



PORK CHECKOFF ONLINE REMITTANCE USER GUIDE



Questions? Email ap@pork.org
Call 1.800.456.7675 ext. 2617



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Pork Checkoff Service Center **1.800.456.7675**

Table of Contents

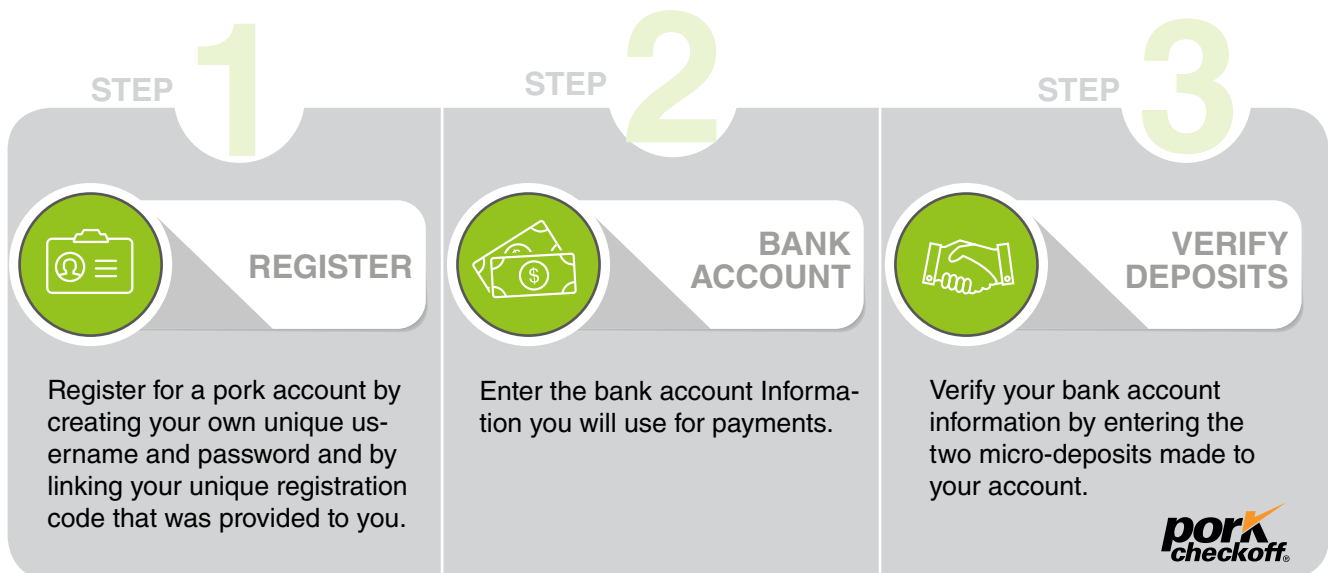
Account Set-Up	1
Accessing the Application	2
STEP 1: Registering for an Account	3
STEP 2: Setting up your Bank Account	5
STEP 3: Verify Deposits	7
SYSTEM OVERVIEW: Menu	10
Dashboard	10
Enter a New Investment Report	12
Confirm Report Screen	15
Payment Submitted Screen	17
Print Investment Report	18
Payment Processing	19
Request Access	20

YOU MUST HAVE A REGISTRATION CODE TO SET UP AN ACCOUNT

If you do not already have a registration code,
EMAIL: ap@pork.org Or CALL: (800) 456-7675, ext. 2617

Account Set-Up

You must complete the three account set-up activities* before you are able to remit your pork Checkoff payments online.



Until the three activities are complete, you will not be able to enter investment reports.



This entire process can take three to five days.

Please allow enough time to complete the activities to set up your account before the due date of your investment report.

*** Note: The three account set-up activities are a one time process, per user account.** Once you have created your account, with username and password, you will use this information to log into your account. Once you have successfully set up and verified your bank account, that account will be easily available for payments.



