

**Montana Department of Agriculture**  
**MTPlants online user accounts for pesticide licensing**

**Renewing an Applicator or Dealer license – Commercial, Governmental, Public Utility, Non-Commercial**

You must first register an ePass account to access MTPlants, see our instruction named “How to Create an ePass Account”.

Log into your MTPlants account using your registered ePass user name and password.

You will arrive at your account’s home page.

You can view your current information by clicking on Payments, Employers, Operators, Exams or Meetings Attended (examples shown on the next page).

If you have licenses that are due for renewal then they will be listed under Account Tasks as shown here.

To begin renewing your license(s),

**Click** the link “... license(s) due for renewal”

or simply click one of the Online Shopping Cart buttons.

The screenshot displays the user interface for a Commercial Applicator's account. At the top, there is a navigation bar with links for Home, Programs, Profile, Shopping Cart, FAQ, Logout, and ePass Home. Below this is the 'Commercial Applicator Information' header. The main content area is divided into several sections: 'Account Summary' (000LG2 | Commercial, Test | 3635 Hwy 40, Columbia Falls, MT 59912 | P1: 406-892-5673), 'License Information' (Plants ID: 000LG2, Certification ID: 103061-12, Status: Active, Issue Date: 01/12/2016, Expire Date: 12/31/2016, Original Effective Date: 04/21/2009), and 'Online Renewals/Payments' (Access online license renewals: Online Shopping Cart). Below these is the 'Account Tasks' section, which contains a link for '1 license(s) due for renewal'. At the bottom, there are links for Payments, Employers, Operators, Exams, and Meetings Attended. The footer indicates copyright 2015 by the Montana Department of Agriculture.

Available at your account's home page:

You can view your current information by clicking on Payments, Employers, Operators, Exams or Meetings Attended.

You can edit your list of operators at any time throughout the year. With this system however, additional operators can only be added during your annual renewal. To add operators during the year, visit our website or contact the department.

Click on the Exams link to view your credit status for each category and their current recertification by dates. NOTE: You must be qualified in at least 1 category in order to renew a license and any categories not having the required credits is dropped from license during renewal.

Click on the Meetings Attended link to view the courses on record for the current recertification period.

Click the box for "Show complete meeting history" to view all of the courses on record (since 2011).

Employers E (Click to hide your employers)

Employers

Show only current employers

USAPlants ID	Business ID	Status	Insurance Expires Date	Company Name	Start Date	End Date
00080H	2154	Active	12/20/2016	Summit River Corp	4/21/2009	

1 record(s) found.

Exams

Category	Find Meetings	Result	Exam Date	Credits Acquired	Credits Required	Credits Needed	Credits Needed By
0-Core	<a href="#">Meetings for Category 0</a>	Pass	3/12/2009	0	0	0	01/01/2050
30-Agricultural Plant Pest Control	<a href="#">Meetings for Category 30</a>	Not Renewed	3/12/2009	22	26	4	12/31/2016
33-Forcal Pest Control	<a href="#">Meetings for Category 33</a>	Pass	3/12/2009	16	12	0	12/31/2016
34-Ornamental and Turf Pest Control	<a href="#">Meetings for Category 34</a>	Pass	3/11/2010	22	12	0	12/31/2016
37-Right of Way Pest Control	<a href="#">Meetings for Category 37</a>	Pass	7/1/2011	16	12	0	12/31/2017

5 record(s) found.

Meetings Attended E (Click to hide your meetings attended)

Meetings Attended / Credits Earned

Show complete meeting history [Export to Excel](#) [Export Help](#)

Meeting ID	Date Attended	Category	Meeting Name	Course Credits	Earned Credits
<a href="#">15-316</a>	<a href="#">10/8/2015</a>	33 - Forcal Pest Control	NDA Fall Core Recertification Training Kalapell	4	4
<a href="#">15-389</a>	<a href="#">3/19/2015</a>	33 - Forcal Pest Control	2015 Montana ProMarkets Seminar - Kalapell VM	5	5
<a href="#">16-391</a>	<a href="#">10/18/2016</a>	33 - Forcal Pest Control	NDA Fall Core Recertification Training	5	5
<a href="#">15-316</a>	<a href="#">10/8/2015</a>	34 - Ornamental and Turf Pest Control	NDA Fall Core Recertification Training Kalapell	4	4
<a href="#">16-426</a>	<a href="#">3/17/2016</a>	34 - Ornamental and Turf Pest Control	2016 Kalapell Professional Markets Seminar - T&O	5	5
<a href="#">15-389</a>	<a href="#">3/19/2015</a>	34 - Ornamental and Turf Pest Control	2015 Montana ProMarkets Seminar - Kalapell VM	5	5

Go to your shopping cart to view the licenses that are available for review.

**Click** on the check boxes next to your licenses that are listed in your shopping cart in order to select them.

**Click** - Add Selected Items to Cart

The licensing fees for the items you selected will be listed in the Amount column.

