



California Pesticide Electronic Submission Tracking (CalPEST)

CalPEST User Guide

Version v2.0

September 2026

Revision History

Revision	Date	Description
1.0	09/24/2024	Initial posting
2.0	09/14/2026	Major reformatting and inclusion of new functionality

Table of Contents

<i>California Pesticide Electronic Submission Tracking (CalPEST) CalPEST User Guide</i>	<i>1</i>
<i>Revision History</i>	<i>2</i>
<i>Table of Contents</i>	<i>3</i>
<i>Getting Started with CalPEST.....</i>	<i>6</i>
<i>What is CalPEST?</i>	<i>6</i>
<i>Quick Start Guide.....</i>	<i>7</i>
<i>How to create a CalPEST account.....</i>	<i>11</i>
<i>How to sign in</i>	<i>17</i>
<i>How to reset your forgotten password.....</i>	<i>19</i>
<i>Managing Your Profile</i>	<i>22</i>
<i>How to update your contact info.....</i>	<i>22</i>
<i>How to change your email.....</i>	<i>23</i>
<i>How to remove the old authentication account</i>	<i>26</i>
<i>How to change your known password</i>	<i>27</i>
<i>Working with Companies</i>	<i>29</i>
<i>How to create a new company (CCR).....</i>	<i>29</i>
<i>How to change company information (for Admins).....</i>	<i>32</i>
<i>How to request a company name change (CNR)</i>	<i>34</i>
<i>How to request to be associated to a company (CAR)</i>	<i>38</i>
<i>How to change your company role (CRR)</i>	<i>43</i>
<i>How to disassociate from a company (CDR).....</i>	<i>49</i>
<i>How to manage company users (for Admins).....</i>	<i>52</i>
<i>Managing Products</i>	<i>55</i>
<i>How to view registered products</i>	<i>55</i>
<i>How to download accepted labels</i>	<i>56</i>
<i>How to generate a company license</i>	<i>60</i>
<i>How to inactivate a product registration (Product Inactivation Request (PIR))</i>	<i>62</i>
<i>How to reactivate an inactive product.....</i>	<i>65</i>

<i>Making Submissions</i>	<i>67</i>
<i>How to submit a product renewal</i>	<i>67</i>
<i>How to submit a new product (PRO)</i>	<i>70</i>
<i>How to submit data (DAT)</i>	<i>77</i>
<i>How to submit an amendment (AME).....</i>	<i>81</i>
<i>How to transfer a product or company (Company Change (PRO))</i>	<i>86</i>
<i>How to submit Supporting Documents</i>	<i>91</i>
<i>How to submit an Emergency Exemption (EEX).....</i>	<i>93</i>
<i>How to submit a Special Local Need (SLN).....</i>	<i>99</i>
<i>Using the Dashboard</i>	<i>106</i>
<i>How to track your submissions</i>	<i>106</i>
<i>How to change the submission contact</i>	<i>109</i>
<i>How to respond to action items (approve/reject CAR or CRR, agree to conditions, resubmit, etc.)</i>	<i>112</i>
<i>How to view pending submissions.....</i>	<i>117</i>
<i>How to view pending or completed submissions as an Administrator.....</i>	<i>118</i>
<i>How to upload documents to a pending submission.....</i>	<i>119</i>
<i>How to request unlock for editing</i>	<i>120</i>
<i>How to withdraw a submission.....</i>	<i>121</i>
<i>How to view evaluation details</i>	<i>122</i>
<i>How to view completed and draft submissions.....</i>	<i>123</i>
<i>Payments and Invoices</i>	<i>125</i>
<i>How to use the Payment Cart.....</i>	<i>125</i>
<i>How to view and pay invoices.....</i>	<i>126</i>
<i>How to pay by Electronic Funds Transfer (EFT).....</i>	<i>127</i>
<i>How to pay by Credit Card</i>	<i>135</i>
<i>How to pay by Check</i>	<i>139</i>
<i>Submission Fees.....</i>	<i>141</i>
<i>Search and Help.....</i>	<i>142</i>
<i>How to search for products.....</i>	<i>142</i>

<i>How to search for studies</i>	<i>148</i>
<i>How to search for chemical ingredients</i>	<i>150</i>
<i>How to search for special regulatory actions</i>	<i>152</i>
<i>How to get help and support</i>	<i>155</i>
<i>Appendix A: Glossary of Terms and Acronyms.....</i>	<i>156</i>
<i> Submission Types</i>	<i>156</i>
<i> User Roles.....</i>	<i>160</i>
<i> Product and Registration Terms.....</i>	<i>162</i>
<i> Submission Status Terms</i>	<i>167</i>
<i> Payment Terms</i>	<i>169</i>
<i> System and Authentication Terms</i>	<i>170</i>
<i> Document Categories</i>	<i>172</i>
<i>Appendix B: Email Notifications in CalPEST.....</i>	<i>175</i>
<i>Appendix C: Sample Letter of Authorization Template</i>	<i>177</i>
<i>Appendix D: Document Categories by Submission Type</i>	<i>178</i>
<i>Appendix E: Table of Figures</i>	<i>179</i>

Getting Started with CalPEST

What is CalPEST?

CalPEST stands for California Pesticide Electronic Submission Tracking. It is an online portal developed by the California Department of Pesticide Regulation (DPR) to streamline how companies submit pesticide applications and data.

CalPEST allows authorized users to:

- Register and manage their company profiles
- Submit product registrations, renewals, amendments, and data
- Track the status of submissions
- Manage user roles and company associations
- Access dashboards, invoices, and regulatory documents
- Pay any associated fees electronically via credit card or Electronic Funds Transfer (EFT), in addition to accepting checks via mail

CalPEST is designed to improve transparency, reduce paperwork, and make it easier for companies to comply with California's pesticide registration requirements. While we have strived to provide the most accurate and up-to-date information in this guide, the screenshots and details are subject to change. Please note that this User Guide is to provide guidance for navigating through CalPEST. It is not intended to replace regulatory guidance or requirements. Links to additional information are provided where applicable.

For regulatory guidance and checklists, see: [How to Register a Pesticide | DPR](#)

For information on the latest policy updates, see: [Stakeholder Notices and Info | DPR](#)

For definitions of common terms used throughout this guide, see: [Appendix A: Glossary of Terms and Acronyms](#)

Quick Start Guide

This Quick Start Guide walks you through the most common workflow for new users. For detailed instructions, click the links to jump to the relevant sections.

Step 1: Create Your CalPEST Account

What you will need:

- Valid email address (must be unique - one account per email)
- U.S. mailing address
- Phone or Tablet (for Microsoft Authenticator app)

Actions:

- Go to CalPEST.cdpr.ca.gov
- Click **Register**
- Complete the registration form
- Verify your email
- Set up multi-factor authentication with Microsoft Authenticator app

See: [How to create a CalPEST account](#)

Step 2: Associate to Your Company

Before you start:

- Have your company's U.S. EPA registration number ready
- Know which role you need: **Submitter** (can make submissions) or **Administrator** (can make submissions and manage users)
- If there is no existing user in the administrator role for your company, you will need a Letter of Authorization from your company

Actions:

- Sign in to your CalPEST account
- Submit a Company Association Request ([CAR](#))
- Upload Letter of Authorization (if applicable)
- Wait for approval from your Company Administrator or DPR

Note: With your CalPEST account created in **Step 1**, you can be associated with multiple companies (as needed) by submitting a separate CAR for each company.

See: [How to request to be associated to a company \(CAR\)](#)

What if my company is not on CalPEST? You will need to submit a Company Creation Request ([CCR](#)) first.

See: [How to create a new company \(CCR\)](#)

Step 3: Create your first submission (varies by type)

Most common submission types:

A. Product Renewal (beginning October 1 for following year)

Submit annually to renew your product registration for the next calendar year.

Actions:

- Go to **New Submissions** (Product Renewal)
- Select products to renew
- Review and submit
- Add to Payment Cart

See: [How to submit a product renewal](#)

B. New Product Registration ([PRO](#))

Register a new pesticide product in California.

Actions:

- Go to **New Submissions** (New Product (PRO))
- Fill out PRO form
- Upload required documents (label, data, etc.)
- Review and submit
- Add to Payment Cart

See: [How to submit a new product \(PRO\)](#)

C. Product Amendment ([AME](#))

Make changes to an existing registered product's label or formulation.

Actions:

- Go to **New Submissions** (Product Amendment (AME))
- Select the product to amend
- Upload cover letter describing changes
- Upload required documents (label, data, etc.)
- Review and submit
- Add to Payment Cart

See: [How to submit an amendment \(AME\)](#)

Step 4: Make Your Payment

Payment options:

- Credit Card (Visa, Mastercard, Discover) – Immediate processing, 2.3% fee; AMEX cards not accepted
- Electronic Funds Transfer (EFT) – processed within 3 business days, no fee
- Check – mail within 5 business days, may take up to 2 weeks to process after receipt

Actions:

- Review items in your Payment Cart
- Select payment method
- Complete payment

See: [Payments and Invoices](#)

Step 5: Track your submission

After submission:

- Go to your **Dashboard**
- View submission status under [Pending Submissions](#)
- Check for [Action Items](#) requiring your response
- Monitor email notifications

See: [Using the Dashboard](#)

You will receive emails when:

- Your submission is received and when the status changes
- DPR requests additional information (deficiency)
- DPR sets conditions for acceptance
- Your submission is accepted, denied, or returned

See: [Appendix B: Email Notifications in CalPEST](#)

CalPEST Support:

For technical assistance with the CalPEST platform: CalPEST@cdpr.ca.gov

For registration-specific questions: Registration.Ombudsperson@cdpr.ca.gov

For submission-specific questions: Contact the assigned Regulatory Scientist

Click the hyperlinked name under **DPR Contact** on the submission details screen

Click the hyperlinked email address in the automated email correspondence

Support hours: Monday-Friday, 8:00 AM - 5:00 PM Pacific

See: [How to get help and support](#)

How to create a CalPEST account

To use CalPEST, you will need to create an account. This process includes entering your contact information, verifying your email, and setting up multi-factor authentication.

Steps:

1. Go to the [CalPEST landing page](#).
Click the **Register** option in the top menu.

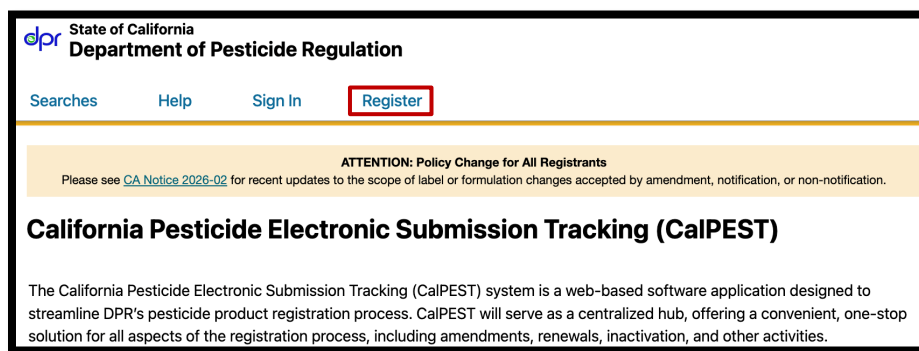


Figure 1: CalPEST landing page with **Register** highlighted

2. Acknowledge the Advisory Message.
A pop-up will appear with an advisory notice. Click **Continue** to proceed.

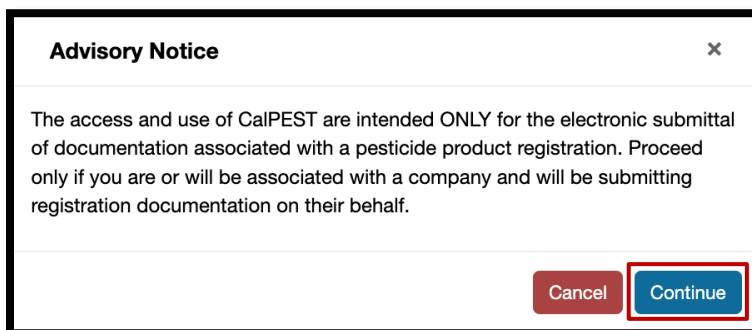
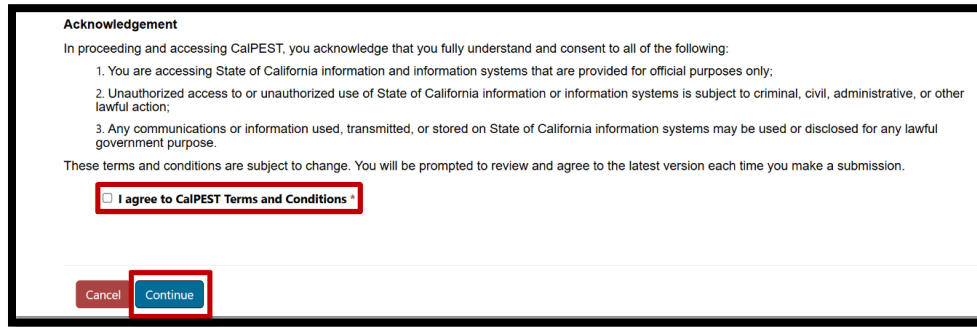


Figure 2: Advisory message shown before registration begins

3. Review and accept the Terms and Conditions.

Scroll to the bottom of the page and check the box to agree, then click **Continue**.



Acknowledgement

In proceeding and accessing CalPEST, you acknowledge that you fully understand and consent to all of the following:

1. You are accessing State of California information and information systems that are provided for official purposes only;
2. Unauthorized access to or unauthorized use of State of California information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. Any communications or information used, transmitted, or stored on State of California information systems may be used or disclosed for any lawful government purpose.

These terms and conditions are subject to change. You will be prompted to review and agree to the latest version each time you make a submission.

☐ I agree to CalPEST Terms and Conditions *

Cancel Continue

Figure 3: *Terms and Conditions agreement screen*

4. Enter your contact details.

Fill in the required fields:

- Email address – Please enter a user-specific email address. This means an email that is unique to you (not a shared or group email)

Example: jane.doe@companyname.com

Do not use: info@companyname.com, admin@companyname.com, or any general/shared inbox

- First and last name
- Phone number
- Captcha code

Note: Required fields are marked with an asterisk (*). If anything is missing or incorrect, you will see a validation message.

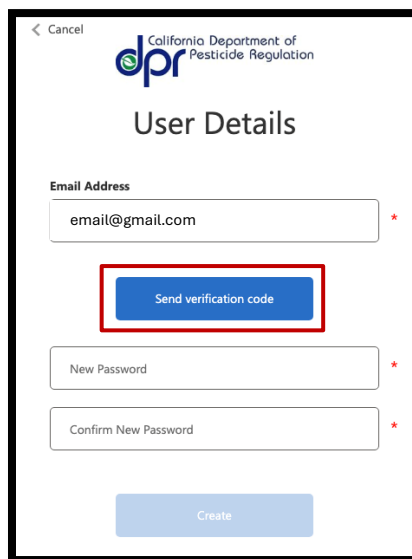
then click **Continue**

- Enter your address.
Provide your U.S. mailing address.

Note: All CalPEST users must provide a U.S. address during registration. Users residing outside the U.S. may obtain a U.S. P.O. Box and use that address to complete the sign-up process.

5. Verify your email.

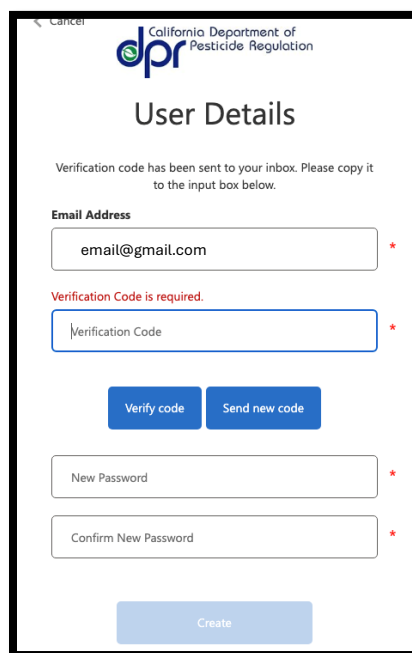
Click the **Send verification code** button and a one-time verification code will be sent to your email.



< Cancel
 dpr California Department of
Pesticide Regulation
 User Details
 Email Address
 email@gmail.com *
 Send verification code
 New Password *
 Confirm New Password *
 Create

Figure 4: Email verification – Send code

- Enter the code in the **Verification Code** field.



< Cancel
 dpr California Department of
Pesticide Regulation
 User Details
 Verification code has been sent to your inbox. Please copy it
to the input box below.
 Email Address
 email@gmail.com *
 Verification Code is required.
 Verification Code *
 Verify code Send new code
 New Password *
 Confirm New Password *
 Create

Figure 5: Email verification – Enter code

- If the code expires, click **Send new code** to get another.

6. Set your password.

After verifying your email, you will be prompted to create and confirm a password.

Figure 6: Create and confirm your CalPEST password

7. Set up two-factor authentication.

- Download the **Microsoft Authenticator app** onto your phone or tablet. There are many apps that appear similar – the developer for the correct app is listed as Microsoft Corporation.

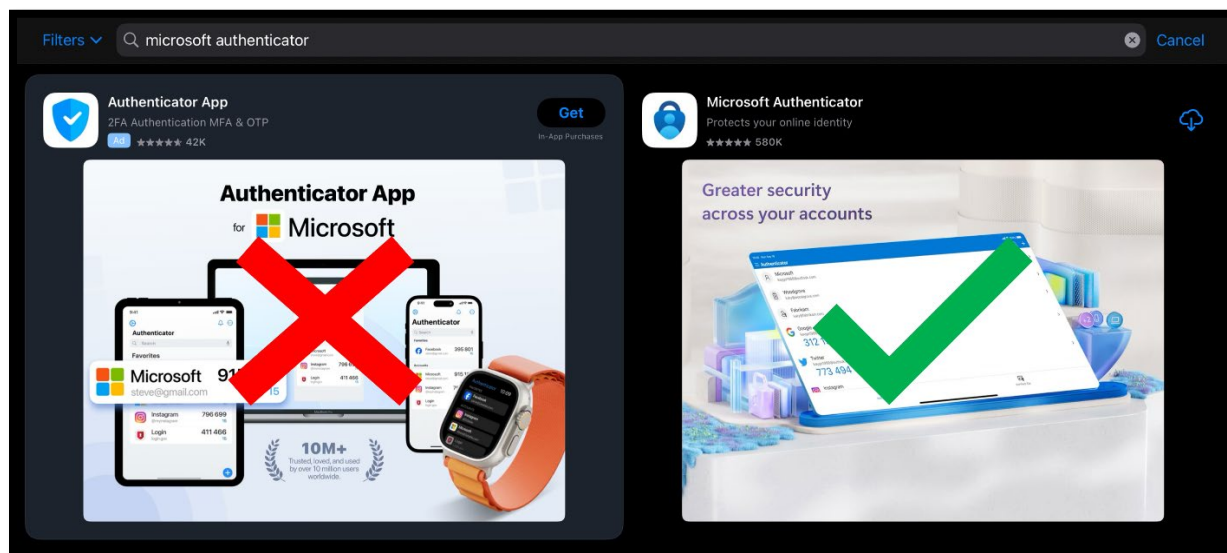


Figure 7: Microsoft Authenticator app (correct app icon highlighted)

Download Links:

- Android/Tablet: [Microsoft Authenticator App | Google Play Store](#)
- iPhone/iPad: [Microsoft Authenticator App | App Store](#)

Note: CalPEST only works with Microsoft Authenticator, which is free to use and does not require a subscription.

- Open your Microsoft Authenticator app, click on the QR code button shown below (usually located on the bottom right corner of the authenticator app):

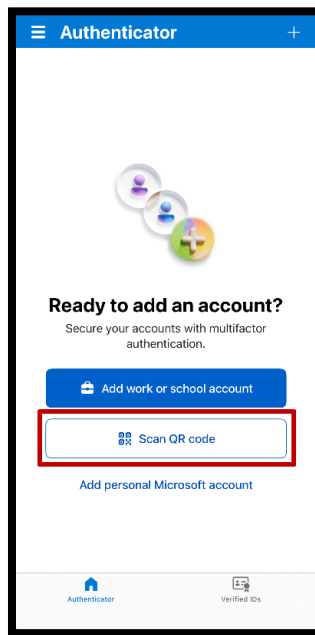


Figure 8: Authenticator – Add account via QR code button

- It should display a screen that looks like you are trying to take a photo:

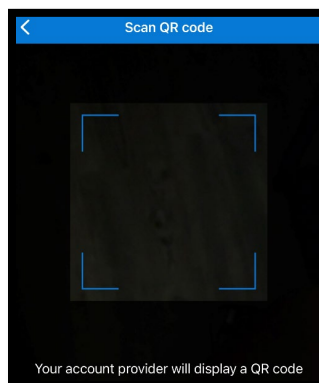


Figure 9: Authenticator – Camera view to scan QR code

- Use that app to scan the QR code shown on the CalPEST screen. Do not use the standard camera app. You must scan the QR code through the Microsoft Authenticator app to properly link your account.



Figure 10: Scan CalPEST QR code with the Microsoft Authenticator app

- Enter the code from the app to verify.

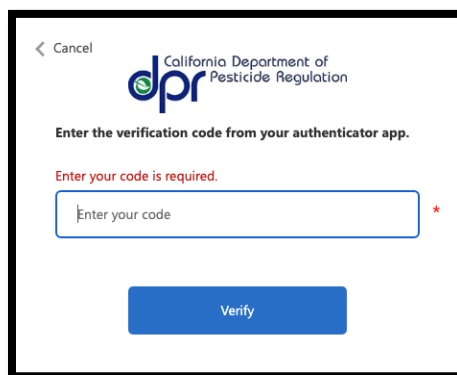


Figure 11: Enter the 6-digit code from the Authenticator app

8. Finish registration.

Once verified, you will be taken to your CalPEST dashboard.

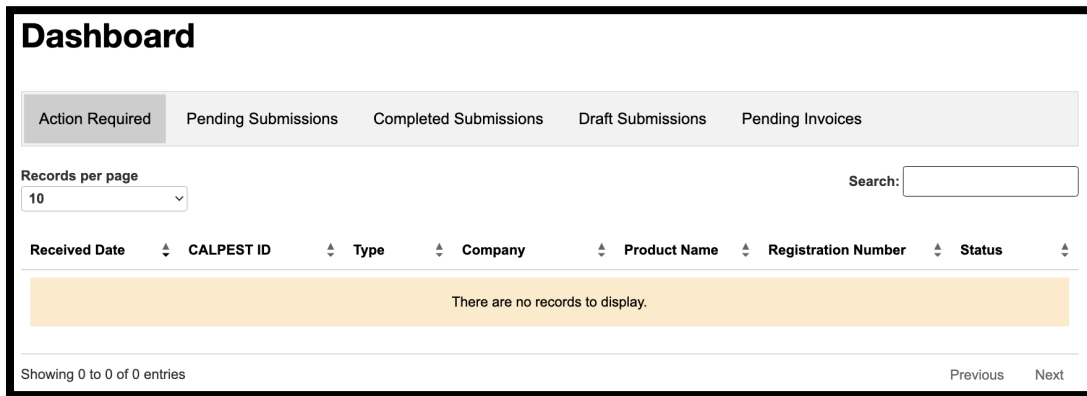


Figure 12: CalPEST dashboard shown after successful registration

Note: It is highly recommended to back up your accounts in the Microsoft Authenticator app. This is especially useful if you will be replacing your device that holds the app.

See: [Back up your accounts in Microsoft Authenticator](#)

If you have not backed up your accounts and get a new device or lose or accidentally delete your Microsoft Authenticator setup, please send an email to the [CalPEST support inbox](mailto:CalPEST@cdpr.ca.gov) (CalPEST@cdpr.ca.gov). We will validate your request, reset your multi-factor authentication (MFA), and provide the steps to reconnect your authenticator app.

How to sign in

Once your CalPEST account is created, you can sign in at any time to access your dashboard, manage submissions, and update your profile.

Steps:

1. Go to the [CalPEST landing page](https://CalPEST.cdpr.ca.gov) (CalPEST.cdpr.ca.gov).
Click the **Sign In** option at the top of the page.

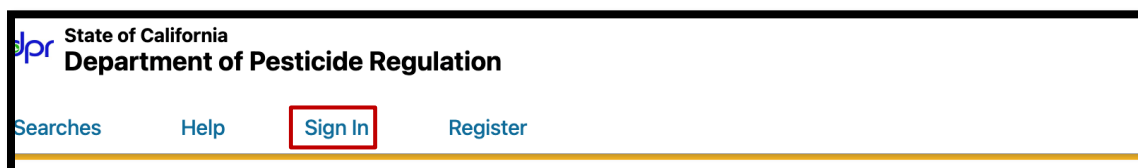


Figure 13: CalPEST landing page with **Sign In** option highlighted

2. Enter your login credentials.

- Type in your email address and password.
- Click the **Sign In** button.

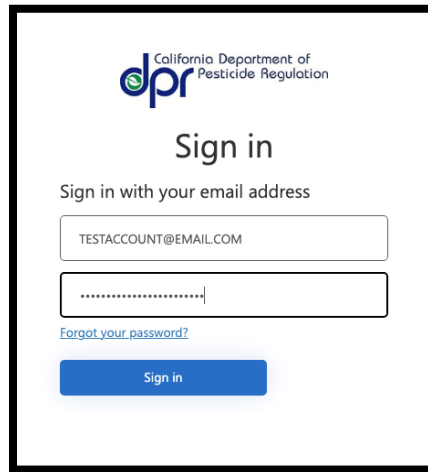
The image shows a mobile app screen for signing in. At the top is the 'dpr' logo and the text 'California Department of Pesticide Regulation'. Below this is the heading 'Sign in' and the instruction 'Sign in with your email address'. There are two input fields: the first contains the text 'TESTACCOUNT@EMAIL.COM' and the second contains a series of dots representing a password. Below the password field is a blue link that says 'Forgot your password?'. At the bottom is a blue button with the text 'Sign in'.

Figure 14: *Sign In screen with email and password fields*

3. Complete two-factor authentication.

- Open the **Microsoft Authenticator** app on your phone or tablet.
- Enter the **6-digit code** shown in the app into the CalPEST verification screen.
- Click **Verify**.

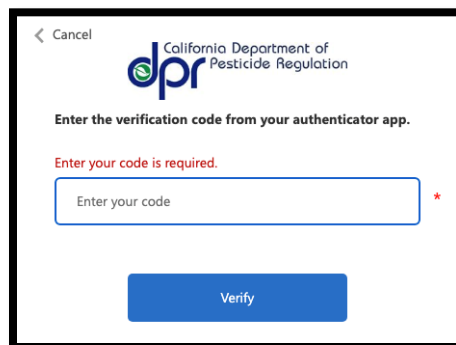
The image shows a mobile app screen for two-factor authentication. At the top left is a back arrow and the word 'Cancel'. Below this is the 'dpr' logo and the text 'California Department of Pesticide Regulation'. The instruction 'Enter the verification code from your authenticator app.' is displayed. Below this is a red error message 'Enter your code is required.' and a text input field with the placeholder 'Enter your code'. To the right of the input field is a red asterisk. At the bottom is a blue button with the text 'Verify'.

Figure 15: *Two-factor authentication screen*

4. Access your dashboard.

After successful verification, you will be taken to your personalized CalPEST dashboard. For a visual reference, see: [Figure 12](#)

Note: Codes refresh every 30 seconds. If you enter the wrong code or it expires, you can use the next code.

How to reset your forgotten password

Steps:

1. Go to the **CalPEST Sign In** page.
Click the **Forgot your password?** link below the login fields.

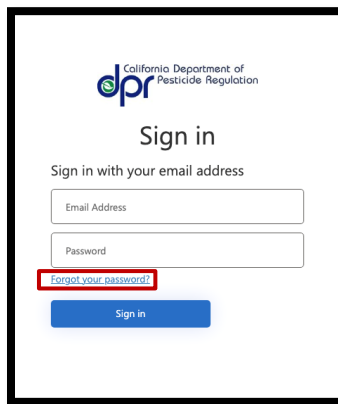


Figure 16: *Forgot your password?* link on Sign In

2. Enter your email address.
 - Type the email address associated with your CalPEST account.
 - Click **Send verification code**.

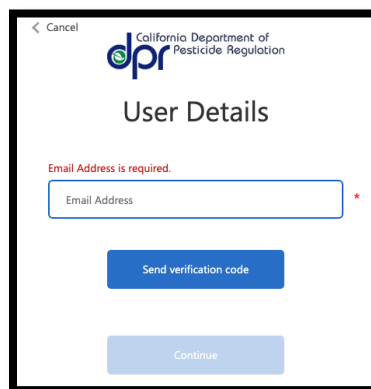


Figure 17: *Password reset – enter email to receive code*

3. Check your email and enter the code.

- Open your email and find the message from CalPEST.
- Enter the one-time verification code from the email into the CalPEST field.
- Click **Verify code**.

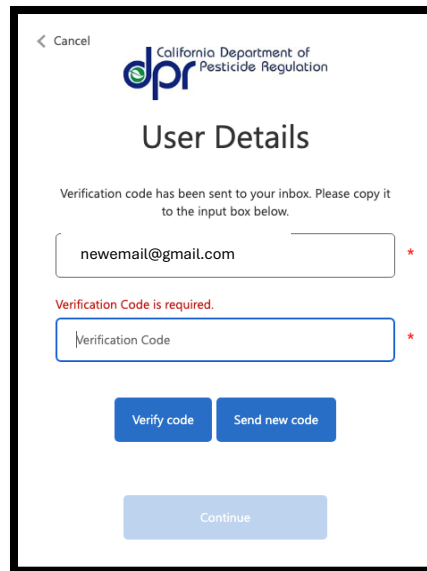


Figure 18: Password reset – enter verification code

- Click **Continue**.
4. Complete multi-factor authentication.
- Open the **Microsoft Authenticator** app on your phone or tablet.
 - Enter the 6-digit code from the app into the CalPEST field.
 - Click **Verify**.

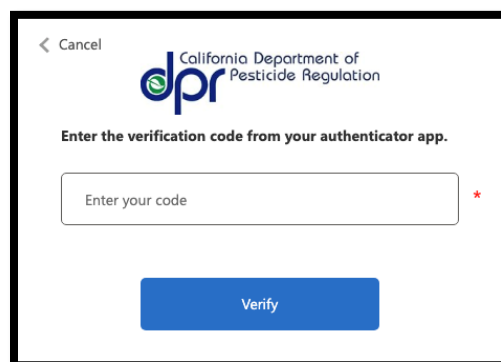
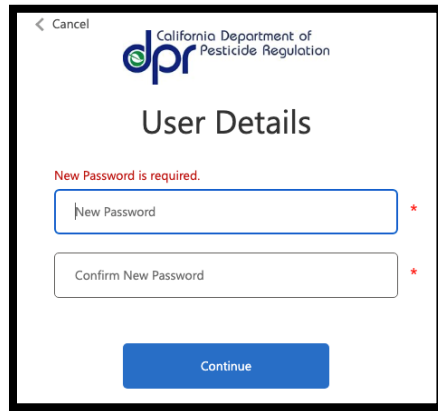


Figure 19: Password reset – two-factor verification step

5. Create a new password.
 - Enter your new password and confirm it.
 - Click **Continue** to complete the reset.



The screenshot shows a mobile application interface for the California Department of Pesticide Regulation (dpr). The screen is titled 'User Details'. At the top left, there is a '< Cancel' link. The dpr logo and name are at the top center. Below the title, a red message states 'New Password is required.' There are two input fields: 'New Password' and 'Confirm New Password', each followed by a red asterisk indicating a required field. At the bottom center, there is a blue button labeled 'Continue'.

Figure 20: Set new password screen

- Click **OK**.
6. Sign in with your new password.

You will be redirected to the login screen. Use your updated password to sign in. For a visual reference, see: [Figure 14](#)

Managing Your Profile

Once your account is created, you can manage your personal information and security settings.

How to update your contact info

You can update your name, phone number, and mailing address at any time from your CalPEST profile.

Steps:

1. Access your profile.
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **User Profile** from the dropdown menu.

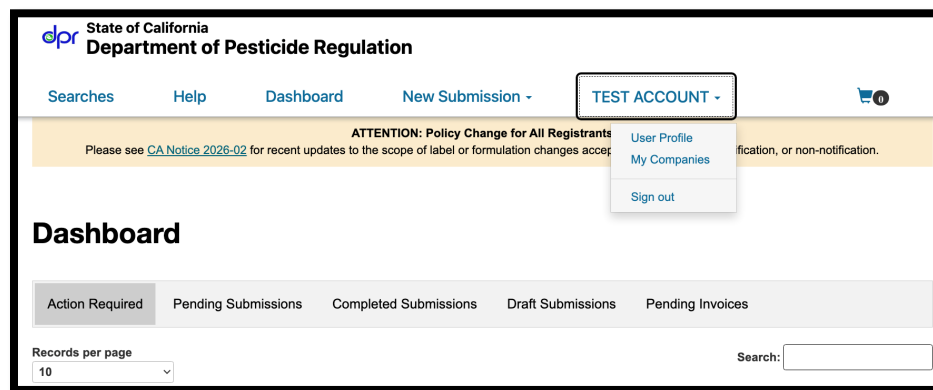


Figure 21: Open Profile from the menu bar (top-right name menu)

2. Click **Edit User Profile**.
This opens the editable version of your contact information. See image on the next page.

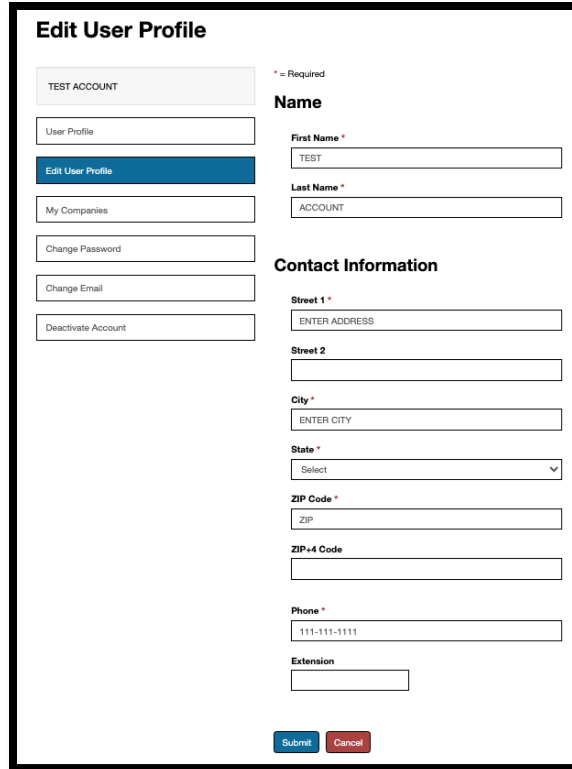


Figure 22: Profile screen with **Edit User Profile**

3. Edit your contact details.

- Update your name, phone number, or address as needed.

4. Click **Submit** to save your changes.

Once verified, your updated contact info will be saved and reflected on your profile.

How to change your email

You can update the email address associated with your CalPEST account at any time. This process includes verifying your current credentials and setting up two-factor authentication again.

Steps:

1. Access your profile.

- Click your name in the top-right corner of the CalPEST ribbon.
- Select **User Profile** from the dropdown menu. For a visual reference, see:

[Figure 21](#)

- Select the **Change Email** tab. For a visual reference, see: [Figure 22](#)
2. Enter your current login details.
- Type in your **current email address** and **password**.
 - Click **Continue**.

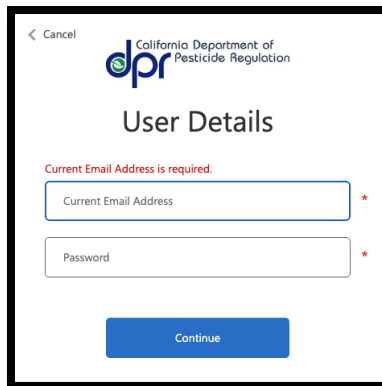


Figure 23: *Change Email – enter current email and password*

3. Enter your new email address.
- Type the new email you want to use.
 - Click **Send verification code**.

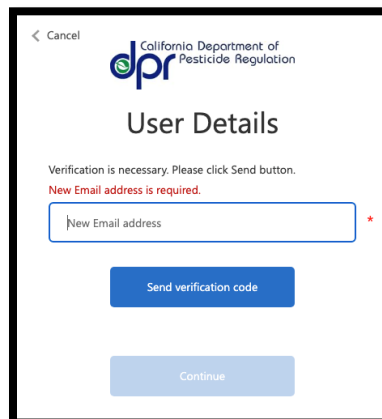


Figure 24: *Change Email – enter new email and send code*

4. Verify your new email.

- Check your inbox for the verification code.
- Enter the code in CalPEST and click **Verify code**.

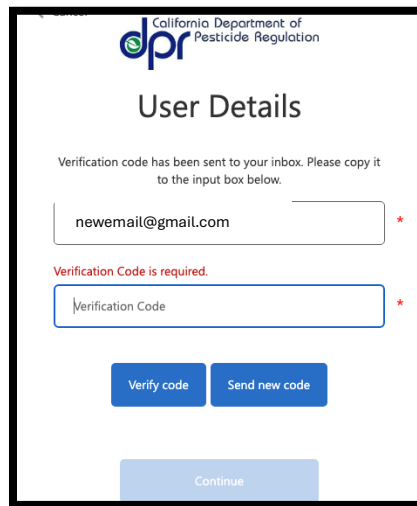


Figure 25: *Change Email – verify code sent to new email*

- Click **Continue**

5. Complete two-factor authentication.

- Open the Microsoft Authenticator account linked to your old email.
- Enter the 6-digit code and click **Verify**.

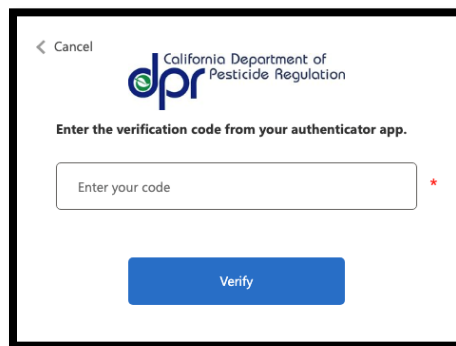


Figure 26: *Two-factor verification during email change*

- Click **OK** to return to your dashboard.

6. Set up two-factor authentication for your new email.

- The next time you sign in using your new email address, CalPEST will prompt you to scan a new QR code with the Microsoft Authenticator app.
- This process is the same as described in [Step 8](#) of the [How to create a CalPEST account](#) section.
- After scanning, click **Continue** to enter the 6-digit code from the authenticator app and complete setup.

How to remove the old authentication account

After changing your email, remove the old account from your Authenticator app to avoid confusion.

Steps:

1. Open the authenticator app.
2. Click on the old CalPEST authentication account you wish to remove. You should see the old email address listed above the code:

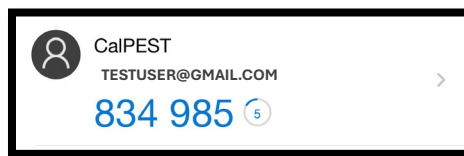


Figure 27: Authenticator – select the old CalPEST account

3. Click on the gear icon on the top right corner:
4. Select “Remove account”:

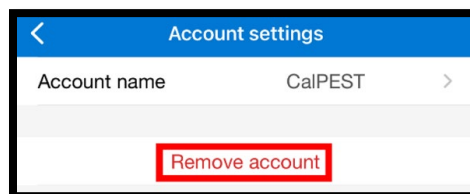


Figure 28: Authenticator – Remove account action

How to change your known password

Note: This section is for users who are already signed in and want to change their password for security or personal reasons. If you have forgotten your password and cannot log in, follow the steps in [How to reset your forgotten password](#).

You can change your CalPEST password at any time from your user profile.

Steps:

1. Access your profile.
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **User Profile** from the dropdown menu. For a visual reference, see: [Figure 21](#)
 - Select the **Change Password** tab. For a visual reference, see: [Figure 22](#)

2. Verify your identity.

Steps 2-6 follow the same process as [How to reset your forgotten password](#)

3. Enter the verification code.
4. Complete two-factor authentication.
5. Create a new password.
6. Return to your dashboard.

You will be redirected back to your CalPEST dashboard after successfully updating your password.

How to deactivate your account

If you no longer need access to CalPEST, you can deactivate your account from your user profile. This action is permanent and cannot be undone through the portal.

Note: Deactivating your account will remove any pending requests you have associated with any company and delete all draft submissions. You will be immediately logged out of CalPEST. Deactivating your account will **not** withdraw pending submissions – you will still receive email notifications until the submission contact is changed. For more information on the differences between requests and submissions, see: [Submission Types](#)

Steps:

1. Access your profile.
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **User Profile** from the dropdown menu. For a visual reference, see: [Figure 21](#)
 - Select the **Deactivate Account** tab. For a visual reference, see: [Figure 22](#)
2. Confirm deactivation.
 - A pop-up will appear asking you to confirm the action.
 - Click **Deactivate** to proceed.

