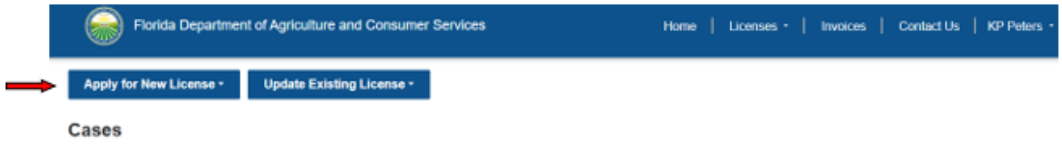
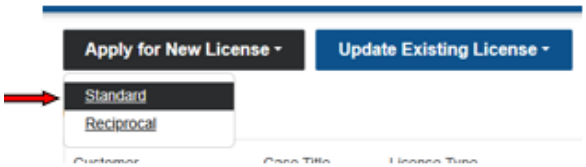
Licensing Portal

New Dealer Application

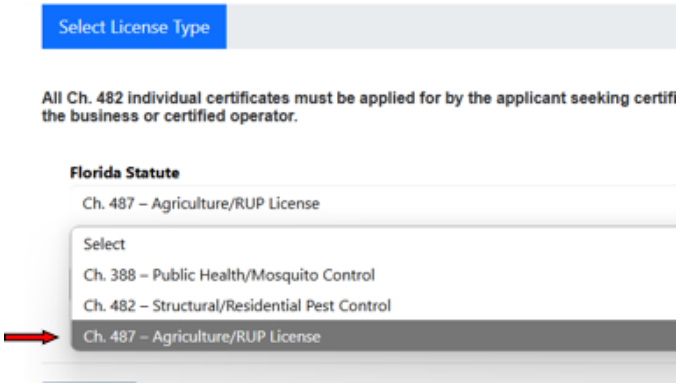
1. After registering and signing into the portal, select “Apply for New License”.



2. Select “Standard”

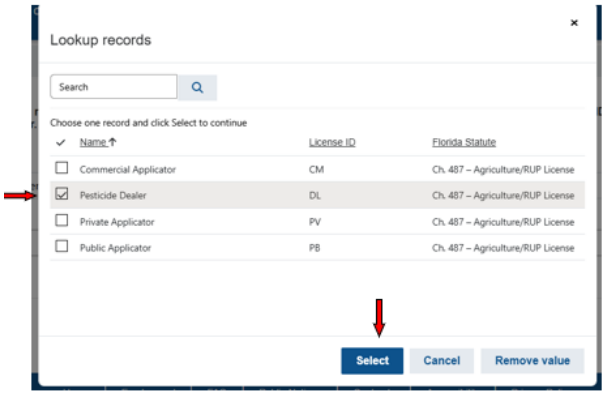


3. In the Florida Statute field select “Ch. 487 – Agriculture/RUP License”.

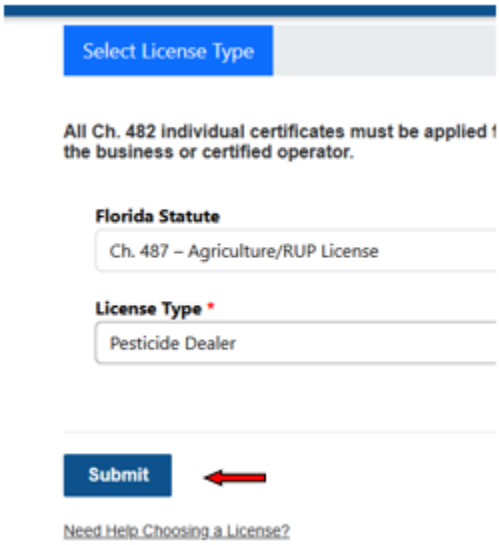


4. Click on the magnifying glass to populate the type of licenses.

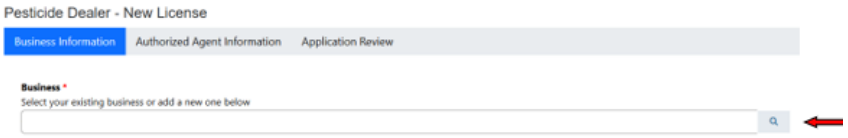
5. Select the “Pesticide Dealer” box, then click “select.



