

How to Renew a Seed License

Step 1: Log In

Go to:

<https://mtplants.mt.gov>

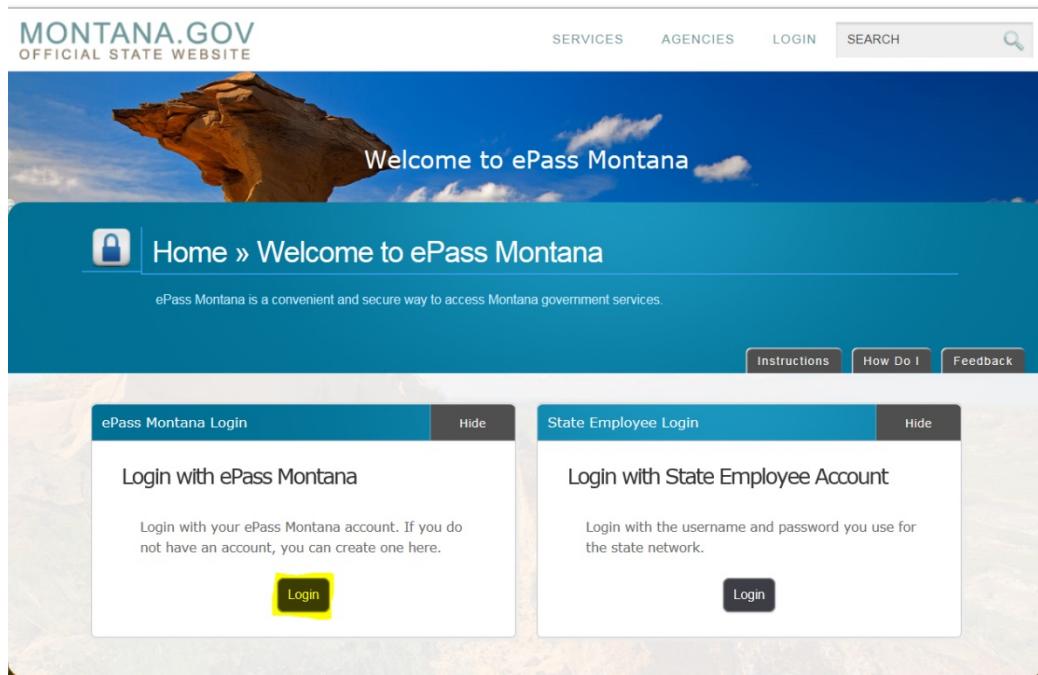
Select Logon/Register.



Select Login using ePass Montana.

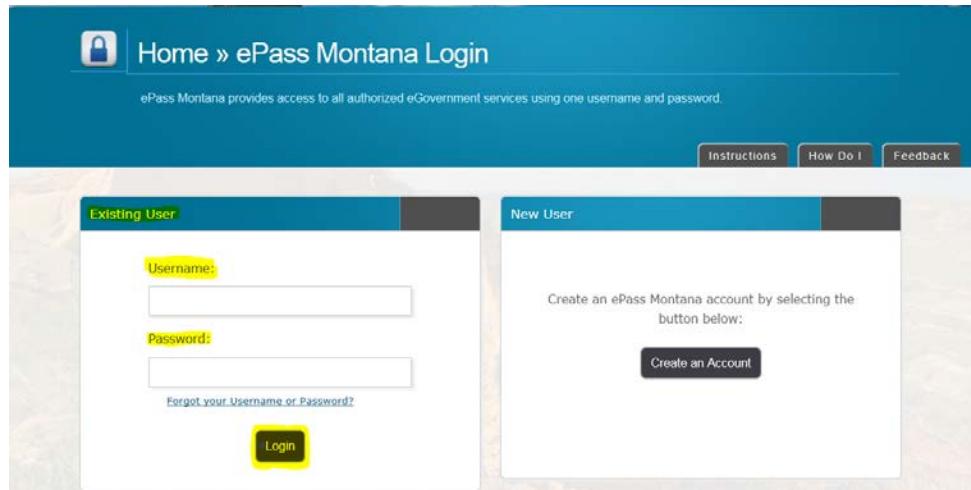


Select the Login button in the Login with ePass Montana box.