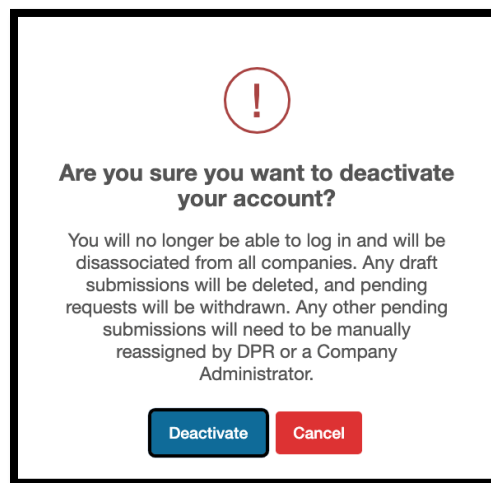


Figure 29: Account deactivation confirmation pop-up

3. You will be logged out.

After deactivation, you will be automatically signed out of CalPEST.

Note: All [Administrators](#) for a company will receive an email notification when any user associated with that company deactivates their CalPEST account.

Working with Companies

Before you can submit applications or manage pesticide registrations and applications, you must be associated with a company. CalPEST supports several types of company-related requests:

- A **Company Association Request (CAR)** is a request to work on behalf of a company in CalPEST.
- A **Company Role Request (CRR)** is a request to change your company role (e.g., from Submitter to Administrator).
- A **Company Disassociation Request (CDR)** is a request to no longer work on behalf of the company.
- A **Company Creation Request (CCR)** is a request to add a new company to the system.
- A **Company Name Request (CNR)** is a request to change the name for an existing company.

Depending on your role, you may also be able to **manage company users** and **update company information**.

See: [User Roles](#)

How to create a new company (CCR)

If the company you are working for is not listed in CalPEST, you can submit a **Company Creation Request (CCR)** to add it to the system.

Note: You must wait for **DPR** to approve the **CCR** before you can submit a Company Association Request (**CAR**) for that company.

Steps:

1. Start a new request.
 - From the top menu, click **New Submission** and select **Company Creation Request (CCR)**.



Figure 30: New Submission – **Company Creation Request** option selected

2. Complete the Details form.
 - Select whether the company is a **California-Only Company** or a **Government Entity**. On-screen text provides additional information.

California-Only Company *

A company that only intends to register a pesticide product in California but does not have a federal company number assigned by U.S. EPA and does not intend to register a product with U.S. EPA because the product(s) is not defined as a pesticide under federal law [Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 2 (u)], but is defined as a pesticide under California law (Food and Agricultural Code [FAC] section 12753). Examples include spray adjuvants (FAC 12758); structural pest control devices (FAC 15305-15320), impregnated materials (apparel/non-apparel), and certain minimum risk pesticides [FIFRA 25(b)(2)] required to be registered under Title 3 California Code of Regulations section 6147.

No

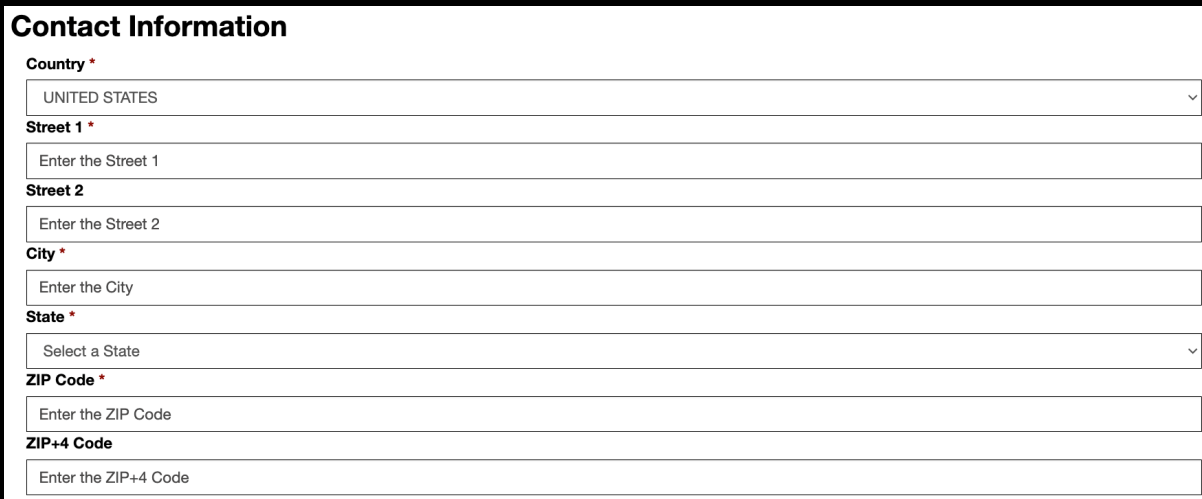
Government Entity *

Pursuant to Food and Agricultural Code section 12814, a government entity is any county, state, or federal officer or employee or their agency, who sells any pesticide at cost. Government entities are not required to pay any registration or renewal fees or late renewal penalty fees.

No

Figure 31: CCR Details – CA-Only and Government Entity dropdowns

- If the company is not a California-only company, enter U.S. EPA company number.
- Enter the Company Name.
- Provide the mailing address:
 - If in the U.S., enter Street, City, State, ZIP, and optional ZIP+4.



Contact Information

Country *

UNITED STATES

Street 1 *

Enter the Street 1

Street 2

Enter the Street 2

City *

Enter the City

State *

Select a State

ZIP Code *

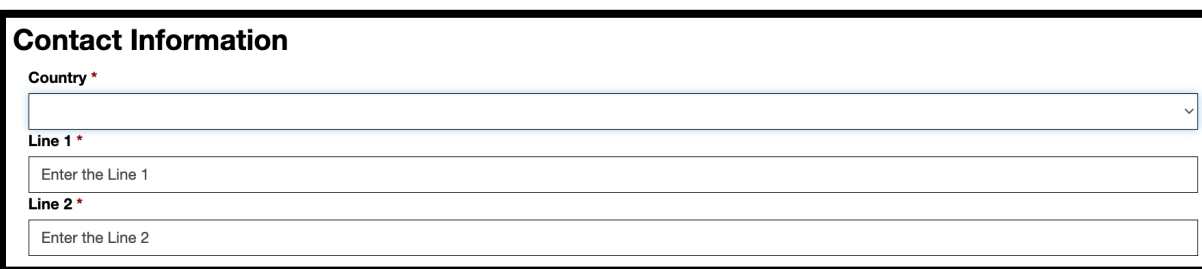
Enter the ZIP Code

ZIP+4 Code

Enter the ZIP+4 Code

Figure 32: CCR – U.S. address fields

- If international, enter Line 1 and Line 2.



Contact Information

Country *

Line 1 *

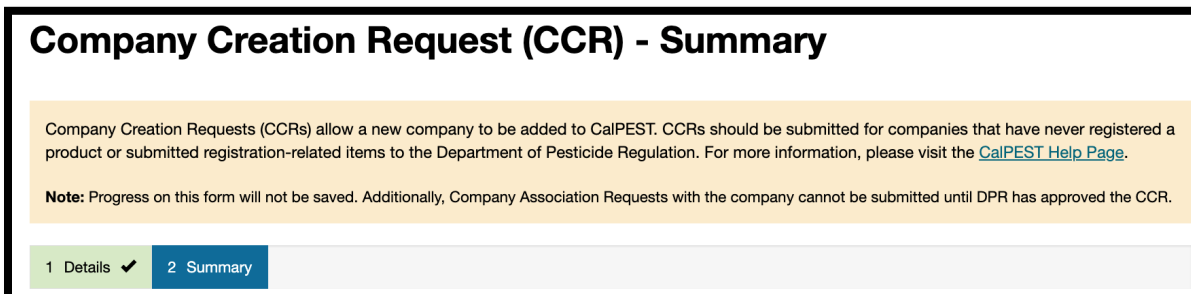
Enter the Line 1

Line 2 *

Enter the Line 2

Figure 33: CCR – International address fields

- Click **Continue**.
- Review your information.
On the **Summary screen**, confirm all details are correct.



Company Creation Request (CCR) - Summary

Company Creation Requests (CCRs) allow a new company to be added to CalPEST. CCRs should be submitted for companies that have never registered a product or submitted registration-related items to the Department of Pesticide Regulation. For more information, please visit the [CalPEST Help Page](#).

Note: Progress on this form will not be saved. Additionally, Company Association Requests with the company cannot be submitted until DPR has approved the CCR.

1 Details ✓ 2 Summary

Figure 34: CCR Summary – read-only company details

4. Agree to the Terms and Conditions.

Click the hyperlinks to review the DPR and CalPEST Terms and Conditions. Check the box to agree.

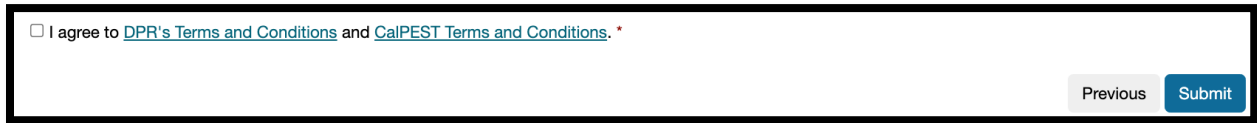


Figure 35: CCR Terms and Conditions checkbox with links

5. Submit the request.

Click **Submit**. You will see a confirmation message.

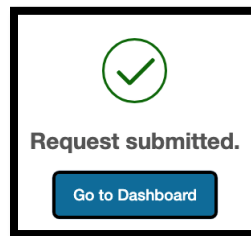


Figure 36: CCR success – confirmation popup with **Go to Dashboard**

6. Return to your dashboard.

Click **Go to Dashboard** to continue working in CalPEST.

7. What happens next:

- DPR will review your request.
- You will receive an email confirmation with your request details.
- Once approved, you can submit a Company Association Request (CAR) to associate yourself to the new company.

How to change company information (for Admins)

If you are a Company **Administrator**, you can update your company's address information directly in CalPEST.

Note: You cannot change the Company Name from this screen. To request a name change, submit a [Company Name Request \(CNR\)](#) instead.

Steps:

1. Go to your profile.
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select My Companies. For a visual reference, see: [Figure 21](#)
2. Click the **Company Number** hyperlink.
 - Select the Company Number hyperlink for the company you want to manage.

Company Number	Company Name	Role	Actions
89765	TEST COMPANY	Administrator	<button>Options</button>

Figure 37: From *My Companies* – Company Number hyperlink

3. Open the **Company Profile**.
 - You will be taken to the Company Profile screen.

Company Profile

TEST COMPANY - Administrator

Company Profile

Edit Company Profile

Associations

Products

Licenses

Pending Submissions

Completed Submissions

Company Number

89765

Company Name

TEST COMPANY

Address

1001 I STREET

SACRAMENTO, CALIFORNIA

95758

Figure 38: Company Profile screen (Administrator view)

4. Click **Edit Company Profile**.

- This option is only available to users in the **Administrator** role.

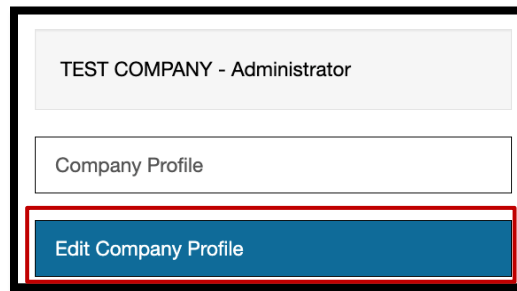


Figure 39: *Edit Company Profile* button (Admins only)

5. Edit the company's contact information.

- Company Number and Company Name are read-only.
- You can update:
 - Street address (U.S. or international)
 - City, State, ZIP Code
 - Country

6. Click **Submit**.

7. Success!

- Your changes will be saved and reflected in the Company Profile.

How to request a company name change (CNR)

If your company's name has changed, you can submit a Company Name Request (CNR) to update it in CalPEST.

Note: If the company ownership is also changing, send an email to PRBLicensing@cdpr.ca.gov instead. A CNR does not allow you to change the Company Number. If your company number is changing, submit a [Company Creation Request \(CCR\)](#) instead.

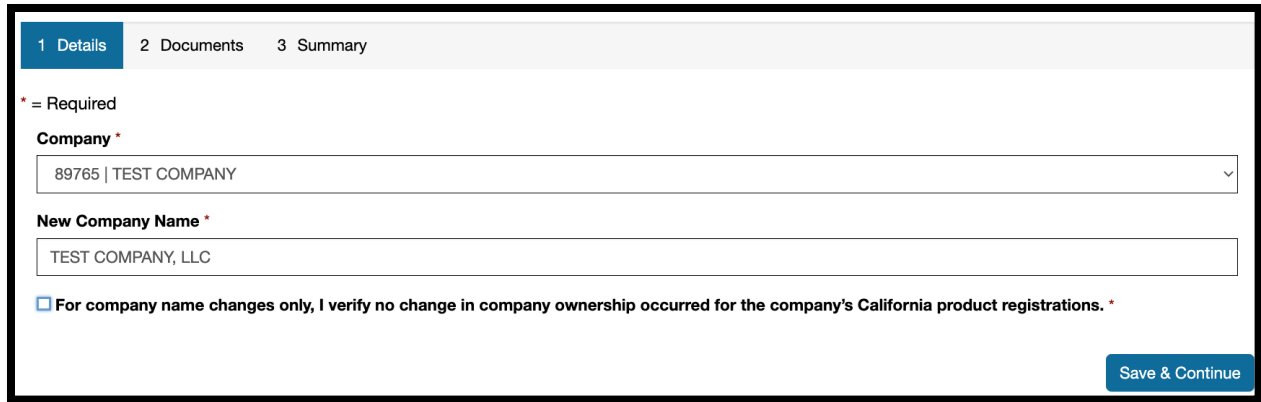
Steps:

1. Start a new request.
 - From the top menu, click **New Submission** and select **Company Name Request (CNR)**.



Figure 40: New Submission – Company Name Request (CNR) selected

2. Complete the Details form.
 - Select the company you want to update from the dropdown menu.
 - You must be associated with the company for it to appear. If the company is not listed, submit a CAR
See: [How to request to be associated to a company \(CAR\)](#)
 - Enter the New Company Name.
 - Check the box to confirm no change in company ownership.
 - If a change in company ownership has occurred, send an email to PRBLicensing@cdpr.ca.gov instead of using this form.
 - Click **Save & Continue**.



1 Details 2 Documents 3 Summary

* = Required

Company *

89765 | TEST COMPANY

New Company Name *

TEST COMPANY, LLC

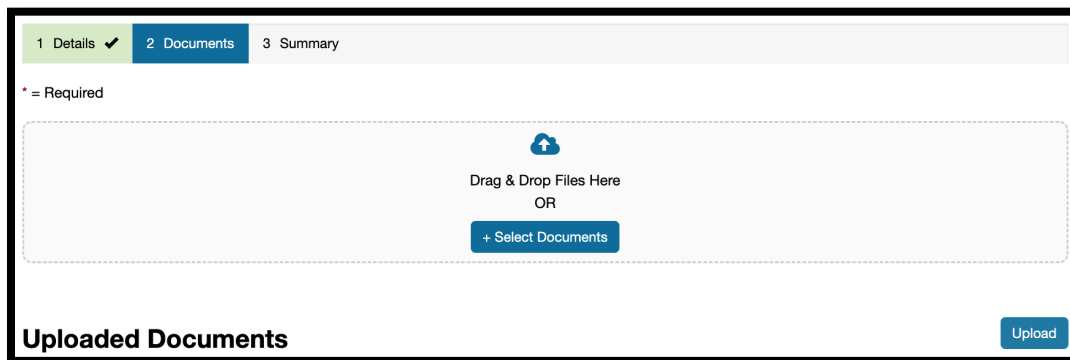
☐ For company name changes only, I verify no change in company ownership occurred for the company's California product registrations. *

Save & Continue

Figure 41: CNR Details – Select company and enter new name

Note: You must be associated with the company to submit a CNR. Only one active CNR can exist per company. If one is already pending, you will see an error message.

3. Upload supporting documents. For federally registered companies, the U.S. EPA acceptance letter of the name change is required.
 - Click **+ Select Documents** to choose files or **Drag & Drop** the files.
 - Choose a **Document Category** for each file.
 - Click **Upload**.



1 Details ✓ 2 Documents 3 Summary

* = Required

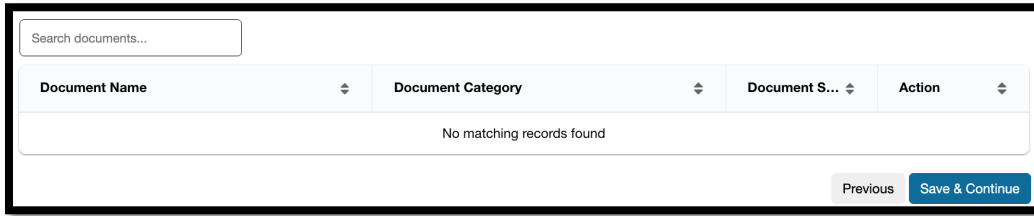
Drag & Drop Files Here
OR
[+ Select Documents](#)

Uploaded Documents [Upload](#)

Figure 42: CNR Document upload grid

- Allowed file types: .pdf, .xls, .xlsx, .csv
 - Ensure the document is not password protected and filename does not contain the # symbol, as this will cause the document upload to stall
 - File size limit for each document is 2 GB

4. Click **Save & Continue**.



Search documents...

Document Name	Document Category	Document S...	Action
No matching records found			

Previous **Save & Continue**

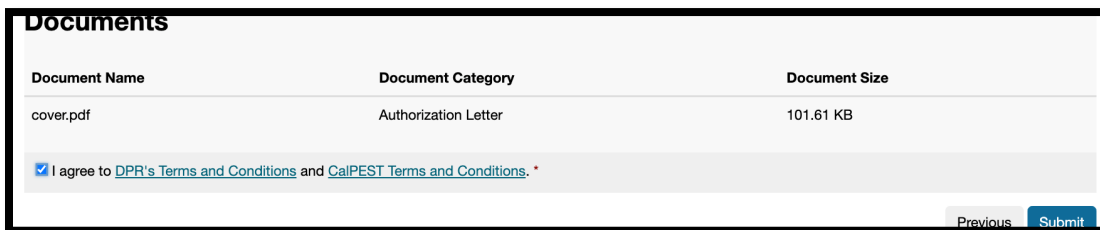
Figure 43: CNR – Save & Continue

5. Review and submit.

- On the Summary screen, review your details and uploaded documents.

6. Click the hyperlinks to review the DPR and CalPEST Terms and Conditions. Check the box to agree.

7. Click **Submit**.



Documents

Document Name	Document Category	Document Size
cover.pdf	Authorization Letter	101.61 KB

☒ I agree to [DPR's Terms and Conditions](#) and [CalPEST Terms and Conditions](#).

Previous **Submit**

Figure 44: CNR Summary – Terms checkbox and Submit

8. Success!

- You will see a confirmation message.
- Click **Go to Dashboard** to return to your homepage.

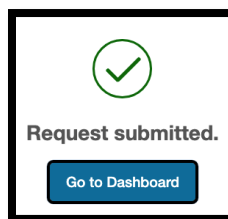


Figure 45: CNR success popup with **Go to Dashboard** button

9. What happens next:

- DPR will review your request.
- You will receive an email confirmation with your request details.
- You will receive another email when the request is approved or rejected.

How to request to be associated to a company (CAR)

There are two ways to submit a CAR:

- From your **User Profile** if you are requesting access for yourself
- From the **Company Profile** if you are associated as a Company Administrator with the company and you are trying to add another user

This section covers both scenarios.

Requesting Access for Yourself

Steps:

1. Go to your profile:
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)
2. Click **Add New Association**.



Figure 46: Add New Association (CAR) button

3. Check the **NOTICE** box and click **Continue**.

NOTICE

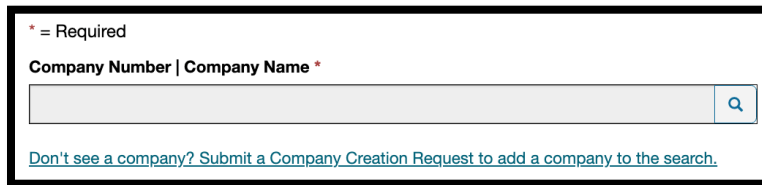
Use this form to request access to view or make submissions for companies. This form should only be used AFTER you have been in contact with that company and they have requested your professional services. DO NOT use this form to send unsolicited access requests. Doing so may result in your CalPEST access being revoked.

☒ By checking this box, I confirm that I am currently authorized to operate on behalf of the company with which I am requesting association. I agree not to request association with any company I am not authorized to work for.

Figure 47: CAR authorization notice

4. Search for your company.

- Click the magnifying glass icon to find your company by name or number.
- If your company is not listed, follow the link to submit a Company Creation Request (CCR) instead.



* = Required

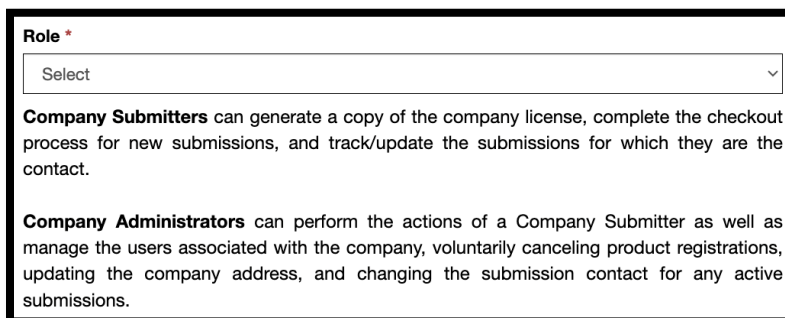
Company Number | Company Name *

[Don't see a company? Submit a Company Creation Request to add a company to the search.](#)

Figure 48: CAR – company lookup

5. Select your role.

- Choose either **Submitter** or **Administrator**.



Role *

Select ▼

Company Submitters can generate a copy of the company license, complete the checkout process for new submissions, and track/update the submissions for which they are the contact.

Company Administrators can perform the actions of a Company Submitter as well as manage the users associated with the company, voluntarily canceling product registrations, updating the company address, and changing the submission contact for any active submissions.

Figure 49: CAR – role selection (Submitter or Administrator)

6. Add authorization letter.

- Upload a **Letter of Authorization (LOA)**. This document must be a PDF and is only required when there is not an established Company Administrator in CalPEST for the selected company.

See: [Appendix C: Sample Letter of Authorization Template](#)

Authorization Letter *

An Authorization Letter must be submitted if the company does not have an established CalPEST Company Administrator. The Authorization Letter:

- Must be on official company letterhead, signed by an official of the registrant, and uploaded as a PDF.
- Must specify the name of the individual(s) authorized to do work on behalf of the company.
- Must specify the user role the user if the role is for a Company Administrator; if no role is specified, the role will default to a Company Submitter.

Choose Files

 No file chosen

Note: It may take a moment to upload the document.

Figure 50: CAR – upload Letter of Authorization (PDF)

7. Submit the request.

- Click **Submit**.
- If no Company Administrator has been established, DPR will review the CAR for approval. If a Company Administrator exists, they will review and approve the request.
- If the PDF does not specifically state that the user is authorized to be a Company Administrator, DPR can only approve the role of a Company Submitter.
- Once a Company Administrator has been established, the Company Administrator(s) will review subsequent CARs for approval.

8. Confirmation.

- You will see a success message on the screen once the request is submitted.
- You will receive email updates when your request is submitted and approved or rejected.

Company Administrator Adding Another User

Note: Only registered CalPEST users can be added. Ensure the user has already created an account in CalPEST before submitting a CAR on their behalf.

Steps:

1. Go to the Company Profile.
 - Click your name in the top-right corner of the dashboard.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)

- Click on the **Company Number** hyperlink for the company to which you want to add the user.

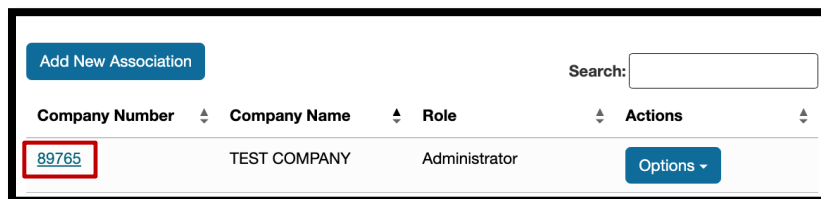


Figure 51: Company Profile – open via Company Number

- Navigate to the **Associations** tab.

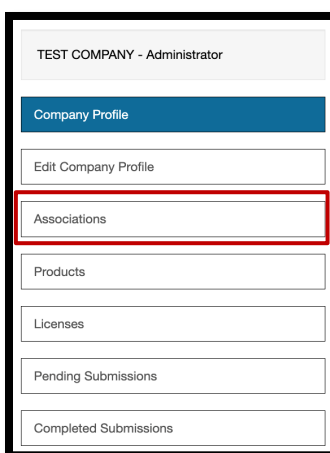


Figure 52: Company Profile – Associations tab

- Click **Add User to Company**.



Figure 53: Add User to Company button (Associations tab)

- Complete the **CAR** form.

The pop-up will display:

- Company Number | Name (auto-filled)

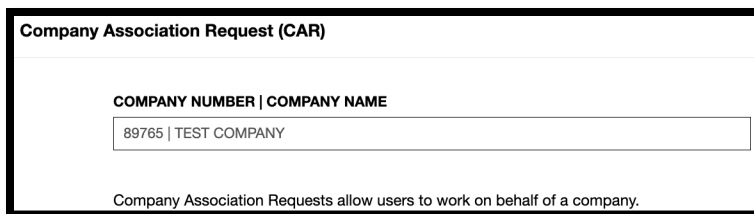


Figure 54: CAR popup – auto-filled Company Number and Name

- Email (must belong to a registered CalPEST user)

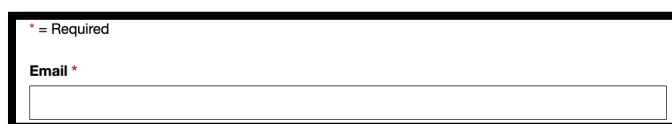
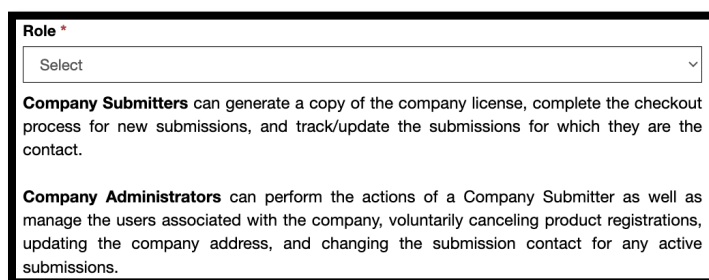


Figure 55: CAR popup – Email field (registered user required)

- Role (**Administrator** or **Submitter**)



Role *

Select

Company Submitters can generate a copy of the company license, complete the checkout process for new submissions, and track/update the submissions for which they are the contact.

Company Administrators can perform the actions of a Company Submitter as well as manage the users associated with the company, voluntarily canceling product registrations, updating the company address, and changing the submission contact for any active submissions.

Figure 56: CAR popup – Role dropdown and descriptions

5. Submit the request.

- Click **Submit**.



Figure 57: CAR popup – Submit request

The system will validate several areas and display an error message if:

- Required fields are not completed
- Email does not belong to a registered CalPEST user
- Duplicate or pending CAR exists
- User is already associated to the company

6. The user is then associated with the company:

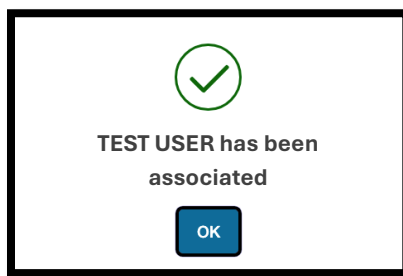


Figure 58: Association confirmed for the user

How to change your company role (CRR)

If you are already associated with a company in CalPEST and need to change your role (e.g., from Submitter to Administrator), you can submit a Company Role Request (CRR).

Note: This is different from a Company Association Request (CAR), which is used to request access to a company. A CRR is only used to change your role after you have already been associated to the company.

Which path applies to you?

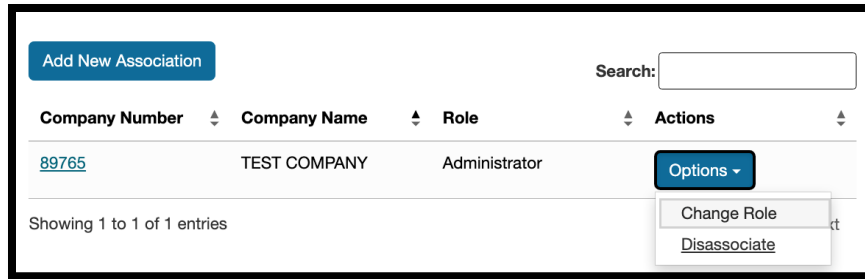
Your Current Role	Where to Start	Who Reviews the Request
Submitter	My Companies tab in your profile	Company Administrator or DPR
Administrator	Associations tab in the Company profile	Immediate system update

Table 1: Company Role Request (CRR) pathways by current role

Submitter Requesting Administrator Access:

Steps:

1. Go to your profile.
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)
2. Click **Change Role**.
 - In the **Options** menu next to the company name, select **Change Role**.



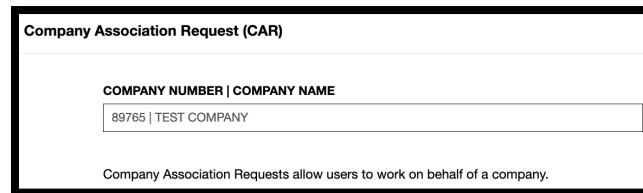
Company Number	Company Name	Role	Actions
89765	TEST COMPANY	Administrator	Options ▾ Change Role Disassociate

Showing 1 to 1 of 1 entries

Figure 59: *Change Role* from Options menu (My Companies)

3. Fill out the CRR form.

- Company Number and Company Name will be auto filled.



Company Association Request (CAR)

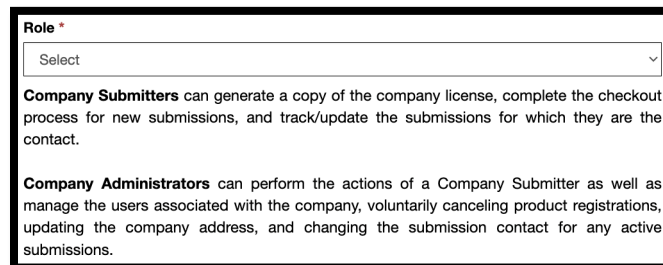
COMPANY NUMBER | COMPANY NAME

89765 | TEST COMPANY

Company Association Requests allow users to work on behalf of a company.

Figure 60: *CRR form – company fields auto-filled*

- Select your new role from the dropdown.



Role *

Select ▾

Company Submitters can generate a copy of the company license, complete the checkout process for new submissions, and track/update the submissions for which they are the contact.

Company Administrators can perform the actions of a Company Submitter as well as manage the users associated with the company, voluntarily canceling product registrations, updating the company address, and changing the submission contact for any active submissions.

Figure 61: *CRR – select new role*

- Upload an Authorization Letter (PDF) if required, if applicable.
See: [Appendix C: Sample Letter of Authorization Template](#)

Scenario 1 – If a Company Administrator Exists:

- No Authorization Letter required.
- Your request is routed to the Company Administrator for approval.
- You will receive email updates when your request is submitted and approved or rejected.

Scenario 2 – If a Company Administrator Does Not Exist:

- An authorization Letter is required.
See: [Appendix C: Sample Letter of Authorization Template](#)
 - The letter must:
 1. Be on official company letterhead
 2. Be signed by a company official
 3. Include your name and the authorized role
- Your request is routed to DPR for review.
- You will receive email updates when your request is submitted and approved or rejected.

Company Administrator changing your own role:

Steps:

1. Go to your Company profile.
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)
2. Click the **Company Number** hyperlink.

Company Number	Company Name	Role	Actions
89765	TEST COMPANY	Administrator	Options

Figure 62: Admin – open Company Profile via Company Number

3. Open the **Associations** tab.
 - This shows all users associated to your company.

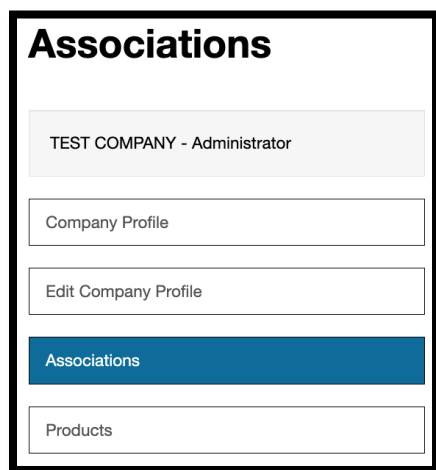


Figure 63: Admin – Associations tab listing all users

4. Find your name and click Change Role:
 - In the **Options** menu next to your name, select **Change Role**.

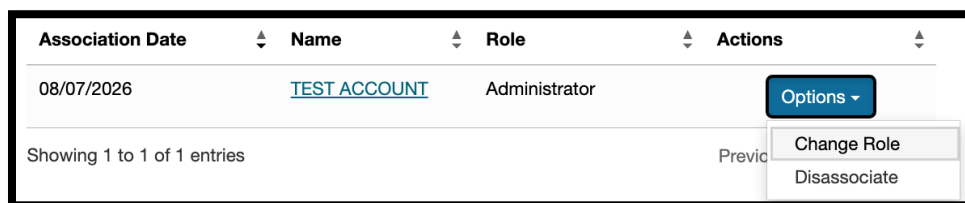


Figure 64: Admin – Change Role next to own name

5. Select your new role.
 - Choose Submitter from the dropdown and click Submit.

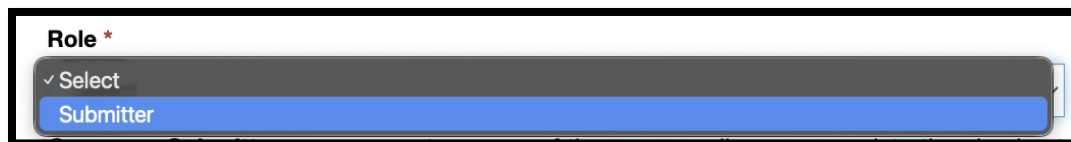


Figure 65: Admin – select new role (Submitter) and submit

6. Confirmation.

- You will see a success message and your role will be updated immediately.

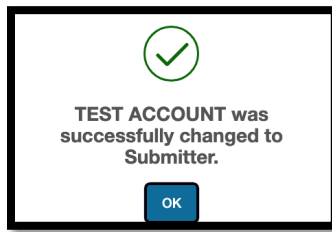


Figure 66: Role change success message

Note: No approval or Authorization Letter is needed when an Administrator changes their own role to Submitter.

Company Administrator changing another user's role

Steps:

- Go to your Company profile:
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)
- Click the **Company Number hyperlink**.
 - Select the Company Number link for the company you want to manage.

Company Number	Company Name	Role	Actions
89765	TEST COMPANY, LLC	Administrator	Options ▾

Figure 67: Admin – open Company Profile to manage another user

3. Open the **Associations** tab.

- Navigate to the Associations tab to view all users associated to the company.

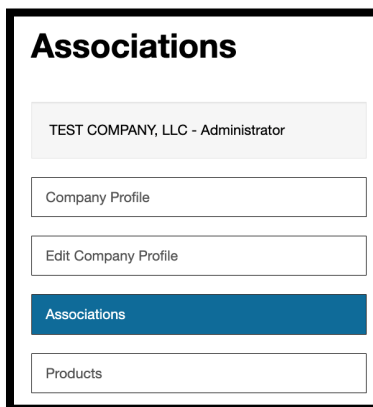


Figure 68: Admin – Associations tab view (other users)

4. Click **Change Role** next to the user.

- In the **Options** menu next to user's name, select **Change Role**.

Association Date	Name	Role	Actions
08/07/2026	CHISOM USER	Submitter	Options ▾
08/07/2026	LIA SMITH	Submitter	Options ▾
08/07/2026	TEST ACCOUNT	Administrator	Options ▾
07/16/2026	CHISOM USER	Administrator	Options ▾

Figure 69: Admin – **Change Role** next to the selected user

5. Select their new role and click Submit.

- The change is applied immediately.

6. Success!

- You will see a confirmation message.

Note: No Authorization Letter is required when an Administrator changes another user's role.

How to disassociate from a company (CDR)

If you no longer need to work on behalf of a company in CalPEST, you can submit a Company Disassociation Request (CDR) to remove yourself from that company.

Note: Disassociating from a company will remove your access to that company's submissions and data. It will cancel any draft submissions you created for that company. CDR **will not** withdraw pending submissions – you will still receive email notifications unless the submission contact is updated.

To disassociate yourself from a company

Steps:

1. Go to your profile.
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)
2. Click **Disassociate**.
 - In the **Options** menu next to the company name, select **Disassociate**.



Figure 70: Disassociate – Options menu next to company

3. Review the warning message.
 - A pop-up will appear with the following message:

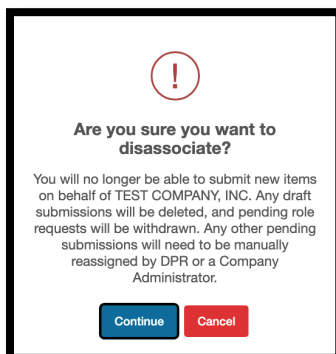


Figure 71: Disassociate – warning message

4. Click **Continue**.
 - Confirm the action to proceed.
5. Success!
 - You will see a confirmation message.

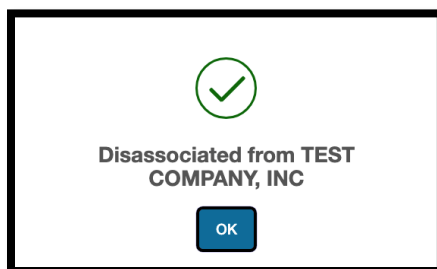


Figure 72: Disassociate – success confirmation

- Click **OK** to return to the My Companies page.

Note: If you are the contact for any submission at the time you are disassociating, all Administrators for your company will receive an email notification prompting them to update the contact for those submissions. If you are the only Company Administrator for the company, any pending CAR or CRR requests will be automatically rejected. The system will notify the requestors that the company no longer has an Administrator and that the request must be resubmitted.

Company Administrator disassociating another user

As a Company Administrator, you can remove other users (Submitters or Administrators) from your company. The disassociated user will receive an email notification once the request is complete.

Steps:

1. Go to your profile:
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)
2. Click the **Company Number** hyperlink.
 - Select the Company Number link for the company you want to manage.

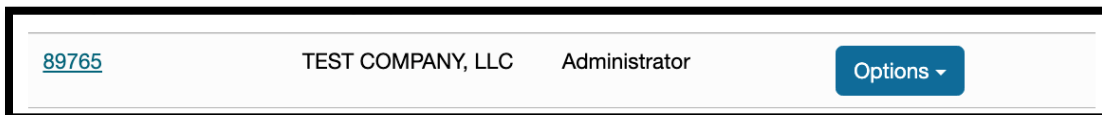


Figure 73: Admin – open Company Profile to disassociate a user

3. Open the **Associations** tab.
 - Navigate to the **Associations** tab to view all users associated with the company.

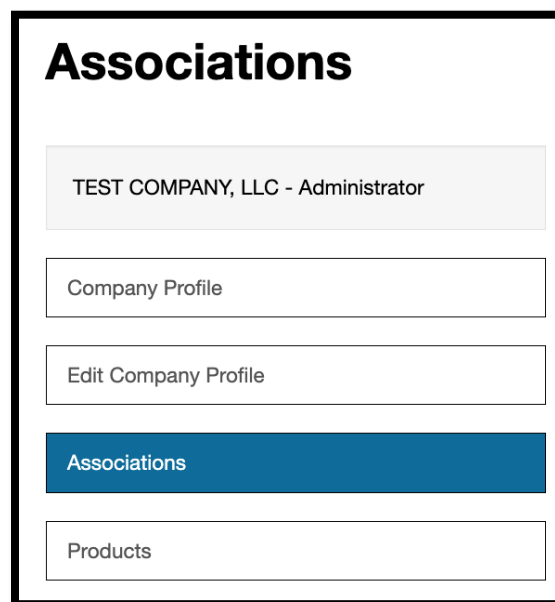


Figure 74: Admin – Associations tab (manage disassociation)

4. Click **Disassociate** next to the user.
 - In the **Options** menu next to the user's name, select **Disassociate**.

Association Date	Name	Role	Actions
08/07/2026	CHISOM USER	Submitter	Options ▾
08/07/2026	LIA SMITH	Submitter	Change Role Disassociate

Figure 75: Admin – **Disassociate** next to the user

5. Review the warning message.
6. Click **Continue**.
 - Confirm the action to proceed.
7. Success!
 - You will see a confirmation message.
 - Click **OK** to return to the My Companies page.

How to manage company users (for Admins)

How to associate users to the company

See: [Company Administrator Adding Another User](#)

How to change a user's role

See: [Company Administrator changing another user's role](#)

How to disassociate users from the company

See: [Company Administrator disassociating another user](#)

How to verify company users

Each year, CalPEST prompts Company Administrators to verify the users associated with their company. This helps ensure that only authorized individuals have access to company submissions and data.

