

Directions for Administrators of Companies with only General Use Pesticide Dealer licenses
(individuals not already in the system only)

NOTE: directions with screen shots are available at www.maine.gov/bpc

1. Go to www.maine.gov/bpc and select CREATE ACCOUNT at the bottom of the page
2. Select Create Account under the blue box
3. Enter information. Password must be at least 8 characters and contain at least one letter and one number. Select Create Account at the bottom of the screen
4. You will receive a verification code in the mail. Go back to www.maine.gov/bpc and select LOGIN in the upper right
5. Enter User ID (email) and the password that you set earlier and select Login (this is not the authorization code, this is the password that you created)
6. Enter your current password (not authorization code) and then a new password (this must be new, it cannot be the same as the original password). Password must be at least 8 characters and include at least one letter and at least one number. If you see a red triangle, the system does not like your password. Click on the triangle to see error message.
7. Select Update Password at the bottom of the screen
8. Copy and paste the verification code from the email and select Verify my account
9. Enter your personal information. Fields with an asterisk are required. Select Submit
10. Email amanda.couture@maine.gov with the company or companies for which you will be working. She will grant you the proper permissions in the system.
11. When Amanda responds, log back into the system. Select My Profiles in the upper right and select the Company from the dropdown menu. The pdf "Navigating the Company/Agency Profile" found at www.maine.gov/bpc gives a good overview of how to do things.
12. To renew licenses, select the Renew Licenses tab in the second green box