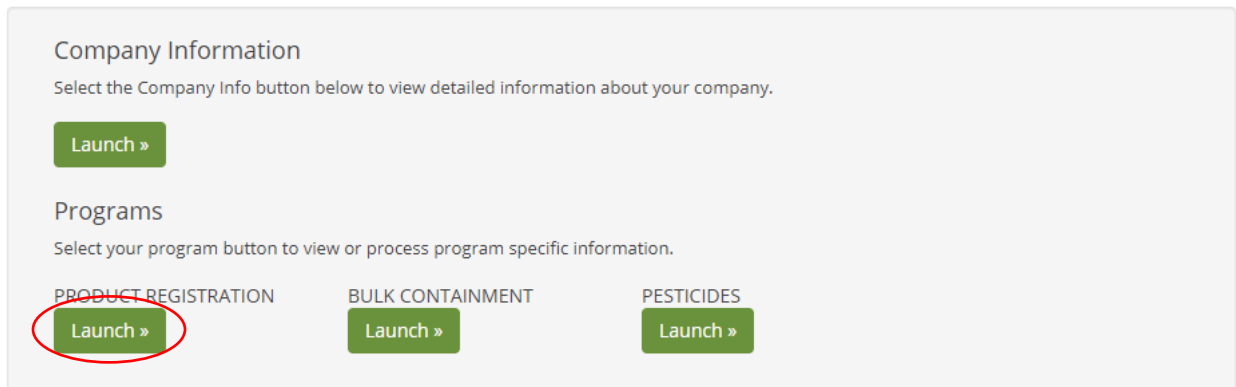


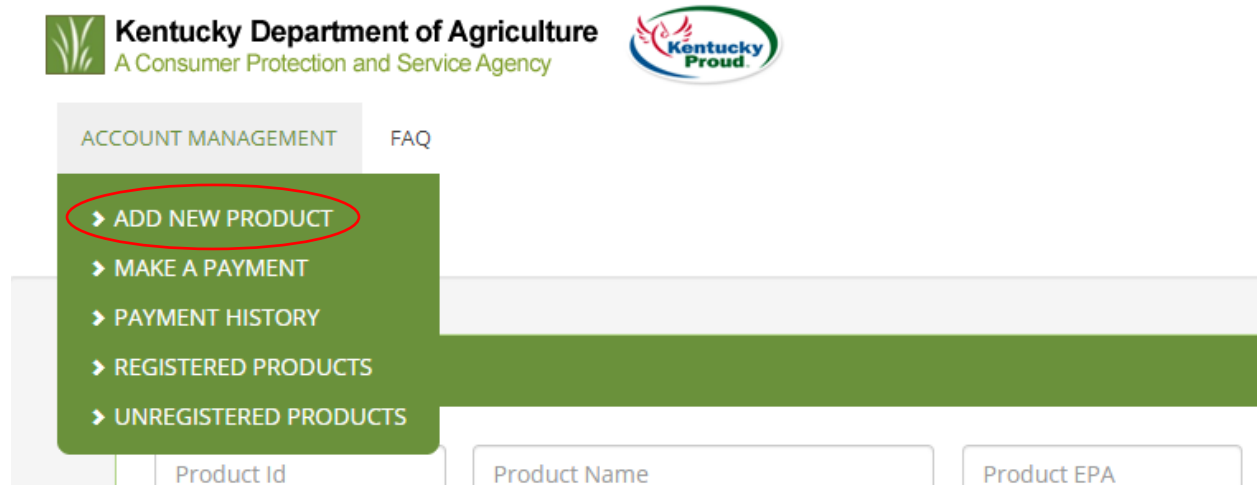
How to Register a New Product and Make a Payment

In order to register a new product, you must have already registered as an applicant. For instructions on how to do this, see <https://www.kyagr-apps.com/AgExternal/Security/FAQ/GetFile?filename=Pr How to Register an Applicant.pdf>

- Go to the kyagr-apps login page at <https://www.kyagr-apps.com/AgExternal/Security/Account/Login>
- Log in using the credentials you set up
- Click the “Launch” button under “Product Registration”



- Hover over the “Account Management” tab and click “Add New Product”



- Fill out all of the requested information
- To add a product label:
 - To the right of “Product Label”, click the “Choose Files” button
 - In the window that appears, browse to the location of the image you wish to add
 - Click on the image. To add multiple images, hold down the CTRL key and left click each image
 - Click the “Open” button
- Click the “Save” button
- You should see a message that the product was successfully created
- To make a payment on the product:
 - Click the “Make Payment” button
 - Make sure the boxes next to “Product Payment” and the new product you are making the payment for are both checked
 - Add comments to the box labeled “Comments” if desired
 - Click “Process Payment”
 - Click the payment method you wish to use
 - Provide your payment information and follow the instructions to finish processing your payment
 - Once your payment is completed, click the “View Receipt” button
 - Review the information and print or email the receipt if desired, then click the “Complete Transaction” button to return to the Product Registration app