YOU MUST HAVE A REGISTRATION CODE TO SET UP AN ACCOUNT

If you do not already have a registration code,
EMAIL: ap@pork.org Or CALL: (800) 456-7675, ext. 2617

Accessing the Application

Website Location

First-time access with registration code: <http://paycheckoff.pork.org/register>

After you have successfully registered with your code, you will access the Checkoff Online Payment Application at <http://paycheckoff.pork.org> for all future payments.

Registering for an Account

The first step in setting up your account is registering for a username and password in the National Pork Board single sign-on system. You already may have set up an account if you have ever utilized any of Pork Checkoff online tools or websites that require a secure login.

If you have never registered with the National Pork Board, you will click the **Register** button in the **Need Help?** box.

Log in

* Username

* Password

Login

Need Help?

Register if you don't have a Pork.org account.

Retrieve your username if you've forgotten it.

Reset your password if you've forgotten it.



Log in

The 'Log in' form contains two input fields: '* Username' and '* Password'. To the right is a 'Need Help?' box with three links: 'Register' (with subtext 'if you don't have a Pork.org account'), 'Retrieve' (with subtext 'your username if you've forgotten it'), and 'Reset' (with subtext 'your password if you've forgotten it'). A blue 'Login' button is positioned below the password field. Three green arrows point from the 'Login' button towards the 'Need Help?' box.

If you **HAVE** registered for a username and password with the National Pork Board, you can skip to the next step, which is **Using your Company Code**.

If you have registered for a username and password with the National Pork Board in the past, but you **do not remember your username or password**, you can use the other links in the **Need Help?** box to retrieve your username or to reset your password.



When you register for a National Pork Board user account, you will be required to create your own unique username and password and to enter your profile information.

Passwords must meet the following requirements:

- At least one letter
- At least one number
- At least one special character:
!@#%*&

Create a New Pork.org Account

The 'Create a New Pork.org Account' form is divided into two sections: 'Account Information' and 'Name & Address Information'.
 'Account Information' includes fields for: * Username, * Email Address, Confirm Email Address, * Password, Confirm Password, and a checkbox for 'Have you previously certified?' with 'Yes' and 'No' options.
 'Name & Address Information' includes: a 'Prefix' dropdown menu, * First Name, Middle Name, * Last Name, Suffix, * Date of Birth (MM/DD/YYYY), * Country (United States), * Address 1, Address 2, * City, * State/Province (dropdown), * Zip Code, and Home Phone Number.

Set your own username and password.

Enter your contact information.



Once you click **Register**, you will be taken to the **Enter Registration Code** screen.

1. Enter the unique **registration code** provided to you by the National Pork Board.
2. Click **Verify**.

Pay Checkoff - Enter Registration Code

A screenshot of the 'Company Registration' screen. The title is 'Company Registration'. Below it is the instruction: 'Enter the provided Registration Code to setup your company in the system.' There is a text input field labeled 'Registration Code' containing the text '638RDUP'. A yellow callout bubble with the number '1' points to the input field. At the bottom right, there is a link 'Already registered?' followed by two buttons: 'Return to Dashboard' (orange) and 'Verify' (blue). A yellow callout bubble with the number '2' points to the 'Verify' button. Two green arrows point from the top right towards the input field and the 'Verify' button.

Note: The registration code entry is a one-time process.

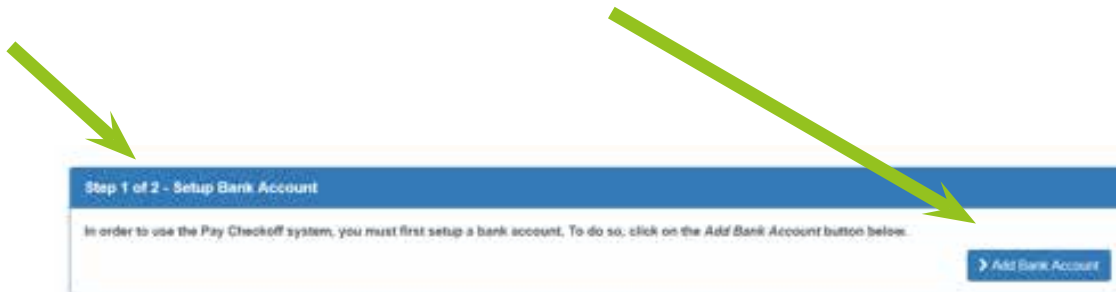
Once you have used your code to register, it cannot be used again.

