

## Create an Online Account

To renew your license online, you will first need to create a Montana ePass account. You can create your ePass account online at: <https://mtplants.mt.gov/ePassSSOLogin.aspx>

- Click **Logon/Register**.
- Click **Login using ePass Montana**.
- Click **Login** button below "Login with ePass Montana".
- If you already have an account, use the existing user box.
- Click **Create an Account** if you are a first-time user.
  - Fill out your personal information and Click **Save Changes**.
  - MT Plants ID and a Pin ID: Once you create your ePass account, you will be prompted to enter your MT Plants ID and Pin ID. This information can be found on your renewal form, or obtained by contacting Pesticide Licensing, at 406-444-4900.

## Online Renewal

Online License Renewal: After creating your account, you will be able to renew your license online. Licenses available for renewal will appear under **Account Tasks**. Click the link "[... license\(s\) due for renewal](#)"

- Click on the check boxes next to your listed license(s) to select the license(s) to be added to your shopping cart. 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 information and add any new operators or salespeople needed. When finished Click **Save**. When information is correct Click **Accept and Continue**.
- Click **Proceed to Checkout**.
- Update the email address if needed (this is where your payment receipt will be sent). Click **Proceed**.

**Payment**: Transaction detail includes various fee splits. Select the payment type, credit or eCheck.

**Credit/debit card transactions and eChecks are subject to a surcharge.**

- Fill out your billing information and click **Next**.
- Fill out your payment information and click **Next**.
- Verify your payment information and click **Submit Payment**.
- The transaction confirmation page will open after completing a successful payment.

**NOTE**: You will print your own license(s) from this page by clicking on the Print hyperlink.

When renewing online, you will not receive a cardstock license unless you specifically request one from Pesticide Licensing.