

Instructions on Viewing Your Account Information from our Website

Your Coop has added a *new*, exciting feature that allows you to view your account information right from your own computer at home. All you need to start using this product is a computer that has access to the Internet. After your computer is connected to the Internet, go to our website at www.dakotaqualitygraincooperative. Click on the Icon on our website that says “Account Information”.

To Setup your Account for the First Time:

If this is the **first time** you have signed on to view your Account Information, follow these steps.

Click on “**First Time Signon**”.

Account Authentication - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.agvantage.com/cgi/ummbra0.pgm?Z0lib=Y

Customize Links Free Hotmail Windows Marketplace Windows Media Windows CNN.com

AgVantage
Software Your Partner in Agri Business

Phone-507-282-6353
09/23/08 15:49:14

Account Authentication

- ◆ [First time signon](#) - First time users must use this option.
- ◆ [Forgot your password?](#)

Account ID:

Password:

Submit

Done

First time Sign On Continued:

First Time Signon - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.agvantage.com/CGIV65/UMMBRA0.PGM/input?ZOLIB=

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09/25/08 08:50:11

First Time Sign On

Account ID:

Password:

Password:

Federal Tax ID - last 4:

E-mail Address:

Submit

Done

Click in the "Account ID" field, and enter your Customer Account number that you can find on any monthly statement. Password field.

First Time Signon - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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First Time Sign On

Account ID:

Password:

Password:

Federal Tax ID - last 4:

E-mail Address:

Submit

Done

Enter a password in the first "Password" field. Your password can be whatever you want it to be. Make sure it is something you can remember. Your password must be at least 4 characters long, and no longer than 10 characters. You may not use spaces or any other characters other than numbers and letters.

Re-enter the same password in the second "Password" field using the same rules as the first one. Make sure you enter it exactly the same as you did in the first "Password" field.

First time Sign On Continued:

First Time Signon - Mozilla Firefox

http://www.agvantage.com/CGIV65/UUMBRA0.PGM/input?ZOLIB=

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09/25/08 08:50:11

First Time Signon

Account ID:

Password:

Password:

Federal Tax ID - last 4:

E-mail Address:

Submit

Done

Enter the last four digits of your Social Security number, or your Federal Tax ID number in the **"Federal Tax-ID – last 4"** field. For example, if your Social Security number is 123-45-6789, you would enter 6789 in this field.

First Time Signon - Mozilla Firefox

http://www.agvantage.com/CGIV65/UUMBRA0.PGM/input?ZOLIB=

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09/25/08 08:50:11

First Time Signon

Account ID:

Password:

Password:

Federal Tax ID - last 4:

E-mail Address:

Submit

Done

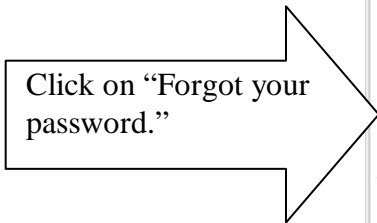
Enter your email address in the **"E-mail Address"** field. Make sure you use the appropriate symbols where needed. For example, johndoe@myfarmhouse.com.

When you get all the information in correctly, click the Submit button.

