

How to Submit Agent Card Replacement Request

1 Navigate to agbusiness.utah.gov, click "Log In", and follow the prompts to log in using your UtahID



2 Click on the account name/icon and select "Profile" from the dropdown menu



3 Navigate to "Agent Work Facility Information" tab

UTAH
An official state website

UDAF

Home My Dashboard Public Complaint Registered Products Sam Leaf

Utah Department of Agriculture and Food

My Profile

Account Information Contact Information Name Change Request **Agent Work Facility Information** Agent Work Facility Information Edit Profile

Agent Sam Leaf

Entity Type	Individual	Website	
Physical Address			
Street	1234 S Leaf St	State	Utah
City	Salt Lake City, Salt Lake	Zip	84129
Country	United States	Longitude	
Latitude			
Mailing Address			
Street	1234 S Leaf St	State	Utah
City	Salt Lake City, Salt Lake	Zip	84129
Country	United States	Longitude	

4 Click "Request for Replacement"

My Profile

Account Information Contact Information Name Change Request **Agent Work Facility Information**

[Request for Replacement](#)

Work Facilities

NAME	TYPE OF AGENT REGISTRA...	REGISTRATION ID	DATE CREATED	END DATE
PROD TEST ACCOUNT - 700...	Cultivator/Processor	PROD-24-00032	10-21-2024	

5 Click "Yes" and "Next"

Agriculture and Food

Continue?

Are you sure you want to continue with Replacement request?

Yes

****Note: There is a \$15 replacement fee for each replacement request**

[Next](#)

TEST ACCOUNT - 700... Cultivator/Processor PROD-24-00032 10-21-2024

6

Select the checkbox(es) next to the work facility(s) you need a replacement card for and click "Next"

Select Work Facilities

Q Search

<input type="checkbox"/> Work Facility	Type of Agent Registration	Registration ID	Application Name	End Date
<input checked="" type="checkbox"/> PROD TEST ACCOUNT - 7002-000000001	Cultivator/Processor	PROD-24-00032	CAN-00004688	

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To pay by credit card:

- Select "Credit Card"
- Click the checkbox
- Proceed to enter payment information

Confirmation

Your request for Card Replacement(s) is successfully submitted.

Complete the payment of Application Fee \$15 for your Card Replacement(s)

Number of Work Facilities Selected for Replacement	\$15 * 1
Total	\$15

Your application will be subject to a review once the payment is made. If your payment is not received within 30 days, your application will become inactive and you will need to reapply. Payments are non-refundable.

Please select the Payment Mode:

Credit Card E-Check Offline Payment

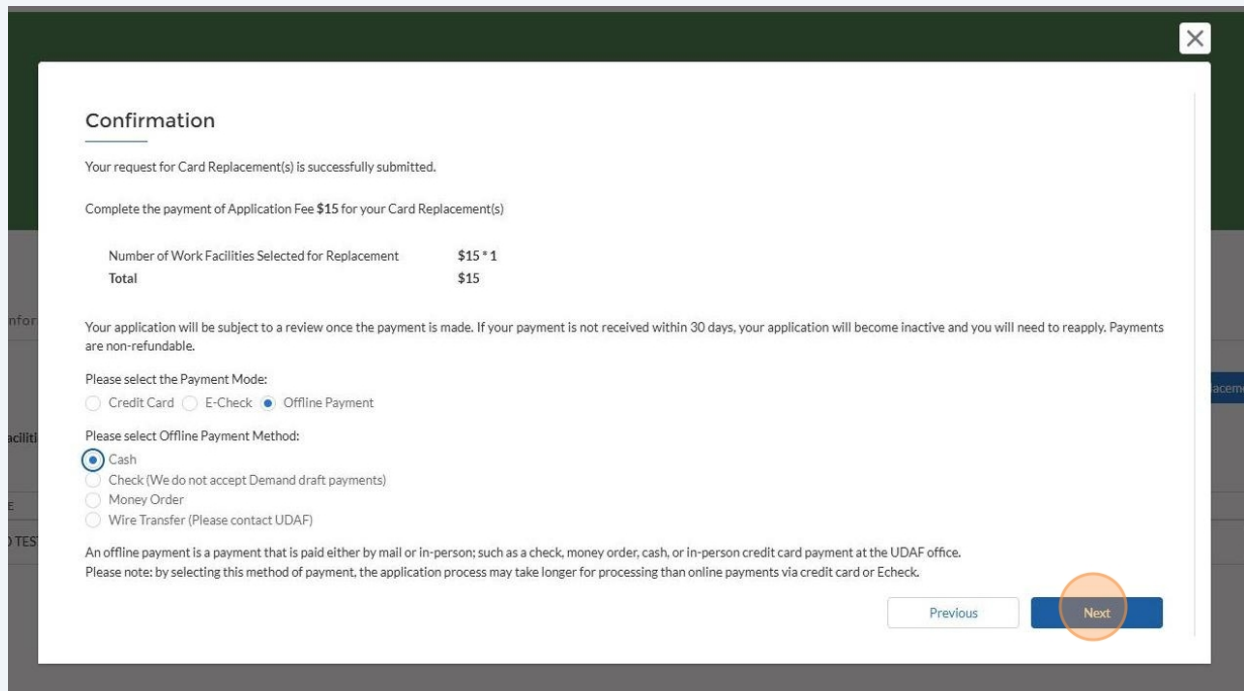
Confirmation

You are being redirected to the Chase PaymentTech website to complete your credit card/eCheck payment. Once processed, you will return to the UDAF website to complete your application or renewal process. Are you sure you want to proceed with Online Payment?

Previous Next

8 To pay by check or over the phone:

- Select "Offline Payment"
- Select "Cash"
- Click "Next"



The screenshot shows a confirmation window with a close button (X) in the top right corner. The title is "Confirmation". The text reads: "Your request for Card Replacement(s) is successfully submitted." Below this, it says "Complete the payment of Application Fee \$15 for your Card Replacement(s)". A table shows the fee details:

Number of Work Facilities Selected for Replacement	\$15 * 1
Total	\$15

Below the table, a note states: "Your application will be subject to a review once the payment is made. If your payment is not received within 30 days, your application will become inactive and you will need to reapply. Payments are non-refundable." The "Please select the Payment Mode:" section has three radio buttons: "Credit Card", "E-Check", and "Offline Payment" (which is selected). The "Please select Offline Payment Method:" section has four radio buttons: "Cash" (selected), "Check (We do not accept Demand draft payments)", "Money Order", and "Wire Transfer (Please contact UDAF)". A note at the bottom explains: "An offline payment is a payment that is paid either by mail or in-person; such as a check, money order, cash, or in-person credit card payment at the UDAF office. Please note: by selecting this method of payment, the application process may take longer for processing than online payments via credit card or Echeck." At the bottom right, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with an orange circle.