



## Basic Pesticide Product Renewal Steps:

Login or create login here: [MT Pesticide Program System](#)

After you have created the login and pinned your Product ID (see State of MT Okta Accela Guide and PIN Process Product Reg Guide), a new browser tab will open displaying the General Disclaimer page. Check the box and click continue application.

The page that opens has two sections, Licensing and Products.

PRINT, UPDATE, OR RENEW LICENSE

(You may have to select the PRINT, UPDATE OR RENEW LICENSE option in the top menu to see the sections.)

Expand the Products section by clicking the chevron.

▸ Licensing

✓ Products

For each company pinned to your login, you will see a record number beginning with PROD-CERT-XXXX. Beside the PROD-CERT-XXXX, company name, expiration date, status and a renewal link is listed.

Click on the Renew Application link.

<input type="checkbox"/>	09/30/2025	PROD-CERT-000043	Pesticide Product Company Application	12/31/2025	About to Expire	<a href="#">Renew Application</a>
<input type="checkbox"/>	09/30/2025	PROD-COMP-AMD-000012	Pesticide Company Product Amendment		Active	
<input type="checkbox"/>	09/30/2025	PEST-COMP-000036	Pesticide Product Company Application		Review Complete	

### Step 1: Company Information

The screenshot shows the "Pesticide Company Product Renewal" interface. At the top, there is a progress bar with six steps: 1. Company Information (highlighted in yellow), 2. Product Specifications, 3. Documents, 4. Review, 5. Pay Fees, and 6. Review Complete. Below the progress bar, the heading "Step 1: Company Information > Renewal Info" is displayed. The main section is titled "Contact List" and includes instructions: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." There are two buttons: "Select from Account" and "Add New". Below these, a table lists contacts. The first contact is Nancy Edwards, with business name "PacifiCorp International", contact type "Company", primary phone "208.699.9111", and email "n.edwards@pacifi.com". There is a yellow callout box with the text "Edit Contact Info in this section" pointing to the "Edit" link in the Actions column. At the bottom left is a "Save and resume later" button, and at the bottom right is a "Continue Application" button.

First Name	Last Name	Business Name	Contact Type	Primary Phone	E-mail	Actions
Nancy	Edwards	PacifiCorp International	Company	208.699.9111	n.edwards@pacifi.com	<a href="#">Edit</a>

## Step 2: Product Specifications

**Pesticide Company Product Renewal**

1 Company Information 2 **Product Specifications** 3 Documents 4 Review 5 Pay Fees 6

Step 2: Product Specifications > Product Specifications

\* Indicates a required field.

Custom Lists

**PRODUCT INFORMATION**

Showing 1-1 of 1

<input type="checkbox"/>	Product Actions	25B	EPA Registration Number	Section 3	24C	Section 18	Product Name (as shown on label)	Type	Signal Word	Classification	
<input type="checkbox"/>	No Change	Yes	22222-7777	Yes	No	No	BBB Buster IV	Insecticide	2 (Warning)	General	Actions ▼

[Add a Row](#) [Edit Selected](#)

[Save and resume later](#) [Continue Application »](#)

Check the box next to product you want to edit and hit Edit Selected

**PRODUCT INFORMATION**

Product Actions:  ▼

\* 25B: ☐ Yes ☒ No

\* EPA Registration Number:

Section 3: ☒ Yes ☐ No

24C: ☐ Yes ☒ No

Section 18: ☐ Yes ☒ No

\* Product Name (as shown on label):

\* Type:  ▼

\* Signal Word:  ▼

\* Classification:  ▼

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

Use pull down menu under Product Actions to change Product Status

Edit Product Information as needed and hit Submit

Edit each product status as necessary. If status does not change, leave at 'No Change'

**Pesticide Company Product Renewal**

1 Company Information 2 **Product Specifications** 3 Documents 4 Review 5 Pay Fees 6

Step 2: Product Specifications > Product Specifications

\* Indicates a required field.

Custom Lists

**PRODUCT INFORMATION**

Showing 1-1 of 1

<input type="checkbox"/>	Product Actions	25B	EPA Registration Number	Section 3	24C	Section 18	Product Name (as shown on label)	Type	Signal Word	Classification	
<input type="checkbox"/>	No Change	Yes	22222-7777	Yes	No	No	BBB Buster IV	Insecticide	2 (Warning)	General	Actions ▼

[Add a Row](#) [Edit Selected](#)

[Save and resume later](#) [Continue Application »](#)

