Transcripts for the California Pesticide Electronic Submission Tracking (CalPEST) Video Series

Video 1 - New Account Registration & Authentication

Welcome to the Department of Pesticide Regulation's CalPest video series.

The topic of this video is new account registration and authentication.

To create an account, first navigate to the CalPEST landing page.

Next, click on the Register Here menu option in the upper right-hand corner.

You will be presented with an advisory notice.

If the notice is acceptable, acknowledge it by clicking Continue.

You will then be taken to an account registration page that consists of three steps: 1.

Terms and Conditions 2.

Details 3.

Address Read through the terms and conditions, and if they are acceptable, click the check box and click the Continue button to proceed to the Details step.

In the Details step, you will need to enter an e-mail address, first name, last name, and phone number, as well as the code from the CAPTCHA to proceed to the next step.

All required fields will be marked with an asterisk, and validation messaging will be displayed when applicable.

Once all the fields are completed, click the Continue button to proceed to the Address step.

In the Address step, you will need to enter basic address information.

All required fields will be marked with an asterisk and validation messaging will be displayed when applicable.

All users are required to have a U.S.

address.

When you click the Continue button, the address is verified with USPS to obtain the most accurate address details.

After confirming your address, you will be routed to the User Details verification page.

On the User Details page, confirm the e-mail address and click Send Verification Code to proceed.

A one-time verification code will be sent to the e-mail address that was entered.

Enter it into the Verification Code field and click Verify Code to proceed.

Once the code is verified, enter and confirm your password.

Then click Create to proceed.

Next, you'll see instructions to download Microsoft Authenticator.

This will be used to obtain verification codes when signing into CalPest.

Download and install the app to your device.

Once the QR code has been scanned with the app, click Continue.

Now that you have successfully registered a new account, to sign in to CalPEST, you will start by clicking Sign In, located in the top right corner of the CalPEST homepage.

Every time you sign in, you'll be presented with a sign in page to enter your e-mail and password details.

After you enter your e-mail and password, click the Sign In button.

You will now be prompted to enter the verification code from the Microsoft Authenticator app on your phone or tablet.

After you enter the six-digit code, click on the Verify button and you will be directed to your CalPEST portal.

You have now successfully completed the login process.

If you forget your password, click the Forgot your password?link to begin the process of obtaining a new password to log in to CalPest.

Once you click the Forgot your password link, you'll be directed to the User Details Verification popup.

Here you'll enter an e-mail address and click on Send Verification Code.

A1 time verification code will be sent to the e-mail address that was entered.

Enter the code and click Verify Code to proceed.

After you click Verify Code and verify the e-mail address, click Continue.

After clicking Continue, you'll be prompted to enter the six-digit code from the Microsoft Authenticator app on your phone or tablet.

After you enter the code, click Verify.

You will now be able to enter and confirm the new password to be used with the account.

After you enter and confirm the new password, click Continue to proceed.

Now that you have set your new password, you will be directed back to the sign in page where you can sign in with your new password.

This concludes our video.

If you need further assistance with the topics covered in this video, please refer to the CalPest User Guide or reach out to the CalPest team at calpest@cdpr.ca.gov.

Thanks for watching.

Video 2 - User Profile

Welcome to the Department of Pesticide Regulation's CalPest video series.

The topic of this video is the user profile.

Once you have signed into your CalPest account, the user profile can be accessed by clicking the user's name, shown here as Test Portal, displayed on the main menu at the top of the page.

This action will open a drop-down set of menu options.

Click on Profile to proceed, and you will be navigated to the profile page.

The profile displays a set of menu options down the left side of the page.

From here, you can access the following options: Profile, Change Profile, My Companies, Change Password, Change e-mail, and Deactivate Account.

Let's start with profile.

The profile will display the following user information, user e-mail, username, user address and user phone number.

Next, the Change Profile page gives you the ability to edit the displayed name and contact information.

If you would like to change the user address, fill in the address information.

When you click the Submit button, the address is verified with USPS to obtain the most accurate address details.

As you can see here, the address has been successfully updated.

Now, let's cover the My Companies page.

The My Companies page displays all companies you are either associated with or are authorized and verified to work on behalf of.

