

Table of Contents

To connect your Pesticide License(s) to your Accela account:	1
SEARCH.....	1
LOG IN.....	3
PIN YOUR RECORD(S).....	4

To connect your **Pesticide License(s)** to your Accela account:

SEARCH

1. Search for licenses using the **Search > Licensee Lookup** menu option on the [Department of Agriculture Pesticide Home](#) page:

The screenshot shows the Montana Department of Agriculture website. The header includes the logo and navigation links: HOME, START A NEW APPLICATION, PRINT, UPDATE, OR RENEW LICENSE, and SEARCH. The SEARCH menu is open, showing options: Licensee Lookup, My Credits Page, Pesticide Product Lookup, and Available Courses. A callout box with a yellow background and a black border contains the text: "You can search for your Pesticide Licenses without logging into your account. Hover over **Search** and select **Licensee Lookup**." An arrow points from the callout box to the Licensee Lookup option in the search menu. Below the header, there is a "Please Login" section with a "SIGN IN" button and a "New Users" section with a "CREATE AN ACCOUNT" button. At the bottom, there is a "Not Registered?" link and a "CREATE AN ACCOUNT" button. A language selection dropdown is visible in the bottom right corner.

MONTANA DEPARTMENT OF AGRICULTURE

HOME START A NEW APPLICATION PRINT, UPDATE, OR RENEW LICENSE **SEARCH**

Please Login
Many online services offered by the Agency require login for security reasons. If you are not logged in, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few minutes and you'll have the added benefits of seeing a complete history of applications, access to inquiries, and checking on the status of pending activities, and more.

Sign In

SIGN IN

You'll be redirected to another site where you can register or sign in using our new Single Sign-on experience.

Not Registered?

CREATE AN ACCOUNT

Select Language

2. The **Licensee Lookup** search displays:

The screenshot shows the Montana Department of Agriculture website. The header includes the department's logo and name. A navigation bar contains links for Home, Help, License Search (which is highlighted), Brand Search, and Course Locator. Below the navigation bar is the 'License Search' title. The main content area is divided into two sections: 'License Information' and 'Address Information'. The 'License Information' section contains fields for License Type (a dropdown menu), License Number (a text input), License Status (a dropdown menu), Classification (a dropdown menu), First Name (a text input with 'Raquel' entered), and Last Name (a text input with 'Smitham' entered). The 'Address Information' section contains fields for Street Number, Street Name, City, State (a dropdown menu with 'Montana' selected), ZipCode, and County (a dropdown menu). A yellow callout box on the right side of the 'License Information' section contains the following text: 'If you need to look up a license, search by any of the available fields on this page. We recommend using the Licensee's **First name** and **Last name**, which will show all of their licenses in the results.'

The bottom of the search page:

This screenshot shows the bottom portion of the search page. It includes the 'Address Information' section with fields for City, State (set to Montana), and ZipCode. A yellow callout box points to the State dropdown menu with the text: 'This image and the instructions change with each search, so make sure you read it each time.' Below the address section is the 'Verification' section. It instructs the user to 'Please answer the verification question below before continuing your search.' and shows 'Remaining Attempts: 3'. The verification question consists of three dice: a black die showing 8, a yellow die showing 4, and a white die showing 6. Below the dice is a text input field with the placeholder text 'Please enter the number value of each image (example: 587)'. The number '836' is entered in the field. At the bottom of the page are two buttons: 'Search' and 'Reset'.

3. Enter your search criteria, complete the Verification captcha, and click “Search”

4. Search Results display:

You will need to copy or write down **every license number** you want to attach to your Accela account.

Search Results

To view further details, please click the License Number link.

