



DIVISION of PLANT INDUSTRY

PLANT PAY

STEP BY STEP INSTRUCTIONS FOR THE DIVISION OF PLANT INDUSTRY'S NEW BILLING SYSTEM

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1

ABOUT PLANT PAY

Sign into this portal to pay invoices, view and print certificates, manage locations and apply for new registrations. Division of Plant Industry invoices may be related to:

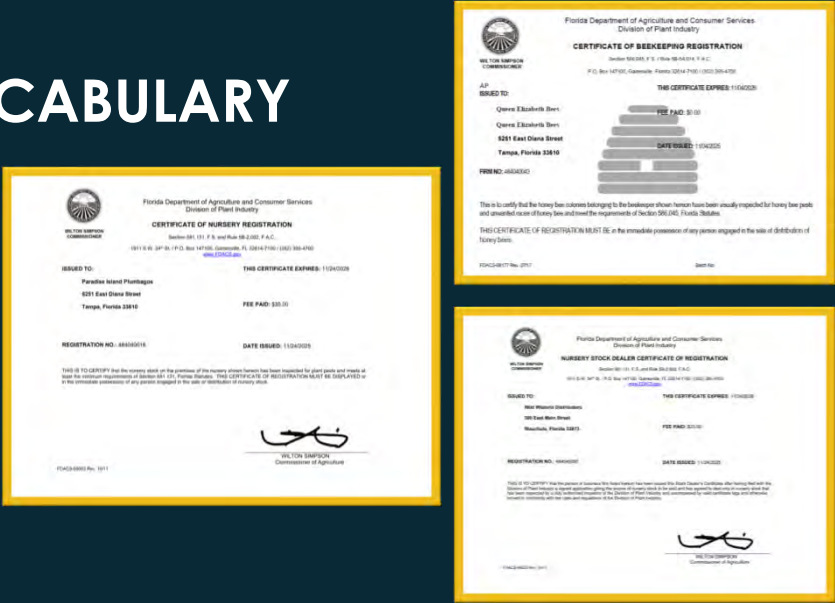
- Nurseries
- Stock Dealers
- Beekeepers
- Citrus Budwood Program
- Caribbean Fruit Fly Protocol Program
- Diagnostic Services
- Etc.

A collection of white line-art icons on a dark background. The icons include a bee, a hand pointing at a 'PAY NOW' button, a document with a dollar sign, a computer monitor displaying a certificate with a seal, and a person working in a field.

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QUICK VOCABULARY

CERTIFICATE OF REGISTRATION:
The full name for a document an entity receives when they have completed the process of registering with the Division of Plant Industry.



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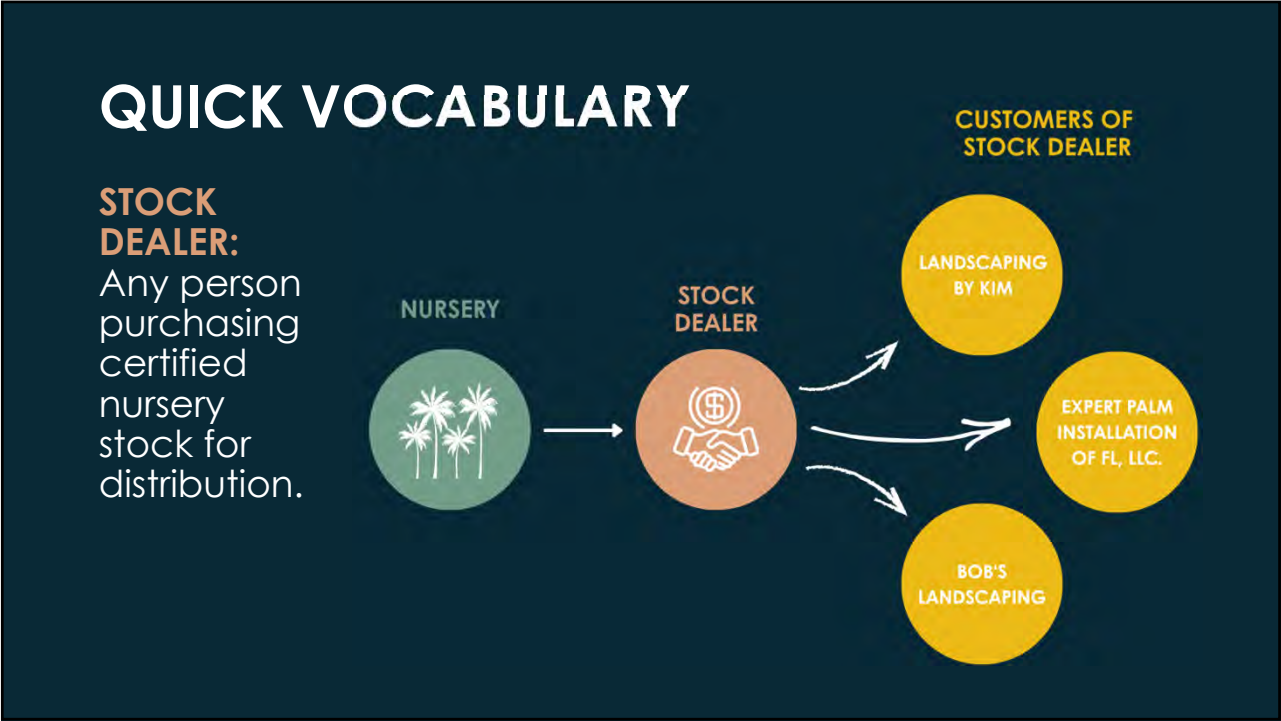
QUICK VOCABULARY

FIRM: This term refers to an entity (nursery, stock dealer or apiary) that is registered with the Division of Plant Industry.

LOCATION: A place where plant material is grown, held and/or maintained.
Location information is recorded for nurseries and stock dealers, not beekeepers.



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QUICK LOOK

CUSTOMER PORTAL HOMEPAGE

The “Home” page shows the following:

- A link to the “Invoices” tab
- **Registration forms** and your active **cases/intake forms**
- **Certificates of Registration**
- **Locations**

Florida Department of Agriculture and Consumer Services

Home | Invoices

Invoices

To see a list of all of your invoices, click the link [here](#)

Request for Registration

Submit and review Registration Requests

Stock Dealer Registration

Request a Stock Dealer Registration

Nursery Registration

Required for propagation, sale or distribution of plants

Stock Dealer Registration

Required for any person purchasing certified nursery stock for distribution

Case Title

Registration Type

Case Type

Case Status

Submission Date

Created On

DPR2-01163

Stock Dealer Registrat...

Intake

Incomplete

11/21/2025 10:55 AM

Certificates of Registration

View active and inactive Certificates of Registration

Certificate Number

Firm

Location

Certificate of Registration Type

Registration Status

Issue Date

Expiration Date

[185129](#)

Wild Wisteria...

300 East Ma...

Stock Dealer Registration

Active

11/24/2025

11/24/2026

[185135](#)

Paradise Isla...

157 Gale Le...

Nursery Registration

Active

11/24/2025

11/24/2026

[ABAD40043](#)

Queen Elita...

Queen Elita...

Apiary Registration

Active

11/04/2025

11/03/2026

Locations

View active and inactive locations

If an error needs to be corrected in a registered location, select the 3 dots next to the Location Name, mark the record Inactive, and re-add the correct location information.

+ Add Location

Location Name

Location Number

Firm

Firm Type (Firm)

Location Status

Phone Number

Physi

157 Gale Lemerand Drive

185135

Paradise Island Plumbago Purvey...

Nursery

Active

(352) 395-4600

157 I

300 East Main Street

185129

Wild Wisteria Distributors

Stock Dealer

Active

(352) 395-4600

300 I

6

3

QUICK LOOK

CUSTOMER PORTAL INVOICES PAGE

Pay individual invoices or pay for a selection of them all together with the Bulk Pay option.

- Individual pay: click the **underlined invoice number**.
- Bulk pay: Use the **button** at the top or click the **underlined invoice number from the Bulk Pay heading**.

Florida Department of Agriculture and Consumer Services

Home | Invoices

Invoices

View and pay your invoices below. Click an invoice to see details or make a payment. If your invoice isn't available, please wait a moment and refresh the page.

Bulk Pay

Standard Invoices

Unpaid Invoices

Invoice Number	Firm	Invoice Date	Due Date	Total Amount
<u>10000767</u>	Delphinium Distributors	11/06/2025	12/06/2025	\$40.00

Bulk Invoices

Active Bulk Invoices

Invoice Number	Firm	Invoice Date	Paid	Total Amount	Portal Payment Amount	Conv
<u>10000726</u>		11/07/2025	No	\$0.00		

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REVIEWING CUSTOMER ACTIONS

- Completing registration forms
- About incomplete forms
- Adding a location
- Deactivating a location
- Downloading a certificate
- Downloading an invoice
- Paying invoices
- Paying invoices in bulk
- Change view of table
- Pay a "returned payment"
- Edit profile information
- Request their new profile be linked to their previously existing firm(s)

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COMPLETING REGISTRATION FORMS BEEKEEPING

This form only has one page. After submitting all the fields pictured here, the customer clicks “Submit” and the process of registering has begun!

Note that the name of the applicant may be automatically filled in by autofill based on who is logged in.

Only a mailing address, not location information is collected of beekeepers.

Florida Department of Agriculture and Consumer Services

Home | Invoices |

This form is for new firms only. If you are already registered with us, you do not have to submit a new intake form

Registration Information

Locations

General Information

Requested Registered Name *

Company Name (if Different)

Name of Applicant

Title of Applicant

Primary Phone Number *

Secondary Phone Number

Primary Email *

Secondary Email Address

Total Number of Colonies *

Mailing Address

Mailing Address *

City *

State *

Zip Code *

County *

Submit

9

COMPLETING REGISTRATION FORMS NURSERIES

The form to request a nursery registration has two parts, “Application Information” and “Locations.”

Note that the name of applicant may automatically be filled in by autofill based on who is logged in.

Location information for the business is collected on the second page. Later, locations can be managed from the home screen of the portal.

Florida Department of Agriculture and Consumer Services

Home | Invoices |

This form is for new firms only. If you are already registered with us, you do not have to submit a new intake form

Application Information

Locations

General Information

Firm/Business Name *

Owner Name

Phone Number *

Secondary Phone Number

Email Address *

Mailing Address

Street Address *

City *

State *

Zip Code *

County *

Country *

Next

10

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COMPLETING REGISTRATION FORMS NURSERIES

The form to request a nursery registration has two parts, "Application Information" and "Locations."

Note that the name of the applicant may be automatically filled in by the system based on who is logged in.

Location information for the business is collected on the second page. Later, locations can be managed from the home screen of the portal.