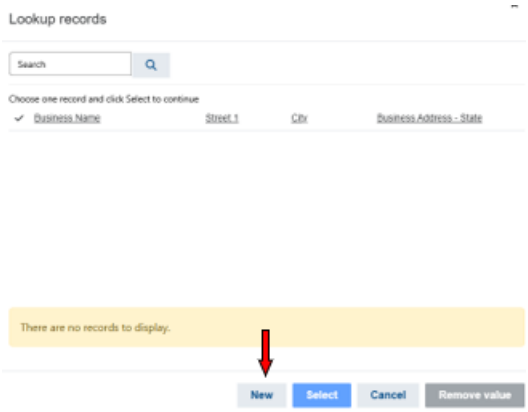
6. Click “Submit”



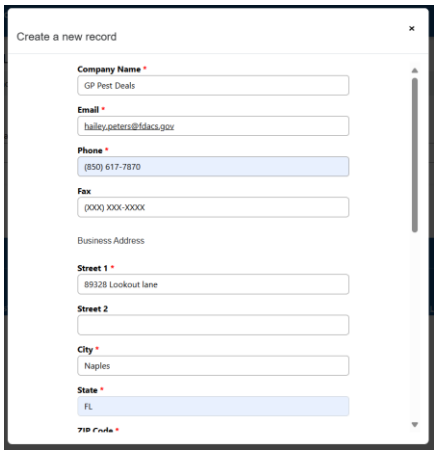
7. Click on the magnifying glass.



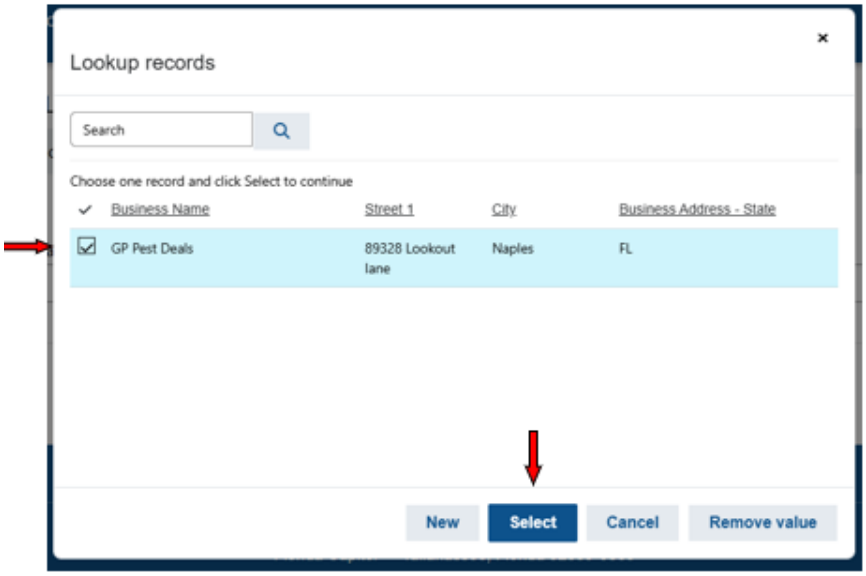
8. A records box will appear, select “New”.



