



# New MMPA Web Portal Users Guide

## Creating Accounts and Managing Roles

Welcome to the new MMPA web portal! The layout, capabilities and overall use of the new system ([www2.mimilk.com/](http://www2.mimilk.com/)) are similar to our previous system, still available at [www.mimilk.com](http://www.mimilk.com). In fact, our new system utilizes many commands and options identical to the system we've all been using for years. But our new web portal makes it easier to make changes and add content to your MMPA homepage while still providing the same detailed, timely, accurate information.

**We have** developed a new system very similar in functionality to our previous system with some major improvements.

**New Features:** Under the previous system, each farm received one username and password. This meant (in some cases) multiple families, veterinarians, nutritionists, etc. were all logging on to the same account to view a farm's data. If one person changed the password, it effectively locked everyone else out of the system. If a farm decided to cease working with a specific vet, they would need to change their password and update everyone else connected to their farm's online information of the change. If one member of the family farm logged into the system five minutes before another, the second farmer's "latest records" were cleared. The new system remedies these problems.

Now, each individual farm owner, vet, nutritionist, herdsman, accountant, etc. will create their own account. Farm owners will be able to allow or not allow a certain user to see some or all of the farm's data. Put simply, each farm owner has their own password and can control who gets to see their quality information, financials and equities. For example, if you have an accountant you work with during tax season, they can make an MMPA profile and you as the owner can "add" the accountant to your farm, giving them access to the farm's financial information. After the accountant is finished and the tax forms are submitted, the owner can then go into the system and take away the accountant's access to financial information. This feature can be extremely beneficial when adjusting to changes to a farm's workforce and service providers.

The new system also allows users to personalize their homepage with local weather reports, market prices, most used information, etc. Our members can approve contracts online, download a PDF of a year's worth of milk checks and print out equity statements to take to the bank. A "Quality Graphs"

feature under the “Quality” tab provides enhanced, personalized graphing capabilities for your farm’s data.

**Viewing financial information:** If you did not give us permission to “turn on” your financial information to the old system, it will not be available in the new system. We have and will continue to respect your privacy and financial preferences.

**Adding new users even if you don’t use the portal:** Marianne Gasiewski at the Novi Office can help you add users to your portal and manage the information you’d like them to be able to access. Even if you don’t utilize your own online records, we can help you (by phone) give that permission to others. Note, we will not give anyone access to your farm’s information without your approval.

Instruct the person/people you’d like to connect to your farm to create a user account (follow the steps under “Create a User Account.” Collect their last names and give Marianne a call at 1-800-572-5824 (ext. 215) to get the process started.

This instructional guide is meant to introduce you to the new site and help you get started. Feel free to use the headings and titles to find the information you actually need. Once you are comfortable with the new portal’s updated features, we think you’ll find day-to-day usage of the portal easier and more customized to your needs and farm situation.

**Addition help:** A thorough “Help” manual explains each of the site’s functions, tabs and commands. Access one of the help manuals on the “Help” tab or by visiting [ww2.mimilk.com/Members/UserDocumentationHomePage.pdf](http://ww2.mimilk.com/Members/UserDocumentationHomePage.pdf).

Please also feel free to call us with any questions, comments or troubleshooting.

## Create an Owner Account

Owners are already connected to their farm’s information in the new system. However, this new system is email-based to enhance usability, personalization and communication. Therefore, each farm owner must first create an account linking their email to their farm’s data.

**Step 1:** Go to <https://ww2.mimilk.com/Login.aspx> and click “Click Here to Enter Your State Number.”

**Step 2:** Type you state producer number in the box next to “Farm Number” (example: K123) and click “Find.”

Instructions for existing [www.mimilk.com](http://www.mimilk.com) users who are MMPA MEMBERS:

- If you do not have a new account yet, but you have logged into the old [mimilk.com](http://mimilk.com) before  
[Click Here to enter Your State Number A123 for Ex. Then logon with your current MIMILK.COM password](#)  
Your Old Password is all Uppercase. Call MIS @ 1-800-572-5824 with any issues or questions

Farm Number:

**Login**

Username (Email):

Password:

[Forgot Your Password?](#)  
[Click Here to Create a New Account](#)

**Step 3:** If there are multiple owners connected to your farm, multiple names will appear. Select your name and a number will be filled into the “Username” box for you. If you’re the only owner associated with your farm, a number will be automatically filled into the “Username” box after step two.