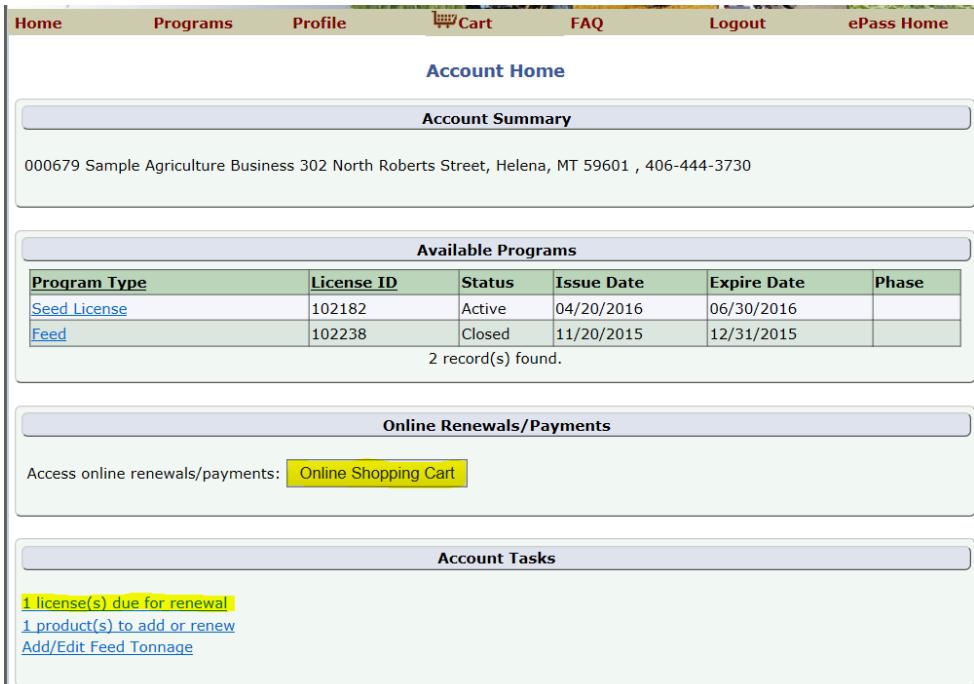
If you already have an ePass account enter your information in the Existing User box and select Login.

If you do not have an account please see: How to Create and ePass Account and Activate Your MTPlants Account.



The image shows the ePass Montana Login page. At the top, there is a lock icon and the text "Home » ePass Montana Login". Below that, a sub-header states "ePass Montana provides access to all authorized eGovernment services using one username and password." At the top right, there are links for "Instructions", "How Do I", and "Feedback". The main area is divided into two sections: "Existing User" (highlighted with a yellow box) and "New User". The "Existing User" section contains fields for "Username" and "Password", a "Forgot your Username or Password?" link, and a "Login" button. The "New User" section contains text instructing users to "Create an ePass Montana account by selecting the button below:" and a "Create an Account" button.

Step 2: Add License to Shopping Cart



The image shows the Account Home page. At the top, there is a navigation bar with links for "Home", "Programs", "Profile", "Cart", "FAQ", "Logout", and "ePass Home". The main content area is titled "Account Home". It contains three main sections: "Account Summary" (showing account number 000679, business name, address, and phone number), "Available Programs" (listing two items: "Seed License" and "Feed" with their respective details), and "Online Renewals/Payments" (linking to the "Online Shopping Cart"). At the bottom, there is a section titled "Account Tasks" with links for "1 license(s) due for renewal", "1 product(s) to add or renew", and "Add/Edit Feed Tonnage".

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.

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	Remove
		Total	\$50.00

1 record(s) found.
Items pending verification: 1

Continue

License Information Verification

Verify your Business Information.

If you need to change the physical Facility Address, you will need to contact us directly at (406) 444-3730 or csb-mtplants@mt.gov.

If the Mailing address differs from the Facility Address select the “Use this address” radial and enter the appropriate mailing address.

Please make any necessary corrections. If your physical Facility Address has changed, you will need to contact us directly at (406) 444-3730 or csb-mtplants@mt.gov.

