



# Maine Board of Pesticides Control Online Portal

## Creating a Login Account

# Before You Begin



**Welcome to the Maine Board of Pesticides Control web portal. We hope this new service is helpful to you. Before attempting to create a login account, please read and follow these instructions carefully:**

1. Anyone with a personal pesticide license (Commercial Master or Operator, Private, Agricultural Basic, or Restricted Use Pesticide Dealer) with the BPC must provide the information below to the BPC before attempting to create a login. This will allow the system to automatically connect a new login to an existing individual in the database. Notification will be sent when it is possible to create an account. Send to [pesticides@maine.gov](mailto:pesticides@maine.gov) or fill out the form at [www.maine.gov/bpc](http://www.maine.gov/bpc)
    - first and last name
    - birthdate
    - Email
    - Company name if you will be the administrator (see step 3 below)
  2. Anyone who does not hold a personal pesticide license in Maine may create a login immediately to apply for exams and/or licenses.
  3. Companies and Agencies need to have assigned Administrators. These are the people who will be doing the work within the BPC portal on behalf of the company or agency. If you will be the administrator of a company, please include the company name in the email or on the form in step 1 above.
- Questions can be directed to [pesticides@maine.gov](mailto:pesticides@maine.gov) or by calling BPC at 207-287-2731.

After receiving notification from BPC, access the portal at [www.maine.gov/bpc](http://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](mailto: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](mailto: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)

Enter all information matching what you sent to BPC. 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\*  
annebills@rocketmail.com

