

If you don't have an Okta account with the State of Montana and you need to set one up before you can access the new Accela Pesticide Programs site, this guide will help you through the process.

If you *do* have an Okta account with Montana, but need to create an Accela account, this guide will help you as well.

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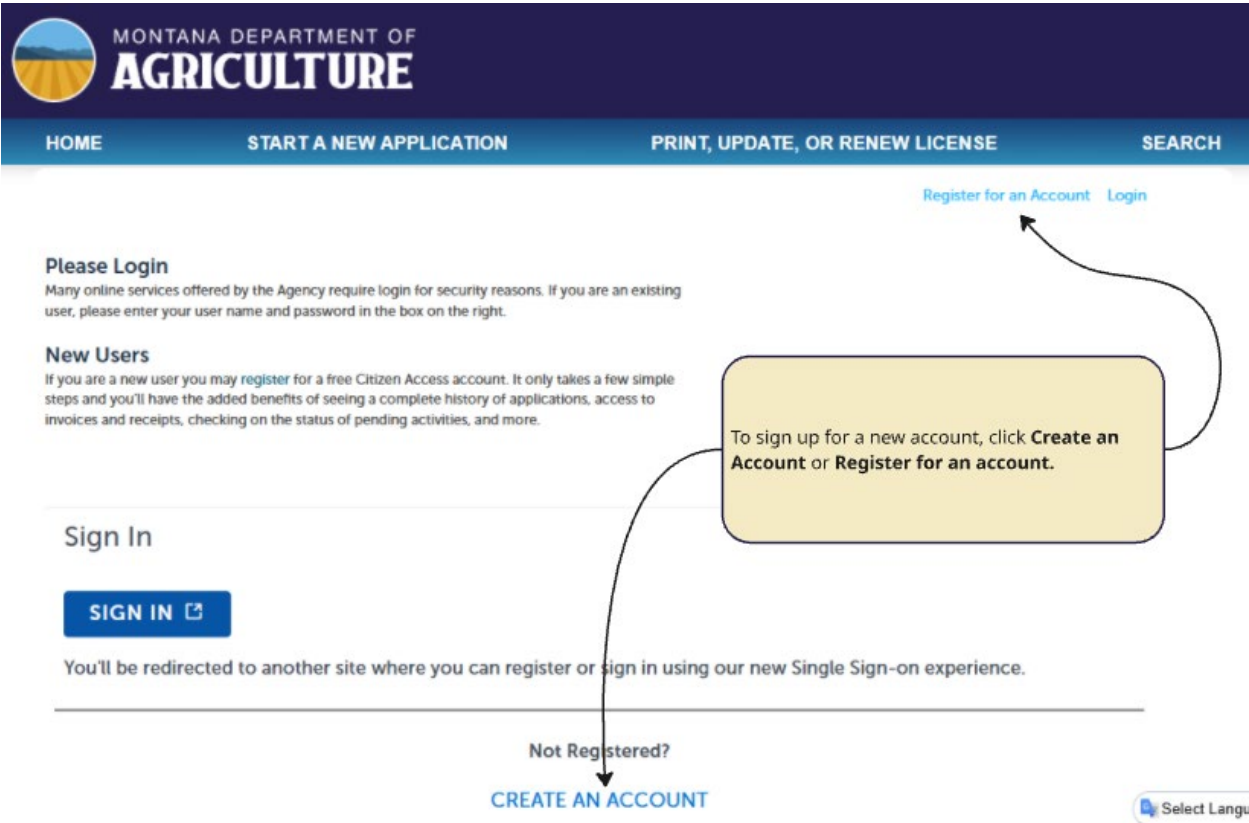
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To Sign Up for an Okta Account **and** an Accela Account:

SIGN UP

- 1. Navigate to the [Department of Agriculture Pesticide Home page](#):



- 2. Click the **CREATE AN ACCOUNT** or **Register for an Account** link.

3. The State of Montana Login page displays:

The screenshot shows the Montana.GOV login page. At the top, it says "Connecting to" followed by a gear icon and some partially visible text. Below this is a yellow callout box with the text: "If you already have an account with the State of Montana, enter your **Username** and **Password** on this page and click '**Sign in.**'". The main login form has the Montana.GOV logo at the top, followed by the heading "SIGN IN". It contains two input fields: "Username" with a hint "State Employees use your state network username, all others use email address" and "Password" with a toggle icon. Below these is a checkbox labeled "Keep me signed in". A blue "Sign in" button is present. At the bottom of the form are links for "Forgot password?" and "Help". Below the form, there is a link "Don't have an account? Sign up" with an arrow pointing to it from a yellow callout box that says: "If you don't have an account with the State of Montana yet, click the **Sign Up** link."

Connecting to ss DLI Accela Public User Non-
on2

If you already have an account with the State of Montana, enter your **Username** and **Password** on this page and click "**Sign in.**"

MONTANA.GOV
OFFICIAL STATE WEBSITE

SIGN IN

Username
State Employees use your state network username, all others use email address

Password

☐ Keep me signed in

Sign in

[Forgot password?](#)

