How to use the AES eCommerce Site for the Limited Urban Commercial Landscape Fertilizer Applicator (LF) certificate

The URL for the site is: https://aesecomm.freshfromflorida.com/.

A brief overview of the system.
Creating an account establishes a secure “shopping cart” for you in the revenue system and validates an existing email address. You are then taken to the AES processing area where you select the license/credential you are applying for. You will then provide us with the application information that may be necessary to qualify you for the credential. When processing is complete and all fees calculated, you will be sent back to your revenue shopping cart and payment information will be collected and processed. Successful payment processing will return you back to the AES processing area and you will be provided a receipt. This will complete your online application process.

ONCE YOUR PAYMENT HAS BEEN RECEIVED AND DEPOSITED, the licensing section receives your application, validates the information and any qualification the credential might require, and issues the license/certificate to complete the application process.

Step 1
You must create a Revenue account. You will only do this ONCE. The revenue account can be used as long as your email address and PIN remain unchanged. (If you have already created account, you can go to Step 4)

Using the LEFT HAND menu, click on “New User? Sign up” link.
Step 2
Enter your First name; Last Name and Email address on the LEFT SIDE and click on “Submit”.

If done properly, you will receive a message on the left hand side that indicates that an email has been sent to the email address you provided.
Step 3
You must follow the instructions in the email..... You have to click on the link provided to ACTIVATE your account.
PLEASE MAKE NOTE OF THE PIN NUMBER IN THE EMAIL.

----------------------------------------EXAMPLE----------------------------------------

From: fl-ag-online@freshfromflorida.com
Date: March 18, 2014 at 1:24:01 PM EDT
To: "your email address"
Subject: e-Gov Account Activation

Welcome New User!!!

Florida Department of Agriculture & Consumer Services would like to thank you for signing-up as a new user through our e-commerce portal.

Account Activation

Please verify your email address by clicking the account activation link provided below:

https://www.fl-ag-online.com/egc/customer/activator.aspx?UserKey=83e05243-3b0277af7b1d

You may also copy and paste the web address below into your browser.

Account Information

Please logon to our website (only after activating your account), to start using our online services.

Username: email address you provided
PIN: 24412

General Information

Please do not reply to this email. For business area assistance, please click on the Contact Us link on the http://www.fl-ag-online.com website for quickest routing. If you are receiving a technical error message, please email helpdesk@freshfromflorida.com and type “eCommerce” in the subject line of your email. Please email a screen print of the error (shift-print screen).

----------------------------------------END EXAMPLE----------------------------------------

You will receive the following screen once you have validated your email, when you are ready to use the system click on “Return to Login” or use the URL: https://aesecomm.freshfromflorida.com/ link.
Step 4
Log into the system using the LEFT menu. You will enter the email address you registered with and the PIN number that was provided to you in the email.

After you have logged into your account you will be presented with this screen. Click on “Apply for Urban Landscape Commercial Fertilizer Certificate” (indicated by the arrow below).
Step 5
You will be taken to the application form. All REQUIRED information is marked with an asterisk.

Enter your Name; Date of Birth; and 4 Digit PIN (NOTE: THIS IS NOT THE SAME PIN PROVIDED WHEN YOU SET UP THE ACCOUNT. This is the PIN you originally provided the Bureau on licensing applications which will “usually” be the last 4 of your social – or – whatever PIN number you provided the Bureau – If this is the first time you are applying for a credential with the Department, please choose a 4 digit number THAT IS EASY TO REMEMBER). Continue to enter the other required information. When finished, click on the “NEXT” button.
Step 6
Your next screen will ask for you GIBMP certificate number. This is REQUIRED information and is printed on the certificate you received from UF/IFAS-GIBMP following your training.
Step 7

The system then locates the GIBMP information and COMPARES it to the information you entered. IF the name you entered does NOT MATCH EXACTLY the name used for the GIBMP certificate, you will receive an error – "Invalid Certificate Data: Certificate Number does not match the Name" (see below).

YOU CANNOT USE THE ELECTRONIC SYSTEM UNTIL THE NAMES MATCH. Please use the orange “LOG OUT” button on the left side menu. This will STOP THE RENEWAL PROCESS until you can correct the issue. (You will have to start the application process OVER – but you will NOT have to recreate your eCommerce account.)

To correct this issue, contact the GIBMP personnel directly and ask them to CHANGE YOUR NAME in the GIBMP database to match the name as you’ve entered into our system.

The GIBMP has a webpage that you can access to update your information: http://fyn.ifas.ufl.edu/professionals/BMP_contact_update_form.htm. You can also contact Jen Marvin - Data Manager or Nicole Casuso - Program Assistant at (352) 273-4517 (email: gi.bmp@ifas.ufl.edu) and ask them to correct the information.
Step 8
IF YOUR NAME MATCHED, you will get the next screen where you VERIFY that all of the information is correct. If you need to edit any information, there is a “EDIT” link in the green bar. DO NOT CHANGE YOUR NAME – but make any other edits as necessary. PLEASE BE SURE TO CHECK THAT YOUR EMAIL ADDRESS IS CORRECT.

You will be required to READ AND AGREE (by checking each box) EACH STATEMENT. You cannot proceed unless you agree to these statements.

You will see the $25 certification fee summary.

Click on “Submit Application” – your application information is stored and you will be redirected to the secure payment area. This is automatic.
Step 9
Choose your payment method – You can pay by Credit or Debit Card; you can pay by Personal Check or you can pay by Business Check. Then press the “Pay Now” button

If you pay by Check – you will be presented a screen that you must print out on paper to submit with your check, to the Department by mail. Your certificate will not be issued until payment is received and processed.

If you choose to pay by Credit or Debit Card, you will go to the next screen.
Step 10
This is the “shopping cart” payment screen – verify the top information and then enter your payment information and billing address. Then click on “Continue”.

Please be patient and do nothing until the processing screen appears and disappears. When complete, you will be returned to the AES processing area. If any error occurs, you will be given additional information to resolve the issue.
Step 11
If payment processes normally, you are provided a receipt. Please print this receipt for your records.

Your application and payment has been **submitted**. Within one or two days, if your application and payment is in order, you should receive an automated email with a pdf image of your LF certificate. If your email indicates there are any issues or errors, please reply to the email you received from the department so we can correct the problem.

----------Example Email-------------------------------

**From:** malori.langston@freshfromflorida.com  
**Date:** March 19, 2014 at 12:00:51 AM EDT  
**To:** “your email address”  
**Subject:** RE: Application Status for DTN:XXXXXX

Dear Applicant,

Your application has been processed and your license has been issued. Your new license number is LFXXXXXX. An electronic copy of your license is attached. Please note, you will NOT be receiving a hard copy of the license card in the mail.

Thank You.

----------End Example Email -------------------------------

Save the pdf file attached to the email to your computer and print a copy for you to keep on your person while making fertilizer applications.

The LF credential is valid for 4 years. Please remember, that PRIOR TO RENEWAL, you must obtain 2 hours of Core and 2 hours of Limited Fertilizer Continuing Education Unit (CEU) credits to renew the credential.