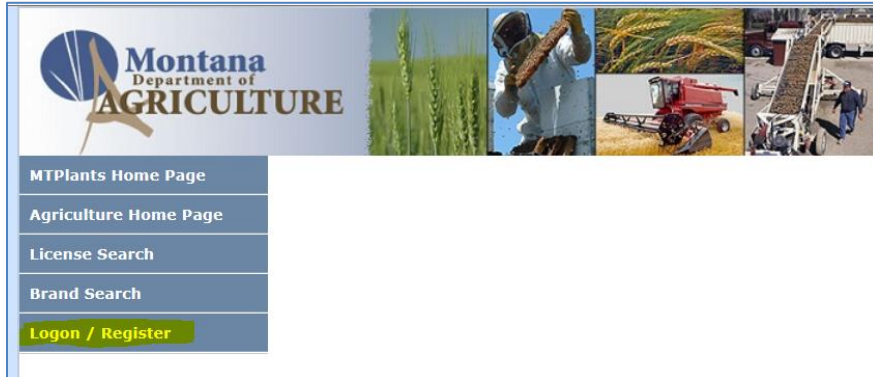


How to access your MTPlants account using an ePass account

Go to <https://mtplants.mt.gov>

### **Step 1**

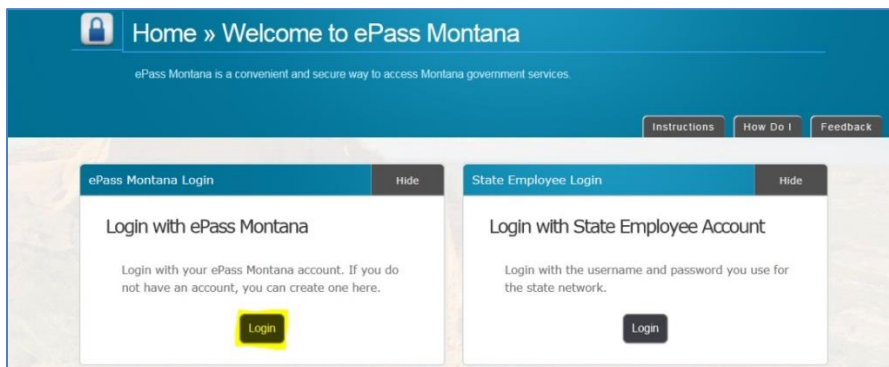
Click - Logon / Register



Click - Login using ePass Montana

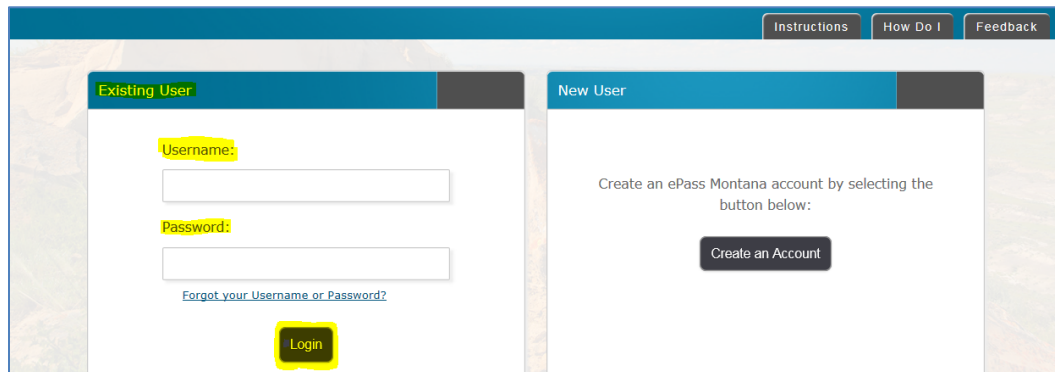


Click - Login (Login with ePass Montana window)



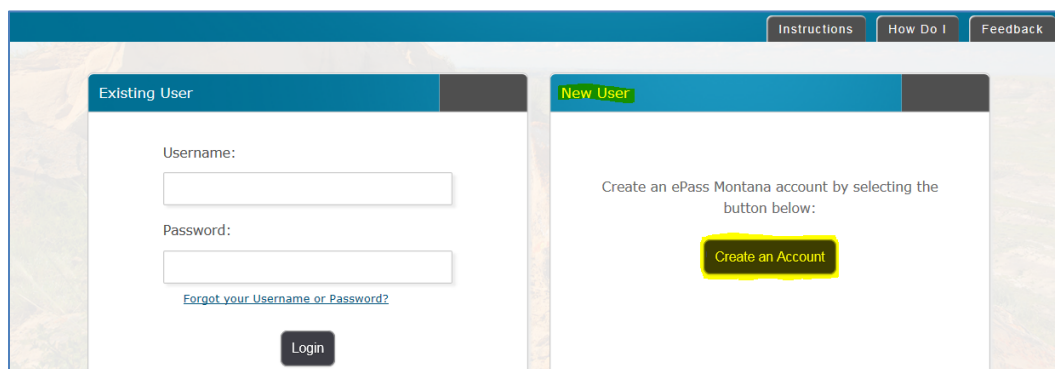
## **Step 2**

If you have an ePass account then enter your info in the Existing User box and click - Login.