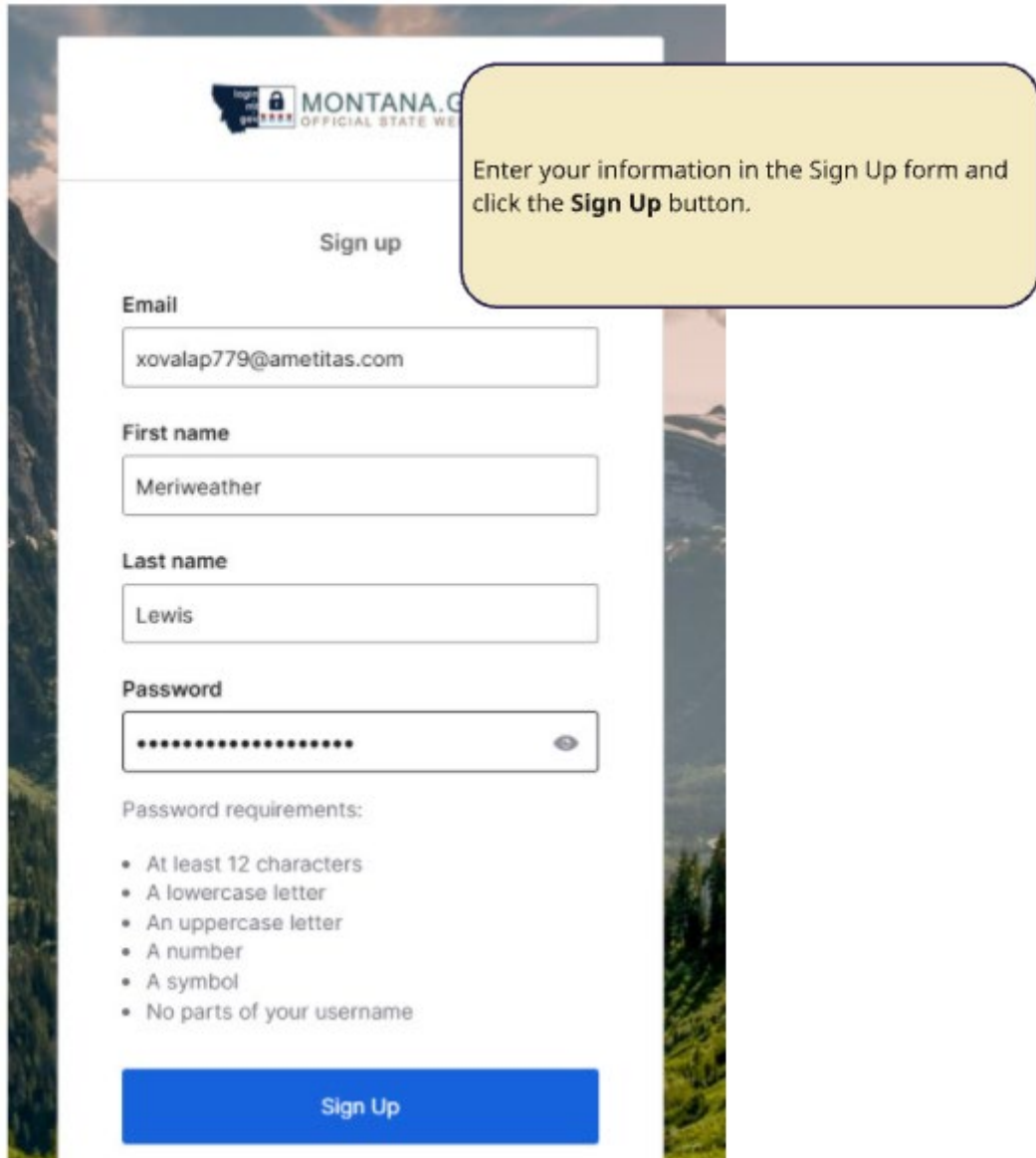
[Help](#)

Don't have an account? [Sign up](#)

If you don't have an account with the State of Montana yet, click the **Sign Up** link.

4. Click Sign Up

5. The Sign up page displays:



The screenshot shows the 'Sign up' page on Montana.gov. The page has a header with the Montana state logo and the text 'MONTANA.GOV OFFICIAL STATE WEBSITE'. Below the header, the title 'Sign up' is centered. The form contains four input fields: 'Email' (with the value 'xovalap779@ametitas.com'), 'First name' (with the value 'Meriweather'), 'Last name' (with the value 'Lewis'), and 'Password' (with masked characters). Below the password field, there is a section titled 'Password requirements:' with a bulleted list: 'At least 12 characters', 'A lowercase letter', 'An uppercase letter', 'A number', 'A symbol', and 'No parts of your username'. At the bottom of the form is a blue button labeled 'Sign Up'. A yellow callout box with a purple border is positioned to the right of the form, containing the text: 'Enter your information in the Sign Up form and click the **Sign Up** button.'

Sign up

Email
xovalap779@ametitas.com

First name
Meriweather

Last name
Lewis

Password
.....

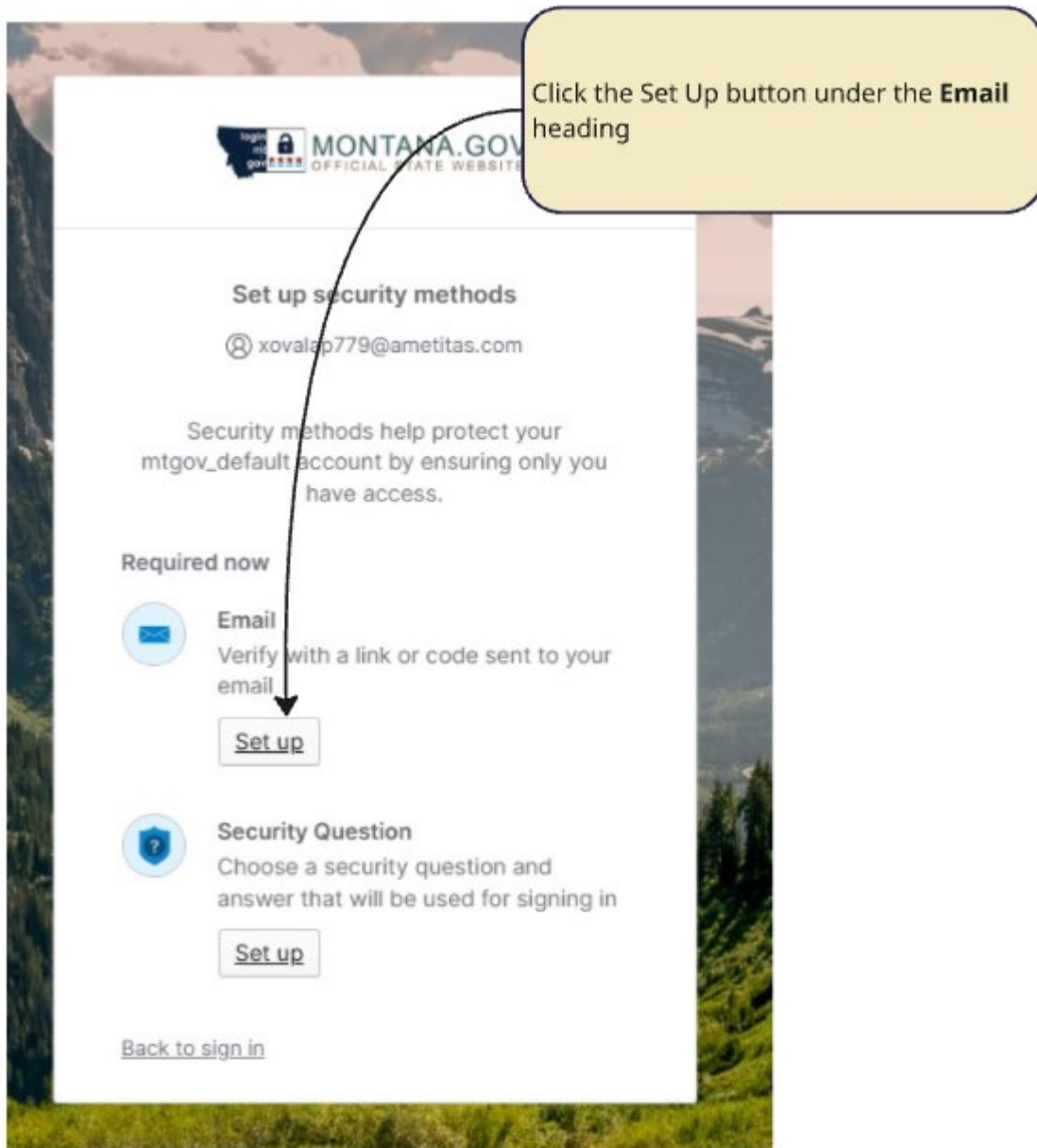
Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username