Download Results

Filter

LICENSE NUMBER	NAME	LICENSE TYPE	STATUS	EXPIRATION DATE	CITY	STATE	ZIP	COUNTY
000009-13	RS TEST BUSINESS	Pesticide Non-Commercial Applicator License	Active	12/31/2025	Helena	MT	59601	Beaverhead
000013-15	RS TEST BUSINESS	Pesticide Government Applicator License	Active	12/31/2025	Helena	MT	59601	Lewis and Clark
000021-10	RAQUEL TEST BIZ	Pesticide Dealer License	Active	12/31/2025	Helena	MT	59601	Glacier
000035-10	Raquel Smitham	Pesticide Dealer License	Active	12/31/2025	helena	MT	59601	Lewis and Clark
000036-10	WORKING ON WORKING	Pesticide Dealer License	Active	12/31/2025	helena	MT	59601	Lewis and Clark
000037-10	Raquel Smitham	Pesticide Dealer License	Active	12/31/2025	helena	MT	59601	Lewis and Clark
000041-10	Raquel Smitham	Pesticide Dealer License	Active	12/31/2025	helena	MT	59401	Cascade
000048-10	Raquel Smitham	Pesticide Dealer License	Active	12/31/2025	gf	MT	59401	Cascade
000049-10	Raquel Smitham	Pesticide Dealer License	Active	12/31/2025	gf	MT	59401	Cascade
012398-11	Raquel Smitham	Pesticide Private Applicator License	Active	12/31/2029	Helena	MT	59601	Lewis and Clark

Showing 1 to 10 of 20 entries

Prev 1 2 Next

5. Note and save your **License Number(s)**; you'll use these to connect your licenses to your Accela account. You will need **all license numbers** associated with your account in order to connect them to your Accela account.

LOG IN

1. Log into Accela with your Okta credentials by clicking **Sign In**.

 MONTANA DEPARTMENT OF AGRICULTURE

HOME START A NEW APPLICATION PRINT, UPDATE, OR RENEW LICENSE SEARCH

[Register for an Account](#) [Login](#)

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Sign In

SIGN IN 

You'll be redirected to another site where you can register or sign in using our new Single Sign-on experience.

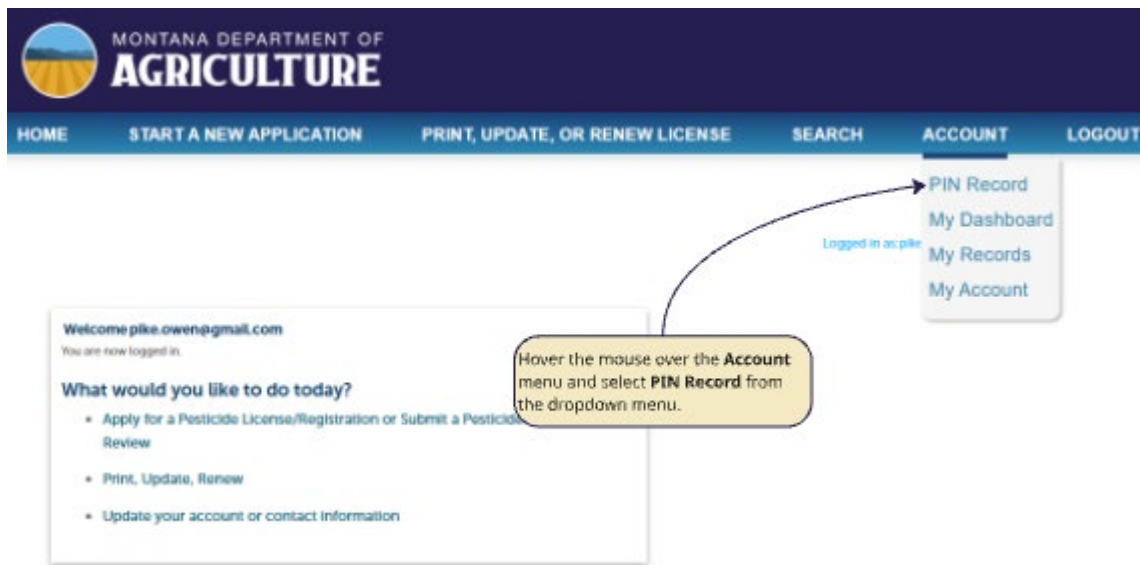
Not Registered?