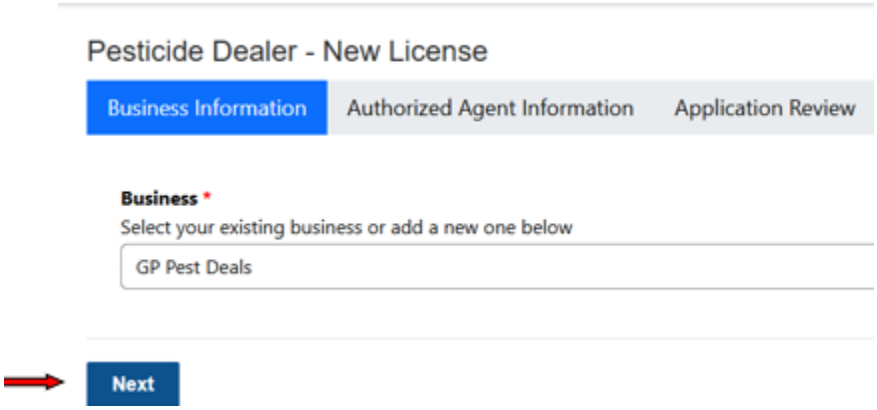
9. Enter the company details, and the click “Submit” at the bottom.



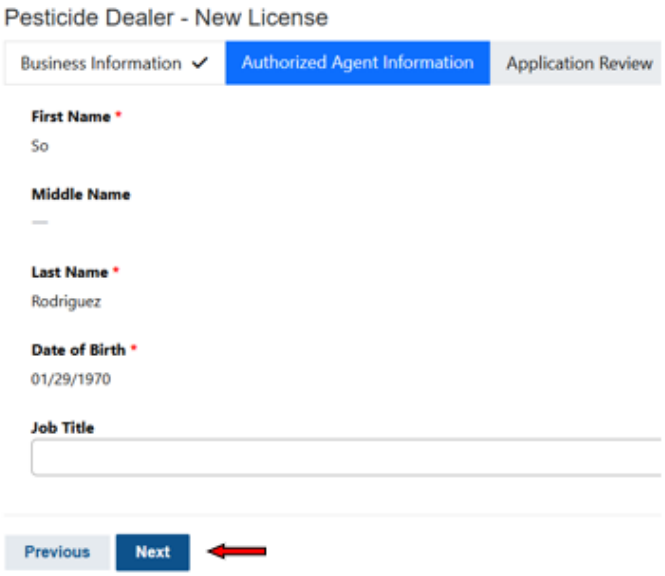
10. Your company should now appear in the records box, check the box next to your company and click “Select”.



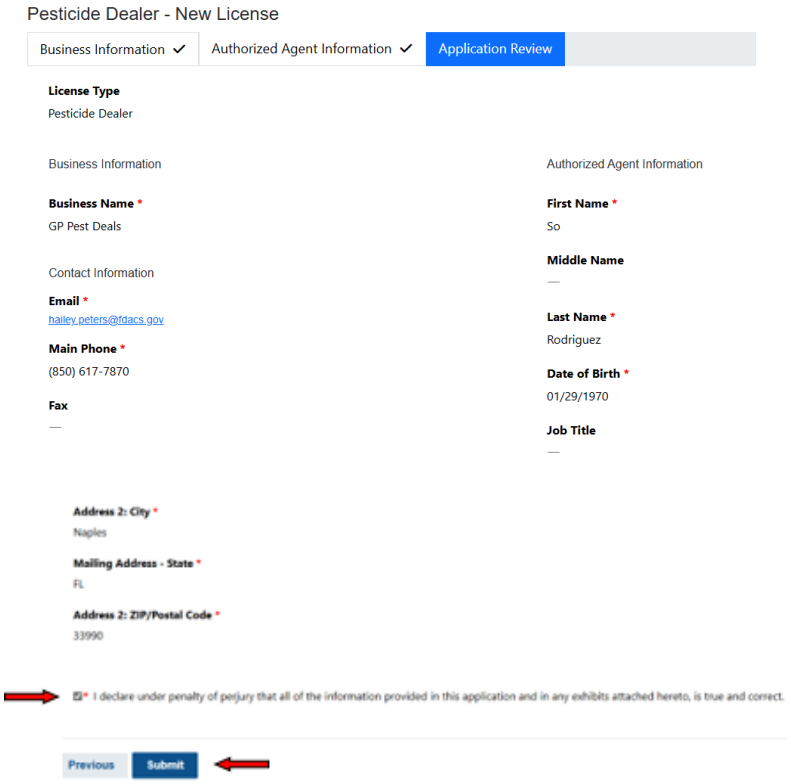
11. Select “Next”



