Saskmilk Producer Portal User Guide

1.0 User Portal Access Setup

1.1 Received Email

Once you've received the Complete account setup email from the SaskMilk Portal, click on the hyperlink 'here' – *If you have not received it, please check to see if it was directed to your junk email*.

1.2.1 Set SaskMilk portal password – **Primary Producer Account**

Fill in the required information: Producer #, and password.
Requirements for the Password are in grey on right side.
Click Save.

1.2.2 Set SaskMilk portal password – **Secondary Contact**

Fill in the required information: Producer #, email, user name, and password.
Requirements for the Password and Username are in grey on right side.
Click Save.

1.3 Set password confirmation

Once completed correctly, you will be directed to the 'Reset password confirmation' page.
Click the 'click here to log in' hyperlink.
Enter your User Name and password, and click on the Log in button
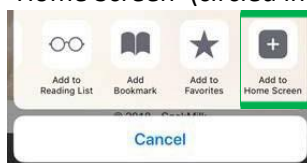
2.0 Logging In

2.1 Future Access

Now that you've successfully set up your producer account, below are a couple of quick access options:

- Save URL http://portal.saskmilk.ca to favorites

- Create an icon for a mobile shortcut

iPhone Device
- Type URL http://portal.saskmilk.ca into the address bar.

- Select the export button
- Scroll to the right until you see 'Add to Home Screen' (circled in green), and select it.

- Click 'add' (top right corner)
- This icon will be on your Homepage for quick access to the producer portal

Android Device
- Type URL http://portal.saskmilk.ca into the address bar.
- Select the three dot menu icon shown on the right of the URL
- Select the 'Add to home screen' menu item.

- This icon will be on your Homepage for quick access to the producer portal

2.2 Producer Landing Screen

Once successfully logged in, you will be brought to a landing screen similar to the one shown in Figure 2.2.1.

The producer portal landing page is comprised of 5 sections:

- Menu items (circled in orange)
- (Signed in user) Who's logged on (circled in yellow)
- Welcome message with instructions on how to report an issue (circled in green)
- Current month information (contained within the blue widget)
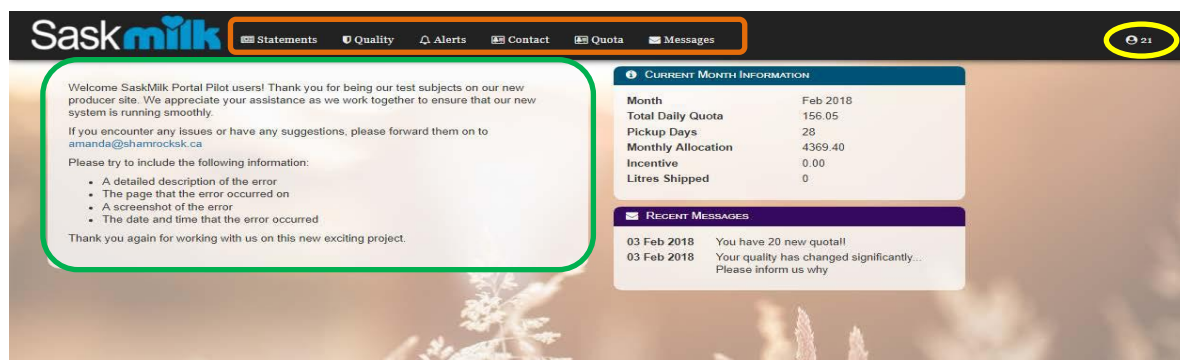- Recent messages (contained within the purple widget)

Figure 2.2.1

The landing page shown in Figure 2.2.1 is based on a user with full access to the producer account. **The landing page will change based on the security set up for the producer portal user logged in.** The settings are as follows:

		Producer Site	Full Control	Quality	Producer Statement	Quota Management	Alert Management
MPS Portal Access		**Enabled**					
Statements			**View**		**View**		
Quality	**Components**		**View**	**View**			
	Special Quality		**View**	**View**			
	Official Results		**View**	**View**			
Alerts	**Statement Alert**		**Edit**				**Edit**
	Quality Alert		**Edit**				**Edit**
Contact	**Producer Details**		**Edit**				
	Contacts		**Edit**				
Quota	**Worksheet**		**View**			**View**	
	Management		**View**			**View**	
Landing Page	**General messages**		**View**	**View**	**View**	**View**	**View**
	Quality messages		**View**	**View**			
	Quota messages		**View**			**View**	
	Current Month Information		**View**			**View**	