Sign Up

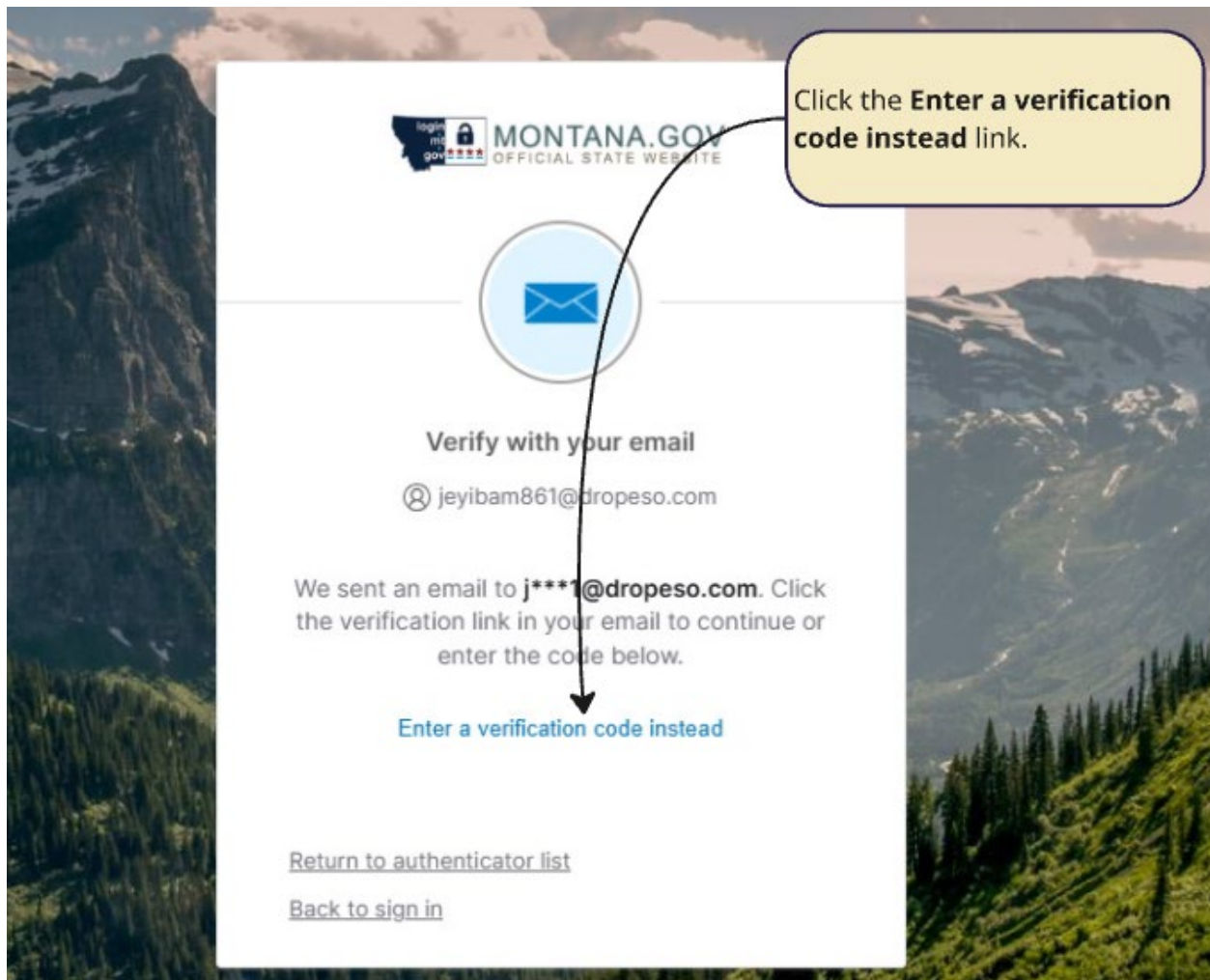
6. Enter your Email address, First name, Last name, and password, then click **Sign Up**.