[CREATE AN ACCOUNT](#)

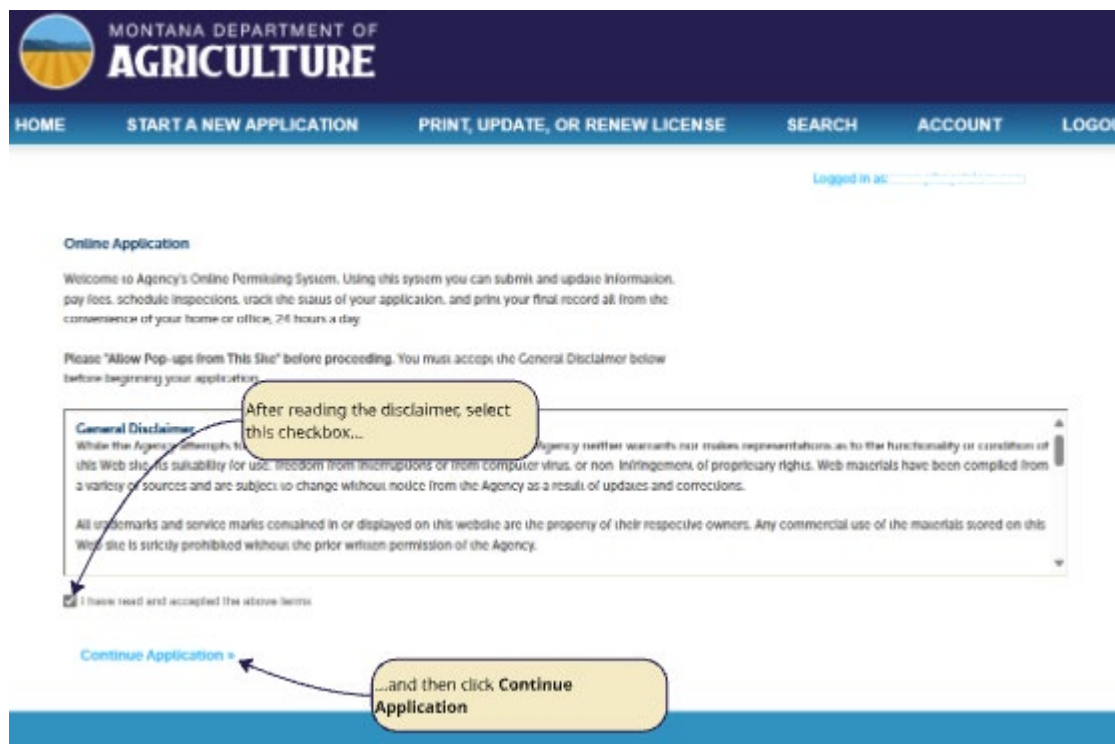
If you have already registered for an Accela account, click **Sign In**.

PIN YOUR RECORD(S)

2. Accela Home page loads.
3. Navigate to **Account > PIN Record**.



4. A new browser tab will open displaying the General Disclaimer page.



5. Select disclaimer checkbox and click **Continue application**.

6. The PIN Record page loads:

The screenshot shows the Montana Department of Agriculture website. The header includes the logo and navigation links: HOME, START A NEW APPLICATION, PRINT, UPDATE, OR RENEW LICENSE, SEARCH, ACCOUNT, and LOGOUT. A user is logged in as 'jane.doe@montana.gov'. The main content area is titled 'PIN Record' and shows a progress bar with three steps: 1 Step 1 (highlighted), 2 Review, and 3 Record Issuance. Below the progress bar, the title 'Step 1: Step 1 > PIN Information' is displayed. The form section is titled 'Custom Fields' and contains two radio button groups: '* Adding Applicator Licenses:' with 'Yes' (selected) and 'No' options, and '* Adding Products:' with 'Yes' and 'No' options. A yellow callout box with a dashed arrow pointing to the 'Yes' radio button for 'Adding Applicator Licenses' contains the text: 'To connect Licenses only to your Accela account, select the Adding Applicator Licenses "Yes" option. To add Products as well, select Adding Products "Yes" option in addition.' At the bottom of the form are two buttons: 'Save and resume later' (orange) and 'Continue Application »' (blue).

