VAAFM – ONLINE Renewal – Dealer Licenses

Licenses renewed after Jan 31st 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 & STROAGE 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.

How to renew online – pesticide dealers:

1. Login to USAPlants with your login information. You should see this:

me A	ccount Summary Programs	Reset Password	Logout	Your Cart
	Pesti	cide Dealer Program		
		Account Summary		
0005HD Smith, Sue	123 Main Street, Glover, VT 05	5839 P1: 802-123-4567		
	L	icense Information		
Plants ID: Certification ID:	0005HD 980	Online Renewals/Pay	ments	
Status: Issue Date:	Active 01/01/2009	Access online license rer	ewals: Online	Shopping Cart
Expire Date:	12/31/2009			
Original Effective Da	ate: 01/01/2009			
Print License				
		ACCOUNT TASKS		
<u>1 license(s) due for re</u>	newal			
	show your payments)			
<u>Payments</u> ⊞ (Click to	s show your payments)			
Payments ⊡ (Click to				

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

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'.

	Shopping Cart		
	Account Information		
0005HD 9	Smith, Sue 123 Main Street, Glover, VT 05839 P1: 802-123-4567		
Liconsos D	reduct Registrations and Tonnage available for renewal/payment are d	isplayed below Please	coloct the item
Licenses, F	Product Registrations and Tonnage available for renewal/payment are d	lisplayed below. Please	e select the item
Licenses, F would like	Product Registrations and Tonnage available for renewal/payment are d to add to your shopping cart.	lisplayed below. Please	e select the item
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4. Click on 'Verification Needed'.

USAPI	ans	AGENCY OF AGRICULTURE, FOOD & MARKET
	Shopping Cart Verification	
	Account Information	
0005HD Smith, Sue	123 Main Street, Glover, VT 05839 P1: 802-123-4567	
	License Verification	
Please verify the info corrections if needed When all licenses hav	rmation pertaining to each license listed below by clicking on the "Verificati re been verified, you will be able to proceed to checkout.	on Needed" link, and m
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5. 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.

		Pers	onal Information			
First Name:	Joe		Last Name:	Smith		
Middle Initial:	: S		Suffix:			
Website:						
Home Addre	255		Mailing Add	ess O Use home address:	Use address	this s:
Line 1 *: 1	23 Main street		Line 1 *:	Tractor Supply (Company attn: I	Licens
Line 2:			Line 2:	5401 Virginia W	ay	
City *: S	South Burlington		City *:	Brentwood	<i></i>	_
State *: \	/ermont	\sim	State *:	Tennessee		~
ZipCode *: 0	5403		ZipCode *:	37027		
Country *: U	JNITED STATES	\sim	Country *:	UNITED STATE	S	~
Contact Info	802 - 123 - 4567	1	Mailing Cont Title:	act Information:		
Phone:		J				
Phone: Email Addres:	s: joe@gmail.com)	Name:	Joe Smith		
Phone: Email Addres:	s: joe@gmail.com		Name: Phone:	Joe Smith 802 - 578	3188	
Phone: Email Addres:	s: joe@gmail.com		Name: Phone: Email Address	Joe Smith 802 - 578 rashidr@acc	- 3188 Iaimsystems.or	nmicro
Phone: Email Addres	s: joe@gmail.com	Start	Name: Phone: Email Address torage Report	Joe Smith 802 - 578 :: rashidr@acc	· 3188 laimsystems.or	Imicro Get Result
Phone: Email Addres Storage Repor	s: joe@gmail.com	Start I	Name: Phone: Email Address torage Report Date Range: 03/28/20	Joe Smith 802 - 578 rashidr@acc 123 End Date Range	- 3188 laimsystems.or :: 04/02/2023	micro Get Results
Phone: Email Addres Storage Repor	s: joe@gmail.com	Start I	Name: Phone: Email Address torage Report Date Range: 03/28/20 Description record(s) found.	Joe Smith 802 - 578 - rashidr@acc 123 End Date Range Adc	- 3188 laimsystems.or :: 04/02/2023 led By	micro Get Results
Phone: Email Addres Storage Repor Date	s: joe@gmail.com	Start I	Name: Phone: Email Address torage Report Date Range: 03/28/20 Description record(s) found.	Joe Smith 802 - 578 rashidr@acc 23 End Date Range Adc	- 3188 laimsystems.or :: 04/02/2023 led By.	Get Results

6. 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.

le Upload						
e file may take a moment to upload. Do not cl e file name is displayed.	ose the window until		Person	al Information		
lename: Choose File No file chosen				Last Name: Smi	th	
scription:				Suffix:		
pload						
				Mailing Address	O Use home ● u address: addr	lse this ess:
		et		Line 1 *:	Tractor Supply Company at	n: Licens
				Line 2:	5401 Virginia Way	
		iton		City *:	Brentwood	
			~	State *:	Tennessee	~
				ZipCode *:	37027	
	Country *: UNITED	STATES	~	Country *:	UNITED STATES	~
	Contact Information	n		Mailing Contact	Information:	
	Phone:	802 - 123 - 4567		Title:		
	Email Address:	joe@gmail.com		Name:	Joe Smith	
				Phone:	802 - 578 - 3188	
				Email Address:	rashidr@acclaimsystem	s.onmicro
			Sto	rage Report		
	Storage Report Add		Start Da	te Range: 03/28/2023	End Date Range: 04/02/202	3 Get Resu
	Date	Name	[Description	Added By	
			0 rec	ord(s) found.		
	<< Back				Acc	ept and Contin
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7. You should now see 'Completed' by your name. Click on 'Proceed to Checkout'.

US/	Plans	AGENCY OF ADRICULTURE, FOOD & MARKETS
	Shopping Cart Verification	
	Account Information	
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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'.

USAPlans	AGENCY OF AGRICU	TERMONT KTURE, FOOD & MARKETS
Checkout		
Account Information		
)005HD Smith, Sue 123 Main Street, Glover, VT 05839 P1: 802-123-4567		
Shopping Cart		
Item		Amount
esticide Dealer (980) / [0005HD - Smith, Sue]		\$77.00*
* indicates a late fee is inc	luded Total	\$77.00
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 respectively.	t to, or in fu	II compliance of the date c

- 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 VAAFM's certification and training section at <u>agr.pest@vermont.gov</u> 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 <u>agr.pest@vermont.gov</u> or 802-828-1732 (leave a message) and ask for assistance with resetting your password.