



Illinois Department of Agriculture

Illinois Department of Agriculture

Bureau of Agricultural Products Inspection

We are pleased to announce our transition to USAPlants for our Feed, Seed, and Fertilizer Programs.

<https://agr.illinois.gov/USAPlants/SecurityLogin.aspx>

Once registered with USAPlants in Illinois, all Licensed Companies will now be able to view:

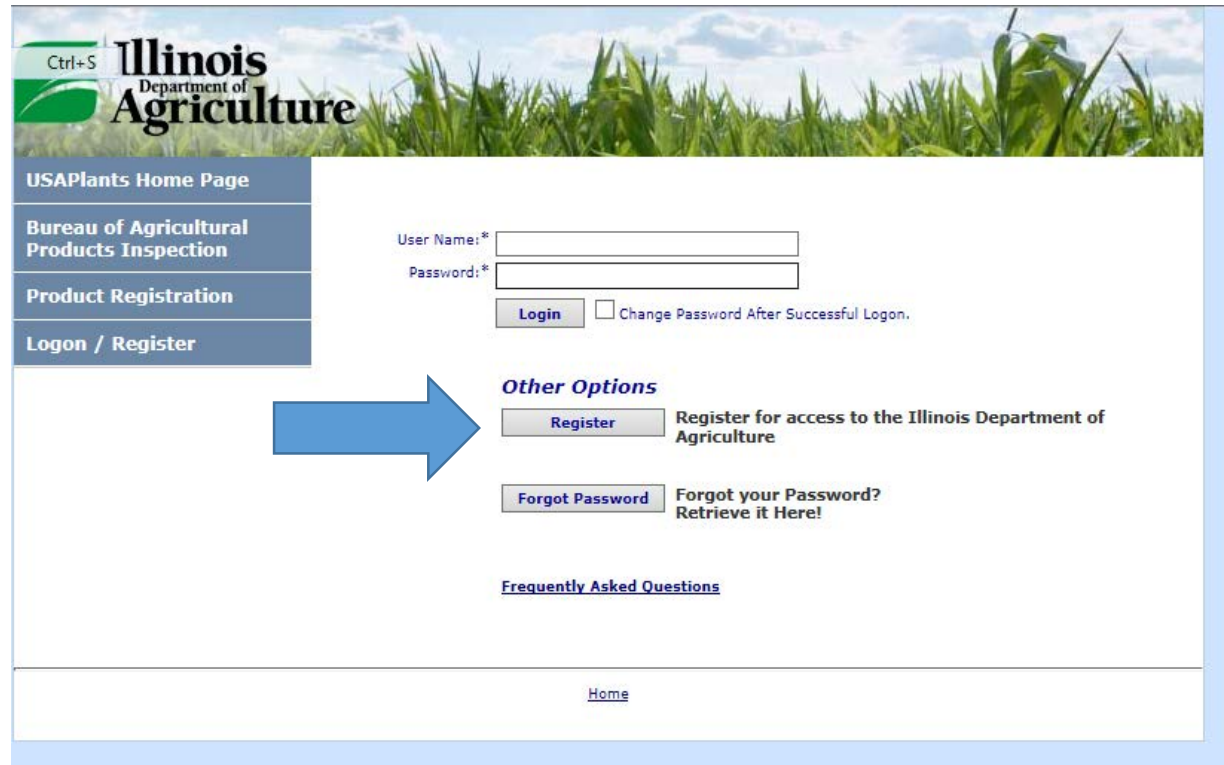
- License status
- Product Registration Status (if applicable)
- Tonnage Reports (if applicable)
- Sample Information (tentatively available 12/15/16)
- Payment history
- Fertilizer companies are now able to enter monthly tonnage reports online
- Requests for changes to contacts, physical address of manufacturer/distributor, mailing address, and laboratory addresses can be made through USAPlants.



First time users will need to register with USAPlants for their Illinois feed, seed, and fertilizer programs

Please type the following address into your internet address bar <https://agr.illinois.gov/USAPlants/SecurityLogin.aspx>

Once you have brought up the Illinois USAPlants Home Page you will click on "Register"

A screenshot of the USAPlants Security Login page. The page has a header with the Illinois Department of Agriculture logo and a background image of a cornfield. On the left, there is a navigation menu with the following items: "USAPlants Home Page", "Bureau of Agricultural Products Inspection", "Product Registration", and "Logon / Register". The main content area contains a login form with fields for "User Name:*" and "Password:*", a "Login" button, and a checkbox for "Change Password After Successful Logon.". Below the login form, there is a section titled "Other Options" with a "Register" button and a "Forgot Password" button. The "Register" button is highlighted with a blue arrow pointing to it. At the bottom of the page, there is a "Frequently Asked Questions" link and a "Home" link.



Account Registration — this account will allow access to all programs (feed, seed, and fertilizer) that your company has licensed with the Bureau of API.

Home Programs Maintenance Reporting Reset Password Logout

Register User
Ctrl+S

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:*

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Username: cheryl

The authorized representative for each company will complete this page.

The USAPlants ID and Pin ID for Feed Companies can be found on your Commercial Feed License Renewal Application beside the manufacturer's name and manufacturer ID.