See: [Appendix B: Email Notifications in CalPEST](#)

When Verification Happens:

- On **September 1** each year, CalPEST sends a verification email to all Company Administrators.
- The email includes a list of all external users (Submitters and Administrators) currently associated with the company.

What the Email Includes:

- A table listing each associated user's:
 - **Full Name**
 - **Role** (Submitter or Administrator)
 - **Email Address** (as a clickable mailto: link)
- If your company has multiple administrators, each one will receive the same email.
- If you are an administrator for multiple companies, you will receive one email per company.

Hello TEST ACCOUNT,

As a company administrator for 89765 | TEST COMPANY, LLC, you are responsible for managing the users associated with the company. As of today, the following users have an active association with the company:

TEST ACCOUNT1	SUBMITTER	TESTACCOUNT1@GMAIL.COM
TEST ACCOUNT2	ADMINISTRATOR	TESTACCOUNT2@GMAIL.COM
TEST ACCOUNT3	ADMINISTRATOR	TESTACCOUNT3@GMAIL.COM
TEST ACCOUNT4	SUBMITTER	TESTACCOUNT4@GMAIL.COM

To make changes to any of the associations listed above, including changing roles or deactivating users, log into your CalPEST account and navigate to the Associations tab of the Company Profile. If you are not the only administrator for the company, be sure to coordinate with other administrators to ensure all user associations are valid. If you are an administrator for multiple companies, you will receive a separate email listing the current users for each company. Don't have a CalPEST account? Please visit the [CalPEST Homepage](#) to register for an account.



California Department of
Pesticide Regulation

Figure 76: Annual verification email to Company Administrators

What You Should Do:

1. Review the list of users in the email.
2. If any users are no longer affiliated with your company, see: [Company Administrator disassociating another user](#)
3. If roles need to be updated, see: [Company Administrator changing another user's role](#)

Managing Products

How to view registered products

Once you are associated with a company in CalPEST, you can view all of its currently registered pesticide products.

Steps:

1. Go to your profile:
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)
2. Click the **Company Number** hyperlink.
 - Select the Company Number link for the company you want to manage. For a visual reference, see: [Figure 37](#)
3. Open the **Products** tab.
 - From the Company Profile screen, click the **Products** tab.

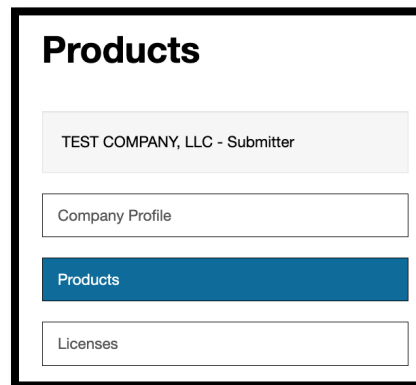
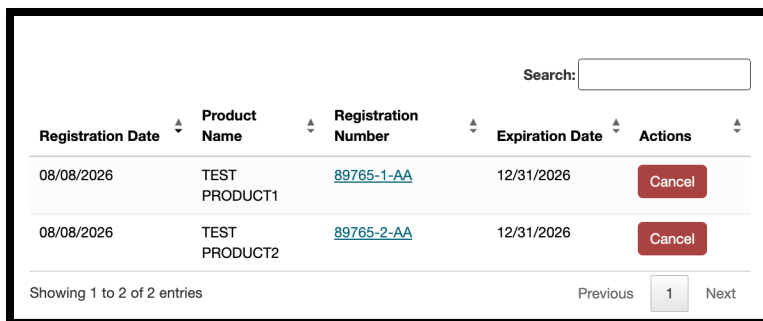


Figure 77: *Company Profile with Products tab selected*

4. View the product list.
 - You will see a table showing all active products registered under the company.
The table includes:
 - First Registration Date
 - Product Name
 - Registration Number
 - Expiration Date (default is 12/31 of the current year)
 - Actions (e.g., Cancel – available only to **Administrators**)



Registration Date	Product Name	Registration Number	Expiration Date	Actions
08/08/2026	TEST PRODUCT1	89765-1-AA	12/31/2026	<button>Cancel</button>
08/08/2026	TEST PRODUCT2	89765-2-AA	12/31/2026	<button>Cancel</button>

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 78: Products grid with product details

How to download accepted labels

As a registered CalPEST user in the **Submitter** or **Administrator** role, you can download currently accepted labels for your company's products directly from the product record or from a submission record. Anyone, including the general public, can also download currently accepted labels using the CalPEST public product search.

Method 1: From the Product Record (Submitters and Administrators)

This method lets you navigate to and download the currently accepted label directly from the product record in your company profile.

Steps:

- Go to your profile.
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)
- Click the **Company Number** hyperlink.
 - Select the Company Number link for the company whose product label you want to download. For a visual reference, see: [Figure 37](#)

3. Open the **Products** tab.

- From the Company Profile screen, click the **Products** tab.

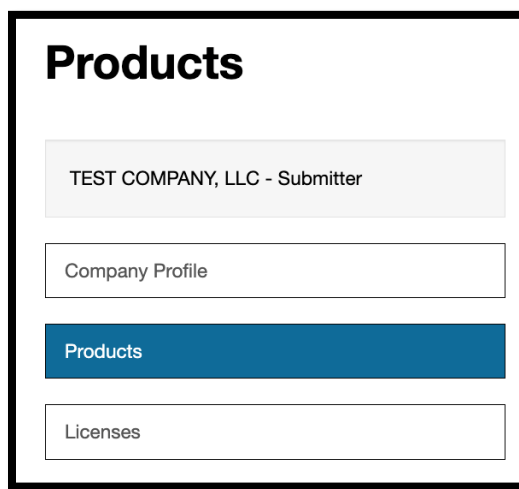


Figure 79: Products tab in Company Profile

4. Click the **Registration Number** hyperlink for the product whose accepted label you want to download.

Search:				
Registration Date	Product Name	Registration Number	Expiration Date	Actions
01/22/1979	PRODUCT A	00000-1-AA	12/31/2025	<button>Cancel</button>
01/11/1977	PRODUCT B	00000-2-AA	12/31/2025	<button>Cancel</button>
Showing 1 to 2 of 2 entries				
Previous 1 Next				

Figure 80: Products grid with Registration Number hyperlinks

5. The product report will open in a new tab. This is the same page public users can access from the product search results.

6. Scroll down to the **Label** section and click the **Acceptance Date** hyperlink to download the label.

Labels

To view the label, click on the date in the Acceptance Date field. The latest label is at the top of the list.

NOTE: Please be advised that label results may not be complete during the transition to CalPEST. If you need access to labels not listed below, you can request them through the [Public Records Act](#). Please visit [CalPEST](#) for more information.

Accessibility Statement: DPR is unable to modify the label because the original file was created by a third party and modifying may fundamentally alter the nature of its contents and would present significant difficulty or expense. If you need assistance with the label, please contact the Pesticide Registration Branch at 916-445-4400.

EPA Reg. No. (Registration Number)	Product Name	Acceptance Date
00000-1-AA	PRODUCT A	01/22/1979

Figure 81: Product Details page – Label section with Acceptance Date hyperlink

Method 2: From a Submission Record

You can also download accepted labels from the submission record associated with the product. Access depends on your role:

- **Submitters** can download accepted labels from submissions where they are listed as the contact.
- **Administrators** can download accepted labels from all submissions made for their company, regardless of whether they are the contact.

If you are a Submitter:

Steps:

1. Go to the **Pending Submissions** or **Completed Submissions** tab on your dashboard and locate the submission you want.
2. Click the **CalPEST ID** hyperlink for that submission.
3. Open the **Documents** tab.

[Home](#) / [PRO-2600954](#) / **Documents**

Documents

Summary

Documents

Studies

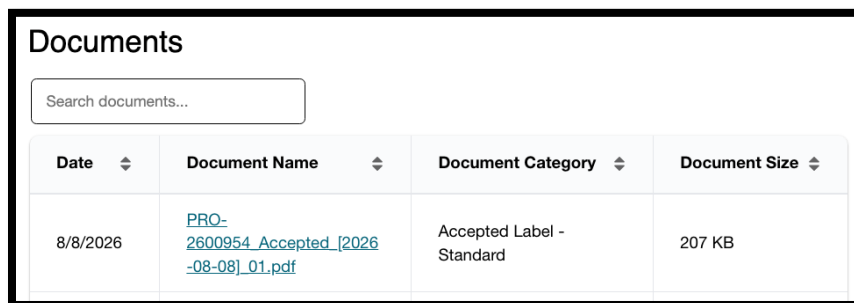
Deficiencies

Evaluation

Conditions

Figure 82: Documents tab in a submission record

- Look for the document with a category that begins with Accepted Label – and click the **Document Name** hyperlink for the accepted label to download it.



Documents			
Search documents...			
Date	Document Name	Document Category	Document Size
8/8/2026	PRO-2600954_Accepted_[2026-08-08]_01.pdf	Accepted Label - Standard	207 KB

Figure 83: Document Name hyperlink to download the accepted label

If you are an Administrator:

Steps:

- Go to your profile.
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)
- Click the **Company Number** hyperlink.
 - Select the Company Number link for the company. For a visual reference, see: [Figure 37](#)
- Open the **Pending Submissions** or **Completed Submissions** tab and locate the submission you want.
- Click the **CalPEST ID** hyperlink for that submission.
- Open the **Documents** tab. For a visual reference, see: [Step 3](#) in the **If you are a Submitter** section above.
- Click the **Document Name** hyperlink for the accepted label to download it.

Method 3: From the Public Product Search (All Users)

Anyone can download the currently accepted label(s) for any registered product using the CalPEST public product search; a login is not required. For full instructions, see: [How to search for products](#). Once you have located the product, click the **Registration Number** or **Product Name** hyperlink in the search results, scroll down to the **Label** section, and click the **Acceptance Date** hyperlink to download the accepted label.

How to generate a company license

As a user in the **Submitter** or **Administrator** role, you can generate a license document that lists all currently active pesticide products registered under your company.

Steps:

1. Go to your profile.
 - Click your name in the top-right corner of the CalPEST ribbon.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)
2. Click the **Company Number** hyperlink.
 - Select the Company Number link for the company whose license you want to generate. For a visual reference, see: [Figure 37](#)
3. Open the **Licenses** tab.
 - From the Company Profile screen, click the **Licenses** tab.

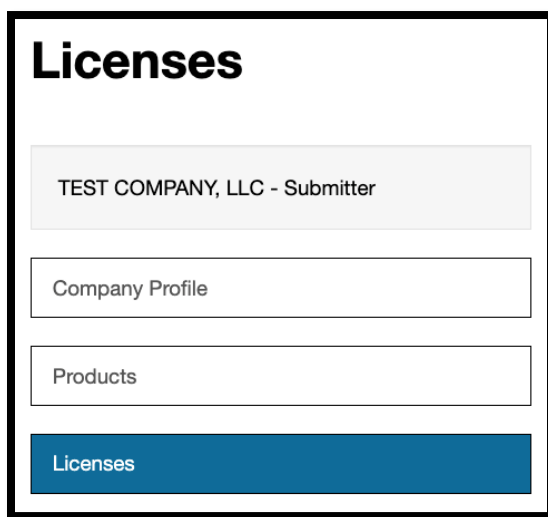


Figure 84: *Company Profile with Licenses tab selected*

- Click the **Generate License** button.

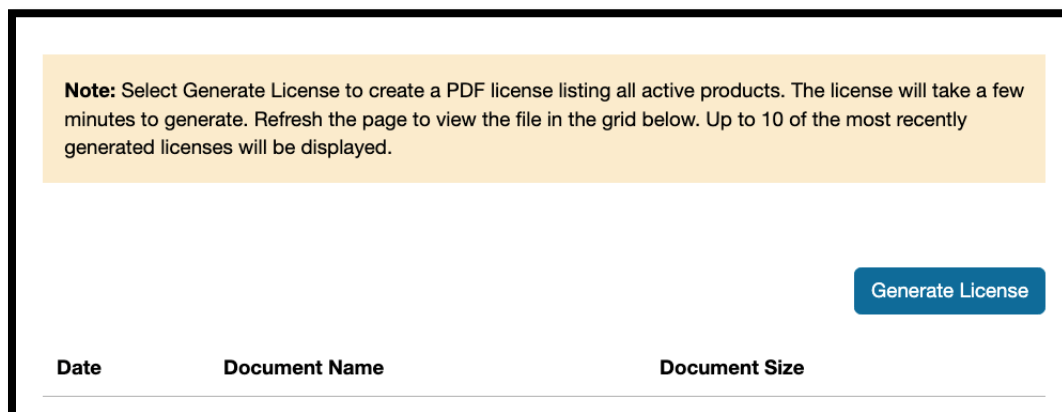


Figure 85: *Generate License* button

- A popup will appear with the information about the license generation process.

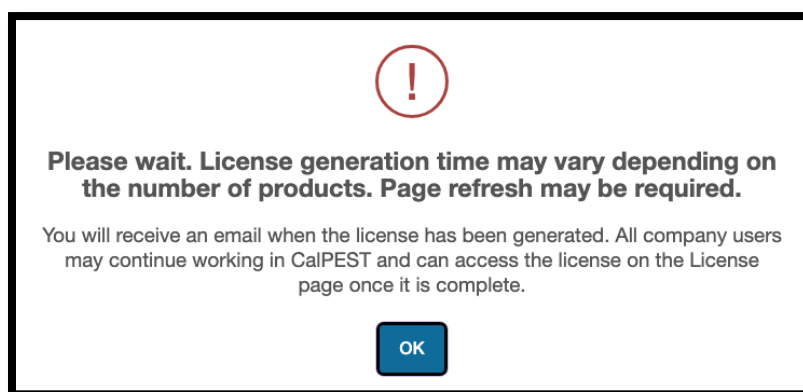


Figure 86: *License generation message popup*

- Click **OK** to close the popup.
- Wait a few minutes, then refresh the page.
- The newly generated license will appear in the license grid below the generate license button. A copy of the license will also be sent to you via email.

What You Will See:

The Licenses page displays a table of up to 10 most recently generated license documents, including:

- **Date** (with timestamp)
- **Document Name** (click the document name link to download a PDF of the license)
- **Document Size**

Generate License		
Date	Document Name	Document Size
08/08/2026 02:09:18 PM	CompanyLicense_2026_08_08210918.pdf	240 KB

Figure 87: Licenses table (date, document name, size)

Note: If you complete the renewal and payment process for your products by December 31, you will be able to generate the new license starting on **January 1 of that renewed year.**

How to inactivate a product registration (Product Inactivation Request (PIR))

Only Company Administrators can inactivate a product registration in CalPEST. This process is also referred to as voluntary cancellation and is useful if a product is no longer being sold or distributed in California. If there are pending submissions for the product, they must be withdrawn before proceeding with the PIR. Users with the Company Submitter role will see this error when attempting to voluntarily cancel a product registration:

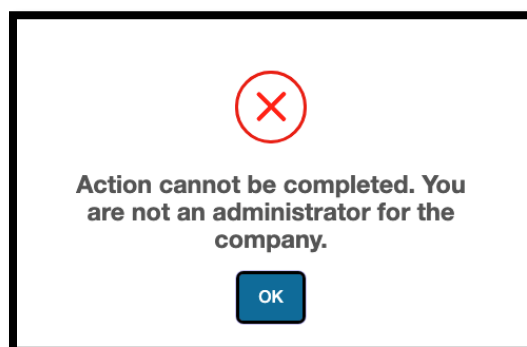


Figure 88: Error shown when a Submitter tries to voluntarily cancel

Steps:

1. Go to your profile.
 - Click your name in the top-right corner of the dashboard.
 - Select **My Companies**. For a visual reference, see: [Figure 21](#)
2. Click the **Company Number** hyperlink.
 - Select the Company Number link for the company whose product(s) you want to voluntarily cancel. For a visual reference, see: [Figure 37](#)
3. Open the **Products** tab.
 - From the Company Profile screen, click the **Products** tab.

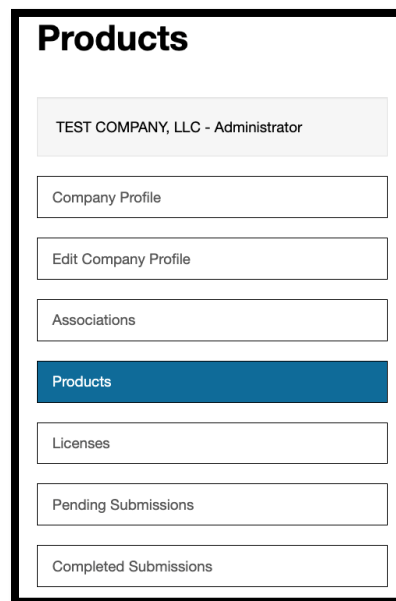


Figure 89: *Products tab (context for cancellation)*

4. Find the product you want to voluntarily cancel in the table.

- Click the **Cancel** button in the **Actions** column.

Search:				
Registration Date	Product Name	Registration Number	Expiration Date	Actions
08/08/2026	TEST PRODUCT1	89765-1-AA	12/31/2026	<button>Cancel</button>
08/08/2026	TEST PRODUCT2	89765-2-AA	12/31/2026	<button>Cancel</button>
Showing 1 to 2 of 2 entries			Previous	1 Next

Figure 90: **Cancel** button on product row

A popup message will appear:

TEST PRODUCT2

I hereby request the voluntary cancellation of the abovementioned pesticide product registration in California, effective immediately. I understand that by voluntarily canceling the product registration in accordance with Food and Agriculture Code section 12828.5, I am waiving my right to a hearing regarding the cancellation of the pesticide product registration. Pursuant to California Code of Regulations section 6301(b), once a pesticide product is no longer registered it may not be sold in California by the registrant but may be possessed and sold by a dealer for two years after the last registration date.

☒ **By checking this box, I confirm that I understand that this cancellation action cannot be reversed by continuing, and I must obtain a new license to sell the product again in California.**

Continue
Close

Figure 91: Voluntary cancellation confirmation popup

- Check the acknowledgment box and click **Continue**.

- You will see a confirmation message once the product is successfully voluntarily cancelled.

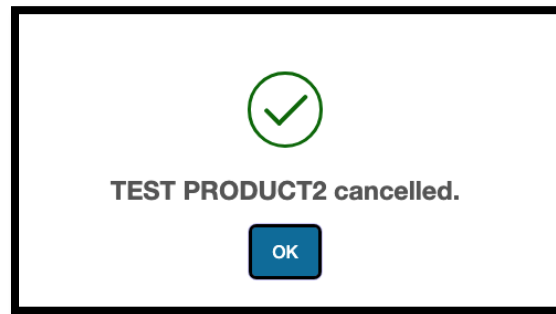


Figure 92: Voluntary cancellation success message

Once a product becomes inactive:

- Registrants may not sell or distribute inactive products in California, even to a licensed dealer or broker.
- Registrants must have sold or shipped the pesticide product before inactivation for a dealer or broker to possess or sell an inactive product.
- Registrants cannot legally sell the inactive product, but a dealer or broker may possess and sell the product for **two (2)** years after the last date of registration. See: [CCR 6301\(b\)](#)

Note: If a company chooses not to renew their product(s), the product(s) will automatically become inactive at the end of the existing license period.

How to reactivate an inactive product

The steps to reactivate an inactive product depend on how long the product has been inactive.

Scenario A: Product Has Been Inactive for Less Than One Year

If your company did not renew the product for the current year (e.g., did not renew before December 31) but now wants to renew the product, you will have to:

- Submit the renewal for the current year
- Pay an additional late fee if the renewal is submitted after January 31

Scenario B: Product Has Been Inactive for More Than One Year

If the product has been inactive for more than one year, the company can no longer renew or reinstate the product. You will have to:

- Submit a **new product registration (PRO)**

See: [How to submit a new product \(PRO\)](#)

Making Submissions

CalPEST allows users to submit various types of applications related to pesticide products and company changes.

How to submit a product renewal

Each year, companies must renew their pesticide product registrations to continue selling them in California. CalPEST makes it easy to complete this process online. Not all products must be renewed at once. If at a later point, you decide to renew another product from the company's list, you can do so by repeating these steps. To prevent renewing the same product twice, products successfully renewed for the selected year will not be displayed in the product selection field of the form.

Note: Renewals for the next calendar year start on October 1.

You can renew products early (up to December 31), during the grace period (January 1 – January 31), or late (after January 31 and a late fee will apply).

Steps:

1. Start a New Submission

- From the top menu, click **New Submission** and select **Product Renewal**.

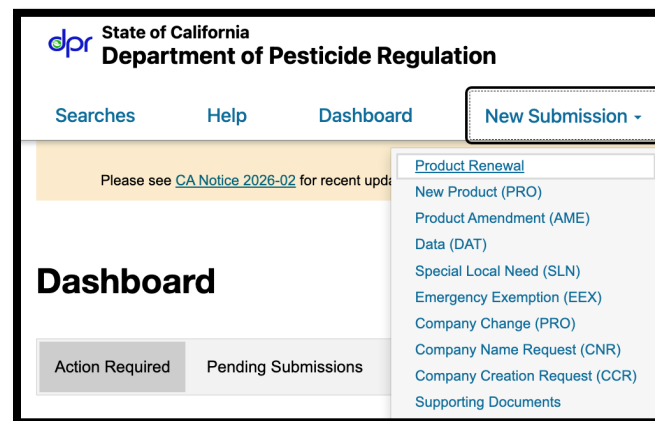


Figure 93: New Submission – Product Renewal selected

- You will see a 3-step form: Products → Details → Summary.

2. Select Products to Renew

- Select your **Company** from the dropdown. You must be associated with the company before submitting the renewal form.

See: [How to request to be associated to a company \(CAR\)](#)



Figure 94: Renewal – select company

- Select the renewal **Year** (e.g., 2027).

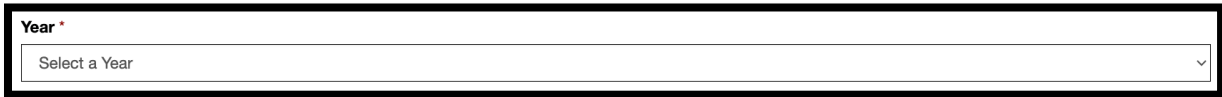
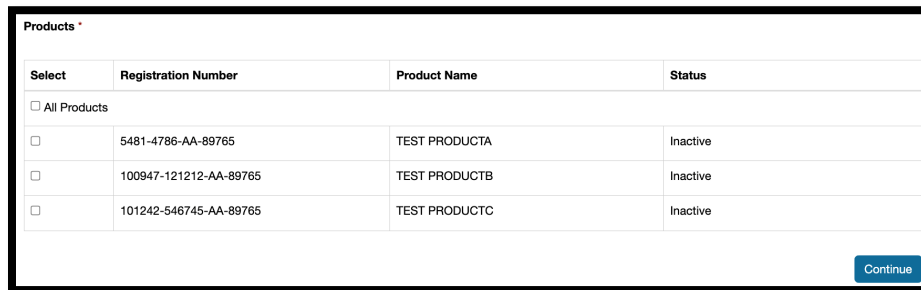


Figure 95: Renewal – select year

- A list of eligible products will appear. Check the box next to each product you want to renew, or select the All Products checkbox.



Select	Registration Number	Product Name	Status
☐ All Products			
☐	5481-4786-AA-89765	TEST PRODUCTA	Inactive
☐	100947-121212-AA-89765	TEST PRODUCTB	Inactive
☐	101242-546745-AA-89765	TEST PRODUCTC	Inactive

Figure 96: Renewal – eligible products list with checkboxes

Note: Eligibility depends on the date and the product’s current status. If no products are eligible, you will see a message: “No products are eligible for renewal”.

- Click **Continue** to proceed.
 - An error message will appear at the top of the page if any of the selected products are ineligible for renewal. This includes products that already have a pending renewal and those that are no longer federally registered.
 - The renewal form interacts with U.S. EPA’s product registration database to verify federal registration status.

- For questions regarding product renewal eligibility, contact PRBLicensing@cdpr.ca.gov

3. Enter Conditional Product Details (if applicable)

- If any of the selected products are conditionally registered, you will be asked to enter the date you submitted (or plan to submit) the required information. This feature in CalPEST meets the need for registrants to submit an annual conditional progress report.

* = Required

Conditional Products *

The following products are conditionally registered. Select the date that information will be or has been submitted to satisfy the conditions. This meets the need for registrants to submit an annual conditional progress report.

Registration Number	Product Name	Status	Date *
100947-121212-AA-89765	TEST PRODUCTB	Inactive	mm/dd/yyyy 
101242-546745-AA-89765	TEST PRODUCTC	Inactive	mm/dd/yyyy 

Previous **Continue**

Figure 97: Renewal - conditional products with date field

- Click **Continue** to move to the next step.

4. Review and Submit

- Review your selected company, year, products, and any conditional product dates.
- Click the hyperlinks to review the DPR and CalPEST Terms and Conditions. Check the box to agree.
- Click **Add to Cart**.

☐ I agree to [DPR's Terms and Conditions](#) and [CalPEST Terms and Conditions](#). *

Previous **Add to Cart**

Figure 98: Renewal Summary – Terms and Conditions checkbox and **Add to Cart**

You will see a confirmation message and can choose to:

- Go to Dashboard** to continue working
- Continue to Cart** to complete payment and submit

See: [Payments and Invoices](#)

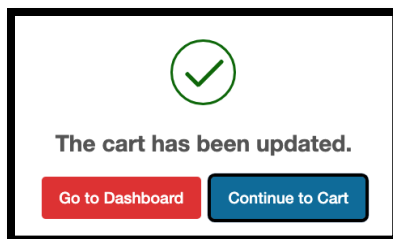


Figure 99: Renewal – Go to Dashboard or Continue to Cart popup

Note: If the renewal is submitted after the grace period (January 31st of the renewal year), a late fee may apply.

How to submit a new product (PRO)

If your company is registering a pesticide product in California for the first time, or if the product has been inactive in California for over a year, you will need to submit a New Product (PRO) application in CalPEST. This includes products with new active ingredients, new uses, or additional product brand names.

Note: If you are transferring a product from another company or undergoing an ownership change, submit a Company Change (PRO) instead.

See: [How to transfer a product or company \(Company Change \(PRO\)\)](#)

Steps:

1. Start a New Submission

- From the top menu, click **New Submission** and select **New Product (PRO)**.



Figure 100: New Submission – New Product (PRO) selected

- You will see a 3-step form: Details → Documents → Summary.

2. Fill Out the Product Details

- Select your **Company** from the dropdown. You must be associated with the company before submitting the PRO form.

See: [How to request to be associated to a company \(CAR\)](#)



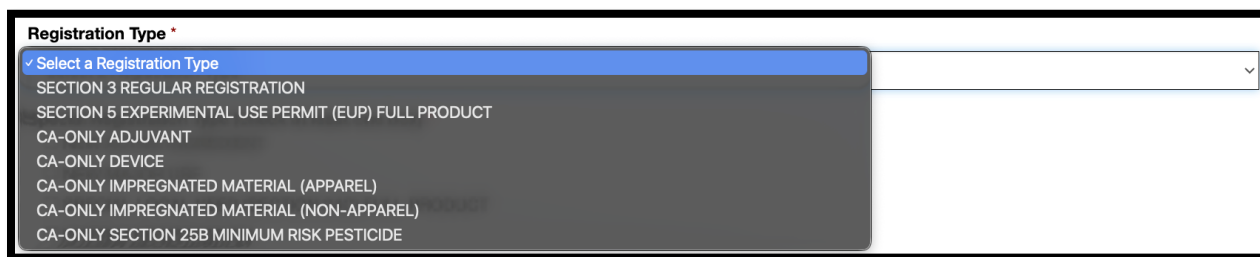
* = Required

Company *

Select a Company

Figure 101: PRO Details – select company

- Choose the **Registration Type** (e.g., Section 3, CA-only adjuvant, etc.).



Registration Type *

✓ Select a Registration Type

SECTION 3 REGULAR REGISTRATION

SECTION 5 EXPERIMENTAL USE PERMIT (EUP) FULL PRODUCT

CA-ONLY ADJUVANT

CA-ONLY DEVICE

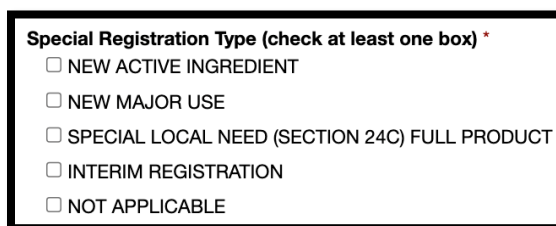
CA-ONLY IMPREGNATED MATERIAL (APPAREL)

CA-ONLY IMPREGNATED MATERIAL (NON-APPAREL)

CA-ONLY SECTION 25B MINIMUM RISK PESTICIDE

Figure 102: PRO – Registration Type

- Select at least one **Special Registration Type** (the most common option is Not Applicable).



Special Registration Type (check at least one box) *

☐ NEW ACTIVE INGREDIENT

☐ NEW MAJOR USE

☐ SPECIAL LOCAL NEED (SECTION 24C) FULL PRODUCT

☐ INTERIM REGISTRATION

☐ NOT APPLICABLE

Figure 103: PRO – Special Registration Type(s)

- Select a **Federal Concurrent Type** (the most common option is Not Applicable). For more information on concurrent submissions, see: [California Notice 2015 – 03](#).

Federal Concurrent Type *

✓ Select a Federal Concurrent Type

- NEW ACTIVE INGREDIENT/NEW MAJOR USE
- SECTION 5 EXPERIMENTAL USE PERMIT (EUP)
- SECTION 2(MM) ANTIMICROBIAL
- SECTION 2(LL) PUBLIC HEALTH PESTICIDE
- PRIOR BRANCH CHIEF APPROVAL
- NOT APPLICABLE

Figure 104: PRO – Federal Concurrent Type

- Enter the **Product Name** exactly as shown on the label.

Product Name (exactly as shown on the label) *

The product name must be EXACTLY the same as the brand name on the product labeling and the same brand name registered by U.S. EPA (if applicable). The product brand name cannot be the same as another product with a different formulation.

Enter product name

Figure 105: PRO – Product Name field

- Enter the U.S. EPA [Registration Number](#) (if applicable).

U.S. EPA Registration Number *

Select a Manufacturing Comp... - Enter product number - Select a Supplemental Distrib...

Figure 106: PRO – U.S. EPA Registration Number

- Select at least one **Product Type** (e.g., Master Label, Supplemental Distributor).

Product Type (check at least one box) *

☐ ADDITIONAL BRAND NAME
 ☐ MASTER LABEL
 ☐ SUPPLEMENTAL DISTRIBUTOR
 ☐ NOT APPLICABLE

Figure 107: PRO – Product Type selection

Note: A **MASTER LABEL** is a label that lists most or all uses accepted by U.S. EPA but is not considered an end-use label. This means that master labels do not entitle the registrant to sell, use, or distribute the product in California. Master labels are useful for allowing supplemental distributors to reference the master label rather than going through scientific evaluation. It can also allow registrants to more easily market their products under sub-labels.

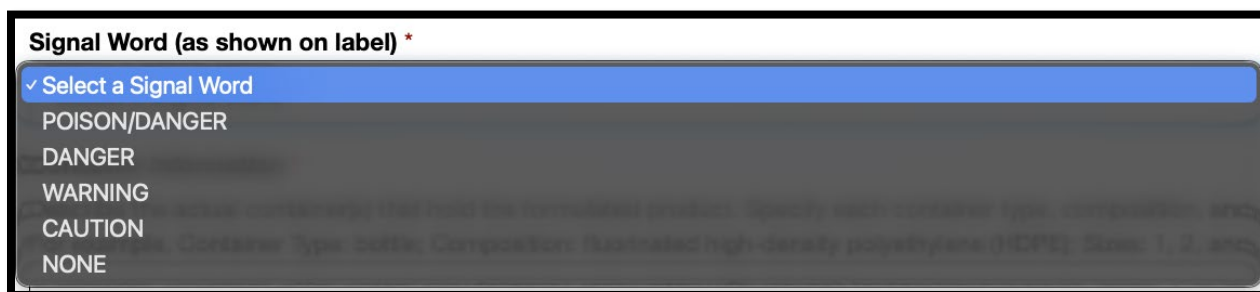
For **ADDITIONAL BRAND NAME**, a company in this case is choosing to register their existing primary product under a different brand name, and they can have as many

additional brand names as they want. The additional brand name is the primary product renamed as something else.

Similarly, **SUPPLEMENTAL DISTRIBUTOR** (subregistrant) means a company is going to distribute or sell a pesticide product that is already owned by another company (basic registrant) under their own brand name. Supplemental distribution requires an agreement between the primary registrant and the supplemental distributor.

If your new product registration does not fit into these three categories, you will choose **NOT APPLICABLE**, which means you will be registering your product as a primary end-use product owned by your company.

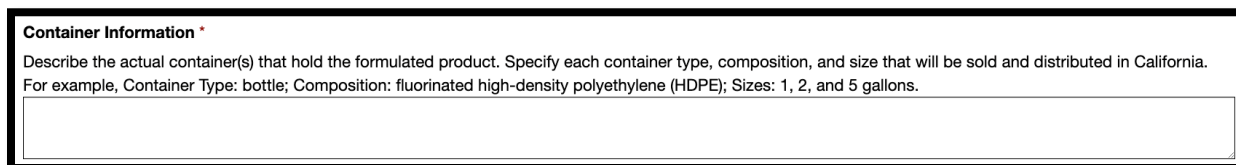
- Choose the **Signal Word** as shown on the label (e.g., CAUTION, WARNING).



The screenshot shows a dropdown menu titled "Signal Word (as shown on label) *". The menu is open, displaying a list of options: "Select a Signal Word", "POISON/DANGER", "DANGER", "WARNING", "CAUTION", and "NONE". The "Select a Signal Word" option is highlighted with a blue background.

Figure 108: PRO – Signal Word

- Describe the **Container Information** that includes the **Container Type**, **Composition**, and **Size** that will be sold in California.



The screenshot shows a form titled "Container Information *". Below the title is a text box with the following instructions: "Describe the actual container(s) that hold the formulated product. Specify each container type, composition, and size that will be sold and distributed in California. For example, Container Type: bottle; Composition: fluorinated high-density polyethylene (HDPE); Sizes: 1, 2, and 5 gallons." Below the text box is a large empty rectangular area for input.

Figure 109: PRO – Container information

- Select at least one **Pesticide Category** (e.g., Herbicide, Insecticide).

Pesticide Category (check all that apply) *

☐ ADJUVANT	☐ ALGAECIDE/ALGISTAT	☐ ANTIFOULANT
☐ ANTIMICROBIAL	☐ ATTRACTANT	☐ AVICIDE
☐ BACTERICIDE/BACTERIOSTAT	☐ DEFOAMER	☐ DEFOLIANT
☐ DESICCANT	☐ DISINFECTANT/SANITIZER	☐ FERTILIZER
☐ FUNGICIDE/FUNGISTAT	☐ HERBICIDE	☐ INSECT GROWTH REGULATOR
☐ INSECTICIDE	☐ MITICIDE/ACARICIDE	☐ MOLLUSCICIDE
☐ NEMATICIDE	☐ PENETRANT	☐ PLANT GROWTH REGULATOR
☐ PISCICIDE	☐ PROTECTANT	☐ REPELLENT
☐ RODENTICIDE	☐ SLIMICIDE	☐ VERTEBRATE CONTROL
☐ VIRUCIDE	☐ WATER MODIFIER	☐ OTHER

Figure 110: PRO – Pesticide Category

- Select at least one **Pesticide Use** (e.g., Agricultural, Structural).

Pesticide Use (check all that apply) *

☐ AGRICULTURAL	☐ HOUSEHOLD/HOME GARDEN	☐ INSTITUTIONAL
☐ INDUSTRIAL END USE	☐ MANUFACTURING ONLY	☐ REFORMULATION ONLY
☐ STRUCTURAL	☐ OTHER	

Figure 111: PRO – Pesticide Use

- Choose the **Pesticide Formulation Classification** and **Pesticide Formulation**.

Pesticide Formulation Classification *

✓ Select a Pesticide Formulation Classification

SOLID

LIQUID

OTHER

Figure 112: PRO – Formulation Classification

Pesticide Formulation *

✓ Select a Pesticide Formulation

DUST/POWDER

EVAPORATING SOLID

FLOWABLE (DRY)

Figure 113: PRO – Formulation selection

- Select at least one **Intended Application Area**, **Intended Application Equipment**, and **Pesticide Application Method**.

Intended Application Area (check all that apply) *		
☐ DIRECTLY TO FOLIAGE	☐ DIRECTLY TO SOIL	☐ DIRECTLY TO WATER
☐ INDOORS	☐ OUTDOORS	☐ OTHER
☐ NOT APPLICABLE		
Intended Application Equipment (check all that apply) *		
☐ AERIAL EQUIPMENT	☐ GROUND/SURFACE EQUIPMENT	☐ OTHER
☐ NOT APPLICABLE	☐ UNMANNED AERIAL VEHICLE (UAV)	
Pesticide Application Method (check all that apply) *		
☐ ADDITIVE	☐ AIRBLAST	☐ ANT/WASP/RODENT MOUND
☐ ATTACH	☐ BAIT	☐ BROADCAST
☐ CHEMIGATION WITH OR WITHOUT RESTRICTION	☐ CHEMIGATION NOT ALLOWED	☐ COATING (SEED TREATMENT)
☐ COATING/PAINT (NON-SEED TREATMENT)	☐ CRACK/CREVICE	☐ DRIP
☐ DRENCH (NON-TURF)	☐ DRENCH (TURF)	☐ DUST
☐ EVAPORATING SOLID	☐ FILTRATION SYSTEM	☐ FOG
☐ FUMIGATION	☐ INJECTION (OTHER THAN SOIL)	☐ SMOKE
☐ SPRAY	☐ TOPICAL/SURFACE	☐ TRAP/DEVICE
☐ WASH/SOAK	☐ WICK APPLICATOR	☐ WIPE
☐ OTHER	☐ NOT APPLICABLE	

Figure 114: PRO – Intended application area/equipment/method

- Click **Save & Continue** to move to the next step.
3. Upload required documents. Ensure each proposed label is uploaded as a separate file. For guidance and checklists, see: [How to Register a Pesticide | DPR](#).

- Click **+ Select Documents** to choose your files or use the **Drag & Drop** feature.
- Assign a Document Category to each file.

See: [Document Categories](#) and [Appendix D: Document Categories by Submission Type](#)

- Click **Upload** to add them to your submission.



Drag & Drop Files Here
OR

[+ Select Documents](#)

Uploaded Documents *

[Upload](#)

Figure 115: PRO – Document upload

- Allowed file types: .pdf, .xls, .xlsx, .csv
 - Ensure the document is not password protected and filename does not contain the # symbol, as this will cause the document upload to stall
 - File size limit for each document is 2 GB
- Once uploaded, click **Save & Continue**.

4. Review and Submit

- Review all your entered information and uploaded documents.
- Click the hyperlinks to review the DPR and CalPEST Terms and Conditions. Check the box to agree.
- Click **Add to Cart**.

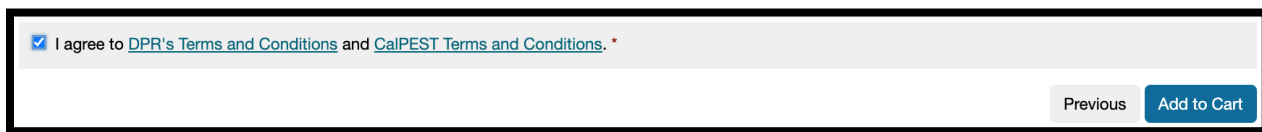


Figure 116: PRO Summary – Add to Cart

You will see a confirmation message and can choose to:

- **Go to Dashboard** to continue working
- **Continue to Cart** to complete payment and submit

See: [Payments and Invoices](#)

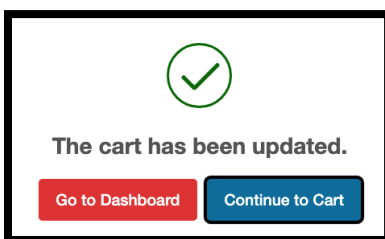


Figure 117: PRO – success options

Note: The fee for a New Product (PRO) submission applies to all new product registrations, including new active ingredient products, CA-only products and federally registered products being submitted for the first time in California.

See: [Application Fees | DPR](#)

How to submit data (DAT)

Use the Data (DAT) submission form to provide scientific studies, incident reports, reevaluation data, or other standalone information to DPR. This form can be used whether or not the data is tied to a specific product. This form can also be used to submit information to remove or extend product conditions.

Note: This form is for submission of standalone data. To submit data associated with a pending submission (such as a new product or amendment), see: [How to upload documents to a pending submission](#). To submit data associated with another user's pending submission, see: [How to submit Supporting Documents](#).

Steps:

1. Start a New Submission

- From the top menu, click **New Submission** and select **Data (DAT)**.
- You will see a 3-step form: Details → Documents → Summary.



Figure 118: *New Submission – Data (DAT) selected*

2. Fill Out the Details

- Select your **Company** from the dropdown. You must be associated with the company before submitting the DAT form.