If you require additional user accounts for your company, please send an email requesting additional user accounts to ap@pork.org.



Setting Up Your Bank Account

In order to use the Pay Checkoff system, you must first set up a bank account. You will see your company name and identifier on the **Getting Started** screen. Click the blue **Add Bank Account** button.





Next, add your bank account information and click the **Add Bank Account** button:

- **Account Name:** A unique name that you create that helps you identify the bank account
- **Account Type:** Either checking or savings accounts are accepted
- **Routing/ABA Number:** The routing number for your account
- **Account Number:** The account number for your account
- **Confirm Authorized Name:** You must type your name exactly the way it appears in the Authorized Name field above it, including capitalization, spacing and punctuation.

Click **Add Bank Account** when done.

A screenshot of a web form titled "Bank Account Information". At the top, there is a note: "Note: We do not store your bank account information. We interact with an ACH service provider to process transactions on our behalf. Any information we receive from the ACH provider is stored securely in the system." Below this, it says "To add a bank account, please provide the following information:". The form contains several input fields: "NAME ADDRESS CITY STATE ZIP" (with "0123" in the ZIP field), "CITY STATE ZIP" (with "012345678" in the ZIP field), "PAY TO THE ORDER OF" (with "\$" to its right), "BANK NAME ADDRESS CITY STATE ZIP", "ROUTING NUMBER" (with "000123456789" in the field), and "ACCOUNT NUMBER" (with "0123" in the field). Below these fields, there is a section for "Fields denoted with * are required." with the following fields: "* Account Name" (with "Main Checking Account" in the field), "* Account Type" (with a dropdown menu showing "Checking"), "Routing/ABA Number" (with "11000000"), "Confirm Routing/ABA Number" (with "11000000"), "* Account Number" (with "000123456789"), and "* Confirm Account Number" (with "000123456789"). At the bottom of the form, there are two more fields: "Authorized Name" (with "Test Student" in the field) and "* Confirm Authorized Name" (with "Test Student" in the field). A blue button labeled "Add Bank Account" is located at the bottom right of the form. Several green arrows point to the fields: five arrows point to the Account Name, Account Type, Routing/ABA Number, Confirm Routing/ABA Number, and Account Number fields; one arrow points to the Confirm Account Number field; and one arrow points to the Add Bank Account button.



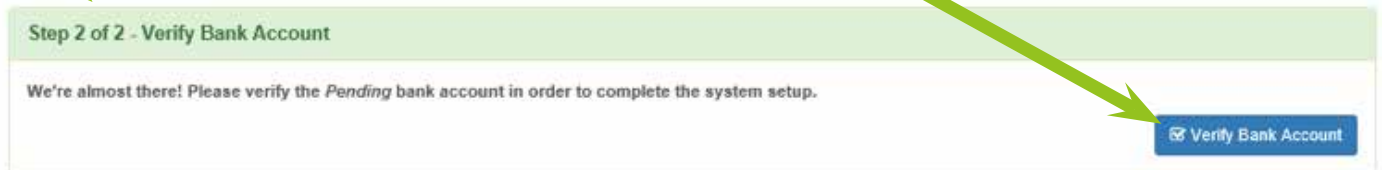
Verify Deposits

Verifying your bank account is the last step in setting up your bank account to make ACH payments to the National Pork Board for Pork Checkoff remittance.

