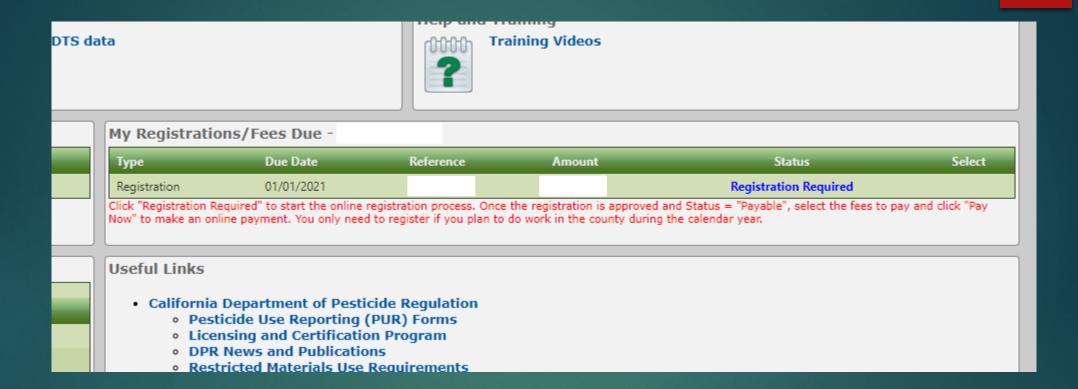
# CalAgPermits

|  | Log In               |  |  |
|--|----------------------|--|--|
| User Name:   |                      |  |  |
| Password:  |                      |  |  |
|  | Log In               |  |  |
|  |                      |  |  |
| Version 3.9.5.0  | I forgot my password |  |  |
| Need an account, or have questions about this site?<br>Click here for contact information. |                      |  |  |

- Log in to your CalAgPermits account.
- If you do not have a log-in or forgot your password, please contact your district biologist or our main office for help at (650) 363-4700 or via email at SMateoAg@smcgov.org.



 On your homepage there is a new section for registration. Please select "Registration Required"

| The following information is required to register your <b>PCA - Agricultural Pest Control Advisor license</b> . Please complete the required details. You can save your work and come back later to finish it. When you have completed all of the required information, please press the SUBMIT button to send information to the San Mateo County Agricultural Commissioner for review. Once your registration is approved, you can view and pay the registration fee from your portal main page. |            |                 |  |  |  |
|--|------------|-----------------|--|--|--|
| Registration for the 2021 Year   |            |                 |  |  |  |
| Name of Business:  |            |                 |  |  |  |
| This location is:  Main Branch   |            |                 |  |  |  |
| DPR License #:   | Exp. Date: | Reg. Exp. Date: |  |  |  |
|  | 12/31/2020 |                 |  |  |  |
| Adviser's Employer:  |            |                 |  |  |  |
|  |            |                 |  |  |  |
| Written recommendations are available at (city and street):  |            |                 |  |  |  |
|  |            |                 |  |  |  |
| Please attach a copy of your DPR license and equipment list in the attachments section below   |            |                 |  |  |  |

• Enter your registration information

You must attach a copy of your PCA registration form in the Attachments section below. Once you have completed entering the required information, click the "Generate Registration Form" button. This will generate the PCA registration form in PDF format with all of your required information. Once the PDF form is generated you can print it, sign it and then scan it into your computer (helpful hint - you can take a picture of the signed form with your phone). Once you have signed and saved or scanned the PDF file you can upload it to the system by clicking the "Attach" link under the Attachments section. You can then drag and drop the PDF file onto the upload popup window. Once you have attached the PDF file, you will then be able to submit the completed form to the county.

Generate Registration Form

#### Attachments

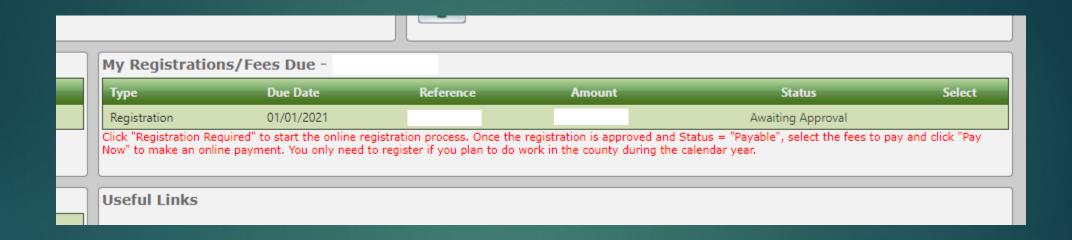
PCA Registration Form Attach

Copy of current PCA Card Attach

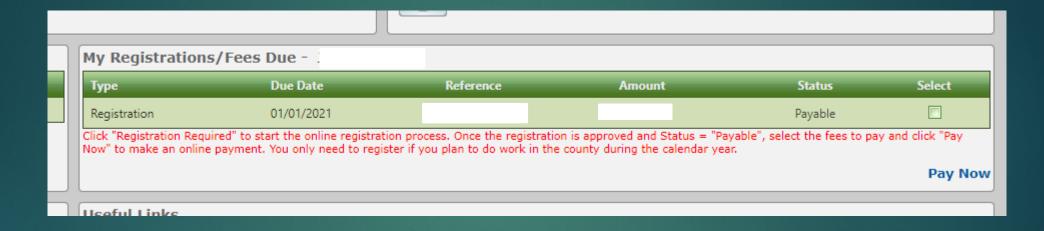
Remarks: add notes/additional information here

