



Industry

 > Audiences > Industry

 ONLINE HANDLERS REPORT

LEARN MORE

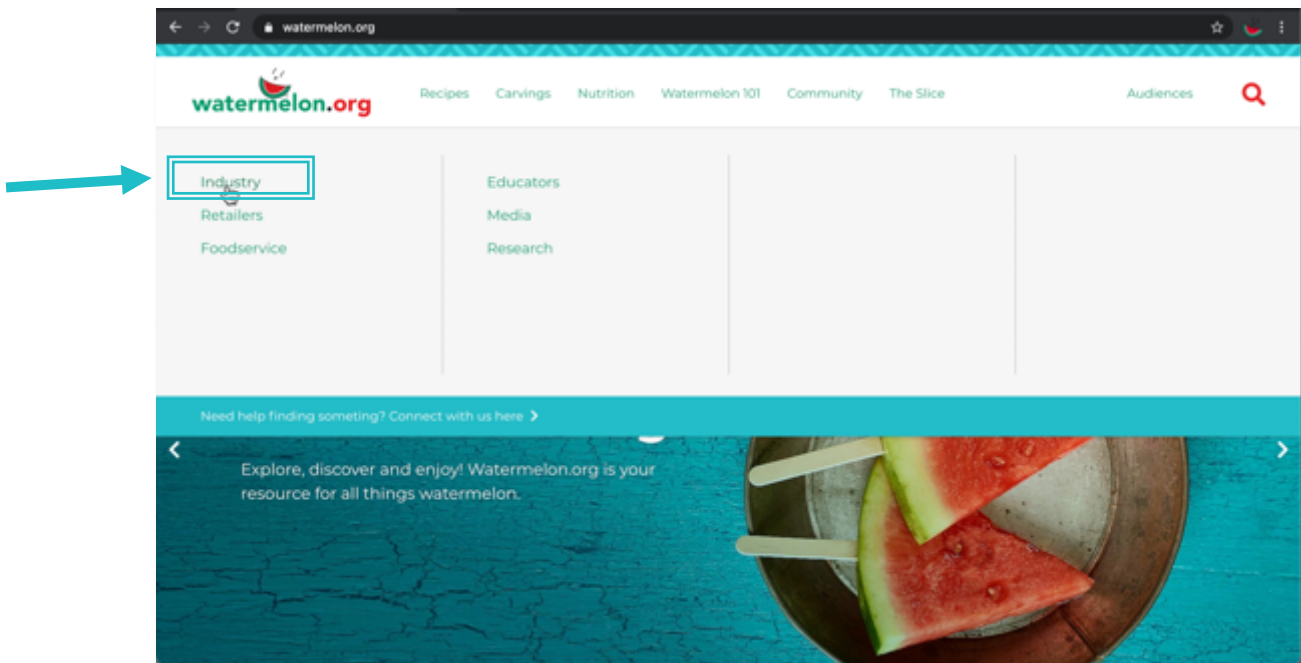
# *Online Handler's Report User's Guide*

If you have any questions reach out to:

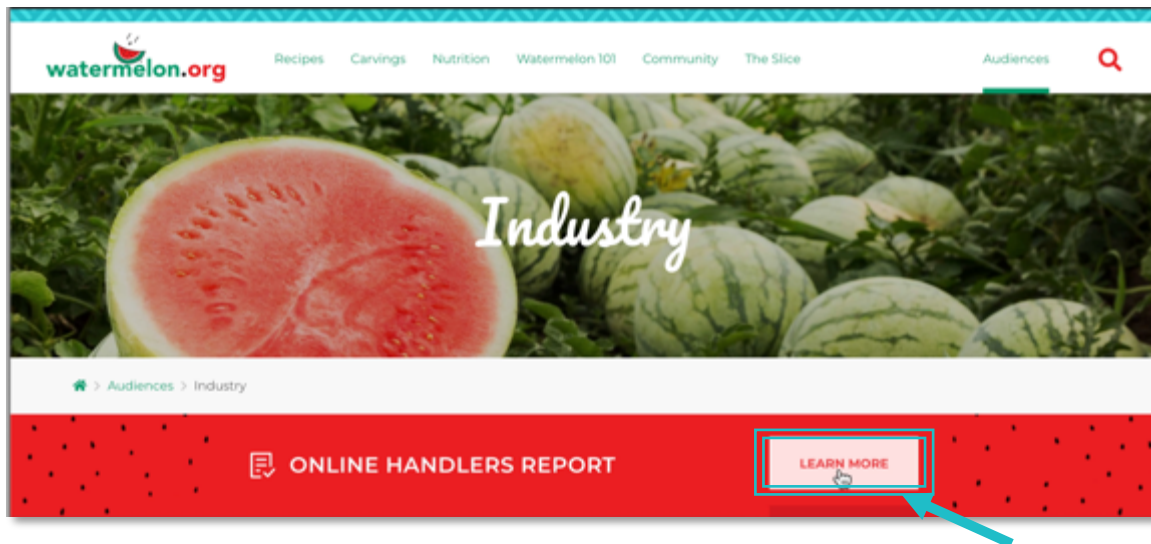
Andrea Smith • Phone: (407) 657-0261, Ext. 205 • Email: [asmith@watermelon.org](mailto:asmith@watermelon.org)

