

Commercial Pesticide Business License (4000) - New License Application

1. Go to <https://agbusiness.utah.gov/s/>.
2. Log in with your UtahID account.
3. You should now be redirected to your UDAF AIMS Home Page. You should see your Account Name in the upper right corner of the page. You should also see clickable tiles with UDAF Programs, such as “Pesticide”. This is where you will begin the Pesticide License Application process.
4. Click on the “Pesticide” tile.
5. Select the “Pesticide License Application” tile.
6. Read the Privacy Statement.
 - a. Click “Continue”.
7. Select “New Application”.
8. Select “4000 - Commercial Business License”.
 - a. Click “Next”.
9. Click on “Select All Sections”.
 - a. Click “Next”.
10. If applicable, select appropriate Doing Business As (DBA).
 - a. Click “Next”.
11. Review Contact Information.

***Attention** - If any of the Contact Information is incorrect, then the information must be changed in your Account Profile before you can successfully complete the application.*

 - a. Click “Next”.
12. Review Account Information.

***Attention** - If any of the Account Information is incorrect, then the information must be changed in your Account Profile before you can successfully complete the application.*
13. Add additional business locations, if applicable.
 - a. Click “Next”.
14. Review business website and DBA, if applicable.

***Attention** - If any of the Account Information is incorrect, including the business website or DBAs, then the information must be changed in your Account Profile before you can successfully complete the application.*

 - a. Click “Next”.
15. Qualifying Party Section

***Attention** - You **must** meet the requirements for a Qualifying Party or Qualifying Party Exemption to continue with your Pesticide Business License Application. Additional Qualifying Party*

information can be found on our website at
<https://ag.utah.gov/pesticides/>.

- a. If you are applying for the Qualifying Party Exemption, click “Yes”.
 - i. If applying for the Qualifying Party Exemption, click “Next”.
 - ii. Complete the Qualifying Party Exemption Acknowledgement by reading each statement and clicking each checkbox next to each statement.
 - iii. Click “Next”.
 - iv. Proceed to Step 16.
- b. If you are not applying for the Qualifying Party Exemption, click “No”.
- c. Select either “Owner or Manager as Qualifying Party” or “Hired Qualifying Party”.

***Attention** - The Qualifying Party **must** have either a valid pesticide applicator license for a minimum of two years or have a related Associate Degree (or greater) in Agriculture, Horticulture, Biology, Chemistry, or another area of study accepted by UDAF. Failure to have either of these requirements prohibits an individual from being the Qualifying Party.*

- i. If you selected “Owner or Manager as Qualifying Party”, enter the Owner’s or Manager’s Commercial Pesticide Applicator license number in the available area.

***Attention** - License Number Example:*

*4001-000001234, or 4001-000000123, or 4001-000000001. You **must** have 9 total digits after the “4001” prefix.*

1. Verify the name of the Owner or Manager is correct in the “Contact Name” area.
2. If the Owner or Manager has the required two or more years of possessing a valid pesticide applicator license, click “Yes”.
 - a. If “Yes”, upload appropriate documentation, including photos of proof of two or more years of possessing a valid pesticide applicator license.
 - b. Click “Next”.

- c. Complete the Owner or Manager Qualifying Party Acknowledgement by reading each statement and clicking each checkbox next to each statement.
 - d. Click “Next”.
 - e. Proceed to Step 16.
 3. If the Owner or Manager does not have the required two or more years of possessing a valid pesticide applicator license, click “No”.
 4. If the Owner or Manager has the required Education, Click “Yes”.
 - a. If “Yes”, upload appropriate documentation, including unofficial educational transcripts from an accredited college or university.
 - b. Click “Next”.
 - c. Complete the Owner or Manager Qualifying Party Acknowledgement by reading each statement and clicking each checkbox next to each statement.
 - d. Click “Next”.
 - e. Proceed to Step 16.
 5. If “No”, then the Owner or Manager can not be the Qualifying Party, and they must hire a Qualifying Party to continue with the Commercial Pesticide Business license application.
- ii. If you selected “Hired Qualifying Party”, enter the Hired Qualifying Party’s Commercial Pesticide Applicator license number in the available area.

