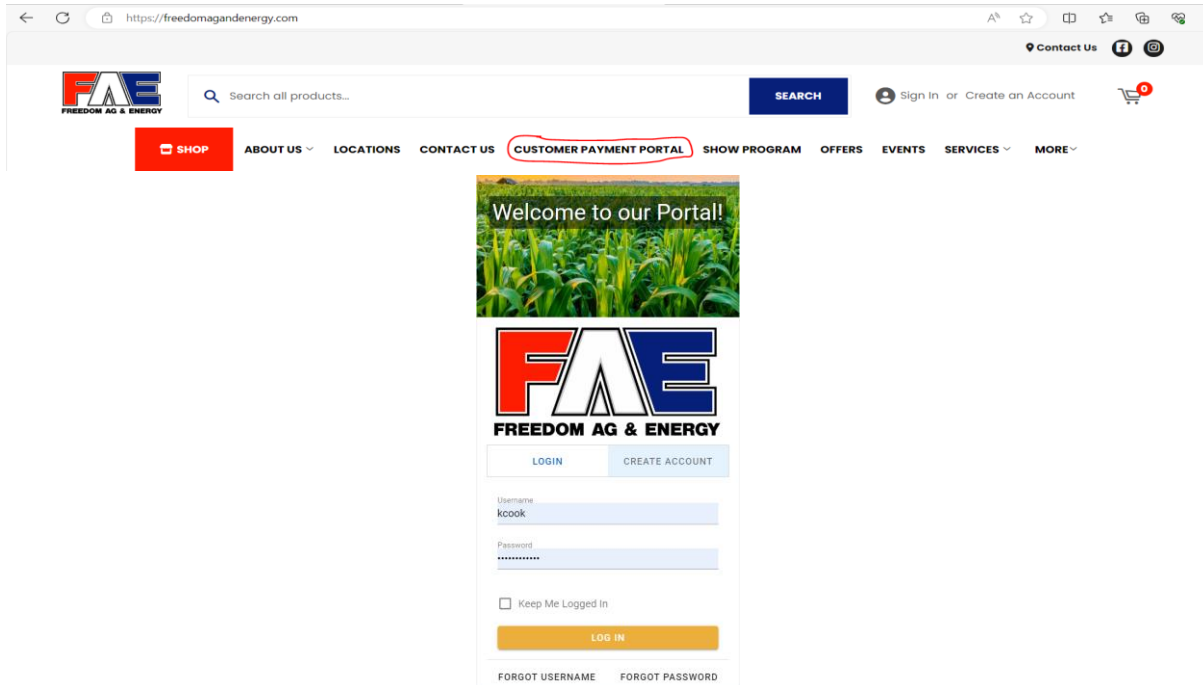




Customer Payment Portal User Guide

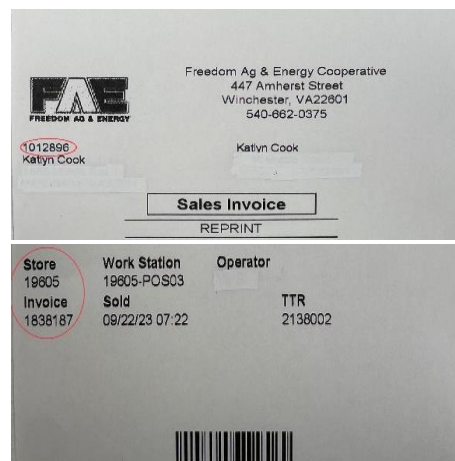
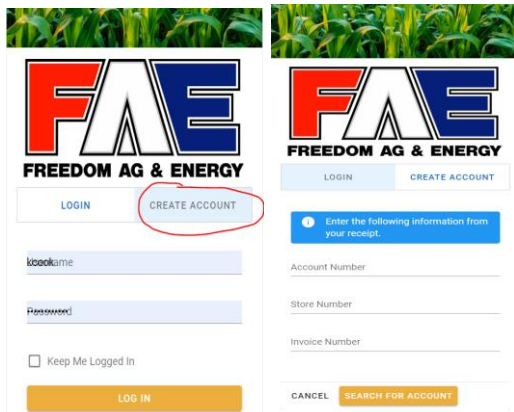
Getting Started

Navigate to the Portal by going to our website, www.freedomagandenergy.com. Click on the Customer Payment Portal tab. From there you will be redirected to the Customer Payment Portal.