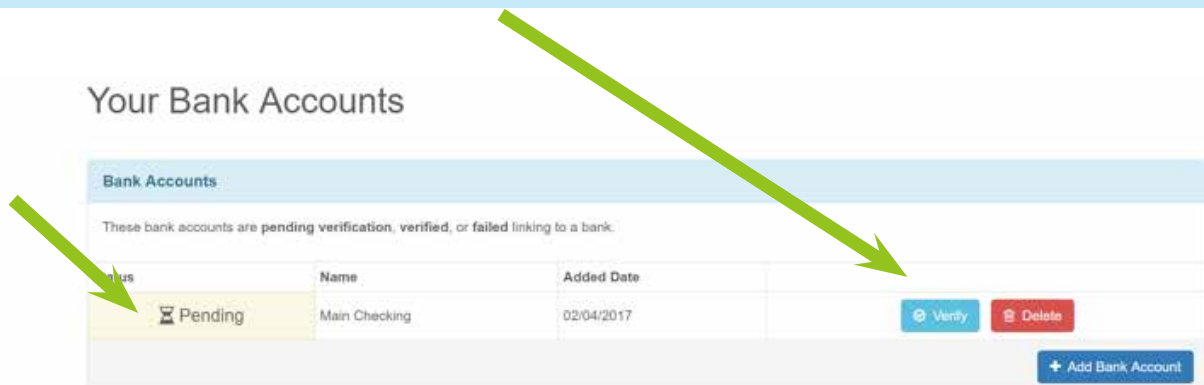
Within three to five days from when you add your bank account, you will receive two micro-deposits to your account (less than \$1). You must take note of the EXACT AMOUNTS deposited to your account and verify the two amounts within the online payment system.

Once you see the micro deposits in your bank account and have noted the amounts, return to the <https://paycheckoff.pork.org> site to verify the amounts.

To begin the verification process, click the **Verify Bank Account** button.



On the next screen, you will see a list of the bank accounts that are pending verification. Click the **Verify** button next to the account you are ready to verify.





Now enter the two amounts that were deposited into your account as two digits without decimals or dollar signs. It does not matter in which order the deposits are entered just as long as they are an exact match to the amounts deposited to your account.

Once the amounts are entered, click the **Verify Bank Account** button.

Verify Bank Account

Bank Account Information - Main Checking Account

To verify the bank account, please provide the micro deposit amount that was made into the account.
Fields denoted with * are required.

Account Name: Main Checking Account

Account Type: Checking

* Deposit Amount 1: \$ 0. 32


* Deposit Amount 2: \$ 0. 45

Cancel Verify Bank Account



Your bank account status will be **Verified** once you have entered the correct amounts.

Your Bank Accounts



Bank Accounts			
These bank accounts are pending verification, verified, or failed linking to a bank.			
Status	Name	Added Date	
✔ Verified	Main Checking	02/04/2017	Delete
			+ Add Bank Account

Adding Additional Bank Accounts

You can add as many bank accounts (checking or savings) as you would like to your account. To do this, repeat the add bank account and validate bank account steps for each account.

You are now ready to enter your Investment Report.




The bank account verification is a one-time process per account.

As long as your bank account is active and you have completed the above steps, your bank account will be available as a payment method for future payments.

System Overview

Menu



Dashboard	New Report	Bank Account	Request Access	Report Search
Return to the dashboard at any time.	Enter a new investment report and submit.	Manage your bank accounts.	Request additional account access.	Search your investment reports.

Dashboard

Once you have at least one verified bank account added to your account, you will see information displayed on your dashboard. Initially, you should see your payment history in the **Paper Reports** section. As you enter online reports and payments, the **Online Reports** section of your dashboard will reflect that data.



Create A New Report

To start a new Checkoff Report, use the button below.

Start New Report

System Overview

Dashboard continued

In Progress Online Reports

You can fully edit these reports. Please note these reports are not **submitted** in the system.

