



**Birdsong Peanuts  
Compliance Officer Guide**



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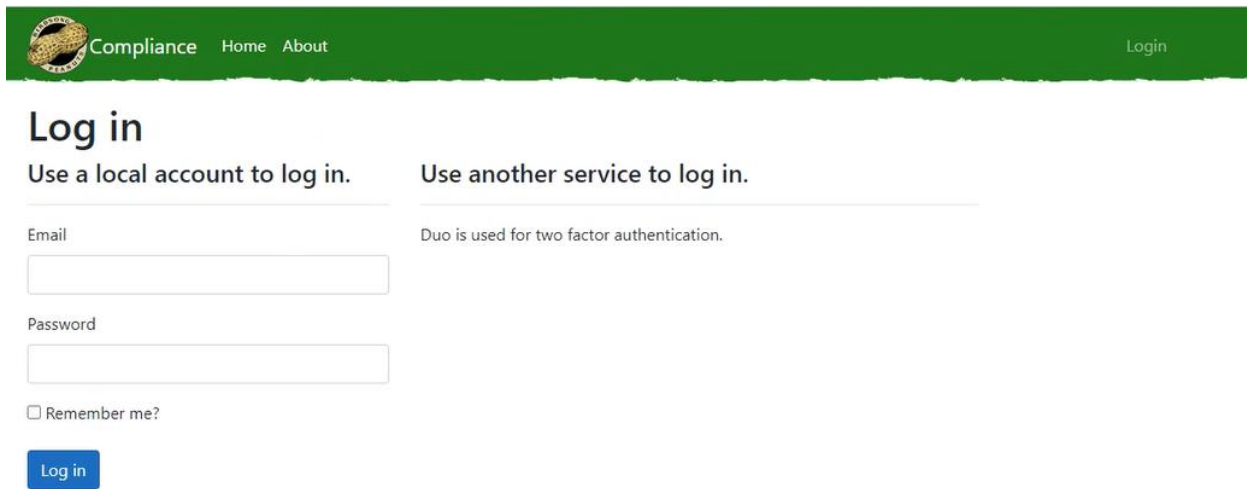
## Table of Contents:

**1 LOGGING IN**

**2 FORM REVIEW**

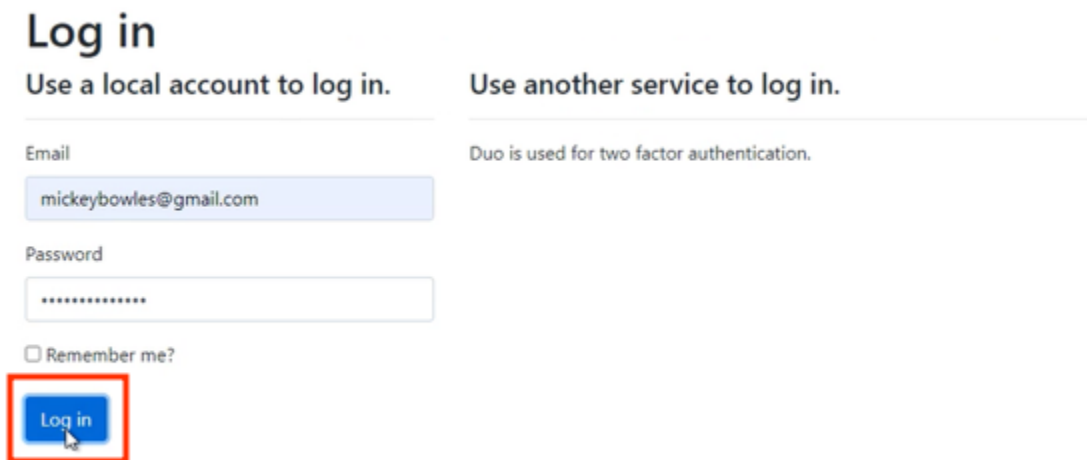
**3 DELEGATE COMPLIANCE APPROVAL**

## 1 LOGGING IN



The screenshot shows the top navigation bar with a logo on the left and links for 'Compliance', 'Home', and 'About'. A 'Login' link is on the right. Below the navigation bar is the 'Log in' section. It has two columns: 'Use a local account to log in.' and 'Use another service to log in.'. Under the first column, there are input fields for 'Email' and 'Password', a 'Remember me?' checkbox, and a blue 'Log in' button.

This is the landing page where users will login. Users can input their email and password to login. Checking remember me will remember the user’s email address. If the user would like to use another service to login, they would have to grab the code from the duo app. Once the user has input their credentials, they will need to click the blue “log in” button.



