

LOGGING IN TO THE MONTE VISTA COOP CUSTOMER PORTAL

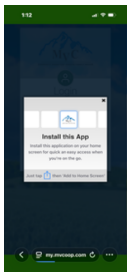
Community Committed
Agriculturally Driven



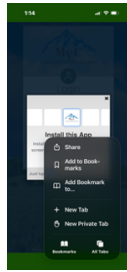
USE THE FOLLOWING INSTRUCTIONS TO LOG IN TO THE MONTE VISTA COOP CUSTOMER PORTAL WITH AN EXISTING ACCOUNT

📱 To download onto your phone (safari browser):

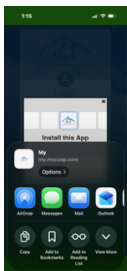
1. Go to www.mvcoop.com - account access.



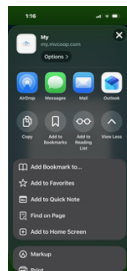
2. Click the **3 dots**.



3. Click **share**.



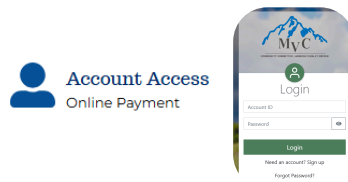
4. Click **view more**.



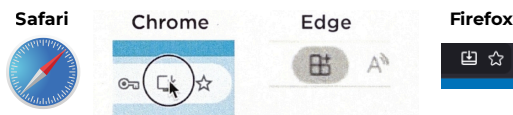
5. Click **add to home screen**.
6. Click the **add button**.

💻 To download onto your desktop:

1. Go to www.mvcoop.com - account access.



2. To save your login credentials on a desktop computer, select the icon on the right side of the URL field.

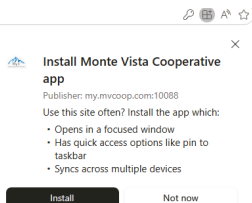


3. Choose Install and follow the remaining steps to log in.

4. Enter your current eAdvantage login credentials and into the **Account ID** and **Password** field and select Login.

5. If you have multiple accounts, log out after the download and re-sign in to set up. Select **set up local account** from the Welcome screen. Once on the Setup Screen, select **Setup PIN** - enter your selected PIN number twice and select **Set PIN**. Your PIN can be any set of numbers you choose.

***PLEASE NOTE**
The following steps **MUST** be completed on each device and in each web browser you intend to use to access your Monte Vista Coop Account.





QUESTIONS?

CONTACT CREDIT AT 719-852-5181
OR EMAIL MVCAP@MVCOOP.COM

Download to desktop cont.

- Once set up, use the PIN to login to the Monte Vista Coop Customer Portal.
- You may choose to set up Biometrics, using Face ID, or your mobile device to access your account but this step is not required. Select **continue**.

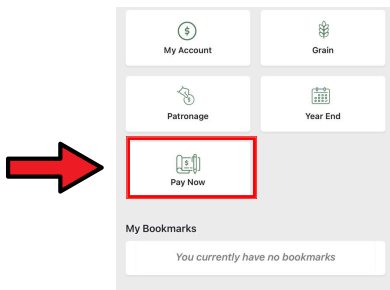
4. Access your account by selecting the gray box containing your account number.

If you want to add another account, select the green **Add Account** button and login to the account you're wanting to add. The account added will appear in an additional gray box.

You can switch between accounts in your profile tab.

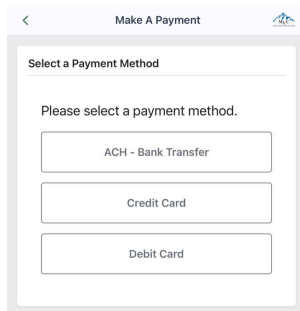
To make an online payment:

1. Once logged in to the Monte Vista Coop Customer Portal, select the **Pay Now** section to make a payment.



2. Select a Payment Method:

- ACH Bank Transfer
- Credit Card
- Debit Card



***Note: there is a \$0.02 convenience fee /\$1.00 for credit card payments.**

3. If needed enter card details and proceed to payment.

4. Select a Payment Type, or Term Code, and choose **Continue**:

- Regular

5. Next select a Payment Option:

- Select Invoices
- Dollar Amount

If paying an invoice go to **step 5**. If paying a Dollar Amount go to **step 6**.

6. To pay Select Invoices, choose the invoice(s) and select Continue to Payment.

If needed, set up the ACH bank payment by entering the necessary information.

Select the account to pay from and choose **Process Payment**.

7. To pay a Dollar Amount, type in the amount or choose an amount from the list.