

Before You Begin



Welcome to the Maine Board of Pesticides Control web portal. We hope this new service is helpful to you. All the steps for creating a login and obtaining access to your company are described in the following pages.

- 1. Create your personal login.
- 2. Once a login is created, send an email to amanda.couture@maine.gov with your name, birthdate, email and the name of the company for which you work.
- 3. After receiving notification, log back on to the site to see company data.
- Questions should be sent to Amanda Couture at <u>amanda.couture@maine.gov</u> or by calling 207-287-2731.

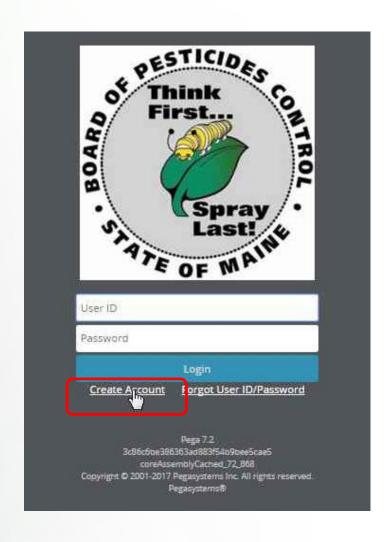


Access the BPC portal at www.maine.gov/bpc Select CREATE ACCOUNT at the bottom of the page

DEPARTMENT OF					Contact Us Get Email/SMS
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ACF Home → Bureaus & Programs	→ Board of Pesticides Control	BPC Online Portal			
Welcome to the Maine Bo	ard of Pesticides Contr	rol (BPC) Online Porta	al		
This new portal provides access to	all Pesticide Applicator and F	Product Registration informa	tion, including license expira	Already have	e an account? <u>LOGIN</u>
dates, exam scores, credits earne		o apply for exams and licens	ses and to renew licenses. V	/iew these	
training modules to learn how use	-				
Please note that in this system, ev					
courses, etc., even if they only has agency. If the company/agency has					
Administrator should be.	,,,,,	,			
To create a login ID, read and fo	ollow these instructions:				
 Are you a licensed pesticid No, go to 2 	e applicator in the state of Mai	ine or have you taken exam:	s to be licensed?		
 Yes, go to 8 					
•	cial pesticide firm and will be w	vorking on behalf of the emp	loyees?		
 No, go to 3 					
 Yes, go to 7 3. Do you work for a company 	y that registers products or sub	omits product registrations o	n behalf of registrants in Ma	ine?	
e No, go to 4					
• Yes, go to 6					
 Do you work for a company No, go to 5 	y that has only General User P	esticide Dealer Licenses in	Maine?		
 Yes, go to 7 					
	; select the Create Account op				
 Click here to create a login; select the Create Account option. Use your email as your ID. View <u>Create a Login ID for Product Registration Users</u> [pdf] for detailed instructions. Once you have entered all your personal information send an email to <u>mary.e.tomlinson@maine.gov</u> and tell her what company you work for. Do not add a 					
company; all companies a		ormation send an email to in	ary.e.tominisonggmanie.gov	and terrier what company y	ou work ioi. Do not add a
	; select the Create Account op				. Once you have entered all
	send an email to <u>amanda.cout.</u> Submit. If you need to be an a				mation has been received
	email before creating a login.				
create a duplicate record a	nd your license(s) will not displ	lay. Once you have received	notification, follow the direct	ctions in <u>Create a Login ID</u> [p	df]
Please do not fill in this form if	you are a Product Registration	on User. Follow the direct		in a Doutel Tooleine	
*First Name:			Oni	ine Portal Training	
*Last Name:			Lear	n how to use this online ports	al by viewing these pdf files:
*Phone:				Create a Login ID	
*Email:			• 1	Create a Login ID for Product	t Registration Users
*Birthdate (xx/xx/xxxx)			Indi	viduals	
Company (Administrators only)				Navigating the Individual Pro	file
* Required fields	Submit		• •	Apply for Exams for Yourself	
				Agricultural Commercial	
				Distributor	
CREATE ACCOUNT			•	Renewing Your Own License	<u>5</u>



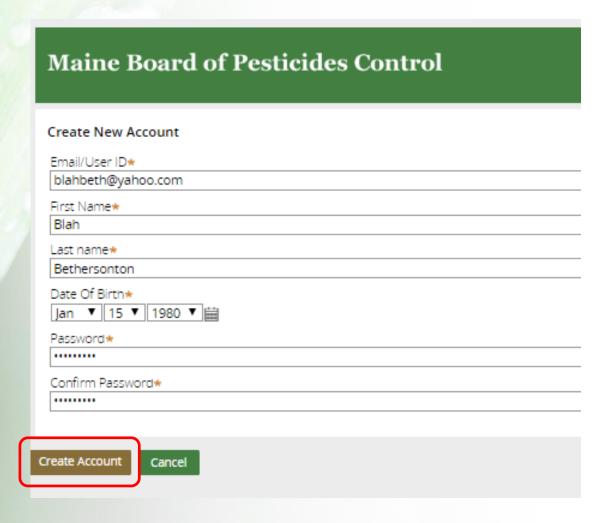
Select Create Account under the blue box





Enter all information. Your password must be at least 8 characters long and contain at least one letter and one number.

Select Create Account





You should see the message below." If you see a different message, call BPC at 207-287-2731.

Select Return to Login Screen

Maine Board of Pesticides Control

No individuals were found in the BPC database matching your data. If you already have an applicator license, please contact us at (207) 287-2731. Otherwise, click on Return to Login Screen below. A verification code has been sent to the email address provided; enter the verification code when prompted to activate your account.

Return to Login Screen

Verification Email



You will receive a verification code via email

- Verification Code
- State of Maine BPC <NoReply@maine.gov>

To blahbeth@yahoo.com

Dear Blah Bethersonton.

Thank you for registering on the Maine BPC website. Your user ID is blahbeth@yahoo.com and verification code s H6405E6A7C42D482811BBB286E0C47CC1.

Please login to complete the registration process using the verification code provided.

Thank you!

Maine Board of Pesticides Control www.thinkfirstspraylast.org



Return to the Login screen (if you've lost it, go to <u>maine.gov/bpc</u> and select <u>LOGIN in</u> the upper right)

Enter your email in the User ID field and the password that you created (not the authorizaiton code) and select Login

You will be required to enter your current password and a new password. Again the password must be at least 8 characters long and contain at least one letter and one number. It must be different from the original password. If You see a red triangle, the System does not like your Password. Click on the triangle To see the error message.

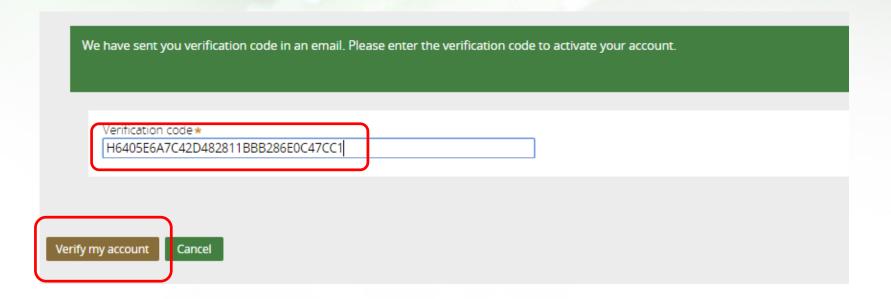
Select Update Password at The bottom of the screen.



Verify Account



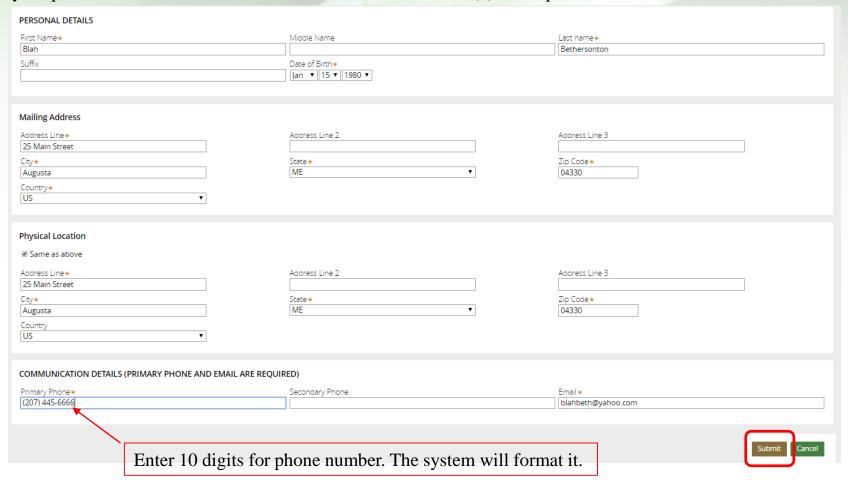
Copy and paste the verification code from the email and select Verify my account



