Once you've registered your account online you can also report your tonnage online. To do this, begin by signing into your account, and access your account home page as below.

	e royranna	Logout	
	Fertilizer Pro	gram	
	Account Sum	nary	
00033K   JUNE CRAWFORD	103 REGULATORY SVS BLDG, LEXINGT	ON, KY 40546   P1: 859-257-266	3
	License Inform	ation	
USAPlants ID:	00033K		
License ID:	9996		
Status:	Active		
Issue Date:	01/01/1900		
Expire Date:			
Original Effective Date:	01/01/1900		
License Designate:	Unknown		
Back to Account Home			
Contacts 🐵 (Click to show t	your contacts)		
2avments   (Click to show	your payments)		
onnage 💿 (Click to show y	our tonnage)		
Products 😑 (Click to show )	rour products)		
ennage (Click to show y	iour tonnage) iour products)		

Choose the "tonnage" link and click to open.

lome	Programs			► L00	out		
	Fer	tilizer Pr	ogram				
	A	count Su	mmary				
00033K   JUNE CRAWFORD	103 REGULATORY SVS BLI	DG, LEXIN	STON, KY 4	0546   P1: 8	59-257-	2668	
	Lic	ense Info	rmation				
USAPlants ID:	00033K						
License ID:	9996						
Status:	Active						
Issue Date:	01/01/1900						
Expire Date:							
Original Effective Date:	01/01/1900						
License Designate:	Unknown						
Back to Account Home							
Contacts III /Click to show a	COLUMN ACTIVE						
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Contexts C(Click to show y Payments C(Click to show y Connace (Click to hide yo Add/Edit Tonnage	your payments) ur tonnage)	Tonna	je				Payments

Once opened, choose the Add/Edit tonnage button.

	+		
⊢)→ ଫ ໖	🕐 🔒 https://ukrt.m.uky.edu/USAPian	ts/Tonnage/Esternal/TonnageEdition 🛛 🖓 😁 🥸	IN 🖸 🔿 🖸
🗘 Most Visited 🛞 USAplants 👖 D	ivision of Regulatory		
USAPlans			икAg
lome	Programs	Logout	
		Tonnage Edit	
		Account Summary	)
00033K   JUNE CRAWFORD   10	3 REGULATORY SVS BLDG, LEXINGTON, K	Y 40546   P1: 859-257-2668	
		Fertilizer Tonnage	
Minimum Fee: \$0.00 Fee Due Date: 02/15/2018 Late Fee: 10% Minimum Late Fee: \$50.00			
Please enter your tonnage bein	w, or check the Zero Tonnage checkbox	x to indicate you have no tonnage.	
Zero Tonnage			
Zero Tonnage	oe data in Excel, please download the E	Excel Tonnage Template and enter your data. See the instruction	t box below.
Zero Tonnage	ge data in Excel, please download the L	xcel Tonnage Template and enter your data. See the instruction Instructions: Importing Tonnage	s box below.

If you are reporting zero tonnage, you check this box.

This will take you to a page that looks like this.

USAPlans			uкAg
Home	Programs	► Logout	
	Tonnage Edit		
	Account Summary		)
00033K   JUNE CRAWFORD   103 REGULAT	FORY SVS BLDG, LEXINGTON, KY	40546   P1: 859-257-26	68
	Fertilizer Tonnage		)
Package Weight: All Package Weights Fiscal Year: 2018 Schedule: Oct 1, 20:	18 - Dec 31, 2018 (Quarterly)		
Fee: \$0.50 per Ton Minimum Fee: \$0.00 Fee Due Date: 02/15/2019 Late Fee: 10% Minimum Late Fee: \$50.00	This report is bein and is being asses be closed	g filed after the de sed a late fee. This until these fees ar	elinquent date, s report cannot e paid.
Please enter your tonnage below, or che	ck the Zero Tonnage checkbox	to indicate you have no l	tonnage.
✓ Zero Tonnage Zero Tonnage has been saved. Total Tons: 0.000 Inspection Fee: \$0.0	0 Late Fee: \$50.00 Total A	mount Due: \$50.00	
	Back		
College of Agriculture, Food, and Environn	nent, Division of Regulatory Ser Equal Opportunity Univer	vices. Copyright @ 2014 sity.	University of Kentucky, An
	Username: junecrawfo	rd	

Once reporting is complete you may log out. However, in the above reporting you will notice that the report is being entered *after* the delinquent date. That means that a late penalty is assessed. The report will not be marked complete until all fees due are received. If your report is not late you will not see any late fee due.

When finished, choose save.

If you *do* have tonnage to report, you go through the same steps to log on and choose the enter/edit tonnage. That brings you to the page where you can enter tonnage. You scroll down past the area where you can enter a zero report and you will find the area where you enter tonnage.

