

## **PaPlants – Your Gateway To Your Licenses**

PaPlants is the Bureau of Plant Industry's main application. It is used by the department to issue licenses, record sample test results, enter feed, fertilizer and lime tonnage and manage product registration, among other functions. As a license holder, you also have the ability to create an account and to logon to PaPlants to view and manage your license(s), payments, samples and sample results, tonnage and more. To access PaPlants, type [www.PaPlants.state.pa.us/Reg](http://www.PaPlants.state.pa.us/Reg) into your browser's address bar.

### **Logging-On If You Already have an Account**

If you already registered for an account, use your existing username and password to logon to the site. If you have registered in the past, but have forgotten your password, click the "*Forgot Password*" button and supply either your username or your PaPlants ID. Your password will be emailed to you.

### **Registering for an Account**

If you have never registered on the site before, click the "Register" button. You will need your PaPlants ID as well as your PIN to register. Your PaPlants ID and your PIN can both be found on your renewal forms. If you cannot find your PaPlants ID or your PIN, contact the department at 717-787-4843 or via email at [jridley@pa.gov](mailto:jridley@pa.gov).

### **New Features Available Now**

PaPlants has recently received a makeover. The screens are clearer and more user-friendly. On-line license renewals and credit-card payments are now available for the following programs: Plant Merchant, Feed, Fertilizer, Lime, Seed Dealer, Apiary and Soil and Plant Amendments. See the article entitled "*On-Line Credit Card Renewals*" for more information on how to renew online.

Additionally, you can now report your Fertilizer, Feed and Lime tonnage on-line, and even pay for it by credit card. See the article entitled "*Reporting Your Tonnage On-Line*" for more information.

### **Coming in 2012:**

Additional capabilities are coming to PaPlants in 2012. These include on-line license renewals for the Pesticide programs (Pesticide Business, Pesticide Dealers and Pesticide Applicators), on-line renewals for product registrations for Fertilizer and Soil and Plant Amendment products, and on-line payments for seed lab invoices.

## On-Line Credit Card Renewals

One of the exciting new capabilities of PaPlants is the ability to renew your licenses on-line, and pay for them by credit card. At this time, on-line license renewals are available for the following programs:

- Plant Merchant
- Feed
- Fertilizer
- Lime
- Seed Dealer
- Apiary
- Soil and Plant amendments

### **1. Logon to PaPlants**

To renew your license by credit card, you must first logon to PaPlants, or register for a PaPlants account if you have never logged-on before. (See the article entitled "*PaPlants – Your Gateway to your Licenses*" for more information on how to access PaPlants).

### **2. Add your License(s) to the Shopping Cart**

Once logged on to PaPlants, navigate to the Shopping Cart page, either by clicking on the "*Shopping Cart*" menu on the menu bar, or by clicking on the "*online shopping cart*" button that's displayed on your home page. All of your licenses that are available for renewal are displayed in a grid. Select the license(s) that you wish to renew by clicking the "*Select*" checkbox to the left of the license, then click the "*Add Selected Items to the Cart*" button.

### **3. Verify your License Information**

Each selected license requires that you verify certain information such as the mailing address, telephone number, contact person or other details pertaining to the license to confirm that the information is still correct. To confirm this information, click the "*Verification Needed*" link to the left of each license. Make any necessary corrections, and click the "*Accept and Continue*" button. The license will now be marked as "*Verified*".

### **4. Checkout**

When all licenses in your shopping cart have been verified, the "*Proceed to Checkout*" button will become active. Click this button, and on the following page, supply your credit card type, credit card number, verification code, expiration date and email address. To finalize your transaction and renew your license(s), click the "*Charge Credit Card*" button.

### **5. Receive Confirmation and Print your License(s)**

Once your credit card has been processed, you will receive a confirmation email, and you will be redirected to the confirmation page. From there, you will have the ability to print your license(s). You

will need the free Adobe Reader software to view and print your license. If you have made any modifications to your facility or mailing address, you will not be able to print your license immediately. Your changes will be reviewed by PDA staff, and you will receive your licenses via email once the changes have been processed. Please allow up to 10 days for processing.

## Reporting Your Tonnage On-Line

PaPlants now gives you the ability to report your tonnage on-line, and optionally, to pay your tonnage inspection fees by credit card.

The following tonnage reports can be filed on-line:

- Fertilizer Large Package
- Fertilizer Small Package
- Feed
- Lime
- Soil & Plant Amendment Large Package
- Soil & Plant Amendment Small Package

### **1. Logon to PaPlants**

To file your tonnage report(s) on-line, you must first logon to PaPlants, or register for a PaPlants account online if you have never logged-on before. (See the article entitled *PaPlants – Your Gateway to your Licenses* for more information on how to access PaPlants).

### **2. Select the Tonnage You Wish to Report**

Navigate to your Fertilizer, Feed, Lime or Soil and Plant Amendment page, and expand the “Tonnage” Section by clicking on the Tonnage Link. If you have not already reported your tonnage, you will see a button labeled “Add / Edit Tonnage”. Click the button to begin the process.

### **3. Enter your Tonnage Data**

Follow the on-screen prompts to enter your tonnage data. If you have no tonnage to report, click the “Zero Tonnage” checkbox

### **4. Alternate Off-line Method for Fertilizer (optional)**

Since entering fertilizer tonnage data can be time-consuming, we have provided an alternate method of entering Fertilizer tonnage data. Instead of entering the data on-line while connected to PaPlants, you have the option of downloading a Microsoft Excel template. You can then disconnect from PaPlants, and enter your tonnage data in the Excel spreadsheet. When you are finished, you can logon to PaPlants, and upload your tonnage data. (You must have a copy of Microsoft Excel installed on your computer to use this method).

Follow the onscreen instructions to download the template. Click on the “Excel Tonnage Template” link to generate your template, and then save the file on your computer in a location of your choice. Open the Excel spreadsheet, and enter your tonnage data. Be sure to save your work. When you are done, logon to PaPlants, navigate to the fertilizer program page, and expand the tonnage section. Click on the “Add / Edit Tonnage” button. Use the Browse button to locate the tonnage spreadsheet on your computer. Finally, click the “Upload Tonnage” button to import your tonnage data.

## **5. Pay for your Tonnage Inspection Fees (Optional)**

If you wish to pay for your tonnage inspection fees by credit card, navigate to the Shopping Cart page, either by clicking on the “*Shopping Cart*” menu on the menu bar, or by clicking on the “*online shopping cart*” button that’s displayed on your home page. Your tonnage inspection fees will be available as an item to add to your shopping cart. Add the item to your shopping cart, and then proceed to checkout. Enter your credit card information to finalize the transaction.