

Using the New Jersey Department of Agriculture USA Plants Portal



NEW JERSEY DEPARTMENT OF AGRICULTURE Division of Plant Industry

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:

NEW JERSEY DEPARTMENT OF AGRICULTURE		
NJ Plants Home Page		
Agricultural Chemisty Program	User Name:* Password:*	
Product Registration	Login Change Password After Successful Logon.	
Nursery Grower/Dealer Search	Other Options	
Logon / Register	Register for access to Plants - NJ Department of Agriculture	
	Forgot Password   Forgot your Password?   Retrieve it Here!     Frequently Asked Questions	
	Home   FAQ	

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 JERSE DEPARTMENT OF AGRICULTU	YRE	
NJ Plants Home Page	Register User  Please refer to the directions below your license to fill out this information	:
Agricultural Chemisty Program	USAPlants ID:*  Pin ID:*	Need Help?
Product Registration	New User Name:*	
Nursery Grower/Dealer Search	Email Address:*  First Name:*  Last Name:*	
Logon / Register	Phone:*	
	New Password:*  Confirm Password:*	
	Save Back	
	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

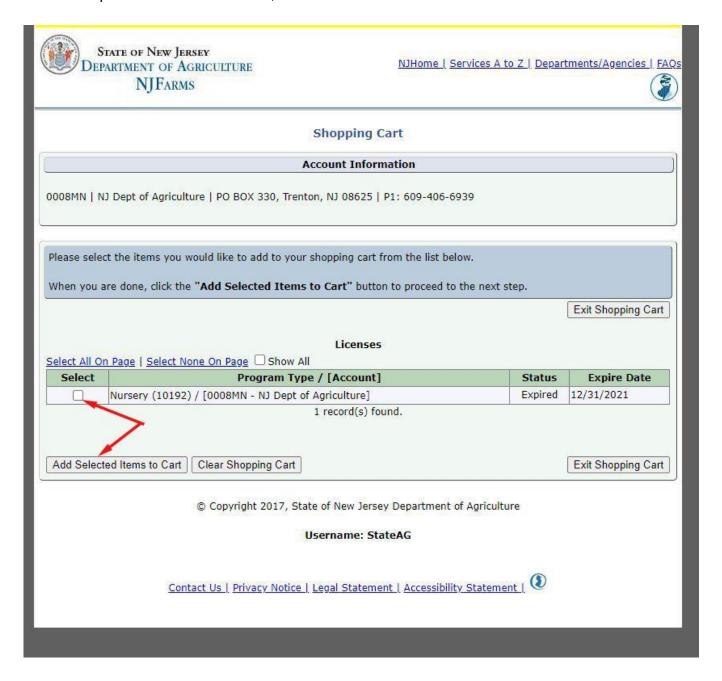
NJ DEPT OF AGRICULTURE PO BOX 330 TRENTON, NJ 08625 USAPlants ID: 0008MN PIN: 6428

DECID: 10192

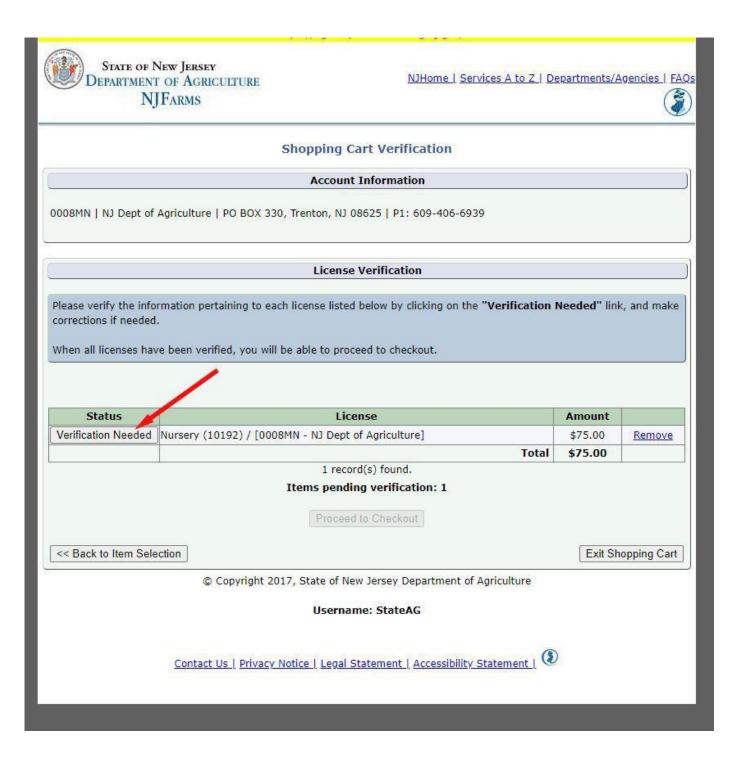
Telephone: Email:

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.