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	II YO	u wish to en	iter your tonnag	e data	in excel, please	download the	xcer ronnage	a remplate	and encer yo	ur data. See	the instruct	ions box ber	ow	
	Uplo	ad Tonnage	Popup Help				Instru	ctions: Imp	orting Tonna	sge				
							1.	Download a	nd save (sav	ve as a local l	file) the Exce	l Tonnage T	emplate.	
							2.	Click "Enabl Macros" (E)	cel 2003).	io enable ma xcel Macros H	cros (Excel 2	007/2010) 6	r click "Enabl	e
							3.	Enter your t	onnage data	on each rou	w of the spre	adsheet. (U	e the prede	ined
							4.	After enterin	ig your data	, save the sp	vreadsheet a	is an ".xls" fil	е.	
							5.	Click "Uploa	d Tonnage"	(to the left),	and then di	ck "Browse.	" to locate y	our
							6.	Click "Uploa	d" to upload	the file and	then follow	the prompts	to import yo	ė.
noose add								tonnage dat	la.					
new row.					1000									
	Add	New Row UFTRS F	Export Tonna Fertilizer Code	Ige Dat	P205 K20	County	Farm Use	Farm Use	Farm Use	Non Farm	Non Farm	Non Farm	Total Tons	
(Vou can	LU IN						Bag	Bulk	Liquid	Use Bag	Use Bulk	Use Liquid		
(You can	KOW						0.000	0.000	0.000	0.000	0.000	0.000	0.000	
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(You can oose either button.)	Add Note: Rows Total	New Row : New rows a with validati Tons: 0.000	are added at the ion errors are n ) Inspection F- Tons	ee: \$0.1	f the tonnage d d unbil the error 00 Late Fee: IRS Fertilizer Co	ata. s are corrected. \$50.00 Total a	Amount Due:	0 ++ + 10 \$50.00		0.000			No records	tov

That will add a new row where information can be entered (see below).

If you wish to enter your tonnage data in Escal, please download the <u>Excel Temaser Temalate</u> and enter your data. See the instructions box below Upload Tonnage <u>Porces Jobb</u> Instructions: Emporting Temage  Low Constructions: Emportance Temalate and enter your data. See the instructions box below Device Temale Content Temate Temalate and the temate Temalate and enter your data. See the instructions box below Low Constructions: Emportance Temalate and the temate Temalate and the temate Temalate and the temate Temalate and the temate Temalate and temate Temalate and temate Temalate and temate Temalate and temate Tem	w. mplote. click "Enable : the predefined
Upleed Tennage Pocus Melo Instructions: Importing Tennage I. Download and save (save as a local fiel) the <u>Excel Tennage Ten</u> C. Cick Tende Content" to enable macros (Excel 2007)20100 or Macros <sup>4</sup> (Excel 2003). Excel Macros Help Tenrage data on safer your tonsue data on safer you tonsue data on tonsue tonsue data on tonsue tonsue data on tonsue tonsue data on tonsue data on tonsue	cick "Enable
<ol> <li>Cick: Tuphead* to upload the file and then follow the prompts to tornage data.</li> </ol>	to locate your
Add New Row Export Tonnage Data to Excel	-
kow UFTRS Ferdinzer Code N P205 K2O County Farm Use Farm Use Farm Use Non Farm Non Farm Non Farm Non Farm Bag Balk Liquid Use Bag Use Bulk Use Liquid	Fotal Tons
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0.000 0.000 0.000 0.000 0.000 0.000 0.000	0.000
	View 1-1 of

Click on that new row and it will become highlighted as below.

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L zero	o ronnage										/			
If you	wish to enter	your tonnage (	data in B	Excel, pl	ease do	ownload the Exce	el Tonnage Te	emplate and	enter your da	ata. See the i	nstructions b	ox below.		
Uploa	d Tonnage Po	pup Help					In	structions: I	mporting Tor	inage /				
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Row	UFTRS Fer	tilizer Code	N	P205	K20	County	Farm Use	Farm Use	Farm Use	Non Farm	Non Farm	Non Farm	Total Tons	
							E Bag	Bulk	Liquid	Use Bag	Use Bulk	Use Liquid		
1	0 - IDENTIFIED	BY GRADE	0.00	0.00	0.00	~								Х
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Exemp	t Type	Tons	UFTR	RS Fertili	zer Coo	de	Defen	red Company						

Click in the highlighted area and you will find that there are drop down menus allowing you to choose the UFTRS code for the product you are reporting and the county codes for counties you are reporting the product sold in.

