

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.

The screenshot displays the user interface for a Private Applicator account. At the top, there is a navigation bar with links for Home, Programs, Profile, Cart, FAQ, Logout, and ePass Home. Below this is the 'Private Applicator Information' section, which includes an 'Account Summary' (0024KL | Johns, Jimmy | 1 Main Street, Nowhere, MT 59301 | P1: 111-111-1111) and 'License Information' (Plants ID: 0024KL, Certification ID: 106953-11, Status: Active, Issue Date: 01/18/2012, Expire Date: 12/31/2016, Original Effective Date: 02/25/2009). There is also an 'Online Renewals/Payments' section with a button for 'Online Shopping Cart'. Under 'Account Tasks', a link for '1 license(s) due for renewal' is highlighted in yellow. Other tasks listed include Payments, Exams, Exam History, and Meetings Attended. The footer contains the copyright notice: © Copyright 2015, Montana Department of Agriculture.

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

Shopping Cart

Account Information

0024KL | Johns, Jimmy | 1 Main Street, Nowhere, MT 59301 | P1: 111-111-1111

Licenses and Product Registrations not renewed from the previous year are displayed below and available for renewal. Be sure to only select the items you would like to add to your shopping cart, please review each page.

When you are done, click the **"Add Selected Items to Cart"** button to proceed to the next step.

[Exit Shopping Cart](#)

Licenses

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

Select	Program Type / [Account]	Status	Expire Date
<input type="checkbox"/>	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	Active	12/31/2016

1 record(s) found.

[Add Selected Items to Cart](#) | [Clear Shopping Cart](#) | [Exit Shopping Cart](#)

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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	License	Amount	
Verification Needed	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$50.00	Remove
		Total	\$50.00

1 record(s) found.

Items pending verification: 1

[Proceed to Checkout](#)

[<< Back to Item Selection](#) | [Exit Shopping Cart](#)

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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

License Information Verification

Please verify the information listed below, and make corrections if needed.

Personal Information

First Name: Jimmy Last Name: Johns
Middle Initial: Suffix:
Website:

Home Address **Mailing Address** Use home address: Use this address:

Line 1 *: 1 Main Street
Line 2:
City *: Nowhere
State *: Montana
ZipCode *: 59301
Country *: UNITED STATES

Contact Information **Mailing Contact Information:**

Phone: Title:
Email Address: dreimer2@mt.gov Name:
Phone: - -
Email Address:

<< Back **Accept and Continue**

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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	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

<< Back to Item Selection **Exit Shopping Cart**

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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

Checkout

Account Information
0024KL | Johns, Jimmy | 1 Main Street, Nowhere, MT 59301 | P1: 111-111-1111

Shopping Cart

Item	Amount
Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$50.00
Total	\$50.00

1 record(s) found.

Credit Card Information

Email *: dreimer2@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

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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

NIC the program that grows the future!

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
10_501106_303PEST-NB_02193	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00	1	\$15.00
10_501A02_303PEST-NB_02193	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$5.00	1	\$5.00
10_501106_303PEST_02193	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00	1	\$15.00
10_521051_303PEST-D_02193	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00	1	\$15.00
Total				\$50.00

Transaction Summary

Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00
Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$5.00
Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00
Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$15.00
TOTAL	\$50.00

Payment

Payment Type

Payment Type *

Select One

Next

Customer Information

Payment Info

Cancel

Need Help?
Select Payment Method and Continue to proceed with payment.

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

The screenshot shows the 'Customer Information' form on the NIC website. The form is titled 'Customer Information' and includes a 'Complete all required fields (*)' note. The fields are: Country (United States), First Name (Jimmy), Last Name (Johns), Company Name, Address (1 Main Street), Address 2, City (Nowhere), State (Select State), ZIP/Postal Code (59301), and Phone (111-111-1111). An email field contains 'dramer2@nt.gov'. A green 'Next >' button is highlighted with a yellow circle. Below the form is a 'Payment Info' section with a 'Cancel' button. To the right is a 'Transaction Summary' table with four rows, each showing 'Private Applicator (106953-11) / [00249L - Johns, Jimmy]' for \$15.00, and a 'TOTAL' of \$52.25. Below the summary is a 'Need Help?' section with a note to complete the Customer Information Section.

