"Fall Covers for Spring Savings" Cover Crop Premium Discount Program

Pre-Entry Application and Submittal Directions

Illinois Department of Agriculture

To Access the Application…
(starts 8:00 A.M. CST, December 4, 2024)

There are multiple ways to access the application:

- You can go to the IDOA homepage (**https://agr.illinois.gov/**). Hover your cursor over "Environment" in the header and select Land & Water Resources. On the lefthand side of this page select Cover Crops Premium Discount Program. This will take you to the Cover Crops Premium Discount Program Rules page. The link to the Application is in the second paragraph.
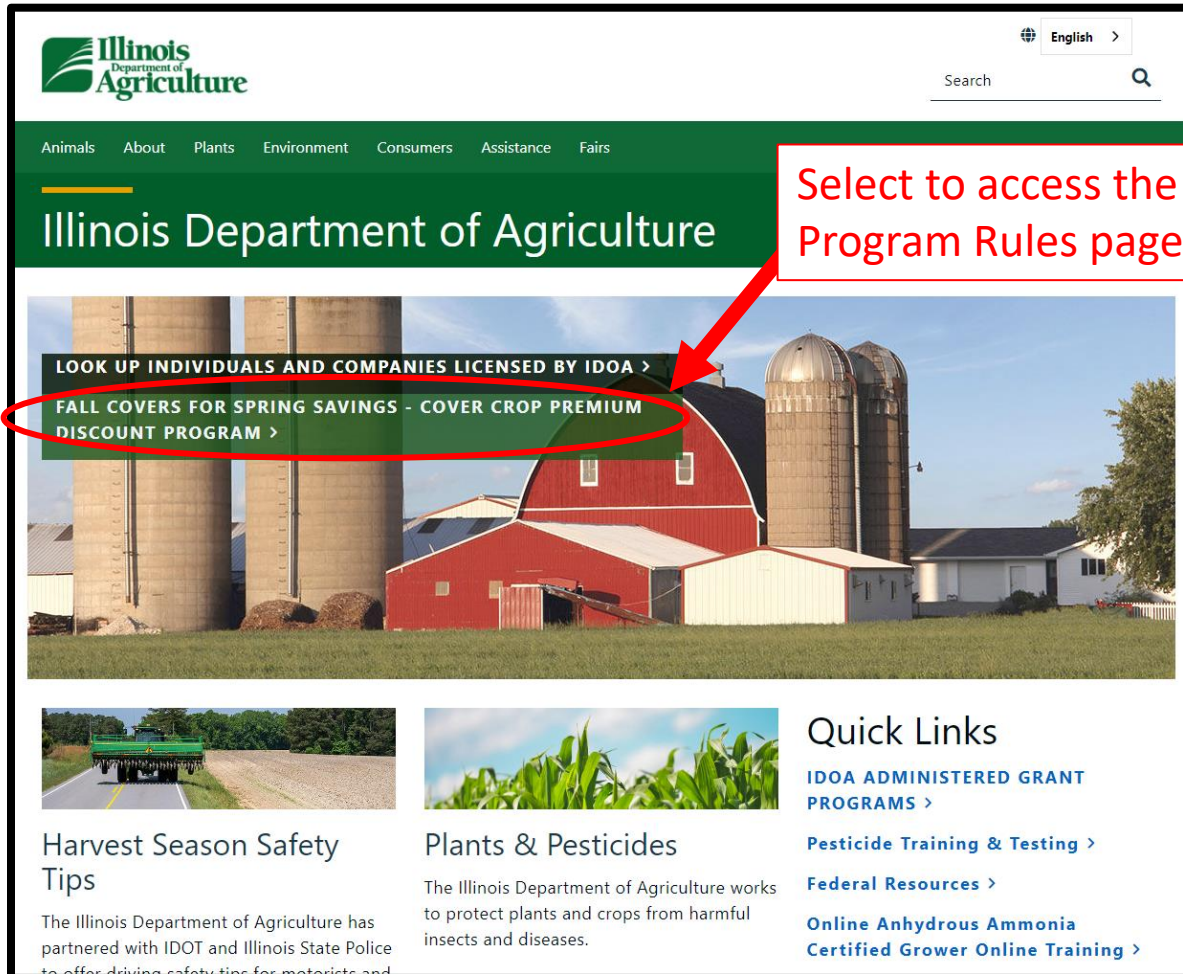(See the next slide)

Or, you can go straight to the Application and Program Rules pages using the links below.