You can create and access the company profile from this page.

For additional information about company profiles and creating specific company requests, refer to the CalPest User Guide or the CalPest Company Profile video.

The password used to sign into your CalPest account can be updated by clicking on the Change Password tab.

This will open the User Details screen where you will be prompted to enter your e-mail address and follow the subsequent steps to change your password.

The e-mail address associated with your account can be updated by clicking the Change e-mail tab.

Clicking this tab will open the User Details screen where you will be prompted to enter your current e-mail address and password.

Select Continue and follow the steps to change your e-mail address.

For additional information on how to change the e-mail address and password associated with the user profile, please refer to the CalPest User Guide.

Finally, you can deactivate your CalPest account by clicking on the Deactivate Account tab from the User Profile page.

This will prompt a box to pop up asking if you are sure you want to deactivate your account.

Click the Deactivate button on the pop-up to confirm and finish deactivating the account.

It's important to note that any requests associated with any companies will be withdrawn, draft submissions will be deleted, and you will be logged out of CalPest.

However, if there are pending submissions, they will not be withdrawn, and you will continue to receive e-mail notifications until the submission contact has been changed.

This concludes our video.

If you need further assistance with the topics covered in this video, please refer to the CalPEST User Guide or reach out to the CalPEST team at calpest@cdpr.ca.gov.

Thanks for watching.

Video 3 – Creating a Company & Association

Welcome to the Department of Pesticide Regulation Cal Pest Video Series.

The topic of this video is creating a company and association.

First, sign in to your CalPest account.

Once signed in, you'll be taken to your main dashboard.

To access your company profile, click on your name at the top right of the screen.

A drop-down menu will appear where you can select companies to manage your account details.

Before you can submit applications or review products, you must first have a company association.

To become associated with a company, you will need to submit a Company Association Request, or CAR.

To do this, first click on the Add New Association button.

A notice will appear.

Please read the notice carefully.

If you agree, check the box to confirm your agreement, then click the Continue button to proceed.

Next, search for the company by using the magnifying glass.

If the company currently registers a product in California or has previously submitted items to the department, the company name will be displayed in the drop down.

Select the company by checking the box and then click the Select button.

If you cannot find your company, a link is available that will direct you to the Company Creation Request page.

We'll cover that in more detail later.

You will also need to select a user role.

There are two available roles, Administrator and Submitter.

Administrators can perform all actions of submitters, plus update the company address, manage users, and cancel product registrations.

Submitters can generate a company license, complete new submissions, including renewals, and view, manage, and track all company submissions.

After selecting a role, you will need to upload a letter of authorization.

This document must be a PDF and is only required when there is not an established company administrator in CalPest for the selected company.

If no company administrator has been established, DPR will review the document for approval.

Please note, if the letter of authorization does not specify a company administrator, DPR can only approve the user role as a company submitter.

There is no limit to the number of submitters a company can have.

Click on the Submit button to continue.

A pop-up will appear confirming your request was successfully submitted.

You will also receive e-mail updates on the status of your company role request.

If you were unable to find your company using the search function, you will need to submit a company creation request.

There are two ways to access the Company Creation Request page, either by selecting the link mentioned earlier or by selecting New Submission at the top of the screen.

A drop down menu will appear.

Select Company Creation Request.

You will then need to complete all required fields marked with an asterisk, such as the company number, company name, and contact information.

Please note, for California only companies, you will not be able to enter a company number.

This value will automatically be assigned.

After completing the form, click the Continue button.

A pop-up confirming your address will appear.

The address is verified with USPS to obtain the most accurate address details.

To continue, select the Use Recommended Address button or use the entered address instead.

Please read DPR's Terms and Conditions and CalPASS Terms and Conditions.

If you agree to the conditions, select the checkbox and click the Submit button.

A pop-up will appear confirming your request has been received.

You will receive e-mail updates on the status of your request.

DPR will verify and approve before the company can be added to DPR's database.

If at any time you need to change your role or disassociate from a company, navigate to the My Companies page by clicking on your name at the top right of the screen.

A drop-down menu will appear where you can select companies.

To change your role with a company, you will need to submit a Company Role Request or CRR.