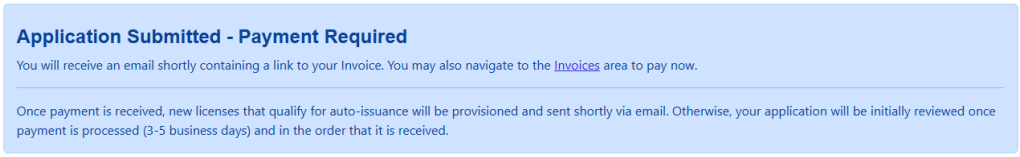
12. Your information will populate here, verify the information is correct and then select “Next”.



13. Review the Dealer application, Check the attestation box, and then click “Submit”.

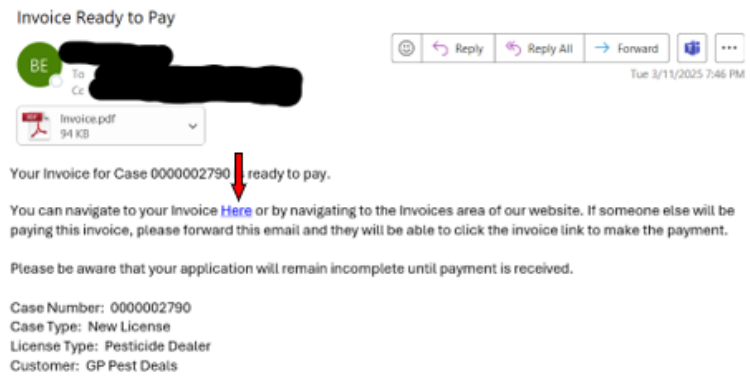


14. You will receive a message that your application has been submitted, and payment is now required.



15. You will receive an email informing you that your invoice is ready. The email will also include a PDF version of the invoice as an attachment. You can click the link in the email, and it will take you directly to the invoice. (Example: A)

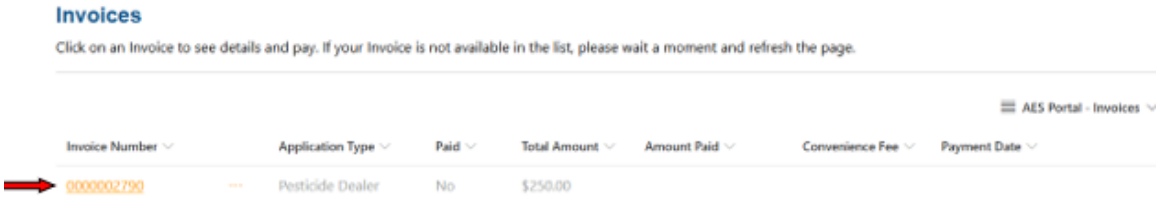
(Example: A)



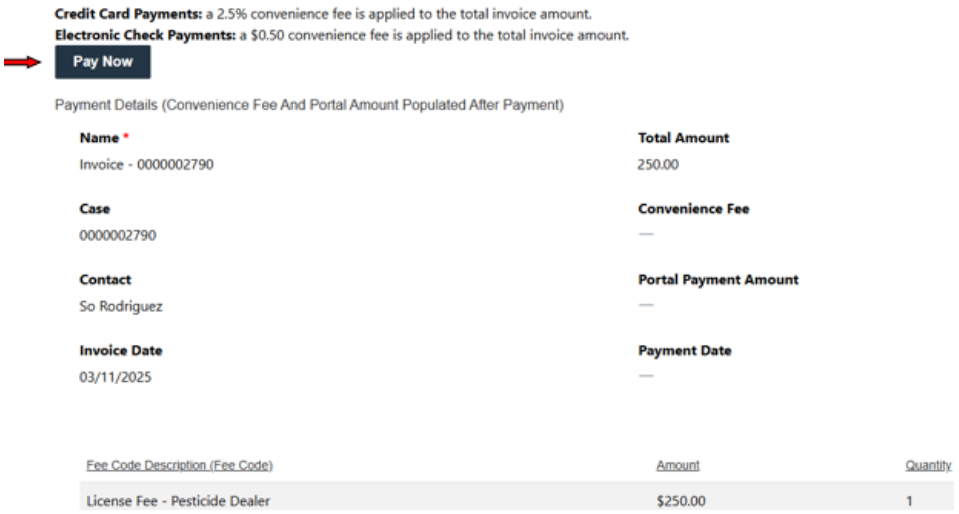
16. Alternately, you can click the “Invoices” tab at the top of the menu to access your invoices and find the one you need for payment. (Example: B)

