

## How to use the AES eCommerce Site for the Limited Urban Commercial Landscape Fertilizer Applicator (LF) certificate

The URL for the site is: <https://aesecomm.freshfromflorida.com/>.

A brief overview of the system.

Creating an account establishes a secure “shopping cart” for you in the revenue system and validates an existing email address. You are then taken to the AES processing area where you select the license/credential you are applying for. You will then provide us with the application information that may be necessary to qualify you for the credential. When processing is complete and all fees calculated, you will be sent back to your revenue shopping cart and payment information will be collected and processed. Successful payment processing will return you back to the AES processing area and you will be provided a receipt. This will complete your online application process.

ONCE YOUR PAYMENT HAS BEEN RECEIVED AND DEPOSITED, the licensing section receives your application, validates the information and any qualification the credential might require, and issues the license/certificate to complete the application process.

### Step 1

You must create a Revenue account. You will only do this ONCE. The revenue account can be used as long as your email address and PIN remain unchanged. (If you have already created account, you can go to Step 4)

Using the LEFT HAND menu, click on “[New User? Sign up](#)” link.



The screenshot shows a web browser window displaying the Florida Department of Agriculture and Consumer Services Licensing Web Site. The page has a green header with the department name and logo. Below the header, there is a navigation menu on the left side with the following links: E-mail Address, PIN, Login, Lost PIN? Help, New User? Sign Up, Resend Activation E-mail, and Instructions to Log-In. A red arrow points to the "New User? Sign Up" link. In the center of the page, there is a text box that reads: "Welcome to the Division of Agricultural Environmental Services Licensing Web Site". Below this, there is a text box with instructions: "If you are a new user, please register by clicking the New User Sign Up link on your left hand side. Adding the Florida Department of Agriculture email address to your contacts list will help to ensure your email provider does not block our emails. If you are a return user, please enter your E-mail Address and PIN which was emailed to you and then click on 'Login' button in order to login." Below this text box, there is a link: "If you need Help to Login, please click on the following Link.. Instructions to Log-In".

## Step 2

Enter your First name; Last Name and Email address on the LEFT SIDE and click on "Submit".

The screenshot shows a web browser window displaying the Florida Department of Agriculture and Consumer Services website. The page title is "eGov License Renewal - Home". The main heading is "Florida Department of Agriculture and Consumer Services" with the name "Adam H. Putnam, Commissioner" below it. On the left side, there is a registration form with the following fields: "Contact Person First Name:" (containing "Joe"), "Contact Person Last Name:" (containing "Gator"), and "Email address:". Below these fields are "Submit" and "Cancel" buttons. Three red arrows point to the "Submit" button, the "Email address:" field, and the "Contact Person Last Name:" field. The main content area features a "Welcome to the Division of Agricultural Environmental Services Licensing Web Site" message. A text box provides instructions for new and return users. At the bottom, there is a link for "Instructions to Log-In".

If done properly, you will receive a message on the left hand side that indicates that an email has been sent to the email address you provided.

The screenshot shows the same website as the previous image, but now displaying a login form on the left side. The form includes an "E-mail Address:" field, a "PIN:" field, and a "Login" button. A red arrow points to the "E-mail Address:" field. Above the form, a message states: "You will be sent an e-mail to activate your account." Below the form, there are links for "Lost PIN? Help", "New User? Sign Up", "Resend Activation E-mail", and "Instructions to Log-In". The main content area remains the same, with the "Welcome to the Division of Agricultural Environmental Services Licensing Web Site" message and the user instructions text box. The "Instructions to Log-In" link is also present at the bottom.

Step 3

You must follow the instructions in the email..... You have to click on the link provided to ACTIVATE your account.  
PLEASE MAKE NOTE OF THE PIN NUMBER IN THE EMAIL.

-----EXAMPLE-----

**From:** [fl-ag-online@freshfromflorida.com](mailto:fl-ag-online@freshfromflorida.com)

**Date:** March 18, 2014 at 1:24:01 PM EDT

**To:** "your email address"

**Subject:** e-Gov Account Activation

**Welcome New User!!!**

Florida Department of Agriculture & Consumer Services would like to thank you for signing-up as a new user through our e-commerce portal.

