Applying for a New Apiary License Online and Other Online Information 2017

Brand New Apiary License:

1. You will need your address, the address of the bee yard(s) (including county and township), and a credit card.

2. Go to the Pennsylvania Department of Agriculture's link at https://www.paplants.pa.gov/

3. It will take you to a page labeled:
"Pennsylvania Department of Agriculture" "PA Plants Logon"

4. Click on "New License or Registration"

5. Complete the following:

   -By the drop down box asking you to "Select a license/registration type", click on "Apiary"

   -Then this will appear at the top of the page "New License/Registration". "Would you like to sign up for a new license or registration?"

Below this you will see some additional choices:

"Now signing up for a new Apiary License."   "Start over" (This is if you do NOT wish to sign up for a NEW apiary license.)

"To complete this process, you will need the following:…….."

"Do you have an existing license or registration with us?" (An existing license could be a private pesticide applicator, etc. This does NOT apply to a PA Driver's License.)

- If so, please ⎿ Login or Register ⏌. Once you log in, add a new license/registration on the home screen.

- If not, ⎿ Enter New Account Information ⏌. **(If you are a beekeepers applying for a new license, click here.)**

- Continue, following the directions.

 You will now be at a "New License/Registration" page, "Step 1 of 3".

If you see an *, then the information is required.

Click on the drop down box by "Type:" and choose "Business" or "Person".

You do NOT need to fill in your birthday information.

You may enter "not applicable" for "Gender".

"Physical address" is your actual home address. (This is important if you have a post office box. There will be a place for mailing address further in the application.)

-Click "next" and complete and continue on to Step 2 of 3!
This is where your home MAILING address is typed in.

 -Click "next" and complete and continue on to Step 3 of 3!
You will be asked to enter your credit card number. **Please only submit once.** You should receive a confirmation email, if you entered an email account.
You will be asked to create a "username" and "Password". A PA Plants id number will be automatically created for you.

 -For the next step, you will be asked to enter information about your apiary/bee yard(s).
Yard name is the township name of the bee yard. It is fine to have more than one yard in a township.
Please fill in the location information as accurately as you can. You may click on "Plot above address on map" to see the "earth view" on the Google map. If it does not look like it is correct, please double check that the county, township, and address listed are correct. You may leave a note of any problem in the "Comments" section located above the map.

7. If this is a new Apiary License, then your information will be sent to the apiary section at the PA Department of Agriculture. Your new Apiary License will be sent to you after your application is reviewed.

If you do have an Apiary License and wish to update information or pay online for the *FIRST* time:

1.   Follow steps 1-3 above.

2. Click on "Register" on the "PA Plants LOGON" screen page. ("Register for access to PA Department of Agriculture PA Plants ID and PIN numbers.")

3.   This takes you to a screen labeled "Register User". Enter the information requested. Your PA Plants Id and PA Plants Pin Id are located on the bottom of your apiary renewal form. If you do not have this, please call Karen (717) 346-9567 or email at kroccasecc@pa.gov and I can give this information to you.

4. Follow the directions and complete the information on the "Register User" screen. It will ask you to choose a password and a user id. (Please note that if you forget either of these in the

future, you can click on the "forgot password" or "forgot user id" or contact Karen. We can tell you your user id and/or reassign a password.)

 Click on "save" and continue on following the directions.

If you do have an Apiary License and have already registered with PA Plants for access to your PA Plants account:

1. Follow steps 1-3 from "New Apiary License" information at the beginning of this sheet.

2. Fill in "user name" and "password" or "Forgot Password" on the "PA Plants LOGON" screen page. Type in your "user name" and "password" (created by you the first time you requested access to your PA Plants account). If you do not remember your password, click on "forgot password" and if you enter your PA Plants ID or user name, it will email your password to you. If you are unsure what your user name is, contact Karen (717) 346-9567 or email at kroccasecc@pa.gov and I can give this information to you.

3. After the "user name" and "password" have been entered, click on "login" and then follow directions.

4. The "Frequently Asked Questions" and "help" buttons are sometimes very helpful.   Feel free to contact Karen if you need additional information!

FAQ

1. Can I renew my Apiary License online?

   -Yes, go to the login/register page. Enter your information requested, including "user name" and "password" that you made up when you registered online, OR click on "forgot password" if you do not remember your password.

   - If you have NOT already registered online, you can set up an account by entering your PA Plants Id # and your PIN number which are printed on the bottom of the apiary renewal sheet you receive in the mail from the PA Department of Agriculture. **Do NOT set up a brand _new_ account!**

2. After the beekeeper has an account established, he or she may go online and add bee yards, number of colonies, etc.

3. There are other FAQ on the bottom of the "Logon" page.

4. What if the link did not work for me?

  - Go to https://www.paplants.gov

  -If you end up going to the Pennsylvania Department of Agriculture's website at
www.agriculture.state.pa.us
    - Click on "Online Services" (on the top, right hand side of screen)
    - Scroll down through the options in the center of the screen, clicking on the word "PA Plants".
    **It may take you to a page which has "This content cannot be displayed in a frame". If this
    happens, click on "online services" right above the sentence previously mentioned. Then scroll
    down to "Pa Plants Website" and click on it. This will take you to the PA Plants Logon page.**

5. Please - call or email Karen Roccasecca 717-346-9567 (kroccasecc@pa.gov) if you have
problems! I can help walk you through problems or contact the IT people who can help.

Revised April 25, 2017 KNR