



National
Watermelon
Promotion Board

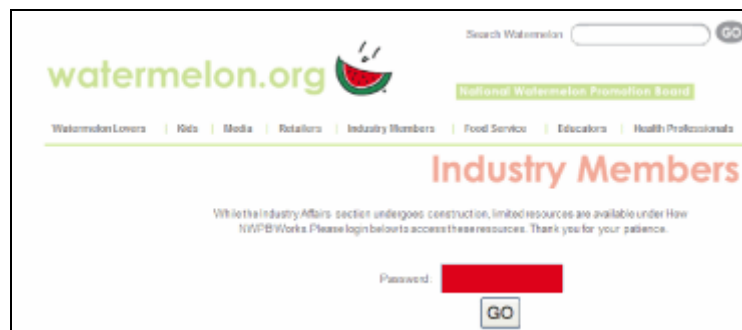
Online Handler's Report User's Guide

Following are the instructions for filing your handler's report(s) online.

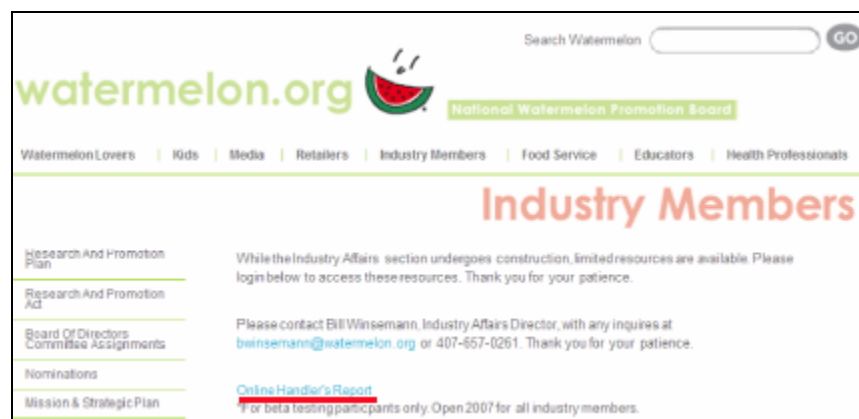
1. Log on to www.watermelon.org and click on the Industry Members tab.




2. To enter the industry section you must enter your Handler ID/NWPB Account # into the password slot.



3. Once you've entered the industry section click the "Online Handler's Report" tab. (You should now be on the Watermelon Board Login page.)

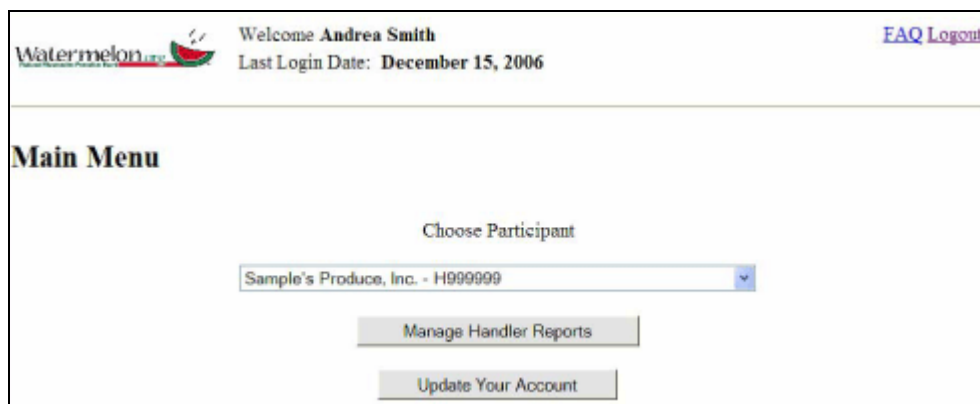


4. On the **“Watermelon Board Login”** page you can click on the registration link to register and choose your username and password.



The image shows the 'Watermelon Board Login' page. At the top, there is a logo for 'Watermelon.org' featuring a watermelon slice. Below the logo, the title 'Watermelon Board Login' is centered. The page contains two input fields: 'Username:' and 'Password:'. Below these fields is a 'Login' button. At the bottom of the page, there are three links: 'Registration' (underlined in red), 'Forgot your password', and 'FAQ's'.

5. Fill in the information on the registration page. (Your registration must be verified by an NWPB employee.
6. After your registration is verified, you will receive an email from the NWPB that you are approved to use the system. Once you are approved, you can now go to the **“Watermelon Board Login”** page and log on by entering your username and password.
7. Once your logged on you will be forwarded to the **“Main Menu”** where you can select your company, then select if you would like to **“Manage Handler Report”** or **“Update Your Account”**.



The image shows the 'Main Menu' page after a user has logged in. At the top left is the 'Watermelon.org' logo. To the right of the logo, it says 'Welcome Andrea Smith' and 'Last Login Date: December 15, 2006'. In the top right corner, there are links for 'FAQ' and 'Logout'. Below this, the title 'Main Menu' is displayed. Underneath, there is a section titled 'Choose Participant' with a dropdown menu showing 'Sample's Produce, Inc. - H999999'. Below the dropdown are two buttons: 'Manage Handler Reports' and 'Update Your Account'.

8. To file your handler’s report click the **“Manage Handler Report”** button.
9. You should see a list of all your handler’s reports that were previously filed. You now have the option to start a new handler’s report or return to a report that is still open (not yet submitted to NWPB).

10. To start a new report select “**Click Here to Start a New Form**” or to return to an open report just click the “**View**” button.

