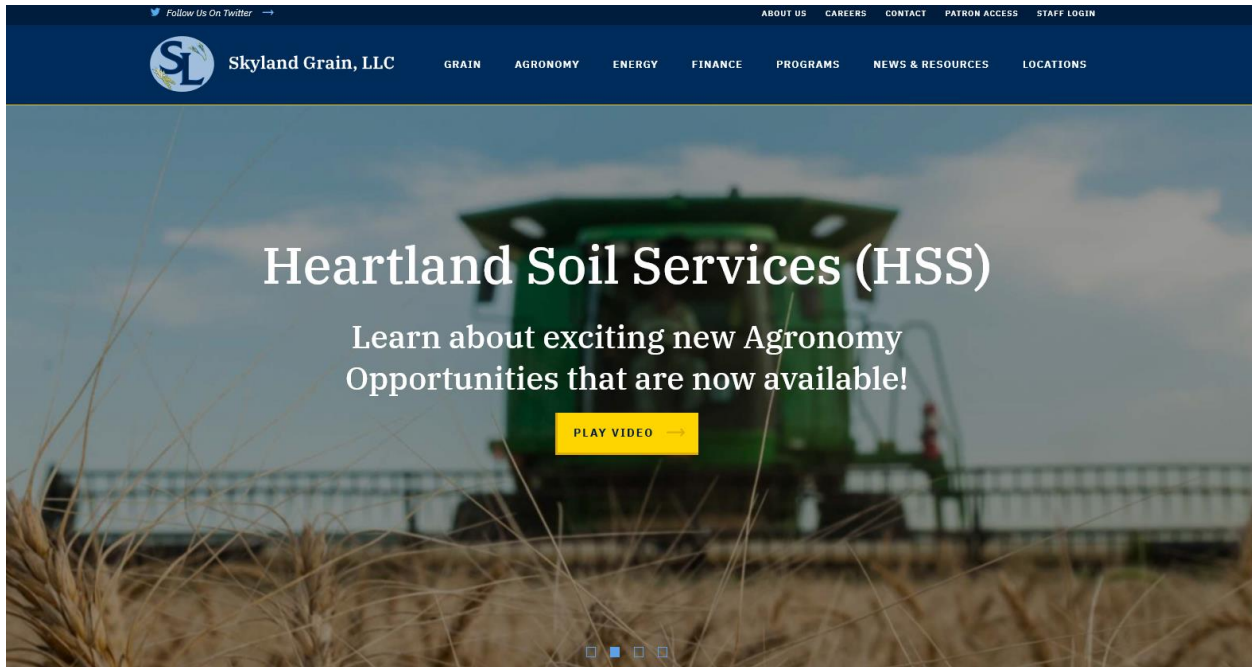


# PATRON ACCESS SIGN UP PROCESS

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

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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"/>

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

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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"/>

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.

Challenge Question \* Example: Mothers's Maiden Name

Challenge Answer \* case-sensitive

Please list you account number or names you wish to access \* seperated by commas

Apply for an account

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. Cindy Williamson 620-492-6210
  - b. Aaron Murphy 620-318-6050