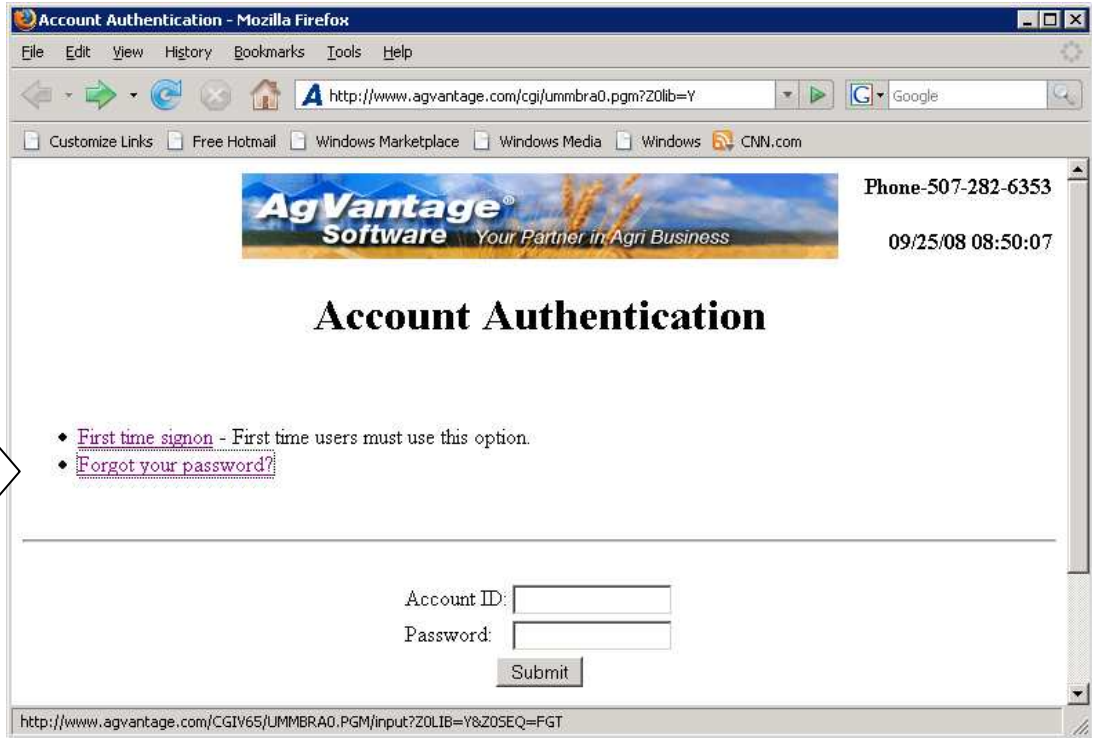
Note: If your Tax ID/SSN are incorrect or your Account ID is incorrect, you will get an error message indicating this. If this happens, you will need to call your coop.

Forgot your Password?

If you forgot your password after you have setup your account, all you need to do is click on “Forgot Your Password?” from any screen. An email will be sent to you containing your password.



Click on “Forgot your password.”



Enter your Account ID which is your customer number

To View Account Information:

After you have setup your account, you are ready to start viewing your coop's account information via the Internet. From the following screen, enter your **Account ID**, and the **Password** that you previously setup, and click the **Submit** button.

You should see a screen similar to this one:

116840
CARGILL
WILMAR, MN

Phone-507-282-6353
09/25/08 12:03:40

eAgVantage® Menu

Account Statement Year End Grain Contracts Patronage

Change Password Signoff

[Contact V65 AgVantage Software](#)

Click on "Account Statement" to view your statements

A Statement screen should look similar to this one:

116840
CARGILL
P O BOX 1748
WILMAR MN 56391

Phone-507-282-6353
09/25/08 12:08:37

Account Statement

Menu

Select the Year: 2008 Select the Month: SEP Refresh

INVOICE DUE IN 10 DAYS

INVOICE DUE IN 10 DAYS ACCOUNT STATEMENT 09/30/08						PAGE 1				
CARGILL P O BOX 1748 WILMAR MN 56391						Account Balance 5012.73				
						Pay This Amount 5012.73				
Invoice Date	Invoice Number	Quantity	UM	Description	Unit Price	Extended Amount	Charges	Payments	Balance	
				BALANCE FORWARD					5012.73	
CREDIT TERMS: Accounts are subject to a finance charge of 2.000% per month-Annual rate 24.0% on accounts NOT PAID by 10/31/08						AGED ANALYSIS OF BALANCE			Pay This Amount	
						1-30 Days	31-60 Days	61-90 Days	>90 Days	
						0.00	0.00	0.00	5012.73	5012.73

[View Statement using Adobe® Acrobat®](#)

Signing off of eAgVantage:

At the Main Menu, click Signoff see example below:



The following screen should appear once signed off:

