

# Imperial County Farm Bureau Voluntary TMDL Compliance Program

## Instructions for Filling out Forms on the Website

1. Go to [www.ivtmdl.com](http://www.ivtmdl.com)
2. Click on FORMS in the upper left-hand corner.
3. If you have already registered, type in your user name and password and skip to #6.  
\*(If you have already registered and continue to use the same computer, you will not need to type in your user name and password each time. You should already be logged in).
4. If you have not yet registered, click on Register Here, below the box.
5. Fill out the registration form and at the bottom type in your name for user name and then a password.  
\*(If you ever forget your password, type in your email address in the box provided and click on Get My Password).
6. After you register or log in, a small box will pop up – click on Add a Business.
7. Fill out the business contact information and click Add at the bottom.
8. If you have multiple businesses with fields for each particular business, complete steps 6 and 7 as necessary.
9. Once your added business name pops up in black, click on Manage Fields to the left of it.
10. When the Manage Fields box pops up for that particular business, click on Add a Field.
11. Proceed by filling out the form for a particular field and then click Add at the bottom.  
\*(The Business information will automatically come up as landowner. If the landowner information is different, simply delete this and fill in the correct information).  
\*(If the top information will be the same for multiple fields, you make check the Use as Default box in the upper right hand corner and that information will come up the same in every form you complete).
12. Once you have completed and added a field form, it will appear in your field list. Continue steps 10 and 11 until you have filled out forms for every field you farm.
13. To update forms or to remove a field from your list, click on Edit Info or Remove which are located next to your list of fields.
14. Once you have finished, look in the Manage Your Business box to the left and click on Print or View PDF Format. You may send a copy of the forms to landowners and/or keep them on file. You do not need to send them to the Farm Bureau or Regional Board, your information will automatically be added to the database.
15. If your computer is not able to read the PDF documents throughout the website, simply go to [www.adobe.com](http://www.adobe.com) and download the FREE Acrobat Reader.