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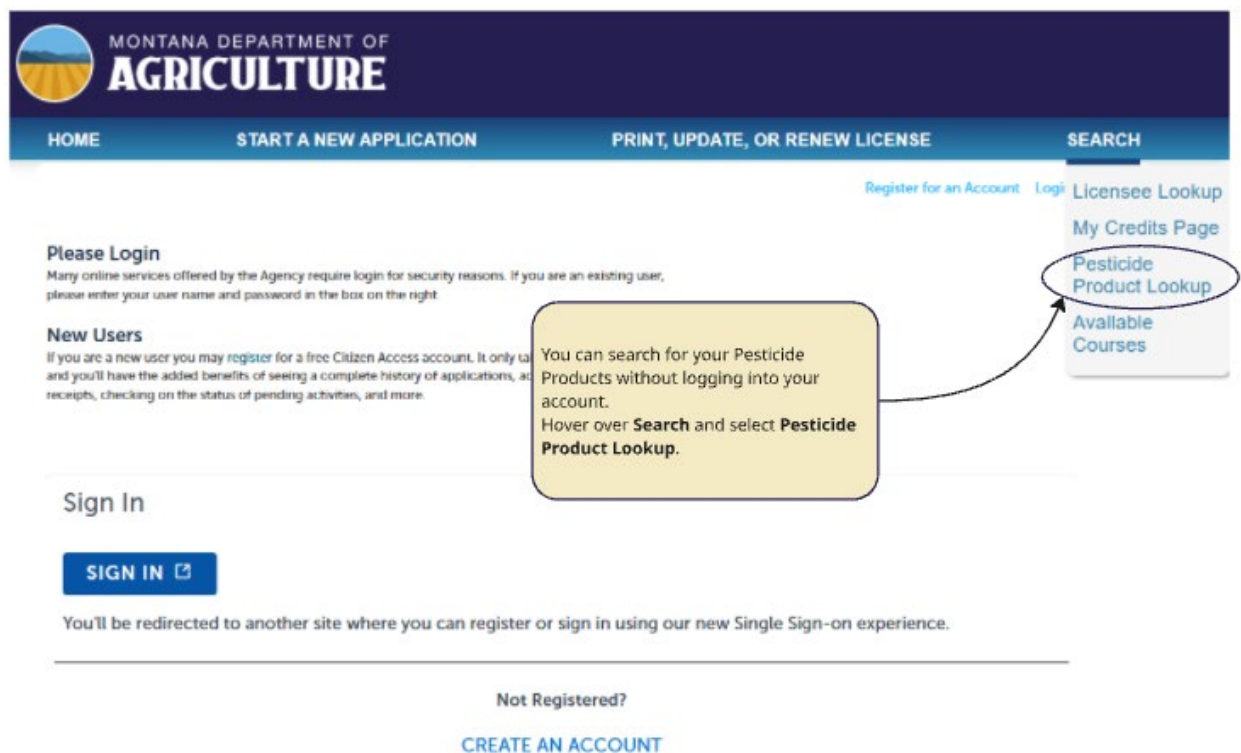
## To connect your **Pesticide Registration Products** to your Accela account:

### SEARCH

To connect your Products to your new Accela account, you will need to find at least one **Product ID** of a product you currently have registered.

**IMPORTANT:** If you are a 3<sup>rd</sup> Party Registrant, or manage more than one Registration Certificate, you will need a **Product ID** from EACH REGISTRATION CERTIFICATE.

1. Navigate to the **Pesticide Product Lookup** from the [Department of Agriculture Pesticide Home page](#):



2. Search for your registration certificate information by **Company name**, **Brand name**, or **EPA number** using the **Search > Pesticide Product Lookup** menu option.  
We recommend searching by your **Company** name for the most complete results. An EPA number search alone may not show all of your company's products and certificates.

