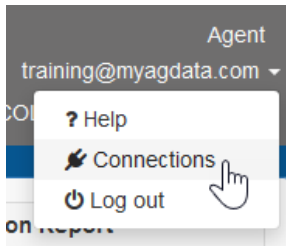


### Third-Party Processors

Many agencies hire third-party processors to provide support and customer service for their agents. This guide shows you how to use MyAgData to invite and authorize a processor to complete and submit acreage reports on your behalf.

### Invite a New Processor

1. Open your favorite browser and go to **myagdata.acreagereporting.com**. We recommend using Google® Chrome® for best results.
2. Enter your email address and password to log on.
3. In the upper right corner, click your name.
4. Click **Connections**.



5. When the Agent Connections page appears, click **Add/Invite Processor** in the Processors section.

[Add/Invite Processor](#)

6. Provide the name and email address of the processor and click **OK**. The system will send the invite.

Invite/Add Processor ✕

Please enter the processors name and e-mail and a notification will be sent to the user

**First Name:**

**Last Name:**

**Email:**

### What the Processor Sees

1. The processor will receive an email message from **info@myagdata.com** that looks something like this.



2. The processor will need to click the **Register/Accept Here** link to register in the MyAgData system.
3. The system will send one more confirmation email. When the processor clicks the link, he or she will be officially registered and able to access the appropriate farms and fields and be authorized to submit certified acreage reports for you.
4. You can also use the Processors table to keep tabs on your processor invitees.

Processor Name	Email	Invited On	Invite Status	Actions
Processor, Paula	jzhxvi@sharklasers.com	5/8/2018 7:53 PM	Accepted	Delete / Resend
Processor, Pete	training@myagdata.com	5/8/2018 7:39 PM	Sent	Delete / Resend

### Invite an Existing Processor

1. If need to re-invite a processor, click **Resend** in the Actions column.
2. The processor will receive an email message from **info@myagdata.com**.
3. He or she will need to click the **Register/Accept Here** link to confirm their previous registration in the MyAgData system.
4. Click **Confirm** to complete the process.

