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| **HONEY** [This Photo](http://www.allwhitebackground.com/honey.html) by Unknown Author is licensed under [CC BY-NC](https://creativecommons.org/licenses/by-nc/3.0/)[This Photo](http://www.allwhitebackground.com/honey.html) by Unknown Author is licensed under [CC BY-NC](https://creativecommons.org/licenses/by-nc/3.0/)**Instructions for Posting the 30-Day Repayment Rate**  |
| Step 1: | The PDF file to post is located here: S:\EPAS\DSA\Hentz\Honey\honey\_30\_day\_arr.pdf  |
| Step 2: | Log into “Percussion” using this link: <http://cm1.fsa.usda.gov/Rhythmyx/login?sys_redirect=http%3a%2f%2fcm1%2efsa%2eusda%2egov%2fcm%2f> |
| Step 3: | User ID: francinahentz Password: demo |
| Step 4: | On the left under the title “DASHBOARD” in the first column, click once on “Assets” |
| Step 5: | In the **second** column; scroll down and click once on “USDA-FSA-Public” |
| Step 6: | A **third** column will appear; click once on ‘usdafiles” |
| Step 7: | A **fourth** column will appear, scroll down and click once on “EPAS” |
| Step 8: | A **fifth** column will appear, click once on “PDF” |
| Step 9: | A **sixth** column will appear, at the top of it, arrow over to the second list of files, and click twice on “honey\_30\_day\_arr.pdf” |
| Step 10: | A **seventh** column will appear; under it, click on “EDIT” |
| Step 11: | On the left you’ll see “\*File:”; click on “Browse...”  |
| Step 12: | The “Choose File to Upload” screen will appear; find the PDF file you need to publish, select it and click on “Open”; the filename will appear |
| Step 13: | Under the seventh column, click once on “SAVE” |
| Step 14: | On the left you’ll see the word “Publishing”, move cursor over it and select “Publish” |
| Step 15: | It can take up to 20 minutes to see your recent published post, however, using this command “origin2” in front of “www” refreshes your screen soonerThis is the URL that includes the command to see your recent post sooner <https://origin2.www.fsa.usda.gov/Assets/USDA-FSA-Public/usdafiles/EPAS/PDF/honey_30_day_arr.pdf> |

 **Filepath:** S:\EPAD\CAB\weekly postings instructions\honey – monthly percussion posting notes.docx
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