Business Information	
Business Name *:	Sample Agriculture Business
Website:	<input type="text"/>
Facility Address	
Line 1 *:	302 North Roberts Street
Line 2:	<input type="text"/>
City *:	Helena
State *:	Montana
ZipCode *:	59601
Country *:	UNITED STATES
Facility Contact Information:	
Phone:	406-444-3730
Email Address:	landerson5@mt.gov
Mailing Address	
<input checked="" type="radio"/> Use facility address	<input type="radio"/> Use this address:
Mailing Contact Information:	
Title:	<input type="text"/>
Name:	<input type="text"/>
Phone:	<input type="text"/>
Email Address:	<input type="text"/>

Step 4: Verify and update Portable Conditioning Plants (if not applicable skip to Step 5)

To add a Portable Conditioning Plant select the Add button.

Enter the Plate No, Make, Model, and Year of the trailer the Conditioner is on.

If the trailer is homemade indicate “Homemade” in the Make, distinguishing characteristics in the Model (Vin, length, type, etc.), and indicate the year the trailer was made in the Year.

Select Save & Back.

Portable Conditioning Plants			
Add	License Plate No.	Make	Model
	5t12345	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 *:	5t12345	Make *:	Homemade
Model *:	VIN 1234578899645	Year *:	2001
Save	Save & Back	Back	

To remove a Portable Conditioning Plant select the Delete button.

Portable Conditioning Plants			
Add	License Plate No.	Make	Model
	5123485	Big Tex	Big Hauler
	5t12345	Homemade	VIN 1234578899645
			2000
			Delete
			2 record(s) found.
			Delete

To edit an existing Portable
select the hyperlinked
license plate number, make
any necessary changes, and
select save.

Portable Conditioning Plants

License Plate No.	Make	Model	Year	
5112345	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 *:	5112345	Make *:	Homemade
Model *:	VIN 1234578899645	Year *:	2001

[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

<input type="checkbox"/> Montana Seed Dealer	<input checked="" type="checkbox"/> Non-Resident Seed Dealer	<input type="checkbox"/> Seed Conditioning Plant (Permanent)
<input type="checkbox"/> Montana Seed Grower	<input checked="" type="checkbox"/> Non-Resident Seed Labeler	<input checked="" type="checkbox"/> Seed Conditioning Plant (Portable)
<input type="checkbox"/> 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

Date	Name	Description	Added By
------	------	-------------	----------

Start Date Range: 04/22/2016 End Date Range: 04/27/2016 [Get Results](#)

0 record(s) found.

Select the Add button

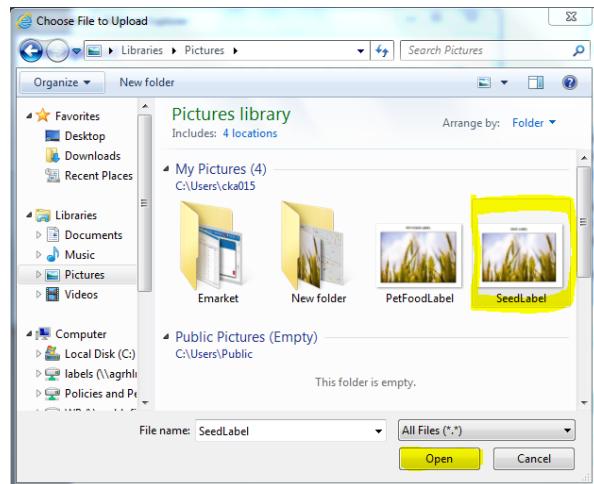
Select Browse to search
your computer for the
label file.

