



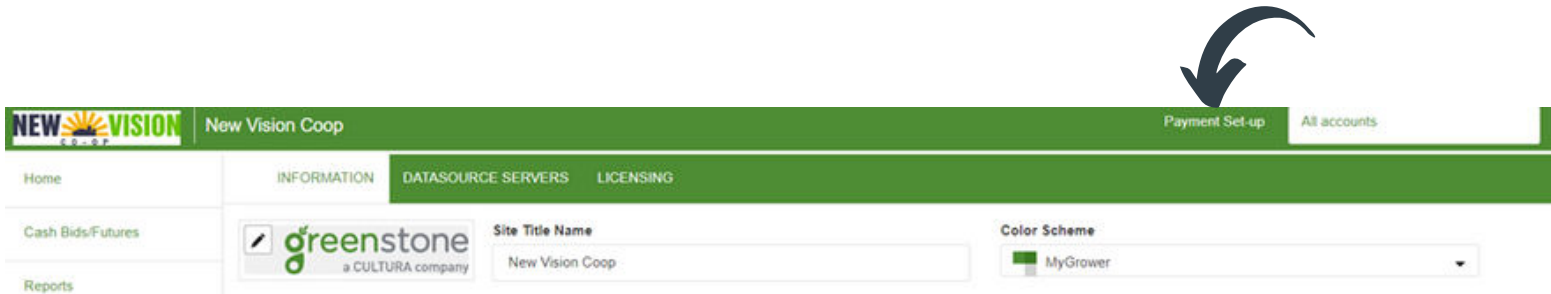
SET UP BANKING ACCOUNT

HOW TO SET UP ONLINE PAYMENTS IN MYGROWER

Sign in to your MyGrower Account

Note: You must put the ACH account information from a desktop web version of MyGrower, not via mobile.

- Once you are logged in, click on the drop-down near your user name that says Payment Set Up.



- On the ACH Payment Set Up - if you have multiple accounts (Name ID), you can set up separate banking information for each account.

ACH Payment Setup

If You Have Made A Payment Within The Last Week, Please DO NOT Change Any Banking Information

Name Id	Description	Bank Name	Account Type	Bank Routing Number	Bank Account Number
123456	My Farm Name		*****	*****	*****
654321	My Other Farm Name				

10 items per page 1 - 2 of 2 items

- To enter your account information you need to click on the white space under bank name, Account Type, Bank Routing Number and Bank Account Number. When you click on that space a box will appear. Once you put in your account information everything will be blocked out by dots so it can only be seen by the customer. The only thing that does appear is the Bank Name.
- Click SAVE.

NOTE: BILL PAY IS ONLY FOR INVOICED AMMOUNTS FOR AGRONOMY, GRAIN AND FEED - IT IS NOT AVAILABLE FOR AGRONOMY PRE-PAY OR BOOKINGS AT THIS TIME.

If you have any questions, please contact our accounting team members at 507-842-2001.

PAY A BILL

HOW TO PAY A BILL IN MYGROWER

Once you have your banking information set up, you can then pay bills directly from your webversion or mobile version of the MyGrower portal.

- Log into your MyGrower Account
- Click on Billing
- Click on Invoices
- Select the Invoice you want to pay
- Select the Account Group or Account ID (if you have multiple accounts)
- Click Review and Pay

Invoice Date ↓	Description	Invoice	Bill to	Invoice amount	Balance Due	Due Date	Action
4/7/2023	FEED	12345	MyFarm	\$ 3,102.21	\$ 3,102.21	4/30/2023	REVIEW & PAY
4/7/2023	FEED	12346	My Other Farm	\$ 4,839.29	\$ 4,839.29	4/30/2023	REVIEW & PAY
4/7/2023	FEED	12347	My Farm	\$ 7,216.79	\$ 7,216.79	4/30/2023	REVIEW & PAY

ACH Payment

Account Group

Account Id

Payment Amount (\$)

Note

- A new box will appear on the right hand side of the screen. This is where you can choose a payment amount and make a note that you want us (New Vision) to know about the payment if needed.
- Click Make a payment and the system will ask you for conformation.
- Once a payment is made, the invoice is marked paid.
- It may take a couple of days for the payment to be taken from your bank account pending on the day it was marked paid.

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