Attention - License Number Example:

4001-000001234, or 4001-000000123, or

*4001-000000001. You **must** have 9 total digits after the “4001” prefix.*

1. Verify the name of the Hired Qualifying Party is correct in the “Contact Name” area.
2. If the Hired Qualifying Party has the required two or more years of possessing a valid pesticide applicator license, click “Yes”.
 - a. If “Yes”, upload appropriate documentation, including photos of proof of two or more

years of possessing a valid pesticide applicator license.

- b. Click “Next”.
- c. Complete the Owner or Manager Qualifying Party Acknowledgement by reading each statement and clicking each checkbox next to each statement.

Attention - *Your selected Hired Qualifying Party will receive an email notifying them they have been selected by you to be the Qualifying Party for your business. Your Hired Qualifying Party will be given further instructions in the email they will receive, including how to access and complete the Qualifying Party Acknowledgement. Your license application review will take longer to process, and no review will be done until your Hired Qualifying Party has completed and submitted the required Qualifying Party Acknowledgement to UDAF.*

- d. Click “Next”.
 - e. Proceed to Step 16.
3. If the Hired Qualifying Party does not have the required two or more years of possessing a valid pesticide applicator license, click “No”.
4. If the Hired Qualifying Party has the required Education, Click “Yes”.
- a. If “Yes”, upload appropriate documentation, including unofficial educational transcripts from an accredited college or university.
 - b. Click “Next”.
 - c. Complete the Owner or Manager Qualifying Party Acknowledgement by reading each statement and clicking each checkbox next to each statement.

Attention - *Your selected Hired Qualifying Party will receive an email notifying them they have been selected by you to be the Qualifying Party for your business. Your Hired Qualifying Party will be given further*

instructions in the email they will receive, including how to access and complete the Qualifying Party Acknowledgement. Your license application review will take longer to process, and no review will be done until your Hired Qualifying Party has completed and submitted the required Qualifying Party Acknowledgement to UDAF.

- d. Click "Next".
- e. Proceed to Step 16.
5. If "No", then the Hired Qualifying Party can not be the Qualifying Party, and you must hire a different Qualifying Party to continue with the Commercial Pesticide Business license application.
16. Complete your Signature in the provided signature box.
 - a. Click "Capture Signature".
17. Type your full name in the "Signed By Name" area.
18. Type your Job Title, if applicable.
 - a. Click "Next".

Attention - *If you selected a Hired Qualifying Party, you will see a notification stating an email has been sent to your selected Hired Qualifying Party. Click "Continue" to proceed.*

19. Select Payment Mode.

Attention - *Payments are **Non-Refundable** and **Non-Transferable***

- a. Credit Card.
 - i. Check the box to acknowledge you will be redirected.
 - ii. Click "Next".
 - iii. Enter the required payment information.
 - iv. Click "Pay".
- b. E-Check.
 - i. Check the box to acknowledge you will be redirected.
 - ii. Click "Next".
 - iii. Read ECP/ACH/EFT Authorization and check the box.
 - iv. Click "Accept".
 - v. Enter the required payment information.
 - vi. Click "Pay".
- c. Offline Payment.
 - i. Select your method of Offline Payment Method.
 - ii. **Attention** - *If you select any of the Offline Payment Methods, your application review will take longer to*

process, and no review will be done until your payment has been received.

iii. Click “Next”.

d. Invite Payer.

Attention - *If you select the Invite Payer option, your application review will take longer to process, and no review will be done until your payment has been received.*

i. Enter the First Name of the person you are inviting to make your license application payment.

ii. Enter the Last Name of the person you are inviting to make your license application payment.

iii. Enter the email address of the person you are inviting to make your license application payment.

iv. Click “Next”.

20. Payment Acknowledgement.

a. Click “Finish”.

b. If you select “Credit Card” or “E-Check” to make your payment, then you’ll receive an emailed receipt.

c. If you select “Offline Payment”, you’ll receive a receipt when your payment has been received by UDAF.

d. If you select “Invite Payer”, you’ll receive notification when your payment has been received by UDAF.

End of Applicator Application Submission Initial Requirements