## Pesticide Product Search Page:

 MONTANA DEPARTMENT OF AGRICULTURE

Home Help License Search **Brand Search** Pesticide Programs ▾

### Brand Search

**Brand Information**

Brand Name

Company

EPA Registration Number

Registration Year

**Search by:**

- Product Brand Name
- Your **Company's Name** (Recommended)
- EPA Number for a product on your Registration Certificate.

**Verification**

Please answer the verification question below before continuing your search.  
Remaining Attempts: 3



Please enter the number value of each image (example: 567)

This image and the instructions **change with each search**, so make sure you read it each time.

**Search** **Reset**

### 3. The Search Results page displays:

**Search Results**

To view further details, please click the Product ID

**Third Party Registrants:**  
Make sure you copy down a **Product ID** for each distinct **License Number** associated with your company. You do **not** need the license number, but you need to make sure you have at least one **Product ID** from each!

**Make sure you have the correct results by** reviewing the Company and Product names, then write down the **Product ID** number you want to use or copy it to another document for the next steps

|                                                                                   | COMPANY LICENSE NUMBER | REGISTRATION YEAR | PRODUCT ID | PRODUCT NAME                                  | PRODUCT TYPE  | PRODUCT EPA NUMBER |
|-----------------------------------------------------------------------------------|------------------------|-------------------|------------|-----------------------------------------------|---------------|--------------------|
| Wal-Mart Stores Inc (41348) C/O Delta Analytical                                  | 708-CERT               | 2025              | 91330      | Great Value Low-Splash Bleach                 | Disinfectant  | 70271-36-41348     |
| Wal-Mart Stores Inc (41348) C/O Delta Analytical                                  | 708-CERT               | 2025              | 94535      | Great Value Lemon Scent Multi-Purpose Cleaner | Disinfectant  | 70271-34-41348     |
| Walgreen Company (43428) C/O Delta Analytical Corporation                         | 541-CERT               | 2025              | 103169     | W Bleach Concentrated                         | Antimicrobial | 70271-31-43428     |
| Walgreen Company (43428) C/O Delta Analytical Corporation                         | 541-CERT               | 2025              | 98382      | W Low-Splash Bleach                           | Antimicrobial | 70271-36-43428     |
| Waxie's Enterprises, LLC an Envoy Solutions Co. (14994) C/O Delta Analytical Corp | 2819-CERT              | 2025              | 94281      | Waxie Germicidal Ultra Bleach                 | Disinfectant  | 70271-13-14994     |
| Weiman Products, LLC (1130) C/O Delta Analytical                                  | 1563-CERT              | 2025              | 73802      | GONZO DISINFECTANT (CITRUS SCENT)             | Antimicrobial | 10324-85-1130      |
| Weiman Products, LLC (1130) C/O Delta Analytical                                  | 1563-CERT              | 2025              | 73803      | GONZO DISINFECTANT (LAVENDER SCENT)           | Antimicrobial | 10324-85-1130      |
| Weiman Products, LLC (1130) C/O Delta Analytical                                  | 1563-CERT              | 2025              | 87890      | Weiman Disinfectant Electronic Wipes          | Disinfectant  | 6836-336-1130      |
| Weiman Products, LLC (1130) C/O Delta Analytical                                  | 1563-CERT              | 2025              | 88389      | Gonzo Disinfectant Wipes (Citrus Scent)       | Disinfectant  | 6836-336-1130      |
| Weiman Products, LLC (1130) C/O Delta Analytical                                  | 1563-CERT              | 2025              | 88392      | Gonzo Disinfectant Wipes (Lavender Scent)     | Disinfectant  | 6836-336-1130      |

