



NAU Country Mobile Preliminary Acreage Reporting – Acres Not Yet Certified option

User Guide

4/17/2026

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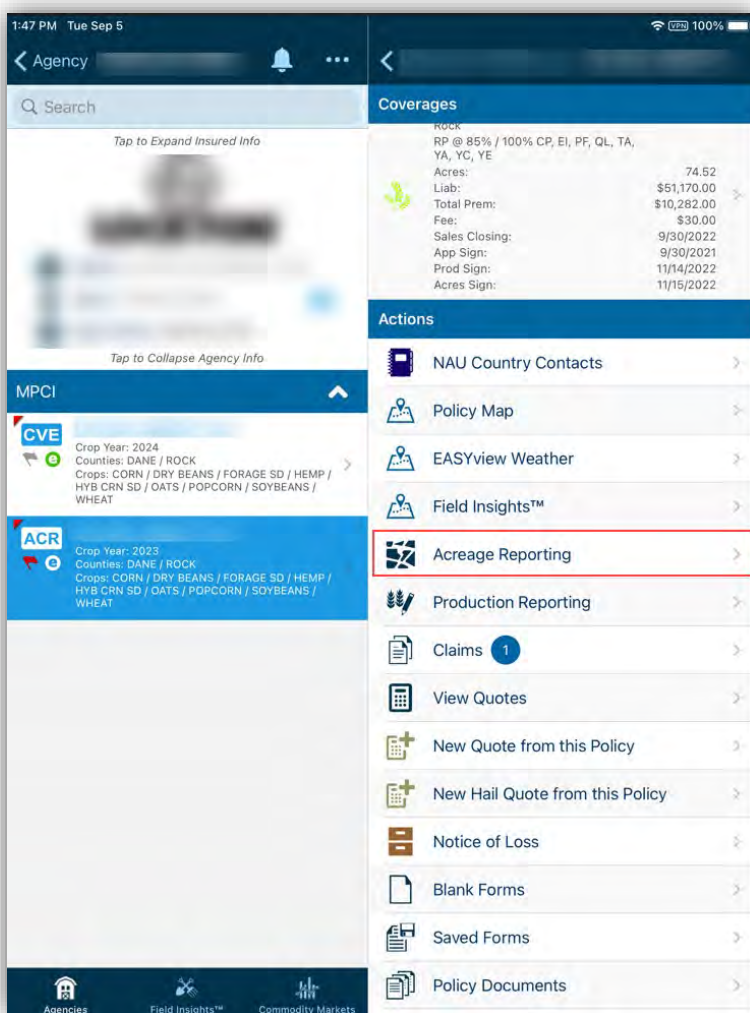
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Preliminary Acreage Reporting on NAU Country mobile

The Preliminary Acreage Reporting (PAR) feature allows you to key in preliminary acres early in the crop year to save time during the Acreage Reporting (AR) season. Once your farmer has verified the acres as planted, you can simply select an option to certify the acres and mark them complete. This feature is available through EASYwriter Pro® and in NAU Country mobile through the Acres Not Yet Certified option.

How to utilize the Acres Not Yet Certified option


- Log into NAU Country mobile.
- Search for and select the applicable farmer.
- Tap on the applicable policy.
- Select “Actions” at the top of your smart phone. Or, if you are on a tablet, in the right panel scroll down to the *Actions* section.
- In the *Actions* section, tap on “Acreage Reporting”.
 - ***At this point you may be prompted to update the NAU Country mobile app to the most recent version. If this is the case, after updating NAU Country mobile, follow the above steps to get back to this point in the process.***