This screenshot is identical to the one above, but with a red rectangular box highlighting the blue 'Log in' button. The 'Email' field contains the text 'mickeybowles@gmail.com' and the 'Password' field contains a series of dots.

Upon logging in the user will be redirected to this page:

Sheller Entity Contact and Farmer Transactions

Create a New Document

Sheller Entity Contact

Farmer Transactions

Your Roles: **Admin Compliance Officer Originator**      Current CO's: Mickey Bowles

Delegate compliance approval: -- set delegate -- Delegate Compliance Officer i ?

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Search (only Approved forms are searchable) search term Search

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**Inbox**

wmbowles201@gmail.com	<span style="background-color: #f44336; color: white; padding: 2px;">Rejected</span>	Olam Peanut Shelling	5/31/2021	
Mickey Bowles	<span style="background-color: #2196F3; color: white; padding: 2px;">Pending</span>	Golden Peanut Golden	6/28/2021	
Mickey Bowles	<span style="background-color: #2196F3; color: white; padding: 2px;">Draft</span>	Golden Peanut Olam P	7/6/2021	
Mickey Bowles	<span style="background-color: #2196F3; color: white; padding: 2px;">Draft</span>	Golden Peanut	8/6/2021	
Mickey Bowles	<span style="background-color: #2196F3; color: white; padding: 2px;">Pending</span>	Golden Peanut	2/27/2023	
Mickey Bowles	<span style="background-color: #2196F3; color: white; padding: 2px;">Pending</span>	Golden Peanut	2/27/2023	

**2 FORM REVIEW**

The Compliance Officer can view submitted forms to approve or reject. The user will click the pencil icon:

**Inbox**

wmbowles201@gmail.com	<span style="background-color: #f44336; color: white; padding: 2px;">Rejected</span>	Olam Peanut Shelling	5/31/2021	
Mickey Bowles	<span style="background-color: #2196F3; color: white; padding: 2px;">Pending</span>	Golden Peanut Golden	6/28/2021	

Upon reviewing the form, the office can select approve or reject. If the officer selects reject, they'll need to add a note:

**Note:** Birdsong has a policy that it will only consider prices learned directly from farmers, buying points or manufacturers; BIRDSONG EMPLOYEES MUST NOT CONTACT EMPLOYEES OF OTHER SHELLERS TO VERIFY, CONFIRM OR DISCUSS PRICES. DOING SO IS INCONSISTENT WITH BIRDSONG'S ANTITRUST POLICY AND COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

Printed Name

Mickey Bowles

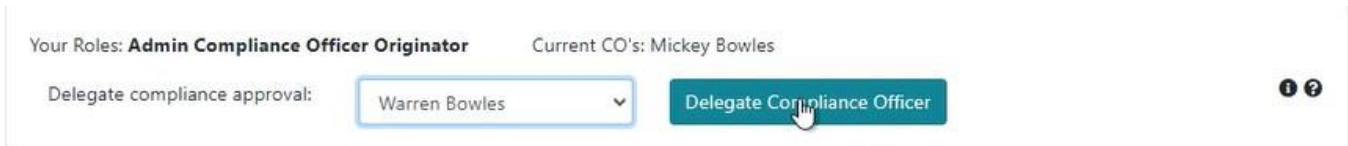
Signature - checking this box electronically signs the form

Enter rejection reason here

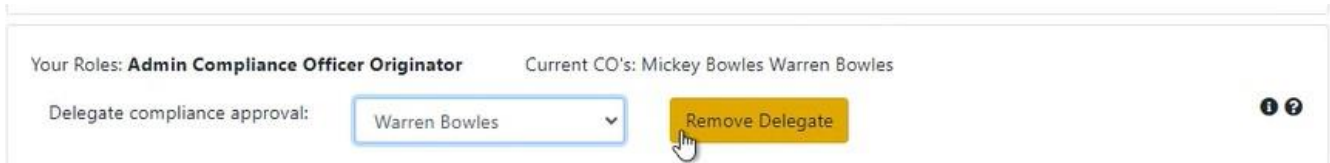
The officer can save as a draft and review later. Or the user can submit and change the status of the form.

### 3 DELEGATE COMPLIANCE APPROVAL

If the officer needs to delegate a temporary compliance officer, they can do so on the home page.



They'll search and select a user. Then press delegate compliance officer:



Once the time is over, they will need to select Remove Delegate.