three questions related to your background.

    AgCelerate does not store, share, or use any of this information—the questions are sourced and provided by a third-party credit bureau and based on the information you provided during registration. These questions enable us to verify your identity so that you are able to sign legal documents online.

> For your identity protection and security, we need to ensure that you are the individual who registered to electronically sign agreements.
>
> We have partnered with a leading security firm to verify your identity using the name, address, and the last 4 digits of your SSN that you provided and a series of questions from publicly and commercially available records about you.
>
> **This is the only time you will be asked to provide the following information.**
>
> [Continue]
>
> ** No information from the following questions is stored or shared by AgCelerate.*

> ### Answer these questions to help us verify your identity.
>
> Which of the following first names have you also been known by?
> - ○ Adam
> - ○ Jorge
> - ○ Mauricio
> - ○ Patrick
> - ○ Rigoberto
> - ○ None of the above
>
> [Continue]

12. **Completion** – After you have finished answering the ID questions, you should be ready to start signing agreements (more information on agreement signing in the 'Grower Dashboard' section of the user guide).

    Note: If any of the answers to the ID questions were incorrect, you will notice a red error message informing you that your ID still needs to be verified before signing agreements. Please contact our customer support team at **866-505-7176**.

Address Best Practices

Thanks, FirstName! Next, let's talk about where you live. What is your home address?

Street Address:
6801 Morrison Blvd Ste 100

Address Line 2:

City:
Charlotte

ST: NC

Zipcode: 28211

Continue

Physical Address Line 1 should contain a street address.

1. Street address in the format of: Building Number, Road name, Street suffix.
   (Example: 1234 Main St. – where '1234' is your building number, 'Main' is the road name, and 'St' is the street suffix.)
   • The street suffix can be either the long name or abbreviated. (Example: 'Street' and 'St' are both acceptable.)

Home Mailing Address Line 1 should contain either a street address or a Post Office box.

1. Street address in the format of: Building Number, Road name, Street suffix.
   (Example: 1234 Main St. – where '1234' is your building number, 'Main' is the road name, and 'St' is the street suffix.)
• The street suffix can be either the long name or abbreviated. (Example: 'Street' and 'St' are both acceptable.)
2. Post Office boxes should follow the format of 'PO Box NNN,' or 'PO Box NNN STN XXX.'
   (Example: 'PO Box 4107' –OR– 'PO Box 4107 STN Main' will both validate.)
3. Route and Box number in the format of 'RR NN Box NN' or 'RR NN STN XXX'
   (Example: 'RR 1 Box 47' –OR– 'RR 3 STN Main' will both validate.)
• You may also use Address Line 1 for Route Number and Address Line 2 for Box Number.
• A Box Number without the 'PO' or 'RR' will not validate. PO or RR is needed to further identify the mailing address.

Validating Addresses – When you enter an address on AgCelerate, we use an automated third-party service for address validation. If the address passes validation, you will be directed to the next step. If the address fails validation, you will receive a red error message. Please review the address information to see if anything needs to be corrected, then press the 'Re-validate' button. If it does not validate on the second attempt, you will receive another red error message directing you to contact support before signing any agreements (some agreements require that you have a validated address in order to sign). Please move forward to the next step in the registration process, and then contact support once you are finished setting up your account.

Log In Process

This section of the user guide will show you how to log back into AgCelerate.