Payment Number	Period From	Period To	Amount	
1122	No Date Set	No Date Set	No Amount Specified	Actions -
1127	No Date Set	No Date Set	No Amount Specified	Actions -



The **In Progress Online Reports** section displays your investment reports that are in progress. You can use this section to access reports multiple times before you submit them.

Online Reports

These reports have been entered but they are in **Payment Pending**, **Payment Cleared**, or **Payment Failed** processing status from the bank.

Payment Number	Status	Period From	Period To	Postmark Date	Amount	
1114	Payment Pending	01/01/2017	01/31/2017	02/04/2017	\$0.05	Investment Report

Paper Reports

These reports have been processed via a paper form. If you have specific inquiries, please contact the Accounting Department.

Payment Number	Status	Period From	Period To	Postmark Date	Amount
7119	Payment	04/01/2016	06/30/2016	08/27/2016	\$52.54
7007	Payment	01/01/2016	03/31/2016	06/29/2016	\$81.73
6729	Payment	10/01/2015	12/31/2015	02/27/2016	\$65.99
6366	Payment	07/01/2015	09/30/2015	10/15/2015	\$72.58
6099	Payment	04/01/2015	06/30/2015	06/30/2015	\$70.48
5978	Payment	01/01/2015	03/31/2015	04/23/2015	\$0.00
5892	Payment	01/01/2015	03/31/2015	04/23/2015	\$83.51
5715	Payment	10/01/2014	12/31/2014	01/03/2015	\$73.13
5514	Payment	07/01/2013	09/30/2013	10/08/2014	\$406.44
5089	Payment	10/01/2013	12/31/2013	04/05/2014	\$102.05
4526	Payment	01/01/2013	03/31/2013	08/20/2013	\$169.49
4030	Payment	10/01/2012	12/31/2012	01/15/2013	\$94.48
3841	Payment	07/01/2012	09/30/2012	10/05/2012	\$56.70

System Overview

Enter a New Investment Report

Click the **Start New Report** button to enter a new investment report.



Enter the **Period Begin Date**. The **Period End Date** will auto-complete with the last day of the month based on your begin date. You can adjust the end date if you wish.



Once you have the correct values in the begin and end date fields, click the blue **Enter Report** button.

A screenshot of a web form for entering a report. The form is divided into several sections. The top section is 'Account Information' with fields for 'Account Number: 21667 1' and 'Name: Network Air Test'. To the right of this section is a 'NOTE' about discrimination. Below the account information is the 'Period Covered' section, which includes a note: 'Your Period End is calculated from the selected Period Begin Date.' There are three input fields: 'Period Type' (empty), 'Period Begin' (containing '01/01/2017'), and 'Period End' (containing '01/31/2017'). A green arrow points to the 'Period End' field. At the bottom of the form, there is a note: 'Please note the Report Due Date is 15 days after period end date.' and two buttons: 'Back to Dashboard' and 'Enter Report'. A green arrow points to the 'Enter Report' button.

System Overview

Now you can begin entering each detailed line item of your investment report by filling out the following information and then by clicking **Add Line** for each item detail.

- **Type** –
Market Hog/CullSows/Boars
Feeder/Isowean/Pig
Seedstock

The image shows a dropdown menu titled 'Type'. The menu is open, displaying three options: 'Market Hog/Cull Sows/Boars', 'Feeder/Isowean/Pig', and 'Seedstock'. The first option is highlighted in blue.

- **State of Origin** – Choose the state from the drop-down of all states
- **Number of Hogs** – Enter the numeric value for the number of pigs
- **Gross Market Value** – Enter the gross market value received for the number of pigs
- **Promotion Assessment** – This will automatically calculate as the value you entered for *gross market value* X .0040. If needed, you can update the assessment amount to reflect the actual promotion assessment.

