



ALABAMA DEPARTMENT OF
**AGRICULTURE
& INDUSTRIES**

Dear Valued Customer

You will soon be getting an email from AgCompliance@agi.alabama.gov regarding our new online platform. Your username will be shown and there will be a link to login. Make sure to check your junk/spam folder in case the email happens to go there. (If you don't see anything by Tuesday morning 1/17/23, email me and I'll check into it.)

--If you are already registered on the portal, you won't get an automatic email about the platform. Just log in like you did with Fertilizer or Lime. Then see section II below.

--PLEASE SAVE THESE INSTRUCTIONS.

--Tonnage fees for the 4th Quarter of 2022 will need to be mailed like usual. More information on tonnage reporting will be shared on page 3.

--As you are probably aware, new systems require an adjustment period for all involved. Please bear with us as we go through this transition.

- I. First, you'll be asked to change your password (from the initial one that was set up to give you first time access). Then you'll be taken to the Home screen.

If you click on your login name in the upper right, you can view/edit your profile (contact info) and your old account (company info).

Under the Location tab you will be able to see all your locations. If you only have one location, this will be both your corporate name, location name, and your "registering company" name. If you have multiple locations, they will all be listed separately.

For now, the Locations won't be used like they were with Fertilizer and Lime.

At the Home screen, before applying for a license/permit, you may want to confirm your profile and account information.

- II. **This first year, everyone will click on "Apply for a License or Permit", not "Renew."** Click on Commercial Feed License.

The Corporate Account name will already be populated in the "Registering Company" field.

- a. If you only have one company name (i.e., Bama Foods) and no "dba" or "c/o", then click the box. This will populate the Firm name and address fields. (Note: On the license certificate, this will appear as Bama Foods c/o Bama Foods, due to programming aspects and accommodating all types of license names.)

- b. Example 1: If Bama Foods has 2 companies it is applying for, one being “Bama Foods” and the other being “Walker Pet c/o Bama Foods”, you will go through this process twice. For Walker Pet, you would enter Walker Pet in the “Firm” box, then enter the address. Then the license would read “Walker Pet c/o Bama Foods.”

Example 2: If the company was Walker Pet dba Bama Foods, you would put Walker Pet as the Firm, Bama Foods in the dba box, and the license will read “Walker Pet dba Bama Foods c/o Bama Foods.”

Example 3: If the company was Walker Pet dba WP c/o Bama Foods, you would put Walker Pet as the Firm, “WP” in the dba box, and the license will read “Walker Pet dba WP c/o Bama Foods.”

The license certificate will also include the “Firm Address” which will be the licensee’s address, and the “Registering Company” Address, which will be the Corporate Name or the Registering Company’s name.

III. The next screen will be Product Registration and Tonnage Sold in 2022.

- a. Click the box if you are a Blender only - otherwise labels are required. Applications will be rejected if “blender only” is clicked but we know you are supposed to have labels.
- b. If all your products are over 10lbs, we only need the product name and labels. Enter the product name then upload the digital image of the label(s). Click “Add” for additional labels. If you have multiple labels and don’t want to upload them separately, you can upload up to 10 labels at once. If you have more than 10, you can upload the first 10, then click “Add” and upload up to 10 more, etc. Also, you could create a zip file with all the labels in it. Where it says Product Name you can enter anything you want, like your company name, “labels 1-100”, or something else. Then upload the zip file.
- c. Enter tons sold for each quarter in 2022. The grand total will be automatically calculated, and the license fee will be calculated based on this total. We will verify this amount before approving the license. If you can’t enter the tons for each quarter – i.e., the boxes are greyed out – let us know. We’ll need to go in and add something to allow you to enter the tons.

If all your products are under 10lbs, the tonnage each quarter should be zero, and the license fee will be \$45. The small products fee is in lieu of the tonnage fee.

- d. If you sell products in packages of 10lbs or less, the following is **mandatory**: product name, product size, a digital image of the barcode only, the barcode number, and a digital image of the entire product label. These must be entered one at a time, not in multiples. (We realize this will be time-consuming for those with hundreds of labels, but unfortunately it’s necessary for this first year. In the future it will be easier at renewal time when this information is already in the system.)

If there is **no barcode**, enter 99999999, and upload the label image in both the barcode image and label image boxes. If the label picture has a barcode w/number, the label will be rejected if the barcode number entered doesn’t match, or is 99999999.

- e. For products that are 10lbs or less, you’ll fill out the next section, Annual Fee Details (just like the old paper form.) Click on the “I Agree” box, then click Next. This will show you the Fee Details, which is the total of the license fee and the products fee. Click Next, and here you’ll click I Agree and type your name. Then click Submit, which will confirm your license application was created.

IV. Next, if you click “Pay Now”, you’ll be taken to the payment screen. Payments can be made by credit/debit card or eCheck. For credit/debit, the transaction charge is \$1.50 plus 3% of whatever fee you’re paying. For eCheck, the transaction charge is \$4.00.

If you don’t want to Pay Now, or have other applications to enter, click Cancel instead of Pay Now. This will take you back to the Home Screen. Then you can do more applications. When you’re done, back at the Home Screen, you can click Payment, then you should see any pending payments due.

After completing the application and submitting payment, we will be notified by the system and we will review any labels and the application for approval or rejection. If rejected, you will receive an email stating the reason(s) for rejection so you can make corrections. Once approved, you will be notified by email, then you can log in to view/download your license.

TONNAGE REPORTS

--Starting with the first quarter of 2023 (Jan-Mar), you can enter tonnage on this portal. Late fees begin on May 16th (due date is by April 30, with a 15-day grace period). There will be no charge for zero reports if they are submitted on time.

--Quarterly tonnage reports are required if you sell products that are over 10lbs. If you only have products that are 10lbs or less, that means no quarterly tonnage reports are required.

If you have questions, please contact us by email at audits.reports@agi.alabama.gov.

Our phone numbers are 334-240-7121 (Donnie Walker) and 334-240-7263 (Michelle Landon).