1. Go to www.agcelerate.com

2. Begin the login process by selecting the Let's Get Started! button or the **Log In Here** link:
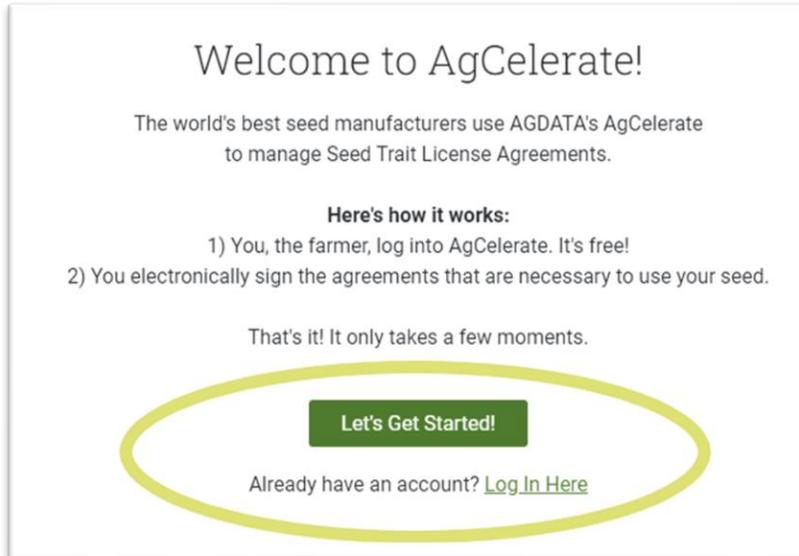
3. Then, enter the **Phone Number** or **Email** that you used to set up your account:
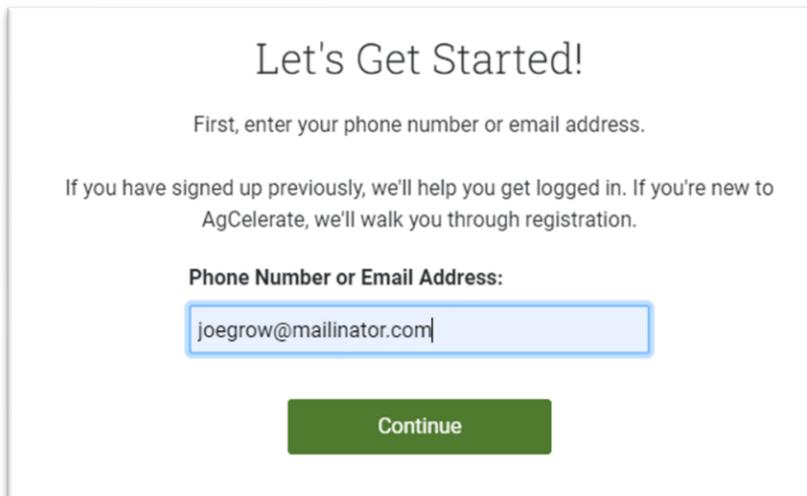
4. Next, there are a few different scenarios that could occur:
   a *If the phone number/email you provide is linked to a single grower account:* you will be directed to choose your preferred method of receiving a one-time security code.
   b *If the phone number/email you provide is linked to multiple grower accounts (for example, shared between family members):* you will first be directed to choose what account you want to access. Then you will be directed to choose your preferred method of receiving a one-time security code.
   c *If the phone number/email you provide is linked to an account with multiple levels of access (for example, retailer AND grower):* you will first be directed to choose what type of access you want. Select Continue As Grower. Then you will be directed to choose your preferred method of receiving a one-time security code.
   d *If the phone number/email you provide is linked to an account without grower access:* you will be directed to register as a grower. Go to the 'Register a New Account' section of the user guide for step-by-step directions. If you believe you already registered and were directed to register by mistake, contact our customer support team at **866-505-7176.**

5. Choose your preferred method of receiving the one-time security code, and then press the <mark>Send Me a Code</mark> button:

    Note: if you set up your account using a landline phone number, please select 'Call Me' instead of 'Text Me' (or if you set up your account with an email, you may also select 'Email Me')

Welcome Back to AgCelerate!

We found your account and will help you get logged in.

You do not need a password to log in to AgCelerate. Instead, we can confirm your identity by sending you a 6-digit security code by text, phone call or email. Simply choose your preferred method:

- ● Text me at (704) ***-**59
- ○ Call me at (704) ***-**59
- ○ Email me at j***o@mailinator.com

Send Me a Code

Your last login was on 1/31/2022

We have obscured the full phone numbers for your account security. If you do not have access to the listed contact methods, or if you believe you've reached this screen in error, please contact Customer Support at 866-784-4630.

