



Structural Place of Business Permit Online Renewal User Guide

1. Website: <https://usaplantsla.ldaf.state.la.us/USAPlantsLA/Index.aspx>
2. Select “**Register**”

LDAF
LOUISIANA
DEPARTMENT of
AGRICULTURE
& FORESTRY

LAPlants Home Page
LDAF Programs
Registered Product Information
Logon / Register

User Name:*
Password:*
 ☐ Change Password After Successful Logon.

Other Options
 Register for access to the Louisiana Department of Agriculture and Forestry

Forgot your Password? Retrieve it Here!

Don't have an existing USAPlants ID? Apply for a new license or registration here.

[Frequently Asked Questions](#)

[Home](#)

3. Enter all required information

- a. **USAPlants ID# & PIN#** – located on POB renewal form in top right corner.

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& FORESTRY

LAPlants Home Page

LDAF Programs

Registered Product Information

Logon / Register

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](#)

4. After you register, you will be returned to the home screen.

- a. Please enter the **username** and **password**.
- b. Select “**Login**”

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LAPlants Home Page

LDAF Programs

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Don't have an existing USAPlants ID? Apply for a new license or registration here.

[Frequently Asked Questions](#)

[Home](#)

5. Account Tasks

- a. Select “license due for renewal”



[Home](#) [Programs](#) [Profile](#) [Logout](#)

Pesticide Business Information

Account Summary

004X31 | GEAUX PEST CONTROL | 1234 BUG LANE, TERMITE CITY, LA 11111 | P1: 111-222-3333

License Information

Plants ID:	004X31
License ID:	975055
Status:	Active
Issue Date:	07/01/2024
Expire Date:	06/30/2025
Original Effective Date:	05/12/2022

Online Renewals/Payments

Access online license renewals: [Online Shopping Cart](#)

[Add a New Program License/Registration](#)

Reports: [Renewal](#) [License](#)

Account Tasks

[3 license\(s\) due for renewal](#)

[Payments](#) [+](#) (Click to show your payments)

[Employees](#) [+](#) (Click to show your employees)



[Pesticide Business Categories](#) [+](#) (Click to show your pesticide business categories)

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- Review all employees listed.

Note: If a technician or licensee is no longer employed with the company you must terminate the employee first before submitting the POB renewal. See page 13 for the termination process.

- Select **"Add Selected Items to Cart"**



Shopping Cart

Account Information

004X31 | GEAX PEST CONTROL | 1234 BUG LANE, TERMITE CITY, LA 11111 | P1: 111-222-3333

Please select the items you would like to add to your shopping cart from the list below.

When you are done, click the **"Add Selected Items to Cart"** button to proceed to the next step.

Structural Technicians and Structural Licensees currently attached to the business cannot be de-selected on the Place of Business Permit renewal. The business is responsible for renewing all employees. If an employee is no longer working for the business, please terminate the employee before completing the renewal process.

Exit Shopping Cart

Licenses

[Select All On Page](#) | [Select None On Page](#) | ☐ Show All

Select	Program Type / [Account]				Status	Expire Date
<input checked="" type="checkbox"/>	Structural Applicator Business (975055) / [004X31 - GEAX PEST CONTROL]				Active	06/30/2025
	Select	Employee Name	Program	Expire Date		
	<input checked="" type="checkbox"/>	LEWIS, LEON	Structural Technicians	Active 12/31/2025		
	<input checked="" type="checkbox"/>	LU, LUCY	Structural Licensee	Active 12/31/2027		

1 record(s) found.

Add Selected Items to Cart

Clear Shopping Cart

Exit Shopping Cart

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8. Select “Verification Needed”



Shopping Cart Verification

Account Information

004X31 | GEAUX PEST CONTROL | 1234 BUG LANE, TERMITE CITY, LA 11111 | P1: 111-222-3333

License Verification

Please verify the information pertaining to each license listed below by clicking on the “**Verification Needed**” link, and make corrections if needed.

When all licenses have been verified, you will be able to proceed to checkout.

