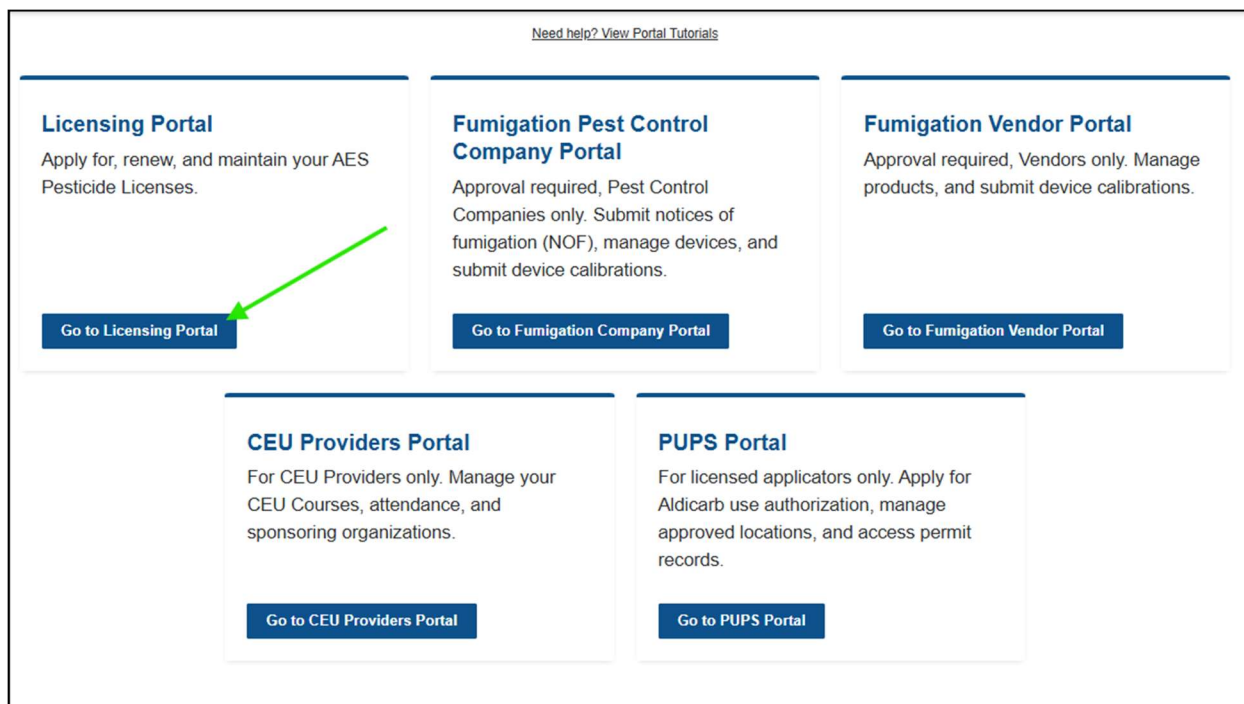


How to Add a New Employee in the Licensing Portal

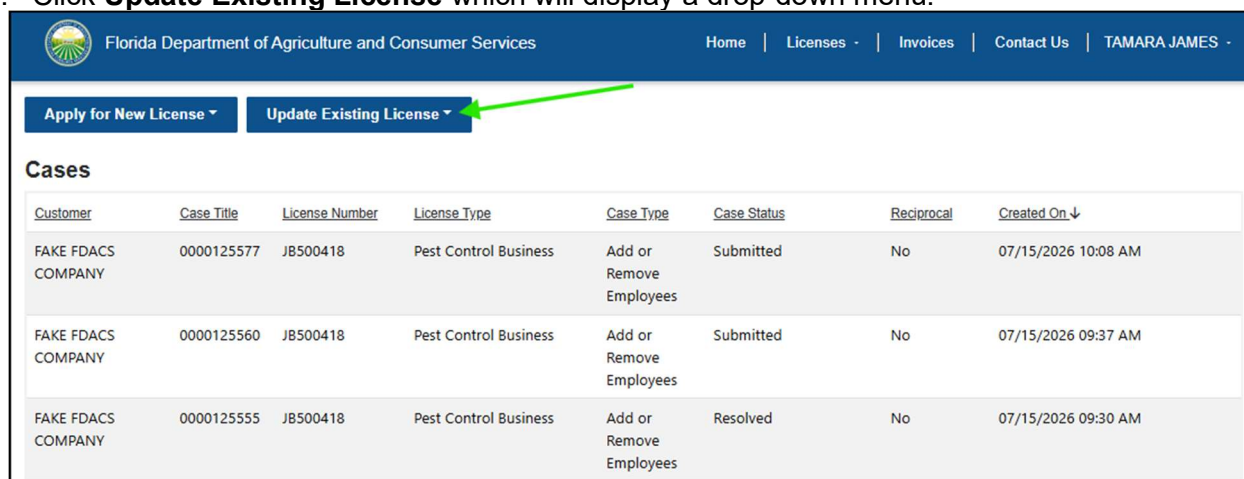
1. Go to the FDACS AES Licensing website at <https://aeslicensing.fdacs.gov> and register for an account. You will need a personal, unique email address to sign up for an account.
2. Once you have registered, then SIGN IN. Your name will appear in the top right hand corner of the Portal.