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

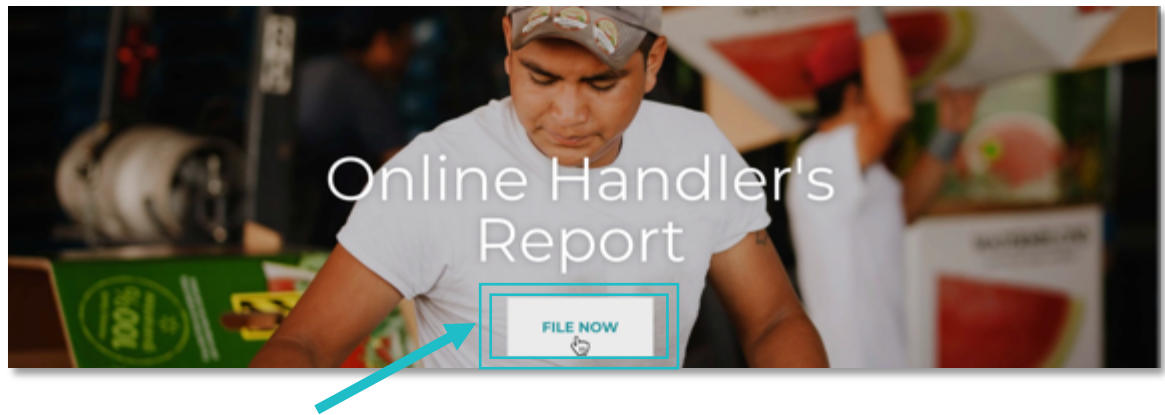
1. Log on to [www.watermelon.org](http://www.watermelon.org) and click on the Industry tab.



2. Once you've entered the industry section click the **Online Handler's Report "LEARN MORE"** button.



3. Then click **"FILE NOW"**



4. On the **"Login Portal"** page you can click on the registration link to register and choose your username and password.

A screenshot of a "Login Portal" page. The title "Login Portal" is at the top in a large, bold, black font. Below the title are two input fields: "Username\*" with the text "asmith" and "Password\*" with masked characters. Below these fields is a blue "LOGIN" button. At the bottom of the page, there are three links: "Registration", "Forgot Password?", and "FAQ". A blue arrow points from the left towards the "Registration" link, which has a small cursor icon over it.

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 **"Login Portal"** page and log on by entering your username and password.



7. You should see a list of all your handler's reports that were previously filed. Click **"Select"** to select your company.

**watermelon.org** Account Handler Report

### Handler Report

Participants

Select a participant to continue.

Organization	Name	
Test Handler Account	Andrea Smith	Select

### Transactions

Item	Amount	Due Date	Received	Period	Total	
Assessment	\$6.00			09/01/20	\$6.00	Print
Assessment	\$0.60			10/01/20	\$0.60	Print

8. 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). To start a new report select **"New Report"** or to return to an open report just click the **"Edit"** button.

### Handler Report

Participants

Organization	Name	
Test Handler Account	Andrea Smith	Select

**NEW REPORT**

Participant Reports For: Test Handler Account, Andrea Smith

Saved Reports

Total CWT	Period	Total	
0.00	06/18/06	\$0.00	Edit
0.00	09/18/15	\$0.00	Edit
100.00	04/19/20	\$6.00	Edit
100.00	04/01/20	\$6.00	Edit

9. You can select the month the report will cover, and the last month that was reported then click on the **"CREATE NEW HANDLER REPORT"** button.