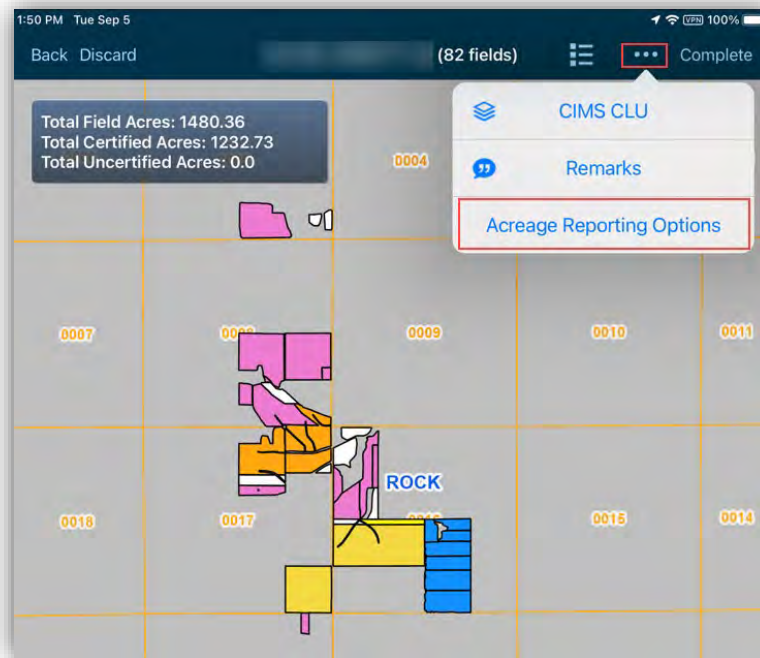


- The *Acreage Reporting Mapping* window will open displaying fields from the policy.

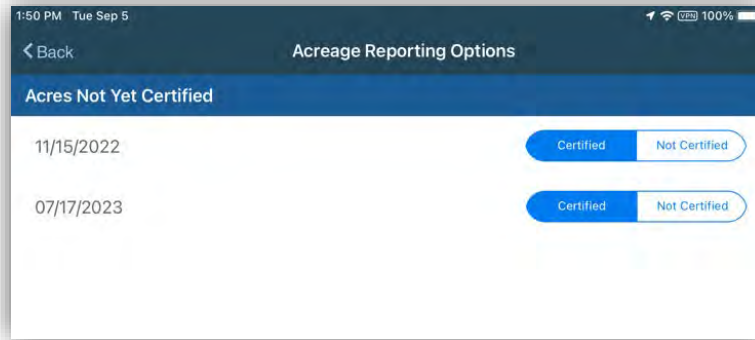
- The small display box in the top left corner presents important totals to inform you on what has been processed. This will update as acreage information is entered:
 - Total Field Acres
 - Total Certified Acres
 - Total Uncertified Acres



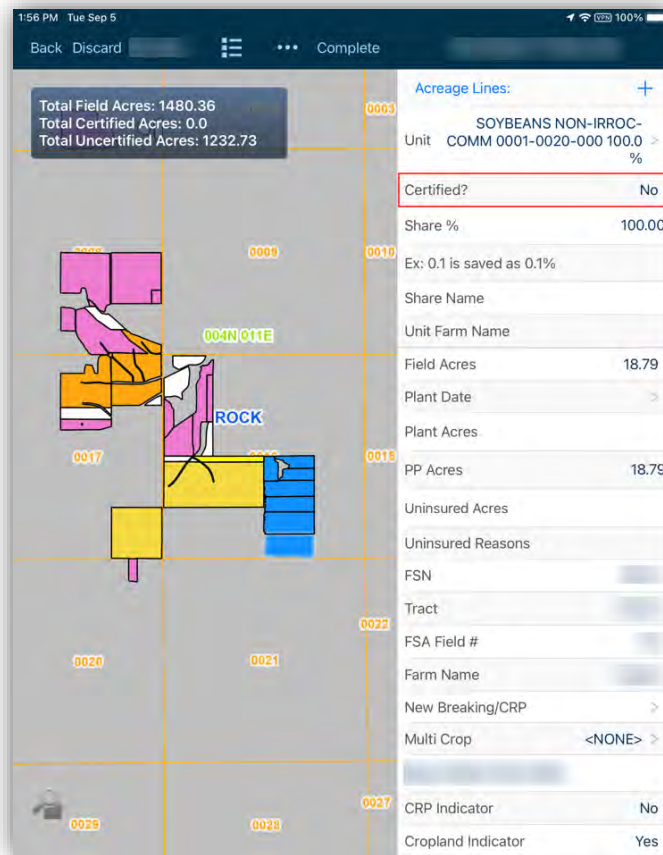
- Tap on the “ellipsis”  icon in the upper right corner of the screen.
- Tap on “Acreage Reporting Options” in the drop-down menu.

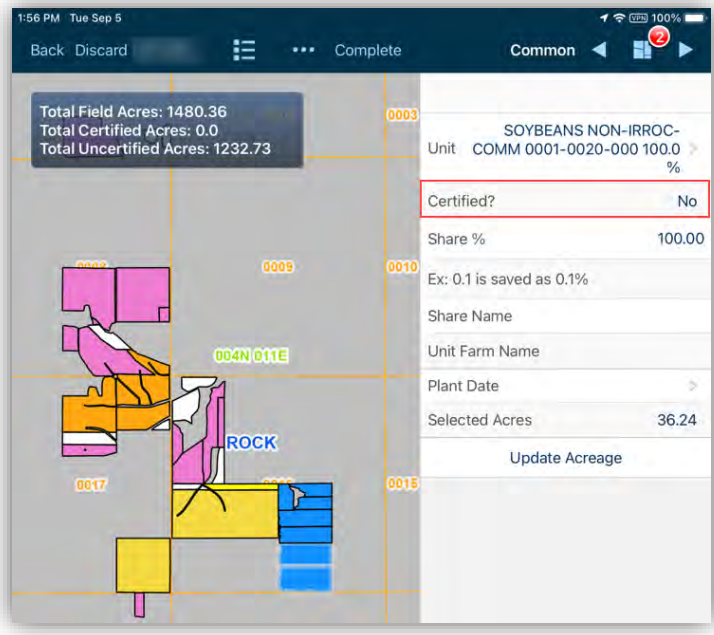


- In the *Acres Not Yet Certified* screen, each Acreage Reporting Date (ARD) that correlates to the policy will be listed along with a “Certified” or “Not Certified” option.



- Tap “Not Certified” for the desired ARD date(s). Once this has been done, you will be able to leave the Plant Date fields blank within the *Acreage Lines* or *Common* screens, if desired. Please note, when you do fill in the Plant Date fields, you will not be able to clear out the field information, but you will be able to modify it.
 - If acres were previously marked as “Acres Not Yet Certified” in EASYwriter Pro or “Not Certified” in NAU Country mobile, and you would like to certify them, select “Certified”. Please see the [Certifying Acres on NAU Country mobile](#) section below for further information.
- Tap “< Back” in the upper left corner of the screen.
- Proceed with viewing or editing acres by tapping on one or more fields within the *Acreage Reporting Mapping* screen.
 - In the *Acreage Lines* and *Common* screens, you will see a “Certified?” field that will indicate if the acreage is or is not certified.

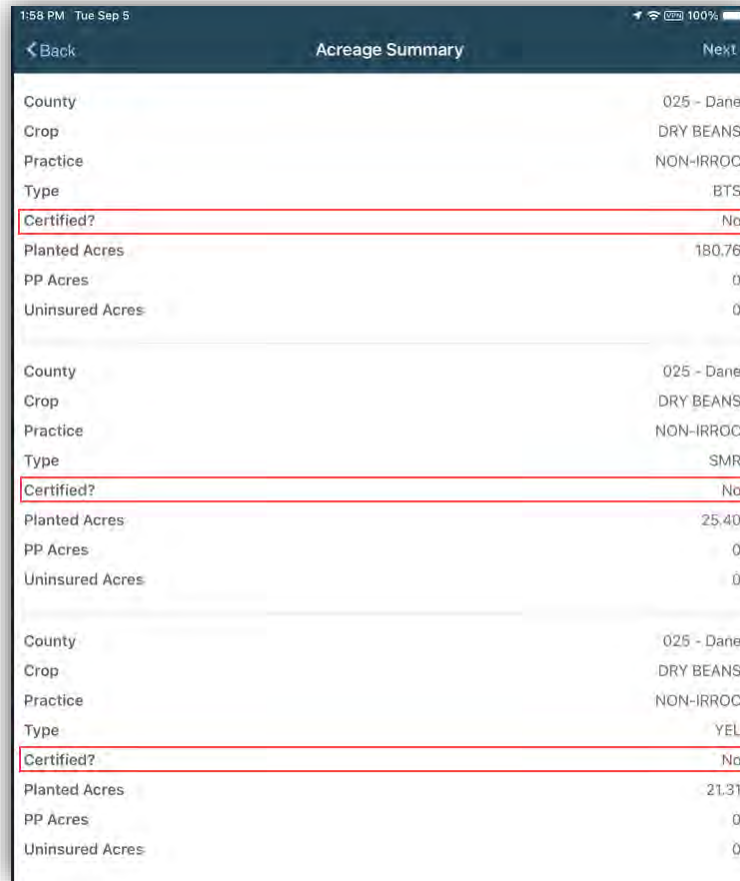




- When ready, tap “Complete” in the upper right corner. A message, similar to this, will display:



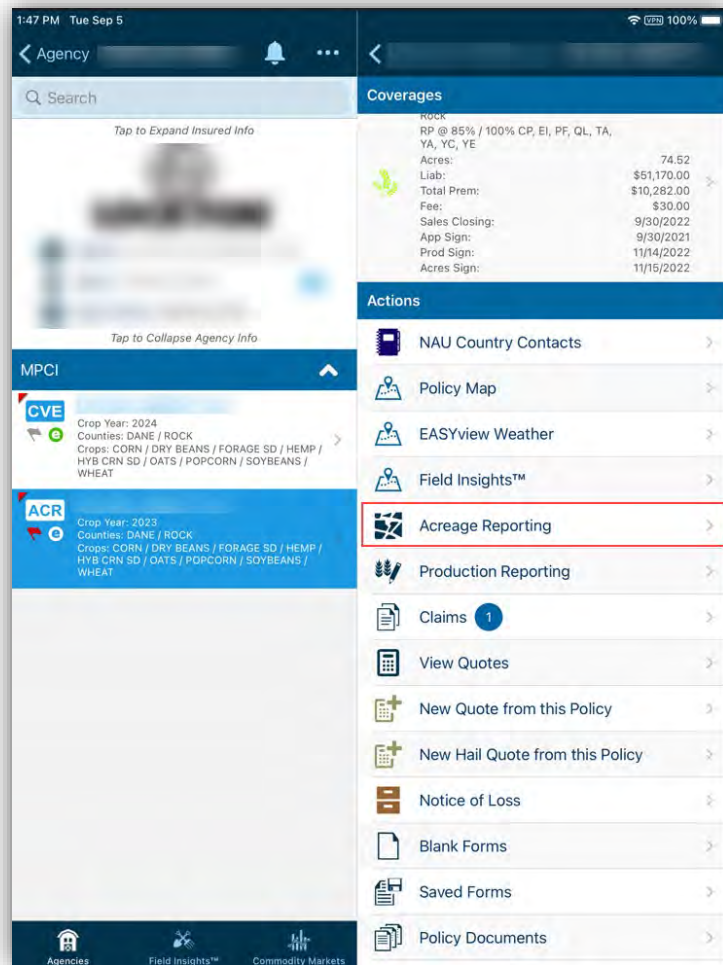
- Tap “Continue”
- Review the *Acreage Summary* screen.
 - A “Certified?” row will appear on this screen for each unit, if working on a smart phone. Or, if you are working on a tablet, “Certified?” will appear as a column.



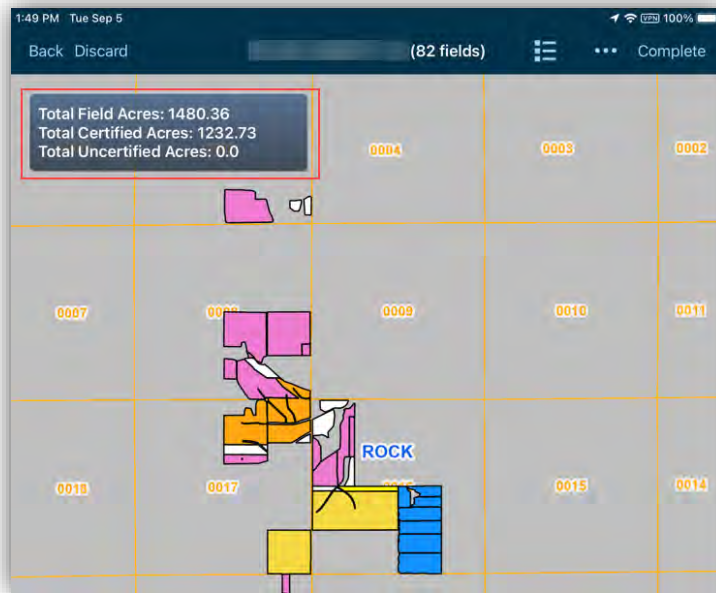
- Tap “Next” once you have reviewed.
- Include any comments in the *Remarks* screen and tap “Next”.
- In the *Submission of MARS Data* screen, make any needed changes and tap “Submit”.
 - Please note, when acres are marked as “Not Certified” signatures and reviewing other details will not be required.
 - The Preliminary Schedule of Insurance Acreage Report & Production Report document will be listed with “Uncertified Acres” at this point.