7. The Security Set Up page displays.



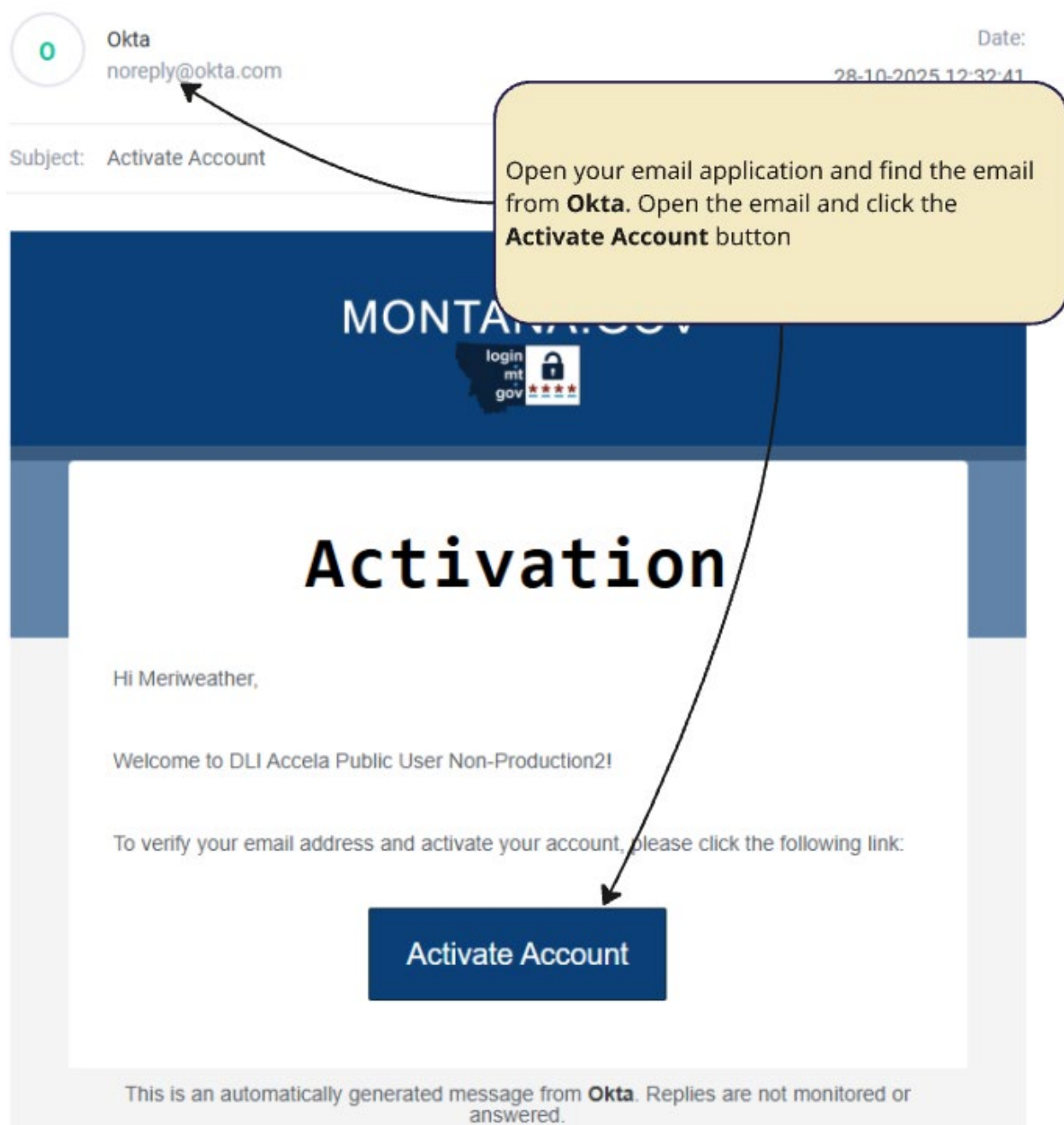
8. Click the Set Up button underneath the Email heading.

9. The Email Verification page displays:



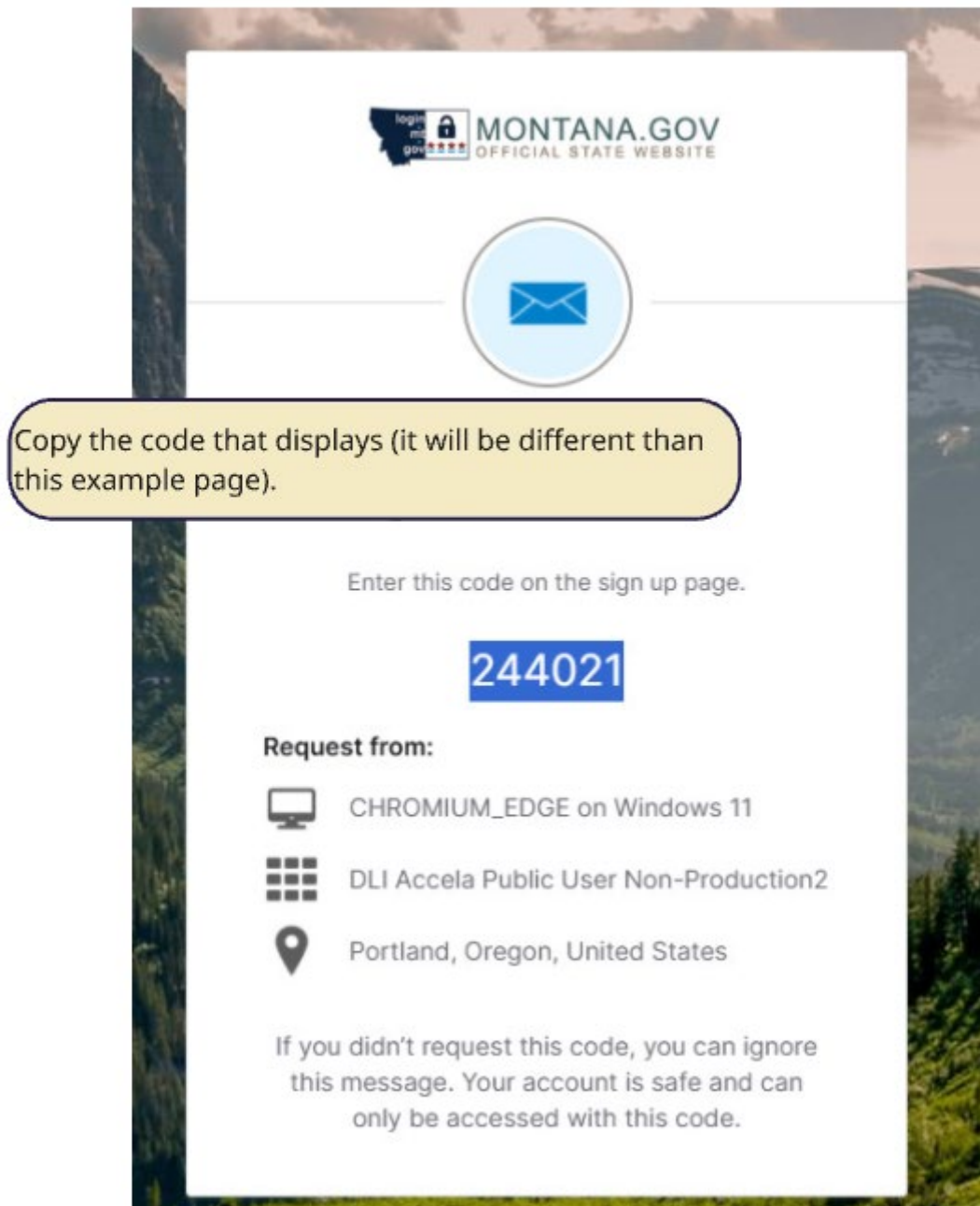
10. Open your email application and find the verification email from noreply@okta.com. If you can't find it in your main inbox, check for it in your Spam folder.

