

## How to **Add or Register Your Service Agency**

If your business is already registered with the La. Dept. of Agriculture, then you may use the USA Plant ID and Pin number on the renewal form or obtain these numbers by contacting us at the Department of Weights and Measures at 1-800-247-1086. Choose the "Register" button to create your online account. Then start at step 5.

If your business is new, then choose the "New License or Register" button. We will assume that you have a new business.

- 1) In the drop down menu chose "Service Agency"
- 2) Then choose "enter new Account Information"
- 3) Enter your information and click on "Next"
- 4) Enter your mailing address if different than your physical address
- 5) Enter the information to create your online account
- 6) Now you should see "Account Home" at the top of the page. Click on "Service Agency"
- 7) If you have service techs that you want to add, click on "Employees" and then "New Employees"
- 8) If you just want to pay for your license, click on "Fees Due for 1 new License"
- 9) Now you are in your shopping cart. Click on the license you wish to pay for and then click on "Add Selected Items to Cart"
- 10) You may need to verify your address info.
- 11) After this, click proceed to checkout. This will take you to the 1<sup>st</sup> Data page where you may enter your credit card or echeck info. After this is done, you will submit the payment and then be brought to a page where you may print a receipt and all of your licenses. Be careful! It is easy to miss this page. If you do, you can print your licenses from your account home page.