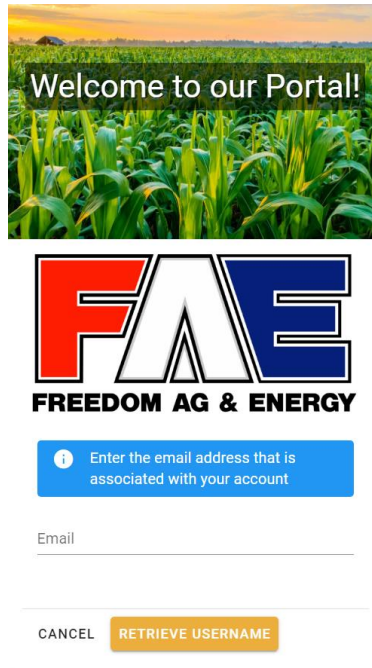
Account Creation

You will need to click on the Create Account button. From there you will need to type in your account number, the store number where you shop and an invoice number. You can find your account number at the top of any invoice above your name. The store number and invoice number can be found at the bottom of any invoice you have.



Forgot Username?

Retrieve your Username by clicking the Forgot Username button.

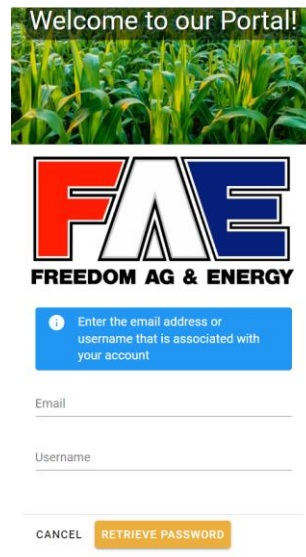


The screenshot shows a web form for retrieving a username. At the top is a banner image of a cornfield with the text "Welcome to our Portal!". Below the banner is the FAE logo, which consists of the letters "FAE" in a stylized font (F is red, A is white with a black outline, E is blue) and the text "FREEDOM AG & ENERGY" underneath. Below the logo is a blue instruction box with a white information icon and the text "Enter the email address that is associated with your account". Underneath is an "Email" input field. At the bottom are two buttons: "CANCEL" and "RETRIEVE USERNAME".

Supply the email address associated with your account in the Email Address field and click the Retrieve Username button. An email with your username will be sent.

Forgot Password?

If you've forgotten the password to log on to the Portal, click the Forgot Password button.

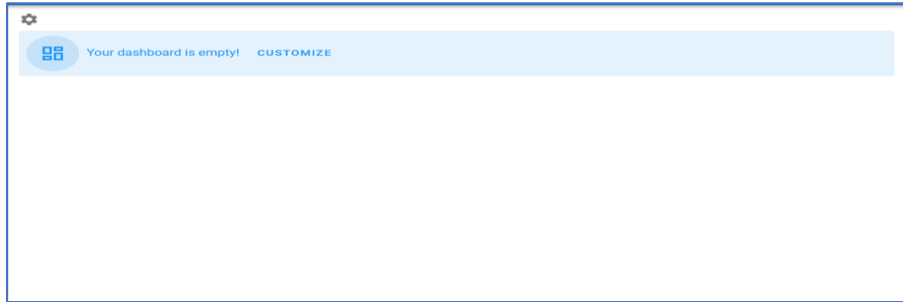


The screenshot shows a web form for retrieving a password. It features the same "Welcome to our Portal!" banner and FAE logo as the previous form. Below the logo is a blue instruction box with a white information icon and the text "Enter the email address or username that is associated with your account". Underneath are two input fields: "Email" and "Username". At the bottom are two buttons: "CANCEL" and "RETRIEVE PASSWORD".

Enter your Username or Email Address and click the Retrieve Password button

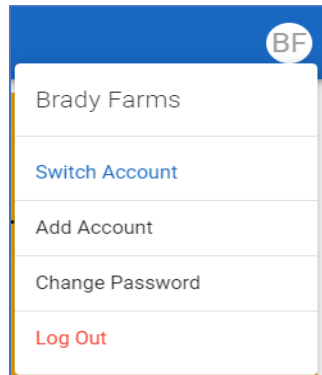
Dashboard

Once logged in, add to and edit your dashboard with the customize link.