File Upload

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

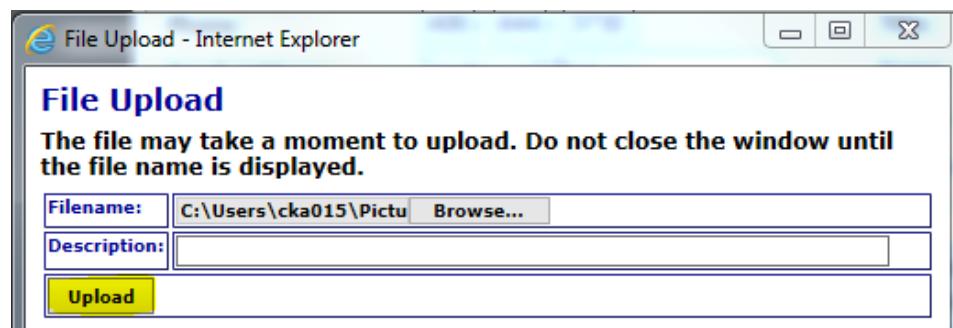
Filename:	<input type="text"/>	Browse...
Description:	<input type="text"/>	
Upload		

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.

Labels				
Labels		Add	Start Date Range: 04/22/2016	End Date Range: 04/27/2016
Date	Name	Description	Added By	
04/27/2016 09:42 AM	SeedLabel.JPG		SampleAgriculture	<input type="button" value="Delete"/>

1 record(s) found

Step 7: Finish Verification

When finished with the applicable steps above select Accept and Continue.

Operation Types

<input type="checkbox"/> Montana Seed Dealer	<input checked="" type="checkbox"/> Non-Resident Seed Dealer	<input type="checkbox"/> Seed Conditioning Plant (Permanent)
<input type="checkbox"/> Montana Seed Grower	<input checked="" type="checkbox"/> Non-Resident Seed Labeler	<input checked="" type="checkbox"/> Seed Conditioning Plant (Portable)
<input type="checkbox"/> Montana Seed Labeler		

Labels

Labels		Add	Start Date Range: 04/22/2016	End Date Range: 04/27/2016	Get Results
Date	Name	Description	Added By		
04/27/2016 09:42 AM	SeedLabel.JPG		SampleAgriculture	<input type="button" value="Delete"/>	<input type="button" value="Accept and Continue"/>

1 record(s) found.

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	Remove
		Total	\$355.00

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
	Total \$355.00

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](#)

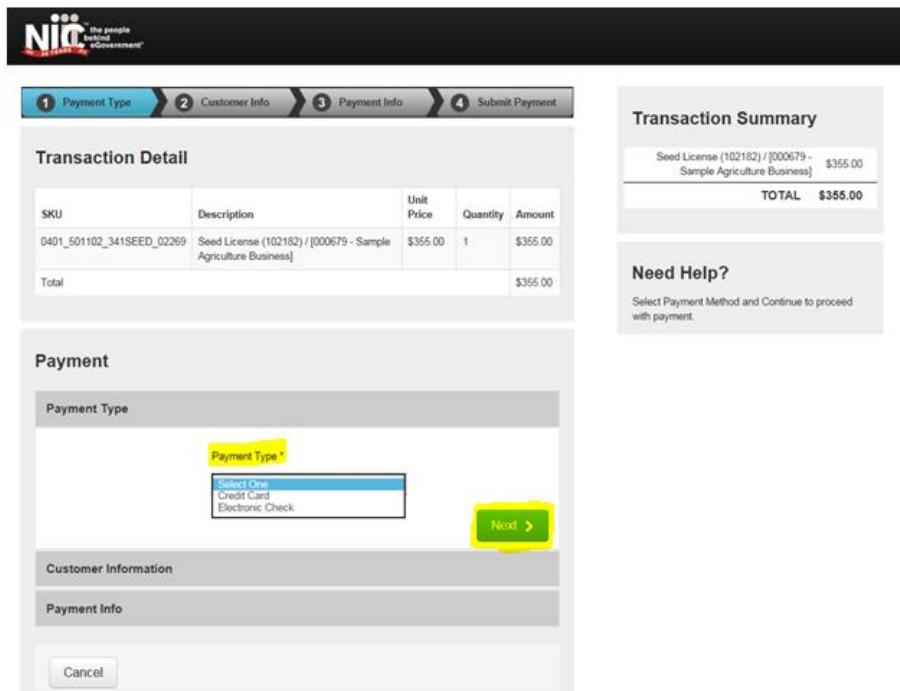
Step 8: Payment Information & Method

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.