Status	License	Amount	
Verification Needed	Structural Applicator Business (975055) / [004X31 - GEAUX PEST CONTROL]	\$150.00	
	LEWIS, LEON - Structural Technicians (351412) [004X31 - GEAUX PEST CONTROL]	\$25.00	
	LU, LUCY - Structural Licensee (925106) [004X31 - GEAUX PEST CONTROL]	\$30.00 (3 category(s) @ \$10.00 ea.)	
	* indicates a late fee is included		
	Additional Fees	\$0.00	
	Total	\$205.00	

3 record(s) found.

Items pending verification: 1

[Proceed to Checkout](#)

[<< Back to Item Selection](#)

[Exit Shopping Cart](#)

9. Verify all the information listed is correct.
 - a. Update any information as needed.

10. Select “**Accept and Continue**”



License Information Verification

Please verify the information listed below, and make corrections if needed.

Business Information	
Business Name *:	GEAUX PEST CONTROL
Website:	
Facility Address	
Line 1 *:	1234 BUG LANE
Line 2:	
City *:	TERMITE CITY
State *:	Louisiana
ZipCode *:	11111
Country *:	UNITED STATES
Facility Contact Information:	
Phone:	111 - 222 - 3333
Email Address:	noreply@geauxpestco.com
Mailing Address <input checked="" type="radio"/> Use facility address <input type="radio"/> Use this address:	
Mailing Contact Information:	
Title:	
Name:	John Deaux
Phone:	111 - 222 - 3333
Email Address:	noreply@geauxpestco.com

<< Back

Accept and Continue

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11. Select "Proceed to Checkout"



Shopping Cart Verification

Account Information

004X31 | GEAUX PEST CONTROL | 1234 BUG LANE, TERMITE CITY, LA 11111 | P1: 111-222-3333

License Verification

Please verify the information pertaining to each license listed below by clicking on the "Verification Needed" link, and make corrections if needed.

When all licenses have been verified, you will be able to proceed to checkout.

Status	License	Amount	
Completed	Structural Applicator Business (975055) / [004X31 - GEAUX PEST CONTROL]	\$150.00	
	LEWIS, LEON - Structural Technicians (351412) [004X31 - GEAUX PEST CONTROL]	\$25.00	
	LU, LUCY - Structural Licensee (925106) [004X31 - GEAUX PEST CONTROL]	\$30.00 (3 category(s) @ \$10.00 ea.)	
	* indicates a late fee is included		
	Additional Fees	\$0.00	
	Total	\$205.00	

3 record(s) found.

All items are verified. You are ready to check out.



[Proceed to Checkout](#)

[<< Back to Item Selection](#)

[Exit Shopping Cart](#)

12. Enter an email address if one is not entered.

13. Select “**Proceed**”



Checkout

Account Information

004X31 | GEAX PEST CONTROL | 1234 BUG LANE, TERMITE CITY, LA 11111 | P1: 111-222-3333

Shopping Cart

Item	Amount
Structural Applicator Business (975055) / [004X31 - GEAX PEST CONTROL]	\$150.00
LEWIS, LEON - Structural Technicians (351412) [004X31 - GEAX PEST CONTROL]	\$25.00
LU, LUCY - Structural Licensee (925106) [004X31 - GEAX PEST CONTROL]	\$30.00 (3 category(s) @ \$10.00 ea.)
* indicates a late fee is included	
Additional Fees	\$0.00
Total	\$205.00

3 record(s) found.

Credit Card Information

Email *:

A confirmation email will be sent to the email address you provide above.

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14. Select “Payment Type”

- a. Electronic Check – additional \$2 convenience fee
- b. Credit/Debit Card – additional 3.5% convenience fee

Louisiana.gov

SKU	Description	Price	Quantity	Amount
109527-1-1	Structural Applicator Business (975055) / [004X31 - GEAUX PEST CONTROL]	\$150.00	1	\$150.00
109531-1-1	LEWIS, LEON - Structural Technicians (351412) [004X31 - GEAUX PEST CONTROL]	\$25.00	1	\$25.00
109529-1-1	LU, LUCY - Structural Licensee (925106) [004X31 - GEAUX PEST CONTROL]	\$30.00	1	\$30.00
Total				\$205.00

Transaction Summary

Structural Applicator Business (975055) / [004X31 - GEAUX PEST CONTROL]	\$150.00
LEWIS, LEON - Structural Technicians (351412) [004X31 - GEAUX PEST CONTROL]	\$25.00
LU, LUCY - Structural Licensee (925106) [004X31 - GEAUX PEST CONTROL]	\$30.00
Payment Total	\$205.00

