

## How to Renew a Seed License

### Step 1: Log In

Go to:

<https://mtplants.mt.gov>

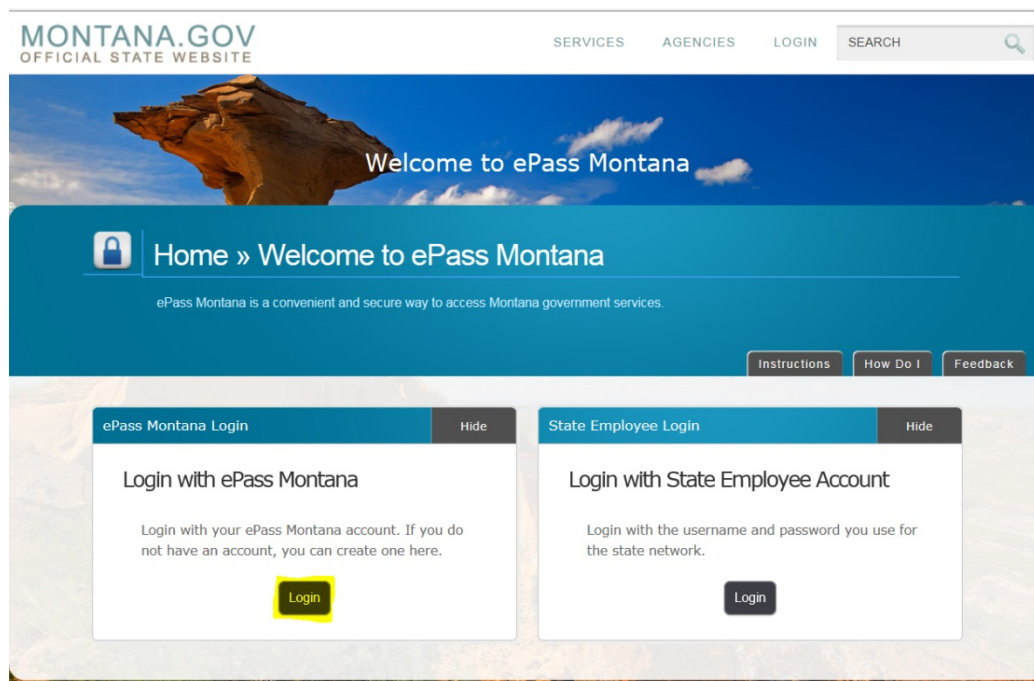
Select Logon/Register.



Select Login using ePass Montana.



Select the Login button in the Login with ePass Montana box.



If you already have an ePass account enter your information in the Existing User box and select Login.

If you do not have an account please see: How to Create and ePass Account and Activate Your MTPlants Account.

## Step 2: Add License to Shopping Cart

From the Account Summary on the Account Home page select either the Online Shopping Cart button or the License Due for Renewal hyperlink in the Account Tasks.

Program Type	License ID	Status	Issue Date	Expire Date	Phase
<a href="#">Seed License</a>	102182	Active	04/20/2016	06/30/2016	
<a href="#">Feed</a>	102238	Closed	11/20/2015	12/31/2015	

2 record(s) found.

Check the box next to the license you would like to renew.

Shopping Cart

Account Information

000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

Licenses and Product Registrations not renewed from the previous year are displayed below and available for renewal. Be sure to only select the items you would like to add to your shopping cart, please review each page.

When you are done, click the "Add Selected Items to Cart" button to proceed to the next step.

Licenses

Select All On Page | Select None On Page ☒ Show All

Select	Program Type / [Account]	Status	Expire Date
<input checked="" type="checkbox"/>	Seed License (102182) / [000679 - Sample Agriculture Business]	Active	06/30/2016

1 record(s) found.

Select Add Selected Items to Cart.

Add Selected Items to Cart

Clear Shopping Cart

Step 3: Verify Account Information

Select the Verification Needed button.

