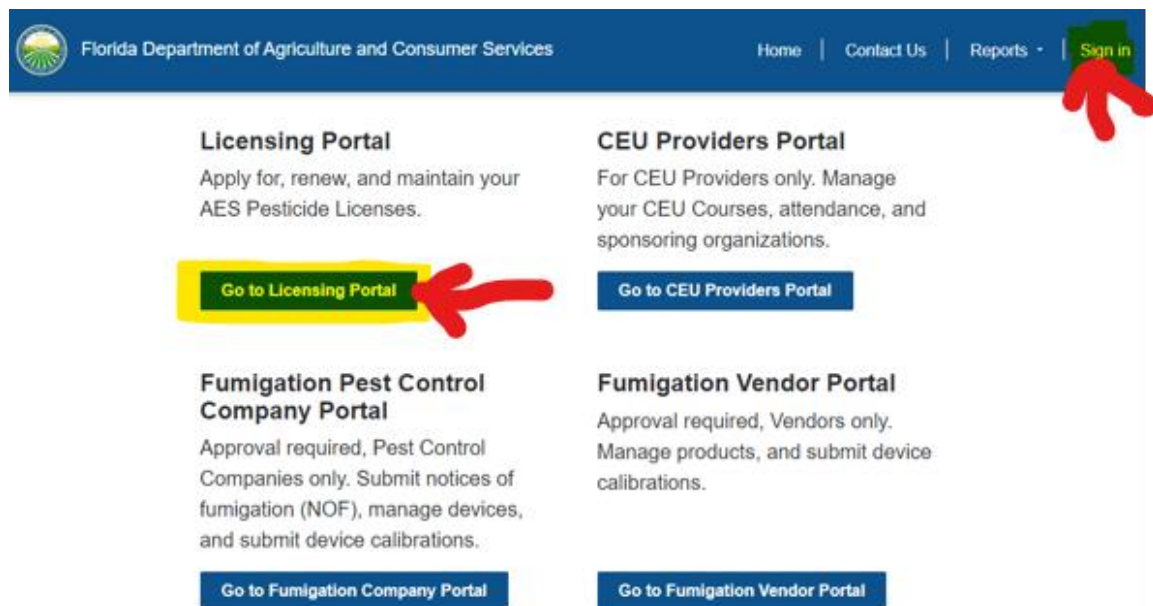


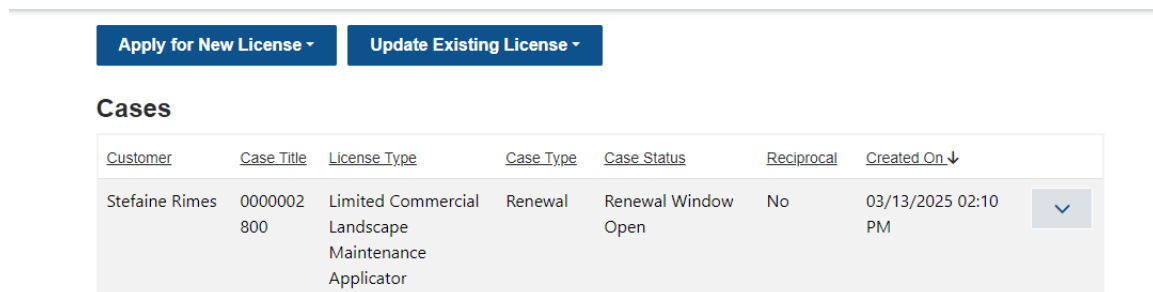
Licensing Portal

How to Renew a Limited Certificate

1. Sign in to the Licensing Portal at <https://aeslicensing.fdacs.gov>
2. After signing in, select the option Go To Licensing Portal.



3. Once you are in the Licensing Portal you will be able to view Your cases.



4. You will need to click on the arrow and then select View Case for the case to open the renewal application.

Cases

Customer	Case Title	License Type	Case Type	Case Status	Reciprocal	Created On	
Stefaine Rimes	0000002 800	Limited Commercial Landscape Maintenance Applicator	Renewal	Renewal Window Open	No	03/13/2025 02:10 PM	View Case

5. You will need to click on the arrow on the Renewal Categories and then select Renew with CEU.

Days Until Renewal	Renewal Start Date	License Expiration Date
185	09/14/2025	11/13/2025
Expiring License	Case Type *	License Type
LC2014	Renewal	Limited Commercial Landscape Maint

Renewal Categories

<u>Name</u>	<u>Fulfillment Type</u>	<u>Fulfillment Status</u>
Limited Commercial Landscape Maintenance		▼ Renew with CEU Renew with Exam

Selected Exams

.. . . .

