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.

Before you can submit product for consideration, you must register the account. To do that, choose the “Register” button.
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).
- 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.