

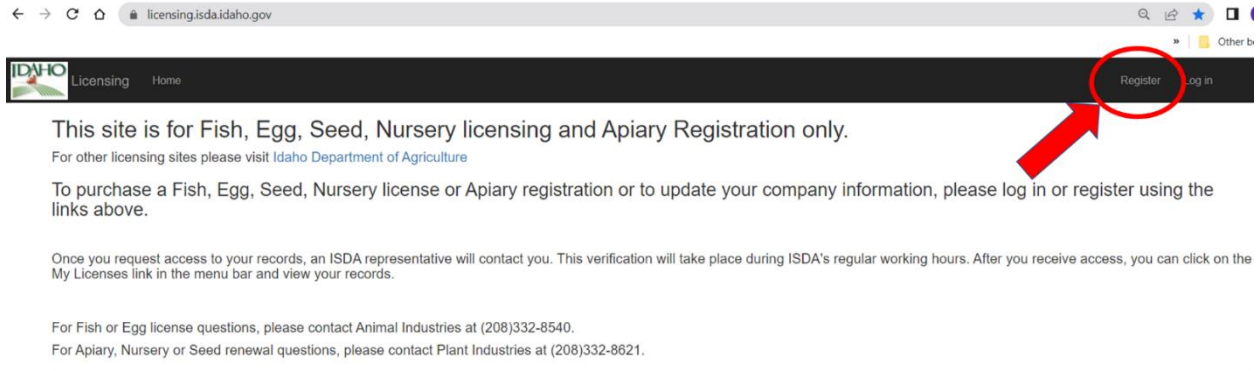
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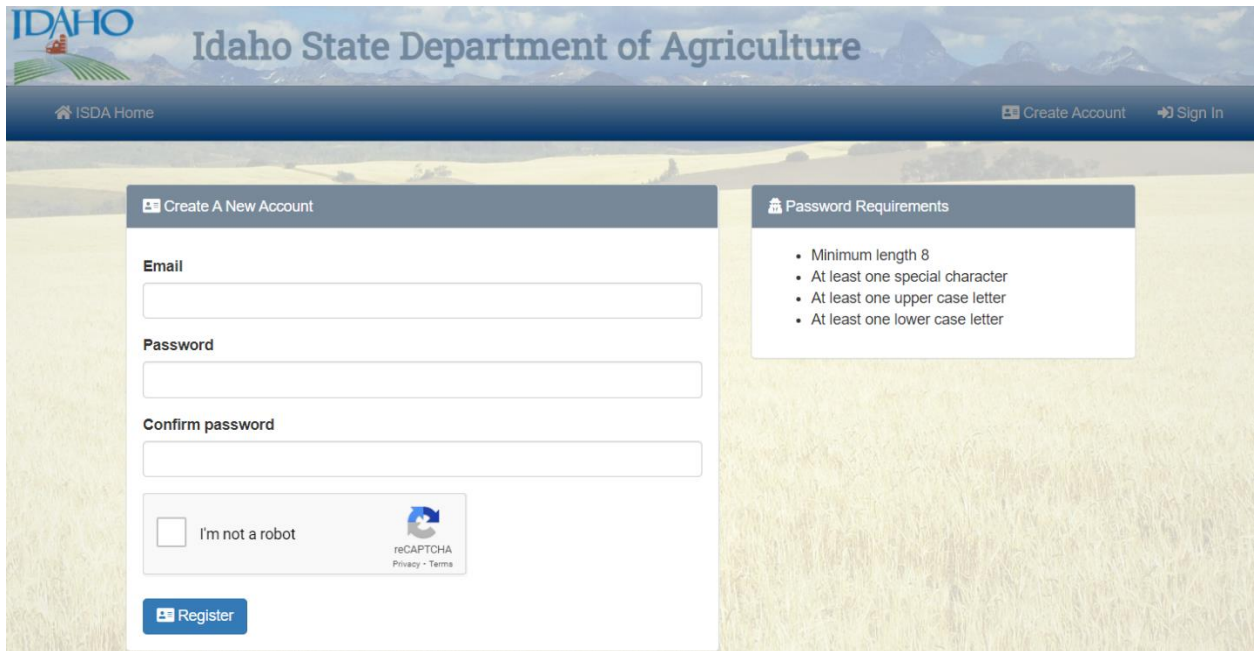
1.) Creating a New Business

From the website: <https://licensing.isda.idaho.gov/>

Click on **Register**



Create A New Account



Confirm Email Address

Confirmation Email Sent

A confirmation email has been sent to the address you entered. Click the link to verify your email address.

Didn't get an email? Please click [here](#) to resend.

Email Verified

Your email address has been verified. You may now login to your account. [➔ Sign In](#)

ONLINE SERVICES – ACCOUNT SETUP



APPS

I want to . . .

[Make a Payment \(\\$\)](#)

or use one of the services below:

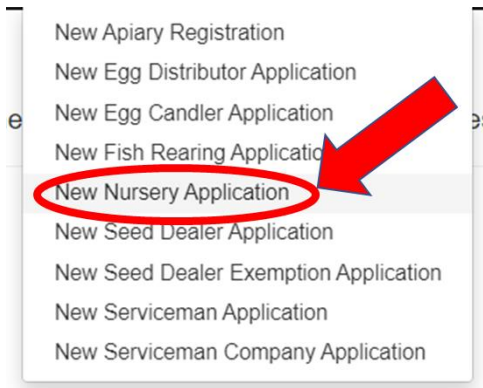
- [Apiary Licensing](#)
- [Egg Licensing](#)
- [Feed, Fertilizer, and Soil Amendment Registration](#)
- [FFV Website](#)
- [Fish Licensing](#)
- [Industrial Hemp](#)
- [Indemnity Fund](#)
- [M-AP-S Map Application System](#)
- [ISDA Market](#)
- [Nursery Licensing](#)
- [Pesticide Registration](#)
- [Seed Licensing](#)
- [Weights & Measures](#)
- [Marketing Event Registration or Product Purchase](#)
- [Pesticide Applicator Licensing](#)

NEW LICENSE APPLICANTS

Click pulldown for **Forms & Applications**



Select **New Nursery Application**



Input **Company** Information. *Include an EIN or Social Security number here. An EIN or SSN will be necessary to edit your address, phone number, email, or company contact in the future. The address here will be your *Mailing Address*.*

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.

Note: If you are trying to renew an existing ISDA Nursery License then please don't create a new application here. You should be able to view your current company information [here](#). Contact Plant Industries for any questions or concerns at (208)332-8621.

Company

Name		First Name		Last Name		Address	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
City	State	Zip	Phone	Email	SSN		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
EIN		<small>Please only enter a SSN OR EIN</small>					
<input type="text"/>							

Properties and Facilities

Please click submit to save the company before adding a property.

When all company information has been input, click



Input **Properties and Facilities** Information. Click



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

Name Lily Pad Plants	First Name Lily	Last Name Watterson	Address 1234 Notreal Street		
City Boise	State ID	Zip 83702	Phone 208-555-8964	Email [REDACTED]	SSN 555-00-5555
EIN 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
View Property & Facility Detail	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.