Navigating the Maine Pesticide Registration Online Portal

1. Once approved, log in and select Manage Product Registration in the first green block on the left of the screen. A list of all products registered for the current year will be displayed.

2. To see products registered in previous years, but not currently registered, select the down-arrow to view years. Product information can be accessed from this screen, but no action can be taken on products.

3. To add products, renew products, or add/remove companies, select the tabs at the top of the screen.
   - Payment by credit card, ECH, and check are accepted.
   - Notify the registrar if companies are added or removed.

4. When a product is registered or pended, an automated email will be sent to the primary email address for the company contact, directing you to login and check the account.
   - Login and go to Manage Product Registration.
   - The current registration year is displayed.

5. REGISTRATION STATUS:
   - Registered products will have a 10-digit Maine registration number beginning with 201900XXXX (for the 2019 registration year)
     - The first four digits are the initial registration year
     - The last four digits are consecutive numbers.
   - Sort the Maine Registration Number column to display the numbers in descending order (e.g. 2019000500, 2019000352, 2019000350, etc.)

   NOTE: This is your confirmation of registration. Maine does not issue certificates.

6. WAITING REVIEW
   - Displays products not yet reviewed.
   - Submissions are processed in the order they are received.
   - Due to the high volume of submissions, allow a minimum of 30 days before contacting the office to inquire about a submission.

7. ACTION REQUIRED
   - Displays submissions returned to your worklist for action.
   - A description of the issue(s) to be corrected will be provided.
   - An email detailing the issues and corrections needed will also be sent.