Payment

Payment Type

Payment Type *

Select One

Next >

Customer Information

Payment Information

Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

15. Customer Information

- a. Select **"Edit"** if any information needs to be updated

16. Payment Information

- a. Enter Electronic Check or Credit/Debit Card information

17. Select **"Submit Payment"**

Louisiana.gov

Payment Type ✓

Credit/Debit Card

Customer Information ✓

Address

JOHN DEAUX
1234 BUG LANE
TERMITE CITY, LA 11111

Phone Number

111-222-3333

Country

United States

Email Address

noreply@geauxpestco.com

Edit

Payment Information ✓

Credit Card

Visa ****1111
Exp. 08/2028

Name on Credit Card

JOHN DEAUX

Edit

Cancel

Submit Payment

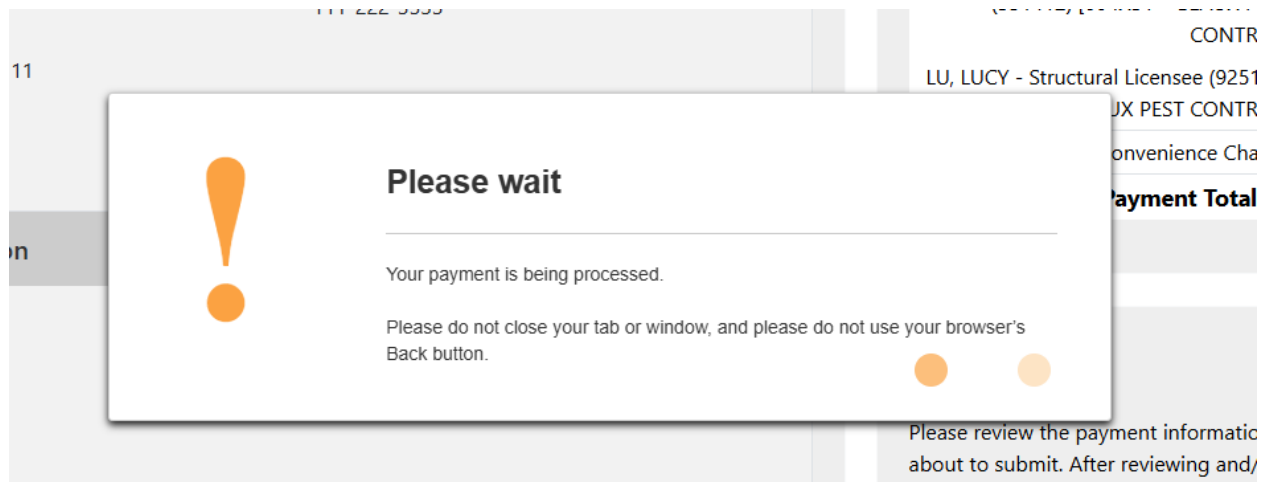
Transaction Summary

Structural Applicator Business (975055) / [004X31 - GEAUX PEST CONTROL]	\$150.00
LEWIS, LEON - Structural Technicians (351412) [004X31 - GEAUX PEST CONTROL]	\$25.00
LU, LUCY - Structural Licensee (925106) [004X31 - GEAUX PEST CONTROL]	\$30.00
LA.gov Convenience Charge	\$7.18
Payment Total	\$212.18

Need Help?

Please review the payment information you are about to submit. After reviewing and/or editing click SUBMIT PAYMENT to complete your transaction and obtain your receipt. NOTE: Your payment is not considered complete until you click SUBMIT PAYMENT

18. *****THIS SCREEN WILL APPEAR WHILE PAYMENT PROCESSES*****



19. Transaction Confirmation

a. Payment was successful

- i. At this time, Place of Business Permit and Licensee License can be printed by selecting “**Print All**”

Transaction Confirmation

The following validation errors occurred

- Your program(s) were renewed successfully, but due to a technical problem, your confirmation email may be delayed.

If you would like a record of the payment, please print this page.

