

VAAFM – ONLINE Renewal – Commercial Licenses

IMPORTANT!! COMPILE YOUR **ANNUAL USE DATA** BEFORE RENEWING ONLINE. You must **INPUT** all use data, not upload a file. *Data must be input in one sitting.*

25b Pesticides (EPA Minimum Risk) are not registered with EPA and therefore do not have an EPA registration number. These pesticides must be registered with Vermont and Vermont assigns them a number to use in place of an EPA registration number.

You can look up this number online by clicking [here](#). On that webpage, click on ‘Product Registration’ from the menu on the left. In the brand name section, enter the brand name. Be sure to use the * ‘wildcard’ filter before, between, and after each word when searching. For example, to search for EcoVia, type: *eco*via* in the brand name section, then click on search.

From the search results, click on the product, and on the product page, you will see an ‘EPA’ number listed. This is the number to use when reporting the use of a 25b pesticide.

IMPORTANT! There is a \$1000 limit for online renewals. If your total renewal cost is over \$1000, renew the company and most of your applicators first so that your total is below \$1000. Then, login and renew the remaining applicators.

Currently applicator certifications are not assessed a late fee. Please be aware that this may change in the future.

CREDITS – You can lookup how many credits you need to recertify. Click [here](#) and enter your license number (ie, if your license number is 123-4567 or P-4567, enter 4576) and last name.

If you do not have enough credits to recertify, send credit slips or quizzes **BEFORE** the end of the year. You can email them (scans or photos) to agr.pest@vermont.gov or mail them to VAAFM – C&T, 116 State St. Montpelier, VT 05620. We accept credit slips from all New England and NY states.

Applicator certifications not renewed within ONE YEAR of the date of expiration will be considered lapsed and will require retesting to become certified again.

How to renew online – commercial licenses:

1. [Login to USAPlants](#) with the *pesticide company* login information. You should see:

The screenshot shows the USAPlants website interface. At the top, there are navigation links: Home, Account Summary, Programs, Reset Password, Logout, and Your Cart. The main heading is "Pesticide Business Information". Below this is a section titled "Account Summary" with the following details: 0013JV | Company license test | test, Montpelier, VT 05602 | P1: 802-000-0000. The "License Information" section includes: Plants ID: 0013JV, License ID: 1658, Status: Active, Issue Date: 11/30/2019, Expire Date: 12/31/2019, and Original Effective Date: 11/30/2019. There is a link for "Print License" and an "Online Renewals/Payments" section with a button for "Online Shopping Cart". The "Account Tasks" section shows "2 license(s) due for renewal" and a link for "Enter Missing Usage Data". At the bottom, there is a "Payments" section with a button to "Click to show your payments".

2. In the Account Tasks section, click on 'Missing Usage Data'.
3. **IMPORTANT!!** You must INPUT all use data, not upload a file. Data must be input in one sitting. DO NOT HIT BACK UNTIL ALL DATA IS ENTERED! You cannot enter part of the data and come back to complete it later.
4. On the 'Brand Usage Entry' screen, select the year you are reporting for and check all applicators you are reporting for. If you have NO USE to report for the previous year, click on 'No Use', click on 'Back', and proceed to step 10. **NOTE-** if you select 'NO USE', it will appear that nothing happens. At the bottom of the screen, it should say '1 record found' after clicking on the 'No Use' button.
5. In the 'Search Brands for EPA Number' section, Enter the EPA registration number and click on 'Get Brands'.
6. In the drop-down menu in the Selected Brand box, choose the pesticide brand that matches the one you are reporting.

The screenshot shows the "Brand Usage Entry" screen. At the top, there are navigation links: Home, Account Summary, Programs, Reset Password, Logout, and Your Cart. The main heading is "Brand Usage Entry". Below this is a section titled "Pesticide Company License Search" with a "Year:" dropdown set to "2023" and a "Search" button. The search results show: 0003WB | Acme Pest Control | 123 Main Street, South Burlington, VT 05403 | P1: 802-863-5603, Active - Expires on 12/31/2023. The "Select/Unselect Employees" section has checkboxes for "Loblaw, Bob (3591)" (checked) and "Cater, App Lee (5863)". There is a "NO USE" button. The "Search" section has a "Type Brand Name to search" input field. The "EPA Number:" field contains "7969-58" and the "Selected Brand:" dropdown is set to "Poast Herbicide". The "Get Brands" button is visible. The "Enter or Modify Usage Entry for (2023)" section has fields for "EPA #*: 7969-58", "Brand*: Poast Herbicide", "Form Type*:" dropdown, "Amount Used*:" input, "Treatment Type*:" dropdown, and "County*:" dropdown set to "-- SELECT ONE --". There are "Save" and "Cancel" buttons. The "Brand Usages List for (2023)" section shows a table with columns: EPA Number, Brand Name, Form Type, Amount Used, Treatment Type, County, and Modify. Below the table, it says "0 record(s) found." and a "Back" button is visible.