6. A new window will open and you will need to click on the arrow and then choose CEU then select Submit.

Category *

Limited Commercial Landscape Maintenance

Renewal Type

Select ▼

Submit

Category *

Limited Commercial Landscape Maintenance

Renewal Type

CEU ▼

Submit

- Click on Add File to upload your CEU forms and your Certificate of Insurance (for an LC or a LW License). All other Limited License (LL, LF, LS) you will only need to submit the required CEUS.

Supporting Documentation

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

Please check [this PDF](#) to see the documentation required for licensure/certification. No license/certificate will be issued until the required documentation has been provided.

 Add files

 New folder

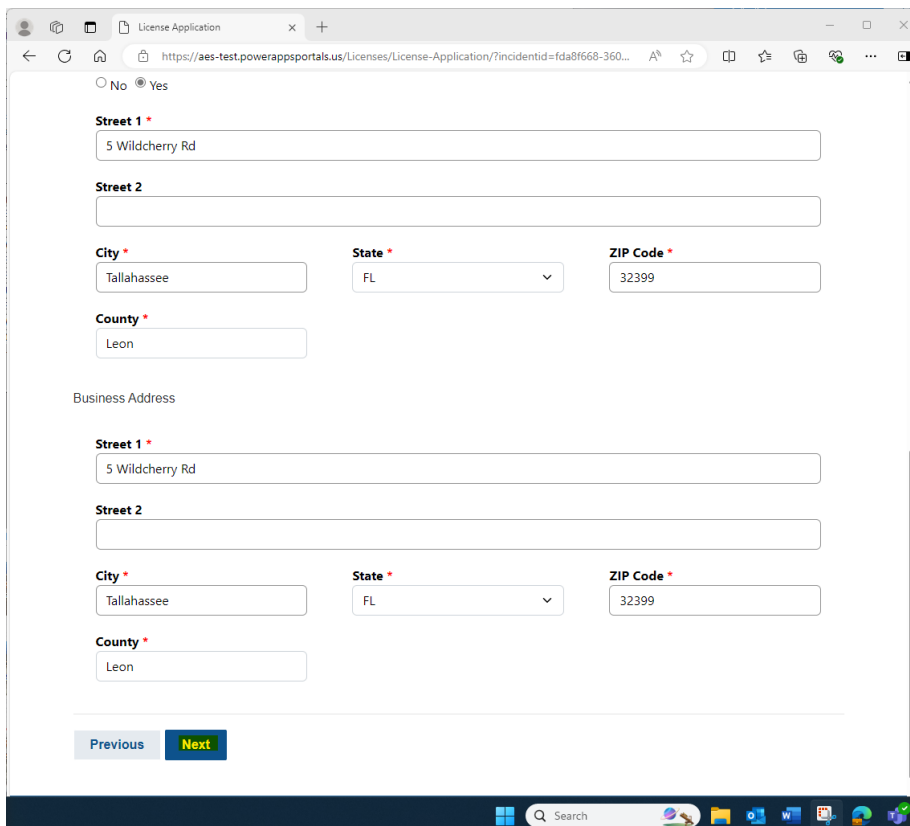
- Check the box for the Attestation and click 'Next'.

I have chosen a renewal method for each category that I intend to renew and have uploaded any necessary documentation to support the renewal *



Next

- Review your renewal application and click 'Next'.



The screenshot shows a web browser window with the URL <https://aes-test.powerappsportals.us/Licenses/License-Application/?incidentid=fda8f668-360...>. The form is titled "License Application" and has a "No" radio button selected. The form contains two identical sections for "Business Address". Each section has fields for "Street 1", "Street 2", "City", "State", and "ZIP Code". The "City" field is set to "Tallahassee", the "State" dropdown is set to "FL", and the "ZIP Code" field is set to "32399". The "County" field is set to "Leon". At the bottom of the form, there are "Previous" and "Next" buttons.

