

How to Renew a Seed License

Step 1: Log In

Go to:
<https://mtplants.mt.gov>

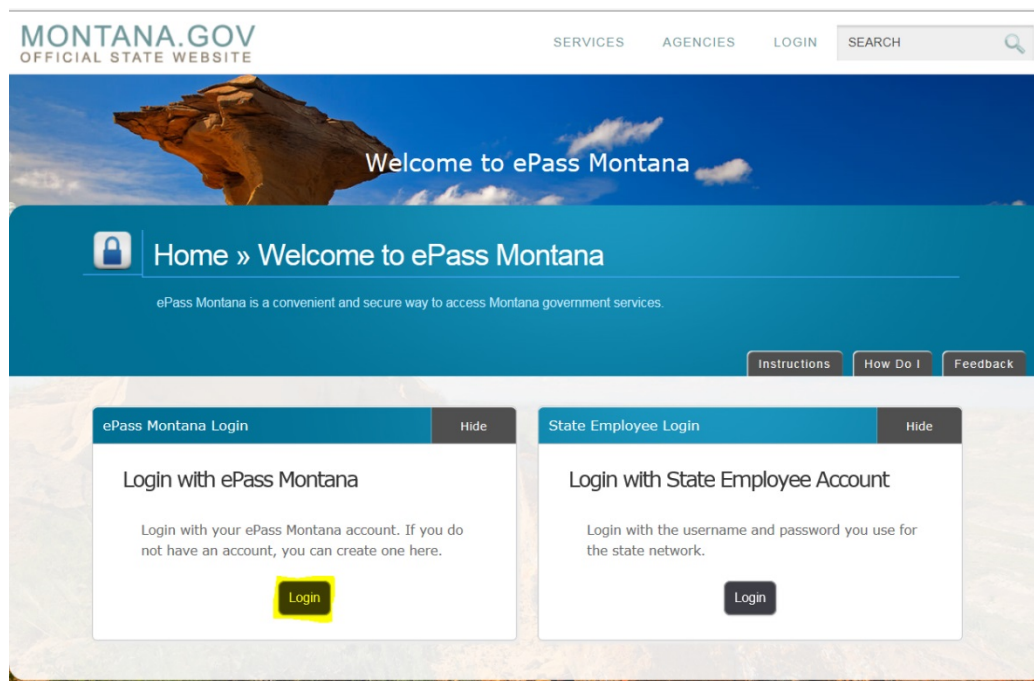
Select Logon/Register.



Select Login using ePass Montana.

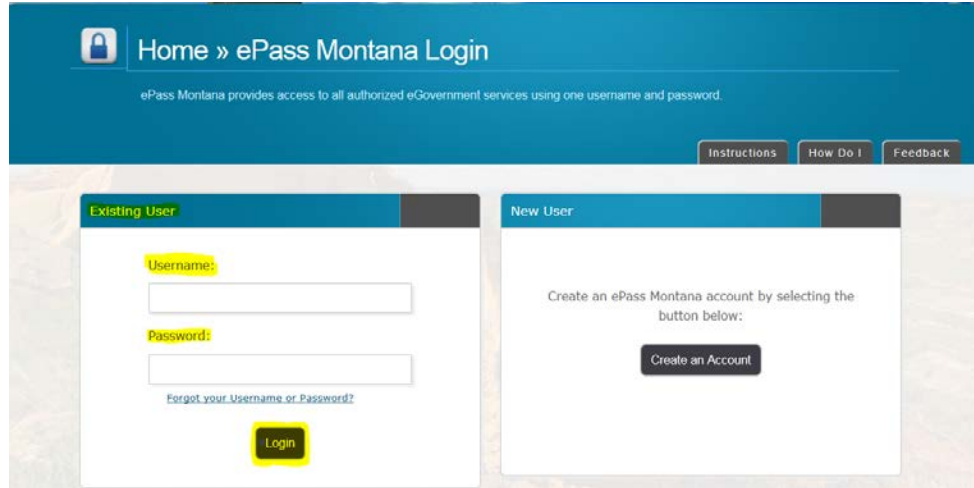


Select the Login button in the Login with ePass Montana box.



If you already have an ePass account enter your information in the Existing User box and select Login.

If you do not have an account please see: How to Create and ePass Account and Activate Your MTPlants Account.



