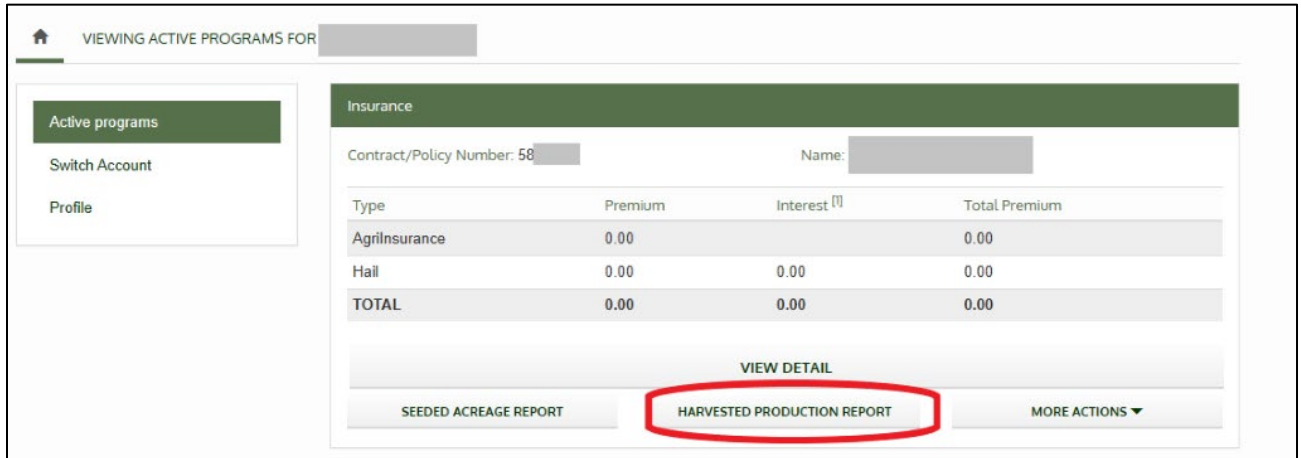


## Filing Your 2020 Harvested Production Report Online

1. Once logged in, click on Harvested Production Report listed under the Insurance section of your landing page.



VIEWING ACTIVE PROGRAMS FOR [REDACTED]

Active programs  
Switch Account  
Profile

Insurance

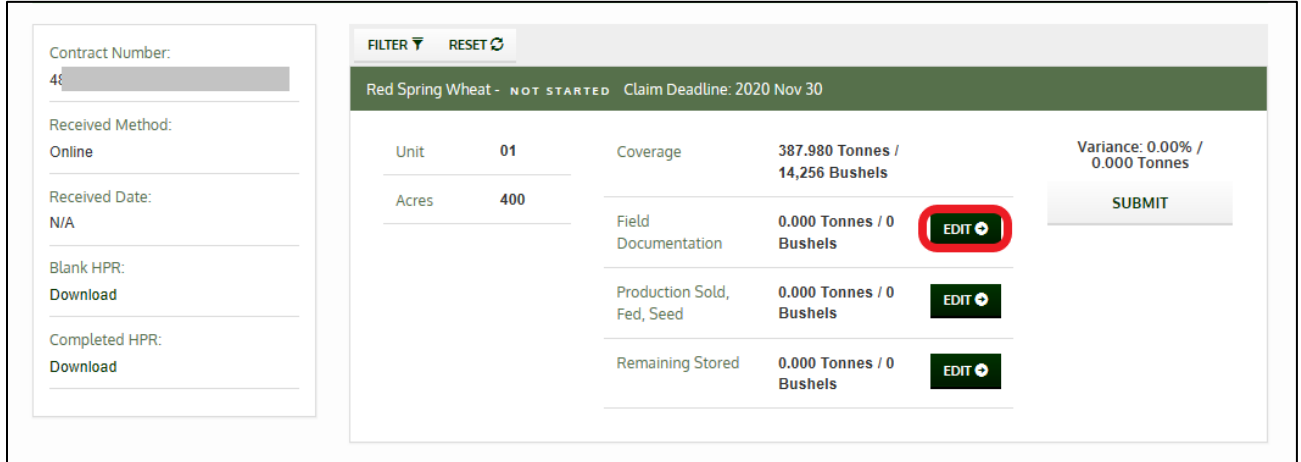
Contract/Policy Number: 58 [REDACTED] Name: [REDACTED]