The email should look similar to this:



11. Click the “**Activate Account**” button.

12. The Verification Code page displays:



13. Return to the Email Verification page from step 9 above.

14. Click the **Enter a verification Code instead** link.

15. The Verification Code Entry page displays:

login MONTANA.GOV OFFICIAL STATE WEBSITE

Enter the code from your email and click **Verify**.

V

@ jeyibamso@dropeso.com

Haven't received an email? [Send again](#)

We sent an email to j***1@dropeso.com. Click the verification link in your email to continue or enter the code below.

Enter Code

505118

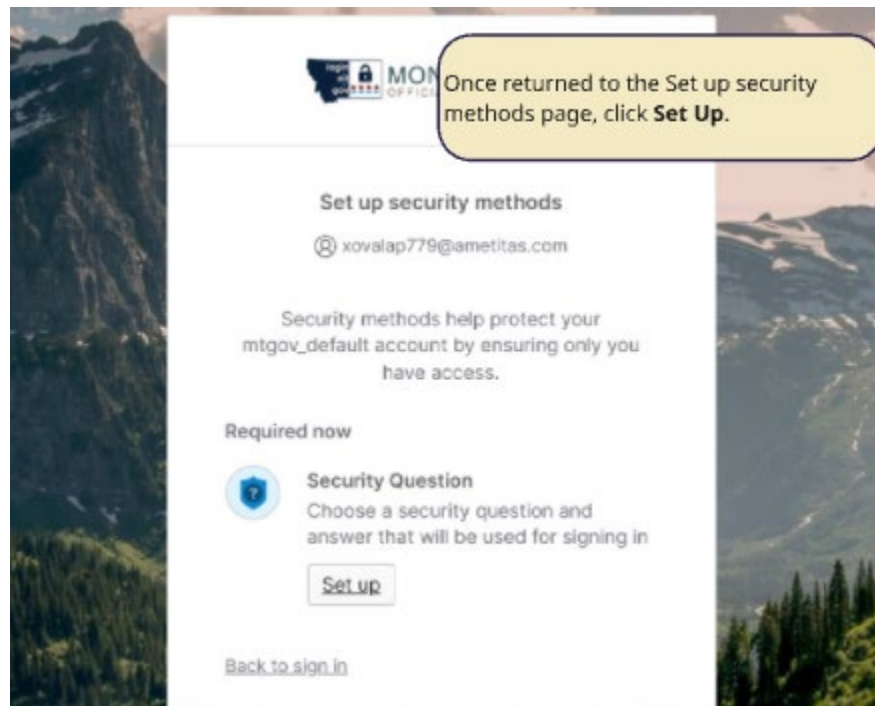
Verify

[Return to authenticator list](#)

[Back to sign in](#)

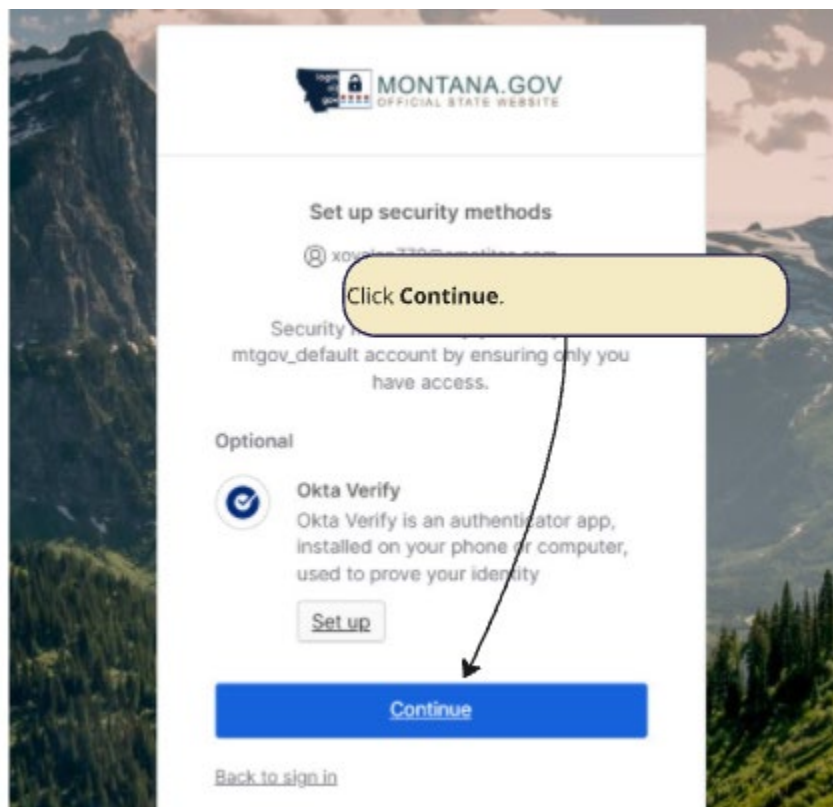
16. Paste or type the Verification Code into the Enter Code field and click **Verify**.

