## **Montana Department of Agriculture**

## MTPlants online user accounts for pesticide licensing

## Renewing a Private applicator license – Restricted Use Pesticide Permit

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, Exams or Meetings Attended.

If you have a permit that is due for renewal then it will be listed under Account Tasks as shown here.

**Click** the link "...license(s) due for renewal" or click one of the Online Shopping Cart buttons.



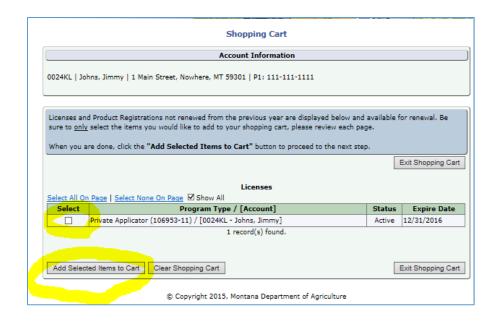
**Click** on the checkbox next to your permit that is listed in your shopping cart in order to Select it.

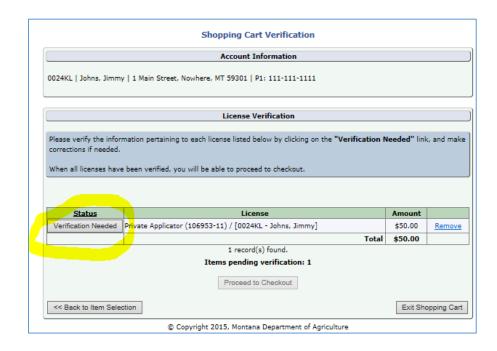
Click - Add Selected Items to Cart

The licensing fees for the item(s) you selected will be listed in the Amount column.

Verification of your licensing and contact information is required for each permit being renewed.

**Click** - Verification Needed





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Update your contact information if needed.

Under Mailing Address, you can enter a different mailing address by clicking on "Use this address" and then entering the additional information.

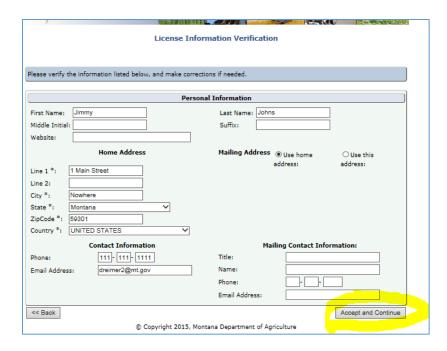
NOTE: if you have moved to another county then you may be in a different licensing district and your expiration date, certification date and permit fees will change accordingly.

When the information is correct,

**Click** – Accept and Continue

You will be returned to your shopping cart,

Click - Proceed to Checkout



Shopping Cart Verification  Account Information  0024KL   Johns, Jimmy   1 Main Street, Nowhere, MT 59301   P1: 111-111-1111  License Verification  Please verify the information pertaining to each license listed below by clicking on the "Verification Needed" link, and make corrections if needed.  When all licenses have been verified, you will be able to proceed to checkout.  Status  Completed Private Applicator (106953-11) / [0024KL - Johns, Jimmy] \$50.00 Remove  Total \$50.00  All items are verified. You are ready to check out.  Proceed to Checkout  Exit Shopping Cart					
Discussion   1 Main Street, Nowhere, MT 59301   P1: 111-1111	Shopping Cart Verification				
License Verification  Please verify the information pertaining to each license listed below by clicking on the "Verification Needed" link, and make corrections if needed.  When all licenses have been verified, you will be able to proceed to checkout.  Status  License  Completed  Private Applicator (106953-11) / [0024KL - Johns, Jimmy] \$50.00 Remove  Total \$50.00  All items are verified. You are ready to check out.  Proceed to Checkout	Account Information				
Please verify the information pertaining to each license listed below by clicking on the "Verification Needed" link, and make corrections if needed.  When all licenses have been verified, you will be able to proceed to checkout.  Status  License  Amount  Completed  Private Applicator (106953-11) / [0024KL - Johns, Jimmy] \$50.00 Remove  Total \$50.00  1 record(s) found.  All items are verified. You are ready to check out.  Proceed to Checkout	0024KL   John	s, Jimmy   1 Main Street, Nowhere, MT 59301   P1: 111-111-1111			
Status License Completed Private Applicator (106953-11) / [0024KL - Johns, Jimmy] \$50.00 Remove Total \$50.00  1 record(s) found. All items are verified. You are ready to check out.  Proceed to Checkout		License Verification			
Completed Private Applicator (106953-11) / [0024KL - Johns, Jimmy] \$50.00 Remove  Total \$50.00  1 record(s) found.  All items are verified. You are ready to check out.  Proceed to Checkout					
1 record(s) found.  All items are verified. You are ready to check out.  Proceed to Checkout	Status	License	Amount		
1 record(s) found.  All items are verified. You are ready to check out.  Proceed to Checkout	Completed	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$50.00	Remove	
All items are verified. You are ready to check out.  Proceed to Checkout			\$50.00		
Extra Groupping Cart					
© Copyright 2015, Montana Department of Agriculture	<< Back to Ite		Exit Sho	opping Cart	

