



Activating Your fmVendor Account

IMPORTANT: In order to receive funds, all Farmers must set up an online account.

- Setting up your account will allow you to download the fmVendor mobile app to accept payments electronically right at the market.
- Setting up your account will also allow funds to be deposited directly into your bank account, so it is important to complete this step even if you plan to mail your coupons in for processing.
- For assistance setting up your account, please call (607) 252-4866 or email support@fmvendor.com

fmVendor Account Activation Resource Guide

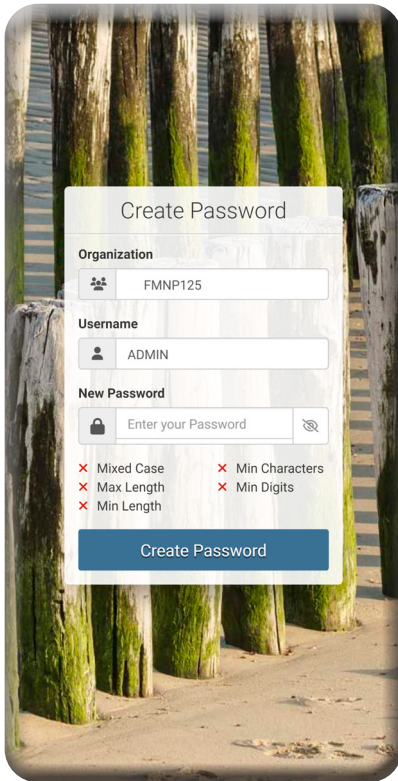
Follow these simple steps to set up your fmVendor account:

- 1** Open the email from MN FMNP fmVendor (notifications@fmvendor.com) then simply click on the Create Password link to reach your Account Activation page.
- 2** Next, create your password, enter it into the New Password field, and click the Create Password button. Now you will see that your password has been reset and you can login to your account by entering your new password. Please make note of your Org Name for future logins.
- 3** Next, complete your Farm Profile by entering the requested information into the blank fields that have not been auto-populated. When you have finished, click the “Save Profile and Continue” button.
- 4** Next, you will need to connect a bank account to receive direct deposits. Enter your Routing and Account number, both of which can be found on one of your personal or business checks. When you are finished, click the “Connect Bank Account” button.
- 5** After this step, your bank account information has been submitted. A small deposit will be made into your bank account in 1-3 business days. Once this occurs, you will need to enter the 4 digit verification code from the statement line of the deposit and click the Verify Account button to complete your bank account set-up. This is for your security to ensure money is deposited into the correct bank account.
- 6** You will now be able to select all the Farmer’s Markets that you participate in. These selections will become your “Assigned Markets” that you will be able to select from each time you use your mobile app.
- 7** Finally, you will be brought to your Farmer Dashboard and be directed to download the fmVendor mobile app. Just follow your standard App download process, login, and enjoy easy FMNP processing!

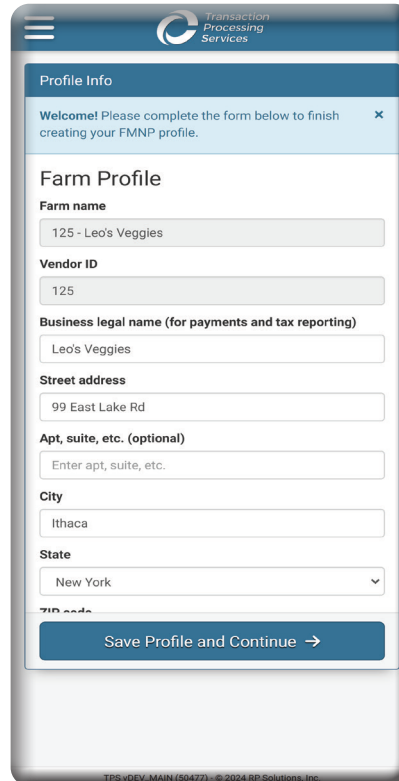
Please see the reverse side for a visual guide of these steps

A Visual Guide to Activating Your Account

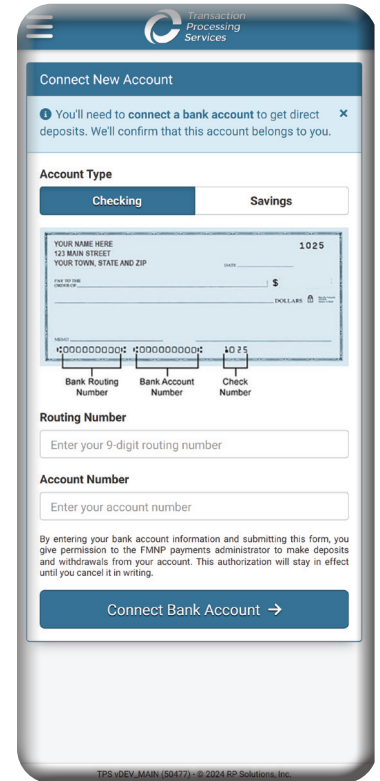
Enter Your Password



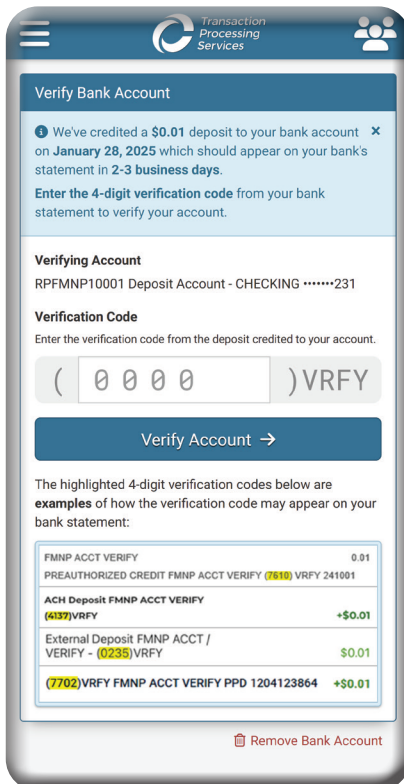
Complete Your Profile



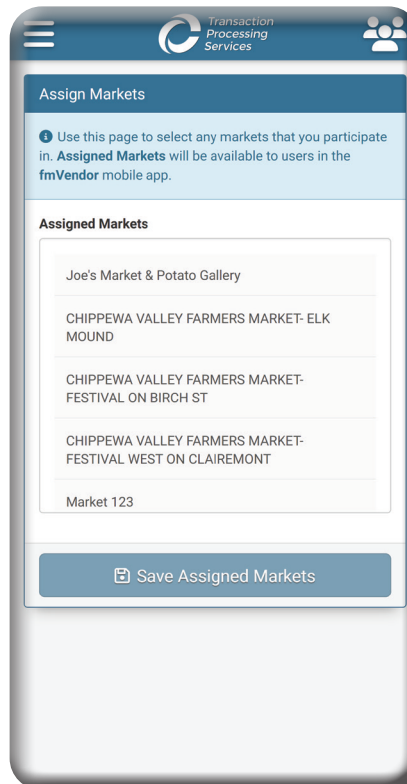
Enter Bank Account Info



Enter Verification Code



Select Your Markets



Download The Mobile App