The USAPlants ID and Pin ID for Fertilizer Companies was mailed with instructions for entering the monthly tonnage reports.

For assistance in obtaining your USAPlants and Pin ID please email AGR.API@illinois.gov or call 217-782-3817.

Please make a copy of your password as this will be required to access your account

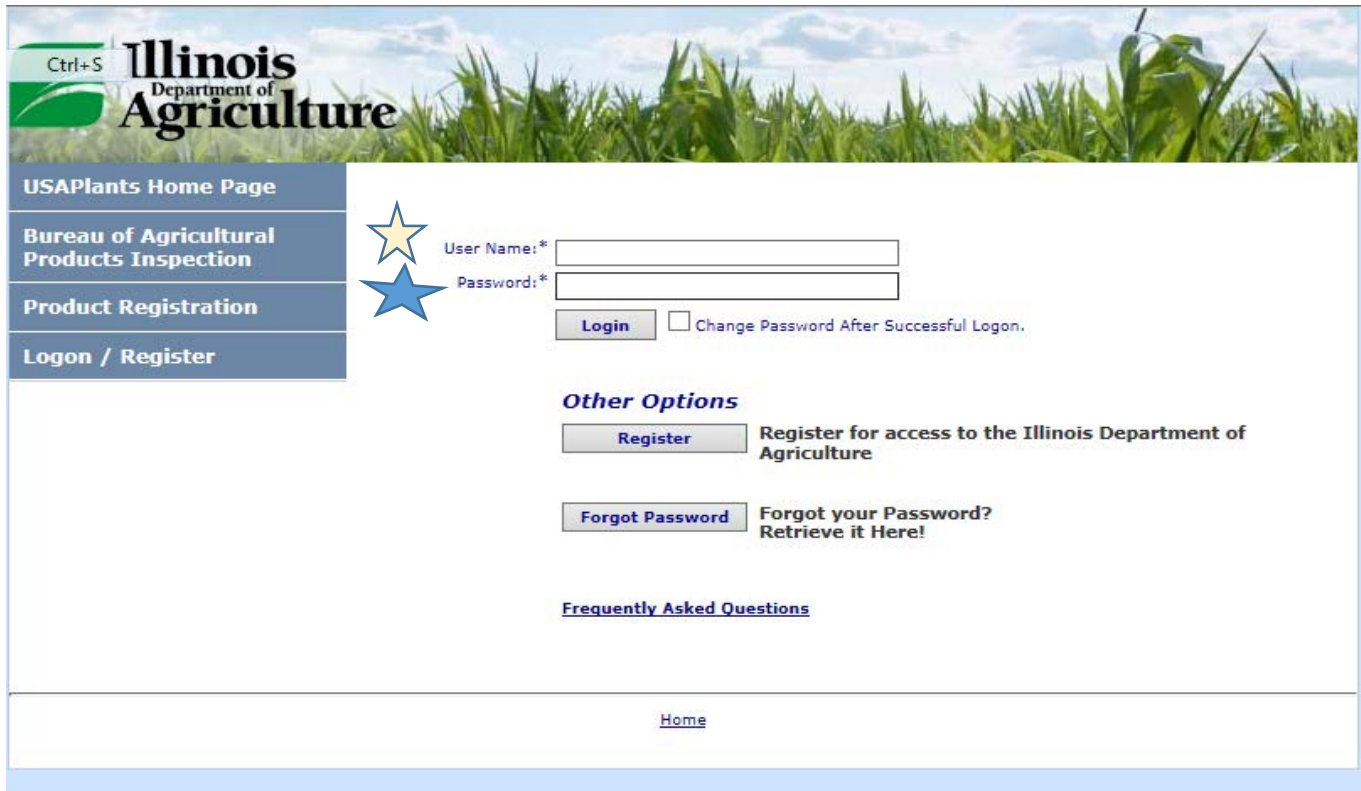


USAPlants ID:	Registrants can obtain their USAPlants ID and Pin ID by emailing AGR.API@illinois.gov or calling 217-782-3817
Pin ID:	
New User Name:	User Choice (no spaces)
Email Address:	Primary User Email Address
First Name:	Primary User Name
Last Name:	Primary User Name
New Password:	User Choice – make a copy of your password as this will be required to access your account
Confirm Password:	

Once registered with USAPlants, users can log on at

<https://agr.illinois.gov/USAPlants/SecurityLogin.aspx>

Using the user name and password



The screenshot shows the USAPlants Security Login page. At the top left, there is a navigation menu with the following items: "USAPlants Home Page", "Bureau of Agricultural Products Inspection", "Product Registration", and "Logon / Register". The main content area features a login form with two input fields: "User Name:*" and "Password:*". To the left of these fields are two star icons, one yellow and one blue. Below the password field is a "Login" button and a checkbox labeled "Change Password After Successful Logon.". Underneath the login form, there are three sections: "Other Options" with a "Register" button and the text "Register for access to the Illinois Department of Agriculture"; "Forgot Password" with a "Forgot Password" button and the text "Forgot your Password? Retrieve it Here!"; and "Frequently Asked Questions" with a link to "Frequently Asked Questions". At the bottom center of the page, there is a "Home" link.



