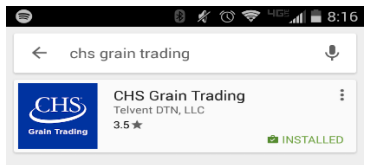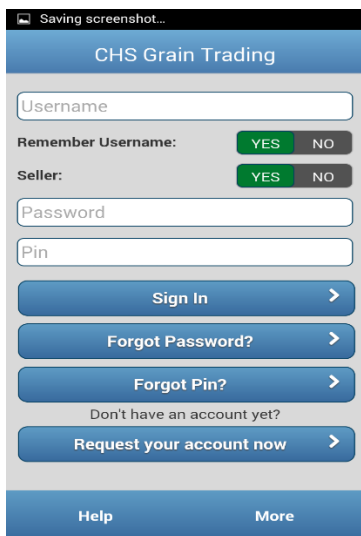# CHS App Initial Login Guide

For iOS and Android

1. Be sure the correct app is downloaded from the App store;
   It should be the CHS blue & white text logo

2. Type in the Username, temporary Password, and temporary PIN that were emailed to you by DTN. It may be in your Junk folder.

3. The Username, Password, and PIN are case sensitive

4. Tap '**Ok'** on the error message to create a Permanent PIN
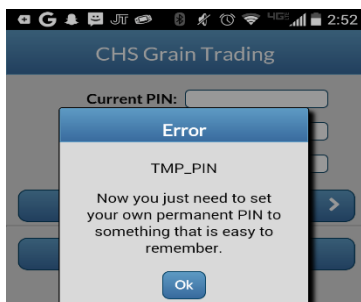
5. Enter your Current (temporary) PIN

6. Enter a new 6 character PIN **(The new PIN must be exactly six characters – no more, no less)**

7. Re-enter your New PIN (If notified your new PIN already exists, choose a different PIN)

8. Tap Change PIN

9. You will now need to change your temporary Password

10. Enter your Current (temporary) Password

11. Enter a New Password

12. Re-enter your New Password (If notified your new Password already exists, choose a different Password)

13. Tap Change Password

14. You will now need to set answers to any 3 security questions
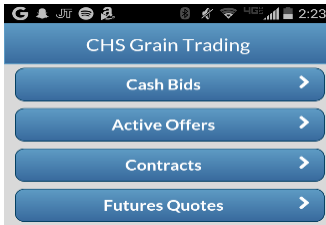
15. Tap Save

16. You are now ready to begin using the CHS Grain Trading app

17. View your app at least once every 3 days to eliminate having to login again.

18. Tap the HELP button for further assistance.

CHS App User Guide
For iOS and Android

1. To make an offer, first tap the Cash Bids Button from the Main Menu

2. From the Cash Bids screen, tap the Delivery Period you want to place an offer for

3. From the Make Offer screen, select Offer Type, enter the Quantity and Price of your target offer
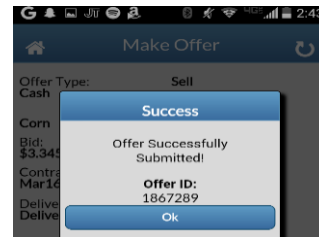
4. After you verify everything is correct, tap the Next button in the lower right hand corner.

5. Tap Yes to agree to the agribusiness's Terms and Conditions and then tap Next

6. Confirm all the information for your offer is correct and tap Create Offer to submit offer

7. You then will get a message stating that your offer was successfully submitted

8. From the Main Menu, view your Active Offers & Contracts by tapping their button
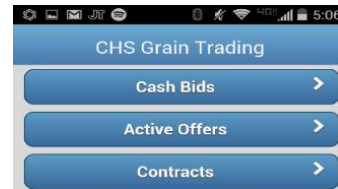
9. From the Offers page you can make Adjustments to your Offers by tapping on the Offer.

10. From the Contracts page you can view the Contracts you have with the agribusiness

DTN Portal Customer Service contact information:

Phone: 1-800-311-1516

Email: portalsupport@dtn.com