6. When your security code arrives, type it in the input field directly below 'Enter the Security Code here', and then press the <mark>Continue</mark> button:

Enter Your Security Code

Great! We're sending you a security code via textmessage. Please enter it below.

Enter the Security Code here

717195

Continue

Please allow a minute or two for the code to arrive. If you chose to receive the code by email and you cannot find it, be sure to check your spam folder.

If you didn't receive your Security Code or would prefer to receive it by a different method, you can return to the last screen and select a different option.

Agreement Signing

This section of the user guide will show you how to use AgCelerate to sign agreements.

1. **Determine which Agreements you need to sign** – Based on your geographic location, only certain agreements will be visible to you. The agreements you need to sign are dependent on what seed you purchased. If you are unsure, contact your seed dealer. If you are unable to contact your dealer or determine the correct agreements, contact our customer support team at **866-505-7176**.

2. **Select Agreements** – Simply click on the agreement box for each agreement you wish to sign. Once an agreement box has been selected, the border of the agreement box will be highlighted in green. Then select Start Signing!
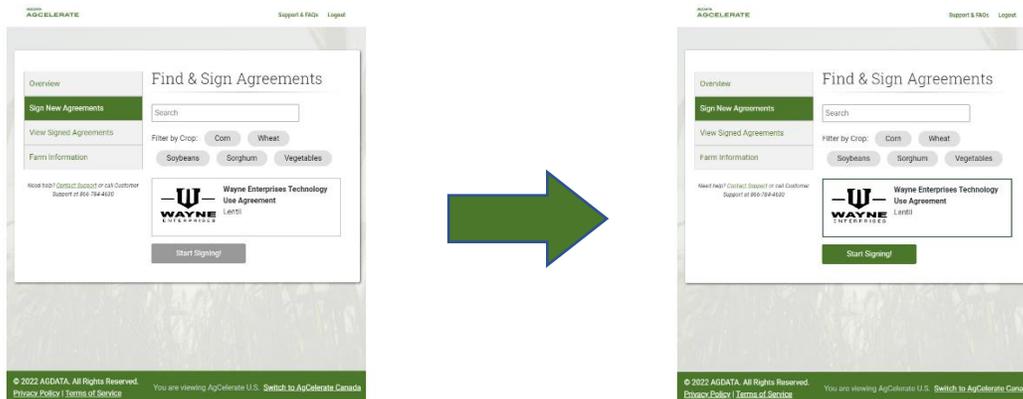
3. **Information** – A small window should appear that will ask for any additional information that may be needed based on the agreements selected. Answer the question(s) and click continue.
   Note: If you do not get a popup, you may need to check if you have pop-ups or redirects blocked in your internet browser settings.

4. **Signing the Agreements** – Finally there! In this step you will use DocuSign to sign the actual agreement(s). Make sure your browser will allow pop-ups and has a current PDF reader installed.

5. **Please Review & Act on These Documents** – To get started, press the <mark>CONTINUE</mark> button:
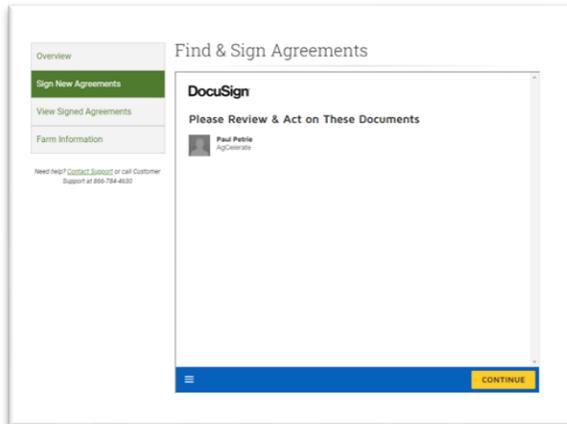
6. **Select Start to begin** – The agreement should now be fully visible. Click the <mark>START</mark> button in the upper right-hand corner of the document.