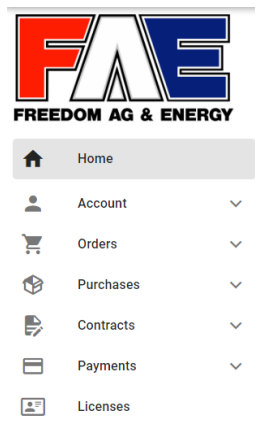
My Settings

Switch or add an account, change your password, or logout of your account.



Menu

Use the menu to access different sections of your account.



Filter

User the filter option located in the upper right-hand corner of various menu sections to narrow your viewing through fields such as date and time, categories, descriptions, etc.

DOWNLOAD ▾		FILTER		
218779	Fertilizer Invoice on 04/20/2023	Nashville	Amount \$507.06	\$507.06 due on 05/31/2023
1705884	Invoice on 04/12/2023	Nashville	Amount \$91.07	\$91.07 due on 05/31/2023
1705883	Invoice on 04/12/2023	Nashville	Amount \$45.54	\$45.54 due on 05/31/2023
1705873	Invoice on 04/10/2023	Nashville	Amount \$1,400.00	\$1,400.00 due on 05/31/2023
	Unapplied Payment on 04/06/2023		Amount -\$1.00	-\$1.00 due on 04/06/2023

Account

Account Summary

Once logged in, your Account Summary will confirm your account contract and balance information as well as recent transactions.

Statement	Current	Prepays
Statement Balance \$156,198.63 MAKE A PAYMENT >	Current Balance \$10,355.40 Available Credit \$19,989,644.60	Prepaid Balance \$103,627.59 GO TO PREPAIDS >
Recent Transactions		
Invoice	Item	Extended
218779	Agrotain Nitrogen-Stabilizer	\$23.82
218779	State Environmental Fee	\$5.00
218779	UREA 46-0-0	\$179.40
218779	POTASH 0-0-60	\$131.25
218779	Ammonium Sulfate	\$69.79
218779	DAP 18-46-0	\$97.80
218775	UREA 46-0-0	\$2,813.49
218775	POTASH 0-0-60	\$2,368.55
218775	DAP 18-46-0	\$1,765.33
218775	SPREADING CHARGE	\$457.00
218774	UREA 46-0-0	\$2,799.51
218774	POTASH 0-0-60	\$2,356.78
218774	DAP 18-46-0	\$1,756.59
218774	SPREADING CHARGE	\$454.50
218773	UREA 46-0-0	\$2,799.51

Review your Account contact information | Customer Name | Address | Customer ID

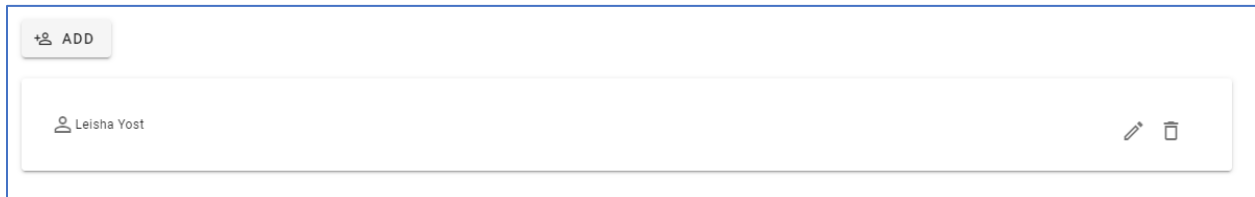
Address Book

Add, edit, or remove locations and their information from your address book.

ADD			
Brady Farms (Primary)	1123 SMITH WAY, Antioch, TN 37135, U.S.A.	615-979-4869	
Brady Farms - WI Operation	100 Smith way, Durand, WI 54736		
Brady Farms - KY Operation	52225 EFC Lane, Owensboro, KY 42301		
Brentwood Office	1698 Happy Lane, Brentwood, TN 37027, U.S.A.	270-615-5666	

Buyers

Add, edit, or remove buyers from your account.



Login History

View username, date and time, and email address of current as well as past logins.

Current Login		
fpPhillips	04/20/2023 09:42 AM	fpPhillips@efcsystems.com
Other Logins		
abrady	04/17/2023 10:46 AM	fpPhillips@efcsystems.com
bpowell	Never Logged In	fpPhillips@efcsystems.com
dfoster	03/15/2023 11:56 AM	fpPhillips@efcsystems.com
dgreer	Never Logged In	fpPhillips@efcsystems.com
dmoore	Never Logged In	fpPhillips@efcsystems.com
eddie	07/15/2022 03:02 PM	fpPhillips@efcsystems.com
gbaldwin	09/09/2022 01:18 PM	fpPhillips@efcsystems.com
jreSmith	12/07/2020 09:36 AM	fpPhillips@efcsystems.com

Profile

Edit your profiles contact information, invoice preferences, and statement preferences.

Contact Information		EDIT
111301		
Name Brady Farms	Type Member-Contract(non voting)	
Address 1123 SMITH WAY ANTIOCH, TN 37135 U.S.A.	Phone / Fax 615-979-4869	
Primary Email fpPhillips@efcsystems.com		
Invoice Preferences		EDIT
Invoice Email		
Statement Preferences		EDIT
Statement Delivery Printed Statement		

Purchases

Credit Activity

View and filter in-house credit activity by invoice status or search invoice number. Select a Transaction to view details like Pricing & quantities & Download invoices.

Invoice #	Description	Date	Site	Amount	Due Date
218779	Fertilizer Invoice	04/20/2023	Nashville	\$507.06	\$507.06 due on 05/31/2023
1705884	Invoice	04/12/2023	Nashville	\$91.07	\$91.07 due on 05/31/2023
1705883	Invoice	04/12/2023	Nashville	\$45.54	\$45.54 due on 05/31/2023
1705873	Invoice	04/10/2023	Nashville	\$1,400.00	\$1,400.00 due on 05/31/2023
	Unapplied Payment	04/06/2023		Amount -\$1.00	-\$1.00 due on 04/06/2023
1705848	Invoice	04/04/2023	Nashville	\$9.00	\$9.00 due on 05/31/2023
1705747	Invoice	03/06/2023	Nashville	\$3,189.50	\$3,189.50 due on 04/30/2023
1702972	Invoice	01/31/2023	Nashville Store	\$103.70	\$103.70 due on 02/28/2023
1702221	Invoice	01/31/2023	Nashville Store	\$10.53	\$10.53 due on 02/28/2023
1702496	Invoice	01/29/2023	Nashville Store	\$5,000.00	\$5,000.00 due on 02/28/2023

The credit activity list includes charges to your in-house account

- Invoice #
- Invoice date entered
- Site
- Invoice amount
- Invoice amount due date

Purchases

View purchases and filter by order type and date range. Select a Transaction to view details like Pricing & quantities & Download invoices.

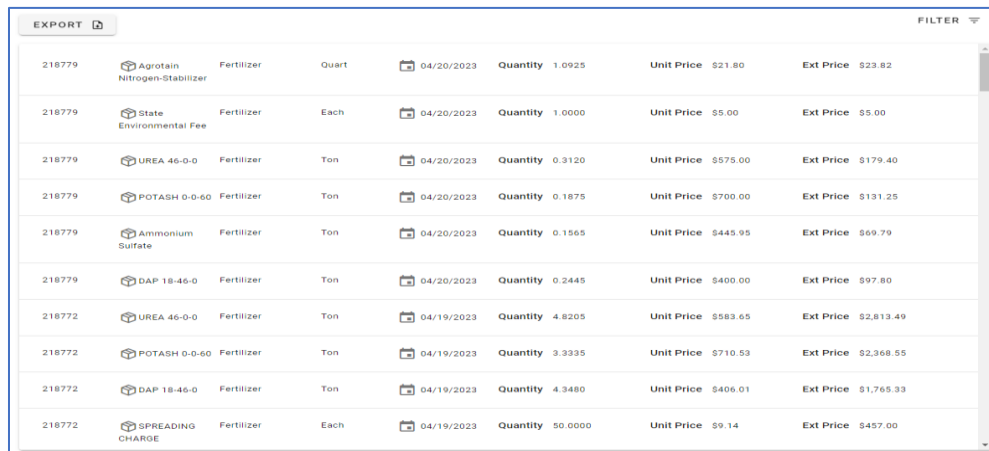
Invoice #	Site	Order Type	Date	Amount
218779	Nashville	Fertilizer	04/20/2023	Amount \$507.06
218775	Brentwood Store	Fertilizer	04/19/2023	Amount \$7,404.37
218774	Brentwood Store	Fertilizer	04/19/2023	Amount \$7,367.36
218773	Brentwood Store	Fertilizer	04/19/2023	Amount \$7,367.36
218772	Brentwood Store	Fertilizer	04/19/2023	Amount \$7,404.37
1705940	Brentwood Store	Order	04/19/2023	Amount \$211.09
1705884	Nashville	Order	04/12/2023	Amount \$91.07
1705883	Nashville	Order	04/12/2023	Amount \$45.54
1705873	Nashville	Order	04/10/2023	Amount \$1,400.00
1705862	Nashville	Order	04/05/2023	Amount -\$688.00
1705859	Nashville	Order	04/05/2023	Amount \$688.00