You can do this by selecting Change Role from the Options dropdown menu.

Once selected, a pop-up will appear where you can select the new user role.

You will also need to upload a letter of authorization, unless the company has an established company administrator in CalPest.

Click the Submit button.

A pop-up will appear confirming your request was successfully submitted.

Once your request is approved by the company administrator or DPR, your new role will be updated.

To disassociate from a company, navigate to the My Companies page by clicking on your name at the top right of the screen.

A drop-down menu will appear where you can select companies.

You can then select Disassociate from the Options drop down menu.

A confirmation pop-up will appear asking if you want to disassociate from the company.

Select the Continue button.

A pop-up will appear confirming you have successfully disassociated from the company.

This action will delete any draft submissions you have created for this company, but will not withdraw any submissions, such as data submissions, new product applications, or amendment applications.

Those will need to be reassigned or withdrawn separately.

This concludes our video.

If you need further assistance with the topics covered in this video, please refer to the CalPEST User Guide or reach out to the CalPEST team at calpest@cdpr.ca.gov.

Thanks for watching.

Video 4 - Product Renewals

Welcome to the Department of Pesticide Regulation's CalPest video series.

The topic of this video is annual product renewal.

Before we get into the steps of how to complete product renewals, let's go over some general information about the annual renewal of product registration.

The certificates of registration for currently registered pesticide products expire on December 31st of each year.

To maintain the registration for the next calendar year, an annual renewal fee is required.

On October 1st, registrants may start to 1 renew pesticide products for the next calendar year.

However, the renewal fee is due by January 31st of each renewal year.

After January 31st, non-renewed pesticide products will be inactivated.

The inactivation will be backdated to the end of the previous year, that is, December 31st.

Pesticide product registrations may still be renewed after January 31st through the end of the renewal year.

However, each renewed product will incur a late penalty fee of 20% in addition to the renewal fee.

After the calendar year has ended and a product hasn't been renewed, a registrant would need to apply for a new product registration for the product to be registered again.

Now, let's go over how to complete renewals in CalPest.

First, navigate to your CalPest dashboard.

Once there, click the New Submission drop down in the upper right corner.

In the dropdown you will then click on Product Renewal which will take you to the Product Renewal page.

Now you are on the product renewal page.

There are three steps for completing renewals which are Products, Details and Summary.

First, in the Product step, you will see a field for company and year.

Click on the Select a Company box, which will reveal a dropdown menu.

This drop down menu shows all of the companies that you're associated with.

If your account is associated with multiple companies, they will be listed here.

on the company you want to renew products for.

Next, click on the Select a Year box.

A dropdown will appear with all of the years that you can currently renew for.

that renewals for the following year will not become available until October 1st of the current year.

After filling out the company and year fields, a table will appear listing all the active products currently associated with a selected company.

You can review the list and decide which products you want to renew at this time.

If you want or new all of them, you can click the All Products box.

Clicking this box will automatically select all of the other boxes in the table.

The other option is to go through and select one by one which products you want to renew.

In this example, we will renew Test Product 1 and Test Product 8.

If you choose to renew only some of the products, you or another user associated with the company can still come back and renew the others at a later time.

The products that were already renewed will no longer be listed in the table.

Only products that haven't been renewed will be displayed.

To keep moving forward, select Continue.

Please note this step may take a while to process depending on the number of product that you are renewing at this time.

After pressing continue, if you have selected any conditionally registered products, it will take you to the details step.

If no conditional products were selected, you will bypass the details step.

If you selected conditional products, this detail screen will show the conditionally registered products and requires an action for each one.

In order to renew conditional products, you need to enter the date when the requested information will be submitted to satisfy the conditions.

Review all the products that are conditionally registered and determine when you plan to submit data or additional information to satisfy the conditions.

If you are unable to submit the data or additional information by the established due date for the conditions, you must contact the assigned regulatory team to request an extension.

In this example, you are going to select that you are planning to submit the data to satisfy the conditions on January15th.

Please note that the date you select here does not change the due date given by the department.

You are still responsible for submitting the requested data or information by the due date to maintain product registration.

This feature in CalPEST meets the need for registrants to submit an annual conditional progress report.

Now that you have selected a date for each conditional product, press Continue to go to the Summary page.

Again, if you did not select any conditionally registered products, you will bypass this page and go straight to the summary page.

On the summary page, review all of the information and make sure it is accurate.

Confirm that you have the correct products for renewal.

Then, at the bottom of the page, there is a check box that says I agree to DPR's terms and conditions and CalPEST terms and conditions.

In order to continue, review both terms and conditions and check the box if you agree.

Next, in the bottom right corner, you can add these renewals to your cart.

After clicking Add to Cart, you will get a pop-up box that shows that it is processing.

Processing times vary depending on how many products you are renewing.

Once the processing is complete and the renewals have been added to the cart, you'll see a check mark box OU to show that the products have been added to your cart.

Now click Continue to Cart.

Your renewals are not complete until DPR receives and processes the payment.

In this screen you will see all of the product renewals that you selected.

This is your final opportunity to review and confirm that your list of products is correct.

At the end of the list, you will see a subtotal here, which will be the payment amount needed to complete the renewals.

If you are renewing products past the due date, a late fee will show up as a fee adjustment on this screen.

For this video, we won't go into detail about the payment steps.

A separate video on different payment methods is available in our CalPest video series.

To learn more about the differences between the three payment methods and how to complete each one, please watch the video on payment options.

Once you have finished the payment process, the next screen will confirm the transaction.

This screen will let you know your invoice number, that the transaction has been received, and that an e-mail with more details will be sent.

This concludes our video.

If you need further assistance with the topics covered in this video, please refer to the CalPEST User Guide or reach out to the CalPEST team at calpest@cdpr.ca.gov.

Thanks for watching.

Video 5 - New Product Registration

Welcome to the Department of Pesticide Regulation's CalPest video series.

The topic of this video is new product registration.

After logging into CalPest, you'll be brought to the main dashboard.

You will have the ability to submit a new product registration for a company you are associated with.

To start a new submission, locate the New Submission tab on the top right of the screen.

From here, you will see multiple new submission types you can select from such as Product Renewal, Data Submission, New Product Submission, Amendment Submission, Company Creation Request, Company Change, Company Name Request, Special Local Need, and Emergency Exemption.

We will now demonstrate the process for submitting a new product submission.

Once you have selected new product submission, CalPASS will navigate you to the application screen where you will need to provide specific information regarding the product that you would like to register with DPR.

The new product application is made-up of three major components: Details, Documents, and Summary.

On the details page in the first box, indicate which company you are submitting the new product application for.

Next, fill out the General Information section, including the Registration Type, Special Registration Type, and Federal Concurrent Type.

For registration type, you can select Section 3 Regular Registration, Section 5 Experimental Use Permit, and California-only registrations such as adjuvants.

For this demonstration, we will select Section 3 regular registration.

Next, for Special Registration Type, select at least one of the following items: New Active Ingredient, Major New Use, Special Local Needs Section 24C Full Product, Interim Registration, or Not Applicable.

If you qualify for federal concurrent submission under DPR's criteria, select the option that is consistent with your submission.

If your submission does not qualify for a concurrent review, select Not Applicable.

Moving on to the Product Information section, the first part is Product Brand Name.

Fill in this section exactly as the product brand name appears on the label and all federal documentation, if applicable.

Refer to the pop-up box on your screen for additional product brand name guidance.

Next up, you'll be filling in the US EPA registration number and product type section.

For product types, you can select additional brand name, master label, supplemental distributor, or not applicable.

If you are associated with a supplemental distributor, please note that you will need to fill in the firm number of the supplemental distributor company in the third space under U.S.

EPA registration number.

If you are not a supplemental distributor company, leave this third field blank.

Next, you will need to inform DPR what the signal word of the product is.

This must match the signal word found on the label you are submitting.

For container information, describe the actual containers that hold the formulated product.

Specify the container type, composition and size that will be sold and distributed in California.

In our example, the composition type is plastic, the container type is a bottle, and the size is 25 fluid ounces.

For pesticide classification information, first select either biochemical, chemical, microbial, or other.

Then, select the applicable options for the pesticide category and use.

