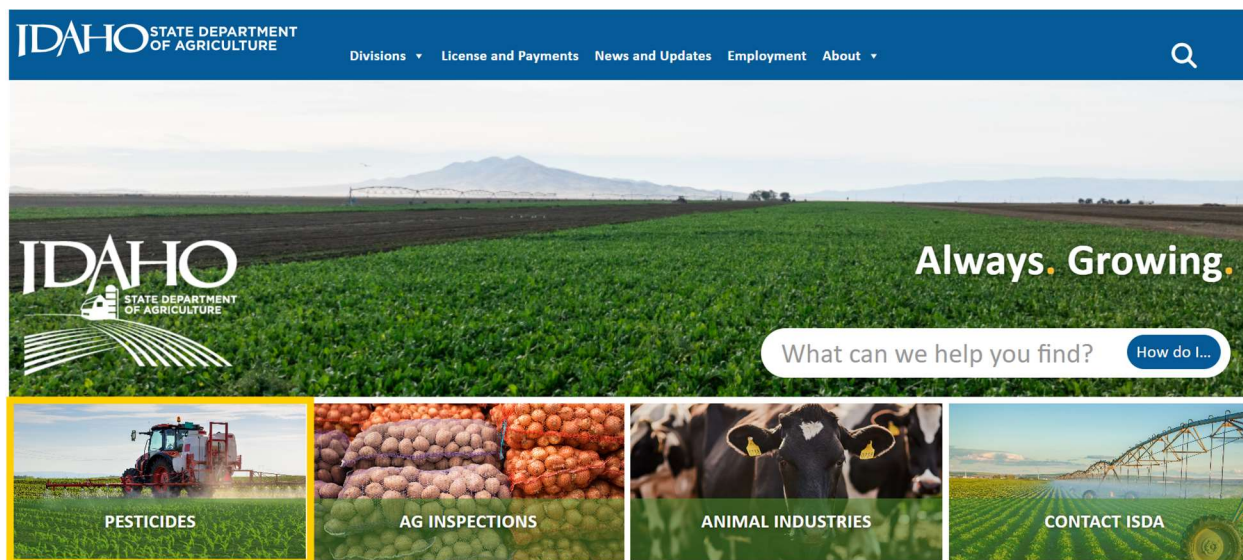


## SELF-SERVE SET-UP

Please visit:

 [www.agri.idaho.gov](http://www.agri.idaho.gov)

Select “Pesticides”:



Select “Learn More” under the “Pesticide Applicator Certification & Training” option:



### Pesticide Applicator Certification & Training

Applicator licensing applications and other forms, license search, study material, exam schedule, upcoming trainings, and recertification seminars.

[Learn More](#)



### Chemigation

Chemigation equipment and Water Quality Program information.

[Learn More](#)



### Pesticide Product Registration

Product registration and 24C Special Local Needs Registrations.

[Learn More](#)

Select “Learn More” under the “Applicator License Search” option:

The screenshot shows the Idaho State Department of Agriculture website. On the left is a navigation menu with links: Agricultural Resources, Pesticide Applicator Licensing & Certification (highlighted), Chemigation & Agricultural Water Quality Program, Pesticide Registration, Pesticide Disposal Program (PDP), Worker Protection Standard (WPS), and Pesticide Compliance. The main content area has a header with a PDF icon and the text "New-Set up online credit tracking & license renewal!". Below this are two buttons: "Make a Payment" and "Online Services Login". The main content is divided into three columns: "Pesticide Applicator Forms" (with a photo of a person in a field), "Applicator License Search" (with a photo of a person using a laptop and a yellow box around the "Learn More" button), and "Exams & Study Materials" (with a photo of a training manual and a calculator). Each column has a "Learn More" button at the bottom.

You will now be directed to the Pesticide Applicator Self-Service Portal. You can bookmark this page for future reference:

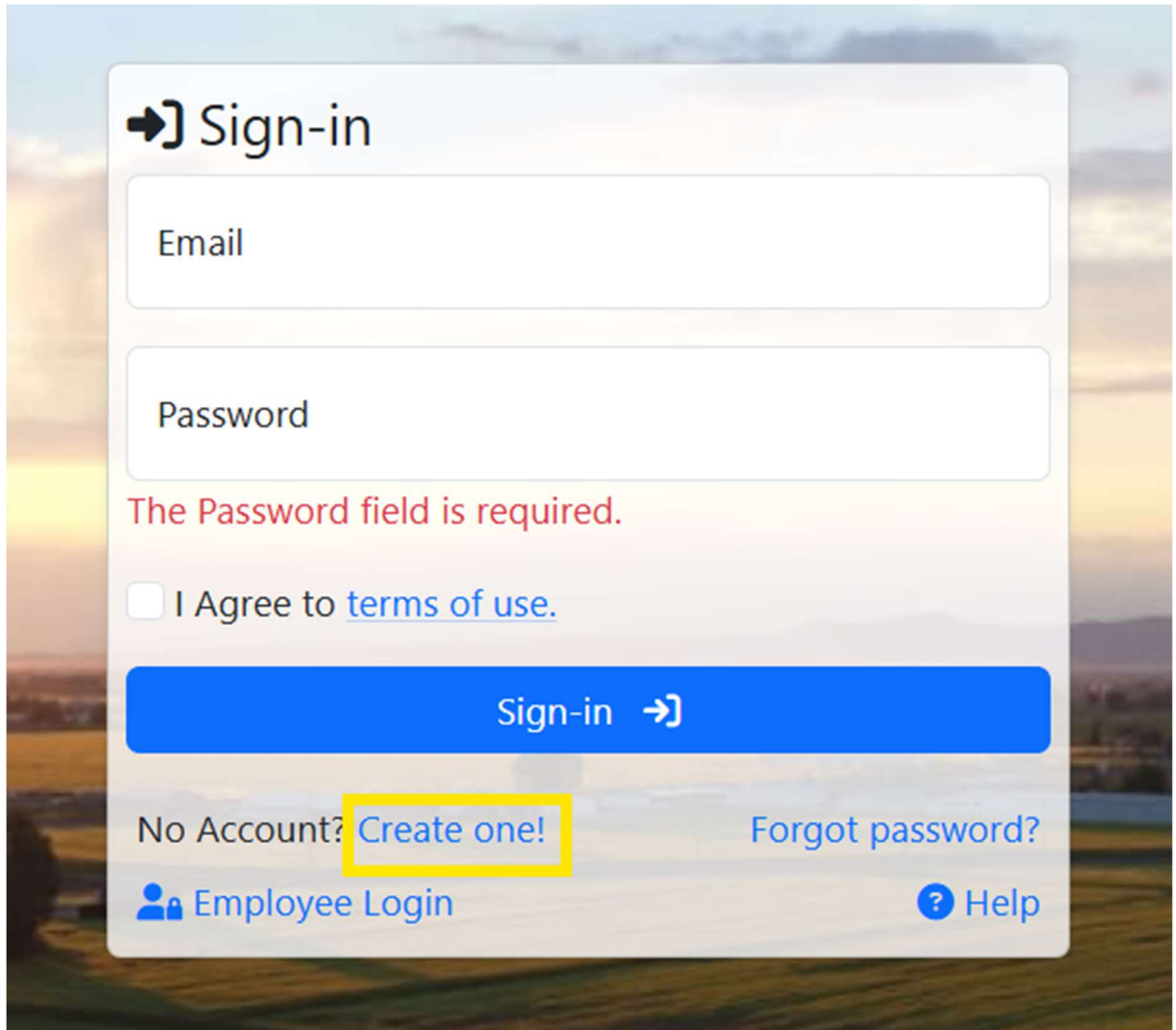
👉 [applicatorlicensing.isda.idaho.gov](http://applicatorlicensing.isda.idaho.gov)

Steps to set up online access:

1. Click on “SIGN IN”

The screenshot shows the Idaho State Department of Agriculture website. The header includes the IDAHO logo, the text "Idaho State Department of Agriculture" and "Serving agriculture and consumers since 1919", and links for "Terms of Use" and "Contact Us". Below the header is a navigation bar with links: ONLINE SERVICES, ISDA HOME, APPLICATOR LICENSING HOME, and SIGN IN. The main content area has a sidebar with links: Home, sign-up & Look-up, Applicator Lookup, Seminar Lookup, Exam Session, and Sign-Up. The main content area has a "SIGN IN" button highlighted with a yellow box, and text: "Applicators: SIGN IN or access to Self-Serve Licensing & Lookup ..." and "Seminar Hosts: SIGN IN for access to Seminar Hosting & Management ...". The footer includes the text "Version: 10.7.10" and "ISDA Pesticide Applicator Licensing".

2. Select “Create One!”



➔ Sign-in

Email

Password

The Password field is required.

☐ I Agree to [terms of use.](#)

Sign-in ➔

No Account? [Create one!](#)

[Forgot password?](#)

 [Employee Login](#)

 [Help](#)

3. Fill in the required information and select “Create an Account”

The image shows a web form for creating a new account. The form is titled 'Create New Account' and contains three input fields: 'Email', 'Password', and 'Confirm Password'. Below these fields is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Create Account' button. To the right of the form is a sidebar titled 'Account Requirements' which lists two main steps: 1. Enter your email and choose a password that meets the following requirements (with sub-points: Minimum 8 characters, Minimum one lower and one upper case letter, Minimum one special character non-alphanumeric). 2. An email with a confirmation link will be sent to the address you entered. Verify your email address by clicking the link. If you do not receive the confirmation email, read the Help Page for instructions on how to resend the confirmation email.

