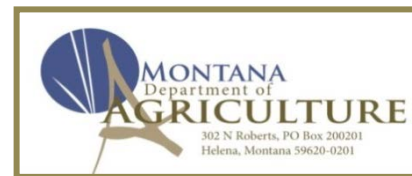


INSTRUCTION MTPlants 2017



Pesticide businesses - optional relationships hierarchies

The Montana Department of Agriculture's Accela database application for pesticide applicators and dealers has the option for businesses to be enabled to manage and pay for their employees licenses online. Every individual is responsible for their licensure since Montana only licenses individuals, however, a business can be setup in our system to be able to assist them in that process e.g., pay for licenses.

Every individual and every business listed in the system has an account associated with them. An individual's account will have all of their various pesticide applicator and dealer licenses linked to it. A renewal notice is sent by mail and/or email for each license and every notice contains an identification number and pin number that can be used for establishing access to the associated online account. An individual uses those numbers to register their individual account with an ePass user name and password. Reference the instruction for using ePass to access Accela if needed.

Businesses accounts do not have licenses however they do have employees with licenses. If requested, the department can furnish a business account's identification and pin numbers. The business can use these Accela numbers to register with ePass for access to their pesticide account. The business's online account will have a listing of all the applicator's associated with them. If there are employee licenses that are eligible for renewal, then the business can select one or more for renewal and pay for them using credit, debit or an eCheck.

Service fees are charged by the payment site and card companies; typically using an eCheck, checking account & routing numbers, is the lowest cost option since it has a \$2.00 flat fee regardless of the total fees due. Use of a payment card will add 1.995% of the fee total plus \$1.25. Note: payments are recorded at each individual license account being paid for (not at the business account).

In many cases, a corporate or centralized type of business office may wish to be able to pay for multiple business locations and all of the employees under those businesses. Typically this hierarchy does not exist in the Accela system but it can be established upon request. Management of such an account and the associated licensees under it is handled in the same manner as mentioned above. Please contact the department, pesticide licensing, to discuss the options and request such an account.

State Government Agencies

In some cases, large government agencies will make one \$895 payment for all of their employee license renewals (\$895 is the current annual maximum for government agencies). This is typically done via an IUJ money transfer between the agency and this department. In these cases, employees wishing to renew online should be notified to wait until the payment has been received and entered into our database system. At that time, any employee will be able to access their online account to renew and print their licenses as well as those of any operators or sales people being listed under them. In this case they would not be required to submit their renewals by mail/paper. New applicators and operators being added later on can also be setup for issuing and printing their new licenses online.