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# HOW TO PAY AN INVOICE AND DOWNLOAD A CERTIFICATE ONLINE

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Using the New Jersey Department of Agriculture USA Plants Portal



NEW JERSEY DEPARTMENT OF AGRICULTURE  
Division of Plant Industry

HOW TO PAY AN INVOICE AND DOWNLOAD A CERTIFICATE ONLINE

Step 1 - Open the USA Plants NJDA Portal using the link below:

<https://ag-usaplants.mwg.nj.gov/SecurityLogin.aspx>

Step 2 - On the login homepage, select the “register” option:

The screenshot shows the NJ Plants Home Page. On the left is a navigation menu with the following items: NJ Plants Home Page, Agricultural Chemistry Program, Product Registration, Nursery Grower/Dealer Search, and Logon / Register. The main content area features a header with the New Jersey Department of Agriculture logo and a photograph of a greenhouse. Below the header is a login form with fields for 'User Name:\*' and 'Password:\*', a 'Login' button, and a checkbox for 'Change Password After Successful Logon.'. Underneath the login form is an 'Other Options' section containing a 'Register' button (highlighted with a red arrow), a 'Forgot Password' button, and a 'Frequently Asked Questions' link. At the bottom of the page are links for 'Home' and 'FAQ'.

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Step 3 - Fill out the information requested on the "Register User" page and take notice of where it says "Pin ID". You will find this on your NJDA invoice. See the graphics below:

**New Jersey**  
DEPARTMENT OF AGRICULTURE

**NJ Plants Home Page**

- Agricultural Chemistry Program
- Product Registration
- Nursery Grower/Dealer Search
- Logon / Register

### Register User

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

USAPlants ID:\*  [Need Help?](#)

Pin ID:\*  [Need Help?](#)

New User Name:\*

Email Address:\*

First Name:\*

Last Name:\*

Phone:\*  -  -

New Password:\*

Confirm Password:\*

[Home](#) | [FAQ](#)



NEW JERSEY DEPARTMENT OF AGRICULTURE  
DIVISION OF PLANT INDUSTRY  
PO BOX 330  
TRENTON NJ 08625-0330

**INVOICE**

**NURSERY STOCK DEALER'S AGREEMENT**

01/12/2022

NJ DEPT OF AGRICULTURE  
PO BOX 330  
TRENTON, NJ 08625

USAPlants ID: 0008MN  
PIN: 6428  
DECID: 10192  
Telephone:  
Email:

# HOW TO PAY AN INVOICE AND DOWNLOAD A CERTIFICATE ONLINE

Step 4: Once you successfully register your account with USA Plants, you will receive an email with your username and password to keep for your records. **\*Be sure to save this username and password as it will be used to access your account for future transactions.**

Step 5: Log in to your account and select the "Shopping Cart" option from the home screen. On the shopping cart screen, you will see the invoice in which you will need to pay. Check the select option in front of the invoice, then click "Add Selected Items to Cart":

STATE OF NEW JERSEY  
DEPARTMENT OF AGRICULTURE  
NJFARMS

[NJHome](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

### Shopping Cart

**Account Information**

0008MN | NJ Dept of Agriculture | PO BOX 330, Trenton, NJ 08625 | P1: 609-406-6939

Please select the items you would like to add to your shopping cart from the list below.  
When you are done, click the "Add Selected Items to Cart" button to proceed to the next step.

[Exit Shopping Cart](#)

#### Licenses

[Select All On Page](#) | [Select None On Page](#)  Show All

Select	Program Type / [Account]	Status	Expire Date
<input type="checkbox"/>	Nursery (10192) / [0008MN - NJ Dept of Agriculture]	Expired	12/31/2021

1 record(s) found.


[Add Selected Items to Cart](#) [Clear Shopping Cart](#) [Exit Shopping Cart](#)


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**Username: StateAG**

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Step 6: Once the invoice is added to the cart, select the "Verification Needed" option under the "Status" bar:



[NJHome](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)


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### Shopping Cart Verification


**Account Information**

0008MN | NJ Dept of Agriculture | PO BOX 330, Trenton, NJ 08625 | P1: 609-406-6939

**License Verification**

Please verify the information pertaining to each license listed below by clicking on the "**Verification Needed**" link, and make corrections if needed.

When all licenses have been verified, you will be able to proceed to checkout.


Status	License	Amount	
Verification Needed 	Nursery (10192) / [0008MN - NJ Dept of Agriculture]	\$75.00	<a href="#">Remove</a>
<b>Total</b>		<b>\$75.00</b>	

1 record(s) found.

**Items pending verification: 1**

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Username: StateAG

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Step 7: Fill out all the required information on the verification page. This includes stock sources if you are renewing your dealers license. You will have to select "add" and add each stock source there:

**License Information**

Business Type \*:  Class of Business \*:

Operation Types

Stock Types

Annuals  Evergreen

Aquatic Plants  Fruit Trees

Barberry  Groundcover

Blueberry  Herbaceous Perennials

Broadleaf Evergreen  Roses

Bulbs  Small Fruit

Deciduous Shrubs  Vines

Deciduous Trees

**Stock Sources**

Do you buy stock from other sources? If yes, please list them by name and address. If no, check below. DEALERS MUST PROVIDE STOCK SOURCE INFORMATION BELOW.

No, I do not buy stock from other sources

From:  To:  Year:

Name	Address	Phone	Year
0 record(s) found.			

