



Maine Board of Pesticides Control Online Portal

Add New Individual



Welcome

Welcome to the Maine Board of Pesticides Control web portal. We hope this new service helps improve our customer service.

If you need to perform tasks on behalf of your company or agency, you will need to be granted the rights of an Administrator. This can only be done by BPC staff or another Administrator within your company. If you do not already have these rights, please contact us at 207-287-2731 or pesticides@maine.gov

This module describes how a Company Administrator can add new employees to their company and how to add new individuals to the system.

Please note that the screens you see may have changed from what is pictured here, as we are still developing and making improvements, but the functionality remains the same. Contact us at anytime if you have questions.

Accessing the Company Profile



From your home page, select the Company/Agency from the My Profiles dropdown in the upper right corner.

The screenshot displays the user interface for the Maine Board of Pesticides Control. At the top, there is a green navigation bar with the text 'Maine Board of Pesticides Control' on the left and 'Home Refresh Profile My Profiles Log off' on the right. Below this is a user profile summary table. A red arrow points to the 'My Profiles' dropdown menu, which is highlighted with a red box and contains the options 'Personal Profile' and 'Hogwarts-Griffindor'. Below the profile summary is a horizontal menu with four tabs: 'Other', 'Personal Details', 'Licenses', and 'Exams & Recertification Credits'.

First Name	Last name	Individual ID	Date of birth	Primary Phone	Address	Last login
Hermione	Granger	BPC_IND-54146	Feb 14, 1988	(207) 621-4578	16 Griffindor Hall Augusta ME 04330 US	Jun 27, 2017 10:56:28 AM

A company/agency profile is available only if you are an Administrator for the company/agency. If you should have access, and the company/agency is not displaying, please contact BPC at 287-2731 or email pesticides@maine.gov

Existing Individuals



Before adding individuals to the BPC database, check whether they are already there. If they have ever tested or licensed with BPC they should already be in the system and you can add them as an employee of your company.

1. Select View/Update Company/Agency from the Company/Agency profile page

Company/Agency Name	Company/Agency Type	Federal Tax ID/SSN	Contact First Name	Contact Last Name
Hogwarts-Griffindor	For Hire	—	Hermione	Granger

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
---	---	---

Adding Individuals to Company



2a. If new employee works for the main office of the company, scroll down to Main Office Personnel Details



Main Office Personnel Details

Last name	First Name	Middle Name	Suffix	Role*
chamberlain	anne	test		Employee ▼
MOUSSEAU	ANNE	ChangeName		Employee ▼
Granger	Hermione	ChangeName	Ms	Administrator ▼

Add Personnel

Adding Individuals to Company



2b. If new employee works for a branch of the company, scroll down to Branch details, select Edit, and scroll down to BRANCH PERSONNEL DETAILS

Branch details

Branch name*

Hogwarts-Griffindor Branch 1	Actions Edit
Hogwarts-Griffindor Branch 2	Edit
Hogwarts Branch 3	Edit

Add branch

A red arrow points to the "Branch details" section header. A red box highlights the "Edit" button in the Actions column for the first branch.

BRANCH PERSONNEL DETAILS

Last name	First Name	Middle Name	Suffix	Role*	Responsible Individual	Primary Contact	Actions
Granger	Hermione	ChangeName	Ms	Employee	<input type="checkbox"/>	<input type="checkbox"/>	View
Vane	Harriet			Employee	<input type="checkbox"/>	<input type="checkbox"/>	View

Add Personnel

The "BRANCH PERSONNEL DETAILS" section is enclosed in a green border. The table lists two individuals: Hermione Granger and Harriet Vane, both with the role of Employee. Each row includes checkboxes for "Responsible Individual" and "Primary Contact", and a "View" action button.

Adding Individuals to Company



3. From Main Office Personnel Details or BRANCH PERSONNEL DETAILS select Add Personnel

Main Office Personnel Details

Last name	First Name	Middle Name	Suffix	Role*
chamberlain	anne	test		Employee ▼
MOUSSEAU	ANNE	ChangeName		Employee ▼
Granger	Hermione	ChangeName	Ms	Administrator ▼

BRANCH PERSONNEL DETAILS

Last name	First Name	Middle Name	Suffix	Role*	Responsible Individual	Primary Contact	Actions
Granger	Hermione	ChangeName	Ms	Employee ▼	<input type="checkbox"/>	<input type="checkbox"/>	View
Vane	Harriet			Employee ▼	<input type="checkbox"/>	<input type="checkbox"/>	View

Adding Individuals to Company



4. Enter Last name and Date of birth and click on Search

Search by

Last name* First Name Date of birth*

Selected associate pesonnel

Last name	First Name	Middle Name	Suffix	Role*	Delete
No items					

Search results

Last name	First Name	Middle Name	Suffix	Action
No match found; confirm last name and date of birth. If no match is found again, go to Add New Individual option above.				

