2. Enter your Username and Password. Click the “Login” button.
3. If this is the first time you are logging in you will be prompted to change your password. Type a new password and create a security question and response.
4. Log-in using your **new** password.

5. The navigation pane on the left side of the screen allows you to renew a license, report tonnage, review sample compliance, etc. To start, click on “Report Quarterly Tonnage” in the navigation pane.
6. Select the Year and Quarter that you would like to submit.

7. Select the Feed Category (Mixed or Ingredients) by clicking on the appropriate tab.
8. For “FORMULA FEED DISTRIBUTION (Mixed Feed)” or “FEED INGREDIENT DISTRIBUTED (Unmixed Ingredients)” select the Feed Sub Category by clicking on the row. Enter the quarterly tonnage in the “Reported Tonnage” field. Click “Add Row.”

9. For “Other Mixed Feeds (Excluding Treats)”, “Grain or Grain Products (Excluding Corn Products)” or “Other Feed Ingredients” select the Feed Sub Category drop-down box. Enter the quarterly tonnage in the “Reported Tonnage” field. Click “Add Row.”
10. If you did not distribute any feed for a given quarter, check the “Zero Report” box.

11. Once you have entered all of the tonnage (or checked the zero report box) for a given quarter, check the “I Certify” box and click the “Submit Quarterly Distribution Info” button. Please be advised you cannot edit tonnage once it has been submitted.
12. **View Tonnage Summary Info.** To view submitted tonnage reports, click on “Tonnage Summary Info” in the navigation pane.

13. Select the Reporting Year to view your entries.