

How to Complete and Submit the 2018 Riverview Farmers Market (RFM) Vendor Application and Materials Using the Online System

- 1) Go to www.riverviewfarmersmarket.org. Click the “Vendors” Button.
- 2) On the right hand side of the screen, Click on the Link to “Register”
- 3) On the next screen, create a username of your choice, and enter your email. You will then be emailed a password to be used for logging into the website.
- 4) After retrieving your password from your email, return to the RFM home page and click the “Vendors” button again. Next, click the “Log In” button this time.
- 5) Log in with your username and password. (www.riverviewfarmersmarket.org/login).
- 6) Complete your profile (Name, email, etc.).
- 7) After submitting your profile information, click on the link on the left hand side of the screen titled “Complete Your 2018 Application Here.”
- 8) The screen will reload and an option to “Add New” will appear underneath the “Complete Your 2018 Application Here” option.
- 9) Give your full application a name by entering your business name in the box under “Edit Post.” For example, under Edit Post, type in “Farmer John’s Fresh Cheese and Milk 2018 Application”
- 10) Copies of the Vendor Rules and Regulations and the Application can be found here: www.riverviewfarmersmarket.org/sign-up-to-be-a-vendor), or you can click the “Dashboard” option after logging into the vendor portal and PDFs of the Application and Rules and Regulations are available for viewing/downloading.
- 11) Complete your vendor application. (Note that you may “e-sign” your application by signing with an “/s.” For example “ /s John Doe.”).
- 12) If you have your insurance documents, then please upload them as well (if you are accepted, you can also log back into the system and upload them at a later date- but this must be done prior to market start date).
- 13) If you are an accepted market food vendor (**and only if you are a food vendor**), once you are in receipt of your Jersey City Health and Human Services Farmers Market permit, please log back into the vendor portal and upload it. This must be done prior to market start date.
- 14) When you are done uploading your documents, press “Publish.”
- 15) Your application will be submitted right to Farms in the Heights for processing 😊!
- 16) Thank you!

****If you have any questions/issues, please feel free to email farmsintheheights@gmail.com****