



pennsylvania
MILK MARKETING BOARD

APPLYING FOR PA MILK MARKETING BOARD LICENSE

Cooperatives

PMMB Enforcement and Accounting
Auditing Team

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New Cooperative Application

Accessing the Application

Location: *MARS > Licensing > Application > New Cooperative Application*

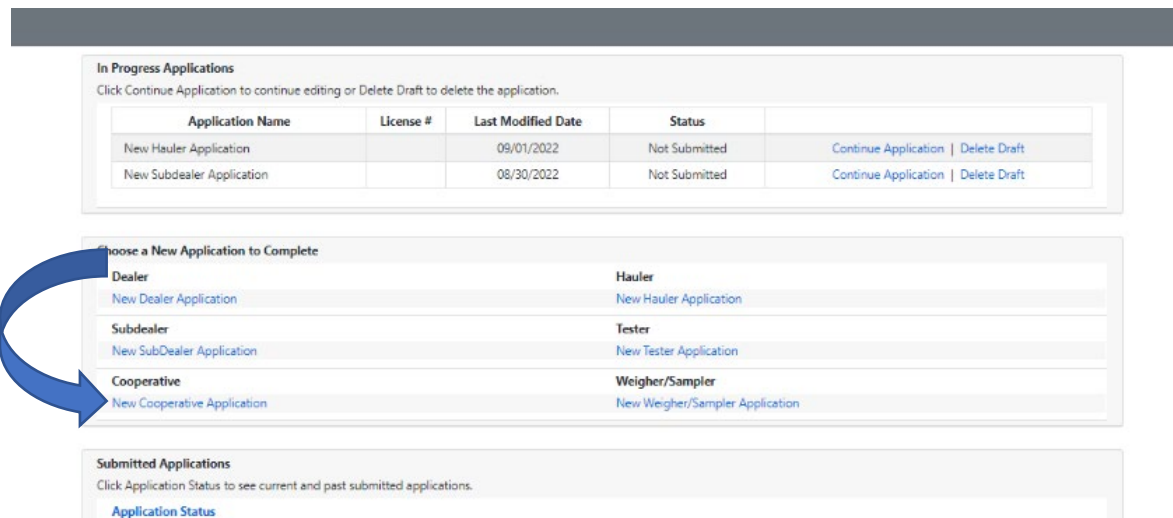
1. After logging in to MARS, navigate to the location provided above. Figure 1.

Figure 1. Navigate to submit New Application



2. **Select** “New Cooperative Application” from the application homepage. Figure 2.

Figure2_ Selecting New Cooperative Application



Application Homepage

3. All sections of the application must be completed.
 - a. Staff recommend working left to right, beginning with “License Year” and ending with “Certification.”

License Year

4. Use the radio buttons to indicate “License Year” for which you are applying.
 - a. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
 - b. **Click** “Mark page as complete” and then the “Next” button.

Applicant/Business Information

5. Fill out all fields that apply to your business. All required fields are noted with an asterisk (*).
 - a. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
 - b. **Click** “Mark page as complete” and then the “Next” button.

Out of State Questions

Important Note: If you are a PA applicant then you can check “Does not apply” and move onto the next section.

6. If you are an out of state applicant, you are required to answer items in the “Out of State Questions” sections.
 - a. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
 - b. **Click** “Mark page as complete” and then the “Next” button.

Places Conducting Business in PA

7. If the contact information and address information you have entered in the “Applicant/Business Information” section is the same as where you conduct business,
 - a. **Check** “Same as Licensee address.”
 - b. The information will **auto fill** from the Applicant Business/Information section.
8. Provide your contact information if it is different than what you entered in the “Applicant/Business Information” section.
 - a. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
 - b. **Click** “Mark page as complete” and then the “Next” button.

Background Check

9. You are **required** to **answer** the “Yes” or “No” questions.
 - g. A “Yes” response usually requires an explanation using the comments box. Figure 3.
 - h. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
 - i. **Click** “Mark page as complete” and then the “Next” button.

Figure 3. Background Check Information – New Cooperative Application

The screenshot shows a web form titled "New Cooperative Application - Background Check". At the top, there are instructions: "Complete all required and applicable fields and click 'Mark page as complete' when it is finished. Click Next to proceed to the next set of application questions or Back to return to a previous page. At any time you may click Save Progress to save your application to complete at a later time." Below this is the "Background Check" section with the question: "Has applicant or any partner, officer or management employee been convicted of a felony, or forfeited bond or collateral in connection with a criminal charge within the last 5 years? *". There are radio buttons for "Yes" and "No". To the right of the "No" button is a text box labeled "If yes, please explain." with the text "Provide comments or explanations here." inside. At the bottom of the form, there are buttons for "Application Home", "Save Progress", "Mark page as complete" (with a checkbox), "Previous", and "Next". A footer note says: "If you have any questions regarding your application please contact Fatima Roberge at 717-836-3114 or froberge@pa.gov".

Affiliations

10. This section also contains “Yes” or “No” questions.
 - a. Your responses to any question may require an explanation which you can enter in the comments box similar to what you did in the Background Check section (Figure 3).
 - b. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
 - c. **Click** “Mark page as complete” and then the “Next” button.

Purchasing/Processing/Manufacturing/Sales

11. Check all that apply.
 - a. List information in comment boxes.
 - b. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
 - c. **Click** “Mark page as complete” and then the “Next” button. Figure 9.

PA Milk Marketing Areas

12. **Check** all the PA Milk Marketing Areas that in which you do business or apply to your business.
 - a. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
 - b. **Click** “Mark page as complete” and then the “Next” button.

Cooperative Questionnaire

13. List all the cooperatives from which you buy milk.

Note whether you submitted a bond waiver or if this section does not apply.

- a. If this does not apply, **provide** an explanation in the comment box.
- b. Answer all questions and provide explanations as needed in the comment box.

14. Once completed, you can **Click** "Save Progress" and then **Click** "Application Home"

Or

15. **Click** "Mark page as complete" and then the "Next" button.

Persons Responsible Contact Info

16. Provide preferred contact person's information for the person we should contact if we need to discuss something related to your business.

- a. Provide preferred contact method.

17. Once completed, you can **Click** "Save Progress" and then **Click** "Application Home"

Or

18. **Click** "Mark page as complete" and then the "Next" button.

Financial Schedule

19. License Fees

- a. **Select** the radio button in Section A that indicated the amount of your annual fixed fee **based on the date you are filing your application**.
- b. Carefully **Read** Section B about monthly fees. Once your license is approved you will be paying a monthly fee for one for a complete calendar year that is based on hundredweights.
 - i. There is a link to the Monthly Fee Calculation Form for your review.

20. Financial Statement

- a. A financial statement or annual report is required and may be attached in the "Attachments" section of your online application.

21. Computation of Dealer Bond

- a. **Check** if bond is required or not.

Note: If you have any questions as to whether you are required to have a bond, please contact Fatima Roberge at 717-787-4194.

- b. The table in this section must be completed before you can proceed.
 - i. Use anticipated amounts for each month beginning with month you anticipate startup of your business or current month if you are already in business.
 - ii. COLUMN A: Enter anticipated dollar value of your purchases from Pennsylvania producers (farmers or cooperatives) **and/or**
 - iii. COLUMB B: Enter anticipated dollar value of your purchases from producers (farmers or cooperatives) outside of Pennsylvania.

Note: You are able to deduct dollar amount of purchases made from producers in another state for which you were required to post a bond (**Line 2 in Bond Calculation worksheet**). This applies to multiple states where purchases where bonds were required. **Copies of the bonds posted in other states must be attached to this application.**

- c. LINE 2 BOND CALCULATION WORKSHEET: Enter dollar amount of purchases made in other states for which a bond was required to be posted.

22. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”

Or

23. **Click** “Mark page as complete” and then the “Next” button.

Adding Attachments

24. Attach any supporting documentation that is needed to support any area of your license application.

25. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”

Or

26. **Click** “Mark page as complete” and then the “Next” button.

Payment

27. Indicate how you are making payment.

- a. If you check “Payment not included” with application you must provide the reason.
 - i. Mailing Check
 - ii. Payment by another licensee. Provide name and license number.
 - iii. Other. This response requires an explanation.
- b. To pay online using telecheck or debit/credit card, **Click** “Proceed to Payment.”
 - i. Complete all required fields for your selected method of payment.
 - ii. Enter email address for confirmation of payment.

Note: If your online payment is processed a screen will appear to tell you that your transaction has been approved.

- c. **Click** “Go Back to Application” at the bottom left of the screen.
 - d. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
- Or
- e. **Click** “Mark page as complete” and then the “Next” button.

Certification/Authorization

28. Fill in all required information

- a. Provide first and last names.
- b. Provide title(s).
- c. Provide date.

29. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”

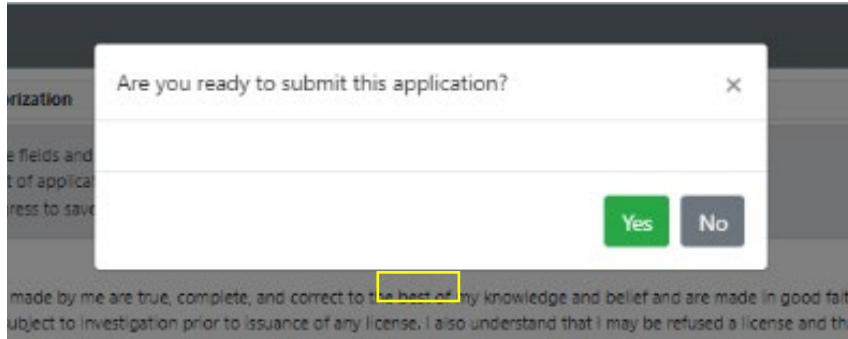
Or

30. **Click** “Mark page as complete” and then the “Next” button.

- a. “Submit Application” button appears on the left side of page.

- b. **Click** and a pop-up will appear to ask if you are ready to submit your application.
 - c. **Click** “Yes” (green) if you are ready to submit application or “No” (grey) if you are not.
- Figure 4.

Figure 4. Application Submission



- 31. A pop-up appears when you have successfully submitted your application to indicate that your “Application has been submitted.” Figure 5.
- 32. An email will also be sent with a copy of your application attached.
- 33. **Click** “Go to Application Status” to review your information. Figure 6.

Figure 5. Application Submission

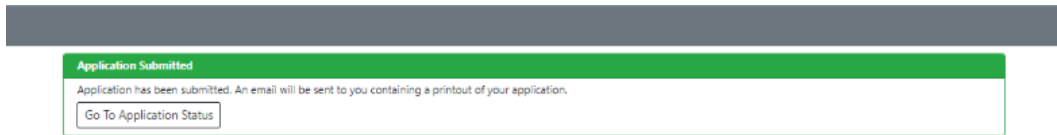
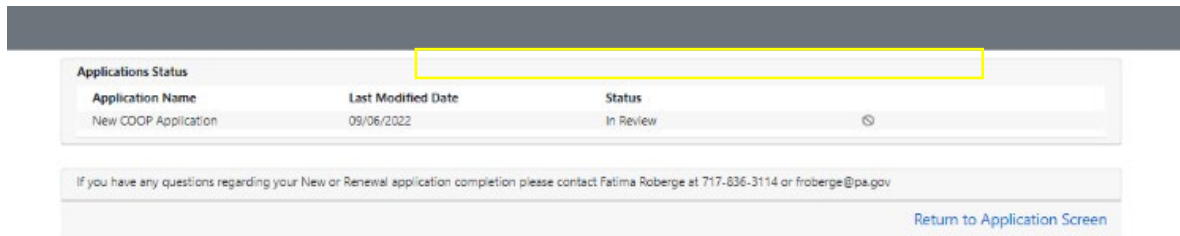