Verification of your licensing and contact information is required for each license being renewed,

**Click** - Verification Needed

**Shopping Cart**

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**Account Information**

000LG2 | Commercial, Test | 3635 Hwy 40, Columbia Falls, MT 59912 | P1: 406-892-5673

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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.

[Exit Shopping Cart](#)

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**Licenses**

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

Select	Program Type / [Account]	Status	Expire Date
<input type="checkbox"/>	Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	Active	12/31/2016

1 record(s) found.

[Add Selected Items to Cart](#)   [Clear Shopping Cart](#)   [Exit Shopping Cart](#)

**Shopping Cart Verification**

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**Account Information**

000LG2 | Commercial, Test | 3635 Hwy 40, Columbia Falls, MT 59912 | P1: 406-892-5673

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**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	Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$55.00	<a href="#">Remove</a>
<b>Total</b>		<b>\$55.00</b>	

1 record(s) found.

**Items pending verification: 1**

[Proceed to Checkout](#)

<< [Back to Item Selection](#)   [Exit Shopping Cart](#)

Update your contact and mailing information if needed.

Any current Operators or Sales People that are listed under your license will be shown here and are available to be edited: add an End date if they will not be working under you.

**Click** - Add to enter the names of any new Operators or Sales People that will be working under you.

Note: you can only add operators in this manner during renewal. An operator application form and payment will be required during the year.

**Click** – Save when finished

To add additional operator, continuing clicking Add, entering names and clicking Save.

When the information is correct,

**Click** – Accept and Continue

**License Information Verification**

Please verify the information listed below, and make corrections if needed.

**Personal Information**

First Name: Test Last Name: Commercial  
Middle Initial: Suffix:  
Website:

**Home Address**

Line 1 \*: 3635 Hwy 40  
Line 2:  
City \*: Columbia Falls  
State \*: Montana  
ZipCode \*: 59912  
Country \*: UNITED STATES

**Contact Information**

Phone: 406-892-5873  
Email Address: dreimer2@mt.gov

**Operators**

Add  Show only current

First Name	Middle Name	Last Name	Start Date	End Date
0 record(s) found.				

<< Back Accept and Continue

**Add Operator**

First Name: Test Middle Name: Last Name: Operator Start Date: 01/01/2017 End Date:  
Save Cancel

**Operators**

Add  Show only current

First Name	Middle Name	Last Name	Start Date	End Date	Edit
Test		Operator	01/01/2017		

1 record(s) found.

<< Back Accept and Continue

You will be returned to your shopping cart, the amount due now includes the license fee for any operators that you have added.

**Click – Proceed to Checkout**

**Shopping Cart Verification**

**Account Information**  
000LG2 | Commercial, Test | 3635 Hwy 40, Columbia Falls, MT 59912 | P1: 406-892-5673

**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	Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$80.00	<a href="#">Remove</a>
		<b>Total</b>	<b>\$80.00</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](#)

Update the email address if needed, this is where your payment receipt will be sent.

**Click - Proceed**

**Checkout**

**Account Information**  
000LG2 | Commercial, Test | 3635 Hwy 40, Columbia Falls, MT 59912 | P1: 406-892-5673

**Shopping Cart**

Item	Amount
Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$80.00
<b>Total</b>	<b>\$80.00</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](#)

The NIC payment site will open showing your transaction detail that includes various fee splits that are used by the accounting department.

The transaction summary total will be updated according to the type of payment that you select.

Select the payment type, credit or eCheck.

Note: an eCheck uses your checking account number and routing number to withdraw funds from your bank.

Click - Next

**Transaction Detail**

SKU	Description	Unit Price	Quantity	Amount
11_501109_303PEST_02193	Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$45.00	1	\$45.00
11_521051_303PEST-D_02193	Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$10.00	1	\$10.00
13_501108_303PEST_02193	Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$10.00	1	\$10.00
13_521051_303PEST-D_02193	Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$15.00	1	\$15.00
Total				\$80.00

**Transaction Summary**

Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$45.00
Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$10.00
Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$10.00
Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$15.00
<b>TOTAL</b>	<b>\$80.00</b>

**Payment**

Payment Type

Payment Type \*

Select One

Next >

The summary total will include the service fee: Credit or debit cards are \$1.25 + 1.995% of the fee total and eChecks are a \$2.00 flat fee for any total.

**Transaction Detail**

SKU	Description	Unit Price	Quantity	Amount
11_501109_303PEST_02193	Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$45.00	1	\$45.00
11_521051_303PEST-D_02193	Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$10.00	1	\$10.00
13_501108_303PEST_02193	Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$10.00	1	\$10.00
13_521051_303PEST-D_02193	Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$15.00	1	\$15.00
Total				\$80.00

**Transaction Summary**

Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$45.00
Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$10.00
Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$10.00
Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$15.00
<b>TOTAL</b>	<b>\$82.85</b>

**Need Help?**

Please complete the Customer Information Section

Update the customer information if required. The name and zip code must match the address for the payment card or eCheck account being used.

Update the email address on the checkout page if needed, this is where your payment receipt will be emailed.

