

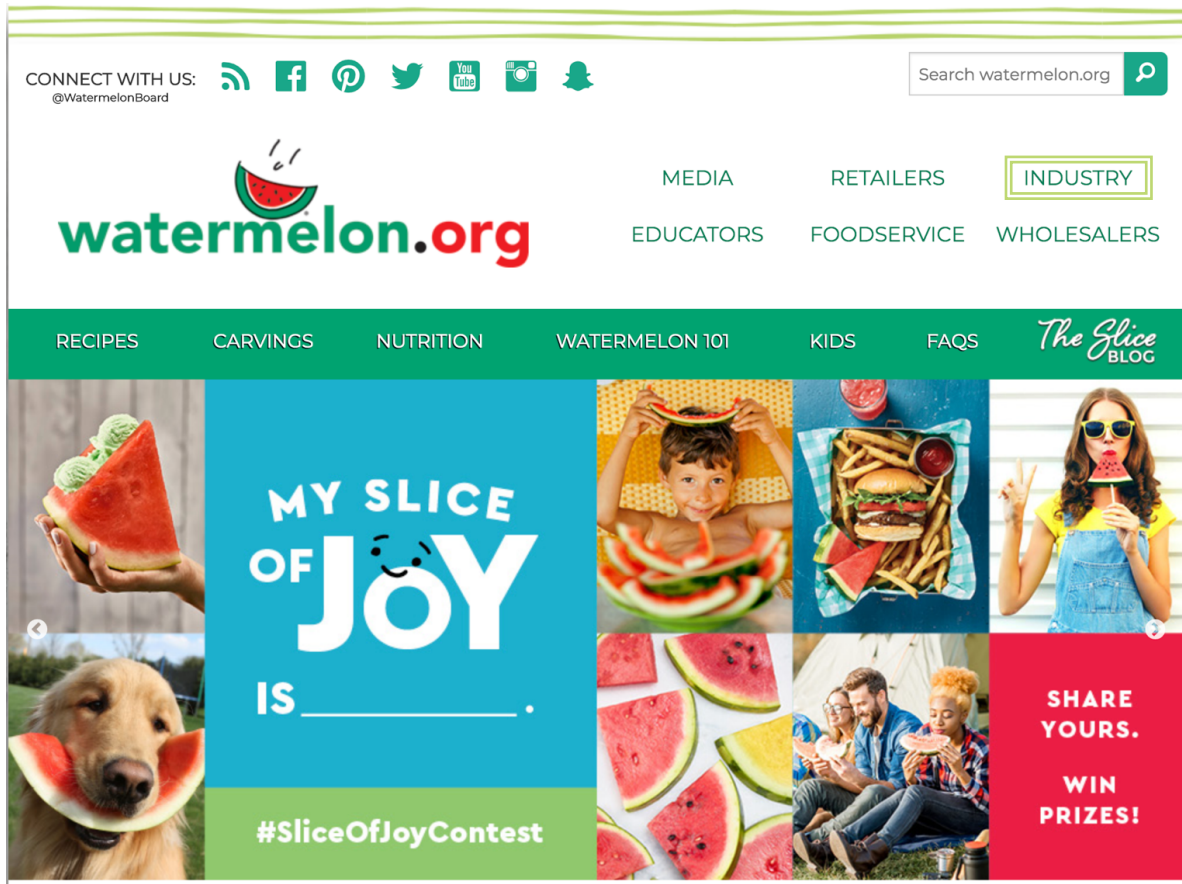


National
Watermelon
Promotion Board

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. Once you've entered the industry section click the **“Online Handler's Report File Now”** button. (You should now be on the Watermelon Board Login page.)




3. On the “**Watermelon Board Login**” page you can click on the registration link to register and choose your username and password.



The image shows the 'Watermelon Board Login' page. At the top is a green header with a watermelon slice logo and the text 'National Watermelon Promotion Board'. Below this is a grey bar with 'Watermelon Board Login'. The main content area is white and contains a login form with fields for 'Username' and 'WebPassword', and a 'Login' button. At the bottom of the form, there are three links: 'Registration', 'Forgot Your Password', and 'FAQ'. A green arrow points to the 'Registration' link.

4. Fill in the information on the registration page. (Your registration must be verified by an NWPB employee.
5. 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.
6. 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). To start a new report select “**New Report**” or to return to an open report just click the “**View**” button.



The image shows the dashboard after logging in. At the top, there's a yellow header with a 'Welcome' message, 'Last Login 7/16/2019 12:22:03 PM', and a link to 'Update Your Account'. Below this is a white box with a 'Participants' section on the left and a 'Handler Reports:' section on the right. The 'Participants' section has a table with one row: 'TEST HANDLER ACCOUNT, Test Account' and a 'Select' button. The 'Handler Reports:' section has a title 'TEST HANDLER ACCOUNT, Test Account' and a table with two columns: 'Date Covered' and 'View'. The 'Date Covered' column has one row: 'June / 2019'. The 'View' column has a 'View' button. To the right of the table is a 'New Report' button. A green arrow points to the 'View' button.

7. You can select the month that this report will cover, and then click on the “**Continue**” button. (You should also see the last month that you reported).

TEST HANDLER ACCOUNT, Test Account

Month Covered In This Report

June

Year

2019

Date of Last Report

May

Year

2019

Delete

Continue

8. You should see a scroll box called **“Producers”**. You can now see a list of your producer(s). Click to select the producer you’re filing on then 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.