- The Cover Crop Premium Discount Program Application is located at **https://apps.agr.illinois.gov/BLWR_CoverCrop/index.php**

- The Cover Crop Premium Discount Program Rules page is located at **https://agr.illinois.gov/resources/landwater/cover-crops-premium-discount-program.html**
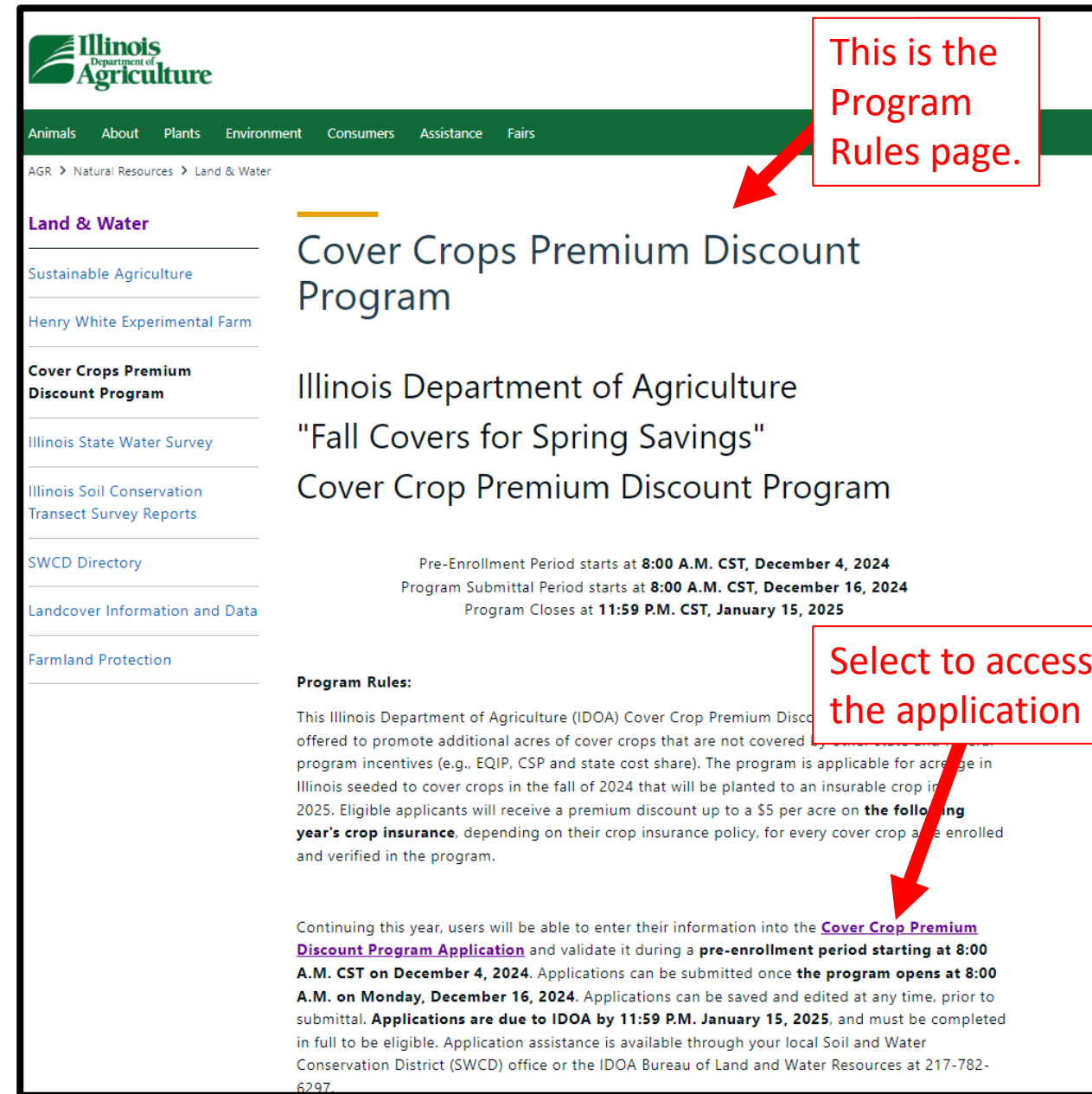
How do I access the application?

