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Change & Decision Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Changed By</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/4/17</td>
<td>SMH</td>
<td>Initial draft</td>
</tr>
<tr>
<td>10/04/17</td>
<td>LW</td>
<td>Changed contact email to <a href="mailto:paycheckoff@pork.org">paycheckoff@pork.org</a> from <a href="mailto:ap@pork.org">ap@pork.org</a>. Reformatted titles and notes.</td>
</tr>
<tr>
<td>02/28/18</td>
<td>LW</td>
<td>Updated screen shots and instructions to new format.</td>
</tr>
<tr>
<td>04/11/18</td>
<td>LW</td>
<td>Removed section stating that a bank account must be set up prior to using Checkoff</td>
</tr>
<tr>
<td>10/4/19</td>
<td>AG</td>
<td>Update Website address and screen shots to current website format.</td>
</tr>
</tbody>
</table>
**Accessing the Application and Pay Checkoff**

Please go to [http://pork.org/pay](http://pork.org/pay) to get registered for the first time with your registration code AND for all future reports and payments.

**Registering for an Account - Step #1**

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 may have already set up an account if you have ever utilized any of our online tools or websites that require a secure login.

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 reset your password.

### Login Screen: Login with Credentials

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

### Login screen: Register

**Note**

If you already have a pork.org account set up, you can log in and skip to Using Your Registration Code – Step #2.
When you register for a National Pork Board user account, you will be required to create your own unique username and password and enter your profile information. Passwords must meet the following requirements:

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

**Register for New Account form**

The registration code entry is a onetime process. Once you have used your code to register, it cannot be used again. If you require additional user accounts for your account, please send an email requesting additional user accounts to paycheckoff@pork.org.

Once you click “Register” you will be taken to the Enter Registration Code screen.
Using Your Registration Code – Step #2

**Company Setup**

A Company Registration Code will be provided by Checkoff staff.

Enter the unique registration code provided to you by the National Pork Board.

**Company Setup: Add Company**

Pay Checkoff - Enter Registration Code

Click “Verify Code”.

**Company Setup: Select Company to Add**

Pay Checkoff - Company Selection

Select the Reporting Company using the drop down menu and click “Select Company”.

Company Setup: Welcome screen

Test August 2017 (21671 6) - Getting Started

Step 1 of 2 - Checkoff Overview

Welcome to Pay Checkoff!

Click “Continue”.

Company Setup: Verify/ Update Company Address

Test August 2017 (21671 6) - Getting Started

Step 2 of 2 - Verify Company Address

Your Company Information
Please verify the following company address information we have in our system. If you need to update the address, use the Update Address button.

Address: 1776 NW 114th St
Address 2: 
City: Des Moines
State: IA
Zip: 50325

Review the address.
- If it needs to be changed, click the “Update Address” button.
Company Setup: Update Address
Test August 2017 (21671 6) - Company Setup

Update Company Address
Please provide the updated company address using the fields below:

- Address: 1776 NW 114th St
- Address 2:
- City: Des Moines
- State: Iowa
- Zip: 50325

- Click “Save Company” to continue.
- If the address is correct, click the “Address is Valid” button to continue.

Your Dashboard will appear with a message suggesting setting up a bank account to pay online.

**Setting up your Bank Account – Step #3**

If you are going to be sending in a paper check with a check stub, you can skip to “Entering Your Investment Report – Step #4”

**Setup Bank Account**

To setup a bank account, click “Bank Accounts” at the top of the page.

**SETUP A BANK ACCOUNT NOW TO PAY ONLINE!**
(2-3 Days to complete setup with micro deposit verification)

Bank Accounts screen
Your Bank Accounts

No Bank Accounts
You currently do not have any bank account(s) linked to Checkoff Payments. If you want to add a new account, click the button below or use the navigation menu above.
Click “Add Bank Account”.

Add the bank account information as described below.

- **Account Name**: Is 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
- **Confirm Routing/ABA Number**: Confirm the number by reentering the number
- **Account Number**: The account number for your account
- **Confirm Account Number**: Confirm the number by reentering the number
- **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 the “Add Bank Account” button.

The new bank account will appear in the Bank Accounts list as shown below.

Click “Verify” to continue.
Verifying Your Bank Account

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

Within 3 to 5 days from when you add your bank account, you will receive two micro-deposits in your account (less than $1). You must take note of the exact amounts deposited to your account and verify those two amounts within the online payment system.

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

To begin the verification process, click the “Verify Bank Account” blue 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.