The image shows a screenshot of the 'Add Investment Entry' form. The form has a blue header and a white body. It contains several fields and buttons. Green arrows point to the following fields: 'Type' (set to 'Feeder/Isowean/Pig'), 'State of Origin' (set to 'Iowa'), 'Number of Hogs' (set to '8500'), 'Gross Market Value (X .0040)' (set to '\$ 9000'), and 'Promotion Assessment' (set to '\$ 360.00'). At the bottom right, there are two buttons: 'Edit Period Date' and 'Add Line'.

System Overview

Add as many lines as you need to represent your full investment report.

Once you have all the line items added to the investment report, click the **Confirm Report** button.



If you make a mistake, you can place a check mark by the incorrect line item(s) and remove it by clicking the **Remove Items** button.

Add Investment Entry

You have specified the following Period for your report:

Period Begin	Period Begin
01/01/2017	01/31/2017

Please select the type of investment you wish to report by using the fields below:

Type	State of Origin	Number of Hogs	Gross Market Value (X .0040)	Promotion Assessment
-- Select Type --	-- Select State --	Number of Hogs	\$ Gross Market Value	\$ Assessment Value

[Edit Period Date](#) [Add Line](#)

Current Investments

The Investment Report items below represent your current report and payment amount.

Type	State of Origin	Number of Hogs	Gross Market Value	Promotion Assessment
<input type="checkbox"/> Feeder	IA	9,500	\$0,000.00	\$390.00
<input type="checkbox"/> Seedstock	AR	8,412	\$0,000.00	\$300.00
		16,912	\$180,000.00	\$720.00

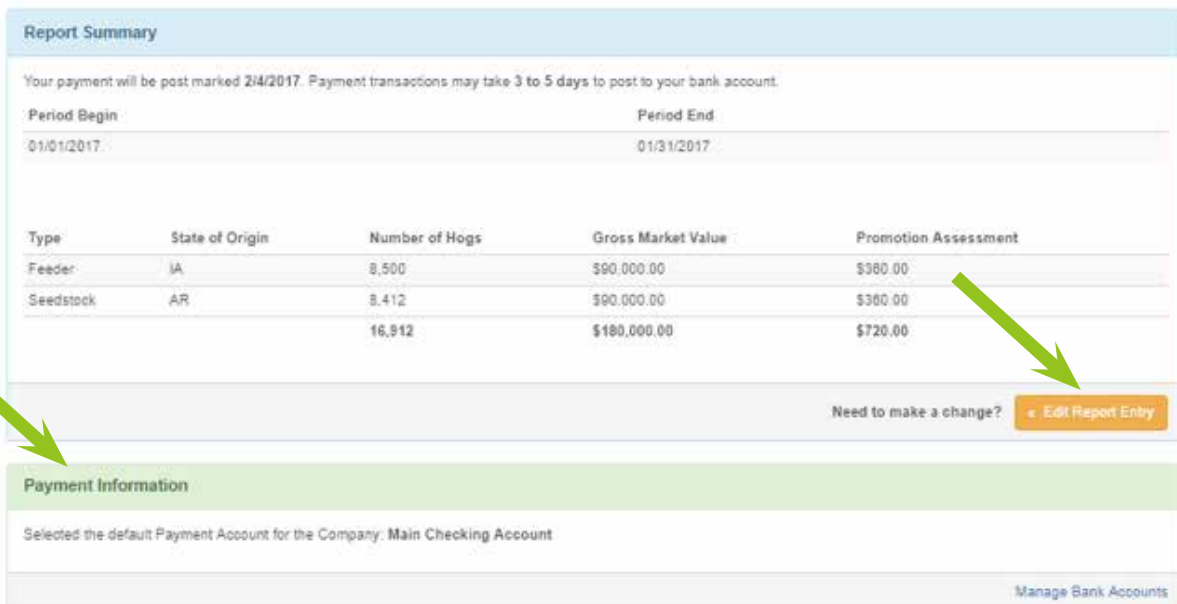
[Remove Items](#) Confirming will NOT submit your report for processing. [Confirm Report](#)

System Overview

Confirm Report Screen

The **Confirm Report** screen allows you to confirm the amounts that you entered. If you need to go back to make changes, click the orange **Edit Report Entry** button.