Only the primary or secondary contact on file for a business, can add or remove an employee.

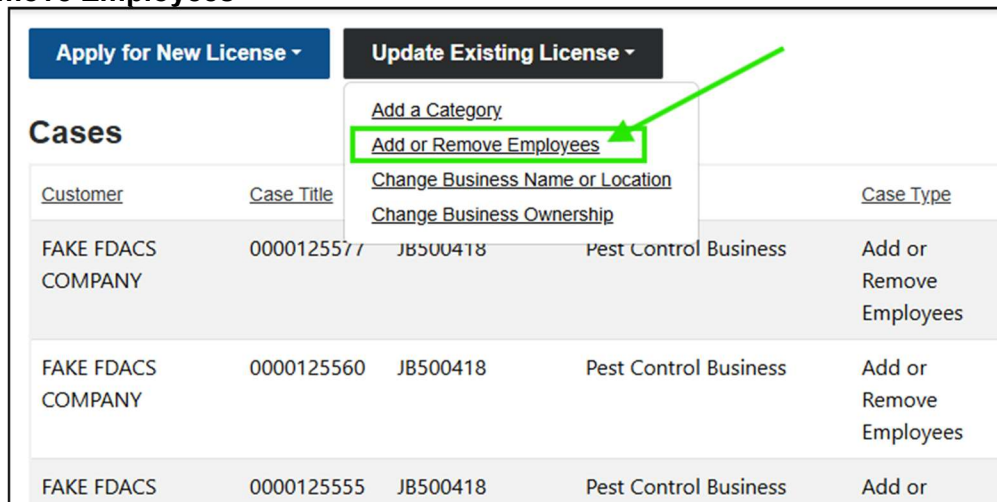
3. Choose the top left option to enter the licensing portal: **Go to Licensing Portal**.