Select to access the Program Rules page.

This is the Program Rules page.

Select to access the application

If you did not submit an application last year, you will need to **Create an Account** to access the **Application**. Select this link to receive your **UserName** and **PIN** so you can **Login**.

This is the Cover Crop Premium Discount Program Application Login Page located at **https://apps.agr.illinois.gov/BLWR_CoverCrop/index.php**.

Illinois Department of Agriculture

Cover Crop
Premium Discount Program

The Cover Crop Premium Discount Program opens at 08:00 AM CST on December 16th, 2024, and closes at 11:59 PM CST on January 15th, 2025. You are currently able to login, set up an account, and save application drafts. Once the program is open, you will be able to login and submit the drafts you have already completed.

3d 22h 25m 47s

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**.

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

Create User Account

‹ Cancel

Login Information

UserName:

2903WA5S5

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**.

User Details

Business Name:

First Name:

Last Name:

Email:

Phone Main:

Phone 2:

Mail Address1:

Mail Address2:

Mail City:

Mail State: ...

Mail ZIP:

same as mailing

Physical Address1:

Physical Address2:

Physical City:

Physical State: ...

Physical ZIP:

Additional Information

Please include any information you would like The Department of Agriculture to know that is related t

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.

Illinois Department of Agriculture

Cover Crop
Premium Discount Program

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3d 22h 13m 15s

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.

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.

Contact Information

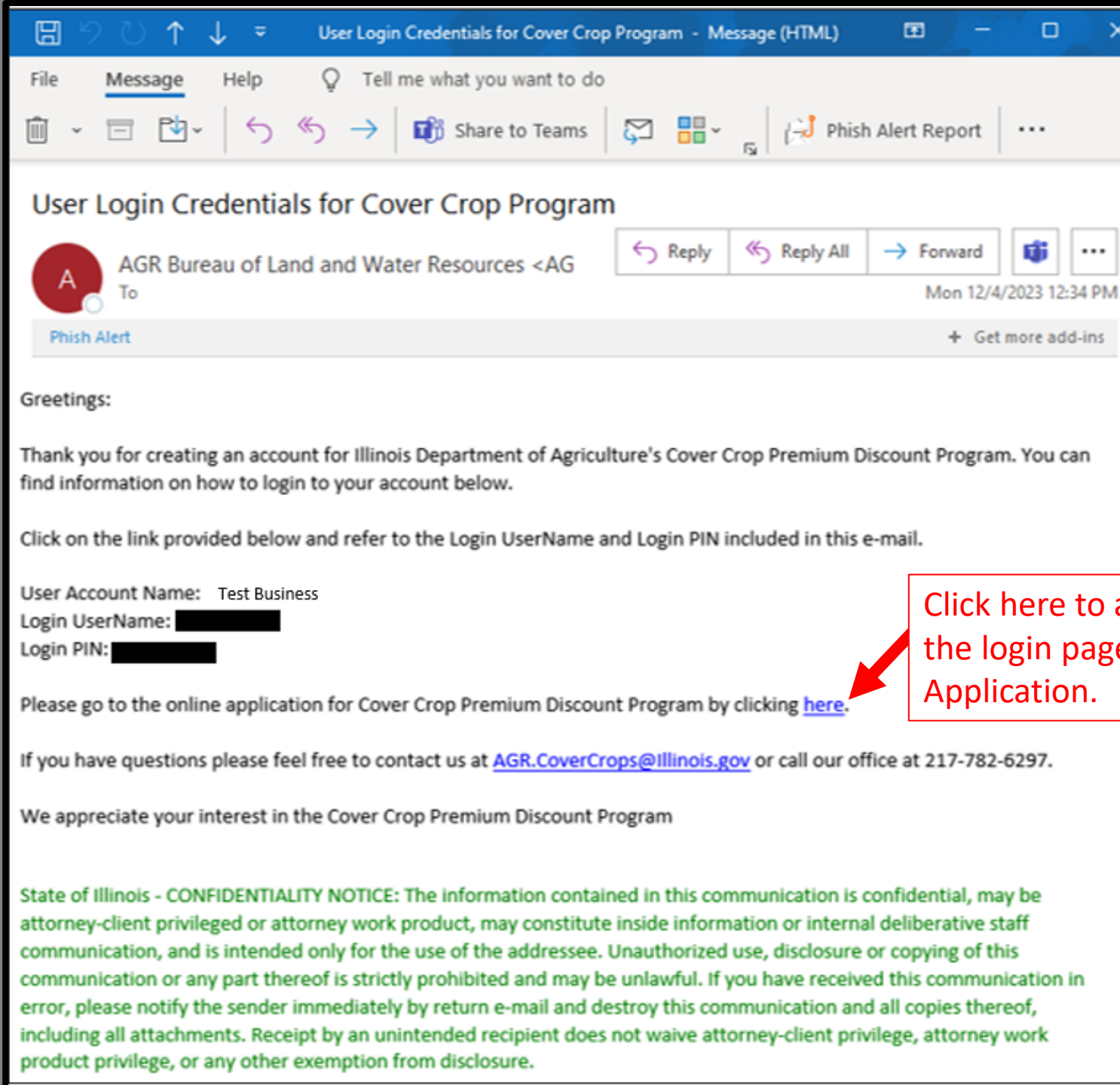**Illinois Department of Agriculture**
John R. Block Building