Type	Premium	Interest <sup>(1)</sup>	Total Premium
AgrInsurance	0.00		0.00
Hail	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

VIEW DETAIL

SEEDED ACREAGE REPORT **HARVESTED PRODUCTION REPORT** MORE ACTIONS ▼

2. Under your first crop, click on the EDIT button beside Field Documentation.



Contract Number: 4 [REDACTED]

Received Method: Online

Received Date: N/A

Blank HPR: Download

Completed HPR: Download

FILTER ▼ RESET ↻

Red Spring Wheat - NOT STARTED Claim Deadline: 2020 Nov 30

Unit	01	Coverage	387.980 Tonnes / 14,256 Bushels	Variance: 0.00% / 0.000 Tonnes
Acres	400	Field Documentation	0.000 Tonnes / 0 Bushels	EDIT +
		Production Sold, Fed, Seed	0.000 Tonnes / 0 Bushels	EDIT +
		Remaining Stored	0.000 Tonnes / 0 Bushels	EDIT +

SUBMIT

- Under each legal description, enter your Gross Yield Per Seeded Acre and Unit of Measure; click on SET FOR ALL if you are using the same unit of measure for all fields.

The screenshot shows the 'HARVESTED PRODUCTION REPORT' interface for a Soybeans contract. The 'FIELD DOCUMENTATION' section is active, displaying details for 'Legal Description - NE 29'. The fields include: Seeded Acres (78), Soil Zone (F11), Variety (S007-Y4 Rr2y <Syngenta> (Rt)), Gross Yield Per Seeded Acre (0), Unit of Measure (Select...), and Unharvested Acres (0). A red arrow points to the 'SAVE ALL' button. At the bottom, there are two navigation buttons: 'Back to Overview' and 'Move to Production Sold, Fed, Seed'.

- Unharvested Acres includes Alternate Use, Destroyed or Overwinter Acres. Click OK after acres are entered.

The screenshot shows the 'HARVESTED PRODUCTION REPORT' interface with an 'Edit Unharvested Acres' modal window open. The modal window has three input fields: 'Alternate Use Acres', 'Destroyed Acres', and 'Overwinter Acres', each with a value of 0. There is an 'OK' button at the bottom of the modal. The background shows the same field documentation as the previous screenshot, but with a greyed-out appearance.

- After you have entered all fields, click on SAVE ALL.
- Once completed, click on the bottom right corner Move to Production, Sold, Fed, Seed.

#### 4. Production Sold, Fed, Seed

- Click + button to add sold, fed, or seed production. If you have nothing for this section, click on the bottom righthand Production-Remaining Stored.
- Enter Information in all fields.

For the grade use the drop-down box if unknown click on Use Guarantee Grade

- Click SAVE when completed.
- For added production, click + button and follow above steps.
- Once completed, click Move to Production-Remaining Stored in the bottom right corner.

Try typing the grade instead of scrolling e.g. 1 CWRS 12.5.

#### 5. Stored Production

- Click on the + button to add stored production.
- Answer All Boxes.  
If unknown, check the Default box where available.
- Click SAVE when complete.
- For additional storage, click on the + button and follow above steps.
- Once completed, click on Back to Overview.

## 6. Variance

If the submit box shows a **red variance** amount, check all information entered to find the cause of the error.

- variances are caused by Section B and C not equalling Section A
- common errors: missed bin, missed production, added old grain, keying error, test weight

The screenshot shows the MASC HARVESTED PRODUCTION REPORT interface. A notification at the top states: "The seeding deadline for Winter Wheat and Fall Rye has been expanded to recognize improvements to winter hardness of these crops. You can now seed Winter Wheat and Fall Rye from August 15 to September 25 for full coverage, and September 26 to 30 for reduced coverage." Below this, there are checkboxes for "Don't show again" and "Remind me later".

