1. If cooperator is new and never been enrolled in WIA previously, click "New Cooperator"

Enter in all highlighted data above.
Click "Create Cooperator"

Cooperator

Land owner   Pheasant Hunter

Swift vendor ID

Contact Salutation

* **Contact First Name**   Joe

* **Contact Last Name**   Hunter

Contact Middle Initial

* **Address 1**   1234 pheasant st

Address 2

* **City**   Pheasant City

* **State**   MN

* **Zip code**   56223

* **County**   Chippewa

Notes

Active?   Yes

Phone number   5555555555

Alternate phone number

Email address

Sites   New Site

No sites for cooperator.

Click "New Site"

- Map page: Zoom to your location, click edit features to add (draw) the boundary. Save Edits.

- Once saved, your parcel should look like the above.
- If there are occupied building sites (people and/or animals) you will need to buffer those locations on the map unless you get a signed Boundary Waiver document from those landowners.
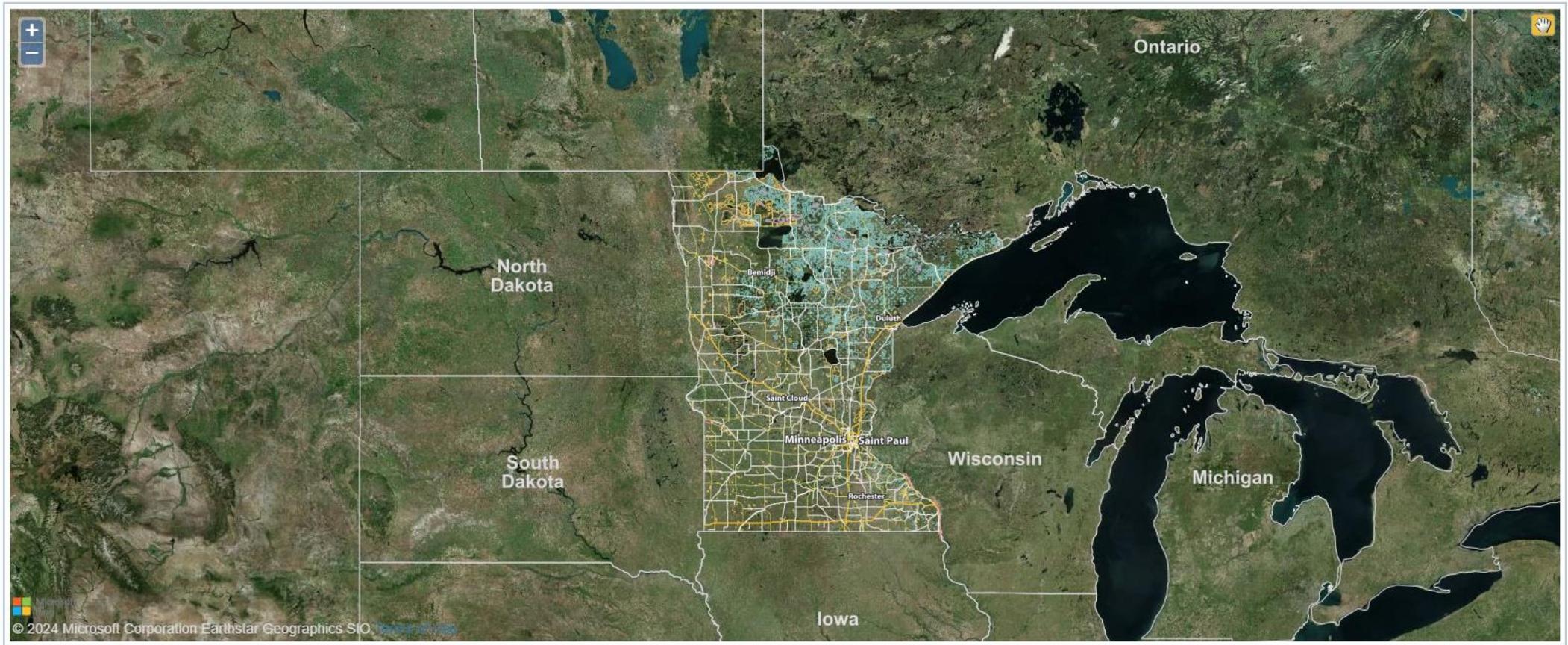
To create a buffer, click "Buffer Farmsteads"

CHIP-01008 (New)

Use the polygon tool to digitize farmstead boundaries. Click 'Generate Buffers' to create buffers for your digitized farmsteads.