4. Click **Update Existing License** which will display a drop-down menu.



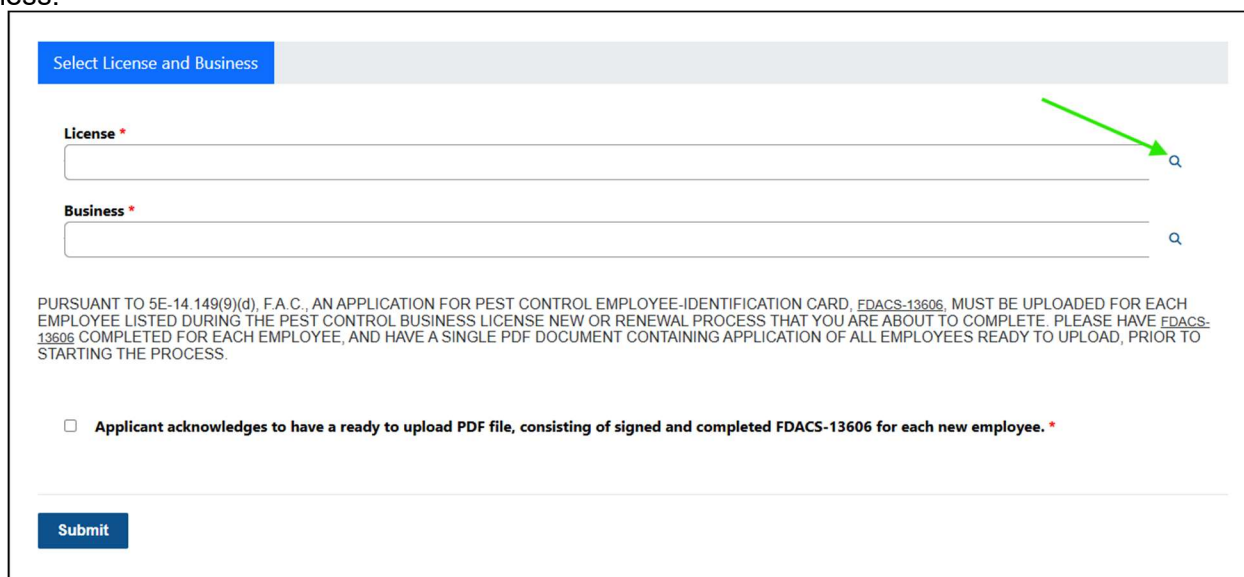
5. Select **Add or Remove Employees**



The screenshot shows a web interface with two main buttons at the top: 'Apply for New License' and 'Update Existing License'. The 'Update Existing License' button is active, and a dropdown menu is open below it. The dropdown menu contains four options: 'Add a Category', 'Add or Remove Employees' (which is highlighted with a green box and a green arrow), 'Change Business Name or Location', and 'Change Business Ownership'. Below the dropdown menu is a table titled 'Cases'. The table has five columns: 'Customer', 'Case Title', 'JB Number', 'Business', and 'Case Type'. There are three rows of data, all for 'FAKE FDACS COMPANY'. The 'Case Type' for all rows is 'Add or Remove Employees'.

Customer	Case Title	JB Number	Business	Case Type
FAKE FDACS COMPANY	0000125577	JB500418	Pest Control Business	Add or Remove Employees
FAKE FDACS COMPANY	0000125560	JB500418	Pest Control Business	Add or Remove Employees
FAKE FDACS	0000125555	JB500418	Pest Control Business	Add or

6. Click the magnifying glass on the right hand side of the License field to select the JB number of the business.



The screenshot shows a web form titled 'Select License and Business'. It has two input fields: 'License' and 'Business'. Both fields have a magnifying glass icon on the right side, indicating a search function. A green arrow points to the magnifying glass on the 'License' field. Below the input fields is a paragraph of text: 'PURSUANT TO 5E-14.149(9)(d), F.A.C., AN APPLICATION FOR PEST CONTROL EMPLOYEE-IDENTIFICATION CARD, FDACS-13606, MUST BE UPLOADED FOR EACH EMPLOYEE LISTED DURING THE PEST CONTROL BUSINESS LICENSE NEW OR RENEWAL PROCESS THAT YOU ARE ABOUT TO COMPLETE. PLEASE HAVE FDACS-13606 COMPLETED FOR EACH EMPLOYEE, AND HAVE A SINGLE PDF DOCUMENT CONTAINING APPLICATION OF ALL EMPLOYEES READY TO UPLOAD, PRIOR TO STARTING THE PROCESS.' Below this text is a checkbox with the label 'Applicant acknowledges to have a ready to upload PDF file, consisting of signed and completed FDACS-13606 for each new employee.' Below the checkbox is a blue 'Submit' button.

7. Click the checkbox in the left hand column next to the correct license number and then click the blue **Select** button.

Search

Q

	Distributors	Business						
☐	JB196580	INSECTA EXTERMINA TING LLC	Pest Control Business	JB	11/30/202 6	Active	12/15/2025	No
☐	JB500458	TAMARA IS TESTING	Pest Control Business	JB	03/20/202 7	Active	03/20/2026	No
☐	JB500444	FDACS 45106 PC	Pest Control Business	JB	03/12/202 7	Active	03/12/2026	No
☒	JB500418	FAKE FDACS COMPANY	Pest Control Business	JB	03/31/202 7	Active	03/04/2026	No

Select

Cancel

Remove value

8. Click the magnifying glass on the right hand side of the Business field to select the business name.

Select License and Business

License *

JB500418

x

Q

Business *

Q

PURSUANT TO 5E-14.149(9)(d), F.A.C., AN APPLICATION FOR PEST CONTROL EMPLOYEE-IDENTIFICATION CARD, [FDACS-13606](#), MUST BE UPLOADED FOR EACH EMPLOYEE LISTED DURING THE PEST CONTROL BUSINESS LICENSE NEW OR RENEWAL PROCESS THAT YOU ARE ABOUT TO COMPLETE. PLEASE HAVE [FDACS-13606](#) COMPLETED FOR EACH EMPLOYEE, AND HAVE A SINGLE PDF DOCUMENT CONTAINING APPLICATION OF ALL EMPLOYEES READY TO UPLOAD, PRIOR TO STARTING THE PROCESS.