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

**Click** – Proceed to go to the payment system

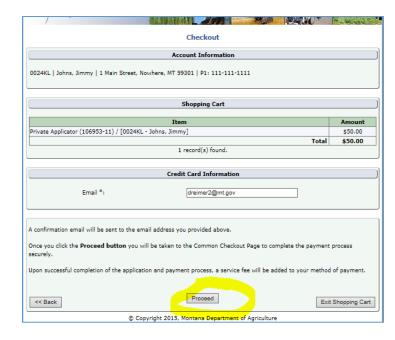
The NIC payment site will open showing your transaction detail that includes various fee splits that are used by the accounting department.

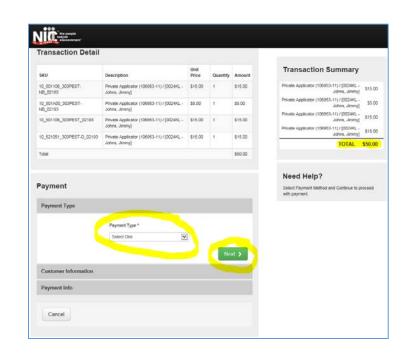
The transaction summary total will be updated according to the type of payment that you select.

**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





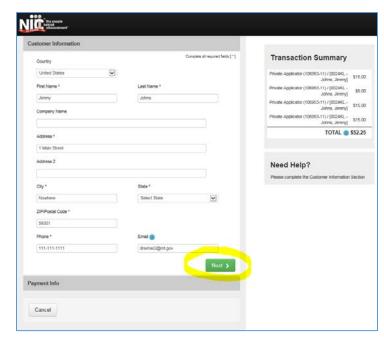
Update the customer information if required. The name and zip code must match the address for the payment card or eCheck account being used.

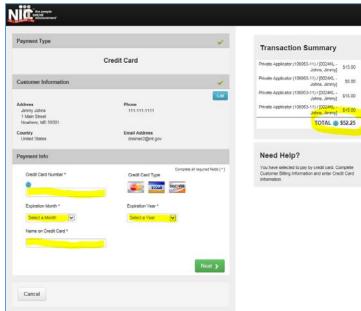
The summary total will include the service fee: Credit or debit cards are \$1.25 + 1.995% of the fee total and eChecks are a \$2.00 flat fee for any total.

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.

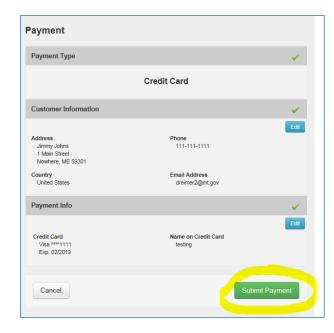
If it is ok then continue...

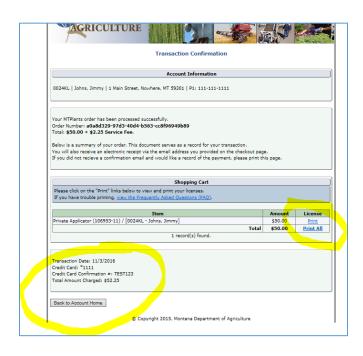
**Click** – Submit Payment.

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.

**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 permit or to update your contact information.

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

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

