GETTING STARTED WITH eSMS

SET YOUR PASSWORD

LOOK FOR AN ESMS "WELCOME" E-MAIL
AND CLICK ON THE FIRST LINK TO SET YOUR PASSWORD:

Click this link the 1st time that you go into your portal to edit your profile and set your password. After you change your password, this link will not work.

Set Password

PLEASE BE SURE TO "TRUST CONTENT" FROM AGRI-WARE.COM
EMAILS TO RECEIVE FUTURE CORRESPONDENCE.

IF YOU DON'T SEE THE E-MAIL, CHECK YOUR SPAM/JUNK FOLDER

BOOKMARK YOUR PORTAL

Favorite/Bookmark your portal once you are logged in so you can easily access it. The process will differ depending on the browser you use (Chrome, Firefox, Safari, Microsoft Edge).
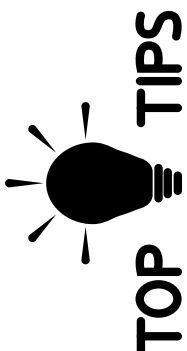
YOU HAVE A URL UNIQUE TO YOUR PORTAL

CREATE YOUR CUSTOMER LIST

This is a good time to ensure accurate customer information and desired formatting.

- IMPORT FARMER INFORMATION FROM MYCROP
- IMPORT FARMER INFORMATION FROM PERSONAL EXCEL SPREADSHEET
- MANUALLY ADD FARMERS ONE BY ONE

SEE DETAILED INSTRUCTIONS ON NEXT PAGES

TOP TIPS

☐ IF YOU AREN'T SEEING COMPLETE POP UP WINDOWS, ZOOM OUT BY PRESSING `Ctrl` AND `—`

☐ IF YOU DONT'T SEE TABS ON THE TOP RIGHT OF YOUR SCREEN, SELECT YOUR INITIALS AND "REFRESH WORKSPACE" **OR** PRESS `Ctrl` + `F5`

☐ DOWNLOAD ANYDESK ◆ ON YOUR DESKTOP AT WWW.ANYDESK.COM FOR VIRTUAL, SCREEN-SHARING ASSISTANCE THROUGHOUT THE SEASON

GETTING STARTED WITH eSMS

HOW TO CREATE YOUR CUSTOMER LIST

IMPORT CUSTOMERS FROM MYCROP

YOUR MYCROP FARMER REPORT MAY BE EMPTY
IF YOU PREVIOUSLY USED BAYER ORDERS

1

LOGIN TO YOUR MYCROP ACCOUNT

BAYER **MyCROP**

2

NAVIGATE TO YOUR FARMERS

Farmers ^

My Farmers

License Search

3

DOWNLOAD YOUR FARMER DETAILS

⬇ DOWNLOAD FARMER REPORT

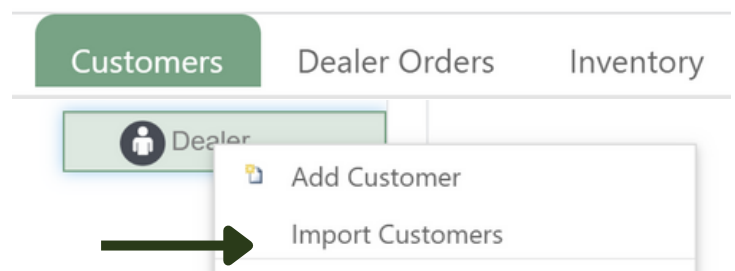*BE SURE YOU KNOW WHERE YOUR
DOWNLOADS SAVE TO YOUR COMPUTER*

4

LOGIN TO YOUR ESMS ACCOUNT

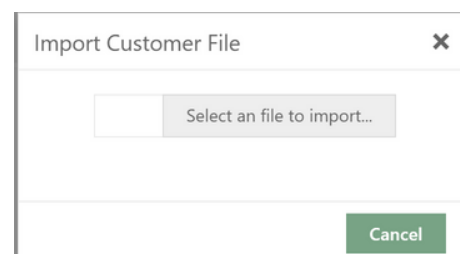Sign In

5

GO TO THE CUSTOMERS TAB, THEN
RIGHT CLICK ON YOUR DEALERSHIP NAME &
SELECT "IMPORT CUSTOMERS"

Customers   Dealer Orders   Inventory

👤 Dealer

📋 Add Customer

➡ Import Customers

6

SELECT THE "MY FARMER REPORT" FILE

Import Customer File ✕

Select an file to import...

Cancel

X a,
My-Farmer
s_Full-Farm
er-Report_
20220826

GETTING STARTED WITH eSMS

HOW TO CREATE YOUR CUSTOMER LIST

IMPORT CUSTOMERS FROM EXCEL

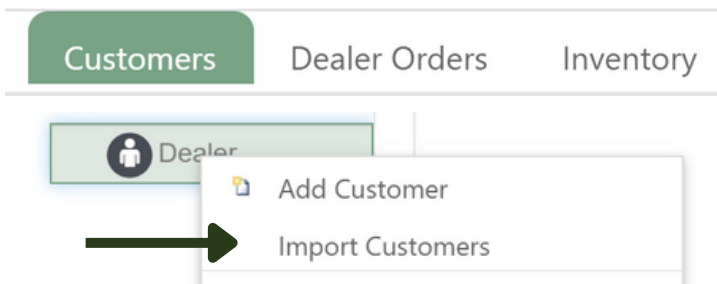**1**

LOGIN TO YOUR ESMS ACCOUNT

Sign In

2

GO TO THE CUSTOMERS TAB, THEN RIGHT CLICK ON YOUR DEALERSHIP & SELECT "IMPORT CUSTOMERS"

Customers | Dealer Orders | Inventory

Dealer
→ Add Customer
Import Customers

3

SELECT YOUR EXCEL FILE CONTAINING YOUR CUSTOMER INFORMATION

YOUR EXCEL FILE SHOULD INCLUDE THE FOLLOWING COLUMNS:

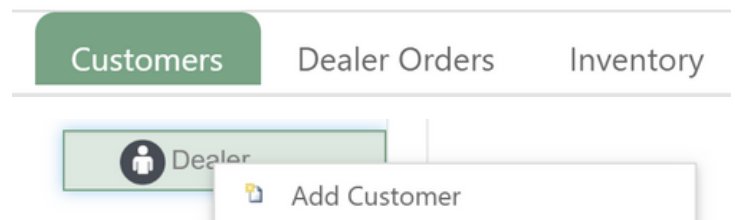|		
BUSINESS NAME	ADDRESS LINE	PHONE
FIRST NAME	CITY	E-MAIL
LAST NAME	STATE	
TECHNOLOGY ID	ZIP CODE	

MANUALLY ADD CUSTOMERS

1

LOGIN TO YOUR ESMS ACCOUNT

Sign In

2

GO TO THE CUSTOMERS TAB, THEN RIGHT CLICK ON YOUR DEALERSHIP NAME & SELECT "ADD CUSTOMER"

Customers | Dealer Orders | Inventory

Dealer
Add Customer

3

FILL IN CUSTOMER INFORMATION & SELECT "OK"

Edit Customer

Cust Num:
Business:
First Name:
Last Name:

Contact Info
Tech IDs / Pricing Info
Primary Address
Shipping Address

OK   Cancel