Step 2: Add License to Shopping Cart

From the Account Summary on the Account Home page select either the Online Shopping Cart button or the License Due for Renewal hyperlink in the Account Tasks.

Program Type	License ID	Status	Issue Date	Expire Date	Phase
Seed License	102182	Active	04/20/2016	06/30/2016	
Feed	102238	Closed	11/20/2015	12/31/2015	

2 record(s) found.

Check the box next to the license you would like to renew.

Shopping Cart

Account Information

000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

Licenses and Product Registrations not renewed from the previous year are displayed below and available for renewal. Be sure to only select the items you would like to add to your shopping cart, please review each page.

When you are done, click the **"Add Selected Items to Cart"** button to proceed to the next step.

Licenses

[Select All On Page](#) | [Select None On Page](#) Show All

Select	Program Type / [Account]	Status	Expire Date
<input checked="" type="checkbox"/>	Seed License (102182) / [000679 - Sample Agriculture Business]	Active	06/30/2016

1 record(s) found.

Select Add Selected Items to Cart.

Add Selected Items to Cart

Clear Shopping Cart

Step 3: Verify Account Information

Select the Verification Needed button.

Shopping Cart Verification

Account Information

000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

License Verification

Please verify the information pertaining to each license listed below by clicking on the **"Verification Needed"** link, and make corrections if needed.

When all licenses have been verified, you will be able to proceed to checkout.

Status	License	Amount	
Verification Needed	Seed License (102182) / [000679 - Sample Agriculture Business]	\$0.00	Remove
Total		\$50.00	

1 record(s) found.

Items pending verification: 1

Continue

License Information Verification

Verify your Business Information.

If you need to change the physical Facility Address, you will need to contact us directly at (406) 444-3730 or csb-mtplants@mt.gov.

If the Mailing address differs from the Facility Address select the “Use this address” radial and enter the appropriate mailing address.

Please make any necessary corrections. If your physical Facility Address has changed, you will need to contact us directly at (406) 444-3730 or csb-mtplants@mt.gov.

Business Information

Business Name *: Sample Agriculture Business
 Website:

Facility Address **Mailing Address** Use facility address Use this address:

Line 1 *: 302 North Roberts Street
 Line 2:
 City *: Helena
 State *: Montana
 ZipCode *: 59601
 Country *: UNITED STATES

Facility Contact Information:
 Phone: 406-444-3730
 Email Address: landerson5@mt.gov

Mailing Contact Information:
 Title:
 Name:
 Phone: --
 Email Address:

Step 4: Verify and update Portable Conditioning Plants (if not applicable skip to Step 5)

To add a Portable Conditioning Plant select the Add button.

Enter the Plate No, Make, Model, and Year of the trailer the Conditioner is on.

If the trailer is homemade indicate “Homemade” in the Make, distinguishing characteristics in the Model (Vin, length, type, etc.), and indicate the year the trailer was made in the Year.

Select Save & Back.

Portable Conditioning Plants

License Plate No.	Make	Model	Year	
5t12345	Homemade	VIN 1234578899645	2001	<input type="button" value="Delete"/>

1 record(s) found.

Vehicle Edit

Account Summary
 000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601, 406-444-3730

Vehicle Information

MTPlants ID: 000679 DEC ID: 102182
 Plate No *: 5t12345 Make *: Homemade
 Model *: VIN 1234578899645 Year *: 2001

To remove a Portable Conditioning Plant select the Delete button.

Portable Conditioning Plants

License Plate No.	Make	Model	Year	
5123485	Big Tex	Big Hauler	2000	<input type="button" value="Delete"/>
5t12345	Homemade	VIN 1234578899645	2001	<input type="button" value="Delete"/>

2 record(s) found.

To edit an existing Portable select the hyperlinked license plate number, make any necessary changes, and select save.

Portable Conditioning Plants

Add

License Plate No.	Make	Model	Year	
5t12345	Homemade	VIN 1234578899645	2001	Delete

1 record(s) found.

Vehicle Edit

Account Summary

000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

Vehicle Information

MTPlants ID: 000679 DEC ID: 102182

Plate No *: Make *:

Model *: Year *:

Save Save & Back Delete Back

Step 5: Operation Type Verification

Verify the Operation Type(s) listed for this company and make any necessary changes.