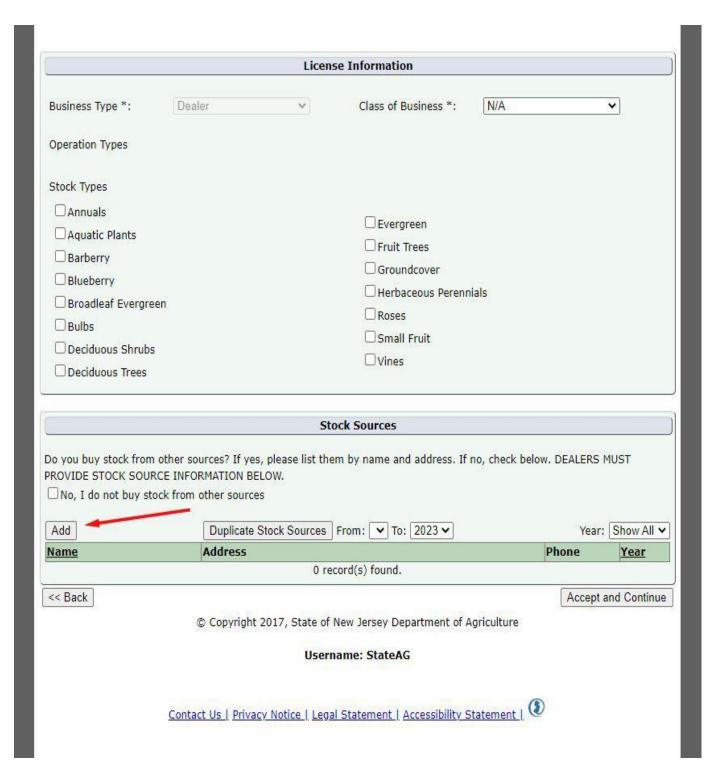
Step 5: Log in to your account and select the "Shopping Cart" option from the home screen. On the shopping cart screen, you will see the invoice in which you will need to pay. Check the select option in front of the invoice, then click "Add Selected Items to Cart":



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



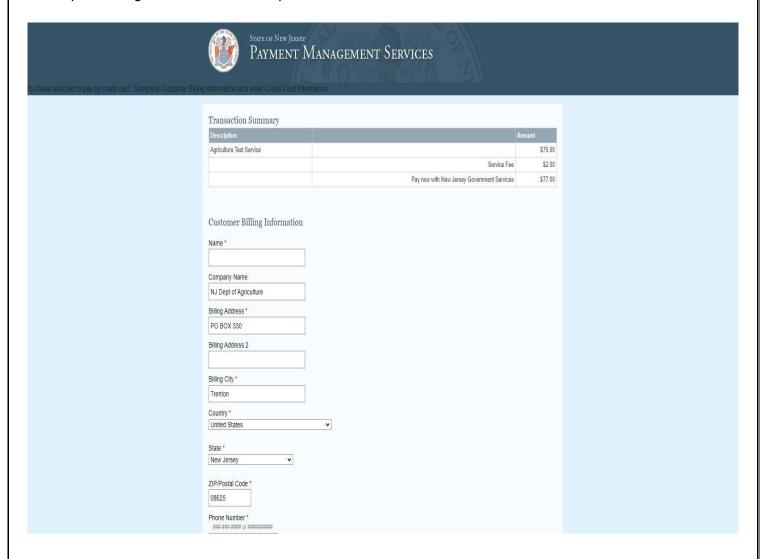
Step 7: Fill out all the required information on the verification page. This includes stock sources if you are renewing your dealers license. You will have to select "add" and add each stock source there:



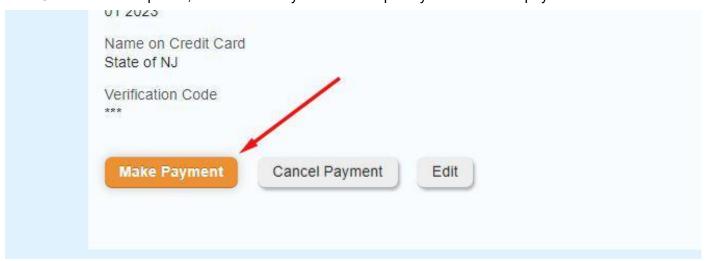
Step 8: Click "Accept and Continue" once completed entering stock sources and other required information. You are now able to proceed to checkout in the cart. Enter your email for receipt of payment then select "Credit Card" under payment method:

	Account Information	
BMN   NJ Dept of Agriculture   PO BOX	( 330, Trenton, NJ 08625   P1: 609-406-6939	
	Shopping Cart	
	Item	Amount
ery (10192) / [0008MN - NJ Dept of A	Agriculture]	\$75.00
111	Total	\$75.00
	1 record(s) found.	
	Payment Information	
- 4		
Email *:		
Jersey Department of Agriculture offe  The Credit Card or ACH/eCheck opti securely.	rs 3 payment methods.  ons will take you to the Common Checkout Page to complete the pay	ment proces
The Credit Card or ACH/eCheck opti securely.		ment proces
The Credit Card or ACH/eCheck opti securely.  The Pay by Check option will allow y	ons will take you to the Common Checkout Page to complete the pay	ment proces
The Credit Card or ACH/eCheck opti securely.  The Pay by Check option will allow y All options will allow you to complet NOTE: The State of New Jersey of	ons will take you to the Common Checkout Page to complete the pay you to print a receipt and mail in a check for payment.  The payment and print a receipt upon completion.  The cannot accept electronic payments from accounts outside of the counts cannot be made electronically. Please choose a payments	e United
The Credit Card or ACH/eCheck optisecurely.  The Pay by Check option will allow y All options will allow you to complet  NOTE: The State of New Jersey of States. Payments from foreign a	ons will take you to the Common Checkout Page to complete the pay you to print a receipt and mail in a check for payment.  The payment and print a receipt upon completion.  The cannot accept electronic payments from accounts outside of the counts cannot be made electronically. Please choose a payments	e United
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The Credit Card or ACH/eCheck optisecurely.  The Pay by Check option will allow y All options will allow you to complet  NOTE: The State of New Jersey of States. Payments from foreign a other than "ACH/eCheck" if this	ons will take you to the Common Checkout Page to complete the payou to print a receipt and mail in a check for payment.  e payment and print a receipt upon completion.  cannot accept electronic payments from accounts outside of the counts cannot be made electronically. Please choose a payment is your situation.  se Select a Payment Method:	e United ent method

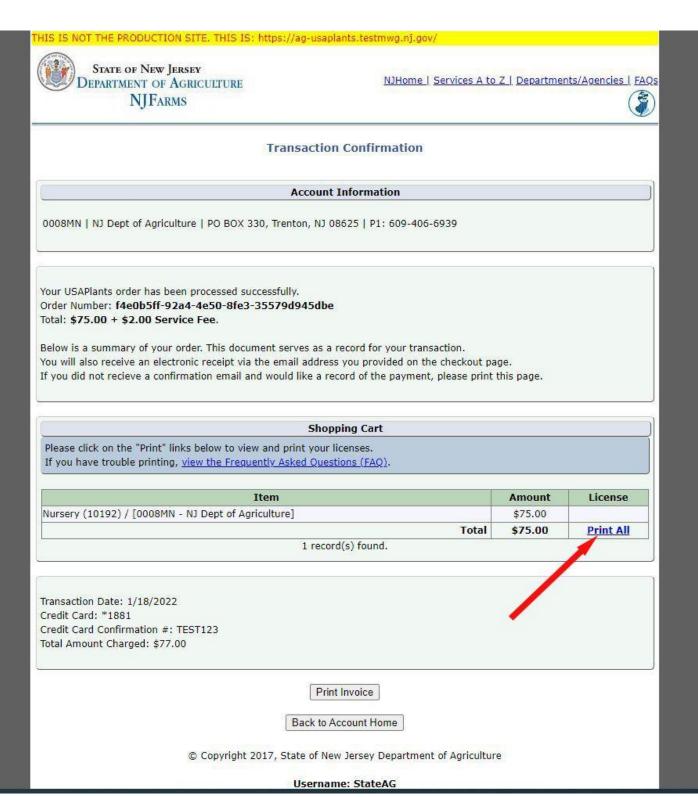
Step 9: Next you will be taken to the State of NJ Payment Management System for credit card processing. Please fill out all required information on the screen:



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



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:



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:

