



Instructions for Online Submittal of MMP Short Form Annual Updates

Welcome to the DNR's new application, the eMMP. Submitting the annual Manure Management Short Form online will save you or your consultant time, money and miles. By using this application, you can submit your plan and pay fees in minutes - not hours. The county will automatically be notified once submittal is complete, so no more trips to the county office to obtain signatures. You can also receive notice 60 days before your next plan is due.

Before you can use the eMMP application, you will need a secure PIN number, which DNR will mail to one owner at every site.

Log in to the eMMP Application

1. You must have a State of Iowa login ID (called an A&A account). Start on the DNR's eMMP webpage at www.iowadnr.gov/emmp. Click on the "Manure Management Plan - Submit Online" button to go to the eMMP Application.
2. Click on blue "Create Account" button to create a State of Iowa login ID. If you already have a login ID, click the blue "Log In" button.
3. Enter your login ID and password. Click "Sign In" to open the "My Facilities" page.
4. Type in the case sensitive PIN number and click the blue "Submit" button. If you have multiple PINs, you may enter them now. Your facility(s) will appear on the "My Facilities" page or Dashboard (find it in the toolbar near the top of the page).
5. Scroll to the bottom of the page, select "Yes" to receive email notifications or "No" if you don't want notifications. Scroll to the top of the page to start at the top of your facilities list.

Using the application is easy.

It may seem like many steps, but the most complicated part is creating your login. Basically you will need to:

- Create a login ID
- Enter the secure PIN number the first time
- Complete the short form and choose from one of three payments methods to pay fees, OR
- Grant access to your consultant to submit the short form and/or pay fees on your behalf.
- Download or print your short form and your receipt

Granting/Removing Access to a Consultant or Other Person

1. If you wish to grant access to a consultant, click "Edit" in the right hand column labeled "Assign Access." Enter the consultant's email address. Click "Grant Access." Now the consultant can submit the Short Form Annual Update and make payment. You can grant access to all your facilities or some of them. You can also revoke access on this page. Click on "Dashboard" to return to your list of facilities.

Submitting the Short Form

1. Under the heading "Status," click "Submit" to open the Short Form Annual Update.
2. Review Facility, Owner and Contact information for accuracy. If ownership has changed, contact the appropriate DNR Field Office and ensure an Original MMP and correct fees are submitted.
3. **Documenting Changes:** If your plan hasn't changed, click the box next to "I have made no changes to my MMP." Or, click the boxes or changes you've made. If you select small animal feeding operation (SAFO), contact the appropriate DNR Field Office. If selecting "other changes," complete the text box. Make sure your on-site plan is current.
4. **Sales of Manure:** If you sell all or a portion of your dry manure, see "Other Information: item 1".
5. **County Notifications:** The facility's county automatically appears. Select **all** counties where manure is applied. Click "Add County." Click the blue box with an x in the center if you need to remove a county. After selecting all counties, click "Save and Exit."
6. **Animal Units/Payment Table:** Review the animal type, total Animal Unit Capacity (AUC) and fees table to ensure the information is correct. If not, please contact the appropriate Field Office.
7. **Consent:** Enter your name in the consent box and "check" the box at the end of the statement. Make sure a checkmark shows in the box.
8. **Submitting multiple sites:** See "Other Information: item 2".
9. **Submitting only one site:** Click "Submit and Go to Payment" to open the Payment page.

Pay Fees

1. Check the box in the far right column labeled "Pay Now." Make sure a checkmark shows in the box.
2. Choose from three payment methods:
 - a. Credit Card - See "Pay Fees: item 3" (a \$5 convenience fee will be added).
 - b. Electronic Check (ACH) - See "Pay Fees: item 3".
 - c. Paper check - See "Pay Fees: item 4".Click the blue "Ready" button. Selecting the "Refresh" button clears any selections on this page.
3. **Credit Card and Electronic Check (ACH):** click the green "Proceed with Credit Card" or "Proceed with eCheck (ACH)." This takes you to a secure banking site partnering with DNR to accept credit card payments and echecks.
 - a. Complete the requested information and click "Continue" at the bottom of the page.
 - b. Review Payment page: Click "Confirm" at the bottom of the page. Payment confirmation will be emailed to the email address you entered on the banking webpage.
 - c. Confirmation Page: Click "Continue" at the bottom of page to return to the DNR website which shows a receipt. Click on the gray "Printable Receipt" button and print for your records.
 - d. Click "Download Short Form" button to print the Short Form Annual Update for your records. You have successfully submitted your Short Form Annual Update. Click "Logout" in the upper right to exit the application.
4. **Mail Paper check:** Click the orange "Download Invoice" button. A reminder to include invoice with payment pops up. Close this window.
 - a. Print the invoice. **Mail** invoice and a check for proper amount to the Field Office listed on the invoice. **DNR will not approve** the Short Form Annual Update until an invoice and check are received. After printing the invoice, return to the eMMP application. Click "Logout" in upper right hand corner of the application.

Help Is Available

Find detailed "Help" at the top of the page at any time. Contact the [DNR field office \(www.iowadnr.gov/fieldoffice\)](http://www.iowadnr.gov/fieldoffice) where your facility is located. Check the eMMP webpage at www.iowadnr.gov/emmp or sign up for the AFO eNews to learn about updates to the application.

Other Information

1. **Sales of Manure:** If you sell all your manure, click the 200A box and complete the Dealer ID and License expiration boxes. If you sell part of your manure **AND** have an MMP, complete the Dealer ID, License expiration boxes and select the boxes applicable to the MMP.
2. **Submitting multiple sites:** Click "Submit and Add Another." This will automatically populate the Short Form Annual Update for the next available submittal. Repeat "Submitting the Short Form: items 1-8" (if applicable). On the last form to be submitted, click the button "Submit and Go to Payment." On the payment page, select facilities you will pay for. Proceed to "Submitting the Short Form: item 9".

Checking Submission Status

1. **Electronic Payments:** Log into the application. You will land on your Dashboard. If the Short Form Annual Update was successfully submitted, the "Status" column shows "Approved with the approval date." The "Payment" column will show "cc-credit card or ACH- electronic check, and the received payment date."
2. **Mailed Checks:** After 14 days, log into the application. When you land on your Dashboard, if the Short Form Annual Update was successfully submitted the "Status" column will show "Approved including a date" and the "Payment" column will indicate "chk - paper check and the received payment date." If the "Status" column shows "Submitted including a date" and the "Payment" column shows "Pending," the submission is not complete. Contact the appropriate Field Office to ensure your check has been received.