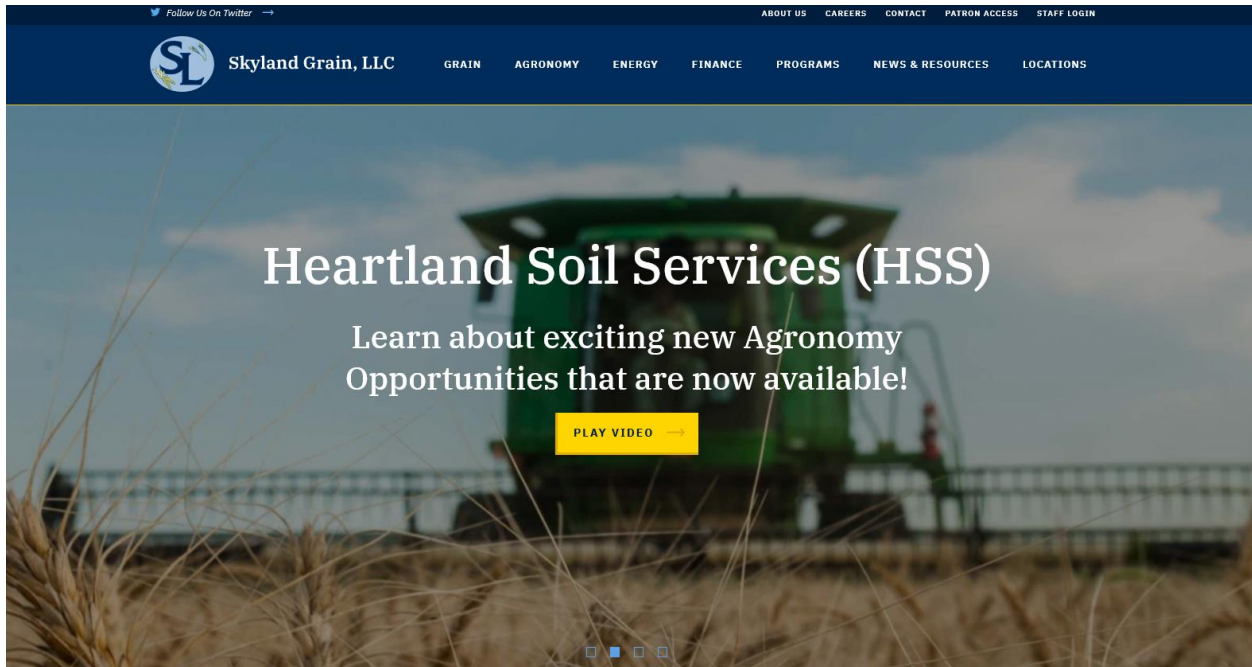


PATRON ACCESS SIGN UP PROCESS

1. Click on Patron Access which is located in **upper right corner of home page** on website.



2. Once this screen appears select "**New Account Request.**"

Skyland Grain LLC OnlineAccess

Username

Password

Remember Me

[New Account Request](#)

[Forgotten Password?](#)

3. Once this screen appears complete **ALL** information to include **email, userid and password**.

New Account Request

Prefix	<input type="text"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Business or Farm Account Name	<input type="text"/>
Address *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State/Province *	<input type="text" value="two-letter abbreviation"/>
Zip/Postal *	<input type="text"/>

Phone *	<input type="text"/>
E-mail *	<input type="text"/>
Re-Type E-mail *	<input type="text" value="For verification"/>

Username *	<input type="text"/>
	<small>(must be 3-50 characters long)</small>
Password *	<input type="password"/>
	<small>(must be 3-50 characters long)</small>
Re-Type Password *	<input type="password" value="For verification"/>

4. Complete the boxes for **challenge question** and **challenge answer**.
5. If customer would like to **view more than one account**, **list your account number(s) and/or name(s) in box below challenge question and challenge answer**.
6. Then click "Apply for an account."

The following challenge fields are used for automatic password retrieval if you forget your password.

The form contains the following fields and labels:

- Challenge Question ***: A text input field with the placeholder text "Example: Mothers's Maiden Name". A blue arrow points to this label.
- Challenge Answer ***: A text input field with the placeholder text "case-sensitive". A blue arrow points to this label.
- Please list you account number or names you wish to access ***: A text input field with the placeholder text "seperated by commas". A blue arrow points to this label.
- Apply for an account**: A yellow button with black text. A blue arrow points to this button.

7. You should receive a response via email within 24 hours to access your account(s).
8. Contact the following if you have any questions about Patron Access:
 - a. Brandi Hartley 620-492-6210
 - b. Karen Hill 620-492-6210
 - c. Aaron Murphy 620-318-6050
 - d. David Rodriguez 620-492-6210