The purchases list includes all orders, even cash/check/credit card sales

- Invoice #
- Site
- Order type
- Date
- Amount

Transactions

View and filter transactions by tax status, category, item description, and date range.



Item #	Description	Category	Unit	Date	Quantity	Unit Price	Ext Price
218779	Agrotain Nitrogen-Stabilizer	Fertilizer	Quart	04/20/2023	1.0925	\$21.80	\$23.82
218779	State Environmental Fee	Fertilizer	Each	04/20/2023	1.0000	\$5.00	\$5.00
218779	UREA 46-0-0	Fertilizer	Ton	04/20/2023	0.3120	\$575.00	\$179.40
218779	POTASH 0-0-60	Fertilizer	Ton	04/20/2023	0.1875	\$700.00	\$131.25
218779	Ammonium Sulfate	Fertilizer	Ton	04/20/2023	0.1565	\$445.95	\$69.79
218779	DAP 18-46-0	Fertilizer	Ton	04/20/2023	0.2445	\$400.00	\$97.80
218772	UREA 46-0-0	Fertilizer	Ton	04/19/2023	4.8205	\$583.65	\$2,813.49
218772	POTASH 0-0-60	Fertilizer	Ton	04/19/2023	3.3335	\$710.53	\$2,368.55
218772	DAP 18-46-0	Fertilizer	Ton	04/19/2023	4.3480	\$406.01	\$1,765.33
218772	SPREADING CHARGE	Fertilizer	Each	04/19/2023	50.0000	\$9.14	\$457.00

Focus on specific Items by selecting all categories or by select categories.

Search for a specific Item by entering the Item ID in the search field and select Search.

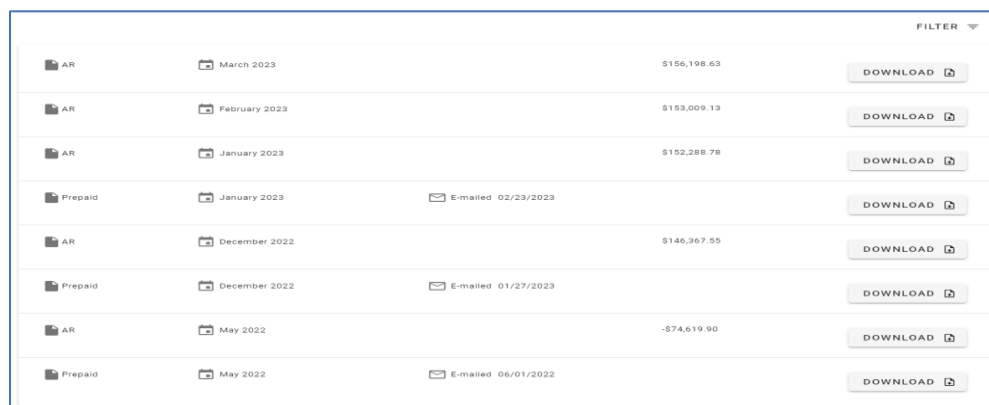
The Transaction list includes

- Item #
- Description
- Order #
- Order Date
- Category
- Taxable
- Quantity
- Stocking Units of Measure
- Unit Price
- Extended Price for the Transaction.