Figure 6. Status Review



Renewal Cooperative Application

Location: MARS > Licensing > Application > Renewal Cooperative Application

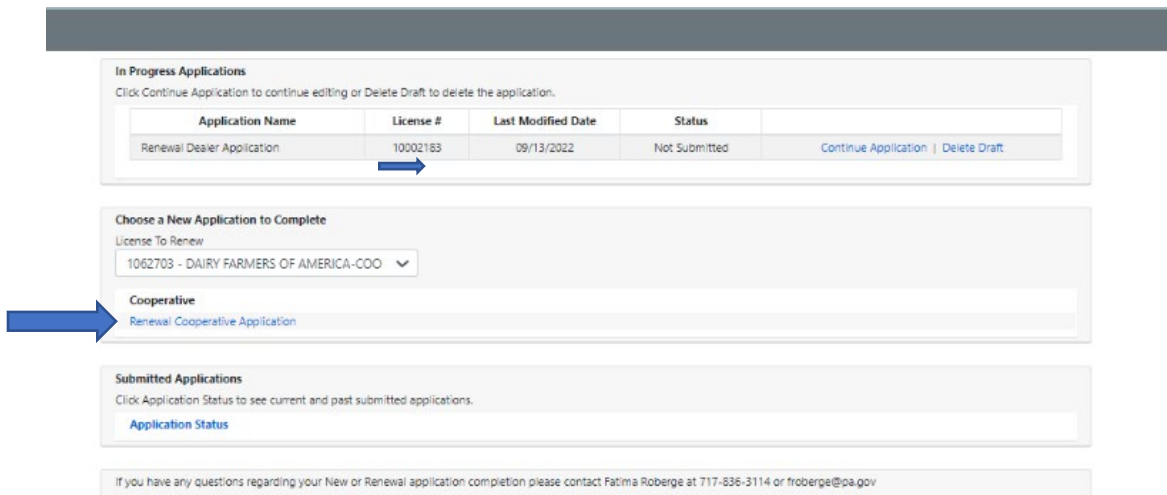
1. After logging on to MARS, **navigate** to the location provided above. Figure 1.

Figure 1. Application Homepage



2. **Select** “Renewal Cooperative Application.”
 - a. **Select** license number you are renewing from the dropdown menu.
 - b. **Click** “Renew Cooperative Application.” Figure 2.

Figure 2. Select Application Renewal



Application Dashboard

3. Each section needs to be completed in order to be reviewed and approved by Milk Marketing Board staff.
 - a. Staff suggest working from left to right beginning with “License Year” and Ending with Certification. Figure 3.

Figure 3. Renew Cooperative Application – Application Homepage

Renewal COOP Application - 1062703					
Section	Status	Completed	Section	Status	Completed
License Year	Not Started	⊘	PA Milk Marketing Areas	Not Started	⊘
Applicant/Business Information	Not Started	⊘	COOP Questionnaire	Not Started	⊘
Out of State Questions	Not Started	⊘	Persons Responsible Contact Info	Not Started	⊘
Places Conducting Business in PA	Not Started	⊘	Dealer Financial Schedule	Not Started	⊘
Background Check	Not Started	⊘	Attachments	Not Started	⊘
Affiliations	Not Started	⊘	Payment	Not Started	⊘
Purchases/Processing/Manufacturing/Sales	Not Started	⊘	Certification	Not Started	⊘

License Year

4. **Click** on the license year you are renewing.
5. **Click** “Save Progress” and then **Click** on “Application Home.”
Or
6. **Click** “Mark page as complete” and then **Click** the “Next” button.

Applicant/Business Information:

7. Complete all required fields as noted with an asterisk (*).
8. **Click** “Save Progress” and then **Click** on “Application Home.”
Or
9. **Click** “Mark page as complete” and then **Click** the “Next” button. Figure 5.

Out of State Questions

Note: If you are a PA business you may skip this section. **Check** “Does not apply.”

11. **If your business is located outside of PA**
 - a. Fill in all required fields as noted by an asterisk (*).
 - b. **Click** “Save Progress” and then **Click** on “Application Home.”
Or
 - c. **Click** “Mark page as complete” and then **Click** the “Next” button. Figure 6.

Places Conducting Business In PA

12. **Click** “Yes” if you have a business address in PA.
 - a. Check “Same as Licensee Address” if your business address is the same one used for your license.
 - i. You will not have to complete the address information in this section.
13. **Click** “No” if you do not have a business address in PA.
 - a. **Fill in** your address information.

14. **Click** “Save Progress” and then **Click** on “Application Home.”
Or
15. **Click** “Mark page as complete” and then **Click** the “Next” button.