**Account Activation**

Please verify your email address by clicking the account activation link provided below:

<https://www.fl-ag-online.com/egc/customer/activator.aspx?UserKey=83e05243-ea-3b0277af7b1d>

You may also copy and paste the web address below into your browser.

**Account Information**

Please logon to our website (only after activating your account), to start using our online services.

Username: email address you provided

PIN: 24412

**General Information**

Please do not reply to this email. For business area assistance, please click on the Contact Us link on the <http://www.fl-ag-online.com> website for quickest routing. If you are receiving a technical error message, please email [helpdesk@freshfromflorida.com](mailto:helpdesk@freshfromflorida.com) and type "eCommerce" in the subject line of your email. Please email a screen print of the error (shift-print screen).

-----END EXAMPLE-----

You will receive the following screen once you have validated your email, when you are ready to use the system click on "Return to Login" or use the URL: <https://aesecomm.freshfromflorida.com/> link.



**Florida Department of Agriculture  
and Consumer Services**



Adam H. Putnam, Commissioner

**Account has been activated.**

[Return to Login](#)



## Step 4

Log into the system using the LEFT menu. You will enter the email address you registered with and the PIN number that was provided to you in the email.

E-mail Address:

PIN:

Login

Lost PIN? [Help](#)

New User? [Sign Up](#)

[Resend Activation E-mail](#)

[Instructions to Log-In](#)

Get Adobe Reader

### Welcome to the Division of Agricultural Environmental Services Licensing Web Site

If you are a new user, please register by clicking the New User Sign Up link on your left hand side. Adding the Florida Department of Agriculture email address to your contacts list will help to ensure your email provider does not block our emails. If you are a return user, please enter your E-mail Address and PIN which was emailed to you and then click on "Login" button in order to login.

If you need Help to Login, please click on the following Link.. [Instructions to Log-In](#)

After you have logged into your account you will be presented with this screen. Click on "Apply for Urban Landscape Commercial Fertilizer Certificate" (indicated by the arrow below).

Select Application Type

### Division of Agricultural Environment Services

#### New and Renewal License Registrations

Welcome to the Division of Agricultural Environmental Services' Exam and License Registration web site.

You may register to take a new exam, apply for a new license, or renew a license. You may also update contact information, updated Authorized Purchasing Agents, Authorized Representatives, and upload supporting licensing documentation such as continuing education attendance sheet(s). If you need help determining the type of license needed, you can take this Questionnaire: [Which Pesticide License Do You Need?](#)

Please note that making a payment does not guarantee license issuance. Your license will not be approved until all requirements have been met. Once FDACS has approved that the license holder has fulfilled all the requirements, the license will then be issued.

[Apply for Restricted Use Pesticide New License](#)

[Web Based Pesticide Certification Examination Tutorial](#)

[Apply for New Pest Control License or Certificate](#)

[Apply for Urban Landscape Commercial Fertilizer](#)

[Renew your license](#)

Note: You must be in a renewal period to renew your certificate. You can renew 60 days prior to your license expiration date. You must enter your name, date of birth, license number and DTN as it appears on your license renewal letter.

## Step 5

You will be taken to the application form. All REQUIRED information is marked with an asterisk.

Enter your Name; Date of Birth; and 4 Digit PIN (NOTE: THIS IS NOT THE SAME PIN PROVIDED WHEN YOU SET UP THE ACCOUNT. This is the PIN you originally provided the Bureau on licensing applications which will “usually” be the last 4 of your social – or – whatever PIN number you provided the Bureau – If this is the first time you are applying for a credential with the Department, please choose a 4 digit number THAT IS EASY TO REMEMBER). Continue to enter the other required information. When finished, click on the “NEXT” button.

The screenshot shows a web browser window displaying the application form for a Limited Certification for Urban Landscape Commercial Fertilizer. The form is titled "LIMITED CERTIFICATION FOR URBAN LANDSCAPE COMMERCIAL FERTILIZER" and includes a sub-header "Section 483.1542, F.S., and Rule 28-14.117 F.A.C.". A note states: "Applicant must be 18 years of age or older to apply. Fields marked with red asterisks are required. If Applicant has an existing license, name must be entered as listed on the licenses already in use. (Date Format: mm/M/yyyy, Phone Format: 999-999-9999)".

The form is divided into two main sections: "Applicant Information" and "Address Information".