☐ Applicant acknowledges to have a ready to upload PDF file, consisting of signed and completed FDACS-13606 for each new employee. *

Submit

9. Click the checkbox in the left hand column next to the correct business name and then click the blue **Select** button.

×

Lookup records



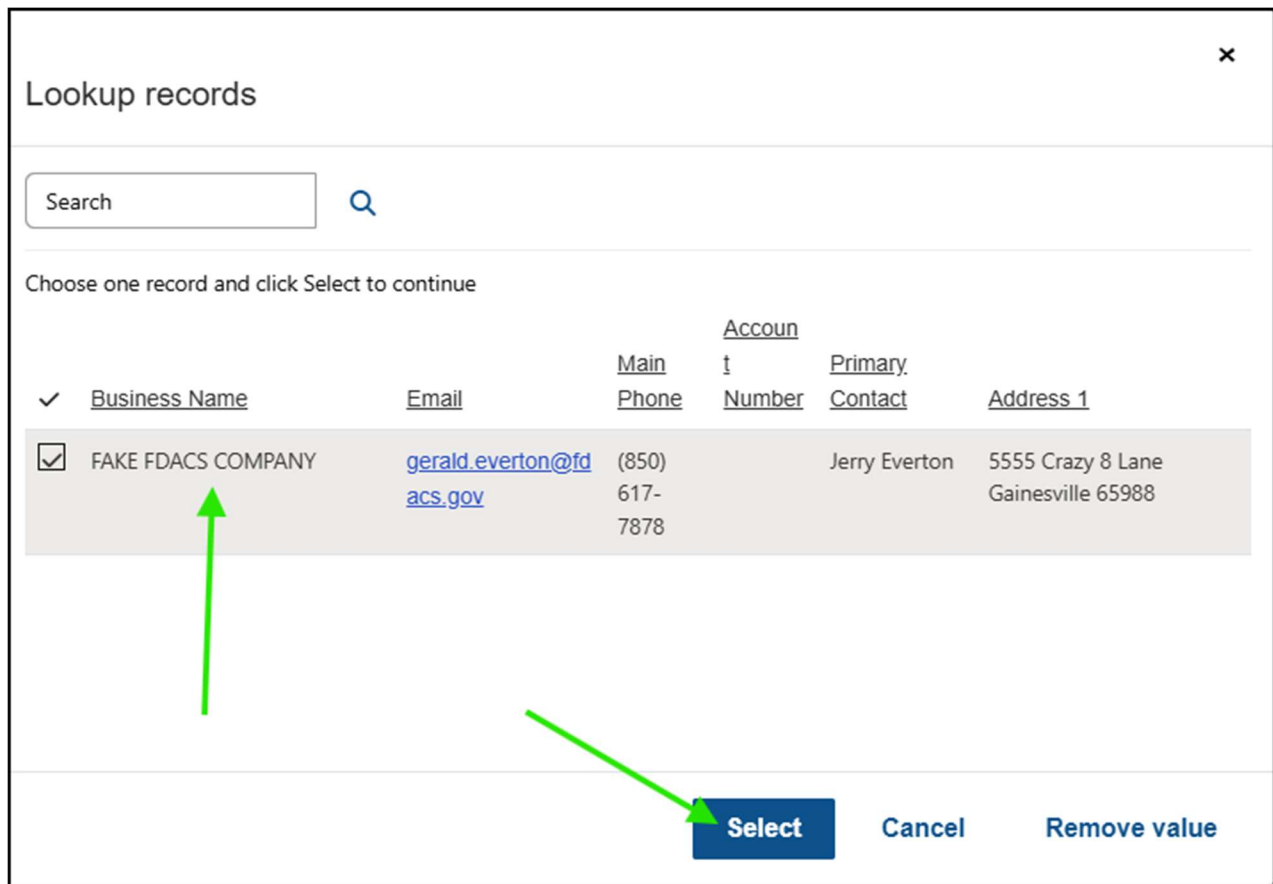
Choose one record and click Select to continue