Operation Types

Montana Seed Dealer Non-Resident Seed Dealer Seed Conditioning Plant (Permanent)
 Montana Seed Grower Non-Resident Seed Labeler Seed Conditioning Plant (Portable)
 Montana Seed Labeler

Step 6: Seed Labelers must attach a sample of their label (if not applicable skip to Step 7)

All Seed Labelers are required to attach a sample of their label.

Labels

Labels [Add](#) Start Date Range: End Date Range: [Get Results](#)

Date	Name	Description	Added By
0 record(s) found.			

Select the Add button

Select Browse to search your computer for the label file.

File Upload - Internet Explorer

File Upload

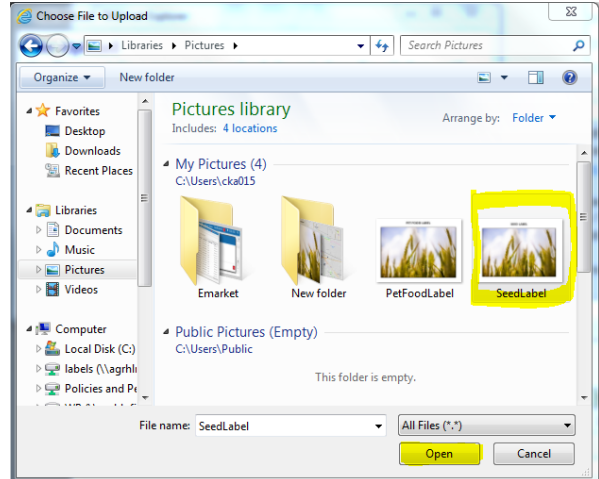
The file may take a moment to upload. Do not close the window until the file name is displayed.

Filename: [Browse...](#)

Description:

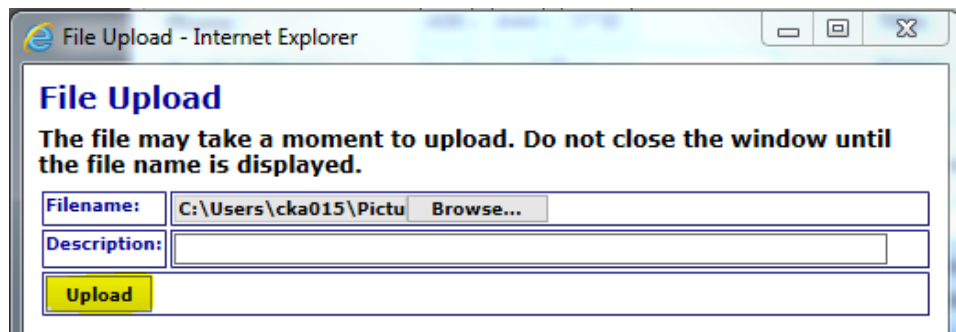
[Upload](#)

Navigate the location the label is saved, select the label and select Open.

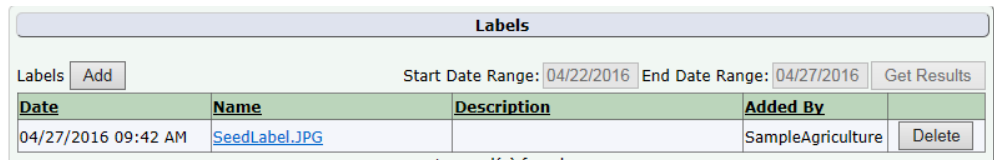


This will populate the label into the Uploader.

Enter a description of the label and select Upload.

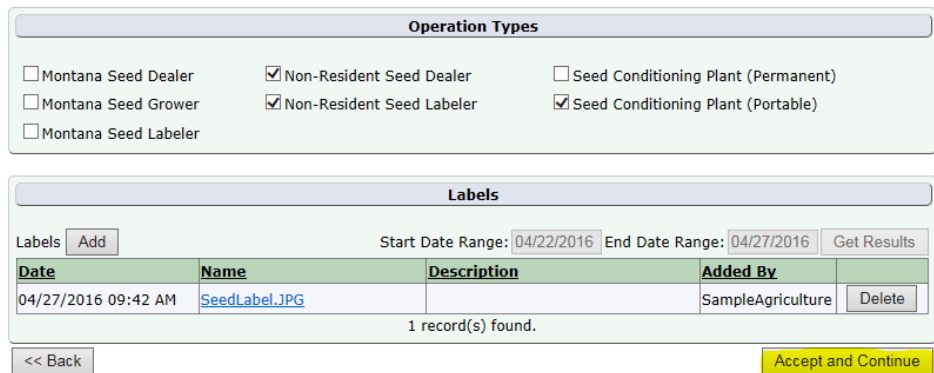


The label appears in the Labels Grid.