**Applicant Information:**

- First Name: \* (text input)
- Middle Name: (text input)
- Last Name: \* (text input)
- Suffix: (text input)
- Date of Birth: \* (text input)
- 4 Digit PIN: \* (text input)
- Name of Employer: (text input)
- Driver's License/State ID: \* (text input)
- Email: \* (text input)
- Business Email: (text input)
- Home Phone: \* (text input)
- Cell Phone: (text input)
- Business Phone: (text input)
- Fax Number: (text input)

*Either home phone or cell phone is required. Format: 999-999-9999.*

**Address Information:**

- Home (Physical) Address: \* (text input)
- Line 2: (text input)
- Home City: \* (text input)
- State: \* (dropdown menu, currently showing "Florida")
- Zip Code: \* (text input)
- Mailing (if different): (text input)
- Line 2: (text input)
- Mailing City: (text input)
- State: (dropdown menu, currently showing "<select>")
- Zip Code: (text input)
- Business Address: (text input)
- Line 2: (text input)
- Business City: (text input)
- State: (dropdown menu, currently showing "<select>")
- Zip Code: (text input)

At the bottom of the form, there are two buttons: "Reset" and "Next".

Step 6

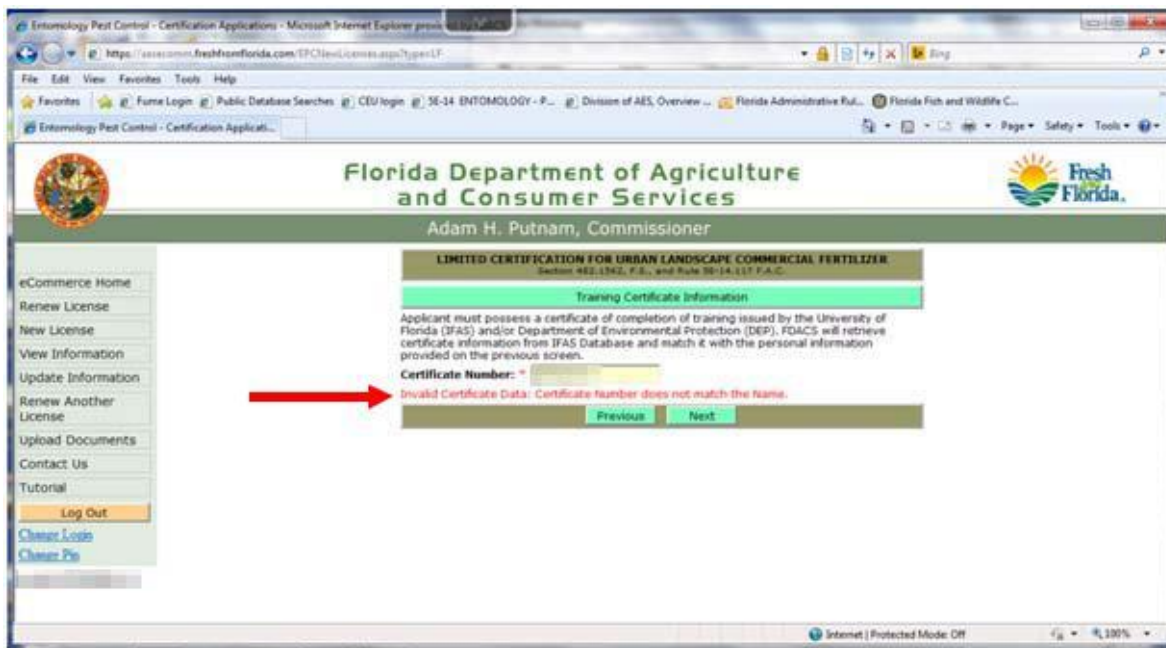
Your next screen will ask for you GIBMP certificate number. This is REQUIRED information and is printed on the certificate you received from UF/IFAS-GIBMP following your training.



## Step 7

The system then locates the GIBMP information and COMPARES it to the information you entered.

IF the name you entered does NOT MATCH EXACTLY the name used for the GIBMP certificate, you will receive an error – “Invalid Certificate Data: Certificate Number does not match the Name” (see below).