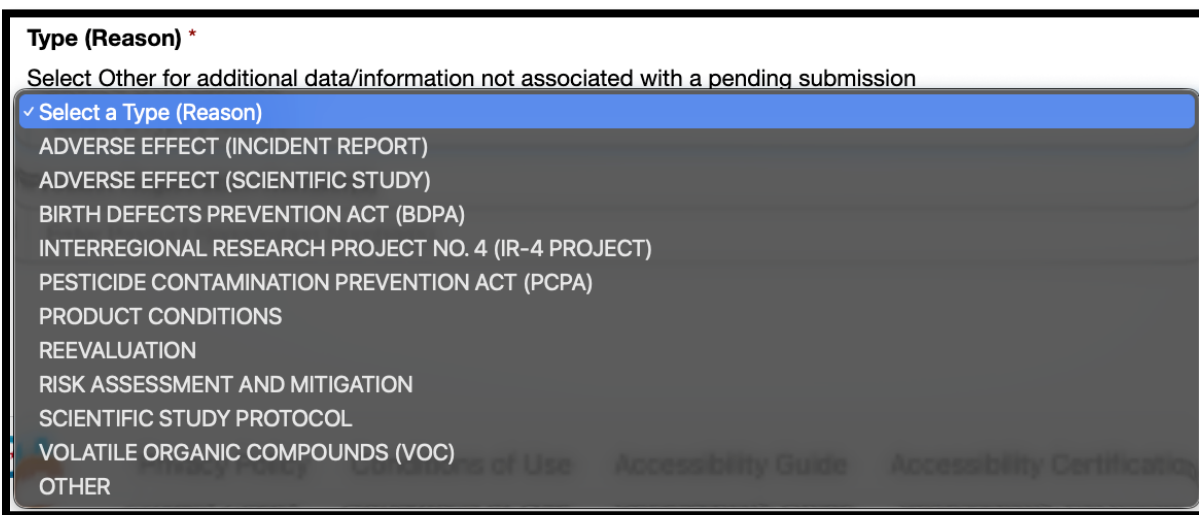
See: [How to request to be associated to a company \(CAR\)](#)



A screenshot of a web form field labeled "Company *". Below the label is a dropdown menu with the text "Select a Company" and a downward arrow on the right side.

Figure 119: DAT – select company

- Choose a **Type (Reason)** for the data submission (e.g., Product Conditions, Reevaluation, Risk Assessment, Adverse Effect).



A screenshot of a web form field labeled "Type (Reason) *". Below the label is a dropdown menu with the text "Select Other for additional data/information not associated with a pending submission". The dropdown is open, showing a list of options: "Select a Type (Reason)" (highlighted in blue), "ADVERSE EFFECT (INCIDENT REPORT)", "ADVERSE EFFECT (SCIENTIFIC STUDY)", "BIRTH DEFECTS PREVENTION ACT (BDPA)", "INTERREGIONAL RESEARCH PROJECT NO. 4 (IR-4 PROJECT)", "PESTICIDE CONTAMINATION PREVENTION ACT (PCPA)", "PRODUCT CONDITIONS", "REEVALUATION", "RISK ASSESSMENT AND MITIGATION", "SCIENTIFIC STUDY PROTOCOL", "VOLATILE ORGANIC COMPOUNDS (VOC)", and "OTHER".

Figure 120: DAT – Type/Reason

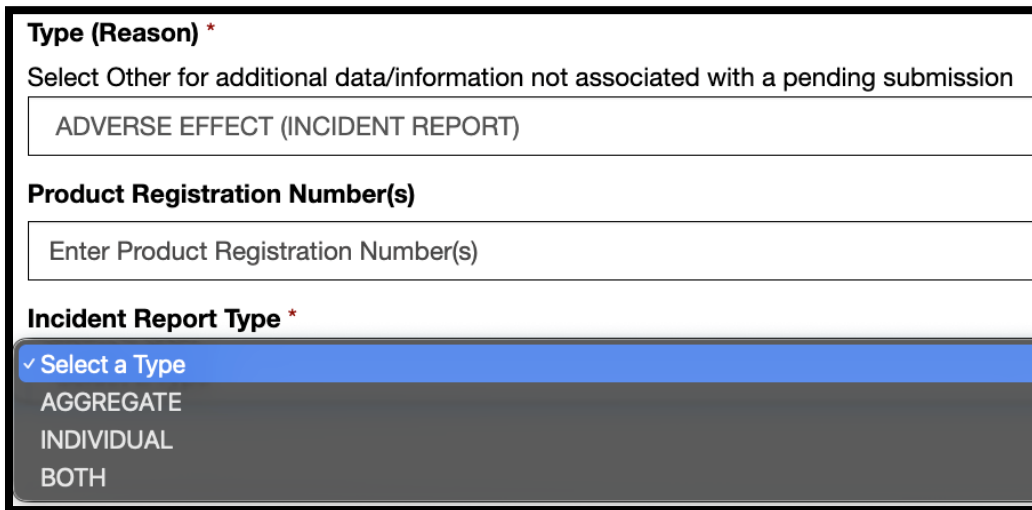
- If applicable, enter the **Product Registration Number(s)**.



A screenshot of a web form field labeled "Registration Number | Product Name *". Below the label is a dropdown menu with the text "Select a Product" and a downward arrow on the right side.

Figure 121: DAT – product registration numbers

- If submitting an **Adverse Effect (Incident Report)**, select the **Incident Report Type** (Aggregate, Individual, or Both).



Type (Reason) *
Select Other for additional data/information not associated with a pending submission

ADVERSE EFFECT (INCIDENT REPORT)

Product Registration Number(s)

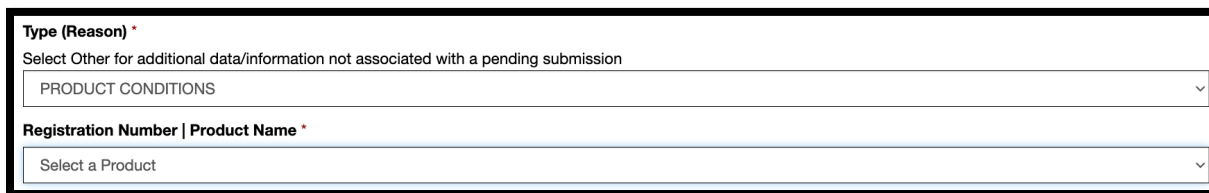
Enter Product Registration Number(s)

Incident Report Type *

✓ Select a Type
AGGREGATE
INDIVIDUAL
BOTH

Figure 122: DAT – Incident Report type

- If submitting data for **Product Conditions**, select the **Product** from your company's active products list.



Type (Reason) *
Select Other for additional data/information not associated with a pending submission

PRODUCT CONDITIONS

Registration Number | Product Name *

Select a Product

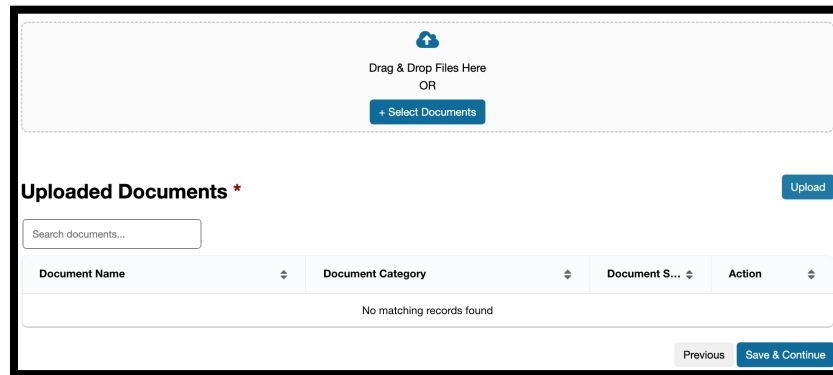
Figure 123: DAT – product conditions target

- Click **Save & Continue** to move to the next step.
3. Upload required documents. For guidance and checklists, see: [How to Register a Pesticide | DPR](#). Updated labels or formulations should be submitted as an [Amendment \(AME\)](#).
 - Click **+ Select Documents** to choose your files or use the **Drag & Drop** feature.
 - Assign a Document Category to each file.

See: [Document Categories](#) and [Appendix D: Document Categories by Submission Type](#)

 - Click **Upload** to add them to your submission.
 - Allowed file types: .pdf, .xls, .xlsx, .csv

- Ensure the document is not password protected and filename does not contain the # symbol, as this will cause the document upload to stall
- File size limit for each document is 2 GB
- Once uploaded, click **Save & Continue**.



Drag & Drop Files Here
OR
[+ Select Documents](#)

Uploaded Documents * [Upload](#)

Search documents...

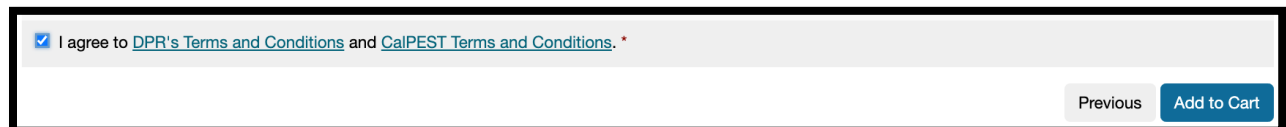
Document Name	Document Category	Document S...	Action
No matching records found			

[Previous](#) [Save & Continue](#)

Figure 124: DAT – upload documents

4. Review and Submit

- Review all your entered information and uploaded documents.
- Click the hyperlinks to review the DPR and CalPEST Terms and Conditions. Check the box to agree.
- Click **Add to Cart**.



☒ I agree to [DPR's Terms and Conditions](#) and [CalPEST Terms and Conditions](#). *

[Previous](#) [Add to Cart](#)

Figure 125: DAT Summary – Add to Cart

You will see a confirmation message and can choose to:

- **Go to Dashboard** to continue working
- **Continue to Cart** to complete submission

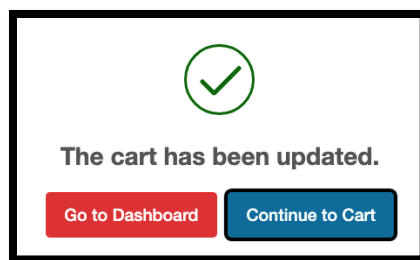


Figure 126: DAT – success options

Note: There is no fee for submitting a Data (DAT) form.

How to submit an amendment (AME)

Use the Product Amendment (AME) form to request changes to a currently registered pesticide product. This includes updates to the label or formulation changes.

Note: This form is for products that are already registered and currently active in California.

Inactive products are not eligible for amendment and will need to be renewed before amending or submitted as a new PRO. Products with a registration type of CA-Only Device are not eligible for amendment submissions. To amend an SLN or EEX, use the SLN or EEX form instead.

Steps:

1. Start a New Submission

- From the top menu, click **New Submission** and select **Product Amendment (AME)**.



Figure 127: New Submission – Product Amendment (AME) selected

- You will see a 3-step form: Details → Documents → Summary.

2. Fill out the Details

- Select your **Company** from the dropdown. You must be associated with the company before submitting the AME form.

See: [How to request to be associated to a company \(CAR\)](#)

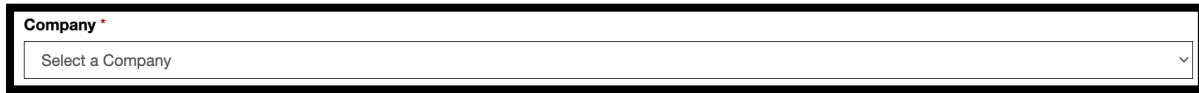


Figure 128: AME – select company

- Select the Product you want to amend. Only active products will be displayed in the list.

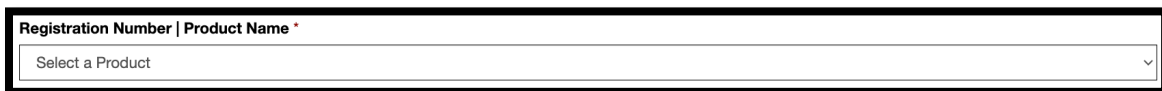


Figure 129: AME – select product (active only)

- Choose the **Amendment Type**. For more information on Amendments, Notifications, and Non-Notifications, see: [CA Notice 2026-02](#).
 - **Amendment** – for most label or formulation changes
 - **Notification** – for minor changes allowed by notification

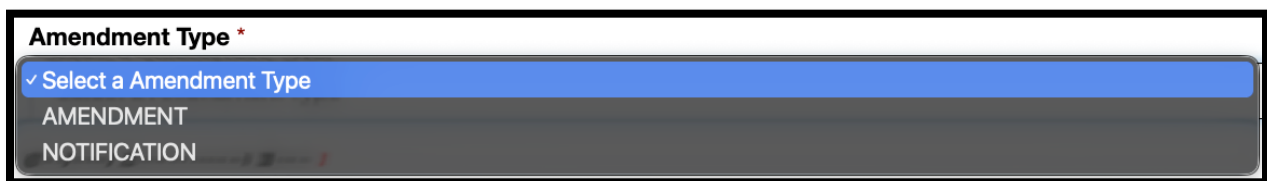


Figure 130: AME – Amendment vs Notification type

- Select one or more **Sub Type** to describe the change (e.g., Add Pest, Revise Label Elements).
 - When you select a **Sub Type**, additional guidance text may appear below it.
 - If you select **Other**, you must enter a description in the **Other (specify)** field.

Amendment Type *

AMENDMENT

Sub Type (check all that apply) *

Specify the exact changes and any reference to scientific studies or similar products to support the changes in a cover letter (e.g., list added pests, crops, sites, uses, etc.). Highlight all changes on one copy of the proposed label. Certain changes may qualify as a notification or non-notification (i.e., do not need to submit to DPR). Refer to [CA Notice 2026-02](#)

☐ ADD ALTERNATE FORMULATION OR REVISE FORMULATION	☐ ADD CROP/SITE/USE (MAJOR)
☐ ADD CROP/SITE/USE (NON-MAJOR)	☐ ADD PEST
☐ ADD SYMBOLS AND/OR GRAPHICS	☐ COMPLIANCE WITH U.S. EPA
☐ REMOVE CROP/SITE/USE	☐ REMOVE PEST
☐ REVISE LABEL ELEMENTS (FIFRA-RELATED)	☐ REVISE SIGNAL WORD
☐ REVISE PRECAUTIONARY OR HAZARD STATEMENTS	☐ OTHER

Figure 131: AME – select Sub Types for AMENDMENT type

Amendment Type *

NOTIFICATION

Sub Type (check all that apply) *

Specify the exact changes in a cover letter. Highlight all changes on one copy of the proposed label. Certain changes may qualify as a non-notification (i.e., do not need to submit to DPR). Refer to [CA Notice 2026-02](#)

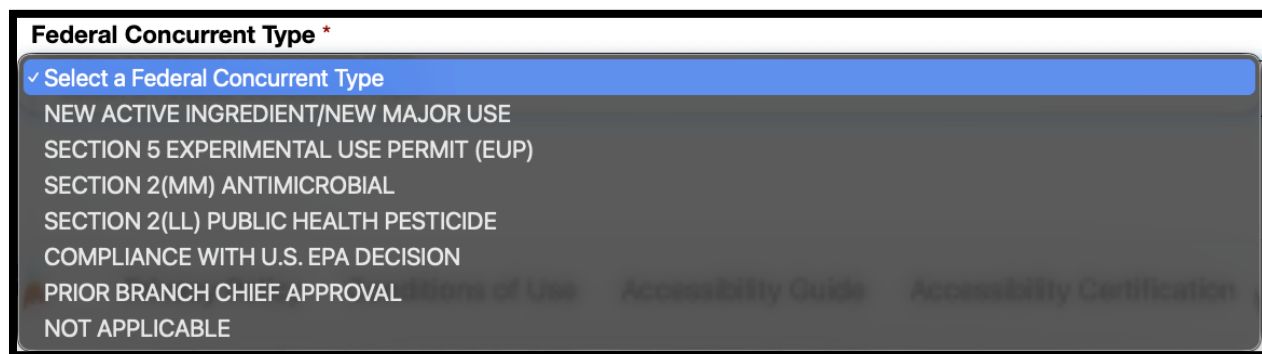
☐ ADD INDOOR SITES (NON-FOOD) FOR CERTAIN ANTIMICROBIAL PRODUCTS	☐ ADD/REVISE LABEL TEXT AS ALLOWED BY DPR AT NEXT LABEL UPDATE
☐ ADD PESTICIDE CATEGORY	☐ ADD OR REVISE MODE OF ACTION (MOA) BOX
☐ ADD SYMBOLS AND/OR GRAPHICS	☐ ADD, REVISE, OR DELETE MULTILINGUAL LANGUAGE
☐ ADD USES/PESTS QUALIFIED AS NOT FOR USE BY CALIFORNIA	☐ ADD U.S. EPA PR NOTICE SPECIFIED WORDING
☐ REFORMAT LABEL	☐ CORRECT TYPOGRAPHICAL OR GRAMMATICAL ERRORS
☐ REMOVE PEST	☐ REMOVE CROP/SITE/USE
☐ REVISE CERTIFIED LIMITS OF INERT INGREDIENT	☐ REMOVE REDUNDANT STATEMENTS
☐ REVISE LABEL ELEMENTS (NON-FIFRA RELATED)	☐ REVISE SIZE/CONTENT OF PACKAGING
☐ REVISE WARRANTY STATEMENT	☐ REVISE STATED NOMINAL CONCENTRATION OF INERT INGREDIENT
☐ OTHER	☐ UPDATE COMPANY INFORMATION

Figure 132: AME – select Sub Types for NOTIFICATION type

Note: For Amendments, you must include a cover letter describing the changes and highlight all changes on a separate copy of the proposed label, where applicable.

For Notifications, the same applies, but only specific types of changes are allowed (e.g., typographical corrections, formatting updates, or U.S. EPA PR Notice wording). For more information on changes that are allowed by notification, see: [CA-Notice 2026-02](#).

- Select a **Federal Concurrent Type** (the most common option is Not Applicable). For more information on concurrent submissions, see: [California Notice 2015 – 03](#).



Federal Concurrent Type *

- ✓ Select a Federal Concurrent Type
- NEW ACTIVE INGREDIENT/NEW MAJOR USE
- SECTION 5 EXPERIMENTAL USE PERMIT (EUP)
- SECTION 2(MM) ANTIMICROBIAL
- SECTION 2(LL) PUBLIC HEALTH PESTICIDE
- COMPLIANCE WITH U.S. EPA DECISION
- PRIOR BRANCH CHIEF APPROVAL
- NOT APPLICABLE

Figure 133: AME – Federal Concurrent Type

- Click **Save & Continue** to move to the next step.
3. Upload required documents. For guidance and checklists, see: [How to Register a Pesticide | DPR](#).
- Click + **Select Documents** to choose your files or use the **Drag & Drop** feature.
 - Assign a Document Category to each file.
- See: [Document Categories](#) and [Appendix D: Document Categories by Submission Type](#)
- Click **Upload** to add them to your submission.
 - Ensure the document is not password protected and filename does not contain the # symbol, as this will cause the document upload to stall
 - File size limit for each document is 2 GB

- Once uploaded, click **Save & Continue**.

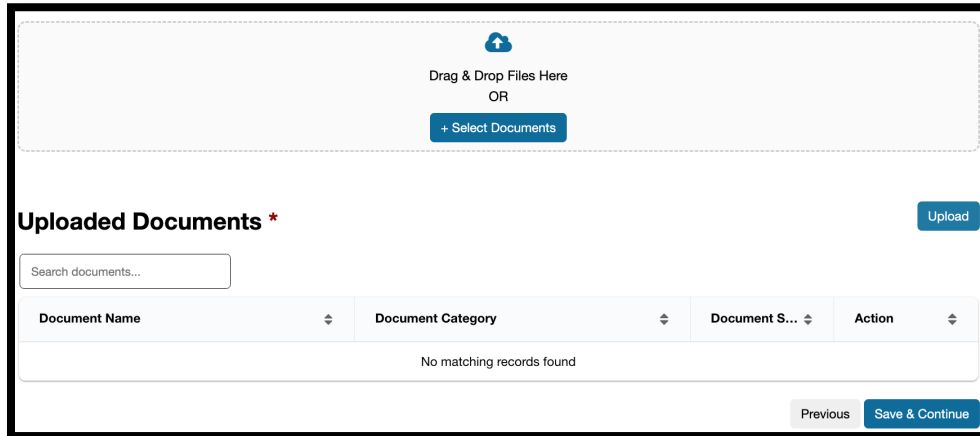


Figure 134: AME – upload documents

4. Review and Submit

- Review all your entered information and uploaded documents.
- Click the hyperlinks to review the DPR and CalPEST Terms and Conditions. Check the box to agree.
- Click **Add to Cart**.

DPR's Terms and Conditions and [CalPEST Terms and Conditions](#).*'. At the bottom right are 'Previous' and 'Add to Cart' buttons." data-bbox="118 530 902 592"/>

Figure 135: AME Summary – Add to Cart

You will see a confirmation message and can choose to:

- **Go to Dashboard** to continue working
- **Continue to Cart** to complete payment

See: [Payments and Invoices](#)

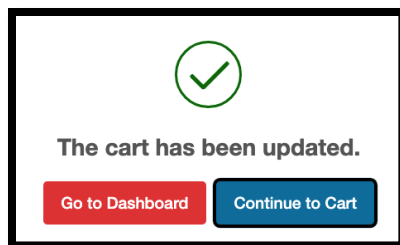


Figure 136: AME – success options

Note: The amendment fee applies to product label and formulation changes. If updating a formulation for multiple products, a separate AME for each product will need to be submitted.

See: [Application Fees | DPR](#)

How to transfer a product or company (Company Change (PRO))

If your company has acquired a pesticide product or undergone an ownership change, you can submit a Company Change (PRO) request on CalPEST. This form allows you to transfer a product from one company to another or update ownership details. This includes distributor products where the basic company has undergone a company change.

Note: If the change involves multiple products, you must submit a separate Company Change (PRO) for each product. If ownership is changing, but the U.S. EPA registration number is not changing, contact the Accounts Team at PRBLicensingMail@cdpr.ca.gov. If only the company name is changing, and there is no change in ownership, see: [How to request a company name change \(CNR\)](#).

Steps:

Before you begin, verify that the new company exists in CalPEST and that you are associated to the new company. If the company number is not in CalPEST, see: [How to create a new company \(CCR\)](#). If the company number is in CalPEST, but the company name needs to be updated, contact the Accounts Team at PRBLicensingMail@cdpr.ca.gov

1. Start a New Submission

- From the top menu, click **New Submission** and select **Company Change (PRO)**.



Figure 137: New Submission – **Company Change (PRO)** selected

2. Fill out the Details

- Select your **Company** from the dropdown. You must be associated with the company before submitting the Company Change (PRO) form.

See: [How to request to be associated to a company \(CAR\)](#)

- This should be the company receiving the product (i.e., the company the product is being transferred to).

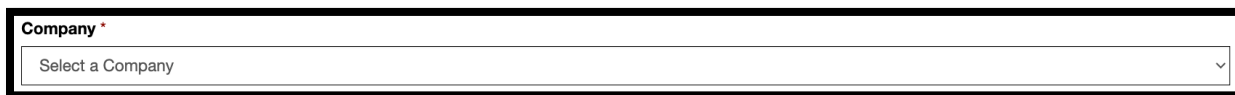

 A screenshot of a web form field labeled 'Company *'. Below the label is a dropdown menu with the text 'Select a Company' and a downward arrow icon.

Figure 138: Company Change Details – select receiving company

- Choose the **Company Change Type**:
 - Product Transfer** – you are transferring ownership of a product from one company to another
 - Company Ownership** – your company has changed ownership

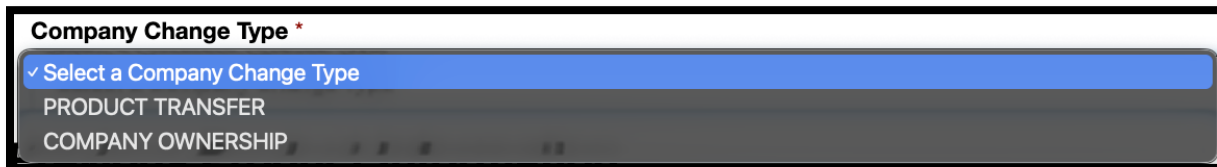

 A screenshot of a web form field labeled 'Company Change Type *'. Below the label is a dropdown menu with the text 'Select a Company Change Type' and a downward arrow icon. The dropdown is open, showing two options: 'PRODUCT TRANSFER' and 'COMPANY OWNERSHIP'.

Figure 139: Company Change form – Company Change Type dropdown

- Under Previous Product Information:
 - Select the **Previous Company**



Figure 140: *Company Change – previous company selection*

- Select the **Previous Product** (registration number and product name). If the previous product is no longer active, it will not show in the list, and you will need to submit as a regular New Product (PRO) instead.

See: [How to submit a new product \(PRO\)](#)

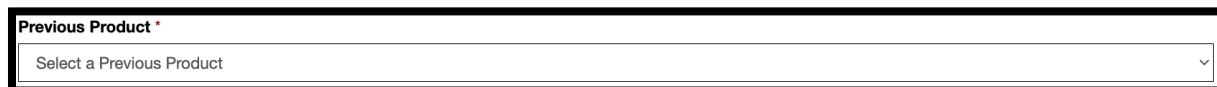


Figure 141: *Company Change – previous product selection*

- Indicate whether the transfer includes ownership of scientific studies by selecting **Yes** or **No**. This information can be found in the U.S. EPA correspondence accepting the ownership change.



Figure 142: *Indicate whether the product transfer includes ownership of scientific studies*

- Under New Product Information:
 - Enter the **Product Name** (exactly as shown on the label)

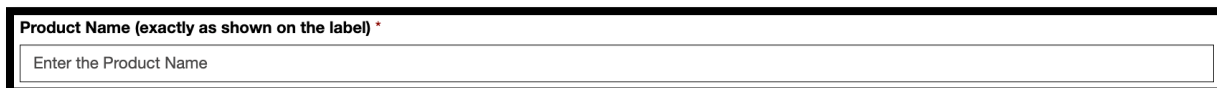


Figure 143: *New Product Information – Product Name*

- Enter the **U.S. EPA Registration Number** (three-part field)

U.S. EPA Registration Number *

Select a Manufacturing Comp... - Enter the Product Number - Select a Supplemental Distrib...

Figure 144: New Product Information – U.S. EPA Reg. No. (three-part)

- Describe the **Container Information** that includes the **Container Type**, **Composition**, and **Size** that will be sold in California.

Container Information *

Describe the actual container(s) that hold the formulated product. Specify each container type, composition, and size that will be sold and distributed in California. For example, Container Type: bottle; Composition: fluorinated high-density polyethylene (HDPE); Sizes: 1, 2, and 5 gallons.

Figure 145: New Product Information – container details

- Click **Save & Continue** to move to the next step.
3. Upload required documents. For guidance and checklists, see: [How to Register a Pesticide | DPR](#).
 - Click + **Select Documents** to choose your files or use the **Drag & Drop** feature.


 Drag & Drop Files Here
 OR
 + Select Documents

Figure 146: Company Change – select documents

- Assign a Document Category to each file.
- See: [Document Categories](#) and [Appendix D: Document Categories by Submission Type](#)

- Click **Upload** to add them to your submission.

Figure 147: *Company Change – upload documents*

- Ensure the document is not password protected and filename does not contain the # symbol, as this will cause the document upload to stall
 - File size limit for each document is 2 GB
 - Once uploaded, click **Save & Continue**.
4. Review and Submit
- Review all your entered information and uploaded documents.
 - Click the hyperlinks to review the DPR and CalPEST Terms and Conditions. Check the box to agree.
 - Click **Add to Cart**.

Figure 148: *Company Change Summary – Add to Cart*

You will see a confirmation message and can choose to:

- **Go to Dashboard** to continue working
- **Continue to Cart** to complete payment and submit

See: [Payments and Invoices](#)

Note: The transferred product must be registered under the new company and is treated as a new product registration by DPR. The same fee applies as for any new product submission.

See: [Application Fees | DPR](#)

How to submit Supporting Documents

If you need to upload documents to support another user's active submission, you can use the **Supporting Documents** form in CalPEST. This is useful when someone else is the submission contact, but you have relevant files to contribute, such as CSFs or data. To submit, ensure you have the correct CalPEST ID for the active submission. Once the documents have been submitted, both you and the submission contact will receive an email confirmation. The contact will also see the filename for the uploaded documents on the submission details page, but will not be able to download confidential documents, such as CSFs and PFIs.

Note: If you are the contact for the submission or administrator for the company, upload documents directly from the Submission Details screen instead.

See: [How to upload documents to a pending submission](#)

Steps:

1. Start a new submission
 - From the top menu, click **New Submission** and select **Supporting Documents**.

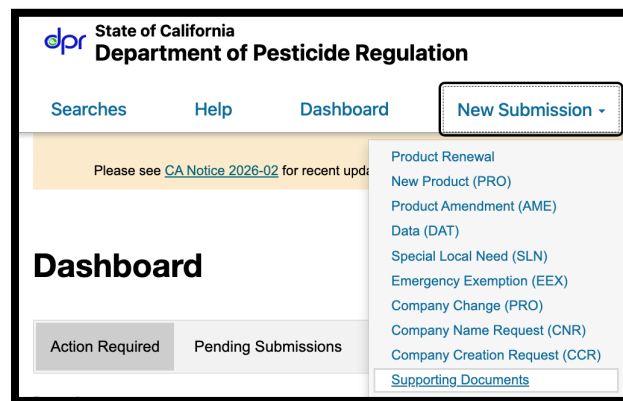


Figure 149: New Submission – **Supporting Documents** selected

2. Enter the CalPEST ID

- On the Details screen, enter the **CalPEST ID** of the submission you are supporting.

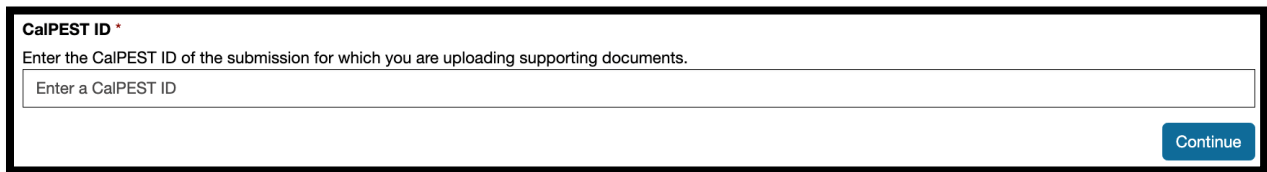


Figure 150: Supporting Documents form – CalPEST ID field

- Click **Continue**.

Note: Only the following submission types are supported – PRO, AME, DAT, SLN, EEX

3. Upload documents

- Click **+ Select Documents** to choose your files or use the **Drag & Drop** feature.
- Assign a Document Category to each file.
- Click **Upload**.
 - Ensure the document is not password protected and filename does not contain the # symbol, as this will cause the document upload to stall
 - File size limit for each document is 2 GB
- Click **Continue** to proceed.

4. Review and submit

- On the Summary screen, review the CalPEST ID and uploaded documents.
- Click the hyperlinks to review the DPR and CalPEST Terms and Conditions. Check the box to agree.
- Click **Submit**.

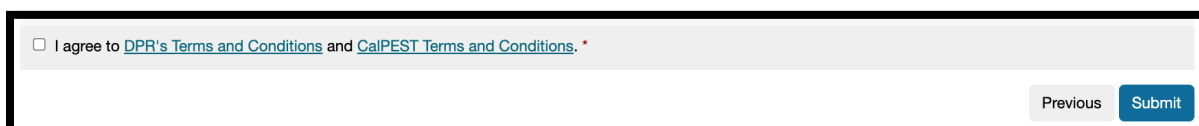


Figure 151: Supporting Documents Summary – Terms and Conditions checkbox and Submit button

5. Confirmation

- You will see a success message: **Document submitted**
- Click **Go to Dashboard** to return to your homepage.
- **Email Notification:** The submission contact and the user who uploaded the document will receive an email confirming the upload.

Note: If the Document Category is marked as Confidential the submission contact and other users will see the filename, but will not be able to download and view the document. The document will only be viewable to DPR internal staff.

How to submit an Emergency Exemption (EEX)

An Emergency Exemption (EEX) submission allows you to request time-limited use of a pesticide product (not registered or not registered for that use) if an emergency condition exists. These are submitted under Section 18 of FIFRA and are reviewed by DPR and U.S. EPA. Before proceeding with the application, see: [Emergency Exemption Guidelines | DPR](#).

Note: You must be associated with a company (registrant, grower association, government agency, etc.) in CalPEST before submitting an EEX.

Steps:

1. Start a new submission

- From the top menu, click **New Submission** and select **Emergency Exemption (EEX)**.

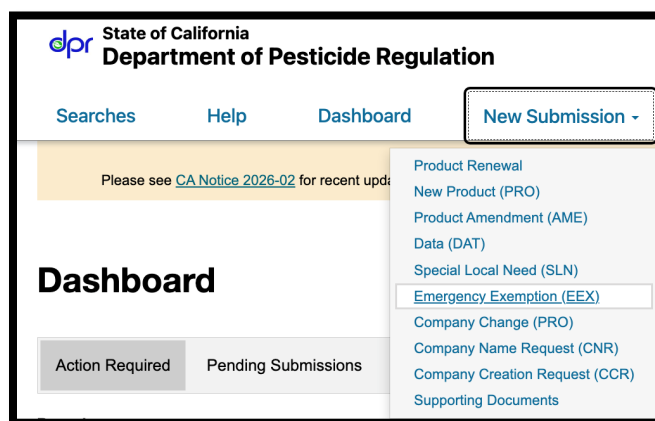


Figure 152: New Submission – Emergency Exemption (EEX) selected

2. Complete the Details form

- Select the **Applicant** (company or group you are associated with). You must be associated with the company before submitting the EEX form.

See: [How to request to be associated to a company \(CAR\)](#)



Figure 153: EEX Details – select Applicant (company)

- Choose the **Emergency Exemption Type**.

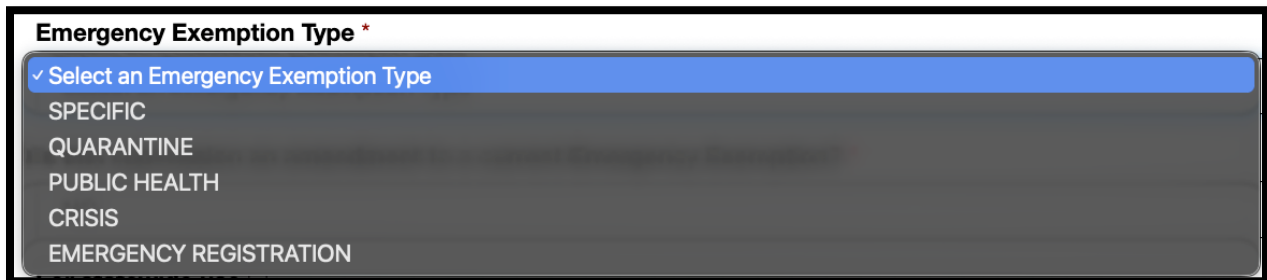


Figure 154: EEX Type selection

Note: Before submitting an application for **Emergency Registration**, ensure your request meets the [Section 18 Emergency Exemption Guidelines | DPR](#)

- Indicate whether this is an Amendment to an existing EEX.
 - If YES, you will be prompted to select the active EEX that you are amending, and the rest of the form fields will be system-populated on the Summary screen.

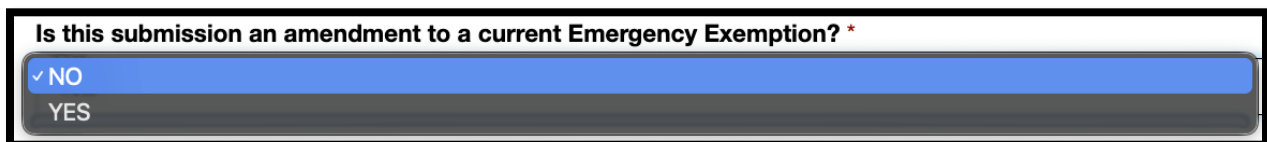
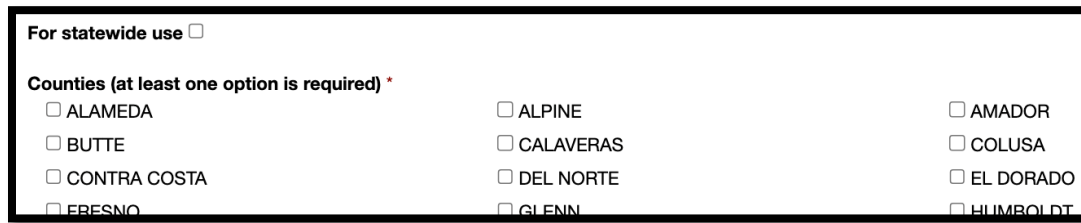


Figure 155: EEX – indicating if the submission is an amendment to an existing EEX

- Select the **Counties** where the exemption applies or check **For statewide use** to apply to all counties.



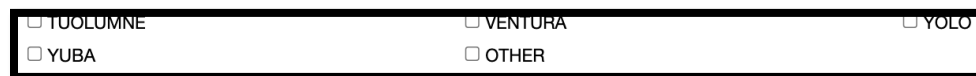
For statewide use ☐

Counties (at least one option is required) *

☐ ALAMEDA	☐ ALPINE	☐ AMADOR
☐ BUTTE	☐ CALAVERAS	☐ COLUSA
☐ CONTRA COSTA	☐ DEL NORTE	☐ EL DORADO
☐ FRESNO	☐ GLENN	☐ HUMBOLDT

Figure 156: EEX – select Statewide or individual counties

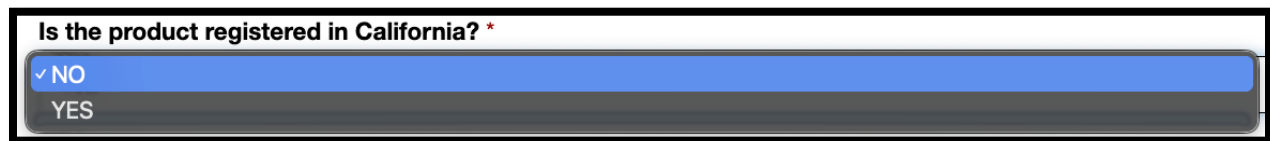
- If not county-specific, select **Other** and list the application boundaries in the provided text box



☐ TUOLUMNE ☐ VENTURA ☐ YOLO
☐ YUBA ☐ OTHER

Figure 157: EEX – specify other application boundaries

- Indicate whether the product is registered in California:

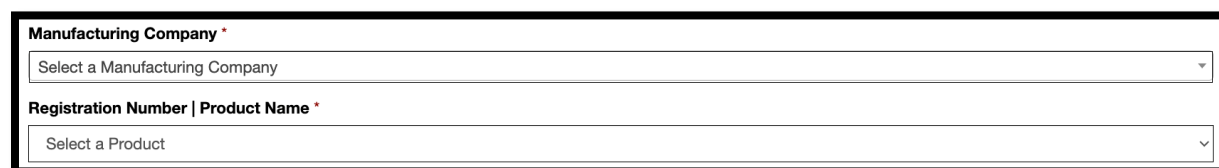


Is the product registered in California? *

☒ NO
☐ YES

Figure 158: EEX – indicating whether product is registered in California

- If Yes: Select the **Manufacturing Company** and choose the **Product** from the list.



Manufacturing Company *

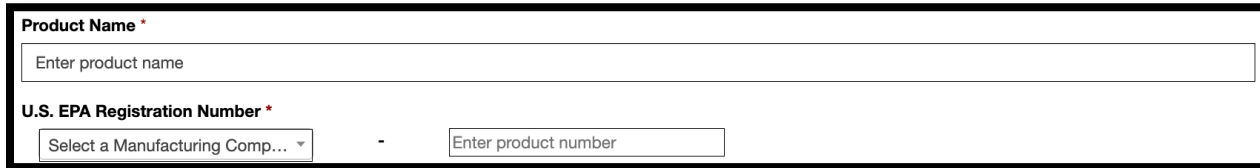
Select a Manufacturing Company ▼

Registration Number | Product Name *

Select a Product ▼

Figure 159: EEX – select company and product

- If No: Enter the **Product Name** and **U.S. EPA Registration Number** manually.



