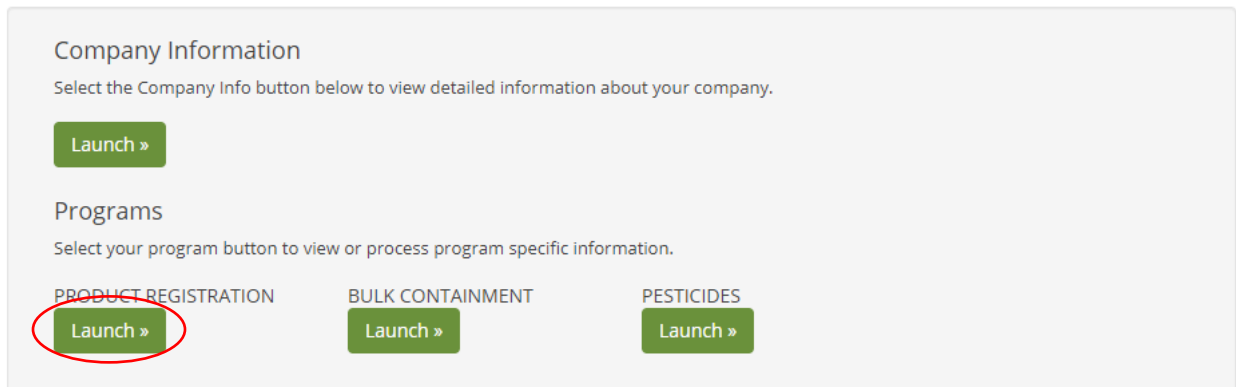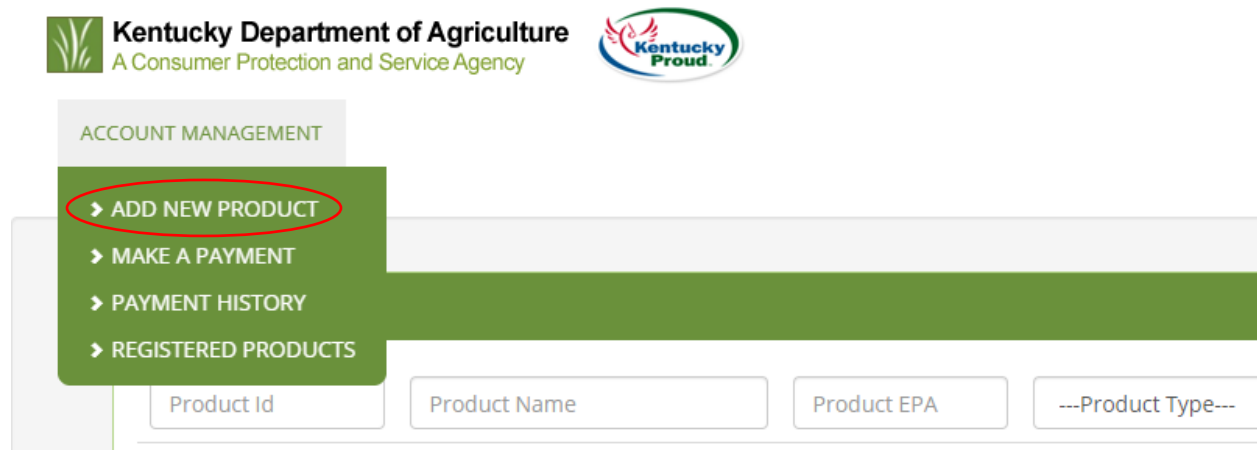# How to Register a New Product and Make a Payment

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