

MILK MARKETING BOARD 2301 N Cameron Street; Room 108, Harrisburg, PA 17110

**MILK ACCOUNTING AND REGULATORY SYSTEM (MARS)**

**LICENSEE ENROLLMENT**

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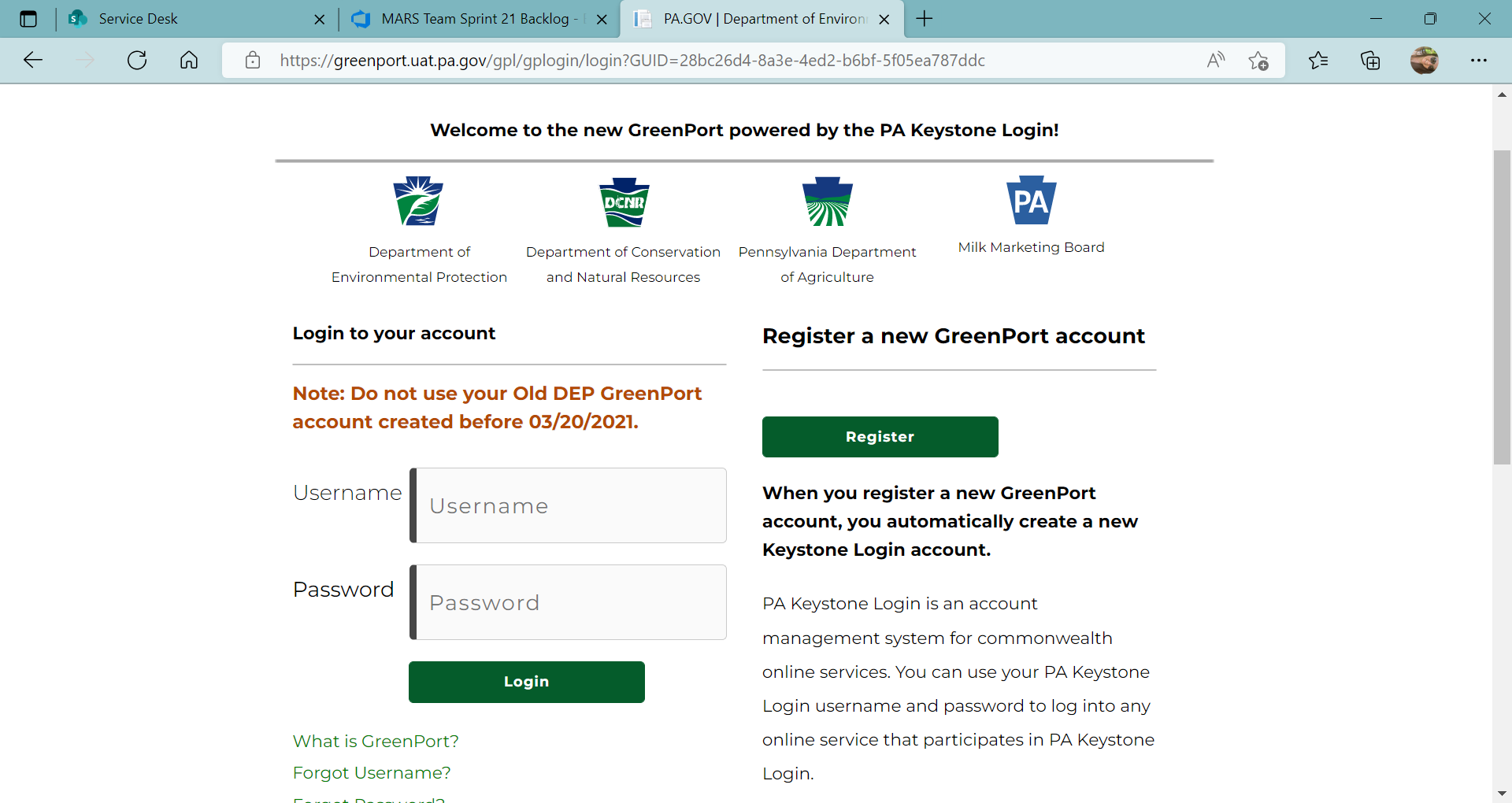
# **Greenport Enrollment**

## **Creating a New Greenport Account**

### To create a new Greenport account, go to the Greenport website at [**https://greenport.pa.gov/**](https://greenport.pa.gov/) You should see the Welcome to the new Greenport screen shown in Figure 1

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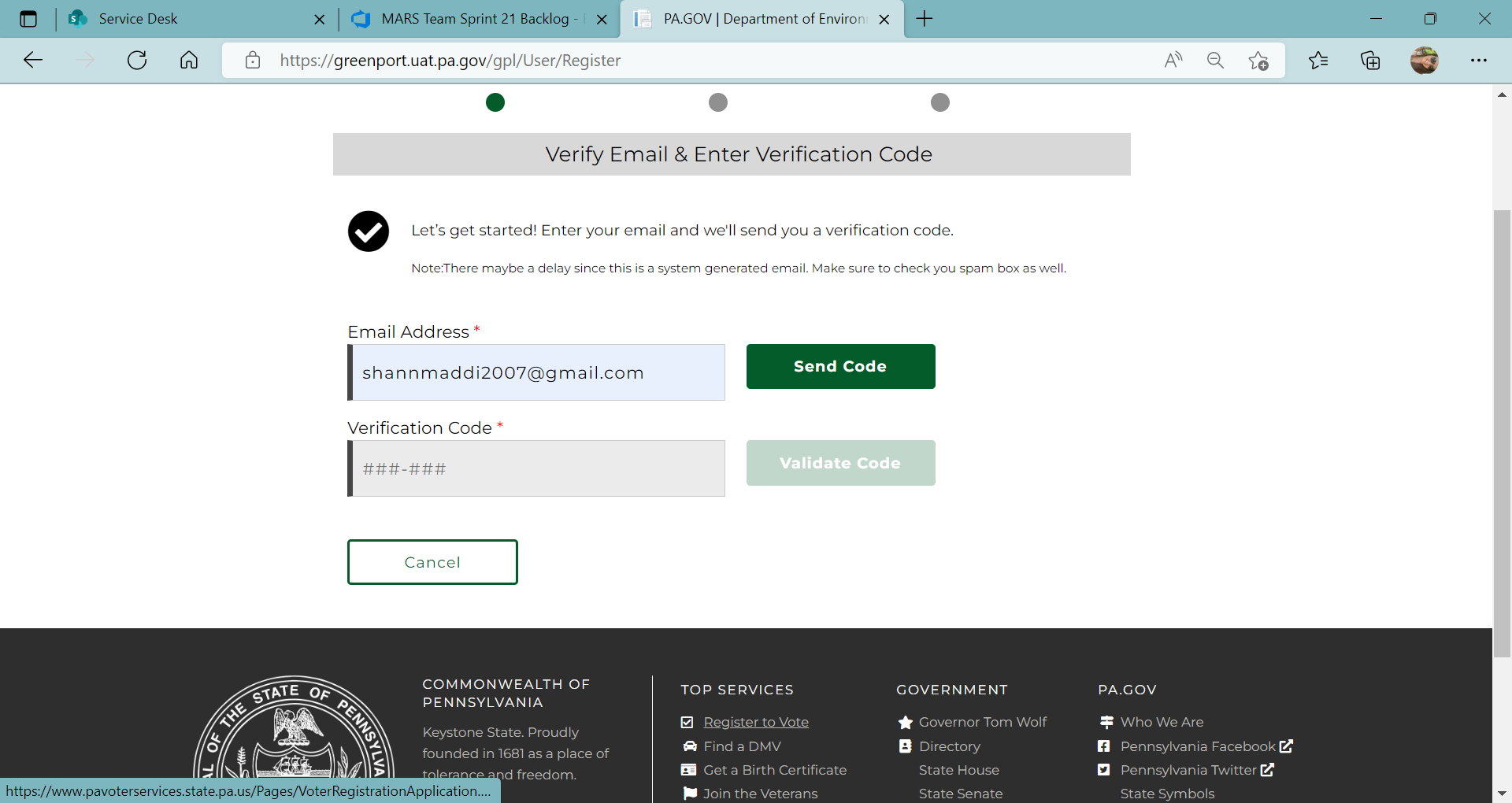
### **Figure 1 – Greenport Enrollment**



Register for Greenport Account

1. Once you are at the Greenport website, **click** on ‘Register’ as shown in Figure 1.
2. After **clicking** on register, you will see a screen to verify your email, as shown in Figure 2.