Your payment information will display in the middle green area, which is titled **Payment Information**. If you have multiple verified bank accounts, they will be displayed here for you to choose. If you only have one bank account, it will automatically be selected.



Report Summary

Your payment will be post marked 2/4/2017. Payment transactions may take 3 to 5 days to post to your bank account.

Period Begin	Period End
01/01/2017	01/31/2017

Type	State of Origin	Number of Hogs	Gross Market Value	Promotion Assessment
Feeder	IA	8,500	\$90,000.00	\$380.00
Seedstock	AR	8,412	\$90,000.00	\$360.00
		16,912	\$180,000.00	\$720.00

Need to make a change? [Edit Report Entry](#)

Payment Information

Selected the default Payment Account for the Company: Main Checking Account

[Manage Bank Accounts](#)

System Overview

To submit your payment for processing, enter your name in the **Confirm Name** text box. It must exactly match what is in the **Submitter Name** text box. Click the blue **Submit Payment** button when you are ready to initiate the ACH withdrawal from your bank account.

Payment Confirmation

The National Pork Board requires that you certify your payment by submitting an electronic signature. To certify your payment, read the following text and provide an electronic signature by typing your name, and then clicking **Submit Payment**.

To submit your Pork Promotion Investment Report, sign your name by typing it (exactly as it appears in our system) in the box below and click "Submit Payment". Use of your Username and Password on this website will authenticate you. By electronically signing and clicking "Submit Payment," (i) you certify, under penalty by law, that the information entered in the Pork Promotion Investment Report is true and accurate, (ii) you authorize and instruct the National Pork Board to initiate a debit in the amount of the total Promotion Assessment to the bank account you selected as the payment method, and (iii) you represent and warrant to the National Pork Board that you are authorized to make the requested debit. Your payment instruction is irrevocable and you may not be able to cancel or modify it after you submit. Contact Checkoff Administrator at 1-800-456-7875, between 8:00 am - 5:00 pm CST, Monday through Friday, with any questions regarding your payment.

After you submit, you will see a confirmation screen. Please print and retain a copy of the confirmation and this authorization for your files.

Submitter Name:

Confirm Name:

Your payment will be post marked 2/4/2017. Payment transactions may take 3 to 5 days to post to your bank account.

[Back To Dashboard](#) [Submit Payment](#)

System Overview

Payment Submitted Screen

Once you submit your payment, you will see the **Payment Submitted** screen.

This screen allows you to see the exact information that was submitted with your payment, as well as allows access to print your investment report.

Report Summary


Your payment submission reflects the following information. Please note that a payment is not submitted until your payment clears. You will be notified when the payment is fully processed.

Payment Date	Period Begin	Period End
02/04/2017	01/01/2017	01/31/2017

Type	State of Origin	Number of Hogs	Gross Market Value	Promotion Assessment
Feeder	IA	8,500	\$90,000.00	\$380.00
Seedstock	AR	8,412	\$90,000.00	\$380.00
		16,912	\$180,000.00	\$720.00

Status(3-5 business days to clear)	Transaction Amount
Pending	\$720.00

Do to Dashboard
Print Investment Report



Clicking the **Print Investment Report** button will open a new tab/window to display the report.

System Overview

Print Investment Report

You can view the investment report, which is the online representation of the paper form you may have filled out in the past. To print the report, click the **Print** button at the top right side of the form.



Close the tab/window when you are finished with the report, or click the **Dashboard** link to return to your dashboard.

The screenshot shows the 'PORK PROMOTION INVESTMENT REPORT' form. A green arrow points to a 'Print' button in the top right corner. The form includes sections for account information, feeder/sow/ewe/pig investment, and seedstock investment. At the bottom, there are fields for 'PERIOD COVERED' and 'TOTAL AMOUNT OF CHECK'.