you wish to enter your tonnage data in Excel, please do	writed the Excel Tornage Templan, and enter your data. See the instructions box below.	in the market end that we way it is the proof breast connected as D	ALC: I SHINGE TEMPOLE ON A SILVE YOUR SHAR OVE THE INSULLIDIE DUC DERW.
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ow UFTRS Festilizer Code N 7203 K20	County Farm Use Farm Use Farm Use Non-Farm Non-Farm Num Farm Total Tons fam Bulk Lineid Use Ban Use Bulk Use Lineid	Row UFTRS Fertilizer Code N P205 K2Q County	Farm Use Farm Use Farm Use Non Farm Non Farm Non Farm Total Tons Bag Bulk Liquid Use Bag Use Bulk Use Liquid
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VS W 12 - AMMONUUM NETRATE SOLUTION	rected.	Rows with validation errors are not saved until the errors a tarren	
13 - AMMONIUM NETRATE-LIMESTONE MIXTURES	Total Amount Due: \$50.00	Total Tons: 0.000 Inspection Fee: \$0.00 Late Fee: \$50	unt Due: \$50.00
16 - AMMONUUM NETRATE-SULFATE		Los	
emp 24 - AMNOREM SULFATE	Deferred Company	Exempt Type Tons UFTRS Fertilizer Cod Soubor	Deferred Company
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ETTE 27 - AMMONUM SULFATE-NETKATE	Deferred Company	Exempt Type Tons UFTRS Fertilizer Code Ecyle	rred Company
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A P 28 - CALCER ANALYSICS IN TAXAE	0	Total Deferred Tennage: Breckminge	
43 - CALCEM NETRATE		Total Tennage on which Inspection Fee is Due:	
	Face Face Face Face	Calmul	AND ANY AND ADD
46 - CALCIUM NITRATE-UREA	Date mark part (Cart		The second

If you choose a product that has a grade associated with it, the NPK values will populate

Asst Violad (2) Division of Regulatory — WK Division of Regulator 31 - AMMONIUM THOSOLIANTE 30 - CALCIUM AMMONIUM NITRATE 38 - CALCIUM CYMAMDDE	ed the fxcel Tonnege	Template and	enter your dat	ta. Sectore in	istructions box t	elow.							4. After en 5. Click "U caved E	to county wat tering your da sload Toonag col file.	ues, where ap ata, save the pe" (to the lef	spreadsheet t), and then	as an ".als" f fick <b>"Browse</b>	ie. " to locate	your
bion 43 - CALCEM NETRATE 46 - CALCEM NETRATE-URIA 56 - ERROLS JAMON NETRATE 52 - MAGNERUM NETRATE 54 - NETRACAD 54 - NETRACAD 55 - NETRACAD 5		1. Downing 2. Statk "En Macros" 3. Enter yo codes an 4. After ent	d and save (so able Content" (Excel 2003). ur tonnage dated county value aronn your date	nage ave as a local to enable ma <u>Excel Nacros</u> ta on each ro es, where app ta save the o	I file) the <u>Excel</u> acros (Excel 200 <u>Help</u> w of the spread picable.) reset/theat as	formerse 1 17/2010) o Isheet. (Ui	freeplets. r click "Enable se the predefined	Add Ilen: Row Row OFTH	Export Tonnu 5 Festilizer Code	an Data to Excel N P203 K20	County	Farm Use Bag	farm Use Bolk	data.	Non Farm Use Eag	Non Farm	Non Farm Use Liquid	Total Tot	•
58 - HETROGEN SOLUTION 20% 59 - HETROGEN SOLUTION 20% 60 - HETROGEN SOLUTION 32%	-	5. Click "Up saved Er 6. Click "Up ternage	load Tonnage col file. load" to uplo: data.	" (to the left) ad the file and	), and then dick d then follow th	"Browse.	" to locate your to import your	1 (59-NIT	IOCEN SOLUTION 1	05 20.00 0.00 0.00		0.000 Page 1 of	0.000 (0 ++ +- [10	6.000	0.909	0.000	0.000	0.000 Vite	X 1 - 1 ef
62 - NOTINGER SOLUTION > 32% 62 - SCORUM NITRATE 64 - SUPER COATED UREA 66 - UREA 66 - UREA 70 - UREATINE ON CAADE 0.00 0.00 0.00 0.00	County Farm U	e Farm Use Balk	Farm Use Liquid	Non Farm Use Itag	Non Farm N Use Bulk D	ion Farm Se Liquid	Total Tons	Note: New row Rows with valid Total Tons: 0.0	are added at the ition errors are n 0 <b>Inspection F</b>	end of the tonnage data ot saved until the errors a ee: \$0.00 Late Fee: \$5	re corrected. 0.00 Total Am	wunt Due: \$50	0.00						
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You should fill in the remaining information by entering each area and adding the tonnage you are reporting.

