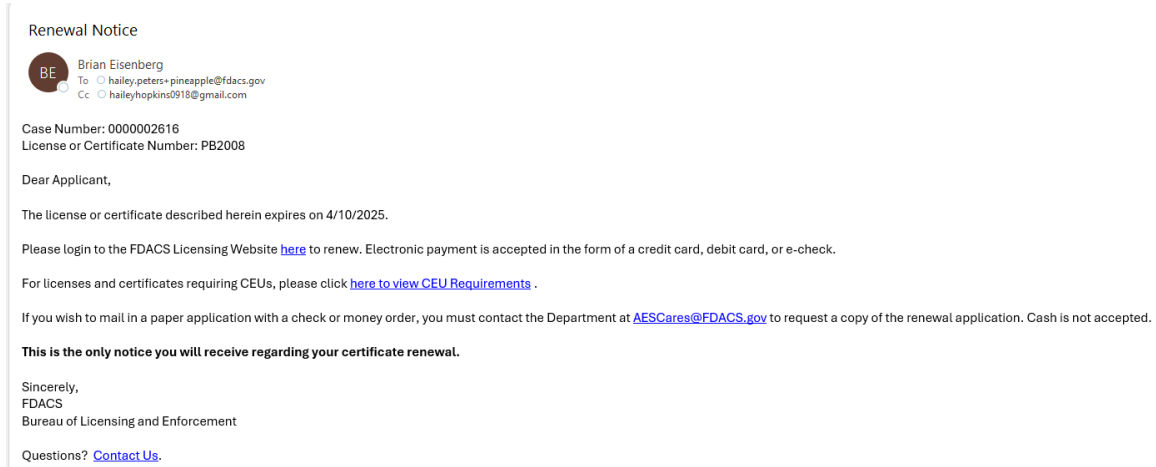


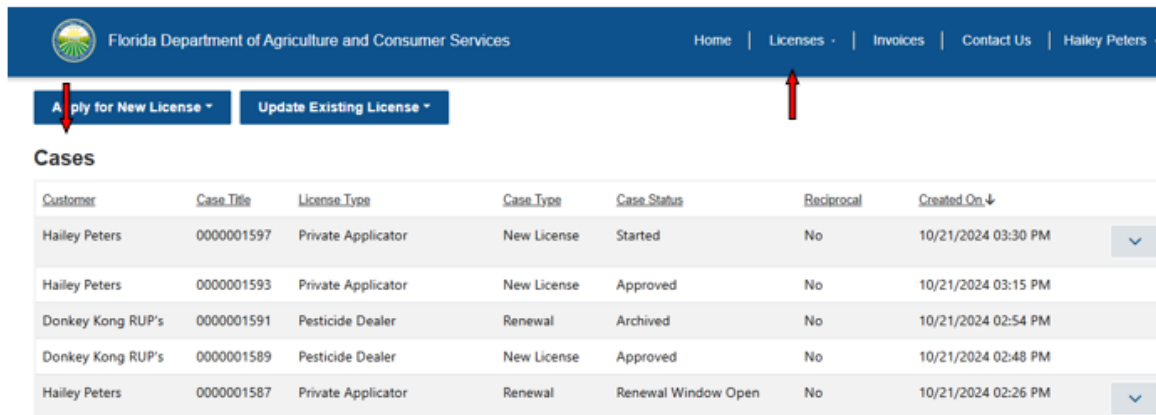
Licensing Portal

How to Renew a 487 Dealer License

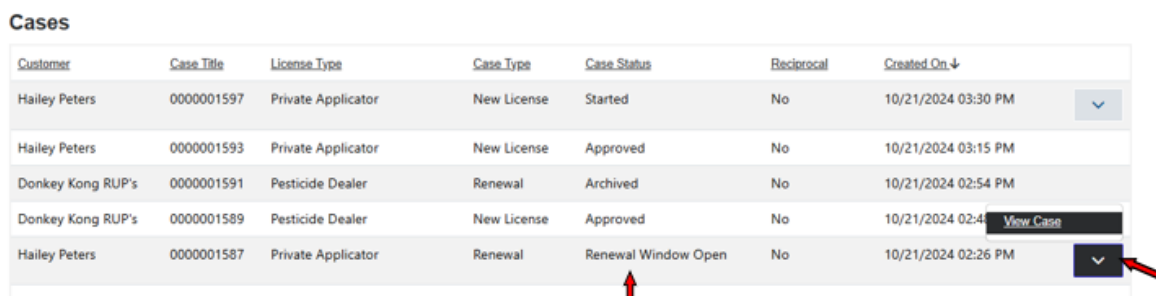
1. Paper renewal notices will no longer be mailed. All renewal notices will now be sent electronically to the email address on file.



