Montana Department of Agriculture

MTPlants online user accounts for pesticide licensing

Renewing an Applicator or Dealer license – Commercial, Governmental, Public Utility, Non-Commercial

You must first register an ePass account to access MTPlants, see our instruction named "How to Create an ePass Account".

Log into your MTPlants account using your registered ePass user name and password.

You will arrive at your account's home page.

You can view your current information by clicking on Payments, Employers, Operators, Exams or Meetings Attended (examples shown on the next page).

If you have licenses that are due for renewal then they will be listed under Account Tasks as shown here.

To begin renewing your license(s),

Click the link "… license(s) due for renewal"

or simply click one of the Online Shopping Cart buttons.

Available at your account's home page:

You can view your current information by clicking on Payments, Employers, Operators, Exams or Meetings Attended.

You can edit your list of operators at any time throughout the year. With this system however, additional operators can only be added during your annual renewal. To add operators during the year, visit our website or contact the department.

Click on the Exams link to view your credit status for each category and their current recertification by dates. NOTE: You must be qualified in at least 1 category in order to renew a license and any categories not having the required credits is dropped from license during renewal.

Click on the Meetings Attended link to view the courses on record for the current recertification period.

Click the box for "Show complete meeting history" to view all of the courses on record (since 2011).

Employers E (Click to hide your employers)

Employers

☑ Show only current employers

USAPlants ID	Business ID	Status	Insurance Expires Date	Company Name	Start Date	End Date
0008DH	2164	Active	12/20/2016	Summit River Corp	4/21/2009	

1 record(s) found.

Exams

Category	Find Meetings	Result	Exam Date	Credits Acquired	Credits Required	Credits Needed	Credits Needed By
0-Core	Meetings for Category 0	Pass	3/12/2009	0	0	0	01/01/2050
30-Agricultural Plant Pest Control	Meetings for Category 30	Not Renewed	3/12/2009	22	26	4	12/31/2016
33-Forest Pest Control	Meetings for Category 33	Pass	3/12/2009	16	12	0	12/31/2016
34-Ornamental and Turf Pest Control	Meetings for Category 34	Pass	3/11/2010	22	12	0	12/31/2016
37-Right of Way Pest Control	Meetings for Category 37	Pass	7/1/2011	16	12	0	12/31/2017

5 record(s) found.

Meetings Attended E (Click to hide your meetings attended)

Meetings Attended / Credits Earned

☐ Show complete meeting history   [Export to Excel] Export Help

Meeting ID	Date Attended	Category	Meeting Name	Course Credits	Earned Credits
15-556	10/8/2015	33 - Forest Pest Control	MDA Fall Core Recertification Training Kalispell	4	4
15-389	3/19/2015	33 - Forest Pest Control	2015 Montana ProMarkets Seminar - Kalispell VM	6	6
16-591	10/18/2016	33 - Forest Pest Control	MDA Fall Core Recertification Training	6	6
15-556	10/8/2015	34 - Ornamental and Turf Pest Control	MDA Fall Core Recertification Training Kalispell	4	4
16-426	3/17/2016	34 - Ornamental and Turf Pest Control	2016 Kalispell Professional Markets Seminar - T&O	6	6
15-389	3/19/2015	34 - Ornamental and Turf Pest Control	2015 Montana ProMarkets Seminar - Kalispell VM	6	6

Go to your shopping cart to view the licenses that are available for review.

Click on the check boxes next to your licenses that are listed in your shopping cart in order to select them.

Click - Add Selected Items to Cart

The licensing fees for the items you selected will be listed in the Amount column.

Verification of your licensing and contact information is required for each license being renewed,

Click - Verification Needed

Update your contact and mailing information if needed.

Any current Operators or Sales People that are listed under your license will be shown here and are available to be edited: add an End date if they will not be working under you.

Click - Add to enter the names of any new Operators or Sales People that will be working under you.

Note: you can only add operators in this manner during renewal. An operator application form and payment will be required during the year.

Click – Save when finished

To add additional operator, continuing clicking Add, entering names and clicking Save.

When the information is correct,

Click – Accept and Continue

You will be returned to your shopping cart, the amount due now includes the license fee for any operators that you have added.

Click – Proceed to Checkout

Update the email address if needed, this is where your payment receipt will be sent.

Click - Proceed

The NIC payment site will open showing your transaction detail that includes various fee splits that are used by the accounting department.

The transaction summary total will be updated according to the type of payment that you select.

Select the payment type, credit or eCheck.

Note: an eCheck uses your checking account number and routing number to withdraw funds from your bank.

Click - Next

The summary total will include the service fee: Credit or debit cards are $1.25 + 1.995% of the fee total and eChecks are a $2.00 flat fee for any total.

Update the customer information if required. The name and zip code must match the address for the payment card or eCheck account being used.

Update the email address on the checkout page if needed, this is where your payment receipt will be emailed.

Click – Next

Enter your payment card information or eCheck accounting and routing numbers as required. American Express is not accepted due to their higher service fees.

Click – Next

Review the information you have entered and click Edit to change something or Cancel to quit. If you click on Cancel then your browser typically needs to be closed and reopened in order to log back into your account.

If it is ok then continue…

Click – Submit Payment.

The transaction confirmation page will open after completing a successful payment.

You can print your license(s) from this page by clicking on the "**Print**" hyperlink. A pdf file of your license will be opened which you can print and/or save on your computer or other device.

Your printed licenses are valid proof of licensure.

Click – Back to Account Home

to return to your home page.

Any tasks remaining will be shown under Account Tasks, If there are none then it will say "No tasks to complete at this time".

Click – Logout

in the top menu to leave your account.

You can return to your account at any time to print another copy of your licenses, add Sales People, Edit Operators or to request an address change.

A receipt will be sent to the email address that you used to make your payment transaction.

The license type, number, fee amount and the service fee will be shown along with a confirmation number and date of the transaction.