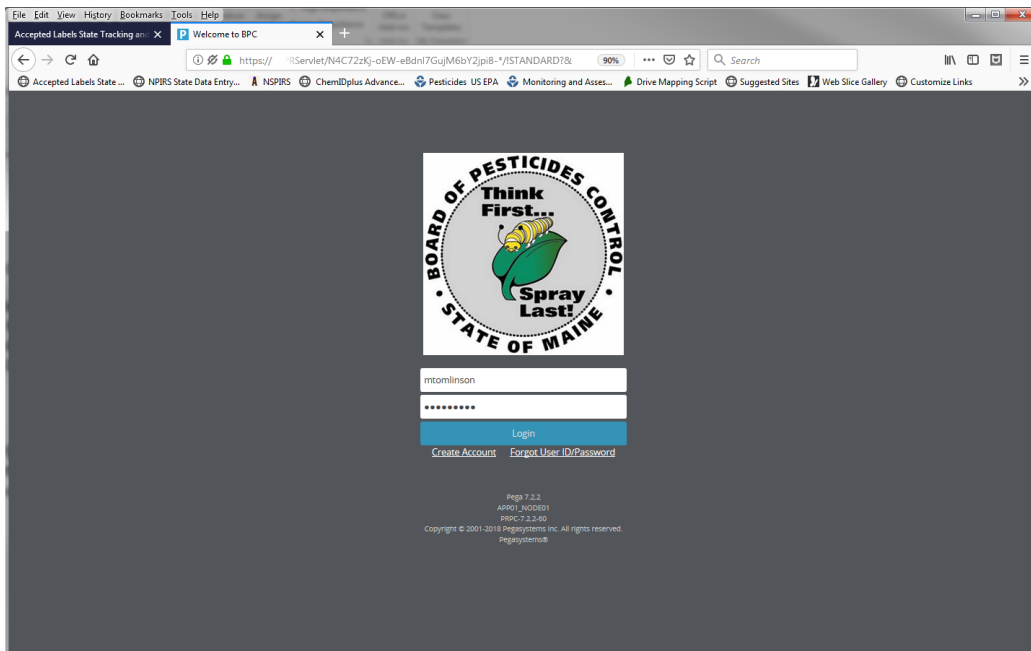


HOW TO CREATE A LOGIN MAINE BOARD OF PESTICIDES CONTROL ONLINE PORTAL

You cannot log in until you have created a login. Please follow the instructions below. **Once you complete the entire process, notify the pesticide registrar at mary.e.tomlinson@maine.gov. You will not be able to renew or submit new registrations until access to your account is approved.**

1. Create two passwords that are at least eight characters long with at least one capital letter, at least one numeral, at least one special character, and no more than two of the same characters in a row.
 - The first password is a temporary password and used only to get you started.
 - The second password will be the one you use going forward and will require changing every three months.
2. Go to <https://maine-clg.pegacloud.com/prweb/PRServlet/>. Select Create Account under the blue box.



3. Enter all information. The email/user ID must be your personal work email. It should not be an email shared by others.
4. Select Create Account.
5. You will receive a verification code by email.
6. Select Return to Login Screen.
 - If you cannot find it, go to <https://maine-clg.pegacloud.com/prweb/PRServlet/>
7. Enter your user ID (your email) and the first password you created. Select Login.
8. You will be directed to create a new password. Enter your current password then the second password you created in the first step.

Security Policies Require You To Change Your Password.
Note: Password length should be minimum of 8. It should contain a minimum of 1 alphabetic[a-zA-Z] (lowercase[a-z] and uppercase[A-Z] characters), 1 numeric[0-9] and 1 special characters.

Current Password*

New Password*

Confirm Password*

Cancel

Change Password

- If you see a red triangle, the system does not like your password. The new password cannot have more than two characters in common with the first password. Click on the triangle to see error message.

9. Select Change Password.

10. Copy and paste the verification code from the email and select Verify My Account.

We have sent you verification code in an email. Please enter the verification code to activate your account.

Verification code*

Verify My Account Cancel

11. Enter all information and submit. The email/user name must be your email address.

12. Notify the pesticide registrar at mary.e.tomlinson@maine.gov that you have completed the process and the name of the company you are employed by.

- **You will not be able to renew or submit new registrations until access to your account is approved.**

13. You will receive an email granting permission to access your account(s).