

How to update your farm's profile on the CNG web site. Place an order too!

It's actually so easy, you probably don't need these instructions.

#1 Login

Click "login" in top right corner of any CNG web site page ~ www.naturallygrown.org

Enter your email address (on enclosed letter) and your password

- if you can't remember your password, click the link that says "forgot your password?" under the green button on login page. Enter email that's on letter.

#2 Update and Add Photos/Descriptions

You'll arrive at the dashboard. Use links in green box to do/edit the following:

- Contact Info** - Update contact info, including email and your farm's web site
- Profile Text** - Tell visitors who you are in the blurb (short) and bio (longer)
- Photos** - Add them here...
- View Profile** - Take a look at your profile!
- Applications** - Review and edit as needed to reflect your current practices
- Order History** - A new feature that reflects orders made since January 2011
- CNG Store** - Order your marketing materials and contribute online here!

#3 Review Certification Documents

On the left side of dashboard is:

"CNG Store" link - Another place to order and/or contribute

"Edit application" link - You can update information about your farm here, too

"Submit new application" link - To be used if you'd like to add a new type of certification (i.e. add apiary, or livestock to produce)

Membership Contributions - indicates when your annual contribution is due

Inspection Reports - Links to inspection reports we have uploaded for your farm

Grower Declaration - Link to your most recent signed Declaration (allow 2 weeks)

#4 Be Featured

Add descriptive text and at least one photo to your online profile so prospective customers get a better feel for your farm. Another reason: your farm will then be eligible to be featured on the CNG home page, so long as you're up-to-date on all program requirements.