

## Enter application into ProTracts



Some suggested items you may want to gather before entering the application in ProTracts include:

- the application
- a county plat book
- the Producer Farm Data Report for the applicant (ask an NRCS or FSA staff member to print you one)
- FSA Tract map(s) of the land offered for enrollment (in our office, these can be found on the S drive, in the PUB folder, in the FSA-NRCS folder, in the Producer Maps folder, in the proper Farm number range folder)
- the location of the land offered for enrollment (knowing Township, Range, and Section will get you started. The plat book will help you zero-in on nearby landmarks (towns, highways, lakes) and a combination of the plat book roads and the FSA Tract (aerial) map will help you zero-in on the precise location)
- a knowledge of whether or not the application is for a "special" program, purpose, or funding pool (Grazing, Confined Livestock, RCPP funding pool, MRBI funding pool, CAP plan, Forestry)



If you add the Public Land Survey System (PLSS) layer as well as other special funding pool (RCPP/MRBI/special initiative) layers to your GIS template layer, you can save yourself some time locating the tract in your county. With a few clicks you can visually see if the tract lies within your special project (RCPP/MRBI/special initiative) area. Using the Identify icon on the PLSS layer will give you Township, Range and Section for the tract.

### ENTER AN APPLICATION

1. [Login to ProTracts](#) (e-Authentication site)
2. Point to the APPLICATIONS tab on the yellow bar
3. Scroll down the list of options and highlight ADD NEW APPLICATION
4. Left-click on ADD NEW APPLICATION.

Exhibit 6A: Enter an Application

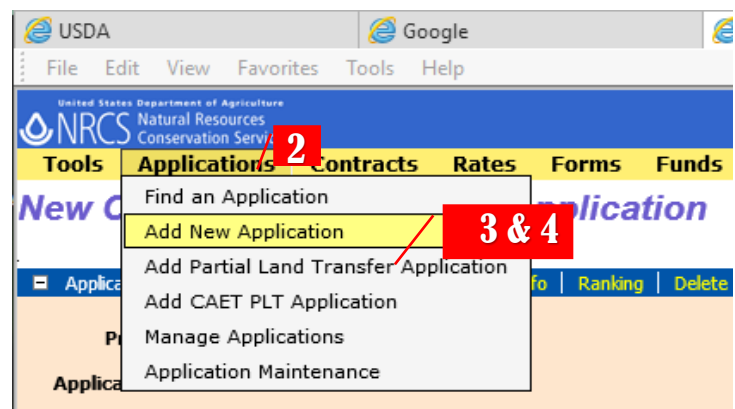


Exhibit 6B: Enter an Application

5. A new window will open with the defaults shown to the right.

6. In the newly opened window, left-click on the PROGRAM drop-down menu to select the appropriate program. *The information needed to select the proper program can be found in question #2 of the application.*
7. The default APPLICATION FY is the fiscal year you are in the day you open this screen. You can change the fiscal year, if necessary, by using the drop-down menu.
8. The default SIGNUP DATE is the date you open this screen. You can change the date, if necessary, by clicking in the date box and inputting the date.
9. The default SIGNUP NUMBER is blank. You can ask your NRCS staff about sign-up numbers or visit the [Illinois SWCD SharePoint](#) website to view the FA Programs Calendar under the FA Programs tab.
10. Left-click on the SERVICING OFFICE drop-down menu to select the appropriate service center.
11. Once you have completed steps 6-10, a green LOCATION box will appear to the right of those boxes. Left-click on the green LOCATION box to open the map window.

Exhibit 6C: Enter an Application

United States Department of Agriculture  
NRCS Natural Resources Conservation Service

**Tools Applications Contracts Rates Forms Funds Reports**

**EQIP 2014 Application**

Application | Applicant Info | Ranking | Delete Application

Program: EQIP 2014 (6) Location: Location (11)

Application FY: 2018 (7)

Signup Date: 3/15/2018 (8)

Signup Number: 2 (9)

Servicing Office: CARLINVILLE SERVICE CENTER (10)

Planner: Rhonda Koehne

12. In the map window, use the zoom in icon (🔍) (or the scroll roller on your mouse) to zoom in on the tract. Here is where your plat book and known landmarks (towns, highways, water bodies) will be very helpful.
13. You may also need to hover over the map to get the pointing finger icon (👉) to pan the map to the area you need.