Florida Department of Agriculture and Consumer Services

Home | Invoices | [User Name]

This form is for new firms only. If you are already registered with us, you do not have to submit a new intake form

Application Information ✓ **Locations**

Locations

Add Location

Location Name	Location Number	Firm	Firm Type (Firm)	Location Status	Phone Number	Physical Address	City	State	Zip	County	District
There are no records to display.											

Previous Submit

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COMPLETING REGISTRATION FORMS NURSERIES

ADDING A LOCATION WITHIN THE INITIAL APPLICATION FORM:
To complete the "Locations" portion of the form, click the blue "Add Location" button, fill out the information in this window and scroll to the bottom to submit.

Create

Location Name *

Same as Mailing Address
Select

Physical Address *

City *

State *

Zip *

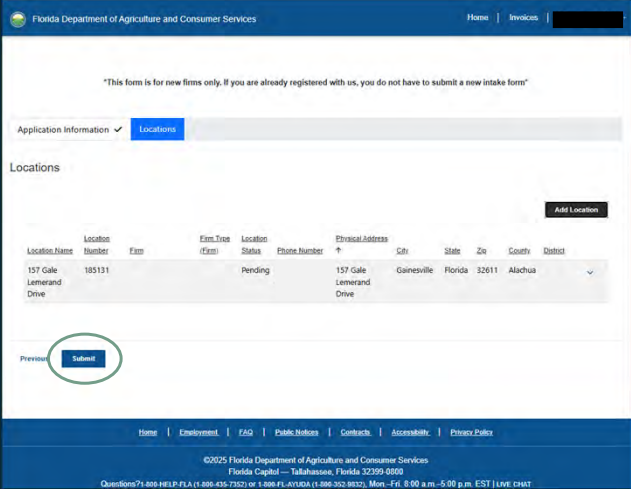
County *

Location Phone Number *

Submit

COMPLETING REGISTRATION FORMS NURSERIES

Now that both parts of the form are done, click "Submit" at the bottom of the screen.

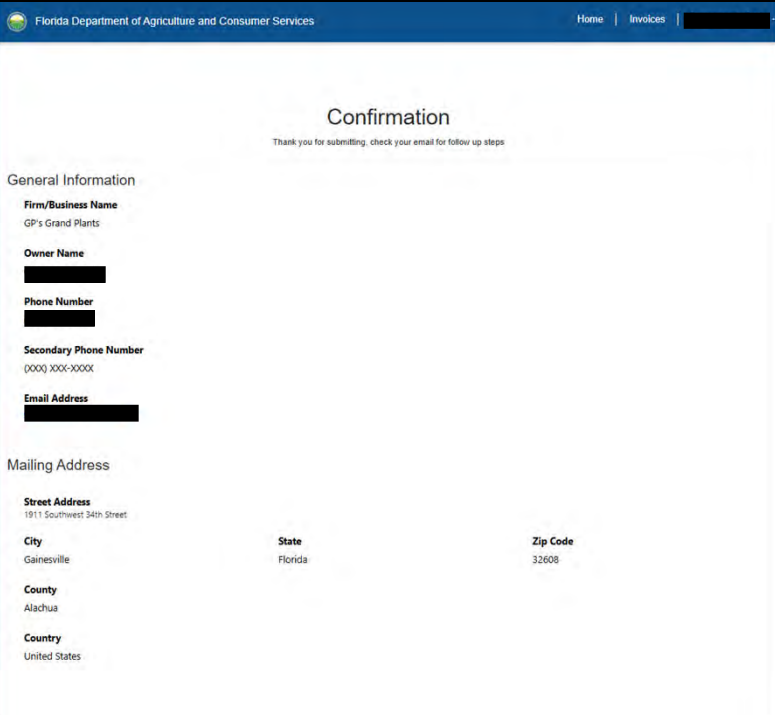


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COMPLETING REGISTRATION FORMS NURSERIES

Now that both parts of the form are done, click "Submit" at the bottom of the screen.

And then the customer will be sent to the confirmation page and should receive an email.



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COMPLETING REGISTRATION FORMS STOCK DEALER

The form to request a stock dealer registration has two parts, "Application Information" and "Locations."

Location information for the business is collected on the second page. Later, locations can be managed from the home screen of the portal.

The "Locations" portion and process for the Stock Dealer form is identical to the nursery form examples in the previous slides.

Florida Department of Agriculture and Consumer Services

Home | Invoices | [User]

This form is for new firms only. If you are already registered with us, you do not have to submit a new intake form

Application Information | Locations

General Information

Firm/Business Name *

Owner Name *

Phone Number *

Secondary Phone Number

Email Address *

Mailing Address

Street Address *

City *

State *

Zip Code *

County *

Country *

Next

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ABOUT INCOMPLETE FORMS

If a customer starts working on a form/application for registration but doesn't finish, first, they'll see an incomplete case in the table displaying "active intake forms" that appears on the Home page. Secondly, when they go back into whichever form they were working on, their entered information should be saved and still appear in the fields of the form.

Request for Registration

Submit and review Registration Requests

Beekkeeping Registration

Nursery Registration

Stock Dealer Registration

Request a Beekkeeping Registration

Required for propagation, sale or distribution of plants

Required for any person purchasing certified nursery stock for distribution

Active Intake Forms

Case Title	Registration Type	Case Type	Case Status	Submission Date	Created On
DP12-01163	Stock Dealer Registrat...	intake	Incomplete		11/21/2025 10:55 AM

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ABOUT INCOMPLETE FORMS

You can continue or start over by editing the fields.

In this example, the user completed the first part "Application Information" but stopped at the "Locations" page.

