



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
BOARD OF PESTICIDES CONTROL
28 STATE HOUSE STATION
AUGUSTA, MAINE 04333

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Navigating the Maine Pesticide Registration Online Portal

1. Once approved, log in and select Manage Product Registration in the first green block on the left of the screen. A list of all products registered for the current year will be displayed.
2. To see products registered in previous years, but not currently registered, select the down-arrow to view years. Product information can be accessed from this screen, but no action can be taken on products.
3. To add products, renew products, or add/remove companies, select the tabs at the top of the screen.
 - Payment by credit card, ECH, and check are accepted.
 - Notify the registrar if companies are added or removed.
4. When a product is registered or pended, an automated email will be sent to the primary email address for the company contact, directing you to login and check the account.
 - Login and go to Manage Product Registration.
 - The current registration year is displayed.
5. **REGISTRATION STATUS:**
 - Registered products will have a 10-digit Maine registration number beginning with 201900XXXX (for the 2019 registration year)
 - The first four digits are the initial registration year
 - The last four digits are consecutive numbers.
 - Sort the Maine Registration Number column to display the numbers in descending order (e.g. 2019000500, 2019000352, 2019000350, etc.)

NOTE: This is your confirmation of registration. Maine does not issue certificates.

6. WAITING REVIEW

- Displays products not yet reviewed.
- Submissions are processed in the order they are received.
- Due to the high volume of submissions, allow a minimum of 30 days before contacting the office to inquire about a submission.

7. ACTION REQUIRED

- Displays submissions returned to your worklist for action.
- A description of the issue(s) to be corrected will be provided.
- An email detailing the issues and corrections needed will also be sent.

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