	<u>Business Name</u>	<u>Email</u>	<u>Main Phone</u>	<u>Account Number</u>	<u>Primary Contact</u>	<u>Address 1</u>
☒	FAKE FDACS COMPANY	gerald.everton@fdacs.gov	(850) 617-7878		Jerry Everton	5555 Crazy 8 Lane Gainesville 65988

Select

Cancel

Remove value



- Verify the license number and business name are correct and then click the acknowledgement box at the bottom of the page, and hit the SUBMIT button.

Note: Form 13606 is no longer required to be uploaded for online applications. Please acknowledge the box to proceed but disregard the requirement to upload the form. We are in the process of making updates to the portal verbiage.

Select License and Business

License *

JB500418

x

Q

Business *

FAKE FDACS COMPANY

x

Q

PURSUANT TO 5E-14.149(9)(d), F.A.C., AN APPLICATION FOR PEST CONTROL EMPLOYEE-IDENTIFICATION CARD, FDACS-13606, MUST BE UPLOADED FOR EACH EMPLOYEE LISTED DURING THE PEST CONTROL BUSINESS LICENSE NEW OR RENEWAL PROCESS THAT YOU ARE ABOUT TO COMPLETE. PLEASE HAVE FDACS-13606 COMPLETED FOR EACH EMPLOYEE, AND HAVE A SINGLE PDF DOCUMENT CONTAINING APPLICATION OF ALL EMPLOYEES READY TO UPLOAD, PRIOR TO STARTING THE PROCESS.

✓

☒
Applicant acknowledges to have a ready to upload PDF file, consisting of signed and completed FDACS-13606 for each new employee. *

Submit

11. Next, you will move through the remaining FIVE steps of the application as displayed below. The blue box will highlight which step you're on.

Pest Control Business - Add or Remove Employees

Review Selection

Select Type

Add Employees

Upload Documents

Acknowledgement

12. Step 1 - REVIEW SELECTION: Review the information displayed on the page regarding the business. Once reviewed, click the NEXT button at the bottom to move to Step 2.
13. Step 2 – SELECT TYPE: Click the drop-down arrow to the right of the “select” text in the box to indicate whether you want to Add or Remove employees. In this instance, select **Adding New Employees**. Then click NEXT to proceed to Step 3.

Pest Control Business - Add or Remove Employees

Review Selection ✓

Select Type

Add Employees

Upload Documents

Acknowledgement

Adding or Removing Employees?

Select

Select

Removing Employees

Adding New Employees

14. Step 3 – Add Employees: Click the **Add Employee** button on the upper left hand side of the screen.

Pest Control Business - Add or Remove Employees

Review Selection ✓
Select Type ✓
Add Employees
Upload Documents
Acknowledgement

Add Employees

Add Employee

Contact	Employee ID	Date of Birth (Contact)	WDO Endorsement	Fumigation Endorsement	Status
FAKE FAKERSON	JE508756	01/01/1900			Active
TAMARA JAMES	JE503715			No	Active
Petey Pablo	JE507958	03/04/2000		No	Active
Jelly Roll	JE507959	10/10/2000		No	Active
Alex Warren	JE508757	03/27/1999		No	Active
DUMMY EMPLOYEE	JE513253		No	No	Active
TAMARA JAMES	JE500972		No	No	Active
DUMMY EMPLOYEE	JE513253			No	Active

Cancel
Previous
Next

- Within the Add Employee Step 3, is a new three part application specific to the new employee. First you must select the drop-down arrow to indicate whether or not the employee currently has an existing or previous employee ID Card Number. Select YES or NO.

In this example, we are applying for a brand new ID card and selecting NO.

Proceed with completing all required fields for the new employee and click NEXT when you're ready to proceed. *The **Personal Email** must be provided and must be unique to this individual ONLY.*

Employee Information Employment Information Criminal History

Does the employee currently being added have an existing or previous Employee ID Card Number (JE)? *

No v

Contact Information

First Name * **Middle Name** **Last Name ***

Street 1 *

City * **State *** **Zip Code ***

County * **County (If Other)** **Date of Birth *** 📅

Personal Email *
Every ID card holder must provide a unique primary email address on their ID card application.

