

## Pest License Online Renewal Process

Login to your online Okta account using your existing Username and Password here: <https://mtplants.mt.gov/OktaSSOLogin.aspx>.

This will bring you to your Account Home page. At the bottom of the home page, it will tell you how many programs are due for renewal. Click on the link to proceed.

**Account Home**

**Account Summary**

002RNF | Spring Cove Ranch | 270 Spring Cove Road, Bliss, ID 83314 | P1: 406-444-3691

**Available Programs**

Program Type	License ID	Status	Issue Date	Expire Date
<a href="#">Pesticide Business</a>	3587	Active	12/6/2021	
<a href="#">Seed License</a>	102608	Active	12/8/2022	6/30/2023
<a href="#">Feed</a>	103261	Active	12/8/2022	12/31/2023

3 record(s) found.

**Online Renewals/Payments**

Access online renewals/payments: [Online Shopping Cart](#)

**Account Tasks**

2 license(s) due for renewal  
[Add/Edit Seed Assessment](#)

Clicking the link will bring you to your online shopping cart. Select the programs you would like to renew, and click the button marked: Add selected items to cart.

**Licenses**

[Select All On Page](#) | [Select None On Page](#)  Show All

Select	Program Type / [Account]				Status	Expire Date
	Pesticide Business (3587) / [002RNF - Spring Cove Ranch]				Active	
	Select	Employee Name	Program	Status		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bear, Yogi	Commercial Applicator	Expired	12/31/2022	
<input type="checkbox"/>	Seed License (102608) / [002RNF - Spring Cove Ranch]				Active	06/30/2023

2 record(s) found.

[Add Selected Items to Cart](#)

Once you have added the desired license to the cart for renewal you will verify that your information is still up to date by selecting the Verify button. Once you have verified the information the status will change to Completed. From there you can click the Proceed button.

**License Verification**

Please verify the information pertaining to each license listed below by clicking on the bVerification Needed link, and make corrections if needed. When all licenses have been verified, you will be able to proceed.

Status	License	Amount	
Completed	Bear, Yogi - Commercial Applicator (106519-12) [002RNF - Spring Cove Ranch]	\$130.00	<a href="#">Remove</a>

1 record(s) found.

All items are **verified**, You are ready to proceed. [Proceed](#)

<< Back to Item Selection
Exit Shopping Cart

This will take you to the Checkout page. The Shopping Cart will list the fee amount due. Under the Credit Card Information section, you will list the email address where you would like to receive the payment receipt. Once you have inputted the email address you can select the Proceed button.

**Shopping Cart**

Item	Amount
Bear, Yogi - Commercial Applicator (106519-12) [002RNF - Spring Cove Ranch]	\$130.00
<b>Total</b>	<b>\$130.00</b>

1 record(s) found.

**Credit Card Information**

Email \*:

lori.leaf@mt.gov

A confirmation email will be sent to the email address you provided above.

Once you click the **Proceed button** you will be taken to the Common Checkout Page to complete the payment process securely.

Upon successful completion of the application and payment process, a service fee will be added to your method of payment.

<< Back
[Proceed](#)
Exit Shopping Cart

This will take you to the Montana Department of Agriculture Payment website.

At the top of the page select what payment option you would like to use, Credit/Debit, or eCheck. The site will have an itemized list of the fees. Verify that this information is correct and click Next.

**Items**

Payment Type \*

Credit/Debit Card

ACH (eCheck)

Item	Quantity	Item Cost	Item Total
Commercial Pesticide App License	1	\$75.00	\$75.00
Pesticide Waste Fees	1	\$20.00	\$20.00
Late Fee - Pesticide License	1	\$25.00	\$25.00
Pesticide Operator License	1	\$10.00	\$10.00
		Surcharge	\$4.80
		Total	\$134.80

This will take you to the Details page. Please fill in the Billing Information based on your payment type. Once you have inputted the information click the Next button.

**Details**

**Billing Information**

First Name \*

Last Name \*

Business Name \*

Phone \*

Email Address \*

Address

Address Line Two

Country

City

State

Zip Code

You will then input your payment information. Note: We accept American Express, make sure to use the three-digit security code on the back of the AmEx card. Once you have inputted the information make sure to check the Accept Agreement box at the bottom of the page. Finally, click Submit Payment.

**Payment Information**

Card Number \*

Expiration Date \* MMYY

Security Code \* CVV  
This can be found on the back of your card

**User Agreement**

By entering your credit card and/or checking account information you (1) state that you are an authorized user of the credit card and/or electronic check and that the associated information entered (e.g., account holder name, account number, billing address) is accurate, (2) you authorize the payment processor to charge the amount you have requested to your credit card and/or funding account, (3) if this is a recurring payment, you authorize the payment processor to charge the amount you have requested in accordance with the recurring payment schedule, (4) acknowledge if a charge is declined or reversed you may also be assessed a customary charge by the payment processor for such transactions.

Accept Agreement

Back Cancel Submit Payment

Once your payment is complete you will receive an emailed receipt and a Transaction Confirmation in Okta.

#### Transaction Confirmation

**Account Information**

002RNF | Spring Cove Ranch | 270 Spring Cove Road, Bliss, ID 83314 | P1: 406-444-3691

Your MTPlants order has been processed successfully.  
Transaction ID: **8700958611**  
Total: **\$130.00 + \$4.80 Service Fee.**

Below is a summary of your order. This document serves as a record for your transaction. You will also receive an electronic receipt via the email address you provided on the checkout page. If you did not receive a confirmation email and would like a record of the payment, please print this page.

**Shopping Cart**

Please click on the "Print" links below to view and print your licenses.  
If you have trouble printing, [view the Frequently Asked Questions \(FAQ\)](#).

Item	Amount	License
Bear, Yogi - Commercial Applicator (106519-12) [002RNF - Spring Cove Ranch]	\$0.00	<a href="#">Print</a>
<b>Total</b>	<b>\$0.00</b>	<a href="#">Print All</a>

1 record(s) found.

Transaction Date: 9/6/2023  
Credit Card: \*1111  
Total Amount Charged: \$134.80

Once you have completed the transaction you can print a copy of the receipt here. From the Okta site you can print a copy of your renewed license. If you would like a hard copy of the license mailed to you, please send an email to [Pestlicensing@mt.gov](mailto:Pestlicensing@mt.gov). Please feel free to reach out with any questions.