Showing 161 to 170 of 174 entries

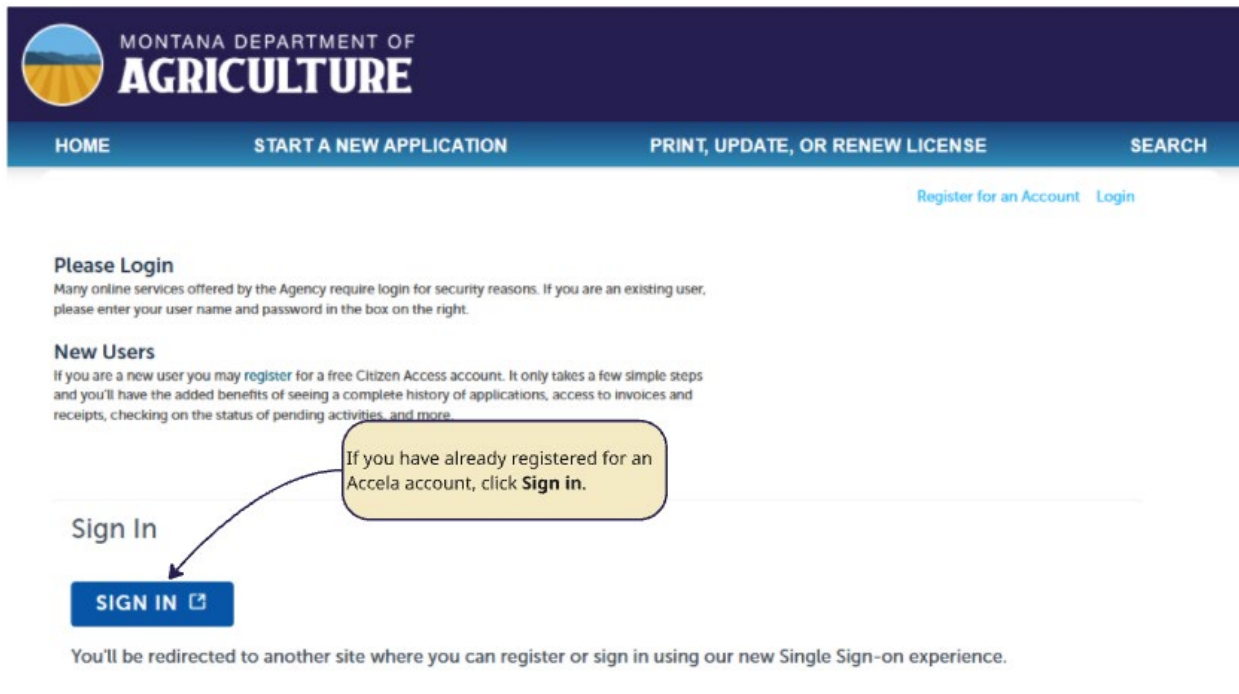
Prev 1 14 15 16 17 18 Next

For each of these you manage...  
...you need one of these.

### 4. Note and copy a **Product ID** number from your Registration Certificate; you'll use this number to attach your records to your Accela account. You will need **one** product ID per Registration Certificate.