2. You can find the renewal record by searching under the 'Cases' on the home page of the licensing portal, or by selecting the 'Licenses' tab at the top.



3. If the license is within the renewal period, the status will display as "Renewal Window Open".
4. To proceed with the renewal process, choose "View Case" from the dropdown arrow.



5. If a case is not within the renewal window, you can view the case details to determine how many days remain until renewal.

Florida Department of Agriculture and Consumer Services

Customer *
Big Bug Biz

Days Until Renewal	Renewal Start Date	License Expiration Date
286	06/10/2025	08/09/2025

Pre-Renewal
(Splash Screen with dates)

6. Complete all the required steps in the renewal as you would for a normal license application.

Pesticide Dealer - Renewal

Renewal Information | Review Business Information | Authorized Agent Information | Renewal Review

License Expiration Date	Renewal Start Date	Days Until Renewal
04/19/2025	02/18/2025	0

Business
[Redacted]

Next

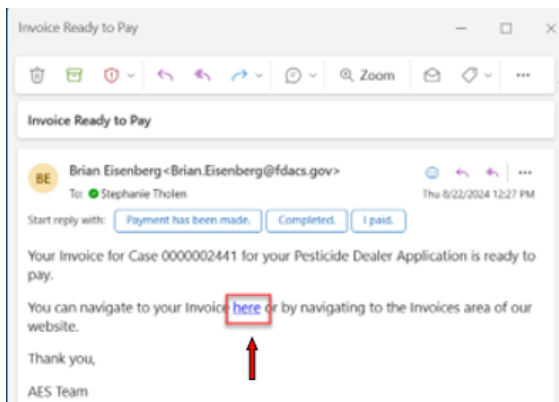
7. If the 'Business Information' does not require updates, and no 'Agents' need to be updated or added, please click "Next" at the bottom to proceed.
8. A confirmation message will appear stating "Application Submitted," along with additional invoice details for payment.

Application Submitted - Payment Required

You will receive an email shortly containing a link to your Invoice. You may also navigate to the [Invoices](#) area to pay now.

Once payment is received, new licenses that qualify for auto-issuance will be provisioned and sent shortly via email. Otherwise, your application will be initially reviewed once payment is processed (3-5 business days) and in the order that it is received.

9. Once the application is submitted, you will receive an email notification stating that your invoice is ready to pay. You can either click the link in the email to access your invoice or log into the portal and navigate to the "Invoices" section.



10. Click “Pay Now” to proceed and complete your payment using the payment system.

Credit Card Payments: a 2.5% convenience fee is applied to the total invoice amount.
Electronic Check Payments: a \$0.50 convenience fee is applied to the total invoice amount.

 **Pay Now**

Payment Details (Convenience Fee And Portal Amount Populated After Payment)

Name *	Total Amount
Invoice - 0000002831	250.00
Case	Convenience Fee
0000002831	—
Contact	Portal Payment Amount
Hailey Peters	—
Invoice Date	Payment Date
03/19/2025	—

<u>Fee Code Description (Fee Code)</u>	<u>Amount</u>	<u>Quantity</u>
Renewal License Fee - DL	\$250.00	1

11. After completing your payment, you will be redirected to a confirmation screen in the portal.

FDACS AES Payment Portal Confirmation Page

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

Confirmation Number: 152974

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 receive 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 receive an email with a decision soon.

Renewals

Chapter 487

Applicator Licenses

- Your category renewals are under review. You will receive an email with a decision soon.

Dealer Licenses

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

Chapter 388

Public Health Applicator License

- Your renewal is under review. You will receive an email with a decision soon.

Chapter 482

All Licenses

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