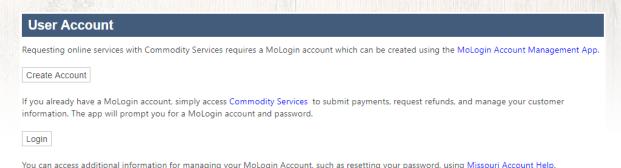
Create Your MO Login Account

Online Account Benefits:

- Non-expiring password
- You may report your purchases and pay your assessment online, avoiding late filing charges if filed and paid by the due date.
 - Online payment fees as low as 50 cents.
 - Go to website: https://apps.mda.mo.gov/Commoditycheckoff/MDA-Commodity-Merchandising
 - **9** Under the User Account Section, click "Create Account."

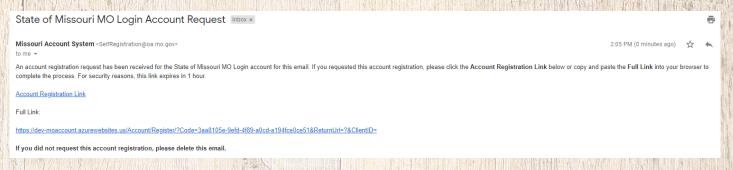


3. Enter email address currently used for Commodity Merchandising. Click "Request Account."



An email will be sent to the email address entered. Please open the email from the Missouri Account System. (This link will expire in 1 hour.)

The email will look similar to the following image. Click the "Account Registration" link or utilize the full link in the email.



You will be directed to a "Create Account" screen to create a new password. Please enter all information - "Middle Name" is not required. Once finished, click the "Create Account" button.



You will receive a message that says "Thank you" with a link to Return to Commodity Checkoff. You may select that link, or use the link in #1 above.

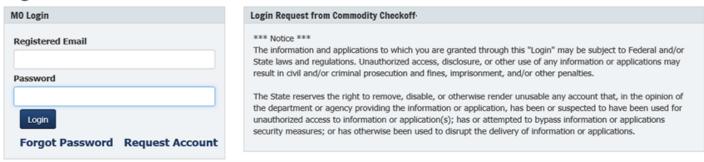
Thank you!

Your account was created for @gmail.com. To go back to where you started, click the link below.	Your account was created for	@gmail.com. To go back to where you started, click the link below.
---	------------------------------	--

Return to Commodity Checkoff-

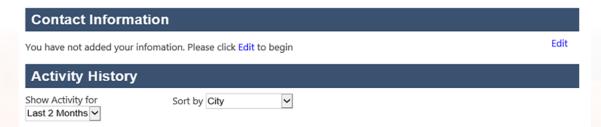
Renter your email and password, then click "Login."

Login



If this is a new account, click "Edit" on the "Account Summary" page. Enter your contact information, including email, then click "Save."

Account Summary



- Please contact Buffy, Carol or Joe at (573) 751-5633 so that we can assign the proper reporting forms to your account. Please contact with questions or account issues at the telephone number above or grain@mda.mo.gov.
- 11 For users updating their previous MOLogin account, you should proceed to "My Commodity Forms" and report as usual.

Commodity Checkoff Reporting:

- To report your checkoff remittance after your account is set up, go to https://apps.mda.

 mo.gov/Commoditycheckoff/MDA-Commodity-Merchandising and log in to your account.
- Report your collections on the form and it will automatically compute your remittance. You will have the option to pay online by electronic check (\$.50 charge per payment), by credit card (3% charge) or you may mail a check to the Department. Online payments are encouraged to avoid postage charges, transcription errors and potential late fees. If you are mailing a check, please print a copy of the Commodity Remittance Invoice report to mail with your check.

If you have questions, please contact MDA Commodity Services at (573) 751-5633 or grain@mda.mo.gov.

Late Fees:

Late fees are applied to commodity remittance payments made after the due date. Soybean payments are due on the last day of the month. Payments for corn, beef and sheep are due on the 15th day of the month.

Applying Open Credit to a Payment:

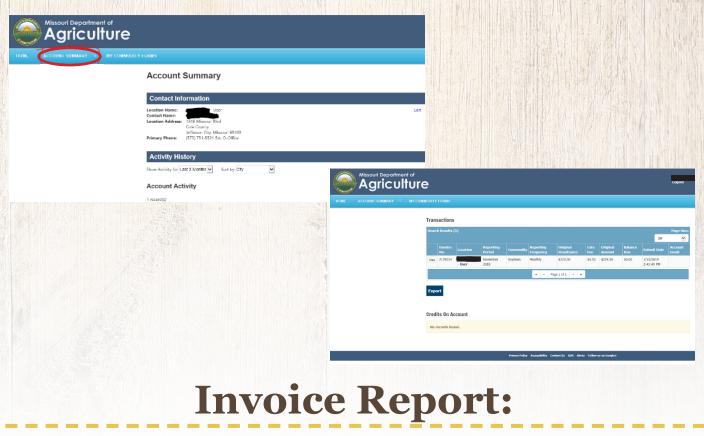
Any credits will be applied to your account automatically at the time a payment is made. Credits can only be applied to the commodity that generated the credit.

What to do When Over/Under Reported on Previous Remittance:

Changes can be made to past remittance reports. This will create either a credit or debit on your account. Contact MDA Commodity Services at (573) 751-5633 or grain@mda.mo.gov.

Transaction Report:

The transactions report can be found under the Account Summary menu. This report reflects the activity on your account.



An invoice can be obtained at the bottom of the Payment Summary page. If a manual payment is being made, please include a copy of the invoice with your payment.