				-			codes and 4. After ente 5. Click <b>"Up</b> saved Exe 6. Click <b>"Up</b> tonnage of	d county valu ering your da' load Tonnage cel file. load" to uplo data.	es, where ap ta, save the s a" (to the left ad the file an	plicable.) spreadsheet ), and then to d then follow	as an ".xls" fi lick <b>"Browse</b> . v the prompts	le. " to locate you to import you	ur
Add N	ew Row Export Tonnage	<u>Data to</u>	) Excel			K	K				Z		
Row	UFTRS Fertilizer Code	N	P205	K2O	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons	
1	59 - NITROGEN SOLUTION 30%	30.00	0.00	0.00	Morgan ~	100	5000	0	0	10	0		X
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To add more tonnage, add a new row. Continue the process until all tonnage being reported is entered. Note that your tons are automatically added, your fees due are calculated, including late fees if applicable.

Most	Visited 🔘 Division of	Regulatory	. UK D	ivision of	Regulate	ory 💮 USAplants								
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Add I	New Row Expor	t Tonnage	Data to	) Excel										
ow	UFTRS Fertilize	r Code	N	P205	K20	County	Farm Use	Farm Use	Farm Use	Non Farm	Non Farm	Non Farm	Total Tons	
							Bag	Bulk	Liquid	Use Bag	Use Bulk	Use Liquid		
	59 - NITROGEN SOLU	JTION 30%	30.00	0.00	0.00	Morgan	100	5000	0	0	10	0	5110	
	0 - IDENTIFIED BY G	RADE	19.00	19.00	19.00	Menifee	0	5020	0	25	0	0	5045	
	2 - ANHYDROUS AM	MONIA	82.00	0.00	0.00	Wolfe	0	0	600	0	0	0	600	
	428 - MURIATE OF	POTASH 60%	0.00	0.00	60.00	Lee ~	250	200	0	0	0	0		
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cemp iold 1	0 ~			DENTIN		O IDE	* Agiri	chem nopland	-mc 300340		*			110

If you need to delete an entry you can delete rows by highlighting the row you want to delete and clicking the X at the right side of that row. When the pop comes up, choose delete and that row will be removed. Your total tonnage is adjusted automatically.

dd New Ro	ow <u>Export Ton</u>	nage Di X	nta to N	P205	К2О	County	Farm Use Bag	Farm Use Bulk	Farm Use Liquid	Non Farm Use Bag	Non Farm Use Bulk	Non Farm Use Liquid	Total Tons	V
elete selec	cted record(s)?		0.00	0.00	0.00	Morgan 🗸	100	5000	0	0	10	0	5110	X
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If you are adding exempt tonnage, use the area provided. The exempt type, UFTRS codes and Deferred Company areas are all drop down menus.

the second of	in or negulatory	. UK Di	vision of R	egulator	y 🕲 USAplant	ts .							
428 - MURIATE C	F POTASH 60%	0.00	0.00 6	0.00	ee	250.000	7200.000	0.000	0.000	0.000	0.000	7450.000	x
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Once complete, choose the save or save and back button to enter tonnage. It will not be submitted until you hit save If you prefer not to enter it line by line, you can open the excel spread sheet available, add your tonnage there and then upload the spreadsheet.

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Unicad Tonnage   Papun Help	Instructions: Importing Tonnage
	1. Download and save (save as a local file) the <u>Excel Tonnace Tomplate</u> .     2. Click "Teable Context to enable macross (Excel 2007/2010) or dick "Enable     Netrons: (Excel 2003). <u>Excel Antrons Help</u> 3. Enter your tornace data an each row of the spreadsheet. Use the predefined     codes and country values, where applicable.)     4. After entering your data, save the spreadsheet as an "Jab" file.     5. Click "Uplaced Tompage" (to the left), and then click "Browse" to locate your     saved Encel file.     6. Click "Uplaced" to upload the file and then follow the prompts to import your     tonnace data.
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Instructions for using the excel spreadsheet are on the spreadsheet.

We also have an excel file of the spreadsheet that we will be happy to email to you if you contact our office.

If fees are due with your report, you will need to mail the front page of the report that is emailed to you with those fees. This ensures the payment will be credited to the proper account. Include the front page of the report with a notation "reported online" along with the payment for any fees due.

<u>An important note</u>: If you choose to file your report online, the report will not be closed on our end until we receive the front page of the report that we sent you (example below). Note on it that your tonnage report was filed online, sign and date it, and email, mail or fax it to our office.

the reporting perior	RENTUCKY	QUARTERLY F	ERTILIZER TONNAG	BE REPORT			
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