17. The Security Methods page displays, now only showing the Security Question Setup section:



18. Choose a Security Question (or write your own) and enter the corresponding answer, then click **Verify**.

19. The Set Up Security Methods screen loads, displaying an optional Okta Verify setup and a **Continue** button:

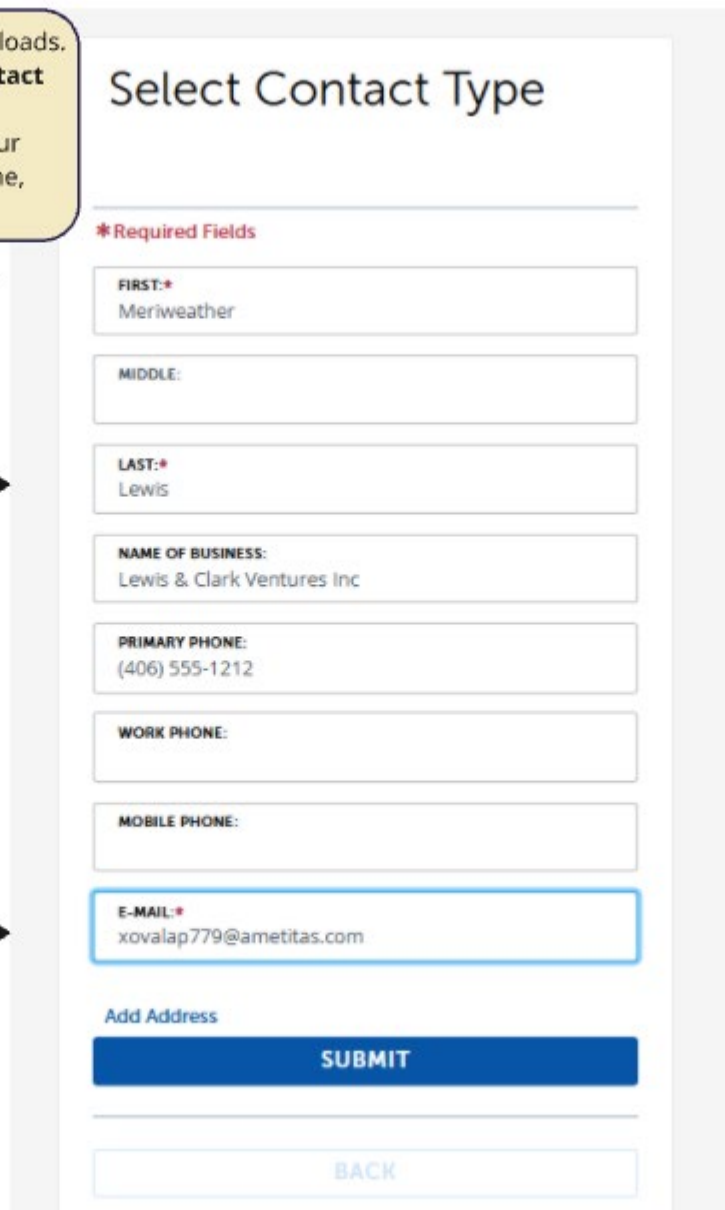


20. Click the **Continue** button.

CREATE ACCELA ACCOUNT

21. The Accela Account Creation page displays. First name, Last name, and Email are required fields. These should match the details you entered when creating your Okta account in steps 1 – 20:

The **Accela Account Creation** screen loads. Enter your details into the **Select Contact Type** form and click **Submit**. Note required fields correspond to your Okta credentials: First name, Last name, and Email.



The screenshot shows the 'Select Contact Type' form. It includes a section for 'Required Fields' with input boxes for First, Middle, Last, Name of Business, Primary Phone, Work Phone, Mobile Phone, and E-Mail. The E-Mail field is highlighted with a blue border. Below the required fields is an 'Add Address' section with a 'SUBMIT' button and a 'BACK' button.

Select Contact Type

*** Required Fields**

FIRST:*
Meriweather

MIDDLE:

LAST:*
Lewis

NAME OF BUSINESS:
Lewis & Clark Ventures Inc

PRIMARY PHONE:
(406) 555-1212

WORK PHONE:

MOBILE PHONE:

E-MAIL:*
xovalap779@ametitas.com

Add Address

SUBMIT

BACK

22. Enter your account details and click **Submit**.

23. The Accela Account Success screen displays:

MONTANA DEPARTMENT OF AGRICULTURE

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

Register for an Account **Login**

Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

User Name: xovalap779@ametitas.com
E-mail: xovalap779@ametitas.com
Password: *****
Security Question:

Contact Information

Meriweather Lewis
Lewis & Clark Ventures Inc.
xovalap779@ametitas.com

Home Phone: 4065551212
Work Phone:
Mobile Phone:
Fax:

Contact Address List

▼ [Contact Addresses](#)

Showing 0-0 of 0

Address Type	Recipients	Address	Status	Start Date	End Date
No records found.					

24. Click the **Login** link in the upper right corner.

25. The Accela Account Home page displays, with your first and last name displayed next to the “Logged in as:” text:

MONTANA DEPARTMENT OF AGRICULTURE

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

Logged in as: Meriweather Lewis

Welcome Meriweather Lewis
You are now logged in.

What would you like to do today?

- Apply for a Pesticide License/Registration or Submit a Pesticide Course Review
- Print, Update, Renew
- Update your account or contact information

You're now logged in.
Congratulations, your Accela account is created and you are ready to use it!

Contact Us
Montana Department of Agriculture
Phone: (406)-444-5400
Email: Agr@mt.gov
Fax: (406)-444-5400

How To
How To Topics

Get Help
For Help processing your application please call (406)-444-5400
Select Language
Google Translate

26. Congratulations, you're all set!

To sign up for **only** Accela with an existing State of Montana Okta account

SIGN IN

1. Navigate to 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. Below the header, there are links for "Register for an Account" and "Login". The main content area has a "Please Login" section with a message about security and a "New Users" section with a message about registering for a free Citizen Access account. A yellow callout box with the text "To use your existing State of Montana login credentials to sign up for an Accela account, click **Sign In** or **Login**." has two arrows: one pointing to the "SIGN IN" button and another pointing to the "Login" link. Below the callout box, there is a "Sign In" section with a "SIGN IN" button. At the bottom, there is a "Not Registered?" section with a "CREATE AN ACCOUNT" link and a "Select Language" button.

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

To use your existing State of Montana login credentials to sign up for an Accela account, click **Sign In** or **Login**.