YOU CANNOT USE THE ELECTRONIC SYSTEM UNTIL THE NAMES MATCH. Please use the orange “LOG OUT” button on the left side menu. This will STOP THE RENEWAL PROCESS until you can correct the issue. (You will have to start the application process OVER – but you will NOT have to recreate your eCommerce account.)

To correct this issue, contact the GIBMP personnel directly and ask them to CHANGE YOUR NAME in the GIBMP database to match the name as you’ve entered into our system.

The GIBMP has a webpage that you can access to update your information:

[http://fyn.ifas.ufl.edu/professionals/BMP\\_contact\\_update\\_form.htm](http://fyn.ifas.ufl.edu/professionals/BMP_contact_update_form.htm). You can also contact Jen Marvin - Data Manager or Nicole Casuso - Program Assistant at (352) 273-4517 (email: [gi.bmp@ifas.ufl.edu](mailto:gi.bmp@ifas.ufl.edu)) and ask them to correct the information.

## Step 8

IF YOUR NAME MATCHED, you will get the next screen where you VERIFY that all of the information is correct. If you need to edit any information, there is a "EDIT" link in the green bar. DO NOT CHANGE YOUR NAME – but make any other edits as necessary. PLEASE BE SURE TO CHECK THAT YOUR EMAIL ADDRESS IS CORRECT.

Entomology Pest Control - Certification Applications - Microsoft Internet Explorer  
https://www.freshfromflorida.com/EPCHNewLicenses.aspx?Type=LF

Adam H. Putnam, Commissioner

**LIMITED CERTIFICATION FOR URBAN LANDSCAPE COMMERCIAL FERTILIZER**  
Section 482.1562, F.S., and Rule 5E-14.117 F.A.C.

Review Application [EDIT](#)

Applicant Name: [REDACTED] Date of Birth: [REDACTED]  
Employer Name: [REDACTED] 4 Digit PIN: [REDACTED]  
Email: [REDACTED] Business Email: [REDACTED]  
Home Phone: [REDACTED] Cell Phone: [REDACTED]  
Business Phone: [REDACTED] Fax Number: [REDACTED]  
Driver's License/State ID: [REDACTED] Certificate #: [REDACTED]  
Home Address: [REDACTED]  
Mailing Address: [REDACTED]  
Business Address: [REDACTED]

Acknowledgement

I hereby make application for the LIMITED CERTIFICATION FOR URBAN LANDSCAPE COMMERCIAL FERTILIZER pursuant to Section 482.1562, F.S., and Rule 5E-14.117 F.A.C.

I understand and will comply with the provisions of the above statutes and rules. Further, I understand that any violation of the statute, and rules constitutes grounds for suspension or revocation of the license and/or other penalties as provided in Chapter 482, Florida Statutes.

I declare under penalty of perjury that all of the information provided in this application and in any exhibits attached hereto, is true and correct.

Summary of Fees

*Partial Payments are not accepted.*  
Application Fees: \$25

[Submit Application](#)

You will be required to READ AND AGREE (by checking each box) EACH STATEMENT. You cannot proceed unless you agree to these statements.

You will see the \$25 certification fee summary.