Product Name *

Enter product name

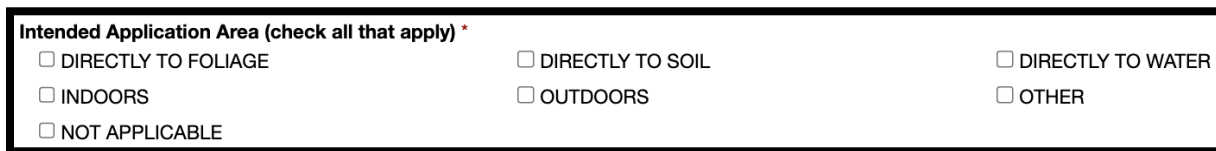
U.S. EPA Registration Number *

Select a Manufacturing Comp... - Enter product number

Figure 160: EEX – manual product name/U.S. EPA registration number entry

- Complete the Pesticide Application Method Information:

- **Intended Application Area**



Intended Application Area (check all that apply) *

☐ DIRECTLY TO FOLIAGE
 ☐ DIRECTLY TO SOIL
 ☐ DIRECTLY TO WATER

☐ INDOORS
 ☐ OUTDOORS
 ☐ OTHER

☐ NOT APPLICABLE

Figure 161: EEX – Intended application area

- **Intended Application Equipment**



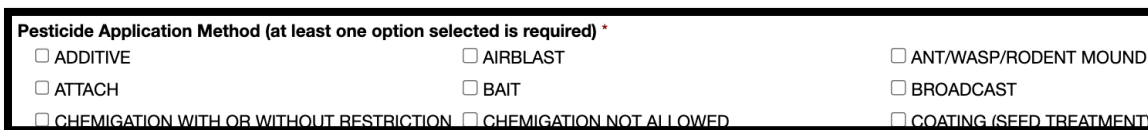
Intended Application Equipment (check all that apply) *

☐ AERIAL EQUIPMENT
 ☐ GROUND/SURFACE EQUIPMENT
 ☐ OTHER

☐ NOT APPLICABLE
 ☐ UNMANNED AERIAL VEHICLE (UAV)

Figure 162: EEX – Intended application equipment

- **Pesticide Application Method**



Pesticide Application Method (at least one option selected is required) *

☐ ADDITIVE
 ☐ AIRBLAST
 ☐ ANT/WASP/RODENT MOUND

☐ ATTACH
 ☐ BAIT
 ☐ BROADCAST

☐ CHEMIGATION WITH OR WITHOUT RESTRICTION
 ☐ CHEMIGATION NOT ALLOWED
 ☐ COATING /SEED TREATMENT

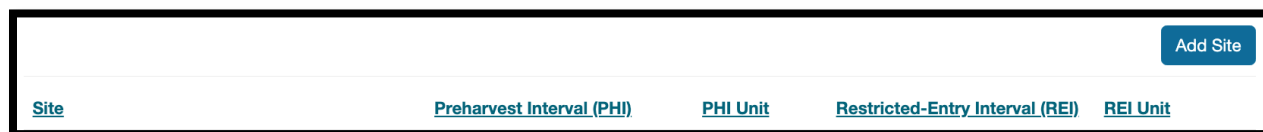
Figure 163: EEX – Pesticide application method

- Fill in the Proposed Use Information:
 - Application Rate (In terms of active ingredient and product)
 - Application Frequency/Timing
 - Maximum Number of Applications
 - Total Acreage (or other unit) (planted and to be treated)
 - Total Amount (pesticide to be used in terms of active ingredient and product)

- First/Last Application Dates
- Earliest Harvest Date
- Other Requirements (additional restrictions, user precautions and requirements, qualifications of applicators, etc.)
- Click **Save & Continue**.

3. Add Sites

- Click **Add Site** to enter:



The screenshot shows a blue 'Add Site' button in the top right corner of a table. The table has five columns with the following headers: 'Site', 'Preharvest Interval (PHI)', 'PHI Unit', 'Restricted-Entry Interval (REI)', and 'REI Unit'.

Figure 164: EEX Sites – Add Site button

- Click the magnifying glass to search for the Site name



The screenshot shows a search field labeled 'Site *'. Inside the field is a dropdown menu with the text '- Select a Site -'. To the right of the field is a magnifying glass icon.

Figure 165: EEX Sites – site name field

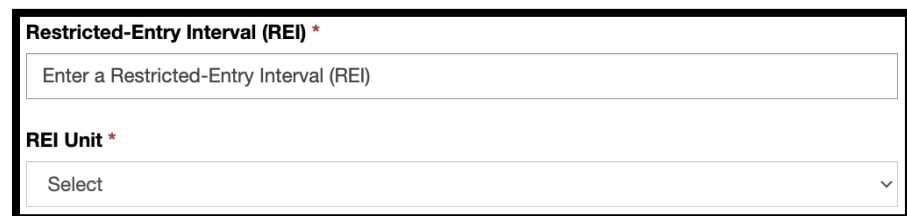
- **Preharvest Interval (PHI) and PHI unit**



The screenshot shows two fields. The first is 'Preharvest Interval (PHI) *' with a text input field containing the placeholder 'Enter a Preharvest Interval (PHI)'. The second is 'PHI Unit *' with a dropdown menu showing 'Select'.

Figure 166: EEX Sites – Preharvest Interval (PHI) and PHI unit

- **Restricted-Entry Interval (REI) and REI unit**



The screenshot shows two fields. The first is 'Restricted-Entry Interval (REI) *' with a text input field containing the placeholder 'Enter a Restricted-Entry Interval (REI)'. The second is 'REI Unit *' with a dropdown menu showing 'Select'.

Figure 167: EEX Sites – Restricted-Entry Interval (REI) and REI unit

- Click **Submit**.
- You can **Edit** or **Delete** sites from the grid.

Site	Preharvest Interval (PHI)	PHI Unit	Restricted-Entry Interval (REI)	REI Unit	
55,007 QUAIL (ALL OR UNSPEC)	6	MONTHS	10	HOURS	Edit Delete

Figure 168: EEX Sites – Edit/Delete in site grid

- Click the **Add Site** button again to add more sites or **Save & Continue** to proceed.
4. Upload required documents. For guidance and checklists, see: [Section 18 Emergency Exemptions | DPR](#).

- Click **+ Select Documents** to choose your files or use the **Drag & Drop** feature.
- Assign a Document Category to each file.

See: [Document Categories](#) and [Appendix D: Document Categories by Submission Type](#)

- Click **Upload**.
 - Ensure the document is not password protected and filename does not contain the # symbol, as this will cause the document upload to stall
 - File size limit for each document is 2 GB
 - Click **Save & Continue** to proceed.
5. Review and submit
- On the Summary screen, review all details, sites, and uploaded documents.
 - Click the hyperlinks to review the DPR and CalPEST Terms and Conditions. Check the box to agree.
 - Click **Add to Cart**.

☒ I agree to [DPR's Terms and Conditions](#) and [CalPEST Terms and Conditions](#). *

Previous
Add to Cart

Figure 169: EEX Summary – Terms and Conditions checkbox and Add to Cart button

6. Complete checkout

- Go to your Payment Cart to complete the submission process.
- Once submitted, your EEX request will be reviewed by DPR.

Note: For more information on Section 18 Emergency Use Exemptions, see: [Other Registration Actions | DPR](#) and [Application Fees | DPR](#)

How to submit a Special Local Need (SLN)

A Special Local Need (SLN) submission allows you to request to register a new end-use product or an additional use of a federally registered pesticide product to address an existing or imminent pest situation. SLNs are limited-use registrations granted by DPR under federal law (FIFRA Section 24(c)). Before proceeding with the application, see: [Special Local Need Guidelines | DPR](#).

Note: You must be associated with a company (registrant, grower association, government agency, etc.) in CalPEST before submitting an SLN.

Steps:

1. Start a new submission
 - From the top menu, click **New Submission** and select **Special Local Need (SLN)**.



Figure 170: New Submission – Special Local Need (SLN) selected

2. Complete the Details form

- Select the **Applicant** (company or group you are associated with). You must be associated with the company before submitting the SLN form.

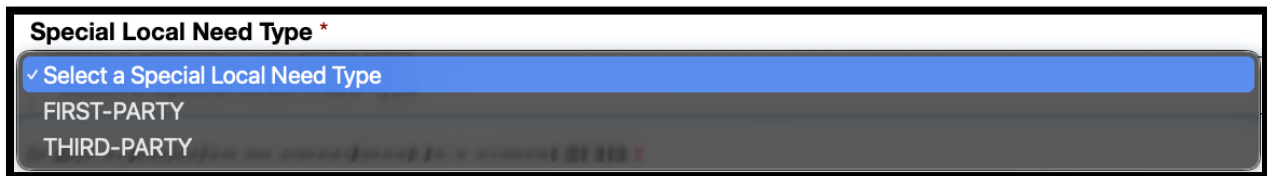
See: [How to request to be associated to a company \(CAR\)](#)



The screenshot shows the '1 Details' tab of the SLN form. Below the tab navigation, there is a legend indicating that an asterisk (*) denotes a required field. The 'Applicant' field is marked as required and contains a dropdown menu with the text 'Select a Company' and a downward arrow.

Figure 171: SLN Details – select Applicant

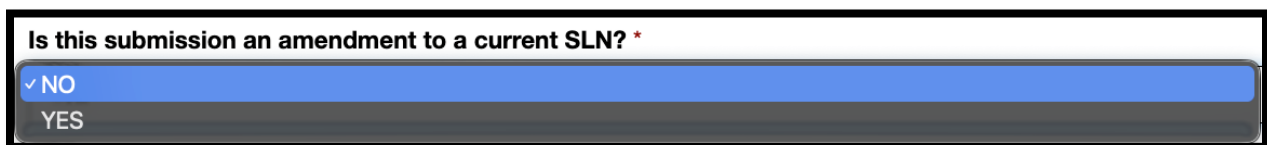
- Choose the **SLN Type**:
 - **First-Party**: You are the manufacturer of the pesticide product.
 - **Third-Party**: You are someone other than the manufacturer requesting the SLN (e.g., a grower, grower association).



The screenshot shows the 'Special Local Need Type' dropdown menu. The title 'Special Local Need Type' is followed by an asterisk (*). The dropdown is open, showing three options: 'Select a Special Local Need Type' (highlighted in blue), 'FIRST-PARTY', and 'THIRD-PARTY'.

Figure 172: SLN Type – First-Party or Third-Party

- Indicate whether this is an Amendment to an existing SLN.
 - If YES, you will be prompted to select the active SLN that you are amending, and the rest of the form fields will be system-populated on the Summary screen.



The screenshot shows the question 'Is this submission an amendment to a current SLN?' followed by an asterisk (*). The dropdown menu is open, showing two options: 'NO' (highlighted in blue) and 'YES'.

Figure 173: SLN – indicating if the submission is an amendment to an existing SLN submission

- Select the **Counties** where the SLN applies or check **For statewide use** to apply to all counties.

For statewide use ☐

Counties (at least one option is required) *

☐ ALAMEDA	☐ ALPINE	☐ AMADOR
☐ BUTTE	☐ CALAVERAS	☐ COLUSA
☐ CONTRA COSTA	☐ DEL NORTE	☐ EL DORADO
☐ FRESNO	☐ GLENN	☐ HUMBOLDT

Figure 174: SLN – select Statewide or individual counties

- If not county-specific, select **Other** and list the application boundaries in the provided text box

☐ TUOLUMNE
 ☐ VENTURA
 ☐ YOLO

☐ YUBA
 ☐ OTHER

Figure 175: SLN – specify other application boundaries

- Indicate whether the product is registered in California:

Is the product registered in California? *

☒ NO
 ☐ YES

Figure 176: SLN – indicating if the product is currently registered in CA

- If Yes: Select the **Manufacturing Company** and choose the **Product** from the list.

Manufacturing Company *

Select a Manufacturing Company

Registration Number | Product Name *

Select a Product

Figure 177: SLN (Registered) – select manufacturing company and product

- If No: Enter the **Product Name** and **U.S. EPA Registration Number** manually.

Product Name *

Enter product name

U.S. EPA Registration Number *

Select a Manufacturing Comp... - Enter product number

Figure 178: SLN (Not registered) – manual product name/U.S. EPA registration number entry

- Complete the Pesticide Application Method Information:

- **Intended Application Area**

Intended Application Area (check all that apply) *

☐ DIRECTLY TO FOLIAGE
 ☐ DIRECTLY TO SOIL
 ☐ DIRECTLY TO WATER

☐ INDOORS
 ☐ OUTDOORS
 ☐ OTHER

☐ NOT APPLICABLE

Figure 179: SLN – Intended application area

- **Intended Application Equipment**

Intended Application Equipment (check all that apply) *

☐ AERIAL EQUIPMENT
 ☐ GROUND/SURFACE EQUIPMENT
 ☐ OTHER

☐ NOT APPLICABLE
 ☐ UNMANNED AERIAL VEHICLE (UAV)

Figure 180: SLN – Intended application equipment

- **Pesticide Application Method**

Pesticide Application Method (at least one option selected is required) *

☐ ADDITIVE
 ☐ AIRBLAST
 ☐ ANT/WASP/RODENT MOUND

☐ ATTACH
 ☐ BAIT
 ☐ BROADCAST

☐ CHEMIGATION WITH OR WITHOUT RESTRICTION
 ☐ CHEMIGATION NOT ALLOWED
 ☐ COATING (SEED TREATMENT)

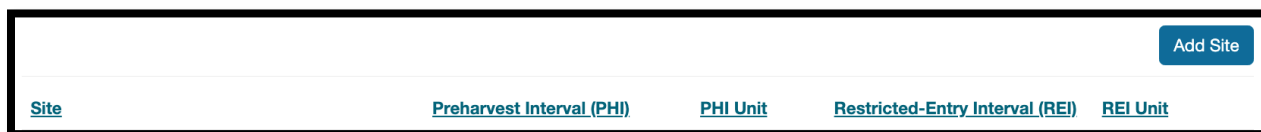
Figure 181: SLN – Pesticide application method

- Fill in the Proposed Use Information:
 - Application Rate (In terms of active ingredient and product)
 - Application Frequency/Timing
 - Maximum Number of Applications
 - Total Acreage (or other unit) (planted and to be treated)
 - Total Amount (pesticide to be used in terms of active ingredient and product)

- First/Last Application Dates
- Earliest Harvest Date
- Other Requirements (additional restrictions, user precautions and requirements, qualifications of applicators, etc.)
- Click **Save & Continue**.

3. Add Sites

- Click **Add Site** to enter:



The screenshot shows a horizontal bar with a blue 'Add Site' button on the right. Below the bar, the following headers are visible: Site, Preharvest Interval (PHI), PHI Unit, Restricted-Entry Interval (REI), and REI Unit.

Figure 182: SLN Sites – Add Site button

- **Site name**



The screenshot shows a dropdown menu labeled 'Site *' with the text '- Select a Site -' and a search icon on the right.

Figure 183: SLN Sites – site name field

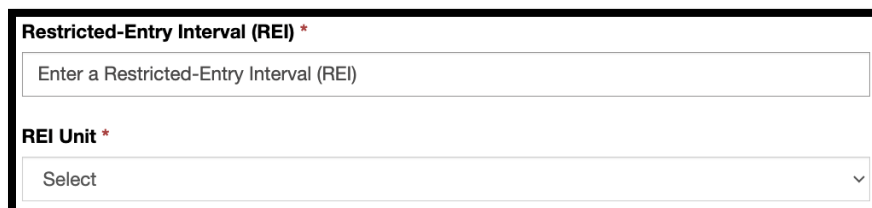
- **Preharvest Interval (PHI) and PHI unit**



The screenshot shows two fields: 'Preharvest Interval (PHI) *' with a text input field containing 'Enter a Preharvest Interval (PHI)', and 'PHI Unit *' with a dropdown menu showing 'Select'.

Figure 184: SLN Sites – PHI and PHI unit

- **Restricted-Entry Interval (REI) and REI unit**



The screenshot shows two fields: 'Restricted-Entry Interval (REI) *' with a text input field containing 'Enter a Restricted-Entry Interval (REI)', and 'REI Unit *' with a dropdown menu showing 'Select'.

Figure 185: SLN Sites – REI and REI unit

- Click **Submit**.
- You can **Edit** or **Delete** sites from the grid.

Site	Preharvest Interval (PHI)	PHI Unit	Restricted-Entry Interval (REI)	REI Unit	
55,007 QUAIL (ALL OR UNSPEC)	6	MONTHS	10	HOURS	ⓘ ✎ Edit ✖ Delete

Figure 186: SLN Sites – Edit/Delete actions

- Click the **Add Site** button again to add more sites or **Save & Continue** to proceed.
- Upload required documents. For guidance and checklists, see: [Special Local Need Guidelines | DPR](#).
 - Click **+ Select Documents** to choose your files or use the **Drag & Drop** feature.
 - Assign a Document Category to each file.

See: [Document Categories](#) and [Appendix D: Document Categories by Submission Type](#)

 - Click **Upload**.
 - Ensure the document is not password protected and filename does not contain the # symbol, as this will cause the document upload to stall
 - File size limit for each document is 2 GB
 - Click **Save & Continue** to proceed.
 - Review and submit
 - On the Summary screen, review all details, sites, and uploaded documents.
 - Click the hyperlinks to review the DPR and CalPEST Terms and Conditions. Check the box to agree.
 - Click **Add to Cart**.

☒ I agree to [DPR's Terms and Conditions](#) and [CalPEST Terms and Conditions](#). *

Previous
Add to Cart

Figure 187: SLN Summary – Terms and Conditions checkbox and Add to Cart button

6. Complete checkout

- Go to your Payment Cart to complete the submission process.
- Once submitted, your SLN request will be reviewed by DPR.

Note: For more information on Section 24 (c) Special Local Need (SLN) Registration, see: [Other Registration Actions | DPR](#) and [Application Fees | DPR](#). SLN submissions do not require a fee.

Using the Dashboard

The dashboard helps you track your submissions, respond to requests, and manage your workflow.

How to track your submissions

You can track the status of your submissions from the Dashboard. The dashboard includes the following tabs:

- Action Required** – Shows submissions that need your attention (e.g., deficiencies, conditions, returned submissions). Click the **CALPEST ID** hyperlink to get more information on the specific action required of you for that submission.

Dashboard							
Action Required Pending Submissions Completed Submissions Draft Submissions Pending Invoices							
Records per page 10				Search:			
Received Date	CALPEST ID	Type	Company	Product Name	Registration Number	Status	
08/08/2026	PRO-2600953	SECTION 3 REGULAR REGISTRATION	89765 TEST COMPANY, LLC	TEST PRODUCT3	89765-3	In Review	
Showing 1 to 1 of 1 entries						Previous	1 Next

Figure 188: Dashboard – Action Required tab

- **Pending Submissions** – Displays active submissions where you are listed as the contact.

Figure 189: Dashboard – Pending Submissions tab

- **Completed Submissions** – Displays submissions completed within the past year.

Dashboard

Action Required

Pending Submissions

Completed Submissions

Draft Submissions

Pending Invoices

Records per page

10

Search:

Received Date	CALPEST ID	Type	Company	Product Name	Registration Number	Status
08/08/2026	PRO-2600954	SECTION 3 REGULAR REGISTRATION	89765 TEST COMPANY, LLC	TEST PRODUCT2	89765-2	Accepted
08/07/2026	CRR-2600937	Submitter	89765 TEST COMPANY, LLC			Approved

Figure 190: Dashboard – Completed Submissions tab

- **Draft Submissions** – Shows submissions saved as drafts. The **CALPEST ID** for draft submissions will only show the 3-letter acronym for the submission type and will not include the 7-digit number that normally follows the hyphen. (e.g. a draft submission would display **PRO** instead of **PRO-2502844**). A CalPEST ID will be assigned once submitted. Click the **Options** button to edit or delete the draft. Draft submissions will remain on the dashboard until manually deleted.

Figure 191: Dashboard – Draft Submissions tab

- **Pending Invoices** – Lists unpaid invoices where you are listed as the contact on the submission. Clicking the **Invoice Number** hyperlink allows you to select any payment method of choice (check, credit card, EFT) to complete the payment for that invoice.

See: [Payments and Invoices](#)

Dashboard				
Action Required	Pending Submissions	Completed Submissions	Draft Submissions	Pending Invoices
Note: Only invoices requiring action are displayed. For more information, please visit the CalPEST Help Page. If you have issues with your invoice, including product renewals needing to be canceled, contact CalPEST@cdpr.ca.gov.				
				Search:
Received Date	Invoice Number	Total	Balance	
08/08/2026	REG2026-00282	\$2,760.00	\$2,760.00	
08/08/2026	REG2026-00280	\$4,800.00	\$4,800.00	
08/08/2026	REG2026-00279	\$1,500.00	\$1,500.00	

Figure 192: Dashboard – Pending Invoices tab

How to change the submission contact

If the contact person for a submission needs to be updated, CalPEST allows you to change the submission contact so that the correct user receives notifications and can manage the submission. The submission contact should also be changed if the contact is disassociated from the company or deactivates their account.

Note: Only the new contact will be notified of the change. The previous contact will not receive an alert.

When You Can Change the Contact

- You can only change the submission contact for active Submissions.
- If the submission has been completed, the **Change Contact** option will not be available.

Who Can Change the Contact?

- **Submitters** can change the contact for their own submissions by entering a valid email address of a registered user associated to the company.
- **Administrators** can change the contact for any of the company's active submissions by selecting a new contact from a dropdown list of users associated to the company.

Steps:

1. Open the submission
 - Go to your **Dashboard** or **Company Profile** and click the **CALPEST ID** of the submission.

2. Click the **Action** button

- In the top-right corner of the submission screen, click **Action** and select **Change Contact**.

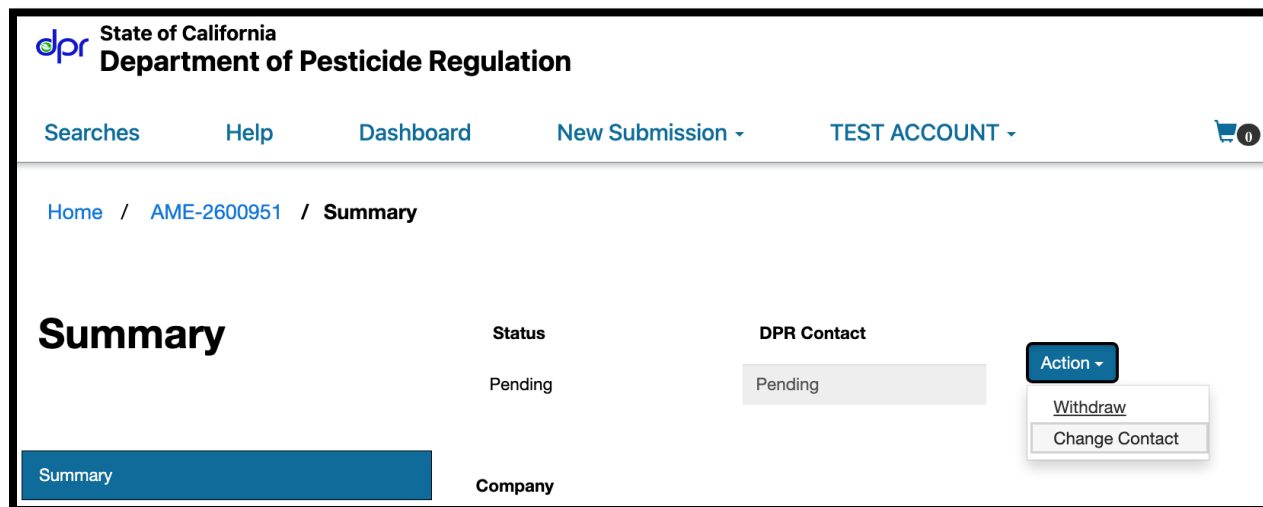
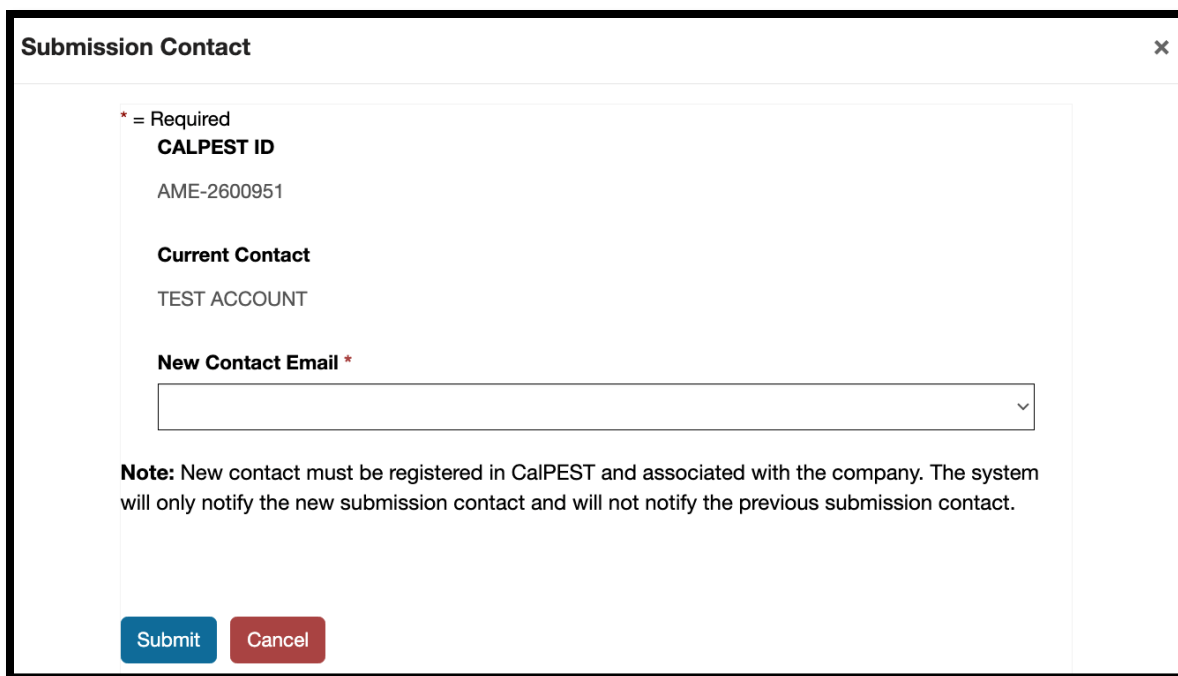


Figure 193: Action menu with “Change Contact” option highlighted

If You Are a Submitter

- You will see a form with:
 - **CALPEST ID** (read-only)
 - **Current Contact** (read-only)
 - **New Contact** (required text field)
- Enter the email address of the new contact.
- Click **Submit**.



Submission Contact ✕

* = Required

CALPEST ID
AME-2600951

Current Contact
TEST ACCOUNT

New Contact Email *

Note: New contact must be registered in CalPEST and associated with the company. The system will only notify the new submission contact and will not notify the previous submission contact.

Figure 194: Submitter view of the Change Contact form with email field

Note: The email must belong to a registered CalPEST user who is associated with your company.

If You Are an Administrator

- You will see a form with:
 - CALPEST ID** (read-only)
 - Current Contact** (read-only)
 - New Contact** (required dropdown)
- Select the **New Contact** from the dropdown list of users associated with your company.
- Click **Submit**.

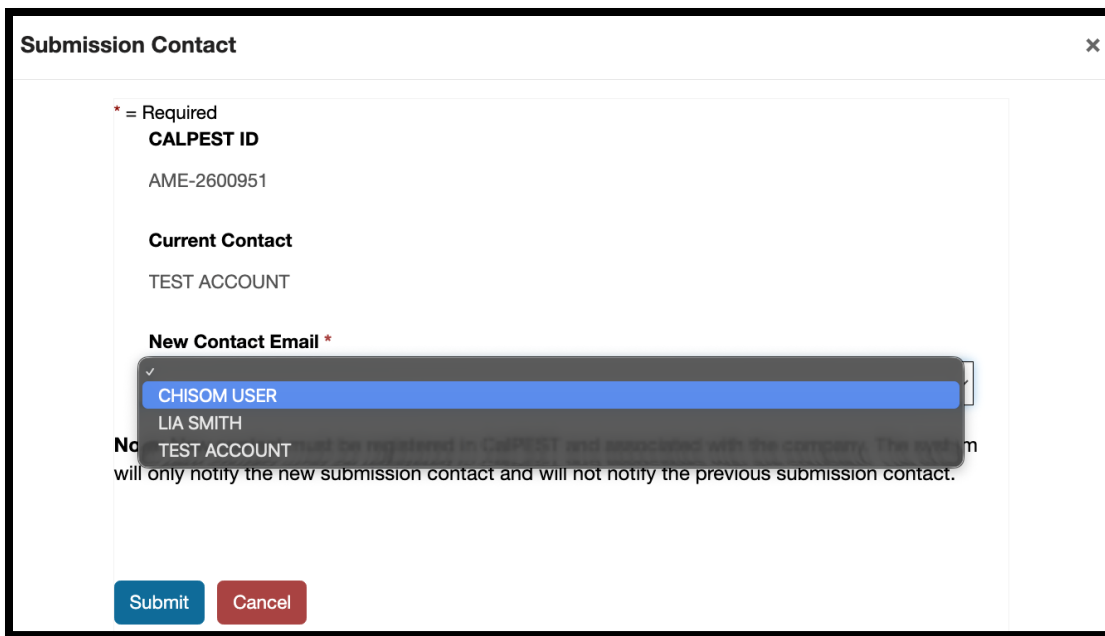


Figure 195: Administrator view of the Change Contact form with dropdown

What Happens Next

- The submission will be removed from the previous contact's dashboard.
- It will appear on the new contact's dashboard.
- The new contact will receive an email notification confirming the change.

How to respond to action items (approve/reject CAR or CRR, agree to conditions, resubmit, etc.)

The **Action Required** tab on your dashboard shows submissions that need your attention. These may include deficiencies, conditions, returned submissions, or company association requests.

Note: You will only see action items for submissions where you are the contact or a company administrator with an active assignment.

How to Respond to Deficiencies

If DPR identifies missing or incorrect information, a deficiency will be listed. You will have 15 business days to respond to deficiencies. See: [California Notice 2022-12](#)

To respond:

- Click the **CALPEST ID** from the **Action Required** tab.

Dashboard							
Action Required Pending Submissions Completed Submissions Draft Submissions Pending Invoices							
Records per page		Search:					
10							
Received Date	CALPEST ID	Type	Company	Product Name	Registration Number	Status	
08/08/2026	PRO-2600953	SECTION 3 REGULAR REGISTRATION	89765 TEST COMPANY, LLC	TEST PRODUCT3	89765-3	In Review	

Figure 196: Action Required – click CALPEST ID to view deficiency

- In the left navigation, click **Deficiencies**. A red dot indicates that there are items to address.

Deficiencies		Status	DPR Contact	Action
		In Review	Test User	Action
Summary				
Documents				
Studies				
Deficiencies				
Evaluation				
Conditions				
		Description	Due Date	
		add size to label and reupload	8/31/2026	

Figure 197: Deficiencies tab with red dot indicator and list of items

- Review the **Description** and **Due Date**.
- Upload any required documents under the **Documents** tab.
- If the deficiency requires edits to the submission form, you will need to **Request Unlock** from the Action menu. This option is only available for New Product (PRO) submissions.

See: [How to request unlock for editing](#)

- If any deficiencies are unclear or require further discussion, contact the Regulatory Scientist assigned to the submission by clicking their hyperlinked name under **DPR Contact** on the submission details screen or by clicking on their hyperlinked email address in the automated email correspondence.
- Once resolved, DPR will update the status of the deficiency.

How to Respond to Conditions

Some submissions may include conditions that require your agreement.

Note: You must agree to all listed conditions before the submission can proceed.

To respond:

- Click the **CALPEST ID** from the **Action Required** tab.
- In the left navigation, click **Conditions**. A red dot indicates that there are items to address.
- Check the box next to each condition.
- Click **Agree**.

Agree	Description	Proposed Due Date ↑	Status
☐	Provide storage stability and corrosion characteristics data.	9/1/2027	Pending

Figure 198: Conditions tab with checkboxes and **Agree** button

How to Respond to Returned Submissions

If DPR returns your submission for corrections, you may resubmit within six months without the need to submit another payment. Once resubmitted, the submission is immediately assigned back to the original Regulatory Scientist for review and does not wait in the team queue. If not resubmitted within six months, a new submission and fee will need to be submitted.

See: [California Notice 2022-12](#)

To respond:

- Click the **CALPEST ID** from the **Action Required** or **Pending Submissions** tab.
- Click the **Action** button and select **Resubmit**.

Action ▾

- Withdraw
- Resubmit

Company
89765 | TEST COMPANY, LLC

Registration Number | Product Name *
89765-1-AA | TEST PRODUCT1

Amendment Type *
AMENDMENT

Amendment Sub Type *
ADD ALTERNATE FORMULATION OR REVISE FORMULATION

Figure 199: Action menu – **Resubmit** for returned submissions

- Confirm your resubmission in the popup by clicking on **Resubmit**.

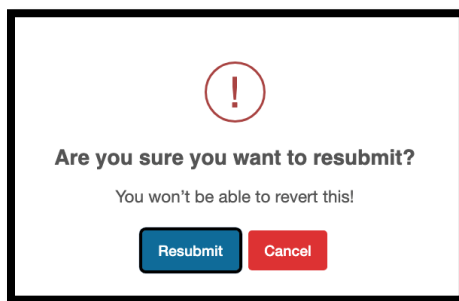


Figure 200: Resubmission confirmation popup

- If you need to upload any new documents, navigate back to the submission by clicking on the hyperlinked **CalPEST ID** from your **Pending Submissions** Dashboard. Then click on the **Documents** tab and upload the documents.

How to Respond to Company Association/Role Requests (CAR/CRR) – for Company Administrators

If you are a **company administrator**, you may be asked to approve or reject requests from users who want to be associated to your company or associated users who wish to change their role.

To respond:

- Go to the **Action Required** tab.
- Click the **CALPEST ID** for the **CAR** or **CRR** request.
- Review the user's information.
- Click **Approve** or **Reject**.

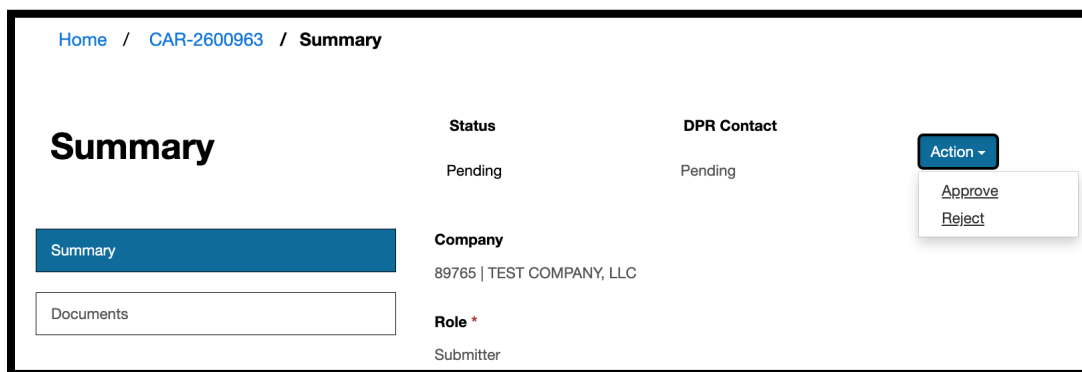


Figure 201: CAR/CRR review screen with Approve/Reject

- Confirm your Approve/Reject action

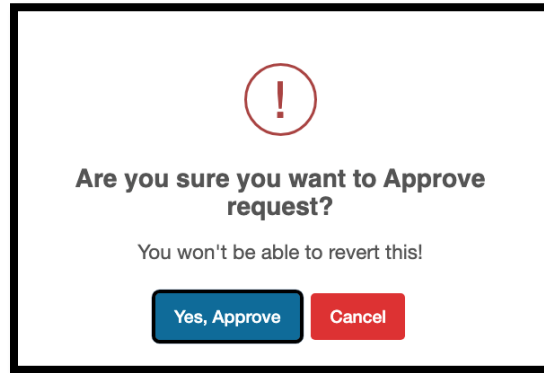


Figure 202: Approve/Reject action confirmation

How to view pending submissions

You can view your own pending submissions directly from your CalPEST dashboard. This includes any submissions you created or where you are listed as the contact person.

Steps:

1. Go to your dashboard
After signing in to your CalPEST account, the system will automatically open to the Dashboard. If not, click **Dashboard** from the top menu.
2. Click the **Pending Submissions** tab. For a visual reference, see: [Figure 189](#)
This tab shows all submissions that are:
 - In progress
 - Awaiting DPR review
3. Click a submission to view details
You can:
 - View submission status and assigned DPR contact
See: [Appendix A: Glossary of Terms and Acronyms](#)
 - Upload additional documents
See: [How to upload documents to a pending submission](#)
 - Request to unlock the submission for editing
See: [How to request unlock for editing](#)
 - This option is for New Product (PRO) submissions only

- Withdraw the submission from review
See: [How to withdraw a submission](#)
- View evaluation information, if applicable
See: [How to view evaluation details](#)

Note: You will only see submissions here if you created the submission, or you are listed as the submission contact. To view all company-wide submissions, see: [How to view pending or completed submissions as an Administrator](#)

How to view pending or completed submissions as an Administrator

If you are a Company Administrator, you can view all pending or completed submissions for your company by accessing the Company Profile, even if you are not the contact.

Note: The Pending and Completed Submissions tabs on your personal dashboard only show submissions where you are the contact person.

Steps:

1. Go to your profile
Click your name in the top-right corner of the CalPEST ribbon and select **My Companies**. For a visual reference, see: [Figure 21](#)
2. Open the Company Profile
Click the **Company Number** hyperlink for the company that created the submission you want to view. For a visual reference, see: [Figure 37](#)

3. Click the **Pending Submissions** or **Completed Submissions** tab

These tabs show all pending or completed submissions for your company, regardless of the contact.

TEST COMPANY, LLC - Administrator

Company Profile

Edit Company Profile

Associations

Products

Licenses

Pending Submissions

Completed Submissions

Search:

Received Date	CALPEST ID	Type	Product Name	Registration Number	Status
08/08/2026	PRO-2600950	SECTION 3 REGULAR REGISTRATION	TEST PRODUCT1	89765-1	Accepted
08/08/2026	PRO-2600953	SECTION 3 REGULAR REGISTRATION	TEST PRODUCT3	89765-3	In Review
08/08/2026	PRO-2600952	SECTION 3 REGULAR REGISTRATION	TEST PRODUCT4	89765-4	In Review
08/08/2026	AME-2600951	AMENDMENT	TEST PRODUCT1	89765-1-AA	Returned

Showing 1 to 4 of 4 entries

Previous 1 Next

Figure 203: Company Profile with **Pending Submissions** tab selected

How to upload documents to a pending submission

Note: Documents may only be uploaded to active submissions. Uploading additional documents, such as new labels with substantial revisions, may extend processing time.

1. Open the submission from the Dashboard or Pending Submissions tab of the Company profile, if you are an Administrator.

Dashboard

Action Required

Pending Submissions

Completed Submissions

Draft Submissions

Pending Invoices

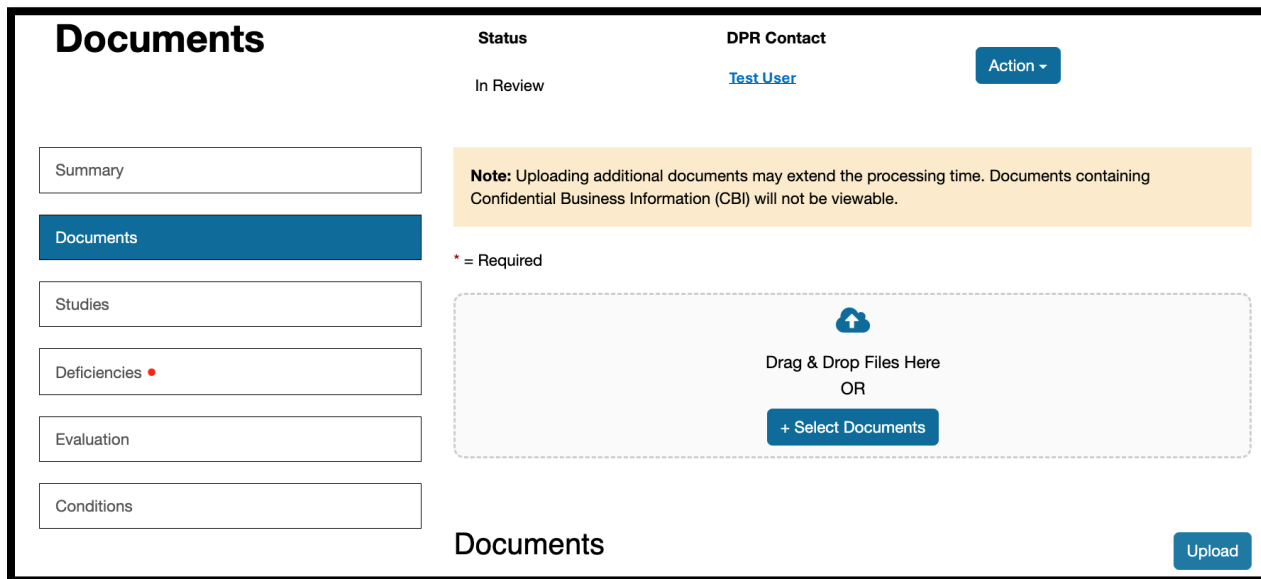
Records per page
10

Search:

Received Date	CALPEST ID	Type	Company	Product Name	Registration Number	Status
08/08/2026	PRO-2600950	SECTION 3 REGULAR REGISTRATION	89765 TEST COMPANY, LLC	TEST PRODUCT1	89765-1	Accepted
08/08/2026	PRO-2600953	SECTION 3 REGULAR REGISTRATION	89765 TEST COMPANY, LLC	TEST PRODUCT3	89765-3	In Review

Figure 204: Opening a pending submission from Dashboard

- Click **Documents** in the left navigation.