Shopping Cart Verification

Account Information

000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

License Verification

Please verify the information pertaining to each license listed below by clicking on the "Verification Needed" link, and make corrections if needed.

When all licenses have been verified, you will be able to proceed to checkout.

Status	License	Amount	
Verification Needed	Seed License (102182) / [000679 - Sample Agriculture Business]	\$0.00	<a href="#">Remove</a>
	Total	\$50.00	

1 record(s) found.

Items pending verification: 1

Continue

## License Information Verification

Verify your Business Information.

If you need to change the physical Facility Address, you will need to contact us directly at (406) 444-3730 or [csb-mtplants@mt.gov](mailto:csb-mtplants@mt.gov).

If the Mailing address differs from the Facility Address select the “Use this address” radial and enter the appropriate mailing address.

Please make any necessary corrections. If your physical Facility Address has changed, you will need to contact us directly at (406) 444-3730 or [csb-mtplants@mt.gov](mailto:csb-mtplants@mt.gov).

**Business Information**

Business Name \*: Sample Agriculture Business  
 Website:

**Facility Address** **Mailing Address** ☒ Use facility address ☐ Use this address:

Line 1 \*: 302 North Roberts Street  
 Line 2:   
 City \*: Helena  
 State \*: Montana  
 ZipCode \*: 59601  
 Country \*: UNITED STATES

**Facility Contact Information:**  
 Phone: 406 - 444 - 3730  
 Email Address: landerson5@mt.gov

**Mailing Contact Information:**  
 Title:   
 Name:   
 Phone:  -  -   
 Email Address:

## Step 4: Verify and update Portable Conditioning Plants (if not applicable skip to Step 5)

To add a Portable Conditioning Plant select the Add button.

Enter the Plate No, Make, Model, and Year of the trailer the Conditioner is on.

If the trailer is homemade indicate “Homemade” in the Make, distinguishing characteristics in the Model (Vin, length, type, etc.), and indicate the year the trailer was made in the Year.

Select Save & Back.

**Portable Conditioning Plants**

License Plate No.	Make	Model	Year	
<a href="#">5t12345</a>	Homemade	VIN 1234578899645	2001	<input type="button" value="Delete"/>

1 record(s) found.

**Vehicle Edit**

**Account Summary**  
 000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

**Vehicle Information**

MTPlants ID: 000679 DEC ID: 102182

Plate No \*: 5t12345 Make \*: Homemade

Model \*: VIN 1234578899645 Year \*: 2001

To remove a Portable Conditioning Plant select the Delete button.

**Portable Conditioning Plants**

License Plate No.	Make	Model	Year	
<a href="#">5123485</a>	Big Tex	Big Hauler	2000	<input type="button" value="Delete"/>
<a href="#">5t12345</a>	Homemade	VIN 1234578899645	2001	<input type="button" value="Delete"/>

2 record(s) found.

To edit an existing Portable select the hyperlinked license plate number, make any necessary changes, and select save.

Portable Conditioning Plants				
Add				
License Plate No.	Make	Model	Year	
5t12345	Homemade	VIN 1234578899645	2001	Delete
1 record(s) found.				

Vehicle Edit	
Account Summary	
000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730	
Vehicle Information	
MTPlants ID: 000679	DEC ID: 102182
Plate No *: 5t12345	Make *: Homemade
Model *: VIN 1234578899645	Year *: 2001
Save Save & Back Delete Back	

### Step 5: Operation Type Verification

Verify the Operation Type(s) listed for this company and make any necessary changes.

Operation Types		
<input type="checkbox"/> Montana Seed Dealer	<input checked="" type="checkbox"/> Non-Resident Seed Dealer	<input type="checkbox"/> Seed Conditioning Plant (Permanent)
<input type="checkbox"/> Montana Seed Grower	<input checked="" type="checkbox"/> Non-Resident Seed Labeler	<input checked="" type="checkbox"/> Seed Conditioning Plant (Portable)
<input type="checkbox"/> Montana Seed Labeler		

### Step 6: Seed Labelers must attach a sample of their label (if not applicable skip to Step 7)

All Seed Labelers are required to attach a sample of their label.

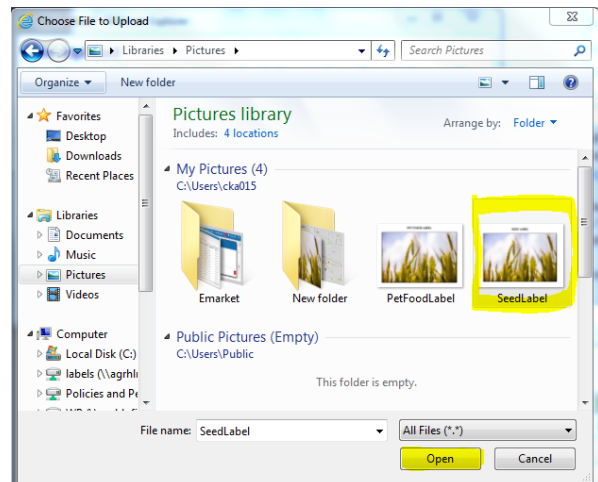
Labels				
Labels	Add	Start Date Range: 04/22/2016	End Date Range: 04/27/2016	Get Results
Date	Name	Description	Added By	
0 record(s) found.				

Select the Add button

Select Browse to search your computer for the label file.

File Upload	
The file may take a moment to upload. Do not close the window until the file name is displayed.	
Filename:	Browse...
Description:	
Upload	

Navigate the location the label is saved, select the label and select Open.



This will populate the label into the Uploader.

Enter a description of the label and select Upload.

The label appears in the Labels Grid.

Labels				
Labels	<a href="#">Add</a>	Start Date Range: 04/22/2016	End Date Range: 04/27/2016	<a href="#">Get Results</a>
Date	Name	Description	Added By	
04/27/2016 09:42 AM	<a href="#">SeedLabel.JPG</a>		SampleAgriculture	<a href="#">Delete</a>

## Step 7: Finish Verification

When finished with the applicable steps above select Accept and Continue.

Operation Types		
<input type="checkbox"/> Montana Seed Dealer	<input checked="" type="checkbox"/> Non-Resident Seed Dealer	<input type="checkbox"/> Seed Conditioning Plant (Permanent)
<input type="checkbox"/> Montana Seed Grower	<input checked="" type="checkbox"/> Non-Resident Seed Labeler	<input checked="" type="checkbox"/> Seed Conditioning Plant (Portable)
<input type="checkbox"/> Montana Seed Labeler		

Labels				
Labels	<a href="#">Add</a>	Start Date Range: 04/22/2016	End Date Range: 04/27/2016	<a href="#">Get Results</a>
Date	Name	Description	Added By	
04/27/2016 09:42 AM	<a href="#">SeedLabel.JPG</a>		SampleAgriculture	<a href="#">Delete</a>

1 record(s) found.

<< Back Accept and Continue

Verify the Total and Select  
Proceed to Checkout.

**Shopping Cart Verification**

**Account Information**  
000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

**License Verification**

Please verify the information pertaining to each license listed below by clicking on the "Verification Needed" link, and make corrections if needed.

When all licenses have been verified, you will be able to proceed to checkout.

Status	License	Amount	
Completed	Seed License (102182) / [000679 - Sample Agriculture Business]	\$355.00	<a href="#">Remove</a>
		<b>Total</b>	<b>\$355.00</b>

1 record(s) found.

**All items are verified. You are ready to check out.**

[Proceed to Checkout](#)

[<< Back to Item Selection](#) [Exit Shopping Cart](#)

Verify the email address.

This will be the email  
address that receives the  
payment confirmation  
email.

When the information looks  
correct select Proceed.

**Checkout**

**Account Information**  
000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

**Shopping Cart**

Item	Amount
Seed License (102182) / [000679 - Sample Agriculture Business]	\$355.00
<b>Total</b>	<b>\$355.00</b>

1 record(s) found.