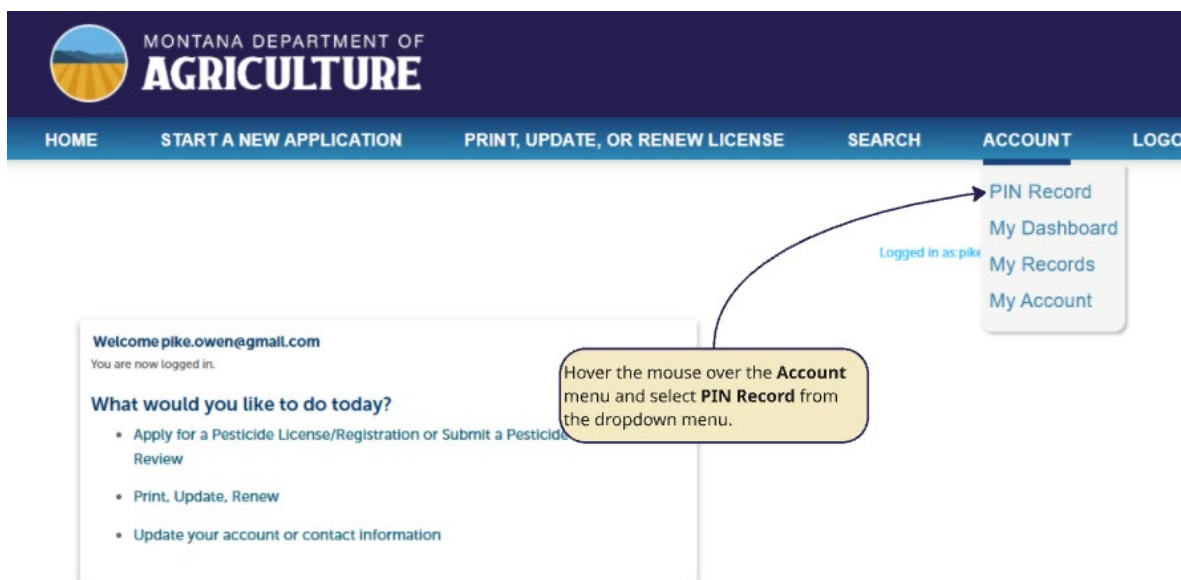
## LOG IN

1. [Log into Accela](#) with your Okta credentials by clicking **Sign In**

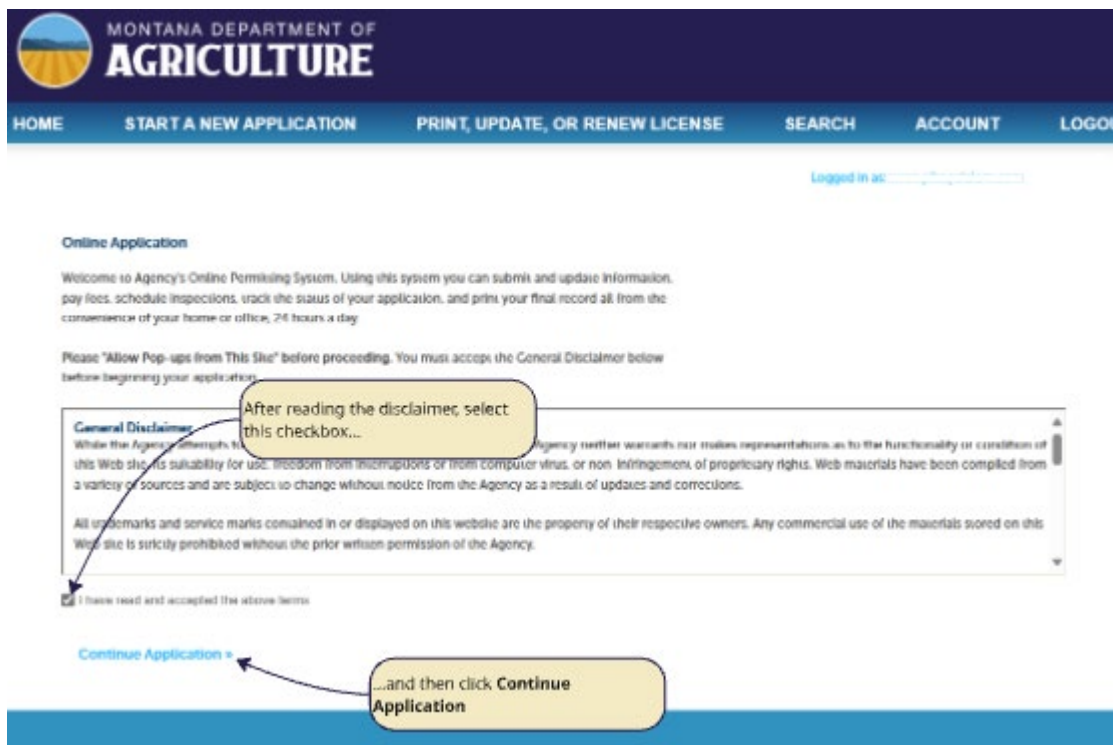