The screenshot shows the 'Documents' tab in the submission details interface. On the left is a vertical navigation menu with options: Summary, Documents (highlighted in blue), Studies, Deficiencies (with a red dot), Evaluation, and Conditions. The main content area has a header with 'Status' (In Review), 'DPR Contact' (Test User), and an 'Action' dropdown button. Below the header is a yellow note box stating: 'Note: Uploading additional documents may extend the processing time. Documents containing Confidential Business Information (CBI) will not be viewable.' Underneath the note is a legend '* = Required'. The central area features a large dashed box for file uploads with a cloud icon, the text 'Drag & Drop Files Here OR', and a '+ Select Documents' button. At the bottom right of the main area is an 'Upload' button.

Figure 205: Documents tab in submission details

- Click **+ Select Documents** and choose your files or use the Drag & Drop feature.
- Assign a Document Category to each file.

See: [Document Categories](#) and [Appendix D: Document Categories by Submission Type](#)

- Click **Upload**.

How to request unlock for editing

Note: The Request Unlock feature is available only for PRO submissions with a status of In Review. You do not need to request unlock to upload documents to a submission.

If you need to edit the application after it has been submitted, follow these steps:

- Open the submission from the Dashboard by clicking on the **CALPEST ID** for the submission.
- Click the **Action** button and select **Request Unlock**.

- The Regulatory Scientist will be notified and can unlock the submission for 5 business days.

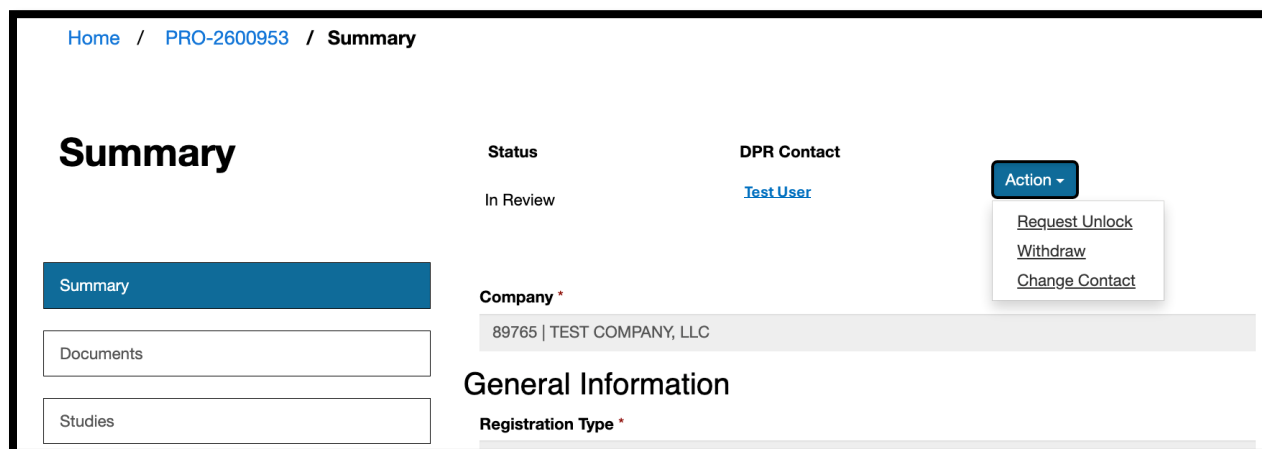


Figure 206: Action menu with **Request Unlock** option

- Once unlocked, a new Edit tab will appear in the submission details. Make any necessary changes and click Save.

How to withdraw a submission

If you need to withdraw an application after it has been submitted, follow these steps:

- Open the submission from the Dashboard by clicking on the **CALPEST ID** for the submission.
- Click the **Action** button and select **Withdraw**.

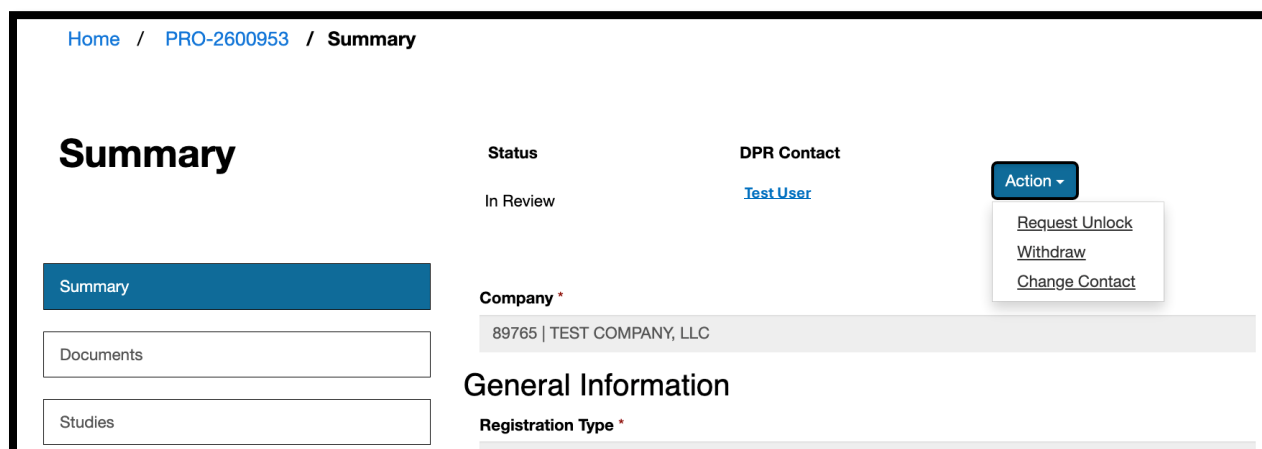


Figure 207: Action menu with **Withdraw** option

3. Review the information on the pop-up and click Withdraw to confirm.

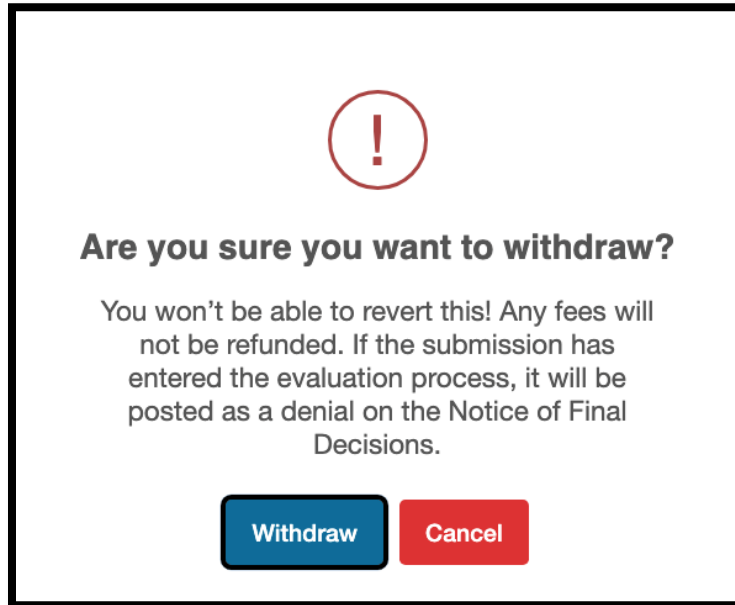


Figure 208: *Withdraw* action confirmation

4. The Regulatory Scientist will be notified, and the submission is now considered complete. A refund will not be issued, and the submission may need to be posted to the Notice of Final Decisions as Withdrawn. To resubmit, a new application and fee must be submitted.

How to view evaluation details

To view evaluations and completed evaluation reports (if applicable) for a submission:

1. Open the submission from the Dashboard by clicking on the **CALPEST ID** for the submission.

- Click **Evaluation** in the left navigation.

The screenshot shows the 'Evaluation' tab in the CalPEST system. The breadcrumb trail at the top reads 'Home / PRO-2600953 / Evaluation'. The main heading is 'Evaluation'. Below it, there are two sections: 'Status' showing 'In Evaluation' and 'DPR Contact' showing 'Test User' with a link. To the right is an 'Action' button. On the left sidebar, there are links for 'Summary', 'Documents', 'Studies', 'Deficiencies' (with a red dot), 'Evaluation' (highlighted in blue), and 'Conditions'. The main content area features a table with columns: 'Created On', 'Evaluation Team', 'Finding', and 'Evaluation Status'. The table contains two rows of data. Below the table is the 'Evaluation Reports' section with a search bar.

Created On	Evaluation Team	Finding	Evaluation Status
8/9/2026 1:09 PM	Plants, Pest, and Disease		Pending
8/9/2026 1:09 PM	Chemistry	Studies Support Registration	Complete

Figure 208: Evaluation tab with grid of findings and reports

- View the **Evaluation Team**, **Findings**, and **Status**.
- Download any available **Evaluation Reports** by clicking the hyperlinked document name.

How to view completed and draft submissions

Completed Submissions

- Go to the **Completed Submissions** tab on your Dashboard.
- View submissions that have been completed within the past year.
- Administrators may click on the **Completed Submissions** tab of the company profile to view all completed submissions for the company.
See: [How to view pending or completed submissions as an Administrator](#)

Draft Submissions

- Go to the **Draft Submissions** tab on your Dashboard.
- Click **Options** and then select **Edit** to continue working on the submission or **Delete** to remove the draft.

Dashboard

Action Required
Pending Submissions
Completed Submissions
Draft Submissions
Pending Invoices

Records per page
10
Search:

Created On	CALPEST ID	Type	Company	Product Name	Registration Number	Action
08/08/2026	AME	AMENDMENT	89765 TEST COMPANY, LLC	TEST PRODUCT1	89765-1-AA	Options Edit Delete

Showing 1 to 1 of 1 entries
Prev

Figure 209: Draft Submissions – edit or delete

Payments and Invoices

CalPEST includes a built-in payment system for processing submission fees. You can pay for submissions when submitting through the Payment Card or by accessing **Pending Invoices** from your dashboard, if you wish to change the payment method selected in the cart. Payment methods include check, credit card, and electronic funds transfer (EFT).

How to use the Payment Card

After completing a submission, you will be prompted to **Add to Cart**. You can then choose to **Continue to Cart** or **Go to Dashboard**. For a visual reference, see: [Figure 99](#)

In the Payment Card, you will see a list of items with the following details:

- Company
- Item (e.g., Product Renewal, New Product)
- Product Name
- Registration Number
- Fee and Fee Adjustment
- Subtotal
- Remove (to delete an item from the cart)

A yellow banner displays how long items will remain in the cart before being automatically removed.

Steps to complete payment:

1. Select a Payment Method from the dropdown:
 - Check
See: [How to pay by Check](#)
 - Credit Card
See: [How to pay by Credit Card](#)
 - Electronic Funds Transfer (EFT)
See: [How to pay by Electronic Funds Transfer \(EFT\)](#)
2. Click **Submit**.

3. Review the payment confirmation popup.
4. Click **Continue** to complete the transaction.

You will be redirected to a Transaction Confirmation screen and receive a confirmation email with your invoice. The invoice serves as proof of submission but may not reflect the applied payment for checks and EFT. If you need an updated copy of the invoice reflecting payment in full, email CalPEST@cdpr.ca.gov. See the following sections for detailed instructions and screenshots.

Note: If paying by check, include the **Invoice Number** in the memo line.

How to view and pay invoices

You can view and pay outstanding invoices from the **Pending Invoices** tab on your dashboard.

Each invoice includes:

- Invoice Number (click to view details)
- Received Date
- Total and Balance
- Payment Method dropdown (if balance > \$0)

To pay an invoice:

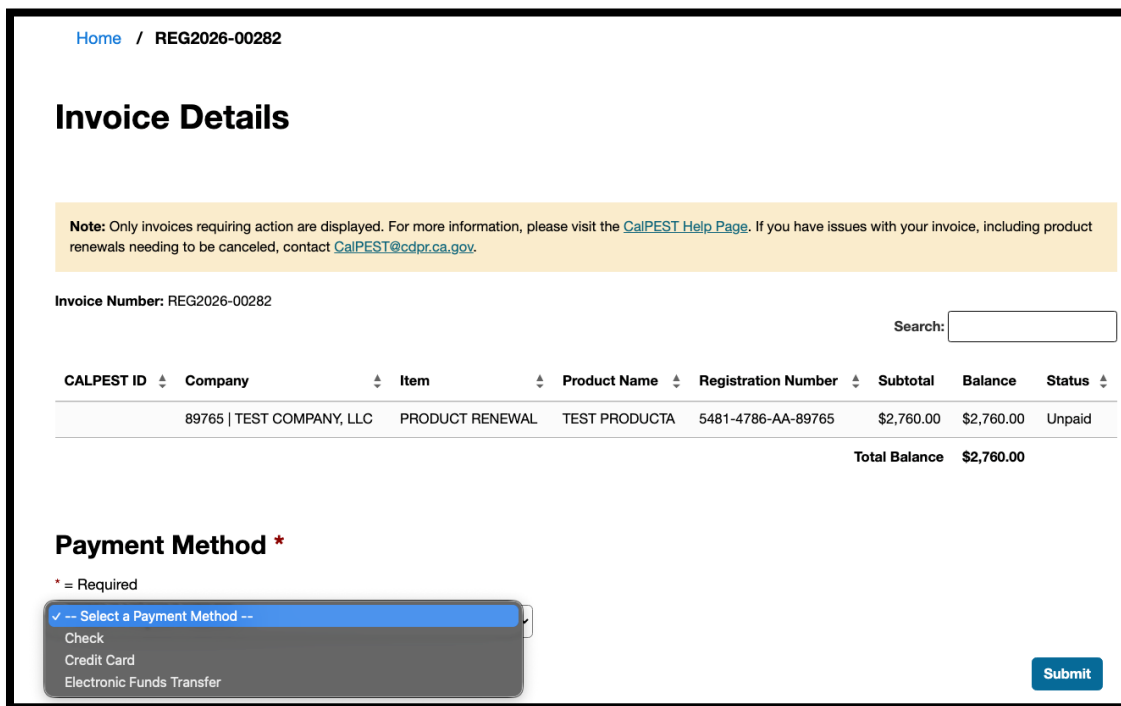
1. Click on the **Invoice Number** hyperlink on the **Pending Invoices** tab on your dashboard.

Dashboard				
Action Required	Pending Submissions	Completed Submissions	Draft Submissions	Pending Invoices
Note: Only invoices requiring action are displayed. For more information, please visit the CalPEST Help Page. If you have issues with your invoice, including product renewals needing to be canceled, contact CalPEST@cdpr.ca.gov.				
Search:				
Received Date	Invoice Number	Total	Balance	
08/08/2026	REG2026-00282	\$2,760.00	\$2,760.00	
08/08/2026	REG2026-00280	\$4,800.00	\$4,800.00	
08/08/2026	REG2026-00279	\$1,500.00	\$1,500.00	

Figure 210: Pending Invoices – invoice detail view

Note: Only invoices requiring action are displayed.

2. Select a Payment Method.



Home / REG2026-00282

Invoice Details

Note: Only invoices requiring action are displayed. For more information, please visit the [CalPEST Help Page](#). If you have issues with your invoice, including product renewals needing to be canceled, contact CalPEST@cdpr.ca.gov.

Invoice Number: REG2026-00282

Search:

CALPEST ID	Company	Item	Product Name	Registration Number	Subtotal	Balance	Status
89765	TEST COMPANY, LLC	PRODUCT RENEWAL	TEST PRODUCTA	5481-4786-AA-89765	\$2,760.00	\$2,760.00	Unpaid
Total Balance						\$2,760.00	

Payment Method *

* = Required

☒ -- Select a Payment Method --

- Check
- Credit Card
- Electronic Funds Transfer

Submit

Figure 211: Invoice – Payment Method dropdown

3. Click **Submit**.
4. Review the popup with payment instructions.
5. Click **Continue** to complete the payment

See: [How to pay by Check](#), [How to pay by Credit Card](#), or [How to pay by Electronic Funds Transfer \(EFT\)](#)

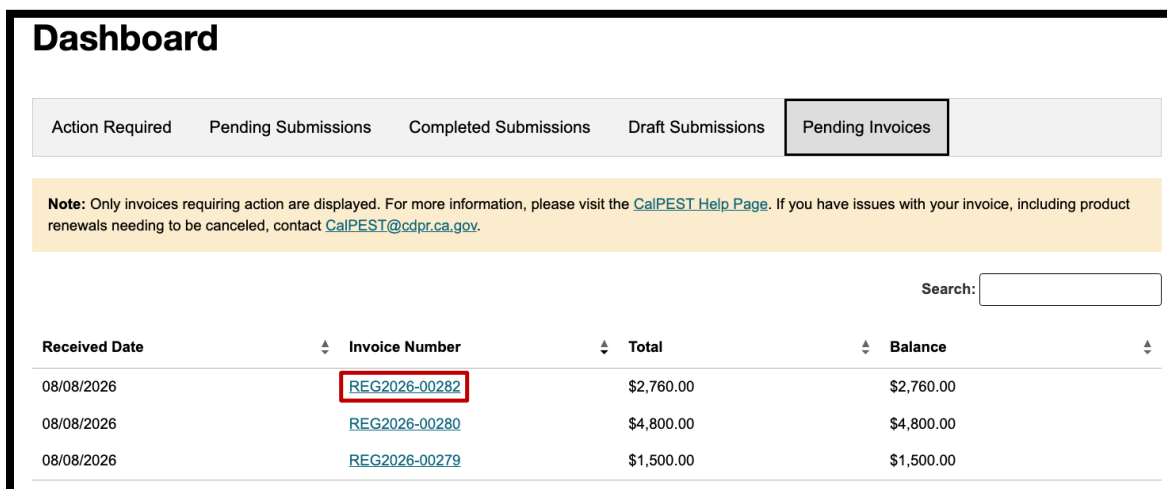
After payment, you will be redirected to the Transaction Confirmation screen and receive a confirmation email with a PDF copy of the invoice. The invoice serves as proof of submission but may not reflect the applied payment for checks and EFT. If you need an updated copy of the invoice reflecting payment in full, email CalPEST@cdpr.ca.gov.

How to pay by Electronic Funds Transfer (EFT)

Electronic Funds Transfer (EFT) payments are processed outside of CalPEST through **First Data**, a third-party vendor contracted with the State of California to provide secure electronic debit payments.

Steps:

- Go to your **Pending Invoices** or the **Payment Cart**
 - From your dashboard, click **Pending Invoices** or proceed to the **Payment Cart** after adding items.



Received Date	Invoice Number	Total	Balance
08/08/2026	REG2026-00282	\$2,760.00	\$2,760.00
08/08/2026	REG2026-00280	\$4,800.00	\$4,800.00
08/08/2026	REG2026-00279	\$1,500.00	\$1,500.00

Figure 212: Pending Invoices – Invoice Number hyperlinks

- If you click **Pending Invoices**, click the **Invoice Number** for the invoice you want to pay.

Note: The Payment Cart can be accessed by clicking on the Cart Icon on the top right corner of the CalPEST page. If there is a “0” next to the cart icon, it means that the cart is empty (no item has been added to the cart).

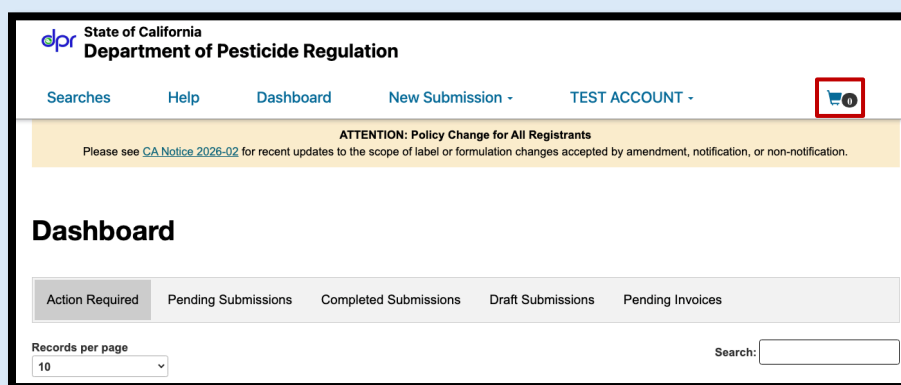


Figure 213: Payment Cart icon (with item count)

2. Select **EFT** as your payment method

- In the payment options dropdown, choose **Electronic Funds Transfer (EFT)**.
- Click **Submit**.

Home / REG2026-00282

Invoice Details

Note: Only invoices requiring action are displayed. For more information, please visit the [CalPEST Help Page](#). If you have issues with your invoice, including product renewals needing to be canceled, contact CalPEST@cdpr.ca.gov.

Invoice Number: REG2026-00282

Search:

CALPEST ID	Company	Item	Product Name	Registration Number	Subtotal	Balance	Status
89765	TEST COMPANY, LLC	PRODUCT RENEWAL	TEST PRODUCTA	5481-4786-AA-89765	\$2,760.00	\$2,760.00	Unpaid
Total Balance					\$2,760.00		

Payment Method *

* = Required

☒ -- Select a Payment Method --

- Check
- Credit Card
- Electronic Funds Transfer**

Submit

Figure 214: Payment method selection – EFT

3. Review the information in the pop-up and click **Continue**

ELECTRONIC FUNDS TRANSFER (EFT) PAYMENT

Processing time for electronic fund transfer payments is up to 3 business days. Please ensure not to submit multiple payment transactions for the same invoice. The transaction will not be complete until payment has been received and processed.

Carefully review your items to ensure their accuracy before proceeding with any payments. Once a payment has been received, it is considered final.

Continue **Cancel**

Figure 215: EFT Payment flow – Continue

4. Click **Continue to Electronic Funds Transfer** to proceed with payment
 - You will be redirected to the **First Data platform** in a new window outside of CalPEST.

Transaction Confirmation

Invoice Number: REG2026-00282

The transaction has been received! An email with more details will be sent shortly.

To complete the payment transaction, please continue the payment process with First Data.

[Continue to Electronic Funds Transfer](#)

Note: Processing time for electronic fund transfer payment is up to 3 business days. Please do not submit multiple payment transactions for the same invoice. The transaction will not be complete until payment has been received and processed.

The following items are included in the transaction:

Company	Item	Product Name	Registration Number	Subtotal
89765 TEST COMPANY, LLC	PRODUCT RENEWAL	TEST PRODUCTA	5481-4786-AA-89765	\$2760

Note: Any items with no fee or items removed after initial checkout will be shown with a subtotal of \$0.00 in the table above.

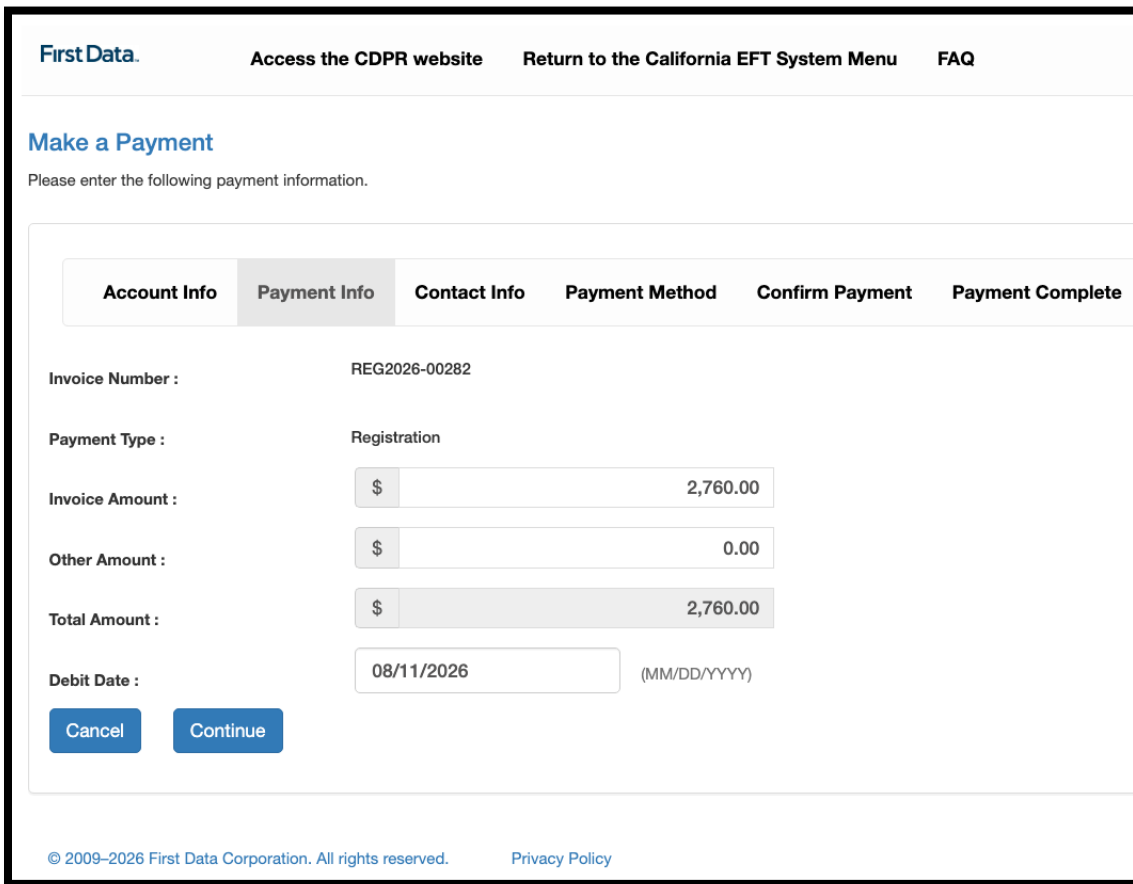
Figure 216: EFT – Continue to Electronic Funds Transfer (First Data)

Note: Once you click Continue to Electronic Funds Transfer, the invoice status will automatically change to Processing. This is because CalPEST expects that you will be completing the EFT payment on the First Data platform immediately upon submission.

EFT payments can take up to 3 business days to process. To avoid confusion and the potential for duplicate payment during this time, invoices with a status of Processing will not appear on the Pending Invoices dashboard. If you do not complete the EFT payment immediately upon submission, you will need to wait 3 business days for the invoice to reappear on your Pending Invoices tab, at which point you can proceed with the EFT payment or choose another payment method.

5. Complete your payment on **First Data**

- The **Account Info** and **Payment Info** tabs will be pre-populated and locked initially.



First Data. [Access the CDPR website](#) [Return to the California EFT System Menu](#) [FAQ](#)

Make a Payment

Please enter the following payment information.

Account Info	Payment Info	Contact Info	Payment Method	Confirm Payment	Payment Complete
Invoice Number :	REG2026-00282				
Payment Type :	Registration				
Invoice Amount :	\$	2,760.00			
Other Amount :	\$	0.00			
Total Amount :	\$	2,760.00			
Debit Date :	08/11/2026		(MM/DD/YYYY)		
Cancel Continue					

© 2009–2026 First Data Corporation. All rights reserved. [Privacy Policy](#)

Figure 217: *First Data – pre-populated Account/Payment Info tabs*

Note: If you click Cancel at any point while filling out the EFT payment form on First Data, the Account Info and Payment Info tabs will become editable:

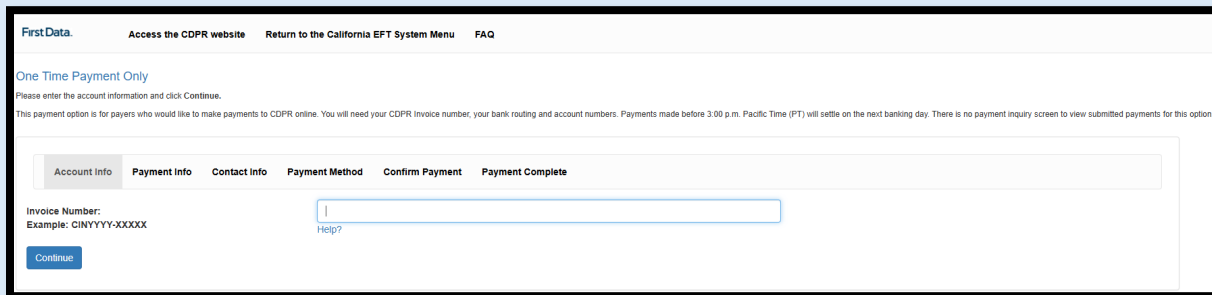


Figure 218: First Data – after Cancel, Account Info editable

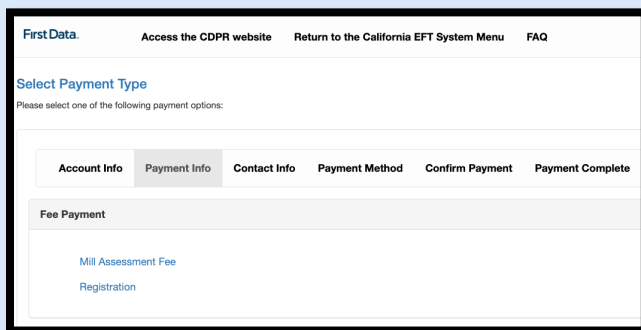
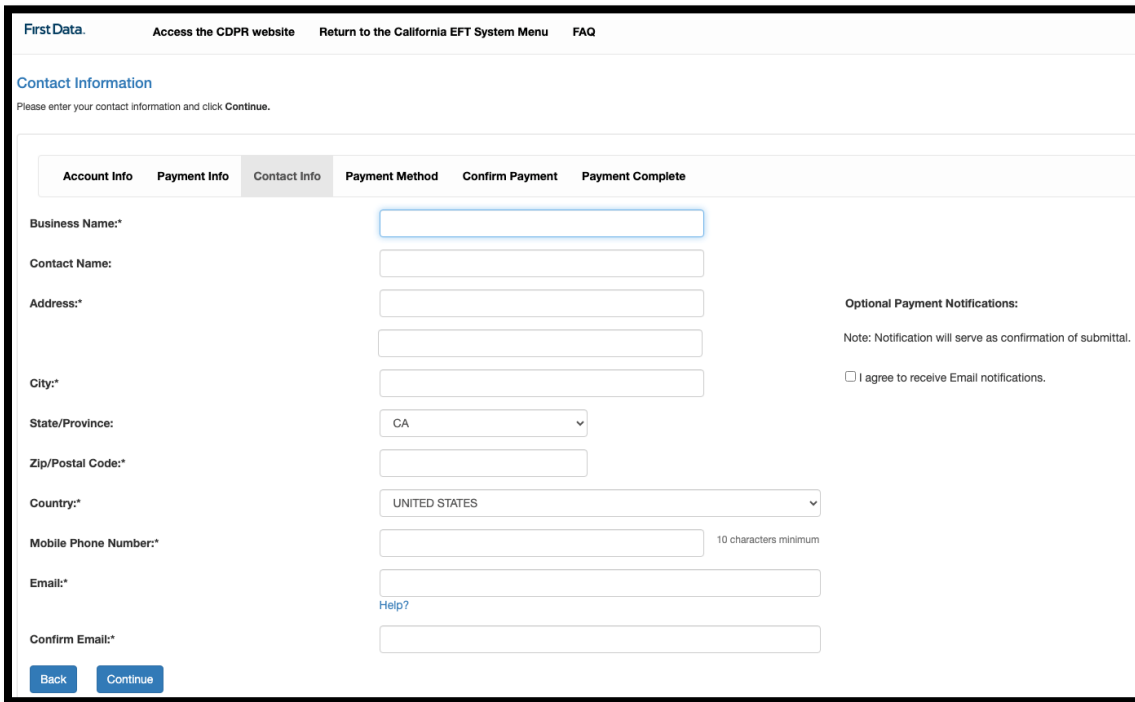


Figure 219: First Data – after Cancel, Payment Info editable

If this happens, ensure that the Account Info and Payment Info details match what you have on CalPEST before proceeding. Do not select Mill Assessment Fee if you are paying for CalPEST submissions or renewals, as doing so will cause delays in processing your invoice.

- Click **Continue** to fill out the **Contact Info** tab.



First Data. Access the CDPR website Return to the California EFT System Menu FAQ

Contact Information

Please enter your contact information and click Continue.

Account Info Payment Info **Contact Info** Payment Method Confirm Payment Payment Complete

Business Name:*

Contact Name:

Address:*

City:*

State/Province: CA

Zip/Postal Code:*

Country:* UNITED STATES

Mobile Phone Number:* 10 characters minimum

Email:*

Confirm Email:*

Optional Payment Notifications:

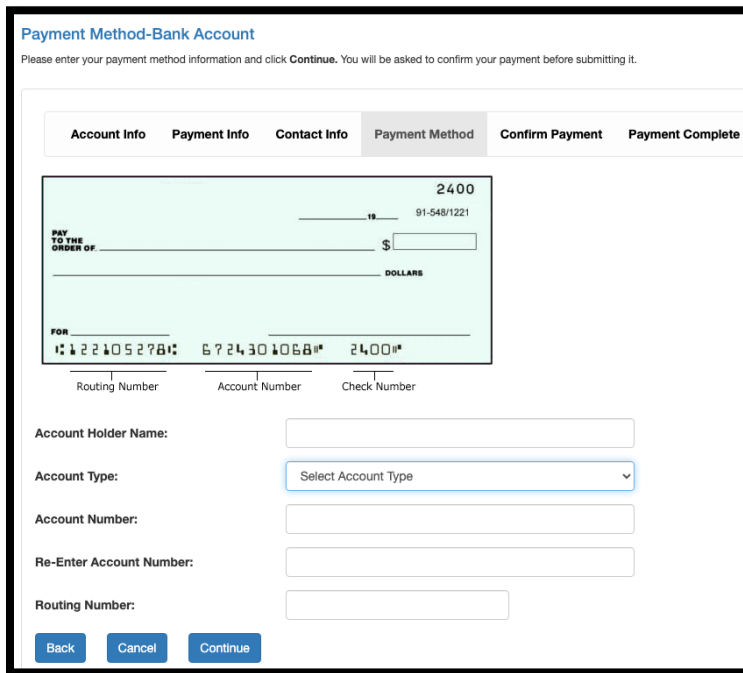
Note: Notification will serve as confirmation of submittal.

☐ I agree to receive Email notifications.

[Help?](#)

Figure 220: First Data – Contact Info tab

- Click **Continue** to fill out the **Payment Method** tab.



Payment Method-Bank Account

Please enter your payment method information and click Continue. You will be asked to confirm your payment before submitting it.

Account Info Payment Info Contact Info **Payment Method** Confirm Payment Payment Complete

Check Visual:

2400

91-548/1221

PAY TO THE ORDER OF: \$

DOLLARS

FOR:

Routing Number: Account Number: Check Number:

Account Holder Name:

Account Type: Select Account Type

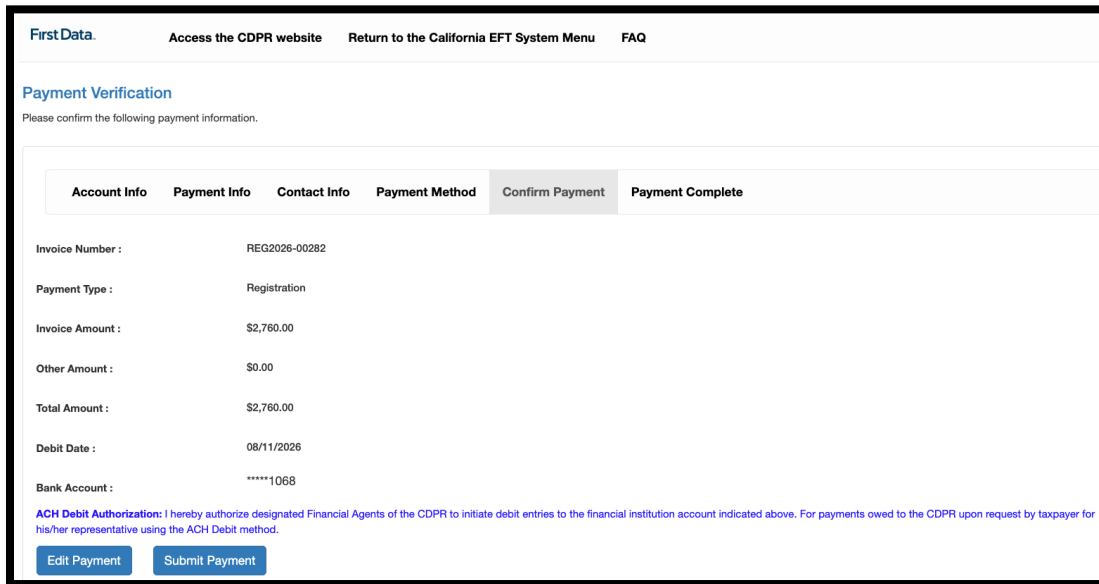
Account Number:

Re-Enter Account Number:

Routing Number:

Figure 221: First Data – Payment Method tab

- Click **Continue to Confirm or Edit Payment**.



First Data. [Access the CDPR website](#) [Return to the California EFT System Menu](#) [FAQ](#)

Payment Verification
Please confirm the following payment information.

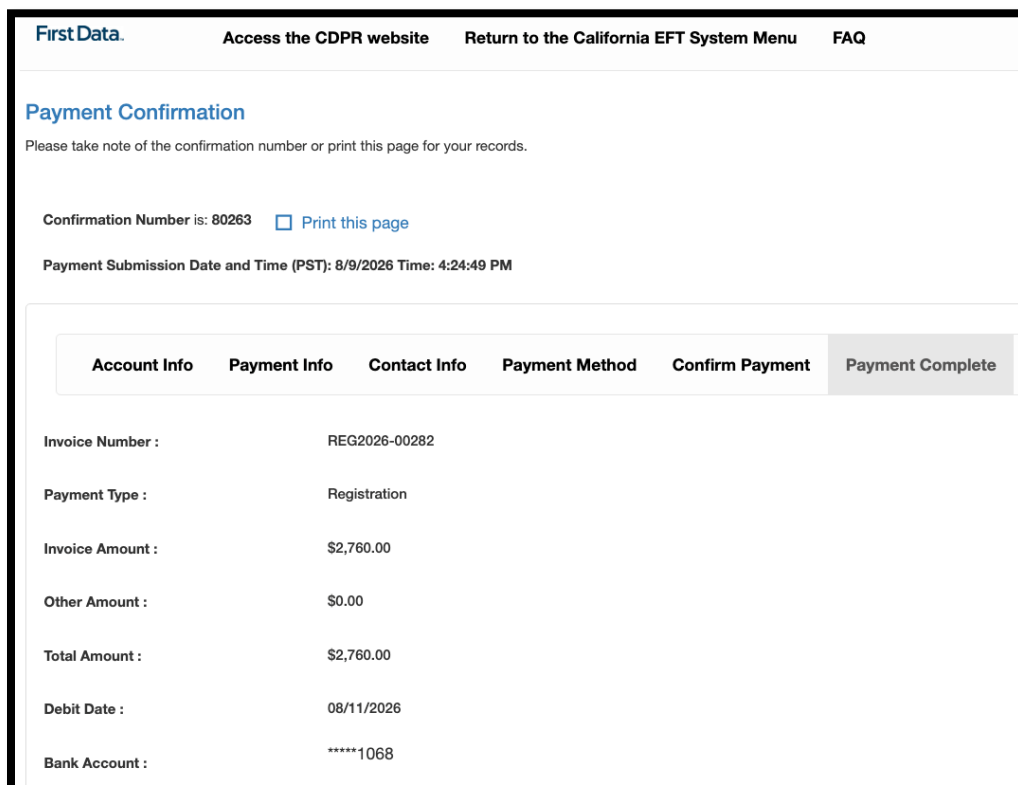
Account Info	Payment Info	Contact Info	Payment Method	Confirm Payment	Payment Complete
Invoice Number :	REG2026-00282				
Payment Type :	Registration				
Invoice Amount :	\$2,760.00				
Other Amount :	\$0.00				
Total Amount :	\$2,760.00				
Debit Date :	08/11/2026				
Bank Account :	*****1068				

ACH Debit Authorization: I hereby authorize designated Financial Agents of the CDPR to initiate debit entries to the financial institution account indicated above. For payments owed to the CDPR upon request by taxpayer for his/her representative using the ACH Debit method.

[Edit Payment](#) [Submit Payment](#)

Figure 222: First Data – Confirm or Edit Payment

- Click **Submit Payment** to complete your EFT payment.



First Data. [Access the CDPR website](#) [Return to the California EFT System Menu](#) [FAQ](#)

Payment Confirmation
Please take note of the confirmation number or print this page for your records.

Confirmation Number is: 80263 [Print this page](#)

Payment Submission Date and Time (PST): 8/9/2026 Time: 4:24:49 PM

Account Info	Payment Info	Contact Info	Payment Method	Confirm Payment	Payment Complete
Invoice Number :	REG2026-00282				
Payment Type :	Registration				
Invoice Amount :	\$2,760.00				
Other Amount :	\$0.00				
Total Amount :	\$2,760.00				
Debit Date :	08/11/2026				
Bank Account :	*****1068				

Figure 223: First Data – Payment Complete

6. Wait for processing

- EFT payments take up to 3 business days to process.
- During this time, the invoice status is set to **Processing**, and the invoice is hidden from the **Pending Invoices** dashboard.

7. Check invoice status

- Once payment clears, the invoice status will update to **Complete**. If the payment is not received, the invoice status will change to **Pending**, and the invoice will reappear on your **Pending Invoices** tab on your dashboard for you to proceed with the EFT payment or choose another payment method.

See: [How to view and pay invoices](#)

Note: Do not submit duplicate payments for the same invoice. There is no additional fee associated with EFT payments.