7. **Begin Signing** – The window will automatically scroll to the first required signature. Click the yellow box to sign the document:

8. **Adopt Your Signature** – If you haven't signed a document with DocuSign before, you may be asked to select a signature. You can draw your own or select from a list of styles. Then to continue, click <mark>ADOPT AND SIGN</mark>:
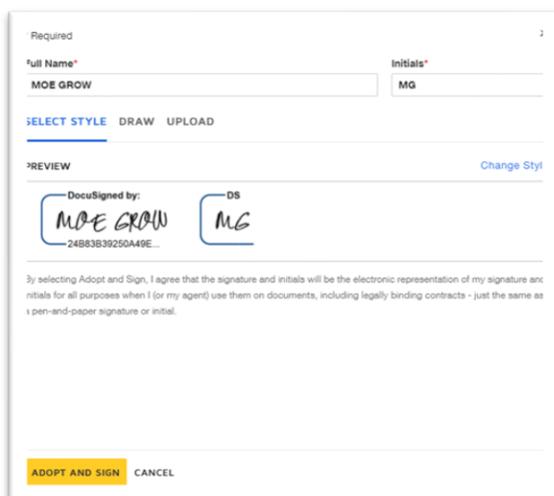
9. **Sign Additional Agreements** – If you have chosen more than one agreement to sign, you should then see a ==NEXT== button appear. Clicking ==NEXT== will generate your next agreement; follow the same process for signing as you did for the previous agreement. Repeat this process for any additional agreements.

10. **Finish** – When you are finished signing the agreement(s) you need, click the ==FINISH== button. This should be located in the same place ==CONTINUE== was in Step 5. You must click ==FINISH== to send the agreement(s) off for processing. Once the button is clicked, you will be brought back to the **Sign New Agreements** home page.

11. **Review** – To view your new license numbers, click on the **View Signed Agreements** tab. If your license number says 'Processing' please allow up to 3 business days and check back. If you haven't received a license number after 3 days, please contact our customer support team at 866-505-7176.


SQUASH TECHNOLOGY STEWARDSHIP AGREEMENT
Status: Licensed | MON102500000013
Date Signed: 2/16/2021
Commercial Vegetables
Technologies / Varieties Covered
View Updated Agreement

CORTEVA TECHNOLOGY USE AGREEMENT
Status: Licensed | 2240119118993
Date Signed: 6/30/2020
Corn, Cotton, Soybeans
Technologies / Varieties Covered
View Updated Agreement

GDM SEEDS STEWARDSHIP AGREEMENT
Status: Current | GDM102400000098
Date Signed: 1/19/2021
Soybean
Technologies / Varieties Covered

LIMAGRAIN CEREAL SEEDS AGREEMENT
Status: Current | LIM2900005959
Date Signed: 5/24/2021
Limagrain Wheat Varieties
Technologies / Varieties Covered

Grower Dashboard

The Grower Dashboard is your homepage when you are logged into AgCelerate. It serves as your one-stop-shop for managing your license agreements and account information.

From the Grower Dashboard you can sign agreements, review your account information, update your farm information, update your visibility to suppliers, and maintain your crop selection. Below, we'll walk through what you can do on each of the tabs.
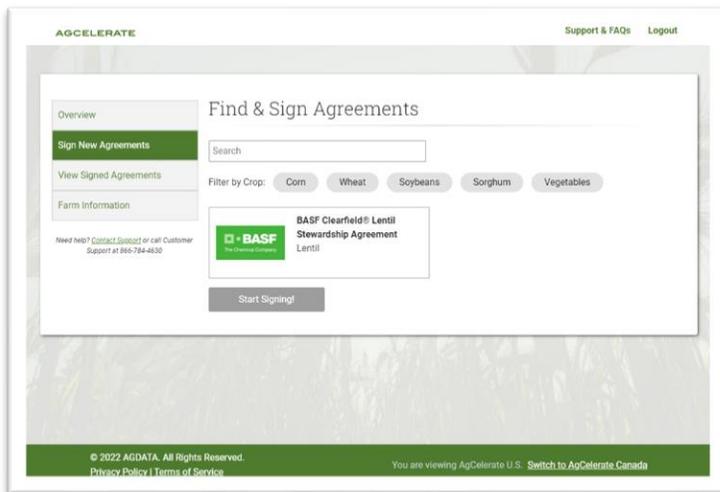

