

## How Add a Registered Technician.

1. Click the Employee link in your business homepage.



Home Programs Profile Shopping Cart FAQ Logout

### Pesticide Business Information

**Account Summary**  
0003DP | Computer Virus Control Company | 2301 N Cameron St, Harrisburg, PA 17110-9408 | P1: 717-772-5214

**License Information**  

<b>Plants ID:</b>	0003DP
<b>License ID:</b>	BU1198
<b>Status:</b>	Active
<b>Issue Date:</b>	01/18/2017
<b>Expire Date:</b>	12/31/2018
<b>Original Effective Date:</b>	12/12/2006

**Online Renewals/Payments**  
Access online license renewals: [Online Shopping Cart](#)  
[Add a New Program License/Registration](#)

**Insurance Information**  
**Issued By:** Safeguy  
**Policy Number:** WO-1234  
**Expire Date:** 12/30/2020  
[Back to Account Home](#) [Print License](#)

[Business Relationships](#) (Click to show your business relationships)

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

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

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

2. Click: Request Employee Change

[Employees](#) (Click to hide your employees)

**Employees**

[Request Employee Change](#) [Export to Excel](#) [Export Help](#)

PaPlants ID	Cert ID	Expire Date	Status	Name	Start Date	End Date
000E7M	<a href="#">000002</a>	09/29/2018	Active	Test, Drew	07/21/2016	
005VN4	<a href="#">T80004</a>		Pending	Fisherq, Jane	04/26/2018	

2 record(s) found.

3. Click Add Button and Select Employee Type Technician

**Employee Request**

**PaPlantsID: 0003DP - Computer Virus Control Company (BU ID: BU1198)**

☒ Add ☐ Remove ☐ Reprint Applications

Employee Type: [Technician](#)

**Enter/Update Employee Information**

First Name *:	<input type="text"/>	Middle Initial:	<input type="text"/>
Last Name *:	<input type="text"/>	Date of Birth *:	<input type="text"/>

[Save Technician](#) [Back](#)

4. Enter employee's name and date of birth. Then Click Save Technician.
5. After thirty day training period, you will be able to log back into PaPlants to activate the technician.