Clear Farmsteads

Generate Buffers

Clear Buffers

Save Edits   Cancel Edits
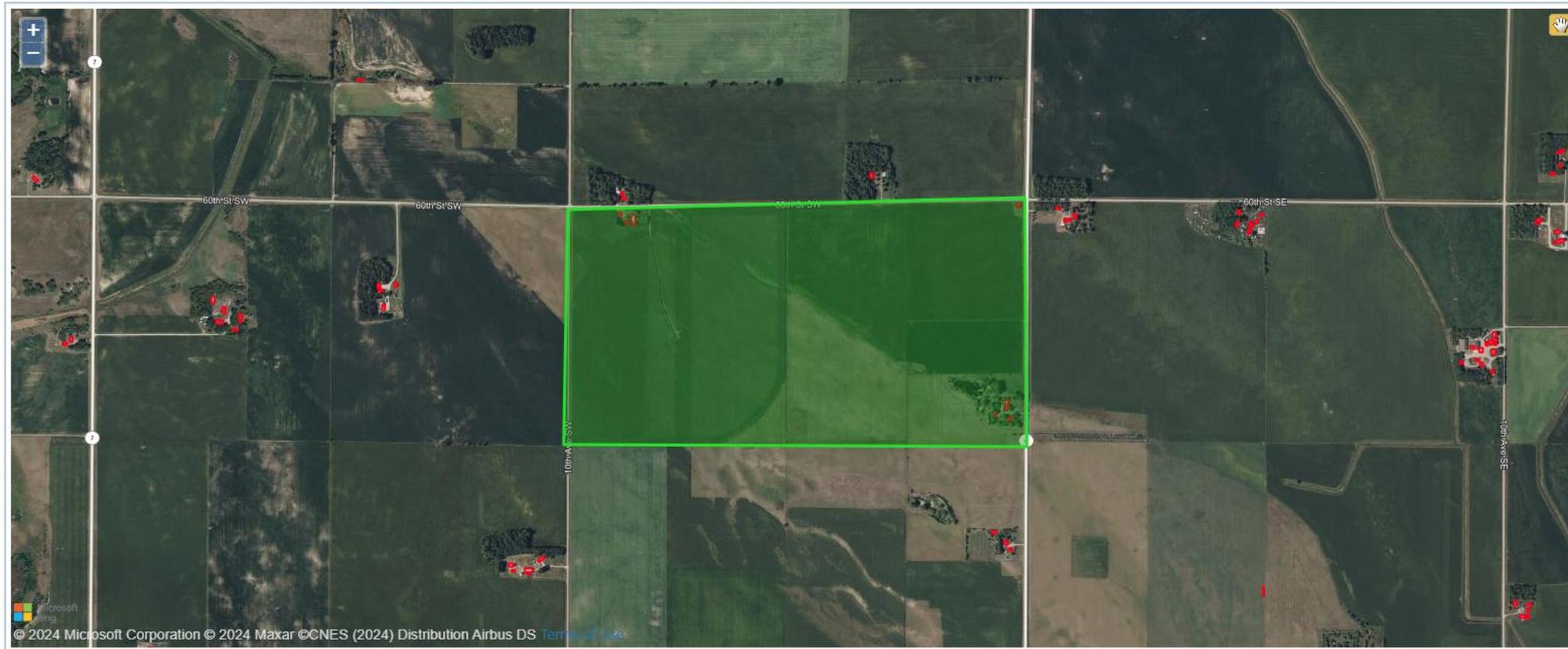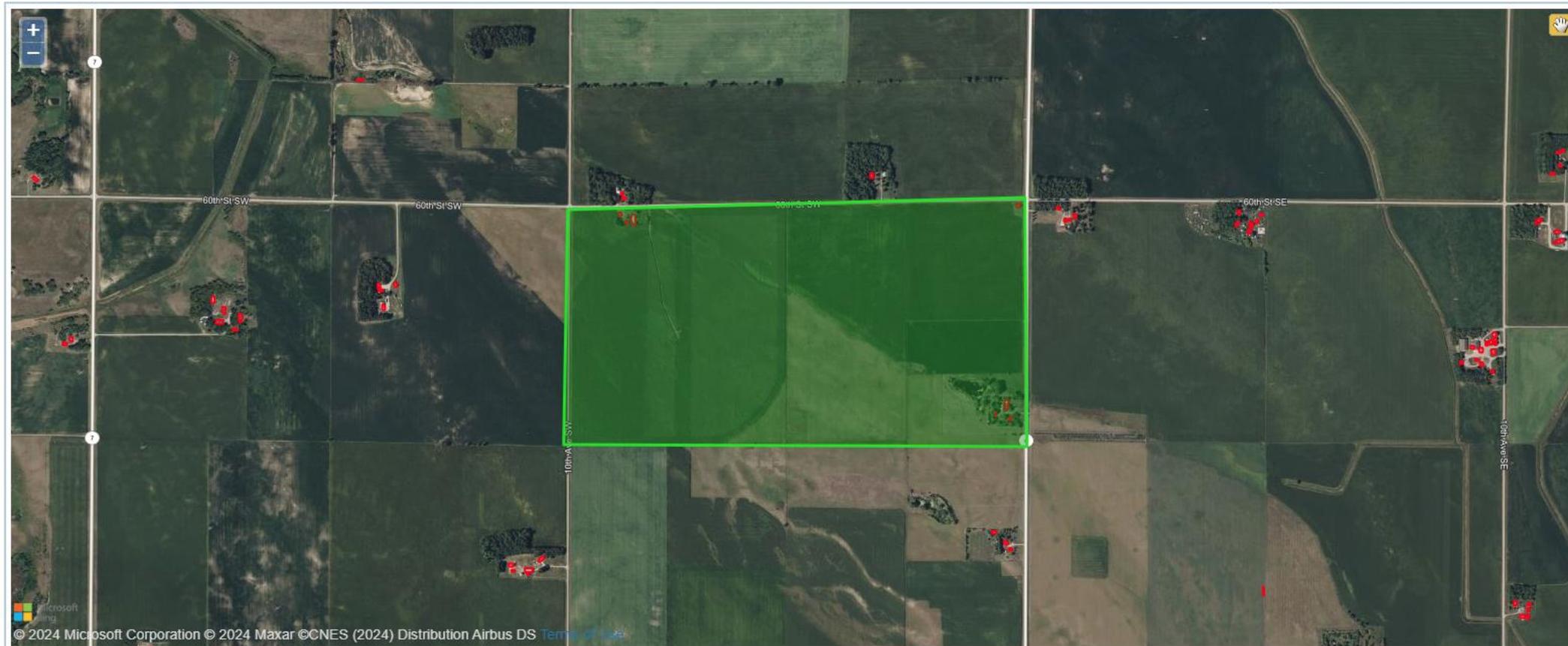
Google map
Bing map