Enter Personal Details



Enter your personal information. All fields marked with an asterisk (*) are required. Select Submit



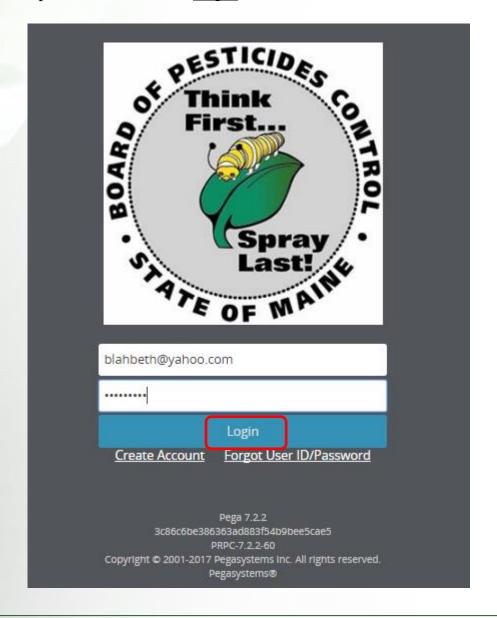


Select Return to Login Screen





Enter your email and password and select Login



Personal Profile



You will see the Licensing and Certification portal page. Logoff the system by selecting Logoff in the upper right.

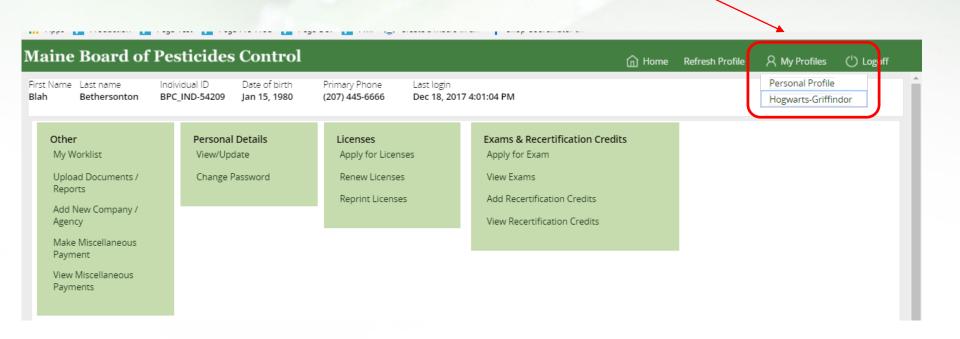
Email <u>amanda.couture@maine.gov/bpc</u> with your name, birthdate, email and the name of the company for which you work.



Personal Profile



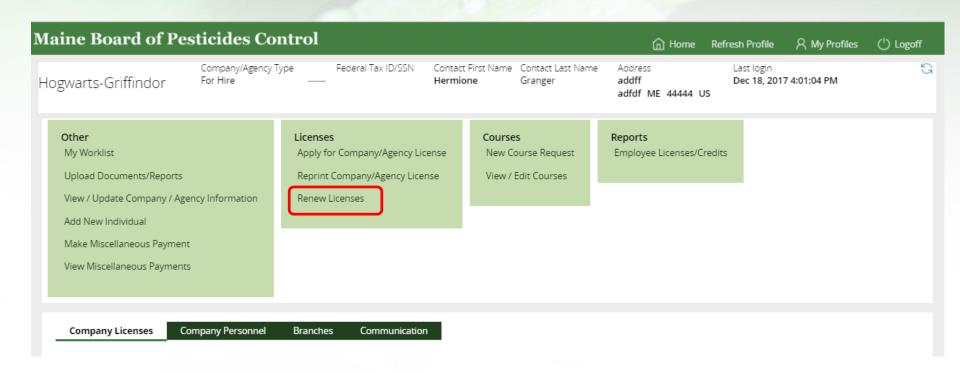
When Amanda gets back to you, login back on to the system. Select My Profiles in the upper right and select the company from the drop down list.



Company/Agency Profile



The Company Profile will display. Select Renew Licenses to renew licenses.



For an overview of the company/agency profile, view the pdf "Navigating the Company/Agency Profile" at www.maine.gov/bpc

Maine Board of Pesticides Control



Thank you

Open other training documents (found on maine.gov/bpc) to learn how to navigate and use the various functions.

Thank you for using the BPC online portal. We hope you find it useful.

Call the BPC offices at 207-287-2731 or email amanda.couture@maine.gov with questions.