

Renewing Products

Note: Products can be renewed starting November 1st, prior to the December 31st expiration date. There is a grace period until March 1st and a late fee of \$150 will be added to each product registered after that date. After (date to be figured out) the late fee of \$150 is dropped and a penalty of \$500 per product is added.

Note: Alabama does not have a discontinuance policy for pesticide products. A product that is currently registered with the department must continue to be renewed as long as it remains in the channels of trade in the state.

Note: Products in a “Retired/Discontinued” status are never eligible for renewal.

Note: Once products are submitted for renewal or retirement they will not show as pending. Only after ADAI approval will they show as a complete submission. Once approved, “No Applicable Actions” will show.

1. After signing in to your account, from your dashboard’s ‘My Registrations’, select the products you want to renew and/or retire. For products you do not want to process, either ignore or choose “Deselect”. Click “Process”.

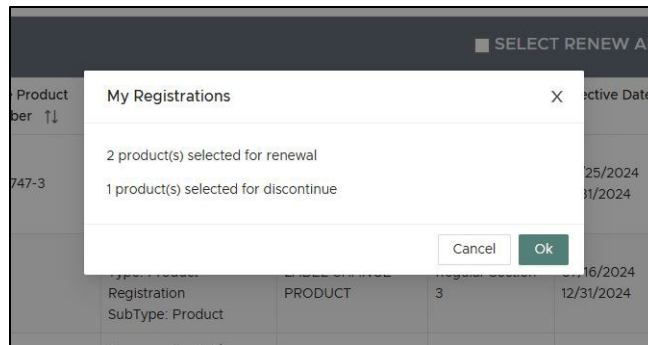
Product Number	EPA Registration Number	State Product Number	Type	Product Name	Registration Type	Effective Date	Color	Fragrance	Pet Weight	Action
PR0000926		1002747-3	Program: Pesticide Type: Product Registration SubType: Product	PRODUCT WITH WRONG LABEL	25(b) Federally Exempt	06/25/2024 12/31/2024				Renew Retire Deselect
PR0000975		1234-7	Program: Pesticide Type: Product Registration SubType: Product	LABEL CHANGE PRODUCT	Regular Section-3	07/16/2024 12/31/2024				Renew Retire Deselect
PR0001083		1234-9	Program: Pesticide Type: Product Registration SubType: Product	TEST PET WEIGHT PRODUCT	Regular Section-3	10/15/2024 12/31/2024				Renew Retire Deselect
PR0011288		1002747-4	Program: Pesticide Type: Product Registration SubType: Product	GNAT SPRAY	25(b) Federally Exempt	04/04/2025 12/31/2026				No Applicable Actions
PR0000870		1002747-1	Program: Pesticide Type: Product Registration SubType: Product	25b for Section 3 Company	25(b) Federally Exempt	06/14/2024 12/31/2025				No Applicable Actions

Showing 1 to 5 of 12 entries

[Clear](#) [Process](#) [Print Renewal](#)

2 product(s) selected for renewal 1 product(s) selected for discontinue

2. A confirmation box will show. Click “Ok”.



3. Click “Get Started”

A screenshot of a web application showing the "Application Information" page. The page has a sidebar with a list of steps: "Application Information", "List of Selected Renewal Products", "List of Selected Retired/Discontinued Products", and "Signature and Confirmation". The main content area is titled "Application Information" and contains the following text:

Renewals become available on November 1st prior to the expiration date of December 31st. We offer a grace period to process your renewal by March 1st without any late fees. Renewals completed after March 1st will be charged an additional late fee of \$150 per product. A penalty fine will be applied instead of the late fee if renewals are not submitted by April 1st.

We don't have a discontinuance policy. A product that is currently registered with our department must continue to be renewed as long as it remains in the channels of trade in the state.

At the bottom of the page is a button labeled "Get started →" which is circled in red.

4. Confirm the products you want to renew and click “Next”.

A screenshot of a web application showing the "List of Selected Renewal Products" page. The page has a sidebar with a list of steps: "Application Information", "List of Selected Renewal Products", "List of Selected Retired/Discontinued Products", and "Signature and Confirmation". The main content area is titled "List of Selected Renewal Products" and contains a table with the following data:

Product Number	Product Name	EPA Registration Number	State Product Number
PRO000926	PRODUCT WITH WRONG LABEL		1002747-3
PRO001083	TEST PET WEIGHT PRODUCT	1234-9	

At the bottom of the page are two buttons: "← Back" and "Next →". The "Next →" button is circled in red.

5. Confirm the products you want to retire, check the required box and click “Next”.

A screenshot of a web application showing the "List of Selected Retired/Discontinued Products" page. The page has a sidebar with a list of steps: "Application Information", "List of Selected Renewal Products", "List of Selected Retired/Discontinued Products", and "Signature and Confirmation". The main content area is titled "List of Selected Retired/Discontinued Products" and contains a checkbox labeled "To the best of my knowledge these products are no longer in the channels of trade in Alabama. *". The checkbox is checked. Below the checkbox is a table with the following data:

Product Number	Product Name	EPA Registration Number	State Product Number
PRO000975	LABEL CHANGE PRODUCT	1234-7	

At the bottom of the page are two buttons: "← Back" and "Next →". The "Next →" button is circled in red.

6. Check the box to certify the information, select today's date, then print and sign your name.
Click "Preview Submission".

7. Review the application, then at the bottom of the Preview Submission page click "Save & Add to Cart".
8. On the 'Shopping Cart' page, review the information shown. You will be charged an extra \$150.00 per product renewed after the grace period of March 1st. Click "Submit".

Shopping Cart

CART ITEM(S)							
Cart Reference #	Application #	Product Detail	Application Date	Fee Type	Description	Fee(\$)	Action
TN0021557 	PRN0021558 	PRODUCT WITH WRONG LABEL , TEST PET WEIGHT PRODUCT (1234-9), LABEL CHANGE PRODUCT (1234-7)	07/22/2025 02:34 PM	Renewal/Retired Change Fee	Renewal/Retired Application fee (Per Product) amount for Product Registration/Product	\$1,200.00	
			07/22/2025 02:34 PM	Late Filing Fee	Late fee (Renewal Application) amount for Product Registration/Product	\$300.00	
Total Amount						\$1,500.00	

 Dashboard

 Add Another Registration Application

 Submit

9. You will be directed to the payment portal. Select your payment type (Credit/Debit Card or Electronic Check) and provide your customer and payment information. Click "Submit Payment"

10. You will be taken to the following screen. From here you can choose your next steps.

Note: A receipt will be emailed to you once the payment has been processed

