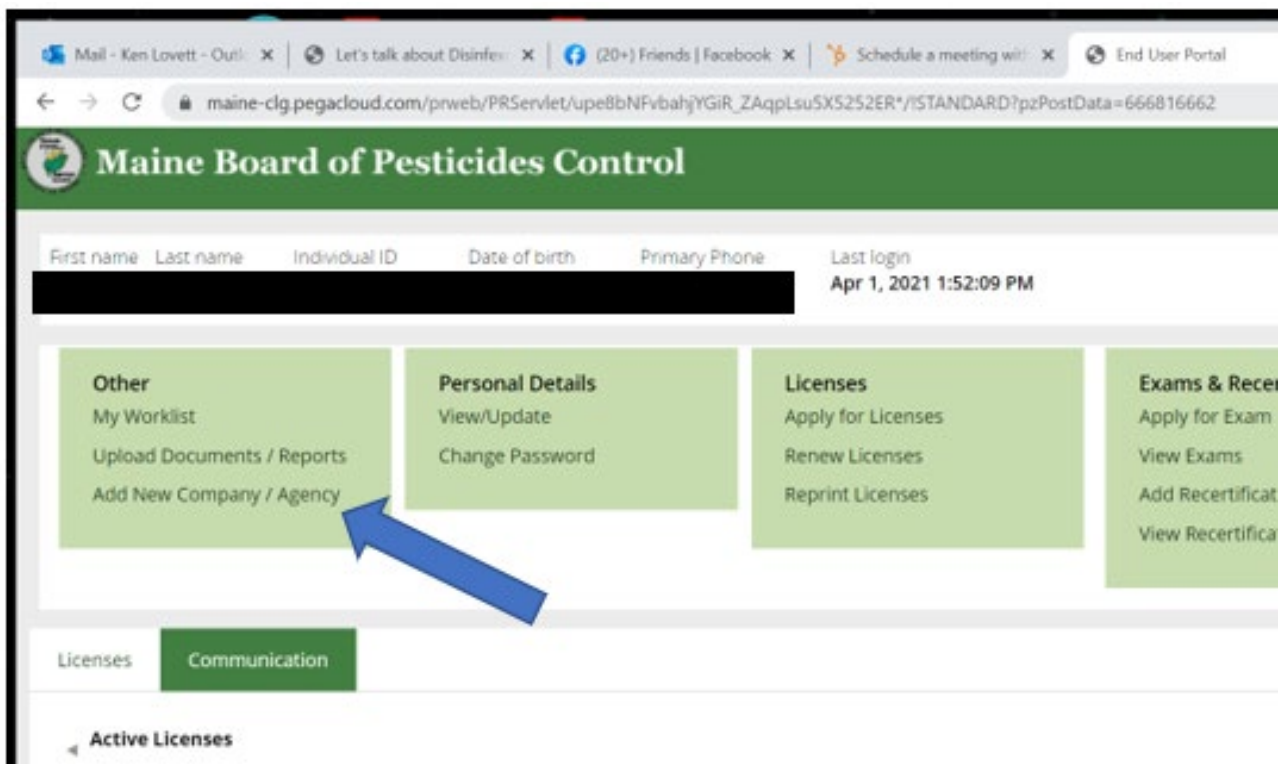


## HOW TO CREATE A COMPANY PROFILE MAINE BOARD OF PESTICIDES CONTROL ONLINE PORTAL

1. Log into the portal at <https://maine-clg.pegacloud.com/prweb/PRServlet/>.

**NOTE:** Individual company profiles are required for consultants and registrants.

2. Select Add New Company. **Before creating a new company profile, verify it is not a duplicate of one in the database.** If the address is different from one in the database, please contact the BPC office.



3. Complete the company profile shown below.

3a. From the drop-down menu select “Product Registration”

The screenshot shows the 'Add New Company/Agency' form in the 'Information' tab. A blue callout bubble with the text 'Select 'Product Registration'' points to the 'Company / Agency Type' dropdown menu, which is open and shows 'Product Registration' selected. The form includes fields for Company Name Prefix, Company/Agency Name, Federal Tax ID/SSN, EPA Company Number, Address Lines, City, State, ZIP Code, and Country.

3b. Enter complete company name. The company name prefix refers to words such a “The” which precede the name. **Do not enter** the Federal Tax ID number.

The screenshot shows the 'Add New Company/Agency' form in the 'Overview' tab. The 'Company / Agency Type' dropdown menu is set to 'Product Registration'. The 'Company Name Prefix' field is empty. The 'EPA Company Number' field is highlighted with a black border.

3c. Enter the EPA company number. If the company does not have an EPA company number, enter:

- Enter 999999 for a 25(b) company.
- Enter 000000 for a consultant/agent.

3d. Mailing address and contact information **must be the registrant's**, not the consultant's if profile is for registrant.

The image shows a registration form with several sections. Two blue callout boxes with white text point to specific fields:

- The first callout, titled "Enter REGISTRANT'S mailing address if profile is for registrant", points to the "Mailing Address" section. This section includes fields for "Address line", "City", "Country" (set to "United States"), "Address Line 2", "State" (a dropdown menu), "Address Line 3", and "ZIP Code".
- The second callout, titled "Enter REGISTRANT'S contact information if profile is for registrant", points to the "Communication Details" section. This section includes fields for "Primary Phone", "Secondary Phone", "E-Mail", "Website", "Contact First Name", and "Contact Last Name".

Other sections on the form include "Company / Agency Details" with fields for "Company / Agency Type", "Company Name Prefix", "Company/Agency", "Product Registration", and "EPA Company Number". A note under "Address Listed On Product Labels" states: "For Registrants, address below must match the address on product labels. Submitters who are not Registrants, re-enter mailing address below."

4. Select "Submit" at the bottom of the page.