

Welcome to the Agency of Agriculture NEW ONLINE LICENSING page. Below is a list of the Frequently Asked Questions (FAQ) and a guide on how to renew online using your VTPlants ID and PIN number

IMPORTANT: Online renewals open 45 days before your renewal expiration date.

• **Frequently Asked Questions (FAQ)**

• **How to renew/register online**

Contents

1. [Why should I register?](#)
2. [What information do I need to register?](#)
3. [How will I get a renewal?](#)
4. [Where do I find my VtPlants ID and PIN?](#)
5. [I can't remember if I registered previously or not, what should I do?](#)
6. [What do I do if I forgot my password?](#)
7. [HOW TO REGISTER](#)
8. [How do I renew my license online?](#)
9. [Why does my shopping cart say, "You have no items that require payments"?](#)
10. [Will I need to submit a label/SDS when registering a product for the first time?](#)
11. [Will I need to submit a label/SDS when renewing products?](#)
12. [When do you charge a late fee?](#)
13. [Which programs allow online registration?](#)

[\(Back to Top\)](#)

Why should I register?

Once you register you can manage your license(s), renew them online, print your own license(s), review payment history and update contact information. Online licensing is a fast and easy way of renewing licenses as it saves time and money for our customers.

This is the list of programs allowing online registration currently.

Apiary	Commercial Applicator	Dealer Repairman
Feed Products	Fertilizer Products	Ginseng
Government Applicator	Lime Products	Maple Dealer/Processor
Non-Commercial Applicator	Nursery Dealer	Pesticide Company
Pesticide Dealer A	Pesticide Dealer B	Pesticide Products
Private Applicator	Public Weighmaster	Retail
Seed Dealers	Weights & Measures	

[\(Back to Top\)](#)

What information do I need to register for online licensing?

In order to register, you will need your VTPlants ID and your PIN. You also need a valid email address.

[\(Back to Top\)](#)

How will I get a renewal?

This will not change. We will mail you a renewal form 45 days before your license or registration expires

[\(Back to Top\)](#)

Where do I find my VtPlants Id and PIN?

Your VtPlants ID and PIN are printed on your renewal form. If you do not have your renewal form, please contact the Agency at 802-828-2463 or via email: agr.licensing@vermont.gov to obtain your VtPlants ID and/or PIN. Please see the example highlighted below:

VERMONT AGENCY OF AGRICULTURE, FOOD, & MARKETS
BUSINESS OFFICE L&R
116 STATE STREET MONTPELIER, VT
05620-2901 (802) 828-2436

APPLICATION FOR REGISTRATION OF PESTICIDES 2021

RENEW YOUR LICENSE ONLINE USING A CREDIT CARD OR ELECTRONIC CHECK AT
<https://usaplants.vermont.gov/USAPlants/>. REGISTER FOR AN ACCOUNT USING PIN 24799

Application for registration of pesticide(s) is hereby filed with the Secretary of Agriculture, Food & Markets, for the registration period of December 01, 2020 through November 30, 2021 inclusive. Remittance, payable to the Vermont Agency of Agriculture, Food & Markets, is enclosed herewith to cover the annual registration fee for _____ products at \$175.00 per product.

Correspondent:

EARTH & SUN (0013JM)
123 SUNNY DRIVE
MONTPELIER VT 05620

Total Payment: _____



[\(Back to Top\)](#)

I can't remember if I registered previously or not. What should I do?

Try registering again. If you were previously registered, the system will tell you, and send you an email with your username and password.

[\(Back to Top\)](#)

How do I renew my license(s) online?

If you have previously registered with our Agency please logon to VtPlants using your username and password. If you are registering for the first time please go to Other Options and use the Register button, please follow the instructions on [How To Register](#)

[\(Back to Top\)](#)

What do I do if I forgot my password?

Click on the "Forgot Password" link, and supply either your VtPlants ID or username. The system will email you your password. If your email address has changed, please contact the department at 802-828-2436 or via agr.licensing@vermont.gov



[VTPlants Home Page](#)

[Vermont Agency of Agriculture](#)

[Pesticide Programs](#)

[Product Registration](#)

[Nursery/Dealer Search](#)

[Logon / Register](#)

User Name:*

Password:*

Change Password After Successful Logon.

