

# 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

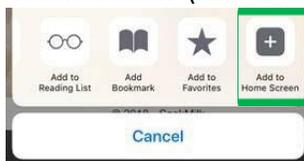
Now that you've successfully set up your producer account, below are a couple of quick access options:

- 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.



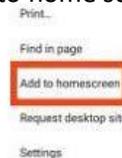
- Click 'add' (top right corner)
- This icon will be on your Homepage for quick access to the producer portal



#### 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



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## 2.2 Producer Landing Screen

Once successfully logged in, you will be brought to a landing screen

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	Pickups	Producer Statement	Quota Management	Quota Exchange	Alert Management
MPS Portal Access	Enabled							
Statements		<a href="#">View</a>			<a href="#">View</a>			
Pickups		<a href="#">View</a>		<a href="#">View</a>	<a href="#">View</a>			
Quality	Components	<a href="#">View</a>	<a href="#">View</a>					
	Special Quality	<a href="#">View</a>	<a href="#">View</a>					
	Official Results	<a href="#">View</a>	<a href="#">View</a>					
	Progressive Penalty Results	<a href="#">View</a>	<a href="#">View</a>					
Quota	Worksheets	<a href="#">View</a>				<a href="#">View</a>		
	Transfers	<a href="#">View</a>				<a href="#">View</a>		
	Credit Bulletin Board	<a href="#">View</a> Add listing (with Transfer Credit Designation)				<a href="#">View</a> Add listing (with Transfer Credit Designation)	<a href="#">View</a> Add listing (with Transfer Credit Designation)	
	Quota Exchange	<a href="#">View</a> Add bid (with Financial Signing Authority)					<a href="#">View</a> Add bid (with Financial Signing Authority)	
Alerts	Statement Alert	<a href="#">Edit</a>						<a href="#">Edit</a>
	Quality Alerts	<a href="#">Edit</a>						<a href="#">Edit</a>
	Cumulative Position Alerts	<a href="#">Edit</a>						<a href="#">Edit</a>
	Quota Management Alert	<a href="#">Edit</a>						<a href="#">Edit</a>
	Pickup Alert	<a href="#">Edit</a>						<a href="#">Edit</a>
	Quota Exchange Alert	<a href="#">Edit</a>						<a href="#">Edit</a>
	Credit Bulletin Alert	<a href="#">Edit</a>						<a href="#">Edit</a>
My Alerts	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	
Contact	Producer Details	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
	Contacts	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
Landing Page	General messages	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
	Quality messages	<a href="#">View</a>	<a href="#">View</a>					
	Quota messages	<a href="#">View</a>				<a href="#">View</a>	<a href="#">View</a>	
	Current Month Information	<a href="#">View</a>	<a href="#">View</a>			<a href="#">View</a>		