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

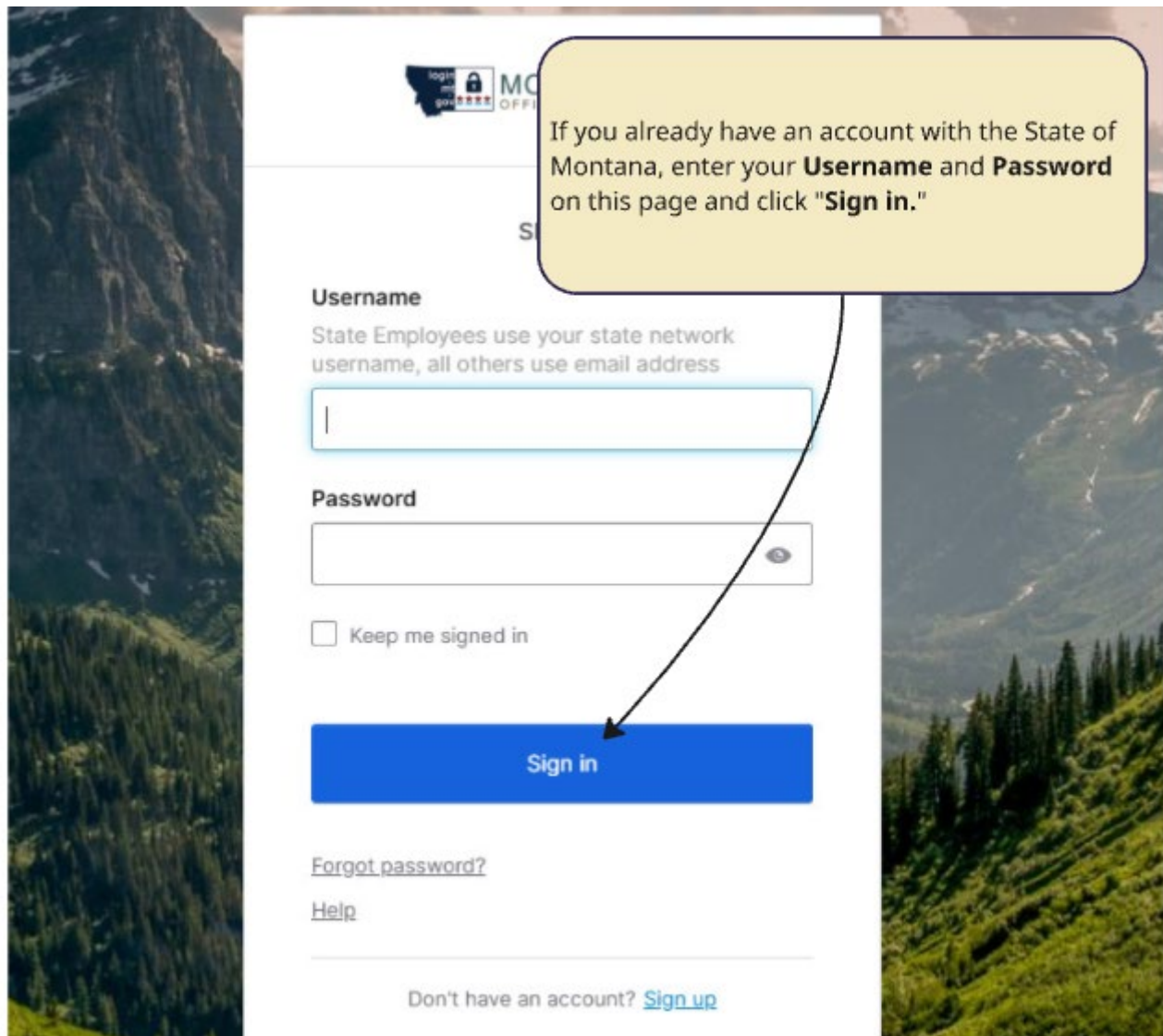
Not Registered?

[CREATE AN ACCOUNT](#)

[Select Language](#)

2. Click **Sign in** or **Login**.

3. The State of Montana Sign In page displays:



The screenshot shows the State of Montana Sign In page. At the top, there is a logo for 'login mt gov' and 'MONTANA OFFICIALS'. Below this, a yellow callout box contains the text: 'If you already have an account with the State of Montana, enter your **Username** and **Password** on this page and click "**Sign in.**"'. The form fields include a 'Username' field with a hint: 'State Employees use your state network username, all others use email address', and a 'Password' field with a toggle icon. There is a checkbox for 'Keep me signed in'. A blue 'Sign in' button is prominently displayed, with an arrow pointing to it from the callout box. Below the button are links for 'Forgot password?' and 'Help'. At the bottom, there is a link for 'Don't have an account? Sign up'.

login mt gov MONTANA OFFICIALS

State Employees use your state network username, all others use email address

Username

Password

☐ Keep me signed in

Sign in

[Forgot password?](#)

[Help](#)

Don't have an account? [Sign up](#)

4. Enter your login credentials and click **Sign In**.
5. The Accela Account Creation page displays. First name, Last name, and Email are required fields. These should match the details you entered when creating your Okta account in steps 1 – 20:

The **Accela Account Creation** screen loads. Enter your details into the **Select Contact Type** form and click **Submit**. Note required fields correspond to your Okta credentials: First name, Last name, and Email.

Select Contact Type

* Required Fields

FIRST:*
Meriweather

MIDDLE:

LAST:*
Lewis

NAME OF BUSINESS:
Lewis & Clark Ventures Inc

PRIMARY PHONE:
(406) 555-1212

WORK PHONE:

MOBILE PHONE:

E-MAIL:*
xovalap779@ametitas.com

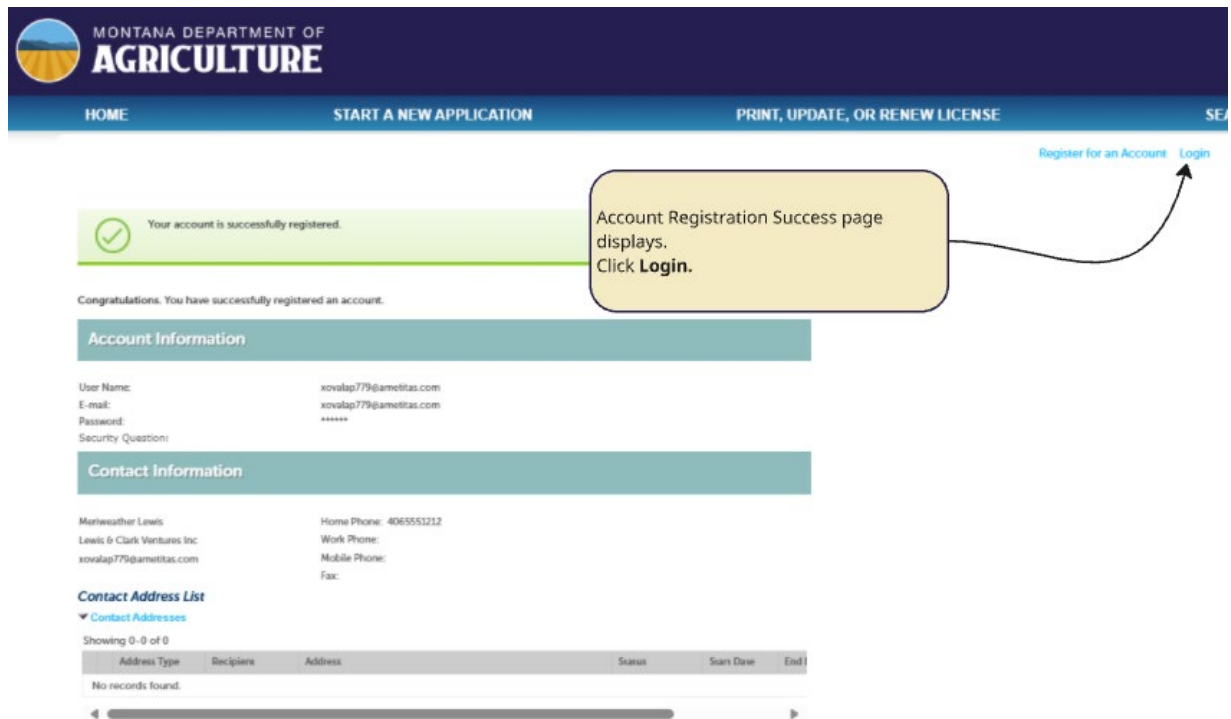
Add Address

SUBMIT

BACK

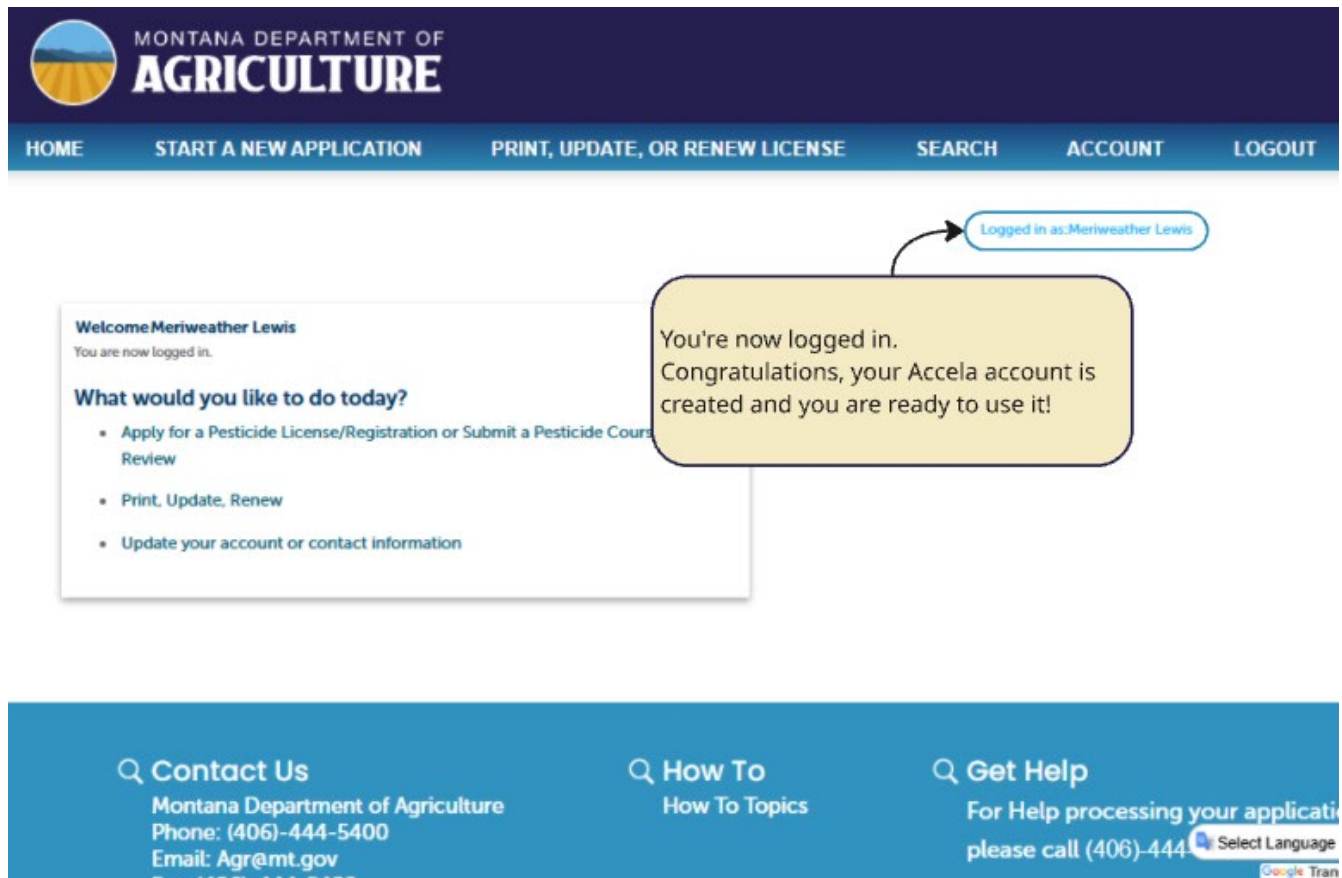
6. Enter your account details and click **Submit**.

7. The Accela Account Success screen displays:



8. Click the **Login** link in the upper right corner.

9. The Accela Account Home page displays, with your first and last name displayed next to the “Logged in as:” text:



10. Congratulations, you're all set!