

## How to Set Up Your Company Account in USA Plants

### How Set Up Company Accounts

Our new registration system here at Regulatory Services allows for companies to directly submit labels for consideration for registration. This tutorial will walk you through the steps to create your company account, and the steps to submit product for registration.

First, go to: <https://ukrt.rs.uky.edu/USAPlants/SecurityLogin.aspx>

This will take you to the log on screen below.

The screenshot shows the Security Login page for USA Plants. The page has a green header with the UK Ag logo and the text 'LEARNING DISCOVERY SERVICE' and 'Division of Regulatory Services'. A navigation menu on the left includes 'USAPlants Homepage' 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 circled in red. To the right of the 'Register' button, text reads: 'Register for access to the University of Kentucky Division of Regulatory Services'. Below this, there is a 'Forgot Password' button and a link for 'Frequently Asked Questions'. A 'Home' link is located at the bottom center of the page.

Before you can submit product for consideration, you must register the account. To do that, choose the "Register" button.

https://ukrt.rs.uky.edu/USAPlants/Maint/SecurityNewUser.aspx

Division of Regulatory Services

**UKAg** LEARNING DISCOVERY SERVICE

USAPlants Homepage

**Register User**

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:\*

[Home](#)

Here you fill in all the required information.

- The “USA Plants ID” is the six digit number assigned to your company. You can find that on your renewals for 2015, or, you can email our office to get it ([june.crawford@uky.edu](mailto:june.crawford@uky.edu)).
- Your Pin ID is the four digit number assigned to the company, again you can find it on your renewals or can email our office to get it.
- The “New User Name” is whatever you choose for your company. Most generally use their company name. (Whatever name you choose, it can have no spaces in it.)
- Email address is the address you wish to use for any information that will be returned to your company.
- First and last names are generally of your registration representative.
- Phone is the contact phone number
- The password is one that you set up for your company. No one but the company will have access to that password. Should it be forgotten you can retrieve it using the “Forgot Password” button on the log in page.

Once all the information is filled in choose “Save” and your account will have been created.