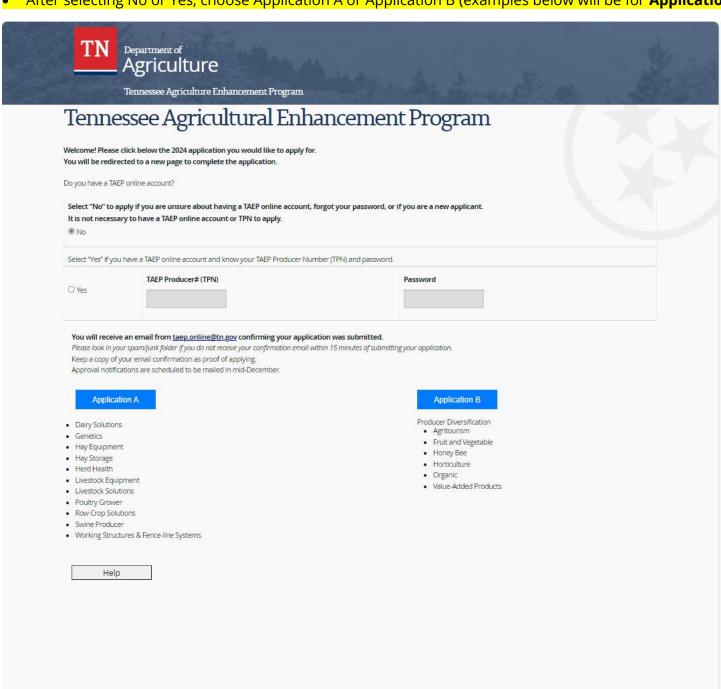
TAEP Application Landing Page

This screen will appear after clicking on the live application link (big red button).

- Select "No" if you are unsure if you have a TAEP Online Account Portal, forgot your password, or if you are a new applicant.
- Select "Yes" if you have a TAEP Online Account Portal and know your TPN and password.
- After selecting No or Yes, choose Application A or Application B (examples below will be for **Application A**).

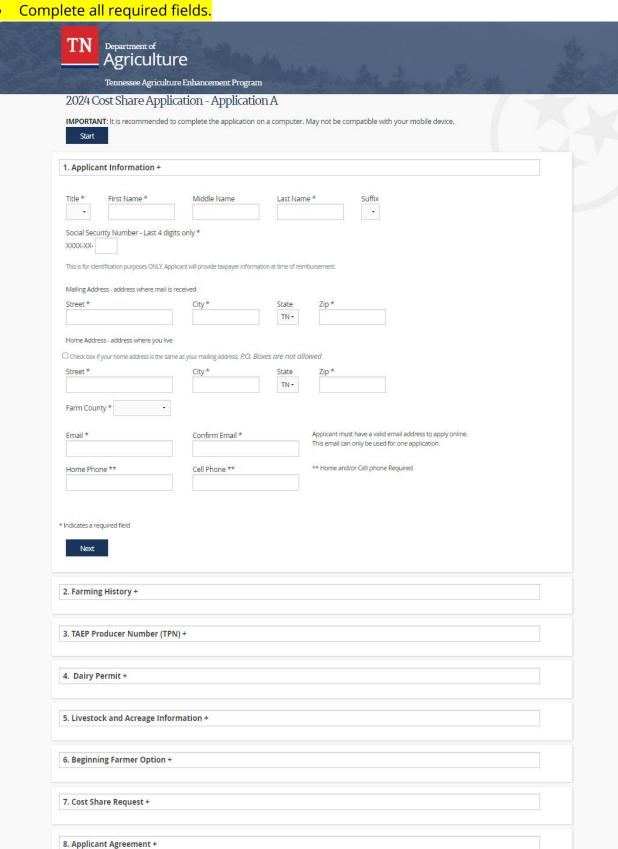


TAEP Application A

After selecting Application A, the following screen will appear. Click the start button to continue.

Tennessee Agricul	ture Enhancement Program		
2024 Cost Share App	lication - Application A		
IMPORTANT: It is recommended Start	d to complete the application on a computer. May	not be compatible with your mobile device.	
1. Applicant Information +			
2. Farming History +			
3. TAEP Producer Number (T	(PN) +		
4. Dairy Permit +			
5. Livestock and Acreage Inf	formation +		
6. Beginning Farmer Option	+		
7. Cost Share Request +			
8. Applicant Agreement +			

- Each section will open when you click the next button at the bottom of the page.
- Sections can also be opened by clicking on the section title.



