

# AgManifest – PIN Signature for Annex 4

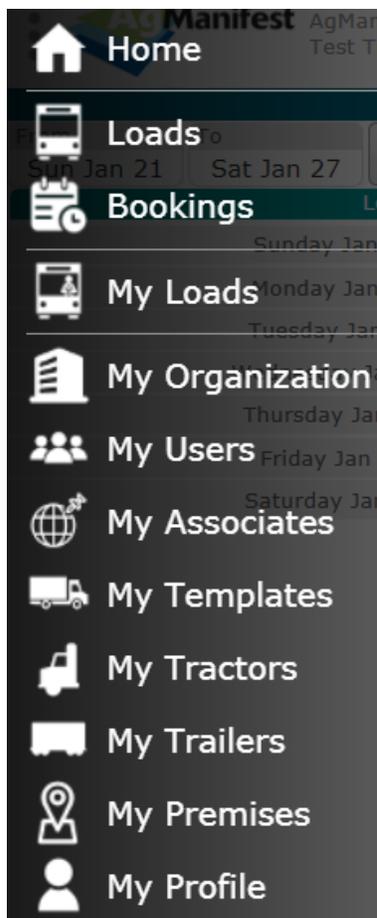
If you are a returning user, your current login credentials will continue to grant you access to the system.

If you are a new user, please contact Laura Hamilton at Ontario Pork.

Office: 519-767-4600 Ext. 1212 or Cell: 519-404-8006 Email: [Laura.Hamilton@ontariopork.on.ca](mailto:Laura.Hamilton@ontariopork.on.ca)

## Menu Screen:

- To access the menu screen, select the icon circled below.



**Home**, by default, will take you to the 'All Loads' screen. This can be altered to default to a screen of user's preference.

**Loads** takes you to the 'All Loads' screen.

**Bookings** displays lots.

**My Loads** displays a specific drivers loads if they are the ones logging in.

**My Organization** is an overview of your administrative set up.

**My Users** displays a list of users who have access to the account.

**My Associates** displays a list of other companies you do business with (producers, yards, abattoirs).

**My Templates** allows you to view and edit templates that have been created.

**My Tractors** allows you to view, edit, and add any tractors.

**My Trailers** allows you to view, edit, and add any trailers

**My Premises** allows you to apply aliases and sub locations to any premises for any of your associates.

**My Profile** allows you to view and edit your contact information and password. It also can be used to set your digital signature pin.

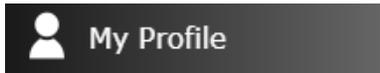
## How to Sign Digital Annex 4

### Create a Digital Signature Pin

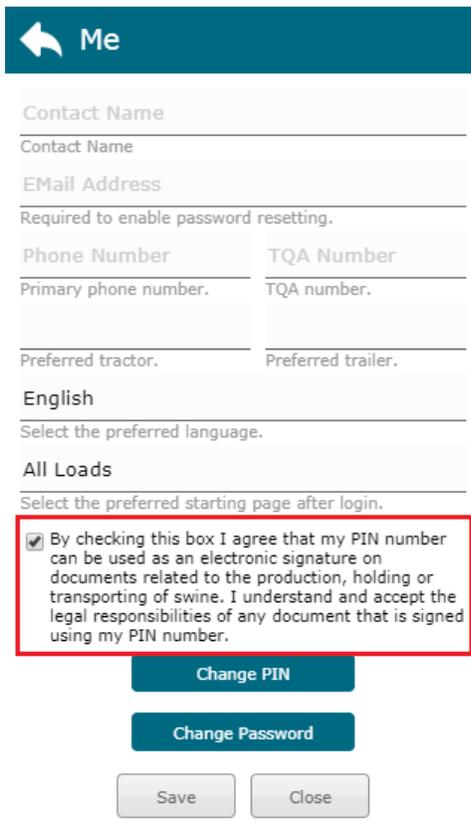
1. Open the menu screen.



2. Select 'My Profile'.



3. Check the box agreeing to use a PIN number as an electronic signature.



Me

Contact Name

Contact Name

E-Mail Address

Required to enable password resetting.

Phone Number

Primary phone number.

TQA Number

TQA number.

Preferred tractor.

Preferred trailer.

English

Select the preferred language.

All Loads

Select the preferred starting page after login.

By checking this box I agree that my PIN number can be used as an electronic signature on documents related to the production, holding or transporting of swine. I understand and accept the legal responsibilities of any document that is signed using my PIN number.

