I-COVER Program

Pre-Entry Application and Submittal Directions

Illinois Department of Agriculture

To Access the Application…
(starts 8:00 A.M. CST, Monday, February 10, 2025)

There are multiple ways to access the application:

- You can go to the IDOA homepage (**https://agr.illinois.gov/**). Click on "I-COVER PROGRAM" on the main page. This will take you to the I-COVER Program Rules page. The link to the Application is in the second paragraph.
  (See the next slide)

Or, you can go straight to the Application and Program Rules pages using the links below.
- The I-COVER Program Application is located at **https://apps.agr.illinois.gov/ICover/**
- The I-COVER Program Rules page is located at
  https://agr.illinois.gov/resources/landwater/i-cover.html

How do I access the application?

#1   https://agr.illinois.gov/

Select to access the Program Rules page.

#2   https://agr.illinois.gov/resources/landwater/i-cover.html

This is the Program Rules page.

Select to access the application

The I-COVER Program is new this year. Regardless of whether you submitted an application under previous cover crop programs, *everyone* is a **New User** and must select this link to receive their **UserName** and **PIN** or to retrieve their forgotten **UserName** or **PIN**. Once you have received your **UserName** and **PIN**, you can enter your information to **Login**.

This is the I-COVER Program Application Login Page located at **https://apps.agr.illinois.gov/ICover/**

Illinois
Department of
Agriculture

Illinois I-COVER
RCPP/PFC Program

Click here to Create An Account.(All program applicants will need to create an account this year to access the Application. If you are a Farm Manager or responsible for entering multiple applications, you will have the opportunity to create multiple applications under one account).

Click here to recover your UserName or PIN.(This is for applicants who already created an account for this year's program but need to recover a forgotten UserName or PIN).

Please provide your Name, UserName, and PIN to log into the Pre-Entry Form and Application.
Your Name:

i.e. John Smith

UserName

User Name

PIN

PIN

Login

Select this link only if you previously created an account but have since forgotten your **UserName** or **PIN**.

Illinois I-COVER
RCPP/PFC Program

Create User Account

Login Information

UserName: `920BL8DC3`
This UserName was auto-generated, but you can change it to any UserName between 6 and 20 characters.

PIN: **Your PIN/Password will be generated and sent via email after your account is created.**

Your **UserName** will automatically generate. You may change your **UserName** if you wish.

Fill out the **User Details** and click **Create User Account**.

If you selected **Create An Account** on the Application Login page, this is the page you'll be taken to.

User Details

Business Name:		Mail Address1:	
First Name:		Mail Address2:	
Last Name:		Mail City:	
Email:		Mail State:	...
Phone Main:		Mail ZIP:	
Phone 2:			

same as mailing

Physical Address1:
Physical Address2:
Physical City:
Physical State: ...
Physical ZIP:

Additional Information

Please include any information you would like the The Department of Agriculture to know that is related to your user account.

Create User Account

Clicking **Create User Account** will send your **UserName** and **PIN** to the email address you entered in **User Details**. The email will also contain a link to the application.

This confirmation page will appear after you click **Create User Account**. You will receive an email to the email address you entered in **User Details**. If you did not receive the email, please check your spam or junk folder. The email will contain your **UserName** and **PIN** and contain a link to the login page.

Illinois Department of Agriculture

Illinois I-COVER
RCPP/PFC Program

User Account Creation Confirmation

Your User Account has successfully been created!

An Email Has Been Sent to the Email Address Provided. The email contains login instructions.

Go to login page!

You can also access the Application Login page by clicking here.

From: AGR Bureau of Land and Water Resources <AGR.ICover@illinois.gov>
Date: January 16, 2025 at 12:36:29 PM CST
To: Test Business <
Subject: User Login Credentials for Illinois I-Cover Program
Reply-To: AGR Bureau of Land and Water Resources <AGR.ICover@illinois.gov>

Greetings:

Thank you for creating an account for the Illinois Department of Agriculture's I-COVER-RCPP/PFC Program. You can find information on how to login to your account below.

Click on the link provided below and refer to the Login UserName and Login PIN included in this e-mail.

