How to Create an ePass Account and Activate Your MTPlants Account

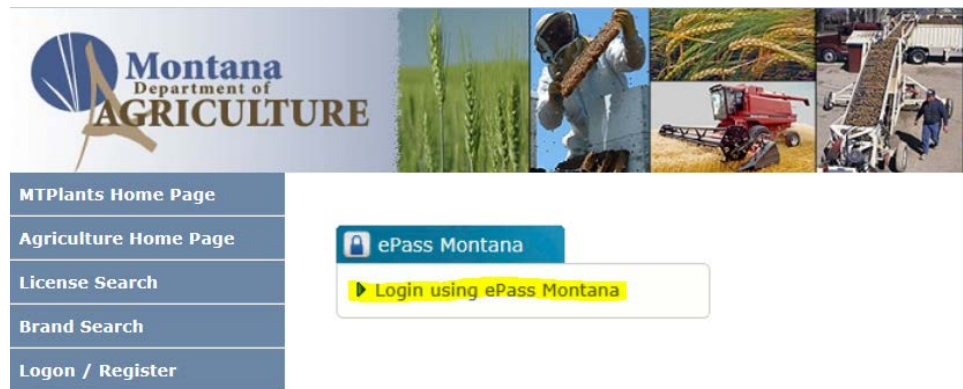### Step 1: Logon/Register
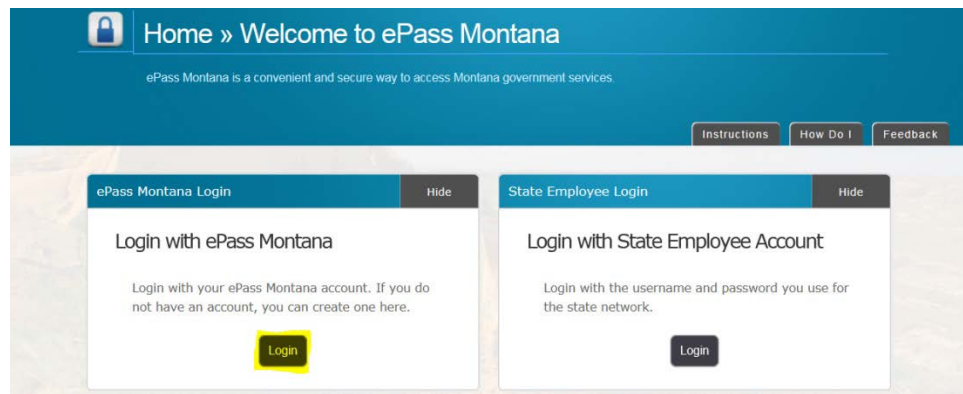
Go to:
https://mtplants.mt.gov

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 ePass account select the Create an Account button in the New User.

Step 2: Account Creation

A screen with four sections will appear, three are for entering new user information and the fourth is another opportunity for existing users to login.

The highlighted yellow fields are required to set up an account.

In the Personal Information section you are required to enter a First and Last Name and a Primary Email Address.

The Primary Email Address entered will receive the receipts for all transactions performed, all new product request confirmations, and all options to reset passwords and user names on ePass.

Due to the fact that employee responsiblilites change frequently, please use a company email address in this field.

Personal Information ⓘ

*First Name:

Jane

*Last Name:

Doe

Daytime Phone:

406-444-3730

*Primary Email:

SampleAgriculture@business.com

*Verify Primary Email:

SampleAgriculture@business.com

Alternate Email:

In the ePass Montana ID Details enter the Username, Password, and Password Hint fro the account.

Make this information Company specific rather than specific to an individaul employee.

The Username must be at least 6 characters long.

The password must be at least 8 characters long, use both letters and numbers, be different than your username, and is case sensitive.

Record your username and password in a secure location.

ePass Montana ID Details ⓘ

*Username:

SampleAgriculture

*Password:

••••••••••

*Verify Password:

••••••••••

*Password Hint:

Specific enough to help remember your password

Security questions will allow you to retrieve a lost username or to reset your password.

You are required to enter 3 security questions.