First Name\*  
Hermione

Last name\*  
Granger

Date Of Birth\*  
Feb 14 1988

Password\*  
\*\*\*\*\*

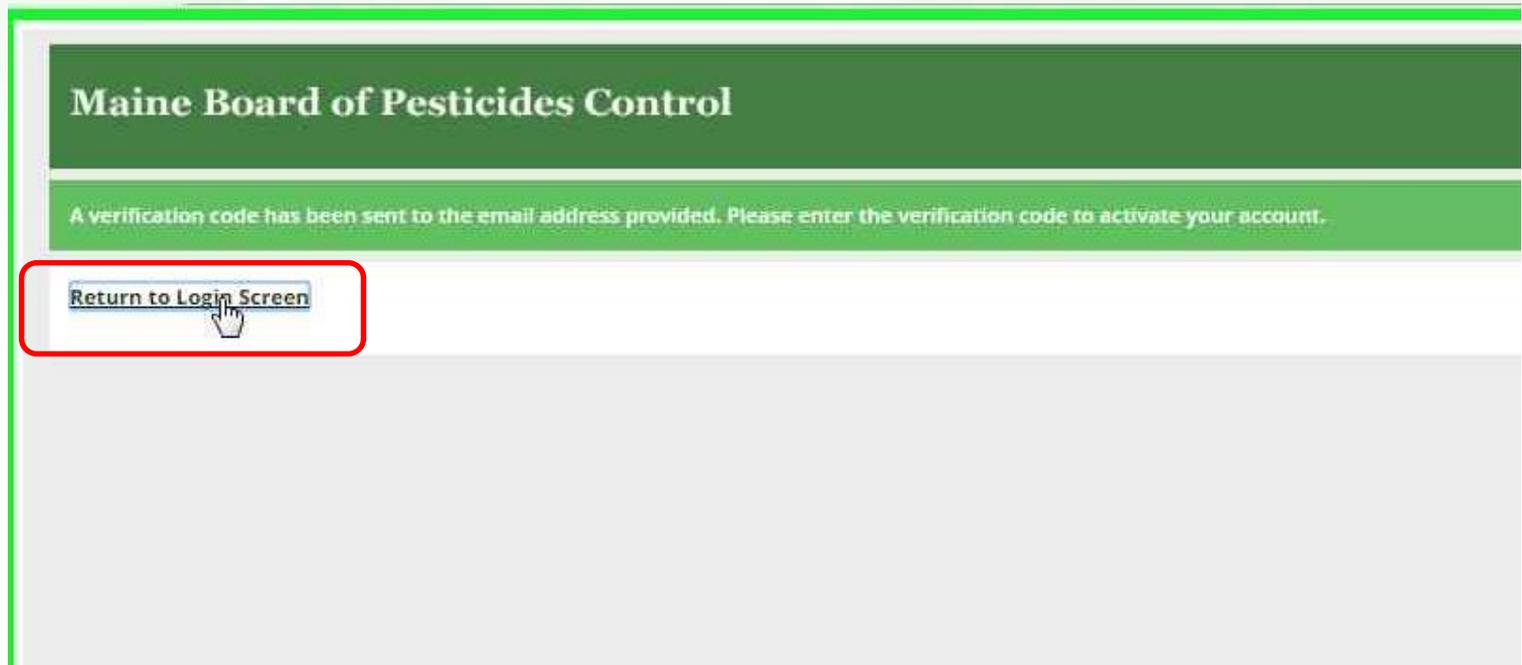
Confirm Password\*  
\*\*\*\*\*

Create Account Cancel



You should see the message: “A verification code has been sent to the email address provided.” If you see a different message, call BPC at 207-287-2731.

Select [Return to Login Screen](#)





You will receive a verification code via email

• Verification Code

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**State of Maine - BPC** <NoReply@maine.gov> Today at 2:34 PM  
To anebills@rocketmail.com

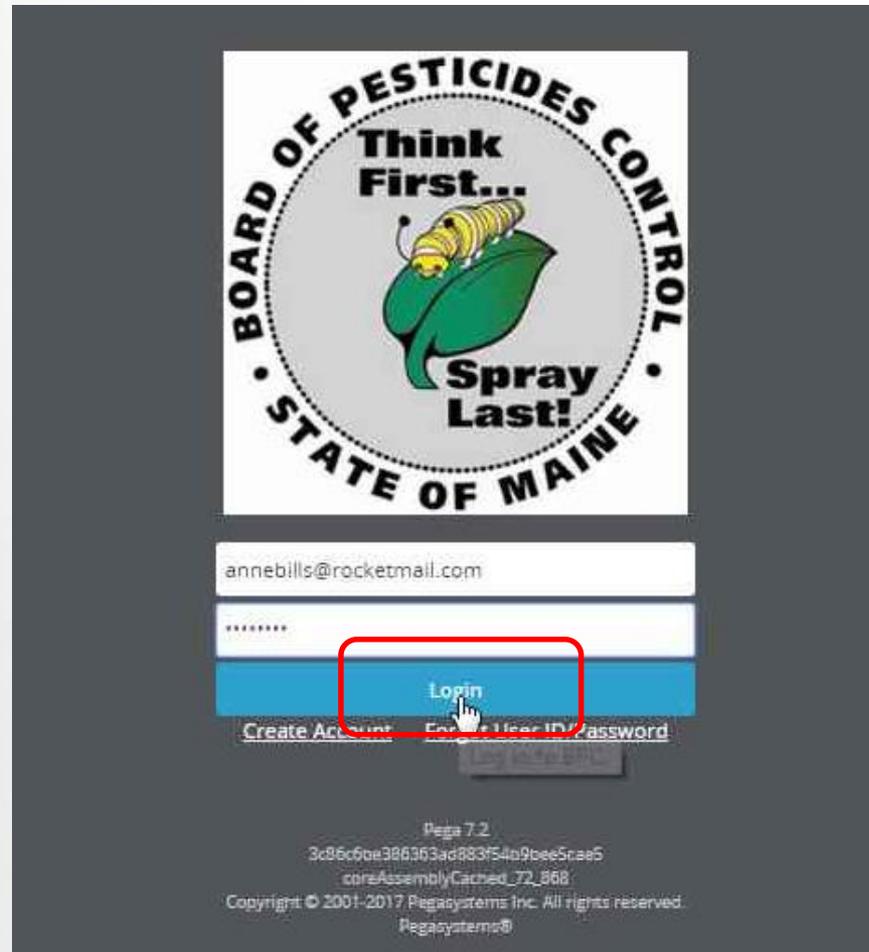
Hello Hermione Granger,

Your online account is anebills@rocketmail.com and verification code is **H3C0BA9DFD904120F7DE98551267BE42D**.