The main content area displays details for "Red Spring Wheat - STARTED" with a "Claim Deadline: 2020 Nov 30". It includes a table with the following data:

Unit	Coverage
01	172.176 Tonnes / 6,326 Bushels
136	166.558 Tonnes / 6,120 Bushels

Additional data points are shown with "EDIT" buttons:

- Field Documentation: 166.558 Tonnes / 6,120 Bushels
- Production Sold, Fed, Seed: 54.431 Tonnes / 2,000 Bushels
- Remaining Stored: 57.189 Tonnes / 2,101 Bushels

A red box highlights a "Variance: 32.98% / 54.938 Tonnes" warning. The warning text reads: "WARNING: This variance may indicate keying is incomplete or a keying error has been made. Please verify your data is complete and accurate before submitting." Below the warning is a "SUBMIT" button.

## 7. Forage Crops

- Under the crop heading, click on Edit. Click on the Add Production + if you have production to report.
  - Enter information in all fields.

Moisture % - use default moisture if unknown

Relative Feed Value or Quality - choose quality from the drop-down box
  - Click SAVE.
  - Click Back to Overview.

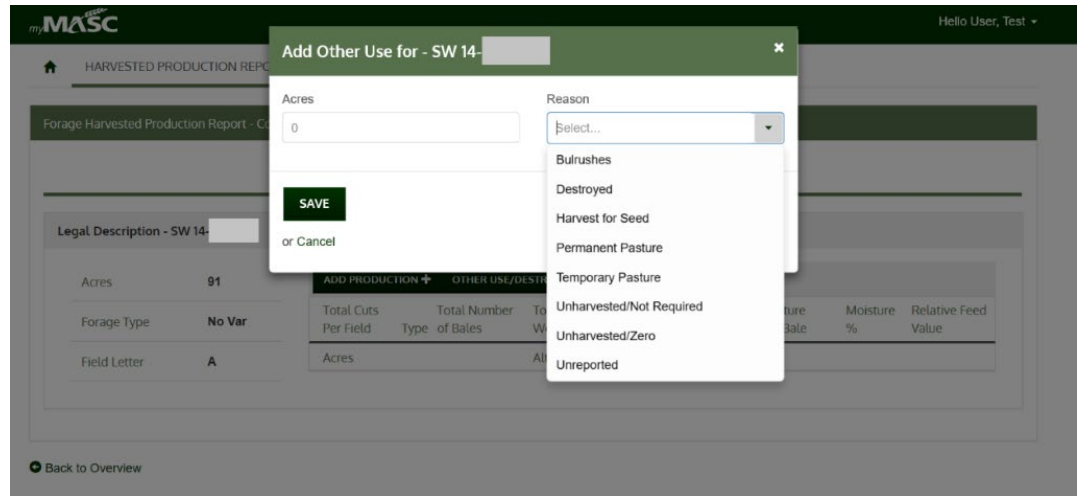
The screenshot shows the "Add Production for - SW 14" dialog box. It contains the following fields and options:

- Total Cuts Per Field:** Cuts (input field with "0")
- Add production:**
  - Select Storage Type (dropdown menu)
  - Total Number of Bales (input field with "0")
  - Total Silage / Weight per Bale (input field with "0.000")
  - Unit of Measure (dropdown menu)
  - High Moisture Wrapped Bale (checkbox)
  - Moisture % (Use Default Moisture) (input field with "0.00" and "%")
  - Relative Feed Value (input field with "0")
  - or Quality (dropdown menu)

A red arrow points to the "SAVE" button at the bottom of the dialog box.

b. Other Use/Destroyed +

- i. Enter Acres.
- ii. Choose from the drop-down box for reason.
- iii. Click SAVE.
- iv. Click Back to Overview.



**\*Ensure all information is entered accurately to calculate potential claims and future coverage.**

- 8. Read the declaration and check on the I agree to the Declaration box and then click SUBMIT.