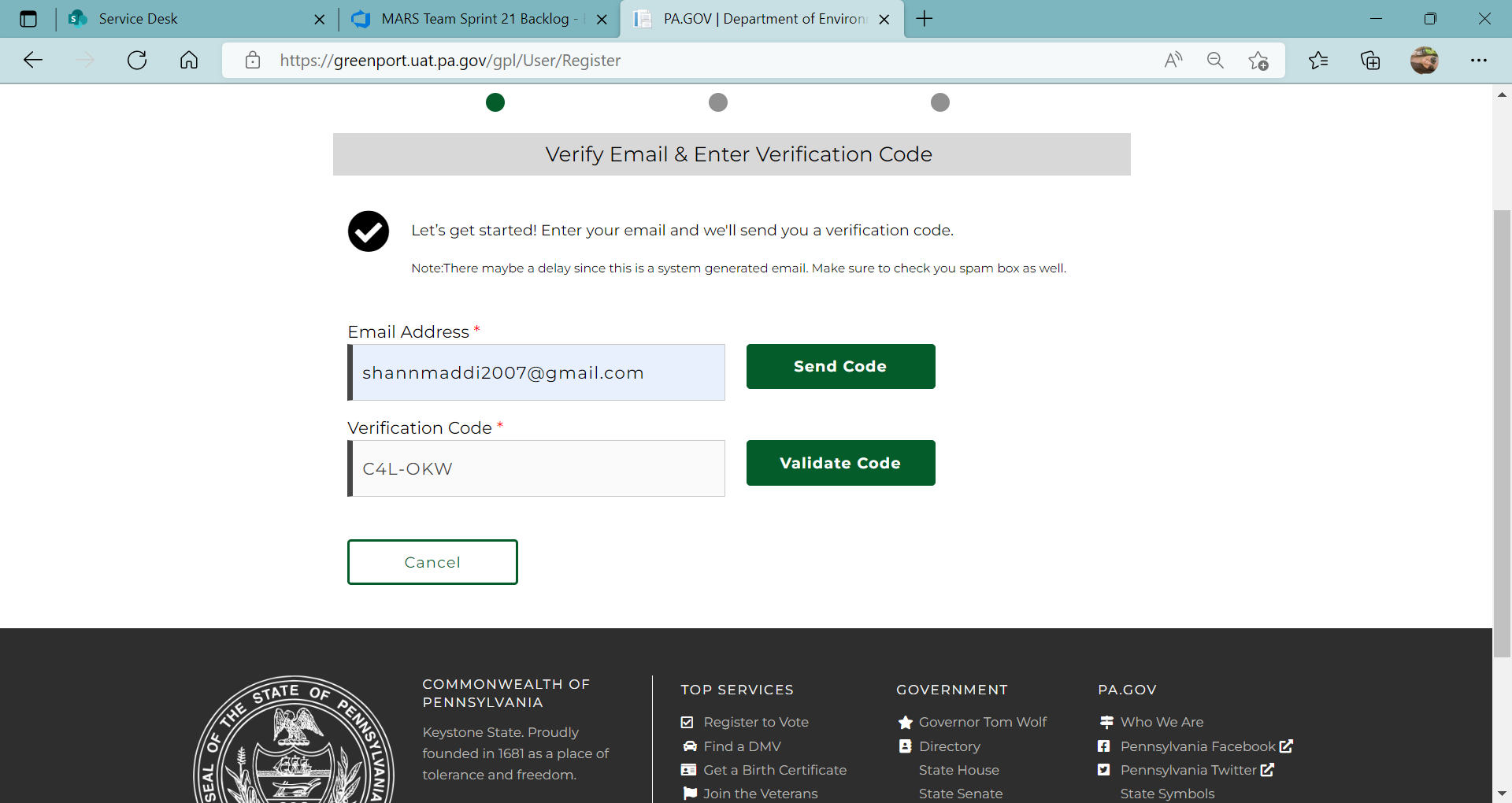
### **Figure 2 – Greenport Enrollment – email address**



Enter email address and Send Code

1. **Enter** a valid email address *(****Note:*** *must be one that has never been used on this website). Enter your email address then click on ‘Send Code’ (Refer to Figure 2 – Greenport Enrollment – email address).*
2. A verification code will be sent to your email address that was entered.  *(****Note:*** *email code could possibly be sent to spam folder, ensure you check all folders in your email’s inbox).*
3. Once the verification code has been received to your email address provided, **enter** your code in the ‘Verification Code’ box, then **click** on ‘Validate Code’. *(****Note:*** *code will time out after* ***10 minutes*** *and* ***no longer*** *be valid if you take too long to validate. Refer to Figure 3 – Greenport Enrollment – Request validation code).*

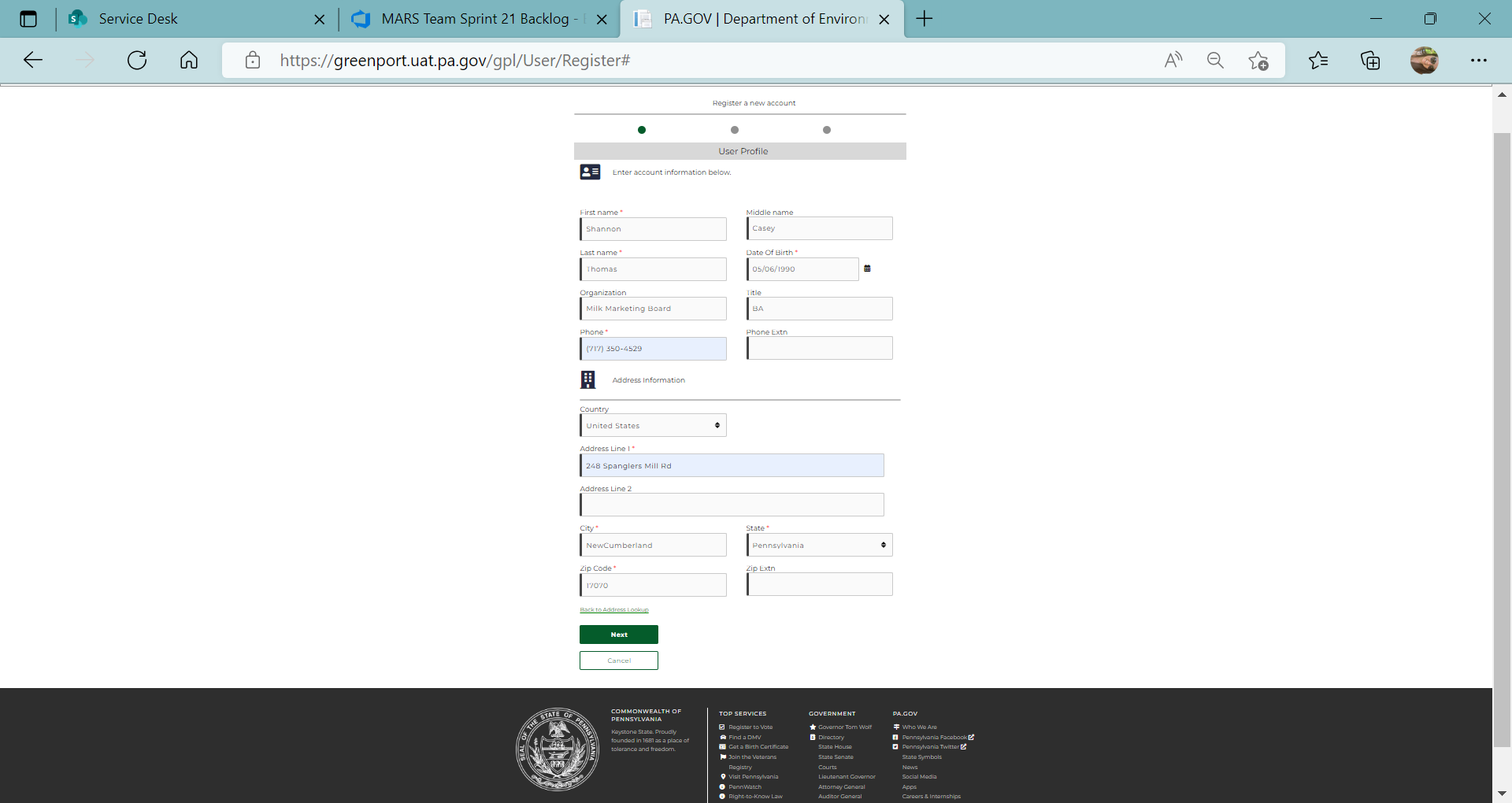
### **Figure 3 – Greenport Enrollment – Request verification code**



Validate Code

1. After the verification code has been **verified**, you will be taken to the ‘User Profile’ screen and will need to **complete** the entire form and then **click** ‘Next’. *(Refer to Figure 4 – Greenport Enrollment – User Profile).*