Sign new Agreements

Lists all available agreements that you are eligible to sign. Availability and eligibility may be determined by your geographic location and the agreements you have already signed.

View Signed Agreements

Lists your active and historical* agreements that you have signed electronically through AgCelerate, filled out and submitted a paper form, or were provided to AgCelerate by the manufacturers. If available, you can also see the date you signed the agreement and an electronic copy of the agreement.

Note: Agcelerate distinguishes historical signed agreements from active signed agreements by greying out their agreement box and placing them underneath any active agreement boxes:
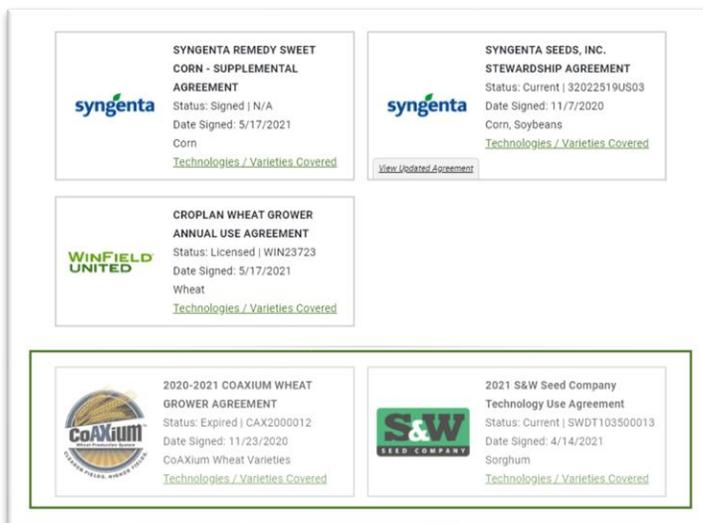
Overview

The **Overview** tab allows you to make updates to your addresses, phone number, email, crops, and supplier visibility. If you already have licenses in the system prior to updating your account information, the changes will not be reflected on the agreement document(s). Any agreements signed after updating your account information will reflect the latest information.

Note: Per manufacturer legal requirements, AgCelerate does not allow you to directly change the name on your account, however exceptions can be made for spelling corrections and legal name updates (such as last name changes due to marriage). If you wish to update your name, please contact customer support at ***866-505-7176****.*

Farm Information

The farms or entities you need covered under your licenses must be listed under the **Farm Information** tab in order for your license agreements to be associated with them.

This tab shows all the farms that you are associated with, either by auto-match (for example, the address you have on file matches with a farm address in the AgCelerate farm database) or by adding the farm manually.

You can add a farm by pressing the **Add a Farm** button.

If you do not recognize any of these auto-matched farms, or if you wish to not be associated with them, you can remove them by pressing the **Remove Farm** button.

If you change the name of your farm business, or the farm moves to a new address, you can update the information by clicking the **Edit Farm** button.

Supplier Connection

Located at the bottom of the **Overview** tab, the supplier connection checkbox allows you to control if supplier users on AgCelerate are able to view your email, phone number, and farm details.

If the checkbox is selected, supplier users will have access to this extra set of information. If the checkbox is not selected, they will only be able to see your name, address, and license numbers/license status.

Crops

The Crops page allows you to identify the crops you plant and their associated number of acres.

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