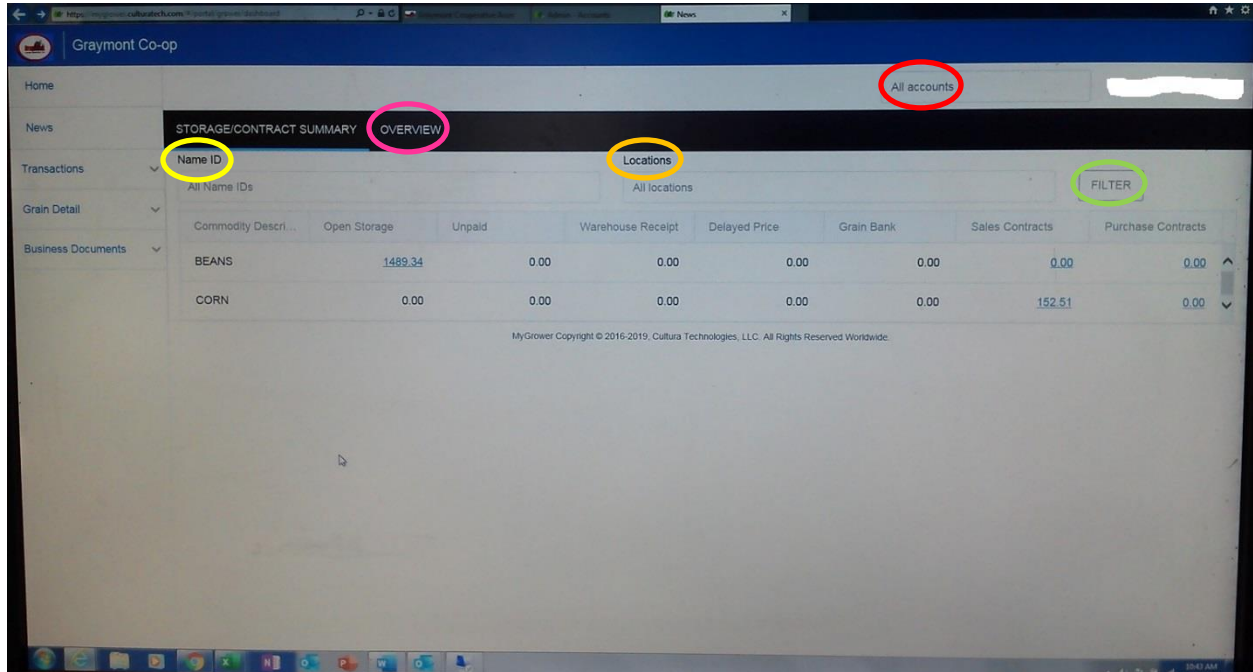


User Directions for Graymont Coop's MyGrower Program

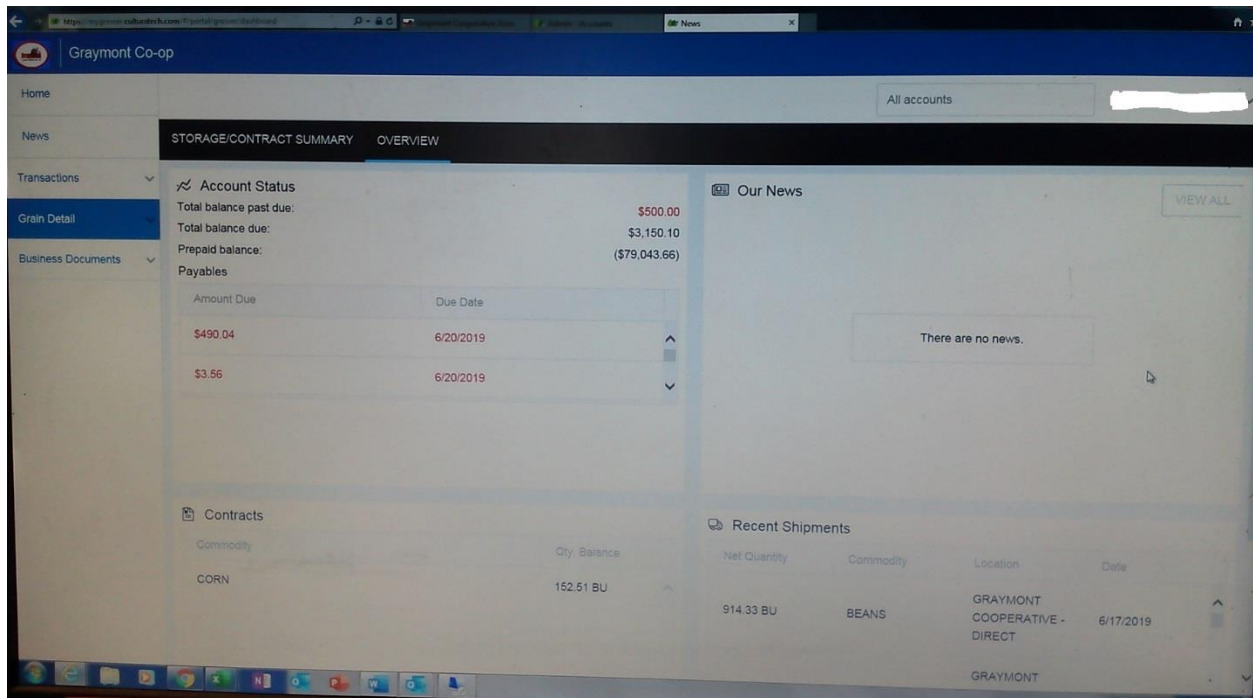
Upon logging into your MyGrower account, you should come to a home screen that looks like this.



This page gives you a summary of your grain account. To view specific items, just click on the blue underlined number that you would like to view. To view specific IDs or farms, you can click in the box title **NAME ID** circled in yellow in the picture. It should list all of your farm splits and/or account names. You can click on as many as you would like to see. Then click the **FILTER** button at the right circled green to view those specific IDs. To exit out of a certain ID, just click the X in the