Step 3: Documents

Pesticide Company Product Renewal

1 Company Information

2 Product Specifications

3 Documents

4 Review

5 Pay Fees

6

Step 3: Documents > Documents

What documents do you need to upload?  
Follow these steps based on your entries in the 'Product Information' table.  
1. For EVERY product you listed, upload Product Label (one per product) and SDS (Safety Data Sheet) (one per product)  
2. Are you a 3rd Party Company? - If Yes, you must also upload one LOA (Letter of Agent).  
3. For any product where you answered "Yes" to 25B, you must also upload these four documents for that specific product:

- EPA Form 8570-5
- Statement of Formula
- Efficacy Data
- EPA Notification

  
4. If you are not renewing and wish to cancel a product, you must upload a 'Letter of Cancellation' for that product.

Attachment

The maximum file size allowed is 100 MB.  
ade:adp;batchcm;cmt;com;cp;cs;ch;htm;html;img;jpg;jpeg;jlb;lnk;mde;mht;mhtml;msc;mvp;mst;php;plf;scr;scr;shb;sys;vbo;vbc;vnd;wsc;wsl;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application >

Document uploads only required when there are updated docs or status has been cancelled, etc.

Step 4: Review

Step 4: Review

Save and resume later

Continue Application >

Please review all information below. Click the 'Edit' buttons to make changes to sections or "Continue Application" to move on.

Record Type

Pesticide Company Product Renewal

Contact List

Showing 1-1 of 1

First Name	Last Name	Business Name	Contact Type	Primary Phone	E-mail	Action
Nancy	Edwards	Pacific International	Company	2085898551	nbullock8@a_g_hornal.com	Edit

Custom Fields

RENEWAL INFO

Renew All Products: No

Custom Lists

PRODUCT INFORMATION

Product Label	21B	EPA Registration Number	Section 1	24C	Section 15	Product Name (as shown on label)	Type	Signal Word	Classification
No Change	Yes	22222-7777	Yes	No	No	BBB Buster IV	Insecticide	2 (Warning)	General

Attachment

The maximum file size allowed is 100 MB.  
ade:adp;batchcm;cmt;com;cp;cs;ch;htm;html;img;jpg;jpeg;jlb;lnk;mde;mht;mhtml;msc;mvp;mst;php;plf;scr;scr;shb;sys;vbo;vbc;vnd;wsc;wsl;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Save and resume later

Continue Application >

Review product information, edit as needed.

## Step 5: Payment

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

### Application Fees

Fees	Qty.	Amount
Pesticide Product Registration-Sec. 3 and 25B	1	\$233.00
Pesticide Product Registration-Sec. 3 and 25B	1	\$233.00

TOTAL FEES: \$466.00

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

Please select a payment method and then fill in all required information.  
The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

### Payment Options

Amount to be charged: \$466.00

- ☒ Pay with Credit Card  
☐ Pay with credit/debit or PayPal  
☐ Pay with Bank Account

[Submit Payment »](#)

### Test Receipt

11/05/25 03:44 PM MST

Transaction Id : 11332389706

Payment Type : Credit/Debit Card

Description	Price	Quantity	Amount
25TMP-001000-Pesticide Product Registration-Sec. 3 and 25B	\$233.00	1	\$233.00
25TMP-001000-Pesticide Product Registration-Sec. 3 and 25B	\$233.00	1	\$233.00
Surcharge *			\$21.65
<b>TOTAL</b>			<b>\$487.65</b>

\* When making a payment, please be aware of the following fees:

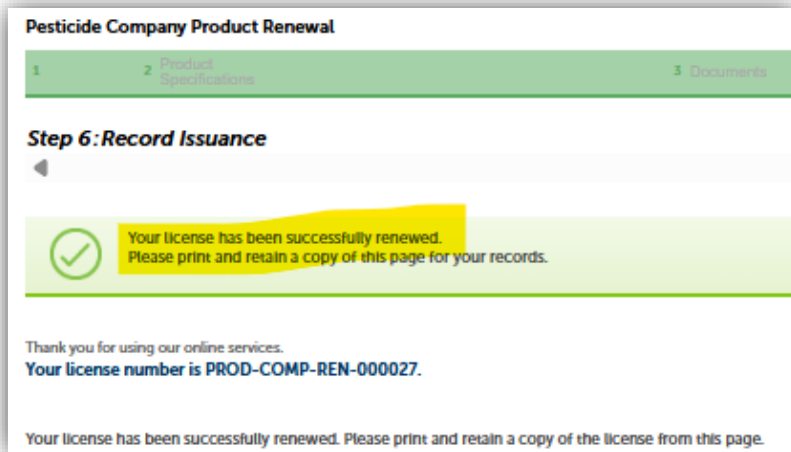
1. **Online Payment Fee** – A 5% fee is applied to all online payments (credit card or ACH). This fee helps cover the cost of maintaining the state's online payment system.
  - o Minimum charge: \$0.50
  - o Maximum charge: \$10.00
2. **Credit Card Processing Fee** – An additional 2.5% fee applies only to credit card payments. This covers fees charged by credit card networks.

