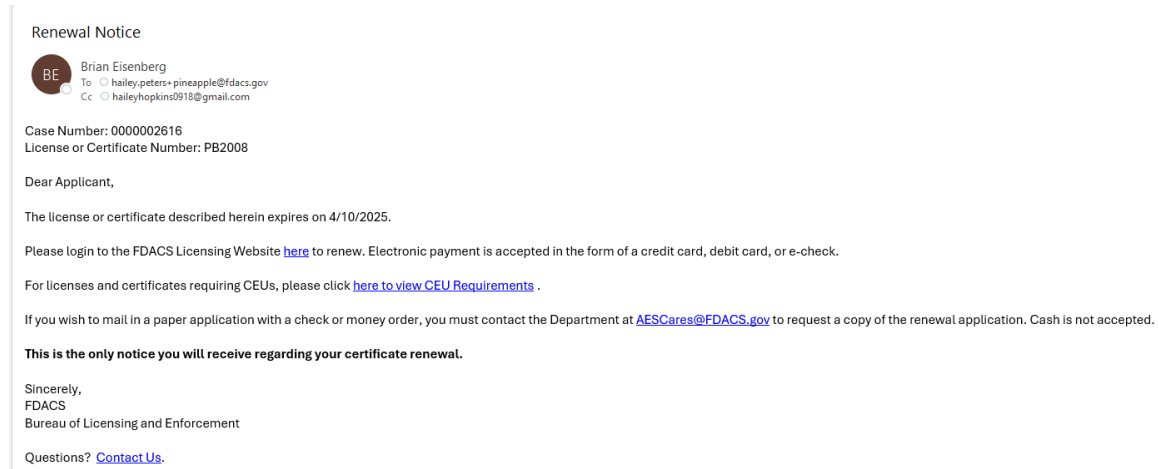


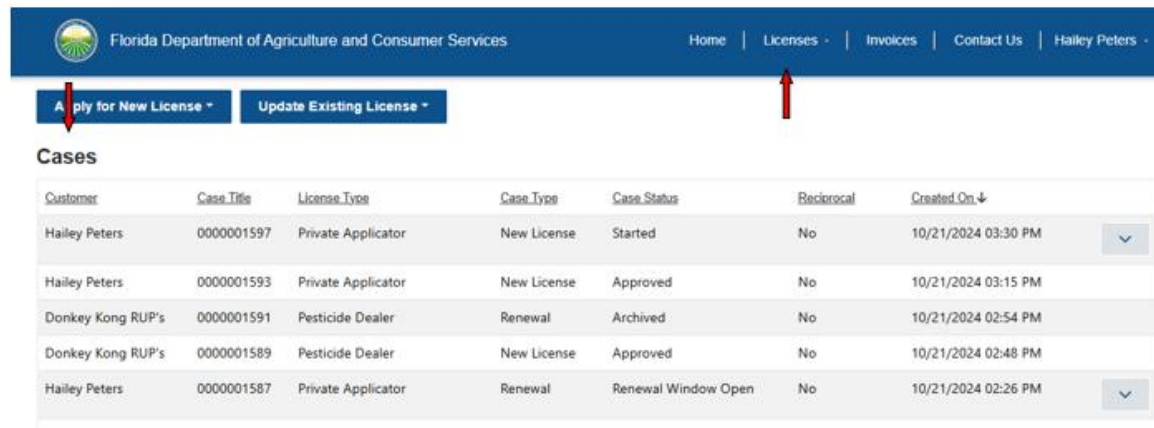
Licensing Portal

How to Renew an Individual 487 License

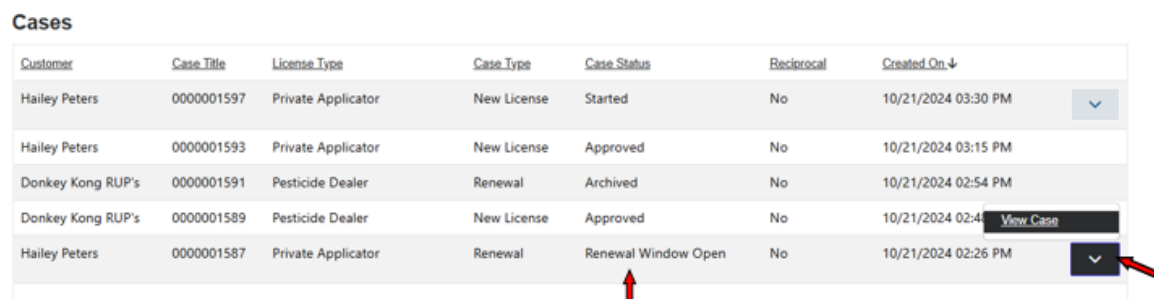
1. Paper renewal notices will no longer be mailed. All renewal notices will now be sent electronically to the email address on file.