Other Options

Register for access to VTPlants, Vermont Agency of Agriculture.

Forgot your Password?
Retrieve it Here!

[Frequently Asked Questions](#)

[\(Back to Top\)](#)

HOW TO REGISTER:

- **First go to the Login Page.**
- **Click on the Register button in the middle of the screen.**
- **Begin by entering your USAPlants ID #.**
- **Enter the PIN # you were provided.**
- **Create a username, something unique and easy for you to remember, there are no requirements for special characters such as an asterisk.**
- **Enter a valid email address, you will need access to this email address for notifications about your license and in case you need to reset your password in the future.**
- **Enter your first name.**
- **Enter your last name.**
- **Enter your phone number.**
- **Create a password, again there are no requirements for special characters just make it something that you can remember. At this point you want to**

take note of the username and password you created; you will need them to login.

- If by chance you forget to fill something in, a red error message will tell you exactly what needs to be corrected before you can save the form.
- Next save the form by clicking the SAVE button. An email will be sent to the email address provided.

Vermont Agency of Agriculture
Food and Markets
vermont.gov

VTPlants Home Page

Vermont Agency of Agriculture

Pesticide Programs ▶

Product Registration

Nursery/Dealer Search

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Forgot your Password? Retrieve it Here!

[Frequently Asked Questions](#)

[Home](#) | [Divisions](#) | [Pesticide Program](#)



[VTPlants Home Page](#)

[Vermont Agency of Agriculture](#)

[Pesticide Programs](#)

[Product Registration](#)

[Nursery/Dealer Search](#)

[Logon / Register](#)

Register User

Please refer to your renewal for your USAPlants ID and PIN ID.

USAPlants ID:*	<input type="text"/>	Need Help?
Pin ID:*	<input type="text"/>	Need Help?
New User Name:*	<input type="text"/>	!
Email Address:*	<input type="text"/>	
First Name:*	<input type="text"/>	
Last Name:*	<input type="text"/>	
Phone:*	<input type="text"/> - <input type="text"/> - <input type="text"/>	
New Password:*	<input type="text"/>	!
Confirm Password:*	<input type="text"/>	

Once you have registered click on the "Shopping Cart" menu. All your licenses that are available for renewal will be shown. Check the license(s) you wish to renew and click "Next".

0013JK | Castle on the Hill | 123 Castle Road, Montpelier, VT 05602 | P1: 000-000-0000

License Information

Plants ID: 0013JK
License ID: 5448
Status: Active
Issue Date: 01/31/2018
Expire Date: 04/30/2019
Original Effective Date: 01/31/2018
License Designate:

Online Renewals/Payments

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

[Print License](#)

Account Tasks

[1 license\(s\) due for renewal](#)

[Business Relationships](#)  (Click to show your business relationships)

[Devices](#)  (Click to show your devices)

[Payments](#)  (Click to show your payments)

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Please contact the [Vermont Agency of Agriculture Food and Markets](#) if you have questions or comments pertaining to this web site.

For some programs there is an option for multiyear renewals. If the option is available, it will appear in the dropdown menu under SELECT. Please click on the arrow under SELECT to pick an option. You may use the SELECT ALL ON PAGE option to renew your categories or select them manually using the checkboxes. Then, click ADD SELECTED ITEMS TO CART.

Shopping Cart

Account Information

0013JK | Castle on the Hill | 123 Castle Road, Montpelier, VT 05602 | P1: 000-000-0000

Licenses, Product Registrations and Tonnage available for renewal/payment are displayed below. Please select the items you would like to add to your shopping cart.

When renewing a Weights and Measures or Retail license, your devices to renew will default to your current selections. To change your devices you will need to exit the shopping cart and navigate to the device section on the program page.