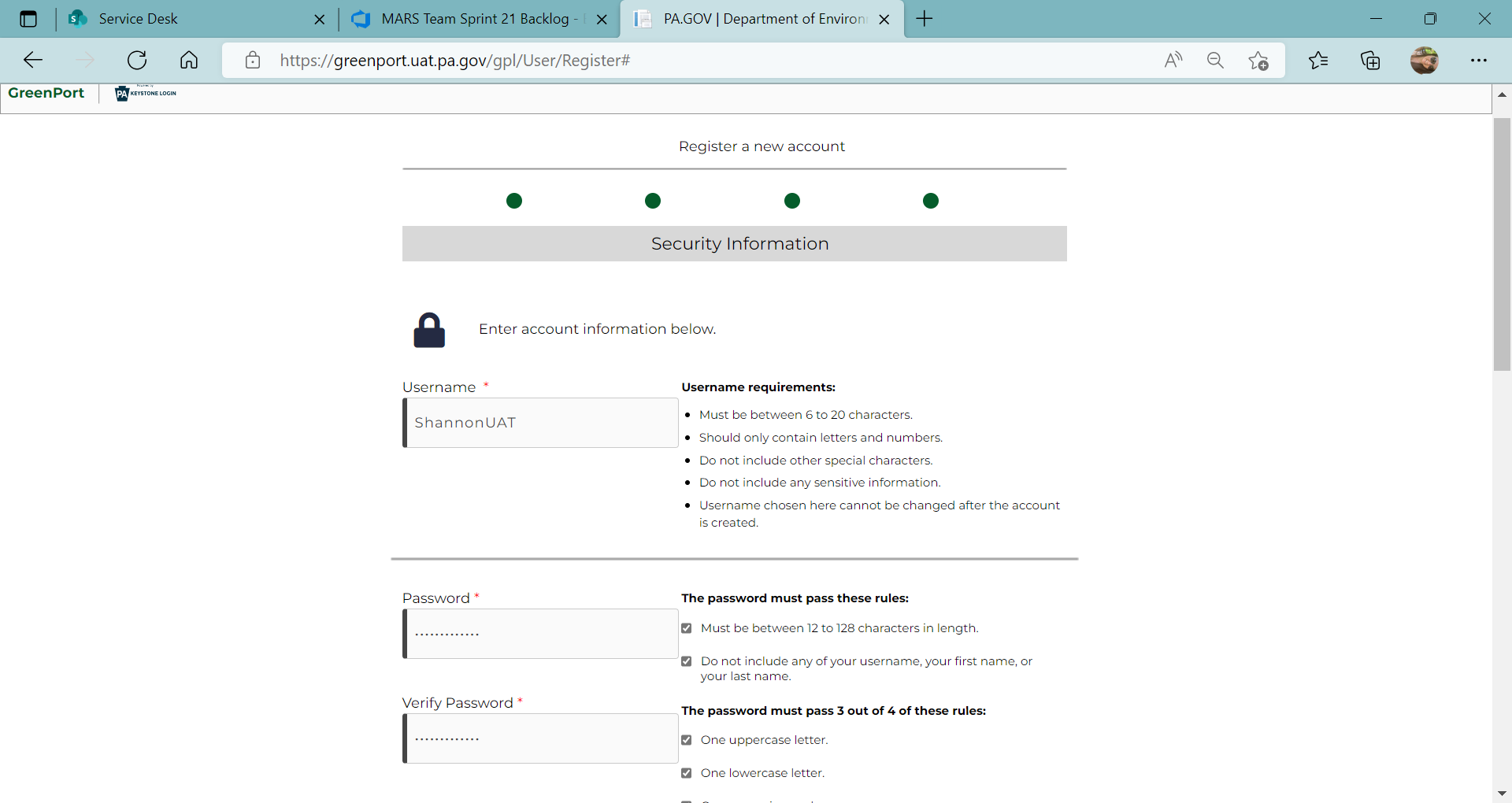
### **Figure 4 – Greenport Enrollment – User Profile**



Complete user profile for Greenport enrollment

1. After you have completed the ‘User Profile’, you will be taken to the ‘registering a new account’ screen, here you will **create** a username, password, and **answer** three security questions. *(****Note:*** *You will be able to pick the questions you would like to answer. Refer to Figure 5 – Greenport Enrollment – Registering a New Account).*

### **Figure 5 – Greenport Enrollment – Registering a New Account**



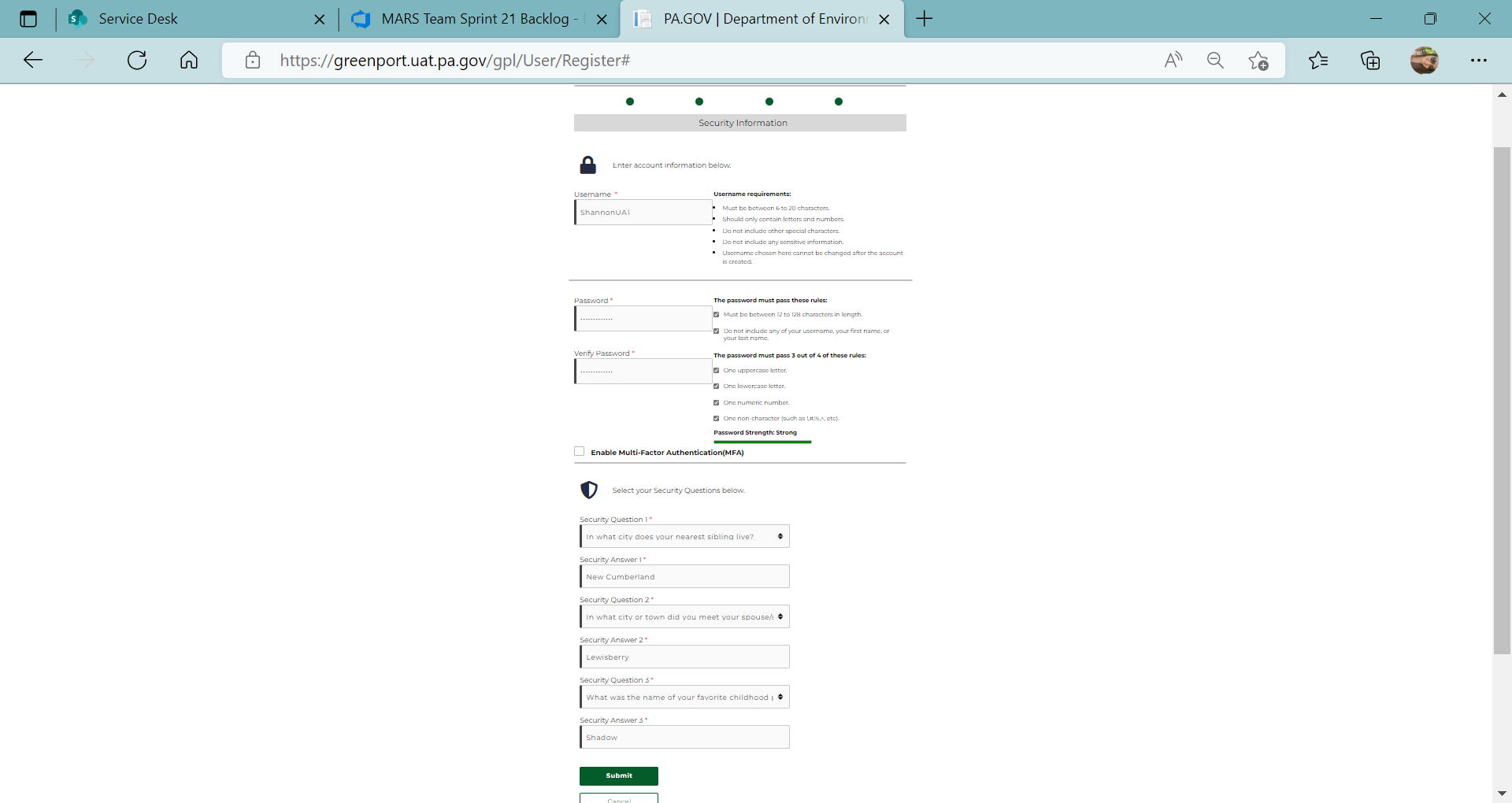
Enter a password following the password rules.

Enter a username you would like to use.

