

How To **Add a Weighmaster** To your Company in USAPlants

If your company is already registered with the La. Dept. of Agriculture, you can obtain a USAPlants ID and pin from your renewal form or by contacting us at 1-800-247-1086 or at ssessums@ldaf.state.la.us. If your company is not registered, you must register it first before adding a weighmaster. See "How To Add Your Company to USAPlants."

Once you have created or logged in to your online account, you should be at your Account Home.

- 1) Click on the "scales, scanners, and meters link
- 2) Click on "Employees"
- 3) Click on "New Employee" to add an employee
- 4) Select "weighmaster" from the drop down menu
- 5) Enter the info on your employee and click "Next"
- 6) Check accept and click on "create online account"
- 7) Now you are back at Account Home
- 8) To add more employees, go back to #3 and repeat till all have been added
- 9) Then click on the licenses in Account Tasks
- 10) Choose all or just the licenses that you want to pay for and click "add selected Items to shopping cart"
- 11) You may have to verify addresses, then proceed to check out
- 12) Now you will be sent to 1st Data's page to pay for your license by echeck or credit card. Once you submit your payment, you will be sent to a page where you may print your receipt and all of your licenses. **BE CAREFUL! This is the only page where you can print all of the licenses.** This page is easy to miss. If you miss it, you must go to your company's account summary and click on each of your weighmasters to go to their pages to print their licenses. If your weighmaster has not yet taken the weighmaster exam, then you will not be able to print the license until it has been submitted and graded. Call