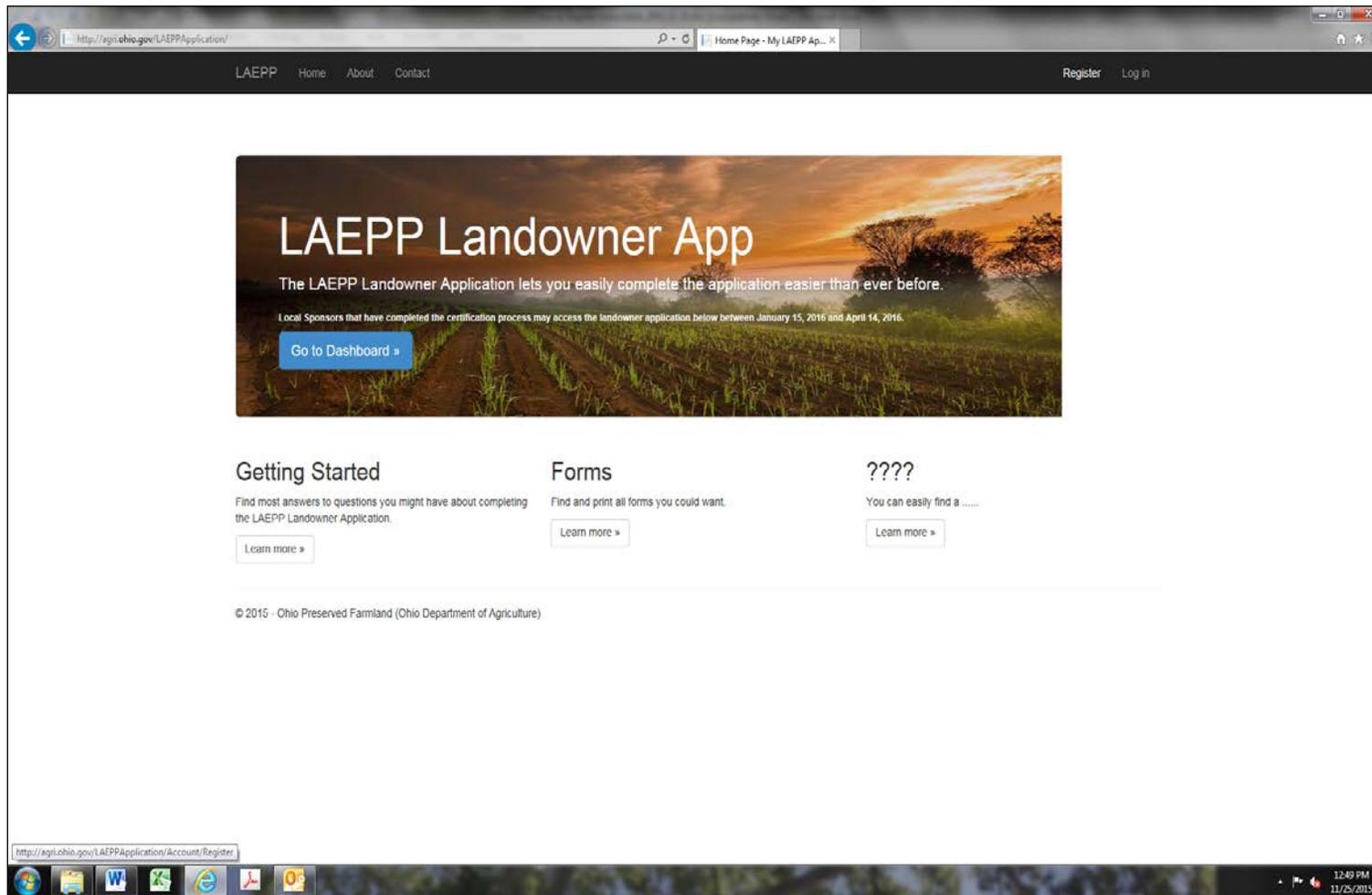


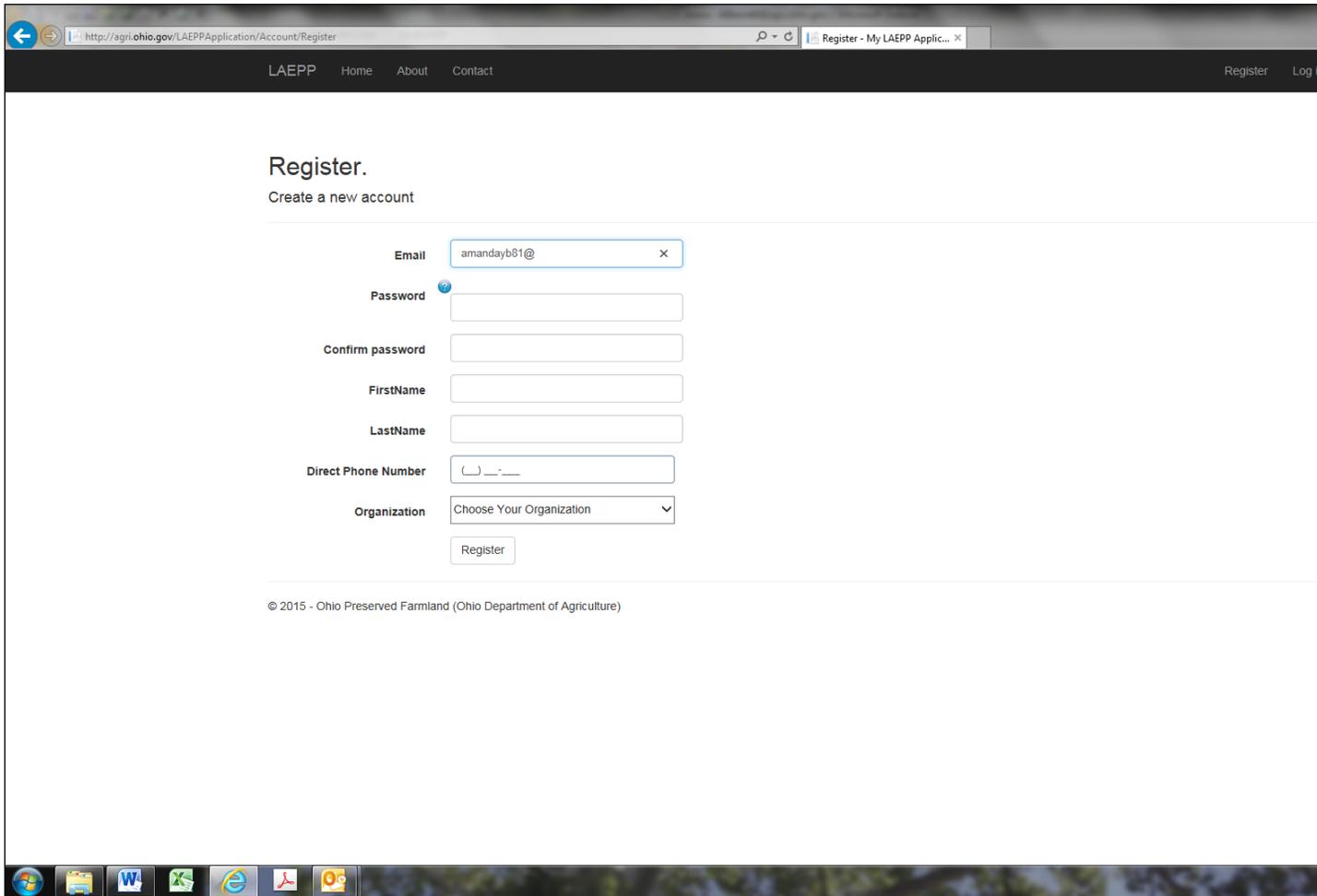
# How to Register & Confirm Account

Step 1: Go to <http://agri.ohio.gov/LAEPPApplication/> and click “Register” in the top right-hand corner of your screen...



## LAEPP Application

Step 2: Complete all information and click “Register” at the end. You will need to create a unique password, and choose your organization. Hover over the question mark symbol for password requirements. If your organization is not listed, contact Amanda Bennett at the Office of Farmland Preservation – [amanda.bennett@agri.ohio.gov](mailto:amanda.bennett@agri.ohio.gov) or (614) 728-6214.