## Handler Report Form

Handler: Test Handler Account, Andrea Smith

Start a new handler report by filling in the information below



Month Covered In Report \*:

--Select One--



Year \*:

--Select One--

Date of Last Report \*:

--Select One--



Year \*:

--Select One--

CREATE NEW HANDLER REPORT

10. You should your producers. If not, click on **“Refresh Producer List”**. You can now see a list of your producer(s). Click the plus sign to select the producer you’re filing on then 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.

## Create Handler Report

Producers:

Refresh Producer List

Select a producer to enter their cwt

Filter Producers

PRODUCER PENDING

PRODUCER INFO PENDING



Add Producer

11. 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 **“Submit 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.

Name of Producer	N.W.P.B Account Number	CWT	Producer's Assessment	Handler's Assessment	Total Assessment
PRODUCER INFO PENDING	P100000	10000.0000	\$300.00	\$300.00	\$600.00 <a href="#">Remove</a>
Hundredweight (CWT)		10,000.00	\$300.00	\$300.00	\$600.00
Grand Totals					

DELETE REPORT
SAVE REPORT
SUBMIT PAYMENT DATE

12. 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 select to **“PAY ASSESSMENT ONLINE”** (to pay online) or **“GENERATE AND SUBMIT REPORT”** (to pay by check).

### Select Payment Date

Month Covered By This Report **June 2021** (this report has to be postmarked by or received by xx or received by xx to avoid penalties.)

Date this payment will be mailed \*:

2021-07-30

[GO BACK TO HANDLER REPORT](#)

### Total Payment Due

Total: \$600.00

Penalties and Interest: \$0.00

Grand Total: \$600.00

The next steps are to select your payment method and submit your report.

**CAUTION** clicking the buttons below will generate and submit your report. Once submitted you will not be able to make changes. Don't worry NWPB staff can always help correct any problems with reports that are submitted.

To pay online click the "Pay Assessment Online" button to electronically pay your bill

Routing Number:

123456789

Account Number:

0123456789

[PAY ASSESSMENT ONLINE](#)

To pay by check follow the steps below

1. Click the "Generate and Submit Report" button below to electronically transmit the report data to the National Watermelon Promotion 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. Fax the signed report to (407) 657-2213 or email the signed report to Andrea Smith - [asmith@watermelon.org](mailto:asmith@watermelon.org)

[GENERATE AND SUBMIT REPORT](#)



OMB NO. 0581-0093

## DESIGNATED HANDLER'S REPORT FOR WATERMELON RESEARCH AND PROMOTION ACT

Report Submitted By: **Test Handler Account**  
N.W.P.B Account No: **H100000**

**National Watermelon Promotion Board**  
1321 Sundial Point  
Winter Springs, FL 32708

Month Covered By This Report: **06/2021**  
Payment Due Date: **07/30/2021**

Phone: (407) 657-0261, Fax: (407) 657-2213

Date of last report (State if first or last report)

**INSTRUCTIONS:**

**CHECK:** Mail the original copy to N.W.P.B. with full remittance. Must be postmarked within 30 days after the month the watermelons were handled.

**ONLINE PAYMENT:** Fax the report to the fax number listed above

**LISTED BELOW NAME AND N.W.P.B. ACCOUNT NUMBER OF PRODUCER WHOM YOU PURCHASED WATERMELONS FROM AS YOUR OWN PRODUCTION:**

Name of Producer	N.W.P.B. Account Number	CWT	Producer's Assessment	Handler's Assessment	Total Assessment
PRODUCER INFO PENDING	P100000	10,000.00	\$300.00	\$300.00	\$600.00
Hunderdweight (CWT) Totals		10,000.00	\$300.00	\$300.00	\$600.00
Late Payment Penalty					\$0.00
Total Interest					\$0.00
Grand Total					\$600.00

For N.W.P.B Use Only.

Batch Number

Check Number

Check Amount \$600.00

Deposit Date

**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 is required to pay assessment.

Date

Signature and Title

If you have any questions, please visit the FAQ page on this website or contact the Industry Affairs Department at (407) 657-0261.