TN Department of Agriculture

Tennessee Agriculture Enhancement Program

2024 Cost Share Application - Application A

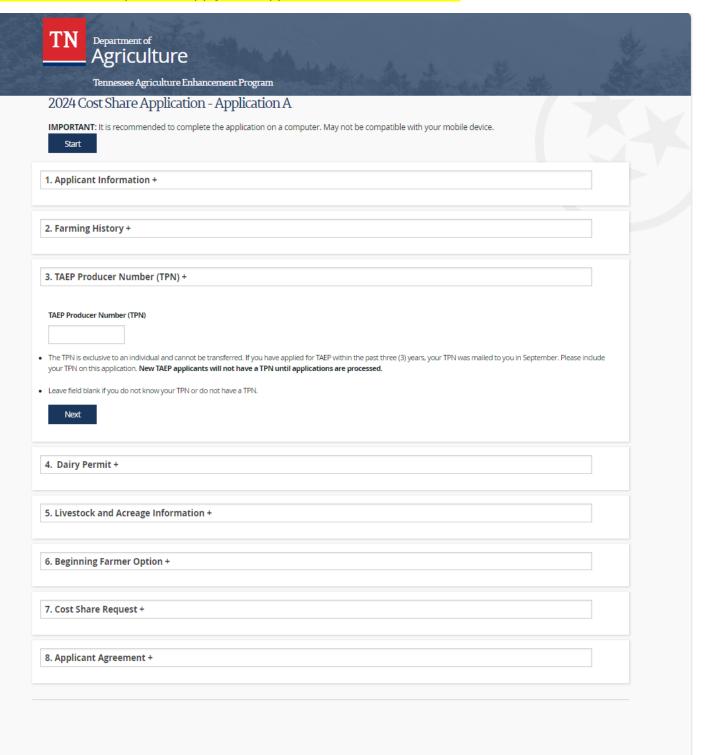
IMPORTANT: It is recommended to complete the application on a computer. May not be compatible with your mobile device.

•	_	rt	
_	w	ΠL	

1. Applicant Information +	
2. Farming History +	1
Faithing ristory +	
List the year you started farming your operation. *	
irm Operation Participation - only one person from your farming operation may apply for Application A	
Indicates a required field	
Next	
3. TAEP Producer Number (TPN) +	
4. Dairy Permit +	
	10
	1
5. Livestock and Acreage Information +	
5. Beginning Farmer Option +	
7 Cont Chara Dominate	ī
7. Cost Share Request +	
8. Applicant Agreement +	

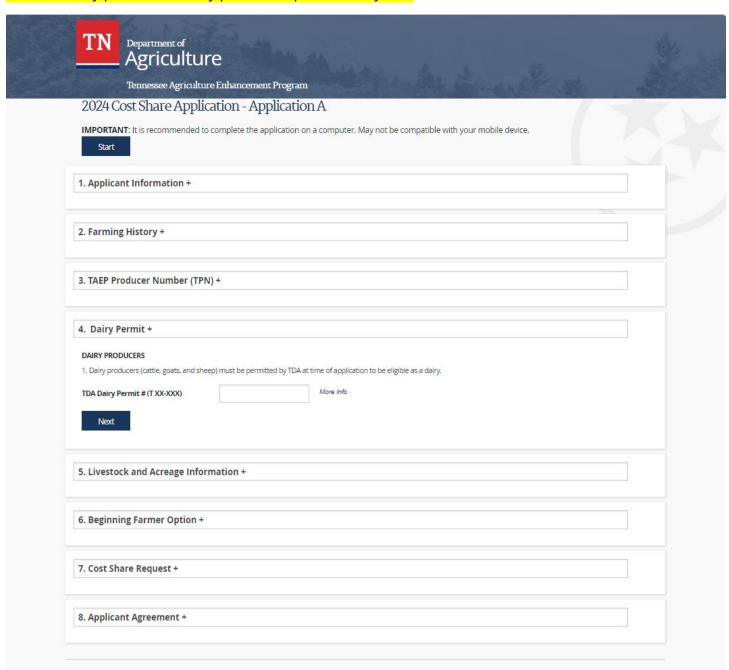
TAEP Producer Number (TPN)

This number is <u>not</u> required to apply. *New applicants will not have a TPN*.