Click the Export button to save a copy of All Purchases in .xls file format.

Statements

View and filter statements (Both In-House & Prepaid) by type and date range.



Statement Type	Date	Amount	Action
AR	March 2023	\$156,198.63	DOWNLOAD
AR	February 2023	\$153,009.13	DOWNLOAD
AR	January 2023	\$152,288.78	DOWNLOAD
Prepaid	January 2023		E-mailed 02/23/2023 DOWNLOAD
AR	December 2022	\$146,367.55	DOWNLOAD
Prepaid	December 2022		E-mailed 01/27/2023 DOWNLOAD
AR	May 2022	-\$74,619.90	DOWNLOAD
Prepaid	May 2022		E-mailed 06/01/2022 DOWNLOAD

The statements list includes

- Statement type
- Month and year
- Statement amount
- A PDF file of each statement is available by selecting DOWNLOAD

Purchase Summary

View and filter available reports for purchase summary, commodity summary, and commodity and grain total by period range.

Purchase Summary		Amount
No data available		
Total		0.00

Commodity Summary			
Sales	Amount	Quantity	Deferred
No data available			
Total	0.00	0.00	0.00
Purchases			
No data available			
Total	0.00	0.00	0.00

Commodity and Grain Total		Amount	Quantity	Deferred
Amount				0.00
Quantity				0.00
Deferred				0.00

Summary fields include

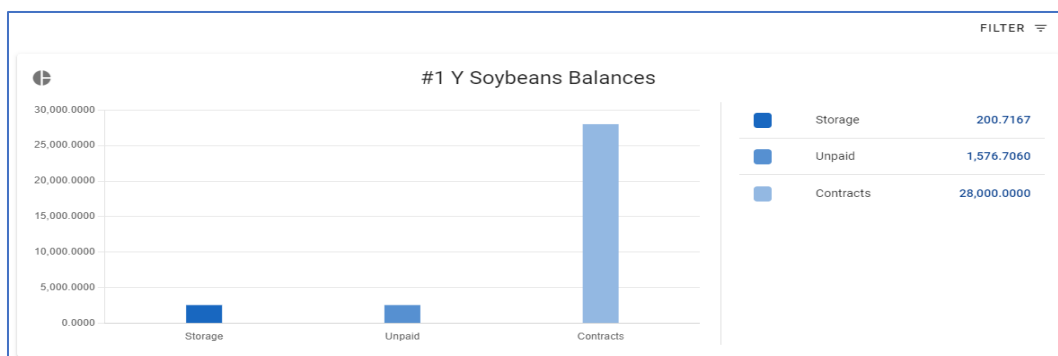
- Sales and purchases totals
- Amount
- Quantity
- Deferred

Commodity

Use the Download button throughout these pages to download copies of Scale Tickets, Contracts, and Settlement Documents.

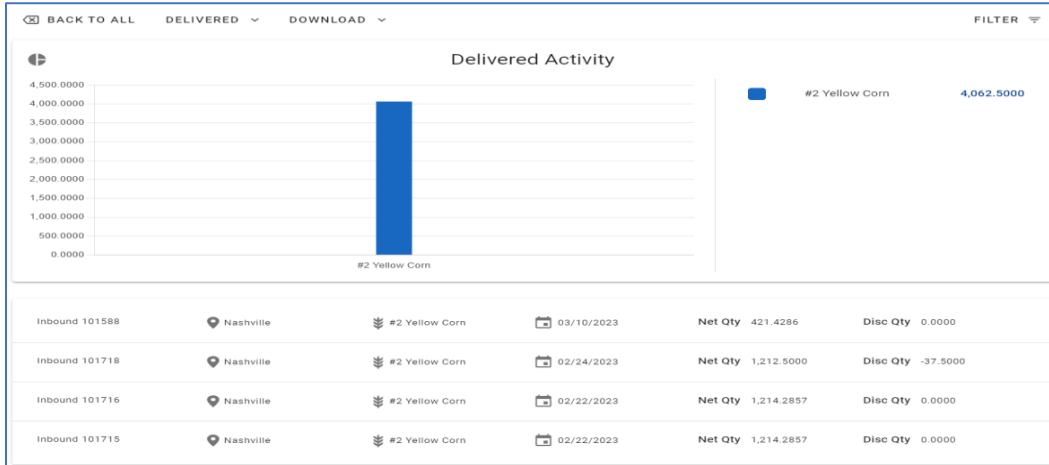
Balances

View and filter commodity balances by date. Contracts, unpaid, and storage amounts are shown.



