

How to Set-up Your Central Prairie Co-op Patron Access

Step 1:

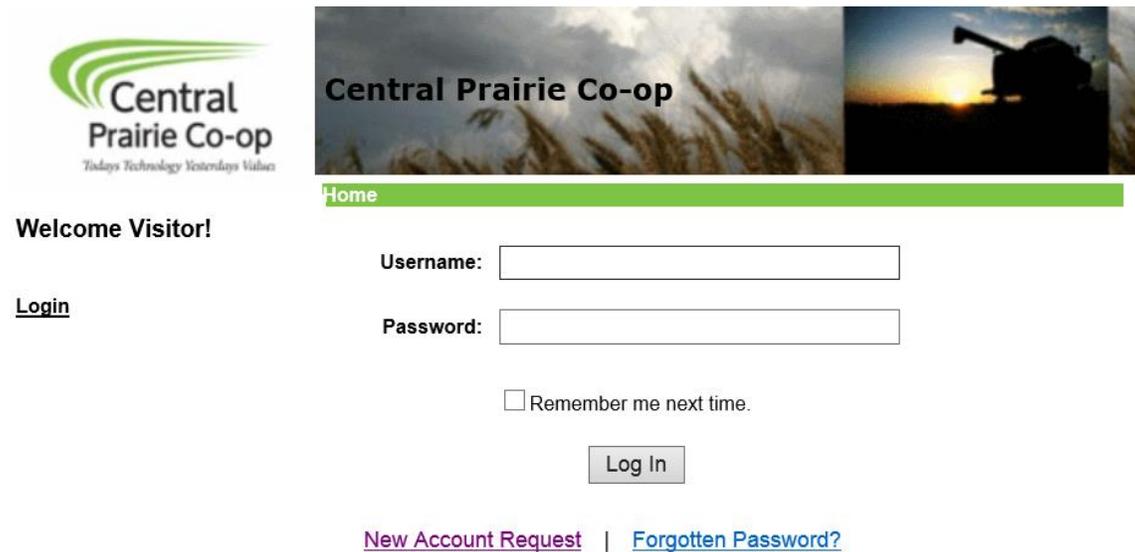
Hop on your computer, tablet or smart phone and go to <https://www.cpcoop.us/>

Step 2:

At the top of the webpage you will see [PATRON ACCESS](#)
Click on the button.

Step 3:

This will bring up a new web address: <https://patron.cpcoop.us/>. If you are a new user, click on the [NEW ACCOUNT REQUEST](#) link on the bottom left. If you are a current user, you will need to type in your [Username and Password](#).



Central Prairie Co-op
Today's Technology Yesterday's Values

Central Prairie Co-op

Home

Welcome Visitor!

Login

Username:

Password:

Remember me next time.

Log In

[New Account Request](#) | [Forgotten Password?](#)

** If you are a new user you will see the following:

Welcome Visitor!

New Account Request

[Login](#)

Prefix:

* First Name:

Middle Initial:

* Last Name:

Business or Farm Account Name:

* Address 1:

Address 2:

* City:

* State/Province:
(two-letter abbreviation)

* Zip/Postal:

* Phone:

* E-mail Address:

* Re-Type E-mail Address:
(For verification)

* Username:
(must be 3-50 characters long)

* Password:
(must be 3-50 characters long)

* Password:
(must be 3-50 characters long)

* Re-Type Password:
(For verification)

The following challenge fields are used for automatic password retrieval if you forget your password.

* Challenge Question:
(Example: Mother's Maiden Name)

* Answer to Challenge Question:
(case-sensitive)

* Please list your account numbers or names you wish to access:
(separated by commas)

You will need to fill out all the places that have a red star next to the Question. You will also choose your own Username and Password. It is important to list all the accounts that you are responsible for in the “Please list your account numbers or names you wish to access”.

** Once you have filled out all the information click “Apply for an Account”. This will send an email to our Main Office location for approval. You should get a confirmation email to the email address you have provided once your Patron Access has been set up. Once you receive the confirmation email you may go back in and enter your username and password.

