

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

**Renewing a Private applicator license – Restricted Use Pesticide Permit**

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, Exams or Meetings Attended.

If you have a permit that is due for renewal then it will be listed under Account Tasks as shown here.

**Click** the link “...license(s) due for renewal”  
or click one of the Online Shopping Cart buttons.

The screenshot displays the user interface for a Private Applicator account. At the top, there is a navigation bar with links for Home, Programs, Profile, Cart, FAQ, Logout, and ePass Home. Below this is the 'Private Applicator Information' section, which includes an 'Account Summary' box with the user ID 0024KL, name 'Johns, Jimmy', address '1 Main Street, Nowhere, MT 59301', and phone number 'P1: 111-111-1111'. The 'License Information' section lists: Plants ID: 0024KL, Certification ID: 106953-11, Status: Active, Issue Date: 01/18/2012, Expire Date: 12/31/2016, and Original Effective Date: 02/25/2009. An 'Online Renewals/Payments' box contains a button for 'Online Shopping Cart'. Below the license information are 'Reports' for 'License' and 'Employee/Family Cards'. The 'Account Tasks' section features a link '1 license(s) due for renewal' which is highlighted with a yellow circle. Other tasks listed include 'Payments', 'Exams', 'Exam History', and 'Meetings Attended', each with a button to view details. The footer contains the copyright notice: © Copyright 2015, Montana Department of Agriculture.

**Click** on the checkbox next to your permit that is listed in your shopping cart in order to Select it.

**Click** - Add Selected Items to Cart

The licensing fees for the item(s) you selected will be listed in the Amount column.

Verification of your licensing and contact information is required for each permit being renewed.

**Click** - Verification Needed

**Shopping Cart**

**Account Information**

0024KL | Johns, Jimmy | 1 Main Street, Nowhere, MT 59301 | P1: 111-111-1111

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](#)

**Licenses**

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

Select	Program Type / [Account]	Status	Expire Date
<input type="checkbox"/>	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	Active	12/31/2016

1 record(s) found.

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

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**Shopping Cart Verification**

**Account Information**

0024KL | Johns, Jimmy | 1 Main Street, Nowhere, MT 59301 | P1: 111-111-1111

**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	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$50.00	<a href="#">Remove</a>
		<b>Total</b>	<b>\$50.00</b>

1 record(s) found.

**Items pending verification: 1**

[Proceed to Checkout](#)

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

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Update your contact information if needed.

Under Mailing Address, you can enter a different mailing address by clicking on “Use this address” and then entering the additional information.

NOTE: if you have moved to another county then you may be in a different licensing district and your expiration date, certification date and permit fees will change accordingly (\$10 / year).

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: Jimmy Last Name: Johns  
Middle Initial: Suffix:  
Website:

**Home Address** **Mailing Address**  Use home address:  Use this address:

Line 1 \*: 1 Main Street  
Line 2:  
City \*: Nowhere  
State \*: Montana  
ZipCode \*: 59301  
Country \*: UNITED STATES

**Contact Information** **Mailing Contact Information:**

Phone: Title:  
Email Address: dreimer2@mt.gov Name:  
Phone: - -  
Email Address:

<< Back **Accept and Continue**

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You will be returned to your shopping cart,

**Click** – Proceed to Checkout

**Shopping Cart Verification**

**Account Information**

0024KL | Johns, Jimmy | 1 Main Street, Nowhere, MT 59301 | P1: 111-111-1111

**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	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$50.00	<a href="#">Remove</a>
	<b>Total</b>	<b>\$50.00</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**

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

**Click** – Proceed to go to the payment system

**Checkout**

**Account Information**  
0024KL | Johns, Jimmy | 1 Main Street, Nowhere, MT 59301 | P1: 111-111-1111

**Shopping Cart**

Item	Amount
Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$50.00
<b>Total</b>	<b>\$50.00</b>

1 record(s) found.

**Credit Card Information**

Email \*: dreimer2@mt.gov

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

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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

**NIC** the program that grows the future!

**Transaction Detail**

SKU	Description	Unit Price	Quantity	Amount
10_501106_303PEST-NB_02193	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00	1	\$15.00
10_501A02_303PEST-NB_02193	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$5.00	1	\$5.00
10_501106_303PEST_02193	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00	1	\$15.00
10_521051_303PEST-D_02193	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00	1	\$15.00
<b>Total</b>				<b>\$50.00</b>

**Transaction Summary**

Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00
Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$5.00
Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00
Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00
<b>TOTAL</b>	<b>\$50.00</b>

**Payment**

Payment Type

Payment Type \*

Select One

**Next**

Customer Information

Payment Info

Cancel

**Need Help?**  
Select Payment Method and Continue to proceed with payment.

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

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.