## PIN YOUR RECORD(S)

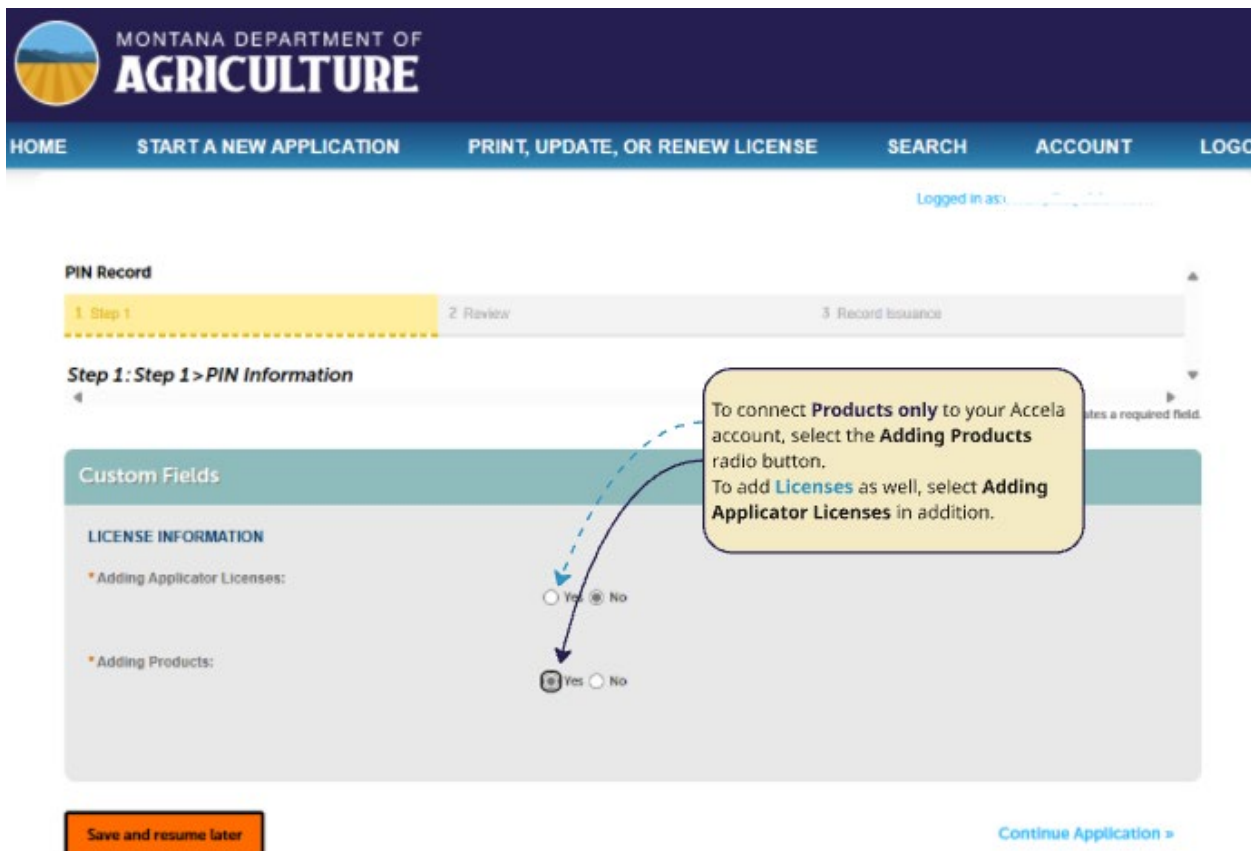
2. Accela Home page loads.
3. Navigate to **Account > PIN Record**.



