

Renewal Instructions

1. Navigate to <https://monsanto.haysprograms.com> and click on login in the upper right hand corner of the screen.
2. If you haven't used this system before or forgot your password, please click the "forgot password" link and follow instructions to reset your password.
3. Once you have successfully logged into your account, select the "My Insurance" tab on the menu at the top of the screen. Note if you don't see the "My Insurance" tab you are not logged in and need to login following steps 1 and 2.
4. Once logged in you will see a black accordion toolbar with your name and view on it. Click on this accordion to expand.

Ryan Test

▶ View

5. After expanding this accordion you will see your details. Effective dates of the policy, your name/business name, dealer number, dealer address, estimated sales your quote is based on and the brand of seed you sell. Please review and ensure this information is correct. Additionally, you will see the current year seed deposit amount required based on last year's sales. The prior year premium adjustment, the balance based on last year's actual sales. Total premium due for this year and the total account balance.

Ryan Test

▼ Hide

▼ COVERAGE INFORMATION

INSURANCE COVERAGE(S)

Effective Dates: 08/01/2018 - 08/01/2019

Dealer: Ryan Test Test MCF - MCF Test

Dealer Number: 1111111111

Dealer Address:

407 WOODHAVEN DRIVE
WEXFORD PENNSYLVANIA 15090

Estimated Sales: \$2,800,000.00

Brand: Fontanelle Hybrids

Current Year Seed Deposit: \$2,600.00

Prior Year Premium Adjustment: \$0.00

Total Premium: \$2,600.00

Total Account Balance: \$2,640.00

To apply using last year's same information and "Total Premium" shown above, click "Accept Quote" below. To change information on last years application click "Update Existing Information" below and submit the new application.

Accept Quote

Update Information

6. After reviewing account information there are two options.
 - a. If the quote is acceptable and no changes need to be made, simply click the “Accept Quote” button.
 - b. If information needs to be updated, locations need to be added or changed, brand needs to be changed, etc... click on the “Update Information” button. This will bring you to the application screen where you can enter additional or new information to be taken into consideration for your quote. Once you are completed entering new information in, click submit and navigate back to the “My Insurance” page to view your updated quote.
7. Once information has been updated and the quote has been accepted, the last thing necessary to bind coverage is to pay for the policy. This can be accomplished two ways:
 - a. A payment can be made by clicking on the “Pay Bill Now” button and using a credit card online.
 - b. Or you may pay by check following the pay by check instructions on screen after clicking on the “Pay Bill Now” button.
 - c. You may also print a copy of the invoice for your records from this screen by clicking on the “Print” button.

The screenshot shows a payment interface with a light gray background. At the top left, there is an orange button labeled "PAY BILL NOW". At the top right, there is a green button labeled "Print". Below these buttons, the amount "\$5,240.00" is displayed. Underneath, there is a section for "Pay By Check" with instructions: "When paying by check, coverage will be confirmed upon receipt of payment. Please reference your Dealer or Advisor Number on the check when sending payment. Please do not hesitate to contact us with any questions or concerns 1-877-316-4297." Below this is the "Send Check To:" information: "Hays Companies, MI-88, P.O. Box 1414, Minneapolis, MN 55480-1414". Further down, there is a section for "Pay By Credit Card" with the instruction: "Use the form below to pay by credit card." At the bottom, there are two input fields: "First Name*" and "Last Name*", both with asterisks indicating they are required.

8. Finally, once payment has been completed and the Total Account Balance equals zero, you will be able to generate your evidence of insurance documents. Stay on the “My Account” tab and once again click on the accordion box with your name on it. Select the insurance document option and click generate. Certificates will automatically generate for any location listed on your account and download as pdf documents to your computer.