

## How to Renew a Seed License

### Step 1: Log In

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

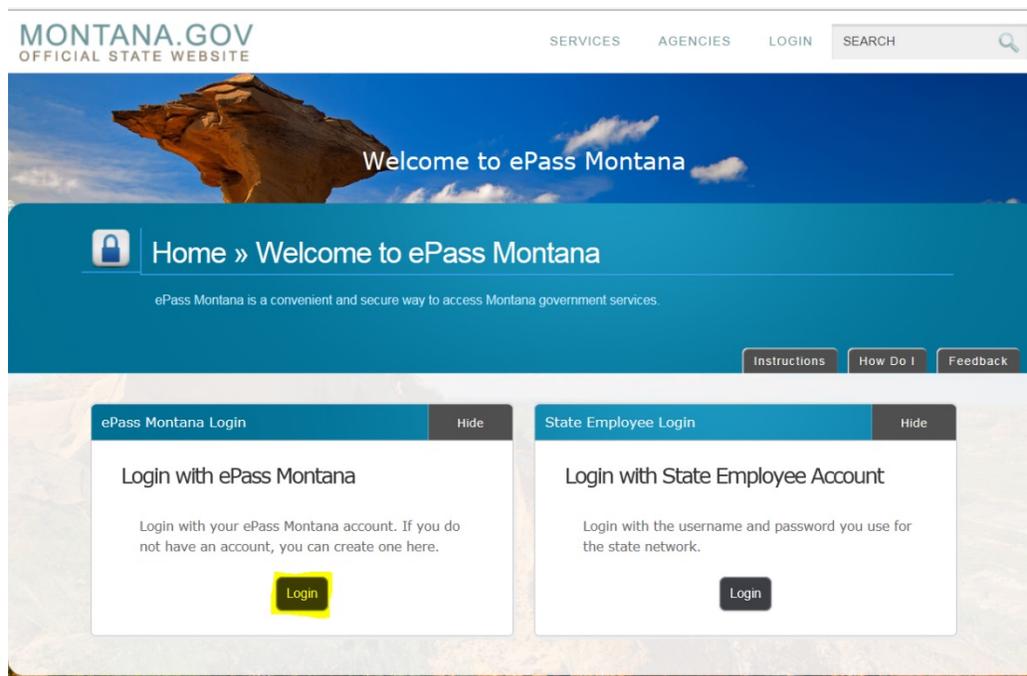
Select Logon/Register.



Select Login using ePass Montana.

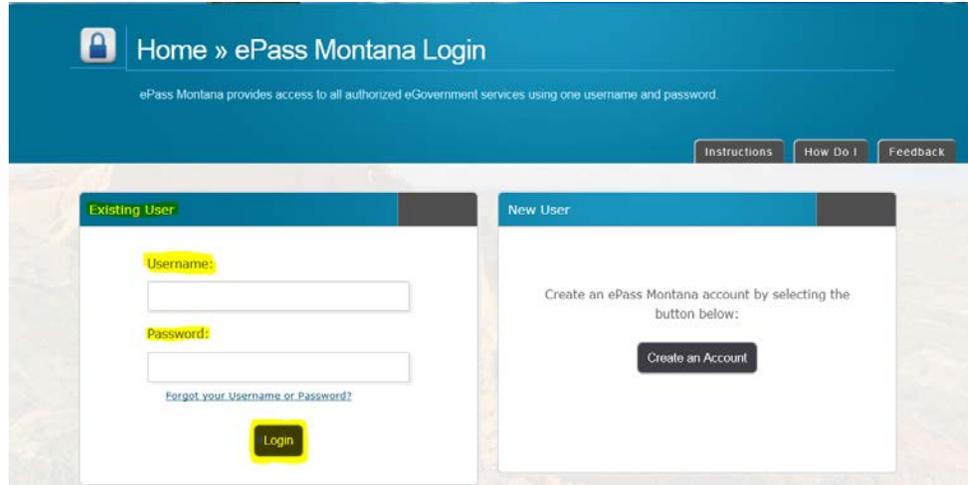


Select the Login button in the Login with ePass Montana box.



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.

**Account Home**

**Account Summary**

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

**Available Programs**

| Program Type                 | License ID | Status | Issue Date | Expire Date | Phase |
|------------------------------|------------|--------|------------|-------------|-------|
| <a href="#">Seed License</a> | 102182     | Active | 04/20/2016 | 06/30/2016  |       |
| <a href="#">Feed</a>         | 102238     | Closed | 11/20/2015 | 12/31/2015  |       |

2 record(s) found.

**Online Renewals/Payments**

Access online renewals/payments: [Online Shopping Cart](#)

**Account Tasks**

[1 license\(s\) due for renewal](#)

[1 product\(s\) to add or renew](#)

[Add/Edit Feed Tonnage](#)

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         | <a href="#">Remove</a> |
| <b>Total</b>        |  | <b>\$50.00</b> |                        |

1 record(s) found.

**Items pending verification: 1**

[Continue](#)



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 |        |
|-------------------------|----------|-------------------|------|--------|
| <a href="#">5t12345</a> | 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**

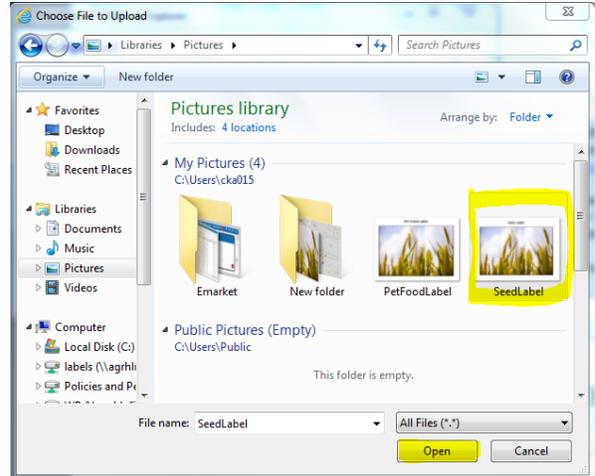
The file may take a moment to upload. Do not close the window until the file name is displayed.

