#### THIS FORM IS TO BE USED TO ADD NEW PRODUCERS AND THEIR INFORMATION

THIS SUPPLEMENTAL PAGE SHOULD ONLY BE USED WITH A COMPLETED HANDLER'S REPORT

Report Submitted By:					_					
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N.W.P.B. Account No.:						National Wateri				
Month Covered By This Report:			1		_//	Promotic	meior n Board	;		
-					addres	s, city, stat	e zip	1		
						hone, (xxx		x - Fax		
Date of Last Report (State if First or Last Report)				INSTRUCTIONS: Mail the original copy to the N.W.P.B. with full remittance. Must be						
				ed within 30 days						
LIST BELOW NAME AND N.W.P.I		IBER OF PRODU	CER FI	ROM WHON	1 YOU	PURCHAS	ED WAT	ERMELONS		
AS WELL AS YOUR OWN PRODU	CTION:									
CWT			PRO	DUCER'S	HANDLER'S					
FULL NAME, ADDRESS AND PHONE	FARM ID OR SOC.	**	ASSESSMENT		ASSESSMENT		TOTAL ASSESSMENT *(4)			
NUMBER OF PRODUCER	SEC. NO. *(1) *(2)		*(2)		*(3)					
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**HUNDREDWEIGHT(CWT)	<b>Grand Totals:</b>	V +0	\$		\$		\$	950		
The N W.P.B. will assign account numbers to the	producers listed above	This form is to be used o		w producers that	are not co	arently on the l	andler's acc	ount list. Please		
provide the current address, phone number, and i	arm ID or social security	number for each produce	er.							
For N.W.P.B. Use Only.		CERTIFICATION: 1 cer	tify that t	he above informa	tion is tru	e and correct to	the hest of	my knowledge and		
Ri		the attached remittance	-							
Check#.		required to pay the asses								
Check Amount:										
Date Deposited:		l								
Batch #		Date	Signatur	e and Title						
			-							

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### Directions For NWPB Handler's Report





- 2. NWPB ACCOUNT NO.: Put your handler number.
- 3. **MONTH COVERED BY THIS REPORT**: Put the month in which the watermelons were handled. (Please complete a separate report for each month in which watermelons were handled.)
- 4. <u>DATE OF LAST REPORT</u>: Put the month of the last report. Put "First" if this is the first report of the year. Put "Last" if this is the last report of the year.
- 5. **NAME OF PRODUCER**: Put the name of the producer. (If you have never reported this producer before, please use a supplemental handler's report form and include the address, phone number, and name of contact person if company name is listed.)
- 6. <u>NWPB ACCOUNT NUMBER</u>: Put the NWPB Account number for that producer. If you do not have the NWPB account number, you can call us to get it or leave the column blank.
- 7. <u>CWT</u>: Means hundredweight. To get the hundredweight, take the number of pounds bought from the producer and divide by 100.
- 8. PRODUCER'S ASSESSMENT: To get the producer's assessment, take the CWT and multiply by .03.
- 9. HANDLER'S ASSESSMENT: To get the handler's assessment, take the CWT and multiply by .03.
- 10. **TOTAL ASSESSMENT**: To get the total assessment, add the producer's assessment and the handler's assessment together.
- 11. Repeat steps 5 10 for any additional producers handled during that month.
- 12. **GRAND TOTALS**: Add all columns down to get the grand totals.
- 13. Sign and date the report.
- 14. Send the check for grand total of the Total Assessment column in the darkened box.
- 15. Reports must be received in our office by the 40th day after the month in which the watermelons are handled. (A calendar is included containing the due dates.) If received after the due date, interest and penalties will be billed out.

If you have any questions, please call the Industry Affairs Department toll-free at (877)599-9595

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0093. The time required to complete this information collection is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information.

In accordance with Federal civil rights law 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint\_filing\_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; or 3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.



# National Watermelon Promotion Board

## Online Handler's

## Report User's Guide

Following are the instructions for filing your handler's report(s) online.

1. Log on to www.watermelon org and click on the Industry Members tab.



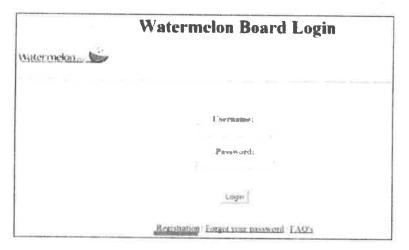
2. To enter the industry section you must enter your Handler ID/NWPB Account # into the password slot.