**Step 4:** Enter the password you typically use for [www.mimilk.com](http://www.mimilk.com) in **ALL CAPS** and click “Log In.” For example, if your [www.mimilk.com](http://www.mimilk.com) password is CowsRule1999, your preliminary password for [ww2.mimilk.com/](http://ww2.mimilk.com/) is COWSRULE1999.

**Step 5:** Enter your personal email address (which will be used as your username) and a password, and click “Create User.” An email will automatically be sent to your email account as a confirmation.

Change UserName and Password  
User must change the default username and password at first logon

Click here to login

My Account

Old UserName: 22301301

Old Password:

New UserName (Email Address):

Password:

Confirm Password:

Submit

**Important:** use a personal email account for your username. If you do not have a personal email account, instructions for setting up a free account are included on in the “Create an Email Account” section below. Using your personal email will ensure timely information transfer and the ability to personalize your account.

**Note:** This will be the username and password you use to login to the new [ww2.mimilk.com/](http://ww2.mimilk.com/) web portal from this point on.

**Step 6:** Login to the email account you provided and open the email from MMPA.

**Step 7:** Click on the link provided in the email to verify your account is valid. The link will take you back to the MMPA web portal to complete your profile.

**Step 8:** Save changes and begin using your new web portal!

\*MMPA will not use your personal information for anything outside of co-op business and will not share your contact information with anyone outside of the co-op.

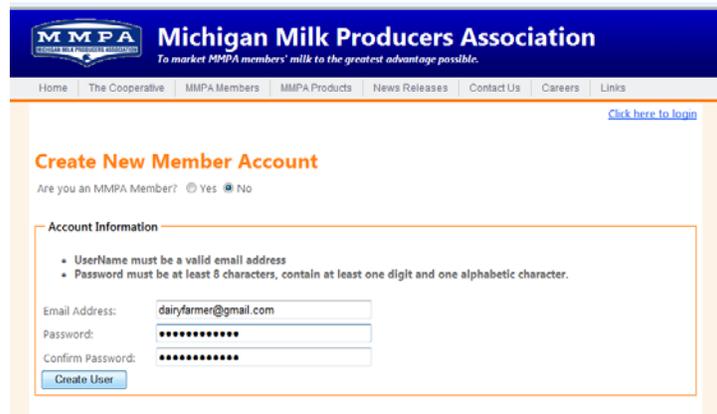
## Create a User Account – For employees, extended family, vets, nutritionists, herd managers, etc.

If you’re not a farm owner, yet somehow involved in a farm’s operation, online access to the most up-to-date farm information can be extremely useful. With the farm owner’s consent, you can be granted permission to view one or more of the following: the farm’s quality, financial and equity information. To begin, start by creating a non-MMPA member user account on the new web portal.

**Step 1:** Go to <https://ww2.mimilk.com/Login.aspx> and click “Click Here to Create a New Account.”

**Step 2:** A new page asking, “Are you an MMPA Member?” will appear. If you are a member, go back to the “Create an Owner Account” section above. If not, select “No.”

**Step 3:** Enter your personal email address (which will be used as your username) and a password, and click “Create User.” An email will automatically be sent to your email account as a confirmation.



The screenshot shows the MMPA website's 'Create New Member Account' page. At the top, there is a blue header with the MMPA logo and the text 'Michigan Milk Producers Association' and 'To market MMPA members' milk to the greatest advantage possible.' Below the header is a navigation menu with links for Home, The Cooperative, MMPA Members, MMPA Products, News Releases, Contact Us, Careers, and Links. A 'Click here to login' link is also present. The main content area is titled 'Create New Member Account' and includes a question 'Are you an MMPA Member?' with radio buttons for 'Yes' and 'No'. Below this is a form titled 'Account Information' with a list of requirements: 'UserName must be a valid email address' and 'Password must be at least 8 characters, contain at least one digit and one alphabetic character.' The form contains three input fields: 'Email Address' (with the value 'dairyfarmer@gmail.com'), 'Password', and 'Confirm Password'. A 'Create User' button is located at the bottom of the form.

*Important:* Use a personal email account for your username. If you do not have a personal email account, instructions for setting up a free account are included below in the “Create an Email Account” section. Using your personal email will ensure timely information transfer and the ability to personalize your account.

**Step 4:** Login to the email account you provided and open the email from MMPA.

**Step 5:** Click on the link provided in the email to verify your account is valid. The link will take you back to the MMPA web portal to complete your profile.

**Step 6:** Fill out the user profile form and save your changes. Name, address, phone number, username and password are all required fields that must be filled.