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**Username: StateAG**

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# HOW TO PAY AN INVOICE AND DOWNLOAD A CERTIFICATE ONLINE

Step 8: Click “Accept and Continue” once completed entering stock sources and other required information. You are now able to proceed to checkout in the cart. Enter your email for receipt of payment then select “Credit Card” under payment method:

**Account Information**

0008MN | NJ Dept of Agriculture | PO BOX 330, Trenton, NJ 08625 | P1: 609-406-6939

**Shopping Cart**

Item	Amount
Nursery (10192) / [0008MN - NJ Dept of Agriculture]	\$75.00
<b>Total</b>	<b>\$75.00</b>

1 record(s) found.

**Payment Information**

Email \*:

A confirmation email will be sent to the email address you provided above.

New Jersey Department of Agriculture offers 3 payment methods.

- The Credit Card or ACH/eCheck options will take you to the Common Checkout Page to complete the payment process securely.
- The Pay by Check option will allow you to print a receipt and mail in a check for payment.
- All options will allow you to complete payment and print a receipt upon completion.
- **NOTE: The State of New Jersey cannot accept electronic payments from accounts outside of the United States. Payments from foreign accounts cannot be made electronically. Please choose a payment method other than “ACH/eCheck” if this is your situation.**

Please Select a Payment Method:

<< Back Exit Shopping Cart

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Username: StateAG

# HOW TO PAY AN INVOICE AND DOWNLOAD A CERTIFICATE ONLINE

Step 9: Next you will be taken to the State of NJ Payment Management System for credit card processing. Please fill out all required information on the screen:

STATE OF NEW JERSEY  
PAYMENT MANAGEMENT SERVICES

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

**Transaction Summary**

Description	Amount
Agriculture Test Service	\$75.00
Service Fee	\$2.00
Pay now with New Jersey Government Services	\$77.00

**Customer Billing Information**

Name \*

Company Name

Billing Address \*

Billing Address 2

Billing City \*

Country \*

State \*

ZIP/Postal Code \*

Phone Number \*  
###-###-#### or #####

Once this is completed, click "Make Payment" to complete your credit card payment:

01 2023

Name on Credit Card  
State of NJ

Verification Code  
\*\*\*

**Make Payment**   Cancel Payment   Edit



HOW TO PAY AN INVOICE AND DOWNLOAD A CERTIFICATE ONLINE

Step 10: Once payment is completed, you will receive an email with confirmation that the payment went through. Feel free to save this in your records as a receipt of payment. You will now see "Print All" available under the "Licenses" tab in the shopping cart. Click this for your updated certificate:

THIS IS NOT THE PRODUCTION SITE. THIS IS: <https://ag-usaplants.testmwg.nj.gov/>



STATE OF NEW JERSEY  
DEPARTMENT OF AGRICULTURE  
NJFARMS

[NJHome](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)



Transaction Confirmation

Account Information

0008MN | NJ Dept of Agriculture | PO BOX 330, Trenton, NJ 08625 | P1: 609-406-6939

Your USAPlants order has been processed successfully.  
Order Number: **f4e0b5ff-92a4-4e50-8fe3-35579d945dbe**  
Total: **\$75.00 + \$2.00 Service Fee.**

Below is a summary of your order. This document serves as a record for your transaction.  
You will also receive an electronic receipt via the email address you provided on the checkout page.  
If you did not receive a confirmation email and would like a record of the payment, please print this page.

Shopping Cart

Please click on the "Print" links below to view and print your licenses.  
If you have trouble printing, [view the Frequently Asked Questions \(FAQ\)](#).

Item	Amount	License
Nursery (10192) / [0008MN - NJ Dept of Agriculture]	\$75.00	
<b>Total</b>	<b>\$75.00</b>	<a href="#">Print All</a>

1 record(s) found.



Transaction Date: 1/18/2022  
Credit Card: \*1881  
Credit Card Confirmation #: TEST123  
Total Amount Charged: \$77.00

[Print Invoice](#)

[Back to Account Home](#)

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Username: StateAG

HOW TO PAY AN INVOICE AND DOWNLOAD A CERTIFICATE ONLINE

Step 11: Print and save your certificate. Once you select "Print All", a PDF of your updated certificate will pop up. There are two options in the upper right corner - print and save. **It is very important to save a copy of your certificate on your device so you can easily print another copy if need be:**

1 / 1 | - 100% + | [Icons]

NO: 0008MN      NEW JERSEY DEPARTMENT OF AGRICULTURE      01/01/2022  
PO BOX 330, TRENTON, NEW JERSEY 08625-0330

**PLANT DEALER CERTIFICATE**

This certifies that the sources of the nursery stock grown for, purchased by, or dealt in by the plant dealer listed below have been investigated by the New Jersey Department of Agriculture and found satisfactory.

Furthermore, this certificate is conditioned upon the plant dealer receiving or distributing only stock which is accompanied by an official valid certificate of inspection indicating that the nursery stock was inspected and certified to be apparently free of dangerously injurious insects and plant diseases.

This certificate shall be valid until December 31, 2022, or until subsequent inspection finds infestation of dangerously injurious insects and plant diseases.

STORE: NJ Dept of Agriculture, PO BOX 330, Trenton

NJ Dept of Agriculture  
PO BOX 330  
Trenton, NJ 08625

*Joseph W. Zoltowski*  
Joseph W. Zoltowski  
Director, Division of Plant Industry