The user can click "Previous" or simply continue.

Florida Department of Agriculture and Consumer Services

Home | Invoices |

This form is for new firms only. If you are already registered with us, you do not have to submit a new intake form

Application Information ✓

Locations

Locations

Add Location

Location Name	Location Number	Firm	Firm Type (Firm)	Location Status	Phone Number	Physical Address	City	State	Zip	County	District
There are no records to display.											

Previous

Submit

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ADDING A LOCATION

Scroll to the bottom of the homepage to find the "Locations" heading.

Locations

View active and inactive locations

If an error needs to be corrected in a registered location, select the 3 dots next to the Location Name, mark the record inactive, and re-add the correct location information.

+ Add Location

Location Name	Location Number	Firm	Firm Type (Firm)	Location Status	Phone Number
157 Gale Lenderand Drive	105135	Paradise Island Plumbago Purveyors	Nursery	Pending	(352) 395-46
300 East Main Street	105129	Wild Wiltona Distributors	Stock Dealer	Active	(352) 395-46

Active Locations

Click the "Add Location" button and this box will appear.

Create New

State

Select

Location Name

Location Physical Address

Street

City

State

Select

Zip

County

Select

Location Phone Number

(352) 395-46



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ADDING A LOCATION

1. From the "Firm" dropdown field, select the firm the new location is to be associated with.

Create New

Name *

Select

Address *

Wing House 2/Delhihouse

Roadside Plaza Panchganga Palayam

Residential Plot Area Address *

Select

City *

Select

State *

Select

Zip *

Select

Country *

Select

Location Phone Number *

(0)00-000-0000

2. Enter the information.

TROUBLESHOOTING NOTE: If the address you want to enter does not appear in the white dropdown box, type more information until the system can locate it.

In this example, the city should be Bowling Green, which doesn't appear in the white options list. **All entries MUST be found in the list to proceed.**

Create New

Location Physical Address *
4702 E Central Ave bowling green
4702 Central Avenue, Bowling Green, FL 33834

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ADDING A LOCATION

Within the "Create New" box, scroll to find and select the "Submit" button.

invoices

Create New

Firm *

Wild Wisteria Distributors

Location Name *

Wild Wisteria Distributors

Location Physical Address *

4702 Central Avenue

City *

Bowling Green

State *

Florida

Zip *

33834

County *

Hardee

Location Phone Number *

(352) 395-4600

Submit

You might need to use this scroll bar to find the "Submit" button.

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ADDING A LOCATION

After submitting your new location, the data that was just entered will appear as a pending location, which can be viewed on the portal Home page, under the "Locations" heading. From this point, Plant Inspection staff will process the information.

Locations

View active and inactive locations

If an error needs to be corrected in a registered location, select the 3 dots next to the Location Name, mark the record Inactive, and re-add the correct location information.

+ Add Location

Active Locations

Location Name	Location Number	Firm	Firm Type (Firm)	Location Status	Phone Number	Phy
157 Gale Lemerand Drive	185135	Paradise Island Plumbago Purveyors	Nursery	Active	(352) 395-4600	3894
300 East Main Street	185129	Wild Wisteria Distributors	Stock Dealer	Active	(352) 395-4600	300
4702 Central Avenue	185136	Wild Wisteria Distributors	Stock Dealer	Active	(352) 395-4600	470

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DEACTIVATING A LOCATION

Locations

View active and inactive locations

If an error needs to be corrected in a registered location, select the 3 dots next to the Location Name, mark the record Inactive, and re-add the correct location information.

+ Add Location

Active Locations

Location Name	Location Number	Firm	Firm Type (Firm)	Location Status	Phone Number	Phy
157 Gale Lemerand Drive	185135	Paradise Island Plumbago Purveyors	Nursery	Active	(352) 395-4600	157
300 East Main Street	185129	Wild Wisteria Distributors	Stock Dealer	Active	(352) 395-4600	300
4702 Central Avenue	185136	Wild Wisteria Distributors	Stock Dealer	Active	(352) 395-4600	470

The first step is to locate the orange ellipsis by the location that needs to be marked as inactive.

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DEACTIVATING A LOCATION

Locations

View active and inactive locations

If an error needs to be corrected in a registered location, select the 3 dots next to the Location Name, mark the record Inactive, and re-add the correct location information.

+ Add Location

Active Locations

Location Name	Location Number	Firm	Firm Type (Firm)	Location Status	Phone Number	Phy
157 Gale Lemerand Drive	185135	Paradise Island Plumbago Purveyors	Nursery	Active	(352) 395-4600	157
300 East Main Street	185129	Wild Wisteria Distributors	Stock Dealer	Active	(352) 395-4600	300
4702 Central Avenue	185136	Wild Wisteria Distributors	Stock Dealer	Active	(352) 395-4600	470

After clicking the three orange dots, the option to mark it inactive appears.

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DEACTIVATING A LOCATION

Locations

View active and inactive locations

If an error needs to be corrected in a registered location, select the 3 dots next to the Location Name, mark the record Inactive, and re-add the correct location information.

The workflow has been initiated.

+ Add Location

Active Locations

Location Name	Location Number	Firm	Firm Type (Firm)	Location Status	Phone Number	Phy
157 Gale Lemerand Drive	185135	Paradise Island Plumbago Purveyors	Nursery	Active	(352) 395-4600	157
300 East Main Street	185129	Wild Wisteria Distributors	Stock Dealer	Active	(352) 395-4600	300

After marking a location inactive, a small note may appear above the table saying "Initiating workflow" and after a very short time, there should be a green indicator and the location that was deactivated will not appear in the list.