User Account Name: Test Business
Login UserName: ███████████
Login PIN: ███████████

Please go to the online application for the I-COVER-RCPP/PFC Program by clicking here.

If you have questions please feel free to contact us at AGR.ICover@Illinois.gov or call our office at 217-782-6297.

We appreciate your interest in the I-COVER-RCPP/PFC Program.

This is an example of the email generated by clicking **Create User Account**. Follow the instructions in the email to access the application.

Click here to access the login page and Application.

Illinois I-COVER
RCPP/PFC Program

Click here to Create An Account.(All program applicants will need to create an account this year to access the Application. If you are a Farm Manager or responsible for entering multiple applications, you will have the opportunity to create multiple applications under one account).

Click here to recover your UserName or PIN.(This is for applicants who already created an account for this year's program but need to recover a forgotten UserName or PIN).

Please provide your Name, UserName, and PIN to log into the Pre-Entry Form and Application.
Your Name:

i.e. John Smith

UserName

User Name

PIN

PIN

Enter your **Name**, **UserName**, and **PIN** (from the email that was sent to you) and click **Login**

Login

After clicking **Login**, you'll be taken to the **Application Dashboard**. The timer on the page is counting down until applications can start being submitted at <mark>8:00 A.M. CST on Monday, March 3, 2025</mark>.

Illinois
Department of
Agriculture

Illinois I-COVER
RCPP/PFC Program

Go to Dashboard

Logout

Dashboard

Our records do not show any drafts or applications for your UserName and PIN.

Begin New Application

Click here to **Begin a New Application**. Once an application is created and saved, the application can be **viewed**, **edited**, or **deleted** from the **Dashboard** any time prior to submittal. (Farm Managers or those who are responsible for multiple entities can enter multiple applications for those entities, respectively).

Illinois I-COVER
RCPP/PFC Program

Go to Dashboard

Logout

The entire application must be complete before submitting. If you leave this page before saving or submitting the application, any data you may have entered will be lost.

Please have the following information prepared to complete your application:
- Applicant Information
- Contact Information
- Farm, Tract, and Field Information
- Files to Attach (Optional):
    1. Form CCC-902
- Complete all applicable fields, follow additional instructions and check off each of the acknowledgements and signoff.

Business/Individual Applicant

Enter your Business/Individual Information

Business/Individual Name:*
Test Business

Address:*
1234 Test St

Address Line 2

Test City | Illinois | 62703

County:*
Adams County

Primary Contact

Enter the Primary Contact Information

Save Changes

A "Save Changes" button will appear in the upper righthand side of the page as you scroll through and fill out your application.
Click "Save Changes" to save your progress at anytime during the application process.

Name:* | Test | Test

Address:* | 1234 Test St

Address Line 2

Test City | Illinois | 62703

Phone: | (217)785-6818

E-mail Address:* | TestEmail@TestEmail.com

Secondary Contact - Optional

Enter the Secondary Contact Information (if needed)

Name: | First Name | Last Name

Address: | Address Line 1

Address Line 2

Physical City | ... | Physical Zip

Phone: | (XXX) XXX-XXXX

E-mail Address: | E-mail Address

☐ Site correspondence may also be delivered to this email address.

Enter the Farm, Tract, and Field Information. If you need to add a Tract, Field, or additional Farm(s), select the respective green **Add** button(s).

Select the practice scenario for each program year from the respective drop-down box. The options are "Winter Kill", "Multi-Species, Spring Terminated", and Single Species, Spring Terminated".

Select if this is your first time planting cover crops on the acres for which you are applying.

If this is not your first time planting cover on those acres, select "No". You will then be required to confirm that you will use a newer technology for an earlier establishment of cover crops.

Land Information
DATA ENTRY FORMAT REQUIREMENTS:
Farm number: Maximum 5 numeric characters.
Tract number: Maximum 5 numeric characters.
CLU/FieldNumber: Common Land Unit (CLU) number/Field Number Maximum 5 alpha/numeric characters. No special characters. CLU Must be unique entry to each Farm/Tract entry.
CLU/Field Acres (Total): Maximum 15 characters. Can be decimals only to hundredths (e.g. 100.58 acres)

Enter the acreage of each field individually. Do not enter a total acreage for more than one field. The total acreage will be calculated.