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 "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. For renewals that allow you to choose between an exam or CEUs, the 'Fulfillment Type' option will be displayed.
7. Click on the dropdown arrow
8. Select "Set Fulfillment Type"

Commercial Applicator - Renewal

Category Information Licensee Information Authorized Purchasing Agents

Renewal Start Date	Days Until Renewal	License Expiration Date
06/30/2028	1402	08/29/2028

The following Categories are due to expire along with or prior to the license you are renewing. A fulfillment type must be selected for each Category you would like to renew by using the action menu on the right.

Name	Fulfillment Type	Renewal Status
Agricultural Animal Pest Control		▼

Vouchers and Exams

Set Fulfillment Type

9. Select one of the renewal options from the dropdown.
10. Click “Submit”

Category *
General Standards (Core)

Renewal Type

→ Select

- Select
- CEU**
- Exam
- Reciprocal

11. After selecting your fulfillment types, you will see the selection shown under the ‘Renewal Status’.

Name	Fulfillment Type	Renewal Status
General Standards (Core)	Exam	Awaiting Exam Results
Private Applicator Agriculture	CEU	Renewing by CEU

12. A file upload will be available at the bottom of the renewal page to upload CEU or Reciprocal documentation.
13. After uploading check the attestation box
14. Click “Next”

Name

There are no records to display.

Upload required continuing education units. Click [HERE](#) to see CEU requirements.

→ Add files New folder

There are no folders or files to display.

→ ☐ I have selected a renewal type for each category that I intend to renew and I have uploaded any necessary documentation *

Next ←

Name	Fulfillment Type	Renewal Status
Agricultural Animal Pest Control	Exam	Awaiting Exam Results

Vouchers and Exams

Contact	Name	Voucher Number	Exam Result	Exam Score	Status
Brian Eisenberg	Agricultural Animal Pest Control	001625			Active

When **Exam** is selected, a voucher will be generated in the section below. This removes the need for a separate Exam Application.

Exam results will be populated directly on the renewal once they come into the system.

↓ ↓

Category Information	Licensee Information	Authorized Purchasing Agents
Complete all the required steps in the renewal as you would for a normal license application		

15. If the 'Licensee Information' does not require updates, and no 'APAs' need to be updated or added, please click "Submit" at the bottom to proceed.

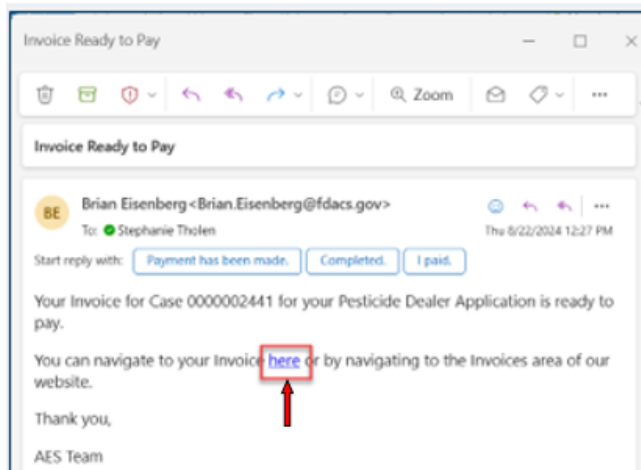
16. A confirmation message will appear stating "Application Submitted," along with additional invoice details got payment.

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.

17. 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.



18. 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 - 0000001587	100.00
Case	Convenience Fee
0000001587	—
Contact	Portal Payment Amount
Hailey Peters	—
Invoice Date	Payment Date
03/19/2025	—

Fee Code Description (Fee Code)	Amount	Quantity
Renewal License Fee - PV	\$100.00	1

19. 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: 152970

Convenience Fee Amount: \$2.50

Total Amount of Purchase: \$102.50*

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.