Please print out and sign the document, then scan or take a picture of your forms and attach to your registration

- a) A completed and signed county registration form
- b) Copy of current PCA card



 Once your registration is submitted, our office will review the application within two business days. Once it is approved, you will receive an e-mail request for online payment.



- The last step is to log back into your CalAgPermits account and submit your online payment. You are not registered until you have paid your annual fee.
- The registration fees for 2022 are \$10.00 for advisors with their operation and license based in San Mateo County and \$5.00 for out-of-county advisors.
- Payment can be made via e-check or credit card. Note that there is a 3% convenience fee for making online credit card payments.





## County of San Mateo, California

728 Heller St, Redwood City CA 94064-0999 Customer Service: smateoag@smcgov.org, (650) 363-4700

The CalAgPermits Payment Portal provides payment services for the San Mateo County Agricultural Commissioner's office (DBA "DEPT OF AGRICULTURE W AND M") and allows businesses to pay registration fees online using a credit card or echeck. This site does not collect or store any personal information or credit card details - all financial information is handled securely by the credit card processor. At this time we are accepting e-check, Visa or Mastercard only.

There are no additional fees or payments when using the e-check option.

There is a 3% convenience fee for making online credit card payments - this fee is paid to the credit card processor and is not retained by San Mateo County.

#### Licensee Name:

#### Licensee Address:

You have selected the following fees due for payment:

| Туре             | Due Date   | Reference Number | Amount Due |
|------------------|------------|------------------|------------|
| Registration Fee | 01/01/2022 | PCM-40312        |            |

#### Total Due:

By clicking "Next" below, I certify that I am (i) 18 years old or older; (ii) using my actual identity and any information provided is accurate and complete; (iii) legally authorized to make payments on the behalf of the licensee above; and (iv) my use of the service will not violate any local, state, national or international laws or regulations.

Next

Cancel

CalAgPermitsMVC/Payment/SubmitPayment?selectedIdList=["3222"]

## Submit Payment

Clicking Continue will transfer you to our credit card processing partner website to enter your payment details. Once your payment is complete you will be transferred back to your CalAgPermits portal page. If your payment is successful, you will receive a receipt by email. The email will come from noreply@elavon.com (Elavon is the credit card payment processor). If you do not see the email within an hour, please check your junk or spam folder in your email program, or you can add noreply@elavon.com to your safe senders list to ensure the receipt email is not filtered out.

Continue

Cancel

Click "Continue"

Please confirm the total registration fee amount below and click the Checkout button to proceed to the payment screen.

### **Order Section**

Amount USD

Description San Mateo County Ag License

Registration Fees

Merchant Transaction ID 2096

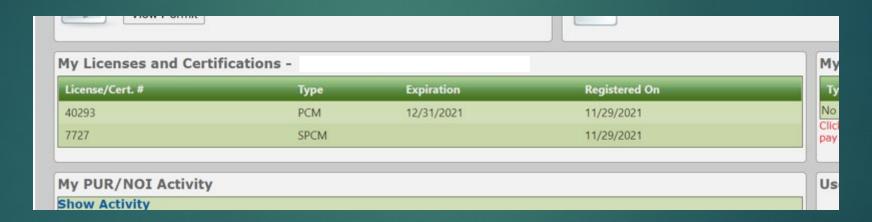
CHECKOUT



Click "Checkout"

Please confirm the total registration fee amount below and click the Checkout button to proceed to the payment screen. **Order Section Billing Address** Amount 70.00 USD Company San Mateo County Ag License Registration Description Fees First Name Joe Smith Merchant Transaction ID 2096 Address1 Payment 123 Main PAYMENT CARD Address2 City -State/Province Postal Code CA 99199 Belmont 4000 0000 0000 0002 ☐ Change Card United States Expiration Date(MMYY) \* CVV2 0 04/24 321 Email Address Phone **Custom Section** - Registration Year 2021 License Info #1 PCM-40293: \$60.00 License Info #2 SPCM-7727: \$10.00 License Info #3 SUBMIT PAYMENT Secure Payment





• Your receipt is your proof of registration. Your CalAgPermits page will also show you the date you registered with our county.