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DEACTIVATING A LOCATION

After marking a location inactive, a customer should receive an email about the change.

Location has been removed – Wild Wisteria Distributors,484040097 - Location: 185136

PlantInspection@FDACS.gov

To [REDACTED]

Wed 11/19/2025 2:46 PM



Florida Department of Agriculture and Consumer Services
Division of Plant Industry
P.O. Box 147100, Gainesville, FL 32614-7100 / Phone: (352) 395-4700

Business Name: Wild Wisteria Distributors
Owner Number: [REDACTED]

Thank you for managing your location(s) in the online portal. We have processed the removal of the following Location from your account:

Location Name: 4702 Central Avenue
Location Number: 185136
Location Phone Number: (352) 395-4600
Physical Address: 4702 Central Avenue

To view your current account information please visit the online portal:
[Portal Sign-in Page](#)

If you are logging in for the first time, please use your business information provided above when creating an account. Doing so will assist in linking your account with your Registration.

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DOWNLOADING A CERTIFICATE

Certificates of Registration

View active and inactive Certificates of Registration

Active Certificates of Registration

Certificate Number	Firm	Location	Certificate of Registration Type	Registration Status	Issue Date	Expiration Date
185129	Wild Wisteri...	300 East Ma...	Stock Dealer Registration	Active	11/24/2025	11/24/2026
185135	Paradise Isla...	157 Gale Le...	Nursery Registration	Active	11/24/2025	11/24/2026
484040043	Queen Eliza...	Queen Eliza...	Apiary Registration	Active	11/04/2025	11/03/2026

Click the orange certificate number of the one to download.

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DOWNLOADING A CERTIFICATE

Clicking the orange certificate number opens a new page of information specific to that certificate.

To download, click the link to the PDF under the "Documents" heading.

Florida Department of Agriculture and Consumer Services

Home | Invoices

Registration Information

Firm Queen Elizabeth Bees	Certificate Number * 484040043
Registration Type Apiary Registration	Location Queen Elizabeth Bees

Dates

Issue Date 11/04/2025	Expiration Date 11/04/2026
Renewal Open Date 10/05/2026	Renewal Close Date 11/04/2031

Documents

Name ↑	Modified
484040043.pdf (186 KB)	11/10/2025 3:46 PM

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DOWNLOADING A CERTIFICATE

To download, click the link to the PDF under the "Documents" heading.

Notice that the PDF has been downloaded and appears in the computer's "Downloads" folder.

Sometimes the PDF opens in a new tab for viewing, while also being stored to the "Downloads" folder.

Florida Department of Agriculture and Consumer Services

Home | Invoices

Registration Information

Firm Queen Elizabeth Bees	Certificate Number * 484040043
Registration Type Apiary Registration	Location Queen Elizabeth Bees

Dates

Issue Date 11/04/2025	Expiration Date 11/04/2026
Renewal Open Date 10/05/2026	Renewal Close Date 11/04/2031

Documents

Name ↑	Modified
484040043.pdf (186 KB)	11/10/2025 3:46 PM

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DOWNLOADING AN INVOICE

From the invoices page, click the underlined "Invoice Number" of whichever invoice you'd like to download or view more information about.

Florida Department of Agriculture and Consumer Services

Home | Invoices

Invoices

View and pay your invoices below. Click an invoice to see details or make a payment. If your invoice isn't available, please wait a moment and refresh the page.

Bulk Pay

Standard Invoices

Unpaid Invoices

Invoice Number	Firm	Invoice Da...	Due Date	Total Amount
<u>10000812</u>	Wild Wisteria Distributors	11/24/2025	12/04/2025	\$25.00
<u>10000809</u>	Palm Trees of Central Florida	11/24/2025	12/24/2025	\$35.00
<u>10000807</u>	Bowling Green Bees	11/24/2025	12/24/2025	\$20.00
<u>10000803</u>	Optimist Orchids	11/19/2025	12/19/2025	\$200.00
<u>10000767</u>	Delphinium Distributors	11/06/2025	12/06/2025	\$40.00

Bulk Invoices

Active Bulk Invoices

Invoice Number	Firm	Invoice Da...	Paid	Total Amount	Portal Payment Amount	Conv
<u>10000805</u>		11/20/2025	No	\$68.80		
<u>10000776</u>		11/07/2025	No	\$0.00		

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DOWNLOADING AN INVOICE

Clicking on the "Invoice Number" will take you to a new tab, where you can see all the information pertaining to that invoice.

To download the invoice, click on the file in the "PDF" heading.

Florida Department of Agriculture and Consumer Services

Home | Invoices

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)

Total Amount	\$ 50.00
Convenience Fee	—
Portal Payment Amount	—
Payment Date	—

Firm
Paradise Island Plumbago Purveyors

Case
—

Customer
Paradise Island Plumbago Purveyors

Invoice Date
11/24/2025

Line Items

Fee Code	Amount	Quantity
Special Inspections	50.00	1

PDF

Name ↑	Modified
10000813.pdf (149 KB)	11/24/2025 12:26 PM

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PAYING A STANDARD INVOICE

Click the "Pay Now" button from the Invoices page.

Florida Department of Agriculture and Consumer Services

Home | Invoices |

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)

Firm

Paradise Island Plumbago Purveyors

Case

Customer *

Paradise Island Plumbago Purveyors

Invoice Date *

11/24/2025

Total Amount

\$ 50.00

Convenience Fee

Portal Payment Amount

Payment Date

Line Items

Fee Code	Amount	Quantity
Special Inspections	50.00	1

PDF

Name ↑	Modified
100000913.pdf (140 KB)	11/24/2025 12:26 PM

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PAYING A STANDARD INVOICE

You'll arrive at the Checkout page.