State Links

News Releases
Open Meetings

Stay Connected

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.

User Login Credentials for Cover Crop Program - Message (HTML)

File   Message   Help   Tell me what you want to do

Share to Teams   Phish Alert Report

User Login Credentials for Cover Crop Program

A   AGR Bureau of Land and Water Resources <AG
To

Reply   Reply All   Forward

Mon 12/4/2023 12:34 PM

Phish Alert   + Get more add-ins

Greetings:

Thank you for creating an account for Illinois Department of Agriculture's Cover Crop Premium Discount 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 Cover Crop Premium Discount Program by clicking here.

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

We appreciate your interest in the Cover Crop Premium Discount Program

State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.

Cover Crop
Premium Discount Program

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3d 22h 25m 47s

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 **8:00 A.M. CST on Monday, December 16th, 2024**.

Illinois Department of **Agriculture**

Cover Crop
Premium Discount Program

Go to Dashboard

Logout

The Cover Crop Premium Discount Program opens at 08:00 AM CST on December 16th, 2024, and closes at 11:59 PM CST on January 15th, 2025. You are currently able to login, set up an account, and save application drafts. Once the program is open, you will be able to login and submit the drafts you have already completed.

3d 22h 13m 15s

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).

Cover Crop
Premium Discount 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:
    1. Form FSA 578
- 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: *
Business/Individual Name

Insurance Policy Number: *
Insurance Policy Number

Add Another Row   Remove Last Row

Address: *
Address Line 1

Address Line 2

Physical City   Illinois   Physical Zip

County: *
...

Primary Contact

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

Secondary Contact - Optional

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.

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.

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.

Farm #1

Remove Farm

Farm Number:* [1]   Field Acres: 1.00   **Add Tract for this Farm**

Insured Share Percent:* [100.00]

If the Insured Share Percent is less than 100, please provide the business or individual names of the additional Insured Shareholders for this Farm.
List the Full Name and percentage of ownership for each shareholder as identified on the FSA-578 form associated with this Farm:

Additional Shareholder Notes

250 characters remaining

Tract #1

Tract Number:* [1]   **Add Field For This Tract**

Tract #1 Field Information

Field #1   **Field Number:*** [1]   **Acres:*** [1.00]   Enter the acreage of this field only. Do not enter a total acreage for more than one field.

County:* [Sangamon Cou ▼]

Add Another Farm

Cover Cropped Acres: 1.00

Using your FSA-578 for reference, 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).