Bank Accounts table

Your Bank Accounts

<table>
<thead>
<tr>
<th>Bank Accounts</th>
<th>Status</th>
<th>Name</th>
<th>Added Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pending</td>
<td>Test1</td>
<td>04/17/2018</td>
</tr>
</tbody>
</table>

You will now enter the two amounts that were deposited into your account. It does not matter 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.

- Example – Verification Amounts:
  - $0.32
  - $0.45

Verify Bank Account
Your bank account status will be “Verified” once you have entered the correct amounts.

**Bank Accounts table**

Your Bank Accounts

<table>
<thead>
<tr>
<th>Bank Accounts</th>
<th>Status</th>
<th>Name</th>
<th>Added Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>@ Verified</td>
<td>Test1</td>
<td>04/17/2018</td>
</tr>
</tbody>
</table>

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

You are now ready to enter your Investment Report!

**Note**

The bank account verification is a onetime process per account. As long as your bank account is active, and you have complete the above steps, your bank account will be available as a payment method for future payments.
Entering Your Investment Report – Step #4

Dashboard
The Dashboard is your home page for your online Checkoff management. You will see your payment history in the “Current Reports” section. As you enter online reports and payments, the “Current Reports” section of your dashboard will reflect that data. 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.

Dashboard Example
Test August 2017 (21671 6) - Checkoff Reports

New Checkoff Report
To start a new Checkoff Report, use the button below:

In Progress Online Reports
You can fully edit these reports. Please note these reports are not submitted in the system.

Current Reports
These reports have been entered but they are Pending, Cleared, or Failed processing status.

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Type</th>
<th>Status</th>
<th>Period</th>
<th>Submitted Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9210</td>
<td>Online</td>
<td>Cleared</td>
<td>02/01/2018 — 02/28/2018</td>
<td>2/26/2016</td>
<td>$14.00</td>
</tr>
<tr>
<td>9209</td>
<td>Zero</td>
<td>Cleared</td>
<td>01/01/2018 — 01/31/2018</td>
<td>2/26/2016</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Create an Investment Report

From the Dashboard, click on the Investment Report link.

Enter the start date of your reporting period in the “Period Begin” date box. The Period End Date will auto-complete with the last day of the month of the begin date. You can adjust the end date if you wish. Once you have the correct values in the date fields, click “Enter Report” to continue.

The start and end dates of the period should display at the top of the screen.

Enter each detailed line item of your investment report by filling out the following information.
• Type – Choose the type from the dropdown: Market Hog/CullSows/Boars, Feeder/Isowean/Pig, Seedstock
• State of Origin – Choose the state from the dropdown to select state of origin
• Number of Hogs – Enter the numeric value for the number of pigs
• Gross Market Value – Enter the GMV (total sales) received for the total number of pigs
• Promotion Assessment – will automatically calculate as the value you entered for gross market value X .0040

Click “Add Line” when complete for each item detail and repeat this step as needed for additional states or hog types.

**Investment Report – Lines Added**

<table>
<thead>
<tr>
<th>Type</th>
<th>State of Origin</th>
<th>Number of Hogs</th>
<th>Gross Market Value</th>
<th>Promotion Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feeder</td>
<td>AZ</td>
<td>150</td>
<td>$3,500.00</td>
<td>$14.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>150</td>
<td>$3,500.00</td>
<td>$14.00</td>
</tr>
</tbody>
</table>

To start over or remove a line entered in error, select the lines to remove and click the “Remove Items” box. When finished and total report amount is correct, click the “Review Report” button to continue.

**Review Report Screen**

**Investment Report – Report Review**

Test August 2017 (21671 6) - Review Report

A review of the items added to the previous page will appear in order to verify that the entries appear correctly. Click “Edit Report” to make changes or click “Payment Option” to continue to the payment screen.
Make a Payment

Select a payment option at the top of the page: Mail Payment or Pay Online. The Pay Online option will require a method of payment to be selected in order to continue. The Mail Payment option will not require payment information, so the Payment Information table will not display.

MAIL PAYMENT OPTION: Click the “Mail Payment” option to send in a manual/paper check. Read the Payment Confirmation agreement. To sign the agreement, enter your name in the “Confirm Name” text box EXACTLY how it appears in the “Submitter Name” box (you can copy/paste). Click “Agree and Continue.”
Mail Payment Print Screen

At the top of the page, click “Print”. This will print a copy of your payment stub to mail in with your check AND a copy of the investment report for your records. You can access a copy of your investment report at anytime from the Dashboard, so you can print only the first page to send in with your check, if you prefer.
PAY ONLINE OPTION (ACH):
Make sure the “Online Payment” tab is highlighted. Select the Bank Account you wish to use.

Investment Report – Payment Options
Test August 2017 (21671 6) - Payment Options

How would you like to pay?
Total Due: $14.00
Mail Payment Online Payment

Payment Information
Please select the method of payment from the list of payments below.