**Click – Next**

The screenshot shows the 'Customer Information' form on the NIC website. The form is titled 'Customer Information' and includes a 'Complete all required fields (\*)' note. The fields are: Country (United States), First Name (Jimmy), Last Name (Johns), Company Name, Address (1 Main Street), Address 2, City (Nonehere), State (Select State), ZIP/Postal Code (59301), Phone (111-111-1111), and Email (dramer2@nt.gov). A green 'Next >' button is highlighted with a yellow circle. Below the form is a 'Payment Info' section with a 'Cancel' button.

**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**

The screenshot shows the 'Payment Type' form on the NIC website. The form is titled 'Payment Type' and includes a 'Credit Card' section. The form includes a 'Customer Information' section with a 'List' button. The 'Payment Info' section includes: Credit Card Number (redacted), Credit Card Type (Visa, Mastercard, Discover), Expiration Month (Select a Month), Expiration Year (Select a Year), and Name on Credit Card (redacted). A green 'Next >' button is highlighted with a yellow circle. Below the form is a 'Cancel' button.

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.

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.

**Click** – Back to Account Home

to return to your home page.

The screenshot shows a 'Payment' form with three sections: 'Payment Type' (Credit Card), 'Customer Information', and 'Payment Info'. Each section has a green checkmark and an 'Edit' button. At the bottom, there are 'Cancel' and 'Submit Payment' buttons. The 'Submit Payment' button is highlighted with a yellow circle.

Payment Type	
Credit Card	

Customer Information	
Address Jimmy Johns 1 Main Street Nowhere, ME 59301	Phone 111-111-1111
Country United States	Email Address dreimer2@mt.gov

Payment Info	
Credit Card Visa ****1111 Exp. 02/2019	Name on Credit Card testing

The screenshot shows a 'Transaction Confirmation' page. It includes account information, order details, a summary of the order, and a shopping cart table. The 'Print' and 'Print All' links in the shopping cart table are highlighted with a yellow circle. The 'Back to Account Home' button at the bottom is also highlighted with a yellow circle.

Transaction Confirmation

Account Information

0024KL | Johns, Jimmy | 1 Main Street, Nowhere, MT 59301 | P1: 111-111-1111

Your MTPlants order has been processed successfully.  
Order Number: a0a8d329-97d3-40d4-b563-cc8f96949b89  
Total: \$50.00 + \$2.25 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, <a href="#">view the Frequently Asked Questions (FAQ)</a> .		
Item	Amount	License
Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$50.00	<a href="#">Print</a>
<b>Total</b>	<b>\$50.00</b>	<a href="#">Print All</a>

1 record(s) found.

Transaction Date: 11/3/2016  
Credit Card: \*1111  
Credit Card Confirmation #: TEST123  
Total Amount Charged: \$52.25

[Back to Account Home](#)

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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 permit or to update your contact information.

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

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

Montana Department of AGRICULTURE

Home Programs Profile **Shopping Cart** FAQ Logout ePass Home

Private Applicator Information

**Account Summary**

0024KL | Johns, Jimmy | 1 Main Street, Nowhere, MT 59301 | P1: 111-111-1111

**License Information**

Plants ID: 0024KL  
Certification ID: 106953-11  
Status: Active  
Issue Date: 11/07/2016  
Expire Date: 12/31/2021  
Original Effective Date: 02/25/2009

**Online Renewals/Payments**

Access online license renewals:

Reports:

**Account Tasks**

No tasks to complete at this time.

**From:** USAPlantsMT-noreply@COMPAID.COM [mailto:USAPlantsMT-noreply@COMPAID.COM]  
**Sent:** Thursday, November 03, 2016 3:15 PM  
**To:** Reimer, Daniel  
**Subject:** MTPlants Online Activity Confirmation

Payee account name: Jimmy Johns

Your MTPlants order has been processed successfully. The transaction order number is a0a8d329-97d3-40d4-b563-cc8f96949b89 for a total of \$50.00 + \$2.25 Service Fee.

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

**Cart Items Processed**

Item	Amount
Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$50.00
<b>Total</b>	<b>\$50.00</b>

**Transaction Date:** 11/3/2016  
**Credit Card:** VISA - \*1111  
**Confirmation #:** TEST123  
**Total amount charged:** \$52.25

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

Thank you,  
Montana Department of Agriculture