Create username and Password

1. After you have **created** a username/password. You will **select** three security questions and then click on the ‘Submit’ button. *(Refer to Figure 6 – Greenport Enrollment – Security Questions).*

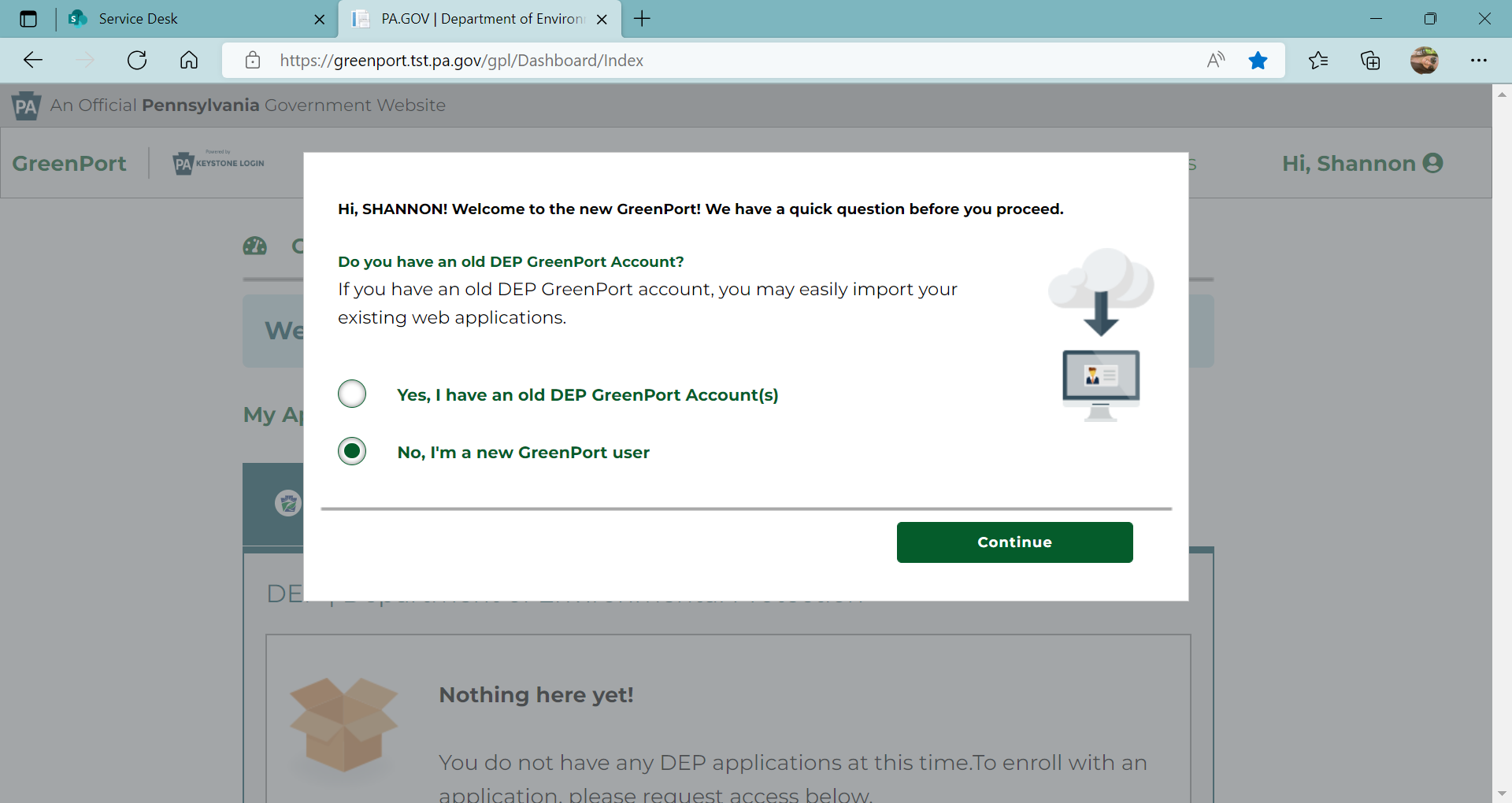
### **Figure 6 – Greenport Enrollment – Security Questions**



Security questions

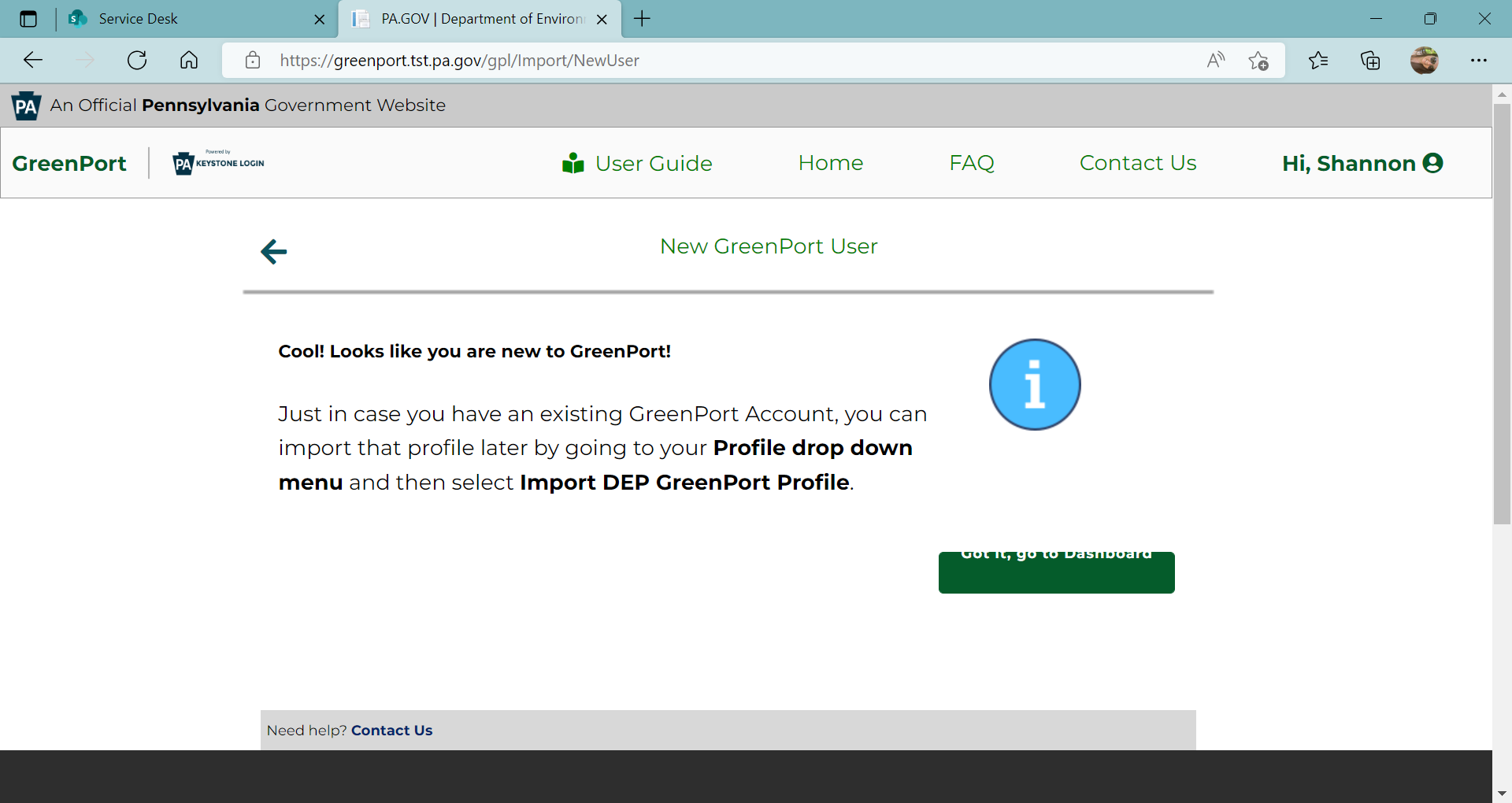
1. You will be redirected to the Greenport sign-in screen (*same as Figure 1 – Greenport Enrollment*). Enter your username and password you just created, then select Login. At the popup select ‘No, I’m a new GreenPort user’, then select Continue. (*Refer to Figure 7 -GreenPort Enrollment – New Greenport Account)*

### **Figure 7 – Greenport Enrollment – New Greenport Account**



1. The next screen will display, giving you an option to go to the dashboard. **Click** on ‘Got it, go to Dashboard’. *(Refer to Figure 8 – Greenport Enrollment – New Greenport User).*