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

The screenshot shows the 'Payment Type' form on the NIC website. The form is titled 'Payment Type' and shows 'Credit Card' selected. It includes a 'List' button for Customer Information. The form fields are: Address (Jimmy Johns, 1 Main Street, Nowhere, ME 59301), Phone (111-111-1111), Country (United States), and Email Address (dramer2@nt.gov). Below the form is a 'Payment Info' section with a 'Complete all required fields (*)' note. The fields are: Credit Card Number (redacted), Credit Card Type (American Express, Visa, Discover), Expiration Month (Select a Month), Expiration Year (Select a Year), and Name on Credit Card (redacted). A green 'Next >' button is highlighted with a yellow circle. Below the form is a 'Cancel' button. To the right is a 'Transaction Summary' table with four rows, each showing 'Private Applicator (106953-11) / [00249L - Johns, Jimmy]' for \$15.00, and a 'TOTAL' of \$52.25. Below the summary is a 'Need Help?' section with a note to complete Customer Billing information and enter Credit Card information.

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 screenshot shows a 'Payment' form with three sections: 'Payment Type' (Credit Card), 'Customer Information', and 'Payment Info'. Each section has a green checkmark and an 'Edit' button. At the bottom, there are 'Cancel' and 'Submit Payment' buttons. The 'Submit Payment' button is highlighted with a yellow circle.

Payment Type	
Credit Card	✓

Customer Information	
Address Jimmy Johns 1 Main Street Nowhere, ME 59301	Phone 111-111-1111
Country United States	Email Address dreimer2@mt.gov

Payment Info	
Credit Card Visa ****1111 Exp. 02/2019	Name on Credit Card testing

Buttons: Cancel, 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.

The screenshot shows a 'Transaction Confirmation' page. It includes account information, order details, a summary of the order, and a shopping cart table. The 'Print' and 'Print All' links in the shopping cart table are highlighted with a yellow circle. The 'Back to Account Home' button at the bottom is also highlighted with a yellow circle.

AGRICULTURE

Transaction Confirmation

Account Information

0024KL | Johns, Jimmy | 1 Main Street, Nowhere, MT 59301 | P1: 111-111-1111

Your MTPlants order has been processed successfully.
Order Number: a0a8d329-97d3-40d4-b563-cc8f96949b89
Total: \$50.00 + \$2.25 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
Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$50.00	Print
Total	\$50.00	Print All

1 record(s) found.

Transaction Date: 11/3/2016
Credit Card: *1111
Credit Card Confirmation #: TEST123
Total Amount Charged: \$52.25

[Back to Account Home](#)

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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.

Montana Department of AGRICULTURE

Home Programs Profile **My Cart** FAQ Logout ePass Home

Private Applicator Information

Account Summary

0024KL | Johns, Jimmy | 1 Main Street, Nowhere, MT 59301 | P1: 111-111-1111

License Information

Plants ID:	0024KL	Online Renewals/Payments Access online license renewals: <input type="button" value="Online Shopping Cart"/>
Certification ID:	106953-11	
Status:	Active	
Issue Date:	11/07/2016	
Expire Date:	12/31/2021	
Original Effective Date:	02/25/2009	

Reports:

Account Tasks

No tasks to complete at this time.

From: USAPlantsMT-noreply@COMPAID.COM [mailto:USAPlantsMT-noreply@COMPAID.COM]
Sent: Thursday, November 03, 2016 3:15 PM
To: Reimer, Daniel
Subject: MTPlants Online Activity Confirmation

Payee account name: Jimmy Johns

Your MTPlants order has been processed successfully. The transaction order number is a0a8d329-97d3-40d4-b563-cc8f96949b89 for a total of \$50.00 + \$2.25 Service Fee.

Below is a summary of your order. This document serves as a record for your transaction.

Cart Items Processed		
	Item	Amount
	Private Applicator (106953-11) / [0024KL - Johns, Jimmy]	\$50.00
	Total	\$50.00

Transaction Date: 11/3/2016
Credit Card: VISA - *1111
Confirmation #: TEST123
Total amount charged: \$52.25

To log on visit the [MTPlants homepage](#) and enter your username and password in the login area.

Thank you,
Montana Department of Agriculture