Farm #1

✖ Remove Farm

Farm Number:* [1]   Field Acres: 440.00   **Add Tract for this Farm**   **Remove Last Tract**

Share Percent:* [50.00]

If the share percent is less than 100, please provide the business or individual names of the additional shareholders for the farm. List the full name and percentage of ownership for each shareholder as identified on the CCC-902 form associated with this farm.

John Test 50%

250 characters remaining

Tract #1

Tract Number:* [2]   **Add Field For This Tract**   **Remove Last Field for This Tract**

Tract #1 Field Information

Field #1   Field Number:* [3]   Acres:* [80.00]   Enter the acreage of this field only. Do not enter a total acreage for more than one field.

County:* [Adams County ▾]   Practice Scenarios: ❓   2025:* [Single Species, Spring Terminate ▾]

2026:* [Multi-Species, Spring Terminate ▾]

2027:* [Single Species, Spring Terminate ▾]

Is this your first time planting cover crops on the acres being applied for on this application?* ○ Yes   ● No

I understand that I am required to utilize a newer technology or method for earlier establishment of cover crops per program rules. ☑ *

If you added a Tract, Field, or Farm by selecting the respective green **Add** button, a red **Remove Last** button will appear that will allow you to remove the last respective Farm, Tract, or Field entry.

In addition to saving your progress with the **Save Changes** button, anytime you click **Add Another Farm** your progress will also automatically be saved.

*Please note, if you select the **Remove Last** button, any data entered under that entry will be deleted. For example, if you select **Remove Last Farm** you will lose all Tracts and Fields entered under that Farm.

Attach all pages of your **CCC-902.** If you need to attach multiple files, each file may be no more than 10MB. To attach multiple files, you can select all your files once you've clicked **Choose Files** or select files one at a time by clicking **Save Changes** in between each file that you attach.

Attachments

If you have multiple files to attach, please attach and save them one at a time.
You can do this by browsing, selecting one of the files, and then going to the bottom of the page and clicking the 'Save Changes' button.
Each attached file can be no more than 10 MB. You can repeat the process for as many files as you need.
If you attach a file and click 'Save Changes' and the system catches an error in your application, you will need to correct the error and reattach that file.

Form CCC-902:

Documents
Choose Files   No file chosen

Acknowledgements and Signoff - I have agreed to submit this application by electronic means. By checking the boxes below and signing this application electronically, I certify under penalty of perjury and false swearing that my answers are correct and complete to the best of my knowledge.

Illinois I-COVER-RCPP/PFC Program Policies

☐　I understand the acres I sign-up through this program are not currently enrolled in other state and federal cost-share funding or incentives. * (Answering "no" to this question, will deem the application ineligible for this program. IDOA will verify with existing datasets to prevent duplication.)

☐　I understand that by enrolling in this program, I agree to meet all eligibility requirements as stated in the rules and requirements. Further, I am responsible to notify any business or individual that may own a share percent of any farm that I submitted an application for under this Illinois I-COVER-RCPP/PFC Program.
　⬇ **Click to review rules and requirements.**

☐　I have read, reviewed, and understand all of the information on this form and certify under penalty of perjury and false swearing that my answers are correct and complete to the best of my knowledge.

Applicant Name

By entering my name and checking the box above, I am giving my digital signature for the entered information above. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

Save Changes　**Next**

Complete the **Acknowledgements and Signoff**.
Refer to the Program Rules page if needed by selecting the link provided.

Acknowledgements and Signoff
- I have agreed to submit this application by electronic means. By checking the boxes below and signing this application electronically, I certify under penalty of perjury and false swearing that my answers are correct and complete to the best of my knowledge.

Illinois I-COVER-RCPP/PFC Program Policies

☑ I understand the acres I sign-up through this program are not currently enrolled in other state and federal cost-share funding or incentives. * (Answering "no" to this question, will deem the application ineligible for this program. IDOA will verify with existing datasets to prevent duplication.)

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⬇ **Click to review rules and requirements.**

☑ I have read, reviewed, and understand all of the information on this form and certify under penalty of perjury and false swearing that my answers are correct and complete to the best of my knowledge.

