



Restricted Use Pesticide (RUP) Dealers: How to Report Pesticide Sales



Department of
Agriculture and Food



RUP Dealer Pesticide Sales Reporting

- As a licensed Restricted Use Pesticide (RUP) Dealer in Utah, you can only sell RUPs to certified applicators. State and federal regulations require you to log every RUP sale and submit these records to the UDAF Pesticide Program.



RUP Dealer Pesticide Sales Reporting

- How do I login to AIMS to report my RUP Dealer Pesticide Sales?
- **First**, make sure to use a Private or Incognito window and go to our UDAF AIMS website:
- agbusiness.utah.gov

UTAH
An official website

UtahID

About Get Help Contact

UtahID

Sign In

Your UtahID serves as a central key, providing secure access to multiple State of Utah systems. Log in here, then return to the appropriate system to accomplish your work.

Username or Email *

☐ Remember Me

Sign In

Don't have a UtahID? [Create an account](#)

[Forgot password?](#)

- For visual aids on how to create a UtahID account, to go <https://dts.utah.gov/idhelp/account-creation/>



RUP Dealer Pesticide Sales Reporting

- You will be redirected to sign in to your UtahID account.
- If you already have a UtahID account that uses a **BUSINESS** email address, then sign in to your UtahID account.

The screenshot shows the UtahID sign-in interface. At the top, there are logos for 'UTAH An official website' and 'UtahID'. Below these are links for 'About', 'Get Help', and 'Contact'. The main heading is 'Sign In'. A descriptive paragraph states: 'Your UtahID serves as a central key, providing secure access to multiple State of Utah systems. Log in here, then return to the appropriate system to accomplish your work.' There is a text input field labeled 'Username or Email *'. Below the field is a checkbox labeled 'Remember Me'. A 'Sign In' button is located to the right of the input field. At the bottom, there are links for 'Don't have a UtahID? [Create an account](#)' and '[Forgot password?](#)'.

- For visual aids on how to create a UtahID account, to go <https://dts.utah.gov/idhelp/account-creation/>



RUP Dealer Pesticide Sales Reporting

- If you do not have a UtahID account, you will need to create one. You need to use a **BUSINESS** email address for your UtahID and AIMS account.
- **DO NOT USE A PERSONAL EMAIL ADDRESS.**

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Forgot password? [Create an account](#)

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RUP Dealer Pesticide Sales Reporting

- Enter your password.
- If you have forgotten your password, select “Forgot Password?” and follow the instructions.

The screenshot shows the UtahID login interface. At the top, it says "UTAH An official website" and "UtahID". Below this are links for "About", "Get Help", and "Contact". The main heading is "Sign In". There is a "Password" input field with a red asterisk. Below the field is a checkbox labeled "Show password". A "Continue" button is to the right of the field. At the bottom, there are links: "Don't have a UtahID? [Create an account](#)", "[Forgot password?](#)", and "[Start Over](#)". A large green arrow points from the first bullet point to the password input field.

- For visual aids on how to create a UtahID account, to go <https://dts.utah.gov/idhelp/account-creation/>



RUP Dealer Pesticide Sales Reporting

- After you enter your correct password, you will select the blue button, which will send a security code to your UtahID email.

The screenshot shows the UtahID login interface. At the top, there is a header with the 'UTAH' logo and 'An official website' text, followed by the 'UtahID' logo. Below the header is a navigation bar with links for 'About', 'Get Help', and 'Contact'. The main content area features the 'UtahID' logo and a 'Security Code' section. The 'Security Code' section explains that an additional security code is required for account security and asks the user to select a method to receive the code. A blue button with an envelope icon and the text 'Email code to la*****@gm***:***' is visible, with a 'Start Over' link below it.

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RUP Dealer Pesticide Sales Reporting

- Enter the Security Code.