Account Information

004X31 | GEAUX PEST CONTROL | 1234 BUG LANE, TERMITE CITY, LA 11111 | P1: 111-222-3333

Your USAPlants order has been processed successfully. The payment transaction order number is **a689f3e2-8482-4f68-ace2-2f9962e6f97a** for **\$205.00**

An additional convenience fee calculated by our 3rd party processor was also charged.

Below is a summary of your order. This document serves as a record for your transaction.

Please click on the "Print" link(s) below to view and print your licenses.

If you have trouble printing, [view the Frequently Asked Questions \(FAQ\)](#).

Shopping Cart

Item	Amount	License
Structural Applicator Business (975055) / [004X31 - GEAUX PEST CONTROL]	\$150.00	Print
LEWIS, LEON - Structural Technicians (351412) [004X31 - GEAUX PEST CONTROL]	\$25.00	
LU, LUCY - Structural Licensee (925106) [004X31 - GEAUX PEST CONTROL]	\$30.00 (3 category(s) @ \$10.00 ea.)	Print
Louisiana Department of Agriculture and Forestry Total	\$205.00	Print All

3 record(s) found.

Transaction Date: 5/13/2025

Credit Card Confirmation #: 74539408

Terminating/Removing an employee

1. Login the website <https://usaplantsla.ldaf.state.la.us/USAPLantsLA/Index.aspx>
 - a. Enter your **username** and **password**
 - b. Select “**Login**”

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LAPLants Home Page

LDAF Programs

Registered Product Information

Logon / Register

User Name:*

Password:*

☐ Change Password After Successful Logon.

Other Options

Register for access to the Louisiana Department of Agriculture and Forestry



Forgot your Password? Retrieve it Here!

Don't have an existing USAPLants ID? Apply for a new license or registration here.

[Frequently Asked Questions](#)

[Home](#)

2. Select “Employees [+] (click to show employees)”



[Home](#) [Programs](#) [Profile](#) [Logout](#)

Pesticide Business Information

Account Summary

004X31 | GEAX PEST CONTROL | 1234 BUG LANE, TERMITE CITY, LA 11111 | P1: 111-222-3333

License Information

Plants ID:	004X31
License ID:	975055
Status:	Active
Issue Date:	05/13/2024
Expire Date:	06/30/2025
Original Effective Date:	05/12/2022

Online Renewals/Payments

Access online license renewals: [Online Shopping Cart](#)

[Add a New Program License/Registration](#)

Reports: [Renewal](#) [License](#)

Account Tasks

[4 license\(s\) due for renewal](#)

[Payments](#) [+](#) (Click to show your payments)

[Employees](#) [+](#) (Click to show your employees)

[Pesticide Business Categories](#) [+](#) (Click to show your pesticide business categories)

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3. Select “Request Employee Change”

Account Tasks

[4 license\(s\) due for renewal](#)

Payments (Click to show your payments)

Employees (Click to hide your employees)

Employees

New Employee

Request Employee Change

Export to Excel

[Export Help](#)

USAPlants ID	Cert ID	Expire Date	Status	Name	Start Date	End Date
004X32	925106	12/31/2024	Expired	LU, LUCY (Structural Licensee)	01/02/2019	
004X33	351411	12/31/2024	Expired	LEWIS, LEONA (Structural Technicians)	02/21/2021	
004X34	351412	12/31/2025	Active	LEWIS, LEON (Structural Technicians)	11/06/2020	



3 record(s) found.

Pesticide Business Categories (Click to show your pesticide business categories)

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4. Select the employee that needs to be terminated
 - a. Enter termination date MM/DD/YYYY
5. Select **Save**

(Repeat steps 4 & 5 for each person that needs to be removed)

Home
Programs
▶ Profile
Logout

Employee Request


PaPlantsID: 004X31 - GEAUX PEST CONTROL (BU ID: 975055)

☐ Add
 ☒ Remove
 ☐ Reprint Applications

Employee Selection

Plants ID	Cert ID	Name	Start Date	End Date
<input checked="" type="radio"/> 004X34	351412	LEWIS, LEON	11/06/2020	
<input type="radio"/> 004X33	351411	LEWIS, LEONA	02/21/2021	
<input type="radio"/> 004X32	925106	LU, LUCY	01/02/2019	

3 record(s) found.

Enter/Update Employee Information
 Termination Date:


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6. Select **“Save”** then **“Back”**
 - a. (Proceed with steps 5 through 19)