If you need DPR's Automated Clearing House (ACH) details, contact the CalPEST team by email: CalPEST@cdpr.ca.gov

How to pay by Credit Card

Credit card payments are processed outside of CalPEST through **Elavon**, a third-party vendor contracted with the State of California to provide secure electronic credit card payments.

Note: Processing time for credit card payments is immediate, and a 2.3% service fee is added by the credit card vendor. CalPEST accepts Visa, Mastercard, and Discover for credit card payments. American Express (AMEX) is not accepted because it would result in a higher convenience fee charged by the payment processor on all credit card payments.

Steps:

1. Go to your **Payment Cart** or **Pending Invoices**

- From your dashboard, click **Pending Invoices** or proceed to the **Payment Cart** after adding items, or by clicking the cart icon in the upper-right of the page.
- If you click **Pending Invoices**, click the **Invoice Number** for the invoice you want to pay. For a visual reference, see: [Figure 210](#)

2. Select **Credit Card** as your payment method

- In the payment options dropdown, choose **Credit Card**.
- Click **Submit**.

Invoice Details

Note: Only invoices requiring action are displayed. For more information, please visit the [CalPEST Help Page](#). If you have issues with your invoice, including product renewals needing to be canceled, contact CalPEST@cdpr.ca.gov.

Invoice Number: REG2026-00279

Search:

CALPEST ID	Company	Item	Product Name	Registration Number	Subtotal	Balance	Status
PRO-2600950	89765 TEST COMPANY, LLC	NEW PRODUCT	TEST PRODUCT1	89765-1	\$1,500.00	\$1,500.00	Unpaid
Total Balance						\$1,500.00	

Payment Method *

* = Required

✓ -- Select a Payment Method --
 Check
Credit Card
 Electronic Funds Transfer

Submit

Figure 224: Payment method selection – Credit Card

3. Review the information in the pop-up and click **Continue**

CREDIT CARD PAYMENT

Processing time for credit card payments is immediate. An additional 2.3% service fee will be charged by the credit card vendor. 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 nonrefundable, and is not revenue of the Department of Pesticide Regulation.

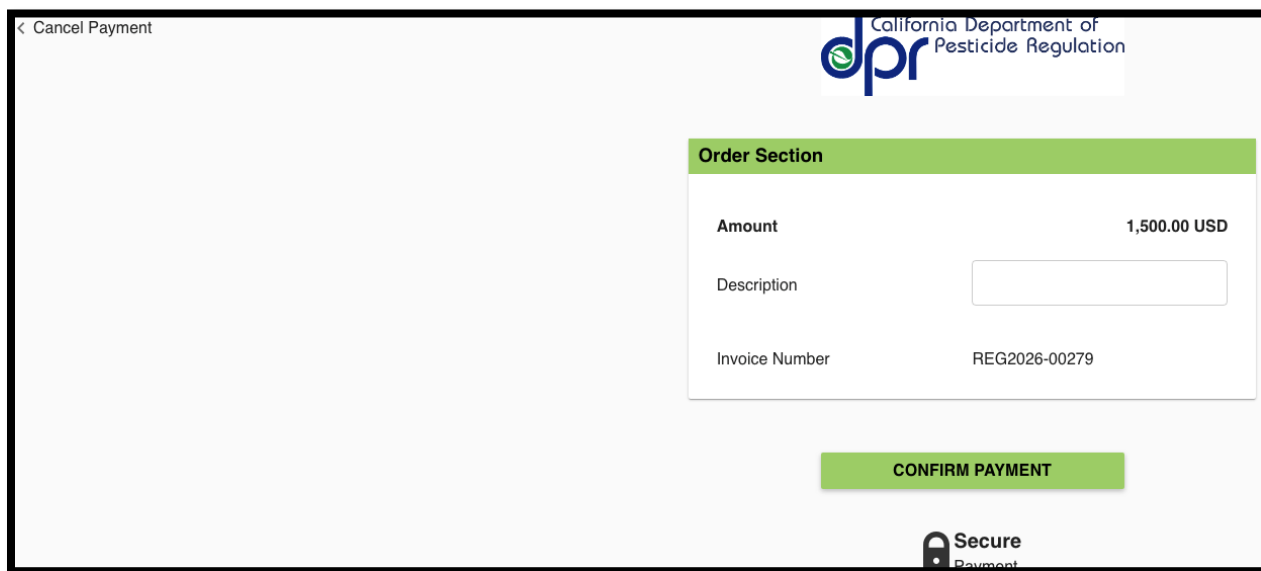
Carefully review your items to ensure their accuracy before proceeding with any payments. Once a payment has been received, it is considered final.

Continue

Cancel

Figure 225: Credit Card flow – Continue button

4. You will be redirected to Elavon's payment platform.
 - Fill out the **Description box** (for instance, Amendment (AME-2400340) if you are paying for an amendment, Product Renewal if you are paying to renew your products, etc.) and click **CONFIRM PAYMENT**.



< Cancel Payment

 California Department of
Pesticide Regulation

Order Section

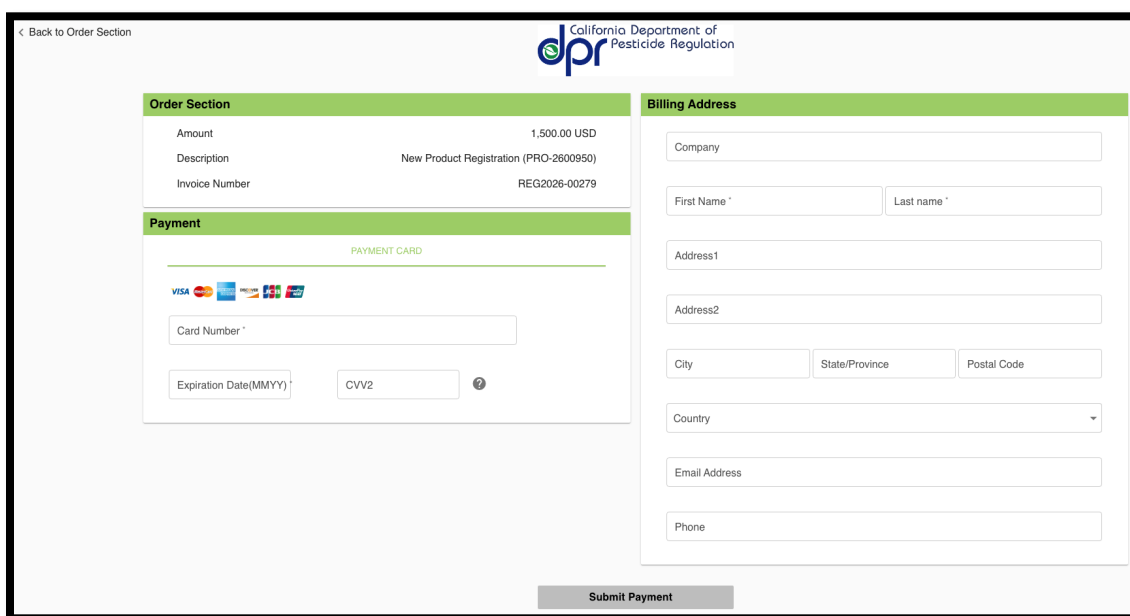
Amount	1,500.00 USD
Description	
Invoice Number	REG2026-00279

CONFIRM PAYMENT

 **Secure Payment**

Figure 226: Elavon – Payment Description box

- Complete the **Payment** and **Billing Address** boxes and click **Submit Payment**.



< Back to Order Section

 California Department of
Pesticide Regulation

Order Section <table> <tr> <td>Amount</td> <td>1,500.00 USD</td> </tr> <tr> <td>Description</td> <td>New Product Registration (PRO-2600950)</td> </tr> <tr> <td>Invoice Number</td> <td>REG2026-00279</td> </tr> </table>	Amount	1,500.00 USD	Description	New Product Registration (PRO-2600950)	Invoice Number	REG2026-00279	Billing Address Company First Name * Last name * Address1 Address2 City State/Province Postal Code Country Email Address Phone
Amount	1,500.00 USD						
Description	New Product Registration (PRO-2600950)						
Invoice Number	REG2026-00279						
Payment PAYMENT CARD  Card Number * Expiration Date(MMYY) CVV2							

Submit Payment

Figure 227: Elavon – Payment and Billing Address

- You will be taken to the **Confirmation** page. Click **COMPLETE PAYMENT**.

Order Section		Billing Address
Amount	1,500.00 USD	TEST COMPANY
Invoice Number	REG2026-00279	TEST ACCOUNT
Customer Code		TEST ADDRESS
		CITY STATE, 11111
		USA
		1111111111
		email@email.com
Confirmation		
Your payment has been approved.		
Payment Type	CREDITCARD	
Transaction Type	SALE	
Card Type	VISA	
Card Number	41*****1111	
Transaction ID	090826067-1FFBE6CA-3ED8-4416-8722-EA9DE45B263B	
Date / Time	08/09/2026 07:36:17 PM	
Message	APPROVAL	
Approve Code	098881	
AVS Response	Z	
CVV2 Response	M	

COMPLETE PAYMENT

Copyright ©2024 Department of Pesticide Regulation. All rights reserved.

Figure 228: Elavon – Payment confirmation page

- Success! Your transaction is complete.

State of California
Department of Pesticide Regulation

[Searches](#) [Help](#) [Dashboard](#) [New Submission -](#) [TEST ACCOUNT -](#)

[Home](#) / **Transaction Confirmation**

Transaction Confirmation

Invoice Number: REG2025-01161

The transaction has been received! An email with more details will be sent shortly.

Note: Processing time for credit card payments is immediate. An additional 2.3% service fee will be charged by the credit card vendor. 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 nonrefundable, and is not revenue of the Department of Pesticide Regulation.

The following items are included in the transaction:

Company	Item	Product Name	Registration Number	Subtotal
123456 PORTAL TEST COMPANY	AMENDMENT	TEST PRODUCT 2	123456-614-AA	\$300.00

Note: Any items with no fee or items removed after initial checkout will be shown with a subtotal of \$0.00 in the table above.

Figure 229: Credit card payment success screen

How to pay by Check

DPR continues to accept check payments via mail. Processing time may take up to two weeks after receipt of payment by the department. Ensure the invoice number is indicated on the check, or a copy of the invoice is included with the mailed check.

Steps:

1. Go to your **Pending Invoices** dashboard or the **Payment Cart**
 - From your dashboard, click **Pending Invoices** or proceed to the **Payment Cart** after adding items, or by clicking the cart icon in the upper-right of the page.
 - If you click **Pending Invoices**, click the **Invoice Number** for the invoice you want to pay. For a visual reference, see: [Figure 210](#)
2. Select **Check** as your payment method
 - In the payment options dropdown, choose **Check**.
 - Click **Submit**.

Invoice Details

Note: Only invoices requiring action are displayed. For more information, please visit the [CalPEST Help Page](#). If you have issues with your invoice, including product renewals needing to be canceled, contact CalPEST@cdpr.ca.gov.

Invoice Number: REG2026-00279

Search:

CALPEST ID	Company	Item	Product Name	Registration Number	Subtotal	Balance	Status
PRO-2600950	89765 TEST COMPANY, LLC	NEW PRODUCT	TEST PRODUCT1	89765-1	\$1,500.00	\$1,500.00	Unpaid
Total Balance						\$1,500.00	

Payment Method *

* = Required

✓ -- Select a Payment Method --

Check
 Credit Card
 Electronic Funds Transfer

Submit

Figure 230: Payment method selection – Check

- Review the information in the pop-up and click **Continue**

CHECK PAYMENT

Processing time for check payments is up to 2 weeks after the Department of Pesticide Regulation receives the check. Please ensure the check is payable to "Department of Pesticide Regulation" and includes the invoice number.

Mail the check to:

Department of Pesticide Regulation
Pesticide Registration Branch
P. O. Box 4015, Mail Stop 3D
Sacramento, California 95812-4015

Carefully review your items to ensure their accuracy before proceeding with any payments. Once a payment has been received, it is considered final.

Continue
Cancel

Figure 231: Check Payment flow – Continue button

- You will be redirected to the transaction confirmation screen with instructions for mailing your check.


 State of California
Department of Pesticide Regulation

[Searches](#)
[Help](#)
[Dashboard](#)
[New Submission](#)
[TEST ACCOUNT](#)

[Home](#) / Transaction Confirmation

Transaction Confirmation

Invoice Number: REG2026-00279

The transaction has been received! An email with more details will be sent shortly.

Note: Processing time for check payments is up to 2 weeks after the Department of Pesticide Regulation receives the check. Please ensure the check is payable to "Department of Pesticide Regulation" and includes the invoice number. Mail the check to:

Department of Pesticide Regulation
Pesticide Registration Branch
P. O. Box 4015, Mail Stop 3D
Sacramento, California 95812-4015

The following items are included in the transaction:

Company	Item	Product Name	Registration Number	Subtotal
89765 TEST COMPANY, LLC	NEW PRODUCT	TEST PRODUCT1	89765-1	\$1500

Note: Any items with no fee or items removed after initial checkout will be shown with a subtotal of \$0.00 in the table above.

Figure 232: Check – transaction confirmation & mailing instructions

Note: Include the invoice number on your check. You have 5 business days from when the invoice is generated to send your check. During this time, the invoice status will show Processing. If the check is not received within 5 days, the status changes to Pending, and the invoice returns to your dashboard. Once the check is received and applied, the invoice status updates to Complete.

Submission Fees

Fees are applied at checkout, where applicable. Some submission types may have no fees. Paying your fee does not guarantee the registration of the product. Fees are not refundable (even if a registrant voluntarily withdraws the application, DPR returns the application, or DPR denies the application). Fees can be paid electronically in CalPEST by credit card and Electronic Funds Transfer (EFT), or a check can be mailed. Credit card payments include a 2.3% processing fee.

See: [Application Fees | DPR](#)

The California Food and Agricultural Code ([FAC section 12812\(c\)](#)) mandates that DPR's registration program fee structure be set so that the total revenue collected each fiscal year is sufficient to support the expenditure levels of the registration program. The fees include annual product license renewal and late payment fees, product registration fees, and fees for amendments to registered products. In accordance with [FAC section 12812\(f\)](#), DPR is required to notify pesticide registrants of possible fee increases determined necessary to sufficiently meet expenditure levels of the registration program by January 31 of the year of the increase. DPR must complete an annual review of the proposed budget and projected revenues to determine whether any fee adjustments are needed. DPR communicates this determination to stakeholders through an annual California Notice to Stakeholders.

See: [Stakeholder Notices and Info | DPR](#)

Search and Help

CalPEST includes a powerful public search tool that allows users to find information about pesticide products, studies, chemicals, and special regulatory actions. These tools are available to both registered users and the general public. The

How to search for products

The Product Search allows you to find active and inactive pesticide products registered in California using multiple filters.

Steps:

1. Go to the CalPEST Public Search page. There are three ways to navigate to this page:
 - From a bookmark in your internet browser
 - Bookmark the [CalPEST Public Search](#) page for quick access
 - With most browsers, you can create a bookmark by holding down the Control or Command key and pressing the letter D on your keyboard
 - From the **CalPEST landing page**
 - Click Searches in the top menu. You do not need to register or sign in to utilize the searches. However, if you are logged into your CalPEST account, you can access the Searches option in the ribbon while using the system.

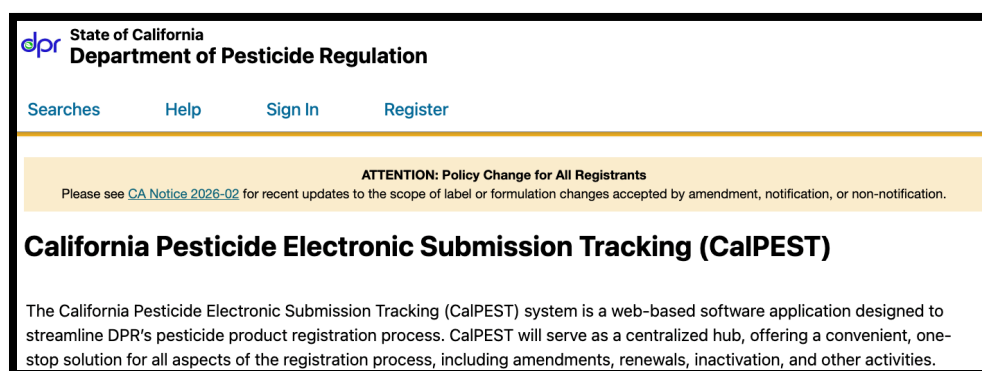


Figure 233: Public Search – **Searches** top menu

- From the [CalPEST Help Page](#)
 - Click **Search for Pesticide Information** under the What the Public Can Do section.



Figure 234: Public Search – **Help page** navigation

- Click **Search for Pesticide Products Using Multiple Variables** in the **Related Links** menu. This is the default landing page for the Searches link.

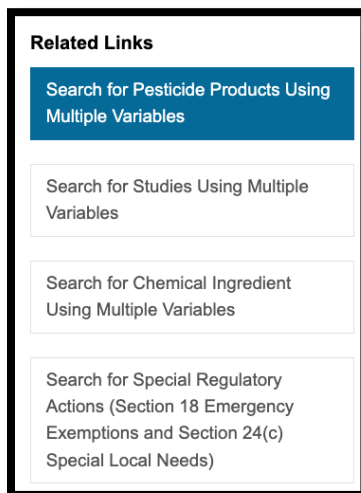


Figure 235: *Related Links – Product Search (multiple variables)*

- Use any combination of the following filters:
 - Product Information (product name, registration number, company, target pests, sites, site groups, restricted type):

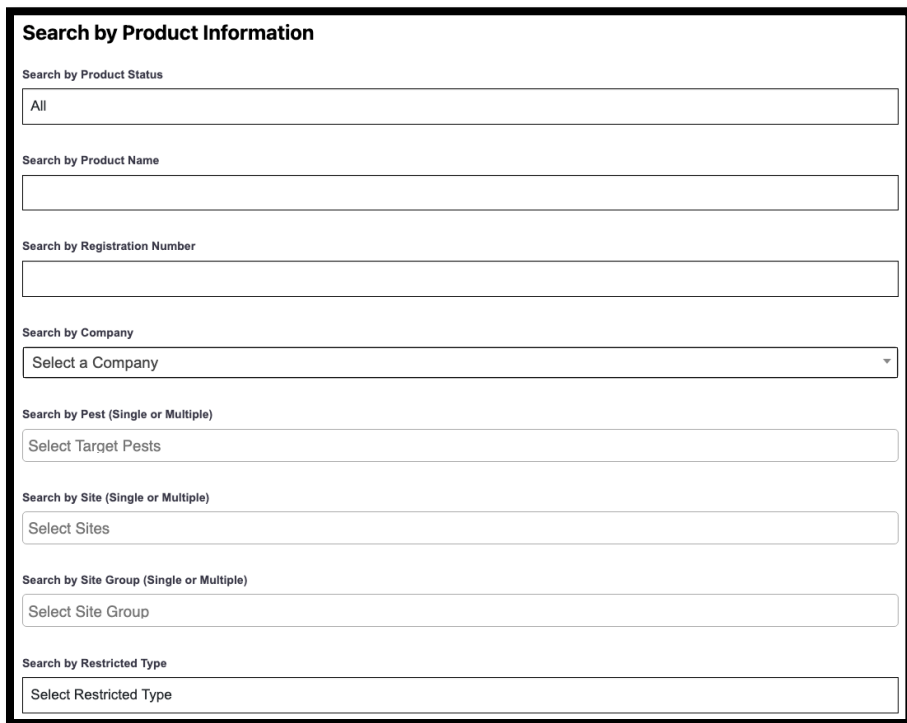

 A screenshot of a 'Search by Product Information' form. The form has a title 'Search by Product Information' and several search filters. The filters are: 'Search by Product Status' (with a dropdown menu showing 'All'), 'Search by Product Name' (with a text input field), 'Search by Registration Number' (with a text input field), 'Search by Company' (with a dropdown menu showing 'Select a Company'), 'Search by Pest (Single or Multiple)' (with a text input field showing 'Select Target Pests'), 'Search by Site (Single or Multiple)' (with a text input field showing 'Select Sites'), 'Search by Site Group (Single or Multiple)' (with a text input field showing 'Select Site Group'), and 'Search by Restricted Type' (with a text input field showing 'Select Restricted Type').

Figure 236: *Product Search – Product Information filters*

- Registration Date:

Search by Registration Date

From Date

mm/dd/yyyy

To Date

mm/dd/yyyy

Figure 237: Product Search – Registration Date filter

- Characterization (signal word, pesticide category, pesticide use, pesticide formulation, intended application area, intended application equipment, pesticide application method):

Search by Characterization

Search by Signal Word

Select a Signal Word

Search by Pesticide Category (Single or Multiple)

Select Pesticide Categories

Search by Pesticide Use (Single or Multiple)

Select Pesticide Uses

Search by Pesticide Formulation Classification

Select a Pesticide Formulation Classification

Search by Pesticide Formulation

Select a Pesticide Formulation

Search by Intended Application Area (Single or Multiple)

Select Intended Application Areas

Search by Intended Application Equipment (Single or Multiple)

Select Intended Application Equipment

Search by Pesticide Application Method (Single or Multiple)

Select Pesticide Application Methods

Figure 238: Product Search – Characterization filters

- Chemical Information (CAS number, U.S. EPA PC code, % active ingredient):

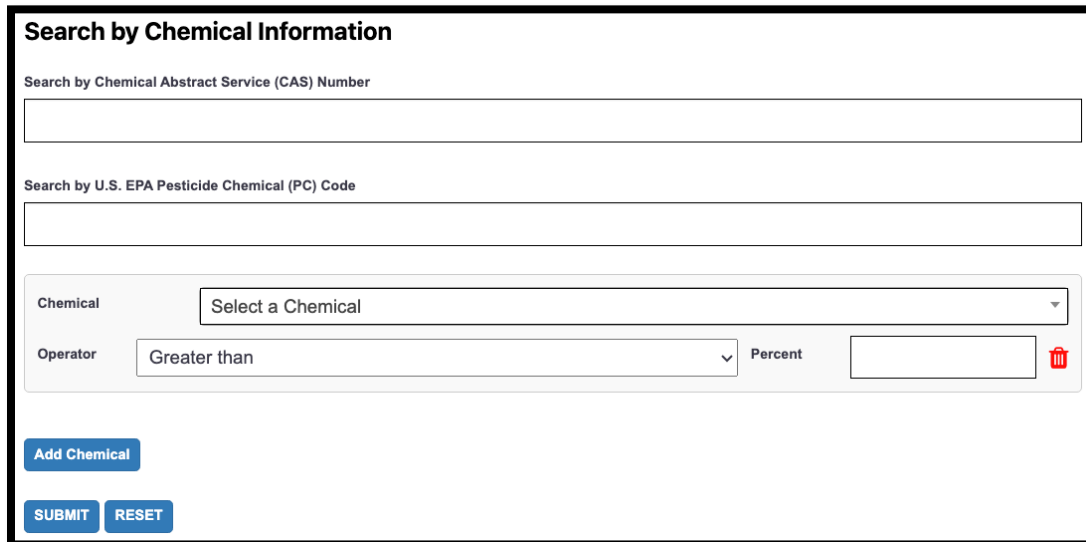


Figure 239: Product Search – Chemical Information filters

4. Click **Submit** to run the search.
5. View results in a table. Click the **Registration Number** or **Product Name** hyperlink to open the **Full Product Information Report**.

Status	Active/Inactive Date	Product Name	Registration Number	Company	Include in report
Inactive	12/31/2025	TEST PRODUCTC	101242-546745-AA-89765	89765 TEST COMPANY, LLC	☐
Active	06/19/2025	TEST 4236	4242-4236-AA	4242 TEST COMPANY NAME ©	☐
Inactive	12/31/2025	PORTAL TEST	100761-AA-1005	1005 '# & \'	☐

Figure 240: Product Search – results table & Full Product report link

- To download the accepted label for the product, click on the **Registration Number** or **Product Name** hyperlink in the search result table. When the product report opens in a new tab, scroll to the bottom of the page and click on the **Acceptance Date** hyperlink to download the accepted label.

Labels

To view the label, click on the date in the Acceptance Date field. The latest label is at the top of the list.

NOTE: Please be advised that label results may not be complete during the transition to CalPEST. If you need access to labels not listed below, you can request them through the [Public Records Act](#). Please visit [CalPEST](#) for more information.

Accessibility Statement: DPR is unable to modify the label because the original file was created by a third party and modifying may fundamentally alter the nature of its contents and would present significant difficulty or expense. If you need assistance with the label, please contact the Pesticide Registration Branch at 916-445-4400.

EPA Reg. No. (Registration Number)	Product Name	Acceptance Date
42442-4236-AA	TEST 4236	06/19/2025

Figure 241: Product Details page – Label section with Acceptance Date hyperlink to download the accepted label

- You can export the search results table to Excel by clicking **Export to Excel**. This will download a spreadsheet to your device with the information displayed in the search results table. For more detailed information, you can generate a report for up to 700 records by selecting the check box next to one or more records, selecting a **Report Type**, and then clicking **Run Report**.

Report Type

☒ Select a Report Type

Full Product Information Report
 Brief product data citation sorted by Product Name

Figure 242: Product Search – export to Excel or report (≤ 700 records)

How to search for studies

The Study Search allows you to find scientific studies submitted to DPR.

Steps:

1. From the Public Search page, click **Search for Studies Using Multiple Variables**.

See: [How to search for products](#)

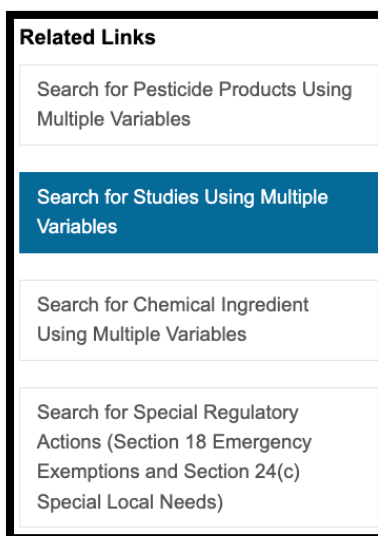


Figure 243: *Studies Search – entry point (multiple variables)*

2. Use filters such as:
 - Chemical(s)
 - Study Test Type(s)
 - Study Title or Study Number
 - Study Source
 - MRID (U.S. EPA Master Record ID)
 - Owner or Submitter
 - Track ID/CalPEST ID
 - Product Name or Registration Number
 - Pesticide Formulation or Category

Search for Studies Using Multiple Variables

DPR's library of pesticide data includes hundreds of thousands of studies. Information on studies submitted to DPR before 1994 may not include the date received by DPR, the applicant (i.e., data owner), or a tracking ID number.

You can request copies of data through the [Public Records Act](#). Because some studies contain proprietary business information under federal law, such requests are governed under special provisions of the Public Records Act.

Search by Chemical (Single or Multiple)

Select Chemicals

Search by Study Test Type (Single or Multiple)

Select Study Test Types

Search by Study Title

Search by Study Owner

Select a Company

Search by Study Number

Search by U.S. EPA Master Record Identification (MRID)

Search by Study Source

Select a Source

Figure 244: Studies Search – filter set

- Click **Submit** to run the search.
- View results in a table. Click the **Study Number** or **Title** to open the **Full Study Information Report**.

Put a check by all the products you would like more details on or use the Select All feature to generate a report containing all the results.

Then, select the report format you want from the menu beneath the results grid and press the Report button.

☐ Select all records for the report

Study Number	Title	U.S. EPA Master Record Identification (MRID)	Received Date	Owner	Include in report
73929	LEVELS OF CRYOLITE ON THOMPSON SEEDLESS GRAPES AND RAISINS		08/18/1997	4242 TEST COMPANY NAME ©	☐

Figure 245: Studies Search – results & Full Study report link

5. You can export the search results table to Excel by clicking **Export to Excel**. This will download a spreadsheet to your device with the information displayed in the search results table. For more detailed information, you can generate a report by selecting the check box next to one or more records, selecting a **Report Type**, and then clicking **Run Report**.

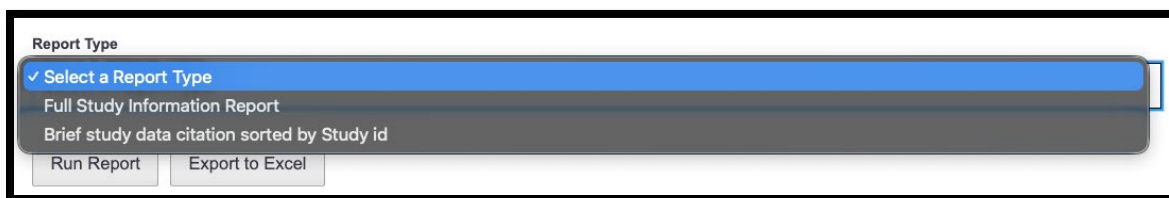


Figure 246: Studies Search – brief citation / export

How to search for chemical ingredients

The Chemical Search helps you find information about pesticide chemical ingredients.

Note: To generate a current list of chemical-based team assignments, leave the default values in place and click **Submit**. Then, click **Export to Excel** to save a copy of the list.

Steps:

1. From the Public Search page, click **Search for Chemical Ingredients Using Multiple Variables**.

See: [How to search for products](#)

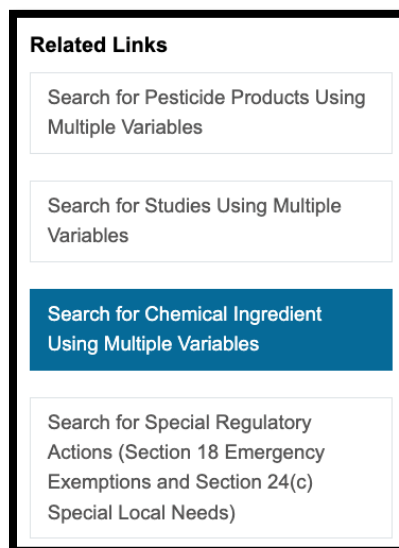


Figure 247: Chemical Search – entry point

2. Use filters such as:

- Chemical Name or Synonym
- CAS Number
- U.S. EPA PC Code
- Chemical Status (Active, Inactive, All)

Search for Chemical Ingredient Using Multiple Variables

Search by Chemical Status

Search by Chemical Name (Full or Partial)

Search by Chemical Code (Numeric Values Only)

Search by Synonyms

Search by Chemical Abstract Service (CAS) Number

Search by U.S. EPA Pesticide Chemical (PC) Code

Figure 248: Chemical Search – filters

3. Click **Submit** to run the search.
4. View results in a table. Click the **Chemical Name** or **Chemical Number** to open the Chemical Report.

Chemical Number	Chemical Name	Contact Team	Chemical Status
2007	BUTYRIC ANHYDRIDE	New Active Ingredient	Inactive Products
2008	PERMETHRIN	Regulatory Scientist (Oak)	Active Products
2009	POLYHEDRAL INCLUSION BODIES OF DOUGLAS FIR TUSsock MOTH NUCLEOPOLYHEDROSIS VIRUS (NPV)	Regulatory Scientist (Maple)	Inactive Products
2011	ALCOHOL SULFATES	Regulatory Scientist (Maple)	Inactive Products
2012	FATTY ACID AND	New Active Ingredient	Inactive Products

Figure 249: Chemical Search – results & Chemical report link

How to search for special regulatory actions

This search allows you to find Section 18 Emergency Exemptions and Section 24(c) Special Local Needs (SLN) registrations.

Steps:

1. From the Public Search page, click **Search for Special Regulatory Actions**.

See: [How to search for products](#)

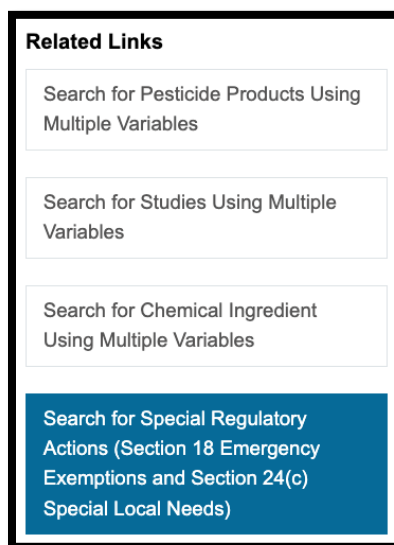


Figure 250: *Special Regulatory Actions (SRA) – entry point*

2. Use filters such as:
 - Special Regulatory Action Information (Type, Sub Type, Applicant, Product Name, Registration Number, Company). See next page for screenshot.

Search by Special Regulatory Action Information

Search by Status

All

Search by Type

Both

Search by Special Number

Search by Sub Type

Select a Sub Type

Search by Applicant

Select an Applicant ▼

Search by Issue Date

mm/dd/yyyy

Search by Expiration Date

mm/dd/yyyy

Search by Product Name

Search by Registration Number

Search by Company

Select a Company ▼

Figure 251: SRA Search – action information filters

- Chemical Information:

Search by Chemical Information

Search by Chemical (Single or Multiple)

Select Chemicals

Figure 252: SRA Search – chemical information filters

- Use Information (County, Intended Application Area, Intended Application Equipment, Pesticide Application Method):

Search by Use Information

Search by Statewide ☐

Search by County (Single or Multiple)

Search by Intended Application Area (Single or Multiple)

Search by Intended Application Equipment (Single or Multiple)

Search by Pesticide Application Method (Single or Multiple)

Figure 253: SRA Search – use information filters

- Pests and Sites (Target Pests, Target Sites):

Search by Pests and Sites

Search by Target Pest (Single or Multiple)

Search by Site (Single or Multiple)

Figure 254: SRA Search – pests and sites filters

- U.S. EPA Information:

Search by U.S. EPA Information

EPA Time-Limited Tolerance Established

EPA Time-Limited Tolerance Expiration

EPA Permanent Tolerance Established

EPA Time-Limited Tolerance Level Operator

EPA Time-Limited Tolerance Level

Figure 255: SRA Search – U.S. EPA information filters

- Click **Submit** to run the search.
- View results in a table. Click the **Special Number** to open the Special Regulatory Action Report.

Status	Expiration Date	Type	Product Name	Special Number	Applicant
Active	09/30/2030	Special Local Need	ACCEDE SG PLANT GROWTH REGULATOR SOLUBLE GRANULE	CA-250003	1015 BOHOLAS

Figure 256: SRA Search – results & Special Regulatory Action report

How to get help and support

If you need assistance using CalPEST:

- Click the **Help** link in the top menu to visit the CalPEST Help Page.

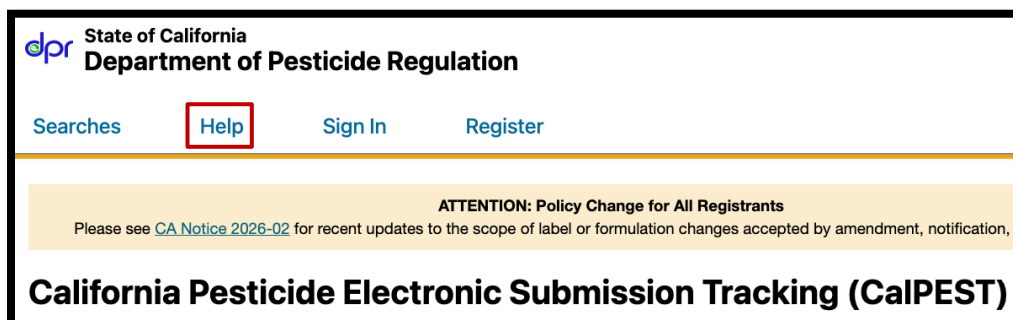


Figure 257: CalPEST Help page link in top menu

For technical assistance with the CalPEST platform: CalPEST@cdpr.ca.gov

For registration-specific questions: Registration.Ombudsperson@cdpr.ca.gov

For submission-specific questions: Contact the assigned Regulatory Scientist

Click the hyperlinked name under **DPR Contact** on the submission details screen

Click the hyperlinked email address in the automated email correspondence

Support hours: Monday-Friday, 8:00 AM - 5:00 PM Pacific

Appendix A: Glossary of Terms and Acronyms

Submission Types

AME (Amendment)

An Amendment is used to request changes to an already registered pesticide product. This submission type applies only to products that are currently registered.

Typical uses include:

- Updating or revising product label language
- Making formulation changes
- Correcting or updating product-related information

An Amendment requires an updated label or formulation to be uploaded. A user should also include a cover letter that clearly explains the requested changes and a highlighted or marked-up label showing exactly what has been modified, if applicable. This allows reviewers to easily identify and evaluate the proposed updates.

See: [How to submit an amendment \(AME\)](#)

CAR (Company Association Request)

A Company Association Request is used to link your user account to an existing company in CalPEST.

- This request establishes your relationship with the company in the system.
- It must be approved before you can make submissions on behalf of the company.
 - If the company has established an administrator, that user will review and approve/reject the request.
 - If no administrator is established, the request will be reviewed and approved/rejected by DPR staff.
- The actions you can take in CalPEST depend on the role assigned to you.

See: [User Roles](#).

See: [How to request to be associated to a company \(CAR\)](#)

CCR (Company Creation Request)

A Company Creation Request is used to add a new company record in CalPEST. Use this submission type when your company does not exist in the system. Once approved, users can then associate with the company.

See: [How to create a new company \(CCR\)](#)

CDR (Company Disassociation Request)

A Company Disassociation Request is used to remove your association with a company in CalPEST.

After you disassociate from a company:

- You will no longer have access to that company's submissions or data.
- You will no longer be able to submit on behalf of that company.

This request is typically used when you leave a company or no longer need access.

See: [How to disassociate from a company \(CDR\)](#)

CNR (Company Name Request)

A Company Name Request is used to change the name of an existing company in CalPEST.

- The company's unique company number does not change.
- Only the displayed company name is updated.

This request does not create a new company record and should not be used if there is also a change in ownership.

See: [How to request a company name change \(CNR\)](#)

CRR (Company Role Request)

A Company Role Request is used to change your role within an associated company.

Examples include:

- Changing from Submitter to Administrator
- Changing from Administrator to Submitter

Role changes affect what actions you are permitted to perform in CalPEST and may require approval.

See: [How to change your company role \(CRR\)](#)

DAT (Data Submission)

Data Submission (DAT) is a standalone submission of scientific studies, data, or other documents that are not tied to a specific, pending submission.

Common uses for DAT submissions include:

- Submitting studies to address product conditions
- Providing data requested outside of an active submission
- Supporting regulatory review or compliance (e.g. study protocol reviews or adverse effects)

See: [How to submit data \(DAT\)](#)

Note: Do not use the DAT form to upload data to support a pending submission.

EEX (Emergency Exemption)

An Emergency Exemption is a submission requesting to allow time-limited use of a pesticide product (not registered or not registered for that use) if an emergency condition exists.

- Issued in response to an urgent or emergency need
- Limited in scope, location, and duration
- Does not result in permanent registration

This submission is intended for short-term emergency needs only.

See: [How to submit an Emergency Exemption \(EEX\)](#)

PIR (Product Inactivation Request)

A Product Inactivation Request is used to inactivate an existing product registration. Only company Administrators can take this action.

Once approved:

- The product becomes inactive
- The registrant may no longer sell or distribute the product in California
- The product record remains for historical purposes

See: [How to inactivate a product registration \(Product Inactivation Request \(PIR\)\)](#)

PRO (Company Change)

A Company Change (PRO) is used to transfer ownership of an actively registered pesticide product or ownership of a company from one company to another. PRO (Company Change) submissions are treated similarly to new product registrations. If the product was never registered or is no longer actively registered in California, submit a PRO (New Product) instead.

See: [How to transfer a product or company \(Company Change \(PRO\)\)](#)

PRO (New Product Registration)

A New Product Registration (PRO) submission is used to register a pesticide product in California for the first time.

See: [How to submit a new product \(PRO\)](#)

SLN (Special Local Need)

A Special Local Need is a submission requesting the registration of a new end-use product or an additional use of a federally registered pesticide product to address an existing or imminent pest situation. The pest situation must be a special local need within the state that cannot be mitigated by a currently registered product.

- Applies only to certain geographic areas or conditions
- Requires justification demonstrating the local need

This submission is used when existing registered pesticides do not adequately address a local need.

See: [How to submit a Special Local Need \(SLN\)](#)

User Roles

Users must select a role when submitting a Company Association Request (CAR). The selected role determines the level of access the user has and can be changed on demand by an administrator or by submitting a Company Role Request (CRR).

Administrator

An Administrator is a company-authorized user with the highest level of access within CalPEST. If requesting this role, the Letter of Authorization (LOA) from the company must specifically state this role.

An Administrator can:

- Submit applications, renewals, and documents on behalf of the company
- View all submissions associated with the company
- Voluntarily cancel currently registered products for the company
- Add, remove, and manage other company users
- Approve or reject Company Association Requests (CAR)
- Approve or reject Company Role Requests (CRR)

Note: A company can have multiple users in the administrator role.

Submitter

A Submitter is a company user with basic submission permissions to prepare and submit materials, but not to manage company access or permissions.

A Submitter can:

- Create and submit applications, renewals, payments, and documents on behalf of the company
- View submissions they created or for which they are listed as the contact

A Submitter cannot:

- Manage company users
- Voluntarily cancel currently registered products for the company
- Approve or reject association or role requests

Note: A company can have multiple users in the submitter role.