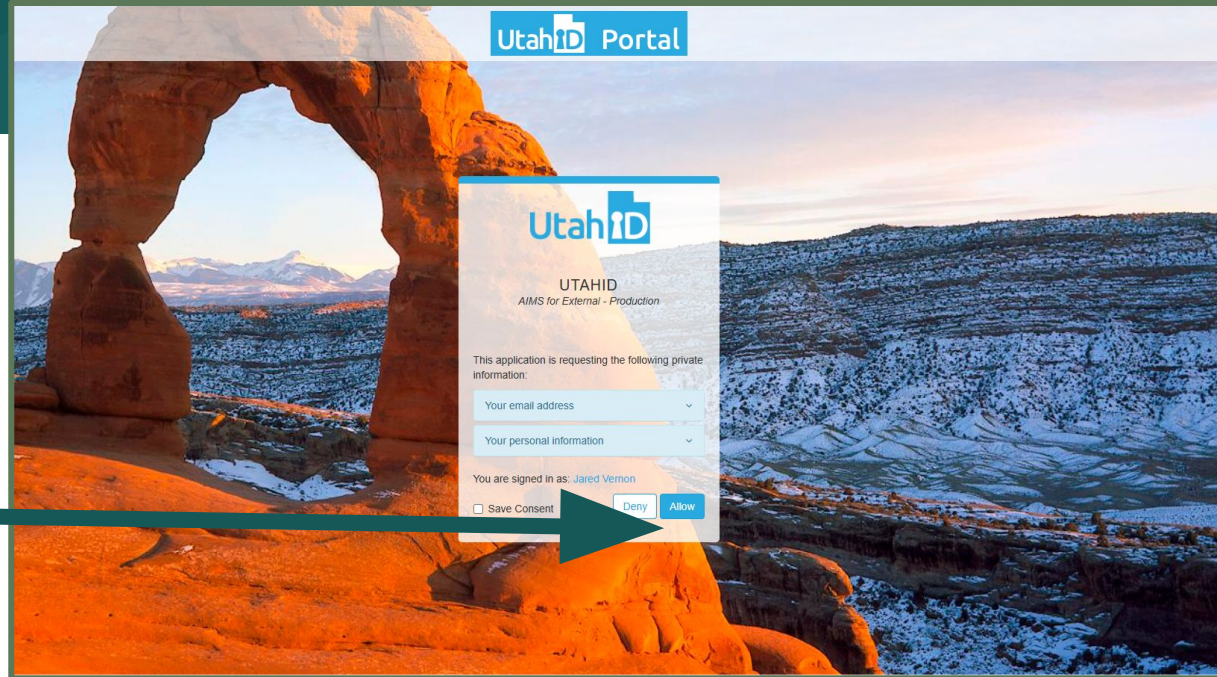
The screenshot shows the UtahID login interface. At the top, there is a header with the 'UTAH' logo and 'UtahID' branding. Below the header, there are navigation links: 'About', 'Get Help', and 'Contact'. The main content area is titled 'Security Code' and includes a message: 'A code has been sent to lastpesttest@gmail.com, codes typically arrive within 5 minutes, and are valid for 15 minutes.' Below this message is a text input field labeled 'Security Code *'. A large green arrow points from the bullet point 'Enter the Security Code.' to this input field. Underneath the input field are three buttons: 'Submit', 'Go Back', and 'Resend Code'. At the bottom right, there are two links: 'Where is my Code?' and 'Start Over'.

- For visual aids on how to create a UtahID account, to go <https://dts.utah.gov/idhelp/account-creation/>



RUP Dealer Pesticide Sales Reporting

- After you sign in to your UtahID account, you may see this screen.
- Click “Allow” to proceed to the UDAF AIMS website at:
- agbusiness.utah.gov



- For visual aids on how to create a UtahID account, to go <https://dts.utah.gov/idhelp/account-creation/>



RUP Dealer Pesticide Sales Reporting

- This is your Dashboard on the new UDAF AIMS website.

The screenshot shows the UDAF AIMS website dashboard. At the top, there is a navigation bar with the UTAH logo, the UDAF logo, and links for Home, My Records, Public Complaint, Registered Products, License & Permits, and FAQ. The user's name, Jared Vernon, is displayed in the top right corner. Below the navigation bar, a large green banner displays the text "Utah Department of Agriculture and Food". Underneath the banner, a message reads: "Hi Jared, Before creating an application/renewal please go to [Profile](#) and make sure your information is correct." Below this message, there is a grid of nine tiles, each representing a different agricultural category: Apiary/Beekeeper, Feed & Fertilizer, Industrial Hemp, Kratom, Medical Cannabis, Nursery, Organics, Pesticide, and Produce Safety Registration. Each tile features a representative image: a bee on a flower, hands sowing seeds, green hemp leaves, green kratom leaves, cannabis leaves, seedlings in a nursery tray, red raspberries, a pesticide sprayer, and various produce.