**Create New Account**

Email

Password

Confirm Password

☐ I'm not a robot

reCAPTCHA  
Privacy • Terms

Create Account

**Account Requirements**

1. Enter your email and choose a password that meets the following requirements.
  - Minimum 8 characters
  - Minimum one lower and one upper case letter
  - Minimum one special character non-alphanumeric
2. An email with a confirmation link will be sent to the address you entered. Verify your email address by clicking the link. If you do not receive the confirmation email, read the [Help Page](#) for instructions on how to resend the confirmation email.

4. You will receive an email with a confirmation link from the sender [noreply@isda.idaho.gov](mailto:noreply@isda.idaho.gov)
  - Please be sure to check your junk and spam folders (it is very common for these types of emails to be flagged as spam)
5. If you receive an error:
  - Go back to the “Sign-In” screen.
  - Click **“Help”** in the bottom right corner.

➔ Sign-in

Email

Password

The Password field is required.

☐ I Agree to [terms of use.](#)

Sign-in ➔

No Account? [Create one!](#) [Forgot password?](#)

[Employee Login](#) [? Help](#)

- Select **“Resend Email Account Confirmation.”**

Quick Links

[Create new user account](#) [Resend email account confirmation](#) [I forgot my password](#)

Help Topics

✉ **Email Confirmation - Read this if you did not receive your account confirmation email.** ^

Automated emails that are necessary for managing your account are sent from "noreply@isda.idaho.gov". To protect your inbox, email service providers such as Outlook, Gmail, Yahoo or your internal I.T. department have spam filters. No-reply email addresses are often blocked due to several factors. Things you can do:

1. Add "noreply@isda.idaho.gov" to your contacts. Messages from contacts are not normally marked as spam.
2. Use the resend email link, located in the Quick Links above, when you are ready to try again.
3. Check your junk/spam folders. You may need to contact your IT department.

✉ **Tips for identifying legitimate emails?** v

**I Forgot My Password** v

**How Do I Change Email Address?** v

- *Note:* You may need to close your browser and then log back in.

6. Once logged in, you can click the various tabs on the left side of the page:

The screenshot shows the Idaho State Department of Agriculture (ISDA) Pesticide Applicator Licensing portal. The header includes the ISDA logo and the text "Idaho State Department of Agriculture" and "Serving agriculture and consumers since 1919". The page title is "PESTICIDE APPLICATOR LICENSING". The sidebar menu on the left includes: Home, Sign-up & Look-up, Applicator Lookup, Seminar Lookup, Exam Session Sign-Up, Self-Service, My Profile, My Licenses, My Chemigation Systems, My Exams, and My Seminars. The main content area displays a "NEW CHEMIGATION LICENSE" notice, which states: "If you were the holder of an ACTIVE, UNEXPIRED Private, Professional, or Dealer license and had a CH category on that license as of (approx.) May 2024 ... then you were automatically granted a new Chemigation-only license - this is a new type of license that replaces having a CH category on a Private, Professional, or Dealer license. 2024 legislative changes in the State of Idaho mandated removing the CH category from these license types and replacing it with a new Chemigation-only license. Note that since some licenses that had CH on them were in the process of being paid for and were not yet Active when the automatically-created Chemigation licenses were issued, then they may not have had a new Chemigation license created for them. If that is true, or you otherwise believe that you should have been issued the new Chemigation license, but were not - please contact the ISDA for assistance. Note that the new Chemigation license is standalone ... If you ONLY wish to chemigate, then contact the ISDA for assistance in obtaining a Chemigation license. (Self-service applicators may add a Chemigation license, with holds that will require review, on their My Licenses tab after logging in.)". Below this notice, there are two informational sections: "APPLICATORS: Seminar hosts offer seminars that award license renewal credits to licensed applicators - While it is possible to be both an applicator and a seminar host at the same time, you typically won't be. If being a seminar host does not apply to you, then you may ignore the Register Seminar Host button below." and "SEMINAR HOSTS: Your login ID (email address) has not been registered as a Seminar Host login. If you, or your organization, are interested in offering Continuing Education Credit (CEC) seminars for licensed pesticide applicators in the State of Idaho, please click the Register Seminar Host button below and follow the instructions for becoming a registered Seminar Host." A "Register Seminar Host" button is located at the bottom right of the main content area.

7. To generate your renewal, view credits, make a payment etc. select the **“My Licenses”** tab.