Background Check

16. You must answer the question in this section.
 - a. If you answer “Yes” an explanation is required in the comments box.
 - b. **Click** “Save Progress” and then **Click** on “Application Home.”
Or
 - c. **Click** “Mark page as complete” and then **Click** the “Next” button.

Affiliations

17. You are required to answer all the “Yes” or “No” questions.
 - a. Depending on your responses, you will be asked to provide an explanation in the comments box.
 - b. “Yes” responses will usually require an explanation.
18. **Click** “Save Progress” and then **Click** on “Application Home.”
Or
19. **Click** “Mark page as complete” and then **Click** the “Next” button.

Purchasing/Processing/Manufacturing Sales

20. **Check** all boxes that apply to your business.
 - a. Provide required information in the comment boxes.
21. **Click** “Save Progress” and then **Click** on “Application Home.”
Or
22. **Click** “Mark page as complete” and then **Click** the “Next” button.

PA Milk Marketing Areas

23. **Check** all the PA Milk Marketing Areas in which you do business.
24. **Click** “Save Progress” and then **Click** on “Application Home.”
Or
25. **Click** “Mark page as complete” and then **Click** the “Next” button.

Cooperative Questionnaire

26. List all the cooperatives from which you buy milk.

Note whether you submitted a bond waiver or if this section does not apply.

- a. If this does not apply, **provide** an explanation in the comment box.
- b. Answer all questions and provide explanations as needed in the comment box.
- c. **Click** “Save Progress” and then **Click** on “Application Home.”
Or

- d. **Click** “Mark page as complete” and then **Click** the “Next” button.

Person(s) Responsible Contact Information

- 27. Provide preferred contact person’s information for the person we should contact if we need to discuss something related to your business
 - a. Provide preferred contact method.
 - b. **Click** “Save Progress” and then **Click** on “Application Home.”Or
 - c. **Click** “Mark page as complete” and then **Click** the “Next” button.

License Fees, Financial Schedule and Bond Information

- 28. License Fees Section
 - a. Review license your license fees in this section. You may **Click** the box “Review Fee Calculation” if necessary. Figure 4.
 - 29. Financial Schedule
 - a. Read the instructions in this section.
 - b. You will be able to attach your financial schedule in the next section if required.
 - 30. Bond Information
 - a. **Check** the box to indicate if you are required to post a bond or not.
 - b. You should receive information from us about a required bond. If you are still not sure whether you need a bond, please call Fatima Roberge at 717-787-4194.
 - 31. **Click** “Save Progress” and then **Click** on “Application Home.”
- Or
- 32. **Click** “Mark page as complete” and then **Click** the “Next” button.

Figure 4. Renewal Cooperative Application – Renewal Cooperative Application

The screenshot displays the 'Renewal Cooperative Application' form. At the top, there is a grey instruction box: 'Complete all required and applicable fields and click "Mark page as complete" when it is finished. Click Next to proceed to the next set of application questions or Back to return to a previous page. At any time you may click Save Progress to save your application to complete at a later time.' Below this, the 'License Fees' section contains text: 'Renewal applicants are required to submit the annual fixed fee as described in (A)below. Review the hundredweight fee described in (B). A. Annual Fixed Fee: \$100.00 B. Hundredweight Fee: If renewal applicant has not been licensed for a full calendar year hundredweight fees are due on a monthly basis, otherwise click the "Show Fee Calculation" button to view your license fee calculation.' There are two input fields: 'Hundredweight Fee: *' with a value of '\$ 38,640.31' and 'Total License Fee Due: *' with a value of '\$ 38,740.31'. A blue arrow points to the 'Show Fee Calculation' button. The 'Financial Statement' section has a blue arrow pointing to its title and contains text: 'The PMMB-60 Annual Report form must be submitted before this license application can be processed. If it has not already been submitted it can be attached at the end of this application. This requirement will be strictly enforced.' The 'Computation of Dealer Bond' section has a blue arrow pointing to its title and contains text: 'As a renewal applicant, you must complete this section. Please review your bond calculation by clicking Calculate Bond button. This is the bond amount due for the next licensing year. Please enter amount of bond due here. If a bond is required a copy must be attached in the attachment section of this application. Applications will not be processed without a copy attached. The original bond must be mailed in. Bond calculation cannot be completed. Please contact the office at 717-787-4394 for the bond amount.' There is a checkbox for 'Bond not required' which is unchecked. Below it is the 'Bond Amount Required *' field with a value of '\$ 0.00'. At the bottom of the form, there are three buttons: 'Dealer Surety Form', 'Dealer Collateral Form', and 'Letter of Credit Form'. The footer contains navigation buttons: 'Application Home', 'Save Progress', 'Mark page as complete', 'Previous', and 'Next'. A final grey box at the bottom states: 'If you have any questions regarding your application please contact Fatima Roberge at 717-836-3114 or froberge@pa.gov'.