Test Test

By entering my name and checking the box above, I am giving my digital signature for the entered information above. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

Save Changes   Next

When complete, you may select **Save Changes** if you wish to continue editing OR select **Next** to move to the Application Summary Page where you can validate your application in preparation for submittal. By selecting either button, the application will prompt you to correct any issues before moving on.
*Every box in the application must be filled out, with the exception that the **Secondary Contact** and **Additional Questions** may be left blank, as appropriate, in order to move to the Application Summary Page.

Illinois I-COVER
RCPP/PFC Program

Go to Dashboard

This is the Application Summary Page.

- Your progress has been saved. Review the information in your draft application below. If complete, click 'Save Validated Draft' at the bottom of the page to receive an email reminding you to submit your application when the program opens at 8am on ' Monday, 3/3/2025.

Business Information
Business Name: Test Business
Address: 1234 Test St

Test City, IL 62703
County: Adams

Contact Information
Primary Contact
Full Name: Test Test
Address: 1234 Test St

Test City, IL 62703
Phone:
Email:

Secondary Contact
Full Name:
Address:

Phone:
Email:
Can Correspondence be sent to secondary contact's Email: No

Attached Documents
Form CCC-902:

Application Information
Total Number of Acres in provided fields: 200.00

Farm Information

Farm 1
Farm Number: 1
Share Percent: 50.00 %
Shareholder Info: John Test 50%

Tract 1
Tract Number: 2

Field `Number	County	Practice Scenarios	First Time Using Cover Crop	Acres
3	Adams	2025 - Winter Kill 2026 - Multi-Species 2027 - Single Species	No	80.00
4	Adams	2025 - Single Species 2026 - Multi-Species 2027 - Winter Kill	Yes	80.00

Tract 2
Tract Number: 3

Field `Number	County	Practice Scenarios	First Time Using Cover Crop	Acres
5	Adams	2025 - Single Species 2026 - Winter Kill 2027 - Multi-Species	Yes	80.00

Farm 2
Farm Number: 2
Share Percent: 100.00 %
Shareholder Info:

Tract 1
Tract Number: 2

Field `Number	County	Practice Scenarios	First Time Using Cover Crop	Acres
3	Adams	2025 - Winter Kill 2026 - Single Species 2027 - Multi-Species	Yes	80.00

Edit Application   Print Page   Save Validated Draft   The submittal button will be active here from: 3/3/2025 until 3/14/2025

If you clicked **Next** on the previous page and all errors were corrected, you will be brought to this page to review your application.

If you need to go back and edit your application, select **Edit Application**.

If the information is correct, click **Save Validated Draft** and a confirmation email will be sent to you (See next slide).

After you've clicked **Save Validated Draft**, you can return to the Dashboard by clicking **Go to Dashboard** in the blue banner at the top of the page.

When the program opens on Thursday, February **20th**, at 8:00 A.M. CST, this block will turn into a **Submit** button.

Illinois I-Cover Program Application Draft Saved

AD — AGR DoNotReply <AGR.DoNotReply@illinois.gov>
To ▇▇▇▇▇▇▇▇

11:09 AM

Phish Alert   + Get more add-ins

Dear Applicant,
You have successfully validated and saved a DRAFT application for the Illinois I-COVER-RCPP/PFC Program.
Please note, the application HAS NOT been submitted.

You may make edits to the application any time prior to submitting, but you will not be able to submit your application until you have corrected any errors and re-saved a validated draft.

To submit your application once the program opens at **8:00 AM CST on Wednesday, January 22nd, 2025:**

- Log into the Illinois I-COVER-RCPP/PFC Program Application page at
  https://apps.agr.illinois.gov/BLWR_ICover/ using your UserName and PIN;
- On the Dashboard, click the **Go To Submittal Page.**
- Click the **Submit Application** button.

If you have logged in to the system and are waiting on the Dashboard when the time changes to 8:00 A.M. CST, you will need to refresh your page in order to submit your application.