### **Figure 8 – Greenport Enrollment – New Greenport User**

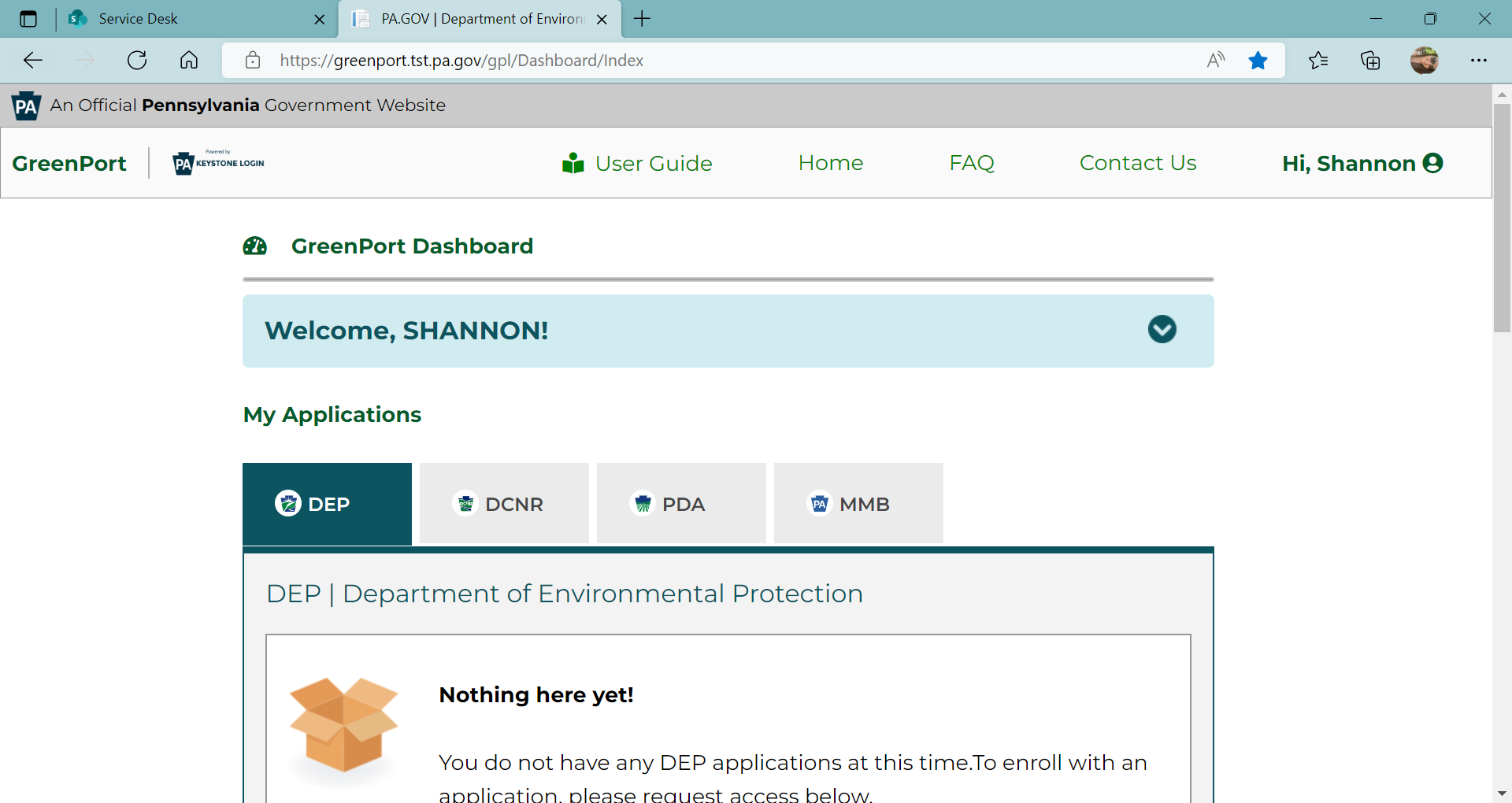


Click on ‘Got it, go to Dashboard’.

**Congratulations! You have created a Greenport account. Next, you will submit a security form to the PMMB to gain access to MARS.**

1. Once at the Dashboard **click** the MMB tab. *(Refer to Figure 9 – Greenport Enrollment – MMB Tab Selection).*

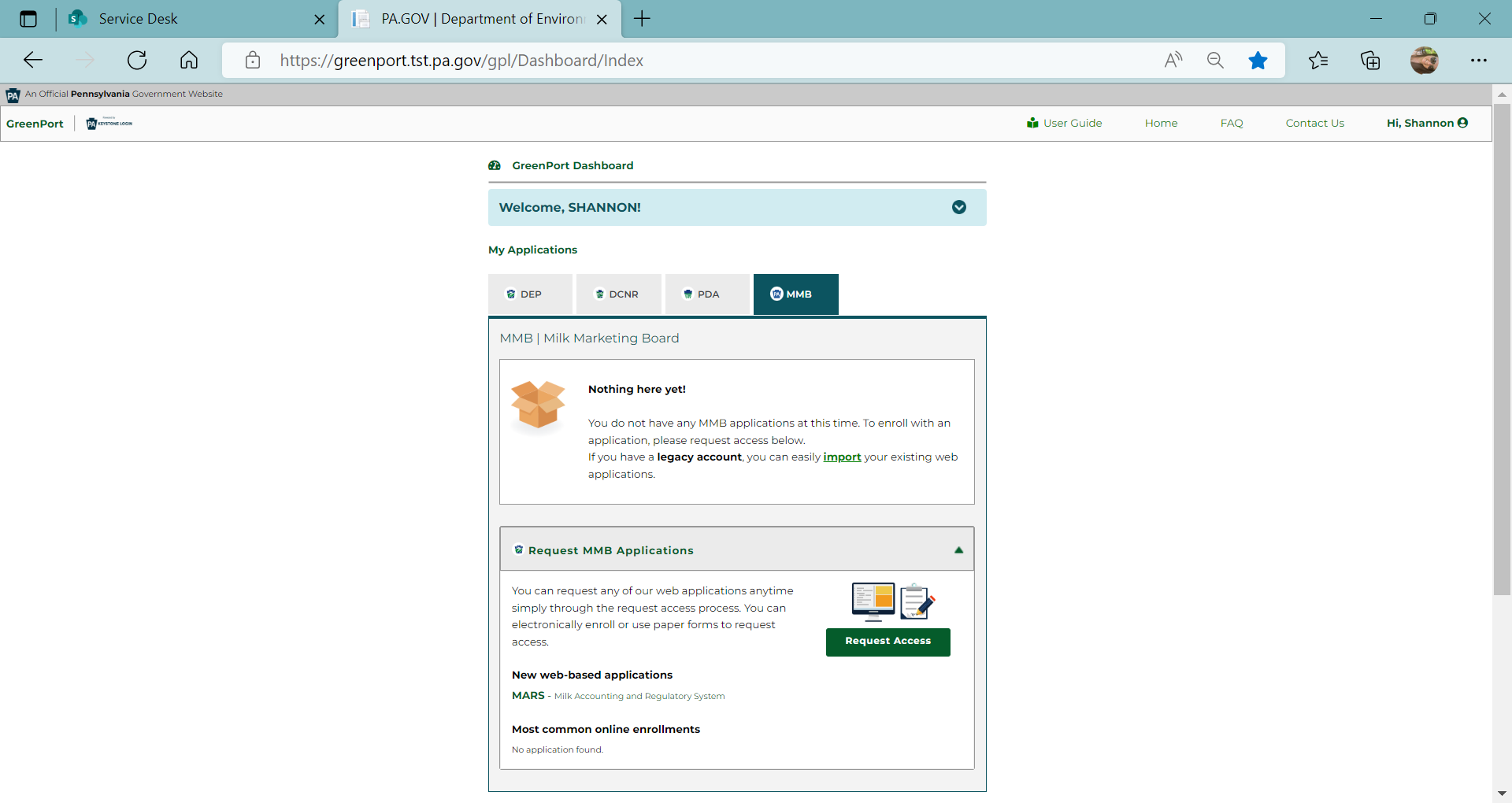
### **Figure 9 – Greenport Enrollment – MMB Tab Selection**



Once here click on the ‘MMB’ tab.