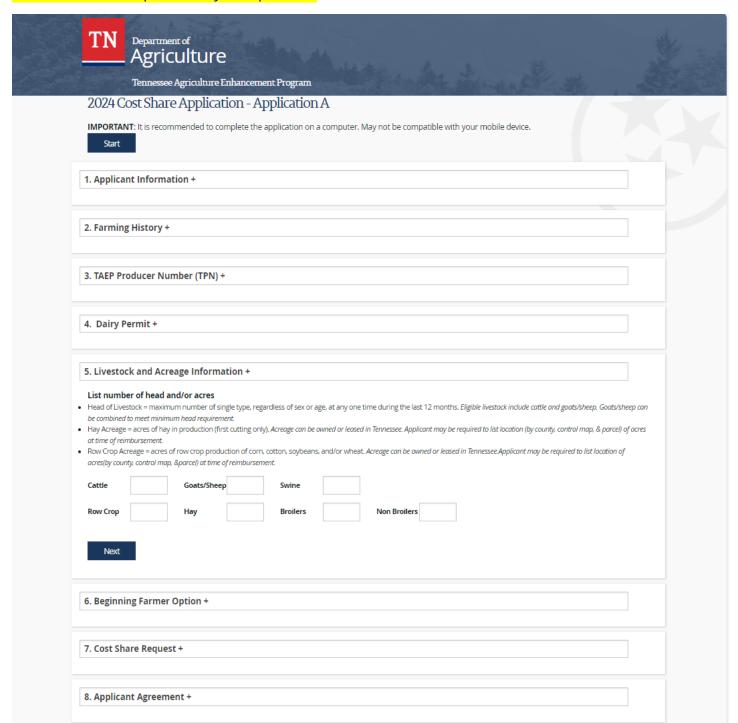
Dairy Permit

This field only pertains to dairy producers permitted by TDA.



Livestock/Acreage

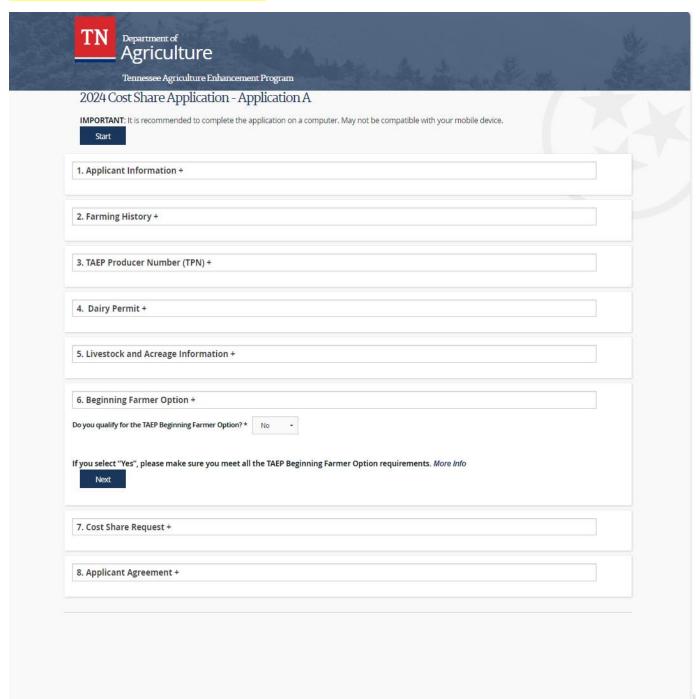
Enter all fields that pertain to your operation.



Beginning Farmer Option

Default is "No".

Yes? Please click the dropdown and select "Yes" if you have read the Beginning Farmer Option eligibility and you qualify for the Beginning Farmer Option.



Beginning Farmer Option – Yes?

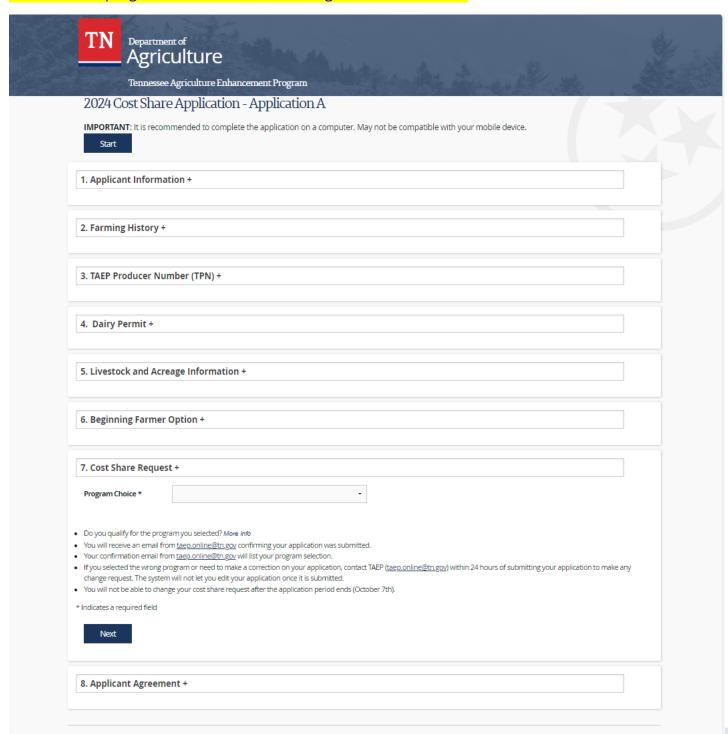
Select "Yes" from the dropdown only if you qualify for the Beginning Farmer Option.