Activity

View and filter contracted, delivered, settled, and sold activity by site, commodity, and date range.



Contracts

View and filter delivered/undelivered contracts by site, commodity, status, type, sub-type, confirmation status, and date range.



Contracts list includes

- Contract #
- Site
- Commodity type
- Shipment beginning and ending date range
- Quantity
- Priced

Tickets

View and filter tickets by site, commodity, number, status, type, direct, and date range.

DOWNLOAD ▾				FILTER ≡	
Inbound 101588	Nashville	#2 Yellow Corn	03/10/2023	Net Qty 421.4286	Disc Qty 0.0000
Inbound 101718	Nashville	#2 Yellow Corn	02/24/2023	Net Qty 1,212.5000	Disc Qty -37.5000
Inbound 101716	Nashville	#2 Yellow Corn	02/22/2023	Net Qty 1,214.2857	Disc Qty 0.0000
Inbound 101715	Nashville	#2 Yellow Corn	02/22/2023	Net Qty 1,214.2857	Disc Qty 0.0000

Tickets list includes:

- Inbound/outbound ticket #
- Site
- Commodity type
- Date
- Net quantity
- Discount quantity

Bookings

View all Open or Closed Bookings associated with your Account and filter by order status and date range.

							FILTER ≡	
801809	Alfalfa W & L 363HQ Pre Innoc	Pound	11/07/2022 - 01/31/2023	Quantity 50.0000	Purchased 0.0000	Remaining 50.0000		
801810	DKA40-16 50# 34% Clay Coated	Each	11/07/2022 - 01/31/2023	Quantity 5.0000	Purchased 0.0000	Remaining 5.0000		
801801	AG26X8 RR2X 140M STAND-FI	Each	09/15/2022 - 12/31/2022	Quantity 100.0000	Purchased 0.0000	Remaining 100.0000		

Bookings list includes

- Booking ID- the System assigned ID
- Effective Date- Date the Booking was created in Merchant Ag PM
- Item ID- Item ID
- Item Description- Description of the Item
- Expiration Date- Date the Booking expires
- Quantity- the quantity of the item reserved for the Booking.
- Quantity Purchased- Quantity from completed orders that reference the Booking
- Quantity Remaining- Available Quantity on the Booking

Prepays

View All or Outstanding Prepays associated with your account filter by status and date range.

Prepaid ID	Type	Entered	Expires	Amount	Net Available
701791	No type	10/07/2019 - 04/06/2020		107,500.00	107,500.00
701908	No type	10/20/2020 - 04/20/2021		1,000.00	1,000.00
701980	No type	12/16/2021 - 06/16/2022		32,000.00	8,900.00
701985	No type	01/06/2022 - 06/01/2023		15,876.19	12,017.41
702050	No type	06/30/2022 - 12/29/2022		13,282.87	5,504.12
702051	No type	07/05/2022 - 01/03/2023		2,786.60	1,695.60
702055	No type	07/11/2022 - 01/09/2023		5,000.00	5,000.00
702103	No type	09/01/2022 - 03/02/2023		1,125,000.00	1,125,000.00
702129	No type	10/31/2022 - 07/18/2022		10,866.50	9,966.50
702133	No type	10/31/2022 - 05/01/2023		9,000.00	7,650.00
702134	No type	10/31/2022 - 05/01/2023		9,000.00	8,100.00

Prepays list includes

- Prepaid ID- The system assigned ID
- Type- Prepaid type or no type
- Entered- Date the Prepaid was created in Merchant Ag PM
- Expires- Any Expiration date set on the Prepaid
- Amount- Beginning balance of the Prepaid
- Net Available - Current balance available for application to transactions

Payments

*To set up automatic payments or make payments electronically, you must fill out our Customer Payment Portal form. The form is located on the last page of this guide.