1) Select the payment type you want to use

2) Enter Customer Information

3) Enter Payment Information

Florida Department of Agriculture and Consumer Services

Payment Type | Customer Info | Payment Information | Submit Payment

1

Payment

Payment Type

Payment Type *

Select One

Next >

Customer Information

Payment Information

Cancel

Transaction Summary

	\$50.00
Convenience Fee	\$1.25
TOTAL	\$51.25

Need Help?

All online payments will include a convenience fee.

2

Customer Information

Country *

United States

First Name *

Last Name *

Address *

Address 2

City *

State *

Select State

ZIP/Postal Code *

Phone Number

Next >

3

Payment Information

Cancel

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PAYING A STANDARD INVOICE

Verify everything is entered correctly and click "Submit Payment" at the bottom of the screen.

1

Payment Type

✓

Edit

2

Customer Information

✓

Edit

3

Payment Information

✓

Edit

Credit/Debit Card

Address
Diana Prince
1911 SW 34th St
Gainesville, FL 32608

Phone Number
3523954600

Country
United States

Email Address

Credit Card

Visa ****1111
Exp. 01/2026

Name on Credit Card
Diana Prince

Cancel

Submit Payment

Transaction Summary

	\$50.00
Convenience Fee	\$1.25
TOTAL	\$51.25

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

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PAYING A STANDARD INVOICE

You'll see this processing page for a brief time.

1

Payment Type

✓

Edit

2

Customer Information

✓

Edit

3

Payment Information

✓

Edit

Credit/Debit Card

Address
Diana Prince
1911 SW 34th St
Gainesville, FL 32608

Phone Number
3523954600

Country
United States

Email Address

Credit Card

Visa ****1111
Exp. 01/2026

Name on Credit Card
Diana Prince

Cancel

Submit Payment

Transaction Summary

	\$50.00
Convenience Fee	\$1.25
TOTAL	\$51.25

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

Please wait

Your payment is being processed.

Please do not close your tab or window, and please do not use your browser's Back button.

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PAYING A STANDARD INVOICE

And then finally, you will see a confirmation page.

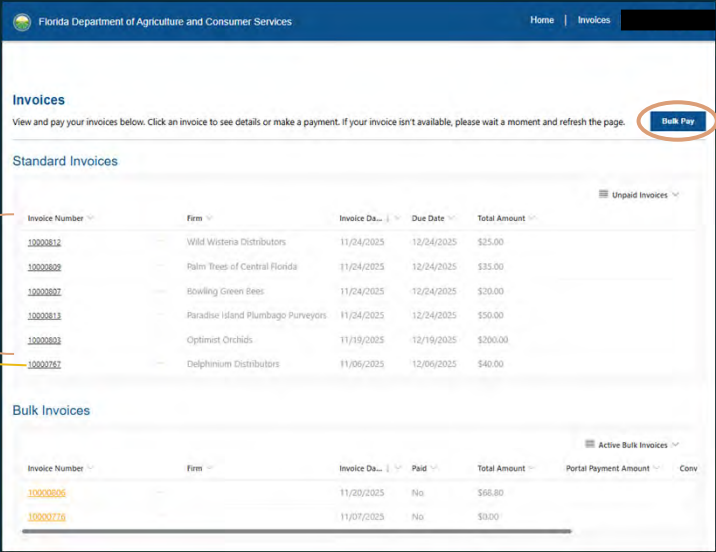


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PAYING INVOICES IN BULK

The first step to initiating a bulk payment is to click the "Bulk Pay" button on the right side of the page.

- Normal, separate invoices to pay.
- This invoice will not appear in the next step because it cannot be paid online due to its status as a "returned payment."
- Instructions for paying returned payments can be found later in this document.



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PAYING INVOICES IN BULK

After clicking "Bulk Pay," you get to choose which invoices you want to pay at this time.

Pay attention to the parameters noted on the page:

- You must select two or more invoices to continue
- You may only pay 25 invoices at one time.

Florida Department of Agriculture and Consumer Services

Home | Invoices |

The "Pay Now" button will become active after choosing 2 or more invoices. You will only be able to bulk pay 25 invoices at a time.

Pay Now

Select	Invoice Number	Firm	Invoice Date	Due Date	Total Amount
☐	10000812	Wild Wisteria Distributors	11/24/2025	12/24/2025	\$25.00
☐	10000809	Palm Trees of Central Florida	11/24/2025	12/24/2025	\$35.00
☐	10000807	Bowling Green Bees	11/24/2025	12/24/2025	\$20.00
☐	10000813	Paradise Island Plumbago Purveyors	11/24/2025	12/24/2025	\$50.00
☐	10000803	Optimist Orchids	11/19/2025	12/19/2025	\$200.00

Now that at least two invoices have been selected, the "Pay Now" button has appeared and you can proceed to payment.

The "Pay Now" button will become active after choosing 2 or more invoices. You will only be able to bulk pay 25 invoices at a time.