Attachments

33. Upload any supporting documents that are required to support your application.
34. **Click** “Save Progress” and then **Click** on “Application Home.”
Or
35. **Click** “Mark page as complete” and then **Click** the “Next” button.

Payments

36. Indicate how you are making payment.
 - a. If you check “Payment not included” with application you must provide the reason.
 - i. Mail a Check
 - ii. Paid by another licensee. Provide name and license number..
 - iii. Other. This response requires an explanation.
 - b. To pay online using telecheck or by debit/credit card **Click** “Proceed to Payment.”
 - i. Complete all required fields for your selected method of payment.
 - ii. Enter email address for confirmation of payment.

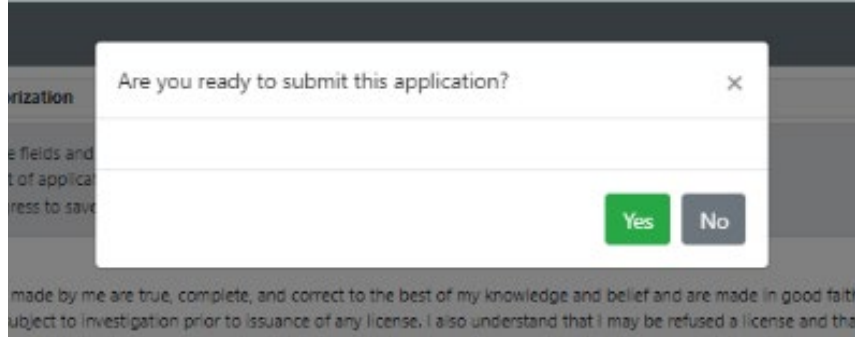
Note: If your online payment is processed a screen will appear to tell you that your transaction has been approved.

- c. **Click** “Go Back to Application” at the bottom left of the screen.
- d. **Click** “Save Progress” and then **Click** on “Application Home.”
Or
- e. **Click** “Mark page as complete” and then **Click** the “Next” button.

Certification Authorization

37. Fill in all required information
 - a. Provide first and last name.
 - b. Provide title(s).
 - c. Provide date.
 38. Once completed you can **Click** “Save Progress” and then **Click** on “Application Home.”
Or
 39. **Click** “Mark page as complete” and then **Click** the “Next” button.
 - a. “Submit Application” button appears on left side of page.
 - b. **Click** and a pop-up will appear to ask if you are ready to submit your application.
 - c. **Click** “Yes” (green) if you are ready to submit application or “No” (grey) if you are not.
- Figure 5.

Figure 5. Certification and Submitting Application



- 40. A pop-up appears when you have successfully submitted your application to indicate that your “Application has been submitted.” Figure 6.
- 41. An email will also be sent with a copy of your application attached.
- 42. **Click** “Go to Application Status” to review your information. Figure 7.

Figure 6. *Renewal Cooperative Application – Successfully Submitted*

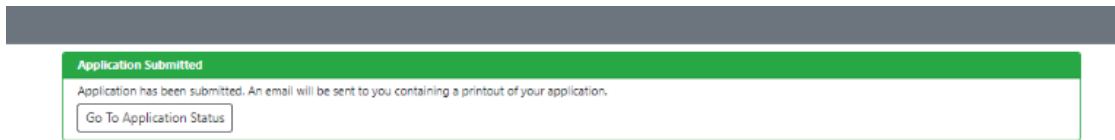


Figure 7. *Status Review*