(Example: B)

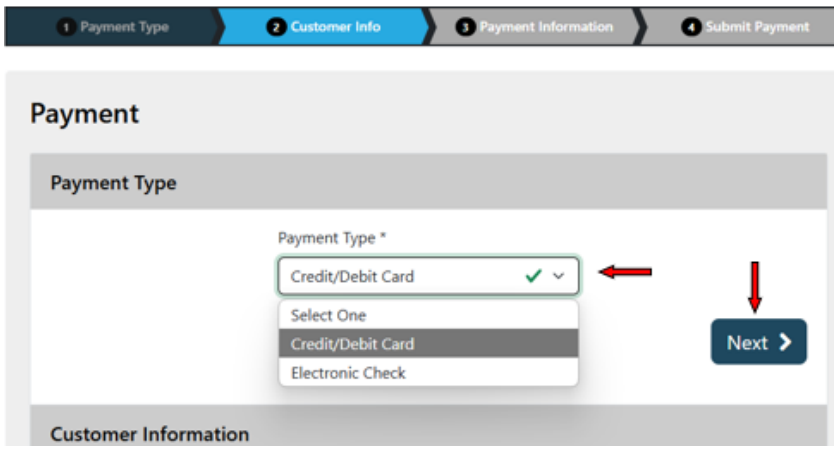
17. From here, you will be taken directly to the invoice to proceed with payment.
18. Click on the specific Invoice to open it and proceed with payment.
19. If the invoice doesn’t appear immediately, try refreshing the page or waiting a few minutes.



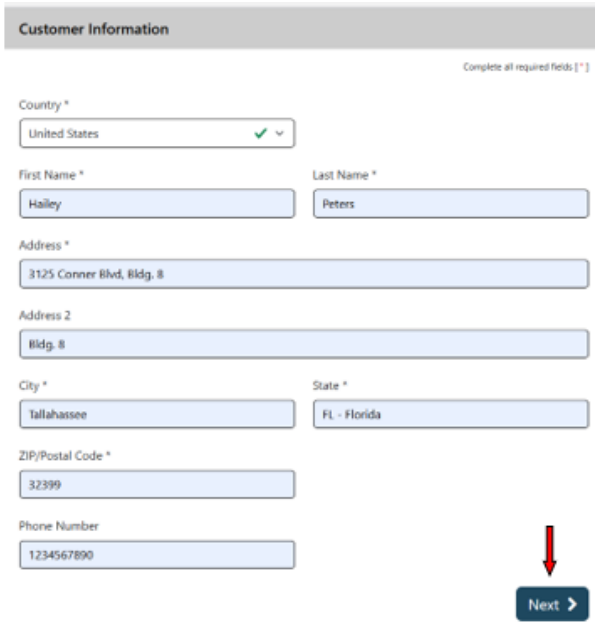
20. Click “Pay Now” and continue with payment as instructed.



