HOW *TO* **ADD A SERVICE TECH ONLINE** WITH USA PLANTS

If your company has not been registered with the La. Dept. of Agriculture, then you must register it and set up your online account. See "How to Register Your Service Company." If you are registered, then your USAPlants ID and Pin are on your renewal form or may be obtained by emailing ssessums@ldaf.state.la.us.

Once you are able to log into your USAPlant Online account, you will start at your Account Home page.

1) Click on "*Service Agency*" under license then

2) Click on "*Employees*" and "*New Employee*"

3) Choose "*Service Tech*" from the dropdown menu

4) Enter all of your service tech's info then click "*Next*"

5) Click "*accept*" and "*Create Online Account*"

6) Now you should be at your service tech's Account Summary Page

7) Click on "*Devices*" and select the devices that your tech is qualified to work on.

8) Click "*Back*." Add more techs by doing steps 2-8 until you are thru. Click "*Back*" to Return to your service agency Account Summary page.

9) Now click on "*licenses*" under account tasks." Chose the licenses that you wish to pay for and add them to your cart.

10) Verify any addresses as required and click "*Proceed to Check Out*."

11) You will now be sent to 1st Data's webpage to pay for your licenses by credit card or echeck. After you submit your payment, you will be sent back to a page where you can print a receipt and all of your licenses. BE CAREFUL! This page is easy to miss. **It is the only page where you can print all of the licenses at once**. If you miss it, you will have to click on each employee license and print them one at a time.

Congratulations you are done.