7. Select **Adding Applicator Licenses** radio button and click **Continue application**.

NOTE: All license types are added using this screen.

8. The Licenses Table displays:

The screenshot shows the same Montana Department of Agriculture website, but the progress bar now highlights '2 Review' and the title is 'Step 1: Step 1 > Pesticide Licenses'. The form section is titled 'Custom Lists' and contains a table titled 'PESTICIDE LICENSES'. The table has one column, 'License Number', and shows 'Showing 0-0 of 0' records. Below the table, it says 'No records found.' and there are three buttons: 'Add a Row' (blue), 'Edit Selected' (blue), and 'Delete Selected' (blue). A yellow callout box with an arrow pointing to the 'Add a Row' button contains the text: 'To add one License Number to the table, click the Add a Row button.' At the bottom of the form are two buttons: 'Save and resume later' (orange) and 'Continue Application »' (blue). A small asterisk note on the right side of the form indicates that '*' indicates a required field.

To add multiple records:

PIN Record

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Pesticide Licenses

* indicates a required field.

Custom Lists

PESTICIDE LICENSES

Showing 0 - 0 of 0

License Number
No records found.

Add a Row ▼ **Edit Selected** **Delete Selected**

- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows
- Add 6 Rows
- Add 7 Rows
- Add 8 Rows
- Add 9 Rows
- Add 10 Rows

[Continue Application »](#)

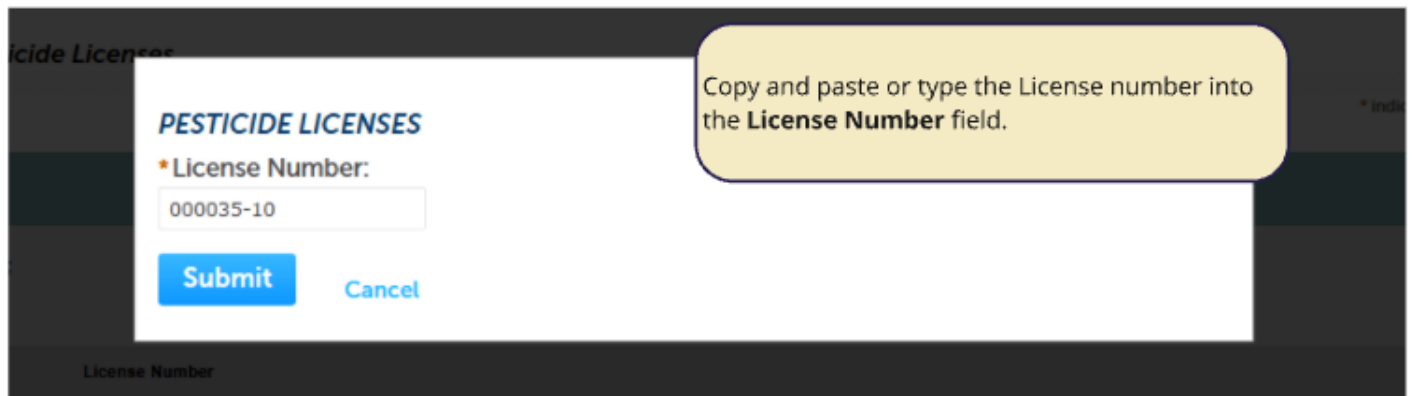
[How To](#) [Get Help](#) [Se](#)

To add multiple License numbers to the table, click the down arrow.