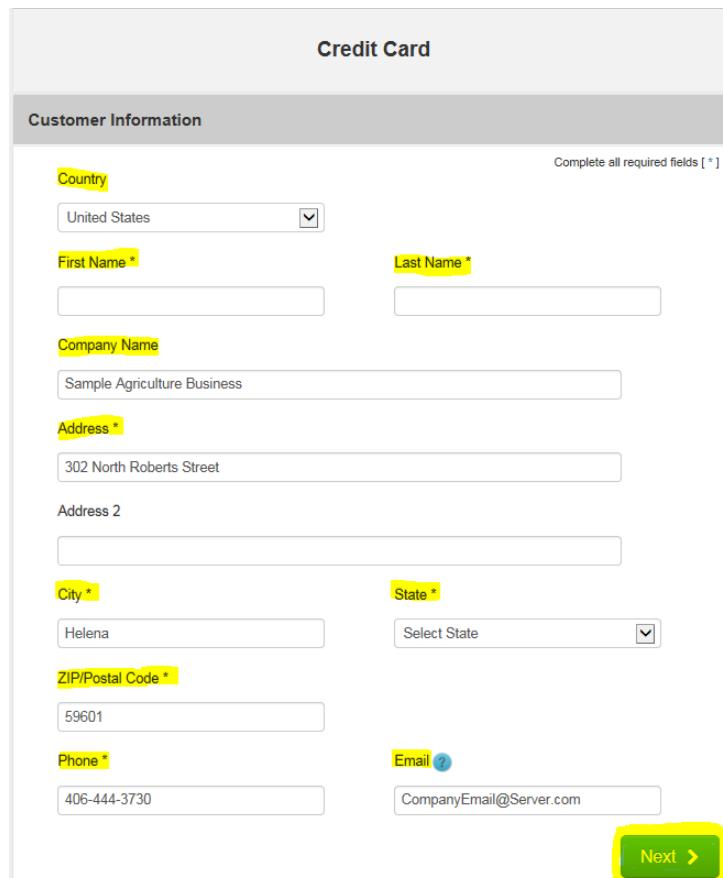


The screenshot shows the NIC payment interface. At the top, there's a header with the NIC logo and navigation steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, 4. Submit Payment. The 'Payment Type' step is active. Below it, the 'Transaction Detail' section shows a table with one item: SKU 0401_501102_341SEED_02269, Description Seed License (102182) / [000679 - Sample Agriculture Business], Unit Price \$355.00, Quantity 1, Amount \$355.00. A 'Total' row shows \$355.00. The 'Payment' section contains a 'Payment Type' dropdown menu with options: Select One, Credit Card, Electronic Check. The 'Next >' button is highlighted with a yellow box. To the right, a 'Transaction Summary' box shows 'Seed License (102182) / [000679 - Sample Agriculture Business]' and a 'TOTAL \$355.00'. Below it, a 'Need Help?' section with a note: 'Select Payment Method and Continue to proceed with payment.'

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 a 'Credit Card' form for customer information. The 'Customer Information' section requires completion of fields marked with asterisks (*). The 'Country' dropdown is set to 'United States'. The 'First Name' and 'Last Name' fields are empty. The 'Company Name' field contains 'Sample Agriculture Business'. The 'Address' field is '302 North Roberts Street'. The 'Address 2' field is empty. The 'City' field is 'Helena'. The 'ZIP/Postal Code' field is '59601'. The 'Phone' field is '406-444-3730'. The 'Email' field is 'CompanyEmail@Server.com'. A note at the top right says 'Complete all required fields [*]'. The 'Next >' button is highlighted with a yellow box.

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.

Customer Information

Address: Jane Doe, Sample Agriculture Business, 302 North Roberts Street, Helena, MT 59601

Phone: 406-444-3730

Country: United States

Email Address: landerson5@mt.gov

Payment Info

Credit Card Number *:

Credit Card Number is missing.