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



- Select disclaimer checkbox and click **Continue application**.
- The PIN Record page loads.
- Select **Adding Products** radio button and click **Continue application**



8. Products Table displays.
9. Select **Add Row** or the adjacent down arrow to add up to 10 rows at a time.
  - a. To add one row:

The screenshot shows the Montana Department of Agriculture application interface. At the top is a dark blue header with the logo and navigation links: HOME, START A NEW APPLICATION, PRINT, UPDATE, OR RENEW LICENSE, SEARCH, ACCOUNT, and LOG. Below the header is a progress bar for 'PIN Record' with steps: 1 Step 1 (highlighted), 2 Review, and 3 Record Issuance. The main content area is titled 'Step 1: Step 1 > Products'. It features a 'Custom Lists' section with a 'PRODUCTS' table. The table has a header 'Product Record ID' and shows 'No records found.' Below the table are three buttons: 'Add a Row' (with a dropdown arrow), 'Edit Selected', and 'Delete Selected'. A yellow callout box with an arrow pointing to the 'Add a Row' button contains the text: 'To add one Product Record ID to the Products table, click the **Add a Row** button.' At the bottom left is an orange 'Save and resume later' button, and at the bottom right is a blue 'Continue Application >' button.

- b. To add multiple rows:

This screenshot is similar to the previous one but shows the 'Add a Row' dropdown menu open. The menu lists options to 'Add 2 Rows' through 'Add 10 Rows'. A yellow callout box with an arrow pointing to the dropdown arrow on the 'Add a Row' button contains the text: 'To add multiple Product Record IDs to the Products table, click the down arrow.' The rest of the interface, including the header, progress bar, and footer with 'How To' and 'Get Help' links, remains the same.

10. The Products entry dialog pops up.

The screenshot shows a 'PRODUCTS' dialog box with a single input field labeled '\*Product Record ID:'. The field contains the text 'xxxxxx'. Below the field are 'Submit' and 'Cancel' buttons. A yellow callout box on the right contains the text: 'Copy and paste or type the product ID number into the Product Record ID field. REMINDER: This number **must** be a Product ID tied to your Registration Certificate, EPA. Numbers **will not work**.'

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

The screenshot shows a 'PRODUCTS' dialog box with multiple input fields, each labeled '\*Product Record ID:'. The first field contains 'xxxxxx'. A yellow callout box on the right contains the text: 'To connect multiple certificates to your Accela account, you must enter at least **one** Product ID from each certificate.' The dialog is scrollable, and the 'Submit' button is visible at the bottom.

11. Enter the **Product ID** number and click **Submit**.

1. Enter the **Product ID** number and click **Submit**.
2. The PIN Record page reloads with Product Table updated to contain Product ID(s)

**PIN Record**

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Products

Product ID(s) display in **Products** table

**Custom Lists**

**PRODUCTS**

Showing 1-5 of 5

| <input type="checkbox"/> | Product Record ID | Actions |
|--------------------------|-------------------|---------|
| <input type="checkbox"/> | 999999            | Actions |
| <input type="checkbox"/> | 888888            | Actions |
| <input type="checkbox"/> | 777777            | Actions |
| <input type="checkbox"/> | 666666            | Actions |
| <input type="checkbox"/> | 555555            | Actions |

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

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

3. Click **Continue Application**.
4. The Review page displays:

**MONTANA DEPARTMENT OF AGRICULTURE**

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

Logged in as: [User Name]

**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: No

Adding Products: Yes

**Custom Lists**

**PRODUCTS** [Edit](#)

| Product Record ID |
|-------------------|
| 999999            |

[Select Language](#)

5. Review the Product ID numbers and click **Continue application**
6. The **Record Issuance** page displays:

From Here, click the Continue button.

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

Logged in as: **pin**

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

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.

7. Click **Account > My Records**.
8. The My Records Page displays:

MONTANA DEPARTMENT OF AGRICULTURE

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

Logged in as: **pin**

You will need to expand this table to show the attached **Registration Certificates**.