Step 7: Finish Verification

When finished with the applicable steps above select Accept and Continue.



Verify the Total and Select Proceed to Checkout.

Shopping Cart Verification

Account Information

000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

License Verification

Please verify the information pertaining to each license listed below by clicking on the "Verification Needed" link, and make corrections if needed.

When all licenses have been verified, you will be able to proceed to checkout.

Status	License	Amount	
Completed	Seed License (102182) / [000679 - Sample Agriculture Business]	\$355.00	Remove
Total		\$355.00	

1 record(s) found.

All items are verified. You are ready to check out.

Proceed to Checkout

<< Back to Item Selection
Exit Shopping Cart

Verify the email address.

This will be the email address that receives the payment confirmation email.

When the information looks correct select Proceed.

Checkout

Account Information

000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

Shopping Cart

Item	Amount
Seed License (102182) / [000679 - Sample Agriculture Business]	\$355.00
Total	\$355.00

1 record(s) found.

Credit Card Information

Email *: CompanyEmail@Server.com

A confirmation email will be sent to the email address you provided above.

Once you click the **Proceed** button you will be taken to the Common Checkout Page to complete the payment process securely.

Upon successful completion of the application and payment process, a service fee will be added to your method of payment.

<< Back
Proceed
Exit Shopping Cart

Step 8: Payment Information & Method

This transfers you over to the NIC payment site.

Select the Payment Type you would like to use from the dropdown.

Select Next.

Note: The processing fees vary based on the payment type: E-Checks are charged a flat \$2 fee, and Credit Cards are \$1.25 + 1.995% of the transaction amount.

The screenshot shows the NIC payment interface. At the top, there is a progress bar with four steps: 1. Payment Type (active), 2. Customer Info, 3. Payment Info, and 4. Submit Payment. Below the progress bar, there are three main sections: Transaction Detail, Payment, and Customer Information. The Transaction Detail section contains a table with the following data:

SKU	Description	Unit Price	Quantity	Amount
0401_501102_341SEED_02269	Seed License (102182) / [000679 - Sample Agriculture Business]	\$355.00	1	\$355.00
Total				\$355.00

The Payment section shows a dropdown menu for Payment Type with options: Select One, Credit Card, and Electronic Check. A green 'Next >' button is highlighted. Below the dropdown are sections for Customer Information and Payment Info, and a 'Cancel' button at the bottom left.

On the right side, there is a Transaction Summary box showing: Seed License (102182) / [000679 - Sample Agriculture Business] for \$355.00, with a TOTAL of \$355.00. Below that is a 'Need Help?' section with the text: 'Select Payment Method and Continue to proceed with payment.'

Credit Card

Fill out the Customer Information section including: Country, First and Last Name, Company Name, Address, City, State, ZIP Code, Phone Number, and Email.

Select Next.

The screenshot shows the 'Credit Card' payment form. The 'Customer Information' section is highlighted and contains the following fields:

- Country:** A dropdown menu with 'United States' selected.
- First Name *:** An empty text input field.
- Last Name *:** An empty text input field.
- Company Name:** A text input field containing 'Sample Agriculture Business'.
- Address *:** A text input field containing '302 North Roberts Street'.
- Address 2:** An empty text input field.
- City *:** A text input field containing 'Helena'.
- State *:** A dropdown menu with 'Select State' selected.
- ZIP/Postal Code *:** A text input field containing '59601'.
- Phone *:** A text input field containing '406-444-3730'.
- Email:** A text input field containing 'CompanyEmail@Server.com'.

A green 'Next >' button is highlighted at the bottom right of the form. A note at the top right of the form says 'Complete all required fields [*]'.

Verify the Customer Information and enter the Payment Information including the Credit Card Number, Expiration Month, Expiration Year, and Name on Credit Card.

Select Next.

Note: The Montana Department of Agriculture does not accept American Express.