Step 4:

Once you have gained access to **Patron Access** you will be able to look up the following:

Logout	Welcome to Central Prairie Co-op
Account Information	Please choose from one the following options on the left.
Maintain My Account	Message Center
Proof of Yield	
Grain Balances	
Business Unit Master	
Prepaid/Booking Contracts	
Volume Statements	
Equity Balances	
Address Change Notification	
Downloads	
Comments/Suggestions	

- [Account Information](#) – You can access your previous statements, current statement, any invoice that you might need a copy of your balance due, etc. Just select the month/day/year that you are wanting information for. It is all at your fingertips now!

Example:

Account Information	Printer Friendly Version	
<input type="text" value="████████████████████"/>	<input type="text" value=""/>	
<input type="button" value="Lookup/Validate"/>	Results to return: <input type="text" value="20"/>	
Last Statement	Current	Transactions
Date: 6/30/2015	Current: 185.40	Start Date: <input type="text" value="7/1/2015"/>
Balance: 189.66		End Date: <input type="text" value="7/31/2015"/>
		<input type="button" value="Get Transactions"/>
Last Payment		Statements
Date: 7/13/2015		Statement: <input type="text" value="06/30/2015"/>
Amount: 189.66		<input type="button" value="Get Statements"/>

- **Maintain My Account** - This is where you can change your information that you provided to create your account. **The only thing that you will not be able to change is your Username.**
- **Proof of Yield** - To pull reports outlines the listing of loads during specified delivery dates.
-

Example:

Proof of Yield

Results to return:

Start Date: 

End Date: 

- **Grain Balances** - This is where you can find balances by commodity. You will also be able to see any grain contracts.

Grain Balances

[Printer Friendly Version](#)

Results to return:

Balances

Contracts

➤ **Business Unit Master** -

[Printer Friendly Version](#)

Results to return:

- **Prepaid/Booking Contracts** - If you have contracted propane, seed, fertilizer, etc. you will be able to see how much you have left on a contract, how much you originally contracted and how much for each year.

Example:

**Prepaid/Booking
Contracts**

[Printer Friendly
Version](#)

Results to return:

Start Date:

End Date:

- **Volume Statements** - If you are curious or just need to have a volume statement of all the products you have purchased with Central Prairie Co-op you will be able to select the month/day/year that you are wanting a print-off for.

Example:

Volume Statements

Results to return:

Start Date:

End Date:



**A pop-up box will be at the bottom of the screen. You can select “Open” or “Save”. From there you can print off/email your volume statement.

- **Equity Balance** - This is a NEW feature that is now on our Patron Access page. From this tab you will be able to see your total Equity Balance per year. If you are looking for a grand total, please note you will need to change the START YEAR to 1800 (this will catch everything that is in the system)

Example:

Equity Balances

[Printer Friendly Version](#)

Results to return:

Start Year:

End Year:

- **Address Change Notification** - If you happen to move please let us know! Once we get the new address one of our administrators will be more than happy to get it changed so you will be able to receive information/statements.

- **Downloads** - This is the Statement Disclaimer that you will also find on the back of the statement that you receive monthly.
- **Comments/Suggestions** - If you have any comments or suggestions we would love to hear from our customers!

If you have any questions about how to access Patron Access, please feel free to contact your local co-op.

How to Use Patron Access to Pay Your Bill

**Please note that you will not be able to use your Patron Access to pay online UNLESS you have filled out the Electronic Funds Transfer Authorization Agreement (ACH Debits & Credits) form with a deposit slip or voided check and submitted it to CPC. (Please allow 10 Days for processing)

Step 1:

You will know ACH is available on your Patron Access page when the ACH button appears on your Account Information tab:

Central Prairie Co-op
Today's Technology Yesterday's Values

Welcome [Redacted]

[Logout](#)

Account Information

[Maintain My Account](#)

[Prepaid/Booking Contracts](#)

[Volume Statements](#)

[Equity Balances](#)

[Address Change Notification](#)

[Downloads](#)

[Comments/Suggestions](#)

Home

Account Information

[Redacted]

Results to return:

Last Statement

Date: 7/31/2015

Balance: 185.40

Current

Current: 46.13

Transactions

Start Date:

End Date:

Statements

Statement:

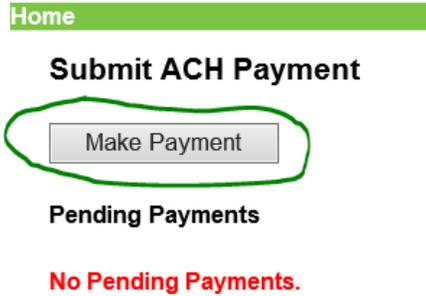
Last Payment

Date: 8/17/2015

Amount: 185.40

Step 2:

When you are ready to make a payment to your account, push the  button. A new page will pop up that will look like the following:



Home

Submit ACH Payment

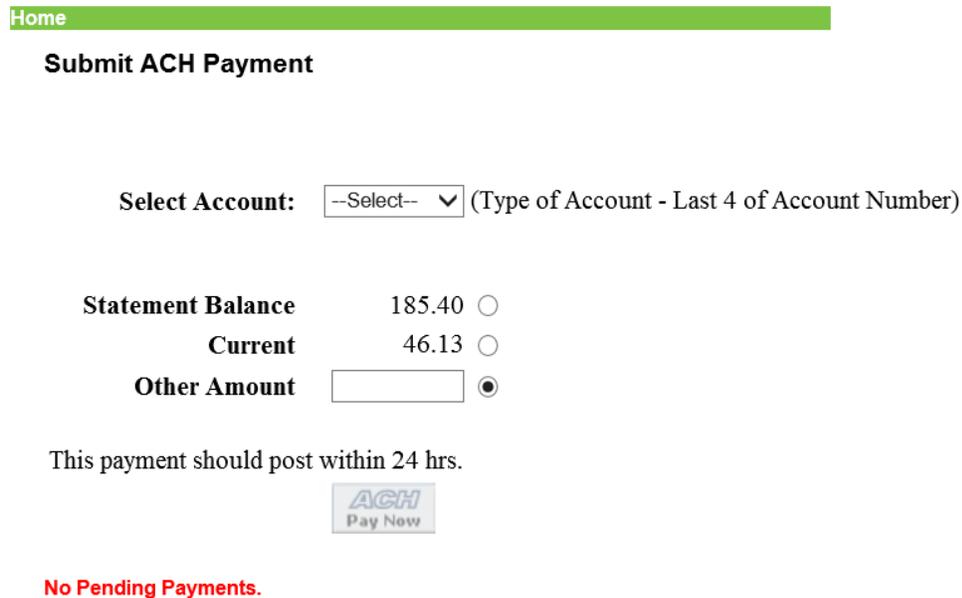
Make Payment

Pending Payments

No Pending Payments.

Step 3:

Push **Make Payment**. The following will appear on your computer screen:



Home

Submit ACH Payment

Select Account: (Type of Account - Last 4 of Account Number)

Statement Balance 185.40

Current 46.13

Other Amount

This payment should post within 24 hrs.



No Pending Payments.

Select your bank account by using the drop-down box.

Please note that if you are paying before the 15th, you will need to subtract the discount that was given on your statement. You will need to enter the payment into the **Other Amount box.

When you are satisfied with the amount you are paying, you will need to push the  button.

Step 4:

A new window will appear that will show your **Pending Payments**. In this window you will be able to cancel your payment as long as it has not been updated (updates usually occur by next morning business day).

Submit ACH Payment

Your ACH Payment notification has been sent.

Make Payment

Pending Payments

ACCOUNT	DATE	AMOUNT	
CHK-3983	8/19/2015		Cancel

This is the final step of submitting your payment through ACH using your CPC Patron Access.

**Please note the following:

- Your payment will show up through your bank on the NEXT business day (Monday-Friday)
- If you submit your payment on Friday, it will not show up until Monday.
- Anything AFTER 4pm will be considered next day business activity.
- If the 15th happens to fall on a Saturday, Sunday or Holiday you will be given the discount.
- Please be aware that if it is AFTER the 15th, you will not be given the discount even if you paid with the discount, this will guarantee a finance charge on your next statement.