**Click** – Next

**Credit Card**

Customer Information Complete all required fields [ \* ]

Country: United States

First Name: Test, Last Name: Commercial

Company Name: [Empty]

Address: 3635 Hwy 40

Address 2: [Empty]

City: Columbia Falls, State: Select State

ZIP/Postal Code: 59912

Phone: 406-892-5673, Email: dreimer2@mt.gov

**Next >**

**Enter** your payment card information or eCheck accounting and routing numbers as required. American Express is not accepted due to their higher service fees.

**Click** – Next

**Payment**

Payment Type: Credit Card ✓

Customer Information ✓ **Edit**

Address: Test Commercial, 3635 Hwy 40, Columbia Falls, MT 59912  
Phone: 406-892-5673  
Country: United States, Email Address: dreimer2@mt.gov

Payment Info Complete all required fields [ \* ]

Credit Card Number: [Redacted], Credit Card Type: [Icons for Visa, Mastercard, Discover, American Express]

Expiration Month: Select a Month, Expiration Year: Select a Year

Name on Credit Card: [Redacted]

**Next >**

Cancel

Review the information you have entered and click Edit to change something or Cancel to quit. If you click on Cancel then your browser typically needs to be closed and reopened in order to log back into your account.

If it is ok then continue...

**Click** – Submit Payment.

**Credit Card**

**Customer Information** ✓ [Edit](#)

Address: Test Commercial, 3635 Hwy 40, Columbia Falls, MT 59912  
Phone: 406-892-5673  
Country: United States  
Email Address: dreimer2@mt.gov

**Payment Info** ✓ [Edit](#)

Credit Card: Visa \*\*\*\*1111, Exp. 04/2020  
Name on Credit Card: testing

[Cancel](#) [Submit Payment](#)

The transaction confirmation page will open after completing a successful payment.

You can print your license(s) from this page by clicking on the **“Print”** hyperlink. A pdf file of your license will be opened which you can print and/or save on your computer or other device.

Your printed licenses are valid proof of licensure.

**Click** – Back to Account Home

to return to your home page.

**Transaction Confirmation**

**Account Information**

000LG2 | Commercial, Test | 3635 Hwy 40, Columbia Falls, MT 59912 | P1: 406-892-5673

Your MTPlants order has been processed successfully.  
Order Number: 670d9592-3702-4324-909c-64ae4e5620a2  
Total: \$80.00 + \$2.85 Service Fee.

Below is a summary of your order. This document serves as a record for your transaction.  
You will also receive an electronic receipt via the email address you provided on the checkout page.  
If you did not receive a confirmation email and would like a record of the payment, please print this page.

**Shopping Cart**

Please click on the "Print" links below to view and print your licenses.  
If you have trouble printing, [view the Frequently Asked Questions \(FAQ\)](#).

Item	Amount	License
Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$90.00	<a href="#">Print</a>
<b>Total</b>	<b>\$80.00</b>	<a href="#">Print All</a>

1 record(s) found.

Transaction Date: 11/7/2016  
Credit Card: \*1111  
Credit Card Confirmation #: TEST123  
Total Amount Charged: \$82.85

[Back to Account Home](#)

Any tasks remaining will be shown under Account Tasks, If there are none then it will say “No tasks to complete at this time”.

### Click – Logout

in the top menu to leave your account.

You can return to your account at any time to print another copy of your licenses, add Sales People, Edit Operators or to request an address change.

Home Programs Profile Cart FAQ Logout ePass Home

### Commercial Applicator Information

**Account Summary**

000LG2 | Commercial, Test | 3635 Hwy 40, Columbia Falls, MT 59912 | P1: 406-892-5673

**License Information**

**Plants ID:** 000LG2  
**Certification ID:** 103061-12  
**Status:** Active  
**Issue Date:** 11/07/2016  
**Expire Date:** 12/31/2017  
**Original Effective Date:** 04/21/2009

**Online Renewals/Payments**

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

[Back to Account Home](#)

Reports: [License](#) [Operator Cards](#)

**Account Tasks**

No tasks to complete at this time.

A receipt will be sent to the email address that you used to make your payment transaction.

The license type, number, fee amount and the service fee will be shown along with a confirmation number and date of the transaction.

From: USAPlantsMT-BETA-noreply@mt.gov Sent: Mon 11/7/2016 9:59 AM  
To: Reimer, Daniel  
Cc:  
Subject: MTPlants Online Activity Confirmation

Payee account name: Test Commercial

Your MTPlants order has been processed successfully. The transaction order number is 670d9592-3702-4324-909c-64ae4e5620a2 for a total of \$80.00 + \$2.85 Service Fee.

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

**Cart Items Processed**

Item	Amount
Commercial Applicator (103061-12) / [000LG2 - Commercial, Test]	\$80.00
<b>Total</b>	<b>\$80.00</b>

**Transaction Date:** 11/7/2016  
**Credit Card:** VISA - \*1111  
**Confirmation #:** TEST123  
**Total amount charged:** \$82.85

To log on visit the [MTPlants homepage](#) and enter your username and password in the login area.

Thank you,  
Montana Department of Agriculture