If no match is found, it is okay to go back to the Company/Agency profile page and Add New Individual (skip ahead for further instructions)

Adding Individuals to Company



Add Individuals to Company/Agency

Search by

Last name★ First Name Date of Birth★

Search results

Last name	First Name	Middle Name	Suffix	Date of Birth	Action
chamberlain	anne	—	—	Mar 24, 1963	<input type="button" value="Add Associate"/>

5. If a match is found, select Add Associate

Adding Individuals to Branch

Search by

Last name* First Name Date of Birth*

Selected associate personnel

Last name	First Name	Middle Name	Suffix	Role*	Delete
chamberlain	anne			Select Select Administrator Employee	Delete

Search results

Last name	First Name	Middle Name	Suffix	Date of Birth	Action
chamberlain	anne			Mar 24, 1963	Add Associate
chamberlain	anne			Mar 24, 1963	Add Associate

6. Select Role for individual within the company Remember that Individuals with the Role of Administrator will have rights to do work on behalf of the company and all employees. Select OK (Note this will look slightly different if Adding to a branch—see next page)

Adding Individuals to Branch

Search by

Last name* First Name Date of birth*

Selected associate personnel

Last name	First Name	Middle Name	Suffix	Role*	Delete
chamberlain	anne			Employee	Delete

Search results

Last name	First Name	Middle Name	Suffix	Action
chamberlain	anne			Add Associate
chamberlain	anne			Add Associate

6. If adding an employee to a branch, after selecting Add Associate and selecting a Role, click on Save & Add Associate. You will then need to select Save at the bottom of the screen.

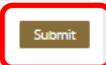
Adding Individuals to Company



Branch details

Branch name	Actions
Hogwarts-Griffindor Branch 1	Edit
Hogwarts-Griffindor Branch 2	Edit
Hogwarts Branch 3	Edit

[Add branch](#)



7. Finally, select Submit in the lower right corner. You should get the message that the company has been updated. If you do not get this message, contact BPC

Update Company / Agency (UBE-466)

Your company/agency has been updated

Adding a New Individual

If you have ensured that an individual is not already in the database, they can be added.

1. From Company home page, select Add New Individual

	Company/Agency Type	Federal Tax ID/SSN	Contact First Name	Contact Last Name
Hogwarts-Griffindor	For Hire	—	Hermione	Granger

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
---	---	---

Adding a New Individual

2. After entering all the information, select Submit in the lower right. All fields with an asterisk are required.

Email*

wonderwoman@gmail.com

Submit

Adding a New Individual



3. If the company has branch, a choice will display. Select whether the individual works for the main office or a branch of your company

Add New Individual

INDIVIDUAL WORKS FOR:★

Main Office

Branch

Select Associated Branch★

Hogwarts-Griffindor Branch 1 - Gardiner ▼ ←

Role★

Employee ▼ ←

If branch is selected, a dropdown list of branches will display. Select Branch and Role. Remember that Individuals with the Role of Administrator will have rights to do work on behalf of the company and all employees. Select Submit in lower right corner

Adding a New Individual

You should receive the following message. If you do not, follow the directions or call BPC for assistance.

Add New Individual

New individual has been added successfully.

Adding a New Individual

Back on the Company/Agency home page, select Refresh Profile in the upper right. New individuals should now display on either Company Personnel or Branches tab depending on where they were added.



Maine Board of Pesticides Control Hogwarts-Griffindor 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 addff adfdf ME 44444 US	Last login Jul 22, 2017 11:00:16 AM	
---------------------	---------------------------------	---------------------------	--------------------------------	------------------------------	---------------------------------------	--	--

BRANCH PERSONNEL DETAILS

Last name	First Name	Middle Name	Suffix	Role	Responsible Individual	Primary Contact	Actions
▶ Granger	Hermione	ChangeName	Ms	Employee			View
▶ Vane	Harriet			Employee			View
▶ Woman	Wonder			Employee			View

Select View next to the individual's name to view their profile. From there you can apply for exams or licenses for them.

Thank you

These are the basics for adding new individuals and attaching individuals to companies. Please view other modules (at maine.gov/bpc) to learn how to accomplish other tasks.

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

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