

## Welcome to the Sod Solutions MARs Training Video

Open your browser to [www.sodsolutions.com](http://www.sodsolutions.com). Click the "For Our Producers" link at the bottom of your screen. Click the "MARs" link on your left. This takes you to the MARs login page. Enter your Username and Password. If you don't know it, please send a request to [mars@sodsolutions.com](mailto:mars@sodsolutions.com). Click the Login link.

### FIRST TIME LOGIN AGREEMENT

The first time you login into the MARs system you will be asked to re-enter and confirm your password. Check the box to agree to the terms and enter your current email address. Click Save Password. From time-to-time MARs may ask you to update your password. You can continue using your current password or create a new one.

### HELP LINK

You are now on the Help page which lists all links and gives you a brief description. Bookmark this page for troubleshooting. Please click on the Reports Due link.

### REPORTS DUE LINK

This page provides a list of all MARs and payments due from your company. The list is sorted into three headings: Current, Previous Month, and 60+ Days Late. Status indicates a MARs is either 'complete' or 'incomplete'. Stage indicates MARs that are 'submitted, payment due' or 'not submitted'. Click on the Name (EMPIRE, Sapphire, Celebration, etc.) to complete not submitted MARs.

### COMPLETING A MARs

All boxes in the green shaded areas must be completed. The notes section is for personal reminders. After completing the form, please read the Report Authorization, check the box, and enter your name. Click the Complete Form link.

The number of Reports complete and the link to submit completed forms are in the green box near the top of the page. Click here to submit completed forms and OK to generate invoice(s). A copy of the invoice(s) and MARs will be emailed to you.

### PAYMENT LINK

You will then be taken to the Payments screen where you can make secured payments online or payments can be sent directly to Sod Solutions. All Marketing MARs will have a separate invoice (ie. Florida EMPIRE Marketing or Carolina EMPIRE Marketing). A separate check is required. To pay online, check the box next to the invoice that you want to pay and click the Pay Selected Invoices link. A new window opens with the invoices that you selected to pay as well as the total amount due. Click the Submit link to go to our SECURED partner site, eValuCheck, where you make your online payment.

### EVALUCHECK

Complete the First Time Check Authorization form and click Next. Chose personal or business check. Chose check format and click Next. Complete steps 1, 2, and 3. Click Next to receive a confirmation of

your transaction. Once your transaction is complete, close this window to return to the Payment screen in MARs.

#### MARs HISTORY LINK

After completing your payments, you can use the MARs History link to see previous payments and invoices. Mouse-over the Component Menu on your left and click Invoices. You will see a list of all the invoices that have the paid date, the date submitted and the option to view or print your invoice.

#### PROFILE LINK

To the right of the MARs History link is the Profile link. This is where you can change your password and email address. Click the Save Profile link to complete.

#### PRODUCER ADMIN ONLY

##### RESELLERS LINK

Go to the Resellers link. This is your list of Retail, Retail/Wholesale, or Wholesale locations which are displayed under the Where to Buy page on Sodsolutions.com. Click the Edit or Delete link under Modify to change their information. To add a reseller, mouse over the Component Menu on the left side of the page and click Add Reseller.

##### USERS LINK

Add, edit, or delete user access to MARs.

#### LOGOUT

Remember to use the Logout link at the top right side of your screen when finished. Note the text in the green box, "The following forms have been completed but not submitted. Click [here](#) to generate an invoice for these completed forms, or click [here](#) to logout of the system. "

#### QUESTIONS

For questions, please send an email to [mars@sodsolutions.com](mailto:mars@sodsolutions.com) or call Brenda Roberts at 843-284.2335. Thank you