box with the said ID. You can also filter bushels if you have both elevator and off-the-farm bushels. Click in the **LOCATIONS** box circled in orange to select between the 2 and click the **FILTER** button to view.

- For those who oversee multiple accounts besides your own like a landlord or family member, you can switch between accounts by clicking in the **ACCOUNTS** box at the top right circled in red on the picture. This allows quick access to view individual accounts.

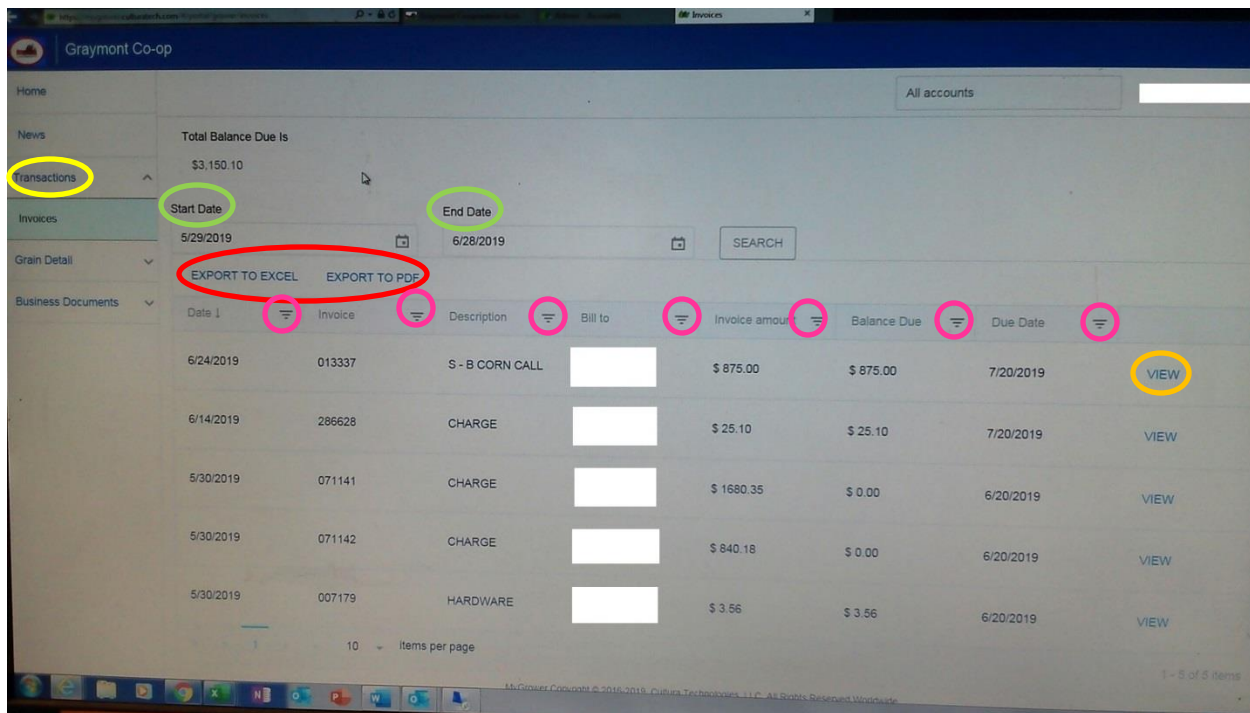
To get an Overview look at your account with Statements, Loads, etc. click on the **OVERVIEW** button above **NAME ID** circled pink in the above picture. It should bring you to a screen that looks like the following:



This shows 4 different boxes of information. The top left box titled **ACCOUNT STATUS** is a summary of your accounts payable including invoices that have to be paid, etc. You can click on any of the listed items to view specifics, due dates, etc. The bottom left box titled **CONTRACTS** lists all current active contracts on your account. The bottom right box title **RECENT SHIPMENTS** has any recent loads from your account. The top right box titled **NEWS** will have any news items that we might post such as elevator closings, etc.

INVOICES

To look at your invoices, click on the **TRANSACTIONS** menu on the left circled in yellow in the picture below. Then click **INVOICES**. It should bring you to a page similar to the picture shown below:

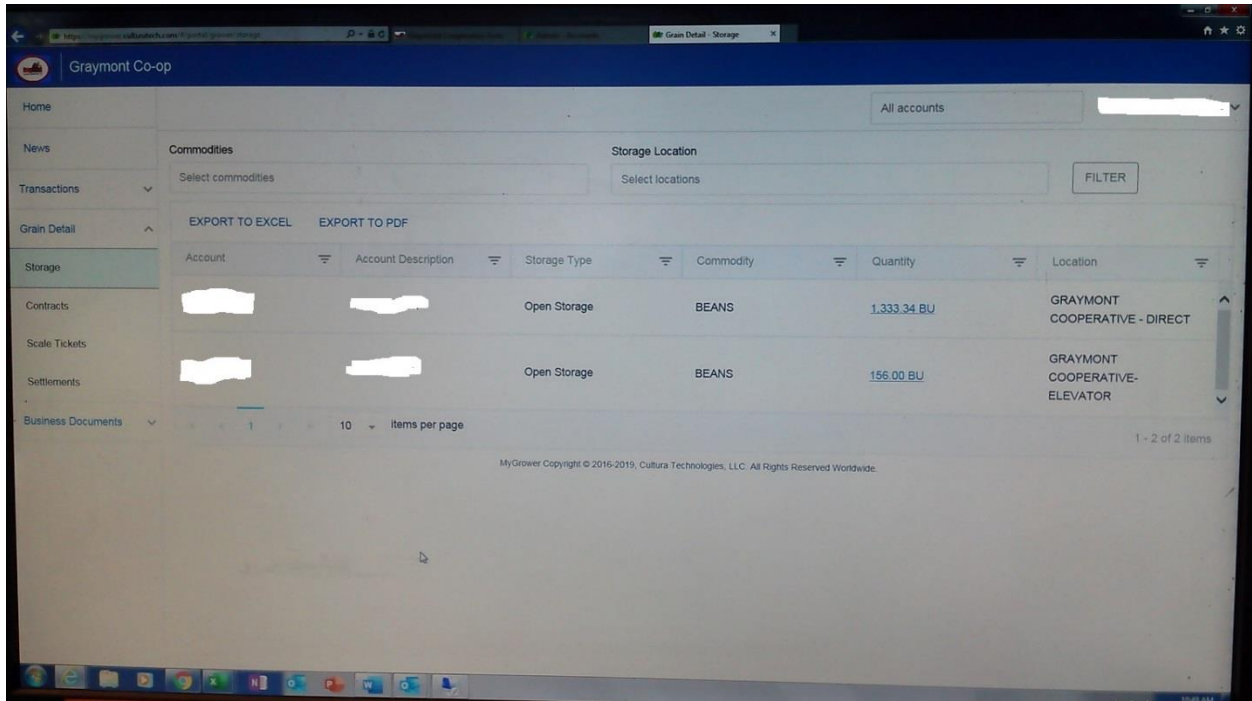


This will list any invoices you have on your account. You can search for older ones as well by changing the starting and ending dates in the boxes circled in green above. Then click search. To view any