

DETAILED EXPLANATION

- 1 Clickable navigational links.
- 1a Click **Accounts** to view, add, or remove accounts associated with your Primary (statement) account.
- 1b Click **Personal Info** to edit your Connection Central account information such as your password.
- 1c Click **Sign Out** to close the program.
- 1d Click **Offer** to tender a price, quantity, and delivery period for your marketable commodities.
 - Staff will review and accept or decline the offer by email or telephone.
- 2 Your Account information
- 3 Statement terms for the account.
- 3a Statement term accounts to open sales ticket detail.
- 3b Check boxes that allow an email notification to be sent to you when statements are available for viewing within Connection Central. *If the box is grayed out, the option is not available.
- 3c Amount owed for the statement.
- 3d Buttons are visible *if* on-line payments are allowed and available for the Primary account *only*.
 - If the **[Pay]** button is grayed out, there are no outstanding balances.
- 3e Date the amount owed is due to be paid.
- 3f Amount displays *only* if in 30 days ageing.
- 3g Entire amount due for the account.
- 4 Statement records from the current year and prior year up to twenty-three months.
 - Click a statement date to open a printable PDF document of the statement.

Terms	Email Statement	Due	Pay	Due By	Current	Total Due
Regular	<input type="checkbox"/>	\$2,071.65	<input type="button" value="Pay"/>	3/15/09	\$ 837.96	\$2,909.61
Fall Agronomy	<input type="checkbox"/>		<input type="button" value="Pay"/>	9/15/08		

UNDERSTANDING Connection Central

Connection Central FAQ

Side Bar – Provides navigation links located to the left of every page.

Tab Key - Use the tab key on your keyboard to navigate between fields on forms (left to right).

Space Bar - The space bar on your keyboard selects/de-selects radio buttons and check boxes.

[Update] and [Submit] buttons - Must be clicked to process entries.

Account tabs – **Terms, Statements, Membership, Volume, Purchase Contracts, and Commodities** are clickable and display transaction information. *The Account tab names can be customized by your Company and may have different names than displayed above. Please see your Company representative for details.*

Column Headers – Are clickable and sort the listing. The first click on the headers, sorts the list by that header information in ascending order and the second click sorts in descending order.

Page Navigation – If a list has more records than fit on one page, **Page Navigation** links can be clicked to display another page of records.

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- 5 Displays summary stock and class information with a listing by year of local and regional deferred amounts.
- 6 Displays the category of product/service purchases for the current and prior year.
 - Click a **Description item** to view purchase detail. Column headers are clickable and open to a chart view.
- 7 Displays a summary of unassigned, available, and total prepaid amounts along with a detail listing by contract type.
- 8 Displays Positions, Delivered, and Undelivered contracts.
 - Click a **Commodity header** to open to a selection window to print delivered scale tickets by date.
 - Click a **Commodity unit** to display position and document detail.
 - In the detail list, click a **Position or Document record** to open to a detail list.
 - From the position detail view, Tickets are clickable and open to detail. Click the **[What If Settle]** button to calculate settlement scenarios. Document records are clickable and open to detail.
 - Click the **[Undelivered Contracts]** tab to display undelivered contract information.
 - In the undelivered listing, click a **Contract number** to display contract detail.
 - Click the **[Settlements]** tab to display commodity settlements with drill-down to settlement detail.
 - Click the **[Defer Payment]** tab to view by settlement number, open, unpaid only with drill-down to settlement reprint.
 - Click the **[Notifications]** tab to select either cell phone text *or* email message when Scale Tickets update and for Commodity bids.