



Activating Your fmVendor Account

- **IMPORTANT:** All Farmers must set up an online account to receive funds.
- Setting up your account will allow you to download the fmVendor mobile application to accept payments electronically right at the market.
- Setting up your account will also allow funds to be deposited directly into your bank account.
- For assistance setting up your account, please call (607) 252-4866 or email support@fmvendor.com

fmVendor Account Activation Resource Guide

Follow these simple steps to set up your fmVendor account:

- 1 Open the email from FMNP - fmVendor Merchant Services (notifications@fmvendor.com) then simply click on the Create Password link to reach your Account Activation page.
- 2 Next, create your password, enter it into the New Password field, and click the Create Password button. Now you will see that your password has been reset and you can login to your account by entering your new password. Please make note of your Organization Login ID for future logins.
- 3 Next, complete your Farm Profile by entering the requested information into the blank fields that have not been pre-populated. When you have finished, click the "Save Profile and Continue" button.
- 4 Next, you will need to connect a bank account to receive direct deposits. Enter your Routing and Account number, both of which can be found on one of your personal or business checks. When you are finished, click the "Connect Bank Account" button.
- 5 After this step, your bank account information has been submitted. A small deposit will be made into your bank account in 1-3 business days. Once this occurs, you will need to enter the 4 digit verification code from the statement line of the deposit and click the Verify Account button to complete your bank account set-up. This is for your security to ensure money is deposited into the correct bank account.
- 6 You will now be able to select all the Farmer's Markets that you participate in. These selections will become your "Assigned Markets" that you will be able to select from each time you use your mobile app.
- 7 Finally, you will be brought to your Farmer Dashboard and be directed to download the fmVendor mobile application. Just follow the download process, login, and enjoy easy processing!

Please see the reverse side for a visual guide of these steps.

A Visual Guide to Activating Your Account

Enter Your Password

Create Password

Organization

Username

New Password

- ✗ Mixed Case
- ✗ Max Length
- ✗ Min Length
- ✗ Min Characters
- ✗ Min Digits

Create Password

Complete Your Profile

Profile Info

Welcome! Please complete the form below to finish creating your profile.

Tax Info

Business legal name (for payments and tax reporting)

Tax ID Number (optional)
 Validate

Business EIN or Personal SSN

Farm Profile

Farm name

Vendor ID

Street address

Save Profile and Continue →

Enter Bank Account Info

Connect New Account

You'll need to connect a bank account to get direct deposits. We'll confirm that this account belongs to you.

Account Type
 Checking Savings

YOUR NAME HERE
 123 MAIN STREET
 YOUR TOWN, STATE AND ZIP
 DATE: _____ \$ _____
 ENDORSE: _____

Bank Routing Number | Bank Account Number | Check Number

Routing Number

Account Number

Connect Bank Account →

Enter Verification Code

Verify Bank Account

We've credited a \$0.01 deposit to your bank account on January 28, 2025 which should appear on your bank's statement in 2-3 business days.

Enter the 4-digit verification code from your bank statement to verify your account.

Verifying Account
 RP 10001 Deposit Account - CHECKING231

Verification Code
 Enter the verification code from the deposit credited to your account.

(0 0 0 0) VRFY

Verify Account →

The highlighted 4-digit verification codes below are examples of how the verification code may appear on your bank statement:

ACCT VERIFY	0.01
PREAUTHORIZED CREDIT ACCT VERIFY (7610) VRFY 241001	
ACH Deposit ACCT VERIFY (6137) VRFY	+\$0.01
External Deposit ACCT / VERIFY - (0238) VRFY	\$0.01
(7702) VRFY ACCT VERIFY PPD 1204123864	+\$0.01

Select Your Markets

Assign Markets

Use this page to select any markets that you participate in. Assigned Markets will be available to users in the fmVendor mobile app.

Assigned Markets

- Community Harvest Market
- Riverside Farmers Market
- Green Valley Market
- Heartland Growers Market

Save Assigned Markets →

Download The Mobile App

Farm Dashboard

Dashboard
 Farm Dashboard

Download the fmVendor app here:

Download on the App Store | GET IT ON Google Play

USER ACCOUNTS
 0 User accounts

REDEEMED TODAY
 \$0

REDEEMED THIS SEASON
 \$0

PENDING DEPOSIT
 \$0