It is suggested you use the Provide Custom Security Question option and enter company specific information.

This will prevent employees from having their private personal information linked to a business account.

Security Info ⓘ

For your protection, these questions will help us verify your identity in the future.

*1. Security Question:

| Provide custom security question   ⌄ |

*Your custom question:

| Custom business specific question |

| Write down the answers to the questions |

*2. Security Question:

| Provide custom security question   ⌄ |

*Your custom question:

| What year was the business established? |

| 2000 |

*3. Security Question:

| Provide custom security question   ⌄ |

*Your custom question:

| Who is the CEO as of March 1, 2016 |

| John Smith |

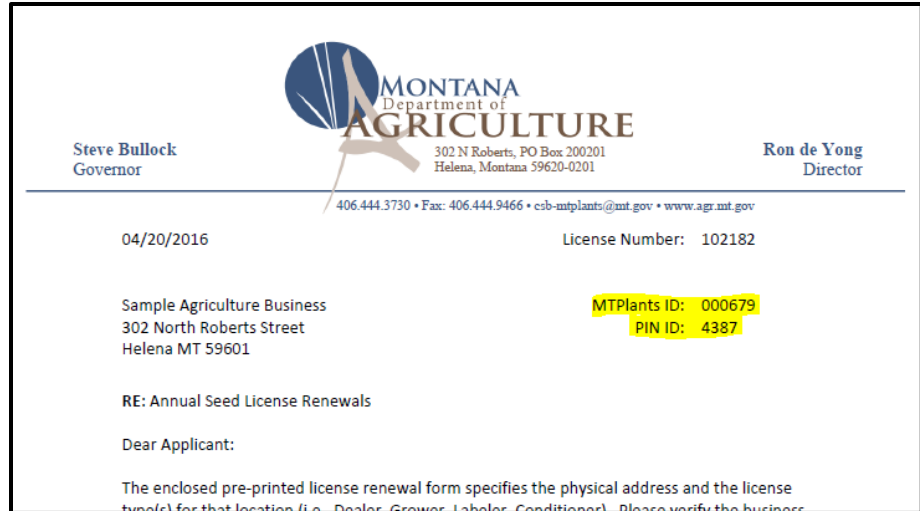Select the Save Changes button.

Cancel   Save Changes

Step 3: Linking your ePass account to your MTPlants account

Locate the MTPlants ID and PIN ID listed on the Renewal Notice.

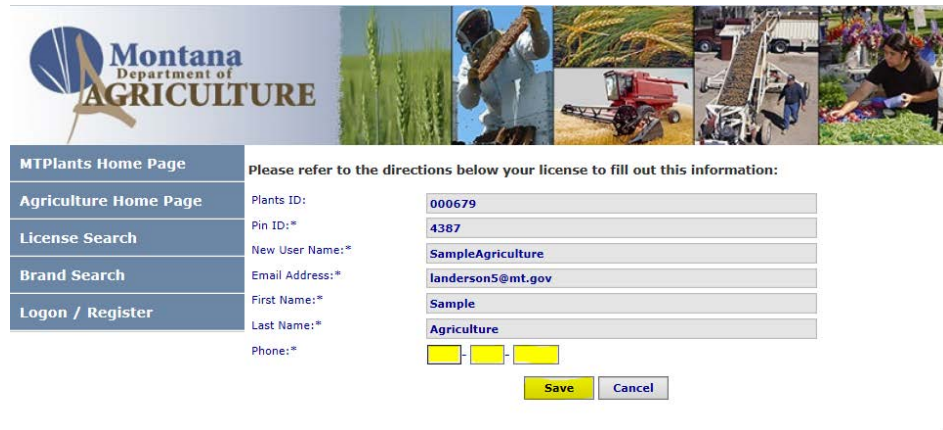Enter the values into the Plants ID and PIN ID field.

Select Register.

Step 4: Finish

Enter the phone number for the business.

Select Save.

This brings up the Account Home page for the company. From here you can renew license(s), renew products, register new products, enter tonnage/assessments, view payment and contact information, and print licenses.