The screenshot shows a web interface with two tabs: 'Existing User' and 'New User'. The 'Existing User' tab is selected. It contains two input fields: 'Username:' and 'Password:'. Below the password field is a link that says 'Forgot your Username or Password?'. At the bottom of the 'Existing User' section is a 'Login' button. The 'New User' tab is also visible, showing a 'Create an Account' button. At the top of the page are three buttons: 'Instructions', 'How Do I', and 'Feedback'.

If you do not have an ePass account then click - Create an Account in the New User window.



The screenshot shows the same web interface as above, but the 'New User' tab is selected. The 'Create an Account' button is highlighted in yellow. The 'Existing User' tab is visible on the left, showing the 'Username:' and 'Password:' fields and the 'Login' button. The 'Instructions', 'How Do I', and 'Feedback' buttons are still at the top.

## **Creating an account**

A screen with four sections will appear (see next page) for entering new user information and another opportunity for existing users to login. The required fields have an \*asterisk next to them. In the Personal Information section you are required to enter a First and Last Name and an Email Address that will receive: receipts of payment transactions, change request correspondences and options for resetting passwords or user names on ePass.

In the ePass Montana ID Details enter the Username, Password, and Password Hint for the account. The Username must be at least 6 characters long. The password must be at least 8 characters long, use both letters and numbers, be different than your username, and is case sensitive. Record your username and password in a secure location.

You are required to enter 3 security questions which will allow you to retrieve a lost username or to reset your password.

Click - Save Changes when finished.

Personal Information ⓘ

\*First Name:

\*Last Name:

Daytime Phone:

\*Primary Email:

\*Verify Primary Email:

Alternate Email:

ePass Montana ID Details ⓘ

\*Username:

\*Password:

\*Verify Password:

\*Password Hint:

Security Info ⓘ

For your protection, these questions will help us verify your identity in the future.

\*1. Security Question:

\*2. Security Question:

\*3. Security Question:

Registered User Information ⓘ

If you have a Registered User account, please provide your Registered User login information. [What is a Registered User account?](#)

Registered User Login:

Registered User Password:

Cancel

Save Changes

### Step 3

Register your ePass account with MTPlants. This step is only required the first time that you link your ePass account to MTPlants; in the future only your ePass user name and password will be required to login to MTPlants.

Locate the MTPlants ID and PIN number listed on your license renewal notice.

Steve Bullock  
Governor

MONTANA  
Department of  
AGRICULTURE

302 N Roberts, PO Box 200201  
Helena, Montana 59620-0201

Ron de Yong  
Director

406.444.3144 • Fax: 406.444.5409 • agr@mt.gov • www.agr.mt.gov

Daniel L Reimer  
302 N Roberts  
Helena MT 59601

License Number: 104253-15

2017 PESTICIDE APPLICATOR LICENSE RENEWAL

MTPlants ID: 000DLG      PIN: 9757

Phone Number: 406-444-4900      Email Address:

License Type: Government Applicator

Enter those values into the Plants ID and PIN ID fields, then Click - Register.

Montana  
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MTPlants Home Page      Plants ID:\*      000679      Need Help?

Agriculture Home Page      PIN ID:\*      4387      Need Help?

License Search

Brand Search

Logon / Register      Register      Cancel

Step 4: Enter the phone number, Click - Save.

Montana  
Department of  
AGRICULTURE

MTPlants Home Page      Please refer to the directions below your license to fill out this information:

Agriculture Home Page      Plants ID:      000679

License Search      Pin ID:\*      4387

Brand Search      New User Name:\*      SampleAgriculture

Logon / Register      Email Address:\*      landerson5@mt.gov

First Name:\*      Sample

Last Name:\*      Agriculture

Phone:\*      [ ] - [ ] - [ ]

Save      Cancel

Your MTPlants Account Home page will open. From here you can: view your account and license information, select your license(s) for renewal, edit your contact info, pay for your renewals with the shopping cart and print your licenses when finished. Note: you can update/add Operators online during renewal only, an application & payment will be required when adding operators after renewing.