

Online Pesticide Renewals and Registrations

Please contact Shaunie Aklestad, Pesticide Registration Specialist, with any questions.

Phone: 406-444-5471 / Email: ShaunieAklestad@mt.gov

Create an Account

To renew or register new products online, you will first need:

- Montana ePass account: You can create your ePass account from here: <https://mtplants.mt.gov/ePassSSOLogin.aspx>
- MT Plants ID and a Pin ID: Once you create your ePass account, you will be prompted to enter your MT Plants ID and Pin ID. These can be found on your renewal form, or by contacting Shaunie Aklestad: ShaunieAklestad@mt.gov.

Renewal

- Product Renewal: From your account, you will be able to renew products, upload labels, and register new products. Products available for renewal will appear under **Account Tasks**.
 - “Renew” will keep the product active and send it to your cart.
 - “Discontinue” will place the product in our 2-year discontinuation process.
 - “Do Nothing” will leave the product in account tasks.
- Payment:
 - After selecting products to renew and/or discontinue, continue to cart by clicking **Add Selected Items to Cart**.
 - From your cart, you will be required to upload all product labels the first time renewing online. Future renewals will only require that revised labels are added.
 - When all your labels are uploaded, click **Proceed to Checkout**. Review your shopping cart, verify your billing email address, and click **Proceed**.
 - Your transaction details will show how the \$233.00 fee is split between pesticide registration and groundwater monitoring (\$138.00/registration, \$95/groundwater monitoring).
 - Fill out your billing information and click **Next**.
 - Fill out your payment information and click **Next**. **Credit card transaction fees are \$1.25 + 1.995% of the fee total and eChecks are a \$2.00 flat rate for any total.**
 - Verify your payment information and click **Submit Payment**.

You will receive a confirmation email and be taken to your transaction detail page. You can view and print your registration certificate by using the [here](#) link above the payment summary.

New Registrations

- New Product:
 - Go to **Products** in account's homepage.
 - Click **Add New**
 - Fill out product information fields and add label, then click **Submit**.
 - You will receive notification that your product has been submitted, click **Close** to go back to your accounts homepage. Fee payments must be completed before new product registrations can be approved.
- Payment:
 - Click **Online Shopping Cart** or on **Account Tasks** to pay for product/s.
 - Select **Add** under **Register?**
 - Once you have selected all products to be added, click **Add Selected Items to Cart**.
 - Upload product label if you haven't yet and click **Proceed to Checkout**.
 - Review shopping cart and billing email address and click **Proceed**.
 - Your transaction details will show how the \$233.00 fee is split between pesticide registration and groundwater monitoring (\$138.00/registration, \$95.00/groundwater monitoring).
 - Fill out your billing information and click **Next**.
 - Fill out your payment information and click **Next**. **Credit card transaction fees are \$1.25 + 1.995% of the fee total and eChecks are a \$2.00 flat rate for any total.**
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**Your new product will not appear on your certificate until it has been approved. You will receive an email indicating what the label was approved or needs revisions once it has been reviewed.