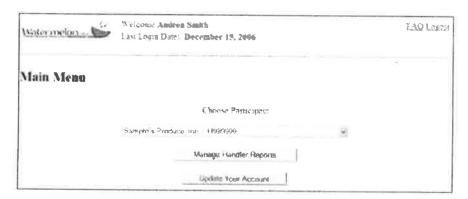
3. Once you've entered the industry section click the "Online Handler's Report" tab. (You should now be on the Watermelon Board Login page.)



4. On the "Watermelon Board Login" page you can click on the registration link to register and choose your username and password.

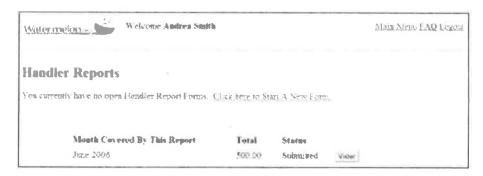


- 5. Fill in the information on the registration page. (Your registration must be verified by an NWPB employee.
- 6. After your registration is verified, you will receive an email from the NWPB that you are approved to use the system. Once you are approved, you can now go to the "Watermelon Board Login" page and log on by entering your username and password.
- Once your logged on you will be forwarded to the "Main Menu" where you can select your company, then select if you would like to "Manage Handler Report" or "Update Your Account".



- To file your handler's report click the "Manage Handler Report" button.
- You should see a list of all your handler's reports that were previously filed. You now have the option to start a new handler's report or return to a report that is still open (not yet submitted to NWPB).

10. To start a new report select "Click Here to Start a New Form" or to return to an open report just click the "View" button.



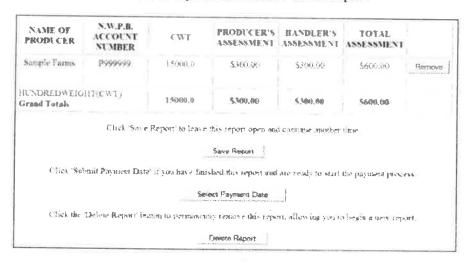
11. You should be on the page that says "Handler Report Form". You can select the month that this report will cover, and then click on the "Submit" button. (You should also see the last month that you reported).



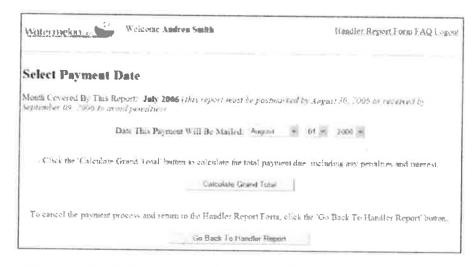
12. You should see a drop down box called "Name of Producer". Click on this box at the down arrow. You can now see a list of your producer(s). Select the producer you are filing on and enter the weight in the box named "CWT" then click the "Add Transaction" button. You should be able to see what you entered completed below. Follow this step for each producer that you are reporting.



While working with your handler's report you have three options. You can either click the "Save Report" button to leave this report open and continue another time, click the "Select Payment Date" button if you have finished this report and are ready to start the payment process, or click the "Delete Report" button if you would like to remove this report and start over on this report.



14. To finish the report click the "Select Payment Date" button. You should now be on the "Select Payment Date" screen. On this screen you can select the payment date then click the "Calculate Grand Total" button.

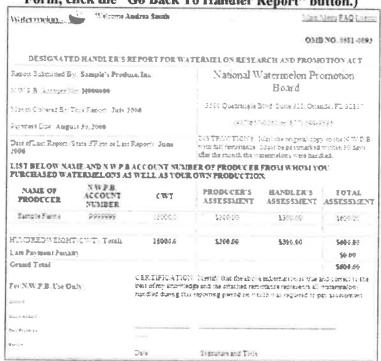


15. Now, you should be on the "Total Payment Due" screen which shows the total assessment, penalty and interest (if applicable) and the grand total. Now all you have to do is:

Welcome Andrea Smith			Hada Romfan IAQLores			
Total Payment Due						
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	Penalties and breeze a	,59.60				
	Grand Total	5600.00				
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To cancel to	t proment process and return to the	Handlet Report Fores, cácle t below	he GoBack to Handler Report human			

 a. Click the "Generate and Submit Report" button below to electronically transmit the report data to the NWPB.

(To cancel the payment process and return to the Handler Report Form, click the "Go Back To Handler Report" button.)



b. **Print** the generated report by clicking "File" on the menu at the top of the browser, and select "Print".

c. Man the printed report along with payment to:

National Watermelon Promotion Board Attn: Industry Affairs Dept. 3501 Quadrangle Blvd., Suite 321 Orlando, FL 32817

If you have any questions please visit the FAQ page on this website or contact the Industry Affairs Department at toll-free (877) 599-9595.