Please login to our web site and verify your registration.

Return to the Login screen (if you've lost it, go to [maine.gov/bpc](http://maine.gov/bpc) and select LOGIN in the upper right)

Enter your email and password (not the authorization code-this is the password that you created earlier) and select Login





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\*

H3C0BA9DFD904120F7DE985512678E42D

Verify my account Cancel

Verify my account



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

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

annebills@rocketmail.com

\*\*\*\*\*

Login

Create Account Forgot User ID/Password

Pega 7.2  
3c96c9be986363ad883f54b9bee5rae5  
coreAssemblyCached\_72\_868  
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Pegasystems®



You will be required to change your password at this point.

- 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.
- Select Update Password at the bottom of the screen

# Your Profile

You can now see your Personal Profile

## Maine Board of Pesticides Control

[Home](#) [Refresh Profile](#) [My Profiles](#) [Logoff](#)

First Name: Hermione, Last name: Granger, Individual ID: BPC\_IND-54146, Date of birth: , Primary Phone: (207) 621-4578, Last login: Jan 8, 2018 3:38:55 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 My Companies/Agencies Communication

### ▼ Active Licenses

License Number	License Type	Expiration Date	Credits Earned	Credits Required	Company/Agency	Renewal
CMA-253	Commercial Master Applicator	Dec 31, 2019	0	9	Hogwarts-Griffindor Branch 1	--
CMA-260	Commercial Master Applicator	Dec 31, 2019	0	9	Hogwarts-Griffindor Branch 1	--
PPA-1220	Private Applicator	Oct 31, 2020	0	6	Donald Goose Company back	--

# Accessing the Company/Agency Profile



To access the company profile (if you are an administrator) select My Profiles and the company name from the drop down list. If you do not see the company name, contact BPC to receive permissions.

The screenshot displays the 'Pesticides Control' website interface. At the top, there is a navigation bar with a home icon, 'Home', 'Refresh Profile', 'My Profiles', and 'Log off'. Below this, a user profile summary is shown with fields for ID (4146), Date of birth, Primary Phone ((207) 621-4578), and Last login (Jan 8, 2018 3:38:55 PM). The main content area is divided into three columns of green boxes: 'Personal Details' (View/Update, Change Password), 'Licenses' (Apply for Licenses, Renew Licenses, Reprint Licenses), and 'Exams & Recertification Credits' (Apply for Exam, View Exams, Add Recertification Credits, View Recertification Credits). A red box highlights the 'My Profiles' dropdown menu, which is open and shows three options: 'Personal Profile', 'Hermione's', and 'Hogwarts-Griffindor'. At the bottom left, there are tabs for 'Agencies' and 'Communication'.

# The Company/Agency Profile



You can now see the company/agency data. To learn more, view the pdf “Navigating the Company/Agency Profile” at [www.maine.gov/bpc](http://www.maine.gov/bpc)

## 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 addff adfdf ME 44444 US    Last login Jan 8, 2018 3:38:55 PM

### 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

#### Active Licenses

License Number	License Type	Expiration Date	Company/Agency	Renewal
SCF-30	Spray Contracting Firm	Dec 31, 2019	Hogwarts-Griffindor	--
SCF-32	Spray Contracting Firm	Dec 31, 2019	Hogwarts-Griffindor	--

# Thank you

Open other training documents (found on [maine.gov/bpc](http://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 [pesticides@maine.gov](mailto:pesticides@maine.gov) with questions.