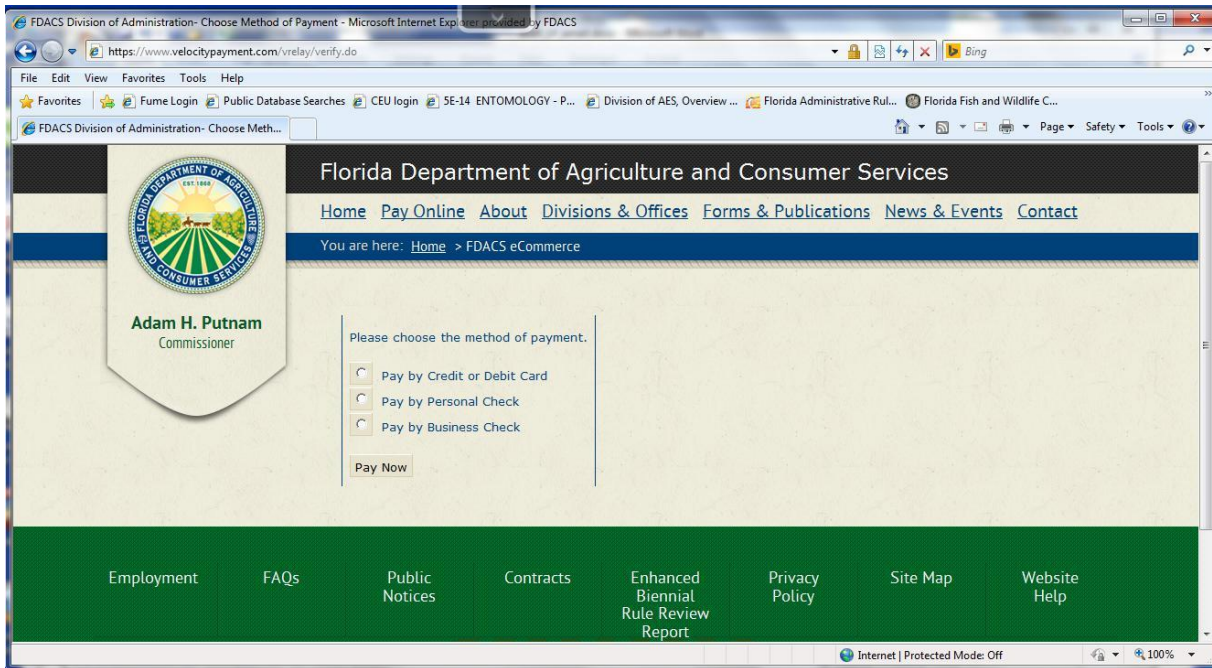
Click on "Submit Application" – your application information is stored and you will be redirected to the secure payment area. This is automatic.



## Step 9

Choose your payment method – You can pay by Credit or Debit Card; you can pay by Personal Check or you can pay by Business Check. Then press the “Pay Now” button

If you pay by Check – you will be presented a screen that you must print out on paper to submit with your check, to the Department by mail. Your certificate will not be issued until payment is received and processed.



If you choose to pay by Credit or Debit Card, you will go to the next screen.

Step 10

This is the “shopping cart” payment screen – verify the top information and then enter your payment information and billing address. Then click on “Continue”.

FDACS Division of Administration - Pay by Credit Card - Microsoft Internet Explorer

https://www.velocitypayment.com/velocity/select.do?RELATSELECTION=web17y99gTqgM8g9bqC08R/C3M4GvU8ZjL3nZwmt294-233981201

Florida Department of Agriculture and Consumer Services

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You are here: Home > FDACS eCommerce

Adam H. Putnam  
Commissioner

Required fields are highlighted with an asterisk.

Payment information:

Amount: \* \$25.00

Shopping Cart PK: \*

Shopping Cart Item Details PK: \*

Customer OOB ID: \*

DTN: \*

Web User Email: \*

Please enter the following information about your payment method:

Cardholder's Name: \*

Cards Accepted: \*

Card Number: \*

Signature Panel Code: \*

Expiration Date: \* MM/YY

Billing information:

Address: \*

Zip: \*

Continue Change Payment Method

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Internet | Protected Mode: Off 100%

Please be patient and do nothing until the processing screen appears and disappears. When complete, you will be returned to the AES processing area. If any error occurs, you will be given additional information to resolve the issue.

## Step 11

If payment processes normally, you are provided a receipt. Please print this receipt for your records.



Your application and payment has been **submitted**. Within one or two days, if your application and payment is in order, you should receive an automated email with a pdf image of your LF certificate. If your email indicates there are any issues or errors, please reply to the email you received from the department so we can correct the problem.

-----Example Email-----

**From:** [malori.langston@freshfromflorida.com](mailto:malori.langston@freshfromflorida.com)  
**Date:** March 19, 2014 at 12:00:51 AM EDT  
**To:** "your email address"  
**Subject:** RE: Application Status for DTN:XXXXXX

Dear Applicant,

Your application has been processed and your license has been issued. Your new license number is LFXXXXXX. An electronic copy of your license is attached. Please note, you will NOT be receiving a hard copy of the license card in the mail.

Thank You.

-----End Example Email-----

Save the pdf file attached to the email to your computer and print a copy for you to keep on your person while making fertilizer applications.

The LF credential is valid for 4 years. Please remember, that PRIOR TO RENEWAL, you must obtain 2 hours of Core and 2 hours of Limited Fertilizer Continuing Education Unit (CEU) credits to renew the credential.