1. Once the MMB tab has been selected, scroll down to find ‘Request MMB Applications’. After this section has been located, click on ‘Request Access’. *(Refer to Figure – 10 – Greenport Enrollment – MMB tab Request MMB Applications).*

### **Figure 10 – Greenport Enrollment – MMB tab Request MMB Applications**

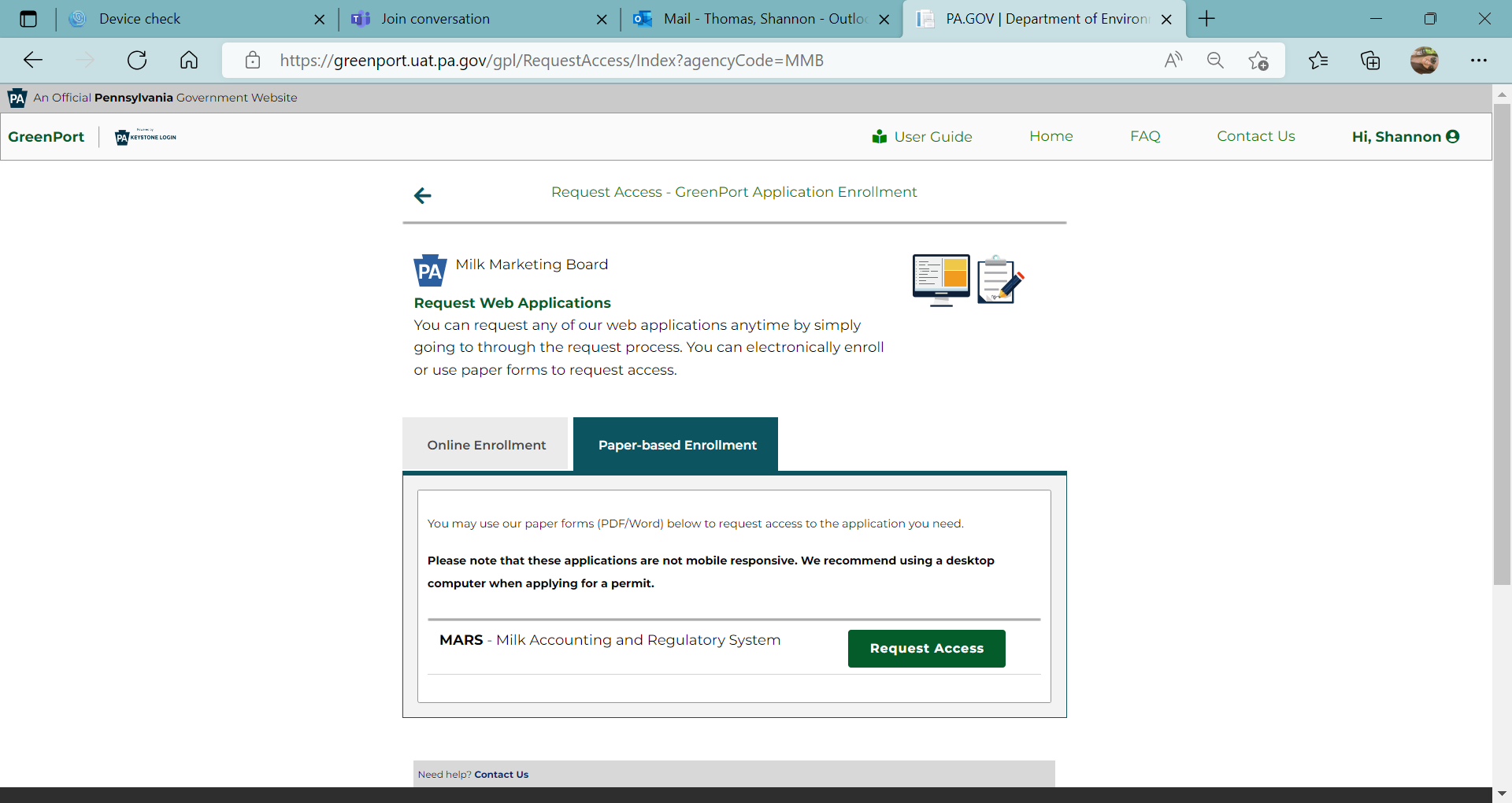


Request MMB Access

1. After you have **requested** access to the MMB Applications. There will be two-tab options ‘Online Enrollment’ or ‘Paper-based Enrollment’. **Select** the tab for ‘Paper-based Enrollment’. *(Refer to Figure 11 – Greenport Enrollment – MMB Application Selection).*

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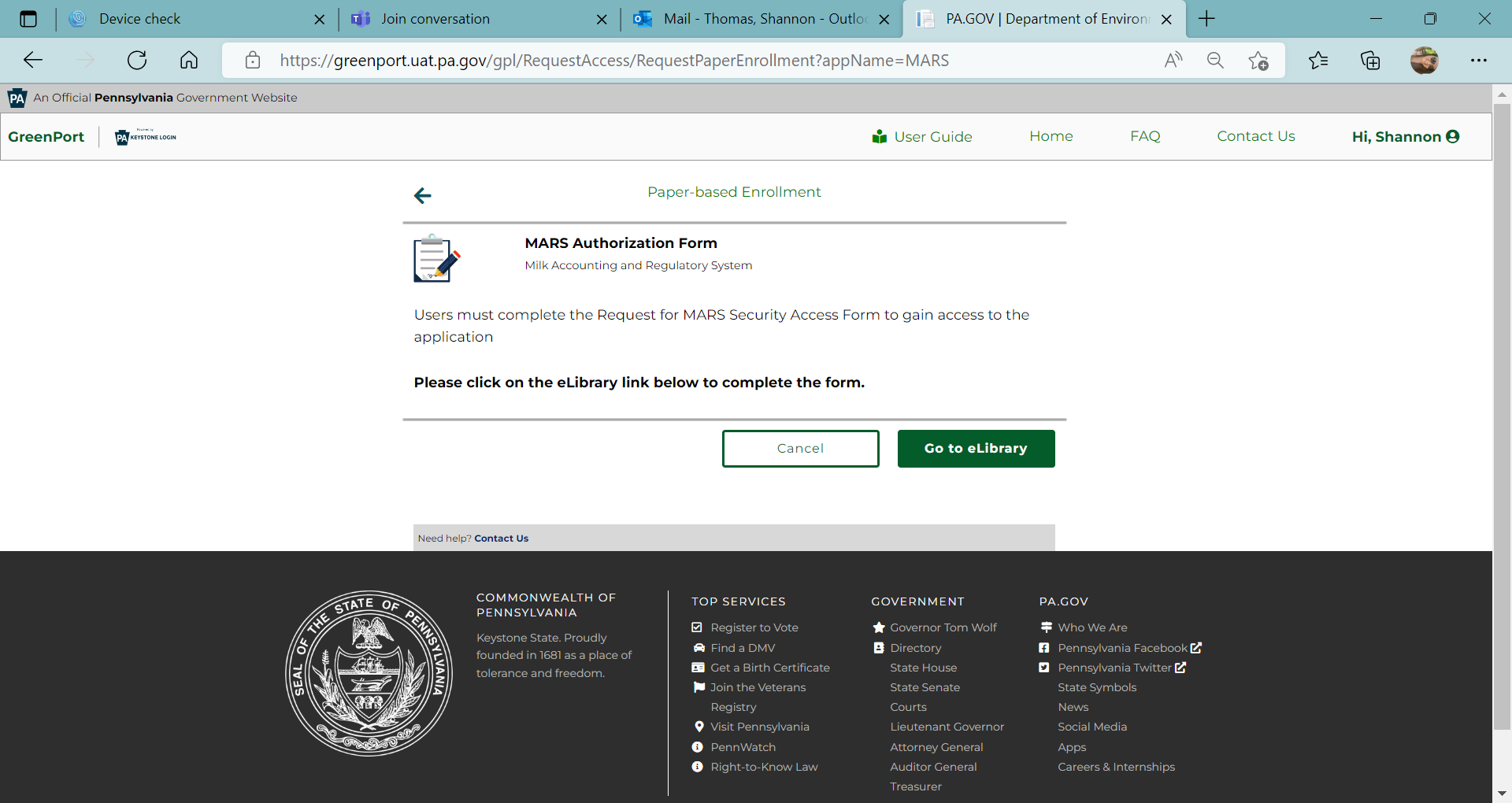
### **Figure 11- Greenport Enrollment – MMB Application Selection**



Click on Paper-based enrollment and then Request Access.