💡 Tip: To avoid the extra 2.5% fee, we recommend paying by ACH (bank transfer) when possible.

Thank you for your payment!

Click Done at bottom of Receipt.

## Step 6: Record Issuance:



You should see a similar message indicating renewal was successful

Products							
Showing 1-10 of 38   Download results   Add to collection							
<input type="checkbox"/>	Date	Record Number	Record Type	Description	Expiration Date	Status	Action
<input type="checkbox"/>	11/05/2025	PROD-COMP-AMD-000017	Pesticide Company Product Amendment			Review Complete	
<input type="checkbox"/>	11/05/2025	ZSTMP-000996	Pesticide Company Product Amendment				Resume Application
<input type="checkbox"/>	10/30/2025	PROD-COMP-AMD-000015	Pesticide Company Product Amendment			Review Complete	
<input type="checkbox"/>	10/06/2025	PEST-COMP-000041	Pesticide Product Company Application			Review Complete	
<input type="checkbox"/>	10/01/2025	PROD-COMP-AMD-000014	Pesticide Company Product Amendment			Review Complete	
<input type="checkbox"/>	10/01/2025	PEST-COMP-000039	Pesticide Product Company Application			Review Complete	
<input type="checkbox"/>	09/30/2025	PEST-COMP-000037	Pesticide Product Company Application			Review Complete	
<input type="checkbox"/>	09/30/2025	PROD-CERT-000045	Pesticide Product Certification		12/31/2026	Active	Amendment
<input type="checkbox"/>	09/30/2025	PROD-COMP-AMD-000012	Pesticide Company Product Amendment			Active	
<input type="checkbox"/>	09/30/2025	PEST-COMP-000036	Pesticide Product Company Application			Review Complete	

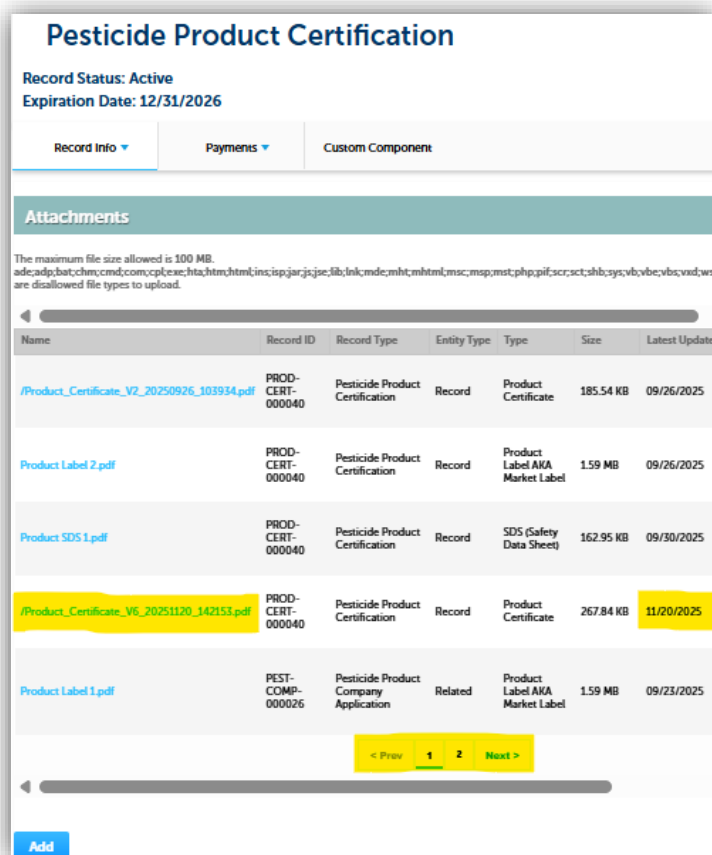
On the Home page under Products, renewed certificate is listed with updated expiration date

To Print the Renewed Certificate:

Click on the PROD-CERT-XXXX you want to print

<input type="checkbox"/>	09/30/2025	PEST-COMP-000037	Pesticide Product Company Application			Review Complete	
<input type="checkbox"/>	09/30/2025	PROD-CERT-000045	Pesticide Product Certification		12/31/2026	Active	Amendment
<input type="checkbox"/>	09/30/2025	PROD-COMP-AMD-000012	Pesticide Company Product Amendment			Active	

When the PROD-CERT-XXXX record opens, expand the Record Info menu and select Attachments.



Under Attachments, find Record Type: Product Certificate. You may have to click onto another page to find it.

Check the Latest Update date field to make sure it is the most recent version.  
Click Product Certificate document link to download certificate.