Next ←

16. Input the employee's previous termination date (if applicable), their start date with the new company, acknowledge that they're not employed by another company, indicate Yes/No for endorsements, upload the required affidavits if applicable for any checked endorsements, and then click NEXT.

Employee Information ✓ **Employment Information** Criminal History

Employment Information

Previous Employer Termination Date 📅 **Employment Start Date *** 📅

☒ This employee is not employed at any other pest control licensee in Florida. ←

Endorsements

WDO Endorsement
☐ Yes ☐ No **Fumigation Endorsement ***
☐ Yes ☒ No

Upload Endorsement Affidavits

There are no folders or files to display.

Previous **Next** ←

17. Complete the five (5) Criminal History questions for the employee. Then click Next. You will be taken back to the employees list.

18. Verify the new employee is listed as a contact and then hit Next. If you need to add additional employees, you may do so at this time by completing the same process (click the Add Employee) button again on the upper left.

Pest Control Business - Add or Remove Employees

Review Selection

Select Type

Add Employees

Upload Documents

Acknowledgement

Add Employees

Add Employee

Contact	Employee ID	Date of Birth (Contact)	WDO Endorsement	Fumigation Endorsement	Status
FAKE FAKERSON	JE508756	01/01/1900			Active
TAMARA JAMES	JE503715			No	Active
Petey Pablo	JE507958	03/04/2000		No	Active
Jelly Roll	JE507959	10/10/2000		No	Active
Alex Warren	JE508757	03/27/1999		No	Active
DUMMY EMPLOYEE	JE513253		No	No	Active
TAMARA JAMES	JE500972		No	No	Active
DUMMY EMPLOYEE	JE513253			No	Active
☒ Harry Potter		05/26/1977		No	Active

Cancel

Previous

Next

19. Step 4 – Upload Documents: If YES was selected for one or more criminal history questions, required documents must be uploaded. If NO was selected for all criminal history questions, select the “13606 attestation” at the bottom (again, form 13606 is NO longer required for online applications), and then click NEXT.

Pest Control Business - Add or Remove Employees

Review Selection

Select Type

Add Employees

Upload Documents

Acknowledgement

If you answered "YES" to any Criminal History question, you must provide a copy of the arrest report, copies of the disposition or judgment 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.

Upload Documents

Add files

There are no folders or files to display.

☒ I have uploaded the signed and completed form FDACS-13606 for each new employee that has been added.

Cancel

Previous

Next

20. Step 5 – Acknowledgement: Enter the JF number of the Certified Operator in Charge (COIC) for the company you’re applying for. Then enter the full name of the COIC in the second box. Click the acknowledgement check box and then click SUBMIT.

FDACS AES BLE | July 15, 2026

Pest Control Business - Add or Remove Employees

Review Selection ✓ Select Type ✓ Add Employees ✓ Upload Documents ✓ **Acknowledgement**

Certified Operator Number (JF)
JF500374

Electronic Signature of Certified Operator in Charge
Tamara James

☒ * I do hereby certify that I am the certified operator(s) in charge of the aforesaid licensed business location and that all information given in this application is true, complete and correct to the best of my knowledge and belief. I hereby certify that my primary occupation is in the pest control business, that I am employed on a full-time basis by the licensee, and that my principal duty is the personal supervision of and participation in the pest control operations of the licensee at and for the aforesaid licensed business location in compliance with Section 482.071, Subsections 482.111(2), (3), (4), (5) and (6), and Section 482.152, Florida Statutes. Except for change of home address for employee identification card holders, I fully understand that it is the responsibility of the certified operator and/or the licensee to notify the Department promptly of any changes in the information given in this application in accordance with the law and regulations.

Cancel Previous **Submit**

21. Upon submission, an invoice will be sent via email. The amount will be a total of \$10 times the number of employees you added. One (1) employee = \$10, Two (2) employees = \$20, etc...If you receive an invoice for an incorrect amount, please contact AESCares@fdacs.gov *prior to payment*.
22. An application is not considered complete until the invoice is PAID.
23. Once the application is processed by the licensing team, an email will be sent to the company notifying that the ID card is available in the licensing portal.