ARKANSAS DEPARTMENT OF AGRICULTURE

Instructions for Cognito Forms and Online Payment Portal:

➢ Complete All fields on the application form.
  Note: Your entered information is accessible at any given time during the application process through the "**Save**" option at the bottom of each online application form until submitted. Once submitted, your entered information is no longer accessible online.

➢ Complete the online payment through the online payment portal.
  Note: A link to the Online Payment portal is listed in the Instructions of the Online Payment Portal section below as well as on each Cognito application form that requires a fee.

Instructions for the Online Payment Portal:

Important: Ensure Pop-Up Blockers on your web browser are turned off otherwise you may not be able to complete all the steps in the Online Payment Portal!

To make your online payment, click the following link: **Online Payments**
(This link is also listed on each online application form, and you can pay for more than one online application form with one payment transaction!)

Note: Please keep in mind your online payment will include online processing fees in addition to your application/licensing/registration fees!

Step 1: "License # or Company Name Is Required" field:

• Enter company name, if applying for pesticide registration.

Step 2: "Find Product – Search by Form # or Product Name" field:

• Enter the appropriate Form # (Example: DP-21, each application form has the form # listed in the top left corner) for easiest access of the necessary fees to be paid.

• Enter the appropriate number of products.

• Click "Update" button to see your payment breakdown (Cart Total:/Fees:/Total:).

• Click "Pay" button to make your payment.

• Enter your billing information.

• Click "Pay $0.00" button.

• Once you submit the payment click the green "**Click for Printable Receipt**" button, to retrieve the receipt number to enter in the online application form. The receipt number is required on the application form; you will not be able to submit the application form without it and your payment cannot be matched up to your application form without the receipt number.

➢ Once a product is registered the registration confirmation will be emailed.