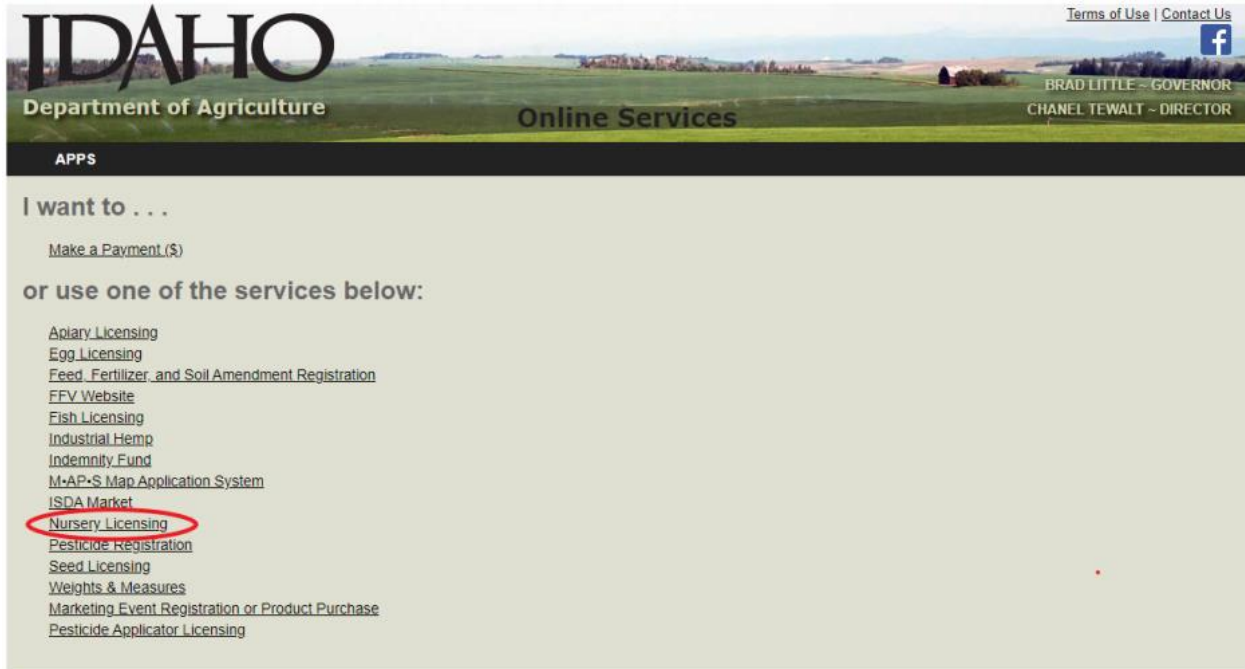


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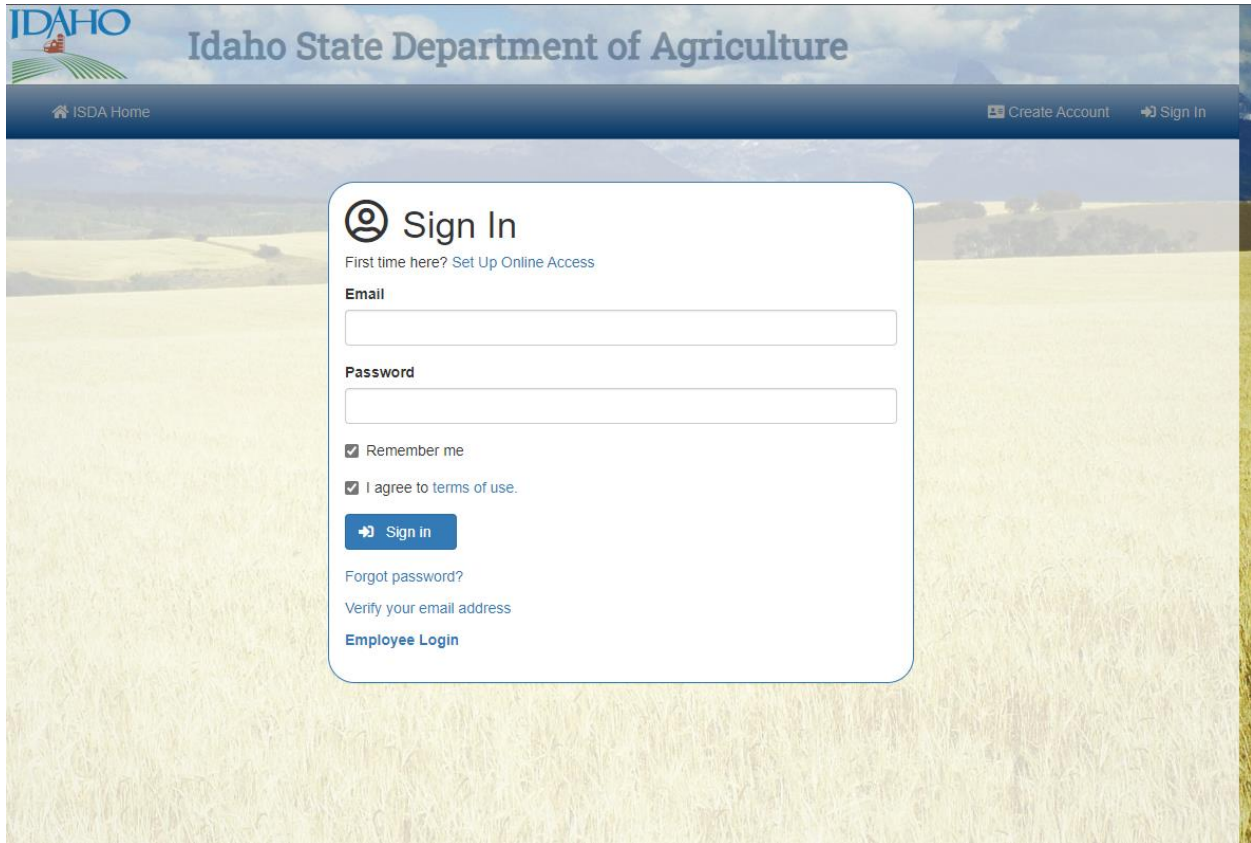
# 1.) Creating a New Business

On the website: <https://licensing.isda.idaho.gov/> Click Nursery Licensing

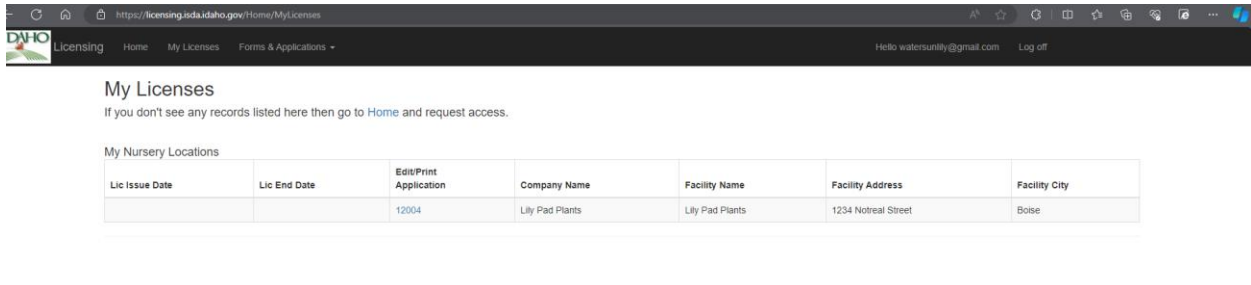


Log in using your email and password, Click





You should see your Licenses listed on this page. If not, Request access or call (208)332-8621



Click on your application or license number.

## 2.) Renewing a License or Activating a New License

Check that all information is correct and current, including email, mailing address, and phone number.

**Idaho Nursery Licensing** Home My Licenses Forms & Applications

**Saved**

**NURSERY / FLORIST / AGENT LICENSE APPLICATION**

Application and fees must be received before nursery and floral stock is sold. If paying by check, make the checks payable to the Idaho State Department of Agriculture.