UTAH
An official state website

UDAF

Home My Records Public Complaint Registered Products License & Permits FAQ

Jared Vernon

Utah Department of Agriculture and Food

Hi Jared, Before creating an application/renewal please go to [Profile](#) and make sure your information is correct.

- Apiary/Beekeeper
- Feed & Fertilizer
- Industrial Hemp
- Kratom
- Medical Cannabis
- Nursery
- Organics
- Pesticide
- Produce Safety Registration
- Weed Free



- Click on the “Pesticide” Tile.



- Then click on the “RUP Dealer Sales” tile.



UTAH  Home My Records Public Complaint Registered Products License & Permits FAQ Jared Vernon 3

Utah Department of Agriculture and Food

Privacy Statement

Your Personally Identifiable Information (name, address, contact, etc.) is being collected to create an account with the Department of Agriculture and Food for purposes of determining eligibility for a license, permit, certification, or registration as administered by the Department. This information may be shared with other entities on a need-to-know basis or as applicable by law.

[Continue](#)

Steps

- Privacy Statement
- Select Application Type
- Section 1: Contact Information
- Section 2: Account Information
- Section 2: RUP Sales Information
- Confirmation

- Read the Privacy Statement then click “Continue”.

UTAH  Home My Records Public Complaint Registered Products License & Permits FAQ Jared Vernon 3

Utah Department of Agriculture and Food

Select Application Type

* Please select the contact person

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

Steps

- Privacy Statement
- Select Application Type
- Section 1: Contact Information
- Section 2: Account Information
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- Confirmation

- Click in the “Contact Person” box and a list of Contacts associated with your AIMS account will populate. Select the RUP Dealer business contact name and then click “Next”.



UTAH Home My Records Public Complaint Registered Products License & Permits FAQ Jared Vernon

Utah Department of Agriculture and Food

Section 1: Contact Information

Primary contact for the application

TEST-7 Jared's Fake Bug Patrol

Phone Number Email

(123) 123-1234 pesttest4000@jared@gmail.com

Previous Next

Steps

- Privacy Statement
- Select Section
- Contact Information**
- Section 1: Account Information
- Section 2: RUP Sales Information
- Confirmation

- Verify your Contact Information and then click “Next”.

Products License & Permits FAQ Jared Vernon

Utah Department of Agriculture and Food

Need Help?

Renewal please go to [Profile](#) and make sure your information is correct.

Industrial Hemp Kratom

Give Feedback

- The greyed-out information can only be changed in your AIMS Profile, which is found in the upper right corner of your Dashboard.



Utah Department of Agriculture and Food

Section 1: Account Information

What is the Account name?

TEST - Jared's Fake Blue Patrol

Business website (if applicable)

https://thisisafakeandnotreal.com

Account Physical Address

If this address is wrong it can be updated in your profile.

Enter the Address

Address Line 1

Who Cares Drive

Address Line 2

Country

United States

State

Utah

City

Springville

County

Utah

Zip

84663

Your Application Number is: PEST 00032733

The Application is being auto-saved. The above Application Number can be used to resume and complete this saved Application later.

Steps

Privacy Statement

Select Application Type

Section 1: Contact Information

Section 1: Account Information

Section 2: RUP Sales Information

Confirmation

- Verify your Account Information and then click “Next”.

- The greyed-out information can only be changed in your AIMS Profile, which is found in the upper right corner of your Dashboard.

Who Cares Drive

Address Line 2

Country

United States

State

Utah

City

Springville

County

Utah

Zip

84663

Lat (d)

Long (d)

Account Mailing Address

If this address is wrong it can be updated in your profile.

Enter the Address

Address Line 1

Who Cares Drive

Address Line 2

Country

United States

State

Utah

City

Springville

County

Utah

Zip

84663

Lat (d)

Long (d)

Previous

Next



- Click in the box and select the RUP Dealer license number.

- Click on the blue “New” button.