Below is a summary of select information saved in your validated, draft application:

Business Name:	Test Business
Primary Contact Name:	Test Test
Primary Contact Email Address:	▇▇▇▇▇▇▇▇▇▇

Total Acres Saved in Draft Application: 200.00

If you have any questions, please reach out to your local Soil & Water Conservation District or you can contact IDOA by email at AGR.ICover@Illinois.gov or call our office at 217-782-6297.

This is the confirmation email you will receive when you have validated your application.

Follow the prompts in the email or log into the Dashboard to submit your application on Monday, March 3, 2025, at 8:00 A.M. CST.

Illinois I-COVER
RCPP/PFC Program

Go to Dashboard

Logout

- An email reminding you to submit your application has been sent. You may make edits to the application any time prior to submitting, but you will not be able to submit your application until you have corrected any errors and re-saved a validated draft.

Dashboard

4 Application/s

Begin New Application

	Business Name	Contact Name	Total Acres	Date Created	Is Draft Validated?	Submitted?	Date Submitted	
View / Edit	Test Business	Test Test	200.00	1/8/2025	Yes	No		✖

Select information from your draft application is displayed on the Dashboard, including whether your draft application has been validated. Once your application has been validated, it is ready to be submitted on March 3rd, 2025, at 8 AM CST.

Until you submit your application, you are still able to review or make changes to your application, if needed. You can do this by clicking **View/Edit**. If you make any edits, you will need to re-validate your application. Every time you re-validate your application a confirmation email will be sent.

You may also click **Begin New Application** if you have more than one application to submit.

To Submit Your Application…
(8:00 A.M. CST, Monday, March 3, 2025, to 11:59 P.M. CST, Friday, March 14, 2025)

This is the I-COVER Program Application Login page located at **https://apps.agr.illinois.gov/ICover/**.
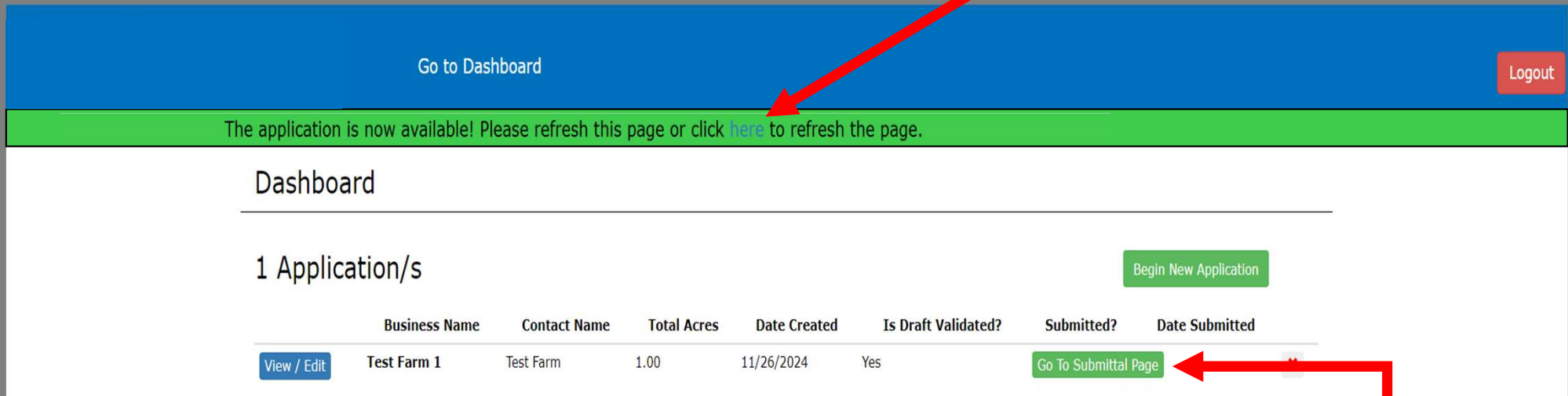
Once the program opens at 8:00 A.M. CST on **Monday, March 3rd, 2025,** the countdown timer will change to a green banner that displays a message to refresh the page (see below). You will need to click the word "**here**" if you are waiting on this page when the time changes to 8:00 A.M.

If you log into the application after 8:00 A.M. CST, the page will refresh on its own.

Go to Dashboard

Logout

The application is now available! Please refresh this page or click here to refresh the page.