When you have completed your review, 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															
Do Nothing ▾	Retail (5448) / [0013JK - Castle on the Hill]	Active	04/30/2019															
	<table border="1"> <thead> <tr> <th>Select</th> <th>Device</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Small Scale(s)</td> <td>1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Retail Price Scanning Point</td> <td>1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Milk</td> <td>1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Pre-Packaged Meat(s) (only)</td> <td>1</td> </tr> </tbody> </table>	Select	Device	Count	<input type="checkbox"/>	Small Scale(s)	1	<input type="checkbox"/>	Retail Price Scanning Point	1	<input type="checkbox"/>	Milk	1	<input type="checkbox"/>	Pre-Packaged Meat(s) (only)	1		
Select	Device	Count																
<input type="checkbox"/>	Small Scale(s)	1																
<input type="checkbox"/>	Retail Price Scanning Point	1																
<input type="checkbox"/>	Milk	1																
<input type="checkbox"/>	Pre-Packaged Meat(s) (only)	1																

1 record(s) found.

Add Selected Items to Cart

Clear Shopping Cart

Exit Shopping Cart

Verify the license information by clicking on the "Verification Needed" link.



Shopping Cart Verification

Account Information

0013JK | Castle on the Hill | 123 Castle Road, Montpelier, VT 05602 | P1: 000-000-0000

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	
Verification Needed	Retail (5448) / [0013JK - Castle on the Hill]	Remove

1 record(s) found.

Items pending verification: 1

[Proceed to Checkout](#)

[<< Back to Item Selection](#)

[Exit Shopping Cart](#)

If any changes need to be made to mailing address, phone number or email, you may do so here. If everything is correct click "Accept and Continue" to supply your payment information.



License Information Verification

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

Business Information	
Business Name *:	Castle on the Hill
Website:	
Facility Address	Mailing Address <input checked="" type="radio"/> Use facility address <input type="radio"/> Use this address:
Line 1 *:	123 Castle Road
Line 2:	
City *:	Montpelier
State *:	Vermont
ZipCode *:	05602
Country *:	UNITED STATES
Facility Contact Information:	Mailing Contact Information:
Phone:	000 - 000 - 0000
Email Address:	antonia.davis@vermont.gov
Title:	
Name:	Mary Smith
Phone:	000 - 000 - 0000
Email Address:	castleonthehill@gmail.com

Consumer Protection Licenses

		<input type="text"/>	<input type="button" value="Search"/>
Motor Fuel Dispenser Meter(s)	None	<input type="text"/>	
Other Meter(s)	None	<input type="text"/>	
		<input type="text"/>	<input type="button" value="Search"/>
Small Scale(s)	1	<input type="text" value="1"/>	
		<input type="text"/>	<input type="button" value="Search"/>
Retail Price Scanning Point	1	<input type="text" value="1"/>	
Class C Pesticide(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Ice Cream & Frozen Dessert	<input type="checkbox"/>	<input type="checkbox"/>	
Milk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pre-Packaged Meat(s) (only)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Meat Processing - Small	<input type="checkbox"/>	<input type="checkbox"/>	
Meat Processing - Large	<input type="checkbox"/>	<input type="checkbox"/>	

<< Back

Accept and Continue

You will now be taken to the "Proceed to Checkout" payment information:



Shopping Cart Verification

Account Information

0013JK | Castle on the Hill | 123 Castle Road, Montpelier, VT 05602 | P1: 000-000-0000

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	
Completed	Retail (5448) / [0013JK - Castle on the Hill]	Remove

1 record(s) found.

All items are verified. You are ready to check out.

[Proceed to Checkout](#)

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

Please read all statements under Certification carefully. If in agreement, click on all checkboxes in order to complete your registration (scroll down to each of them, depending on your license they may be different). All boxes must be checked before proceeding to the payment page.

Checkout

Account Information

0013JK | Castle on the Hill | 123 Castle Road, Montpelier, VT 05602 | P1: 000-000-0000

Shopping Cart

Item	Amount
Milk	\$20.00
Pre-Packaged Meat(s) (only)	\$15.00
Retail (5448) / [0013JK - Castle on the Hill]	\$27.00*
Retail Price Scanning Point	\$0.00
Small Scale(s)	\$10.00
* indicates a late fee is included	
Total	\$72.00

5 record(s) found.

Certifications

- CERTIFICATION OF COMPLIANCE WITH 15 V.S.A. SECTION 795
I hereby certify that I am in good standing with respect to any obligations for child support.
- CERTIFICATION OF COMPLIANCE WITH 32 V.S.A. SECTION 3113
I hereby certify, under the pains and penalties of perjury, that I am in good standing with respect to, or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due to the State of Vermont as of the date of this application.
- I hereby agree that I will comply with the applicable sections of the Vermont Weights and Measures Law regarding the operation of weighing and measuring devices.

