# Share Use Agreement

Step 1: log into Wyo Sugar

Enter your username and password.

Step 2: In the **"Contracting"** Section you will find **"Tax Information"**. Click on it.

Step 3: Find your name in the **"Shareholders"** Section and click on **"Edit"**

Step 4: If you are leasing shares from another entity, you will need to fill out a Share Use Agreement form for each separate lease agreement. This includes leasing acres from your member entity to your other non-member entities you may be growing under.

Step 5: Once you are in the form, you will select the drop down box for **Cooperative Member ("Member")** and choose the entity that will be leasing the shares.

Step 6: You will indicate the number of Class B shares your member entity owns, and what series the shares are. The series is going to be F for Factory, B for Basin, or R for Fremont County.

Step 7: You will select the Growing Entity ("Grower") from the drop down box. This indicates who will be leasing/growing the shares.

Step 8: You will indicate the number of shares being leased to the growing entity, as well as the series of those shares.

Step 9: The next section should "Auto-Fill" based on your specific leasing scenario to determine the grower's affiliation with Wyoming Sugar Company. The auto-filled section should display one of the following: The grower is a member of WSC, the grower is a related entity to a member of WSC, the grower is a non-member growing under a non-member contract with WSC.

Step 10: In the Member section, enter your legal signature name and click the check box to acknowledge your acceptance of the form.

The grower leasing the number of acres stated on this form will also be responsible for entering their legal signature name and clicking the check box to acknowledge acceptance of the form.

**There is an optional status change comment to Wyoming Sugar section for you if you have any comments you would like to type in the section prior to submitting

Finally, if you have completed the form, click on the **"Save and Submit to Wyoming Sugar Company"** button. This will send the form to Wyoming Sugar Company, and you will be sent an email following its approval. If there are discrepancies, you will be notified by phone so we can make the correction.