Pay Now

Select	Invoice Number	Firm	Invoice Date	Due Date	Total Amount
☐	10000812	Wild Wisteria Distributors	11/24/2025	12/24/2025	\$25.00
☐	10000809	Palm Trees of Central Florida	11/24/2025	12/24/2025	\$35.00
☐	10000807	Bowling Green Bees	11/24/2025	12/24/2025	\$20.00
☒	10000813	Paradise Island Plumbago Purveyors	11/24/2025	12/24/2025	\$50.00
☒	10000803	Optimist Orchids	11/19/2025	12/19/2025	\$200.00

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PAYING INVOICES IN BULK

After clicking "Pay Now" you can see the invoices within your new Bulk Invoice.

Bulk Invoice = Parent with a new invoice number

Previously separate invoices = Children invoices that retain their original invoice numbers.

Florida Department of Agriculture and Consumer Services

Home | Invoices |

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. **Note:** Your bank account must be setup to allow e-check transactions to avoid having your payment declined and a returned check service charge being applied.

Pay Now

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

Invoice Number	Total Amount
10000814	\$ 270.00
Firm	Convenience Fee
Customer *	Portal Payment Amount
Invoice Date *	Payment Date
11/24/2025	

Child Invoices

Invoice Number	Customer	Firm	Invoice Status	Invoice Date	Total Amount	Paid
10000813	Paradise Island Plumbago Purveyors	Paradise Island Plumbago Purveyors	Ready to Pay	11/24/2025	\$50.00	No
10000807	Bowling Green Bees	Bowling Green Bees	Ready to Pay	11/24/2025	\$20.00	No
10000803	Optimist Orchids	Optimist Orchids	Ready to Pay	11/19/2025	\$200.00	No

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CHANGE VIEW OF TABLE

QUICK NOTE: The data in each section throughout the Portal is housed in "tables."

Under the "Request for Registration" table, you can click the button on the right to change the view to "Completed Intake Forms."

INCOMPLETE:
Customer has not finished filling out the form.

PENDING:
DPI Staff should be mitigating this case/newly submitted form.

COMPLETE: This intake case has been resolved by DPI Staff.

Request for Registration

Submit and review Registration Requests

Beekeeping Registration
Request a Beekeeping Registration

Nursery Registration
Required for propagation, sale or distribution of plants

Stock Dealer Registration
Required for any person purchasing certified nursery stock for distribution

Active Intake Forms

Case Title	Registration Type	Case Type	Case Status	Submission Date	Created On
DPI2-01163	Stock Dealer Registrat...	Intake	Incomplete		11/21/2025 10:55 AM
DPI2-01162	Nursery Registration	Intake	Pending	11/21/2025 10:54 AM	11/21/2025 10:51 AM
DPI2-01161	Stock Dealer Registrat...	Intake	Pending	11/21/2025 08:40 AM	11/21/2025 08:37 AM
DPI2-01160	Nursery Registration	Intake	Pending	11/21/2025 08:35 AM	11/21/2025 08:34 AM
DPI2-01159	Apiary Registration	Intake	Pending	11/21/2025 08:32 AM	11/21/2025 08:32 AM

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CHANGE VIEW OF TABLE

Request for Registration

Submit and review Registration Requests

Beekeeping Registration
Request a Beekeeping Registration

Nursery Registration
Required for propagation, sale or distribution of plants

Stock Dealer Registration
Required for any person purchasing certified nursery stock for distribution

Completed Intake Forms

Case Title	Registration Type	Case Type	Case Status	Submission Date	Created On
DPI2-01139	Stock Dealer Registrat...	Intake	Complete	11/05/2025 03:22 PM	11/04/2025 11:49 AM
DPI2-01130	Apiary Registration	Intake	Complete	10/31/2025 11:37 AM	10/31/2025 11:37 AM
DPI2-01100	Nursery Registration	Intake	Complete	11/03/2025 11:44 AM	10/24/2025 11:06 AM
DPI2-01097	Nursery Registration	Intake	Complete	10/24/2025 10:14 AM	10/24/2025 10:13 AM

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PAYING AN INVOICE AFTER FAILED PAYMENT

When attempting to pay an invoice where the first payment attempt failed (check bounced, insufficient funds, etc.), FDACS policy requires the invoice to be paid by cashier's check or a money order.

To do this, either:

a) Give the cashier's check or money order to your inspector

OR

b) Send the cashier's check or money order to Tallahassee, making sure to do the following:

- Mail the cashier's check or money order to the address listed on your invoice
- Include a copy of the invoice
- Write the invoice number in the memo line of your cashier's check or money order

The screenshot shows the 'Florida Department of Agriculture and Consumer Services' website. A yellow banner at the top states: 'Per FDACS policy, this invoice must be paid by cashier's check or money order.' Below this, the 'Payment Details' section shows a 'Total Amount' of \$40.00, a 'Convenience Fee' of \$4.00, and a 'Partial Payment Amount' of \$25.43. The 'Invoice Date' is 11/06/2025. The 'Line Items' table lists: 'Stock Dealer Registration' (25.00), 'Service Charges on Returned Check' (15.00), and 'Total' (\$40.00). A yellow callout box points to the 'Invoice' link in the top right navigation bar.

The printed invoice is from the 'Florida Department of Agriculture and Consumer Services, Division of Plant Industry'. It is for 'Special Inspections' with an amount of \$50.00. The invoice number is 10000010 and the date is 11/06/2025. A yellow callout box highlights the mailing address: 'Florida Department of Agriculture and Consumer Services, P.O. Box 8702, Tallahassee, FL 32314-6702'. A yellow banner at the bottom of the invoice reads: 'USE THE ADDRESS LISTED ON THE INVOICE'.

EDIT PROFILE INFORMATION

Click on your name in the top right and select "Profile" from the dropdown.

