

## VAAFM – ONLINE Renewal – Dealer Licenses

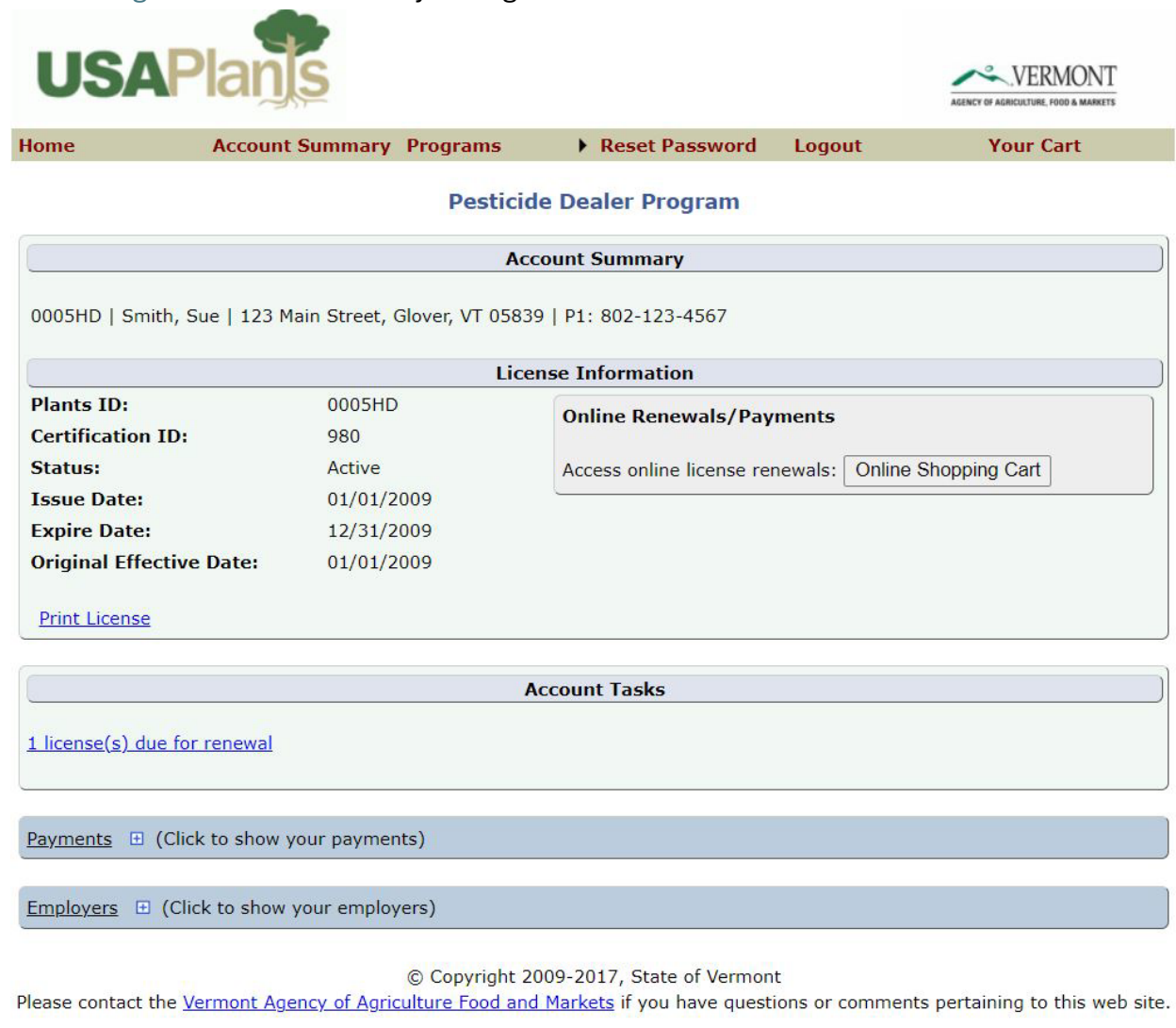
Licenses renewed after Jan 31<sup>st</sup> will be assessed a \$27 late fee.

Licenses not renewed within one year from the date of expiration will be considered lapsed and will require retesting to obtain the license again.

Class A DEALERS ONLY – YOU WILL NEED YOUR RESTRICTED USE PESTICIDE SALES & STORAGE REPORT IN A DIGITAL FILE TO RENEW ONLINE. The format can be any form such as Word document, Excel spreadsheet, pdf, etc. If you would like a form fillable pdf or Excel version of the report, please email [agr.pest@vermont.gov](mailto:agr.pest@vermont.gov).