[Print application](#) [New or Renew License](#)

Company 12004

<b>Name</b> Lily Pad Plants	<b>First Name</b> Lily	<b>Last Name</b> Watterson	<b>Address</b> 1234 Notreal Street		
<b>City</b> Boise	<b>State</b> ID	<b>Zip</b> 83702	<b>Phone</b> 208-555-8964	<b>Email</b> [REDACTED]	<b>SSN</b> 555-00-5555
<b>EIN</b> 00-0000005	<small>Please only enter a SSN OR EIN</small>				

**Properties and Facilities**

Property	Property Name	Property Contact	Property Address	Property City	Property State	Property Zip	Property Phone
<a href="#">View Property &amp; Facility Detail</a>	Lily Pad Plants	Lily Watterson	1234 Notreal Street	Boise	ID	83702	208-555-8964

**License:**  
**Facility Name:** Lily Pad Plants  
**F Contact:** Lily Watterson  
**F Address:** 1234 Notreal Street  
**F City:** Boise  
**F State:** ID  
**F Zip:** 83702

[Add New Facility to this property](#)

[Add New Property](#)

[Submit](#)

Click

[New or Renew License](#)

Select **Regular** (whole year) or **Temporary** (per Title 22 Ch 23 Law) License, then click **Take me to Invoice**.

### Select licenses to purchase

Property Name	Property Contact	Property Address	Pro
Lily Pad Plants	Lily Watterson	1234 Notreal Street	Bois

Pay Fees for:  Regular License Payment  Agent License Payment  Temporary License Payment

License:

Facility Name: Lily Pad Plants

Fac Contact: Lily Watterson

Fac Address: 1234 Notreal Street

Fac City: Boise

Fac State: ID

Fac Zip: 83702

[Take me to Invoice](#)

### 3.) Generating an Invoice

Click Select Invoice and Print

Licensing Home My Licenses Forms & Applications ▾

## Invoice Creation

These are the items you have selected to purchase.  
(Note. Locations with active licenses or those with pending payments have been removed)

Company Lily Pad Plants

Description	Facility	Facility Address	Amount
Research payment	Lily Pad Plants	1234 Notreal Street	\$25.00
Regular License Payment	Lily Pad Plants	1234 Notreal Street	\$75.00


**Invoice Total: \$100.00**

Clicking on either of these buttons will create a payable invoice with ISDA.

Create Invoice & Pay Online with Credit Card **Create Invoice and Print**

Print the page or note your invoice number, including dashes!

Licensing Home My Licenses Forms & Applications ▾ Hello [User Name]



Idaho Department of Agriculture  
Plant Industries Division  
2270 Old Penitentiary Road, P.O. Box 7249  
Boise Idaho 83707  
Ph: (208) 332-8620; Fax: (208) 334-2283

**Invoice**  
**# 17-00-2363774**

Print this page

Company Lily Pad Plants

Description	Facility	Facility Address	Amount
Research payment	Lily Pad Plants	1234 Notreal Street	\$25.00
Regular License Payment	Lily Pad Plants	1234 Notreal Street	\$75.00

**Invoice Total: \$100.00**

Now you can choose your method of payment, below:

## 4.) Payment Options

You can pay an invoice online at: <https://onlinepay.isda.idaho.gov/>. Select 'Quick Pay' and input the invoice number, including the dashes.

### Online Payment Convenience Fees

- Credit or debit cards: A credit card processing fee of 3 percent of the purchase price will be charged. This is the same fee charged when using a credit or debit card for purchases made at private businesses.
- Electronic or "E-Check": A flat fee of \$2.50 fee is charged for processing e-checks.

These convenience fees are paid to the state's private web portal provider – Access Idaho – as authorized in Title 49, Chapter 2 of Idaho Code.

Other Payment Options – include invoice number.

- Check by mail. Payable to ISDA. Mailing address: P.O. Box 7249, Boise, ID 83707.
- Pay in person by check or cash at ISDA Boise address: 2270 Old Penitentiary Rd., Boise, ID 83712. We cannot process credit cards in the office or over the phone.

Please reach out with any questions to (208)332-8620.

## **5.) Paper and Mail Method**

If you prefer, you may instead submit a Nursery Application Form and return the form with the applicable \$100.00 license fee in the mail. ISDA will setup the account for you and issue the license once payment has processed. ISDA Boise address: 2270 Old Penitentiary Rd., Boise, ID 83712. We cannot process credit cards in the office or over the phone.

Please reach out with any questions to (208)332-8620.