The screenshot shows a web browser window with the URL <http://agri.ohio.gov/LAEPApplication/Account/Register>. The page title is "Register - My LAEPP Applic...". The navigation bar includes "LAEPP", "Home", "About", "Contact", "Register", and "Log in". The main content area is titled "Register." and "Create a new account". The form fields are: "Email" (amandayb81@), "Password" (with a help icon), "Confirm password", "FirstName", "LastName", "Direct Phone Number" (with a format guide), and "Organization" (Choose Your Organization). A "Register" button is at the bottom. The footer contains "© 2015 - Ohio Preserved Farmland (Ohio Department of Agriculture)".

# LAEPP Application

The screenshot shows a web browser window with the URL <http://agri.ohio.gov/LAEPApplication/Account/Register>. The page title is "Register - My LAEPP Applic...". The navigation bar includes "LAEPP", "Home", "About", "Contact", "Register", and "Log In".

## Register.

Create a new account

**Email**

**Password**

**Confirm password**

**FirstName**

**LastName**

**Direct Phone Number**

**Organization**

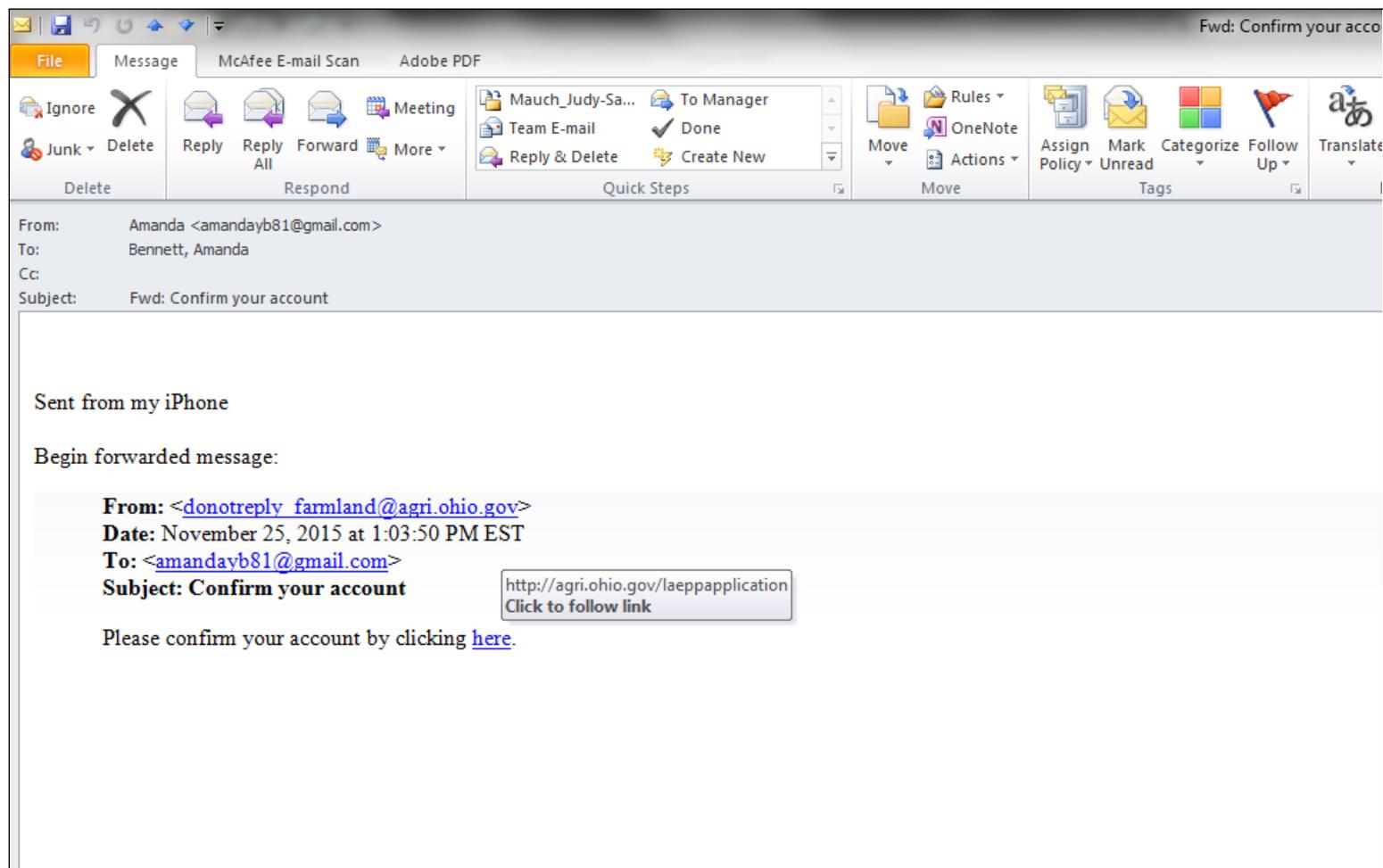
- Choose Your Organization
- Appalachia Ohio Alliance
- Belmont SWCD
- Black Swamp Conservancy
- Board of Fairfield County Commissioners
- Cardinal Land Conservancy, Inc.
- Champaign Soil and Water Conservation District
- Delaware County Commissioners
- Elizabeth Township Trustees
- Fayette Soil & Water Conservation District
- Lake County Soil & Water Conservation District
- Licking County Soil & Water Conservation District
- Logan County Land Trust
- Madison County Commissioners
- Marion County Soil and Water Conservation District
- Miami Soil & Water Conservation District
- Montgomery Soil and Water Conservation District
- Ohio Department of Agriculture
- Owl Creek Conservancy
- Philander Chase Corporation
- Tecumseh Land Trust
- Three Valley Conservation Trust
- USDA
- Warren County Soil and Water Conservation District
- West Central Ohio Land Conservancy
- Western Reserve Land Conservancy