9. Select **Add Row** or the adjacent down arrow to add a specified number of rows.

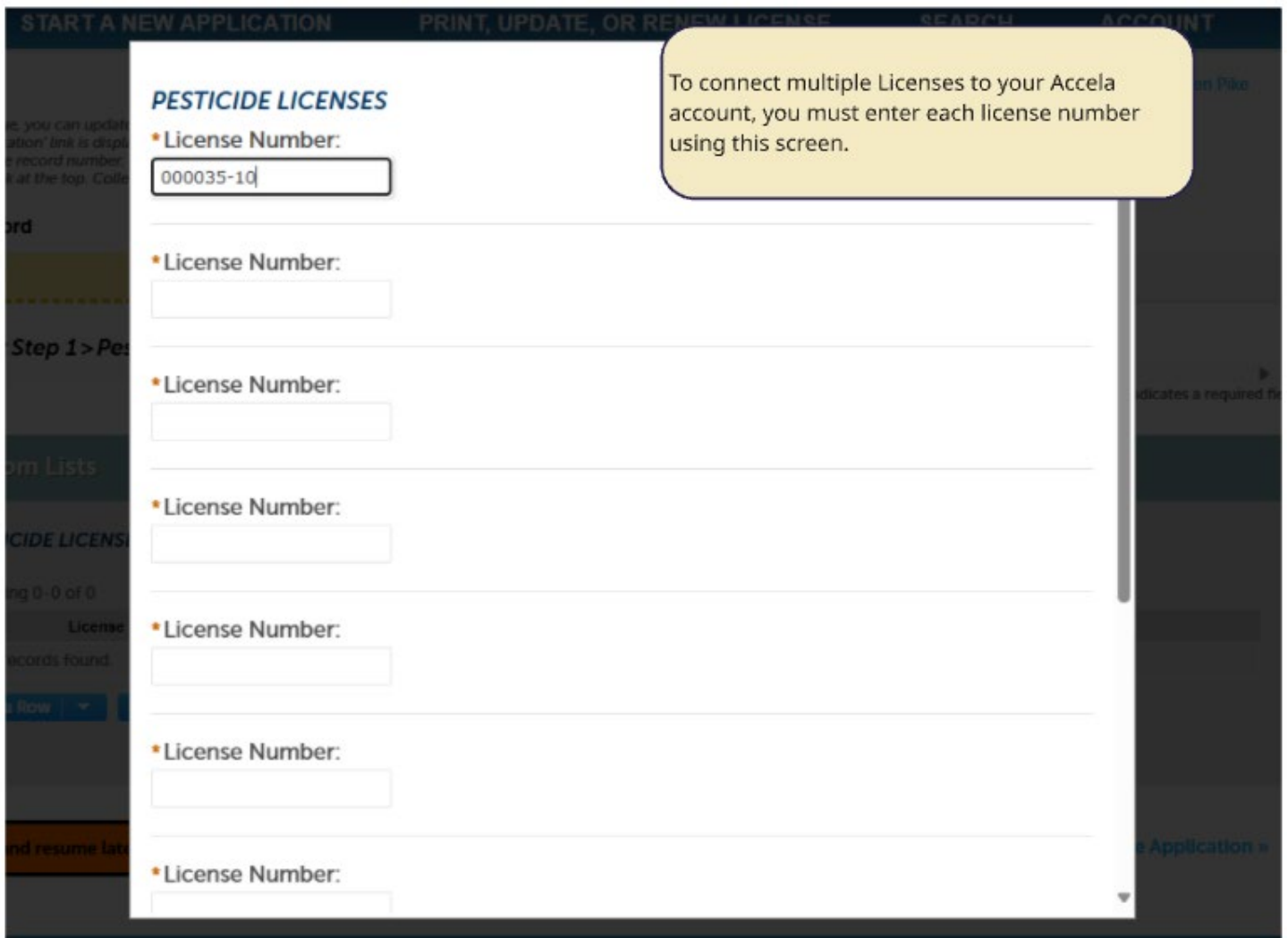
10. The Pesticide Licenses popup displays.