For each of these sections, under pesticide classification information, select all options that apply to your specific product.

If you do not see a specific classification, category, or use that fits your product, select Other and specify the category or use.

After filling out the pesticide classification information, continue to the pesticide formulation information, which includes the formulation classification, such as solid or liquid, and then the formulation type, such as aqueous concentrate or granular.

If the product does not fit any of the options, select Other for the formulation classification and specify the formulation type.

The last section of the application is pesticide application method information, which includes intended application methods, such as direct to foliage or to soil, and pesticide application methods, such as fumigation or spray.

Again, if you do not see an option that fits the description of your product, please select Other and specify the pesticide application method.

Please note that every field must be filled up before you can advance to the next screen.

If there is a missing value, a banner at the top of the screen will point out the information that needs to be provided before you can move on.

When you are ready, select Save and Continue.

When you complete your application for a new product registration, you'll be directed to the Documents screen.

In the Documents screen, you can upload your required documents for the submission.

The application will allow you to upload PDF, XLS, XLSX, and CSV file types.

To upload your documents, click the Select Documents button.

When you select your documents, you will see the information for the document name, the document size, the action, and the status columns automatically populate.

You will need to select the document category for each document that you upload.

For this example, we will upload a cover letter, a U.S.

EPA-approved label, the proposed label, a CSF, and data or scientific study.

After selecting documents, click the Upload button.

When the upload is complete, you will receive a popup message indicating that the upload was successful.

Once the documents have been uploaded, you still have the option to remove a document from the grid when needed.

Once completed, click Save and Continue, which will take you to the summary screen.

The summary screen will act as a final confirmation of the information submitted for the product submission.

If any updates or edits are needed, you can click the Previous button, which will bring you back to the Documents or Details screen.

When you have completed your review, click Add to Cart.

When the application is done processing, you'll have the opportunity to go back to your dashboard or you may continue to your cart and proceed to payment options.

For additional information, see the CalPEST video on payment options.

For now, we will go back to our dashboard where you can submit additional applications.

For information on submitting an amendment application, refer to the CalPEST Amendments video.

This concludes our video.

If you need further assistance with the topics covered in this video, please refer to the CalPEST User Guide or reach out to the CalPEST team at calpest@cdpr.ca.gov.

Thank you for watching.

Video 6 - Amendments

Welcome to the Department of Pesticide Regulation's CalPest Video Series.

The topic of this video is amendment submissions.

After logging into Cal Pest, you will be brought to the main dashboard.

At this time, we will begin an amendment submission.

To submit an amendment, select Amendment Submission from the New Submission dropdown menu.

Amendment submissions are made U of three major components, including details, documents, and summary.

In the Details section, you will provide the company information, the registration number and product name information, and the amendment type information which will determine the subtypes displayed.

You may choose between amendment or notification.

Refer to the latest California notice regarding the amendment, notification, and non-notification process in California to determine the appropriate submission type.

For this example, we will be submitting an amendment in the Amendment subtype category.

You must check all options that apply.

For example, in this submission, you may be reformatting your label, adding a pest to your label, and correcting typographical or grammatical errors.

Next, you'll fill out the federal concurrent type.

If you qualify for a federal concurrent submission under DPR's criteria, select the option that is consistent with your submission.

If your submission does not qualify for a concurrent review, select Not Applicable.

Once complete, you click Save and Continue.

You will now be directed to the Documents screen.

In the Documents screen, you can upload your required documents.

The application will allow for PDF, XLS, XLSX, and CSV file types to be uploaded.

To upload your documents, you will click the Select Documents button that appears on the left on your screen.

When you select your documents, you will see the information for the document name, the document size, the action, and the status columns automatically populate.

You will need to select the document category for each document that you upload.

For this example, we will be uploading a cover letter, the U.S.

EPA approved label, the proposed label, a reference product label, a CSF, and data, or a scientific study.

When the upload is complete, you will receive a pop-up message indicating that the upload was successful.

Once the documents have been uploaded, you still have the option to remove a document from the grid when needed.

Once completed, click Save and Continue, which will take you to the summary screen.

The Summary screen will act as a final confirmation of the information submitted on the Details and Documents screen for the amendment.