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The Windows taskbar at the bottom shows icons for Internet Explorer, Word, Excel, and other applications.

## LAEPP Application

Step 3: Go to your email inbox and click on the email with subject 'Confirm Account'. The email will contain a link you need to click to confirm your new LAEPP account. Click "here."



Now sit back. ODA has to confirm your account and assign your roles (Local Sponsor, SWCD, etc.).

# LAEPP Application

Step 4: You will receive another email from us once we have activated your account. You now have access!

The screenshot shows the LAEPP application dashboard. At the top, there is a navigation bar with 'LAEPP Home About Contact' and a user greeting 'Hello, A Bel Log off'. Below this, there are tabs for 'Dashboard' and 'Application Questions Area'. The main heading is 'Dashboard - Ohio Department of Agriculture' with a dropdown menu set to '2016'. The dashboard is divided into three columns: 'Application Stats' showing 'Pending Apps: 6', 'Submitted Apps: 1', and 'Cancelled Apps: 0'; 'Graphs?'; and 'Change your account settings' with a 'Password: [Change]' link. Below these is an 'Administration:' section with tabs for 'Applications', 'User Management', 'County Information', 'Organizations', 'Funding Rounds', 'Other Factors', and 'SWCD Apps'. A 'Create New Application' button is present. A table of application records is shown with the following data:

Application ID	App Name	App Stat	User	Org	Year	Date Started
10000	Eric's Place	Submitted	Eric Holyak	Ohio Department of Agriculture	2016	9/21/2015
10001	Amanda 9-22	Pending	Amanda Bennett	Ohio Department of Agriculture	2016	9/22/2015
10002		Pending	Eric Holyak	Ohio Department of Agriculture	2016	10/7/2015
10003		Pending	Eric Holyak	Ohio Department of Agriculture	2016	10/9/2015
10004	10-14-2015	Pending	Amanda Bennett	Ohio Department of Agriculture	2016	10/14/2015
10005	Eric Testing Other Factors	Pending	Eric Holyak	USDA	2016	11/16/2015
10006	Test_FH2014	Pending	Amanda Bennett	Ohio Department of Agriculture	2016	11/27/2015