TEST HANDLER ACCOUNT, Test Account		Month Covered by This Report: June 2019			
		Date of Last Report: May 2019			
Change Dates					
Producers	Filter	Filter			
Click here to reset your producer list					
PRODUCER INFO PENDING, PRODUCER INFO PENDING	Select	CWT	<input type="text"/>	Add Transaction	
		Producer: PRODUCER INFO PENDING, PRODUCER INFO PENDING			
If the producer to add does not appear in this list Click Here to Add a Producer					
Name of Producer	N.W.P.B. Account Number	CWT	Producer's Assessment	Handler's Assessment	Total Assessment
PRODUCER INFO PENDING, PRODUCER INFO PENDING	P100000	1,000.000	\$30.00	\$30.00	\$60.00
					<button>Remove</button>
HUNDREDWEIGHT (CWT)		1000,000	\$30.00	\$30.00	\$60.00
Grand Totals					<button>Continue</button>

9. 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.

Handler Report [Main Menu](#) [FAQ](#) [LogOut](#)

Click "Save Report" to leave this report open and continue another time.

Save Report

Click "Submit Payment Date" if you have finished the report and are ready to start the payment process.

Submit Payment Date

Click "Delete Report" button to permanently remove this report, allowing you to begin a new report.

Delete Report

10. 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.

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Select Payment Date

Month Covered By This Report: **June 2019** *(this report has to be postmarked by or received by July 30, 2019 or received by August 9, 2019 to avoid penalties)*

Date This Payment Will Be Mailed

Click the "Calculate Grand Total" button to calculate the total payment due, including any penalties or interest.

Calculate Grand Total

To Cancel the Payment Process and return to the Handler Report Form, click the "Go Back To Handler Report" button

Go Back To Handler Report

11. 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: follow steps a – c to pay by check. To pay using the online payment system go to 16. **(To cancel the payment process and return to the Handler Report Form, click the “Go Back To Handler Report Button.)**

Total Payment Due

Total:	\$60.00
Penalties and Interest:	
Grand Total:	\$60.00

To make a final review of your calculations click the "Go Back To Handler Report" button. This is your last opportunity to view your report, check your work and make changes.

Go Back To Handler Report

The next steps are to select your payment method and submit your report.

Caution clicking the buttons below will generate and submit your report. Once submitted you will not be able to make changes.

Don't worry NWPB staff can always help correct any problems with reports that are submitted

To Pay Online Click the "Pay Assessment Online" button to electronically pay your bill

Pay Assessment Online

To Pay By Check please click the "Pay Assessment By Check" button and follow these steps to submit payment:

Pay Assessment By Check

1. Click the "Generate and Submit Report" button below to electronically transmit the report data to the National Watermelon Promotion Board. To see how penalties and interest are calculated [click here](#).
2. Print the generated report by clicking 'File' on the menu at the top of your browser, and select 'Print'.
3. Fax the signed report to (407) 657-2213 or email the signed report to Andrea Smith - asmith@watermelon.org

All Other Browsers
Generate and Submit Report

For Chrome Users
Generate and Submit Report

- a. Click the **“Generate and Submit Report”** button below to electronically transmit the report data to the NWPB.



OMB NO. 0581-0093

DESIGNATED HANDLER'S REPORT FOR WATERMELON RESEARCH AND PROMOTION ACT					
Report Submitted By: TEST HANDLER ACCOUNT N.W.P.B. Account No.: H3012455	National Watermelon Promotion Board 1321 Sundial Point Winter Springs, FL 32708 Phone: (407) 657-0261, Fax: (407) 657-2213				
Month Covered By This Report: 6/2019 Payment Due Date: 7/24/2019	INSTRUCTIONS: CHECK: Mail the original copy to N.W.P.B. with full remittance. Must be postmarked within 30 days after the month the watermelons were handled. ONLINE PAYMENT: Fax the report to the fax number listed above.				
Date of Last Report (State if First or Last Report) 737210					
LIST BELOW NAME AND N.W.P.B. ACCOUNT NUMBER OF PRODUCER WHOM YOU PURCHASED WATERMELONS AS WELL AS YOUR OWN PRODUCTION:					
Name of Producer	N.W.P.B. Account Number	CWT	Producer's Assessment	Handler's Assessment	Total Assessment
PRODUCER INFO PENDING	P100000	1,000.000	\$30.00	\$30.00	\$60.00
HUNDREDWEIGHT (CWT) Totals		1,000.000	\$30.00	\$30.00	\$60.00
Late Payment Penalty					\$0.00
Total Interest					\$0.00
Grand Total					\$60.00
For N.W.P.B. Use Only. Batch Number Check Number Check Amount \$60.00 Deposit Date		CERTIFICATION: I certify that the above information is true and correct to the best of my knowledge and the attached remittance represents all watermelons handled during this reporting period on which was required to pay assessment. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Signature and Title</div> </div>			

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- b. **Print** the generated report by clicking “File” on the menu at the top of the browser, and select “Print” or use the print icon.
- c. **Mail** the printed report along with payment to address on form. You can also email the signed report to asmith@watermelon.org

16. To pay online click the “Pay Assessment Online” button.
17. Next enter your routing and account numbers. Then click the “Draft Account Now” button. After that is complete you will be directed to the confirmation page. There you can view & print your handler’s report for your records.

National Watermelon Promotion Board

Banking Information

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Handler Name:

Reporting Month: June 2019

Amount: \$60.00

Routing Number:

Account Number:

Please enter or review your Routing and Account Numbers then click the "Draft Account Now" button to electronically pay your bill.

Draft Account Now

After entering your Routing and Account numbers you can click the "Save Banking Information" button to save your routing and account number for future use.

Save Banking Information

Click the "Go Back" button to return to the previous screen.

Go Back

If you have any questions, please visit the FAQ page on this website or contact the Industry Affairs Department at (407) 657-0261.

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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.