Maine Board of Pesticides Control
Online Portal

Creating a Login Account—Product Registration
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 mary.e.tomlinson@maine.gov with your name, birthdate, email and the name and Maine Company Number for each company for which you work (either submitter or registrant).

3. After receiving notification, log back on to the site to see registration data.

• Questions should be sent to Mary Tomlinson at mary.e.tomlinson@maine.gov or by calling 207-287-7544.
Create a Login

Access the BPC portal at maine.gov/bpc
Select Log In or Create Account at the bottom of the page
Select **Create Account** at the bottom of the page.
Enter all information matching what you sent to BPC. Your password must be at least 8 characters long.

Select **Create Account**
You should see the message below.” 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

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 or Create Account)

Enter your email and password and select Login
Copy and paste the verification code from the email and select **Verify my account**
Enter Personal Details

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

- First Name
- Middle Name
- Last Name
- Suffix
- Date of Birth

- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Zip Code

- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Zip Code

- Primary Phone
- Secondary Phone
- Email

Enter 10 digits for phone number. The system will format it.
Enter your email and password and select *Login*
You will see the Licensing and Certification portal page. Ignore this. Logoff

Email mary.e.tomlinson@maine.gov with your name, birthdate, email and the name and Maine Company Number for each company for which you work (either submitter or registrant).
When Mary Tomlinson emails you back that you are ready to go, login again (www.maine.gov/bpc).

This time you should see a profile that looks like this:

Select My Profiles and the Company
The Company Profile will display. Select Product Registration.

**Maine Board of Pesticides Control**

<table>
<thead>
<tr>
<th>Fred's Pest Control Products</th>
<th>Company/Agency Type</th>
<th>Federal Tax ID/EIN</th>
<th>Contact First Name</th>
<th>Contact Last Name</th>
<th>Address</th>
<th>Last login</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Registration</td>
<td>——</td>
<td>——</td>
<td>Fred</td>
<td>Flintstone</td>
<td>99 Spruce Street, Augusta, ME 04330</td>
<td>Oct 16, 2017 3:53:52 PM</td>
</tr>
</tbody>
</table>

**Other**
- My Worklist
- Uploaded 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 License

**Courses**
- New Course Request
- View / Edit Courses

**Product Registration**
- Manage Product Registration

**Reports**
- Employee Licenses/Credits
Thank you

Open other training documents (found on maine.gov/bpc) to learn how to navigate and use the various functions. Select the ones specifically for Product Registration.

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

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