certain invoice, just click the **VIEW** button on the right of the invoice line as circled in orange. If you would like to export the list of invoices to a Microsoft Excel sheet or create a PDF of them, you can click those options as well listed under **START DATE** and circled in red above.

- **Note:** Each column of the invoice list can be filtered accordingly by clicking the upside down pyramid in that column heading. Those are circled in pink above.

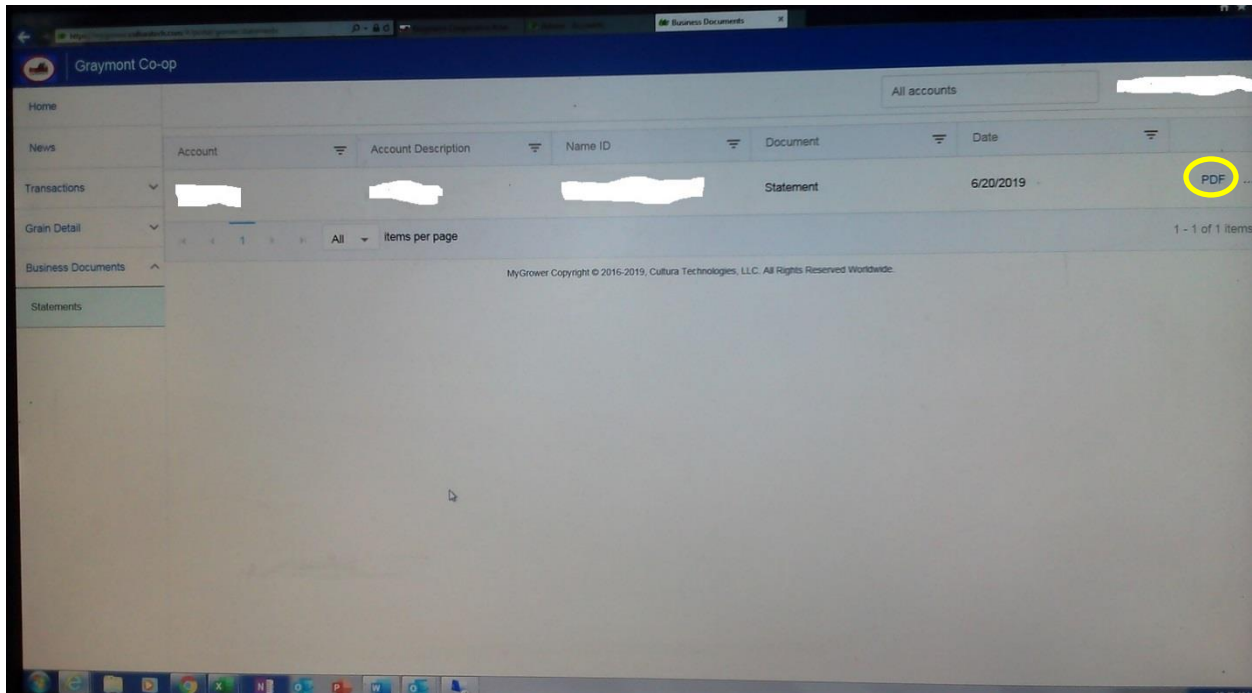
GRAIN INFORMATION

To view Grain information, click the **GRAIN DETAIL** menu on the left. It will drop down 4 more submenu options. They are pretty self explanatory by the titles. To view bushels, click on **STORAGE**. **CONTRACTS** gives all contracts as with the Overview page above. **SCALE TICKETS** and **SETTLEMENTS** allows you to view each of those items as well. As with the other information like Invoices, you can filter and customize these as well by Name ID, dates, commodity, etc.