**Step 7:** Contact the farm owner(s) you’re associated with, and tell him/her you’ve created an account and are ready to be added to their farm. They will need to log into the system and add your permissions before you can view the farm’s information (see “Adding a User to Your Farm” below).

\*MMPA will not use your personal information for anything outside of co-op business and will not share your contact information with anyone outside of the co-op.

## Add a User to Your Farm

As an owner, you have access to all of the information MMPA offers online. Sometimes you need to share this information with other individuals. Instead of giving them your username and password, adding other users to your farm’s web portal can protect your privacy and allow personalized

permissions based on each person's needs. This feature can easily be managed using the "Assign Roles" command.

**Step 1:** Logon to your MMPA web portal using your email-based username and password. (If you have not already setup a username and password for the new web platform, see "Creating a User Account" above.)

**Step 2:** Float your mouse over the "Manage Account" tab in the top navigation bar. More options will appear. Click on "Assign/Remove Roles."

**Step 3:** Click on the "Assign Role(s) to New Users" button at the bottom of your farm's current users chart. A new page titled "Assign Role(s) to New Users" appears.

**Step 4:** Type in the last name of the person you'd like to grant permission and click "Find."

**Step 5:** If there was only one user with that last name in the system, they will be selected automatically. If not, a list of potential users will appear. Select the user you'd like to grant permission.

**Step 6:** Under the "Select Roles" heading, pick the "Role(s)" or permissions you'd like to grant the user. Depending on your personal settings and financial preferences, one or more options will be available:

- Quality – If selected, user will be able to access you farm's test results, SCC, components, etc.
- Financial – If selected, user will be able to access copies of your milk checks, statements, calls, 1099, etc.
- Equity – If selected, user will be able to access your certificate of equity.

**Step 7:** Click "Assign Roles." Review your selections and select "OK." The user can now logon to their account and access your farm's designated information.

## Remove/Change User Roles

Changing permission for users is controlled by you and is quick and easy using our new system.

**Step 1:** Logon to your MMPA web portal using your email-based username and password.

**Step 2:** Float your mouse over the "Manage Account" tab in the top navigation bar. More options will appear. Click on "Assign/Remove Roles."

**Step 3:** A list of the users connected to your farm's web portal appears. As you can see, there are boxes next to each user describing the farm information he/she has permission to view. Depending on your settings and personal financial preferences, two or more boxes may appear:

- Owner – Exclusive to the actual owners of the farm as listed on the member contract. This column is read-only because all owner data changes must be made by MMPA.

- Quality – If selected, user will be able to access you farm’s test results, SCC, components, etc.
- Financial – If selected, user will be able to access copies of your milk checks, forward contracts, financial graphs, summary of payments, etc.
- Equity – If selected, user will be able to access your equity checks, equity certificates, 1099s, etc.

Click on the boxes next to each permission to change each user’s ability to access your farm’s information.

To remove all permissions and lock that user out from viewing your farm’s data, uncheck all the boxes. To give a user the same access that you have as an owner, check all of the boxes.

**Step 4:** Save your changes. Changes to access permissions are updated simultaneously.

## Create an Email Account

There are many free services you can use to create an email account to use as your MMPA web portal username. We’ll review one – Gmail.

**Step 1:** Go to [www.gmail.com](http://www.gmail.com) and click the blue hyperlink labeled “Create an Account.”

**Step 2:** Fill out the required information – first and last name, username, password, birthday, text verification and approval of the terms and privacy policy.

Easy ideas for usernames include combinations of your name or initials, like: [jdoe@gmail.com](mailto:jdoe@gmail.com), [johnd@gmail.com](mailto:johnd@gmail.com), [john.doe@gmail.com](mailto:john.doe@gmail.com), [jcd@gmail.com](mailto:jcd@gmail.com). Gmail will automatically notify you if someone else already has your username. If so, try adding a number or two to the end.

*Note:* a phone number and current email address ARE NOT required.

**Step 3:** Click “Next Step.” Another page titled “Your profile” will appear giving you options to customize your email by adding a profile photo. You can skip this step and click “Next Step.”

**Step 4:** Your account was created. Remember to write down your new email address and keep it in a safe place. Click “Continue to Gmail” to login and explore your new email’s features. If you’re having trouble getting started, check your new inbox for some helpful videos and information.

**Step 5:** Use your new email as your [ww2.mimilk.com/](http://ww2.mimilk.com/) web portal username.

**Questions? Need Help?**

Contact Greg Schulkey at  
1-800-572-5824 (Ext 237)