Guidance for Pesticide Renewals

Please use this information to guide you through the online pesticide renewal process. To provide every scenario and issue that may be unique to each agent or company would be difficult and confusing, so please contact our office if you need any assistance.

1. Open our online registration system using the following link:
   https://www.ms.gov/MDACPesticides/index.faces
2. Your User Name will be your email address, which is the email you received this renewal reminder.
3. If you do not know your password, please use the "Forgot Password" function at the login page. If that does not help, you can email me at denisec@mdac.ms.gov or Emilie at emilie@mdac.ms.gov.
4. Once you are logged in, please select "Company", then "My Companies" from the drop down list. You will see your company or companies in which you represent.
5. Click on the company name for which you need to renew products.
6. You will then see a green "Renewal" button located at the bottom of your company page under the "Manage Products" and "Print Product List" buttons. Select the "Renewal" button to view the product list page that shows currently registered products for the company. From here, the agent will determine the status and make changes for a product for the following year.
7. Before you begin, you will notice to the right of the product name the Current Status, Expiration Date, and This Renewal Status columns. The "Current Status" column will show the status for the current year. The "Expiration Date" column will show the product expiration date. The "This Renewal Status" column will be empty when you first start this process. As you assign a status for the upcoming year, that column will show your progress. To assign a status to each product:
   a. **Products with Active Status Needing No Updates**: Select the check box to the left of the product name for all active products that are to be renewed as active with no changes (i.e. no status change, no label update, etc.), then select the "Renew Selected Products as Active" button for each page. After you do this for the first page, you will repeat this process for every page if a company has more than one page of products. You will notice the "This Renewal Status" column will now show "Renew as Active" for these products.
   b. **To Change the Status**: You MUST click the blue product name to change the status of a product. You can change the status to Active, Discontinuance, or to Cancel. Please click on each individual product name that needs a status change. The system will direct you to the next screen to assign the appropriate status. As you do this, you will see the new status appear in the "This Renewal Status" column.
8. Before cancelling a product, please be aware the State of Mississippi requires all products to go through at least one year of discontinuance prior to cancellation.
9. You can also click on the product name of an individual product if the label needs an update. **A new label is not required for every product during renewal; only product labels that have been updated need to be submitted.**
10. Please make sure there is a status in the "This Renewal Status" column for each product in order to see a make payment button.
11. **REMINDER**: Please make any and all changes prior to paying because changes cannot be made after the payment. **The deadline for renewal is December 31st of this year. After this date, products not renewed are considered unregistered products in the State of Mississippi, and stop sales will be issued on any unregistered products found in Mississippi.**
12. Click the "Make Payment" button to submit an online payment and complete the renewal process. If any changes were made, those products will be sent to our pending queue for approval. If no changes were made, your products are renewed for the upcoming year.