1. After requesting Paper-based Enrollment access, you will be directed to a screen of ‘MARS Authorization Form’. This form must be completed for you to gain access to the MARS website. Click on ‘Go to eLibrary’ *(Refer to Figure 12 – Greenport Enrollment – MARS Authorization Form (eLibrary).*

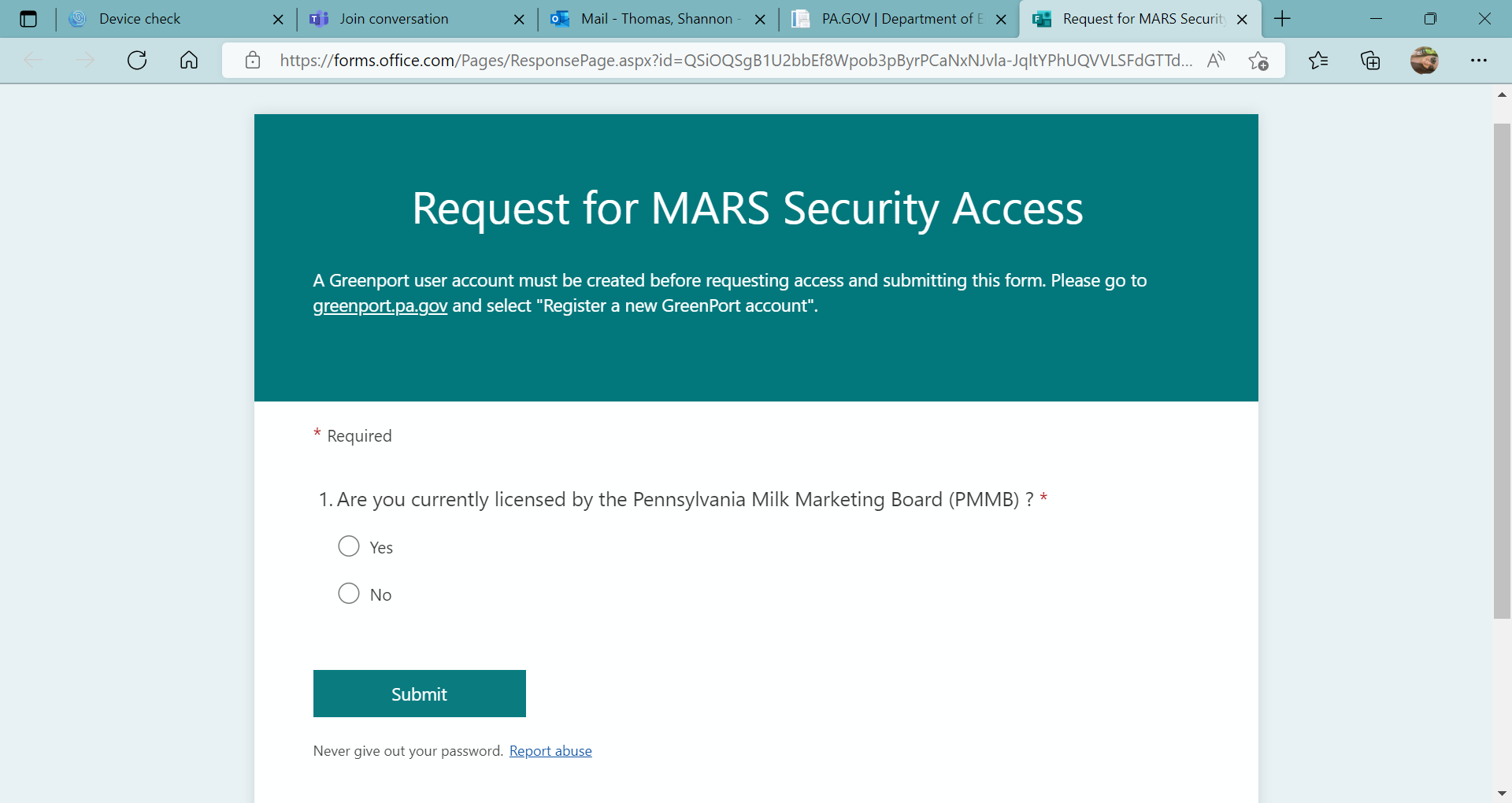
### **Figure 12 – Greenport Enrollment – MARS Authorization Form (eLibrary)**



Pop-up Box for successful enrollment.

1. After you have selected the MARS Authorization form, there will be a series of questions to answer. *Refer to Figure – 13 – Greenport Enrollment – MARS Authorization Form).*

### **Figure 13 – Greenport Enrollment – MARS Authorization Form**



1. Once you have **filled** out the MARS Authorization Form completely, Submit the form. The Milk Marketing Board will review your request for access. Once reviewed a member of the Pennsylvania Milk Marketing Board will be in contact via phone/email. If the MARS Security form has been approved you will then follow logging in instructions found in the next section of this guide to login to MARS.

# 

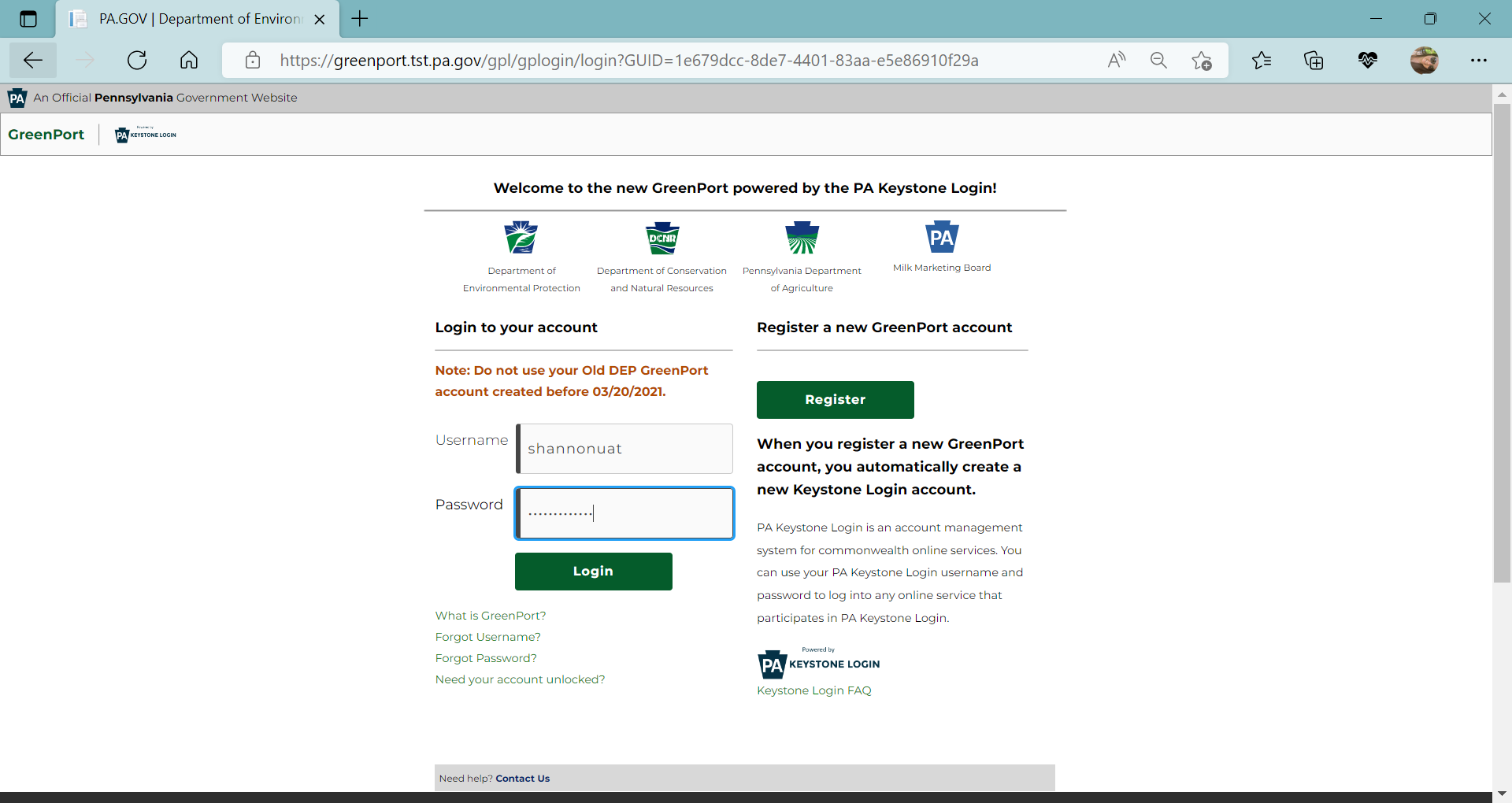
# **Milk Accounting and Regulatory and System (MARS)– Login**

## **Login: <https://greenport.pa.gov/>**

1. To login to MARS, you must first login to Greenport by **clicking** on the website provided above. You will then be prompted to enter the following information. *(Refer to Figure 14 – MARS Login Screen) (***Important note:** *Below are only examples of a username/password).*

