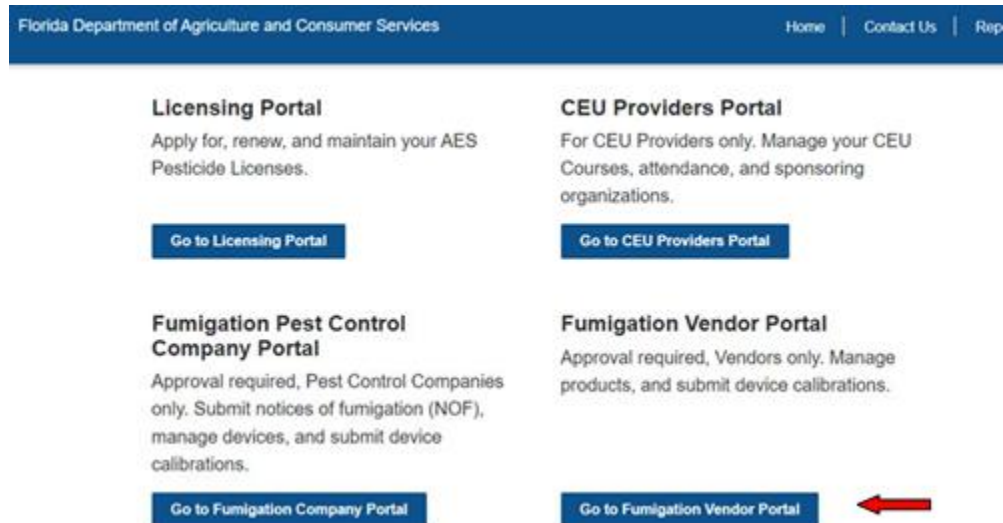


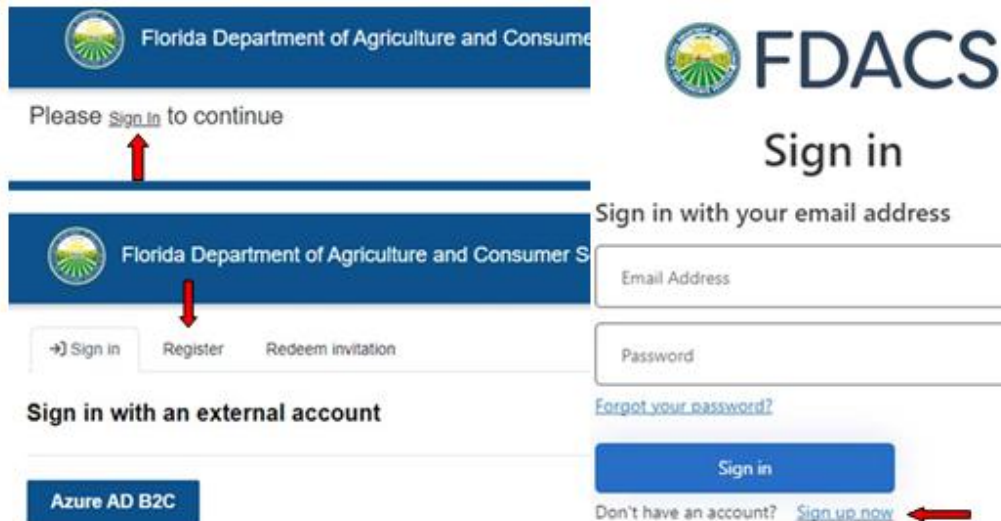
Fumigation Equipment Vendors Portal

How to Register and Manage Vendor Profile

1. Go to <https://aeslicensing.fdacs.gov> and select 'Fumigation Vendor Portal'.



2. Click 'Sign In', then 'Register'. Select 'Azure AD B2C' and click 'Sign up now'. Enter your email address and click 'Send Verification Code'. Enter the code sent to your email (valid for a limited time). Complete the required fields and click 'Create'.





