

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.

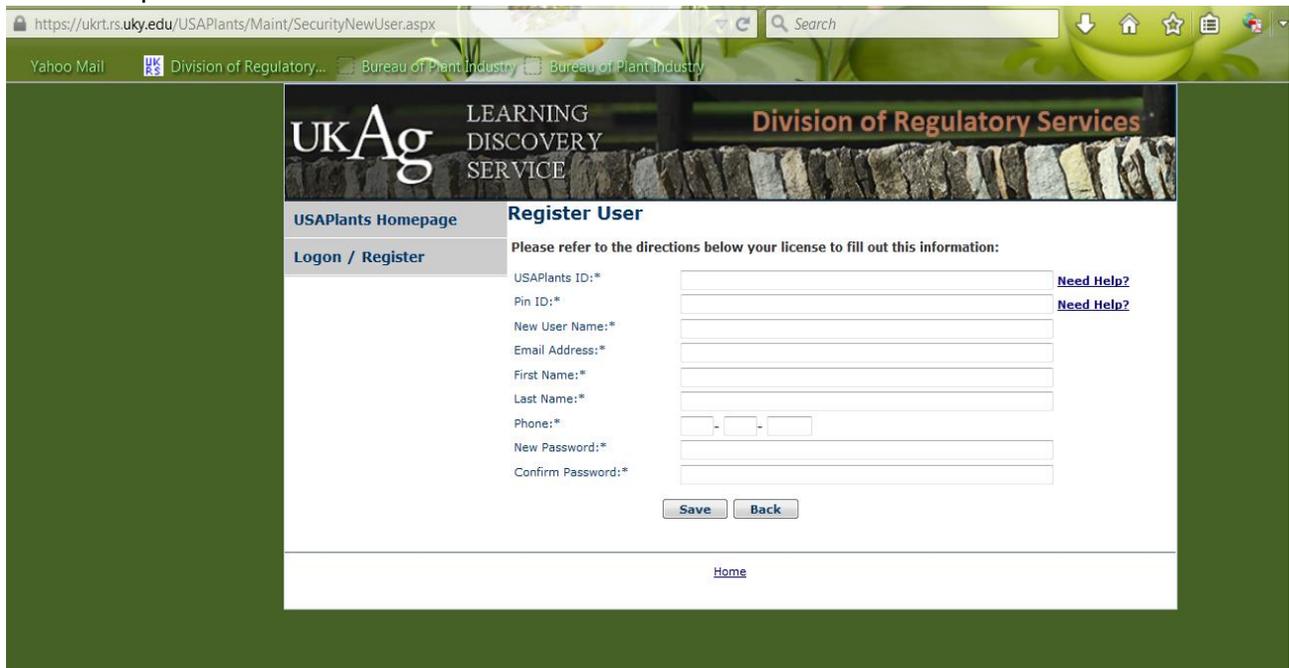
First, go to: <https://ukrt.rs.uky.edu/USAPlants/SecurityLogin.aspx>

This will take you to the log on screen below.

The screenshot shows the security login page for USA Plants. The browser address bar displays <https://ukrt.rs.uky.edu/USAPlants/SecurityLogin.aspx>. The page header includes the UKAg logo and the text 'LEARNING DISCOVERY SERVICE' and 'Division of Regulatory Services'. A navigation menu on the left contains 'USAPlants Homepage' and 'Logon / Register'. The main content area features a login form with 'User Name:*' and 'Password:*' input fields, 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, a 'Forgot Password' button, and a link for 'Frequently Asked Questions'. A 'Home' link is located at the bottom of the page.

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

That will open a window that looks like this:



The screenshot shows a web browser window with the URL <https://ukrt.rs.uky.edu/USAPlants/Maint/SecurityNewUser.aspx>. The browser's address bar and search bar are visible. The page header includes the UKAg logo, the text "LEARNING DISCOVERY SERVICE", and "Division of Regulatory Services". The main content area is titled "Register User" and contains a form with the following fields: "USAPlants ID:*" (with a "Need Help?" link), "Pin ID:*" (with a "Need Help?" link), "New User Name:*", "Email Address:*", "First Name:*", "Last Name:*", "Phone:*" (with a dropdown menu), "New Password:*", and "Confirm Password:*". There are "Save" and "Back" buttons at the bottom of the form. A "Home" link is located at the bottom center of the page.

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 the renewal forms you are sent each year, or, you can email our office to get it (june.crawford@uky.edu). If you are a new, never before registered company, that number will be sent to you.
- 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. If you are a new, never before registered company, that number will be emailed to you.
- 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.

If you should forget your password you can contact our office to reset it for you. The new password will be sent to you, and you can change it once you log on.