**Credit Card Information**

Email \*:

A confirmation email will be sent to the email address you provided above.

Once you click the **Proceed button** you will be taken to the Common Checkout Page to complete the payment process securely.

Upon successful completion of the application and payment process, a service fee will be added to your method of payment.

[<< Back](#) [Proceed](#) [Exit Shopping Cart](#)

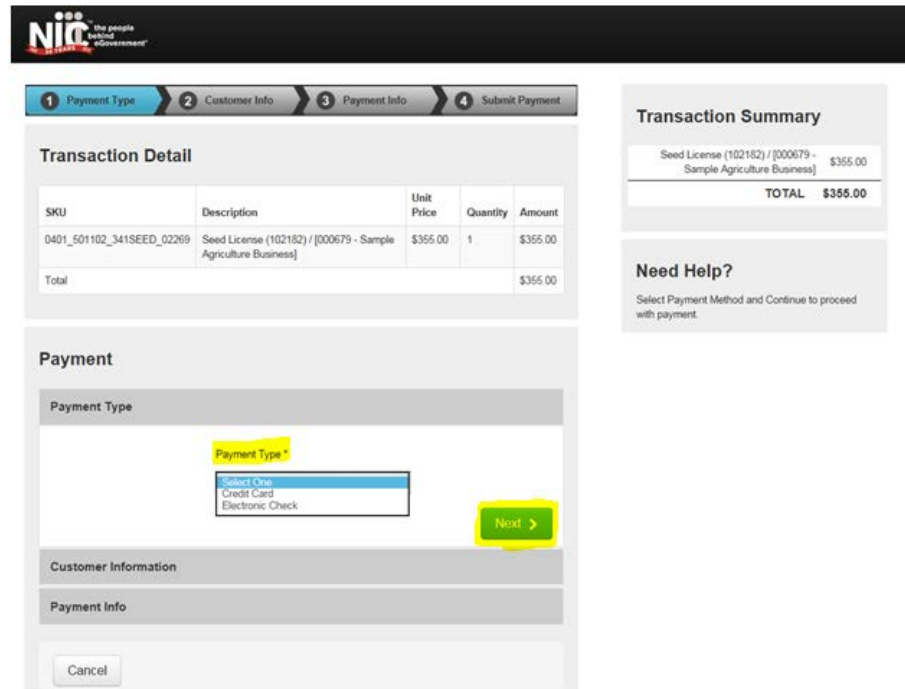
## Step 8: Payment Information & Method

This transfers you over to the NIC payment site.

Select the Payment Type you would like to use from the dropdown.

Select Next.

Note: The processing fees vary based on the payment type: E-Checks are charged a flat \$2 fee, and Credit Cards are \$1.25 + 1.995% of the transaction amount.



The screenshot shows the NIC payment site interface. At the top, there's a navigation bar with four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The main content area is divided into two sections. The left section, titled 'Transaction Detail', contains a table with the following data:

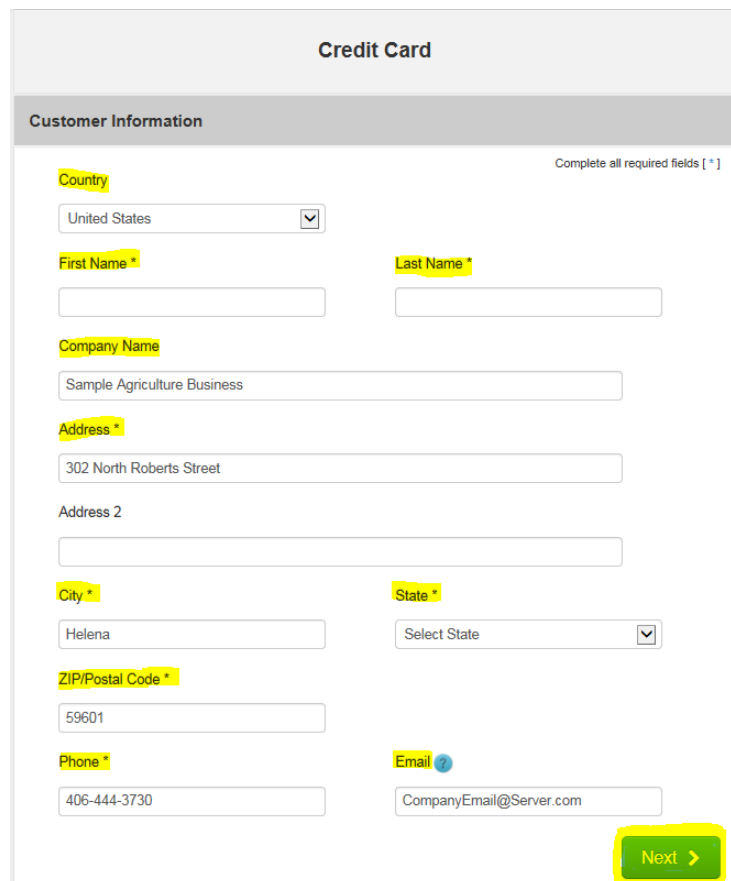
SKU	Description	Unit Price	Quantity	Amount
0401_501102_341SEED_02269	Seed License (102182) / [000679 - Sample Agriculture Business]	\$355.00	1	\$355.00
Total				\$355.00

Below the table is a 'Payment' section with a 'Payment Type' dropdown menu. The dropdown is open, showing options: 'Select One', 'Credit Card', and 'Electronic Check'. A green 'Next >' button is visible to the right of the dropdown. Below the payment type section are sections for 'Customer Information' and 'Payment Info'. A 'Cancel' button is at the bottom left. The right section, titled 'Transaction Summary', shows the same transaction details and a 'TOTAL' of \$355.00. Below this is a 'Need Help?' section with a link to 'Select Payment Method and Continue to proceed with payment.'

## Credit Card

Fill out the Customer Information section including: Country, First and Last Name, Company Name, Address, City, State, ZIP Code, Phone Number, and Email.

Select Next.



The screenshot shows the 'Credit Card' section of the payment site. The main heading is 'Credit Card'. Below it is a section titled 'Customer Information' with a note 'Complete all required fields [ \* ]'. The form contains the following fields:

- Country**: A dropdown menu with 'United States' selected.
- First Name \***: A text input field.
- Last Name \***: A text input field.
- Company Name**: A text input field with 'Sample Agriculture Business' entered.
- Address \***: A text input field with '302 North Roberts Street' entered.
- Address 2**: A text input field.
- City \***: A text input field with 'Helena' entered.
- State \***: A dropdown menu with 'Select State' selected.
- ZIP/Postal Code \***: A text input field with '59601' entered.
- Phone \***: A text input field with '406-444-3730' entered.
- Email**: A text input field with 'CompanyEmail@Server.com' entered.

A green 'Next >' button is located at the bottom right of the form.



Verify the Customer Information and enter the Payment Information including the Credit Card Number, Expiration Month, Expiration Year, and Name on Credit Card.

Select Next.

Note: The Montana Department of Agriculture does not accept American Express.

**Customer Information** ✓

**Address**  
Jane Doe  
Sample Agriculture Business  
302 North Roberts Street  
Helena, MT 59601

**Phone**  
406-444-3730

**Country**  
United States

**Email Address**  
landerson5@mt.gov

**Payment Info**

**Credit Card Number \***

Credit Card Number is missing.

**Credit Card Type \***

Complete all required fields [ \* ]

**Expiration Month \***

Select a Month

**Expiration Year \***

Select a Year

**Name on Credit Card \***

**Next >**

Verify the Customer Information and the Payment Info.

Select Submit Payment.

