Board of Pesticides Control Online Portal: Annual Reporting
Create An Account and/or Login

If you experience any issues creating an account, staff are happy to assist you. Contact us at pesticide@maine.gov or call 207-287-2731.
After Creating An Account Enter Your User ID and Password and Click the ‘Login’ Button

If you do not have an account, click ‘Create Account’ and follow prompts to complete.

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Entering Annual Use Summary Reports Into the Portal

After Logging In, Click on ‘My Profiles’ and Select Your Company Name.

Note: Submitting Annual Use Reports is Available Only For those With Administrator Status. Please Contact the BPC Office if You Need To Be Made An Administrator for Your Company.
From Company Landing Page Select ‘Upload Documents/Reports’
From the Dropdown Menu Select ‘Commercial Applicator Annual Summary Report’ and Select ‘Next’
Select the Reporting Year and Whether or Not Applications Were Made During That Year

If selected ‘Yes’ continue to next slide. If selected ‘No’ click the ‘Finish’ button at the bottom of the screen and the report will automatically be sent to the BPC Document Review basket.
Beginning the Use Reporting

Next, select whether the first product is or is not a 25b product

What is a 25b product?
- Products exempted from federal registration; determined minimum risk by the EPA.
- Product will have no EPA registration number on the container
- Product is not tested for content of ingredients or efficacy against labeled pests
If the product is a 25b then click the ‘Yes’ button and the below fields will display.
Enter total amount of undiluted product used and the ‘unit’ (ounces, gallons, pounds, etc.).

Type in trade name of the 25b product.
Enter Active Ingredient and Percentage and Fill in Remaining Use Information

Add total area treated and select the ‘Unit’. If ‘other’ is selected as a unit a text field will display to enter the unit information.
Why it is So Important to Have the Correct EPA Number
Why it is So Important to Have the Correct EPA Registration Number

Portal auto-fills pesticide trade name, active ingredient, and percentage a.i.
• Enter total amount of undiluted formula used in dry/fluid ounces, gallons, liters, or pounds
• Add total area treated and select the ‘Unit’. If ‘other’ is selected as a unit a text field will display to enter the unit information
Enter ‘Target Site’ & ‘License Category’

Click ‘add another product’
What if the EPA Registration # Does Not Match Any Products?

A text field will display to enter the pesticide trade name. User must also check box verifying that EPA Reg. # is correct.

Active ingredient(s) and their percent must be entered manually. To add more than one a.i. click ‘add active ingredient’.
Enter Remaining Application Information

If assistance is needed submitting report contact the BPC office at pesticides@maine.gov or 207-287-2731