Credit Card Type *: MasterCard VISA DISCOVER

Complete all required fields [*]

Expiration Month *: Select a Month

Expiration Year *: Select a Year

Name on Credit Card *:

Next >

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)

Payment

Payment Type

Credit Card

Customer Information

Address: Jane Doe, Sample Agriculture Business, 302 North Roberts Street, Helena, MT 59601

Phone: 406-444-3730

Country: United States

Email Address: landerson5@mt.gov

Payment Info

Credit Card: Visa ****1111 Exp. 01/2018

Name on Credit Card: Sample Agriculture Business

Cancel

Submit Payment

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

First Name *

Last Name *

Company Name

Address *

Address 2

City *

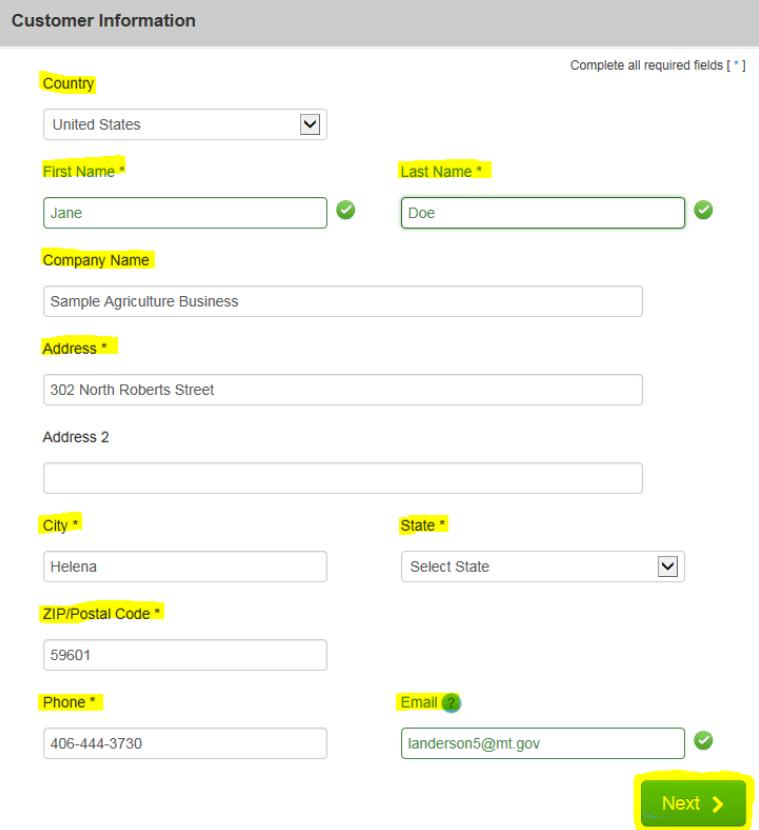
State *

ZIP/Postal Code *

Phone *

Email *

Next >



The form contains several required fields marked with an asterisk (*). The 'Country' field is set to 'United States'. The 'First Name' field contains 'Jane' and has a green checkmark. The 'Last Name' field contains 'Doe' and has a green checkmark. The 'Company Name' field contains 'Sample Agriculture Business'. The 'Address' field contains '302 North Roberts Street'. The 'City' field contains 'Helena'. The 'State' field is a dropdown menu labeled 'Select State' with a checked box. The 'ZIP/Postal Code' field contains '59601'. The 'Phone' field contains '406-444-3730'. The 'Email' field contains 'landerson5@mt.gov' and has a green checkmark. A green checkmark is also present next to the 'Last Name' field. The 'Next >' button is located at the bottom right of the form.

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.

Customer Information

Address
Jane Doe
Sample Agriculture Business
302 North Roberts Street
Helena, MT 59601

Phone
406-444-3730

Country
United States

Email Address
landerson5@mt.gov

Payment Info

Name on Account * Complete all required fields [*]

This is a business account.