Exhibit 6D: Enter an Application

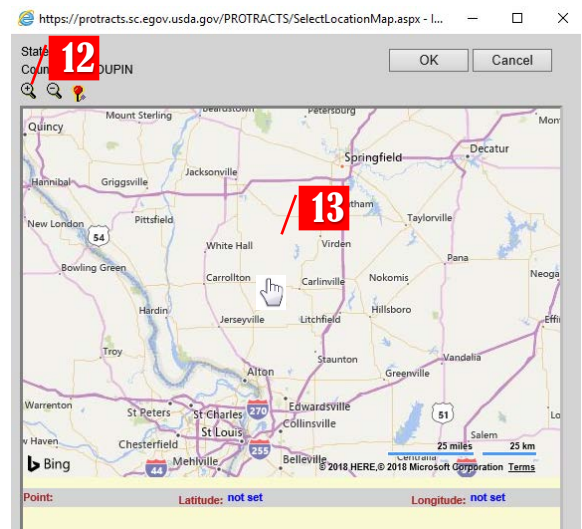
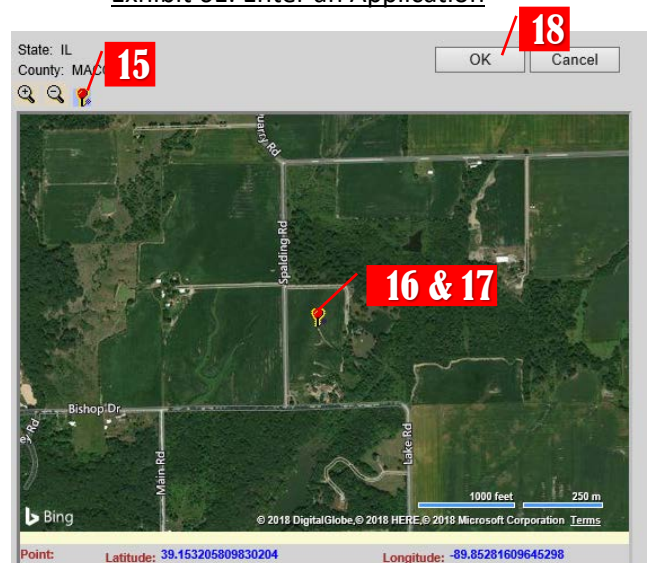


Exhibit 6E: Enter an Application

14. If you are using the zoom in icon (🔍), once you zoom to the preset scale, the map will convert to an aerial map.
15. After you have zoomed to the tract of ground, left-click on the red pin icon (📌)
16. Hover over the map and center the red pin icon on top of your tract of ground.
17. Left-click on the map where you want to place the red pin.
18. Left-click on OK to close the map.



### Exhibit 6F: Enter an Application

19. After the map is closed, the application entry screen will now have a green APPLICANT box below the green LOCATION box.
20. Left-click on the green APPLICANT box to open the applicant window.

21. In the applicant window, left-click on the ADD PARTICIPANT box.

### Exhibit 6G: Enter an Application

### Exhibit 6H: Enter an Application

22. Clicking the ADD PARTICIPANT box will open a link to FSA's SCIMS search screen. The defaults will look similar to the window at the right.

23. In the SCIMS search box, use the drop-down menu to select ILLINOIS as the State.
24. Use the drop-down menus to choose the appropriate County and/or Service Center for the applicant. Note: this doesn't mean the county you, the SWCD employee, are located in. It is the County/Service Center where the applicant's records can be found, i.e. their control county or the county their ground is carried in.
25. Under the NAME section, click the radial button to select STARTS WITH. This is just a suggestion. You can leave it on EXACT MATCH if you prefer, but your chances of finding the person in the system decrease significantly.
26. In the LAST NAME OR BUSINESS box, enter at least the first few letters of the individual's last name or the first few letters of the business/trust/entity/farm name.
27. In the FIRST box, you can enter a few letters of the person's first name if you would like to narrow the search. *It is recommended to do this if you think there might be several "Smiths" in the system.*
28. Left-click on the SEARCH button near the bottom to produce the search results.

### Exhibit 6J: Enter an Application

### Exhibit 6K: Enter an Application

29. In the search results, if the person you want appears in the list, click on their name to add them to the application.



*Side-Note: if the person you want does not appear, click on SEARCH AGAIN at the bottom and repeat steps 23 to 28 trying different combinations in the FIRST and LAST NAME boxes.*

Active	Potential Duplicate	Common Name	Delivery Address Line	City, State ZIP Code	Phone No
Active	No	RHONDA KOEHNE	RR 3 BOX 99	ROODHOUSE IL 62082-9219	(217)827-2059
Active	No	RICHARD L KOELLER	7205 MARINE RD	EDWARDSVILLE IL 62025-4545	
Active	No	ROY KOEHM	RR 1 BOX 136	GREENFIELD IL 62044-9734	(217)368-2786

1 of 1

Search Again End

**29 Side-note**

### Exhibit 6L: Enter an Application

30. It is possible (and even common) to get a message similar to the one on the right. Take note of what the message says—as addressing these eligibility issues is a future step-- then left-click on OK.