Section 2: RUP Sales Information

Restricted Use Pesticide Dealer License Number

4004-000019073

Applicant Signature

Signature

Clear

Signed By Name: Job Title:

Date of Signature: 06-08-2026 04:10 pm

Previous Next

Your Application Number is PEST-00032733

The application is getting auto-saved. The above Application number can be used to resume and complete the saved application later.

Steps

- Privacy Statement
- Select Application Type
- Section 1: Contact Information
- Section 2: Account Information
- Section 2: RUP Sales Information**
- Confirmation

Section 2: RUP Sales Information

Restricted Use Pesticide Dealer License Number

4004-000019073

RUP Sales Details

FULL NAME OF THE INDIVIDUAL WHO MADE ... DATE OF SALE EXACT PRODUCT NAME

New

Applicant Signature

Signature

Clear

Signed By Name: Job Title:

Date of Signature: 06-08-2026 04:10 pm

Previous Next

Your Application Number is PEST-00032733

The application is getting auto-saved. The above Application number can be used to resume and complete the saved application later.

Steps

- Privacy Statement
- Select Application Type
- Section 1: Contact Information
- Section 2: Account Information
- Section 2: RUP Sales Information**
- Confirmation



- Completely fill out all of the required areas of the RUP Sales Details page. All of the required information MUST be filled out.
- The “email” box is currently required, but it is not legally required. If someone does not want to provide their email, you can input a fake email address. For example: fakeemail@fake.com.
- Click “Save” when you’re done.

RUP Sales Details

* Full Name of the individual who made the sale * Date of Sale * Exact Product Name

* Pesticide Registration Number * Quantity Sold

* Container Size

Information of the individual who made the Restricted Use Pesticide purchase.

* First Name Middle Name * Last Name

* Email * Phone

Mailing Address of the individual who made the Restricted Use Pesticide purchase:

* Address

* Country * State

* City * Zip

* Pesticide applicator license number of the certified pesticide applicator (must include all zeros)

* Expiration date of the certified pesticide applicator's license

RUP Sales Details

* Container Size

Information of the individual who made the Restricted Use Pesticide purchase.

* First Name Middle Name * Last Name

* Email * Phone

Mailing Address of the individual who made the Restricted Use Pesticide purchase:

* Address

* Country * State

* City * Zip

* Pesticide applicator license number of the certified pesticide applicator (must include all zeros)

* Expiration date of the certified pesticide applicator's license

* The pesticide categories listed on the pesticide applicator license of the certified pesticide applicator

* Did the individual who purchased the Restricted Use Pesticides provide an Authorization Letter?
☐ Yes ☐ No ☐ Not Applicable



Section 2: RUP Sales Information

Restricted Use Pesticide Dealer License Number

4004-000019073

RUP Sales Details

FULL NAME OF THE INDIVIDUAL WHO MADE ...	DATE OF SALE	EXACT PRODUCT NAME
Jared Vernon	06-08-2026	Fake Pesticide

New

Applicant Signature

- You can enter multiple RUP Sales Records. Just click “New” to add an additional sales record.



- When you are done enter all of your RUP Sales Records, click inside of the “Applicant Signature” box and sign your name.

- Make sure you click the green “Capture Signature” button.

- Then type in your name and job title, then click “Next”.

RUP Sales Details

FULL NAME OF THE INDIVIDUAL WHO MADE ...	DATE OF SALE	EXACT PRODUCT NAME
Jared Vernon	06-08-2026	Fake Pesticide

New

Applicant Signature

Capture Signature Clear

Signed By Name: Job Title:

New

Applicant Signature

Capture Signature Clear

Signed By Name: Jared Vernon Job Title: Assistant Manager

Date of Signature: 06-08-2026 04:10 pm

Previous Next



UTAH  Home My Records Public Complaint Registered Products License & Permits FAQ Jared Vernon 3

Utah Department of Agriculture and Food

Confirmation

Your RUP Dealer Sales Report is successfully submitted. The Report Number is PEST-0002733

Steps

- Privacy Statement
- Select Application Type
- Section 1: Contact Information
- Section 2: RUP Sales Information
- Confirmation**

- You have successfully completed your RUP Dealer Sales Report.



Thank You!



Department of
Agriculture and Food