The screenshot shows the 'Florida Department of Agriculture and Consumer Services' website. In the top right corner, there is a navigation bar with 'Home', 'Invoices', and 'Your Name'. A dropdown menu is open under 'Your Name', showing options for 'Profile' and 'Sign out'.

EDIT PROFILE INFORMATION

Enter or edit any of the information in these fields and scroll to the bottom of the page and click "Submit" to save.

Florida Department of Agriculture and Consumer Services

Home | Invoices | Your Name

Contact Information

Full Name *

Personal Email *

Phone

(352) 395-4600

Job Title

Preferred Method of Contact

Any

Address

Street Address

City

State

Select

ZIP

Firm Information

Firm Name	Firm Number	Firm Type	City	State	ZIP	County
Optimist Orchids	484040015	Nursery	Palm Beach Gardens	Florida	33410	Palm Beach
Paradise Island Plumbagos	484040018	Nursery	Tampa	Florida	33610	Hillsborough

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Submit

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LINK TO FIRM

When you are signing up for the portal, you will be prompted to enter your firm number so your new portal account can be linked to your current information/registrations with DPI.

If you do not enter your firm number initially, here are the steps to take:

- Click on your name at the top right corner of the screen to access your profile page.
- Under the "Firm Information" heading, there should be a field where your firm number can be added.
- Since this example does have firms, the user in the example doesn't have access to that field, but it will appear under the "Firm Information" heading.
- If not all firms are listed or no firms are linked, you should contact DPI for assistance.

Florida Department of Agriculture and Consumer Services

Home | Invoices | Your Name

Contact Information

Full Name *

Personal Email *

Phone

(352) 395-4600

Job Title

Preferred Method of Contact

Any

Address

Street Address

City

State

Select

ZIP

Firm Information

Firm Name	Firm Number	Firm Type	City	State	ZIP	County
Optimist Orchids	484040015	Nursery	Palm Beach Gardens	Florida	33410	Palm Beach
Paradise Island Plumbagos	484040018	Nursery	Tampa	Florida	33610	Hillsborough

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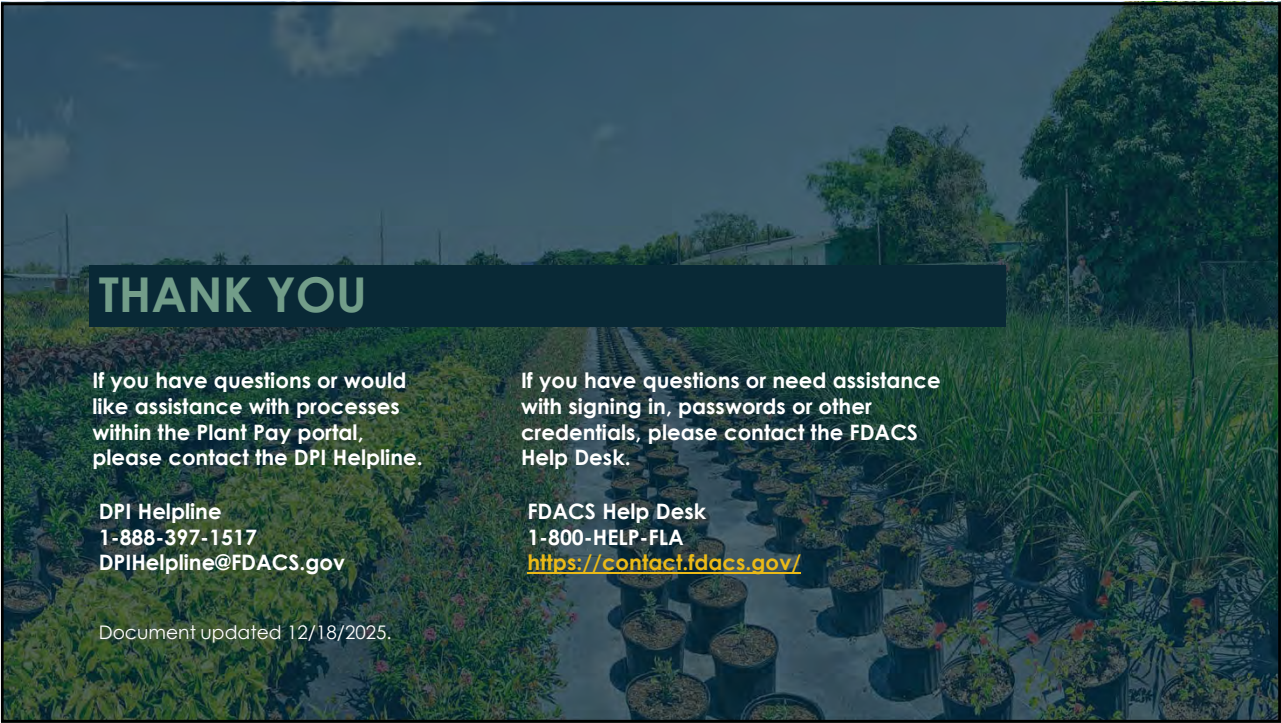
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>

Submit

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THANK YOU

If you have questions or would like assistance with processes within the Plant Pay portal, please contact the DPI Helpline.

DPI Helpline
1-888-397-1517
DPIHelpline@FDACS.gov

If you have questions or need assistance with signing in, passwords or other credentials, please contact the FDACS Help Desk.

FDACS Help Desk
1-800-HELP-FLA
<https://contact.fdacs.gov/>

Document updated 12/18/2025.