

A close-up photograph of a green leaf with several clear water droplets. A small red ladybug with black spots is perched on the leaf towards the right side. The background is a soft, out-of-focus green.

Maine Board of Pesticides Control Online Portal

Creating a Login Account—General Use Pesticide Dealers


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 amanda.couture@maine.gov 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
Agriculture, Conservation and Forestry

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Welcome to the Maine Board of Pesticides Control (BPC) Online Portal

This new portal provides access to all Pesticide Applicator and Product Registration information, including license expiration dates, exam scores, credits earned. The site can also be used to apply for exams and licenses and to renew licenses. View these [training modules](#) to learn how use the system.

Already have an account? [LOGIN](#)

Please note that in this system, every license is associated with a company/agency. For this purpose, a company/agency is any organization, including farms, towns, golf courses, etc., even if they only have one employee. Companies and Agencies need to have assigned Administrators to work within the BPC portal on behalf of the company or agency. If the company/agency has only one employee, that individual will automatically be made the Administrator, otherwise BPC will need to be informed who the Administrator should be.

To create a login ID, read and follow these instructions:

- Are you a licensed pesticide applicator in the state of Maine or have you taken exams to be licensed?
 - No, go to 2
 - Yes, go to 8
- Do you work for a commercial pesticide firm and will be working on behalf of the employees?
 - No, go to 3
 - Yes, go to 7
- Do you work for a company that registers products or submits product registrations on behalf of registrants in Maine?
 - No, go to 4
 - Yes, go to 6
- Do you work for a company that has only General User Pesticide Dealer Licenses in Maine?
 - No, go to 5
 - Yes, go to 7
- Click [here](#) to create a login; select the Create Account option. Use your email as your ID. View [Create a Login ID \[pdf\]](#) for detailed instructions.
- Click [here](#) to create a login; select the Create Account option. Use your email as your ID. View [Create a Login ID for Product Registration Users \[pdf\]](#) for detailed instructions. Once you have entered all your personal information send an email to mary.e.tomlinson@maine.gov and tell her what company you work for. Do not add a company; all companies are already in the system.
- Click [here](#) to create a login; select the Create Account option. Use your email as your ID. View [Create a Login ID \[pdf\]](#) for detailed instructions. Once you have entered all your personal information send an email to amanda.couture@maine.gov and indicate what company you work for.
- Fill out the form below and Submit. If you need to be an administrator, please fill out the company field. You will receive an email that the information has been received. Please wait for the second email before creating a login. **This will ensure that your login attaches to the data already in the system.** If you skip this step you may create a duplicate record and your license(s) will not display. Once you have received notification, follow the directions in [Create a Login ID \[pdf\]](#)

Please do not fill in this form if you are a Product Registration User. Follow the directions in 5 above.

*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Phone:	<input type="text"/>
*Email:	<input type="text"/>
*Birthdate (xx/xx/xxxx)	<input type="text"/>
Company (Administrators only)	<input type="text"/>
* Required fields	<input type="button" value="Submit"/>

[CREATE ACCOUNT](#)

Online Portal Training

Learn how to use this online portal by viewing these pdf files:

- [Create a Login ID](#)
- [Create a Login ID for Product Registration Users](#)

Individuals

- [Navigating the Individual Profile](#)
- Apply for Exams for Yourself
 - [Agricultural](#)
 - [Commercial](#)
 - [Distributor](#)
- [Renewing Your Own Licenses](#)

Applicator Companies (including farms)

Select Create Account under the blue box

BOARD OF PESTICIDES CONTROL
Think First...
Spray Last!
STATE OF MAINE

User ID

Password

Login

[Create Account](#) [Forgot User ID/Password](#)

Pega 7.2
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coreAssemblyCached_72_868
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Enter all information. Your password must be at least 8 characters long and contain at least one letter and one number.