Certifying Acres on NAU Country mobile

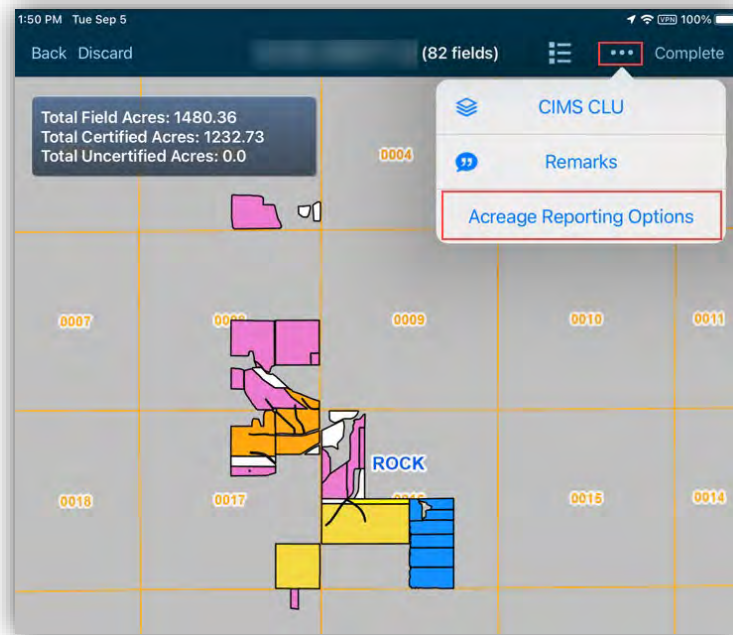
- Log into NAU Country mobile.
- Search for and select the applicable farmer.
- Tap on the applicable policy.
- Select “Actions” at the top of your smart phone. Or, if you are on a tablet, in the right panel scroll down to the *Actions*.
- In the *Actions* section, tap on “Acreage Reporting”.
 - ***At this point you may be prompted to update the NAU Country mobile app to the most recent version. After you have updated NAU Country mobile, follow the above steps to get back to this point in the process.***



- The *Acreage Reporting Mapping* window will open displaying fields from the policy,
 - The small display box in the top left corner presents important totals to inform you on what has been processed. This will update as acreage information is entered:
 - Total Field Acres
 - Total Certified Acres
 - Total Uncertified Acres



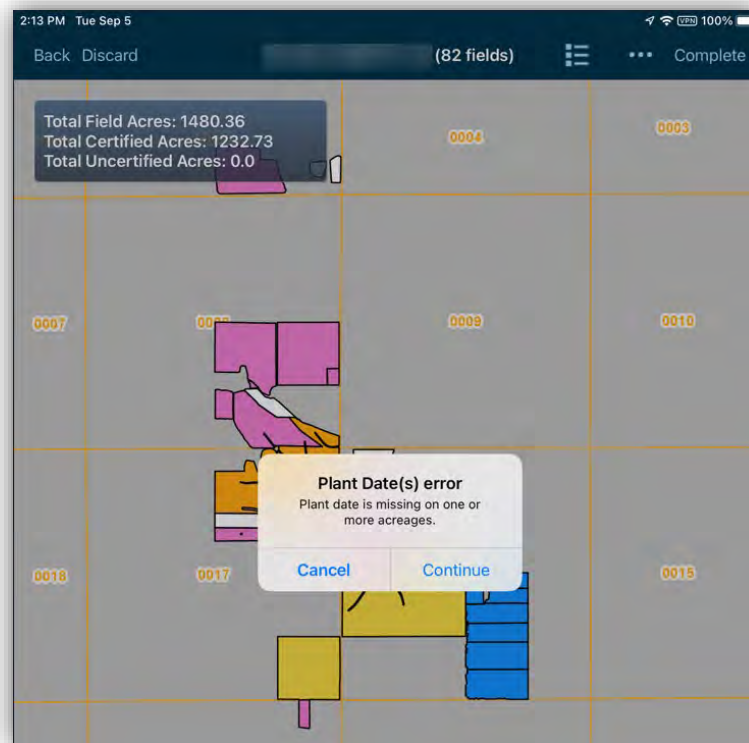
- Tap on the “ellipsis”  icon in the upper right corner of the screen.
- Tap on “Acreage Reporting Options” in the drop-down menu.



- In the *Acres Not Yet Certified* screen, tap “Certified” for the desired ARD date(s).



- Tap "< Back" in the upper left corner of the screen.
- Proceed with editing acres by tapping on one or more fields within the *Acreage Reporting Mapping* screen. Key the plant dates in the *Acreage Lines* and/or *Common* screens.
 - Please note, when you fill in the Plant Date fields, you will not be able to clear out the field information, but you are able to modify it.
- Tap "Complete" in the upper right corner when finished.
 - If any Plant Dates are missing, you will see the below message.



- Tap "Continue" and the *Fields* panel will open and default to display all invalid fields that are missing Plant Dates.



- By tapping on an invalid field, you will be brought into the *Acreage Lines* screen where you can fill in the Plant Date for the field.
- Continue filling in all missing Plant Dates.
- When ready, tap “Complete”.
- Review the *Acreage Summary* screen.
 - A “Certified?” row will appear on this screen for each unit, if working on a smart phone. Or, if you are working on at tablet, “Certified?” will appear as a column.
- Continue reviewing each screen and make changes as you see fit.
- Finish the process by securing the insured’s signature and your signature as the agent.