This will send you to the payment confirmation page and give you an opportunity to print your license.  
(See Step 9)

**Payment**

**Payment Type** ✓

**Credit Card**

**Customer Information** ✓

**Address**  
Jane Doe  
Sample Agriculture Business  
302 North Roberts Street  
Helena, MT 59601

**Phone**  
406-444-3730

**Country**  
United States

**Email Address**  
landerson5@mt.gov

**Payment Info** ✓

**Credit Card**  
Visa \*\*\*\*1111  
Exp. 01/2018

**Name on Credit Card**  
Sample Agriculture Business

**Cancel**

**Submit Payment**

## Electronic Check (E-Check)

Fill out the Customer Information section including: Country, First and Last Name, Company Name, Address, City, State, ZIP Code, Phone Number, and Email.

Select Next.

**Customer Information**Complete all required fields [ \* ]

Country

United States

First Name \*

Jane

Last Name \*

Doe

Company Name

Sample Agriculture Business

Address \*

302 North Roberts Street

Address 2

City \*

Helena

State \*

Select State

ZIP/Postal Code \*

59601

Phone \*

406-444-3730

Email

landerson5@mt.gov

Next >

Verify the Customer Information and enter the Payment Information including the Name on the Account, Routing Number, Account Number, Re-enter the Account Number, and select the appropriate account type (checking or savings).

If this is a Business Account, select the “This is a business account” check box.

Select Next.

The screenshot shows a web form with two main sections: 'Customer Information' and 'Payment Info'. The 'Customer Information' section includes fields for Address (Jane Doe, Sample Agriculture Business, 302 North Roberts Street, Helena, MT 59601), Phone (406-444-3730), Country (United States), and Email Address (landerson5@mt.gov). There is an 'Edit' button in the top right corner. The 'Payment Info' section includes a 'Name on Account' field, a 'Routing Number' field, an 'Account Number' field, and a 'Re-enter Account Number' field. There is a checkbox for 'This is a business account'. Below the account number fields, there are radio buttons for 'Checking' (selected) and 'Savings'. A 'Next' button is highlighted in yellow at the bottom right. A small inset image shows a check with the routing number 012345678 and account number 01234567890.

Read through to the bottom of the Terms and Conditions.

Select the check box to authorize the transaction.

Select the Submit Payment button.

This will send you to the payment confirmation page and give you an opportunity to print your license.

The screenshot shows the 'Payment Info' section of the form. It includes a 'Name on Account' field (Sample Business) and a 'Routing Number' field (012345678). Below these fields is a 'Terms and Conditions' section with a link to 'Open a new window to print'. The terms state: 'Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records. By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements: 1. I am the legal owner or have power of attorney in relation to the bank account specified above to be used for payment. 2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.' There is a checkbox for 'Yes, I authorize this transaction.' which is checked. At the bottom, there are 'Cancel' and 'Submit Payment' buttons. The 'Submit Payment' button is highlighted in yellow.

## Step 9: Payment Confirmation & Print License

You will be transferred to the payment confirmation page and a confirmation email will be sent to the email address provided during checkout.

On this page you will be able to see the transaction order number and the total of the transaction.

Now that the payment has been processed you will need to print your new license by selecting the Print hyper link.

This completes the license renewal process.

Account Information

000679 Sample Agriculture Business 302 North Roberts Street, Helena, MT 59601 , 406-444-3730

Your MTPlants order has been processed successfully. The transaction order number is **f0cf029a-2064-44f4-843d-8ed90cf477f3** for a total of **\$355.00 + \$8.33 Service Fee.**

Below is a summary of your order. This document serves as a record for your transaction.

Please click on the "Print" link(s) below to view and print your license(s). You will receive an electronic receipt via the email address you provided on the Checkout page.

If you have trouble printing, [view the Frequently Asked Questions \(FAQ\)](#).

Shopping Cart

Item	Amount	License
Seed License (102182) / [000679 - Sample Agriculture Business]	\$355.00	<a href="#">Print</a>
Total	\$355.00	

1 record(s) found.

Transaction Date: 5/4/2016  
Credit Card: \*1111  
Credit Card Confirmation #: 00064A  
Total amount charged: \$363.33