Automatic Payments

Setup and manage automatic payments on your account via ACH. You may enroll in automatic payment frequencies of Daily, Weekly, Bi-Monthly, or Monthly.

MANAGE AUTOMATIC PAYMENTS		
Accounts Receivable Automatic Payments		
Status	Payment Schedule	Enrolled Since
Enrolled	Bi-Monthly	April 2023
Payment Day	15th and last day of the month	

Automatic payments fields include

- Status
- Payment day
- Payment schedule
- Enrolled since month and year

Make a Payment

Make a payment on your account.

1 Type Select a Payment Method 2 Amount Specify the amount you would like to pay 3 Date Select a date for the payment 4 Review Review your payment settings 5 Confirm

1 Your account is set up to automatically be debited

Select a Payment Method

Single Lump Sum Payment

Pay by Invoice

Budget Billing Payment

NEXT

Steps to make a payment include

- Type- Select a payment method
- Amount- Specify the amount you would like to pay
- Date- Select a date for the payment
- Review- Review your payment settings
- Confirm

Payment History

View and filter payment history by date or check number.

Date	Period	Payment Method	Amount
04/13/2023	April 2023	Check ACH	\$32,826.47
04/12/2023	April 2023	Cash	\$100.00
04/12/2023	April 2023	Cash	\$100.00
04/06/2023	April 2023	Check ACH	\$1.00
02/19/2023	February 2023	Cash	\$400.00
07/07/2022	July 2022	Check 1	\$1.00
07/05/2022	July 2022	Check 2222	\$100.00
04/29/2022	April 2022	Check 1012	\$100.00
04/06/2021	April 2021	Cash	\$25,000.00
04/02/2021	April 2021	Check 156 WNF	\$2,500.00
01/08/2021	January 2021	Check 65265	\$1,000.00

Payment history list includes

- Payment date
- Period
- Payment method
- Payment amount

Pending Payments

View pending lump sum payments, pending tagged invoices, and pending budget billing payments as well as managing automatic payments.

MANAGE AUTOMATIC PAYMENTS							
Pending Lump Sum Payments							
Description		Amount		Payment Date			
No pending payments							
Pending Tagged Invoices							
Date	Invoice	Description	Total	Amount Due	Discount By	Discount	Status
03/06/2023	1705747	Invoice	\$3,189.50	\$3,189.50	04/15/2023	\$0.00	Pending 05/01/2023
04/06/2023		Unapplied Payment	-\$1.00	-\$1.00		\$0.00	Pending 05/01/2023 On Hold
01/31/2023	1702221	Invoice	\$10.53	\$10.53	02/15/2023	\$0.00	Pending 05/01/2023 On Hold
01/31/2023	1702972	Invoice	\$103.70	\$103.70	02/15/2023	\$0.00	Pending 05/01/2023 On Hold
01/29/2023	1702496	Invoice	\$5,000.00	\$5,000.00	02/15/2023	\$0.00	Pending 05/01/2023 On Hold
Pending Budget Billing Payments							
Description		Amount		Payment Date			
No pending payments							

Pending payments list includes

- Invoice date
- Invoice #
- Pending payment description
- Total
- Amount due
- Discount by date
- Discount amount
- Status- Pending date

Licenses

View all Restricted Chemical, Technical Licenses, Permits, and Tax Exemptions associated with your account.

Tax IA Farmer License # 1234 Expires 09/29/2025	Tax TN Farmer License # ST-18 ON FILE Expires 12/31/2029	Chemical TN License License # B1092-10 Expires 12/31/2023
Tech Monsanto License # 1092-PYT Issued 03/02/2018	Tech Pioneer License # 1098-901 Issued 06/11/2018	Tech DOW License # 10987-981 Issued 06/11/2018
Tech AGIIS GLN License # 5848155265645	Permit Permit testing Issued 12/09/2022 Expired 12/30/2022	

Licenses fields include

- Type of license
- License #
- Date issued
- Date Expired

Contact Us

View up to date contact information for your retailer.

Contact Us

RichEdit

Name: Freedom Ag & Energy Cooperative

Address: 447 Amherst St. Winchester, VA 22601

Phone: 301-450-1958 ext. 6

Email: customerservice@freedomagandenergy.com

Contact fields include

- Name
- Address
- Phone
- Email