Change PIN

Change Password

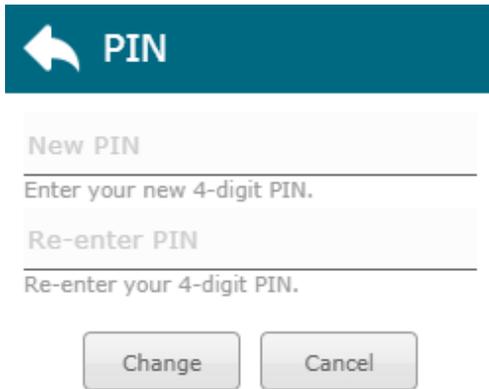
Save

Close

4. Select 'Change PIN'.



5. Enter your 4-digit numeric PIN.



The image shows a mobile application screen for entering a PIN. At the top, there is a dark teal header with a white back arrow and the text 'PIN'. Below the header, there are two input fields. The first is labeled 'New PIN' and contains the text 'Enter your new 4-digit PIN.'. The second is labeled 'Re-enter PIN' and contains the text 'Re-enter your 4-digit PIN.'. At the bottom of the screen, there are two buttons: 'Change' and 'Cancel'.

6. Press 'Change'.

### Sign Annex 4

1. Select the 'Annex 4' button.



The image shows a filter menu in a mobile application. It has a dark teal header with a white back arrow and the text 'Loads'. Below the header, there are several buttons: '<', 'From Sun Feb 10', 'To Sat Feb 16', '>', 'Filter', 'Clear Filter', and 'Annex 4'. The 'Annex 4' button is circled in red.

2. The 'Annex 4' screen will appear, allowing you to check the movement you would like to sign for.



The image shows the 'Annex 4' screen in a mobile application. It has a dark teal header with a white back arrow and the text 'Annex 4'. Below the header, there is a table with the following columns: 'Lot', 'Farm', 'Tattoo', 'Qty', and 'Pick-Up Date/Time'. The first row of the table has a checked checkbox in the 'Lot' column, and the values are 'ON1234567', '12345', '20/20', and 'Feb 11 2019 14:00'.

<input type="checkbox"/>	Lot	Farm	Tattoo	Qty	Pick-Up Date/Time
<input checked="" type="checkbox"/>	ON1234567		12345	20/20	Feb 11 2019 14:00

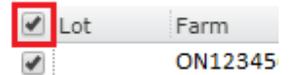
3. Press 'E-Sign'.



The image shows a button labeled 'E-Sign'.

4. Fill in the information.

Note: To sign for all loads created that week, check the box next to 'Lot' and all of the loads below will be selected.



The image shows a legend for selecting all loads. It consists of a checked checkbox next to the text 'Lot', followed by a table with the columns 'Lot' and 'Farm'. The 'Lot' column has a checked checkbox, and the 'Farm' column has the value 'ON12345'.

<input checked="" type="checkbox"/>	Lot	Farm
<input checked="" type="checkbox"/>		ON12345



The image shows a mobile application interface for an E-Signature process. At the top, there is a dark teal header with a white left-pointing arrow and the text "E-Signature". Below the header are three input fields: "Signator's Company", "Signator's Name", and "Signator's PIN". At the bottom of the form are two buttons: "Sign" and "Cancel".

5. Press 'Sign'.

After your pin is entered, you'll see your red "unsigned" status turn to a green "signed" label.

### Notifications

AgManifest will notify you if there is a signature missing and when all three parties (producer, transporter and receiver) have signed the Annex 4 form.

You can turn off or adjust the frequency of Annex 4 Signature notifications under 'My Organization'.

1. Open the menu screen.



2. Select 'My Organization'



3. Select the "Notifications" tab

The screenshot shows the 'Organization' page for 'PORK-ONT'. The 'Notifications' tab is highlighted with a red circle. Below the tabs is a search bar and an 'Add' button. A table lists notification events with columns for 'Notice', 'E-Mail', and 'Frequency'. A red arrow points to the 'Annex 4 Signature' row.

Notice	E-Mail	Frequency
Annex 4 All Signed		Hourly
Annex 4 Signature		Hourly
Drop-Off Delivered		Immediate
PigTrace Drop-Off Failure		Hourly
PigTrace Pick-Up Failure		Hourly

Buttons: Delegate Roles, Close

4. Click the notification you would like to delete or adjust. "Annex 4 All Signed" or "Annex 4 Signature"
5. Click and adjust details (email address or frequency) or delete by clicking the trash can.

The screenshot shows the 'Notification' edit form. The trash can icon in the top right corner is circled in red. The form contains the following fields:

- Annex 4 Signature Required** (Title)
- Select the notice event.
- E-Mail
- E-Mail address to send notification too.
- Hourly** (Frequency)
- How often to send the notification.

Buttons: Save, Cancel