Read the Payment Confirmation agreement. To sign the agreement, enter your name in the “Confirm Name” text box EXACTLY how it appears in the “Submitter Name” box (you can copy/paste). Click “Agree and Continue.”
Investment Report – Report Summary

Test August 2017 (21671 6) - Report Submitted

<table>
<thead>
<tr>
<th>Type</th>
<th>State of Origin</th>
<th>Number of Hogs</th>
<th>Gross Market Value</th>
<th>Promotion Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feeder</td>
<td>AZ</td>
<td>150</td>
<td>$3,500.00</td>
<td>$14.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>150</td>
<td>$2,800.00</td>
<td>$14.00</td>
</tr>
</tbody>
</table>

Status (3-5 business days to clear) | Transaction Amount
--- | ---
Pending | $14.00

A confirmation page will appear along with an option to print the investment report.

Online Payment – Print Report

Account Information

<table>
<thead>
<tr>
<th>ACCT #</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE, ZIP</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>21671 1</td>
<td>Joel Test 1</td>
<td>Elora</td>
<td>IA</td>
<td>5025</td>
<td></td>
</tr>
</tbody>
</table>

Market Hog/Cull Sows/Boars Investment

<table>
<thead>
<tr>
<th>State Of Origin</th>
<th>Number of Hogs (40)</th>
<th>Gross Market Value (4,000 lb of Hog)</th>
<th>Promotion Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO</td>
<td>20</td>
<td>2,000.00</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>2,000.00</td>
<td>8.00</td>
</tr>
</tbody>
</table>

Due: 15 days after period ending date
1.4% late charge per month will be billed
Monthly reporting required or assessments of $25 per month. Assessments less than $25 during each month of a quarter may be reported quarterly.

Period Covered

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2017</td>
<td>12/31/17</td>
</tr>
</tbody>
</table>

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

Legal Disclaimer

In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, age, disability and income level. Persons with disabilities who require alternative means of communication may wish to contact us using a plain text file in large print, using precise terms of the information they need. We also provide documents in other languages and, if you have a language barrier, you may have a different person help you who is proficient in the language you speak.

For more information, call us at 1-800-673-3389 and ask for USDA’s Target Center (9 a.m. to 5 p.m., Monday through Friday, except Federal holidays).

Print Investment Report

Print Investment Report
Zero Report
This report is used when a sale has not occurred for a period.

From the Dashboard, click the Zero Report button.

Zero Report Screen
Test August 2017 (21671 6) - Zero Reporting

Enter the start date of the report in the “Period Begin” date box. The Period End Date will auto-complete with the last day of the month of the begin date. You can adjust the end date if you wish.

Read the Payment Confirmation agreement. To sign the agreement, enter your name in the “Confirm Name” text box EXACTLY how it appears in the “Submitter Name” box (you can copy/paste). Click “Agree and Continue.” The Zero Report will be displayed in the Current Reports table.
**Payment Processing**

Once you have submitted your payment, the payment will display as “Pending” on your dashboard. You will see when your payment has cleared, when the status changes to “Cleared” on your dashboard.

**Dashboard – Current Reports table**

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Type</th>
<th>Status</th>
<th>Period</th>
<th>Submitted Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9215</td>
<td>Zero</td>
<td>Cleared</td>
<td>02/05/2018 — 03/05/2018</td>
<td>3/5/2018</td>
<td>$0.00</td>
</tr>
<tr>
<td>9215</td>
<td>Mail</td>
<td>Pending</td>
<td>12/01/2017 — 12/31/2017</td>
<td>3/2/2018</td>
<td>$4.40</td>
</tr>
<tr>
<td>9210</td>
<td>Online</td>
<td>Cleared</td>
<td>02/01/2018 — 02/28/2018</td>
<td>2/28/2018</td>
<td>$14.00</td>
</tr>
<tr>
<td>9208</td>
<td>Zero</td>
<td>Cleared</td>
<td>01/01/2018 — 01/31/2018</td>
<td>2/28/2018</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Request Additional User Access**

If you need additional people to have access to the Checkoff Online Payments system, you can request access through the “Request Access” screen.

FIRST – the user should register for a Pork Account. To do this, have the user go to: [http://pork.org/pay](http://pork.org/pay) 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 this document.

The user WILL NOT be able to use the same company code as the initial user used (it is a one-time use code); once they have registered, you can enter the username they created in the “Request Access” form “user” field, and our accounting team will connect their account to your company account with the permission that you designate.

**Request Access page**

Pay Checkoff - System Access

**Report Search**

[Feature not yet available]