BUSINESS DOCUMENTS

By clicking on the **BUSINESS DOCUMENTS** menu on the left, you can view any statements your account might have. Clicking on the submenu will bring up a page that looks like this:



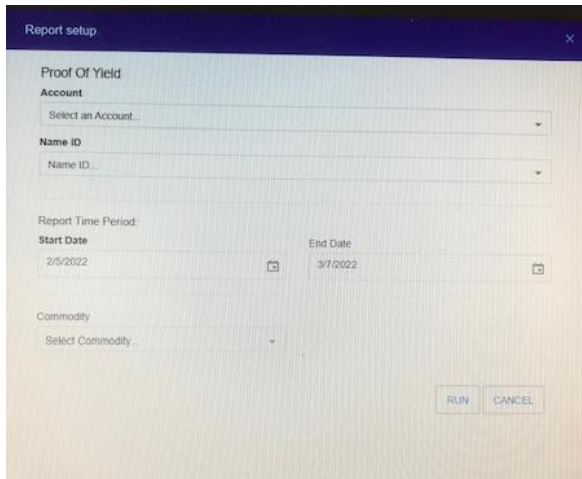
It will list any statements due on your account. To view an actual statement, click the **PDF** option on the right, circled in yellow above. Depending on your computer's security settings, it may ask for permission to open the PDF. Click to allow it to pop up. It should create an actual monthly statement with all of the invoices on your account listed with the amount payable.

REPORTS

We have 2 different reports to utilize. Proof of Yield reports break down a farm in a set date parameter along with bushels and grades. This is similar to a delivery sheet. A Ticket Ownership Report is total production bushels for a person's account. It is then broken down into subtotals by farm and commodity. This is handy for figuring up total production for the year such as tax preparations.

To create these reports, click on the "Business Documents" menu on the left of the screen and click on Reports. The two options will come up and the screen. Click "Run Report" on the right for the one you want.

PROOF OF YIELD REPORT



Account: click yours from dropdown box

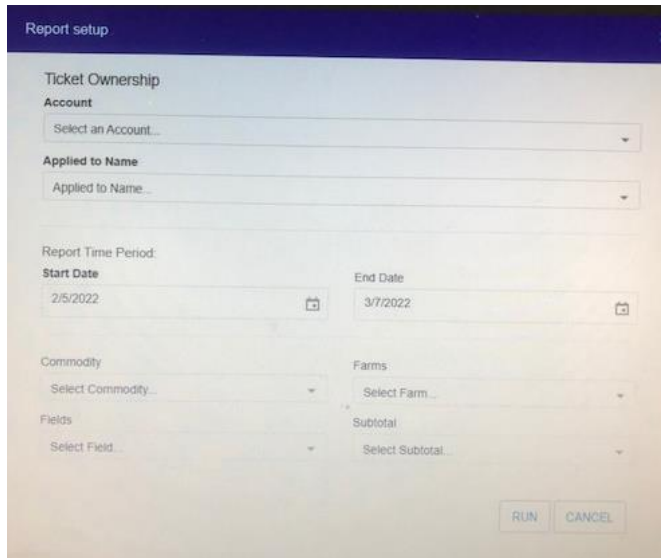
Name ID: click on the actual field name you want

Report Time Period: set date parameters

Commodity: select either corn or beans

When you have these parameters set, click the Run button to populate your report

TICKET OWNERSHIP REPORT



Account: click yours from dropdown box

Applied to Name: click your Acct ID number

Report Time Period: set date parameters

Commodity: select either corn or beans

*Leave all other fields alone

After getting parameters set, click the Run button to populate your report. Each Report will pop up as a PDF file version of it.

If you have any questions about anything, you can email or call Brad Follmer at the following:

bfollmer@gcacoop.com

815-854-2444