To add one License Number:



The screenshot shows a dark-themed window titled "PESTICIDE LICENSES". Inside, there is a form with a label "License Number:" followed by a text input field containing "000035-10". Below the input field are two buttons: "Submit" (blue) and "Cancel" (light blue). A yellow callout box in the top right corner contains the text: "Copy and paste or type the License number into the **License Number** field."

For Multiple Records, the popup looks like this:
(Scroll to the bottom of the popup to see the Submit button)



The screenshot shows a dark-themed window titled "PESTICIDE LICENSES". It features a list of seven "License Number:" labels, each followed by an empty text input field. The first input field contains the text "000035-10". A yellow callout box in the top right corner contains the text: "To connect multiple Licenses to your Accela account, you must enter each license number using this screen." The bottom of the popup is partially visible, showing a "Submit" button.

11. Enter the license numbers and click **Submit**.

12. License Number table is updated:

PIN Record

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Pesticide Licenses

* indicates a required field.

Custom Lists

PESTICIDE LICENSES

Showing 1-1 of 1

☐	License Number	
☐	000035-10	Actions ▾

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

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

13. Click **Continue application**.

14. **Review** page loads:

PIN Record

1 Step 1 2 Review 3 Record Issuance

Step 2: 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

PIN Record

Custom Fields

LICENSE INFORMATION [Edit](#)

Adding Applicator Licenses: Yes

Adding Products: No

Custom Lists

PESTICIDE LICENSES [Edit](#)

License Number
000035-10

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

15. Review your Pesticide Licenses for completeness and click **Continue Application**.

16. The **Record Issuance** page displays:

Navigate to the **My Records** page by hovering over the **Account** menu option and selecting **My Records** from the dropdown menu.

From Here, click the **Collection** link.

Logged in as **pin**

- PIN Record
- My Dashboard
- My Records**
- My Account

PIN Record

1 Step 1 2 Review 3 Record Issuance

Step 3: Record Issuance

✓ Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is PEST-PIN-000028.

To check the status of your application navigate to the Account dropdown at the top of this page and select **My Records**.

17. Click **Account > My Records**.

18. The **My Records** Page displays:

▼ **Licensing**

Showing 11-20 of 20 | [Download results](#) | [Add to collection](#)

☐	Date	Record Number	Record Type	Expiration Date	Status	Action
☐	10/21/2025	PEST-PIN-000017	PIN Record			
☐	10/17/2025	PEST-AMN-BUS-000008	Pesticide Business Contact Amendment			
☐	10/17/2025	PEST-PIN-000012	PIN Record			
☐	10/17/2025	PEST-PIN-000011	PIN Record			
☐	10/17/2025	PEST-PIN-000013	PIN Record		Closed	
☐	10/15/2025	PEST-CE-CRSE-000051	Pesticide Continuing Education Course		Approved	Amendment
☐	10/15/2025	012419-11	Pesticide Private Applicator License	12/31/2029	Active	Pay Fees Due Amendment
☐	10/10/2025	012413-11	Pesticide Private Applicator License	12/31/2029	Active	Amendment
☐	09/21/2025	000035-10	Pesticide Dealer License	12/31/2025	Active	Renew Application Amendment
☐	05/01/2025	123967-11	Pesticide Private Applicator License	12/31/2025	Active	Renew Application Amendment

< Prev 1 2 Next >

Click the link in the **Record Number** column to display the connected Pesticide License information.

19. Find the added **License Number(s)** in the Licensing table and click on the license number hyperlink in the **Record Number** column to view the license information.

20. The License Record displays:

Record 000035-10:

Add to collection

Pesticide Dealer License

Record Status: Active
Expiration Date: 12/31/2025

Record Info ▾

Payments ▾

Verify that the license information is correct. Expand the **More Details** section as needed.

Work Location

1 testing again
helena MT 59601
COUNTY: Lewis and Clark •

Record Details

Licensed Professional:
Raquel Smitham
1 montana
Helena, MT, 59601
Home Phone:4065555555
Dealer 000035-10

► **More Details**

21. Expand the **More Details** link to review all information associated with this license.

Thank you for your patience as we make this transition.