FDACS

User Details



Email Address



FDACS

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

hailey.peters@fdacs.gov *

654212 *

Send verification code



Verify code

Send new code



FDACS

User Details

E-mail address verified. You can continue now.

hailey.peters@fdacs.gov *

Change e-mail



***** *



***** *



Hailey



Peters



FDACS



Create

3. Fill out your vendor profile and click 'Next'. Submit your profile and return to the home page.

Company Selection

Click the magnifying glass to select a company. If your company is not listed, click 'New' to create a company account. Specify whether you are a Product Vendor or Equipment Vendor. Complete the company details and click 'Submit'. After submission, you will receive an email with approval or rejection. If approved, use the link in the email to access the portal.

The image shows two screenshots from a web portal. The top screenshot is a form titled 'Fumigation Approval' with a tab for 'Contact Information' and a selected tab for 'Fumigation Approval'. The form has a 'Submitter' field with the name 'Hailey Peters' and a 'Vendor' field with a red asterisk. Below the 'Vendor' field is a search bar with a magnifying glass icon. A red arrow points to the magnifying glass icon. At the bottom of the form are 'Previous' and 'Submit' buttons. The bottom screenshot is a confirmation page titled 'Access Request Submitted' from the Florida Department of Agriculture and Consumer Services. It says 'Thank you for requesting access to the Fumigation Vendors website. Your access to the website is currently under review.' and 'You will receive an email of the decision soon.'

You have been approved to use the FDACS Fumigation Portal

BE To: hailey.peters+new@fdacs.gov

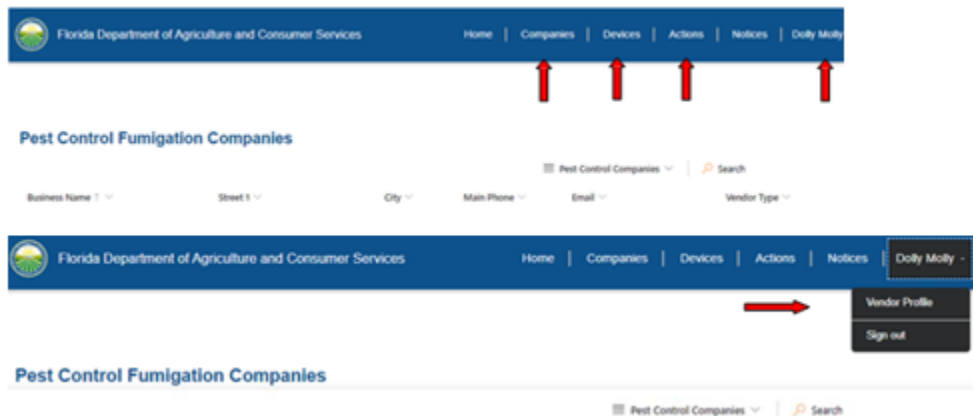
Hailey,

Your request for an account to the Fumigation Portal secured website has been approved.

To log into the portal, click [Here](#).

Managing Profile and Companies

Click your name at the top right and select 'Vendor Profile' to update your information. Use the 'Companies' tab to view company details.



Adding or Updating Fumigation Devices

You can add a new clearance device using any of these options:

- From the company details page, click 'Add New Device' under 'Fumigation Devices'.
- From the homepage, scroll to 'Fumigation Devices' and click 'Add New Device'.
- Click the 'Devices' tab and select 'Add New Device'.

Steps to Add a Device:

- Enter device details and click 'Next'.
- Complete calibration details and click 'Next'.
- Upload proof of calibration and check the confirmation box.
- Click 'Submit'.

Updating a Device:

- Click the device serial number.
- Update status, received date, and calibration details.
- Upload proof of calibration and click 'Submit'.

Additional Notes

- If a company is under an equipment stop sale, the system will automatically lift the stop sale once devices are updated and valid.

- Use the 'Actions' tab to view active and inactive actions.
- Use the search box and filters for quick navigation.

Resetting Your Password

- On the 'Sign In' page, click 'Forgot your password'.
- Enter your email and click 'Send Code'.
- Enter the code, verify, and set a new password.