Illinois Department of Agriculture

Bureau of Agricultural Products Inspection

We are pleased to announce our transition to USAPlants for our Feed, Seed, and Fertilizer Programs.

https://agr.illinois.gov/USAPlants/SecurityLogin.aspx

Once registered with USAPlants in Illinois, all Licensed Companies will now be able to view:

- License status
- Product Registration Status (if applicable)
- Tonnage Reports (if applicable)
- Sample Information (tentatively available 12/15/16)
- Payment history
- Fertilizer companies are now able to enter monthly tonnage reports online
- Requests for changes to contacts, physical address of manufacturer/distributor, mailing address, and laboratory addresses can be made through USAPlants.
First time users will need to register with USAPlants for their Illinois feed, seed, and fertilizer programs.

Please type the following address into your internet address bar: https://agr.illinois.gov/USAPlants/SecurityLogin.aspx

Once you have brought up the Illinois USAPlants Home Page, you will click on "Register".
Account Registration — this account will allow access to all programs (feed, seed, and fertilizer) that your company has licensed with the Bureau of API.

<table>
<thead>
<tr>
<th>Home</th>
<th>Programs</th>
<th>Maintenance</th>
<th>Reporting</th>
<th>Reset Password</th>
<th>Logout</th>
</tr>
</thead>
</table>

Please refer to the directions below your license to fill out this information:

- **USAPlants ID:**
- **Pin ID:**
- **New User Name:**
- **Email Address:**
- **First Name:**
- **Last Name:**
- **Phone:**
- **New Password:**
- **Confirm Password:**

For assistance in obtaining your USAPlants and Pin ID please email AGR.API@illinois.gov or call 217-782-3817.

The authorized representative for each company will complete this page.

The USAPlants ID and Pin ID for Feed Companies can be found on your Commercial Feed License Renewal Application beside the manufacturer’s name and manufacturer ID.

The USAPlants ID and Pin ID for Fertilizer Companies was mailed with instructions for entering the monthly tonnage reports.

For assistance in obtaining your USAPlants and Pin ID please email AGR.API@illinois.gov or call 217-782-3817.

Please make a copy of your password as this will be required to access your account.
Registrants can obtain their USAPlants ID and Pin ID by emailing AGR.API@illinois.gov or calling 217-782-3817.

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<tr>
<th><strong>USAPlants ID:</strong></th>
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<tbody>
<tr>
<td><strong>Pin ID:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>New User Name:</strong></td>
<td>User Choice (no spaces)</td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
<td>Primary User Email Address</td>
</tr>
<tr>
<td><strong>First Name:</strong></td>
<td>Primary User Name</td>
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<tr>
<td><strong>Last Name:</strong></td>
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</table>
Once registered with USAPlants, users can log on at

https://agr.illinois.gov/USAPlants/SecurityLogin.aspx

Using the user name and password
Account Page – to view all program account information including payments, tonnage, products, samples (once available).

**Monthly fertilizer tonnage can be entered from the Account Summary Page. Click on the Tonnage button – then Add/Edit tonnage.**
<table>
<thead>
<tr>
<th>Program</th>
<th>Year</th>
<th>Schedule</th>
<th>Reporting</th>
<th>Total Tons</th>
<th>Total Brands</th>
<th>Inspection Fee</th>
<th>Late Fee</th>
<th>Amount Due</th>
<th>Amount</th>
<th>Payments Amount</th>
<th>Check #</th>
</tr>
</thead>
</table>

0 record(s) found.
Profile Page: To view account information, request change of address (includes changes to primary contacts, email addresses, and phone numbers), and change password click on “Profile” at top center of Home Page.
For changes to addresses, primary contact, phone numbers, and email addresses click on “Request Address Change”. The request will be received at the Illinois Department of Agriculture and the necessary revisions will be made to your account.

The primary account user can change the password without assistance from the IL Department of Agriculture. The password is user’s choice.
1. Check which mailing address(es) to be changed: Primary (Physical Address of Manufacturing/Distribution facility), mailing address, or lab mailing.

2. Fill in boxes under new address with the necessary revisions. Primary Contact, phone numbers, and email addresses may also be changed.

3. Click “Send Request”.