If any updates or edits are needed, you can click the Previous button, which will bring you back to the Documents or Details screen.

Once you have reviewed the information and you are ready to proceed, read and agree to the terms and conditions before proceeding to the payment card.

For additional information on how to process your payment, which is required to complete the submission, see the CalPEST video on Payment Options.

This concludes our video.

If you need further assistance with the topics covered in this video, please refer to the CalPEST User Guide or reach out to the CalPEST team at CalPEST@cdpr.ca.gov.

Thanks for watching.

Video 7 - Payment Options

Welcome to the Department of Pesticide Regulation's CalPest Video Series.

The topic of this video is payment options for any of the submission types.

Please see the Product Registration and Amendment videos to learn how to begin and complete your submission.

After you have completed filling out your submission, you will be taken to a summary of your application.

Review your answers for completeness before continuing.

At the bottom of the page, there will be a checkbox to agree to DPR's and CalPEST's terms and conditions.

Review the Terms of Service and click the box when ready.

When finished, click the Add to Cart button.

In few moments, a pop-up box will appear asking if you want to go to the dashboard or continue to the cart.

Go to the dashboard if you would like to submit additional applications or go to the cart once you are ready to check out.

In the payment cart, you'll be provided a list of all of the submissions that are ready for checkout, along with the subtotal and total payment required.

Please note that the fees shown in this video may not be reflective of current DPR fees.

In addition, these items are only saved in your cart for one business day.

If you do not submit your payment within that time, they will be removed from your cart.

We will now go over the different payment methods starting with credit card payments.

Using the drop-down menu below Payment Methods, select Credit Card, and then click Submit.

Processing time for credit card payments is immediate.

An additional service fee will be charged by the credit card vendor.

At the time of this recording, the fee is 2.3%.

The credit card statement will show a DPR Web Payments reg charge and the additional fee from the credit card vendor.

The service fee is retained by the vendor, is non-refundable, and is not revenue of the Department of Pesticide Regulation.

Carefully review your items to ensure their accuracy before proceeding with any payments.

Once a payment has been received, it is considered final.

Once you are ready, click Continue.

You will be taken to the third-party payment confirmation page, where you will be provided your order total and invoice number.

CDPR does not receive or maintain credit card information.

Fill out your preferred description of your order and when ready, press Confirm Payment.

Fill out your payment information, including your credit card information and billing address.

When you are finished, press Submit to finalize your order.

You will now be taken to a transaction confirmation page where you will be provided an invoice number.

A confirmation e-mail will also be sent to the address you have provided.

We will now go over the payment process for using a check.

In your cart, go to the Payment Method drop-down menu and select Check.

When ready, click Submit.

Processing time for check payments is up to two weeks after DPR receives the check.

Ensure the check is payable to Department of Pesticide Regulation and includes the invoice number.

Mail the check to the address listed in the pop-up menu.

When ready, press continue.

You will now be taken to a transaction confirmation page where you will be provided an invoice number.

A confirmation e-mail will also be sent to the address you have provided.

Now, let's move on to Electronic Fund Transfer Payments.

Navigate to the drop-down menu again under Payment Options and select the Electronic Fund Transfer Payments option and click Submit.

Processing time for electronic fund transfer payment is up to one business day.

Do not submit multiple payment transactions for the same invoice.

The transaction will not be complete until payment has been received and processed.

Click the Continue button to advance.

You will now be taken to a transaction confirmation page where you'll be provided an invoice number.

A confirmation e-mail will also be sent to you shortly.

To complete the payment transaction, please click the Continue to Electronic Funds Transfer button to advance to the next page.

Please note that any removed items after initial checkout will be shown with a subtotal of $0 in the table.

In order to make a payment, enter the account information and click Continue.

This payment option is for payers who would like to make payments to see DPR Online.

You will need your DPR invoice number, your bank routing, and account numbers.

Payments made before 3 p.m.

Pacific Time will settle on the next banking day.

There is no payment inquiry screen to view submitted payments for this option.

This concludes our video.

If you need further assistance with the topics covered in this video, please refer to the CalPEST User Guide or reach out to the CalPEST team at calpest@cdpr.ca.gov.

Thanks for watching.