Customer Information ✓

Address
Jane Doe
Sample Agriculture Business
302 North Roberts Street
Helena, MT 59601

Phone
406-444-3730

Country
United States

Email Address
landerson5@mt.gov

Payment Info

Credit Card Number *

Credit Card Number is missing.

Credit Card Type * Complete all required fields [*]

MasterCard VISA DISCOVER

Expiration Month *

Expiration Year *

Name on Credit Card *

Next >

Verify the Customer Information and the Payment Info.

Select Submit Payment.

This will send you to the payment confirmation page and give you an opportunity to print your license. (See Step 9)

Payment

Payment Type ✓

Credit Card

Customer Information ✓

Address
Jane Doe
Sample Agriculture Business
302 North Roberts Street
Helena, MT 59601

Phone
406-444-3730

Country
United States

Email Address
landerson5@mt.gov

Payment Info ✓

Credit Card
Visa ****1111
Exp. 01/2018

Name on Credit Card
Sample Agriculture Business

Cancel **Submit Payment**

Electronic Check (E-Check)

Fill out the Customer Information section including: Country, First and Last Name, Company Name, Address, City, State, ZIP Code, Phone Number, and Email.

Select Next.

Customer Information

Complete all required fields [*]

Country
United States

First Name * Jane **Last Name *** Doe

Company Name
Sample Agriculture Business

Address *
302 North Roberts Street

Address 2

City * Helena **State *** Select State

ZIP/Postal Code * 59601

Phone * 406-444-3730 **Email** landerson5@mt.gov

Next >

Verify the Customer Information and enter the Payment Information including the Name on the Account, Routing Number, Account Number, Re-enter the Account Number, and select the appropriate account type (checking or savings).

If this is a Business Account, select the “This is a business account” check box.

Select Next.

The screenshot shows a web form with two main sections: "Customer Information" and "Payment Info".

- Customer Information:** Includes fields for Address (Jane Doe, Sample Agriculture Business, 302 North Roberts Street, Helena, MT 59601), Phone (406-444-3730), Country (United States), and Email Address (landerson5@mt.gov). There is an "Edit" button and a green checkmark in the top right.
- Payment Info:** Includes a "Name on Account" field, a checkbox for "This is a business account", "Routing Number" and "Account Number" fields, and a "Re-enter Account Number" field. Below these are radio buttons for "Checking" (selected) and "Savings". A small inset image shows a check with red boxes highlighting the routing number (012345678) and account number (01234567890). A "Next" button is highlighted in yellow at the bottom right.

Read through to the bottom of the Terms and Conditions.

Select the check box to authorize the transaction.

Select the Submit Payment button.

This will send you to the payment confirmation page and give you an opportunity to print your license.

The screenshot shows the "Payment Info" section of the form, which includes:

- Electronic Check:** Field with value "****1111".
- Name on Account:** Field with value "Sample Business".
- Terms and Conditions:** A scrollable text area containing the following text:
"Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records.
By checking “Yes” and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:
1. I am the legal owner or have power of attorney in relation to the bank account specified above to be used for payment.
2. Such bank account is open, validly issued, in good standing and able to accept electronic debits."
Below the text is a checked checkbox and the text "Yes, I authorize this transaction."
- Buttons:** "Cancel" and "Submit Payment" (highlighted in yellow).
- Other:** An "Edit" button and a green checkmark in the top right.

Step 9: Payment Confirmation & Print License

You will be transferred to the payment confirmation page and a confirmation email will be sent to the email address provided during checkout.

On this page you will be able to see the transaction order number and the total of the transaction.

Now that the payment has been processed you will need to print your new license by selecting the Print hyper link.

This completes the license renewal process.

Account Information

000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

Your MTPlants order has been processed successfully. The transaction order number is **f0cf029a-2064-44f4-843d-8ed90cf477f3** for a total of **\$355.00 + \$8.33 Service Fee.**

Below is a summary of your order. This document serves as a record for your transaction.

Please click on the "Print" link(s) below to view and print your license(s). You will receive an electronic receipt via the email address you provided on the Checkout page.

If you have trouble printing, [view the Frequently Asked Questions \(FAQ\)](#).

Shopping Cart

Item	Amount	License
Seed License (102182) / [000679 - Sample Agriculture Business]	\$355.00	Print
Total	\$355.00	

1 record(s) found.

Transaction Date: 5/4/2016
Credit Card: *1111
Credit Card Confirmation #: 00064A
Total amount charged: \$363.33