



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.

PLEASE SAVE THESE INSTRUCTIONS.

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 account (company info).

Under the Location tab you can view/edit/add locations. If you only have one location, this will be both your corporate name and your location name. If you have multiple locations, they will all be listed separately.

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

This first year, everyone will click on "Apply for a License or Permit", not "Renew." Click on the applicable license or permit.

In the application, start typing in the location name and it will appear in the box. (If only one location, this will be the same as the corporate name.)

For **Fertilizer Dealers**, enter your location name (and Add locations if necessary), click "I Agree", type your name/initials in the signature box, then click Submit, and you'll see a confirmation your license was created. Then click Pay Now to enter payment information.

For **Fertilizer Manufacturers & Sellers**, enter your location name. Then enter the tonnage sold from July 1, 2021 through June 30, 2022. This is what your fee will be based on. (We will verify this amount before approving the license.) If you are a blender only, click the box. Otherwise you'll be asked to submit labels after clicking Next. Then you will need to enter your product name(s) and upload the label(s). Click Add for additional labels. Product name is mandatory, product size is not.

Important Note: If you have multiple labels and don't want to upload them separately, 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", whatever you want. Then upload the zip file and click Submit.

On the confirmation screen will be two options. One, "pay now" to pay for a single application. Two, for multiple applications, click Cancel, then return to the Home Page, enter info for the next location, and repeat. You can pay for all applications together on the Home page then Payment. This will show all applications pending payment.

For **Lime permits**, enter location name (if only one location, this will be the same as the Corporate Name). Click Next. Enter type, brand name, and upload label(s). Click Add for additional labels. Click “I agree”, type your name, then click Next. On the confirmation screen will be two options. One, “pay now” to pay for a single application. Two, for multiple applications, click cancel, then return to the Home Page, enter info for the next location, and repeat. You can pay for all applications together on the Home page then Payment. This will show all applications pending payment.

After completing the application, uploading labels if applicable, and submitting payment, we will be notified by the system and will approve any labels and the application. Once approved, you will be notified by email, then you can log in to view/download your license/permit.

--Payments can be made by credit 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.

--You must complete the license process before paying any tonnage fees.

--There are no tonnage fees for Fertilizer Dealers.

--After getting your license you can enter tonnage. The first time you enter tonnage, it will take you to July 2022. If you’ve already reported to us and paid, you won’t have to pay again...we just need the information for next year’s renewal. (We don’t need it for the Lime renewal fee, but the July 2022 date is still the starting point). So, enter the information but exit before paying; after doing so, then you may move on to August, etc. However, it will be helpful if you email us to let us know you’ve skipped the tonnage payment process because you’ve already paid it.

--You can enter “Zero” tonnage reports with no fee, if the report isn’t late.

--If you get a Fertilizer Manufacturers & Sellers License, you don’t need the Dealer Permit.

--Note: The Feed and Seed platforms are not ready yet.

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).

www.agi.alabama.gov • Phone 1-800-642-7761

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