2024 Cost Share Application	- Application A		
IMPORTANT: It is recommended to complete Start	e the application on a computer. May not be	e compatible with your mobile device	
1. Applicant Information +			
2. Farming History +			
3. TAEP Producer Number (TPN) +			
4. Dairy Permit +			
5. Livestock and Acreage Information	+		
6. Beginning Farmer Option +			
Do you qualify for the TAEP Beginning Farmer Opti f you select "Yes", please make sure you me Next	No	requirements. More Info	
7. Cost Share Request +			
8. Applicant Agreement +			

Cost Share Request

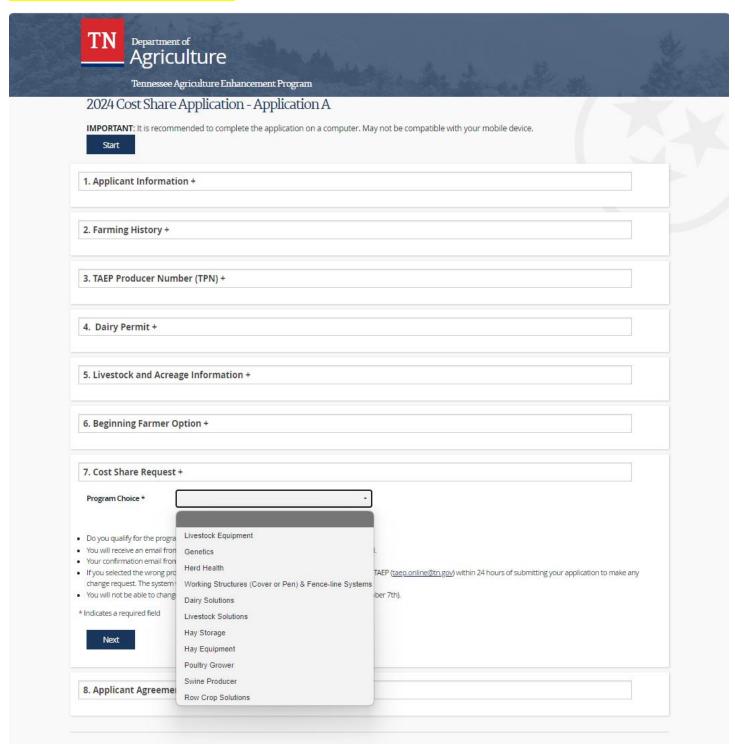
Determine if you are eligible by reviewing the requirements for the program you wish to select.

Double check program selection before moving to the next section.



Select your program from the dropdown list.

If you selected "Yes" for the Beginning Farmer Option, you will only be able to select Genetics or Livestock Equipment from the dropdown list.



Applicant Agreement

Review and click the box to acknowledge you have read and understand the applicant agreement. Click the submit button.



Tennessee Agriculture Enhancement Program

2024 Cost Share Application - Application A

IMPORTANT: It is recommended to complete the application on a computer. May not be compatible with your mobile device.