ACCOUNT INFORMATION CHECK IF ADDRESS CHANGED: _____

ACCT#	NAME	ADDRESS	CITY	STATE, ZIP	PHONE

FEEDER/SOW/WEAN/PIG INVESTMENT

State Of Origin	Number of Hogs (HDI)	Gross Market Value (i.e. \$/HD of Hogs)	Promotion Assessment
IL	6,500	\$ 60,000.00	\$ 60.00
	6,500	\$ 60,000.00	\$ 60.00

SEEDSTOCK INVESTMENT

State Of Origin	Number of Hogs (HDI)	Gross Market Value (i.e. \$/HD of Hogs)	Promotion Assessment
AR	8,412	\$ 60,000.00	\$ 60.00
	8,412	\$ 60,000.00	\$ 60.00

DUE: 15 DAYS AFTER PERIOD ENDING DATE!
1.5% LATE CHARGE PER MONTH WILL BE BILLED

MONTHLY REPORTING REQUIRED ON ASSESSMENTS OF \$25 PER MONTH. ASSESSMENTS LESS THAN \$25 DURING EACH MONTH OF A QUARTER MAY BE REPORTED QUARTERLY.

PERIOD COVERED: 01/01/2017 (1/1/2017/year) THROUGH: 01/01/2017 (1/1/2017/year)

TOTAL AMOUNT OF CHECK: \$ 120.00

I hereby certify under penalty of law that the information contained in this investment Report is true and accurate.

Investor Signature: _____ Date: _____

DO NOT MAIL THIS FORM
#67014-0020

System Overview

Payment Processing

Once you have submitted your payment, the payment will be displayed as **Payment Pending** on your dashboard. When your payment has cleared, the status will change to **Payment Cleared** on your dashboard.

Create A New Report

To start a new Checkoff Report, use the button below.

[Start New Report](#)

Online Reports

These reports have been entered but they are in Payment Pending, Payment Cleared, or Payment Failed processing status from the bank.

Payment Number	Status	Period From	Period To	Postmark Date	Amount	
1129	Payment Pending	01/01/2017	01/31/2017	02/04/2017	\$315,915.15	Investment Report
1128	Payment Cleared	01/01/2017	01/31/2017	02/04/2017	\$720.00	Investment Report

System Overview

Request Access

If you need additional people to have access to your company's Checkoff Online Payments system, you can request access through the **Request Access** screen. With this feature, you can have additional types of users that allow you to manage internal controls. For example, you can have a user that enters the assessments and a second user verify and apply the payment.

Types of users:

1. Super Administrator – This is the default user type and has full access to manage the company account including: add bank accounts, submit assessment reports, apply payments, and manage users.
2. Submit Payment – This user can submit the assessment report and apply a payment.
3. Search Entry – This user can only view previously submitted reports for your company.
4. Data Entry – This user can enter the assessment information that creates the monthly report for a Submit Payment or Super Administrator to submit the report and apply the payment.

Adding users to your Company record:

FIRST – The user should register for a Pork Account.

- To do this, the user should go to: <http://paycheckoff.pork.org> and click the **Register** button in the **Need Help?** box on the right side.
- Follow the steps in the **Register for an Account, STEP 1**, section of the document.

SECOND – Use the “Request Access” menu to identify the username and the permission level of the individual to be added to the company account.



Users will not be able to use the same company code as the initial user used. Once they have registered, you can enter the username they created in the **Request Access** form **User** field, and the Pork Board accounting team will connect their account to your company account with the permission that you designate.

Request Additional Access

To request additional access please enter the username you would like to add access and select the role they will have. If the user is not signed up, you can direct them to signup here - [Register for Pork.org account](#). For further questions please contact Checkoff Administrator at 1-800-465-7675, between 8:00 am - 5:00 pm CST, Monday through Friday for help.

Permission

User