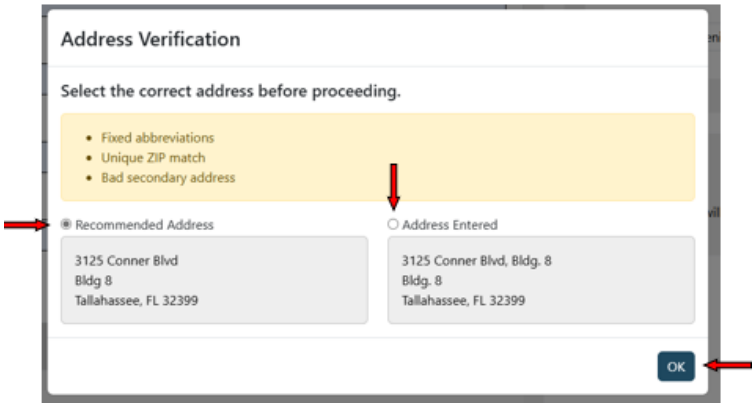
21. Select payment type
22. Click “Next”



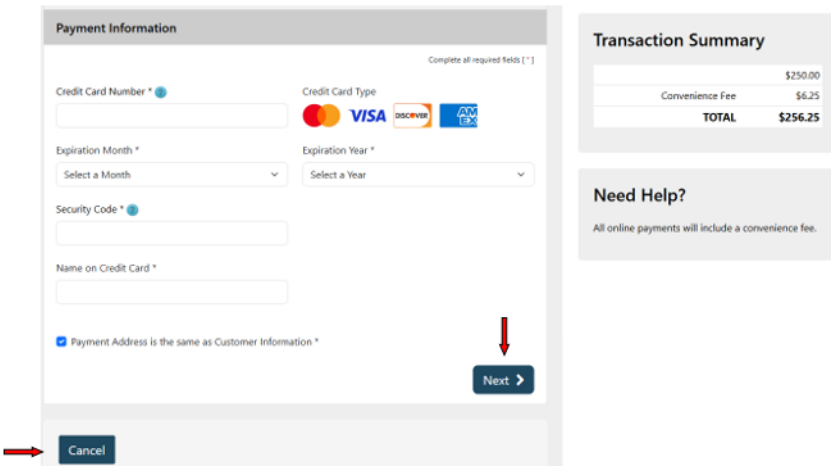
23. Enter the Customer Information and select “Next”.



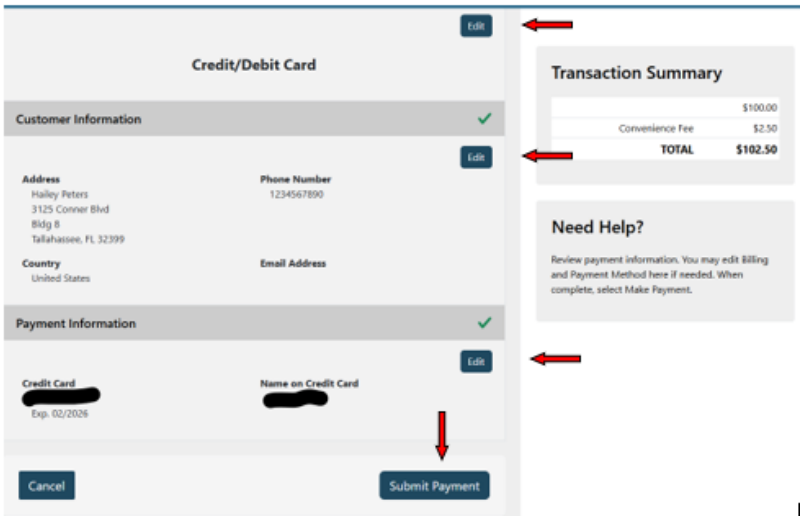
24. An Address Verification box may populate with a recommended address. Double check the address and determine if you want to continue forward with the address you entered, or if you want to use the Recommended Address.
25. Click “OK” after choosing.