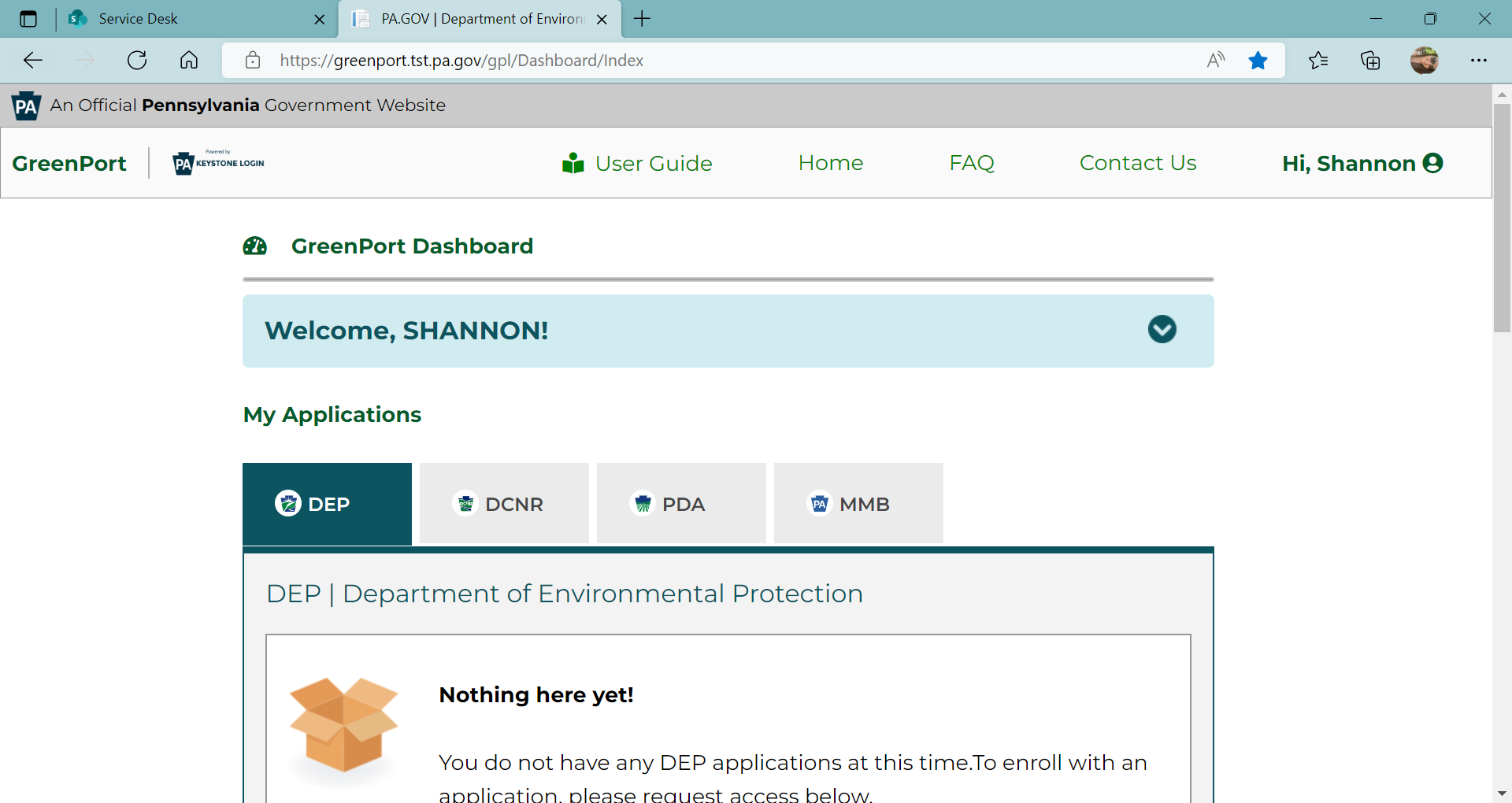
* **Username:** abcdefg *(Example: ShannonUAT)*
* **Password:** 123456789! *(Example: Milkmoney123!)*

### **Figure 14 - MARS Login Screen**



1. Once you have ***successfully*** logged into Greenport, you will be taken to the selection screen where you will **select** the MMB tab. *(Refer to Figure 15 - MARS selection screen).*

### **Figure 15 – MARS selection screen**



1. Once you have **selected** the MMB tab off the ‘My Applications’ tab, you will **scroll** down to ‘Other’ and **select** ‘MARS – Milk Accounting and Regulatory System’. *(Refer to Figure 16 – MARS ‘My Applications Selection’).*

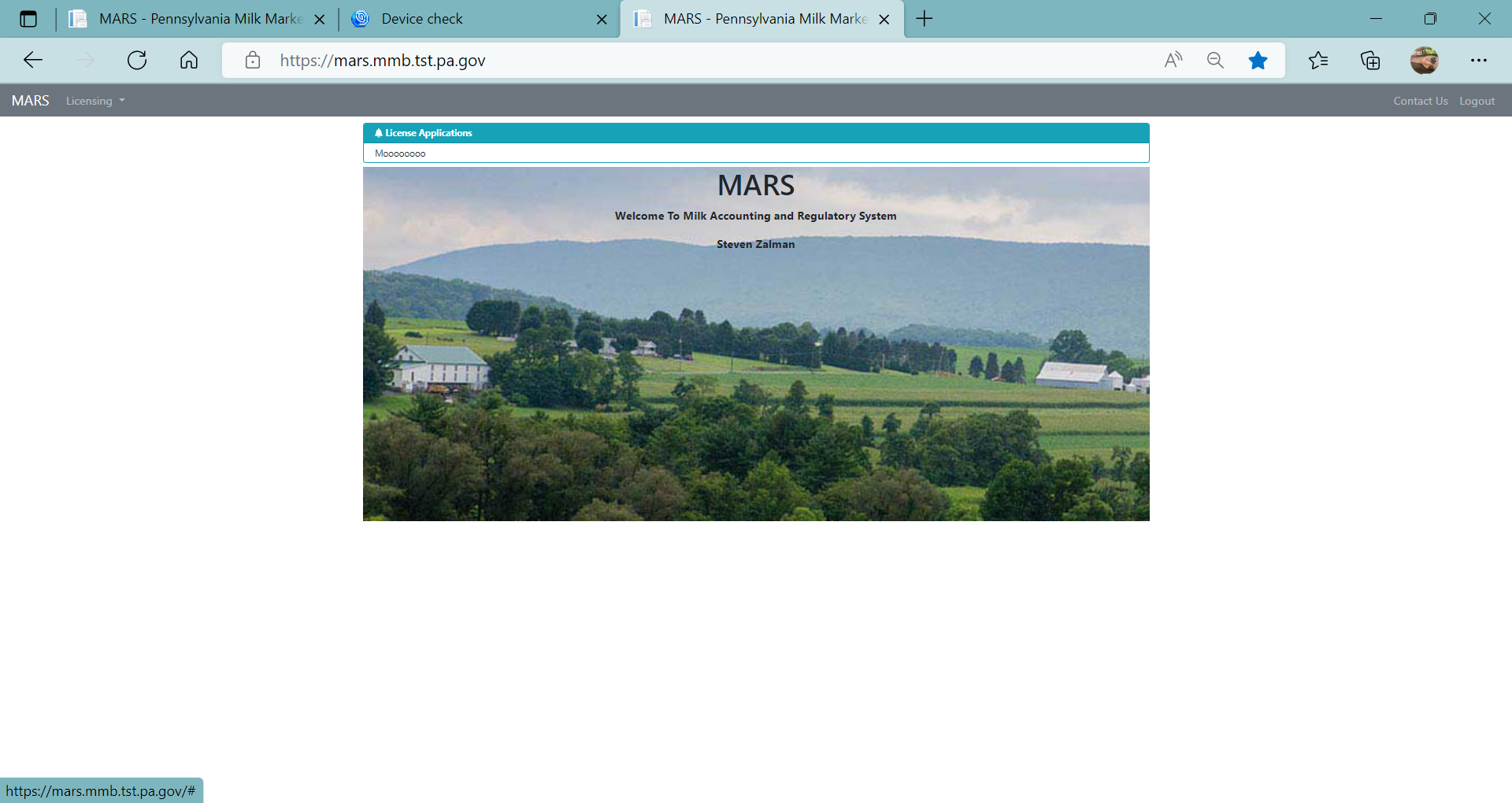
### **Figure 16 – MARS ‘My Applications Selection’**



Select ‘Other’ and then ‘MARS’.

1. After you have **selected** ‘MARS – Milk Accounting and Regulatory System’ you will be **directed** to the MARS Homepage where you will then be able to select, submit, review, etc. *(Refer to Figure 18 – MARS Homepage)*.

### **Figure 17 – MARS Homepage**



**MARS Website:**

If you are experiencing any issues logging in after you have successfully created a Greenport Account, then please contact the **Help Desk** from the number provided below. Help Desk can be reached Monday through Friday from 7:30 AM until 5:00 PM eastern time. *(****Note:*** *Offices are closed during weekends, federal, and state holidays).*

**Help Desk:** (717)-787-4357