Cooperator

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Search for locations by name.

Zoom into farm site, outline the house and areas occupied by livestock. Select "Generate Buffers"

Click "Modify" to modify your boundary to exclude the buffers.

- To modify the shape, click and hold to drag the red "plus" to the boundary.
- Try and make the boundaries as straight edged as possible (easier to post and follow boundaries in the field)

- Save your edits!
- Click "Cooperator"

Land owner	Pheasant Hunter	* Address 1	1234 pheasant st	Active?	Yes
Swift vendor ID		Address 2		Phone number	5555555555
Contact Salutation		* City	Pheasant City	Alternate phone number	
* Contact First Name	Joe	* State	MN		
* Contact Last Name	Hunter	* Zip code	56223	Email address	
Contact Middle Initial		* County	Chippewa		
		Notes			

Sites   New Site

CHIP-01008 (New)

Edit Site   Calc. Acres: 275.74

Site should appear on your main cooperator page.

Scroll down to bottom of page, click "New Contract"

New Contract for Pheasant Hunter (As Represented by Joe Hunter)

Please choose the site to be used on this contract:

* Site

CHIP-01008

Select site from
drop down menu.

New Contract for Pheasant Hunter (As Represented by Joe Hunter)

Please choose the site to be used on this contract:

* Site

Initialize Contract   Cancel
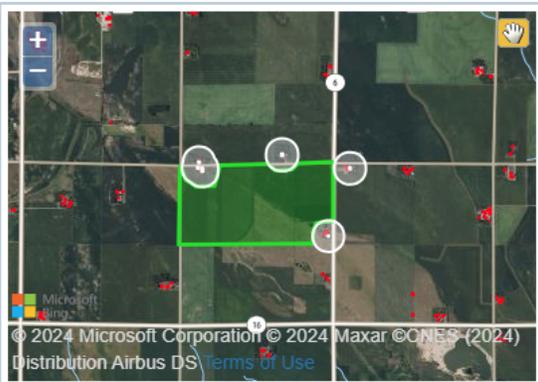
Then click "Initialize
Contract"

- Select ending year from drop down menu.
- Fill in site acres from map, round to nearest acre.
- Identify your county from the drop down menu (so you get paid!)

- Identify the program (CRP, RIM, etc) and acres
- Select "Update Contract"

- Click "Generate Agreement"
- Print out agreement, have landowner sign. Scan and submit to amber.Knutson@state.mn.us along with signed W-9 form