

Once you are registered for MyCHS, you need to enroll for grain offers and can enroll in E-sign at the same time. Follow the instructions below to enroll.

- 1. <u>Click here</u> to go to your MyCHS account.
- 2. Click the account icon in the top right corner of the page.



3. Click on Settings, then select E-sign and Grain Offers.



- The accounts associated with you will display.
- Complete the brief enrollment process for **each account** to enable grain offers and contract e-signing.

4. Select the account to enroll and confirm the authority to enroll the account. The **Make grain offers** and **E-sign grain contracts** selection boxes will display.

By making a selection, you are acknowledging that you have the authority to enroll this account.
Make grain offers
E-sign grain contracts
You can change your selections at any time in MyCHS under Settings.
Back Next

- Select Make grain offers and E-sign grain contracts.
- Click **Next** to proceed to the next step.

5. Check the email associated with this account for the one-time verification code.

CHS	Test CHSInc Mail System 💿 <no-reply@oktatest.chsinc.com- to me +</no-reply@oktatest.chsinc.com- 			Wed, Nov 6, 10:29 AM 🔶 🤤	* 🕲 4 1
			SECURITY		
		One-Time Verification Code	CHS		
		Hi Chev,			
		You have requested to verify your account. chevtest1. Enter the One-Time code in your session to complete verific 240519	ation:		
		This code expires in 10 minutes. If you did not initiate this action, your account may have beer Please call us at 800-232-3639 or Contact Us immediately.	n compromised.		
		Thank you, CHS Support			
		© 2024 CHS Inc.	CHSINC.COM		

6. Enter the 6-digit code which was sent to your email on file.

- The code will expire after 10 minutes. Click on **Resend Code** to send a new code.
- Enter the 6-digit code and click **Next** to proceed to the next step.

7. You will be asked to read the CHS E-Sign & Grain Offer Enrollment & Consent Agreement. This begins the Agree and Sign steps.



- Click Start on the left side of the screen and read the document. .
- When done reading click Continue. •

8. Type your signature.

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- The example above shows Mobile. .
- Type your signature and click the **Apply** button.

9. After you have added your signature use the **Next** button to complete the steps to agree and sign.

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10. You will see the You have completed the enrollment process screen.

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A	Home	Settings		× Close	
	Grain Markets	Communication			
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	Settlements	E alar and Carls Offers			
	Contracts	E-sign and Grain Offers	 You have completed the enrollment process You will be able to make grain offers directly through MyCHS. 		
	Bookings		 E-sign will now be used for all grain contracts. An email will be sent to you confirming these changes. Selections can be changed at any time in MyOHS under Settings. 		
周	Invoices				
	Reports		Continue		

• Select Continue

11. Check your email for the confirmation email.

From: <<u>mychs@chsinc.com</u>> Date: Wed, Nov 6, 2024 at 10:31 AM Subject: MyCHS Esign and Grain Offer Enrollment Received To: <<u>chev.figueroa@gmail.com</u>>

MY	HS
You offe Helio Cher Thank you successful MyCHS Test 44 You can ch ff you dd n mychs@cd Thank you The MyCH	r account is enrolled for both e-sign and grain for completing enrollment for the account below. Now that you have by enrolled, you can e-sign contracts and make grain offers in CHS limois ange your selections at any time in MyCHS under "Settings." ot initiate this change, please contact us right away at sinc.com or by phone at 800-548-9727. S Team
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Need help enrolling? The MyCHS Technical Support Team has you covered. For assistance with enrollment or any MyCHS features, please call <u>800-548-9727</u> or send an email to <u>mychs@chsinc.com</u>.

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