Email Address

Email *:

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 NIC Common Checkout Page to complete the payment process securely.

<< Back

Proceed

Exit Shopping Cart

You can now Proceed to the supply payment page, which will give you the option to make a payment with either a credit card or e-check.

Please follow the instructions on this page. You will receive an email with your payment confirmation and notification if a late fee was included. You will see the transaction summary on your right, as in the example below:

The screenshot shows the NiC payment interface. At the top left is the NiC logo with the tagline 'the people behind eGovernment' and '20 YEARS'. A progress bar at the top indicates four steps: 1. Payment Type (active), 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The main form is titled 'Payment' and has three sections: 'Payment Type', 'Customer Information', and 'Payment Info'. In the 'Payment Type' section, there is a dropdown menu labeled 'Payment Type *' with 'Credit Card' selected and a green checkmark icon. A green 'Next >' button is located to the right of the dropdown. A 'Cancel' button is at the bottom left of the form. To the right of the form is a 'Transaction Summary' table with the following items:

Transaction Summary	
Weights and Measures Device - Retail W&M	\$10.00
Late Fee AF&M-Weights & Measure - Testing	\$27.00
VT Milk Retail	\$20.00
Weights and Measures Device - Retail Meats	\$15.00
TOTAL	\$72.00

Below the table is a 'Need Help?' section with the text: 'Select Payment Method and Continue to proceed with payment.'

[\(Back to Top\)](#)

Why does my shopping cart say, "You have no items that require payments"?

This could be caused by several reasons:

- You have already renewed your license(s)
- Your account is setup as a "secondary" account to a "primary" account. The "primary" account (usually corporate or headquarters) is the only one that can renew licenses for secondary

accounts. If you see a "Business Relationships" grid on your program page, then your account could be a secondary account, i.e. see below:



Business Relationships (Click to hide your business relationships)

Business Relationships

Show Active Note: Account is a Primary Business. [Export to Excel](#) [Export Help](#)

Business Type	Name	Address	USAPlants ID	Start Date	End Date	Print License
Secondary	WALGREEN EASTERN CO INC DBA WALGREENS #18354	621 ROUTE 22A N FAIR HAVEN VT 05743-9239 US	0011FH	08/07/2018		1887
Secondary	Walgreen Eastern Co Inc dba Rite Aid # 10325	133 North Main St PO Box 192 St Albans VT 05478 US	000Z65	01/09/2018		1838
Secondary	Walgreen Eastern Co Inc dba Rite Aid # 10326	30 Shelburne Shopping Park Shelburne VT 05482 US	000Z66	01/09/2018		1839
Secondary	Walgreen Eastern Co Inc dba Rite Aid # 10327	108 Cornerstone Drive Williston VT 05495 US	000Z68	01/09/2018		1841

- If your license requires continuing education credits, you may not have enough credits.

If you believe you should be able to renew a license, but do not see it listed, you can contact the department at 802-828-2465 or email agr.licensing@vermont.gov

[\(Back to Top\)](#)

Will I need to submit a product label and/or SDS when registering a product for the first time?

Yes, new Pesticide products will need a label and an SDS to be uploaded into VtPlants in order to be reviewed for approval when registering online, the system will indicate when/where you need to upload your paperwork. Labels can be uploaded to ALSTAR

Feed, Fertilizer and Lime products will need a label uploaded to the system as well.

[\(Back to Top\)](#)

Will I need to submit a label/SDS when renewing products?

Yes, if your product label is not in the system already or you have made changes to your label, you will have to upload it. Labels can be uploaded to ALSTAR

[\(Back to Top\)](#)

When do you charge a late fee?

Renewal licenses not received by the Agency 30 days past their expiration date are required to pay a late fee of \$27.00. You can include the late fee with your renewal payment.

Products registration will pay \$27.00 per renewal package, not per product.

Retail, Weights & Measures and apiary will pay \$27 or 100% of the renewal fee, whichever is less; for instance, if you are license only for Prepackaged Meats which is \$15, your late fee will be \$15.00 not \$27.00.

[\(Back to Top\)](#)