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Handler Reports

You currently have no open Handler Report Forms. [Click here to Start A New Form.](#)

Month Covered By This Report	Total	Status
June 2006	500.00	Submitted <input type="button" value="View"/>

11. You should be on the page that says “**Handler Report Form**”. You can select the month that this report will cover, and then click on the “**Submit**” button. (You should also see the last month that you reported).

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Handler Report Form

Month Covered By This Report:

Date of Last Report (State if First or Last Report):

12. You should see a drop down box called “**Name of Producer**”. Click on this box at the down arrow. You can now see a list of your producer(s). Select the producer you are filing on and enter the weight in the box named “**CWT**” then click the “**Add Transaction**” button. You should be able to see what you entered completed below. Follow this step for each producer that you are reporting.

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Handler Report Form

Month Covered By This Report: **July 2006**

Date of Last Report: **June 2006**

NAME OF PRODUCER: CWT:

If the producer to add does not appear in this list, [click here to Add A Producer.](#)

13. While working with your handler’s report you have three options. You can either click the **“Save Report”** button to leave this report open and continue another time, click the **“Select Payment Date”** button if you have finished this report and are ready to start the payment process, or click the **“Delete Report”** button if you would like to remove this report and start over on this report.


NAME OF PRODUCER	N.W.P.B. ACCOUNT NUMBER	CWT	PRODUCER'S ASSESSMENT	HANDLER'S ASSESSMENT	TOTAL ASSESSMENT	
Sample Farms	P999999	15000.0	\$300.00	\$300.00	\$600.00	<input type="button" value="Remove"/>
HUNDREDWEIGHT(CWT)		15000.0	\$300.00	\$300.00	\$600.00	
Grand Totals						

Click 'Save Report' to leave this report open and continue another time.

Click 'Submit Payment Date' if you have finished this report and are ready to start the payment process.

Click the 'Delete Report' button to permanently remove this report, allowing you to begin a new report.

14. To finish the report click the **“Select Payment Date”** button. You should now be on the **“Select Payment Date”** screen. On this screen you can select the payment date then click the **“Calculate Grand Total”** button.

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Select Payment Date


Month Covered By This Report: **July 2006** (this report must be postmarked by August 30, 2006 or received by September 09, 2006 to avoid penalties)

Date This Payment Will Be Mailed:

. Click the 'Calculate Grand Total' button to calculate the total payment due, including any penalties and interest.

To cancel the payment process and return to the Handler Report Form, click the 'Go Back To Handler Report' button.

15. Now, you should be on the **“Total Payment Due”** screen which shows the total assessment, penalty and interest (if applicable) and the grand total. Now all you have to do is:

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Total Payment Due


Total	\$600.00
Penalties and Interest	\$0.00
Grand Total	\$600.00

Please follow these steps to submit payment

1. Click the 'Generate and Submit Report' button below to electronically transmit the report data to the National Watermelon Promotions Board. To see how penalties and interest are calculated [click here](#).
2. Print the generated report by clicking 'File' on the menu at the top of your browser, and select 'Print'.
3. Mail the printed report along with payment to National Watermelon Promotion Board, 3501 Quadrangle Blvd Suite 321, Orlando, FL 32817.

To cancel the payment process and return to the Handler Report Form, click the 'Go Back To Handler Report' button below.

- a. Click the **“Generate and Submit Report”** button below to electronically transmit the report data to the NWPB.
(To cancel the payment process and return to the Handler Report Form, click the “Go Back To Handler Report” button.)

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OMB NO. 0581-0093

DESIGNATED HANDLER'S REPORT FOR WATERMELON RESEARCH AND PROMOTION ACT

Report Submitted By: Sample's Produce, Inc.	National Watermelon Promotion Board 3501 Quadrangle Blvd. Suite 321, Orlando, FL 32817 (407)657-0261 or (877) 599-9595				
N.W.P.B. Account No: H999999					
Month Covered By This Report: July 2006					
Payment Due: August 30, 2006					
Date of Last Report (State if First or Last Report): June 2006	INSTRUCTIONS: Mail the original copy to the N.W.P.B. with full remittance. Must be postmarked within 30 days after the month the watermelons were handled.				
LIST BELOW NAME AND N.W.P.B ACCOUNT NUMBER OF PRODUCER FROM WHOM YOU PURCHASED WATERMELONS AS WELL AS YOUR OWN PRODUCTION:					
NAME OF PRODUCER	N.W.P.B. ACCOUNT NUMBER	CWT	PRODUCER'S ASSESSMENT	HANDLER'S ASSESSMENT	TOTAL ASSESSMENT
Sample Farms	P999999	15000.0	\$300.00	\$300.00	\$600.00
HUNDREDWEIGHT(CWT) Totals		15000.0	\$300.00	\$300.00	\$600.00
Late Payment Penalty					\$0.00
Grand Total					\$600.00
For N.W.P.B. Use Only.		CERTIFICATION: I certify that the above information is true and correct to the best of my knowledge and the attached remittance represents all watermelons handled during this reporting period on which was required to pay assessment.			
Check #	_____				
Check Amount	_____				
Date Deposited	_____				
Bank	_____				
Date	Signature and Title				

- b. **Print** the generated report by clicking “File” on the menu at the top of the browser, and select “Print”.

c. **Mail** the printed report along with payment to:

**National Watermelon Promotion Board
Attn: Industry Affairs Dept.
3501 Quadrangle Blvd., Suite 321
Orlando, FL 32817**

If you have any questions please visit the FAQ page on this website or contact the Industry Affairs Department at toll-free (877) 599-9595.