- In the 'Enter or Modify Usage Entry' section, fill out each section: Form Type ((L)iquid or (D)ry), Amount used (weight for dry, gallons for liquid), Choose gal or lb, select the treatment type, and select the county of use. Click on 'Save'.

- Repeat steps 5, 6, and 7 until ALL use data has been entered. **DO NOT HIT BACK UNTIL ALL DATA IS ENTERED!** You will not be able to access this screen later if you exit this screen. There is no way to save your progress and come back later to finish this process. It must be done in one sitting. If you encounter problems, like not finding the product, skip that product, finish entering the rest of your use, and then email agr.pest@vermont.gov about the issue you encountered.
- When you are done inputting annual use, click on 'Back'. Only click on Back when you are done completely!
- You will now be back on the company's landing page. In Account Tasks, click on the blue licenses for renewal (see image in step 1 above).
- Select all licenses you are renewing, including the pesticide company license and all applicators you are renewing. Click on 'Add Selected Items to Cart'.

Select	Program Type / [Account]	Status	Expire Date
<input checked="" type="checkbox"/>	Pesticide Company License (1166) / [0003WB - Acme Pest Control]	Active	12/31/2023

12. For each license, click on 'Verification Needed'. Review the information for each license and click on 'Accept and Continue'. When you are done, you should see 'Completed' next to each license.

Shopping Cart Verification

Account Information

0003WB | Acme Pest Control | 123 Main Street, South Burlington, VT 05403 | P1: 802-863-5603

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	Loblaw, Bob - Commercial Applicators (3591) [0003WB - Acme Pest Control]	
Verification Needed	Pesticide Company License (1166) / [0003WB - Acme Pest Control]	Remove

2 record(s) found.

Items pending verification: 2

To remove employees, please return to the prior screen.

13. Click on 'Proceed to Checkout'.

Shopping Cart Verification

Account Information

0003WB | Acme Pest Control | 123 Main Street, South Burlington, VT 05403 | P1: 802-863-5603

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	Loblaw, Bob - Commercial Applicators (3591) [0003WB - Acme Pest Control]	
Completed	Pesticide Company License (1166) / [0003WB - Acme Pest Control]	Remove

2 record(s) found.

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

To remove employees, please return to the prior screen.

14. In the 'Certifications' section, check each box. Enter the email address where you want the confirmation sent. Click on 'Proceed'.

Checkout

Account Information
0003WB | Acme Pest Control | 123 Main Street, South Burlington, VT 05403 | P1: 802-863-5603

Shopping Cart

Item	Amount
Loblaw, Bob - Commercial Applicators (3591) [0003WB - Acme Pest Control]	\$30.00
Pesticide Company License (1166) / [0003WB - Acme Pest Control]	\$75.00
* indicates a late fee is included	
Total	\$105.00

2 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.

Email Address

15. Select your payment method. Click on 'Next'.

16. Enter your Billing Information. Click on 'Next'

17. Fill out your payment information. For an electronic check, you will need your bank's routing number and your bank account number. Click on 'Next'. Your renewal should now be complete!

FAQ:

What should I do if I have a problem entering my Annual Use data? For example, you input the EPA number of the product you used but it is not showing up in the product list:

If you enter the EPA registration number and the product is not found, it likely means that the pesticide was not registered for use in Vermont. If you encounter a problem entering use, please complete as much as you can and proceed with your renewal process. Once you are done, please email agr.pest@vermont.gov and we can determine a way to report the product(s) you had difficulties with.

Please refer to the top of this document on how to find the 'EPA' number that Vermont assigns to 25b pesticides.

Can I email a pdf or excel spreadsheet of my Annual Use Report?

No. If renewing online, you must input the use data. To use your pdf or excel spreadsheet of your annual use, print it and renew via mail.

Can applicators renew separately from the pesticide company?

Yes. Once the pesticide company has been renewed, which includes submitting the Annual Use, the applicators not renewed can now be renewed. This can be done online or via mail.

I forgot my username. How do I find it?

Contact VAAFMs certification and training section at agr.pest@vermont.gov or call and leave a message at 802-828-1732 and they can look it up.

I forgot my password. How do I reset it?

On the VT Plants login page, there is a 'Forgot Password' button. Please try this first. If you are unsuccessful using the online password reset, please contact agr.pest@vermont.gov or 802-828-1732 (leave a message) and ask for assistance with resetting your password.