Submission Contact

The Submission Contact is the individual designated to receive system notifications, requests for information, and action items related to a specific submission. The user who submitted the application is the submission contact by default.

The submission contact is:

- Assigned per submission, not at the company level
- Responsible for responding to deficiencies, conditions, or other follow-up requests
- Limited to one contact per submission
- Changeable after the application is submitted, if needed

See: [How to change the submission contact](#)

Product and Registration Terms

Active Ingredient

The Active Ingredient is the chemical component in a pesticide product that performs pesticidal action, such as controlling insects, weeds, or fungi.

Additional Brand Name

Registrants are required to notify U.S. EPA using form 8570-1, when distributing a product under an additional/alternate brand name. DPR requires additional/alternate brand names to be registered as separate products per [FAC section 12821](#).

Important notes:

- The ABN product formulation must be submitted if not identical to the formulation on file
- Submitted as a new product (PRO) and requires a new product registration fee

See: U.S. EPA Form 8570-1 on [Forms and How to Obtain Them | U.S. EPA](#)

CA-Only Product

A CA-Only Product is a pesticide product registered only in California and not registered with the United States Environmental Protection Agency (U.S. EPA). These products are reviewed and accepted at the state level.

Federally Registered Product

A Federally Registered Product is a pesticide product that has been accepted by the U.S. EPA and is being submitted for registration in California. Federal registration is required before California review unless the product qualifies for concurrent submission between U.S. EPA and California or is being registered as CA-Only.

Federal Concurrent Type

A product may be submitted for registration or amendment concurrently between U.S. EPA and California if it meets certain criteria.

See: [California Notice 2015-03](#)

Inactive Product

An Inactive Product is a product whose registration has been voluntarily cancelled or not renewed.

Inactive products:

- Cannot be sold or distributed by the registrant in California
- Remain in CalPEST for historical reference and record-keeping

Master Label

A Master Label is a comprehensive label that lists most or all uses accepted by the U.S. EPA. It is not an end-use label and is not sold and distributed. Master labels are often used by supplemental distributors to support multiple branded products. CalPEST adds the words “Master Label -” in front of the product name to differentiate between end use and master labels.

See: [California Master Label guidelines | DPR](#)

Primary (Basic) Registrant

The Primary (Basic) Registrant is the company that owns the original registration for a pesticide product. The basic registrant is responsible for maintaining the accepted formulation and labeling, and can authorize supplemental distributors, when applicable.

Registration Number

A unique identifier assigned to each registered pesticide product. The format differs between Federally Registered Products and California Only Products (CA-Only).

- **Federally Registered Products (U.S. EPA Reg. No.)**

Format: (Company Number) – (Product Number) – (Alpha Code) – (Sub-registration Company Number)

- Company Number: Issued by U.S. EPA to identify the company.
- Product Number: Issued by U.S. EPA and indicates the sequential order of products registered by that company (e.g., 456 means this is the 456th product registered by the company).
- Alpha Code: Issued by DPR for products registered in California. It never appears on federal labels and is only used for DPR documentation. It can differentiate alternative brand name products that share the same Company-Product Number combination.

Example: A basic registrant can register the same product under different brand names:

- 123-456-AA (first registered product, basic product)
- 123-456-ZA (alternative brand name 1)
- 123-456-ZB (alternative brand name 2)
- 123-456-ZC (alternative brand name 3)

Continues through -ZZ, then -AB, -AC, -AD, etc.

Master labels use the alpha code -ML (e.g., 123-456-ML).

- Sub-registration Company Number: Issued by U.S. EPA. This is the registration number used when one company registers another company's product under its own brand name. Example: If company 789 sub-registers the basic product above:
 - 123-456-AA-789 (first sub-registered product)
 - 123-456-ZA-789 (alternative brand name 1)
 - 123-456-ZB-789 (alternative brand name 2)

- **California Only Products**

Format: (Company Number) – (Product Number) – (Alpha Code)

- Company Number: Either a U.S. EPA number (for companies with at least one EPA-registered product) or a CA-Only company number that is assigned by DPR (a number greater than 1050000, for companies with no U.S. EPA-registered products).
- Product Number: Issued by DPR. Different CA-Only product categories have specific starting numbers:
 - Section 25B Minimum Risk Pesticide: starts with 30001
 - Adjuvant or Device: starts with 50001
 - Impregnated Material (Apparel): starts with 70001
 - Impregnated Material (Non-Apparel): starts with 80001
 - Section 5 Experimental Use Permit (EUP) Full Product: starts with 55001

Unlike federally registered products, DPR uses the product number (not alpha code) to differentiate alternative brand names for CA-Only registrations.

Example: If a company with number 123 has a CA-Only adjuvant product (123-50001-AA) and registers it under different brand names:

- 123-50002-AA (alternative brand name 1)
- 123-50003-AA (alternative brand name 2)

- Alpha Code: Issued by DPR. The alpha code for CA-Only products will always be AA, unless the registration is a master label (e.g., 123-50001-ML).

Supplemental Distributor (Subregistrant)

A Supplemental Distributor, also known as a Subregistrant, is a company that distributes or sells a pesticide product owned by another company (the Basic Registrant) under its own brand name. Requires a formal agreement with the Basic Registrant.

See: U.S. EPA Form 8570-5 on [Forms and How to Obtain Them | U.S. EPA](#)

Submission Terms

Action Item

Task requiring a response, such as approving or rejecting a CAR or CRR (for Administrators), responding to deficiencies, agreeing to conditions, resubmitting after a return, etc.

See: [How to respond to action items \(approve/reject CAR or CRR, agree to conditions, resubmit, etc.\)](#)

Condition

A temporary waiver of certain data requirements for registering or amending a pesticide product. You must submit specified scientific data within a defined timeframe and formally agree to those terms in CalPEST.

See: [Conditional Registration | DPR](#) and [How to Respond to Conditions](#)

Deficiency

A request from DPR for additional information or corrections to the submission. Registrants can respond by uploading documents or making changes to the application information.

See: [California Notice 2022-12](#) and [How to Respond to Deficiencies](#)

Submission Status Terms

Accepted

A submission that has been accepted by DPR. Any required public comment period has been completed, and the accepted label can be accessed on the Documents tab of the submission details page.

Conditionally Accepted

A submission that has been conditionally accepted by DPR. Any required public comment period has been completed, and the accepted label can be accessed on the Documents tab of the submission details page. The conditions must be met by the agreed upon due date.

[Continue/Extended/Removed/Updated] Conditions

A data submission related to product conditions that has been reviewed by DPR. The submission is considered complete and is no longer active.

See: [How to Respond to Conditions](#)

Denied

A submission that has been denied by DPR. Any required public comment period has been completed.

Draft

A submission that has been started but not yet submitted to DPR. The submission remains editable.

See: [How to track your submissions](#)

In Review

A submission that has been submitted to DPR and has begun regulatory review. Any identified deficiencies or conditions that require action will be available on their respective tabs of the submission details page.

In Evaluation

A submission that has been submitted to DPR and has entered scientific review. The status of each evaluation and reports for any completed reviews are available on the Evaluation tab of the submission details page.

Non-Compliant

A submission that has been reviewed by DPR and found the associated product to be non-compliant with the agreed-upon conditions beyond the due date. The submission is considered complete and is no longer active.

See: [How to Respond to Conditions](#)

Pending

A submission that has been submitted to DPR and has not yet started regulatory review. Generally locked from editing, though additional documents may be uploaded.

See: [How to view pending submissions](#)

Propose to [Accept/Conditionally Accept/Deny]

A submission that has been reviewed by DPR and posted for public comment on the notice of proposed decision to accept or deny.

Public Comment

A submission that has been reviewed by DPR and is pending posting for public comment on the notice of proposed decision to accept or deny.

Returned

A submission requiring corrections or additional information before resubmission.

See: [How to Respond to Returned Submissions](#)

Reviewed

A data submission that has been reviewed by DPR. The submission is considered complete and is no longer active.

Withdrawn

A submission that has been withdrawn by the registrant.

Payment Terms

EFT (Electronic Funds Transfer)

Payment method for electronic debit through the First Data platform. No processing fee, processed within 3 business days.

See: [How to pay by Electronic Funds Transfer \(EFT\)](#)

Invoice

A bill for submission fees. Generated automatically when you submit through the payment cart.

See: [How to view and pay invoices](#)

Late Fee

Additional fee charged when a product renewal is submitted after the January 31 due date. Current fees are posted to the DPR Web site under [Application Fees | DPR](#).

See: [How to submit a product renewal](#)

Mill Assessment Fee

A separate fee assessed by California on pesticide sales into the State (starting at the point of first sale). CalPEST does not process Mill Assessment payments. Mill Assessments are paid through the MillPay online portal.

See: [Mill Assessment | DPR](#)

Payment Cart

A shopping cart system in CalPEST where submissions are held before payment. Accessible via the cart icon in the top right corner.

See: [How to use the Payment Cart](#)

System and Authentication Terms

CalPEST

California Pesticide Electronic Submission Tracking – the online system for submitting pesticide registration applications to DPR.

See: [California Pesticide Electronic Submission Tracking \(CalPEST\) | DPR](#)

CDPR (or DPR)

California Department of Pesticide Regulation – the state agency that regulates pesticide sales and use in California.

See: [Department of Pesticide Regulation | DPR](#)

U.S. EPA Company Number

Unique identifier assigned by U.S. EPA to each pesticide company. Used when creating or associating with a company in CalPEST.

Letter of Authorization (LOA)

Official company document authorizing a person (as a Submitter or an Administrator) to work on behalf of the company on CalPEST.

See: [Appendix C: Sample Letter of Authorization Template](#)

Multi-Factor Authentication (MFA)

Security feature that requires both your password and a time-based code from the Microsoft Authenticator app to sign in to CalPEST.

See: [How to create a CalPEST account](#)

Microsoft Authenticator

Free mobile app required for multi-factor authentication in CalPEST. Must be installed on a phone or tablet.

See: [How to create a CalPEST account](#)

Unlock Request

Request to edit a new product (PRO) submission application. May be needed if you discover errors after submission or are notified of deficiencies.

See: [How to request unlock for editing](#)

Supporting Documents

Additional materials that support submission, such as data studies, confidential statements of formula, or supplemental information. This form is submitted by a third-party who is not the submission's contact person.

See: [How to submit Supporting Documents](#)

Document Categories

Note: Each representative label must be uploaded as a separate document. Ensure all PDF files with layers are flattened before uploading. The system does not support filenames containing the # symbol. Do not upload documents that have password protection or are otherwise locked from editing, as it will interfere with document storage processes.

Authorization Letter

An official document signed by a company representative authorizing a specific individual to act on behalf of the company in CalPEST.

See: [Appendix B: Sample Letter of Authorization Template](#)

Certification of the OPP Pilot Fragrance Notification Program

A self-certification that all fragrance component ingredients are included on the [Fragrance Ingredient List | U.S. EPA](#). This is a confidential document category.

Correspondence

Written communication exchanged between the submitter and the reviewing agency, including letters, emails, or responses related to a submission.

Cover Letter

A document submitted with an application or data package that summarizes the purpose of the submission and highlights key information for reviewers.

Data Waiver

A request to waive the requirement to submit specific data, including justification explaining why the data should not be required.

Label – Master

The primary or master version of a proposed product label that serves as the official reference for labeling content. This category should only be used for Master Label products and cannot be used as an end-use label. Do not use this category for the U.S. EPA Master Label.

Label – Other

A label document that does not fall under standard or master label categories, such as manuals, highlighted/marked-up labels, or supplemental labeling.

Label – Standard

The standard proposed product label submitted for review. Each representative label must be uploaded as a separate document.

Label – Structural Device / Operating Manual

A proposed label or manual providing instructions for use, operation, or installation of a structural device or application equipment. This is a confidential document category.

Product Formulation Information (PFI)

A document providing detailed information about a product's formulation, including active and inert ingredients and their composition. This is a confidential document category.

Safety Data Sheet (SDS)

A document that provides information on chemical hazards, safe handling, storage, and emergency measures.

Scientific Study

A technical or scientific report submitted to support product safety, efficacy, or regulatory compliance.

U.S. EPA Application for Experimental Use Permit

A federal application submitted to request authorization for experimental use of a pesticide under controlled conditions.

See: U.S. EPA Form 8570-17 on [Forms and How to Obtain Them | U.S. EPA](#)

U.S. EPA Application for Registration / Amendment

A federal application submitted to register a new product or amend an existing registration with the U.S. Environmental Protection Agency.

See: U.S. EPA Form 8570-1 on [Forms and How to Obtain Them | U.S. EPA](#)

U.S. EPA Confidential Statement of Formula

A document submitted to the U.S. EPA detailing the confidential formulation of a product, including ingredient identities and percentages. This is a confidential document category.

See: U.S. EPA Form 8570-4 on [Forms and How to Obtain Them | U.S. EPA](#)

U.S. EPA Correspondence

Official communication issued by or submitted to the U.S. Environmental Protection Agency related to a product or submission.

U.S. EPA Notice of Supplemental Distribution

A federal form used to notify U.S. EPA of supplemental distribution arrangements for a registered product.

See: U.S. EPA Form 8570-5 on [Forms and How to Obtain Them | U.S. EPA](#)

U.S. EPA Other

A document submitted to or received from the U.S. EPA that does not fit into any other specific U.S. EPA document category.

U.S. EPA Stamped-Accepted Label

A product label that has been reviewed and officially stamped as accepted by U.S. EPA. The accepted label will be accompanied by the acceptance letter.

U.S. EPA Summary of Physical / Chemical Properties

A federal form summarizing the physical and chemical characteristics of a product submitted for regulatory review.

See: U.S. EPA Form 8570-36 on [Forms and How to Obtain Them | U.S. EPA](#)

Other

A document category used for materials that do not fit into any predefined category.

Other (Confidential)

A document category used for confidential materials that do not fit into any predefined category. This is a confidential document category.

Appendix B: Email Notifications in CalPEST

CalPEST sends automated email notifications to keep users informed about their account activity, submission status, and required actions. Below is a summary of the most common email templates and when they are triggered. Items marked with * are only sent to registered users.

Template Name	Subject Line	When It Is Sent
Welcome*	Welcome to CalPEST	When a user successfully registers an account
Account Change*	CalPEST Account Change	When user account information is updated
Action Required*	CalPEST Action Required ([REQUEST ID])	When a CAR or CRR requires admin approval
Administrator Verification*	CalPEST Notice to Verify Company Associations	Sent annually to company admins to verify user associations
Submission Contact Change	CalPEST Submission Contact Update ([CALPEST ID])	When the contact person for a submission is changed (only new contact receives email)
Request Status*	CalPEST Submission Update ([CALPEST ID])	When a company request status is created or updated
Request Rejected*	CalPEST Submission Update ([CALPEST ID])	When a company request is rejected
Final Action	CalPEST Submission Final Action ([CALPEST ID])	When DPR takes final action on a PRO, AME, or DAT (Product Conditions) submission
Final Action – SLN/EEX	CalPEST Submission Final Action ([CALPEST ID])	When DPR takes final action on SLN or EEX submissions
Submission Deficiency	CalPEST Submission Deficiency ([CALPEST ID])	When required items are missing from a submission. A reminder email is also sent.
Submission Conditions	CalPEST Submission Condition ([CALPEST ID])	When DPR proposes conditions for a submission. A reminder email is also sent.
Evaluation Complete	CalPEST Evaluation Update ([CALPEST ID])	When an evaluation is completed
Payment Confirmation	CalPEST Invoice Details ([INVOICE ID])	When the checkout process is completed

CalPEST User Guide

Supporting Documents	CalPEST Supporting Documents ([CALPEST ID])	When supporting documents are uploaded. Both the submitter and contact receive this email.
License Generation Complete*	CalPEST License for [COMPANY NUMBER COMPANY NAME]	When a company license is generated from the portal
Goodbye*	CalPEST Account Deactivation	When a user deactivates their account
Inactivation Warning*	CalPEST Account Inactivation Warning	When a user has been inactive for 14 months
Change Contact Reminder*	CalPEST User Disassociated	Sent to company Administrators when a user is removed from the company and may still be listed as a submission contact
Renewal Notice	20YY Pesticide Product Renewal Season Opens October 1	Sent at the start of the renewal season
Coordinating Team Assigned*	CalPEST Assignment Update ([CALPEST ID])	When the Regulatory Scientist team is assigned after initial review
Non-Compliance Warning	CalPEST Submission – Non-Compliance Warning ([CALPEST ID])	When a conditionally registered product is out of compliance
Notification Unacceptable	CalPEST Submission - Notification Unacceptable ([CALPEST ID])	When a notification is unacceptable and will be processed as an amendment
Return Period Warning	CalPEST Submission Return Period Warning [CALPESTID]	When the return window for a submission is about to expire
SRA Expiration	CalPEST Special Regulatory Action Notice of Expiration ([SPECIAL NUMBER])	When an SLN special regulatory action is about to expire
Studies Do Not Support	CalPEST Submission Studies Do Not Support Registration ([CALPEST ID])	When an evaluation program finds that studies submitted do not support registration
Submission Status*	CalPEST Submission Update ([CALPEST ID])	When a submission status is created or updated
Submission Unlock*	CalPEST Submission Unlock ([CALPEST ID])	When a submission is unlocked for editing
System Update*	CalPEST System Update [DATE]	When system-wide updates or fixes are communicated

Table 2: Email Template Summary Table

Appendix C: Sample Letter of Authorization Template

[Company's Letterhead / Logo]

[Company Name]

[Address]

[Phone Number]

[Email Address]

[Date]

California Department of Pesticide Registration

Subject: Authorization Letter

To Whom It May Concern,

This letter serves as formal authorization from [Company Name] to designate the following individual to act on behalf of the company in matters relating to the California Department of Pesticide Registration (CDPR):

Authorized Individual:

[Authorized Person's Full Name]

[Authorized Person Title]

Role: Company Administrator / Company Submitter [Specify according to your requirement]

Pursuant to CDPR requirements, this authorization confirms that the above-named individual is permitted to perform all administrative, submission, and communication duties associated with [Company Name].

This authorization will remain in effect until revoked in writing by an authorized officer of [Company Head and Company Name].

If you require any further information or clarification, please contact us at [Your Email Address]

Sincerely,

[Full Name]

[Title]

[Company Name]

Signature: _____

Appendix D: Document Categories by Submission Type

The table below shows a list of the document categories available for each submission type you create on CalPEST. For definitions of each category, including which categories are confidential, see: [Document Categories](#). For detailed information on required documents, see: [How to Register a Pesticide | DPR](#).

Submission Type(s)	Available Document Categories
AME PRO SLN EEX	Correspondence Data Waiver Label – Master (AME and PRO only) Label – Other Label – Standard Label – Structural Device/Operating Manual Safety Data Sheet (SDS) Certification of the OPP Pilot Fragrance Notification Program Scientific Study Other Cover Letter Product Formulation Information (PFI) U.S. EPA Stamped-Accepted Label U.S. EPA Notice of Supplemental Distribution EPA Form 8570-5 (AME and PRO only) U.S. EPA Correspondence U.S. EPA Application for Registration/Amendment EPA Form 8570-1 U.S. EPA Confidential Statement of Formula EPA Form 8570-4 U.S. EPA Summary of Physical/Chemical Properties EPA Form 8570-36 U.S. EPA Other U.S. EPA Application for Experimental Use Permit EPA Form 8570-17 (PRO only)
DAT	Certification of the OPP Pilot Fragrance Notification Program Correspondence Cover Letter Data Waiver Other Other (Confidential) Scientific Study U.S. EPA Correspondence U.S. EPA Other

Appendix E: Table of Figures

<i>Figure 1: CalPEST landing page with Register highlighted</i>	<i>11</i>
<i>Figure 2: Advisory message shown before registration begins</i>	<i>11</i>
<i>Figure 3: Terms and Conditions agreement screen.....</i>	<i>12</i>
<i>Figure 4: Email verification – Send code</i>	<i>13</i>
<i>Figure 5: Email verification – Enter code</i>	<i>13</i>
<i>Figure 6: Create and confirm your CalPEST password</i>	<i>14</i>
<i>Figure 7: Microsoft Authenticator app (correct app icon highlighted).....</i>	<i>14</i>
<i>Figure 8: Authenticator – Add account via QR code button</i>	<i>15</i>
<i>Figure 9: Authenticator – Camera view to scan QR code.....</i>	<i>15</i>
<i>Figure 10: Scan CalPEST QR code with the Microsoft Authenticator app.....</i>	<i>16</i>
<i>Figure 11: Enter the 6-digit code from the Authenticator app</i>	<i>16</i>
<i>Figure 12: CalPEST dashboard shown after successful registration</i>	<i>17</i>
<i>Figure 13: CalPEST landing page with Sign In option highlighted.....</i>	<i>17</i>
<i>Figure 14: Sign In screen with email and password fields</i>	<i>18</i>
<i>Figure 15: Two-factor authentication screen.....</i>	<i>18</i>
<i>Figure 16: Forgot your password? link on Sign In</i>	<i>19</i>
<i>Figure 17: Password reset – enter email to receive code</i>	<i>19</i>
<i>Figure 18: Password reset – enter verification code</i>	<i>20</i>
<i>Figure 19: Password reset – two-factor verification step</i>	<i>20</i>
<i>Figure 20: Set new password screen</i>	<i>21</i>
<i>Figure 21: Open Profile from the menu bar (top-right name menu)</i>	<i>22</i>
<i>Figure 22: Profile screen with Edit User Profile</i>	<i>23</i>
<i>Figure 23: Change Email – enter current email and password</i>	<i>24</i>
<i>Figure 24: Change Email – enter new email and send code.....</i>	<i>24</i>
<i>Figure 25: Change Email – verify code sent to new email</i>	<i>25</i>
<i>Figure 26: Two-factor verification during email change</i>	<i>25</i>
<i>Figure 27: Authenticator – select the old CalPEST account</i>	<i>26</i>
<i>Figure 28: Authenticator – Remove account action</i>	<i>26</i>
<i>Figure 29: Account deactivation confirmation pop-up.</i>	<i>28</i>
<i>Figure 30: New Submission – Company Creation Request option selected.....</i>	<i>30</i>
<i>Figure 31: CCR Details – CA-Only and Government Entity dropdowns</i>	<i>30</i>
<i>Figure 32: CCR – U.S. address fields</i>	<i>31</i>
<i>Figure 33: CCR – International address fields</i>	<i>31</i>
<i>Figure 34: CCR Summary – read-only company details</i>	<i>31</i>
<i>Figure 35: CCR Terms and Conditions checkbox with links</i>	<i>32</i>
<i>Figure 36: CCR success – confirmation popup with Go to Dashboard</i>	<i>32</i>

<i>Figure 37: From My Companies – Company Number hyperlink</i>	<i>33</i>
<i>Figure 38: Company Profile screen (Administrator view)</i>	<i>33</i>
<i>Figure 39: Edit Company Profile button (Admins only)</i>	<i>34</i>
<i>Figure 40: New Submission – Company Name Request (CNR) selected</i>	<i>35</i>
<i>Figure 41: CNR Details – Select company and enter new name</i>	<i>36</i>
<i>Figure 42: CNR Document upload grid</i>	<i>36</i>
<i>Figure 43: CNR – Save & Continue</i>	<i>37</i>
<i>Figure 44: CNR Summary – Terms checkbox and Submit</i>	<i>37</i>
<i>Figure 45: CNR success popup with Go to Dashboard button</i>	<i>37</i>
<i>Figure 46: Add New Association (CAR) button</i>	<i>38</i>
<i>Figure 47: CAR authorization notice</i>	<i>38</i>
<i>Figure 48: CAR – company lookup</i>	<i>39</i>
<i>Figure 49: CAR – role selection (Submitter or Administrator)</i>	<i>39</i>
<i>Figure 50: CAR – upload Letter of Authorization (PDF)</i>	<i>40</i>
<i>Figure 51: Company Profile – open via Company Number</i>	<i>41</i>
<i>Figure 52: Company Profile – Associations tab</i>	<i>41</i>
<i>Figure 53: Add User to Company button (Associations tab)</i>	<i>41</i>
<i>Figure 54: CAR popup – auto-filled Company Number and Name</i>	<i>42</i>
<i>Figure 55: CAR popup – Email field (registered user required)</i>	<i>42</i>
<i>Figure 56: CAR popup – Role dropdown and descriptions</i>	<i>42</i>
<i>Figure 57: CAR popup – Submit request</i>	<i>42</i>
<i>Figure 58: Association confirmed for the user.</i>	<i>43</i>
<i>Figure 59: Change Role from Options menu (My Companies)</i>	<i>44</i>
<i>Figure 60: CRR form – company fields auto-filled.</i>	<i>44</i>
<i>Figure 61: CRR – select new role</i>	<i>44</i>
<i>Figure 62: Admin – open Company Profile via Company Number</i>	<i>45</i>
<i>Figure 63: Admin – Associations tab listing all users</i>	<i>46</i>
<i>Figure 64: Admin – Change Role next to own name</i>	<i>46</i>
<i>Figure 65: Admin – select new role (Submitter) and submit</i>	<i>46</i>
<i>Figure 66: Role change success message</i>	<i>47</i>
<i>Figure 67: Admin – open Company Profile to manage another user</i>	<i>47</i>
<i>Figure 68: Admin – Associations tab view (other users)</i>	<i>48</i>
<i>Figure 69: Admin – Change Role next to the selected user</i>	<i>48</i>
<i>Figure 70: Disassociate – Options menu next to company</i>	<i>49</i>
<i>Figure 71: Disassociate – warning message</i>	<i>50</i>
<i>Figure 72: Disassociate – success confirmation</i>	<i>50</i>
<i>Figure 73: Admin – open Company Profile to disassociate a user</i>	<i>51</i>
<i>Figure 74: Admin – Associations tab (manage disassociation)</i>	<i>51</i>

<i>Figure 75: Admin – Disassociate next to the user</i>	<i>52</i>
<i>Figure 76: Annual verification email to Company Administrators.....</i>	<i>53</i>
<i>Figure 77: Company Profile with Products tab selected.</i>	<i>55</i>
<i>Figure 78: Products grid with product details.....</i>	<i>56</i>
<i>Figure 79: Products tab in Company Profile.</i>	<i>57</i>
<i>Figure 80: Products grid with Registration Number hyperlinks.....</i>	<i>57</i>
<i>Figure 81: Product Details page – Label section with Acceptance Date hyperlink</i>	<i>58</i>
<i>Figure 82: Documents tab in a submission record</i>	<i>58</i>
<i>Figure 83: Document Name hyperlink to download the accepted label</i>	<i>59</i>
<i>Figure 84: Company Profile with Licenses tab selected</i>	<i>60</i>
<i>Figure 85: Generate License button</i>	<i>61</i>
<i>Figure 86: License generation message popup</i>	<i>61</i>
<i>Figure 87: Licenses table (date, document name, size)</i>	<i>62</i>
<i>Figure 88: Error shown when a Submitter tries to voluntarily cancel</i>	<i>62</i>
<i>Figure 89: Products tab (context for cancellation).....</i>	<i>63</i>
<i>Figure 90: Cancel button on product row</i>	<i>64</i>
<i>Figure 91: Voluntary cancellation confirmation popup</i>	<i>64</i>
<i>Figure 92: Voluntary cancellation success message</i>	<i>65</i>
<i>Figure 93: New Submission – Product Renewal selected</i>	<i>67</i>
<i>Figure 94: Renewal – select company</i>	<i>68</i>
<i>Figure 95: Renewal – select year.....</i>	<i>68</i>
<i>Figure 96: Renewal – eligible products list with checkboxes</i>	<i>68</i>
<i>Figure 97: Renewal - conditional products with date field.</i>	<i>69</i>
<i>Figure 98: Renewal Summary – Terms and Conditions checkbox and Add to Cart</i>	<i>69</i>
<i>Figure 99: Renewal – Go to Dashboard or Continue to Cart popup</i>	<i>70</i>
<i>Figure 100: New Submission – New Product (PRO) selected.....</i>	<i>70</i>
<i>Figure 101: PRO Details – select company</i>	<i>71</i>
<i>Figure 102: PRO – Registration Type</i>	<i>71</i>
<i>Figure 103: PRO – Special Registration Type(s).....</i>	<i>71</i>
<i>Figure 104: PRO – Federal Concurrent Type</i>	<i>72</i>
<i>Figure 105: PRO – Product Name field.</i>	<i>72</i>
<i>Figure 106: PRO – U.S. EPA Registration Number</i>	<i>72</i>
<i>Figure 107: PRO – Product Type selection.....</i>	<i>72</i>
<i>Figure 108: PRO – Signal Word.....</i>	<i>73</i>
<i>Figure 109: PRO – Container information</i>	<i>73</i>
<i>Figure 110: PRO – Pesticide Category.....</i>	<i>74</i>
<i>Figure 111: PRO – Pesticide Use</i>	<i>74</i>
<i>Figure 112: PRO – Formulation Classification</i>	<i>74</i>

<i>Figure 113: PRO – Formulation selection.....</i>	<i>74</i>
<i>Figure 114: PRO – Intended application area/equipment/method</i>	<i>75</i>
<i>Figure 115: PRO – Document upload</i>	<i>75</i>
<i>Figure 116: PRO Summary – Add to Cart</i>	<i>76</i>
<i>Figure 117: PRO – success options</i>	<i>76</i>
<i>Figure 118: New Submission – Data (DAT) selected.....</i>	<i>77</i>
<i>Figure 119: DAT – select company</i>	<i>78</i>
<i>Figure 120: DAT – Type/Reason.....</i>	<i>78</i>
<i>Figure 121: DAT – product registration numbers.....</i>	<i>78</i>
<i>Figure 122: DAT – Incident Report type</i>	<i>79</i>
<i>Figure 123: DAT – product conditions target</i>	<i>79</i>
<i>Figure 124: DAT – upload documents.....</i>	<i>80</i>
<i>Figure 125: DAT Summary – Add to Cart</i>	<i>80</i>
<i>Figure 126: DAT – success options.....</i>	<i>81</i>
<i>Figure 127: New Submission – Product Amendment (AME) selected</i>	<i>81</i>
<i>Figure 128: AME – select company.....</i>	<i>82</i>
<i>Figure 129: AME – select product (active only)</i>	<i>82</i>
<i>Figure 130: AME – Amendment vs Notification type.</i>	<i>82</i>
<i>Figure 131: AME – select Sub Types for AMENDMENT type.....</i>	<i>83</i>
<i>Figure 132: AME – select Sub Types for NOTIFICATION type.....</i>	<i>83</i>
<i>Figure 133: AME – Federal Concurrent Type.....</i>	<i>84</i>
<i>Figure 134: AME – upload documents</i>	<i>85</i>
<i>Figure 135: AME Summary – Add to Cart</i>	<i>85</i>
<i>Figure 136: AME – success options</i>	<i>86</i>
<i>Figure 137: New Submission – Company Change (PRO) selected</i>	<i>87</i>
<i>Figure 138: Company Change Details – select receiving company</i>	<i>87</i>
<i>Figure 139: Company Change form – Company Change Type dropdown.....</i>	<i>87</i>
<i>Figure 140: Company Change – previous company selection.....</i>	<i>88</i>
<i>Figure 141: Company Change – previous product selection.....</i>	<i>88</i>
<i>Figure 142: Indicate whether the product transfer includes ownership of scientific studies</i>	<i>88</i>
<i>Figure 143: New Product Information – Product Name</i>	<i>88</i>
<i>Figure 144: New Product Information – U.S. EPA Reg. No. (three-part)</i>	<i>89</i>
<i>Figure 145: New Product Information – container details.....</i>	<i>89</i>
<i>Figure 146: Company Change – select documents</i>	<i>89</i>
<i>Figure 147: Company Change – upload documents</i>	<i>90</i>
<i>Figure 148: Company Change Summary – Add to Cart</i>	<i>90</i>
<i>Figure 149: New Submission – Supporting Documents selected.....</i>	<i>91</i>

<i>Figure 150: Supporting Documents form – CalPEST ID field</i>	<i>92</i>
<i>Figure 151: Supporting Documents Summary – Terms and Conditions checkbox and Submit button.....</i>	<i>92</i>
<i>Figure 152: New Submission – Emergency Exemption (EEX) selected.....</i>	<i>93</i>
<i>Figure 153: EEX Details – select Applicant (company)</i>	<i>94</i>
<i>Figure 154: EEX Type selection</i>	<i>94</i>
<i>Figure 155: EEX – indicating if the submission is an amendment to an existing EEX</i>	<i>94</i>
<i>Figure 156: EEX – select Statewide or individual counties</i>	<i>95</i>
<i>Figure 157: EEX – specify other application boundaries.....</i>	<i>95</i>
<i>Figure 158: EEX – indicating whether product is registered in California.....</i>	<i>95</i>
<i>Figure 159: EEX – select company and product.....</i>	<i>95</i>
<i>Figure 160: EEX – manual product name/U.S. EPA registration number entry</i>	<i>96</i>
<i>Figure 161: EEX – Intended application area</i>	<i>96</i>
<i>Figure 162: EEX – Intended application equipment</i>	<i>96</i>
<i>Figure 163: EEX – Pesticide application method.....</i>	<i>96</i>
<i>Figure 164: EEX Sites – Add Site button</i>	<i>97</i>
<i>Figure 165: EEX Sites – site name field</i>	<i>97</i>
<i>Figure 166: EEX Sites – Preharvest Interval (PHI) and PHI unit</i>	<i>97</i>
<i>Figure 167: EEX Sites – Restricted-Entry Interval (REI) and REI unit.....</i>	<i>97</i>
<i>Figure 168: EEX Sites – Edit/Delete in site grid</i>	<i>98</i>
<i>Figure 169: EEX Summary – Terms and Conditions checkbox and Add to Cart button</i>	<i>98</i>
<i>Figure 170: New Submission – Special Local Need (SLN) selected.....</i>	<i>99</i>
<i>Figure 171: SLN Details – select Applicant</i>	<i>100</i>
<i>Figure 172: SLN Type – First-Party or Third-Party</i>	<i>100</i>
<i>Figure 173: SLN – indicating if the submission is an amendment to an existing SLN submission.....</i>	<i>100</i>
<i>Figure 174: SLN – select Statewide or individual counties.....</i>	<i>101</i>
<i>Figure 175: SLN – specify other application boundaries</i>	<i>101</i>
<i>Figure 176: SLN – indicating if the product is currently registered in CA</i>	<i>101</i>
<i>Figure 177: SLN (Registered) – select manufacturing company and product</i>	<i>101</i>
<i>Figure 178: SLN (Not registered) – manual product name/U.S. EPA registration number entry</i>	<i>102</i>
<i>Figure 179: SLN – Intended application area.....</i>	<i>102</i>
<i>Figure 180: SLN – Intended application equipment</i>	<i>102</i>
<i>Figure 181: SLN – Pesticide application method</i>	<i>102</i>
<i>Figure 182: SLN Sites – Add Site button.....</i>	<i>103</i>
<i>Figure 183: SLN Sites – site name field</i>	<i>103</i>
<i>Figure 184: SLN Sites – PHI and PHI unit.....</i>	<i>103</i>

<i>Figure 185: SLN Sites – REI and REI unit</i>	<i>103</i>
<i>Figure 186: SLN Sites – Edit/Delete actions</i>	<i>104</i>
<i>Figure 187: SLN Summary – Terms and Conditions checkbox and Add to Cart button.....</i>	<i>104</i>
<i>Figure 188: Dashboard – Action Required tab</i>	<i>106</i>
<i>Figure 189: Dashboard – Pending Submissions tab</i>	<i>107</i>
<i>Figure 190: Dashboard – Completed Submissions tab</i>	<i>107</i>
<i>Figure 191: Dashboard – Draft Submissions tab</i>	<i>108</i>
<i>Figure 192: Dashboard – Pending Invoices tab</i>	<i>108</i>
<i>Figure 193: Action menu with “Change Contact” option highlighted</i>	<i>110</i>
<i>Figure 194: Submitter view of the Change Contact form with email field.</i>	<i>111</i>
<i>Figure 195: Administrator view of the Change Contact form with dropdown.....</i>	<i>112</i>
<i>Figure 196: Action Required – click CALPEST ID to view deficiency.</i>	<i>113</i>
<i>Figure 197: Deficiencies tab with red dot indicator and list of items</i>	<i>113</i>
<i>Figure 198: Conditions tab with checkboxes and Agree button</i>	<i>115</i>
<i>Figure 199: Action menu – Resubmit for returned submissions.....</i>	<i>115</i>
<i>Figure 200: Resubmission confirmation popup.</i>	<i>116</i>
<i>Figure 201: CAR/CRR review screen with Approve/Reject.....</i>	<i>116</i>
<i>Figure 202: Approve/Reject action confirmation</i>	<i>117</i>
<i>Figure 203: Company Profile with Pending Submissions tab selected.....</i>	<i>119</i>
<i>Figure 204: Opening a pending submission from Dashboard</i>	<i>119</i>
<i>Figure 205: Documents tab in submission details.....</i>	<i>120</i>
<i>Figure 206: Action menu with Request Unlock option</i>	<i>121</i>
<i>Figure 207: Action menu with Withdraw option.....</i>	<i>121</i>
<i>Figure 208: Evaluation tab with grid of findings and reports</i>	<i>123</i>
<i>Figure 209: Draft Submissions – edit or delete</i>	<i>124</i>
<i>Figure 210: Pending Invoices – invoice detail view.....</i>	<i>126</i>
<i>Figure 211: Invoice – Payment Method dropdown</i>	<i>127</i>
<i>Figure 212: Pending Invoices – Invoice Number hyperlinks</i>	<i>128</i>
<i>Figure 213: Payment Cart icon (with item count)</i>	<i>128</i>
<i>Figure 214: Payment method selection – EFT.....</i>	<i>129</i>
<i>Figure 215: EFT Payment flow – Continue</i>	<i>129</i>
<i>Figure 216: EFT – Continue to Electronic Funds Transfer (First Data).....</i>	<i>130</i>
<i>Figure 217: First Data – pre-populated Account/Payment Info tabs</i>	<i>131</i>
<i>Figure 218: First Data – after Cancel, Account Info editable</i>	<i>132</i>
<i>Figure 219: First Data – after Cancel, Payment Info editable.....</i>	<i>132</i>
<i>Figure 220: First Data – Contact Info tab.....</i>	<i>133</i>
<i>Figure 221: First Data – Payment Method tab</i>	<i>133</i>
<i>Figure 222: First Data – Confirm or Edit Payment</i>	<i>134</i>

<i>Figure 223: First Data – Payment Complete</i>	<i>134</i>
<i>Figure 224: Payment method selection – Credit Card</i>	<i>136</i>
<i>Figure 225: Credit Card flow – Continue button</i>	<i>136</i>
<i>Figure 226: Elavon – Payment Description box.....</i>	<i>137</i>
<i>Figure 227: Elavon – Payment and Billing Address</i>	<i>137</i>
<i>Figure 228: Elavon – Payment confirmation page</i>	<i>138</i>
<i>Figure 229: Credit card payment success screen.....</i>	<i>138</i>
<i>Figure 230: Payment method selection – Check</i>	<i>139</i>
<i>Figure 231: Check Payment flow – Continue button</i>	<i>140</i>
<i>Figure 232: Check – transaction confirmation & mailing instructions</i>	<i>140</i>
<i>Figure 233: Public Search – Searches top menu.....</i>	<i>142</i>
<i>Figure 234: Public Search – Help page navigation</i>	<i>143</i>
<i>Figure 235: Related Links – Product Search (multiple variables).....</i>	<i>144</i>
<i>Figure 236: Product Search – Product Information filters</i>	<i>144</i>
<i>Figure 237: Product Search – Registration Date filter</i>	<i>145</i>
<i>Figure 238: Product Search – Characterization filters</i>	<i>145</i>
<i>Figure 239: Product Search – Chemical Information filters</i>	<i>146</i>
<i>Figure 240: Product Search – results table & Full Product report link</i>	<i>146</i>
<i>Figure 241: Product Details page – Label section with Acceptance Date hyperlink to download the accepted label.....</i>	<i>147</i>
<i>Figure 242: Product Search – export to Excel or report (≤700 records).</i>	<i>147</i>
<i>Figure 243: Studies Search – entry point (multiple variables)</i>	<i>148</i>
<i>Figure 244: Studies Search – filter set</i>	<i>149</i>
<i>Figure 245: Studies Search – results & Full Study report link</i>	<i>149</i>
<i>Figure 246: Studies Search – brief citation / export.....</i>	<i>150</i>
<i>Figure 247: Chemical Search – entry point</i>	<i>150</i>
<i>Figure 248: Chemical Search – filters.....</i>	<i>151</i>
<i>Figure 249: Chemical Search – results & Chemical report link</i>	<i>151</i>
<i>Figure 250: Special Regulatory Actions (SRA) – entry point</i>	<i>152</i>
<i>Figure 251: SRA Search – action information filters</i>	<i>153</i>
<i>Figure 252: SRA Search – chemical information filters.</i>	<i>153</i>
<i>Figure 253: SRA Search – use information filters</i>	<i>154</i>
<i>Figure 254: SRA Search – pests and sites filters</i>	<i>154</i>
<i>Figure 255: SRA Search – U.S. EPA information filters</i>	<i>154</i>
<i>Figure 256: SRA Search – results & Special Regulatory Action report</i>	<i>155</i>
<i>Figure 257: CalPEST Help page link in top menu</i>	<i>155</i>