Dashboard

1 Application/s

Begin New Application

	Business Name	Contact Name	Total Acres	Date Created	Is Draft Validated?	Submitted?	Date Submitted
View / Edit	Test Farm 1	Test Farm	1.00	11/26/2024	Yes	Go To Submittal Page	

For applications that **have been validated,** logging in after 8:00 A.M. or refreshing the page will create a Go To Submittal Page button on the Dashboard. To submit the application, click Go To Submittal Page. This will take you to the Application Summary Page from which you can **Submit** your application.

For applications that **have not been validated**, there will be no Go To Submittal Page button on the Dashboard. To submit the application, you will need to click View/Edit and validate the application by selecting Next at the bottom of the application. Any errors will need to be resolved before the application can be submitted. Once all errors have been resolved, clicking Next again will take you to the Application Summary Page from which you can **Submit** your application.

This is the Application Summary Page.

Logout

- Your progress **has been saved**. Review the information in your draft application below. If complete, click **'Submit Application'** at the bottom of the page.

Business Information

Business Name:	Test Farm 1
Insurance Policy Number:	56156465456
Address:	123 Anywhere Street
	Springfield, IL 62670
County:	Sangamon

Contact Information

Primary Contact

Full Name:	Test Farm
Address:	123 Anywhere Street
	Springfield, IL 62670
Phone:	
Email:	

Secondary Contact

Full Name:	
Address:	
Phone:	,
Email:	
Can Correspondence be sent to secondary contact's Email:	No

Attached Documents

Form FSA 578:	TEST578.pdf

Application Information

First time planting cover crops?	No
Total Number of Acres in provided fields:	1.00
Cover Cropped acres in addition to this program:	0.00

Farm Information

Farm 1

Farm Number:	1
Insured Share Percent:	100.00 %
Shareholder Info:	

Tract 1

Tract Number:	1

Field Number	County	Acres
1	Sangamon	1.00

To submit your application, click **Submit Application**. Once you submit, you cannot make any edits to your application.

Edit Application   Print Page   Submit Application

Illinois I-COVER
RCPP/PFC Program

This is the Application Summary Page.

- Your progress **has been saved**. Review the information in your draft application below. If complete, click **'Submit Application'** at the bottom of the page.

Business Information

Business Name:	Test Business
Address:	1234 Test St
	Test City, IL 62703
County:	Adams

Contact Information

Primary Contact

Full Name:	Test Test
Address:	1234 Test St
	Test City, IL 62703
Phone:	███████
Email:	███████

Secondary Contact

Full Name:	
Address:	
Phone:	
Email:	
Can Correspondence be sent to secondary contact's Email:	No

Attached Documents

Form CCC-902:	

Application Information

Total Number of Acres in provided fields:	200.00

Farm Information

Farm 1

Farm Number:	1
Share Percent:	50.00 %
Shareholder Info:	John Test 50%

Tract 1

Tract Number: 2

Field Number	County	Practice Scenarios	First Time Using Cover Crop	Acres
3	Adams	2025 - Winter Kill 2026 - Multi-Species 2027 - Single Species	No	80.00
4	Adams	2025 - Single Species 2026 - Multi-Species 2027 - Winter Kill	Yes	80.00

Tract 2

Tract Number: 3

Field Number	County	Practice Scenarios	First Time Using Cover Crop	Acres
5	Adams	2025 - Single Species 2026 - Winter Kill 2027 - Multi-Species	Yes	80.00

Farm 2

Farm Number:	2
Share Percent:	100.00 %
Shareholder Info:	

Tract 1

Tract Number: 2

Field Number	County	Practice Scenarios	First Time Using Cover Crop	Acres
3	Adams	2025 - Winter Kill 2026 - Single Species 2027 - Multi-Species	Yes	80.00

[Edit Application]   [Print Page]   [Submit Application]

To submit your application, click **Submit Application**. Once you submit, you cannot make any edits to your application.

Thank you for participating in the
Illinois Department of Agriculture's
I-COVER Program.

**If you have any questions, please reach out to your local
Soil & Water Conservation District or you can contact
IDOA by email at <u>AGR.ICover@Illinois.gov</u> or
call our office at 217-782-6297.**