Save Changes

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: 1.00**   **Add Tract for this Farm**

Insured Share Percent: * [100.00]

If the Insured Share Percent is less than 100, please provide the business or individual names of the additional Insured Shareholders for this Farm.
List the Full Name and percentage of ownership for each shareholder as identified on the FSA-578 form associated with this Farm:

[Additional Shareholder Notes]

250 characters remaining

Tract #1

Tract Number: * [1]   **Add Field For This Tract**

Tract #1 Field Information

Field #1   **Field Number:** * [1]   **Acres:** * [1.00]   Enter the acreage of this field only. Do not enter a total acreage for more than one field.

County: * [Sangamon Co ⌄]

Farm #2

Farm Number: * [Farm #]   **Field Acres: 0.00**   **Add Tract for this Farm**

Insured Share Percent: * [Shared %]

If the Insured Share Percent is less than 100, please provide the business or individual names of the additional Insured Shareholders for this Farm.
List the Full Name and percentage of ownership for each shareholder as identified on the FSA-578 form associated with this Farm:

[Additional Shareholder Notes]

250 characters remaining

Tract #1

Tract Number: * [Tract Number]   **Add Field For This Tract**

Tract #1 Field Information

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

County: * [... ⌄]

Add Another Farm   **Remove Last Farm**

Cover Cropped
Acres: 1.00

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.

Additional Questions

☐   Is this your first time planting cover crops? (check the box for 'Yes')

How many acres of cover crop in addition to this program did you plant in 2024?

> 0.00

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 FSA 578: *

Documents

Choose Files No file chosen
✖   FSA-578.pdf

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.

Cover Crop Premium Discount 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 an insured share percent of any farm that I submitted an application for under this Cover Crop Premium Discount 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.

Test Farm

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.

Cover Crop
Premium Discount Program

Go to Dashboard   Logout

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3d 22h 0m 36s

- 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 8 am on Monday, 12/16/2024.

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

Edit Application   Print Page   Save Validated Draft   The submittal button will be active here from: 12/16/2024 until 1/15/2025

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 Monday, December 16th, at 8:00 A.M. CST, this block will turn into a **Submit** button.

Dear Applicant,

You have successfully validated and saved a DRAFT application for the 2024-2025 Cover Crop Premium Discount Program.

Please note, the application HAS NOT been submitted.

You may make edits to the application any time <u>prior to</u> 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 **11:00 AM CST on Tuesday, November 26th, 2024**:

8:00 AM CST on Monday, December 16th, 2024.

- Log into the Cover Crop Premium Discount Program Application page at **https://apps.agr.illinois.gov/BLWR_CoverCrop/** using your UserName and PIN;
- On the Dashboard, click the **Go To Submittal Page.**
- Click the **Submit Application** button.

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

Business Name:	Test Farm LLC
Primary Contact Name:	Test Test
Primary Contact Email Address:	▬▬▬▬▬▬

Total Acres Saved in Draft Application: 210.00

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, December **16th**, at 8:00 A.M. CST.

For applications that have been validated and Saved Draft, logging in after 8:00 A.M or refreshing the page will create a green 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.

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

Cover Crop
Premium Discount Program

Logout

The Cover Crop Premium Discount Program opens at 08:00 AM CST on December 16th, 2024, and closes at 11:59 PM CST on January 15th, 2025. You are currently able to login, set up an account, and save application drafts. Once the program is open, you will be able to login and submit the drafts you have already completed.
3d 22h 0m 36s

- 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

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	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 December 16th, 2024, 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, December 16, 2024, to 11:59 P.M. CST, January 15, 2025)

Illinois Department of Agriculture

Cover Crop
Premium Discount Program

The Cover Crop Premium Discount Program opens at 08:00 AM CST on December 16th, 2024, and closes at 11:59 PM CST on January 1 2025. 024. You are currently able to login, set up an account, and save application drafts. Once the program is open, you will be able to login and submit the drafts you have already completed.

3d 22h 8m 41s

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

Once the program opens at 8:00 A.M. CST on Monday, December **16th**, 2024, 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.

Cover Crop
Premium Discount Program

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.

Cover Crop
Premium Discount Program

Go to Dashboard

Logout

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 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

Thank you for participating in the Illinois Department of Agriculture's "Fall Covers for Spring Savings" Cover Crop Premium Discount Program.

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