Start
1. Applicant Information +
2. Farming History +
3. TAEP Producer Number (TPN) +
4. Dairy Permit +
E Liverteck and Acrosco Information :
5. Livestock and Acreage Information +
6. Beginning Farmer Option +
7. Cost Share Request +
8. Applicant Agreement +
 I warrant that I have carefully read and understand all requirements, guidelines, and criteria featured at www.tn.gow/laeg. I understand that it is solely my responsibility to ensure my project is eligible for TAEP funding and that failure to comply with all TAEP requirements, guidelines, and criteria may result in denial of my application, denial of any or all reimbursement payments, repayment of cost share funds, and/or suspension from TAEP. I certify that all information provided by me is complete, true, and accurate to the best of my knowledge and belief. I understand that providing any false, fraudulent, or misleading information to the Tennessee Department of Agriculture may result in suspension of my operation from TAEP, civil litigation, and/or criminal prosecution.
IMPORTANT: If all required fields are completed, you will be directed to another screen after clicking the submit button.
You will receive an email from taep, online@tn.gov confirming your application was submitted. Please look your spam/junk folder if you do not receive this email within 15 minutes of submitting your application.
Your confirmation email will list your program selection. If you selected the wrong program or need to make a correction on your application, contact TAEP (taep.online@tn.gov) within 24 hours of submitting your application to make any change request. The system will not let you edit your application once it is submitted.
You will not be able to change your cost share request after the application period ends (October 7th).
Contact TAEP (taep.online@tn.gov) within 24 hours if you notice a discrepancy on your application or did not receive a confirmation email.
☐ I have read and understand the applicant agreement
Submit If all required fields are completed, you will be directed to another screen after clicking the submit button.

Complete Application?

After successfully submitting your application, the screen will change and you will have the option to print a copy of your application.

You will receive an email from **taep.online@tn.gov** confirming your application was submitted. *Please look your spam/junk folder if you do not receive this email within 15 minutes of submitting your application.*



Tennessee Agricultural Enhancement Program Cost Share Application A

Proof of Applying - Email Confirmation

You will receive an email from taep.online@tn.gov confirming your application was submitted. Keep a copy of your email confirmation as proof of applying.

Please look in your spam/junk folder if you do not receive this email within 15 minutes of submitting your application.

Program Selection

Your confirmation email will list your program selection.

If you selected the wrong program or need to make a correction on your application, contact TAEP (taep.online@tn.gov) within 24 hours of submitting your application to make any change request. The system will not let you edit your application once it is submitted. You will not be able to change your cost share request after the application period ends (October 7th).

Print Application Copy

Please review your submitted application.

Contact TAEP (taep.online@tn.gov) within 24 hours of submitting your application if you notice a discrepancy on your application. You can print a copy of your application below.

DO NOT MAIL A DUPLICATE PAPER COPY

Print Application Copy

Exit Application

Incomplete Application?

If the screen above does not appear after clicking the submit button, your application may be incomplete.

- ✓ Fields with red text will alert you something is missing.
- ✓ Error messages may also appear at the bottom of the application.
- See screenshot on the next page for examples.



IMPORTANT: It is recommended to complete the application on a computer. May not be compatible with your mobile device.

Sort

1. Applicant Information +		
Title * First Name *	Middle Name	Last Name * Suffix
•		•
Title First Name required required Social Security Number - Last 4 digits	s only*	Last Name required
XXXXX		
This is for identification purposes ONLY. Applic Last 4 digits of Social Security Numb		rat time of reimbursement.
Mailing Address - address where mail is re Street *	ceived City*	State Zip *
2000	City	TN *
Mail Street required	Mail City required	Mail Zip required
Home Address - address where you live Check box if your home address is the same	DO Parat	er ere net elleund
Street *	Gity*	State Zip*
		TN -
Home Street required Farm County*	Home City required	Home Zip required
County required		
Email *	Confirm Email *	Applicant must have a valid email address to apply online. This email can only be used for one application.
Email address required	Confirm Email address rec	equired
Home Phone **	Cell Phone **	** Home and/or Cell phone Required
Home or Cell Phone number required		
Next		
2. Farming History +		
List the year you started farming you	ur operation. *	
Farming Operation Start Year require arm Operation Participation - only one person	ed I from your farming operation may ap	apply for Application A.
Indicates a required field		
Next		
3. TAEP Producer Number (TPN)+	
	,	
4. Dairy Permit +		
5. Livestock and Acreage Inforr	nation +	
•		
6. Beginning Farmer Option +		
7. Cost Share Request +		
Program Choice *		·
ost Share Request required		
Do you qualify for the program you select You will receive an email from taep.online Your confirmation email from taep.online	<u>etn.gov</u> confirming your application	
change request. The system will not let yo	d to make a correction on your appi u edit your application once it is sut	pplication, contact TAEP (<u>taep.online@tn.gov</u>) within 24 hours of submitting your application to make any submitted.
You will not be able to change your cost si Indicates a required field	nare request after the application pe	period ends (October 7th).
Next		
8. Applicant Agreement +		