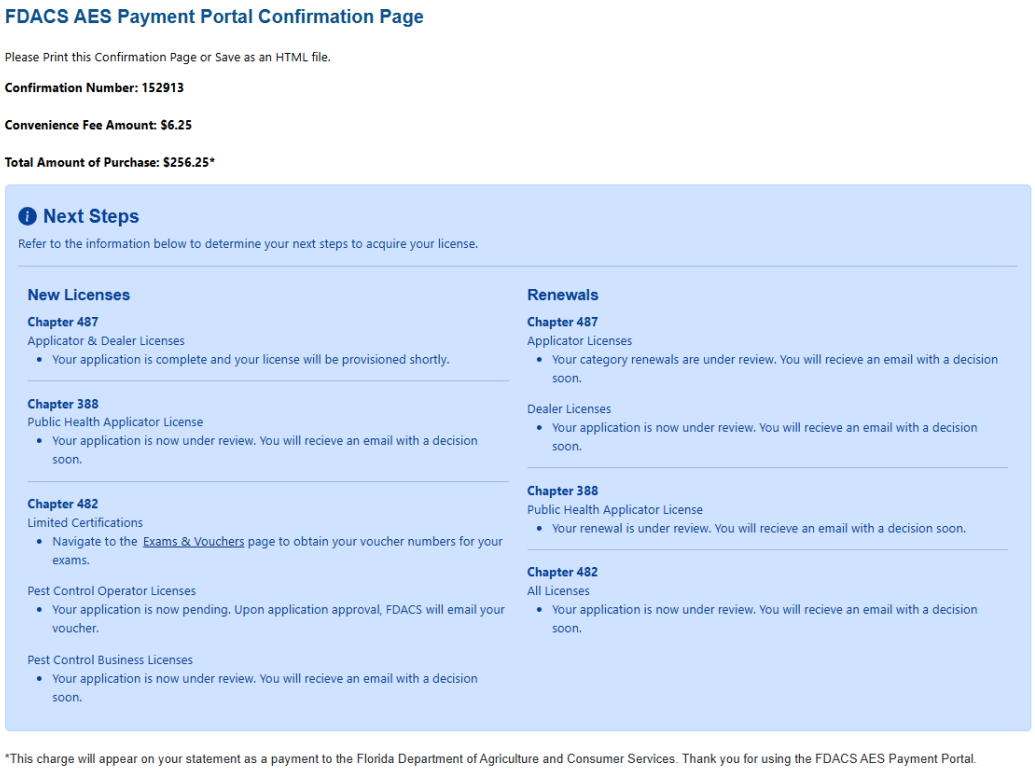
26. Enter your payment information, and click “Next”
27. If you no longer wish to move forward with the payment select “Cancel”



28. Review the information entered. If everything is correct, proceed by clicking "Submit Payment" or if changes are needed, select "Edit" on the appropriate field.



29. After your payment has been submitted, you will receive a payment confirmation page.



FDACS AES Payment Portal Confirmation Page

Please Print this Confirmation Page or Save as an HTML file.

Confirmation Number: 152913

Convenience Fee Amount: $6.25

Total Amount of Purchase: $256.25*

Next Steps

Refer to the information below to determine your next steps to acquire your license.

New Licenses

Chapter 487
Applicator & Dealer Licenses
- Your application is complete and your license will be provisioned shortly.

Chapter 388
Public Health Applicator License
- Your application is now under review. You will recieve an email with a decision soon.

Chapter 482
Limited Certifications
- Navigate to the Exams & Vouchers page to obtain your voucher numbers for your exams.

Pest Control Operator Licenses
- Your application is now pending. Upon application approval, FDACS will email your voucher.

Pest Control Business Licenses
- Your application is now under review. You will recieve an email with a decision soon.

Renewals

Chapter 487
Applicator Licenses
- Your category renewals are under review. You will recieve an email with a decision soon.

Dealer Licenses
- Your application is now under review. You will recieve an email with a decision soon.

Chapter 388
Public Health Applicator License
- Your renewal is under review. You will recieve an email with a decision soon.

Chapter 482
All Licenses
- Your application is now under review. You will recieve an email with a decision soon.

*This charge will appear on your statement as a payment to the Florida Department of Agriculture and Consumer Services. Thank you for using the FDACS AES Payment Portal.

30. You will receive an email with your new pesticide dealer license as an attachment.