### How to renew online – pesticide dealers:

1. [Login to USAPlants](#) with your login information. You should see this:



The screenshot shows the USAPlants website interface. At the top left is the USAPlants logo, and at the top right is the Vermont Agency of Agriculture, Food & Markets logo. A navigation bar contains links for Home, Account Summary, Programs, Reset Password, Logout, and Your Cart. The main content area is titled "Pesticide Dealer Program" and features an "Account Summary" section with the following details:

Account Summary	
0005HD   Smith, Sue   123 Main Street, Glover, VT 05839   P1: 802-123-4567	
License Information	
Plants ID:	0005HD
Certification ID:	980
Status:	Active
Issue Date:	01/01/2009
Expire Date:	12/31/2009
Original Effective Date:	01/01/2009

There is also a section for "Online Renewals/Payments" with a link to "Online Shopping Cart". Below the account summary is a "Print License" link. The "Account Tasks" section shows "1 license(s) due for renewal". At the bottom, there are expandable sections for "Payments" and "Employers".

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2. In the Account Tasks section, click on '1 License(s) Due For Renewal'.

3. Select your license to renew. Click on 'Add Selected Items To Cart'.

**USAPlants** **VERMONT**  
AGENCY OF AGRICULTURE, FOOD & MARKETS

### Shopping Cart

**Account Information**

0005HD | Smith, Sue | 123 Main Street, Glover, VT 05839 | P1: 802-123-4567

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 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
<input type="checkbox"/>	Pesticide Dealer (980) / [0005HD - Smith, Sue]	Active	12/31/2009

1 record(s) found.

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

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4. Click on 'Verification Needed'.

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### Shopping Cart Verification

**Account Information**

0005HD | Smith, Sue | 123 Main Street, Glover, VT 05839 | P1: 802-123-4567

**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	Pesticide Dealer (980) / [0005HD - Smith, Sue]

1 record(s) found.

**Items pending verification: 1**

[Proceed to Checkout](#)

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

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- Review the information. Class B dealers, click on 'Accept and Continue' and continue to step 7. CLASS A DEALERS - In the Storage Report section, click on Add.

Personal Information

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

**Home Address**  
 Line 1 \*:   
 Line 2:   
 City \*:   
 State \*:   
 ZipCode \*:   
 Country \*:

**Contact Information**  
 Phone:  -  -   
 Email Address:

**Mailing Address**  Use home address:  Use this address:  
 Line 1 \*:   
 Line 2:   
 City \*:   
 State \*:   
 ZipCode \*:   
 Country \*:

**Mailing Contact Information:**  
 Title:   
 Name:   
 Phone:  -  -   
 Email Address:

Storage Report

Storage Report  Start Date Range:  End Date Range:

Date	Name	Description	Added By
0 record(s) found.			

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- A popup will appear. Click on Choose File. Select your Sales and Storage file on your device. Type a description, then click on Upload. **NOTE!** If you do not see the pop-up, you may have to disable your pop-up blocker.

File Upload

The file may take a moment to upload. Do not close the window until the file name is displayed.

Filename:    
 Description:

Personal Information

Last Name:  Suffix:   
**Mailing Address**  Use home address:  Use this address:  
 Line 1 \*:   
 Line 2:   
 City \*:   
 State \*:   
 ZipCode \*:   
 Country \*:

**Mailing Contact Information:**  
 Title:   
 Name:   
 Phone:  -  -   
 Email Address:



Storage Report

Storage Report  Start Date Range:  End Date Range:

Date	Name	Description	Added By
0 record(s) found.			

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7. You should now see 'Completed' by your name. Click on 'Proceed to Checkout'.

**USA Plants**  

### Shopping Cart Verification

**Account Information**

0005HD | Smith, Sue | 123 Main Street, Glover, VT 05839 | P1: 802-123-4567

**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	Pesticide Dealer (980) / [0005HD - Smith, Sue]

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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8. In the 'Certifications' section, check the boxes. Enter the email address where you want the confirmation sent. Click on 'Proceed'.

**USA Plants**  

### Checkout

**Account Information**

0005HD | Smith, Sue | 123 Main Street, Glover, VT 05839 | P1: 802-123-4567

**Shopping Cart**

Item	Amount
Pesticide Dealer (980) / [0005HD - Smith, Sue]	\$77.00*
* indicates a late fee is included	
<b>Total</b>	<b>\$77.00</b>

1 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**

9. Select your payment method. Click on 'Next'.
10. Enter your Billing Information. Click on 'Next'.
11. Fill out your payment information. Click on 'Next'. Your renewal should now be complete!

## **FAQ:**

### **I forgot my username. How do I find it?**

Contact VAAFMs certification and training section at [agr.pest@vermont.gov](mailto: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](mailto:agr.pest@vermont.gov) or 802-828-1732 (leave a message) and ask for assistance with resetting your password.