Routing Number * **Account Number ***

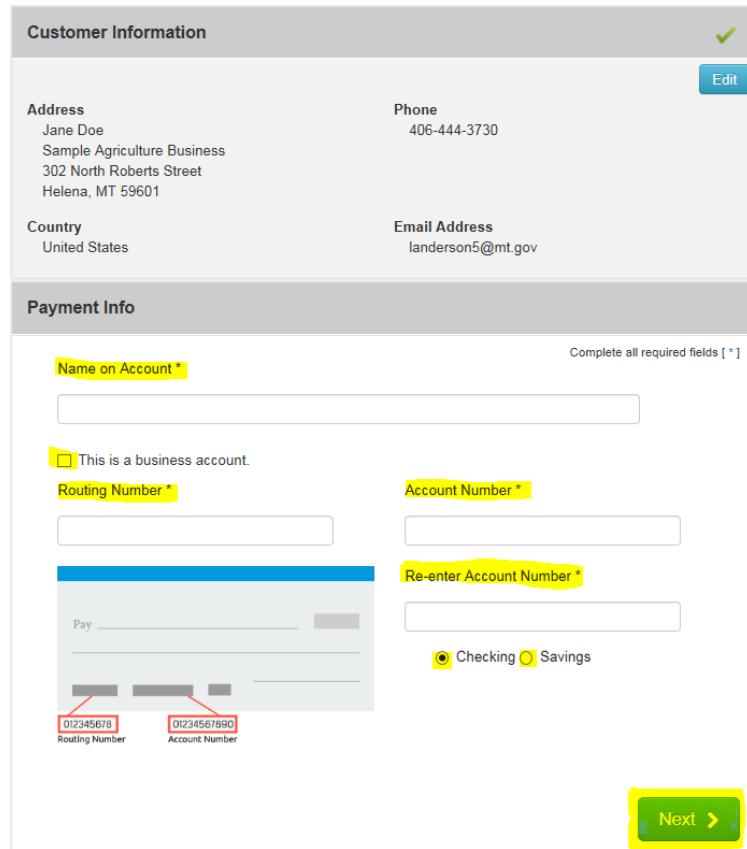
Re-enter Account Number *

Checking Savings

Pay

Routing Number 012345678
Account Number 01234567890

Next >



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.

Payment Info

Electronic Check
****1111

Name on Account
Sample Business

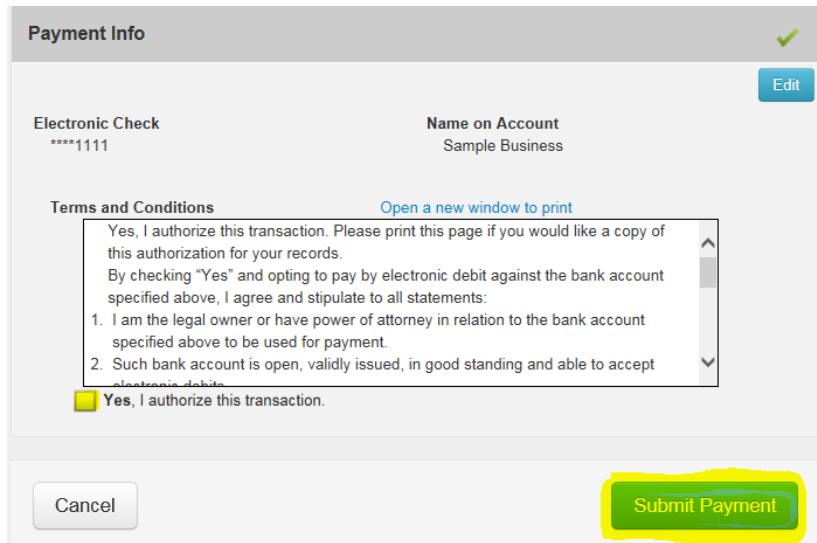
Terms and Conditions [Open a new window to print](#)

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 debit.

Yes, I authorize this transaction.

Cancel **Submit Payment**



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									
<table border="1"><thead><tr><th>Item</th><th>Amount</th><th>License</th></tr></thead><tbody><tr><td>Seed License (102182) / [000679 - Sample Agriculture Business]</td><td>\$355.00</td><td>Print</td></tr><tr><td>Total</td><td>\$355.00</td><td></td></tr></tbody></table> <p>1 record(s) found.</p>	Item	Amount	License	Seed License (102182) / [000679 - Sample Agriculture Business]	\$355.00	Print	Total	\$355.00	
Item	Amount	License							
Seed License (102182) / [000679 - Sample Agriculture Business]	\$355.00	Print							
Total	\$355.00								

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