▸ Licensing

▾ **Products**

Showing 1-5 of 5 | Download results | Add to collection

| <input type="checkbox"/> | Date       | Record Number                    | Record Type                           | Description                    | Expiration Date | Status | Action                    |
|--------------------------|------------|----------------------------------|---------------------------------------|--------------------------------|-----------------|--------|---------------------------|
| <input type="checkbox"/> | 10/21/2025 | <a href="#">PEST-COMP-000042</a> | Pesticide Product Company Application |                                |                 | Active |                           |
| <input type="checkbox"/> | 05/13/2022 | <a href="#">2833-CERT</a>        | Pesticide Product Certification       | Pesticide Product Registration |                 | Active | <a href="#">Amendment</a> |
| <input type="checkbox"/> | 11/20/2015 | <a href="#">1735-CERT</a>        | Pesticide Product Certification       | Pesticide Product Registration |                 | Active | <a href="#">Amendment</a> |
| <input type="checkbox"/> | 11/20/2015 | <a href="#">1269-CERT</a>        | Pesticide Product Certification       | Pesticide Product Registration |                 | Active | <a href="#">Amendment</a> |
| <input type="checkbox"/> | 11/20/2015 | <a href="#">1192-CERT</a>        | Pesticide Product Certification       | Pesticide Product Registration |                 | Active | <a href="#">Amendment</a> |

Click the link in the **Record Number** column to display the connected Registration Certificate information.

9. Click on the > next to **Products**
10. Click on the hyperlink in the **Record Number** column to view the certificate info.

## 11. The Product Certificate Page displays:

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

Logged in as

Record 1735-CERT: [Add to collection](#)

### Pesticide Product Certification

Record Status: Active

Record Info ▾    Payments ▾    Custom Components

Work Location

Record Details

**Project Description:**  
D & D Holdings Inc. (72959) C/O Degesch America Inc.  
Pesticide Product Registration

▼ **More Details**

- ▣ Related Contacts
- ▣ **Application Information Table**
- ▣ Parcel Information

[Create Amendment](#)

Click the arrow next to **More Details...**

...then click the + next to **Application Information Table...**

## 12. Expand the **More Details > Application Information Table** lines to view all the Pesticide Products registered to the selected Certification:

Record Details

**Project Description:**  
D & D Holdings Inc. (72959) C/O Degesch America Inc.  
Pesticide Product Registration

▼ **More Details**

- ▣ Related Contacts
- ▣ **Application Information Table**

**PRODUCT INFORMATION**

|                                   |                             |
|-----------------------------------|-----------------------------|
| 258:                              | 0                           |
| EPA Registration Number:          | 72959-5                     |
| Section 18:                       | 0                           |
| Product Name (as shown on label): | Degesch Phostoxin Pellets   |
| Type:                             | Fungicide                   |
| Signal Word:                      | Danger                      |
| Classification:                   | Restricted                  |
| 258:                              | 0                           |
| EPA Registration Number:          | 40285-22                    |
| Section 18:                       | 0                           |
| Product Name (as shown on label): | G-Phosph Phosphine Fumigant |
| Type:                             | Fumigant                    |
| Signal Word:                      | Danger                      |
| Classification:                   | Restricted                  |
| 258:                              | 0                           |
| EPA Registration Number:          | 72959-6                     |
| Section 18:                       | 0                           |
| Product Name (as shown on label): | Degesch Fami-Cels           |
| Type:                             | Fungicide                   |
| Signal Word:                      | Danger                      |
| Classification:                   | Restricted                  |
| 258:                              | 0                           |
| EPA Registration Number:          | 72959-6                     |
| Section 18:                       | 0                           |
| Product Name (as shown on label): | Degesch Fami-Slip           |
| Type:                             | Fungicide                   |

The list of Products registered to this Certificate display below. Scroll down the list to verify the data is complete.

Scroll