Participant RHONDA KOEHNE: Subsidiary records indicate ineligible participant.

OK

### Exhibit 6M: Enter an Application

31. Adding the participant will automatically open the applicant information screen which looks like the screen on the right with the same defaults.

Participant Information - EQIP 2014 - Internet Explorer

Add Participant Delete Participant View Eligibility Update Eligibility Vendor Info Save Cancel Apply

Name: RHONDA KOEHNE

Address: RR 3 BOX 99  
ROODHOUSE IL 62082

Telephone: (217) 827-2059

Email: none

Farm Y Records

Participant Individual Applying As:

Decision Maker: ☐ Yes ☒ No

Agricultural Producer: ☐ Yes ☒ No

Other Program Enrollment: ☐ Yes ☒ No

Limited Resource Farmer/Rancher: ☐

Beginning Farmer/Rancher: ☐

Socially Disadvantaged: ☐

Veteran Farmer/Rancher: ☐

Payment Share %: 100.00

Signature Required for: ☐ Modifications ☐ Payments

Signature Acceptable for: ☐ Yes ☒ No

Obligation Vendor: ☐ Yes ☒ No

Vendor Code:

Direct Deposit: ☐

Other Eligibility: ☐ Yes ☒ No

AD-1026: ☐ Y ☒ N

FTE: ☐ Y ☒ N

AGE: ☐ Y ☒ N

Member AGE: 100.00%

Payment Limitation: ☐ Y ☒ N

Waiver Type: None

Date CPA-1202 Signed:

Date Appendix Signed:

View PS

32. Using the YES & NO toggle buttons, indicate whether this applicant is the DECISION MAKER or not. *Note: If there is only one participant, ProTracts will automatically make the participant the Decision Maker when you save the application.*
33. Using the YES & NO toggle buttons, indicate whether this applicant is an AGRICULTURE PRODUCER or not. *Note: The definition of an Ag Producer here can include those who are not actively engaged in farming. i.e. land-owners with non-ag related jobs.*
34. Check any and all of the criteria that the applicant meets. *The information to answer this can be found on the application, applicant's response to Question #8.*
35. If this participant's signature is required on a contract modification, left-click this box to place a checkmark in it. If this is the only participant on the application, you will place a checkmark in this box.
36. If this participant's signature is required on a contract payment, left-click this box to place a checkmark in it. If this is the only participant on the application, you will place a checkmark in this box.
37. Make note of the status of these three eligibility criteria for this participant. In order for an application to be eligible to be ranked and considered for funding, the AD-1026, Farm & Tract Eligibility (FTE), and the Adjusted Gross Income (AGI) eligibility **must** all be yes (Y) for all participants under this application. So, if any of these are no (N), the participant needs to be notified via letter so they can work on the appropriate eligibility issue(s). If all three happen to be yes (Y), then change the OTHER ELIGIBILITY toggle button to Yes. If any of them are no (N), leave the OTHER ELIGIBILITY toggle button as No.
38. When you are finished, left-click on the SAVE button.

Exhibit 6N: Enter an Application

Exhibit 6O: Enter an Application

39. It is possible (and even common) to get a message similar to the one on the right. Take note of what the message says—as addressing these eligibility issues is a future step--, then left-click on OK.







Saving this participant will now take you back to the application screen. If you need to add another participant to this application, follow steps 40 through 43 to add other participants. When you are done adding participants or if you do NOT need to add other participants, skip to step 44.

..... Begin Side-note Section – Adding Another Participant .....

#### Exhibit 6P: Enter an Application

40. To add another participant to this application, from the application screen, left-click on APPLICANT INFO to re-open to the applicant screen.

The screenshot shows the 'EQIP 2014 Application' screen with the 'Applicant Info' tab selected. The tab is highlighted in blue. A red box with the number 40 points to the 'Applicant Info' tab.

41. You should now see any previously entered participants for this application listed on the screen.  
 42. To add another, left-click on ADD PARTICIPANT button.  
 43. The link to FSA's SCIMS search screen will open and you will repeat steps 23 to 39 above for your next participant.

#### Exhibit 6Q: Enter an Application

The screenshot shows the 'ADD PARTICIPANT' screen. A red box with the number 42 points to the 'Add Participant' button. Another red box with the number 41 points to the participant details, including Name, Address, Telephone, Email, Farm, and Record.