Filename:  [Browse...](#)

Description:

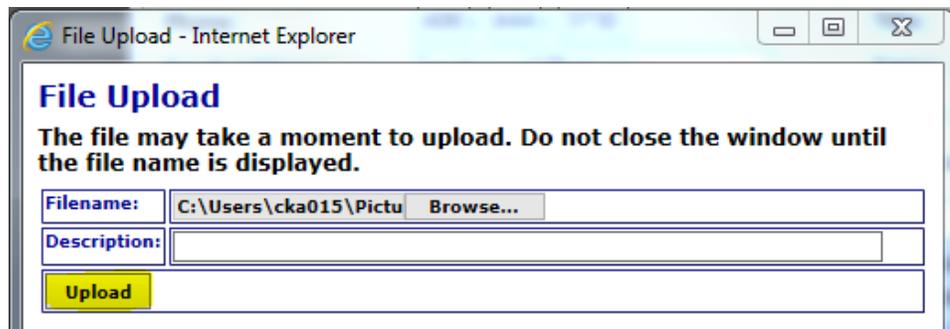
[Upload](#)

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.

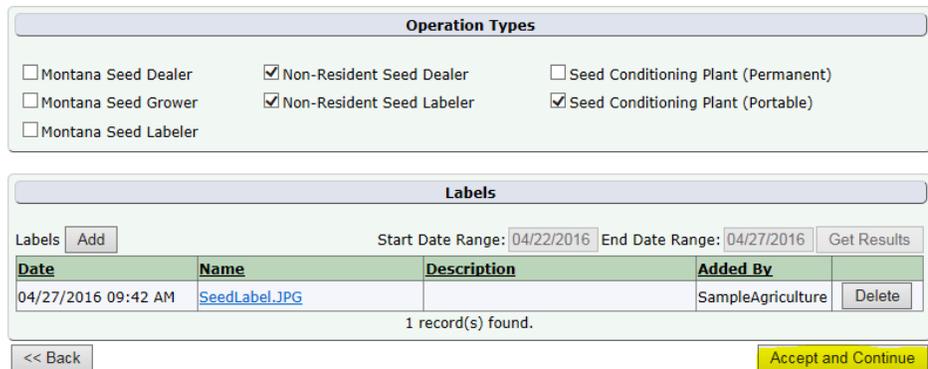


The label appears in the Labels Grid.



### 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     | <a href="#">Remove</a> |
|           |  | <b>Total</b> | <b>\$355.00</b>        |

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 |
|  |          |
| <b>Total</b>   |          |
| <b>\$355.00</b>  |          |

1 record(s) found.

**Credit Card Information**

Email \*:

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 navigation bar with four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The main content is divided into two sections: Transaction Detail and Payment. 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 features 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.

## 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: United States (dropdown)
- First Name \* and Last Name \* (text input fields)
- Company Name: Sample Agriculture Business (text input field)
- Address \* (text input field): 302 North Roberts Street
- Address 2 (text input field)
- City \* (text input field): Helena
- State \* (dropdown menu): Select State
- ZIP/Postal Code \* (text input field): 59601
- Phone \* (text input field): 406-444-3730
- Email (text input field): CompanyEmail@Server.com

A green 'Next >' button is highlighted at the bottom right of the form.

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.

The screenshot shows a 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). A green checkmark is in the top right, and an "Edit" button is in the top right.
- Payment Info:** Includes fields for Credit Card Number (with a red border and error message "Credit Card Number is missing."), Expiration Month (dropdown menu), Expiration Year (dropdown menu), and Name on Credit Card. A "Credit Card Type" section shows icons for MasterCard, VISA, and DISCOVER. A note says "Complete all required fields [ \* ]". A green "Next" button with a right arrow is highlighted in yellow at the bottom right.

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)

The screenshot shows a "Payment" confirmation page with the following sections:

- Payment Type:** "Credit Card" with a green checkmark.
- Customer Information:** Same as the previous form, with a green checkmark and an "Edit" button.
- Payment Info:** Shows "Credit Card" as Visa \*\*\*\*1111, Exp. 01/2018, and "Name on Credit Card" as Sample Agriculture Business. It has a green checkmark and an "Edit" button.
- Buttons:** A "Cancel" button on the left and a highlighted yellow "Submit Payment" button on the right.

## 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'. The 'Customer Information' section 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). The 'Payment Info' section includes a 'Name on Account' field, a checkbox for 'This is a business account', 'Routing Number', 'Account Number', and 'Re-enter Account Number' fields. There 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. It includes 'Electronic Check' (\*\*\*\*1111) and 'Name on Account' (Sample Business). A 'Terms and Conditions' section is expanded, showing a scrollable text area with 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 for 'Yes, I authorize this transaction.' At the bottom, there are 'Cancel' and 'Submit Payment' buttons, with the latter highlighted in yellow.

## 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        | <a href="#">Print</a> |
| <b>Total</b>   | <b>\$355.00</b> |                       |

1 record(s) found.

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