Account Page – to view all program account information including payments, tonnage, products, samples (once available).



The screenshot shows the user interface for the Illinois Department of Agriculture account page. At the top, there is a navigation bar with links for Home, Programs, Profile, FAQ, and Logout. Below this is a section titled "Feed Program" containing an "Account Summary" box with the address "000GPD | Benton's Test Site | 801 E. Sangamon Avenue, Springfield, IL 62703 | P1: 217-785-8462". A "License Information" box follows, listing details such as USAPlants ID (000GPD), License ID (2), Status (Active), Issue Date (11/01/2016), Expire Date (12/31/2017), Original Effective Date (11/01/2016), and License Designate (Main Site). At the bottom, there are four expandable buttons for Payments, Tonnage, Products, and Samples, each with a plus icon and a click instruction.

Illinois Department of Agriculture

Home Programs Profile FAQ Logout

Feed Program

Account Summary

000GPD | Benton's Test Site | 801 E. Sangamon Avenue, Springfield, IL 62703 | P1: 217-785-8462

License Information

USAPlants ID:	000GPD
License ID:	2
Status:	Active
Issue Date:	11/01/2016
Expire Date:	12/31/2017
Original Effective Date:	11/01/2016
License Designate:	Main Site

Payments (Click to show your payments)

Tonnage (Click to show your tonnage)

Products (Click to show your products)

Samples (Click to show your samples)

**Monthly fertilizer tonnage can be entered from the Account Summary Page. Click on the Tonnage button – then Add/Edit tonnage.

[Tonnage](#) (Click to hide your tonnage)

Tonnage

Add/Edit Tonnage

<u>Program</u>	<u>Year</u>	<u>Schedule</u>	<u>Reporting</u>	<u>Total Tons</u>	<u>Total Brands</u>	<u>Inspection Fee</u>	<u>Late Fee</u>	<u>Amount Due</u>	<u>Payments Amount</u>	<u>Check #</u>
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0 record(s) found.



Profile Page: To view account information, request change of address (includes changes to primary contacts, email addresses, and phone numbers), and change password click on “Profile” at top center of Home Page.

A screenshot of the Illinois Department of Agriculture website. The top navigation bar is a light brown color with the following links: Home, Programs, Profile (highlighted with a blue arrow), FAQ, and Logout. Below the navigation bar is a section titled "Feed Program" in blue text. Underneath that is a light blue box titled "Account Summary" in bold black text. The account summary section contains the following text: "000GPD | Benton's Test Site | 801 E. Sangamon Avenue, Springfield, IL 62703 | P1: 217-785-8462".

Home **Programs** ▶ **Profile** **FAQ** **Logout**

Feed Program

Account Summary

000GPD | Benton's Test Site | 801 E. Sangamon Avenue, Springfield, IL 62703 | P1: 217-785-8462



For changes to addresses, primary contact, phone numbers, and email addresses click on “Request Address Change”. The request will be received at the Illinois Department of Agriculture and the necessary revisions will be made to your account.

Home Programs ▶ Profile FAQ Logout

Profile

Account Information

Plants ID: 000GPD Registered Username: Cherylb
Business Name: Benton's Test Site Sec. Business Name:

[Back to Account Home](#)

Addresses

[Request Address Change](#)

Address Type	Address	Geocoded	Phone
Account	801 E. Sangamon Avenue Springfield IL 62703	No	217-785-8462 cheryl.benton@illinois.gov
Feed Manufacturers LabMailing	801 E. Sangamon Avenue Springfield IL 62703	No	Contact: Cheryl Benton 217-785-8462 cheryl.benton@illinois.gov
Feed Manufacturers Mailing	801 E. Sangamon Avenue Springfield IL 62703	No	Contact: Cheryl Benton 217-785-8462 cheryl.benton@illinois.gov

Change Password

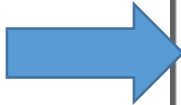
Current Password

New Password

Confirm Password

[Change Password](#)

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SYSTEM DATE TEST UNDER WAY - system date = 11/1/2016



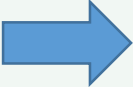
The primary account user can change the password without assistance from the IL Department of Agriculture. The password is user's choice.

Request Address Change Page

[Home](#) [Programs](#) [Profile](#) [FAQ](#) [Logout](#)

Request Address Change

Address Type to Change



Account
 Feed Manufacturers LabMailing (2)
 Feed Manufacturers Mailing (2)

New Address

Plants ID: 000GPD
 Name: Benton's Test Site

Address Line 1 *:

Address Line 2:

City *: State *:

Zip *: County:

Country *:


Contact Name:


Phone1: -- Extension1:

Phone2: -- Extension2:

Phone3: -- Extension3:

Fax: -- Email:





1. Check which mailing address(es) to be changed: Primary (Physical Address of Manufacturing/Distribution facility), mailing address, or lab mailing.
2. Fill in boxes under new address with the necessary revisions. Primary Contact, phone numbers, and email addresses may also be changed.
3. Click "Send Request".