..... End Side-note Section – Adding Another Participant .....

#### Exhibit 6R: Enter an Application

44. With participant(s) now added, the APPLICATION screen expands to look like the screen to the right.  
 45. Left-click on the green LEGAL DESCRIPTION button to open the LAND UNITS window.

The screenshot shows the 'EQIP 2014 Application' screen with the 'Legal Description' tab selected. The tab is highlighted in green. A red box with the number 45 points to the 'Legal Description' button.

46. Enter the FARM NUMBER(s) of any land offered for enrollment with this application—one farm number per box (row)—under the FARM NUMBER column.
47. Enter TRACT NUMBER(s) of any land offered for enrollment with this application under the TRACTS column. Tract number(s) should appear on the same row as the farm number they are associated with. You can list multiple tract numbers in a box (row), separated by a comma.
48. When finished, left-click the OK button to return to the APPLICATION screen.

Exhibit 6S: Enter an Application

The screenshot shows a web browser window titled 'Land Units - Internet Explorer'. It contains a table with two columns: 'Farm Number' and 'Tracts'. There are three rows in the table. Red callout boxes are present: box 46 points to the 'Farm Number' column header, box 47 points to the 'Tracts' column header, and box 48 points to the 'OK' button located to the right of the table. A 'Cancel' button is also visible.

49. Using the YES & NO toggle buttons, indicate whether the land offered for enrollment is enrolled in any other programs. *The information to answer this can be found on the application under applicant's response to Question #7. If you answer YES, another box will open below the toggle. In this DETAILS box, type the name of the other program (CRP, EQIP, CSP, etc.)*
50. Using the drop-down menu, select the type of LAND OWNERSHIP. *The information to answer this is found on the application under applicant's response to Question #5.*
51. Using the drop-down menu, select the type of LAND CONTROL. *The information to answer this is found on the application under applicant's response to Question #6. For LEASE and OTHER options, enter the YEARS OF CONTROL in the newly opened boxes below.*
52. Using the drop-down menu, select the type of ORGANIC PRODUCTION. *The information to answer this is found on the application under applicant's response to Question #9.*
53. Using the drop-down menu, select the PREDOMINANT CROP TYPE. *The information to answer this is found on the application under applicant's response to Question #4, CROP TYPE.*
54. Using the drop-down menu, select the PREDOMINANT LIVESTOCK. *The information to answer this is found on the application under applicant's response to Question #4, LIVESTOCK TYPE.*
55. Unless a planner and/or technician has been to the site and finished their plan of work prior to the application, it is likely you will not know how many TREATED ACRES there will be. If NRCS knows this, put the acres here. Otherwise, leave this box blank.
56. Using the YES-NO-N/A toggle buttons, indicate whether the land offered for enrollment has been irrigated 2 of the past 5 years. *The information to answer this is NOT on the application. If irrigation doesn't happen in your part of the state, N/A may be the way to answer the question. If you are unsure, either ask NRCS or don't make a selection.*

Exhibit 6T-1: Enter an Application

The screenshot shows a web form titled 'Enter an Application'. It contains several fields and callouts:
 

- Callout 49 points to the 'Legal Description' field.
- Callout 50 points to the 'Land Ownership' dropdown menu, which is currently set to 'Private'.
- Callout 51 points to the 'Applicant Certification of Land Control' dropdown menu, which is currently set to 'Deed'.
- Callout 52 points to the 'Organic Production' dropdown menu, which is currently set to 'None'.
- Callout 53 points to the 'Predominant Crop Type' dropdown menu, which is currently set to 'Corn'.
- Callout 54 points to the 'Predominant Livestock Type' dropdown menu, which is currently set to 'No Livestock'.
- Callout 55 points to the 'Treated Acres' text input field.
- Callout 56 points to the 'Land Irrigated 2 of last 5 years' radio button group, which has options for 'Yes', 'No', and 'N/A' (selected).

 At the top of the form, there are tabs for 'Applicant Info', 'Ranking', 'Delete Application', 'Print', and 'Save'. The 'Applicant Info' tab is active. The form also includes a 'Location' field with the value 'Spanish Needle Creek-Upper Macoupin' and an 'Applicant' field with the value 'RHONDA KOEHNE'.

57. Using the drop-down menu, select the type of APPLICATION. *The information to answer this is not necessarily on the application, but the applicant's response to Question #9 may be useful in narrowing the selection. CONVENTIONAL is the common response, but ask NRCS if you are unsure.*
58. Using the drop-down menu, select the FA FUND CODE. *The information to answer this is not fully found on the application. Selecting the proper fund code comes from a combination of a couple factors. 1. Whether or not the application is a special initiative (MRBI, Forestry, Confined livestock, etc.) and whether or not the applicant met any of the special applicant types (Beginning Farmer-BF, Socially Disadvantaged-SD, Limited Resource-LR), which is part of the application and should also appear just below the FA FUND CODE box. Ask NRCS for help.*

#### Exhibit 6T-2: Enter an Application

Application Number: 745A12182J1

Application Status: Pending Date: 3/19/2018

Application Type:  **57**

FA Fund Code:  **58**

Account Type: Beginning Farmer/Rancher

59. Unless a planner and/or technician has been to the site and finished their plan of work prior for the application, it is likely you will not know if this application has a high, medium, or low APPLICATION PRIORITY. If NRCS knows already, select the proper priority. Otherwise, leave this box blank. When the priority is decided, whether or not the applicant is a Veteran Farmer will come into play here as well.
60. **The green REFRESH button**
61. Unless a planner and/or technician has been to the site and finished their plan of work prior to the application, it is likely you will not know the TOTAL ESTIMATED COST. If NRCS knows this already, enter the total cost estimate. Otherwise, leave this box blank.
62. Using the drop-down menu, select the proper COST LIST. *Many of the special cost lists (Beginning Farmer, etc.) have been combined with the general cost list, decreasing the number of possible cost list choices. There may only be one list choice. (CSP applications will have at least a CSP renewal and a regular CSP cost list as choices.) Ask NRCS for help, if needed.*
63. The EXPIRATION DATE cannot be calculated until after obligation. Leave this box blank.

#### Exhibit 6T-3: Enter an Application

Application Number: 745A12182J1

Application Status: Pending Date: 3/19/2018

Application Type:

FA Fund Code:

Account Type: Beginning Farmer/Rancher

Ranking Score: Application Priority:  **59**

**60**

AGI Eligible Applicants: 100.0000%

AGI Eligible Cost: \$0.00

Total Estimated Cost:  **61**

Application Cost: \$0.00

Cost List:  **62**

Expiration Date:  **63**

Form NRCS-CPA-1155 is technically adequate ☐ Yes ☐ No

64. When you are done entering application information, left-click on SAVE to save this application.
65. Before leaving this application, in pencil copy the watershed name and the APPLICATION NUMBER into the appropriate boxes at the top of the 1<sup>st</sup> page of the application (hard copy).
66. Now that it is saved, you can either left-click on APPLICATIONS to start another application entry or left-click on LOG OFF to log out of ProTracts.

#### Exhibit 6T-4: Enter an Application

Applications Contracts Rates Forms Funds Reports Contact Us Help Log Off

2014 Application

Program: EQIP 2014

Location:  **65**

Applicant: RHONDA KOEHNE

Application FY: 2018

Signup Date: 3/19/2018

Application Number:  **66**

Application Status: Pending Date:



..... **Begin Side-note Section – CSP Application Screen** .....



Side-note: A CSP application screen will look slightly different than an EQIP application screen. See the red circles below.

**Exhibit 6T Side-note: Enter an Application**

The CONTRACT RENEWAL toggle will be auto-selected based on whether you have indicated this application is a new CSP signup number or a CSP renewal signup number.

There will be two additional questions about the land offered with this enrollment...1. whether or not it includes NEWLY ACQUIRED LAND and 2. Whether or not it includes CRP TRANSITION ACRES. If unsure, ask NRCS for help.

After you have selected the FA FUND CODE, a box with a list a APPLICABLE PRIORITY RESOURCE CONCERNS will open. It is likely you will not know which priority resource concern(s) this application addresses at the time you enter the application. If known, you can select the proper concern(s). If unknown, do not make any selection(s).

The screenshot shows the 'CSP 2014 Application' form. Red circles highlight the following fields:

- Contract Renewal:** A toggle switch set to 'Yes'.
- Newly Acquired Land:** A radio button selected for 'Yes'.
- CRP Transition Acres:** A radio button selected for 'Yes'.
- Applicable Priority Resource Concerns:** A dropdown menu showing a list of concerns, with 'Soil Quality Degradation' selected.

Other visible fields include 'Program: CSP 2014', 'Application ID: 12345678', 'FA Fund Code: Wetlands Ag Land', 'Applicant: [Name]', 'Application Priority: [Value]', and 'Total Estimated Cost: [Value]'.

..... **End Side-note Section – CSP Application Screen** .....