Select Create Account

Maine Board of Pesticides Control

Create New Account

Email/User ID*

blahbeth@yahoo.com

First Name*

Blah

Last name*

Bethersonton

Date Of Birth*

Jan ▼ 15 ▼ 1980 ▼

Password*

Confirm Password*

Create Account

Cancel



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 is **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 maine.gov/bpc and select LOGIN in the upper right)

Enter your email in the User ID field and the password that you created (not the authorization 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.



blahbeth@yahoo.com

.....|

Login

[Create Account](#)

[Forgot User ID/Password](#)

Pega 7.2.2

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PRPC-7.2.2-60

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Verify Account

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 *

H6405E6A7C42D482811BBB286E0C47CC1

Verify my account

Cancel

Enter Personal Details



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

PERSONAL DETAILS

First Name*	Middle Name	Last name*
Blah		Bethersonton
Suffix	Date of Birth*	
	Jan 15 1980	

Mailing Address

Address Line*	Address Line 2	Address Line 3
25 Main Street		
City*	State*	Zip Code*
Augusta	ME	04330
Country*		
US		

Physical Location

Same as above

Address Line*	Address Line 2	Address Line 3
25 Main Street		
City*	State*	Zip Code*
Augusta	ME	04330
Country		
US		

COMMUNICATION DETAILS (PRIMARY PHONE AND EMAIL ARE REQUIRED)

Primary Phone*	Secondary Phone	Email*
(207) 445-6666		blahbeth@yahoo.com

Enter 10 digits for phone number. The system will format it.

Submit Cancel



Select Return to Login Screen

Maine Board of Pesticides Control

Your account association is successful. Please re-login to see your portal.

[Return to Login Screen](#)

Enter your email and password and select Login



blahbeth@yahoo.com

.....|

Login

[Create Account](#)

[Forgot User ID/Password](#)

Pega 7.2.2

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PRPC-7.2.2-60

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Personal Profile



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

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

Maine Board of Pesticides Control

Home Refresh Profile My Profile **Logoff**

First Name	Last name	Individual ID	Date of birth	Primary Phone	Last login
Blah	Bethersonton	BPC_IND-54209	Jan 15, 1980	(207) 445-6666	Oct 16, 2017 3:51:36 PM

Other

- [My Worklist](#)
- Upload Documents / Reports
- Add New Company / Agency
- Make Miscellaneous Payment
- View Miscellaneous Payments

Personal Details

- View/Update
- Change Password

Licenses

- Apply for Licenses
- Renew Licenses
- Reprint Licenses

Exams & Recertification Credits

- Apply for Exam
- View Exams
- Add Recertification Credits
- View Recertification Credits

Licenses **Communication**

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.

Maine Board of Pesticides Control

Home Refresh Profile My Profiles Log off

First Name	Last name	Individual ID	Date of birth	Primary Phone	Last login
Blah	Bethersonton	BPC_IND-54209	Jan 15, 1980	(207) 445-6666	Dec 18, 2017 4:01:04 PM

- Other**
 - My Worklist
 - Upload Documents / Reports
 - Add New Company / Agency
 - Make Miscellaneous Payment
 - View Miscellaneous Payments
- Personal Details**
 - View/Update
 - Change Password
- Licenses**
 - Apply for Licenses
 - Renew Licenses
 - Reprint Licenses
- Exams & Recertification Credits**
 - Apply for Exam
 - View Exams
 - Add Recertification Credits
 - View Recertification Credits

Company/Agency Profile

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

Maine Board of Pesticides Control

Home Refresh Profile My Profiles Logoff

Hogwarts-Griffindor	Company/Agency Type For Hire	Federal Tax ID/SSN ---	Contact First Name Hermione	Contact Last Name Granger	Address adddf adfdf ME 44444 US	Last login Dec 18, 2017 4:01:04 PM
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- Other**
 - My Worklist
 - Upload Documents/Reports
 - View / Update Company / Agency Information
 - Add New Individual
 - Make Miscellaneous Payment
 - View Miscellaneous Payments
- Licenses**
 - Apply for Company/Agency License
 - Reprint Company/Agency License
 - Renew Licenses**
- Courses**
 - New Course Request
 - View / Edit Courses
- Reports**
 - Employee Licenses/Credits

Company Licenses Company Personnel Branches Communication

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

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.