☐ No ☒ Yes

Street 1 *
5 Wildcherry Rd

Street 2

City * Tallahassee **State *** FL **ZIP Code *** 32399

County * Leon

Business Address

Street 1 *
5 Wildcherry Rd

Street 2

City * Tallahassee **State *** FL **ZIP Code *** 32399

County * Leon

[Previous](#) [Next](#)

10. Answer all 5 Criminal History Questions, then click 'Next'.

control, for which you have not completed any term of probation or parole and the conditions thereof. *

No

Have you ever been convicted of any offense that serves as a predicate to registration as a sexual offender in accordance with s. 943.0435 or ss. 491.0112, 784.049(3) (b), 794.08, 800.101, 826.04, 847.012, 872.06(2), 944.35(3)(b)2, 951.221(1), F.S. or similar laws of any other state. *

No

Have you been convicted of s. 775.33(4), 782.04(1), (2), or (3), or 782.09, F.S., which resulted in the actual killing of a human being, or similar laws of any other state. *

No

Have you ever been classified as a sexual predator pursuant to Section 775.21, F.S. or similar laws of any other state. *

No

FAILURE TO PROVIDE THE DEPARTMENT WITH TRUE AND ACCURATE INFORMATION ON YOUR CRIMINAL HISTORY MAY RESULT IN DISCIPLINARY ACTION PURSUANT TO

Previous

Next

11. Upload all required documentation, check the Attestation box, and then click 'Next'.

Limited Commercial Landscape Maintenance Applicator - Renewal

Renewal Information ✓	Applicant Information ✓	Criminal History ✓	Upload Documents	Review Application
--------------------------	----------------------------	-----------------------	------------------	--------------------

Upload Documents

Add files

New folder

There are no folders or files to display.

 ***** If you answered "YES" to any Criminal History question, you must provide a copy of the arrest report, copies of the disposition or judgement and sentence, and documentation proving all sanctions have been served and satisfied. You must supply this documentation for each occurrence. If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required.

IMPORTANT: Please check [this PDF](#) to see the documentation required for licensure/certification. No license/certificate will be issued until the required documentation has been provided.

Previous

Next

12. Review your renewal application then select Submit.

Limited Commercial Landscape Maintenance Applicator - Renewal

Renewal Information ✓	Applicant Information ✓	Criminal History ✓	Upload Documents ✓	Review Application
--------------------------	----------------------------	-----------------------	-----------------------	-----------------------

License Type

Limited Commercial Landscape Maintenance Applicator

Applicant Name *

Stefaine Rimes

Personal Email *

stefaine.rimes@fdacs.gov

Home Phone

(555) 555-5555

Business Phone

Provide a telephone number

Florida Resident? *

Yes

Date of Birth *

06/02/1982

HOME ADDRESS

Street 1 *

5 Wildcherry Rd
Leon

County (If Other)

BUSINESS ADDRESS

Street 1 *

5 Wildcherry Rd

Street 2

City *

Tallahassee

State *

FL

County *

Leon

County (If Other)

Previous

Submit

13. You will then be redirected to the Application Submitted-Payment Required page.

14. You will receive an email letting you know that your invoice is ready so you can make your payment.

15. Once you receive the email you can click on the invoice link and it will take you to the invoice page.



Florida Department of Agriculture and Consumer Services



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.

16. On the Invoice page, you will need to click on the Invoice number for the renewal application submitted and this will open the invoice so you can make your payment.

Invoices

Click on an Invoice to see details and pay. If your Invoice is not available in the list, please wait a moment and refresh the page.

AES Portal - Invoices ▾					
Invoice Number ▾	Application Type ▾	Paid ▾	Total Amount ▾	Amount Paid ▾	Convenience Fee ▾
0000002800	Limited Commercial...	No	\$75.00		

17. Click on the Pay Now Button.

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 *

Invoice - 0000002800

Total Amount

75.00

Case

0000002800

Convenience Fee

—

Contact

Stefaine Rimes

Portal Payment Amount

—

Invoice Date

03/13/2025

Payment Date

—

<u>Fee Code Description (Fee Code)</u>	<u>Amount</u>	<u>Quantity</u>
Lmted Commercial Landscape - Renew	\$75.00	1

18. Choose the option for the Payment type and click 'Next'.

1 Payment Type

2 Customer Info

3 Payment Information

4 Submit Payment

Payment

Payment Type

Payment Type *

Credit/Debit Card ✓ 

Next >

19. Fill out the Customer Information and click 'Next'.

Country *

United States 

First Name *

Last Name *

Address *

Address 2

City *

State *

Select State 

ZIP/Postal Code *

Phone Number

Next >

20. Fill out the payment information and click 'Next'.

Credit Card Number * ⓘ

Credit Card Type

Expiration Month *

Select a Month ▼

Expiration Year *

Select a Year ▼

Security Code * ⓘ

Name on Credit Card *

☒ Payment Address is the same as Customer Information *

Next ➤

21. Choose the Submit Payment Button.

Credit Card

Visa ****1111

Exp. 06/2025

Name on Credit Card

Stefaine Rimes

Cancel **Submit Payment**

22. Once you submit payment and our office receives your renewal application, it will be reviewed and once complete the renewal will be processed and your renewed certificate will be sent via email.